

## **JOB RESPONSIBILITY OF VARIOUS CADRES**

### **JOB CHART OF VILLAGE LEVEL EXTENSION WORKERS (VLEW)**

1. Each VLEW shall be in charge of 8 elekas, each comprising of 8 to 10 villages basing on the farm house holds.
2. Select progressive farmers for each unit from different socio-economic group of farmers including farm women with due importance to SC/ ST under the guidance of ADO
3. Attend the Bi Weekly & review meetings. In the Bi-weekly training, he shall transmit the feedback on technology messages, input requirements and progress of achievements on the targets given for crop production, input management including farm credit and others.
4. His goal is to raise the productivity in every farm land keeping harmony with the environment and protection of soil, water and other natural resources. He should make a whole-hearted effort in delivering the sustainable Agricultural Technology.
5. To study agricultural activities of his eleka and acquaint him with different farming situations and make a bench mark survey of the category of farmers. Land utilization, area, production and productivity statistics, type of cropping pattern followed, crop varieties grown, rainfall, irrigation facilities and input supply arrangements etc. and keep the data in his Basic information register and transmit a copy of the same to the ADO. The basic information so collected will be updated time to time.
6. To monitor for increasing production and productivity of crops of his circle maintaining the base records for comparison.
7. To conduct/ organize & supervise demonstration, minikit, seed village programme, diversified cropping programme, introduction of new crops/ varieties and other special programmes along with group discussion.
8. To prepare situation specific crop production plan for each farmer and for each and assess their requirement of inputs in a realistic manner.
9. To advise/ prepare the long term action plan for increasing seed replacement ratio, level of fertilizer consumption, use of bio-fertilizers, use of improved farm

implements and machinery, increasing irrigation potential through dug wells, deep/shallow tube wells, etc.

10. To utilize the quantum of subsidy on seeds, fertilizers, bio-fertilizers, implements, power, machineries, sprinklers etc. as per the target fixed by the ADO.

11. To encourage/ promote purchase and use of quality seeds by the farmers.

12. To maintain and carry a record of the events of work done by him during his field visit & shall also record the observations & problems of farmers including feedback separately in registers.

13. The registers will be checked by ADO and his controlling officer regularly along with other senior officials. He shall produce these registers to the inspecting authorities as and when required.

14. To assess the requirement of different inputs in consultation with interested farmer groups.

15. Promote the use of modern agriculture machineries, implements and equipments and creation of irrigation potentiality through Shallow Tube wells, Medium tube wells, Bore wells and Dug wells etc. in his circle. He should also collect applications from eligible farmers.

16. Attend/ conduct all types of Crop Cuttings.

17. To conduct pest surveillance work, prepare surveillance form and submit to ADO.

18. To collect soil samples as per the target fixed and promote the soil testing among the farmers

19. Keep record of it to follow up the recommendation in farmers' field.

20. To promote organic farming in his area.

21. To report immediately about the happenings of any natural calamity, adverse weather and crop situation to the ADO.

22. To help in administer of Calamity Relief Fund subsidy to the affected households/ beneficiaries as and when assigned by higher officials.

23. Actively involve himself in National Food Security Mission/ Government schemes and programmes and other key activities.

24. To maintain effective coordination with the officials of allied sectors like Panchayat Raj, Water Resources, Cooperation, and Commercial Banks and take their

assistance to solve farmer's problems and in case of any problem he shall bring to the notice of the ADO.

25. He should never stop striving to achieve higher and higher percentage of success in his goal of crop productivity, input use, adoption of skills and practices by the farmers, farm women and youths with ultimate aim of building self confidence within and without and more economic returns to the farming community of his circle.

