

INFORMATION U/s.4(1) OF THE RIGHT TO INFORMATION ACT, 2005

Chapter – 2 (Manual – 1) Particulars of Organisation, function and duties

4.1

1 **The particulars of the organization, function and duties**

The office of the District Agriculture Officer, Parlakhemundi, Dist. Gajapati under Director of Agriculture and Food Production, Orissa, Bhubaneswar.

2 **The power and the duties of its officer and employees**

The power and the duties of the following officers and employees are –

- a. **District Agriculture Officer** : The District Agriculture Officer will make overall supervision of Agriculture Development works of the entire Agriculture District. He will regulate, supervise, monitor and Administrator the Agriculture different duties assigned in his subordinate field staffs according to their job chart of the field functionary communicated by the Govt. of Orissa, G.A. Department. He is empowered to draw the salary and other allowance of his subordinate staff. He is the authority to look after the smooth execution of the different Agriculture Scheme done by his subordinate staff. He is authority to advise his field staff for proper implementation of all the Govt. programme under Agriculture Department in his Agricultural District.
- b. **Plantation Protection Officer** : The Plant Protection Officer is responsible to see the effective plant protection control measures for all the crops in the Agricultural District. He is to examine cases and effects of different pest and diseases, control measures for all the crops and impart technical trainings to the field functioning's of different plant protection measures in the bi-weekly training. The PPO is also responsible for proper enactment and enforcement of insecticide Act of Govt. of India and ensure proper availability of insecticide and pesticide to the farmers, collected pesticides sample from the Dealers for its laboratory testing.
- c. **Asst. Agricultural officer / Junior Agricultural Officer** : The Asst. Agricultural officer / Junior Agricultural Officer are responsible of all the Agricultural Development works at Block level. They shall through an effective extension plan and disseminate the proven and viable production technology for farming community with over all objectives to increase productivity for unit of land and water. They shall make concurrent evaluation of the achievements of all schemes by the AO / VAW in the field. They shall supervise the activities of VAW / AO during course of their field visit and see that all the agricultural programme are implemented properly in the field at Block level.

- d. **Agricultural Overseer (Sale Centre)** : Agricultural Overseer are responsible to receive and maintain the stock of Agriculture implements like seeds, implements, and fertilizer under Bulk sale and demonstration purpose in the sale centre. He is responsible to open the sale centre as per schedule time and sale the inputs to the farmers.
- e. **Agricultural Overseers / Village Agricultural Workers** : The Agricultural Overseer and village Agricultural Workers have to make field visit four days in a week and control the farmers of this area, make them aware about different Agricultural programmes and implements, mini kits and demonstration programme in the farmers field. They have to motivate the farmers to adopt in order Agriculture techniques by making T & V and group discussion in the village. They are the grass-root level workers of the department are in direct contract with the farmers in the village and responsible for implementation of govt. Scheme in grass root level.

3 **The procedure followed in the decision making process including channel of supervision and accountability :**

All the Govt. Schemes are discussed in detail in the monthly review meeting with AAO / KAO and they assigned to achieve the programme by giving them target under different components and their works are supervised by the District Agricultural Officer for proper implementatives.

4 **The norms set by it for the discharge of its function**

The target given in the different components are discharged at Block level through the field functionaries and the District Agricultural Officer, over all authority to monitor the discharge of duties of field functionaries.

5 **The Rules, Resolutions, instructions, manual and records held by it or under its control or used by its employees for discharging its function :**

The manuals and records used by the field functionaries at Block level are as follows :

- a. All the guidelines, manual under different schedume (work plan / ISOPO / PLIP / Farm Mechanisation)
- b. Basic information Register, Stock Book, Demonstration Register, Soil Analysis Register, Rainfall registers, etc. are maintained by the AAO / JAO.

