



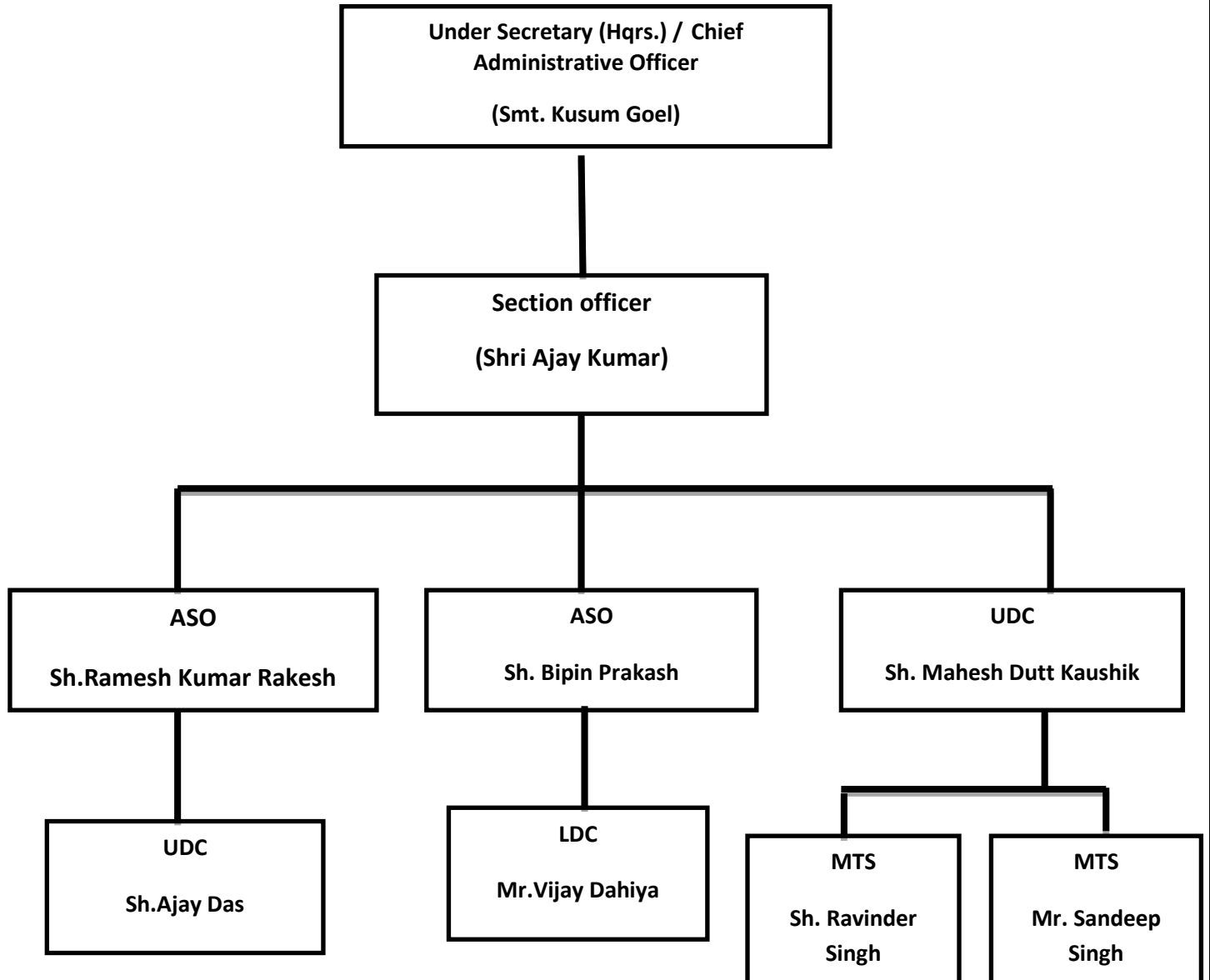
सत्यमेव जयते

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

General Administration Section
DPPQ&S, FARIDABAD

Organization Chart of General Administration Section



WORK ALLOCATED TO GA SECTION

The following work is allocated to General Administration Section:

1. Repairing and maintenance and condemnation of vehicles of the HQ, Faridabad.
2. Providing transport facility to all the officers/officials of the Dte.
3. Payment of fuel to concerned petrol agency.
4. Payment of various telephone bills and reimbursement of residential telephone/mobile bills of higher officers, electrical charges, license fee of the HQ building of the Directorate.
5. Providing Identity Cards to the officials of Directorate and sending request for MHA pass. o processing the application for preparation of CGHS cards and matter pertaining to appointment of AMA for non-CGHS areas of the entire Directorate. .
6. Organizing various function like Independence Day, Republic Day, International Day of Yoga, Flag Day, Constitution Day, Swacchata Pakhwara, Ekta Diwas, etc' r
7. Arrangement of serving lunch, etc. during visits of senior officers.
8. Procurement of all non-consumable items i.e, furniture, photocopier Machines etc. HQrs building. Purchase of vehicles, computers and its peripherals for entire Directorate.
9. Providing AMCs to Computers, Photocopiers, Intercom, ACs & Coolers, Biometric Attendance Machine, etc. for the HQ, CIL and CIB&RC Buildings.
10. AMC of Franklin Machine & AMC of Duplo Machine.
11. Maintenance of Internet/Telephone/Server etc. Repairing and Maintenance of Office equipments, fixture and furniture of the HQ Bldg.
12. Providing drinking water to all three building i.e. HQrs, CIB&RC and CIL building. Sitting arrangement of Officers/ staff at HQrs. Building.
13. Physical verification work of all the Sub-Offices of the Directorate.
14. Processing of matters of unserviceable store items for dispose off. Outsourcing of Security Guard, Housekeeping staff, highly skilled manpower/ DEOs, daily paid labourers/ MTS of HQ building.
15. Matter regarding outsourcing of Safaiwala, Chowkidar, Mazdoor etc for the sub-offices under this Directorate.
16. Various periodic reports like Hindi, Vigilance, court cases, RTI & PG cases. Any other work of importance assigned by higher authorities.
17. Procurement of stationary items for all the three buildings i.e. Head Quarters, CIB&RC and CIL Building Procurement of general store items for Headquarter, Faridabad.
18. Providing sign boards, banners, name plates, rubber stamps, file carrying bags, visiting cards, etc. for HQ building.
19. Providing Hospitality facility of the HQ, Faridabad. Binding of Booklets etc. of all Scheme In-charges of Directorate.
20. All work in the capacity of caretaker for Hqrs Building. Any other work of importance assigned by higher authorities.
21. Any other work assigned by the higher authority.

