

FINAL REPORT ON PREPARATION OF ANNUAL CAPACITY BUILDING ROADMAP AND ANNUAL CAPACITY BUILDING PLAN

Department of Food and Public Distribution

Submitted to

Capacity Building Commission New Delhi

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Submitted by:



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List of Abbreviations

| Abbreviation | Full Form |
|--------------|--|
| AAY | Antyodaya Anna Yojana |
| AC | Administration Coordination |
| ACBP | Annual Capacity Building Plan |
| AoB | Allocation of Business |
| APAR | Annual Performance Appraisal Report |
| ASO | Assistant Section Officer |
| BPL | Below Poverty Line |
| CBC | Capacity Building Commission |
| CBU | Capacity Building Unit |
| CGAL | Central Grains Analysis Laboratory |
| CAN | Capacity Needs Analysis |
| CR | Central Registry |
| CSS | Central Secretariat Service |
| CSSS | Central Secretariat Stenographers Service |
| CSCS | Central Secretariat Clerical Service |
| CWC | Central Warehousing Corporation |
| CRWC | Central Railside Warehouse Company Limited |
| DBT | Direct Benefit Transfer |
| DCP | Decentralized Procurement System |
| DBFOT | Design, Build, Fund, Own & Transfer |
| DBFOO | Design, Build, Fund, Own & Operate |
| DFPD | Department of Food & Public Distribution |
| DS&VO | Directorate of Sugar & Vegetable Oil |
| EBP | Ethanol Blended Petrol |
| EOP | Edible Oil Policy |
| FCI | Food Corporation of India |
| FGD | Focussed Group Discussions |
| FRP | Fair and Remunerative Price |
| GR | General Rules |

| | |
|--------------|---|
| GFR | General Financial Rules |
| HR | Human Resource |
| HVOC | Hindustan Vegetable Oils Corporation Limited |
| IC | International Cooperation |
| ICoAS | Indian Cost Accounting Service |
| ICT | Information and Communication Technology |
| IEM | Industrial Entrepreneurs' Memorandum |
| IIFT | Indian Institute of Foreign Trade |
| iGOT | Integrated Government Online Training |
| IGMRI | Indian Grain Storage Management & Research Institute |
| IGC | International Grains Council |
| IFD | Integrated Finance Division |
| IMPEX | Import-Export |
| JS | Joint Secretary |
| JSA | Junior Secretariat Assistant |
| JCM | Joint Council Meeting |
| LIMBS Portal | Legal Information Management & Briefing system |
| LMT | Lakh Metric Tons |
| LSPEF Act | Levy Sugar Price Equalisation Fund Act |
| MDOs | Ministries, departments, and organizations |
| MIEQ | Minimum Indicative Export Quotas |
| MMP | Mission Mode Project |
| MP | Member of Parliament |
| MSP | Minimum Support Price |
| MS Office | Microsoft Office |
| MTS | Multi-Tasking Staff |
| NFSA | National Food Security Act |
| NPCSCB | National Program for Civil Services Capacity Building |
| NSI | National Sugar Institute |
| NWR | Negotiable Warehouse Receipt |

| | |
|-------|--|
| O&M | Operations & Maintenance |
| PDS | Public Distribution System |
| PEG | Private Entrepreneurs Guarantee |
| PI | Personal Interviews |
| PMHRC | Prime Minister's Public Human Resource Council |
| PG | Public Grievance |
| R&I | Receipt & Issue Section |
| RPDS | Revamped Public Distribution System |
| RTI | Right To Information |
| QCCs | Quality Control Cells |
| SC | Schedule Caste |
| SDF | Sugar Development Fund |
| SoPs | Standard Operating Procedures |
| SPOC | Single Point of Contact |
| SPF | Sugar Price Equalisation Fund |
| SRA | Storage Research Administration |
| SSA | Senior Secretariat Assistant |
| ST | Schedule Tribe |
| SWCs | State Warehousing Corporation |
| TPDS | Targeted Public Distribution System |
| VIP | Very Important Person |
| VLMS | VVIP Letter Monitoring System |
| WDRA | Warehousing Development and Regulatory Authority |
| WFP | World Food Program |
| WTO | World Trade Organization |

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1. Executive Summary

1.1. Context

The Government of India launched the National Programme for Civil Services Capacity Building (NPCSCB) on 2nd September 2020, also known as Mission Karmayogi. The program aims at creating well-trained and future ready, competent civil servants. The key philosophy of NPCSCB is to create an ecosystem of competency driven training and human resource (HR) management by transitioning from a “rules-based” system to the “roles-based” system. In order to implement the NPCSCB, Capacity Building Commission (CBC) was constituted through the Gazette of India.

Capacity Building Commission

The Capacity Building Commission was constituted through the Gazette of India on 1st April 2021 to drive the standardisation and harmonisation of capacity building interventions across the Indian civil services landscape. CBC’s mission is to create optimal learning opportunities for each civil servant with the objective of building an agile and future-ready civil service. The Commission is mandated to perform the following key functions:

1. **Facilitate preparation of the Annual Capacity Building Plans** of the ministries, departments, and organizations (MDOs) and submit the plans for approval to Prime Minister’s Public Human Resource Council (PMHRC).
2. **Exercise functional supervision over institutions** engaged in providing training to civil servants.
3. Prepare an Annual HR Report.
4. **Undertake an audit of human resources** available in the Government and present the findings and recommendations to the Cabinet Secretariat Coordination Unit.
5. **Make recommendations about the standardization of training**, capacity building, andragogy and methodology, including coordination with Government training institutions in conducting further research in these areas.
6. **Make recommendations about policy interventions** in the areas of personnel/HR and capacity building.
7. **Undertake an assessment of data captured on the iGOT–Karmayogi** pertaining to the various aspects of capacity building, including content creation, competency mapping and feedback.
8. **Organize the Annual Global Public HR Summit** under the overall guidance of the PMHRC and the Cabinet Secretariat Coordination Unit.
9. **Approve knowledge partners for the program** based on their area of expertise.

1.2. Annual Capacity Building Plan (ACBP)

The ACBP is a comprehensive document enlisting the key strategic areas of the Ministry/Department that require intervention. It identifies the specific training interventions for building the individual capacity along with organisational interventions. The ACBP will comprehensively cover all the divisions of the ministry, starting with few focus areas and then over time evolve into a full-fledged workplan. The Capacity Needs Analysis (CNA) exercise was conducted to understand the roles and responsibilities of the government officials and the required capacities to carry out their daily activities. Based on the CNA exercise the ACBP was developed for the DFPD. The ACBP is 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

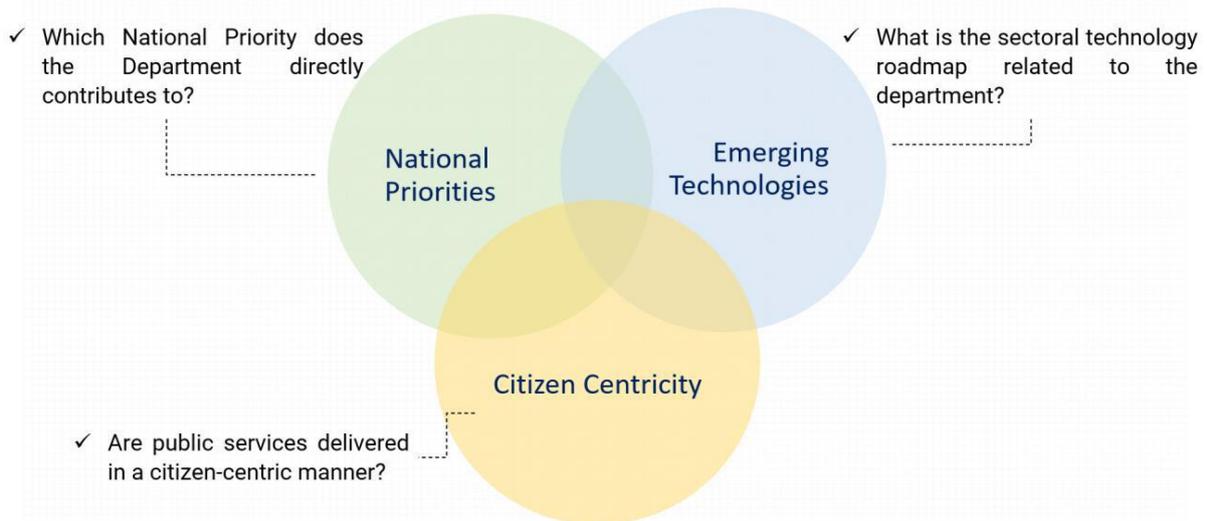


Figure 1 shows the three lenses of ACBP, namely National Priorities, Emerging Technologies, and Citizen Centrality. It also displays the three pillars of ACBP, namely individual, organisational, and institutional capacity building. Each of these has been elaborated in the sections below.

Three Lenses: Focus areas for capacity building exercise

Capacity building is a goal-oriented exercise. To facilitate this process, the CBC has identified the following three focus areas: Contribution to National Priorities, Ability to assess Emerging Technologies, and Citizen-centricity. These have been elaborated on below.

Figure 2: Three lenses of Capacity Building



Lens 1: National Priorities

This lens examines the Ministry's contribution 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 3–5-year time horizon.

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 sectors 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 MDO'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 ministry's contribution to the Prime Minister's vision of Ease of Living.

Three Pillars: Scope of capacity building exercise

Capacity is developed at three levels: individual, organisational, and institutional (as seen in figure 3). These are referred to as the three pillars of capacity building.

Figure 3: The three pillars of Capacity Building



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).

At the individual level, for every job-role, the competencies were looked upon from three different lenses. They are mentioned below:

1. **Domain Competency:** are the ones related to the sectoral knowledge pertaining to the sector, division, and related focus areas.
2. **Functional Competency:** are the ones that are cross cutting across the ministries pertaining to the functional aspects such as Administration, Integrated Finance Division (IFD), Vigilance, RTI etc.
3. **Behavioural Competency:** are the ones related to soft skills and behaviour.

At the organizational level, the competencies are viewed based on the collective aspects of the department. They are mentioned below:

- **Resources and Assets:** It includes the soft and hard infrastructure used by the ministry for its day-to-day functioning such as physical assets etc. During the exercise the department was viewed to see the adequacy of the existing resources and assets.
- **Systems and Processes:** It includes the established systems and processes such as monitoring mechanisms for the departmental schemes, existing learning

management system, ways and means of functioning of the department to carry out its day-to-day functioning.

- **Personnel Management:** It includes the functions associated with the management of the human resources of the ministry. It includes the trainings, performance appraisals, transfers within the department etc.
- **Technology and Data:** It includes the various technology solutions developed by the Ministry to improve its functioning, reduce the turnaround time, and fasten the processes.

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 MDO. Some examples of organisational interventions include automation of repetitive processes within the department/organisation, procurement of an online collaboration tool, knowledge management et cetera.

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 in a holistic manner.

1.3. ACBP for Department of Food & Public Distribution (DFPD)

The ACBP preparation process started with the kick-off meeting held under the leadership of honourable Secretary on 1st April 2022. It was followed by multiple interactions with the officers of the department. Both personal interviews (PI) and focussed group discussions (FGD) were conducted. The meetings were held division-wise with the officers/officials to understand the whole division. The designation wise matrix was created to capture the roles and responsibilities of the officials performing a task.

The findings were shared with the divisional heads so as to cull out the priority training and non-training interventions. At the individual level, for each unique role, the competencies were grouped under domain, functional and behavioural. It was observed that the domain competencies varied across the divisions whereas the functional and behavioural competencies were similar across the divisions.

1.4. Quick Wins for DFPD

The initial phase of the Capacity Need Assessment resulted in the requirement for immediate training on MS office. Subsequently online training was arranged for the ministry officials. 45 officials from the department enrolled for the online training module. The feedback of the training was positive and the next round of training for remaining officials were also arranged. With the progression of time, one-to-one interviews and focused group discussion were held with the officers right from Assistant Section Officers (ASO) to the Joint Secretary (JS). This whole exercise led to the formulation of the Annual Training Calendar. The training calendar reflects the demand for training of the officials. In addition to this, *non-training interventions* were also identified to present the holistic requirements of the department.

The quick win-training interventions include the following:

- MS Office Training
- Development of Attitude Knowledge Skill for Holistic Transformation in Administration (DAKSHTA)
- Behavioral Training for Drivers, MTS, Canteen staff
- Human Resource Management
- Supply Chain of Sugar & Edible Oil
- Emerging Technology in Logistics/ Warehousing

1.5. Macro Picture of the Capacity Needs Analysis (CNA) Exercise

The capacity needs assessment was conducted for all the 8 divisions of the department including the various sub-divisions. In addition, "The Directorate of Sugar & Vegetable Oil (DS&VO)" which is an attached office of the department was also covered in the exercise. The competencies were viewed from three different lenses, domain, functional and behavioural. The snapshot from the findings of the CNA is:

Figure 4: Competency Requirement

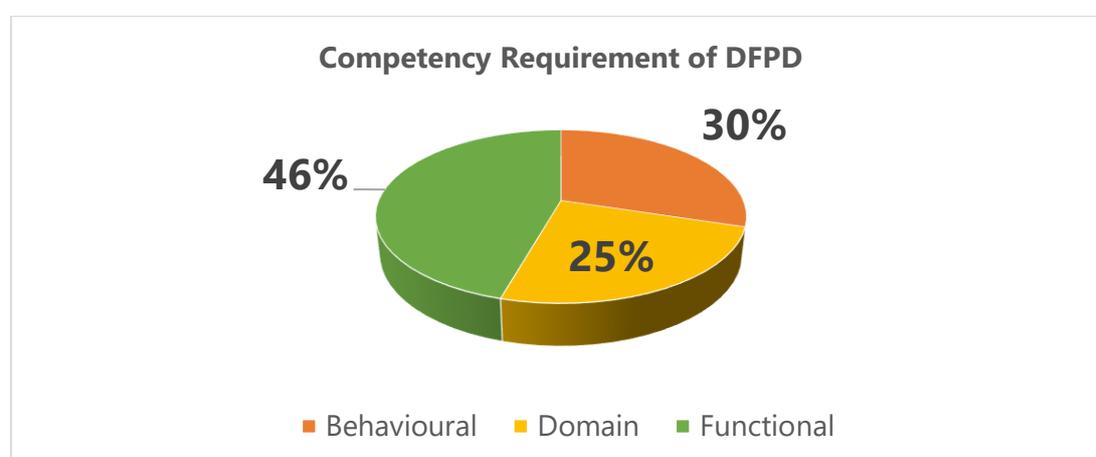


Figure 5: Division-wise Competency Requirement

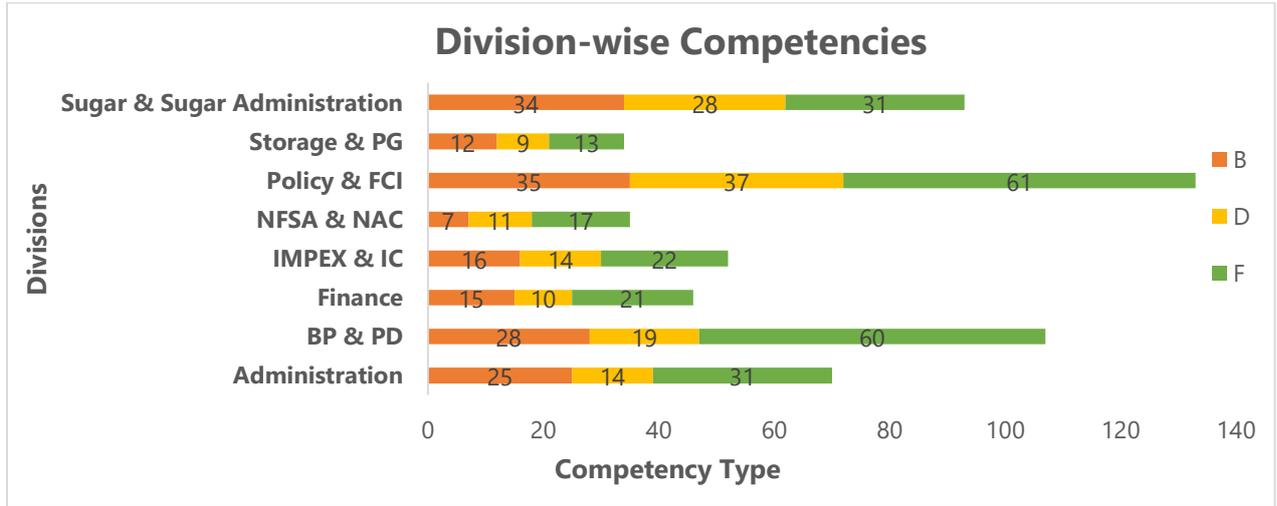
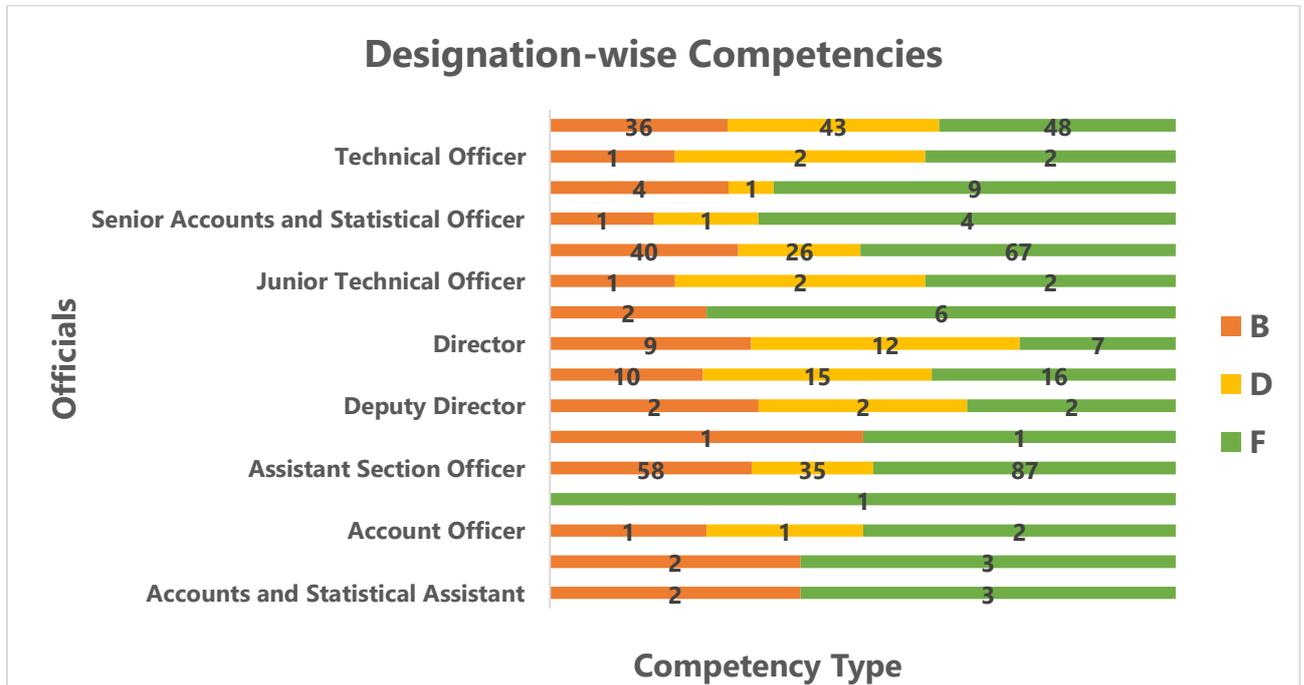


Figure 6: Designation-wise Competency Requirement



1.6. Snapshot of Training Calendar

Table 1: Snapshot of Training Calendar

| Training Calendar | | | | | | | | |
|-------------------|---|--|---------------------|----------|-----------------------------|-----------------------------|------------|-------------|
| S.No | Training Program | Modules Covered | Training Partner | Duration | Mode | Target Group | Quarter | Category |
| 1 | Noting & Drafting | <ul style="list-style-type: none"> Applying functional approach to Noting. Effective communication in a given situation | ISTM | 2 days | Offline | ASO and above | Q4 (22-23) | Functional |
| 2 | e-Office | New features of e-office 7 | NIC | TBD | Offline | All Officers | Q4 (22-23) | Functional |
| | | Hands on training for MTS staff | NIC | TBD | Offline (Hands-on training) | MTS | Q4 (22-23) | Functional |
| 3 | Behavioral Training for Drivers, MTS, Canteen staff | <ul style="list-style-type: none"> Grooming & body language Communication-verbiage & Phraseology Etiquette and professional demeanour Culture of Anticipation and Attention to detail Culture of Anticipation and Attention to detail Emotional Maturity, Stress Management, Time Management | Taj Learning Centre | TBD | Offline | Drivers, MTS, Canteen staff | Q4 (22-23) | Behavioural |

2. Introduction

2.1. Background to the report

Government officials are critical to the delivery of a range of public services and core governance-related functions. Throughout their career, officials contribute to the process of policy formulation, implementation, monitoring, and analysis, thus driving all government work. The unparalleled contribution of government officials to the proper functioning of government makes it essential that they are equipped with the right attitudes, skills, and knowledge aligned to the vision of a New India. Mission Karmayogi refocuses emphasis on India's civil service capacity-building landscape, envisioning a citizen-centric and future-ready civil service including laying out a roadmap to achieve the desired results.

In addition to augmenting the executive capacity of the State, Mission Karmayogi also aims to equip government officials for the future. The government of the future is expected to be, among other things, agile, data-driven, tech-enabled, and citizen-centric. Each of these collective attributes will enable governments to deliver on long-term national goals while being prepared to face unforeseen challenges.

Figure 7: Institutional structure of Mission Karmayogi



2.2. Coverage of the report

The focus of this report has largely been on setting the context and understanding the vision and goal of the ministry. The aim is to create a framework for building the capacity building roadmap to define the following:

- What does the department want?
- Where does the department stand currently, in terms of their capacity needs?
- What are the identified capacity gaps and needs?

2.3. Approach and methodology

The assignment was completed in three phases and each phase had specific outputs, together contributing to the preparation of the annual capacity-building action plan.

The broad phases include:

1. Phase 1: Secondary research
2. Phase 2: Consultation and discussions
3. Phase 3: As-Is analysis and assessment
4. Phase 4: Capacity Needs Assessment and annual action plan

2.3.1. Phase 1 – Secondary Research

The available information about the department was reviewed and analyzed to understand the broad organizational structure, typical roles, various divisions, organizations, institutions, stakeholders, etc. This phase allowed inputs for the teams' preparedness and drive specific discussions. This exercise also helped the team to better understand and know the ministry's functioning, processes, and associations.

2.3.2. Phase 2 – Consultations and discussions

This phase allowed us to conduct preliminary activities required to identify all the stakeholders and bring them on board on common ground. This facilitation by CBC helped the team in the following.

1. Introductory meeting with MDO's senior leadership to discuss the development of ACBP.
2. Identification of priority verticals in which annual capacity-building exercises was initiated immediately.
3. Formation of CBUs at the ministry level and identification of SPOCs (by CBC and Ministry).

As the first step, a joint meeting was convened between the CBC and the department's senior leadership. A kick-off workshop was organized to bring onboard all stakeholders on the same page. The objective of the meetings was to familiarize the stakeholders with the purpose, process, and expected outcomes of the assessment, and to build enthusiasm, understanding, and commitment to the mandate. The next

step was the creation of a Capacity Building Unit (CBU) within each MDO to effectively manage their capacity-building interventions.

2.3.3. Phase 3 – As-is analysis and assessment

In this step, the team consulted the Department staff to gather information regarding the type of capacity gaps that existed at the individual and organizational levels across various divisions and hierarchical levels. It was conducted through focused group discussions, personal interviews, and meetings. These inputs helped in determining the type of training and organizational interventions. A detailed as-is assessment for various divisions has been carried out which has been explained in detail in the subsequent sections.

2.3.4. Phase 4 – Capacity Needs Assessment and Annual Action Plan

This stage will include the final drafting of the capacity-building roadmap and annual capacity-building plan in collaboration with the CBU team based on inputs gathered during the previous three phases. The ACBP exercise will be considered complete after sharing the plan with and receiving confirmation of approval from the senior leadership of the MDO.

Timeline and steps followed for the exercise:

After the kick-off meeting with the secretary, secondary research was conducted to develop an understanding of the department’s *Vision, Mission, and Objectives*. Subsequently personal interviews and discussions were held in a phase wise manner with the divisional officers. It helped in understanding the day-to-day functioning of the division and the role of every person. Later, these findings and along with division-wise training requirements were shared with the Joint Secretaries (JS)/division heads to get their approvals.

