SUO MOTO DISCLOSURE UNDER SECTION 4 (1) OF RIGHT TO INFORMATION ACT 2015

b) (i) Particulate of organization, functions and duties [Section 4 (1)(b)(i)];

Name and Address of the Organisation

(a) Directorate of Arecaanut and Spices Development
   (Department of Agriculture, Cooperation & Farmers Welfare)
   Ministry of Agriculture & Farmers Welfare, Government of India,
   Calicut, Kerala- 673 005.
   Phone : 0495 – 2369877 / 2765501  Fax: 0495- 2765777
   email: spicedte@nic.in Website : www.dasd.gov.in

(b) Head of the Organization : Dr.Homey Cheriyan, Director.

(c) Vision, Mission, Key objectives:

   The Directorate of Arecaanut and Spices Development, Calicut has the
   mandate for the development of spices, arecanut, a large group of aromatic plants
   and betel vine grown in the country at the National Level. The Directorate
   discharges the above function through the overall coordination of all the
   development activities implemented by different agencies like State Government
   Departments, State Agricultural Universities (SAU), ICAR Institutes etc. In addition,
   the Directorate undertakes implementation of certain critical programmes which are
   of vital importance in the development process.

   The Directorate is responsible for coordinating and monitoring programmes under
   Mission for Integrated Development of Horticulture (MIDH) to promote holistic growth
   of the horticulture sector in the country.

   - Assessment of the developmental needs of the mandate crops.
   - Formulation of Central Sector / Centrally Sponsored Schemes and
     implementation of the same either directly or through the State Governments,
     SAUs, ICAR Institutes etc.
   - Monitoring the implementation of Central Sector / Centrally Sponsored Schemes
     and coordinating the development activities.
   - Rendering technical assistance to State Governments and other agencies on
     commodity development programmes.
   - Collection and compilation of statistics of area, production, export, import, prices
     etc. and dissemination of the same to the Central and State Governments and
     other agencies.
   - Keeping liaison with the research institutes and extension agencies and acting as
     a two-way channel in the transfer of technology.
   - Undertaking the publicity and extension works relating to the arecanut, spices
     and aromatic crops
   - Assisting the Central and State Governments on all matters relating to the
     development of the commodities.
Accreditation of spices nurseries in the country to regulate the quality of planting materials

**Development Programmes**

Presently the Directorate is responsible for coordinating and monitoring of development programmes on spices under MIDH, which are being implemented in various States across the country. Besides, the Directorate is directly implementing the following programmes in association with SAUs and ICAR Institutes to supplement the efforts of the States.

- Production and Distribution of Planting Materials of Spices
- Accreditation of Spices Nurseries
- Establishment of Nursery Centres for Spices and Aromatic Plants
- Setting up of Seed Processing and Storage Infrastructure
- Technology Dissemination through Frontline Demonstration
- Organising National Seminars/Workshops/Training Programmes on Spices and Aromatic Plants

**Statistics**

The Directorate is the authority for collection, compilation and dissemination of statistics on spices and arecanut. The Directorate has been periodically publishing the statistics on area, production, productivity, prices and cost of cultivation of arecanut and spices.

d) **Functions and duties**

**a) Development Section**
- Assessment of the production requirement to meet the domestic as well as export demand.
- Identifying the development needs of the commodities and their potential centres of cultivation in the country.
- Analyzing the constraints existing for attaining the required production level.
- Formulation of suitable development programmes to attain the production levels set for different plan periods.
- Execution of the programmes through different development agencies.
- Overall monitoring of the development activities to ensure the achievements of targets set in the plan documents.
- Setting up a linkage with development agencies, trade & marketing channels and research.

**b) Marketing, Economic Research & Statistics Section**
- Assessment of area and production of different commodities.
- Collection and compilation of data related to cost of production, price trend etc.
- Over viewing the export demand, export trend and their contribution to the national economy.
- Dissemination of the generated data to all the development agencies, traders, exporters etc.
c) Publicity Section
- Publication of Indian Journal of Arecanut, Spices and Medicinal released on quarterly basis.
- Transfer the technology evolved by research to the farming community, traders, exporters, etc through various effective extension methods.
- Publication of different crop folders and other extension literature
- Participation in Seminars / Workshops/ Exhibitions etc arranged at National/State/District level.

d) Administration Section
- Administrative and accounts matters connected with the normal functioning of the Directorate

(e) Organizational Setup

In view of the national importance of the crops dealt with by this Directorate, a building has been constructed at its Headquarter on a prime locality in the Calicut city, which provides adequate infrastructure for the effective functioning. In accordance with the mandate, the Directorate has four Sections.

(f) Any other details – the genesis, inception, formation of the department and the HODs from time to time as well as the Committees/Commissions constituted from time to time have been dealt:

The Directorate of Arecanut and Spices Development (DASD) is a subordinate office under the Department of Agriculture, Cooperation and Farmers Welfare of Ministry of Agriculture and Farmers Welfare, Government of India. It was established on 1st April, 1966 at Calicut in Kerala to streamline the activities of production in respect of arecanut, spices and a group of aromatic plants at National level.
## Incumbent position of Head of Department (HoD)

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<tr>
<th>S.No.</th>
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<th>Period</th>
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<tbody>
<tr>
<td>1</td>
<td>Shri T.T. Poulose</td>
<td>01.06.1967 - 17.01.1975</td>
</tr>
<tr>
<td>2</td>
<td>Dr. C.K. George</td>
<td>17.01.1975 - 08.10.1984</td>
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<tr>
<td>3</td>
<td>Shri E. Velappan</td>
<td>08.10.1984 - 30.11.1995</td>
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<tr>
<td>4</td>
<td>Shri M. Remold (i/c)</td>
<td>30.11.1995 - 20.04.1998</td>
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<td>5</td>
<td>Dr. M. Tamil Selvan (i/c)</td>
<td>20.04.1998 - 22.05.1998</td>
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<td>6</td>
<td>Dr. K. Sivaraman</td>
<td>22.05.1998 - 21.05.2002</td>
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<tr>
<td>7</td>
<td>Dr. M. Tamil Selvan</td>
<td>21.05.2002 - 15.05.2012</td>
</tr>
<tr>
<td>8</td>
<td>Dr. Homey Cheriyan</td>
<td>15.05.1012 - ---</td>
</tr>
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</table>

## b (ii) Powers and duties of its officers and employees

### Director
To attend all administrative and executive work connected with the development, cultivation, marketing, economic research and statistics, extension and publicity, etc., in respect of Arecanut, Spices and Aromatic plants in the country. Member of various Committees, working groups constituted by Govt. of India, Member of various Commodity Committees constituted by the Central and State Governments to look into the development aspects of crops dealt with by the Directorate. Rendering technical advice on crop development to Central and State Government, quasi-government organizations and to the public. National Coordinator on production and development of arecanut, spices and aromatic plants.

### Deputy Director
Assisting the Director in planning and co-ordination of development of different crops dealt with by the Directorate. All work connected with development of arecanut, spices, betel vine & aromatic plants cultivated in India. Critical assessment of the developmental needs of the crops, area under cultivation, production, productivity, quality of produce, etc and formulation, implementation and monitoring of development schemes. Liaison with different Central and State Government Departments/Agencies and Autonomous Organizations concerned with crop development and to provide them necessary assistance and guidance in planning and implementing their own development programmes. Supervising work connected with Publications, establishment and administrative matters including accounts. All other works assigned by the Director.

