

I. Dev.HQ

Manual –1

1. AIMS AND OBJECTIVES OF THE ORGANISATION

The main objective of the Development Department is to provide multifarious services to the farmers viz. provision of better scientific techniques/technology inputs, distribution of subsidy, testing of samples of water and soil, augmenting, irrigation facilities, distribution of fertilizer/manure on nominal rates, treatment (indoor/OPD) in various veterinary dispensaries of ailing animals, supply of medicines, vaccines etc. Latest technical know how is also provided to persons belonging to SC/ST and General Community in Poultry Farming. SC/ST participants are also provided stipend at completion of Training. Lastly development of fisheries activities viz. providing the technical know-how for fish-culture, issue of fishing licences and supply of quality-strained fish seeds to the fish farmers/fisherman, are also given grant of NOC for electric connection to tube-well for agriculture purposes, construction/repair of Panchayat Ghars/ chaupals for SC's/Wells in rural areas are activities which also fall within the ambit of this department.

2. MISSION / VISION

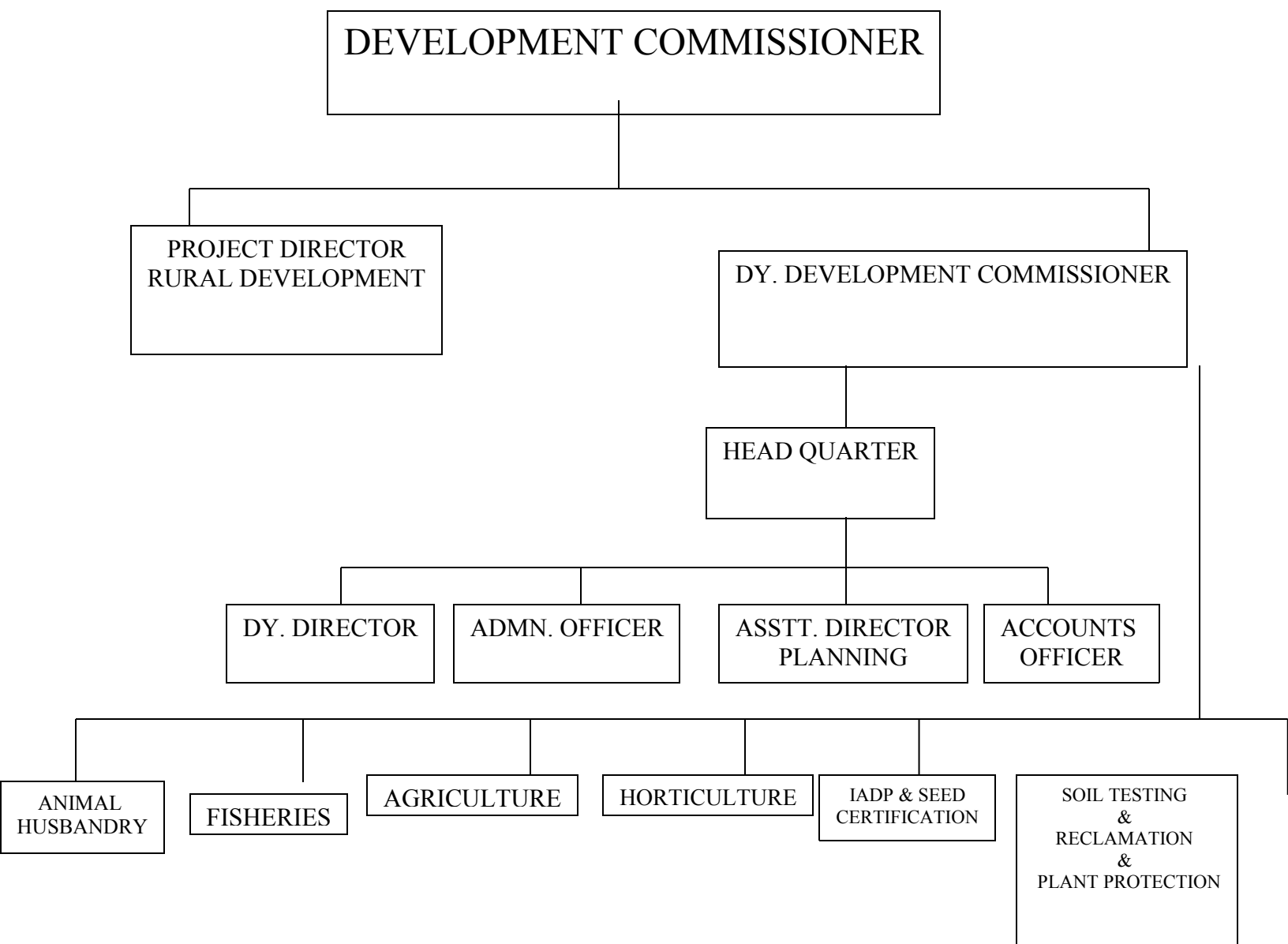
1. To provide latest technology on Plant Protection Services
2. To watch quality pesticide to farmers through enforcement of insecticide Act 1968 and Rules 1971 made thereunder.
3. To issue licences to sell insecticides/pesticides, pest control and household pesticides products.
4. To achieve the highest standards in providing hi-tech/technical know-how for increasing agricultural productivity and enhancing extension education for cultivation of high yielding agri-horticultural crops with a view to promote the cultivation of low volume and high value crops.
5. To provide soil and water testing services to the Delhi farmers and reclaim their poor soils through the application of soil reclamation input.
6. To provide technical know-how to the farmers/kitchen gardener and growers floriculture crops in rural/urban areas in GNCT of Delhi.
7. Technical know how for fish culture.
8. Enforcement of fertilizer Control orders, Issue of Licences to Dealers, Farmers, Co-op. Societies etc. and free distribution of Store Bins to SC/ST Farmers.
9. Treatment of all type of sick animals in the discipline of Surgery, Medicine, Gynecology and Bacteriology and free prophylactic vaccination of livestock against contagious diseases like H.S (Galghontu) & F.M.D. (Muh-Khor).

3. BRIEF HISTORY AND BACKGROUND FOR ITS ESTABLISHMENT

The Development Department is a major Department of Delhi Govt. and the following Units are covered under Development Department.

1. Horticulture Unit
2. Fisheries Unit
3. Agriculture Unit
4. Animal Husbandry Unit
5. Plant Protection Unit
6. Seed Certification Agency Unit
7. Soil Testing Lab.
8. Integrated Agriculture Development Programme Unit
9. Rural Development

4. Organization Chart



5. ALLOCATION OF BUSINESS

The organization provides various services viz. provision of better scientific techniques/technology inputs, distribution of subsidy, testing of samples of water and soil, augmenting, irrigation facilities, distribution of fertilizer/manure on nominal rates, treatment (indoor/OPD) in various veterinary dispensaries of ailing animals, supply of medicines, vaccines etc. Latest technical know how is also provided to persons belonging to SC/ST and General Community in Poultry Farming. SC/ST participants are also provided stipend at completion of Training. Lastly development of fisheries activities viz. providing the technical know-how for fish-culture, issue of fishing licences and supply of quality-strained fish seeds to the fish farmers/fisherman, are also given grant of NOC for electric connection to tube-well for agriculture purposes, construction/repair of Panchayat Ghars/ chaupals for SC's/Wells in rural areas are activities which also fall within the ambit of this department.

6. DUTIES TO BE PROFORMED TO ACHIEVE THE MISSION

Development Commissioner : He works as Head of the Deptt. as well as Secy. of the Department and is responsible for formulation / supervision of implementation of Policies of the Department.

Dy. Dev. Commissioner : He works as Head of the Office & assists Dev. Commissioner in normal functions of the Department. He also co-ordinates

7. DETAILS OF SERVICES RENDERED

The Department is headed by the Dev. Commissioner who is also Secy. to the Department and is responsible for formulation & implementation, supervision of all multifarious services viz. provision of better scientific techniques/technology inputs, distribution of subsidy, testing of samples of water and soil, augmenting, irrigation facilities, distribution of fertilizer/manure on nominal rates, treatment (indoor/OPD) in various veterinary dispensaries of ailing animals, supply of medicines, vaccines etc. Latest technical know how is also provided to persons belonging to SC/ST and General Community in Poultry Farming. SC/ST participants are also provided stipend at completion of Training. Lastly development of fisheries activities viz. providing the technical know-how for fish-culture, issue of fishing licences and supply of quality-strained fish seeds to the fish farmers/fisherman, are also given grant of NOC for electric connection to tube-well for agriculture purposes to the public & specifically to the farmers.

8. CITIZENS INTERACTION

Citizens interact with the each Unit Head through information counters/Website/Notice Boards. The detailed information about each Unit is available in the Annexures of the Units.

**9. POSTAL ADDRESS OF THE MAIN OFFICE,
ATTACHED/SUBORDINATE OFFICE/FIELD UNITS ETC.**

Development Department (HQ)

Head of the Department : Developemnt Commissioner
Telephone No. : 23941773, 23930783
Head of Office : Dy. Development Commissioner
Office Address : 5/9 Under Hill Road, Delhi-54.
Telephone No. : 23956381, 23982132

Horticulture Unit

Head of Office : Dy. Director (Horticulture)
Off. Address : 11th floor, MSO Bldg., ITO,
Telephone No. : 23317559, Fax : 23712781

Fisheries Unit

Head of Office: Director (Animal Husbandry)
Off. Address: O/o Warden of Fisheries
Seelam Pur, GT. Road, Delhi-53

Agriculture Unit

Head of Office : Joint Director (Agriculture)
Office Address 11th Floor, MSO Building, ITO, New Delhi.
Telephone No. : 23713377, 23713388/99

Animal Husbandry Unit

Head of Office : Director (Animal Husbandry)
Off. Address : Room No. 101, Old Sectt.,
Telephone No. : 23890485, 23890092, 23890317 FAX 23890174.

Plant Protection Unit

Head of Office : Head of office (Plant Protection)
Office Address : 11th floor, MSO Bldg., I.T.O.
Telephone No. : 23317598.

Seed Certification Office

Head of Office : Chief Seed Certification Officer.
Office Address : Khyber Pass, Near Super Bazar.
Telephone No. : 23957707.

