

SECTION. 4 DISCLOSURE UNDER RTI ACT, 2005

1. Organisation and Function

S.No.	Item	Details of disclosure
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	<p>(i) Name and address of the Organization: Directorate of Cashewnut and Cocoa Development, Govt. of India, Ministry of Agriculture and Farmer's Welfare, 8th& 9th Floor, KeraBhavan, Cochin – 682011, Kerala.</p> <p>(ii) Head of the organization: Director</p> <p>(iii) Vision, Mission and Key objectives As subordinate office under the Union Ministry of Agriculture and Farmers Welfare(Govt. of India)and National Level Agency (NLA) under the aegis of Mission for Integrated Development of Horticulture (MIDH). To make the country self-sufficient in Cashew and Cocoa by increasing its area of cultivation, production and productivity by amicably involving all stakeholders, particularly farmers, by train, encourage and empower them with modern scientific production technologies & practices.</p> <ul style="list-style-type: none">● Expansion of area under both crop in traditional and non-traditional tracts.● Adoption of latest scientific packages and practices in cultivation, crop protection and crop management.● Production and promotion of High Yielding Varieties of Cashew and Cocoa.● Development of Nursery infrastructure and fixing standards of quality of planting material.

		<ul style="list-style-type: none"> ● Replacement of senile cashew and cocoa plantations with High Yielding Varieties. ● Transfer technologies developed by Research from Lab to the field for adoption by farming community. ● Create awareness among farming community about the beneficial aspects of scientific management of the crops. ● Development of Human resource in the field.
		<p>(iv) Function and duties</p> <ol style="list-style-type: none"> 1) Formulation, implementation, Co-ordination and monitoring of Cashew and Cocoa Development Programmes in India under Mission for Integrated Development of Horticulture (MIDH) 2) To maintain close liaison with SHMs, Central and State Institutions of Research and Development. 3) To function as a feedback agency between development and research departments/institutes 4) To co-ordinate the activities of the promotion of the crops of Cashew and Cocoa between SHMs, Central and State Institutions with the Ministry of Agriculture. 5) To function as a repository of information on area, production, processing, marketing, exports and pricing situations of these commodities. 6) To function as an advisory organization on administrative, financial and technical aspects involved in the promotion of these crops. 7) To provide adequate exposure and dissemination of technologies to the interested quarters on production and processing. 8) To Take up intensive publicity measures such as publishing journals, books, pamphlets, organization / participation of Seminars, Workshops and Exhibitions.

		<p>9) To develop Planting material for cashew and cocoa as a National Level Agency(NLA) approved by the Govt. of India for accreditation of Cashew and Cocoa Nurseries.</p> <p>(v) Organization Chart</p> <p>Organisational chart of the Directorate is enclosed- <u>Annexure-I</u></p> <p>(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt:</p> <p>The Directorate of Cashewnut was established in the year 1964 as a subordinate office under Union Ministry of Agriculture and FW with it's headquarter at Kochi, Kerala. Later, in the year 1997, the mandate for developing the crop of Cocoa was entrusted and the Directorate was renamed as Directorate of Cashewnut and Cocoa Development.</p> <p>The details of HoDs of the Directorate from time to time is given below</p> <table border="1" data-bbox="633 754 1543 1129"> <thead> <tr> <th>No.</th> <th>Name of Director</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sh.Ayyadurai (I/c)</td> <td>01.04.1966</td> <td>20.06.1967</td> </tr> <tr> <td>2</td> <td>Sh.Ramunni Menon.K</td> <td>21.06.1967</td> <td>03.06.1971</td> </tr> <tr> <td>3</td> <td>Sh.T.M.Venkataraman</td> <td>04.06.1971</td> <td>30.06.1980</td> </tr> <tr> <td>4</td> <td>Dr.L.Krishnaswamy</td> <td>01.07.1980</td> <td>19.09.1983</td> </tr> <tr> <td>5</td> <td>Sh.C.K.George (I/c)</td> <td>20.09.1983</td> <td>08.10.1984</td> </tr> <tr> <td>6</td> <td>Sh.P.P.Balasubramanian</td> <td>09.10.1984</td> <td>30.04.2006</td> </tr> <tr> <td>7</td> <td>Dr.Venkatesh N.Hubballi</td> <td>01.05.2006</td> <td>till date</td> </tr> </tbody> </table>	No.	Name of Director	From	To	1	Sh.Ayyadurai (I/c)	01.04.1966	20.06.1967	2	Sh.Ramunni Menon.K	21.06.1967	03.06.1971	3	Sh.T.M.Venkataraman	04.06.1971	30.06.1980	4	Dr.L.Krishnaswamy	01.07.1980	19.09.1983	5	Sh.C.K.George (I/c)	20.09.1983	08.10.1984	6	Sh.P.P.Balasubramanian	09.10.1984	30.04.2006	7	Dr.Venkatesh N.Hubballi	01.05.2006	till date
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1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	<p>(i) Powers and duties of officers (administrative, financial and judicial)</p> <p><u>Director</u></p> <p><u>Powers</u></p>																																

All statutory administrative and financial powers vested on a Head of Department under relevant statutory rules and orders and specific powers delegated by Union Ministry of Agriculture & FW to Head of Department under Delegation of Financial Power Rules, 1978 from time to time for the smooth and successful implementation of Cashew and Cocoa Development programmes/Schemes.

