

JOB PROFILE**DUTIES AND RESPONSIBILITIES****OF****TECHNICAL OFFICERS****DEPARTMENT OF HORTICULTURE****HIMACHAL PRADESH**

JOB PROFILE-DUTIES AND RESPONSIBILITIES OF TECHNICAL OFFICERS IN THE DEPARTMENT OF HORTICULTURE, HIMACHAL PRADESH.

1. Director of Horticulture:

- Director of Horticulture, being administrative and technical 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.
- Act as Advisor to the State Government on all technical matters relating to Horticulture and allied subjects.
- 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.
- Responsible for submission of consolidated budget and appropriate proposals in respect of State Department of Horticulture for consideration and approval of the State government as well as GOI, External funding agencies.
- Responsible for submission of routine reports and returns required by the State government in respect of Department by him/her or under his/her authority or officers to whom he shall delegate the powers.
- 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 sector, ancillary activities and implementation and execution of central/state sector schemes and projects.
- Exercise all the powers delegated to him/her by the State Government from time to time and shall be directly answerable to the Government.
- Maintain liaison with the Govt. of India for Horticulture related projects.

2. Additional Director of Horticulture:

- The Additional Director of Horticulture (NZ) Dharamshala will be overall Controlling Officer of six Districts of the North Zone i.e. Kangra, Chamba, Una, Hamirpur, Kulu and Lahaul & Spiti.
- All the Administrative and Financial matters of the offices falling under control shall be routed through ADH along with proper recommendations.
- Responsible for formulation of perspective plans for the development of horticulture in North Zone.
- Responsible for implementation of all the programmes and schemes related to Horticulture Development in the area of State under his/her control.
- Assist the Director of Horticulture in his work and perform the additional duties entrusted to him/her by the Director Horticulture from time to time.

3. Joint Director of Horticulture (I):

- The Joint Director Horticulture shall assist the Director of Horticulture in the performance of his duties and responsibilities.
- Controlling Officer for Administrative Officer & Assistant Controller (F&A) (Establishment branch, Budget branch, Audit branch, Account branch, Legal branch, PMIS cell, Biometric cell). All files pertaining to these subjects shall be routed through JDH (I).
- Execute, implement and monitor State plan schemes.
- Responsible for Inspection of Departmental offices/units under his contrpl from time to time.
- Act as the PIO under the RTI Act at the Directorate level.
- Incharge of Vehicles
- Any other job/duty assigned by the Head of department from time to time.

4. Joint Director of Horticulture (II)/PD(HTM):

- The Joint Director Horticulture (II) shall assist the Director of Horticulture in the performance of his duties and responsibilities.
- Work as Project Director (HTM & EAPs).

- Responsible for overall supervision, Implementation and monitoring of all the centrally sponsored schemes being funded by GOI from time to time (viz. HMNEH, RKVY, NMMP, NMMI etc.) Project Planning, Orchards & nurseries, Floriculture. All the files pertaining to above subjects shall be routed through JDH (II).
- Responsible for Inspection of Departmental offices/units under his control from time to time.
- Controlling Officer of Deputy Director of Horticulture (PP) & Assistant Floriculturist.
- Any other job/duty assigned by the Head of department from time to time.

5. Joint Director of Horticulture (III)/PD(M):

- The Joint Director Horticulture (III) shall assist the Director of Horticulture in performance of his duties and responsibilities.
- Responsible for overall Supervision, Execution, implementation and monitoring of all the schemes i.e. Training & Extension; Horticulture Publicity, Information and Advertisement; Mushroom development; Marketing & Quality control; Fruit Processing; Plant Protection; Beekeeping and Project cell. All the files pertaining to above subjects shall be routed through JDH (III).
- Responsible for Inspection of Departmental offices/units under his/her control from time to time.
- Controlling Officer of Deputy Director of Horticulture (Trg. & Inf.), Senior Plant Protection officer, Senior Analytical Officer and Fruit Technologist.
- Any other job/duty assigned by the Head of department from time to time.

