



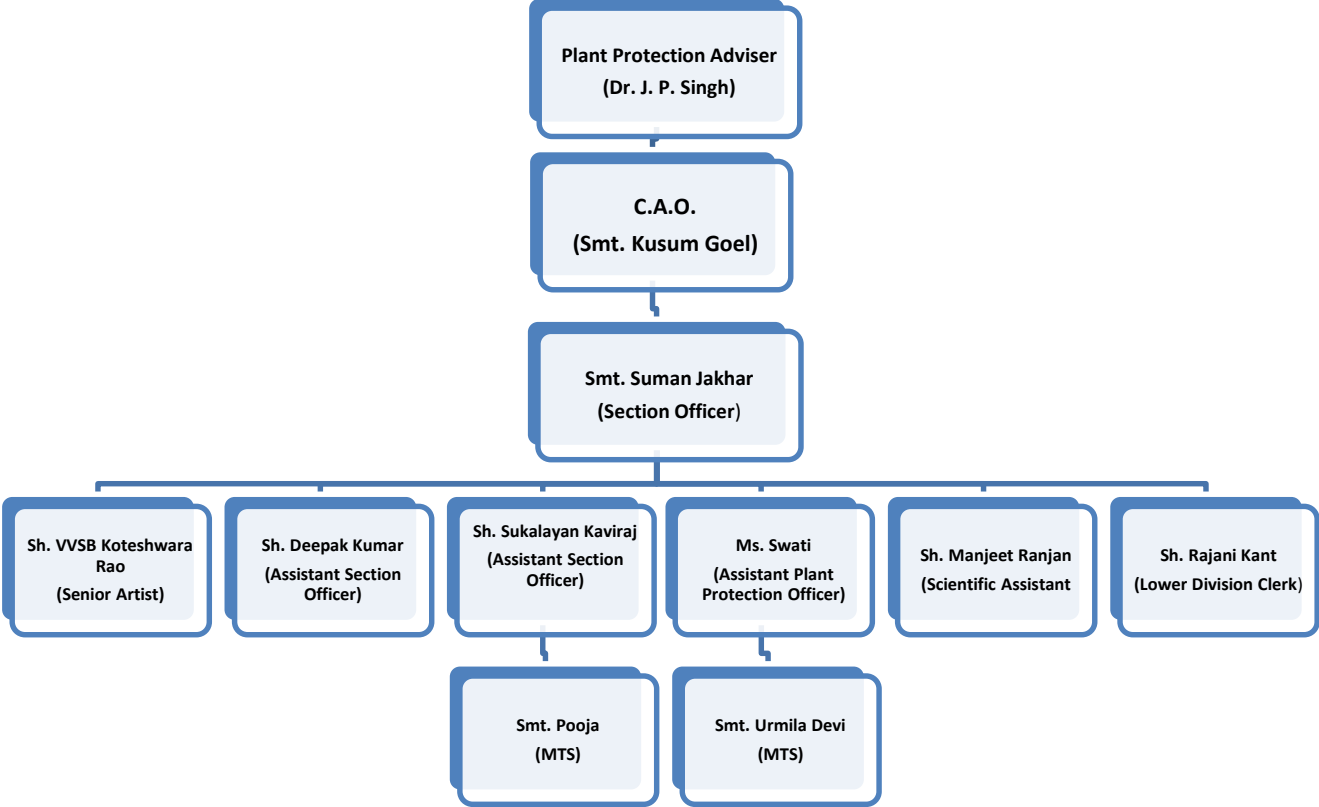
सत्यमेव जयते

Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture & Farmers Welfare
Directorate of Plant Protection, Quarantine & Storage
NH-IV, Faridabad (Haryana)-121001

READY
RECKONER

Administration –I
DPPQ&S, FARIDABAD

ORGANISATION CHART OF ADMINISTRATION - I



Contact Details of Officers/Officials of Admin-I Section

S.No	Name	Designation	Contact No.
01	Smt. Suman Jakhar	Section Officer	0129-2476360
02	Sh. VVSB Koteswara Rao	Senior Artist	-do-
03	Sh. Deepak Kumar	Assistant Section Officer	-do-
04	Sh. Sukalayan Kaviraj	Assistant Section Officer	-do-
05	Ms. Swati	Assistant Plant Protection Officer	-do-
06	Sh. Manjeet Ranjan	Scientific Assistant	-do-
07	Sh. Rajani Kant	Lower Division Clerk	-do-
08	Smt. Pooja	MTS	-do-
09	Smt. Urmila Devi	MTS	-do-

WORK ALLOCATED TO ADMINISTRATION - I SECTION

The following works have been allocated to Administration-I Section:

(1) Establishment/Admin Matters of Section:

- Various Service/personnel matters in respect of Gazetted officers of Group A and Group B of Grade Pay of Rs. 4600/- and above.
- Appointment/Confirmation/Promotion/MACPs/Transfer/Posting/Seniority List.
- RTIs/Retirement/Pension Cases/Increment/Disciplinary Cases/Public Grievances
- Grant of NOCs/Experience Certificates, Service Verifications, Advocate Fees/Medical Permission
- Declaration of CO/HOO/DDO/CDDO for Headquarters and Sub-Offices of PQD/IPM/Locust/RPTLs/CIL/CIB&RC
- Leave & LTC, Report & Return on administrative matter etc.
- Maintenance of Service Books and related Official Records.
- Charter of duties of Officers post-wise.
- Recruitment Rules (RRs)/Amendment/Cadre-Structuring/Court Cases related to Seniority/Service Matters.
- Transfer/posting proposals, transfer policy, incumbency and posting history of officials.
- Processing of various requests/representation.
- Examination of cases in consultations with DA&FW & other related Nodal Authorities.
- Appointment of Consultants of higher grade posts.
- Maintaining Date on filling up/vacant posts/follow up of proposals.

