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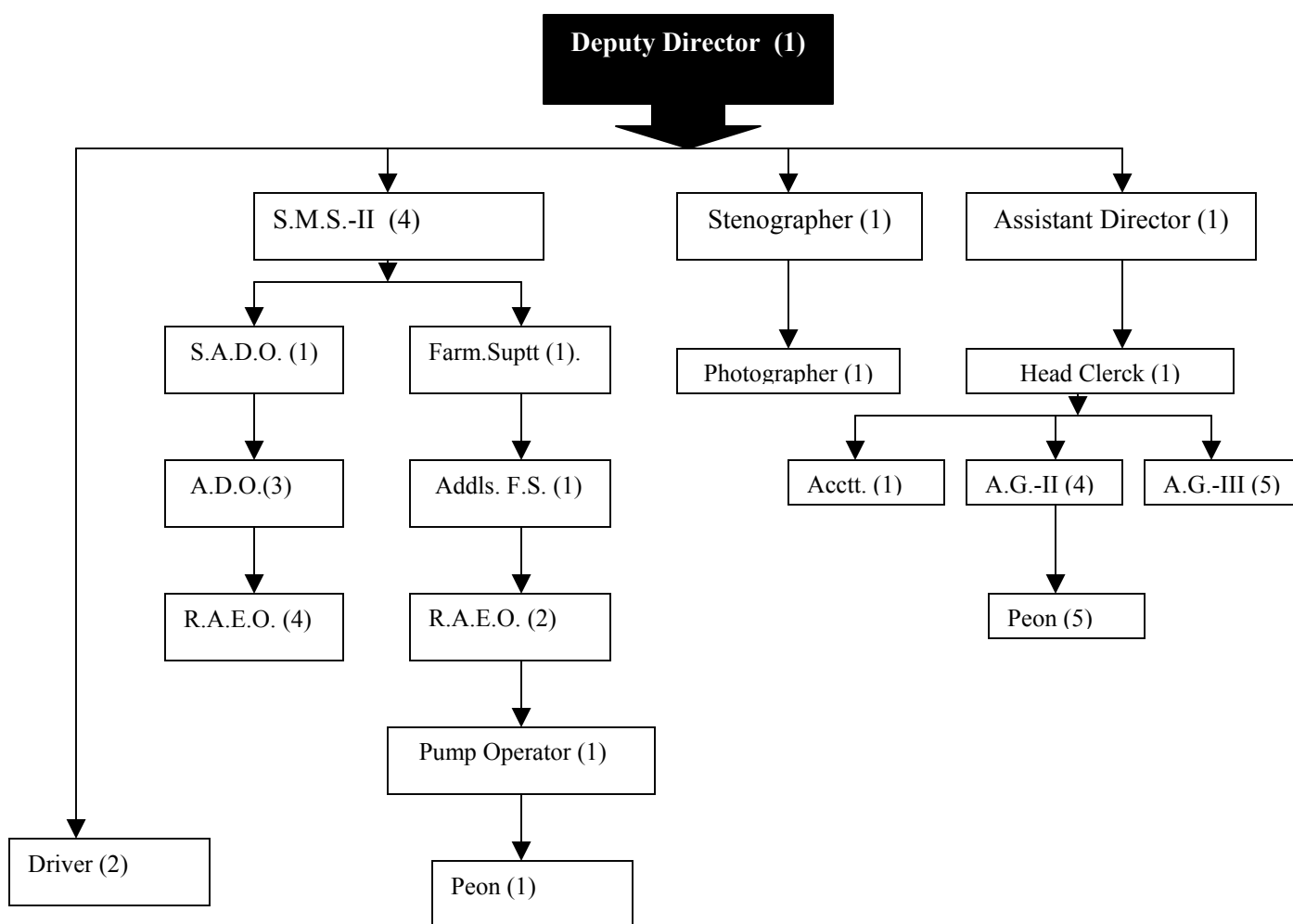
# ORGANIZATION SET - UP

## Function and duties of the different offices constituting the Organization U/S 4.1 (b) (i)

1. A. Name of the offices and organizational setup

### SAMPLE - 1

Office of the Deputy Director, Agriculture Sehore M.P.



