

**DUTIES AND RESPONSIBILITIES OF VARIOUS POSTS IN THE DEPARTMENT OF  
AGRICULTURE, HIMACHAL PRADESH**

**1. Director of Agriculture**

1. Director, Department of Agriculture being the Administrative and Professional head of the Agriculture Department in the State, exercise all the Technical, Administrative & Financial Powers as exercised by the Heads of the Department in Himachal Pradesh Government.
2. He also acts as Chief Technical Advisor to the State Government on all matters relating to the Agriculture Department.
3. He controls all the Agricultural Development affairs in the State and shall issue special instructions/directions considered necessary for Administrative and Professional reasons.
4. Any major Policy matter relating to professional activity shall be undertaken by him in consultation with other Senior Officers of the Department who are specialist in their disciplines.
5. He is also respectable for preparation of the budget and appropriation proposals for the department for consideration and approval of the Government.
6. Submission of all the reports and returns of the Government (Monthly/Quarterly/Annual Progress reports).
7. He exercises all the powers delegated to him by the Government and is directly answerable to the Government being head of Agriculture Department, Government of Himachal Pradesh.
8. Maintain proper Liaison with Ministry of Agriculture Government of Himachal Pradesh.

**2. Additional Director of Agriculture, Dharamsala**

1. He is responsible for coordination and monitoring of Agriculture Production Programme in his jurisdiction.
2. He is also Controlling Officers of North Zone (Distt. Kangra, Mandi, Hamirpur, Chamba & Una).
3. He will also exercise all the administrative and financial powers attached to his post in the capacity of being controlling officer of North Zone.
4. He shall be required inspect the institutions under his control and after inspecting the institutions will record inspections notes.

**3. Joint Director of Agriculture (I)**

1. The Joint Director of Agriculture (I) shall assist the Director of Agriculture in the performance of his duties and responsibilities.

2. He will be responsible for getting finalized all the establishment matters.
3. He will be responsible for getting finalized all Court Matters.
4. He will be responsible for getting finalized all the Soil & Water Conservation, Technical, Extension & Training and Project formulation matters.
5. He shall be required to inspect the institutions under his Control and after inspecting the institutions will record inspection notes.
6. Any other job assigned by the Head of Department.

#### **4. Joint Director of Agriculture (II)**

1. The Joint Director of Agriculture (II) shall assist the Director of Agriculture in the performance of his duties and responsibilities.
2. He will be Officers Incharges Planning & Monitoring, Bill & Cash, Potato & Marketing and Budget & reconciliation branches.
3. He will be responsible for getting finalized all Audit & PAC Matters.
4. He shall be required to inspect the institutions under his control and after inspecting the institutions will record inspections notes.
5. Any other job assigned by the Head of Department.

#### **5. Deputy Director of Agriculture/District Agriculture Officers (Kinnaur & Lahaul Spiti)**

1. Preparation of Block wise Agriculture Production Programme.
2. Arranging and stocking of Agriculture inputs at all sale points in the district timely and adequately.
3. Effective control of the extension functionaries of the block level and timely monitoring and evaluation of the different development programme.
4. Point wise reporting of the achievements every month of the ADA/Directorate.
5. Overall responsibility for the high yielding varieties programme.
6. Organisation & imparting training alongwith the Agriculture Officers, Agriculture Development Officers, Agriculture Extension Officer at District, Block Headquarters.
7. Organisation and imparting training alongwith the Agriculture Officers, Agriculture Development Officers, Agriculture Extension Officer at Distt., Block Headquarters.
8. Reviewing fertilizer and sale stock position from time to time including private sale.
9. Undertaking intensive touring during campaign period so that all the blocks are covered.

10. Holding joint review with the Assistant/Deputy Registrar Cooperative Societies regularly to see the bottlenecks regarding inputs are removed at various levels and keeping the Deputy Commissioner informed about the programme of the campaign.
11. To convene a meeting of the district level irrigation committee every month in order to shot and to remove the bottlenecks and to utilize the available irrigation potential.

#### **6. Deputy Directors of Agriculture (P&M)**

1. All over Incharge of Branch-6 (Potato & Marketing).
2. To assist the Director of Agriculture in respect of all scheme pertaining to Potato, procurement & distribution of certified seed potato, potato development station in the state, production of foundation seed potato and its distribution, procurement of breeder seed potato from C.P.R.I.
3. To assist the Director of Agriculture, in respect of all schemes pertaining to marketing, Marketing of Agriculture produce, MIS & supports price etc, AG Mark, Daily weekly market rates, Import & Export returns, Grading slanders of various crops, Co-ordination and supervision of Marketing activities of H.P. marketing Board.
4. To assist the Director of Agriculture, in respect of all schemes pertaining to plant Protection, Demand & supply of Plant Protection material and equipments, High Level purchase Committee Meeting, Finalization of rate contract & scrutiny of tenders, submission of monthly and quarterly reports of Plant Protection Activities, enforcement of quality control under insecticide act of 1968, I.P.M. Bio Pesticides, State pesticide Testing Laboratory.
5. Any other job assigned by the Head of Department.

#### **7. Agriculture Statistical Officer**

1. Over all control of Statistical schemes.
2. Estimation of crop yield/production of important crops by random sampling method for crop forecasting by the Director of Land records.
3. Maintance of Statistical date relating to all the crops.
4. Liaison with the Director of Land Records, Himachal Pradesh & Director of Economics, Ministry of Agriculture, Govt. of India, & National Sample Survey Organisation, Govt. of India in Agriculture Statistics & Agriculture census work.

