

PROCEEDINGS OF THE DIRECTOR OF AGRICULTURE,
VIKAS BHAVAN, THIRUVANANTHAPURAM

(Present : Sri.R.Ajithkumar)

Sub:- Agriculture Department – Job chart of Technical Officers in the cadre of Agricultural Officers, Senior Agricultural Officers, Assistant Directors of Agriculture and Deputy Directors of Agriculture – Orders issued.

Ref:- 1) Govt. Lr. No. 16932/EA2/14/dated: 11-06-2014.
2) This office Lr. No. TV (1) 30308/94 dated: 10-05-1994.

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In order to ensure uniformity and clarity of duties, functions and responsibilities of Deputy Directors of Agriculture, Assistant Directors of Agriculture, Senior Agricultural Officers and Agricultural Officers in the Department of Agriculture, the following “JOB CHART” specifying their functions are given below.

I. JOB CHART OF DEPUTY DIRECTORS OF AGRICULTURE AT DISTRICT LEVEL

a) Deputy Director of Agriculture (YP) – Proposed designation Deputy Director of Agriculture (Farms & LSGD)

- Implementation and supervision of District Panchayat Schemes except paddy
- Schemes and issues related to department farms
- RKVY (Coconut, Niravu, RDMIS entry and nodal officer of RKVY)
- Nodal officer of “NIRAVU” Scheme
- One lakh youth programme
- CDB & Coconut Development Schemes
- Any other job assigned by Principal Agricultural Officer

b) Deputy Director of Agriculture (E&T) – Proposed designation Deputy Director of Agriculture (Crop Health & Quality Control)

- Specialist support to all extension related schemes
- SCP/TSP
- Quality control, Plant protection – pesticide and fertilizer licensing authority

- E-payment
- Crop Health Management
- IT & Cyber Extension
- N-eGPA
- HRD and Training
- Kerala Karshakan
- KISSAN – SMS
- Any other job assigned by Principal Agricultural Officer/PD ATMA

c) Deputy Director of Agriculture (C) - Proposed designation Deputy Director of Agriculture (Farmer Welfare)

- Natural calamity
- Scrutiny of audit files on technical aspects
- RTIA, RTSA and Citizen charter
- Institutional credit, Agri card, Kissan Credit Card, Credit Plan and Credit linked projects
- Biogas
- Karshaka pension and farmer registration
- Crop insurance
- Small Farm Mechanization
- LSGD – Corporation schemes
- Liaison work with banks/NABARD
- Additional facilities to Krishi Bhavans
- Any other job assigned by Principal Agricultural Officer

d) Deputy Director of Agriculture (WM) – Proposed designation Deputy Director of Agriculture (Field Crops)

- All paddy development schemes including RKVY & Jilla Panchayat
- Wet land conservation Act/Data bank
- Food Security Schemes
- Power tariff
- RSGP and other seed related matters, dealer licence
- Paddy procurement
- All infrastructure work related to paddy
- Implementation of district panchayat schemes related to paddy
- Irrigation and water management issues
- Pulses and oil seeds
- Any other job assigned by Principal Agricultural Officer

e) Deputy Director of Agriculture (NWDPPRA) – Proposed designation Deputy Director of Agriculture (Vegetable Development)

- All vegetable and tuber development programmes
- Fallow less panchayat except paddy
- Precision farming
- Market schemes
- Organic farming
- Agmark
- Parasite Breeding Station and Bio Control Agents
- RKVY vegetable and banana
- WGDP/IDWP/HADA/Watershed related schemes etc
- KASMOS
- Any other job assigned by Principal Agricultural Officer

f) Deputy Director of Agriculture (H)

- State Horticulture Mission schemes including micro irrigation
- Development of spices, condiments and fruits including banana
- Hi-tech agriculture
- Approved nurseries, licence – export and import of seeds and planting materials and quarantine related issues
- Arecanut, cocoa and sugarcane development
- Integrated model agri farms and Hi-tech Haritha Villages
- Flowers and ornamental plants
- Any other job assigned by Principal Agricultural Officer

g) Deputy Project Director ATMA

- ATMA programmes in agriculture sector – ATMA, ATMA Plus and Leads in four districts
- Karshika Karma Sena
- Agro Service Centre & Service Delivery
- Other extension related activities/publicity and propaganda
- Any other job assigned by PD ATMA
- Soil testing service

h) Deputy Director of Agriculture (FQCL)

- Analysis Supervision -The Deputy Director of Agriculture sees that the analysis of samples received are completed within the stipulated time period, review the monthly target and achievement of the samples allotted to the technical officers and sees that the shortfall are rectified.
- Reporting of Results – The Deputy Director of Agriculture is responsible for reporting the results of analysis of the samples

received from the Fertilizer Inspector and private parties of seven districts.