26. To motivate the farmers/farm women for constituting Self Help Groups and ATMA activities.

27. Besides the above he shall perform any other job as and when assigned by the higher authorities.

### **DUTIES OF AGRICULTURAL DEVELOPMENT OFFICERS (ADO) POSTED AT CIRCLE LEVEL**

1. Each ADO shall remain in-charge of his circle of the block and play a promotive and facilitative role for more purposeful and effective extension service to the farming community including implementation of all ongoing schemes.

2. He shall through an effective extension plan disseminate the proven and viable production technology for farming community with overall objective to increase productivity per unit of land and water.

3. His primary responsibility being the integrated development of the rural economy through agricultural development, he should prepare integrated cropping programme for best use of all available water sources of each ADO circle, such as dug well, bore wells, Shallow tube wells etc.

4. He shall keep village wise / GP wise / circle wise break up of seasonal crop production programme and quantify the targets for each VLEW eleka including action plans for achieving goals of increasing seed replacement ratio, level of fertilizer consumption, use of bio-fertilizers, soil testing along with soil testing mission, improved agricultural implements, irrigation points and credit support for improving crop productivity.

5. He shall make a concurrent evaluation of the achievement of all schemes by the VLEW

6. He should guide the VLEWs in collection of basic information on land utilization, rain fall, source wise irrigation potential, crop statistics, yield estimate, crop cutting experiments, selection of beneficiaries & site for demonstrations, minikits including execution of other schematic activities. Besides he shall also guide for preparation of action plan for crop diversification, inter and mixed cropping, cropping programme for individual farmers under command area of canals, lift points, dug wells, water harvesting structures, etc.
7. He shall visit every VLEW eleka & shall plan his tour programme to visit each unit of the VLEW eleka regularly. He will submit his advanced tour programme of the month to SDAO/DAO.
8. He shall supervise the activities of VLEWs during course of field visit and make field observations on demonstrations, minikits, trials, crop cuttings, pest situation and attend group meeting arranged by the VLEWs.
9. He shall check the VLEW's Register and record and put his observations.
10. He shall attend the office of the SDAO/DAO as and when necessary in connection with field programmes/problems and attend important assignments & meetings. He shall attend the cluster training with his VLEWs the bi-weekly training and review meeting of the VLEWs block. He should conduct field visit during morning hour
11. and attend office in afternoon.
12. He shall maintain with him the details of fixed visit programme of VAWs/AOs and monitor and review the progress of each VLEW.
13. He shall compile the applications collected by VLEW for crop loan, dug well, shallow / deep tube wells, KSK, Implements and forward to the appropriate authority/ issue go ahead letter in time as per guide line.
14. He shall attend the ADO's conference, review meetings, credit meetings at block level, Gaon Panchayat meetings and all other meeting as called by higher authorities and other departments. He shall apprise the Gaon Panchayat about the agricultural activities to get the Kharif and Rabi programme approved by the Gaon Panchayat
15. He shall keep close liaison with block level officials of the line department, Gaon Panchayat Members including Block Development Officer.
16. He shall discharge duties as fertilizer/ seed inspector and implementation of other

agricultural legislations as notified by Government without fear & favour in his jurisdiction and to ensure that the control acts/ orders are strictly adhered to.

17. He shall assist the block administration in preparing the report on any sorts of natural calamity/ epidemic and involve himself in various programmes to combat such situation.

18. He shall be the guiding force for agriculture entrepreneurs and motivate them for settlement through Pathar Parichalana Samittee

19. He shall be responsible for preparation and presentation of consolidated block report to the higher authorities in consultation with other junior staffs of the block.

20. He shall involve himself in preparation of crop planning in panchayat areas with help of ADA circle and attend the meeting.

21. He shall document the successful achievements for publication.

22. Any other duties which may be assigned to him for development of agriculture.

#### **JOB CHART OF AGRICULTURAL OFFICER WORKING IN THE SOIL TESTING LABORATORY.**

1. Receive the soil samples and dispatch the soil health cards Analyze the soil samples under the guidance of the Soil Chemist

3. Prepare the soil test reports basing on the results analised.

4. Maintain all routine registers.

5. Responsible to keep the laboratory neat and clean.

6. To be kept in charge of stock and store of the laboratory as desired by authority.

7. Any other duties assigned to him by the Soil Chemist and other higher authorities for smooth management of the laboratory.