(2) Any other works assigned time to time from CAO/PPA.

**WORK DISTRIBUTION AMONGST THE OFFICERS/STAFF UNDER
ADMIN – I SECTION**

Smt. Suman Jakhar, Section Officer

- Section Officer is responsible for discharging his supervisory duties in consultation with higher authorities. He will ensure overall control, supervision and discharge of assigned work of the section in an efficient and effective manner. He will participate and ensure that all cases are timely examined in accordance with various Govt. of India rules and guidelines.
- Review / framing of Recruitment Rules (RRs) for the posts under jurisdiction of Admin – I Section.
- Maintenance of peace and discipline by all staff members.
- Any other work of importance, assigned by the higher authorities.

Shri V V S B Koteswar Rao, Senior Artist

- Medical permissions and Public Grievances.
- Various periodical Reports & Returns on administrative matters i.e. PWD/SC/ST/OBC and other reports / data having coordination nature in the section etc. on administrative matters viz. monthly status report on court cases / RTI Cases etc. / Public Grievance
- Processing of Court Cases on various service related issues / monitoring and advice in consultation with concerned line Ministries/organizations; filing of reply / comments of the Ministry and taking appropriate follow up action.
- Processing fee bills of Government Counsels for Court Cases pertaining to the Section.
- Transfer / Posting proposals, transfer policy, incumbency / history sheets of postings
- Compiling / maintaining data on filling up / vacant posts
- Monitoring / Maintenance of Service Books and related official records, including participation in weeding out drives.
- Any other work of importance, assigned by the higher authorities.

Deepak Kumar (ASO)

- Cadre / Service matters in respect of Group A officers of GCS cadre holding the post of PPA and APPA and Group B “ Officers holding the posts of PPO.
- Cadre / Service matters in respect of Under Secretaries (US), Section Officers (S.O.s), PPS and PS of CSS cadre.
- Review of cases under Rule 56 (j)
- Various service/personal matters of the above Officers such as appointment / confirmation / promotion / MACPs / pension / retirement / Increment / Disciplinary cases etc.
- Processing of Court Cases on various service related issues / monitoring and advice in consultation with concerned line Ministries/organizations; filing of reply / comments of the Ministry and taking appropriate follow up action.
- Appointment / hiring of Consultants on Contractual Basis under jurisdiction of Admin – I Section and any other Isolated Posts, if any etc.
- Monitoring / Maintenance of Service Books and related official records, including participation in weeding out drives.
- Any other work of importance, assigned by the higher authorities.

Sukalyan Kabiraj (ASO)

- Cadre and Service Matters in respect of Group A posts of JD and DD level.
- Examining different cases on assigned matters in consultations with DA&FW and other related Nodal Authorities.
- Review of cases under Rule 56 (j)
- Various service/personal matters of Officer such as appointment / confirmation / promotion / MACPs /pension / retirement / Increment / Disciplinary
- Processing of RTIs received in the section.
- Any other work of importance, assigned by the higher authorities.

Swati (APPO)

- Cadre and Service Matters in respect of Group A posts of AD level and ex cadre posts viz. Senior Administrative Officer, Senior Law Officer, Law Officer, Accounts Officer, DD/AD(Official Language), A.O.(Grade – I & II), Sr. Library Information Assistant, Assistant (Legal), Senior Programmer / DPA.

- Examining different cases on assigned matters in consultations with DA&FW and other related Nodal Authorities.
- Review of cases under Rule 56 (j)
- Various service/personal matters of Officer such as appointment / confirmation / promotion / MACPs /pension / retirement / Increment / Disciplinary
- Any other work of importance, assigned by the higher authorities.

Manjeet Ranjan, Scientific Assistant

- Declaration of HOO / CO / DDO / CDDO for Hqrs. & Sub – Offices of PQ/IPM/Locust/RPTLs etc.
- Dealing with LTC cases of all posts under the control of the Directorate.
- Various NOCs/Experience Certificates / Service Verifications etc. of all posts.
- All Hindi receipts received in Section/ Hindi return of Section
- Any other work of importance, assigned by the higher authorities.

Rajnikant (LDC)

- Maintenance of file Register / file Movement Register /Diary Register /Peon Book/ Circular Folders/ Sanction Folder / Book & Periodical Folders / Guard Files/ Weekly Reservoir Status Reports etc.
- Maintenance of leave records i.r.o. all posts dealt in the section.
- Any other work of importance, assigned by the higher authorities

Pooja (MTS)

- Diarizing & Movement of receipts and files.
- Any other work of importance, assigned by the higher authorities.

Urmila (MTS)

- Carrying of Section files to officers/ photocopying of Papers
- Sealing of letters covers of the Section
- Taking Dak to CR Section for dispatch and distributing of letters through the Peon Book for the Section.
- Any other work of importance, assigned by the higher authorities
