# Chapter 3 (Manual 2) Power and Duties of Officers and Employees

3.1 Details of the powers and duties of officers and employees of the organization.

Designation	Director of Agriculture			
Powers	Administrative	Administrative Overall supervisory powers as per provision of the rules.		
	Financial Full powers as per provision of the rules			
	Others 1. Nil			
Duties	Overall supervision, adjugating and decision making in various policies.			

Designation	Joint Director of Agriculture (Research & Training)		
Powers	Administrative Granting of increment of officers drawing pay under ex Granting increment of the establishment of the Director Granting earned leave of the establishment of Departr		
	Financial	No Financial Power	
	Others	Nil	
Duties	To assist the Director in Administration &Account matter.  Preparation of A-Direction schemes under General Areas and implementation there off.  Preparation of A-Direction schemes under sixth scheduled and allotted tothe Districts.  Forwarding the leave applications of all officers to the Governent.  Assist the Director in preparation of Budget relating to Fertilizer, A-Direction, Organic Farming etc.		

Designation	Joint Director of Agriculture (Admn & Acctts)		
Powers	Administrative	nil.	
	Financial	Drawing & Disbursing Officer of the Directorate of Agriculture	
	Others	1. Nil	
Duties	Farmers Training & Ec (AICRIP) Strengthenin Agriculture, Strengther	or regarding the Scheme formulation and supervision of Agril. Research, lucation, Basic Agril. Training Centre, Agril. Studies, Research Project on Rice g of Agril. Extension Support to North Eastern States, Training of Women in ning of Remote Sensing & GIS Workstation.  of National Watershed Development Project for Rainfed Areas (NWDPRA)	

Designation		Research Officer Statistics
Powers	Administrative	Nil
	Financial	Nil
	Others	Collection of crop statistics.
	Supervision	2. Land utilization statistics
		3. Weather watch statistics
		4.Irrigation statistics
		5.Miscellaneous & Vital etc statistics.
		6.Agril Eco & Stat plan scheme & Economic analysis of major crops scheme.
Duties	<ol> <li>Compilation</li> </ol>	of crop statistics.
	<ol><li>Compilation</li></ol>	of Land utilization statistics.
	<ol><li>Compilation</li></ol>	of weather watch stat.
	<ol> <li>Analysis of a</li> </ol>	all statistical data.
	5. Economic a	nalysis of Agril & Horti crops, survey of.

Designation	Deputy Director (Plant protection)		
Powers	Administrative	1. Assisting Director	
	Financial	Nil.	
	Others	Nil	
Duties	All matters related to planning		

Designation	Deputy Directo	Deputy Director (Plant protection)		
Powers	Administrative	Assisting Director in all matters relating to plant protection programme .		
	Financial	Nil.		
	Others	Nil		
Duties		Assisting Director in		
	1. Budg	et estimate (plant protection programme)		
	2. Sche	ne formulation (plant protection programme)		
	3. Budgets Distribution (plant protection programme)			
	4. Physi	cal & Financial progress Report (Plant protection programme)		
	<ul><li>5. Field Inspection .(Plant protection programme)</li><li>6. Training &amp; Awareness campaigns (Plant protection programme)</li></ul>			
	7. Other Reports & Returns (Sale proceed, list of beneficiaries)			
	<ul><li>8. Issuing license to Pesticide dealers</li><li>9. Quality control of plant protection Chemical</li></ul>			
	10. Sect	oral control over the function of State Bio control Laboratory		
11. Phyto sanitary certificate of exported Agricultural produces		sanitary certificate of exported Agricultural produces		

Designation	Deputy Director (Agronomy)		
Powers	Administrative	Assisting Director in all matters relating to agronomical schemes	
	Financial	Nil.	
	Others	Nil	
Duties		Assisting Director in	
	1.Budget estimate     2 Scheme formulation		
	3 Budgets Distribution		
	4 Physical & Financial progress Report		
	5 Field Inspection 6 Training & Awareness campaigns		
	7 Other Reports & Returns (Sale proceed, list of beneficiaries)		

Designation		Monitoring-Cum-Evaluation Officer / Agril. Census Officer-in-charge
Powers	Administrative	NIL
	Financial	NIL
	Others	1. Monitoring and evaluation of the development schemes / projects / programmes.
	Supervision	2. Agril. Census works / programmes and other matters relating to the monitoring
		and evaluation works and Agril. Census operations.
Duties	<ol> <li>Supervision works relating to the Monitoring and Evaluation works</li> <li>Preparation and supervision of the reports/documents etc. pertaining to the Mor</li> </ol>	
	Evaluation works.	
	8. Supervis	sion of the field works/programmes relating to the Monitoring and Evaluation study
		works relating to the Agril. Census Operations.

