

ANNEXURE "E" TO GOVERNMENT ORDER NO.127-AGRI. OF 1997
D A T E : 4 - 03 - 1997

STATEMENT OF FUNCTIONS OF VARIOUS CATEGORIES OF POSTS
SANCTIONED IN THE DEPARTMENT OF HORTICULTURE

No.	Particulars of the post	Level	Functions
1.	JOINT DIRECTORS HORTICULTURE	Divisional	Administrative and technical control of the Horticulture related functions and functionaries in the respective Division. Co-ordination, monitoring and evaluation of horticulture development activities and preparation of short and long term horticulture development plans for the division. Generation, updating and maintaining of data base from Panchayat level upwards. Inter-district coordination and any other function as may be assigned from time to time.
2.	CHIEF TRAINING OFFICER	Headquarters	To assess and plan the training requirements of the department. Make logistic arrangements for the training programmes. Supervision, monitoring and evaluation of the training programmes conducted from time to time. Any other function as may be assigned.
3.	DY. DIRECTOR HORTICULTURE (CENTRAL)	Headquarters	Shall function as Staff Officer to Director Horticulture.
4.	ASSISTANT DIRECTOR HORTICULTURE	Headquarters	Along with Asstt. Director Planning and Statistics shall constitute the project planning cell in the Directorate. Discharge any other function given from time to time.
5.	CHIEF CANNING INSTRUCTORS	Divisional	Administrative and technical control of the respective Vegetable Craft Training Centres, technical control of Fruit Preservation and Utilisation Extension Centres in the Division. Monitoring and evaluation of all the Fruit Preservation Centres. Planning of training courses.

CHIEF HORTICULTURE OFFICER District

To coordinate horticulture development activities related to different disciplines. Administrative, financial and technical control over the entire organisational set up of the Department in the District. Preparation of long and short term horticulture development plans of the district and Panchayat, Zonal and Block level. To prepare and supervise development and production plans of the departmental nurseries and orchards including budget etc. on annual and long term basis. To check, evaluate and monitor the physical progress of all the activities and programmes implemented in the district and any other function which may be assigned from time to time.

PLANT PROTECTION OFFICER

Headquarters

Monitoring and evaluation of various programmes related to surveillance/scouting of the pests and diseases of the fruit crops. Discharge of quarantine, enforcement and quality control functions in respect of pest and diseases and implementation of plant protection act. To assess the pesticide input requirements and ensure their timely availability in the field.

DISTRICT HORTICULTURE OFFICER

District

To function as Staff Officer to Chief Horticulture Officer. To supervise implementation of horticulture development programmes in the departmental nurseries and orchards in the district. Any other function assigned from time to time.

MO. II. INF. & PUB. OFFICER

Divisional

To highlight/publicise departmental development activities. To prepare and publish information bulletin/brochures/pamphlets/posters/hand bills and other material needed for popularising horticulture development activities and programmes and their dissemination among the fruit growing farmers. To establish rapport with print and electronic media, arrange talks and discussions with experts through the media on various

annual progress reports of the departmental activities. To organise fruit shows and exhibitions in the State, hold orchard competitions, arrange books, journals and other materials for the libraries and to act as Estate Officer for horticulture complex Rajbagh Srinagar and Talab Tillo Jammu respectively. To evaluate usefulness/relevance of various publicity programmes and effectiveness of audio visual aids in dissemination of technical and general information related to horticulture development.

MANAGER PLANT
PROTECTION WORKSHOP
& STORES

Divisional

Administrative and technical control of the respective plant protection stores and workshop in the division. To fabricate tools and implements needed for departmental activities and popularise these among the farming community, repairs of the departmental machinery and providing repair services to the needy orchardists on no profit and no loss basis. To receive and deliver stores needed in the divisions. To conduct regular physical verification of stores in the district as prescribed under rules. To identify and process writing off the un-serviceable stocks including such items which may have outlived their life.. To frame and publish reports of store verifications which are to be conducted on an annual basis. Any other function as may be assigned from time to time.

