

# **ANNUAL CAPACITY BUILDING PLAN**

## **To-Be Report on Developing CB Agenda Department of Agriculture and Farmers Welfare**



**Submitted to:  
Capacity Building Commission New Delhi**

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**Submitted by:  
National Institute for Smart Government**

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## 1. Executive Summary

### 1.1 Context

The Union Government launched Mission Karmayogi, also referred to as the National Programme for Civil Services Capacity Building (NPCSCB) in September 2020. The programme aims to create a professional, competent, well-trained, and future ready civil service through extensive capacity building, and is based on the philosophy of creating an ecosystem of “competency driven training and human resource management” by transitioning from a 'rules-based' system to a 'roles-based' system” with the overall aim of democratisation of the competency development opportunities of the civil services. Under this Programme, Capacity Building Commission (CBC) was constituted in 2021 to fulfil the vision of Mission Karmayogi. An integral part of CBC’s mandate is to facilitate the preparation of Annual Capacity Building Plans (ACBPs) of Ministries, Departments, and Organisations of the Government of India.

### 1.2 Annual Capacity Building Plan

The main objective of creating an ACBP is to understand and document the capacity building needs of a Ministry / Department at individual, organisational and institutional levels. Once the needs are understood, ACBP implementation will involve identifying interventions, both training and non-training, that will help bridge the capacity building gaps identified. Thus, the ACBP is expected to assist the development and enhancement of capacities of an individual official as well as the capabilities of a Ministry / Department. The content of an ACBP will be based on two aspects: (i) three lenses, comprising of national priorities, citizen centricity and emerging technologies, and (ii) three pillars at individual, organisational and institutional level. Therefore, as a step in this direction, the ACBP for the Department of Agriculture and Farmers Welfare (DA&FW) has been prepared.

### 1.3 ACBP for the Department of Agriculture and Farmers Welfare

The ACBP preparation process of the Ministry began in the month of July 2022 with a kick-off meeting held under the leadership of the Secretary, DA&FW. It was followed by several interactions with the leadership of the DA&FW. The existing top-down approach did not capture the requirements of the employees, therefore, a hybrid of bottom-up and top-down approach was decided upon. The key premise behind adopting the strategy was to capture all the requirements (functional, domain, behavioural) comprehensively.

Data collection and collation exercises were initially targeted to prepare a baseline for training and capacity building at the institutional level. Primary surveys were carried out in a consultative mode and pre-set questionnaire format method. Consultations held were by way of interviews and workshops and across levels within the organisation, and as decided by the Head of the Department / Division. At an individual level, for every unique role at the institution, the competency requirements were identified as (i) Domain competency which is related to knowledge and expertise related to the sector, division, and the respective focus areas, (ii) Behavioural competency which is related to behaviour and soft skills, and (iii)

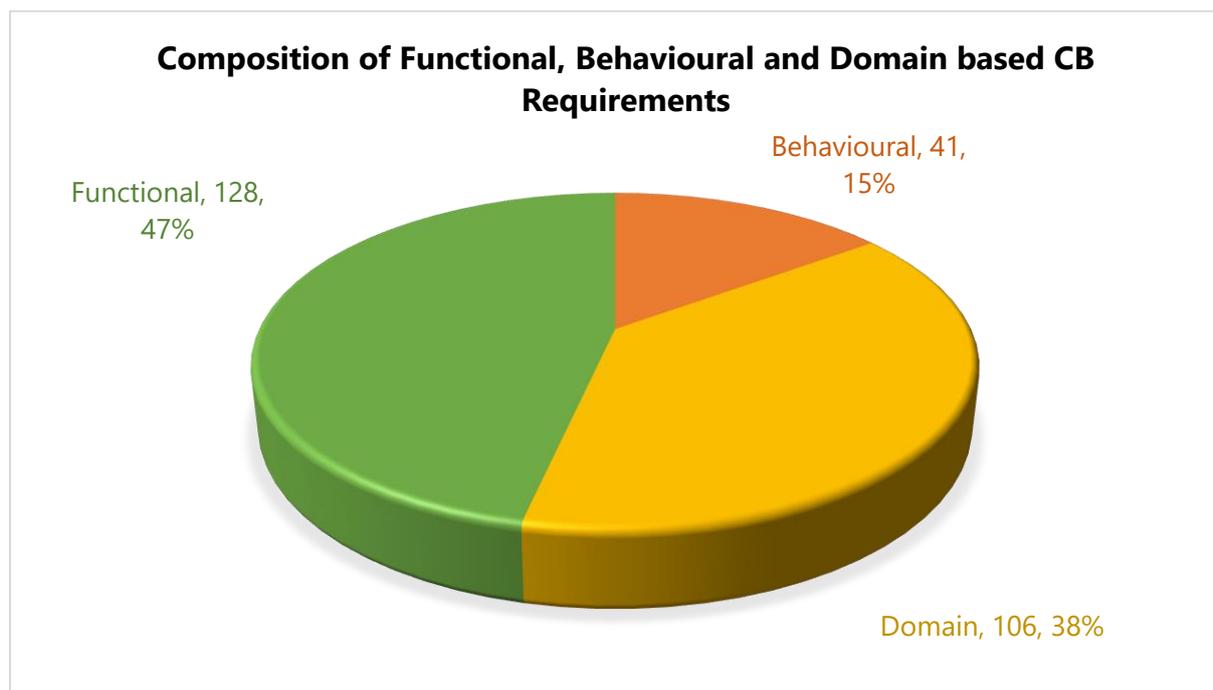
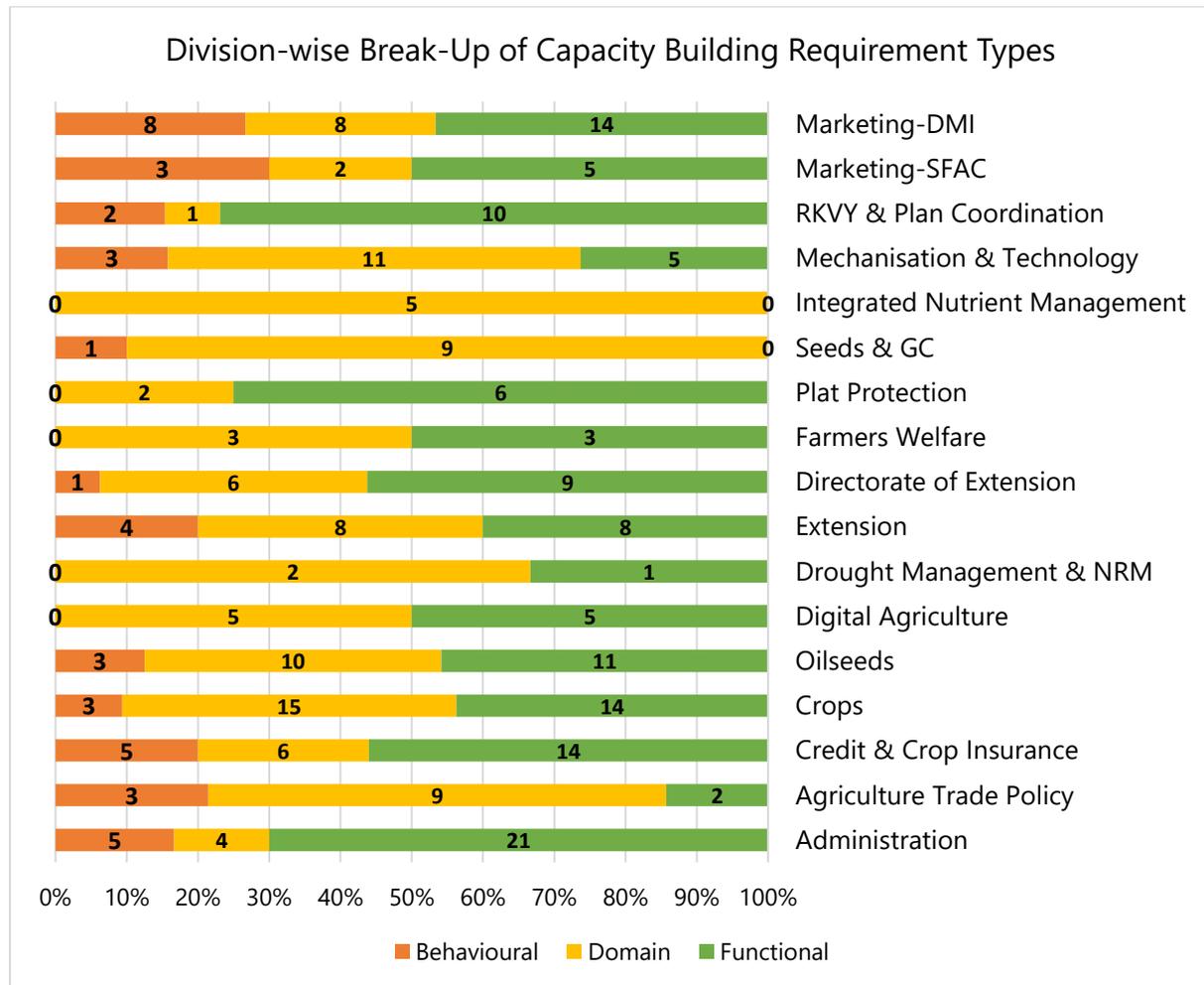
Functional competency includes cross cutting needs across DA&FW which is related to functional aspects of the division such as administration, financial planning, communication, legal, stakeholder management, technological know-how and other such broad areas of expertise. At an organizational level, the dimensions for capacity building are for non-training interventions like enhancements to technical systems, processes mapping and improvements, technology and data handling, resources and assets optimisation, personnel management, partnerships and stakeholder engagement methods, use and enhancement of digital tools especially for future, etc. The Ministry envisages implementation of the annual CBP through its Capacity building unit (CBU) headed by a Joint Secretary. This unit shall be facilitated by the CBC towards monitoring and evaluation of the implementation exercise.

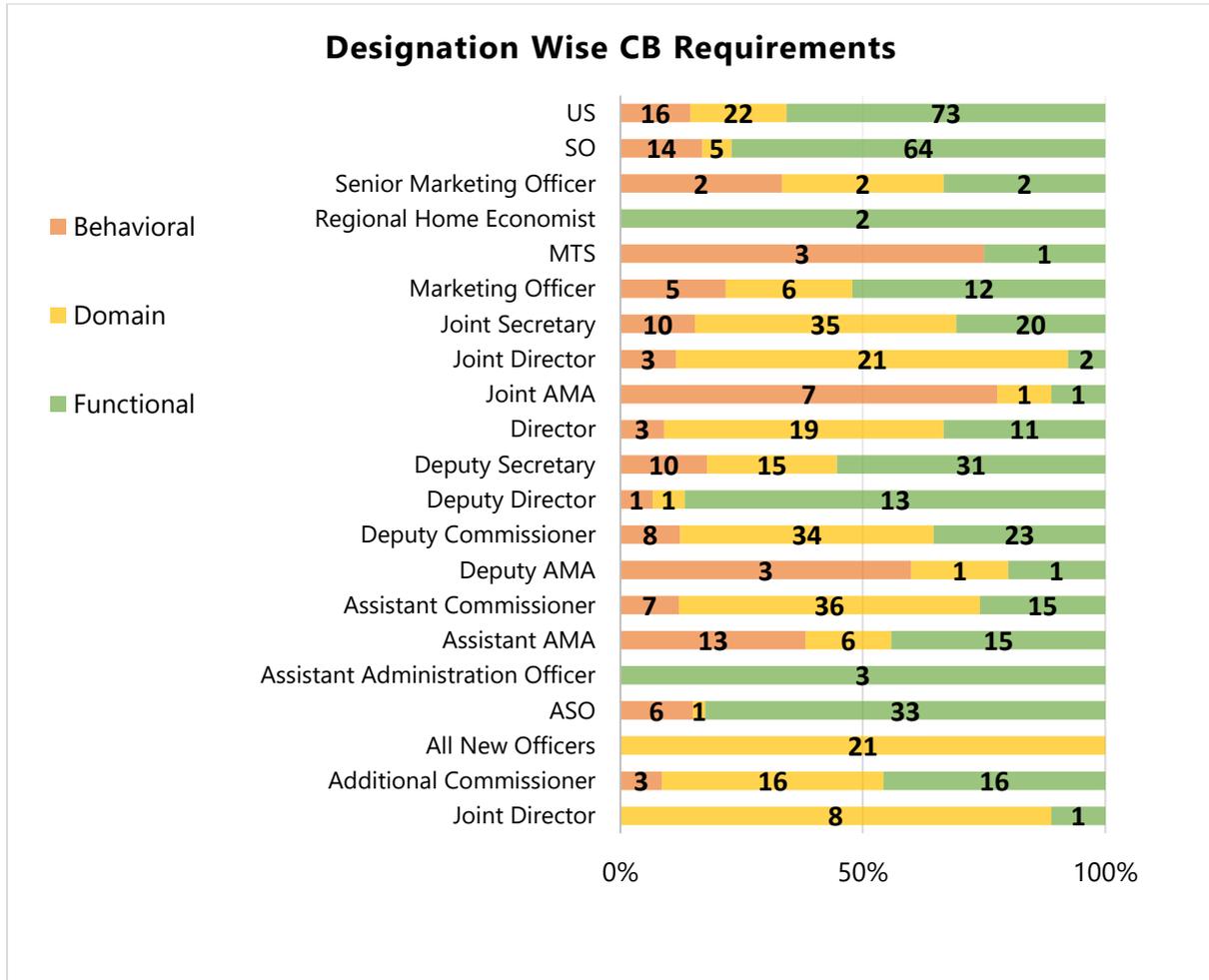
#### 1.4 Quick Wins for the DA&FW

Quick Wins may include – both training and non-training interventions. Here, non-training interventions include - Immersion Programs, Seminars, Workshops, Brainstorming Sessions, etc. A few Quick Wins identified for the DA&FW are as follows:

- ❖ Development of an Induction Training Module for officers newly posted in the Department
- ❖ NABL Accreditation of all the Soil Testing Labs on a mission mode
- ❖ Introduction of a Farm Immersion Module for all the officers of the DA&FW
- ❖ NABL Accreditation of all the Seed Testing Labs
- ❖ A workshop on Techno-Commercial Evaluation of DPRs
- ❖ A workshop on case-studies based on successful PPP Models in Agri-Sector
- ❖ Visioning exercise for Natural Resource Management Division officials to gain clarity over the Division's mandates with regards to Climate Change.

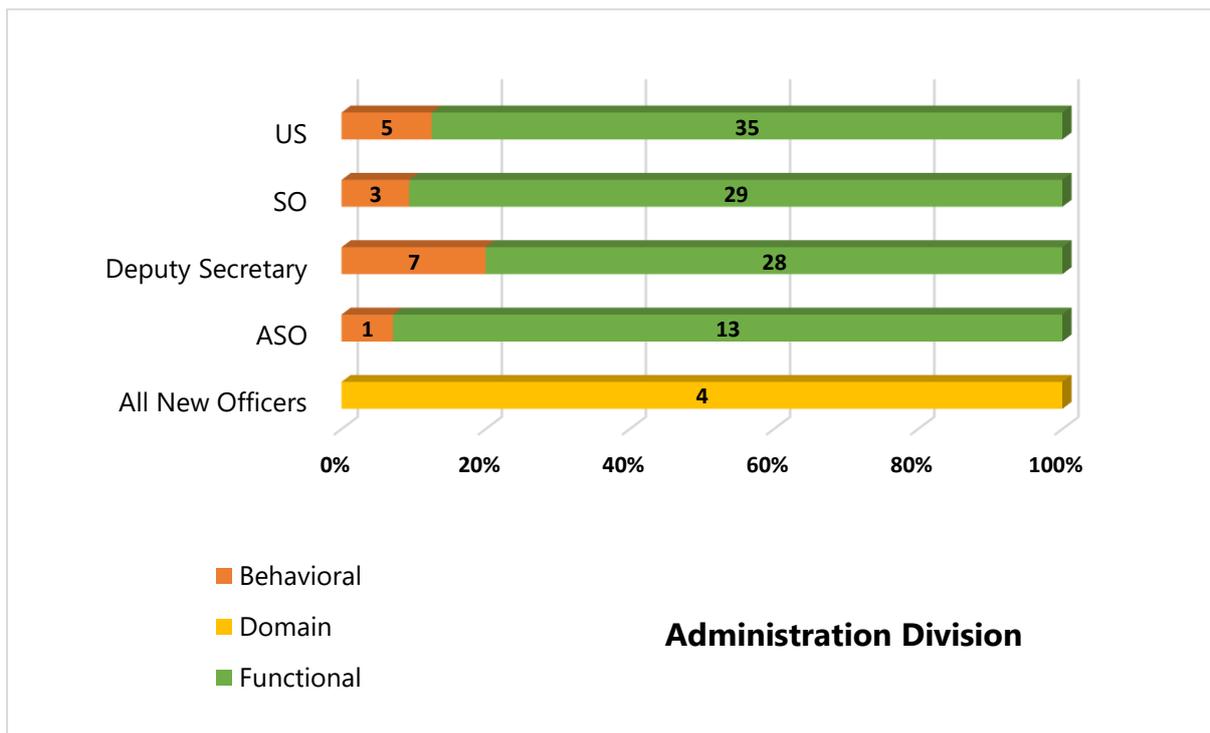
### 1.5 Macro picture of the Capacity Needs Analysis (CNA) Exercise

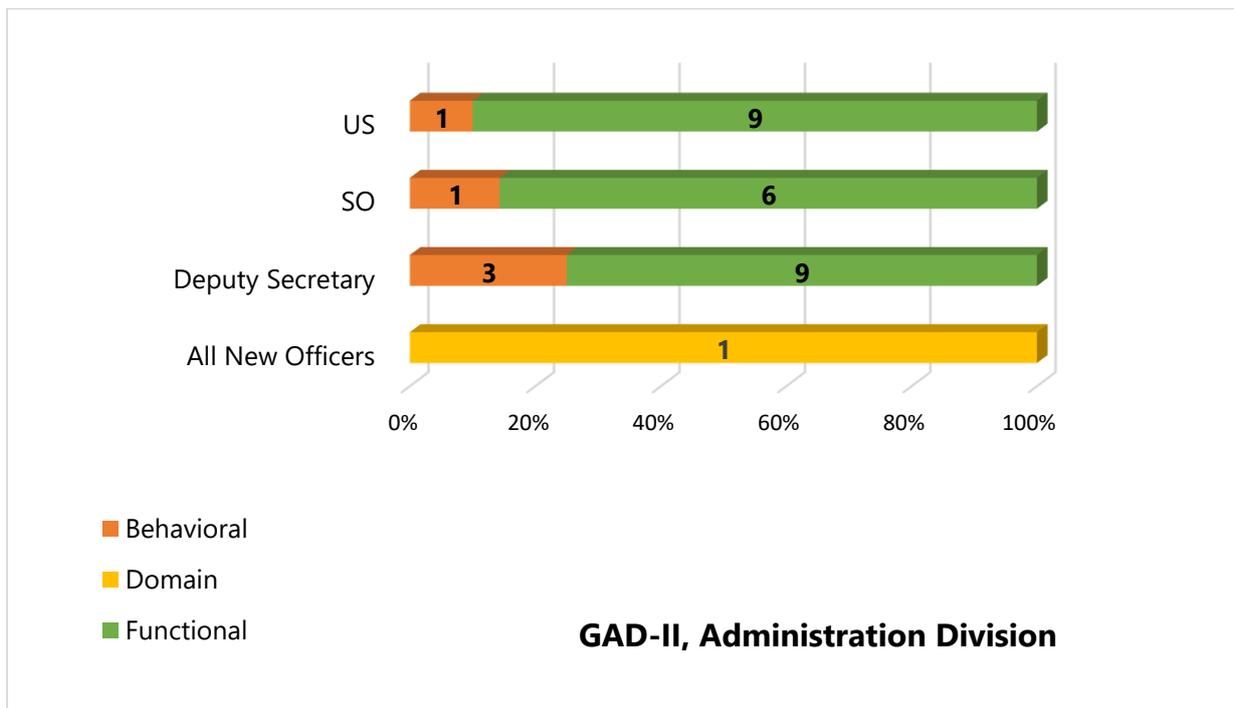
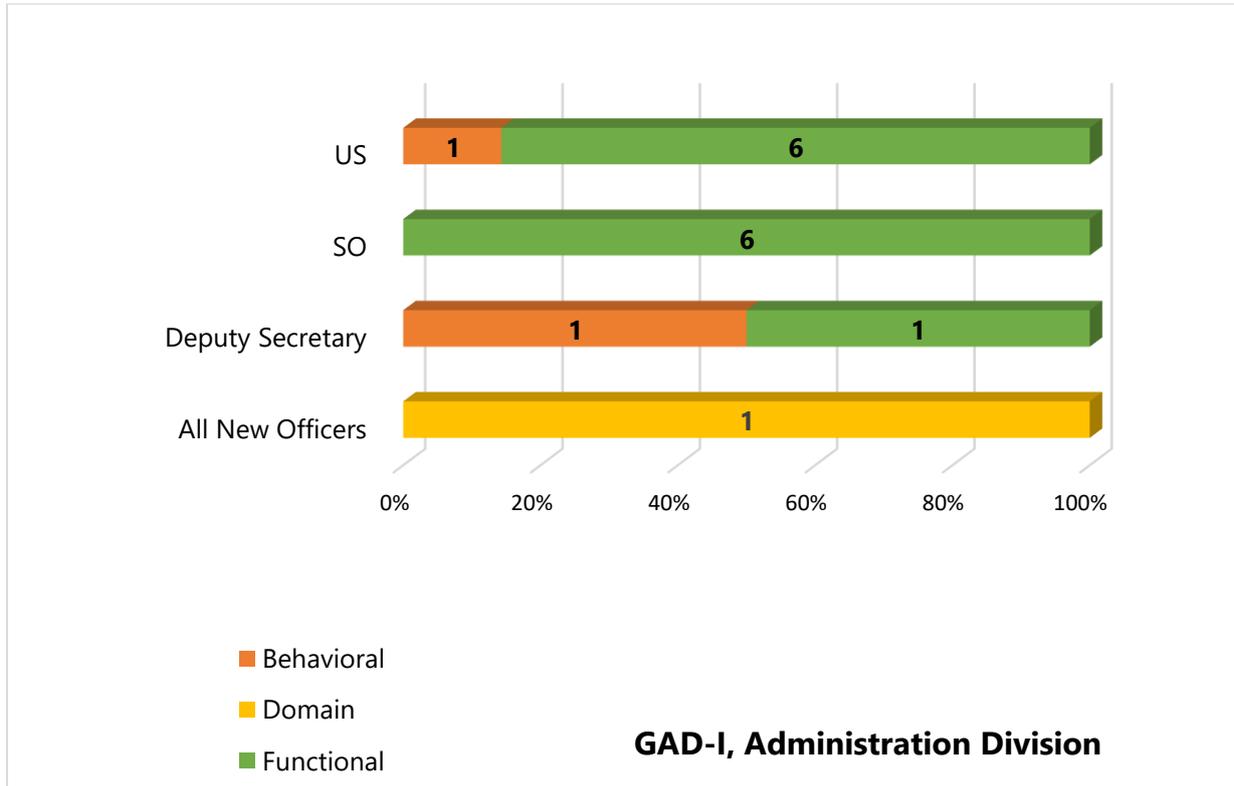


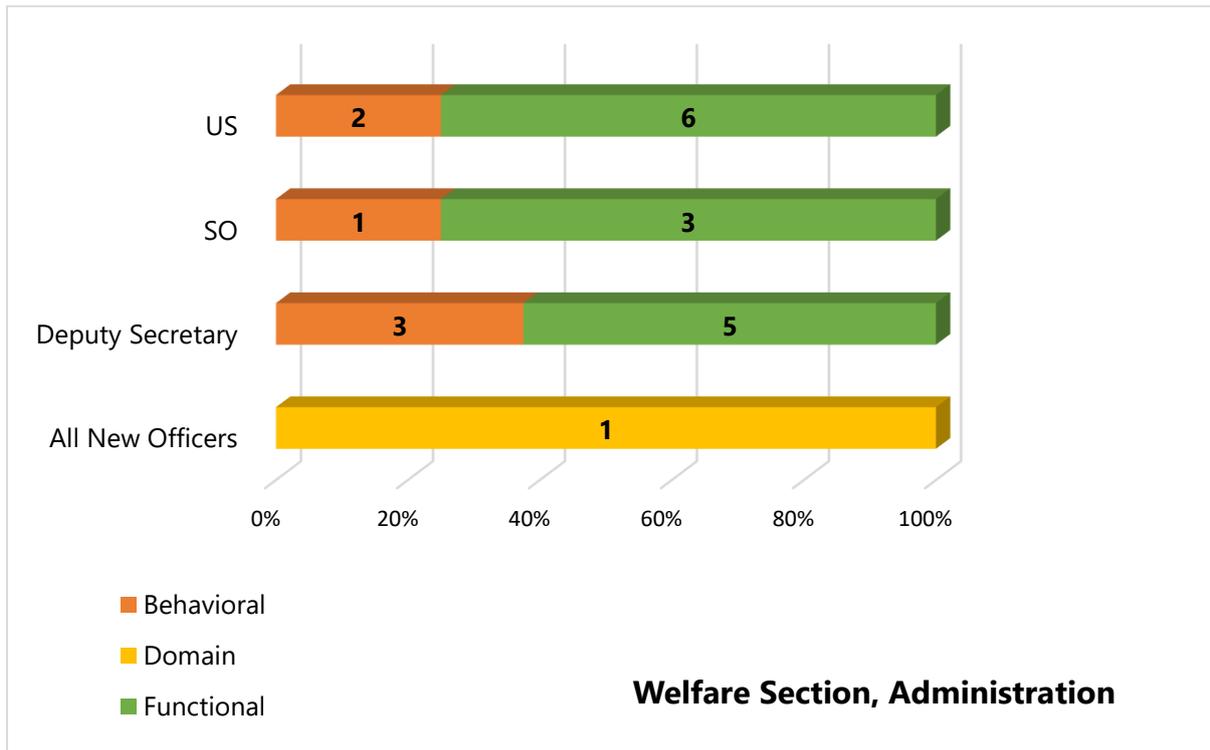


Division Wise CB Requirements:

Administration Division:

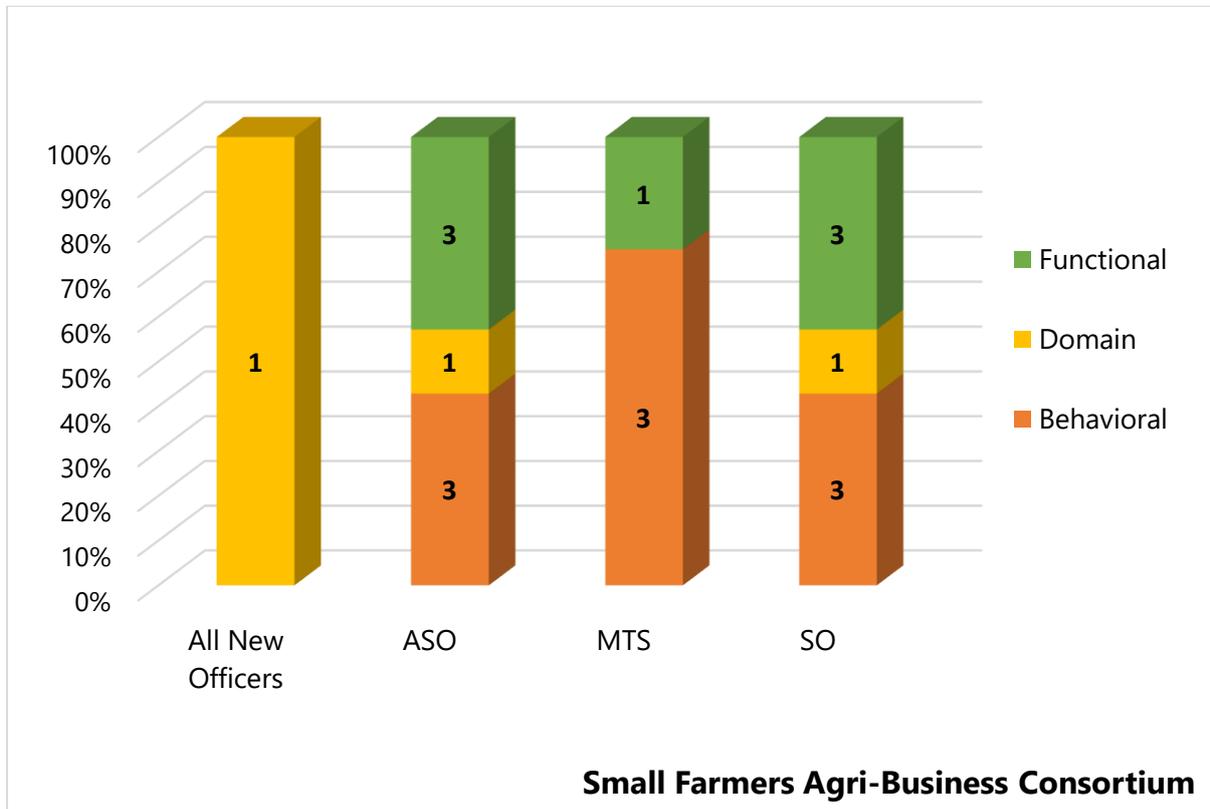




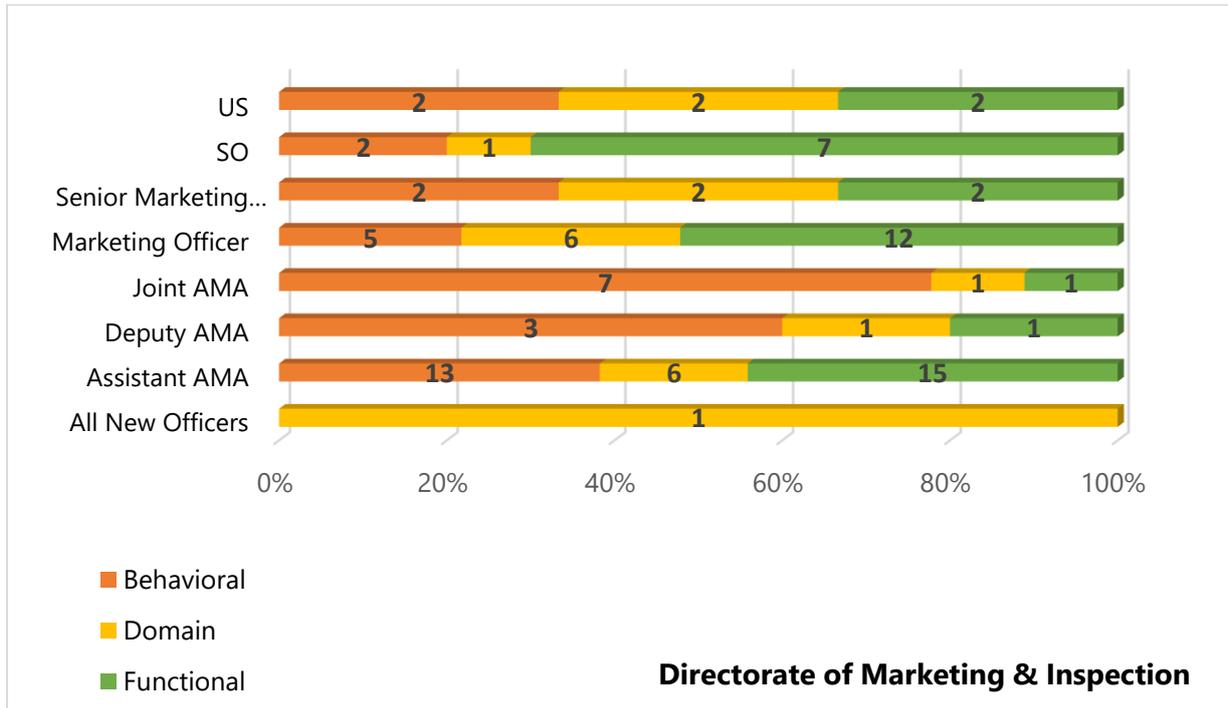


Agricultural Marketing – Small Farmers Agribusiness Consortium (SFAC) and Directorate of Marketing and Inspection (DMI):

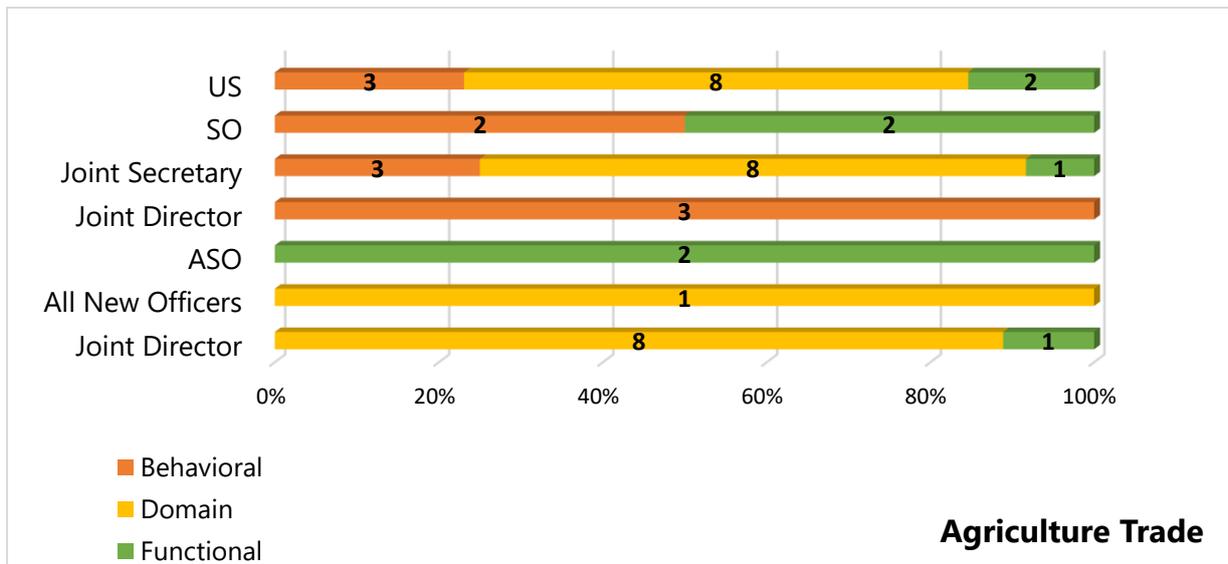
SFAC



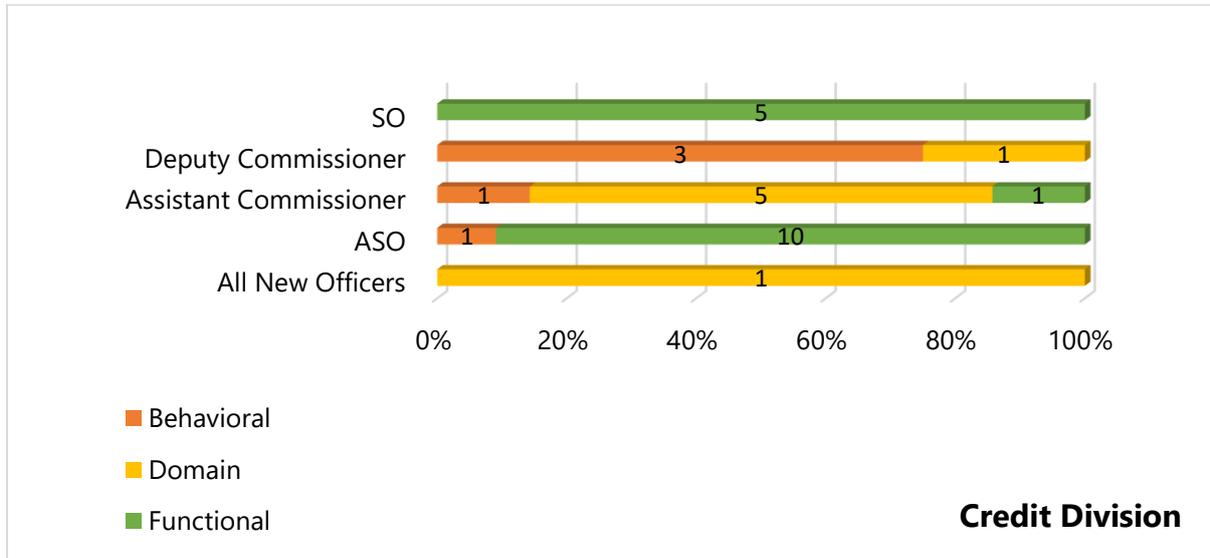
DMI:



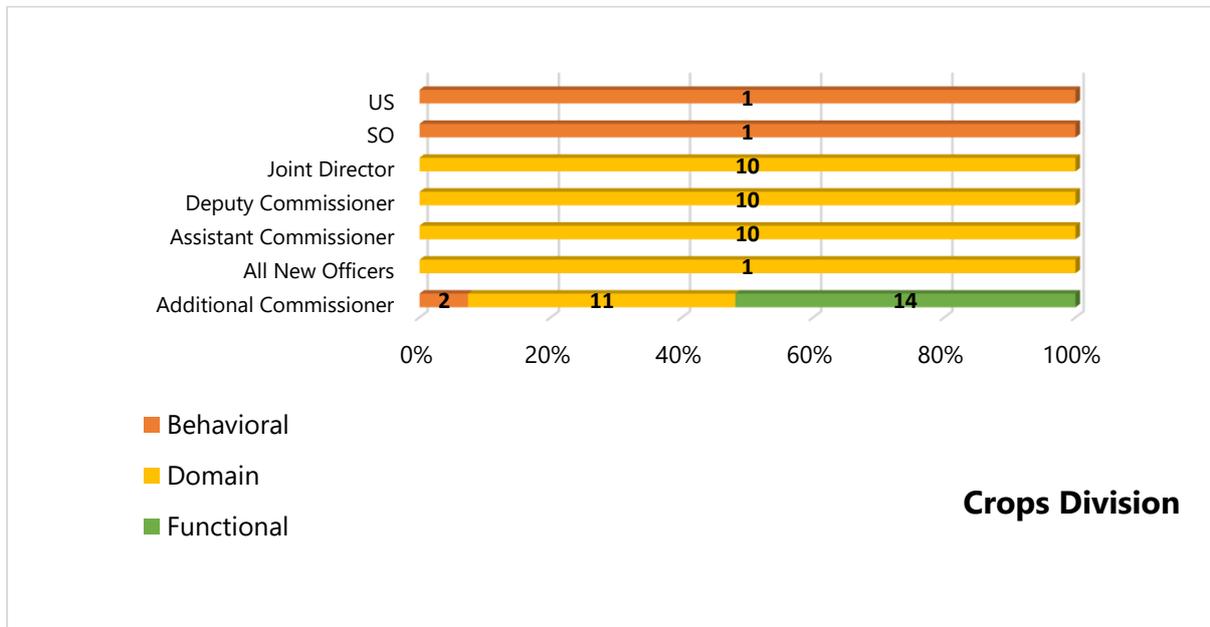
Agricultural Trade Division:



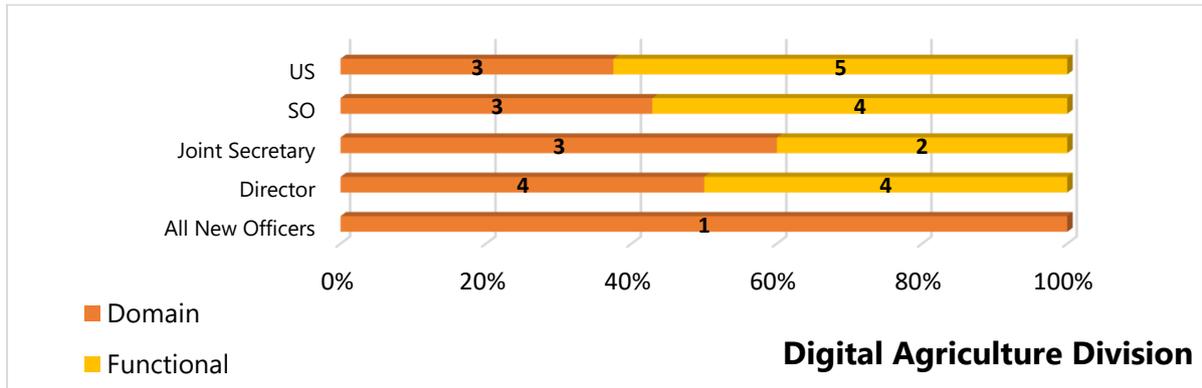
Credit Division:



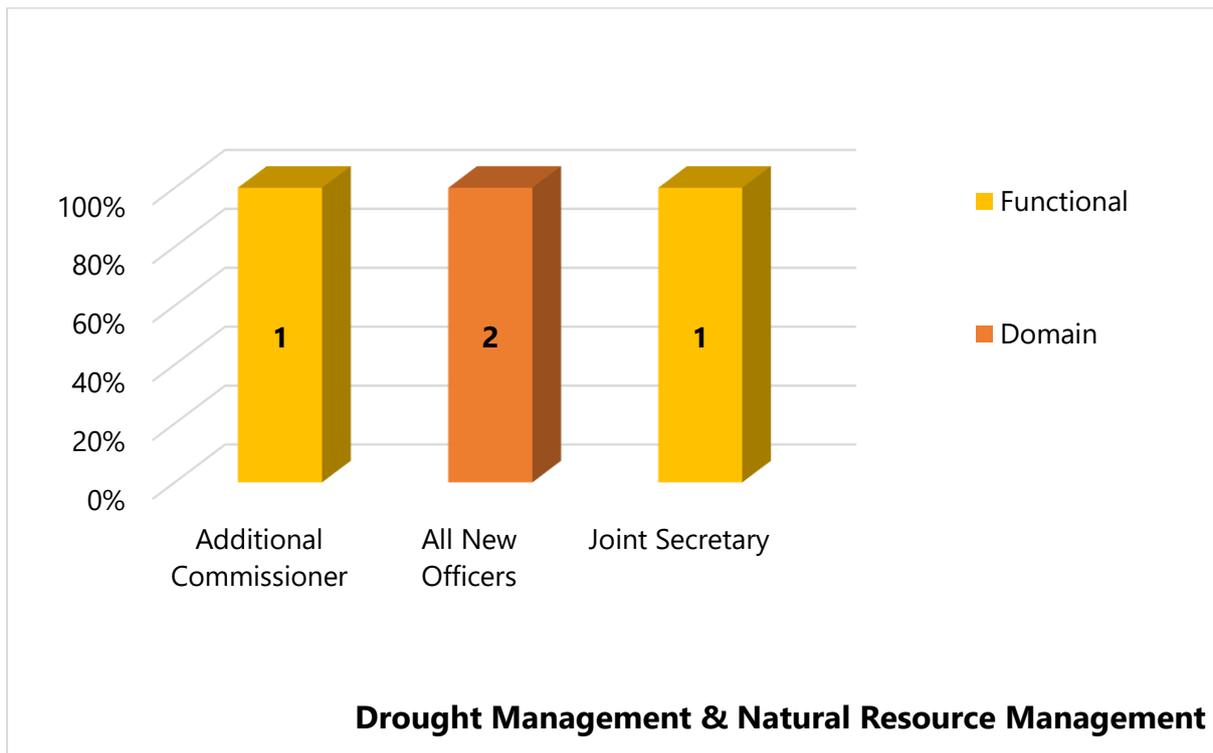
Crops Division:



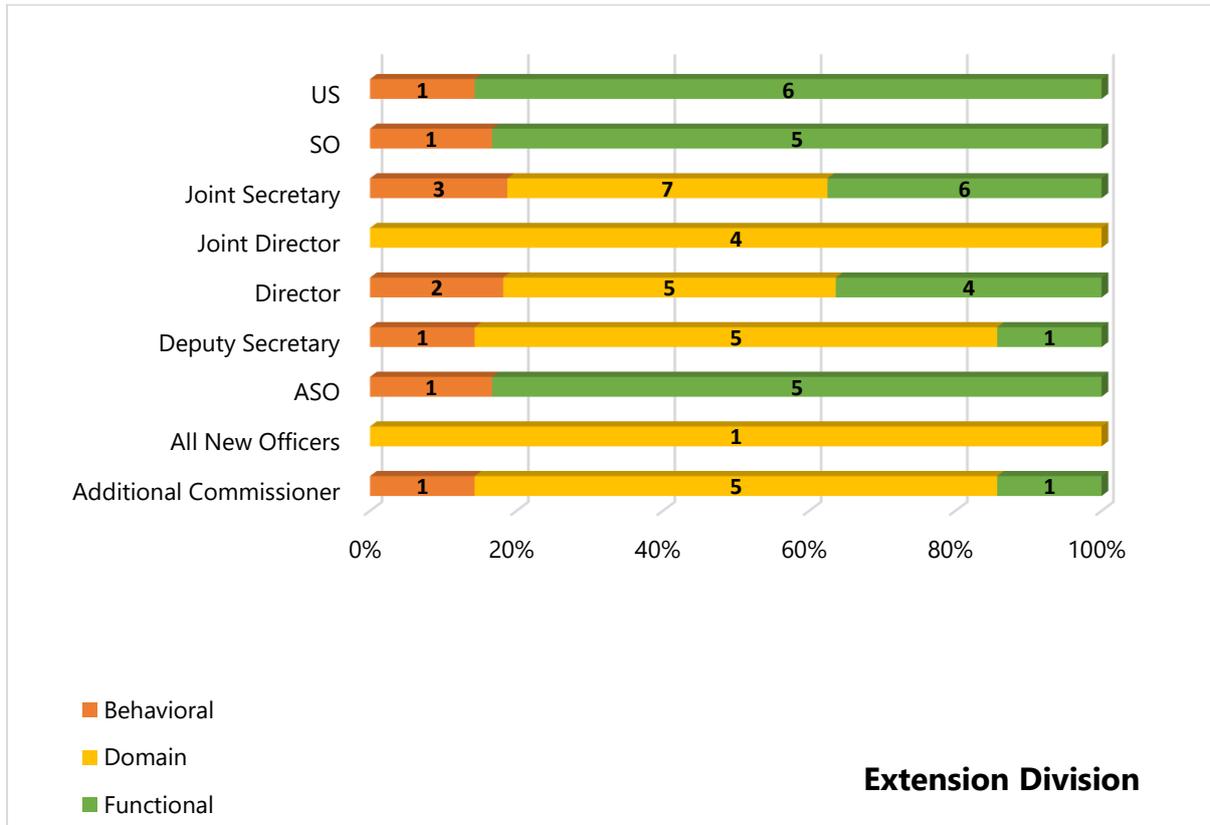
Digital Agriculture Division:



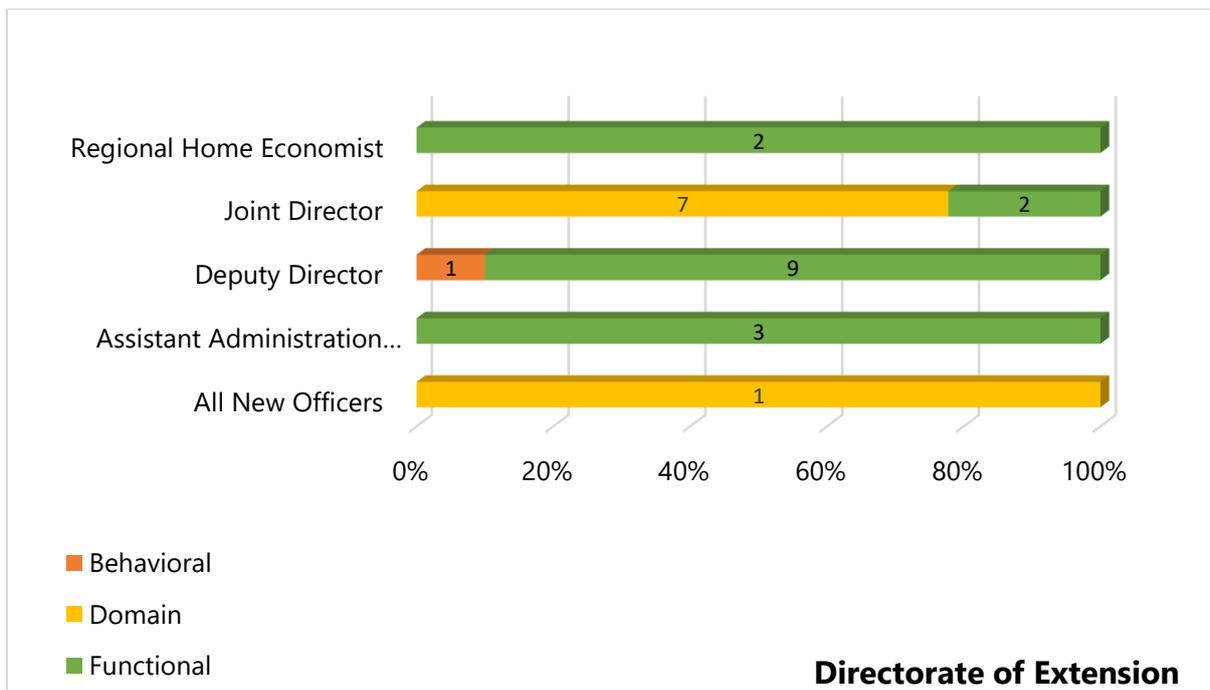
Drought Management and Natural Resources Management Divisions:



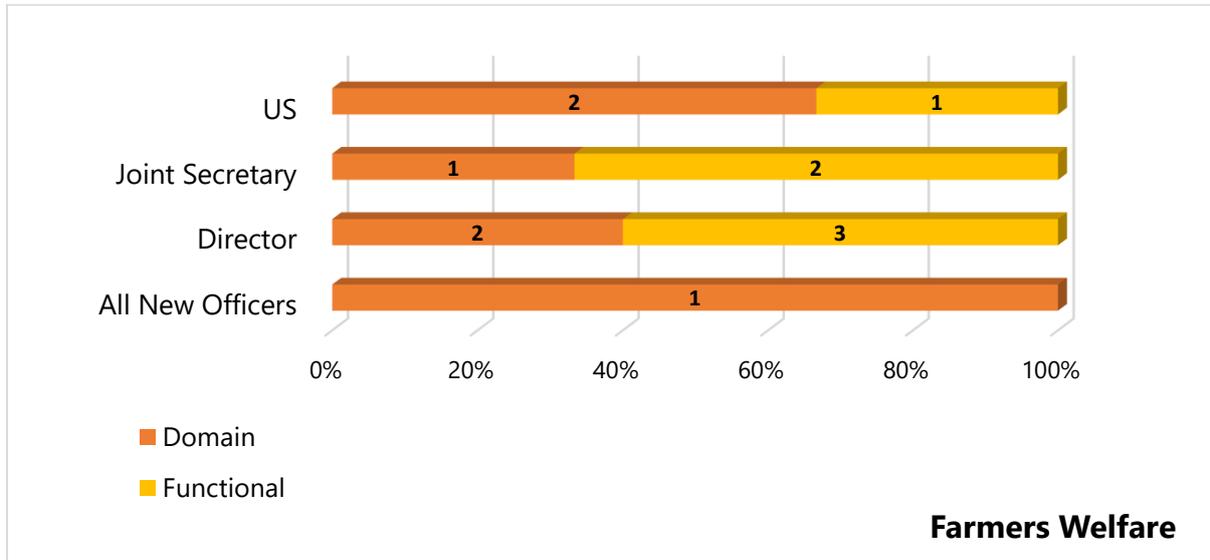
Extension Division:



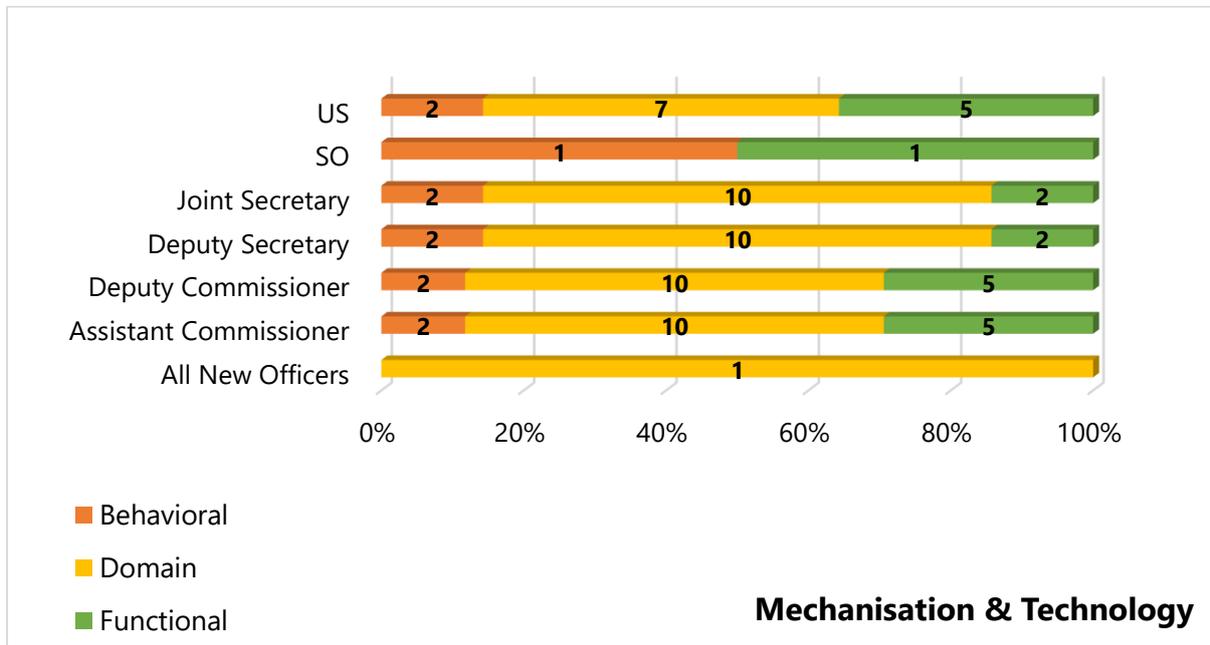
Directorate of Extension:



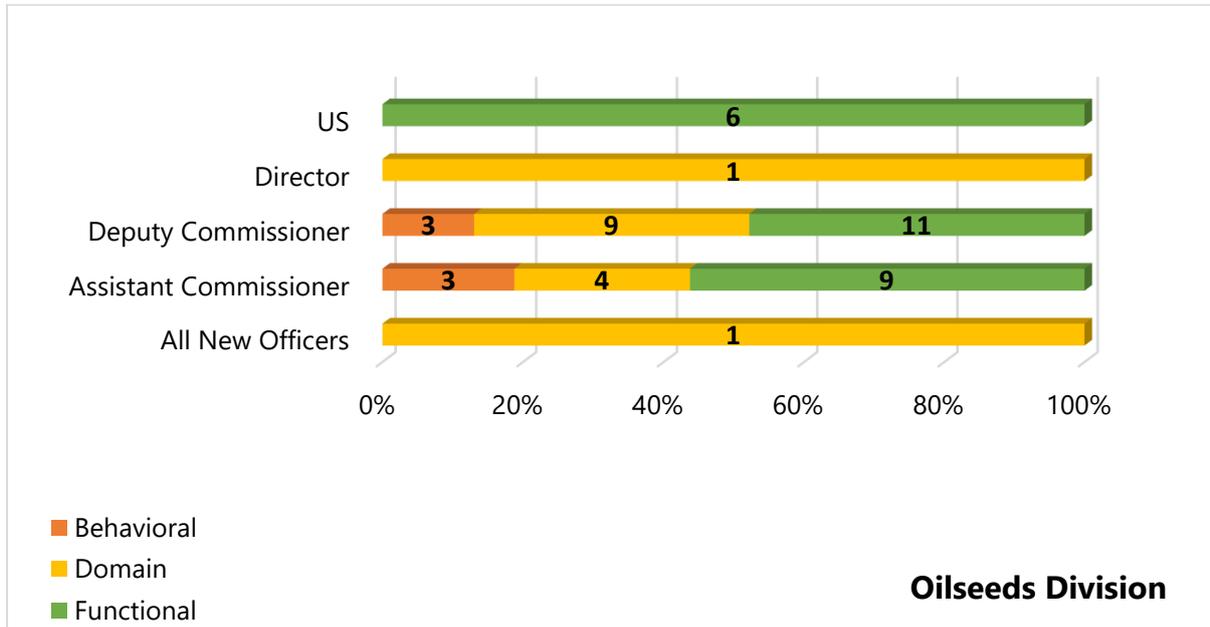
Farmers Welfare Division:



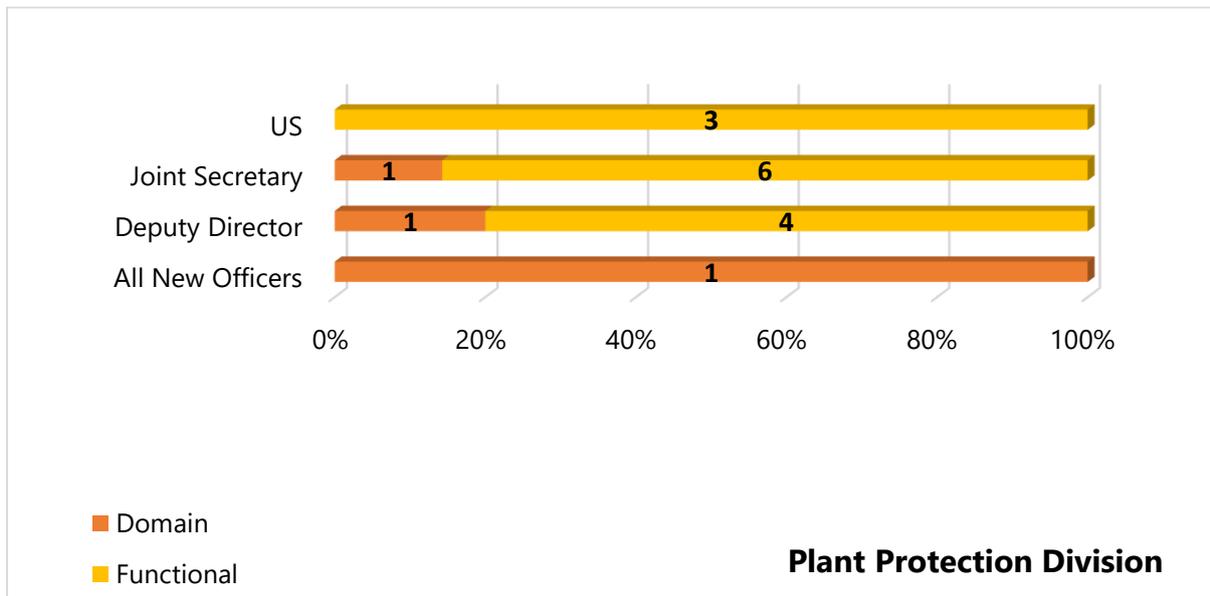
Mechanisation & Technology Division:



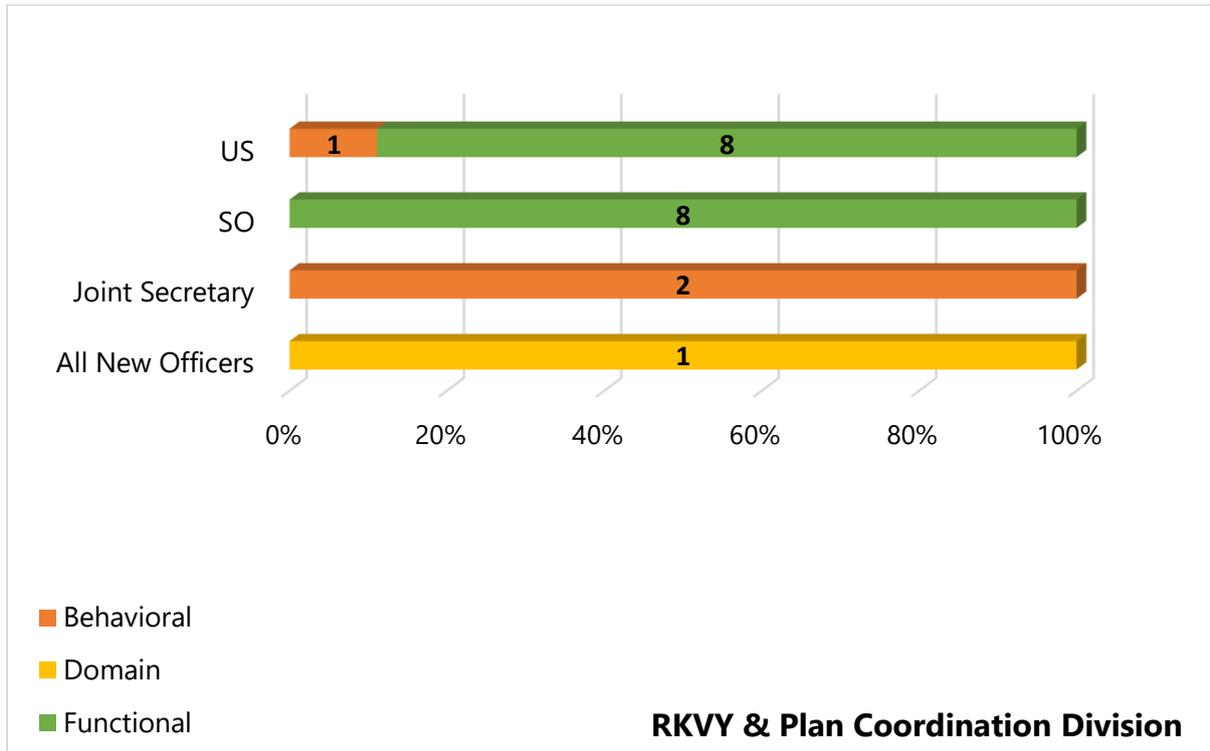
Oilseeds Division:



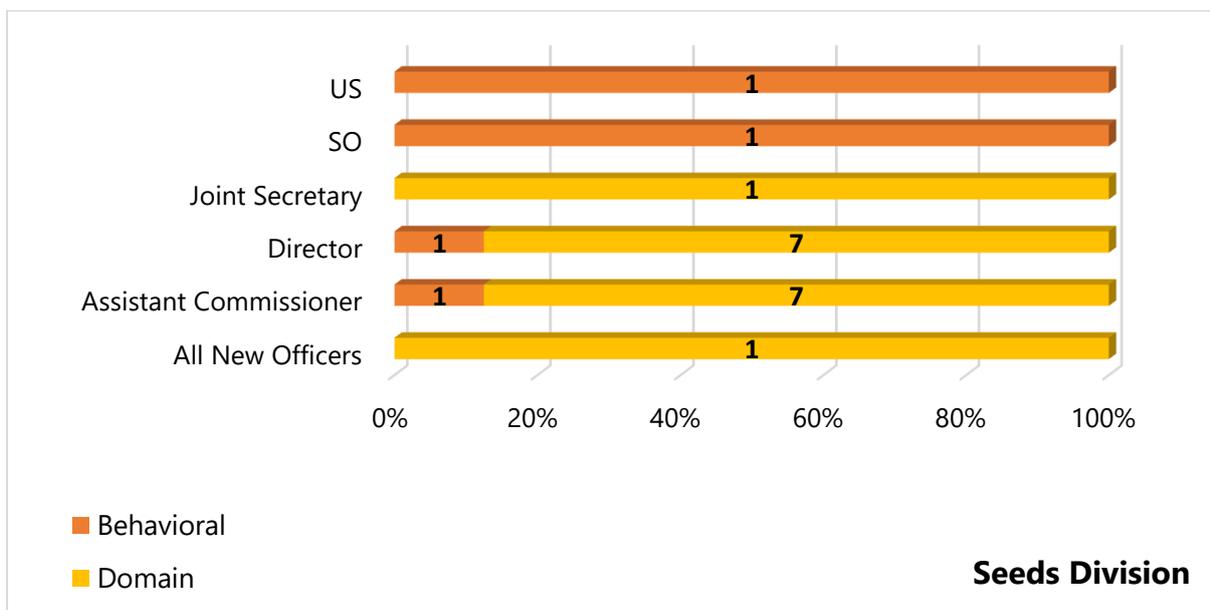
Plant Protection Division:



RKVY & Plan Coordination Divisions:



Seeds Division:



## 1.6 Snapshot of the Training Calendar

**Training Institution: MANAGE, Hyderabad****Mechanization & Technology Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Understanding of Start-Up Ecosystem	Agri-Business and Agri Start-ups: Opportunities and Experiences	Joint Secretary, Deputy Secretary, Deputy Commissioner, Assistant Commissioner, Under Secretary	M&T	Domain	4	3 <sup>rd</sup> week of Apr	Q1-2023
Remote Sensing and its Applications	Training Programme on Application of Remote Sensing and Geographical Information Systems in Agricultural Development	Joint Secretary, Deputy Secretary, Deputy Commissioner, Assistant Commissioner	M&T	Domain	5	3 <sup>rd</sup> week of Nov	Q3-2023
Applications of Drone Technology	Drones for Agricultural Development	Joint Secretary, Deputy Secretary, Deputy Commissioner, Assistant Commissioner	M&T	Domain	5	2 <sup>nd</sup> week of Jul	Q2-2023

## 2. Introduction

In any large-scale organisation, efficiency depends on two elements, the technical efficiency of the individual to do the particular work allotted to him and the less tangible efficiency of the organisation as a corporate body derived from the collective spirit and outlook of the individuals of which the body is composed. This is also true for Indian civil services which is largely responsible for the public administration and critical to the delivery of a range of public services and core governance-related functions. The unparalleled contribution of government officials to the proper functioning of government makes it essential that they be equipped with the right attitudes, skills, and knowledge aligned to the vision of a New India.

