

JOB PROFILE

DUTIES AND RESPONSIBILITIES OF VARIOUS POSTS IN THE DEPARTMENT OF HORTICULTURE

HIMACHAL PRADESH

CONTENTS

<u>S. No.</u>	<u>NAME OF CATEGORY</u>	<u>PAGE</u>
<u>TECHNICAL WING</u>		
1.	DIRECTOR OF HORTICULTURE	1
2.	ADDITIONAL DIRECTOR OF HORTICULTURE	1
3.	JOINT DIRECTOR OF HORTICULTURE	1
4.	PROJECT DIRECTOR (MUSHROOM)	2
5.	SENIOR MARKETING OFFICER	2
6.	SENIOR PLANT PROTECTION OFFICER	2
7.	SENIOR ANALYTICAL OFFICER	3
8.	FRUIT TECHNOLOGIST	3
9.	DEPUTY DIRECTOR OF HORTICULTURE (P&P)	3
10.	DEPUTY DIRECTOR OF HORTICULTURE (INF.)	3
11.	DEPUTY DIRECTOR OF HORTICULTURE (DISTT.)	4
12.	DISTRICT HORTICULTURE OFFICER	4
13.	ASSISTANT PROJECT OFFICER (DIRECTORATE)	4
14.	ASSISTANT PROJECT OFFICER (BAJURA)	5
15.	MUSHROOM DEVELOPMENT OFFICER	5
16.	SUBJECT MATTER SPECIALIST(MUSHROOM)	5
17.	SUBJECT MATTER SPECIALIST(HORT.)(DISTT.)	6
18.	PLANT PROTECTION OFFICER	6
19.	NURSERY INSPECTION & CERTIFICATION OFFICER	6
20.	BEE KEEPING DEVELOPMENT OFFICER	7
21.	ASSISTANT POST HARVEST PHYSIOLOGIST	7
22.	ASSISTANT MARKETING OFFICER	7
23.	ASSISTANT ANALYTICAL OFFICER	7
24.	LANDSCAPE ARCHITECT	7
25.	ASSISTANT FLORICULTURIST	8
26.	QUALITY CONTROL OFFICER	8
27.	PROCUREMENT & SALES OFFICER	8
28.	FOOD MICROBIOLOGIST	9
29.	HORTICULTURE DEVELOPMENT OFFICER	9
30.	RESEARCH ASSISTANT	9
31.	SENIOR CHEMICAL ASSISTANT	10
32.	MANAGER-CUM-CHEMIST	10
33.	SENIOR TECHNICAL ASSISTANT (F/T)	10
34.	SENIOR TECHNICAL ASSISTANT (F/M)	10
35.	QUALITY CONTROL INSPECTOR	10
36.	FRUIT PRESERVATION ASSISTANT	10

37.	PHOTO OFFICER	11
38.	ARCHITECTURAL ASSISTANT	11
39.	JUNIOR ENGINEER	11
40.	SCREEN PAINTER	11
41.	FOREMAN	11
42.	PHOTOGRAPHER	12
43.	LIBRARIAN	12
44.	HORTICULTURE EXTENSION OFFICER	12
45.	SURVEYOR	12
46.	DRAUGHTSMAN-CUM-TRACER	13
47.	DEMONSTRATOR	13
48.	SENIOR BOILER ATTENDANT	13
49.	BOILER ATTENDANT	13
50.	MACHINE OPERATOR	13
51.	COMPOSITOR	13
52.	BINDER	13
53.	LABORATORY ASSISTANT	14
54.	JUNIOR TECHNICIAN	14
55.	OPERATOR/PROJECT OPERATOR	14
56.	BEE-KEEPER	14
57.	GLASS BLOWER	14
58.	MACHINE MAN	14
59	ASSISTANT MISTRY	15

STATISTICAL WING

60.	HORTICULTURE ECONOMIST	15
61.	RESEARCH OFFICER	15
62.	ASSISTANT RESEARCH OFFICER	15
63.	STATISTICAL ASSISTANT	16
64.	INVESTIGATOR	16
65.	FIELD INVESTIGATOR	16
66.	COMPUTER	16

MINISTERIAL WING

67.	ADMINISTRATIVE OFFICER	17
68.	PERSONAL STAFF	18
69.	SUPERINTENDENT GRADE-I	19
70.	SUPERINTENDENT GRADE-II	21
71.	SENIOR ASSISTANT	21
72.	JUNIOR ASSISTANT/CLERK	22

ACCOUNTS WING

73.	ASSISTANT CONTROLLER (F&A)	23
74.	SECTION OFFICER	24

LEGAL WING

75.	LAW OFFICER	24
------------	--------------------	-----------

MISCELLANEOUS WING

76.	DRIVER	25
------------	---------------	-----------

CLASS-IV WING

77.	GESTETNER OPERATOR	25
78.	HEAD MALI/SKILLED GRAFTER	25
79.	CLEANER	26
80.	BELDAR	26
81.	PEON	26
82.	CHOWKIDAR	26
83.	SWEeper	26

**JOB PROFILE (DUTIES AND RESPONSIBILITIES) OF
VARIOUS POSTS, IN THE DEPARTMENT OF
HORTICULTURE, HIMACHAL PRADESH, SHIMLA-2**

1. DIRECTOR OF HORTICULTURE:

- (i) Director of Horticulture, being administrative and professional head of the Horticulture Department in the State is responsible for the efficient working of the Department and shall exercise all administrative financial and technical powers as exercised by the Heads of the Department in Himachal Government.
- (ii) He will act as Advisor to the State Government on all technical matters relating to Horticulture and allied subjects.
- (iii) He will plan control and monitor all horticulture development and allied affairs in the state and will issue special instructions as and when considered necessary for administrative and professional reasons.
- (iv) He will submit budget and appropriation proposals in consolidated form for the state department for consideration and approval of the government
- (v) All the reports and returns as required by the Government from time to time, in respect of the department shall be submitted by him or under his authority by him or officers to whom he shall delegate the powers on his behalf.
- (vi) He will be responsible for all policy matters relating to horticulture development activities such as nursery production and germplasm propagation, import of horticulture inputs and fruits plants, plant protection, horticulture extension activities, marketing of fruits, expansion of fruit processing activities and implementation and execution of central/state sector schemes and projects.
- (vii) He shall exercise all the powers delegated to him by the State Government from time to time and shall be directly answerable to the Government.

(viii) He will maintain liaison with the Govt. of India for Horticulture related projects.

2. ADDITIONAL DIRECTOR OF HORTICULTURE:

- (i) The Additional Director of Horticulture whose office is situated at Dharamsala is the overall Controlling Officer of six Districts of the North zone i.e. Kangra, Chamba, Una, Hamirpur, Kullu and Lahaul & Spiti.
- (ii) All the Administrative and Financial matters of the offices under his control shall be routed through him along with proper recommendations.
- (iii) He will be responsible for implementation of all the programmes and schemes related to Horticulture Development in the area of Pradesh under his control.
- (iv) He will assist the Director of Horticulture in his work and perform the additional duties entrusted to him by the Director Horticulture from time to time.

3. JOINT DIRECTOR OF HORTICULTURE:

- (i) The Joint Director Horticulture (HQ.) shall assist the Director of Horticulture in the performance of his duties and responsibilities.
- (ii) He will be responsible to deal with and finalize all the Establishment/Budget/Accounts/Audit and legal matters and whatsoever other related duties entrusted to him.
- (iii) He shall be required to inspect the Departmental offices/units under his control and record inspection notes.
- (iv) He shall be the controlling Officer of all the Departmental Fruit Canning Units of the State.

