

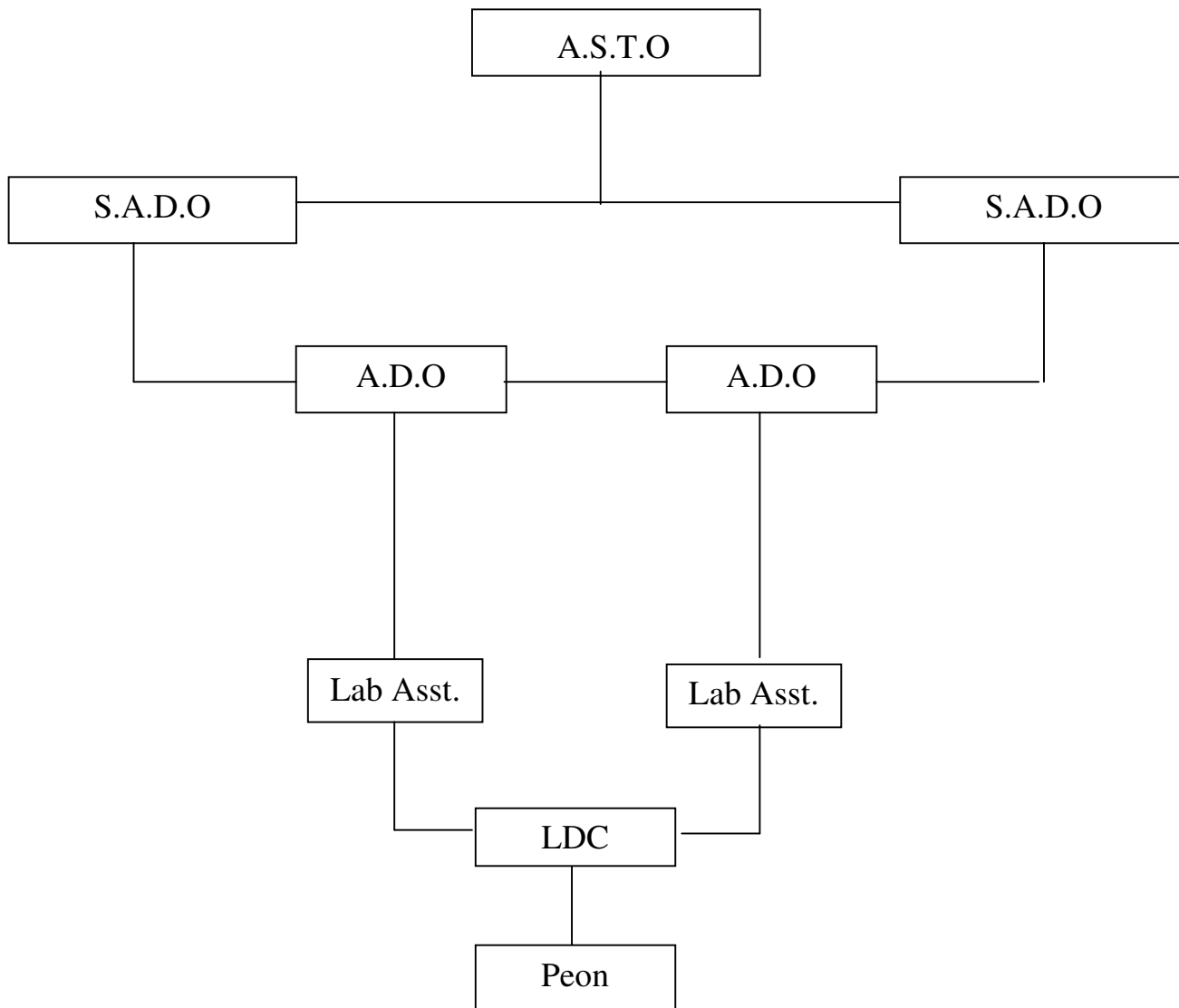
ORGANIZATION SET UP

Functions and duties of different office constituting
the Organization *U/S 4.1 (b)(i)*

1- A. Name of the Office and organizational setup

SAMPLE - I

Office of the Assistant Soil testing Officer Mandasaur M.P.



1. B. Functions and duties of each unit of the Officer (1 to 3 pages)

S.No	Unit/Section	Functions performed
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(A) Administration Section :

1.	A.S.T.O	<p>1. Administrative & financial Control of subordinate.</p> <p>2. Liasoning with higher authority DDA and field staff to secure availability of soil sample for analysis purpose.</p> <p>3. Controlling authority correct and technically analysis for soil sample despatch analysis report as per time frame.</p>
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(B) Technical Section :

2.	S.A.D.O. I	1. Responsibility for analysis of organic carbon and technical recommendation of nutrient on result sheet.
3.	S.A.D.O. II	2. Responsibility for analysis of potash factor and technical recommendation result and posting of result sheet.
4.	A.D.O. I	1. Responsibility for analysis available phosphate factor and entries on result sheet and other office work.
5.	A.D.O. II	2. Responsible for analyses of P ^H & EC factor and result entries on result sheet technical Correspondence, progress report.
6.	Laboratory Asstt. I	3. Soil sample receiving registration of soil sample and preparations for analysis.
7.	Laboratory Asstt. II	1. Preparation of reagent and assist a analysis of factor.
		2. Preparation of reagent and assist a analysis of factor.

