

**DISTRIBUTION OF WORK
IN
DEPARTMENT OF FERTILIZERS
(DS & ABOVE)**

ADDITIONAL SECRETARY & FINANCIAL ADVISER

- (i) Examination, review and consolidation of revenue and capital accounts.
- (ii) All matters pertaining to budget plan and non-plan of the Department and the PSUs & Cooperatives under its control.
- (iii) Scrutiny and concurrence to all proposals having financial implications.
- (iv) Processing of cases pertaining for investment and disinvestment decision.

Joint Secretary (Ferts)

All matters handled by Deputy Secretary(Fertilizers), Director (Fertilizer Accounts), Joint Adviser (Ferts), Director(PSU) and Director(S&R) which includes:

- i) Planning and development of fertilizer sector;
- ii) Policy and Pricing matters relating to Urea;
- iii) All matters (except Vigilance) pertaining to Fertilizer PSUs and Cooperative Societies.
- iv) All matters pertaining to Fertilizer Projects, Joint Venture/ Joint Sector companies.
- v) All matters pertaining to disinvestments of fertilizer PSUs.
- vi) External Assistance for new fertilizer projects.
- vii) Coordination work relating to FICC.
- viii)Matters connected with supply and availability of fertilizer raw material;
- ix) All establishment matters of PSUs/ Cooperatives including Board level appointments, appointment of part-time non-official Director, release of funds under VRS scheme, revival matters of sick PSUs.
- x) Administration of Concession Scheme for decontrolled fertilizers.

Joint Secretary (A&M)

All matters handled by Director(Movement), Deputy Secretary(PPF), Director(A&V) and Director(P&I) which includes:

- i) Marketing of Fertilizers;
- ii) Formulation of fertilizer & port plan;
- iii) Movement of indigenous and imported fertilizers to the designated consumption areas;
- iv) Fixation of remuneration rate for handling imported fertilizers;
- v) Work relating to planning, monitoring and valuation of fertilizer production;
- vi) All matters relating to WTO in the fertilizer sector;
- vii) Disbursal of subsidy on imported fertilizers;
- viii)Annual)Plan with countries with which India has rupee trade;
- ix) Externally aided projects, namely Gramin Vikas Trust, Indian Farm Forestry Development Cooperative Ltd., and Indo-Canadian Agricultural Extension Project;
- x) All matters relating to vigilance of DoF as well as PSUs and Cooperatives;
- xi) All matters pertaining to administration and Establishment of DoF and matters relating to Raj Bhasa;
- xii) Policy matters relating to Phosphatic & Potassic fertilizers;
- xiii) Import of Fertilizers; and
- xiv) He also function as Chief Vigilance Officer and Grievance Officer.

Economic Advisor

- i) Will advise on all matters having a bearing on internal and external economic management;
- ii) Will analyse periodically the activities of the Department with a view to examining their implications for economy;
- iii) Will analyse cost effectiveness, competitiveness and sustainability of economic activities;
- (iv) Will monitor and evaluate the fiscal policy/ parameters laid down in the Budget Management Act, 2003;
- v) Will perform the work relating to performance of public and cooperative sector undertakings and organize Quarterly Review meetings;

- vi) Will advise on the work relating to bio-fertilizers, micro-nutrients and solid waste components;
- vii) Will advise on matters relating to pricing of fertilizers, subsidy issues in the context of fiscal responsibility parameters;
- viii) Will advise on new/capacity expansion projects in the context of both global and internal demand supply projections for fertilizers.
- ix) Will advise on techno-economic analysis of new projects and expansion of existing projects in the context of economic viability etc.; and
- x) Any other work especially entrusted by the Secretary (Fertilizers).

Director (PSU)

- (i) Company affairs of Fertilizer PSUs/ Coops. (other than revival of sick units)
- (ii) Work pertaining to H.R.I Desk relating to PSUs and Coops.
- (iii) All Estt. Matters of PSUs, coops. including board level appointments, appointment of part-time non-official Director.
- (iv) Matter relating to Cabinet Committee on Disputes
- (v) Matters relating to Industrial Disputes Act in PSUs/Co-ops.
- (vi) Fertilizer Advisory Forum.
- (vii) Work relating to training, foreign training and foreign visits of executives of PSUs/Coops.

