



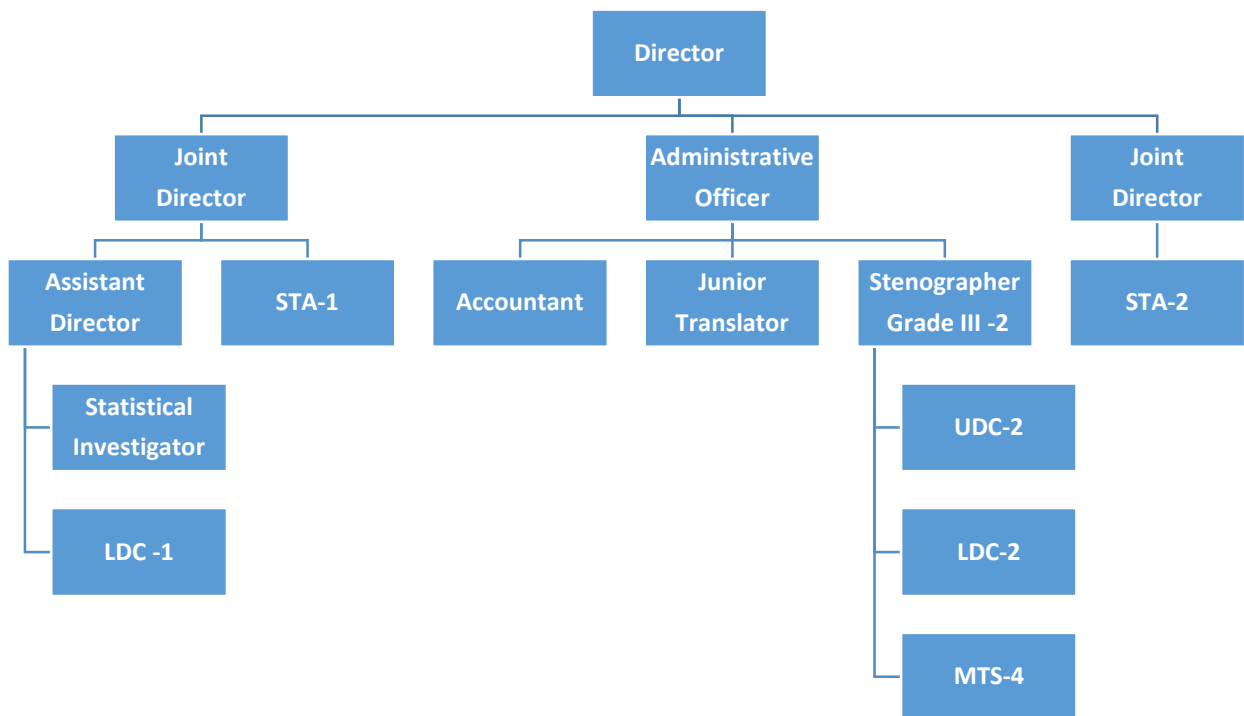
READY RECKONER – HANDBOOK

**DIRECTORATE OF JUTE DEVELOPMENT
GOVERNMENT OF INDIA
MINISTRY OF AGRICULTURE & FARMER'S WELFARE
DEPARTMENT OF AGRICULTURE & COOPERATION & FARMER'S WELFARE
NIZAM PALACE, KOLKATA-700020**

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Organizational Chart of the Directorate of Jute Development



**WORK ALLOCATION AMONG THE STAFF OF THE
DIRECTORATE OF JUTE DEVELOPMENT**

Sl. No.	Designation	Work Allocation
1.	Director	The Director is the administrative and operational head or Head of the Departments of the Directorate. He performs general direction, supervision and co-ordination among the different sections and employees of the Directorate. He is overall responsible for all technical, establishment and account matters subject to this Directorate He has to assist the Union Ministry of Agriculture in formulation of different crop development schemes and their respective implementation and also state of the affairs in respect of crops / weather and other related matters regularly.
2.	Joint Director	Joint Directors are second in hierarchy in the Directorate. They assist the Director in all technical and establishment matters, to perform jobs on planning and formulation of development programmes on Jute and allied fibre crops in the country, to review and monitor the implementation of development programmes on Jute and allied fibre crops in the country and other crop development programmes in the assigned states, to maintain linkage with different state governments, agricultural universities; research /input supply agencies, arranging training, meeting, demonstration on Jute and allied fibre crops, gathering reports on technology development, research etc. related to transfer of technology, supervise the collection / compilation and preparation of various data and reports related to area, production and yield of Jute and allied fibre crops in the country and other crop development programmes in the assigned states, weather and crop prospect in the assigned states,, market and price situation on Jute and allied fibre, production of Jute goods and their prices .Besides, activities related to KCC and On Farm Water Management Scheme are also to be looked after.
3.	Assistant Director	The Assistant Director assists the authority in the disposal of technical matters and for that he entrusted with the intractable duty linked up with maintenance of data base, monitoring of crop weather prospects and monitoring of Crop Oriented Schemes spread over in the states assigned to this Directorate and also planning/ formulation of development programmes and its monitoring, collection of information, preparation of various reports on crop development programmes, weather watch and related activities for nodal crops. Besides, assists in the activities related to KCC and On Farm Water Management Scheme. However, the post is remains vacant.

