

POINT – I

The Particulars
of
Organization, its functions and
duties:

As per Govt. G.O. No. 1483/AC/Resolution dated 29th April 1978:-

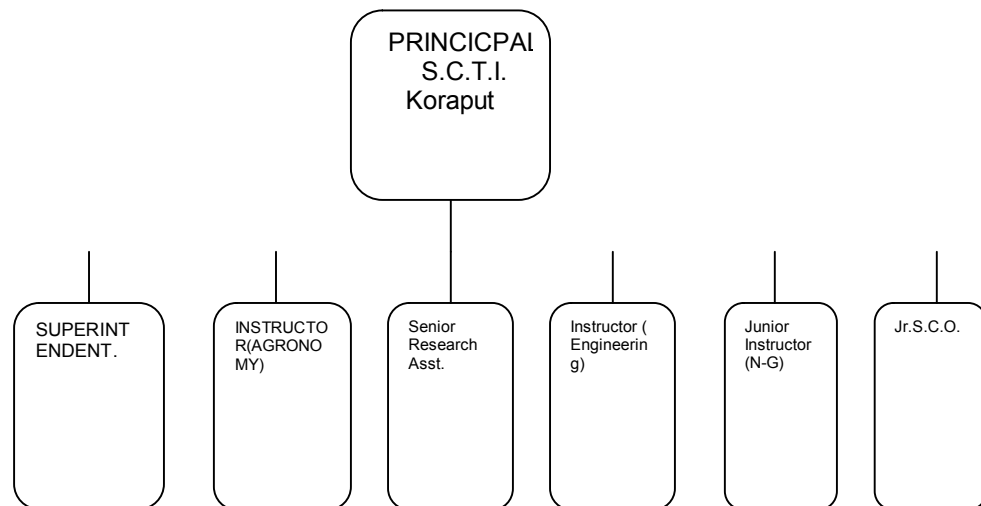
The main activities of the Soil Conservation Training Institute, Koraput will be

- i. Preparation of Training Modules for different trainings.
- ii. Organising different types of trainings on Watershed Development Programmes under NWDPRRA, IWDP, WORLP, OTELP, ACA.
- iii. Keeping liaison with different Research Institute, Sister Organisation and line departments for organising different seminars in work shop.
- iv. As a State Level Institute it provides different refresher course trainings to the Departmental field staff for skill up gradation..

Principal Soil Conservation Training Institute, Koraput will be in-charge of the following items work.

- i. Principal as the Head of the Institute, Monitors, Organise, supervises and evaluate the training programmes.

ORGANIZATION SET UP OF PRINCIPAL SOIL CONSERVATION TRAINING INSTITUTE OFFICE: KORAPUT



POINT – II

The Power and Duties
Of
Its Officers and Employees.

**ROLE & RESPONSIBILITIES OF PRINCIPAL SOIL CONSERVATION TRAINING
INSTITUTE**

(GROUP – A)

1. The Soil Conservation Training Institute, Koraput is a State level Institution for conducting departmental/non departmental training programmes under different schemes and W/S Development activities. It also assists the Sister Organisations of the district like CSWCRTI, KVK, ATMA and line departments in conducting /organizing different trainings, workshops & seminars, Principal as head of the Institution will organize, conduct, monitor and evaluate the training activities with support of the instructors, Junior Instructors and Superintendent,.
2. He exercises the power of D.D.Os and head of office respect of his office as may be delegated by Head of Department.
3. He is overall in charge of the Guest House, Conference Hall, Class Rooms, Ladies hostel, Gents Hostel and departmental staff quarters.
4. He conducts departmental inquiries given by the Director Soil Conservation Orissa / Secretary to Govt. Agriculture Department Orissa, Bhubaneswar.
5. He is responsible for timely submission of reports and returns to the Director Soil Conservation Orissa Bhubaneswar and Secretary to Govt. Agriculture Department.
6. Any other duties/responsibilities which may be assigned to him by his higher authorities at the time of need that do not interfere with the essential duties mentioned above.