11. DIVISIONAL
TRAINING OFFICER

Divisional

To organise and supervise training programmes of departmental functionaries and fruit growers at the respective base stations. To prepare lists of experts and trainers on various horticulture crops and technologies and establish contact with them to ensure their availability as and when required. Arrange necessary tools and necessities needed for conduct of the trainings and to organise lodging and boarding of the trainees. Maintenance and management of training facilities

2. MANAGER CUM CHEMISTS District To supervise Fruit Preservation and Utilisation Extension Centre, conduct field demonstrations in public institutions viz colleges and schools; provide technical know-how to interested persons in fruit preservation on domestic scale and any other assignment as may be given.
13. NURSERY REGISTRATION OFFICER Divisional To provide technical guidance to private nursery growers, provide certified bud wood to private and Govt. nurseries and to ensure production of quality planting material. Implement Nursery Registration Act and any other function assigned from time to time.
14. FARM MANAGERS Divisional Receival, multiplication and evaluation of new and improved kinds and varieties of fruits through multi locational adoptive trials. Mass propagation of such kinds and varieties of plants which have been identified as suitable and supply these to the private and Govt. nurseries for further multiplication and to the fruit growers on the terms and conditions as may be fixed by the competent authority from time to time. To supervise and monitor all the activities in the respective farm. To locate and propagate promising cultivars of different fruits from the existing resources. To supplement practical training programmes as may be organised by respective Div. Training Officers.
15. ANALYSTS Divisional To assess and provide nutritional requirement status, reports to the desirous fruit growers on the terms and conditions fixed by the competent authority. To prepare soil maps of respective divisions with reference to nutritional status of different localities, regions on Macro and micro levels. To Develop nutritional package/recommendations for various areas and fruit crops.

DISTRICT LEVEL
SUBJECT MATTER
SPECIALISTS

District To identify/diagnose various problems related to management, physiological disease and insect problems. To suggest remedial measures wherever available and establish liason with Agriculture University/research institutions and refer problems to the Agriculture University and follow up to obtain solutions. To attend training programmes organised by the Agriculture University regularly and disseminate/transfer the technologies developed by the University/Research Institutions to the field functionaries and growers. To monitor pest and disease problems through surveillance/scouting and ensure timely warnings. To manage operation of fore-warning systems located in their respective districts. To finalise/assess nutritional and plant protection input requirements, monitor their quality and evaluate the results. Supervise On Farm Trials/demonstrations and evaluate their impact. Any other function as may be assigned.

ASSISTANT ANALYST District

Assistance to the Analyst for preparation of soil maps of the area and work out the recommendation on nutrition of the horticulture crop and provide these to the farmers of the area. Any other function as may be assigned from time to time.

HORTICULTURE DEV.
OFFICER

Implementation of horticulture development programmes and activities in his jurisdictions. To disseminate and popularise new technologies. Assess requirement of various inputs in his jurisdictions and take steps for their timely availability. Monitoring inputs supply and their quality and pest and disease problems in his jurisdiction. Provide necessary information on regular intervals to appropriate quarters. To control, direct and monitor working of horticulture technicians in his area. To supervise and monitor departmental orchards and nurseries which fall in his jurisdiction and any other assignment as may be given.

HORTICULTURE
TECHNICIAN

The functions of the Horticulture Technicians in all categories and their contemporaries shall include performing of package of practices including land preparation, budding, grafting, irrigation, fertilization and fertigation, pruning/training, plant protection measures and extension of horticulture technologies/skills to the fruit growers. Scouting/surveillance of pest and disease problems in their area.

20. GARDENER

They shall perform their duties in departmental orchard/nurseries related to preparation of land, irrigation, fertilization, budding, grafting and pruning etc. Any other functions as may be assigned from time to time.

P. N. Singh
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