Designation	Research Officer	(M&E)
Powers	Administrative	
	Financial	
	Others	
Duties	As the System Administrator in Computerisation works/programmes.	

Designation			Statistical Officer (Census)
Powers	Administrative		
	Financial		
	Others		
Duties	1.	Conductin	g trainings relating to the Agril. Census Operations
	2.	Collection	, compilation, scrutinization of the data pertaining to the Agril. Census.
	Other matters relating to the physical operations of the Agril. Census		

Designation		Statistical Officer (Statistics) attached to the Monitoring and Evaluation works
Powers	Administrative	
	Financial	
	Others	
Duties	1. To assist the MEO in carrying out field works and compiled reports on Monitoring and Evaluation effects	
	of varied schemes.	

Designation		Agril Census Inspector
Powers	Administrative	
	Financial	
	Others	
Duties	<ol> <li>Looking a</li> </ol>	after the matters relating to financial aspects of the Agril. Census works / programmes
	and other	financial Agril. Census works / programmes.

Designation			Statistical Assistant (M&E)
Powers	Administ	trative	
	Financia	ıl	
	Others		
Duties	1.	. Compilation, maintenance of reports / correspondences on weekly weather reports / records on rainfalls	
	2.	Compilati	on, scrutinization of the rainfall data.

Designation		Statistical Assistant (M&E)
Powers	Administrative	
	Financial	
	Others	
Duties	Assisting in maintaining and compilation of Evaluation & Monitoring Data.	

Designation		Statistical Assistant (M&E)
Powers	Administrative	
	Financial	
	Others	
Duties	<ol> <li>Assisting</li> </ol>	in Evaluation and Monitoring works
	<ol><li>The matters relating to the Banking Credit and other matters pertaining to the Agricular</li></ol>	

Designation	State Soil Survey	Officer		
Powers	Administrative	NIL		
	Financial	NIL		
	Others	NIL		
Duties	Preparation of the Sectoral Budget for each year.			
	2. Preparation of So	eed Testing Scheme (Plan).		
		pil Testing Scheme (State Plan).		
		ultiple Cropping System (State Plan).		
	tate Soil Survey Org. Scheme.			
		ming Scheme (State Plan Scheme).		
	7. Submission of half yearly & Annual Progress Report on Soil Testing Lab.			
	8. Reply of Assembly questions as and when ever it is required.			
	9. Reply of Rajya Sabha and Lok Sabha questions.			
	10. Reply of various queries on government letters, Central letters.			
	11. Initiate proposals for Officers training in the different institutions.			
	12. Initiate sanction proposal under different scheme.			
	13. Conducted tour whenever required.			
	14. Prepare write-up on different scheme when it is required.			
	15. Attends all departmental meetings.			
	16. Attend all Review Meetings of the Agril. Department.			
	17. Initiate sending	of tested seed samples to IARI to compare the status report.		

	Agril. Executive	Agril. Executive Engineer (Mech)	
Designation			
Powers	Administrative	Assisting Director of Agriculture in the transfer and posting of staff in the Mechanical Wing	
	Financial	Assisting Director of Agriculture in sanctioning of proposals for the purchase/Repair of Agril. Machineries/Vehicles.	
	Others	Member Secretary department technical Committee.     Member Secretary Department Purchase Board Committee.	
	"A"	Member Secretary department Condemnation Committee.	
Duties	Duties  1. Advice Director of Agriculture in the matter of transfer and posting of staff of Med Wing.  2. Advice Director of Agriculture in the matter of repair of Agril. Machineries/vehicles a purchase.		
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Designation	Agriculture Information Officer	
Powers	Administrative	Supervisory power of the information wing
	Financial	Drawing and Disbursing Powers as per provision of the financial rules.
	Others	Nil
Duties	Assisting Director in	
	1. Planning, Organising, control and supervision of the Information wing.	