- Overall administration of office – The Deputy Director of Agriculture is responsible for the overall administration and maintenance of the office. All the technical and establishment matters are supervised by Deputy Director of Agriculture. The Deputy Director of Agriculture is the Drawing and Disbursement Officer. The officer monitors the annual purchase and expenditure based on the funds received observing the Store Purchase Rules.

i) Deputy Director of Agriculture cum Senior Chemist (PTL)

- Analysis Supervision -The Deputy Director of Agriculture sees that the analysis of samples received are completed within the stipulated time period, reviews the monthly target and achievement of the samples allotted to the technical officers and sees that the shortfall are rectified.
- Reporting of Results – The Deputy Director of Agriculture is responsible for reporting the results of analysis of the samples received from the Insecticide Inspectors and private parties throughout the state.
- Role as the Quality Manager – The Deputy Director of Agriculture holds the role as Quality manager being the key person in the NABL Accreditation process. The preparation, compilation and documentation of the Quality Manual and Quality System procedure are supervised. He/She holds the overall responsibility of the lab and sees that everything is done systematically. Also confirms that all instruments used for analytical purpose are maintained properly and verifies that calibration of these equipments are carried out timely. Deputes the analysts for training on the “Pesticide Formulation Analysis” and other trainings which are mandatory for the proper functioning of the lab. Also responsible for conducting management review meetings and internal audits in connection with the accreditation.
- Overall administration of office – The Deputy Director of Agriculture is responsible for the overall administration and maintenance of the office. All the technical and establishment matters are supervised by Deputy Director of Agriculture. The officer monitors the annual purchase and expenditure based on the funds received observing the Store Purchase Rules.

j) Deputy Director of Agriculture (Chief Soil Chemist) – Central Soil & Plant Health Centre

- Overall supervision of all soil testing labs under Department of Agriculture
- Supervision of all schemes implemented by DSTL & Mobile Soil Testing Laboratory
- Pooled purchase of chemicals, glasswares, equipments etc for soil testing labs.
- Monitoring field demonstrations and other outreach activities.
- Quality assurance and quality control of all soil testing labs under Department.
- Organizing capacity building programme for the lab staff
- Provide technical guidance
- Co-ordinate all the soil test related activities implemented by Department, ATMA etc.
- Preparation of soil fertility status report
- Administrative Head of Central Soil & Plant Health Centre
- Direct supervision of analytical methods and interpretation of results of soil and plant analysis at Central Soil & Plant Health Centre
- Control and supervision of seed testing lab and biofertilizer lab
- Monitoring of all soil test related activities and schemes
- Overall professional management of soil testing services
- Linkage with KAU and other institutions

II. JOB CHART OF ASSISTANT DIRECTORS OF AGRICULTURE

The duties, functions and responsibilities of Assistant Directors of Agriculture working in different institutions in the Department is listed below.

a) As Assistant Director of Agriculture in Block

- As an Implementation Officer
 - Planning and formulation of agricultural projects for Government/LSGD schemes at block level
 - Implementation of schemes/projects of Department and LSGD
 - DDO of Agriculture Department/LSG Schemes – custodian of connected registers/records and e-payment
 - Production oriented leadership in team work in various committees/groups at block level
 - Convenor of Agro Service Centre and Advisory Committee member of Karshika Karma Sena
 - Technical supervision and monitoring of Department/LSGD schemes including sanctioning of panchayat schemes formulated by Agricultural Officers

- Co-ordination of line departments in implementation of department/LSGD schemes
- Convening of Block Technology Team and Farmer Advisory Committee
- Organizing seminars, Exhibitions, melas as part of Government functions
- Updating the basis agriculture data at block level
- As an Administrator (Mandatory and statutory functions)
 - DDO of salaries, allowances as Head of Office
 - Sanctioning authority of leave and other establishment matters in relation to office staff observing relevant rules
 - Principal Information Officer as per RTI 2004 as Head of Office
 - Monitoring the availability and distribution of inputs and planting materials
 - Delegating the responsibilities of implementation of schemes to subordinates
 - Motivating and acknowledging the good work by subordinates
 - Clearance of audit objections, timely issue of LC/NLC
 - Proper maintenance of records in office
 - Administrative control and supervision of sub offices
 - Quality control of planting materials in private nurseries
 - Quality control of seeds as Seed Inspector in block area
 - Administrative control of contract staff in ATMA/State Horticulture Mission
 - Member of BLBC, Taluk Sabha, Rate Fixing Samithy under MNREGA, member of Administrative Language Samithy
 - RTS
- As an Extension Officer
 - Aid in transfer of technology
 - Participatory planning, research and technology development
 - Capacity building
 - Work as middle level technocrat in identifying the researchable issues
 - Identify innovative farmers in block area
 - Explore various media for extension
 - Evolve cropping strategy for increased production
 - Work as co-ordinator for integrating the efforts of various stakeholders