- (v) He will execute, implement and monitor any specific, new or ongoing projects/scheme and entrusted to him by the Govt. of H.P. in addition to above.
- (vi) Any other job assigned to him by the Head of the Department.

4. PROJECT DIRECTOR (MUSHROOM):

- (i) The Project Director (Mushroom) shall assist the Director of Horticulture in performance of his duties and responsibilities.
- (ii) He will be responsible to deal with and finalize all the Establishment /Budget/Accounts/Audit and legal matters and whatsoever other related duties entrusted to him.
- (iii) He will act as Controlling Officer for the entire activities relating to Mushroom Development in the State.
- (iv) He will be assisted by the Mushroom Development Officer, Assistant Project Officer (Mushroom), Subject Matter Specialist (Mushroom) and supporting staff provided under the Mushroom Development Scheme.
- (v) He will be responsible for the development and promotion of Mushroom cultivation/marketing activities in the state.
- (vi) He will execute, implement and monitor any specific, new or ongoing Project/Schemes i.e. HTM, RKVY etc. entrusted to him by the Govt. of H.P. in addition to above.

5. SENIOR MARKETING OFFICER:

- (i) Senior Marketing Officer shall be responsible for the entire horticulture marketing activities and development of horticulture marketing infrastructure

in the state. He will look after the implementation of Market Intervention Scheme and arrangement of packaging material.

- (ii) He shall conduct market survey for market intelligence.
- (iii) He will provide technical expertise to the fruit growers with regard to the maturity standards, scientific harvesting, grading, packing and marketing of horticulture produce.

6. SENIOR PLANT PROTECTION OFFICER:

- (i) Senior Plant Protection Officer is responsible for the entire plant protection/Beekeeping development activities related to horticulture in the state. He will responsible for the procurement and timely supply of the pesticides and Plant Protection equipments to the farmers of the Pradesh.
- (ii) He will prepare the Spray Schedule for the control of Pests & Diseases, organize the campaign against any outbreak of diseases and pests in epidemic form, will work on enforcement of Central Insecticide Act and other acts relating to the nursery inspection and certification, plant quarantine and control of obnoxious weeds etc. He will promote the integrated pests management to reduce the use of chemicals and will act as controlling officer of the Biological Control Laboratory, Rajhana.

7. SENIOR ANALYTICAL OFFICER:

- (i) Senior Analytical Officer will look after the work for preparation of optimum and economic fertilizer schedule for fruit orchards based upon the plant issue analysis.
- (ii) He shall provide advisory services to the fruit growers in the field, conduct survey in the different fruit areas to assess the nutritional status of the orchards, conduct adaptive trials regarding efficiency of various fertilizers and organic manures with the help of Senior Chemical Assistant/Research Assistant/Laboratory Assistants.

- (iii) He will be the overall Controlling Officer of Fruit Nutrition Labs in the Department.

8. FRUIT TECHNOLOGIST:

- (i) The Fruit Technologist will be responsible for entire Fruit & Vegetables Processing work in the respective Fruit Canning Unit .
- (ii) He will be responsible for providing community-canning services, organize training in home scale preservation of fruits & vegetable in rural areas especially for women folk, product development and standardization of recipe based upon the raw material available in the State.
- (iii) He shall ensure the quality control over the production of fruit products and provide technical advisory services to the entrepreneurs for setting up of their processing units.
- (iv) He will be assisted by the Procurement & Sales Officer, Food Microbiologist, Quality Control Officer.

9. DEPUTY DIRECTOR OF HORTICULTURE (PLANNING & PROJECTS) :

- (i) The Deputy Director of Horticulture (Project & Planning) will be the Incharge of Branch-IV (Technical Branch) and all planning process in the department
- (ii) He will be responsible for preparations of plans, projects and strategies for the development of horticulture in the state. He will be responsible for training of officers in the department in Human Resources development and maintenance of progeny orchards, nursery production work and execution of all developmental schemes run by the department.
- (iii) He will be assisted by the Assistant Project Officer, Subject Matter Specialists and Horticulture Development Officers posted in the Directorate.

10. DEPUTY DIRECTOR OF HORTICULTURE (INFORMATION) :

- (i) The Deputy Director of Horticulture (Information) shall look after the entire publication work viz. farm bulletins, technical pamphlets, booklets, posters, handouts, newsletters etc.
- (ii) He will be the spokes man for the department in media and all the press notes and publication work relating to departmental activities; will be done under his guidance and supervision.
- (iii) The entire publicity through Radio and Television and organization of farmer's fairs, Horticulture shows, exhibitions etc., will be conducted by him with assistance of Horticulture Development Officers, Photo Officer and other staff provided to him.

11. DEPUTY DIRECTOR OF HORTICULTURE (IN DISTRICTS)

- (i) The Deputy Director of Horticulture will be the Head of Office, Drawing and Disbursing in his respective District.
- (ii) He will be the controlling officer of the other independent offices of the department in his districts except the fruit canning units.
- (iii) The Deputy Director of Horticulture posted in the District level shall implement and co-ordinate all the horticulture development and extension activities in their respective District.
- (iv) He will be responsible for all financial and administrative matters.
- (v) He will be responsible for the supply of horticulture inputs, pesticides, tools and plant protection equipments to the public and execution all the programmes in his respective District with the help of the supporting staff.

- (vi) He will assist the District Administration in implementing/ monitoring of programmes of the Government related to Horticulture Development.
- (vii) The Deputy Directors of Horticulture designated as Licensing Officers under Central Insecticide Act will exercise their powers and enforce the said act under his jurisdiction.
- (viii) Any other job/duty assigned by the Director of Horticulture/District Administration from time to time.

12. DISTRICT HORTICULTURE OFFICERS:

- (i) The District Horticulture Officers will be under the direct and overall control of the Deputy Director of Horticulture in the respective District.
- (ii) He will plan, coordinate and execute all the horticultural extension work under the guidance of Deputy Director of Horticulture.
- (iii) He will organize the training camps/seminars/workshops/ exhibitions and extend latest technology in horticulture amongst the farmers and fruit growers under the guidance of Dy. Director of Horticulture.
- (iv) He will be responsible for the preparation and submission of all the reports related to Horticulture Development programmes in the district.
- (v) He will work for implementation and promotion of Horticulture in his respective District/area and encourage/educate the fruit growers regarding advance and latest technology in the field of Horticulture.

13. ASSISTANT PROJECT OFFICER (AT THE DIRECTORATE)

- (i) He will be responsible for formulation of the Annual and five year plans (General, SCSP, TSP, BASP, Women Component Plan etc. under the State Plan Schemes) and new projects under Central Assistance Schemes with the guidance of the Dy. Director of Horticulture (Planning and Projects).

- (ii) He will be responsible for sponsoring the departmental officers for various training programmes within/outside the state.
- (iii) All the relevant files pertaining to planning section will be routed through him.
- (iv) He will act as Incharge Udyan-IV (Technical Branch) of the Directorate in absence of Deputy Director of Horticulture (Planning and Projects).