#### **8. Vegetable Specialist**

1. To assist the Director of Agriculture in respect of all vegetable scheme.
2. He will perform the duty of Officer Incharge Planning & Bill & Cash Branch.
3. Any other job assigned by the Head of Department.

#### **9. Distt. Agriculture Officers**

1. To assist the Dy. Director of Agriculture concerned District.

2. To arranged timely supply of Fertilizer in different sales in the District with the held of HIMFED.
3. To ensure that no Fertilizer of low quality is distributed.
4. To ensure that timely arranging and socking of Agriculture inputs.
5. Any other job assigned by the Dy. Director of Agriculture, concerned district.

#### **10. Agriculture Development Officer (Vegetable)**

1. He is to assist the Head of Department in organizing the timely arranging and stacking of Vegetable seed.
2. Any other job assigned by the Head of Department.

#### **11. Plant Protection Officer**

1. Drawing & Disbursing Officer in respect of Directorate of Agriculture staff.
2. He is responsible for pushing up Plant protection measure in Pradesh.

#### **12. Assistant Agriculture Marketing Officer**

1. He is to assist the Dy. Director of Agriculture (P&M) in organizing the markets and grading of the various Agricultural produces of the Pradesh.
2. Any other job assigned by the Head of Department.

#### **13. Agriculture Information Officer**

1. He is responsible for the field publicity of Agricultural extension and research activities of the department & is to arrange exhibitions with in and outside the Pradesh.
2. Any other job assigned by the Head of Department.

#### **14. Soil Testing Officers**

1. They will be responsible for carrying out Soil Testing of Farmers field samples and that of govt. farms and will convey the results well convey the results well before the time of sowing to the respective agencies.
2. They will also lay out minikit and demonstration trials (both varietal and fertilizer trials) from the share of entire district.
3. They will also be responsible for the additional duties assigned to them during special campaign.

#### **15. Senior analytical Chemist**

1. Overall Incharges of Central Laboratory, in check analysis of soil sample received from all the twelve districts soil testing laboratories.
2. Overall control of all the Soil Testing Laboratories and Mobile Vans.

## **16. Principal Farmer Training Centre Sundernagar**

1. To formulate training and schedule programme relating to Agriculture activities in consultation with ADA/DDA's & implement them.
2. He will impart to the farmer training courses etc.
3. To organize training camps are field level in consultation with DDA's of adjoining Distt.

## **17. Assistant Soil Survey Officer**

He is responsible for the Soil Survey works in Himachal Pradesh and also prepared capability maps under the guidance of the Dy. Director of Agriculture.

## **18. Analytical Chemist**

The Incharge of Soil Testing/ Laboratory and rendered Advisory Service to the cultivators.

## **19. Deputy Controller (F&A)**

In an endeavour to strengthen the mechanism of internal financial control in the department, he will:-

1. He will assist the department in the preparation of Budget Estimates.
2. He will examine all financial sanctions, fixation of pay, step up cases, GPF cases, store stock purchases.
3. Reconciliation of accounts of department with A.G.
4. He will function as member of Purchase committee/Tender committee/Works committee.
5. Any other duty as may be assigned by the Head of department.

## **20. Section Officer (F&A)**

1. To assist in framing of budget estimates of receipts and expenditure, scrutiny of proposals for new expenditure and to ensure their factual submission to the Finance Department.
2. To exercise check on receipts and accounts of stores and stocks and inspect subordinate offices to detect laxity in raising demands of leakage of revenue.
3. To ensure that correct financial procedure are followed, expenditure and receipts are properly accounted for, financial powers are not abused and cannons of financial propriety are strictly adhered to.
4. To carry out internal check of appropriation/receipts of Department and to advise the department in financial matters.
5. To assist in timely preparation of financial returns and statements and proforma accounts if any.
6. To help in the disposal of important reference relating to finance and accounts.
7. To advise the head of Department in the matters of tenders for supplies and works and agreements thereof.

8. To assist in the disposal of PAC Paras.
9. To help in the expeditious issue of financial sanctions.
10. To keep watch on the recovery of loans and advances of the Department.
11. Consolidation and maintenance of accounts other than cashiers accounts.
12. Issue of salary slip and maintenance of service records of Gazetted officers (where pay slips system has been introduced).
13. Scrutiny of rates, technical reports and acceptance letters etc. in case of purchase of stores/stocks like store purchases organization.
14. Physical verification of cash stocks during internal audit and inspections.
15. Checking/giving advise on various kinds of bills/sanctions.
16. The senior departmental officers would supervise his work.

## **21. Law Officer**

1. To look after all the legal work of the Department.
2. To prepare petitions/applications/replies to all the Court cases pertaining to the department in the various Courts including the Hon'ble Supreme court of India.
3. To tender legal opinion on the files/matters pertaining to all the sections of the Department.
4. To attend the Court Cases of the Department as and when required.

## **22. Subject Matter Specialist**

1. Preparation of Agriculture Development officer circle wise Agriculture production programme.
2. Arranging and stocking all the inputs at all the sale points in block, timely and adequately.
3. To report shortage of seeds, Fertilizers etc. if any, immediately to the District level Officers of Deputy Commissioner.
4. Intensive touring during the campaign period. Inspection of field problems such as diseases, insect pest attacks etc.
5. To ensure full utilization of irrigation potential.
6. To ensure quality of inputs by the drawing samples of seeds and fertilizer under the Acts from various government undertaking/ private sale outlets.
7. Organizing field days/Demonstrations under various schemes.
8. Better coordination with Panchayat, Samities at Block Level.
9. Preparation of Block wise data/information regarding agriculture activities.