Duties

Implementation and monitoring of Cashew and Cocoa Development programmes/schemes under Mission for Integrated development of Horticulture (MIDH), briefly :-

- To function as adviser to Union Ministry of Agriculture & Farmers Welfare on all policy matters relating to Cashew and Cocoa.
- As HoD declared under statutory rules, to function as technical and administrative head of the Directorate.
- Finalization of Annual Action Plan of the Directorate and its timely submission to Union Ministry of Agri & FW.
- Preparation and finalization of other development projects/reports/documents etc as required from time to time.
- Scrutiny and sanction of various projects/proposals/requests for fund etc and release of funds as per laid down norms and pattern of assistance.
- Monitoring of various schemes/programmes/projects and site inspections
- Reporting of physical and financial progress to Union Ministry of Agri & FW in the manner, format, periodicity etc as decided by Department from time to time.
- To Render technical advice/assistance to Cashew and Cocoa farming community.
- To function as member of various Committees/Working Groups/Joint Inspection Team etc constituted by Union Ministry of Agri & FW from time to time.
- To function as Govt. of India nominee in the Board of Directors in Karnataka State Cashew Dev Corpn. (KCDC) and Committee of Administration of Cashew Export Promotion Council of India (CEPCI).
- To function as Govt. of India representative in various selection Committees of Coconut Dev. Board, Kochi.
- To work as Chairman of various statutory committees for making appointments, promotion, selection in the Directorate.
- To function as Transparency Officer of the Directorate under the provisions of RTI Act, 2005.

- Any specific duty/task as assigned by Union Ministry of Agri & FW from time to time.

Deputy Directors

a) Powers (administrative)

Member of various committee constituted as per statutory rules and orders

b) Powers (financial)

NIL

c) Powers (judicial)

NIL

Duties (Broad)

Assist Director in all matters relating to development and publicity activities of the crop of Cashew and Cocoa, briefly :-

- a) Preparation of Annual Action Plan/Projects/reports
- b) Dealing and corresponding with State Govts. and other agencies
- c) Physical and financial progress monitoring and reporting
- d) Conducting inspections / visits on plantations sites
- e) Assessment of area, production and productivity of both crop
- f) Crop promotion, publicity and extension aspects of both crops
- g) Supervision of day to day work of DEV & CIP Sections.
- h) Function as Head of Office from time to time
- i) Any duties/tasks, as assigned specifically, from time to time.

Administrative officer

		<p>d) Powers (administrative)</p> <ul style="list-style-type: none"> ● Grant of leave to all Group B (NG) and Group C staff of the Directorate. ● To grant TA advance to officials of DCCD. ● Member of various committees constituted as per various rules and orders <p>b)Powers (financial)</p> <ul style="list-style-type: none"> ● To incur expenditure upto a monetary limit of Rs.100/- ● To draw and disburse salary & allowances of all officials. ● To draw all TA/Contingent bills. <p>c)Powers (judicial) NIL</p> <p>Duties (Broad)</p> <ul style="list-style-type: none"> ● Handling all personnel and administrative matters, including implementation of official language policy. ● All accounting matters relating to Plan and Non Plan and maintenance of proper accounts thereof and its reconciliation with concerned agencies. ● All audit matters. ● Function as Vigilance Officer of the Directorate ● Function as Grievance Redressal Officer of the Directorate ● Function as CPIO of the Directorate ● Function as nodal officer for SC/ST/OBC/PWD's. ● Function as Drawing and disbursing officer of the Directorate. ● Any duties/tasks, as assigned specifically from time to time. <p>(ii) Power and duties of other employees</p>
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**Senior Technical Assistant
Statistical Investigator
Technical Assistants
Senior Computer**

Handling all technical matters relating to implementation of cashew/cocoa schemes and programmes in accordance with prescribed norms, guidelines and procedures and as per directions, guidance and advice given by the senior officers from time to time.

**Jr. Translator
Hindi Typist**

All work relating to Implementation of official language policy of GOI for the progressive use of Hindi as official language of the union in day to day work of the establishment and translation of letters/reports/journals etc. to Hindi.

**UD Clerks
LD Clerks
Stenographers
MTS**

Providing clerical assistance in all personnel, administrative and accounting work to Administrative officer and also providing secretarial assistance to entitled officers and office support.

(iii) Rules/ orders under which powers and duty are derived

- Fundamental Rules(Part I,II,III,IV,V)
- Supplementary Rules
- CCS (CCA) Rules,1965
- CCS (Conduct) Rules,1964
- CCS (Pension)Rules, 1972
- CCS (Revised Pay) Rules,2017
- Receipts and Payment Rules,1983
- General Financial Rules,2017
- Civil Accounts Manual

		<ul style="list-style-type: none"> ● Central Treasury Rules ● Delegation of Financial Power Rules,1978 ● Manual of office procedure ● CCS (LTC) Rules,1988 ● CS (MA)Rules,1972 ● CCS(Redeployment of surplus staff)Rules ● CCS(Temporary Service)Rules,1965 ● CS (Implementation of NPS)Rules, 2021 ● Operational guidelines of Mission for Integrated Development of Horticulture. (https://midh.gov.in/PDF/midh(English).pdf) ● Administrative approval – Annual Plans of respective years. https://midh.gov.in/AapNLAs.html
	(iv) Exercised	Same as above
	(v) Work allocation	<ol style="list-style-type: none"> 1) <u>Smt V.S.Jayalakshmi, Statistical Investigator</u> <ol style="list-style-type: none"> a. Preparation of Statistical data, Area production b. NLT, National Seminar, Review Meeting ATRs and follow up. c. Parliament Question/VIP reference. d. Implementation of publicity programmes e. Printing of Journal , Annual Report and other books 2) <u>Smt R.I.Resmi, Jr.Translator</u> <ol style="list-style-type: none"> f. All the matters in connection with OL section. g. Maintenance and upkeep of library. 3) <u>Shri Nikhil V.M, Sr. Technical Assistant</u>

