

Manual -1- Agriculture Vertical

As on 12.08.2022

The particulars of its organisations, functions and duties & details about the CPIO&FAA (Agriculture Vertical).

F. No. Q-11050/09/2016-Agri E 10531
Government of India
National Institution for Transforming India (NITI) Aayog
(Agriculture Vertical)

324, NITI Bhawan;
New Delhi - 110 001
Dated August 12, 2022

Sub. : RTI Matter – “Voluntary Disclosure of Information, 2021-22 : CIC Self-appraisal form (Transparency Audit) submitted to CIC on 15.08.2022” – reg.

Name of the Vertical : Agriculture

Ministries/Departments allocated : M/o Agriculture & Farmers' Welfare (Department of Agriculture & Farmers' Welfare and Department of Agricultural Research & Education); M/o Fisheries, Animal Husbandry & Dairying (Department of Fisheries and Department of Animal Husbandry & Dairying) and Ministry of Cooperation.

I. Details about the Officers/Staff positioned under the Vertical as on 12.08.2022 :

Sl.	Name	Designation
I. Regular -		
1.	Dr. Neelam Patel	Sr. Adviser
2.	Sh. Manash Choudhury	Joint Adviser
3.	Mrs. Anuradha Batana	Sr. Research Officer
4.	Sh. Shiv Charan Meena	Research Officer
5.	Dr. Athira Soman	Research Officer
6.	Mrs. Sumitra Kumari	Pr. Pvt. Secy.
7.	Sh. Pradeep Rawal	Pr. Pvt. Secy.
8.	Sh. Amjad Khan	Stenographer
9.	Sh. Asgar Ali	MTS
10.	Sh. Vijender Singh	MTS
11.	Smt. Sushila Devi	MTS
12.	Sh Harish Kumar	Driver
II. Contractual/Outsourced/Lateral entries -		
13.	Dr. Ravi Nandi	Sr. Specialist
14.	Dr. Tanu Sethi	Sr. Associate
15.	Ms. Harshika Choudhary	Consultant Grade I
16.	Sh. Adeeth Cariappa	Young Professional
17.	Ms. Shaloni Bhutani	Young Professional
18.	Sh Paremal	Young Professional
III. Outsourced Employee for Secretariat support -		
19.	Ms. Himani	Sr. Office Assistant

II. Details about the CPIO and FAA :

Sl.	Name	Designation
1.	Dr. Neelam Patel	Sr. Adviser (Agri)/FAA Tel. 011 2304 2226/2308 2831/2309 6613 Mob 09868060359; Email : neelam[dot]patel[at]gov[dot]in
2.	Sh. Manash Choudhury	Joint Adviser/CPIO Tel. 011 2304 2598/2309 6630 Mob 09868228218; Email : manash[dot]choudhury[at]gov[dot]in

Manash Choudhury
(Manash Choudhury)
Joint Adviser/CPIO
Room No. 324; Extn. 2598

To
RTI Cell, NITI Aayog

F. No. Q-11050/09/2016-Agri. E 10531
Government of India
National Institution for Transforming India (NITI) Aayog
(Knowledge and Innovation Hub)
(Agriculture Vertical)

Sub. : "Job Description" – reg.

Sl.	Name	Designation	Job Description(s) as per the Admn. O.M. No. with date
I. Regular Officers -			
1.	Dr. Neelam Patel (On Deputation from ICAR)	Sr. Adviser <i>neelam.patel@gov.in</i>	He/She will be responsible for policy formulation and long-term strategy relating to the agriculture and allied sectors. He/She will also be responsible for all matters related to Agricultural Production; Agricultural Research, Education and Extension; Animal Husbandry; Fisheries and Forestry; Fruit and Vegetable Products Industry; Agricultural Economics and Statistics; Agricultural Development; Fertilizers : Agricultural Marketing; Land Reclamation; Irrigation and Soil Conservation. He/She will assist in undertaking and/or managing policy research and evidence-based analysis; organizing meetings and workshops; sharing knowledge, experience and best practices; building consensus among stake holders and advocacy towards reforms in the field. Analyze and provide inputs in respect of various Cabinet Notes, SFC/EFC Notes and any other issues received from line Ministries. He/She will also in-charge of all matters relating to Ministry of Agriculture and Farmers' Welfare and Ministry of Rural Development and any other matter assigned by the superiors. <i>O.M. No. A.12026/1/2019-Admn.II (P-1) dated Dec. 12, 2019</i>
2.	Manash Choudhury, GCS	Joint Adviser <i>manash.choudhury@gov.in</i>	Assisting in developing and taking forward the policy programmes/projects in the relevant field; assisting in undertaking and/or managing policy research and evidence-based analysis; organizing meetings and workshops, sharing knowledge, experience and best practices; building consensus among stake holders, and advocacy towards reforms in the relevant field; Maintaining up-to-date information on programme/project implementation and results in keeping with the various Govt policy interventions; Assisting in managing and ensuring the effective communication and dissemination of outputs and outcomes of the policy programme; Assisting in analyzing and providing inputs in respect of various Cabinet Notes, SFC/EFC Notes and any other issues received from line Ministries. Assisting in preparing briefs and speaking notes for the vertical and for Senior Officers; Assisting in liaisoning, developing and maintaining working relations with other Divisions, line Ministries, State Govts and UTs to foster cooperative federalism. <i>O. M. No. A-12025/5/2019-Admin.II dated January 23, 2020</i>

