

**H.P.STATE SEED & ORGANIC PRODUCE CERTIFICATION
AGENCY, SHIMLA-171005.**

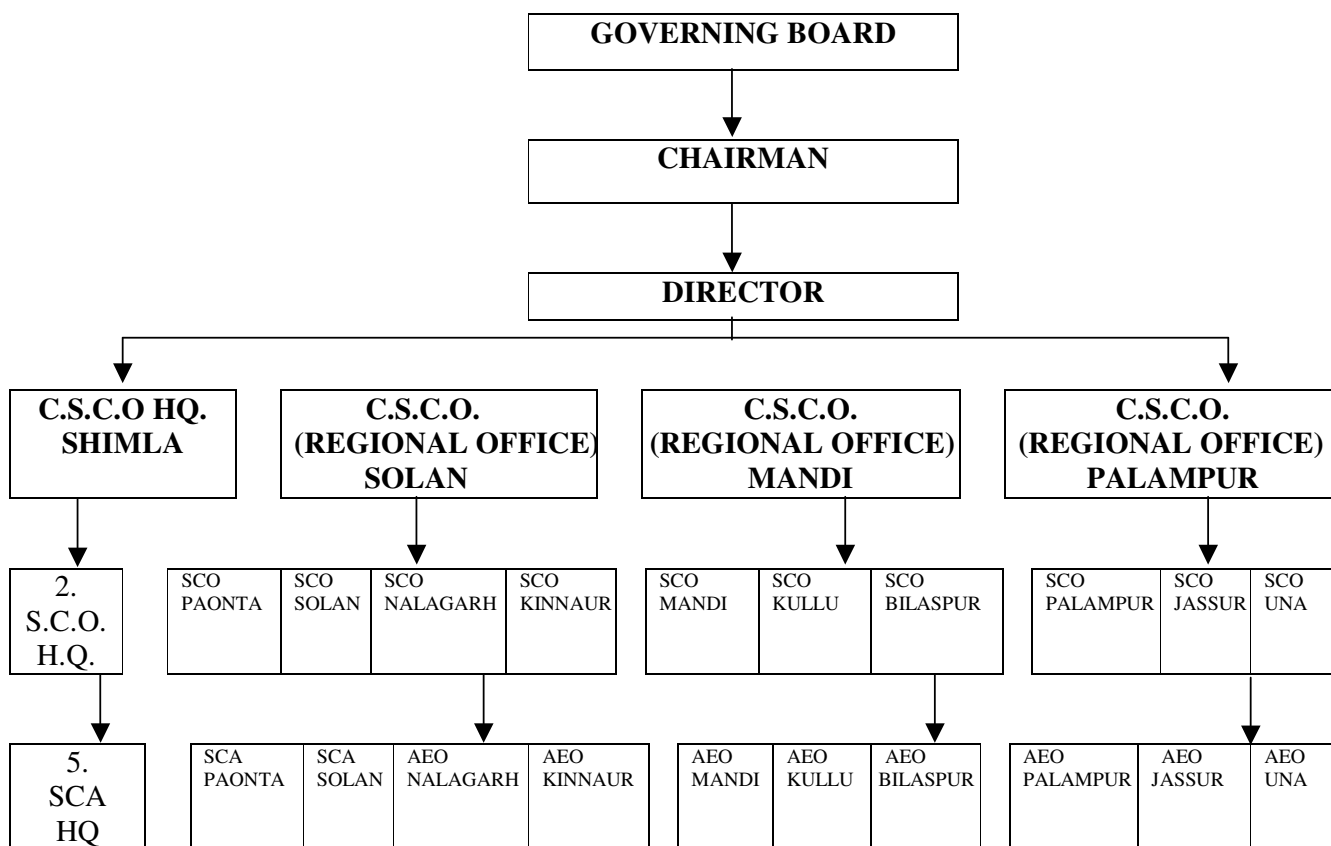
No.H.P.SCA.1-45/2006-----Dated, Shimla-171005, the July,2009

NOTIFICATION

In pursuance to the notification published in “The Gazette of India” Extraordinary Part II Section I, “The Right to Information Act,2005” No.22 of 2005 dated 15th June,2005, I hereby publish the records and other activities of the H.P. State Seed & Organic Produce Certification Agency, under the provision of Chapter II, section 4, Sub section (1) (b) as under:

(1) Particulars of Organization, its Functions and Duties.