		<p>h. Implementation and release of funds of all development schemes of Cashew and Cocoa.</p> <p>i. Accreditation of nursery</p> <p>4) <u>Shri K.B.Somanath, Technical Asst.</u></p> <p>j. All Cash & Accounts related matters</p> <p>k. Work relating to Audit matters</p> <p>l. Grant of HBA/MCA/LTC</p> <p>5) <u>Smt.P.S.Sreekala, Technical Assistant</u></p> <p>k. All Estt. & Personnel matters, RTI, Court cases etc</p> <p>l. Settlement of pensionary benefits</p> <p>6) <u>Shri K.K.Shine Technical Asst.</u></p> <p>m. Providing Secretarial assistance to Director</p> <p>n. Settlement of Honorarium claims</p> <p>o. Accreditation of cashew and cocoa nurseries</p> <p>7) <u>Shri Rohith H.S, Technical Asst.</u></p> <p>p. Matters relating to all works relating to training, Hort. fairs, Seminars etc</p> <p>8) <u>Shri Bipin.V, UD Clerk</u></p> <p>q. Purchase and upkeep of all Stores/Stationery & disposal.</p> <p>r. House keeping and maintenance contracts</p> <p>s. Settlement of TA claims</p> <p>9) <u>Shri Dense K Paul, Senior Computer.</u></p> <p>t. Matters relating to schemes in Dev. Sec. and release of release of financial assistance.</p> <p>10) <u>Smt M.V.Sreedevi</u></p> <p>u. Diary and Despatch Work.</p>
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		v.Movement of files and papers within and outside office
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	<p>(i) Process of decision making Identify key decision making points</p> <p>(I) Issues requiring decisions are examined on file by three sections namely Dev/CIP/Admn with reference to schemes guidelines and other rules/instructions. The concerned file duly containing details of such examination and opinions recorded thereon during such examinations moves from sections to Admn. Officer/ Deputy Directors and Director as per the channel of supervision given below. Final decisions are taken mostly at the level of Director. Wherever necessary, matters get referred to Union Ministry of Agri. & FW for further decisions.</p> <p><u>(ii) Key Decisions making points</u></p> <ul style="list-style-type: none"> ●Decide the draft Annual Plan of the Directorate and set physical and financial targets for implementing agencies with reference to scheme norms and guidelines. ●Decide on various project proposal/request for grant in aid submitted by State Govts. and other implementing agencies to approve/clarify/modify/amend/reject the same. ●Decide to sanction the fund by way of grant in aid to various State Governments and other implementing agencies. ●Decide the quantum of financial assistance, nature of release, periodicity, programme etc ●Decide on various progress report received from IAs to suggest further action. ●Decide on the adequacy of compliance by implementing agencies to the set norms and target of the programme.

		<ul style="list-style-type: none"> ●Decide on recommending various projects for consideration and approval of Union Ministry of Agri & FW. ●Decide on the recommendations of Evaluation Committee for granting accreditation to Cashew and Cocoa Nurseries. ●Decide on the location, manner and way with which various promotional events of both crops(cashew & cocoa) are organized.
		<p>(ii) Final decision making authority</p> <p>Director (DCCD)</p>
		<p>(iii) Related provisions, acts, rules etc.</p> <p>As indicated against Sl.No.1.2 (iii)</p>
		<p>(iv) Time limit for taking a decisions, if any</p> <p>As prescribed in Service Delivery Standard. (<u>Annexure-III</u>)</p>
		<p>(v) Channel of supervision and accountability</p> <p>Development Section → Deputy Director(D) → Director (STA/TAs/Sr. Computer)</p> <p>CIP Section → Deputy Director(R) → Director (SI/TAs)</p> <p>Admn/OL Section → Admn. Officer → Director</p>

		(UDC/LDC/JT/HT)
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	<p>(i) Nature of functions/ services offered</p> <p>The Directorate being a National Level Agency under MIDH is implementing and monitoring Cashew and Cocoa Development Schemes and programmes all over the country.</p> <p>The nature of function is implementation of development schemes and programmes of crop of Cashew and Cocoa in association with State Development Departments/ State Agri. Universities / AICRP Centres of Cashew/ State level Cashew, Forest & Plantation Corporations / Nursery Owners /Local Panchayats / Manufacturer's associations / FPOs.</p> <p>To achieve the above mandate, the Directorate draws up Annual Action Plan (AAP) for each year as per the operational guidelines of MIDH. On receipt of approval for AAP from the Union Ministry of Agri.& FW, New Delhi the funds are obtained from the Ministry and earmarked to concerned implementing agency. On receipt of requisite proposals/projects from above implementing agencies funds are released to these agencies with specific targets, after its scrutiny.</p> <p>The scrutiny of the proposals/projects are aimed at obtaining compliance with set norms/guidelines. The progress of implementation by these agencies is monitored by the Directorate through correspondences, progress reports, utilization certificates, telephonic discussions, site inspections and also by constituting Joint Inspections teams etc.</p> <p>No special services are offered by the Directorate except accreditation of Cashew and Cocoa nurseries.</p>
		<p>(ii) Norms/ standards for functions/ service delivery</p> <p>The details of Schemes/programmes, cost norms and pattern of assistance approved for implementation during the year 2020-21 the discharge of substantive functions are as given at <u>Annexure-II</u></p> <p>The details of Schemes/programmes, approved for implementation during the year 2021-22 is given at <u>Annexure-II(A)</u></p>

		<p>A copy of Service Delivery Standard developed as a part of Citizen charter under Sevottam framework prescribed by DAR& PG is enclosed at <u>Annexure-III</u></p> <p>(iii) Process by which these services can be accessed</p> <p><u>Accreditation of Nurseries</u></p> <ul style="list-style-type: none"> ● For availing the services relating to accreditation of Cashew/ Cocoa Nursery, the owner of the nursery has to make an application in the format prescribed along with required fee. The format of application is available for download in the DCCD website. ● On receipt of the application same is scrutinized. Thereafter, a join inspection team will visit the nursery site and score card is prepared as per prescribed format. ● On the recommendations of the inspection team the accreditation certificate for one year is granted for production and distribution good quality planting materials. ● Suitable technical advice/ recommendations to maintain / improve the condition of nursery is also conveyed to the entrepreneurs. <p>(iv) Time-limit for achieving the targets</p> <p>One year from the date of release of funds to implementing agencies.</p> <p>(v) Process of redress of grievances</p> <p>Grievances /complaints are received through central online portal (http://pgportal.gov.in) and gets allotted to this Directorate. These are replied to online through same portal. Using this portal, various reports can be generated and petitioner can view status of their grievances. Complaints received through E mail/post are replied through same channel after proper examination of the matter. A complaint/grievance register is also maintained.</p>
1.5		(i) Title and nature of the record/ manual /instruction.

