

**DR. MCR HUMAN RESOURCE DEVELOPMENT  
INSTITUTE OF ANDHRA PRADESH HYDERABAD**



# HORTICULTURE



Dear Reader,

As part of its endeavour to provide a Smart ( Simple, Moral, Accountable, Responsible and Transparent ) administration, the State Government of Andhra Pradesh has launched a major Human Resource Development and Training initiative aimed at developing a large human resource base of well informed and responsive functionaries and officials.

The successful and effective implementation of any initiative or programme in government is largely the result of the involvement and efforts put in by its functionaries at all levels. Obviously, the most fruitful way in which to bring this about is to make individual functionaries aware of their role functions and responsibilities. To achieve this, the Human Resource Development Institute of AP, as the apex training institution of the State Government responsible for the overall implementation and co ordination of the state training initiative, has proposed to bring out departmentwise Manuals in two parts, namely

1. Departmental Manual
2. Functionary Manual

The Departmental Manual would indicate the role, responsibilities and functions of the department. The Functionary Manual will detail, as the nomenclature indicates, the functions and responsibilities of the functionaries within the department, at all levels. While doing so, the evolving role of governmental functionaries in being effective managers of change in a welfare state has been delineated. The Departmental Manual also details the department's organisational chart, the rules, regulations, legislations and enactments which govern its functioning and direct its activities and the various interdepartmental interactions it has to perform. The Manual also facilitates a definition of the department's role in serving the general public as customer while drawing up a vision for its future development in the coming decades.

The present Volumes are in 2 parts developed by the Horticulture Department. As is evident, these publications are the outcome of thorough study and analysis of the department's role, functions and procedures. They are intended to serve as useful aid to every employee of the department in the effective discharge of his functions. It may be noted, however, that these Manuals do not replace the Codes Manuals and Orders on the subject but are, at best, meant to guide and assist the functionaries in the effective discharge of their duties.

Any suggestions for the improvement, extension or curtailment of these Manuals may be sent directly to the Director General, Dr. MCR HRD Institute of Andhra Pradesh, Road No. 25, Jubilee Hills, Hyderabad - 500 033, for consideration and incorporation in subsequent updations and revisions of the Manuals.

**PVRK PRASAD IAS**

**Director General**

**Dr. MCR Human Resource Development  
Institute of Andhra Pradesh**

**&**

**Ex. officio Spl. Chief Secretary to Government (HRD)**

# CONTENTS

I	<b>HEAD QUARTERS</b>	
1.	COMMISSIONER OF HORTICULTURE	1
2.	ADDITIONAL DIRECTOR OF HORTICULTURE	9
3.	JOINT DIRECTOR OF HORTICULTURE (AHRD)	13
	<b>VEGETABLES SECTION</b>	
4.	JOINT DIRECTOR OF HORTICULTURE (VEGETABLES)	17
a.	ASST.DIRECTOR OF HORTICULTURE (VEGETABLES)	20
b.	HORTICULTURE OFFICER (VEGETABLES)	23
	<b>FRUITS SECTION:</b>	
5.	DY. DIRECTOR OF HORTICULTURE (FRUITS)	26
a.	ASST.DIRECTOR OF HORTICULTURE (FRUITS)	34
b.	HORTICULTURE OFFICER (FRUITS)	38
	<b>H.D.A. SECTION</b>	
6.	DY. DIRECTOR OF HORTICULTURE (H.D.A.)	42
a.	HORTICULTURE OFFICERS (H.D.A.)	46
	<b>PLANNING SECTION</b>	
7.	DY.DIRECTOR OF HORTICULTURE (PLANNING)	48
a.	HORTICULTURE OFFICER (PLANNING)	53
	<b>MARKETING &amp; PUBLICITY SECTION</b>	
8.	DY. DIRECTOR OF HORTICULTURE (MARKETING & PUBLICITY)	56
a.	ASST.DIRECTOR OF HORTICULTURE (MARKETING & PUBLICITY)	60
b.	HORTICULTURE OFFICER (MARKETING & PUBLICITY)	64
c.	SENIOR COOPERATIVE INSPECTOR	66
	<b>GOVT. GARDENS SECTION</b>	
9.	HISTORY & FORMATION OF THE DEPARTMENT (PUBLIC GARDEN)	69
a.	DY. DIRECTOR OF HORTICULTURE (GOVT.GARDENS)	71
b.	ASST. DIRECTOR OF HORTICULTURE (GOVT.GARDENS)	73
c.	SUPERVISOR GRADE I & II	75
	<b>PLASTICULTURE SECTION:</b>	
10.	ASST.DIRECTOR OF HORTICULTURE (PLASTICULTURE)	77
a.	HORTICULTURE OFFICER (PLASTICULTURE)	78

<b>MUSHROOMS SECTION:</b>		
11.	ASST.DIRECTOR OF HORTICULTURE (MUSHROOMS)	81
a.	HORTICULTURE OFFICER (MUSHROOMS)	84
<b>TISSUE CULTURE SECTION:</b>		
12.	ASST.DIR.OF HORTICULTURE (TISSUE CULTURE)	87
a.	HORTICULTURE OFFICER (TISSUE CULTURE)	89
<b>ESTABLISHMENT SECTION:-</b>		
13.	ADMINISTRATIVE OFFICER - I	92
14.	ADMINISTRATIVE OFFICER - II	96
<b>ACCOUNTS SECTION</b>		
15.	ACCOUNTS OFFICER	104
a.	ASST.ACCOUNTS OFFICER	109
b.	SR. ACCOUNTANT	111
c.	JR. ACCOUNTANT	113
<b>II OIL PALM SECTION:-</b>		
16	COMMISSIONER OF OIL PALM	115
a.	ADDITIONAL DIRECTOR OF HORTICULTURE (OIL PALM)	119
b.	ASST. DIRECTOR OF HORTICULTURE (OIL PALM)	123
c.	HORTICULTURE OFFICER (OIL PALM)	125
d.	ANALYST	128
e.	STATISTICAL ANALYST	129
<b>III. MOFFUSSIL</b>		
a.	DY.DIRECTOR OF HORTICULTURE (COCONUT SEED GARDEN)	131
b.	DY.DIRECTOR OF HORTICULTURE (R.JY., CTR., KMM.)	135
c.	ASST.DIRECTOR OF HORTICULTURE (REGULAR)	145
d.	ASST.DIRECTOR OF HORTICULTURE (CASHEW) VIZIANAGARAM	156
e.	ASST.DIRECTOR OF HORTICULTURE (PLASTICULTURE)	161
f.	ASST.DIRECTOR OF HORTICULTURE (OIL PALM)	166
g.	ASST.DIRECTOR OF HORTICULTURE(OILPALM SEED GARDEN)	171
h.	HORTICULTURE OFFICER (OIL PALM)	173
i.	HORTICULTURE OFFICER (EXTENSION)	177
j.	HORTICULTURE OFFICER (FARM)	183
k.	SUB-ASSISTANT (EXTENSION)	189
l.	SUB-ASSISTANT (FARM)	192
m.	SUPERINTENDENT	195
n.	SR./JR. ASSISTANT	200
o.	FUNCTIONS, DUTIES AND RESPONSIBILITIES OF MINISTERIAL STAFF	203
<b>APPENDICES</b>		
I.	FUNCTIONS AND RESPONSIBILITIES OF HEADS OF OFFICES	217
2.	DELEGATION OF FINANCIAL POWERS	308

# HEAD QUARTERS

## DIRECTOR OF HORTICULTURE / COMMISSIONER OF HORTICULTURE.

### **Origin of the Post - Reasons for creation and role played:-**

- 1) The post has originated through G.O.Ms.No.304 Food & Agriculture (Agri.I) Dept., dated 30-6-1981.
- 2) The post is created for administering the new Department of Horticulture in the State.
- 3) The incumbent of the post is also designated as "Commissioner of Oil Palm" and discharge the function of the Commissioner of Oil Palm.
- 4) Besides general administration of the Department, formulate schemes, programmes and implement them for overall development of Horticulture and it's growers in the State.
- 5) Perform the functions of Functional Registrar in so far as Horticultural growers co-operative societies and Horticultural Growers Co-operative marketing societies.

### **II. Position with in the organisation:-**

Head of the department shall interact with the farmers, farmer's bodies, farmers co-operative societies, processors and other agencies or departments involved in development Horticulture; their marketing, processing and export.

### **III. Functions:-**

#### **a) Field Functions :-**

- 1) Inspect new areas brought under various Horticultural crops through implementation of various programmes.
- 2) Inspect nurseries working under the control of the department, deliber-

ate their production potentialities, problems being encountered, assign targets for production for a given time frame.

- 3) Interact with farmers, farmers bodies, agencies, co-operatives etc., with reference to timely availability of inputs, delivery of incentives etc.
- 4) Deliberate with field level functionaries, about crop prospects, incidence of pests and disease, measures undertaken for their control.
- 5) Review progress of implementation various programmes with subordinate staff at field level, guide and advice to overcome the field problems.
- 6) Interact with agencies, bodies, departments, N.G.Os. connected with Horticulture Development and provide suitable and appropriate guidelines for smooth and orderly development.
- 7) Study processing units, their raw material base, advocate, contract farming, if necessary in consultation with local staff and farmers.
- 8) Study crop prospects and based on it initiate steps for streamlining transport arrangements among various wholesale and terminal markets.
- 9) Interact with credit extending agencies, initiate steps for easy flow of credit to the needy.
- 10) Inspect Floriculture units, Mushroom units set up under 100% E.O.U . before processing their application for disbursal of investment subsidy.
- 11) In times of Natural calamities, inspect the affected areas, assess the extent of damage and report to government besides arranging for relief.
- 12) Inspect offices of Assistant Directors of Horticulture/Deputy Director of Horticultures in the district with a view to tone up their functioning.
- 13) Attend ZRAEC Meetings based on their utility and importance.
- 14) Attend Seminars on Horticulture.
- 15) Discharge the duties of Membership in commodity Boards.
- 16) Attend policy and other important meetings in various places including the National capital.
- 17) Inspect Rythu Bazars to study their functioning and suggest further steps.

**b) Desk Functioning :-**

- 1) Cause preparation of Budget estimates duly keeping in view the ongoing as well as new schemes programmed for operation in the State.
- 2) Propose and obtain sanctions from Government for implementation of various plan and non plan programmes.
- 3) Cause distribution of physical and financial targets among the districts in the State based on potential and feasibility.
- 4) Cause release and authorisation of funds to district officers.
- 5) Obtain progress reports on various programmes under implementation review and communicate remarks besides advocating further steps for fulfilling the objectives.
- 6) Submit progress reports on implementation of various programmes both to state and central governments.
- 7) Draw out need based new schemes/programmes in consultation with the Government for launching them during the coming period.
- 8) Cause preparation of state level credit plan.
- 9) Cause preparation of five year plans for the development of Horticulture in the State.
- 10) Organise State level meetings and Seminars.
- 11) Organise State level shows and Group meetings.
- 12) Cause release of investement subsidy to new floriculture and Mushroom units.
- 13) Register new co-operative Societies pertaining to Horticultural Crop growers and marketing of Horticultural produce as functional Registrar of Co-operative Societies.
- 14) Reimburse amounts expended in various nursery farms functioning under the control of the Department from Horticulture Development Agency.
- 15) Obtain Reports on damages caused to various crops on account of occurrence of Natural Calamaties.
- 16) Formulate and communicate guide lines for rehabilitation of the affected orchards.



- 17) Obtain and release relief amounts to the respective district administrators for extension of relief for the norms communicated.
- 18) Cause preparation of answers pertaining to Legislative Assembly questions, Rajya Sabha Questions and Lok Sabha Questions and submit the same to the respective authorities.
- 19) Accord sanctions for incurring expenditure at Directorate level or district level.
- 20) Review the functions of various wings in the Directorate and redistribute work for easy and smooth functioning of the Directorate.
- 21) Receive oral and written grievance representations from the cultivators, cultivator bodies, Horticulture Co-operative societies members of public, public representatives and initiate steps for their redressal.
- 22) Take up with the State Government in respective of grievances which are genuine and are not possible to be at Directorate level.
- 23) Conduct review meetings with field functionaries, deliberate the steps needed for speedy and proper implementation of the programmes and communicate the minutes and proceedings.
- 24) Pass orders for proper and effective functioning of administration in the department at all levels.
- 25) Cause for preparation and sending of Hints to farmers based on factual crop position of the crop, for transmission through A.I.R. and Doordarshan.
- 26) Co-ordinate and forward proposals for sanction of incentives from bodies such as National Horticultural Board, APEDA, Ministry of Food Processing Industries, Spices Board, Coconut Development Board etc.
- 27) Discharge the table functions of the Commissioner of Oil Palm. (See the details under Commissioner of Oil Palm)
- 28) Furnish utilisation certificates to Government of India for the funds received from them.

He is overall responsible for proper functioning of the Department throughout the State. He shall exercise full control over all the officers and staff,

prepare plan of action to achieve the objectives and goals of the Department. He is responsible and accountable for the activities, improvements and vision of the department.

- 1) He is the appointing authority for 1st and 2nd level gazetted officers and Government shall be the appointing authority in respect of Gazetted posts as per rule 7 read with G.O.Ms.No.230 G.A.(Ser.D) Dept., dt.22-5-1999.
- 2) He is also the appointing authority and Unit officer for the purpose of recruitment, discharge and reappointment in respect of all the category of posts other than district level posts.
- 3) He shall arrange recruitment, regularisation of services, Declaration of probation, extension of probation for which he is the appointing authority / unit officer.
- 4) He shall prepare/arranged to prepare and maintain/arranged to be maintained seniority lists for all the categories of posts.
- 5) Preparation of panels and ordering promotion promptly within the time schedule fixed by Government from time to time.
- 6) Transfers shall be effected as per the guidelines issued by Government from time to time.
- 7) Strict discipline shall be maintained at all levels of functionaries.
- 8) Personal files should be maintained/arranged to be maintained in the prescribed formats and adverse remarks if any shall be communicated promptly and appeals shall be settled in time bound programme regularly every year.
- 9) Notify vacancies to the appropriate recruiting agencies.
- 10) Obtain property statements in prescribed formats of Annexure.
- 11) Arrange maintenance of service registers properly and with upto date entries.
- 12) Arrange issue of orders under Automatic Advancement scheme to all eligible employees of different levels.
- 13) Arrange fixation of pays and release of increments promptly.

- 14) Finalisation of disciplinary misappropriation /embalissement cases as per the time schedule fixed by Government.
- 15) Pay special attention on all court cases and prompt filing of affidavits with relevant documents effectively to come out successfully from the cases.
- 16) Prompt settlement of audit objections and P.A.C.Cases.
- 17) Settlement of pension cases of Gazetted Officers expeditiously.
- 18) He shall discharge duties and responsibilities/statutory functions entrusted in various rules / acts / and codes.
- 19) Observe strict economy in use of vehicles/telephones/stationary and electricity.
- 20) Updating Departmental Manuals at reasonable intervals.
- 21) Preparation of plan of action to impart training to in service personnel.
- 22) Visit all offices of the Department and guide them for proper functioning of the department.
- 23) Arrange printing and communication of latest technology to all levels of functionaries.
- 24) Computerisation of Department.
- 25) Arrange and formulate guidelines for quick disposal of files / representations received from public.
- 26) Review of work done by various levels of officers and guide them properly at regular intervals.
- 27) Deputation of staff to other departments / countries for furtherance of their skills.
- 28) Prompt recovery of pension and leave salary contributions from foreign employer.
- 29) Vision 2020.
- 30) Delegation of financial powers are given in Appendix - II.

**c) Statutory Functions :-**

- 1) Discharge the statutory functions of the "Commissioner of Oil palm (See

the details under Commissioner of Oil palm)

- 2) Discharge the functions of "Registrar of Co-operative societies" as functional Registrar in so far as Cooperative societies pertaining to Horticulture.
- 3) Function as member - secretary of the Horticulture Development Agency.
- 4) Administer the funds under H.D.A.
- 5) Function as member in some of the statutory bodies or Boards such as Coconut Development Board, Spices Development Board and discharge the function of a member.

#### **IV. Jurisdiction:-**

- 1) The Director of Horticulture / Commissioner of Horticulture is the Head of the Department and is competent to take independent decisions in all matters of expenditure against the sanction of programmes.
- 2) He is also competent to take independent decisions in so far as general administration of the Department.
- 3) He can also exercise disciplinary control upto the cadre of Horticulture Officer.
  - a) The Director of Horticulture is an information furnishing authority in case of disciplinary matters pertaining to Assistant Director of Horticulture and above.

#### **V. Enactments, rules and regulations to be followed:-**

- 1) Bylaws of Horticulture Development Agency.
- 2) Rules and Regulations pertaining to formation of co-operative societies.
- 3) Special rules i.e., "The Andhra Pradesh Horticulture Service Rules 1989" (Recruitment and Promotions).
- 4) Financial and Treasury Codes (Expenditure).
- 5) Fundamental Rules, Leave Rules, CCA Rules (administration).

#### **VI. Critical provisions:-**

Nil, since there are no enactment's to be followed.

#### **VII. Whom to approach:-**

- a) Inter Departmental - Commissioner of Agriculture, Marketing, Vice-chan-

cellor of Agricultural University, District Collectors, Project Directors, D.R.D.As., Executive Directors of S.C.Societies, Commissioner of Tribal Welfare and Panchayat Raj.

b) Intra Department:- State and Central Governments.

**VIII. Administrative accountability:-**

To State Government.

**IX. Quantification of work output:-**

- 1) Responsible for achieving the overall physical and financial targets in time bound manner.
- 2) Responsible for proper and effective utilisation of the funds sanctioned to the Department.
- 3) Responsible for proper implementation of the Department's annual programmes without gate crashing the Government rules, regulations and guidelines.
- 4) Responsible for ensuring the reach of incentives to the targetted groups without dislocation.
- 5) Responsible for directing the administration under his / her control with an allowed objective of serving the targetted groups.
- 6) Overall responsible in mitigating the problems of Horticulture farmers, marketers, exporters and processors and thereby achieve the cherished goals.

**X. Periodical reporting:-**

- 1) Monthly progress reports on implementation of various plan, non-plan, centrally sponsored schemes, central sector schemes, schemes pertaining to coconut Development Board, Spices Board.
- 2) Annual utilisation certificates to Government of India in so far as central grants.

**XI. List of registers to be maintained -**

None at personal level. But at Directorate level, the following registers need to be maintained.

- 1) Budget register.
- 2) Expenditure register.
- 3) Scheme-wise beneficiaries list.

- 4) Stock registers on technical material.
- 5) Library
- 6) Register of repairs and renewals to the vehicles under control.

**XII. Forms of correspondence:-**

Follow normal channels of correspondence as prescribed in district office manual.

No way related to issue of certificates of any kind.

**XIII. Possible areas of interface:-**

Orchardists, prospective gardeners, Processors, Marketers, exporters of Horticulture Produces, Nursery Men, Credit extending Agencies, Coconut Development Board, Spices Board, National Horticulture Board, Agriculture Universities, Horticulture Research Stations, Seed companies, Drip Companies and marketers of tools and implements.

## ADDL.DIRECTOR OF HORTICULTURE

**I. Origin of the post, reasons for creation and role playe**

1. The post has originated through G.O.Rt.No. 361Food & Agriculture(Agri.II) Dept Dt 13-2-92.
2. The post is created to advise and assist the Director of Horticulture in matters of technical nature as the person incharge of the post shall normally be of seniorlevel with sufficient technical knowledge.
1. The incumbent of the post is to assist the Director of Horticulture/Commissioner of Horticulture in all matters of technical nature involved in implementation of various horticultural programmes in the State.
2. Guide the sub-ordinate officers in matters of technical nature.
3. With the assistance of sub-ordinate technical staff formulate new programmes for the general development of horticulture in the State.

**II. Position within the organisation:**

Stands second in rank in heirarchy of the dept. of horticulture. Shall interact with the farmers, farmers'bodies,farmers' cooperative societies, processors, Agril.Universities and sub-ordinate staff involved in the de-

velopment of the State.

### III. Functions:

#### a) Field functions:

1. Inspect new areas brought under various horticultural crops through implementation of various programmes in the State.
2. Guide the beneficiaries in matters of following of package of practices and thereby help in bringing them up well.
3. Inspect nurseries working under the control of the department, deliberate their production potentialities, problems being encountered and suggest remedial measures in so far as technical deficiencies. Verify and assess whether the unit is capable of achieving the targets given for the year. In matters of other deficiencies such as shortages in manures against the stock position, embezzlement etc, bring the matters to the notice of Director of Horticulture for immediate action.
4. Interact with farmers, farmers' bodies, co-operatives involved in horticultural development with reference to timely availability of inputs, delivery of incentives etc.
5. Study crop prospects and deliberate with sub-ordinate officers, incidence of pests and diseases and measures undertaken for their control and also suggest alternatives wherever required.
6. Inspect existing areas deliberate with farmers concerned and render any modifications required either in Agronomic practices or in plant protection schedule for proper upkeep of the crop.
7. In times of natural calamities, inspect the affected areas, assist the extent of the damage and suggest rehabilitation measures so as to minimise the adverse effects of the calamity.
8. Attend ZRAEC meetings acts as a resource person in matter of horticulture development and provide solutions to the problems of the farmers who attended the meeting.
9. React with the research Scientists in the ZRAEC meetings either in finalisation of research programmes for the season or conduct of trials or on farm trials and suggest alternatives wherever required.

10. Attend seminars and group meeting on horticulture.
11. Inspect Rythu Bazars and other markets to study their functioning and suggest further steps.
12. Conduct Annual inspections of the O/o Dy. Director of Horticulture.
13. Participate in farmer's meet deliberate the problems in the adoption of new technologies in the field as well as others pertaining to production and marketing of the produce.
14. Visit Horticultural Research Stations in the State deliberate and interact with the Scientist concerned and the problems being encountered by the farmers of the horticulture.
15. Attend commodity board meetings or review meetings of the boards in the absence of Director of Horticulture/Commissioner of Horticulture.

**b) Desk functions:**

1. Process the fields involving technical matters.
2. Assist the Director of Horticulture in preparation of Five Year Plan and centrally sponsored schemes besides central sector schemes.
3. Cause preparation answers pertaining to LAQ, RSQ and LSQs.
4. Beside review meeting with district officers called for the purpose in the absence of Director of Horticulture/Commissioner of Horticulture.
5. Help the Director of Horticulture/Commissioner of Horticulture in obtaining progress reports pertaining to various schemes and operations as well as damages if any caused to various crops either attack of pests and diseases or an occurrence of natural calamities.
6. Looks after administration in the absence of Director of Horticulture/ Commissioner of Horticulture.
7. As per the guidelines of the Director of Horticulture/ Commissioner of Horticulture drought need based new schemes/programmes for launching the same during the years to come.
8. Receive oral/written grievance representations from cultivators, cultivator bodies, horticulture cooperative societies, nursery men, seed agency men, public representatives and initiate steps for their redressal.



9. Assist the Director of Horticulture/Commissioner of Horticulture in distribution of physical and financial targets pertaining to various schemes under operation among the districts in the State duly taking into consideration the potential and feasibility.
10. Cause preparation and sending of hints to farmers based on factual crop condition for the transmission of the same through A.I.R. and Doordarshan.
11. Help in organisation of State level meetings and seminars.
12. Cause preparation of State level credit plan.
13. Workout unit costs for horticultural crops with the assistance of the planning section of the directorate for posing the same to the NABARD for approval and communication.
14. Assists the Director of Horticulture/Commissioner of Horticulture in organisation of Horticultural Shows and Garden Festivals.

c). **Statutory functions:** Nil.

**IV. Jurisdiction:**

- a) The Addl. Director of Horticulture is next to the command of Director of Horticulture/Commissioner of Horticulture and as such powers of taking independent decisions are not vested.
- b) The Addl. Director of Horticulture is an information furnishing authority in all matters of the technical nature to the Director of Horticulture/Commissioner of Horticulture.

**V. Enactments, rules and regulations to be followed:-** Nil. Since there are no enactments to be followed.

**VI: Critical provisions:-** Nil Since there are no enactments to be followed.

**VII. Whom to approach:**

- a). Inter departmental: Commissioner of Agriculture., Marketing, Tribal welfare, Agril University, District Collectors, Project Directors of D.R.D.As, Executive Directors of S.C.Societies, Managing Directors of S.C.Corporations.
- b) Intra Department: Director of Horticulture/Commissioner of Horticulture.

**VIII. Administration accountability.**

To the Director of Horticulture/Commissioner of Horticulture.

**IX. Quantification of work output :**

1. Responsible for drawing out of scheme proposals in time bound manner.
2. Gathering and compilation of technical inputs in so far as horticultural crops including latest technologies in the field.
3. Capable of providing proper and effective guidance to the personnel working in the department in matters of technical nature.

**X. Periodical reporting:** None at personal level.

**XI. List of registers to be maintained.:** None at personal level.

**XII. Forms of correspondence:** Follow normal channels of correspondence as prescribed in the district office manual. No way related to issue of certificates of any kind.

**XIII. Possible areas of interface.:** Orchardists, prospective gardeners, processors, marketers, exporters of horticultural produces, nursery men, seed agencies, credit extending agencies, Agricultural Universities, Horticultural research stations, drip companies, marketers of tools and implements.

## JOINT DIRECTOR OF HORTICULTURE (A.H.R.D)

**I. Origin of the post, Reasons for creation and Role Played**

1. The post has originated through G.O.Ms.No. 508A&C Dept (Agri.III) Dt 24-8-95.
2. The post is created to help assist the Commissioner of Horticulture in matters of Human resource Development in the Department

**II. Position with in the organisation**

The incumbent in the post stands second in rank in the hierarchy. Shall interact with the technical subordinate officers, assess their current level of knowledge in Horticulture crop cultivation and also the need of or needs for further equipping them.

**III. Functions**

**a) Field Functions**

1. Attend meetings at district level or regional level pertaining to human

resource development.

2. Interact with subordinate officer at district level or further down and assess their correct level of knowledge on horticultural crop cultivation
3. Attend seminars, group meetings pertaining to human resource development
4. Visit institutions of advanced learning and explore the possibilities of undertaking of training programmes to the departmental personnel
5. Cause conducting of seminars or group meetings on human resource development
6. Attend to special functions such as enquiries on grievances, enquiries against subordinates etc under specific orders of commissioner of Horticulture

#### **b) Desk Functions**

1. Assist the Commissioner of Horticulture on formulation of need based training programme which suit to various categories of staff working in the department
2. Assist the Commissioner of Horticulture in identifying various personnel functionary at various levels of the Department for the training programmes
3. Contact institutions of advanced learning with all relevant data such as nature of courses, time, duration, amount charged or otherwise etc and put forth before the Commissioner for selection of institutions
4. With the consent of the Commissioner, communicate orders pertaining to training programmes to the officers identified for the purpose as well as to the institutions
5. With the consent of the Commissioner of Horticulture arrange payment of course fee etc to the institutions
6. Identify need based and latest literature which help in human resource development and seek orders of the Commissioner for procurement of the same.
7. Assist the Commissioner of Horticulture in gathering of information pertaining to computer hardware required in running of the AHRD to all officers of the department
8. Assist the Commissioner in procuring the books required for library as a reference books to the department personnel

9. Assist the Commissioner of Horticulture in establishment of trainers, training institutes and also equip it with training aids including furniture, stationary etc.

10. Organise training through trainers

**c) Statutory Functions : Nil**

**IV. Jurisdiction**

a. The incumbent in the post is second in the rank in the hierarchy and not competent to take independent decisions in all matters of implementation of AHRD Programmes

b. The Joint Director of Horticulture (AHRD) is information furnishing authority in all matters of Human Resource Development

**V. Enactment , Rules & Regulations to be followed :**

1. There is no statutory functions assigned to the post

2. Follow financial and treasury codes in expending the budget provisions

**VI. Critical Provisions-** Nil since there are no enactments to follow

**VII. Whom to Approach**

a) INTERDEPARTMENTAL - Interact with scientists of Agriculture University, institutions of Advanced learning, scientists of Agriculture Research Station and subordinate officers of the Department

b) INTRA DEPARTMENTAL - Commissioner of Horticulture

**VIII. Administrative Accountability** - To Commissioner of Horticulture

**IX. Quantification of work output**

1. Responsible for over all Human Resource Development in the Department

2. Responsible for achieving the physical and financial targets in the scheme

3. Responsible for proper and effective utilization of the funds sanctioned under the scheme

4. Ultimately through development of Human Resource help in over all development of Horticulture in the State

5. Responsible for feeding the field level functionaries with the latest technologies pertaining to Horticulture

**X. Periodical Reporting :**

1. Monthly progress report pertaining to the scheme

2. Expenditure statements pertaining to the scheme

#### **XI. List of Registers to be maintained**

None at personnel level but at office level the following registers have to be maintained

1. Budget Register
2. Expenditure Register
3. Number of trainings organized and personnel trained
4. Register of stocks and stores

#### **XII. Forms of Correspondence**

Follow normal rules of correspondence as prescribed in the district office manual. No way related to issue of certificates of any kind.

