

**ANDAMAN AND NICOBAR ADMINISTRATION
DEPARTMENT OF AGRICULTURE**

Right To Information Act – 2005

**Duties and responsibilities of different functionaries in
the Directorate of Agriculture**

GROUP 'A'

1. Director of Agriculture

He is the Head of department for the purpose FR & SR and head of organization for the Directorate. He provides guidance and leadership to officers and staff employed in the department of Agriculture. He coordinates works between various sections within the department and acts as a Liason Officer with the Secretariat Administration and other departments. He is responsible for executing all the plan and non-plan activities of the departmental.

2. Joint Director of Agriculture (Crops).

Joint Director of Agriculture (P&S).

Senior Soil Conservation Officer.

Special Officer (Spices Development).

They are subject matter specialists in the department of Agriculture to advice and assist the Director of Agriculture in technical and administrative matters. They are responsible for:-

- (a) Execution of all plan and non-plan scheme in the department.
- (b) Full technical and administrative control over the officers and staff placed under them in their respective zones.
- (c) Any other duties and responsibilities that may be entrusted to them from time to time including NREP works and IRD programme, Tribal Welfare scheme etc.

The following activities being undertaken by the Agriculture Officer(HQ)/Technical Cell.

1. Technical correspondence regarding issue of license to sell/stock/exhibits insecticide.
2. Preparation of material for important occasion like 26th January and 15th August.
3. Correspondence regarding organizing training programme under Plan Scheme.
4. Organizing of State Level Exhibition.
5. Correspondence regarding organizing training programme under Central Sector Scheme.
6. Correspondence regarding deputing of Officers/Officials to various training/seminar/workshop etc. etc.
7. Correspondence related to Mass Media Support to Agriculture, Kishan Call Centre and Extension Reforms (ATMA Scheme).
8. Preparation of paper for the following meetings:
 - (i) Agriculture Technology Information Centre (ATIC).
 - (ii) Scientific Advisory Committee Meeting of KVK/CARI/Regional Committee Meeting of ICAR.
 - (iii) Inter-media publicity, Co-ordination Committee Meeting and publishing of press note on departmental activities.
 - (iv) Environment and Pollution Control meeting.
9. Preparation of cost of cultivation for State Level Technical committee meeting.
10. High Value Agriculture Programme, National Horticulture Mission, Work Plan for Non-horticulture scheme.
11. Examination, Assessment of Monthly Progress Report.
12. Looking after the charges of Library-cum-Conference Hall of Directorate of Agriculture.
13. Public Grievances.
14. Correspondence on minimum support price and market intervention scheme of agriculture produce.
15. Agriculture Marketing related correspondence.
16. Correspondence with all financial institutions/NABARD.
17. Bio-fertilizer/Organic Farming.
18. All correspondence related to Agriculture inputs such as obtaining of requirements from different zones, compilation, proposal for procurement to Development Section, allotment of inputs in various zones and farms.
19. Correspondence related to control labour for transportation and shipment of agriculture inputs.
20. Vegetable and Pulse Minikit.

Function of various grades of Officers.

1. Assistant Director of Administration who will look after the following work.

- (i) All Administrative and Establishment matters of the Directorate.
- (ii) Supervision and control the Sub-ordinate staff.
- (iii) Nodal Officer for all the Court cases pertaining to the Department.

2. Account Officer.

- (i) All financial matter, Accounts and Audits matters.
- (ii) Preparation of budget.
- (iii) Drawing and Disbursing officer for the Directorate.

3. Statistical Officer.

Responsible for collection and compilation of various data, implementation of 20 points programme, compilation and review of reports/returns, preparation of Publicity materials and formulation of five-year plans/Annual plans/Tribal Sub-Plan etc.