14. ASSISTANT PROJECT OFFICER (MUSHROOM) (AT PCDO, BAJAURA, DISTRICT KULLU):

- (i) He will be the Incharge, Drawing, and Disbursing officer of the Mushroom Composting unit and Fruit Development Project, Bajaura.
- (ii) He will be responsible for promotion of Mushroom Developments activities in two Districts of the State (Kullu and Lahaul & Spiti). He will ensure quality production and supply of Mushroom compost and spawn at Mushroom Project Bajaura with the help of supporting staff. He will be responsible for the maintenance and general upkeep of the Composting unit.
- (iii) He will be responsible for the nursery production work, development and maintenance of the Progeny-cum-Demonstration Orchard at Fruit Development Project, Bajaura.
- (iv) He will organize training camps and provide technical knowhow to the farmers and the mushroom growers of the area under his jurisdiction and will coordinate the Horticulture, Mushroom and extension activities with the concerned organizations (University of Horticulture and Forestry/Directorate of Mushroom Research at Solan).

15. MUSHROOM DEVELOPMENT OFFICER (AT SOLAN):

- (i) He will be the Incharge and Drawing and Disbursing officer of the Mushroom Composting unit, Solan. He will be responsible for promotion of Mushroom Developments activities in Five Districts of the State (Solan, Shimla, Bilaspur, Sirmour and Kinnaur).
- (ii) He will be responsible for the quality production and supply of Mushroom compost and spawn at Mushroom Project Solan with the help of supporting staff.
- (iii) He will organize training camps and provide technical knowhow to the farmers and the mushroom growers of the area under his jurisdiction.
- (iv) He will coordinate the Mushroom Development and extension activities with the concerned organizations (University of Horticulture and Forestry/Directorate of Mushroom Research at Solan).
- (v) He will be responsible for the maintenance and general upkeep of the Composting unit.

16. SUBJECT MATTER SPECIALIST (MUSHROOM) (AT PALAMPUR, KANGRA)

- (i) He will be under the direct control of the Deputy Director of Horticulture in the respective district and perform the additional work entrusted to him from time to time by his controlling Officer.
- (ii) He will be the Incharge and Drawing and Disbursing officer of the Mushroom Composting unit, Palampur. He will be responsible for promotion of Mushroom Developments activities in Five Districts of the State (Kangra, Chamba, Hamirpur, Una and Mandi).
- (iii) He will be responsible for the quality production and supply of Mushroom compost and spawn at Mushroom Project Palampur and Dharbaggi with the help of supporting staff.

- (iv) He will organize training camps and provide technical knowhow to the farmers and the mushroom growers of the area under his jurisdiction.
- (v) He will coordinate the Mushroom Development and extension activities with the concerned organizations (Himachal Pradesh Krishi Vishwa Vidyalaya, Palampur/University of Horticulture and Forestry, Solan/Directorate of Mushroom Research at Solan).

17. SUBJECT MATTER SPECIALISTS HORTICULTURE (IN DISTRICTS)

- (i) He will be under the direct control of the Deputy Director of Horticulture in the respective district and perform the additional work entrusted to him from time to time by his controlling Officer.
- (ii) He will be responsible for the maintenance of Government Progeny-cum-Demonstration Orchards.
- (iii) He will look after the nursery production work in the district and will arrange all inputs for maintenances of these orchards and nurseries.
- (iv) He will also look after the plant protection, Floriculture and Horticulture Marketing related works in his respective district.

18. PLANT PROTECTION OFFICER (AT KOTKHAI):

- (i) He will act as the Incharge of the Plant Protection Centre/Plant Health Clinic/Fruit Nutrition Lab at Kotkhai.
- (ii) He will supervise and coordinate all activities related to supply of pesticides/Horticulture inputs, tools and equipments and Integrated Pest Management.
- (iii) He will be responsible for carrying out the Leaf Analysis work and Horticulture Extension activities in his area of jurisdiction with the help of his supporting staff.

- (iv) He will also conduct the pre-dispatch inspection of the pesticides/insecticides on the direction of the Senior Plant Protection Officer as and when required.

19. NURSERY INSPECTION & CERTIFICATION OFFICER:

- (i) He will be responsible for the implementation of HP Fruit Nursery Registration Act, 1973 in its spirit for production of quality plant material in the State.
- (ii) He will be responsible for the registration of Fruit Nurseries in the State and ensure that no plant material from unregistered Nurseries is available for supply to the Fruit Growers of the State.
- (iii) He will conduct regular inspection of the registered Nurseries to ensure quality production and supply of plant material and destruction of the diseased plant material stock in the State.
- (iv) He shall make all correspondence with the nurserymen with regard to the issuance of license and maintenance of proper record of the registered nurseries in the State.
- (v) He will assist the Senior Plant Protection Officer in carrying out the pre-dispatch inspection of pesticides as and when required.
- (vi) Any other duty assigned by the Sr. Plant Protection Officer from time to time.

20. BEE-KEEPING DEVELOPMENT OFFICER (IN NORTH & SOUTH ZONES):

- (i) Bee-keeping Development Officers shall look after the entire Bee-Keeping activities in his area of jurisdiction.
- (ii) He will be responsible for the introduction and multiplication of the elite strain of honeybees in his zone.

- (iii) He will be responsible for application of modern techniques in Bee-Keeping and organize training camps/courses other extension activities and demonstration to the Private Bee-Keepers with the help of the supporting staff.
- (iv) He shall create and explore the opportunities for self-employment to the rural youth through development of apiculture in his area of jurisdiction.
- (v) He will arrange bee colonies for pollination and will look after the work of processing grading of quality honey under 'Agmark' in the Department Labs.

21. ASSISTANT POST HARVEST PHYSIOLOGIST:

- (i) He will assist the Senior Marketing Officer in implementation of the programmes relating to post harvest management of fruits in the State.
- (ii) He will look after the work in respect of implementation of Market Intervention Scheme.
- (iii) He will make arrangements of Packaging, Post Harvest Handling and transportation of fruits.
- (iv) He will provide technical advisory service regarding picking, packing, grading and marketing of fruits to the growers.

22. ASSISTANT MARKETING OFFICER:

- (i) He will work under the direct and overall control of the Sr. Marketing Officer (Hort.) and assist him in day-to-day activities.
- (ii) He will be responsible for smooth implementation of Market Intelligence & Market Survey Scheme.

- (iii) He will make necessary arrangements for packaging and transportation of fruits and will be the Incharge of Carton Testing Laboratory at Shimla.
- (iv) He will coordinate with APHP in smooth implementation of Market Intervention Scheme by frequently visiting the Fruit Collection Centres during the fruit season.

23. ASSISTANT ANALYTICAL OFFICER:

- (i) He will be the Incharge of the Fruit Nutrition Laboratory and will be responsible for making all arrangements for the smooth functioning of the Laboratory.
- (ii) He will be responsible for collection of leaf samples and analysis for recommendation of fertilizer/nutrient applications to the orchardists in his area of jurisdiction.

24. LANDSCAPE ARCHITECT:

- (i) He will work under the overall control of the Joint Director of Horticulture.
- (ii) He will be responsible for overall beautification, ornamentation and landscaping work of Floriculture and other demonstration orchards of the Department of Horticulture in the State.
- (iii) He will be instrumental in providing technical knowhow to the other Departments/Institutions in the State for beautification of premises and landscape work as and when required.

25. ASSISTANT FLORICULTURIST:

- (i) The Assistant Floriculturist will look after the entire work of the Floriculture division with the assistance of supporting staff.

