



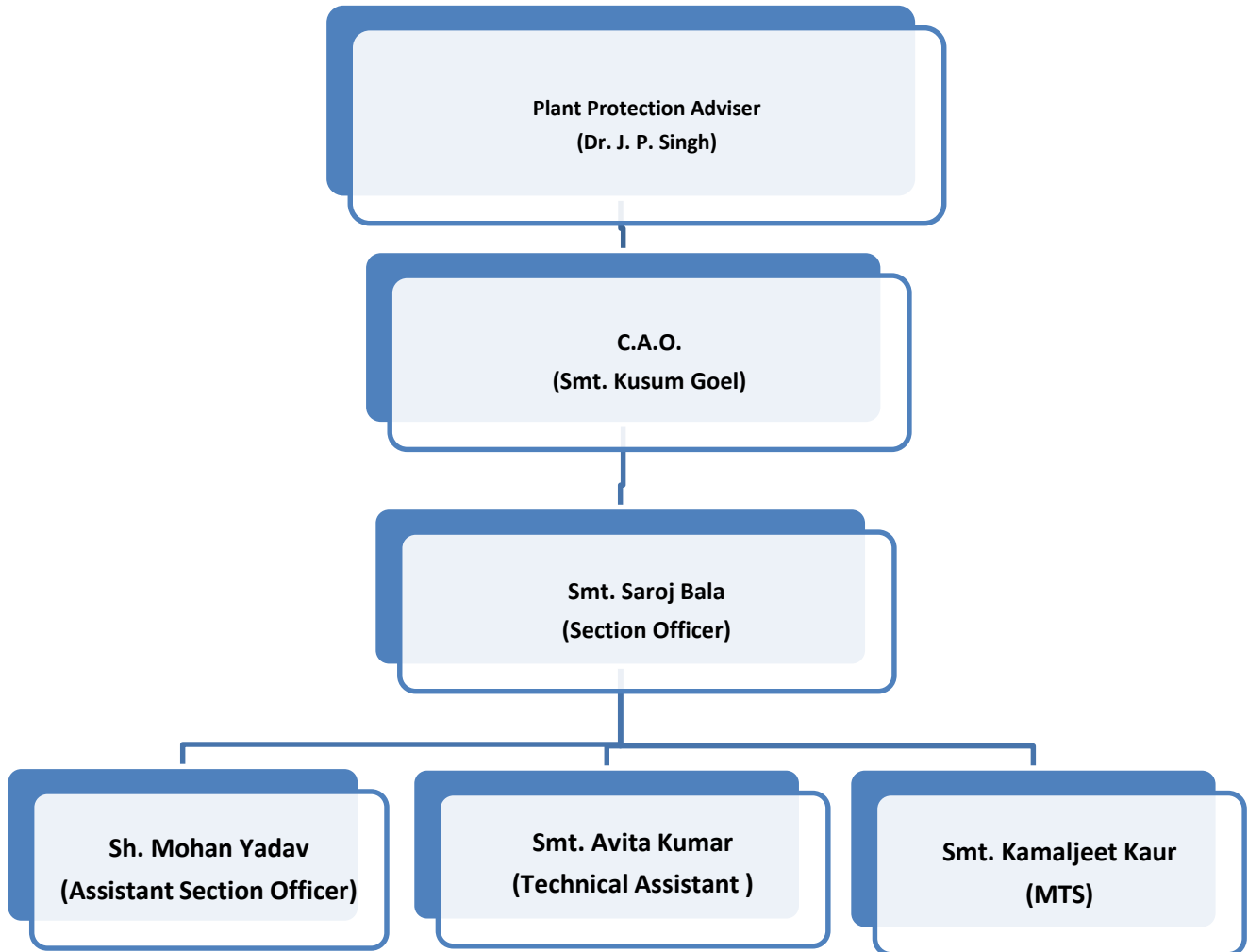
सत्यमेव जयते

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 –IV
DPPQ&S, FARIDABAD

ORGANISATION CHART OF ADMINISTRATION - IV



WORK DISTRIBUTION AMONGST THE OFFICERS/STAFF UNDER
ADMIN – IV SECTION

1. Sh. Mohan Yadav, ASO:

- Administrative Approval and Financial Sanction for procurement of Non Consumable and consumable Stores like equipment's, computers, fixture and furniture, Chemicals, Lab. Glassware etc. and repair & maintenance work including AMC etc. for Plant Quarantine, IPM & Locust sub-offices under the Directorate. Finalization of renewable of lease agreement and sanction for payment in consultation with DAC&FW in respect of new office accommodations hired on rental basis for CIPM sub-offices.
- Matter relating to payment to Govt. of India Press for Publications of Gazetted Notification, Parliamentary Committee on official Languages. Hiring /repairing/maintenance of vehicles for all Plant Quarantine, IPM & Locust stations.
- Any other miscellaneous important work assigned by the higher authorities.

2. Ms. Avita Kumar, TA :

- Finalization of renewal of lease agreement, sanction of payments in consultation with DA&FW in respect of new office accommodations hired on rental basis for any sub-offices other than CIPMC.
- Finalization of lease agreement with Port Authorities in respect of space hired at Port by Plant Quarantine stations. Constitution of Local Purchase Committee for the Plant Quarantine & Locust sub-offices of the Directorate. Administrative Approval and Financial Sanction for Obtaining / maintaining ISO / NABL Certification for Plant Quarantine Stations as well as training in NABL
- Any other miscellaneous important work assigned by the higher authorities.

3. Smt. Kaur, MTS :

- Carrying of Section files to officers/photocopying of Papers. Sealing of letters covers of the Section. Assist to distribution of store item to indenters.
- Providing assistance to all dealing hands of the Section. Taking Dak to CR Section for dispatch and distributing of letters through the Peon Book of the Section. Any other miscellaneous important work assigned by the higher authorities.