- c. The input sale stock book cash book, sale register, cash memo books, etc. are maintained by the Agricultural Overseer sale centre.
- d. VAW Diary, Stock Book Target and Achievement Register, etc. are maintained by the AO / VAW

6 **A statement of the categories of documents that are held by it or under its control**

The categories of documents of Rules, Regulations and Instruction held in the DAO Office are as follows :

- a. Orissa Service Code
- b. The Orissa General Finance Rules
- c. The Orissa Treasury Code
- d. Orissa Travelling Allowance Rules
- e. General Provident Rules
- f. Pension Rules
- g. Record Manuals
- h. Orissa Leave Rules
- i. Orissa Govt. Servant C Rules

7 **The particulars of any arrangements that exists for consultation with or representation by the members of the public in relation to the formation of its policy or implementation thereof :**

The member of the Public (PRI) are involved in relation to the formulation and implementation of Agricultural Programmes are as follows :

- a. Zilla Parishad meeting at District Level
- b. Natural Calamity meeting at District Level
- c. Panchayat Samiti Meeting at Block level
- d. Gram Panchayat Meeting at G.P. Level
- e. Village committee meeting at village level

The field functionaries attend all these meetings at G.P. Block Level and D.A.O. attends the district level meetings.

- 8 **A statement of the Board, council committee and other bodies consisting of two or more person constituted as its part or purpose of the advise and as to where meeting of the board, council committees and other bodies are open to the public or minutes of such meetings are accessible for public :**

The list enclosed as above.

- 9 **Directory of its officers and employees :**

The list of the officer and employers are enclosed

- 10 **The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations :**

List enclosed

- 11 **The Budget allotted to each of its agency including particulars of all plans, proposed expenditure and reports on disbursement made :**

The Budget allotted under different plans, proposed expenditure and disbursement as follows :

- a. District Establishment (Non Plan) Scheme
- b. Range Administration (NP) Scheme
- c. Statistics and Economics Scheme (NP)
- d. Compost and Manure Scheme (NP)
- e. Plant Protection Scheme (NP)
- f. QCCF (Non Plan)

- 12 **The manner or execution of subsidy programmes, including the amount allotted and the detail of the beneficiaries of such programmes :**

All the subsidy programme have been executed at the field level after meeting due discussion in the Panchayat Samiti. The beneficiaries have been selected as per the guideline. The detail of the allocation received during the year 2007-08 under different scheme is enclosed.

- 13 **Particulars of recipients of concession permits or authorization granted by it**

NIL

14 **Detail in respect of the information available to or held by its reduced in an electronic forms**

May please be treated as NIL

15 **The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, of maintained for public use :**

There is no library or reading room available for public use.

16 **The names, designation and particulars of the Public Information Officer**

Public Authority	–	Sri S.Chandra Sekhar Rao, Dist. Agricultural Officer, Parlakhemundi, Phone : 06815 – 222243
Public Information officer	–	Sri Niranjan Mahapatro, Asst. Agricultural Officer, Parlakhemundi.
Asst. Public Information officer	–	Sri Banamali behardalai, Head Clerk, O/o. District Agril. Officer, Parlakhemundi

17 **Such other information as may be prescribed and thereafter up date these publication every year**

Farmers trainings and awareness campaign are being conducted alongwith field demonstration of different crop / methods under different schemes. The details is enclosed.

