

Ce No 99 E/mal

From

The Chief Administrator,
Haryana State Agricultural Marketing Board,
Panchkula

To

1. Sh. Satpal Sharma, HCS, Secretary, HSAMB.
2. Sh. Kulwant Kumar Kalsan, HCS, Zonal Administrator, Hisar.
3. Smt. Varsha Khangwal, HCS, Zonal Administrator, Karnal.
4. Sh. R.K. Beniwal, CMEO.
5. Sh. Nar Singh, MDO.
6. Sh. Sunil Sharma, ZMEO Rohtak.
7. Sh. Ram Kumar, ZMEO Gurgaon.
8. Sh. Nihal Singh, ZMEO Ambala.
9. The Chief Engineer I and II HSAM Board Panchkula.
10. The Superintending Engineer, HSAMB, Karnal, Kurukshetra and Panchkula.
11. The Superintending Engineer (Elect), HSAMB, Panchkula.
12. The Executive Engineer, HSAMB, Panchkula, Ambala, Yamuna Nagar, Kurukshetra, Kaithal, Karnal, Panipat, Sonapat.
13. The Executive Engineer (Elect), HSAMB, Panchkula and Kurukshetra.
14. The District Marketing Enforcement Officers, HSAMB, in the State.
15. All the Secretary-cum-Executive Officer, Market Committees in the State.

Memo No. ME-I-/2016/35878-36008 dated : 16/5/16

Sub:- Proceeding of the meeting held under the chairmanship of Dr. J. Ganesan, IAS, Chief Administrator, HSAMB in his office room on 10.5.2016 to overview the structure, composition, duties and responsibilities of the Zonal Administrator, Karnal, Hisar and Gurgaon as well as review of the working of Enforcement Wing.

Please find enclosed copy of the proceeding of the meeting held under the chairmanship of Dr. J. Ganesan, IAS, Chief Administrator, HSAMB on 10.5.2016 to overview the structure, composition, duties and responsibilities of the Zonal Administrators Karnal, Hisar and Gurgaon as well to review the working of Enforcement Wing for information and taking necessary action. Further compliance/action taken report on each point may also be sent to the HQ within a week time for submission to worthy C.A Board.

D. A. Abone .

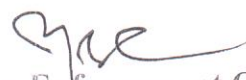

Chief Marketing Enforcement Officer
For Chief Administrator

Indst. No. MCD/2016-36009-39

dated 16/5/16

A copy of forwarded to the following for information and for immediate necessary necessary action taken report on each point be sent to H.Q. within the stipulated period:-

1. The A.D.O. I and II HSAM Board Panchkula.
2. All the Branch Officer/Incharges at HQs.
3. The Executive Engineer (IT), HSAMB, Panchkula.
4. The PS to CA/PS to Secretary/PA to MDO/CFA/STP/DA, HSAM Board Panchkula.


Chief Marketing Enforcement Officer
For Chief Administrator

Proceeding of the meeting held under the chairmanship of Dr. J. Ganesan, IAS, Chief Administrator, HSAMB in his office room on 10.05.2016 to overview the structure, composition, duties and responsibilities of the Zonal Administrators, Karnal, Hisar and Gurgaon as well as review of the working of Enforcement Wing.

A meeting was held under the chairmanship of Dr. J. Ganesan, IAS, Chief Administrator, HSAMB on 10.05.2016 to review working of Enforcement Wing of the HSAMB. Following were present in the meeting:-

1. Sh. Satpal Sharma, HCS, Secretary, HSAMB.
2. Sh. Kulwant Kumar Kalsan, HCS, Zonal Administrator, Hisar.
3. Smt. Varsha Khangwal, HCS, Zonal Administrator, Karnal.
4. Sh. R.K. Beniwal, CMEO.
5. Sh. Nar Singh, MDO.
6. Sh. Sunil Sharma, ZMEO Rohtak
7. Sh. Ram Kumar, ZMEO Gurgaon
8. Sh. Nihal Singh, ZMEO Ambala

At the outset of the meeting, all the officers present in the meeting, welcomed the Chief Administrator Board. Thereafter a detailed review of the Enforcement Wing as well as functioning of all the three Zonal Administrators, ZMEOs, DMEOs and the Secretaries-cum-E.O.s was done.

In the beginning Mrs. Varsha Khangwal, HCS, Zonal Administrator, Karnal pointed out that presently the powers and duties of the Zonal Administrators are not clearly defined. She further pointed out that the offices of the Zonal Administrators needs to be more strengthened by providing adequate staff such as Assistant Secretary, Dy. Superintendent/Assistant, Mandi Supervisor, Auction Recorder/Clerk etc. The Zonal Administrator further pointed out that the involvement of the Zonal Administrator in carrying out development works such as new roads, repair of