1.B Functions and duties of each unit of the Office ( 1 to 2 page )

<b>S.No.</b>	<b>Unit/Section</b>	<b>Functions performed</b>
1	Administrative Section	Official technical and Field works.
2	Establishment	Work of Establishment
3	Account	Accounts Work
4	Stores	Stores Work
5	Departmental Enquiry	Departmental Enquiry ,Audit and Court case Work.
6	Stenography	Stenography and Computer Work.
7	Technical	Technical works,Seed,Fertiliser,Pesticides licence and Subsidy.
8	Others if any (Give complete detail of each unit/section)	Message work.

2-Work distribution order of each officer can be updated and put in the following format. U/S 4.1 (b) (ii)

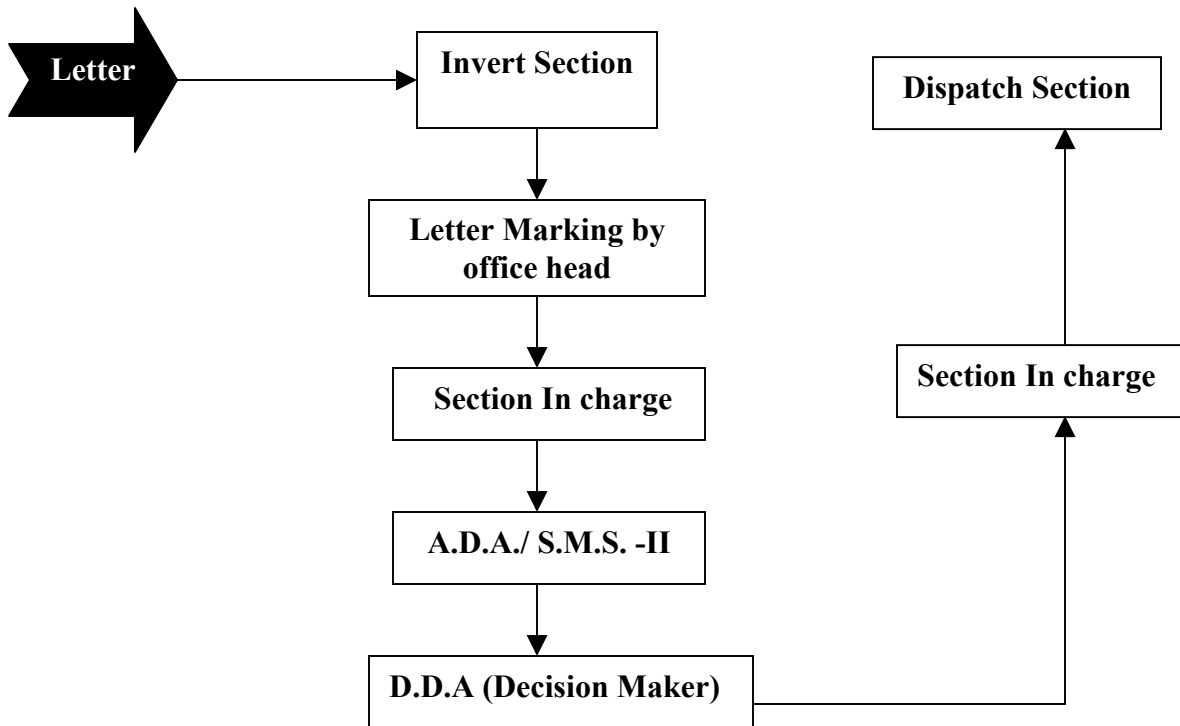
S.No.	Name	Designation	Remuneration	Duties
1	Shri.P.K.Vishwakarma	D.D.A.	10000-375-15000	Administrative Work.
2	" S.K.Kanhai	A.D.A.	8000-250-13500	Accounts and Establishment
3	" B.P.Jhalaria	S.M.S.-II	8000-250-13500	Technical work.
4	" A.S.Rathore	S.M.S.-II	8000-250-13500	Technical work.
5	" J.R.Hedau	S.M.S.-II	8000-250-13500	Technical work.
6	" B.M.Sharma	S.A.D.O.	5000-150-8000	Technical work.
7	" R.K.Sharma	Steno	5500-175-9000	Stenography and Computer Work
8	" H.L.Uikey	Head Clerck	4500-125-7000	Departmental Enquiry ,Audit and Court case Work.
9	" K.V.Lalvani	Accountant	4000-100-6000	Account work
10	Smt.C.R.Saxena	A.G.-II	4500-125-7000	Clarical work
11	Shri.R.C.Joshi	A.G.-II	4500-125-7000	Clarical work
12	" R.P.Mahore	A.G.-II	4000-100-6000	Clarical work
13	Smt.Manorama Joshi	A.G.-II	4000-100-6000	Clarical work
14	Shri.M.D.Mahore	A.D.O.	4500-125-7000	Technical work.
15	Shri H.S.Uikey	P.G.	4500-125-7000	P.G. work
16	" G.N.Harne	R.H.E.O	4500-125-7000	Technical work.
17	" L.L.Dubey	R.A.E.O	4500-125-7000	Technical work.
18	" S.N.Yadav	R.A.E.O	4500-125-7000	Technical work.
19	" D.P.Rai	R.A.E.O	4500-125-7000	Technical work.
20	" M.S.Thakur	R.A.E.O	4500-125-7000	Technical work.
21	" D.R.Malvia	A.G.-III	3500-5200	Clarical work
22	"S.S.Thakur	A.G.-III	3050-4590	Clarical work
23	" V.K.Singh	A.G.-III	3050-4590	Clarical work
24	" Rajesh Lalwani	A.G.-III	3050-4590	Clarical work
25	"M.R.Jatav	A.G.-III	3050-4590	Clarical work
26	" Madan Lal	Driver	3050-4590	Driving Work
27	" Ekram Khan	Driver	3500-5200	Driving Work
28	" B.M.Seni	Pump Oprater	3050-4590	Irrigation Work
29	" Dada Ram	Peon	2750-4400	Message Work
30	" Ganpat Lal	Peon	2610-3540	Message Work
31	Laxmi Narayan	Peon	2610-3540	Message Work
32	" Lakhan Lal	Peon	2610-3540	Message Work