#### **JOB CHART OF AGRICULTURAL OFFICER WORKING IN THE FERTILISER / PESTICIDE TESTING LABORATORY.**

1. Responsible analyzing the samples and to keep the laboratory neat and clean.

2. To be kept in charge of stock and store of the laboratory as desired by authority.

3. Any other duties assigned to him by the higher authorities for smooth management of the laboratory.

#### **JOB CHART OF AGRICULTURAL OFFICER WORKING IN THE SEED TESTING LABORATORY.**

1. Responsible for registration of seed samples received for analysis.
2. Take care for engagement of casual labourers and their work assignment.
3. Responsible for counting, recording observation and prepare sub-strata and media for testing of seeds.
4. Assist the concerned officer in the process of seed testing.
5. Take care to keep the laboratory clean and workable condition.
6. Receive the stock from the store keeper and be responsible for utilization of the same.
7. To prepare the analysis cards/ reports under the guidance of the concerned officer.
8. Any other duties assigned to him by the higher authorities for smooth management of the laboratory.

**JOB CHART OF AGRICULTURAL OFFICER WORKING IN THE STATE BIOCONTROL LABORATORY UNDER DEPUTY DIRECTOR OF AGRICULTURE (PLANT PROTECTION).**

1. Responsible to keep stock & store of the Laboratory.
2. Maintain production and sale registers.
3. Responsible for timely sale and deposit of sale proceeds.
4. Assist the appropriate authority in production process of bio-fertiliser.
5. Responsible for cleanness of the laboratory.
6. Prepare Monthly Progress Report and other reports.
7. Any other duties assigned to him by the higher authorities for smooth management of the laboratory.

**JOB CHART OF AGRICULTURAL OFFICER WORKING IN THE GOVERNMENT AGRICULTURE FARM.**

1. To prepare the crop plan for the farm in consultation with the Farm Superintendent/ Farm management Specialist for utilization of the cultivated area.
2. Pre- positioning of inputs before start of the cropping season and to purchase the same observing due financial procedure.
3. To maintain the machineries of the farms and to make it operational before start of the cropping season.
4. To maintain all the farm records like Muster Roll, Overseer Diary, day Book, Procedure Register, Cattle feed Register, Log Book of the machineries and stock book etc.
5. To monitor the Agriculture operations by allotting works among the permanent labourers (PL)/ casual labourers and overall supervision of the works during the cropping season.
6. To look after the infrastructure development works/ NREGA/ BRGF works to be taken up in the farm.
7. Cost of cultivation of (foundation/ certified) seed crops are to be followed as per the norms of expenditure approved by the Government. Any deviation to this should be justified and approved by the DA.
8. To assist the assigned officer to conduct crop cutting experiments during each cropping season in order to assess the crop yield.
9. To take necessary steps for timely processing, bagging and tagging of the farm produce.
10. Timely submission of monthly progressive report to higher authority.
11. To compile information in the farm booklets indicating the inventory, area, production, productivity, soil analysis, expenditure and revenue receipts etc.
12. To take necessary steps to make the farm profitable.
13. To attend the visit of higher authorities and record it in the farm visit note book.
14. To execute the farm works of seed production, development (construction) works, supply of irrigation, seed certification etc. by coordinating by the line departments.

15. To maintain cleanliness in the farm in such a way that the farm will be a model platform for demonstration of new improved technology.
16. To promote organic farming and modern crop technologies in the farm.
17. Ensure to maintain the farm assets and auction/ dispose of the farm bi-products to maximize the revenue receipt of the farm.
18. Any other duties assigned to him by the higher authorities towards smooth management of the farm.