

## **Chapter-2(Manual-1)**

### **Particulars of organization, function and duties**

#### **2.1 Objective/ purpose of the public authority**

The objective of the Public authority is to maintain all records of its Organization

The purpose of the authority is to publish all the particulars, powers and duties, etc and to provide relevant information to the concerned Public Information Officer.

#### **2.2. Mission /Vision Statement of the public authority**

The mission is to maintain the record, rules, manuals and all other official documents to facilitate the Right to Information.

#### **2.3. Brief History of the Public Authority and context of its formation**

The Horticulturist, Parlakhemundi has been created since 1979 and deal with Horticulture plantation of fruit crops in the farmers field and motivate to the farmers in the knowledge of Horticulture activities

#### **2.4 Duties of the Public Authority**

The Horticulturist, Parlakhemundi is the head of office and supervise all the work of office and field.

#### **2.5 Main activities /function of the public authority**

To see the works allotted to the Office done within the specified time frame as indicated in 2.6 below.

#### **2.6 List of Services being provided by the public authority with a brief write-up on them**

##### **1.Plantation of fruit crops under National Horticulture Mission.**

##### **A)MANGO:-**

Under this scheme quality, disease free mango grafts are supplied to the desirous feasible farmers preferably in compact patch of 4.0 hact. where 75% Govt. assistance is rendered in three consentive years in the ratio of 50:20:30 i.e. 15,750/- per hact. on the total estimate cost to be 21,000/- per hact. During Rabi season all cultural practices like fencing, irrigation and maintenance will be taken up.

### **B)CASHEW:-**

Similarly the quality planting materials of grafted cashew are supplied to the feasible desirous farmers at 75% subsidy. Again in all aspects of cultivation in the same fashion like mango subsidy to the tune of Rs.11500/- per hact. will be given to farmers for maintenance.

### **C)BANANA:-**

Banana cultivation will be taken up under National Horticulture Mission of any variety desired by the concerned farmers with a departmental assistance of 50% with ceiling limit of Rs. 15,000/-per hact. This assistance will spread over in three years in the same ratio i.e. 50:20:30. So, the 1<sup>st</sup> year assistance of Rs. 7500 will be meant towards cost of sucker, seed treating chemicals, feriliser and P.P.Chemicals. In subsequent maintenance years the rest 7500/- will be meant towards cost of fertilizer and P.P.Chemicals only.

In case of tissue culture Banana the total assistance of 1<sup>st</sup> year amount i.e. 7500/- will be meant for cost of seedlings only. The farmers has to pay a token price of Rs.1/ sucker excepting in case of variety Champa which is only 80 paise/ sucker.

### **D) AONLA:-**

During this year 2007-08 Aonla is also introduced newly to the programme under the scheme. Quality disease free. Aonla grafts are supplied to the desirous feasible farmers preferably in compact patch of 4.0 hact. In all aspect of cultivation in the same fashion like mango. Subsidy to the rate of Rs.17,000/- per hact. will be given to the farmers for maintenance.

### **E) CITRUS:-**

In addition to that Citrus is also introduced newly to the programme and subsidy to the rate of Rs.28,310/- per hact. will be given to the farmers for maintenance

### **F)VEGETABLE:-**

Like last year, this year also there is a huge programme of vegetable cultivation through supply of vegetable seed minikits. Each kits will comprise of 4-5 varieties of improved vegetable seeds to be supplied through O.S.S.C. Limited, Bhubaneswar. The cost will be approximately Rs.75/- per kit which will be supplied to the beneficiaries @ Rs.10/-per kit as a token money.

### **G)Vermi Composting:-**

This has been newly taken up under National Horticulture Mission. One farmer can get an assistance of Rs.30,000/- for construction and maintenance of the Vermi Compost Unit.

### **H)Erection of Poly/Green House in Farmers field:-**

This is a new innovative scheme for the district to be implemented through National Horticulture Mission. This type of Poly/Green House will be erected in farmers field to grow off-season vegetable and also production of quality planting materials in private nurseries. For this purpose there is provision to pay as assistance Rs.11,120/-per unit to the beneficiaries.