- (ii) He will perform the work of introduction and multiplication of the planting material/bulbs/seeds/improved flower verities etc. to the flower growers.
- (iii) He will organize the training camps, National/State level flower shows/Exhibitions and demonstration to the commercial flower growers and the departmental extension staff regarding advance technology and post harvest management of different floriculture crops etc.
- (iv) He will provide the quality planting material to the professional and amateur flowers growers, introduction of the modern technology in the commercial flower production and spot technical guidance etc.

26. QUALITY CONTROL OFFICER:

- (i) He will be the officer in charge of the Composite Quality Control and Product Standardization Laboratory at Shimla.
- (ii) He will ensure the quality of fruit products being manufactured at the Departmental fruit canning units through analysis of samples and issue the recommendation for maintaining the uniformity of the HIMCU fruit products according to the norms of FPO 1955.
- (iii) He will apprise the Incharges of the Fruit Canning Units regarding latest development in the food laws and acts.

27. PROCUREMENT & SALES OFFICER:

- (i) He will be responsible for effecting the general purchases of Store/Stock items in the fruit processing units of the Department.
- (ii) He will look after the job of procurement of raw material, machinery and other accessories for the Departmental Fruit Canning Units and sales of the manufactured products.

- (iii) He will coordinate between the different units for the execution of purchases and other related activities.
- (iv) He will be responsible for fixing of sales rates of manufactured products at Departmental Units in the State.
- (v) He will deal of assist the Joint Director of Horticulture with all technical correspondence with departmental Fruit Canning Units, State Government, Union Government and other Departments/Institutions related to fruit processing activities.

28. FOOD MICROBIOLOGIST:

- (i) He will look after the development and production of Fruit Wines and standardization of new fruit products.
- (ii) He will disseminate the latest technology of fruit recipes to the Fruit Canning Units of the Department.
- (iii) He will be responsible for preparation of annual action plan related to fruit activity at departmental units in assistance of the Food Preservation Assistant/Sr. Technical Assistant (F.M.)

29. HORTICULTURE DEVELOPMENT OFFICER:

- (i) He will be responsible for the implementation of all Horticulture Development Schemes in his area.
- (ii) He will prepare the Horticulture Development Plan in his area with the help of the Horticulture Extension Officer.
- (iii) He will arrange, stocking and supply of plant material, horticulture inputs, pesticides and plant protection equipments in his area.

- (iv) He will ensure the production of quality plant material in the Departmental/Private registered nurseries in his area and supply thereof to the farmers as per the provisions of the H.P. Fruit Nurseries Registration Act, 1973.
- (v) He will be responsible for providing information related to all developmental programmes of the Government related to Horticulture through technical advisory services to the farmers in his area of jurisdiction.
- (vi) He will organize the training camps, seminars, workshops, meetings, exposure visits etc. for the farmers of his area.
- (vii) He will attend all meetings as and when required by the Controlling Officer/District/Block Administration.
- (viii) He will be responsible for submission of progress reports related to Horticulture Development Programmes regularly to the quarter concerned.
- (ix) He will do whatever is required to coordinate and cooperate with the PRI Institutions in implementation of the programmes of the Government related to Horticulture.
- (x) Any other duty assigned by the superior officer from time to time.

30. RESEARCH ASSISTANT:

- (i) He will be responsible for planning, collection, processing and analysis of leaf samples from the farmer's field for evaluating the nutritional status and fertilizer requirement of the orchards by making use of tissue analysis techniques.
- (ii) He will advise the farmers about the fertilizer requirement of their orchards.
- (iii) He will perform the nutritional survey of important fruit crops grown in the state and finalize the fertilizer schedule for different fruit crops.

- (iv) He will suggest the solution of various nutritional problems being faced by the farmers on the spot.
- (iv) He will be responsible for preparation of annual action plan related to fruit processing activity at departmental units in assistance of the Food Preservation Assistant/Sr. Technical Assistant (FM).

31. SENIOR CHEMICAL ASSISTANT:

- (i) He will function as Incharge of Analytical Laboratory of the Department of Horticulture.
- (ii) He will render technical guidance related to his field of specialization.
- (iii) Any other duty assigned by the superior officer from time to time.

32. MANAGER-CUM-CHEMIST:

- (i) He will function as Production Incharge of Fruit Processing Unit of the Department.
- (ii) He will be responsible for the overall maintenance and functioning of the Fruit Processing Unit.
- (iii) He will be responsible for the Inquiry production and supply of fruit products at his unit with the assistance of supporting staff.
- (iv) He will organize and impart training to the farmers of the area related to Home Scale preservation of fruit and vegetables.

33. SENIOR TECHNICAL ASSISTANT (FRUIT TECHNOLOGY):

- (i) Senior Technical Assistant (FT) will assist the Joint Director of Horticulture in implementation of the Fruit Processing scheme and functioning of the fruit processing units of the Department of Horticulture in the State.
- (ii) He will assist the Procurement and Sales Officer in executing the work of procurement and sales and technical correspondence.

34. SENIOR TECHNICAL ASSISTANT (FOOD MICROBIOLOGY):

- (i) Senior Technical Assistant (FM) will assist the Joint Director of Horticulture/Food Microbiologist in the activities carried out by the composite Quality Control and Product Standardization Laboratory, Shimla related to food microbiological studies.
- (ii) He will assist the Food Microbiologist in preparation of annual action Plan of fruit processing activities at the departmental units.

35. QUALITY CONTROL INSPECTOR:

Quality Control Inspector assists the Quality Control Officer of the Department in testing and analysis of samples of the fruit products manufactured at the Fruit Processing Units of the Department of Horticulture in the State.

36. FRUIT PRESERVATION ASSISTANT:

- (i) He will function as Production Incharge of Fruit Processing Unit of the Department.
- (ii) He will compile various informations and reports for sending the consolidated information to the quarter concerned under the guidance of his superior.

37. PHOTO OFFICER:

- (i) He will be responsible for generation and collection of good photograph, photo panels, transslides and Audio- Videos of various horticulture development activities and events from time to time.
- (ii) His duty involves selection of suitable photographs put up to him by the photographer of the Department for further display in seminars, magazines, books, pamphlets, notice boards, reports and media for giving wide publicity to the departmental activities, achievements and related correspondence thereof.
- (iii) He will assist the Deputy Director of Horticulture (Information) in supply of information to the media.

38. ARCHITECTURAL ASSISTANT:

- (i) He will be the overall Incharge of maintenance works of the Departmental buildings/infrastructure/civil works to be carried out from time to time.
- (ii) He will assist the Landscape Architect in designing and execution of landscape development works at Departmental Progeny-cum-Demonstration Orchards/Flower Nurseries.
- (iii) He will also assist the other agencies involved in construction/civil works conducted by the Department.

39. JUNIOR ENGINEER:

- (i) He will assist the Landscape Architect and Architectural Assistant in performing their duties and soil conservation works at Departmental Progeny-cum-Demonstration Orchards and other premises.
- (ii) He will be responsible for drawing plans and maps and preparation of estimates of the Departmental buildings/infrastructure/civil works/maintenance to be carried out from time to time.

- (iii) He will be responsible for verifying the civil works carried out by the Department in public and private sectors and will submit the report to the superior officers.
- (iv) He will also assist the other agencies involved in construction/civil works conducted by the Department.