#### **XIII. Possible Areas of Interface**

Field level functionaries of the department, scientists of Agriculture Universities and research stations, Human resource cell in the Government

# VEGETABLES SECTION

## JOINT DIRECTOR OF HORTICULTURE (VEGETABLES)

### I. **Origin of the Post :**

The post has originated through G.O.Ms.No.304 F & A (Agri.I) Department dated: 30-6-1981.

The post is created to advise and assist the C & D.H. in matters of technical nature pertaining to Vegetable Crops, Spices and Mushroom development. The incumbent in the post is to assist the C & D.H. in monitoring the schemes pertaining to the above crops (3) Guide District level officers and other subordinate in process of implementation of the schemes and also provide technical advice in achieving better production. Formulate new programmes for the development of Horticulture in the State

### II. **Position with in the organisation**

He comes under Category-2 of Andhra Pradesh Horticulture Service. It is a State Level Post. He will work under the supervision of C & D.H. He will visit districts under specific instructions of the C & D.H. in special occasions to review the work of Asst./Dy. Directors of Horticulture. He shall interact with the farmers, farmer's bodies, farmers' Co-operative Societies, Processors, Agricultural Universities and Subordinate Staff implementing the schemes at ground level.

### III. **Functions :**

#### a) **Field Functions :-**

1. Inspect new areas brought under various Horticulture Crops.
2. Guide the beneficiaries in matters of following package of practices and thereby help in bringing them up well.
3. Inspect the potential areas of vegetable growing areas to implement the Schemes.
4. Interact with farmers, farmers' bodies, Co-operatives in development of

Vegetable and other Horticultural crops.

5. Visit Vegetable growing area and suggest P.P. measures to be taken.
6. In times of natural calamities, inspect the affected areas, assist in assessment of damage and arrange relief to the farmers.
7. Attend ZRAEC meetings, act as a resource person in matter Horticulture development and provide solutions to the problems of the farmers who attend the meeting,
8. React with the research Scientists in ZREAC meetings either in finalisation of research programmes for the season or conduct of trials or on farm trials and suggest alternatives wherever required.
9. Attend Seminars, Group meetings on Horticulture
10. Inspect Rythu Bazars and other markets to study the market trends and to suggest for furtherance of the functioning of the Rythu Bazars.
11. Conduct Annual Office Inspections of A.D.H./D.D.H as entrusted by the C.H/ D. H
12. Participate in farmers' meet deliberate the problems in adoption new technologies in the field as well as other pertaining to production and marketing of Vegetables.

**b) Desk Functions :**

He will process all files to Commissioner in respect of subjects allotted to him.

1. Scheme of Special Production of Vegetable and Onion Production in the State.
2. Central Sector Scheme for production and distribution of vegetable Minikits
3. Streamlining Certified Seed Production
4. Scheme for development of Root and tuber Crops in the State
5. Scheme for Production and supply of Vegetable Seed.
6. Component of Foundation Seed Production.
7. Scheme for Integrated Programme for Development of Spices in Andhra

Pradesh

8. Preparation and submission of U.Cs to Government of India and State Government
9. Attend to the Audit objections if any in the above Scheme
10. Preparation and submission of expenditure reports
11. Issuance of Registration certificates to Private dealers as Seed Importer in respect of Horticulture Crops.
12. He will also attend to Zonal Seed Review meetings being convened by Government of India.
13. He is a member under State Seeds Sub Committee
14. Cause preparation of answers pertaining to LAQ, RSQ and LSQs
15. In the absence of C & D.H. and Additional Director of Horticulture, he will attend to meetings of ADH/DDH and review the progress of work done under schemes.
16. Preparation of new schemes based on the potentiality of area expansion.
17. Cause preparation and sending of hints to farmers based on factual crop condition for the transmission of the same through A.I.R. and Doordarshan
18. Help organisation of State Level meetings of Vegetable growers and marketers.
19. Workout Unit costs for Horticultural crops with the assistance of the Planning section of the Directorate for posting the same to the NABARD for approval and communication.
20. Assist the Administration in organisation of Horticultural Shows and Garden Festivals.

**c. Statutory Functions :** NIL

**IV. Jurisdictions :**

He has no separate jurisdiction as he is not an independent functionary in the department, but he will visit throughout the state wherever, field problems facing or complaints if any received from the cultivators.



**V. Enactments, Rules and Regulations to be followed : Nil**

**VI. Critical Provisions : Nil**

**VII. Whom to Approach :**

a) Inter Department: Commissioner of Agriculture, Scientists of Agril. University, D.R.D.A., S.C. Corporation, D.P.A.P., I.T.D.A.

b) Intra Department: To D.H./C.H.

**VIII. Administrative Accountability : To C.H. & D.H.**

**IX. Quantification of work - Output :**

Communication of guide lines to implement various Schemes. Fixation of targets both financial and Physical obtaining monthly progress reports and submission of consolidated report to the Government and Government of India. Arrangements for timely supply of inputs required for implementation of the Schemes. Communication of remedial measures to field functionaries in consultation with Scientists of A.P.A.U. and I.C.A.R.

**X. Periodical Reporting : Nil**

**XI. List of Registers to be Maintained : Nil**

**XII. Forms of Correspondence :**

Follow normal channels of correspondence as prescribed in the district office manual, no way related to issue of certificate of any kind.

**XIII. Possible Areas of Interface :**

Growers of Vegetables, Onions, Marketers, Exporters of Horticulture Produce, Seed Agencies, Credit extending agencies, A.P.A.U., I.C.A.R. Institutions Drip/Sprinkler Manufacturing Companies.

## ASSISTANT DIRECTOR OF HORTICULTURE (VEGETABLES)

**1. Origin of the Post :** The post has originated through G.O.Ms.No.304 Food & Agril.(Agri.I) Dept., dt.30-6-1981.

**II. Position in the Organisation :**

He comes under Category-4 of Andhra Pradesh Horticulture Service

Rules. He will assist the J.D.H. (Vegetables) in processing of all files connected to the Schemes being monitored from Vegetable Section and Spices Section. He will assist the JDH (Vegetables) in interacting with the farmers, farmers' bodies, farmers' co-operative societies, Processors, Seed Producers, Agricultural Universities, I.C.A.R. Institutions and Field Functionaries who are actually grounding the Schemes.

### III. Functions :-

#### A) Field Functions :

1. He will assist the JDH (Veg) in bringing out of areas under Vegetables, Onions & Spices.
2. Process guide lines for implementation of Schemes effectively.
3. Assist the JDH (Veg) in interacting with Farmers, Farmers' bodies, Co-operatives in development Vegetables, Spices and other Horticultural Crops.
4. Assist the JDH (Veg) in identifying areas where Vegetables, Onions and Spices can be grown.
5. In times of Natural Calamities, he will assist the administration in assessment of amount required to pay relief to victims.
6. Attends ZRAEC meetings along with senior officers to place feed back problems before the Scientists
7. Attends along with senior officers to all meetings and seminars, Rythu Sadassulu etc.

#### b) Desk Functions :

He will assist in processing of all technical files in respect of the following subjects allotted to him.

1. Scheme of Special Production of Vegetables and Onion Production in the State.
2. Central Sector Scheme for Production and distribution of Vegetable Minikits.
3. Streamlining certified seed Production
4. Scheme for development of Root and Tuber crops in the State

5. Scheme for Production and supply of Vegetable Seed component of Foundation Seed Production.
6. CSS - Integrated Programme for Development of Spices
7. Preparation and submission of U.Cs to Government of India and State Government
8. He will attend to the Audit Objections if any in the above Scheme
9. Collection information from subordinate officers and submission of consolidated progress reports and expenditure reports
10. He will follow higher officers and attend to all meetings with Scientists, cultivators, ZREA, Seed growers and Departmental Officers conferences.
11. He will assist the administration in preparation of schemes and sending of Radio and Television talks and hints of remedial measures for field problems, pests and diseases, agronomical practices to be adopted etc. for development Crop production and area expansion.
12. Assists in holding of State level Meetings/Seminars, shows etc.
13. Workout the Unit cost of cultivation and requirement of credit, so as to enable the bankers to advance loans to farmers.

**c) Statutory Functions : Nil**

**IV. Jurisdiction :**

No separate jurisdiction has been earmarked but, he will assist the senior officers at field level when necessity arises or complaint of any problems being faced by the farmers/field level functionaries.

**V. Enactment of Rules and Regulations to Be followed : Nil**

**VI. Critical provisions : Nil**

**VII. Whom to Approach : Senior Officers of Department**

**VIII. Administrative Accountability : To all Supervisory Officers**

**IX. Quantification of work output :**

He will assist in communication of guide lines for effective implementations of schemes. Calling monthly progress and expenditure reports and submission of consolidated reports to Government. Assist the sen-

ior officers in communication of guide lines, fixation physical and financial targets under various schemes.

**X. Periodical Reports :**

Monthly Progress reports under different Schemes, Expenditure statements.

**XI. List of Registers to be Maintained : NIL**

**XII. Forms of Correspondence :**

Normal forms as laid down in Financial Codes.

**XIII. Possible Areas of Interface :**

Growers of Vegetables, Onions, Spices, Marketers, Exporters of Horticulture Produces, Seed Agencies, Banks, APAU and I.C.A.R. Institutions and P.P.Equipment dealers.

## HORTICULTURAL OFFICER (VEGETABLES)

**I. Origin of the Post :** The post has originated through G.O.Ms.No.304 F & A (Agri.II) Dept., dated 30-6-1981.

**II. Position with in the organisation**

He Junior level officer in the hierarchy and comes under Category-5 of Andhra Pradesh Horticulture Service Rules. He will assist in processing of all technical matters to higher authorities in respect of schemes being dealt with in vegetable section. He will assist in interacting with Farmers, Farmers' bodies, Farmers' Co-operative Societies, Processors, A.P.A.U and I.C.A.R. Institutions and field functionaries of the department who are actually grounding the schemes.

**III. Functions :**

**a) Field Functions :-**

No separate Field Functions were assigned to this post. But, he will assist, the officers in survey of areas where Vegetable and Onion Crops can be grown and to communicate Targets to various districts for implementation of the Schemes.

In times of Natural calamities, he will assist the administration in consolidation of reports of area damaged, amount required to be paid to the victims.

He will follow and attend all ZRAEC Meetings/Seminars/Bankers meetings, District officers meetings along with Senior Officers of the Directorate.

**b) Desk Functions :**

He will assist in processing of all technical files in respect of the following subjects allotted to him.

1. Scheme of Special Production of Vegetables and Onion Production
2. Central Sector Scheme for production and distribution of Vegetable Minikits.
3. Scheme for development of Root and Tuber Crops in the State
4. Scheme for Production and Supply of Vegetable seed Component of Foundation Seed Production.
5. Preparation and submission of U.Cs to Government of India and State Government.
6. He will attend to the Audit objections if any connected to the above Schemes.
7. Collection and submission of consolidated Progress Reports and Expenditure reports.
8. He will assist the higher officers in issue of certificates to private dealers as Seed Importer in respect of Horticulture Crops.
9. He will follow higher officers and assist in Meetings, Seminars, ZRAEC Meetings and Government level Meetings.
10. He will prepare scripts to A.I.R. and Doordarshan, regarding latest technology and answers to field problems, precautionary measures to be taken to prevent attack of pests and diseases. Control measures to control attack of pests and diseases.
11. Assist in collection of data to workout unit cost of cultivation of Horticulture crops, requirement of credit so as to enable the bankers to advance loans to growers of Horticulture crops.

**c) Statutory Functions :** Nil

**IV. Jurisdictions :**

No separate jurisdiction, but he will follow senior officers to visit fields to solve problems being confronted by farmers and field functionaries.

**V. Enactments, Rules and Regulations to be followed :** Nil

**VI. Critical Provisions :** Nil

**VII. Whom to Approach :** Senior Officers of the Department

**VIII. Administrative Accountability :**

**IX. Quantification of work - Output :**

He will assist in communication of guide lines for implementation of schemes.

**X. Periodical Reporting :**

Monthly progress reports under different schemes and expenditure statements

**XI. List of Registers to be Maintained :**

**XII. Forms of Correspondence :**

Follow normal rules of correspondence as prescribed in the district office manual, no way related to issue of certificate of any kind.

**XIII. Possible Areas of Interface :**

Growers of Vegetables, Onions, Marketers, Exporters of Horticulture Produce, Seed Agencies, Banks, APAU and ICAR Institutions. Drip, Sprinkler and P.P. Equipment dealers.

# FRUITS SECTION

## DY.DIRECTOR OF HORTICULTURE (FRUITS)

### I. Origin of the post, reasons for creation and the role played:-

The post is sanctioned through G.O.Rt.No.361, F & A (Agri.II) Dept., dt.13-2-1992. The post is created to monitor the implementation of the schemes pertaining to Fruits section. The incumbent in the post is to assist the Commissioner of Horticulture in assessing the assessment of damage caused due to natural calamities. Perform the functions of phytosanitary certificate issuing authority meant for export as authorized Officer from Government of India.

### II. Position within the Organisation:

The post belongs to category III interms of Horticulture service Rules. The incumbent in the post is to assist the C.H. in monitoring the fruits scheme and shall interact with farmers, exporters of fruits and agencies involved in development of Cashew, Coconut Cocoa, etc.

### III. Functions:

#### a. Field Functions:-

- i. Interact with agencies, bodies, N.GO's connected with Horticulture Development provide suitable and appropriate guidelines for smooth and orderly administration in district office as per the directions of C.H.
- ii. Inspect the affected areas at the time of natural Calamities to assess the extent of damage and report will be submitted to C.H. for consolidation and to extend relief to the farmers.
- iii. Inspect the offices of ADH's/DDH's in the district with a view to tone up their functioning as per the directions of C.H.
- iv. Inspect areas brought under Cashew, Coconut and other fruit crops implemented under Central Sector/Sponsored schemes
- v. Inspect Regional Cashew Nurseries under the control of department,

- deliberate their production potentialities, and assign targets for production in a given time
- vi. Inspect the units of exporters who are exporting Fruits and Flowers in the capacity of phytosanitary certificate issuing authority
  - vii. Interact with these units with reference to timely issue of Phytosanitary Certificate.
  - viii. Interact with field level functionaries, on incidence of pests and disease and measures undertaken for this control
  - ix. Review the progress of implementation of Cashew, Coconut, Arid Zone Fruits and Nutritional Gardens with reference to the progress reports at field level , guide and advise to overcome bottlenecks and constraints.
  - x. Attend seminars and trainings.
  - xi. Fixation of sale price of T x D Hybrid Coconut Seedlings and communication to Dt.Officers to remit amount to Government
  - xii. Discharge the duties as Phytosanitary Certificate.

**b) Desk Function:-**

- i. Cause preparation of non-plan budget estimates, revised budget estimates and submit to Government
- ii. Cause distribution of Physical and financial targets to the district level staff pertaining to all fruit scheme.
- iii. Cause release of budgets and their authorization pertaining to the schemes being operated under the section
- iv. Submit proposals and obtain sanctions for all fruit scheme
- v. Prepare answers on LAQ's, RSQ's and LSQ's
- vi. Monitor crop lossess in times of natural calamities.
- vii. Prepare guidelines both for assessment of damages to crops and extension of relief to the affected
- viii. Obtain final figures of expenditure under C.S.S. and central sector schemes, prepare UC's and submit to C.H. for approval and to Government



- ix. Prepare hints and communicate the same to the subordinate staff for rejuvenation of natural calamity affected crops
- x. Monitor the work pertaining to nursery Act.
- xi. Monitor the work pertaining to crop insurance scheme
- xii. Prepare and submit proposals pertaining to crop valuation to the Government for its approval and communication
- xiii. Attend on cases pertaining to public Accounts committee
- xiv. Attend registration of application pertaining to private nurseries in the state
- xv. Correspond with research institute and Agricultural Universities and obtain plant material in respect of cocoa and arecanut.
- xvi. Obtain results of onfarm trials, demonstrations and trials analyse and compile the results
- xvii. Prepare hints pertaining to new crops proposed to be introduced and get them transmitted through AIR and DD.
- xviii. Collect fees from the exporters for the issue of phytosanitary certificates
- xix. Correspond with Government of India under the orders of the CH with regards to obtaining of funds for Central Sector Schemes and centrally sponsored schemes
- xx. Co-ordinate with coconut development board, Cashew Directorate and directorate of Cocoa, Arecanut and other plantation crops to mobilize funds and incentives from these bodies

**c) Statutory functions :-**

Discharge the functions of phytosanitary certificate issuing authority interms of the central act of plant protection and quarantine.

**IV) Jurisdiction:**

- 1) The incumbent in the post is not an independent authority in all matters except in case of issuing of phytosanitary certificate and as such not competent to take independent decisions.
- 2) He is competent to take independent decision in issue of phytosanitary certificate.

**V) Enactments Rules, Regulations to be followed:**

He has to follow the central quarantine Act.

**VI) Critical provision:**

The incumbent in the post has to follow and implement the central Act while issuing phytosanitary certificate so as to maintain the creditability of the country.

**VII) Whom to approach:**

- a) Interdepartment: Cuddapah, Directorate of Cashew, Directorate of arecanut and Cocoa, dist.collectors, Vice-Chancellor and Director of Research of Agriculture University, D.R.D.A.'s, I.T.D.A.'s Commissionerate of Tribal Welfare and Panchayat Raj GOs' involved in Fruit development.
- b) Intra department DH/CH

**VIII Administrative Accountability: To DH/CH****IX. Quantification of work out put:**

1. Responsible for submission of final expenditure reports, to CDP, Directorate of Cashew, Directorate of Arecanut and Cocoa and Ministry of India.
2. Responsible for proper utilization of funds under fruits scheme
3. Responsible for submission of U.C's to Government of India and its bodies.

**X. Periodical reporting:**

- 1) Final expenditure reports to the state and central Government pertaining to fruits scheme.
- 2) Annual utilization certificate to Government of India in respect of central grant.

**XI. List of Registers to be maintained:**

1. Budget Register
2. Expenditure
3. Scheme wise beneficiary list

**XII. Forms of Correspondence:**

Follow normal channels of correspondence as prescribed in district office manual.

**XIII. Possible areas of interface:**

Orchardists, prospective gardeners, nurserymen, Coconut Development Board, Official of Directorate of Cashew, Cocoa, Agricultural Universities, Horticulture Research Stations.

**GOVERNMENT OF INDIA MINISTRY OF AGRICULTURE  
(DEPARTMENT OF AGRICULTURE & COOPERATION)  
DIRECTORATE OF PLANT PROTECTION, QUARANTINE AND STORAGE  
PHYTOSANITARY CERTIFICATE**

**From: PLANT PROTECTION ORGANISATION OF INDIA**

**TO: Plant protection Organisation of -----**

**(Name of the country)**

**DESCRIPTION OF CONSIGNMENT**

Name and address of the exporter : -----  
-----

Declared name & address of consignee:-----  
-----

Number and description of packages:-----

Distinguishing marks : -----

Place of origin : -----

Declared means of conveyance : -----

Declared point of entry : -----

Name of the produce and quantity : -----

Declared : -----

Botanical name of Plants : -----

-----

This is to certify that the plants or plant products described above have been inspected according to appropriate procedures and are considered to be free from quarantine pests and practically free from quarantine pests and practically free from other injurious pests and they are considered to conform with the current phytosanitary regulations of the importing country

DISINFESTATION AND/OR DISINFECTION TREATMENT

Date:-----Treatment:-----  
 Chemical(active ingredient)-----Duration & Temperature-----  
 Concentration-----Additional Information-----  
 -----

Additional Declaration:  
 -----

(Stamp of Organisation)

Signature:-----

Name & Designation of  
 Authorised officer

Place:-----

Date:-----

Code No.-----

No. financial liability with respect to the Ministry of Agriculture (Department of Agriculture & cooperation) government of India or to any official of the Directorate of Plant protection Quaranting and storage, in connection with issue of this certificate.

APPEDIX-II

APPLICATION FOR ISSUE OF PHYTOSANITARY CERTIFICATE FOR EXPORT OF AGRICULTURE COMMODITY

To \_\_\_\_\_ For PO Office use-----  
 -----Receipt No.-----Registration No.-----  
 ----- Date of \_\_\_\_\_ Date of \_\_\_\_\_  
 -----Receipt .-----Registration No.-----

I/We, the exporter/the authorized Agent of the exporter, herewith submit an application for Inspection/disinfection/disinfestations and issue of Phytosanitary certificate for export of the goods described hereunder

Description of consignment:	Documents enclosed
1. Name & Address of Exporter:	<input type="checkbox"/> Import permit
2. Name & Address of Importer:	<input type="checkbox"/> Letter of credit/ contract/Agreement
	<input type="checkbox"/> Invoice
3. Commodity name :----- (common/Botanical Name)	<input type="checkbox"/> Export Licence
4. Quantity(wt./Vol/)	<input type="checkbox"/> Fumigation Certificate
5. No. of places/packages containers, if any	<input type="checkbox"/> Shipping/Airway Bill
6. Distinguishing marks	<input type="checkbox"/> Others(specify)
<del>7.</del> Nature of package material	
8. Country of origin: port of loading	N.B. Tick out the documents enclosed.
9. Country of export & port of unloading	For PO Office Use: The above documents submitted to this have been scrutinised and found
10. Means of conveyance & Mode of shipment	
11. Date & Place of inspection of goods	In Order/not in order
12. Invoice/shipping/ ----- Date---- Airway Bill No. & Date	Sign. Of S/O
13. Value of commodity(Rs)	
14. Purpose of Export : Sowing/planting/consumption	

### DECLARATION

(1) I/We the exporter/the authorized agent of the exporter, on behalf of M/s ----- declare that the information furnished on this form, to the best of knowledge and belief is true correct and complete in every respect.

(2) I/we shall pay any fees prescribed for inspection/fumigation/treatment of the consignment and any other charges towards issue of Phytosanitary fumigation/treatment certificate.

(3) I/we shall carry out the instructions given by the Plant protection Adviser to the Government of India or any officer duly authorized by him in consignment and issue of phytosanitary certificate.

(4) I/We shall provide any relevant information and related documents connected with export of consignment and issue of phytosanitary certificate.

Date

Place:

Seal

Signature of Exporter/Agent

N.B. (1) Application should be submitted in duplicate duly filled and complete

(2) Duplicate copy is to be returned to the exporter or his authorized agent after endorsing the quarantine order and receipt of payment.

For plant quarantine use

Assessment of Fees:

Receipt of Payment

Commodity	Wt(Kg)	Particulars	Amount	Received Rs.	(Rupees)
Vol	of fees	Rs. ps.	-----		
1. Inspection fees		from	M/s-----by cash/demand draft		
2. Outside Inspection		banker'scheque/pay order/	T.R.No.-----dt.-----		
Fee charges		drawn on -----			
3. Others		(Name of the bank)	-----towards inspection/		
		(Branch) outside inspection fees other charges			
Total (in Rs.)					

Amount in words

Date : Assessed by checked by Date:  
 Sign.of staff sign. Of S/o Sign of Sign of DDO/  
 Cashier Accountant

Quarantine Order No.

- (1) The exporter/authorized Agent of the exporter is directed to present the consignment/containers lying at -----for inspection/sampling on -----at -----by the following staff/officer of Plant quarantine authority vis., -----and arrange necessary facilities for the same
- (2) The exporter/authorized Agent of exporter is directed to arrange fumigation/treatment of goods/containers/vessel through pest control operator approved by plant protection adviser to the Government of India under the supervision of officer duly authorized by him
- (3) The exporter/po specification, if any, of the country of export, for necessary scrutinisation and issue of PSC

Date

State

Signature of Designated

Authority

## ASST. DIRECTOR OF HORTICULTURE FRUITS SECTION

### I Origin of the post, reasons for creation and the role played

The post is sanctioned through G.O.Ms.No.304, F & A (Agri.I) Dept., dt.30-6-81. The post is created to assist the ADH in monitoring the implementation of the schemes pertaining to fruits section. The incumbent in the post is to assist the CH in assessing the assessment of damage caused due to natural calamities.

### II. Position within the Organisation:

The post belongs to category IV interms of Horticulture Service Rules. The incumbent in the post is to assist the DDH in monitoring the fruits scheme and shall interact with farmers , exporters of fruits and agencies involved in the development of Cashew, Coconut, Cocoa etc.

**III. Functions:****a) Field functions:-**

- 1) Assist the Dy.Dir.of Horti., in inspecting the areas brought under cashew coconut and other fruit crops implemented under central sector/centrally sponsored schemes
- 2) Inspect regional cashew nurseries under the central department, deliberate their production potentialities, assign targets for production in a given time
- 3) Assist the DDH in interacting with field level functionaries on incidence of pests and diseases and measures undertaken for this control
- 4) Helps the DDH in acting as a resource person in review and progress of implementation of Cashew, Coconut, Arid Zone Fruits and nutritional gardens with reference to the progress reports at field level, guide and advise to farmers having bottlenecks and constraints
- 5) Attend seminar and trainings
- 6) Assist the DDH in fixation of sale price of T x D hybrid coconut seedlings and communicated to district officers to remit the amount to Government head of Account
- 7) Interact with agencies farmer bodies, NGO's connected with Horticulture Development and provide suitable and appropriate guidelines for smooth and orderly development in district office as per the instructions of CH.
- 8) Assist the DDH in Inspection of the affected areas at the time of natural calamities to assess the extent of damage and the report will be submitted to CH for consolidation and submitted to GOI for sanction of relief to the farm

**b) Desk functions :-**

- 1) Assisting the DDH in preparation of non-plan budget estimates, revised budget estimates and submitting to the Government
- 2) Helps the DDH in distribution of physical and financial targets to the district level staff pertaining to all fruits schemes.



- 3) Helps in assisting the DDH in release budgets and their authorization pertaining to the schemes being operated under the section
- 4) Helps the DH in preparing answers on LAQ's, RSQ's and LSQ's.
- 5) Help the DDH in monitoring croploss in times of natural calamities.
- 6) Helps the DDH in submitting the proposals and obtain sanctions for all fruit schemes.
- 7) Help DDH in preparation of guidelines both for assessment of damages to crops and extension of relief to the affected.
- 8) Help DDH in obtaining final figures of expenditure under CSS and central Sector schemes, prepare U.C's and submit to CH for approval and to Govt.
- 9) Assist DDH in preparation of hints and communicate the same to the subordinate staff for rejuvenation of natural calamity affected crops
- 10) Assist the DDH in monitoring the work pertaining to crop insurance scheme
- 11) Help the DDH in preparation and sending proposals pertaining to crop valuation to Government for its approval and communicated
- 12) Helps the DDH in attending on cases pertaining to public Accounts Committee
- 13) Helps the DDH in attending the registration of application pertaining to private nurseries in the state
- 14) Assist the DDH in corresponding with research institute and Agril Universities and obtain plant material in respect of cocoa and arecanut
- 15) Helps DDH in obtaining the results of on farm trials, demonstrations and trials analyse and compile the results
- 16) Helps DDH in preparation of hints pertaining to new crops proposed to be introduced and put them transmitted through AIR and DD.
- 17) Helps the DDH in corresponding with Government of India under the orders of CH with regards to obtaining of funds for central sector schemes and centrally sponsored schemes.

- 18) Helps DDH in Co-ordinating with CDB Cashew Directorate and Directorate of Cocoa arecanut and other plantation crops to mobilize funds and incentives from these bodies.

**c) Statutory functions:- Nil**

**IV. Jurisdiction:**

1. The incumbent in the post is not an independent officer and also not competent to take decisions at his level
2. The incumbent in the post is to assess the DDH pertaining to all functions noted under III above.

