

Statement of the categories of documents that are held by it or under its control:

1. Assistant Seed Production Officer.

Overall monitoring of Branch Technical as well as Administrative.

2. Technical Assistant

Following categories of documents are held under my control.

- RTI Matter of the Section
- State Seed Production Committee Meetings
- State Seed Sub Committee Meetings
- Audit related work of the technical Section
- Genetically Modified crop related issues
- Barley Issues of Contract Farming
- National Conferences related report
- Seed zonal Conferences reporting
- Seed Sampling Target
- Complaint of Seeds
- Price Policy related issues
- Seed Village Scheme
- RKVY project of Seed Section.
- Bt Cotton related issues including the sale & marketing permission.
- Lok Sabah questions
- Rajya Sabah question
- Parliaments question
- Seed monitoring (To maintain the availabilities of seeds)
- Issues related to Seed Act 1966, Seed (Control) order 1986 & Seed related enforcement issues.
- Miscellaneous work related to seed.
- Any other work assign by senior officer.

Assistant

- Yearly auction of Departmental Seed Farms.
- Transfer proposals of seed farms to various Departments, Corporation and Boards.
- Audit related work.
- Vidhan Sabha question reply.
- Quarterly Progress Report of PAC paras
- Record of lease money deposited by HLRDC of the Departmental farms.
- Record of recovery deposited by Pattedars of Hansi Bir Farm.

- Meeting of BOD of Bhiwani School Board.
- Court cases related to Departmental Agriculture Farms.
- Auctioning proposal to the Govt. of fallen as well as standing trees on these farms.
- RTI Matter of the agriculture farm related issues.
- Any other work assign by senior officer.

1. Junior Auditor

- All Dairy and despatch.
- Seed Depot quarterly progress report.
- Seed Depot Performa account.
- Sanctions regarding materials for both Seed Testing Labs located at Karnal and Sirsa.
- Any other work assign by senior officer.