The timeline for the whole exercise is listed below:

Figure 8: Timeline for Activities (A)

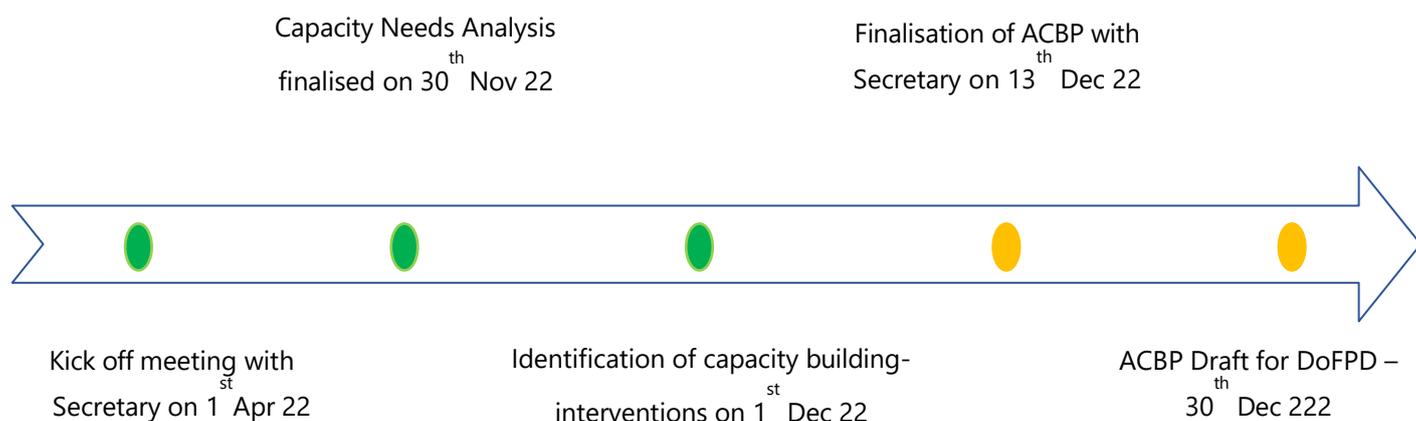
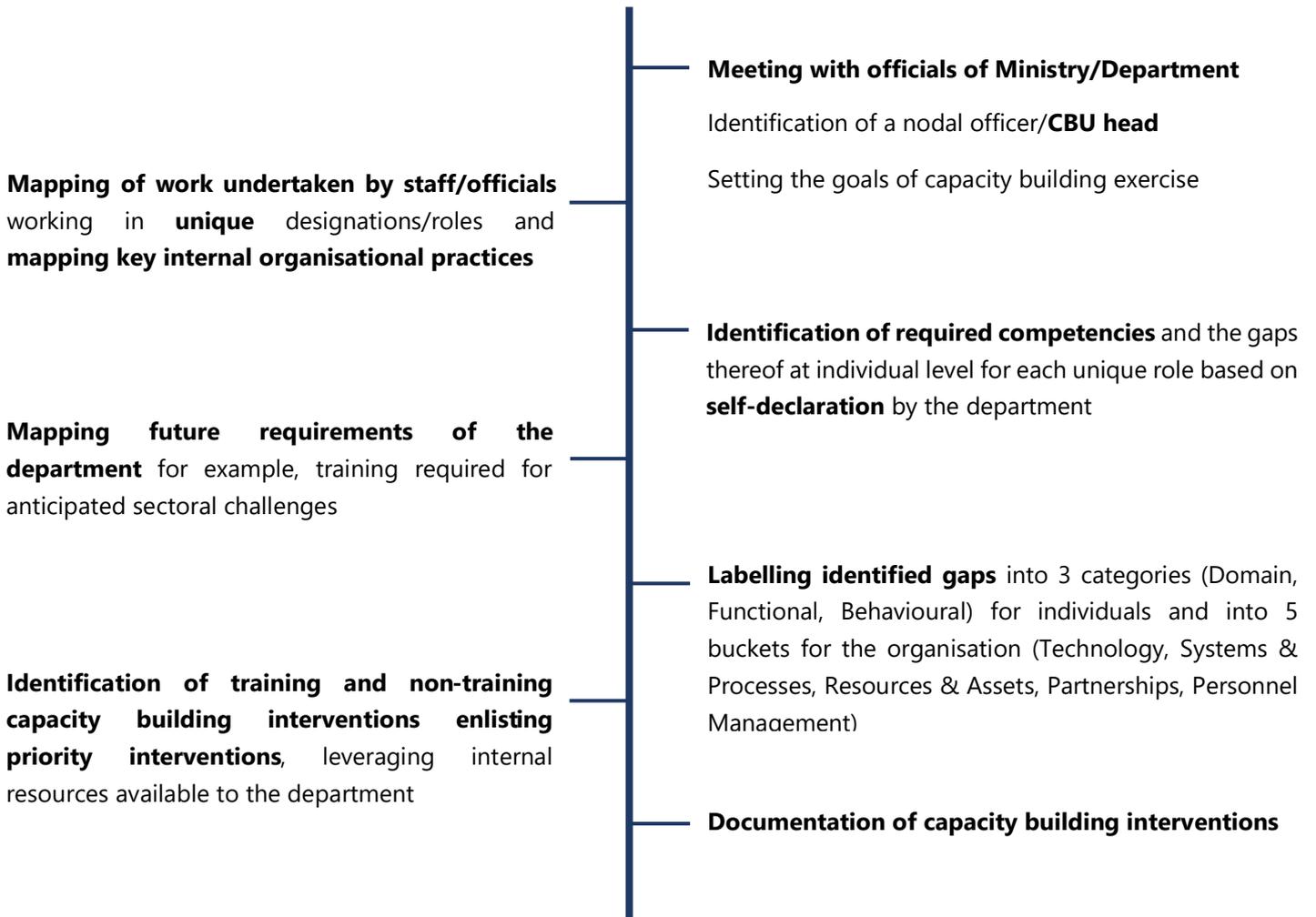


Figure 9: Timeline for Activities (B)



3. Overview of the Department

3.1. Vision and Mission of the Department

The primary policy objective of the Department of Food & Public Distribution is to ensure food security for the country through timely and efficient procurement and distribution of Food grains. This involves procurement of various Food grains, building up and maintenance of food stocks, their storage, movement and delivery to the distributing agencies and monitoring of production, stock, and price levels of Food grains. The vision, mission, and objectives of the department are:

Vision: Ensuring Food Security for citizens of the country.

Mission:

The mission of the department is enlisted below:

1. Efficient procurement at Minimum Support Price (MSP), storage and distribution of food grains.
2. Ensuring availability of food grains and sugar through appropriate policy instruments; including maintenance of buffer stocks of food grains.
3. Making food grains accessible at reasonable prices, especially to the weaker and vulnerable sections of the society under PDS.

Objective:

1. To implement the National Food Security Act (NFSA) 2013, throughout the country.
2. To undertake price support operations through efficient procurement of wheat, paddy/rice, and coarse gains.
3. To Strengthen the Targeted Public Distributions Systems.
4. Development/Promotion of the Sugar Industry.
5. Development of the Warehousing Sector.
6. Improvement in the Public Service System.

3.2. Areas of Responsibility of the Department

The main functions of the department are:

- Formulation and implementation of national policies relating to procurement, movement, storage, and distribution of food grains;
- Implementation of the Public Distribution System (PDS) with a special focus on the poor;
- Provision of storage facilities for the maintenance of central reserves of food grains and promotion of scientific storage;
- Formulation of national policies relating to export and import, buffer stocking, quality control, and specifications of food grains;
- Administration of food subsidies relating to rice, wheat, and coarse grains;

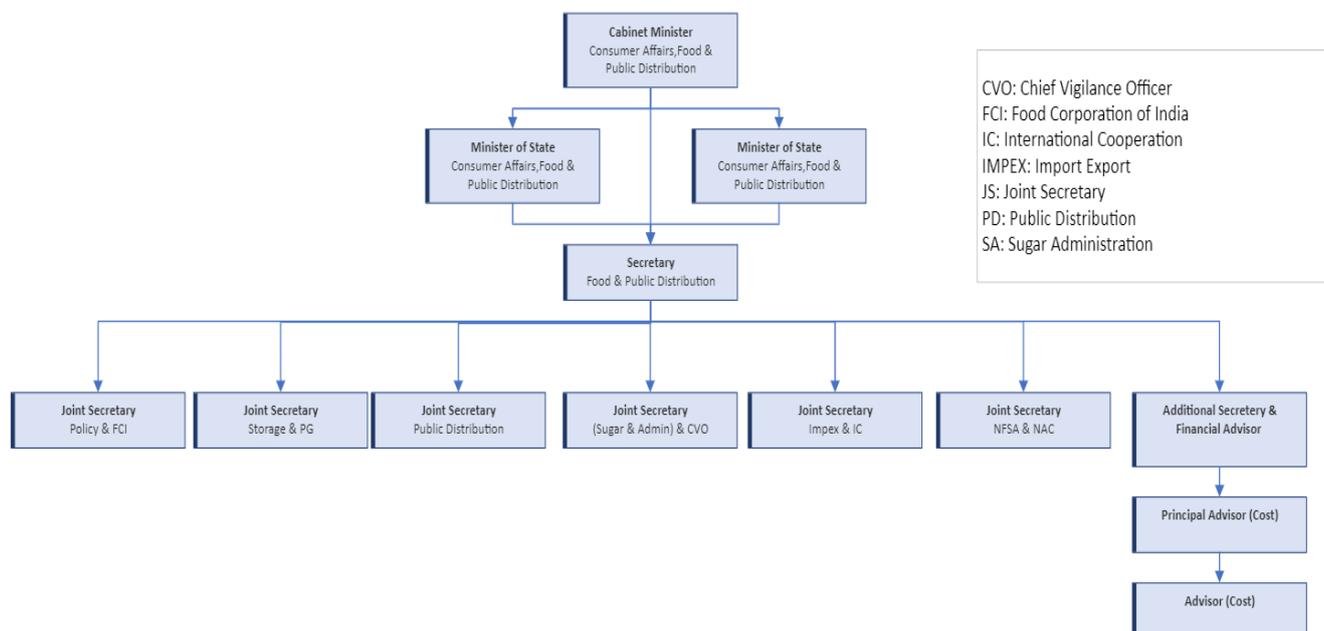
- Policy matters relating to the sugar and sugarcane sector, fixation of Fair and Remunerative Price (FRP) of sugarcane payable by sugar factories, development and regulation of sugar industry (including training in the field of sugar technology), and sugar supply for PDS;
- Monitoring, price control, and supply of edible oils.

3.3. Organisational Structure of the Department

The organisational structure of the department covering all the divisions is shown in figure 10. It consists of 8 divisions mentioned below:

- Administration Division
- Sugar and Sugar Administration Division
- Storage & PG Division
- NFSA & NAC Division
- IMPEX, SRA, EOP & IC Division
- Policy & FCI Division
- Basic Plan & Public Distribution Division
- Finance, Budget, and Accounts Division

Figure 10: Organogram for Department of Food & Public Distribution



For carrying out its functions, the Department of Food and Public Distribution is assisted by one Attached Office, three Subordinate Offices, three Central Public Sector Enterprises and one Regulatory Authority. They are mentioned in the figure below:

Figure 11: Attached offices of DFPD



Directorate of Sugar and Vegetable Oils (DS&VO)

The DS&VO is responsible for implementation of policies related to sugar and edible oil sectors, particularly the availability of sugar and edible oils and monitoring their prices.

DS&VO maintains data related to production, distribution, and consumption of sugar. Besides, the Directorate provides technical inputs for formulation of policies relating to sugar sector. It is also entrusted with the maintenance of data relating to cane price payment position, development and regulation of sugar industry and supply of sugar under public distribution system (PDS). Further, Cabinet Secretariat vide notification dated 02.11.2018 has amended the Allocation of Business (AoB) Rules, 1961 and the subject's molasses; alcohol-industrial and potable from the molasses route; and Stand-alone distilleries have been allocated to DFPD and are being handled in DS&VO. This Directorate also assists the department in management of edible oils sector.

National Sugar Institute (NSI), Kanpur

National Sugar Institute Kanpur carries out original research of significance and technology development at the cutting edge. It imparts training for students to make them competent, motivated engineers and scientists. The institute not only celebrates freedom of thought, cultivates vision, and encourages growth, but also inculcates human values and concern for the environment and the society. The institute conducts course in various branches of technology, engineering and science leading to the award of a certificate, post graduate diploma, and fellowship. It also provides facilities for conducting research for the award of doctorate for which it has tie up with other universities. The main functions of the Institute are as follows: -

The main functions of the Institute are as follows:

1. To provide technical education and training in all branches of sugar chemistry, sugar technology, sugar engineering and allied fields.
2. To undertake research on:
 - a. Problems pertaining to sugar technology, sugar and sugarcane chemistry and sugar engineering in general and those of sugar factories in particular.
 - b. Utilization of by-products of sugar industry.
3. To give technical advice and assistance to sugar factories with a view to improving their efficiency and to assist and guide them in their day-to-day problems. Assistance is also provided to Central and state Governments in matters relating to sugar and allied industries.

Indian Grain Storage Management & Research Institute (IGMRI)

The IGMRI, located at Hapur (U.P), functions under the supervision and administrative control of the Storage and Research Division of the Department of Food and Public Distribution, Ministry of Consumer Affairs, Food and Public Distribution. Attached to the Institute are two field stations situated at Ludhiana (Punjab), & Hyderabad (Telangana). These field stations were primarily established for conducting intensive studies on the problems of handling and storage of wheat, rice, millets, pulses, and oilseeds in different agro-climatic zones of the country, predominantly suited to these commodities.

Vision: Ensuring food security through suggesting/devising methods of safe storage of foodgrains and adequate availability of skilled manpower for the same.

Mission: Creation of skilled manpower on scientific storage of foodgrains to preserve its quality and minimize losses. Safe and scientific storage of foodgrains procured by the Government.

Objective:

- To impart Institutional training on quality control, pest control, scientific storage practices, preservation, and inspection of foodgrains.
- To recommend code of practices for scientific storage of foodgrains.
- To assess quality of foodgrains stored by the Government / Agencies at various levels to make recommendations for improved storage practices.
- To create awareness about safe storage of foodgrains

Quality Control Cells (QCCs)

The main objective of these cells is to ensure the quality of foodgrains at the time of procurement, storage, and distribution. Surprise checks are conducted at Food Storage Depots by the officers of these cells to ensure the quality of foodgrains. It is also ensured that the guidelines/instructions issued by Government about proper storage and maintenance of foodgrains are followed by the FCI, CWC, SWCs and State agencies. These cells attend to various complaints received from MPs, VIPs, State Governments, media, and consumers about the quality of foodgrains during procurement, storage and distribution. Discrepancies/shortcomings noticed during inspection/ investigations are communicated to the concerned authorities for taking remedial measures including action against the delinquents. Eleven Quality Control Cells located at New Delhi, Kolkata, Hyderabad, Bangalore, Bhopal, Bhubaneswar, Lucknow, Pune, Patna, Chennai, and Guwahati are functioning under the direct control of the Department of Food & Public Distribution.

Food Corporation of India (FCI)

The Food Corporation of India was setup under the Food Corporation's Act 1964, in order to fulfil following objectives of the Food Policy:

- Effective price support operations for safeguarding the interests of the farmers.
- Distribution of foodgrains throughout the country for public distribution system.
- Maintaining satisfactory level of operational and buffer stocks of foodgrains to ensure National Food Security

Since its inception, FCI has played a significant role in India's success in transforming the crisis management-oriented food security into a stable security system.

Central Warehousing Corporation (CWC)

Central Warehousing Corporation is a statutory body under the Ministry of Consumer Affairs, Food & Public Distribution, Government of India, which was established under 'The Warehousing Corporations Act, 1962. Its aim is to provide reliable, cost-effective, value-added, integrated warehousing and logistics solutions in a socially responsible and environment friendly manner. It is a public warehouse operator established by the Government of India in 1957 to provide logistics support to the agricultural sector. CWC also owns subsidiary company Central Railside Warehouse Company (CRWC).

Central Railside Warehouse Company Limited (CRWC)

Vision: To provide Multi Modal Logistics to the trade and support Indian economy in reducing logistics cost.

Mission: To provide efficient rail based total logistic solutions, leveraging economy of scale to the advantage of all stakeholders.

Objective:

1. To Plan, develop, promote, acquire, and operate Railside Warehousing Complexes/ Terminals / Multimodal Logistics Hubs on land leased from railways or acquired otherwise.
2. To promote and provide seamless supply chain management systems rail-based logistics in India and abroad.
3. To carry on the business of Multimodal transport operations and aggregation/ disaggregation of cargo both for domestic/Impex movement in India and abroad.
4. To provides state of the art warehousing facilities and competitive modes of handling and transportation facilities of Cargo.

However, CRWC has been merged with CWC to improve efficiency and increase financial savings. Accordingly, the business undertaking has been transferred to CWC with effect from 31st October 2022.

Hindustan Vegetable Oils Corporation Limited (HVOC)

Hindustan Vegetable Oils Corporation Limited (HVOC), a fully owned Govt. Company, was formed in 1984 with merger of two nationalized companies namely Ganesh Flour Mills and Amritsar Oils Works. The Company was engaged in the business of manufacturing of Vanaspati, refining & packing of imported edible oil for PDS and manufacturing of breakfast cereal. The Company had its manufacturing and refining units at Delhi, Kanpur, Amritsar, Mumbai and Kolkata and packing units at Bangalore and Chennai. Due to continuous losses, company was referred to Board for Industrial and Financial Reconstruction (BIFR) and declared sick in 1999. The company is now under liquidation under the supervision of the High Court of Delhi.

Warehousing Development and Regulatory Authority (WDRA)

The Warehousing Development and Regulatory Authority (WDRA) was setup by the Government of India on 26.10.2010 to ensure implementation of the provisions of the Warehousing (Development & Regulation) Act, 2007. The main objective of WDRA is to implement Negotiable Warehouse Receipt (NWR) System in the country, which would help farmers to store their produce in scientific storage godowns near by their farms and to seek loan from banks against their NWR. The main functions of the Authority are to make provisions for the development and regulation of warehouses which interalia includes negotiability of warehouse receipts, registration of

warehouses, promotion of scientific warehousing of goods, improving fiduciary trust of depositors and banks, enhancing liquidity in rural areas, and promoting efficient supply chain.

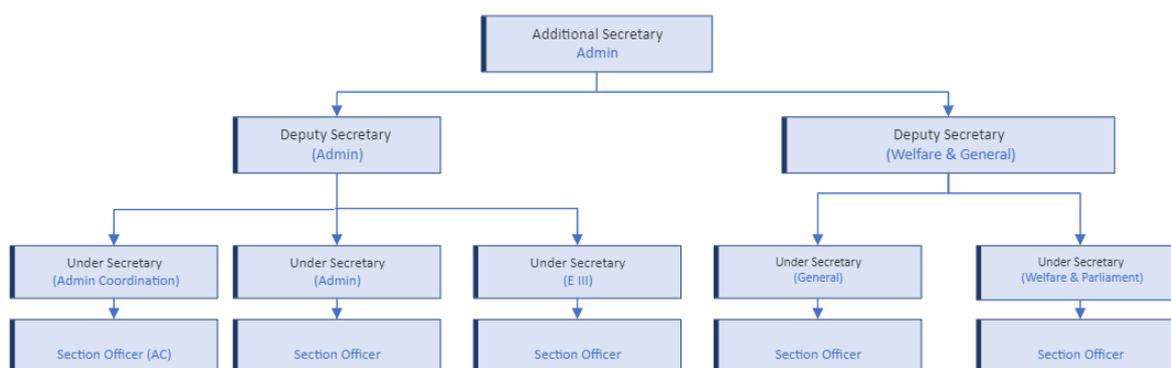
The mission of Warehousing Development and Regulatory Authority (WDRA) is to regulate and ensure implementation of the provisions of the Warehousing (Development and Regulation) Act, 2007 for the development and regulation of warehouses, Regulations of Negotiability of Warehouse Receipts and promote orderly growth of the warehousing business.

4. Divisions of the DFPD

4.1. Administration Division

The Administration/Establishment Division is headed by Joint Secretary (Administration) assisted by Director/Deputy Secretary (Administration), Under Secretary (Administration) and two Sections, Establishment-I & Establishment-II Sections. The other sections in the division include the admin-coordination section, parliament section, welfare section and general section.

Figure 12: Administration Division



4.1.1. Establishment-I & Establishment-II Sections

The Establishment Division deals with all the service/establishment matters relating to Group 'A' (Gazetted), 'B' (Gazetted & Non-gazetted) & 'C' posts belonging to various cadres. These posts belong to various cadres of Central Secretariat Service (CSS), Central Secretariat Stenographers Service (CSSS), Central Secretariat Clerical Service (CSCS), Indian Cost Accounting Service (ICoAS), and some posts of the level of Deputy Secretary and above under Central Staffing Scheme and Ex-cadre posts comprising the Official Language staff, Statistical Investigator, Library staff, Staff Car Driver, Canteen Staff, Multi-Tasking Staff (MTS) of Department of Food & Public Distribution. Service matters

include framing/review of Recruitment Rules, creation of posts, appointments, promotions, maintenance of Service Books, APARs, posting/transfer, pay-fixation, increments, grant of leaves/LTC, grant of various advances, medical reimbursement, children education allowance, retirements, disciplinary proceedings, issuance of instructions on punctuality and compilation of monthly progress report on attendance in respect of the department, etc.

Establishment Division also deals with the service matters of the officials, who are posted in the personal staff of the cabinet minister. Establishment Division also deals with the matter under Career Management & Training.

4.1.2. Administration Coordination (AC) Section

The AC section deals with the endorsement of instructions under various rules and regulations to section/ attached and subordinate offices/ Public Sector Undertakings etc, coordination concerning more than two divisions where subject matter is not the concern of any specific section or division and returns relating to matters when compilation involves collection of information from more than two divisions. It also handles work relating to standing committee, SC/ST cell etc. it collects and compiles material for the press conference of Ministers, coordination and compilation of brief for the Minister for tour to various states, supply of material relating to publications such as All India Civil List, Delhi Official Directory and other administrative matters requiring coordination such as the reference relating to election matters, Pay Commission, annual report, parliament question, annual publicity plan, monitoring e-samiksha portal, VLMS portal, PRAGATI portal, LIMBS portal, etc.

4.1.3. Parliament Section

The Parliament section deals with coordination work relating to all business in the two Houses of Parliament, monitoring the fulfilment of assurances, promises made by Minister in Parliament, preparation of duty roaster for officers to attend Parliamentary debates and reporting the important points raised in the debates for preparation of brief for the use of the Minister. It also organizes the meetings of the consultative committee, issue of instructions/circulars arising out of correspondence with the Ministry of Parliamentary Affairs and on report of Parliamentary Committees, liaising with Lok Sabha and Rajya Sabha Secretariats, obtaining passes for entry to Parliament House for officers and furnishing of reports and returns prescribed by the Ministry of Parliamentary Affairs/Lok Sabha/Rajya Sabha.

4.1.4. Welfare Section

The section deals with the general welfare activities such as visits to ailing employees, their admission to hospitals, condolence meetings, assistance in allotment of government accommodation, completion of family pension, disputes in families of government servants, coordination in organizing farewell parties, social activities, sports,

cultural activities etc. The healthcare, benevolent fund, JCM – Office Council Meetings, , foreign visits & protocol, security, library, departmental food canteen and gymnasium etc are also handled by the welfare section.

4.1.5. Cash Section

The section deals with the preparation of bills on accounts of pay, allowances, advances, drawl, and disbursement of pay, allowances, advances, etc., GPF advances/withdrawal, T.A. advance, leave travel concession advance, leave salary, festival advance, cycle/scooter advance, contingent expenditure, maintenance of various registers, outgoing returns/reports, audit objections, parliament questions, RTI etc. It also deals with the LPCs, CEA, living allowances/ thesis expenses/ medical claims/ tour expenses receipts/transfer of GPF accounts of transferee etc of gazetted and non-gazetted officers.

4.1.6. General Section

The General Division is headed by Joint Secretary (Admin.& Sugar) and assisted by deputy secretary (General & Welfare) and undersecretary (General). General division deals with all the services matters relating to this Department, such as indenting of receipt and distribution of stationery articles, forms, calendars, diaries, etc, local purchase of vocabulary and non-vocabulary items of stationery, briefcases and miscellaneous items, distribution and passing of bills, purchase, maintenance, repair etc. of computers, paper-shredder, photocopier machines, scanner machine and duplicators, passing of estimates for repairs and passing of bills, purchase of maps, reference books etc. and payment of bills etc. the other works handled by them include the printing work and payment of bills to the Government of India Press/ Department of Publication, binding work, supervision over the telephone exchange and caretaker, grants-in-aid to the recreation club, purchase and maintenance of nameplates and rubber stamps, electronic calculators, desk and pocket calculators, duplicating machine, photocopying machines, crockery for senior officers etc. It has two sub sections i.e., Receipt & Issue and Record Rooms.

- **Receipt & Issue Section (R&I)**

This section deals with receipt, acknowledgement, registration, and distribution of dak.

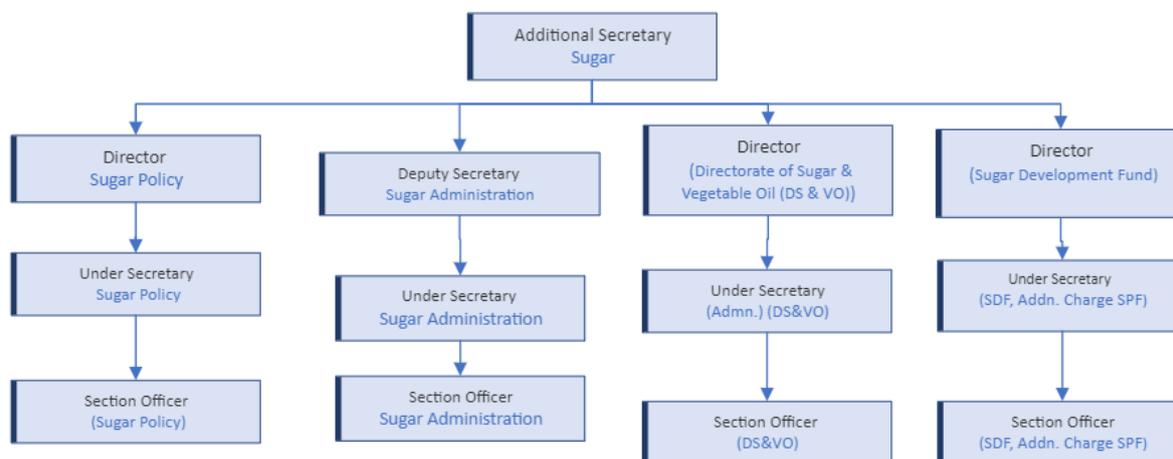
- **Record Room**

This section deals with the upkeep of records, helping the National Archives to review the records from time to time, sending the records to/requesting respective section for review the same for weeding out/retention when it becomes due for review and easy retention and retrieval of available records.

4.2. Sugar and Sugar Administration Division

The Sugar and Sugar Administration division deals with matters related to Sugar Policy (SP), Sugar Development Fund (SDF), Sugar Price Fund (SPF) and Sugar Administration, and Schemes. DS&VO an attached office in the Sugar and Sugar Administration division of the DFPD is responsible for implementation of the policies and schemes related to Sugar and Edible Oil Sector. The various section of the division is detailed below:

Figure 13: Sugar and Sugar Administration Division



4.2.1. Sugar Policy (SP)

The section deals with the formulation of general policy and other connected matters related to sugar, sugarcane pricing policy, sugar pricing policy, buffer stock, distribution under PDS, monitoring of cane price arrears, ethanol blended petrol program (EBP), fixation of remunerative price of ethanol, import-export policy of sugar. It also deals with the matters related to International Sugar Organization (ISO), promulgation of acts /ordinances relating to sugar, commissions, committees/conferences etc relating to sugar.

4.2.2. Sugar Development Fund (SDF)

Sugar Development Fund (SDF) was established in the year 1982, through an act of Parliament. It is being utilized presently to grant loans to the sugar mills for facilitating the rehabilitation and modernization/ Bagasse based co-generation power projects/ production of anhydrous alcohol or ethanol from alcohol/ conversion of existing ethanol plant into Zero Liquid Discharge (ZLD) plant and development of Sugar cane. The loans are provided at a concessional rate of 2% below the prevailing bank rate. The schemes of financial assistance as loans to sugar factories under the Sugar Development Fund Act, 1982 have been closed forthwith. However, the SDF loan cases where Administrative Approval has been issued are being considered by the Department.

4.2.3. Sugar Price Equalisation Fund (SPF)

The Levy Sugar Price Equalisation Fund Act (LSPEF Act), 1976 (as amended in 1984) was enacted by the Parliament of India to provide for the establishment, in the public interest, of a fund to ensure that the price of levy sugar may be uniform throughout India and for matters connected therewith or incidental thereto. It has been enforced w.e.f. 01.04.1976. As per the provisions of the Act, the Fund shall be administered by the Central Government and is to be utilized, having regard to the interest of consumers of levy sugar as a class. The said Act was amended in 1984 to provide for certain modifications in the principal Act, with a view to obviating litigations on the subject in the light of the experience gained during the administrations of the LSPEF Act, 1976. In exercise of powers conferred in the LSPEF Act, 1976, the Levy Sugar Price Equalisation Fund Rule, 1977 were made, to provide for the manner of:

- i. crediting moneys to the fund,
- ii. accounting and transactions of the fund,
- iii. inviting applications from buyers for refund,
- iv. utilization of Fund by the Central Government, etc. besides prescription of forms for various purposes in terms of the LSPEF Act.

The Central Government considered the recommendations of the committee headed by Dr. C Rangarajan on de-regulations of sugar sector and decided to discontinue the system of levy obligations on mills for sugar produced after September 2012 and abolished the regulated release mechanism on open market sale sugar. As such, the LSPEF dues as mentioned herein pertain to the period prior to September 2012.

4.2.4. Sugar Administration

Sugar administration deals with the matters of:

I. National Sugar Institute, Kanpur - The matters such as appointments, financial upgradation, and disciplinary issues etc., pertaining to NSI are taken care by the division.

II. Directorate of Sugar & Vegetable Oils – The establishment matters relating to Group 'A' posts of the Directorate, consideration/ examination of all other miscellaneous administrative matters, framing/ revision of Recruitment Rules for all the posts of the Directorate.