### **23. Training Officer**

They are responsible for imparting instructions to the trainees in the Director SAMETI Mashobra/FTC, Sundernagar, where village level workers are trained for field duties.

### **24. Regional Potato development Officer**

They are responsible for the Potato Development work in their respective regions.

### **25. Agriculture Development Officers**

1. Preparation of Agriculture Extension Officer circle-wise Agriculture production Programme.
2. Arranging and stocking all the inputs at all the sale points in the block timely and adequately.
3. To coordinate stocking of fertilizer/Plant Protection measures at various sale points in the block with HIMFED/Coop. Societies, HPMC, HP Agro Industries Corporation.
4. To organize farmers training camps at village level.
5. To report shortage of seed, fertilizer etc. if any, immediately, to the SMS of DDA.
6. Intensive touring during the campaign period.
7. To ensure full utilization of irrigation potential.
8. Reporting the achievement every month to the DDA's/DAO's.

### **26. Assistant Agriculture Statistical Officer**

1. To assist the Agricultural Statistical Officer Himachal Pradesh in his day activities.
2. To held in organisation the training programme to be imparted by the Statistical Asstt. Posted at various Distt. Head quarter to the Patwaries of revenue department for each Agriculture season before the conducted the advance Girdwari under the scheme in H.P.
3. To ensure the execution of filed work and implementation of the schemes in H.P. by stipulated period to coordinate with Govt. of India as member for successfully functioning of Distt. Level committee in H.P.

### **27. Assistant Agriculture Development Officer**

1. To prepare and implement crop diversification plan particularly for irrigated areas in block.
2. To implement Biogas Development Programme.
3. To advise farmers about market intelligence, post harvest handing, agro-processing marketing and value addition of agriculture produce.
4. To assist the efficiency of irrigation system, gap in irrigation potential created by various agencies and actually utilized in the block.
5. To assist SMS/ADO in execution of all Agriculture development Schemes, extension and farmers training, conduct of demonstrations/trials.

6. Inputs management, handing of inputs/stores in the absence of AEO's.
7. Any other work assigned by the officers from time to time.

## **28. Agriculture Extension Officers**

1. Arranging supply of Agricultural inputs from District Head Quarter.
2. Organize the training camps for farms.
3. Contacting the farmers for supply of Agriculture inputs.
4. Organise field days.
5. Collection of Soil Samples representing Village, Panchayats and submission to District Laboratory and ensure distribution of Soil Health Cards.
6. Coordination with Panchayats (PRI's).

## **29. Divisional Engineer, Shimla, Mandi at Bhangrotu, Kanga at Palampur**

Check the schemes/works executed by the Sub Divisions and accord the Technical/Financial approval of big/large schemes and also monitor the working of Sub Divisions.

## **30. Sub Divisional Soil Conservation Officers**

They are responsible for the planning/execution of Soil Conservation minor irrigation works in their respective jurisdiction under the over all control of Deputy Director of Agriculture.

## **31. Map Officer**

He is checked & verify designing of Soil Conservation Schemes.

## **32. Circle Head Draughtsman**

To assist the Divisional Engineer Soil Conservation.

## **33. Junior Engineers**

Designing and execution of Soil Conservation schemes and recording of measurement of works execution of Soil Conservation estimate of const of works and preparation of original map of the land to be benefited the schemes.

## **34. Surveyors**

To under take preliminary survey of Soil Conservation Schemes in individual holdings/preparation of preliminary estimates of cost of works and preparation of original map of the land to be benefited the schemes.

## **35. Head Draughtsman**



Designing of Soil Conservation Schemes and supervision of work of draughtsman.

### **36. Draughtsman**

Planning & designing of Soil Conservation Schemes preparation of micro water sheds and location maps, issue of work orders of the Soil Conservation Schemes, preparation of proforma "C" of the scheme for the signature of the Chairman of the Board. Preparation of estimate of Soil Conservation schemes, maintenances of record of individual schemes files completion of certificates and schemes notified in the Rajpatra.

### **37. Junior Draughtsman**

Tracing work of the Soil Conservation schemes and preparation of blue prints and ammonia paints etc.

### **38. Technical Assistant (Statistics)**

1. To assist in the finalization of sampling design, selection of sample etc.
2. the Analyses and prepare the estimate of Area and production of crops at the district and state level based on the data collected under statistics schemes.
3. To supervise the crop cutting experiments in the Distt.
4. To impart the crop cutting experiments training to the field staff of Agriculture & Revenue Deptt. In the Distt.
5. To monitor the progress under plan & non plan schemes of the Agriculture Department at Distt. & State level.

### **39. Statistical Assistant**

1. To collect and maintain basic Agricultural Statistics including land utilization statistics for the Distt. And supply the same to the higher authorities.
2. To impart training to the filed staff (Patwaries) etc.
3. To select 20% revenue villages under timely reporting scheme.
4. To select Non TRS villages for area enumerating, page totalling etc. and supervision thereof.
5. To prepare Annual report of the basic Agriculture.
6. To maintain misc. statistics relating to Agriculture.
7. Any other work entrusted to them from time to time.

### **40. Superintendent Grade-I**

The Superintendent Grade-I is normally Incharge of one section and has generally to perform the following duties and functions.

1. To go through the dak as received by him and take the following steps:-
  - a) Mark the mis-sent receipts to the concerned sections.
  - b) Submit the important communications for perusal of the higher authorities through Branch Officer, at dak stage, in case the said authorities have not seen any such communication.