3- **Decision Making process in graphic form ( one page)**  
**U/S 4.1 (b) (iii)**

<b>Initiating the file authority Dealing staff And the section</b>	<b>Channels Officers handling the file at each level</b>	<b>Decision making</b>
Esstt (A.G. II& III)	H.C. & A.D.A	D.D.A.
Acctt (Acctt- II & III)	H.C. & A.D.A	D.D.A.
Store (A.G.-II)	H.C. & A.D.A	D.D.A.
D.E. & Court case (H.C.)	A.D.A	D.D.A.
Stenography(Steno)	D.D.A.	D.D.A.
Technical(S.A.D.O.,A.D.O.&R.A.E.O.)	S.M.S.-II	D.D.A.
OTHER(PEONS)	H.C.	A.D.A.

Supervisory Authority :- **DIRECTOR OF AGRICULTURE,M.P.BHOPAL**

Officer to Whom accountable :- **DIRECTOR OF AGRICULTURE,M.P.BHOPAL**



4- A) Time norm, if decided by the organization. U/S 4.1 (b) (iv)

**DIRECTOR OF AGRICULTURE,M.P.BHOPAL**

B) Quality Norms, if decided by the organization.

**DIRECTOR OF AGRICULTURE,M.P.BHOPAL**

C) Quantity target, for the office work to be done in the year .