The Government of India in its endeavour to build an agile and future-ready civil service drive is striving for the standardisation and harmonisation of capacity building interventions across the Indian civil services landscape through the **National Programme for Civil Services Capacity Building (NPCSCB) - Mission Karmayogi**. The aim is to create a competent civil service rooted in Indian ethos, with a shared understanding of India's priorities, working in harmonisation for effective and efficient public service delivery.

In this context, National Institute for Smart Government (NISG) has been entrusted with the responsibility of developing Annual Capacity building Plan (ACBP) for the Department of Agriculture & Farmers Welfare. The ACBP will provide a detailed analysis of individual and collective organisational needs, based on which interventions will be designed, implemented, and monitored. Regarding supply side, the focus will be on improving the government learning and development ecosystem. The content of an ACBP will be based on the following two aspects:

- Three Lenses: Focus areas for capacity building exercise
- Three Pillars: Scope of capacity building exercise

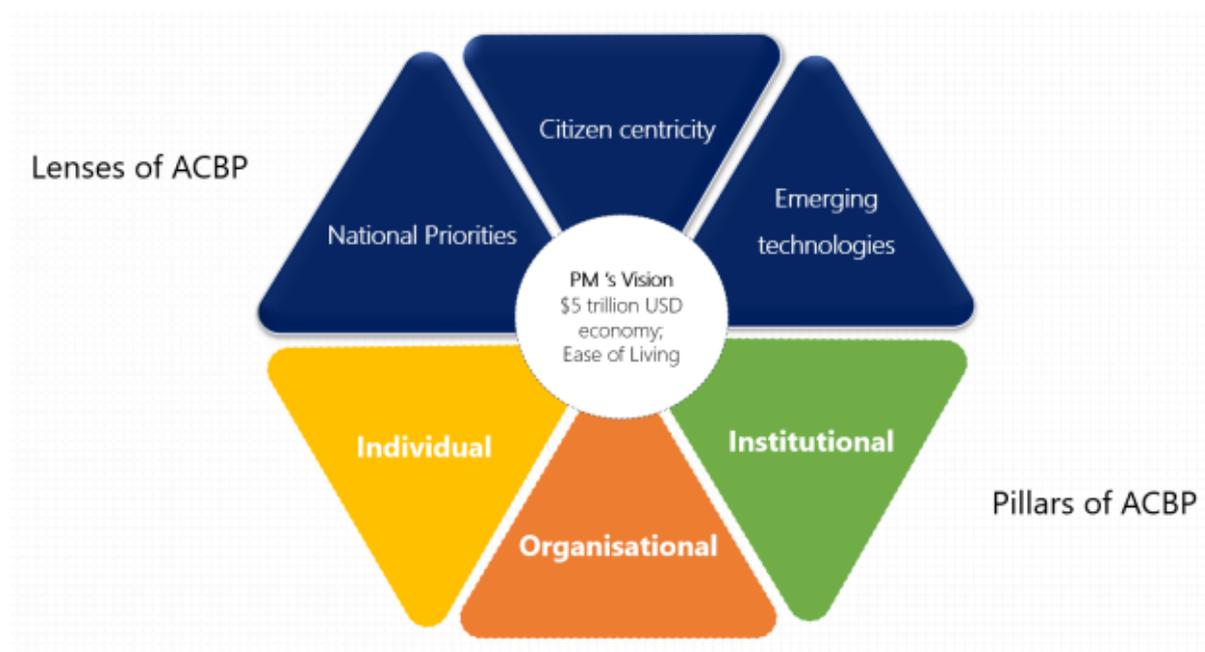


FIGURE 1: CBC'S APPROACH TO CAPACITY BUILDING

Figure 1 shows the three lenses of ACBP, namely National Priorities, Emerging Technologies, and Citizen Centricity. It also displays the three pillars of ACBP, namely individual, organisational, and institutional capacity building. Each of these has been elaborated in the sections below.

## 2.1 Conceptual Framework for Development of Annual Capacity Building Plans

Capacity building is a goal-oriented exercise. The Department is expected to arrive at its own capacity building goals. To facilitate this process, the CBC has identified the following three focus areas:

Contribution to the National Priorities, Ability to assess Emerging Technologies, and Citizen Centricity. These have been elaborated on below:

### Three Lenses: focus areas of capacity building exercise

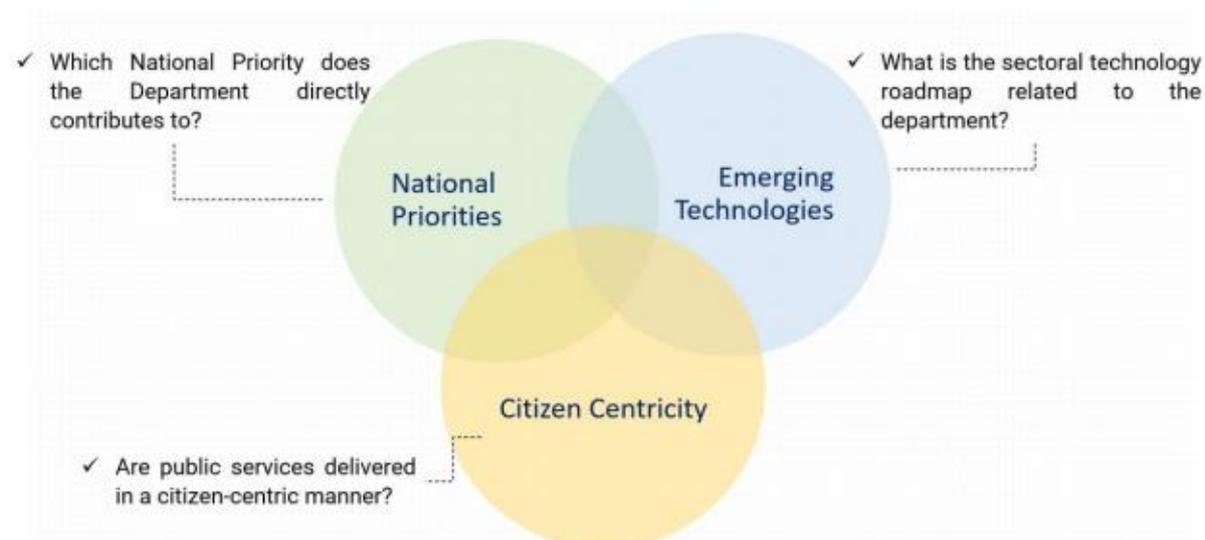


FIGURE 2: THREE LENSES OF CAPACITY BUILDING

#### Lens 1: National Priorities

This lens examines how the Department contributes to National Priorities now and in the future. National Priorities includes goals such as creation of a \$5 trillion economy and Ease of Living. The vision, mission, goals and objectives of the organisation are studied to understand how these will directly contribute to such priorities over a three-to-five-year time horizon.

The next step is to gauge whether the Department has the capacity to achieve such goals and arrive at gaps in capacity, if any, at the individual and organisational level. Addressing these gaps through training and organisational interventions then becomes a key goal of the ACBP.

## **Lens 2: Emerging Technologies**

In continuation with the overall pursuit of being future-ready, the second focus area looks to understand the potential impact of and challenges surfacing due to the key technology trends emerging within the relevant sector in which the Department operates. It then assesses the Department's capacity to regulate these technologies in an optimal manner — capitalising on the potential impact while mitigating identified challenges. For example, regulating the usage of Unmanned Aerial Vehicle (UAV) technology such that the Ministry of Civil Aviation can safely introduce UAVs in its operations, or the Department of Agriculture and Farmers Welfare can introduce UAVs for crop oversight and safety assessments.

For the ACBP exercise, the Department will identify relevant technologies through a road-mapping exercise. Based on this exercise, it will be important to gauge the kind of capacity the Department has and needs to have, including the regulation of such technologies. Gaps in such capacity would then be targeted by the ACBP of the Department.

## **Lens 3: Citizen Centricity**

This lens is aimed at promoting citizen centricity and customer serviceability as a guiding principle while building government capacity. It involves inspecting the Department's key citizen centric governance objectives such as transparent and efficient public service delivery, hassle-free citizen experience, representation of citizen interests and inclusion of citizen inputs during policy/scheme formulation, stability and continuity of various citizen centric schemes, maintaining smooth and effective grievance redressal mechanisms, participatory governance and so on. Additionally, it gauges the Department's contribution to the Prime Minister's vision of Ease of Living.

In the case of Departments that do not interface with citizens directly but instead serve them as customers, this lens will expand to include customer focus and service excellence.

Once it is established how the Department services the citizens or enables citizen centricity, the next step is to examine the Department's capacity to do this effectively at the individual and organisational levels. This will be done via self-assessment at all levels of the organisation. Addressing capacity gaps found at the individual or organisational level will become a key goal of the ACBP of the Department.

For example, as a part of large-scale capacity building intervention, the Ministry of Railways has recently initiated behavioural training of 1,00,000 of its customer-facing frontline staff to enable 'People First, Service Excellence'.

It is important to note that the three focus areas are expected to guide the Department in setting capacity-building goals. As such, they are only indicative in nature. Where appropriate, the Department is free to choose goals that are beyond the ambit of the above three areas. However, the Department is also expected to prioritise goals that ensure future readiness.

### Three Pillars: Scope of capacity building exercise



FIGURE 3 THE THREE PILLARS OF CAPACITY BUILDING

#### Pillar 1: At the Individual Level

Competencies form the basis of individual capacity building. A competency is defined as the combination of attitudes, knowledge, and skills that enable an individual to perform a job or task effectively. Capacity building at the individual level refers to the process of equipping individual government officials with the competencies required to effectively perform their assigned roles. For example, developing 'project management' as a competency for the role of a Director or developing 'attention to detail' as a competency for an Assistant Section Officer (ASO).

##### a. Capacity Constituents at the individual level:

There are three categories of competencies:

- **Behavioural competencies:** These are a set of benchmarked behaviours displayed (or observed/ felt) by individuals across a range of roles within the Department. For example, empathy and leadership.
- **Domain competencies:** These competencies enable individuals to effectively perform roles within a specialised discipline or field. Domain competencies are generally applicable to the core work of the Department or set of related ministries/departments. For example, public health policy development and water resources management.
- **Functional competencies:** These competencies help cater to the operational requirements of the Department such as administration, procurement, financial management, and so on. Functional competencies are applicable across a wide range of ministries/departments of the Government. For example, budgeting, project management, and data analysis.

## **b. Building Capacity at the Individual Level:**

At the individual level, capacity is built by addressing the competency gaps of individual government officials. Competency gaps refer to the difference between the competencies required for a position and those that an individual official possesses.

In order to identify the competency gap, the competencies required by a position in present times or in the future are compared with the competencies possessed by the incumbent individual. In terms of building capacity at the individual level, we must consider the competencies required for a position. For example, the Joint Secretary (Administration) of a Department / Division will require competencies such as budget administration, public procurement, et cetera. These will be based on the roles undertaken by the position. In the future, they may require competencies related to Internet of Things, ubiquitous computing, et cetera. Similarly, an Anganwadi worker will require competencies such as record management, stakeholder engagement, attention to detail, et cetera.

Once competency gaps are identified at the individual level, they will be addressed through **training interventions**.

**Training interventions** refer to structured learning opportunities provided to individual officials. These interventions have clearly defined learning objectives (competencies to be developed/enhanced). They are based on design of learning materials, delivery mode/s (for example, instructor-led, peer-to-peer, on-the-job), and assessment/s. Examples of training interventions would include a course on noting and drafting created by Institute of secretariat Training and Management (ISTM), or an immersion program designed by the Ministry of Ports, Shipping, and Waterways with the objective of ensuring SOs learn about the day-to-day functioning of ports.

Once identified, the Department can invest in these training interventions to address the competency gaps of its officials.

## **Pillar 2: At the Organisational Level**

This refers to the process of **building the capacity of collective and shared aspects of the organisation** such as existing processes, digital and physical infrastructure and technological capabilities that enable the organisation to achieve its goals.

### **a. Capacity constituents at the organisational level:**

Capacity at the organisational level is assessed on the basis of the collective aspects of a ministry or department. Some examples of these aspects include:

- **Technology and Data:** This dimension deals with the technology solutions employed by the Department to improve its functioning. Examples include software that enables shorter turnaround time on repetitive tasks, digital tools that increase efficiency or enable faster resolution of pain points, and PQSoft for management of parliamentary questions for the Department.

- **Systems and Processes:** This dimension includes all the established systems and processes of the Department to carry out its day-to-day functions. Examples include monitoring mechanism for schemes, standard operating procedures, Learning Management Systems, et cetera.
- **Resources and Assets:** This includes the resources and assets of the Department such as hard and soft infrastructure that the Department uses for its day-to-day functioning. For example: the physical premises, budgets et cetera.
- **Partnerships and Relationships:** This dimension includes all external partnerships that the Department is part of such as those with other ministries/departments, global organisations and citizen groups.
- **Personnel Management:** This includes all the functions associated with managing human resources of the Department such as performance appraisals, training and development, performance management, succession planning et cetera.

#### b. Building capacity at the organisational level:

Organisational capacity of Ministries/departments will be developed through **organisational interventions**.

**Organisational interventions** are initiatives that improve the shared aspects within which officials operate (e.g., systems and processes, technology and data, resources and assets, et cetera.) - thereby, improving the collective capacity of the Department. Some examples of organisational interventions include automation of repetitive processes within the department/organisation, procurement of an online collaboration tool, knowledge management et cetera.

In the context of building capacity at the organisational level, organisational interventions will include initiatives taken by the Department to enhance the capacity of the organisation as a whole by investing in improving one or more of its dimensions (as defined above). Table 1 lists some organisational capacity building interventions.

**TABLE 1: ORGANISATIONAL INTERVENTIONS FOR CAPACITY BUILDING**

Organisational Interventions for Capacity Building			
S. No.	Intervention	Type	Use Case / Examples
1	Knowledge Bank	Internal Wikipedia, Newsletters, Process documentation, Research papers, Reports	Internal Wikipedia of BITS Pilani documents internal Standard Operating Procedures (SOPs); Ministries / Departments can have a similar encyclopaedia with pages that detail SOPs like how to apply for leave using e-Leave, how to use the e-File records management system, et cetera.
2	Infrastructure	Libraries, Auditoriums,	Play2Learn: SBI's game-based learning

Organisational Interventions for Capacity Building			
S. No.	Intervention	Type	Use Case / Examples
		iGOT onboarding, ERP, CRM, Apps	application
3	Consultancy	Management, Operational, Domain-expertise, Strategic Planning	Department of Commerce's organisational restructuring by professional services of a management consulting firm
4	Project Governance	Creation of task forces, Project review cycles	Example: Institutionalise project review cycles (focusing on the successes, failures and distilling lessons learnt for future use)
5	Community (Citizens & Customers)	Creation of effective feedback mechanism	Taj has a culture of daily morning feedback meetings where customer feedbacks are reviewed <ul style="list-style-type: none"> <li>• 'Why-Why' analysis is undertaken</li> <li>• Emphasis is always on customer satisfaction</li> <li>• Employees are allowed flexibility to do what is best for customers</li> </ul>
6	Technology	Internet access, Process automation	Online tools for data collection

### Pillar 3: At the Institutional Level

Institutional capacity building refers to changes made in the norms, policies and regulations that guide the functioning of individuals and organisations. In the context of the government, institutional capacity building refers to policy level interventions that affect all ministries and departments of the government. For example, The National Training Policy 2012, Mission Karmayogi, creation of the Capacity Building Commission. All these are examples of interventions that affect the government as a whole.

## 3 Overview of the Department

The Department of Agriculture & Farmers Welfare (DA&FW) is one of the two constituent Departments of the Ministry of Agriculture & Farmers Welfare, and Department of Agricultural Research and Education (DARE). A separate Ministry namely, Ministry of Cooperation, has been created from erstwhile Department of Agriculture, Cooperation & Farmers Welfare vide Cabinet Secretariat's notification no. 2516 dated 06.07.2021 for development of Multi-state Cooperatives and providing them adequate support. Department of Agriculture & Farmers Welfare is headed by Agriculture & Farmers Welfare Minister and is assisted by two Ministers of State. The Secretary (A&FW) is the administrative head of the Department. The Secretary is assisted by two Additional Secretaries including one Financial Adviser, 12 Joint Secretaries

including Mission Director (Mission on Integrated Development of Horticulture) & Mission Director (National Mission on Sustainable Agriculture), Horticulture Commissioner, Trade Advisor, Horticulture Statistics Advisor, Addl. Deputy Director General and Deputy Director General. In addition, Chairman of Commission for Agriculture Costs and Prices (CACP) advises Department on pricing policies for selected agricultural crops.

The DA&FW is organized into 28 divisions and has five attached offices and twenty-one subordinate offices which are spread across the country for coordination with state level agencies and implementation of Central Sector Schemes in their respective fields. Further, one Public Sector Undertaking, seven autonomous bodies, and two authorities are functioning under the administrative control of the Department.

Agriculture plays a vital role in India's economy. 54.6% of the total workforce is engaged in agriculture and allied sector activities (Census 2011) and accounts for **18.8% (First Advance Estimates) of country's Gross Value Added (GVA)** for the year 2021-22 (at current prices). Given the importance of the agriculture sector, Government of India has taken several steps for its development in a sustainable manner.

**Gross Capital Formation (GCF)** in agriculture and allied sectors relative to GVA in this sector has been showing a fluctuating trend from 14.7% in 2015-16 to 15.9% in 2019-20.

### 3.1 Vision and Mission of the Department of Agriculture & Farmers Welfare

#### Vision

To enhance productivity and production of agricultural commodities to ensure food security of the Nation and also to make agriculture a sustainable and viable vocation.

#### Mission

To achieve targeted growth rate for agriculture sector with the help of State Governments and other Departments of the Government of India by enhancing agriculture production and ensuring farmers welfare by successful implementation of Ministry's schemes.

### 3.2 Organisational Structure of the Department

The DA&FW is organized into 28 divisions and has five attached offices and twenty-one subordinate offices which are spread across the country for coordination with state level agencies and implementation of Central Sector Schemes in their respective fields. Further, one Public Sector Undertaking, seven autonomous bodies, and two authorities are functioning under the administrative control of the Department.

**TABLE 2 DIVISIONS UNDER THE DEPARTMENT OF AGRICULTURE AND FARMERS WELFARE**

1. Administration	2. Horticulture
3. Agricultural Census	4. Integrated Nutrients Management
5. Agricultural Marketing	6. International Cooperation
7. Agriculture Trade Policy	8. Mechanisation & Technology
9. Budget, Finance and Accounts	10. Natural Resource Management
11. Credit	12. Oil Seeds
13. Crops	14. Price Support
15. Digital Agriculture	16. Policy
17. Drought Management	18. Plan Coordination
19. Economic Administration	20. Plant Protection
21. Extension	22. Rainfed Farming System
23. Farmers Welfare	24. RKVY
25. General Coordination	26. Seeds
27. Hindi	28. Vigilance

**Attached Offices:**

1. Directorate of Economics & Statistics, Shastri Bhavan, 'B' Wing, New Delhi.
2. Commission for Agricultural Costs and Prices, Shastri Bhavan, 'F' Wing, Second Floor, New Delhi.
3. Directorate of Plant Protection, Quarantine and Storage, N.H.IV, Faridabad (Haryana).
4. Directorate of Marketing & Inspection, N.H.IV, Faridabad (Haryana).
5. Mahalanobis National Crop Forecast Centre, New Delhi.

**Subordinate Offices:**

1. Central Farm Machinery Training & Testing Institute, Budni (Madhya Pradesh).
2. Northern Region Farm Machinery Training & Testing Institute, Hissar (Haryana).
3. Southern Region Farm Machinery Training & Testing Institute, Garladinne, Distt. Anantapur (A.P).
4. North-eastern Region Farm Machinery Training & Testing Institute, Biswnath Chariali, Distt. Sonitpur (Assam).
5. Directorate of Cotton Development, Bhoomi Sarvekshan Bhawan, Near Centre Point School, Seminary Hills, Katol Road, Nagpur, Maharashtra -440013.
6. Directorate of Jute Development, 234/4, Acharya Jagdish Bose Road, Nizam Palace Campus, Kolkata- 700020 (West Bengal).
7. Directorate of Millets Development, Mini Secretariat Building, Room No. 710, 6th Floor, Bani Park, Jaipur (Rajasthan).

8. Directorate of Sugarcane Development, 8th Floor, Hall No.3, Kendriya Bhavan, Aliganj, Lucknow - 226024 (U.P).
9. Directorate of Rice Development, 191, Patliputra Colony, Patna -800013 (Bihar).
10. Directorate of Wheat Development, CGO Building, Hapur Road Chauraha, Kamla Nehru Nagar, Ghaziabad (U.P).
11. Directorate of Extension, Krishi Vistar Bhavan, Dr. K.S. Krishna Marg, IARI Campus, Pusa, New Delhi-110 012.
12. Directorate of Oilseeds Development, Telhan Bhavan, Himayat Nagar, Hyderabad (A.P).
13. Directorate of Pulses Development, 8th Floor, Vindhychal Bhavan, Bhopal - 462004 (M.P).
14. Central Fertiliser Quality Control & Training Institute, N.H. IV, Faridabad (Haryana).
15. National Centre of Organic Farming, C.G.O. Complex, Kamla Nehru Nagar, Hapur Road Chungi, Ghaziabad (U.P).
16. Directorate of Cashew nut and Cocoa Development, M.G. Road, Kochi -682011 (Kerala).
17. Directorate of Arecanut and Spices Development, Cannanore Road, Kozhikode -673005 (Kerala).
18. Office of the Minister (Agriculture), Embassy of India, ROME (ITALY).
19. All India Soil and Land Use Survey, IARI Campus, Pusa, New Delhi -110 012.
20. National Seed Research & Training Centre (NSRTC) VARANASI (U.P.).
21. Central Institute of Horticulture, Medziphema, Nagaland.

#### Public Sector Undertakings:

1. National Seeds Corporation, New Delhi

#### Autonomous Bodies:

1. Coconut Development Board, Kochi (Kerala).
2. National Horticulture Board, Gurgaon (Haryana).
3. Small Farmers' Agri Business Consortium, New Delhi.
4. National Institute for Agricultural Extension Management, Hyderabad (A.P).
5. National Institute of Agricultural Marketing, Jaipur (Rajasthan).
6. National Institute of Plant Health Management, Hyderabad (A.P.)
7. National Centre for Cold Chain Development, 2nd Floor, B -Wing, Janpath Bhawan, New Delhi.

#### Authorities:

1. Protection of Plant Varieties and Farmers' Rights Authority, NASC Complex, DPS Marg Opp. Todapur, Delhi -110012.
2. National Rainfed Area Authority, NASC Complex, Dev Prakash Shastri Marg, Pusa, New Delhi- 110012.

### 3.3 Areas of Responsibility of the Department

Broad functions of the Department of Agriculture and Farmers Welfare are:

Part 1: The following subjects which fall within List I of the Seventh Schedule of the Constitution of India:

1. Liaison with international Agri-Organisations like Food and Agriculture organisation of the United Nations, handling of CARE goods concerning agriculture, etc.
2. Participation in international conferences, associations and other bodies concerning agriculture and implementation of decisions made thereof.
3. Convention on Locust Control.
4. Plant Quarantine
5. Industries, the control of which by the Union is declared by Parliament by law to be expedient in public interest as far as these relate to:
  - a. Development of agricultural industries including machinery, fertilizer and seeds but excluding cotton, ginning, and pressing with the limitation that in regard to the development of agricultural industries, including machinery and fertilizer, the functions of the DA&FW do not go further than the formation of demands and the fixation of targets;
  - b. Shellac Industry.
6. Agricultural Census
7. Indian People's Natural Calamity Trust
8. Technology Mission on Oilseeds and Pulses

Part 2: The following subjects which fall within List III of the Seventh Schedule to the Constitution of India (as regards to legislation only)

1. Adulteration of agricultural products other than food stuff
2. Economic Planning (Agricultural Economics and Statistics)
3. Professions (excluding Veterinary Practice)
4. Prevention of the extension from one State to another of infectious or contagious diseases or pests affecting plants including locusts
5. Price control of agricultural commodities except food grains, sugar, vanaspati, oil seeds, vegetable oils, cakes and fats, jute, cotton, and tea
6. Administration of the Dangerous Machine (Regulation) Act, 1983 (35 of 1983)

Part 3: For the Union Territories the subjects mentioned in Part 1 and Part 2 above, so far as they exist in regard to these territories and, in addition to the following subjects which fall within List II of the Seventh Schedule of Constitution of India:

1. Agriculture (Other than agricultural education and research) protection against pests and prevention of plant diseases
2. Cooperation in agricultural sector
3. General Policy in relating to the marketing of agricultural produce including pricing, exports, etc.
4. The Agricultural Produce (Grading and Marketing) Act, 1937 (1 of 1937)

5. General Policy in the field of Cooperation and Coordination of cooperation activities in all sectors (The Ministries concerned are responsible for Co-operatives in the respective fields)
6. Matters relating to National Co-operative Organisation
7. National Cooperative Development Corporation
8. Incorporation, regulation and winding up of Cooperative societies with objects not confined to one State including administration of 'the Multi-State Cooperative Societies Act, 2002 (39 of 2002)':  
Provided that the administrative Ministry or Department shall be 'the Central Government' for the purpose of exercising powers under the Multi-State Cooperative Societies Act, 2002 (39 of 2002), for Cooperative units functioning under its control.
9. Training of Personnel of cooperative departments and cooperative institutions (including education of members, office bearers and non-officials)

#### Part 4: General and Consequential

1. All matters relating to international cooperation and assistance in agriculture and allied subjects other than the items of work allocated to Department of Agricultural Research and Education.
2. Agriculture and horticulture
3. Bio-aesthetic Planning
4. Agricultural Production-Grow more food
5. Land Reclamation
6. Infrastructure for post-harvest management of agriculture and horticulture
7. National Land Use and Conservation Board
8. Development of Cotton, Jute and Sugarcane
9. Soil Survey in connection with development programmes
10. Financial assistance to State Soil Conservation Schemes
11. Projection of demand of fertilizers and manures at all-India, zone or region level; fixation of targets, nutrient-wise, for zones or regions
12. Administration of the Fertilizer (Control) Order, 1957
13. Monitoring of Pesticides Residues at National Level
14. Administration of the Insecticides Act, 1968 (46 of 1968)
15. Agricultural Implements and Machinery
16. Organisation and Development of extension education and training in the country
17. Production of oil seeds
18. Production of plant material, development of nurseries and plantations for biofuels including coordination with other Ministries or Departments in this regard
19. Mechanised Farms
20. Organic Farming (all matters including development and promotion but excluding matters relating to certification of organic foods/products for export purpose)
21. On Farm Water Management

22. All Attached and Subordinate Offices or other organisations concerned with any of the subjects specified in this list except the Directorate of Agricultural Aviation
23. Quality control of fertilizers
24. National Rainfed Area Authority (NRAA)
25. All matters related to Agroforestry except research

Part 5:

1. Matters relating to damage to crops and coordination of relief measures necessitated by drought, hailstorm and pest-attacks, cold wave, and frost
2. Matters relating to loss of human life due to drought
3. Agricultural Credit and Indebtedness
4. Crop Insurance
5. Crop campaigns, crop competitions and farmers organisations including Farmer Producer Organisations
6. Agricultural Schemes received from States and Union Territories for landless agricultural labour
7. Setting up of agricultural markets in rural areas
8. Warehousing in rural areas including rural godowns
9. Schemes for welfare of farmers

## 4 Roles and Responsibilities of the Department and its Divisions

FIGURE 4 DIVISIONS COVERED UNDER THE ACBP EXERCISE

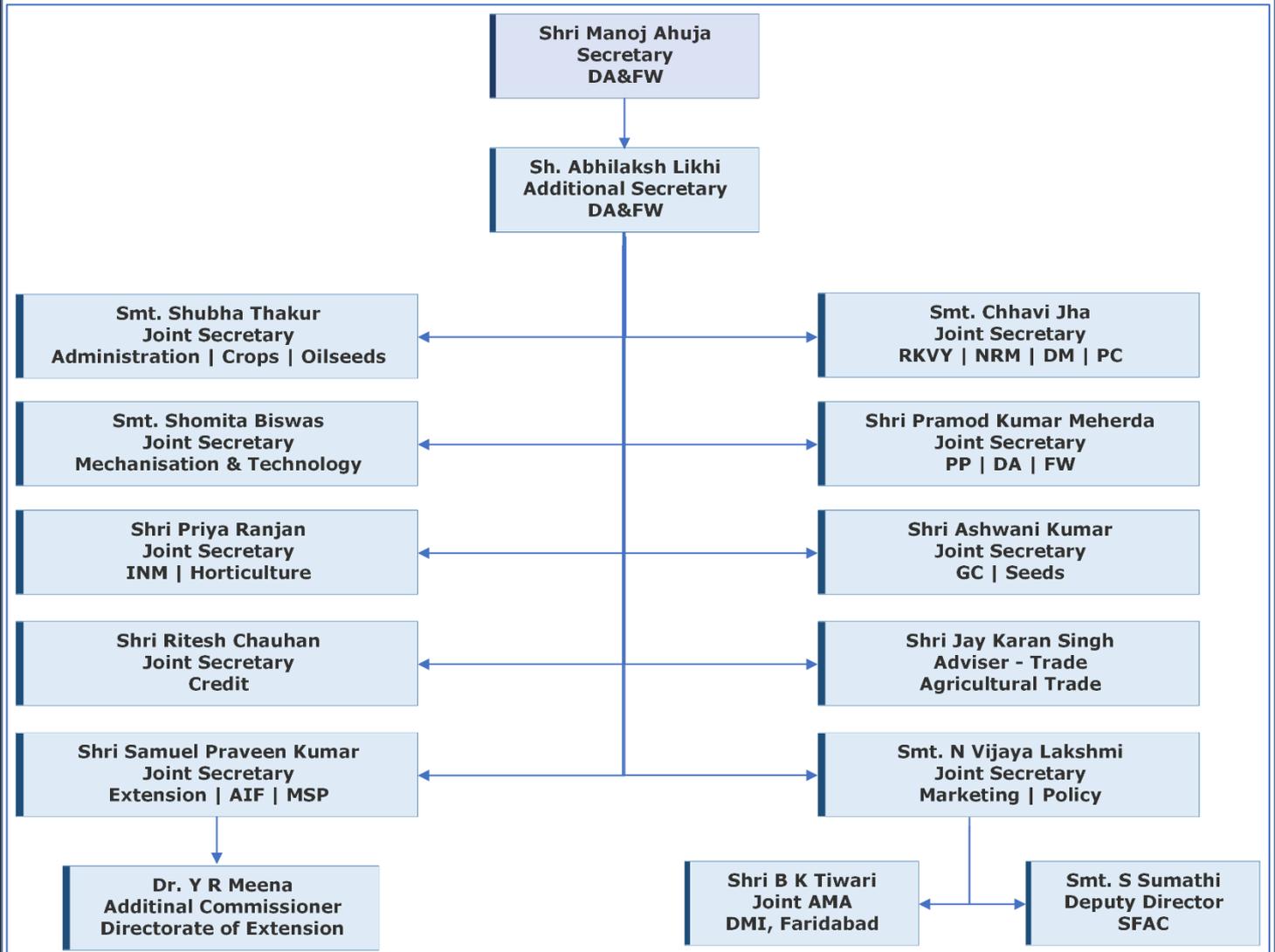
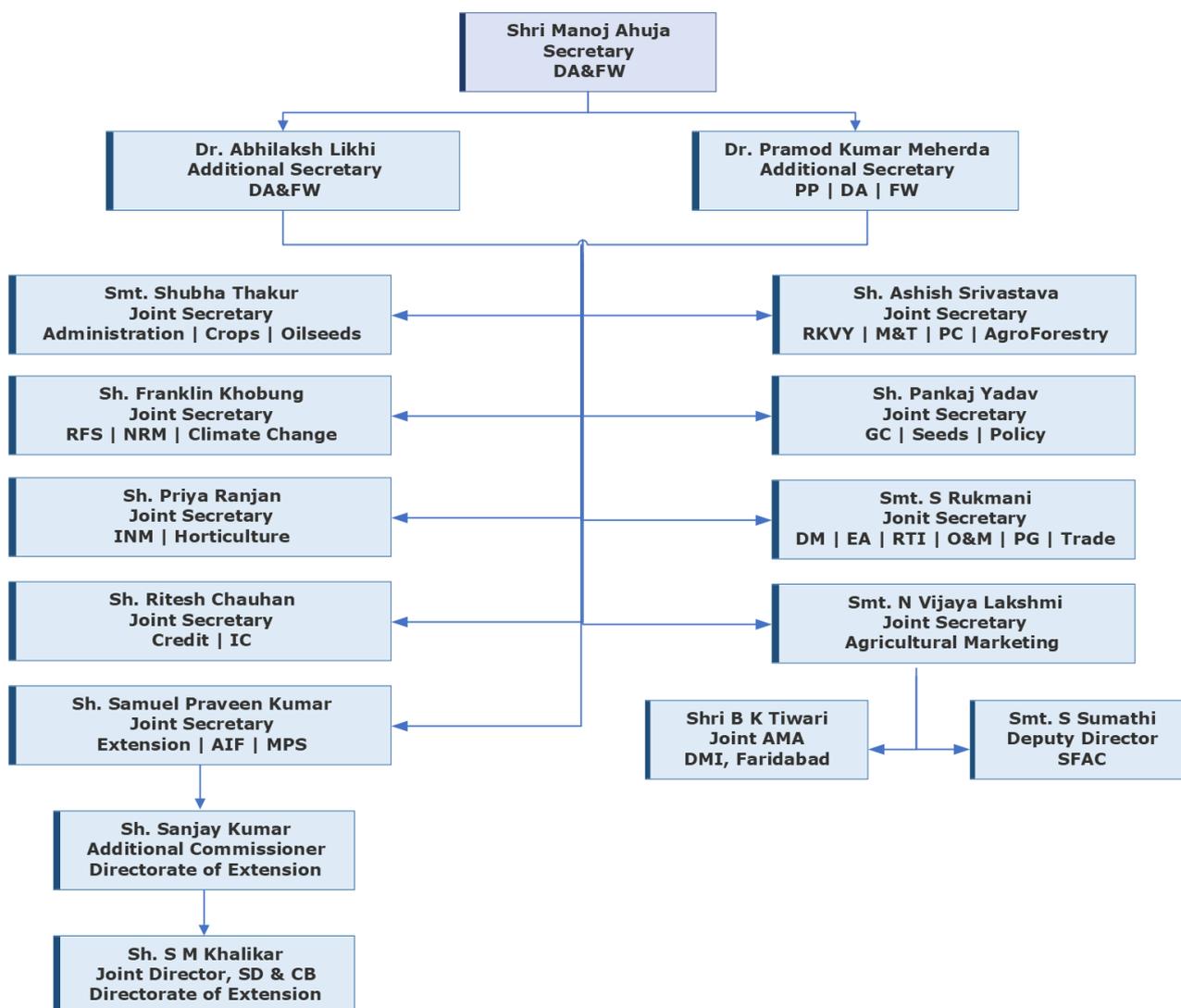


FIGURE 5 REVISED ORGANOGRAM OF THE DA&amp;FW



## Division Wise responsibilities have been discussed below:

### 4.1 Administration Division

Broad Responsibilities of Administration Division:

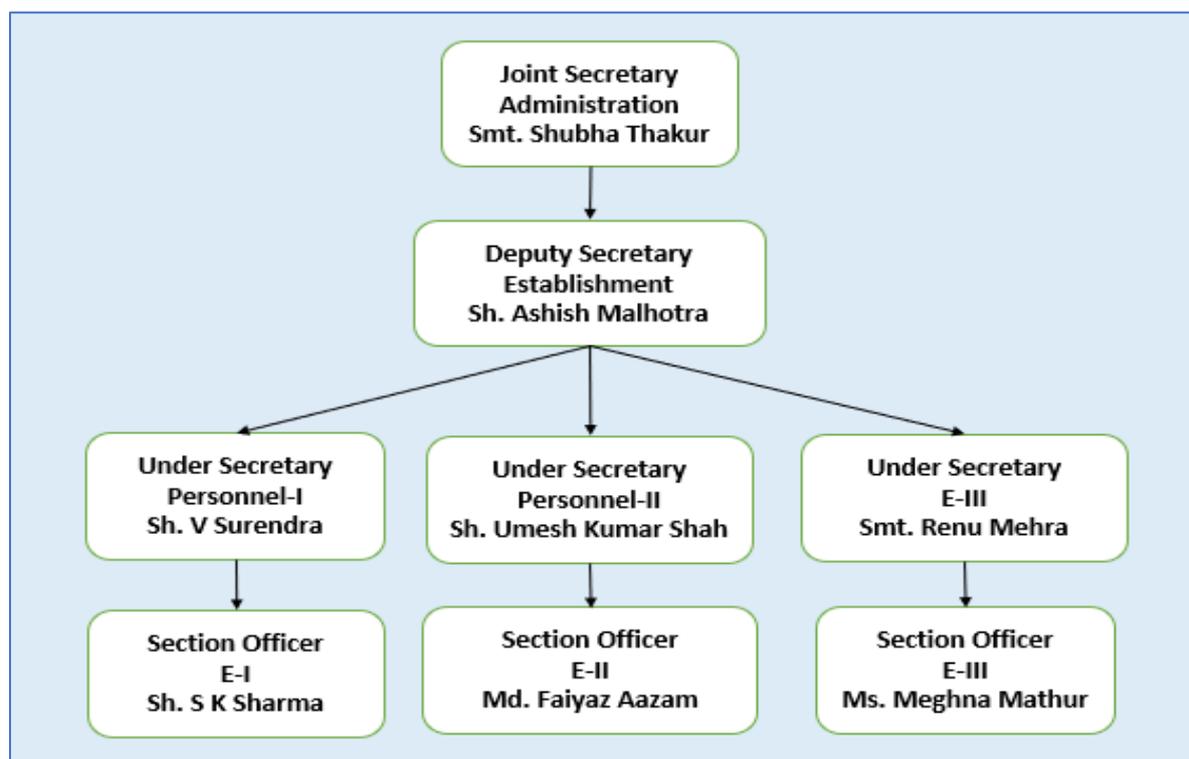
#### Establishment-I Section:

1. All administrative, establishment and service matters of the officers belonging to All India Service, other organised Central Services and CSS / CSSS / CSCS i.e., officers of the rank of Junior Secretariat Assistants, Senior Secretariat Assistants, Assistant Section Officers, Section Officers, Private Secretaries, Under Secretaries, Deputy Secretaries / Directors, Joint Secretaries, Additional Secretaries / Special Secretaries, Principal Adviser and Secretary.
2. Cadre control and management including promotions (Section Officer grade), transfers and postings of the officers of some posts of CSS and CSSS (i.e. Under Secretaries, Section Officers, Private Secretaries, Principal Private Secretaries, Senior Principal Private Secretaries and Principal Staff Officers) working in the Department of

- Agriculture, Cooperation and Farmers Welfare (Proper), Department of Agriculture Research and Education, Directorate of Economics and Statistics, Directorate of Marketing & Inspection and Directorate of Plant Protection, Quarantine & Storage.
3. Creation and continuance of all Group 'A' and 'B' (Gazetted), CSS (ASO Grade) and CSCS (SSA and JSA Grade) posts in the Department (proper) under the administrative control of this Section on the basis of proposals received from concerned Divisions as well as creation of Co-terminus posts in the personal staff of Agriculture and Farmers Welfare Minister and Minister(s) of State.
  4. Maintenance of Service Books / Personal Records and processing and finalisation of pension cases of the officers of the Department (proper) who are under the administrative control of this Section.
  5. Obtaining approval of the competent authority (CSB) in the DoPT for appointment of DS/Director level officers and that of the ACC for appointment of Joint Secretaries and above level officers in the Department (Proper) and also to obtain approval of the ACC for appointment of JS and above level officers in other organizations and autonomous bodies under the Department.
  6. Custody of diplomatic / official / ordinary passports of the officers in the Department of Agriculture, Cooperation and Farmers Welfare as per the instructions issued by the Ministry of External Affairs.
  7. Maintenance and safe custody of CR / APAR Dossiers in respect of Group B & C Canteen Employees (except Canteen Attendant), Junior Secretariat Assistants, Senior Secretariat Assistants, Assistant Section Officers, Section Officers and Private Secretaries in the Department (belonging to CSS / CSSS/ CSCS) and forwarding of APARs in respect of officers from the level of Under Secretary / PPS onwards, to the cadre authority, after uploading scanned copy of APARs in Web Based Cadre Management System of DoPT. All administrative actions required for SPARROW system introduced in respective cadres under the administrative control of E-I section.
  8. Deployment of Observers and polling parties for Election Duties, as received from Election Commission.
  9. Cadre management, promotions, appointments, transfers and postings and other service matters of the CSS (ASO Grade) and CSCS (SSA and JSA Grade) working in the Department of Agriculture, Cooperation and Farmers Welfare (Proper), Department of Animal Husbandry (SSA and JSA only), Department of Agriculture Research and Education, Directorate of Economics and Statistics, Directorate of Marketing & Inspection and Directorate of Plant Protection, Quarantine & Storage, being the cadre controlling authority in respect of these categories of posts.
  10. The work relating to circulation of Government Instructions on Administration / Training matters.
  11. Constitution of Committee on complaints against harassment of women employees at workplace.
  12. Work relating to UPSC / SSC Invigilation Duty.

13. Contractual appointment of Data Entry Operators and engagement of Consultants as per the following specifications:
  - a. Consultants – Engagement of only retired Government servants as Consultants for secretariat work and against live secretariat vacancies (vacancies in Director/DS, US, SO, ASO and SSA grades) under its administrative control in DAC&FW (Proper). Technical Consultants / Professionals / Subject Experts for Scheme related work / Consultants against vacancies of non-secretariat posts in various Divisions are not engaged by E-I Section.
  - b. Data Entry Operators – Engagement of Data Entry Operators against live vacancies of Junior Secretariat Assistants or for execution of general secretariat work in sections of DAC&FW (proper). Data Entry Operators for scheme related work or for specific projects are not engaged by E-I Section.
14. Updation of service records of all CSS / CSSS / CSCS officers in this Department, in Web Based Cadre Management System of DoPT.
15. Maintenance of Annual Immovable Property Return (AIPR) / Declaration of Assets and Liabilities under Lokpal and Lokayuktas Act, 2013 in respect of officers under administrative control of E-I Section and where necessary, forwarding the same to respective cadre authorities.
16. All administrative / establishment / service matters of Group 'B' and 'C' Departmental Canteen Staff including creation / abolition / continuation of posts.
17. Consolidation of Honorarium proposals from all Divisions for approval of Financial Advisor and issuance of Honorarium Orders.
18. Collection of vacancies / requisitions for the posts of Lower Division Clerks and Upper Division Clerks (non-secretariat) from various Divisions of this Department and forwarding the same to DoPT.
19. Deputing officials for Night Duty / Saturday, Sunday and Holiday duty.
20. Online processing of Pension cases of the officers / employees of the Department (proper) which are under the administrative control of E-I Section.
21. Forwarding of Pensioners' experience details to the Department of Pension and Pensioners' Welfare through ANUBHAV portal.

FIGURE 6: ESTABLISHMENT SECTION UNDER ADMINISTRATION DIVISION

**Establishment-II Section:**

1. All administrative, establishment, cadre management and service matters of Group 'A', Group 'B' and Group 'C' Technical Officers of DAC&FW (Proper).
2. All administrative, establishment, and service matters of Indian Forest Service (IFS), Indian Economic Service(IES), Indian Statistical Service(ISS) and Subordinate Statistical Services(SSS) officers posted in this Department on encadred post i.e., Additional Commissioner(Forestry), ADG(Horticulture), Director, Joint Director, Deputy Director etc.
3. Creation and continuation of all Group 'A', 'B' and 'C' posts in the Department (Proper) under the administrative control of Establishment-II Section on the basis of proposals received from concerned Divisions.
4. Recruitment to Group 'A', Group 'B' and Group 'C' Technical posts of the Department (Proper) through UPSC/SSC.
5. Obtaining approval of the Appointment Committee of the Cabinet (ACC) for appointment to the post of Agriculture Commissioner and Horticulture Commissioner.
6. Monitoring and maintenance of ACR/APAR Dossiers of the officers/officials working under the administrative control of Establishment .II Section.
7. Deployment of Officers for Election Duties, on the requests received from Election Commission.
8. Pension cases of all Technical Officers under the administrative control of Establishment-II Section.
9. All matters related to maintenance of Service Books, leave/leave encashment, CGEGIS, special increment, incentives under Hindi Teaching Scheme, Adopting small family norms etc. in respect of officers under the administrative control of E.II.

10. Probation clearance/confirmation/review of cases in respect of officers under the administrative control of E.II
11. Permission /Sanction under CCS(Conduct) Rules in respect of officers under the administrative control of E.II.
12. Forwarding of applications of officers under administrative control of E.II Section to UPSC/SSC, other Departments, etc.
13. All court cases/ disciplinary proceedings in respect of the officers / staff handled by E.II Section.
14. Framing /Amendment / Review of Recruitment Rules for all categories of Technical Officers of the DAC&FW (Proper).
15. Maintenance of Annual Immovable Property Return(AIPR) /Declaration of Assets and Liabilities under Lokayuktas Act, 2013 in respect of officers under administrative control of Establishment-II Section and where necessary, forwarding the same to respective cadre authorities.

#### Establishment-III Section:

1. Recruitment of Group 'C' (MTS and Canteen Attendant), Steno Grade 'D' and Personal Assistants in the Department of Agriculture, Cooperation & Farmers Welfare. All administrative, establishment and service matters as well as cadre control of non-gazette officials belonging to the CSSS ( Steno Grade 'D' and Personal Assistants) in the Department of Agriculture and Cooperation(Proper), Department of Agriculture Research & Education, Directorate of Economics and Statistics, Directorate of Marketing and Inspection and the Directorate of Plant Protection Quarantine & Storage, Faridabad.
2. Pay Fixation, Implementation of MACP Scheme, Continuation of Post, Removal of financial anomalies, All financial matters in respect of Group 'C' (MTS and Canteen Attendant), Steno Grade 'D' and Personal Assistants in the Department of Agriculture, Cooperation & Farmers Welfare.
3. Replies to Parliament Questions, RTI Cases, VIP references, Replies to references received from DOP&T/CPGRAM, Min. of Finance and Interdepartmental references.
4. Allotment of duties for Night duty Counter for night and holidays.
5. OTA/Night Duty Bills, Preparation of Budget Statements.
6. Promotion/Probation/Confirmation cases of Group 'C' (MTS and Canteen Attendant), Steno Grade 'D' and Personal Assistants in the Department of Agriculture, Cooperation & Farmers Welfare.
7. Pension cases of Group 'C'(MTS and Canteen Attendant), Steno Grade 'D' and Personal Assistants in the Department of Agriculture, Cooperation & F.W.
8. Appointment and other service matters in respect of personal staff of AM & MOS(A) on co-terminus basis.
9. Maintenance of Annual Confidential Reports / APAR of the Personal Assistants and Steno Grade 'D' in the Department of Agriculture. Cooperation & F.W and furnishing of information in this regard.

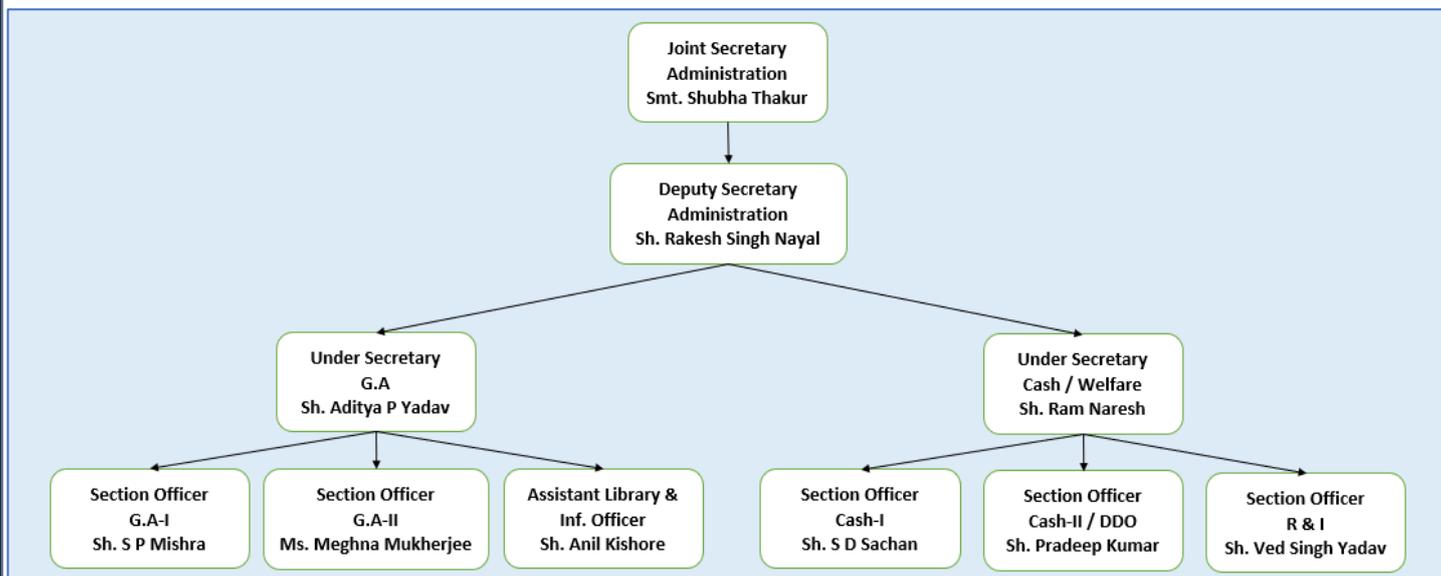
10. Issuance of order regarding creation (after having the approval of Finance taken by the Division concerned) and continuance of all temporary posts in the Department (Proper) in respect of PA, Stenos and Group 'C' staff (MTS and Canteen Attendant).
11. Maintenance of Annual Property Returns in respect of the officers under the administrative control of Establishment III Section.
12. Maintenance and verification of Service Books and dealing with the pension cases in respect of all categories of posts under the administrative control of Establishment III Section.
13. Posting of Group 'C' officials (MTS) at the night duty counter for the night and holidays.
14. Compilation of data in respect of appointment to be made on compassionate grounds in Group 'C' posts in the Department of Agriculture, Cooperation & F.W and appointment thereto.
15. Court cases in respect of the officials under the administrative control of Establishment III Section.
16. RTI
17. Any other item assigned by the officer.

General Administration Section (GA):

1. All matters related to : -
  - i. Purchase/hiring/AMCs of Heating and Cooling Devices like ACs, backup generators etc.
  - ii. Electrical Fittings
  - iii. Furniture & Furnishing
  - iv. Stationery (including name plates, sign boards, calendar and diaries etc.)
  - v. Crockery items and reimbursement of office bags)
  - vi. Staff cars (including recovery of charges for private use of Staff Cars).
  - vii. Telephone (including MTNL/BSNL, Key Telephone systems, EPABX exchange & Extension, Cell Phones, RAX ) and Internet Connections.
  - viii. Office equipment (store)
  - ix. Transport Work (including handling of consignments through Rail, Road, Air, issue of parking label to employees of the Department.)
  - x. The matters relating to liveries for Group 'D' employees of the Department and the Departmental Canteen.
  - xi. All matters relating to procurement of sanitary items, sanitation and cleanliness of toilets and premises (outdoor as well as indoor). To deal with contract for cleaning/sanitation, its execution, renewal, operation and all consequential work.
  - xii. All matters relating to issue of Identity Cards etc. to all categories of Government employees and matters relating to security and Union War Book/Departmental War Book.
  - xiii. Installation/upkeep etc of TV cable network, TVs, Video conferencing and other audio-visual devices/equipment.
2. Engaging daily rated labour and their deployment.

3. All *bandobust* work (Lunch, Refreshment & Bags etc.) relating to Conference and meetings.
4. To deal with hiring of labour (workers for shifting furniture items etc) and their optimum deployment/utilisation.
5. Printing and binding.
6. All matters relating to office accommodation including : -
  - (a) Hiring of private accommodation for official use
  - (b) Letting out Government accommodation
  - (c) Provision of Secret locks.
7. Arrangement of flowers/plants in the rooms of Ministers/Senior Officers of the Department and potted plants in the Department.
8. To deal with all aspects relating to CCTV and their proper operation/utilization.
9. All matters relating to CPWD.
10. All Security matters relating to Krishi Bhawan, coordination with Reception officer, correspondence with Ministry of Home Affairs, CISF and other Departments housed in Krishi Bhawan regarding the subject.
11. Purchase of towels, dusters and soaps and their issue to the entitled officers of the Department.
12. Washing of towels & Dry-cleaning related works.
13. All matters concerning processing of Identity Cards/Pensioner's Identity Cards/ Independence Day passes/Republic Day passes/Airport parking passes for Government vehicles.
14. All matters related to Swachhata activities like Swachhata Pakhwada, Coordination with all concerned Divisions and other Ministries in respect of Swachhata Action plan.
15. All matters related to procurement of computers, printers, laptops, computer peripherals, Scanners etc.
16. Delegation of financial powers to Head of the Department related matters i.r.o DAC&FW.
17. Coordination and dealing with matters relating to Government e Marketplace (GeM ) i.r.o DAC&FW.
18. AMCs of all the equipment – timely execution and renewal etc.
19. Any other matters with the permission of competent authority.

FIGURE 7: GENERAL ADMINISTRATION DIVISION UNDER ADMINISTRATION DIVISION

Library Section:

All matters related to:

1. Purchase of books, newspapers and magazines.
2. Distribution of newspapers and magazines to senior officers of the Department.
3. Maintenance of the Departmental Reference Library and reading room.
4. Reimbursement of newspapers claim of officers of the Department.

Welfare Section:**A. General Staff Welfare Measures:**

1. Organising social, cultural and sports activities and participation in sports and cultural events of national/inter-Ministry level.
2. Liaison with the office of the Chief Welfare Officer, Department of Personnel & Training, Central Sports Control Board etc.
3. Grants-in-aid to the Staff Recreation Clubs in Department (proper).
4. Setting up of Benevolent Funds and maintenance of accounts of the Benevolent Fund of the Department (proper).
5. Collections for National Defence Fund, Flag Day, Red Cross fund etc.
6. Welfare visits to seriously ailing employees and arrangements for their hospitalization, whenever necessary.
7. Arranging of condolence meetings of the deceased government employee of the department.
8. Assistance to the families of deceased Government servants in matters of appointments on compassionate grounds, retention and allotment of Government accommodation, completion of family pension and other papers.

9. Assistance to staff in respect of disputes in the families of Government servants with their neighbours in Delhi/New Delhi and land, property etc. at the native places.
10. Maintenance of Budget Head "Other Administrative Expenses". Booking of expenditure thereof.

**B. J.C.M – Departmental / Office Councils and Related Matters:**

1. Setting up of Departmental and office councils.
2. Meetings of Departmental Council of the Department of Agriculture, Cooperation & Farmers Welfare and Office Council of the Department (proper).
3. Coordination matters relating to Departmental and Office/ Regional Councils, recognition of Service Associations.

**C. Central Government Health Scheme:**

1. All matters relating to membership of employees in the central Government Health Scheme.
2. Verification for new CGHS plastic cards and renewal thereof.
3. Verification of change in dispensary consequent upon the change of residential address of the employees.
4. Acceptance of surrendering of CGHS plastic cards of the retired/transferred government servant of the department and issue 'No Dues Certificate'.
5. Arrangements for blood donations.
6. First Aid Services to the employees of the Department (proper).
7. Purchase of Medicines for First-Aid Services.

**D. Hospitality and Entertainment:**

1. Arrangements for serving refreshments in official meeting.
2. Arrangements for farewell parties to officers.

**E. Departmental Canteens:**

1. Coordination of work relating to Departmental/cooperative Canteen / Tiffin Rooms.
2. Procurement of milk from the Delhi Milk Scheme & payment of bills for various items purchased for use in the Canteen.
3. Collection /payments of bills in respect of tea/coffee/refreshments served in official meetings.
4. Matters pertaining to opening of cafeteria at the 4th floor of the building.

**F. Medical Claims:**

1. Examination and settlement of medical claims and hospital bills and related matter of all the employees of the Department.

2. Granting permission to all the employees of the Department for tests, investigations and treatment at private recognized laboratories/ Hospital.

Cash-I Section:

1. All long-term and short-term advances.
2. Preparation of contingent bills and drawl of advance for contingent expenditure and final adjustment thereof.
3. Payment of Conveyance Bills.
4. Sanction of GPF advances and withdrawal.
5. Issue of exchange orders for air tickets.
6. Air India Ticket Bills from Balmer Lawrie /Ashoka Travels.
7. T.A. advances/claims (including claims of Non- officials).
8. L.T.C. advances/claims.
9. Audit objections raised by P.A.O. in respect of payments made / recoveries effected from the employees.
10. Assisting the AGCW&M and to the internal Audit Cell of the Departmentalised Accounts Organization in conducting audit of the Department (Headquarters); coordinating the audit objections raised by Internal Audit, AGCW&M in respect of the Department (Headquarters).

Cash-II Section:

1. Preparation of month wise regular salary bill of all officers & staff members of DAC&FW.
2. Maintenance of GPF account, calculation of interest on GPF and issue of pass Books to all officers/ staff members of DAC&FW year wise
3. Transfer of GPF balance and final GPF payment of concerned transfer/retiring officers/ staff members of DAC&FW.
4. Calculation of Income Tax month wise/ year wise & issue of Form-16 to all the officers & staff members of DAC&FW in due date.
5. Preparation of Children Education Allowance bills of concerned officers/ staff members of DAC &FW in due time.
6. Preparation of Medical bills of all concerned officers & staff members of DAC&FW.
7. Preparation of OTA bills of concerned staff members of DAC&FW.
8. Preparation of bills of DCRG, Commutation, Pension , CGEGIS, Earned Leave Encashment, GPF, PLI etc. of retired officers/ staff members of DAC&FW.
9. Issue of LPC of the Transfer/ Posting & retiring officials of the DAC&FW.
10. Maintenance of License fee records of all the concerned officials.
11. Preparation of Arrear bills of the officers/staff who are joining from other Department and on account of Promotion/ MACP etc.
12. Issue of pay slip month wise to all officers/staff members of DAC&FW.
13. Annual verification of all service book of all the officers/staff members of DAC&FW.

14. Verification of Interest workout on HBA, Motor Car, Computer Advance etc. calculated by Cash-I Section.
15. Entries in PBR of GPF Advance/ Withdrawal sanctioned by Cash- I Section.
16. Preparation of Bonus Bills of concerned officers / staff members of DAC&FW.
17. Preparation of Honorarium bills of concerned officers / staff members of DAC&FW.
18. Maintaining the records of all kinds of Loans/Advance/HBA/Motor/Car/Computer Advance etc.
19. Attending all related queries of all officers/staff members in due time.
20. Verification of GPF Advance/Withdrawal, LTC etc. and entry in the PBR.

Parliament Section:

1. To receive, handle, pursue and coordinate (but not deal with substantively) all Parliament work concerning the Department of Agriculture, Cooperation and Farmers Welfare.
2. Marking of advance copies of notices of Parliament Questions etc. to the concerned Departments/Divisions in the Ministry of Agriculture and Farmers Welfare.
3. Processing of files in respect of admitted Parliament Questions, i.e., stencilling, preparation of copies/sets etc. (except material for supplementaries which is done by the respective Sections).
4. Coordination and preparation of Parliamentary pads for Ministers and Senior Officers of the Department.
5. Maintenance of the record of Assurances given in both the Houses of Parliament and coordination of follow up action; liaison with Ministry of Parliamentary Affairs/ Cabinet Secretariat/Secretariats of both the Houses of Parliament.
6. Coordination of Legislative Business concerning the Department.
7. Arrangements for attendance of officers in the official galleries during the Question Hour and other discussions relating to the Department.
8. Work relating to the meetings of Consultative Committee of the Ministry of Agriculture and Farmers Welfare.
9. Forwarding the reports submitted by Parliamentary Committees to concerned Division for examination and follow up action on recommendations. (All matters relating to Estimates Committee, Standing Committee on Agriculture and Public Accounts Committee are handled by the Finance, Budget and Accounts Division. All matters relating to Study visits / meetings of other Parliamentary Committees are handled by the concerned divisions.)
10. Coordination of work relating to allotment of duties of the Parliament Assistants of different Departments under Ministry of Agriculture & Farmers Welfare.
11. Monitoring of laying of papers on the Table of both the Houses of Parliament in respect of the Department.
12. Monitoring of laying of Annual Reports on the Table of both the Houses of Parliament in respect of Public Sector Undertakings etc. under the Department.

13. Procurement of Official Gallery cards and general passes for officers of the Department as well as for the Staff of Ministers, arrangement for 'P' labels for staff cars.
14. Coordination work relating to:
  - a. Private Member's Resolution/Bills
  - b. Calling Attention Notices.
  - c. Motions, including Cut Motions.
  - d. Half-an-Hour/Short Duration Discussions.
  - e. Matters raised under Rule 377 in Lok Sabha
  - f. Suo Moto Statements.
  - g. Special Mentions in Rajya Sabha.
15. Forwarding of references received from Secretariats of various Parliamentary Committees to concerned Divisions for taking appropriate action.

#### 4.2 Agriculture Census Division

The Agriculture Census Division in the Department of Agriculture, Cooperation & Farmers Welfare, Ministry of Agriculture and Farmers Welfare is responsible for conducting Agriculture Census in India. In each State, a nucleus unit of staff has been provided to organize and coordinate the work of Agriculture Census. The Agriculture Census in India is conducted at an interval of five years and in three distinct Phases.

Since, 1970-71, nine Agriculture Censuses have been conducted in the country. The technical committee/ Steering committee consisting of various stake holders and domain experts is operational to guide on various issues for the programme. The technical and financial aspects of the Agriculture Census Scheme is being monitored separately in the Division. The Division is headed by Deputy Director General and Agriculture Census Commissioner of India.