- c) Retain receipts of secret/confidential or urgent nature, which he may like to deal himself in which case the said receipts will be got diarized from the diarist by the Supdt. Grade-I for further reference.
- d) Mark the remaining receipts to concerned dealing hands with dated initials indicating the urgency and also giving directions, if any, disposal and to hand over the same to the diarist of the section for diarizing and handing to the concerned dealing hands and,
- e) Keep a note in the diary about important receipts for watching proper and timely disposal.

To himself deal on relevant files, secret, confidential urgent or complex receipts retained by him and also to scrutinize case received from the dealing hands and further to dispose off the cases at his own level if so empowered under the.

- 2. To see that the concerned dealing hands collect and keep updated, statistical data/information relating to the establishment, budget, expenditure, schemes, plans etc. relevant to his section of posting.
- 3. To seed the concerned dealing hands monitor, analyze and maintain data as to the achievement of targets of various on-going schemes both in terms of budget provision/expenditure and actual progress and also to suggest ways and means for improvement in the ongoing schemes and assist the Branch Officers in preparation of new schemes/programme, new innovations etc.
- 4. To ensure that returns /statements are submitted in time and the returns/statements to be received in the section are received in time.
- 5. To see all dealing hands and the diarist maintain all required registers and keep the same up dated. He should also check these registers at regular intervals.
- 6. To seed that all routine duties including maintenance and updating of various registers are carried out promptly and thoroughly.
- 7. To keep a careful watch on any holdup in the movement of dak and files between the section and higher officers, ensure timely submission of fixed date cases, other important cases and papers required by officers and to keep a watch on progress of action devise from time to time measures necessary for expeditious disposal of work in the section to make arrangement for disposal of work of official of the section on leave, training etc.
- 8. To prepare papers and compile data for meetings and ensure timely submission.
- 9. To be well acquainted with the office procedures and Acts, Rules, Manuals and instructions of a general nature relating of Finance, Personnel and General Administration Department and specifically applicable in the Department/Section where posted seed that all Manuals, Acts, Rules, instructions, Guard files and Precedent Registers of the section are kept upto-date by inserting correction-slip or getting new editions printed;
- 10. To maintain liaison between the staff and the Branch Officer or Middle-level officer in various matters, train and guide the staff posted in the section and to point out their shortcomings and deficiencies, if any, for remedial action, keep himself well acquainted with the morale, conduct and discipline of the staff and also to ensure that the staff comply with government instructions issued from time to time.

11. To allocate every work of the section to the staff posted in the section with the approval of the Branch Officer, Middle-level Officer and to maintain an updated distribution list of work amongst the dealing hands in the section.
12. To ensure punctuality in attendance in the section and to advise the staff on matters of conduct and discipline. For ensuring availability of staff posted under him on holiday or early or late hours, he should maintain local address with phone Nos., if any, of the entire staff with him.
13. To see that the section is kept neat and tidy and that the files, papers, etc, are arranged in an orderly manner and he recorded files are sent to the record room, and that ephemeral record is periodically destroyed.
14. To ensure that the dealing hands maintain their Assistant's Diaries regularly and note the particulars of initial submission of cases and also record final disposal of receipts at appropriate stage of final disposal of the cases. He is also required to see that the interim processing of receipts leading to collection/compilation of date/information is not marked as final disposal in the Assistant's Diaries. For this purpose he should ensure that the dealing assistant indicate in their notes whether the submission of a case at a particulars stage is interim or final disposal. Weekly checking of the Assistant's Diaries is also one of his important functions.
15. On transfer from one Department/Section to another, to hand over the charge and prepare list of important complicated matters requiring immediate attention of the successor in accordance with the procedure prescribed in Para 14.9 below, and to see that the officials transferred to or out of the section hand over/take charge in the manner prescribed in Para 10.4 of the Hand Book for Assistants and Para 15.2.4 of Chapter XV of this Manual.
16. If it comes to the notice of the officer next below the authority who has passed the orders that such authority was not competent to take a decision, it will be his responsibility to bring it to the notice of such authority through the Branch Officer/ Middle-level officer in writing before complying with those orders.

The above duties are of illustrative nature and the Superintendent Grade-I can be assigned any other duty commensurate with his status and exigencies of public service.

#### **41. SUPERINTENDENT GRADE-II**

The Superintendent Gr.II working in the Directorate, Zonal and District offices normally supervise the work of a Section or Call independently and submit the cases directly to the Branch Officers/middle level officers and as such their duties, responsibilities and functions are the same as indicated for Superintendent Gr.I, excepting that they can not dispose off any matter at their level and all communications to be sent out, are to issue under the signature of Branch Officer/Middle-level Officer.

#### **42. SENIOR ASSISTANT**

The term “ Assistant” includes” “Senior Assistant” “Senior Assistant (Accounts)” Junior Assistant” who deal with receipts and submit cases to the Section Officers or Superintendents. Depending upon urgency, need and public interest, the Assistant can be asked to undertake any job/assignment, but generally, the main duties, functions and responsibilities of the Assistant involve handling of the work relating to:-

- 1). Receipt, dairy-dispatch, typing, record maintenance.
- 2). Various duties in reception and varied assignments in offices.
- 3). Opening and maintenance of files, referencing, dealing cases including noting and drafting recording of files, maintenance and updating of various types of date, statistics and information and maintenance of various registers.
- 4). Acquisition, maintenance and up-keep of stocks, stationery articles, accounts and registers.
- 5). Preparation of all types of bills such as pay, travelling allowance, medical re-imbursement, contingencies, contractors, suppliers and advances etc. and handing of cash, maintenance of cash books and connected accounts/ bills registers etc.
- 6). Personnel/service/establishment matters, including recruitment and promotion rules, conditions of service, posting, transfers, maintenance of service books, index cards, service records, preparation of leave accounts, pension papers, disciplinary matters, personal files etc.
- 7). Budget preparation including appropriation, re-appropriation, supplementary demands for grants, additional grants, contingency fund all matters relating to public Accounts Committee, Estimates Committee, audit Paras, economy in expenditure etc.
- 8). Assistant in planning and monitoring of development social and welfare schemes.
- 9). Regulatory matters such as issue if licenses, permits, various types of certificates etc.