Schemes involved:

- SDF Schemes

In accordance with the SDF Act and SDF Rules loans are disbursed to the sugar mills for facilitating the rehabilitation and modernization, bagasse-based cogeneration power projects, production of anhydrous alcohol or ethanol from alcohol, conversion

of existing ethanol plant into Zero Liquid Discharge (ZLD) plant, and development of Sugarcane. The loans are provided at a concessional rate of 2% below the prevailing bank rate.

- Assistance to NSI, Kanpur

The National Sugar Institute (NSI), Kanpur (Subordinate Office of the Department of Food and Public Distribution) is a premier scientific and technical Institute in the country which imparts teaching and training in the field of Sugar Technology, Sugar Engineering and Industrial Fermentation and Alcohol Technology. In addition, it undertakes research and development work in sugar and allied fields. The institute runs post-graduate level courses in Sugar Technology, Sugar Engineering and Alcohol Technology discipline. It also runs short-term certificate courses, namely, Sugar Boiling Certificate Courses, Sugar Engineering Certificate Courses and Pre-harvest Cane Maturity Survey Course. The Institute is also introducing a new course, namely, Certificate Course in Quality Control w.e.f. academic session 2014-15. The Institute is also a centre for advanced research in sugar & allied areas, recognised by various Universities leading to Ph.D. Degree. Its aim is to maintain interaction with the Sugar Factories, Distilleries, Central and State Governments and also with other Scientific and Technical Organizations in India.

- Ethanol Blended Petrol (EBP) Programme

In order to find a permanent solution to address the problem of excess sugar, Government is encouraging sugar mills to divert excess sugarcane to ethanol. Government has fixed target of 10% blending of fuel grade ethanol with petrol by 2022 which has been achieved successfully & 20% blending of fuel grade ethanol with petrol by 2025.

- Scheme for Extending Financial Assistance to Sugar Mills for Augmentation of Ethanol Production Capacity

In order to augment ethanol production capacity and thereby also allow diversion of sugar for production of ethanol, in principal approval has been granted for extension of soft loan through banks to the mills for setting up new distilleries/ expansion of existing distilleries and installation of incineration boilers or installation of any method as approved by Central Pollution Control Board for Zero Liquid Discharge for which Government will bear interest subvention. Sugar mills are likely to be benefitted as a result of this measure and ethanol production capacity of sugar mills in the country is also likely to be enhanced in the coming years.

4.3. Storage & PG Division

Storage

The Storage Division deals with policy aspects related to the creation of adequate storage capacity for Central Pool food stocks to ensure the availability of quality food grains to the citizens of this country. It aims to set up modern and scientific storage

facilities for safe storage of food grains for distribution through a Public Distribution System. It partners in providing warehousing infrastructure for procurement and storage of agricultural and notified commodities through the Food Corporation of India (FCI), Central Warehousing Corporation (CWC), and Central Railside Warehouse Company Limited (CRWC) which is now merged with CWC. It is the Administrative Division for CWC and erstwhile CRWC which are Mini Ratna Public Sector Undertakings primarily for providing warehousing infrastructure for the agriculture sector. This Division also formulates policies to regulate the warehousing sector through Warehousing Development & Regulatory Authority (WDRA). The day-to-day functioning of the Division is looked after by Joint Secretary in the DFPD. The work in the division is divided amongst sub-sections as under:

Storage-I

The section deals with the matters pertaining to CWC and erstwhile CRWC (now merged with CWC) which includes board level appointments, HR related matters, commercial matters, fixation of storage charges, matters related to IBER, CAPEX, CSR reports, financial matters, MoU’s, dividend, court cases, audit paras, matters relating to BOD/EC meetings, retirement matters, SWC etc.

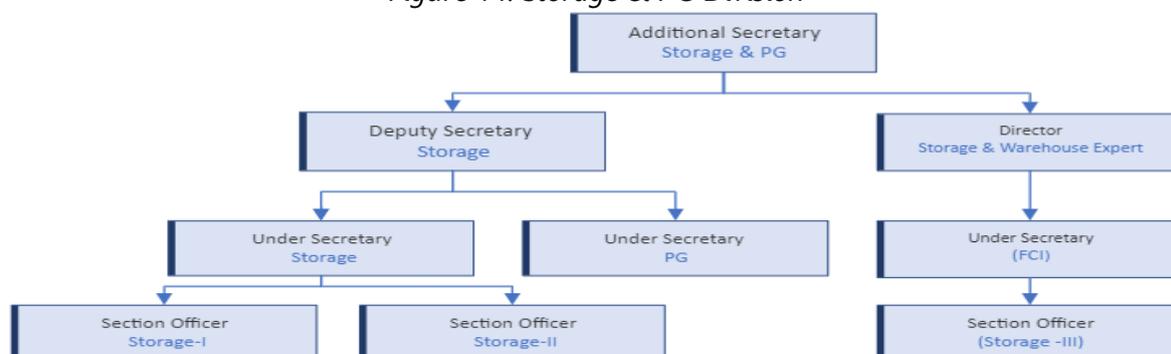
Storage-II

The section deals with the matters related to WDRA which include implementation of provision of warehousing (Development & Regulation) Act, 2007, and its amendments. Matters pertaining to administration and establishment, monitoring, coordination, budget estimates etc.

Storage-III

The section deals with the matters related to Silos, PEG, construction of FCI godowns etc.

Figure 14: Storage & PG Division



National policy on handling, storage, and transportation of foodgrains

In order to reduce storage and transit losses of foodgrains at farm and commercial level, to moderate the system of handling, storage and transportation of the foodgrains procured by the Food Corporation of India (FCI) and to bring in

additionality of resources through private sector involvement, the Government has approved a National Policy on Handling, Storage and Transportation of Foodgrains.

Public Grievances Cell

The Public Grievance (PG) Cell is attached with Storage Wing to coordinate and monitor redressal of public grievances related to Department of Food and Public Distribution and other organizations/institutions under its administrative control viz., Warehousing Development and Regulatory Authority (WDRA), Food Corporation of India (FCI), Central Warehousing Corporation (CWC), erstwhile Central Railside Warehouse Company Limited (CRWC), Hindustan Vegetable Oils Corporation Limited (HVOC), Indian Grain Storage Management & Research Institute (IGMRI) and National Sugar Institute.

The monitoring and redressal of grievances primarily arising out of abuse of office, systemic deficiencies within an organization and due to non-fulfilment of needs/demands are being undertaken. Any aggrieved person can lodge grievance online at pgportal.gov.in or through post. The PG Cell also coordinates the Citizen's Charter of the Department and functions as an enabler for information and facilitation initiative of Government of India.

Public Grievance Cell functions under the overall supervision of Additional Secretary/Joint Secretary (Storage) in the Department of Food & Public Distribution. All efforts are being made to ensure satisfaction in redressal of grievances in accordance with the citizen centric governance mandate of the Government.

Schemes involved:

The schemes under the Storage are listed below:

- Private Entrepreneurs Guarantee (PEG) Scheme for construction of Godowns: Private Entrepreneurs Guarantee Scheme was formulated in 2008, for construction of storage godowns in Public Private Partnership (PPP) mode through private entrepreneurs, Central Warehousing Corporation (CWC) and State Warehousing Corporations (SWCs) to overcome storage constraints and ensure safe stocking of foodgrains across the country. Assessment of additional storage capacities required under the scheme is based on the overall procurement/ consumption pattern and storage space already available. Under PEG scheme, no funds are allocated by Government for construction of godowns and full investment is done by the private parties/CWC/State Agencies by arranging their own funds and also the land. After a godown is constructed and taken over, FCI gives a guarantee of rent for 10 years in the case of private investors and for 9 years in case of CWC/SWCs/State Agencies, irrespective of quantum of foodgrains stored. Its guidelines consist of two sub parts:
 - a. PEG Scheme guidelines – for non-De-Centralized Procurement States

b. PEG Scheme guidelines – for De-Centralized Procurement States

- Scheme for Storage and Godowns

The Government is implementing a Central Sector Scheme for construction of godowns with focus on augmenting storage capacity in the States of North-eastern (NE) Region. This scheme is also operative in a few other states like Himachal Pradesh, Jharkhand and Kerala. Under this scheme, funds are released directly to FCI in the form of equity for land acquisition and construction of storage godowns and infrastructure like railway sidings, electrification, installation of weighbridge, etc. Funds are also released as grants-in-aid to the Governments of the North-Eastern States including Jammu & Kashmir for construction of intermediate storage godowns considering the storage gaps as well as difficult geographical & climatic conditions in these states.

- Construction of modern silos

Steel silos with bulk handling facilities are a highly mechanized and modernized way for bulk storage of foodgrains. Silos not only ensure better preservation of foodgrains but also enhance their shelf-life. Foodgrains stored in silos are transported in bulk thereby minimizing losses due to theft and pilferage. Silos require approximately 1/3rd land as compared to conventional storage warehouses, can be operated round the clock which enhances flexibility and improves overall efficiency in storage, handling and transportation of foodgrains. As such, construction of silos would be beneficial to the nation as a whole besides, creating an efficient food supply chain-management system.

- Construction of Silos under Hub & Spoke Model

To modernize storage of foodgrains and to ramp-up the storage capacity for foodgrains in India, a new model for development of grain silos across the country i.e. Hub & Spoke Model for implementation in Public Private Partnership (PPP) Mode has been proposed.

Hub and Spoke Model is a transportation system which consolidates the transportation assets from standalone locations referred to as "Spoke" to a central location named as "Hub" for long distance transportation. Hubs have a dedicated railway siding and container depot facility while the transportation from Spoke to Hub is undertaken through road and from Hub-to-Hub via rail. This model by harnessing the efficiency of railway siding, promotes cost efficiency through bulk storage & movement, reduces cost and time of handling and transportation and simplifies operational complexities in addition to economic development, infrastructure development & employment generation in the country.

Under this Model, this Department has proposed to develop a capacity of **111.125 Lakh Metric Tons (LMT)** of Hub and Spoke Model Silos at 249 locations across the country under Design, Build, Fund, Own & Transfer (DBFOT) (FCI's land) and Design, Build, Fund, Own & Operate (DBFOO) (Land of concessionaire/other agency) mode, through implementing agency i.e. Food Corporation of India (FCI).

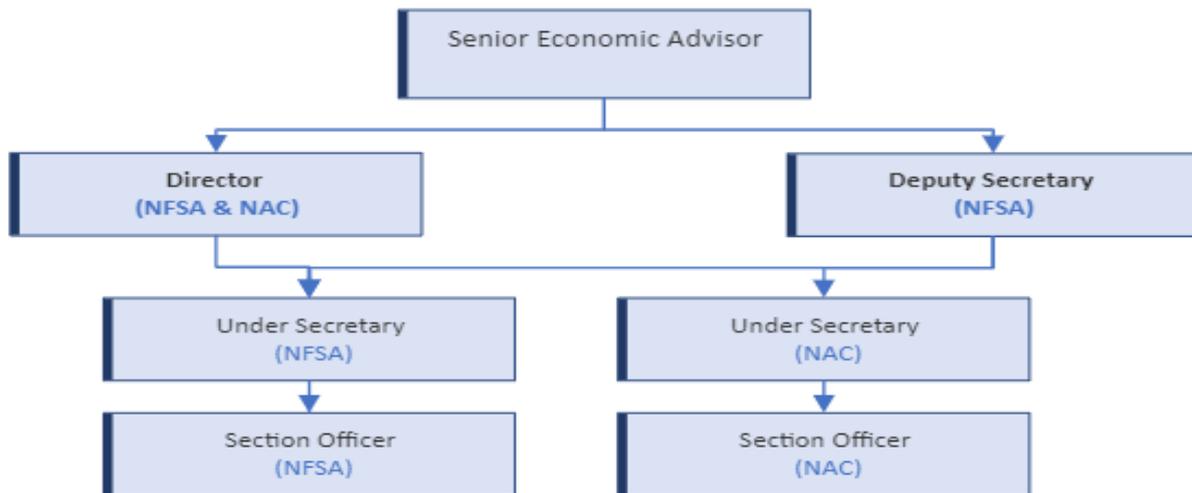
4.4. NFSA & NAC Division

4.4.1. NFSA

As passed by the Parliament, Government has notified the National Food Security Act, 2013 on 10th September 2013 with the objective to provide for food and nutritional security in human life cycle approach, by ensuring access to adequate quantity of quality food at affordable prices to people to live a life with dignity. The Act legally entitles up to 75% of the rural population and up to 50% of the urban population to receive subsidized food grains under Targeted Public Distribution System (TPDS). About two thirds of the population therefore is covered under the Act to receive highly subsidized food grains. The National Food Security Act, (NFSA) 2013 is being implemented in all the States/UTs, on an all-India basis. Out of maximum coverage of 81.35 crore, around 80.11 crore persons have been covered under NFSA at present for receiving highly subsidized food grains. The identification of beneficiaries by States/UTs is a continuous process, which involves exclusion of ineligible/fake/duplicate ration cards and exclusion on account of death, migration, etc. and inclusion on account of birth as also that of genuine left-out households. The salient features of the Act are enlisted below:

- Coverage and entitlement under Targeted Public Distribution System (TPDS)
- State-wise coverage
- Subsidized prices under TPDS and their revision
- Tide over allocation
- Identification of Households
- Nutritional Support to women and children
- Maternity Benefit
- Women Empowerment
- Grievance Redressal Mechanism
- Cost of intra-state transportation & handling of food grains and FPT Dealers' margin
- Transparency and Accountability
- Food Security Allowance
- Penalty

Figure 15: NFSA & NAC Division



4.4.2. NITI Aayog Cell (NAC)

The broad area of operations for NITI Aayog Cell are as follows:

- i. Output outcome Framework
- ii. Issues relating to Development Action Plan for SCs/STs
- iii. Issues relating to Gender & Child Budgeting
- iv. Co-Ordination of issues from DONER and NITI Aayog
- v. Coordination of Developmental Programmes relating to Scheduled Castes/ Scheduled Tribes/Rural Areas.

4.4.3. DIRECT BENEFIT TRANSFER (DBT)

National Food Security Act (2013) provides for reforms in the TPDS including schemes such as Cash transfers for provisioning of food entitlements. In pursuance of enabling provisions under section 12 of NFSA for cash transfer, Govt. notified 'Cash Transfer of Food Subsidy Rule, 2015' in Aug 2015. The DBT experiment aims to

- reduce the need for huge physical movement of foodgrains.
- provide greater autonomy to beneficiaries to choose their consumption basket.
- enhance dietary diversity.
- reduce leakages.
- facilitate better targeting.
- promote financial inclusion.

4.5. IMPEX, SRA, EOP & IC Division

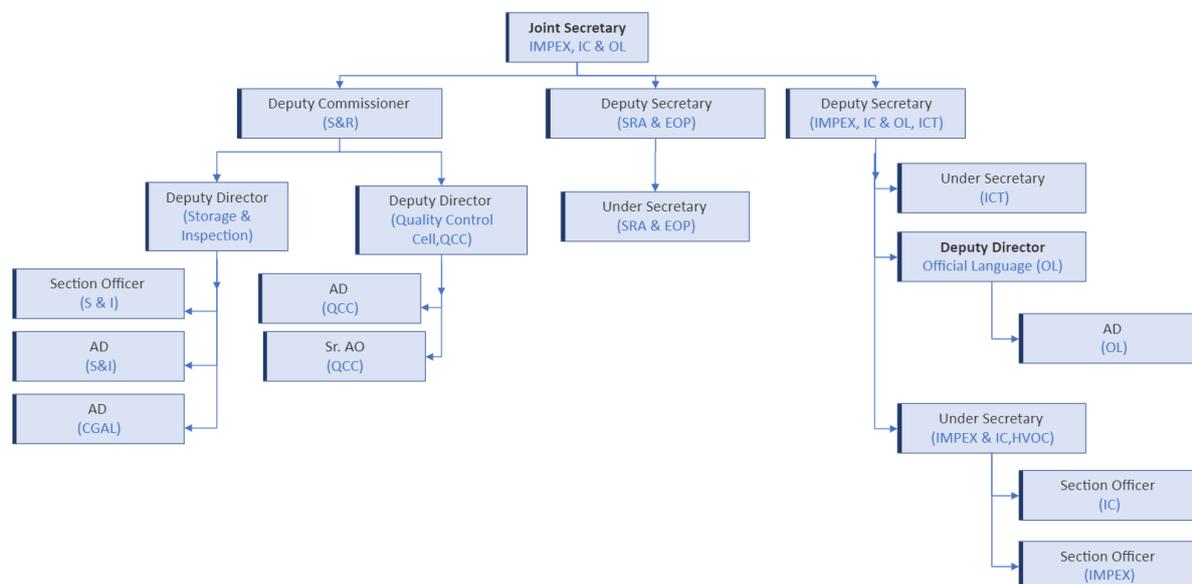
Import-Export (IMPEX), Storage Research Administration (SRA), Edible Oil Policy (EOP), & International Cooperation (IC)

4.5.1. IMPEX:

Impex Section deals with the matters related to import and export of wheat and rice (non-basmati) from/to the Central Pool Stocks. The Section also deals with the policy

related issues of export/import of wheat and rice (non-basmati) pertaining to the Central Pool Stock maintained by FCI. The Section also monitors international prices of wheat and rice on the basis of the data provided by IGC/Agri-watch and DGCIS. It also collects and compiles the data regarding export and import of wheat and rice.

Figure 16: IMPEX, SRA, EOP & IC Division



International Cooperation:

IC Section coordinates issues relating to foreign tour and training undertaken by the Officers/officials of the Department. It also acts as an interface with foreign multi-lateral agencies – World Food Programme (WFP), SAARC Food Bank, Food and Agriculture Organisation (FAO), International Grains Council (IGC) and International Sugar Organisation (ISO). It also coordinates the visits of foreign dignitaries in connection with the affairs of this Department and compiles as well as collect/collate various information which are sought for by the various multi-lateral agencies.

Official Language (OL):

Hindi is the official language in the country and in order to promote its use the official documents are translated in Hindi. The section is dedicated in translating all the official documents in Hindi and vice versa.

Information and Communication Technology (ICT):

The ICT Section deals with E-Governance, Digitization of Records and Right to Information (RTI) Act, 2005. The initiatives under ICT are detailed as under:

- E-Governance
- Digitization of Records
- Right to Information Act, 2005
- Department's Website

- Cyber Security
- Social Media Activities

4.5.2. Storage and Research:

The Storage and Research (S&R) Division functioning under the direct control of Department of Food & Public Distribution is engaged in the field of Post-Harvest Management of food grains. It has been mandated to undertake quality control activities since 1979 for minimizing losses during procurement to distribution of foodgrains. This Division plays a significant role in monitoring the quality of foodgrains during procurement, storage as well as distribution. There are eleven Quality Control Cells (QCCs) located in various parts of the country, which monitor the quality of foodgrains at the time of procurement, storage and ultimately distribution. These cells also ensure that the instructions issued by the Government of India (GoI) with regards to scientific storage and preservation of foodgrains are followed by the State Agencies as well as Food Corporation of India (FCI)/ Central warehousing Corporation (CWC)/ State Warehousing Corporations (SWC). This division is mandated to conduct surprise checks at Food Storage Depots and Warehouses of various agencies/Rice Mills/Rail or Truck Head as well as Fair Price Shops (FPS) etc.

The S&R Division of the Department has the following components:

- Indian Grain Storage Management and Research Institute (IGMRI), Hapur and its two field stations located at Hyderabad and Ludhiana.
- Eleven Quality Control Cells (QCCs) located at New Delhi, Kolkata, Hyderabad, Bangalore, Bhopal, Bhubaneswar, Lucknow, Pune, Patna, Chennai and Guwahati.
- Central Grain Analysis Laboratory (CGAL)

4.5.3. Storage & Research Administration (SRA) & Edible Oil Policy (EOP):

SRA Section in the Department of Food and Public Distribution, Ministry of Consumer Affairs, Food and Public Distribution is headed by the Joint Secretary (Impex, IC & SRA). The Technical Wing of the S & R is headed by a Joint Commissioner (S & R) in the Head Office, Krishi Bhawan, New Delhi. In the S & R Division, there are three IGMRI viz., IGMRI, Hapur; IGMRI, Ludhiana and IGMRI, Hyderabad. Besides these, there are 11 Quality Control Cells (QCCs) in field offices located at Lucknow, Kolkata, Bangalore, Hyderabad, Bhubaneswar, Pune, Bhopal, Patna, Guwahati, Chennai & QCC, Headquarters, Krishi Bhawan, New Delhi. Deputy Director/Assistant Directors are the In-Charge of these field offices. In these field offices, there are about 211 employees (Group A, B & C). Broadly, SRA Section deals with establishment matters of Group A, B & C officers of the S & R Division, filling up the posts of Group A, B & C (both Gazette and Non-Gazette posts) in the IGMRI and QCCs are also done.

Framing of Recruitment Rules and Amendments thereof are being dealt in the SRA Section. Besides these, the SRA Section deals with the establishment matters which includes maintenance of leave account, GPF, loans, medical bills sanctions, Leave Travel Concessions sanctions, grant of HBA advances, maintenance of ACRs/APARs of Group A & B officers. SRA Section also deals with the creation/extension of posts, cadre review of the S & R Division, Disciplinary matters, Court cases, RTI matters and Parliament Questions relating to the subjects of SRA Section. Reports pertaining to establishment matters of S & R Division are also dealt in the SRA Section. Advice sought by the field offices on any issue pertaining to the establishment matters of S & R Division are also provided to them.

4.5.4. Oil Section

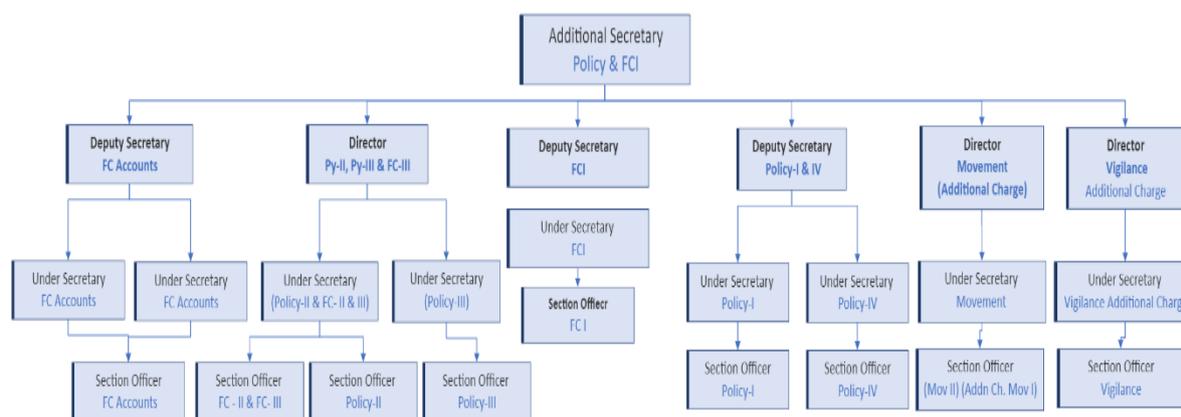
It seeks to coordinate management of edible oils in the country through a multi-pronged strategy, namely,

- i. Assessment of the domestic demand for edible oils and its availability from domestic sources. Mismatch of demand and supply is met through import of edible oils so as to maintain their prices at reasonable level.
- ii. It also closely monitors prices of edible oils both in the domestic and in the international market and initiate necessary policy measures whenever necessary. The Division compiles the production of edible oil on the basis of online submission of data by vegetable oil industries registered with the Directorate. The monthly production data of edible oils is transmitted to M/O Statistics & PI for compilation of monthly Index of Industrial Production (IIP) which is released on 12th of every month. The Division is staffed with qualified technical people who assist the Ministry in the coordinated management of Vegetable Oils particularly relating to production/availability and monitoring of prices.

4.6. Policy & FCI Division

The Policy & FCI division deals with the policies related to the procurement of food grains. The Central Government extends price support to paddy, coarse grains, and wheat through the Food Corporation of India and the State Agencies.

Figure 17: Policy & FCI Division



Procurement Policy:

State Government agencies and Food Corporation of India (FCI) purchase wheat & paddy within the stipulated period with prescribed Fair Average Quality (FAQ) specification at Minimum Support Price (MSP) for Central Pool. The estimates for procurement of wheat and paddy are finalized by Government of India in consultation with State Governments and Food Corporation of India, before the commencement of each marketing season based upon estimated production, marketable surplus, and agricultural crop pattern. Further, the different types of coarse grains are procured by State Governments itself in consultation with FCI to the extent that the concerned State Govt. may utilise the same for distribution under National Food Security Act (NFSA) as well as Other Welfare Schemes (OWS).

Centralized Procurement System

Under Centralized Procurement System, the procurement of foodgrains in Central Pool are undertaken either by FCI directly or State Government agencies procure the foodgrains and handover the stocks to FCI for storage and subsequent issue against GOI allocations in the same State or movement of surplus stocks to other States. The cost of the foodgrains procured by State agencies is reimbursed by FCI as soon as the stocks are delivered to FCI as per cost-sheets issued by GOI.

Decentralized Procurement System (DCP)

The scheme of Decentralized Procurement of foodgrains was introduced by the Government in 1997-98 with a view to enhancing the efficiency of procurement and PDS and encouraging local procurement to the maximum extent thereby extending the benefits of MSP to local farmers as well as to save on transit costs. This also enables procurement of foodgrains more suited to the local taste.

Under this scheme, the State Government itself undertakes direct purchase of paddy/rice and wheat and stores and distributes these foodgrains under NFSA and

other welfare schemes. The Central Government undertakes to meet the entire expenditure incurred by the State Governments on the procurement operations as per the approved costing. The Central Government also monitors the quality of foodgrains procured under the scheme and reviews the arrangements made to ensure that the procurement operations are carried smoothly. The list of DCP states who have signed the MOU with Government of India for Procurement for Wheat & Rice.

Table 2: List of DCP States for Rice and Wheat

| S.N. | DCP State for Rice | S. No. | DCP State for Wheat |
|------|-----------------------------------|--------|-----------------------------|
| 1. | Uttrakhand | 1. | Madhya Pradesh |
| 2 | Chhattisgarh | 2. | Uttrakhand |
| 3 | Odisha | 3. | Chhattisgarh |
| 4 | Tamil Nadu | 4. | Gujarat |
| 5 | West Bengal | 5. | West Bengal |
| 6 | Kerala | 6. | Bihar |
| 7 | Karnataka | 7. | Punjab |
| 8 | Madhya Pradesh | 8. | Maharashtra |
| 9 | Andhra Pradesh | 9.** | Rajasthan (for 9 districts) |
| 10 | Bihar | | |
| 11. | Telangana | | |
| 12. | Maharashtra | | |
| 13. | Gujarat | | |
| 14. | Andaman Nicobar | | |
| 15. | Tripura | | |
| 16.* | Jharkhand (only for 6 District) * | | |

* Jharkhand was DCP for KMS 2016-17 (only for 1 district) 2017-18 (only for 5 District), 2018-19 (only for 6 District). They have adopted Non-DCP in KMS 2019-20.

** Rajasthan was DCP for wheat in RMS 2013-14 to 2015-16 (for 1 district) and 2016-17 (for 9 districts). However, in the interest of farmers FCI procures wheat from RMS 2017-18 onwards under non-DCP mode.

The work allocation of Policy & FCI is divided among the various sections as under:

Policy-I:

This section deals with the procurement of foodgrains under price support and examination of support price proposals from Ministry of Agriculture. It also deals with the important matters relating to implementation of procurement policy, procurement policy of foodgrains (wheat, paddy, rice)-procure, store & distribute and to fix timelines for procurement of foodgrains (Wheat & Paddy) and grant permission to State Governments for extension of procurement period of Wheat and Rice and extension of period for CMR (Custom Milled Rice) delivery. It is also responsible for preparing important briefs/ notes on price policy procurement/support prices etc. for supply to Minister, Planning Commission, Dte. of E&S and other concerned Departments. It

conducts conference of State Food Ministers/Food Secretaries for making arrangement for procurement of wheat & paddy before the commencement of each marketing season (KMS and RMS). It also deals with the decentralized procurement of foodgrains by State Govt.