**ROLE AND RESPONSIBILITIES OF THE SUPERINTENDENT.S.C.T.I.
KORAPUT**

(GROUP – B)

1. Superintendent is the Senior Officer in Group-B next to Principal
2. He discharges the duties of the Principal in management of Office and Training in absence of the Principal.
3. He remains in charge of the Guest House, Conference Hall, Class Rooms, Ladies hostel, Gents Hostel .
4. He organises / Conducts / Monitors/ Evaluates the Departmental and Non-departmental training programmes.
5. He prepares the training modules and course programmes.
6. He takes classes in side and out side the Institute as a resource person.

7. He conducts the examinations and evaluations of the trainings.
8. He also arranges field visit and practical classes.
9. He prepares teaching materials.

ROLE & RESPONSIBILITIES OF THE INSTRUCTORS IN SOIL CONSERVATION TRAINING INSTITUTE.

(Group – B)

1. Instructor's are from different disciplines like General, Agriculture, and Engineering. They prepare training module, conduct/ Organise training programmes under the guidance of Principal and assisting him for evaluation of training along with Superintendent..
2. They organise / Conduct / Monitor/ Evaluate the Departmental and Non-departmental training programames.
3. They I prepare the training modules and course programmes.
4. They take classes in side and out side the Institute as a resource person.
5. They conduct the examinations and evaluations of the trainings.
- 6 They also arrange field visit and practical classes.
7. They prepare teaching materials.
8. They also take Practical classes in the Laboratory and Field.

ROLE & RESPONSIBILITIES OF THE Sr. RESEARCH ASST. IN SOIL CONSERVATION TRAINING INSTITUTE.

(Group – B)

Senior Research Asst. Post is in a Group-B Cadre, takes up the following works.

1. He conducts different crop demonstration in the S.C.D.C. and in the near by area.
2. He also looks after the annual silt loss of the locality.
3. He takes up Practical Classes in the refreshers Training courses.
4. He collects , analyses , and computes different datas and prepare a data base of different crops and Soil loss , Annual rain fall and Temperature.

ROLE & RESPONSIBILITIES OF THE Jr. INSTRUCTORS IN SOIL CONSERVATION TRAINING INSTITUTE.

Junior Instructors in Cadre of Group-C Officer assist the Superintendent, instructors, Research Asst. in different works.

1. They take theory and practical classes of different training conducted in the Training Institute.
2. They also look after the plantation and research activities..
3. They also conduct field visits.

Soil Conservation Technical Assistant

The Soil Conservation Technical Assistant are the Class – III non-Gazetted field staff. The S.C.T.A. works in the field as well as in the office of the Principal, SCTI.

1. In the office they are attached to the technical cell and are to assist the Principal as the case may be.
2. He is responsible for preparation of all reports and returns of technical section.
3. Checking of plan and estimates of all soil conservation works both vegetative and structural.
4. Assisting the J.S.C.O/A.S.C.O / Principal in preparation of the schemes/action plans.
5. Compilation of progress reports in respect of different schemes operation in the Principal, SCTI,
6. Deals in all correspondences relating the Principal, SCTI ..
7. In the Training Institute, they are to assist in imparting practical training to the trainees.
8. In the Laboratory, they may be engaged for analysis of the samples as per the instruction of the R.O./A.S.C.O./ Principal.
10. He is to analyze the data collected from the field survey in consultation with the team leader/ instructure/superintendent/ Principal.
11. Files relating to approval of tour programme and tour diary of technical staff and the correspondence there of.
12. Any other work assigned to him as and when required by the higher authority in exigency of public service.

POINT – III

The Procedure followed in the decision-making process, including channels of Supervision and accountability.