b) As Assistant Principal Agricultural Officer

- KASMOS including data entry

- Department Vehicles
- Stock and stores of planting materials, seed & other inputs and their FT bills
- Natural Calamity
- Power tariff
- Production bonus
- Preparation of Plan Progress reports of the districts, plan review meetings, video conference
- Allotment of funds
- Suthariya Keralam, Janasamparkam and appeal application under RTIA & RTSA
- Files and issues related to KAEP Quarters and Office shifting
- Reports for DDC meetings and files related to all district level department meetings and meetings convened by District Collector, and other allied departments
- Receiving tapals in the name cover and registered letters addressed to Principal Agricultural Officer
- Preparation of crop weather report
- Transportation of planting materials
- Overall supervision of desk work in respect of planning and development activities
- Reply to LA interpellation for Assembly, Loksabha & Rajyasabha
- Wet land Act and KLU Act
- Any other work assigned by Principal Agricultural Officer

c) Senior Agricultural Officer in District offices

- Assist PAO in collection, compilation and maintenance of up to date Agro Economic and basic data
- Preparation of technical reports with consultation and approval of Deputy Directors of Agriculture
- Custodian of computers and phones
- Assist PAO in preparation of plan progress report and allotment of funds to sub offices
- All State Sector Scheme files except quality control, State Horticulture Mission, RKVY and Niravu
- All Central Sector Scheme files
- Any other work assigned by Principal Agricultural Officer

d) Assistant Director of Agriculture (M)

- All market development schemes and market data, agmark net nodes
- PBS & SAGL
- Post harvest technology
- Procurement of Green coconut, paddy, vegetables

- Quality control aspects
- Cost of cultivation – season wise compilation
- Price monitoring
- Supervision of markets/Sangha mythri/Rural markets/Festival markets etc

e) Assistant Director of Agriculture (CD)

- All schemes related to coconut seed production and procurement
- Supervision of seed production, procurement works in farms and in farmers field.
- Kera samrudhi and related schemes
- Tendering of vehicle for coconut seed nut procurement and distribution
- Procurement and planting material distribution
- Assistant Deputy Director of Agriculture (YP) on farm related matters
- Any other work assigned by Principal Agricultural Officer

f) Assistant Director of Agriculture (QC)

- Quality control inspections
- Drawal of samples from municipalities/Corporation areas and Krishi Bhavan where officers are not qualified fertilizer and PPC inspectors
- Inspection and drawal of samples from wholesale depots mixing units and organic manure units
- Assistant Deputy Director of Agriculture (T) on quality control aspects
- Any other work assigned by Principal Agricultural Officer

g) As Senior Agricultural Officers working in Coconut Nurseries and State Seed Farms (Agricultural Officers in Coconut Nurseries and Seed Farms who are the head of office will also follow the same job chart)

- Establishment and Administration
 - Maintenance of attendance register, Muster roll, movement register, Daily memorandum sheet of labourers, leave account register, daily forecast register, service books inspection book etc.
 - Maintenance of treasury bill books, pay bill register, acquaintance register, cash book, TR5 receipt, Annexure C receipts, Daily receipt register, GPF advance register, LPF register, EPF Register, Medical reimbursement register, Contingent bill register, allotment register etc Maintenance of Stock registers-central stock register, farm produce register, dead stock register, stationary register, computer register,

TR 5 |Annexure C Receipt register, service book register, machinery register, Quotation | auction tender register, harvest register, Tree register, coconut seed nut register, coconut seedling register, seeds and seedling register, observation register, register of RSGP Programme, Register for construction works, Register of Staff Quarters, etc.

