

How to Introduce your Department?

Every organization needs an introduction. It is absolutely essential that the world is made aware of the existence of something new. An organization needs an introduction in the form of paragraph, headings etc and so does a new product or service by an existing organization.

An Introduction paragraph should broadly give details about your department that has been launched, what are its benefits and where all will it be available. The prime focus of the Introduction paragraph must be composed of salient and latest features/functions of certain organization/department. A number or address for contacting should also be mentioned.

Example: Soil Conservation (Department Name):

Erosion is the removal of soil particles by the motion of wind or water. Soil erosion is one of the major concerns of modern agriculture through the world. Erosion causes decline in soil fertility, water supply and crop yields. Thus it affects the productivity of the land which decreases the production of food, feed, fiber and fuel, and also causes flood, silting up of water reservoirs, disruption of communication systems.

Soil Conservation being the important wing of the Agriculture department is engage not only to protect the valuable agriculture land from the erosion problems but also to bring more land under cultivation and to combat water scarcity by effective utilization of rain and flood water through water harvesting technology and low cost conservation structures like Retaining wall, Protection Bund, Spur, Water Storage reservoirs, Spillway, Water Inlet/Outlet, Check dam.

| S.No | Funding Agency | Project Name & No | Total Cost (In Million) |
|------|-----------------------|--|-------------------------|
| 1 | District Government | Non-Developmental | 1.3 |
| 2 | -do- | District ADP | - |
| 3 | Provincial Government | Gully Plugging through check dam ADP No 43 | 1.25 |
| 4 | -do- | Water Storage Reservoir ADP No 42 | 0.6 |

Latest Position of All Departmental Staff (Sample):

| S.No | Nomenclature of Post with BPS | Sanctioned | Filled | Vacant | Remarks |
|------|-------------------------------|------------|--------|--------|---------|
| 1 | Chief Medical Officer (B-20) | 01 | - | 01 | |
| 2 | Medical Superintendent (B-19) | 01 | 01 | | |

For any query please contact:

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