Allocation of work of General Administration Section, Dte. of PPQS

Sh. Ajay Kumar, S.O.

Section Officer is the in-charge of this Section and is responsible for ensuring efficient and expeditious disposal of work in consultation with higher authorities. For this, he takes all necessary steps including (i) distribution of work among the staff; (ii) helping and advising the staff; (iii) management and co-ordination of work; (iv) ensuring maintenance of order and discipline in the section; (v) Hiring /repairing/maintenance of various equipment's installed at Hqrs, CIB&RC and CIL buildings. He will supervise the assigned work of the section in an efficient and effective manner. He will also ensure that all cases are timely examined in accordance with various Govt. of India rules and guidelines.

The work allocation amongst the officials/ dealing hands posted under General Administration Section of Directorate of PPQ&S, Faridabad are as under:-

Shri Ramesh Kumar Rakesh, ASO

- Payment of various telephone bills of the HQ to BSNL & MTNL.
- Reimbursement of residential telephone/mobile bills of higher officers.
- Payment of electrical charges, license fee of the HQ building of the Directorate.
- Providing Identity Cards to the officials of Directorate and sending request for MHA pass.
- Reimbursement of hospitality bill of entitled officers of the HQ, Faridabad.
- Processing the application for preparation of CGHS cards.
- Processing of matter pertaining to appointment of AMA for non-CGHS areas of the entire Directorate.
- Any other work of importance assigned by higher authorities.

Shri Mahesh DuttKaushik, UDC/Caretaker

- Caretaking of the Hqrs. building of the Dte's PPQ&S at Faridabad
- Repairing and maintenance and condemnation of vehicles of the HQ, Faridabad.
- Providing transport facility to all the officers/officials of the Dte.
- Deployment of vehicles to field duties and DC Office for election, examination and other purposes.
- Payment of fuel to concerned petrol agency.

- Organizing various function like Independence Day, Republic Day, International Day of Yoga, Flag Day, Constitution Day, SwacchataPakhwara, EktaDiwas, etc.
- Arrangement of Retirement party and arrangement of serving lunch, etc. during visits of senior officers.
- Any other work of importance assigned by higher authorities.

Shri Bipin Prakash, ASO

- Procurement of stationary items through Gem Portal for official use for all the three buildings i.e. Head Quarters, CIB&RC and CIL Building and its distribution.
- Procurement of general store consumable items. Process of all GeM bill payment sanction.
- Procurement of housekeeping related sanitary consumable items for Head Quarters, CIB&RC and CIL Building and its distribution.
- Providing sign boards, banners, name plates, rubber stamps, file carrying bags, visiting cards, washing of towels, sofa, repair of furniture, etc. for HQ building, binding of Booklets etc. of all Scheme In-charges of Directorate. Perusal
- Any other work of importance assigned by higher authorities.

Sh. Ajoy Das, UDC

- Administrative and financial approval of DA&FW for the proposal related to Outsourcing of Security Guard, House-keeping staff for HQ building. The service of Housekeeping/security Guard/AMC etc, are being outsourced through GeM portal after inviting online bids from prospective and eligible bidders. This process involves the following steps:
 - (a) Administrative Approval and Financial Sanction of DA&FW.
 - (b) Floating of tender on GeM portal inviting bids.
 - (c) Opening of Technical bids.
 - (d) Technical Evaluation of bids by a Bid evaluation Committee.
 - (e) Opening of Financial bids.
 - (f) Put the matter to competent authority on eventually.

(These are time consuming and long process therefore,dedicated manpower is required for such time bound work.)

Shri Vijay Dahiya, LDC

- Procurement of all non-consumable items i.e. Computer and its peripherals, vehicles ,furniture, Air Conditioner, Heaters etc. for Directorate (CIL, CIB&RC and HQ) of PPQ&S.
- Providing AMCs to Computers, Printers, Photocopiers, Intercom, ACs, Biometric Attendance Machine, etc. Franking Machines and Duplo Machine for the HQ, CIL and CIB&RC Buildings.
- Maintenance of Internet/Telephone/Server etc.
- Repairing and Maintenance of Office equipments, fixture and furniture of the HQ Bldg.
- Providing drinking water to all three building i.e. HQrs, CIB&RC and CIL building.
- Sitting arrangement of Officers/ staff at HQrs. Building.
- Any other work of importance assigned by higher authorities.

Shri Ravindra, MTS

- Movement of files, Dak and other miscellaneous work.
- Providing help in distribution of stationary items and general store items from Store room of the HQ.
- Any other work of importance assigned by higher authorities.

Shri Sandeep Kumar, MTS

- Providing Risographysic copies to all the Sections of the Directorate.
- Any other work of importance assigned by higher authorities.