	<p>Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]</p>	<p>(ii) List of Rules, regulations, instructions manuals and records.</p> <p>(i) & (ii) - As already indicated against Sl.No.1.2 (iii)</p>																			
		<p>(iii) Acts/ Rules manuals etc.</p> <p>Not applicable</p>																			
		<p>(iv) Transfer policy and transfer orders</p> <p>Not applicable - (As this Directorate has no field level offices there is no transfer policy in place).</p>																			
<p>1.6</p>	<p>Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]</p>	<p>(i) Categories of documents</p> <table border="1" data-bbox="819 695 1836 1257"> <thead> <tr> <th data-bbox="819 695 931 767">SL. No.</th> <th data-bbox="931 695 1196 767">Type of document</th> <th data-bbox="1196 695 1496 767">Particulars</th> <th data-bbox="1496 695 1836 767">Periodicity of preservation</th> </tr> </thead> <tbody> <tr> <td data-bbox="819 767 931 943">1</td> <td data-bbox="931 767 1196 943">Annual Action Plan 2006-07 to 2020-21</td> <td data-bbox="1196 767 1496 943">Yearly project details of cashew and cocoa development</td> <td data-bbox="1496 767 1836 943">As per Record Retention Schedule for substantive function prescribed by National Archives of India (NAI)</td> </tr> <tr> <td data-bbox="819 943 931 1082">2.</td> <td data-bbox="931 943 1196 1082">Annual Reports 2006-07 onwards</td> <td data-bbox="1196 943 1496 1082">Yearly report on physical and financial achievements and details of activities</td> <td data-bbox="1496 943 1836 1082">-do-</td> </tr> <tr> <td data-bbox="819 1082 931 1257">3.</td> <td data-bbox="931 1082 1196 1257">Guidelines on Mission for Integrated development of Horticulture</td> <td data-bbox="1196 1082 1496 1257">Broad guidelines issued by M/o Agriculture for MIDH programme</td> <td data-bbox="1496 1082 1836 1257">-do-</td> </tr> </tbody> </table> <p>(ii) Custodian of documents/categories</p> <p>Director, DCCD</p>				SL. No.	Type of document	Particulars	Periodicity of preservation	1	Annual Action Plan 2006-07 to 2020-21	Yearly project details of cashew and cocoa development	As per Record Retention Schedule for substantive function prescribed by National Archives of India (NAI)	2.	Annual Reports 2006-07 onwards	Yearly report on physical and financial achievements and details of activities	-do-	3.	Guidelines on Mission for Integrated development of Horticulture	Broad guidelines issued by M/o Agriculture for MIDH programme	-do-
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1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	<p>(i) Name of Boards, Council, Committee etc.</p> <p>a) National Steering Committee on Cashew b) National Steering Committee on Cocoa c) Committee for Price Fixation of Cashew Grafts d) Committee for Evaluation of Nurseries.</p> <hr/> <p>(ii) Composition</p> <p>a & b - As given at <u>Annexure - IV A & B</u> b & c - As constituted yearly and regional basis.</p> <hr/> <p>(iii) Dates from which constituted</p> <p>a.) Reconstituted National Steering Committee on cashew vide Order No. 03-01/2017-MIDH.Tech.I(P-44667) dated 04.09.2017 issued by DAC & FW(<u>Annexure -IV-A</u>)</p> <p>b) Reconstituted order No. 21-09/2015-MIDH-Tech.I dated 20.05.2015 issued by DAC & FW(<u>Annexure -IV-B</u>)</p> <hr/> <p>(iv) Term/ Tenure 6 months interval</p> <hr/> <p>(V) Power and functions</p> <p>To coordinate activities of promotion, research needs of Cashew and Cocoa and suggest measures for the promotion of Cashew and Cocoa cultivation inclusive of export & trade.</p>