**DIRECTOR OF AGRICULTURE,M.P.BHOPAL**

5- List of Acts,Rules,Regulations Manuals,Circulars related with the functioning of office constituting the organisation. (Original text to be given in electronic form) U/S 4.1 (b)(v)

Acts :- Govt.of M.P. and Agriculture Acts.

Rules :- As per Govt. of M.P. rules.

Regulations:- M.P.Govt.and Departmental

Manuals :- Agriculture Manuals

Circulars :- M.P.Govt.and Departmental

6- Statement of various categories of documents held by it or under its control U/S 4.1(b)(VI)

S.N.	Name of Document	Kind of Document like microfilm, Register, Books, Diskette etc.	Nature and Content of Document	Duration of Records
1	Esstt. File	File And Register	Permanent	As per Rules
2	Account File	File And Register	Permanent	As per Rules
3	Technical File	File And Register	Time Limit	As per Rules
4	Departmental Enquiry	File And Register	Permanent	As per Rules
5	Steno Grapher	File And Register	Time Limit	As per Rules

**7-I. Structure of the consultative committees in which public representatives are members including**

- ❖ Name of the committee :- Krishi Sthai Sameeti
- ❖ Copy of the Orders/ Circulars for formation:- As per Rules of Panchayat
- ❖ Functions :- Conduct Monthly Meeting
- ❖ Members :- One President and Seven other members of Jila Panchyat.
- ❖ Duties and responsibilities :- Approval of Schemes .

Accessibility of minutes for public U/s 4.1 (b) (vii) – YES

II Proceedings, Minutes of the Meeting ( Copy to made available and be given in the electronic form with hypertext link)

8-I- Name of the Board, Councils, committees etc. including member and their qualification. ( Original text to be given in the electronic form )U/s 4.1 (b) (viii)

S.No.	Name of the Body	Name of the members	Qualifications
1	Seed Corporation	Farm Superintendent	
2	Marketing Federation	D.M.O.	
3	M.P.Agro	District Manager	
4	Oilfed	R.M.	
5	D.R.C.S.	Deputy Registrar	

II - Order of the formation

( Original text to be given in the electronic form and to be hypertext linked)

**N.A.**

III - Charter / Memorandum of Articles of Association.

( Original text to be given in the electronic form and to be hypertext linked)

**N.A.**

IV - Govt. instruction for the way in which meeting will be conducted .( Original text to be given in the electronic form and to be hypertext linked)

**Collect orate Meeting Hall**

V - Whether open to public or Not

**No**

VI - Availability of the proceedings / minutes of the last meetings ( Original text to be given chronologically in the electronic form and to be hypertext linked)