After receipt of the letters from different quarters the same are distributed among different sections through the Head Clerk after the letters are marked and entered in the Diary Register in the name of the concerned Assistant, He/she being the custodian of the files/section puts up the letters in the files through the Head Clerk. The files are submitted to the Principal Soil Conservation Training Institute through the Head Clerk to take the final decision for disposal of the letters. Basing on the findings on the contents and noting of the DA/ HC, the Principal take suitable decision in disposing the file.

POINT – IV

The norms-set for the discharge of its functions.

**GOVERNMENT OF ORISSA
AGRICULTURE DEPARTMENT**

OFFICE ORDER

No.SC(CP) 114/2007 21148 /Ag., Bhubaneswar, Dated 8th July,2008

Sub: Delegation of powers to the Field officers under Soil Conservation Organization for technical sanction and Administrative approval of plan and estimate of Soil Conservation Projects.

The question of revision of powers delegated for technical sanction and administrative approval to the officers of Soil Conservation organization was under consideration of Govt. for some time past. Ater careful consideration Govt. have been pleased to delegate powers to the officers under Soil Conservation Organization for technical sanction and administration approval of plan and estimate of Soil Conservation Projects as per below give details.

Sl. No.	Designation of Officer	Technical Sanction	Administrative approval
1.	Junior Soil Conservation Officer, (JSCO)	Up to 0.25 Lakh	
2.	Asst. Soil Conservation Officer, (ASCO)	Up to 2.00 Lakhs	Up to 0.25 Lakhs
3.	Soil Conservation Officer (SCO)	Up to 5.00 Lakhs	Up to 2.00 Lakhs
4.	Joint Director, Soil Conservation (JDSC)	Up to 10.00 Lakhs	Up to 5.00 Lakhs
5.	Director, Soil Conservation, Orissa(DSC (O))	Nil	More then 5.00 Lakhs
6.	Assistant engineer (Soil Conservation)	Up to 2.75 Lakhs (For WHS/ DW)	
7.	Executive Engineer (Soil Conservation)	Up to 5.00 Lakhs (For WHS/ DW)	

2. This order supersedes all previous orders made on the subject.
3. Any officers mentioned above, while giving technical sanction for a particular work with in his powers, the Adminstrative approval will be accorded by the next higher Authority/ Officer with in the powers delegated to him.
4. No split of the work will be allowed.
5. The above delegation of powers will come into force with immediate effect.
6. The Principal Accountant General, Orissa is being informed.

Sd/-
Commissioner-Cum-secretary to
Government.

GOVERNMENT OF ORISSA
Agriculture And Cooperation Department

No.SC(M)128/86 4775/g. Bhubaneswar Dated,

From:

Shri G. Sahoo,
Under Secretary to Government.

To

The Director, Soil Conservation, Orissa, Bhubaneswar.

Sub: Delegation of power to the officer of the Soil Conservation Organisation.

Ref: Your letter no.17749/SC., dated 19.11.

Sir,

In partial modification of the G.O No.15545/Ag, dated 7.5.1985 delegating power to Director, Soil Conservation, Orissa and other officers working under Directorate of Soil Conservation for according administrative approval and technical sanction for different Soil Conservation works executed by the Soil Conservation Organisation, I am directed to say that the Governor has further been pleased delegate the following enhanced powers to the officers indicated below.

Administrative Approval

Sl. No	Name of the Officer	Item of work	Existing powers to accord administrative approval	Enhanced powers to accord administrative approval
1	Soil Conservation Officer	Water Harvesting Structure	Rs.70000/-	Rs.1,00,000/-

Technical Sanction

Sl. No	Name of the Officer	Item of work	Existing powers to accord administrative approval	Enhanced powers to accord administrative approval
1	Executive Engineer	Water Harvesting Structure	Rs.70000/-	Rs.1,00,000/-
2.	Soil Conservation Officer	Water Harvesting Structure	Rs.50000/-	Rs.1,00,000/-
3.	Asst. Soil Conservation Officer	Water Harvesting Structure	Rs.20,000	Rs.40,000
4.	Asst. Engineer	Water Harvesting Structure	Rs.20,000	Rs.50,000

2. Delegation of power made in favour of all officers in the G.O referred to above except as stated in Para.1 above remain unchanged.

