



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

Planning & Coordination Division
DPPQ&S, FARIDABAD

INDEX

S. No.	Contents	Page no.
1.	Organizational Chart of Planning & Coordination Division	01
2.	Officer's details of P&C Division	02
3.	Work Allocation of Planning and Coordination Division	05

Organizational Chart of Planning & Coordination Division of DPPQ&S

Dr. Sanjay Arya
Joint Director (PP)

P&C Section

**Pesticides &
Documentation Unit**

Statistics Unit

Dr. Shivaji Haridas Wavare
DD (PP)

Dr. R. P. Sharma
DD (E)

Dr. Shaloo Ayri
DD (E) –P&DU

Shri Lalit Kumar
Senior Statistical
Officer

Shri Pramod Kumar Gour,
APPO (E)

Dr. Snehlata Kumari,
APPO (PP)

Shri Shivendra Singh,
APPO (WS)

Shri Bhashkaranand,
APPO (E)

Shri Ram Autar,
TA

Shri Satpal,
MTS

Smt. Saroj Bala
Section Officer


**Shri Omprakash
Baburao Likhar,**
Assistant






Dr. Vanitha L. S.
PPO (PP)

Shri Veerpal,
SA



Shri Himanshu,
SA

Officers'/ Officials' details of P&C Division

S. No.	Name	Contact No.	Email address	Photo
1.	Dr. Sanjay Arya Joint Director (PP)	0129- 2476339	pnc-ppqs-agri@gov.in	
Planning & Coordination Section				
2.	Dr. Shivaji Haridas Wavare Deputy Director (PP)	0129- 2476339	wavare.sh@gov.in	
3.	Dr. R. P. Sharma Deputy Director (E)	7045735060	raghuwar.sharma@gov.in	
4.	Smt. Saroj Bala Section Officer	9654220211	sarojbala.71@gov.in	
5.	Dr. Snehlata Kumari Assistant Plant Protection Officer (PP)	0129- 2476339	snehlata.85@gov.in	
6.	Shri Shivendra Singh Assistant Plant Protection Officer (WS)	7347384697	shivendra.singh1983@gov.in	

7.	Shri P. K. Gaur Assistant Plant Protection Officer (E)	7014956987 9509444895	gour.pramod@gov.in	
8.	Shri Bhashkarnand, Assistant Plant Protection Officer (E)	7607507588	bhashkar.anand@gov.in	
9.	Shri O. B. Likhar, Assistant	9561206679	omprakash.likhar74@gov.in	
10.	Shri Ram Autar, Technical Assistant	9455332599 7297838194	ramautar360@gmail.com	
11.	Shri Satpal, Multi-Tasking Staff	9871065795	pnc-ppqs-agri@gov.in	

Statistics Unit

12.	Shri Lalit Kumar Senior Statistical Officer	9910650285	lalit.kumar72@gov.in	
13.	Shri Himanshu, Scientific Assistant	9671633416	himanshu.11@gov.in	