### Assistant Director
To assist Deputy Director and Director in the formulation and effective implementation of various development programmes pertaining to the crops dealt with by the Directorate. Monitoring the implementation of the Central and State Sector programmes on the crops concerned with the Directorate. To undertake periodical field visits to the scheme implementing centers for rendering technical guidance, arranging planting materials and various other inputs required for the programme and review of the progress of implementation. All other works assigned by the Director.
Research Officer
Assist Deputy Director and Director in Planning and conducting Economic Research and Statistical Studies on area production, cost of cultivation, price trends, etc., of arecanut, spices and aromatic plants. Supervision of routine work pertaining to collection, compilation and analysis of data on area production, all mandatory crops, conduct survey for forecast of pepper production and all matters pertaining to all crops in so far as they relate to economic and research and statistics. All the works assigned by the Director.

Superintendent
Supervision of all works in Establishment, Accounts, and Administration Sections of the Directorate. Work related to recording and indexing, maintenance of office premises, files related to Confidential Dossiers of Officers and Staff, Vigilance and other confidential matters.

Senior Technical Assistant
Collection and compilation of progress reports, preparation of technical reports connected with crop development activities of spices and other crops dealt by the Directorate.

Statistical Investigator
Scrutiny, compilation, analysis and interpretation of statistical aspects of the crops. conducting field studies on cost of production, price structures, preparing fortnightly reports on area, production, productivity, etc.

Junior Translator
To attend all translation works, conducts Hindi Workshop, Seminars, all work relates to Official Language Implementation Committee, to attend Hindi meetings, etc.

Artist
To prepare all publicity materials, including layouts, maps, charts, graphs, posters, boards, etc., required for the publication on arecanut, spices and also for exhibition and general distribution to the cultivators. To prepare photographs and other illustrations, etc., required for the pamphlets, journals, folders, etc. to be issued by the Directorate. Purchase and upkeep art and photographic materials and maintenance of stock register.

Stenographer Grade-II
To take dictation in shorthand and its transcription, fixing up appointments and if necessary cancelling them; screening the telephone calls and the visitors in a tactful manner; keeping an accurate list of engagements, meetings, etc. and reminding the officer sufficiently in advance for keeping them up; maintaining, in proper order, the papers required to be retained by the officer; keeping a note of the movement of all incoming & outgoing papers, files, etc., destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued; carrying out corrections to the Officers reference books and making fair copies of draft demi-official letters to be signed by the officer.

Upper Division Clerk
To work under the supervision of the Section-in-charge and is responsible for the work entrusted to him. Where the line of action on a case is clear or clear instructions have been given by the Section-in-charge or higher officers, he should put up a draft without much noting. In other cases, he will put up a note keeping in view the following points: (i) to see whether all facts open to check, have been correctly stated; (ii) to point out any mistakes or incorrect statement of the facts; (iii) to draw attention, where necessary, to precedents or Rules and Regulations on the subject; (v) to bring out clearly the questions under consideration and suggest a course of action wherever possible.

Lower Division Clerk

Entrusted with work of routine nature, e.g. registration of Dak, maintenance of Section Diary, File Register, File Movement Register, indexing & recording, typing, comparing, photocopying, faxing, emailing, etc., despatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts, etc.

Driver: Driving the office Jeep. Proper cleaning and maintenance of car, maintenance of log book, records of petrol/consumption. Also responsible to get service/repair of vehicle under his direct supervision.

Peon/Daftry: Attend to the routine duties of Group D Staff.

Watchman: Watch and ward duty in the office.

Mali: Maintenance of the office compound which includes periodical agricultural operations required for the valuable plant species grown in the compound.

\[\text{b (iii) Procedure followed in the decision making process, including channels of supervision and accountability :}\]

For conducting its day to day business, the Directorate is following Functional File System and other standards operating procedures and practices as prescribed in the Manual of Office Procedure of the Government of India. Issues requiring decisions are examined on file by Sections concerned. The concerned file duly containing details of such examination and opinions recorded thereon during such examinations moves from Sections to Assistant Director/Research Officer/ Deputy Directors and Director where final decisions are taken. Wherever necessary, matters get referred to Ministry of Agriculture for further decisions.

\[\text{b (iv) Norms set by it for the discharge of its functions;}\]

The Directorate has been entrusted with the responsibility of formulation, implementation either directly or indirectly, overall coordination and monitoring of programmes for the development of spices, Areca nut, betel vine and aromatic crops so as to complement the effort of State Governments and Union Territories to increase production and productivity of mandated crops and to improve the economic well-being of the farmers. This basic objective serves as the norm for the discharge of functions by this Directorate and is observed in formulation and implementation of programmes for attaining the improved levels of production and productivity of the crops entrusted with it.
(v) Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

CCS Rules, Instructions and Manuals issued by the Government of India periodically are followed.

(vi) Statement of the categories of documents that are held by it or under its control;

Category A : Not Applicable
Category B : Title deed of office premises – custodian - Superintendent.
Category C : Establishment related documents – custodian – Superintendent.

(vii) Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;

Not applicable

(viii) A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

Not applicable

(ix) Directory of its officers and employees;