Policy-II:

This section deals with the old court cases of FCI relating to Essential Commodities Act, 1955, matters of shipping, accounts, handling transportation contract, audit paras etc.

Policy-III:

This section deals with procurement policy of gunny bags, coarse grains along with the matters pertaining to pending claims of Hill Transport Subsidy, reimbursement of road transport charges and some issues related to Essential Commodities Act, 1955.

Policy-IV:

Policy matters relating to sale of foodgrains under Open Market Sale Scheme (OMSS), disposal of damaged foodgrains held by State/ UT Governments and its agencies and other related issues. On directions of Govt. of India, FCI sells food grains in the open market under OMSS (Domestic) at pre-determined prices from time to time through e-auction. Foodgrains which do not conform to Food Safety and Standards Authority of India (FSSAI) norms and further cannot be reconditioned for normal issue are considered 'Non-Issuable/Damaged'. The non-issuable foodgrains classified under various categories are disposed off as per procedure. Sale of non-issuable foodgrains held by the FCI and State Agencies is made only to bonafide registered parties to avoid circulation of non-issuable foodgrains into the market.

FC-I:

This section deals with the interpretation & amendments pertaining to Food Corporations Act, 1964, Food Corporation Rules and FCI regulation. It also processes proposals of staff regulations, constitution of State/ Union Territory Consultative Committee of FCI and appointment of non-official members on these committees. It handles the matters related to revision of pay, allowances, and other fringe benefits of the employees of FCI, clarifications sought by FCI on establishment matters including service matters, appointment of Directors and Secretary of FCI and appointment of officers on deputation to FCI, coordination of papers relating to agenda notes of the meeting of the Board of Directors and Executive Committees, VIPs references in the FCI, representations from associations/ unions of regular employees other than labour/ workers union on establishment matters, exercise of power under ESMA, in relation to FCI employees, representation of FCI in Port Trust Boards, Dock Labour Boards, National Harbour Boards, etc., parliament questions, legal matters, RTI etc.

FC-II:

This section deals with the matters pertaining to budget estimates, annual report, annual accounts, balance sheets, etc., sanction of equity capital and loan, foreign exchange budget proposals, proposals relating to financial requirements, cash credit accommodation from financial institutions, bank guarantees, etc, audit objections and AC reports, etc., COPU examination, appointment of auditors, annual action plans, VIPs complaints against FCI officials in respect of operational matters such as breach of contracts, commercial transactions, irregularities in storage depots, processing of legal notices, subsidiary activities etc. of the FCI. It also handles the parliament questions, RTIs etc.

FC-III:

This section deals with the concurrent appointments of officers of the FCI, statutory transfer of staff to the FCI, policy matters, service matters such as seniority, fixation of pay, leave salary, foreign service contribution, GPF, Gratuity, pension etc of food transferees and representations from Food transferes/Unions/associations on service matters. It also deals with the matters related to labour/ workers in FCI, industrial disputes raised by FCI employees or workers, parliament questions, legal matters and residuary audit inspection reports/ paras etc.

FC-Accounts:

The Central Government extends price support for paddy, coarse grains and wheat through the FCI and State Agencies. All the food grains conforming to the prescribed specification offered for sale at specified centres are bought by the public procurement agencies at the Minimum Support Price (MSP). The food grains so procured are allocated to the States for distribution to the identified beneficiaries under the Targeted Public Distribution System (TPDS) and other Welfare Schemes at subsidized prices. The difference between the economic cost of food grains and Issue Prices is incurred by the Central Government as consumer subsidy. In addition to procuring food grains for meeting the requirements of the TPDS and welfare schemes, the Central Government is also under obligation to procure food grains for meeting the requirements of the buffer stock to ensure food security of the country. Hence, a portion of total food subsidy also goes towards meeting the carrying cost of the buffer stock as a buffer subsidy.

The FC Accounts section deals with the payment of food subsidies to FCI, State Governments, fixation of procurement incidentals, coarse grains, gunny prices, settlement of outstanding's of FCI against various State Government's and miscellaneous matters relating to the mode of delivery consequent on introduction of prepayment system. It also deals with the parliament questions related to procurement incidentals and food subsidies.

Movement

The movement of food grains is undertaken by FCI in order to evacuate stocks from surplus regions to meet the NFSA/TPDS/Other Welfare Scheme (OWS) requirements of deficit regions and also to create buffer stocks in deficit regions. This division closely monitors the movement of food grains and coordinates with FCI and Railways. About 40 million tonnes of food grains are transported by FCI across the country in a year. The movement of food grains is undertaken by rails road and waterways. More than 85% of the movement of stocks is undertaken by rail. Inter-State movement by road is mainly undertaken in those parts of the country which are not connected by rail. Foodgrains stocks are also moved by ocean vessels to Lakshadweep and Andaman & Nicobar Islands and through coastal shipping and riverine movement to Kerala/Agartala (Tripura). The work allocation of the section is divided into the two sub-sections mentioned below:

Movement I

The section deals with the planning and monitoring of the movement of foodgrains after their take-over by FCI to the recipient states, coordination with the railways regarding the supply of Rakes/Wagons for loading of sponsored foodgrains, resolving the complaints/representations from the states governments, agencies, UTs regarding inadequate movement of foodgrains to and from the states, reviewing and monitoring induction of foodgrains in difficult areas viz. Assam/ NE and J&K, Sikkim, etc., and other critical areas identified from time to time and organizing review meetings as and when required, follow up action with railways, on matters related to the imposition of restrictions on the movement of foodgrains in accordance with central orders issued by the central government, priority schedule of booking of traffic in railways and all other matters related to the movement of foodgrains by the railways. The section also maintains statistics regarding movement of indigenous foodgrains on FCI account from surplus to deficit states and calling for data from FCI office. It also prepares disaster management plan, emergency support function plan providing emergency support to the Ministry of Home Affairs in the event of natural or man-made disasters such as drought, flood, cyclones, riots, epidemic etc., crisis management plan (CMP). All other matters such as parliament questions, RTI etc.

Movement II

The section deals with the coordination regarding the positioning of gunny bales for FCI and state agencies, matters relating to meetings and committees, etc. regarding movement of foodgrains/sugar and storage godowns of State Govts. & FCI, audit objections relating to transit losses, demurrage, wharfage, etc. paid by FCI to railways during transportation, taking action on the recommendations of the parliamentary and other committees, correspondence with railways for the shortage of foodgrains in

transit, liaising with railway board, zonal and port trust, railway authorities, state governments and FCI, coastal movement of foodgrains for internal consumption excluding its financial aspects and cost factors, assistance in rail movement of food grains for export, railway freight rates and distances etc, five year plans in respect of movement of foodgrains, representation on committees etc. set up by the central government from time to time, maintenance of railway gazette/notifications on movement restrictions etc. circulars and rate advice received from railways, missing foodgrains/ gunny bales wagons, parliament questions, RTI etc.

Vigilance

Vigilance section deals with the work related to vigilance matters pertaining to the DFPD, PSU's (FCI, CWC, erstwhile CRWC), WDRA and other attached offices.

Vigilance section is headed by Joint Secretary level Chief Vigilance Officer (CVO), a Deputy Secretary, an Under Secretary and a Desk Officer, besides four ministerial staff. The Vigilance Administration in two Schedules 'A' PSU viz. FCI and CWC under this Department are headed by full time JS level CVOs based in the respective headquarters at Delhi. In both PSUs, there are full- fledged Vigilance Departments, with dedicated hierarchy, overseeing the Vigilance aspects of FCI & CWC. In other out stationed subordinate offices, a suitable senior officer is entrusted with the work of Vigilance Administration. The Vigilance Establishment follows the guiding principles prescribed by Central Vigilance Commission (CVC), and the instructions issued from time to time. Currently, the focus is on participative vigilance i.e., inclusion of layman particularly beneficiaries of subsidized food grains and others stake holders of PDS i.e., PDS machinery both in state and Central Govt. are being encouraged to adopt proactive approach. Stress on the principle of preventive rather than punitive is being laid and to address the faulty systems and procedural flaws which permit acts of omission and commission. The work is allocated among the sections AVU-I and AVU-II.

AVU I

The sections deal with the board level vigilance matters of PSUs - FCI, CWC, CRWC and Regulatory Authority – WDRI.

AVU II

The section deals with the vigilance matters pertaining to DFPD, NSI Kanpur, IGMRI, QCCs/CGAL.

Schemes involved:

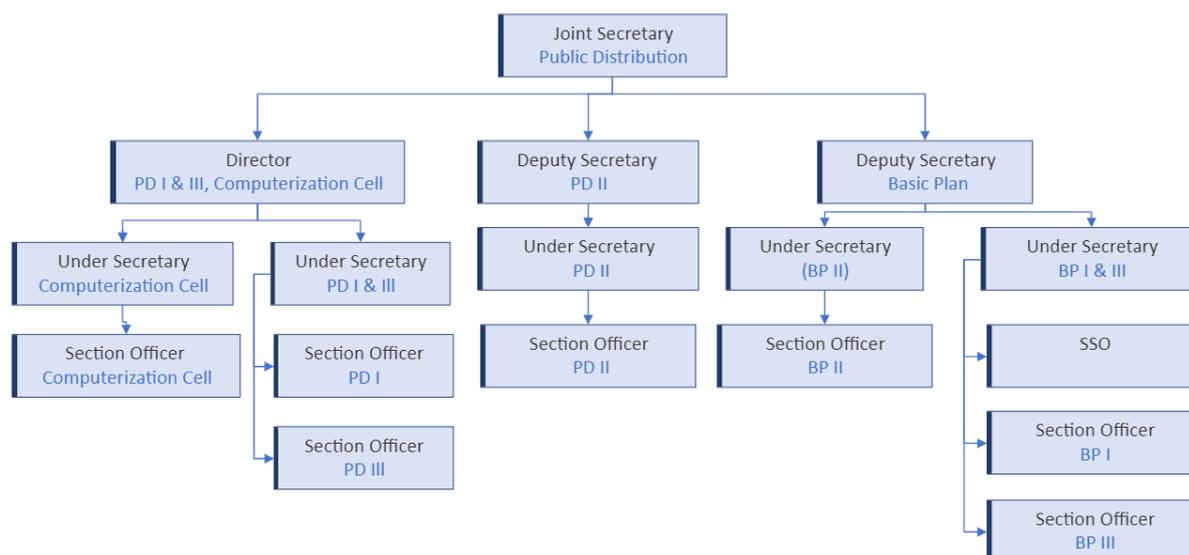
- Open Market Sale Scheme: Food Corporation of India sells surplus stocks of wheat and rice under Open Market Sale Scheme (Domestic) at pre-determined prices through e-auction in the open market from time to time to enhance the supply of

food grains, especially wheat during the lean season and thereby moderate the open market prices specially in the deficit regions.

- Hill Transport Subsidy (HTS) Scheme: In order to eliminate duplicacy of reimbursement claims under HTS & NFSA, this Department vide letter dated 25.09.2017 has discontinued HTS Scheme w.e.f 01.04.2017 as reimbursement of these is being done under NFSA.

4.7. Basic Plan & Public Distribution Division

Figure 18: BP & PD Division



4.7.1. Basic Plan (BP)

The DFPD makes allocation of food grains to States/UTs under Targeted Public Distribution System (TPDS) & Other Welfare Schemes (OWS) and maintains their offtake record. The department makes allocation of food grains at BPL and NFSA prices for the welfare schemes implemented by various Ministries/Departments of the Government of India as well as State Governments/UTs and is handled in the division as under:

BP-I

The section deals with buffer stocking policy of foodgrains, review of all India stock position of foodgrains in Central Pool in the context of requirements under buffer stocking policy and for various policy aspects, collection/ compilation of monthly statistical data pertaining to procurement, stocks, allocation, and offtake of foodgrains from Central Pool, from FCI, Ministry of Agriculture, concerned sections in DFPD. It also prepares monthly foodgrains bulletin containing statistical data on procurement, stock position, offtake of foodgrains and other important aspects concerning foodgrains. Updation of monthly foodgrains Bulletin in coordination with NIC. Supply of data on

stocks and offtake of foodgrains under PDS to PM's Office, Planning Commission, Reserve Bank of India, etc.

BP-II

The section deals with the formulation of policy, processing of proposals and any disputes regarding allocation of rice and wheat to Defence Services/ paramilitary forces (BSF/CRPF/ITBP). It also handles the allocation of foodgrains for various welfare schemes implemented by various Ministries/Departments like PM Poshan Shakti Nirman (PM POSHAN) Scheme (erstwhile Mid-Day Meal) to Ministry of Education, Wheat Based Nutrition Program, Scheme for Adolescent Girls to Ministry of Women and Child Development, SGRY, Natural Calamities/flood/drought, National Food for Work Program for Ministry of Rural Development. Also, allocation of foodgrains made by the DFPD in respect of SC/ ST/ OBC Hostels/ Welfare Institutions, 5% additional allotment to Welfare Institutions, Emergency Feeding Program, Annapurna Scheme and other related matters in addition to establishment/monitoring/allocation of foodgrains in respect of Village Grain Banks. Allocation of food grain as humanitarian aid to countries like Bhutan. It also handles the other matters such as court cases relating to Welfare Schemes, RTI, audit objections, parliament questions and other related matters etc.

BP-III

The section deals with the all the matters related to TPDS/PDS such as policy matters regarding allocation of foodgrain, processing and compilation of demands including additional demands of foodgrains, furnishing of material/ information for Annual Report, Budget/ Performance Budget, Annual Action Plan/ Economic Editors Conference etc., review of foodgrains offtake, parliament questions, audit objections, VIP references etc.

The BP division allocates foodgrains through various ministries for their schemes as under:

- a) PM Poshan Shakti Nirman (PM POSHAN) Scheme (Erstwhile Mid-Day Meal Scheme)
- b) Wheat Based Nutrition Programme (WBNP)
- c) Welfare Institutions and Hostels Scheme
- d) Annapurna Scheme
- e) Scheme for Adolescent Girls [Earlier known as Rajiv Gandhi Scheme for Empowerment of Adolescent Girls (RGSEAG) – 'SABLA']

4.7.2. Public Distribution (PD)

The Public Distribution System (PDS) evolved as a system of management of scarcity through distribution of food grains at affordable prices. Over the years, PDS has become an important part of Government's policy for management of food economy

in the country. PDS is operated under the joint responsibility of the Central and the State Governments. The Central Government, through Food Corporation of India (FCI), has assumed the responsibility for procurement, storage, transportation, and bulk allocation of food grains to the State Governments. The operational responsibility including allocation within State, identification of eligible families, issue of Ration Cards and supervision of the functioning of Fair Price Shops (FPSs) etc., rest with the State Governments.

Under the PDS, presently the commodities namely wheat, rice, sugar, and kerosene are being allocated to the States/UTs for distribution. Some States/UTs also distribute additional items of mass consumption through the PDS outlets such as pulses, edible oils, iodized salt, spices, etc. Over the years the PDS in the country has evolved as under:

Figure 19: Evolution of PDS over period



Schemes related to PD:

- a) Scheme on Integrated Management of Public Distribution System (Implementation of One Nation One Ration Card (ONORC) plan for nation-wide portability of ration cards under National Food Security Act, 2013 (NFSA))
- b) Strengthening of PDS Operations
The Ministry is focusing on strengthening the PDS across the country through trainings and evaluation & Monitoring. The two components of the scheme are: PDS-Training and PDS- Evaluation, Monitoring and Research Project.
- c) Centrally Sponsored Pilot Scheme on "Fortification of Rice & its Distribution under Public Distribution System"

Grievance Redressal Mechanism and Monitoring

Under the PDS there is the grievance redressal mechanism comprising of the below mentioned components:

- Grievance Redressal Mechanism
- District Grievance Redressal Officer
- State Food Commission
- Social Audits
- Vigilance Committees

The work in the division is divided amongst sub-sections as under:

PD I

The PD I section deals with the framing & modification of the PDS policy, important matters related with existing PDS policy, Advisory Council of PDS, Central Sector

Scheme on Training Research and Monitoring (TRM) to strengthen PDS and clearance of proposals received under TRM and its monitoring. Other works such as VIP references, parliament questions, matter raised under Rule 377, RTI etc.

PD II

The PD II section deals with the public grievances related to PD, implementation of TPDS in States/ UTs. It also monitors the functioning of PDS, pilot project on smart card on TPDS and statistical monitoring of TPDS in States/ UTs on monthly and yearly basis. It liaisons with National Informatics Centre (NIC) for computerization of data and maintenance of an up to date database on TPDS. It also handles the matters related to VIP references, RTI, communications received from PMO, Planning Commission, Cabinet Secretariat, CACP, etc. and follow up action on the weekly reports received from Intelligence Bureau. All the grievances related matters on the CPGRAM portal, INGRAM portal and RTI portal are received by the section and channeled to the concerned division/state for redressal.

PD III

The PD III section deals with the awarding of contract to Monitoring Institutions(MI) for evaluation studies of implementation of NFSA, release of financial assistance to Institute of Food Security (IFS), Gurugram (FCI)/ States/UTs for conducting training programs, parliament questions, VIP references, audit paras, material for Annual Report, RTI etc.

PD Computerization

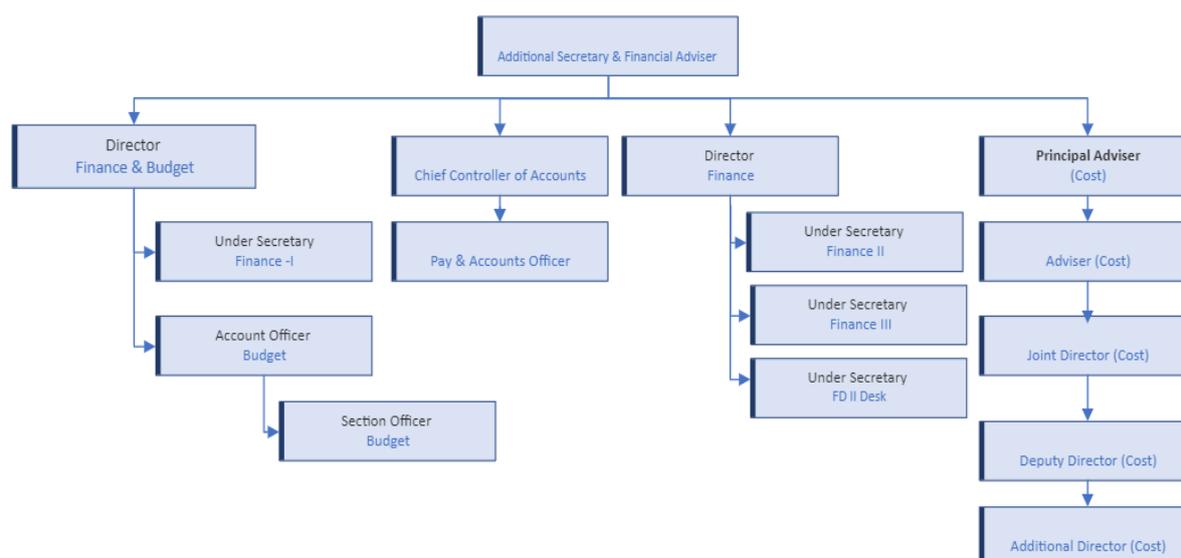
The PD computerization section deals with the computerization of the Public Distribution by implementing the Integrated Management of Public Distribution System (IM-PDS). It releases the funds to all States/UTs under the IMPDS scheme. It is responsible for the implementation of scheme on "End to end Computerization of TPDS Operations" and issues advisory/guidelines on the implementation of schemes. It releases the funds for CPMU team for the implementation of schemes, hired manpower, and hardware under IMPDS. It also handles the issues related to Fair Price Shop (FPS) Automation/ electronic Point of Sale (ePoS) installation and Annavitran Portal regarding the issues related to the settlement of distribution of foodgrains. It prepares the notes, briefs on ONORC and PDS reforms. The section handles other matters such as RTI, court cases etc.

4.8. Finance, Budget, and Accounts Division

The Integrated Finance Division

The Integrated Finance Division of the Ministry of Consumer Affairs, Food & Public Distribution (Department of Food & Public Distribution) is headed by a Special/Additional Secretary & Financial Adviser.

Figure 20: Finance, Budget & Accounts Division



The work in the division is divided amongst sub-sections as under:

Budget

The section deals with the scrutiny, consolidation, compilation of materials for Revised Estimate (RE) & Budget Estimate (BE), sending it to MoF for pre-budget discussion, preparation, and finalization of SBE (Final), finalization of Detailed Demand for Grants (DDG), internal allocation of Budget Grants among different unit/division of the Department. It also handles the matters relating to Fiscal Responsibility and Budget Management (FRBM) Act, Re-appropriation of funds, supplementary demands for grants, Parliamentary Standing Committee, advance from contingency fund of India, Cash Management System, opening of new heads/sub-heads, surrender of savings, Audit Para, Appropriation Accounts (Stage I, II, III, IV), parliament questions, explanatory saving/excess notes, explanatory notes on demands and SBE related reports/annexure/appendix, fund availability certificate – Computer Adv./ HBA, I&EBR /Government Guarantee, asset register, North-eastern Area Expenditure report, RTI Matters, FCI Matters etc.

Finance-I

The section deals with the proposal pertaining to procurement and issue prices of foodgrains, proposals received from the Policy Division, FC Division and IMPEX, proposal pertaining to release of subsidy to the FCI and the State Governments who undertake decentralized procurement of foodgrains, incidentals payable to state governments, and all administrative matters pertaining to FCI.

Finance-II

The section deals with the files from SDF section relating to vacation of charge, creation of charge, disbursement of SDF loans to sugar mills, issue of NOC to sugar mills for seeking loans from Banks/financial institutions and payment of agency commission to

IFCI/NCDC for their services. It also handles files from DS&VO relating to sugar subsidy to states for distribution of sugar to AAY families, examination and concurrence of various proposals of the sugar mills towards their claim with regard to various schemes like assistance to sugar mills, maintenance of buffer stock, transport subsidy etc., fixation of levy sugar prices from 2003 onwards, return of Bank Guarantee held by DFPD, payment of India's contribution to International Sugar Organisation, and concurrence for foreign visits to officials from the DS&VO. It also handles the files for Sugar Policy Division relating to CCEA/EFC notes relating to notification of various schemes announced for sugar sector, fixation of minimum price for purchase of sugarcane by the sugar mills.

FD-II Desk

The section deals with the proposals received from various divisions on appraisal/approval/evaluation of the scheme, release of funds, etc. on the end-to-end computerization of TPDS operations, IM-PDS, construction of storage godowns/silos, training programme under NFSA, publicity-cum-awareness campaign under TPDS, grant-in-aid to IGMRI, Hapur, financial assistance to NSI, Kanpur, grant-in-aid to WDRA, matters related to HVOC, CWC and recovery of dues under old schemes. It also handles the matters related to audit report/audit para, PAC paras, RTI etc.

FD -III

The section deals with the creation of posts in the Directorate of Sugar / NSI, Kanpur, conversion of temporary posts into permanent posts, extension of temporary posts, establishment matters of the Department/S&R Division, DVSO, matters related to foreign travel, GeM, travel relaxation on air tickets, coordination with DoE, hiring of accommodation, CPWD, contingent expenditure, economy measures and misc. references from other Ministries, coordination within finance division, proposals received from DFPD, field offices, and DSVO.

Procurement Incidental Cell Division

Procurement Incidental Cell was set up on 04.09.2008 under the Department of Food & Public Distribution. It is headed by Principal Adviser (Cost). It is manned by experienced officers of Indian Cost Account Service (ICoAS) and professional Cost Accountants. The main function of PI Cell is to finalize the actual procurement incidentals of various commodities like Wheat, Rice & Coarse grains, after discussions with the concerned State Governments. It adopts a transparent professional approach to examine, analyze & verify the claims and the financial data provided by the State Govt./State agencies to work out the Acquisition Cost for procurement under Central Pool and Economic Cost for quantity distributed under Decentralized Pool in respect of the said commodities. It is also rendering professional advice in finalization of Provisional Cost Sheets of DCP & Non-DCP States, settlement of subsidy claims of DCP

States. Further, the cell also examines and verify Central Assistance regarding Intra-State transportation expenditure, FPS dealers' margin and additional margin to State Governments under NFSA Act 2013. It is also assisting the Department of Food & Public Distribution in undertaking specific cost-based studies like determination of storage charges payable to CWC by FCI for storing the food grains in various states, storages charges payable to State Government, storage charges for storing of food grains in Silo Bags, review of milling charges etc. from time-to-time.

5. Capacity Requirements of the Department

5.1. Capacity required at the Individual Level

This section captures the roles and responsibility of the various divisions of the department. These requirements are crucial to carry on the daily tasks of the division. The requirements were identified by holding personal interviews, group discussions and meetings with all the officers/officials of the division. The division wise designations were covered and are detailed below.

Administration Division:

The table below enlists the roles and responsibilities of the administration division.