**V. Enactments, Rules, Regulation to be followed: Nil**

**VI. Critical provision: Nil, since there are no enactments to be followed**

**VII. Whom to approach:**

- a. Inter Dept.: Commissioner of Agriculture, Vice-Chancellor of Agril.University, Dist. Collectors Commissioner of Tribal Welfare, CDP, Directorate of Cashew, Directorate of arecanut and Cocoa, DRDA,ITDA and Panchayat Raj.
- b. Intra Dept. :DH/CH

**VIII. Administrative Accountability: To DH/CH**

**IX. Quantification of work out put:**

1. Responsible for submission of final expenditure reports to CDB, Directorate of Cashew, Directorate of arecanut and Cocoa and Ministry of Agriculture
2. Helps DDH in proper utilizations of funds under fruits scheme.
4. He is responsible in assisting the DDH for submission of U.C's for the funds obtained from Government of India and its bodies.

**X. Periodical reporting:**

1. Helps the DDH in submitting the expenditure reports to the state and central Govt. pertaining to fruit scheme
2. Helps DDH in submission of Annual utilization certification to Govt. of India in respect of Central grant.

**XI. Forms of correspondence:**

Follow normal channels of correspondence as prescribed in district Office Manual. No way related to issue of any certificate.

**XII. List of registers to be maintained:**

1. Budget register
2. Expenditure Register
3. Scheme wise beneficiary list

**XIII. Possible areas of Interface:**

Orchardists prospective gardeners, nurserymen CDB, officials of Directorate of Cashew Cocoa Agril. Universities, Horticulture, Research station.

## HORTICULTURAL OFFICER (FRUITS SECTION)

**I Origin of the post, reasons for creation and role played:-**

The post is sanctioned through G.O.Ms.No.304, F & A (Agri.I) Dept., dated 30-6-81. The post is created to assess the ADH in monitoring the implementation of the schemes pertaining to fruits section. The incumbent in the post assist the CH in assessing the assessment of damage caused due to natural calamities.

**II. Position within the Organisation:**

The post belongs to category V interms of horticulture service Rules. The incumbent in the post is to assist the ADH in monitoring the fruits scheme and shall interact with farmers and agencies involved in the development of Cashew Coconut, Cocoa etc.

**III. Functions:****c) Field functions:-**

- 1) Attends seminars and trainings as per the instructions of D.H./C.H.

**d) Desk functions:-**

- 1) Assisting the ADH in preparation of non-plan budget estimates, revised budget estimates and submitting to the Government

- 2) Helps the ADH in distribution of physical and financial targets to the district level staff pertaining to all fruits schemes.
- 3) Helps in assisting the ADH in release budgets and their authorization pertaining to the schemes being operated under the section
- 4) Helps the ADH in preparing answers on LAQ's, RSQ's and LSQ's.
- 5) Help the ADH in monitoring croploss in times of natural calamities.
- 6) Helps the ADH in submitting the proposals and obtain sanctions for all fruit scheme
- 7) Help ADH/DDH in preparation of guidelines both for assessment of damages to crops and extension of relief to the affected.
- 8) Help ADH in obtaining final figures of expenditure under CSS and central Sector schemes, prepare U.C's and submit to CH/DH for approval and to Govt.
- 9) Assist ADH in preparation of hints and communicate the same to the subordinate staff for rejuvenation of natural calamity affected crops
- 10) Assist the ADH in monitoring the work pertaining to crop insurance scheme
- 11) Help the ADH in preparation and sending proposals pertaining to crop valuation to Government for its approval and communicated
- 12) Helps the DDH in attending on cases pertaining to public Accounts Committee
- 13) Helps the ADH in attending the registration of application pertaining to private nurseries in the state
- 14) Assist the ADH in corresponding with research institute and Agril Universities and obtain plant material in respect of cocoa and arecanut
- 15) Helps ADH in obtaining the results of on farm trials, demonstrations and trials analyse and compile the results.
- 16) Helps ADH in preparation of hints pertaining to new crops proposed to be introduced and put them transmitted through AIR and DD.
- 17) Helps ADH in Co-ordinating with CDB Cashew Directorate and Directo-

rate of Cocoa are a nut and other plantation crops to mobilize funds and incentives from these bodies.

**c) Statutory functions:** Nil

**IV. Jurisdiction:**

1. The incumbent in the post is not an independent officer and also not competent to take decisions at his level
2. The incumbent in the post is to assist the ADH/DDH pertaining to all functions noted under III above.

**V. Enactments, Rules, Regulation to be followed:** Nil

**VI. Critical provision:** Nil, since there are no enactments to be followed

**VII. Whom to approach:**

- a. Inter Dept.: Commissioner of Agriculture, Vice-Chancellor of Agril.University, Dist. Collectors Commissioner of Tribal Welfare, CDB, Directorate of Cashew, Directorate of arecanut and Cocoa, DRDA,ITDA and Panchayat Raj.
- b. Intra Dept. :DH/CH

**VIII. Administrative Accountability:** To DH/CH

**IX. Quantification of work out put:**

1. Responsible in assisting the ADH and DDH for submission of final expenditure reports to CDB, Directorate of Cashew, Directorate of arecanut and Cocoa and Ministry of Agriculture
2. Helps ADH & DDH in proper utilizations of funds under fruits scheme.

**X. Periodical reporting:**

1. Helps the ADH and DDH in submitting the expenditure reports to the state and central Govt. pertaining to fruit scheme
2. Helps ADH and DDH in submission of Annual utilization certification to Govt. of India in respect of Central grant

**XI. List of registers to be maintained:**

1. Budget register

2. Expenditure Register
3. Scheme wise beneficiary list

**XII. Forms of correspondence:**

Follow normal channels of correspondence as prescribed in district office manual No way related to issue of any certificate.

**XIII. Possible areas of Inter face:**

Orchardists prospective gardeners, nurserymen CDB, Directorate of Cashew & Cocoa Agril. Universities, Horticulture, Research station.

## H.D.A. SECTION

### DY.DIRECTOR OF HORTICULTURE (FARMS) /DEPUTY DIRECTOR OF HORTICULTURE, H.D.A.

- I. **Origin of the post:-** The post is sanctioned through G.O.Rt.No. 361 F&A (Agri. II ) Dept. Dt 13-2-92
- II. **Position with in the organisation :** The incumbent in the post is to interact with the farmers, farmer's bodies, farmers Co-operative societies, processors and other agencies or departments involved in development of Horticulture their marketing processing and export.
- III. **Functions :**
  - a) **Field Functions :-**
    1. Inspect new areas brought under various Horticultural crops through implementation of various programmes.
    2. Inspect Nurseries working under the control of the H.D.A, deliberate their production potentialities, problems being encountered, assign targets for production for a given timeframe. Conduct annual inspection of nurseries (Physical verification)
    3. Interact with farmers, farmers bodies, agencies, Cooperatives etc., with reference to timely availability of inputs, delivery of incentives etc.
    4. Deliberate with field level functionaries about crop prospect incidence of pests and disease, measures under taken for their control. Conduct regional review meetings of officer in-charge farms and review the progress.
    5. Review Progress of production of plant material in Horticulture farms and guide and advice to sub-ordinate staffs to overcome the farms problems. Visit nursery farms and over see auction sale of usufructs.
    6. Interact with agencies, bodies, departments, NGO's connected with Hor-

- ticulture Development and provide suitable and appropriate guidelines for smooth and orderly development. Inspect calamity effected areas and cause proper assessment and numeration.
7. Study processing units, their raw material base, advocate contract farming, if necessary in consultation with local staff and farmers.
  8. Study crop prospects in Horticulture Officers and based on it initiate steps for streaming transport arrangements among various whole sale and terminal markets.
  9. Interact with credit extending agencies, initiate steps for easy flow of credit to the needy.
  10. Inspect Floriculture Units, Mushroom Units, set up under 100% E.O.U before processing their application for disbursal of investment subsidy.
  11. Inspect offices of Assistant Directors/Assistant Secretaries of Horticulture/Deputy Directors of Horticulture in the district with a view to tone up their functioning.
  12. Attend ZRAEC meetings based on their utility and importance.
  13. Attend Seminars in Horticulture.
  14. Discharge the duties of membership in commodity boards under the orders of the Commissioner of Horticulture.
  15. Inspect Rythu Bazars to study their functioning and suggest further steps.

**b) Desk Functions :**

1. Monitor the release of H.D.A farms for production of plant material as per Action Plan.
2. Cause release of H.D.A funds for development/Strengthening of H.Fs.
3. Monitor the release of departmental funds kept in P.D A/c of H.D.A to needy districts for smooth implementation of scheme.
4. Cause distribution of Physical and Financial Targets among the districts in the State for the Schemes dealt in through H.D.A.
5. Cause release of funds to district officers.
6. Obtain progress reports on various programmes under implementation



review and communicate remarks besides advocating further steps for fulfilling the objectives.

7. Submit progress reports on implementation of various programmes both to State and Central Governments. Process Annual Farm plans pertaining to all farms.
8. Cause release of investments subsidy to new Floriculture Units.
9. Reimburse amounts in various Nursery Farms functioning under the control of the department from H.D.A.
10. Cause preparation of answers pertaining to legislative Assembly Question, Rajya Sabha Questions and Lok Sabha Questions and submit to the same with the respective authorities.
11. Accord sanctions for incurring expenditure at Directorate level or district level.
12. Initiate steps for the redress of grievance petitions received by the Commissioner.
13. Take up with the State Governments in respect of grievances which are genuine and are not possible to be re-addressed at Directorate level.
14. Conduct review meetings with field functionaries, deliberate the steps needed for speedy and proper implementation of the programmes and communicate the minutes and proceedings.
15. Assist the Commissioner in his discharge of functions administration department at all levels.
16. Furnish utilisation certificates to Government of India for the funds received from them.

The incumbent of the post assist the Secretary H.D.A. for proper function of the H.F through out the State. He shall prepare plan of action to achieve the objectives and goals of the H.D.A. He is responsible and accountable for the activities, improvements and vision of the H.D.A.

1. Prompt settlement of Audit objections and PAC cases in connection with H.D.A.
2. Preparation of plan of action to impart training to in service personnel

under H.D.A.

3. Visit all offices of the department, H.D.A farms and guide them for proper functioning of the H.D.A.
4. Arrange printing and communication of latest technology to all levels of functionaries.
5. Work out Unit cost for multiplication of Plant Material and communicate to all Nursery Farms.

**c) Statutory Functions : Nil**

**IV. Jurisdictions :**

- a) The incumbent in the post is not an independent officer and also not competent to take decisions at his level.
- b) The incumbent in the post is a information furnishing authority to the Secretary, H.D.A., pertaining to all functions of farms in the State, noted under III above.

**V. Enactment, Rules, Regulations to be followed: Nil**

**VI. Critical Provisions:** Nil, since there are no enactments to be followed.

**VII. Whom to approach:**

- a) Inter Department:- Commissioner of Agriculture, Scientists of Agricultural University, District Collectors, Bankers, Research Stations, S.C.Corporation, D.R.D.A., D.P.A.P., I.T.D.As.
- b) Intra Department:- Secretary, H.D.A., and Asst.Secretaries of concerned districts.

**VIII. Administrative Accountability:-** To Secretary, H.D.A.

**IX. Quantification of work out put:**

1. Responsible for achieving the overall Physical & Financial Targets in time bound manner.
2. Responsible for proper effective utilisation of the funds sanction to the H.D.A.
3. Responsible for proper implementation of the H.D.A. annual programmes without gate crashing the Government rules, regulations and guidelines.

4. Responsible for ensuring the reach of incentives to the targeted groups without dislocation.
5. Overall responsible in mitigation the problems of Horticulture farmers, marketers, exporters and processors and thereby achieve the cherished goals.

**X. Periodical Reporting:-**

Monthly progress reports.

**XI. List of Registers to be Maintained :**

1. H.D.A. Registers:

- (a) Plant Materials produced and distributed.
- (b) Register of special advances advanced to various farms.
- (c) Cash Book.
- (d) Reimbursement Register.

**XII. Forms of Correspondence :**

Follow Normal channels of correspondence as prescribed in district office manual. No way related to issue of certificates of any kind.

**XIII. Possible Areas of Interface :**

Orchardists, prospective gardeners, nurserymen, Scientists of Agricultural Universities, Research Stations, Drip Companies.

## HORTICULTURE OFFICER (H.D.A)

**I. Origin of the post, reasons for creation and the role played by the functionary.**

The post was originated through G.O. Rt. No 1120 A& C (Hort.) Dept. Dt 3-9-94

The person working in the post is allotted to assist Deputy Director of Horticulture, H.D.A in the preparation & finalisation of Action Plans of Horticulture Farms under H.D.A under supervision of D.D.H(H.D.A) and Secretary, H.D.A.

**II. Position with in the organisation**

Comes under category 5 of A.P.Horti.Service Rules. She/He will assist the D.D.H(H.D.A) in processing of all files connected to the Horticulture Farms and also schemes dealt in the H.D.A. Section.

**III. Functions :****(a) Field Functions:**

1. He/She will assist the D.D.H(H.D.A) in monitoring and implementation of Action Plans of Horticulture Farms throughout the State.

He/She attends for Farm visits along with D.D.H(H.D.A) as per the instructions of the Secretary, H.D.A.

**b) Desk Functions :**

- (i) Carryout Technical scrutiny of vouchers submitted by Asst.Secretary, pertaining to Farm expenditure.
- (ii) Carryout Technical scrutiny in release of specific advances for procurement of inputs required for production of plant material.
- (iii) Prepare State Action Plans for production of Plant Material.
- (iv) Prepare guidelines for production of plant material.
- (v) Compile progress reports on production and distribution of plant material.
- (vi) Prepare Scheme proposals and progress reports.
- (vii) Attend review meetings with Asst.Secretaries and H.O. I/C of H.Fs. Prepare material pertaining to General Body Meeting of H.D.A.
- (viii) Convey the meeting with Assistant Secretaries for achievement of targets fixed for production of plant material.
- (ix) Workout unit costs for production of plant material in Nursery Farms.

- (c) **Statutory Functions:** Nil.

**IV. Jurisdictions :**

The incumbent in the post is to assist the Dy.Director of Horticulture in monitoring and implementation of action plans of Horticulture Farms throughout the State.

- V. Enactment's, rules and regulations that are required to be followed:**  
Memorandum of Association & Bye-Laws of H.DA.
- VI. Critical provisions:**  
Memorandum of Association & Bye-Laws of HDA has to be followed.
- VII. Whom to approach:**
- (a) Inter Department, Forest Department, ANGRAU, ITDA, S.C.Corp., Agriculture Departments.
- (b) Intra Departmental ADH I/c (Farms), D.H./C.H.
- VIII. Administrative Accountability:** To D.H./C.H.
- IX. Quantification of Work Output Expected From The Functionary:**
- (i) Responsible in assisting to D.D.H (H.D.A) and Secretary ,H.D.A. for implementation of Action plans of Horticulture Farms.
- (ii) Responsible in assisting to D.D.H (H.D.A) and Secretary, H.D.A for proper and Effective Utilisation of Funds.
- X. Periodical Reporting:** Annual Plant Material production report.
- XI. List of Registers:** 1. Maintenance of Farm wise plant material production register.2. Registers of (a) Reimbursement of corpus fund (b) specific advance.
- XII. Forms of correspondence:**  
Follow normal rules of correspondence.
- XIII. Possible areas of interface :** With Public and other Departments .Nurserymen, prospective orchardists, seed companies.

## DEPUTY DIRECTOR OF HORTICULTURE (PLANNING)

### I. Origin of the Post :

The post has originated through G.O.Rt.No 361 F& A (Agri. II) Dept.Dt 13-2-92. The post is created to assist the Commissioner of Horticulture / Director of Horticulture in matters of formulation of programmes, plans, budgets and for monitoring of plan schemes.

The incumbent in the post assist the Director / Commissioner of Horticulture in all matters pertaining to above subjects.

## II. **Position with in the organisation**

The post belongs to category-III in the hierarchy of the department. The incumbent in the post is to assist the Director / Commissioner of Horticulture and interact with district officers, field level functionaries and also with reference to formulation of programmes and implementations.

## III. **Functions :**

### **a) Field Functions :-**

- 1) Visit areas covered under various programmes and monitor their implementation of the programmes.
- 2) Organise seminars and group meetings.
- 3) Visit crop cutting experiments planned in the districts on various horticulture crops.
- 4) Visit Horticulture crop areas and assess crop prospects.
- 5) Inspect districts, help and guide the subordinate staff in preparation of credit plans.
- 6) Assess cultivation costs and based on that suggest modifications in revising unit cost by NABARD.
- 7) Organise programmes on preparation of crop development plans.

### **b) Desk Functions:-**

- 1) Assist the Commissioner in preparation of V Year Plan.
- 2) Assist the Commissioner of Horticulture in preparation of State level credit plan.
- 3) Prepare unit cost for various horticulture crops.
- 4) Cause preparation of information needed to estimates Committee.
- 5) Assist the commissioner in monitoring implementation of assurances given to members of Assembly from Government side pertaining to department.

- 6) Prepare information for sanction of schemes by the departmental clearance committee.
- 7) Prepare information required by the programme project approval committee.
- 8) Monitor sanction of programmes / schemes from Government.
- 9) Obtain sanctions of schemes and communicate to the district level officers for implementation.
- 10) Monitor release of budgets from administrative sanctions in the Directorate.
- 11) Monitor authorisation of budget from accounts wing.
- 12) Monitor crop estimation survey experiments.
- 13) Gather statistical information pertaining to all Horticultural Crops.
- 14) Cause preparation of progress reports on implementation of plan and centrally sponsored schemes and submit to the Government.
- 15) Monitor crop condition pertaining to all horticultural crops.
- 16) Monitor house proceedings when the Legislative Assembly is in session.
- 17) Monitor preparation of budget and revised estimates and submit to Planning wing in the Ministry of Finance, Government of Andhra Pradesh.
- 18) Gather answers for L.A.Qs., R.S.Qs., and L.S.Qs. from respective sections of the Directorate compile and submit to Government.
- 19) Cause preparation of budget speech pertaining to Horticulture sector.
- 20) Cause printing of budget pertaining to Horticulture for supply of the same to the members of Legislative Assembly.
- 21) Circulate action points on Legislative Assembly proceedings pertaining to Horticulture, collect the information, compile and submit to the Government.
- 22) Computerisation of data pertaining to Horticulture.

**c) Statutory Functions :** Nil.

**IV. Jurisdictions :**

- a) The incumbent in the post is not an independent officer and also not competent to take decisions at his level.
- b) The incumbent in the post is a information furnishing authority to Director / Commissioner of Horticulture pertaining to all functions, noted under - III above.

**V. Enactments, Rules and Regulations to be followed :- Nil.****VI. Critical Provisions :**

Nil, since there are no enactments to be followed.

**VII. Whom to Approach :****a) Inter departmental:-**

Commissioner of Agriculture, Vice-chancellor of Agriculture University, District Collectors, Bankers, NABARD regional office, legislative secretariat finance and planning department, Government of Andhra Pradesh, Commissioner of Tribal Welfare and M.D.of Schedule Caste co-operative Society.

**b) Intra Department:**

Other sections of the Commissionerate of Horticulture and Commissioner of Horticulture.

**VIII. Administrative Accountability:****TO THE DIRECTOR / COMMISSIONER OF HORTICULTURE****IX. Quantification of work output:-**

1. Responsible for updating the statistical information pertaining to Horticultural crops year after year.
2. Responsible for carrying out crop estimation survey experiments through the subordinate staff of the Department.
3. Responsible for preparation of plans programmes, credit plans, budget information.
4. Action taken reports on the proceedings of the legislative Assembly.
5. Responsible for timely obtaining progress of the implementation of the



programmes, their compilation and submission to the Government.

6. Responsible for printing of Horticulture Department. Budget and Budget speech for circulation to members of legislative Assembly.

**X. Periodical Reporting:**

Monthly progress reports on implementation of various plan, centrally sponsored schemes and central sector schemes.

**XI. List of registers to be maintained:-**

1. Conduct of crop estimation survey register.
2. Statistical information register.
3. Rainfall data of the entire State.

**XII. Forms of correspondence:-**

Follow normal channels of correspondence as prescribed in district office manual. No way related to issue of certificates of any kind.

**XIII. Possible areas of interface:-**

Credit extending agencies, NABARD, Bureau of Economics and Statistics.

# PLANNING SECTION

## H.O. - PLANNING

### I. Origin of the Post :

The post has originated through G.O.Rt.No. 361 A& C (Agri. II) Dept. Dt. 13-2-92. The post is created to assist the Dy. Director of Horticulture in matters of formulation of programmes, plans, budgets and for monitoring of plan schemes.

The incumbent in the post is to assist the Dy. Director of Horticulture in all matters pertaining to the above subjects.

### II. Position with in the organisation

The post belongs to category-V in the hierarchy of the Department. The incumbent in the post is to assist the Dy. Director of Horticulture and interact with district officers, field level functionaries and also with reference to formulation of programmes and implementations.

### III. Functions :

a) Field Functions :- - NIL -

b) Desk Functions :

1. Assist the Dy. Director of Horticulture in preparation of V year plan.
2. Assist the Dy. Director of Horticulture in preparation of State level credit plan.
3. Assist the Dy. Director of Horticulture in preparation of unit cost for various horticulture crops.
4. Cause preparation of information needed to estimates committee.
5. Assist the Dy. Director of Horticulture in monitoring the implementation of assurances given to members of Assembly from Government side pertaining to Department.
6. Assist the Dy. Director of Horticulture in preparation of information for

sanction of schemes by the Departmental clearance committee.

7. Prepare information required by the programme project approval committee.
8. Monitor sanction of programmes/ schemes from Government.
9. Obtain sanctions of schemes and communicate to the district level officers for implementation.
10. Monitor release of budgets from administrative sections in the Directorate.
11. Assist the Dy. Director of Horticulture in gathering statistical information pertaining to all horticultural crops.
12. Helps the Dy. Director of Horticulture in preparation of programme reports on implementation of plan and centrally sponsored schemes and submit to the Government.
13. Helps the Dy. Director of Horticulture in monitoring the preparation of budget and revised estimates and submit to planning using in the Ministry of Finance, Government of Andhra Pradesh.
14. Assists the Dy. Director of Horticulture in gathering answers for LAQ's, RSQ's and LSQ's from respective sections of the Directorate, compile and submit to Government.
15. Assists the Dy. Director of Horticulture in computerisation of data pertaining to Horticulture.

**c) Statutory functions:** - Nil -

**IV. Jurisdictions :**

- a) The incumbent in the post is not an independent officer and also not competent to take decisions at his/ her level.
- b) The incumbent in the post is a information furnishing authority to Dy. Director of Horticulture pertaining to all functions noted under III above.

**V. Enactments, Rules and Regulations to be followed :** - Nil -

**VI. Critical Provisions :**

Nil. Since there are no enactments be followed.

**VII) Whom to approach**

- a) Inter Department: Commissioner of Agriculture, Vice Chancellor of Agricultural University, Bankers, NABARD, Commissioner of Tribal Welfare, Managing Director of Scheduled Caste Co-operative Society.
- b) Intra Department: Other sections of the Commissionerate of Horticulture and Director of Horticulture.

**VIII) Administrative Accountability:**

To the Commissioner of Horticulture/ Director of Horticulture.

**IX) Quantification of work out put:**

- 1) Helps the Dy. Director of Horticulture in updating the statistical information pertaining to Horticultural crops year after year.
- 2) Helps the Dy. Director of Horticulture in preparation of plans programmes, credit plan, budget information.
- 3) Helps the Dy. Director of Horticulture in obtaining timely progress of the implementation of the programmes their compilation and submission to the Government.
- 4) Helps the Dy. Director of Horticulture in printing of Horticulture Department budget and budget speech for circulation to members of Legislative Assembly.

**X) Periodical reporting:**

Helps the Dy. Director of Horticulture in reporting monthly progress report on implementation of various plan, centrally sponsored schemes and central sector schemes.

**XI) List of registers to be maintained:**

None at personal level.

**XII) Forms of correspondence:**

Follow normal channels of correspondence as prescribed in district office manual. No way related to issue of certificate of any kind.

**XIII) Possible areas of interface:**

Credit extending agencies, NABARD, Bureau of Economics and Statistics.

# MARKETING & PUBLICITY SECTION

## DY. DIRECTOR OF HORTICULTURE (M&P):

1. **The origin of the post, reason for creation and the role played by the functionary.**

Through the G.O.Ms.No.680, Agri. & Coop.(Horti.) Dept, dt.4-11-1994, the post of Dy. Director of Horticulture is created to assist the Commissioner of Horticulture/Director of Horticulture in the Departmental Functionaries relating to Marketing & Publicity activities. I.e, for the Organisation of Horticulture Shows/ Seminars/Fairs/Trainings/Registration of Coop. Societies/Processing of proposals of different Horticulture Societies being organised in the districts of the State to N.H.B/ MFPI, Govt. of India, New Delhi.

2. **Position within the organization and span of interaction within the Department.**

The post belongs to Category-III as per the A.P.S.H. Rules, it is a State Wide post.

3. **Listing out functions to be discharged by the functionary, classification of these function (field functions, desk functions, statutory functions etc.)**

### **a) Field Functions :-**

- i) Inspect new areas brought under various horticultural crops.
- ii) Interact with farmers, farmer's bodies, Cooperative Societies with reference to timely availability of inputs delivery of incentives, marketing of the produces etc.
- iii) Deliberate with field level functionaries about crop prospects, incidence of pest and diseases measures undertaken for control.
- iv) Review progress of the implementation of various programmes with subordinate staff at field level guide and advise to overcome the field problems.

- v) Interact with credit extending agencies initiate steps for easy flow of credit to the needy.
- vi) Inspect Rythu Bazaars to study their functioning and suggest further steps for streamlining the same.
- vii) Attend seminars of Horticulture.
- viii) Inspect areas affected with natural calamities and arrange for assessment of the damage besides examination.
- ix) Inspect training to farmers, members of cooperative societies on crop cultivation and marketing.

**b) Desk Functions:**

- i) Supervise the work in Marketing & Publicity Section.
- ii) Inspection reports to be approved by the Commissioner of Horticulture/ Director of Horticulture and to communicate to the District Officers for taking up the follow up action.
- iii) Organise Seminars.
- iv) Conduct Horticulture Shows/Nursery Melas/Flower Show/Garden Festival.
- v) Cause preparation of publicity material Horticulture programmes, Seminars, Shows.
- vi) Conduct Trainings.
- vii) Cause preparation and printing of package of practices to Horticulture crops.
- viii) Issue of registration certificate for the cooperative societies.
- ix) Cause preparation of hints to farmers for transmission of the same through Doordarshan & All India Radio.
- x) Timely action in release of funds under various schemes in Marketing & Publicity Section.
- xi) Cause gathering of market information on Horticulture Crops and Horticulture Exports.
- xii) Forward the proposals to NHB/MFPI.

- xiii) Co-ordinate on conduct of elections to Societies or appointment of Special Officers.

**c) Statutory Functions:**

Settlement of disputes in Fruits & Vegetable Growers Coop. Societies.

4. The operations jurisdiction of each functionary (i.e., areas where he/she enjoys delegated powers to take independent decisions and areas where he is only called upon to furnish information/ date for facilitating decision at a higher level).

Dy. Director of Horticulture will look after the programmes as furnished at item No.3

5. Enactments, rules and regulations that are required to be followed in discharge of each of the above function (for each function, the related Act, rule or regulation should be given).

Only for the registration of Horticulture Coop. Societies in the Districts, the A.P.C.S. Act 7 of 1964 rules should be adopted.

6. Critical provision(s) of the enactment, i.e. the important/ crucial provisions/ sections (This should also indicate the operational method, procedure and practices of implementation). -Nil-

7. In case any help is required, whom to approach - intra departmental and inter departmental.

Intra Departments: APEDA, NHB, Commissioner & Director of Agriculture, Director of Marketing, Commissioner of Tribal Welfare, Commissioner of Rural Development, Director of Social Welfare, State District Collectors, Commissioner & Registrar of Coop. Societies, Commissioner - M.C.H, National Plant Protection Training Institute etc.

Inter Department: Commissioner of Horticulture/Director of Horticulture.

8. Administrative accountability (Accountable to whom, in case of omissions or commissions, what remedial action can be initiated by the same functionary of the higher authority). Commissioner of Horticulture/Director of Horticulture

9. Quantification of work output expected from the functionary and provi-

sion made for assessment of his/her performance. These may be detailed for functionary to be aware of what is expected to him.

