

RIGHT TO INFORMATION ACT, 2005

Obligations of Public Authority

Manuals

(Updated as on 01.04.2024)

Manual 1:

The particulars of Directorate of Plant Protection Quarantine & Storage (DPPQ&S) organization, functions and duties.

Brief History of DPPQ&S

Directorate of Plant Protection Quarantine & Storage (DPPQ&S) was established in the year 1946 on the recommendation of Woodhead Commission as an apex organization for advising the Government of India and state governments on all the matter related to Plant Protection. The Directorate is headed by Plant Protection adviser. Plant Protection strategy and activities have significant importance in the overall crop production programmes for sustainable agriculture. Plant protection activities encompasses activities aimed to minimizing crop losses due to pests through integrated pest management, plant quarantine, regulation of pesticides, locust warning & control and training in desert areas besides training and capacity building in plant protection. It is an attached Office of Ministry of Agriculture and Farmers Welfare (MoA&FW). It has various Sub-Offices through India and the Plant Protection Network of Directorate of PPQ&S in India.

(<http://ppqs.gov.in/about-us/about-department>)

Brief History of divisions under DPPQ&S

1. Plant Quarantine (PQ)

Plant Quarantine regulatory measures are operative through the 'Destructive Insects & Pests Act, 1914 (Act 2 of 1914) in the country. The purpose and intent of this Act is to prevent the introduction of any insect, fungus or other pest, which is or may be destructive to crops. The import of agricultural commodities is presently regulated through the Plant Quarantine (Regulation of Import into India) Order, 2003 the provisions of New Policy on Seed Development, 1988. Further, the significance of Plant Quarantine has increased in view of Globalization and liberalization in International trade of plants and plant material in the wake of Sanitary and Phytosanitary (SPS) Agreement under WTO. The phytosanitary certification of agricultural commodities being exported is also undertaken as per International Plant Protection Convention (IPPC), 1951.

(<https://ppqs.gov.in/divisions/plant-quarantine/strengthening-modernisation-plant-quarantine-facilities-india>)

2. Integrated Pest Management (IPM)

Indiscriminate and injudicious use of chemical pesticides in agriculture has resulted in several associated adverse effects such as environmental pollution, ecological imbalances, pesticides residues in food, fruits and vegetables, fodder, soil and water, pest resurgence, human and animal health hazards, destruction of bio-control agents, development of resistance in pests etc. Therefore, Govt. of India has adopted Integrated Pest Management (IPM) as cardinal principle and main plank of plant protection in the overall Crop Production Programme since 1985. IPM is an eco-friendly approach which encompasses cultural, mechanical, biological and need based chemical control measures. The IPM approach is being disseminated through various schemes/ projects at national and state level.

(<https://ppqs.gov.in/divisions/integrated-pest-management/overview-and-activities>)

3. **Central Insecticides Board and Registration Committee (CIB&RC)**

Although most of the dangers from unregulated and indiscriminate use of pesticides were brought into focus as early as in the year 1958 when the Government of India appointed a Commission of enquiry to suggest Inter-alia remedial measures following a number of deaths in Kerela and Madras (Tamil Nadu) by poisoning through the consumption of imported wheat contaminated by pesticide accidentally which was shipped together with food grains. The whole question of pesticide use and legislation was studied in 1964-67 by an Expert Committee of Indian Council of Agricultural Research headed by Prof. M.S. Thacker. Based on the recommendations of the Expert Committee a comprehensive Insecticides Act was passed in 1968 to regulate the import, manufacture, sale, transport, distribution and use of insecticides with a view to prevent risks to human beings and animals and for other matters connected therewith. The enforcement of Act was transferred to the Ministry of Agriculture in the year 1970 by the Ministry of Health and family Planning. The department of Agriculture of this Ministry took immediate steps to frame the Rules and constituted Central insecticides Board and Registration committee. The states were simultaneously advised to appoint all functionaries mentioned in the Act. After the stage was fully set, all the provisions of the Insecticides Act was brought into force with effect from 1st August, 1971. In the Act and the Rules framed there under, there is compulsory registration of the pesticides at the Central level and licence for their manufacture, formulation and sale are dealt with at the State level. With the enforcement of the Insecticides Act in the country pesticides of very high quality are made available to the farmers and general public for house-hold use, for protecting the agricultural crops from the ravages of their pests, humans from diseases and nuisance caused by public health pests and the health hazards involved in their use have been minimised to a great extent. For the effective enforcement of the Insecticides Act, the two bodies have been constituted at the Central level viz. Central Insecticides Board and Registration Committee.

(<https://ppqs.gov.in/divisions/central-insecticides-board-registration-committee/about-cibrc>)

4. **Central Insecticides Laboratory (CIL)**

In India, there is a comprehensive legislation known as **Insecticides Act, 1968** which regulates the import, manufacture, sale, transport, distribution and use of insecticides with a view to prevent risk to human beings or animals and the matters connected therewith. By virtue of Section 16 of Insecticide Act, 1968, Central Government has established **Central Insecticides Laboratory (CIL)** on 28th February, 1981 by Gazette Notification.

(<https://ppqs.gov.in/divisions/pesticides-testing-infrastructure/central-insecticides-laboratory>)

Name & Address of the Organization: Directorate of Plant Protection Quarantine & Storage
Old CGO Complex, NH-IV, Faridabad, Haryana -121001
(<https://ppqs.gov.in>)

Head of the Organization: Dr. J. P. Singh, Plant Protection Adviser

(<https://ppqs.gov.in/about-us/meet-the-minister>)

Vision, Mission and Key Objectives: (<https://ppqs.gov.in/about-us/mission-vision>)

Mandate of DPPQ&S

- To popularize adoption of integrated pest management (IPM) through training and demonstration in crops inter-alia promotion of biological control approaches in crop protection technology.
- To ensure availability of safer and effective pesticides through regulatory measures under the Insecticides Act, 1968.
- To prevent introduction of exotic pests inimical to Indian agriculture by implementation of Destructive Insects and Pests Act, 1914 supported by Plant Quarantine Order (Regulation of Import into India), 2003.
- To advise and assist the union government on all matters including international obligations related to plant protection.
- To keep watch and control over locust in scheduled desert area.
- Human resource development in plant protection technology.
- Monitoring pesticides' residues at national level.