6. Senior Marketing Officer:

- Senior Marketing Officer will be overall Incharge of Marketing branch (Branch-VIII).
- Responsible for the entire horticulture marketing activities and development of horticulture marketing infrastructure in the State.
- Responsible for Implementation of Market Intervention Scheme and arrangement of packaging material.
- Responsible for conducting market survey for market intelligence.
- Responsible for providing technical expertise to the fruit growers with regard to the maturity standards, scientific harvesting, grading, packing and marketing of horticulture produce.
- Any other job/duty assigned by the Head of department from time to time.

7. Senior Plant Protection Officer (SPPO):

- Senior Plant Protection Officer will be overall Incharge of SPPO branch.
- Responsible for the entire Plant Protection/Beekeeping Development activities in the State.
- Responsible for the procurement and timely supply of the pesticides and Plant Protection equipments to the farmers of the Pradesh.
- Prepare the Spray Schedule for the control of pests & diseases.
- Organize the campaign against any outbreak of diseases and pests in epidemic form.
- Ensure the enforcement of Central Insecticide Act and other acts relating to the nursery inspection and certification, plant quarantine and control of obnoxious weeds etc.
- Promote the integrated pest management to reduce the use of chemicals and will act as controlling officer of the Biological Control Laboratory, Rajhana.
- Any other job/duty assigned by the Head of department from time to time.

8. Senior Analytical Officer:

- Senior Analytical Officer will be the overall Incharge of the SAO branch (Branch-X).
- Responsible for preparation of optimum and economic fertilizer schedule for Horticulture crops based upon the plant issue analysis in the State.
- 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.
- Responsible for the promotion of Organic farming in Horticulture.
- Overall Controlling Officer for all the Fruit Nutrition Labs in State and allied activities related to plant nutrition and analysis.



- Any other job/duty assigned by the Head of department from time to time.

9. Deputy Director of Horticulture (P&P):

- Deputy Director of Horticulture (Project & Planning) will be the overall Incharge of Technical Branch (Branch-IV) and all planning process in the department.
- Controlling Officer of the Project Cell, responsible for preparations of plans, projects and strategies for the development of horticulture in the State and execution of all developmental schemes run by the department.
- Responsible for maintenance of progeny orchards, nursery production work, collection and compilation of demand and availability of fruit plants and its allotment.
- Responsible for the implementation of various crop insurance schemes, Disaster Management Plan, Losses to fruit crops.
- Oversee the works related to Vidhan Sabha Matters, Parliament Matters etc.
- Any other job/duty assigned by the Head of department from time to time.

10. Deputy Director of Horticulture(Information):

- Deputy Director Information will be the overall Incharge of Information branch (Branch IX).
- Responsible for human resource development by implementing Training Plan under the H.P. State Training Policy, 2009 and sponsoring of officers for the training in various training institute within and outside the State.
- Responsible for entire publication work viz. Annual administrative reports, farm bulletins, technical pamphlets, booklets, posters, handouts, newsletters etc.
- Provide advisory/ consultancy services to the farmers.
- Spokesman for the department in media and all the press notes and publication work relating to departmental activities.
- Responsible for the entire publicity through Radio and Television and organization of farmer's fairs, Horticulture shows, exhibitions etc.
- Any other job/duty assigned by the Head of department from time to time.

11. Fruit Technologist:

- Fruit Technologist will be over all Incharge for respective Fruit Canning unit.
- Responsible for entire Fruit & Vegetables Processing work/activities in the Fruit Canning Unit(s) activities in the area of his/her jurisdiction.
- 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.
- 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.
- Controlling officer for FCU Reckong Peo.
- Any other job/duty assigned by the Head of department from time to time.

