



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

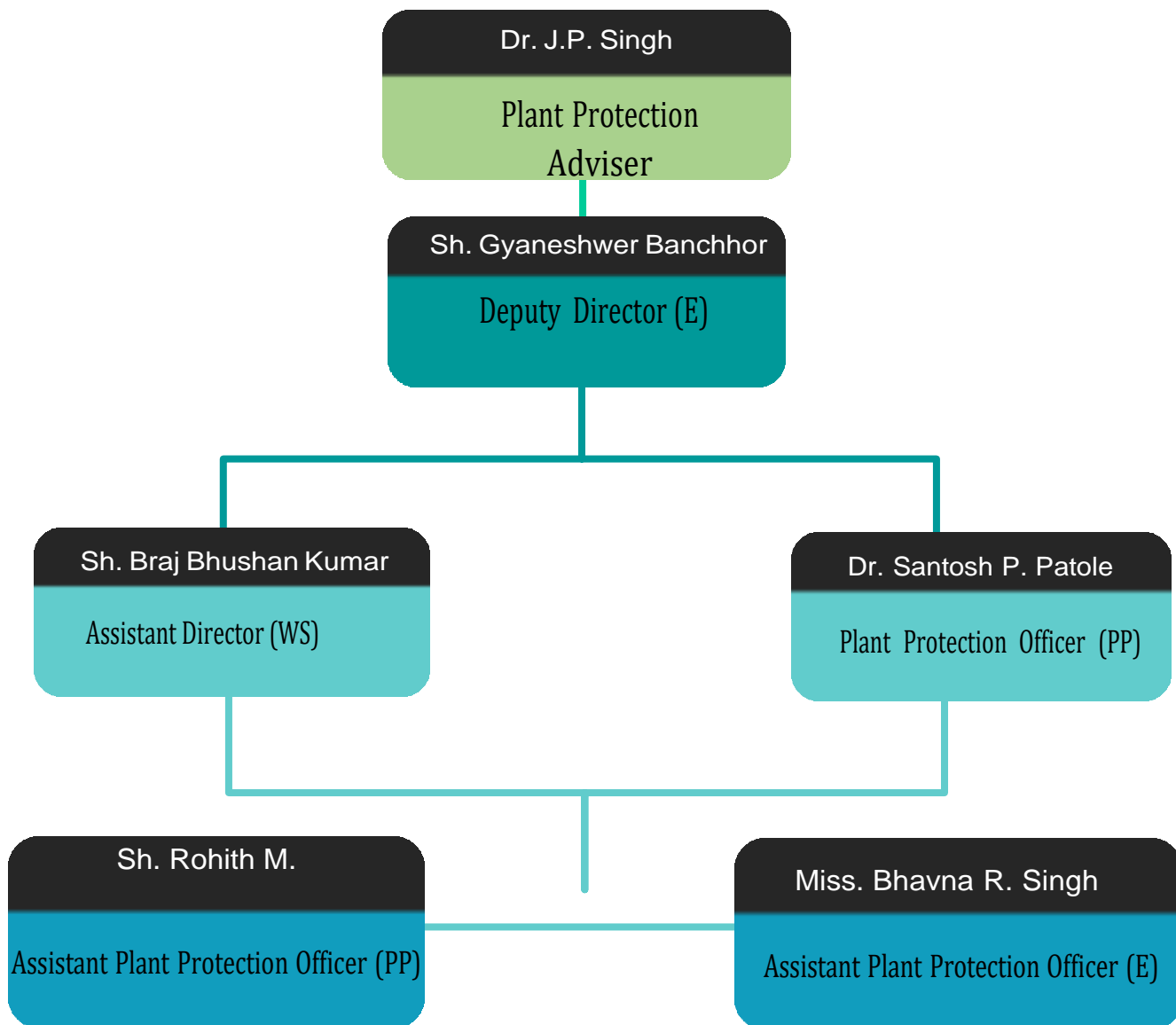
# READY RECKONER

**Capacity Building Unit**  
**DPPQ&S, FARIDABAD**


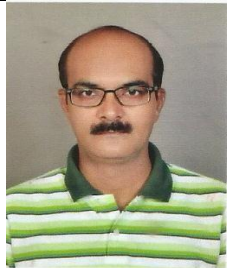

## **INDEX**

<b>S. No.</b>	<b>Contents</b>	<b>Page no.</b>
<b>1.</b>	Organizational Chart of Capacity Building Unit	<b>02</b>
<b>2.</b>	Officer's details of Capacity Building Unit	<b>03</b>
<b>3.</b>	Introduction & Objectives	<b>04</b>
<b>4.</b>	Work Allocation of Capacity Building Unit	<b>05 -06</b>

Organisation Chart of Capacity Building Unit, DPPQ&S



**Officer's details of Capacity Building Unit, DPPOS, Faridabad**

S. No.	Name	Contact No.	Email address	Photo
1.	Dr. J.P. Singh Plant Protection Adviser	0129- 2476339	<a href="mailto:ppa@nic.in">ppa@nic.in</a>	
2.	Sh. Gyaneshwer Banchhor Deputy Director (E)	0129- 2476329	<a href="mailto:gyaneshwar.banchhor@gov.in">gyaneshwar.banchhor@gov.in</a>	
3.	Sh. B.B. Kumar Assistant Director (WS)	9830673562	<a href="mailto:braj.bkumar@gov.in">braj.bkumar@gov.in</a>	
4.	Dr. Patole Santosh Pralhad Plant Protection Officer (PP)	9767563801	<a href="mailto:patole.santosh@nic.in">patole.santosh@nic.in</a>	
5.	Miss Bhavna R. Singh Assistant Plant Protection Officer (E)	9713836265	<a href="mailto:bhavna.12993@gov.in">bhavna.12993@gov.in</a>	
6.	Sh. Rohith M. Assistant Plant Protection Officer (PP)	7892071180	<a href="mailto:rohith.1621@gov.in">rohith.1621@gov.in</a>	