#### **43. CERKS/JUNIOR ASSISTANTS**

In Directorate, Zonal Offices, Districts or Fields level offices the Clerk will have to perform all duties as prescribed for Assistants. This is because of the set up, quantum of work and the staffing pattern of these offices.

#### **44. DRIVERS**

- 1). He is the guardian if vehicle and responsible for upkeep of the vehicle attached with him.

- 2). He will be alert through out the duty and perform his duty diligently and with vigilance.
- 3). He will wash his vehicle daily in the morning and keep it ready for journey.
- 4). He will ensure that in case of mechanical defect, the Office Incharge is intimated timely and remedial measures taken.
- 5). He will not make any un-authorized movement of the vehicle.
- 6). He will remain on duty till relieved by the officer and follow the instructions of the officer using the vehicle.
- 7). He will maintain the Log Book of the vehicle every day and maintain its repair book.
- 8). He will be responsible to keep all the documents relating to the vehicle and his Driving License with him all the time.
- 9). He shall be available for duty when over called any time during the day/night.
- 10). Any other duty assigned by the head of Office.

#### **45. PHOTOGRAPHERS**

To take photographer of the Agriculture crops and to attend the fair and Exhibition for Agricultural Publicity etc.

#### **46. PAINTERS.**

To Assist the art executive in his work.

#### **47. ART EXECUTIVE**

To prepare necessary data charts, diagrams relating to Agriculture for publicity propaganda, Agriculture Exhibition and fairs.

#### **48. TRACTOR DRIVER**

- 1). He is the guardian of the tractor and responsible for upkeep of the vehicle.
- 2). He will be alert throughout the duty and perform his duty diligently and with vigilance.
- 3). He will ensure that in case of mechanical defect the Officer Incharge is intimated timely and remedial measures taken.
- 4). He will not make any un-authorized movement of the vehicle.
- 5). He will maintain the Log Book of the vehicle every day and maintain its repair book.
- 6). He will be responsible to keep all the documents relating to the vehicle and his license with him all the time.
- 7). Any other job assigned by the head of Office.

#### **49. MECHANICS GR.I**

Repair and maintenance of machinery and vehicle etc.

#### **50. MECHANICS GR.II**

Repair and maintenance of machinery and vehicles etc. and assist the Mechanic Gr.I.

### **51. DRIVER-CUM-MECHANIC.**

Repair and maintenance of machinery and vehicles etc. & Driving of vehicle/machinery.

### **52. MECHANIC OPERATOR**

- 1) He will be responsible for handling and maintaining machinery.
- 2) He will be responsible for ensuring efficient working of the Machinery.

### **53. SKILLED OPERATOR**

Repair and maintenance of machinery and vehicles etc.

### **54. PROJECT OPERATOR.**

To show films on agricultural and other aspects in the village to create interest amongst the cultivators for better life.

### **55. BLACK SMITH**

To assist the agricultural engineer in designing and fabricating improved agricultural implements at Bhangrotu workshop.

### **56. CRAFT TEACHER**

Impart training to the trainees regarding crafting of different items and teaching small domestic work to be undertaken at home by the trainees especially woman farmer trainees.

### **57. EDITOR**

Editing and bringing out scientific or Agricultural Journal and also preparing and publishing of Press Notes etc.

### **58. PROOF READER**

To see symmetry as well as proper setting of material being published in the press and also help in proper composting as well as arranging in a systematic manner.

### **59. COMPOSITOR**

1. To compose the manuscript.
2. After printing to distribute the printed material in composing cases.

### **60. MACHINE MAN**

To operate the machine and maintenance thereof.

### **61. ARTIST**

1. He prepares poster for press.

2. He makes book title design in different colours for publication.
3. He prepare design for exhibition panels and banners etc. for State and National level Exhibitions.
4. He also does map drawing.

## **62. BOOK BINDER**

1. To fold the printed material.
2. To stick printed material on sticking machine.
3. Final cutting of publication on cutting machine.
4. Pack the printed material.

## **63. ASSISTANT MACHINE OPERATOR**

1. To Print the material on Treadle Machine.
2. After printing to distribute the printed material in composing cases.

## **64. OFF SET MACHINE OPERATOR**

1. To operate the off-set machine.
2. To operate the treadle machine.

## **65. WELDER**

To attend welding works in the works of time to time and any other related work in the workshop.

## **66. ELECTRICIAN**

1. He will be responsible for doing electrical works in the department.
2. He will be responsible for the proper and efficient working of workshop concerning electrical works.

## **67. TRACTOR-CUM-POWER TILLER OPERATOR**

To operate the Tractor-cum-Power tiller and maintenance thereof.

## **68. SECTION HOLDER**

To have proper watch and work of the composting and printing works also suggesting different method for printing purposes.

## **69. ASSISTANT LIBRARIAN**

To arrange library books in a systematic manner and use the library books to the requisition officer and maintaining their proper record.

## **70. TECHNICAL ASSISTANT (PROJECTION)**

To assists the project operator.

## **71. DRILLER**

To attend drilling works at the place where dip tube well required to be constructed by the department.