##### Technical Section/Unit:

1. Conducting Agriculture Census (In three Phases) on quinquennial basis in the country to collect information on the structural aspects of Operational holdings and their related characteristics, such as land use, cropping pattern, irrigation/tenancy status, pattern of input use etc. by different sizes/categories of operational holdings.
2. Preparation of technical documents such as schedules, manual of instructions, etc. and guide States/UTs relating to sampling designs, methodology, etc. for collection and compilation of data of Agriculture Census.
3. Imparting training to States/UTs for all three Phases of Agriculture Census
4. Preparation of data processing instruments like tabulation plan, validation checks as also necessary computer programmes required for validation of data.
5. Review physical progress of various activities of the Agriculture Census programme (fortnightly/monthly).
6. Undertake field visits for inspection and to ensure uniformity in the concepts and definitions.

7. Scrutiny of output tables and results after processing of data, in respect of all the three phases of Agriculture Census and for all states/UTs. Also, examination/scrutiny of data at the National level for finalizing the results.
8. Release of results of Agriculture Census (for all the three Phases and for various States and National Level) as also hosting of data on the website of the Division.
9. Preparation of All India Reports for all the three phases of Agriculture Census and its publishing.
10. Coordination and liaison with the data processing organizations/Agencies for (i) Data entry; (ii) Validation and Corrections of the data; (iii) Generation of output/ outcome; and (iv) Disseminations of results.
11. Arranging Meetings of States/Agriculture Census Commissioners and technical Officers related to Agriculture Census and also the meetings on Screening Committee (Apex level technical committee).
12. Examination of the projects proposals for computerization of Agriculture Census and its finalization.
13. Furnishing of information (technical aspects of Agriculture Census)/data to other Divisions/agencies

#### Administration and Budget/Accounts Section:

1. Preparation of Budget Estimates, replies to Audit paras, budgeting under various heads for different States/Union territories, obtaining utilization & Audit Certificates.
2. Financial scrutiny of the proposals received from the States/UTs by the Department for grant of salaries, office expenses, travelling allowances, honorarium and tabulation. Completing data base information.
3. Issuance of administration approval and financial release on quarterly basis to States/UTs.
4. Monitoring the progress of expenditure incurred by the States on the basis of regular monthly expenditure statements furnished by the States/UTs and other budgetary matters including re-appropriations.
5. Preparation of budgetary and financial documents such as material for outcome budget, demands for grants, annual reports, EFC/SFC memo, operational guidelines, etc. in coordination with the technical wing of the Division.
6. Miscellaneous matters such as training, sending periodic returns, printing of reports, furnishing information about the Scheme to various Divisions/Units in the Department.

### 4.3 Agriculture Marketing Division

#### Marketing-I Section:

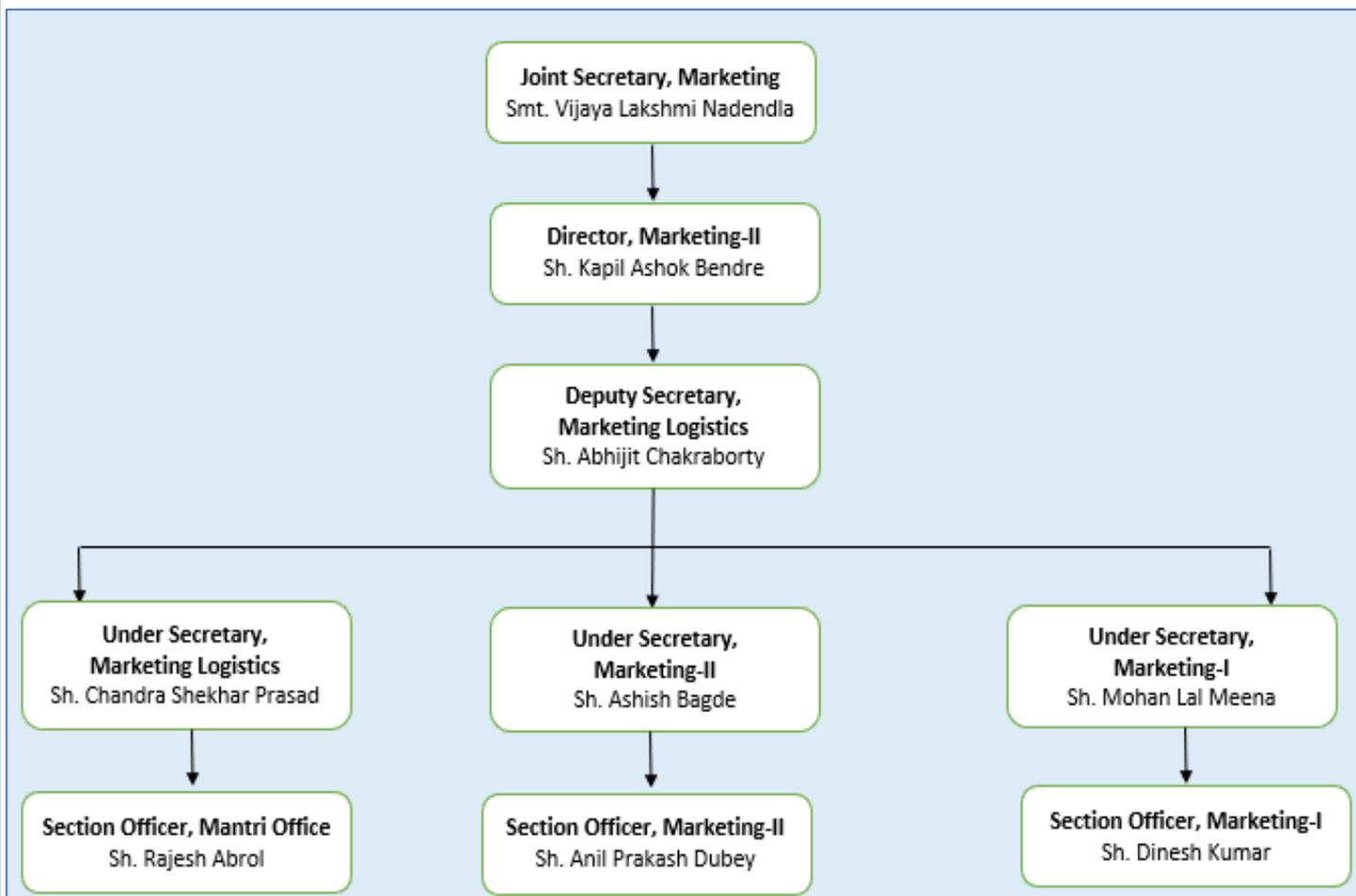
1. Establishment & Personnel matters in respect of DMI.
2. Framing/amendment of recruitment rules for Group 'A', 'B' and 'C' posts in DMI.
3. Recruitment : (a) direct recruitment (b) promotion & (c) deputation in respect of Group 'A' posts in DMI.
4. Confirmation, MACPs and other matters related to Group 'A' posts in DMI.

5. Redressal of grievances related to service matters of Group 'A', 'B' and 'C' officials of DMI.
6. Recruitment of DG, NIAM and MD, SFAC.
7. Misc. Administrative matters of Small Farmers Agri-business Consortium (SFAC), New Delhi.
8. Misc. Administrative matters of NIAM, Jaipur.
9. Processing of Proposals relating to training and skill development from NIAM.
10. All the matters relating to National Centre for Cold Chain Development (NCCD).
11. Laying of Annual Reports and Audited Accounts of NIAM, SFAC and J&K Horticulture Produce Marketing Co-operation (JKHPMC), Srinagar.
12. Submission of reports/returns on miscellaneous matters.
13. RTI Matters.
14. VIP references, Court Cases
15. Complaints & misc. vigilance matters in respect of DMI & NIAM officials.

#### Marketing-II Section:

1. Implementation of Integrated Scheme for Agricultural Marketing (ISAM) which have following six sub schemes:
  - i. Agriculture Marketing Infrastructure (AMI)
  - ii. Agribusiness Development through Venture Capital Assistance (VCA)
  - iii. Marketing Research and Information Network (MRIN)
  - iv. Strengthening of Agmark Grading Facilities (SAGF)
  - v. National Institute of Agriculture Marketing (NIAM)
  - vi. National Agriculture Market (e-NAM)
2. Agricultural Marketing Reforms
3. Model Agricultural Produce and Livestock Marketing (Promotion & Facilitation) Act, 2017
4. Model Agricultural Produce and Livestock Contract Farming and Services (Promotion & Facilitation) Act, 2018
5. Promotion of Farmer Producer Organizations (FPOs) through Small Farmers Agri-business Consortium (SFAC)
6. AGMARKNET
7. Development and upgradation of Rural Haats through Agri-Market Infrastructure Fund.
8. All budgetary matters related to ISAM Scheme.

FIGURE 8: MARKETING DIVISION



#### 4.4 Agriculture Trade Policy Division

Agriculture Trade Policy Division is entrusted with the responsibility of making policy recommendations on export and import of agricultural commodities. This Division is the nodal Division of the Department for coordinating/ formulating responses on World Trade Organization's (WTO) Agreement on Agriculture with the Ministry of Commerce, with DIPP on FDI in agriculture, with Ministry of Finance in matters relating to the modification in the Custom duty and Goods and Services Tax (GST) on agricultural commodities and with Ministry of Commerce in matters relating to Preferential Trade Agreements (PTAs)/Free Trade Agreements (FTAs) with different countries.

##### Work Distribution of Trade Division:

1. Formulation of export and import policy recommendations relating to agricultural commodities in coordination with the concerned subject matter Divisions.
2. Identification of potential foreign markets and agricultural and agro-based commodities for export.
3. Formulation/implementation exports development and export promotion measures:

- a. This includes monitoring of market intelligence regarding the commodities in collaboration with subject matter Divisions for purposes of organising export production.
  - b. Coordination with the Ministry of Commerce regarding export promotion for agricultural commodities. This includes recommendations regarding participation in fairs and exhibitions, sponsoring of Trade delegations, joint ventures in third countries, recommendations on export incentives etc.
4. Coordination work with respect to the recommendations of Department of Agriculture, Cooperation and Farmers' Welfare in respect of Export and Import of Agricultural Commodities.
  5. Monitoring Imports of important agricultural commodities keeping in view the interests of the producers/ growers.
  6. Coordination with different Divisions in matters concerning policy matter on Foreign Direct Investment.
  7. Coordination with the Ministry of Commerce in taking follow up action on the implementation of GATT/ World Trade Organisation Treaty.
  8. Coordination with various Divisions for suggestions in respect of modifications in custom/ excise duties to be conveyed to the Ministries of Commerce and Finance.
  9. Collection, compilation and analysis of basic data on import/ export, International / domestic prices of agricultural commodities etc.
  10. Compilation of information on all bi-lateral/pluri-lateral trade agreements concerning India and identification of commodity-wise market access opportunities available to India as part of these Agreements.
  11. Promotional work pertaining to geographical indications.
  12. Budget proposals including suggestions in respect of modification in customs duties and GST.

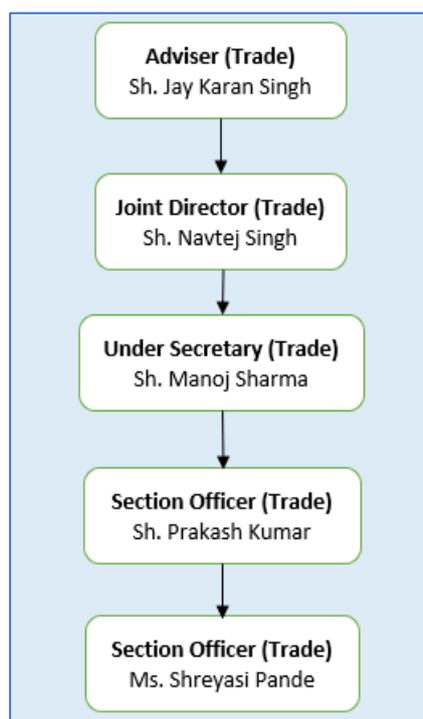


FIGURE 9: AGRICULTURE TRADE DIVISION

#### 4.5 Administrative Vigilance Division

Administrative Vigilance Unit (AVU) functions, in the Department under a Joint Secretary, designated as Chief Vigilance Officer, to ensure a transparent clean and corruption free work environment through surveillance, preventive and punitive measures. The complaints / allegations received in the Unit are authenticated as per the direction/guidelines of CVC and after authentication the complaints/allegations are reviewed through meetings; reports/returns etc and, needful follow up action is taken.

Further, identification of sensitive posts in the DAC&FW is also undertaken as per the guidelines of CVC to enable periodical rotation of staff posted in these posts by competent authority. AVU prepares list of Officers of Doubtful Integrity and Agreed List in consultation with CBI.

##### Work Allocation:

- A. Complaints / Proceedings:
  - a) Complaints/allegations of irregularities, corruption etc. against the officers and members of staff of the Department as a whole including corporate bodies and undertakings.
  - b) Departmental proceedings against all officers and staff of the Department (Headquarters) excluding those cases where President is not the disciplinary authority and Group 'A' officers working in attached and sub-ordinate offices under the Department.
  - c) Vigilance Clearance in respect of Group 'A' officers in attached / subordinate offices and in whose case Appointing /Disciplinary Authority is President.
  - d) Vigilance Clearance in respect of officers and staff of the Department (Headquarters).
- B. Consideration of appeals/memorials etc against penalties imposed by disciplinary authorities in respect of cases in which penalty order is passed by disciplinary authority and the case of imposition of penalty has been handled in Administrative Vigilance Unit in the Department proper.
- C. Vigilance Control Measures :
  - a) Vigilance Control measures including coordination work for Department proper, subordinate organisations, and public sector undertakings.
  - b) Submission of various reports / returns to Governmental Agencies viz. Prime Minister's Office, DOP&T, Central Vigilance Commission, CVI etc.
  - c) Inspection of focal points of corruption and Vigilance Cells in subordinate Organisations
  - d) Implementation of Annual Action Plan of DOP&T on Vigilance and anti-corruption measures.

## 4.6 Budget, Finance and Accounts Division

### Finance Wing:

1. Processing, scrutinizing and examination of financial proposals including release of funds under various Plan schemes.
2. Appraisal of schemes/projects for consideration of Standing/Expenditure Finance Committee/ Public Investment Board.
3. Appraisal of proposals for consideration of Committee on Non-Plan Expenditure.
4. Examination of proposals relating to creation, revival, upgradation/ down gradation, continuance and abolition of posts.
5. Scrutiny of proposals relating to foreign deputation of officers both under the delegated powers and those requiring approval of Screening Committee.
6. Examination/concurrence of award of contracts under the Store Purchase Rules/Civil and Electrical Works, purchase of vehicles, condemnation of vehicles, hiring of vehicles, etc.
7. Examination/concurrence of proposals involving relaxation of rules/orders under TA, LTC etc.
8. Handling of financial matters beyond the delegated powers of HODs of all the attached/subordinate offices of DAC&FW and autonomous bodies, etc.
9. Circulation of important orders/instructions received from the Ministry of Finance from time to time.

### Budget Section:

1. Preparation of budget.
2. Scrutiny and acceptance of budget proposal of Divisions.
3. Review and submission of Supplementary Demands.
4. Re-appropriation of funds.
5. Submission of material relating to Demands for Grants/Expenditure Budget (Vol. I) to Ministry of Finance.
6. Preparation of detailed Demand for Grants.
7. Advising the Divisions on all budgetary matters including opening of budget heads.
8. Re-appropriation/surrender/Appropriation Account & related correspondence with PAO.
9. Preparation of draft final grants in respect of Grant No. 1

### Budgets & Accounts Section:

1. Expenditure Statement in r/o Grant No. 1.
2. Control of Expenditure through ECR & preparation of weekly statements and other statements for Senior officers' and other meetings
3. Preparation / circulation of monthly / quarterly Expenditure Statements amongst all Divisions for reconciliation.
4. All matters relating to Parliamentary Standing Committee on Agriculture including the preparation and presentation of the Statement to be made by the Hon'ble Agriculture

Minister, once in six months, on the status of implementation of recommendations contained in the Reports of the Department related Standing Committee.

5. All matters relating to Estimate Committee/Public Accounts Committee.
6. Preparation of Annual Outcome Budget of the Department.
7. Coordination work between Department of Agriculture, Cooperation & Farmers Welfare with Ministry of Finance.
8. Coordination work amongst Finance Desks & the Department of Agriculture, Cooperation & Farmers Welfare.
9. Various periodic and miscellaneous reports relating to IFD.
10. Dealing with correspondence & replies regarding Parliament Questions and other VIP references relating to IFD.
11. Various internal meetings & related timely action relating to IFD.
12. Circulation of MOF orders/other documents within Finance & Department.
13. Recording & reviewing of files.
14. Various miscellaneous reports and returns.
15. CAG audit matters.
16. Cut Motions in Lok Sabha

#### Accounts Wing:

1. Treasury function including maintenance of expenditure control register.
2. Preparation and submission of daily, weekly, monthly and annual accounts.
3. Internal Audit Function.
4. Assisting AS & FA (DAC&FW) in preparation of the budget.
5. Determination of entitlements of employees (pension etc.), and
6. Administration of Accounts Organisation.

#### 4.7 Credit Division

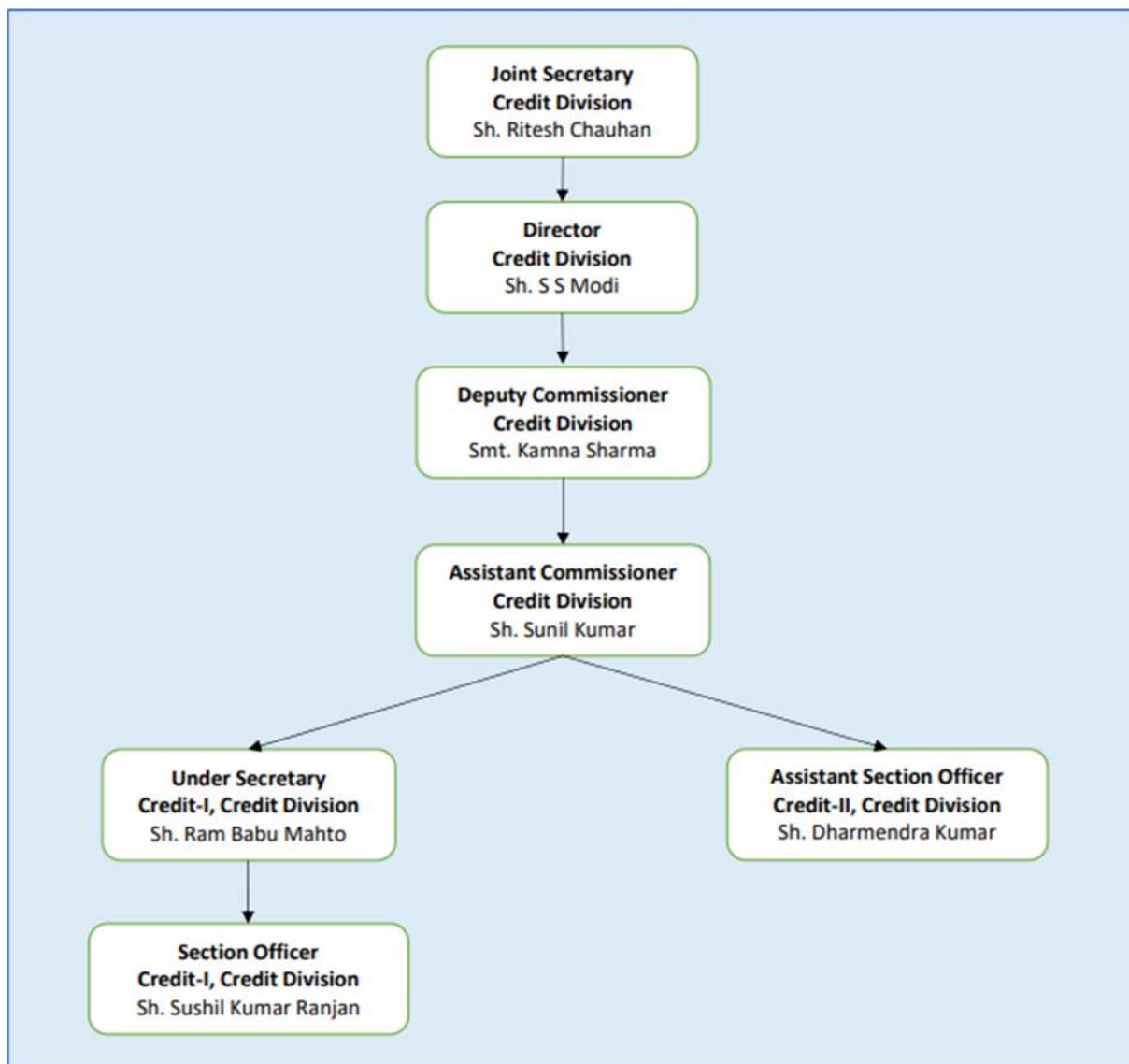
There are two schemes dealing in Credit Division viz. Interest Subvention Scheme (ISS) and Pradhan Mantri Fasal Bima Yojana (PMFBY). Under ISS, an incentive is provided to the farmers for prompt repayment of the short-term crop loan by way of extending interest subvention. Interest subvention is provided to farmers through the implementing agencies viz. National Bank for Agriculture and Rural Development (NABARD) and Reserve Bank of India (RBI). PMFBY has been approved for implementation from Kharif 2016 along with pilot Unified Package Insurance Scheme (UPIS) and restructured Weather Based Crop Insurance Scheme (WBCIS). Under the PMFBY, financial support to farmers suffering crop loss/damage arising out of unforeseen events, stabilizing the income of farmers to ensure their continuance in farming and encouraging farmers to adopt innovative and modern agricultural practices. Claims by the farmers are provided through the Agriculture Insurance Companies, the implementing agency of the scheme.

Credit Section-I:

Policy and Programme relating to Interest Subvention Scheme and other related issues:-

1. All matters relating to Interest Subvention Scheme (ISS) viz. release of funds to National Bank for Agriculture and Rural Development (NABARD)/ Reserve Bank of India (RBI), the implementing agencies of the scheme, to settle the audited pending claim of interest subvention of the financial institutions viz. Commercial Banks, Cooperative Banks and Regional Rural Banks.
2. Matters relating to Computerization of 63000 viable Primary Agriculture Cooperative Societies (PACS) with cost sharing basis between Government of India, State Government/Union Territory and Short-Term Cooperative Credit Structure (STCCS).
3. Preparation of Note for the Cabinet in respect of Interest Subvention Scheme and Primary Agriculture Credit Societies (PACS)
4. Preparation of Agenda Items for conducting meetings of Board of Directors of NABARD.
5. Maintenance of data relating to agriculture credit flow.
6. Implementation of Sarangi Committee recommendations on feasible measures/options for improving targeted lending to Small and Marginal Farmers and consequent modifications to the Interest Subvention Scheme.
7. Maintenance of data of Kisan Credit Card (KCC), Joint Liability Group (JLG)
8. Parliament related work and court cases relating to interest subvention scheme.
9. PMO/VIP references, RTI applications relating to interest subvention and agriculture credit.

FIGURE 10: CREDIT DIVISION



### Credit Section-II:

Policy and Programme relating to Crop Insurance Schemes and risk mitigation of Farmers:-

1. Implementation, operational and policy matters relating to Pradhan Mantri Fasal Bima Yojana (PMFBY) and Restructured Weather Based Crop Insurance Scheme (RWBCIS) & Pilot Coconut Palm Insurance Scheme – all issues related thereon.
2. Preparation and maintenance of Statistical Data base relating to business statistics and coverage etc. for proper implementation, monitoring and policy decision etc. through National Crop Insurance Portal.
3. Review of the existing scheme (s) for Improvement (coverage, risk & unit area etc.)/development of new farmers' friendly & better products etc.
4. Liaising with State Governments, NSSO, IASRI, Indian Meteorological Department and other institutions to create infrastructure and technical facilities for improvement of Statistical data (yield of crops and other measurable metrological & agro parameters

RST influencing yield of crops) for assessment of yield/income losses of farmers at smaller unit level.

5. Parliament works and court cases relating to crop insurance.
6. Preparation of Technical note, inputs, presentation non risk mitigation of farmers and crop Insurance.
7. Development and operationalisation of national Crop Insurance Portal for auto administration of Crop Insurance Schemes with active participation of all Stakeholders viz. farmers, financial Institutions, Insurance companies, State Governments and their field functionaries etc.

#### 4.8 Crops Division

Agriculture Commissioner is the overall in-charge of Crops Division. The Division is responsible for development and production programme for crops of all varieties.

##### Crops Unit-I:

1. Crops matter with respect to RKVY/EXIM Committee
2. Conference / Seminar / Workshop / Meeting DAC / ICAR–Interface etc. / National Conference
3. Kharif and Rabi.
4. Matter related to wild animals' damage to crops.
5. Video Conference with the States
6. Technical report for Irrigation Project under Water Resources Ministry
7. Inputs for Planning Commission
8. Result Frame Document (RFD)
9. Weekly Weather Watch Report (WWWR)
10. Preparation of technical reports
11. Starred Parliament Questions on wild animals' crops damage.
12. Unstarred Parliament Questions wild animals' crops damage.
13. Parliament Assurances /377 etc matter on wild animals' crops damage.
14. VIP/PMO references

##### Crops Unit-II:

1. Implementation and monitoring of Crop Diversification Programme (CDP) for replacing paddy & tobacco
2. Coordination with Divisions of DAC&FW viz. IC, Directorate of E&S, Extension, GC/PC, Policy, CACP,
3. Agri. Census and other Ministries on technical matters concerning crops.
4. Starred Parliament Question on CDP
5. Unstarred Parliament Question on CDP
6. Parliamentary Assurance relating question on CDP

7. Other Parliamentary Matters/ PMO reference relating to CU-II Unit
8. VIP reference relating to CDP

Crops Administration-III Section:

1. Establishment matters of the Crops Development Directorates of Cotton, Jute, Millets, Oilseeds, Pulses, Rice, Sugarcane and Wheat.
2. Administrative and financial matters relating to Crops Development Directorates of Cotton, Jute, Millets, Oilseeds, Pulses, Rice, Sugarcane and Wheat including creation, continuation of temporary posts, conversion of temporary posts into permanent ones,
3. Framing of Recruitment Rules for all the posts in Crops Development Directorates.
4. Establishment matters of non-gazetted staff of Crops Development Directorates.
5. Preparation of Budget, appropriation, surrenders, savings, re-appropriation, Supplementary Demands for Grants and expenditure control of Crops Development Directorates.
6. Settlement of audit objections of Crops Development Directorates.
7. Administrative and expenditure sanctions in the matters beyond the powers of the Directors in respect of Crops Development Directorates.
8. Matter relating to promotion, posting and filling up of Group 'A', 'B' & 'C' posts of Crops Development Directorates.
9. Appointments on compassionate grounds in Group 'C' and 'D' posts in Crops Development Directorates.
10. Voluntary retirement cases of Group-' A' & ' B' post in Crops Development Directorates
11. Disciplinary cases including appeals in respect of Crops Development Directorates.
12. Nominating Officers for Inter-Ministerial Central Team (IMCT)
13. RTI / CPGRAM / E-Samiksha matters related to Crops Division (except Commercial Crops)
14. VIP/PMO reference related to Crops Division.
15. Any other administrative & establishment matters of the Crops Development Directorates not mentioned above.

Crops Unit-IV:

1. Allocation and approval of Annual Action Plans under NFSM-Commercial Crops
2. Matter related to commercial crops
3. Matter related to Tobacco Crops
4. VIP/PMO references related to commercial crops
5. RTI Cases related to commercial crops
6. Starred Parliament Questions on commercial crops (Sugarcane, Cotton, Jute & Tobacco)
7. Unstarred Parliament Questions on commercial crops (Sugarcane, Cotton, Jute & Tobacco)
8. Parliament Assurances on commercial crops (Sugarcane, Cotton, Jute & Tobacco)
9. Cabinet note comments with respect to Sugarcane, Cotton, Jute & Tobacco

10. Coordination with other Ministries/Department i.e., Ministry of Consumer Affairs and Public Distribution, Ministry of Textile, Ministry of Health and Family Welfare, Ministry of Commerce & Industry. Ministry of Petroleum and Natural Gas etc. in respect of Commercial Crops.
11. Coordination of Crops Division with NRM/RFS Division, Horticulture Division, Trade Divisions

#### Crops Administration-V Section:

1. Issue of administrative approval of NFSM.
2. Proposals for release of Central Assistance to States & Implementing Agencies, ICAR Institutes under NFSM Scheme.
3. Issuing Sanction Orders, online bills, filling up of RTGS details and booking fund for transfer to States & Implementing Agencies under NFSM Scheme.
4. Obtaining UCs from States/Implementing Agencies for previously released grants-in-aid under NFSM Scheme and their scrutiny for future release.
5. Updating of component-wise expenditure received from States/Implementing Agencies under NFSM. Disbursal of funds and keeping their records and availability of balance fund.
6. Preparation of Demand for Grants, BE-RE of NFSM Scheme.
7. Outcome Budget, Performance Budget (Crops Division)
8. Administrative matters regarding engagement of the Project Management Team (PMT) of NFSM at National level.
9. Parliament Question information/Parliamentary Standing Committee information.
10. Miscellaneous information for PC Division, SP Division and Budget Division/any other Division of DAC&FW.
11. Information to RTI applicants pertaining to NFSM Scheme.
12. Examination of TA bills of the non-official members of NFSM Executive Committee.
13. Pending Audit Para & inspection report relating to NFSM, MM-II of JTM & TMC.

#### NFSM Cell:

1. Preparation and approval of EFC/PIB/Cabinet notes for Centrally Sponsored schemes – modifications/amendments in schemes.
2. Allocation of State-wise targets, funds and preparation of annual action plans of Centrally Sponsored Schemes.
3. Annual Allocation of funds to States
4. Examination of States' proposals regarding Centrally Sponsored Schemes
5. Examination and scrutiny of monthly, quarterly, annual progress reports of previous schemes.
6. Follow up action on Centrally sponsored schemes.
7. Preparation of notes for the discussion on draft annual plans of the States.
8. Preparation of items and agenda notes for the meetings convened by DAC & FW for NFSM-EC and other meetings day by day.
9. Material for other Divisions/Departments including Parliamentary matters

10. Liaison with Agricultural Universities/ ICAR/NSC/SFCI and others Central Agencies, Seed Agencies.
11. Briefs for the use of Ministers and senior officers on their visits to various States.
12. Starred Parliament Questions
13. Unstarred Parliament Questions
14. Parliament Assurances pertaining to NFSM Cell.
15. Other Parliamentary Matters
16. VIP/PMO references
17. RTI matters
18. Matter related to BGREI – a sub scheme of RKVY. Maintenance of Progress Reports of States for NFSM & BGREI.

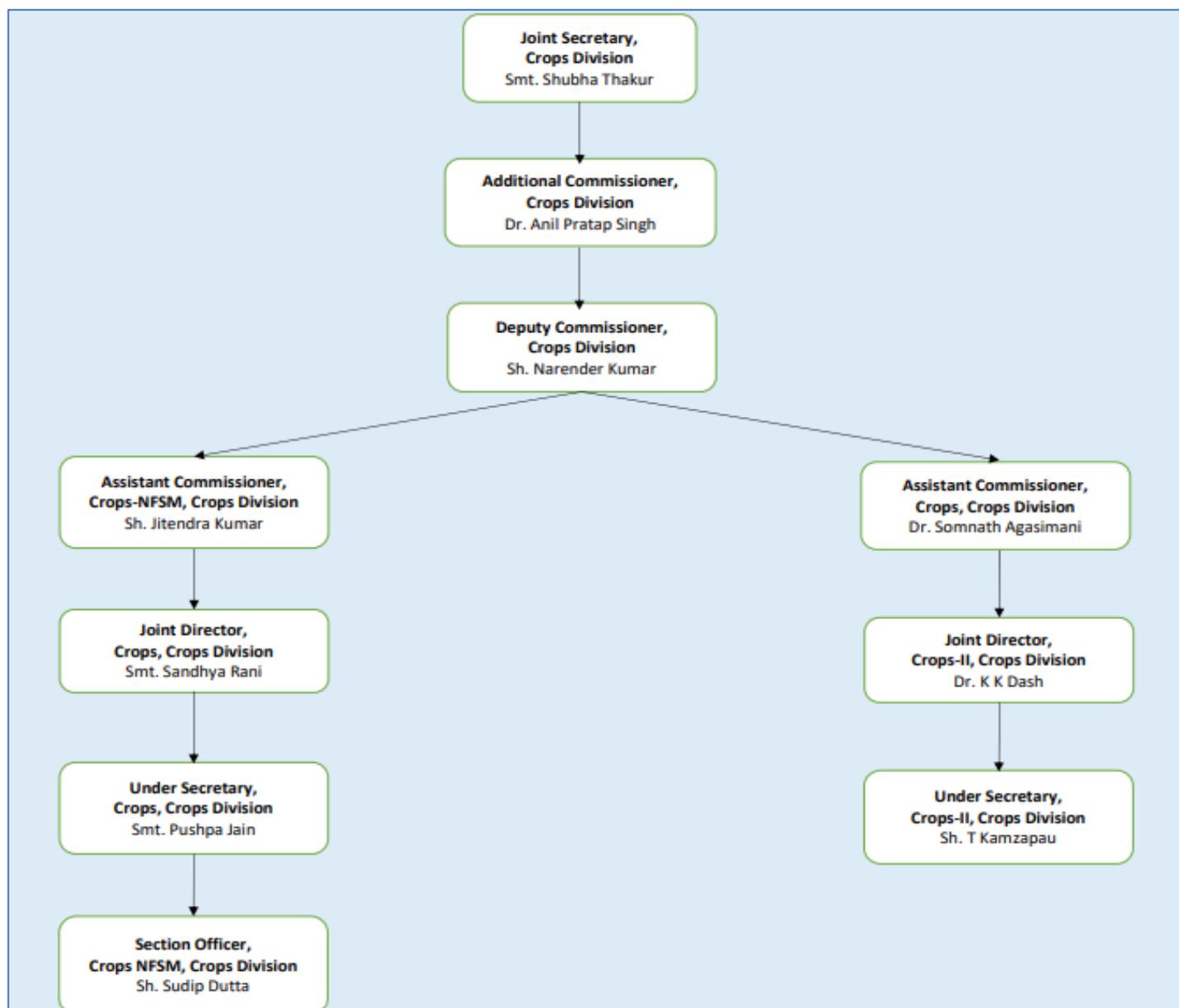


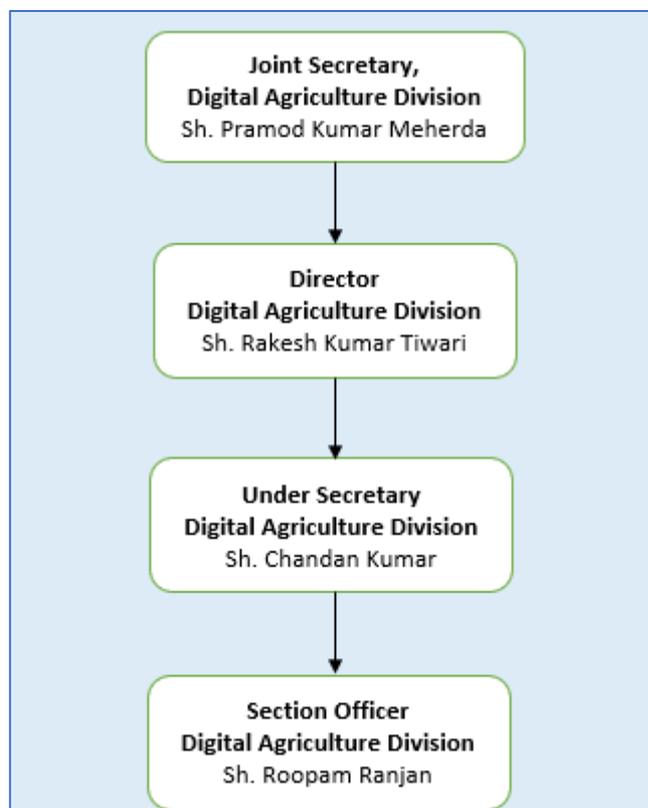
FIGURE 11: CROPS DIVISION

#### 4.9 Digital Agriculture Division

1. The Division monitors two plan Schemes namely National e-Governance Plan in Agriculture (NeGP-A) and Strengthening/Promoting Agricultural Informatics & Communications”, of which one of the components is AGRISNET.
2. Other activities related to the Division’s work allocation: mKisan Portal and Farmers Portal, Mobile applications, Updation of Official website, Direct Benefit Transfer (DBT) Implementation and National Knowledge Network, Deployment of specialized manpower resources through selected service provider.
3. Division provide Technical Support for e-office, Aadhar Enabled Biometric Attendance (AEBAS), e-procurement, Video Conference sand and Social Media Management.
4. Maintenance of IT equipment in DAC and supply of consumables / hardware and administrative & policy related matters concerning the Mahalanobis National Crop Forecast Centre (MNCFC), an Attached Office under Department of Agriculture and Cooperation.
5. The Division has been nominated as Nodal Division for implementation of Direct Benefit Transfer (DBT) in the Department.
6. Work of Digital Payments in respect of Department.
7. Deployment of specialized manpower resources through selected service provider, viz. Senior Programmer, Programmer, Assistant Programmer, Data Entry Operator, UI Designer through the selected service provider for carrying out development of software applications related to various divisions of the Department.
8. Technical Support for e-office, Aadhar Enabled Biometric Attendance (AEBAS), e-procurement, Video Conference.
9. Development of Portals: DAC has developed 80 portals, applications and websites (primarily in collaboration with the National Informatics Centre) covering both the headquarters and its field offices/ directorates. The important portals include SEEDNET, DACNET, AGMARKNET (prices and arrivals in Mandis), RKVY (Rashtriya Krishi Vikas Yojana), ATMA, NHM (National Horticulture Mission), INTRADAC, NFSM (National Food Security Mission) and APY (Acreage, Productivity and Yield).
10. Pruning of Department’s website
11. GIGW Compliance / SSL Certification for Ministry / Department’s website
12. Upkeep of:
  - a. Farmers’ Portal
  - b. mKisan Portal
  - c. Mobile applications:
    - i. Hailstorm Application
    - ii. Crop Insurance
    - iii. Agri Market
    - iv. Kisan Suvidha App
    - v. Krishi Pusa
    - vi. Crop Cutting Experiment

13. Strengthening of IT Apparatus in Agriculture and Cooperation in States and Union Territories (AGRISNET)
14. IT Division has been nominated as Nodal Division for implementation of Direct Benefit Transfer (DBT) in the Department.
15. Work of Digital Payments in respect of Department.
16. Issue of No Objection Certificate to Attached & Subordinate Office for procurement of hardware and software system from their own resources.
17. Budget related matters pertaining to the schemes monitored by IT Division, RTI, Grievance cases, VIP references, Parliament Questions and other Parliament related matters. Citizen Charter, RFD, RFMS. Implementation/compliance of official language policies while carrying out the activities of the Division.
18. Deployment of specialized manpower resources through selected service provider, viz. Senior Programmer, Programmer, Assistant Programmer, Data Entry Operator, UI Designer through the selected service provider for carrying out development of software applications related to various divisions of the Department.
19. Miscellaneous issues related to coordination with other Divisions and Departments; Submission of Periodic reports. Coordinating IT related activities with NIC, DIT, DeitY, IMD and other Ministries and Department including with State and UT Governments.

FIGURE 12: DIGITAL AGRICULTURE DIVISION



#### 4.10 Drought Management Division

Drought Management Division has two Units, namely, Drought Management (DM) Section and Drought Monitoring Cell (DMC).

##### Drought Management (DM) Section:

Drought Management Section is mandated to deal with matters relating to management of drought, hailstorm, pest attack and cold wave/frost. Work relating to these natural calamities, handled by DM Section, is as under:

1. Coordination of relief measures upon receipt of request from the States for additional central assistance from National Disaster Response Fund (NDRF)
2. Processing request from the State Governments for assistance from the NDRF and secretarial assistance to the Task Force on Drought
3. National Disaster Response Fund (NDRF)/State Disaster Response Fund (SDRF) Matters
4. Parliament Questions and all other Parliamentary Matters
5. References from Members of Parliament and other VIPs
6. Public Grievances
7. Proposals for CCEA
8. Diesel Subsidy Scheme
9. Annual Report
10. RTI Matter
11. PRAGATI / E-Samiksha / Group of Secretaries
12. Monthly D.O. letter to Cabinet

##### Drought Management Cell (DMC):

1. Monitoring of on-going drought situation and coordination with concerned Ministries/Departments/ State Governments
2. Secretarial assistance to Crisis Management Group, headed by AS (DM)-cum-Central Drought Relief Commissioner/GOM/COS
3. Annual updation and preparation of Crisis Management Plan for Drought
4. Matter relating to "Manual for Drought Management"
5. Matters relating to District Agriculture Contingency Plan (DACP) and Drought Proofing in drought prone areas
6. Legal Matters
7. RTI Matter pertaining to DMC

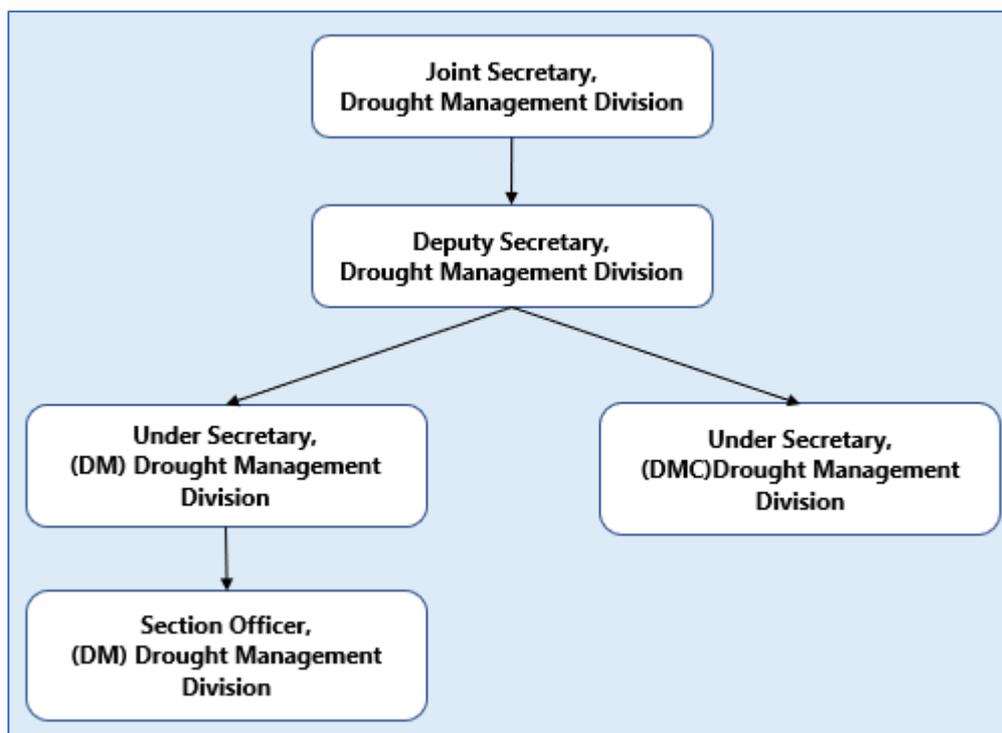


FIGURE 13: DROUGHT MANAGEMENT DIVISION

#### 4.11 Economic Administration Division

The Economic Administration Division consists of two components, the Directorate of Economics and Statistics (DES) and the Commission for Agricultural Costs & Prices (CACP).

##### Functions in respect of CACP:

- a) Administrative and Financial matters.
- b) Service matters of Group 'A' officers.
- c) Services matters of officers belonging to IES/ISS and encadrement of posts in these services.
- d) Budget Estimates/Revised Estimates, Re-appropriation of Accounts, Supplementary Grants

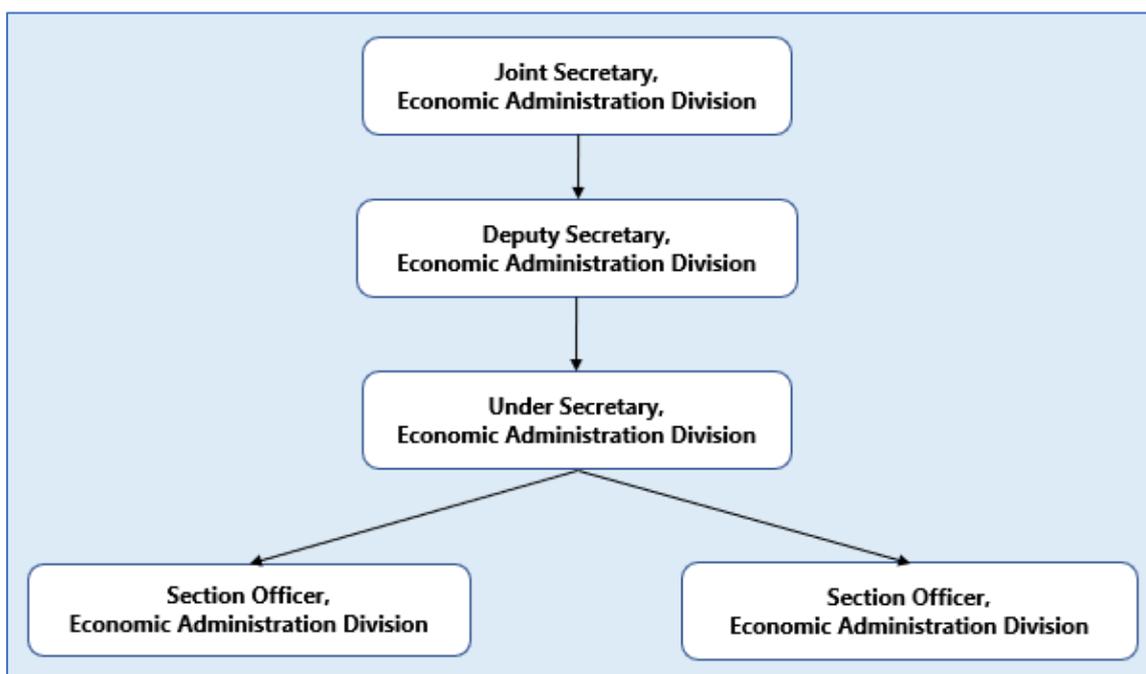
##### Functions in respect of DES:

- a) Administrative and Financial matters.
- b) Service matters of Group 'A' officers.
- c) Services matters of officers belonging to IES/ISS and encadrement of posts in these services.
- d) Budget Estimates/ Revised Estimates, Re-appropriation of Accounts, Supplementary Grants.
- e) Reconciliation of Accounts and Audit.

### Matters of General Coordination:

- a) Indian Economic Services and Indian Statistical Service – Policy matters relating to posts in the Department including attached / Subordinate offices; proposals for encadrement, review of authorised permanent strength etc.
- b) Administrative approval, Budget, release of grants etc. in respect of the following five independent component of “Integrated Scheme on Agriculture Census, Economics and Statistics” Scheme, being implemented by the Directorate of Economics and Statistics:
  - i. Improvement of Agricultural Statistics(IAS) having three components (a) Timely Reporting of Estimates of Agriculture and Production of Principal Crops (TRS); (b) Improvement of Crops Statistics (ICS) and (c) Establishment of Agency for Reporting Agricultural Statistics (EARAS);
  - ii. Agro-Economic Research Centres (AER);
  - iii. Comprehensive Scheme for Studying the Cost of Cultivation of Principal Crops in India;
  - iv. Planning Management & Policy Formulation (PM&PF); and
  - v. Forecasting Agricultural Output using Space, Agro-Metrology & Land based Observation (FASAL).
- c) Budget, release of funds, etc. towards following three Non-Plan heads of expenditure in DES and CACP:
  - i. Indian Society of Agricultural Economics and India Society of Agricultural Statistics;
  - ii. Directorate of Economics & Statistics (HQ); and
  - iii. CACP (HQ)

FIGURE 14: ECONOMIC ADMINISTRATION DIVISION



## 4.12 Extension Division

Extension Division is the nodal agency in the Department of Agriculture, Cooperation & Farmers Welfare, Government of India for organizing maintaining and operating policy laid in the field of Extension. Specific programs and activities are implemented throughout the country aimed at sustainable agriculture development and income enhancement to the farmers. The programmes and activities of Extension Division are implemented through Directorate of Extension, a subordinate office under Department of Agriculture, cooperation & Farmers Welfare. The role of Directorate of Extension is essentially to assist Extension Division in providing technical guidance, technical support, exchange of information and coordination with States/UTs and implementing agencies. The three principal functional areas of the Directorate of Extension are Extension Management, Extension Training and Farm Information. The functions/mandates of Extension Division are discharged through three Technical units corresponding to these functional areas and the fourth one is the Administration Unit. Besides, the Extension Reforms Cell, Mass Media Cell and Exhibition Cell have been created separately which are looking after the implementation of activities under respective schemes/programmes. National Gender Resources Centre in Agriculture (NGRCA) has been established in Directorate of Extension to cover all gender related activities and issues in agriculture and allied sectors within and outside the Department of Agriculture, Cooperation and Farmers Welfare and add gender dimension to agriculture policies and programmes.

The National Institute of Agricultural Extension Management (MANAGE) is an Autonomous body of the Department of Agriculture Cooperation & Farmers Welfare, Government of India, and the administrative control vests with the Extension Division. MANAGE is mandated to impart managerial and technical skills to Extension functionaries at Central, State and in all Sectors of the Agricultural Economy including the Private Sector.

### Work Allocation:

#### Ministry:

##### A. Extension Section:

- i. All establishment and service matters in respect of Group 'A' officers of Directorate of Extension.
- ii. Creation of Group 'A' posts, continuance of temporary posts and conversion of temporary posts into permanent ones in the Directorate of Extension.
- iii. Framing / amendment of recruitment rules for Group 'A', 'B' and 'C' posts in the Directorate of Extension.
- iv. Service matters relating to officers of MANAGE.
- v. RTI matters relating to Extension Division.
- vi. Providing advice/guidance in administrative matters/service matters of Group "B" & 'C' of Directorate of Extension & MANAGE.

##### B. Extension Desk:

- i. Financial management and administration of Central and Centrally sponsored schemes relating to Extension.
- ii. Scrutiny and issue of administrative approvals, examination and issue of expenditure sanctions in respect of Plan and non-Plan schemes.
- iii. Sanction / release of grants to Extension Education Institutes at Nilokheri, Hyderabad, Anand, Jorhat and MANAGE.
- iv. Sanction/release of grants to voluntary organizations.
- v. Matters relating to Budget i.e., scrutiny of Budget Estimates/Revised Estimates (Plan-Non-Plan) relating to Extension.
- vi. Grievance petitions received in Extension Division, Co-ordination work of Extension Division and miscellaneous receipts including circulation of papers to Directorate of Extension & MANAGE.

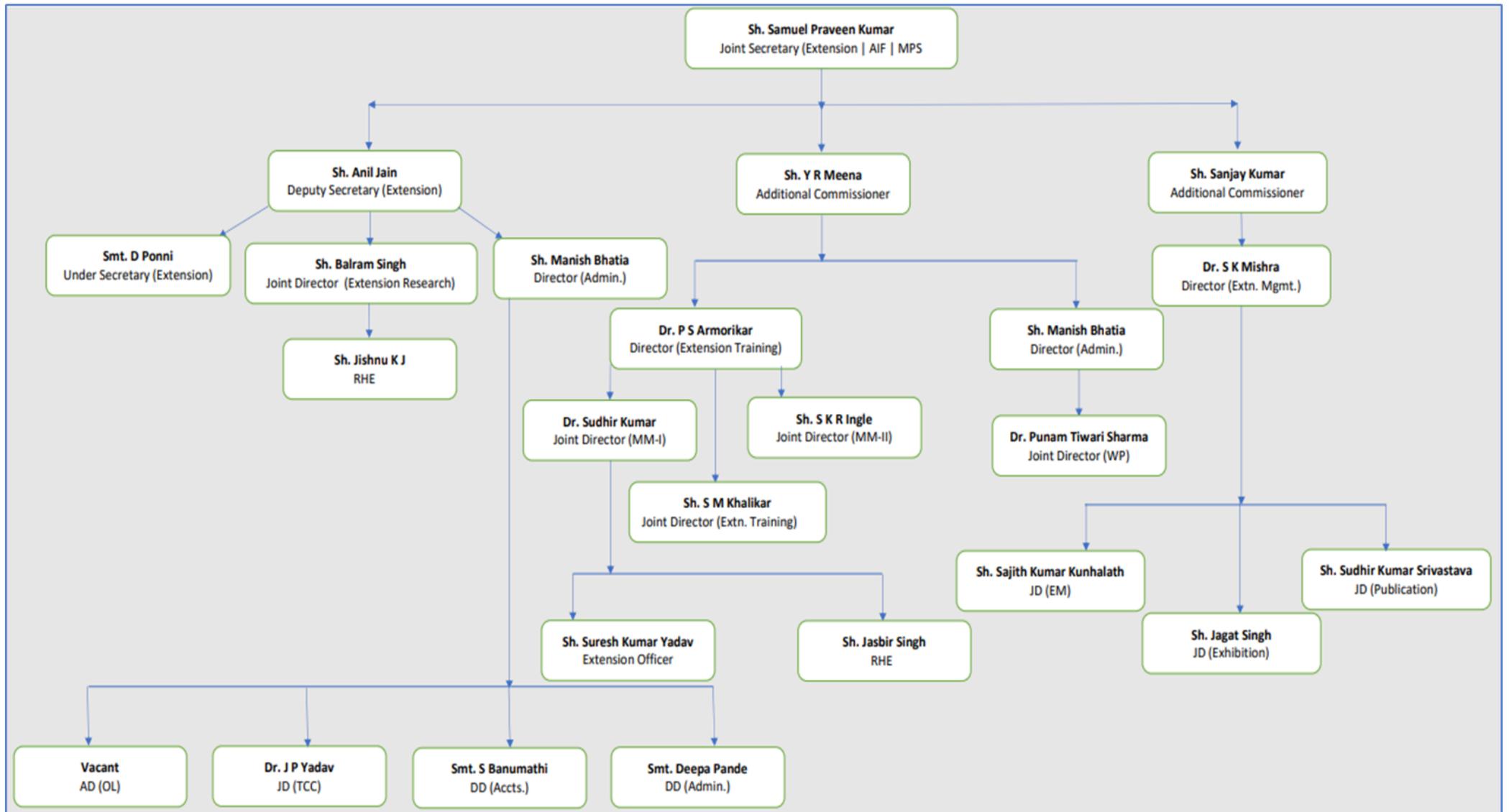
Directorate of Extension (Subordinate Office):

Basic Function/Structure/Mandate: Major policy guidelines on extension matters are laid down by the Extension Division and specific programs and activities are implemented throughout the country aiming at sustainable agriculture development and income enhancement to the farmers. The Programmes and activities of Extension Division are implemented through Directorate of Extension, a subordinate office under Department of Agriculture, Cooperation & Farmers Welfare.

Detailed revised/updated work distribution: The role of Extension Division is framing Policy and Directorate of Extension's work is basically to assist the Extension Division in providing technical guidance, technical support, exchange of information and coordination with States/UTs and implementing agencies. The three principal functional areas of the DOE are Extension Management, Extension Training and Farm Information. The functions / mandates of Extension Division are discharged through three Technical units corresponding to these functional areas and the fourth one is the Administration Unit. Besides, the Extension Reforms Cell, Mass Media Cell and Exhibition Cell have been created separately which are looking after the implementation of activities under respective schemes/programmes.

National Gender Resources Centre in Agriculture (NGRCA): National Gender Resources Centre in Agriculture (NGRCA) has been established in DOE to cover all gender related activities and issues in agriculture and allied sectors within and outside the Department of Agriculture, Cooperation and Farmers Welfare and add gender dimension to agriculture policies and programmes.

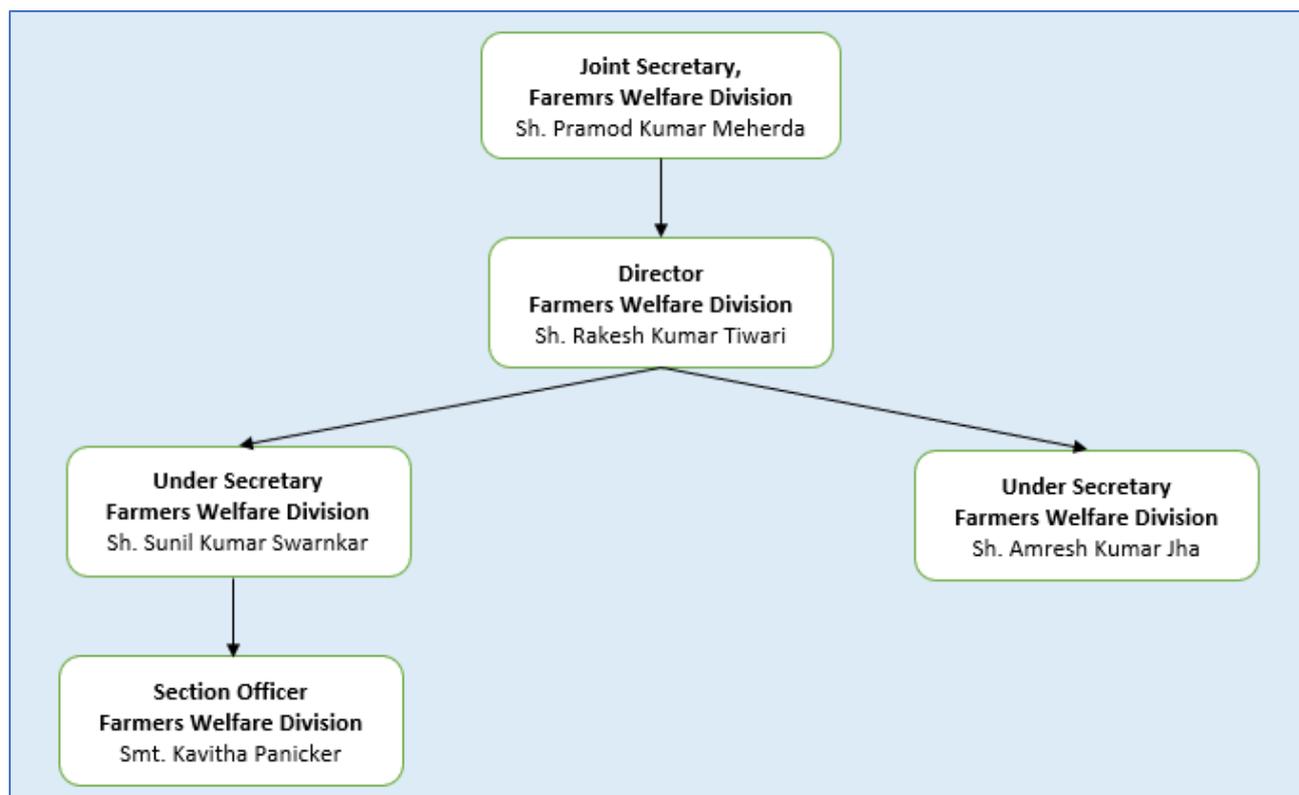
FIGURE 15: EXTENSION DIVISION



### 4.13 Farmers Welfare Division

1. Farmers Welfare Division of this Department is entrusted with the formulation, implementation, monitoring and evaluation of the Pradhan Mantri Kisan SAMman Nidhi (PM-KISAN) scheme.
2. The Scheme is being implemented online through Direct Benefit Transfer(DBT) mode for which an exclusive web-portal [www.pmkisan.gov.in](http://www.pmkisan.gov.in) has been created. The identification of beneficiaries for the Scheme is the sole responsibility of the State/UT Governments which upload their necessary details on the PM-Kisan portal for enabling transfer of benefits to them.
3. The PM KISAN portal has been conceptualised with the following objectives:
  - a. To provide verified and single source of truth on SMF details at the portal
  - b. Timely assistance to the farmers in the farm operation
  - c. A unified platform for transferring of cash benefits into farmers bank account through PFMS integration
  - d. Location wise availability of benefited farmers' list

FIGURE 16: FARMERS WELFARE DIVISION



#### 4.14 General Coordination Division

General Coordination Section / Division of Department of Agriculture, Cooperation and Farmers Welfare is entrusted with the following work:

1. Organizing the National Level Conference on Agriculture namely Rabi and Kharif Campaign.
2. Matters relating to compilation and distribution of Annual Report of DAC&FW.
3. Coordination work relating to Zonal Council Meetings.
4. Organizing Review Meetings by Hon'ble Minister for Agriculture & Farmers Welfare.
5. Coordination work relating to Parliament Question only on Miscellaneous matters (not pertaining to any division, matters on specified subjects such as Policy, Crops, Budget Fertilizer, Plant Protection, E&S etc. are to be dealt by subject division).
6. Handling of Parliament Questions and other parliamentary references seeking information on issues concerning more than two divisions in the Department or not concerning any division in this Department at all or whose contents are too vague to be handled by any division in the Department, except those seeking some statistical data or information based on statistical data and on matters relating to litigations / court cases.
7. Coordination work relating to references / receipts, including representations / grievance petitions received from general public on subjects / issues pertaining to agriculture, but with which no division of the Department is specifically concerned.
8. Processing and furnishing of comments on Draft Cabinet Notes/EFC Memos etc. on miscellaneous subjects and general in nature (with which no Division is concerned) sent by other Ministries/Departments.
9. Coordination work relating to Agriculture Department of the Union Territories i.e., Recruitment Rules/Up gradation of posts.
10. RTI matters on the above subjects.
11. PRAGATI
12. E-Samiksha
13. Matters relating to furnishing of comments and attending of meetings taken by the MHA or other concerned Ministries relating to State Legislations on subjects with which no one division is specifically concerned.

#### Reservation Cell:

1. Coordination on matters relating to reservation for Scheduled Castes, Schedule Tribes and Other Backward Classes, Ex-servicemen, Persons with Disabilities (PWDs) in services including inspection of reservation rosters maintained by Department (Headquarters) as well as attached and subordinate Offices.
2. Coordination work relating to submission of online data for filling up reserved vacancies in respect of SCs/STs/OBCs/Ex-servicemen/PWDs etc. and liaise with DOPT in this regard.

3. Liaison with the Office of Chief Commissioner for Persons with Disabilities (PWDs) in respect of representation of PWDs.
4. RTI matters on the above subject.

#### 4.15 Hindi Division

##### Anuvad-1, 2, 3 and 4 Sections:

- 1) Hindi/English version of Press Release, VIP letters, Minister's Speeches include the speeches of Cabinet & State Minister for all formal & informal functions, meetings etc, Parliament starred Questions with supplementary notes, main portion of Cabinet Note, Private Member Bill, Calling Attention Notices, Annual Report, talking point of Agriculture Minister and State Ministers.
- 2) Notes for Public Accounts Committee, Standing Committee, Consultative Committee etc(the work related to Standing Committees and Consultative Committees is a continuous process, which is done throughout the year); Parliamentary Assurances and other papers to be laid on the Table of both the Houses of Parliament; Demands for Grants; Notes/Monthly Summary for Cabinet, agenda notes and minutes of the meetings and conferences, Annual Plan and Annual Report of the Department, Orders, Notification, Tenders, Notices, Resolutions, Recruitment Rules, Acts, Manuals, Press Communications/Notes, Radio Talks, Messages, gist of various schemes, slides of various schemes required by the Ministers or/and the senior Officers, is done by Section, advertisements, Division-wise Booklets related to various schemes of Department of Agriculture, Cooperation and Farmers Welfare, Contracts, International agreements etc. and other regular items of translation into Hindi or vice-versa.