		(v) Whether their meetings are open to the public? No																																																												
		(vi) Whether the minutes of the meetings are open to the public? Yes																																																												
		(vii) Place where the minutes if open to the public are available? Available on demand. Also published in DCCD Website.																																																												
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	<p>(i) Name and designation</p> <table border="1"> <thead> <tr> <th>Sl.No</th> <th>Name</th> <th>Designation</th> <th>PH. NO</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Shri Venaktesh N.Hubballi</td> <td>Director</td> <td>0484-2377151</td> </tr> <tr> <td>2</td> <td>Shri Ravindra Kumar</td> <td>Deputy Director(R)</td> <td>do</td> </tr> <tr> <td>3</td> <td>Shri Dadasaheb Desai</td> <td>Deputy Director(D)</td> <td>do</td> </tr> <tr> <td>4</td> <td>Shri P.A.Parameswaran</td> <td>Administrative Officer</td> <td>do</td> </tr> <tr> <td>5</td> <td>Smt.V.S.Jayalakshmy</td> <td>Statistical Investigator</td> <td>do</td> </tr> <tr> <td>6</td> <td>Shri Nikhil V.M.</td> <td>Senior Technical Asstt</td> <td>do</td> </tr> <tr> <td>7</td> <td>Shri K.B.Somanath</td> <td>Technical Assistant</td> <td>do</td> </tr> <tr> <td>8</td> <td>Smt.P.S.Sreekala</td> <td>Technical Assistant</td> <td>do</td> </tr> <tr> <td>9</td> <td>Shri K.K.Shine</td> <td>Technical Assistant</td> <td>do</td> </tr> <tr> <td>10</td> <td>Shri H.S.Rohith</td> <td>Technical Assistant</td> <td>do</td> </tr> <tr> <td>11</td> <td>Smt.R.I.Resmi</td> <td>Jr.Translator</td> <td>do</td> </tr> <tr> <td>12</td> <td>Shri Dense K.Paul</td> <td>Senior Computor</td> <td>do</td> </tr> <tr> <td>13</td> <td>Shri Bipin. V</td> <td>Upper Divn.Clerk</td> <td>do</td> </tr> <tr> <td>14</td> <td>Smt.M.V.Sreedevi</td> <td>Multi Task Staff</td> <td>do</td> </tr> </tbody> </table> <p>(ii) Telephone , fax and email ID 0484-2377151 (Telephone) 0484-2377239 (Tele. FAX) dccd@nic.in (E mail) https://dccd.gov.in (web site)</p>	Sl.No	Name	Designation	PH. NO	1	Shri Venaktesh N.Hubballi	Director	0484-2377151	2	Shri Ravindra Kumar	Deputy Director(R)	do	3	Shri Dadasaheb Desai	Deputy Director(D)	do	4	Shri P.A.Parameswaran	Administrative Officer	do	5	Smt.V.S.Jayalakshmy	Statistical Investigator	do	6	Shri Nikhil V.M.	Senior Technical Asstt	do	7	Shri K.B.Somanath	Technical Assistant	do	8	Smt.P.S.Sreekala	Technical Assistant	do	9	Shri K.K.Shine	Technical Assistant	do	10	Shri H.S.Rohith	Technical Assistant	do	11	Smt.R.I.Resmi	Jr.Translator	do	12	Shri Dense K.Paul	Senior Computor	do	13	Shri Bipin. V	Upper Divn.Clerk	do	14	Smt.M.V.Sreedevi	Multi Task Staff	do
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14	Smt.M.V.Sreedevi	Multi Task Staff	do																																																											

1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	<p>(i) List of employees with Gross monthly remuneration (As on 01.04.2021)</p> <table border="1" data-bbox="636 236 1585 890"> <thead> <tr> <th>Sl.No</th> <th>Name</th> <th>Designation</th> <th>Monthly remuneration</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sh.Venaktesh N.Hubballi</td> <td>Director</td> <td>Rs.1,92,629/-</td> </tr> <tr> <td>2</td> <td>Shri Ravindra Kumar</td> <td>Deputy Director</td> <td>Rs.1,16,021/-</td> </tr> <tr> <td>3</td> <td>Shri Dadasaheb Desai</td> <td>Deputy Director</td> <td>Rs.1,01,125/-</td> </tr> <tr> <td>4</td> <td>Shri P.A.Parameswaran</td> <td>Administrative Officer</td> <td>Rs.88,010/-</td> </tr> <tr> <td>5</td> <td>Smt.V.S.Jayalakshmy</td> <td>Statistical Investigator</td> <td>Rs.97,312/-</td> </tr> <tr> <td>6</td> <td>Shri Nikhil V.M.</td> <td>Senior Technical Asstt</td> <td>Rs.62,200/-</td> </tr> <tr> <td>7</td> <td>Shri K.B.Somanath</td> <td>Technical Assistant</td> <td>Rs.80,589/-</td> </tr> <tr> <td>8</td> <td>Smt.P.S.Sreekala</td> <td>Technical Assistant</td> <td>Rs.77,628/-</td> </tr> <tr> <td>9</td> <td>Shri K.K.Shine</td> <td>Technical Assistant</td> <td>Rs.75,500/-</td> </tr> <tr> <td>10</td> <td>Shri H.S.Rohith</td> <td>Technical Assistant</td> <td>Rs.48,204/-</td> </tr> <tr> <td>11</td> <td>Smt.R.I.Resmi</td> <td>Jr.Translator</td> <td>Rs.1,00,105/-</td> </tr> <tr> <td>12</td> <td>Shri Dense K.Paul</td> <td>Senior Computor</td> <td>Rs.47,171/-</td> </tr> <tr> <td>13</td> <td>Shri Bipin. V</td> <td>Upper Divn.Clerk</td> <td>Rs.47,817/-</td> </tr> <tr> <td>14</td> <td>Smt.M.V.Sreedevi</td> <td>Multi Task Staff</td> <td>Rs.31,037/-</td> </tr> </tbody> </table> <p>(ii) System of compensation as provided in its regulations</p> <p>No provisions are available for any kind of compensation in connection with Cashew and Cocoa Schemes.</p>	Sl.No	Name	Designation	Monthly remuneration	1	Sh.Venaktesh N.Hubballi	Director	Rs.1,92,629/-	2	Shri Ravindra Kumar	Deputy Director	Rs.1,16,021/-	3	Shri Dadasaheb Desai	Deputy Director	Rs.1,01,125/-	4	Shri P.A.Parameswaran	Administrative Officer	Rs.88,010/-	5	Smt.V.S.Jayalakshmy	Statistical Investigator	Rs.97,312/-	6	Shri Nikhil V.M.	Senior Technical Asstt	Rs.62,200/-	7	Shri K.B.Somanath	Technical Assistant	Rs.80,589/-	8	Smt.P.S.Sreekala	Technical Assistant	Rs.77,628/-	9	Shri K.K.Shine	Technical Assistant	Rs.75,500/-	10	Shri H.S.Rohith	Technical Assistant	Rs.48,204/-	11	Smt.R.I.Resmi	Jr.Translator	Rs.1,00,105/-	12	Shri Dense K.Paul	Senior Computor	Rs.47,171/-	13	Shri Bipin. V	Upper Divn.Clerk	Rs.47,817/-	14	Smt.M.V.Sreedevi	Multi Task Staff	Rs.31,037/-
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1.10	Name, designation and other particulars	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority																																																												