### **I)QUALITY PLANTING MATERIALS PRODUCTION:-**

There is a target for raising 10,000 nos. of mango grafts to cater the need of the farmers in the district in Govt. farmers.

### **J)TRAINING & EXPOSURE VISIT OF FARMERS:-**

There is programme of conducting different training covering different aspects like nutrient management ,pest management ,post plantation maintenance training etc. to create awareness among the farmers. Besides this, there is provisioning for exposure visit of the farmers both inside and outside the state with the expenditure out of National Horticulture Mission funds to increase the practical knowledge of farmers.

### **K) Establishment of Big Nursery:-**

There is a provision for establishment of Big Nursery in Labanyagarh for production of Quality Planting Materials and inter cropping adopting high technology.

### **L)District Level Exhibition:-**

There is a provision to participate in the District Level Exhibition-cum-Workshop during “Gajapati Utsav” . Different Horticultural activities covered through the department are to be displayed in the exhibition for wide publicity.

## **2. Other Schemes**

### **COCONUT DEVELOPMENT BOARD:-**

#### **a)Sale of Neemazol:-**

To control the Eriophyte mite problem in Coconut the Board along with the state Govt. share there is provision to sale the pesticide namely Neemazol at 75% subsidy cost. This is made available in all block head quarters.

#### **b) Demonstration Plot:-**

Under this programme the Board is paying Rs.35,000/- per hact in shape of both cash and input component @ 17,500/- per year for maintenance of the adult Coconut trees which will encourage the production.

**2.7 Organizational structure, Diagram at various levels namely state, Directorate, region, District, Block etc.(Whichever is applicable)**

The Horticulturist, Parlakhemundi is a field establishment of the Horticulture Department at the state level and functions under the direct control of Director of Horticulture, Orissa, Bhubaneswar in the Agriculture Department.

**2.8 Expectation of the Public authority from the public for enhancing its effeteness and efficiency**

Not applicable.

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

Does not arise.

**2.10 Mechanism available for monitoring the service delivery and public grievance resolution**

As far as public grievance is concerned any one can forward their grievance to the Collector and to the Horticulturist

**2.11 Addresses of the main Office and other offices at different levels (please categories the addresses district wise for facilitating the understanding by the user)**

The Horticulturist, Parlakhemundi is the only office at Sub-division having no other sub-ordinate offices at block level. The Office is situated inside the campous of Govt. Cold Storage, Parlakhemundi.

2.12 Morning Hours of the Office From 10 AM to 1.30 Pm  
Closing Hours of the Office From 2.00PM to 5.00PM.

**Chapter 3 (Manual -2)**

**Powers and duties of Officers**

**3.1 Please provide details of the powers and duties of the Officers and employees of the Organization**

Designation	Power			Duties
	Administrative	Financial	others	
Horticulturist	Deals with office administration	Drawing & disbursing Officer	Scheme works	1.Head of Office 2.Estrablismnt works of the office

				3. Supervise all Schematic works dealt in the office
JHO	Vacant			
Hort. Overseer	-do-			
Field Techn. Grafter Gardener Attendant				Doing plantation works, production of QPM etc. and supervise the filed works.
Sr. Clerk				All establishment work, cash section, bills budget, stock & store, file etc. of Horticulturist office
Operator				In charge of Govt. Cold Storage plant.
Driver	Vacant			
Peon				Cleaning of office distribution of Dak, & file movement
Watcher / Sweeper				To watch and ward the office and Govt. Cold Storage.

### **Chapter-4(Manual -3)**

#### **Rules, Regulations, Instructions, Manuals & Records for discharging functions**

**4.1** Please provide list of Rules, Regulations, Instructions, Manuals and Records held by public authority or under its control or used by its employees for discharging functioning as per the following format. This format is to be filled for each type of document.

