

TP (5) 43719/11

Directorate of Agriculture
Vikas Bhavan
Thiruvananthapuram
Dated: 18-02-2012

CIRCULAR

Sub: - Agriculture Department – Functioning of Krishi Bhavans – Duties and responsibilities of Agricultural Assistants – Job Chart – Issued – Reg.

Ref: - Order No. SE (3) 26410/09 dated: 30-10-2009 of the Director of Agriculture

A committee to study and furnish proposal on the duties and responsibilities of Agricultural Assistants in Krishi Bhavans and related matters, was constituted vide reference cited. The proposal submitted was discussed with the representatives of the employees organizations and the following “Job Chart” of Agricultural Assistants is issued for strict compliance with immediate effect. The Principal Agricultural Officers should communicate copies of the circular to all the Krishi Bhavans in the district with direction to adhere to the duties and responsibilities.

I. **Agricultural Assistant – I (Senior Grade Agricultural Assistant or Senior most Agricultural Assistant in Krishi Bhavan)**

May be entrusted with:

- a) The responsibility of maintaining the cash book, security register, stamp account, TR5, CL Register, Pay bill register, Receipts and payments etc.
- b) Disbursement of eligible assistance and maintenance of connected records sanctioned by Agricultural Officer.

- c) Custodian of stock and stores and maintenance of accounts.
- d) Preparation and custodianship of the minutes as the Joint Convener of Agriculture Development Committee.
- e) Responsibility of establishment works and preparation of claims of the krishibhavan.
- f) The custodianship of registers, files and other records being used in the krishibhavan.
- g) Responsibility of attending current duties in the absence of the Agricultural officer.
- h) The Agriculture development activities and extension activities in the ward where the Krishi Bhavan situates.
- i) Updating the statistics of the Panchayath.
- j) Motivate the farmers to apply manures and fertilizers based on soil test data. He/she is entrusted with collection, dispatch of soil samples for analysis and transmitting the results to the farmers.

2. **Agricultural Assistant – II (Agricultural Assistant – I or 2nd Senior most Agricultural Assistant in Krishi Bhavan)**

He / she is entrusted with the following responsibilities in 40% of the wards under the Krishi bhavan except the area under head quarters Agricultural Assistant. (Division of ward is not allowed.)

- a) Give leadership to extension activities in the responsible areas.
- b) Effective implementation of agricultural schemes / projects sanctioned by the Department, LSG and other Government

agencies including SHM, ATMA, CDB and other Government agencies.

- c) Recommendation of assistance to eligible farmers from the empowered wards after proper verification.
- d) Ensuring the affective functioning of agro-clinic in the allotted wards.
- e) Ensuring the marketing of agricultural produces in reasonable price in close coordination with Vegetable and Fruit Promotion Council Keralam, Horti Corp, EEC whole sale market etc.
- f) Ensure timely availability of production inputs in the responsible wards.
- g) Carry out treasury/bank duty

3. **Agricultural Assistant –III (Agricultural Assistant Grade – II or Junior most Agricultural Assistant in Krishi Bhavan)**

- a) Take up responsibilities to help the concerned officers in the office functioning and agricultural extension.
- b) Deliver the functions as entrusted with Agricultural Assistant Grade – I in **60%** of the wards in the Krishi Bhavans.
- c) Rendering help to Senior Agricultural Assistant for preparing claims related to establishment and plans without hindering the implementation of the extension and development activities.
- d) Carry out treasury/bank duty in the absence/leave of AA II.

General Guidelines:

1. In Krishi bhavans where 2 Agricultural Assistants are in position the area of jurisdiction of II Agricultural Assistant will be the entire area except that covered by Agricultural Assistant-I
2. A work diary containing details of work done, details of field visit with name of farmers, problems identified and the recommendations given for redressing the problems has to be maintained.
3. All the Agricultural Assistants have to monitor and ensure the timely completion of projects / schemes in their designated areas.
4. The Agricultural Assistants have to take the leadership to give guidelines for the effective functioning of padasekhara samiti/ farmers group/kudumbasree group etc.
5. Give leadership to the effective functioning of Agro clinics.
6. Transfer of technology from Kerala Agricultural University and other research stations to the farmers in time and monitor it timely.
7. Ensure that the farmers are getting the inputs like planting materials including seeds, fertilizers, pesticides etc in time.
8. Ensure that farmers are getting agricultural loans uninterruptedly in time.
9. Ensure the farmers are getting eligible subsidies in time.
10. Updating the statistics of farmers' field, from time to time after proper inspection.
11. Appraise the Agricultural officer, the special agricultural problems in their working area, in time.

12. Appraise the Agricultural officer, the need of pest and disease management and take leadership for the pest and disease management activities.
13. Assess the loss due to natural calamities in a time bound manner and report to the Agricultural Officer with proper recommendation and implement the natural calamity assistance programmes on a war footing basis.
14. Organize farmers' training considering local priorities.
15. Prepare projects and arrange trainings for diversification of agricultural products.
16. On emergencies, works or duties assigned by the Agricultural Officer or higher officers also have to be performed.

Sd/-
Director of Agriculture

Deputy Director of Agriculture (Plg.)

To

All Principal Agricultural Officers

Copy to

1. All Addl. Directors of Agriculture
2. Senior Administrative Officer
3. Administrative Assistant & Service Section concerned