	<p>of public information officers</p> <p>[Section 4(1) (b) (xvi)]</p>	<p>i) Dr.Venkatesh N. Hubballi, Director First Appellate Authority & Transparency Officer</p> <p>ii) Shri.P.A.Parameswaran, Administrative Officer & Central Public Information Officer</p> <p><u>Deemed CPIOs</u></p> <p>1) Smt.V.S.Jayalakshmy, Statistical Investigator 2) Shri Nikhil V.M., Senior Technical Assistant</p>
		<p>(ii) Address, telephone numbers and email ID of each designated official.</p> <p>i) venkatesh_cashew.ker@nic.in 0484-2377151 (O), 9895122719 (Mob.)</p> <p>ii) aodccd-dac@gov.in 0484-2377151 (O), 9446548022 (Mob.)</p>
1.11	<p>No. Of employees against whom Disciplinary action has been proposed/ taken</p> <p>(Section 4(2))</p>	<p>No. of employees against whom disciplinary action has been</p> <p>(i) Pending for Minor penalty or major penalty proceedings</p> <p style="text-align: center;">NIL</p> <p>(ii) Finalised for Minor penalty or major penalty proceedings</p> <p style="text-align: center;">NIL</p>

1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes NIL
		(ii) Efforts to encourage public authority to participate in these programmes NIL
		(iii) Training of CPIO/APIO Depending upon the availability of slots, training for CPIO is considered.
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned A brief write up on Right to Information Act and all other relevant details has been given in the Directorate's website. The details of Appellate authority and CPIO has been given with complete contact information. Required web links has been provided to access other RTI related websites both in the home page and RTI page of the DCCD website. Details of FAA & CPIO has also been displayed in the office premises with citizen charter. The guidelines and instructions issued by DOPT are properly catalogued. A separate Chapter on RTI is included in every year's Annual Report in which details of RTI application received, disposed etc is displayed along with other important RTI aspects.
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	Not applicable

2. Budget and Programme

S.No.	Item	Details of disclosure
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority a) Rs.300.00 lakhs – (2020-21) – For Scheme and programmes b) <u>Rs.200.00 lakhs - (2020-21)</u> – For Estt. Expenditure. <u>Total : Rs.500.00 lakhs</u>
		(ii) Budget for each agency and plan & programmes Details are given in <u>Annexure-V</u>
		(iii) Proposed expenditures(2020-21) Rs. 294.42 lakhs – For Schemes and Programmes Rs. 149.25 lakhs – For Estt. Expenditure. <u>Total : 443.67 lakhs</u>
		(iv) Revised budget for each agency, if any Nil
		(v) Report on disbursements made and place where the related reports are available

		Report on disbursement made are maintained through concerned software (PFMS) and also in concerned registers. These figures are incorporated in the Annual Reports of the Directorate published every year which is a public document and available for download in Directorates website (https://dccd.gov.in/Content.aspx?mid=24&tid=2)
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget Domestic Travel (2020-21) – Rs.7.00 lakhs
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the Heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit As given at <u>Annexure- VI</u>
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed. As given at <u>Annexure-VII</u>
2.3		(i) Name of the programme of activity

	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(ii) Objective of the programme
		(iii) Procedure to avail benefits
		(iv) Duration of the programme/ scheme
		(v) Physical and financial targets of the programme
		(vi) Nature/ scale of subsidy /amount allotted
		(vii) Eligibility criteria for grant of subsidy
		(i)to(vii) – As indicated in Annexure-V(A)
		(viii) Details of beneficiaries of subsidy programme (number, profile etc) As indicated in Annexure-VIII
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions No such grants. No grant is given to any NGOs. The central funding for Cashew and Cocoa under MIDH is in the form of 100% Grant in aid to all other implementing agencies.
		(ii) Annual accounts of all legal entities who are provided grants by public authorities. The Karnataka Cashew Development Corporation. Copy of Annual Report containing audited statement of accounts is available.

2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	<p>(i) Concessions, permits or authorizations granted by public authority</p> <p>Public and private Cashew & Cocoa Nurseries have been accredited by the Directorate for producing quality planting materials. Particulars of all such Nurseries have been placed in DCCD website. (https://dccd.gov.in/Content.aspx?mid=39&tid=2)</p> <hr/> <p>(ii) For each concessions, permit or authorization granted</p> <p>a) Eligibility criteria</p> <p>b) Procedure for getting the concession/ grant and/ or permits of authorizations</p> <p>c) Name and address of the recipients given concessions/ permits or authorisations</p> <p>d) Date of award of concessions /permits of authorizations</p> <p>As indicated in Sl.No.VI of <u>Annexure-V(A)</u></p>
2.6	`CAG& PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	NIL – No outstanding paras.

3. Publicity Band Public interface

S.No.	Item	Details of disclosure
3.1	<p>Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of</p> <p>[Section 4(1)(b)(vii)]</p> <p>[F No 1/6/2011-IR dt. 15.04.2013]</p>	<p>Arrangement for consultations with or representation by the members of the public</p> <p>(i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens</p> <p>This Directorate is not framing/administering any Act/Rule/Notifications/ordinance. However, following forms, which are required to be accessed by citizen/implementing agencies etc have been placed under download section in the Directorates' Website:-</p> <ul style="list-style-type: none"> ● Application for FLT Programme in farmers field ● Application for Nursery Accreditations ● Application for Nursery Up gradations ● Proforma for Utilization Certificate - Form GFR 19-A ● Application for availing Financial assistance through E-Transfer/NEFT ● Proforma for Inspection - (FLTD and New Plantation) ● Proforma showing details of beneficiary farmers under new planting programme - Cashew and Cocoa ● Proforma showing details of 2nd year survival of Cashew/Cocoa plantations ● Proforma showing details of 3rd year survival of Cashew/Cocoa plantations ● Proforma showing category wise beneficiary details ● Proforma showing achievements of Cashew and Cocoa development programmes by states ● Subscription proforma of Magazines ● Application for cocoa new planting programme ● Application for cashew new planting programme <p>(ii) Arrangements for consultation with or representation by</p>