- i) Proper supervision of successful implementation/Organisation of Horticulture Shows/Fairs/Seminars/Nursery Melas/Training programmes in the state.
  - ii) Keen supervision of proper implementation of schemes (State & Central) dealt in the section.
  - iii) Supervision of accurate utilisation of funds.
  - iv) Responsible for issue of Registration Certificate of Horticulture Coop. Societies in the State.
10. Indicate areas where periodical reporting is provided for and standard reporting formats have been prescribed (copies of such standardized formats to be included indicating purpose for which information provided in the format will be used).

-Nil-

11. List of our various registers to be maintained by the functionary (Formats of such registers to be given, indicating how to fill them).

-Nil-

12. Forms of correspondence or documentation, formats for issue of certificates etc, to be indicated.

Correspondence will be made as per District Office Manual. Registration Certificates of the Coop. Societies will be issued as per the formats after completion of all formalities.

13. Possible areas of interface with public and other departments.

Public: Farmers, Processors, Exporters, Nurserymen, Scientists, Professors, Progressive Horticulture farmers.

Other Departments: APEDA, Commissioner of I & P.R, N.H.B.

- N.B: Where the same level of functionary may be posted to different areas, the job responsibilities in each of these possible postings may also be delineated and the related detailing done in separate chapters of the Manual (For eg. The level of Mandal Revenue Officer in the Revenue



Department may be separately responsible for Civil Supplies work, Land acquisition work etc, in different postings.)

## ASST. DIRECTOR OF HORTICULTURE (MKTG.):

### 1. The origin of the post, reason for creation and the role played by the functionary.

The Post of Asst. Director of Horticulture (Mktg.) was created vide G.O.Ms.No.361, Food & Agri. (Agri.II) Dept, dt.13-2-92 to assist the Commissioner of Horticulture in the organization of Shows/Seminars/Fairs/Trainings/Registration of Coop. Societies/Processing of Proposals to N.H.B/MFPI.

### 2. Position within the organization and span of interaction within the Department.

The post belongs to Category/ IV as per the A.P.S.H Rules, it is a State wide post.

### 3. Listing out of function to be discharged by the functionary, classification of these function (field functions, desk functions, statutory functions etc.)

#### a) Field Functions:-

- i) Visit new areas covered under various horticultural programmes at the instance of Commissioner of Horticulture.
- ii) Visit Rythu Bazaars to study their functioning and also to suggest further improvements.
- iii) Visit Centres of Horticultural produces marketing and submit reports to the Commissioner of Horticulture detailing the factual position.
- iv) Inspect Co-op. Societies and train the members on marketing aspects of Horticulture crops, post harvest management, packaging and cold storage besides enlightening them about the incentives available from N.H.B, APEDA etc.
- v) Organise group meetings to train farmers on cultivation aspects of Horticulture Crops oriented towards export.
- vi) Visit N.C.L, Pune to receive guidance and training in the maintenance of

Leaf Analysis Laboratory, Tissueculture Laboratory etc.

- vii) Visit centers of advanced learning/research stations to study the latest development technologies, which ultimately helps in preparation of package of practices on various horticultural crops.
- viii) Inspect crop areas to study the crop prospects besides gathering information on possibilities for export of these commodities.
- ix) Visit processing units and promote contract farming.
- x) Attend ZRAEC meeting.
- xi) Attend seminars and shows.
- xii) In times of Natural Calamities visit the affected areas at the instance of Commissioner of Horticulture and assess the damages, caused and report.

**b) Desk Functions :-**

- i) Monitor organization of Seminars, Group meetings, Training Programmes, Horticulture Shows, Nursery Mela, Fruit and Flower shows and Garden Festival
- ii) Forward proposals received for farmers tours after processing to the N.H.B.
- iii) Process and forward proposals received from either individual farmers or institutions at exporters or marketing cooperative societies to avail incentives from NHB/MFPI/APEDA.
- iv) Prepare Package of practices and cause their printing and distribution.
- v) Process proposals received for registration Horticultural Co-operative Societies.
- vi) Process and initiate steps for timely communications of sanctions, release of budgets pertaining to the schemes being operated under the section.
- vii) Gather information on marketing aspects of horticulture produces and put up to the Commissioner of Horticulture.
- viii) Gather information on exports pertaining to horticulture crops and put

up to the Commissioner of Horticulture.

- ix) Monitor the work of other subordinates in the section.
- x) Monitor implementation of the schemes, obtain progress reports consolidate and put up to the Commissioner of Horticulture.
- xi) Attend preparation of answers pertaining to LAQs, RSQs and LSQs and put up to the Commissioner of Horticulture.
- xii) Cause preparation of hints to farmers based on the crop condition and arrange to transmit the same through All India Radio and Door Darshan.
- xiii) Arrange publications of publicity material and distribute to the field level functions.

**c) Statutory Functions: - NIL -**

4. The operations jurisdiction of each functionary (i.e., areas where he/she enjoys delegated powers to take independent decisions and areas where he is only called upon to furnish information/ data for facilitating decision at a higher level).

The Asst. Director of Horticulture (Mktg.) will look after the programmes as indicated at Item-3

5. Enactments, rules and regulations that are required to be followed in discharge of each of the above function (for each function, the related Act, rule or regulation should be given).

-Nil-

6. Critical provision(s) of the enactment, i.e. the important/ crucial provisions/ sections (This should also indicate the operational method, procedure and practices of implementation).

-Nil-

7. In case any help is required, whom to approach - intra departmental and inter departmental.

Inter Departments: Commissioner & Director of Agriculture, Director of Marketing, ANGRAU, APEDA, NHB, Registrar of Coop. Societies, NPPTI, S.C. Corporation, Tribal Welfare, Municipal Corpn. of Hyderabad, HUDA, NCL-Pune, IIP-Mumbai etc.

Intra Departments: Director of Horticulture/Commissioner of Horticulture.

8. Administrative accountability (Accountable to whom, in case of omissions or commissions, what remedial action can be initiated by the same functionary of the higher authority).

Director of Horticulture/Commissioner of Horticulture.

9. Quantification of work output expected from the functionary and provision made for assessment of his/her performance. These may be detailed for functionary to be aware of what is expected to him.

- i) Responsible for successful implementation/organising shows/seminars/Fairs/Melas/Training Programmes.
- ii) Responsible for proper implementation of schemes allotted.
- iii) Responsible for proper utilisation of funds.
- iv) Responsible for issue of Registration Certificates of the Horticulture Coop. Societies.

10. Indicate areas where periodical reporting is provided for and standard reporting formats have been prescribed (copies of such standardized formats to be included indicating purpose for which information provided in the format will be used).

-Nil-

11. List of our various registers to be maintained by the functionary (Formats of such registers to be given, indicating how to fill them).

-Nil-

12. Forms of correspondence or documentation, formats for issue of certificates etc, to be indicated. Correspondence will be done as prescribed in the D.O.M. Certificates will be issued as per formats.

13. Possible areas of interface with public and other departments.  
Processors, Cultivators, Marketers, Exporters, Nurserymen, Scientists, Professors, Progressive Horticulture Farmers.

N.B: Where the same level of functionary may be posted to different areas,

the job responsibilities in each of these possible postings may also be delineated and the related detailing done in separate chapters of the Manual (For eg. The level of Mandal Revenue Officer in the Revenue Department may be separately responsible for Civil Supplies work, Land acquisition work etc, in different postings.)

## HORTICULTURE OFFICER (PUBLICITY):

1. **The origin of the post :** Reason for creation and the role played by the functionary.

The Post of Horticulture Officer (Pub) was created vide G.O.Ms.No.361, Food & Agri. (Ag.II) Dept., dt.13-2-1992 to attend the work related to Publicity such as organization of Shows/Melas/Seminars etc.

2. Position within the organization and span of interaction within the Department.

The post belongs to Category-V as per A.P.H.S. Rules, it is a Zonal post.

3. Listing out of function to be discharged by the functionary, classification of these function (field functions, desk functions, statutory functions etc.)

### a) Field Functions :-

- i) Attend training programmes on different Horticulture Crops and Seminars.
- ii) Attend seminars marketing of Horticulture produces.

### b) Desk Functions:-

- i) Process the files relating to N.H.B, MFPI & APEDA
- ii) Attend work related to Shows/Melas/Fairs/Seminars/Trainings etc.
- iii) Maintain the library and sale of Horticulture Publications.
- iv) Maintain Publicity material
- v) Maintain registers & stock registers and issues.
- vi) Make arrangements for conducting press meets and other related meetings.
- a. Assist in correspondence with the media regarding Publicity of Horticulture programmes.
- vii) Prepare publicity material on schemes, package of practices on crops.

viii) Prepare notes to press meet, package of practices on crops, hints to farmers.

4. The operations jurisdiction of each functionary (i.e., areas where he/she enjoys delegated powers to take independent decisions and areas where he is only called upon to furnish information/ data for facilitating decision at a higher level).

-Nil-

5. Enactments, rules and regulations that are required to be followed in discharge of each of the above function (for each function, the related Act, rule or regulation should be given).

-Nil-

6. Critical provision(s) of the enactment, i.e. the important/ crucial provisions/ sections (This should also indicate the operational method, procedure and practices of implementation).

-Nil-

7. In case any help is required, whom to approach - intra departmental and inter departmental.

Department of Agriculture, Marketing, National Horticulture Board, APEDA & ANGRAU.

8. Administrative accountability (Accountable to whom, in case of omissions or commissions, what remedial action can be initiated by the same functionary of the higher authority).

Asst. Director of Horticulture (M&P)/Dy. Director of Horticulture (M&P)

9. Quantification of work output expected from the functionary and provision made for assessment of his/her performance. These may be detailed for functionary to be aware of what is expected to him.

Responsible for work entrusted regarding Shows/Seminars/Trainings/Publications etc.

10. Indicate areas where periodical reporting is provided for and standard reporting formats have been prescribed (copies of such standardized formats to be included indicating purpose for which information provided

in the format will be used).

-Nil-

11. List of our various registers to be maintained by the functionary (Formats of such registers to be given, indicating how to fill them).

- i) Permanent Dead-stock register
- ii) Temporary Dead-stock register
- iii) Library Register
- iv) Journals register

Sl. No.	Date of Receipt	Bill No.& Received	Qty. received	Rate issued	Amount	Qty. Balance	Sign.

from

12. Forms of correspondence or documentation, formats for issue of certificates etc, to be indicated.

Normal rules will be followed for correspondence as prescribed in the District Office Manual.

13. Possible areas of interface with public and other departments.

-Nil-

N.B: Where the same level of functionary may be posted to different areas, the job responsibilities in each of these possible postings may also be delineated and the related detailing done in separate chapters of the Manual (For eg. The level of Mandal Revenue Officer in the Revenue Department may be separately responsible for Civil Supplies work, Land acquisition work etc, in different postings.)

## SENIOR CO-OPERATIVE INSPECTOR

1. The origin of the post, reason for creation and the role played by the functionary.

The post was originated through G.O.Ms.No. 548 F& A (Agri. II) Dept. Dt. 19-11-85.

The post was created to assist the Commissioner of Horticulture for reg-

istration of Fruits and Vegetable Growers Cooperative Societies in the State under APCS Act, 706, 1964.

2. Position within the organization and span of interaction within the Department.

3. Listing out of function to be discharged by the functionary, classification of these function (field functions, desk functions, statutory functions etc.)

**a) Field Functions :-** -NIL-

**b) Desk Functions :-**

Registration of Fruits & Vegetable Growers Coop.Societies

**c) Statutory Functions :-**

Settlement of disputes in Fruits & Vegetable Growers Coop. Societies.

4. **Jurisdictions :**

5. Enactments, rules and regulations that are required to be followed in discharge of each of the above function (for each function, the related Act, rule or regulation should be given). A.P.Coop. Societies Act, 706, 1964.

6. Critical provision(s) of the enactment, i.e. the important/ crucial provisions/ sections (This should also indicate the operational method, procedure and practices of implementation). - NIL -

7. In case any help is required, whom to approach - intra departmental and inter departmental.

Commissioner & Registrar of Cooperative Societies, A.P, Hyderabad.

8. Administrative accountability (Accountable to whom, in case of omissions or commissions, what remedial action can be initiated by the same functionary of the higher authority).

Asst.Director of Horticulture (M&P)/Dy.Director of Horticulture (M&P)

9. Quantification of work output expected from the functionary and provision made for assessment of his/her performance. These may be detailed for functionary to be aware of what is expected to him.

Responsible for Registration of Fruits & Vegetable Grower Coop. Socie-



ties in the State under the A.P.C.S. Act.7 of 1964.

10. Indicate areas where periodical reporting is provided for and standard reporting formats have been prescribed (copies of such standardized formats to be included indicating purpose for which information provided in the format will be used).

-Nil-

11. List of our various registers to be maintained by the functionary (Formats of such registers to be given, indicating how to fill them).

-Nil-

12. Forms of correspondence or documentation, formats for issue of certificates etc, to be indicated.

Follow normal rules of correspondence as prescribed in D.O.M., Registration Certificate will be issued as and when complete the all formalities.

13. Possible areas of interface with public and other departments.

-Nil-

N.B: Where the same level of functionary may be posted to different areas, the job responsibilities in each of these possible postings may also be delineated and the related detailing done in separate chapters of the Manual (For eg. The level of Mandal Revenue Officer in the Revenue Department may be separately responsible for Civil Supplies work, Land acquisition work etc, in different postings.)

# GOVT. GARDENS SECTION

## HISTORY AND FORMATION OF THE DEPARTMENT (PUBLIC GARDENS)

The public gardens was established in 54 acres of land which belonged to Sri.Balakrishnan in the year 1868 A.D. consisting of some babul ( Acacia Aratica) and other species of trees. It was originally known as (Bagh-E-Am) Subsequently an engineer of his excellency of Nizam's Government made improvements and completed in 1872 under the supervision of Sir Wlikison,an engineer. A zoo was added with many kinds of birds, forest and wild animals in the year 1872. The (Bagh-E-Am) is only the place where recreation for the public was available and the zoo was also visited by the various people of different walks of life. Certain improvements were made by Sir Mirza Islam, when he was the president of the council of Ministers Hyderabad. The Gardens were maintained by the Superintendent , Government Gardens attached to the PWD department. The post if the superintendent was redesignated as director of Government Gardens in G.O.Ms.No. 2353 PWD dt, 24-9-65. The Director of Government Gardens was merged with the Agriculture Department dated 12-2-1976. Directorate of Government Gardens was merged with the Department of Horticulture by bifurcating it from the Agriculture Department through G.O.Ms.No 304 Food and Agriculture (Agri.I) Department dated 30-6-1981 w.e.f 1-1=1982. Since it was merged with Horticulture Department, the Director of Horticulture , the Director of Government Gardens was redesignated as Deputy Director of Horticulture (purpose, the Government has accorded sanction for the post of supervisor grade I ,Senior assistants-two, Junior Assistant -one, as per the G.O.Rt.No.2198 Food and Agriculture (F.P.IV) Department dated 11-11-1980. Due to the construction of various buildings, the area of public gardens was reduced from 54 acres to 35 acres.

### MAINTAINANCE OF OTHER GARDENS;

The following gardens are also being maintained by the Government Gardens wing of this department

- 1) River side parks on the bank of Musi river which is now called as "R.I.P"
- 2) Red Hills Garden.
- 3) Legislative Assembly Gardens/Secretariat gardens

- 4) Lake View Guest House gardens
- 5) Dilkusha gardens
- 6) Manjeera Guest house gardens
- 7) Ananda Nilayam Garden
- 8) Green land Guest House Garden
- 9) Nursing collage garden

**RESIDENTIAL GARDENS**

- 10) RESIDENTIAL GARDENS OF Hon'ble Chief Minister, all Hon' ble Ministers, Speaker, Deputy Speaker, Chief whip, Government Whip, Chief Justice of A.P.Administrative tribunal.
- 11) All Government gardens in twin cities.

For all the above purposes the following staff were sanctioned.

S. No.	Name of the post	Number of posts sanctioned prior to 1-11-1956	Posts Sanctioned in G.O.Ms.NO 2474 P.W.D dt 17-12-1963	Posts Sanctioned in G.O.Rt 2198 F&A (FP.IV) Dept. dt 11-11-1980	Total Cadre strength
1	Dy. Director of Horticulture	1			
2	Assistant Director (Tech)	1			
3	Supervisor Grade I	3		1	
4	Supervisor Grade II	5	1		
5	Supervisor Grade III	6			
6	Fitter	2			
7	Mechanic	1			
8	Drivers	2			
9	Cleaners	1			
10	Mason	1			
11	Watchman	24			
13	Head Malies	20			
14	Head Malans	11			
15	Malies	218			
16	Malans	252			
<b>MINISTERIAL</b>					
1	Superintendents	1	1*		2
2	Senior Assistants	1	1	2	4

3	Junior Assistants	4	-	1	5
4	Typists CLASS IV	1	-	-	
1	Attenders	5	1		6

\* The post of Senior Assistant was upgraded as superintendent in G.O.Ms. No. 1209 Food and Agriculture (argil) Dept dated 5-6-1992.

## THE DEPUTY DIRECTOR OF HORTICULTURE (GOVT. GARDENS)

### Position with in the Organization:

He is a subordinate to the Director of Horticulture. The Post of Government Gardens was redesignated as Deputy Director of Horticulture (Government Gardens). The post is being continued from prior to the formation of Andhra Pradesh.

### LISTING OUT FUNCTIONS

D.D.H (Government Gardens) was declared as head of office and the authority competent to accord sanctions for purchase of plant material, soil, manure, fertilizers, earthen pots, tools and implements by calling for quotations/tenders or placing indents and orders. Exercise all powers and functions as head of office, on administrative, accounts and financial functions and responsible for proper maintenance of all registers and records as laid down in the district office manual and cash and cash accounts as laid down in A.P.F.C. He shall follow all government rules and regulations as laid down in various Acts/Codes/Rules. Responsible for proper maintenance and upkeep of Public Gardens and gardens listed out in earlier paras. He is also the protocol officer for all state functions for decoration with foliage and flower plants. He is the authority competent for auction of fruit bearing trees, dry trees, etc., He is the supervising authority over all staff of Government Gardens for proper functioning of the government gardens.

### ORGANISATIONAL JURISDICTION

He has no separate territorial jurisdiction except twin cities. Laying out

of new gardens if any sanctioned newly, maintenance and upkeep of all Government Gardens listed out in chapter I. Ensure proper functioning of the commercial nursery without sustaining any loss to the Government. He shall be responsible for supervision and administration with the assistance of the Assistant Director (T) and other staff sanctioned. Consolidated delegation of powers are appended. He has to work under the orders/directions of Director/Commissioner of Horticulture.

**5. Enactments, Rules and Regulations : NIL**

**6. Critical Provisions : NIL**

**7. Help if required :**

He should approach the Director/Commissioner of Horticulture for any clarifications or to sort out any problem crept in while implementing the programmes/maintenance of gardens/commercial nursery. He can also seek the help of A.P.A.U and I.C.A.R. institutions of India.

**8. Administrative Accountability :**

Accountability to the Director/Commissioner of Horticulture, administratively, technically, and proper maintenance of accounts.

**9. Periodical Reporting :**

List appended

**10 AND 11**

List appended

**12. Forms of Correspondence**

Follow normal channels of Correspondence.

**13. Interface with the Public**

Interface with the public is only with regard to selling from the Commercial nursery attached to the Public Gardens. Interface with high dignitaries of Hon'ble Chief Minister, Ministers, Speaker, Deputy Speaker, Whip, Hon'ble Judges of High Court and A.P.A.T.

## ASSISTANT DIRECTOR OF HORTICULTURE (TECHNICAL) (GOVT GARDENS)

### 1. **Origin of the Post :**

The above post was created along with other posts listed out in history of Public Gardens prior to the formation of Andhra Pradesh for maintenance and upkeep of the Government gardens under the guidance and supervision of the Deputy Director of Horticulture (Government Gardens) Commissioner of Horticulture with the assistance of supporting staff sanctioned.

### 2. **Position with in the organisation**

This post was created prior to the formation of Andhra Pradesh and is being continued without any change.

### 3. **Listing out Functions :**

He is the technical advisor and supervisory functionary for better maintenance of the Public Gardens, lawns, Gardens, in residences of various V.I.P's and Hon'ble Judges in the twin cities. He is responsible for proper planning and execution of beautification of the above gardens, laying of new lawns and gardens as entrusted by Government from time to time with the assistance if supervisors, technical and Non-technical staff provided to Public Gardens, under the guidance of the Deputy Director of Horticulture (Government Gardens) and Director/Commissioner of Horticulture in the twin cities.

He is a drawing and disbursing officer on behalf of the Deputy Director of Horticulture (Government Gardens), responsible for the maintenance of registers and records as laid down in the D.O.M. and Financial Code and render accounts properly, responsible for timely submission of periodicals such as number statement/ excess savings statement

Reconciliation of departmental figures with these booked by the treasury and submission of all progress reports prescribed by the head of the department from time to time.

He is the supervisory officer for all technical works done by the supervisor, malies and malans in respect of all gardens and lawns in the twin cities.

He visits all gardens and guides the supervisors, malies and malans in

day to day work for effective functioning and maintenance of gardens.

He is also the protocol officer for all state functions for decoration with flowers and foliage plants under the supervision of the Deputy Director of Horticulture (Government Gardens) to all state functions in twin cities.

### **Organisational Jurisdictions :**

He has no separate organisational jurisdiction except the twin cities. His activities are confined to maintenance and upkeep of existing Government Gardens and lawns laying out of new lawns/gardens if sanctioned by the government under the guidance of the Deputy Director of Horticulture (government Gardens) and Director/Commissioner of Horticulture.

Ensure proper maintenance of the commercial nursery with all varieties of plants to attract the public and improve the sales and it is his endeavour to run the commercial nursery without giving scope for sustaining loss to the government.

5. **Enactment of Rules:** Nil

6. **Critical provisions of enactments:** Nil

7. **Help if required:-**

In case of any help or clarification of guidance is required, approach, Dy. Director of Horticulture (Govt. Gardens) Director / Commissioner of Horticulture, Scientists of A.P.A.U. and I.C.A.R. Institutions in India for better management of gardens / lawns / Commercial Nursery with latest techniques.

Ensure proper functioning of all functionaries attached to Government Gardens for effective functioning of the Govt. Gardens / Lawns / Commercial Nursery.

8. **Administrative Accountability :**

Accountable to Deputy Director of Horticulture (Govt. Gardens) Director / Commissioner of Horticulture and Government of Andhra Pradesh, administratively, technically and financially.

9. **TARGETS FOR SCHEMES, PROGRAMMES, WORKS ETC.**

No targets. But, responsible for effective management of Commercial Nursery to get profits and proper maintenance of all Govt. Gardens, Lawns in Twin Cities.

**10. Periodical Repors :**List appended.

**11. List of Registers to be Maintained :** Nil

**12. Forms of Correspondence :**

Follow normal rules of correspondence

**13. Possible Areas of Interface :**

Interface with public is only with regard to selling of Plants from Commercial Nursery attached to Public Gardens. Interface with high dignitaries of Hon'ble C.M., Ministers, Speaker, Dy.Speaker, Whip and Hon'ble Judges of High Court and A.P.A.T.

## **SUPERVISOR GRADE - I AND II**

**I. Origin of the Post :**

The above posts were created prior to formation of Andhra Pradesh in Nizam State along with other posts listed in history of Public Gardens for proper and better management of Government Gardens / Lawns / Residential Gardens of VIPs., and to assist the officers in maintenance and upkeep of the Government Gardens.

**II. Position with in the organisation :**

These posts are being continued from prior to formation of Andhra Pradesh.

**III. Listing of Functions :**

Maintenance and upkeep of existing gardens. Laying out gardens, landscaping and its maintenance of gardens viz., preparation of land and levelling, flower beds preparation, sowing and transplantation, preparation of compost, potting and re-potting, application of manures and fertilisers, watering trimming / pruning and propagation of plant material, collection seeds, besides this, they are responsible for maintenance of all stocks of all inputs like, fertilisers, soil, manures, earthen pots, tools, implements and other gardening materials. Attends protocol works of State functions, exhibitions, Horticulture Shows in arrangements of foliage and flowering pots for decoration. He himself has to execute / supervise the works. He has no administrative functions specifically.



**IV. Organisational Jurisdiction :-**

He is responsible for execution of works and supervision of work done by Supervisor Gr.III, Malies and Malans. His jurisdiction shall be as fixed by the authorities from time to time. All functions shall be executed with the help of other supporting staff. He is not an independent authority. But discharge his duties under the directions of higher officials. No specific powers were delegated to this functionary.

**V. Enactment or Rules:** Nil

**VI. Critical provisions of Enactment:** Nil

**VII. Help if required:** In cases of help is required in execution of grounding of the schemes approach higher officers ADH/DDH/Director / Commissioner of Horticulture.

**VIII. Administrative Accountability:-**

Accountable to D.H/A.D.H./Director/Commissioner of Horticulture.

**IX. Targets for Schemes, Programmes Works Etc.:-**

No targets were fixed specifically. But, responsible for effective management, maintenance of Commercial Nursery to get profits and proper maintenance of Commercial Nursery to get profits and proper maintenance of all Govt. Gardens, Lawns in Twin Cities.

**X. Periodical and Reports:** Nil

**XI. List of Registers to be Maintained :** Nil

**XII. Forms of Correspondence :**

Follow normal rules of correspondence

**XIII. Interface with the public**

Interface with high dignitaries of Hon'ble Chief Minister, Ministers V.I.Ps., and Hon'ble Judges of High Court and A.P.A.T.

# PLASTICULTURE SECTION

## ASST DIRECTOR OF HORTICULTURE (PLASTI CULTURE)

- I. **Origin of the Post** : - GO.Rt.No.361 F& A (Agri. II ) Dept. Dt. 13-2-92  
Reasons for creation and Role Played:

The person working in the post is allotted for State level monitoring of Plasticulture programs under the supervision of Joint Director of Horticulture (Veg) & Commissioner of Horticulture (AP) Hyderabad.

- II. **Position with in the organisation** :

He comes under category 4 of Andhra Pradesh Horticulture Rules. He will assist the Joint Director of Horticulture (Veg & PC) in processing of all files connected to the schemes dealt in Plasticulture section. He will assist the Joint Director of Horticulture (Veg) in interacting with the farmers, drip firms etc.

- II. **Functions** :

a) **Field Functions** :-

He will assist the Joint Director of Horticulture (veg) in monitoring the implementation of Plasticulture programs through out the State.

He attends for field visits as per the instructions of Commissioner of Horticulture whenever required.

b) **Desk Functions** :

He will process all files of Plasticulture section to the Joint Director of Horticulture (Veg) and to Commissioner of Horticulture (AP) Hyderabad., in respect of the following subjects allotted to him.

- a. CSS Use of Plasticulture in Agriculture Drip Irrigation (Installation)
- b. Green Houses & Mulching
- c. Shadenets
- d. State Plan schemes for popularization of new technologies - Tissue culture .

- e. He will assist in preparation and submission of UCs to State And Central Governments.
- f. He will assist in Registration of drip irrigation system manufacturers.
- g. He will assist in holding of State level meetings etc.

**c) Statutory Functions : Nil**

**IV. Jurisdiction :**

No separate jurisdiction has been earmarked. He will assist the senior Officers whenever necessity arises.

**V. Enactments, Rules, Regulations to be followed: Nil**

**VI. Critical Provisions: NIL**

**VII. Whom to approach:-**

- a) Inter Department: Commissioner of Agriculture, Bankers, NABARD, Commissioner of Tribal Welfare, M.D.of Schedule Caste Society..
- b) Intra Department: - CH/DH.

**VIII. Administrative Accountability : To JDH. & CH**

**IX. Quantification of work output:**

- i. Responsible in assisting for overall implementation of Plasticulture Programme.
- ii. Responsible in assisting for finalizing the accounts the account pertaining to the funds released by Central & State Governments.

**X. Periodical reporting:**

- 1. He assists in sending U.C's, Progress Reports to Government of India and State Governments.
- 2. He assists in sending BE's, RBEs to State Government.

**XI. List of Registers to be maintained: NIL**

**XII. Forms of Correspondence: Follow normal rules of Correspondence.**

**XIII. Possible areas of interface : Drip companies, farmers, scientists of Agril. University, Scientists of Research Station.**

## **HORTICULTURE OFFICER (PLASTICULTURE)**

**I. Origin of the post, reasons for creation and Role played: The post is**

sanctioned through G.O.Rt.No.361 F & A (Agri.II) Dept., dated 13-2-92. The person working in the post is allotted to assist Asst Director of Horticulture (PC) for State level monitoring of Plasticulture programs under the supervision of Asst Director of Horticulture (PC) and Commissioner of Horticulture (AP) Hyderabad.