(C) Account Section :

8.	Asstt. grade-III I	Account section dealing, treasury & bank work.
9.	Store I	Store section dealing incharge (Lab. Asstt.)
10	Record room	Keeping record safety
11	Others	Nil

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

Present Working Staff

S. No.	Name	Designation	Remuneration	Duties
1.	Shri J. P. Vishwakarma	S.A.D.O.	(5000-8000grade) 6500+3575+260 =10335	analysis of potash factor and technical recommendation.
2.	O. P. Sharma	A.D.O	(4500-7000grade) 7100+3905+284 =11289	Analysis of Organic Corbon factor entries on result sheet.
3.	V. S. Jadhav	A.D.O.	(4500-7000grade) 7000+3850+280 =11130	Analysis of P ^H & EC factor and information sheet entries on result sheet.
4.	L. D. Verma	Lab. Asst.	(4000-6000grade) 5100+2805+204+40 =8149	Account establishment and store section.
5.	B. L. Soni	Lab. Asst.	(4000-6000grade) 5300+2915+212 =8427	1. Anyliyis of phaspate factor. 2. Registration of soil sample and recommendation sheet. 3. Technical corspondence progress report.
6.	Kanhaiyalal Baser	Peon	(2610-4400grade) 3660+2013+146 =5819	1. Opening office before 1/2 hrs. & closing after 1/2 hrs. of schedule of-fice time. 2. Keeping office neat & clean. 3. Shifting files to con-cernig table.

3. Decision making process in graphic form (one page).

U/S 4.1 (b) (iii)

Initiating the file dealing staff and the section	Channels Officers handling the file at each level	Decision making authority	Supervisory Authority	Officer to whom Accountable
Accounts & Establishment & Store Files	A.S.T.O	A.S.T.O	D.D.A.	A.S.T.O
NPK Factor Files	A.D.O	S.A.D.O	D.D.A.	A.S.T.O

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

Organization decided 30 days time period responsible to ASTO Mandasaur.

B) Quality Norms, if decided by the organization.

Nil

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

TARGET IN YEAR 2005-06

S.No.	District name	Mager nutritents Target	Micro nutritents target
1.	Mandasaur	5000	200
2.	Neemuch	5000	200
3.	Ratlam	5000	400
	Total	15000	800

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

Acts : Wright to information act 2005.
Rules : MPFR, MPFC, MP-TC
Regulation : Regulation formed by Govt., GAD and State Govt. and Agri. Dept.
Manual : Designed by Agri. Deptt.
Circulars : Status of sulphur in soil.

6. Statement of various categories of documents held it or under its control. U/S 4.1 (b)(vi)

S.No.	Name of documents	Kind of document like microfilm, register, books, diskette etc	Nature and content of document	Duration of records.
(A) Account section :				
1.	Cash book	Register	Entire cash tranjection	40 years
2.	Contigent	Register	Expenditure of contigent budget	10 years
3.	Bill Reg.	Register	All type of vouchers	--
4.	BTB	Book	Payble Amount	--
5.	Budget Estimate	Register	Budget related	5 years
6.	Stock Reg.	Register	Stock entries	--
7.	T. A. Bills	Register	T. A. related	10 years
8.	Pay bills	File	Pay details	40 years
(B) Establishment :				
1.	Service book	Book	Service details	5 years after retirement
2.	Leave account	Register	Details of leaveDo...
3.	Pension	File	Pension	5 years after retirement or death
4.	Invalid pension	File	Pension detail	25 years after retirement
(C) Technical Section :				
1.	NPK analysis	Register	Particular of NPK analysis	10 Year
2.	Micro nutrient Analysisia	Register		10 Year

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

Name of the committee : Nill
Copy of the orders/circulars for formation : Nill
Functions : Nill
Members : Nill
Duties and responsibilities : Nill
*Accessibility of minutes for public U/S 4.1 (b)(vii) :*Nill

II. Proceeding, Minutes of the meeting (copy to be made available and be given in the electronic form with hypertext link)

----- Nill -----

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

S.No.	Name of the Body	Name of the Members	Qualification
Nill	Nill	Nill	Nill

II. Order of the formation.

(Original text to be given in electronic form and to be hyperlinked)

----- Nill -----

**III. Charter/Memorandum of Articles of Association.
(Original text to be given in electronic form and to be hyperlinked)**

----- Nill -----

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

----- Nill -----

V. Whether open to public or not

----- Nill -----

**VI. Availability of the proceeding/minutes of the last meeting.
(Original text to be given chronologically in electronic form and to be hyperlinked)**