Fruit Technologist, Shimla will be the controlling officer of FCU Reckong Peo, Distt.Kinnaur.
 Fruit Technologist, Dhaulakuan, Sirmour will be the controlling officer of FCU Rajgarh, Distt.Sirmour.
 Fruit Technologist, Nagrota Bagwan, Kangra will be the controlling officer of FCU Rajpura, Distt. Chamba.
 Fruit Technologist Shamshi, Kullu will be the controlling officer of FCU Bilaspur, Distt. Bilaspur.

12. Deputy Director of Horticulture (In Districts):

- The Deputy Director of Horticulture will be the Head of Office, Drawing and Disbursing Officer having control and supervision over all the Horticulture activities in the district (except Fruit processing).
- Controlling officer for all the independent offices of the department in respective districts except fruit canning units.

- Responsible for formulation of perspective plans, its implementation and to co-ordinate all the horticulture development, extension and allied sector activities in their respective District;
- Provide advisory/ consultancy services to the farmers
- Responsible for all financial and administrative matters.
- Responsible for the supply of horticulture inputs, pesticides, tools and plant protection equipments to the public and execution all the programmes in the respective District with the help of the supporting staff.
- Assist the District Administration in implementing/ monitoring of programmes of the Government related to Horticulture Development.
- 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.
- Any other job/duty assigned by the Director of Horticulture/District Administration from time to time.

13. Subject Matter Specialist (Planning & Development):

- Assist DDH (P&P) in performance of duties and responsibilities.
- Responsible for preparation and formulation of the Annual and five year plans (General, SCSP, TSP, BASP, Women Component Plan, Employment plan etc. under the State Plan Schemes) State subsidy schemes and Central Assistance Schemes, Implementation of Election Manifesto as government document, Northern Zonal Council, H.P. State Planning board, C.M. Announcements, Budget assurance, Efficiency in Administration, Committee of Secretaries, Vidhan Sabha committees, Mushroom Development, MLA Priorities, Tribal Advisory Council, SC & ST Committee, CM/HM/Pr.S ecy Review of Hort. Department etc.
- Provide advisory/ consultancy services to the farmers
- All the above relevant files pertaining to planning section will be routed through him/her.
- Any other job/duty assigned by the Head of office from time to time.

14. Subject Matter Specialists (Orchard & Nursery):

- Assist DDH (P&P) in performance of duties and responsibilities.
- Responsible for preparation of perspective plans & their execution for the development of Progeny cum Demonstration Orchards (PCDO'S) and Fruit Nurseries of the Department of Horticulture in the State.
- Responsible for the availability and allotment of fruit plants as per demands of various districts for supply and distribution to the farmers of the State.
- All the files and correspondence pertaining to Natural calamities, Crop Insurance, Vidhan Sabha Matters and Assurances, Parliament's questions, Import of fruit plants, Nursery Registration, Distribution of fruit plants, Sale rate and Evaluation of fruit plants, National Horticulture Board, APEDA, ICAR, ATMA, SAMITI, State Agriculture and Horticulture Universities, Corporations (HPMC, AIC, HIMFED, AIPL), NABARD/Banks(SLBC), Aide Memoires, Social Justice and Women empowerment and welfare, Gaddi/Gujar welfare, Public Representations, Watershed/ River valley projects, PRI's and High Power Committee, RFD shall be routed through him/her.
- Provide advisory/ consultancy services to the farmers.
- Any other job/duty assigned by the Head of office from time to time.

15. Subject Matter Specialist Horticulture (HTM & EAP):

- Assist the Project Director (HTM) for the implementation of all the Centrally Sponsored Schemes like Horticulture Mission for North East and Himalayan States (HMNEH), National Mission on Micro irrigation, National Mission on Medicinal Plants, Environment related issues etc.
- Provide advisory/ consultancy services to the farmers.
- Responsible for the implementation of Externally Aided Projects.
- Responsible for timely submission of Annual Action Plans w.r.t. centrally sponsored schemes to the State and Central Governments for approval.
- All the files pertaining to these schemes and projects shall be routed through him/her.
- Any other job/duty assigned by the Head of office from time to time.