- Establishment |Contingent bill preparation.
- Updating the basic data of the farm.
- Conduct of farm council meeting and maintenance of farm council minutes book.
- Implementing officer |Extension Personnel
 - Preparation and implementation of annual forecast estimate for farm activities.
 - Preparation and implementation of District panchayat| Department| RKVY\RIDF\SHM| ATMA projects for the production of planting materials and other value added farm produces.
 - Conduct of farm trials and demonstrations of new agricultural technologies.
 - Technology transfer to farmers, students, entrepreneurs, etc. Who are visiting the farm.

h) Senior Agricultural Officers/ Agricultural Officers of Coconut Nurseries (Additional duties)

- Production of good quality coconut seedlings of WCT/Elite, TxD, DxT and Dwarf varieties
- Production of vegetable seeds, seeds, seedlings including perennial vegetables, rooted pepper cuttings, bush pepper and planting materials of fruits, spices etc.
- Promotion of organic farming and establishment of dairy unit
- Post harvest processing and value addition of fruits, vegetables and other farm produces
- Establishment of biotechnology division (production of TC Banana, Pseudomonas, Pheromone trap etc) and hardening units for TC Plants.
- Establishment of high-tech poly houses and demonstration of all modern agricultural practices
- Landscaping and beautification of farm and explore the scope of farm tourism

i) Duties of Senior Agricultural Officers/Agricultural Officers of State Seed Farm (Additional duties)

- Production of good quality paddy seeds as per demand of farmers

- Production of vegetables seeds, seedlings including perennial vegetables, rooted pepper cuttings, bush pepper and planting materials of fruits, spices etc.
- Promotion of organic farming and establishment of dairy unit
- Post harvest processing and value addition of fruits, vegetables, and other farm produces.
- Establishment of bio technology division (Production of TC banana, pseudomonas, pheromone trap etc) and hardening units for TC plants
- Establishment of hi-tech poly houses and demonstration of all modern agricultural practices
- Landscaping and beautification of farm and explore the scope of farm tourism.
- As Superintendent in District Agricultural Farms
 - General administration of the farm.
 - Implementing officer for the departmental and local self government schemes.
 - Direct purchase of inputs and other things for an amount of Rs.5000/-
 - Draw and disburse amount under Plan and Non plan schemes.
 - Custodian of cash and cashbook
 - Custodian of other valuable registers
 - Preparations of forecast of work.
 - Evaluation of work according to the forest of work
 - Liaisoning work with other departments.
 - Inviting of quotations/Tenders in connection with the purchase.
 - Auction and sale of perishable Agriculture produce.
 - Superintendent is authorised to sanction the increment and leave of all the staff and labourers working in the farm.
 - Attending the District Development committee.
 - Convene farm council meetings

j) Duties and responsibilities of District Agricultural Farms and Special Farms (Additional duties)

- Production of good quality planting materials of fruit plants (jack, mango, sapota, cashew, garcinia, exotic fruit, guava, cherry, lemon, papaya, banana suckers, pineapple, gooseberry etc.)
- Production of vegetable seeds, seedlings including perennial vegetables like muringa, curry leaves, agathy etc. Establishment of vegetable seed processing unit.
- Production of rooted pepper cuttings and bush pepper

- Production of planting materials of spices like clove, nutmeg all spices etc.
- Production of coconut seedlings of WCT/Elite, TxD, DxT, Dwarf varieties and arecanut seedlings
- Production of planting materials of tuber crops like tapioca, dioscorea, yams, amorphophallus, colocassia, turmeric, ginger etc.
- Production of planting materials of medicinal plants and social forestry plants
- Promotion of organic farming and establishment of dairy unit
- Establishment of hi-tech agricultural facilities and demonstration plots
- Establishment of bio technology division for the production of TC Banana Pseudomonas, pheromone traps, organic plant protection formulation, trichoderma, mushroom spawn etc.
- Production of planting materials of ornamental plants
- Post harvest processing and value addition of fruits, vegetable and other farm produces
- Landscaping and beautification of farm and explore the scope of farm tourism

k) As Assistant Director in Fertilizer Quality Control Laboratories

- Assistant Director of Agriculture I (Senior most)
 - Assist Deputy Director in all technical matters such as registration of samples, uploading the result of analysis of fertilizer sample and despatch of results.
 - Prepare monthly financial and physical reports. Assist the analysis of Micronutrient samples along with other ADAs
 - Custodian of Furniture and dead stock.
 - When essential analysis of major nutrients.
 - Assist DD for purchase of lab equipments, Glass wares, Chemicals
- ADA II, III, IV
 - Custodian of Equipments, Glass wares, Chemicals respectively
 - Analysis of major nutrients N, P, K on rotation basis
 - Analysis of Micronutrients as per annual target

l) As Research Officer in State Pesticide Testing Laboratory, Parottukonam

- Review of Receipt of samples according to rules specified in the insecticide rule 1971