## II. Position in the Organisation:

He comes under category 5 of AP Horticulture Service rules, He will assist the Asst Director of Horticulture (PC) in processing of all files connected to the schemes dealt in plasticulture section. He will assist the Asst Director of Horticulture (PC) in interacting with the farmers, drip firms etc.

## III. Functions:

### a) Field functions:

He will assist the Asst Director of Horticulture (PC) in monitoring the implementation of the plasticulture programmers throughout the state. (Drip Irrigation, Green Houses and mulching.

He attends for field visits along with Asst Director of Horticulture(PC) as per the instructions of the Commissioner of Horticulture whenever required.

### b) Desk functions:

- a. Security of proposals for 4 ha cases under drip Irrigati Installations submitted by the District Officers for sanction by the Commissioner of Horticulture.
- b. Compilation of the progress reports.
- c. Preparation of guidelines.
- d. Preparation of scheme proposals, progress reports etc.
- e. Attend review meetings with District Officers and drip firms.
- f. Convey the meeting with District Officers and review the progress of implementation of plasticulture programs.
- g. Area wise crop wise covered under plasticulture programs being implemented in the state are split up and communicated to Government of India and other agencies.
- h. Organise drip Demonstrations etc., on the eve of important functions/ Horticulture shows etc.

### c) Statutory Functions : NIL

- IV. Jurisdiction:** No separate jurisdiction is earmarked.
- V. Enactments, Rules, Regulations to be followed :** Guidelines of Government of India and State Government time to time.
- VI. Critical Provisions :** NIL
- VII. Whom to approach:**
- a. Inter Departmental: District Officers, Plasticulture Development Centres in the ANGRAU, WALAMTARI.
  - b. Intra Department : Commissioner of Horticulture.
- VIII. Administration accountability:** To the Asst Director of Horticulture (PC), Joint Director of Horticulture (PC) Commissioner of Horticulture.
- IX. Quantification of work out put:**
1. Responsible on assisting to Asst Director of Horticulture (PC) for implementation of Plasticulture programs.
  2. Responsible in assisting to Asst Director of Horticulture (PC) for and proper and effective utilization of funds finalizing the accounts pertaining to the funds released by Central and State Governments.
- X. Periodical reporting :**
- a. Sending Ucs Progress reports to Government of India and State Governments.
  - b. Sending BEs, RBEs to State Government.
  - c. Expenditure statements pertaining to the plasticulture programs.
  - d. Beneficiary lists pertaining plasticulture programs.
- XI. List of the Registers to be maintained.**
1. Register of drip installations of more than 4 ha cases/ and more than one lakh cases in the State.
- XII. Forms of Correspondence:** Follow normal rules of Correspondence.
- XIII. Possible areas of Interface:** Drip firms Scientists of Plasti Development Centres of Agriculture University.

# MUSHROOM SECTION

## ASSISTANT DIRECTOR OF HORTICULTURE (MUSHROOM)

### I. Origin of the Post :

1. The post has originated through the creation of State Plan scheme on Mushroom processing and pasteurization unit vide G.O.Rt.No.1120, A & C (H) Dept., dated 03.09.1994
2. The post is created for the Spawn production, for organizing the training programmes, and assisting the Commissioner of Horticulture in maintaining the Regional Mushroom labs and in overall development of Mushroom rooms.
3. Besides the assistant Director of Horticulture post (Mushrooms\_ - is created to assist the Commissioner of Horticulture in planning, implementing and monitoring all the mushroom development activities

### II. Position with in the organisation :

In hierarchy position it is IV category post.

The Asst. Director of Horticulture interacts with Mushroom growers entrepreneurs, consumers, scheme beneficiaries, Regional lab personnel and departmental staff.

### III. Functions :

#### a) Field Functions :-

1. To assist the Commissioner of Horticulture in all mushroom development activities
2. To supervise the spawn production (To produce spawn as per the demand)
3. To organize the training programmes
4. To prepare pure culture, Mother Spawn and maintain cultures of different media

5. To assist the Commissioner of Horticulture in monitoring the Regional Mushroom labs at Visakhapatnam, Eluru, Kurnool and Nizamabad
6. To organize special training programmes on the request of other departments like women welfare, youth welfare, DRDA's, S.C. Corporation, TRYSEM, NISSET etc
7. To inspect the export oriented mushroom unit for processing the application to avail the investment subsidy facilities.
8. Attend seminars on mushrooms
9. To inspect the mushroom outlets sanctioned to individuals through N.G.Os
10. To inspect & solve the problems of the Mushroom growers
11. To interact with the growers and consumers
12. Inspection and physical verification of stores and stocks pertaining to other laboratories
13. Organise seminars and group matters pertaining to mushrooms
14. Assisting the Commissioner of Horticulture, Andhra Pradesh in reviewing the physical progress of all mushroom laboratories
15. Organise recipe demonstrations

**b) Desk Functions :**

1. Persuing the scheme sanction and implementation of plan and C.S. S. Schemes of mushrooms.
2. Assist the Commissioner of Horticulture, Andhra Pradesh in reviewing the financial progress of all Mushroom labs
3. Assist the Commissioner of Horticulture, Andhra Pradesh in Reimbursement of amount to all Regional lab Assistant Secretaries.
4. Monitor Spawn production, implementation of schemes, organization of training programmes.
5. Communicative hints to mushroom grower in cultivation of mushrooms, preparation of recipes through A.I.R. and D.D.
6. Carry out publicity on cultivation of mushrooms, preparation of recipes,

utilities of mushrooms to interm, diabetics and cardiac patients etc. through N.G.Os Hospital.

**c) Statutory Functions :** Nil

**IV. Jurisdictions :**

The incumbent in the post is not competent in taking independent decisions in matters of implementation of the programme. But correspondent in accepting trainees for mushroom training.

**V. Enactments to be followed :** Nil

**VI. Critical Provisions :** Nil

**VII. Whom to Approach :**

a) Inter Department :- Agri. Dept., A.N.G.R.A.U, Research Stations, District Officers.

b) Intra Department :- CH/DH

**VIII. Administrative Accountability :**

To Commissioner of Horticulture, Andhra Pradesh

**IX. Quantification of work - Output :**

1. Responsible for assisting Commissioner of Horticulture, Andhra Pradesh in implementing all Mushroom promotion and development activities.
2. Responsible in expanding the Budget provision given in the schemes
3. Responsible in assessing the eligibility for sanction of investments subsidy

**X. Periodical Reporting :**

None at personal level, but at office level, submit the following reports to Government

1. Monthly physical and financial progress report to Government pertaining to Mushrooms schemes.
2. Progress report on Production and distribution of Spawn to the Commissioner of Horticulture, Secretary, H.D.A.

**XI. List of Registers to be Maintained :**

Not at personal level. But at office level maintain the following registers:



1. Budget Register
2. Expenditure Register
3. Register of denoting the trainings conducted and number trained

#### **XII. Forms of Correspondence :**

Follow normal channels of correspondence as prescribed in the district office manual.

#### **XIII. Possible Areas of Interface :**

Mushroom growers, N.G.Os, Marketers, Consumers and R & B, APIIC, DGS & D officials.

## **HORTICULTURE OFFICER (MUSHROOMS)**

### **I. Origin of the Post :**

1. The post has originated through the G.O.Rt.No. 1120 A & C (H) Dept, dated 03.09.1994
2. The Post is created for the spawn Production for easing out training and cultivation of Mushrooms and matters connected therewith.
3. The Horticulture Officer (Mushroom) should assist the ADH (Mushroom) in matters of Mushroom Spawn production, trainings, cultivation and processing besides implementing centrally sponsored scheme and state plan schemes.
4. Assist the A.D.H. in organization of recipe demonstrations

### **II. Position with in the organisation**

In hierarchy position it is 5th category post and shall interact with prospective mushroom growers, and mushroom consumers, entrepreneurs, Regional lab personnel, and scheme beneficiaries, department staff and N.G.Os involved in development of mushroom cultivation.

### **III. Field Functions :-**

1. Visit prospective villages, towns and areas. Identify beneficiaries for Mushroom cultivation for conduct of mushroom recipe demonstration
2. Organise mushroom recipe demonstrations
3. Attend training programmes on mushrroms

4. Organise training programmes on mushrooms
5. Attend Seminars on mushroom cultivation
6. Visit Agriculture research stations to study and learn spawn production
7. Visit mushroom units and suggest P.P. measures
8. Organise group meetings on marketing aspects of mushrooms
9. Inspect E.O.U. mushroom units before investment subsidy is sanctioned
10. Check and verify utilization facilities provided under mushroom recipe demonstrations.

**B) Desk Functions :**

- ⇒ Initiate steps for production of spawn in the lab
- ⇒ Remittance of spawn sale proceeds
- ⇒ Conduct sale of spawn
- ⇒ Maintenance of stores and stock
- ⇒ Maintenance of Registers
- ⇒ Stock and issue Register
- ⇒ Cash Register
- ⇒ Spawn Mushroom Register
- ⇒ To furnish monthly progress report on spawn Mushroom production and spawn sale proceeds
- ⇒ Preparing for audit review
- ⇒ To clear the doubts of the growers who visit the lab
- ⇒ Furnishing technical information to growers better
- ⇒ Assist the ADH in all the activities

**C) Statutory Functions : Nil**

**IV. Jurisdictions :** Nil

**V. Enactments, Rules, and Regulations to be followed :** - Nil

**VI. Critical Provisions :** Nil

**VII. Whom to approach :**

- (a) INTER DEPARTMENTAL: A.N.G.R.A.U, District Officers, Agri. Dept. Research Stations.

**(b) INTRA DEPARTMENTAL**

To The Director/Commissioner of Horticulture

**VIII. Administrative Accountability:-** To A.D.H. and D.H/C.H.**IX. Quantification of work output:-**

1. Assisting A.D.H., in implementing all mushroom promotion and development activities.
2. Assist the A.D.H. in expanding budget provision given in the schemes.
3. Helps the A.D.H., in assessing the eligibility for sanction of investment subsidy.

**X. Periodical Reporting :**

Monthly progress report on Spawn and Mushroom production and spawn sale proceeds.

**XI. List of Registers to be Maintained :**

- ⇒ Stock Register
- ⇒ Spawn Register
- ⇒ Mushroom Production Register
- ⇒ Cash Books
- ⇒ H.D.A. Sale Register
- ⇒ H.D.A. Expenditure Register
- Training Register

**XII. Forms of Correspondence :**

Follow normal channels of correspondence as prescribed in the district office manual.

**XIII. Possible Areas of Interface :**

Mushroom growers, Mushroom Processors other bodies or agencies connected with Mushroom development.

# TISSUE CULTURE SECTION

## ASSISTANT DIRECTOR OF HORTICULTURE - TISSUE CULTURE

**Origin of the post :** The post is originated through G.O.Rt No. 361 F&A (Agri. II) Dept Dt. 13-2-92.

### **I. Functions :**

#### **a) Field Functions :-**

1. Conduct the survey for selection of elite plant material i.e., healthy, disease free, pedigree mother plants.
2. Identification of varieties suitable for different regions of the State.
3. Collection and bringing plant material identified for multiplication.
4. Distribution of tissue culture plants to different districts depending upon their requirement.
5. Visit periodically to different areas of the State to study the performance of the Plant material supplied from the lab and collect the feed back from district officers concerned.
6. Attend seminars and trainings on biotechnology.
7. Conduct training programmes to the interested farmers and other needy persons.

#### **b) Desk Functions :**

1. Preparation of annual plan for production of plant material to engage the lab around the year to cater the needs of the farmers.
2. Collecting the information from the district officers about the crop wise and varieties wise requirement of plant material.
3. Supervision of the preparation of the media required for production of plant material.

4. Maintenance of photoperiod, temperature and humidity as per setting should be checked.
5. Inspection of incubation room to see the performance of material under production.
6. Ensure proper transfer of material to green house for hardening.
7. Maintenance of progeny block (parent).

**c) Statutory Functions :- Nil**

**II. Jurisdictions :**

Laboratory and Greenhouse .

**III. Enactment, Rules, Regulations to be followed :- Nil**

**IV. Critical Provisions :-**

Nil, since there are no enactments to follow.

**V. Whom to Approach :-**

**a) Inter Department:-**

Station Director, AIR, Project Directors of D.R.D.A., D.P.A.P., Project Officers of I.T.D.As., in places, where I.T.D.As. exists, Scientists of Agricultural Research Stations, District Tribal Welfare Officer.

**b) Intra Department: Director / Commissioner of Horticulture.**

**VI. Administrative Accountability :**

**VII. Quantification of work - Output :-**

1. Responsible for overall production of the plant material.
2. Responsible for achieving the physical and financial targets under all horticulture schemes in time bound manner.
3. Responsible for ensuring proper distribution of plant material to the targeted groups in time bound manner.
4. Responsible in spreading the latest technologies pertaining to horticulture to improve production and productivity of horticultural crops.

**VIII. Periodical Reporting :**

1. Monthly progress reports pertaining to production and distribution of plant material.

2. Weather Watch Report.

**IX. List of Registers to be Maintained :**

I. In the lab the following registers have to be maintained:-

1. Budget Register.
2. Register of stocks.
  - a. Plant material. At different stages.
  - b. Glassware
  - c. Chemical reagents
  - d. Dead stocks.
3. Library Register.
4. Register of advance and loans.
5. Register of bank drafts received / issued.
6. Cash Book.
7. Register of Check Books.
8. Attendance Register.

**X. Forms of Correspondence :**

Follow normal rules of correspondence as prescribed in the district office manual. No way related to issue of certificate of any kind.

XI. POSSIBLE AREAS OF INTERFACE: horticulturists, scientists of horticultural research stations and agricultural universities. and then related govt of India agencies.

## HORTICULTURE OFFICER - TISSUE CULTURE

**1. Origin of the post :**

The post is originated through G.O.Rt. No. 361 F&A (Agri II) Dept. Dt. 13-2-92

**2. Functions :**

**a) Field Functions :-**

1. Assists the ADH in conducting the survey for selection of elite plant material i.e., healthy, disease free, pedigree mother plants.
2. Helps the ADH in the identification of varieties suitable for different agroclimatic regions of the State.
3. Assists the ADH in collecting and bringing plant material identified for multiplication.
4. Assists the ADH in the distribution of tissue culture plants to different districts depending upon their requirement.
5. Attend seminars and trainings on biotechnology.
6. Helps the ADH in conduction of training programmes to the interested farmers and other needy persons.

**b) Desk Functions or Lab Functions :-**

1. Assists the ADH in the preparation of annual plan for production of plant material to engage the lab round the year to cater the needs of the farmers.
2. Assists the ADH in collection of the information from the district officers about the crop wise and varieties wise equipment of plant material.
3. Assists the ADH in ensuring proper transfer of material to Green House forwarding.
4. Helps the ADH in the maintenance of progeny block (parent).

**c) Statutory Functions :- Nil**

**II Jurisdiction :-**

Laboratory and green house.

**III. Enactments, Rules, Regulations to be followed: Nil**

**IV. Critical Provisions:-**

Nil, since there are no enactments to be followed.

**V. Whom to approach:-**

**a) Inter Department :-**

Station Director, AIR, Project Directors of DRDA, DPAP, Project officers

of ITDAs in places, where ITDAs exists, Scientists of Agricultural Research Stations, District Tribal Welfare Officer.

b) Intra Department:- DH/CH

**VI Administrative accountability:-** To DH/CH through ADH Concerned.

**VII. Quantification of work - Output :**

1. Responsible for over all production of the plant material of good quality.
2. Responsible for achieving the physical and financial targets under all horticulture schemes in time bound manner.
3. Responsible for ensuring the proper distribution of plant material to the targeted groups in time bound manner.

**VIII. Periodical Reporting :**

Helps the ADH in submitting monthly progress reports pertaining to production and distribution of plant material.

**IX. List of Registers to be Maintained :** Nil

**X. Forms of Correspondence :**

Follow normal rules of correspondence as prescribed in the district office manual. No way related to issue of certificate of any kind.

**XI. Possible Areas of Interface :**

Horticulturists, Scientists of Horticultural Research Station and Agricultural Universities and the related Government of India Agencies.



# ESTABLISHMENT SECTION

## ADMINISTRATIVE OFFICER - I

### I. **Origin of the Post :**

1. The post has originated through G.O.Ms.No.304, Food & Agriculture (30th June) 1981.
2. The post is created to advise and assist the Director of Horticulture in matters of non-technical nature such as Administrative, Public Services, office procedures accounts and audit, as the person posted in the post is senior most ministerial member who gained sufficient experience, knowledge in application of rules and procedures.
3. Guide the sub-ordinate staff in matter of all non-technical nature of duties and functions in the administration.
4. He will also assist the Director of Horticulture, for implementation of rules and procedures correctly and in case of any doubt, the doubts will be clarified.
5. He will assist the Director of Horticulture to maintain discipline in the administration, maintenance of office record room and record properly and strictly in accordance with the procedures laid down in different rules/ codes and Acts etc.
6. He will also assist the Director of Horticulture, in all disciplinary/ embezzlement/ misappropriation/PAC cases for passing appropriate orders and submission of replies in respect of items reflected in PAC reports of the Department.
7. He will assist the Director of Horticulture, proper maintenance of Roster Registers/ personal files/property statement and all establishment registers.
8. He will also assist the Director of Horticulture, to file counter affidavits in A.P.A.T. and Higher Court.

**II. Position with in the organisation**

He is the personal assistant to the Director of Horticulture as far as administrative aspects are concerned and interact with district level administration for effective functioning of the Offices.

**III. Functions :****a) Field functions :**

The functions of the Administrative Officer shall confine to mainly to office. But, in case of necessity, he will follow the Director of Horticulture or other senior officers to districts to deal with the case of misappropriation/Embezzlement cases.

**b) Desk Functions :-**

files in respect of the processing of the following subjects:

- i) Recruitment/appointments to all categories of posts in the Department.
- ii) Appointments of all categories of posts above the level of Junior Assts., under Automatic advancement Scheme.
- iii) Regularisation of Services of all categories of posts other than district level categories.
- iv) Extension/Declaration of Probations.
- v) Preparation of panels and issue of promotions
- vi) Deputation of staff to other Institutions/Agencies/Departments and foreign service.
- vii) Sanction of leaves other than casual leave and compensation leave.
- viii) Sanction of additional charge pay under F.R.49.
- ix) Verification of Anticidents Reports
- x) Maintenance of Confidential Reports/Record Sheets to Non-Gazetted staff.
- xi) Regularisation of periods of compulsory wait for postings.
- xii) Issue of No objection Certificates to go abroad to all officers and staff
- xiii) Issue of N.D.C. in respect of all retired Officers.

- xiv) Issue of retirement notices
- xv) Office orders other than Turn duty.
- xvi) Scrutiny of P.Rs. of all staff working in Estt.I Section.
- xvii) Preparation and communication and maintenance of preliminary seniority lists and final seniority lists of all categories of employees in the Department.
- xviii) Maintenance of Roster Registers in respect of all categories for which the Director of Horticulture is the appointing authority including Class IV in the Directorate.
- xix) Notification of vacancies to various recruiting agencies according to Act. 2/94 and Compulsory notification of Employment Act.
- xx) Absorption of Full Time Contingent employees/part time employees in to regular Class IV
- xxi) Prompt communication of adverse remarks if any to all concerned and finalisation of appeals filed there under.
- xxii) Transfers and postings including on counselling system.
- xxiii) Maintenance of Consolidated Periodical Register for the entire office.
- xxiv) Maintenance of all registers prescribed in D.O.M.
- xxv) Amendments to Service Rules.
- xxvi) Preparation of Arrear list.
- xxvii) Verification of personal Registers/periodical registers and all registers and records maintained by the Estt.I Section
- xxviii) Maintenance of Attendance Registers of all Sections including Gazetted Officers of the Directorate.
- xxix) Acceptance of resignations of all staff of Directorate, all Officers other than district level posts.

#### **IV. Jurisdictions :**

He has no independent jurisdiction to take any decisions on any file except sanction of Casual Leave to ministerial and Class IV and signing of fair copies which are intended to the other Heads of Departments/Gov-

ernment.

He has independent territorial jurisdiction. But he is only an assistant in matters of non-technical nature of work.

**V. Enactments**

All normal Government Rules Financial, Treasury and Accounts Code/ D.O.M./ACT 2/94 AND ALL SERVICE RULES.

**VI. Critical Provisions :** (I.E. General Rule 22 Of Apsss Rules, 96) Rule Of Reservation/Rule 20 Of A.P.Civil Services (C.C. & A) Rules, 1991 And Rule 9 And 10 Of A.P. Civil Services (Conduct) Rules, 1998.

**VII. Whom to Approach :**

A) INTER DEPARTMENTAL: government pleaders/public prosecutors/ addl public prosecutors/asst. public prosecutors and government.

B) INTRA DEPARTMENT: Director Of Horticulture, A.P., Hyderabad/ Commissioner Of Horticulture, A.P., Hyderabad.

**VIII. Administrative Accountability :** he is accountable to the commissioner/ director of horticulture, in respect of all matters connected, administration service matters/ office maintenance/ record maintenance/ discipline/ cases in the department/ office and prompt disposal of all files connected to the above subjects.

**IX. Quantification of work - Output :** no separate target for quantification of work output; is prescribed. he is expected to process all files relating to service management/ dealingwith disciplinary and/ embezzement/ misappropriation case effectively and timely. updating the files and registers are the target for this posts.

**X. Periodical Reporting :**

No particular return is prescribed for this post. all periodical are of general in nature.

**XI. List of Registers to be Maintained :**

Not prescribed specifically.

**XII. Forms of Correspondence :**

Follow methods of correspondence laid down in district office manual.

no specific format for issuance of any certificate as this functionary was not entrusted with such responsibility.

### **XIII. Possible Areas of Interface :**

Government pleaders/ asst. govt. pleaders/ public prosecutors/ addl. public prosecutors/ asst. public prosecutors: of different courts.

## **ADMINISTRATIVE OFFICER - II**

### **I. Origin of the Post :**

1. The post has originated through G.O.Ms.No.680, Food & Agriculture Department, dt. 04-11-1994.
2. The post is created to advise assist the Director of Horticulture in matters of non-technical nature such as Administrative, Public Services, office procedures accounts and audit, as the person posted in the post is seniormost ministerial member who gained sufficient experience, knowledge in application of rules and procedures.
3. Guide the sub-ordinate staff in matter of all non-technical nature of duties and functions in the administration.
4. He will also assist the Director of Horticulture, for implementation of rules and procedures correctly and in case of any doubt, the doubts will be clarified.
5. He will assist the Director of Horticulture to maintain discipline in the administration, maintenance of office record room and record properly and strictly in accordance with the procedures laid down in different rules/ codes and Acts etc.
6. He will also assist the Director of Horticulture, in all disciplinary/ embezzlement/ misappropriation/PAC cases for passing appropriate orders and submission of replies in respect of items reflected in PAC reports of the Department.
7. He will assist the Director of Horticulture, proper maintenance of Roster Registers/ personal files/property statement and all establishment registers.

8. He will also assist the Director of Horticulture, to file counter affidavits in A.P.A.T. and Higher Court.

**II. Position with in the organisation**

He is the personal assistant to the Director of Horticulture as far as administrative aspects are concerned and interact with district level administration for effective functioning of the Offices.

**III. Functions :**

- c) **Field functions:** The functions of the Administrative Officer shall confine to mainly to office. But, in case of necessity, he will follow the Director of Horticulture or other senior officers to districts to deal with the case of misappropriation/Embezzlement cases.
- d) **Desk Functions:** files in respect of the processing of the following subjects:
- i) All disciplinary/ Embezzlement/ misappropriation cases including court cases connected to the above cases.
  - ii) Sanction of leaves to all categories of employees including staff working in moffusil other than district level posts and H.Os. upto 30 days by ADHs/DDHs concerned without substitutes.
  - iii) Reimbursement of Medical expenses to employees and Officers.
  - iv) Official language
  - v) Exemption from passing of language test.
  - vi) Annual office inspections of all Heads of Offices
  - vii) Selection and sponsoring of candidates to study B.Sc.(Hort.) and M.Sc.(Hort.) to ANGRAU.
  - viii) Maintenance of property statements in respect of categories of employees above the record category in head office and H.Os. and above category of officers of Moffusil.
  - ix) Sanction of advance increments for possessing Higher qualifications
  - x) Sanction of incentive increments under family welfare programme.
  - xi) Maintenance of casual leave account of all Officers of Directorate & ADHs

& DDHs of moffusil Offices.

- xii) Maintenance of Turn duty and issue of turn duties.
- xiii) Vigilance cases/A.C.B. cases.
- xiv) Scrutiny of P.Rs. of all staff working in Estt.II Section.
- xv) Permission to acquire/dispose of movable/Immovable/ foreign goods.
- xvi) Permission to study morning and Evening colleges.
- xvii) Maintenance of Stationery and printed forms Register.
- xviii) Maintenance of record room
- xix) Destruction of riped records
- xx) Maintenance of Telephones/installation of new telephones and correspondence connected to Telephones.
- xxi) Purchase of stationery modern office equipment/furniture and all temporary/ permanent dead stock to the Department.
- xxii) Write off of negative differences.
- xxiii) Write of values of articles torn by wear and tear
- xxiv) Write of irrecoverable amounts misappropriated/embezzeled
- xxv) Passing of recovery orders from Officers and staff if any loss to Govt. is sustained due to fraud/negligence etc.

#### **IV. Jurisdictions :**

He has no independent jurisdiction to take any dicisions on any file except sanction of Casual Leave to ministerial and Class IV and signing of fair copies which are intended to the other Heads of Departments/Government. He has independent territorial jurisdiction. But he is only an assistant in matters of non-technical nature of work.

#### **V. Enactments,**

All normal Government Rules Financial, Treasury and Accounts Code/ D.O.M./ACT 2/94 AND ALL SERVICE RULES.vi. critical provisions: (i.e. general rule 22 of apsss rules, 96) rule of reservation/rule 20 of a.p.civil services (c.c. & a) rules, 1991 and rule 9 and 10 of a.p. civil services (conduct) rules, 1998.

**VII. Whom to Approach :**

- C) inter departmental: government pleaders/public prosecutors/ addl public prosecutors/asst. public prosecutors and government.
- D) intra department: director of horticulture, a.p., hyderabad/ commissioner of horticulture, a.p., hyderabad.

**VIII. Administrative Accountability :** he is accountable to the commissioner/ director of horticulture, in respect of all matters connected, administration service matters/ office maintenance/ record maintenance/ discipline/ cases in the department/ office and prompt disposal of all files connected to the above subjects.

**IX. Quantification of work - Output :** no separate target for quantification of work output; is prescribed. he is expected to process all files relating to service management/ dealing with disciplinary and/ embezzlement/ misappropriation case effectively and timely. updating the files and registers are the target for this posts.

**X. Periodical Reporting :** no particular return is prescribed for this post. all periodical are of general in nature.

**XI. List of Registers to be Maintained :** not prescribed specifically.

**XII. Forms of Correspondence :** follow methods of correspondence laid down in district office manual. no specific format for issuance of any certificate as this functionary was not entrusted with such responsibility.

**XIII. Possible Areas of Interface :** government pleaders/ asst. govt. pleaders/ public prosecutors/ addl. public prosecutors/ asst. public prosecutors: of different courts.

**INSTRUCTIONS ON OBSERVANCE OF COURTESIES IN DEALING WITH MEMBERS OF PARLIAMENT AND STATE LEGESLATURE.**

**1. REQUEST FOR INFORMATION FROM THE MEMBERS OF PARLIAMENT AND STATE LEGISLATURE:**

- a) When a request for information is received from members of parliament or state Legislature, on details of administration or any other factual information, the officer should immediately acknowledge it in a letter



and tell the member that a reply would be sent shortly and accordingly send it as soon as possible. However, in matters pertaining to services, no reply need be sent.

