

I. Dev. HQ

Manual- 3

Procedure followed in decision-making process

Section 4 (1)(b)(iii)

The procedure can be described both in narrative form and through Flow Process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

Flow Process Chart is not applicable as proposals /issues of licenses etc. are dealt at the level of units and required information is available in their respective manuals.

2. Animal Husbandry Unit

Manual 3

Procedure followed in decision-making process

FLOW PROCESS CHART

The unit has no licensing system.

III. P.D.R.D.

MANUAL III

Procedure followed in decision making process

FLOW PROCESS CHART

This department is dealing with sanctioning of projects under IDRV and MMP scheme for rural area. Also provides Loan and GIA to MCD for initiate projects relating to rural villages and rural roads.

The proposal for project is normally initiated by the area representative through the Irrigation & Flood Control Department. That department after receiving the communication from the public representative or concerned BDO/Deputy Commissioner furnishes an estimate to the PD(RD). This estimate is sent to the concerned Deputy Commissioner of the district for his comments and recommendations.

Once positive recommendations of Deputy Commissioner is received, the project is placed before the Delhi Rural Development Board. In case the project is recommended by the Delhi Rural Development Board, sanction order is issued by this office after approval of the Development Commissioner who is the sanctioning authority. Pursuant to the sanction of the Development Commissioner, the sanction order is issued to the Chief Engineer, Irrigation & Flood Control Department conveying the administrative approval and expenditure sanction. A copy of the sanction order is endorsed to various concerned authorities like audit, planning, finance etc. The whole process normally takes about 4-5 months approximately.

As regards loan and GIA sanctioned to MCD, the money is released in four quarterly instalments. Recently the board has decided that all infrastructure projects executed by MCD from the aforesaid loan and GIA should be approved by the Delhi Rural Development Board. Accordingly

proposals are being received from the MCD, are placed before the board and on the recommendation of the board/the approval of the board is conveyed to the Commissioner, MCD. This process normally takes two months approximately.

IV. AGRICULTURE UNIT

Manual 3

Procedure followed in decision-making process

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

1. Flow Process Chart for supply of sludge manure, organic manure, compost, wormi compost and hiring of tractors.

S.No.	Activity	Level of Action	Time frame
1	To receive request and put a diary number and put up to concerned.	Counter clerk	Same day
2	To deposit cost of manure in the Govt. treasury	Cashier through MFO/Blocks Sale Centres	1-3 day
3	To prepare indent and detail for vehicles to supply manure	MFO/Sale Centres	1-2 days
4	Supply of manure to the farmers		5-6 days
5.	Sale of wormi compost	Sale center	At the spot
6.	Hiring of tractor	Deposit of hiring cheques	1-3 days

7.	Testing of seed samples and renewal	Handing over to laboratory	7-14 days.
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2. Flow Process Chart for issue of Manufacturing/Certificate of physical/granulated mixture of fertilizers/mixture of micro-nutrient fertilizers.

S.No.	Activity	Level of Action	Time frame
1	To receive complete application in duplicate in prescribed Form- 'D' and put up for approval.	Dealing Asstt.	1-3 day
2	To deposit prescribed fee Rs.1000/- per certificate for state applied at times.	Bank by challan	3-4 days
3	To visit the premises of applicant and verify the facts.	Inspector	Within 3 days
4	To approve/reject application	Controller of Fertilizer/ Registering Authority	2 days
5	To prepare certificate if approved and submit to Registering Authority	Dealing Asstt.	One day
6	To sign and return certificate	Registering	Same day

		Authority	
7	To deliver certificate	Dealing Asstt.	Same day.

3. Flow process chart for grant of dealers certificate of registration for sale of fertilizers & Renewal of certificate of registration after every 3 years.

Sl. No.	Activity	Level of Action	Time Frame
1.	To receive complete application in duplicate in prescribed Form-A and put up for approval.	Counter Clerk	1-3 days
2.	To deposit prescribed fee, whole sale: 2250/- retailer: Rs. 1250/- and renewal Rs.1250/- per certificate through challan in state treasury.	Through Challan	3 days.

3.	To visit the premises of applicant & variefy the facts.	Inspector	Within 3 days.
4.	To approve/reject application	Controller of Fertilizers/ Registering Authority	Within 2 days.
5.	To prepare Certification (if approved) and submit to Registering Authority.	Dealing Assistant	One day
6.	To sign and return certificate	-do-	One day
7.	To deliver certificate	Dealing Asstt.	One day

**Flow process chart for Grant/Renewal of licences for seeds sale and
for seed certification.**

Sl. No.	Activity	Level of Action	Time Frame
1.	To receive complete application in duplicate in prescribed Form-A and put up for approval.	Counter Clerk	1-3 days
2.	Submission for approval	Dealing Assistant	3 days.
3.	Inspection of Premises	Inspector	Within 3 days.
4.	Approval & Grant of Licence	Licensing Officer	Within 1-2 days
5.	Delivery of Lincense	Dealing Assistant	Within 1-2 days.

V. HORTICULTURE UNIT

MANUAL – 3

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

FLOW PROCESS CHART

Not applicable in respect of Horticulture Unit and no cards etc are issued.

VI. ASSTT. SOIL CHEMIST

Manual3

Procedure followed in decision – making processes

FLOW PROCESSES CHART

Not applicable in respect of soil testing unit.

VII. PLANT PROTECTION UNIT

Manual - 3

Procedure followed in decision making process

FLOW PROCESS CHART

The unit is having the licencing system and the same are being monitor year to year basis for renewal.

VIII. DSPCA

Manual 3

Procedure followed in decision-making process

FLOW PROCESS CHART

The Society has no licensing system.