##### Official Language Policy Section-5:

- 1) Work relating to Hindi *Salahkar* Samiti of the Ministry .
- 2) To organize Hindi Pakhwada.
- 3) Material relating to filling of posts in Hindi sub-division.
- 4) Matter relating to inspection of Parliamentary Committee on Official Language.
- 5) To organize Hindi workshop.
- 6) Work relating to the meeting of Central Official Language Implementation Committee/Central Hindi Samiti etc.
- 7) Work relating to Implementation Committee of the department.
- 8) Work relating to RTI Act.
- 9) Action on the report of Parliamentary Committee on Official Language.
- 10) Notify the offices under Rule 10(4).
- 11) Personal order under Rule 8(4)
- 12) Material for Annual Report of the Department.
- 13) Follow up action on the assurances given during inspections by Parliamentary Committee on Official Language.

- 14) Work relating to quarterly progress report of the subordinate offices of the Department.
- 15) Work relating to various Organizations/Institutions.
- 16) Quarterly Report of Department.
- 17) Hindi Teaching Schemes i.e., Hindi training, Hindi typing, stenography training work.
- 18) Review of minutes of Official Language implementation committee from the subordinate offices of the Department.
- 19) Work relating to various prize schemes prescribed by Department. of Official Language.
- 20) Compliance of Official Language policy.
- 21) General correspondence regarding compliance of Official Language policy.
- 22) Annual Assessment Report being sent to Official Language Department.

#### 4.16 Horticulture Division

##### Horticulture (Technical Unit) Division:

##### MIDH Tech-I Section:

- 1) Administrative matters and related proposals of Directorates i.e., Directorate of Cashewnut Cocoa Development & Central Institute of Horticulture, Nagaland.
- 2) Matters of Central Institute of Horticulture (CIH), Nagaland (proposals relating to administrative; personnel / general / Annual Action Plan, budget (expenditure) matters.
- 3) Framing of Recruitment Rules in respect of Group 'A' 'B' & 'C' posts of Officers/ Staff of Directorate of Cashewnut & Cocoa Development and Central Institute of Horticulture.
- 4) Submission of proposals to UPSC for appointment of Senior Officers such as Director, Deputy Director etc. of DCCD & CIH and DPC proposals for promotion.
- 5) Court cases relating to DCCD & CIH, Nagaland and monitoring thereof.
- 6) RTI matters relating to DASD, DCCD & CIH Nagaland and all RTI matters relating to technical matters & reports thereon.
- 7) Parliament Questions / Assurances, Parliamentary related matters related to DCCD & CIH.
- 8) Miscellaneous matters received from SP, PC, GC, O&M/PG, E.I & Vigilance requiring coordination with DASD, DCCD & CIH, Nagaland.
- 9) Laying of Annual Report of KCDC and related matters before both houses of Parliament.
- 10) Monthly D.O. Letter from Secretary (A&C) to Cabinet Secretary.
- 11) Furnishing of reports in Hindi.

##### A. Technical Matters relating to:

- i. Mission on Integrated Development of Horticulture.

- ii. Horticulture Crops including onion, garlic, potato, coconut, fruits, vegetables, flowers, aromatic plants, mushrooms, root, etc.;
  - iii. Establishment of nurseries and Tissue Culture Units as well as accreditation of nurseries;
  - iv. FAO/ Codex and ongoing TCP matters;
  - v. Establishment of new gardens, rejuvenation & replanting of senile plantations, canopy management, and productivity improvement of horticulture crops, mushroom cultivation;
  - vi. INM & IPM;
  - vii. Organic farming and certification, Good Agricultural Practices (GAP) in horticulture schemes;
  - viii. Horticulture Mechanization;
  - ix. Furnishing comments on proposals received from RKVY of plain States except Punjab & Haryana.
  - x. Fact finding missions relating to pest attacks, disease, relating to horticulture crops;
  - xi. Replies to VIP, PMO references relating to above matters;
  - xii. Framing of replies to Parliament questions on above mentioned issues;
  - xiii. Technical and Parliament matters relating to:
    - a. Directorate of Cashewnut and Cocoa Development
    - b. Central Institute of Horticulture, Nagaland
- B. Special packages like PMs package/ pomegranate package, citrus etc.

#### Technical Unit-II:

- 1) Administrative matters and related proposals of Directorates i.e., Directorate of Arecanut and Spices Development, Calicut
  - 2) Approval of official tours of Senior officers of DASD, DCCD and CIH.
  - 3) Miscellaneous matters requiring coordination and comments from DASD received from SP, PC, GC, O&M, E.I & Vig. on miscellaneous issues.
  - 4) Matters relating to International Cooperation and MOUs.
  - 5) Framing of Recruitment Rules in respect of Group 'A' 'B' & 'C' posts of Officers/ Staff of Directorate of Arecanut and Spices Development, Calicut.
  - 6) Court cases relating to DASD and monitoring thereof.
  - 7) Submission of proposals to UPSC for appointment of Senior Officers such as Director, Deputy Director etc. of DASD and DPC proposals for promotion.
  - 8) Public Grievances related to above matters.
  - 9) General Administration such as issue of Identity Cards to senior officials of DASD, DCCD, CIH and NCPAH & contractual staff posted in the division.
- A. Technical matters relating to:
- i. Horticulture Crops relating to spices;

- ii. Production of planting material and import and export thereof;
  - iii. NHB, NBM, CDB, NBB;
  - iv. Coordination with ICAR and other Research Institutes;
  - v. Assessment of technical feasibility of bilateral cooperation with other countries;
  - vi. Furnishing comments on proposals received from RKVY of North-eastern States, Himalayan States, Punjab & Haryana.
- B. Parliament Question related to DASD & above matters.
  - C. Fact finding missions relating to pest attacks, disease, relating to horticulture crops;
  - D. Replies to VIP, PMO references relating to above matters & Spices crops;
  - E. Framing of replies to Parliament questions on above mentioned issues
  - F. Saffron Mission

#### 4.17 Integrated Nutrient Management Division

- A. Paramparagat Krishi Vikas Yojana (PKVY)
- B. Mission Organic Value Chain Development for North-eastern Region (MOVDNER)
- C. Soil Health Management Scheme, Soil Health Card Scheme, National Mission on Management of Soil Health & Fertility under National Mission for Sustainable Agriculture
- D. Formulation of new projects/ Schemes pertaining to fertilizers use and soil health.
- E. All matters related to implementation of Soil Health Management component i.e., Soil Health Management Scheme, Soil Health Card Scheme, National Mission on Management of Soil Health & Fertility under National Mission for Sustainable Agriculture.
- F. Release of grant-in-aid under Soil Health Management Scheme, Soil Health Card Scheme.
- G. Compilation of Monitoring of Soil Health Management, Soil Health Card Scheme programme.
- H. Public Accounts Committee / Audit Paras / Cabinet Note related to Soil Management Scheme, Soil Health Card Scheme.
- I. Parliament Questions/ Assurances / related to Soil Health Management Scheme, Soil Health Card Scheme.
- J. Coordination of various matters including Parliament Questions.
- K. Expenditure Finance Committee / (EFC) / Standing Finance Committee Note relating to Soil Health Management Scheme, Soil Health Card Scheme.
- L. All policy matters relating to Soil Health Management Scheme, Soil Health Card Scheme.

- M. Assessment and Preparation of BE / RE / Final Grants / Savings / Surrenders / Supplementary grants / Actual in respect of Soil Health Management Scheme, Soil Health Card Scheme.
- N. Organizing workshops, seminars/ meetings on fertilizers and Soil Health.
- O. Other technical matter related to fertilizer use and soil health.

#### 4.18 International Cooperation Division

The mandate of International Cooperation is to foster mutually beneficial partnerships with other countries of the world in a multilateral as well as bilateral format. Department of Agriculture, Cooperation & Farmers Welfare is the Nodal contact point in Government of India for Food & Agriculture Organization (FAO) and World Food Programme (WFP) of the United Nations. Bilateral Agreement, Memorandum of Understanding (MoU), Protocols and Work plans with the countries of strategic interest are signed and implemented for furthering cooperation in the field of Agriculture & Allied sectors in coordination with the Ministry of External Affairs and other concerned Ministries and Departments.

Work Distribution:

Technical Cell:

- 1) All matters relating to FAO.
- 2) World Food Day celebration
- 3) Work relating to administration and budget of the Office of the Minister (Agriculture), Embassy of India, Rome.
- 4) Matters relating to UN World Food Programme (UNWFP)
- 5) Work relating to World Bank Projects.
- 6) Work (such as MOUs, Work Plan, conferences, JWG meetings etc.) relating to American Continent including North and South American Countries, Australia, New Zealand and Japan.
- 7) Trilateral cooperation under IBSA Forum.
- 8) Parliament Questions and Assurances, PMO/VIP references, Public Grievances, RTI applications relating to above subjects.

Desk-I:

- 1) Work (such as MOUs, Work Plan, conferences, JWG meetings etc.) relating to Asia-Pacific and Gulf countries.
- 2) Parliament Questions and Assurances, PMO/VIP references, Public Grievances, RTI applications relating to above subjects.

IC (B&M)-II Section:

- 1) Work (such as MOUs, Work Plan, conferences, JWG meetings etc.) relating to African countries.
- 2) General Coordination work pertaining to entire IC Division.
- 3) Parliament Questions and Assurances, PMO/VIP references, Public Grievances, RTI applications relating to above subjects.

ICUN Section:

- 1) Work relating to the Foreign deputations of officials in DAC.
- 2) Work relating to Budget of IC Division.
- 3) Examination and settlement of bills of expenditure in respect of foreign visits.

Desk-II:

- 1) Work (such as MOUs, Work Plan, conferences, JWG meetings etc.) relating to European and CIS countries.
- 2) Parliament Questions and Assurances, PMO/VIP references, Public Grievances, RTI applications relating to above subjects.

Liaison & Protocol Officer:

- 1) Work relating to the foreign delegations such as to organize receptions at the Airports, clearances in respect of Customs/ Immigrations/Luggage/providing Hotel accommodations/ Transport and Security/escorting the delegation to the Hotel/meeting venues in and around Delhi, confirmation of tickets/bookings on domestic sectors, presentation of gifts etc.
- 2) Work relating to Indian delegation going abroad such as to arrange diplomatic/official passport, international tickets, visa etc. in respect of the Ministers/Senior Officers. To organize reception at airports etc. on arrival/departure of Minister/Secretary including delegation led by them. Booking of ceremonial lounged at airport, procurement of gifts to the foreign dignitaries.
- 3) Arrangement of airport entry passes, procurement of foreign exchange in respect of Minister and Secretary, escorting of VIPs/ dignitaries calling on AM/MOS/Secretary and other Senior Officers. Arrangements of Official lunches/diners hosted by AM/MOS/ Secretary and other Senior Officers.
- 4) Liaison with various Government Agencies/Passport office/ MEA/ Foreign Missions/Airlines/Hotels/FAO & UN agencies etc.

## 4.19 Mechanisation & Technology Division

### Work Allocation:

#### A. Mechanisation and Technology (Administration) Section:

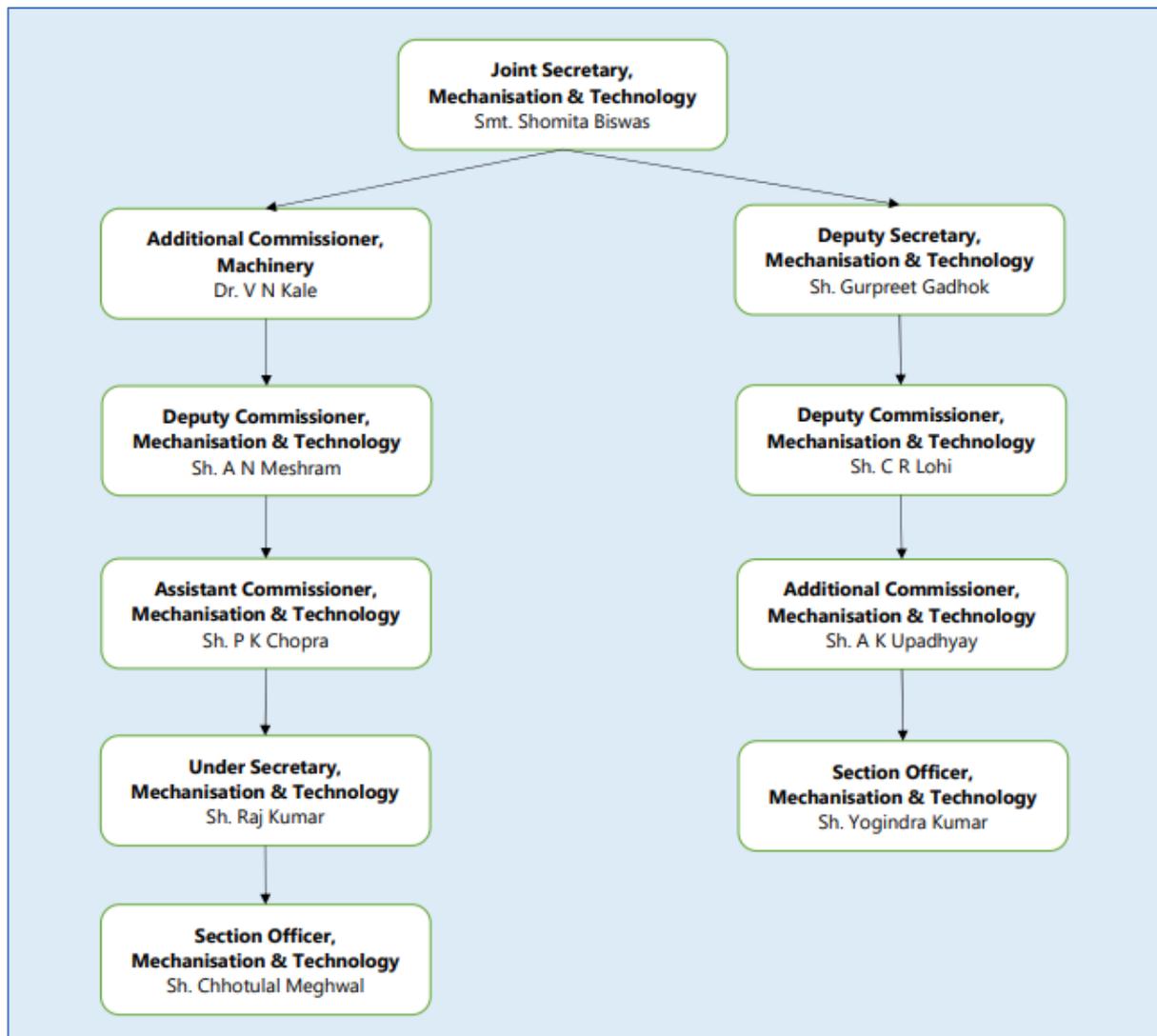
- 1) All policy matters pertaining to Agriculture Machinery Administration.
- 2) Budget proposals including Demands for Grants, Outcome Budget, Budget Estimates / Revised Estimates, CAG Reports, Audit Paras etc.
- 3) Preparation of material for Annual Report.
- 4) Administrative work relating to the Farm Machinery Training and Testing Institutes.
  - a. Recruitment Rules for Group 'A', 'B'(G), 'B'(NG) and Group 'C' posts.
  - b. Appointments, Promotions, Deputation, Transfers, training etc. in respect of Group 'A', 'B'(G), 'B'(NG) and Group 'C' posts.
  - c. Proposals for Expenditure sanction for stores, equipment and works.
- 5) All work relating to Parliamentary Consultative Committee and Parliament Standing Committee on Agriculture.
- 6) General / Administrative Coordination work in respect to the Division.
- 7) All matters relating to State Agro Industries Corporation Limited.
- 8) RTI matters.

#### B. Mechanisation and Technology (Implementation and Planning) Section:

- 1) Planning / Formulating / Execution and monitoring of agricultural mechanization programmes through the following two Central Sector Schemes:
  - a. Promotion and strengthening of Agricultural Mechanization through Harvest technology and demonstration.
  - b. Post-Harvest Technology and Management.
- 2) All policy and planning matters including preparation of Annual Plans, Annual Action Plan, Outcome Budget, Half yearly performance review, Demand for Grants, material for Economic Survey, Economic Editors Conference.
- 3) International Cooperation on Agricultural Mechanization, EXIM Policy including customs/Excise matters.
- 4) Zonal and National Conferences on inputs.
- 5) Work related implementation of recommendations contained in 'Study relating to Formulating Long Term Mechanization Strategy for each Agro-Climatic Zone/ State'.
- 6) Area Officers Work.
- 7) Dangerous Machines (Regulation) Act, 1983 and matters pertaining to standardization and quality marking of agricultural machinery.
- 8) Work related to de0reservation of the manufacture of agricultural implements and machines from the purview of Small-Scale Sectors.
- 9) Compilation of statistical data regarding production and sale of tractors, power tillers.

- 10) Work related to participation in fairs, exhibitions etc.
- 11) DAC&FW/ICAR Interface, AICRP and R&D work energy conservation in agriculture sector.
- 12) Scrutiny of proposals and advisory work on agricultural implements and machines received from other Ministries/Departments and Divisions within the Department.
- 13) Examination of Work Plan proposals of Farm Mechanization under Macro Management of Agriculture and Rashtriya Krishi Vikas Yojna and monitoring physical progress under the schemes.
- 14) Work relating to parliament Questions / parliament matters on Mechanization and related aspects.
- 15) Monitoring and Review the Progress of Training and Testing programmes of the Farm Machinery Training and Testing programmes of the Farm Machinery Training and Testing Institutes.
- 16) Examination of draft test reports of FMTTIs for technical comments thereon; examination of final test reports; evaluations of reports based on MPS requirements; forwarding test reports to NABARD for financing etc.
- 17) Work relating to Minimum Performance Standards Committees.
- 18) Advisory work relating to production, pricing, quality, complaint etc. on tractors, power tillers, combines and other prime movers.
- 19) Revision of list of tractors and power tillers eligible for subsidy under government programmes.
- 20) All work / machines including participation in BIS committee meetings, sending comments on review / revision of BIS standards.

FIGURE 17: MECHANISATION &amp; TECHNOLOGY DIVISION



## 4.20 Natural Resource Management Division

### Work Allocation:

- National Bamboo Mission (NBM), Agroforestry & Climate Change related matter, etc.

### NRM-I (NBM):

- 1) Updation/disposal of e-Samiksha, GoS portal, Public grievances and Pragati for NABM work.
- 2) All Technical matters on National Bamboo Mission.
- 3) Result Framework Development & Citizen Charter.
- 4) DAC-ICAR interface; Bamboo.
- 5) Rabi-Kharif Conferences; Quarterly report for Rajbhasha.
- 6) Annual Plan, Annual Report and Coordination of NRM Division.

- 7) Any other issues related to Coordination of NRM.

#### NRM-II (Agroforestry and Climate Change):

- 1) Sustainable Development Goals(SDG), Intended Nationally Determined Contribution (INDC).
- 2) Agro forestry Policy and Wood Based Industry issues relating to MoEF including Forest Advisory Committee (FAC)
- 3) Climate Change issue in agriculture.
- 4) Creation of sustained employment opportunities for the rural community.
- 5) DAC-ICAR interface; Agro Forestry Climate Change.
- 6) All Technical matters on Agroforestry.
- 7) UNFCCC,IPC etc.
- 8) Combating Desertification (including UNCCD).
- 9) Conservation, development and sustainable management of Natural Resources.
- 10) Biodiversity

#### 4.21 Oilseeds Division

1. Oilseeds Division is responsible for coordination and monitoring of Centrally Sponsored Scheme like National Mission on Oilseeds and Oil Palm (NMOOP) now NFSM (OS&OP) to increase production and productivity of oilseeds, Oil Palm and Tree Borne Oilseeds through area expansion and productivity enhancement, restoring soil fertility and productivity, strengthening inputs delivery mechanism, creating employment opportunities, strengthening of post-harvest services and focus on tribal areas for tree borne oilseeds. The basic strategies are implementation of interventions in a mission wise viz., Mini Mission-I on Oilseeds, Mini Mission –II on Oil Palm and Mini Mission-III on Tree Borne oilseeds through active engagement of all the stakeholders at various levels.
2. Presently Oilseeds Division consists of following Sections/Units: - AC (CA), AD(OS), AD(OP), AD(Coord.), Admin. & Coord., CA-II and CA-VI.

#### Duties of MM-I of NMOOP – Central Agencies (CA) Unit

- 1) Submission of proposal for budget allocation for BE & RE stage for seed component and FLDs.
- 2) Preparation of Annual Action Plan of Central Seed Production Agencies:
  - Proposal for allocation of budget to agencies and approved budget communicating to agencies
  - Collection of Action plan for breeder seed procurement, production of foundation and certified seed and distribution of certified seed from agencies and scrutinize/examine the proposal and preparing the AAP according to the

fund allocation under NMOOP norms. Communicating the approved AAP to the concerned agencies and states.

- Collection of indents of seed mini kit from state and availability confirming from central seed agencies , accordingly allocation to central agencies and communicating the same to central seed agencies and state Govt.
  - Scrutiny/examine the claims in respect of breeder seed procurement, production of foundation and distribution of certified seed, submitted by central seed producing agencies and submission the same to IFD for payment.
3. Mini kit allocation and fixation of mini kit price:
- Collection of indents of seed mini kit from state and availability confirming from central seed agencies, accordingly, allocation to central agencies and communicating the same to central seed agencies and state Govt.
  - For fixation the mini kit price collection of Agmark price, MSP from the concerned Division and overhead charges and mini kit price proposed by agencies and scrutinizing the same and organizing meeting with agencies and submitting the mini kit price proposal to competent authority for approval.
  - After approval of mini kit price communicating the same to agencies and states.
  - Mini kit cost re-imburement claims submitted by agencies scrutinizing/examining along with allocation and acknowledgment submitted by states and submitted the same to IFD for release of payment.
4. Regular FLDs additional FLDs and cluster demonstration:
- Proposal for allocation of budget to agencies and approved budget communicating to agencies.
  - Collection of Action Plan for FLDs from ICAR-IIOR, DGR, DRMR, IISR and scrutinize/examine the proposal and preparing the AAP according to the fund allocation under NMOOP norms. Communicating the approved AAP to the concerned.
  - Scrutinize and examine the additional FLD proposal submitted by ICAR-IIOR, DGR, DRMR, IISR and submitting the same to competent authority for approval and communicating the administrative to the concerned.
  - Scrutinize and examine the FLD claims along-with physical and financial progress report UCs and other certificate submit by the ICAR & SAUs and recommending to IFD for release of payment.
  - Scrutinize and examine the cluster FLDs proposal submitted by ICAR- KVKs (ATARIS) and submitting the same to competent authority for approval and communicating the same to concerned.
  - Scrutinize and examine the cluster FLD claims along-with physical and financial progress report UCs and other certificate submit by the ICAR-KVKs (ATARIS) recommending to IFD for release of payment.
5. Kisan Melas, National Seminar and Workshop:

- Inviting proposal and allocation of funds for Kisan Melas, National Seminar and Workshop by ICAR institutes and States.
  - Fund release proposal submit to IFD.
  - After conducting Kisan Melas, National Seminar and Workshop collecting physical and financial UCs and report from the concerned.
6. R&D Project:
- R&D project under MM-I submitted by ICAR/SAUs scrutinize and examine and submit the same to the competent authority for approval and administrative approval communicating to the concerned.
  - R&D project claims submitted by concerned institution scrutinize and examine and recommend to IFD for release of payment.
7. Weekly Weather Watch:
- Data collection from DOD and preparation report and presenting in the weather watch meeting every week.
8. Monitoring of implementation of the MM-I programme by Central Seed Agencies, ICAR-IIOR , SAUs, DGR, DRMR and KVKs (ATARIS)
- Developing the format of progress report and collecting the report from the concerned and communicating the inspection of NMOOP officers.
9. Organizing meeting with central seed agencies and ICAR institutes:
- Developing the format of progress report and collecting the report from the concerned and organizing meeting and minutes preparing and circulating.
10. Parliament Question:
- Parliament question in respect of Oilseeds production and distribution, answer preparing and submitting to competent authority.
  - Material related to CA Unit providing to other sections.
11. Examination if various representation in respect of seed production, seed distribution of agencies/states and replies thereof.
12. Comments on the various proposals received from seed agencies, states and ICAR institutes.
13. Correspondence with central agencies, ICAR institutes and others in respect of seed production, FLDs and R&D projects as and when required.
14. Any other related work assigned by the Senior Officer.

#### Oil Palm Unit NFSM – Oil Palm

- 1) Formulation of Centrally Sponsored Schemes, preparation of guidelines for their implementation particularly for oil palm and modification of guidelines as and when required.
- 2) To work out State-wise/agency-wise & year-wise physical and financial targets in respect of NFSM-Oil Palm.

- 3) Scrutiny of Annual Action Plans (AAPs) of the States/Agencies for deciding annual allocation of funds and targets for area expansion of oil palm.
- 4) Monitoring & Evaluation of the NFSM-Oil Palm including field visits.
- 5) Processing of proposals for timely release of Central share of funds to the implementing States/agencies for implementation of NFSM-Oil Palm.
- 6) Examination & scrutiny of Physical and Financial Progress Reports received from States/agencies in respect of Oil Palm (NFSM-Oil Palm).
- 7) Co-ordination with the states/UTs and line Departments of DAC&FW including ICAR/SAU's involved in oil palm cultivation, processing of FFBs of oil palm and production & supply of seed sprouts/planting material of oil palm.
- 8) 8. Organising Meetings/Workshops/Seminars at National/Regional levels and follow up on the recommendations of these meetings.
- 9) To collect and maintain the month-wise CPO price and FFBs price of various States.
- 10) Interaction with the National/State level institutions/agencies in planning in production of seedlings/seed sprouts and for organizing training courses for farmers and officers of the state Governments.
- 11) Preparation of Annual Plan, Performance Budget, Demands for Grants, Outcomes Budget, Annual Report etc.
- 12) Preparation of Agenda Notes and Minutes of the meetings/seminars/workshop, being organized on oil palm and there follow up action.
- 13) Monitoring of ongoing Research & Development projects on oil palm including training programme for transfer of technologies under NFSM-Oil Palm, being implemented by the Indian Institute of Oil Palm Research (IIOPR), Pedavegi, Andhra Pradesh.
- 14) Writing of technical notes/briefs/reports etc on Oil Palm.
- 15) Draft replies for Parliament Questions, PMO, Court Cases and VIP references, etc.
- 16) Dealing administrative works like, appointment of Official/Non-Official Board of Directors in the Board of OPIL, Kottayam, Kerala.
- 17) Preparation of material/power point presentations for CoS meetings to review of prices of essential commodities including edible oil.
- 18) Preparation of notes/briefs on Oil Palm for the Minister of Agriculture/MoS(Agriculture) / Secretary (AC&FW) and others senior officers for various meetings.
- 19) All Policy matters relating to development of oil palm in the country.
- 20) RTI and Public Grievances matters related to oil palm.
- 21) To keep liaison with the private entrepreneurs engaged with oil palm processing and mills establishment.

### TBOs and Coordination Unit

- 1) All matters relating to implementation of Mini Mission –III of NMOOP with the assistance of technical staff of NOVOD Board.
- 2) Find monitoring of MM-III of NMOOP
- 3) Coordination for finalization of Standing Committee meeting.
- 4) Agency-wise/State-wise allocation and Annual Action Plan.
- 5) Processing of proposals for timely release of Central share of funds to the implementing States.
- 6) Coordination of all technical matters with concerned units of Oil Seeds Division, other Divisions of DAC and Departments/Ministries.
- 7) RTI matters to be submitted to concern CPIO
- 8) Any other matter assigned by Senior Officers

### Administration Side of Oilseeds Division

#### Oilseeds Section (Administration & Coordination)

- 1) Submission of coordinated and updated material/information in respect of Oilseeds Division for the Weekly/Monday Senior Officers Meeting to be taken by Secretary(A&C).
- 2) Collection, compilation and consolidation of information/material relating to VIP References, PMO References, Parliament Assurances, Court Cases etc. in respect of Oil Seeds Division and forwarding to concerned Divisions/Sections/Public Grievances cases, RTI for reply to applicants.
- 3) Collection, coordination and compilation of various miscellaneous information returns forwarding to concerned Divisions.
- 4) Matters regarding sanctioned strength and incumbency etc. in Oilseeds Division.
- 5) Filling up of the posts and matters relating to vacant posts in Oilseeds Division.
- 6) Posting and transfer of Staff/Officers within Oil Seeds Division.
- 7) Deputation/Extension of deputation of officers in Oilseeds Division.
- 8) Furnishing of information relating to Parliament Question/Assurances/material for ministers and higher officers etc.
- 9) All general administrative work of Oilseeds Section.
- 10) Remuneration of TSG staff of Scheme and their related matters

#### CA-II Section

- 1) 1. Formation of Budget proposal in respect of NMOOP Scheme, under implementation in NMOOP Division. Preparation of BE & RE for the scheme and send to Budget Division.
- 2) Issue of Administrative approval of NMOOP.
- 3) Release of funds to State Governments and Implementing Agencies under the Scheme.
- 4) Revalidation of Unspent Balance of previous year available with States/Implementing

Agencies.

- 5) Coordination of Monthly/Quarterly Expenditure from Sections in the Division. Sending quarterly expenditure reports to Budget Division for further submission to Ministry of Finance.
- 6) Settlement of accounts under the scheme of NMOOP with Pay and Accounts Office.
- 7) Appropriation of funds under the scheme of NMOOP. Preparation of savings/surrender of funds under the scheme.
- 8) Coordination/compilation of information required for making various kind of financial/budgetary proposals in respect of NMOOP Scheme.
- 9) Advance release of funds/payments of bills to NSC/SFCI KRIBHCO for undertaking programmes under NMOOP, such as supplying of seed mini kits to farmers, production/procurement/distribution of breeder seeds of oilseeds and pulses etc.
- 10) Preparation/submission of information/material for various matters like Annual plan/Annual report/Parliamentary Standing Committee/Performance, Budget etc. in respect of NMOOP Scheme.
- 11) Preparation/submission of comments on the observations made by PAO/PAC on the schemes under implementation by NMOOP Division.

#### CA-VI Section

1. All administrative work related to Surplus Staff Establishment
2. Court Cases related to erstwhile NOVOD Board
3. All Financial Matters related to Surplus Staff Establishment
4. Pension Disbursement of retired employees of erstwhile NOVOD Board issuing PPO's to retiring employees of erstwhile NOVOD Board.
5. Re-deployment /adjustment of Surplus Staff of the erstwhile NOVOD Board in autonomous organization under DAC&FW.
6. Parliament Questions related to NOVOD Board.
7. VIP references relating to NOVOD Board.
8. All miscellaneous work relating to DAC&FW.
9. Submission of weekly arrear statement & monthly reports/returns.
10. Any other related work assigned by Senior Officers.

#### Duties of Consultants:

##### Consultant-I

1. Guidance to the unit dealing with Central Agencies including ICAR and other agencies.
2. Preparation of agenda notes and proceedings of MMC, SC, EC etc and other meetings of NFSMOilseeds & Oil Palm
3. Background/brief notes, messages, speech etc for ministers and senior officers on oilseeds, presentations for Senior Officers of the department.
4. Field monitoring of Centrally Sponsored Scheme viz. NMOOP, NFSM, BGREI, TRFA in the states including implementation by Central Agencies.

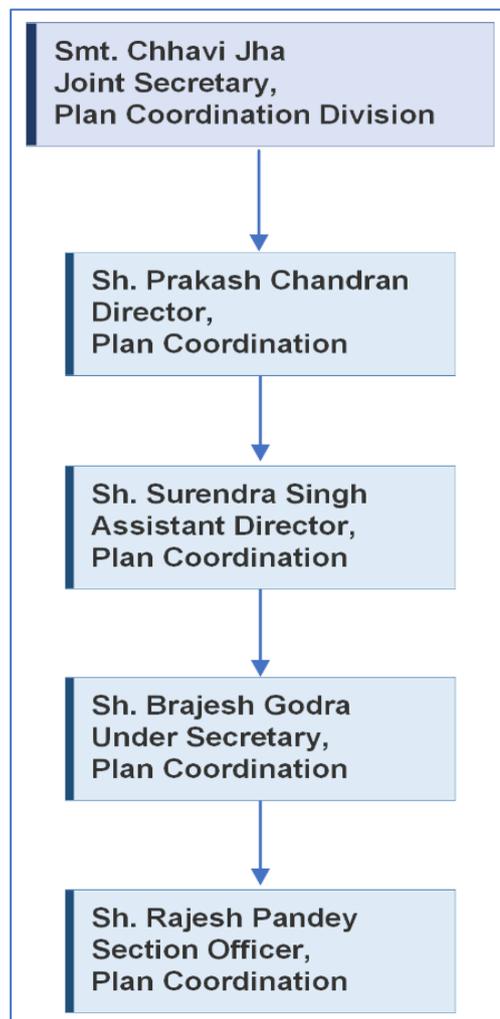
5. Guidance in scrutiny of AAPs of States, Central Agencies, FLDs by ICAR and KVKs.
6. Organization and participation in Seminars/Workshop/Brain Storming Sessions, Farmers' Fairs by Oilseeds Division and ICAR and preparation of proceedings.
7. Processing of R&D project proposals and preparation of minutes of review meetings.
8. Comments on important references relating to Oilseeds, DAC-ICAR Interface, International Cooperation etc.
9. Comments and DOs on monthly technical reports submitted by CDDs and Evaluation Study reports.
10. Analysis of yield gaps/mapping of oilseeds growing regions/districts and state profile.
11. Any other matter assigned by Senior Officers.

#### Consultant-II

1. Field visits for monitoring of NMOOP programme / other CSS programme of DAC&FW under implementation in the States / Central Agencies.
2. Preparation of speech for Agriculture Minister / MoS. Background note proceedings of National Kharif / Rabi Conferences.
3. Preparation of material for parliament questions / supplementary material for Lok Sabha / Rajya Sabha questions.
4. Assistance in preparation of CCEA notes / EFC and guidelines.
5. Preparation of material for DAC / ICAR interface, workshop / meetings.
6. Processing of Annual Action Plans of assigned States of Rajasthan, Haryana, Nagaland and Arunachal Pradesh and monitoring of the programme.
7. Other miscellaneous issues pertaining to oilseed and received from other Divisions.
8. Any other work assigned by senior officers of Oilseeds Division from time to time.

## 4.22 Plan Coordination Division

FIGURE 18: PLAN COORDINATION DIVISION



1. Maintaining the financial data of Centrally Sponsored Schemes (Plan) of DAC&FW.
2. Holding of S.O.M. chaired by Secretary (DAC&FW) and its preparation and circulation of its minutes.
3. Furnishing of information (data in respect of Plan Schemes) to the Offices of Agriculture Minister(s)/NITI Aayog/ Prime Minister's office w.r.t Ministries/ Departments information on Plan Schemes.
4. Parliament matters viz Parliament Questions, Assurances, Private member bills etc. pertaining to Plan Schemes involving more than two Divisions.
5. Preparation and Updation of compendium of Plan Schemes of DAC&FW.
6. R.T.I. matter.
7. VIP references.
8. Public Grievances on above matter.

9. Maintaining of Scheduled Caste Sub-Plan (SCSP) and Tribal Sub-Plan (TSP) data in respect of Plan Schemes of DAC&FW.

#### 4.23 Plant Protection Division

##### Plant Protection (PP)-I Section (Pesticide Unit)

1. Administration of Insecticides Act (IA), 1968 and Insecticides Rule, 1971 and matters connected therewith.
2. Matters related to Pesticides Management Bill.
3. Central Insecticides Board and Registration Committee (CIB&RC), DPPQ&S related matters of various individuals/ firms/ associations/ State Government/ Central Government.
4. Matters related to International issues involving Pesticides registration, safe disposal, notifications involving CIB&RC.
5. Matters involving Central Insecticide Laboratory (CIL) and Bio-pesticide testing.
6. Facilitating the Appellate Authority in hearing the Appeals filled under section 10 & 11 of IA, 1968 and IR, 1971.
7. Matters related to VIP references involving IA, 1968 and IR 1971.
8. Matters related to Parliament matters / Private members bill pertaining to IA 1968 and IR 1971.
9. Subjects pertaining to amendments and Inclusion of insecticides in the schedule of IA, 1968 & IR, 1971.
10. Facilitating Inter-Ministerial Committee (IMC)/ Interface/ and other pesticides related meetings.
11. Matters related to Boric Acid and other dual use pesticides.
12. Facilitating disposal of Public grievances & RTI matters related to pesticides IA, 1968 and IR 1971.
13. Facilitating Court cases related to IA, 1968 and IR 1971.

##### Plant Protection - I Section (IPM UNIT)

1. Coordination of all administrative, financial, Parliamentary and PMO matters pertaining to Integrated Pest Management (IPM) which is a subcomponent under 'Strengthening and Modernization of Pest Management Approach' (SMPMA)
2. All Administrative and financial matters Locust Warning Organisation (LWO) /Locust Control Offices (LCOs)
3. Drafting of Parliament Question (starred and un starred) pertaining to PP Division
4. Preparation of PP Division comments on Parliament Question related to other division of the DAC&FW and other Ministries
5. Processing of other Parliament related matter such as matter raised under sec 377/Zero hour/assurance etc. related to IPM
6. Dealing with Non-Administrative Matters pertaining to NIPHM

7. Preparation of comments on the project related to Plant Protection submitted under RKVY
8. Looking after Grant-in-Aid proposal submitted by States under SMPMA
9. Processing proposal pertaining to Import/Export of pesticides under Rotterdam Convention
10. All Budget Matters of Sub Mission of Plant Protection and Plant Quarantine (SMPPQ) Scheme
11. Matters related to Outcome-Output Budget and NITI Aayog Outcome Budget
12. Processing matters related to ICAR-DAC&FW Interface, Zonal Conference of Inputs, National Conference, E-Book of Ministry, Achievements of Ministry, Matters related to Exhibition and Fair, Gender disaggregated Data, E-Samiskha, Annual Report, Election Manifesto
13. All procurement matters for DPPQ&S Headquarters, CIL etc
14. All matters relating to CPGRAM and RTI matters related to IPM

#### Plant Protection – II Section

1. Formulation & Execution of Policy related to Plant Quarantine issues.
2. Administration of Plant Quarantine Order, 2003, under Destructive Insects and Pests Act, 1914 (DIP Act, 1914).
3. Notification of Amendment to the Plant Quarantine Order, 2003.
4. Coordination with the Departments / Ministries of Government of India and State Government on Plant Quarantine matters.
5. International Plant Protection Convention contact point of NPPO, India.
6. Non-compliances received from other countries and notification of non-compliance to other countries.
7. Unclaimed plant/plant products.
8. Domestic Plant Quarantine.
9. Post Entry Quarantine (PEQ).
10. All relaxation cases under PQ Order, 2003.
11. Market Access and Bilateral issues of all countries on Plant Quarantine issues.
12. Foreign deputation cases in respect of Plant Quarantine issues.
13. Agricultural Bio-Security Bill.
14. Notification of PSC issuing Authorities, Land Custom Stations, NSPMS, WTO Matters, NTMs, SEZs.
15. WTO matters related to Plant Quarantine issues.
16. Codex / CCPR matters.
17. Training of officials of the DPPQ&S.
18. EXIM.
19. Matters relating to Ease of Doing Business.
20. Matters relating to Land Ports Authority.

21. Implementation of the Scheme "Monitoring of Pesticide Residues at National Level" (MPRNL).
22. Pesticide residue matters.
23. Court Cases on Plant Quarantine issues/Pesticide residue matters.
24. RTI matters and Public grievances on Plant Quarantine issues.
25. All parliamentary matters concerning PP-II Section / Plant Quarantine issues.
26. VIP reference related to Plant Quarantine issues.
27. PMO References on Plant Quarantine issues.

#### Plant Protection (Establishment) Section

1. Filling up of the posts of Plant Protection Adviser (PPA), Additional Plant Protection Advisers (APPAs), Group "A" posts of Chemistry, Entomology, Plant Pathology, Toxicology, Law, Packaging & Processing and Weed Science Disciplines and the posts of Senior Programmer and Senior Administrative Officer of the Directorate of Plant Protection, Quarantine & Storage, Faridabad as per Recruitment Rules by Promotion/Deputation/Direct Recruitment basis.
2. Confirmation and clearance of probation of Group 'A' officers.
3. To conduct Departmental Promotion Committee meetings for the posts of Deputy Directors of Chemistry, Entomology, Plant Pathology and Weed Science Disciplines
4. Grant of MACP to Group 'A' officers
5. Finalization of Seniority Lists of Group 'A' posts.
6. Approval and notification of framing/amendment of Recruitment Rules
7. Appointment of Director General of National Institute of Plant Health Management (NIPHM), Hyderabad
8. Extension of Deputation of employees of the Directorate of PPQS posted at NIPHM
9. Periodical Review of Group 'A' officers under FR 56 (i) and Rule 48 of CCS (Pension) Rules, 1972
10. Creation, merger and revival of posts
11. Reservation of posts for OBCs, PWDs, Ex-Servicemen and general reservation matters.
12. Parliamentary Matters
13. Court Cases, Public Grievances, and VIP References related to allocated subjects.
14. Administrative matters in respect of Group "B" and "C" employees
15. Matters relating to Medical claims/reimbursement cases
16. Outsourcing of staff, engagement of Research Associates/Senior Research Fellows and consultants
17. Matters related to the isolated posts of Statistics, Central Health Services (CHS) and Official Languages (OL) in the Directorate
18. Matters related to the CSS, CSCS & CSSS posts in the Directorate
19. Compassionate appointments
20. Information/Reports/Reports to various sections of the Department
21. Forwarding of circulars/instructions to the Directorate

22. RTIs
23. Complaints/Vigilance cases related to the officials of Directorate.
24. Review of suspension of Group 'A' and 'B' officers
25. Appointment of Vigilance Officers of Directorate and NIPHM
26. Posting and Transfer Policy of the Directorate and its Committees
27. Preparation of ID Cards of employees of the Directorate for MHA Buildings.

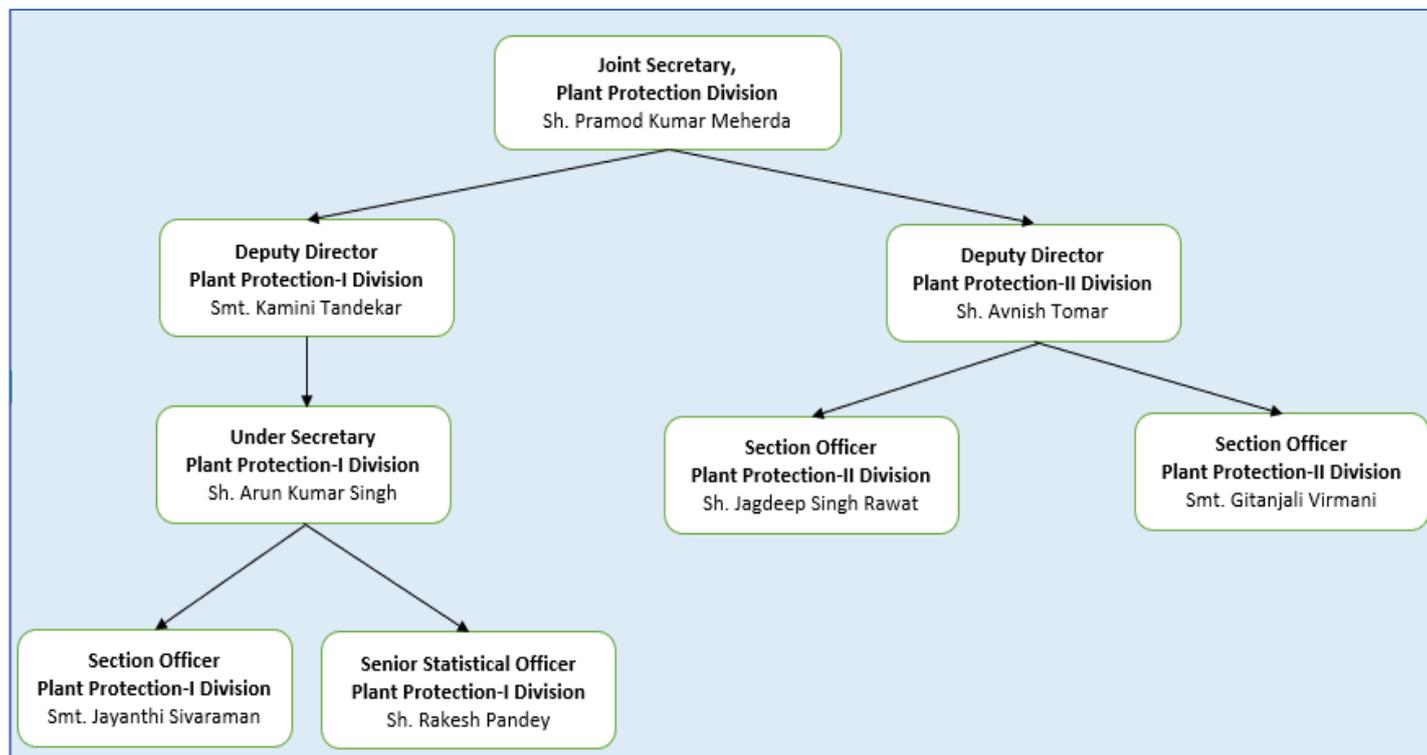


FIGURE 19: PLANT PROTECTION DIVISION

## 4.24 Policy Division

### Policy Section

1. Collection and compilation of information relating to suicide by farmers in various States.
2. Collection and compilation of information from states with regard to steps taken by them to deal with problems arising out of suicide by farmers.
3. Supply of information/ data to parliamentary standing committee on Agriculture studying the causative factors associated with the suicide by farmers and agrarian distress.
4. All parliamentary matters like questions/calling Attention/short-Duration Discussion/Half an hour Discussion /Private Member Resolutions/private Members Bills on the issue relating to farmers suicide and agrarian distress.
5. VIP/PMO references received on matters relating to suicide by farmers and agrarian distress.

6. Court cases/PIL regarding suicide by farmers and agrarian distress.
7. RTI matters regarding suicide by farmers and agrarian distress.
8. Public Grievances Matters relating to Farmers' suicide and agrarian distress.
9. Providing inputs on proposals for consideration of the Cabinet Committee on Economic Affairs respect of Policy Division.
10. VIP/PMO references received on matters relating to policy and connected issues.
11. Coordination of overall policy matter for agricultural development
12. Coordination work relating to formulation of National policies in various sub-sectors of agriculture and allied sectors and examination of Note for the Cabinet sent by other Departments/Ministries having policy implications.
13. Formulation of overall policy and strategy for agricultural development in a long-term perspective
14. Coordination relating development of vision for Agriculture over the next 20 years or so; preparation of Action Plans for achieving the same
15. Coordination of matters relating to the Standing Policy Planning Committee under ICAR
16. Court Cases/ PIL on Policy Matters.
17. RTI, Public Grievances, etc. on Policy Matters.

#### Policy (NCF) Section

1. Residual matters relating to National Commission on Farmers (NCF) and implementation of its Recommendations.
2. Residual matters relating to National Policy for Farmers (NPF), 2007, its implementation and monitoring
3. VIP references relating to NCF/ NPF
4. Any other work assigned by JS (Policy) – At present work relating to doubling of income of farmers by March 2022 and framing of farmers welfare guidelines is allotted till a separate Welfare Division/Section is created.
5. Parliamentary matters relating to NCF/ NPF
6. Public Grievances relating to NCF/ NPF
7. RTI relating to NCF/ NPF

#### Special Policy Section

1. Monthly D.O letter from Secretary (A&C) to Cabinet Secretary on significant developments in the Department of Agriculture & Cooperation
2. Monthly Summary for the Cabinet on important developments in Department of Agriculture & Cooperation
3. Inputs for Finance Minister's Budget Speech and Tax Proposals
4. Inputs for President's Speech

5. Action Taken Report on Budget Announcements made by Finance Minister in Union Budget
6. Inputs on Issues that are likely to be raised during the Parliament Sessions
7. 20-Point Programme – Items monitored under Kisan Mitra – [ If the items are related to one Division (or can be handled by one JS) these will be handled by concerned Division].
8. Follow up action on the reports of various Committees on development of SC/ST such as Commission for Scheduled Castes and of Scheduled Tribes and other such reports received from time to time.
9. Coordination regarding follow up action on the decision taken in the meetings convened from time to time by the M/o Social Justice & Empowerment, M/o Tribal Affairs and NITI Aayog to discuss the development of SC/ST.
10. Coordination regarding follow up action on the report of the Working Group for the development of SC/ST during the 5 Years Plans
11. Coordination regarding matter relating to Development of North-Eastern Region.
12. Coordination in regard to matters relating to development of hilly areas including J&K.
13. Coordination work relating to Standing Committee on Agriculture concerning the NE States.
14. Aspirational District Programme

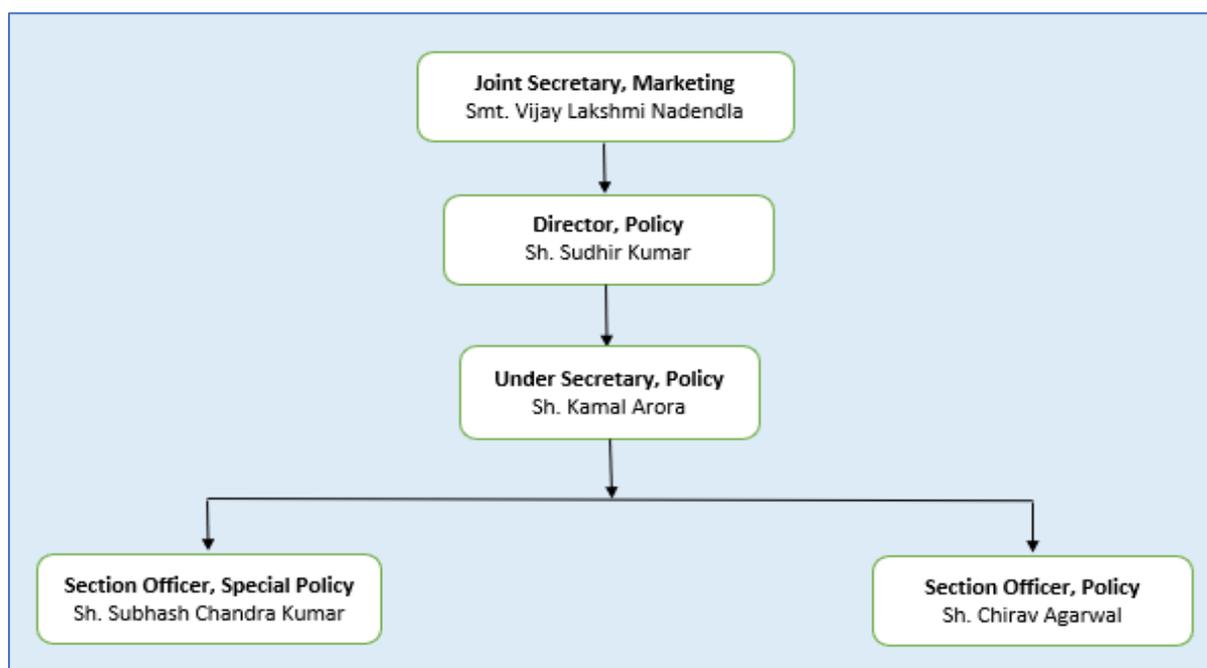


FIGURE 20: POLICY DIVISION

#### 4.25 Price Support Division

1. The Government announces, Minimum Support Prices (MSP) for over 22 major agricultural commodities each year in both the Crop seasons after considering the recommendations of the Commission for Agricultural Costs and Prices (CACP)
2. Carrying out Procurement operations of the identified commodities through various public and cooperative agencies such as Food Corporation of India (FCI), Cotton Corporation of India (CCI), Jute Corporation of India (JCI), Central Warehousing Corporation (CWC), National Agricultural Cooperative Marketing Federation of India Ltd. (NAFED), National Consumer Cooperative Federation of India Ltd. (NCCF), and Small Farmers Agribusiness Consortium (SFAC). Besides, State Governments also appoint state agencies to undertake PSS operations.

#### 4.26 Rainfed Farming System & Watershed Development Division

##### RFS-I

1. Agriculture Production & Productivity in Rainfed areas.
2. Reduction in regional disparity between irrigated and rainfed areas
3. Land Use Policy.
4. Watershed Development.
5. Soil and Water conservation & Reclamation of Problem Soil.
6. RKVY matters.
7. Central Sector Scheme of Soil Conservation Training Centre, DVC, Hazaribagh;
8. Biodiversity (including CBD)
9. World Bank Projects of HP, Uttarakhand, Assam, Karnataka and Rajasthan;
10. World Bank Assisted Projects on UP Sodic land Reclamation Project Phase-III;
11. JICA assisted projects and matters of IC Division relating to RFS
12. Combating desertification & GEF project (through JS NRM)

##### RFS-II

1. Administrative matters relating to Soil and Land use Survey of India.
2. Matter relating to Budget, Finance of the NRM & RFS Division including SLUSI.
3. Establishment matters of NRM & RFS Divisions.
4. General Coordination of RFS Division for non-technical matters.
5. Authentication of Release of Schemes of NRM & RFS Division.
6. Administrative work of NRAA.
7. Updation of PRAGATI, E-Samiksha, GoS ,PG portal, AVMS, LIMBS.

##### RFS-III

1. PMKSY –PDMC States as per List 'A',
2. Issues related to MoRD,
3. NCPAH,
4. Updating information and progress on the website
5. Administration, monitoring, release and financial matters of PMKSY
6. Overall Coordination of PMKSY-PDMC.
7. Providing information of PMKSY to various division/ Department.
8. RTI matters of NRM & RFS Divisions.

#### RFS-IV

1. PMKSY-PDMC States as per List 'B'
2. Issues related to MoWR
3. All VIP references and important matters related to PMKSY including Co-ordination with MoWR for implementation of PMKSY.

#### RFS-V

1. All matters related to RAD component of NMSA
2. Additional Fodder Development programme

### 4.27 Rashtriya Krishi Vikas Yojana (RKVY) Division

Work handled by RKVY Division is as follows:

1. Preparation of EFC/CCEA note for Revamping of Rashtriya Krishi Vikas Yojana (RKVY).
2. Formulation of guidelines for implementation of RKVY and other Policy matters relating to its implementation.
3. Modification/revision of the scheme guidelines.
4. Assessment of fund requirement and preparation of Demand for Grants and Outcome Budget for the scheme.
5. Issuing of administrative approval for the fund allocated for implementation of the scheme.
6. State-wise allocation of funds under RKVY (Normal) based on the allocation criteria.
7. Earmarking of funds for various sub-schemes under RKVY and release of funds to states under normal RKVY and various sub-schemes of RKVY.
8. Coordination with Subject Matter Divisions/Technical Divisions concerned for conducting a meeting with representative of State Government to discuss the SLSC project proposal of the states and convey the views of the department to the state government under the scheme.

9. Scrutiny of projects approved by the state for release of funds under the scheme, maintaining the accounts and reconciliation of account of the scheme with PAO and Budget Division.
10. Release of funds for monitoring and evaluation of RKVY and its sub-schemes.
11. Revalidation of funds released to states under RKVY and its sub-schemes.
12. Settling of Audit Para and CAG report on RKVY.
13. Court cases and RTI matters in respect of RKVY.
14. References from VIP and PMO on the scheme.
15. Matters related to evaluation and monitoring of Normal RKVY implementation.
16. Parliament questions & Parliamentary Standing Committee matters pertaining to the implementation of Normal RKVY (other than technical aspects & sub-schemes).
17. Preparation of brief on the scheme implementation for the use of Minister & Senior Officers visiting the states and for use of various meetings.

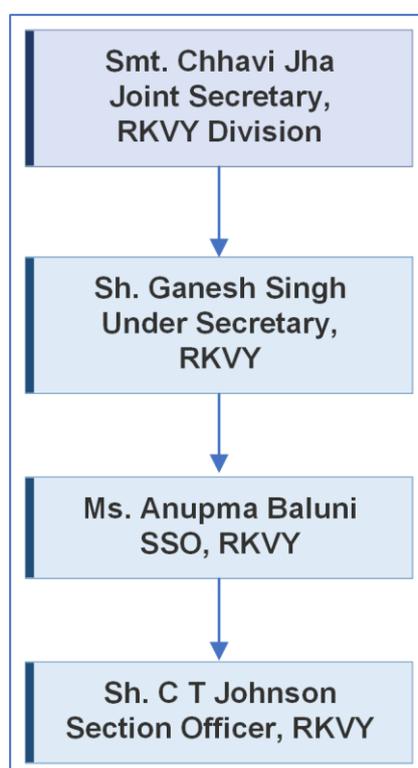


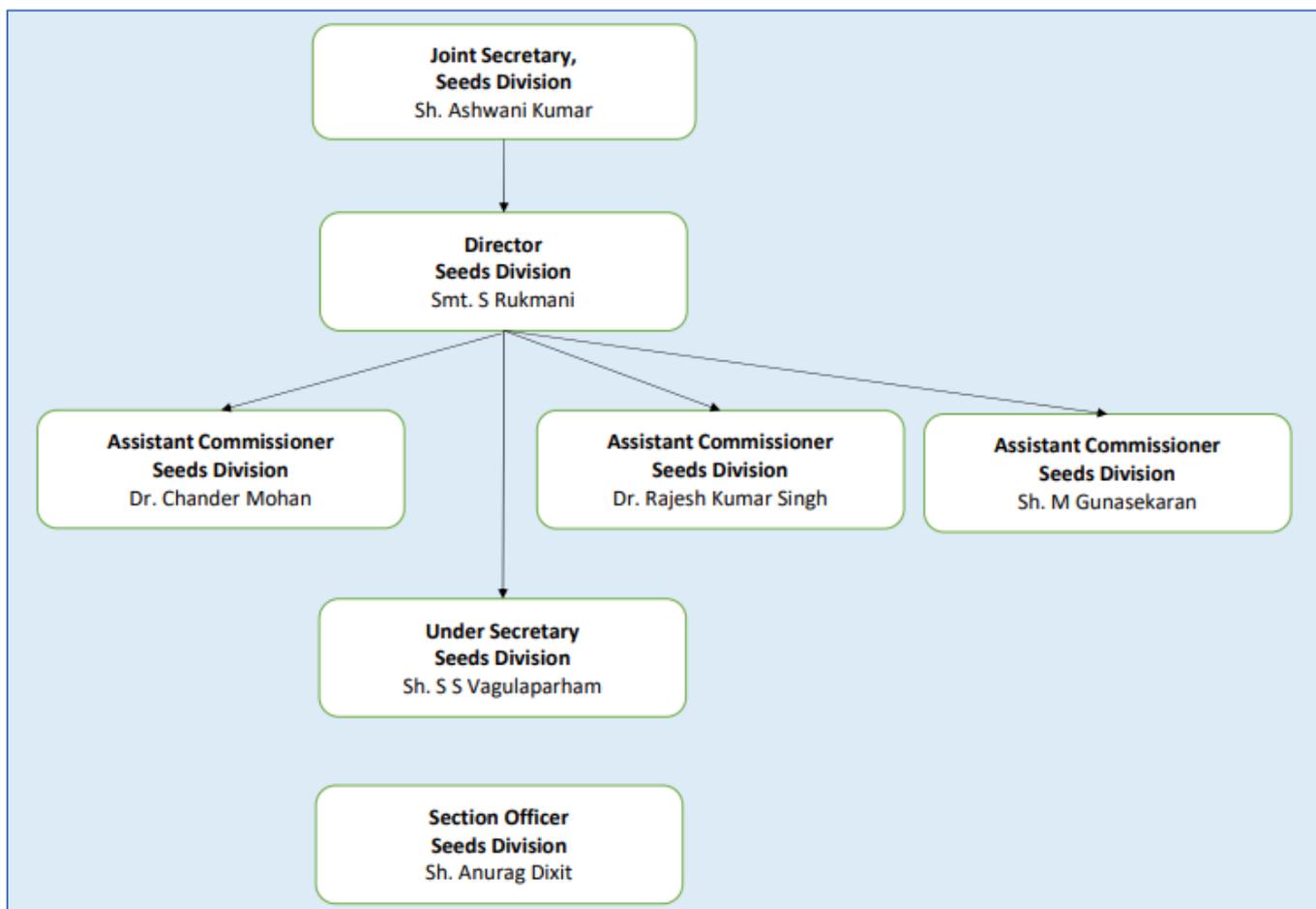
FIGURE 21: RASHTRIYA KRISHI VIKAS YOJANA DIVISION

## 4.28 Seeds Division

The mandate of Seeds Division is to promote production and multiplication of quality seeds of all crops so that the required quantities of seeds could be made available in time to farmers in the country. The functions / responsibilities include :-

1. Formulation and Implementation of Policy and Programmes on quality seed production.
2. To recommend proposals for import and export of seeds and planting material
3. To supplement the efforts of States / Union Territories in production and distribution of certified / quality seeds.
4. To deal with matters relating to Intellectual Property Rights in Agriculture, Biodiversity, International Treaty on Plant Genetic Resources for Food and Agriculture, UPOV Convention, Import / Export of seeds.
5. Matters relating to Central PSU - National Seeds Corporation
6. Matters relating to Protection of Plant Varieties & Farmers' Rights (PPV&FR) Authority – an autonomous organization and National Seeds Research & Training Centre (NSRTC), Varanasi – a subordinate office.

FIGURE 22: SEEDS DIVISION



## 5 Divisions Covered under the ACBP Exercise

Out of the 28 Divisions of the DA&FW, 22 Divisions have been identified to be a part of the Annual Capacity Building Plan (ACBP) exercise. The identified 22 Divisions are mentioned below

Administration	Horticulture
Agricultural Marketing	Integrated Nutrient Management
Agriculture Trade Policy	International Cooperation
Credit	Mechanisation & Technology
Crops	Oilseeds
Drought Management	Plan Coordination
Digital Agriculture	Plant Protection
Extension, Price Support & AIF	Policy
Farmers Welfare	Rashtriya Krishi Vikas Yojana
General Coordination	Seeds

The officers identified from the above-mentioned Divisions are from the ranks of Joint Secretaries to Assistant Section Officers.

The Extension Division had also identified Directorate of Extension (a Sub-ordinate office under Extension Division), to be a part of the ACBP exercise.