Table 3: Capacity requirement for Administration Division

| Role | Responsibilities | Requirements |
|---|---|---|
| Deputy Secretary | <ul style="list-style-type: none"> To monitor and implement all work related to the Establishment division, HR related matters. Consolidating the Demand for Grants of all the divisions. Supervising all work related to Coordination. Taking care of Infrastructure needs of all the divisions and coordination. Managing library and canteen. Overseeing the Parliament Questions. Facilitating the meeting of Consultative Committee | Team Management and Leadership |
| | | Establishment Rules-1 |
| | | Establishment Rules-2 |
| | | Human Resource Management |
| | | Public Grievance Redressal and RTI Resolution |
| | | Time Management |
| | | Planning & Coordination |
| Under Secretary (Admin. & General) | <ul style="list-style-type: none"> Coordination of Establishment Section – I, Establishment Section – II & Establishment Section – III. All work related to Coordination with other divisions. Monitoring the Receipts & Issue (R&I) related works and maintenance of cash and credit Transactions | Team Management and Leadership |
| | | Establishment Rules-1 |
| | | Establishment Rules-2 |
| | | Human Resource Management |
| | | Public Grievance Redressal and RTI Resolution |
| | | Time Management |
| | | Planning & Coordination |
| Under Secretary (Welfare & Parliament) | Monitoring and implementing all the work related to Welfare and R&I, compilation and coordination within division for Parliamentary | Team Management and Leadership |
| | | Establishment Rules-1 |
| | | Establishment Rules-2 |
| | | Human Resource Management |

| Role | Responsibilities | Requirements |
|---|--|---|
| | Question, organizing vaccination camps, self-defence, blood donation camps, art of living workshops and facilitation of card issue and renewal. | Public Grievance Redressal and RTI Resolution |
| | | Time Management |
| | | Planning & Coordination |
| Under Secretary (Admin Coordination) | Monitoring and implementing all the work related to coordination, administrative coordination matters and Inter-Ministerial coordination for parliament. | Team Management and Leadership |
| | | Establishment Rules-1 |
| | | Establishment Rules-2 |
| | | Human Resource Management |
| | | Public Grievance Redressal and RTI Resolution |
| | | Time Management |
| | | Planning & Coordination |
| Section Officer (AC) | All the AC related works. | Human Resource Management |
| | | Establishment Rules |
| | | Public Grievance Redressal RTI Resolution |
| | | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |
| | | Communication Skills |
| | | Stress Management Motivation |
| Section Officer (E-1) | All the works related to service matters, cash & credit transfer matters, issuing NOCs and other relevant documents, maintaining and updating service records, furnishing of vacancies and other relevant information, pay fixation related matters, reimbursement related matters, RTI related matters, data collection and maintenance, training and promotions. | Human Resource Management |
| | | Establishment Rules |
| | | Public Grievance Redressal RTI Resolution |
| | | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |
| | | Communication Skills |
| | | Stress Management Motivation |
| Section Officer (E-2) | All the works related to pension & retirement cases, payments & budgeting matters, coordination matters, establishments and disciplinary proceedings, RTI matters, court cases, website and report updating matters, medical | Human Resource Management |
| | | Establishment Rules |
| | | Public Grievance Redressal RTI Resolution |
| | | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |
| | | Communication Skills |

| Role | Responsibilities | Requirements |
|--|---|--|
| | and other allowance matters, reimbursements related accounting, recruitment related works, office administration matters. | Stress Management Motivation |
| Section Officer (General) | All the works related to work-detailing and bill payments, matters related to welfare of employees, and office Infrastructure related matters. | Human Resource Management |
| | | Establishment Rules |
| | | Public Grievance Redressal RTI Resolution |
| | | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |
| | | Communication Skills |
| | | Stress Management Motivation |
| Section Officer (Welfare) | All the works related to general welfare activities, benevolent funds, departmental office councils and related matters, health care, foreign visits and protocol, and departmental canteen. | Human Resource Management |
| | | Establishment Rules |
| | | Public Grievance Redressal RTI Resolution |
| | | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |
| | | Communication Skills |
| | | Stress Management Motivation |
| Section Officer (Cash) | All the works related to bill register maintenance, cash & credit transfers surveillance, sanction of funds, credit accounting and auditing, pension disbursement related matters, leaves and bonuses related works, maintenance of official accounts, travel bills, RTI matters, C&AG auditing assistance. | Human Resource Management |
| | | Establishment Rules |
| | | Public Grievance Redressal RTI Resolution |
| | | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |
| | | Communication Skills |
| | | Stress Management Motivation |
| Assistant Section Officer (Receipt & Issue) | All the works related to receipt/issue of dak maintenance of official accounts. | Human Resource Management |
| | | Establishment Rules |
| | | Public Grievance Redressal RTI Resolution |
| | | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |
| | | Communication Skills |
| | | Stress Management Motivation |
| Assistant Section Officer (Parliament) | All the works related to RTI matters, bill register maintenance, maintenance and updation of | Human Resource Management |
| | | Establishment Rules |
| | | Public Grievance Redressal |

| Role | Responsibilities | Requirements |
|--|--|---|
| | service records, assistance during parliamentary proceedings, and coordination with the ministry and employees within. | RTI Resolution GFR, GeM & PFMS e-Office, Noting & Drafting Communication Skills Stress Management Motivation |
| Assistant Section Officer (Library) | All the works related to library matters, records maintenance and data curation, and maintenance of bibliography & archives related to the department. | Human Resource Management Establishment Rules Public Grievance Redressal RTI Resolution GFR, GeM & PFMS e-Office, Noting & Drafting Communication Skills Stress Management Motivation |

Storage & PG Division

The table below enlists the roles and responsibilities of the Storage and PG division.

Table 4: Capacity requirement for Storage & PG Division

| Role | Responsibilities | Requirements |
|-------------------------|---|---|
| Director | <ul style="list-style-type: none"> Supervision and monitoring of the work of divisions. Implementing all the matters related to SILO, Private Entrepreneurs Guarantee (PEG) Scheme (construction of storage godowns in Public Private Partnership (PPP) mode through private entrepreneurs, CWC & SWCs), construction of FCI godowns etc. Grant allocation central sector scheme for the NE States | Matters related to Godown Construction Public Private Partnership (PPP) Project Appraisal and Management Teamwork & Leadership |
| Deputy Secretary | To guide and coordinate in all the matters pertaining to Warehousing Development and Regulatory Authority Act (WDRA), policy decision related to Food Corporation of India (FCI) and overseeing the coordination between storage I, II (deals with matters related to CWC, CRWC) and | Public Policy Induction Training Public Private Partnership (PPP) Project Appraisal and Management Coordination Skills Teamwork & Leadership |

| Role | Responsibilities | Requirements |
|---|---|-----------------------------------|
| | Storage III (deals with Silo, PEG, construction of FCI godowns) | |
| Under Secretary Storage-III | <ul style="list-style-type: none"> • Handling all the matters related to construction of Silo as well as conventional godowns, all the matters pertaining to Private Entrepreneurs Guarantee (PEG) Scheme, • Reviewing central sector scheme for construction of godown | Public Private Partnership (PPP) |
| | | Project Appraisal and Management |
| | | GFR, GeM & PFMS |
| | | Stress Management |
| | | Teamwork & Leadership |
| Under Secretary Storage (I & II) and Public Grievances | <p>Handling all the matters related to related to:</p> <ul style="list-style-type: none"> • Warehousing Development and Regulatory Authority Act (WDR), • Amendment in Central Ware Housing Corporation Act (CWC)/Central Railside Warehousing Company (CRWC) • Policy decision related to Food Corporation of India (FCI), • Coordination between storage I II and III, • Grievance of Pension, ration card, compassionate appointment (Sent it to concern division and then receive the reply and then take it to closure), • CPGRAM, INGRAM (Consumer affairs) portals | Public Policy for Good Governance |
| | | Public Private Partnership (PPP) |
| | | GFR, GeM & PFMS |
| | | Public Grievance Redressal |
| | | RTI Resolution |
| | | Stress Management |
| Teamwork & Leadership | | |
| Assistant Section Officer Storage-III | <ul style="list-style-type: none"> • All the work related to Central Sector Scheme for Northeast, Silos and PEG • Examine Detailed Project Report of proposals received from States/FCI on Central Sector Scheme for NE and fund monitoring. • Monitoring Physical and Financial progress, Feasibility and Fund Release • Appraisal of proposals and approval with Ministry of Finance (MOF), stakeholder & NITI Aayog | Public Private Partnership (PPP) |
| | | Project Appraisal and Management |
| | | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |
| | | Coordination Skills |
| | | Communication Skills |
| | | Stress Management |
| Motivation | | |
| Assistant Section Officer- | All the work related to HR related | Accounting & Auditing |

| Role | Responsibilities | Requirements |
|---|---|--|
| Storage-I | matters of CWC and CRWC, Board-level appointments in CWC & CRWC, Commercial matters of CWC, Fixation of Storage Charges, Matter related to IEBR/ CAPEX of CWC, CSR report of CRWC/ CWC, feeding information on Dashboard, Listing of CRWC on the Stock Exchange, Listing of CRWC on the Stock Exchange, RTI pertaining to subject matters. | Legal writing and drafting |
| | | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |
| | | Public Grievance Redressal RTI Resolution |
| | | Communication Skills |
| | | Coordination Skills |
| | | Stress Management Motivation |
| Assistant Section Officer-Storage-I | <ul style="list-style-type: none"> All the work related to Financial Matters of CWC, MOU between the Department and CWC & CRWC, Audit Para/ C&AG Para, Updating of material /information on website and sending information to BP Division pertaining to foodgrains bulletin, RTI pertaining to subject matters, VIP references, Court Cases, Retirement matters. All the work related to the Storage Division-Annual report of Department of Food, Miscellaneous matter from other Department /Sections including AC Section (To coordinate for Storage Division), Hindi Report, Parliament Matter and Reports related to SC&ST, PHDs, Industrial Disputes & Weeding out/ Recording of files, All matters relating to the construction of Godowns by CWC in the country & review of monthly progress report on construction activities, coordinate for Storage Division-E-Samiksha/ Cabinet Decision Reports | Accounting & Auditing |
| | | Legal writing and drafting |
| | | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |
| | | Public Grievance Redressal RTI Resolution |
| | | Communication Skills |
| | | Coordination Skills |
| Stress Management Motivation | | |
| Assistant Section Officer Storage-II | <ul style="list-style-type: none"> All the work related to the implementation and amendments of provisions of Warehousing (Development and Regulation) Act, 2007; administration and establishment of WDRA, which | Public Private Partnership (PPP) |
| | | Project Appraisal and Management |
| | | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |
| | | Coordination Skills |
| Communication Skills | | |

| Role | Responsibilities | Requirements |
|------|--|---|
| | <p>inter alia includes, appointment of Chairman, Members and Joint Secretary in WDRA, extension of tenure of the officers, notification of staff rules and amendments thereto, etc.; implementation and amendments of provisions of Warehousing (Development and Regulation) Act, 2007;</p> <ul style="list-style-type: none"> • Monitoring the implementation status of Transformation plan of WDRA – submission of monthly progress report to Secretary (F&PD); • Conducting meetings of Coordination Committee to oversee status of Transformation Plan of WDRA and other meetings in connection with activities of WDRA; • Preparation of Statement of Budget Estimates for WDRA and release of funds to the Authority; | <p>Stress Management Motivation</p> |

NFSA & NAC Division

The table below enlists the roles and responsibilities of the NFSA & NAC division.

Table 5: Capacity requirement for NFSA & NAC Division

| Role | Responsibilities | Requirements |
|-------------------------|--|--|
| Director | <ul style="list-style-type: none"> • Supervision and monitoring of the work of divisions such as Central Assistance to States/UTs for intra-state movement, handling food grains and FPS dealer margin, State Food Commission (SFC), Direct Benefit Transfer- Cash, allocation of funds and budget related matters of NFSA, PMGKY fund allocation, PMO References, VIP References, PQS of NFSA, Court cases. • Monitoring the DGQI: Coordination, IT-related matters | Monitoring skills |
| | | DGQI |
| | | Legal and Court Proceedings |
| | | Public Grievance Redressal RTI Resolution |
| | | Teamwork & Leadership Coordination skills |
| Deputy Secretary | To monitor and implement all work related to NAC, Development Action plan for SC/ST, Coordination with DONER, Output Outcome Monitoring Framework, Gender & Child | Monitoring skills |
| | | DGQI |
| | | Legal and Court Proceedings |

| | | |
|---|--|--|
| | Budgeting, Multi-Dimensional Poverty Index (MPI), Administration Coordination (AC) Division related coordination work, Public grievances/Parliament Questions and RTI cases of NFSA. | Public Grievance Redressal RTI Resolution Teamwork & Leadership Coordination skills |
| Under Secretary (NAC) | Dealing with the Output-Outcome Monitoring Framework (OOMF), DoNER, SC/ST, Gender budgeting, budget matters of NAC, Central Assistance to States and allocation issues, Central Assistance to States & UT's for intra-state movement, handling of foodgrains and FPS dealers margin, PMO and VIP references. | DGQI Gender Budgeting Legal and Court Proceedings GFR, GeM & PFMS Public Grievance Redressal RTI Resolution Teamwork & Leadership Monitoring & Evaluation |
| Under Secretary (NFSA) | Monitoring the Central Assistance (CA) for transportation from Godowns to FPS, States SFC matters, implementation of NFSA, allocation and revision in allocation to the states ,court cases, PMO/VIP reference/Parliamentary Questions (PQs), RTI, Audits and Website works. | Accounting & Auditing Gender Budgeting Legal and Court Proceedings GFR, GeM & PFMS Public Grievance Redressal RTI Resolution Teamwork & Leadership Monitoring & Evaluation |
| Section Officer (NFSA & NAC) | All the work related to the DGQI, public grievances matter, NFSA related works, court cases, PMO/VIP reference/PQs and RTI. | DGQI Gender Budgeting Legal writing and drafting Public Grievance Redressal RTI Resolution GFR, GeM & PFMS e-Office, Noting & Drafting Accounting & Auditing Monitoring & Evaluation Communication Skills |
| Assistant Section Officer NAC | All the work related to the DGQI, public grievances matter, NFSA related works, court cases, PMO/VIP reference/PQs and RTI. | DGQI Gender Budgeting Legal writing and drafting Public Grievance Redressal RTI Resolution GFR, GeM & PFMS e-Office, Noting & Drafting Accounting & Auditing Monitoring & Evaluation Communication Skills |
| | | DGQI |

| | | |
|---|---|--|
| Assistant Section Officer-1 & 2 NFSA | All the work related to the Central Assistance (CA) for transportation from Godowns to FPS, SFC matters, budget matters, Audit Paras, NFSA related works, , court cases, PMO/VIP reference/PQs and RTI. | Gender Budgeting |
| | | Legal writing and drafting |
| | | Public Grievance Redressal RTI Resolution |
| | | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |
| | | Accounting & Auditing |
| | | Monitoring & Evaluation |

IMPEX, SRA, EOP & IC Division

The table below enlists the roles and responsibilities of the IMPEX, SRA, EOP & IC division.

Table 6: Capacity requirement for IMPEX, SRA, EOP & IC Division

| Role | Responsibilities | Requirements |
|---|--|--|
| Deputy Secretary (IMPEX and IC, OL, ICT) | <ul style="list-style-type: none"> Monitoring and coordinating all the work related to • e-Office implementation such as digitization/ uploading of physical files in DFPD's e-Office portal, • Social media activities: handling dept.'s twitter account, Facebook, Instagram, Koo etc., • Procurement of GOV.IN domain for department and its organizations, • Monitoring department's website, ICT section work, • Import and export of food grain: Wheat and Rice • Providing humanitarian aid of wheat and rice to Ministry of External Affairs (MEA • Issues of Trade Policy • Public Stock Holding (PSH) • Pending court cases related to export issues of private companies of FCI • Appraisal of WFP Proposal for foodgrains • SAARC countries conference: Clearances for nominated officers, minister, financial | Import & Export with focus on Wheat & Rice |
| | | Social Media Management |
| | | Cyber-Security |
| | | Project Appraisal and Management |
| | | Budgeting and Accountability |
| | | Teamwork & Leadership |
| | | |

| Role | Responsibilities | Requirements |
|--|---|---|
| | <p>implications for the tour, clearance from IFD</p> <ul style="list-style-type: none"> • Coordinating International training of the officers • Handling all the matters of foreign delegates • Nodal for all the international matters related to the whole department. • Screening committee approvals of the proposal from WTO, International Grain Council, related budgeting to it • Monitoring Translation: English to Hindi and vice-versa • Parliament Questions, RTI Cabinet Note, standing committee, audit paras, office orders translation | |
| <p>Under Secretary (IMPEX & IC)</p> | <p>Monitoring and implementing all the work related to</p> <ul style="list-style-type: none"> • Humanitarian aid of wheat and rice to Ministry of External Affairs • Issues of Trade Policy • Public Stock Holding (PSH) • Meetings input for commerce department with WTO on export of foodgrains. • Pending court cases related to export issues of private companies of FCI • Appraisal of WFP Proposal for foodgrains • SAARC countries conference: Clearances for nominated officers, minister, financial implications for the tour, clearance from IFD • Coordinating International training of the officers • Handling all the matters of foreign delegates | <p>Import & Export with focus on Wheat & Rice</p> <p>Social Media Management</p> <p>Cyber-Security</p> <p>Project Appraisal and Management</p> <p>Budgeting and Accountability</p> <p>Teamwork & Leadership</p> |

| Role | Responsibilities | Requirements |
|--------------------------------|--|--|
| | <ul style="list-style-type: none"> • Nodal for all the international matters related to the whole department • Input/Examination on MoU of the related issues • Screening committee approvals of the proposal from WTO, International Grain Council, related budgeting to it | |
| Under Secretary (ICT) | <p>Monitoring and implementing all the work related to</p> <ul style="list-style-type: none"> • Launch of Ministry's Dashboard • Posting approved material from respective divisions on social media handling for the department, maintaining you tube channel • Purchasing Digital Signature Certificate (DSC) through GeM • Website Maintenance of the department • Coordination of training sessions conducted by NIC on new features • E-Office, E-Governance and Digital Signatures | <p>Social Media Management</p> <p>Cyber-Security</p> <p>GFR, GeM & PFMS</p> <p>Coordination Skills</p> <p>E-Governance</p> <p>Teamwork & Leadership</p> <p>Stress Management</p> <p>Motivation</p> |
| Assistant Director (OL) | <p>Monitoring and implementing all the work related to</p> <ul style="list-style-type: none"> • Translation: English to Hindi and vice-versa • Promotion in the usage of the national language in the department • Ensuring the implementation of Hindi in subordinate offices • Implementing the Hindi | <p>Hindi language skills and vice-versa</p> <p>GFR, GeM & PFMS</p> <p>Coordination Skills</p> <p>Teamwork & Leadership</p> <p>Stress Management</p> <p>Motivation</p> |

| Role | Responsibilities | Requirements |
|--|--|--|
| | Protsahan Yojana <ul style="list-style-type: none"> Cabinet Note, standing committee, audit paras, office orders translation | |
| Section Officer (IMPEX) | All the works related to import and export of food grain: Wheat and Rice, providing humanitarian aid of wheat and rice to Ministry of External Affairs, Issues of Trade Policy, Public Stock Holding (PSH), meetings input for commerce department with WTO on export of foodgrains, pending court cases related to export issues of private companies of FCI, appraisal of WFP Proposal for foodgrains | Import & Export with focus on Wheat & Rice |
| | | Project Appraisal and Management |
| | | Legal writing and drafting |
| | | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |
| | | Coordination Skills |
| Section Officer (IC) | All the works related to SAARC countries conference: clearances for nominated officers, minister, financial implications for the tour, clearance from IFD, international training of the officers, input/examination on MoU of the related issues, screening committee approvals of the proposal from WTO, International Grain Council, related budgeting to it, nodal for all the international matters related to the whole department, handling all the matters of foreign delegates. | Communication Skills |
| | | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |
| | | Stakeholder Management |
| | | Communication Skills |
| | | |
| Assistant Section Officer (ICT) | All the works related to the preparation for the launch of Ministry's Dashboard, posting approved material from respective divisions on social media handling for the department maintaining you-tube channel, purchasing DSC through GEM, website maintenance, coordination of training sessions conducted by | Social Media Management |
| | | Cyber-Security |
| | | GFR, GeM & PFMS |
| | | Communication Skills |
| | | e-Office |
| | | Noting & drafting |
| Coordination Skills | | |

| Role | Responsibilities | Requirements |
|---|---|--|
| | NIC on new features, E-Office, E-Governance, Digital Signatures. | |
| Assistant Section Officer (IC) | All the works related to SAARC countries conference: clearances for nominated officers, minister, financial implications for the tour, clearance from IFD, international training of the officers, input/examination on MoU of the related issues, screening committee approvals of the proposal from WTO, International Grain Council, related budgeting to it, nodal for all the international matters related to the whole department, handling all the matters of foreign delegates. | Noting & drafting |
| | | GFR, GeM & PFMS |
| | | e-Office |
| | | Coordination Skills |
| | | Stakeholder Management |
| | | Communication Skills |
| Deputy Secretary (SRA & EOP) | Monitoring and coordinating all the work related to <ul style="list-style-type: none"> • Administrative matters of S&R Division. • Establishment matters in respect of all non-Secretariat Gr. A & B., Gr. C posts at HQ and Jr. Accountant-cum-Storekeeper in QCC Offices. • All policy and technical matters related to IMC and Vegetable Oil wing of DSVO • Policy matters relating to Edible Oils • Matters related to HVO | Import & Export with focus on Edible Oil |
| | | Supply chain of Sugar and Vegetable Oil |
| | | Teamwork & Leadership |
| Under Secretary (SRA) | Monitoring and implementing all the work related to <ul style="list-style-type: none"> • Administration of 11 offices of the Quality Control Cell (QCC) at Bhopal, Bengaluru, Pune, Hyderabad, Lucknow, Bhubaneshwar, Kolkata, Patna, Guwahati, Chennai, Delhi • Administration of 3 offices of Indian Grain Management Research Institute (IGMRI) at Hapur, Ludhiana and Hyderabad | Recruitment Policy |
| | | GFR, GeM & PFMS |
| | | Coordination Skills |
| | | Teamwork & Leadership |
| | | Stakeholder Management |
| | | Stress Management Motivation |

| Role | Responsibilities | Requirements |
|------|---|--------------|
| | <p>Admin work such as leaves paternity, maternity. medical bills</p> <ul style="list-style-type: none"> • Handles all establishment matters in respect of: <ol style="list-style-type: none"> I. All non-Secretariat Group A and Group B (both Gazetted and non-gazetted posts in SGC, IGMRI, QCC as well as at Headquarters. II. Group C posts at Headquarters. III. Junior Accountant-cum Storekeepers in SGC offices. • Creation/Extension of all posts of S&R Division (Group A, B, C and D), Cadre review of the organization. Framing of Recruitment Rules and amendment thereto in respect of all posts of S&R Division (Group A, B,C & D), Appointments/ promotions. Medical examination and verification of character antecedents. • Fixation of pay VII. Posting & Transfers. Grant of increments, leave and LTC etc. Grant of advances (except House Building Advance) Reimbursement of medical claims in respect of Headquarters and all cases where approval of Headquarters is required. Maintenance of personal files, service books and leave accounts. • Review at the age of 50 and 55 years or on completion of 30 years' service. Finalisation of pension cases in respect of Officers at Headquarters. Maintenance of quota and | |

| Role | Responsibilities | Requirements |
|--------------------------------------|---|---------------------------------|
| | <p>communal rosters.</p> <p>Movable and immovable property returns.</p> <p>Forwarding of applications to UPSC/SSC and other Departments/ Organisations as the case may be. Grant of honorarium /fee etc.</p> <p>Circulation of vacancies of other Departments in cases where, only officers of S&R Division are eligible.</p> | |
| Deputy Commissioner (S&R) | Monitoring the work related to the quality of foodgrains during procurement, storage, distribution, scientific storage and preservation of foodgrains by FCI/CWC/CRWC/State Agencies and SWC's, surprise check of food storage depots/warehouses/rice mills/rail or truck head and FPS's, overall operations of all offices of QCC/CGAL, and applied research such as millet procurement, pesticide research, shelf-life study of millets. | Monitoring & Evaluation |
| | | GFR, GeM & PFMS |
| | | Coordination Skills |
| | | Teamwork & Leadership |
| | | Stakeholder Management |
| | | Stress Management Motivation |
| Assistant Director (QCC) | Monitoring and implementing the work related to the quality of foodgrains during procurement, storage, distribution, scientific storage and preservation of foodgrains by FCI/CWC/CRWC/State Agencies and SWC's, surprise check of food storage depots/warehouses/rice mills/rail or truck head and FPS's, overall operations of all offices of QCC/CGAL, and applied research such as millet procurement, pesticide research, shelf-life study of millets. | Monitoring & Evaluation |
| | | GFR, GeM & PFMS |
| | | Coordination Skills |
| | | Teamwork & Leadership |
| | | Stakeholder Management |
| | | Stress Management Motivation |
| Section Officer (S & I) | All the works related to procurement of IGMRI/QCC | Noting & drafting |
| | | GFR, GeM & PFMS |

| Role | Responsibilities | Requirements |
|---|---|----------------------------|
| Storage & Inspection | offices, report to Vigilance section, Hindi section, medical bills up to 25, 000 processing from IGMRI/QCC, TA/DA for travel bills of IGMRI/QCC for counter signing, long term/short term trainings. | e-Office |
| | | Public Grievance Redressal |
| | | RTI Resolution |
| | | Coordination Skills |
| | | Communication Skills |
| Assistant Section Officer (S & I) Storage & Inspection | All the works related to procurement of IGMRI/QCC offices, report to Vigilance section, Hindi section, medical bills up to 25, 000 processing from IGMRI/QCC, TA/DA for travel bills of IGMRI/QCC for counter signing, long term/short term training. | Stress Management |
| | | Motivation |
| | | Noting & drafting |
| | | GFR, GeM & PFMS |
| | | e-Office |
| | | Public Grievance Redressal |
| | | RTI Resolution |
| Coordination Skills | | |
| Communication Skills | | |
| Stress Management | | |
| Motivation | | |

Policy & FCI Division

The table below enlists the roles and responsibilities of the Policy & FCI division.