(a) ORGANISATIONAL CHART OF HPSSOPCA



The Government of Himachal Pradesh established the H.P. State Seed Certification Agency vide notification No.Agr.F-12-3/76-Vol-II, dated 27.12.1978. This Agency is registered under the Societies Registration Act,1860 (Act, XXI of 1860). The Agency adopted Memorandum of Association and rules based on the model pattern circulated by the Government of India . The Agency has also been entrusted the job of

certification of organic farms and their produce and consequently its name has been changed to H.P. State Seed & Organic Produce Certification Agency (HPSSOPCA) vide notification No.Agr,F(10)-16/2003, dated 19.02.2004.

(a) Functions & Duties: The main functions of the H.P. State Seed & Organic Produce Certification Agency are as under:

- To act as the Certification Agency established under section 8 of the Seeds Act, 1966 (54 of 1966). The State Government in consultation with the Central Govt. by notification in the Official Gazette established a Certification Agency for the State to carry out the functions entrusted to the Certification Agency by or under this Act.
- To discharge the functions entrusted to the Certification Agency under Section 9 & 10 of The Seeds Act, 1966 (54 of 1966).
- To disseminate the scientific knowledge regarding standardization of seeds according to the National / International Standards.
- To recognize kinds and varieties, where improved varieties are not available/ eligible for seed certification and publish annually a list/ lists indicting the name of such kinds and varieties .
- To maintain a list of source of breeder and foundation seeds approved by the Central Seed Certification Board (CSCB) in the case of varieties grown in more than one state and by the State Certification Board in the case of varieties of local importance.
- To verify upon receipt of an application for certification that the application has been submitted in accordance with the procedure prescribed by the Central Seed Certification Board (CSCB) and that the source of seed, used for planting, is from approved sources.
- To conduct inspections of seed processing plant and seed lots in accordance with the procedure outlined by the Central Seed Certification Board (CSCB).
- To ensure that the seeds certified in the state confirm to the standards prescribed by the Central Seed Certification Board.
- To carry out educational programmes designed to promote the use of certified seeds.
- To register organic farms, conduct their inspections to ensure that only permitted materials are applied in such farms as per the national/ international standards.
- To undertake promotional activities for organic farming in the state.

- To maintain coordination with different departments of the State Government, Central Government and other Agencies to promote the use of certified seeds.

(II) Powers and Duties of Officers and employees of H.P. State Seed & Organic Produce Certification Agency.

The powers and duties of Officers, Officials and its employees are as under:

Director:

- To act as an Chief Executive Officer (CEO) of H.P. State Seed & Organic Produce Certification Agency (HPSSOPCA) and Member Secretary of Governing Board (GB.)
- To exercise overall administration of H.P. State Seed & Organic Produce Certification Agency (HPSSOPCA) and execution of the Seed Certification Programme in the State.
- To take decisions, on issues arising out of certification consistent with the Central Seed Certification Board's (CSCB's) and Governing Board's (GB) guidelines.
- To report the progress of seed certification, the problems and the suggestions thereof to the Governing Board (GB) and Central seed Certification Board (CSCB).
- To exercise financial and administrative control as per the established delegation of powers.
- To keep liaison with counterparts of Seed Certification Agencies (SCAs) of other States, departments of agriculture, agricultural university, governments, institutions, seed producing agencies and other related Department /Corporation/ Board etc.

Chief Seed Certification Officer:

- To assist the Director in the discharge of his duties.
- To exercise supervision on the working of all Seed Certification Agency (SCA) staff in Head Quarter (HQ) and Regional Offices (RO).
- To undertake supervisory inspection.

- To coordinate the activities of Regional Offices (ROs) and arrange for compilation of relevant data information statistics etc.
- To examine complaints and ensure their amicable settlement without compromising seed quality.
- To review the policies, principles and procedures and submits suitable proposals to Director of HPSSOPCA.
- To prepare proposals for holding of Governing Board (GB) meeting.
- To liaison with the related institutions.
- To implement educational and promotional programme for strengthening the seed certification programme.
- To review the progress of achievements by the field functions periodically and to report to Director, HPSSOPCA.

Seed Certification Officer:

- To exercise overall supervision on certification activities within his jurisdiction.
- To arrange for making available application forms to seed producing farmers for certification and follow-up.
- To undertake regular inspections of crops for foundations and certified seed production.
- To assist the Director, HPSSOPCA in the breeder seed quality monitoring programme.
- To inspect seed processing plants and report to H.Q.
- To examine and investigates complaints if any and take appropriate action without compromising seed quality.
- To give feed back from Branch Office to Head Office.
- To maintain liaison with counterparts in related Agriculture departments and institutions involved in certification programmes.

