

PRO ACTIVE DISCLOSURE ON RTI, ACT, 2005
DEPARTMENT OF AGRICULTURE

Proactive Disclosure Under Section 4(1) (b) (ii): the powers and duties of its Officers and employees:

Sl No	Designation	Power & Duties
1.	Director	Is the administrative head and overall in charge of the Department .
2.	Additional Director	Assist Director , overseeing Centrally Sponsored Schemes, Districts, Sub-Divisions, Extension Offices and Training (sponsorship of State nominees, farmer's training) programmes.
3.	Joint Director	Assist Additional Director , overseeing Planning, Agricultural Census, Monitoring & Evaluation
4.	Administrative Officer	Assist Director , Oversees administrative matters including court cases
5.	Chief Finance Officer	Assist Director, oversees financial matters, including the vetting of financial proposals, budget estimates, and appropriations
6.	EE (Agri)	Assist Director, oversees infrastructure development program.
7.	Deputy Director & District Agriculture Officer	Asist Additional & Joint Director, oversees Planning, Agricultural Census, Transfer of technology, Monitoring & Evaluation.
8.	Agriculture Officer/ Equivalents	Assist Deputy Director, Supervising the work of Extension Officers within their respective divisions and administering the functions of the department at the Divisional Level.
9.	Assistant Engineer	Assist EE(Agri)
10.	Assistant Agriculture Officer / Equivalents	Catering of extension works and also responsible for compilation, submission and maintenance of reports/records etc.
11.	Field Assistant / Village Extension Worker / Equivalents	Input arrangement & Transfer of Technology at the door step of Farmer.
12.	APS	Assist Director, Additional Director ,maintain File and Dak movement and record keeping.
13.	Head Clerk	Assist Sr. Administrative Officer, oversee establishment unit-Supervisory capacity. Distribution of duties to the clerical, drivers and peons' supervisory capacity. Responsible for maintenance of the all establishment records of all staff under departments.
14.	Sr. Accountant	Assist Finance Officer; oversee account section unit-Supervisory capacity. Responsible for maintenance of the all account matter records.
15.	U.D.C	UDC is also known as dealing hand and is one who is entrusted with specified subjects in a Section by the DDO or Head Clerk and UDC deals all maters (correspondence and noting etc.) relating to these subjects.

16.	Junior Accountant	Assist the Sr. Accountant; oversee account matter in the office.
17	Office Assistant	Assist U.D.C, entrusted with work of a routine nature, Registration of Dak. Maintenance of Section Diary. Maintenance of File Register, File Movement Register. Indexing and Recording. Typing, comparing and dispatch.
17.	Steno	Assist Head of Office in day today works.
18.	Jeep Driver, Power Tiller operator, Tractor Driver, Truck Driver	Driver, As per allocation of duty from time to time by the HOO.
19.	Mechanic Grd-I,II,III & Fitter	Maintenance of Vehicle & Agricultural Equipment.
20.	Store Keeper	Maintenance of Agricultural inputs stock
21.	Section Officer	Assist EE(Agri)
22.	Librarian	Oversee record keeping of the Library
23.	Inspector (MI)	Oversee the collection of Market data & analysis, submission.
24	Computer	The data entry of Market data and Agriculture Census
25.	Economic Analyst	Assist AO(MI), oversee data entry of Market data and Agriculture Census.
26.	Primary Price Reporter (PPR)	Assist Inspector (MI) & Economic Analyst, collection of Market data and reporting.
27.	Mandol	Assist Inspector (MI) & PPR
28.	Asstt. Refrigeration	Assist AE(Ref)
29.	Photographer	Coverage of Function & Agricultural activities .
30.	Laboratory Assistant	Oversee Seed & Soil Testing Lab
31.	Handyman	Assist Driver
32.	Peon	Assist controlling Officer , maintenance of need and clean
33.	Chowkidar	Watch day and night