	<p>a) Members of the public in policy formulation/ policy implementation</p> <p>b) Day & time allotted for visitors</p> <p>c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants.</p> <p>The visit time for public has not been limited by fixing a particular time but they are allowed any time during duty hours. All the publications (priced & Non Priced) have been placed in the DCCD website for information of public which can be obtained from the office in person or by post on request. No IFC counter has been set up as the volume of public transaction is limited.</p>
	<p>Public- private partnerships (PPP)</p> <p>(i) Details of Special Purpose Vehicle (SPV), if any Not applicable - NIL</p>
	<p>(ii) Detailed project reports (DPRs) Not applicable - NIL</p>
	<p>(iii) Concession agreements. Not applicable - NIL</p>
	<p>(iv) Operation and maintenance manuals (v) Not applicable - NIL</p>
	<p>(vi) Other documents generated as part of the implementation of the PPP Not applicable - NIL</p>
	<p>(vii) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government (viii) Not applicable - NIL</p>
	<p>(ix) Information relating to outputs and outcomes</p>

		(x) NIL
		(xi) The process of the selection of the private sector party (concessionaire etc.) Not applicable - Nil
		(xii) All payment made under the PPP project Not applicable - NIL
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	<p>Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;</p> <p>(i) Policy decisions/ legislations taken in the previous one year</p> <p>Not applicable – The Directorate is not authorized to legislate or to take policy decisions</p>
		(ii) Outline the Public consultation process NIL
		<p>(iii) Outline the arrangement for consultation before formulation of policy</p> <p>The Directorate is not authorized to take any policy decision as this falls under the jurisdiction of Union Ministry of Agri.& FW. However, in order to evolve a feasible and effective development strategy/plan for the crops of Cashew and Cocoa and also to assess various sectoral issues/constraints, all stake holders including general public are invited to attend Cashew/Cocoa Seminars, which is a national level event held every two years. Wide publicity is given for such events through print/electronic/social media and also through Public Information Bureau (PIB).</p> <p>In addition, public participation is also ensured in various training programmes/field days/workshops conducted by the Directorate as part of programme/scheme implementation. For this purpose, anybody can register online through DCCD website.https://dccd.gov.in/SeminarRegistration.aspx?mid=54&tid=2</p>

3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	<p>Use of the most effective means of communication</p> <p>(i) Internet (website)</p> <p>The website of the Directorate which is in bilingual form is widely used to display and disseminate all required information relating to both crops like particulars of schemes, objective, pattern of assistance, cost norms, method of implementation, procedural guidelines etc. All applications forms for applying for these schemes have also been placed for download in the website. Details of all publications of the Directorate is given in the website. Details of all events being held are regularly displayed in the website with photographs and write up. All technical and statistical information relating to both crop with FAQ is also included in the website. Facility to register online for various events have also been provided in the DCCD website.</p> <p>(ii) E mail- This method is being widely used. Every official of the Directorate is allotted with official E mail ID.</p> <p>(iii) Fax / Post – This method of communication is also being used whenever and wherever necessary.</p> <p>(iv) Video Conferencing – This technology is used to discuss official matters with senior level official of DAC & FW and also for occasional online training programmes.</p> <p>(v) Services of Press Information Bureau (PIB) and Farm Information Bureaus (FIB) and All India Radio (AIR) are also utilized to disseminate various types of (scientific/technical/statistical) information to stake holders and general public.</p> <p>(vi) Service of various print media like national& local newspapers/Employment News/Job magazines are also used whenever necessary.</p> <p>(vii) Other information relating to auction/tendering/purchase etc are published in Notice Boards/ CPP web site.</p>
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		<p>(viii) An android based mobile application – A multilingual Cashew App. has been developed for the use of cashew farmers which contain all technical information relating to cashew cultivation. All registered users of the app can access the information.</p> <p>(ix) In addition, as a part of programme implementation, the Directorate print various technical and scientific publications which are supplied through State Dev. Departments and various research institutions to farming community fully free of cost. These are also available on demand to general public and also available for download from DCCD website.</p>
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	<p>Information manual/handbook available in</p> <p>No Information manual is required to be maintained. However, Hand Book on Cashew and Cocoa is available in English in print format.</p> <p>(i) Electronic format</p> <p>Following educational literature are available in electronic format:-</p> <ul style="list-style-type: none"> a) Video CD on Science of Cashew cultivation (Eng. & Mal.) b) Video CD on DCCD Schemes (Eng. & Hindi) c) Cashew Cultivation (Hindi) – pdf version d) Cocoa cultivation (Hindi) – pdf version e) Technique on Cocoa cultivation-pdf version f) Techniques on Cashew cultivation-pdf version <p>(ii) Printed format</p>

		provided at Annexure-IX and X (both electronic & printed)
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	<p>List of materials available</p> <ul style="list-style-type: none"> (i) Free of cost (ii) At a reasonable cost of the medium <p>List of all technical and educational material (priced and non-priced) is provided at <u>Annexure-IX and X</u> with all relevant details.</p>