Agriculture Extension Officers/ Seed Certification Assistants:

- To verify the authenticity of the foundation seed and to observe necessary field standards for seed production with regard to isolation distance and crop grown in the previous season.
- To carry out the requisite number of field inspections as per the Indian Minimum Seed Certification Standards and field standards .
- To supervise the working of the seed processing plants like cleaning, seed treatments and bagging etc.
- To take samples of seeds and sending them to seed testing laboratory for testing of physical purity, germination and conducting other pathological tests after observing various formalities.
- To undertake the work of revalidation of seeds as per prescribed procedures.

(III) Procedures followed in the Decision-Making Process, Including Channels of Supervision and Accountability.

There is a set procedure for decision making process including channels of Supervision and accountability in the Seed Certification Agency as has been depicted in the organizational chart.

The Certified Seed Production Programme is carried out by the Agency as per the norms and standards of seed production fixed by Central Seed Certification Board. These norms & standards of seed certification have been circulated to the field functionaries for observing the same in the process of certified seed production of various crops. As shown in the organisationing chart, Agriculture extension officers/ Seed Certification Assistants etc. are at the field level to supervise and inspect the seed certification programme in the state. They forward the reports regarding general crop growth incidence of disease or pest etc in the crop meant for seed production. In case seed production of a particular crop is not meeting the prescribed standards / norms, the same is rejected. From time to time the field inspections and supervisions are also carried out by the Seed Certification Officers and Chief Seed Certification Officers who are posted at Distt. and Regional level, respectively. Accordingly, the progress reports of seasonwise seed production of various group of crops in forwarded to the Director, HPSSOPCA.

(IV) The Norms Set for Discharge of Functions:

Norms set for discharge of functions:

The Agency has at present two Regional offices headed by Chief Seed Certification Officers at the following places:

a) Palampur

b) Shimla

a) Regional Office Palampur:- Seed Certification Officers, Agriculture Extension Officers & Beldars have been posted at the following places for doing field inspections, tagging and sealing work as per the procedure laid down by the Central Seed Certification Board in the Indian Minimum Seed Certification Standards, under the immediate control of Chief Seed Certification Officer, Palampur as under:

1. Seed Certification Officer at Una, District Una, H.P..
2. Seed Certification Officer at Palampur, District Kangra, H.P.
3. Seed Certification Officer at Mandi, District Mandi, H.P.
4. Agriculture Extension Officer at Jasoor, District Kangra, H.P..
5. Beldar at Palampur at District Kangra, H.P.

b) Regional Office Shimla: The following Seed Certification Officers, Agriculture Extension Officers, Beldars have been posted at following places to undertake the seed certification work:

1. Seed Certification Officer at Paonta Sahib District Sirmour, H.P.
2. Seed Certification Officer at Bilaspur, District Bilaspur, H.P.
3. Seed Certification Officer at Manjholi (Nalagarh) Distt. Solan, H.P.
4. Four Seed Certification Assistant in H.Q.
5. Two Beldar in Shimla H.Q.
6. Beldar at Paonta Sahib, District Sirmour, H.P.
7. Beldar at Bilaspur District Bilaspur, H.P.

The officers/officials appointed in the above districts are responsible for the certification in their area of jurisdiction in which they are appointed. In addition to this the certified seed production programme in Kullu, Lahaul, Chamba & Hamirpur districts also looked after by the Chief Seed Certification Officer, Palampur. Whereas this programme in Spiti area of Lahoul district and district Kinnour is also looked after by the Chief Seed Certification Officer posted at H.Q. Shimla .

(V) The Rules, Regulations, Instructions, Manuals and Records held by the Agency or under its control or used by its Employees for discharge of functions.

Rules, regulations, instructions, manuals and records:

The various Rules and Regulations followed by the employees of the Agency for discharging their duties and functions are as under:

- The Seeds Act,1966.
- The Seeds Rules,1968.
- The Seed Control Order,1983.
- The H.P. State seed Certification Agency rules,1978.
- The H.P. State Seed Certification Agency (Memorandum of Association) under Registration of Societies Act 1860.
- Indian Minimum Seed Certification Standard (Manual).
- The Insecticide / Pesticide Act,1968.
- CCS (Leave) Rules 1972.
- CCS and CCA Rules, 1965
- CCS (Conduct) Rules,1964
- H.P. Financial Rules Vol-I & II
- Office Manual of H.P. Govt.
- H.B. Advance Rules.
- Medical Attendance Rules, (1940)
- General Finance Rules.
- Delegation of financial power Rules.
- T.A./LTC Rules.