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of Employee</th>
<th>Designation</th>
<th>Phone No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr. Homey Cheriyan</td>
<td>Director</td>
<td>0495-2765501 <a href="mailto:spicedte@nic.in">spicedte@nic.in</a></td>
</tr>
<tr>
<td>2</td>
<td>Dr. Femina</td>
<td>Deputy Director</td>
<td>Through Exchange 0495-2369877</td>
</tr>
<tr>
<td>3</td>
<td>Shri. Babulal Meena</td>
<td>Deputy Director</td>
<td>-do-</td>
</tr>
<tr>
<td>4</td>
<td>Shri. Madhu N.</td>
<td>Research Officer</td>
<td>-do-</td>
</tr>
<tr>
<td>5</td>
<td>Shri. C. Shunmuga Sundaram</td>
<td>Superintendent</td>
<td>-do-</td>
</tr>
<tr>
<td></td>
<td>Name</td>
<td>Position</td>
<td>Contact</td>
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<td>-------------------------------------------</td>
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<tr>
<td>6</td>
<td>Smt. C.V. Divya</td>
<td>Senior Technical Assistant</td>
<td>-do-</td>
</tr>
<tr>
<td>7</td>
<td>Dr. Remya J.S.</td>
<td>Senior Technical Assistant</td>
<td>-do-</td>
</tr>
<tr>
<td>8</td>
<td>Dr. P.N. Jyothi</td>
<td>Junior Translator</td>
<td>-do-</td>
</tr>
<tr>
<td>9</td>
<td>Shri. K. Manojkumar</td>
<td>Statistical Investigator</td>
<td>-do-</td>
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<tr>
<td>10</td>
<td>Smt. M.K. Suma</td>
<td>Technical Assistant</td>
<td>-do-</td>
</tr>
<tr>
<td>11</td>
<td>Smt. K. Thejas Das</td>
<td>Technical Assistant</td>
<td>-do-</td>
</tr>
<tr>
<td>12</td>
<td>Smt. Sruthi Sreekumar</td>
<td>Statistical Assistant</td>
<td>-do-</td>
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<tr>
<td>13</td>
<td>Smt. K. Ushakumari</td>
<td>Marketing Assistant</td>
<td>-do-</td>
</tr>
<tr>
<td>14</td>
<td>Smt. K.S. Kanchana</td>
<td>Marketing Assistant</td>
<td>-do-</td>
</tr>
<tr>
<td>15</td>
<td>Shri. C.F. Gedam</td>
<td>Artist Photographer</td>
<td>-do-</td>
</tr>
<tr>
<td>16</td>
<td>Shri. P.R. Anil Kumar</td>
<td>Stenographer Gr. II</td>
<td>-do-</td>
</tr>
<tr>
<td>17</td>
<td>Shri. O.P. Haridasan</td>
<td>Stenographer Gr. II</td>
<td>-do-</td>
</tr>
<tr>
<td>18</td>
<td>Shri. M.P. Unnikrishnan</td>
<td>Stenographer Gr. II</td>
<td>-do-</td>
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<tr>
<td>19</td>
<td>Shri. P. Vinod Kumar</td>
<td>Upper Division Clerk</td>
<td>-do-</td>
</tr>
<tr>
<td>20</td>
<td>Shri. T.K. Damodaran Nair</td>
<td>Upper Division Clerk</td>
<td>-do-</td>
</tr>
<tr>
<td>21</td>
<td>Shri. P. Baiju</td>
<td>Upper Division Clerk</td>
<td>-do-</td>
</tr>
<tr>
<td>22</td>
<td>Shri. K.V. Rajesh</td>
<td>Lower Division Clerk</td>
<td>-do-</td>
</tr>
<tr>
<td>23</td>
<td>Shri. Palash Kanti Mollick</td>
<td>Lower Division Clerk</td>
<td>-do-</td>
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<tr>
<td>24</td>
<td>Shri. T. Srikumar</td>
<td>Lower Division Clerk</td>
<td>-do-</td>
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<tr>
<td>25</td>
<td>Shri. Sathish Kumar</td>
<td>Lower Division Clerk</td>
<td>-do-</td>
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<tr>
<td>26</td>
<td>Shri. Ranjith M</td>
<td>Staff Car Driver (OG) (on Deputation)</td>
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<tr>
<td>27</td>
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<td>Multi-Tasking Staff</td>
<td>-do-</td>
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<tr>
<td>28</td>
<td>Shri. K.S. Santhos</td>
<td>Multi-Tasking Staff</td>
<td>-do-</td>
</tr>
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<td>29</td>
<td>Shri. K.V. Chandran</td>
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<td>-do-</td>
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<tr>
<td>30</td>
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<td>31</td>
<td>Shri. P.P. Suresh Kumar</td>
<td>Multi-Tasking Staff</td>
<td>-do-</td>
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<tr>
<td>32</td>
<td>Shri. L. Sujeesh</td>
<td>Multi-Tasking Staff</td>
<td>-do-</td>
</tr>
</tbody>
</table>
b) *(x)* Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Name of Employee</th>
<th>Designation</th>
<th>Gross Monthly Remuneration</th>
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<tbody>
<tr>
<td>1</td>
<td>Dr. Homey Cheriyan</td>
<td>Director</td>
<td>1,45,148</td>
</tr>
<tr>
<td>2</td>
<td>Dr. Femina</td>
<td>Deputy Director</td>
<td>97,578</td>
</tr>
<tr>
<td>3</td>
<td>Shri. Babulal Meena</td>
<td>Deputy Director</td>
<td>1,08,706</td>
</tr>
<tr>
<td>4</td>
<td>Shri. N. Madhu</td>
<td>Research Officer</td>
<td>87,559</td>
</tr>
<tr>
<td>5</td>
<td>Shri. C. Shunmuga Sundaram</td>
<td>Superintendent</td>
<td>79,889</td>
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<tr>
<td>6</td>
<td>Smt. C.V Divya</td>
<td>Senior Technical Assistant.</td>
<td>68,796</td>
</tr>
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<td>7</td>
<td>Dr. Remya J.S.</td>
<td>Senior Technical Assistant.</td>
<td>69,382</td>
</tr>
<tr>
<td>8</td>
<td>Shri. K. Manojkumar</td>
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<td>75,500</td>
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<td>Smt. Thejas Das</td>
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<td>53,422</td>
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<td>Smt. Sruthi Sreekumar</td>
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<td>46,639</td>
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<td>Smt. M.K. Suma</td>
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<td>Upper Division Clerk</td>
<td>57,048</td>
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<td>Shri. T. K. Damodaran Nair</td>
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<td>Lower Division Clerk</td>
<td>70,180</td>
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<td>No</td>
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<td>Designation</td>
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<td>40,599</td>
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<td>64,594</td>
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<td>Shri.L.Sujeesh</td>
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</table>

**b (xi) Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made ;**

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<tr>
<th>Particulars</th>
<th>Sanctioned budget (Rs in lakhs)</th>
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<td>Domestic Travel Expenses</td>
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<td>Office Expenses</td>
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<td>Publications</td>
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<tr>
<td>Advertising &amp; Publicity</td>
<td>1.25</td>
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<tr>
<td>Minor Works</td>
<td>15.00</td>
</tr>
<tr>
<td>Swachta Action</td>
<td>2.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>346.75</strong></td>
</tr>
</tbody>
</table>
b) Plan budget under Mission for Integrated Development of Horticulture (MIDH) 2019-20

<table>
<thead>
<tr>
<th>Particulars of Sub-Head and name of the Scheme etc</th>
<th>Sanctioned budget</th>
<th>Anticipated Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission for Integrated Development of Horticulture</td>
<td>1100.00</td>
<td>1100.00</td>
</tr>
</tbody>
</table>

b (xii) Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme;