The Accountant General , Orissa is being informed.

Yours faithfully,
Sd/-
Under Secretary to Govt.

**Government of Orissa
Agriculture and Co-operation Department**

No.SC(S)37/85/15546/Ag.Dated,7th May, 1985

From

Shri H.K. Das,OSS
Under Secretary to Govt.

To

The Director, Soil Conservation, Orissa

Sub: Delegation of powers to the officers of the Soil Conservation Organisation.

Sir,

In suppression of this Deptt. G.O No.4875/AC, Dt.27.2.73 on the subject mentioned above, I am directed to say that with a view to expedite execution of Soil Conservation works, Governor has been pleased to decide to delegate the following powers for according administrative approval and technical sanction to the different categories of officers working in the Soil Conservation Organisation.

Sl. No.	Name of the Officers	Item of Work		Powers to accord administrative approval	Powers to account technical sanction.
1.	Director of Soil Conservation, Orissa	(i)	Water Harvesting Structure	Rs.2,00,000/-	-
		(ii)	Land Reclamation	Rs.1,00,000/-	Rs.1,00,000/-
		(iii)	Gully control/ Farm pond	Rs.80,000/-	Rs. 50,000/-
		(iv)	Counter bonding	Rs.75,000/-	Rs. 50,000/-
		(v)	Terracing	Rs.1,00,000/-	Rs. 60,000/-
		(vi)	Field bonding fencing & trench digging	Rs.60,000/-	Rs. 60,000/-
		(vii)	Plantation including land preparation & cultural operation	Rs.1,00,000/-	Rs. 75,000/-
2.	Joint Director of Agriculture (Engg)		Water Harvesting Structures	-	Rs.2,00,000
3.	Soil Conservation Officer	(i)	Water Harvesting Structure	Rs.70,000/-	Rs. 50,000/-
		(ii)	Land Reclamation	Rs.40,000/-	Rs.40,000/-

		(iii)	Gully control/ Farm pond	Rs.40,000/-	Rs.40,000/-
		(iv)	Counter bonding	Rs.30,000/-	Rs. 20,000/-
		(v)	Terracing	Rs.40,000/-	Rs. 20,000/-
		(vi)	Field bonding fencing & trench digging	Rs.20,000/-	Rs. 15,000/-
		(vii)	Plantation including land preparation & cultural operation	Rs.40,000/-	Rs.40,000/-
		(viii)	Steam Bank Erosion control	Rs.20,000/-	Rs.20,000/-
4.	Executive Engineer (Soil Conservation)	(i)	Water Harvesting Structure	-	Rs. 70,000/-
		(ii)	Gully control/ Farm pond	-	Rs.25,000/-
		(vi)	Field bonding fencing & trench digging	-	Rs. 15,000/-
5.	Asst.Soil Conservation Officer	(i)	Water Harvesting Structure	Rs.20,000/-	Rs. 20,000/-
		(ii)	Land Reclamation	Rs.10,000/-	Rs.8,000/-
		(iii)	Gully control/ Farm pond	Rs.20,000/-	Rs.10,000/-
		(iv)	Counter bonding	Rs.10,000/-	Rs. 7,000/-
		(v)	Terracing	Rs.20,000/-	Rs. 8,000/-
		(vi)	Field bonding fencing & trench digging	Rs.8,000/-	Rs. 4,000/-
		(vii)	Plantation including land preparation & cultural operation	Rs.10,000/-	Rs.10,000/-
		(viii)	Steam Bank Erosion control	Rs.10,000/-	Rs.10,000/-
6.	Asst.Engineer (Soil Conservation)	(i)	Water Harvesting Structure	-	Rs. 20,000/-
		(ii)	Land Reclamation		Rs.10,000/-
		(iii)	Gully control/ Farm pond		Rs.10,000/-
		(iv)	Counter bonding		Rs. 5,000/-