***Public Authority under RTI Act 2005
-cum-
District Agriculture Officer,
Parlakhemundi.***

U/s.4(1) – VIII, IX, X

Sl. No.	Name of the employee	Designation	Gross Amount of Salary (Rs.)
1)	Sarvasri S.Chandra Sekhar Rao	D.A.O.	20,843/-
2)	Asutosh Mishra	P.P.O.	19,643/-
3)	Surendranath Das	A.A.O.	18,271/-
4)	Pramod Ku. Das	A.A.O.	17,011/-
5)	M.Srinivas	A.A.O.	18,023/-
6)	Niranjan mahapatra	A.A.O. (PS)	18,271/-
7)	A.Ram Prasad Patra	J.A.O.	17,431/-
8)	B.N.Mangaraj	J.A.O.	15,593/-
9)	Govind Ku. Khuntia	A.O.	12,075/-
10)	Smt. M.K.Nayak	A.O.	10,239/-
11)	Miss. Subhadra Bhuyan	A.O.	10,239/-
12)	Smt. Susama Singh	A.O.	10,239/-
13)	Sarat Ch. Panda	A.O.	11,551/-
14)	Gunanidhi Thonapati	A.O.	11,551/-
15)	Pradeep Pu. Padhy	A.O.	11,551/-
16)	Ramesh Ch. Sethi	A.O.	10,239/-
17)	Trinath Nayak	A.O.	11,138/-
18)	Dayanidhi Behera	A.O.	11,138/-
19)	Khalli Das	A.O.	10,631/-
20)	D.Lokanath Reddy	A.O.	10,530/-
21)	Gobardhan Acharya	A.O.	10,530/-
22)	K.Nageswar Rao	A.O.	LPC Not received
23)	S.Gulam Rasul	A.O.	-do-
24)	Kailash Ch. Sethi	A.O.	-do-
25)	Ram Krishna Tripathy	A.O.	-do-
26)	Prafula Ku. Das	A.O.	12,035/-
27)	Krushna Ch. Panda	V.A.W.	10,500/-
28)	Khetrabasi Pandit	V.A.W.	10,500/-
29)	Ganesh Pradhan	A.O.	10,711/-
30)	Ratikanta Sahu	A.O.	10,711/-
31)	M.R.Macha	A.O.	10,711/-
32)	B.K.Patnaik	V.A.W.	10,711/-
33)	Trinath Pradhan	V.A.W	10,711/-
34)	Smt. B.L.Nanda	L.V.A.W	9,451/-
35)	Gopal Sahu	V.A.W.	9,518/-

Sl. No.	Name of the employee	Designation	Gross Amount of Salary (Rs.)
36)	Smt. Babita Rani panda	L.V.A.W	9,240/-
37)	Banamali behera Dalai	H.C.	11,822/-
38)	Limai Ch. Patra	S.C.	11,025/-
39)	Kurmanath Rath	S.C.	9,031/-
40)	Smt. Prabhavati Beborta	S.C.	8,400/-
41)	M.Sanjeev Ku. Rao	S.C.	8,400/-
42)	Balakrishna Panigrahi	Jr. STENO	12,339/-
43)	Dhanundhar Kundu	S.A.	13,163/-
44)	Bandhu Mohanty	J.C.	6,405/-
45)	Chitaranjan Mishra	J.C.	6,405/-
46)	Somanath Mohanty	J.C.	6,405/-
47)	D.Appalaswamy	Compost Mistry	7,224/-
48)	Radhakanta Jena	F.S.C.	7,224/-
49)	Dinabandhu Behera	Daftry	7,025/-
50)	Soura Biswal	Peon	7,025/-
51)	Smt. Kamala Bhupati	Peon	6,888/-
52)	Brundaban Bada Raita	N.W	6,774/-

U/s.4(1) – XII

Sl. No.	Item	Quantity	Amount
ISOPOM (OIL SEEDS)			
1.	Supply of H.C. Sprayer	50	50,000/-
2.	Supply of PP Equipments	30	21,000/-
3.	Supply of gypsum (HT)	380	
4.	Supply of PSB & R.Culture (ha.)	251	
5.	Supply of Micro nutrient	75	2,585/-
ISOPOM (PULSES)			
6.	Establishment of vermin compost	02	4,000/-
7.	Supply of sprinkler set	04	30,000/-
8.	Supply of PP equipment	70	49,000/-
9.	Supply of PSB and R.Culture		
ISOPOM (MAIZE)			
10.	Supply of PP equipment	02	25,000/-
11.	Supply of PP equipment	70	49,000/-

Physical & Financial progress under different Schemes :