Work Allocation of Planning and Coordination Division, DPPQ&S, Faridabad

S. No	Name & Designation of Officer	Work Allocated
P&C Section		
1.	Dr. Sanjay Arya Joint Director (PP)	Overall monitoring of work progress of: <ul style="list-style-type: none"> • Planning and Coordination (P&C) Division. • Nodal Officer for Grievances. • Nodal Officer for RTI. • Pesticides Monitoring Unit. • Matter related to Statistics Unit.
2.	Dr. Shivaji Haridas Wavare, Deputy Director (PP)	<ul style="list-style-type: none"> • Monitoring of work progress of all officers/ officials. • Nodal Officer for GeM. • Nodal officer for LIMBS. • CPIO for RTI Portal- P&C Division. • Parliament Questions & related work. • RTI related work. • Construction and maintenance of buildings of various Sub-offices under major and minor heads. • Monthly DO letter/ Monthly Technical Report/ Monthly PPT/ Achievements of the Directorate for onward submission to DA&FW. • Monthly/ Quarterly/ Annual report on Vigilance and administrative matter. • Leave Account of all staff under P&C Division. • Vision for agriculture /Agri-Vision 2030 /Vision India 2047/ G-20, etc. • Grievances/ Foreign deputation/ tour cases and settlement of Air bills for foreign deputation/ all the trainings including NIPHM. • Any other work assigned by JD (P&C).
3.	Dr. R. P. Sharma Deputy Director (E)	<ul style="list-style-type: none"> • Annual Plan for all schemes. • Parliament Questions & related work. • Preparation of Expenditure Finance Committee (EFC) Memo. • Work related to development of PQMS and CROP. • Special Audit Report/ Inspection Report/ Audit Para. • Work related to compilation of EFC Memo. • Work related to “Hindi Rajbhasha”. • Work related to Weekly/ Fortnightly/ Monthly Court Case Reports. • Work related to quarterly report of output outcome monitoring framework for onward submission to DA&FW. • Annual Report of DA&FW/ Inputs on Central Govt. schemes for Farmers/ Compilation of Input/ information /data from various Divisions of Directorate for submission to DA&FW. • Input for uploading on social media platform of DA&FW.

		<ul style="list-style-type: none"> • Work related to Report on Unspent Balance, Concept Note & Study Visit of Standing Committee. • Work related to Swachhata Campaign Report of Directorate. • Special Campaign for institutionalizing Swacchata and minimizing pendency in Government offices. • Any other work assigned by JD (P&C).
4.	Smt. Saroj Bala Section Officer	<ul style="list-style-type: none"> • Day to day compilation of various administrative issues. • Processing of cases pertaining to construction and maintenance of buildings of various sub offices under Major and minor heads. • Preparation of Annual Plan for All Schemes. • To deal with the matter of procurement of Laboratory Equipment. • To make liaison with Scheme In-charges for collection & compilation of various information as directed by JD (P&C) & DD (P&C). • Compilation of EFC Memo. • Work related to development of PQMS and CROP. • To deal with Special Audit Report/ Inspection Report/ Audit Para. • Any other work assigned by JD (P&C)/ DD (P&C).
5.	Shri Omprakash B. Likhar Assistant	<ul style="list-style-type: none"> • Constructing and maintenance of buildings of various Sub-Officers under major and minor heads. • To assist in preparation of Annual plan for all schemes. • To assist in compilation of EFC Memo. • To assist SO in preparation of Special Audit Report/ Inspection Report/ Audit Para. • Preparation of Letter of comfort. • Preparation of monthly/ quarterly/Annual report on Vigilance and administrative matter. • To maintain Leave Account of all staff under P&C Division. • Any other work assigned by JD (P&C)/DD (P&C).
6.	Dr. Snehlata Kumari Assistant Plant Protection Officer (PP)	<ul style="list-style-type: none"> • To Deal with RTI related matters and report to JD (P&C)/DD (P&C). • Compilation of quarterly RTI report. • Conducting Third Party Transparency Audit as per RTI Act 2005 • Monthly GeM report • Compilation of quarterly report of output outcome monitoring framework for onward submission to DA&FW. • Report on Unspent Balance, Concept Note & Study Visit of Standing Committee. • Coordination work among divisions of Directorate. • Compilation of Inputs on Central Govt. schemes for Farmers. • Any other work assigned by JD (P&C)/DD (P&C).