		(v)	Terracing		Rs. 10,000/-
		(vi)	Field bonding & trench digging		Rs. 4,000/-
6.	Soil Conservation Asst./Sr. Soil Conservation Asst. (Engg. Diploma holders only)	(i)	Water Harvesting Structure	-	Rs. 3,000/-
		(ii)	Land Reclamation		Rs.3,000/-
		(iii)	Gully control/ Farm pond		Rs.2,500/-
		(iv)	Counter bonding		Rs. 2,500/-
		(v)	Terracing		Rs. 2,500/-
		(vi)	Field bonding & trench digging		Rs. 1,500/-

1. The Accountant General , Orissa is being informed.

Yours faithfully,
Sd/-
Under Secretary to Govt.

**Government of Orissa
Agriculture Department**

No.SC(Misc)3491-1659 dated, Bhubaneswar the, 17.1.92

From

Meena Gupta,
Secretary to Government.

To

The Director, Soil Conservation, Orissa, Bhubaneswar.

Sir,

With a view to create additional irrigation potential in 5 lakh ha. during the 7th plan period by construction of WHS Government had created some additional posts in the Agricultural Engineering Organisation and the manner of their deployment was also outlined in G.O. No41968 dated 8.12.86. These posts were primarily created in connection with construction of WHS and in G.O BI 15546/AG., dated 7.5.85 and No.4475/dated 16.2.87 Government has also delegated powers in favour of Director, Soil Conservation, Soil Conservation Officer, Executive Engineer and Assistant Engineer to accord administrative approval and technical sanction. It has now come to the notice of the Government that although these posts were created for construction of WHS the services of these engineering personnel are not being utilized fully. This matter was discussed in details in a High Level Meeting under the Chairmanship of the Minister, agriculture on 28.11.91 and the census of opinion in the meeting was that the services of the engineering personnel should be utilised for the purpose for which they were created accordingly Government after careful consideration of the above facts have decide that since the designing and construct of WHS involves engineering know hereafter the construction of WHS should be exclusively entrusted to the Agricultural Engineers working in the Soil Conservation Organisation. The Executive Engineers, Asst. Engineers and Junior Engineers will design accord technical sanction and execute the construction of WHS. The power delegated in G.O. No.15546/AC., dated 7.5.85 and No.4775 dated 16.2.87 for according technical sanction in favour of Soil Conservation Asst. Soil Conservation Officer and Soil Conservation Assistant/Senior Soil Conservation Assistant (now re-designated JSCO) is hereby withdrawn. The Director, Soil Conservation Officer and Soil Conservation Officer, Asst. Soil Conservation Officer will however, continue to accord administrative approval a laid down in the aforesaid Government Orders.

It is further been decided to distribute the districts among the Executive Engineers keeping in view the work load and the number of Agriculture Asst. Soil Conservation should issue suitable instructions to the Soil Conservation Officer attach the required number of minister staff to the Executive Engineers for the effective functioning.

Yours faithfully,
Sd/-
Secretary to Government.

POINT – V

The Rules, Regulations,
Instructions, Manuals and
Records, held by it or under its
control or used by its employees
for discharging its functions:

- a. The Rules, Regulations, Instructions etc. as issued by Government from time-to-time and reflected in Orissa Service Code, Treasury Code, OGFR, Record Manual, CCA Rules and Scheme Guide line (as below) etc. held by this Directorate for control and used by its employees for discharging its functions.
- b. WARSA – JANA SAHABHAGITA guidelines for National Watershed Development Project for Rainfed Areas (NWDPR) published by Govt. of India, Ministry of Agriculture, Department of Agriculture & Co-operation.
- c. Updated Guidelines for Centrally Sponsored Scheme of Soil Conservation for Enhancing Productivity of Degraded Lands in the Catchments of River Valley Projects and Flood Prone Rivers Published by Govt. of India, Ministry of Agriculture, Department of Agriculture & Co-operation, Natural Resource Management Division, Shastri Bhawan, New Delhi.

