

MANUAL -III

CHANNEL of SUBMISSION [in respect of Storage and Inspection (S&I) section]

The letters received from IGMRI, Hapur, IGMRI, FS, Hyderabad, IGMRI, FS, Ludhiana, FCI, CWC and other Departments are first presented to the Section Officer (S&I) for marking the letter to dealing hands and LDC of the S&I Section and

1. The letters are given to LDC/Diarist for entering in the diary register. Thereafter, the letters are given to the concerned dealing Assistant/Technical Officer (S&R) for putting of the notes of the letters.
2. The file is submitted to Section Officer (S&I) for scrutiny/amendment of the draft/note, as the case may be put up by the Assistant/Dealing hand.
3. File is submitted to Assistant Director(S&R) for approval/further amendment and marking the file to Deputy Director(S&R) for final approval or to other sections viz Budget Section, Finance etc.
4. The file is further sent to Joint Commissioner(S&R) or Joint Secretary (Impex & SRA) for their approval as the case may be being the Divisional Head.
5. In case of any policy matter, the file/matter is sent to Secretary (F&PD) and Hon'ble Minister of Consumer Affairs, Food and PD for the approval as the case may be.

Level of final disposal and channel of submission for different types of cases handled in Storage & Inspection Section

SN	Type of cases	Level of final disposal	Channels of submission
1.	To undertake studies on problems of storage practices of storage techniques & preservation, Research Work in respect of foodgrain storage.	JC(S&R)	TO (S&R)/ AD(S&R)/ DD(S&R)

2.	To monitor condition of stocks of foodgrain with FCI by examining monthly appraisal report of FCI pertaining to quality of foodgrain stored in Food Storage Depots of FCI.	JC(S&R)	TO (S&R)/ AD(S&R)/ DD(S&R)
3.	Technical instructions, Advisory notes, projects, Research study on quality storage of foodgrains.	JC(S&R)	TO (S&R)/ AD(S&R)/ DD(S&R)
4.	To issue instructions in respect of uniform specification of Rabi and Kharif crops to States and Union Territory	JC(S&R)	TO(S&R)/AD(S&R)/ DD(S&R)
5.	Matters related to tasting of new insecticides and rodenticide including new devices of rodent control	JC(S&R)	TO(S&R)/AD(S&R)/ DD(S&R)
6.	RTI queries related to matter of foodgrain storage and uniform specification received from different sources.	DD(S&R)	Assistant/TO(S&R)/SO/AD(S&R)
7.	Matter related to Bureau of Indian Standards.	JC(S&R)	TO(S&R)/AD(S&R)/ DD(S&R)
8.	Testing of the quality of wheat received from foreign countries.	DD(S&R)/ JC(S&R)	TO(S&R)/ AD(S&R)
9.	All administrative/technical matters related to IGMRI and its fields stations Hyderabad and Ludhiana.	DD(S&R)/ JC(S&R)	Assistant/TO(S&R)/SO/AD(S&R)
10.	Issues related to Central Grain Analysis Laboratory, New Delhi.	DD(S&R)/ JC(S&R)	TO(S&R)/ AD(S&R)
11.	Parliament Questions relating to foodgain storage and uniform specifications	DD(S&R)/ JC(S&R)	Assistant/TO(S&R)/SO/ AD(S&R)