

Chapter 3 (Manual 2)

3.1 Powers and Duties of Officers and Employees at District Level

Designation: District Horticulture Officer.		
Power	Administrative	Overall administrative control on all subordinate Officers and functionaries and functions as per the FR & SR of State Government.
	Financial	<ol style="list-style-type: none"> 1. Drawing and Disbursing officer as per Meghalaya Delegation of Financial Rules (DFP) for normal financial matters. 2. Drawing and Disbursing officer for payment to beneficiaries under all State and Central Scheme sanctioned and released by component authority. 3. Directly responsible for Disbursement of Funds to Local Committees/Wage earners under Central and State Schemes.
	Others	Drawing and Disbursing Officer (Designated Ex. Officio Project Officer M.S.F.A.C) as per rules laid out under Technology Mission (MM-II) for Integrated Development Of Horticulture In North Eastern Region In Meghalaya.- Central Scheme and any other duty as may be delegated by the Director of Horticulture and the District Administration from time to time.
	Duties	1. Overall Supervision and control over the implementation of Horticulture developmental programs, responsible for the planning and proper execution of work in the district as well as co-ordination with other agencies as well as grass root level functionaries of the district.

Designation: Assistant Horticulturist.		
Power	Administrative	Nil.
	Financial	Self Drawing and Disbursing officer for Pay and Allowances.
	Others	Assisting the Head of Office during the latter's absence.
	Duties	Implementing Officer for Schemes (State and Central Scheme) allotted by the Head of Office. Other duties and services are at the disposal of the Head of Office as and when required.

Designation: Horticulture Inspectors (Hq)		
Power	Administrative	Nil.

Financial	Nil
Others	Nil
Duties	<ol style="list-style-type: none"> 1. Implementing Officer for Schemes (State and Central Schemes) allotted by the Head of Office. 2. Any other duty as may be allotted by the District Horticulture Officer and Assistant Horticulturist as and when required. 3. Horticulture Inspector Byrnihat Farm – Responsible for the development and maintenance of the farm and also generating revenue to the Government through sale of farm produce.

Designation: Horticulture Extension Officer.

Power	Administrative	Nil.
	Financial	Nil
	Others	Nil
	Duties	<ol style="list-style-type: none"> 1. Implementing Officer for Schemes (State and Central Schemes) allotted by the District Horticulture Office and the Block Development Officers. 2. Any other duties as may be allotted by the Head of Office as and when required. 3. Horticulture Extension Officer Umsning Block also in-charge Dewlieh Horticulture Farm is responsible for the development and maintenance of the farm and also to generate revenue to the government through sale of farm produce.

Designation: Agricultural Marketing Officer.

Power	Administrative	Nil.
	Financial	Nil
	Others	Nil
	Duties	<ol style="list-style-type: none"> 1. Responsible for Agri- business which include submission of market data for marketing portal of the district. Also function as implementing officer for schemes allotted by the Head of Office. 2. Any other duty as may be allotted by the Head of Office as and when required.

Designation: Horticulture Field Assistant.		
Power	Administrative	Nil.
	Financial	Nil
	Others	Nil
	Duties	To Assist the Horticulture Inspector, Byrnihat Farm

Designation: Assistant Horticulture Inspector.		
Power	Administrative	Nil.
	Financial	Nil
	Others	Nil
	Duties	To assist the Horticulture Extension Officer and the Block Development Officer.

Designation : Horticulture Fruit Demonstrator		
Power	Administrative	Nil.
	Financial	Nil
	Others	Nil
	Duties	To Assist the Horticulture Extension Officer in-charge Dewlieh Farm.

Designation: Grafter.		
Power	Administrative	Nil.
	Financial	Nil
	Others	Nil
	Duties	Responsible for producing planting materials through grafting from the farms and also to assist the farm in-charge for any duties allotted to him.

Designation: Upper Division Assistant.		
Power	Administrative	Nil
	Financial	Nil
	Others	Nil
	Duties	Maintenance of account and other Official records. Responsible for up-dating cash book from time to time, performing the duty as a cashier and also to look after the office attendance of staff.

Designation: Lower Division Assistant cum typist.		
Power	Administrative	Nil.
	Financial	Nil
	Others	Nil
	Duties	Entrusted with typing of all Official letters and documents, receipt and issue and also preparation of bills.

Designation: Peons.		
Power	Administrative	Nil.
	Financial	Nil
	Others	Nil
	Duties	1. Delivery of official letters, and also performs duty as a duftry. 2. Attending duty in the office.

Designation: Chowkidar.		
Power	Administrative	Nil.
	Financial	Nil
	Others	Nil
	Duties	1. To Look after the office both day and night.