- Reanalysis of Samples at random. Also entrusted to conduct the crop wise season wise study based on the frequency of the arrival of samples. The company / Firms whose samples get misbranded more than once are noted and reported to the DDA
- Drawing and disbursing officer.
- Routine Work- All files both technical and establishment are routed through the research officer. Preparation of action plans based on the requirement of glass wares, Chemicals, Equipments, Maintenance of Lab, Requirements of furniture, books etc. Feedback and the complaints / Suggestions received from customers are scrutinized and the proposals are submitted to the DDA based on the modifications and alternations suggested. The RO is bound to help the Deputy Director of Agriculture in inviting tenders and quotations and its follow up actions like purchase of consumables based on the funds allotted.
- Technical Manager- The RO holds the role in the NABL accreditation process. The preparation of standard operating procedures, making of different forms and formats and its documentations are done by the RO /TM The RO is responsible for calibration of all glass wares like beaker, pipette, burette, etc. Also responsible for procurement of reference standards, Certified Reference materials, preparation of Equipment Maintenance plan, etc. Also assists the DD in the overall technical activities of the laboratory.

m) As Senor Agricultural Officer /Analysts in the State Pesticide Laboratory, Parottukonam

- Analysis of the samples allotted- The SAO is responsible for conducting the analysis of pesticide samples receive from insecticide inspectors under the provisions of the Insecticide Act and furnish reports or results of such tests or analysis. The observations and results are entered in the analytical register.
- Planning the consumables Required- They are responsible for assessing the stock balance of the various consumables such as Glass wares etc and shortage will be reported to the DDA
- Role as Deputy Quality Manager- The SAO act as the Deputy Quality Manager and assists the DDA / QM in the preparation and documentation of Quality Manuals and QSP required for the NABL Accreditation

n) As Public Relation Officer (Directorate of Agriculture)

The duties and functions of PRO is as follows.

- In charge of Department Library at Head Quarters – Purchase and issue of library books, upkeep of concerned registers, recovering the cost of books from the defaulters as per Rules.
 - Public Relations – Receive and provide accommodation and transport facilities to high level officials in and outside state and abroad. Follow up of press cuttings received from Farm Information Bureau.
 - Liaison with Government – Pursuing Government file related to issue of Government orders and co-ordinating Government level meetings convened by Hon'ble Minister for Agriculture, Agricultural Production Commissioner, Secretary (Agri.) and meetings convened by Director of Agriculture.
 - Grievance Section – Section Head of 'G' Section which deals with grievances of general nature from the public and grievance petitions obtained from Chief Minister's redressal forum of general nature.
 - Administrative duties – Supervision of staff of 'G' and 'PR' sections at Head Quarters and maintenance of vehicle allotted to PRO.
- o) As ATMA Assistant Director of Agriculture at District Head Quarters**
- ATMA plus programmes of Agriculture Department and allied sectors
 - All award related works
 - Field trials
 - Documentation of ATMA activities
 - ATMA component under Crop Health Management
 - Assist DPD ATMA
 - Any other job assigned by PD ATMA
- p) Assistant Soil Chemist of Soil Testing Lab (DSTL/MSTL)**
- Head of office
 - Overall administration of the laboratory
 - Quality assurance and quality control of soil testing
 - Outreach activities and field works related to demonstration plots, monitoring of soil health cards, soil testing facilitating services, plant nutrient management trials etc of Department of Agriculture, ATMA and other programmes
 - Interpret analytical data and recommend proper soil fertility advisory services and its follow up practices
 - Conducting soil testing campaigns and farmer awareness programmes
 - Extension activities related to ATMA (Monthly Technology Advisory Services)
 - Appellate authority (RTI Act)
 - Soil mapping

**q) Assistant Director of Agriculture/Senior Agricultural Officer/
Technical Assistant working in the Directorate of Agriculture.**

- Monitor the progress of implementation of schemes implemented by the Department, verifying the requirements and shortfalls at field level in each stage by maintaining contact with district and lower level officers of the department and bringing to the notice of the higher authorities at HQ. Take initial steps for financial allotments of various schemes under various heads of account as per budget allocation.
- Preparation of draft write up on various topics related to agriculture in paper as well as electronically for higher officers to present in various forums.
- Preparation of draft project proposals to be included in the plan programme of the Department to be submitted to Government for approval.
- Preparation of Administrative Sanctions and Working Instructions issued by Director of Agriculture for various schemes/projects implemented through the Department.
- Preparation of consolidated progress reports of various schemes /projects of the Department.
- Preparation of draft reply to Lok Sabha and Legislative Assembly interpellations.
- Preliminary vetting of files and offering detailed remarks helping higher officers to take appropriate decisions on the file.
- Prepare/modify draft replies to letters received from Government, external agencies etc.
- As Head of Section, conduct periodic verification of Personal Register and associated records of subordinate staff