Office of the Asstt. Soil Chemist

Head of Office : Asstt. Soil Chemist
Office Address : Soil Testing Lab. Bawana Road, Barwala, Delhi-39.
Telephone No. : 27893823, 27898143

P.O.(I.A.D.P.) Unit

Head of Office : Project Officer (I.A.D.P),
Office Address : 11th Floor, MSO Bldg., ITO.
Telephone No. : 3319290.

Rural Development Unit

Head of Office : Project Director (Rural Development)
Office Address : 4th Floor, room no 410 to 412, ISBT, Delhi-110006
Telephone No. : 23867643,Tele fax :23867405

10. MAP OF OFFICE LOCATION

Development Department (HQ) is situated at 5/9 Under Hill Road, Delhi-54 in Transport Authority Building.

11. WORKING HOURS BOTH FOR OFFICE AND PUBLIC

For Office

9.30 a.m. to 6.00 p.m.

(5 days week)

12. PUBLIC INTERACTION, IF ANY

Since the services are provided by the various Units of the Department, most of the Public Interaction is at the Unit level. However, Dy. Development Commissioner is always available for Public Interaction.

13. GRIEVANCE REDRESS MECHANISM

For grievance redressal contact in person or write to the Dy. Development Commissioner on any working day i.e. Monday to Friday 10.00 AM to 5.00 PM

II. Animal Husbandry Unit

MANUAL-I **PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES**

I. AIMS AND OBJECTIVES OF THE ORGANIZATION

1. To improve Veterinary Health Care Services in existing Vety. Hospitals / Dispensaries by increased supply of Medicines and Appliances, Instruments & Equipments required for maximum treatment and diagnostic facilities provided to livestock farmers in routine.
2. To vaccinate maximum number of livestock against Foot & Mouth Disease and Haemorrhagic Septicaemia for their effective control.
3. To construct 3 new buildings every year for achieving the target of housing all existing Vety. Hospitals/ Dispensaries of the Directorate in its own buildings. Gram Sabha / Village Welfare Committees and Directorate of Panchayat have been providing land for construction of the buildings of Vety. Hospitals / Dispensaries.
4. To provide 5 mobile vety. clinics at all block level Vety. Hospitals and 3 Vety. Aid Centers at remote villages so that the Vety. Health Care Services can be extended to the doorstep of the farmers in maximum number of villages having required livestock population.
5. To establish atleast one Vety. Polyclinic at block level to provide specialized treatment facilities. One Polyclinic is already functioning at village Bawana and other coming-up at Palam.
6. To develop and strengthen operation theatres at each district Vety. Hospitals to facilitate the Vety. Surgeons in performing surgical operations at respective district level hospitals.
7. To strengthen the existing two Disease Diagnostic Laboratories in terms of Modern Instruments, Equipments and Consumables for prompt and timely diagnosis of the diseases.
8. To improve genetic potential of cattle population of NCT of Delhi by cross breeding through Artificial Insemination using frozen semen from exotic and cross bred bulls of high genetic merit.
9. To improve genetic potential of buffalo population, for increased milk production, through A.I. with frozen semen of Murrah bulls.
10. To improve and extend the breeding services at the doorstep of livestock farmers in remote villages and dairy colonies through mobile vety. Clinics / vety. Aid centers and through sterility / infertility camps.
11. To deliver latest Animal Husbandry and Vety. Health Care technologies at the doorstep of farmers.
12. To create public awareness regarding animal welfare activities and the diseases of public health importance.
13. To update the knowledge of vety. And para-vety. Staff of the deptt. By organizing seminars, workshops, training-cum-treatment camps, Kishan Gosthies, Exhibitions etc.
14. To control the ever increasing population of stray dogs in the city area by surgical sterilization.
15. To vaccinate the dogs against Rabies for reducing the incidence of this dreaded disease in dogs.
16. To safeguard the human population of NCT of Delhi from Rabies – a disease of public health importance.

17. To facilitate in controlling the problem of stray cattle on the roads and streets of NCT of Delhi.
18. To provide proper shelter, maintenance, feeding and health care for stray and ownerless animals as per provisions of DACP Act, 1994.

2. **MISSION / VISION**

To provide improved Veterinary Healthcare Services to the livestock and pet owners at their doorstep and ultimately enhancing the production of milk and other animal products.

3. **BRIEF HISTORY AND BACKGROUND FOR ITS ESTABLISHMENT**

The Animal Husbandry Unit is a part of the Development Department with Development Commissioner as its Secretary and Head of the Department and Director (Animal Husbandry) as Head of the Office. For administration purpose, the department has been divided into six districts namely South, West, South-West, North-East, North-West and North districts. Each district is headed by an officer of the level of Asstt. Director (Animal Husbandry).

The Animal Husbandry Unit is at the service of livestock farmers and public of Delhi since a long time back i.e. early in the fifties and continuously rendering vety. healthcare services to the livestock population of Delhi by protecting them against various contagious diseases through proper and timely vaccination and treatment of sick animals through its network of one polyclinic, 47 Hospitals and 28 Dispensaries and

Two Disease Diagnostic Laboratories. Director (AH) is Head of Unit and the Dev. Commissioner is Secretary and Head of the Department.

The unit is working for providing vety. healthcare services to the livestock farmers and public throughout NCT of Delhi. Besides, several related activities like Rinderpest eradication, control of contagious diseases of national importance, diseases of public importance etc. are performed by the unit on regular basis under different Non-plan, plan and Centrally Sponsored Schemes.

4.

ORGANIZATION CHART

DEV. COMMISSIONER (SECRETARY & H.O.D.)

DIRECTOR(AH) (HEAD OF OFFICE)
(Rs. 12000-16500)

DY. DIRECTOR (2 posts)
(Rs. 10000-15200)

SPECIALISTS (4 posts)
(Rs. 10000-15200)

ASSTT. DIRECTORS (12 Posts)
(Rs. 8000-13500)

VETY. ASSTT. SURGEONS (62 Posts)
(Rs. 8000-13500)

VETY. & LIVESTOCK INSPECTORS (118 Posts)
(Rs. 4000-6000)

5. ALLOCATION OF BUSINESS

The organization is providing Veterinary Healthcare Services to the livestock and pet owners

6. DUTIES TO BE PERFORMED TO ACHIEVE THE MISSION

- a) **Director** : Overall technical, financial and administrative control of the unit.
- b) **Dy. Director** : Supervision of work in Veterinary Hospitals / Dispensaries in districts as District Animal Husbandry Officer. Implementation of different plan schemes of the Deptt. Supervision and Inspection of Gaushalas / Gausadans.
- c) **Specialist** : To provide specialized veterinary healthcare services at Govt. Polyclinic, Bawana and District Veterinary Hospitals. Implementation and supervision of different plan schemes.
- d) **Veterinary Assistant Surgeon** : Treatment of livestock and pet animals in Hospitals and Dispensaries. Extension work of Animal Husbandry.

7. DETAILS OF SERVICE RENDERED

- 1. Treatment of all types of sick animals through OPD of different Vety. Hospitals/Dispensaries/Polyclinic
- 2. Specialised treatment facilities in the discipline of Surgery, Medicine, Gynaecology and Bacteriology at Govt. Vety. Polyclinic, Bawana.

3. Disease Diagnosis facility through different laboratory tests at Moti Bagh and Bawana
4. Free prophylactic vaccination against infectious/contagious diseases like H.S. (Galgotu) & F.M.D. (Muh-Khur) by organizing Special Vaccination Campaigns. These vaccinations are also done in all Hospitals/Dispensaries on regular basis.
5. Prophylactic vaccination of canines against Rabies, Distemper, Hepatitis Leptosporiosis, Parvo etc. at all Hospitals.
6. Free Artificial Insemination with Frozen Semen in cows and buffaloes at 29 A.I. Centres / Sub-Centres.
7. X-Ray facilities of VPC Bawana and VH Nangloi for large and small animals at VH Tis Hazari for small animals only.
8. To provide technical opinion in veterolegal cases.
9. Training to SC/ST candidates and unemployed youth at block level Vety. Hospitals & training to general category candidates at VH Satbari.

10. Guidance to farmers for rearing animals like cattle, buffalo, horse, camels, sheep, goat, pig, poultry units through extension activities by organizing free treatment-cum-vaccination and training camps and farmers meetings at village level.
11. Control of stray dog population through surgical sterilization at newly constructed four surgical sterilization centres have been started in cooperation of MCD and NGOs.
12. Monitoring and implementation of Centrally Sponsored Schemes for effective control of Foot & Mouth disease, Rinderpest eradication and systematic control of contagious diseases of national importance throughout NCT of Delhi.
13. The Directorate is planning to extend vety. services to every village of NCT of Delhi through mobile vety. aid clinics during the coming years.
14. Construction of one more polyclinic at village Palam is under process for providing improved vety. healthcare services to the public.

8. **CITIZENS INTERACTION**

Any livestock or pet owner can interact with VAS Incharge of Vety. Hospitals / Dispensaries located in their area. If required, they can make interaction with District Animal Husbandry Officers of the respective district or the Director (Animal Husbandry).