Sl. No.	Name /Title of the document	Type of the document	Brief write up of the document	From when one can get a copy of the Rules, Regulations, Instructions Manuals & Records	Address, Telephone Number, Fax, E-mail and others	Free charged by the dept. for a copy of rules & Instruction, Manuals, Records if any
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1.	2	3	4	5	6	7
1.	Orissa Service Rules	General	Contains all the service matters of the employees	From law Book publishing agencies in the general market.	-	As per price of the book.
2	Guidelines of NHM	General	Contains procedure for sanction and monitoring of NHM works	From the Horticulturist, Parlakhemundi	From the Horticulturist, Parlakhemundi Ph-222228	Not specified in the R.T.I Act-2005 Book

#### **Chapter-5(Manual -4)**

**Particulars of any arrangements that exists for consultation with or representation by, the member of the public in relation to the formulation of its policy or implementation there of :**

#### **Implantation of Policy:**

**5.2 Whether there is any provision to seek consultation/ participation of public or its representative for implementation of policies ? If there is, please provide details of provision in following formats.**

Sl. No.	Subjects/ Topic	Is it Mandatory to ensure public participation (Yes/ No)	Arrangements for seeking public participation
1	2	3	4
1	NHM	No	Does not arise .

#### **Chapter-6(Manual -5)**

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

**6.1** use the format given below to give the information about the Official documents. Also mention the place /where the documents are available for e.g. at secretariat level, directorate level, others( Please mention the level in place of writing others).

Sl. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the documents	Held by/under control of
1	2	3	4	5
1	Project list of National Horticulture Mission	Contains projects recommended and sanctioned under NHM scheme.	On payment as per rate fixed by Govt.	Horticulturist, Parlakhemundi

### **Chapter-7(Manual -6)**

#### **A statement of boards, Council, Committees and other bodies constituted as its part**

**7.1** Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format.

Name & address of the affiliated Body : Not applicable

Type of the affiliated Body (Board, Council Committee, Other Body) : Not applicable

Brief introduction of the affiliated Body (Establishment year, Objectives/main activities) : Not applicable

Role of the Affiliated Body (Advisory/ Managing/ Executive /Others) : Not applicable

Structure & Member Constitution : Not applicable

Head of the Body : Not applicable

Address of the main Office and its Benches : Not applicable

Frequency of the meetings : Not applicable

Can Public participate in the meetings : Not applicable

Are minutes of the meetings prepared : Not applicable

Are minutes of the proceedings available : Not applicable

to the public? If yes please provide information about the procedure to obtain them. Not applicable

### Chapter-8(Manual -7)

#### The names, designation and other particulars of the Public Information Officer:

8.1 Please provide contact information about the public information officers. Assistant Public Information Officers and Departmental Appellate authority of the Public authority in the following format

Name of the Public Authority :

Asst. Public Information Officers :

Sl. No.	Name	Designation	STD Code	Ph.No.		Fax	E-mail	Address
				Office	Home			
1	Sri K.C.Paik	Sr. Clerk	06815	222228	-	-	-	Horticulturist, Parlakhemundi

#### Public Information Officers

Sl. No.	Name	Designation	STD Code	Ph.No.		Fax	E-mail	Address
				Office	Home			
1		-	06815	222228	-	-	-	Horticulturist, Parlakhemundi

Department Appellate Authority :

Sl. No.	Name	Designation	STD Code	Ph.No.		Fax	E-mail	Address
				Office	Home			
1	Sri S.Ch.Behera	Horticulturist	06815	222228	-	-	-	Horticulturist, Parlakhemundi

### Chapter-9(Manual -8)

Procedure followed in Decision Making Process

Sl. No.	Item of works	Process of action
9.1	What is the procedure followed to take a decision for	Horticulturist,Parlakhemundi is

	various matter?(A reference to Secretariat Manual and Rule of Businesses Manual ad other rules/ regulations etc. can be made)	the decision making authority and takes decision as per rules prescribed by Govt.
9.2	What are the documented procedures/laid done procedure / defined criteria/ Rules to arrive at a particular decision criteria's matters? What are different levels through which a decision process moves?	The files are rotted through dealing assistant to the Horticulturist for decision
9.3	What are the arrangements to communicate the decision to public	In case of NHM /Special problem projects the works are communicated to the field functionaries.
9.4	Who are the officers at various levels whose opinions are sought for the process of decision- making?	Horticulturist,Parlakhemundi
9.5	Who is the final authority that wets the decision?	After decision taken by the Horticulturist carries out the works.