9. Directory of the officers and employees ( to be linked with treasury data bank) U/S 4.1 (b) (ix)

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Address &amp; contact No., if any</b>
1	Shri.P.K.Vishwakarma	D.D.A.	D. D.A. Office Sehore Ph 224044
2	" S.K.Kanhai	A.D.A.	D. D.A. Office Sehore Ph 224044
3	" B.P.Jhalaria	S.M.S.-II	D. D.A. Office Sehore Ph 224044
4	" A.S.Rathore	S.M.S.-II	D. D.A. Office Sehore Ph 224044
5	" J.R.Hedau	S.M.S.-II	D. D.A. Office Sehore Ph 224044
6	" B.M.Sharma	S.A.D.O.	D. D.A. Office Sehore Ph 224044
7	" R.K.Sharma	Steno	D. D.A. Office Sehore Ph 224044
8	" H.L.Uikey	Head Clerck	D. D.A. Office Sehore Ph 224044
9	" K.V.Lalvani	Accountant	D. D.A. Office Sehore Ph 224044
10	Smt.C.R.Saxena	A.G.-II	D. D.A. Office Sehore Ph 224044
11	Shri.R.C.Joshi	A.G.-II	D. D.A. Office Sehore Ph 224044
12	" R.P.Mahore	A.G.-II	D. D.A. Office Sehore Ph 224044
13	Smt.Manorama Joshi	A.G.-II	D. D.A. Office Sehore Ph 224044
14	Shri.M.D.Mahore	A.D.O.	D. D.A. Office Sehore Ph 224044
15	Shri H.S.Uikey	P.G.	D. D.A. Office Sehore Ph 224044
16	" G.N.Harne	R.H.E.O	D. D.A. Office Sehore Ph 224044
17	" L.L.Dubey	R.A.E.O	D. D.A. Office Sehore Ph 224044
18	" S.N.Yadav	R.A.E.O	D. D.A. Office Sehore Ph 224044
19	" D.P.Rai	R.A.E.O	D. D.A. Office Sehore Ph 224044
20	" M.S.Thakur	R.A.E.O	D. D.A. Office Sehore Ph 224044
21	" D.R.Malvia	A.G.-III	D. D.A. Office Sehore Ph 224044
22	"S.S.Thakur	A.G.-III	D. D.A. Office Sehore Ph 224044
23	" V.K.Singh	A.G.-III	D. D.A. Office Sehore Ph 224044
24	" Rajesh Lalwani	A.G.-III	D. D.A. Office Sehore Ph 224044
25	"M.R.Jatav	A.G.-III	D. D.A. Office Sehore Ph 224044
26	" Madan Lal	Driver	D. D.A. Office Sehore Ph 224044
27	" Ekram Khan	Driver	D. D.A. Office Sehore Ph 224044
28	" B.M.Seni	Pump Oprater	D. D.A. Office Sehore Ph 224044
29	" Dada Ram	Peon	D. D.A. Office Sehore Ph 224044
30	" Ganpat Lal	Peon	D. D.A. Office Sehore Ph 224044
31	Laxmi Narayan	Peon	D. D.A. Office Sehore Ph 224044
32	" Lakhan Lal	Peon	D. D.A. Office Sehore Ph 224044



10. Monthly remuneration and compensation ( to be linked with treasury Data Bank) U/ S 4.1 (b) (x)

<b>S.No.</b>	<b>Name</b>	<b>Remuneration</b>	<b>compensation</b>
1	Shri.P.K.Vishwakarma	19026	
2	" S.K.Kanhai	13594	
3	" B.P.Jhalaria	14906	
4	" A.S.Rathore	14906	
5	" J.R.Hedau	12720	
6	" B.M.Sharma	12482	
7	" R.K.Sharma	12362	
8	" H.L.Uikey	8769	
9	" K.V.Lalvani	9636	
10	Smt.C.R.Saxena	10584	
11	Shri.R.C.Joshi	10981	
12	" R.P.Mahore	6728	
13	Smt.Manorama Joshi	7490	
14	Shri.M.D.Mahore	9988	
15	Shri H.S.Uikey	7955	
16	" G.N.Harne	12055	
17	" L.L.Dubey	10584	
18	" S.N.Yadav	11180	
19	" D.P.Rai	10186	
20	" M.S.Thakur	11205	
21	" D.R.Malvia	7573	
22	"S.S.Thakur	6887	
23	" V.K.Singh	6591	
24	" Rajesh Lalwani	5973	
25	"M.R.Jatav	5265	
26	" Madan Lal	7014	
27	" Ekram Khan	6378	
28	" B.M.Seni	6006	
29	" Dada Ram	5427	
30	" Ganpat Lal	5040	
31	Laxmi Narayan	5089	
32	" Lakhn Lal	4994	