9. **POSTAL ADDRESS OF THE MAIN OFFICE, ATTACHED / SUBORDINATE OFFICE / FIELD UNITS ETC.**

1. Main Office : Office of the Director (Animal Husbandry)
98-101, Old Sectt., Delhi – 110054.

2. Subordinate office :
 - a) Office of the District Animal Husbandry Officer (West)
Govt. Vety. Hospital, Nangloi, Delhi
 - b) Office of the District Animal Husbandry Officer
(North-West), Govt. Vety. Polyclinic, Bawana, Delhi.
 - c) Office of the District Animal Husbandry Officer
(South-West), Govt. Vety. Hospital, Palam, Delhi
 - d) Office of the District Animal Husbandry Officer (South)
Disease Diagnostic Laboratory, Moti Bagh, Delhi
 - e) Office of the District Animal Husbandry Officer
(North-East), Govt. Vety. Hospital, Ghazipur Dairy Colony,
Delhi
 - f) Office of the District Animal Husbandry Officer
(Central), Govt. Vety. Hospital, Tis Hazari, Delhi
 - g) Office of the NDMC Vety. Hospital, Incharge, Disease
Diagnostic Laboratory, Moti Bagh, New Delhi
 - h) Govt. Polyclinic, Bawana, Delhi-110039

3. **Attached Offices :**

VH Bhogal 13 Bazar Lane, Summon Bazar, Bhogal, Jangpura, N.Delhi-14
VH Chirag Dilli New Delhi – 17
V.H. Badarpur Kumharon wali gali, Badarpur, Delhi
VH Bhatti Mines Village Bhatti Mines, Delhi
VH Jaunapur Village Jaunapur, Delhi
VH Satbari Gaushala Road, N. Delhi – 74
VH Tughlakabad Rajesh Pilot Vety. Hospital, Tughlakabad, New Delhi
VH Madanpur Khadar Near Sarita Vihar, Madanpur Khadar Delhi
VH Madanpur Khadar (evening OPD) Near Sarita Vihar, Madanpur Khadar Delhi
VH Madanpur Khadar Dairy Colony Madanpur Khadar, Delhi

<p>VH Fatehpur Beri Village Asola Fathepur, Delhi</p>
<p>VD Maidan Garhi Vill. Maidan Garhi, Mehrauli, Delhi</p>
<p>VD Meethapur Vill. Meethapur, Badarpur, Delhi</p>
<p>VH Tilak Nagar Agarsen Marg, Near Police Station Tilak Nagar, New Delhi-18</p>
<p>VH Hastsal Village Hastsal, Delhi</p>
<p>VH Nangloi Near Police Station, Rohtak Rd, Nangloi, Delhi</p>
<p>Evening OPD at VH Nangloi</p>
<p>VH Tikri Kalan Tikri Border, Rohtak Road, Delhi</p>
<p>AI Centre, Nangloi Near Police Station Rohtak Road, Nangloi, Delhi</p>
<p>VD Mundka MPCC Building, Vill. Mundka, Nangloi, Delhi</p>
<p>VD Tilangpur Kotla Vill. Tilangpur Kotla, Nangloi, Delhi</p>
<p>V.H. Masoodpur Masoodpur Dairy Colony, N.Delhi – 70</p>
<p>VH Rangpuri Village Rangpuri, Delhi</p>
<p>VH Bijwasan Adjacent to Bijwasan Rly. Station, Delhi</p>
<p>VH Daulatpur Village Daulatpur, Delhi</p>
<p>VH Goela Dairy Dairy Colony Village Goela (Najafgarh) Delhi</p>
<p>VH Kapashera Old Gurgaon Road, Opp. Fun & Food Village, Delhi</p>
<p>VH Kakrola Kakrola Dairy Colony, Delhi</p>
<p>VH Najafgarh Village Najafgarh, Delhi – 43</p>

VH Nangli Sakrawati Dairy Colony, Main Najafgarh Road,
Nangli Sakrawati, D- 43

V.H. Palam
Near Pappankala More Palam Village, Delhi

AI Centre, Najafgarh
Village Najafgarh, Delhi – 43

VH Dhansa
Village Dhansa, Delhi

VD Ghitorni
Village Ghitorni, Mehrauli, Delhi

VD Jharoda
Vill. Jharoda Kalan, Najafgarh, Delhi

VD Kair
Vill. Kair, Najafgarh

VD Mundela Kalan
Vill. Mundhela Kalan, Najafgarh Delhi

VD Pindwala Khurd
Vill. Pindwala Khurd, Najafgarh , Delhi

VD Rawta
Vill. Rawta, Najafgarh, Delhi

VD Ujwa
Vill. Ujwa, Najafgarh, Delhi

VH Karawal Nagar Near Karawal Ngr. Mandir chowk, Delhi – 94
VH Gazipur Gazipur Dairy Colony, Delhi
VH Gharoli Kondli, Mayur Vihar – II, Delhi – 96
VH Jheel Khurenja Near Police Station, Geeta Colony, Delhi –51
VH Patparganj Vill. Patparganj, Delhi
V.H. Shahdara Circular Road, Shahdara, Delhi
Evening OPD at V.H. Shahdara Circular Road, Shahdara, Delhi
VH Shakarpur U-117, Upadhyay Block, Shakarpur, Delhi – 92
VD Sabhapur Gujran MPCC Bldg., Vill. Sabhapur Gujran, Delhi
VH Daryapur Vill. Daryapur (Bawana)
VH Kanjhawla Opp. Dy. Commissioner Office, Bawana Road, Kanjhawala, Delhi
VH Badli Village Badli, Delhi
VH Alipur Near Shradhanand College, Alipur, Delhi
VH Bhalswa Dairy Colony Near Jahangirpuri, Delhi - 42
VH Jharoda Dairy Colony Vill. Jharoda, Alipur, Delhi
VH Narela Opp.Old Anaj Mandi, D
VH Pehladpur Bawana Rd, Pehladpur, D–42
VH Singhu Border G.T. Karnal Rd Singhu Border
VH Zakhira Zakhira Chara Mandi Najafgarh Road, Zakhira,Delhi
VD Bankner Vill. Bankner, Alipur Delhi
VD Bajitpur Vill. Bajitpur, Nangloi, Delhi
VD Begumpur Vill. Begumpur, Nangloi, Delhi

VD Ghevra Vill. Ghevra, Nangloi, Delhi
VD Jaunti Vill. Jaunti, Nangloi, Delhi
VD Karala Vill. Karala, Nangloi, Delhi
VD Madanpur Dabas Vill. Madanpur Dabas, Nangloi, Delhi
VD Majra Dabas Vill. Majra Dabas, Nangloi, Delhi
VD Nizampur Vill. Nizampur, Nagloi, Delhi
VD Qutab Garh Vill. Qutab Garh, Nangloi, Delhi
VD Hamidpur Vill. Hamidpur, Alipur, Delhi
VD Kadipur Vill. Kadipur, Alipur, Delhi
VD Khera Khurd Vill. Khera Khurd, Alipur, Delhi
VD Palla Vill. Palla, Alipur, Delhi
VD Pooth Khurd Vill. Pooth Khurd, Alipur, Delhi
VD Singhola Vill. Singhola, Alipur, Delhi
V.H. Burari Near Chajju Thekedar House, Burari, Delhi – 84
V.H. Tis Hazari Near St. Stephens Hospital Delhi
V.H. Motia Khan (In Central District) Near DESU office, Ram Kr. Rd., Delhi-5
AI Centre, Tis Hazari Near St. Stephens Hospital Delhi.
VH Bawana Polyclinic Narela Rd, Bawana Delhi – 39
Disease Diagnostic Laboratory Moti Bagh New Delhi – 21

10. MAP OF OFFICE LOCATION

Director's office is located in the Old Secretariat complex.

11. **WORKING HOURS**

For Office 9.30 a.m. to 6.00 p.m.

For Hospitals/ Dispensaries April to October

1.0 a.m. to 4.00 p.m.

November to March

1.0 a.m. to 3.00 p.m.

Veterinary Hospitals at Tis Hazari and Tilak Nagar open on Sundays and observe normal working hours.

Emergency evening OPD services are being provided in Veterinary Hospitals at Shahdara, Madanpur Khadar and Nangloi between 4.00 p.m. to 11.00 p.m. on all working days.

12. **PUBLIC INTERACTION**

In Hospitals / Dispensaries and Offices, officers have been deputed for the purpose.

13. **GRIEVANCE REDRESS MECHANISM**

Suggestion boxes have been placed in all the Vety. Hospitals and Dispensaries. Feed-back forms are provided in all the hospitals / dispensaries so that the livestock owners can convey their suggestions / problems through these forms. These feed back forms are regularly collected and analyzed at Animal Husbandry HQs and the grievances, if any, are suitably redressed.

III. Rural Development Unit

MANUAL I

Particulars of organization, functions and duties

1. Aims and objectives of the organization

- (a) To undertake infrastructure development of rural area of Delhi.
- (b) To formulate unified and coordinated areas plan for the rural development.
- (c) To secure the improvement in the rural areas.
- (d) To formulate plan schemes of rural areas viz. IDRV, MMP, loan and GIA to MCD for development villages.
- (e) To achieve the aims and objectives the Rural Development Department implement two schemes viz. MMP and IDRV.

Under MMP development of Growth centre, Growth point and basic villages (construction of MPCCs) are undertaken.

The schemes covered under IDRV include Construction of approach road, Construction of link roads, Development of cremation grounds, Repair of IDRV Roads, Development of parks, Development of ponds, Development of playgrounds and Construction of drainage mainly to protect rural areas from flooding.

Any other works which are recommended by the Delhi Rural Development Board for the infrastructure development of rural villages of Delhi which include laying of sewerage, construction of shops, drainage etc.

2. Mission and Vision

To provide various social, economic and commercial infrastructure in rural areas and to secure Integrated Development of Rural Villages by providing infrastructure in all the rural villages with a view to bring the rural villages at par with urban areas.