Sl. No.	Name of the Scheme	Physical			Financial in Rs.			Remarks
		Target	Achievement	Balance	Target	Achievement	Balance	
1	Rice Dev. Scheme (Work Plan)							
	FFS (IPM)	07	07	--	71548.00	71548.00	--	
	Prodn. Tech. demon. By Krusak Sathi	129	129	--	129000.00	129000.00	--	
	Demo. & Tra. On Hyb. Rice Prod. Tech.	03	--	03	--	--	--	
	Pre-seasonal Training of Extn. Personnels	01	01	--	5000.00	5000.00	--	
	Krusak Sampark mela	14	14	--	192500.00	192500.00	--	
	Celebration of Krusak Diwas	01	01	--	5000.00	5000.00	--	
	Exposure Visit (out side)	10	10	--	--	--	--	
	Exposure visit (in side)	25	25	--	--	--	--	
	FFS (SRI)	01	01	--	16500.00	--	--	
	Dist. Mahotsav	01	01	--	10000.00	10000.00	--	
2	Ragi Dev. (Work Plan)							
	Block Demo (AC)	50	50	--	25000.00	25000.00	--	
	Exposure Visit (Out side)	30	30	--	--	--	--	
	Exposure visit (in side)	25	--	25	25000.00	25000.00	--	
	Contingency	--	--	--	2000.00	--	2000.00	
3	Sugar Can Development (Work Plan)							
	FFS (IPM)	01	01	--	14800.00	14800.00		
4	Mesta Development (Work Plan)							
	Prod. Tech. Demo	10	10	--	60000.00	58526.00	1474.00	
	Framers Training	02	02	--	10000.00	10000.00	--	
	Kutchra retting tank	02	--	--	5000.00	5000.00	--	
	Supply of HC Sprayer	50	71	--	50000.00	49700.00	300.00	
	Exposure Visit	02	02	--	--	--	--	

Sl. No.	Name of the Scheme	Physical			Financial in Rs.			Remarks
		Target	Achievement	Balance	Target	Achievement	Balance	
5	ISOPOM (Oil Seeds)							
	Block Demon. (ha.)	05	05	--	12500.00	12500.00	--	
	Estt. Of Vermi Compost	07	--	07	7000.00	--	70000.00	
	Farmers' Training	07	07	--	105000.00	105000.00	--	
	Supply of Sprinkler Set	05	--	05	--	--	--	
	Supply of PP equipment	30	30	--	21000.00	21000.00	--	
	Supply of Farm Implement Set	01	--	01	--	--	--	
	Farmers' Exposure visit (outside state)	07	07	--	--	--	--	
	Supply of Gypsum (MT)	380	376	04	--	--	--	
	Supply of PSB & R.Culture (Ha.)	251	251	--	--	--	--	
	Supply of Micro nutrient (Kg.)	75	75	--	2585.00	2585.00	--	
6	ISOPOM (Pulses)							
	Block Demon. (ha.)	05	05	--	10000.00	10000.00	--	
	Estt. Of Vermi Compost	02	--	02	4000.00	--	4000.00	
	Farmer's Training	05	05	--	75000.00	75000.00	--	
	Supply of Sprinkler Set	04	--	04	30000.00	--	30000.00	
	Supply of PP equipment	70	70	--	49000.00	49000.00	--	
	Supply of PSD & R.Culture (ha.)	300	150	150	16500.00	7500.00	9000.00	
	Farmers' Field School (IPM)	04	04	--	86720.00	86720.00	--	
7	ISOPOM (Maize)							
	Block Demon. (ha.)	05	05	--	20000.00	--	20000.00	
	Farmer's Training	04	04	--	60000.00	60000.00	--	
	Supply of HDPE Pipes	02	--	02	25000.00	--	25000.00	
	Supply of PP equipment	70	70	--	49000.00	49000.00	--	
	Farmer's Field School (IPM)	02	02	--	43360.00	43360.00	--	