## **72. ASSISTANT DRILLER**

To assists the driller.

## **73. AIR COMPRESSOR/GENERATOR OPERATOR**

To maintain and operate the compressor/Generator.

## **74. CARPENTER**

He will be responsible for attending day-to-day minor wooden repair works where-ever needed in the department.

## **75. TYREMAN**

To assists the Agricultural Engineer in designing and fabricating improved Agricultural implements at Bhangrotu workshop.

## **76. FOREMAN (WORKSHOP)**

To overall Incharge of the press.

## **77. FOREMAN (WORKSHOP)**

To overall Incharge of the workshop.

## **78. OFF SET OPERATOR.**

To maintain and operative the off set machine.

## **79. PATWARIES**

To survey the culture able waste land and prepare capability maps.

## **80. KANNUNGO**

To survey the culture able waste land and prepare capacity maps.

To survey the culture able waste land and prepare capability maps.

## **81. LABORATORY ASSISTANT**

1. To ensure proper upkeep of the Laboratory equipments and their creaminess.
2. The samples should be properly checked before samples analysis.
3. To work with the technical hand and to assist them for the laboratory works.

## **82. MISTRY**



To assists the agricultural engineer in designing and fabricating improved agriculture implements at Bhangrotu workshop.

### **83. TURNER**

To assists the agricultural engineer in designing and fabricating improved agricultural implements at Bhangrotu workshop.

### **84. PLUMBER**

1. To operate the pumping set and maintenance thereof.
2. To carry out repair in the Administration block allied building and departmental residential quarters. Also stream-line the supply of drinking water to the residence of Departmental Govt. accommodation & to check proper functioning of sewerage system etc.

### **85. PERSONAL STAFF**

The term personal staff includes senior functionaries such as Senior Special Private Secretaries, Special Private Secretaries, Senior Private Secretaries, and Personal Assistant, Senior Scale Stenographers, Junior Scale Stenographers and Steno-typists working in the Directorate, Zonal and District-level offices. The general function of all these functionaries is to aid and assist the Ministers/officers in their day-to-day disposal of work and carry out such duties as are officially assigned to them. The senior functionaries in addition supervise the working of the entire staff posted in the offices of the Ministers/Officers and their role is to maintain discipline and order in these offices by guiding the entire staff in the performance of their duties. The lower-level functionaries work either under the direct direction of the Ministers/Officers or under the directions of the senior functionaries.

The personal staff has to handle files/records of confidential or secret nature and as such they have to retain the faith reposed in them by maintaining secrecy. The confidential reports, in majority of cases, are processed and retained in the custody of the personal staff and they have to properly maintain them. They are also supposed to be fully equipped with knowledge of both Hindi and English shorthand by typing-writing to assist the authorities in quick decision making through dictation and typing.

Being members of the personal staff, they can be asked by the Ministers/Officers with whom they are attached to attend to any appropriate official work on their behalf. The main duties, function and responsibilities of the personal staff are, in brief, as under:-

#### **1) Receipt and Dispatch of Dak**

- (i) To receive the entire dak in the dairy register to be maintained for the purpose.
- (ii) To diarize the entire dak in dairy register to be maintained for the purpose.
- (iii) To arrange the dak in order of priority, immediate, urgent and ordinary categories and to submit the same in dak-pad or in the form

- of files to the Minister/officer immediately on receipt, but after diarizing the same.
- (iv) To mark the dak to the concerned officers/officials after perusal by the Minister/Officer and note the marking in the dairy register.
  - (v) To send the dak to the concerned Officers/Officials as per marking through the dispatch register/peon book immediately after perusal by the Minister/ Officer and
  - (vi) To maintain dispatch register, prepare the envelopes wherever required.

## **2) Preparation of notes or drafts**

To write notes or drafts for approval of the Minister/Officer or as per his directions and after approval to fair out the same for signature to send the notes/ communications to the concerned quarters.

## **3) Dictation/Type work**

- (i) To take dictation in both English and Hindi stenography, to transcribe the same on English/ Hindi typewriters and to present the transcribed dictation work to the Minister/Officer for approval and signature.
- (ii) To type Demi-Official letters, secret, confidential and important letters with enclosures, and to compare the same before submitting for signature of the Minister/Officer and
- (iii) To do other type of work as and when assigned by the Minister/Officer or by the controlling Department in consultation with Minister/ Officer.

## **4) Attendance or telephones**

- (i) To ensure that the telephones installed in the office/residences of Minister/Officer are in working order and to lodge complaint and to pursue the same if there is any defect in any telephone.
- (ii) To attend to the office telephone courteously and politely and to connect the outside calls with the Minister/Officer keepint in view the engagement of the Minister/Officer and his directions.
- (iii) To attend the residential telephone of the Minister in the same way as per official telephone as and when desired by the Minister.
- (iv) To arrange telephone talk of the Minister/Officer with other authorities as per directions of the Minister/Officer through local, STD facility.
- (v) To maintain registers of telephones and to verify the official calls and also to ensure deposit of amount of private calls.
- (vi) To keep always official directions updated and to maintain telephone numbers of concerned Ministers/Officers of the Central Government/State Government and
- (vii) To take tactful effective measures against misuse of official telephone by outsiders.

## **5) Maintenance of engagement diary**

- (i) To maintain engagement diary of the Minister/Officer and also to Prepare and keep a separate list of day's engagement in the Minister/Officer with a copy with the personal staff for ensuring fulfilment o engagements.