The Agricultural Marketing Division had identified the following to be a part of the ACBP exercise:

1. The Directorate of Marketing & Inspection (DMI), and
2. The Small Farmers Agribusiness Consortium (SFAC)

#### Directorate of Extension:

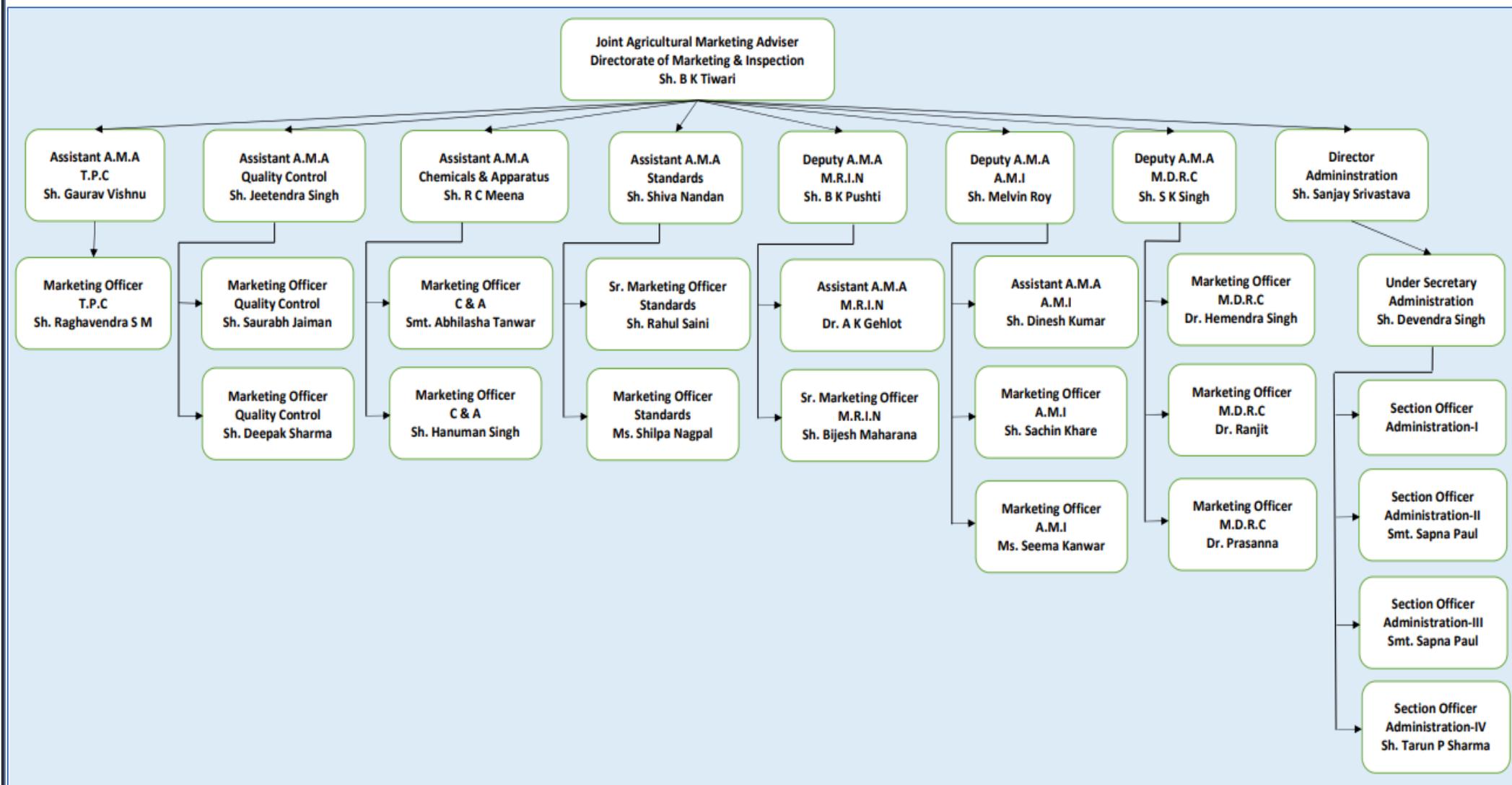
The Directorate of Extension/Extension Division is the nodal agency in the Department of Agriculture & Farmers Welfare, Ministry of Agriculture and Farmers Welfare for agricultural extension programmes. It assists and encourages the State Departments in organising, maintaining and operating professional extension services. The role of Extension Division/Directorate of Extension is essentially collaborative, providing guidance, technical support to the Extension Division. The four principal functional areas of the Directorate of Extension at present, are Extension Management, Extension Training, Farm Information and Farm Women Development.

#### Directorate of Marketing and Inspection:

The Directorate of Marketing and Inspection (DMI), an attached Office of the Department of Agriculture, Cooperation and Farmers Welfare under Ministry of Agriculture & Farmers Welfare, was set up in the year 1935 to implement the agricultural marketing policies and programmes for the integrated development of marketing of agricultural and other allied produce in the country with a view to safeguard the interests of farmers as well as the consumers. It maintains a close liaison between the Central and the State Governments. The main functions of DMI are as follows:

1. Rendering advice on regulation, development and management of agricultural produce markets of the States/Union Territories.
2. Promotion of Standardization and Grading of agricultural and allied produce under the Agricultural Produce (Grading and Marking) Act, 1937.
3. Promotion and implementation of Integrated Scheme of Agricultural Marketing (ISAM).
4. Development and Implementation of Agricultural Marketing Research and Information Network(MRIN) sub scheme.
5. Implementation of Agricultural Marketing Infrastructure(AMI) Sub scheme.
6. Agricultural Marketing Reforms.
7. Training of personnel in agricultural marketing.
8. Marketing Extension.

FIGURE 23: DIRECTORATE OF MARKETING & INSPECTION, FARIDABAD



### SFAC – Small Farmers’ Agribusiness Consortium:

The objectives of SFAC are as follows:

1. To catalyse agro-industrial growth in the country based on the principles of:
  - a. Ecological sustainability
  - b. Economic efficiency
  - c. Social equity
2. To undertake or assist in undertaking programs for employment generation, growth and diversification of agriculture & agro-based industries to increase food production and export of agriculture products, in both primary and processed forms.
3. To identify and promote post-harvest processing/manufactures units in the public , private and cooperative sector.
4. To promote organization of marketing chain both for domestic and export marketing.
5. To influence Government policies for agriculture, thereby increasing the flow of resources and augmenting the rate of capital formation in agriculture sector.
6. To pave the way for establishment of integrated producers’ organizations with forward and backward linkages.
7. To prepare, print and publish papers, periodicals, monographs in furtherance of the objectives of the society.

The ACBP exercise involved the following components:

1. Identification of roles and responsibilities of the Divisions and the identified officers;
2. One-on-one discussions / mass-level workshops to identify existing skills of the identified officers;
3. Identification of Capacity / Skill gaps;
4. Study of the existing internal capacity building initiatives and training / non-training interventions of the identified Divisions / Attached / Subordinate Offices

## 6 Capacity Needs Assessment of the Department

### 6.1 Capacity Required at the Individual Level: Competency Requirements of positions

#### Approach followed for assessing Individual level Competency Requirements:

In order to assess the Individual level competency / capacity building requirements, a top-down approach for interaction was adopted. The top-down approach of interaction began with the Kick-Off meeting with the Secretary, DA&FW followed by a meeting with the Department's point of contact person – Mr. Samuel Praveen Kumar, Joint Secretary – Extension Division. During the initial interactions with the Secretary, DA&FW and the Joint Secretary, Extension, various Divisions were identified for conducting the Annual Capacity Building Plan exercise.

Post the identification of the Divisions, the team held one-on-one discussions with the respective Joint Secretaries of the identified Divisions. During the one-on-one discussions, the entire agenda and approach of the exercise were presented in detail, and an attempt was made to assess the capacity building requirements at the Joint Secretaries level. Notably, most of the capacity building requirements identified by the Joint Secretaries highlighted requirements associated with the following:

1. Matters related to strengthening the initiatives associated with effective implementation of various schemes
2. Matters related to lack of human resources
3. Matters related to lack of domain expertise with regards to Agri-Sector
4. Matters related to functional capacity building requirements to empower the officers of the Divisions to execute their day-to-day tasks expeditiously
5. Challenges related to various schemes / projects or challenges related to effectively interacting with the stakeholders of various schemes / projects
6. Division's role and activities

The Joint Secretaries, then, identified their subordinates to be a part of the capacity needs analysis. Although, the Capacity Needs Analysis (CNA) Template prepared by CBC was shared with all the identified officers, more often than not, the officers chose to respond to the Capacity Needs Analysis through one-on-one discussions. Hence, both – the minutes of meeting prepared during or post the discussions with the officers and the filled CNA templates were used to collate the capacity building requirements. A few filled CNA templates are attached at **Annexure-ABC**.

All the Division-wise capacity building requirements collated through the CNA exercise are as follows:

**TABLE 3: ADMINISTRATION DIVISION - INDIVIDUAL CAPACITY BUILDING REQUIREMENTS**

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
1	Welfare Section, Administration	Deputy Secretary	PFMS	Advanced	Functional	Refresher
2	Welfare Section, Administration	US	PFMS	Advanced	Functional	Refresher
3	Welfare Section, Administration	US	e-Office	Advanced	Functional	Refresher
4	Welfare Section, Administration	Deputy Secretary	e-Bill	Advanced	Functional	Specialised
5	Welfare Section, Administration	US	e-Bill	Advanced	Functional	Specialised
6	Welfare Section, Administration	Deputy Secretary	MS Excel Skills	Advanced	Functional	Refresher
7	Welfare Section, Administration	US	MS Excel Skills	Advanced	Functional	Refresher
8	Welfare Section, Administration	SO	MS Excel Skills	Advanced	Functional	Refresher
9	Welfare Section, Administration	Deputy Secretary	MS Word Skills	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
10	Welfare Section, Administration	US	MS Word Skills	Advanced	Functional	Refresher
11	Welfare Section, Administration	SO	MS Word Skills	Advanced	Functional	Refresher
12	Welfare Section, Administration	Deputy Secretary	MS PowerPoint	Advanced	Functional	Refresher
13	Welfare Section, Administration	US	MS PowerPoint	Advanced	Functional	Refresher
14	Welfare Section, Administration	SO	MS PowerPoint	Advanced	Functional	Refresher
15	Welfare Section, Administration	Deputy Secretary	Stress Management	Advanced	Behavioural	Refresher
16	Welfare Section, Administration	US	Stress Management	Advanced	Behavioural	Refresher
17	Welfare Section, Administration	Deputy Secretary	Leadership Development	Advanced	Behavioural	Refresher
18	Welfare Section, Administration	Deputy Secretary	Organisational Skills	Advanced	Behavioural	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
19	Welfare Section, Administration	US	Organisational Skills	Advanced	Behavioural	Refresher
20	Welfare Section, Administration	SO	Organisational Skills	Advanced	Behavioural	Refresher
21	Welfare Section, Administration	All New Officers	Induction Training Module for new-incoming officers	Basic	Domain	Induction
22	GAD-I, Administration	US	e-Office	Advanced	Functional	Refresher
23	GAD-I, Administration	SO	e-Office	Advanced	Functional	Refresher
24	GAD-I, Administration	US	e-Bill	Advanced	Functional	Specialised
25	GAD-I, Administration	SO	e-Bill	Advanced	Functional	Specialised
26	GAD-I, Administration	Deputy Secretary	GeM Procurement	Advanced	Functional	Refresher
27	GAD-I, Administration	US	GeM Procurement	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
28	GAD-I, Administration	SO	GeM Procurement	Advanced	Functional	Refresher
29	GAD-I, Administration	Deputy Secretary	Stress Management	Advanced	Behavioural	Refresher
30	GAD-I, Administration	US	Stress Management	Advanced	Behavioural	Refresher
31	GAD-I, Administration	US	MS Excel Skills	Advanced	Functional	Refresher
32	GAD-I, Administration	SO	MS Excel Skills	Advanced	Functional	Refresher
33	GAD-I, Administration	US	MS Word Skills	Advanced	Functional	Refresher
34	GAD-I, Administration	SO	MS Word Skills	Advanced	Functional	Refresher
35	GAD-I, Administration	US	MS PowerPoint	Advanced	Functional	Refresher
36	GAD-I, Administration	SO	MS PowerPoint	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
37	GAD-I, Administration	All New Officers	Induction Training Module for new-incoming officers	Basic	Domain	Induction
38	GAD-II, Administration	Deputy Secretary	Promotion Rules	Advanced	Functional	Refresher
39	GAD-II, Administration	US	Promotion Rules	Advanced	Functional	Refresher
40	GAD-II, Administration	Deputy Secretary	Contract Management	Advanced	Functional	Refresher
41	GAD-II, Administration	US	Contract Management	Advanced	Functional	Refresher
42	GAD-II, Administration	SO	Contract Management	Advanced	Functional	Refresher
43	GAD-II, Administration	US	Financial Management	Advanced	Functional	Refresher
44	GAD-II, Administration	SO	Financial Management	Advanced	Functional	Refresher
45	GAD-II, Administration	Deputy Secretary	PFMS	Basic	Functional	Induction

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
46	GAD-II, Administration	US	PFMS	Basic	Functional	Induction
47	GAD-II, Administration	SO	PFMS	Basic	Functional	Induction
48	GAD-II, Administration	Deputy Secretary	GeM Procurement	Advanced	Functional	Refresher
49	GAD-II, Administration	US	GeM Procurement	Advanced	Functional	Refresher
50	GAD-II, Administration	SO	GeM Procurement	Advanced	Functional	Refresher
51	GAD-II, Administration	Deputy Secretary	Handling RTI	Advanced	Functional	Refresher
52	GAD-II, Administration	US	Handling RTI	Advanced	Functional	Refresher
53	GAD-II, Administration	SO	Handling RTI	Advanced	Functional	Refresher
54	GAD-II, Administration	Deputy Secretary	Handling Litigations	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
55	GAD-II, Administration	US	Handling Litigations	Advanced	Functional	Refresher
56	GAD-II, Administration	Deputy Secretary	e-Office	Advanced	Functional	Refresher
57	GAD-II, Administration	US	e-Office	Advanced	Functional	Refresher
58	GAD-II, Administration	SO	e-Office	Advanced	Functional	Refresher
59	GAD-II, Administration	Deputy Secretary	Stress Management	Advanced	Behavioural	Refresher
60	GAD-II, Administration	Deputy Secretary	Leadership Development	Advanced	Behavioural	Refresher
61	GAD-II, Administration	Deputy Secretary	Time Management	Advanced	Behavioural	Refresher
62	GAD-II, Administration	US	Time Management	Advanced	Behavioural	Refresher
63	GAD-II, Administration	SO	Time Management	Advanced	Behavioural	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
64	GAD-II, Administration	Deputy Secretary	Disciplinary Proceedings	Advanced	Functional	Refresher
65	GAD-II, Administration	US	Disciplinary Proceedings	Advanced	Functional	Refresher
66	GAD-II, Administration	Deputy Secretary	Reservation Roster for SC/ST/OBC/PWD	Advanced	Functional	Refresher
67	GAD-II, Administration	All New Officers	Induction Training Module for new-incoming officers	Basic	Domain	Induction
68	Establishment Division, Administration	All New Officers	Induction Training Module for new-incoming officers	Basic	Domain	Induction
69	Establishment Division, Administration	Deputy Secretary	Legislative Writing	Advanced	Functional	Refresher
70	Establishment Division, Administration	US	Legislative Writing	Advanced	Functional	Refresher
71	Establishment Division, Administration	SO	Legislative Writing	Advanced	Functional	Refresher
72	Establishment Division, Administration	ASO	Legislative Writing	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
73	Establishment Division, Administration	Deputy Secretary	Disciplinary Proceedings	Advanced	Functional	Refresher
74	Establishment Division, Administration	US	Disciplinary Proceedings	Advanced	Functional	Refresher
75	Establishment Division, Administration	SO	Disciplinary Proceedings	Advanced	Functional	Refresher
76	Establishment Division, Administration	ASO	Disciplinary Proceedings	Advanced	Functional	Refresher
77	Establishment Division, Administration	Deputy Secretary	Reservation Roster for SC/ST/OBC/PWD	Advanced	Functional	Refresher
78	Establishment Division, Administration	US	Reservation Roster for SC/ST/OBC/PWD	Advanced	Functional	Refresher
79	Establishment Division, Administration	SO	Reservation Roster for SC/ST/OBC/PWD	Advanced	Functional	Refresher
80	Establishment Division, Administration	ASO	Reservation Roster for SC/ST/OBC/PWD	Advanced	Functional	Refresher
81	Establishment Division, Administration	Deputy Secretary	Effective Drafting in Disciplinary Matters	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
82	Establishment Division, Administration	US	Effective Drafting in Disciplinary Matters	Advanced	Functional	Refresher
83	Establishment Division, Administration	SO	Effective Drafting in Disciplinary Matters	Advanced	Functional	Refresher
84	Establishment Division, Administration	ASO	Effective Drafting in Disciplinary Matters	Advanced	Functional	Refresher
85	Establishment Division, Administration	Deputy Secretary	Handling Litigations	Advanced	Functional	Refresher
86	Establishment Division, Administration	US	Handling Litigations	Advanced	Functional	Refresher
87	Establishment Division, Administration	SO	Handling Litigations	Advanced	Functional	Refresher
88	Establishment Division, Administration	ASO	Handling Litigations	Advanced	Functional	Refresher
89	Establishment Division, Administration	Deputy Secretary	Responding to Parliamentary Queries	Advanced	Functional	Refresher
90	Establishment Division, Administration	US	Responding to Parliamentary Queries	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
91	Establishment Division, Administration	SO	Responding to Parliamentary Queries	Advanced	Functional	Refresher
92	Establishment Division, Administration	ASO	Responding to Parliamentary Queries	Advanced	Functional	Refresher
93	Establishment Division, Administration	US	Record Management	Advanced	Functional	Refresher
94	Establishment Division, Administration	SO	Record Management	Advanced	Functional	Refresher
95	Establishment Division, Administration	ASO	Record Management	Advanced	Functional	Refresher
96	Establishment Division, Administration	Deputy Secretary	Handling RTI	Advanced	Functional	Refresher
97	Establishment Division, Administration	US	Handling RTI	Advanced	Functional	Refresher
98	Establishment Division, Administration	SO	Handling RTI	Advanced	Functional	Refresher
99	Establishment Division, Administration	ASO	Handling RTI	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
100	Establishment Division, Administration	US	Gender Sensitization	Advanced	Behavioural	Refresher
101	Establishment Division, Administration	SO	Gender Sensitization	Advanced	Behavioural	Refresher
102	Establishment Division, Administration	ASO	Gender Sensitization	Advanced	Behavioural	Refresher
103	Establishment Division, Administration	Deputy Secretary	Data Analytics	Advanced	Functional	Refresher
104	Establishment Division, Administration	US	Data Analytics	Advanced	Functional	Refresher
105	Establishment Division, Administration	SO	Data Analytics	Advanced	Functional	Refresher
106	Establishment Division, Administration	ASO	Data Analytics	Advanced	Functional	Refresher
107	Establishment Division, Administration	Deputy Secretary	Data Driven Decision Making in Government	Advanced	Functional	Refresher
108	Establishment Division, Administration	US	Data Driven Decision Making in Government	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
109	Establishment Division, Administration	SO	Data Driven Decision Making in Government	Advanced	Functional	Refresher
110	Establishment Division, Administration	Deputy Secretary	e-Office	Advanced	Functional	Refresher
111	Establishment Division, Administration	US	e-Office	Advanced	Functional	Refresher
112	Establishment Division, Administration	SO	e-Office	Advanced	Functional	Refresher
113	Establishment Division, Administration	ASO	e-Office	Advanced	Functional	Refresher
114	Establishment Division, Administration	Deputy Secretary	e-Tendering	Advanced	Functional	Refresher
115	Establishment Division, Administration	US	e-Tendering	Advanced	Functional	Refresher
116	Establishment Division, Administration	SO	e-Tendering	Advanced	Functional	Refresher
117	Establishment Division, Administration	ASO	e-Tendering	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
118	Establishment Division, Administration	Deputy Secretary	GeM Procurement	Advanced	Functional	Refresher
119	Establishment Division, Administration	US	GeM Procurement	Advanced	Functional	Refresher
120	Establishment Division, Administration	SO	GeM Procurement	Advanced	Functional	Refresher
121	Establishment Division, Administration	ASO	GeM Procurement	Advanced	Functional	Refresher
122	Establishment Division, Administration	Deputy Secretary	EFC Notes	Advanced	Functional	Refresher
123	Establishment Division, Administration	US	EFC Notes	Advanced	Functional	Refresher
124	Establishment Division, Administration	SO	EFC Notes	Advanced	Functional	Refresher
125	Establishment Division, Administration	ASO	EFC Notes	Advanced	Functional	Refresher

**TABLE 4: AGRICULTURAL MARKETING DIVISION - DMI, FARIDABAD AND SFAC: INDIVIDUAL CAPACITY BUILDING REQUIREMENTS**

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
1	Directorate of Marketing & Inspection	Assistant AMA	Digital Orientation to become more tech-savvy	Advanced	Behavioural	Induction
2	Directorate of Marketing & Inspection	Assistant AMA	e-Office	Advanced	Functional	Refresher
3	Directorate of Marketing & Inspection	Assistant AMA	PFMS	Advanced	Functional	Refresher
4	Directorate of Marketing & Inspection	Assistant AMA	GeM Procurement	Advanced	Functional	Refresher
5	Directorate of Marketing & Inspection	Assistant AMA	Handling RTI	Advanced	Functional	Refresher
6	Directorate of Marketing & Inspection	Marketing Officer	e-Office	Advanced	Functional	Refresher
7	Directorate of Marketing & Inspection	Marketing Officer	PFMS	Advanced	Functional	Refresher
8	Directorate of Marketing & Inspection	Marketing Officer	GeM Procurement	Advanced	Functional	Refresher
9	Directorate of Marketing & Inspection	Marketing Officer	Handling RTI	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
10	Directorate of Marketing & Inspection	Assistant AMA	Handling Litigations and court cases related to service matters	Advanced	Functional	Refresher
11	Directorate of Marketing & Inspection	Assistant AMA	Advances in Agricultural Marketing	Advanced	Domain	Induction
12	Directorate of Marketing & Inspection	Senior Marketing Officer	Advances in Agricultural Marketing	Advanced	Domain	Induction
13	Directorate of Marketing & Inspection	Marketing Officer	Advances in Agricultural Marketing	Advanced	Domain	Induction
14	Directorate of Marketing & Inspection	Assistant AMA	NABL Accreditation - Assessors Training Program	Advanced	Functional	Specialised
15	Directorate of Marketing & Inspection	Assistant AMA	Leadership Development	Advanced	Behavioural	Induction
16	Directorate of Marketing & Inspection	Joint AMA	Leadership Development	Advanced	Behavioural	Induction
17	Directorate of Marketing & Inspection	Joint AMA	Stress Management	Advanced	Behavioural	Induction
18	Directorate of Marketing & Inspection	Assistant AMA	Stress Management	Advanced	Behavioural	Induction

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
19	Directorate of Marketing & Inspection	Assistant AMA	Task Prioritization - Strategic Planning	Advanced	Behavioural	Induction
20	Directorate of Marketing & Inspection	Marketing Officer	Effective Communication	Advanced	Behavioural	Induction
21	Directorate of Marketing & Inspection	Assistant AMA	Effective Communication	Advanced	Behavioural	Induction
22	Directorate of Marketing & Inspection	Assistant AMA	GeM Procurement	Advanced	Functional	Refresher
23	Directorate of Marketing & Inspection	Assistant AMA	Familiarization of MACP Rules	Advanced	Functional	Refresher
24	Directorate of Marketing & Inspection	Assistant AMA	GFR Rules	Advanced	Functional	Refresher
25	Directorate of Marketing & Inspection	Marketing Officer	GeM Procurement	Advanced	Functional	Refresher
26	Directorate of Marketing & Inspection	Marketing Officer	Familiarization of MACP Rules	Advanced	Functional	Refresher
27	Directorate of Marketing & Inspection	Marketing Officer	GFR Rules	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
28	Directorate of Marketing & Inspection	Assistant AMA	Field Visits	Advanced	Domain	Specialised
29	Directorate of Marketing & Inspection	Marketing Officer	Field Visits	Advanced	Domain	Specialised
30	Directorate of Marketing & Inspection	Assistant AMA	Team Building	Advanced	Behavioural	Refresher
31	Directorate of Marketing & Inspection	Assistant AMA	Effective Communication	Advanced	Behavioural	Induction
32	Directorate of Marketing & Inspection	Marketing Officer	Team Building	Advanced	Behavioural	Refresher
33	Directorate of Marketing & Inspection	Assistant AMA	Effective Communication	Advanced	Behavioural	Induction
34	Directorate of Marketing & Inspection	Joint AMA	Employee Engagements Initiatives through field visits and excursions	Advanced	Behavioural	Specialised
35	Directorate of Marketing & Inspection	Assistant AMA	Employee Engagements Initiatives through field visits and excursions	Advanced	Behavioural	Specialised
36	Directorate of Marketing & Inspection	Marketing Officer	Employee Engagements Initiatives through field visits and excursions	Advanced	Behavioural	Specialised

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
37	Directorate of Marketing & Inspection	Senior Marketing Officer	Employee Engagements Initiatives through field visits and excursions	Advanced	Behavioural	Specialised
38	Directorate of Marketing & Inspection	SO	Employee Engagements Initiatives through field visits and excursions	Advanced	Behavioural	Specialised
39	Directorate of Marketing & Inspection	Joint AMA	Stress Management	Advanced	Behavioural	Refresher
40	Directorate of Marketing & Inspection	US	GeM Procurement	Advanced	Functional	Refresher
41	Directorate of Marketing & Inspection	SO	GeM Procurement	Advanced	Functional	Refresher
42	Directorate of Marketing & Inspection	SO	MS PowerPoint	Advanced	Functional	Refresher
43	Directorate of Marketing & Inspection	SO	e-Tendering	Advanced	Functional	Refresher
44	Directorate of Marketing & Inspection	Assistant AMA	MS PowerPoint	Advanced	Functional	Refresher
45	Directorate of Marketing & Inspection	Assistant AMA	Data Visualisation Tools	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
46	Directorate of Marketing & Inspection	Marketing Officer	Data Visualisation Tools	Advanced	Functional	Refresher
47	Directorate of Marketing & Inspection	Senior Marketing Officer	Data Visualisation Tools	Advanced	Functional	Refresher
48	Directorate of Marketing & Inspection	SO	Data Visualisation Tools	Advanced	Functional	Refresher
49	Directorate of Marketing & Inspection	All New Officers	Induction Training Module for new-incoming officers	Basic	Domain	Induction
50	Directorate of Marketing & Inspection	US	Stress Management	Advanced	Behavioural	Refresher
51	Directorate of Marketing & Inspection	US	Employee Engagements Initiatives through field visits and excursions	Advanced	Domain	Specialised
52	Directorate of Marketing & Inspection	US	e-Tendering	Advanced	Functional	Refresher
53	Directorate of Marketing & Inspection	SO	e-Tendering	Advanced	Functional	Refresher
54	Directorate of Marketing & Inspection	SO	Data Visualisation Tools	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
55	Directorate of Marketing & Inspection	Joint AMA	Immersion Program on Agribusiness Management - entire Agri-Value Chain	Advanced	Domain	Refresher
56	Directorate of Marketing & Inspection	Assistant AMA	Immersion Program on Agribusiness Management - entire Agri-Value Chain	Advanced	Domain	Refresher
57	Directorate of Marketing & Inspection	Deputy AMA	Immersion Program on Agribusiness Management - entire Agri-Value Chain	Advanced	Domain	Refresher
58	Directorate of Marketing & Inspection	Marketing Officer	Immersion Program on Agribusiness Management - entire Agri-Value Chain	Advanced	Domain	Refresher
59	Directorate of Marketing & Inspection	Senior Marketing Officer	Immersion Program on Agribusiness Management - entire Agri-Value Chain	Advanced	Domain	Refresher
60	Directorate of Marketing & Inspection	US	Immersion Program on Agribusiness Management - entire Agri-Value Chain	Advanced	Domain	Refresher
61	Directorate of Marketing & Inspection	SO	Immersion Program on Agribusiness Management - entire Agri-Value Chain	Advanced	Domain	Refresher
62	Directorate of Marketing & Inspection	Joint AMA	Relevant workshops / seminars / sessions for all the employees to encourage them to become effective and efficient contributors to the organisation's cause and mandates	Advanced	Behavioural	Induction

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
63	Directorate of Marketing & Inspection	Assistant AMA	Relevant workshops / seminars / sessions for all the employees to encourage them to become effective and efficient contributors to the organisation's cause and mandates	Advanced	Behavioural	Induction
64	Directorate of Marketing & Inspection	Deputy AMA	Relevant workshops / seminars / sessions for all the employees to encourage them to become effective and efficient contributors to the organisation's cause and mandates	Advanced	Behavioural	Induction
65	Directorate of Marketing & Inspection	Marketing Officer	Relevant workshops / seminars / sessions for all the employees to encourage them to become effective and efficient contributors to the organisation's cause and mandates	Advanced	Behavioural	Induction
66	Directorate of Marketing & Inspection	Senior Marketing Officer	Relevant workshops / seminars / sessions for all the employees to encourage them to become effective and efficient contributors to the organisation's cause and mandates	Advanced	Behavioural	Induction
67	Directorate of Marketing & Inspection	US	Relevant workshops / seminars / sessions for all the employees to encourage them to become effective and efficient contributors to the organisation's cause and mandates	Advanced	Behavioural	Induction

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
68	Directorate of Marketing & Inspection	SO	Relevant workshops / seminars / sessions for all the employees to encourage them to become effective and efficient contributors to the organisation's cause and mandates	Advanced	Behavioural	Induction
69	Directorate of Marketing & Inspection	Assistant AMA	Techno-Commercial Evaluation of DPRs	Advanced	Functional	Refresher
70	Directorate of Marketing & Inspection	Marketing Officer	Techno-Commercial Evaluation of DPRs	Advanced	Functional	Refresher
71	Directorate of Marketing & Inspection	Assistant AMA	Monitoring & Evaluation of Government Schemes	Advanced	Functional	Refresher
72	Directorate of Marketing & Inspection	Marketing Officer	Monitoring & Evaluation of Government Schemes	Advanced	Functional	Refresher
73	Directorate of Marketing & Inspection	Assistant AMA	Introductory course on Financial Implications for Agri-Entrepreneurs with regards to Procurement, Installation, Pre-operative expenses, Transportation, O&M, etc.	Advanced	Domain	Refresher
74	Directorate of Marketing & Inspection	Marketing Officer	Introductory course on Financial Implications for Agri-Entrepreneurs with regards to Procurement, Installation, Pre-operative expenses, Transportation, O&M, etc.	Advanced	Domain	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
75	Directorate of Marketing & Inspection	Assistant AMA	Field Visits to learn latest technologies & methodologies used in Storage Warehouses/Cold Storage Units	Advanced	Domain	Specialised
76	Directorate of Marketing & Inspection	Marketing Officer	Field Visits to learn latest technologies & methodologies used in Storage Warehouses/Cold Storage Units	Advanced	Domain	Specialised
77	Directorate of Marketing & Inspection	Assistant AMA	Field Visits to learn latest technologies & methodologies used in Non-Storage Units - Packaging, Grading/Testing, Primary Processing, Quick Assaying Equipment, etc.	Advanced	Domain	Specialised
78	Directorate of Marketing & Inspection	Marketing Officer	Field Visits to learn latest technologies & methodologies used in Non-Storage Units - Packaging, Grading/Testing, Primary Processing, Quick Assaying Equipment, etc.	Advanced	Domain	Specialised
79	Directorate of Marketing & Inspection	Assistant AMA	Finance for Non-Finance	Advanced	Functional	Induction
80	Directorate of Marketing & Inspection	Marketing Officer	Finance for Non-Finance	Advanced	Functional	Induction
81	Directorate of Marketing & Inspection	Assistant AMA	Stress Management	Advanced	Behavioural	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
82	Directorate of Marketing & Inspection	Marketing Officer	Stress Management	Advanced	Behavioural	Refresher
83	Directorate of Marketing & Inspection	Joint AMA	Domain Knowledge Enhancement in Agri-Marketing by collaborating with Universities-IIMA, NIFTEM	Advanced	Organisational	Induction
84	Directorate of Marketing & Inspection	Assistant AMA	Domain Knowledge Enhancement in Agri-Marketing by collaborating with Universities-IIMA, NIFTEM	Advanced	Organisational	Induction
85	Directorate of Marketing & Inspection	Deputy AMA	Domain Knowledge Enhancement in Agri-Marketing by collaborating with Universities-IIMA, NIFTEM	Advanced	Organisational	Induction
86	Directorate of Marketing & Inspection	Senior Marketing Officer	Domain Knowledge Enhancement in Agri-Marketing by collaborating with Universities-IIMA, NIFTEM	Advanced	Organisational	Induction
87	Directorate of Marketing & Inspection	Marketing Officer	Domain Knowledge Enhancement in Agri-Marketing by collaborating with Universities-IIMA, NIFTEM	Advanced	Organisational	Induction
88	Directorate of Marketing & Inspection	SO	Domain Knowledge Enhancement in Agri-Marketing by collaborating with Universities-IIMA, NIFTEM	Advanced	Organisational	Induction
89	Directorate of Marketing & Inspection	Joint AMA	Finance for Non-Finance	Advanced	Functional	Induction
90	Directorate of Marketing & Inspection	Assistant AMA	Finance for Non-Finance	Advanced	Functional	Induction

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
91	Directorate of Marketing & Inspection	Deputy AMA	Finance for Non-Finance	Advanced	Functional	Induction
92	Directorate of Marketing & Inspection	Senior Marketing Officer	Finance for Non-Finance	Advanced	Functional	Induction
93	Directorate of Marketing & Inspection	Marketing Officer	Finance for Non-Finance	Advanced	Functional	Induction
94	Directorate of Marketing & Inspection	SO	Finance for Non-Finance	Advanced	Functional	Induction
95	Directorate of Marketing & Inspection	Joint AMA	Leadership Development	Advanced	Behavioural	Refresher
96	Directorate of Marketing & Inspection	Assistant AMA	Leadership Development	Advanced	Behavioural	Refresher
97	Directorate of Marketing & Inspection	Deputy AMA	Leadership Development	Advanced	Behavioural	Refresher
98	Directorate of Marketing & Inspection	Joint AMA	Stress Management	Advanced	Behavioural	Refresher
99	Directorate of Marketing & Inspection	Assistant AMA	Stress Management	Advanced	Behavioural	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
100	Directorate of Marketing & Inspection	Deputy AMA	Stress Management	Advanced	Behavioural	Refresher
101	SFAC	SO	e-Office	Advanced	Functional	Refresher
102	SFAC	ASO	e-Office	Advanced	Functional	Refresher
103	SFAC	SO	Effective Drafting	Advanced	Functional	Refresher
104	SFAC	ASO	Effective Drafting	Advanced	Functional	Refresher
105	SFAC	SO	Domain specific knowledge on FPOs	Advanced	Domain	Induction
106	SFAC	ASO	Domain specific knowledge on FPOs	Advanced	Domain	Induction
107	SFAC	SO	Gender Sensitization	Advanced	Behavioural	Induction
108	SFAC	ASO	Gender Sensitization	Advanced	Behavioural	Induction

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
109	SFAC	SO	Sexual Harassment	Advanced	Behavioural	Induction
110	SFAC	ASO	Sexual Harassment	Advanced	Behavioural	Induction
111	SFAC	SO	Personality Development Courses	Advanced	Behavioural	Induction
112	SFAC	ASO	Personality Development Courses	Advanced	Behavioural	Induction
113	SFAC	MTS	Gender Sensitization	Basic	Behavioural	Induction
114	SFAC	MTS	Sexual Harassment	Basic	Behavioural	Induction
115	SFAC	MTS	Personality Development Courses	Advanced	Behavioural	Induction
116	SFAC	SO	MS Word Skills	Basic	Functional	Induction
117	SFAC	ASO	MS Excel Skills	Basic	Functional	Induction

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
118	SFAC	MTS	MS PowerPoint	Basic	Functional	Induction
119	SFAC	All New Officers	Induction Training Module for new-incoming officers	Basic	Domain	Induction
120	SFAC	Deputy Director	Domain Knowledge Enhancement in Agri-Marketing by collaborating with Universities-IIMA, NIFTEM	Advanced	Organisational	Specialised

TABLE 5: AGRICULTURAL TRADE DIVISION: INDIVIDUAL CAPACITY BUILDING REQUIREMENTS

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
1	Agriculture Trade	Joint Secretary	Trade Negotiation	Advanced	Domain	Specialised
2	Agriculture Trade	Joint Director	Trade Negotiation	Advanced	Domain	Specialised
3	Agriculture Trade	US	Trade Negotiation	Advanced	Domain	Specialised
4	Agriculture Trade	Joint Secretary	Sanitary and Phyto-sanitary measures	Advanced	Domain	Specialised

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
5	Agriculture Trade	Joint Director	Sanitary and Phyto-sanitary measures	Advanced	Domain	Specialised
6	Agriculture Trade	US	Sanitary and Phyto-sanitary measures	Advanced	Domain	Specialised
7	Agriculture Trade	Joint Secretary	Global Supply-Chain impacting Agricultural Trade	Advanced	Domain	Induction
8	Agriculture Trade	Joint Director	Global Supply-Chain impacting Agricultural Trade	Advanced	Domain	Induction
9	Agriculture Trade	US	Global Supply-Chain impacting Agricultural Trade	Advanced	Domain	Induction
10	Agriculture Trade	Joint Secretary	Mandi System and Processes	Advanced	Domain	Specialised
11	Agriculture Trade	Joint Director	Mandi System and Processes	Advanced	Domain	Specialised
12	Agriculture Trade	US	Mandi System and Processes	Advanced	Domain	Specialised
13	Agriculture Trade	Joint Secretary	Various Duties, Levies, etc.	Advanced	Domain	Induction

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
14	Agriculture Trade	Joint Director	Various Duties, Levies, etc.	Advanced	Domain	Induction
15	Agriculture Trade	US	Various Duties, Levies, etc.	Advanced	Domain	Induction
16	Agriculture Trade	Joint Secretary	Trade related compliances for various countries w.r.t the agricultural commodities	Advanced	Domain	Specialised
17	Agriculture Trade	Joint Director	Trade related compliances for various countries w.r.t the agricultural commodities	Advanced	Domain	Specialised
18	Agriculture Trade	US	Trade related compliances for various countries w.r.t the agricultural commodities	Advanced	Domain	Specialised
19	Agriculture Trade	Joint Secretary	Understanding of GST and Taxes related to Trade of agricultural commodities	Advanced	Domain	Specialised
20	Agriculture Trade	Joint Director	Understanding of GST and Taxes related to Trade of agricultural commodities	Advanced	Domain	Specialised
21	Agriculture Trade	US	Understanding of GST and Taxes related to Trade of agricultural commodities	Advanced	Domain	Specialised
22	Agriculture Trade	Joint Secretary	Information related to WTO, Free Trade and Bilateral Trade agreements	Advanced	Domain	Specialised

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
23	Agriculture Trade	Joint Director	Information related to WTO, Free Trade and Bilateral Trade agreements	Advanced	Domain	Specialised
24	Agriculture Trade	US	Information related to WTO, Free Trade and Bilateral Trade agreements	Advanced	Domain	Specialised
25	Agriculture Trade	Joint Secretary	Techniques of Dynamic Data Collection and updation	Advanced	Functional	Induction
26	Agriculture Trade	Joint Director	Techniques of Dynamic Data Collection and updation	Advanced	Functional	Induction
27	Agriculture Trade	US	Techniques of Dynamic Data Collection and updation	Advanced	Functional	Induction
28	Agriculture Trade	SO	Techniques of Dynamic Data Collection and updation	Advanced	Functional	Induction
29	Agriculture Trade	ASO	Techniques of Dynamic Data Collection and updation	Advanced	Functional	Induction
30	Agriculture Trade	US	Data Cleaning	Advanced	Functional	Induction
31	Agriculture Trade	SO	Data Cleaning	Advanced	Functional	Induction

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
32	Agriculture Trade	ASO	Data Cleaning	Advanced	Functional	Induction
33	Agriculture Trade	Joint Secretary	Stress Management	Advanced	Behavioural	Induction
34	Agriculture Trade	Joint Director	Stress Management	Advanced	Behavioural	Induction
35	Agriculture Trade	US	Stress Management	Advanced	Behavioural	Induction
36	Agriculture Trade	Joint Secretary	Time Management	Advanced	Behavioural	Induction
37	Agriculture Trade	Joint Director	Time Management	Advanced	Behavioural	Induction
38	Agriculture Trade	US	Time Management	Advanced	Behavioural	Induction
39	Agriculture Trade	SO	Time Management	Advanced	Behavioural	Induction
40	Agriculture Trade	Joint Secretary	Motivation	Advanced	Behavioural	Induction

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
41	Agriculture Trade	Joint Director	Motivation	Advanced	Behavioural	Induction
42	Agriculture Trade	US	Motivation	Advanced	Behavioural	Induction
43	Agriculture Trade	SO	Motivation	Advanced	Behavioural	Induction
44	Agriculture Trade	All New Officers	Induction Training Module for new-incoming officers	Basic	Domain	Induction

TABLE 6: CREDIT DIVISION - INDIVIDUAL CAPACITY BUILDING REQUIREMENTS

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
1	Credit	ASO	Data Driven Decision Making in Government	Advanced	Functional	Refresher
2	Credit	ASO	GeM Procurement	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
3	Credit	ASO	GFR Rules	Advanced	Functional	Refresher
4	Credit	ASO	Digital Orientation to become more tech-savvy	Advanced	Behavioural	Refresher
5	Credit	ASO	MS Word Skills	Advanced	Functional	Refresher
6	Credit	ASO	MS Excel Skills	Advanced	Functional	Refresher
7	Credit	ASO	MS PowerPoint	Advanced	Functional	Refresher
8	Credit	ASO	Handling RTI	Advanced	Functional	Refresher
9	Credit	ASO	e-HRMS	Advanced	Functional	Induction
10	Credit	ASO	Responding to Parliamentary Queries	Advanced	Functional	Refresher
11	Credit	ASO	Basics of Computer Trouble Shooting	Basic	Functional	Specialised

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
12	Credit	Assistant Commissioner	Global Best Practices in Agricultural Credit	Advanced	Domain	Specialised
13	Credit	Assistant Commissioner	GIS Technologies	Advanced	Domain	Refresher
14	Credit	Assistant Commissioner	Applications of Drone Technology	Advanced	Domain	Refresher
15	Credit	Assistant Commissioner	Remote Sensing and its Applications	Advanced	Domain	Refresher
16	Credit	Assistant Commissioner	Stakeholder Management	Advanced	Behavioural	Refresher
17	Credit	Assistant Commissioner	Fixing Insurance Premia	Advanced	Domain	Specialised
18	Credit	Assistant Commissioner	Monitoring & Evaluation of Government Schemes	Advanced	Functional	Refresher
19	Credit	SO	GFR Rules	Advanced	Functional	Refresher
20	Credit	SO	Administration And Establishment Matters	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
21	Credit	SO	Effective Drafting	Advanced	Functional	Refresher
22	Credit	SO	Data Analytics	Advanced	Functional	Refresher
23	Credit	SO	Supervisory Skills	Advanced	Functional	Refresher
24	Credit	Deputy Commissioner	Stress Management	Advanced	Behavioural	Refresher
25	Credit	Deputy Commissioner	Leadership Development	Advanced	Behavioural	Induction
26	Credit	Deputy Commissioner	Task Prioritization - Strategic Planning	Advanced	Behavioural	Refresher
27	Credit	Deputy Commissioner	Fixing Insurance Premia	Advanced	Domain	Specialised
28	Credit	All New Officers	Induction Training Module for new-incoming officers	Basic	Domain	Induction

**TABLE 7: CROPS DIVISION : INDIVIDUAL CAPACITY BUILDING REQUIREMENTS**

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
1	Crops	Additional Commissioner	Farm Immersion Program for Officers	Advanced	Domain	Specialised
2	Crops	Deputy Commissioner	Farm Immersion Program for Officers	Advanced	Domain	Specialised
3	Crops	Assistant Commissioner	Farm Immersion Program for Officers	Advanced	Domain	Specialised
4	Crops	Joint Director	Farm Immersion Program for Officers	Advanced	Domain	Specialised
5	Crops	Additional Commissioner	Understanding of entire Agri-Value chain from land preparation to post-harvest activities	Advanced	Domain	Specialised
6	Crops	Deputy Commissioner	Understanding of entire Agri-Value chain from land preparation to post-harvest activities	Advanced	Domain	Specialised
7	Crops	Assistant Commissioner	Understanding of entire Agri-Value chain from land preparation to post-harvest activities	Advanced	Domain	Specialised
8	Crops	Joint Director	Understanding of entire Agri-Value chain from land preparation to post-harvest activities	Advanced	Domain	Specialised
9	Crops	Additional Commissioner	Import-Export Policies of various Agricultural Commodities	Advanced	Domain	Specialised

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
10	Crops	Deputy Commissioner	Import-Export Policies of various Agricultural Commodities	Advanced	Domain	Specialised
11	Crops	Assistant Commissioner	Import-Export Policies of various Agricultural Commodities	Advanced	Domain	Specialised
12	Crops	Joint Director	Import-Export Policies of various Agricultural Commodities	Advanced	Domain	Specialised
13	Crops	Additional Commissioner	Information related to WTO, Free Trade and Bilateral Trade agreements	Advanced	Domain	Specialised
14	Crops	Additional Commissioner	Food Security Act	Advanced	Domain	Specialised
15	Crops	Additional Commissioner	Mandi System and Processes	Advanced	Domain	Specialised
16	Crops	Additional Commissioner	e-NAM	Advanced	Domain	Induction
17	Crops	Deputy Commissioner	Information related to WTO, Free Trade and Bilateral Trade agreements	Advanced	Domain	Specialised
18	Crops	Deputy Commissioner	Food Security Act	Advanced	Domain	Specialised

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
19	Crops	Deputy Commissioner	Mandi System and Processes	Advanced	Domain	Specialised
20	Crops	Deputy Commissioner	e-NAM	Advanced	Domain	Induction
21	Crops	Assistant Commissioner	Information related to WTO, Free Trade and Bilateral Trade agreements	Advanced	Domain	Specialised
22	Crops	Assistant Commissioner	Food Security Act	Advanced	Domain	Specialised
23	Crops	Assistant Commissioner	Mandi System and Processes	Advanced	Domain	Specialised
24	Crops	Assistant Commissioner	e-NAM	Advanced	Domain	Induction
25	Crops	Joint Director	Information related to WTO, Free Trade and Bilateral Trade agreements	Advanced	Domain	Specialised
26	Crops	Joint Director	Food Security Act	Advanced	Domain	Specialised
27	Crops	Joint Director	Mandi System and Processes	Advanced	Domain	Specialised

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
28	Crops	Joint Director	e-NAM	Advanced	Domain	Induction
29	Crops	Additional Commissioner	GIS Technologies	Advanced	Domain	Refresher
30	Crops	Deputy Commissioner	GIS Technologies	Advanced	Domain	Refresher
31	Crops	Assistant Commissioner	GIS Technologies	Advanced	Domain	Refresher
32	Crops	Joint Director	GIS Technologies	Advanced	Domain	Refresher
33	Crops	Additional Commissioner	Remote Sensing and its Applications	Advanced	Domain	Refresher
34	Crops	Deputy Commissioner	Remote Sensing and its Applications	Advanced	Domain	Refresher
35	Crops	Assistant Commissioner	Remote Sensing and its Applications	Advanced	Domain	Refresher
36	Crops	Joint Director	Remote Sensing and its Applications	Advanced	Domain	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
37	Crops	Additional Commissioner	Applications of Drone Technology	Advanced	Domain	Induction
38	Crops	Deputy Commissioner	Applications of Drone Technology	Advanced	Domain	Induction
39	Crops	Assistant Commissioner	Applications of Drone Technology	Advanced	Domain	Induction
40	Crops	Joint Director	Applications of Drone Technology	Advanced	Domain	Induction
41	Crops	Additional Commissioner	Need Based Scheme Formulation	Basic	Functional	Refresher
42	Crops	Additional Commissioner	Responding to Parliamentary Queries	Advanced	Functional	Refresher
43	Crops	Additional Commissioner	Handling RTI	Advanced	Functional	Induction
44	Crops	Additional Commissioner	Effective Drafting	Advanced	Functional	Induction
45	Crops	Additional Commissioner	Incentivizing farmers for crop-diversification	Advanced	Domain	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
46	Crops	All New Officers	Induction Training Module for new-incoming officers	Basic	Domain	Induction
47	Crops	US	Digital Orientation to become more tech-savvy	Advanced	Behavioural	Induction
48	Crops	SO	Digital Orientation to become more tech-savvy	Advanced	Behavioural	Induction
49	Crops	Additional Commissioner	Data Driven Decision Making in Government	Advanced	Functional	Refresher
50	Crops	Additional Commissioner	Data Analytics	Advanced	Functional	Refresher
51	Crops	Additional Commissioner	GeM Procurement	Advanced	Functional	Refresher
52	Crops	Additional Commissioner	e-Samiksha	Advanced	Functional	Specialised
53	Crops	Additional Commissioner	e-HRMS	Advanced	Functional	Refresher
54	Crops	Additional Commissioner	Budgeting	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
55	Crops	Additional Commissioner	MIS	Advanced	Functional	Refresher
56	Crops	Additional Commissioner	Techno-Commercial Evaluation of DPRs	Advanced	Functional	Refresher
57	Crops	Additional Commissioner	Evaluation of RFPs, BoQ, Pre-Qualification	Advanced	Functional	Refresher
58	Crops	Additional Commissioner	Ability to evaluate and establish SLAs	Advanced	Functional	Refresher
59	Crops	Additional Commissioner	Grievance Redressal	Advanced	Behavioural	Refresher
60	Crops	Additional Commissioner	Stress Management	Advanced	Behavioural	Refresher
61	Millets Section, Crops	Deputy Commissioner	Increasing Production of Millets	Advanced	Domain	Refresher
62	Millets Section, Crops	Deputy Commissioner	Emerging Technologies in Plant Protection	Advanced	Domain	Specialised
63	Millets Section, Crops	Deputy Commissioner	Field Visits to States	Advanced	Domain	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
64	Millets Section, Crops	Deputy Commissioner	Understanding of entire Agri-Value chain from land preparation to post-harvest activities	Advanced	Domain	Specialised
65	Millets Section, Crops	Deputy Commissioner	GeM Procurement	Advanced	Functional	Refresher
66	Millets Section, Crops	Deputy Commissioner	e-Samiksha	Advanced	Functional	Specialised
67	Millets Section, Crops	Deputy Commissioner	e-HRMS	Advanced	Functional	Refresher
68	Millets Section, Crops	Deputy Commissioner	Budgeting	Advanced	Functional	Refresher
69	Millets Section, Crops	Deputy Commissioner	MIS	Advanced	Functional	Refresher
70	Millets Section, Crops	Deputy Commissioner	Techno-Commercial Evaluation of DPRs	Advanced	Functional	Refresher
71	Millets Section, Crops	Deputy Commissioner	Evaluation of RFPs, BoQ, Pre-Qualification	Advanced	Functional	Refresher

**TABLE 8: DIGITAL AGRICULTURE DIVISION - INDIVIDUAL CAPACITY BUILDING REQUIREMENTS**

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
1	Digital Agriculture	Joint Secretary	Aadhaar Data Management	Advanced	Domain	Refresher
2	Digital Agriculture	Director	Aadhaar Data Management	Advanced	Domain	Refresher
3	Digital Agriculture	Joint Secretary	Aadhaar Data Security Threats	Advanced	Domain	Refresher
4	Digital Agriculture	Director	Aadhaar Data Security Threats	Advanced	Domain	Refresher
5	Digital Agriculture	US	Aadhaar Data Security Threats	Advanced	Domain	Refresher
6	Digital Agriculture	SO	Aadhaar Data Security Threats	Advanced	Domain	Refresher
7	Digital Agriculture	Joint Secretary	Cyber Security	Advanced	Domain	Refresher
8	Digital Agriculture	Director	Cyber Security	Advanced	Domain	Refresher
9	Digital Agriculture	US	Cyber Security	Advanced	Domain	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
10	Digital Agriculture	SO	Cyber Security	Advanced	Domain	Refresher
11	Digital Agriculture	Joint Secretary	Data Analytics	Advanced	Functional	Refresher
12	Digital Agriculture	Director	Data Analytics	Advanced	Functional	Refresher
13	Digital Agriculture	US	Data Analytics	Advanced	Functional	Refresher
14	Digital Agriculture	SO	Data Analytics	Advanced	Functional	Refresher
15	Digital Agriculture	Director	Introduction to SQL	Basic	Functional	Refresher
16	Digital Agriculture	US	Introduction to SQL	Basic	Functional	Refresher
17	Digital Agriculture	SO	Introduction to SQL	Basic	Functional	Refresher
18	Digital Agriculture	Director	Server Management	Basic	Domain	Induction

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
19	Digital Agriculture	US	Server Management	Basic	Domain	Induction
20	Digital Agriculture	SO	Server Management	Advanced	Domain	Induction
21	Digital Agriculture	Director	Project Management	Advanced	Functional	Induction
22	Digital Agriculture	US	Project Management	Advanced	Functional	Induction
23	Digital Agriculture	Joint Secretary	MS Excel Skills	Advanced	Functional	Refresher
24	Digital Agriculture	Director	MS Excel Skills	Advanced	Functional	Refresher
25	Digital Agriculture	US	MS Excel Skills	Advanced	Functional	Refresher
26	Digital Agriculture	SO	MS Excel Skills	Advanced	Functional	Refresher
27	Digital Agriculture	US	MS PowerPoint	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
28	Digital Agriculture	SO	MS PowerPoint	Advanced	Functional	Refresher
29	Digital Agriculture	All New Officers	Induction Training Module for new-incoming officers	Basic	Domain	Induction

TABLE 9: DROUGHT MANAGEMENT DIVISION - INDIVIDUAL CAPACITY BUILDING REQUIREMENTS

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
1	Drought Management	Joint Secretary	Prioritization of regular data-updation by all the States/UTs	Advanced	Organisational	Specialised
2	Drought Management	Joint Secretary	Division needs more clarity on mandates related to Climate Change	Advanced	Organisational	Specialised
3	Drought Management	Joint Secretary	Calculation of Carbon Credits & Carbon Emission	Advanced	Functional	Refresher
4	Drought Management	Additional Commissioner	Calculation of Carbon Credits & Carbon Emission	Advanced	Functional	Refresher
5	Drought Management	All New Officers	Induction Training Module for new-incoming officers	Basic	Domain	Induction

**TABLE 10: EXTENSION DIVISION & DIRECTORATE OF EXTENSION - INDIVIDUAL CAPACITY BUILDING REQUIREMENTS**

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
1	EXTENSION	Joint Secretary	Understanding of Start-Up Ecosystem	Advanced	Domain	Refresher
2	EXTENSION	Deputy Secretary	Understanding of Start-Up Ecosystem	Advanced	Domain	Refresher
3	EXTENSION	Additional Commissioner	Understanding of Start-Up Ecosystem	Advanced	Domain	Refresher
4	EXTENSION	Director	Understanding of Start-Up Ecosystem	Advanced	Domain	Refresher
5	EXTENSION	Joint Director	Understanding of Start-Up Ecosystem	Advanced	Domain	Refresher
6	EXTENSION	Joint Secretary	Understanding of global best practices in creating an ideal conducive environment for attracting investments into agriculture	Advanced	Domain	Specialised
7	EXTENSION	Deputy Secretary	Understanding of global best practices in creating an ideal conducive environment for attracting investments into agriculture	Advanced	Domain	Specialised

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
8	EXTENSION	Additional Commissioner	Understanding of global best practices in creating an ideal conducive environment for attracting investments into agriculture	Advanced	Domain	Specialised
9	EXTENSION	Director	Understanding of global best practices in creating an ideal conducive environment for attracting investments into agriculture	Advanced	Domain	Specialised
10	EXTENSION	Joint Director	Understanding of global best practices in creating an ideal conducive environment for attracting investments into agriculture	Advanced	Domain	Specialised
11	EXTENSION	Joint Secretary	Advances in Agricultural Marketing	Advanced	Domain	Refresher
12	EXTENSION	Deputy Secretary	Advances in Agricultural Marketing	Advanced	Domain	Refresher
13	EXTENSION	Additional Commissioner	Advances in Agricultural Marketing	Advanced	Domain	Refresher
14	EXTENSION	Director	Advances in Agricultural Marketing	Advanced	Domain	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
15	EXTENSION	Joint Director	Advances in Agricultural Marketing	Advanced	Domain	Refresher
16	EXTENSION	Joint Secretary	Market Linkages for Agricultural Commodities	Advanced	Domain	Refresher
17	EXTENSION	Deputy Secretary	Market Linkages for Agricultural Commodities	Advanced	Domain	Refresher
18	EXTENSION	Additional Commissioner	Market Linkages for Agricultural Commodities	Advanced	Domain	Refresher
19	EXTENSION	Director	Market Linkages for Agricultural Commodities	Advanced	Domain	Refresher
20	EXTENSION	Joint Director	Applications of Drone Technology	Advanced	Domain	Refresher
21	EXTENSION	Joint Secretary	Applications of Drone Technology	Advanced	Domain	Refresher
22	EXTENSION	Deputy Secretary	Applications of Drone Technology	Advanced	Domain	Refresher
23	EXTENSION	Additional Commissioner	Applications of Drone Technology	Advanced	Domain	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
24	EXTENSION	Director	Applications of Drone Technology	Advanced	Domain	Refresher
25	EXTENSION	Joint Secretary	Understanding of the framework for assessment of ongoing infrastructure development across country to facilitate better utilization of AIF	Advanced	Domain	Specialised
26	EXTENSION	Joint Secretary	Advanced level training on procurement, covering - transparency, efficiencies, use of IT	Advanced	Functional	Refresher
27	EXTENSION	Joint Secretary	Understanding best practices for reducing wastages and leakages	Advanced	Domain	Refresher
28	EXTENSION	Joint Secretary	e-Samiksha	Advanced	Functional	Specialised
29	EXTENSION	Director	e-Samiksha	Advanced	Functional	Specialised
30	EXTENSION	US	e-Samiksha	Advanced	Functional	Specialised
31	EXTENSION	SO	e-Samiksha	Advanced	Functional	Specialised

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
32	EXTENSION	ASO	e-Samiksha	Advanced	Functional	Specialised
33	EXTENSION	Joint Secretary	e-Office	Advanced	Functional	Refresher
34	EXTENSION	Director	e-Office	Advanced	Functional	Refresher
35	EXTENSION	US	e-Office	Advanced	Functional	Refresher
36	EXTENSION	SO	e-Office	Advanced	Functional	Refresher
37	EXTENSION	ASO	e-Office	Advanced	Functional	Refresher
38	EXTENSION	Joint Secretary	e-HRMS	Advanced	Functional	Refresher
39	EXTENSION	Director	e-HRMS	Advanced	Functional	Refresher
40	EXTENSION	US	e-HRMS	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
41	EXTENSION	SO	e-HRMS	Advanced	Functional	Refresher
42	EXTENSION	ASO	e-HRMS	Advanced	Functional	Refresher
43	EXTENSION	Joint Secretary	Understanding of MIS	Advanced	Functional	Refresher
44	EXTENSION	US	Effective Drafting	Advanced	Functional	Refresher
45	EXTENSION	SO	Effective Drafting	Advanced	Functional	Refresher
46	EXTENSION	ASO	Effective Drafting	Advanced	Functional	Refresher
47	EXTENSION	US	Responding to Parliamentary Queries	Advanced	Functional	Refresher
48	EXTENSION	SO	Responding to Parliamentary Queries	Advanced	Functional	Refresher
49	EXTENSION	ASO	Responding to Parliamentary Queries	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
50	EXTENSION	Joint Secretary	Budgeting	Advanced	Functional	Induction
51	EXTENSION	Deputy Secretary	Budgeting	Advanced	Functional	Induction
52	EXTENSION	Additional Commissioner	Budgeting	Advanced	Functional	Induction
53	EXTENSION	Director	Budgeting	Advanced	Functional	Induction
54	EXTENSION	US	Budgeting	Advanced	Functional	Induction
55	EXTENSION	Joint Secretary	Stress Management	Advanced	Behavioural	Refresher
56	EXTENSION	Deputy Secretary	Stress Management	Advanced	Behavioural	Refresher
57	EXTENSION	Additional Commissioner	Stress Management	Advanced	Behavioural	Refresher
58	EXTENSION	Director	Stress Management	Advanced	Behavioural	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
59	EXTENSION	Joint Secretary	Controlling Desperation	Advanced	Behavioural	Refresher
60	EXTENSION	Joint Secretary	Task Prioritization - Strategic Planning	Advanced	Behavioural	Refresher
61	EXTENSION	Director	Digital Orientation to become more tech-savvy	Advanced	Behavioural	Refresher
62	EXTENSION	US	Digital Orientation to become more tech-savvy	Advanced	Behavioural	Refresher
63	EXTENSION	SO	Digital Orientation to become more tech-savvy	Advanced	Behavioural	Refresher
64	EXTENSION	ASO	Digital Orientation to become more tech-savvy	Advanced	Behavioural	Refresher
65	EXTENSION	All New Officers	Induction Training Module for new-incoming officers	Basic	Domain	Induction
66	Directorate of Extension	Joint Director	PFMS	Advanced	Functional	Induction
67	Directorate of Extension	Regional Home Economist	PFMS	Advanced	Functional	Induction

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
68	Directorate of Extension	Joint Director	Understanding of Start-Up Ecosystem	Advanced	Domain	Refresher
69	Directorate of Extension	Joint Director	Training on information dissemination through electronic media	Advanced	Domain	Refresher
70	Directorate of Extension	Joint Director	Knowledge of all the schemes of DA&FW	Basic	Domain	Specialised
71	Directorate of Extension	Joint Director	Training on information dissemination through electronic media	Advanced	Domain	Refresher
72	Directorate of Extension	Regional Home Economist	Responding to Parliamentary Queries	Advanced	Functional	Refresher
73	Directorate of Extension	Assistant Administration Officer	GeM Procurement	Advanced	Functional	Refresher
74	Directorate of Extension	Assistant Administration Officer	e-Office	Advanced	Functional	Refresher
75	Directorate of Extension	Assistant Administration Officer	GFR Rules	Advanced	Functional	Refresher
76	Directorate of Extension	Deputy Director	Stress Management	Advanced	Behavioural	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
77	Directorate of Extension	Deputy Director	GeM Procurement	Advanced	Functional	Refresher
78	Directorate of Extension	Deputy Director	e-Office	Advanced	Functional	Refresher
79	Directorate of Extension	Deputy Director	CSS-Conduct Rules	Advanced	Functional	Refresher
80	Directorate of Extension	Deputy Director	GFR Rules	Advanced	Functional	Refresher
81	Directorate of Extension	Deputy Director	Budgeting	Advanced	Functional	Induction
82	Directorate of Extension	Deputy Director	Establishment Matters related to Pay-Fixation	Advanced	Functional	Induction
83	Directorate of Extension	Deputy Director	GeM Procurement	Advanced	Functional	Refresher
84	Directorate of Extension	Deputy Director	PFMS	Advanced	Functional	Refresher
85	Directorate of Extension	Deputy Director	e-Office	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
86	Directorate of Extension	Joint Director	Case Studies on successful PPP Models	Basic	Functional	Induction
87	Directorate of Extension	Joint Director	Applications of Drone Technology	Advanced	Domain	Induction
88	Directorate of Extension	Joint Director	Remote Sensing and its Applications	Advanced	Domain	Refresher
89	Directorate of Extension	Joint Director	Training on information dissemination through electronic media	Advanced	Domain	Refresher
90	Directorate of Extension	All New Officers	Induction Training Module for new-incoming officers	Basic	Domain	Induction

TABLE 11: FARMERS WELFARE DIVISION - INDIVIDUAL CAPACITY BUILDING REQUIREMENTS

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
1	Farmers Welfare	Joint Secretary	GIS Technologies	Advanced	Domain	Refresher
2	Farmers Welfare	Director	GIS Technologies	Advanced	Domain	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
3	Farmers Welfare	US	GIS Technologies	Advanced	Domain	Refresher
4	Farmers Welfare	Joint Secretary	Data Driven Decision Making in Government	Advanced	Functional	Refresher
5	Farmers Welfare	Director	Data Driven Decision Making in Government	Advanced	Functional	Refresher
6	Farmers Welfare	Joint Secretary	Dashboard Management	Advanced	Functional	Refresher
7	Farmers Welfare	Director	Dashboard Management	Advanced	Functional	Refresher
8	Farmers Welfare	Director	Data Analytics	Advanced	Functional	Refresher
9	Farmers Welfare	US	Data Analytics	Advanced	Functional	Refresher
10	Farmers Welfare	Director	Website Management	Advanced	Domain	Specialised
11	Farmers Welfare	US	Website Management	Advanced	Domain	Specialised

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
12	Farmers Welfare	All New Officers	Induction Training Module for new-incoming officers	Basic	Domain	Induction

TABLE 12: INTEGRATED NUTRIENT MANAGEMENT DIVISION - INDIVIDUAL CAPACITY BUILDING REQUIREMENTS

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
1	Integrated Nutrient Management	All New Officers	Induction Training Module for new-incoming officers	Basic	Domain	Induction