III. JOB CHART OF AGRICULTURAL OFFICER IN VARIOUS INSTITUTIONS IN THE DEPARTMENT OF AGRICULTURE

a) Agricultural Officer in Krishi Bhavans

Krishi Bhavans act as the basic unit of service delivery in the Department of Agriculture, Kerala. Hence the duties and responsibilities of an Agricultural Officer who is in charge of the unit as Head of the office are multifunctional. These multi-functional areas of an Agricultural officer are categorised into three, viz. 1) Implementing officer, 2) Administrator and 3) Extension officer.

- As an Implementing officer

- **Planning & formulation of agricultural projects.** – for Govt./LSG schemes and bankable projects for enterprising farmers.
- **Implementation of schemes/ projects** routed through the Department of Agriculture and LSGD.
- Submission of reports and claims for financial assistance under various schemes/projects to higher officers.
- **DDO of Agricultural Department /LSG schemes** - Financial management of Govt. Funds and custodian of connected registers & records
- **Production oriented leadership in team work-** in various committees/groups on production- eg. Working group on watershed development.
- **Ex-officio secretary of grama panchayath** (according to Panchayatraj Act) as implementing officer of Peoples’ plan programme , Plan co-ordinator in selected panchayaths
- **Rendering adequate division of workforce & co-ordination of efforts** on watershed basis for improving production /infrastructure development – as convenor and technical member of Karshika karmasena
- **Co operation with general public and local self Govt.** (Convenor of various Public Participation programmes- Agricultural Development committee, watershed committee and MNREGA)
- **Promotion of poverty alleviation/agricultural income generation projects among women** (as ex-officio member of Kudumbasree CDS and by providing technical guidance to MKSP).
- **Safeguarding the objectives of sustainable development** as implementing officer of Productive Sector schemes (in WGDP, IWMP , NWDPR, HADA Schemes)
- **Environmental Conservation and Sustainable Agriculture activities** – as convenor of Committee implementing Conservation of Paddyland and Wetlands Act, 2008
- **Promoting the welfare/social security of major stakeholders** in agriculture- through issue of pension for Farmers
- **Providing timely crisis management & relief** during crop loss due to Natural calamities.
- **Smoothing crop risk management** among farmers through enrolment in crop insurance programs.

- **Providing platforms for marketing of farm produce.** (eg. Coconut, paddy procurement, SHM/HADA markets)
- **Fulfilling the institutional credit needs** of farmers (Kissan credit cards campaign and through participation in BLBC's)
- **Taking initiative & responsibility in planning and implementation of various Government schemes-** state/Central and LSG's.
- **Organising Seminars, Exhibitions, Melas** etc as part of Government functions.
- **Updating the basic agricultural data & statistics of the panchayath** using organisational support from related departments for formulation and implementation of various development programmes.

➤ As an Administrator (mandatory and statutory functions)

- DDO of salaries, allowances, advances and other compensation to staff as **Head of Office** and as SDO.
- **Sanctioning authority** of leave, increment, Pay revision, Grade promotion, and other establishment matters in relation to office staff.
- **Designated officer** as per Kerala Right to Service Act 2012.
- **PIO** as per RTI 2005 as Head of Office.
- **Reporting officer** as per Kerala Paddy land/wetland conservation Act 2008
- **Fertilizer inspector** as Fertilizer Control Order 1985
- **Insecticide inspector** as per Insecticide Act 1968
- **Convenor of Panchayat-level Agriculture Development Committee**
- **Monitoring the availability and distribution of quantity/quality of various agricultural inputs-** planting materials, fertilizers, pesticides- and verification of stock position of the same as per directions from department.
- **Recommendation of inputs like PPC, fertilizers and organic manures**
- **Delegating the responsibilities of implementation** of different schemes/other office duties to subordinates.
- **Motivating and acknowledging the good work done by subordinates** through **recognition** /rewards (appreciation letters /recommendation for awards /additional increment/ Good Service Entry etc)

- **Ensure maintenance of records in office** as per laid out Government procedures and periodic verification of office stock & stores.
- **Supervise and give necessary directions to subordinates** in all activities undertaken at the Krishi Bhavan level.
- **Clearance of Audit objections, timely issue of LC/NLC of staff** for settling of Pension cases etc.