11. Annual Budget allocation and Expenditure statements ( to be linked with treasury Data Bank) U/ S 4.1 (b) (xi)

S No	Budget head	Name of work	Year	Allocation	Expenditure
1	2	3	4	5	6
1	13	आइसोपाम:- दलहन	2005-06	3.040	0.00
	41	दलहन	2005-06	0.310	0.07
	64	दलहन	2005-06	1.180	0.00
	80	दलहन	2005-06	2.040	2.00
	82	दलहन	2005-06	0.300	0.11
	15	दलहन	2005-06	1.180	0.34
		योग	2005-06	<b>8.050</b>	<b>2.52</b>
2	13	तिलहन	2005-06	8.130	0.10
	41	तिलहन	2005-06	1.610	0.00
	64	तिलहन	2005-06	3.350	0.00
	80	तिलहन	2005-06	7.130	7.05
	82	तिलहन	2005-06	0.680	0.64
	15	तिलहन	2005-06	3.350	2.57
		योग	2005-06	<b>24.250</b>	<b>10.36</b>
3	13	मक्का उत्पादन कार्यक्रम	2005-06	0.800	0.67
	41	मक्का उत्पादन कार्यक्रम	2005-06	0.300	0.00
	82	मक्का उत्पादन कार्यक्रम	2005-06	0.200	0.07
		योग	2005-06	<b>1.300</b>	<b>0.74</b>
		आइसोपाम:- योग	2005-06	<b>33.600</b>	<b>13.62</b>
4	13	कपास	2005-06	1.380	0.15
	41	कपास	2005-06	0.080	0.00
	64	कपास	2005-06	0.120	0.00
	80	कपास	2005-06	0.040	0.00
	82	कपास	2005-06	0.060	0.00
	15	कपास	2005-06	0.080	0.00
		योग	2005-06	<b>1.760</b>	<b>0.15</b>
5	13	मैक्रो मॅने0:-मोटा अनाज	2005-06	0.500	0.11
	41	मोटा अनाज	2005-06	0.300	0.18
	64	मोटा अनाज	2005-06	0.300	0.00
	80	मोटा अनाज	2005-06	0.250	0.10
	82	मोटा अनाज	2005-06	0.200	0.00
	15	मोटा अनाज	2005-06	0.200	0.00
		योग	2005-06	<b>1.750</b>	<b>0.39</b>
6	13	कृषि प्रसार प्रशिक्षण	2005-06	<b>0.100</b>	<b>0.00</b>

1	2	3	4	5	6
7	13	नाशीजीव प्रबंधन आई0पी0एम0	2005-06	0.990	0.87
	41	नाशीजीव प्रबंधन आई0पी0एम0	2005-06	0.325	0.29
	64	नाशीजीव प्रबंधन आई0पी0एम0	2005-06	0.161	0.00
		योग	2005-06	<b>1.476</b>	<b>1.16</b>
8	13	नाशीजीव प्रबंधन आई0एन0एम0	2005-06	3.000	1.97
	41	नाशीजीव प्रबंधन आई0एन0एम0	2005-06	0.980	0.00
	64	नाशीजीव प्रबंधन आई0एन0एम0	2005-06	0.500	0.00
		योग	2005-06	<b>4.480</b>	<b>1.97</b>
9	13	राष्ट्रीय जल ग्रहण	2005-06	18.500	15.00
	64	राष्ट्रीय जल ग्रहण	2005-06	0.500	0.00
		योग	2005-06	<b>19.000</b>	<b>15.00</b>
10	13	कृषि अभियांत्रिकी	2005-06	0.200	0.00
	41	कृषि अभियांत्रिकी	2005-06	0.200	0.00
	64	कृषि अभियांत्रिकी	2005-06	0.200	0.00
		योग	2005-06	<b>0.600</b>	<b>0.00</b>
11	13	प्रक्षेत्र बीज स्वावलंबन	2005-06	<b>4.780</b>	<b>0.20</b>
		मैक्रो मॅने0 योग	2005-06	<b>43.586</b>	<b>30.12</b>
12	41	अन्नपूर्णा (राज्य पोषित)	2005-06	0.800	0.00
	64	अन्नपूर्णा (राज्य पोषित)	2005-06	3.500	3.43
	64	अन्नपूर्णा (केन्द्र पोषित)	2005-06	4.200	1.84
		योग	2005-06	<b>8.500</b>	<b>5.27</b>
13	41	सूरज धारा (राज्य पोषित)	2005-06	2.450	1.47
	64	सूरज धारा (राज्य पोषित)	2005-06	4.200	2.01
	82	सूरज धारा (राज्य पोषित)	2005-06	0.350	0.17
		योग	2005-06	<b>7.000</b>	<b>3.65</b>
14	15	नलकूप	2005-06	6.000	5.91
	82	नलकूप	2005-06	1.200	1.18
		योग	2005-06	<b>7.200</b>	<b>7.09</b>
15	13-119	वेतन मद	2005-06	16.86	16.86
	13-898	वेतन मद	2005-06	4.81	4.81
	13-3733	वेतन मद	2005-06	2.07	2.07
		योग	2005-06	<b>23.74</b>	<b>23.74</b>
		महायोग	2005-06	<b>190.106</b>	<b>72.24</b>