## **Introduction: -**

Capacity building is not just a way to garner resources, but it is a way to effectively utilize them to achieve a goal. For every government position, there are roles; each role has activities associated with it; accomplishing each activity needs certain competencies. this competency describe the application of knowledge and skills needed to perform effectively in a specific role or group of jobs. They may also include job specific competencies that define the skills and knowledge needed to perform a specific role effectively. This unit includes initiatives that range from strengthening existing institutions, refreshing policy, detailing competencies that are required for each role and activity related to each position, and creating a strong push for a culture of life-long learning among Plant Protection services with that initiative this unit has been created by Dr. J.P. Singh, Plant Protection Adviser and functional with effective from **29<sup>th</sup> July 2022**.

## **Prime Objectives:**

- Coordination within and outside Directorate in all matter with the approval of PPA
- Collection, collation and maintenance of all requisite data related to plant protection and agriculture.
- Content management of website and its updation, keep watch on social and electronic media through field units.
- Conducting Capacity building training programmes for technical staff/officials of the Directorate.
- To publish quarterly E-Newsletter of Directorate
- Preparation of relevant literature viz., charts, posters, manuals, handouts, models, etc.

**Work allocation of Capacity Building Unit, DPPQS, Faridabad**

<b>S. No</b>	<b>Name &amp; Designation of Officer</b>	<b>Work Allocated</b>
<b>1.</b>	<b>Dr. J.P. Singh Plant Protection Adviser</b>	<ul style="list-style-type: none"> <li>• Overall supervision of Capacity Building Unit</li> </ul>
<b>2.</b>	<b>Sh. Gyaneshwer Banchhor Deputy Director (E)</b>	<ul style="list-style-type: none"> <li>• Monitoring of work progress of all officers/ officials of the Unit</li> <li>• Action Plan for whole year</li> <li>• Execution of work allotted by PPA</li> <li>• Planning of Exhibition, conference and Workshop etc.</li> <li>• Planning of capacity building trainings for technical staff/officials of the Directorate</li> <li>• Planning and preparation of publication of quarterly E-Newsletter of Directorate</li> <li>• Planning and Preparation of relevant literature viz., charts, posters, manuals, handouts, models, etc.</li> <li>• Revision /amendment of NSPMs, SOPs</li> <li>• Compilation of PQ order amendment/notification.</li> <li>• Any other work assigned by PPA</li> </ul>
<b>3.</b>	<b>Sh. B.B. Kumar Assistant Director (WS)</b>	<ul style="list-style-type: none"> <li>• Execution of capacity building trainings for technical staff/officials in IPM.</li> <li>• Execution of capacity building trainings for Central Insecticide Inspectors of Directorate</li> <li>• Execution of publication of quarterly E-Newsletter of Directorate (Hindi Version)</li> <li>• Execution of Preparation of relevant literature viz., charts, posters, manuals, hand-outs, models, etc.</li> <li>• scrutiny of data related to quarterly E-Newsletter</li> <li>• Any other work assigned by DD (E)/PPA</li> </ul>
<b>4.</b>	<b>Dr. Patole Santosh Pralhad Plant Protection Officer (PP)</b>	<ul style="list-style-type: none"> <li>• Execution of capacity building trainings for technical staff/officials in Plant Quarantine</li> <li>• Execution of capacity building trainings for technical staff/officials in Locust</li> <li>• Financial Approval of Training Programmes</li> <li>• Collection and compilation of data related to quarterly E-Newsletter</li> <li>• Execution of publication of quarterly E-Newsletter of Directorate (English Version)</li> <li>• Preparation of Annual Report of Capacity Building Unit</li> <li>• Any other work assigned by DD (E)/PPA</li> </ul>
<b>5.</b>	<b>Miss Bhavna R. Singh Assistant Plant Protection Officer (E)</b>	<ul style="list-style-type: none"> <li>• To assist in execution of capacity building trainings for technical staff/officials in IPM</li> <li>• To assist in execution of capacity building trainings for Central Insecticide Inspectors of Directorate</li> <li>• Design and layout quarterly E-Newsletter of Directorate (Hindi Version)</li> </ul>

		<ul style="list-style-type: none"> <li>• To assist in preparation of relevant literature viz., charts, posters, manuals, hand-outs, models, etc.</li> <li>• To assist in Financial Approval of Training Programmes</li> <li>• Any other work assigned by DD (E)/PPA</li> </ul>
<b>6.</b>	<b>Sh. Rohith M. Assistant Plant Protection Officer (PP)</b>	<ul style="list-style-type: none"> <li>• To assist in execution of capacity building trainings for technical staff/officials in Plant Quarantine</li> <li>• To assist in Execution of capacity building trainings for technical staff/officials in Locust</li> <li>• Design and layout quarterly E-Newsletter of Directorate (English Version)</li> <li>• To assist in preparation of relevant literature viz., charts, posters, manuals, hand-outs, models, etc.</li> <li>• To assist in Preparation of Annual Report of Capacity Building Unit</li> <li>• Any other work assigned by DD (E)/PPA</li> </ul>