The Directorate is responsible for coordinating and monitoring the overall activities on the development of Arecanut, spices and aromatic plants in the sixteen states selected for implementation of the MIDH programmes. In addition, the Directorate is directly implementing the nucleus planting material production programme of all the released spices and aromatic crops and supplying the same for large scale multiplication in the state department nurseries as approved under the Mission programme. The Directorate is also responsible for organizing a series of Transfer of Technology Programmes viz. National / State level Seminars, Workshops. These programmes are being implemented through State Agricultural Universities, ICAR (Indian Council of Agricultural Research) Institutions etc. Institute-wise allocation of funds for the year 2019-20.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Programmes</th>
<th>Unit</th>
<th>Cost per unit (Rs in Lakhs)</th>
<th>Phy</th>
<th>Fin (Rs in lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Production and Distribution of Quality Planting Materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Production and Distribution of nucleus Planting Materials of spices</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Turmeric rhizomes</td>
<td>Qty in tones</td>
<td>0.30</td>
<td>164.560</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Turmeric protray seedlings</td>
<td>Nos in lakhs</td>
<td>1.20</td>
<td>146.250</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Chilli seeds</td>
<td>Qty in qtls</td>
<td>0.75</td>
<td>24.405</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Seed spices</td>
<td>Qty in tones</td>
<td>0.40</td>
<td>42.200</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Unit</td>
<td>Quantity</td>
<td>Rate</td>
<td>Amount</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------------</td>
<td>------</td>
<td>----------</td>
<td>-------</td>
<td>---------</td>
</tr>
<tr>
<td>8</td>
<td>Garlic</td>
<td>Qty in tones</td>
<td>0.50</td>
<td>47.300</td>
<td>23.650</td>
</tr>
<tr>
<td>9</td>
<td>Tree spices grafts /seedlings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>i. Nutmeg grafts Orthotropic)</td>
<td>Nos in lakhs</td>
<td>140.00</td>
<td>0.070</td>
<td>9.800</td>
</tr>
<tr>
<td></td>
<td>ii. Nutmeg grafts (Plagiotropic)</td>
<td>Nos in lakhs</td>
<td>80.00</td>
<td>0.365</td>
<td>29.200</td>
</tr>
<tr>
<td></td>
<td>iii Tamarind / Kokum grafts</td>
<td>Nos in lakhs</td>
<td>20.00</td>
<td>1.1825</td>
<td>23.650</td>
</tr>
<tr>
<td></td>
<td>iv Clove /Allspice seedlings</td>
<td>Nos in lakhs</td>
<td>20.00</td>
<td>0.240</td>
<td>4.800</td>
</tr>
<tr>
<td></td>
<td>v Cinnamon /Cassia /Curry leaf seedlings</td>
<td>Nos in lakhs</td>
<td>5.00</td>
<td>3.395</td>
<td>16.975</td>
</tr>
<tr>
<td>8</td>
<td>Aromatic Plants</td>
<td>Ha.</td>
<td>0.75</td>
<td>43.000</td>
<td>32.250</td>
</tr>
<tr>
<td>9</td>
<td>Nursery Centre for spices and Aromatic Plants</td>
<td>Nos</td>
<td>15.00</td>
<td>5.000</td>
<td>75.000</td>
</tr>
<tr>
<td>10</td>
<td>Upgradation of spice nurseries</td>
<td></td>
<td>up to 10 lakhs/4ha</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>i. Maintenance of demonstration plots of pepper established during 2017-18</td>
<td>Nos in ha</td>
<td>0.250</td>
<td>10.000</td>
<td>2.500</td>
</tr>
<tr>
<td></td>
<td>ii. Maintenance of demonstration plots of pepper established during 2018-19</td>
<td>Nos in ha</td>
<td>0.20</td>
<td>13.000</td>
<td>2.600</td>
</tr>
<tr>
<td>11</td>
<td>Seed processing and storage infrastructure</td>
<td>10 lakh/unit</td>
<td>10.00</td>
<td>5.000</td>
<td>50.000</td>
</tr>
</tbody>
</table>

**Sub Total** 718.563

| II | Accreditation of spice nurseries | LS | 25 | 7.000 |

**III Technology Dissemination through Frontline Demonstration**

<p>| i. | Organic Farming Spices          | Nos in ha | 0.60/1.00 | 50.000 | 50.000 |
| ii. | Maintenance of demonstration plots of pepper established during 2017-18 | Nos in ha | 0.250  | 10.000 | 2.500  |
| iii. | Maintenance of demonstration plots of pepper established during 2018-19 | Nos in ha | 0.20   | 13.000 | 2.600  |
| iv. | Demonstration plots of seed spices | Nos in ha | 0.40  | 103.000 | 41.200 |
| v  | Demonstration plots of aromatic plants | Nos in ha | 0.80 | 13.000 | 10.400 |
| vi. | Multi species cropping in Arecanut Gardens in karnataka (Nutmeg)      | Nos in ha | LS    | 2.000 | 7.440  |
| vii. | Multi species cropping in Arecanut Gardens in Karnataka (Cocoa)     | Nos in ha | LS    | 2.000 | 4.000  |
| viii. | Multi species cropping in Arecanut Gardens in Assam         | Nos in acre | LS   | 2.000 | 0.800  |
| ix  | Demonstration of E P N in Arecanut | Nos in acre | LS  | 4.000 | 6.440  |</p>
<table>
<thead>
<tr>
<th></th>
<th>Project Description</th>
<th>Nos in</th>
<th>Org</th>
<th>LS</th>
</tr>
</thead>
<tbody>
<tr>
<td>x</td>
<td>Demonstration of Arecanut Dwarf Hybrids</td>
<td>0.5 acre</td>
<td></td>
<td></td>
</tr>
<tr>
<td>xi</td>
<td>Participatory Demonstration Plots of Cinnamon intercropping in coconut</td>
<td>acre</td>
<td></td>
<td></td>
</tr>
<tr>
<td>xii</td>
<td>Technology dissemination through FLD for HDP of grafted Bush pepper under shade net structure</td>
<td>300 sq meters</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sub total**  
134.395

**IV. Project based programmes (Innovative programme)**

<table>
<thead>
<tr>
<th></th>
<th>Project Description</th>
<th>Nos in</th>
<th>Org</th>
<th>LS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Hi tech prod system for quality disease free seed rhizomes of Turmeric and Ginger</td>
<td></td>
<td></td>
<td>6.000</td>
</tr>
<tr>
<td>b.</td>
<td>Participatory mode rehabilitation of black pepper gardens in Kuttiyatoor panchayath (SAGY)</td>
<td></td>
<td></td>
<td>8.290</td>
</tr>
<tr>
<td>c.</td>
<td>Varietal Authenticity and Purity Identification in Black pepper</td>
<td></td>
<td></td>
<td>5.100</td>
</tr>
<tr>
<td>d.</td>
<td>Project on establishment of seed production centers in ginger growing areas</td>
<td></td>
<td></td>
<td>5.000</td>
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</table>

Sub total  
24.390

**V. Transfer of Technology programmes**

<table>
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<tr>
<th></th>
<th>Project Description</th>
<th>Nos in</th>
<th>Org</th>
<th>LS</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>National Level Seminar</td>
<td>1.00</td>
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<td>5.000</td>
</tr>
<tr>
<td>b.</td>
<td>State Level Seminar/Workshop</td>
<td>3.00</td>
<td></td>
<td>9.000</td>
</tr>
<tr>
<td>c.</td>
<td>District Level Seminar Workshops</td>
<td>2.00</td>
<td></td>
<td>24.000</td>
</tr>
<tr>
<td>d.</td>
<td>Farmers Training programme</td>
<td>0.75</td>
<td>110.00</td>
<td>82.500</td>
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Sub total  
120.500

**VI. Skill Development Schemes**

<table>
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<tr>
<th></th>
<th>Project Description</th>
<th>Nos in</th>
<th>Org</th>
<th>LS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Skill Development Schemes</td>
<td>lakhs</td>
<td></td>
<td></td>
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<tr>
<td>VII</td>
<td>T S G (Monitoring, Evaluation, Mass Media, Publicity etc)</td>
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<td></td>
<td>8.000</td>
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</table>

