

Minutes of Staff Meeting held under the Chairmanship of Dr. Satyavir Singh, DGH on 9.10.2012 at 11.00 AM

List of participants enclosed.

At the outset Dr. Satyavir Singh, DG Horticulture welcomed all the participants. The following decisions were taken:

1. **Assistance under spices component under NHM:** It was decided that the full assistance @ Rs. 12500/- per ha. shall be given to farmers. After calculating the seed cost the balance amount shall be reimbursed in the form of cross-cheque to the beneficiaries for other inputs as cultivation cost. Accordingly, where excess garlic seed was supplied their distribution shall be re-examined by concerned branch and supply order shall be revised.

(Action taken by JDH/N)

2. **Procurement of Planting Material other than empanelled agencies:**

(a) DHO Panchkula was allowed to procure Amarpali plants as these plants are not available with the empanelled agencies and Govt. nurseries.

(Action taken by DHO, Panchkula)

(b) DHO Jhajjar, Jind & Rohtak were allowed to reimburse the assistance to the beneficiaries as the planting material was procured by the farmers themselves and the farmers shall be responsible for the quality and authenticity of material.

(Action taken by concerned DHO)

3. **Adjustment of field staff:** It was decided that Sh. Rajesh Swami, HDO, Jhajjar shall be transferred to GGN, Bhuna in place of Sh. Kuldeep Singh who is holding additional charge.

(Action taken by Establishment Officer)

4. **Revision of cost norms under NHM:** The cost norms were discussed in detail and DDH/N shall put up the final draft to MD, HSHDA.
(Action taken by DDH/N)
5. **Procurement of Vending Carts:** It was decided that within 2 days the concerned branch shall distribute the names of empanelled agencies and beneficiaries and/or DHO can procure the carts as per guidelines issued earlier.
(Action taken by JDH/N)
6. **Change of Components under SCSP Scheme:** Concerned branch shall put up the change of components especially regarding non-motorised vending carts, training and mushroom.
(Action taken by JDH/N)
7. **Distribution of Plastic Crates:** It was decided that distribution of plastic crates shall be prioritised to vegetable districts then to others.
(Action taken by JDH/N)
8. **Citrus Seminar at CEF, Mangiana:** It was decided that in-collaboration with Israel Embassy a citrus seminar shall be organised at CEF, Mangiana and PO, CEF shall organise the same by inviting the concerned experts and other cluster heads in India. It was also decided that DHOs & HDOs of citrus growing districts shall also be invited as per sitting capacity at CEF.
(Action taken by PO, CEF)
9. **Reconciliation of Accounts:** It was decided that all the DHOs and Accountants shall be given one day training at HTI, Uchani on 17.10.2012 on Bank Reconciliation, Bank Charges, Ledgers/Bye-Ledger, Monthly trials balances and cash/cheque register preparations.

It was also decided that all the mobiles connections of Airtel at field shall be got disconnected. However, the recoveries shall be paid by the individual users as already conveyed.

(Action taken by Accounts Officer & All DHOs)

10. **Salary & T.A to HDOs on Contract basis:** It was conveyed that salary shall include all allowances including HRA. Travelling Allowance shall be reimbursed to contractual employees as per Finance Department instructions dated 31.12.2010 which says

“The employees who are drawing fixed salary neither in any scale nor in any Pay Band/Grade Pay and are working on contract basis or otherwise or have been re-employed after retirement against a post sanctioned in prescribed pay scale/Pay Band their TA/DA will be regulated keeping in view the grade pay which would have been admissible to them had they been on regular basis on the post on which they have been re-employed after retirement and/or working on contract basis or otherwise.”

(Action taken by All DHOs & A.O.)

11. **Demand of Budget under NHM:** The demand was noted by Accounts Officer and shall be sent to the concerned DHMIU as per the budget available.

(Action taken by A.O.)

