

## **Right to Information Act, 2005, Secretariat – Organisational and Functional details of Agriculture Department**

### Agriculture Department

The organisational and functional details of Secretariat is generally applicable to Agriculture Department also. The Agriculture Department is functioning under the control of APC and Secretary. The files are generally processed at section level and the files are submitted to Under Secretary/Deputy Secretary/ Joint Secretary/Additional Secretary, Secretary/ APC/ Minister as per the nature of the case. The cases shall be disposed of at the appropriate level based on the provision contained in the Rules of Business, Secretariat Instructions and Kerala Secretariat Office Manual. The Work of the department is distributed among the following 12 Sections assigned with specific subjects.

#### 1 & 2 Establishment A & B Sections

Deals with the establishment matters relating to the employees of Agriculture Department, and Agriculture (SC)/SS Department. Papers relating to Farm Information Bureau, Admn. Report of Agriculture / Agriculture (SC)/SS Department.

#### 3. Planning 'A' Section

Papers relating to Centrally Sponsored Schemes, All papers relating to paddy.

#### 4. Planning 'B' Section

Papers relating to cultivation of Coconut, Cashew, Sugar cane, Spices, Cocoa, arecanut, Tapioca and other tuber crops. All Horticulture crops. Papers relating to State Schemes, Budget, special employment programme, Karshakareksha insurance, Karshaka vikasana samithy, SC & ST Schemes, Agriculture Department policy. Establishment papers relating to VFPCCK, (Vegetable and Fruit Promotion Council Kerala) NAPC (Nadukara Agro Processing Company)

#### 5. NCA Section

Papers relating to State Agril. Prices Board, Procurement of Copra, Pepper, arecanut, Minimum support price (MSP) of Copra, papers relating to plant diseases and pesticides, insecticides Act. Installation of copra dryers, Market intervention schemes, Marketing Act. Papers relating to Rubber Board, Coffee

Board, Tea Board and Spices Board. All papers relating to pepper and Rubber cultivation. Papers relating to Kerala Land Utilization order, Soil testing Laboratories and Quality Control Laboratories.

#### 6. Agri Section

Papers relating to SFAC, Fertilizer Control order, supply of fertilizers, Vehicles of Agriculture Department, National Calamity, Suicide of farmers, rainwater harvesting, Insurance Schemes (SICS & NAIS) Conference like MPs, Collectors, Chief Secretary, Staff meeting, Consolidation work of Agriculture Department.

#### 7. IFA Section

Papers relating to Institutional Credits, papers relating to NABARD Schemes, NABARD Assisted RIDF Watershed Schemes, Agriculture implements, supply and recovery of short term and medium term loans of Government of India. Papers of KERA FED.

#### 8. Farms Section

Papers relating to all Farms, Seeds, Kerala Agril. University, Nuseries, Agricultural Farm labourers and contingency employees of Farms, Establishment papers on non Gazetted technical staff, and field staff, Driver, peons, Part time sweepers of Agriculture department. Papers relating to accommodation, purchase of furniture, rent of buildings, Inspection report of Store purchase department.

#### 9. PSU Section

Papers relating to all Public Sector Undertakings in the Agriculture department.

#### 10. Parliament Section

Papers relating to L.A Interpellations, Legislative Committees, Inspection Report / Audit para / C & AG Report. Monitoring of providing informations to persons requesting for information under the Right to Information Act.

#### 11. PPM Cell

Prepares projects for seeking financial assistance from Government of India and external agencies. Involved in preparing Policy papers and concept notes related to Agriculture. It also looks into the functioning of EEC aided whole sale

market, AEZ Projects, plan review exercise and L.A.R cases related to the EEC markets.

## 12. WTO Cell

The WTO Cell set up in the Agriculture Department in 2004 looks into matters related to trade in Agriculture in general and specifically on issues related to foreign trade policy, WTO & Regional Trade agreement intellectual property rights affecting Agriculture.

13. In addition to this there is an Office Section functioning in Agriculture Department. Office Superintendent is incharge of Office Section deals with the matters connected with tapal distribution despatch, Distribution of stationary items among the sections maintenance of stamp account etc.

### Norms set by Agriculture Department for the discharge of its functions

Decision taking officers shall ensure that proper priorities are given in respect of each case coming within their jurisdiction and necessary measures will be taken to check delay and arrears. Necessary provisions have been incorporated in the office manual for the speedy disposal of case and instructions are being issued from time to time for the functions of the Department effectively.

### Rules, Regulations, Instructions, Manuals held by the Department for discharge of its functions

The Department discharge its functions in accordance with the instructions contained in Kerala Secretariat Office Manual, Secretariat Instructions, Rules of Business and other rules and regulations issued by the Government from time to time.