Designation	Assistant Agriculture Information Officer		
Powers	Administrative	Nil	
	Financial	Nil	
	Others	Nil	
Duties	Assisting AIO in		
	1.Preparation of budget and scheme formulation     2. Physical and financial progress report     3. Trainings and Awareness programmes		
4. Supervison of seminars, meetings, workshops and other matters entrusted upon.		seminars, meetings, workshops and other matters entrusted upon.	

Designation	Technical Assis	Technical Assistant (Information)	
Powers	Administrative	Nil	
	Financial	Nil	
	Others	Nil	
Duties		Assisting AIO in	
	<ol> <li>Compilation of departmental publications.</li> <li>Supervision of exhibitions/shows.</li> <li>Co-ordination of the different programmes relating to documentation (print and electronic form) or</li> </ol>		
	information and other matters entrusted upon.		

#### **Duties of the Staff of Information Wing**

SI No	Designation	Duties.
1.	Editor	Editorial works
2	Translators	Translation works
3	UD Assistants	Establishment works
4	LD Assistant	Establishment works
5	Typist	Typing, Diarising and despatch etc
6.	Peons	Peon's duty
7	Driver	Driving of official vehicle etc
8	Store Keeper	Maintaining and recording of stocks/inventories etc
9	Cinema operator	Screening of agri films, operating of P.A.Systems etc
10	Jugali	Assisting the cinema operator etc
11	Photographer	Photography and videography, printing and compiling of such records.
12	Foreman	In-charge of printing works in the press
13	Artist cum offset press operator	Art and Layout works
14	Cameraman-cum-plate maker	Handling, layout and plate making in the press
15	Assistant Press Operator	Handling Offset Machine
16	Compositor	Composing works for letter press
17	Binder	Binding works of publications
18	Chowkidar	Function as a Watchman and safe keeping of the press.

### Duties of Registrar and subordinate staff of the Directorate.

- 1. DUTIES OF A REGISTRAR: The Registrar is in charge of all the branched, in terms of supervision of works for the ministerial staff, as well as arrangements of grade- IV staff (Peons) to the higher officers in the Directorate. He / She is responsible for the efficient functioning of the branches under him/ her. An illustrative list of his/ her duties is given below:
  - 1. To be responsible for prompt disposal of work in the branches.
  - 2. To go to the dak and give directions to the Office for its disposal.
  - 3. To deal with urgent or important receipts himself / herself and to disose of as many cases as possible on his own initiative and responsibility after discussion with higher officers.
  - 4. To submit important receipts at dak stage to higher officers.
  - 5. To keep watch over timely submission of weekly and monthly arrear lists and other returns and scrutinise them.
  - 6. To allocate subject to Assistants in consultation with the Superintendent.
  - 7. To make surprise visits to the branches to check attendance and to see that other instructions are correctly deserved.
  - 8. To inspect the branches once in six months and submit and inspection note to the Director.
  - 9. To keep himself/ herself acquainted with the moral and conduct of the staff working under him/ her.
  - 10. To discuss with the superintendent from time to time measure necessary to expedite disposal of improvement of business in the branches.
  - 11. To deal with any other work assigned by the higher officers.

DUTIES OF A SUPERINTENDENT: The Superintendent is directly incharge of a Branch under him, and is responsible to his Registrar. His / Her duties are as follow:

- 1. To see that the branch is kept neat and tidy and that files, papers etc are arranged in an orderly manner.
- 2. To see to the training of the Assistants under him.
- 3. To see to the maintenance of discipline and punctuality in attendance of the staff in his/ her branch.
- 4. To see that the Attendance Register is maintained correctly and submitted to the Registrar in due time.
- 5. To maintain an up-to- date distribution list of work among the Assistants in the Branch and to see that the work of the Branch is uniformly distributed among the staff in the branch. For distribution of work amongst Assistants, he will duly asses the ability of each Assistant, to handle different kinds of job.
- 6. To make arrangements for the disposal of work entrusted to an Assistant during the Assistants absence.
- 7. To submit to the Registrar all receipts and files at dak stage, unless there are instructions to the contrary.
- 8. To keep a careful watch on any hold up in the movements of dak between the branch an higher officers.
- 9. To make the receipt in the names of Assistants in the branch and to give directions to the Assistants for disposal.
- 10. To deal with the important or complex receipt or cases himself/ herself.
- 11. To scrutinise the notes & drafts of Assistants for correction and accuracy and add his own remarks or suggestion where necessary before submitting the case to the higher officers.
- 12. To deal with such cases himself/ herself as may be require by higher officers.