➤ As an Extension officer

- **Transfer of Technology** - From lab to field- act as Functional Facilitative Link between farmers and research personnel through various extension efforts
- **Participatory – Planning, Research, and Technology Development-** providing direction to agricultural resource appraisal for creating a data pool of indigenous knowledge/technology and also for providing scope for further research and development.(eg. Bio-diversity register)
- **Conducting Demonstrations, Campaigns & Field Studies-** Conducting Method Demonstrations / Result Demonstrations /campaigns/ field trials for augmenting adoption of a particular technology/process among farmers.
- **Motivating Group Behaviour, Capacity Building & promotion of SHG's** - Promotion of group approach in agriculture (Padasekhara samithies in paddy, clusters in Coconut, SHG's in Vegetable cultivation. - Organising and facilitating Farmer Interest Groups (through ATMA)
- **Monitoring & Leading the functioning of Agro clinics** at grass root level.
- **Work as middle level technocrat** in passing on the researchable issues at field level to scientists and their feedback to farmers.
- **Ensuring the availability of various agricultural inputs** in the area of jurisdiction (Seeds, fertilizers, PPC)
- **Monitor the collection of soil samples** for analysis of N, P, K , pH, EC , micronutrients etc and communicating the results to farmers timely.
- **Provide required training to farmers** to facilitate change in their knowledge, attitude and skill.
- **Identifying innovative farmers and best farmers in the panchayat**

- **Explore various media of extension** for dissemination of agricultural information and technology (Radio/ Television/ Internet/leaflets/circulars/bulletins etc) to farmers.
- **Evolve a scientific cropping system strategy at the panchayath level** in an integrated manner utilising the available resources of the area focussed on sustainable agricultural development.
- **Work as the co-ordinator for integrating the efforts of various stakeholders,** agencies and organisations in the field of agriculture in the area.

b) Agricultural Officer in District and Mobile Soil Testing laboratories

- Uploading of soil analytical data and recommendations to central server
- Maintenance of final result register
- Supervision of lab activities and lab staff of DSTL/MSTL.
- Outreach/field activities like follow up of soil fertility advisory services, field trials, soil health cards etc.
- Public information Officer under RTI Act.

c) Agricultural Officer in Seed Testing Laboratory

- Quality analysis of certified, service and official seed samples.
- Overall administration of seed testing laboratories
- Custodian of all equipments of the lab.

d) Agricultural Officer/ Analyst in State Pesticide Testing Laboratory

- **Analysis of the sample allotted:-** Agricultural Officer is responsible for conducting analysis of pesticide samples received from Insecticide Inspectors under the provisions of Insecticide Act and furnish reports /results of such tests or analysis. The observations and results are to be entered in the Analytical Register.
- **Planning the Consumables required** – Assessment of stock balance of various consumables such as equipments, chemicals, periodicals, books etc are to be conducted by Agricultural Officers and shortage reported to Deputy Director of Agriculture in charge of the laboratory.
- **Agricultural Officer who has undergone PFA training is responsible for assisting the TM in documentation of standard preparation procedures, preparation of forms and formats.**

e) Agricultural Officers in District Agriculture Farms and Special Farms where Farm Superintendents are the head of the farm

- Upkeep and maintenance of farm in general
- Forecast of daily works, preparation of DMS, maintenance of attendance register, muster roll and leave register of labourers
- Assist Farm Superintendent for the disposal of all farm produces
- Farm roads, fencing, buildings, sheds, irrigation installation including pump sets are under the control of Agricultural Officers
- Assist farm Superintendent for the preparation of monthly periodicals, plan progress reports, annual forecast estimates and annual stock verification statements
- Conduct of all trainings, exposure visits etc.
- Assist Farm Superintendent for the formulation and implementation of jilla panchayat projects
- Assist farm Superintendent for the preparation and implementation of department schemes
- Agricultural Officers will be in charge of all nurseries including pot tray nursery of vegetable seedlings
- Agricultural Officers will be in charge of all progeny orchards and production of all planting materials and vegetable seeds
- Management and maintenance of Cashew, coconut, pepper, mango, jack, exotic fruits and spices plantation.
- Management and maintenance of vegetables, banana, tubers, pulses and other field crops.
- Responsible for the production of tissue culture banana, pseudomonas, pheromone trap, mushroom spawn, organic manures and organic plant protection items
- Maintenance of crop museum, medicinal plants and demonstration plots
- Responsible for watching duty assignment and watching duty
- Monitor and maintenance of farm produce register and credit sale register
- Raise invoices towards the supply of all farm produces, maintenance of invoice register and assure the receipt of cost of farm produces issued
- Custodian and maintenance of log books of tractors, pumpsets, transport vehicle, generator and sprayers
- Agricultural Officers will raise specific requisition and assist farm Superintendent for the purchase of all inputs