POINT – VI

A statement of the Categories of documents that are held by it or under its control:

Sl. No	Name of the Section	Deals with	Records and Documents Kept for reference
01	Confidential Section	CCRS of staff and ACR of Group "A" "B" & "C" Officers.	<ol style="list-style-type: none"> 1. Correspondence on CCR., Proceedings and Inquire files. 2. CCR Register 3. Issue Register (Conf) 4. Confidential File.
02.	Establishment.	Gazetted /Non-Gazetted Establishment	<ol style="list-style-type: none"> 1. All personal case file of the Gazetted and Non-Gazetted staff and maintenance of Original and duplicate Service Books of staff. 2. Transfer and posting of staff, Gradation list of Non-Gazetted staff. 3. Misc. File , Staff Position file. H.R.M.S. and Quarter allotment files. 4. Pension case file of all retire/expired employees. 5. Allotment of Departmental quarters file and collection of house rent register. 6. Drawl of Bills (Salary, T.E & RCM). 7. GPF sanction order file 8. HUDCO loan register. 9. Service Book Register of Gazetted and Non-Gazetted staff. 10. Preparation of Budgets. 11. Correspondence on Assembly question. All Training files.
03.	Issue and Despatch Section	Issue and Despatch	<ol style="list-style-type: none"> 1. Issue, Receive and Despatch registers. 2. Peon Book. 3. Service Postage Stamps register.
04..	Stock & Store	Dealing all stock & stores	<ol style="list-style-type: none"> 1. Consumable and Dead stock register, 2. Log Book and Spare Parts register of Govt. Bus.

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|-----|-----------|-------------------|---|
| 05. | Technical | | <ol style="list-style-type: none"> 3. Stationary and forms register, 4. Correspondence on Stock and store file. 5. Correspondence on Jeep. 6. Correspondence on Forms & Stationary file. |
| 05. | Accounts | Cash and Accounts | <ol style="list-style-type: none"> 1. Correspondence on plantation under all scheme. 2. Sanction of plan and estimates. 3. Correspondence on meeting. And S.C.D.C. 4. Correspondence on Public allegation and grievances. 5. M.P.R. files under all scheme., Land case files. 6. Correspondence on building and engineering structures. 7. Correspondence on Assembly question. <ol style="list-style-type: none"> 1. Allotment and expenditure. 2. Cash and maintenance of cash book. 3. Compliance of Inspection Reports i.e. IR,IAR, C & AG report and draft paras. 4. Preparation of Budget. 5. Preparation of Contingent Bills. 6. Advance and submission of U.C 7. Correspondences on Schemes. 8. Book of Drawal, Bill Register, and Contingent Register. 9. Correspondence on R.T.I. with its all records. |

POINT – VII

The Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof.

The Principal prepares the Course modules and Training programmes basing on the Jana Sabha Gita Guide Line /Guidelines communicated time to time by the DSCO / DWMO/GOI and imparts training.

POINT – VIII

A statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or advise, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public

*** Not applicable to Directorate of Soil conservation ***

And also to PRINCIPAL S.C.T.I., KORAPUT.