40. SCREEN PAINTER:

- (i) He will prepare necessary data charts, diagrams, boards and hoardings depicting departmental activities for wide publicity, fairs and exhibitions.
- (ii) He will function under the overall supervision of DY. Director of Horticulture (Information)

41. FOREMAN:

- (i) He will be the overall supervisor for repair, maintenance and upkeep of all the departmental units, where machinery fixtures are installed.
- (ii) All the Junior Technicians in the Department will work under his guidance and supervision.

42. PHOTOGRAPHER:

- (i) The duties and responsibilities of Photographer involve taking, developing and collecting photographs and shooting videos of the latest events, activities, achievement and progress made in the field of horticulture, floriculture, bee-keeping and other allied horticulture activities carried out under various schemes/projects from time to time.
- (ii) He will put up all such photographs to the Photo Officer for his perusal/selection and further display on various occasions.

43. LIBRARIAN:

- (i) Librarian is solely responsible for maintenance of whole record of the Library and stocking of Books and periodicals of the Department.
- (ii) He will be responsible for the purchase of new books, periodicals, newspapers and Journals on the recommendations of the Deputy Director of Horticulture (Project & Planning) and Deputy Director of Horticulture (Information).
- (iii) He will go through the daily news papers for any news related to horticulture appearing therein and will submit the cutting/photocopy of the same to the superior officers for their perusal.

44. HORTICULTURE EXTENSION OFFICER:

- (i) He will function as Incharge, Progeny-cum Demonstration Orchards/Nurseries / Horticulture Extension Centre/Plant Protection Sub Centre/Flower Nurseries where posted independently .
- (ii) He will arrange supply of plant material, pesticides and horticulture inputs in his circle.
- (iii) He will organize the horticulture training camps for farmers in his circle.
- (iv) He will establish contacts with the Panchayati Raj Institutions for implementation of various horticulture developmental activities.
- (v) He will assist the Horticulture Development Officer of the area in implementation of the schemes of the department and verification of works carried out by the farmers in the field for release of subsidy.
- (vi) He will establish frequent contacts with the farmers in the field to guide them in adopting latest technologies developed in the field of horticulture.
- (vii) He will ensure submission of regular reports of the activities carried out in his circle to the Horticulture Development Officer of his area.

(viii) In addition to above, he will perform other duties and functions as assigned to him by the superiors from time to time.

45. SURVEYOR:

He will undertake the preliminary survey of the construction/soil conservation work to be carried out in the Department in the field for preparation of preliminary estimates of cost of works and preparation of original map of the land to be covered under the schemes.

46. DRAUGHTSMAN-CUM-TRACER:

He will perform tracing work of the landscape, civil works/soil conservation works carried out in the department and will be responsible for preparation of blue prints and ammonia prints etc.

47. DEMONSTRATOR:

- (i) He will be the Incharge of departmental Community Fruit Processing-cum-Training Centre.
- (ii) He will impart trainings to the interested persons in home scale preservation of fruits and vegetables through Mahila Mandals, Panchayats and NGOs.
- (iii) He will also assist the Incharge of the Fruit Processing Unit in performing his duties while preparing fruit products on large scale.
- (iv) He will maintain the record of finished/semi-finished fruit products, preservatives, labels, containers and other disposable material in the processing units.

48. SENIOR BOILER ATTENDANT:

- (i) He will be responsible for running the boiler, which are installed in the departmental units during operation of the unit.
- (ii) He will also be responsible for the maintenance/repair of the boilers to keep them in safe working condition.

49. BOILER ATTENDANT:

The Boiler Attendant posted in the departmental unit is responsible for operating, upkeep and maintenance of the Boiler installed at the unit to ensure safe and smooth running of the machinery.

50. MACHINE OPERATOR:

- (i) He will be responsible for handling and maintaining machinery.
- (ii) He will be responsible for ensuring efficient working of the Machinery.

51. COMPOSITOR:

- (i) He will compose the manuscript of the articles related to the departmental activities.
- (ii) He will submit the composed manuscript to the superior officer for printing.
- (iii) After printing, he will distribute the printing material to the field offices for wide publicity.
- (iv) He will assist the Horticulture Development Officer

52. BINDER:

- (i) He will fold the printed material.
- (ii) He will put the printed material on the sticking machine.
- (iii) He will make final cutting of publication on cutting machine.
- (iv) He will pack the publication.

53. LABORATORY ASSISTANT:

- (i) His function is to handle Laboratory Equipments, Chemicals/Laboratory Glass wares and assist the Incharge in carrying out various tests, analyses etc.
- (ii) He will also be responsible for maintenance of store/stock of chemicals, Glasswares and equipments.
- (iii) He will ensure proper upkeep of the lab equipments and cleanliness of Glasswares and Laboratory.

54. JUNIOR TECHNICIAN:

The functions of Jr. Technician is to repair Spray Pumps /machinery & Equipment of orchardists in his working area and at Fruit Canning Units, Mushroom Compost units of the department and keep the machinery in proper running condition.

55. OPERATOR/PROJECTOR OPERATOR:

- (i) He will be responsible for handling, operating and maintenance of various electronics equipments like EPBAX, Projectors, Televisions, Computers etc.
- (ii) He will display various presentations relating to the achievements and activities of the department on projectors etc. on various occasions like meetings/seminars at Secretariat/Directorate level and to public.

56. BEE-KEEPER:

- (i) He will be responsible for assisting the Incharge of the Apiary in maintenance/ multiplication of bee colonies and beehives.
- (ii) He will be responsible for the extraction of honey and maintain the account of the production and sale of Honey.
- (iii) He will be responsible for the migration of bee colonies and their upkeep /multiplication at the new station.

57. GLASS BLOWER:

He will maintain the glasswares etc. in the Laboratories of the Horticulture Department in the state.

58. MACHINE MAN:

- (i) He will operate the offset printing machine.
- (ii) He will also operate the treadle machine.

59. ASSISTANT MISTRY:

He will attend to the welding works and other related repair works from time to time in the departmental units.

60. HORTICULTURE ECONOMIST:

- (i) Horticulture Economist is responsible to regulate, monitor and evaluate the progress under various departmental schemes.
- (ii) He will be responsible forecasting of fruit harvest collection and maintenance of data relating to the horticulture such as production & area under horticultural crops, conducting of crop cutting experiments, cost of production of various fruit crops etc.
- (iii) He shall work for establishment of modern communication system for scientific data management and information dissemination in assistance with Research Officer, ASSISTANT Research Officer and other staff posted under his control.

61. RESEARCH OFFICER:

- (i) He will assist the Horticulture Economist in monitoring and evaluation of the various schemes/programmes being implemented by the Department.
- (ii) He will plan surveys and finalize instructions, conduct general supervision of the field works of the schemes being implemented and will edit the technical reports.
- (iii) He will prepare the questionnaires, schedules and instructions for conducting surveys.
- (iv) He will prepare various periodical reports for submission to the Government under the supervision of Horticulture Economist.
- (v) He will finalize the data related to the production and export of fruits collected from the fruit export barriers.
- (vi) He will be responsible for the implementation of AGRISNET and other IT related schemes, maintenance and updation of the departmental website.