## **2. INTERVIEW WITH OFFICERS:**

- a) When a member of the Parliament or state legislature comes to see him, an officer should raise from his seat to receive the member and to see him off.
- b) For purposes of interview, member of parliament and members of State Legislature should be given preference over other visitors, and in very rare cases where an officer is unable to see a member of Parliament or state legislature, at a time about which he had no previous notice, the position should be politely explained to the member and another appointment fixed in consultation with him.
- c) Where for unavoidable reasons, which should not arise, the officers are unable to grant interviews to members of the State Legislature and Parliament during office hours even though it be beyond the hours fixed for interview, they should be so intimated politely only at the instance of interviewing officers and not by the steno or receptionists of their own accord.

## **3. PUBLIC FUNCTIONS - INTIMATION OF ARRANGEMENT OF SEATS:**

- a) At public functions, seats befitting their position should be reserved for members of parliament and State Legislature. Where any such function is presided over by an Officer. Members of the Parliament and State Legislature present should be given seats on the dias.
- b) Invitations for such functions, if not printed, should be in the form of demi-official letters addressed by the highest officer arranging the function and should be politely worded. When any meeting convened by Government is to be attended by Members of State Legislature and Parliament, special care should be taken to see that notice is given to them in good time regarding the date, time, venue etc., of the meeting and it should be ensured that there is no slip in any matter of detail, however minor it may be.

- c) In public functions prominence should be given to Legislators, and non-officials. (Govt. Memo No.303/Ser.C/91-1, dated: 27-08-1991 of General Administration (Ser.C) Department)

**RESTRICTIONS TO ATTEND FUNCTIONS ARRANGED BY NON-OFFICIALS INVOLVED IN CRIMINAL OR CIVIL OFFENCES AGAINST STATE:**

4. The Government Officers should not associate themselves with functions arranged by person involved in Criminal or Civil offences against the State. (Govt. Memo NO.301/Ser-C/, dated: 11-04-1984 of G.A. (Ser.C) Dept.)

**FURTHER INSTRUCTIONS ON EXTENSION OF PROPER RESPONSE BY OFFICERS TOWARDS MEMBERS OF PARLIAMENT AND LEGISLATURE:**

**5. CONTACT WITH OFFICIALS OVER TELEPHONE:**

When M.L.As. or M.Ps. make a telephone call to officer and that when required officer is not available, the receiver of the phone shall take the telephone number of the peoples representatives and telephone to him/her when the officer is available for communication. (Govt. Memo No.165/Ser-C/85-1, dated 27-2-1985 of G.A.(Ser.C) Dept.)

6. The Officers should show due courtesies towards M.L.As., M.Ps. by promptly acknowledging their letters. Any communication received from them should be replied with utmost expedition. In cases, where it is not possible to send a full reply to the Member, an interim reply should be sent acknowledging the receipt of the letter indicating wherever possible, the action initiated thereon. The final reply should follow quickly. (Govt. Memo No.490/Ser-C/85-2, dated 1-8-1985 of G.A. (Ser.C) Dept.)
7. The functions of the leaders of the opposition are confined to the Legislature and they do not transact any Government business and discharge executive functions in accordance with the provisions contained in the Constitution of India, the Business Rules and the Secretariat Instructions framed thereunder. Therefore no official meetings can be convened to be addressed by them and the presence of the Officers at that time would not arise. On the same analogy it has been decided that officers

need not attend the meetings if any, convened by the Members of Legislature. (Govt. Memo No.400/Ser-C/85-1, dated 10-10-1985 of GA (Ser-C) Dept.)

8. Whenever, a decision on the request of the Legislature is likely to take some time, the interim reply should be sent to the MLA/MPs within a month of receipt of the representation indicating the present stage and the probable time by which a decision would be possible. (Govt. Memo No.507/Ser-C/89-1, dated 24-04-1989 of G.A. (Ser.C) Dept.)
9. a) Letters received from members of Parliament and State Legislatures should be acknowledged promptly. All such letters should receive careful consideration and should furnish to members of Parliament and should be responded to at an appropriate level and expeditiously. The officer should furnish to members of Parliament and of State Legislatures when asked for, such information or statistics relating to matters of local importance as are readily available and are not confidential. In doubtful cases instructions should be taken from a higher authority before refusing request.
- b) The Officers should ensure that in a public function organised by any of its offices in any part of the country the members of Parliament/State Legislatures of the area are invariably invited and entry passes wherever necessary are sent to them in advance to avoid any inconvenience to them in this regard.
- c) The Officers should ensure that while addressing communications to the members of Parliament, proper protocol confirming to their position in the warrant of precedence (copy enclosed) should be observed. In all official correspondence where the name of an MP is to appear alongwith others, the name should be listed according to the position assigned to the MPs in the warrant of Precedence. Care should also be taken to address each of the as member of Parliament (or MP) and not as member of Lok Sabha or Member of Rajya Sabha. They may be addressed as Member of Parliament or MP (Lok Sabha)/Rajyasabha)

(Lr.No.11013/2/92-Estt. (A) dated 21-12-1992 of Govt. of India Ministry of Personnel, P.G. & Pensions. (Department of Perasonnel & Training.

New Delhi) and Endt. No.3/Genl.C/93-1, dated 20-1-1993 of G.A. (Ser.C) Dept.)

10. As per Rule '3-B' of A.P. Civil Services (Conduct) Rules, 1998 issued in G.O.Ms.No.72, G.A. (Ser.C) Dept., dt. 3-3-1998, no Government servant shall (a) in the performance of his official duties, act in a discourteous manner (b) in his official dealings with the public or other wise adopt dilatory tactics or wilfully cause delays in disposal of the work assigned to him.
10. The following two principles shall be borne in mind while extending courtesies to MPs/Legislatures:
  - a) that Government servants should show courtesy and considerations to members of parliament and of State Legislature and ii) that while they should consider, carefully or listen patiently to what the members of parliament and of State Legislatures may have to say, they should always act according to their own best judgement.
  - b) In cases, however, where an officer is unable to accede to the request or suggestions of a member, the reasons for his inability to do so should be courteously explained to the member.
  - c) Small gestures have symbolic value and officers should therefore, be meticulously correct and courteous in their dealings with members of Parliament and of State Legislatures.

#### **SEATING ARRANGEMENTS TO MPs & MLAs:**

- d) To avoid inconvenience to members of Parliament and of State Legislatures who may come late, the block seats meant for them should be kept reserved till the end of the function and should not be occupied by other person, even though they may be vacant. The seats provided for them should be atleast as comfortable and as prominently placed as those for officials. (No.25/19/64-Estt (A) dated 8-11-1974 of Government of India/Bharat Sarkar/Cabinet Secretariat/Mantrimandal Sachivalaya, Department of Personnel & Administrative reforms New Delhi).

# ACCOUNTS SECTION

## ACCOUNTS OFFICER

### I. Origin of the Post :

Separate Accounts Branch was created in Directorate of Horticulture with the personnel belongs to Treasuries and Accounts Department in G.O.Ms.No. 196 Fin. & Plg. (FW Admn. I ) Dept. Dt. 18-6-87.

With the following Staff to look after Audit and Accounts of Horticulture Department exclusivesly.

i)	Accounts Officer	-	One post
ii)	Asst.Accounts Officer	-	One post
iii)	Jr. Accounts Officers	-	Four posts
iv)	Senior Accountants	-	Six posts
v)	Jr.Accountant	-	One post
vi)	Typist	-	One post

- 1) The post was created to assist the Head of the Department in financial and accounts matters and he is a financial advisor of the Head of the department and work under the administrative control of the Head of the Department.
- 2) He/She will have right to express freely his/her opinion on all files involving financial implications. The Accounts Officer shall also offer advice to his/her own initiative wherever he/she consider that such advice is necessary to prevent the commission of any financial irregularity.

### Position with in the organisation

The Accounts Officer shall be the Deputy Head of the Department as far as financial and accounts matters are concerned, and assist the head of the department in financial, accounts and audit matters.

**III. Functions :****a) Field Functions:**

The Accounts Officer shall supervise the audit of accounts of all heads of offices of the department and ensure proper maintenance of accounts at all levels of functionaries in the department, and responsible for overall supervision and effective and proper maintenance of Accounts in the department on behalf of the Head of the Department.

**b) Desk Functions :**

The Accounts Officer shall supervise the audit of accounts of the department and ensure proper functioning of Accounts Branch in the Directorate. If any misappropriation /embazement/multification of accounts where Government sustained loss of more than Rs.800/- is noticed during audit it shall be brought to the notice of the Head of the Department/ A.G./Govt.

2. The Accounts Officer shall arrange timely and regular audit of accounts of all Heads offices in the State in Horticulture Department every year and disposal of inspection reports, draft paras in Comptroller of Audit General reports/Accountant General's Inspection reports and departmental audit reports.
3. The Accounts Officer has to arrange preparation of Number Statements Budget Estimates/Revised Budget Estimates/Material Alteration statement Excess and Savings statements.
4. Release of budget grants under Plan/Non-Plan and the relevant files have to be maintained in Accounts Branch.
5. Preparation of proposals for supplementary grants/re-appropriation and to ensure timely preparation of savings and excess.
6. Reconciliation of Departmental figures with those booked by Treasury every month.
7. Obtain reconciled statements of expenditure and receipts every month from all Drawing Officers and review the expenditure.
8. He/she competent to sanction any kind of regular leave without limitation upto the category of Sr.Accountants and upto 60 days in respect of

Jr. Accounts Officers.

9. Supervise the work and performance of the internal audit parties.
10. Undertake tours of various sub-ordinate officers at least 5 days in a month with the permission of the Head of the Department.
11. Exercise control and ensure that complete accounts of the whole department are maintained in the Accounts Branch.
12. Responsible to see that detailed contingent bills are sent to the Accountant General in time and to bring the cases of delay to the notice of the Head of Department.
13. Responsible for watching expeditious disposal of pension cases within the department.  
For this purpose, he / she should obtain periodical returns from all heads of offices in prescribed form and to pursue them at every stage till their finalisation.
14. Advise the Head of the Department and committee constituted under the powers delegated to the ~~Head of the Department~~ in respect of purchase of Stores/Articles. He has to be a member of the Departmental Store Purchase Committee, where constituted, and also for condemnation /disposal and Auction Committee.
15. Tender advise regarding procedure to be adopted in all the above case.
16. Deal with all matters relating to the Public Accounts Committee right from the time a draft para and draft appropriation accounts and audit reports are received till evidence is tendered before the P.A.C. He shall personally assist the Head of the Department and later Secretary to Government who are only the authorities to tender evidence before P.A.C..
17. Tender his/her advice on the files referred by the Head of the Department on pension/leave and other establishment cases.
18. Initiate annual appraisal and performance reports of the staff posted in Accounts Branches.
19. He/She shall accept the decisions of the Head of the Department and

action taken on them

In case the advice is given to a Gazetted Officer regarding his personal claims is not accepted by the Head of the Department concerned and if the Accounts Officer considers the decision of the Head of the Department is not in conformity with the rules and regulations in force, he/she shall enter the particulars in a register to be maintained in the form given below and submit it to the Head of the Department concerned so that the later, may have an opportunity of reconsidering his orders. Extracts from this register in respect of items regarding which the difference of opinion has persisted should be sent quarterly to the Director of Treasuries & Accounts on 5th January, April July and October.

20. Ensure maintenance of Accounts of the Department properly and effectively.
21. Fixation of Pay of the employees of Office of the Commissioner of Horticulture.
22. Release of Increments to all Gazetted Officers.
23. Establishment matters and correspondence with Director of Treasuries and Accounts.
24. Processing of files for sanction of Loans and Advances.
25. Processing of files related to sanction of Pension and pensionary benefits in advance.
26. Processing of files related to final payment/part final payment/temporary advances of G.P.F.
27. Maintenance of attendance register and other registers prescribed in D.O.M.
28. All files relating to Public Accounts Committee.
29. Appropriation of Accounts and Comptroller & Audit General Reports.
30. Inspection files of Director of Treasuries and Accounts.
31. Inward and outward work of Accounts Branch.

EXTERNALLY AIDED PROJECTS AND CENTRALLY SPONSORED SCHEMES:



32. Preperation of cost of components of Projects financed by external agencies and Centrally Sponsored Schemes and preperation of Project reimbursement claims and to obtain audit certificate for the project accounts.
33. Maintenance of full cadre strength particulars under Non-Plan with supporting Government orders year after year and alert the Pay and Accounts Office/District Treasury Offices not to allow the pay and allowances if the further continuance has not come or if the existing posts are abolished.
- C) Statutory Functions: Nil.
- IV. **Jurisdictions :-** Head quarters.
- V. **Enactments, Rules and Regulations to be followed :**  
NIL
- VI. **Critical Provisions :** NIL
- VII. **Whom to Approach :**
- a) INTER DEPARTMENTAL:  
Director of Treasuries and Accounts/Finance Department/Planning Department/Agri. & Coop. Dept/G.A.Services Dept. in Secretariat/A.G's Office/PAO Office , Dist. Treasury Officers.
- b) INTRA DEPARTMENTAL: To D.H./C.H.
- VIII. **Administrative Accountability :**  
To D.H/CH.
- IX. **Quantification of work - Output :**  
No separate target for quantification of work output is prescribed. He/ She is expected to process all accounts/audit and financial files/pension case/proper management of accounts branch for effective functioning of the department in respect of audit and accounts.
- X **Periodical Reporting :**  
All accounts periodicals prescribed in Budget Manual and Treasury Code.
- XI. **List of Registers to be Maintained :** All registers prescribed in D.O.M

and Treasury Code in the formats prescribed therein.

- XII. Forms of Correspondence :** HE/SHE shall follow methods of correspondence is laid down in D.O.M.
- XIII. Possible Areas of Interface :** Accountant General/Pay and Accounts Office/District Treasury Offices/All connected departments in Secretariat.

## ASSISTANT ACCOUNTS OFFICER

### I. Origin of the Post :

Separate Accounts Branch was created in Directorate of Horticulture with personnel belongs to Treasuries and Accounts Department in G.O.Rt.No. 361 F&A (Agri. II) Dept. Dt. 13-2-92.

To look after Audit, Accounts and financial matters of Horticulture Department exclusively and this is one of the post sanctioned to the Accounts Branch.

1. This post was created along with other posts of Accounts Branch to assist the Accounts Officer and head of department to assist in Drawing and Disbursing matters of the department.
2. He/She will assist the Accounts Officer and look after all Accounts matters at Head quarters office.

### II. Position with in the organisation :

The Asst.Accounts Officer is a direct subordinate to the Accounts Officer of the Accounts Branch

And Head of the Department in accounts matters connected to the Headquarters office.

### III. Functions :

**A) Field Functions :-** NIL

**B) Desk Functions :** His immediate supervisory officer is Accounts Officer and he should attend to all other itmes of work entrusted by Accounts Officer in addition to the following items of work

2. Drawing and Disbursing Officer, Office of the Commissioner of Horticul-

ture, Hyderabad.

3. Submission of detailed contingent bills in time to pay and Accounts Officer/Accountant Genral, A.P., Hyderabad and to bring cases of delay to the notice of Head of Department.
4. Release of increments upto the level of non-Gazetted category and maintenance of Service Registers.
5. Processing of files related to Final payment part final payment/temporary advance of GPF upto the level of Sr.Assts.
6. Reconciliation of Departmental Figures with PAO.
7. Preparation of all kinds of bills including arrear bills and arrange prompt payments Scrutiny and
8. Proper maintenance of Cash accounts in the office.
9. Settlement of TA bills and LTC bills promptly.

**IV. Jurisdictions :**

He/She has no independent jurisdiction to take any independent decision on any file except with the orders of Head of the Department/Accounts officer.

He/She has no independent territorial jurisdiction.

**V. Enactments, Rules and Regulations to be followed : NIL**

**VI. Critical Provisions : NIL**

**VII. Whom to Approach :**

**A) INTER DEPARTMENTAL**

D.T.A/A.G.A.,P, Hyderabad/PAO and Finance Department/Planning Department and Agril and Cooperation Department in Secretariat.

**B) INTRA DEPARTMENTAL: ACCOUNTS OFFICER.**

**VIII. Administrative Accountability :**

He/She is accountable to the Head of the Department and Accounts officer of the Commissionerate in respect of all Contingent bills & arrears bills.

**IX. Quantification of work - Output :**

No separate target or quantification of work output is prescribed.

**X. Periodical Reporting :**

All accounts periodicals prescribed in Budget manual and Treasury Code.

**XI. List of Registers to be Maintained :** Scrutiny of all registers prescribed in D.O.M And Treasury code in prescribed formats and ensure proper maintenance.**XII. Forms of Correspondence :**

He/She shall follow methods of correspondence as laid down in D.O.M.

**XIII. Possible Areas of Interface :**

Accountant General/Pay and Accounts office/Dist. Treasury Offices and all connected departments in Secretariat/Director of Treasuries and Accounts.

**SENIOR ACCOUNTANTS (AUDIT)****I. Origin of the Post :**

Separate Accounts Branch was created in Directorate of Horticulture with the personnel belongs to Treasuries and Accounts Department in G.O.Rt.No. 361 F& A (agri. II)Dept.Dt. 13-2-92.

To look after Audit/Accounts and financial matters of Horticulture Department exclusively and these posts are part of the total cadre strength of the Accounts Branch.

These two posts are created to assist the Jr.Accounts officer to conduct departmental audit of the accounts of Heads Offices of the Department of Horticulture including Hqrs. Office.

**II. Position with in the organisation**

Sr. Accountants are direct sub-ordinates to Jr. Accounts Officers. They should work under the direct supervision of the Jr. Accounts Officers (Audit). They shall assist the Jr. Accounts Officers (Audit) in effective conduct of audit of accounts of all heads offices of the department.

**III. Functions :****A) Field Functions :-**

To assist/the Jr.Accounts officers in conducting audit of accounts of heads of offices in their respective areas of operation fixed and allotted by the HOD and guide the departmental officers in proper maintenance of accounts strictly in conformity with the rules laid down in different code rules.

**B) Desk Functions :**

During their period of stay at Headquarters, they should attend to audit reports and any other item of work entrusted by the Accounts Officer/ HOD specifically.

**IV. Jurisdictions :**

**AUDIT PART I:** All Heads of offices of Horticulture Department located in Andhra Region.

**AUDIT PARTY II:**

All Heads of offices of Horticulture Department located in Rayalaseema and Telangana Region.

**V. Enactments, nil****VI. Critical Provisions : nil****VII. Whom to Approach :** Jr. Accounts Officer/Accounts Officer of the Commissionerate.**VIII. Administrative Accountability ::** Accountable to Jr. Accounts Officer/ Accounts Officer and Head of the Department.**IX Quantification of work - Output :** Completion of audit under the guidance of Jr. Accounts Officer as per time schedule given by the Accounts Officer.**X. Periodical Reporting :** NIL**XI. List of Registers to be Maintained :** NIL**XII. Forms of Correspondence :**

Audit shall be conducted and inspection notes has to be prepared and

submitted to the Head of the Department through Accounts Officer.

**XIII. Possible Areas of Interface :**

Jr. Accounts Officer/Accounts Officer/Concerned Scheme sections of Head of the Department.

## JUNIOR ACCOUNTS OFFICERS

**I. Origin of the Post :**

Separate Accounts Branch was created in Directorate of Horticulture with the personnel belongs to Treasuries and Accounts Department in G.O.Rt.No. 361 F& A (Agri. II) Dept. Dt. 13-2-92.

To look after Audit/Accounts and financial matters of Horticulture Department exclusively and these posts are part of the total cadre strength of the Accounts Branch.

These two posts were created to conduct Audit of accounts of all offices in the department in Govt. Memo.No. and guide the departmental officers in proper maintenance of accounts Registers and Records in conformity with the procedures and code rules.

**II. Position with in the organisation**

The Junior Accounts Officers are direct subordinates to Accounts Officer of the Horticulture Department and they are expected to attend to conduct of Audit of accounts of department maintained by the departmental officers. They will be assisted by one Senior Accountant to each.

**III. Functions :**

**A) Field Functions :-**

To conduct audit of accounts being maintained by all officers of the Department (Heads of Offices) as per schedule of programme approved by the HOD and guide them in proper maintenance of accounts strictly in formity with the rules laid down in different Code rules. If any misappropriation, embazzlement, of classification is noticed immediately it should be brought to the notice of Accounts Officer to take further action in the matter.

**B) Desk Functions :**

During their period of stay at Headquarters, they should attend audit reports and any other item of work entrusted by the Accounts Officer/HOD specifically.

**IV. Jurisdictions :**

**AUDIT PARTY ONE:** All Heads of offices of Horticulture Department located in Andhra Region.

**AUDIT PARTY TWO:** All Heads office of Horticulture Department located in Rayalaseema and Telengana Region.

**V. Enactments, Rules and Regulations to be followed : NIL****VI. Critical Provisions : NIL****VII. Whom to Approach :**

a) Inter Department: Accounts Officer/HOD/D.T.A./Finance Dept. in Secretariat.

b) Intra Department: To D.H./C.H.

**VIII. Administrative Accountability : To D.H./C.H.****IX. Quantification of work - Output :**

Completion of audit as per time schedule given by the Accounts Officer.

**X. Periodical Reporting : nil****XI. List of Registers to be Maintained : nil****XII. Forms of Correspondence :**

Audit shall be conducted and inspection notes has to be prepared and submitted to the HOD through Accounts officer.

**XIII. Possible Areas of Interface :**

Accounts Officer of the Commissionerate.

# OIL PALM SECTION

## COMMISSIONER OF OIL PALM

### I. **Origin of the Post :**

1. The post has originated through the Andhra Pradesh Oil Palm Act, 1993, (Act No.3 of 1993)
2. In the current set up the Director of Horticulture/Commissioner of Horticulture, himself/herself shall discharge the functions of "Commissioner of Oil Palm".
3. The post is created for the regulation of cultivation of Oil Palm and for orderly growth and processing thereof and for matters connected therewith.
4. The Oil Palm Commissioner acts as a link between the Government and the farmers in matters of Oil Palm cultivation and processing besides administrative the centrally sponsored scheme and the staff connected with it.

Position within the Organization:- Top most functionary-Shall interact with farmers, credit agencies processors, zonal committee, departmental staff and also with the Government.

### **Functions :**

#### **(a) Field functions:**

1. Inspect Oil Palm areas, to study the progress of new area coverage.
2. Interact with farmers with reference to input supply, disbursement of incentives due to them.
3. Try to solve the genuine and reasonable problems of farmers, subordinate staff, processors etc.,. Then and there or within reasonable time frame, particularly where such decisions help in orderly growth of Oil Palm cultivation and processing.
4. Interact with the Research Scientists connected with the crop.



5. Inspect processing units, interact with farmers or farmers bodies, and processors with regards to timely procurement of FFB, payments etc.
6. Review progress of implementation of C.S.Scheme of Oil Palm with departmental staff and provide guidelines computation of work schedules.
7. Review financial progress with field functionaries and formulate time bound programme.
8. Study the functioning of zonal committees and try to eliminate non function committees with approval of the Government even before expiry of this term.
9. Coordinate between Oil Palm growers and industry and sort out all matters which may arise from time to time.

**(b) Desk Functions :**

1. Obtain sanctions of State Government for implementation of the programme.
2. Cause distribution of Physical and Financial targets among various zones based on the potential.
3. Cause release funds to field functionaries.
4. Obtain Progress Reports both on Physical and Financial achievements, consolidate and report to Government.
5. Arrange for submission of progress reports on physical and financial achievements both to the State and Central Governments.
6. Obtain consent of State Government for nomination of Chairman of zonal committees.
7. Constitute zonal committees.
8. Project problems to State Government as well as to Central for redressed.
9. Cause issue of Utilization certificates to Government of India.
10. On the advise of Government, enter into M.O.U with the prospecting processors for the development of Oil Palm hectare and processing.

**(c) Statutory Functions:**

1. Acts as Ex-officio member secretary of "Andhra Pradesh Oil Palm advi-

- sory committee" which is a State level committee.
2. "Declare each area specified there in, attached to a processing factory as a zone, through issue of a notification.
  3. Constitute an oil Palm zonal committee for each such zone.
  4. With the approval of Government constitute one zonal committee for more than one factory zone or more than one zonal committee for each factory zone, wherever necessary.
  5. With the approval of the government nominate a Chairman to each of the zonal committees.
  6. Follow the guidelines as stipulated in Section 5 (2) of the act while constituting the zonal committees.
  7. Review and satisfy the functions of each of the zonal committees and where not satisfied with the performance of any committees, dissolve the committee before expiry of the term but with the approval of the Government.
  8. In terms of sub-section (1) of section 5, of the act, reconstitute the zonal committee before the expiry of 3 months, wherever it is dissolution is ordered.
  9. May remove any member including the Chairman of the zonal committee with the approval of the Government, from his office after recording the reasons in writing for such removal.
  10. Call for a joint meeting of the Chairman and members of all zonal committees for deliberately the issues common to all the factory zones.
  11. Competent to suggest or order such corrections as he deems fit in the registers maintained by the factory and section 10 of the Act.
  12. Shall be the authority to decide whether there are valid reasons for the failure to buy Oil Palm F.F.Bs by a factory from the Oil Palm growers attached to it and his decision is final.
  13. On authorization from Government, the Commissioner is competent to fix minimum price of Oil Palm F.F.Bs but subject to such guidelines as Government may give in that regard from time to time.

14. Prescribe registers and records to be maintained by the factories but with the approval of the Government.
15. Competent to authorize any officer other than Oil Palm inspector, to inspect any factory and verify such records, reports, statements and registers with due implementation of the provisions of the Act.
16. Competent to make a complaint to a court of law on any offence punishable under the Oil palm Act.
17. Commissioner of Horticulture & Oil Palm Commissioner is the member of P.M.C., and screening Committees or member Convenor of the F.F.B price fixation committee.

**Jurisdiction** - Entire State of Andhra Pradesh.

Enactments to be followed:- Oil Palm Act 1993 and executive instructions received in this regard .

Critical provisions:- In section 5, 10,11,12,13,14,15,16 & 20 of oil palm Act, 1993.

**Whom to approach:**

(a) Inter departmental-Commissioner of Agriculture, Chief Engineer Panchayat Raj, Chief Engineer (R&B), Chief Engineer (Public Health), Agricultural University and Regional Research Centre Oil Palm I.T.D.As, S.C.Societies and D.R.D.S.

(b) Intra Department: State and Central Government.

Administrative accountability: to State Government.

Quantification of work output:

1. Responsible for achieving overall Physical & Financial targets in time bound manner.
2. Responsible for proper implementation of the Oil Palm programme, implementation of the Oil Palm Act.
3. Responsible for carrying out the administration in efficient and friction free manner.
4. Overall responsible in mitigating the problems of Oil Palm growers, proc-

essors and there by active the cherished goals.

**Periodical reporting:**

1. Monthly progress reports on implementation of the Centrally sponsored scheme on Oil Palm development programme to State and Central Governments.
2. Annual Utilization Certification to Government of India in so far as Central Grants.

List of Registers to be maintained. There fully register will be maintain at certain level.

1. Budget Registers.
2. Expenditure Registers.
3. District wise and factory wise Physical Progress.
4. Register of members of zonal committees including Chairman.
5. Stock Register on Technical material.
6. List of Oil Palm Inspectors with Jurisdiction.

**Forms of Correspondence:**

Follow normal channels of correspondence. No way related to issue of certificates of any kind.

Possible areas of interface:

Oil Palm cultivators, Oil Palm processors, other bodies or agencies connected with Oil palm development transport pollution control.

## ADDITIONAL DIRECTOR OF HORTICULTURE / PROJECT DIRECTOR (OIL PALM)

**I. Origin of the Post :**

1. The post of Project Director Oil Palm in the cadre of Deputy Director of Horticulture was first created in the year 1988-89 at Head Quarters and upgraded as Joint Director of Horticulture (ODP) in the year 1991. Under the scheme of Oil Palm Demonstrate Project, as implemented by DBT GOI & GOAP on 50:50 basis. Later in the year 1997 the post of

Jt. Director of Horticulture was upgraded to the post of Additional Director of Horticulture (Oil Palm) vide G.O.Ms.No.416 APC (Horti) Department, dt.4.11.97 under Oil Palm Development Scheme being implemented by TMOP, GOI & GOAP on 75:25 basis.

2. In the current set up, the Additional Director of Horticulture (Oil Palm) himself/herself discharge the function of Project Director of Oil Palm.
3. The technology mission on oil seeds and pulses, G.O.I, has designated Addl. Director of Horticulture, (Oil Palm) as the Project Director for the scheme.
4. The post is created for the regulation of cultivation of oil palm its orderly growth processing there of and matters connected therewith.
5. The Addl. Director of Horticulture (OP) (Project Director, Oil Palm) will work under the administrative control of the Director of Horticulture/Oil Palm Commissioner.
6. The Additional Director of Horticulture (OP)/Project Director (OP) assists the Oil Palm Commissioner, and helps the farmers, processors in the matter of Oil Palm cultivation and processing besides monitoring the Centrally sponsored schemes of Oil Palm Development Programme on the staff connected with that of.