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16. Subject Matter Specialist Horticulture (Projects):

- Work under the control of Deputy Director Horticulture (P&P) under the overall supervision of JDH-III /PD (Mushroom) at the Directorate level.
- Responsible for conceptualization, formulation, & funding of new projects related to development of horticulture in the State.
- Provide advisory/ consultancy services related to horticulture.
- Assist in convergence and implementation of NABARD assisted RIDF/NHB schemes /projects related to horticulture development in the State.
- Any other job/duty assigned by the Head of office from time to time.

17. Subject Matter Specialist Horticulture (Floriculture) at Shimla HQ:

- Subject Matter Specialist (Floriculture) will be over all Incharge of Floriculture section (Branch- at the Directorate).
- Responsible for introduction and multiplication of the planting material/bulbs/seeds/improved flower varieties etc. to the flower growers.
- 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.
- 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.
- Provide advisory/ consultancy services to the farmers.
- Responsible for overall beautification, ornamentation and landscaping work of Floriculture and other demonstration orchards of the Department of Horticulture in the State.
- Responsible for providing technical know-how to the other Departments/Institutions in the State for beautification of premises and landscape work as and when required.
- Any other job/duty assigned by the Head of office from time to time.

18. Subject Matter Specialists Horticulture (Marketing) at Shimla and Kangra:

- Assist Senior Marketing Officer in performance of the duties & responsibilities.
- Responsible for smooth implementation of Market Intervention Scheme, Market Intelligence & Market Survey Scheme.
- Make necessary arrangements for packaging and transportation of fruits and will be the Incharge of Carton Testing Laboratory.
- Assist in implementation of the programmes relating to post harvest management of fruits in the State/Zone.
- Provide technical advisory service regarding picking, packing, grading and marketing of fruits to the growers.
- All the files pertaining to marketing section will be routed through him/her.
- Any other job/duty assigned by the Head of office from time to time.

19. Subject Matter Specialist Horticulture (Training & Information):

- Assist DDH (I) in performance of the duties & responsibilities.
- Responsible for Human Resource Development by implementing Training Plan under the H.P. State Training Policy, 2009 and sponsoring of officers for the training in various training institute within and outside the State.
- Look after conference, workshops, seminars etc.
- Responsible for entire publication work viz. Annual Administrative reports, farm bulletins, technical pamphlets, booklets, posters, handouts, newsletters.
- Assist in preparation of press notes for the print media relating to departmental activities.
- Provide advisory/ consultancy services to the farmers
- Responsible for entire publicity through Radio and Television. He will assist the Deputy Director of Horticulture (inf.) in Organization of farmer's fairs, Horticulture shows, exhibitions etc.
- All the relevant files shall be routed through him/her.

- Any other job/duty assigned by the Head of office from time to time.

20. Subject Matter Specialists Horticulture (Plant Nutrition) at Shimla and Dharamsala:

- Assist the controlling officer in performance of the duties & responsibilities.
- In charge of the Fruit Nutrition Laboratory and responsible for making all arrangements for the smooth functioning of the Laboratory.
- Responsible for collection and analysis of leaf samples for recommendation of fertilizer/nutrient applications to the orchardists in his/her area of jurisdiction.
- Provide advisory/ consultancy services to the farmers
- Responsible for preparation of perspective plans for the promotion of Organic farming in Horticulture.
- All the relevant files shall be routed through him/her.
- Any other job/duty assigned by the Head of office from time to time.

21. Subject Matter Specialist Horticulture (Nursery Inspection & Certification):

- Assist Senior Plant Protection Officers in performance of the duties & responsibilities.
- Responsible for the implementation of HP Fruit Nursery Registration Act, 1973 in its spirit, for production of quality plant material in the State.
- Assist Competent Authority in issuance of Fruit nursery license and maintenance of proper record of the registered nurseries in the State.
- Provide advisory/ consultancy services to the farmers
- Responsible for demand & supply of pesticides.
- All the files related to plant protection shall be routed through him/her.
- Any other job/duty assigned by the Head of office from time to time.

