

Minutes of 107th Staff Meeting held on dated 10.11.2017-at 03:00 PM under the Chairmanship of Dr. Arjun Singh Saini, Director General Horticulture, Haryana at IBDC Ramnagar, Kurukshetra.

(List of Participants is enclosed)

At the outset, Dr. Arjun Singh Saini, Director General Horticulture welcomed all the participants and gave congratulations for inauguration of Integrated Bee-Keeping Development Centre (IBDC), Ramnagar & informed that it is the 1st Centre of Excellence for Bee-Keeping Development in India. After the due deliberation on agenda items, decisions taken are under:

Agenda No. 1: Review of progress of departmental Horticultural schemes.

Due to shortage of time progress of departmental Horticultural schemes was not reviewed. DGH instructed all DDH to give detailed PPT about physical & financial progress of their component in the next meeting. The next staff meeting is scheduled to be held on dated 08.11.2017.

(Action to be taken: All DDH)

Agenda No. 2: Review of progress of departmental projects.

Dr. Atam Parkash, Deputy Director Horticulture, Bhuna give the PPT on establishment of new orchards of Date palm as new scheme to be introduced in departmental projects/scheme on trial basis. The new crops to be introduced in next financial year proposed are jamun, peach, date palm, pomegranate, mango, plum, papaya, ornamental plants etc. for trial basis & the decision shall be taken in next meeting after exercising the targets by each implementing agency in their districts.

(Action to be taken: All concerned officers)

Agenda No. 3: Progress review of MI programme under Per Drop More Crop.

Due to shortage of time progress of MI programme was not reviewed. DGH instructed all DHOs to achieve physical & financial targets under this scheme as per Annual Action Plan 2017-18 and special focus be given an Over Exploited & Critical Blocks.

(Action to be taken: All DHOs)

Agenda No. 4: Monitoring of MI cases.

As per norms & guidelines of PDMC 2% monitoring of MI cases are mandatory for Deputy Director Horticulture (field) and 10% monitoring of MI

cases are mandatory for District Horticulture Officers. It was observed that DHOs & DDH are not conducting monitoring. DGH instructed all DHOs & DDH (field) to conduct monitoring as per guidelines & submit the report of same in next meeting.

(Action to be taken: All DHOs & DDH/field)

Agenda No. 5: Regarding non written of ACR.

Establishment Officer informed that ACR of following officers has not been received- Sh. Heera Lal, DHO, Yamunanagar for the year 2015-16; Sh. Shadhu Ram, SMS for the year 2014-15; Sh. Anshul Anand, SMS for the year 2014-15; Sh. Sat Narain, SMS for the year 2015-16 & 2016-17; Sh. Rajesh Kumar, SMS for the year 2015-16 and 2016-17 and the ACR for the year 2016-17 of Sh. Rakesh Kumar, HDO is not received from DHO, Panipat. DGH instructed officers to send ACR by 30.11.2017 positively.

(Action to be taken: EO & concerned officers)

Agenda No. 6: Information regarding uploading self-declaration of caste of the employees.

Establishment Officer informed that Self-declaration of caste by the employees has not uploaded in HRMS by DDH, GDC, Bhuna; DHO, Ambala Kurushetra, Jind, Faridabad, Palwal and Food Technologist Kurukshetra.

DGH instructed concerned officer to upload Self-declaration of caste certificate by the employees on HRMS portal by 11.11.2017 & inform to establishment branch accordingly.

(Action to be taken: EO & concerned officers)

Agenda No. 7: Information regarding irregularities in case book by Sh. Harjinder Singh.

Establishment Officer informed that information regarding irregularities in cash book during the period of Sh. Harjinder Singh the then HDO now SMS is pending from the office of DDH, IBDC, Ramnagar. DGH instructed DDH, IBDC, Ramnagar to send the report by 13.11.2017 positively.

(Action to be taken: DDH, IBDC, Ramnagar)

Agenda No. 8: Any other item with permission to chair.

DGH directed to all officers to travel journey beyond jurisdiction with proper approval of competent authority & claim the TA along with the tour approval.

It is was also instructed to all officers to send tentative tour programme of a month & after approval, approval of actual tour programme may be get in ex-post facto approval.

Moreover, DGH instructed to all field officers to define the duties of all clerk, steno, accountant & TA etc. so that working efficiency of same may be analyzed.

-----*Meeting ended with vote of thanks to chair*-----