POINT – IX

A directory of its officers and
employees:

Directory of its officers and employees:

Sl. No.	Employees Name	Designation	Address with Phone No.
01	Sri Mahesh Das.	Principal	O/o Principal, Soil Conservation Training Institute, Po/Dist:;- Koraput (Orissa) Pin:764 020 ☎ 06852-250297
02.	Sri Sarat Chandra Moharana Instructor	Instructor	- do -
03.	Sri Dilip Kumar Patra.	Sr. Clerk	- do -
04.	Sri Deepak Kumar Panda, d.	Jr. Clerk	- do -
05.	Sri Samedana Mohanty,	Jr.Clerk	- do -
06.	Sri Yudhistir, Nayak.	Driver.	- do -
07.	Sri Kailash Nath Dash.	Peon.	- do -
08.	Smt.B.Pentama Rao.	Peon.	- do -
09.	Smt. Dalimba Mali,	Peon	- do -
10.	Sri Krishna Bahadur Puri	Chowikidar.	- do -
11.	Sri Surendra Nath Sethi	Cleaner	- do -
12.	Smt. Mandakini Jani.	Sweeper.	- do -
			- do -

POINT – X

**The Monthly remuneration received
by each of its Officers and
Employees including the system
of compensation as provided in
its regulations.**

Monthly remuneration received

Sl. No.	Employees Name	Designation	Gross Monthly Salary
01.	Sri Mahesh Das	Principal	35,758/-
02.	Sri Sarat Chandra Moharana	Instructor	28,351/-
03.	Sri Dilip Kumar Patra	Sr. Clerk	16,289/-
04.	Sri Deepak Kumar Panda	Jr. Clerk	12,288/-
05.	Sri Sambedana Mohanty	Jr. Clerk	9,199/-
06.	Sri Yudhistir Nayak	Driver	12,529/-
07.	Sri Kailash Nath Dash	Peon	10,468/-
08.	Smt. B.Pentama Rao.	Peon	10,249/-
09.	Smt. Dalimba Mali,	Peon	9,248/-
10.	Sri Krishna Bahadur Puri	Chowikidar	9,992/-
11.	Sri Surendra Nath Sethi	Cleaner	9,699/-
12.	Smt. Mandakini Jani	Sweepr.	9,553/-

POINT – XI

The Budget allocated to each of its agency Indicating the particulars of all plans, proposed expenditure and reports on disbursements made:

Schemewise Budget Provision

Sl. No.	Name of the Scheme	Budget Provision	Amount Sanction	Expenditure incurred up To 3/2009 (Provisional Departmental)
01	Training of Jr.S.C.Asst .(Non-Plan)	1850788/-	1776424 /-	1651528 /-
02.	Soil Conservation and Training.(Non Plan)	612191/-	587191 /-	552800 /-
03.	S.C.D.C. (Non Plan)	1027275/-	1027275 /-	901343 /-
04.	Festival Advance	45000/-	45000 /-	45000 /-

POINT – XII

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

*** Not applicable to Directorate of Soil conservation ***

POINT – XIII

Particulars of recipients of
concessions, permits or
authorizations grant by it.

*** Not applicable to Directorate of Soil conservation ***

POINT – XIV

Details in respect of the information,
available to or held by it, reduced
in an electronic form.

*** Not applicable to Directorate of Soil conservation ***

POINT – XV

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.

*** Not applicable to Directorate of Soil conservation ***

POINT – XVI

The names, designations and other particulars of the public information officers.

Name of the Authority – Sri Mahesh Das Bsc. (Ag, Engg.)
Principal Soil Conservation,
Training Institute, Koraput

E. Mail -

The Name and Designation of Information Officers are as follows:

Sl. No.	Name	Designation		STD Code	Phone	Fax	Address
01	Sri Mahesh Das	Principal	First Appellate Authority	06852	06852 250297		Principal. Soil Conservation Training Institute, Koraput
02	Sri Sarat Chandra Moharana	Instructor	Public Information Officer	06852	06852 250297		
03	Sri Dilip Kumar Patra	Sr, Clerk	Asst. Public Information Officer	06852	06852 250297		

POINT – XVII

Such Other information as may be prescribed and thereafter updated these publications every year.

*** Not applicable to Directorate of Soil conservation ***