TABLE 13: MECHANISATION &amp; TECHNOLOGY DIVISION - INDIVIDUAL CAPACITY BUILDING REQUIREMENTS

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
1	Mechanisation & Technology	Joint Secretary	Stress Management	Advanced	Behavioural	Refresher
2	Mechanisation & Technology	Deputy Secretary	Stress Management	Advanced	Behavioural	Refresher
3	Mechanisation & Technology	Deputy Commissioner	Stress Management	Advanced	Behavioural	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
4	Mechanisation & Technology	Assistant Commissioner	Stress Management	Advanced	Behavioural	Refresher
5	Mechanisation & Technology	US	Stress Management	Advanced	Behavioural	Refresher
6	Mechanisation & Technology	Joint Secretary	Conflict Management	Advanced	Behavioural	Refresher
7	Mechanisation & Technology	Deputy Secretary	Conflict Management	Advanced	Behavioural	Refresher
8	Mechanisation & Technology	Deputy Commissioner	Conflict Management	Advanced	Behavioural	Refresher
9	Mechanisation & Technology	Assistant Commissioner	Conflict Management	Advanced	Behavioural	Refresher
10	Mechanisation & Technology	US	Effective Communication	Advanced	Behavioural	Induction
11	Mechanisation & Technology	SO	Effective Communication	Advanced	Behavioural	Induction
12	Mechanisation & Technology	Joint Secretary	Evolving Agri-Business models for Agri-Machineries	Advanced	Domain	Specialised

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
13	Mechanisation & Technology	Deputy Secretary	Evolving Agri-Business models for Agri-Machineries	Advanced	Domain	Specialised
14	Mechanisation & Technology	Deputy Commissioner	Evolving Agri-Business models for Agri-Machineries	Advanced	Domain	Specialised
15	Mechanisation & Technology	Assistant Commissioner	Evolving Agri-Business models for Agri-Machineries	Advanced	Domain	Specialised
16	Mechanisation & Technology	US	Evolving Agri-Business models for Agri-Machineries	Advanced	Domain	Specialised
17	Mechanisation & Technology	Joint Secretary	Agri-Machinery requirement in Pre-Harvest and Post-Harvest activities	Advanced	Domain	Refresher
18	Mechanisation & Technology	Deputy Secretary	Agri-Machinery requirement in Pre-Harvest and Post-Harvest activities	Advanced	Domain	Refresher
19	Mechanisation & Technology	Deputy Commissioner	Agri-Machinery requirement in Pre-Harvest and Post-Harvest activities	Advanced	Domain	Refresher
20	Mechanisation & Technology	Assistant Commissioner	Agri-Machinery requirement in Pre-Harvest and Post-Harvest activities	Advanced	Domain	Refresher
21	Mechanisation & Technology	US	Agri-Machinery requirement in Pre-Harvest and Post-Harvest activities	Advanced	Domain	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
22	Mechanisation & Technology	Joint Secretary	Agri-Machinery Value Chain Development in each State	Advanced	Domain	Specialised
23	Mechanisation & Technology	Deputy Secretary	Agri-Machinery Value Chain Development in each State	Advanced	Domain	Specialised
24	Mechanisation & Technology	Deputy Commissioner	Agri-Machinery Value Chain Development in each State	Advanced	Domain	Specialised
25	Mechanisation & Technology	Assistant Commissioner	Agri-Machinery Value Chain Development in each State	Advanced	Domain	Specialised
26	Mechanisation & Technology	US	Agri-Machinery Value Chain Development in each State	Advanced	Domain	Specialised
27	Mechanisation & Technology	Joint Secretary	Best Practices in Incentivizing Farmers to adopt Agri-Machinery	Advanced	Domain	Specialised
28	Mechanisation & Technology	Deputy Secretary	Best Practices in Incentivizing Farmers to adopt Agri-Machinery	Advanced	Domain	Specialised
29	Mechanisation & Technology	Deputy Commissioner	Best Practices in Incentivizing Farmers to adopt Agri-Machinery	Advanced	Domain	Specialised
30	Mechanisation & Technology	Assistant Commissioner	Best Practices in Incentivizing Farmers to adopt Agri-Machinery	Advanced	Domain	Specialised

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
31	Mechanisation & Technology	US	Best Practices in Incentivizing Farmers to adopt Agri-Machinery	Advanced	Domain	Specialised
32	Mechanisation & Technology	Joint Secretary	Understanding of Start-Up Ecosystem	Advanced	Domain	Refresher
33	Mechanisation & Technology	Deputy Secretary	Understanding of Start-Up Ecosystem	Advanced	Domain	Refresher
34	Mechanisation & Technology	Deputy Commissioner	Understanding of Start-Up Ecosystem	Advanced	Domain	Refresher
35	Mechanisation & Technology	Assistant Commissioner	Understanding of Start-Up Ecosystem	Advanced	Domain	Refresher
36	Mechanisation & Technology	US	Understanding of Start-Up Ecosystem	Advanced	Domain	Refresher
37	Mechanisation & Technology	Joint Secretary	Remote Sensing and its Applications	Advanced	Domain	Refresher
38	Mechanisation & Technology	Joint Secretary	GIS Technologies	Advanced	Domain	Refresher
39	Mechanisation & Technology	Joint Secretary	Applications of Drone Technology	Advanced	Domain	Induction

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
40	Mechanisation & Technology	Deputy Secretary	Remote Sensing and its Applications	Advanced	Domain	Refresher
41	Mechanisation & Technology	Deputy Secretary	GIS Technologies	Advanced	Domain	Refresher
42	Mechanisation & Technology	Deputy Secretary	Applications of Drone Technology	Advanced	Domain	Induction
43	Mechanisation & Technology	Deputy Commissioner	Remote Sensing and its Applications	Advanced	Domain	Refresher
44	Mechanisation & Technology	Deputy Commissioner	GIS Technologies	Advanced	Domain	Refresher
45	Mechanisation & Technology	Deputy Commissioner	Applications of Drone Technology	Advanced	Domain	Induction
46	Mechanisation & Technology	Assistant Commissioner	Remote Sensing and its Applications	Advanced	Domain	Refresher
47	Mechanisation & Technology	Assistant Commissioner	GIS Technologies	Advanced	Domain	Refresher
48	Mechanisation & Technology	Assistant Commissioner	Applications of Drone Technology	Advanced	Domain	Induction

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
49	Mechanisation & Technology	Joint Secretary	Co-ownership Models in Agri-Tech Start-Up market	Advanced	Domain	Specialised
50	Mechanisation & Technology	Deputy Secretary	Co-ownership Models in Agri-Tech Start-Up market	Advanced	Domain	Specialised
51	Mechanisation & Technology	Deputy Commissioner	Co-ownership Models in Agri-Tech Start-Up market	Advanced	Domain	Specialised
52	Mechanisation & Technology	Assistant Commissioner	Co-ownership Models in Agri-Tech Start-Up market	Advanced	Domain	Specialised
53	Mechanisation & Technology	US	Co-ownership Models in Agri-Tech Start-Up market	Advanced	Domain	Specialised
54	Mechanisation & Technology	Joint Secretary	Venture Funding Patterns and Trends in Agri-Machinery Domain	Advanced	Domain	Specialised
55	Mechanisation & Technology	Deputy Secretary	Venture Funding Patterns and Trends in Agri-Machinery Domain	Advanced	Domain	Specialised
56	Mechanisation & Technology	Deputy Commissioner	Venture Funding Patterns and Trends in Agri-Machinery Domain	Advanced	Domain	Specialised
57	Mechanisation & Technology	Assistant Commissioner	Venture Funding Patterns and Trends in Agri-Machinery Domain	Advanced	Domain	Specialised

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
58	Mechanisation & Technology	US	Venture Funding Patterns and Trends in Agri-Machinery Domain	Advanced	Domain	Specialised
59	Mechanisation & Technology	Joint Secretary	Finance for Non-Finance	Advanced	Functional	Refresher
60	Mechanisation & Technology	Deputy Secretary	Finance for Non-Finance	Advanced	Functional	Refresher
61	Mechanisation & Technology	Deputy Commissioner	Finance for Non-Finance	Advanced	Functional	Refresher
62	Mechanisation & Technology	Assistant Commissioner	Finance for Non-Finance	Advanced	Functional	Refresher
63	Mechanisation & Technology	US	Finance for Non-Finance	Advanced	Functional	Refresher
64	Mechanisation & Technology	Joint Secretary	Monitoring & Evaluation of Government Schemes	Advanced	Functional	Refresher
65	Mechanisation & Technology	Deputy Secretary	Monitoring & Evaluation of Government Schemes	Advanced	Functional	Refresher
66	Mechanisation & Technology	Deputy Commissioner	Monitoring & Evaluation of Government Schemes	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
67	Mechanisation & Technology	Assistant Commissioner	Monitoring & Evaluation of Government Schemes	Advanced	Functional	Refresher
68	Mechanisation & Technology	US	Monitoring & Evaluation of Government Schemes	Advanced	Functional	Refresher
69	Mechanisation & Technology	Deputy Commissioner	Techno-Commercial Evaluation of DPRs	Advanced	Functional	Refresher
70	Mechanisation & Technology	Assistant Commissioner	Techno-Commercial Evaluation of DPRs	Advanced	Functional	Refresher
71	Mechanisation & Technology	US	Techno-Commercial Evaluation of DPRs	Advanced	Functional	Refresher
72	Mechanisation & Technology	Deputy Commissioner	Evaluation of RFPs, BoQ, Pre-Qualification	Advanced	Functional	Refresher
73	Mechanisation & Technology	Assistant Commissioner	Evaluation of RFPs, BoQ, Pre-Qualification	Advanced	Functional	Refresher
74	Mechanisation & Technology	US	Evaluation of RFPs, BoQ, Pre-Qualification	Advanced	Functional	Refresher
75	Mechanisation & Technology	Deputy Commissioner	Legislative Writing	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
76	Mechanisation & Technology	Assistant Commissioner	Legislative Writing	Advanced	Functional	Refresher
77	Mechanisation & Technology	US	Legislative Writing	Advanced	Functional	Refresher
78	Mechanisation & Technology	All New Officers	Induction Training Module for new-incoming officers	Basic	Domain	Induction
79	Mechanisation & Technology	SO	Legislative Writing	Advanced	Functional	Refresher

TABLE 14: NATURAL RESOURCES MANAGEMENT DIVISION - INDIVIDUAL CAPACITY BUILDING REQUIREMENTS

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
1	Natural Resources Management	All New Officers	Induction Training Module for new-incoming officers	Basic	Domain	Induction

**TABLE 15: OILSEEDS DIVISION - INDIVIDUAL CAPACITY BUILDING REQUIREMENTS**

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
1	Oilseeds	Deputy Commissioner	Understanding of entire Agri-Value chain from land preparation to post-harvest activities for Oilseeds	Advanced	Domain	Specialised
2	Oilseeds	Director	Farm Immersion Program for Officers	Advanced	Domain	Specialised
3	Oilseeds	Deputy Commissioner	Farm Immersion Program for Officers	Advanced	Domain	Specialised
4	Oilseeds	Assistant Commissioner	Farm Immersion Program for Officers	Advanced	Domain	Specialised
5	Oilseeds	Deputy Commissioner	FSSAI and other quality regulations for Oilseeds	Advanced	Domain	Refresher
6	Oilseeds	Assistant Commissioner	FSSAI and other quality regulations for Oilseeds	Advanced	Domain	Refresher
7	Oilseeds	Deputy Commissioner	Need Based Scheme Formulation	Advanced	Functional	Refresher
8	Oilseeds	Assistant Commissioner	Need Based Scheme Formulation	Advanced	Functional	Refresher
9	Oilseeds	Deputy Commissioner	Understanding of Agri-Inputs for Dealers	Advanced	Domain	Specialised

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
10	Oilseeds	Assistant Commissioner	Understanding of Agri-Inputs for Dealers	Advanced	Domain	Specialised
11	Oilseeds	Deputy Commissioner	Import-Export Policies for Oilseeds & Edible-Oil	Advanced	Domain	Specialised
12	Oilseeds	Assistant Commissioner	Import-Export Policies for Oilseeds & Edible-Oil	Advanced	Domain	Specialised
13	Oilseeds	Deputy Commissioner	Information related to WTO, Free Trade and Bilateral Trade agreements	Advanced	Domain	Specialised
14	Oilseeds	Deputy Commissioner	Food Security Act	Advanced	Domain	Specialised
15	Oilseeds	Deputy Commissioner	Interaction with Industry	Advanced	Domain	Induction
16	Oilseeds	Deputy Commissioner	Responding to Parliamentary Queries	Advanced	Functional	Refresher
17	Oilseeds	Deputy Commissioner	Handling RTI	Advanced	Functional	Refresher
18	Oilseeds	Assistant Commissioner	Responding to Parliamentary Queries	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
19	Oilseeds	Assistant Commissioner	Handling RTI	Advanced	Functional	Refresher
20	Oilseeds	Deputy Commissioner	Organisational Skills	Advanced	Functional	Refresher
21	Oilseeds	Deputy Commissioner	Data Analytics	Advanced	Functional	Refresher
22	Oilseeds	Assistant Commissioner	Data Analytics	Advanced	Functional	Refresher
23	Oilseeds	US	Data Analytics	Advanced	Functional	Refresher
24	Oilseeds	Deputy Commissioner	Data Driven Decision Making in Government	Advanced	Functional	Refresher
25	Oilseeds	Deputy Commissioner	Incentivizing farmers for crop-diversification	Advanced	Domain	Refresher
26	Oilseeds	Deputy Commissioner	GeM Procurement	Advanced	Functional	Refresher
27	Oilseeds	Deputy Commissioner	e-Samiksha	Advanced	Functional	Specialised

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
28	Oilseeds	Deputy Commissioner	e-HRMS	Advanced	Functional	Refresher
29	Oilseeds	Deputy Commissioner	Budgeting	Advanced	Functional	Refresher
30	Oilseeds	Deputy Commissioner	MIS	Advanced	Functional	Refresher
31	Oilseeds	Assistant Commissioner	GeM Procurement	Advanced	Functional	Refresher
32	Oilseeds	Assistant Commissioner	e-Samiksha	Advanced	Functional	Specialised
33	Oilseeds	Assistant Commissioner	e-HRMS	Advanced	Functional	Refresher
34	Oilseeds	Assistant Commissioner	Budgeting	Advanced	Functional	Refresher
35	Oilseeds	Assistant Commissioner	MIS	Advanced	Functional	Refresher
36	Oilseeds	US	GeM Procurement	Advanced	Functional	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
37	Oilseeds	US	e-Samiksha	Advanced	Functional	Specialised
38	Oilseeds	US	e-HRMS	Advanced	Functional	Refresher
39	Oilseeds	US	Budgeting	Advanced	Functional	Refresher
40	Oilseeds	US	MIS	Advanced	Functional	Refresher
41	Oilseeds	Deputy Commissioner	Grievance Redressal	Advanced	Behavioural	Refresher
42	Oilseeds	Deputy Commissioner	Stress Management	Advanced	Behavioural	Refresher
43	Oilseeds	Deputy Commissioner	Effective Communication	Advanced	Behavioural	Induction
44	Oilseeds	Assistant Commissioner	Grievance Redressal	Advanced	Behavioural	Refresher
45	Oilseeds	Assistant Commissioner	Stress Management	Advanced	Behavioural	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
46	Oilseeds	Assistant Commissioner	Effective Communication	Advanced	Behavioural	Induction
47	Oilseeds	All New Officers	Induction Training Module for new-incoming officers	Basic	Domain	Induction

TABLE 16: RKVY &amp; PLAN COORDINATION DIVISIONS - INDIVIDUAL CAPACITY BUILDING REQUIREMENTS

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
1	RKVY & PC	US	Techno-Commercial Evaluation of DPRs	Advanced	Functional	Refresher
2	RKVY & PC	SO	Techno-Commercial Evaluation of DPRs	Advanced	Functional	Refresher
3	RKVY & PC	US	GeM Procurement	Advanced	Functional	Refresher
4	RKVY & PC	SO	GeM Procurement	Advanced	Functional	Refresher
5	RKVY & PC	Joint Secretary	Team Building	Advanced	Behavioural	Induction

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
6	RKVY & PC	Joint Secretary	Leadership Development	Advanced	Behavioural	Induction
7	RKVY & PC	US	Leadership Development	Advanced	Behavioural	Induction
8	RKVY & PC	US	Data Analytics	Advanced	Functional	Refresher
9	RKVY & PC	SO	Data Analytics	Advanced	Functional	Refresher
10	RKVY & PC	US	Data Analytics	Advanced	Functional	Refresher
11	RKVY & PC	SO	Data Analytics	Advanced	Functional	Refresher
12	RKVY & PC	US	Data Driven Decision Making in Government	Advanced	Functional	Refresher
13	RKVY & PC	US	Monitoring & Evaluation of Government Schemes	Advanced	Functional	Refresher
14	RKVY & PC	SO	Effective Drafting	Advanced	Functional	Induction

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
15	RKVY & PC	US	Effective Drafting	Advanced	Functional	Induction
16	RKVY & PC	US	Effective Drafting in Disciplinary Matters	Advanced	Functional	Induction
17	RKVY & PC	SO	Responding to Parliamentary Queries	Advanced	Functional	Induction
18	RKVY & PC	SO	Report Writing	Advanced	Functional	Refresher
19	RKVY & PC	SO	MS Excel Skills	Advanced	Functional	Refresher
20	RKVY & PC	All New Officers	Induction Training Module for new-incoming officers	Basic	Domain	Induction

**TABLE 17: SEEDS DIVISION - INDIVIDUAL CAPACITY BUILDING REQUIREMENTS**

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
1	Seeds	Director	Post-Harvest Management of Seeds	Basic	Domain	Induction
2	Seeds	Director	Seed Testing	Basic	Domain	Induction
3	Seeds	Director	Seed Law Enforcement	Basic	Domain	Induction
4	Seeds	Director	Advancements in Seed Testing	Basic	Domain	Induction
5	Seeds	Director	Quality Seed Production for Vegetables	Basic	Domain	Induction
6	Seeds	Director	Quality Seed Production for Oilseeds & Pulses	Basic	Domain	Induction
7	Seeds	Director	Quality Seed Production for Cereals	Basic	Domain	Induction
8	Seeds	Joint Secretary	Many Seed Testing Labs are not Accredited	Basic	Domain	Specialised
9	Seeds	Assistant Commissioner	Post-Harvest Management of Seeds	Basic	Domain	Induction

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
10	Seeds	Assistant Commissioner	Seed Testing	Basic	Domain	Induction
11	Seeds	Assistant Commissioner	Seed Law Enforcement	Basic	Domain	Induction
12	Seeds	Assistant Commissioner	Advancements in Seed Testing	Basic	Domain	Induction
13	Seeds	Assistant Commissioner	Quality Seed Production for Vegetables	Basic	Domain	Induction
14	Seeds	Assistant Commissioner	Quality Seed Production for Oilseeds & Pulses	Basic	Domain	Induction
15	Seeds	Assistant Commissioner	Quality Seed Production for Cereals	Basic	Domain	Induction
16	Seeds	Director	Team Building	Advanced	Behavioural	Refresher
17	Seeds	Assistant Commissioner	Team Building	Advanced	Behavioural	Refresher
18	Seeds	US	Team Building	Advanced	Behavioural	Refresher

S. No.	DIVISIONS	DESIGNATION	TRAINING / NON-TRAINING INTERVENTIONS	PROFICIENCY LEVEL	INTERVENTION TYPE (B/D/F/O)	TYPE OF TRAINING
19	Seeds	SO	Team Building	Advanced	Behavioural	Refresher
20	Seeds	All New Officers	Induction Training Module for new-incoming officers	Basic	Domain	Induction

## 6.2 Capacity Required at the Organizational Level

Based on the discussions with the officers of various Divisions, following Organizational Capacity Building Requirements were identified:

**TABLE 18: ORGANIZATIONAL LEVEL CAPACITY BUILDING**

S. No.	Division	Organizational Capacity Building Requirement
1	Crops Division	Farm Immersion module for officers to obtain understanding of entire value chain of Agriculture – from land preparation to post-harvest management of agricultural produce
2	Millets Section – Crops Division	Understanding of various initiatives under ODOP for Millets (23 districts have been identified under ODOP for Millets)
3	Agricultural Trade Division	Understanding of FTA, WTO Policy Implications, Bilateral Trade Food Security Act, and Import-Export Duty Implications
4	Crops Division	
5	Oilseeds Division	
6	Oilseeds Division	Understanding of Entire value chain of all the Oilseeds, Oil Palm, Tree-borne Oilseeds- Right from Land Preparation & Sowing to Harvest & Post- Harvest Activities (Farm Immersion modules)
7	Directorate of Marketing & Inspection	Development of a Knowledge Bank on DMI's website
8	Directorate of Marketing & Inspection	Collaboration with educational institutions – IIM Ahmedabad, NIFTEM, etc. to enhance Agri-Business Management knowledge of the officers
9	Directorate of Marketing & Inspection	NABL Accreditation - Assessor's Training from NABL/QCI
10	Directorate of Marketing & Inspection	Field Visits to enhance understanding of latest technologies associated with Agricultural Marketing Infrastructure with regards to Storage and Non-Storage facilities.
11	Directorate of Marketing & Inspection	Improvement in office infrastructure, both – IT and Non-IT
12	Small Farmers' Agri-Business Consortium (SFAC)	Development of a Centre of Excellence for enhancing knowledge of Cluster Based Business Organizations (CBBO) and FPOs through collaboration with educational institutions – IIM Ahmedabad, CCSNIAM, MANAGE, etc.
13	Mechanization & Technology Division	Requirement of a centralized dashboard in the form of a Mobile Phone Application to provide information related to various schemes of M&T Division to farmers

S. No.	Division	Organizational Capacity Building Requirement
14	Credit Division	Requirement of a Subject Matter Expert for: <ul style="list-style-type: none"> <li>➤ Evaluation of various schemes of the Division to determine whether to keep a scheme operational</li> <li>➤ Fixation of Crop Insurance Premia</li> </ul>
15	Credit Division	Explore the scope for having a Weather Data Dashboard to assess impact of weather on crops and strengthen Crop Insurance ecosystem
16	Credit Division	Creation of a Talent Pool for Agri-Sector by collaborating with various Agri-Universities and PSUs
18	Credit Division	Evaluation of the impact and outreach of ongoing social media campaigns of the Division
19	Natural Resources Management Division	Gaining more clarity about the Division's mandates with regards to Climate Change
20	Drought Management Division	Development of a mechanism to ensure that all the States update Drought Data as per the laid down guidelines. Currently, very few States follow the guidelines.
21	Integrated Nutrient Management Division	Establishment of a Technical Support Unit to oversee: <ul style="list-style-type: none"> <li>➤ Matters related to innovative fertilizers and fertilizer control order (FCO)</li> <li>➤ NABL Accreditation of all the Soil Testing Labs. Very few Soil Testing Labs are NABL accredited</li> <li>➤ Work out a technical, legal, and statutory framework for implementation of FCO</li> </ul>
22	Extension Division	Case studies related to successful PPP model-based projects
23	RKVY Division	Workshop on Techno-Commercial Evaluation of DPRs received from various States under the RKVY Scheme
24	Directorate of Marketing & Inspection	
25	RKVY Division	Need for development of an ecosystem with the Department's internal knowledge partners to promote Agri-Preneurship through specialized courses curated for youth as well as Department's Officers
26	Oilseeds Division	National Level Conclave involving Start-Ups, State Government Officials, Ministry Officials, and Industry to identify problems faced by the Start-Ups and Edible Oil Industry
27	Seeds Division	NABL Accreditation of all the Seed Testing Labs

### 6.3 Suggestions of the Subject Matter Expert

In order to keep the Annual Capacity Building Plan highly relevant to Hon'ble PM's vision and to ensure that the plan does not envisage merely classroom training programs for the officers of the Department, the Capacity Building Commission identified a Subject Matter Expert with over 30 years of experience in the Agri-Sector.

Mr. Sudhir Kumar Goel, Former Additional Chief Secretary – Agriculture and Marketing, Government of Maharashtra was roped in as the Subject Matter Expert to facilitate expert inputs in devising the roadmap for the Annual Capacity Building Plan.

Inputs received from Mr. Sudhir Kumar Goel:

#### **A PLAN FOR CAPACITY BUILDING OF GOVERNMENT OFFICIALS TO TRANSFORM AGRICULTURE THROUGH PROMOTION OF INTEGRATED AGRI-VALUE CHAINS**

##### INTRODUCTION

*Ministry of Agriculture & Farmers' Welfare, MoAFW and its various divisions and organizations deal with agriculture as a vocation which encompasses a long chain of activities which must be integrated in such a manner that the value is added in a seamless manner at each of its stage from production to marketing and ultimately to the consumption of its produce. This integrated value chain is dis-jointed and weak and is never seamless as the broken chain is inefficiently connected through a range of intermediaries who take away unreasonable price of their 'services' without adding any equivalent value and thus fleecing both, the farmer as well as consumer, former with lower returns and later with higher price.*

*Which are the nodes, each being dealt by one or the other divisions of the Ministry, of a desirable integrated agricultural value chain? List could indeed be quite long—healthy soils; soil moisture security; a productive seed or sapling of desired germ plasm; conducive agro-ecological weather and environment; good agronomic practices; desired land preparation; balance nutrition, effective plant protection; inter cultural operations; protective irrigation; timely harvesting; post-harvest operations; safe storage and transportation; remunerative marketing; transparent retailing; processing for value addition; nutritious consumption-domestic or exports; minimal food loss and waste--- list could be even much longer. Added concerns are sustainable food systems and meeting the challenge of climate change.*

*The expectation of the Governments, academia, researcher, private sector and civil society organizations from the farmers, 85 % of which are small and marginal, is that at the field level, a farmer should, without any help from any one, or with the scarce help of an extension machinery, if existent, integrate all that body of knowledge, schemes, services, inputs, technology and learnings in such a manner that a. agriculture as a vocation is profitable, b. food and nutrition security is achieved and c. environment is not adversely impacted but restored. How*

*many of the stakeholders in an agricultural value chain genuinely believe that the present capacity of Government officials is good enough that it would ever happen?*

### THE CHALLENGE

*Proponents of various verticals, each represented by various divisions of MoAFW in agricultural space argue that the horizontal integration of the verticals into an agricultural vocation in a value-chain has taken place at the field level by our hard-working farmers themselves and we as a country are food secure because of such an integration already existing. Nothing could be more fallacious than such a presumption which is the most inhibiting factor for any kind of agricultural transformation.*

*Transition from subsistence farming in the early years of agriculture to more marketable commodity regime due to adoption of better agronomic practices and application of external inputs has created its own challenges where agrarian distress is mounting due to non-remunerative nature of production and marketing operations coupled with deterioration of all the natural resources needed for a sustainable agriculture. Even food security is a sham due to prevailing large-scale imports of various commodities, for example edible oil, and glaring existence of malnutrition, if not hunger.*

*There are several estimates to show that even with the prevailing level of technology currently in vogue in our agriculture and even with the existing natural resources, our production and average productivity of most of agricultural commodities is not even half, compared to what can ideally be achieved. Blame is quickly passed on plethora of reasons, but primarily to an almost defunct extension system and the debate never ever shifts to the non-existent integrated value chains converging all those factors which are needed to be brought together either intrinsically or through an external agency for an often highly distressed farmer.*

*Despite an absence of any credible integrating mechanism for long chain of activities in a production and marketing cycle, how come there are a good number of success stories of farmers and their groups achieving what majority of the farmers are not able to achieve?*

*Exception proves the rule; such enterprising farmers through their grit and determination, often through trial and error of number of years have perfected the art of bringing together all those diverse factors of production, and more importantly marketing, which are embedded into large number of verticals narrated earlier. They enrich their soils, arrange minimal moisture through protective irrigation, diverse their cropping pattern even to poultry, dairy, and horticulture; spread the risks and do all that is needed to build up a near ideal value chain even by intelligent discovery of multiple markets, rather than relying only on APMC Mandi system.*

*Why are these success stories very few and do not get multiplied to make agrarian distress a thing of past? What kind of capacity needs to be built up in our agricultural eco-system in Government to achieve this objective?*

### ACBP- VERTICAL & HORIZONTALS

*Annual Capacity Building Plan, ACBP, must address the challenges facing in accelerating the process of agricultural transformation briefly narrated earlier. Each division of Ministry addresses*

*an Agri-vertical, except few, and there are few divisions like Policy, Coordination, RKVY, NMSA, IT and planning which are meant to strike a horizontal integration amongst the verticals.*

*An Agri-vertical like Seed, INM, Extension, PP, Horticulture, Crops, NRM, Marketing, Credit, Insurance, and Trade must drill down the capacity to deal with the vertical from the top level in the division up to bottom level in a State-organization dealing with that vertical. Divisions and its subordinate organizations must have capacity not only to equip themselves but also get the respective State machinery in that vertical ready to implement schemes and programs of that vertical. It must be included in ACBP so that vertical integration in capacity building is achieved.*

*Horizontal integration at all levels of various verticals in Agri-value chains is much more complex and capacity for the same is non-existent at all levels- Divisions, Organizations, State Departments, and their Subordinate Institutions. What are the alternatives available to build up such a capacity to promote horizontally integrated Agri-value chains to transform agriculture?*

### VALUE-CHAIN INTEGRATION

*Governments, Centre as well as States, have plethora of schemes for each vertical in a value chain. To name a few—Nation Food Security Mission primarily for cereals and pulses production, National Mission on Oilseeds and Oil Palm for oil seeds, now subsumed with NFSM, except Mission on Oil Palm; Mission on Integrated Development for Horticulture; Mission on Agricultural Extension & Technology; Prime Minister Fasal Bima Yojana; Prime Minister Krishi Sichai Yojana; National Bamboo Mission; Paramparagat Krishi Vikas Yojana and many more. There is a new wave of income support schemes with Centre as well as States—beginning with PMKISAN with Centre. In this list, there are subsidized inputs—fertilizers, electricity, water and even credit.*

*Not many in Government, let alone outside it, realize that even now there are convergence possibilities to integrate various schemes for distinct verticals narrated above. One such platform exists under Rashtriya Krishi Vikas Yojana, RKVY, under which projects can be formulated to cover the entire value chain. An obvious possibility is a component, Public Private Partnership for Integrated Agricultural Development, PPP-IAD. Except Maharashtra, Karnataka, and AP; it has been hardly used by other states. However even in these states, only a fraction of available funds has been used for this purpose.*

*Another intervention which can be used by Government agencies to promote sustainable agricultural value chains happens to be National Mission on Sustainable Agriculture, NMSA. Sustainable Agriculture Mission under National Action Plan on Climate Change, NAPCC, recommends a convergence of activities under ten broad heads—improved crop seeds, livestock, and fish cultures; water use efficiency; pest management; improved farm practices; nutrient management; agricultural insurance; credit support; markets; access to information and livelihood diversification. What is more needed to set up a value chain?*

*The preceding paras clearly demonstrate that Government machinery is divided in huge number of subject verticals, each being handled by various divisions, with no mechanism to integrate their efforts as a part of an integrated value chain. Same is true in terms of research system in agriculture. Wherever converging structures even exist, like in RKVY or NMSA, they are hardly used in view of preponderance of several competing verticals which have no compulsions to*

*come together for a geography and for a group of farmers so that even the stated objective of doubling of income of farmers seems to have been attempted. Situation is further compounded with large number of Ministries, Departments, and similar entities- MOFPI, MORD, MOWR, MOFPD, MOFAHD and many more, dealing with varying subjects related to agriculture. Whether Government could build up capacity for such a value-chain integration outside Government?*

### THE ALTERNATIVES

*If Governments have not succeeded in coming together to address the diverse issues affecting adversely the desired interventions for a value chain, is the private sector better placed to take it up in their own business interest which is largely getting impacted due to growing agrarian distress leading to reduced purchasing power in the hands of those very farmers for whose benefits such businesses are claimed to exist? Private sector on inputs and services supply-side are competing structures hardly interested at present to become the leaders of a value chain—localized or regional. Every such private player claims to help farmers to increase their net income through its intervention, but the agrarian distress continues to rise.*

*There is another set of private players who are the off takers of agricultural produce for wholesale purchase to trade or to retail or to export or to process. Most of them are happy to procure from intermediaries and are least interested to have additional botheration of aggregating the produce of desired quality, quantity, and periodicity directly from the farmers. Such private players have some genuine issues with the provisions of existing Essential Commodities Act and APMC Act and many other regulations for land leasing, contract farming, ware housing, packaging, just to name a few.*

*Despite pioneering work of many of the market players integrating their procurement operations directly with the farmers, albeit at a small scale, consensus amongst off takers is still against direct engagement with the farmers. While many of such players, some of them being global, do present themselves as the champions of sustainable food systems, due to lack of what they often call marketing reforms, have kept themselves away from establishing integrated value chains of even a small size at the field level.*

*Government of India is aware of the concerns of private off takers despite all of them not being genuine. Wave of reforms in agricultural marketing since the introduction of a model Act in 2003 for marketing by many states has not impressed these players. Their appetite for more reforms is still not satiated. Government had circulated the drafts of three model Acts amongst states, one on marketing and other on contract farming and the third on land leasing: agriculture and land being state subjects under the constitution. Some of the states have adopted these Acts but it is too early to gauge their impact on direct engagement of private players with the farmers.*

*Question remains unanswered as to how, many of the off takers engage directly with the farmers not only marketing but also of production of a commodity in which they are interested? Examples are plenty in certain sectors—seeds, dairy, poultry, sugar, and high value exports. There are growing concerns of sustainability, traceability, exportable and processing quality, organized retailing of prime quality and many more, which are forcing the businesses to revisit their apathy*

*towards their willingness to engage in an integrated value chains with the farmers in the back end and their own expertise continuing with the consumers in the front end.*

### THE ATTEMPTS

*Governments and the private players leaving the area of establishing localized and integrated value chains unoccupied for the present, there have been some half- hearted and feeble attempts by Civil Society Organizations, CSOs, to fill this gap. All such interventions are grant driven, not business driven, either by NGOs or fueled by CSR. Standard practice has been to organize the farmers in groups or an FPO for more efficient production and aggregation and then trying to connect them to markets which are harsh and often unfriendly.*

*Though there are few success stories, none or almost none of such interventions have graduated into a robust business model where grant based interventions are replaced by service charges based operations where farmers are convinced of receiving increased income and therefore are willing to pay for the services being provided at a cost which is a fraction of increased income, cost to reach that level of increased income is quiet high, primarily internally consumed by NGOs / FPOs and thus eliminating the possibility of such an intervention to graduate to a sustainable business model.*

*In its search for developing a business model for connecting farmers to the consumers, several SMEs, and Startups, mostly through e-marketing of agricultural produce have come up with considerable success, notwithstanding many failures as well. While most of the Ag-tech startups are struggling to sell their services / products which touch only a very small part of the value chain, SMEs, and Startups, which are also mostly SMEs, engaged in the entire value chain connecting farmers to the consumers have all ingredients to scale up their initially successful operations.*

### THE SCALING UP

*What is it in few successful SMEs and Startups which gives hope for scaling up and multiplication of such model operations through an Annual Capacity Building Plan for the Ministry down below up to States and their organizations? Their focus is on net increase in the income of the farmers through a direct engagement with the farmers to get a market driven agricultural produce grown with higher productivity and better quality as well as its marketing through channels which ensure better prices to the produce compared to the market rates prevailing, primarily through efficiencies in the integrated value chain.*

*Another striking feature of such operations by few successful startups / SME; let us call them Agri-value Chain Enterprise, AVCE; is their capacity to integrate all the diverse players in the value chain. It is unfortunate that such successes have been largely ignored by Governments except few attempts under PPPIAD framework of RKVY, and there is no support available under any of the ongoing interventions under large number of schemes. Neither there exists a platform where promoters of such AVCEs could approach to get a value chain integration facilitated. Doubling of farmers' income study in its Volume 4, Chapter 8 recommends such a platform. Their connectivity with the technology or service providers in or outside Governments is limited or even non-existent.*

### *Agri-value Chain ENTREPRENEUR*

*An obvious outcome of the contents of preceding paragraphs is that an agricultural transformation needs a cadre of benevolent value chain integrators, either in Government or outside it, to replace exploitative intermediaries to connect gradually more productive farmers / group of farmers to more enlightened consumers to address to the triple challenge of food security, economic opportunity, and environmental sustainability. The only way to ensure that such a cadre remains benevolent and not exploitative, and at the same time viable as a business entity, is to create competitions amongst themselves to carve out a space with farmers as producers and consumers as a market.*

*Choice for an Entrepreneur to drive and lead a value chain are many, provided it constitutes a group of dedicated and competent individuals in the field of agriculture, finance, marketing, social mobilization, and agri-business management. While one of them would lead the enterprise of connecting better skilled and equipped farmers to the market, others would have to take care of different verticals of a value chain. This certainly needs huge capacity building of unexperienced individuals in the respective field to get integrated into an enterprise described here.*

*There are multiple institutions in public as well as private sectors building up the capacity of the individuals into a narrow part of a desired integrated value chains at the field level. Their employability is limited giving rise to huge unemployment in the agricultural sector. Agricultural Skill Council of India, ASCI, has addressed the issue of skilling technical manpower for multiple operations in agriculture. What is now needed is to build up skills to be a part of value chain, preferably as a group of diverse disciplines mentioned earlier.*

*Organizational structure of such an enterprise is immaterial, provided it keeps as a profit a reasonable fraction of increased income of the farmers' collective with which it is working so that it meets its internal costs which are say, not more than 10% of the value of the benefits accrued to the farmers and consumers. While SMEs / Startups are eminently suited to meet such a requirement, NGOs, FPOs, CSR Foundations and even big businesses could attempt to lead such an enterprise.*

*The entire agenda of creation of localized and sustainable value chains of say one thousand farmers on average would require hundred thousand such enterprise to cover 100 million farmers. NAFIS study of NABARD estimates on average an income of just Rs. 1 lakh per annum per household. If a target of doubling the income is to be achieved, an income of Rs. 10 Cr. accrues additionally to a group of thousand farmers annually. If the service charge to an enterprise is limited to 10% of increased income, it is Rs. 1 Cr., more than enough to run a small organization of say 5 persons with diverse capacities. Returns could be multiplied or increased gradually if the enterprise takes care of more groups of farmers.*

*If the idea of an enterprise to build up a value chain is so simple, why is it so that it is still not a reality? As stated earlier, everyone in the agricultural fraternity is obsessed with large number of verticals in value chain space. The activity is not being looked as an integrated whole. It is only recently realized due to success of some SMEs and Startups that an idea of establishing localized*

*value chains might work. What is needed now is to build up capacity and have a strategy for scaling it up over entire country, for all commodities and for all farmers.*

### CAPACITY BUILDING FRAMEWORK

*How could the Governments, both Central as well as States, accelerate the process of getting commodity specific localized value chains connecting farmers to the consumers in a sustainable manner? One of the ways which is under consideration by Ministry of Agriculture is to create Agricultural Value System Partnership Platforms, AVSPP, at National as well as State level, bringing together various stakeholders to a value chain. It is spelled out in detail in Volume 4, Chapter 8 of report on doubling of farmers' income. Such a platform could invite through Expression of Interests the proposals from any enterprise to establish value chains, local, regional, or National. MoAFW has recently joined hands with FICCI to have such a platform created. Every division would require building up its own capacity to get integrated with such value chains by converging their schemes to such interventions.*

*Another way to promote value chain interventions in the country could be by constituting Agri Investment Promotion Boards, AIPB at the Centre as well as States inviting investors to invest in value chains where Governments could provide the benefits under its large number of schemes and programs to eligible individuals / groups / SMEs. A convergence of benefits of the interventions of various divisions to well- designed value chains would certainly make the dream of doubling farmers' income more realizable.*

### THE FINANCE

*One of the challenges which has remained largely unaddressed is as to how a value chain is to be financed. Credit division of the Ministry could easily strike such a convergence with FIs. Products available in banking sector are largely sectoral and provide credit independently to the individuals and organizations to meet a specific credit need rather than covering an entire value chain in a geography to all the players in that chain in an integrated manner. Products available are crop loans, investment loans, working capital loans, pledge loans or their combinations.*

*Fault does not lie with banking institutions as the proposals do not come for an entire value chain finance where credit is to be provided to different borrowers at different times so that the varying needs of stakeholders are covered across the value chain. However, it goes against the ingenuity of the bankers that they have not sufficiently tried to promote such a finance product which could address the demands from the entire value chain in a seamless fashion. Needless to add, it could have multiplied the creditworthiness and hence recoveries from all the players in the value chain, especially the farmers, and would have helped them to keep agricultural NPAs even lower.*

*FPOs as a part of a value chain in its back end do suffer from lack of adequate finance, especially the working capital for aggregation of the produce. Outright purchase from the members and its subsequent sale at times at a loss is a dangerous activity and hence instead of working capital*

*for such purchases, pledge loans against the storage of the produce has to be facilitated by the bankers and collateral management agencies. Warehousing Development and Regulation Act provides adequate provisions to minimize the risks associated with such an operation and it needs to be vigorously used by the enterprise managing the value chain.*

### THE RISK-MITIGATION

*A risk which remains largely a serious challenge for a value chain operation is associated with vagaries of nature, particularly the threat of climate change. While PMFBY still remains ill equipped to address to this challenge, no products are available in the market to cover the entire value chain which may carry much lower level of production as well as marketing risks. Value chains are most suited for promoting climate smart as well as sustainable agriculture as the enterprise under discussion here is most suitable to take such nuance technologies to the farmers. Insurance division must get such a capacity built up in Center as well as States.*

*Even a well- designed insurance product cannot take care of moisture stress which would adversely affect the viability and sustainability of even a robust value chain. While PMKSY assures Har Khet ko Paani as a slogan, only the public investment in watershed development and canal irrigation and limited availability of ground water has left more than 55% of gross cropped area rain fed. Could the augmentation of water availability be the driver for setting up the integrated value chains?*

*In western Maharashtra, private investment in co-operative lift irrigation schemes assured irrigation which led to reliable supply of sugar cane co-operative sugar mills, both financed by co-operative banks in an integrated value chain. Farmers happily paid for water charges out of the increased income due to cultivation of sugar cane with a ready market. Lesson is obvious - farmers would be willing to pay for water for an investor investing in ensuring irrigation provided the usage of water leads to an assured income much more than the cost of water. Argument could easily be extended to all the crops and value chains driven by those crops under assured irrigation and thus realizing the dream of Har Khet ko Paani in foreseeable future.*

### RKVY-PPPIAD

*PPPIAD framework under RKVY allows several options to assume the leadership of a value chain in the long chain of verticals which constitute the horizontal structure of a value chain. While buyers of the agricultural produce, often called off takers, for wholesale trade, organized retail, processing, or exports are the most natural choice to lead the AVC enterprise of value chain, any other constituents of the value chain could also assume the leadership provided such a vertical is passionate about integrating all other players to a single and integrated business platform of a value chain.*

*A value chain enterprise would draw upon the expertise, inputs and services embedded into long chain of verticals in the market. More than this, new products will have to come in the market to make a horizontal integration seamless and less painful. For example, IT platforms, products using remote sensing technologies, AI, block chains would be helpful to strike such an integration*

*at a least transaction cost. However, several success stories in value chain indicates that a value-chain entrepreneur need not wait for such products coming in the market, a beginning can always be made at a small scale with relatively smaller geographies and limited number of farmers.*

### **Agenda for Capacity Building:**

- 1. Every division of the Ministry in addition to its vertical integration of its activities down to the administrative machinery in States, needs to build up capacity as to how to move away from disjointed sectoral schemes & programs in agriculture to well designed, commodity based integrated value chains managed by individuals/ organizations / States / Private sector connecting all the farmers, big or small, to the whole sellers, consumers, organized retailers, processors & exporters. Divisions would provide benefits of their respective schemes and programs to such integrated value chain projects.*
- 2. Capacity is required to be created in all the divisions / States to identify value chain enterprises under various schemes / programs, especially PPPIAD under RKVY, to integrate production systems, marketing systems & finance in a seamless manner. Beginning could still be made without waiting any further reforms as demonstrated by successful value chains already existing in several sectors, albeit at a small scale.*
- 3. Capacity is required to be tapped in all divisions / States to promote private as well as public investments through creation of partnership platforms at National and State levels, say AGRI VALUE SYSTEMS PARTNERSHIP PLATFORM, as recommended in the report on doubling of farmers' income, through adoption and scaling up of existing Public Private Partnership framework in RKVY and convergence framework available in NMSA for sustainable agriculture across the value chain for linking farmers to the market in an efficient & effective manner.*
- 4. Expertise needs to be created at all levels, divisions, and States to call for the Expression of Interest (EoI) under the platform proposed as above from corporates, SMEs, and Agri-startups / individuals / FPO assuming the role of a value chain entrepreneur to establish a commodity-based value chain enterprise, big or small, regional, or local with the integration of existing government interventions in the field of production, marketing and finance taken together.*
- 5. For each value chain, capacity in Divisions and States must be created so that for the selected enterprise how to ensure convergence of Government interventions on protective irrigation, efficient water management, and water shed development, proper utilization of created irrigation potential, sustainable exploitation of ground water, promotion of drip and sprinkler systems with the help of PMKSY / MNREGA / state resources and many more interventions strengthening participatory management.*
- 6. For each value chain, capacity is required to be build up to ensure that Agri- value chain Enterprise strengthen and integrate to the value chain the existing extension & agricultural advisory as paid services in private as well as public sector by promoting relevant agronomic practices like soil management, raised bed planting, ridge and furrow*

- method of sowing, sub-surface irrigation, SRI/ Direct seeded rice, and precision farming, to name a few.*
- 7. For selected value chains, capacity in Mechanization Division as well as States to be created to achieve the integration through AVC Enterprise of value chain paid services in vertical businesses like mechanization through laser land leveler, self-propelled sprayers, precision seeders & planters, Transplanters, multi crop thrashers, harvesters preferably through a model of custom hiring.*
  - 8. For each value chain, various divisions must have capacity to enable AVC Enterprise to ensure timely supply of inputs---good quality seeds, balanced and integrated use of nutrients, efficient system of crop protection as well as credit and insurance; all with the help of huge number of verticals already existing in the market.*
  - 9. Insurance division to build models to have a system of value chain specific risk management including the risks related to climate change, through a complete coverage by well-designed crop insurance product which covers individual fields & farmers with a judicious use of remote sensing technology as a part of an integrated value chain.*
  - 10. Credit division to muster capacity to introduce the financial innovation through value chain- financing covering crop loan, term / investment loan, infrastructure loan, pledge loan as well as working capitals--- all as a part of an integrated value chain—through financial institutions.*
  - 11. Divisions dealing with infrastructure like warehousing, cold storages to ensure the availability of public infrastructure like connecting roads, availability of electricity and market infrastructure directly related to a specific value chain in a PPP framework in a phased manner with the help of ongoing interventions of Government, like AIF, details of which could be included in the Detailed Project Report prepared by AVC Enterprise for that value chain.*
  - 12. Various divisions need to know how to diversify the portfolio of integrated value chains from crops to animal husbandry, dairy, fisheries, horticulture, sericulture, aqua culture etc. to enhance the farmers' income, all driven by AVC Entrepreneur willing to establish such AVC Enterprise.*
  - 13. IT and Extension divisions to know how to encourage the coming up of products through an extensive use of IT / ICT / AI/ block chain in all the value chains to achieve better integration, communication, and knowledge dissemination for increased efficiency of operations including the advisory based upon multiple data sources like data available from remote sensing.*
  - 14. Marketing division / SFAC / DMI needs to build up expertise to develop strong institutions of farmers through AVC Enterprises to get the farmers integrated into the value chain through promotion of FPOs / cooperatives / SHG / JLG / Trusts / NGOs and get them federated along the commodity-based value chains.*
  - 15. Marketing division must build up integration with other Ministries to create as an integral part of value chain, a post-harvest and marketing network of ware- houses/ cold storages accredited for ware- house receipts under WDRA to receive pledge loans for the farmers and to trade on commodity exchange for better realization from their produce.*

## 7 Capacity Needs Assessment Through Secondary Research

### 7.1 National Priorities Influencing the DA&FW: Sustainable Development Goals

TABLE 19: SDG'S ASSOCIATED WITH THE DA&FW

Table: Sustainable Development Goals (SDG) and Mapping of Centrally Sponsored Schemes and the DA&FW			
Sr. No.	SDG Description	SDG Target	Centrally Sponsored Scheme / Central Sector Scheme
1	End poverty in all its forms everywhere  SDG No. 1	<ul style="list-style-type: none"> <li>By 2030, eradicate extreme poverty for all people everywhere, currently measured as people living on less than \$1.25 a day</li> <li>By 2030, reduce at least by half the proportion of men, women and children of all ages living in poverty in all its dimensions according to national definitions</li> </ul>	<ul style="list-style-type: none"> <li>Market Intervention Scheme and Price Support Scheme (MIS-PSS)</li> <li>Market Intervention Scheme and Price Support Scheme (MIS-PSS)</li> </ul>
2 (a)	End hunger, achieve food security and improved nutrition and promote sustainable agriculture  SDG No. 2	<ul style="list-style-type: none"> <li>By 2030, double the agricultural productivity and incomes of small-scale food producers, in particular women, indigenous peoples, family farmers, pastoralists and fishers, including through secure and equal access to land, other productive resources and inputs, knowledge, financial services, markets and opportunities for value addition and non-farm employment</li> </ul>	<ul style="list-style-type: none"> <li>Green Revolution umbrella scheme, including: Rashtriya Krishi Vikas Yojana (RKVY); and Krishi Unnati Schemes {Mission for Integrated Development of Horticulture (MIDH), Integrated Scheme on Agriculture Census &amp; Statistics, Integrated Scheme on Agriculture Cooperation, Integrated Scheme on Agricultural Marketing, National Food Security Mission, National Mission on Oilseeds &amp; Oil Palm (NMOOP), National Mission for Sustainable Agriculture (NMSA), and National Mission on Agriculture Extension &amp; Technology (NMAET)}</li> <li>Pradhan Mantri Krishi Sinchayee Yojana</li> <li>Pradhan Mantri Fasal Bima Yojana (PMFBY)</li> </ul>

**Table: Sustainable Development Goals (SDG) and Mapping of Centrally Sponsored Schemes and the DA&FW**

Sr. No.	SDG Description	SDG Target	Centrally Sponsored Scheme / Central Sector Scheme
			<ul style="list-style-type: none"> <li>• White Revolution (the umbrella scheme includes National Livestock Mission (NLM), National Programme for Bovine Breeding and Dairy Development, and Livestock Health and Disease Control Programme.</li> <li>• Blue Revolution (includes schemes related to inland and marine fisheries)</li> <li>• Crop Science</li> <li>• Animal Science</li> <li>• Fishery science</li> <li>• Interest subsidy for short term credit of farmers</li> <li>• Sub-mission on agriculture mechanization</li> </ul>
2 (b)	End hunger, achieve food security and improved nutrition and promote sustainable agriculture  SDG No. 2	<ul style="list-style-type: none"> <li>• By 2030, ensure sustainable food production systems and implement resilient agricultural practices that increase productivity and production, that help maintain ecosystems, that strengthen capacity for adaptation to climate change, extreme weather, drought, flooding and other disasters and that progressively improve land and soil quality</li> </ul>	<ul style="list-style-type: none"> <li>• Green Revolution, the umbrella scheme, includes: Rashtriya Krishi Vikas Yojana (RKVY); and Krishi Unnati Schemes {Mission for Integrated Development of Horticulture (MIDH), Integrated Scheme on Agriculture Census &amp; Statistics, Integrated Scheme on Agriculture Cooperation, Integrated Scheme on Agricultural Marketing, National Food Security Mission, National Mission on Oilseeds &amp; Oil Palm (NMOOP), National Mission for Sustainable Agriculture (NMSA), and National Mission on Agriculture Extension &amp; Technology (NMAET)}</li> <li>• Pradhan Mantri Krishi Sinchayee Yojana</li> <li>• Natural Resource Management</li> </ul>

**Table: Sustainable Development Goals (SDG) and Mapping of Centrally Sponsored Schemes and the DA&FW**

Sr. No.	SDG Description	SDG Target	Centrally Sponsored Scheme / Central Sector Scheme
2 (c)	End hunger, achieve food security and improved nutrition and promote sustainable agriculture  SDG No. 2	<ul style="list-style-type: none"> <li>Increase investment, including through enhanced international cooperation, in rural infrastructure, agricultural research and extension services, technology development and plant and livestock gene banks in order to enhance agricultural productive capacity in developing countries, in particular least developed countries</li> </ul>	<ul style="list-style-type: none"> <li>Green Revolution, the umbrella scheme, includes: Rashtriya Krishi Vikas Yojana (RKVY); and Krishi Unnati Schemes {Mission for Integrated Development of Horticulture (MIDH), Integrated Scheme on Agriculture Census &amp; Statistics, Integrated Scheme on Agriculture Cooperation, Integrated Scheme on Agricultural Marketing, National Food Security Mission, National Mission on Oilseeds &amp; Oil Palm (NMOOP), National Mission for Sustainable Agriculture (NMSA), and National Mission on Agriculture Extension &amp; Technology (NMAET)}</li> <li>Pradhan Mantri Krishi Sinchayee Yojana</li> <li>White Revolution</li> </ul>
2 (d)	End hunger, achieve food security and improved nutrition and promote sustainable agriculture  SDG No. 2	<ul style="list-style-type: none"> <li>Adopt measures to ensure the proper functioning of food commodity markets and their derivatives and facilitate timely access to market information, including on food reserves, in order to help limit extreme food price volatility</li> </ul>	<ul style="list-style-type: none"> <li>Green Revolution (Agriculture Marketing and allied interventions)</li> <li>Market Intervention Scheme and Price Support Scheme (MIS-PSS)</li> </ul>
3 (a)	Ensure availability and sustainable management of water and sanitation for all  SDG No. 6	<ul style="list-style-type: none"> <li>By 2030, substantially increase water-use efficiency across all sectors and ensure sustainable withdrawals and supply of freshwater to address water scarcity and substantially reduce the number of people suffering from water scarcity</li> </ul>	<ul style="list-style-type: none"> <li>Ground Water Management and Regulation</li> <li>Pradhan Mantri Krishi Sinchayee Yojana (PMKSY)</li> <li>Development of Water Resources Information System</li> </ul> <p>** Along with Land Resources</p>

**Table: Sustainable Development Goals (SDG) and Mapping of Centrally Sponsored Schemes and the DA&FW**

Sr. No.	SDG Description	SDG Target	Centrally Sponsored Scheme / Central Sector Scheme
3 (b)	Ensure availability and sustainable management of water and sanitation for all  SDG No. 6	<ul style="list-style-type: none"> <li>By 2030, implement integrated water resources management at all levels, including through transboundary cooperation as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>River Basin Management</li> <li>National Water Mission</li> <li>Interlinking of Rivers</li> <li>Flood Management &amp; Border Areas Programme</li> <li>National Hydrology Project</li> </ul> ** Along with Land Resources
4	Promote sustained, inclusive and sustainable Economic growth, full and productive employment and decent work for all SDG No. 8	<ul style="list-style-type: none"> <li>Achieve higher levels of economic productivity through diversification, technological upgrading and innovation, including through a focus on high value-added and labour-intensive sectors</li> </ul>	<ul style="list-style-type: none"> <li>Green Revolution</li> <li>White Revolution</li> </ul>
5	Conserve and sustainably use the oceans, seas and marine resources for sustainable development  SDG No. 14	<ul style="list-style-type: none"> <li>By 2025, prevent and significantly reduce marine pollution of all kinds, in particular from land-based activities, including marine debris and nutrient pollution</li> </ul>	<ul style="list-style-type: none"> <li>Neel Kranti Mission (Blue Revolution) – Marine fisheries and aquaculture related components</li> </ul>

**Table: Sustainable Development Goals (SDG) and Mapping of Centrally Sponsored Schemes and the DA&FW**

Sr. No.	SDG Description	SDG Target	Centrally Sponsored Scheme / Central Sector Scheme
6	Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss  SDG No. 15	<ul style="list-style-type: none"> <li>Promote fair and equitable sharing of the benefits arising from the utilization of genetic resources and promote appropriate access to such resources, as internationally agreed</li> </ul>	<ul style="list-style-type: none"> <li>Green Revolution (umbrella scheme)</li> <li>White Revolution (the umbrella scheme includes National Livestock Mission (NLM), National Programme for Bovine Breeding and Dairy Development, etc.)</li> <li>Crop science</li> <li>Animal science</li> <li>Fishery science</li> </ul>

## 7.2 Citizen centric goals

### 7.2.1 Minimum Support Price (MSP)

The Government's price policy for major agricultural commodities seeks to ensure remunerative prices to the growers for their produce with a view to encouraging higher investment and production and to safeguard the interest of consumers by making available supplies at reasonable prices. Towards this end, Government announces Minimum Support Prices (MSPs) for twenty-two (22) mandated crops and Fair and Remunerative Prices (FRP) for sugarcane at all India level.

### 7.2.2 Doubling Farmers Income (DFI)

Government constituted an Inter-ministerial Committee in April 2016 to examine issues relating to "Doubling of Farmers Income" and recommend strategies to achieve the same. The Committee submitted its Report to the Government in September 2018 and thereafter, an Empowered Body was set up on 23.01.2019 to monitor and review the progress as per these recommendations. To achieve this, the Committee has identified seven sources of income growth viz., improvement in crop productivity; improvement in livestock productivity; resource use efficiency or savings in the cost of production; increase in the cropping intensity; diversification towards high value crops; improvement in real prices received by farmers; and shift from farm to non-farm occupations.

The efforts of the Government of India are to supplement the efforts of the State Governments through various schemes/ programmes and initiatives. These schemes/ programmes of the Government of India are meant for the welfare of farmers by increasing production, remunerative returns and augmentation of farmers' income.

### 7.2.3 Aatmanirbhar Bharat Abhiyan (ABA)

ABA is the vision of new India announced by the Hon'ble Prime Minister Shri Narendra Modi on May 12, 2020. In agriculture, ABA aims to strengthen Infrastructure, Logistics, Capacity Building etc. The components of the ABA for DA&FW are as follows –

#### 7.2.3.1 Agriculture Infrastructure Fund (AIF)

A Central Sector Scheme of financing facility under Agri Infrastructure Fund is operational from the year 2020--21 to 2032-33. The aim is creation of infrastructure at the farm gate. The scheme shall provide a medium - long term debt financing facility for investment in viable projects for post-harvest management Infrastructure and community farming assets through interest subvention and financial support. Under the scheme, ₹ 1 Lakh Crore will be provided by banks and financial institutions as loans to Primary Agricultural Credit Societies (PACS), Marketing Cooperative Societies, Farmer Producers Organizations (FPOs), Self Help Group (SHG), Farmers, Joint Liability Groups (JLG), Multipurpose Cooperative Societies, Agri-entrepreneurs, Start-ups and Central/State agency or Local Body sponsored Public Private Partnership Project,

Agriculture Produce Market Committees (APMCs) (APMCs operated regulated markets for agri-allied sector produce including fisheries), State Agencies, National and State level Federations of Cooperatives, Federations of FPOs and Federations of Self Help Groups (SHGs), etc.

### 7.2.3.2 National Beekeeping and Honey Mission (NBHM)

The Govt. of India has approved a Central Sector this Scheme with total budget outlay of ₹ 500.00 crores for 3 years(2020-21 to 2022-23)under Aatmanirbhar Bharat Announcement for overall promotion and development of scientific beekeeping and to achieve the goal of in the country by implementing 3 Mini Missions (MMs)-MM-I, MM-II & MM-III under which thrust will be given on awareness, capacity building/ trainings , focus on women empowerment through beekeeping, setting up of requisite infrastructural facilities , viz. : Integrated Beekeeping Development Centres(IBDCs), Honeybees Disease Diagnostic Labs, Setting/ upgradation of Honey Testing labs, Beekeeping Equipment Manufacturing Units, Custom Hiring Centres, Api therapy Centres, Development of Quality Nucleus Stock Centres& Bee Breeders, etc., Digitization/online registration, etc. under MM-I, processing, value addition, market support, etc. under MM-II and R&D under MM-III. An amount of ₹ 145.00 crores has been allotted under NBHM, for the year 2021-22.

In addition to this several market reforms have been rolled out. These include:

- a) Model APLMC (Promotion & Facilitation) Act, 2017
- b) Establishment of 22,000 number of Gramin Agriculture Markets (GrAMs) as aggregation platforms
- c) Agri-Export Policy, that targets to double Agri-exports by 2022
- d) Promotion of 10,000 FPOs by 2024

The Government also created Corpus Funds for the benefit of farmers such as:

- a) Micro Irrigation Fund—₹ 5,000 crores
- b) Agri-Marketing Fund to strengthen e-NAM and GrAMs —₹ 2,000 crores

### 7.2.4 Agriculture Credit

Government announces annual target for agriculture credit in the budget every year. Agricultural credit flow has shown consistent progress every year. The agriculture credit flow target for the year 2020-21 was fixed at Rs. 15,00,000 crore and against this target the achievement was Rs.15,75,398 crore. The agriculture credit flow target for 2021-22 has been fixed at Rs.16,50,000 crore and till 30 September 2021 against this target a sum of Rs.7,36,589.05 crore has been disbursed.

### 7.2.5 Interest Subvention Scheme (ISS)

The Department implements the Interest Subvention Scheme with a view to provide short term Agril-loans to the farmer at concessional rate of interest. Under the scheme, short term crop loans up to Rs.3.00 lakh is available to farmer engaged in Agriculture and other allied activities at benchmark rate. Additional 3% subvention is also given to the farmers for prompt and timely repayment of loans; thus, the effective rate of interest comes down to 4% per annum.

### 7.2.6 Kisan Credit Card (KCC)

The Kisan Credit Card (KCC) Scheme was introduced for issue of Kisan Credit Cards to farmers on the basis of their holdings for uniform adoption by the banks so that farmers may use them to readily purchase agriculture inputs such as seeds, fertilizers, pesticides etc. and draw cash for their production needs.

### 7.2.7 Developing 10000 Farmer Producers Organisations

Central Sector Scheme for Formation & Promotion of new 10,000 FPOs scheme is implemented through various Implementing Agencies. Presently 13 IAs have been approved for formation and promotion of FPOs viz., Small Farmers' Agri-Business Consortium (SFAC), National Bank for Agriculture and Rural Development (NABARD), National Cooperative Development Corporation (NCDC), National Agricultural Cooperative Marketing Federation of India (NAFED), North-eastern Regional Agricultural Marketing Corporation Limited (NERAMAC), Tamil Nadu-Small Farmers Agribusiness Consortium (TN-SFAC), Small Farmers Agri-Business Consortium Haryana (SFACH), Watershed Development Department (WDD)-Karnataka, Foundation for Development of Rural Value Chains (FDRVC)- Ministry of Rural Development (MoRD), Gujarat Agro-Industries Corporation Ltd. (GAICL), Uttar Pradesh Diversified Agriculture Support Project (UPDASP). Additional IAs for formation & promotion of Beekeepers FPOs viz., Tribal Co-operative Marketing Development Federation of India Limited (TRIFED) and National Dairy Development Board (NDDB).

## 7.3 Mobile Apps / Portals

### 7.3.1 Kisan Suvridha

It is an omnibus mobile app to help farmers by providing relevant information to them quickly. It has a simple interface and provides information on critical parameters— weather, input dealers, market price, plant protection, expert advisories, Soil Health Card, cold Stores & godowns, crop insurance. An additional tab directly connects the farmer with the Kisan Call Centre, where agriculture experts answer their queries.