4.	Senior Technical Assistant / Statistical Investigator	To assist the authority in the disposal of technical work and for that they have to perform the activities related to planning, formulation of development programme of Jute and allied fibre crops in the country; review and monitoring of implementation of development programmes on Jute and allied fibre crops in the country and for other crops in the assigned states and submission of related periodical reports. Maintenance of data base of A/P/Y of Jute and Allied fibre and other crops in the country. Collection / compilation of information/ report on weather/crop prospects of Jute and allied fibre crops and other crops in the assigned states. Preparation of various reports in connection with the implementation of development programme on Jute and allied fibred in the country and for other crops in the assigned states. Maintenance of linkage with the state governments, agricultural universities, various research institutes, input supply agencies ministry and other organizations. Collection and maintenance of information's on various inputs viz seed, fertilizer, irrigation. Assisting the authority in arranging meeting, training, demonstration, gathering reports on technology development researches and arranging transfer of modern technology. Collection, compilation, maintenance of market and price situation, information on weather crop prospects; area, production and yield of different crops in the assigned states. Monitoring the performance of the KCC activities and matters related to the On Farm Water Management Schemes.
5.	Administrative Officer	To assist the authority in the disposal of Establishment work and accordingly he has to perform the jobs of all matters related to Administration and Accounts work and also to supervise the work of all these matters.
6.	Junior Translator	Accelerating the use of Hindi in the Directorate as the Official Language for all purposes, providing required assistance in connection with the implementation of Official Language Policy, translation from English to Hindi and vice-versa(if required), assisting the authority to comply with the directives/instructions issued by the Dept. of Official Language from time to time, assisting the Hindi Liaison Officer in convening/ organizing the meetings of official language implementation committee in the Directorate, preparation of quarterly / yearly reports regarding the progressive use of Hindi in the Directorate. Moreover, Junior Translator has also allocated the additional job of the vacant post of the Accountant, maintenance of library as in charge and looking after all Right to Information matter and designated as CPIO of the Directorate.
7.	Accountant	To assist the authority in the accounts and administrative matters of the Directorate. His duties are mostly related to accounts, budget, expenditure control, audit matters, long/short term advances, checking bills, day to day accounts / financial transaction matters. He has to keep statistics of important data and to ensure timely disposal of audit notes. He has to submit in time Budget proposals pertaining to this Directorate. However, the post is vacant since long.

8.	Upper Division Clerk / Lower Division Clerk	The Upper Division Clerk and Lower Division Clerk assist the authority in the disposal of all establishment matters like maintenance of service books, service records, personal file, matters related with recruitment, promotion, pension, accounts, cash, preparation of bills, diary, dispatch, maintenance of stores, stationery, local purchase, typing, drafting, and other related works.
9	MTS	Physical Maintenance of records of the Section, General cleanliness & upkeep of the Section, Unit, Carrying of files & other papers within the building, Photocopying, sending of FAX etc., Other non-clerical work in the Section Unit, Assisting in routine office work like diary, despatch etc., including on computer, Delivering of dak (outside the building), Watch & ward duties, Opening & closing of rooms, Cleaning of rooms, Dusting of furniture etc., Cleaning of building, fixtures etc, Any other work assigned by the superior authority.

Activities of the Directorate of Jute Development

At the time of re-organization of the Crop Development Directorates in 1996, each Directorate has been assigned bifocal responsibility, i.e. a) for the respective specified nodal crops of the country as a whole and b) for all major crops in the States assigned to each of them. The Directorate of Jute Development has been assigned nine States and one UT, namely, Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura, West Bengal and Andaman and Nicobar Islands. The Directorate of Jute Development, therefore, has to perform activities for the overall development of the nodal crops in the Country, i.e. jute/mesta and allied fibres and to perform the monitoring and related activities of other crops in the assigned States.

A. Activities for Nodal Crop:

- To assist Department of Agriculture and Cooperation to plan, coordinate and monitor nodal crop development programmes at the national level and recommend measures to improve them;
- To assist the States/Union Territories to plan, formulate and implement Crops programmes to increase production and productivity;
- To interact with national and state institutions in planning the production of seeds;
- To liaise with State Agricultural Universities and Central Government Institutes for organising training courses in improved production technology;
- To have closer interaction/coordination with the project Directorates/Institutes and other Research Centres of the ICAR. Represent Department of Agriculture and Cooperation on their Management Committee and ICAR's Regional Committee, with a view to benefit from research and improved production technology and assist the Ministry of Agriculture to formulate farmers' friendly scheme with a unified approach for the overall development of agriculture sector as a whole;
- To keep in touch with research developments by Agricultural Universities, National and International Organizations and maintain the flow of information and ideas between research and development;
- To have a close liaison with National Institute of Management for Agricultural Extension (MANAGE) in identifying the areas where MANAGE can provide support and bridge the gap in increasing productivity of the nodal crop;
- To provide technical support to the Extension agencies with respect to the nodal crop as and when required. In this context the Directors of Commodity Development Directorates may attend the State Level Crop Training Programmes; provide literature

on training manuals; and also periodically visit some such projects relating to their respective nodal crops and provide feedback to Extension Division;