62. ASSISTANT RESEARCH OFFICER:

- (i) He will assist the Research Officer in finalizing the design of surveys and involved in compilation, analysis of statistical data collected by the field staff.
- (ii) He will write the periodical reports under the supervision of Research Officer and Horticulture Economist.
- (iii) He will fix the district wise targets under different schemes being implemented by the Department in consultation with the Assistant Project Officer.
- (iv) He will undertake crop-cutting experiments.
- (v) He will compile, analyze and finalize data collected and submitted by the Statistical Assistants/Investigators from the districts.
- (vi) He will finalize the data related to the production and export of fruits collected from the fruit export barriers.
- (vii) He will assist the Research Officer for implementation of AGRISNET and other IT related schemes, maintenance and updation of the departmental website.
- (viii) He will assist the Research Officer in submission of monthly, quarterly and annual reports to the Government.

63. STATISTICAL ASSISTANT:

- (i) He will compile the primary data at the district level related to all the schemes/programmes being implemented by the department e.g. area and production of different fruits, fruit production forecast, losses to fruit crops due to various natural calamities.

- (ii) He will conduct crop-cutting experiments on major fruits.
- (iii) He will collect data relating to physical achievements under General Plan, Scheduled Castes Sub Plan, Tribal Area Sub Plan, Backward Area Sub Plan and 20 point, 15 Point Programmes etc. for onward transmission to the Horticulture Economist Section of the Department.

64. INVESTIGATOR:

- (i) He will collect the primary data from the district level related to all the schemes/programmes being implemented by the department e.g. area and production of different fruits, fruit production forecast, losses to fruit crops due to various natural calamities.
- (ii) He will conduct crop-cutting experiments on major fruits.
- (iii) He will collect data relating to physical achievements under General Plan, Scheduled Castes Sub Plan, Tribal Area Sub Plan, Backward Area Sub Plan and 20 point, 15-Point Programmes etc. for onward transmission to the Horticulture Economist Section of the Department.

65. FIELD INVESTIGATOR:

- (i) He will collect the primary data at the district level related to all the schemes/programmes being implemented by the department e.g. area and production of different fruits, fruit production forecast, losses to fruit crops due to various natural calamities.
- (ii) He will conduct crop-cutting experiments on major fruits.
- (iii) He will collect data relating to physical achievements under General Plan, Scheduled Castes Sub Plan, Tribal Area Sub Plan, Backward Area Sub Plan and 20 point, 15 Point Programmes etc. for onward transmission to the Horticulture Economist Section of the Department.

66. COMPUTER:

- (i) He will assist the Assistant Research officer in maintaining and compilation of statistical data relating to various schemes/programmes implemented by the department.
- (ii) Any other statistical functions assigned by the superior officers.

MINISTERIAL WING**67. ADMINISTRATIVE OFFICER:**

The Administrative officer has generally to perform the following duties and functions:-

- (i) To go through (and initial with date) the dak received by him and mark the papers to the concerned section and to give directions for its disposal whenever possible at the dak stage to enable speedy processing.
- (ii) To devise from time to time measures necessary for expeditious disposal of business/work in a section, and monitor review the progress at regular intervals.
- (iii) To keep watch over timely submission of returns/informations to send the same to the quarter concerned duly checked/scrutinized Also to ensure that all relevant Acts, Rules, Manuals, instructions, Guard files, registers of the Department are kept updated.
- (iv) To maintain liaison with other departments with regard to various activities, schemes, programmes of the department and attend meetings to represent the department as and when directed by the Head of Department and to present the viewpoint of the department as per direction of the superior. After

attending the meetings, the Administrative Officer is required to submit a resume of the deliberations of the meeting.

- (v) To monitor and inspect the ongoing schemes and suggest ways and means for improvements, if any; prepare, analyze and suggest new schemes, new innovations, improvements in the field of his particular assignment or for the department.
- (vi) To allocate subjects to different sections under his charge, allocate work of a section amongst various dealing hands.
- (vii) To train and guide the staff working under him and to point out their shortcomings and deficiencies if any, for remedial action.
- (viii) To keep himself acquainted with the moral conduct and discipline of the staff posted in sections under him; ensure punctuality in attendance make surprise visits to the sections, will solve the difficulties of the staff; and carry out periodical inspections of the sections as per provisions of Office Manual .
- (ix) To assist the Head of Department in decision-making and formulation of plans, and programmes.
- (x) To present all the cases, /matters and to the higher authorities in a precise manner with all possible solutions and suggestions.
- (xi) To take effective measure for building up and maintaining all essential records.
- (xii) To effectively supervise the work and conduct of all functionaries under him and be a source of guidance to lower functionaries in all official matters.
- (xiii) To discharge responsibility delegated by superior officers to leave them free from day to day-minor issues in order to devote attention to more important matters.

- (xiv) To issue orders in accordance with the decisions/Policies of the Govt./HOD for effective implementation and to identify bottlenecks in their implementation in liaison and coordination with all concerned agencies.
- (xv) To arrange to monitor and evaluate progress of implementation of Government decisions, plans, programmes and suggest changes, if needed.

68. PERSONAL STAFF - (PRIVATE SECRETARY, PERSONAL ASSISTANT, SENIOR SCALE STENOGRAPHER, JUNIOR SCALE STENOGRAPHER AND STENO-TYPIST):

The general function of the personal staff is to assist the Director in their day-to-day disposal of work and carry out such duties as are officially assigned to them.

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 HOD in quick decision making through dictation and typing.

The other main duties, function and responsibilities of the personal staff are, in brief, asunder: -

- (i) To receive the entire dak addressed to the Director of Horticulture Himachal Pradesh in the diary register to be maintained for the purpose.
- (ii) To diarize the important dak in the diary 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 to Director of Horticulture immediately on receipt.

- (iv) To mark the dak to the concerned officers branches and note the marking in the diary register.
- (v) To take dictation in both English and Hindi stenography, and type the same on English/Hindi typewriters/computers and to present the same to the DHHP for approval and signature.
- (vi) Any other work as assigned by the Director of Horticulture.
- (vii) To ensure that the telephones installed in the office/residence of the DHHP are in working order and maintain them in working condition.
- (viii) To attend to the office telephones courteously and connect the outside calls with the DHHP as per directions.
- (ix) To maintain registers of telephones and verify the official calls and to ensure deposit of amount of private calls.
- (x) To keep always official directories updated and to maintain the list of important telephone numbers of concerned dignitaries.
- (xi) To take effective measures against misuse of official telephone by outsiders.
- (xii) To maintain engagement diary of the Director of Horticulture Himachal Pradesh for ensuring fulfillment engagements.
- (xiii) To fix date and time of meeting/other engagements with the approval of the DHHP and to convey the same to the concerned authorities.
- (xiv) To timely remind the Director about the meetings/other engagements for ensuring timely participation therein by him.
- (xv) To ensure that files, briefing notes or other information required for the meeting are got prepared well in time by the concerned Department/Section.

- (xvi) To receive all the visitors/officers/officials courteously and politely and arrange for their seating or in the room of the personal staff if at the relevant time the Director of Horticulture is busy with some other engagement.
- (xvii) To arrange accommodation in the Circuit House/Rest House etc. for the stay of the Director during tours.
- (xviii) To arrange Air/Train tickets and booking of seats by Air/Train.
- (xix) To arrange advance for the tour if needed by the Director.
- (xx) To prepare tour diary/traveling allowance bill after the completion of the journey
- (xxi) To arrange for sending dak/files in case of long tours and to keep a note as to where the Director can be contacted while or on tour.
- (xxii) To present press cuttings relating to the Department or other important news.
- (xxiii) To arrange stationary articles for use by the Director from the Stationary Incharge Section.
- (xxiv) To see that proper lighting, and heating arrangements for the office and residence of the Director exist and are maintained properly.
- (xxv) To make alternative arrangements for light in the event of electricity electric in offices so that work should not suffer.