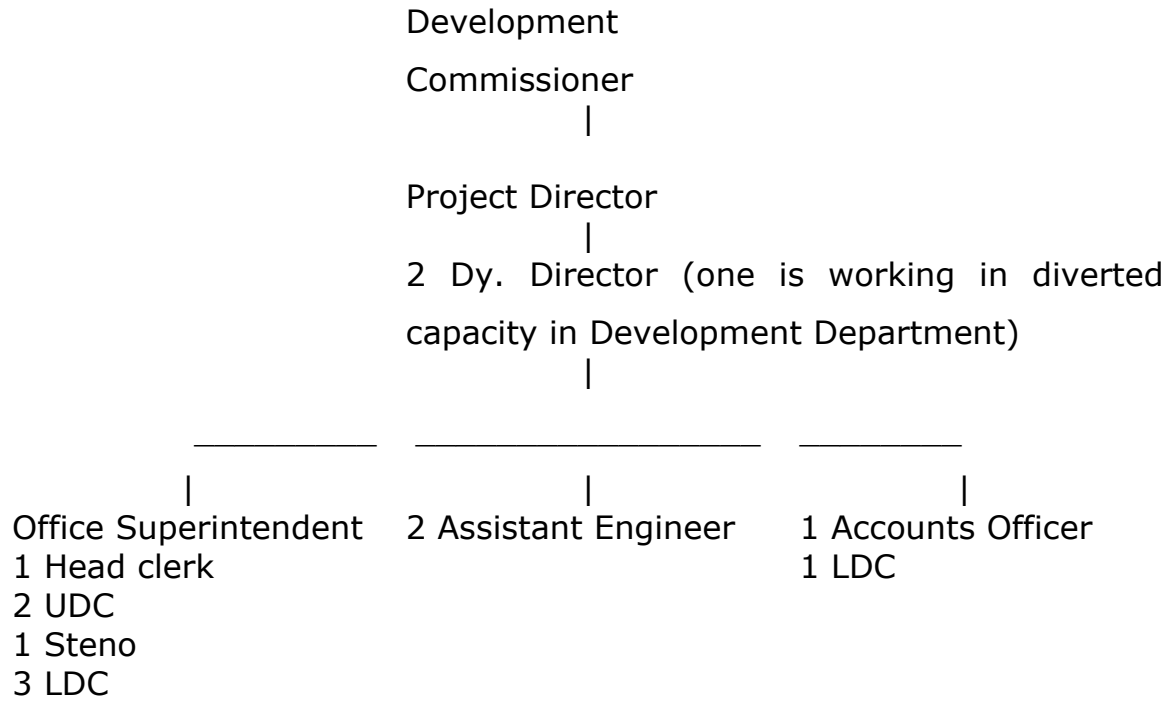
3. Brief history and background for its establishment

The Rural Development Department is part of the development department with Development Commissioner as its Secretary and HOD and the Project Director as HoO for administrative purpose.

There are one Dy. Director, one Accounts Officer, two Assistant Engineers, one office Superintendent to assist him.

The department coordinates with the members of Delhi Rural Development Board with a view to implement the plan schemes of the department. The concerned MLA who is the member of the board prioritise the scheme to be undertaken in their villages which are sent to this department. The department gets the estimate prepared by the Irrigation & Flood Control Department, which is implementing agency in respect of Rural Development Department. After schemes and estimates are received from the Irrigation & Flood Control Department they are sent to concerned Deputy Commissioner for their views. On receipt of Deputy Commissioner comments they are placed before the board. After the boards recommendations schemes are sanctioned and executed.

4. Organizational chart



5. Allocation of business

The department implements plan schemes for the Integrated Development of Rural Villages.

6. Duties to be performed to achieve the mission

- (a) Project Director – Overall in charge
- (b) Dy. Director – Supervision of office and scrutinizing schemes administratively
- (c) Assistant Engineer – to scrutinize the technical aspects of the schemes.

7. Details of services rendered

The following two plan schemes are implemented:-

(a) Mini Master Plan – which envisages construction of

- (i) Growth centres
- (ii) Growth points
- (iii) Basic villages

(b) Integrated Development of Rural Villages – which envisages

- i) Construction of approach road
- ii) Construction of link roads
- iii) Development of cremation grounds/burial grounds
- iv) Development of parks
- v) Development of ponds
- vi) Development of playgrounds
- vii) Construction of drainage mainly to protect rural areas from flooding.

(c) to provide loan and GIA to MCD for undertaking infrastructural development of rural villages.

8. Citizens interaction

Any MLA or member of the board or any person having any interest in their village can interact with all the officers of the department.

9. & 10. Postal address and Map of the office

Office of the Project Director, 4th Floor, Room No.410, ISBT Building, Kashmere Gate, Delhi-110006.

11. Working hours both for office and public

Working hours 9.30 a.m. to 6.00 p.m. with half an hour break for lunch from 1.30 to 2.00 p.m.

12. Public interaction, if any

Any person can interact with any officer of the department.

13. Grievance redress mechanism

Suggestion box has been placed in the office.

IV. AGRICULTURE

MANUAL 1

Particulars of Organization, Functions and Duties

[Section 4(1)(b)(i)]

1. AIMS AND OBJECTIVES OF THE ORGANIZATION:

1. The aim of the unit is to provide hi-tech/technical know-how for increasing agricultural production and productivity of agricultural crops.
2. To provide extension education for cultivation of high yielding Agri-horticulture crops with a view to promote the cultivation of low volume and high value crops.
3. To improve fertility of agriculture land through subsidised supply of sludge manure to all farmers.
4. To improve financial condition of the SC/ST farmers and landless labour by providing financial assistance to the extent of Rs 25000/- in the form of inputs viz. Metallic storage bins, hand operated sprayers/dusters, chaff cutters under special component plan.
5. To supply wormi compost to the farmers/users at cheaper rates to promote organic farming and also promoting awareness by organizing meetings, seminars/workshops and Kisan Goshties on the subject and to impart training & demonstration at the farmers field.
6. To promote use of fertilizers in small and marginal farmers by providing 30% subsidy on purchase of fertilizers.
7. To enforce the fertilizers control order 1957/1985 with a view to provide quality fertilizers in sufficient quantity at actual sale price.

2. MISSION/VISION:

The mission/vision of the organization is to achieve the highest standards in providing hi-tech/technical know-how for increasing agricultural productivity and enhancing extension education for cultivation of high yielding Agri-horticultural crops with a view to promote the cultivation of low volume and high value crops.

3. BRIEF HISTORY AND BACKGROUND

The Agriculture Unit is a part of the Development Department, Govt. of NCT of Delhi with Development Commissioner as its Secretary and Head of the Department and Joint Director(Agriculture) as Head of the Office. For administrative purpose, the unit has been divided functionally and being looked after by the MFO, PO(MC), DTO and FNEO. Some of the schemes of the unit are also being run through Blocks namely South Block, Alipur Block, Shahdara Block, Nangloi Block, North-East Block & Najafgarh Block. A Block Development Officer heads each Block.

The geographical area of Delhi is 1483 sq. kms. About 40,000 families consisting of 90% small and marginal farmers are cultivating about 45,000-hectare land in rural area of Delhi. The Agriculture Unit is at the service of farmers and public of Delhi through implementation of Grow More Food scheme before independence and after independence since 1952 with the introduction of Community Development Scheme, followed by introduction of Intensive Agriculture District Programmes (IADP) during the year 1964 and Multiple Cropping scheme during the year 1970 and continuously rendering technical and financial support to the populaces of Delhi by providing them technical know how, services and support for increasing the production of agricultural crops.

4. ORGANIZATIONAL CHART

Development Commissioner(Secretary & H.O.D.)

(Dev. Deptt. 5/9, Under Hill Road, Delhi-54)



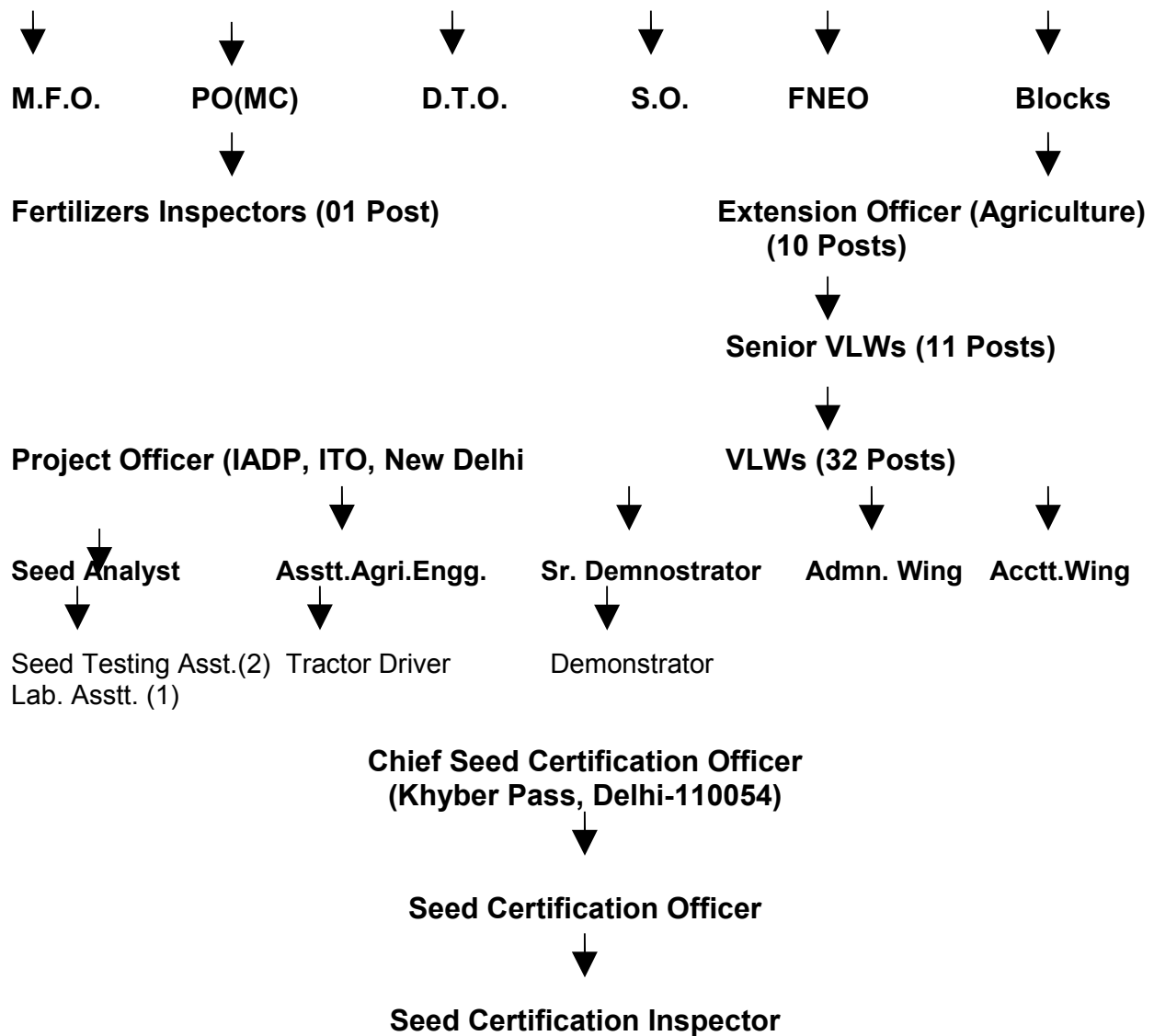
Dy. Dev. Commissioner(Joint Secretary)