7.	Shri Shivendra Singh Assistant Plant Protection Officer (WS)	<ul style="list-style-type: none"> • To assist in compilation of Parliament replies and other related issues • Material for Annual Report of DA&FW. • Preparation of Fortnightly & Monthly Technical Report. • Monthly Crop Pest Disease Situation Report. • Monthly Progressive Annual Action Plan Report. • To assist in preparation of Monthly DO letter/ Monthly Technical Report/ Monthly PPT of the Directorate. • Input for uploading on social media platform of DA&FW • Work related to Vision for agriculture /Agri-Vision 2030 /Vision India 2047/ G-20, etc. • Work related to DD Kisan Studio. • Report on Progress / achievement of DPPQ&S. • Any other work assigned by JD (P&C)/DD (P&C).
8.	Shri Bhashkaranand Assistant Plant Protection Officer (E)	<ul style="list-style-type: none"> • To assist in compilation of Parliament replies and other related issues • To deal with VIP /PMO references. • Grievances received through online and offline. • Foreign deputation/ tour cases and settlement of Air bills For foreign deputation. • All the trainings including NIPHM. • Special Campaign for institutionalizing Swachhata and Minimizing pendency in Government offices. • Any other work assigned by JD (P&C)/DD (P&C).
9.	Sh. P. K. Gaur Assistant Plant Protection Officer (E)	<ul style="list-style-type: none"> • To assist S.O. (P&C)/ DD (P&C) for preparation of Administrative work. • Compilation of Inputs on Central Govt. schemes for Farmers. • To deal with Court Cases, LIMBS & Fortnight Court Case Reports. • Preparation of Swachhata Campaign Report of Directorate • Compilation of Input/ information /data from various Divisions of Directorate for submission to DA&FW. • To assist in work related to “Hindi Rajbhasha”. • Any other work assigned by JD (P&C)/DD (P&C).
10.	Shri. Ram Autar Technical Assistant	<ul style="list-style-type: none"> • Collection of Input/ information /data from various Divisions of Directorate as and when required by the Officers/ Officials of P&C. • To assist in work related to “Hindi Rajbhasha” and maintain the record regarding the submission of quarterly report on “Hindi Rajbhasha”. • Work of diary, dispatch & distribution of official Letters. • Any other work assigned by JD (P&C)/DD (P&C).
11.	Shri Satpal Multi-Tasking Staff	<ul style="list-style-type: none"> • To deal routine work of diary, dispatch & distribution of Official Letters. • Timely distribution of Parliament Questions to concerned Division Head.

		<ul style="list-style-type: none"> Any other work assigned by JD (P&C)/DD (P&C).
Statistics Unit		
12.	Shri. Lalit Kumar, Senior Statistical Officer	<ul style="list-style-type: none"> To look after the overall work of Statistics Unit. Compilation of various Databases related to inputs on Plant Protection i.e.. Consumption, Demand, sale points, area under pesticides, import, export & production of key pesticides etc. Preparation of reports and information for various ministries/departments. Updating of information under Database link of Dte. Website time to time. Collection of inputs from Pesticide & Documentation Unit, DGCI &S, Kolkata & D/o C&PC, New Delhi. Compilation/Uploading on Dopt Portal the annual report of Directorate's employees. Compilation of Half Yearly Report on Ex- Servicemen of Directorate. Compilation of 15 points Annual Report on Minority employees of the Directorate. To assist JD (PP-P&C) as and when require.
13.	Shri Himanshu, Scientific Assistant	<ul style="list-style-type: none"> To assist in the overall work of Statistics Unit.
Pesticides & Documentation Unit		
14.	Dr. Shaloo Ayri Deputy Director (E)	<ul style="list-style-type: none"> To look after the overall work of Pesticides & Documentation Unit and report to JD (P&C). Work related to National and Zonal Conference. To liaison with State/UT Agricultural Departments for regular supply of information on various aspects of Plant protection, viz. Consumption, Demand, Sale points, area under use of pesticides. Scrutiny of compilation of received data and timely supply to statistics unit for further updating pesticides database, website updation and to provide to DA&FW as and when required. CPIO for RTI (P&DU)
15.	Dr. Vanitha L S Plant Protection Officer (PP)	<ul style="list-style-type: none"> Assisting the Compilation of data received from state/UTs Agriculture Department in the prescribed format Scrutiny and corrections of compiled data for onward transmission to statistics unit Assisting the CPIO for RTI (P&DU) To assist DD (E) and JD (P&C) as and when required.
16.	Shri Veerpal, Scientific Assistant	<ul style="list-style-type: none"> To assist in the overall work of Pesticide & documentation Unit. Any other work assist in the overall work of pesticide & documentation.