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- To participate in meetings of Zonal Research and Extension Advisory Committee (ZERAC) and have closer interaction/coordination through this forum in relevant functions and responsibilities;
- To watch the performance of the newly evolved released varieties of seeds;
- To study and analyse the trends in weather; crop area, production and productivity as well as transport, marketing and prices;
- To report regularly to Department of Agriculture and Cooperation on weather and crop prospects as well as market and price trends;
- To assist Department of Agriculture and Cooperation in fixing targets of production and suggest measures to achieve them;
- To build up relevant records and data for the nodal crop; and
- To serve as a Secretariat for the respective Crop Development Council.

B. Area-specific Activities in the Assigned States:

- To function as eyes and ears of Department of Agriculture and Cooperation, also for all major crops produced in the assigned States/Union Territories and to function as "Area-Officers" for these States, Union Territories;
- To maintain liaison with State Governments/Departments and other development agencies on crop development programmes;
- To monitor the crop programmes and report to Crops Division/States about the gap between planning and performance;
- To monitor the availability of inputs and extension services;
- To regularly report to the Department of Agriculture and Cooperation on weather, crop prospects, storage, processing, movement and prices of crops harvested;
- To report to the other crop Directorates on matters relating to the respective nodal crops, weather, crop prospects and other important developments;
- To represent Department of Agriculture and Cooperation on Central Study Teams etc. and
- To participate in Kharif Conference, Rabi Conference, Zonal Seed Meetings, etc.;
- Water Management – timely opening and closing of canals and water use efficiency;
- Assessment of input requirements – fertilizers, pesticides, seeds, etc. for crops for obtaining optimal yields;
- Tracking progress and promotion of new crop varieties;
- Monitoring/tracking progress of horticulture crops and programmes therefore in the

- assigned states; and
- Being more visible and interactive with states for promotion and development of crops/varieties.

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Information regarding number of Receipts and letters Dispatched

Financial Year 2016-17

Letters Receipt

HINDI	ENGLISH
88	1783

Letters Dispatched

HINDI	ENGLISH
611	1238

Information Regarding VIP References received during the year 2016 -17

The information regarding VIP References in respect of this Directorate is NIL.

Information regarding Right to Information Matters

No. of applications received	No. of cases transferred to other PAs u/s 6(3)	Decisions where requests/appeals rejected	Decisions where requests/appeals accepted	Total no. of CPIOs designated	Total no. of AAs designated
15	00	00	15	01	01

Brief / Background notes on important issues under Directorate of Jute Development

Renovation/upgradation of office accommodation: The DJD, is accommodated in the CPWD complex of Nizam Palace and the exterior part of the building is only being maintained by the CPWD and the interior part left unattended is under the possession of this Directorate have to maintain / upgrade by the CPWD on payment basis by this Directorate. However, even there is no regular maintenance, sanitation and visibility for proper working condition of the office, since the interior maintenance /upgradation has not been done since long. So, there is in the need of financial sanction by the Ministry for Renovation/upgradation of this office accommodation as per proposal has already been submitted by this Directorate Vide File No.1-7/ DJD/13-14 dated 06.02.2015.

Filling up of the vacant posts: DJD, Kolkata is monitoring the Jute & Allied fibre in the country and agricultural crops in the assigned all NE states including West Bengal and Andaman & Nicobar Islands. The sanctioned strength Revised 24 Nos and only 12 are in position. There is in the need of filling up of vacant posts for smooth function of this Directorate.

Contact details along with photograph of officers / officials of the Directorate:

Directorate of Jute Development, Government of India, Ministry of Agriculture & Farmers Welfare (DAC&FW), 234/4, AJC Bose Road, Nizam Palace, Kolkata-700020

Sl. No.	Name & Designation	Contact Number	photograph of officers / officials
1.	Dr K Manoharan Director	03322879465	
2.	Shri Jintu Das Joint Director	03322879443	
3.	Shri Debabrata Basu Administrative Officer	03322879337	
4.	Shri Anuj Kumar Administrative Officer	03322879337	
5.	Shri Kartik Biswas Statistical Investigator	03322879337	
6.	Shri Koushik Dutta Senior Technical Assistant	03322879337	
7.	Shri A. K. Talukdar UDC	03322879337	
8.	Shri Atanu Basak UDC	03322879337	
9.	Shri Rabi Nayak Multi Tasking Staff	03322879337	