**VIII. Mission Management**

<table>
<thead>
<tr>
<th></th>
<th>Project Description</th>
<th>Org</th>
<th>LS</th>
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<tbody>
<tr>
<td></td>
<td>Mission Management</td>
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<td>54.312</td>
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**GRAND TOTAL**  
1100.000
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<tr>
<th>S No.</th>
<th>Name of the Institution</th>
<th>Allocation 2019-20 (Rs. in lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Agriculture University, Jodhpur, Rajasthan</td>
<td>19.6000</td>
</tr>
<tr>
<td>2</td>
<td>Agriculture University, Kota, Rajasthan</td>
<td>12.6000</td>
</tr>
<tr>
<td>3</td>
<td>Anand Agricultural University, Gujarat</td>
<td>19.4000</td>
</tr>
<tr>
<td>4</td>
<td>Assam Agri University, Assam</td>
<td>11.2000</td>
</tr>
<tr>
<td>5</td>
<td>Banda University of Agriculture &amp; Technology, UP</td>
<td>16.8000</td>
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<tr>
<td>6</td>
<td>Bidhan Chandra Krishi Viswavidyalaya, Kalyani, West Bengal</td>
<td>25.4000</td>
</tr>
<tr>
<td>7</td>
<td>Birsa Agricultural University, Jharkhand</td>
<td>7.2000</td>
</tr>
<tr>
<td>8</td>
<td>Chaudhary Charan Singh Haryana Agricultural University</td>
<td>10.3500</td>
</tr>
<tr>
<td>9</td>
<td>Central Agricultural Research Institute, Port Blair</td>
<td>7.3000</td>
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<tr>
<td>10</td>
<td>ICAR-Central Plantation Crops Research Institute, Kasargod</td>
<td>26.4950</td>
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<tr>
<td>11</td>
<td>Chandra Shekhar Azad University of Agriculture and Technology, Kanpur, UP</td>
<td>3.0000</td>
</tr>
<tr>
<td>12</td>
<td>College Of Horticulture and Forestry, CAU, Pasighat,</td>
<td>9.7000</td>
</tr>
<tr>
<td>13</td>
<td>KSCSTE- Centre for Water Resources Development and Management, Kozhikode, Kerala</td>
<td>1.5000</td>
</tr>
<tr>
<td>14</td>
<td>Dr. Balasaheb Sawant Konkan Krishi Vidyapeeth, Dapoli</td>
<td>86.7000</td>
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<td>15</td>
<td>Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola</td>
<td>42.4000</td>
</tr>
<tr>
<td>16</td>
<td>Dr. Y.S Parmer univ of Hort &amp; Forestry, HP</td>
<td>7.2000</td>
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<tr>
<td>No</td>
<td>Institution</td>
<td>Amount</td>
</tr>
<tr>
<td>----</td>
<td>-----------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>17</td>
<td>Dr. Y.S.R Horticultural University, Tadepalligudem, Andhra Pradesh</td>
<td>19.9000</td>
</tr>
<tr>
<td>18</td>
<td>ICAR- Directorate of Medicinal and Aromatic Plants Research, Anand</td>
<td>8.4000</td>
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<tr>
<td>19</td>
<td>ICAR Research Complex for Goa</td>
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<tr>
<td>20</td>
<td>Indira Gandhi Krishi Vishwavidyalaya, Raipur</td>
<td>49.6000</td>
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<tr>
<td>21</td>
<td>ICAR-Indian Institute of Spices Research, Kozhikode</td>
<td>41.6000</td>
</tr>
<tr>
<td>22</td>
<td>Jawaharlal Nehru Krishi Vishwa Vidyalaya, Jabalpur</td>
<td>0.0000</td>
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<td>23</td>
<td>Junagadh Agricultural University, Gujarat</td>
<td>4.0000</td>
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<td>24</td>
<td>Kerala Agri University</td>
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<td>Maharana Pratap University of Agriculture and Technology, Udaipur</td>
<td>15.9000</td>
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<td>26</td>
<td>Vasantrao Naik Marathwada Krishi Vidyapeeth, Parbani</td>
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<td>27</td>
<td>Mahatma Phule Krishi Vidyapeeth, Rahuri</td>
<td>16.0000</td>
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<td>28</td>
<td>N D Univ for Agri &amp; Technology, Faizabad</td>
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<td>29</td>
<td>Nagaland Central Univ, Nagaland</td>
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<td>30</td>
<td>Navsari Agri University, Gujarat</td>
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<tr>
<td>31</td>
<td>ICAR-National Research Centre On Seed Spices, Ajmer</td>
<td>45.9000</td>
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<tr>
<td>32</td>
<td>Orissa University of Agriculture &amp; Technology, Bhubaneswar</td>
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<td>33</td>
<td>Punjab Agricultural University, Ludhiana</td>
<td>19.0000</td>
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<tr>
<td>34</td>
<td>Dr. Rajendra Prasad Central Agricultural University, Bihar</td>
<td>27.5000</td>
</tr>
<tr>
<td>35</td>
<td>Rajmata Vijayaraje Scindia Krishi</td>
<td>8.3000</td>
</tr>
<tr>
<td>No.</td>
<td>Institution</td>
<td>Amount</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>36</td>
<td>S.D. Agricultural University, Jagudan</td>
<td>26.9000</td>
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<tr>
<td>37</td>
<td>Sri Konda Laxman Telangana State Horticultural University, Hyderabad</td>
<td>17.8000</td>
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<tr>
<td>38</td>
<td>Sardar Vallabh Bhai Patel University of Agriculture and Technology, Meerut</td>
<td>3.0000</td>
</tr>
<tr>
<td>39</td>
<td>Sher-e-Kashmir University of Agricultural Sciences and Technology, Jammu &amp; Kashmir</td>
<td>28.7000</td>
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<tr>
<td>40</td>
<td>Sri Karan Narendra Agriculture University, Jobner</td>
<td>8.1000</td>
</tr>
<tr>
<td>41</td>
<td>Tamil Nadu Agricultural University</td>
<td>52.2500</td>
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<tr>
<td>42</td>
<td>U A H S Shimoga</td>
<td>19.8000</td>
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<td>43</td>
<td>U A S Bangalore</td>
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</tr>
<tr>
<td>44</td>
<td>U A S Dharwad</td>
<td>41.6000</td>
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<tr>
<td>45</td>
<td>U H S Bagalkot</td>
<td>43.0000</td>
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<tr>
<td>46</td>
<td>Uttar Banga Krishi Vishwavidyalaya, Pundibari, West Bengal</td>
<td>23.4000</td>
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<tr>
<td>47</td>
<td>RSC &amp; Planetarium, Kozhikode</td>
<td>0.7500</td>
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<tr>
<td>48</td>
<td>DASD, Calicut</td>
<td>74.6550</td>
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<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>1100.000</strong></td>
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</tbody>
</table>
Result framework Document (RFD)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Scheme/ subscheme</th>
<th>Financial Outlay 2019-20</th>
<th>Output deliverables against the outlay 2019-20</th>
<th>Projected medium term outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MIDH</td>
<td>11 Crores</td>
<td>Production of quality planting material of High Yielding varieties 1. No. of QPM produced in lakhs (vegetatively propagated) – 36.00 lakhs 2. Qty of QPM produced in tonnes (seed &amp; rhizomes) – 950.00 tonnes 3. Area covered in ha. (for aromatic plants) – 60 ha. 4. Establishment of accreditation of nurseries – 25 Nos. 5. Infrastructure development of storage of seeds – 15 Nos.</td>
<td>Improving productivity of spices through increased area under HYV</td>
</tr>
</tbody>
</table>

b (xiii) Particulars of recipients of concessions, permits or authorisations granted by it;

No concession, permits or authorization have been granted.

b (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;

Statistical data like area, production, productivity, export, import and price of the mandatory crops.

b (xv) Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, of maintained for public use

a. The Directorate houses a good library containing technical books, journals and articles which can be made use of the public on any working day from 0900 to 1730 hrs. As a part of dissemination of information on mandatory crops, the Directorate provides booklets / pamphlets / publications/ journals on various technical aspect to the public free of cost and also on fixed price basis.

Name & location of the facility
Directorate of Arecaanut and Spices Development,
Room No. 205., West Hill, Calicut-673 005, Kerala.