### 7.3.2 mKisan

Information related to the weather such as likelihood of rainfall, temperature, etc. enables farmers to make informed decision in choice of seed varieties and decide on timing of sowing and harvesting. With market information, farmers are better informed to sell produce, prevailing market prices and quantity demanded in the market. Thus, they can make informed decisions to sell produce at the right price and at the right time. This helps in reducing distress sales by farmers due to market supply fluctuations. SMSs have been sent through mKisan since its inception in 2013.

### 7.3.3 Farmers' Portal

Farmers' Portal is a one stop shop for farmers where a farmer can get relevant information on a range of topics including seeds, fertilizer, pesticides, credit, good practices, dealer network, availability of inputs, agromet advisory etc. This information can be drilled down through the pictorial view of the Map of India placed on the Home page as well.

This centralized repository is the backbone of all mobile apps and SMS advisories. This portal provides information across all stages of crop management right from sowing of seeds till post harvesting. An important feature of this web-based portal is that one can drill down to the block level and get information of the particular block.

## 7.4 Sectoral Technology Roadmap

### 7.4.1 India Digital Ecosystem on Agriculture (IDEA)

IDEA has been envisaged with a Vision to build a National Digital Agriculture Ecosystem, to elevate Indian Agriculture Sector to higher levels of efficiency and productivity, and to improve the welfare and income of farmers.

The objectives of National Digital Agriculture Ecosystem are as follows:

1. To enable the farmer to realize higher income and better profitability through access to right information at the right time, and from innovative solutions.
2. To enable better planning and execution of policies, programs, and schemes of the Central and State governments, and, also of the private sector and Farmers Producer Organizations (FPOs)
3. To enhance efficiencies in the usage of resources including land, water, seeds, fertilizers, pesticides, and farm machines by providing easier access to information and optimization solutions.
4. To provide location-specific and personalized extension services across agriculture lifecycle, with simultaneous protection of privacy of personal data.
5. To build capacities across the gamut of digital agriculture and precision agriculture.

6. To promote adoption of standards for interoperability and seamless exchange of information across ecosystem, while ensuring that the digital rights are properly managed.
7. To give a fillip to R&D and Innovations in agriculture through access to high quality data.
8. To adopt the best principles of cooperative federalism while working with the states and union territories for the realization of the vision of IDEA.
9. To formulate and leverage PPP frameworks for realizing the 'power of the digital'.

#### 7.4.2 Federated Farmers Database — Another New Initiative

Another new initiative which has been undertaken during the Covid-19 pandemic is building of the first ever federated farmers database at the national level. The data pertaining to farmers, farmlands and related areas were in different silos in the Government of India. These were publicly available but were not coherent or usable.

#### 7.4.3 Development of PoCs On Services And Solutions To The Farmers Based On Data

Another major initiative which has been recently started is the engagement of leading Agri-Tech, Agriculture and Start-up companies in India for building PoCs (proof of concepts). In this connection, Gol has entered into a partnership with five companies: Microsoft, Amazon Web Services, Agri-Bazaar, Patanjali Organic Research Institute, ESRI India, ITC, JIO, Ninjacart, NeML and CISCO. These partnerships are through a Memorandum of Understanding (MoU) which will go on for a year and on a pro-bono basis. At the end of the MoU period, Gol would evaluate the services and solutions developed by the partners using the data and if these services/solutions are found to be beneficial to the farmers, it would take up the best services and scale them up at the national level.

#### 7.4.4 Development of Real Time Crop Forecasting (RTCF)

Under the project, an integrated portal is proposed to be developed by integrating the diversity of data sets and methodologies or harmonizing various divisions/ organizations with the use of advance digital technology. Monthly Crop Forecasts are proposed to be released from the data collected through the portal. A Task Force has been constituted under the Co-chairmanship of ADG (Statistics), DA&FW & Sr.ESA, DES for development of the system in a time-bound manner.

## 8 Annual Capacity Building Plan

### 8.1 Quick Wins

Quick Wins are the initiatives, which have the potential of creating a large-scale impact within a short frame of time and which can be implemented with minimal efforts. The Quick Wins identified for the Department of Agriculture and Farmers Welfare under the Annual Capacity Building Plan exercise are as follows:

1. **Development of an Induction Training Module – Domain and Functional:**

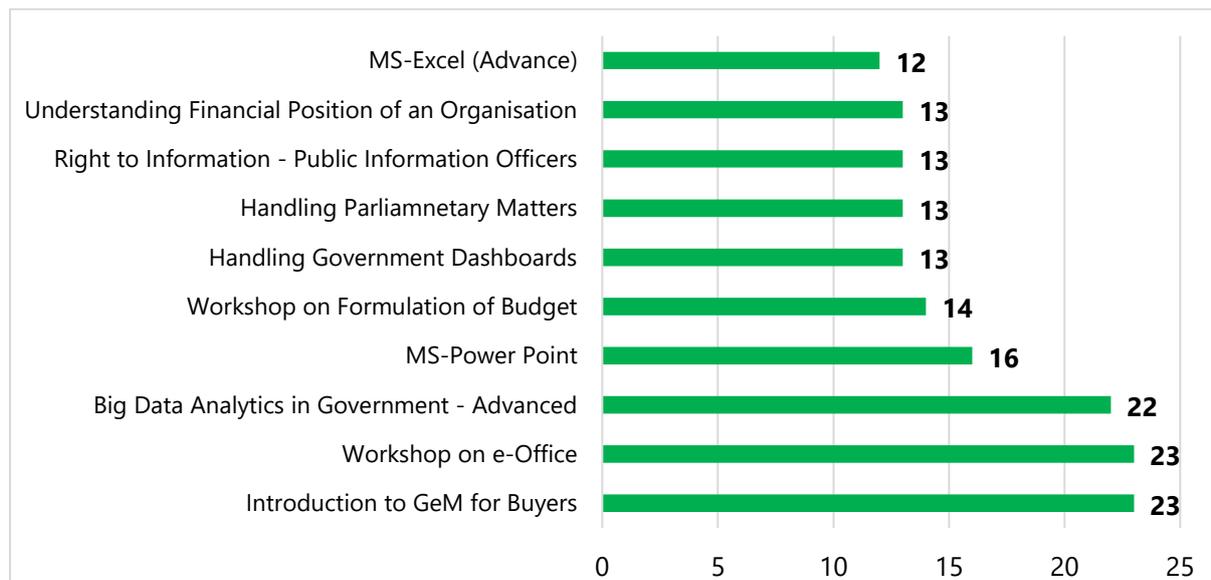
To empower the newly posted officers of the DA&FW and to help them hit the ground running, it is being proposed to develop an Induction Training Module for the officers. The said training module will be completely digital and would help the officers in getting acquainted with various schemes, projects, programs of various Divisions of the Department. Proposed Induction Training Module will help the Department's officers in both – domain knowledge enhancement and functional knowledge building. The Induction Training Module is expected to be ready by 31<sup>st</sup> March 2023.

2. The Functional, Behavioral, and Domain Capacity Building Training Programs identified through the CNA exercise to be concluded within the first year of implementation of the ACBP. All the training programs available at IIPA, ISTM, NIAM, MANAGE, and iGOT Karmayogi platform may be completed in the first year of implementation of the ACBP by coordinating with the above-mentioned institutions. These trainings will help officers in carrying out their day-to-day tasks more effectively.
3. A consolidated training program – *Dakshata* – to strengthen the functional capacity of the officers is being planned. The said training program will target functional capacity building of ASOs, SOs, and US level officers. Courses on E-Office, MS Office Tools, viz., MS Excel, MS Word, and MS PowerPoint and GeM Procurement will be covered under the consolidated training program / workshop.
4. A workshop on Techno-Commercial Evaluation of DPRs will be organized for officers to empower the officers for effective Tech-Commercial evaluation of project reports received from States / UTs under various schemes such as RKVY.
5. A workshop on successful case studies related to PPP Model Projects implemented across India to empower the officers and make them capable of ideating and implementing PPP model projects to boost Agri-Infrastructure and enhance farmers' income.
6. Visioning exercise for Natural Resource Management Division officials to gain clarity over the Division's mandates with regards to Climate Change.
7. NABL Accreditation of Soil Testing Labs and Seed Testing Labs on a mission mode through QCI / NABL: As very few Soil Testing Labs have any accreditation it is proposed that the NABL accreditation of the soil and seed testing labs be taken up on a mission mode.
8. Farm Immersion Module: For officers not having any background education in Agriculture, it is being proposed that a Farm Immersion Module be curated through collaboration with various FPOs, FPCs and Private Sector Organizations. The officers

will be expected to observe the best practices during their immersion module and the same shall be reported to the Secretary, DA&FW in a report format. Moreover, officials of SFAC

## 8.2 Functional Capacity Building

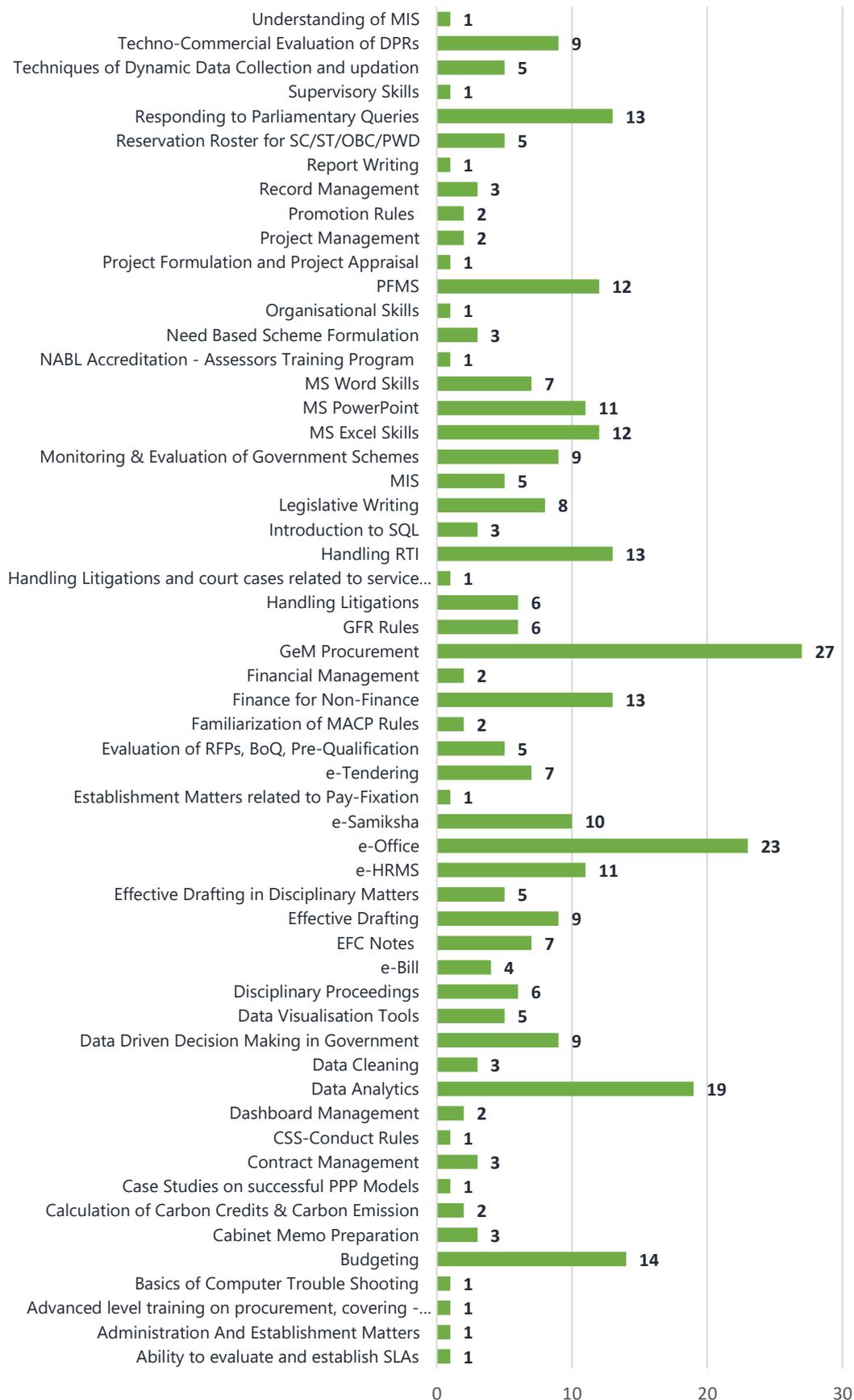
The top-10 Functional Capacity Building Requirements identified during the ACBP Exercise are as follows:



The numbers mentioned against the bars indicate the number of officers who have highlighted the need for the respective training / course. For instance, 23 officers of the DA&FW need training on "Introduction to GeM for Buyers".

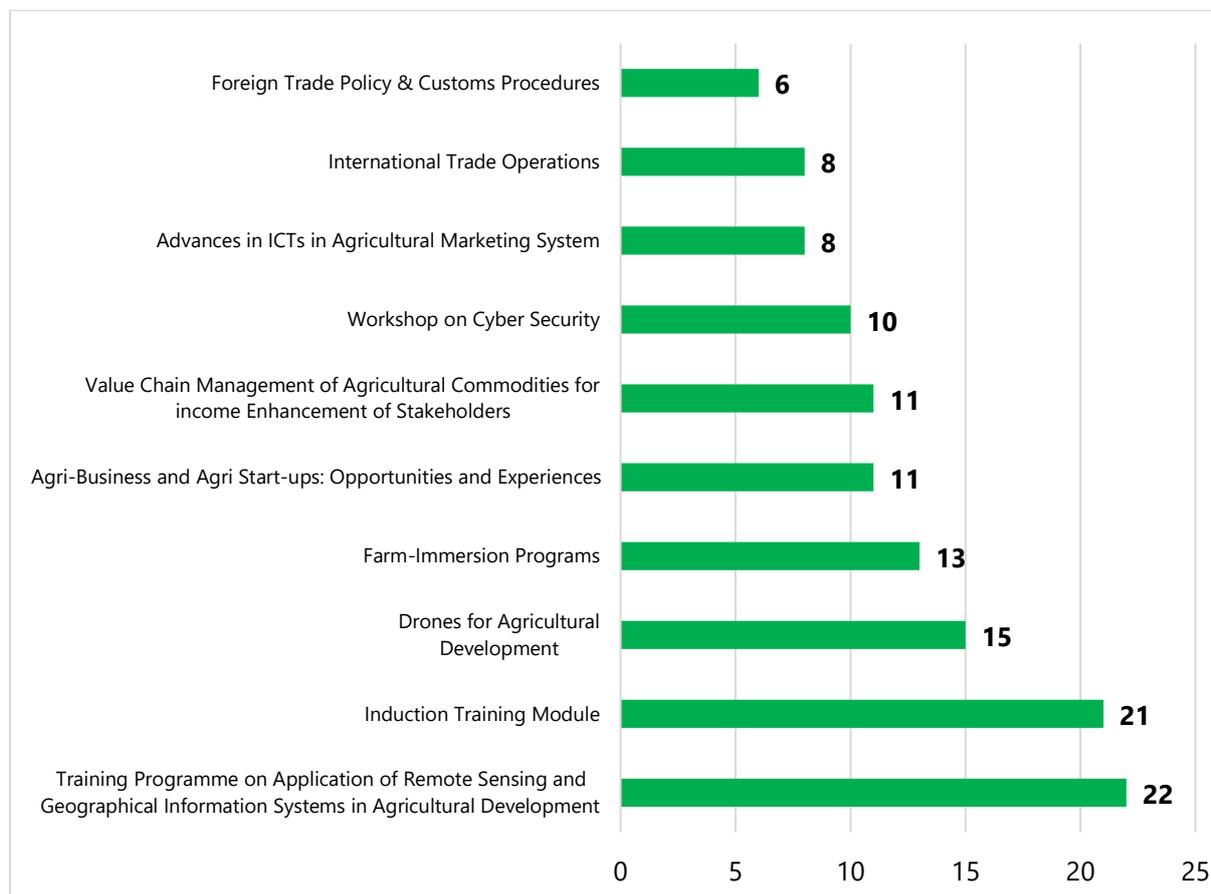
Total 56 different Functional Capacity Building Requirements have been identified for the officers of the DA&FW. Below chart indicates the number of capacity building requirements identified during the ACBP Exercise and the number of officers highlighting the need for the respective training programs.

## Functional Capacity Building Requirements

 Total


### 8.3 Domain specific Capacity Building

The top-10 Domain Capacity Building Requirements identified during the ACBP Exercise are as follows:

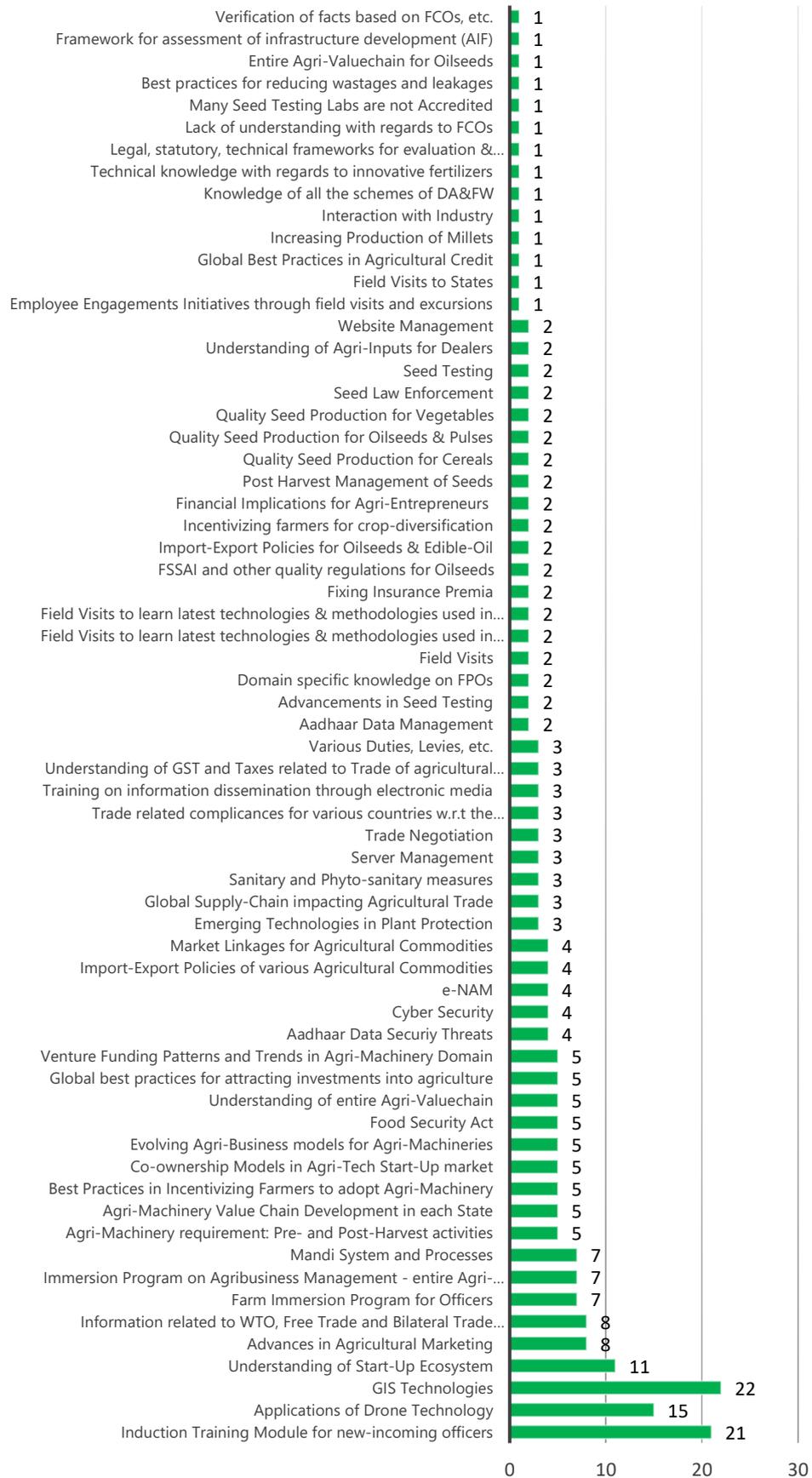


The Domain specific capacity building requirements have been highlighted by the officers of the DA&FW to enhance their domain knowledge.

The most common requirement highlighted by the officers is that of an Induction Training Module, which can help the officers in getting acquainted with the Department's activities, mandates, objectives, Divisions and various other bodies associated with the DA&FW. It has been learned that a significant amount of time is spent by the officers in getting acquainted with the usual practices and information about the Department. An Induction Training Module would help the incoming, newly posted officers in learning about various aspects of the Agri Sector in a much faster and convenient manner.

Another most common requirement identified during the ACBP exercise is that of understanding of GIS technologies and applications of Remote Sensing. Notably, another most common requirement is regarding understanding of the Applications of Drone Technology. The DA&FW officials are inclined towards gaining a better understanding of the emerging technologies that can benefit the farmers.

## Domain Capacity Building Requirements



## 8.4 Behavioral Capacity Building

The top-10 Behavioral Capacity Building Requirements emerged as a result of the CNA exercise are mentioned in the chart below:



It was observed that the most common CB requirement among the senior officers of the DA&FW were found to be Stress Management and Strategic Planning / Time Management.

It was also highlighted by the head of the CBU at the DA&FW that a Comprehensive Online Modified Module for Induction Training (COMMIT) – available on the iGOT Karmayogi Platform must be made mandatory for all the senior officials, especially Directors and above so that they could learn how to deal with Stress at work. Along with Stress Management, the COMMIT course provides sub-courses on the following:

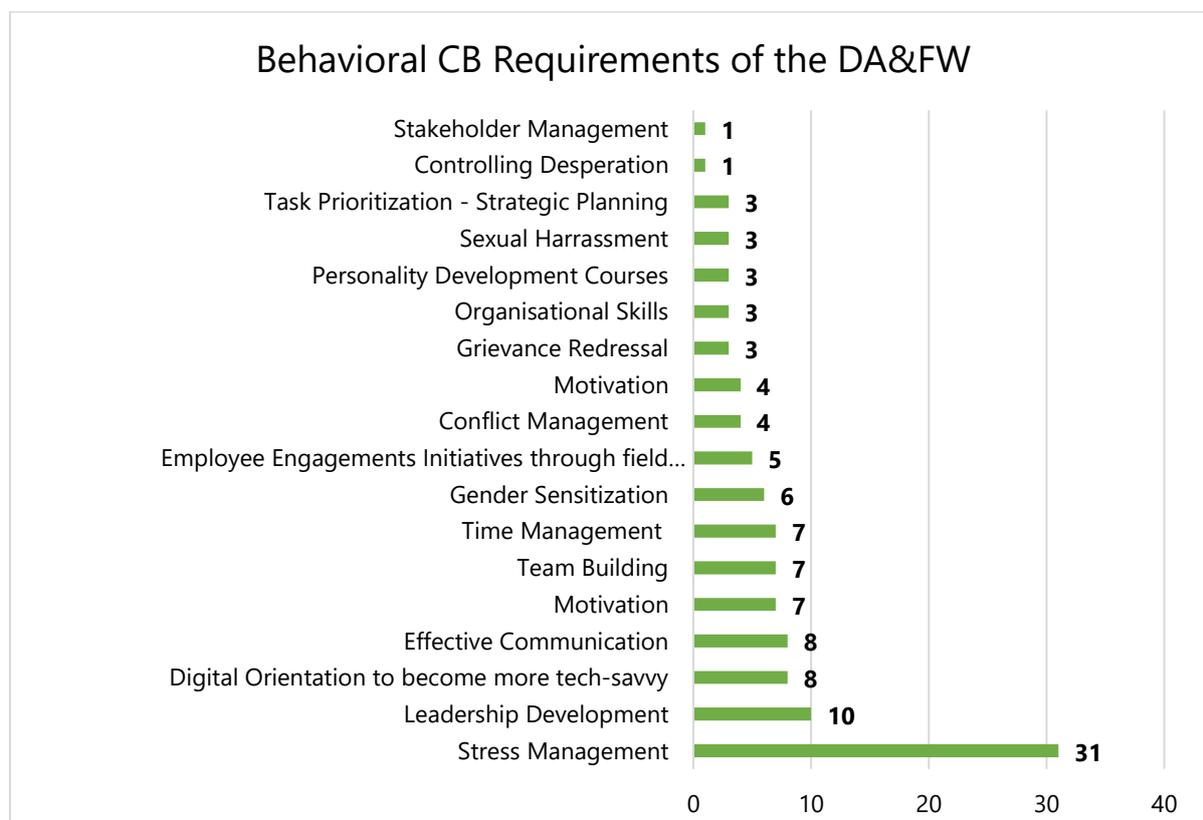
- Problem Solving and Decision Making
- Goal Setting
- Time Management
- Personal and Organizational Values
- Leadership
- Team Building
- Conflict Management and Negotiation
- Personal and Professional Effectiveness
- Motivation

- Right to Information
- Communication
- Emotional Intelligence
- Finance and Accounts
- Office Procedures

COMMIT Course is a comprehensive Induction training module on iGOT Karmayogi Platform with a total duration of about 21 hours.

Most of the other CB Requirements can be fulfilled from ISTM, Delhi.

The chart below depicts the total Behavioral CB Requirements of the DA&FW officials.



## 8.5 Organizational Capacity Building

Organizational CB Requirements of the DA&FW are as follows:

- ❖ NABL Accreditation of all the Soil Testing Labs
- ❖ NABL Accreditation of all the Seed Testing Labs
- ❖ Assessors' Training for the DMI to maintain NABL Accreditation
- ❖ MRIN Network strengthening to eliminate issues related to irregular and faulty data updation
- ❖ Training courses on e-Bill and E-Samiksha
- ❖ Workshop / Seminar to learn about latest technologies in Plat Protection
- ❖ Knowledge of evolving Agribusiness models for Agri-Machineries
- ❖ Farm Immersion Modules for officers with no domain-based education in Agri-Sector

- ❖ Field Visits to learn about latest technologies in Storage and Non-Storage facilities associated with agricultural produce
- ❖ Understanding of global best practices in Agricultural Credit
- ❖ Co-ownership Models in Agri-Tech and Agri - Start-Up market
- ❖ Best Practices in Incentivizing Farmers to adopt Agri-Machinery
- ❖ Import-Export Policies of various Agricultural Commodities
- ❖ Information related to WTO, Free Trade and Bilateral Trade agreements
- ❖ Trade related compliances for various countries w.r.t the agricultural commodities
- ❖ Sanitary and Phyto-sanitary measures
- ❖ Understanding of the framework for assessment of ongoing infrastructure development across country to facilitate better utilization of AIF
- ❖ Venture Funding Patterns and Trends in Agri-Machinery Domain
- ❖ Understanding of global best practices in creating an ideal conducive environment for attracting investments into agriculture
- ❖ Understanding of GST and Taxes related to Trade of agricultural commodities

Most of the above-mentioned courses and non-training interventions are NOT available with the internal knowledge partners of the DA&FW, i.e., CSSNIAM, MANAGE, FMTTI, Directorate of Oilseeds Development (DOD), National Seeds Research and Testing Centre - Varanasi (NSRTC), Directorate of Plant Protection, Quarantine and Storage, etc. However, the expertise of the various Divisions of the DA&FW and the above-mentioned internal knowledge partners may be used to curate specialized courses on the CB Requirements highlighted above. Moreover, the Karmayogi Fellow of the CBC along with the CBU representatives may strive to curate these courses or organize National Level Seminars / Conclaves / Workshops to increase the specialized domain knowledge highlighted above.

QCI, which is a partner of CBC, may direct NABL to partner with the DA&FW to expedite the NABL Accreditation of Soil Testing Labs and Seed Testing Labs while curating a course for Assessors' Training for the DMI Officials to help them maintain NABL Accreditation of various Quality Assaying Labs under the DMI.

## 8.6 Roadmap for the Annual Capacity Building Plan

All the Domain, Functional, and Behavioral CB Requirements and a few of the Organizational CB Requirements have been mapped with various knowledge partners, which are mentioned below:

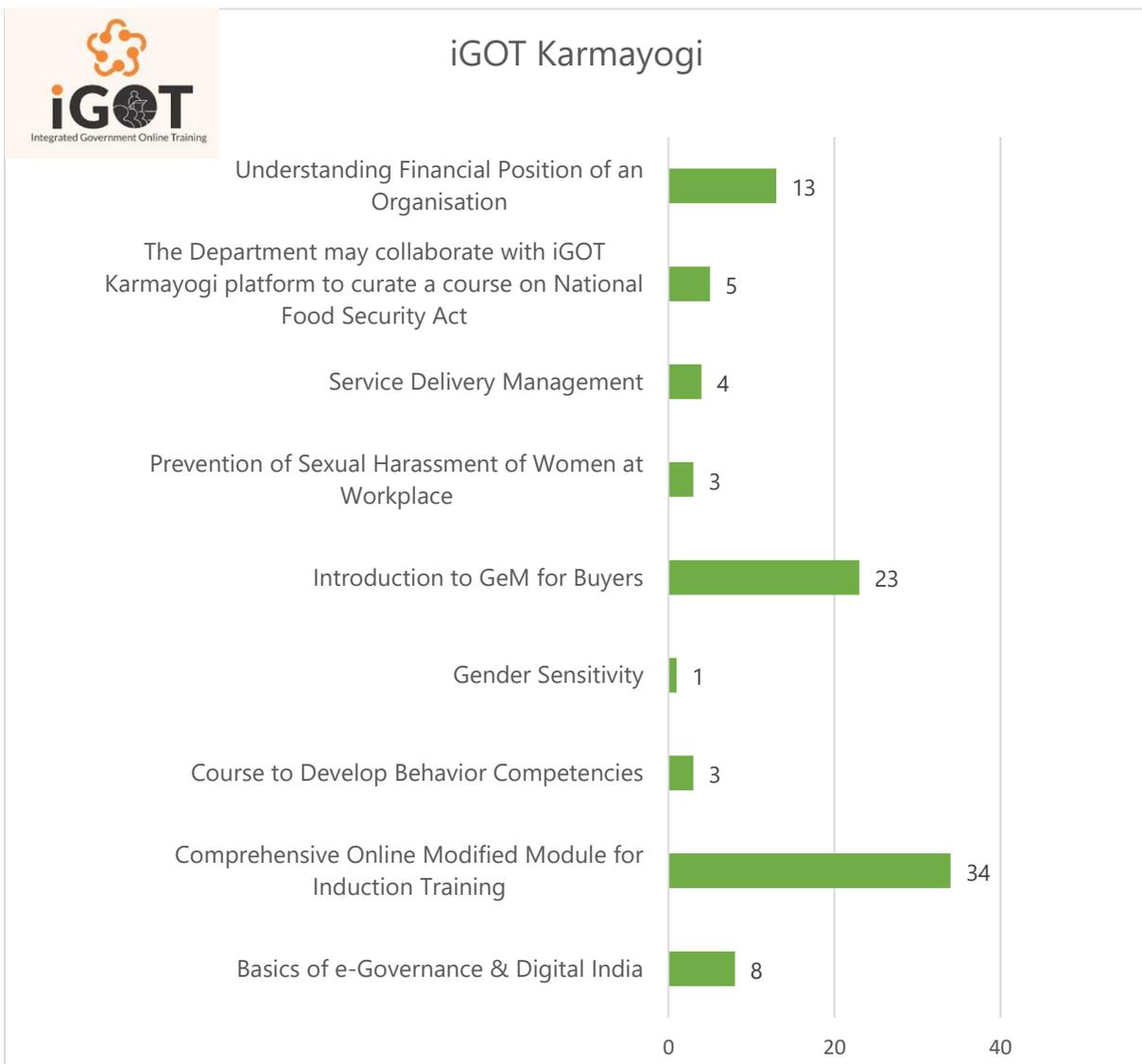
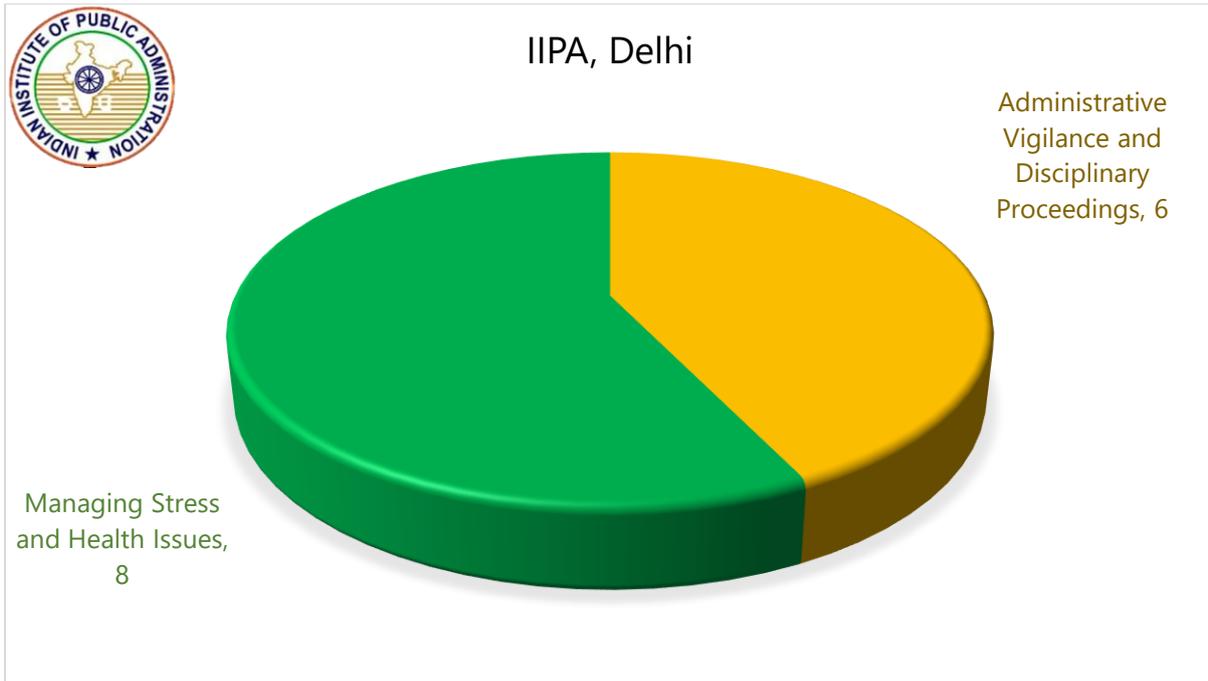
- ❖ Chaudhary Charan Singh National Institute of Agricultural Marketing, Jaipur (CSSNIAM)
- ❖ National Institute of Agricultural Extension Management – Hyderabad (MANAGE)
- ❖ National Seeds Research and Testing Centre – Varanasi (NSRTC)
- ❖ Institute of Secretariat Training and Management – Delhi (ISTM)
- ❖ Indian Institute of Public Administration – Delhi (IIPA)
- ❖ iGOT Karmayogi – Digital Platform
- ❖ Central Farm Machinery Training and Testing Institute, Budni (CMFT&TI)
- ❖ Food Corporation of India (FCI)
- ❖ SWAYAM Portal
- ❖ National Institute of Smart Government (NISG)

The Charts below show various training programs available with the identified knowledge partners. The numbers depicted against the bars / various sectors of the pie-charts show the number of DA&FW officials who have highlighted the need for the respective training programs:



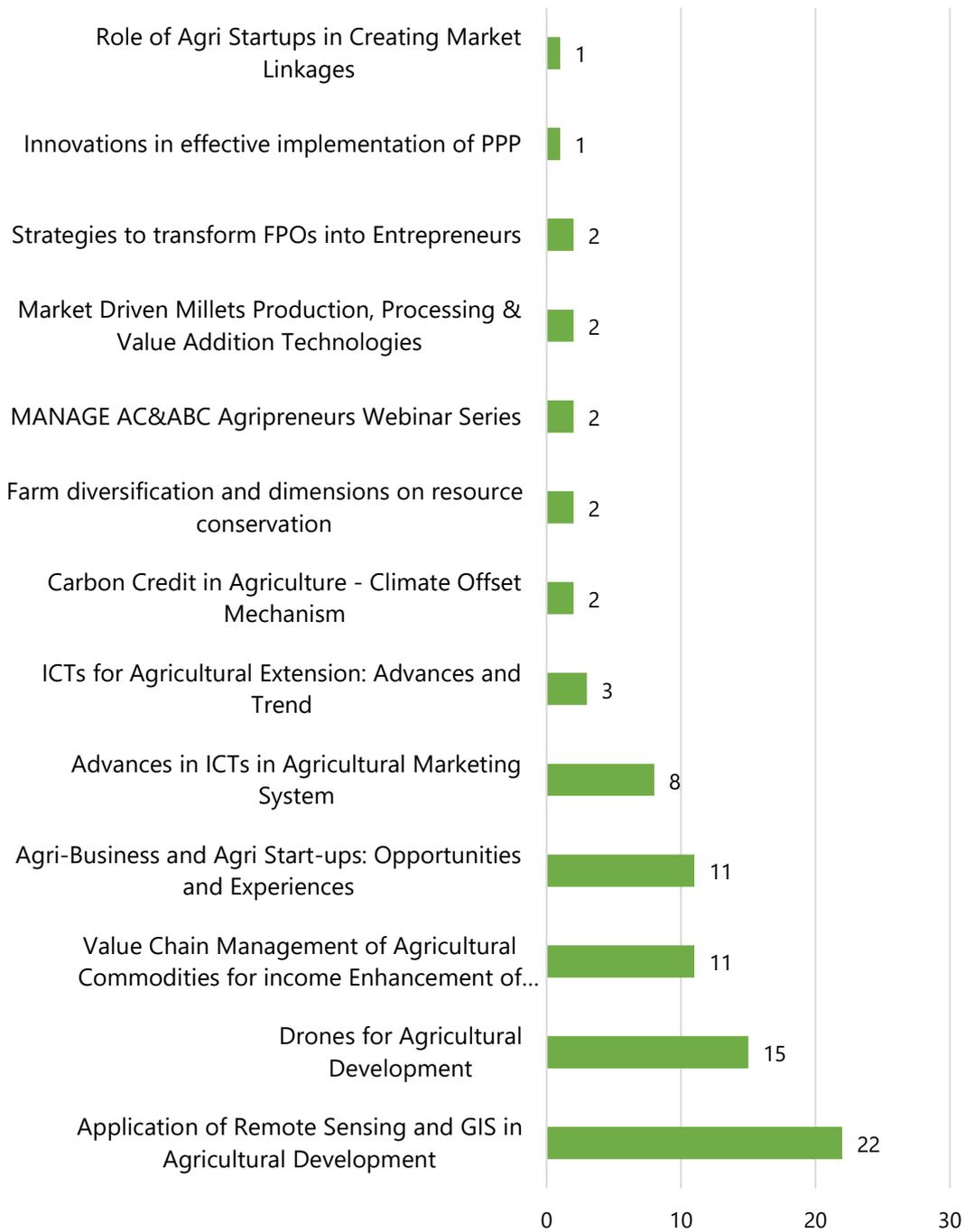
## ISTM, Delhi





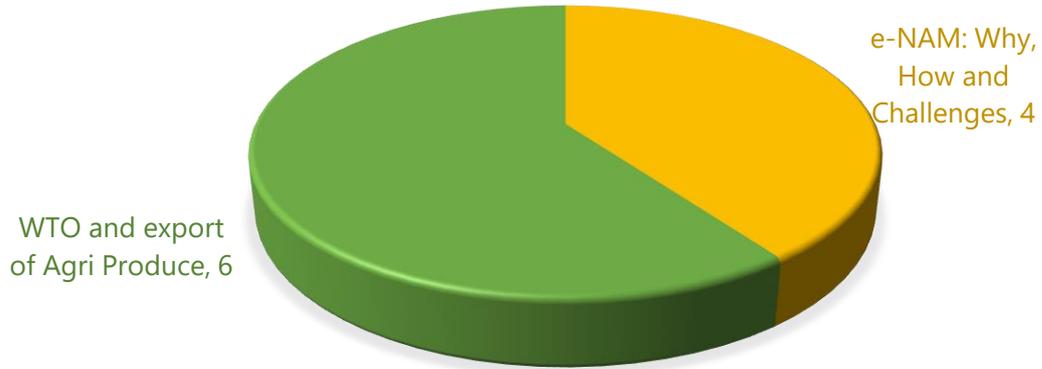


## MANAGE, Hyderabad



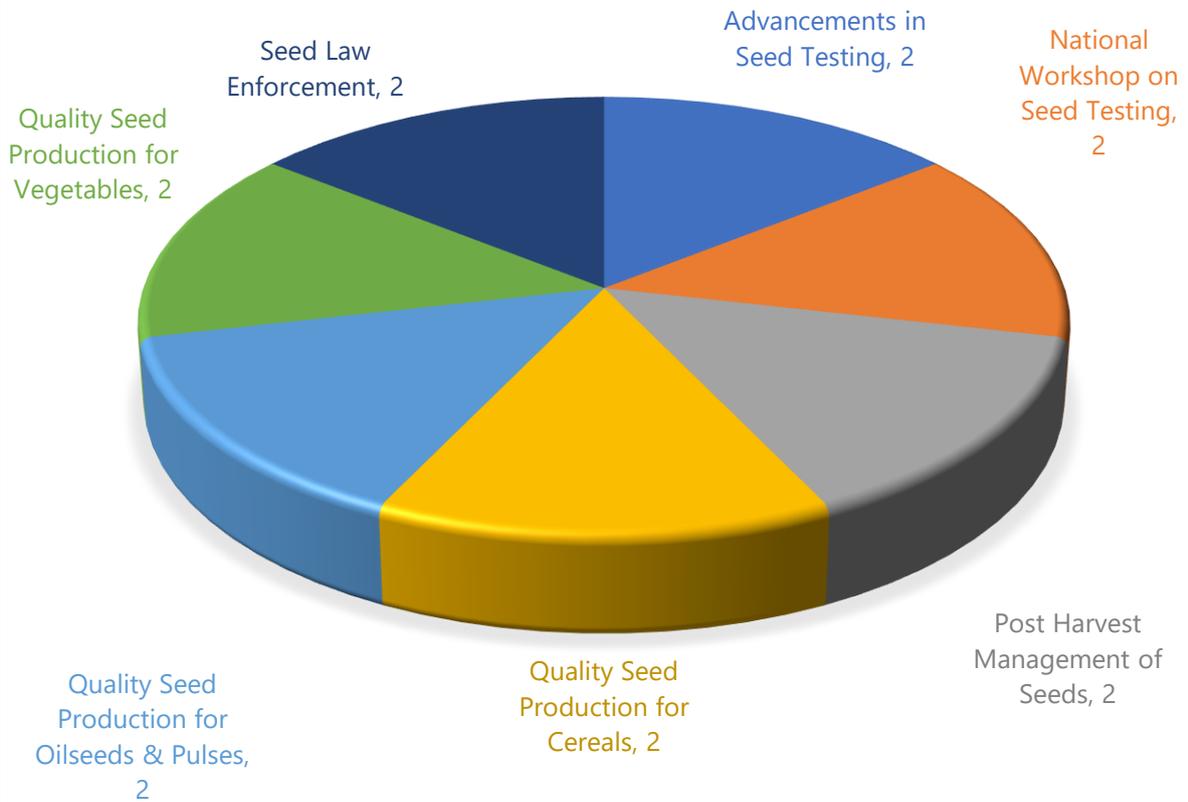


### CCSNIAM, Jaipur

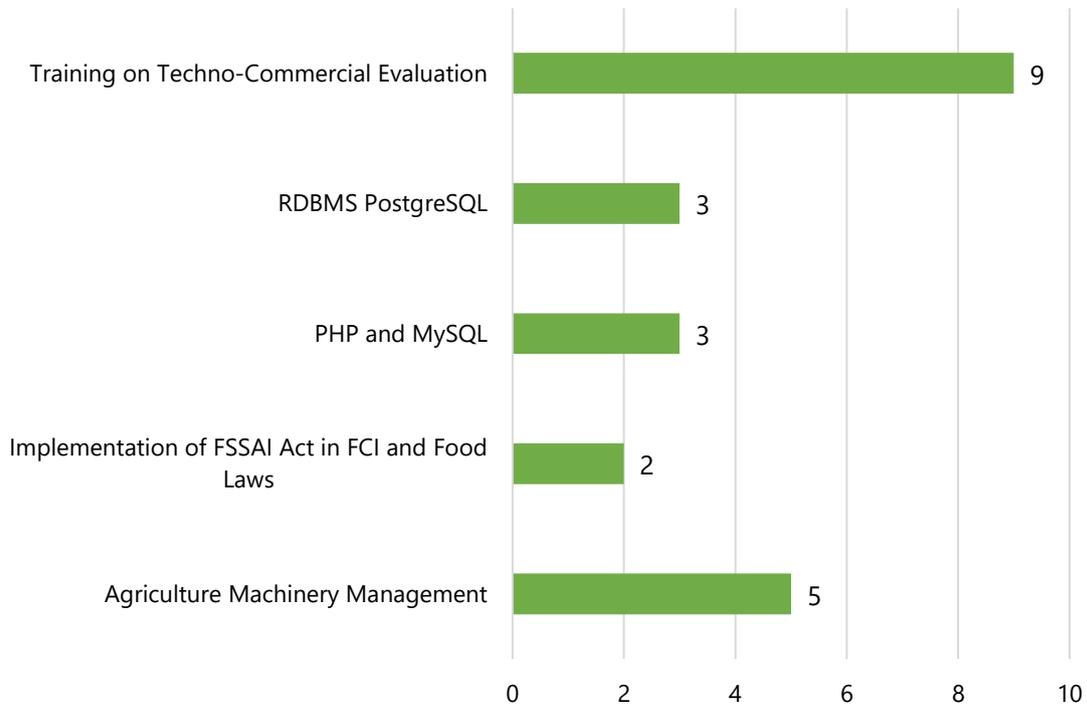


राष्ट्रीय बीज अनुसंधान एवं प्रशिक्षण केंद्र  
**NATIONAL SEED RESEARCH AND TRAINING CENTRE, VARANASI**  
 (DEPARTMENT OF AGRICULTURE, COOPERATION AND FARMERS WELFARE)  
 MINISTRY OF AGRICULTURE AND FARMERS WELFARE

### NSRTC, Varanasi



### CMFT&TI, FCI, SWAYAM, NISG



## 8.7 Training Calendar

In this Section, an exhaustive list of training programs has been prepared and the training programs have been mapped with the internal as well as the external knowledge partners of the DA&FW.

The training programs which have already been mapped with various institutions such as – ISTM, Delhi; IIPA, Delhi, iGOT; etc. may be attended by the DA&FW officials as per the dates mentioned in the calendars below. However, for the specialized needs, the Capacity Building Unit will have to take initiative to connect with the indicated institutions and carry forward the discussions to either curate the training programs as per needs or needful action may be taken as indicated in the tables below.

### Training Calendar for addressing the identified CB Requirements of the officials of the DA&FW:

#### Training Institution: ISTM, Delhi

#### Administration Division:

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month	Quarter / Year
Contract Management	Workshop on Public Procurement under GFR 2017	Deputy Secretary, Under Secretary, Section Officer	GAD-II	Functional	3	4 <sup>th</sup> week of May 4 <sup>th</sup> week of Jan	Q1-2023 Q4-2022
e-Office	Workshop on e-Office	Under Secretary, Section Officer	GAD-I	Functional	2	3 <sup>rd</sup> week of Aug 3 <sup>rd</sup> week of Mar	Q2-2023 Q4-2022
e-Office	Workshop on e-Office	Deputy Secretary, Under Secretary, Section Officer	GAD-II	Functional	2	3 <sup>rd</sup> week of Aug 3 <sup>rd</sup> week of Mar	Q2-2023 Q4-2022
Financial Management	Workshop on Financial Management in Government	Under Secretary, Section Officer	GAD-II	Functional	7	4 <sup>th</sup> week of Jun 4 <sup>th</sup> week of Mar	Q1-2023 Q4-2022

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month	Quarter / Year
Handling Litigations	Litigation Management	Deputy Secretary, Under Secretary	GAD-II	Functional	2	4 <sup>th</sup> week of May	Q1-2023
Handling RTI	Right to Information - Public Information Officers	Deputy Secretary, Under Secretary, Section Officer	GAD-II	Functional	2	4 <sup>th</sup> week of Apr 2 <sup>nd</sup> week of Oct 1 <sup>st</sup> week of Mar	Q1-2023 Q3-2023 Q4-2022
MS Excel Skills	MS-Excel (Advance)	Under Secretary, Section Officer	GAD-I	Functional	3	2 <sup>nd</sup> week of Dec	Q3-2023
MS Power Point Skills	MS-Power Point	Under Secretary, Section Officer	GAD-I	Functional	3	1 <sup>st</sup> week of Apr 2 <sup>nd</sup> week of Oct 3 <sup>rd</sup> week of Mar	Q1-2023 Q3-2023 Q4-2022
MS Word Skills	MS-Word	Under Secretary, Section Officer	GAD-I	Functional	3	4 <sup>th</sup> week of May 2 <sup>nd</sup> week of Oct 3 <sup>rd</sup> week of Feb	Q1-2023 Q3-2023 Q4-2022
PFMS	Orientation Training Programme on PFMS	Deputy Secretary, Under Secretary, Section Officer	GAD-II	Functional	2	1 <sup>st</sup> week of Jul 3 <sup>rd</sup> week of Feb	Q2-2023 Q4-2022
Promotion Rules	Establishment Rules-1	Deputy Secretary, Under Secretary	GAD-II	Functional	7	3 <sup>rd</sup> week of Apr 1 <sup>st</sup> week of Aug 3 <sup>rd</sup> week of Oct 3 <sup>rd</sup> week of Jan	Q1-2023 Q2-2023 Q3-2023 Q4-2022
Reservation Roster for SC/ST/OBC/PWD	Preparation of Roster	Deputy Secretary	GAD-II	Functional	3	1 <sup>st</sup> week of May 4 <sup>th</sup> week of Jul 3 <sup>rd</sup> week of Nov 2 <sup>nd</sup> week of Feb	Q1-2023 Q2-2023 Q3-2023 Q4-2022
Stress Management	Stress Management	Deputy Secretary,	GAD-I	Behavioral	2	2 <sup>nd</sup> week of Dec	Q3-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month	Quarter / Year
		Under Secretary					
Stress Management	Stress Management	Deputy Secretary	GAD-II	Behavioral	2	2 <sup>nd</sup> week of Dec	Q3-2023
Time Management	Workshop on Strategic Planning	Deputy Secretary, Under Secretary, Section Officer	GAD-II	Behavioral	3	4 <sup>th</sup> week of Jun 3 <sup>rd</sup> week of Feb	Q1-2023 Q4-2022

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Data Analytics	Big Data Analytics in Government – Advanced	Deputy Secretary, Under Secretary, Section Officer, Assistant Section Officer	Establishment	Functional	3	1 <sup>st</sup> week of Jun 2 <sup>nd</sup> week of Jan	Q1-2023 Q4-2022
Data Driven Decision Making in Government	Data Driven Decision Making in Government	Deputy Secretary, Under Secretary, Section Officer	Establishment	Functional	2	4 <sup>th</sup> week of Apr 2 <sup>nd</sup> week of Mar	Q1-2023 Q4-2022
EFC Notes	Workshop on Preparation of Expenditure Finance Committee/ Standing Finance Committee	Deputy Secretary, Under Secretary, Section Officer, Assistant Section Officer	Establishment	Functional	3	1 <sup>st</sup> week of Aug 4 <sup>th</sup> week of Mar	Q2-2023 Q4-2022

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Effective Drafting in Disciplinary Matters	Effective Drafting in Disciplinary Matters	Deputy Secretary, Under Secretary, Section Officer, Assistant Section Officer	Establishment	Functional	2	3 <sup>rd</sup> week of Oct	Q3-2022
e-Office	Workshop on e-Office	Deputy Secretary, Under Secretary, Section Officer, Assistant Section Officer	Establishment	Functional	2	3 <sup>rd</sup> week of Aug 3 <sup>rd</sup> week of Mar	Q2-2023 Q4-2022
e-Office	Workshop on e-Office	Under Secretary	Welfare Section	Functional	2	3 <sup>rd</sup> week of Aug 3 <sup>rd</sup> week of Mar	Q2-2023 Q4-2022
e-Tendering	Training on e-Tendering Procedure	Deputy Secretary, Under Secretary, Section Officer, Assistant Section Officer	Establishment	Functional	1	4 <sup>th</sup> week of Apr	Q1-2023
Gender Sensitization	Gender Sensitization	Under Secretary, Section Officer, Assistant Section Officer	Establishment	Behavioral	3	4 <sup>th</sup> week of Apr 1 <sup>st</sup> week of Feb	Q1-2023 Q4-2022
Handling Litigations	Litigation Management	Deputy Secretary, Under Secretary, Section Officer,	Establishment	Functional	2	4 <sup>th</sup> week of May	Q1-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
		Assistant Section Officer					
Handling RTI	Right to Information - Public Information Officers	Deputy Secretary, Under Secretary, Section Officer, Assistant Section Officer	Establishment	Functional	2	4 <sup>th</sup> week of Apr 2 <sup>nd</sup> week of Oct 1 <sup>st</sup> week of Mar	Q1-2023 Q3-2023 Q4-2022
Legislative Writing	Workshop on Policy Formulation and Legislation	Deputy Secretary, Under Secretary, Section Officer, Assistant Section Officer	Establishment	Functional	7	1 <sup>st</sup> week of Jul 2 <sup>nd</sup> week of Jan	Q2-2023 Q4-2022
MS Excel Skills	MS-Excel (Advance)	Deputy Secretary, Under Secretary, Section Officer	Welfare Section	Functional	3	2 <sup>nd</sup> week of Dec	Q3-2023
MS Power Point	MS-Power Point	Deputy Secretary, Under Secretary, Section Officer	Welfare Section	Functional	3	1 <sup>st</sup> week of Apr 2 <sup>nd</sup> week of Oct 3 <sup>rd</sup> week of Mar	Q1-2023 Q3-2023 Q4-2022
MS-Word Skills	MS-Word	Deputy Secretary, Under Secretary, Section Officer	Welfare Section	Functional	3	4 <sup>th</sup> week of May 2 <sup>nd</sup> week of Oct 3 <sup>rd</sup> week of Feb	Q1-2023 Q3-2023 Q4-2022
Organizational Skills	Workshop on Strategic Planning	Deputy Secretary, Under Secretary, Section Officer	Welfare Section	Functional	3	4 <sup>th</sup> week of Jun 3 <sup>rd</sup> week of Feb	Q1-2023 Q4-2022
PFMS	Orientation Training Programme on PFMS	Deputy Secretary,	Welfare Section	Functional	2	1 <sup>st</sup> week of Jul	Q2-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
		Under Secretary				3 <sup>rd</sup> week of Feb	Q4-2022
Record Management	Advanced course on Record Management	Under Secretary, Section Officer, Assistant Section Officer	Establishment	Functional	2	4 <sup>th</sup> week of Jun 4 <sup>th</sup> week of Dec	Q1-2023 Q3-2023
Reservation Roster for SC/ST/OBC/PWD	Preparation of Roster	Deputy Secretary, Under Secretary, Section Officer, Assistant Section Officer	Establishment	Functional	3	1 <sup>st</sup> week of May 4 <sup>th</sup> week of Jul 3 <sup>rd</sup> week of Nov 2 <sup>nd</sup> week of Feb	Q1-2023 Q2-2023 Q3-2023 Q4-2022
Responding to Parliamentary Queries	Handling Parliamentary Matters	Deputy Secretary, Under Secretary, Section Officer, Assistant Section Officer	Establishment	Functional	2	2 <sup>nd</sup> week of Aug 4 <sup>th</sup> week of Mar	Q2-2023 Q4-2022
Stress Management	Stress Management	Deputy Secretary, Under Secretary	Welfare Section	Behavioral	2	2 <sup>nd</sup> week of Dec	Q3-2023

**Training Institution: iGOT Karmayogi Platform****Administration Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	Batch Size	Duration (In Days)	Month / Quarter	Quarter / Year
GeM Procurement	Introduction to GeM for Buyers	Deputy Secretary, Under Secretary, Section Officer	GAD-I	Functional	1		Q2-2023
GeM Procurement	Registration of Buyers	Deputy Secretary, Under Secretary, Section Officer	GAD-I	Functional	1		Q2-2023
GeM Procurement	Mode of Procurement and Procurement Processes	Deputy Secretary, Under Secretary, Section Officer	GAD-I	Functional	1		Q2-2023
GeM Procurement	Introduction to GeM for Buyers	Deputy Secretary, Under Secretary, Section Officer	GAD-II	Functional	1		Q2-2023
GeM Procurement	Registration of Buyers	Deputy Secretary, Under Secretary, Section Officer	GAD-II	Functional	1		Q2-2023
GeM Procurement	Mode of Procurement and Procurement Processes	Deputy Secretary, Under Secretary, Section Officer	GAD-II	Functional	1		Q2-2023
GeM Procurement	Introduction to GeM for Buyers	Deputy Secretary, Under Secretary, Section Officer, Assistant Section Officer	Establishment	Functional	1		Q2-2023

Competency to be strengthened	Training Program	Participating Officers	Division	Batch Size	Duration (In Days)	Month / Quarter	Quarter / Year
GeM Procurement	Registration of Buyers	Deputy Secretary, Under Secretary, Section Officer, Assistant Section Officer	Establishment	Functional	1		Q2-2023
GeM Procurement	Mode of Procurement and Procurement Processes	Deputy Secretary, Under Secretary, Section Officer, Assistant Section Officer	Establishment	Functional	1		Q2-2023
Leadership Development	COMMIT	Deputy Secretary	Welfare Section	Behavioral	1		Q2-2023
Leadership Development	COMMIT	Deputy Secretary	GAD-II	Behavioral	1		Q2-2023

### Training Institution: IIPA, Delhi

#### Administration Division:

Competency to be strengthened	Training Program	Participating Officers	Division	Batch Size	Duration (In Days)	Month / Quarter	Quarter / Year
Disciplinary Proceedings	Administrative Vigilance and Disciplinary Proceedings	Deputy Secretary, Under Secretary	GAD-II	Functional	3	2 <sup>nd</sup> week of Sept	Q2-2023

Competency to be strengthened	Training Program	Participating Officers	Division	Batch Size	Duration (In Days)	Month / Quarter	Quarter / Year
Disciplinary Proceedings	Administrative Vigilance Disciplinary Proceedings and	Deputy Secretary, Under Secretary, Section Officer, Assistant Section Officer	Establishment	Induction	3	2 <sup>nd</sup> week of Sept	Q2-2023

### Training Institution: Internally (DA&FW)

#### Administration Division:

Competency to be strengthened	Training Program	Participating Officers	Division	Batch Size	Duration (In Days)	Month / Quarter	Quarter / Year
Induction Training Module for new-incoming officers	Induction Module Training	All New Officers	GAD-I	Induction	1		Q3-2023
Induction Training Module for new-incoming officers	Induction Module Training	All New Officers	GAD-II	Induction	1		Q3-2023
Induction Training Module for new-incoming officers	Induction Module Training	All New Officers	Establishment	Induction	1		Q3-2023
Induction Training Module for new-incoming officers	Induction Module Training	All New Officers	Welfare Section	Induction	1		Q3-2023

A few specialized needs of the officials of the Administration Division and a list of various institutions which can cater to the highlighted capacity building needs are as follows:

S. No.	Capacity Requirements	Building	Participating Officers	Capacity Building Requirement Type	Institution(s) which can cater to the CB Requirement	Quarter / Year
1	e-Bill		All Officers	Functional	ISTM, Delhi iGOT Karmayogi Platform	Q4-2023
2	e-Samiksha		All Officers	Functional	ISTM, Delhi iGOT Karmayogi Platform	Q4-2023

**Training Institution: ISTM, Delhi****Agricultural Marketing Division: Directorate of Marketing & Inspection**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Data Visualization Tools	MS-Power Point	Assistant AMA, Senior Marketing Officer, Marketing Officer, Section Officer	DMI, Faridabad	Functional	3	1 <sup>st</sup> week of Apr 2 <sup>nd</sup> week of Oct 3 <sup>rd</sup> week of Mar	Q1-2023 Q3-2023 Q4-2022
Effective Communication	Workshop on Communication Skills	Assistant AMA, Marketing Officer	DMI, Faridabad	Functional	2	3 <sup>rd</sup> week of May 2 <sup>nd</sup> week of Mar	Q1-2023 Q4-2022
e-Office	Workshop on e-Office	Assistant AMA, Marketing Officer	DMI, Faridabad	Functional	2	3 <sup>rd</sup> week of Aug 3 <sup>rd</sup> week of Mar	Q2-2023 Q4-2022
e-Tendering	Training on e-Tendering Procedure	Under Secretary, Section Officer	DMI, Faridabad	Functional	1	4 <sup>th</sup> week of Apr	Q1-2023
Familiarization with MACP Rules	APAR & MACP	Assistant AMA, Marketing Officer	DMI, Faridabad	Functional	1	3 <sup>rd</sup> week of Jun 1 <sup>st</sup> week of Feb	Q1-2023 Q4-2022
Familiarization with GFR Rules	Workshop on Public Procurement under GFR 2017	Assistant AMA, Marketing Officer	DMI, Faridabad	Functional	3	4 <sup>th</sup> week of May 4 <sup>th</sup> week of Jan	Q1-2023 Q4-2022
Handling Litigations and court cases related to service matters	Litigation Management	Assistant AMA	DMI, Faridabad	Functional	2	4 <sup>th</sup> week of May	Q1-2023
Handling RTI	Right to Information - Public Information Officers	Assistant AMA, Marketing Officer	DMI, Faridabad	Functional	2	4 <sup>th</sup> week of Apr 2 <sup>nd</sup> week of Oct 1 <sup>st</sup> week of Mar	Q1-2023 Q3-2023 Q4-2022

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Monitoring & Evaluation of Government Schemes	Monitoring & Evaluation of Government Schemes	Assistant AMA, Marketing Officer	DMI, Faridabad	Functional	2	3 <sup>rd</sup> week of Apr 4 <sup>th</sup> week of Jan	Q1-2023 Q1-2023
PFMS	Orientation Training Programme on PFMS	Assistant AMA, Marketing Officer	DMI, Faridabad	Functional	2	1 <sup>st</sup> week of Jul 3 <sup>rd</sup> week of Feb	Q2-2023 Q4-2022
Task Prioritization - Strategic Planning	Workshop on Strategic Planning	Assistant AMA	DMI, Faridabad	Functional	3	4 <sup>th</sup> week of Jun 3 <sup>rd</sup> week of Feb	Q1-2023 Q2-2022

### Training Institution: iGOT Karmayogi Platform

#### Agricultural Marketing Division: Directorate of Marketing & Inspection

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Digital Orientation to become more tech-savvy	Basics of e-Governance & Digital India	Assistant AMA	DMI, Faridabad	Behavioral	1		Q3-2023
Finance for Non-Finance	Understanding Financial Position of an Organisation	Joint AMA, Deputy AMA, Assistant AMA, Senior Marketing Officer, Marketing Officer,	DMI, Faridabad	Functional	1		Q3-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
		Section Officer					
GeM Procurement	Introduction to GeM for Buyers	Assistant AMA, Marketing Officer, Under Secretary, Section Officer	DMI, Faridabad	Functional	1		Q3-2023
GeM Procurement	Registration of Buyers	Assistant AMA, Marketing Officer, Under Secretary, Section Officer	DMI, Faridabad	Functional	1		Q3-2023
GeM Procurement	Mode of Procurement and Procurement Processes	Assistant AMA, Marketing Officer, Under Secretary, Section Officer	DMI, Faridabad	Functional	1		Q3-2023
Leadership Development, Stress Management, Team Building	COMMIT	Joint AMA, Deputy AMA, Assistant AMA, Senior Marketing Officer, Marketing Officer, Under Secretary	DMI, Faridabad	Behavioral	1		Q3-2023