Table 7: Capacity requirement for Policy & FCI Division

| Role | Responsibilities | Requirements |
|---|---|-----------------------------|
| Director (Policy 2, Policy 3&FC 3) | <ul style="list-style-type: none"> Supervision and monitoring of the work of divisions. Policy formulation for procurement and distribution of coarse grain, arranging packaging material for all type of foodgrains. Handling Labour issues of FCI and Court cases on transportation and other FCI issues | Public Policy |
| | | Legal and Court Proceedings |
| | | Public Grievance Redressal |
| | | RTI Resolution |
| Deputy Secretary (Policy 1 & Policy 4) | <ul style="list-style-type: none"> To guide and coordinate Procurement of wheat and rice for central pool Meeting with state secretaries before every crop season for target setting of procurement of food grains. Facility for grain storage Managing the Centralized (16 states) and decentralized procurement system of reimbursement of bills for | Teamwork & Leadership |
| | | Public Policy |
| | | Legal and Court Proceedings |
| | | Public Grievance Redressal |
| RTI Resolution | | |
| Teamwork & Leadership | | |

| Role | Responsibilities | Requirements |
|--|---|--|
| | centralized and decentralized states. <ul style="list-style-type: none"> • Open market sales schemes (OMSS) • Policy on Disposal of damaged foodgrains • Schemes for state and private bodies for ethanol production | |
| Deputy Secretary (FC-1 & FC-2) | To guide and coordinate <ul style="list-style-type: none"> • Administrative matters and service matters of FCI which requires government approvals. • Amendment in FCI ACT/Rules • Revision of pay allowances. • Handling service matters related to Department of Public Enterprise • Financial Matters of FCI: Ways and means advance one year loan, short term and long-term loans, bonds issue and redemption. • Matters related to enhancement of authorized capital of FCI • Annual report and annual account of FCI • Parliament questions, VIP references | Establishment-1 |
| | | Establishment-2 |
| | | Public Grievance Redressal RTI Resolution |
| | | Teamwork & Leadership |
| Deputy Secretary (FC Accounts & Movement) | To guide and coordinate <ul style="list-style-type: none"> • Processing of Food Subsidy bills of DCP and Non-DCP states | Monitoring & Evaluation |
| | | Accounting & Auditing |
| | | Teamwork & Leadership |
| | | Coordination skills |

| Role | Responsibilities | Requirements |
|--|--|---------------------------------|
| | <ul style="list-style-type: none"> • Fixation of Procurement Incidental for wheat, rice, and coarse grains • Preparation of Disaster Management Plan/Emergency Support Function Plan/Crisis Management Plan • Coordination with the Railways regarding supply of Rakes/Wagons for loading of sponsored foodgrains, follow up action on matters relating to imposition of restrictions on movement of foodgrains in accordance with orders issued by the Central Government. • Complaints/representations from the States Governments/ State Agencies/UTs regarding inadequate movement of foodgrains to and from the states. • Coordination of Gunny bags for FCI and State Agencies. • Audit objections relating to transit losses, demurrage, wharfage. • Action on the recommendations of the Parliamentary and other Committees on the movement of foodgrains • Parliament questions, VIP references | Time Management |
| Director (Vigilance) | Monitors all the work related to vigilance clearance, handling of complaints, furnishing information. | Administrative Vigilance |
| | | Preventive Vigilance |
| | | Vigilance Proceedings |
| | | Critical thinking |
| | | Decision making |
| Under Secretary (Policy 3 and Policy 4) | Monitoring and implementing all the work related to <ul style="list-style-type: none"> • Procurement of coarse grains (Jowar, bajra, ragi & maize) • Arrangement of jute bags for states • Provision of advance subsidy to states in procurement of coarse grains. | Public Policy |
| | | GFR, GeM & PFMS |
| | | Coordination Skills |
| | | Teamwork & Leadership |
| | | Stress Management Motivation |

| Role | Responsibilities | Requirements |
|---|--|--|
| | <ul style="list-style-type: none"> • Open market sales schemes (OMSS) • Policy on Disposal of damaged foodgrains | |
| Under Secretary (Policy 2, FC 2, FC 3) | <p>Monitoring and implementing all the work related to</p> <ul style="list-style-type: none"> • Budget estimates like bank guarantee, cash credit limits, National Small Savings (NSS) loan other than food subsidies. • Annual Report of FCI to be laid out in parliament. • Foreign exchange budget proposal for FCI • Annual Action plan of FCI • Court cases pertaining to essential commodities. • FCI issues such as labour related matters, administrative and industrial disputes related to labour law issues. • Parliament questions, VIP references and audit matters. • Annual Report of FCI, • Foreign exchange budget proposal and • FCI proposal related to bank guarantee. | Public Policy |
| | | Legal and Court Proceedings |
| | | GFR, GeM & PFMS |
| | | Public Grievance Redressal RTI Resolution |
| | | Teamwork & Leadership |
| Under Secretary (Vigilance) | <p>Matter relating to vigilance viz. issue of vigilance clearance. Department and attached and subordinate offices, processing of complaints having vigilance angle, disciplinary proceedings, generation and maintenance of APARs, conduct of vigilance awareness week, etc.</p> | Administrative Vigilance |
| | | Preventive Vigilance |
| | | Vigilance Proceedings |
| | | Critical thinking |
| | | Decision making |
| Under Secretary (Policy 1) | <p>Monitoring and implementing all the work related to</p> | Public Policy |
| | | GFR, GeM & PFMS |

| Role | Responsibilities | Requirements |
|---|--|--|
| | <ul style="list-style-type: none"> • Procurement of wheat and rice for central pool • Meeting with state secretaries before every crop season for target setting of procurement of food grains. • Facility for grain storage • Managing the Centralized (16 states) and decentralized procurement system of reimbursement of bills for centralized and decentralized states. | Public Grievance Redressal RTI Resolution Coordination Skills |
| Under Secretary (FC 1) | Monitoring and implementing all the work related to <ul style="list-style-type: none"> • Administrative matters and service matters of FCI which requires government approvals. • Amendment in FCI ACT/Rules • Revision of pay allowances. • Handling service matters related to Department of Public Enterprise • Parliament questions, VIP references | Public Policy GFR, GeM & PFMS Public Grievance Redressal RTI Resolution Teamwork & Leadership Coordination skills |
| Under Secretary (Movement 1 & 2) | Monitoring and implementing all the work related to <ul style="list-style-type: none"> • Preparation of Disaster Management Plan/Emergency Support Function Plan/Crisis Management Plan | Disaster Management Plan Crisis Management Plan GFR, GeM & PFMS Public Grievance Redressal RTI Resolution Monitoring & Evaluation |

| Role | Responsibilities | Requirements |
|--|---|---|
| | <ul style="list-style-type: none"> • Coordination with the Railways regarding supply of Rakes/Wagons for loading of sponsored foodgrains, follow up action on matters relating to imposition of restrictions on movement of foodgrains in accordance with orders issued by the Central Government. • Complaints/representations from the States Governments/ State Agencies/UTs regarding inadequate movement of foodgrains to and from the states. • Coordination of Gunny bags for FCI and State Agencies. • Audit objections relating to transit losses, demurrage, wharfage. • Action on the recommendations of the Parliamentary and other Committees on the movement of foodgrains • Parliament questions, VIP references | Coordination Skills |
| Under Secretary (FC Accounts) | <p>Monitoring and implementing all the work related to</p> <ul style="list-style-type: none"> • Release of food subsidy to DCP and FCI states: AP, Chhattisgarh, Gujarat, Haryana, Jharkhand, Kerala, Maharashtra, Odisha, Telangana & Uttar Pradesh, Assam, Bihar, Jharkhand, Karnataka, Madhya Pradesh, Punjab, Rajasthan, Tamil Nadu, Uttarakhand, West Bengal & Tripura. • Release of food subsidy to FCI • Provisional Cost Sheet | <p>Financial Management</p> <hr/> <p>GFR, GeM & PFMS</p> <hr/> <p>Public Grievance Redressal RTI Resolution</p> <hr/> <p>Coordination Skills</p> <hr/> <p>OOMF, PFMS</p> <hr/> <p>RTI</p> <hr/> <p>VIP References</p> |

| Role | Responsibilities | Requirements |
|---|--|-----------------------------|
| | <ul style="list-style-type: none"> • OOMF, PFMS • Expenditure on incidentals (in case of rice) • Clearing the outstanding bills of the different ministries which procure foodgrains from FCI. • Misc. Work (other than State specific, OOMF, PFMS, Principles & Subsidy Claim Application Form (SCAN)) • Parliament questions, VIP references • RTI | Food subsidy |
| Senior Statistical Officer SSO (Control Room) | <p>All the work related to</p> <ul style="list-style-type: none"> • Data management for procurement of wheat and paddy all states. • Daily press release preparation • Daily sending matter for twitter handle for Policy-1. • Daily bulletin of progressive procurement for paddy/rice & wheat. • Monitoring and distributing reports to various divisions/ other departments/ministries. • Weekly Report Preparation • Website update with graphical diagrams and tabular representation. • Sending weekly procurement update to Crop Forecast Coordination Centre (CFCC) for CWWG meeting organized by the DES • Sharing weekly report to economic advisor | Data Driven decision making |
| | | Data Analytics |
| | | MS-Excel |
| | | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |
| | | Decision Making |
| | | Analytical Skills |
| | | Quantitative Skills |
| | | Time Management |
| | | Coordination Skills |
| Section Officer (Policy- 4) Additional charge Policy 3 | <p>All the work related to</p> <ul style="list-style-type: none"> • Policy implementation regarding sale of wheat/ Rice/Paddy in the open market and disposal of damaged foodgrains by FCI | Public Policy |
| | | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |
| | | Public Grievance Redressal |
| | | RTI Resolution |
| | | Coordination Skills |
| | | Motivation |

| Role | Responsibilities | Requirements |
|---|--|--|
| | <ul style="list-style-type: none"> Addressing Complaints from rural flour mills about non-availability of wheat with FCI Handling Claims of state governments about sub-standard/damaged food grains. Policy implementation regarding procurement of coarse grains, BT-will bags, fixation of gunny bag prices for procurement of rice. Pending cases of Hill Transport subsidy | Stress Management Motivation |
| Section Officer (Vigilance) | Handling all type of vigilance matters. | Administrative Vigilance Preventive Vigilance Vigilance Proceedings Critical thinking Decision making |
| Section Officer (Policy- 1) | All the work related to <ul style="list-style-type: none"> Policy implementation regarding procurement of food grains (wheat/rice). OPMS: Online procurement management system Matters related to signing of MoU with states for procurement by FCI, audit paras, and cabinet secretariate note. Court cases of DCP states | Public Policy GFR, GeM & PFMS e-Office, Noting & Drafting Public Grievance Redressal RTI Resolution Legal writing and drafting Coordination Skills Communication Skills |
| Section Officer (Movement -2 and Additional Movement -1) | All the work related to <ul style="list-style-type: none"> Preparation of Disaster Management Plan/Emergency Support Function Plan/Crisis Management Plan Coordination with the Railways regarding supply of Rakes/Wagons for loading of sponsored foodgrains, follow up action on matters relating to imposition of restrictions on movement of foodgrains in accordance with orders issued by the Central Government. Complaints/representations from the States Governments/ State | Disaster Management Plan Crisis Management Plan GFR, GeM & PFMS e-Office, Noting & Drafting Public Grievance Redressal RTI Resolution Monitoring & Evaluation Coordination Skills |

| Role | Responsibilities | Requirements |
|---|--|---|
| | <p>Agencies/UTs regarding inadequate movement of foodgrains to and from the states.</p> <ul style="list-style-type: none"> • Coordination of Gunny bags for FCI and State Agencies. • Audit objections relating to transit losses, demurrage, wharfage. • Action on the recommendations of the Parliamentary and other Committees on the movement of foodgrains • Parliament questions, VIP references | |
| <p>Section Officer (FC Accounts)</p> | <p>All the work related to</p> <ul style="list-style-type: none"> • Release of food subsidy to Assam, Bihar, Jharkhand, Karnataka, Madhya Pradesh, Punjab, Rajasthan, Tamil Nadu, Uttarakhand, West Bengal & Tripura. • Release of food subsidy to FCI • Provisional Cost Sheet • OOMF, PFMS • Expenditure on incidentals (in case of rice) • Clearing the outstanding bills of the different ministries which procure foodgrains from FCI. • Misc. Work (other than State specific, OOMF, PFMS, Principles & Subsidy Claim Application Form (SCAN)) • Parliament questions, VIP references • RTI | <p>Financial Management</p> <p>GFR, GeM & PFMS</p> <p>e-Office, Noting & Drafting</p> <p>Public Grievance Redressal</p> <p>RTI Resolution</p> <p>Coordination Skills</p> <p>OOMF, PFMS, Principles & SCAN)</p> <p>RTI matters</p> <p>VIP References</p> |
| <p>Assistant Section Officer (Policy -3)</p> | <p>All the work related to</p> <ul style="list-style-type: none"> • Policy implementation regarding procurement of coarse grains • Policy implementation regarding procurement of BT-will bags, fixation of gunny bag prices for procurement of rice. • Pending cases of Hill Transport subsidy | <p>e-Office, Noting & Drafting</p> <p>Public Grievance Redressal</p> <p>RTI Resolution</p> <p>Legal writing and drafting</p> <p>Coordination Skills</p> <p>Communication Skills</p> <p>GFR, GeM & PFMS</p> <p>PMO/VIP references</p> |

| Role | Responsibilities | Requirements |
|--|--|-----------------------------|
| | <ul style="list-style-type: none"> Matters regarding requirement of gunny/jute bags by FCI/State agencies | |
| Assistant Section Officer (Policy -4) | <p>All the work related to</p> <ul style="list-style-type: none"> Policy implementation regarding sale of wheat/ Rice/Paddy in the open market and disposal of damaged foodgrains by FCI Addressing Complaints from rural flour mills about non-availability of wheat with FCI Handling Claims of state governments about sub-standard/damaged food grains. | e-Office, Noting & Drafting |
| | | Public Grievance Redressal |
| | | RTI Resolution |
| | | Legal writing and drafting |
| | | Coordination Skills |
| | | Communication Skills |
| Assistant Section Officer (Policy -2) | <p>All the work related to</p> <ul style="list-style-type: none"> Court cases, grievances of handling transport of FCI. Updating information on E-Samiksha Portal Monitoring old court cases of levy on rice. Handling new audit paras | e-Office, Noting & Drafting |
| | | Public Grievance Redressal |
| | | RTI Resolution |
| | | Legal writing and drafting |
| | | Coordination Skills |
| | | Communication Skills |
| Assistant Section Officer (Vigilance) | <p>Handling all type of vigilance matters.</p> | Administrative Vigilance |
| | | Preventive Vigilance |
| | | Vigilance Proceedings |
| | | Critical thinking |
| | | Decision making |
| Assistant Section Officer (FC -2) | <p>All the work related to</p> <ul style="list-style-type: none"> Financial Matters of FCI: Ways and means advance one year loan, short term and long-term loans, bonds issue and redemption. Matters related to enhancement of authorized capital of FCI. Annual report and annual account of FCI Parliament questions, VIP references | Legal writing and drafting |
| | | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |
| | | Public Grievance Redressal |
| | | RTI Resolution |
| | | Coordination Skills |
| Assistant Section Officer (FC -3) | <p>All the work related to</p> <ul style="list-style-type: none"> Concurrent appointments of officers of the FCI. Statutory transfer of staff to the FCI and related policy matters. | Stress Management |
| | | Motivation |
| | | Communication Skills |
| | | Legal writing and drafting |
| Assistant Section Officer (FC -3) | <p>All the work related to</p> <ul style="list-style-type: none"> Concurrent appointments of officers of the FCI. Statutory transfer of staff to the FCI and related policy matters. | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |
| | | Public Grievance Redressal |
| | | RTI Resolution |

| Role | Responsibilities | Requirements |
|--|--|--|
| | <ul style="list-style-type: none"> • Implementation regarding sale of wheat/ Rice/Paddy in the open market and disposal of damaged foodgrains by FCI • Service matters of Food dept. transfer officers such as seniority, fixation of pay, leave salary, foreign service contribution, GPF, gratuity, pension, etc. • Matters concerning labour/ workers in FCI. • Representations from labour/ workers unions/ associations. • Industrial disputes raised by FCI employees or workers. • Parliament questions, legal matters. • Follow up action on the residuary audit inspection reports/ paras treated as settled from audit point of view. | Coordination Skills Stress Management Motivation Communication Skills |
| Assistant Section Officer-1 (Policy- 1) | All the work related to wheat procurement, arrangements for annual meetings for wheat procurement, fixation of central price issues of foodgrains for PDS/RPDS, standing committee matters, parliament questions, RTI. | e-Office, Noting & Drafting Public Grievance Redressal RTI Resolution Legal writing and drafting Coordination Skills Communication Skills GFR, GeM & PFMS PMO/VIP references Parliament Assurances |
| Assistant Section Officer-2 (Policy- 1) | All the work related to <ul style="list-style-type: none"> • Procurement of paddy/rice in Non-DCP States • Audit Paras/Reports pertaining to the section. • Annual meetings for arrangement of procurement of paddy/rice • WTO issues related to procurement of foodgrains. • PMO/VIP references | e-Office, Noting & Drafting Public Grievance Redressal RTI Resolution Legal writing and drafting Coordination Skills Communication Skills GFR, GeM & PFMS PMO/VIP references Parliament Assurances |
| Assistant Section Officer-3 (Policy- 1) | All the work related to <ul style="list-style-type: none"> • High Level Committee / Shanta Kumar Committee • procurement of pulses under Price Support Scheme (PSS)/Price | e-Office, Noting & Drafting Public Grievance Redressal RTI Resolution Legal writing and drafting Coordination Skills |

| Role | Responsibilities | Requirements |
|--|--|--|
| | Stabilization Fund (PSF) pertaining to DFPD <ul style="list-style-type: none"> References received from other Section(s)/Department(s) for various meetings. RTI, Public Grievances E-Samiksha Portal Procurement policy matters. | Communication Skills GFR, GeM & PFMS PMO/VIP references Parliament Assurances |
| Assistant Section Officer-4 (Policy- 1) | All the work related to <ul style="list-style-type: none"> Procurement of paddy/rice in DCP States Direct Payment to Farmers OPMS: Online procurement management system Court Cases pertaining to DCP States Matters relating to private players procurement/online procurement system. PMO/VIP references | e-Office, Noting & Drafting Public Grievance Redressal RTI Resolution Legal writing and drafting Coordination Skills Communication Skills GFR, GeM & PFMS PMO/VIP references Parliament Assurances |
| Assistant Section Officer-1 (FC- 1) | All the work related to standing committee matters related issues, file processing of the Board of Director appointment, consultative committee related appointments, administrative audit related matters, RTI, parliament questions, VIP references, and court cases. | Legal writing and drafting GFR, GeM & PFMS e-Office, Noting & Drafting Public Grievance Redressal RTI Resolution Coordination Skills Stress Management Motivation Communication Skills |
| Assistant Section Officer-2 (FC- 1) | All the work related to amendment in FC Act 1964, FCI staff regulation Act 1971 and appointment of officers on deputation, clarification on service matters-pay revision, promotion etc. RTI and VIP references. | Legal writing and drafting GFR, GeM & PFMS e-Office, Noting & Drafting Public Grievance Redressal RTI Resolution Coordination Skills Stress Management Motivation Communication Skills |
| Assistant Section Officer (Movement- 1) | All the work related to <ul style="list-style-type: none"> Preparation of Disaster Management Plan/Emergency Support Function Plan/Crisis Management Plan | Disaster Management Plan Crisis Management Plan GFR, GeM & PFMS e-Office, Noting & Drafting Public Grievance Redressal |

| Role | Responsibilities | Requirements |
|--|---|--|
| | <ul style="list-style-type: none"> • Coordination with the Railways regarding supply of Rakes/Wagons for loading of sponsored foodgrains, follow up action on matters relating to imposition of restrictions on movement of foodgrains in accordance with orders issued by the Central Government. • Complaints/representations from the States Governments/ State Agencies/UTs regarding inadequate movement of foodgrains to and from the states. • Coordination of Gunny bags for FCI and State Agencies. • Audit objections relating to transit losses, demurrage, wharfage. • Action on the recommendations of the Parliamentary and other Committees on the movement of foodgrains • Parliament questions, VIP references | <ul style="list-style-type: none"> RTI Resolution Monitoring & Evaluation Coordination Skills MS-Excel Communication Skills |
| Assistant Section Officer (Movement- 2) | <p>All the work related to</p> <ul style="list-style-type: none"> • Coordination of Gunny bags for FCI and State Agencies. • Audit objections relating to transit losses, demurrage, wharfage. • Action on the recommendations of the Parliamentary and other Committees on the movement of foodgrains • Parliament questions, VIP references | <ul style="list-style-type: none"> Disaster Management Plan Crisis Management Plan GFR, GeM & PFMS e-Office, Noting & Drafting Public Grievance Redressal RTI Resolution Monitoring & Evaluation Coordination Skills MS-Excel |
| Assistant Section Officer (FC Accounts) | <p>All the work related to release of subsidy to different assigned states.</p> | <ul style="list-style-type: none"> Financial Management GFR, GeM & PFMS e-Office, Noting & Drafting Public Grievance Redressal RTI Resolution Coordination Skills Communication Skills |

Basic Plan & Public Distribution Division

The table below enlists the roles and responsibilities of the Basic Plan & Public Distribution division.

Table 8: Capacity requirement for Basic Plan & Public Distribution Division

| Role | Responsibilities | Requirements |
|---|---|--|
| Deputy Secretary (BP) | Monitoring and coordinating all the work related to <ul style="list-style-type: none"> • Allocation of foodgrains approved by the NFSA division, • Maintaining the buffer stock of foodgrains at start of every quarter • Allocation of free foodgrains under the schemes • Allocation of foodgrains to the state for the hostels where there the SC/ST students are more than 2/3rd of the population. • Implementing rice fortification scheme (in phased manner). • Allocation of foodgrains to Defence, Paramilitary, and prisons at economic cost • RTI matters, public grievances. • IEC Activities • Compilation of food Bulletin | Allocation of foodgrains approved by the NFSA Division (They decide the rice/wheat ratio for each state) |
| | | Maintaining the buffer stock of foodgrains at start of every quarter |
| | | Allocation of free foodgrains under the schemes |
| | | Allocation of foodgrains to the state for the hostels where there the SC/ST students are more than 2/3rd of the population |
| | | Implementing rice fortification scheme (in phased manner) |
| | | Allocation of foodgrains to Défense, Paramilitary, and prisons at economic cost |
| | | RTI matters |
| | | Public Grievances |
| | | Monitoring IEC Activities |
| | | Monitoring the Compilation of food |
| Under Secretary (BP I & III) | Monitoring and implementing all the work related to <ul style="list-style-type: none"> • Maintenance of buffer stocks • Publication of food Bulletin • Allocation of food grains to NFSA beneficiary • RTI matters, public grievances. • IEC Activities • Compilation of food Bulletin | Maintenance of buffer stocks |
| | | Publication of food Bulletin |
| | | Allocation of food grains to NFSA beneficiary |
| | | Allocation of PMGKY/Special schemes |
| | | RTI matters |
| | | Public Grievances |
| | | Monitoring IEC Activities |
| Under Secretary (BP II) | Monitoring and implementing all the work related to <ul style="list-style-type: none"> • Allocation of food grains for PM Poshan • Publication of food Bulletin | Allocation of food grains for PM Poshan |
| | | Allocation of foodgrains to ICDS-Integrated Child Development Service Scheme |
| | | Allocation of food grains for Annapurna scheme (Rural) |

| Role | Responsibilities | Requirements |
|--|---|--|
| | <ul style="list-style-type: none"> • Allocation of foodgrains to ICDS- Integrated Child Development Service Scheme • Allocation of food grains for Annapurna scheme (Rural Development Ministry) • Allocation of food grains for Adolescent girls (erstwhile Sabla-WCD) • Allocation of food grains for SC/ST Hostels/Welfare Institutions/Jails/Prisons • Allocation of food grains for CAF- Central Armed Forces/ Defence Ministry • Implementation of Rice Fortification Scheme • RTI matters, public grievances. • IEC Activities • Compilation of food Bulletin | Development Ministry) Allocation of food grains for Adolescent girls (erstwhile Sabla-WCD) Allocation of food grains for SC/ST Hostels/Welfare Institutions/Jails/Prisons Allocation of food grains for CAF- Central Armed Forces/ Defence - Defense Ministry Implementation of Rice Fortification Scheme RTI matters Public Grievances IEC Activities Monitoring the Compilation of food Bulletin |
| Senior Statistical Officer (BP I) | Implementing all the work related to <ul style="list-style-type: none"> • Food Bulletin (including data collection from 16 sections in the dept., FCI and Agriculture Ministry) monthly. • Public Grievances/PMO/ VIP References • RTI matters. • Foodgrain Stocking Norms for central pool/Buffer stock | Compilation of Food Bulletin (Collect data from 16 sections in the dept., FCI and Agriculture Ministry) Monthly Exercise Public Grievances/PMO/ VIP References RTI Court Cases Regular Office Work Taking care of Foodgrain Stocking Norms for central pool/Buffer stock |
| Junior Statistical Officer (BP I) | All the work related to <ul style="list-style-type: none"> • Food Bulletin (including data collection from 16 sections in the dept., FCI and Agriculture Ministry) monthly. • Public Grievances/PMO/ VIP References • RTI matters. Foodgrain Stocking Norms for central pool/Buffer stock | Compilation of Food Bulletin (Collect data from 16 sections in the dept., FCI and Agriculture Ministry) Monthly Exercise Public Grievances/PMO/ VIP References RTI Court Cases Regular Office Work Taking care of Foodgrain Stocking Norms for central pool/Buffer stock |
| Section Officer (BP II) | All the work related to | Allocation of food grains for PM Poshan |

| Role | Responsibilities | Requirements |
|--|---|---|
| | <ul style="list-style-type: none"> • Allocation of food grains for PM Poshan Publication of food Bulletin • Allocation of foodgrains to ICDS- Integrated Child Development Service Scheme • Allocation of food grains for Annapurna scheme (Rural Development Ministry) • Allocation of food grains for Adolescent girls (erstwhile Sabla-WCD) • Allocation of food grains for SC/ST Hostels/Welfare Institutions/Jails/Prisons • Allocation of food grains for CAF- Central Armed Forces/ Defence Ministry • Implementation of Rice Fortification Scheme • RTI matters, public grievances. • IEC Activities • Compilation of food Bulletin | Allocation of foodgrains to ICDS- Integrated Child Development Service Scheme Allocation of food grains for Annapurna scheme (Rural Development Ministry) Allocation of food grains for Adolescent girls (erstwhile Sabla-WCD) Allocation of food grains for SC/ST Hostels/Welfare Institutions/Jails/Prisons Allocation of food grains for CAF- Central Armed Forces/ Defence - Defense Ministry Implementation of Rice Fortification Scheme RTI matters Public Grievances IEC Activities Monitoring the Compilation of food Bulletin |
| Section Officer (BP III) | All the work related to <ul style="list-style-type: none"> • Allocation of food grains for PM Poshan Publication of food Bulletin • Allocation of funds for IEC activities of the department and to state for the same • Additional allocation of foodgrains during natural calamities • RTI matters, public grievances, /PMO/ VIP References | Allocation of foodgrains to all the states Allocation of funds for IEC activities of the department and to state for the same Additional allocation of foodgrains during natural calamities RTI Public Grievances/PMO/ V |
| Assistant Section Officer 1 (BP II) | All the work related to <ul style="list-style-type: none"> • Pilot on rice fortification (Andhra Pradesh, Assam, Chhattisgarh, Gujarat, Jharkhand, Karnataka, Kerala Madhya Pradesh, and Maharashtra, • Scaling up of fortification of rice • Budget and Audit related matters, Inspections report | Pilot on rice fortification (Andhra Pradesh, Assam, Chhattisgarh, Gujarat, Jharkhand, Karnataka, Kerala Madhya Pradesh, and Maharashtra) Scaling up of fortification of rice Budget and Audit related matters, Inspections report Proposals from Development Partner Miscellaneous correspondence with NITI Aayog, QA&QC matters |

| Role | Responsibilities | Requirements |
|---|--|---|
| | <ul style="list-style-type: none"> • Proposals from Development Partner • Miscellaneous correspondence with NITI Aayog, QA&QC matters • Scheme for Adolescent Girls (SAG) and related matters- erstwhile known as SABLA - M/o WCD. • Parliamentary Questions/ Committees and CCEA Notes, PMO/VIP references, and court cases. | <p>Scheme for Adolescent Girls (SAG) and related matters- erstwhile known as SABLA - M/o WCD</p> <p>Parliamentary Questions/ Committees and CCEA Notes, PMO/VIP references</p> <p>Court Cases</p> |
| <p>Assistant Section Officer 2 (BP II)</p> | <p>All the work related to</p> <ul style="list-style-type: none"> • Pilot on rice fortification (Odisha, Punjab, Tamil Nadu, Telangana, Uttar Pradesh, and Uttarakhand) • Scaling up of fortification of rice • Hiring of consultants for rice fortification • Data Governance Quality Index (DGQI) • PM Ref Portal • Hindi Report • Miscellaneous correspondence with State Governments M/o Women & Child Development, D/o School Education and Literacy, FCI, BIS and FSSAI on fortification of rice • Allocation of foodgrains under Wheat Based Nutrition Programme (ICDS) and related matters. • Annapurna Scheme and related matters M/o Rural Development • Parliamentary Questions/ Committees and CCEA Notes, PMO/VIP references and court cases. | <p>Pilot on rice fortification (Odisha, Punjab, Tamil Nadu, Telangana, Uttar Pradesh and Uttarakhand)</p> <p>Scaling up of the fortification of rice,</p> <p>Hiring of consultants for rice fortification</p> <p>Data Governance Quality Index (DGQI)</p> <p>PM Ref Portal</p> <p>Hindi Report</p> <p>Miscellaneous correspondence with State Governments M/o Women & Child Development, D/o School Education and Literacy, FCI, BIS and FSSAI on fortification of rice</p> <p>Allocation of foodgrains under Wheat Based Nutrition Programme (ICDS) and related matters</p> <p>Annapurna Scheme and related matters-M/o Rural Development</p> <p>Parliamentary Questions/ Committees and CCEA Notes, PMO/VIP references</p> <p>Court Cases</p> |
| <p>Assistant Section Officer 3 (BP II)</p> | <p>All the work related to</p> <ul style="list-style-type: none"> • Allocation of foodgrains to Defence Services and related matters- M/o Defence • Allocation of foodgrains to Central Armed Police Forces/paramilitary | <p>Allocation of foodgrains to Defence Services and related matters- M/o Defence</p> <p>Allocation of foodgrains to Central Armed Police Forces/paramilitary and related matters-M/o Home Affairs</p> |

