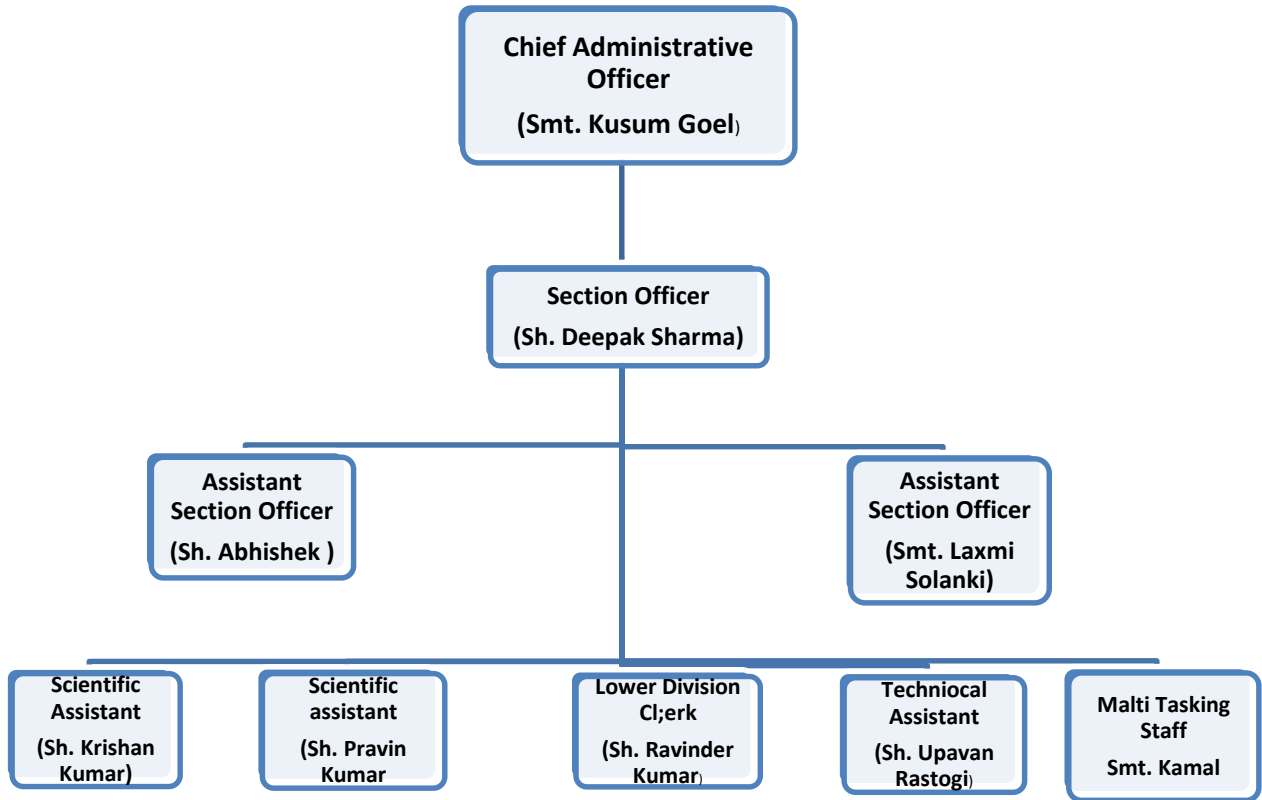Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture & Farmers Welfare
Directorate of Plant Protection, Quarantine & Storage
NH-IV, Faridabad (Haryana)–121001

READY RECKONER

Administration –II
DPPQ&S, FARIDABAD

ORGANISATION CHART OF ADMINISTRATION - II

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                    ┌─────────────────────────┐
                    │  Chief Administrative   │
                    │        Officer          │
                    │   (Smt. Kusum Goel)     │
                    └─────────────────────────┘
                                 │
                    ┌─────────────────────────┐
                    │     Section Officer     │
                    │   (Sh. Deepak Sharma)   │
                    └─────────────────────────┘
                                 │
          ┌──────────────────────┴──────────────────────┐
┌──────────────────┐                          ┌──────────────────┐
│    Assistant     │                          │    Assistant     │
│ Section Officer  │                          │ Section Officer  │
│  (Sh. Abhishek ) │                          │   (Smt. Laxmi    │
│                  │                          │    Solanki)      │
└──────────────────┘                          └──────────────────┘
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| Scientific Assistant (Sh. Krishan Kumar) | Scientific assistant (Sh. Pravin Kumar | Lower Division Cl;erk (Sh. Ravinder Kumar) | Techniocal Assistant (Sh. Upavan Rastogi) | Malti Tasking Staff Smt. Kamal |

CONTACT DETAILS OF OFFICERS/ OFFICIALS IN THE ADMIN-II SECTION

Sr. No.	Name	Designation	Tele. No.	Address
1.	Smt. Kusum Goel	Chief Administrative Officer	01292476331	DPPQS, OLD CGO BUILDING, Faridabad 121001
2.	Sh. Deepak Sharma	Section Officer	01292476318	-do-
3.	Sh. Abhishek	Assistant Section Officer	-do-	-do-
4.	Sh. Laxmi Solanki	Assistant Section Officer	-do-	-do-
5.	Sh. Krishan Kumar	Scientific Assistant	-do-	-do-
6.	Sh. Pravin Kumar	Scientific Assistant	-do-	-do-
7.	Sh. Upavan Rastogi	Technical Assistant	-do-	-do-
8.	Sh. Ravinder Kumar	Lower Division Clerk	-do-	-do-
9.	Smt. Kamal	Multi-Tasking Staff	-do-	-do-

WORK ALLOCATED TO ADMINISTRATION SECTION –II

The following works have been allocated to Administration –II Section:-

I.   Establishment /Admin matters of Section:-

1)   Various service / personal matters in respect Officers of Group 'B' & 'C', Grade Pay of Rs. 2000/- & above;
2)   Appointment / Confirmation / Promotion / MACPs / Transfer / Posting, Seniority list
3)   RTIs / Retirement / Pension Cases / Increment / Disciplinary Cases
4)   Grant of NOCs, Experience Certificates, Service Verifications, Advocate Fee / Medical Permission
5)   Leave & LTC, Report & Return on administrative matters etc
6)   Maintenance of Service Books and related Official Records.
7)   Charter of duties of Officers/officials post – wise.
8)   Recruitment Rules (RRs) / Amendment / Cadre re-structuring etc.
9)   Court Cases related to Seniority / Service Matters.
10) Transfer / posting proposals, transfer policy, incumbency / history sheets of postings etc.
11) Processing of various requests / representations
12) Examination of cases in consultations with DA&FW & other related Nodal Authorities
13) Maintaining Data on filling up / vacant posts / follow up of proposals

II.   Any other works assigned from time – to – time from CAO/PPA.

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