

Ministry of Agriculture & Farmers Welfare
Department of Agriculture, Cooperation & Farmers Welfare
Directorate of Extension
Proactive disclosure under section 4(1) b of Right to Information
Act, 2005

**1. The Particulars of its Organization, functions and
duties (section 4(1) (b) (i) of RTI Act, 2005**

The Directorate of Extension is a Subordinate Office of the Department of Agriculture and Cooperation. It was established in 1958- 59 by combining a unit of the ICAR and the then Directorate Extension Training, a Division of Ministry of Agriculture & Cooperation. These two units earlier were entrusted with the implementation of community development projects launched in 1955. Traditionally, newly formed Directorate of Extension was implementing all the schemes under the community development project with the sole involvement of Government with farming community, through Training and Visit System (T&V), however, with the limited success achieved by this system and inherent lacunae in implementation of the scheme, a new experiment on decentralization of extension services by utilizing the services of NGOs, private parties and Farmer's Association was started for speedy implementation and extensive outreach of extension services through out the country. **Major policy guidelines on extension matters are laid down by the Department of Agriculture, Cooperation and Farmers Welfare and specific programmes and activities are implemented by the Directorate of Extension, a nodal agency at the national level.** The Directorate of Extension implements the extension programmes and activities through four Technical Divisions viz. (i) Extension Management Unit (EM), (ii) Training Unit (ET), (iii) Farm Information Unit (FI) and (iv) National Gender Resource Centre in Agriculture (NGRCA). All these units are reporting to Additional Commissioner (EM), Additional Commissioner (FI) and Director (Extension) in the Department for all the policy matters of their units. In addition, the housekeeping functions of the Directorate are being performed by Administration Unit headed by Director (Administration).

**2. The Powers and Duties of its officers and employees
(section 4(1) (b) (ii) of RTI Act, 2005**

The Director (Administration) is the Head of the Department. He is exercising all the administrative and financial powers as given in the FRs, GFRs and GFPRs which have been delegated to him being the Head of the Department. He is assisted by Deputy Director (Admn.) and Deputy Director (Accounts). There are three other Technical Directors who are looking after the various schemes of the Directorate of Extension and are responsible for monitoring and evaluation of the schemes of the respective units.. They are the overall in-charge of the

technical units. The Joint Directors in the units are responsible for implementation of the respective schemes being dealt with in their units and are also responsible for coordination with the States and implementing agencies. The Editors in the Farm Information Unit are responsible for collection of material for processing and publication of various magazines to be brought out by the Directorate of Extension. The Exhibition Officer is dealing with organizing exhibitions such as IITF, Agri Expo and various regional and international exhibitions. The Extension Officers/RHE assist the Joint Directors in the technical control and supervision of the various agricultural extension schemes. The Assistant Administrative Officers posted in the technical units take care of administrative and financial matters of the various schemes. All the Asstt. Admn. Officers in the Administration unit are looking after the establishment and the housekeeping jobs of the Directorate of Extension. Assistant Accounts Officer generally works as the Drawing & Disbursing Officer of the Directorate

3. Procedures followed in decision-making process including channels of supervision and accountability. (section 4(1) (b) (iii) of RTI Act, 2005

All the administrative and financial matters are routed through DDA and are disposed of at the level of DA who is the Head of the Department. In cases where approval of the Integrated Finance Division is necessary, their approval is invariably obtained through Extension Division of Department of Agriculture & Cooperation and Farmers Welfare. All the scheme related issues are dealt with in the technical units and these are put up by the Director concerned of technical unit/Cells to their respective Additional Commissioners in the Department of Agriculture & Cooperation and Farmers Welfare.

4. The Norms set by it for discharge of functions (section 4(1) (b) (iv) of RTI Act, 2005

Functions have been specified for each Unit/Cell. Officers concerned of all units/cells handle the assigned task given with the approval of competent authority with the support of subordinate staff/stenographers.

5. Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions. (section 4(1) (b) (v) of RTI Act, 2005

The Directorate follows the Rules, Regulations, Manuals etc. as prescribed by the Government of India viz. FR/SRs/GFR/DFPR/Conduct Rules, Pension Rules etc.

6. A statement of the categories of documents that are held by it or under its control. (section 4(1) (b) (vi) of RTI Act, 2005

No specified category of documents is either held or controlled by this Directorate.

7. Particulars of any arrangement that exists for consultation with, or representation by, the members of public in relation to the formulation of its policy or implementation thereof. (section 4(1) (b) (vii) of RTI Act, 2005

Policy framework is handled by the Department of Agriculture & Cooperation and Farmer Welfare. Involvement of non-officials in implementation is as specified in the respective schemes/programmes.

8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public. (section 4(1) (b) (viii) of RTI Act, 2005

No such boards, councils, committees are under the control of this Directorate.

9. A directory of its officers and employees. (section 4(1) (b) (ix) of RTI Act, 2005

A directory of officers and employees of the Directorate is maintained.

10. Monthly Remuneration received by each of its officers and employees, including the system of compensation as provide in its regulations (section 4(1) (b) (x) of RTI Act, 2005

Copy enclosed.

11. Budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made. (section 4(1) (b) (xi) of RTI Act, 2005

Copy enclosed.

12. Manner of execution of subsidy programmes , including the amounts allocated and the details of beneficiaries of such programmes. (section 4(1) (b) (xii) of RTI Act, 2005

No subsidy component exists in the Directorate, except to the extent grants-in-aid provided under different schemes.

13. Particulars of recipients of Concessions, permits or authorizations granted by it. (section 4(1) (b) (xiii) of RTI Act, 2005

No concessions or permits are either authorized or granted by this Directorate.

14. Details in respect of the information, available to or held by it, reduced in an electronic form (section 4(1) (b) (xiv) of RTI Act, 2005

No specific information has been reduced in the electronic form.

15. The Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use. (section 4(1) (b) (xv) of RTI Act, 2005

A film library having varied information on extension activities is available and its working hours are from 0930 to 1800 hours on all working days.

16. The names, designation and other particulars of the Nodal Officer & Public Information Officers (section 4(1) (b) (xvi) of RTI Act, 2005

NODAL OFFICER

1.	Name	Shri Y. P. Bhatt
2.	Designation	Deputy Director (Admn)
3.	Address	Directorate of Extension, Krishi Vistar Bhavan, IASRI Complex Pusa, New Delhi Pin 110012
4.	Contact No.	011-25846467
5.	Email Address	bhatt.yogender@gov.in

FIRST APPELLATE AUTHORITY

1.	Name	Dr. Shailesh Kumar Mishra
2.	Designation	Director (EM)
3.	Address	Directorate of Extension, Krishi Vistar Bhavan, IASRI Complex Pusa, New Delhi Pin 110012
4.	Contact No.	011-25847660
5.	Email Address	shaileshk.mishra29@gov.in

CPIO

1.	Name	Shri Y. P. Bhatt
2.	Designation	Deputy Director (Admn)
3.	Address	Directorate of Extension, Krishi Vistar Bhavan, IASRI Complex Pusa, New Delhi Pin 110012
4.	Contact No.	011-25846467
5.	Email Address	bhatt.yogender@gov.in

17. **Such Other information as may be prescribed.(section 4(1) (b) (xvii) of RTI Act, 2005**

Nil

Incumbency position

Copy enclosed

1. **Such Other information as may be prescribed. (section 4(1) (b) (xvii) of RTI Act, 2005**

Nil

Copy enclosed

2. **Incumbency position**