Sl.	Name	Designation	Job Description(s) as per the Admn. O.M. No. with date
II. Outsourced/Tenural Post(s) -			
3.	Dr. Ravi Nandi	Sr. Specialist <i>nandi.ravi@nic.in</i>	To provide technical input for agriculture vertical on matter related to (i) Agriculture development, (ii) agriculture price policy, (iii) agriculture marketing and value addition, (iv) food processing, (v) transformation of agriculture, (vi) sustainability issues, (vii) farmers' income, (viii) employment, (ix) designing and formulation of schemes for development of agriculture and welfare of farmers, price stability, buffer stock and (x) international trade. Assignment will also involve evaluation of development projects and proposals, received from various Ministries and States from time to time, monitoring of agriculture economy, evaluation of various development programmes. The assignment will cover entire themes of agriculture i.e. crops, livestock, fisheries, forestry, food processing, input industries and natural resources. It will also require skill in marketing and spatial planning and any work assigned by NITI Aayog. <i>O.M. No. A-12026/2/2021-Admn.II dated March 22, 2021 and May 24, 2021</i>

Sl.	Name	Designation	Job Description(s) as per the Admn. O.M. No. with date
II. Outsourced/Tenural Post(s) -			
4.	Dr. Tanu Sethi	Sr. Associate <i>tamu.sethi@gov.in</i>	Econometric approaches to Agriculture/Horticulture productions; policy suggestions for doubling farmers' income and Food Processing; support promotion of agro-ecology policies; to provide support to agriculture vertical, NITI Aayog in examining policies, cabinet notes, EFC/SFC in regard to subjects allocated <i>and</i> any other work assigned by the CEO/Adviser of the concerned vertical. O.M. No. 1/Misc./2020-Adm.III dated May 5, 2020
5.	Dr. Harshika Choudhary	Consultant Gr. I <i>harshika123@nic.in</i>	(i) Analysis of Agriculture & Allied Sector schemes using Statistical Tools; (ii) Work on strategy and policy on themes such as agriculture development, domestic and export markets, agricultural advancements, application of IT in agriculture, agri.-infrastructures, employment opportunities in agriculture sector, development of agri.-allied sectors, food processing, supply chain and value chain managements, agri-logistics, farmers' issues and sustainability; (iii) Prepare notes on policy reforms and strategic inputs for the promotion of digital agricultural platforms and frontier technologies <i>etc</i> ; (iv) To generate new ideas for sustainable development of agriculture and diversification for rural prosperity. Application of modern research tools to Agri.; (v) To analyze existing policies of agriculture, animal husbandry, dairy, food processing and fisheries sectors and to suggest way forward for doubling of farmers' income and yield optimizations; (vi) Appraisal of EFCs, SFCs, Parliamentary Standing Committee Reports, Draft Cabinet Notes and addressing of other regular FRs; (vii) Analysis of requirements of skills and jobs for the future of agriculture and suggest policy interventions; (viii) Taking up of research activities including monitoring and evaluation of on-going schemes and programmes; (ix) To provide support to Agriculture Vertical. NITI Aayog in addressing policy issues relevant at national level including state specific need; (x) To assist senior officers' in any other work assigned from to time <i>and</i> (xi) Any other work related to the discipline. O.M. No. A-12024/6/2021-Admin 1B

Dated: August 17, 2022

Sub. :Work Allocation – reg.

Sl.	Name	Designation	Work Discharge
1	Manash Choudhury	Joint Adv.	Overall supervision and to assist in disposal of regular work; EFC, SFC, EAPs, CCEA Notes; to act as CPIO, parliamentary matters, standing committee reports and parliament session related work, Matters of fisheries Department, Overall review of State Profiles as & when required, overseas issues, coordination with the Central Ministries as & when required
2	Dr Ravi Nandi	Sr. Specialist	Policy related Issues of Agriculture, Uploading of contents/matters in NITI Public Domain Overall Coordination of Annual Action Plan, coordination with GCS vertical and State, Uttarakhnad State Matter, Any other work as & when required.
3	Anuradha Batana	Senior Research Officer	EFC, SFC, EAPs& CCEA Notes; Parliamentary matters, State Profiles, to address PGs, matters pertaining to the DAC&FW, DARE and other line Ministries; overseas matters, Bundelkhand Package of MP & UP States , preparation of annual reports, VIP references, institutional research studies and public representations, any other work as & when required.
4	Dr. Tanu Sethi	Sr. Associate	Matters related to org. & bio-fertilizers, to work on AAP related task; coordination with GCS vertical and state; Governing council related task, any other work as & when required.
5	Dr. Athira S	Research Officer	Matters pertain to Medicinal and Aromatic plants; AAP as per the task(s) allotments, Gujarat state coordination work, Agro ecological farming, coordination with international organizations for collaborative work (FAO etc.), Coordination with the Industries; any other work as & when required
6	Dr. S. C. Meena	Research Officer	Assignment related to Aspirational District Program (ADP), preparation of state profile, Village vibrant program, any other work as & when required.
7	Dr. Harshika Choudhary	Public Policy Consultant	All press releases, media contacts, to work on AAP related task, preparation of presentations with the collective inputs, development of materials for publications and special assignments. Note for Hon'ble VC, Member and CEO, NITI Aayog; trade, exports and marketing, to work on AAP related task, any other work as & when required.
8	Dr. Saloni Bhutani	Young Professional	Assignment related to Cooperatives, ADP, AAP, Crop diversification, Self reliance, circular economy, waste management's, Agriculture Trade, Climate Change, exports, special assignments including research studies, innovations in agriculture and allied sectors; Preparation of talking points for Hon'ble VC, Member and CEO of NITI Aayog, any other work as & when required.
9.	Dr. Adeeth Cariappa	Young Professional	
9	Mr. Paremam Banefarr	Young Professional	