## 12. Programme and beneficiaries U/ S 4.1 (b) (xii)

### A. List of the programme ( in electronic form)

- 1- Isopam
- 2- Cotton
- 3- Macro Management
- 4- Annapurna
- 5- Suraj Dhara
- 6- Tube well

### B. Norms for selection of the beneficiary ( Original text of the circular to be given in electronic form)

As per Govt. of M.P.and Departmental Rules

### c. Detailed Information

<b>S No</b>	<b>Name of the Programme</b>	<b>Administrative Department</b>	<b>Year</b>	<b>Amt. Allocated</b>	<b>No. of beneficiaries</b>
1	Isopam	Agriculture	2005-06	33.600	
2	Cotton	Agriculture	2005-06	01.760	
3	Macro Management	Agriculture	2005-06	32.186	
4	Annapurna	Agriculture	2005-06	8.500	
5	Suraj Dhara	Agriculture	2005-06	7.000	
6	Tube Well	Agriculture	2005-06	7.200	

13. List of the recipients and nature of the concession U/S 4.1 (b) (xiii)

S No	Nature of concession	Name	Address	Year	Kind of support	Approximate value of Concession
Not Available						

14. Information available in the office ( Linked with Item 6 ) U/S 4.1 (b) (xiv)

S No	Categories	Hard Copy	Electronic Form
1	All Official and Field Level Informations	Available	Not Available

15. Facility available ( Library, public counter etc) to citizen for information U/S 4.1 (b) (xv)

S No	Facility	Name of In charge	Duration of opening ( time to be given)	Contact No. Telephone No.
1	Office Building	A.D.A	10.30 am to 05.30 pm	224044

16. Information about the PIO / Designation / Working experiences U/S 4.1 (b) (xvi)

- ❖ Name :- Dr.A.S.Rathore
- ❖ Designation :- A.D.A. / Public Information Officer
- ❖ Tel. No. :- 224044
- ❖ e mail address :- Agriseh@mp.nic.in
- ❖ Place of Work and address :- O/o D.D.A. Sehore, M.P.
- ❖ contact hours for public :- 10.30 A.M. To 05.30 P.M.

17. Any other information in Citizen related facilities U/S 4.1 (b) (xvii)

No

कार्यालय उप संचालक कृषि जिला सीहोर (म.प्र.)  
E-mail agriseh@mp.nic.in

क्रमांक-मु0लि0/सूचना अधिकार/05/

सीहोर, दिनांक-10-10-05

प्रति,

कलेक्टर  
जिला सीहोर ।

विषय-सूचना के अधिकार अधिनियम - 2005 का क्रियान्वयन ।

संदर्भ-आपका पत्र क्रमांक 209-210/स0अ0(सा)/2005/ दिनांक 3-10-05

उपरोक्त संदर्भ में निवेदन है कि सूचना के अधिकार की जानकारी बिन्दु क्रमांक 1 से 17 तक की पत्र के साथ मय सी0डी0 के संलग्न कर भेजी जा रही है ।

संलग्न -सी0डी0-1  
एवं जानकारी बिन्दु 1 से 17 तक

उप संचालक कृषि  
जिला सीहोर म0प्र0