(Dev. Deptt. 5/9, Under Hill Road, Delhi-54)



Joint Director (Agriculture) (Head Of Office)

(MSO Building, ITO, New Delhi)



5. ALLOCATION OF BUSINESS

The organization is providing services to the farmers and other users of Delhi through the following Plan and Non-Plan scheme :-

Agriculture Unit Non-Plan Scheme:

1. Direction and Administration
2. Extension Staff
3. Farmers Training Staff
4. Soil Conservation on Agriculture Land
5. Sludge and Manure
6. Farm Advisory Services
7. Preservation of Fruits and Vegetables

IADP Unit-Non-Plan Schemes:-

1. Direction and Administration
2. Extension Staff under (IADP)
3. Strengthening of Seed Certification and Testing Scheme
4. Agriculture Engineering
5. Custom Cultivation
6. Composite Demonstration
7. Other schemes, implementation of Seeds Act 1966.
8. Strengthening of Seed Farm (Voted)
9. Seed Farm Charged
10. Multiplication and Distribution of Seeds (Charged)

Seed Certification Unit- Non-Plan Scheme

1. Strengthening of Seed Certification Unit and Seed Certification Agency

Plan Schemes of Jt. Director (Agri.)/ Project Officer (IADP) Unit:-

1. Farm Advisory Integrated Agriculture Development Scheme including extension education.
2. Farm Advisory Services and extension training
3. Farm Advisory- Special Component Plan (SCP)
5. Stg. of Seed Certification unit and Seed Testing Scheme.
6. Macro Management Mode/Work Plan on Agriculture (CSS)
7. National Pulse Development Programmes (CSS)

8. Rationalization of Minor Irrigation (CSS)

9. Timely Reporting Scheme (CSS)

6. **DUTIES TO BE PERFORMED TO ACHIEVE THE**

MISSION:

(a) **Joint Director (Agriculture):**

Overall technical, financial and administrative control of the unit.

(b) **Project Officer (MC):**

Formulation of cropping plan, action plan through promote the use of multiple cropping through awareness and promotion for use of adequate and right fertilizers.

(c) **Project Officer (IADP)**

To look after work of Project Officer

(d) **District Training Officer:**

To organize training for extension staff and farmers, convening of workshop, arranging Kisan Goshthie at Block level and also to organize staff study tours to different agriculture universities in adjoining states.

(e) Horticulturist:

Promotion organic framing and production and production and supply of wormi compost.

(f) Food and Nutrition Extension Officer:

To provide food and nutrition extension through training to the willing and interested populace of Delhi.

(g) Seed Analyst:

To look after the work of Seed Testing Laboratory

(h) Seed Certification Officer

To look after the work of Seed Certification Agency.

(i) Assistant Agriculture Engineer

To look after the work of Agriculture Engineer Scheme

(j) M.F.O.:

To provide supply of sludge, organic manure to the farmers.

(k) EOs/Sr VLWs/VLWs:

To promote and transfer and dissemination of technology through agriculture extension at grass root level by directly interacting with farmers and providing services at the doorsteps.

7. Details of services rendered:

S. No.	Services/Facilities	Procedure to procure	Time	Remarks (whom to contact)
1.	Providing extension education for cultivation of high yielding agri-	Through extension staff at block	Office working hours	Block Incharge /extension

	horticultural crops with a view to promote the cultivation of low volume and high value crops through organizing Training for extension staff, conveners, workshop, arranging Kisan Goshthis at block levels, at IARI alongwith staff study tour to different agricultural universities in adjoining states.			staff/District Training Officer /Office of the JDA, I.P, Estate, New Delhi.
2.	Supply of sludge manure to farmers	Booking of sludge alongwith deposit of cost of sludge through BDO/MFO office, Mall Road/ Office of the Joint Director (Agri.)	Within one week	BDO Office/ MFO Ph..27667107
3.	Promoting production of wormi compost through arranging awareness campaigns by organizing meetings, seminars/ workshop and Kisan Goshthis and imparting training to the interested persons/farmers for setting-up up of wormi compost units and sale.	Available at sale centers at Krishi Bhavan, Hauzrani Farm, Model Town, Punjabi Bagh Club & Khyber Pass, Civil Lines, and JDA office on cash payment @ Rs. 5/- per kg.	On the spot	Incharge sale Centre/Scheme incharge at JDA office.

4.	Providing tractors on hiring for agricultural operations	Desiring person may avail services after deposit of hiring charges at block/PO (IADP). Hiring Rates/Acre Rs. 150/- Harrow Rs. 140/- Cultivator Rs.180/- Leveling hour.	Through block/Assistant Agriculture Engineer, Khyber Pass Tel.23815207/ Project Officer (IADP)	
5.	State Seed Testing Laboratory, Bawana Road, Barwala, Delhi, Tel. 27821143/ Testing of service seed sample sent by farmers & dealers, seed law enforcement, certification & referral samples of consumer courts for testing in respect of germination, purity & seed health.	Sending of samples to laboratory and payment of Testing charges Rs. 30/- per sample	Delivery of test report/ results within stipulated 30 days under Seeds Act and 60 days under Seed Control Order.	Seed Analyst and Project Officer (IADP)
6.	Financial assistance to the extent of Rs. 2500/- to SC/ST farmers and landless labours in the form of inputs viz. metallic storage bin, hand operated sprayers/dusters, chaff cutter under Special Component Plan	Identification and selection of the beneficiaries through extension staff at each block level and processing by the Project Officer (Multiple Cropping), JDA office	Payment after drawal of amount from Govt. account.	PO (MC) at JDA (Agri.) office Tel.: No. 23714472.
7.	Agricultural Credit	Identification of beneficiaries/ farmers through extension staff and forwarding to commercial and co-operative banks for issue of Kisan Credit Card for grant of crop loan as well as other loan under various centrally sponsored schemes to increase credit into agricultural sector.	After completion of all formalities by the Banks	BDO office/ PO (MC)/JDA (Agri.)

8.	Enforcement of Fertilizer (Control) Order 1957/1985 Appellate Authority: Development Commissioner Controller of Fertilizers: Joint Director (Agri.) Registering Authority: Project Officer (Multiple Cropping)/ Notified Authority: Fertilizer Inspectors: Notified Officials.			
	Grant of manufacturing certificate of physical/ granulated mixture of fertilizers/ mixtures of micronutrient fertilizers.	Submission of complete application in duplicate in prescribed form D to Controller Registering Authority of Fertilizers, Govt. of Delhi, Deposit of fee Rs. 1000/- per certificate for state applied at times.	Within 7 days or prescribed time frame of 30 days.	Controller of Fertilizers/ Registering Authority: Download form D.
	Renewal of manufacturing certificate after every 3 years	Submission of complete application in duplicate in prescribed Form D and deposit of fee before expiry of licence and late fee of Rs. 100/- within one month of after expiry of certificate.	Within 7 days or prescribed time frame of 30 days.	Controller of Fertilizers/ Registering Authority Download Form D
	Grant of dealers certificate of registration for sale of fertilizers	Submission of complete application in duplicate in prescribed Form A to Controller/ Registering Authority against deposit of following fee Wholesale: Rs. 2250/- Retailer: Rs. 1250/-	Within 7 days or prescribed time frame of 30 days.	Controller of Fertilizers/ Registering Authority. Download Form-A
	Renewal of certificate of registration after every 3 years	Submission of complete application in duplicate in duplicate on prescribed form	Within 7 days or prescribed time frame of 30 days.	Controller of Fertilizers/ Registering Authority. Download Form-C, further

		C against deposit of fee for wholesale Rs. 1250/- before expiry of certificates and with late fee of Rs. 75/- within one month of expiry Rs. 1250/- for retailer before expiry of certificate and with late fee of Rs. 60/- within one month of the expiry of the certificate.		details, refer Fertilizer (Control) Order, 1957/1985
	Appeal against decision of Controller/Registering Authority on rejection of application for grant or its renewal	Appeal can be filed to the Appellate Authority by the aggrieved person/firm within 30 days on receipt of intimation of rejection.	Within 6 months	Appellate Authority
	Periodical inspection of wholesales/retailer	These inspections are carried out regularly as per requirement/ necessity during each crop season.		Concerned notified inspector/ registering authority/ controller of fertilizers.
	Drawal of samples for quality control	These samples are drawn regularly as per necessity and also against completion during each crop season.		Concerned notified inspector/ registering authority/ controller of fertilizers.
9.	Seeds Act 1966 and Seed Control Order 1983 enforcement Appellate Authority Development Commissioner: Licensing Authority: Project Officer (IADP) Inspector: Notified officials.			
	Grant of licence for sale, export or import	Submission of complete application in duplicate on prescribed Form-A and	Within 15 days	Lic. Authority: Download Form-A

		deposit of fee Rs. 50/-		
	Renewal of licence after every 3 years	Submission of complete application on duplicate on prescribed Form-C with sale return before expiry of licence and deposit of renewal fee Rs. 20/- Late fee Rs.25/- if application is submitted after expiry and within one month.	Within 15 days	Licensing Authority: Further details, refers the Seeds Act 1966 with rules and Seed Control Order 1983. Download Form-C
	Appeal against decision of licensing authority on rejection of application for grant of licence or its renewal.	Appeal can be filed to be Appellate Authority by aggrieved person or firm within 60 days and deposit of rs. 50/-	Within 6 months.	Appellate Authority.
	Periodical inspection of licensee	By Inspector	Thrice in a year	Prosecution in case violation of any provisions of the Seeds Act.
	Drawal of samples for Quality Control	By Inspector	Thrice in a year	Prosecution in case violation of any provisions of the Seeds Act.
	Issue of cash/credit memos by licensee	In prescribed Form-2	Nil	DOWNLOAD FORM 2
	Maintenance of records by licensee	In prescribed Form-3	Nil	DOWNLOAD FORM 3
	Submission of month wise sale return.	In prescribed Form-D	By 5th of per month.	DOWNLOAD FORM D
10.	i) Registration of programme for seed certification.	Submission of application in prescribed form before or after 10 days of sowing of crop with Rs. 25/- per application	During Office time	Seed Certification Office/Chief Seed Certification Officer Tel.:23819707 & 23319290
		Verification of source and other details.		Download Form for Seed Certification
		Field Inspectors Rs.150/- per Hec. for self	As per norm.	