Objectives of the Organization (Divisions wise):

PQ Division:

1. Inspection of imported agricultural commodities for preventing the introduction of exotic pests and diseases inimical to Indian fauna and flora through implementation of DIP Act, 1914 and the Plant Quarantine (Regulation of Import into India) Order, 2003 issued there under.
2. Inspection of plants and plant material meant for export as per the requirements under International Plant Protection Convention (IPPC) 1951 of FAO to facilitate pest free trade.
3. Detection of exotic pests and diseases for their containment by adopting domestic quarantine regulations, if introduced.
(<https://ppqs.gov.in/divisions/plant-quarantine/objectives>)

IPM Division

1. Minimize the crop losses caused by pests and diseases.
2. Encourage farmers to use various ecologically sustainable pest management approaches rather than relying only on chemical pesticides.
3. Promote use of bio-pesticides & bio-control agents in plant pest management.
4. Conserve the diverse Agro- ecosystem for build-up of various natural enemies for plant pests.
5. Create awareness amongst farmers on (i) Safe and judicious use of chemical pesticides, (ii) To follow the label claims and instructions on dose and use as approved by CIB&RC.
6. Carryout survey and surveillance for pest and diseases with main emphasis to forewarn the farmers on the potential epidemics of plant pests.
7. Popularizing IPM in farming community by imparting training to Agriculture / Horticulture Extension Functionaries and Farmers at Grass Root Level by organizing Farmers Field Schools / 2 days / Five days HRD programmes and Season Long Training Programmes of 30 days. In these programmes, they are being trained on latest IPM technology and to adopt organic farming and bio-fertilizers as well.
(<https://ppqs.gov.in/divisions/integrated-pest-management/ipm-glance>)

CIB

The Central Insecticides Board advises the Central Government and State Governments on technical matters arising out of the administration of this Act and to carry out the other functions assigned to the Board by or under this Act.

The matters on which the Board may advise includes :

1. The risk to human being or animals involved in the use of insecticides and the safety measures necessary to prevent such risk ;
2. The manufacture, sale, storage, transport and distribution of insecticides with a view to ensure safety to human beings or animals.

(<https://ppqs.gov.in/central-insecticides-board>)

RC

1. To register insecticide after scrutinizing their formulae and verifying claims made by the importer or the manufacturer , as the case may be, as regards their efficacy and safety to human being and animals; and
2. To perform such other functions as are assigned to it by or under this Act.

(<https://ppqs.gov.in/registration-committee>)

CIL

Chemistry Division:

- To discharge the techno-legal duties as specified under Rule 5 of Insecticides Rules, 1971.

Bioassay division

- To discharge the techno-legal requirement as specified under Rule 5(d) of Insecticides Rule 1971.
- Evaluation of pesticides for Bio-effectiveness and Phytotoxicity
- Development of bioassay techniques for quality control.
- Evaluation of bio-pesticides on quality control parameters.
- Preparation of information/material and training of scientists / analysts.

Medical toxicology division

- Acute, Oral/Dermal LD 50 study.
- Toxicity/Safety evaluation of pesticides before and after introduction.
- Toxicovigilance activities regarding pesticides.
- Training on safe and judicious use of pesticides to Farmers in FFS.

Packaging and processing division

- Pre and post registration verification of packing and labeling claims/requirements made by the manufacturers/registrants
- Verification/analysis of the packaging and labeling samples received under Section 5(C) of the Insecticides Rules, 1971 in the context of conditions laid down on the certificate of registration issued under Insecticides Act, 1968.
- R&D-Development /verification of New/Alternate safety and economic packaging devices/systems by conducting laboratory tests and field trials.
- Technical auditing of physico-chemical analysis of pesticides samples under Internal Technical Auditing Scheme of CIL.
- Technical guidance to the Bureau of Indian Standards, in formulating, updating and amending the standards of pesticides quality control, safety storage, transportation and use. Imparting training to the enforcement functionaries of States/UTs on various aspects of pesticides relating to packaging, labeling and other requirements.
- Preparation of technical material on pesticide toxicity.

(<https://ppqs.gov.in/divisions/pesticides-testing-infrastructure/central-insecticides-laboratory>)

Locust:

1. To monitor, forewarn and control locust in Scheduled Desert Area (SDA) being International obligation and commitment.
2. To conduct research on locust and grasshoppers.
3. Liaison and coordination with National and International Organizations.
4. Human resource development through training and demonstration for staff of Locust Warning Organization (LWO), State officials, BSF personnel and Farmers.
5. To maintain control potential to combat locust emergency by organizing locust control campaign.
6. However, the main objective of Locust Warning Organisation (LWO) is protection of standing crops and other green vegetation from the ravages of Desert locust which is one of the most dangerous pests occurring in desert areas throughout the world.