| Role | Responsibilities | Requirements |
|---|--|---|
| | and related matters-M/o Home Affairs | Welfare Institutions and Hostels Scheme and related matters |
| | <ul style="list-style-type: none"> • Welfare Institutions and Hostels Scheme and related matters • Allocation of foodgrains to jails/prisons • Allocation of foodgrains under PM- POSHAN (Erstwhile Mid-Day Meal Scheme) • Miscellaneous correspondence Ministry of Health and Family Welfare (M/o H&FW), Global Hunger Index • Maintenance of allocation data and Other Welfare Schemes • Compilation of Annual Report • Co-ordination on compilation of miscellaneous information • Parliamentary Questions/Committees and CCEA Notes, PMO/VIP references • RTI matters, and court cases. | Allocation of foodgrains to jails/prisons |
| | | Allocation of foodgrains under PM- POSHAN (Erstwhile Mid-Day Meal Scheme) |
| | | Miscellaneous correspondence Ministry of Health and Family Welfare (M/o H&FW), Global Hunger Index |
| | | Maintenance of allocation data and Other Welfare Schemes |
| | | Compilation of Annual Report |
| | | Public Grievances |
| | | RTI matters |
| | | Co-ordination on compilation of miscellaneous information |
| | | Parliamentary Questions/Committees and CCEA Notes, PMO/VIP references |
| | | Court Cases |
| Assistant Section Officer 1 (BP III) | <p>All the work related to</p> <ul style="list-style-type: none"> • Allocation of funds for IEC activities of the department and to state for the same • Miscellaneous work: Compile all the data of BP division for annual report. • RTI matters. | Allocation of funds for IEC activities of the department and to state for the same |
| | | Miscellaneous work: Compile all the data of BP division for annual report |
| | | Addressing the RTI |
| Assistant Section Officer 2 (BP III) | <p>All the work related to</p> <ul style="list-style-type: none"> • Allocation of funds to Arunachal Pradesh, AP, Goa, Haryana, J&K, Jharkhand, Karnataka, Kerala, Manipur, Meghalaya, Punjab, Tamil Nadu, UP, Puducherry, A&N Island, D&N Haveli, Daman & Diu, Chandigarh, Telangana • Addressing the Court cases of the mentioned states | Allocation of funds to Arunachal Pradesh, AP, Goa, Haryana, J&K, Jharkhand, Karnataka, Kerala, Manipur, Meghalaya, Punjab, Tamil Nadu, UP, Puducherry, A&N Island, D&N Haveli, Daman & Diu, Chandigarh, Telangana |
| | | Addressing the Court cases of the mentioned states |
| Assistant Section Officer 3 (BP III) | <p>All the work related to</p> <ul style="list-style-type: none"> • Allocation of funds to Assam, Bihar, Chattisgarh, Delhi, Gujarat, HP, MP, Maharashtra, Mizoram, | Allocation of funds to Assam, Bihar, Chattisgarh, Delhi, Gujarat, HP, MP, Maharashtra, Mizoram, Nagaland, Odisha, Rajasthan, Sikkim, Tripura, |

| Role | Responsibilities | Requirements |
|--|---|---|
| | Nagaland, Odisha, Rajasthan, Sikkim, Tripura, Uttarakhand, WB, Lakshadweep <ul style="list-style-type: none"> Addressing the Court cases of the mentioned states | Uttarakhand, WB, Lakshadweep Addressing the Court cases of the mentioned states |
| Director PD (I & III, Computer) | Supervision and monitoring of the work of divisions including food grains distribution under NFSA, One Nation One Ration Card (ONORC:) its implementation, real time database management and IEC activities, Fair Price Shop (FPS) modernization, concurrent evaluation of PDS through monitoring institutions (MI) such as IITs, IIMs etc. | Food grains Distribution under NFSA ONORC: One Nation One Ration Card and their IEC Activities PMGKY: Its implementation and its IEC FPS: Its modification and better experience for the user Concurrent Evaluation of PDS through ONORC Implementation and real time |
| Deputy Secretary (PD-II) | Monitoring and coordinating all the work related to CPGRAM portal, INGRAM portal and RTI portal. Also, PMO/VIP references, manual complaint and issues related to Parliament Rule 377, court cases. | Three portals: CPGRAM Portal for grievances: Send it to states, ask states for action taken report INGRAM Portal: Jago Grahak Jago: Addressing the PD complaints RTI Portal, appeals: Addressal of the issues PMO/VIP References/ Manual complaints/Addressing issues related to Parliament Rule 377 Issuing Advisories/guidelines to state regarding FPS shop, COVID related etc. Court Cases O&M Office Management |
| Under Secretary (PD I & III) | Monitoring all the work related to <ul style="list-style-type: none"> Policies related to distribution of foodgrains under NFSA. Policies related to partners WFP (Annapurta M/c-Grain ATM Pilot in Gurugram (Haryana) and Dehradun (Uttarakhand) and Microsave Consulting (MSC). Guidelines for advance lifting, home delivery of ration etc. Policies related to FPS transformation. RTI, PQ, VIP references. | Deal with policies related to distribution of foodgrains under NFSA for the states Deals with policies related to partners WFP (Annapurta M/c-Grain ATM Pilot in Gurugram (Haryana) and Dehradun (Uttarakhand) and Microsave Consulting (MSC) for pilots General guidelines for advance lifting, home delivery of ration etc miscellaneous issues Policies related to FPS transformation: Target is to transform 75 FPS in every |

| Role | Responsibilities | Requirements |
|--|---|--|
| | <ul style="list-style-type: none"> • Training to state officials on latest technology and its administrative work. • Handling Monitoring Institutions. | district for additional income generation, visits by senior officers in 5000 FPS for monitoring Cabinet notes RTI Parliament Questions/VIP References Deals with evaluation of PDS, by monitoring institutions (MI) on regional basis (2018-20) Preparation of TOR for MI's Reviewing the annual (for difficult states) and bi-annual reports Managing Training to state officials on latest technology and its administrative work Online training for officials on 6 modules: ONORC, NFSA, rice fortification, with WFP Evaluation Studies through institutes Dealing with residual matters such as van purchase, godown construction etc. |
| Under Secretary (Computerization) | Monitoring and implementing all the work related to implementation/fund release of Integration Management of Public Distribution System (IMPDS), ONORC and Central Project Management Unit (CPMU), RTI, PQ's and court cases. | Implementation/Fund Release of Integration Management of Public Distribution System (IMPDS) ONORC: Note/Brief preparation Fund release to Central Projec Liasioning with different Ministries and divisions Court Cases RTI Parliament Questions |
| Under Secretary (PD II) | Monitoring and implementing all the work related to CPGRAM portal, INGRAM portal and RTI portal. Also, PMO/VIP references, manual complaint and issues related to Parliament Rule 377, court cases. | Three portals: CPGRAM Portal for grievances: Send it to states, ask states for action taken report INGRAM Portal: Jago Grahak Jago: Addressing the PD complaints RTI Portal, appeals: Addressal of the issues PMO/VIP References/ Manual complaints/Addressing issues related to Parliament Rule 377 Issuing Advisories/guidelines to state |

| Role | Responsibilities | Requirements |
|--|---|---|
| | | regarding FPS shop, COVID related etc. |
| | | Court Cases |
| | | O&M Office Management |
| Section Officer (PD II) | All the work related to CPGRAM portal, INGRAM portal and RTI portal. Also, PMO/VIP references, manual complaint and issues related to Parliament Rule 377, court cases. | Three portals: CPGRAM Portal for grievances: Send it to states, ask states for action taken report |
| | | INGRAM Portal: Jago Grahak Jago: Addressing the PD complaints |
| | | RTI Portal, appeals: Addressal of the issues |
| | | PMO/VIP References/ Manual complaints/Addressing issues related to Parliament Rule 377 |
| | | Issuing Advisories/guidelines to state regarding FPS shop, COVID related etc. |
| | | Court Cases |
| | | O&M Office Management |
| Section Officer (Computerization) | All the work related to implementation/fund release of Integration Management of Public Distribution System (IMPDS), ONORC and Central Project Management Unit (CPMU), RTI, PQ's and court cases. | Implementation/Fund Release of Integration Management of Public Distribution System (IMPDS) |
| | | ONORC: Note/Brief preparation |
| | | Fund release to Central Project Management Unit (CPMU) for scheme implementation |
| | | Liasioning with different ministries and divisions |
| | | Court Cases |
| | | RTI |
| | | Parliament Questions |
| Assistant Section Officer (PD I) | All the work related to <ul style="list-style-type: none"> • Policies related to distribution of foodgrains under NFSA. • Policies related to partners WFP (Annapurta M/c-Grain ATM Pilot in Gurugram (Haryana) and Dehradun (Uttarakhand) and Microsave Consulting (MSC). • Guidelines for advance lifting, home delivery of ration etc. • Policies related to FPS transformation. | Deal with policies related to distribution of foodgrains under NFSA for the states |
| | | Deals with policies related to partners WFP (Annapurta M/c-Grain ATM Pilot in Gurugram (Haryana) and Dehradun (Uttarakhand) and Microsave Consulting (MSC) for pilots |
| | | General guidelines for advance lifting, home delivery of ration etc miscellaneous issues |
| | | Policies related to FPS transformation: |

| Role | Responsibilities | Requirements |
|--|--|--|
| | <ul style="list-style-type: none"> • RTI, PQ, VIP references. • Training to state officials on latest technology and its administrative work. | Target is to transform 75 FPS in every district for additional income generation, visits by senior officers in 5000 FPS for monitoring Cabinet notes RTI Parliament Questions/VIP References |
| Assistant Section Officer (PD III) | All the work related to with evaluation of PDS by monitoring institutions (MI) on regional basis (2018-20), reviewing the annual (for difficult states) and bi-annual reports and all the work related to monitoring institutions. | Deals with evaluation of PDS, by monitoring institutions (MI) on regional basis (2018-20). Preparation of TOR for MI's Reviewing the annual (for difficult states) and bi-annual reports Training to state officials on latest technology and its administrative work Online training for officials on 6 modules: ONORC, NFSA, rice fortification, with WFP Evaluation Studies through institutes Dealing with residual matters such as. |
| Assistant Section Officer (PD II) | All the work related to CPGRAM portal, INGRAM portal and RTI portal. Also, PMO/VIP references, manual complaint and issues related to Parliament Rule 377, court cases. | Three portals: CPGRAM Portal for INGRAM Portal: Jago Grahak Jago: Addressing the PD complaints RTI Portal, appeals: Addressal of the issues PMO/VIP References/ Manual complaints/Addressing issues related to Parliament Rule 377 Issuing Advisories/guidelines to state Court Cases O&M Office Management |
| Assistant Section Officer (Computerization) | All the work related to implementation/fund release of Integration Management of Public Distribution System (IMPDS), ONORC and Central Project Management Unit (CPMU), RTI, PQ's and court cases. | Implementation/Fund Release of Integration Management of Public Distribution System (IMPDS) ONORC: Note/Brief preparation Fund release to Central Project Management Unit (CPMU) for scheme implementation Liasioning with different ministries and divisions Court Cases RTI |

| Role | Responsibilities | Requirements |
|------|------------------|----------------------|
| | | Parliament Questions |

Finance, Budget, and Accounts Division

The table below enlists the roles and responsibilities of the Finance, Budget, and Accounts division.

Table 9: Capacity requirement for Finance, Budget and Accounts Division

| Role | Responsibilities | Requirements |
|--|---|---|
| Director (Finance and Budget) | Monitoring and implementing all the work related to budgeting for the different schemes under the department annually, distribution of funds under various heads, facilitating the audit related to the budget, release of funds (Provisional cost sheet [PCS] and final cost sheet) for states under DCP and Central pool, receipts & Issue (R&I), release of food subsidy to FCI and DCP states, release of central assistance to states (Under NFSA-States godown to FPS) and administrative and financial issues of FCI | Monitoring & Evaluation |
| | | Accounting & Auditing |
| | | Coordination Skills |
| | | Teamwork & Leadership |
| Under Secretary (Finance- I) | Monitoring and coordinating all the work related to release of funds (Provisional cost sheet [PCS] and final cost sheet) for states under DCP and Central pool, release of food subsidy to FCI and DCP states, release of central assistance to states (Under NFSA-States godown to FPS) and administrative and financial issues of FCI. | Accounting & Auditing |
| | | Supply chain of Sugar and Vegetable Oil |
| | | Legal and Court Proceedings |
| | | GFR, GeM & PFMS |
| | | Coordination Skills |
| | | Teamwork & Leadership |
| | | Stress Management Motivation |
| Under Secretary (Finance- II) | Monitoring and coordinating all the work related to approvals of Sugar Directorate File (6 schemes fund release, and Utilization Certificate for next year approval), approval of files related to SDF and SPF, and approval of files from Sugar Policy Division related to Cabinet Committee on Economic Affairs (CCEA)/Expenditure Finance Committee (EFC) notes. | Accounting & Auditing |
| | | Supply chain of Sugar and Vegetable Oil |
| | | Legal and Court Proceedings |
| | | GFR, GeM & PFMS |
| | | Coordination Skills |
| | | Teamwork & Leadership |
| | | Stress Management Motivation |

| Role | Responsibilities | Requirements |
|---|--|---|
| Under Secretary (Finance- III) | Monitoring and coordinating all the work related to financial approval of construction of any type by any division, financial approval of all procurement from GeM by any division, coordination with Department of Expenditure (DoE) and all matters related to deviation from GFR (General Financial Rules). | Accounting & Auditing |
| | | Supply chain of Sugar and Vegetable Oil |
| | | Legal and Court Proceedings |
| | | GFR, GeM & PFMS |
| | | Coordination Skills |
| | | Teamwork & Leadership |
| | | Stress Management Motivation |
| Under Secretary (FD-II Desk) | Monitoring and coordinating all the work related to financial approval of training under NFSA, grant in aid to IGMRI, NSI, WDRA, coordination, Examination and vetting of Audit Paras replies by the departments, coordination, Examination and vetting of Public Accounts Committee (PAC) replies by the departments and proposals received from the divisions pertaining to IM-PDS, Storage construction, etc. | Accounting & Auditing |
| | | Supply chain of Sugar and Vegetable Oil |
| | | Legal and Court Proceedings |
| | | GFR, GeM & PFMS |
| | | Coordination Skills |
| | | Teamwork & Leadership |
| | | Stress Management Motivation |
| Account Officer | All work related to budgeting for the different schemes under the department annually, distribution of funds under various heads, and facilitating the audit related to the budget. | Knowledge of Delegation of Financial Power Rules (DFPR) |
| | | Budgeting and Accountability |
| | | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |
| | | Coordination Skills |
| | | Communication Skills |
| Section Officer (Finance & Budget) | All work related to coordination of budget collection from all the divisions and allocating as per the availability in the finance division, and implementation of DFPR: Delegation of Financial Power Rules (DFPR). | Knowledge of Delegation of Financial Power Rules (DFPR) |
| | | Budgeting and Accountability |
| | | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |
| | | Coordination Skills |
| | | Communication Skills |
| Assistant Section Officer (Finance & Budget) | All work related to coordination of budget collection from all the divisions and allocating as per the availability in the finance division, and implementation of DFPR: Delegation of Financial Power Rules (DFPR). | Knowledge of Delegation of Financial Power Rules (DFPR) |
| | | Budgeting and Accountability |
| | | GFR, GeM & PFMS |
| | | e-Office |
| | | Noting & drafting |
| | | Coordination Skills |
| | | Communication Skills |

| Role | Responsibilities | Requirements |
|---|---|---|
| Assistant Section Officer (Finance-I) | All work related to release of funds (Provisional cost sheet [PCS] and final cost sheet) for states under DCP and Central pool, release of food subsidy to FCI and DCP states, release of central assistance to states (Under NFSA-States godown to FPS), and administrative and financial issues of FCI. | Knowledge of Delegation of Financial Power Rules (DFPR) |
| | | Budgeting and Accountability |
| | | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |
| | | Coordination Skills |
| | | Noting & drafting |
| | | Communication Skills |
| Assistant Section Officer (FD-II & FD-III) | All work related to financial approval of construction of any type by any division, financial approval of all procurement from GeM by any division, coordination with Department of Expenditure (DoE), matters related to deviation from GFR (General Financial Rules), financial approval of training under NFSA, grant in aid to IGMRI, NSI, WDRA, coordination, examination and vetting of Audit Paras replies by the departments, coordination, examination and vetting of Public Accounts Committee (PAC) replies by the departments, proposals received from the divisions pertaining to IM-PDS, Storage construction, etc. | Project Appraisal and Management |
| | | Budgeting and Accountability |
| | | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |
| | | Coordination Skills |
| | | Noting & drafting |
| | | Communication Skills |
| Joint Director (Cost) | Monitoring the costing and pricing and of below mentioned: <ul style="list-style-type: none"> Subsidy Claims sent by the states- (Examine, Analyse and Verify) Finalize the actual procurement incidentals of various commodities like Wheat, Rice & Coarse grains. To work out the Acquisition Cost for procurement under Central Pool Finalization of Provisional Cost Sheet Assisting the Department of Food & Public Distribution in undertaking specific cost-based studies | Project Appraisal and Management |
| | | Budgeting and Accountability |
| | | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |
| | | Coordination Skills |
| | | Noting & drafting |
| | | Communication Skills |
| Deputy Director (Cost) | Costing, pricing and of below mentioned: <ul style="list-style-type: none"> Subsidy Claims sent by the states- (Examine, Analyse and Verify) | Project Appraisal and Management |
| | | Budgeting and Accountability |
| | | GFR, GeM & PFMS |
| | | e-Office, Noting & Drafting |

| Role | Responsibilities | Requirements |
|------|--|---|
| | <ul style="list-style-type: none"> Finalize the actual procurement incidentals of various commodities like Wheat, Rice & Coarse grains. To work out the Acquisition Cost for procurement under Central Pool Finalization of Provisional Cost Sheet Assisting the Department of Food & Public Distribution in undertaking specific cost-based studies | Coordination Skills Noting & drafting Communication Skills Stress Management Motivation |

5.2. Capacity Required at the Organizational Level

The organizational needs were identified based on the resources & assets, technology & data, systems & processes, partnerships & relationships, and personnel management and are detailed below:

Table 10: Capacity Required at the Organizational Level

| Dimension Type | Capacity Needs Identified |
|------------------------------|---|
| Resources and assets | <p>Requirement for upgradation of systems and software</p> <p>The officials have highlighted the need to incorporate software tools and processes that automate manual processes and increase efficiency, enable faster resolution of pending grievances. The computer systems and software such as office applications other than e-office need upgradation.</p> <p>Manpower Augmentation</p> <p>There is shortage of manpower across the divisions.</p> <p>Job Role Allocation</p> <p>The job roles require reallocation so that there is streamlined allocation of work across divisions.</p> |
| Technology and data | <p>Leveraging emerging technologies</p> <p>The areas where the department can leverage the use of emerging technologies are:</p> <ul style="list-style-type: none"> Storage/Warehousing Public Distribution Transparency in procurement in Mandis NABL Certification of labs |
| Systems and processes | <p>Integration of Portals</p> <p>There are multiple portals across the divisions in the department and all are working in silos. There is a need for integration between them so that all the divisions can take benefit from them.</p> <p>Restructuring multiple reporting channels</p> <p>There is a need for restructuring of sections within the divisions in order to avoid reporting to multiple channels and for increased synergy for better outcomes.</p> |

| Dimension Type | Capacity Needs Identified |
|--|---|
| | <p>Need for a Knowledge Management System</p> <ul style="list-style-type: none"> • The officials require training on the use of digital space for understanding and functioning of e-office as centralized knowledge repository. • Customized Hindi Translation software for the Official Language section for timely delivery and increased efficiency. |
| <p>Partnerships and relationships</p> | <p>Citizen centric relationships</p> <p>This includes all external partnerships that the department maintains with other organizations including those with the citizens. The DFPD’s work revolves around the citizens food security. It is mandated in their vision too. But it needs to create IEC Awareness program on the below mentioned:</p> <ul style="list-style-type: none"> • Rights based approach for entitlements. • Farmer Digital Literacy • Importance of fortified rice • Advantages of coarse grains production <p>Field visits and industry exposure:</p> <p>ASO/SO/US should be given the opportunity to participate in field visits to expand their domain knowledge and to help the officials stay updated with best practices.</p> |
| <p>Personnel management</p> | <p>Limited platforms for Social and re-creational activities</p> <p>The excellence in work should be incentivized to keep the employees motivated. There should be combined events among different divisions and birthday –wishing e-mail to the employee along with all others for information to make the employee feel special.</p> <p>Peer group discussions to encourage collaboration and sharing of ideas</p> <p>Monthly peer group discussions, across linked verticals for better understanding and sharing of ideas, adaptation of best practices within and outside the country to motivate the officials.</p> |

6. Annual Capacity Building Plan

6.1. Quick Wins Interventions

The quick-wins interventions are the ones that had already started e.g., Microsoft Office Training, Dakshta Program, exposure visits to sugar mills etc. or that can be started on priority. The interventions are listed below:

- MS Office Training
- Development of Attitude Knowledge Skill for Holistic Transformation in Administration (DAKSHTA)
- Behavioral Training for Drivers, MTS, Canteen staff
- Training on Import & Export with focus on Sugar/Edible Oil/ Wheat & Rice
- Human Resource Management Training
- Knowledge of Rules/orders/schemes/policy related to sugar/sugarcane sector like Sugar Development Fund, Sugarcane Control Order, Essential Commodities Act, etc.
- Training on By-product management like molasses, bagasse, filter muds NFS Act, Essential Commodities act,
- Training on Financial Management (Covering Bank Guarantee, Bond Issue and redeem, Cash Credit Limit, Enhancement of authorized capital to FCI, Equity infuses working capital funds range, ways and means advance, short- and long-term loans, National Small Savings Fund (NSSF), overview of funding covering all schemes of the Ministry).
- Knowledge of TPDS/notifications/orders/acts/advisories
- Domain and legal knowledge of international law for processing / disposal of the matters related to World Trade Organization (WTO) / World Food Program (WFP) / International Grains Council (IGC) and other international organisations.
- Industry visits to Sugar Mills/Edible Oil industry
- Field visits to warehouses

6.2. Non-Training Interventions

The non-training interventions include the following.

Table 11: Non-Training Interventions

| Division | Intervention |
|---|--|
| Sugar & Sugar Administration | <ul style="list-style-type: none"> • Immersive Exposure Visit in Sugar Factory to understand the operations at various stages. • Sugar Industry Meet: Promotion of Ethanol/By-Product Management |
| Storage & PG | <ul style="list-style-type: none"> • Immersive Exposure Visit to understand the functioning of Warehouse and various stages of operations and the latest technologies being used in the sector. |

| | |
|---------------------------------------|--|
| | <ul style="list-style-type: none"> Warehouse meet of all the large warehousing companies in the country to create awareness regarding the Warehousing Development and Regulatory Authority (WDRA) Portal and assess the storage capacity in the country |
| NFSA & NAC | <ul style="list-style-type: none"> Field Visit to Fair Price Shop (FPS) for better understanding of the operations FPS Awards at district, state & national level FPS ranking Strengthening/Awareness of State Food Commissions (SFC's) |
| Administration | <ul style="list-style-type: none"> Immersive exposure Visit in corporate sector to understand their Human Resource Management System (HRMS) Upgradation of IT Infrastructure |
| Policy & FCI | <ul style="list-style-type: none"> Field visit to procurement centers and rice mills to understand milling operations for better policy measures and facilitate in achieving the goal of fortified rice by 2024 |
| IMPEX, SRA, EOP & IC | <ul style="list-style-type: none"> Filling up of vacancies under SRA Hindi Language Translator Subscription of Reuters/Access to Global Commodity Exchange |
| BP & PD | <ul style="list-style-type: none"> Hiring of M & E Consultants to analyse the monitoring reports Field visits to rice mills to understand the rice fortification/milling process Promotion of Coarse Grains/ Fortified Rice |
| Finance, Budget & Accounts | <ul style="list-style-type: none"> Knowledge bank or documentation of historical/legacy data for reference/trend of past while appraising the state proposals. Field exposure regarding procurement, storage, transportation, and distribution for ease of understanding the processes involved. |

6.3. Domain-specific Capacity Building Interventions

Table 12: Domain-specific Capacity Building Interventions

| Division/Designation | Category | Training Program |
|--|----------|--|
| All new Joinees/DSVO/Sugar & Sugar Administration Division | Domain | Supply Chain of Sugar and Edible Oil |
| Administration Division | Domain | Human Resource Management |
| Storage Division | Domain | Emerging Technology in Logistics/ Warehousing |
| IMPEX & IC Sugar & Sugar Administration Division | Domain | Import & Export with focus on Sugar/Edible Oil/ Wheat & Rice |
| Directorate of Sugar & Vegetable Oil | Domain | Data Quality |
| All new Joinees | Domain | Induction |
| All Officers | Domain | Functioning of attached and sub-ordinate office, institutions and labs |
| All Officers | Domain | Overview of Schemes |
| Policy & FCI Division | Domain | Financial Training |

| | | |
|---------------------|--------|--|
| IMPEX & IC Division | Domain | International Law and Procedures in dealing with International organizations |
| Director & above | Domain | Strategic Perspectives on the Design of Public Private Partnerships (PPPs) |

6.4. Functional Capacity Building Interventions

Table 13: Functional Capacity Building Interventions

| Division/Designation | Category | Training Program |
|-----------------------------|------------|--|
| Self-nomination basis | Functional | Basic: MS Office Training Program |
| Self-nomination basis | Functional | Advance: MS Office Training Program |
| SO/ASO | Functional | Development of Attitude Knowledge Skill for Holistic Transformation in Administration (DAKSHTA) |
| All Officers | Functional | e-Office |
| SO/ASO | Functional | Noting & Drafting |
| US and above | Functional | Monitoring and Evaluation of Government Schemes |
| SO/ASO | Functional | Legal Writing & Drafting |
| Self-nomination basis | Functional | Right to Information Act 2005 - Part 1 & 2 |
| Directors and above | Functional | Digital India & e-Governance |
| Directors and above | Functional | Emerging Technologies |
| Self-nomination basis | Functional | GeM Guidelines & Procurement Processes |
| Self-nomination basis | Functional | Training on procurement of goods and services (GFR, DFPR and Public Procurement Policy) |
| Officers of DS&VO SO/ASO | Functional | PFMS |
| Technical Officers of DSVO | Functional | Government Accounting/Budgeting, GFR, GeM |
| Under Secretary and above | Functional | Analytics for Managers |
| Under Secretary and above | Functional | Big Data Analytics in Governance |
| Under Secretary and above | Functional | Public Private Partnerships (PPP) for Infrastructure Projects |
| Directors and above | Functional | Designing Effective Public Policies |
| All | Functional | Essential Technical Skills (Email Drafting, Use of Computer Accessories, Mobile Apps(Scan, PDF conversion, etc), Short Mobile Messaging) |
| SOASO | Functional | Fundamental Rules (FR) and Supplementary Rules (SR) |
| All Officials | Functional | Cyber Security and Strategy |
| Under Secretary and above | Functional | Project Management |
| Self-nomination basis | Functional | Parliamentary Procedures |
| Self-nomination basis | Functional | Coordination Skills |
| Under Secretary and above | Functional | Financial Decision-Making Using Excel |
| Self-nomination basis | Functional | Public Procurement (Basic) |
| All Officers | Functional | Preventive Vigilance |
| SO/ASO | Functional | Project Appraisal and Management |

| | | |
|-----|------------|------------------------------|
| TBD | Functional | Budgeting and Accountability |
|-----|------------|------------------------------|