		<p>pollinated and Rs.175/- for cross pollinated. Processing & Packing Seeds sampling & analysis Rs.30/- per sample. Tagging & Sealing Rs.1/- per Tag. Grant of Certification.</p>		
	ii) Revalidation of seeds	<p>Request for revalidation before expiry & deposit of fee Rs.5/- per Qtl. and Rs. 30/- per sample</p>	Within 30 days	<p>Seed Certification Officer/Chief Seed Certification Officer.</p>

8. Citizen Interaction

Direct interaction with the citizens with Block extension staffs, experts as well as through workshops, Kisan Goshthie at state and block level with expert and scientist of IARI New Delhi.

9. POSTAL ADDRESS OF THE MAIN OFFICE

Office of the Joint Director (Agriculture)

ITO, 11th Floor, MSO Building
I.P. Estate, New Delhi-110002.

Office of the Project Officer (IADP)

ITO, 11th Floor, MSO Building, I.P. Estate,
New Delhi-110009, Tel 23319290

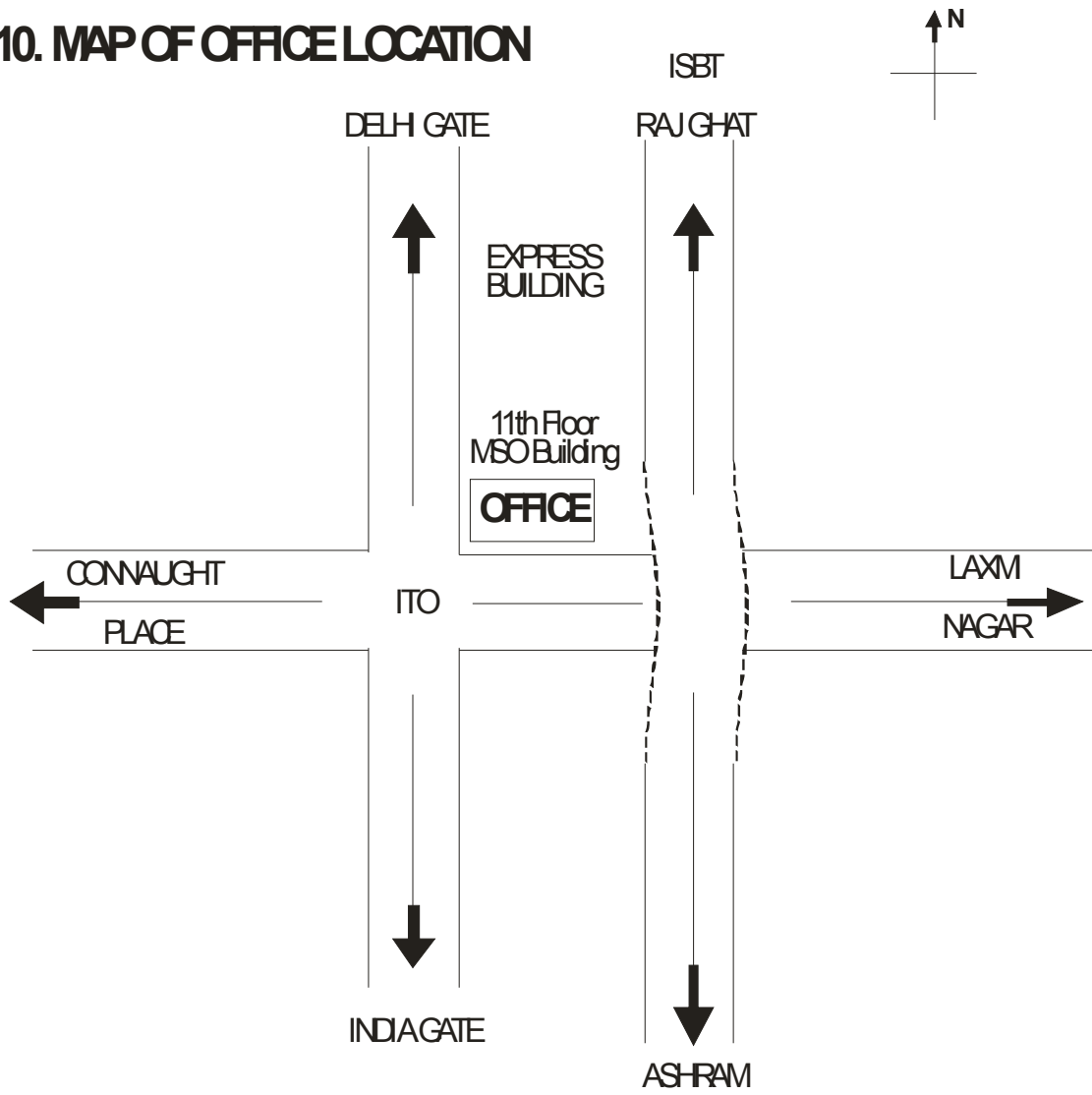
Office of the Chief Seed Certification Officer

Khyber Pass, Civil Lines, Delhi-110054
Tel.: 23819707

Subordinate Offices

- i) Block Development Office
Distt-North (Tis Hazari), North-West (Alipur), West (Nangloi), South-West (Najafgarh, South (Mahrauli) and North-East (Nandnagari)
- ii) Office of the FNEO
Mall Road, Delhi-54.
- iii) Office of the Manure & Fertilizer Officer
Mall Road, Delhi-54.
- iv) Wormi Compost Training cum production Centre
Bhama Shah Marg, Near Alpana Cineme, Motel Town, Delhi-9
- v) Wormi Compost Training cum production Centre
Hauzrani, M.B. Road, Opposite Saket, New Delhi-110030

10. MAP OF OFFICE LOCATION



11. WORKING HOURS FOR OFFICE & PUBLIC

For [Main office, Admn. Staff] 0930-0600 PM

[Five days a week]

For [Main office, Technical Staff and subordinate offices] 1000-0500 PM

[Six days a week]

12. PUBLIC INTERACTION

During public awareness programmes like in workshops, Kisan Goshthies at block level and motivational seminars conducted from time to time.

13. GRIEVANCE REDRESS MECHANISM

Suggestion boxes have been placed at the main office and at the subordinate offices. Feed back forms are provided at all offices so that the farmers/users of services can convey their suggestions/problems through these forms. These feed back forms are regularly collected and analysed at the office of the Jt. Director(Agri.) and the grievances, if any are suitably redressed.

Farmers/users may also meet in person to the extension staff at blocks and to the Joint Director(Agri.), Project Officer (IADP) and Chief Seed Certification Officer on any working day in office times or can also visit Deptt. web-site (**<http://development.delhigovt.nic.in>**) for further information.

V. HORTICULTURE UNIT

MANUAL-1

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

1. AIMS AND OBJECTIVES OF THE ORGANIZATION

Horticulture Unit, Development Department, Govt. of Delhi is contemplating to intensify efforts towards extension of area and increase in production of flowers, vegetable crops in Delhi along with to improve the environment and ecological balance.

The objectives of the unit is as under :

1. To enhance production of improved and good quality flowers and vegetable seeds planting materials at Govt. seed farm / Nurseries and to supply the same of the farmers and kitchen gardeners on reasonable rate and to introduce the latest technology for the cultivation of flower and vegetable crops on Govt. farm / Nurseries.
2. To demonstrate low / high technology at Govt. lands for providing the technical know how to the farmers / kitchen gardeners / technical staff.
3. Collection depending the data on area and production relating to flower / vegetable crops involved for the cultivation of flowers and vegetable crops.
4. To provide the technical know how for growing high value crops to generate more employment to the public.
5. To provide training to the unemployed candidate / farmers who are interested to adopt the Horticulture as profession as well as to arrange professional training for farmers.
6. To arrange execution / Kishan Goshthies / show of flower, vegetable and foods for the competition of producer.
7. To provide the vegetable kits (including quality seed and other input) to the farmers for cultivation of vegetables and off season crops to increase the production and productivity of the same and to motivate the farmers.
8. To improve ecological balances and the environment of the area.
9. To protect community lands / Govt. lands from the land grabbers.
10. To improve general condition of sub-urban / urban / rural areas from pollution.

11. To develop places for walking, studying, meditation and picnic etc. to the residents.

2. MISSION / VISION

To provide the food quality seeds / inputs to the farmers as well as the technical know how through various sales centres / blocks.

3. BRIEF HISTORY AND BACKGROUNDS FOR ITS ESTABLISHMENT.

The Horticulture unit is the part of Development Department with Development Commissioner as its Secretary and Head of the Department and Dy. Director (Horticulture) as Head of the Office.

The Department has been divided into five blocks, namely Alipur, Nangloi, Nazafgarh, Mehrauli and Shahadara for administration purpose concern Scheme Officers / S. M. S. is look after the work of the scheme assigned to them at the block level.

In these blocks Floriculture and Vegetable program is being implemented in all five community blocks of N.C.T. Delhi on the following aspects :

1. EXPANSION OF SCIENTIFIC TECHNOLOGY AMONG THE FARMERS.

The extension staff is providing the latest innovative scientific knowledge for the production of flowers and vegetables to the farmers, who are adopt the cultivation towards the programme

All the latest techniques released by various research institutes are passed to the farmers through extension staff at block level.

2. SERVICE FOR BETTER MARKETING

There is generally scarcity of proper marketing facility in several locality of NCT Delhi. The extension staff connection with the growers and guide them to take the right steps.

3. Supply of good quality planting materials to the cultivators / flowers and vegetable growers.

4. **ORGANIZATIONAL CHART**

5. ALLOCATION OF BUSINESS

The Horticulture unit is providing the extension service to the farmers / growers of flowers and vegetable crops.

6. DUTIES TO BE PERFORMED TO ACHIEVE THE MISSION

(A) DY. DIRECTOR (HORTICULTURE)

Over all technical, financial and administrative control of the unit.

(B) SCHEME OFFICER / S. M. S.

To supervise and implement the concern scheme at block level.