22. Subject Matter Specialist Horticulture (Bio Control):

- Work under the control of Sr. Plant Protection Officer.
- Over all Incharge of Bio Control Lab at Rajhana in Shimla
- Responsible for the rearing and release of bio control agents in the farmer's fields
- Responsible for the promotion of IPM in fruit orchards in the State.
- Responsible for project formulation for different components/activities of Horticulture for the farmers.
- Provide advisory/ consultancy services to the farmers
- Coordinate with the Universities/Research institutes for the introduction of new bio control agents for prevention of pest and diseases in fruit crops.
- Organize awareness training programmes related to bio-control and IPM.
- Any other job/duty assigned by the Head of office from time to time.

23. Subject Matter Specialist Horticulture (Fruit Microbiology & Quality Control):

- Assist Fruit technologist in performance of the duties & responsibilities.
- Work as In charge of the Composite Quality Control and Product Standardization Laboratory at Shimla.
- To ensure the quality of fruit products being processed at the Departmental fruit canning units through analysis of samples and issue the recommendation for maintaining the quality standards of the HIMCU fruit products according to the FPO norms.
- Responsible for the development and production of Fruit Wines and standardization of new fruit products.
- Responsible for project formulation for different components/activities of Horticulture for the farmers.
- Disseminate the latest technology of fruit recipes to the Fruit Canning Units of the Department.
- Provide advisory/ consultancy services to the farmers
- Responsible for preparation of annual action plan related to fruit processing activity at departmental units.



- Any other job/duty assigned by the Head of office from time to time.

24. Subject Matter Specialist Horticulture (Model Floriculture Centre Chail and Palampur):

- Overall In charge of the Model Floriculture Centre and Tissue Culture laboratory.
- Work under the control of Deputy Director Horticulture of respective district.
- Responsible for the maintenance of floriculture farm.
- Responsible for formulation of Annual training schedule and organization of training of farmers/extension functionaries in the field of Horticulture.
- Responsible for project formulation for different components/activities of Horticulture for the farmers.
- Provide advisory/ consultancy services to the farmers.
- Responsible for the propagation of tissue culture plant material of flowering plants / clonal rootstocks of fruit plants for distribution to the farmers of the State.
- Any other job/duty assigned by the Head of office from time to time.

25. Subject Matter Specialist Horticulture (Apiculture) Shimla and Kangra:

- Incharge of entire Bee-Keeping activities in his/her area of jurisdiction.
- Work under the Administrative control of DDH of respective district & Technical Control of SPPO.
- Responsible for the introduction and multiplication of the elite strain of honeybees in his zone, application of modern techniques in Bee-Keeping and organization of training camps/courses other extension activities and demonstration to the Private Bee-Keepers with the help of the supporting staff.
- Explore the opportunities for self-employment to the rural youth through development of apiculture in his area of jurisdiction.
- Provide advisory/ consultancy services to the farmers.
- Arrange bee colonies for pollination.
- Processing of honey for quality improvement and bringing under 'Agmark' grade in the Department Labs.
- Organize the awareness training programmes /Exposure visits/ study tours/ seminars/ melas/ghostis etc. for the farmers.
- Any other job/duty assigned by the Head of office from time to time.

26. Subject Matter Specialist Horticulture (Headquarter) at the ADII and District Level:

- Assist the Head of office in performance of the duties & responsibilities.
- Responsible in formulation of perspective plans for the maintenance of Government Progeny-cum-Demonstration Orchards and nursery production work in the area of jurisdiction.
- Responsible for auction of Govt. PCDOs.
- Responsible for the demand & supply of Plant material, Horticulture inputs, tools & implements and Pesticides etc.
- Provide Advisory/ consultancy services to the farmers.
- Coordinate with the field staff to organise farmers training camps/Exposure visits/study tours/seminars/melas/ghostis etc. at various level.
- Scrutinise the technical proposals for the release of financial assistance under various State and Central sectors schemes.
- Responsible for preparation of Annual Action Plans, monthly, quarterly, annual reports and to attend the meetings.
- All the files of Technical nature will be routed through him/her.
- Any other job/duty assigned by the Head of office from time to time.