- (ii) To fix date and time of meeting/other engagements with the approval of the Minister/Officer and to convey the same to the concerned authorities.
- (iii) To timely remind the Minister/Officer about the meetings/other engagements for ensuring timely participation therein by the Minister/Officer.
- (iv) To ensure that files, briefing notes or other information required for the meeting are got prepared well in time by the concerned Department/Section.
- (v) To inform the Reception about the visitors who have to call on the Minister/Officer and also particulars of the officers/officials/other Functionaries who have to attend meetings fixed for the day in the chamber of the Minister/Officer. This is essential for the personal staff of the Secretaries as it will enable the reception to issue passes promptly and will also avoid inconvenience to the visitors/officials.
- (vi) To receive all the visitors/officers/officials courteously and politely and make arrangement for their seating in the chamber of Minister/ officer or in the room of the personal staff if at the relevant time the Minister/Officer is busy with some other engagement.
- (vii) To arrange for refreshment etc as per Govt. orders for the visitors/ officials as per directions of the Minister/Officer.

## **6) Legislative Matters**

- (i) Before the commencement and during the Assembly session to collect copies of:-
  - (a) Starred/Un-starred/Postponed Assembly questions.
  - (b) Short-notice questions for other material as fixed for the day.
  - (c) Daily list of business of the House.
  - (d) Replies to all questions etc, to be replied to the Minister concerned and
  - (e) Papers to be laid on the table of the House.
- (ii) To ensure systematically the entire business of the next day and ensure that the pad of Assembly Business reaches the Minister/Officer well in time and at least the previous night.
- (iii) To ensure that the Assembly Business is got approved urgently from the Minister/Officer and the papers/files concerning the Assembly Business are sent to the Department for preparing fair replies.
- (iv) In Directorate/Collectorate/Divisional/ Regional/District offices, the personal staff have to maintain a Register of Assembly Question etc. for monitoring the submission of required date/information to the Government and
- (v) To report the Minister/Officer cases where the efforts of the personal staff to collect necessary material from the Department/office for the Assembly Business well in time fail.

## **7) Furnishing of Offices/Residence of Ministers/Officers**

- (i) To arrange furniture, fixture, stationery, Crockery etc, for the offices and residence of Minister and offices of the Officers and to arrange replacement of articles which become un-serviceable.

- (ii) To arrange regular cleanliness of the Curtains, Carpets, furniture etc. and to monitor cleanliness of office premises daily.

#### **8) Control over Vehicle/Driver**

- (i) To arrange a vehicle for local and touring by the Minister/Officer as per entitlement and to ensure that the vehicle remains always in a fit condition for being plied at any time and to arrange for timely repairs accordingly to Government instructions.
- (ii) Make entries in the log book of the vehicle and to sign the same.
- (iii) In the case of vehicles attached with, officers to ensure that regular deduction for attached vehicle is made from the pay bill of officer and the private journey are regulated in accordance with the instructions of the Government.
- (iv) To verify bills for petrol/ repairs and to see that the driver renders complete account of the advance.
- (v) To arrange the flag for the vehicle wherever required and
- (vi) For tours, to ensure that the driver has obtained sufficient advance to meet expenses for the entire journey.

#### **9) Arrangement for tours/pay etc.**

- (i) To frame tour programme as per directions of the Minister/Officer. In the Case of personal staff of officers, they are required to send the proposed tour programme for approval of the appropriate competent authority.
- (ii) To circulate tour programme to all concerned and to inform the concerned District-level officers over the telephone as well, if considered proper.
- (iii) To arrange accommodation in the Circuit House/Rest House etc. for the stay of the Minister/Officer during tour.
- (iv) To collect all relevant papers/material for the tour and to depute personal Staff orderly or peon and a security man for the tour of the Minister.
- (v) To arrange Air/Train tickets and booking of seats by Air/Train.
- (vi) To arrange advance for the tour if needed by the Minister/Officer.
- (vii) To accompany the Minister/Officer as per directions on tour.
- (viii) To prepare tour diary/travelling allowance bill after the completion of the journey and to see that the pay and other bills are timely prepared.
- (ix) To make arrangements for sending dak/files in case of long tours and to keep a note as to where the Minister/Officer can be contacted while in station or on tour.

#### **10) Maintenance of data/information/statistics**

- (i) To maintain all data/information/statistics relating to the Department under the control of the Minister/Officer. This should include information about the institutions, schemes, programmes, annual budget provision, targets and any other data frequently required by the Minister/Officer.
- (ii) To update the data/information/statistics annually or as often as Required and

- (iii) To present press cuttings relating to the Department or other important News.

#### **11) Stationery articles, heating and cooling arrangements**

- (i) To procure stationery articles for use by the personal staff and the Minister/Officer from the Stationery Incharge Section
- (ii) To see that proper lighting, heating and cooking arrangements for the Office and residence of the Minister exist and are maintained properly.
- (iii) To look after proper lighting, heating and cooling arrangements in the Offices of the officers and
- (iv) To make alternative arrangements for light in the event of electric failure in offices so that maximum office working is maintained.

#### **12) Leave/Transfer**

- a. The Private Secretaries to sanction casual leave to the staff to the extent and on the conditions as per delegation to the Section Officers, the Senior Private Secretaries/Special Private Secretaries/Senior Special Private Secretaries as per branch officers powers with the Prior approval of the Minister/Officer.
- b. To maintain casual leave and compensatory leave account of the Entire personal staff.
- c. To recommend grant of regular leave to the staff posted with the Minister/Officer to the administrative section with the prior approval of the Minister/Officer and to make leave arrangements in consultation with the administrative section.