69. SUPERINTENDENT GRADE-I:

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

- (i) To go through the dak as received by him and take the following steps: -

- a. Mark the missent 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 will be got diarized from the diarist by the Superintendent 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, for disposal and to hand over the same to the diarist of the section for diarizing and handing over to the concerned dealing hands .
- e. Keep a note in the diary about important receipts for watching proper and timely disposal.

(ii) To himself deal on relevant files, secret, confidential, urgent or complex receipts retained by him and also scrutinize cases received from the dealing hands and further to dispose off the cases at his own level if so empowered under the standing orders or to submit the same to the Administrative Officer or Branch Officer in the manner as stated in Chapter IX to XII with his own remarks or suggestions, if any.

(iii) To see that the concerned dealing hands collect and keep updated, statistical data/information relating to the establishment,. relevant to transfers postings of employees.

(iv) To see that 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 Officer in preparation of new schemes/programme, new innovations etc.

(v) To ensure that returns/statements are submitted in time and the returns/statements to be received in the section are received in time.

- (vi) To see all dealing hands maintain all required registers and keep the same updated. He should also check these registers at regular intervals.
- (vii) To see that all routine duties including maintenance and updating of various registers are carried out promptly and thoroughly.
- (viii) 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 devised 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 while on leave, training etc.
- (ix) To prepare papers and compile data for meetings and ensure timely submission.
- (x) To be well acquainted with the office procedures and Acts, Rules Manuals and instructions of a general nature relating to Finance, Personnel and General Administration Section where posted; see that all manuals, Acts, Rules instructions, Guard files and Registers of the section are kept up to-date by inserting correction-slip or getting new editions printed.
- (xi) To maintain liaison between the staff and the Branch Officer Administrative 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 morale, conduct and discipline of the staff and also to ensure that the staff comply with Government instructions issued from time to time.
- (xii) To allocate every work of the section to the staff posted in the section with the approval of the Branch Officer, Administrative officer and to maintain an updated distribution list of work amongst the dealing hands in the section.
- (xiii) To ensure punctuality in attendance in the section and to advice the staff on matters of conduct and discipline. For ensuring availability of staff posted

under him on holidays or early or late hours, he should maintain local addresses with phone Nos., if any, of the entire staff with him.

- (xiv) To see that the section is kept neat and tidy and that the files, papers, etc. are arranged in an orderly manner and the recorded files are sent to the record room; and that ephemeral record is periodically destroyed.
- (xv) 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 data/information is not marked as final disposal in the Assistant's Diaries. For this purpose he should ensure that the dealing assistants indicate in their notes whether the submission of a case at a particular stage is interim or final disposal. Weekly checking of the Assistant's Diaries is also one of his important functions.
- (xvi) 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 over the charge in the manner prescribed in Para 10.4 of the Hand Book for Assistants and Para 15.2.4 of Chapter XV of Office Manual.
- (xvii) 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/Administrative 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.

70. SUPERINTENDENT GRADE-II:

The Superintendent Grade-II working in the Directorate, Zonal and District Offices normally supervise the work of a Section or Office independently and submit the cases directly to the Branch Officers/District level officers and as such their duties, responsibilities and functions are the same as indicated for Superintendent Grade-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/District Level Officer.. He will maintain the attendance register and ensure punctuality in the staff working under his control. He will also ensure the timely submission of the replies of important complications/letters

71. SENIOR ASSISTANT

The Senior Assistant will deal with receipts and submit cases to the Superintendents. Depending upon urgency, need and Public interest, the Assistants can be asked to undertake any job/assignment, but generally, the main duties, functions and responsibilities of the Assistants involve handling of the work relating to: -

- (i) He will maintain Guard file containing all the Instructions/amendments in the Rules issued by the Government/HOD and acquaint himself with latest status of relevant Rules & instructions from time to time.
- (ii) Opening and maintenance of files, referencing, dealing cases including Noting and drafting, recording of files, maintenance and updating of various types of data, statistics and information and maintenance of various registers.
- (iii) Acquisition, maintenance and up-keep of stores, stocks, stationary articles, accounts and registers.
- (iv) Preparation of all types of bills such as pay, traveling allowance, medical reimbursement, contingencies, contractors, suppliers and advances etc. Handling of cash, maintenance of cash books and connected accounts/bills registers etc. if required, by the Drawing and Disbursing Officer Head of office at field level.

- (v) 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.
- (vi) 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.
- (vii) To assist the higher authorities in planning and monitoring of developmental schemes /programmers.
- (viii) In the field they are required to perform all the duties as per requirement of those offices.
- (ix) Any other duties as assigned to him by the officer-in-charges/Superintendent/Branch Officer/Administrative Officer.
- (x) Regulatory matters such as issue of licenses, permits, various types of certificates etc.

72. JUNIOR. ASSISTANT/CLERK:

Clerks posted in different offices/sections have to perform duties and functions as assigned to them by the office in-charge /Superintendent. In field offices, they have to perform all the duties as are required according to the requirement of those offices. General duties of clerks are as under:-

- (i) To receive the dak from the Central Diary, other sources, give acknowledgement for the same and submit the entire dak to the Superintendent /officer in-charge for marking. for marking.
- (ii) To diaries all dak in the diary register and putup the same on the relevant file to the Supdt./Sr.Asstt./officer in charges as the case may be .

- (iii) To see that Inter-Departmental notes, telegrams etc. sought to be distinguished from the other category of receipts like Assembly/Parliament Questions are entered in separate registers .
- (iv) To distribute all dak after diarising to the dealing hands as per marking by the Branch Officer/Superintendent against proper receipts of the dealing hands.
- (v) To see that communications, papers be properly referenced by linking the previous letters.
- (vi) To procure stationery articles for the Section office and to distribute the same.
- (vii) To do type work of the section,/office neatly, cleanly and accurately. In many officers now, computers are being introduced. Clerks would learn word processing work as it saves a lot of time especially in column work or in retyping fair drafts or making corrections and additions to drafts.
- (viii) Comparison of letters and other communications typed in the Section.
- (ix) To maintain casual leave account of the entire staff posted in the section/office in the form given in para 13.1.9 of Chapter XIII of Office Manual .
- (x) To open files in the manner stated in Chapter IX of Office Manual and do page numbering of the papers to be placed on the files.
- (xi) Referencing and flagging of papers under consideration (PUC) and fresh receipts (FRs) with reference to all the communications referred to in the PUC or FR and the Serial No. and page No. thereof in the current or closed file(s); locating and adding files, papers, reference books and their extracts to files to enable the next higher authority to process cases in the manner prescribed in Chapter IX of Office Manual.
- (xii) Maintain reminder register and to put up reminders on due dates.