(<https://ppqs.gov.in/divisions/locust-control-research/mandate-objectives-and-functions>)

Functions and Duties/Activities

The functions and duties are also available on DPPQ&S website under given link:

<https://ppqs.gov.in/divisions>

PQ Division:

- To issue import permits with additional declarations and special conditions to facilitate safe imports of agricultural products.
- To undertake quarantine inspection and laboratory testing of plants and plant material to ensure freedom from exotic pests.
- To undertake phytosanitary certification (for issuance of Phytosanitary Certificates (PSCs); 201 Nos. of Officers from Central/ State/ UT Governments have been authorized for this purpose.
- To undertake fumigation/disinfestations/disinfections of commodities to control infestation/infection.
- To undertake certification of post-entry quarantine facilities and inspection of imported growing plants and plant material; 45 Nos. of Inspection Authorities have been designated.
- To support Export market access for India's Agriculture products from the phytosanitary point of view.
- To facilitate safe global trade in agriculture by assisting the producers and exporters by providing a technically competent and reliable phytosanitary certificate system to meet the requirements of trading partners.
- To provide Grants-in-aid to Designated Inspection Authorities to meet the travel expenses and also to State PSC issuing authorities for equipping them with minimal equipments required for export inspection/certification.
- Granting approval/accreditation of Treatment providers in line with the requirement of ISPM-15.
- To undertake PRAs of different agricultural commodities with respect to their import or export in relation to the countries concerned.

IPM Division:

- Popularizing IPM approach among farming community.
- Conducting regular pest surveillance & monitoring to assess pest/disease situation.
- Rearing biological control agents for their field use and conservation of naturally occurring bio-agents.
- Promotion of bio-pesticides and neem based pesticides as alternative to chemical pesticides.
- To play a catalytic role in spread of innovative IPM skills to extension workers, land farmers equally to resource-poor and resource-rich states.
- Human Resources Development (HRD) in IPM by imparting training to master trainers, extension workers and farmers through Farmers' Field Schools (FFSs).
- HRD programme (short duration) courses of two days and five days for pesticides dealers/NGOs/Graduates/Post-graduates/Pvt. Entrepreneurs and progressive farmers.
- Season Long Training (SLT) programme on major agricultural/horticultural crops.

CIB&RC

- Advise the Central Government on the manufacture of insecticides under the Industries (Development and Regulation) Act, 1951 (65 of 1951).
- Specify the uses of the classification of insecticides on the basis of their toxicity as well as their being suitable for aerial application.
- Advise tolerance limits for insecticides residues and establishment of minimum intervals between the application of insecticides and harvest in respect of various commodities.
- Specify the shelf-life of insecticides.
- Suggest colourisation, including colouring matter which may be mixed with concentrates of insecticides, particularly those of highly toxic nature.
- Carry out such other functions as are supplemental, incidental or consequential to any of the functions conferred by the Act or the Rules.
- Specify the precautions to be taken against poisoning through the use or handling of insecticides.
- Carry out such other incidental or consequential matters necessary for carrying out the functions assigned to it under the Act or these rules.

CIL

- To verify Quality of samples of Insecticides, submitted by any Officer or Authority Authorized by the Central or State Government.
- To investigate Insecticides with a view to verify conditions of registration.
- To determine efficacy and Toxicity of Insecticides; and
- Any other function as may be entrusted by the Central Government or by a State Government with the permission of the Government and after consultation with the Central Insecticides Board.

LOCUST

- Keep constant vigil through field survey to prevent crop losses due to locust attack in approximately 2 lakh sq. kms. Scheduled Desert Area in the States of Rajasthan and Gujarat
- Prevent development of locust population in SDA and entry of locust swarms into India through prompt control operations.
- Hold Indo-Pak Border meetings for exchange of locust situation information between two Countries to effectively monitor the situation and ensure preparedness to tackle the emerging locust threat, if any.
- Organize training for the benefit of farmers, officers and officials of the State Agriculture departments and other stake holders by making them aware about the locust activities, their biology and extent of damage caused to the crops and other vegetation and latest control techniques of desert locust.
- Advise state functionaries, BSF personnel, Panchayat Raj Institutions to inform the nearest LWO office if any locust activity was reported in their areas for needful action.
- Issuance of Desert Locust Situation Bulletin at fortnightly intervals to inform all concerned stakeholders about emerging locust situation in India.
- During lean period of locust season from December to March LWO has also assigned Integrated Pest Management Activities by organizing Farmers Field Schools (FFS) for Rabi Crops viz. Cumin, Castor, and Gram & Mustard in Rajasthan & Gujarat States.
- Organize International Meeting of FAO Commission for Controlling the Desert Locust in South-west Asia (SWAC) and Desert Locust Control Committee (DLCC).
- Conduct research at Field Station on Investigation on Locusts (FSIL) at Bikaner on bio-efficacy of pesticides and bio-pesticides for locust control.

Organizational Chart/Structure of the Institute: It is available on DPPQ&S website under given link (<https://ppqs.gov.in/about-us/organization-chart>)

Any other Details – the genesis, inception, formation of the departments and HoD from time to time as well as Committees constituted:

Brief History of the Directorate along with formation of other divisions is given in the first page of this manual.

List of Plant Protection Adviser (PPA) of the Directorate)

S.No.	Name	From	To	The said detail is available at: https://ppqs.gov.in/sites/default/files/list_of_plant_protection_advisers_from_1946_to_till_date.pdf
1	Dr. H S Pruthi	1946	1953	
2	Dr. K B Lal	1953	1962	
3	Dr. Sardara Singh	1962	1970	
4	Dr S N Banerjee	1971	1980	
5	Dr K D Paharia	1980	1984	
6	Dr R L Rajak	01-11-1984	14-07-1993	
7	Dr VRanganathan	15-07-1993	14-07-1993	
8	DrR L Rajak	15-07-1996	12-10-2000	
9	Dr V Ragunathan	13-10-2000	31-5-2002	
10	Dr P S Chandurkar	03-06-2002	13-05-2010	
11	Dr SKG Rahate	07-07-2010	06-06-2011	
12	Dr V K Yadava	06-06-2011	31-07-2012	
13	Dr A K Sinha	06-08-2012	06-08-2013	
14	Dr. S N Sushil	07-08-2013	06-08-2013	
15	Dr. A K Sinha	06-08-2016	30-09-2017	
16	Dr. B S. Phogat	04-10-2017	31-01-2018	
17	Dr. DDK Sharma	09-02-2018	30-11-2018	
18	Sh. Rajesh Malik	05-12-2018	22-09-2020	
19	Dr. DDK Sharma	09-02-2018	30-11-2018	
20	Sh. Rajesh Malik	05-12-2018	22-09-2020	
21	Dr. Ravi Prakash	16-10-2020	30-06-2022	
22	Dr. J P Singh	01-07-2022	Till Date	