Contact person and contact details
Shri Babulal Meena
Deputy Director
Phone : 0495 – 2369877
Fax : 0495 – 2765777, Email : spicedte@nic.in,
Application fees can be remitted through DD/Bankers cheque drawn in favour of Pay & Account Office, Department of Agriculture, Cooperation and Farmers Welfare, Cochin. The Bank details of PAO Cochin are given below:

<table>
<thead>
<tr>
<th>Name of Bank</th>
<th>State Bank of India</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch Name</td>
<td>Treasury Branch, Ernakulam</td>
</tr>
<tr>
<td>IFSC</td>
<td>SBIN0009795</td>
</tr>
<tr>
<td>Account Number</td>
<td>30412704610 (Receipt)</td>
</tr>
<tr>
<td></td>
<td>30412697942 (Payment)</td>
</tr>
</tbody>
</table>

b. Form of accessibility of information manual/handbook (Section 4(1)(b)):
   Official journal and other reports are published in printed format.

c. Whether information manual/handbook available free of cost or cost or not [Section 4(1)(b)]
   (i) Leaflets on cultivation of spices are published in English, Malyalam and Hindi and are all free of cost.
   (ii) Official Journal – Indian Journal of Areca nut Spices and Medicinal Plants is a quarterly journal. Annual subscription rate is Rs.200/- and Rs.50/- per copy, Three year subscription rate : Rs.500/-.

   English, Hindi and Malayalam.

e. When was the information annual/hand book last updated? (F.No.1/6/2011-IR dated 15.4.2013).
   30th September, 2019

b (xvi) Name, designations and other particulars of the Public Information Officers:

<table>
<thead>
<tr>
<th>Appellate Authority:</th>
<th>Dr. Homey Cheriyan, Director</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Directorate of Areca nut and Spices Development, Calicut 673005, Kerala. Phone - 0495-2765501, Fax-0495-2765777, Residence: 2 B, Royal Harmony, K.T.Gopalan Road, Kottoli, Calicut: Phone: 04952742888 Mob:09495365854</td>
</tr>
<tr>
<td>Central Public</td>
<td>Babulal Meena, Deputy Director, Directorate of Areca nut</td>
</tr>
</tbody>
</table>

Web : www.dasd.gov.in
Information Officer: Shri C. Shunmuga Sundaram, Superintendent
Residence: House No.566/11, Meena Nivas, Meledath Paramba, Kaipurathpalam Road, Mokavoor, Eranhikkal P.O., Calicut 673 303.

Deemed Central Public Information Officer: 
Directorate of Arecanut and Spices Development, Calicut 673005, Kerala. Phone - 0495-2369877, Fax- 0495-2765777.

b. (xvii) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

1. Grievance redressal mechanism:

2. a. Central Public Grievances Redressal and Monitoring (CPGRAM)
   Director of Agriculture, Cooperation & Farmers Welfare, Government of India, Calicut, Kerala
   Phone : 0495 – 2369877 / 2765501  Fax: 0495- 2765777
   email: spicedte@nic.in Website : www.dasd.gov.in

b. Dr.Femina, Part time Vigilance Officer & Deputy Director,
   Directorate of Arecanut and Spices Development
   (Department of Agriculture, Cooperation & Farmers Welfare)
   Ministry of Agriculture & Farmers Welfare, Government of India, Calicut, Kerala
   Phone : 0495 – 2369877 / 2765501  Fax: 0495- 2765777
   email: spicedte@nic.in Website : www.dasd.gov.in

a :Details of application received under RTI and information provided:-

<table>
<thead>
<tr>
<th>Year</th>
<th>No of application received under RTI</th>
<th>No. of Reply submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-20</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>S.No.</td>
<td>Name and Address</td>
<td>Subject</td>
</tr>
<tr>
<td>------</td>
<td>-------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>1.</td>
<td>Shri. K. Kumar, Uttar Pradesh</td>
<td>Details of Workers and employees engaged on permanent rolls and the contractors.</td>
</tr>
<tr>
<td>4.</td>
<td>Gautam Shetty, Karnataka</td>
<td>Details of information on Arecanut Subsidy for farmers.</td>
</tr>
<tr>
<td>5.</td>
<td>Dhanraj.S. Ernakulam</td>
<td>How many rupees to spent the DASD, Calicut as salary and expenses included HRA, TA &amp; DA etc. for employees in 2016-17, 2017-18.</td>
</tr>
<tr>
<td>6.</td>
<td>Jayarama Gowda, Karnataka</td>
<td>Details of compensation rates fixed for loss of Arecanut and coconut trees due to drought.</td>
</tr>
<tr>
<td>7.</td>
<td>Smt. Soundarya, T.N</td>
<td>Details of expenses spent for the welfare of farmers in Rural India for the year 2017.</td>
</tr>
<tr>
<td>8.</td>
<td>Shri. Achi Ranjanyulu, Andhra Pradesh</td>
<td>State wise area and production of Red Chilly in India.</td>
</tr>
<tr>
<td>9.</td>
<td>Sh.Sunilkumar, Bangaluru</td>
<td>Details of any State/Central Government subsidy available for Areca Plants manifesting Units.</td>
</tr>
<tr>
<td>10.</td>
<td>Sh. Chandaran, Kannur</td>
<td>Family details as per service records of Sh. P.V. Kunjambu</td>
</tr>
<tr>
<td>11.</td>
<td>Adv.JithesKumar, Ernakulam</td>
<td>Details Recruitment for the post staff Car Driver on deputation or Absorption method.</td>
</tr>
<tr>
<td>12.</td>
<td>Smt. Savithri Rai, Karnataka</td>
<td>The assistance provided for the crop loss due to Arecanut Koleroga.</td>
</tr>
<tr>
<td>13.</td>
<td>Sh. A.E. Thomas, Thrissur</td>
<td>Details for coconut production for the year2001in India.</td>
</tr>
<tr>
<td>14.</td>
<td>Sh. Namitkumar Srivastava, Chhattisgarh</td>
<td>What are the scheme to finance to cultivate Alovevera crop with government provided loan and subsidy given by the Government .</td>
</tr>
</tbody>
</table>

b : List of completed schemes/projects/programmes

i) Centrally Sponsored Scheme – Integrated Programme for the Development of Spices

ii) Centrally Sponsored Scheme – Macro Management Scheme

c : List of schemes/projects/programmes underway

i) Mission for Integrated Development of Horticulture (MIDH)


e) Frequently asked question (FAQs)

As mostly information is disclosed in the suo-moto disclosure, there are no frequently sought information under RTI.
f: Citizen’s Charter  Already available in the DASD official web site  :  

g  Result framework Document (RFD)

Result framework Document (RFD)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of the Scheme/ subscheme</th>
<th>Financial Outlay 2019-20</th>
<th>Output deliverables against the outlay 2019-20</th>
<th>Projected medium term outcome</th>
</tr>
</thead>
</table>
| 1     | MIDH                           | 11 Crores                | Production of quality planting material of High Yielding varieties  
1. No. of QPM produced in lakhs (vegetative propagated ) – 36.00 lakhs  
2. Qty of QPM produced in tonnes (seed & rhizomes ) – 950.00 tonnes  
3. Area covered in ha. (for aromatic plants) – 60 ha.  
5. Infrastructure development of storage of seeds – 15 Nos. |
|       |                                |                          | Transfer of Technology programme  
3. Training of 12000 farmers  
4. Establishment of 250 ha demo plots on improved technologies |
|       |                                |                          | Increasing productivity of spices through increased area under HYV |

Section 4(1)(d)(2) : Replies to questions asked in the parliament

2019-20 : Total 31 parliament questions were received and replied.