- (xiii) Properly maintain record and files as required in the Section/Office maintain all registers, prepare returns.
- (xiv) To receive letters/other communications for dispatch to various destinations, including local dak.
- (xv) To enter the letter/other communications in the dispatch register and place the same in the respective Department-wise/address-wise compartments.
- (xvi) To prepare envelopes, write neat, clean and legible addresses thereon or in case standard mailing lists are prepared, to keep updated lists and stick the labels on the envelopes.
- (xvii) To place the letters/communications in the envelopes ensuring that the correct papers with all enclosures are placed, close the envelopes and affix stamps thereon of proper value after weight, if required.
- (xviii) To ensure that, as far as possible, all communications, excepting secret/confidential or Demi-official letter meant for one office/officer/addressee are placed in one envelope to economize the use of envelopes and stamps.
- (xix) To procure stamps of required denominations and to see that proper account of stamps is maintained in the stamps register, working out daily expenses and striking balances.
- (xx) To see that all communications received in the section are dispatched daily.
- (xxi) To see that secret/confidential communications are dispatched in sealed covers.
- (xxii) To receive files from the sections/offices for preservation in record room and issue receipts thereof.
- (xxiii) To properly classify the files according to classification of periodicity for retention.

- (xxiv) To issue files from the record section when requisitioned for reference by the sections/offices against proper receipt and to ensure return thereof to record section from the section/office.
- (xxv) To make proper arrangements for the up-keep of the files/other record received in the record room.
- (xxvi) To properly preserve the files/records required to be retained for long periods or permanently.
- (xxvii) To weed out/destroy the files/records after the expiry of the period of preservation in accordance with the prescribed guidelines.

ACCOUNTS WING

73. ASSISTANT CONTROLLER (F&A) :

In an endeavor to strengthen the mechanism of internal financial control in the department, his duties and functions are as under:-

- (i) He will be the overall Incharge of the Audit Branch of the Department.
- (ii) He will conduct the internal departmental audit from time to time.
- (iii) Examine all financial sanctions, fixation of pay/ step up cases, store stock purchases.
- (iv) Function as member of purchase committee/tender committee/work committee.
- (v) He will render advice in disposal of various important financial/Administrative matters on demand.
- (vi) Any other duty as may be assigned to him. By the Head of the department. From time to time.

74. SECTION OFFICER (F&A) :

- (i) 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.
- (ii) To ensure that correct financial procedure is followed, expenditure and receipts are properly accounted for financial powers are not abused and canons of financial propriety are strictly adhered to.
- (iii) To carry out internal check of appropriation/receipts of Department and to advise the department in financial matters.
- (iv) To help in the disposal of important reference relating to finance and accounts.
- (v) To advise the Head of Department in the matters of tenders for supplies and works and agreements thereof. In the absence of Assistant Controller(F&A)
- (vi) To assist in the disposal of PAC /CAG paras.
- (vii) To keep watch on the recovery of loans and advances of the Department. to maintain and watch over the Horticulture Loan. Recoveries and keep record thereof ready of up to date.
- (viii) Consolidation and maintenance of account other than cashier's accounts.
- (ix) Issue of salary slips and maintenance of service records of Gazetted Officers (where pay slips system has been introduced).
- (x) Scrutiny of rates, technical reports and acceptance letters etc. in case of purchase of stores/stocks like store purchases organization.
- (xi) Physical verification of cash stocks during internal audit and inspections.
- (xii) Checking/giving advises on various kinds of bills/sanctions.

(xiii) The Assistant Controller (F&A) Sr. Department Officers would supervise his work .

LEGAL WING

75. LAW OFFICER:

- (i) To look after all the legal work of the Department.
- (ii) 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.
- (iii) To tender legal opinion on the files/matters pertaining to all the sanctions of the Department.
- (iv) To attend the court cases of the Department as and when required.
- (v) He will be the overall Incharge of the legal cell.

MISCELLANEOUS WING

76. DRIVERS:

- (i) He is the guardian of vehicle and responsible for upkeep of the vehicle attached with him.
- (ii) He will be alert throughout the duty and perform his duty diligently and with vigilance.
- (iii) He will wash his vehicle daily in the morning and keep it ready for journey.

- (iv) He will ensure that in case of any mechanical defect, seen in the vehicle attached the officer Incharge is informed well in time so that remedial measures are taken in advance.
- (v) He will not make any un-authorized movement of the vehicle.
- (vi) He will remain on duty till relieved by the officer and follow the instructions of the officers using the vehicle.
- (vii) He will maintain and update the Log Book of the vehicle daily and upkeep the maintenance register accordingly after the repairs.
- (viii) He will be responsible to keep all the documents of the vehicle and his driving license with him all the time.
- (ix) He shall be available for duty whenever called at any time during the day/night.
- (x) Any other duty assigned by the Head of Office controlling authority of the vehicle.

CLASS-IV WING

77. GESTETNER OPERATOR:

- (i) To operate the Gestetner/Photostat machine and make out desired number of copies.
- (ii) To procure paper, ink, toner for ensuring proper operation of machines.
- (iii) To maintain proper account in a register with requisition slips for paper used and Consumption of ink.
- (iv) To arrange timely repairs of machines.

(v) The duties indicated above are merely illustrative. The official can be assigned such other work in addition to the above as may be considered necessary by the Incharge of the Section or Branch Officer, in the public interest.

78. HEAD MALI/SKILLED GRAFTER:

(i) He will work in the field and perform physical orchard operations viz. maintenance of orchards, grafting pruning, tracing, digging, pitting, sparing, growing nursery plants of fruits and flowers, watering etc under the directions of the in charges.

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

(III) Any other duty/work in addition to the above as may be considered necessary by the Incharge.

79. CLEANER:

(i) Cleaner is attached with the Truck Driver in the Departmental Truck for cleaning and maintenance. He will assist the Truck driver in discharging his duty.

(ii) The duties indicated above are merely illustrative. An official can be assigned such other work in addition to the above as may be considered necessary by the Incharge of the Section or Branch Officer, in the public interest.

80. BELDAR:

(i) He will work in the field and perform physical orchard operations viz. maintenance of orchards, grafting pruning, tracing, digging, pitting, sparing, growing nursery plants of fruits and flowers, watering etc under the directions of the in charges.

- (ii) He will be responsible for loading, unloading and stock and store received at the different centers/PCDOs.
- (iii) He will perform any other duty/job assigned to him by his superiors from time to time.
- (iv) He will report for duty half an hour before the working hours of the office/centre/PCDO.

81. PEON:

- (i) To carry and deliver dak within and outside the office (maximum weight to be carried outside the office not exceed 10 kg.)
- (ii) To ensure the cleanliness and general up-keep of the section/office where posted and of the furniture, fixture and equipment.
- (iii) To perform miscellaneous and odd jobs for officers/officials.
- (iv) To attend to officers at Headquarter and while on tour.
- (v) To attend to any other work that may be assigned by the officer in charge.
- (vi) He will be on duty half an hour before the office working hours and leave the office after half hour late.

82. CHOWKIDAR:

- (i) To keep watch and ward during and after office hours.
- (ii) To take precautionary measure relating to prevention of damage to Government property from fire, theft and other natural calamities.
- (iii) Any other duty/work assigned by the Incharge of the Section or Branch Officer.

83. SWEEPER:

- (i) To sweep, clean and mop the room, corridors, verandahs and compound.
- (ii) To clean the lavatories, urinals, baths, wash basins etc. daily and properly.
- (iii) To light the stoves and to perform the allied work relating to this job.
- (iv) To collect and dispose of all waste of the office.
- (v) Any other duty/work in addition to the above as may be assigned concerned officer/Head of office.