#### **Position with the Organisation:**

Second functionary in the hierarchy of the department of the Horticulture. He / she shall interact with farmers, credit agencies, processors, zonal committee, department staff and other line departments like S.C. Corporation, I.T.D.A, Panchayat Raj for the implementation of Oil Palm Development Programme.

#### **Functions:**

##### **(a) Field Functions;**

1. Inspect Oil Palm areas, to study the progress of new area coverage.
2. Interact with farmers with reference to inputs supply disbursement of inputs due to them under subsidy.
3. Represent the problem of farmers, and processing units and Physical &

Financial aspects of OPDP programme with the Oil Palm Commissioner from time to time.

**(b) Desk Functions:**

1. Assist Oil Palm Commissioner in obtaining sanctions from State and Central Government for the implementation of the scheme.
2. Assist the Oil Palm Commissioner or fixing physical targets every year among the various companies who were allotted factory zones.
3. Review physical and financial progress of the companies and arrange to release the funds to the A.D.H (ODP) of the concerned districts, based on need for the implementing programmes . Monitor the financial aspects.
4. Obtain physical and financial programme in respect of the companies and A.D.H(ODP) of the districts and consolidated reports will be arranged to furnish in the prescribed formats to G.O.I and G.O.A.P. from time to time.
5. Assist the Oil Palm Commissioner for formulating the zonal committee according to the provision of the act.
6. Formulate need based proposal and submit to Oil Palm commissioner for onward submission to Government for issue of suitable amendments on the act from time to time.
7. Arrange to issue U.C to central Government and monitor the funds utilization in the State.
8. Represent the problems of Oil Palm growers, processors and staff etc, to the Oil Palm Commissioner for quick redressal of problems.
9. Identify suitable areas for Oil Palm cultivation and assist the Oil Palm Commissioner for notifying the new areas for allotment of factory wise areas.

**C. Statutory Functions:**

1. The Addl. Director of Horticulture is the Member/Secretary of the Project Management committees, constitutes the G.O.A.P., G.O.R.T., No.1335 A&C(Agri-II) Dept., dt.4.11.93 for the implementation of Oil Palm Devel-

opment Project.

2. The Addl. Director of Horticulture (ODP) will see that the decisions taken in PMC are properly implemented.
3. According to the guidelines issued by the G.O.A.P., in G.O.Rt.No.1335, A&C(Agri-II) Dept., dt.4.11.93 the Project Manager committee will have full financial and administration powers including these of sanctioning expenditure including subsidy, formulate guidelines for appointment of staff, accepting tenders etc.
4. Assist the Oil Palm Commissioner in formulation of zonal committees etc.
5. Prescribe Registers and records to be manufacturing by the district A.D.H(ODP).
6. Competent to inspect any factory zone, factories and thereby records and reports, statements and registers with due implementation of the provisions of the act.
7. Competent to inspect the registers and records statements of the A.D.H(ODP) of the districts, with due implementation of the project.
8. Suggest the Oil Palm commissioner in the administrative matters pertaining to the staff working under OPDP programme.

Jurisdiction: Oil palm districts of Andhra Pradesh.

V. Enactments to be followed: Oil Palm Act 1993, or executive instructions if any received in that regard.

VI. **Critical provision:** Oil Palm Act 1993.

VII. **Whom to Approach :**

- a) Inter department: C.H., Chief Engineer, Panchayatraj, Chief Engineer, R. & B, Chief Engineer, Public Health, Agrl. University, Regional Research Centre, Oil Palm, I.T.D.A., S.C.Societies, and D.R.D.A.
- b) Intra Department: To Oil Palm Commissioner.

Administrative accountability: To Oil Palm commissioner. Quantification of work output.

1. Responsible for achieving overall Physical & Financial targets in time bound manner.
2. Responsible for proper implementation of the Oil Palm programme, implementation of the Oil Palm Act.
3. Responsible for carrying out the administration in efficient and friction free manner.
4. Overall responsible in mitigating the problems of Oil Palm growers, processors and there by active the cherished goals.

**Periodical reporting:-**

1. Preparation of monthly reports.
2. Cause to prepare quarterly reports.

Registers to be maintained: None at personal level.

FORMS OF CORRESPONDENCE: FOLLOW NORMAL WAYS OF CORRESPONDENCE AS PRESCRIBED IN THE DISTRICT OFFICE MANUAL.

**Possible areas of interface:-**

Oil palm growers, societies, firms, NRC Oil Palm, Research Scientists in the field, technology mission on oil seeds and pulses.

## ASSISTANT DIRECTOR OF HORTICULTURE (ODP) HEAD QUARTERS

**I. Origin of the post, reasons for creation or role played.**

The post of Asst. Director of Horticulture, ODP was first created in the year 1997 vide G.O.Ms.No.179, A&C (Horti) Dept., dt.26.4.97 in the Oil Palm development programme inspected by TMOP & GOI & GOAP.

2. The ADH(ODP) is a technical person work under the administrative control of D.H/Oil Palm Commissioner.
3. The post is created for monitoring the implementation of Oil Palm development programme.

**II. Position with the Organisation:** 1. III functionary in the hierarchy of the scheme, technically assist for the implementation of the programme.



**III. FUNCTIONS:-****a) Field Functions:**

1. Visit Oil Palm areas or processing units in the districts as per the instructions of D.H/OPC or Addl.D.H.
2. Interact with farmers with reference to input supply or procurement by firms.

**b) Desk Functions:**

1. Assist the Addl.D.H(OPD) in preparing annual plans, or project preparations.
2. Prepare physical and financial programme reports, which require to be submitted to the State & Central Governments.
3. Attend on correspondence related to implementation of the scheme in the State.
4. Prepare annual budget plans.
5. Liason with A.P.Secretariat in obtaining G.Os related to implementations of the project.
6. All the files related to the project will be processed and submit to Addl.D.H & C.H.
7. Prepare the Agendas and Minutes of the dept.meeting, PMC, etc.
8. Assist the Addl.D.H/CH in organising department meetings, seminars, work shops, Horticulture Shows.
9. Assist the C.H & Addl.D.H in inspections of the OPDP programme and implementation of the act.
10. Prepare the technical material for printing books/booklets/pamphlets etc. for the publicity under the scheme.

**C) Statutory Functions:**

Assist the Addl.D.H (ODP)/D.H/OPC/ for carry out the statutory functions.

**IV. Jurisdiction: Nil****V. Enactments, Rules, Regulations: Oil Palm Act 1993, and communicate**

instructions if any in the implementation of the programme.

- VI. Critical provisions: should follow oil palm Act, 1993.
- VII. Whom to approach: Approach Oil Palm companies and ADH(ODP) of the district, NABARD, and other line department.

**Administration accountability:-** To Oil Palm Commissioner.

**Quantification of work output:**

1. Responsible for preparation of annual action plans, projects.
2. Responsible for preparation of reports and returns.
3. Responsible for maintenance of the technical data or statistics.

**Periodical Reporting :**

1. Prepare monthly, quarterly progress reports on the preparation of project, request to be instructions to Central and State Governments.

**List of Registers to be maintained:**

1. List of Oil Palm Companies.
2. District wise and factory wise physical progress.
3. List of Oil Palm inspection with Jurisdiction.
4. Budget registers.
5. Register of maintain of zonal committees including Chairman.

**Forms of Correspondence:**

Follow normal channels of correspondence. No way related to issue certificates of any kind.

**Possible areas of interface:**

Oil palm companies, cultivators, NRC Oil palm, Research Scientists.

## HORTICULTURAL OFFICER (ODP) HEAD QUARTERS

**I. Origin of the Post, Reasons for creation or role played :**

The post of Horticulture Officer (OP) was first created in the year 1997 vide G.O.Ms.No.179 A&C (Horti) Dept., dt,26.4.97, in the Oil Palm de-

velopment implemented by TMO&P G.O.I and G.O.A.P..

1. The Horticulture Officer is a technical person working under the administrative control of Horticulture & Oil Palm Commissioner, and technical control of Addl. Director of Horticulture/ADH(ODP).
  2. The post is created for technical assistance for the implementation of Oil Palm development programme.
- II. Position with the Organisation:** Fourth functionary in the hierarchy of the scheme, technically assist in the implementation of the programme.

**III. Functions:-**

**a) Field Functions:**

There are no field functions, as he is mostly connected to desk work.

**b) Desk Functions:**

1. Collection of monthly progress reports from ADH (ODP) of the district and companies and prepare consolidated report. Maintain district wise/ company wise physical and financial progress.
2. Assist the ADH (ODP) in preparing the physical and financial progress reports required to submit both State and Central Government.
3. Maintain budget registers, expenditure registers district wise and factory wise physical progress, stock registers under the programme etc.
4. All the regular correspondence will be attended by H.O.
5. Assist the ADH (ODP) in preparing the technical reports, evaluation reports.
6. All the files dealing in the section are routed through H.O.technical to the ADH/Addl.DH/Director of Horticulture.
7. Assist the ADH(ODP) in preparing the agenda and minutes of the project manager committees and other departmental meetings.
8. The stocks if any purchased under the section will be maintained by H.O.
9. The receipts of the funds from Govt., both Central and State arrange releases to the districts and receive reports from districts, component

wise expenditure etc, and maintain.

10. Assist the ADH(ODP) in organising Seminars, monthly, Horticulture Shows, and other departments like PMC, Screening committee and Price fixation etc, at Head Quarters.

**C. Statutory Functions:**

Assist the ADH/Addl.DH (ODP) to carry out the statutory functions.

- IV. **Jurisdiction Functions:** Head Quarters.

- V. **Enactment to be followed :** Assist the ADH(ODP)/Addl.DH(ODP)/C.H in implementation and Oil Palm Act 1993.

- VI. **Critical provision :** Oil palm Act, 1993.

- VII. **Whom to approach:-**

a) Inter Department:- Commissioner of Agriculture, Chief Engineer, Panchayat Raj, Chief Engineer (R & B), Chief Engineer (Public Health), Agril. University and Regional Research Centre, Oil Palm, I.T.D. As., S.C.Societies and D.R.D.As.

b) Intra Department:- D.H./C.H.

- VIII. **Administrative accountability:** Oil Palm Commissioner.

- IX. **Quantification of work out put:**

1. Responsible for maintain the progress reports obtain active companies.
2. Responsible to maintain the expenditure registers and other registers as specified.
3. Responsible for maintain and stock of any purchase from ODDP.

- X. **Periodical Reporting:-**

1. Assist in preparing physical and financial progress reports.

- XI. **Registers to be maintained:**

1. Expenditure Registers.
2. Receipts of funds and Government releases to districts.
3. Receipts for districts.
4. Stock registers on item purchased of OPDP.

5. Any other register to be prescribed from time to time.

**XII. Forms of correspondence:**

Follow normal channels of correspondence. No way related to issue certificates of any kind.

**XIII. Possible areas of interface:** - Oil palm cultivators, oil palm processors, other bodies or agencies connected with oil palm development transport pollution control.

## ANALYST

**I. Origin of post, reasons for creation of role played:**

The post was originated through G.O.Ms.No. 179 A&C (Horti. I) Dept. Dt. 26-4-97

1. Originally one post of statistical Assistant was sanctioned in the year 1989, in the head quarter under Oilpalm demonstration project and the same post is being continued. Now also in the oil palm development programme after completion of demonstration project.
2. The post was created for data collection, tabulation and proceeding details etc., under OPDP programme.

**II. Position with Organisation:-** The post is filled up in the cadre of Asst Director of Horticulture (Statistics).

**Functions:**

**a) Field Functions:-** Nil.

**b) Desk functions:**

1. Data collection tabulation, processing etc.
2. Computerization of departmental activites.
3. Development of Soft ware packages
4. Incharge of maintaining of electronic data processing unit (Computer room)
5. Computerisation of physical and financial reports.
6. Preparing annual budget allocation.

7. Prepare an annual five year plan.
- c) Statutory functions** -- Nil
- IV. Jurisdiction** - Head quarters
- V. Enactments, Rules, Regulations to be followed:** - NIL
- VI. Critical Provisions:** Nil.
- VII. Whom to approach**
- a) Inter Department:- Bureau of Economics & Statistics, Dept.of Marketing, A.P.T.S., N.I.C.,
- b) Intra Department: To Oil Palm Commissioner./CH.
- VIII. Administrative accountability** - To oil palm Commissioner.
- IX. Qualification of work out put:**
1. Responsible for maintenance of data both physical and financial targets in the computer
  2. Responsible for entry of data of the oil palm development programme.
  3. Responsible for preparation of slides, projects etc.
- X. Periodical reporting:** - Nil
- XI. List of registers** - NIL
- XII. Forms of correspondence** - Follow normal channels of correspondence as prescribed in the district office manual, no way related to issue of certificate of any kind.
- XIII. Possible area of interaction:** Bureau of Economics & Statistics, Dept.of Marketing, A.P.T.S., N.I.C.

## STATISTICAL ASSISTANT:

### 1. Origin of post reasons for creation and role played:

The post originated through G.O.Ms. No.179 A& C (Horti. I) Dept. Dt. 26-4-97. One post of statistical Assistant was sanctioned in the year 1989 in the Head quarters under Oil palm development project and the same post is being continued now also in the oil palm development pro-

- gramme after completion of demonstration project.
2. The post was created to assist the analyst for data collection , tabulation and processing
- II. Position with Organisation**
- The post is filled up by getting the statistical Asst. and deputation from Statistical Department.
- III. Functions -**
- a) Field Functions:- Nil**
- b) Desk Functions :**
- Assist the statistical analyst for data collection , tabulation, processing, computerisation, development of soft ware package computerisation of physical and financial targets and achievement reports of project slides etc.
- C) Statutory functions - NIL**
- IV. Jurisdiction - Head quarters.**
- V. Enactments, Rules, Regulations to be followed: - Nil**
- VI. Critical provisions:- Nil.**
- VII. Whom to approach :** a) Inter Department : - Nil.  
b) Intra Department :- Asst Director of Horticulture (ODP)
- VIII. Administrative accountability - To Analyst.**
- IX. Quantification of work out put:**
- Responsible for maintain the satisfactory all releases to oil palm slide, projects etc.
- X. Periodical reporting - NIL**
- XI. Registers to be maintained - NIL**
- XII. Forms of correspondence - Follow normal channels of correspondence as prescribed in the district office manual.**
- XIII. Possible area of interaction - NIL**

## DDH COCONUT SEED GARDEN ASWARAOPET

### I. Origin of the Post :

The post has been originated Through G.O.Ms.No. 163 F&A (Agri II) Dept. Dt. 12-3-91.

The post has been sanctioned under CERP during 1990-91 through Government Order.

During the May 1990 a severe cyclonic storm has divested coconut gardens besides other horticultural crops in the coastal districts of Andhra Pradesh. Coconut is mostly concentrated in the coastal districts of Khammam and Chittoor. Several areas in the districts of Krishna, Khammam, West and East Godavari districts were forced for replanting of coconut on account of cyclonic damage. Further, the normal practice in these areas is to plant East Coast tall variety without following the norms recommended for selection of seed nuts and seedlings. Coconut hybridization was being practiced at harvest minimal in East Godavari district. Therefore it is thought that this is opportune time to upgrade the quality of planting time to fulfill the above need and objective the Government were pleased to sanction the coconut seed garden in Aswaraopet Khammam district. The seed garden is headed by a Dy. Director of Horticulture.

The farm function as a model unit in so far as raising of coconut nursery duly following the technical component and also to take up hybridization on a large scale.

### II. Position with in the organisation

Even though the post belongs to category III in terms of Horticulture service rules, it is a post confined to the seed garden only but it is a post of head of office. He or she of the post shall interact with the farmers, farmer bodies who pay a visit to the farm.

### III. Functions :

#### a. Field Functions

1. With the assistance of the technical staff in the farm the incumbent in the post shall formulate annual plant material production programme



and obtain approval from Director of Horticulture and implement the same.

2. Supervise coconut seed selection for raising of nurseries.
3. Carryout cutting of coconut seedlings which are not fit for planting the same in the main field.
4. Execute supply of quality seedlings to other departmental farms either for establishment of seed farms or individual palms besides allowing the distribution though the same.
5. Impart training in coconut cultivation to the farmers as well as extension staff of the department.
6. Train the farm staff or the staff deputed from other farms in coconut hybridisation.
7. Conduct farmers day at the farm
8. Inspect the farm on day today basis with reference to farm operation plant protection measures etc.

**b. Desk Functions :**

1. Perform the duties of head of the officer in drawing and disbursement
2. Draw out annual plan to the seed garden and obtain the approval from Director/Commissioner of Horticulture
3. Render advise to the farmers who visit the farm about establishment and cultivation of coconut.
4. Assign day to day duties to the subordinate staff in so far as farm duties.
5. Initiate and process procurement of input and labour for maintenance of the seed garden.
6. Arrange training programmes to cultivators interested in coconut cultivation of coconut hybridisation.
7. All functions mentioned in Appendix - I.

**C. Statutory Functions : Nil**

**IV. Operational Jurisdictions :**

a The Dy. Director of Horticulture is a unit officer and head of the coconut seed garden. He/sh is competent to take independent deci-

sions in all matters of raising of coconut nursery. Coconut hybridisation and procurement of inputs required for performing the above duties. Also competent to take independent decisions in matters of expenditure booking against the budget provision.

He or She can also exercise disciplinary control upto the cadre of Junior Assistant.

- b. The Dy. Director of Horticulture is an information furnishing authority in place of annual plan of actions to the seed garden and also in case of disciplinary matters pertaining to Horticulture Officer.

**V. Enactments, Rules and Regulations to be followed :**

1. There are no enactments to be followed
2. Follow financial and treasury code in so far as expenditure booking
3. Follow fundamental rules, leave rules and CCA Rules in so far as Administration is considered.

**VI. Critical Provisions :**

Nil. Since there are no enactment to follow

**VII. Whom to Approach :**

- a. Inter Departmental: PO ITDA, PD DRDA, District Collector, Electricity Department
- b. Intra Departmental: Director of Horticulture, Assistant Directors of Horticulture in other districts.

**VIII. Administrative Accountability :**

To the Director/Commissioner of Horticulture

**XI. Quantification of work - Output :**

1. Responsible for proper maintenance of local garden
2. Responsible to guide Horticulture Officers sub-assistants and Malies in technical maintenance of the garden
3. Responsible for raising of quality coconut seedlings
4. Responsible for proper and effective utilization of funds sanctioned to

the coconut seed garden.

**XI. Periodical Reporting :**

1. Monthly progress report pertaining to the production of plant material and their distribution .
2. Monthly progress report pertaining to coconut hybridisation
3. Expenditure statements pertaining to the schemes in operation in the seed garden
4. Treasury reconciliation statements
5. Number statements pertaining to the staff
6. Weather watch report

**XI. List of Registers to be Maintained :**

Non at personal level, but at his office level the following registers have to be maintained.

1. Budget Register
2. Contingent Register
3. Stock Register
4. Plant material stock Register
5. Dead Stock Register
6. Treasury bill Register
7. Treasury transaction Register
8. Treasury reconsillation Register
9. Library Register
10. D.O. Letter Register
11. Register of Leaves and Advances
12. Register of increments
13. Register of Service Registers
14. Register of bank drafts received
15. Register of bank drafts issued

16. Register of auction sale
17. Cash book
18. Vehicle log book
19. Periodical log book
20. Register of Rents, rates and taxes
21. Register of oils and lubricants
22. Register of stationary articles
23. Register of stamp account
24. Attendance Register
25. Casual Leave Register
26. Register of flowers pollinated
27. Register of coconut seed nut obtained
28. Germination Register
29. UDP Register

**XII. Forms of Correspondence :**

Follow normal rules of correspondence as prescribed in the district office Manual. No way related to issue of certificate of any kind

**XIII. Possible Areas of Interface :**

Farmers, farmer's bodies, trainee farmers, Coconut Development Board.

## DEPUTY DIRECTORS OF HORTICULTURE,

Chittoor, Khammam, Rajahmundry

**I. Origin of the post:-**

1. Deputy Director of Horticulture Chittoor: In terms of GO.Ms.No. 304 Food and Agriculture (Agri I) Dept., dated 30.6.98 the post has been transferred from the department of Agriculture to the new department of Horticulture. In the year 1993-94 through GO.RT. No. 406 A&C (H) Dept., dated 25.3.94 the post has been shifted to chittoor as a measure of reorganization.

2. Deputy Director of Horticulture Khammam: In terms of GO.MS. No. 304 Food and Agriculture (Agri I) Department dated 30.6.91 the post has been transferred from the department of Agriculture to the new Department of Horticulture. In the year 1993-94 through GO RT.No. 406 A&C (H) Dept, dated 25.3.94 the post has been shifted to Chittoor as a measure of reorganisation.
3. Deputy Director of Horticulture Rajahmundry: The post of Deputy Director of Horticulture Visakhapatnam has been shifted to Rajahmundry East Godavari District vide GO.Ms.No. 375 A&C(Agri II) Dept, dated 20.4.93.

As far as horticulture activity and also an account of operation of number of horticultural programmes, Khammam, East Godavari and Chittoor are important districts in the State. Therefore the Government are impressed on the need to up grade the posts of Asst Director of Horticulture in these districts to that of Deputy Director of Horticulture and consequently government have approved for the recognition as stated supra.

#### **Reasons for creation and role played:**

1. The post is created for orderly development of Horticulture in their respective districts.
2. The incumbent in the post shall have to implement the schemes and programmes of the Department of Horticulture.
3. The post is also for administering the other subordinate staff i.e., below the rank of Asst Director of Horticulture confined to the District.
4. The person in the post perform the duties of visiting of horticultural areas and suggest agronomi and plant protection measures for improving the productivity of these crops.
5. Promote production of additional number of quality pedigree plant material so as to make available to the protective growers.
6. The incumbent of the post also co.ordinate with other sister department who are interested in the development of the horticulture.

**II. Position within the Organisation:** Even though the post belongs to category III in terms of Horticultural service. It is a district level post. It

is also a post of head of Office. He or she shall interact with the farmers, farmer's bodies, farmers co-operative societies seed agencies, drip companies and departments involved in development of horticulture.

### **III. Functions:**

#### **a) Field functions:**

- 1) With the assistance of the Horticulture Officers/Incharge of the nursery farm under his control formulate annual plant material production programme for each farm obtain approval from the Director of Horticulture and implement the same.
- 2) Inspect atleast 50% of the new areas brought under various horticultural crops through implementation of various programmes of the department.
- 3) Visit villages, conduct group meetings of farmers and motivate them either in bringing additional horticultural crop areas or adoption of improved package of practices or introduction of new crops and new varieties.
- 4) Inspect departmental nurseries under his control, review production programme of plant material, inspect the crop conditions in the farm, verify the stocks on hand besides assessing of additional stock if any.
- 5) Inspect nurseries/progeny orchards and conduct auction sale of use fruits or condemned articles etc.
- 6) Inspect demonstration plots organised under different schemes, review the layout followed condition of the crops sown etc and give further guidelines for their proper maintainance and to improve the demonstration value.
- 7) Conduct field days by drawing nearby farmers atleast in one fourth of the demonstrations organised. To spread the efficiency of package of practices followed in them.
- 8) Impart training to farmers in cultivation of horticultural crops either at mandal level or village level or at nursery farm level based on the need and convenience.
- 9) Inspect existing areas under horticultural crops and suggest need based

- and improved organic or plant protection measures so as to improve production.
- 10) Motivate farmers for adoption of drip irrigation systems and also mushroom cultivation.
  - 11) Inspect drip installations with reference to their layout plan and also for its efficient functioning.
  - 12) Besides verifying the quality and sizes of the material utilised in installing the system. Deliberate with their beneficiary farmer and obtain his consent or other wise in so far as proper functioning of the system. All A.D.Hs should inspect a minimum of 25% of the drip installations during a year.
  - 13) Inspect crop cutting experiments for proper assessing of the yields.
  - 14) Inspect areas affected on account of natural calamity, render crop rehabilitation measures besides arranging assessment of the damaged areas.
  - 15) Being senior functionary also inspect areas affected by severe incidence of pest and diseases and suggest remedial measures and also organise plant protection campaigns if the situation demands.
  - 16) Inspect NAWPRA and other watershed areas and impart training to mitrakisans and coupal about horticultural programmes.
  - 17) Jointly inspect areas under acquisition for preparation of crop evaluation reports.
  - 18) Attend review meetings at Directorate level at State Head quarters.
  - 19) Attend ZRAEC meetings and resource person in so far as new technologies in horticultural besides clearing the doubts of the horticultural farmers.
  - 20) Attend ZRAEC meetings deliberate with the research scientists in formulation research programmes, on farm trials etc.
  - 21) Attend Governing Body meeting I.T.D.A. Wherever they exist.
  - 22) Visit Horticultural Research Stations confined to his jurisdiction and discuss with the Scientist concerned about the field problems particular to crops or crop.

- 23) Render advise to farmers in crop planning, fertilization, plant protection, use of plastics, mushroom cultivation etc.
- 24) Organise horticultural shows and farmers meet.
- 25) Inspect Head quarters of sub-ordinate officers and review their programme of work.
- 26) Inspect nurseries under the control of the department in times of labour problems and solve them then & there as far as possible.
- 27) Visit banks and other lending agencies and acts as a liaison officer to arrange credit to the needy farmer.
- 28) Visit private nurseries in his jurisdiction and assess the quality of the material rate structures and quantum availability so as to help the prospective farmers in drawing the required plant material.
- 29) Help and assist other sister departments in procurement of quality plant material through private nurseries.
- 30) Study crop prospects and submit the factual position to the Directorate of Horticulture for his information and guidance.
- 31) Visit Rythu Bazars and suggest suitable steps wherever necessary.
- 32) Attend seminars and exhibitions organised in Research Stations.
- 33) Attend group meetings of non-governmental organisations(N.G.O) and other voluntary organisations enlighten them about horticultural programmes and incentives available duly requesting them for active participation.
- 34) Participate in Grama Sabha meetings and select the farmers for horticultural programmes proposed to be covered under D.R.D.A., DPAP.

**b) Desk functions:**

- 1) Attend monthly Pragathi Patham meeting being convened by the Collector.
- 2) Attend bankers meeting
- 3) Attend General Body and Standing Committee meetings of the Zilla Parishad.



- 4) Attend Planning Board meeting.
- 5) Attend Governing Body meeting of DRDA and ITDA.
- 6) Attend review meetings of Project Director, DRDA & DPAP.
- 7) Attend social forestry meeting.
- 8) Attend subjects committee meeting of A.I.R.
- 9) Attend NAWPRA meeting convened by JDA.
- 10) Attend Special Component Plan review meeting
- 11) Attend review meeting on Rythu Bazars.
- 12) Convene the meeting of H.O.s and Sub-Assistants and review the progress of implementation of various programmes of the district.
- 13) Convene the Drip companies meeting and review the installations made and settlement of payment etc.
- 14) Area wise and Horticulture Officer wise physical and financial targets under various schemes being implemented in the district are split up and communicated.
- 15) Allocate plant material required for grounding of the schemes in the nursery farm.
- 16) In case of shortage of plant material, initiate steps for procurement of plant material or seeds duly following the procedures.
- 17) Prepare and submit scheme wise progress reports to the Directorate of Horticulture at monthly intervals.
- 18) Cause preparation of district credit plan to the horticulture sector.
- 19) Being a Sectoral officer, prepare and submit progress reports to the Project Director, D.R.D.A, District Collector, Zillaparishad and others.
- 20) Prepare hints to farmers based on the factual position of crop condition and send for transmission of the same through A.I.R.
- 21) Book expenditure under all schemes before the closure of the financial year.
- 22) Attend payment of dues or advances to the sub-ordinate staff.