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Subject on which the decision is to be taken	National Horticulture Mission
Guidelines/ direction if any.	There are guidelines for NHM
Process of execution	The work is being done as per NHM guidelines .
Designation of Officers involve in the decision making	Horticulturist,Parlakhemundi
Contact information of above mention officers	Horticulturist,Parlakhemundi Ph. No.222228
If not satisfied by the decision where and how to appeal	At Agril. Dept.

### Chapter-10 (Manual -9)

#### Directory of Officers and Employees

Sl. No.	Name	Designation	STD Code	Ph.No.		Fax	E-mail	Address
				Office	Home			
1	Sri S.Ch.Behera	Horticulturist	06815	222228	-	-	-	Horticulturist, Parlakhemundi
	Sri S.S.Patnaik Sri Ch.L.Patro Sri S.Pradhan Sri J.M.Patanik	Field Technician						Parlakhemundi Labanyagarh Parlakhemundi Kasinagar
	Sri G.Swain	Grafter						Rayagada

	Sri M.M.Padhy Sri G.Badamundi Sri K.C.Bagarty Sri M.D.Nayak							Jeerango Parlakhemundi Kasinagar Parlakhemundi
	Sri R.N.Dash Sri R.Nilapu Sri S.K.Sahu Sri P.R.Nayak Sri P.K.Sahu Mis.B.Begarai	Gardener						Gosani Gumma -do- Labanyagarh -do- Parlakhemundi
	Sri M.s.Rao Smt. S.Sabar	Attendant						Parlakhemundi Labanyagarh
	Sri T.Ch. Choudhury, Sri N.L.Rao	Peon						Parlakhemund
	Sri K.C.Paik	Sr.Clerk						Parlakhemund
	Sri D.K.Singh	Asst.Operator						Parlakhemund
	Sri M.Rait Sri H.B.Pamulu	Watcher						Parlakhemund
	Sri G.D.Barik	Sweeper						Parlakhemund

### Chapter-11 (Manual -10)

#### The monthly remuneration received by each of its Officers and Employees including the system of compensation as provided in regulations

Sl. No	Name	Designation	Monthly remuneration pay scale	compensation /compensatory allowance.	The procedure to determine the remuneration as given in the regulation
1	Sri S.Ch.Behera	Horticulturist	6500 to 10,500	-	
	Sri S.S.Patnaik Sri Ch.L.Patro Sri S.Pradhan Sri J.M.Patanik	Field Technician	3200 to 4900		
	Sri G.Swain Sri M.M.Padhy Sri G.Badamundi Sri K.C.Bagarty Sri M.D.Nayak	Grafter	3050 to 4590		
	Sri R.N.Dash Sri R.Nilapu Sri S.K.Sahu Sri P.R.Nayak	Gardener	2610 to 3540		

	Sri P.K.Sahu Mis.B.Begarai				
	Sri M.s.Rao Smt. S.Sabar	Attendant	2550 to 3200		
	Sri T.Ch. Choudhury, Sri N.L.Rao	Peon	2550 to 3200		
	Sri K.C.Paik	Sr.Clerk	4500 to 7000		
	Sri D.K.Singh	Asst. Operator	3600 to 4600		
	Sri M.Rait Sri H.B.Pamulu	Watcher	2610 to 3540		
	Sri G.D.Barik	Sweeper	2610 to 3540		

**Chapter-12 (Manual -11)**  
**The Budget Allocated to each Agency**  
**(Particulars of all plans, proposed expenditures and reports on**  
**disbursement made)**

**For Public authorities responsible for development, construction, technical works**

**12.1** Please provide information about the details of the budget for different activities under different schemes in the given format.