- Budget Manual.
- Pension Rules.
- G.P.F. Rules.
- Vehicle Rules
- Instructions regarding Maintenance of ACR's.
- Instructions regarding pay fixation, stepping up pay, grant of ACP benefit etc.

(VI) Statement of Categories of Documents that are held by the Agency or under its control.

List of documents:

A. Technical.

1. Indian Minimum Seed Certification Standards.
2. Annual Administrative Reports of respective years.
3. Different relevant Files and Registers relating to technical matters.
4. Proformas relating to Application Form, Inspection report statement of accounts, seed sample result report & TR-5 etc.

B. Administrative:

1. Memorandum of Association.
2. The Seeds Act, 1966 & The Seeds Rules, 1968 and amendments thereafter.
3. Service Records of Officers/ Officials.
4. Financial documents such as Pay Register, Cash Book, Ledgers and other relevant files.

(VII) Particulars of Arrangement that exists for consultation with or representation by, the Members of the Public in relation to the formulation of Department's policy or implementation thereof.

Policy matters & decisions: Policy matters and decisions and farmer's problems, if any, are discussed in the Governing Board's meetings in which one representative of seed dealer and two representatives of Seed Growers nominated by the State Govt. take part. The Governing Board Meeting is held twice every year. The interest of seed dealers and seed growers are represented by the nominated members of the seed growers and seed dealers by the State Govt., who will put forth the problems faced by the seed growers and seed dealers in the Governing Board meeting. The policy of seed certification is discussed in the Governing Board meeting and formulated. All the members of Governing Board will interact in the Governing Board meeting regarding formation of policy and set up of administration.

(VIII) Statement on the Board, Councils, Committees or other Bodies consisting of two more persons constituted as a part of the Organization 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.

Boards, Committees and Sub- Committees: The Board, Committees, Sub-Committees are as under:

1. Governing Board:

Constitution of Governing Board of H.P. State Seed & Organic Produce Certification Agency (Constitution)

S.No.	Designation	Status
<u>Official Members</u>		
1.	Secretary(Agr.) to the Govt.of H.P. Shimla-171002	Chairman
2	Deputy Commissioner (QC) Member Secretary Central Seed Certification Board, or his representative, Department of Agriculture & Cooperation, Ministry of Agriculture, Govt. of India, Shastri Bhawan, New Delhi-110001.	Member
3.	Director of Agriculture,HimachalPradesh,Shimla-171005.	Member
4.	Director of Research, CSK,HPKVV, Palampur, District Kangra, H.P.	Member

5. Director of Research, Dr. Y.S.Parmar University of Horticulture & Forestry, Nauni Distt. Solan, H.P.	Member
6. Director, H.P. State Seed & Organic Produce Certification Agency, Shimla-171005	Member Secretary

Non-Official Members:

1. Seed Dealers = 1 No.	Member
2. Seed Growers. = 2 Nos.	Member

Functions of Governing Board:

- To ensure the development/ formulation of policy/ guidelines under the Act/Provisions of the Indian Minimum Seed Certification Standards as per the recommendations of the Central Seed Certification Board (CSCB).
- To ensure the development of sound seed certification programme in the state.
- To ensure that the staff of Agency is adequately equipped and they have justified mobility to carry out the responsibility entrusted upon them.
- To decide upon the matters placed before it by the Director of the Agency in order to ensure the operation of a sound seed certification system in the state.
- To recommend to the Central Seed Certification Board, modifications in seed certification standards and procedure.
- Approval of all policy matters related to general functioning of Agency and seed certification programme.

(IX) Directory of Officers / Employees.

Directory of Officers and Employees of H.P. Seed & Organic Produce Certification Agency, Shimla-171005:

(A) STATE LEVEL:

Sr.No	Designation	Telephone Number
1	Director	2830643 (O) 2832376 (O) 2830207 (R)
2.	Chief Seed Certification Officer	2830643
3.	Superintendent GR-II	2830643
4	Senior Assistant	2830643
5	Seed Certification Assistants	2830643
6.	Clerks	2830643
7	Driver	2830643
8	Beldar	2830643
9	Peon	2830643

(B). DISTRICT LEVEL:

1.	Mandi: i)Seed Certification Officer, Mandi ii)Agriculture Extension Officer, Mandi	01905-236926 (PP) 01905-236926 (PP)
2.	Bilaspur: i) Seed Certification Officer, Bilaspur ii) Beldar, Bilaspur	01978-222454 (PP) 01978-222454 (PP)
3.	Kangra: i)Chief Seed Certification Officer, Palampur. ii) Seed Certification Officer, Palampur. iii)Agriculture Extension Officer, Palampur iv)Agriculture Extension Officer, Jasoor v) Beldar, Palampur.	01894-230528 (PP) -do- -do- -do- -do-
4.	Una: i) Seed Certification Officer, Una	01975-223082 (PP)
5.	Sirmour: i) Seed Certification Officer, Paonta Sahib ii)Beldar, Paonta Sahib	01704-222476 (PP) -do-
6.	Solan: i)Seed Certification Officer, Manjholi	01792-230734 (PP)

(X) Statement of Monthly Remuneration of Officers and Employees Including the System of Compensation.

The H.P. State Seed & Organic Produce Certification Agency has adopted the Recruitment & Promotion Rules of the Department of Agriculture. The Agency is observing all Rules and Regulations of the H.P. Govt. as applicable from time to time. The compensation is provided to the employees as per the Govt. Rules and Regulations. The Pay Scale of different category in the H.P. State Seed & Organic Produce Certification are as under:

S.No.	Name of the Post	Scale
1.	Director (Additional Director of Agriculture from the Deptt. of Agriculture on secondment basis.)	Rs 14300- 18600
2.	Chief Seed Certification Officer (from Department of Agriculture on secondment basis)	Rs 7220-11660 Entry Scale
3.	Seed Certification Officer (from Department of Agriculture on secondment basis and its own)	& after 8 years Rs 10025- 15000 & after 16 years Rs12000- 16350
4.	Agriculture Extension Officers (from Department of Agriculture on secondment basis.)	Rs 4020- 6200
5.	Superintendent Gr-11	Rs 6400- 10640
6.	Senior Assistant	Rs 5800- 9200
7.	Seed Certification Assistants	Rs. 4020- 6200
8.	Steno-typist	Rs 3330- 6200
9.	Clerks	Rs 3120- 6200
10.	Drivers	Rs 3330- 6200
11.	Peons/ Beldars	Rs 2540-4140 (with start of Rs.2550/-
12.	Seed Certification Officers on contract basis.	Rs.10830/- P.M.
13.	Agriculture Extension Officers on contract basis	Rs.6030/- P.M.

(XI) The Budget for the year, 2009-10.

<u>Proposed Receipt</u>		<u>Proposed Expenditure</u>	
Revenue	Rs. 42.00 Lac	Salary	Rs.86.38 lac
GIA	Rs. 44.00 Lac	Med. & T.A.	Rs. 8.10 lac
Deficit (to be met through Additional GIA)	<u>Rs. 24.08 Lac.</u>	Est. Charges	<u>Rs.15.60 lac</u>
Total :	<u>Rs.110.08 Cr.</u>		<u>Rs.110.08 Cr.</u>

(XII) Manner of Execution of Subsidy Programmes, including the Amounts allocated and the details of Beneficiaries of such programmes.

Subsidy Programmes:

This Agency does not deal with subsidy programmes. Hence no such details of Subsidy programmes and its execution is available in the Agency.

(XIII)Particulars of Recipients of Concessions, permits or authorizations granted by it.

Recipients of concessions and permits:

No such programmes are being undertaken by this Agency.

(XIV)Details of Information available to or held by it, reduced in an Electronic Form.

Details of informations:

All technical forms, Annual Administrative Report, Seed Packing sizes, Certification Charges, Organizational Set Up rules & regulations are available in electronic form to the Citizens/ farmers/ registered growers. Information can also be obtained from the Website viz. www.hpssopca.org. of the Agency as well from the office of CSCO/ SCO's at and from Director at State level by writing a letter or on telephone.

(XV) Particulars of Facilities available to Citizens for obtaining information.

Facilities available:

All the information related to Agency is available on the Website of the Agency. The public can also have the desired Information from Agency office from 10.00 A.M. to 5.00 P.M. as per provision of the RTI. No Library is maintained by this Agency.

(XVI) Names, Designation and other particulars of the Public Information Officers.