List of Committees constituted time to time is given under the link:

https://ppqs.gov.in/sites/default/files/board_members_cib_as_on_01.02.2023.pdf

https://ppqs.gov.in/sites/default/files/registration_committee.pdf

https://ppqs.gov.in/sites/default/files/dr._sanjay_arya.pdf

https://ppqs.gov.in/sites/default/files/nodal_officer_13092023.pdf

https://ppqs.gov.in/sites/default/files/nodal_officers.pdf

<https://ppqs.gov.in/recommendations-various-committees-constituted-rc-dated-april-2017>

Manual 2:

The Powers and Duties of DPPQ&S officers and employees.

This manual includes the Powers and duties of the officers and employees of the Directorate are as contained in the Service Rules and uploaded on the DPPQ&S website under Ready Reckoner of each division/section. The officers and employees for technical work include -JD (Joint Director), DD (Deputy Director), AD (Assistant Director) PPO (Plant Protection Officer), APPO (Assistant Plant Protection Officer) SA (Scientific Assistant), TA (Technical Assistant). The officers and employees for administrative work include- Chief Administrative Officer (CAO), Under Secretary (US), Section Officer (SO), Assistant Section Officer (ASO), Sr. Accounts Officer, Accountant, Assistants, Stenographers, U.D.C., L.D.C. and MTS (Multi Tasking Staff).

Powers and duties of officers (financial)

Financial powers are exercised through Delegation of Financial Powers Rules (DFPR) 1978 as amended from time to time. The revised DFPR amended time to time is available on DPPQ&S website under the link:

https://ppqs.gov.in/sites/default/files/delegation_of_financial_powers_1.pdf

https://ppqs.gov.in/sites/default/files/revised_dfpr_dated_18.01.2024_0.pdf

https://ppqs.gov.in/sites/default/files/revised_dfpr_dated_25.01.2024_0.pdf

https://ppqs.gov.in/sites/default/files/revised_dfpr_dated_11.03.2024_0.pdf

Duties and responsibilities of the employees: The details are available on DPPQ&S website under the link:

https://ppqs.gov.in/sites/default/files/duties_and_responsibilities.pdf

Rules/ orders under which powers and duty are derived:

Are derived as per GoI guidelines/rules and as issued and amended from time to time by nodal departments i.e. DA&FW/DoPT/DoE/DoLA etc. The rules/orders are available under following links-

https://ppqs.gov.in/sites/default/files/delegation_of_financial_powers

<https://ppqs.gov.in/acts>

<https://pqms.cgg.gov.in/pqms-angular/homeGuidelines/Laws>

<https://ppqs.gov.in/circulars>

<https://ppqs.gov.in/notice-board>

<https://ppqs.gov.in/news>

Work Allocation: As given in Ready reckoner each division/section (<https://ppqs.gov.in/about-us/ready-reckoner>)

Manual 3:

The Procedure followed in the decision making process, including channels of supervision and accountability.

This manual highlights the Procedures followed for decision making including channels of supervision and accountability as per the rules of the Government of India or approved by Ministry of Agriculture & Farmers Welfare (MoA&FW).

Process of Decision Making followed by DPPQ&S as per MoA&FW and Rules. The decisions are at different levels is available on DPPQ&S website under the link:

<https://ppqs.gov.in/divisions/central-insecticides-board-registration-committee/registration-procedure>

<https://ppqs.gov.in/divisions/cib-rc/checklist>

<https://ppqs.gov.in/divisions/plant-quarantine/import-export-procedure>

Final Decision-Making Authority: Policy matters are decided at level of MoA&FW. At Directorate level, Plant Protection Adviser (PPA) looks after all the activities of Plant Protection.

https://ppqs.gov.in/sites/default/files/decision_making_authority.pdf

Stages through which Proposal is being implemented:

a) Officials/Officers: As per the work allocation orders issued to Official/Officers from time to time the proposals/files are examined and further submitted to the Plant Protection Adviser (PPA) for administrative sanction/approval.

b) Plant Protection Adviser (PPA): Give the administrative/financial approvals and if required the file is further forwarded to MoA&FW for their concurrence. After going through all these stages the proposal is implemented by the Directorate.

Time limit for taking decisions: The routine Correspondence, etc. received from different divisions are of time bound nature and disposed of within the given time limit. Likewise, the time limit for dispose of RTI letters and appeals is as per RTI Act, 2005.

Time limit for taking decisions related to public matters is given at <https://ppqs.gov.in/citizen-charter>

Channel of Supervision and Accountability: As per allocation of Work to officers and officials in the Organizational Chart of the Directorate and Ready Reckoner of all divisions/units shows the Channel of Supervision & Accountability. The divisions at HQ level is headed by Additional Plant Protection Adviser (APPA)/ Joint Director (JD), who supervises the work of the employee of their divisions/units and reports to the PPA/HoD of the Directorate. In Administration and Establishment, Section Officer/ supervise the work of the staff of their sections and reports to the Chief Administrative Office (CAO). In Accounts Section, Section Officer/Accounts Officer supervise the work of the staff of their sections and reports to the Under Secretary (US-HQ). For details, please refer to the Organizational structure/chart and Ready Reckoner available on DPPQ&S website under the link:

<https://ppqs.gov.in/about-us/organization-chart>

<https://ppqs.gov.in/about-us/ready-reckoner>

Manual 4:

The Norms for the discharge of function of DPPQ&S.

The Nature of functions/services offered:

Are given in Manual -I and of DPPQ&S website under the following links.