**Year :2007-08**

Sl. No.	Name of the Scheme / Head	Activity	Starting date of the activity	Amount proposed	Amount sanctioned	Amount released/ disbursed)	Actual expr. for the last year	Responsible officer for the quality and the complete execution of the work
1	<b>NHM</b>	<b>Seed infrastructure</b>	2007-08					
		Vegetable Seed Production		15 Ha.	-	19939	19939	
2		Distribution of Vegetable Minikits		4200 nos.	4200 nos.	-	-	Sold @Rs.10/- per kits.
3		<b>Establishment of New</b>						

		<b>Garden</b>						
		Mango		560 Ha.	557.4 ha.	43,61,655	43,61,655	
		Anola		35 Ha.	16.4 ha.	20,900	20,900	
		<b>Citrus</b>						
				30 Ha.	23 ha.			
		i)Orange						
		ii)K.Lime		15 ha.	5 ha.			
		Banana sucker		60 Ha.	42.5 ha.	3,00,000	3,00,000	
4		<b>Plantation crops including Coastal Horticulture</b>						
		Cashew		300 Ha.	145.7 ha.	8,01,562	8,01,562	-
5		<b>Demonstration of Spices (Zinger)</b>		250 units	250 units.	22,875	22,875	47 kg./ Units.
6		<b>Demonstration of Yam seed materials</b>		40 ,,	40 ,,	12,675	12,675	250 kg./ Units
7		<b>Creation of Water Resources</b>						
		Farm pond		3 Nos.	-			Guidelines not received
8		<b>Protected cultivation</b>						
		Green House (SF & MF)		4 Nos.		44,720	-	
		Green House (Other farmer)		0.5 nos.	-	-		
		Shade net house		0.4 nos.	-	7,000		
		Plastic Tunnel		1.5 nos.	-	15,000		
		Mulching		15 Ha.	-	70,000		
9		<b>Promotion of INM/IPM</b>						
		Promotion of IPM in mango/Cas		30 Ha.	-			

		hew/Banana						
		Promotion of INM in Mango/Cashew/Banana		30 Ha.	-			
10		<b>Organic Farming</b>						
		Vermi compost – Small		30 No.	-	1,12,500		
11		<b>Human Resource Development</b>						
		Training of farmers inside the state on IPM/INM /plantation/ PHM TA,DA of field staff		200 nos.	-	3,00,000 20,000	3,00,000 11,720	
		Exposure visit Outside the state		30 nos.	-			
		Specialized training on Hi-tech Hort. Organic farming		3 ,,	-			
		Pollination support through Bee Keeping		12 nos.	-			
		Dist.Level show		1 no.	1 no.	50,000	50,000	
12		<b>Rejuvenation/replacement of senile plantation</b>						
		Mango		10 ha.				
		Cashew		20 ha.				
		Citrus		30 ha.				

13		Canning Center		1 no.	-	26,000	-	
<b>B</b>		<b>Other deptl. programmes</b>						
1		Block /Gate sale of Q.P.M.		-	-			
		i)Mango		-	1250 nos.	21,818	21,818	
		ii)K.Lime		-	265 nos.			
		iii)Orange		-	550 ,,			
2		Production of QPM		25000,,	4,500			work on progress
3		<b>CDB</b>						
		i)Sale of Neemazol for control of Eriophyide mite		286.8 lits.	255 lits.			sale in progress
		ii)Compost units		12 nos.	-			
		iii)demonstration plot of coconut		10 HA.	-			

For other public authorities

Sl. No.	Head	Proposed budget	Sanctioned budget Amount released/ disbursed (No. of installments)	Total expr.
				NIL

### CHAPTER -13

#### The Manner of execution of subsidy programme

Nil

### CHAPTER -14(Mannual-13)

Particulars of recipients of concessions, permits or authorization granted by it

Nil

**CHAPTER -15(Mannual-14)**  
**Norms set by it for discharge of its functions**

**15.1** Please provide the details of the Norms/ standards set by the Departments for execution of various activities/programme

-NIL-

**CHAPTER -16(Mannual-15)**  
**Information available in an electronic Form**

**16.1.** Please provide the details of the related to the various schemes which are available in the electronic format

NIL

**CHAPTER -17(Mannual-16)**  
**Particulars of the facilities available to citizens for obtaining information**

**17.1** Means, Methods or facilitation available to the public which are adopted by the dept. for dissemination of information like

- Office Library
- Drama and shows
- Through News paper
- Exhibition
- Notice board
- Inspection of records in the office
- System of issuing of copies of documents
- Printed manual available
- Website of the public authority
- Other means of advertisement

**CHAPTER -18(Mannual-17)**  
**Other useful information**

-Nil-