roads, and up-gradation of mandi infrastructure may be made so that they are able to know all the activities of their zone and ensure better quality of these works. The Zonal Administrator also pointed out that presently the Secretaries-cum-E.O.s are doing all the correspondence directly with the Hqrs. as a result of which there remains communication gap between the Z.As and the Head office and sometimes creates an embarrassing situation also for them when local MLAs/Ministers and other dignitaries enquire from them about various issues concerning their zone because most of the times they are not in a position to give them cogent reply due to this communication gap. She requested that whatever correspondence the Secretaries-cum-E.Os make with the Hqrs. or any other authority, at least they should endorse its copy to the concerned ZAs also. The Zonal Administrator further pointed out that at present there is no clear cut policy with regard to engagement of staff through outsourcing Agency. Both the Zonal Administrators, Hisar and Karnal were of the opinion that there should be a clear cut policy/norms with regard to engagement of staff through outsourcing agency. It should be clear that how much persons can be engaged by a particular Market Committee/DMEO office to accomplish the work of cleanliness, Security Guards, Data Entry Operators, Waterman, Chowkidar etc. They further suggested that once these norms are made clear by the Hqrs. then Zonal Administrator should be empowered to outsource the staff at their own. It was also pointed out by both these ZAs that Zonal Administrator should also be authorized to deploy Class III & Class IV staff from one place to another in their zone, in view of exigency of work.

The Chief Administrator pointed out that at present there are numerous complaints of evasion of market fee on Non-MSP commodities in almost all the mandis in the State. He emphasized that all efforts should be made to plug evasion of market fee. He also made it very clear whosoever is found to be indulged in evasion of market fee shall not be spared. It was also ordered by the Chief

Administrator that he would like to have a review meeting of all the Market Committees every month in which each and every issue concerning the Market Committees would be discussed. The Chief Administrator also desired that the HSAMB should develop a software in which all the appeals filed by various plot holders should be uploaded and decision thereon should also be uploaded in that software on the pattern of Revenue Court Case Monitoring System. The Chief Administrator also observed that at present proper cleanliness is not being ensured in the Kisan Bhawan, Sector 14, Panchkula. He was of the view that the existing facilities need to be renovated/upgraded as the same are not user-friendly. He desired that upkeep and maintenance of the Kisan Bhawan should be monitored regularly for which an appropriate committee should be constituted. He also pointed out that the Board may purchase Floor Cleaning Automated Machines. The Chief Administrator also enquired about the capacity of godowns, their occupancy and status of rent being received/pending on this account. The Chief Administrator also desired that there should a toll free number in the HSAMB known as Call Center, where any person can register his complaint. Sufficient staff should be provided in this Call Center who can further forward these complaints to the concerned offices for redressal.

After detailed deliberations, following decisions were taken:-

1. A meeting of all the SMCs would be chaired by the Chief Administrator in the first week of June 2016 at Hqrs. Secretary Board would prepare a detailed booklet of agenda items by including each and every issue of each Market Committee. This agenda would be got approved from the Chief Administrator well in advance and circulated to all the ZAs, ZMEOs, DMEOs, Secretaries-cum-E.O.s and all concerned at Hqrs. so that they can prepare fully before coming to the meeting. Such meetings shall held monthly.

2. A clear cut policy with regard engagement of manpower through outsourcing will be prepared by the Administration Branch by considering the suggestions given by the Zonal Administrators referred to above and put up to the Chief Administrator for approval for onward circulation to the field staff.
3. All the three ZAs shall prepare a schedule for inspection of mandis including godowns, pack houses, mills etc. falling in their zone and also hold review meetings at least twice a month and send their reports to the Chief Administrator meticulously.
4. In future all the Preliminary Reports with regard to construction of new roads shall be sent to the Hqrs. with the recommendations of the Zonal Administrator concerned to ensure their active participation in development works. However the Zonal Administrators would ensure that these P/Rs should not be unnecessarily delayed and they should immediately forward the same after visiting the path/road in question.
5. All the Zonal Administrators shall inspect minimum 25 works in a month such as mandi works, construction of new roads, repair of roads etc. and send a report directly to the Chief Administrator.
6. Administration Branch shall submit a proposal for deployment of staff in the ZAs offices as discussed above.
7. XEN (IT) shall put up a file within next 10 days for development of software on the basis of "Revenue Court Cases Monitoring System".
8. The Zonal Administrators would be authorized to deploy Class III/Class IV employee in their zones for only 15 days "**on case to case basis**" subject to confirmation of the same by the Chief Administrator.
9. It was also decided that each Zonal Administrator would identify a particular IT Project and work on it for the betterment of working of the Market Committees/HSAMB.

10. A committee under the chairmanship of the Secretary Board with other members of CE-II, XEN Panchkula and ABM Kisan Bhawan shall monitor cleanliness, repairs and maintenance of the Kisan Bhawan. This Committee would be authorized to put up proposals for up-gradation/renovation of the Kisan Bhawan.
11. MDO was directed to put up a mandi-wise godown status depicting details of agencies to whom these godowns have been leased out, rent rate, its recovery/pendency as well as further requirement, if any.
12. A Committee of the Secretary Board, SE (IT), XEN (IT) and Sr. A.O. (Sh. Rajesh Sangwan) was constituted which would study the system of Toll Free Number of the UHBVNL/DHBVNL and Public Health Department, Haryana and submit a concrete proposal to the Chief Administrator before the next procurement season.

The meeting ended with a vote of thanks to the chair.