

CHAPTER 3 (MANUAL-2)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DESIGNATIONS	DISTRICT AGRICULTURE OFFICER RI- BHOI DISTRICT, NONGPOH.	
POWERS	ADMINISTRATIVE	1. All official matters relating to controlling the duties of subordinate officers and staffs in the district 2. Power to transfer any staffs within the District. 3. Power to take disciplinary action against staffs and Officers.
	FINANCIAL	1. Drawing and Disbursing Officer as per DFP rules 2. 3.
	OTHERS	
DUTIES	1. Over all supervision of the function of the Office & branches. 2. Over all supervision and monitoring of all development programs in the district. 3. Review of the development programs \schemes\activities. 4. Framing of policies and programs in consultation with the Officers. 5. To make frequent tours to all parts of the District to monitor the activities of the department in the district.	

CHAPTER 3 (contd.)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DESIGNATIONS	SUB - DIVISIONAL AGRICULTURE OFFICER (HQR) OFFICE OF THE DISTRICT AGRICULTURE OFFICER	
POWERS	ADMINISTRATIVE	1. In charge of the Office and branches in absence of the D.A.O.
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<p>1. Implementation and supervision of Development programs including: a.) Multiple Cropping Schemes. b.) Oil Seed Production Programs. c.) Organic Manure Dev. Programs. d.) etc.</p> <p>2. To supervise the functioning of the Office in the absence of the DAO.</p> <p>3. To provide consultations to farmers.</p> <p>4. To make Field Inspections.</p>	

CHAPTER 3 (contd.)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DESIGNATIONS	ASSISTANT PLANT PROTECTION OFFICER OFFICE OF THE D. A. O. NONGPOH.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	1. Implementation and supervision of Development programs including : a.) Plant Protection Scheme b.) Farmers' Training Institute. c.) Integrated Cereal Development Program. 2. Provide consultation to farmers. 3. Field visits and inspections. 4. Etc.	

DESIGNATIONS	ASSISTANT AGRONOMIST OFFICE OF THE D. A. O. NONGPOH.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	1. Implementation and supervision of Development Programs including : a.) Seed Multiplication Program b.) Bio-Fertilizer Development Program. c.) Natural Calamities. 2. To provide consultation to farmers. 3. To make field visits and inspections. 4. Etc.	

CHAPTER 3 (contd.)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DESIGNATIONS	AGRICULTURE INSPECTOR (HQR) OFFICE OF THE D. A. O. NONGPOH.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<ol style="list-style-type: none"> 1. Implementation and supervision of Developmental programs including: <ol style="list-style-type: none"> a.) Fertilizer Distribution Scheme. b.) Agriculture Machineries Subsidy Scheme. c.) Agriculture Information Scheme. d.) Sugarcane Demonstration Scheme. 2. To provide consultation to farmers. 3. To make field visits and inspections. 4. Etc. 	

DESIGNATIONS	AGRICULTURE INSPECTOR, BHOIRYMBONG.	
POWERS	ADMINISTRATIVE	In charge of the functioning of the branch office at Bhoirymbong.
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<ol style="list-style-type: none"> 1. To supervise the activities and development programs of the Department in all the areas falling under Bhoirymbong circle. 2. To assist the D. A. O., Nongpoh in the implementation of the Food Grain Development Scheme. 3. To assist the S. D. A. O., Nongpoh in the implementation of the Development programs including : <ol style="list-style-type: none"> a.) Multiple Cropping Scheme b.) Oilseed Development Programs. c.) Accelerated Maize Development Program. 4. To provide consultation to farmers 5. To make field visits and inspection. 	

CHAPTER 3 (contd.)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DESIGNATIONS	AGRICULTURE INSPECTOR, JIRANG.	
POWERS	ADMINISTRATIVE	In charge of the functioning of the branch office at Jirang.
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<ol style="list-style-type: none"> 1. To Execute\Supervise the activities and development programs of the Department in all the areas falling under Jirang Circle. 2. To provide consultation to the farmers. 3. To make field visits and inspections. 4. Etc. 	