<https://ppqs.gov.in/divisions/integrated-pest-management/overview-and-activities>

<https://ppqs.gov.in/divisions/plant-quarantine/objectives>

<https://ppqs.gov.in/divisions/pesticides-testing-infrastructure/central-insecticides-laboratory>

<https://ppqs.gov.in/divisions/locust-control-research/mandate-objectives-and-functions>

Norms/ standards for functions/ service delivery:

This manual includes the norms/standards for functions/ service delivery prescribed by or approved by Ministry of Agriculture & Farmers Welfare (MoA&FW), the Government of India is available on DPPQ&S website under the following link:

<https://ppqs.gov.in/divisions/cib-rc/guidelines>

<https://pqms.cgg.gov.in/pqms-angular/homeGuidelines/Standards>

<https://ppqs.gov.in/publication>

<https://ppqs.gov.in/sites/default/files/standardoperatingproceduresforipm.pdf>

https://ppqs.gov.in/sites/default/files/consolidated_sop_for_desert_locust_in_india_.pdf

<https://ppqs.gov.in/regions/tlc-rptl/tlc-situated-hqrs-faridabad>

<https://ppqs.gov.in/divisions/pesticides-testing-infrastructure/state-pesticides-testing-laboratories>

Process by which these services can be accessed are given under below mentioned links:

<https://ppqs.gov.in/divisions>

<https://pqms.cgg.gov.in/pqms-angular/homeGuidelines>

<https://ppqs.gov.in/divisions/plant-quarantine/import-export-procedure>

<https://cropuser.cgg.gov.in>

<https://ppqs.gov.in/divisions/central-insecticides-board-registration-committee/registration-procedure>

<https://ppqs.gov.in/publication>

Time limit for Achieving Targets:

The routine Correspondence, etc .received from different divisions are of time bound nature and disposed of within the given time limit by the Directorate. Time limit for taking decisions related to public matters is given at:

<https://ppqs.gov.in/citizen-charter>

Process of Redress of Grievances:

Directorate of Plant Protection Quarantine & Storage has Grievance Redressal Officer and all the grievances received from the public are being disposed by the respective scheme in charges/officer-in-charges within the stipulated time through CPGRAMS Portal (<https://pgportal.gov.in/>).

Dr. Sanjay Arya, Joint Director (PP) is Grievance officer for Grievances received from DAR&PG (Dept. of Administrative Reforms & Public Grievance).

https://ppqs.gov.in/sites/default/files/dr._sanjay_arya.pdf

Manual 5:

The Rules, Regulations, Instructions, Manuals and Records, held by the Directorate or sub offices under its control for discharging its functions.

The manual contains the by-laws specified Acts /rules/orders, Service Rules, General Financial Rules of Government of India, Recruitment and Service Rules and other such rules. The Directorate follows GFR of Govt. of India for all finance/purchase related matters and CCS rules for administrative matter as per decision/amended by DoPT time to time.

List of Rules, Regulations, Instructions, Manuals and Records:

The Rules, Regulations, Instructions, Manuals and Records for discharge of functions is done as per acts, rules, SOPs, guidelines and day to office orders available on DPPQ&S website under the following link:

<https://ppqs.gov.in/acts>

<https://ppqs.gov.in/publication>

<https://ppqs.gov.in/newsletters>

<https://ppqs.gov.in/notice-board>

<https://ppqs.gov.in/divisions/cib-rc/insecticide-in-schedule>

<https://ppqs.gov.in/divisions/cib-rc/registered-products>

<https://pqms.cgg.gov.in/pqms-angular/homeGuidelines/Standards>

<https://ppqs.gov.in/divisions/cib-rc/checklist>

<https://ppqs.gov.in/divisions/cib-rc/guidelines>

<https://ppqs.gov.in/sites/default/files/standardoperatingproceduresforipm.pdf>

https://ppqs.gov.in/sites/default/files/consolidated_sop_for_desert_locust_in_india_.pdf

<https://ppqs.gov.in/regions/tlc-rptl/tlc-situated-hqrs-faridabad>

<https://ppqs.gov.in/divisions/pesticides-testing-infrastructure/state-pesticides-testing-laboratories>

Transfer Policy and Transfer Orders:

Transfer Policy 2018 dated 31.7.2018 is followed for transfer of officers/officials of the Directorate of Plant Protection, Quarantine & Storage, Faridabad and its sub-offices.

https://ppqs.gov.in/sites/default/files/transfer_policy_2018.pdf

Transfer Orders are uploaded time to time in the Internet of the Directorate website.

<https://ppqs.gov.in/search/node/POSTING>

Manual 6:

A Statement of the categories of documents that are held by the authority under its control.

Categories of documents:

This manual lists the documents held by the Directorate such as establishment, Personal, service matters and Administration Manual (Swamy's handbook for central government offices), Service Register, Pay Ledger, GPF Register, Confidential Reports, Cash Book, Annual Reports (<https://agriwelfare.gov.in/en/Annual>), Minutes of Meeting of the Registration Committee (<https://ppqs.gov.in/divisions/cib-rc/news-update>), Consumable & Non-consumable Stock Registers, Inward & Despatch Register, Attendance Register, copies of SOPs, Orders, Acts, Rules, Newsletter, etc. The Minutes of Meeting of the Registration Committee are always uploaded on the Directorate website.

Each Division/Section/Unit at the Directorate holds different categories of document relating to the work allocated to them by the competent authority as per MoA&FW and related GOI Rules. The documents held by the Directorate are categorized in terms of the different Division/Section/Unit holding them. As such, the documents may be categorized as follows:

Plant Protection Adviser office and CIB&RC office documents, Establishment/Board office Documents; Financial Documents; Library Documents; Purchase Documents; Various Meetings / Committees Documents etc.

Custodians of these documents/categories are the Chief Administrative Officer (CAO) and Division/Unit/Section In-charges.

