

## Chapter 2 (Manual 1)

### PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES.

#### 2.1 Objective/purpose of Public Authority

- ❖ To facilitate, accelerate and ensure the development of horticulture in Ri Bhoi District of Meghalaya through the implementation of various development programs sponsored by the State Government as well as by the Ministry of Agriculture and Cooperation, Government of India.
- ❖ To effectively coordinate and interact with other allied agencies towards achieving its goals.
- ❖ To gather support, resources and technology required for the advancement of horticulture development in the district.
- ❖ To ensure the effective transfer of technology from lab to land through extension services as well as through the introduction of new cultivation technologies.

#### 2.2 Mission /Vision statement of the public authority.

- ❖ To effectively communicate and deliver the plans and policies of the government to the farmers of the district.
- ❖ To bring about the holistic development of horticulture in the district through a process of active participation of the farmers in the development process while ensuring that this development is in consonance with the wishes and aspirations of the people.
- ❖ To initiate changes and revolutionize the rural economy through the introduction of suitable and viable income and employment generating horticulture activities in the rural areas.
- ❖ To effect a mindset and attitude change in the minds of the farmers of the district and ensure their upliftment by focusing on the upgrading of their resources and skills.

#### 2.3 Brief history of Public Authority

- ❖ The office of the District Horticulture Officer, Nongpoh, came into being in 1998 after the bifurcation of the Directorate of Agriculture into two separate directorates with the objective of catering to the horticulture needs of the state by providing for a more focused approach to the development of horticulture.

#### 2.4 Duties of Public Authority (P.A)

- ❖ To ensure proper planning for effective implementation of horticulture development programmes.
- ❖ To ensure that the benefits and facilities provided for by the government under various programs and schemes reach the end user in a timely manner.
- ❖ To ensure that activities and programs are implemented in a professional manner and effectively relate these activities to the overall effort of horticulture development.
- ❖ To secure inter sectoral and intra departmental coordination and cooperation for the effective development and upliftment of the socio economic conditions of the rural farmers.
- ❖ To maintain close liaison with the State and Central Government by providing information on the progress of implementation of programs.
- ❖ To take steps to improve the awareness regarding new advances in the field of horticulture amongst the farmers.
- ❖ To provide for the active participation of the farming community in the decision making process as well as in the implementation of these decisions.
- ❖ Maintain transparency by publishing periodicals and details of different programs & their implementation.
- ❖ Proper maintenance of accounts in respect of funds allocated to the district in accordance with the guidelines of different programs.

- ❖ Carry out / aid in carrying out action research / evaluation studies that are initiated by the State and Central Governments.
- ❖ Deal with any programs having horticulture focus entrusted by other Ministries or departments of the State Government on approval of the Directorate of Horticulture.

## **2.5 & 2.6 Main activities/functions of Public Authority**

- ❖ Preparation of Annual Action plans and Submission of proposals for sanction of fund.
- ❖ Inspection of projects taken up under different programs.
- ❖ Preparation of estimates and technical guidance to beneficiaries.
- ❖ Distribution of horticulture inputs under both State and Central schemes.
- ❖ Monitoring and evaluation of horticulture development programs.
- ❖ Conduct market surveys and provide this information to the state agri-marketing portal.
- ❖ Identification of cluster areas for taking up various horticulture related activities.
- ❖ Facilitating skill and knowledge development activities among rural farmers by conducting trainings and study tours within and outside the state on various horticulture activities.
- ❖ To facilitate the Development of women in Horticulture.
- ❖ Facilitate rural farmers to promote their marketing skills and quality production by conducting festivals under certain specific projects, exhibitions, melas, horticultural shows and competitions.
- ❖ To promote transparency in marketing and facilitate the flow of market information through farmers Internet kiosks.
- ❖ To source and create markets for the horticultural produce of the district and facilitate the flow of produce to these markets.
- ❖ Coordinate with Financial Institutions for credit Linkages to rural farming community.

## **2.7 Organizational structure - (enclosed)**

## **2.8 Expectation of PA from the public for enhancing its effectiveness**

- ❖ Identification of villages and beneficiaries
- ❖ Providing correct information about ground realities whenever required by Implementing agencies
- ❖ Proper utilization of resources
- ❖ Positive response for launching of government programmes
- ❖ Support in terms of manpower and resource (land, water etc.) for developmental works
- ❖ Provide correct information on effective use of ITK (Indigenous Technical Knowledge).

## **2.9 Arrangements and methods made for seeking public participation/contribution**

- ❖ Trainings and awareness programs as well as farm visits are conducted under different programs all over the district whereby feedback and participation from farmers are welcome and taken into consideration during the process of implementation.
- ❖ Demonstrations on various crops and technologies both in the farmers' fields as well as in the departmental farms focus on the active participation of the target beneficiaries and feedback obtained from such programs are incorporated into future action plans of the district.

## **2.10 Mechanism available for monitoring the service delivery and public grievances resolution.**

- ❖ The district has a network of Horticulture Extension Officers (HEO) attached to the various

blocks of the district who are entrusted with the task of monitoring the timely and effective delivery of service as well as inputs disseminated under various programs. These officers are further assisted in their work by Horticulture/ Fruit Demonstrators (HD / FD), Horticulture Field Assistants (HFA) / Assistant Horticulture Inspectors (AHI) where available.

- ❖ Similarly feedback and public grievances are received by and resolved by the HEOs where possible and in cases where they cannot, the matter is referred to the District PA. In the rare event where the District PA cannot take a decision then the matter is taken up at the level of the Directorate.

#### **2.11 Address of the main offices**

- ❖ Office of the District Horticulture Officer,  
Saiden, Nongpoh.

#### **2.12 Office Hour: - Summer – 10.00 AM – 5 PM**

**Winter - 10.00 AM – 4.30 PM.**