DESIGNATIONS	AGRICULTURE EXTENSION OFFICER, C/o B. D. O. UMSNING.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<ol style="list-style-type: none"> 1. To Execute\ Supervise the activities and development programs of the Department in all areas falling under Umsning circle. 2. To provide consultation to the farmers. 3. To make field visit and inspection. 4. etc. 	

CHAPTER 3 (contd.)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DESIGNATIONS	AGRICULTURE EXTENSION OFFICER, C/o B. D. O. UMLING.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<ol style="list-style-type: none"> 1. To Execute\ Supervise the activities and development programs of the Department in all areas falling under Umling circle. 2. To provide consultation to the farmers. 3. To make field visit and inspections. 4. Etc. 	

DESIGNATIONS	SUB- INSPECTOR STATISTICS, OFFICE OF THE D. A. O., NONGPOH.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<ol style="list-style-type: none"> 1. To compile statistical reports relating to crop production. 2. To conduct crop cutting experiments. 3. Other correspondence. 4. Etc. 	

CHAPTER 3 (contd.)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DESIGNATIONS	ASSISTANT AGRICULTURE INSPECTOR (HQR), OFFICE OF THE D. A. O., NONGPOH.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<ol style="list-style-type: none"> 1. To assist A.P. P. O. in implementing of schemes. viz. Plant Protection Scheme; Farmers Training Institute; Integrated Cereal Development Program. 2. To compile progress reports. 3. To make field visits. 4. To identify beneficiaries. 5. Etc. 	

DESIGNATIONS	AGRICULTURE DEMONSTRATORS (ALL CIRCLES: 15 NOS.) UNDER D. A. O. NONGPOH.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<ol style="list-style-type: none"> 1. To assist the Agriculture Inspectors and Agriculture Extension Officers in the execution of various developmental programs and activities of the Department. 2. To make frequent visit in the farmers' field, for giving advise to them 3. To help A.I s and A.E.O.s in conducting field trials and demonstrations. 4. To identify beneficiaries for any development programs. 	

CHAPTER 3 (contd.)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DESIGNATIONS	UPPER DIVISION ASSISTANT CUM ACCOUNTANT O/o THE D.A.O., NONGPOH.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<ol style="list-style-type: none"> 1. File works. 2. Maintenance of accounts, cash book, subsidiary cash book. 3. To prepare administrative budget estimates. 4. To disburse salary of staffs, cheques, bank drafts. 5. To attend Directorate on office matters when necessary. 6. Maintenance of attendance register of staffs. 7. Etc. 	

DESIGNATIONS	LOWER DIVISION ASSISTANT CUM TYPIST O/o THE D. A. O., NONGPOH.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<ol style="list-style-type: none"> 1. To prepare Pay bills. 2. To maintain records of monthly expenditures. 3. To prepare T.A. bills, GPF withdrawals, Arrears, increments of staffs and others. 4. Etc. 	

CHAPTER 3 (contd.)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DESIGNATIONS	PEON OFFICE OF THE D. A. O., NONGPOH.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<ol style="list-style-type: none"> 1. Responsible to submit the bills to treasury, banks. 2. Encashment of bills/ drafts etc. 3. Delivery of important official letters. 	

DESIGNATIONS	DRIVERS (2-NOS) O/o THE D. A. O. NONGPOH.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<ol style="list-style-type: none"> 1. To drive the official vehicle No.ML-01 0636 allotted to the D.A.O. Nongpoh. on official tours, travels of the concerned officer, and other necessary office affairs. 2. To always maintain the vehicle in clean and working condition and report to the D.A.O. on any matters relating to the defects that need repairs. 	

CHAPTER 3 (contd.)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DESIGNATIONS	<p>CHOWKIDERS: 1.) HQR., NONGPOH.</p> <p>2.) UMSNING C/o B.D.O. UMSNING C.D. BLOCK</p> <p>3.) UMLING C/o B.D.O. UMLING C.D.BLOCK.</p>	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<ol style="list-style-type: none"> 1. To look after the office properties in their respective place of posting. 2. To look after the stores of the office in their respective place of posting. 3. To open and close the offices and other official buildings at the opening and closing of office hours respectively. 	