(C) HORTICULTURE ASSISTANT

To maintain the records of the scheme of the programme implemented by them and also carry out the extension work in their jurisdiction with the supervision of the class iv employee.

DETAILS OF SERVICE RENDERED

8. **CITIZEN INTERACTION**

Any farmer can discuss their problems with the Scheme Officer / Horticulture Assistant worked as extension officer. If they may not satisfied with the discussion of Scheme Officer / Horticulture Assistant. Then they may discuss their problems with the higher officers i.e. Head of the Office (Horticulture).

9. POSTAL ADDRESS OF THE MAIN OFFICE ATTACHED / SUBORDINATE OFFICE / FIELD UNITS ETC.

(I) **Main Office:** Office of the Dy. Director (Horticulture)
Development Department, Govt. of Delhi
11th Floor, MSO Building, I.P. Estate
New Delhi-110002

(ii) **Subordinate Office:**

- (a) Input sale centre
Block Development Office
Alipur, Delhi
- (b) Input sale centre
Block Development Office
Nangloi, Delhi
- (c) Input sale centre
Block Development Office
Nazafgarh, Delhi
- (d) Input Sale Centre
Govt. Floriculture Nursery, Hauz Rani
Mehrauli – Badarpur Road
Opp. J-Block Gurudwara
Saket, New Delhi
- (e) Input Sale Centre
Block Development Office, Shahadara
Dy. Commissioner Office
L. M. Bund
Geeta Colony, Delhi
- (f) Input Sale Centre
Near D.M.S. Booth
Krishi Bhawan, New Delhi
- (g) Input Sale Centre
Khyber Pass, Delhi
- (h) Govt. Floriculture Nursery
Hauz Rani, M. B. Road
Opp. J-Block Gurudwara
Saket, New Delhi
- (i) Govt. Floriculture Nursery
Opp. Akshar Dham Mandir
Patparganj, Delhi

- (j) Horticulture Demonstration Center
Sector 18 & 19, Dwarka
New Delhi
- (k) Horticulture Demonstration Center
Community Centre
Village Naya Bans, Delhi
- (l) Govt. Seed Farm
Nangloi Nazfgarh Road
Baproula, Delhi
- (m) Govt. Seed Farm
Nazafgarh Dhansa Road
Kharkhari Nahar, Delhi
- (n) Govt. Nursery
Bhama Shah Marg
Model Town, Delhi

10. MAP OF OFFICE LOCATION

Dy. Director (Horticulture) office is located in the complex of Police Head Quarter, Delhi.

11. WORKING HOURS

For Office : 9:30 am to 6:00 pm

For Nursery / Farm : 9:00 am to 5:00 pm

Lunch Hours :

1:00 pm to 2:00 pm

For Sale Centres : 10:00 am to 5:00 pm

The Sales Centres/ Nurseries are opened for 6 days and 2nd Saturday is holiday.

12. PUBLIC INTER-ACTION

The Horticulture Assistant / Extension officer have been posted for these purpose.

13. GRIEVANCE REDRESS MECHANISM

Suggestion boxes has been placed in all the working centres and also the feed back forms are provided in all the nurseries, farms and sale centres, so that the farmers / plant growers can convey their suggestion / problems through these farms. These suggestion boxes are regularly checked.

VI. ASST. SOIL CHEMEST

MANUAL -1

PARTICULARS OF ORGANIZATON, FUNCTIONS AND DUTIES

I. AIMS AND OBJECTIVES OF THE ORGANIZATION

1. Analysis of soil and water samples.
2. Analysis of test report including soil health card and Fertilizer recommendation report to the farmers.
3. Under reclamation scheme soil input i e gypsum zinc sulphate, Dhaincha seed and organic manure plots have been given to the farmers Delhi under the scheme through Block Extension staff.
4. Laying out of soil Test based field demonstration plots free of cost on farmers field.
5. Field to field survey and fallow up action has been made to solve their spot problem.
6. Advice suitability of canal/tube well water for safe use of irrigation to the crops.
7. Block wise fertility map is also prepared and display in the lab for farmers use.
8. Others miscellaneous activities related to the scheme has already been mode.

(2) MISSION/VISION

To provide soil and water testing services to the Delhi farmers and reclaim their poor soils through the application of soil reclamation input. The soil and water testing charges as per given below w.e.f. April 2004

S.No.	Category of Samples		Revised Charges
1.	Farmers	Soil	Rs. 30/- per sample
		Water	Rs. 20/- per sample
2.	Beneficiaries	Soil	Rs.500/- per sample
		Water	Rs. 300/- per sample
3.	Farm House	Soil	Rs. 300/- per sample
		Water	Rs. 200/- per sample

(3). BRIEF HISTORY AND BACKGROUND FOR ITS ESTABLISHMENT

Although the scheme for Analysis of soil and water was introduced since 1955 when the Vigyan Mandir project have been launched. Therefore since 1980 the scheme for soil and water testing was exclusively in operation. The unit is a part of Development Deptt. with Development commissioner as its secretary and Head of Department and Asstt. Soil Chemist as Head of office and DDO for Administration and account purpose. The unit Head quarter it located at Delhi Bawana Road Barwala Delhi-110039 popularly known as office of the Asstt soil Chemist modern soil testing and reclamation unit Barwala Delhi-110039.

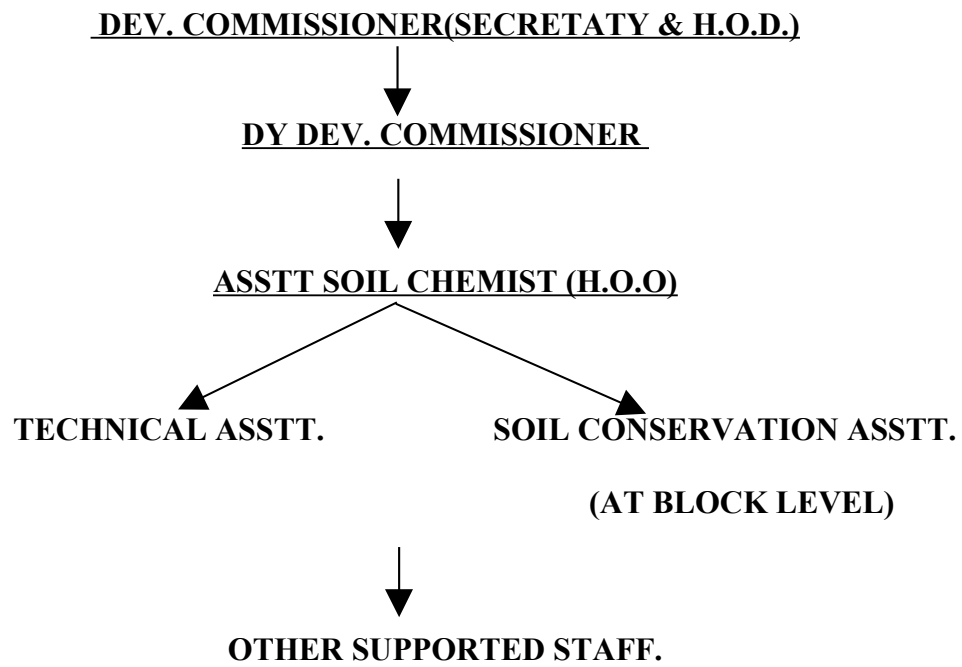
The implementation of the unit activities is taken by the different Blocks located in each district. And the sampling of soil and water are collected by the Block staff and accordingly material is distributed through the soil conservation Asstt./Eo (Agri.) posted in the blocks.

The staff available in the unit is Asstt. Soil Chemist supported by technical Asstt. and others cadre and excadre staff.

The working of the unit as already stated in previous paragraph to provide soil testing and reclamation Saline Alkali Soils.

4.

ORGANIZATION CHART



5. ALLOCATION OF BUSINESS

The organization is providing soil and water testing services to Delhi farmers and to reclaim their poor soils through soil reclamation input.

6. DUTIES TO BE PERFORMED TO ACHIEVE THE MISSION.

- a). Asstt. Soil Chemist: - Overall Technical, Financial and administrative control of the unit.
- b). Technical Asstt. :- To handle all testing activities in the laboratory along with related office and Lab and field work.
- c). Soil Conservation Asstt.:- To performed duties related to reclamation of soil at Block level.

7. DETAILS OF SERVICES RENDERED

The following services are being rendered by the unit.

- (i) Collection of soil and water samples from the farmers filed and tube well etc.
- (ii) Analysis of soil samples for NPK, pH, EC and gypsum requirement test.
- (iii) Testing of water for pH, Ec, Carbonate, Bicarbonate calcium and Magnesium.
- (iv) To issue Fertilizer doses on the basis of test for different crops.
- (v) Recommendation of water quality for suitability to irrigation for different crops.
Laying out demonstration plot on saline Alkali Soil through.
- (vi) Application of soil reclamation input i e gypsum, Zinc sulphate Dhaicha seed and organic manure through Blocks on the basis of testing.
- (vii) To impart technical know how of the unit activities through seminar, kisan Gosthi awareness campaign etc.

8. CIZTIZEN INTERATION

Any Farmers can interat with Asstt. Soil Chemist all technical Asstt. at HQ level and with Soil conservation Asstt. OR A any Agriculture staff at Block level located in each Distt.

9. POSTAL ADDRESS OF THE MAIN OFFICE ATTACHED SUBORDINATE OFFICE/FIELD UNITS ETC.

- (i) Main unit office : Office of the Asstt. Soil chemist Development
Deptt. Govt. of NCT of Delhi
Barwala Delhi-39
- (ii) Field office :
 - (i) BDO Office (North-west) Alipur Delhi-110036
 - (ii) BDO office (West) Nangloi, Delhi – 110041
 - (iii)BDO office (South west) Najaf garh, Delhi-110043
 - (iv) BDO office (Soult) Mehrauli M.B Road Saket

NEW DELHI-110030

(v) BDO office (East) L.M Bundh B-Block

Krishan Kunj Delhi –110092

(vi) BDO office (NORTH -EAST) Bunker Bhawan

Nand Nagari, Delhi-110093

(vii) BDO office (HQ) North Distt

Director (Panchayat) office Building Tishazari Delhi-
110054

(viii) Agriculture sale Centre

Old Agriculture office building Khyberpass Delhi-
110054

10. MAP OF OFFICE LOCATION

Asst Soil chemist unit located at Delhi Bawana main Road Barwala Near primary school Barwala, Delhi – 110039

11. WORKING HOURS :

For unit and field office 10: 00 A.M. to 5:00 PM 6 days week except IInd Saturday & Gazetted Holidays off.