- 13. To give priority markings on dak, drafts, letter etc. and to remove or revise such markings as and when necessary.
- 14. To make a draft for "issue" after it has been approved.
- 15. To give special instructions, where necessary ,on the draft as to the manner of its issue, e.g. "By Registered Post", "Insured cover", etc.
- 16. To see that all routine duties, including maintenance of registers etc, are carried out promptly and thoroughly.
- 17. To see that all manual, rules etc of the branch are up- to- date by inserting latest correction slips.
- 18. To check the Receipt Register at least once a week.
- 19. To see that the file numbers for receipts are entered by the Assistants regularly in their Log Books.
- 20. To see to the proper maintenance of the following:-
  - (a) Guard file;
  - (b) Precendent Register:
  - (c) Register of Assurances;
  - (d) Registers Assembly Questions & Resolution;.
  - (e) Check list of returns;
- 21. To see that reports and returns are submitted on due dates.
- 22. To ensure timely submission of fixed date cases, other important cases and papers required by the officers by keeping a note in engagement list and keep a watch on progress of action.
- 23. To ensure that the arrear lists are compiled timely and accurately.
- 24. To inspect regularly the racks and tables of Assistants at least once a week and satisfy himself/ herself that no paper or file actually pending with an Assistant is excluded from the arears as shown in the arrear lists.
- 25. To check that the staff comply with the security instructions and to bring immediately to the notice of his superiors any breach of security regulations.
- 26. To ensure timely recording or cases and to classify cases into A,B, or C and arange their despatch to the Recording section, Record Room.
- 27. To attend to the periodic disposal or distruction of all ephemeral files and papers.
- 28. To attend to the disposal of all registers and record of the branch which have crossed the prescribed period of preservation.
- 29. To examine the list of spare copies and of circulars for destruction.
- To deal with such confidential or other work of the branch as may be entrusted to him / her by the Registrar or other higher officers.

## **DUTIES OF A DEALING ASSISTANT:-**

- 1. To examine promptly all receipt made over to him and :-
  - (a) Deal with the receipt according to their priority;
  - (b) Check the enclosure and , if any is found short or missing, take action for obtaining the missing papers;
  - (c) To forward receipts or extracts from receipts to other concern branches;
  - (d) To make entries in col- 2 of the Log Book for Assistants;
- 2. To collect materials required for taking action on a receipt.
- To open, where necessary, new files for taking action on the receipts, after obtaining orders of the superintendent.
- 4. To put up a case after examination of the superintendent on the date of required and , where no date is mentioned, not later than seven days of its receipt.
- 5. When putting up a case :-
  - (a) To see whether all the facts, so far as they are open to check, are correct;
  - (b) To point out any mistake or mis- statement of facts;
  - (c) To draw attention , where necessary , to the statutory or customary procedure and to point out the law and rules and where they are to be found;
  - (d) To supply other relevant facts and figures availble in the Branch and to put up the standing guard file or other papers containing precedents or previous decisions of policy;
  - (e) To state the question or questions for consideration and to bring out clearly the points reguiring decision, but to avoid his personal opinion or recommendation;
- 6. To note the file number and the date ofdisposal against the diary number of a receipt on disposal by him / her in the Log book.
- To prepare and keep up- to -date a "running summary of facts" or precis on a case where it is considered necessary by the Superintendent or the Registrar.
- 8. To consolidate the replies as and when received in cases where many outside offices are consulted.
- 9. To see that:-
  - (a) Acknowledgement to comminications received from the members of Parliament, Legislature, Public bodies and members of public are issued promptly, and;
  - (b) Interim replies are issued if delay is anticipated in sending out final answer;
- 10. To consult the superintendent or higher officers in cases of doubt for speedy disposal of work.
- 11. To furnish accurate information in the weekly & monthly arrear, lists or other periodical returns on due dates.
- 12. To maintain a reminder Diary to be examined every morning by him / her and action taken accordingly.

- 13. To compare the fair copy with the draft and to see that the corrections made in one the fair copies is made in all the other copies and the original draft.
- 14. To check the list of periodical returns, both incoming and outgoing, for timely action.
- 15. To take prompt action regarding recording of cases.
- 16. To maintain the part of the guard file or important circulars and instructions concerning him/ her.
- 17. To keep all manual, Acts, Rules etc, with which he/her is concerned, up-to-date by inserting correction ships as and when
- 18. To attend to such other work as he/ she may be assigned by the superintendent or any higher officer.