**Training Institution: MANAGE, Hyderabad****Agricultural Marketing Division: Directorate of Marketing & Inspection**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Advances in Agricultural Marketing	Advances in ICTs in Agricultural Marketing System	Assistant AMA, Senior Marketing Officer, Marketing Officer	DMI, Faridabad	Domain	3	4 <sup>th</sup> week of Apr	Q1-2023
Advances in Agricultural Marketing	Agricultural Marketing Information System	Assistant AMA, Senior Marketing Officer, Marketing Officer	DMI, Faridabad	Domain	3	3 <sup>rd</sup> week of Jun	Q1-2023
Immersion Program on Agribusiness Management - entire Agri-Value Chain	Value Chain Management of Agricultural Commodities for income Enhancement of Stakeholders	Joint AMA, Deputy AMA, Assistant AMA, Senior Marketing Officer, Marketing Officer, Under Secretary, Section Officer	DMI, Faridabad	Domain	4	1 <sup>st</sup> week of Apr	Q1-2023
Introductory course on Financial Implications for Agri-Entrepreneurs with regards to Procurement, Installation, Pre-operative expenses, Transportation, O&M, etc.	MANAGE AC&ABC Agripreneurs Webinar Series	Assistant AMA, Senior Marketing Officer, Marketing Officer	DMI, Faridabad	Domain	1	1 <sup>st</sup> week of Jun	Q1-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Introductory course on Financial Implications for Agri-Entrepreneurs with regards to Procurement, Installation, Pre-operative expenses, Transportation, O&M, etc.	Agripreneurship and Agri-Startups: Creating Employment Opportunities	Assistant AMA, Senior Marketing Officer, Marketing Officer	DMI, Faridabad	Domain	1	1 <sup>st</sup> week of Jan	Q4-2022

A few specialized needs of the officials of the DMI, Faridabad and a list of various institutions which can cater to the highlighted capacity building needs are as follows:

S. No.	Capacity Building Requirements	Participating Officers	Capacity Building Requirement Type	Institution(s) which can cater to the CB Requirement	Quarter / Year
1	Domain Knowledge Enhancement in Agri-Marketing by collaborating with Universities-IIMA, NIFTEM	Joint AMA, Assistant AMA, Deputy AMA, Senior Marketing Officer, Marketing Officer	Domain	IIM Ahmedabad NIFTEM	Q4-2023
2	Employee engagement initiatives in the form of field visits and excursions to learn about latest technologies	Assistant AMA, Deputy AMA, Senior Marketing Officer,	Domain	Farm Immersion Module in collaboration with the DA&FW at the Food Industry Capacity & Skill Initiative (FICSI), Indian Institute of Packaging and	Q4-2023

	associated with Agricultural Infrastructure	Marketing Officer		various Mandis of Rajasthan (e.g., Newai Mandi, Bharatpur, Ramganj, etc.)	
3	Induction Training Module for all newly posted / newly joining officers	All New Officers	Domain	Induction Training Module for the DA&FW	Q3-2023
4	NABL Accreditation – Assessors training program to help maintain accreditation of various assaying labs	Assistant AMA, Deputy AMA, Senior Marketing Officer, Marketing Officer	Functional	QCI / NABL	Q4-2024
5	Techno-Commercial evaluation of DPRs	Assistant AMA, Deputy AMA, Senior Marketing Officer, Marketing Officer	Functional	Workshop (to be conducted with other officers of the DA&FW)	Q4-2023

**Training Institution: ISTM, Delhi****Agricultural Marketing Division: Small Farmers' Agribusiness Consortium**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
e-Office	Workshop on e-Office	Field Officer, Estate Officer, Section Officer, Assistant Section Officer	SFAC	Functional	2	3 <sup>rd</sup> week of Aug 3 <sup>rd</sup> week of Mar	Q2-2023 Q4-2022
Effective Drafting	Effective Drafting-1	Field Officer, Estate Officer, Section Officer, Assistant Section Officer	SFAC	Functional	7	2 <sup>nd</sup> week of May 2 <sup>nd</sup> week of Dec	Q1-2023 Q3-2023
Gender Sensitization	Gender Sensitization	Section Officer, Assistant Section Officer	SFAC	Behavioral	3	4 <sup>th</sup> week of Apr 1 <sup>st</sup> week of Feb	Q1-2023 Q4-2022

**Training Institution: iGOT Karmayogi Platform****Agricultural Marketing Division: Small Farmers' Agribusiness Consortium**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Sexual Harassment	Prevention of Sexual Harassment of Women at Workplace	Section Officer, Assistant Section Officer, MTS	SFAC	Functional	1		Q1-2023
Personality Development Courses	Course to develop behaviour competencies	Section Officer, Assistant Section Officer, MTS	SFAC	Behavioral	1		Q1-2023
Gender Sensitization	Gender Sensitivity	MTS	SFAC	Behavioral	1		Q2-2023
MS Word	Microsoft Word for Beginners	MTS	SFAC	Functional	1		Q2-2023
MS Excel	Microsoft Excel for Beginners	MTS	SFAC	Functional	1		Q2-2023
MS Power Point	Microsoft Power Point for Beginners	MTS	SFAC	Functional	1		Q2-2023

**Training Institution: MANAGE, Hyderabad****Agricultural Marketing Division: Small Farmers' Agribusiness Consortium**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Domain specific knowledge of FPO	Strategies to transform FPOs into Entrepreneurs	Field Officer, Estate Officer, Section Officer, Assistant Section Officer	SFAC	Domain	3	2 <sup>nd</sup> week of Jul	Q2-2023

A few specialized needs of the officials of the SFAC and a list of various institutions which can cater to the highlighted capacity building needs are as follows:

S. No.	Capacity Building Requirements	Participating Officers	Capacity Building Requirement Type	Institution(s) which can cater to the CB Requirement	Quarter / Year
1	Domain Knowledge Enhancement in Agri-Marketing by collaborating with Universities-IIMA, NIFTEM	Deputy Director, Field Officer, Estate Officer	Domain	IIM Ahmedabad NIFTEM	Q4-2023
2	Induction Training Module for newly posted / newly joining officers	All New Officers	Domain	Induction Training Module for the DA&FW	Q4-2023

**Training Institution: ISTM, Delhi****Agricultural Trade Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Data Cleaning	Big Data Analytics in Government – Advanced	Under Secretary, Section Officer, Assistant Section Officer	Trade	Functional	3	1 <sup>st</sup> week of Jun 3 <sup>rd</sup> week of Jan	Q1-2023 Q4-2022
Dynamic Data Collection and Updation	Handling Government Dashboards	Under Secretary, Section Officer, Assistant Section Officer	Trade	Functional	1	4 <sup>th</sup> week of Dec	Q3-2023
Time Management	Workshop on Strategic Planning	Under Secretary, Section Officer, Assistant Section Officer	Trade	Functional	3	4 <sup>th</sup> week of Jun 3 <sup>rd</sup> week of Feb	Q1-2023 Q4-2022

**Training Institution: IIPA, Delhi****Agricultural Trade Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Stress Management	Managing Stress and Health Issues	Joint Secretary, Joint Director, Under Secretary	Trade	Behavioral	3	2 <sup>nd</sup> week of Oct	Q3-2023

**Training Institution: iGOT Karmayogi Platform****Agricultural Trade Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Motivation	COMMIT	Joint Secretary, Joint Director, Under Secretary, Section Officer	Trade	Behavioral	1		Q1-2023

**Training Institution: CCSNIAM, Jaipur****Agricultural Trade Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Global Supply-Chain impacting Agricultural Trade	WTO and export of Agri Produce	Joint Secretary, Joint Director, Under Secretary	Trade	Domain	2	1 <sup>st</sup> week of Feb	Q4-2022
Various Levies, Duties, Taxes associated with the Agricultural commodities	WTO and export of Agri Produce	Joint Secretary, Joint Director, Under Secretary	Trade	Domain	2	1 <sup>st</sup> week of Feb	Q4-2022

A few specialized needs of the officials of the Agricultural Trade Division and a list of various institutions which can cater to the highlighted capacity building needs are as follows:

S. No.	Capacity Building Requirements	Participating Officers	Capacity Building Requirement Type	Institution(s) which can cater to the CB Requirement	Quarter / Year
1	Induction Training Module for newly posted / newly joining officers	All New Officers	Domain	Induction Training Module for the DA&FW	Q2-2024
2	Information related to WTO, Free Trade and Bilateral Trade agreements	Joint Secretary, Joint Director, Under Secretary	Domain	IIFT, Delhi	Q2-2024
3	Mandi System and Processes	Joint Secretary, Joint Director, Under Secretary	Domain	DMI, Faridabad	Q3-2023
4	Sanitary and Phyto-sanitary measures	Joint Secretary, Joint Director, Under Secretary	Domain	IIFT, Delhi	Q2-2024
5	Trade Negotiation	Joint Secretary, Joint Director, Under Secretary	Domain	IIFT, Delhi	Q2-2024
6	Trade related compliances for various countries w.r.t the agricultural commodities	Joint Secretary, Joint Director, Under Secretary	Domain	IIFT, Delhi	Q2-2024
7	Understanding of GST and Taxes related to Trade of agricultural commodities	Joint Secretary, Joint Director, Under Secretary	Domain	IIFT, Delhi	Q2-2024
8	e-Bill	All Officers	Functional	ISTM, Delhi iGOT Karmayogi Platform	Q3-2023
9	e-Samiksha	All Officers	Functional	ISTM, Delhi iGOT Karmayogi Platform	Q3-2023

**Training Institution: ISTM, Delhi****Agricultural Credit Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Administration And Establishment Matters	Establishment Rules-1	Section Officer	Credit	Functional	4	3 <sup>rd</sup> week of Apr 1 <sup>st</sup> week of Aug 2 <sup>nd</sup> week of Oct 3 <sup>rd</sup> week of Jan	Q1-2023 Q2-2023 Q3-2023 Q4-2022
Data Analytics	Big Data Analytics in Government – Advanced	Section Officer	Credit	Functional	3	2 <sup>nd</sup> week of Jun 3 <sup>rd</sup> week of Jan	Q1-2023 Q4-2022
Data Driven Decision Making in Government	Data Driven Decision Making in Government	Assistant Section Officer	Credit	Functional	2	4 <sup>th</sup> week of Apr 2 <sup>nd</sup> week of Mar	Q1-2023 Q4-2022
Effective Drafting	Effective Drafting - 1	Section Officer	Credit	Functional	7	2 <sup>nd</sup> week of May 2 <sup>nd</sup> week of Dec	Q1-2023 Q3-2023
e-HRMS	e-HRM	Assistant Section Officer	Credit	Functional	1	2 <sup>nd</sup> week of Apr 3 <sup>rd</sup> week of Feb	Q1-2023 Q1-2023
GFR Rules	Workshop on Public Procurement under GFR 2017	Section Officer, Assistant Section Officer	Credit	Functional	3	4 <sup>th</sup> week of May 4 <sup>th</sup> week of Jan	Q1-2023 Q4-2023
Handling RTI	Right to Information - Public Information Officers	Assistant Section Officer	Credit	Functional	2	4 <sup>th</sup> week of Apr 2 <sup>nd</sup> week of Oct 1 <sup>st</sup> week of Mar	Q1-2023 Q3-2023 Q4-2022
Monitoring & Evaluation of Government Schemes	Monitoring & Evaluation of Government Schemes	Assistant Commissioner	Credit	Functional	2	3 <sup>rd</sup> week of Apr 4 <sup>th</sup> week of Jan	Q1-2023 Q4-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
MS Excel Skills	MS-Excel (Advance)	Assistant Officer	Section	Credit	Functional	3	2 <sup>nd</sup> week of Dec Q4-2023
MS PowerPoint	MS-Power Point	Assistant Officer	Section	Credit	Functional	3	2 <sup>nd</sup> week of Apr 2 <sup>nd</sup> week of Oct 3 <sup>rd</sup> week of Mar Q1-2023 Q3-2023 Q4-2022
MS Word Skills	MS-Word	Assistant Officer	Section	Credit	Functional	3	4 <sup>th</sup> week of May 2 <sup>nd</sup> week of Oct 3 <sup>rd</sup> week of Feb Q1-2023 Q3-2023 Q4-2022
Responding to Parliamentary Queries	Handling Parliamentary Matters	Assistant Officer	Section	Credit	Functional	2	2 <sup>nd</sup> week of Aug 4 <sup>th</sup> week of Mar Q2-2023 Q4-2022
Stakeholder Management	Interpersonal Effectiveness	Assistant Commissioner		Credit	Functional	2	1 <sup>st</sup> week of Nov Q3-2023
Stress Management	Stress Management	Deputy Commissioner		Credit	Behavioral	2	2 <sup>nd</sup> week of Dec Q3-2023
Supervisory Skills	Training Programme on Managerial / Supervisory Skills	Section Officer		Credit	Behavioral	4	3 <sup>rd</sup> week of Apr 2 <sup>nd</sup> week of Dec Q1-2023 Q3-2023
Task Prioritization	Workshop on Strategic Planning	Deputy Commissioner		Credit	Functional	3	4 <sup>th</sup> week of Jun 3 <sup>rd</sup> week of Feb Q1-2023 Q4-2022

**Training Institution: iGOT Karmayogi Platform****Agricultural Credit Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Digital Orientation to become more tech-savvy	Basics of e-Governance & Digital India	Assistant Officer Section	Credit	Functional	1		Q1-2023
GeM Procurement	Introduction to GeM for Buyers	Assistant Officer Section	Credit	Functional	1		Q2-2023
GeM Procurement	Registration of Buyers	Assistant Officer Section	Credit	Functional	1		Q2-2023
GeM Procurement	Mode of Procurement and Procurement Processes	Assistant Officer Section	Credit	Functional	1		Q2-2023
Leadership Development	COMMIT	Deputy Commissioner	Credit	Behavioral	1		Q2-2023

A few specialized needs of the officials of the Credit Division and a list of various institutions which can cater to the highlighted capacity building needs are as follows:

S. No.	Capacity Building Requirements	Participating Officers	Capacity Building Requirement Type	Institution(s) which can cater to the CB Requirement	Quarter / Year
1	Induction Training Module for newly posted / newly joining officers	All New Officers	Domain	Induction Training Module for the DA&FW	Q4-2024
2	Basics of Computer Trouble Shooting	Section Officer,	Functional	IT Department of DA&FW	Q3-2023

		Assistant Section Officer			
3	Fixing Insurance Premia	Assistant Commissioner, Deputy Commissioner	Domain	Indian Institute of Remote Sensing MNCFC	Q4-2023
4	Global Best Practices in Agricultural Credit	Assistant Commissioner, Deputy Commissioner, Under Secretary, Section Officer, Assistant Section Officer	Domain	The Division may organize a global level conclave to understand best practices in Agricultural Credit.	Q4-2024
5	e-Bill	All Officers	Functional	ISTM, Delhi iGOT Karmayogi Platform	Q3-2023
6	e-Samiksha	All Officers	Functional	ISTM, Delhi iGOT Karmayogi Platform	Q3-2023

**Training Institution: ISTM, Delhi****Crops Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Budgeting	Workshop on Formulation of Budget	Additional Commissioner, Deputy Commissioner, Assistant Commissioner, Joint Director, Under Secretary, Section Officer	Crops, Millets	Functional	2	4 <sup>th</sup> week of Nov	Q3-2023
Data Analytics	Big Data Analytics in Government – Advanced	Additional Commissioner, Deputy Commissioner, Assistant Commissioner, Joint Director, Under Secretary, Section Officer	Crops	Functional	3	2 <sup>nd</sup> week of Jun 3 <sup>rd</sup> week of Jan	Q1-2023 Q4-2022
Data Driven Decision Making in Government	Data Driven Decision Making in Government	Additional Commissioner, Deputy Commissioner, Assistant Commissioner, Joint Director, Under Secretary,	Crops	Functional	2	4 <sup>th</sup> week of Apr 2 <sup>nd</sup> week of Mar	Q1-2023 Q4-2022

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
		Section Officer					
Effective Drafting	Effective Drafting-1	Additional Commissioner, Deputy Commissioner, Assistant Commissioner, Joint Director, Under Secretary, Section Officer	Crops	Functional	7	2 <sup>nd</sup> week of May 2 <sup>nd</sup> week of Dec	Q1-2023 Q3-2023
e-HRMS	e-HRM	Additional Commissioner, Deputy Commissioner, Assistant Commissioner, Joint Director, Under Secretary, Section Officer	Crops, Millets	Functional	1	2 <sup>nd</sup> week of Apr 3 <sup>rd</sup> week of Feb	Q1-2023 Q4-2023
Evaluation of RFPs, BoQ, Pre-qualification	Workshop on e-Procurement	Additional Commissioner, Deputy Commissioner, Assistant Commissioner, Joint Director, Under Secretary, Section Officer	Crops, Millets	Functional	2	2 <sup>nd</sup> week of May 1 <sup>st</sup> week of Jan	Q1-2023 Q4-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Handling RTI	Right Information to - Public Information Officers	Additional Commissioner, Deputy Commissioner, Assistant Commissioner, Joint Director, Under Secretary, Section Officer	Crops	Functional	2	4 <sup>th</sup> week of Apr 2 <sup>nd</sup> week of Oct 1 <sup>st</sup> week of Mar	Q1-2023 Q3-2023 Q4-2022
MIS	Handling Government Dashboards	Additional Commissioner, Deputy Commissioner, Assistant Commissioner, Joint Director, Under Secretary, Section Officer	Crops, Millets	Functional	1	4 <sup>th</sup> week of Dec	Q3-2023
Need Based Scheme Formulation	Workshop on Policy Formulation to Legislation	Additional Commissioner, Deputy Commissioner, Assistant Commissioner, Joint Director, Under Secretary, Section Officer	Crops	Functional	7	1 <sup>st</sup> week of Jul 2 <sup>nd</sup> week of Jan	Q2-2023 Q4-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Responding to Parliamentary Queries	Handling Parliamentary Matters	Additional Commissioner, Deputy Commissioner, Assistant Commissioner, Joint Director, Under Secretary, Section Officer	Crops	Functional	2	2 <sup>nd</sup> week of Aug 4 <sup>th</sup> week of Mar	Q2-2023 Q4-2022
Stress Management	Stress Management	Additional Commissioner, Deputy Commissioner, Assistant Commissioner, Joint Director, Under Secretary, Section Officer	Crops	Behavioral	2	2 <sup>nd</sup> week of Dec	Q3-2023

**Training Institution: iGOT Karmayogi Platform****Crops Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Ability to evaluate and establish SLAs	Service Delivery Management	Additional Commissioner, Deputy Commissioner, Assistant Commissioner, Joint Director, Under Secretary, Section Officer	Crops	Functional	1		Q1-2023
Digital Orientation to become more tech-savvy	Basics of e-Governance & Digital India	Under Secretary, Section Officer	Crops	Functional	1		Q1-2023
GeM Procurement	Introduction to GeM for Buyers	Additional Commissioner, Deputy Commissioner, Assistant Commissioner, Joint Director, Under Secretary, Section Officer	Crops, Millets	Functional	1		Q2-2023
GeM Procurement	Registration of Buyers	Additional Commissioner, Deputy Commissioner,	Crops, Millets	Functional	1		Q2-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
		Assistant Commissioner, Joint Director, Under Secretary, Section Officer					
GeM Procurement	Mode of Procurement and Procurement Processes	Additional Commissioner, Deputy Commissioner, Assistant Commissioner, Joint Director, Under Secretary, Section Officer	Crops, Millets	Functional	1		Q2-2023
Grievance Redressal	Service Delivery Management	Additional Commissioner, Deputy Commissioner, Assistant Commissioner, Joint Director, Under Secretary, Section Officer	Crops, Millets	Functional	1		Q1-2023

**Training Institution: MANAGE, Hyderabad****Crops Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
GIS Technologies and Remote Sensing	Training Programme on Application of Remote Sensing and Geographical Information Systems in Agricultural Development	Additional Commissioner, Deputy Commissioner, Assistant Commissioner, Joint Director	Crops	Domain	5	3 <sup>rd</sup> week of Nov	Q3-2023
Applications of Drone Technology	Drones for Agricultural Development	Additional Commissioner, Deputy Commissioner, Assistant Commissioner, Joint Director	Crops	Domain	5	1 <sup>st</sup> week of Jul	Q2-2023
Incentivizing farmers for crop-diversification	Farm diversification and dimensions on resource conservation	Additional Commissioner, Deputy Commissioner, Assistant Commissioner, Joint Director	Crops	Domain	3	3 <sup>rd</sup> week of Nov	Q3-2023
Increasing Production of Millets	Market Driven Millets Production, Processing & Value	Deputy Commissioner	Millets	Domain	4	3 <sup>rd</sup> week of Apr	Q1-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
	Addition Technologies						

**Training Institution: CCSNIAM, Jaipur**
**Crops Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
e-NAM	e-NAM: Why, How and Challenges	Additional Commissioner, Deputy Commissioner, Assistant Commissioner, Joint Director	Crops	Domain	2	3 <sup>rd</sup> week of Jan	Q4-2023

A few specialized needs of the officials of the Crops Division and a list of various institutions which can cater to the highlighted capacity building needs are as follows:

S. No.	Capacity Building Requirements	Participating Officers	Capacity Building Requirement Type	Institution(s) which can cater to the CB Requirement	Quarter / Year
1	Induction Training Module for newly posted / newly joining officers	All New Officers	Domain	Induction Training Module for the DA&FW	Q4-2024
2	Farm Immersion Modules	Additional Commissioner, Assistant Commissioner, Deputy Commissioner, Joint Director	Domain	Farm Immersion Module in collaboration with the DA&FW and various FPOs and FPCs	Q4-2023
3	Import-Export Policies of various Agricultural Commodities	Additional Commissioner, Assistant Commissioner, Deputy Commissioner, Joint Director	Domain	IIFT Delhi	Q4-2023
4	Information related to WTO, Free Trade and Bilateral Trade agreements	Additional Commissioner, Assistant Commissioner, Deputy Commissioner, Joint Director	Domain	IIFT Delhi	Q4-2023

5	Mandi System and Processes	Additional Commissioner, Assistant Commissioner, Deputy Commissioner, Joint Director	Domain	DMI, Faridabad	Q3-2023
6	e-Bill	All Officers	Functional	ISTM, Delhi iGOT Karmayogi Platform	Q4-2023
7	e-Samiksha	All Officers	Functional	ISTM, Delhi iGOT Karmayogi Platform	Q4-2023
8	Techno-Commercial Evaluation of DPRs	Additional Commissioner, Assistant Commissioner, Deputy Commissioner, Joint Director	Functional	NISG Grant Thornton Bharat LLP	Q4-2022
9	Filed Visit to States to understand how States carry out Seeds Distribution with regards to Millets, and ODOP Program implementation with respect to Millets	Additional Commissioner, Assistant Commissioner, Deputy Commissioner, Joint Director	Domain	State Agriculture Departments	Q1-2023
10	Emerging Technologies in Plant Protection	Deputy Commissioner	Domain	The Division may collaborate with the Directorate of Plant Protection Quarantine & Storage to curate a	Q3-2023

				course on iGOT Karmayogi Platform for the officials of the DA&FW	
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**Training Institution: ISTM, Delhi****Digital Agriculture Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Aadhaar Management security threats	Data and Workshop on Cyber Security	Joint Secretary, Director, Under Secretary, Section Officer	Digital Agriculture	Domain	2	2 <sup>nd</sup> week of Jun 1 <sup>st</sup> week of Mar	Q1-2023 Q4-2022
Data Analytics	Big Data Analytics in Government – Advanced	Joint Secretary, Director, Under Secretary, Section Officer	Digital Agriculture	Functional	3	2 <sup>nd</sup> week of Jun 3 <sup>rd</sup> week of Jan	Q1-2023 Q4-2023
MS Excel Skills	MS-Excel (Advance)	Joint Secretary, Director, Under Secretary, Section Officer	Digital Agriculture	Functional	3	2 <sup>nd</sup> week of Dec	Q3-2023
MS PowerPoint	MS-Power Point	Under Secretary, Section Officer	Digital Agriculture	Functional	3	2 <sup>nd</sup> week of Apr 2 <sup>nd</sup> week of Oct 3 <sup>rd</sup> week of Mar	Q1-2023 Q3-2023 Q4-2022
Project Management	Workshop on Project Management	Director, Under Secretary	Digital Agriculture	Functional	4	4 <sup>th</sup> week of Sept	Q2-2023

A few specialized needs of the officials of the Digital Agriculture Division and a list of various institutions which can cater to the highlighted capacity building needs are as follows:

S. No.	Capacity Building Requirements	Participating Officers	Capacity Building Requirement Type	Institution(s) which can cater to the CB Requirement	Quarter / Year
1	Induction Training Module for newly posted / newly joining officers	All New Officers	Domain	Induction Training Module for the DA&FW	Q4-2024
2	Introduction to SQL	Director, Under Secretary, Section Officer	Functional	SWAYAM Portal	Q3-2023
3	Server Management	Director, Under Secretary, Section Officer	Functional	SWAYAM Portal	Q3-2023

**Training Institution: MANAGE, Hyderabad****Drought Management Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Calculation of Carbon Credits & Carbon Emission	Carbon Credit in Agriculture - Climate Offset Mechanism	Joint Secretary, Additional Commissioner	Drought Management	Domain	2	1 <sup>st</sup> week of Jul	Q2-2023

A few specialized needs of the officials of the Drought Management Division and a list of various institutions which can cater to the highlighted capacity building needs are as follows:

S. No.	Capacity Building Requirements	Participating Officers	Capacity Building Requirement Type	Institution(s) which can cater to the CB Requirement	Quarter / Year
1	Induction Training Module for newly posted / newly joining officers	All New Officers	Domain	Induction Training Module for the DA&FW	Q4-2024
2	Prioritization of regular data-updation by all the States/UTs	Joint Secretary	Organizational	Seminar / Workshop for State Government Officials to guide and encourage them to follow the guidelines related to Drought Management Data Updation	Q4-2024
3	Division needs more clarity on mandates related to Climate Change	Joint Secretary	Organizational	Visioning Exercise under the Chairmanship of Secretary, DA&FW	Q1-2023

**Training Institution: ISTM, Delhi****Directorate of Extension:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Budgeting	Workshop on Formulation of Budget	Joint Director, Deputy Director, Regional Home Economist	Administration, Mass Media, Extension Training	Functional	2	4 <sup>th</sup> week of Nov	Q3-2023
CSS-Conduct Rules	Orientation Training Programme on Preventive Vigilance	Deputy Director	Administration	Functional	2	2 <sup>nd</sup> week of May 1 <sup>st</sup> week of Nov	Q1-2023 Q3-2023
e-Office	Workshop on e-Office	Assistant Administration Officer, Joint Director, Deputy Director, Regional Home Economist	Administration, Extension Training, Mass Media	Functional	2	3 <sup>rd</sup> week of Aug 3 <sup>rd</sup> week of Mar	Q2-2023 Q4-2022
Establishment Matters related to Pay-Fixation	Workshop on Pay Fixation	Deputy Director	Administration	Functional	3	1 <sup>st</sup> week of Jul 3 <sup>rd</sup> week of Sept 3 <sup>rd</sup> week of Mar	Q2-2023 Q2-2023 Q4-2022
GeM Procurement	Orientation Training Programme on CPPP & GeM for dealing hands	Joint Director, Deputy Director	Administration, Extension Training, Mass Media	Functional	3	3 <sup>rd</sup> week of May 4 <sup>th</sup> week of Jan	Q1-2023 Q4-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
GFR Rules	Workshop on Public Procurement under GFR 2017	Assistant Administration Officer, Joint Director, Deputy Director, Regional Home Economist	Administration, Extension Training, Mass Media	Functional	3	4 <sup>th</sup> week of May 4 <sup>th</sup> week of Jan	Q1-2023 Q4-2023
PFMS	Orientation Training Programme on PFMS	Joint Director, Regional Home Economist, Deputy Director	Administration, Extension Training, Mass Media	Functional	2	1 <sup>st</sup> week of Jul 3 <sup>rd</sup> week of Feb	Q2-2023 Q4-2023
Responding to Parliamentary Queries	Handling Parliamentary Matters	Regional Home Economist, Deputy Director	Extension Training	Functional	2	2 <sup>nd</sup> week of Aug 4 <sup>th</sup> week of Mar	Q2-2023 Q4-2022

### Training Institution: IIPA, Delhi

#### Directorate of Extension:

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Stress Management	Managing Stress and Health Issues	Joint Director, Deputy Director, Regional Home Economist,	Administration, Mass Media, Extension Training	Behavioral	3	2 <sup>nd</sup> week of Oct	Q3-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
		Assistant Administration Officer					

### Training Institution: iGOT Karmayogi Platform

#### Directorate of Extension:

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
GeM Procurement	Introduction to GeM for Buyers	Joint Director, Deputy Director, Regional Home Economist, Assistant Administration Officer	Administration, Mass Media, Extension Training	Functional	1		Q3-2023
GeM Procurement	Registration of Buyers	Joint Director, Deputy Director, Regional Home Economist, Assistant Administration Officer	Administration, Mass Media, Extension Training	Functional	1		Q3-2023
GeM Procurement	Mode of Procurement and	Joint Director, Deputy Director,	Administration, Mass Media,	Functional	1		Q3-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
	Procurement Processes	Regional Home Economist, Assistant Administration Officer	Extension Training				

### Training Institution: MANAGE, Hyderabad

#### Directorate of Extension:

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Applications of Drone Technology	Drones for Agricultural Development	Joint Director, Deputy Director, Regional Home Economist, Assistant Administration Officer	Administration, Mass Media, Extension Training	Domain	5	1 <sup>st</sup> week of Jul	Q2-2023
Case Studies on successful PPP Models	Innovations in effective implementation of PPP	Joint Director, Deputy Director, Regional Home Economist, Assistant Administration Officer	Administration, Mass Media, Extension Training	Functional	1	1 <sup>st</sup> week of Dec	Q3-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Remote Sensing and its Applications	Training Programme on Application of Remote Sensing and Geographical Information Systems in Agricultural Development	Joint Director, Deputy Director, Regional Home Economist, Assistant Administration Officer	Administration, Mass Media, Extension Training	Domain	5	3 <sup>rd</sup> week of Nov	Q3-2023
Training on information dissemination through electronic media	ICTs for Agricultural Extension: Advances and Trends	Joint Director, Deputy Director, Regional Home Economist, Assistant Administration Officer	Administration, Mass Media, Extension Training	Domain	4	3 <sup>rd</sup> week of Jun	Q1-2023
Training on information dissemination through electronic media	ICTs for Agricultural Extension-New Concepts : IoT and Artificial Intelligence in Agriculture	Joint Director, Deputy Director, Regional Home Economist, Assistant Administration Officer	Administration, Mass Media, Extension Training	Domain	3	4 <sup>th</sup> week of Jan	Q4-2023
Training on information dissemination through electronic media	Social Media for Agricultural Extension	Joint Director, Deputy Director, Regional Home Economist,	Administration, Mass Media, Extension Training	Domain	5	4 <sup>th</sup> week of Jun	Q1-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
		Assistant Administration Officer					
Understanding of Start-Up Ecosystem	Agri-Business and Agri Start-ups: Opportunities and Experiences	Joint Director	Extension Training	Domain	4	3 <sup>rd</sup> week of Apr	Q1-2023
Understanding of Start-Up Ecosystem	Agri-Startup Eco-System for Empowering Rural Youth	Joint Director	Extension Training	Domain	3	2 <sup>nd</sup> week of Jun	Q1-2023

A few specialized needs of the officials of the Directorate of Extension and a list of various institutions which can cater to the highlighted capacity building needs are as follows:

S. No.	Capacity Building Requirements	Participating Officers	Capacity Building Requirement Type	Institution(s) which can cater to the CB Requirement	Quarter / Year
1	Induction Training Module for newly posted / newly joining officers	All New Officers	Domain	Induction Training Module for the DA&FW	Q4-2024
2	Knowledge of all the schemes of DA&FW	All Officers	Organizational	Directorate of Extension may consider developing a Central Repository on its website for easy access to details related to various schemes/projects under the DA&FW	Q4-2023

**Training Institution: ISTM, Delhi****Extension Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Advanced level training on procurement, covering transparency, efficiencies, use of IT	Workshop on e-Procurement	Joint Secretary	Extension	Functional	2	2 <sup>nd</sup> week of May 1 <sup>st</sup> week of Jan	Q1-2023 Q4-2023
Budgeting	Workshop on Formulation of Budget	Joint Secretary, Deputy Secretary, Additional Commissioner, Director, Under Secretary	Extension	Functional	2	4 <sup>th</sup> week of Nov	Q3-2023
Controlling Desperation	Anxiety Management & Mental Health at Workplace	Joint Secretary	Extension	Behavioral	3	3 <sup>rd</sup> week of Oct 2 <sup>nd</sup> week of Mar	Q3-2023 Q4-2022
Effective Drafting	Effective Drafting – 1	Under Secretary, Section Officer, Assistant Section Officer	Extension	Functional	7	2 <sup>nd</sup> week of May 3 <sup>rd</sup> week of Dec	Q1-2023 Q3-2023
e-HRMS	e-HRM	Joint Secretary, Director, Under Secretary, Section Officer,	Extension	Functional	1	2 <sup>nd</sup> week of Apr	Q1-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
		Assistant Section Officer					
e-Office	Workshop on e-Office	Joint Secretary, Director, Under Secretary, Section Officer, Assistant Section Officer	Extension	Functional	2	3 <sup>rd</sup> week of Aug 4 <sup>th</sup> week of Mar	Q2-2023 Q4-2022
Responding to Parliamentary Queries	Handling Parliamentary Matters	Under Secretary, Section Officer, Assistant Section Officer	Extension	Functional	2	2 <sup>nd</sup> week of Aug 4 <sup>th</sup> week of Mar	Q2-2023 Q4-2022
Task Prioritization - Strategic Planning	Workshop on Strategic Planning	Joint Secretary	Extension	Functional	3	4 <sup>th</sup> week of Jun 3 <sup>rd</sup> week of Feb	Q1-2023 Q4-2023
Understanding of MIS	Handling Government Dashboards	Joint Secretary	Extension	Functional	1	4 <sup>th</sup> week of Dec	Q3-2023

**Training Institution: IIPA, Delhi****Extension Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Stress Management	Managing Stress and Health Issues	Joint Secretary, Deputy Secretary, Additional Commissioner, Director	Extension	Functional	3	2 <sup>nd</sup> week of Oct	Q3-2023

**Training Institution: iGOT Karmayogi Platform****Extension Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Year / Quarter
Digital Orientation to become more tech-savvy	Basics of e-Governance & Digital India	Director, Under Secretary, Section Officer, Assistant Section Officer	Extension	Behavioral	1	Q1-2023

**Training Institution: MANAGE, Hyderabad****Extension Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quatr / Year
Advances in Agricultural Marketing	Advances in ICTs in Agricultural Marketing System	Joint Secretary, Deputy Secretary, Additional Commissioner, Director, Joint Director	Extension	Domain	3	4 <sup>th</sup> week of Apr	Q1-2023
Applications of Drone Technology	Drones for Agricultural Development	Joint Secretary, Joint Director, Deputy Secretary, Additional Commissioner, Director	Extension	Domain	5	2 <sup>nd</sup> week of Jul	Q2-2023
Market Linkages for Agricultural Commodities	Value Chain and Supply Chain Management for Enhancing Profitability of Agricultural Commodities for income Enhancement of Stakeholders	Joint Secretary, Deputy Secretary, Additional Commissioner, Director	Extension	Domain	5	3 <sup>rd</sup> week of Sept	Q2-2023
Market Linkages for Agricultural Commodities	Value Chain Management of Agricultural Commodities	Joint Secretary, Deputy Secretary, Additional Commissioner,	Extension	Domain	4	1 <sup>st</sup> week of Apr	Q1-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quartr / Year
	for income Enhancement of Stakeholders	Director					
Market Linkages for Agricultural Commodities	Online Training Program on Value Addition and Post-Harvest Management of Crops/ Commodities	Joint Secretary, Deputy Secretary, Additional Commissioner, Director	Extension	Domain	3	3 <sup>rd</sup> week of Apr	Q1-2023
Understanding best practices for reducing wastages and leakages	Role of Agri Startups in Creating Market Linkages	Joint Secretary	Extension	Domain	1	4 <sup>th</sup> week of Apr	Q1-2023
Understanding best practices for reducing wastages and leakages	E-marketplace: Connecting farmers with Value chain Linkages	Joint Secretary	Extension	Domain	1	4 <sup>th</sup> week of Dec	Q3-2023
Understanding of Start-Up Ecosystem	Agri-Business and Agri Start-ups: Opportunities and Experiences	Joint Secretary, Deputy Secretary, Additional Commissioner, Director, Joint Director	Extension	Domain	4	3 <sup>rd</sup> week of Apr	Q1-2023
Understanding of Start-Up Ecosystem	Agri-Startup Eco-System for Empowering Rural Youth	Joint Secretary, Deputy Secretary, Additional Commissioner,	Extension	Domain	3	2 <sup>nd</sup> week of Jun	Q1-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quatr / Year
		Director, Joint Director					

**Training Institution: CCSNIAM, Jaipur**

**Extension Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Advances in Agricultural Marketing	Induction Training Programme on Agricultural Marketing	Joint Secretary, Deputy Secretary, Additional Commissioner, Director, Joint Director	Extension	Behavioral	15	2 <sup>nd</sup> week of Feb	Q1-2023

A few specialized needs of the officials of the Extension Division and a list of various institutions which can cater to the highlighted capacity building needs are as follows:

S. No.	Capacity Building Requirements	Participating Officers	Capacity Building Requirement Type	Institution(s) which can cater to the CB Requirement	Quarter / Year
1	Induction Training Module for newly posted / newly joining officers	All New Officers	Domain	Induction Training Module for the DA&FW	Q4-2024
2	Understanding of global best practices in creating an ideal conducive environment for attracting investments into agriculture	Joint Secretary, Deputy Secretary, Additional Commissioner, Director, Joint Director	Organizational	Extension Division may consider organizing a global / national level conclave to brainstorm or learn about various avenues for private investments in agriculture sector	Q4-2023
3	Understanding of the framework for assessment of ongoing infrastructure development across country to facilitate better utilization of AIF	Joint Secretary	Functional	Extension Division and the AMI Section of the DMI, Faridabad may organize a brainstorming session to devise a framework for assessment of infrastructure development	Q4-2023

**Training Institution: ISTM, Delhi****Farmers Welfare Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Dashboard Management	Handling Government Dashboards	Joint Secretary, Director	Farmers Welfare	Functional	1	4 <sup>th</sup> week of Dec	Q3-2023
Data Analytics	Big Data Analytics in Government – Advanced	Director, Under Secretary	Farmers Welfare	Functional	3	2 <sup>nd</sup> week of Jun 3 <sup>rd</sup> week of Jan	Q1-2023 Q4-2023
Data Driven Decision Making in Government	Data Driven Decision Making in Government	Joint Secretary, Director	Farmers Welfare	Functional	2	4 <sup>th</sup> week of Apr 2 <sup>nd</sup> week of Mar	Q1-2023 Q4-2022

**Training Institution: MANAGE, Hyderabad****Farmers Welfare Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
GIS Technologies	Training Programme on Application of Remote Sensing and Geographical Information Systems in	Joint Secretary, Director, Under Secretary	Farmers Welfare	Functional	5	3 <sup>rd</sup> week of Nov	Q3-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
	Agricultural Development						

A few specialized needs of the officials of the Farmers Welfare Division and a list of various institutions which can cater to the highlighted capacity building needs are as follows:

S. No.	Capacity Building Requirements	Participating Officers	Capacity Building Requirement Type	Institution(s) which can cater to the CB Requirement	Quarter / Year
1	Induction Training Module for newly posted / newly joining officers	All New Officers	Domain	Induction Training Module for the DA&FW	Q4-2024
2	Training on Website Management	Director, Under Secretary	Domain	Division may collaborate with NIC through the NIC point of contact person for the DA&FW to arrange training program on Website Management	Q3-2023
3	e-Bill	All Officers	Functional	The Department may collaborate with ISTM and / or iGOT Karmayogi Platform to create a course on e-Bill	Q3-2023
4	e-Samiksha	All Officers	Functional	The Department may collaborate with ISTM and / or iGOT Karmayogi Platform to create a course on e-Samiksha	Q3-2023

### Integrated Nutrient Management Division:

**Most of the Capacity Building Needs of the Integrated Nutrient Management Division are organizational level capacity building interventions. All the CB requirements are mentioned below:**

Capacity Gap Identified	Capacity Building Intervention	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Year / Quarter
Non-Accreditation of most of the Soil Testing Labs	NABL Accreditation of the Soil Testing Labs	Joint Secretary	INM Division	Organizational	Mission Mode	Q4-2024
Absence of an Induction Training Module for new-incoming officers	Induction Training Module for new officers of DA&FW	All Newly Posted Officers	INM Division	Organizational	Need Based	Q4-2024
Lack of domain (technical) knowledge with regards to innovative fertilizers	Establishment of a Technical Support Unit to deal with analysis of new and innovative fertilizers with the help of Subject Matter Experts / Invoiced Consultants	Joint Secretary	INM Division	Organizational	Mission Mode	Q4-2023
Lack of a legal, statutory, and technical framework for evaluation & implementation of FCOs.  Lack of officials with technical know-how of FCOs	Establishment of a Technical Support Unit to deal with matters related to FCOs	Joint Secretary	INM Division	Organizational	Mission Mode	Q4-2023

**Training Institution: ISTM, Delhi****Mechanization & Technology Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Effective Communication	Workshop on Communication Skills	Under Secretary, Section Officer	M&T	Behavioral	2	3 <sup>rd</sup> week of May 2 <sup>nd</sup> week of Mar	Q1-2023 Q4-2022
Evaluation of RFPs, BoQ, Pre-qualification	Workshop on e-Procurement	Deputy Commissioner, Assistant Commissioner, Under Secretary	M&T	Functional	2	2 <sup>nd</sup> week of May 1 <sup>st</sup> week of Jan	Q1-2023 Q4-2023
Legislative Writing	Workshop on and Noting Drafting	Deputy Commissioner, Assistant Commissioner, Under Secretary, Section Officer	M&T	Functional	2	3 <sup>rd</sup> week of Apr 4 <sup>th</sup> week of Jul 1 <sup>st</sup> week of Oct 4 <sup>th</sup> week of Mar	Q1-2023 Q2-2023 Q3-2023 Q4-2022
Monitoring & Evaluation of Government Schemes	Monitoring & Evaluation of Government Schemes	Joint Secretary, Deputy Secretary, Deputy Commissioner, Assistant Commissioner, Under Secretary	M&T	Functional	2	3 <sup>rd</sup> week of Apr 4 <sup>th</sup> week of Jan	Q1-2023 Q4-2022
Stress Management	Stress Management	Joint Secretary, Deputy Secretary, Deputy Commissioner,	M&T	Behavioral	2	2 <sup>nd</sup> week of Dec	Q3-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
		Assistant Commissioner, Under Secretary					

### Training Institution: iGOT Karmayogi Platform

#### Mechanization & Technology Division:

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Year / Quarter
Conflict Management	COMMIT	Joint Secretary, Deputy Secretary, Deputy Commissioner, Assistant Commissioner	M&T	Behavioral	1	Q1-2023
Finance for Non-Finance	Understanding Financial Position of an Organisation	Joint Secretary, Deputy Secretary, Deputy Commissioner, Assistant Commissioner, Under Secretary	M&T	Functional	1	Q2-2023

**Training Institution: MANAGE, Hyderabad****Mechanization & Technology Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Understanding of Start-Up Ecosystem	Agri-Business and Agri Start-ups: Opportunities and Experiences	Joint Secretary, Deputy Secretary, Deputy Commissioner, Assistant Commissioner, Under Secretary	M&T	Domain	4	3 <sup>rd</sup> week of Apr	Q1-2023
Remote Sensing and its Applications	Training Programme on Application of Remote Sensing and Geographical Information Systems in Agricultural Development	Joint Secretary, Deputy Secretary, Deputy Commissioner, Assistant Commissioner	M&T	Domain	5	3 <sup>rd</sup> week of Nov	Q3-2023
Applications of Drone Technology	Drones for Agricultural Development	Joint Secretary, Deputy Secretary, Deputy Commissioner, Assistant Commissioner	M&T	Domain	5	2 <sup>nd</sup> week of Jul	Q2-2023

A few specialized needs of the officials of the Mechanization & Technology Division and a list of various institutions which can cater to the highlighted capacity building needs are as follows:

S. No.	Capacity Building Requirements	Participating Officers	Capacity Building Requirement Type	Institution(s) which can cater to the CB Requirement	Quarter / Year
1	Induction Training Module for newly posted / newly joining officers	All New Officers	Domain	Induction Training Module for the DA&FW	Q4-2024
2	Agri-Machinery requirement in Pre-Harvest and Post-Harvest activities	Joint Secretary, Deputy Secretary, Deputy Commissioner, Assistant Commissioner, Under Secretary	Domain	Agri Machinery Management Program at CFMT&TI Budni Duration: 7 days	Q3-2023
3	Agri-Machinery Value Chain Development in each State	Joint Secretary, Deputy Secretary, Deputy Commissioner, Assistant Commissioner, Under Secretary	Domain	The Division may collaborate with CFMT&TI, Budni to study Agri-Machinery Value Chain Development in each State.	Q4-2023
4	Best Practices in Incentivizing Farmers to adopt Agri-Machinery	Joint Secretary, Deputy Secretary, Deputy Commissioner, Assistant Commissioner, Under Secretary	Domain	The Division may collaborate with the FMT&TIs, Agriculture Universities, State Agriculture Departments, and Agri-Machinery Industry representatives to brainstorm.	Q1-2024

5	Co-ownership Models in Agri-Tech Start-Up market	Joint Secretary, Deputy Secretary, Deputy Commissioner, Assistant Commissioner, Under Secretary	Domain	The Division may collaborate with the FMT&TIs, Agriculture Universities, State Agriculture Departments, and Agri-Machinery Industry representatives to brainstorm.	Q2-2023
6	Evolving Agri-Business models for Agri-Machineries	Joint Secretary, Deputy Secretary, Deputy Commissioner, Assistant Commissioner, Under Secretary	Domain	A national conclave on the said topic in presence of Agri-Startups, State Government Officials, and Agriculture Universities might help in developing a deep understanding, while paving a path for policy formulation	Q3-2023
7	Techno-Commercial Evaluation of DPRs	Joint Secretary, Deputy Secretary, Deputy Commissioner, Assistant Commissioner, Under Secretary	Functional	NISG Grant Thornton Bharat LLP	Q4-2022
8	Venture Funding Patterns and Trends in Agri-Machinery Domain	Joint Secretary, Deputy Secretary, Deputy Commissioner, Assistant Commissioner, Under Secretary	Domain	A national conclave on the said topic in presence of Agri-Startups, State Government Officials, and Agriculture Universities might help in developing a deep understanding, while paving a path for policy formulation	Q3-2023

9	Course on e-Bill	Joint Secretary, Deputy Secretary, Deputy Commissioner, Assistant Commissioner, Under Secretary, Section Officer, Assistant Section Officer	Functional	The Department may collaborate with ISTM and / or iGOT Karmayogi Platform to create a course on e-Bill	Q3-2023
10	Course on e-Samiksha	Joint Secretary, Deputy Secretary, Deputy Commissioner, Assistant Commissioner, Under Secretary, Section Officer, Assistant Section Officer	Functional	The Department may collaborate with ISTM and / or iGOT Karmayogi Platform to create a course on e- Samiksha	Q3-2023

**Training Institution: ISTM, Delhi****Oilseeds Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Budgeting	Workshop on Formulation of Budget	Deputy Commissioner, Assistant Commissioner, Under Secretary	Oilseeds	Functional	2	3 <sup>rd</sup> week of Nov	Q3-2023
Data Analytics	Big Data Analytics in Government – Advanced	Deputy Commissioner, Assistant Commissioner, Under Secretary	Oilseeds	Functional	3	2 <sup>nd</sup> week of Jun 3 <sup>rd</sup> week of Jan	Q1-2023 Q4-2023
Data Driven Decision Making in Government	Data Driven Decision Making in Government	Deputy Commissioner	Oilseeds	Functional	2	4 <sup>th</sup> week of Apr 2 <sup>nd</sup> week of Mar	Q1-2023 Q4-2022
Effective Communication	Workshop on Communication Skills	Deputy Commissioner, Assistant Commissioner	Oilseeds	Functional	2	3 <sup>rd</sup> week of May 2 <sup>nd</sup> week of Mar	Q1-2023 Q4-2022
e-HRMS	e-HRM	Deputy Commissioner, Assistant Commissioner, Under Secretary	Oilseeds	Functional	1	2 <sup>nd</sup> week of Apr	Q1-2023
Handling RTI	Right to Information - Public Information Officers	Deputy Commissioner, Assistant Commissioner	Oilseeds	Functional	2	4 <sup>th</sup> week of Apr 2 <sup>nd</sup> week of Oct	Q1-2023 Q3-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Interaction with Industry	Workshop on Communication Skills	Deputy Commissioner	Oilseeds	Functional	2	3 <sup>rd</sup> week of May 2 <sup>nd</sup> week of Mar	Q1-2023 Q4-2022
MIS	Handling Government Dashboards	Deputy Commissioner, Assistant Commissioner, Under Secretary	Oilseeds	Functional	1	4 <sup>th</sup> week of Dec	Q3-2023
Need Based Scheme Formulation	Workshop on Policy Formulation to Legislation	Deputy Commissioner, Assistant Commissioner	Oilseeds	Functional	7	1 <sup>st</sup> week of Jul 2 <sup>nd</sup> week of Jan	Q2-2023 Q4-2023
Organizational Skills	Workshop on Strategic Planning	Deputy Commissioner	Oilseeds	Functional	3	4 <sup>th</sup> week of Jun 3 <sup>rd</sup> week of Feb	Q1-2023 Q4-2022
Responding to Parliamentary Queries	Handling Parliamentary Matters	Deputy Commissioner, Assistant Commissioner	Oilseeds	Functional	2	2 <sup>nd</sup> week of Aug 4 <sup>th</sup> week of Mar	Q2-2023 Q4-2022
Stress Management	Stress Management	Deputy Commissioner, Assistant Commissioner	Oilseeds	Behavioral	2	2 <sup>nd</sup> week of Dec	Q3-2023

**Training Institution: iGOT Karmayogi Platform****Oilseeds Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Year / Quarter
GeM Procurement	Introduction to GeM for Buyers	Deputy Commissioner, Assistant Commissioner, Under Secretary	Oilseeds	Functional	1	Q3-2023
GeM Procurement	Registration of Buyers	Deputy Commissioner, Assistant Commissioner, Under Secretary	Oilseeds	Functional	1	Q3-2023
GeM Procurement	Mode of Procurement and Procurement Processes	Deputy Commissioner, Assistant Commissioner, Under Secretary	Oilseeds	Functional	1	Q3-2023
Grievance Redressal	Service Delivery Management	Deputy Commissioner, Assistant Commissioner	Oilseeds	Functional	1	Q2-2023

**Training Institution: MANAGE, Hyderabad****Oilseeds Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Incentivizing farmers for crop-diversification	Farm diversification and dimensions on resource conservation	Deputy Commissioner, Assistant Commissioner, Under Secretary	Oilseeds	Functional	3	3 <sup>rd</sup> week of Nov	Q3-2023

A few specialized needs of the officials of the Oilseeds Division and a list of various institutions which can cater to the highlighted capacity building needs are as follows:

S. No.	Capacity Building Requirements	Participating Officers	Capacity Building Requirement Type	Institution(s) which can cater to the CB Requirement	Quarter / Year
1	Induction Training Module for newly posted / newly joining officers	All New Officers	Domain	Induction Training Module for the DA&FW	Q4-2024
2	Farm Immersion Program for Officers	Director, Deputy Commissioner, Assistant Commissioner	Domain	Farm Immersion Modules to be designed and developed by the CBU at the DA&FW	Q3-2023
3	FSSAI and other quality regulations for Oilseeds	Director, Deputy Commissioner,	Domain	The Department may collaborate with the DMI, Faridabad to	Q4-2023

		Assistant Commissioner, Under Secretary		develop a training module for iGOT Karmayogi Platform	
4	Import-Export Policies for Oilseeds & Edible-Oil	Director, Deputy Commissioner, Assistant Commissioner, Under Secretary	Domain	IIFT, Delhi	Q3-2023
5	Information related to WTO, Free Trade and Bilateral Trade agreements	Director, Deputy Commissioner, Assistant Commissioner, Under Secretary	Domain	IIFT, Delhi	Q3-2023
6	Understanding of Agri-Inputs for Dealers	Director, Deputy Commissioner, Assistant Commissioner, Under Secretary	Domain	Directorate of Oilseeds Development, Hyderabad	Q4-2023
7	Understanding of entire Agri-Value chain from land preparation to post-harvest activities for Oilseeds	Director, Deputy Commissioner, Assistant Commissioner, Under Secretary	Domain	The Division may collaborate with SFAC and CBU to develop suitable farm immersion modules for various FPCs related to Oilseeds Production	Q4-2023

**Training Institution: ISTM, Delhi****Plant Protection Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Budgeting	Workshop on Formulation of Budget	Joint Secretary, Deputy Director, Under Secretary	PP	Functional	2	3 <sup>rd</sup> week of Nov	Q3-2023
Cabinet Memo Preparation	Effective Cabinet Notes – Advanced	Joint Secretary, Deputy Director, Under Secretary	PP	Functional	2	4 <sup>th</sup> week of Jul 2 <sup>nd</sup> week of Jan	Q2-2023 Q4-2023
EFC Notes	Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee	Joint Secretary, Deputy Director, Under Secretary	PP	Functional	3	1 <sup>st</sup> week of Aug 4 <sup>th</sup> week of Mar	Q2-2023 Q4-2022
e-Office	Workshop on e-Office	Joint Secretary, Deputy Director, Under Secretary	PP	Functional	2	3 <sup>rd</sup> week of Aug 3 <sup>rd</sup> week of Mar	Q2-2023 Q4-2022
PFMS	Orientation Training Programme on PFMS	Joint Secretary, Deputy Director	PP	Functional	2	1 <sup>st</sup> week of Jul 3 <sup>rd</sup> week of Feb	Q2-2023 Q4-2022
Project Formulation and Project Appraisal	Workshop on Project Management	Joint Secretary	PP	Functional	4	4 <sup>th</sup> week of Sept	Q2-2023

A few specialized needs of the officials of the Plant Protection Division and a list of various institutions which can cater to the highlighted capacity building needs are as follows:

S. No.	Capacity Building Requirements	Participating Officers	Capacity Building Requirement Type	Institution(s) which can cater to the CB Requirement	Quarter / Year
1	Induction Training Module for newly posted / newly joining officers	All New Officers	Domain	Induction Training Module for the DA&FW	Q4-2024
2	Emerging Technologies in Plant Protection	Joint Secretary, Deputy Director	Domain	Directorate of Plant Protection, Quarantine and Storage	Q4-2023

**Training Institution: ISTM, Delhi****RKVY Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Data Analytics	Big Data Analytics in Government – Advanced	Under Secretary, Section Officer	RKVY	Functional	3	1 <sup>st</sup> week of Jun 3 <sup>rd</sup> week of Jan	Q1-2023 Q4-2023
Data Driven Decision Making in Government	Data Driven Decision Making in Government	Under Secretary	RKVY	Functional	2	4 <sup>th</sup> week of Apr 2 <sup>nd</sup> week of Mar	Q1-2023 Q4-2022
Effective Drafting	Effective Drafting – 1	Under Secretary, Section Officer	RKVY	Functional	7	2 <sup>nd</sup> week of May 3 <sup>rd</sup> week of Dec	Q1-2023 Q3-2023
Effective Drafting in Disciplinary Matters	Effective Drafting in Disciplinary Matters	Under Secretary	RKVY	Functional	2	3 <sup>rd</sup> week of Oct	Q3-2023
GeM Procurement	Orientation Training Programme on CPPP & GeM for dealing hands	Under Secretary, Section Officer	RKVY	Functional	3	3 <sup>rd</sup> week of May 4 <sup>th</sup> week of Jan	Q1-2023 Q4-2023
Monitoring & Evaluation of Government Schemes	Monitoring & Evaluation of Government Schemes	Under Secretary	RKVY	Functional	2	3 <sup>rd</sup> week of Apr 4 <sup>th</sup> week of Jan	Q1-2023 Q4-2023
MS Excel Skills	MS-Excel (Advance)	Section Officer	RKVY	Functional	3	2 <sup>nd</sup> week of Dec	Q3-2023
Report Writing	Workshop on Noting and Drafting	Section Officer	RKVY	Functional	2	3 <sup>rd</sup> week of Apr 4 <sup>th</sup> week of Jul	Q1-2023 Q2-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
						1 <sup>st</sup> week of Oct 4 <sup>th</sup> week of Mar	Q3-2023 Q4-2022
Responding to Parliamentary Queries	Handling Parliamentary Matters	Section Officer	RKVY	Functional	2	2 <sup>nd</sup> week of Aug 4 <sup>th</sup> week of Mar	Q2-2023 Q4-2022

### Training Institution: iGOT Karmayogi Platform

#### RKVY Division:

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Year / Quarter
Team Building	COMMIT	Joint Secretary	RKVY	Behavioral	1	Q1-2023
Leadership Building	COMMIT	Joint Secretary, Under Secretary	RKVY	Behavioral	1	Q1-2023

A few specialized needs of the officials of the Plant Protection Division and a list of various institutions which can cater to the highlighted capacity building needs are as follows:

S. No.	Capacity Building Requirements	Participating Officers	Capacity Building Requirement Type	Institution(s) which can cater to the CB Requirement	Quarter/ Year
1	Induction Training Module for newly posted / newly joining officers	All New Officers	Domain	Induction Training Module for the DA&FW	Q4-2024
2	Techno-Commercial evaluation of DPRs	All Officers	Domain	NISG Grant Thornton Bharat LLP	Q4-2022

**Training Institution: ISTM, Delhi****Plan Coordination Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Data Analytics	Big Data Analytics in Government – Advanced	Under Secretary, Section Officer	PC	Functional	3	1 <sup>st</sup> week of Jun 3 <sup>rd</sup> week of Jan	Q1-2023 Q4-2023
Data Driven Decision Making in Government	Data Driven Decision Making in Government	Under Secretary	PC	Functional	2	4 <sup>th</sup> week of Apr 2 <sup>nd</sup> week of Mar	Q1-2023 Q4-2022
Effective Drafting	Effective Drafting – 1	Under Secretary, Section Officer	PC	Functional	7	2 <sup>nd</sup> week of May 3 <sup>rd</sup> week of Dec	Q1-2023 Q3-2023
Effective Drafting in Disciplinary Matters	Effective Drafting in Disciplinary Matters	Under Secretary	PC	Functional	2	3 <sup>rd</sup> week of Oct	Q3-2023
GeM Procurement	Orientation Training Programme on CPPP & GeM for dealing hands	Under Secretary, Section Officer	PC	Functional	3	3 <sup>rd</sup> week of May 4 <sup>th</sup> week of Jan	Q1-2023 Q4-2023
Monitoring & Evaluation of Government Schemes	Monitoring & Evaluation of Government Schemes	Under Secretary	PC	Functional	2	3 <sup>rd</sup> week of Apr 4 <sup>th</sup> week of Jan	Q1-2023 Q4-2023
MS Excel Skills	MS-Excel (Advance)	Section Officer	PC	Functional	3	2 <sup>nd</sup> week of Dec	Q3-2023
Report Writing	Workshop on Noting and Drafting	Section Officer	PC	Functional	2	3 <sup>rd</sup> week of Apr 4 <sup>th</sup> week of Jul	Q1-2023 Q2-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
						1 <sup>st</sup> week of Oct 4 <sup>th</sup> week of Mar	Q3-2023 Q4-2022
Responding to Parliamentary Queries	Handling Parliamentary Matters	Section Officer	PC	Functional	2	2 <sup>nd</sup> week of Aug 4 <sup>th</sup> week of Mar	Q2-2023 Q4-2022

### Training Institution: iGOT Karmayogi Platform

#### Plan Coordination Division:

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Year / Quarter
Team Building	COMMIT	Joint Secretary	PC	Behavioral	1	Q1-2023
Leadership Building	COMMIT	Joint Secretary, Under Secretary	PC	Behavioral	1	Q1-2023

A few specialized needs of the officials of the Plant Protection Division and a list of various institutions which can cater to the highlighted capacity building needs are as follows:

S. No.	Capacity Building Requirements	Participating Officers	Capacity Building Requirement Type	Institution(s) which can cater to the CB Requirement	Quarter / Year
1	Induction Training Module for newly posted / newly joining officers	All New Officers	Domain	Induction Training Module for the DA&FW	Q4-2024
2	e-Bill	All Officers	Functional	Department may collaborate with iGOT Karmayogi and ISTM to develop a course on e-Bill	Q3-2023
3	e-Samiksha	All Officers	Functional	Department may collaborate with iGOT Karmayogi and ISTM to develop a course on e-Samiksha	Q3-2023

**Training Institution: iGOT Karmayogi Platform****Seeds Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Year / Quarter
Team Building Leadership Development	COMMIT	Director, Assistant Commissioner, Under Secretary, Section Officer	Seeds	Behavioral	1	Q1-2023

**Training Institution: NSRTC, Varanasi****Seeds Division:**

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Advancements in Seed Testing	Advancements in Seed Testing	Director, Assistant Commissioner	Seeds	Domain	5	3 <sup>rd</sup> week of Sept	Q2-2023
Post-Harvest Management of Seeds	Post-Harvest Management of Seeds	Director, Assistant Commissioner	Seeds	Domain	5	3 <sup>rd</sup> week of Jul	Q2-2023
Quality Production for Cereals	Quality Production for Cereals	Director, Assistant Commissioner	Seeds	Domain	5	3 <sup>rd</sup> week of Jan	Q4-2023

Competency to be strengthened	Training Program	Participating Officers	Division	CB Requirement Type	Duration (In Days)	Month / Quarter	Quarter / Year
Quality Seed Production for Oilseeds & Pulses	Quality Seed Production for Oilseeds & Pulses	Director, Assistant Commissioner	Seeds	Domain	5	2 <sup>nd</sup> week of Dec	Q3-2023
Quality Seed Production for Vegetables	Quality Seed Production for Vegetables	Director, Assistant Commissioner	Seeds	Domain	5	3 <sup>rd</sup> week of Nov	Q3-2023
Seed Enforcement Law	Seed Enforcement Law	Director, Assistant Commissioner	Seeds	Domain	5	1 <sup>st</sup> week of Sept	Q2-2023
Seed Testing	National Workshop on Seed Testing	Director, Assistant Commissioner	Seeds	Domain	3	4 <sup>th</sup> week of Aug	Q2-2023

A few specialized needs of the officials of the Seeds Division and a list of various institutions which can cater to the highlighted capacity building needs are as follows:

S. No.	Capacity Building Requirements	Participating Officers	Capacity Building Requirement Type	Institution(s) which can cater to the CB Requirement	Quarter / Year
1	Induction Training Module for newly posted / newly joining officers	All New Officers	Domain	Induction Training Module for the DA&FW	Q4-2024
2	Many Seed Testing Labs are not Accredited	Joint Secretary	Organizational	NABL Accreditation of all the Seed Testing Labs on Mission Mode in collaboration with QCI and NABL	Q4-2024

3	e-Bill	All Officers	Functional	Department may collaborate with iGOT Karmayogi and ISTM to develop a course on e-Bill	Q3-2023
4	e-Samiksha	All Officers	Functional	Department may collaborate with iGOT Karmayogi and ISTM to develop a course on e-Samiksha	Q3-2023

## 9 References

[https://www.niti.gov.in/sites/default/files/2019-01/SDGMapping-Document-NITI\\_0.pdf](https://www.niti.gov.in/sites/default/files/2019-01/SDGMapping-Document-NITI_0.pdf)

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