#### **13) Maintenance of records**

- (i) To keep upto-date reference books such as administrative directions, Acts, Rules, Statutes Manuals, Regulations, instructions etc.
- (ii) To open new files, maintain the same in accordance with the Procedure laid down in chapter IX of this Manual.
- (iii) to maintain records of orders passed by the Ministers/Officers in the relevant files and in the event of closing down of the office of the Minister/Officer it will be the personal responsibility of the senior member of the personal staff to ensure that :-
  - (a) The files/registers opened in the office of the Minister/Officer are properly recorded (closed) and handed over to appropriate authority or record room as may be directed by the administrative section by preparing detailed list in triplicate and obtaining proper receipt of the official to whom such record is handed over. A list of handing over the record will sent to the administrative section while one each will be Retained by the officials handing over and taking over the charge.

- (b) To obtain orders of the administrative section for handing over the charge in case no orders are received by the senior-most member of the personal staff.
- (c) To handover the furniture, fixture and other store/stock articles to the store-in-charge against proper receipt.
- (d) To return the files of the departments to the officer from whom the same were received against proper receipt.
- (e) To handover the secret/confidential record of the concerned officer of the department against proper receipt and
- (f) To send the casual/compensatory leave account of the staff to the administrative section.

Standing orders or to submit the same to the Branch Officer or Middle officer in the manner as stated in Chapter IX to XII with his own remarks or suggestions, if any.

#### **86. TECHNICAL OFFICER (TEA)**

Overall Incharge of Tea section in the department to frame policy Concerning to Tea development and proper implementation and have closed coordination with Tea Board of India.

#### **87. ASSISTANT DIRECTOR (TEA)**

To Assists the Technical Officer Tea.

#### **88. CHIEF TEA CHEMIST**

To ensure quality of Tea production in the laboratory and also guide the Tea Production factories on various issues being confronted by them in the manufacturers of Tea.

#### **89. TEA PROMOTION OFFICER**

To help Tea growing farmers for increasing of production of Tea plants, Control measure diseases and guiding the Tea growing farmers in various activities to be performed in the Tea garden from time to time.

#### **90. TEA CHEMIST**

To assists the Chief Tea Chemist.

#### **91. JUNIOR TEA CHEMIST**

To assist the Chief Tea Chemist.

#### **92. TEA INSPECTOR**

To inspect Tea garden in the field and suggest remedial measure to the growers as well as incentive being provided to the farmers from time to time.

### **CLASS-IV**

#### **93. GESTATNER OPERATOR**

- 1). To operate the Gestatner/ Photostat Machine and make out desired number of copies.
- 2). To procure paper, ink, toner etc. for ensuring proper operation of machines.
- 3). To maintain proper account in a register with requisition slips for paper used and consumption of ink/toner etc. and
- 4). To arrange timely repair of machines.

**94. JAMADAR**

- 1). To Assist the proper up-keeping of flies etc. in the room of officers and attend other official duty assigned by the officers from time to time.

**95. DAFTRI**

- 1). To mend, trim, stitch, bind etc, old records, files etc. in Record room and in the section.
- 2). To paste correction slips in the official reference books of various officers and those of the branches/sections.
- 3). To affix service postage stamps on envelopes, maintain their accounts, prepare envelopes/ packets and parcels, dispatch dak and telegrams and help the dispatchers in the circulation of all printed matter etc. and.
- 4). To sort-out and properly keep the record in the record section.

**96. INKER**

To help in the press on various machine specifically where ink is used in orienting and maintaining the machine in proper order.

**97. MACHINE CLEANER**

To proper Maintenance of machines in the press.

**98. PEON**

- 1). He will be on duty half an hour before the working hours of the office in which he works and leave half an hour after the office hours.
- 2). To carry and deliver dak within and outside the office (maximum weight to be carried outside the office not exceed 10 Kg.)
- 3). To ensure the cleanliness and general up-keep of the section/office where posted and of the furniture, fixture and equipment.
- 4). He will attend to the telephone calls when the officer is not in his seat.
- 5). To perform miscellaneous and odd jobs for officers/officials.
- 6). To attend to officers at Headquarter and while on tour.
- 7). To attend to any other work that may be assigned by the Head of the Office.

**99. CHOWKIDAR**

- 1). To keep watch and ward during and after office hours and

- 2). To take precautionary measures relating to prevention of fire and damage to Government property.

#### **100. BELDAR**

- 1). He will fetch and draw water both for livestock and for routine Hospital work.
- 2). He will help in handling and securing of animals when required.
- 3). He will help the Veterinary Pharmacist in keeping the instruments, medicines and other appliances neat and tidy.
- 4). He will take care of flowerbeds and plants in the Hospital area.
- 5). He will be required to accompany Veterinary Officer on tour.
- 6). He will be responsible for loading unloading and stock and store received at the institution and shall help the Veterinary Pharmacist in keeping the stores in order.
- 7). He can be asked to perform any other duty during or beyond hospital hours by his superior.
- 8). He will report for duty half an hour before the working hours of the institution to do the cleaning/sweeping work.

#### **101. CLEANER**

To performed cleaner duty with the heavy vehicle,

#### **102. HELPER**

To carry out the different work in the department work shop for repair of vehicle etc.

#### **103. MALI**

To perform the duties of a Mali such as preparation and maintenance of flower pots, for beautifying office compound and corridors etc.

#### **104. COOK**

To perform the duties of cooking and cleanliness of the kitchen.

#### **105. SWEEPER**

- 1). To sweep, clean and mop the room, corridors, verandahs and compound.
- 2). To clean the lavatories, urinals, baths, wash basins etc. daily and properly.

#### **106. PLOUGHMAN**

To attend to Farm operational work in the filed.