27. Subject Matter Specialist Horticulture at SMS Centres/Blocks:

- Overall Incharge of all Horticulture activities (except Fruit processing) in the blocks under their control.
- Work under the direct control of the Deputy Director of Horticulture for all the Horticultural activities in the respective districts.

- Responsible for project formulation for different components/activities of Horticulture for the farmers.
- Responsible for the implementation of all the State and Central sectors schemes of Horticulture Development.
- Provide advisory/ consultancy services related to horticulture.
- Coordinate with the Block/PPC/HEC/PCDO/MDUBKS etc. to organize farmers training camps /Exposure visits/ study tours/ seminars/ melas/goshtis etc. at various levels.
- Scrutinize the proposals of the farmers for the release of financial assistance under various State and Central sectors schemes within the area of jurisdiction and submit the same to the Deputy Director of the concerned District.
- Supervise and coordinate all activities related to supply of pesticides, micronutrient etc. to the PP Centres /HEC in his jurisdiction.
- Responsible for preparation of Annual Action Plans, monthly, quarterly, annual reports and to attend the meetings.
- All the official correspondence will be made / routed through him/her.
- Any other job/duty assigned by the Head of office from time to time.

28. Subject Matter Specialist Horticulture (Mushroom) Solan and Palampur:

- Incharge and Drawing & disbursing officer of the Mushroom Development project.
- Responsible for promotion of Mushroom Developments activities in his area of jurisdiction.
- Responsible for the quality production and supply of Mushroom compost with the help of supporting staff.
- Organize training camps and provide technical knowhow to the farmers and the mushroom growers of the area under his jurisdiction.
- Provide advisory/ consultancy services to the farmers.
- Coordinate the Mushroom Development and extension activities with the concerned organizations (SAUs/Directorate of Mushroom Research at Solan).
- Responsible for the maintenance and general upkeep of the Composting unit.
- Organize the Exposure visits/ study tours/ seminars/ melas/goshtis etc. for the farmers.
- Work under the Administrative control of DDH of respective district and Technical Control of Project Director Mushroom/JDH-III.

29. Subject Matter Specialist Horticulture (Fruit Development Project) Bajaura, Kullu:

- Incharge and Drawing & disbursing officer of Fruit Development Project and Mushroom composting unit Bajaura.
- Responsible for the nursery production work, development and maintenance of the Progeny-cum-Demonstration Orchard at Fruit Development Project, Bajaura.
- Provide advisory/ consultancy services to the farmers.
- Responsible for promotion of Mushroom Developments activities in (Kullu and Lahaul & Spiti districts).
- Ensure quality production and supply of Mushroom compost with the help of supporting staff.
- Responsible for the maintenance and general upkeep of the Composting unit.
- 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, HP).
- Work under the control of DDH Kullu & Technical Control of Project Director Mushroom/JDH-III for Mushroom development activities.

30. Subject Matter Specialists Horticulture (Fruit Processing) at Nihal, Reckong Peo, Rajpura and Rajgarh:

- In charges of Fruit Canning Units and work under the control of respective Fruit Technologists.
- Responsible for entire Fruit & Vegetables Processing work in the respective Fruit Canning Unit.

- 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.
- Provide advisory/ consultancy services related to horticulture.
- 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.
- Organise the Exposure visits/ study tours/ seminars/ melas, goshthis etc. for the farmers.