Detailed information of Appellate Authority, PIO's and APIO's:

The Appellate Authority and PIO in respect of HPSSOPCA are as under:

State Level:

Sr. No.	Name of the Authority/ Officer	Designation & Official Address	Jurisdiction (Area / Subject	E. Mail Address	Telephone/ Fax No.
1	Sh.Ram Subhag Singh, IAS, Appellate Authority	Secretary, (Agri)-cum-Chairman, HPSSOPCA	State Level	ram subhag singh hp@gmail.com	2622132 (O) 2624263 (R) 2622132 Fax
2	Dr.A.C.Sandil PIO	Director HPSSOPCA	State Level	director sca@gmail.com	2830643 (O) 2830207 (R) 2830643 Fax

Regional/ Field Level

Sr. No.	Name of the Authority/ Officer	Designation & Official Address	Jurisdiction (Area/ Subject	E. Mail Address	Telephone/ Fax No.
1	CSCO, (APIO)	CSCO HPSSOPCA	Regional office, Shimla	--	2830643 (O) 2830643 Fax
2	CSCO (APIO)	CSCO HPSSOPCA	Regional office, Palampur	--	01894-230528 (PP)
3	SCO (APIO)	SCO, HPSSOPCA	Mandi	--	01905-236926 (PP)
4	SCO (APIO)	SCO, HPSSOPCA	Bilaspur	--	01978-222454 (PP)
5	SCO (APIO)	SCO, HPSSOPCA	Paonta-Sahib	--	01704-222476 (PP)
6	SCO (APIO)	SCO, HPSSOPCA	Una	--	01975-223082 (PP)
7	SCO (APIO)	SCO, HPSSOPCA	Manjholi	--	01792-230734 (PP)

Physical Achievements:**(1) Area registered (ha) and quantity of seed sealed/ tagged (qtls) during 2008-09:****(A) KHARIF-2008.**

S.No.	Group	Area (ha)	Quantity of seed Sealed (qtls)
1.	Cereals	277.078	2800.50
2.	Pulses	120.952	300.00
3.	Oil Seeds.	33.062	90.99
4.	Vegetables	48.248	230.00
5.	Potato	472.732	77833.50
	Total:	952.072	81254.99

(B) RABI-2008-09

1.	Cereals	3048.432	Tagging & Sealing work of Rabi Seeds is in progress.
2.	Pulses	17.510	-do-
3.	Oil Seeds	54.417	-do-
4.	Vegetables	12.056	-do-
5.	Others	5.710	-do-
	Total:	3138.125	-do-

Financial Achievements of the Year,2008-09:

S.No.	Particulars	Revenue(Rs. Lac)
1.	2.	3.
1.	GIA: Grant-in-aid from H.P.Govt.	54.00,000.00
2.	Revenue earned through:-	
	Registration fee.	1,43,150.00
	Inspection fee.	13,52,127.00
	Own Seed Certificate charges.	2,22,033.00
	Tagging/ Sealing charges.	7,92,109.00
	Packing Supervision Charges	7,86,635.00
	Processing Supervision Charges	5,39,627.00
	Registration / Renewal of Seed Processing Plants	21,000.00
	Registration of DSGU	8,000.00
	Registration of KVK Units.	2,000.00
	Sample Charges	11,025.00

Revalidation charges	3,114.00
Cost of Application Forms.	31,181.00
Miscellaneous Income.	16,364.00
Service Tax	2,44,569.00
Education Cess.	10,196.00
Cost of Tender Forms	4,878.00
Cost of Old News Papers	792.00
Cost of Unserviceable Store / Stock Materials	150.00
Total receipt;	41,88,950.00
Total of GIA + Revenue	95,88,950.00
Total Expenditure:	93,28,000.00

(XVII) **Such other information as may be prescribed; and thereafter update these publications every year.**

As shall be applicable from time to time.

Director,

H.P. State Seed & Organic Produce
Certification Agency, Shimla-171005

Endst.No.H.P.SCA.1-45/2006-----Dated,Shimla-5,the July, 2009.

Copy forwarded for information and necessary action to:

1. The State Information Commissioner, Himachal Pradesh, Shimla-171002
2. The Pr. Secretary (Agriculture) to the Govt. of H.P. Shimla-171002.
3. The Pr. Secretary (AR) to the Govt. of H.P. Shimla-171002
4. The Special Secretary (IT) to the Govt. of Himachal Pradesh, Shimla- 171002.
5. All Dy. Commissioners in Himachal Pradesh.
6. All the Head of Departments in Himachal Pradesh.
7. All the CSCO's/ SCO's in Himachal Pradesh.
8. The Director, Information and Public Relation, Himachal Pradesh.
9. The Controller, H.P. Govt. Printing Press, Shimla-5 for publication in official Gazette.
10. Notice Board.

Director,

H.P. State Seed & Organic Produce
Certification Agency, Shimla-171005