Section 4 (3) : Dissemination of information widely and in such form and manner which is easily accessible to the public

Information is placed in the official Website : dasd.gov.in which can be accessed through internet

1.  Such other information as may be prescribed (F.No.1/2/2016-IR dated 17.8.2016, F.No.1/6/2016-IR dated 15.4.2013)

a.  Name and details of Current FAAs & CPIOs

<table>
<thead>
<tr>
<th>Appellate Authority</th>
<th>Dr. Homey Cheriyan, Director</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Directorate of Arecaanut and Spices Development, Calicut 673005, Kerala. Phone - 0495-2765501, Fax-0495-2765777, email : <a href="mailto:spicedte@nic.in">spicedte@nic.in</a>.</td>
</tr>
<tr>
<td>Residence</td>
<td>2 B, Royal Harmony, K.T.Gopalan Road,</td>
</tr>
</tbody>
</table>
Central Public Information Officer: Babulal Meena, Deputy Director, Directorate of Arecanut and Spices Development, Calicut 673005, Kerala. Phone - 0495-2369877, Fax- 0495-2765777, email: spicedte@nic.in. Residence: House No.525a/11, Meena Nivas, Meledath Paramba, Kaipurathpalam Road, Mokavoor, Eranhikkal P.O., Calicut 673 303.

b. Earlier FAAs & CPIO from 1.1.2015

Appellate Authority: 
Dr. Homey Cheriyan, Director
Directorate of Arecanut and Spices Development, Calicut 673005, Kerala. Phone - 0495-2765501, Fax- 0495-2765777, email: spicedte@nic.in. Residence: 2 B, Royal Harmony, K.T.Gopalan Road, Kottooli, Calicut: Phone: 04952742888

Central Public Information Officer: Babulal Meena, Deputy Director, Directorate of Arecanut and Spices Development, Calicut 673005, Kerala. Phone - 0495-2369877, Fax- 0495-2765777, email: spicedte@nic.in. Residence: House No.525a/11, Meena Nivas, Meledath Paramba, Kaipurathpalam Road, Mokavoor, Eranhikkal P.O., Calicut 673 303.

c. Details of third party audit of voluntary disclosure:

Date of audit carried out : NA
Report of the audit carried out : NA

d: Consultancy committee of key stake holders for advice on suo-moto disclosure

A Suo-Moto disclosure Committee has been constituted as under vide office order No. F.No. 6/1/2008-Gen dated 4th December , 2019.

First Appellate Authority : Dr Homey Cheriyan, Director
Nodal Officer : Dr Femina, Deputy Director,
CPIO : Shri Babulal Meena, Deputy Director
e: Committee of FAAs /PIOs with rich experience in RTI in to identify frequently sought information under RTI:-

A Committee for frequently sought information has been constituted as under vide office order No. F.No. 6/1/2008-Gen dated 6th December , 2019.

First Appellate Authority : Dr Homey Cheriyan, Director

Nodal Officer : Dr Femina, Deputy Director,

CPIO : Shri Babulal Meena, Deputy Director

Member : Shri Madhu N , Research Officer.

f. Appointment of Nodal Officer :-

Dr Femina, Deputy Director has been appointed as Nodal officer for RTI vide office order No. F.No. 33/7/2013-Gen dated 1st November 2016.

2. Nos of employees against whom Disciplinary action has been proposed/taken (under section 4(2)]

NIL

3. Programmes to advance understanding of RTI [section 26]

The staff deployed in RTI Section will be given training programme of RTI being organised in ISTM and various Government Training institutions.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name of the Official/Designation</th>
<th>Date</th>
<th>Attended course/programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr.Homey Cheriyan, Director</td>
<td>26-10-2016</td>
<td>RTI –MIS</td>
</tr>
<tr>
<td>2</td>
<td>Babulal Meena, Asst.Director</td>
<td>17th &amp; 18th Dec, 2012</td>
<td>Workshop on RTI Act 2105</td>
</tr>
<tr>
<td>3</td>
<td>Babulal Meena, Asst.Director</td>
<td>12-10-2016</td>
<td>Annual Convention-2016</td>
</tr>
<tr>
<td>4</td>
<td>Babulal Meena, Asst.Director</td>
<td>12-10-2018</td>
<td>13th Annual Convention-2018</td>
</tr>
<tr>
<td>5</td>
<td>Babulal Meena, Asst.Director</td>
<td>12-10-2019</td>
<td>14th Annual Convention-</td>
</tr>
</tbody>
</table>

Internal rotation of staff is being carried out especially in the case of sensitive post.


<table>
<thead>
<tr>
<th>(i)</th>
<th>Discretionary and non-discretionary grants/allocations to State Govt./NGOs/other institutions.</th>
<th>Nil</th>
</tr>
</thead>
<tbody>
<tr>
<td>(ii)</td>
<td>Annual accounts of all legal entities who are provided grants by public authorities.</td>
<td>Nil</td>
</tr>
</tbody>
</table>

6. **CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.**

![Image of the inspection report]

With reference to your letter cited, the following remarks are issued.

- Para. II: Payment of penalty to postal Department: Not pursued further.
- Para. III: Condemnation of office vehicle: Dropped, subject to verification during next audit.

The inspection report may be treated as closed.

Yours faithfully,

Sr. Audit Officer
7. Guideline for Indian Government website (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Public Grievance and Pension, Govt. of India, Security Audit testing by NIC, RCEC have been done, which is complaint to GIGW.

8. Foreign and domestic tours (F.No.1/8/2012-IR dt.11.09.2012]

a. Head of the department :

<table>
<thead>
<tr>
<th>Period 2019-20</th>
<th>Place of Visit</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>05.03.2019 to 07.03.2019</td>
<td>Attended the XIII Governing Body meeting convened on 06.03.2019 at Govt. Secretariat, Thiruvananthapuram, under the chairmanship of the Hon'ble Agriculture Ministry Adv. V.S. Sunil Kumar, Govt. of Kerala</td>
<td>8,082</td>
</tr>
<tr>
<td>28.01.2019 to 31.01.2019</td>
<td>Attended the 4th edition of International Spices Conference (ISC 2019) held at the Novotel Hyderabad Convention Centre, Hyderabad, Andhrabad Pradesh</td>
<td>12,032</td>
</tr>
<tr>
<td>18.03.2019 to 22.03.2019</td>
<td>Attended MIDH meeting on Value Chain Studies at the Ministry of Agriculture and Farmers Welfare, Krishi Bhavan, New Delhi.</td>
<td>44,840</td>
</tr>
<tr>
<td>01.04.2019 to 17.04.2019</td>
<td>Attended official work relating to this Directorate at the Ministry of Agriculture and Farmers Welfare, Krishi Bhavan, New Delhi.</td>
<td>43,080</td>
</tr>
<tr>
<td>28.05.2019 to 29.05.2019</td>
<td>Attended meeting called by Shri. Dinesh Kumar, Joint Secretary (MIDH), Ministry of Agriculture and Farmers Welfare, Krishi Bhavan, New Delhi to review activities of 2018-19 and ensuing year activities (2019-20), expenditure and AAP presentation of DASD, Calicut at Coconut Development Board office at Kochi</td>
<td>3,660</td>
</tr>
<tr>
<td>10.06.2019 to 14.06.2019</td>
<td>Conducted 13th Annual Review Meeting of MIDH/NHM programme at the Biju Pattnaik Conference Hall, Orissa University of Agriculture and Technology, Bhubaneswar, Orissa.</td>
<td>30,516</td>
</tr>
<tr>
<td>03.07.2019 to 05.07.2019</td>
<td>Attended meeting on conduct of National Seminar on Spices at the Central Coastal Agricultural Research Institute, Old Goa.</td>
<td>4,795</td>
</tr>
</tbody>
</table>
25.07.2019 to 27.07.2019  | Attended meeting helds under the Chairmanship of Secretary (AC & FW), Ministry of Agriculture, Krishi Bhavan, New Delhi on 26th July, 2019 at Krishi Bhawan, New Delhi. This meeting relates to discussion on the production, marketing and logistic support for turneric growers of Nizamabad and Telangana. | 25,616