31. Horticulture Dev Officer (Project):

- Work under the control of Deputy Director Horticulture (P&P).
- Responsible for preparing & funding of new projects related to development of horticulture in the State and the implementation of Watershed Development related Projects.
- Provide advisory/ consultancy services to the farmers.
- Responsible formulation and implementation of NABARD assisted RIDF and bank loan schemes related to horticulture development in the State.
- Any other duty assigned by the superior officer from time to time.

32. Horticulture Dev Officers (Hqs. at State/Zonal /District/SMS Centres level):

- Assist the Head of Office/Superior officer at Headquarter/ Branch/Section in discharging the duties and responsibilities.
- Assist the superior officers in carrying out all activities as required in implementation, monitoring and reporting under the relevant scheme.
- Responsible for dealing with all the correspondence related to his seat for the implementation of the respective Horticulture Development Scheme in his/her area of jurisdiction.
- Responsible for formulation of perspective plans for the development of horticulture activities (State/central sponsored) and to co-ordinate all the horticulture development, extension and allied sector activities.
- Responsible to scrutinise the proposals of the farmers for the release of financial assistance to them under various State and Central sectors schemes.
- Provide advisory/ consultancy services to the farmers.
- Any other duty assigned by the superior officer from time to time.

33. Horticulture Dev. Officer (PCDO):

- Work under the control of Subject Matter Specialist Horticulture of the area and assist him/her in performance of the duties & responsibilities related to PCDOs.
- Responsible for production of the elite plant material and maintenance of precious progeny trees as bud wood bank in the PCDO.
- Responsible for the formulation of draft perspective plans for the development of PCDO and nursery.
- Preparation of proposals for demand of Plant material, Horticulture inputs, tools & implements Pesticides and labour etc. for the smooth running of PCDO.
- Organize farmers' training camps at PCDO for demonstration of the latest technologies.
- Provide advisory/ consultancy services to the farmers.
- Any other job/duty assigned by the superior officer from time to time.

34. Horticulture Dev. Officer (Block/PPCs):

- Work under the control of Subject Matter Specialist Horticulture of the area in performance of the duties & responsibilities.
- Responsible for the implementation of all the State and Central sector schemes of horticulture development schemes in the Block.
- Provide advisory /consultancy services to the farmers.



- Cooperate and coordinate with the departmental units (PPC/HEC/PCDO/MU/BKS) etc. to organize farmers training camps /Exposure visits/ study tours/ seminars/ melas/gosthis etc. at various levels.
- Responsible for whatever is required to liaise, coordinate and cooperate with the Block administration and PRI Institutions in implementation of the programmes of the Government related to Horticulture.
- Responsible for attending all meetings as and when required by the Controlling Officer/District/Block Administration.
- He will be responsible for submission of progress reports related to Horticulture Development Programmes regularly to the quarter concerned.
- Scrutinize and submit the proposals of the farmers for the release of financial assistance under various State and Central sectors schemes for the area of jurisdiction.
- Responsible for preparation of Annual Action Plans, monthly, quarterly, annual reports of his block.
- Responsible for project formulation for different components/activities of Horticulture for the farmers.
- Coordinate all activities related to supply of pesticides, micronutrient etc. to the PPC /HEC /PPSC in his jurisdiction.
- Any other job/duty assigned by the Head of office from time to time.

35. Horticulture Dev. Officer posted at different departmental units (MFC/Beekeeping Stations/ Fruit Canning Units/Mushroom units/ PHCs/laboratories):

- Work under the control of Head of Office in performance of the duties & responsibilities.
- Perform the entrusted duties whatsoever required related to the implementation of the relevant developmental scheme and maintenance of the unit.
- Responsible for preparation of Annual training schedule and organization of the awareness training programmes /Exposure visits/ study tours/ seminars/ melas/gostis etc. for the farmers.
- Responsible for the formulation of draft perspective plans for the development and maintenance of the unit.
- Provide advisory /consultancy services to the farmers.
- Any other job/duty assigned by the superior officer from time to time.