12. PUBLIC INTERACTION

In unit HQ and field office, official have been deputed for the purpose.

13. GRIEVANCE REDRESS MECHANISM

Suggestion box have been placed in the unit and feed back forms are available to the visitors to collect and put in the box duly filled with suggestion etc.

VII. PLANT PROTECTION UNIT

MANUAL-I

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

I AIMS AND OBJECTIVES OF THE ORGANISATION

1. To provide extension services in respect of Plant Protection activities like use of Pesticides Insecticides in the Crops.
2. To sell Pesticides through Departmental Sale Centre.
3. To issue licence to seller, stockist, General Pest Control and household.
4. Educating to the farmers for identification of pests and diseases as well as the agriculture production with quality. Supply of Pesticides to the farmers through blocks.
5. Promoting surveillance of insect pests and diseases with a view to promote need-based use of pesticides.
6. Promoting use of neem-based pesticides for plant protection with a view of support organic farming.
7. Promoting use of bio-pesticides bio-control agents and other safer techniques.
8. Promoting use of neem-based and environment friendly pesticides so as to avoid pesticides hazard on edible portion.
9. Promoting Integrated Pest Management system and laying out demonstration of Integrated Pest Management on Farmer's Fields and supply of inputs for diversion on latest plant protection methodology.
10. Issue of Insecticide Licences to sell the Pesticides.
11. The unit is planning to establish "State Pesticides Testing Laboratory so as to provide efficient quality pesticides through immediate analysis.

2. MISSION / VISION

To provide latest technology on Plant Protection Services like, application of Insecticides and Pesticides under IPM concept to protect the crops from Insect, Pest attack.

To ensure quality pesticide to farmers through enforcement of Insecticide Act 1968 and Rules 1971 made thereunder.

To issue licences to sell insecticides/pesticides, pest control and household pesticides products.

3. BRIEF HISTORY AND BACKGROUND FOR ITS ESTABLISHMENT

The Plant Protection Unit is a vital part of Development Department under the Development Commissioner as its Secretary and Head of Department and ASC as Head of Office.

For administration purposes the unit is having block-wise field offices with technical staff like Extension Officer (Agriculture), Junior Technical Assistant Plant Protection and others to deliver technical services like use of Pesticides in the crops at the time of the occurrence of disease and other epidemic situations.

Supply of quality pesticides at Block levels after procuring from the market and allow to sell after testing the products batch-wise so that it is ensure the standard quality of pesticides is provided to the farmers on reasonable costs as well as their nearest door step.

The other important background of this unit is to issue different type of insecticides licences to ensure sell/availability of quality pesticides through frequent inspections/units of notified Insecticides Inspectors by drawl and testing of insecticide samples.

4.

ORGANIZATION CHART

DEVELOPMENT COMMISSIONER (HOD)

DY. DEVELOPMENT COMMISSIONER

ASSISTANT SOIL CHEMIST (HOOPP)

PLANT PROTECTION OFFICER

SENIOR TECHNICAL ASSISTANT

PLANT PROTECTION ASSISTANT

JUNIOR TECHNICAL ASSISTANT

Supported by Field man at Block level

5. ALLOCATION OF BUSINESS

The organization is providing Plant Protection Services know how to the farmers at Block level.

6. DUTIES TO BE PERFORMED TO ACHIEVE THE MISSION

- a) HOOPP : Overall technical, financial and administrative control of the unit.
- b) STA/PPA : Issue of licences as well as act as an Insecticide Inspectors to provide technical services at HQ as well as in field.
- c) JTA and Fieldman : To provide extension services to the farmers.

7. DETAILS OF SERVICE RENDERED

1. Educating to the farmers for identification of pests and diseases as well as the agriculture production with quality. Supply of Pesticides to the farmers through blocks.
2. To provide extension services in respect of Plant Protection activities like use of Pesticides Insecticides in the Crops.
3. To issue licence to seller, stockist, General Pest Control and household.
4. Promoting use of neem-based pesticides for plant protection with a view of support organic farming.
5. To sell Pesticides through Departmental Sale Centre.
6. Promoting Integrated Pest Management system and laying out demonstration of Integrated Pest Management on Farmer's Fields and supply of inputs for diversion on latest plant protection methodology.
7. Promoting surveillance of insect pests and diseases with a view to promote need-based use of pesticides.
8. Promoting use of neem-based and environment friendly pesticides so as to avoid pesticides hazard on edible portion.
9. Promoting use of bio-pesticides bio-control agents and other safer techniques.
10. The unit is planning to establish "State Pesticides Testing Laboratory so as to provide efficient quality pesticides through immediate analysis.
11. Issue of Insecticide Licences to sell the Pesticides.

8. CITIZENS INTERACTION

The farmers / licence seekers can directly interact with Unit Head supporting hand at Unit level and with technical staff like PPA, JTA and other class IV staff at Block level and centres as and when required to get the technical know-how.

9. POSTAL ADDRESS OF THE MAIN OFFICE, ATTACHED/ SUBORDINATE OFFICE / FIELD UNITS ETC.

1. Main office : Office of the Asst. Soil Chemist, Head of office, Plant Protection, 11th Floor, MSO

- Building, I.P. Estate, New Delhi-110002.
2. Field office
- a) Office of the Block Development Officer, Alipur, Delhi.
 - b) Office of the Block Development Officer, Nangloi, Delhi.
 - c) Office of the Block Development Officer, Najafgarh, Delhi.
 - d) Office of the Block Development Officer, Mehraulli, Delhi.
 - e) Office of the Block Development Officer, Nand Nagri, Delhi.
 - f) Office of the Block Development Officer, Shahdara, Delhi.
 - g) Agro Horticulture Sales Centre Khyber Pass, Delhi

10. MAP OF THE OFFICE LOCATION

Asst. Soil Chemist, Head of Office, Plant Protection Unit is located on the 11th Floor of MSO Building, Police Head Quarters, I.P. Estate, New Delhi-110002.

11. WORKING HOURS

For Office	9:30 a.m. to 6:00 p.m. 5 days week
For Field Office	10:00 a.m. to 5:00 p.m. 6 days week and 2nd Saturday off

12. PUBLIC INTERACTION

In unit as well as field officers, officials have been deputed for this purposes by opening information counter (at unit level).

13. GRIEVANCE REDRESS MECHANISM

Suggestion boxes have been placed in front of unit office and feedback forms are kept with information counters. Visitors can have a feedback form and can put in the suggestion box duly filled up along with grievances and suggestion if any.

VIII. Delhi Society for Prevention of Cruelty to Animals

MANUAL-I **PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES**

I. AIMS AND OBJECTIVES OF THE DELHI SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

1. The objective of the society are to prevent the cruel treatment and ensure the welfare of the animals throughout the National Capital Territory of Delhi.
2. Implementation of the prevention of cruelty to animals Act, 1960.

2. MISSION / VISION

To prevent the cruel treatment to animals and provide veterinary aid to unattended sick and injured animals throughout the National Capital Territory of Delhi.

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3. BRIEF HISTORY AND BACKGROUND FOR ITS ESTABLISHMENT

The Delhi Society for prevention of cruelty to animals was formed in 1915 and registered in 1918. It is recognized by the animal welfare board, Govt. of India. Consolidated grant-in-aid is being provided to the society by the Delhi Government from 1978 onwards. The society is running a full fledged veterinary hospital at its Tis Hazari Complex and a Bird Hospital in Darya Ganj, Delhi.

The day today working of the society is being looked after by a Board constituted by Hon'ble Lt.Governor, Delhi since May'1995. The Board was reconstituted in June'1998 and June'1999. This Board has all the powers except transfer of property and creation of post/engagement of personal.

4. ORGANIZATION CHART

DEV. COMMISSIONER (SECRETARY)

CHAIRMAN D.S.P.C.A. BOARD

HONORARY

SECRETARY D.S.P.C.A.
DIRECTOR (AH) IS EX-OFFICIO, SECRETARY

SUPDT. (DSPCA)

5. **ALLOCATION OF BUSINESS**

The organization is responsible for prevention of cruelty to animals and enforcement of the prevention of cruelty to animal Act in Delhi albeit with limited powers.

6. **DUTIES TO BE PERFORMED TO ACHIEVE THE MISSION**

The organization have two Vety. Doctors, one Vety. Livestock Inspector and 55 other employees. The organization has three Ambulances to pick up the sick and injured animals from the road. These animals are kept indoor in the DSPCA Hospital and are treated till they are fully cured. Once cured these animals are transferred to the Gosadans through MCD. The enforcement staff of the society also checks the vehicles carrying the animals in order to ensure that the transport of animals Rules, 1978 are not violated. The vehicles violating these rules are challaned and put up before a Magistrate for punishment.

Distribution of papers and pamphlets in English and Hindi indicating kindness to animals furnishing useful information as to the treatment of sick and injured animals and containing information with regard to Act for prevention of cruelty to animals, in force in India.

7. **DETAILS OF SERVICE RENDERED**

The society have been rendering above mentioned services since its inception.

8. **CITIZENS INTERACTION**

Any citizen can make a complained with SPCA about the sick or injured animal lying on the road. These animals are picked up by the society ambulance.

9. **POSTAL ADDRESS OF THE MAIN OFFICE, ATTACHED / SUBORDINATE OFFICE / FIELD UNITS ETC.**

1. Main Office : Delhi S.P.C.A.,
Boulevard Road, Opp.New Court,
Tis Hazari, Delhi – 110054.

11. **MAP OF OFFICE LOCATION**

The office of the DSPCA is located opposite the main Metro Station, Tis Hazari, Delhi – 110054.

11. **WORKING HOURS**

9.30 a.m. to 6.00 p.m.

12. **PUBLIC INTERACTION**

Complaint from public are received telephonically as well as personally.

13. **GRIEVANCE REDRESS MECHANISM**

Complaints/suggestion if any, are considered by the Board.