#### **DUTIES OF A DIARIES:-**

- 1. To place all receipt in the "dak tray" of the Superintendents table as and when received.
- 2. To submit to officers concerned files and receipts in dak pads for perusal at the dak stage, as directed.
- 3. To bring to the notice of the superintendent any papers which are not received back from officers to whom the papers were sent for perusal at dak stage.
- To enter all receipts in the Receipt Register (Government of India letters to be entered in red ink).
- 5. To distribute the receipts among the Assistants to whom they have been marked after entering in Col- I of the Log Block for
- 6. To enter file mos in col-6 of the Receipt Register against each entry by noting them from the Log Books of the Assistants
- 7. To bring to the notice of Superintendent all entries in the Diary Register against which no file nos could be noted by the Diarist for want of corresponding entries in the Assistants Log Books.
- To be responsible for proper maintenance of :-
  - (a) Diary Register;
  - (b) Movements of file in the file Register;
  - (c) Register of files received inter- Departmentally from other Departments;
  - (d) Register of files issued inter- departmentally to other Departments;
  - (e) Register of files for Record;
- 9. To issue all postal and local communication promptly through the Issue Branch or special messangers.
- 10. To make a note of the files sent to record in file Register, besides a note in the Register of File and Record.
- 11. To enter the names of all Assistants and Typists in attendance Register a few days before close of the current month.
- 12. To total up an carry forward the C.L account in the Attendance Register and the abstract of late attendance.
- 13. To do any other work assigned to him by the Superintendent or higher officers, including dealing with routine receipts and files.

# **DUTIES OF A TYPIST:-**

- 1. To type all matters marked to him.
- To maintain a log books in the prescribed form.
   To report to the Superintendent or Assistant incharge regarding the position of un-finished periodity work at the end of the
- 4. To compare fair copies as directed by the Superintendent.
- 5. To do any other work as may be assigned to him by the Suprintendent or higher officers.

## DUTIES OF A PEON:-

- 1. He / She should came to the office not later than 9.50 A.M.
- 2. As soon as he/she comes to office, he should open windows unless there are instructions to the contrary. He should dust the office tables, chairs, almirahs, windows, book shelves, what- nots, file cabinets and other furnitures and keep the office rooms clean an tidy.
- 3. He/ She should remove all waste papers etc. form disposal as directed by the Officer or the Superintendent of the Branch concerned.
- If He/ She attached to an officer:-
  - (a) He should keep the pencils sharpened, the ink- pots filled and put other articles like pin- cushion, blotting paper, holder, pen, scissors, eraser, clips etc in their proper places;
  - He should put all the above mentioned office articles inside the almirah or table drawer before leaving office;
  - He should keep slips of paper within easy reach inside the room for use of his / her officer and outside for use of the public:
- 5. He / She must not leave office until all in the branch have left. If he/ she is attached to an officer, he/ she should not leave before the officer has left. If he/ she has to go early, he must take prior permission of his officer or the Superintendent of the branch to whom he is attached.
- Before leaving office he/ she should switch off all lights, fans and heater if any, and close the windows.
- 7. He/ She should fill up the water jug/ glass forn use of the officer or staff ,if so required.
- 8. He/ She should assist in any office work as may be required of him.

- 9. He/ She shold have a general idea about the arrangement for receipt of local and outside dak.
- 10. He/ She should know the priority involved in the movement of papers marked "URGENT" "IMMEDIATE" "PRIORITY" and act accordingly.
- 11. He/ She should know the location of :-
  - (a) Secretariat Department & Branches and other important offices such as Head of Departments, Central Government Offices, Government Boards and Companies;
  - (b) Residence of Ministers and high ranking Government Officers, particularly of his Director, Joint Director, Dy. Director, etc;
- 12. He/ She should know the working hours of local post and Telegraph offices, Treasury & Banks.
- 13. He/ She must avoid personal work when he is sent out on official work.
- 14. He/ She should know the description of stationery articles and various kinds of forms used in the office.
- 15. He/ She should be very polite and respecful toward all officers and staff.
- 16. He/ She should be very courteous and helpful toward members of the public visiting the Directorate.
- 17. He/ She must always come to office in uniform which should be clean and his appearance should be neat and tidy.