4. E. Governance

S.No.	Item	Details of disclosure
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	<p>(i) <u>English</u></p> <p>a) Hand Book on Cashew b) Handbook on Cocoa</p> <p>(ii) <u>Bilingual (Eng.& Hindi)</u></p> <p>a) Operational guidelines of MIDH b) Annual Action Plan (2019-20& 2020-21) c) Annual Report of DCCD-2018-19 &2019-20 d) The Cashew and Cocoa Journal e) Cashew booklet/leaflet f) Cocoa booklet/leaflet g) Technical Glossary(2021)</p> <p>(iii) Vernacular/ Local Language(Malayalam)</p> <p>a)Booklet on cocoa b)Handbook on cashew</p>
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	<p>Last date of Annual updation</p> <p>Hand Books – 30.03.2017 Annual Reports – 09.02.2021 Cashew & Cocoa Journals – 17.03.2021 Cashew / Cocoa Booklets – 21.01.2020 Cashew (Malayalam) – 07.12.2017 Cocoa (Malayalam) – 05.03.2019</p>

4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form As given against Sl.No.4.1& 3.4
		(ii) Name/ title of the document/record/ other information
		(iii) Location where available In the office of DCCD
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty Director (DCCD), Kochi, Kerala
		(ii) Details of information made available All information
		(iii) Working hours of the facility Any time during duty hours.
		(iv) Contact person & contact details (Phone, fax email) Director (DCCD) PH 0484-2377151 FAX-0484-2377239 E mail : dccd@nic.in
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism The Directorate has designated an officer as Grievance Redressal Officer for looking into any grievances/complaint submitted by general public/ SC,ST, OBC, PWD staff etc. A complaint register is maintained to keep track of complaints received. The contact details of grievance redressal officer has been displayed prominently at the premises of the Directorate and also in the DCCD Website as a part of Citizen Charter. The Directorate has also registered in the Central Public Grievance and Monitoring System (CPGRAMS) (https://pgportal.gov.in)

	<p>through which complaints and grievances are received and replied to online. Using this portal various reports can be generated and petitioner can view the status of their complaint/grievances online.</p>
	<p>(ii) Details of applications received under RTI and information provided – As given at <u>Annexure-XI</u></p>
	<p>(iii) List of completed schemes/ projects/ Programmes</p> <p>Cashew and Cocoa Development schemes under NHM/MIDH 2005-06 to 2020-21 (<u>Annexure-XII</u>)</p>
	<p>(iv) List of schemes/ projects/ programme underway Cashew & Cocoa Development Scheme – 2020-21</p>
	<p>(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract As given at <u>Annexure-XIII</u></p>
	<p>(vi) Annual Report Copy of Annual Report (2019-20) is available in the DCCD Website:- https://dccd.gov.in/Content.aspx?mid=8085&tid=2 https://dccd.gov.in (Downloads)</p>
	<p>(vii) Frequently Asked Question (FAQs) FAQ relating to all scientific and technical aspects of Cashew and Cocoa has been made available in the DCCD website.</p> <p>i) Cashew – https://dccd.gov.in (About Cashew/FAQ Cashew) ii) Cocoa – https://dccd.gov.in (About Cocoa / FAQ Cocoa)</p>

		<p>(viii) Any other information such as</p> <p>a) Citizen's Charter</p> <p>Citizen Charter is available and it has been displayed at the premises of Directorate. The same is also displayed in the DCCD Website. https://dccd.gov.in/Content.aspx?mid=68&tid=2</p>
		<p>b) Result Framework Document (RFD)</p> <p>Not applicable</p>
		<p>c) Six monthly reports on the</p>
		<p>d) Performance against the benchmarks set in the Citizen's Charter</p> <p>Not available.</p>
4.6	<p>Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]</p>	<p>(i) Details of applications received and disposed</p> <p>2016-17 - Received – 13 / disposed – 13 2017-18 - Received – 10 / disposed – 10 2018-19 - Received - 11 / disposed – 11 2019-20 - Received – 03 / disposed - 03 2020-21 - Received – 03 / disposed - 03</p>
		<p>(ii) Details of appeals received and orders issued</p> <p>NIL</p>

4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given As provided in <u>Annexure- XIV</u>
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5. Information as may be prescribed

S. No.	Item	Details of disclosure
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	<p>(a) Name & details of Current CPIOs & FAAs</p> <ol style="list-style-type: none"> 1. Dr.Venkatesh N. Hubballi, Director, First Appellate Authority 2. Shri.P.A.Parameswaran, Administrative Officer & CPIO <p>(b) Earlier CPIO & FAAs from 1.1.2015</p> <ol style="list-style-type: none"> 1. Dr.Venkatesh N. Hubballi, Director, First Appellate Authority 2. Smt. Sobha Mohanan, AO & CPIO <hr/> <p>(i) Details of third party audit of voluntary disclosure</p> <p>(a) Dates of audit carried out 02.02.2016</p> <p>(b) Report of the audit carried out</p> <p>Copy enclosed <u>(Annexure- XV)</u></p> <hr/> <p>(ii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD</p> <p>(a) Date of appointment - 17.11.2017</p> <p>(b) Name & Designation of the officer</p>

		<p>Shri.P.A.Parameswaran, Administrative Officer & CPIO Directorate of Cashewnut and Cocoa Development, Govt. of India, Ministry of Agriculture and Farmer's Welfare, 8th& 9th Floor, KeraBhavan, Cochin - 682011,Kerala.</p>
	(iii)	<p>Consultancy committee of key stake holders for advice on suo-motu disclosure</p> <p>(a) Dates from which constituted (b) Name & Designation of the officers</p> <p style="text-align: right;">NIL</p>
	(iv)	<p>Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI</p> <p>(a) Dates from which constituted (b) Name & Designation of the Officers</p> <p style="text-align: right;">NIL</p>

6. Information Disclosed on own Initiative

S.No.	Item	Details of disclosure
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	All information has been disclosed under Section.4 of RTI Act and placed in the public domain (DCCD website).
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	<p>(i) Whether STQC certification obtained and its validity.</p> <p>The website of DCCD is fully audited by National Informatics Centre, New Delhi.</p> <p>(ii) Does the website show the certificate on the Website?</p> <p>The DCCD website has been developed fully complying with the provisions of GIGW guidelines. Necessary document is enclosed-<u>Annexure- XVI</u></p>