08.08.2019 to 09.09.2019  | Attended meeting on Quinquennial Review Team (QRT) at Kochi | 5,835

03.09.2019 to 04.09.2019  | Attended a meeting to discuss various issues on Spices sector at Spices Board, Kochi. | 4,388

29.08.2019 to 03.09.2019  | Attended discussion at ICAR-Central Costal Agricultural Research Institute, Ela, Old Goa for organizing the National Seminar on Spices during 2019. | 10,855

11.08.2019 to 11.08.2019  | Flight ticket cancellation charges to attend the meeting of QRT on AICRP on Ginger and Turneric called by the Directorate of Horticulture, Telangana for Streamlining surmeric cultivation in Telangana. | 5,250

03.10.2019 to 05.10.2019  | Attended MIDH programme on "A pilot project on pesticide free production through popularisation of bio-agents and botanicals for plant health management" sponsored by this Directorate and organized at NRCESS, Ajmer. | 28,406

15.10.2019 to 17.10.2019  | Attended First meeting of the Turneric Task Force Committee proposed by the Spices Board, held at Hotel Vamshi International, Nizamabad, Andhra Pradesh. | 17,211

05.09.2019 to 08.09.2019  | Attended XXVI Meeting of ICAR Regional Committee No. VIII held at ICAR-IIHR, Bengaluru. | 5,800

| Total | 2,79,801 |

b. Information related to procurements:-

**PROCUREMENT THROUGH GEM IN The Financial year 2019-2020**

_Purchased through Gem w.e.f. 01 April 2019 to Till November 2019_  

**Annexure-I**

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Items Purchased through GeM</th>
<th>(Rs) Amount</th>
<th>GeM Contract No.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Toner(T-1810D)</td>
<td>6,490/-</td>
<td>511687781173989</td>
<td>Date 08/04/2019</td>
</tr>
<tr>
<td>2</td>
<td>Desktop Computer</td>
<td>54,150/-</td>
<td>511687718334016</td>
<td>Date 06/5/2019</td>
</tr>
<tr>
<td>3</td>
<td>Toner(2309P)</td>
<td>3,241/-</td>
<td>511687729552301</td>
<td>Date 21/05/2019</td>
</tr>
<tr>
<td>4</td>
<td>6KVA UPS</td>
<td>1,33,500/-</td>
<td>511687755614848</td>
<td>Sun Power Conversion,</td>
</tr>
<tr>
<td>SNo</td>
<td>Description</td>
<td>Rate</td>
<td>Lion</td>
<td>Supplier/Date</td>
</tr>
<tr>
<td>-----</td>
<td>-----------------------------------------------</td>
<td>-------</td>
<td>------</td>
<td>---------------------</td>
</tr>
<tr>
<td>5</td>
<td>LaserJet Toner (2 Nos)</td>
<td>6,583/-</td>
<td>511687783043270</td>
<td>Dated- 14/06/2019 U.P. Super Enterprises, Chennai.</td>
</tr>
<tr>
<td>6</td>
<td>Lysol, Envelops</td>
<td>3,782/-</td>
<td>511687742695926</td>
<td>Dated- 24/06/19 Super Enterprises, Chennai.</td>
</tr>
<tr>
<td>7</td>
<td>Cello Pen, Reynolds Racer, File Board.</td>
<td>14,245/-</td>
<td>511687742695926</td>
<td>Dated- 24/06/10 A ONE Enterprises, Chennai.</td>
</tr>
<tr>
<td>8</td>
<td>Stapler, Punching machines, Cloth cover</td>
<td>11,410/-</td>
<td>511687727062908</td>
<td>Dated 24/06/19 Millan Stationary &amp; Printers , Mumbai</td>
</tr>
<tr>
<td>9</td>
<td>Weighing Machine</td>
<td>3,499/-</td>
<td>511687748011894</td>
<td>Dated 22/07/19 Mercury Lab, Delhi.</td>
</tr>
<tr>
<td>10</td>
<td>Floor Cleaner</td>
<td>1,700/-</td>
<td>511687761422736</td>
<td>Dated 30/09/2019 Gr Group, Mirzapur, U.P.</td>
</tr>
<tr>
<td>11</td>
<td>Beetle C- II Phone</td>
<td>2,170/-</td>
<td>511687759099662</td>
<td>Dated 18/10/2019 Orien Infotel, Indore, M.P.</td>
</tr>
<tr>
<td>12</td>
<td>Panasonic KX-TS880</td>
<td>3,375/-</td>
<td>511687770903385</td>
<td>Dated 18/10/2019 Set Tele System, Delhi.</td>
</tr>
<tr>
<td>13</td>
<td>Wall Clock</td>
<td>2,025/-</td>
<td>5611687749652418</td>
<td>Dated 21/10/2019 CAR Mahal Allen Club Market, Barailly, UP.</td>
</tr>
<tr>
<td>14</td>
<td>Toilet Brush</td>
<td>500/-</td>
<td>511687711928464</td>
<td>Dated 22/10/2019 Office Solution, Mumbai.</td>
</tr>
<tr>
<td>15</td>
<td>Coir Matte</td>
<td>7,500/-</td>
<td>511687764252344</td>
<td>Dated 22/10/2019 Office Solution, Mumbai.</td>
</tr>
<tr>
<td>17</td>
<td>Toshiba-Toner</td>
<td>3,570/-</td>
<td>51168773494969</td>
<td>Dated 20/11/2019 HR Associate</td>
</tr>
<tr>
<td>18</td>
<td>Computer Table</td>
<td>4,050/-</td>
<td>5116877164885675</td>
<td>Dated 20/11/2019 Gruha Shobha Enterprises, Hyderabad.</td>
</tr>
<tr>
<td>19</td>
<td>White Cleaner (Phenol)</td>
<td>750/-</td>
<td>511687717117096</td>
<td>Dated 20/11/2019 Sashoka Dyechem corporation, Nasik</td>
</tr>
</tbody>
</table>

- **Purchase Items through Open Market during current Financial year 2019-2020**
<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Items purchased through Open Market</th>
<th>Amount (Rs)</th>
<th>Invoice No.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Electrical Cabling items and Networking cabling items.</td>
<td>Rs.49,735/-</td>
<td>B 7476 dated 21/08/2019 B 7477 Dated 21/08/2019.</td>
<td>Purchase has been made from open market after completing all codal formalities in GFR 2017 and duly approved by purchase committee.</td>
</tr>
</tbody>
</table>