- Agricultural Officers are responsible for beautification and gardening of the farm and entrusted with the smooth functioning of farm stay home facilities.
- Agricultural Officers will be the custodian of following registers and all the entries in the registers and articles mentioned in the registers should be attested by them.
 - Attendance register, muster roll and leave register of labourers
 - Daily memorandum sheet (DMS) and forecast of daily work register
 - Stock registers including central stock register, register of fertilizers PPC
 - Dead stock register, immovable property register
 - Stock register for seeds and seedlings and other inputs produced in the farm
 - Chemical and media production register related to BT division
 - Culture transfer register of Tissue Culture lab
 - Hardening register of Tissue culture lab
 - Vegetable seed production register
 - Nursery registers
 - Tree register, building register
 - Stock register for road pass
 - Watching duty register
 - Construction work register
 - Maintenance of updated basic data register
 - Any other registers to be maintained for the smooth functioning of the farm

General Guidelines

The Deputy Directors of Agriculture should assume specific and independent responsibility in respect of the duties and functions assigned to them subject to the overall guidance of the Principal Agricultural Officer. The financial powers delegated to them should be fully exercised so as to relieve the Principal Agricultural Officers of routine office work. They should attend all committee meetings and conferences relating to the subjects allotted and keep the Principal Agricultural Officer informed of the gist of discussions and decisions of such meetings.

The Deputy Directors of Agriculture squarely responsible for the timely implementation of development activities, fully achieving the physical and financial targets. Responsibility for shortfalls or failure in respect of functions assigned will invariably rest with the Deputy Directors of Agriculture and they are fully answerable for lapse.

Apart from working as nodal officers at District Head Quarters, the Deputy Directors of Agriculture should invariably function as Subject Matter Specialists in the assigned areas of work. Blocks will be divided and allotted by the Principal Agricultural Officer to the Deputy Directors of Agriculture, who are solely responsible for the co-ordination and supervision of his subordinates in their respective areas. Enabling to function as specialists they should be well equipped with current research findings in agricultural technology and through knowledge of real field problems. The Deputy Directors of Agriculture are expected to guide and train the Assistant Directors of Agriculture and Agricultural Officers as real consultants.

Deputy Directors of Agriculture should also find time to conduct detailed annual inspection of 3KB in each quarter. Inspection notes should be instructive and corrective so as to serve as authoritative orders. The Principal Agricultural Officers should arrange to follow up such inspection notes and pull up indifferent officers without any reservation.

The Principal Agricultural Officers are at liberty to delegate more powers to the Deputy Directors of Agriculture for operational efficiency.

The guidelines and assignments of duties and functions now issued are only illustrative and not exhaustive. Any such items if any left out should be assigned to the appropriate officer. So also Principal Agricultural Officers have the discretion to allot any additional work to any officer without prejudice to the overall instructions ordered.

The APAOs and Technical Assistants shall liberally support the DDAs and Principal Agricultural Officers in the smooth and efficient implementation of various agricultural developmental and extension activities. As these officers are not regular touring officers they are bound to assist the higher officers in the formulation of schemes, action plan preparation and in the quick transaction of desk work. The APAOs and TAs should have correct and upto date information and knowledge about all the development and extension activities implemented in the district. They are responsible for furnishing periodical reports to the Directorate and also to pass on any details or information called for or received from the Directorate/Collectorate/Government over phone. To facilitate this scheme files can be divided and routed through the TA and APAO for operational efficiency, which can be decided by Principal Agricultural Officers themselves at district level.

The Principal Agricultural Officers are at liberty to delegate more powers to the Deputy Directors of Agriculture, APAOs and TAs for operational efficiency depending on the peculiarities of the districts.

The distribution of work, duties and functions assigned in the proceedings No. TV (1) 30308/94 dated: 10-05-1994 and all previous orders stands modified to the extent as outlined above. The revised job chart will come into effect from 01-04-2015.

Sd/-
Director of Agriculture

Copy to
All PAOs
Senior Administrative Officer
O&M section
All PD ATMAs
All Section Heads (Head Quarters)
CA to Director of Agriculture
IT Cell for uploading in website