----- Nill -----

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

S.No.	Name	Designation	Address & Contact No. if any
1	Shri J. P. Vishwakarma	S.A.D.O.	Office of the A.S.T.O., Mandsaur
2	O. P. Sharma	A.D.O.do
3	V. S. Jadhav	A.D.O.do
4	L. D. Verma	Lab. Asst.do
5	B. L. Soni	Lab. Asst.do
6	Kanhaiyalal Baser	Peondo

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

S.No.	Name	Salary + DA + HRA Remuneration	Compensation
1	Shri J. P. Vishwakarma	Rs. 10335/-
2	O. P. Sharma	Rs. 11289/-
3	V. S. Jadhav	Rs. 11130/-
4	L. D. Verma	Rs. 8149/-
5	B. L. Soni	Rs. 8427/-
6	Kanhaiyalal Baser	Rs. 5819/-

11. Annual Budget allocation and Expenditure statement (to be linked with treasury data bank) U/S 4.1 (b) (x)

S.No.	Budget Head	Name of Work	Year	Allocation	Exp.
1	13-2401, 001, 9999, 119	Pay Head	2005-06	9,91000	2,43186
2	41-2401, 001, 0102, 118	Pay Head	2005-06	1,21000	66,332
3	13-2401, 800, 0701, 1580	For analysis of	2005-06	2,26592	--
4	41-2401, 800, 702, 1580	soil sample	2005-06	74,407	--
5	64-2401, 102, 0703, 1580	mager and micro	2005-06	37,220	--

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

A List of Programs (in electronic form)

Integrated nutrients managements

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

Collection of sample though field worker under control of concerning (type the order of the DAG) dt. director.

C Detailed Information.

S.No.	Name of the program	Administrative Department	Year	Amt. Allocated	No of Beneficiaries
1	Integrated of nutrient management	Agri. Dptt.	2005-06	3,38,219	Benefices will be benefited in progressive month

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

S.No.	Name of the concession	Name	Address	Year	Kind of support	Approximate value of concession
No subsidy programmed take by this office						

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

S.No.	Name of documents	Kind of document like microfilm, register, books, diskette etc.	Nature and content of document	Duration of records.
(A) Account section :				
1.	Cash book	Register	Entire cash transecting	40 years
2.	Contingent	Register	Expenditure of	10 years
3.	Bill Reg.	Register	budget	--
4.	BTB	Book	All type of vouchers	--
5.	Budget Estimate	Register	Payable	5 years
6.	Stock Reg.	Register	Amount	--
7.	T. A. Bills	Register	Budget related	10 years
8.	Pay bills	File	Stock entries T. A. related Pay details	40 years
(B) Establishment :				
1.	Service book	Book	Service details	5years after retirement
2.	Leave account	Register	Details of leaveDo...
3.	Pension	File	Pension	5 years after retirement or death
4.	Invalid pension	File	Pension detail	25years after retirement
(C) Technical Section :				
1.	NPK analysis	Register	Particular of NPK analysis	10 Year
2.	Micro nutrient Analysis	Register		10 Year

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

S.No.	Facility	Name of Incharge	Duration of opening (time to be given)	Contact No. Tele. No.
1	Soil fertility map & status of NPK	Shri B. L. Soni (Lab Asstt.)	10.30 Am to 5.30 Pm	

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

		PIO	APIO
1	Name	Babulal Soni	Laxmidev Verma
2	Designation	Laboratory Asst.	Laboratory Asst.
3	Tel. No.		
4	E-mail Address		
5	Place of Work and Address	Soil Testing Lab, Mhow-Neemuch Road,	Soil Testing Lab, Mhow-Neemuch Road,
6	Contact hours for public	Mandsaur (M.P.) 10.30 am to 5.30 pm	Mandsaur (M.P.) 10.30 am to 5.30 pm

17 Any other information in citizen related facilities U/S4.1 (b) (xvii)

----- Nill -----

Public Information Officer
Soil Testing Laboratory
Mandsaur (M.P.)

Director of Agriculture Bhopal

Kramank/S.T.-2/31-01/60

Bhopal/10-06-2005

To,

1. Zonal Manager,
Agro Climatic regional Project (All)
2. Deputy Director,
..... (All)

Subject :- Target for the year 2005-2006 regarding.

Sir,

Please find target for year 2005-2006 here with.

Zonal Manager of Concerning Zone will review the laboratory progress every month and ensure to availability of soil sample us per target given.

Deputy Director has been fixed the responsibility to collect the Soil sample with help of field worker and it will be send to laboratory for further action deputy director. Vise-varsa in formed this office. Laboratory will make sure to sending the progress report of analysis before 10 the of every month and will take part in conference of ZM/DDA/SADO to ensure the availability of the sample.

Sd.

Director of Agriculture
M.P. (Bhopal)

Kramank/S.T.-2/31-01/M.P./61

Bhopal/10-06-2005

- (1) Astd. Soil testing officer..... (All)
- (2) Astd. Soil surwy officer..... (All)

Sd.

Director of Agriculture
M.P. (Bhopal)