6.5. Behavioral Capacity Building Interventions

Table 14: Behavioral Capacity Building Interventions

| Division/Designation | Category | Training Program |
|----------------------------|-------------|--|
| All Officials/DSVO | Behavioural | Stress Management |
| All Officials | Behavioural | Empathy in the Workplace |
| Directors and above | Behavioural | Self-Leadership |
| Self-nomination basis | Behavioural | Organizational Behaviour, Ethics, Values |
| Self-nomination basis/DSVO | Behavioural | Communication Skills |
| Self-nomination basis | Behavioural | Critical Thinking and Problem Solving |
| Directors and above | Behavioural | Leadership and Strategic Management |
| Self-nomination basis | Behavioural | Interpersonal Effectiveness |
| All Officials | Behavioural | SMART goals |
| Directors and above/DSVO | Behavioural | Team Building and Leadership |
| Self-nomination basis | Behavioural | Change Management |
| Self-nomination basis | Behavioural | Negotiation skills |
| Self-nomination basis | Behavioural | Effective Communication |
| Under Secretary and above | Behavioural | Interpersonal Effectiveness and Team Building |
| Self-nomination basis/DSVO | Behavioural | Communication and Inter-personal skills |
| Directors and above | Behavioural | Organisational Leadership for the 21st Century |
| Self-nomination basis | Behavioural | Leading Strategic Change |
| Directors and above | Behavioural | Decision Making for Managerial Effectiveness |

6.6. Organizational Capacity Building Interventions

The various organisational interventions are mentioned in the table below:

Table 15: Organizational Capacity Building Interventions

| Division/Section | Dimension | Intervention |
|----------------------------------|---------------------|--|
| Storage | Technology & Data | Use of emerging technology in Storage/Warehousing |
| Basic Plan & Public Distribution | Technology & Data | Use of emerging technology in Public Distribution |
| Policy & FCI | Technology & Data | Use of emerging technology in procurement in Mandis for transparent system |
| Storage & Research (S&R) | Technology & Data | NABL Certification of labs |
| Policy & FCI | Systems & Processes | Restructuring of sections within the division |

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| | | |
|--|----------------------|--|
| Policy & FCI | Systems & Processes | Avoid reporting to multiple channels |
| All | Systems & Processes | Need for more synergy amongst division for better outcome |
| All | Systems & Processes | Training the officials on the use of digital space – understanding and functioning of e-office as centralized knowledge repository |
| All | Systems & Processes | Discourage the use of physical copies and/or personal desktop files |
| All | Systems & Processes | Government Process Re-engineering |
| IMPEX, SRA, EOP & IC (OL) | Systems & Processes | Customized Hindi Translation software |
| Sugar Administration & Storage Research Administration | Resources & Assets | Time bound filling-up of vacancies |
| IMPEX, SRA, EOP & IC | Resources & Assets | Engage young professionals in the divisions where there is shortage of manpower. |
| All | Resources & Assets | Uniform distribution of work |
| All | Resources & Assets | Need to provide updated version of Office applications and computer systems |
| All | Resources & Assets | Need to Match requisite skills with skills possessed |
| All | Resources & Assets | Preferably shall match with skills and qualification |
| All | Personnel Management | Excellence in work should be incentivized |
| All | Personnel Management | Combined events among different divisions |
| All | Personnel Management | Birthday –wishing e-mail to the employee along with all others for information to make the employee feel special |
| All | Personnel Management | Monthly peer group discussions, across linked verticals for better understanding and sharing of ideas |
| All | Personnel Management | Adaptation of best practices within and outside the country |
| Sugar, Storage, NFS&NAC, Impex, SRA, EOP, FCI, BP&PD | Personnel Management | Need for field/exposure visits |

6.7. Roadmap for the Annual Capacity Building Plan

Table 16: Roadmap for the Annual Capacity Building Plan

| Training Calendar | | | | | | | | |
|-------------------|---|--|---------------------|----------|-----------------------------|-----------------------------|------------|-------------|
| S.No | Training Program | Modules Covered | Training Partner | Duration | Mode | Target Group | Quarter | Category |
| 1 | Noting & Drafting | <ul style="list-style-type: none"> Applying functional approach to Noting. Effective communication in a given situation | ISTM | 2 days | Offline | ASO and above | Q4 (22-23) | Functional |
| 2 | e-Office | New features of e-office 7 | NIC | TBD | Offline | All Officers | Q4 (22-23) | Functional |
| | | Hands on training for MTS staff | NIC | TBD | Offline (Hands-on training) | MTS | Q4 (22-23) | Functional |
| 3 | Behavioral Training for Drivers, MTS, Canteen staff | <ul style="list-style-type: none"> Grooming & body language Communication-verbiage & Phraseology Etiquette and professional demeanour Culture of Anticipation and Attention to detail Culture of Anticipation and Attention to detail Emotional Maturity, Stress Management, Time Management | Taj Learning Centre | TBD | Offline | Drivers, MTS, Canteen staff | Q4 (22-23) | Behavioural |

| Training Calendar | | | | | | | | |
|-------------------|---|--|--|------------|---------|--------------------------|------------|------------|
| S.No | Training Program | Modules Covered | Training Partner | Duration | Mode | Target Group | Quarter | Category |
| 4 | Development of Attitude Knowledge Skill for Holistic Transformation in Administration (DAKSHTA) | <ul style="list-style-type: none"> • Code of Conduct for Government Employees • Noting and Drafting • Public Procurement • Framework of GOI • Office Procedures • Parliamentary Procedures • Government E Marketplace • Right to Information Act, 2005 - Part 1 • Right to Information Act, 2005 - Part 2 • Leave Rules • Pay Fixation • Annual Performance • Appraisal Report (APAR) | iGOT & Institute of Secretariat Training & Management (ISTM) | 15 days | Hybrid | SO/ASO | Q4 (22-23) | Functional |
| 5 | PFMS | <ul style="list-style-type: none"> •EAT •DBT •GPF for EAO •GPF for CDDO •NTRP •Pension •Others | Institute of Government Accounts and Finance (INGAF) | On Request | Offline | Officers of DS&VO SO/ASO | Q4 (22-23) | Functional |

| Training Calendar | | | | | | | | |
|-------------------|--------------------------------------|---|---|--------------------------------|---------|---|------------|------------|
| S.No | Training Program | Modules Covered | Training Partner | Duration | Mode | Target Group | Quarter | Category |
| 6 | Parliamentary Procedures | <ul style="list-style-type: none"> • Introduction to Indian Parliament • Questions in Parliament • Parliament Assurance Basics • Case Study • Explore more about Parliamentary Procedures | Institute of Secretariat Training & Management (ISTM) | 1 day | Online | Self-nomination basis (US & above) | Q4 (22-23) | Functional |
| 7 | Preventive Vigilance | <ul style="list-style-type: none"> • Importance of Preventive Vigilance • Tools of Preventive Vigilance • Case Studies | iGOT | 1 day | Online | All Officers | Q4 (22-23) | Functional |
| 8 | MS Office Training Program | <ul style="list-style-type: none"> • Microsoft Word • Microsoft Excel • Microsoft PowerPoint • Microsoft SharePoint • Microsoft Outlook | Microsoft | 2 days | Online | Self-nomination basis | Q4 (22-23) | Functional |
| 9 | Supply Chain of Sugar and Edible Oil | <ul style="list-style-type: none"> • Supply Chain/Value Chain of Sugar and Sugarcane. • Latest technology in the sugar manufacturing • Quality control • Knowledge of by-product management like molasses, bagasse, filter muds, etc. • Knowledge of by-product disposal | National Sugar Institute, Kanpur | CSS Cadre: 3 days | Offline | All Officers | Q4 (22-23) | Domain |
| | | | | Technical officials: 7 days | Offline | All new Joinees of DFPD /DSVO | | |
| 10 | Human Resource Management | Best Practices in HRM | Deloitte / Hindustan Unilever / KornFerry / | 7 days | Offline | Nominated officials from Admin Division | Q4 (22-23) | Domain |

| Training Calendar | | | | | | | | |
|-------------------|--|--|---|----------|---------|---|---------------|-------------|
| S.No | Training Program | Modules Covered | Training Partner | Duration | Mode | Target Group | Quarter | Category |
| | | | EgonZehnder/ TATA | | | | | |
| 11 | Emerging Technology in Logistics/ Warehousing | Latest Technology Best Practices Operations/ Delivery Mechanisms | Amazon / Flipkart / Blinkit | 5 days | Offline | Nominated officials from Storage Division | Q4 (22-23) | Domain |
| 12 | Import & Export with focus on Sugar/Edible Oil/ Wheat & Rice | <ul style="list-style-type: none"> • Import /Export processes • Global Best Practices • Real Time Data Sources • International Trade Policies • Global scenario of the sugar industry • Import and export policy | Indian Institute of Foreign Trade (IIFT) | 5 days | Offline | IMPEX & IC Sugar Division | Q4 (22-23) | Domain |
| 13 | Effective Communication | Introduction to the Course Basics of Communication Effectiveness of Communication | IIM-B | 1 day | Offline | Self-nomination basis | Q4 (22-23) | Behavioural |
| 14 | Empathy in the Workplace | To be filled by CBC | Illumine | TBD | Offline | All Officials | Q4 (22-23) | Behavioural |
| 15 | Monitoring and Evaluation of Government Schemes | Yet to receive | Institute of Secretariat Training & Management (ISTM) | 2 days | Offline | US and above | Q1 (23-24) | Functional |

| Training Calendar | | | | | | | | |
|-------------------|-------------------------|--|------------------|----------|---------|---|--------------------------------------|------------|
| S.No | Training Program | Modules Covered | Training Partner | Duration | Mode | Target Group | Quarter | Category |
| 16 | Establishment Rules - 1 | <ul style="list-style-type: none"> • Inputs on Framing / Amending of RRs • Principles of Seniority • Probation, Confirmation • DPC Procedure • Compassionate Appointment • Maintenance of Service book • Reservation in Services - • Constitutional provisions, Scrutiny of caste certificate and effect of Migration, Conversion, Marriage and Adoption • Concepts of Post based Rosters - Preparation operation and maintenance • Reservation for Persons with Disabilities • Reservation in Direct Recruitment - concept of "own Merit" preparation of merit list • Reservation in promotion - preparation of presentation • Presentation by groups on draft RRS | ISTM | 5 days | Offline | Officials / Officers up to US Level of Division dealing with Administration Matters | Q1 –Q4 (23-24) or whenever available | Functional |

| Training Calendar | | | | | | | | |
|-------------------|-----------------------------------|---|---|----------|---------|--|-------------------------------------|------------|
| S.No | Training Program | Modules Covered | Training Partner | Duration | Mode | Target Group | Quarter | Category |
| 17 | Establishment Rules - 2 | <ul style="list-style-type: none"> • Conduct Rules • Disciplinary Rules •Advances •Pay Fixation •MACP •Medical Rules •LTC Rules •TA/DA Rules •Leave Rules •Pension and Other Retirement benefits | ISTM | 5 days | Offline | Officials / Officers upto US Level of Division dealing with Administration Matters | Q1-Q4 (23-24) or whenever available | Functional |
| 18 | MDP on Public Procurement (Basic) | <ul style="list-style-type: none"> • Principles of Public Procurement • Application of General Financial Rules in Public Procurement of Goods • Procurement of Goods from MSE Vendors and Startups • Impact of "Atmanirbhar Bharat Abhiyan Initiative, National Security and "Make in India" program on rules and Procedures of Public Procurement of Goods • Procurement of Works with Government Fund • Procurement of Consulting Services • Procurement of Non-Consulting Services • Contract Management • Introduction to Procurement of | Arun Jaitely National Institute of Financial Management (AJNIFM) | 5 days | Offline | Self-nomination basis | Q1-Q4 (23-24) | Functional |

| Training Calendar | | | | | | | | |
|-------------------|--------------------------------------|---|---|----------|---------|--|---------------|------------|
| S.No | Training Program | Modules Covered | Training Partner | Duration | Mode | Target Group | Quarter | Category |
| | | Goods and Services from Government e-Market place (GeM) • Introduction to e-procurement on the CPP Portal | | | | | | |
| 19 | MDP on Public Procurement (Advanced) | <ul style="list-style-type: none"> • Challenges to Public Procurement • Anti-Competitive Behaviour of the Vendors: Cartelization, Bid Rigging, Collusive Bidding Practical Situations • International Best Practices in Public Procurement • Competition Issues in Public Procurement: • Sustainable Procurement • Engineering, Procurement and Construction Contracts and Design-Build Contracts | Arun Jaitely National Institute of Financial Management (AJNIFM) | 5 days | Offline | Nominated officials from All Divisions | Q1-Q4 (23-24) | Functional |

| Training Calendar | | | | | | | | |
|-------------------|-------------------------|---|--|------------|---------|--------------------|-------------------------------------|------------|
| S.No | Training Program | Modules Covered | Training Partner | Duration | Mode | Target Group | Quarter | Category |
| | | <ul style="list-style-type: none"> • Contract Price Adjustment Conditions, Price Adjustment Formulae • e Reverse Auction • Arbitration and Conciliation Act 1996 & Other Legal Aspects • Import of Goods | | | | | | |
| 20 | Emerging Technologies | <ul style="list-style-type: none"> • Data Analytics • Artificial Intelligence, Machine Learning and Deep Learning • Computer Vision • Natural Language Processing • Internet of Things • Blockchain Augmented Reality and Virtual Reality • Drone Technology | I- GOT (Introduction to Emerging Technology) | Self-Paced | Online | DS and Above | Q3 (23-24) | Functional |
| 21 | Supply Chain Management | <ul style="list-style-type: none"> • To expose the participants to the elements of supply chain • To understand the challenges in coordinating a supply chain • To appreciate the role of supply chain to enable business competitiveness. • To explore contemporary trends and issues in effective supply chain management | IIM Ahmedabad | 5 days | Offline | Nominated Officers | Q2/Q3 (23-24) or whenever available | Functional |

| Training Calendar | | | | | | | | |
|-------------------|--|--|-------------------------------------|----------|---------|------------------------------|-------------------------------------|------------|
| S.No | Training Program | Modules Covered | Training Partner | Duration | Mode | Target Group | Quarter | Category |
| 22 | RTI and Preventive Vigilance for Organizational Transparency | Basics of RTI and its various provisions Procedure to be followed while relying to RTIs Role of various officials Role of Central Vigilance Commission and its activities Administrative Vigilance and its types Concept of Disciplinary Authorities Inquiry process and Inquiry Report Need of Organizational Transparency in current scenario Organizational Transparency in Government sectors Case Studies | National Productivity Council (NPC) | 5 days | Offline | Nominated Officers/Officials | Q1-Q4 (23-24) or whenever available | Functional |
| 23 | Strategic Perspectives on the Design of Public Private Partnerships (PPPs) | <ul style="list-style-type: none"> • Strategic overview of the infrastructure sector in India • Project structuring • Tendering, bidding, and procurement • Legal issues • Risk assessment and allocation • Public-Private Partnership and contract design • Cost of equity financing • Financial analysis • Infrastructure financing and the stress in the economy | World Bank/ADB | 5 days | Offline | DS & above | Q3 (23-24) | Functional |

| Training Calendar | | | | | | | | |
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| S.No | Training Program | Modules Covered | Training Partner | Duration | Mode | Target Group | Quarter | Category |
| 24 | Induction | <ul style="list-style-type: none"> • Overview of the Public Distribution System in India • Overview of the DFPD • Divisions of the Department • Schemes, policies and acts of the department • ICT portals /Initiatives • Emerging Trends | FCS | Self-paced online module | Online | All new Joinees | Q1 (23-24) | Domain |
| 25 | International Law and Procedures in dealing with international organizations | Domain and legal knowledge of international law for processing/disposal of the matters related to World Trade Organization (WTO)/ World Food Program (WFP)/International Grains Council (IGC) and other international organizations | World Food Program (WFP) | TBD | TBD | IMPEX & IC Division | Q2 (23-24) | Domain |
| 26 | Financial Training | Bank Guarantee, Bond Issue and redeem, Cash Credit Limit, Enhancement of authorized capital to FCI, Equity infuses working capital funds range, ways and means advance, short- and long-term loans, National Small Savings Fund (NSSF) | Arun Jaitely National Institute of Financial Management (AJNIFM) | 3 days | Hybrid | Policy & FCI Division | Q2 (23-24) | Domain |
| 27 | Stress Management | Introduction to Stress Management Coping Strategies Meditation Audio | Art Of Living / Isha Foundation or | 5 days | Online | All Officials | Q1 (23-24) | Behavioural |

| Training Calendar | | | | | | | | |
|-------------------|---------------------------------------|---|---|----------|---------|-----------------------|------------|-------------|
| S.No | Training Program | Modules Covered | Training Partner | Duration | Mode | Target Group | Quarter | Category |
| | | Motivational videos for busting stress | any other such Organisation | | | | | |
| 28 | Critical Thinking and Problem Solving | Critical Thinking and Problem Solving | Institute of Secretariat Training & Management (ISTM) | TBD | TBD | Self-nomination basis | Q1 (23-24) | Behavioural |
| 29 | Leadership and Strategic Management | To be identified | To be identified | TBD | TBD | Directors and above | Q2 (23-24) | Behavioural |
| 30 | SMART goals | To be identified | To be identified | TBD | TBD | All Officials | Q2 (23-24) | Behavioural |
| 31 | Change Management | Defreezing and Leading Organisational Transformation Strategic Thinking and Decision Making Interpersonal Style: Transactional Analysis (TA) And Understanding Self: Johari Window Psychometric Test Leadership Workshop -1: LEAD Concept Emotional Intelligence : Develop EQ Conflict Resolution Style and Negotiation Skills Problem Solving Skills and Lateral Thinking | Indian Institute of Public Administration (IIPA) | 5 days | Offline | Self-nomination basis | Q3 (23-24) | Behavioural |

| Training Calendar | | | | | | | | |
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| S.No | Training Program | Modules Covered | Training Partner | Duration | Mode | Target Group | Quarter | Category |
| 32 | Decision Making for Managerial Effectiveness | The programme exposes participants to how framing, biases, motivational influences, and escalation of commitment creep into decisions we make. We seek to understand how decisions made by smart and responsible individuals and groups can sometimes lead to organizational failures and disasters, that can affect the destinies of thousands of people. We also try to understand how humans interpret the complex situations they face, and how do strategies leaders and managers employ to deal with these complexities, uncertainties, and crises. Understanding this will help managers and leaders make better and more creative decisions in their organizations. | IIM-B | 4 days | Offline | Directors and above | Q2-Q3 (23-24) | Behavioural |

| Training Calendar | | | | | | | | |
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| S.No | Training Program | Modules Covered | Training Partner | Duration | Mode | Target Group | Quarter | Category |
| 33 | Analytics for Managers | <ul style="list-style-type: none"> • Basic Statistical Concepts • Decision Making and Problem-Solving Framework • Business Analytics • Database concepts & Data Preparation • Decision Modelling Methods, Exploration • Stochastic Modelling & Simulation • Variable Association, Classification & Regression • Visualization & Content Analysis | Indian Institute of Foreign Trade (IIFT) | 2 days | Offline | Under Secretary and above | Year 2 | Functional |

| Training Calendar | | | | | | | | |
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| S.No | Training Program | Modules Covered | Training Partner | Duration | Mode | Target Group | Quarter | Category |
| 34 | Big Data Analytics in Governance (Basic) | <ul style="list-style-type: none"> • Concepts of Big Data • Elements of Big Data Analytics (Data Source) • Data Lake Data Processing • Data Analysis • Data Interpretation and its use • Data Silos and OGD • Sentiment Analysis • Lookup Functions • Count Functions • Filtering of Data • Sub Totals • Pivot Tables and Slicers • Hand on Experience on Data Analytics and visualization | Institute of Secretariat Training & Management (ISTM) | 3 days | Offline | Under Secretary and above | Year 2 | Functional |

| Training Calendar | | | | | | | | |
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| S.No | Training Program | Modules Covered | Training Partner | Duration | Mode | Target Group | Quarter | Category |
| 35 | Big Data Analytics in Governance (Advanced) | <ul style="list-style-type: none"> Identify the data/ information which can be utilized for Big Data Analytics. (Data recognition). Describe three sixty-degree view of the siloed data thereby exploring the viable possibilities / potential of cross functional data. Identify the appropriate tool and leverage analytics to draw actionable insights. Analyse data hands on using tools including open sourced. Prepare and present outcome of analysis in an actionable form from decision making prospective | Institute of Secretariat Training & Management (ISTM) | 3 days | Offline | Under Secretary and above | Year 2 | Functional |
| 36 | Designing Effective Public Policies | Designing Effective Public Policies: Blending Design Thinking, Behavioural Insights, And Futures Thinking | Indian Institute of Management (IIM-A) | 5 days | Offline | Directors and above | Year 2 | Functional |
| 37 | 'ITEC' MDP on Budgeting, A/c and FM in Gov. Sector | <ul style="list-style-type: none"> Budgeting and Accounting Financial Management Good Governance | Arun Jaitley National Institute of Financial Management | 3 weeks | Offline | SO and above | Whenever available | Functional |
| 38 | MDP on Government e-Marketplace (GeM) | Government e-Marketplace (GeM) | Arun Jaitley National Institute of Financial Management | 2 weeks | Offline | Officials/Officers handling work related to procurement through GeM | Whenever available | Functional |

| Training Calendar | | | | | | | | |
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| S.No | Training Program | Modules Covered | Training Partner | Duration | Mode | Target Group | Quarter | Category |
| 39 | Cyber Security and Strategy | <ul style="list-style-type: none"> • Data Protection & Recovery • Network Security, Dark web and VPN • New emerging security threats and Global Cyber Security Index • Cyber Diplomacy and Warfare | iGOT / NISG / MeitY | 1 day | Offline | All Officials | Year 2 | Functional |
| 40 | Project Management | <ul style="list-style-type: none"> • Introduction to Project Management • Framework • Project Integration Management • Project Scope, Time and Cost Management • Project Risk and Quality Management • Project Human Resource & Communications Management | National Institute for Smart Government | 5 days | Offline | Under Secretary and above | Year 2 | Functional |
| 41 | Big Data Analytics | Managing analytic lifecycle in organizations Strategies and best practices in data and analytics Analytic communications and storytelling with data | IIM Ahmedabad | 5 days | Offline | Nominated Officers | Year 2 or whenever available | Functional |
| 42 | Tendering Process & Contract Management | <ul style="list-style-type: none"> • Relevance of General Financial Rules • Elements of public procurement • Tendering process • Bidding system • Important Features & Clauses of Contract Management | National Productivity Council (NPC) | 5 days | Offline | Nominated Officers/Officials | Year 2 | Functional |

| Training Calendar | | | | | | | | |
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| S.No | Training Program | Modules Covered | Training Partner | Duration | Mode | Target Group | Quarter | Category |
| 43 | Procurement Management through GeM (E-Procurement) | <ul style="list-style-type: none"> • Gain insight into procurement of Goods and Work with Government Fund which includes the fundamental principles of public procurement and Public Procurement Cycle • Contract Management – its distinct stages, objectives, importance, benefits. • Government e Marketplace – An Overview, how it works, key Features and benefits • Step by step to register, create and publish a tender. • Guideline on Government e-Marketplace • Public Procurement and Competitive Law | National Productivity Council (NPC) | 5 days | Offline | Nominated Officers/Officials dealing work related to procurement through GeM | Year 2 | Functional |

| Training Calendar | | | | | | | | |
|-------------------|---------------------------------|--|------------------|----------|---------|--|------------------------------|----------|
| S.No | Training Program | Modules Covered | Training Partner | Duration | Mode | Target Group | Quarter | Category |
| 44 | Warehouse Design and Management | <ul style="list-style-type: none"> • Warehouse operations (Unit-load, cold storage, bulk storage) • Warehouse location • Warehouse design • Warehouse assessment • Warehouse automation (including robotized warehousing systems) • Item pick methods • Warehouse storage and retrieval strategy • Performance measures and setting service levels • Warehouse team performance • Warehouse simulation • Warehouse contracts • PPPs in warehousing • Implications of GST on warehouse network design • Legal and regulatory aspects • Digital strategies and IT infrastructure • Usage of Internet of Things in Facility Logistics | IIM Ahmedabad | 5 days | Offline | Nominated Officers from Storage Division | Year 2 or Whenever available | Domain |

| Training Calendar | | | | | | | | |
|-------------------|---|---|---|----------|---------|--------------------------------|---------|-------------|
| S.No | Training Program | Modules Covered | Training Partner | Duration | Mode | Target Group | Quarter | Category |
| 45 | MDP on managing Stress for Improving Organizational Effectiveness | To know the sources of stress called stressors. <ul style="list-style-type: none"> • To identify the signs, symptoms, and syndromes of stress. • To understand the nature of organizational stress. • To know the consequences of excessive stress. • To empower Individuals to be in greater control of themselves for personal growth. • To learn and practice the stress reduction techniques. | Arun Jaitley National Institute of Financial Management | 3 days | Offline | Nominated Officers/ Officials | Year 2 | Behavioural |
| 46 | Training Program on Managing Work-Life Balance | <ul style="list-style-type: none"> ❖ Managing and supporting employee wellness ❖ Effective time Management Skills ❖ Stress and Anger Management ❖ Goal-setting Skills ❖ Setting SMART Goals in life ❖ Dealing with Working from Home | National Productivity Council (NPC) | 5 days | Offline | Nominated Officers / Officials | Year 2 | Behavioural |

| Training Calendar | | | | | | | | |
|-------------------|--|--|-------------------------------------|----------|---------|--------------------------------|---------|-------------|
| S.No | Training Program | Modules Covered | Training Partner | Duration | Mode | Target Group | Quarter | Category |
| 47 | Enhancing Core Secretarial Skills and Effectiveness in Digital Era | <ul style="list-style-type: none"> > Emerging role of executive secretaries in changing economic and social environment > Effective handling of work area > Managing stress & time at workplace > Developing required competencies through Training > Important Skills: Communication, Time Management, Multitasking, Networking, IT etc. > Teamwork, Emotional & human relations at workplace | National Productivity Council (NPC) | 5 days | Offline | Nominated Officers / Officials | Year 2 | Behavioural |
| 48 | Leading Strategic Change | <p>Strategic thinking for leading strategic change</p> <p>Recognising the need for change and starting the change process</p> <p>Diagnosing change to assess strategic alignment</p> <p>Preparing and planning to implement power, politics and stakeholder management</p> <p>Managing personal transitions: modes of Interventions</p> <p>Leading stakeholders in strategic change</p> <p>Leading strategic turnaround</p> <p>Tracking and reviewing strategic change and transformations</p> | IIM-B | 3 days | Offline | Nominated Officers/ Officials | Year 2 | Behavioural |

| Training Calendar | | | | | | | | |
|-------------------|------------------|--|------------------|----------|------|--------------|---------|----------|
| S.No | Training Program | Modules Covered | Training Partner | Duration | Mode | Target Group | Quarter | Category |
| | | Sustaining strategic change and transformations Business transformation | | | | | | |

| Training Calendar | | | | | | | | |
|-------------------|---------------------------------------|---|---|----------|---------|---------------------------|---------|------------|
| S.No | Training Program | Modules Covered | Training Partner | Duration | Mode | Target Group | Quarter | Category |
| 49 | Financial Decision-Making Using Excel | <ul style="list-style-type: none"> • Introduction to Accounting and Finance • Introduction to Excel as a tool in Financial Decision Making • Budgeting using Excel • Time Value of money using Excel • Computing Cost of Capital using Excel • Financial Forecasting using Excel • Managing Financial Risk using Excel • Usage of Excel as a tool for Benchmarking and Price Bid Evaluation • Understanding Macros • Inventory Management using Excel • Use of Crystal Ball in Financial Decision Making • Contemporary issues in Finance using Excel | National Institute for Financial Management | 5 days | Offline | Under Secretary and above | Year 3 | Functional |
| 50 | Project Appraisal and Management | TBD | TBD | TBD | Offline | SO/ASO | Year 3 | Functional |
| 51 | Budgeting and Accountability | TBD | TBD | TBD | TBD | TBD | Year 3 | TBD |

References

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