Manual 7:

A statement of the Boards, Committees and other bodies constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

Name of Boards, Committee:

Central Insecticides Board and Registration Committee (CIB&RC), Departmental Promotion Committee (DPCs)/DSCs/Welfare Committee, Purchase Committee and Nodal Officers are nominated by the competent authority on various subjects relating to service, Grievances and monitoring purposes.

Composition, Term/ Tenure and Powers and functions:

Composition, Term/ Tenure of Chairman & members of CIB&RC with Powers and functions are mentioned in Insecticides Act, 1968 & Insecticides Rule, 1971 available on the Directorate's website.

https://ppqs.gov.in/sites/default/files/insecticides_act_1968_0.pdf

https://ppqs.gov.in/sites/default/files/insecticides_rules_1971.pdf

List of members of CIB and RC are available on DPPQ&S website under the following link:

<https://ppqs.gov.in/divisions/central-insecticides-board-registration-committee/about-cibrc>

https://ppqs.gov.in/sites/default/files/board_members_cib_as_on_01.02.2023.pdf

<https://ppqs.gov.in/registration-committee>

https://ppqs.gov.in/sites/default/files/registration_committee.pdf

List of nodal officers for monitoring purpose of (RTI, Grievance, Welfare of EWS, PwD, OBC, SC, ST, GeM, LIMBS, AEBAS, e-HRMS, SPPARROW etc.):

https://ppqs.gov.in/sites/default/files/dr_sanjay_arya.pdf

https://ppqs.gov.in/sites/default/files/nodal_officer_13092023.pdf

https://ppqs.gov.in/sites/default/files/nodal_officers.pdf

Whether their meetings are open to the public?

No, the meetings are open only for members.

Whether the minutes of the meetings are open to the public?

Yes, the minutes of the meetings are open to the public and open to all are available at the website as under the link mentioned below:

<https://ppqs.gov.in/divisions/cib-rc/news-update>

Manual 8:

A directory of DPPQ&S Officers and Employees:

The names, designations, date of births, date of retirements and residential addresses with phone numbers of all officers and employees of the Directorate as contained in the Service Registers of the individuals.

Names and designations of the officers and employees with telephone and email ID of the directorate (division-wise) is uploaded on the Directorate website.

<http://ppqs.gov.in/about-us/whos-who>

<http://ppqs.gov.in/contactus>

<https://ppqs.gov.in/about-us/ready-reckoner>

Manual 9:

The monthly remuneration received by DPPQ&Ss officers and employees, including the system of compensation.

This manual includes the remuneration received by each of its officer and employees. It also describes the system of compensation such as compensatory leave, Extra Ordinary Leave & Commuted Leave on Medical grounds. The remuneration benefits as approved by the PPA based on the instructions of the ministry are implemented in the Directorate.

List of employees with pay level and Basic pay uploaded on the DPPQ&S website:

https://ppqs.gov.in/sites/default/files/monthly_report_account_0.pdf

System of Compensation as provided in its regulations: Compensatory Leave, Child Care Leave, Earned Leave, Extra Ordinary Leave & Commuted Leave on Medical grounds, Medical care etc. as per (CCS, 1972 Rules) GoI Rules and Regulations available at:

<https://doppw.gov.in/en/rulesregulations/central-civil-services-pension-rules-1972>

Manual 10:

Name, designation and other particulars of public information officers.

Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority with address, telephone numbers and email ID of each designated official:

The above information is available under the link, 'RTI' on the DPPQ&S website:

<http://ppqs.gov.in/rti>

https://ppqs.gov.in/sites/default/files/cpios_and_faa_16.01.2024.pdf

https://ppqs.gov.in/sites/default/files/corrigendum_to_rti_office_order_no.1_of_2024_dated_16.01.2024.pdf

Manual 11:

No. Of employees against whom Disciplinary action has been proposed/ taken:

No. of employees against whom disciplinary action has been: Pending for Minor penalty or major penalty proceedings: 11

No. of employees against whom disciplinary action has been: Finalised for Minor penalty or major penalty proceedings: 01

Manual 12:

Programmes to advance understanding of RTI:

Educational programmes:

The information is available under the link, 'RTI' on the DPPQ&S website:

https://ppqs.gov.in/sites/default/files/rti_trainings_for_officers_officials.pdf

Efforts to encourage public authority to participate in these programmes:

CPIOs and FAAs are encouraged to participate in the programmes.

https://ppqs.gov.in/sites/default/files/effort_to_encourage_participation_officers_for_advance_understanding_of_rti_section_26.pdf

Training of CPIO:

The details are given at

https://ppqs.gov.in/sites/default/files/rti_trainings_for_officers_officials.pdf

Update & publish guidelines on RTI by the Public Authorities concerned:

RTI Manuals, Mandatory Disclosures, other information, etc. are uploaded/updated on regular intervals (as on 01.04.2024).

<https://ppqs.gov.in/>

https://ppqs.gov.in/sites/default/files/rti_section4.pdf

Manual 13: Budget and Programme:

Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.

The budget allocated to DPPQ&S budget is proposed by the MoA&FW. Total budget allotted for DPPQ&S is Rs.188.533 Crores

Statement Showing Details of Budget, Proposed Expenditure for the last 5 years is uploaded on the DPPQ&S website at:

https://ppqs.gov.in/sites/default/files/details_of_budget_allocated_to_dppqs.pdf

Foreign and Domestic Tours:

Budget: Rs.6.20 Crores

Foreign and domestic Tours by the heads of the Department (PPA):

The details of Places visited, the period of visit, the number of members in the official delegation and expenditure on the visit are available at:

https://ppqs.gov.in/sites/default/files/foreign_tours_by_the_head_of_department.pdf

https://ppqs.gov.in/sites/default/files/details_expenditures_on_foreign_and_domestic_tours_by_hod.pdf

Information related to Procurements:

- a) Notice/tender enquires, and corrigenda if any thereon,
- b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,
- c) The works contracts concluded – in any such combination of the above-and,
- d) The rate/ rates and the total amount at which such procurement or works contract is to be executed. The above information is available on DPPQ&S website under the link,

https://ppqs.gov.in/sites/default/files/procurement_details_for_the_year_2023_-_24.pdf

<https://ppqs.gov.in/archive-tender>

Manual 14:

Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

This Directorate does not operate any subsidy programmes.