12. **Targets under Protected Cultivation:** As per the demand of districts the total targets of protected cultivation for the year 2012-13 were noted and are as follows:

Area in sqm

Sr. No.	District	Hi-tech	Natural Ventilated Poly House	Walk-in-Tunnel	Net Houses
1	Panchkula	-	60000	-	50000
2	Ambala	-	35000	3000	52016
3	Yamunanagar	-	40000	-	-
4	Kurukshetra	-	44088	-	12000
5	Karnal	6000	130000	-	12000

6	Panipat	-	72288	-	112000
7	Sonepat	-	130000	-	40000
8	Rohtak	-	46500	4000	4000
9	Faridabad	-	10000	1000	1000
10	Palwal	-	240000	-	-
11	Mewat	-	10000	-	-
12	Gurgaon	-	30000	-	20000
13	Rewari	-	6000	-	-
14	Narnaul	-	8000	-	-
15	Jhajjar	-	21300	-	-
16	Bhiwani	-	46762	-	18000
17	Jind	-	45720	2000	2000
18	Kaithal	-	24000	-	-
19	Fatehabad	-	33000	-	-
20	Hisar	-	100000	3000	5000
21	Sirsa	2016	20000	-	2000
	Total	8016	1152658	13000	330016

- a) These shall be total targets for the year 2012-13.
- b) The targets already conveyed in Action Plan 2012-13 shall be achieved first for which budget has already been earmarked and shall be made available.
- c) For the extra targets as per Table above, extra budget shall be allotted and conveyed subsequently.
- d) Since it involves huge budget, therefore, responsibility of expenditure shall lie with the individual DHO concerned and in no way the targets shall be revised or transferred later on.

(Action taken by all DHO concerned)

13. **Allotment of Potato Foundation Seed to CEV:** It was decided that the Potato Foundation Seed shall be allotted to CEV instead of breeder seed.

(Action taken by JDH/N)

14. **Gladiolus Flower targets under NHM:** It has been decided that as per the targets under NHM AAP 2012-13, the bulbs have already been imported and are being transferred to district head office. The supply may be made to the farmers as per the NHM Norms. The details of allocation is as follows:

District-wise Targets of Gladiolus Bulbs under NHM (2012-13)

	White Beauty		Trader Horn		Gold Star		Pink Beauty		Spic & Span		Purple Flora		Grand Total	
	Area in Ha	No. of Bulbs	Area in Ha	No. of Bulbs	Area in Ha	No. of Bulbs	Area in Ha	No. of Bulbs	Area in Ha	No. of Bulbs	Area in Ha	No. of Bulbs	Area in Ha	No. of Bulbs
Gurgaon														
S&M	8	120000	6	90000	8	120000	3	45000	3	45000	4	60000	32	480000
Others	6	63000	6	60000	6	63000	5	52500	6	61500	3	31500	32	331500
Total	14	183000	12	150000	14	183000	8	97500	9	106500	7	91500	64	811500
Panchkula														
S&M	2	30000	0	0	3	45000	0	0	0	0	0	0	5	75000
Others	2	21000	0	0	0	0	1	10500	0	0	0	0	3	31500
Total	4	51000	0	0	3	45000	1	10500	0	0	0	0	8	106500
Sonepat														
S&M	8	120000	7	105000	4	60000	3	45000	2	30000	3	45000	27	405000
Others	0	0	2	21000	3	31500	2	21000	1	10500	1	10500	9	94500
Total	8	120000	9	126000	7	91500	5	66000	3	40500	4	55500	36	499500
Yamuna Nagar														
S&M	5	75000	12	180000	6	90000	5	75000	3	45000	7	105000	38	570000
Others	2	21000	2	21000	1	10500	2	21000	1	10500	1	10500	9	94500
Total	7	96000	14	201000	7	100500	7	96000	4	55500	8	115500	47	664500
Grand Total														
S&M	23	345000	25	375000	21	315000	11	165000	8	120000	14	210000	102	1530000
Others	10	105000	10	102000	10	105000	10	105000	8	82500	5	52500	53	552000
Total	33	450000	35	477000	31	420000	21	270000	16	202500	19	262500	155	2082000

Date of delivery of bulbs shall be intimated in due course of time. All concerned DHOs are instructed to make stock entry and send it to the Directorate.

(Action taken by All DHO concerned)

15. **Revision of targets of Turmeric for district Kaithal:** It has been allowed to DHO, Kaithal to convert garlic targets into turmeric but within overall budget allotment under spices component under Plan Scheme IHD.

(Action taken by DHO, Kaithal)

The meeting ended with the vote of thanks to chair.

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