Director (Movement)

- (i) Matters relating to movement , distribution of Fertilizers.
- (ii) ECA allocation and coordn. with DAC, M/Railways & M/ Surface Transport for ensuring smooth movement of fertilizers.
- (iii) Organizing movt. & distribution of urea, both indigenous and imports for each crop season based on the requirement of States.
- (iv) Supervision Fertilizer Control Room and Grievance Cell.
- (v) Administration of Fertilizers (Movement Control) Order 1973.
- (vi) Advice on matters relating to long term development of railway infrastructure of ports/ plants and unloading terminals for meeting future requirements of fertilizer sector.
- (vii) All marketing related affairs of PSUs/Coop.
- (viii)Matters relating to WTO
- (ix) Externally aided projects, Gramin Vikas Trust, IFFDC, Indo-Canadian Agriculture Extension Project.
- (x) Remuneration to be paid to the imported urea handling agencies with particular reference to movement involved.

Director (Admn. & Vigilance)

- (i) Computerization under IT Plan, Public Information/ Facilitation Counter of DOF.
- (ii) Vigilance, Administration, Estt., Coordn., RTI, Parliament Cell, O&M (Record Management) and duties of Head of the Department of DOF.
- (iii)Compilation & consolidation of material for Annual Report of the DOF, Presidents/PMs/ Finance Ministers speech.
- (iv) Miscellaneous matters not listed in this order.

Director (S&R)

- (i) To bring out year book of Fertilizer Statistics of India.
- (ii) Conducting periodic sample surveys to assess the adequate availability of fertilizers to farmers.
- (iii)To maintain, nutrient-wise production, import and consumption of fertilizers.
- (iv)Improve the statistical methodology aimed at monitoring of movement of fertilizers – District-wise under ECA/Non-ECA categories.
- (v) To maintain a dealers directory, company-wise/state-wise/District-wise.
- (vi) Work relating to M&E Cell, Bio-fertilizers, revival of PSUs, PPL and Disinvestment.

Director (P&I)

- (i) Monitoring the production of Urea, DAP and SSP.
- (ii) Looking after the imports of Urea, DAP, MOP; and
- (iii) Matters relating to Shipping including handling arrangements at the ports.

Deputy Secretary (Ferts)

- (i) Coordinate the budget related issues with FICC, FA Wing, Concession Wing IFD and Ministry of Finance.
- (ii) All policy issues relating to Urea, increase in subsidy requirements and measures for reducing the same.
- (iii) Nutrient based subsidy regime dealing with NPK fertilizers & nutrient based pricing.
- (iv) Fertilizer Input prices and availability, including Gas Linkage Committee..
- (v) Matters relating to FICC, fertilizer projects including overseas and Joint Ventures (excluding matters handled by Dir(S&R), utilization/negotiation of international/bilateral grant/ loans in the fertilizer sector, direct subsidy to farmers.
- (vi) Project, Planning, Implementation and monitoring, review and evaluation of all projects.

Deputy Secretary (PPF)

- (i) All matters relating to Phosphatic & Potassic Fertilizers Policy and Projects.
- (ii) Issues relating to Water Soluble and Liquid Fertilizers.

Director (Fertilizer Accounts)

- (i) Payment on import of bulk Urea.
- (ii) Processing and servicing of claims pertaining to imported fertilizers.
- (iii) Processing of concession claims for decontrolled fertilizers (other than imported) under the Concession Scheme.
- (iv) All matters relating to Software development including Fertilizer Monitoring System

Deputy Secretary (Finance)

- (i) All financial proposals/matters relating to release/sanction of funds, financial concurrence etc.
- (ii) All matters relating to budget plan/non-plan of the Department and PSUs, consolidation of Demands for Grants.

Joint Advisor (Ferts)

- (i) All technical advice relating to fertilizer sector.
- (ii) Technical appraisal, expansion and other scheme of fertilizers sector, revamp and retrofitting of new projects.
- (iii) Science and Technology Advisory Committee.
- (iv) Promotion of biotechnology in fertilizer sector and technical evaluation.