Discretionary and non-discretionary Grants:

No such grant is available with the Directorate.

Particulars of Concessions, Permits or Authorizations granted by the Directorate:

Not applicable for DPPQ&S.

CAG Paras and the Action Taken Report (ATR):

Dealt by MoA&FW not at DPPQ&S level.

https://ppqs.gov.in/sites/default/files/details_of_budget_allocated_to_dppqs.pdf

Manual 15:

Publicity Band Public Interface:

The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of the Directorates policy or implementation thereof.

The Directorate website (<https://ppqs.gov.in/>) provides a channel for interactive communication for consultation with the members of the public in relation to the formulation of its policy and its implementation. The contact details of technical experts/officers & administrative unit is available on the official website of the Directorate under 'Who's who' and contact us.

<https://ppqs.gov.in/contactus>

<https://ppqs.gov.in/about-us/whos-who>

Public notices displayed on the website for seeking comments of stake holders from time to time on certain matters like revision of guidelines for registration of pesticides under various categories, use of drone technology in agriculture for pesticide application etc.

(<https://ppqs.gov.in/divisions/cib-rc/news-update>)

Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens:

Are available on the official website of the Directorate under following links:

<https://ppqs.gov.in/acts>

<https://pqms.cgg.gov.in/pqms->

<angular/homeGuidelines/Operational%20Guidelines%20for%20Exporters%20and%20Importers>

<https://ppqs.gov.in/divisions/cib-rc/cibrc-forms>

<https://ppqs.gov.in/regions/tlc-rptl/tlc-situated-hqrs-faridabad>

Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/ policy implementation, (b) Day & time allotted for visitors: Frequent meetings conducted with all stakeholders and also VC meetings are conducted on every Friday in CIB&RC.

<https://ppqs.gov.in/divisions/cib-rc/news-update>

(c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants: Contact Details: Dr. Sanjay Arya, Joint Director (PP) is currently nodal officer (RTI).

Other details: Not Applicable

Public- private partnerships (PPP): Not Applicable

Are the details of policies / decisions, which affect public, informed to them?

Yes, the matter related to policy decisions are dealt by higher level. However, all the order/circulars/Guidelines/data etc. are also uploaded on the DPPQS website as and when provided by concerned Authorities.

<https://ppqs.gov.in/news>

<https://ppqs.gov.in/newsletters>

<https://ppqs.gov.in/publication>

<https://ppqs.gov.in/notifications>

<https://ppqs.gov.in/divisions/cib-rc/news-update>

<https://ppqs.gov.in/divisions/plant-quarantine/national-standards-and-accredited-agencies>

<https://pqms.cgg.gov.in/pqms-angular/homeGuidelines/Standards>

Manual 16:

Dissemination of information widely and in such form and manner which is easily accessible to the public:

Use of the most effective means of communication Internet (website) and details in respect of the information, available to or held by DPPQ&S, reduced in an electronic form.

Information manual/handbook available in:

Electronic format:

The Directorate Website (<https://ppqs.gov.in/>) includes all the information regarding department, divisions, acts, rules, publications, newsletters, citizen charter, SOPs, notices, orders, circulars, bulletins, notifications, advisories alongwith minutes of meeting are also available on the DPPQ&S website.

<https://ppqs.gov.in/acts>

<https://ppqs.gov.in/divisions>

<https://ppqs.gov.in/divisions/cib-rc/news-update>

<https://ppqs.gov.in/newsletters>

<https://ppqs.gov.in/publication>

<https://ppqs.gov.in/news>

<https://ppqs.gov.in/ipm-packages>

<https://ppqs.gov.in/advisories-section>

<https://ppqs.gov.in/divisions/integrated-pest-management/instruction-safe-use-pesticide>

<https://ppqs.gov.in/divisions/locust-control-research/locust-bulletin>

Printed format: Yes, available with all FAA and CPIOs.

Whether information manual/ handbook available free of cost or not:

List of materials available Free of cost: Yes, available in public domain and can be downloaded free of cost.

<https://ppqs.gov.in/>

List of information available at reasonable cost: All the information accessible (except exempted material under provision of RTI) as per RTI Act 2005, can be accessible from CPIO Office as per the provisions of RTI Act and its rules.

E-Governance

Language in which Information Manual/Handbook Available: Bilingual
RTI Manuals are available in both English and Hindi Language.

Both manuals are available under the link RTI Act in the institute website at:

Website in Hindi: <https://ppqs.gov.in/hi>

https://ppqs.gov.in/sites/default/files/newsletter_oct-dec_2023_hindi.pdf

Information available in electronic form: All the links mentioned above in this manual.

Manual 17:

The particulars of facilities available to citizens for obtaining information:

Details of information made available on the DPPQ&S website is as under following links:

<http://ppqs.gov.in>

<https://ppqs.gov.in/divisions>

<https://ppqs.gov.in/newsletters>

<https://ppqs.gov.in/publication>

<https://ppqs.gov.in/divisions/integrated-pest-management/instruction-safe-use-pesticide>

<https://ppqs.gov.in/advisories-section>

<https://ppqs.gov.in/divisions/locust-control-research/locust-bulletin>

<https://ppqs.gov.in/divisions/cib-rc/insecticide-in-schedule>

<https://ppqs.gov.in/divisions/cib-rc/registered-products>

<https://ppqs.gov.in/about-us/ready-reckoner>

Working hours of the facility is 24 hours (24x7) available in public domain

Contact person & contact details (Phone, fax email) is available on the DPPQ&S website under:

<https://ppqs.gov.in/about-us/whos-who>

<https://ppqs.gov.in/contactus>

Manual 18:

Other information as may be prescribed under section 4(i) (b)(xvii):

Grievance redressal mechanism:

Directorate of Plant Protection Quarantine & Storage has Grievance Redressal Officer and all the grievances received from the public are being addressed by the respective scheme in charges/officer-in-charges within the stipulated time through CPGRAMS portal.

https://ppqs.gov.in/sites/default/files/progress_report_of_public_grievances_redress_and_monitoring_system_cpgrams_portal.pdf

Details of applications received under RTI and information provided:

Disposed online through RTIMIS portal RTI received.

https://ppqs.gov.in/sites/default/files/rti_requests_appeals_status_report_rti_mis_portal.pdf

List of Schemes/Projects/programmes (Completed/ underway): Nil

Annual Report: Submitted to DA&FW on time. Available at <https://agriwelfare.gov.in/en/Annual>

Six monthly Report: Not applicable

Frequently Asked Question (FAQs): https://ppqs.gov.in/sites/default/files/faqs_on_rti.pdf

Citizen's Charter: <https://ppqs.gov.in/citizen-charter>

Result Framework Document (RFD) , Performance against the benchmarks set in the Citizen's Charter:

Available as Physical achievement is given in each division/section/unit Ready reckoner last page.

<https://ppqs.gov.in/about-us/ready-reckoner>

Manual 19:

Receipt & Disposal of RTI applications & appeals

Details of applications and appeals received and disposed is available on the DPPQ&S website under:

<https://ppqs.gov.in/rti>

https://ppqs.gov.in/sites/default/files/rti_requests_appeals_status_report_rti_mis_portal.pdf

Replies to questions asked in the parliament

Details of questions asked and replies given is available on the DPPQ&S website under:

https://ppqs.gov.in/sites/default/files/rajya_sabha_parliament_questions.pdf

https://ppqs.gov.in/sites/default/files/lok_sabha_parliament_questions.pdf

Manual 20:

Name & details of Current CPIOs & FAAs

The information is available on the DPPQ&S website under:

<http://ppqs.gov.in/rti>

https://ppqs.gov.in/sites/default/files/cpios_and_faa_16.01.2024.pdf

https://ppqs.gov.in/sites/default/files/corrigendum_to_rti_office_order_no.1_of_2024_dated_16.01.2024.pdf

Earlier CPIO & FAAs from 1.1.2015

Office Order regarding earlier CPIOs and First Appellate Authority is available on DPPQ&S under RTI page.

https://ppqs.gov.in/sites/default/files/cpios_20.04.2017.pdf

https://ppqs.gov.in/sites/default/files/cpio_06102017_0.pdf

https://ppqs.gov.in/sites/default/files/rti_oo_01_2018.pdf

https://ppqs.gov.in/sites/default/files/cpio_01.04.2019.pdf

https://ppqs.gov.in/sites/default/files/cpio_16112020_0.pdf

<https://ppqs.gov.in/sites/default/files/faacpios.pdf>

https://ppqs.gov.in/sites/default/files/cpio_faa_25112022.pdf

Details of third party audit of voluntary disclosure:

Dates and report of audit carried out:

Report submitted on 11.09.2023 by auditor Dr. B K Pandey from Arun Jaitley National Institute of Financial Management (AJNIFM), Faridabad (an Autonomous Body under Ministry of Expenditure, GOI).The details are available at:

https://ppqs.gov.in/sites/default/files/third_party_transparency_audit_report_for_the_year_2022-23.pdf

Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD

Date of appointment: 01.04.2024

Name & Designation of the officer: Dr. Sanjay Arya, Joint Director (PP)

Directorate is headed by Plant Protection Adviser (PPA) equivalent to Director. No any post equivalent to JS is available in Directorate. Hence, the senior Joint Director is nodal officer for RTI.

https://ppqs.gov.in/sites/default/files/dr._sanjay_arya.pdf

Consultancy committee of key stake holders for advice on suo-motu disclosure:

Constituted on 21.03.2024 with the approval PPA and details regarding Name & Designation of the officers are given at following link:

https://ppqs.gov.in/sites/default/files/consultancy_committee_for_advice_on_suo_moto_disclosure_under_section_4_of_rti_act_2005_1.pdf

Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI:

Constituted on 21.03.2024 with the approval PPA and details regarding Name & Designation of the officers are given at following link:

https://ppqs.gov.in/sites/default/files/committee_of_cpios_faas_to_identify_frequently_sought_information_under_rti_act_2005.pdf

Manual 21:

Information Disclosed on own Initiative

Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information.

The information available and updated time to time on DPPQ& website is under following links:

<http://ppqs.gov.in>

<https://ppqs.gov.in/about-us/about-department>

<https://ppqs.gov.in/divisions>

<http://ppqs.gov.in/news>

<https://ppqs.gov.in/acts>

<https://ppqs.gov.in/newsletters>

<https://ppqs.gov.in/publication>

<https://ppqs.gov.in/citizen-charter>

<https://ppqs.gov.in/notice-board>

<https://ppqs.gov.in/contactus>

<https://ppqs.gov.in/about-us/whos-who>

<https://ppqs.gov.in/about-us/ready-reckoner>

<https://ppqs.gov.in/news>

Whether STQC certification obtained and its validity:

Yes, STQC Certificate was obtained and its validity is 6th June, 2021. Renewal of SIQC certificate is in progress.

Does the website show the certificate on the Website?

Yes, the certificate is shown on the website of the Directorate. Renewal of SIQC certificate is in progress.

<https://ppqs.gov.in/sites/default/files/STQC.PDF>