- 23) Attend to other administrative duties in running of the office.
- 24) Extend relief to the affected farmers in case of natural calamities
- 25) Prepare and submit crop valuation reports pertaining to land acquisition.
- 26) Accord temporary and final sanctions pertaining to Use of plastics in Horticulture
- 27) Render advise to farmers who visit the office in horticultural crop planning , cultivation of crops and plant protection measures.
- 28) Accord sanctions pertaining to petty expenditure in the office.
- 29) Settle claims pertaining to office rents and other office utilities like telephone, electricity, water, taxes etc.
- 30) Attend meetings convened in respect of small savings, use of Telugu as official language, non-conventional energy utilisation, minimum wages fixation etc.
- 31) Guide other sub-ordinates in the office in discharge of their duties.
- 32) Attend seminars and group meetings.
- 33) Organise shows on the eve of important National Days.
- 34) Acts as a resource person and impart training to the beneficiaries selected for the upliftment of tribal, SC farmers etc..
- 35) Generate publicity material pertaining to schemes implementation and send the same to the mass media either through District Public Relation officer or direct.
- 36) Develop package of practices for new varieties or new crops proposed to be introduced in the district.
- 37) Review of tour diaries pertaining to sub-ordinate staff.
- 38) All functions mentioned in Appendix - I.

**c) Statutory functions:** Nil.

#### **IV: Jurisdiction:**

- a) The Asst. Director of Horticulture is a unit officer and head of the district

in so far as his department is concerned. He/She is competent to take independent decision in all matters of implementation of various programmes in the district and also in booking of the expenditure against the budget provision. He is also competent to take in organisation of his sub-ordinate staff to meet the emergency needs through issue of appropriate orders. He/she can also exercise disciplinary control upto the cadre of Junior Assistant.

- b) The Asst. Director of Horticulture is an information furnishing authority in case of disciplinary matters pertaining to Senior Assistant, Superintendent, Horticulture Officer etc.

**V. Enactments, Rules, Regulations to be followed**

1. Follow financial and treasury code in so far as expenditure booking.
2. Follow fundamental rules, Leave rules and CCA rules and other Service Rules in so far as administration is concerned.
3. There are no Statutory functions assigned to this post.

**VI. Critical provisions:** Nil. Since there are no enactments to follow.

**VII. Whom to approach:**

- a) Inter departmental: The District Collector, J.D.A., Station Director A.I.R., Project Directors of D.R.D.A. and DPAP, Project Officers of I.T.D.A.s in places where ITDAs exists, Executive Engineers R & B, Panchayat Raj, D.D Ground Water Department, APSIDC, Scientists of Agricultural Research Stations, Executive Directors of D.S.C.Society, District Tribal Welfare Officer, District Treasuries, Superintendent of Police, District Forest Officer, (Social Forestry).

- b) Intra Department: Director of Horticulture/Commissioner of Horticulture

**VIII. Administrative accountability:** To the Director of Horticulture/Commissioner of Horticulture

**IX. Quantification of work output:**

- 1) Responsible for overall development of Horticulture in the district.
- 2) Responsible for achieving the physical and financial targets under all horticulture schemes in time bound manner.

- 3) Responsible for ensuring the distribution of incentives to the targetted groups in time bound manner.
- 4) Responsible for proper and effective utilisation of the funds sanctioned to the district under horticultural sector.
- 5) Vigilant against outbreak of pests and diseases for horticulture crops in the district.
- 6) Responsible for directing the administration under his control with an avowed objective of serving the horticultural fertantry.
- 7) Responsible in spreading the latest technologies pertaining to horticulture to improve production and productivity of horticultural crops.

**X. Periodical reporting:**

- 1) Monthly progress reports pertaining to plan and non-plan schemes, centrally sponsored schemes, central sector schemes, Coconut Development Board & Spices Board. Director of Horticulture/Commissioner of Horticulture
- 2) Expenditure statements pertaining to all the above schemes.
- 3) Beneficiary lists pertaining to the above schemes.
- 4) Treasury reconciliation statements.
- 5) Weather watch report.
- 6) Number statement pertaining to staff./B.E/R.B.E/M.A.S/Excess and savings.
- 7) Production of plant material and their distribution pertaining to the nurseries under his control.

**XI. List of the registers to be maintained:**

None at personnel level. But at his office level the following registers have to be maintained:

1. Budget register.
2. Contingency register
3. Register of stocks & stores

4. Register of renewals & repairs to vehicles
5. Treasury bill register
6. Call Book
7. Treasury transaction register.
8. Dead stock register
9. Library register
10. D.O.Letter register
11. Register of advances and loans.
12. Tappal distribution register
13. Register of increments.
14. Treasury reconciliation register
15. Service Registers/Register of Service Registers
16. Register of drip installations
17. Register of temporary sanctions
18. Trunk call register
19. Scheme wise beneficiaries
20. Register of bank drafts received
21. Register of bank drafts issued.
22. Register of auction sales.
23. Vehicle log book.
24. Cash Book
25. Consolidated Periodical registers
26. Register of rents, rates & taxes
27. Register of oil & lubricants
28. Register of stationary articles
29. Register of petti sanctions
30. Register of stamp account

31. Casual Leave register
32. Register of Cheque books
33. Register of publicity material
34. Undisbursed pay register.
35. Attendance register.

**XII. Forms of correspondence:**

Follow normal rules of correspondence as prescribed in the district office manual. No way related to issue of certificates of any kind.

**XIII. Possible areas of interface:**

Orchards, prospective orchardists, processors, marketers, exporters of horticultural produces, nursery men, credit extending agencies, mushroom growers, seed companies and agencies, drip companies, pesticide manufactureres and dealers, marketers of tools and implements , Scientists of Horticultural Research Stations and Agricultural Universities, Coconut Development Board, Spices Board, Directorate of Cashew, Directorate of Cocoa, Spices & Arecanut.

## ASST. DIRECTORS OF HORTICULTURE (REGULAR)

**I. Origin of the Post:-**

1. Asst. Director of Horticulture, Srikakulam - On transfer from Agriculture Department
2. Asst. Director of Horticulture, Visakhapatnam- G.O.Ms.No. 304, F&A (Agri.I) Dept. Dt. 30.6.81
3. Asst. Director of Horticulture, Vizianagaram - G.O.Rt.No. 361, F&A (Agri.II) Dept. Dt. 13.2.92
4. Asst. Director of Horticulture, Rajahmundry.-On transfer from Agriculture Department
5. Asst. Director of Horticulture, Eluru.-On transfer from Agriculture Department
6. Asst. Director of Horticulture, Krishna - G.O.Rt.No. 361, F&A (Agri.II) Dept.

Dt. 13.2.92

7. Asst. Director of Horticulture, Guntur - On transfer from Agriculture Department
8. Asst. Director of Horticulture, Prakasam
9. Asst. Director of Horticulture, Nellore - G.O.Ms..No. 304, F&A (Agri.I)  
Dept. Dt. 30.6.1981
10. Asst. Director of Horticulture, Cuddapah - G.O.Ms..No. 304, F&A (Agri.I)  
Dept. Dt. 30.6.1981
11. Asst. Director of Horticulture, Chittoor - G.O.Ms..No. 304, F&A (Agri.I)  
Dept. Dt. 30.6.1981
12. Asst. Director of Horticulture, Ananthapur - G.O.Ms..No. 304, F&A (Agri.I)  
Dept. Dt. 30.6.1981
13. Asst. Director of Horticulture, Kurnool - G.O.Rt.No. 361, F&A (Agri.II) Dept.  
Dt. 13.2.92
14. Asst. Director of Horticulture, Mahaboobnagar - G.O.Ms..No. 304, F&A  
(Agri.I) Dept. Dt. 30.6.1981
15. Asst. Director of Horticulture, Nalgonda -
16. Asst. Director of Horticulture, Khammam - G.O.Ms..No. 304, F&A (Agri.I)  
Dept. Dt. 30.6.1981
17. Asst. Director of Horticulture, Warangal - G.O.Rt.No. 361, F&A (Agri.II)  
Dept. Dt. 13.2.92
18. Asst. Director of Horticulture, Karimnagar - G.O.Ms..No. 304, F&A (Agri.I)  
Dept. Dt. 30.6.1981
19. Asst. Director of Horticulture, Adilabad - G.O.Rt.No. 361, F&A (Agri.II)  
Dept. Dt. 13.2.92
20. Asst. Director of Horticulture, Nizamabad - G.O.Ms..No. 304, F&A (Agri.I)  
Dept. Dt. 30.6.1981
21. Asst. Director of Horticulture, Medak -
22. Asst. Director of Horticulture, Ranga Reddy - G.O.Ms..No. 304, F&A  
(Agri.I) Dept. Dt. 30.6.1981

23. Asst. Director of Horticulture, Hyderabad.

**Reasons for creation and role played:**

1. The post is created for orderly development of horticulture in their respective districts.
2. The incumbent in the post shall have to implement the schemes and programmes of the Dept. of Horticulture.
3. The post is also for administering the other sub-ordinate staff i.e. below the rank of A.D.H. confined to the district.
4. The person in the post perform the duties of visiting of horticultural areas and suggest agronomic and plant protection measures for improving the productivity of those crops.
5. Promote production of additional number of quality pedigree plant material so as to make them available to the prospective growers.
6. The incumbent of the post also co-ordinate with other sister departments who are interested in the development of the horticulture.

**II. Position within the organisation:**

Even though the post belongs to category IV in terms of Horticulture service rules, it is a district level post. It is also a post of head of office. He or she of the post shall interact with the farmers, farmers' bodies, farmers' cooperative societies, seed agencies, drip companies and departments involved in development of horticulture.

**III. Functions:**

**d) Field functions:**

- 1) With the assistance of the Horticulture Officers/Incharge of the nursery farm under his control formulate annual plant material production programme for each farm obtain approval from the Director of Horticulture and implement the same.
- 2) Inspect atleast 50% of the new areas brought under various horticultural crops through implementation of various programmes of the department.
- 3) Visit villages, conduct group meetings of farmers and motivate them either in bringing additional horticultural crop areas or adoption of im-



- proved package of practices or introduction of new crops and new varieties.
- 4) Inspect departmental nurseries under his control, review production programme of plant material, inspect the crop conditions in the farm, verify the stocks on hand besides assessing of additional stock if any.
  - 5) Inspect nurseries/progeny orchards and conduct auction sale of use fruits or condemned articles etc.
  - 6) Inspect demonstration plots organised under different schemes, review the layout followed condition of the crops sown etc and give further guidelines for their proper maintainance and to improve the demonstration value.
  - 7) Conduct field days by drawing nearby farmers atleast in one fourth of the demonstrations organised. To spread the efficiency of package of practices followed in them.
  - 8) Impart training to farmers in cultivation of horticultural crops either at mandal level or village level or at nursery farm level based on the need and convenience.
  - 9) Inspect existing areas under horticultural crops and suggest need based and improved organic or plant protection measures so as to improve production.
  - 10) Motivate farmers for adoption of drip irrigation systems and also mushroom cultivation.
  - 11) Inspect drip installations with reference to their layout plan and also for its efficient functioning.
  - 12) Besides verifying the quality and sizes of the material utilised in installing the system. Deliberate with their beneficiary farmer and obtain his consent or other wise in so far as proper functioning of the system. All A.D.Hs should inspect a minimum of 25% of the drip installations during a year.
  - 13) Inspect crop cutting experiments for proper assessing of the yields.
  - 14) Inspect areas affected on account of natural calamity, render crop

- rehabilitation measures besides arranging assessment of the damaged areas.
- 15) Being senior functionary also inspect areas affected by severe incidence of pest and diseases and suggest remedial measures and also organise plant protection campaigns if the situation demands.
  - 16) Inspect NAWPRA and other watershed areas and impart training to mitrakisans and coupal about horticultural programmes.
  - 17) Jointly inspect areas under acquisition for preparation of crop evaluation reports.
  - 18) Attend review meetings at Directorate level at State Head quarters.
  - 19) Attend ZRAEC meetings and resource person in so far as new technologies in horticultural besides clearing the doubts of the horticultural farmers.
  - 20) Attend ZRAEC meetings deliberate with the research scientists in formulation research programmes, on farm trials etc.
  - 21) Attend Governing Body meeting I.T.D.A. Wherever they exist.
  - 22) Visit Horticultural Research Stations confined to his jurisdiction and discuss with the Scientist concerned about the field problems particular to crops or crop.
  - 23) Render advise to farmers in crop planning, fertilization, plant protection, use of plastics, mushroom cultivation etc.
  - 24) Organise horticultural shows and farmers meet.
  - 25) Inspect Head quarters of sub-ordinate officers and review their programme of work.
  - 26) Inspect nurseries under the control of the department in times of labour problems and solve them then & there as far as possible.
  - 27) Visit banks and other lending agencies and acts as a liaison officer to arrange credit to the needy farmer.
  - 28) Visit private nurseries in his jurisdiction and assess the quality of the material rate structures and quantum availability so as to help the prospective farmers in drawing the required plant material.

- 29) Help and assist other sister departments in procurement of quality plant material through private nurseries.
- 30) Study crop prospects and submit the factual position to the Directorate of Horticulture for his information and guidance.
- 31) Visit Rythu Bazars and suggest suitable steps wherever necessary.
- 32) Attend seminars and exhibitions organised in Research Stations.
- 33) Attend group meetings of non-governmental organisations(N.G.O) and other voluntary organisations enlighten them about horticultural programmes and incentives available duly requesting them for active participation.
- 34) Participate in Grama Sabha meetings and select the farmers for horticultural programmes proposed to be covered under D.R.D.A., DPAP.

**b) Desk functions:**

- 1) Attend monthly Pragathi Patham meeting being convened by the Collector.
- 2) Attend bankers meeting
- 3) Attend General Body and Standing Committee meetings of the Zilla Parishad.
- 4) Attend Planning Board meeting.
- 5) Attend Governing Body meeting of DRDA and ITDA.
- 6) Attend review meetings of Project Director, DRDA & DPAP.
- 7) Attend social forestry meeting.
- 8) Attend subjects committee meeting of A.I.R.
- 9) Attend NAWPRA meeting convened by JDA.
- 10) Attend Special Component Plan review meeting
- 11) Attend review meeting on Rythu Bazars.
- 12) Convene the meeting of H.O.s and Sub-Assistants and review the progress of implementation of various programmes of the district.
- 13) Convene the Drip companies meeting and review the installations made

and settlement of payment etc.

- 14) Area wise and Horticulture Officer wise physical and financial targets under various schemes being implemented in the district are split up and communicated.
- 15) Allocate plant material required for grounding of the schemes in the nursery farm.
- 16) In case of shortage of plant material, initiate steps for procurement of plant material or seeds duly following the procedures.
- 17) Prepare and submit scheme wise progress reports to the Directorate of Horticulture at monthly intervals.
- 18) Cause preparation of district credit plan to the horticulture sector.
- 19) Being a Sectoral officer, prepare and submit progress reports to the Project Director, D.R.D.A, District Collector, Zillaparishad and others.
- 20) Prepare hints to farmers based on the factual position of crop condition and send for transmission of the same through A.I.R.
- 21) Book expenditure under all schemes before the closure of the financial year.
- 22) Attend payment of dues or advances to the sub-ordinate staff.
- 23) Attend to other administrative duties in running of the office.
- 24) Extend relief to the affected farmers in case of natural calamities
- 25) Prepare and submit crop valuation reports pertaining to land acquisition.
- 26) Accord temporary and final sanctions pertaining to Use of plastics in Horticulture
- 27) Render advise to farmers who visit the office in horticultural crop planning , cultivation of crops and plant protection measures.
- 28) Accord sanctions pertaining to petty expenditure in the office.
- 29) Settle claims pertaining to office rents and other office utilities like telephone, electricity, water, taxes etc.
- 30) Attend meetings convened in respect of small savings, use of Telugu as

official language, non-conventional energy utilisation, minimum wages fixation etc.

- 31) Guide other sub-ordinates in the office in discharge of their duties.
- 32) Attend seminars and group meetings.
- 33) Organise shows on the eve of important National Days.
- 34) Acts as a resource person and impart training to the beneficiaries selected for the upliftment of tribal, SC farmers etc..
- 35) Generate publicity material pertaining to schemes implementation and send the same to the mass media either through District Public Relation officer or direct.
- 36) Develop package of practices for new varieties or new crops proposed to be introduced in the district.
- 37) Review of tour diaries pertaining to sub-ordinate staff.

**f) Statutory functions:** Nil.

#### **IV: Jurisdiction:**

- c) The Asst. Director of Horticulture is a unit officer and head of the district in so far as his department is concerned. He/She is competent to take independent decision in all matters of implementation of various programmes in the district and also in booking of the expenditure against the budget provision. He is also competent to take in organisation of his sub-ordinate staff to meet the emergency needs through issue of appropriate orders. He/she can also exercise disciplinary control upto the cadre of Junior Assistant.
- d) The Asst. Director of Horticulture is an information furnishing authority in case of disciplinary matters pertaining to Senior Assistant, Superintendent, Horticulture Officer etc.

#### **V. Enactments, Rules, Regulations to be followed:**

1. Follow financial and treasury code in so far as expenditure booking.
2. Follow fundamental rules, Leave rules and CCA rules and other Service Rules in so far as administration is concerned.

3. There are no Statutory functions assigned to this post.

**VI. Critical provisions:** Nil. Since there are no enactments to follow.

**VII. Whom to approach:**

c) Inter departmental: The District Collector, J.D.A., Station Director A.I.R., Project Directors of D.R.D.A. and DPAP, Project Officers of I.T.D.A.s in places where ITDAs exists, Executive Engineers R & B, Panchayat Raj, D.D Ground Water Department, APSIDC, Scientists of Agricultural Research Stations, Executive Directors of D.S.C.Society, District Tribal Welfare Officer, District Treasuries, Superintendent of Police, District Forest Officer, (Social Forestry).

d) Intra Department: Director of Horticulture/Commissioner of Horticulture

**VIII. Administrative accountability:** To the Director of Horticulture/Commissioner of Horticulture

**IX. Quantification of work output:**

- 1) Responsible for overall development of Horticulture in the district.
- 2) Responsible for achieving the physical and financial targets under all horticulture schemes in time bound manner.
- 3) Responsible for ensuring the distribution of incentives to the targetted groups in time bound manner.
- 4) Responsible for proper and effective utilisation of the funds sanctioned to the district under horticultural sector.
- 5) Vigilant against outbreak of pests and diseases for horticulture crops in the district.
- 6) Responsible for directing the administration under his control with an avowed objective of serving the horticultural fertanity.
- 7) Responsible in spreading the latest technologies pertaining to horticulture to improve production and productivity of horticultural crops.

**X. Periodical reporting:**

- 8) Monthly progress reports pertaining to plan and non-plan schemes, centrally sponsored schemes, central sector schemes, Coconut Develop-

ment Board & Spices Board. Director of Horticulture/Commissioner of Horticulture

- 9) Expenditure statements pertaining to all the above schemes.
- 10) Beneficiary lists pertaining to the above schemes.
- 11) Treasury reconciliation statements.
- 12) Weather watch report.
- 13) Number statement pertaining to staff./B.E/R.B.E/M.A.S/Excess and savings.
- 14) Production of plant material and their distribution pertaining to the nurseries under his control.

**XI. List of the registers to be maintained:**

None at personnel level. But at his office level the following registers have to be maintained:

1. Budget register.
2. Contingency register
3. Register of stocks & stores
4. Register of renewals & repairs to vehicles
5. Treasury bill register
6. Call Book
7. Treasury transaction register.
8. Dead stock register
9. Library register
10. D.O.Letter register
11. Register of advances and loans.
12. Tappal distribution register
13. Register of increments.
14. Treasury reconciliation register
15. Service Registers/Register of Service Registers

16. Register of drip installations
17. Register of temporary sanctions
18. Trunk call register
19. Scheme wise beneficiaries
20. Register of bank drafts received
21. Register of bank drafts issued.
22. Register of auction sales.
23. Vehicle log book.
24. Cash Book
25. Consolidated Periodical registers
26. Register of rents, rates & taxes
27. Register of oil & lubricants
28. Register of stationary articles
29. Register of petti sanctions
30. Register of stamp account
31. Casual Leave register
32. Register of Cheque books
33. Register of publicity material
34. Undisbursed pay register.
35. Attendance register.

**XII. Forms of correspondence:**

Follow normal rules of correspondence as prescribed in the district office manual. No way related to issue of certificates of any kind.

**XIII. Possible areas of interface:**

Orchards, prospective orchardists, processors, marketers, exporters of horticultural produces, nursery men, credit extending agencies, mushroom growers, seed companies and agencies, drip companies, pesticide manufactureres and dealers, marketers of tools and implements ,



Scientists of Horticultural Research Stations and Agricultural Universities, Coconut Development Board, Spices Board, Directorate of Cashew, Directorate of Cocoa, Spices & Arecanut.

The functions and duties in respect of all Asst.Directors of Horticulture who are incharge of district are similar as noted above.

## ADH CASHEW VIZIANAGARAM

### I. **Origin of the Post :**

The post is created through G.O.R.T. No.305 Food and Agriculture Agri.II Department, dated 03.02.1992.

With the abolition of the Multi-state Cashew Project all the staff meant for the development of cashew in the cashew have been withdrawn. Even though the Government of India was liberal in providing the funds for the development of cashew in the State. Non-availability of staff at field level was hindering the development process. Consequently the Government of India through the Directorate of Cashew Development besides the State Government were impressed upon the necessity for sanction of the additional staff both for implementation of the scheme and monitoring and hence the sanction.

1. The post of Asst. Director of Horticulture and 3 sub-Assistants were located in Vizianagaram district where the scope for development of cashew was very much favourable.
2. The incumbent of the post shall have to implement the Central Sector Scheme for Cashew Development. The person in the post perform the duties of visiting the villages, motivate the farmers for bringing additional areas under Cashew, provide plant material and other inputs for bringing additional area to the selected beneficiary farmers, provide the incentives to the selected farmers, visit cashew plantations and provide agronomic and plant protection measures to be followed.

### II. **Position with in the organisation**

Even though the post belongs to category IV in terms of Horticultural service Rules, it is a district level post and also head of office. He or She

shall interact with the farmers bodies, farmers co-operative societies and departments involved in the development of cashew.

### III. Functions :

#### a) Field Functions :-

1. Visit areas suitable for cultivation of cashew
2. Provide layout for planting of cashew to all the farmers who evence interest in having it.
3. Inspect the total area (100%) brought under cashew during the year
4. Conduct group meetings of farmers and educate them about the pack- age of practices besides advising them to follow
5. Organise Rejuvenation Demonstrations in farmers field so as to improve productivity and production
6. Also organise the demonstrations to demonstrate the good effects of adoption of manuring and plant protection measures to cashew group
7. Inspect cashew fields affected by pests and diseases and suggest re- medial measures
8. Distribute plant protection chemicals at subsidised cost to the cashew farmers
9. Inspect areas affected an account of and render crop rehabilitation/meas- ures besides enumerating the affected areas
10. Motivate farmers for adoption of drip irrigation system to cashew crop
11. Inspect drip installations with reference to layout plan and also for its efficient functioning
12. Impart training on cashew cultivation to a beneficiary farmers selected under DRDA or ITDA or SC Corporation programmes
13. Attend review meetings, seminars pertaining to cashew development
14. Attend ZRAEC meetings, Seminars pertaining to Cashew development
15. Visit Horticulture research stations interact with the scientists
16. Organise training programmes to cashew programmes on cashew culti- vation

17. Study crop prospects and submit the factual position of the crop to the Directorate of the Horticulture

**b. Desk Functions :**

1. Attend monthly Pragathi Patham meeting being convened by the Collector
2. Attend Banker's meeting
3. Attend Zilla Parishad meetings i.e, General body and standing committee
4. Attend Planning Board meeting
5. Attend NAWPRA and other watershed meetings
6. Arrive at plant material required for the new area coverage allocated to the district and initiate steps to procure them.
7. Prepare and submit component wise progress reports to the Director of Horticulture at monthly intervals
8. Prepare audit plan pertaining to cashew crop
9. Prepare hints to farmers for transmission of the same through AIR
10. Book the expenditure under the cashew development programmes
11. Extend relief to the affected farmers in case of natural calamities
12. Render advise to farmers who visit the office with specific problems on cashew
13. Settle claims pertaining to office rents, rates and taxes
14. Generate publicity material pertaining to cashew scheme and sent the same to mass media.

**b. Statutory Functions :** - Nil

**IV Jurisdictions :**

- a. The Assistant Director of Horticulture is a unit officers and head of the district in so far as his department is concerned. He/She is competent to take independent decision in all matters of implementation of various programmes to the district and also in booking of the expenditure against the budget provision. He is also competent to take in organisation of his

subordinate staff to meet the emergency needs through issue of appropriate orders. He/She can also exercise disciplinary control upto the cadre of junior Assistants.

- b. The Asst. Director of Horticulture is an information furnishing authority in case of disciplinary matters pertaining to senior Assistant, Superintendent, Horticulture Officer etc.

**V. Enactments, Rules and Regulations to be followed :**

1. Follow financial and treasury code in so far as expenditure booking
2. Follow fundamental rules, leave rules and CCA rules in so far as administration is concerned
3. There are no statutory rules prescribed to this post

**VI. Critical Provisions :**

Nil. Since there are No enactments to follow

**VII. Whom to Approach :**

- a. INTERDEPARTMENTAL: District Collector, JDA, Station Director, AIR, Pos, DRDA and DPAP, PO of ITDA in places where ITDAs exists Executive Engineer R & B panchayat Raj, DD Ground water department. APSSDC Scientists of Agricultural research stations, Executive Director of District scheduled caste, service co-operative society. District Tribal welfare officer District treasuries, Superintendent of police, District forest officers, social forestry.
- b. INTRADEPARTMENT: Director/Commissioner of Horticulture

**VIII. Administrative Accountability :**

To the Director/Commissioner of Horticulture

**IX. Quantification of work - Output :**

1. Responsible for achieving the physical and financial targets in time bound manner
2. Responsible for ensuring the plant material and also for the distribution of inventories to the targeted groups in time bound manner
3. Responsible for proper and effective utilisation of funds sanctioned to

the District under cashew programmes

4. Vigilant against out break of pest and diseases for cashew and responsible for providing the remedial measures
5. Responsible for spreading the latest techniques and technologies pertaining to cashew crop

**X. Periodical Reporting :**

1. Monthly progress reports on cashew scheme
2. Expenditure reports pertaining to cashew scheme
3. Beneficiary lists pertaining to cashew programme
4. Treasury reconciliation statement for the expenditure booked
5. Weather watch report on cashew

**XI. List of Registers to be Maintained :**

1. Budget Register
2. Contingent Register
3. Register of Stock and Stores
4. Treasury bill Register
5. Treasury transaction Register
6. Dead Stock Register
7. Library Register
8. D.O. Letter Register
9. Register of Leaves and Advances
10. Register of increments
11. Register of Service Registers
12. Scheme wise beneficiaries List
13. Register of bank drafts Issued
14. Register of bank drafts received
15. Register of auction sale

16. Cash book
17. Periodical Register
18. UDP Register
19. Register of Rents, rates and taxes
20. Register of stationary articles
21. Register of stamp account
22. Attendance Register
23. Register of Casual Leave
24. Register of Publicity material
25. Vehicle log book

**XII. Forms of Correspondence :**

Follow normal rules of correspondence as prescribed in the district office manual. No way related to issue of certificate of any kind.

**XIII. Possible Areas of Interface :**

Cashew farmers, processors, marketers and exporters of cashew, nurserymen credit extending agency pesticide manufacturers, dealers of drip companies marketers of tools and implements, scientists of Horticultural Research station and Agricultural universities, officers of Directorate of cashew Development.

## ASST DIRECTOR OF HORTICULTURE (PLASTICULTURE)

**I. Reasons for creation and role played:-**

There are only two posts of Asst Directors of Horticulture Plasticulture in the State and whose head quarters are located at Cuddapah and Ananthapur. These two posts are not a new posts but these posts were redesignated through G.O. MS.NO. 365 A & C (Agri II) department dated 20.4.1993. The functions and duties of these two posts are similar.

1. Cuddapah and Ananthapur are the two Districts where horticulture activity is concentrated on fairly wide areas but both of them are highly drought prone district

2. Drip irrigation is proven method to save horticultural crops from the ill effects of droughts.
3. Popularisation of drip irrigation system and plastic mulching will help solve the problem of failure of irrigation sources through minimal use of under ground irrigation sources.
4. As the technology is new and also to break the conservatism prevailing among the farming community, constant persuasion, motivation etc are required to popularise use of plastics in horticulture.
5. Popularisation of use of plastics in Horticulture required intensive contacts through visits to the farms and clear the prevailing notions and doubts of the farmers.
6. The incumbent of the post should also co-ordinate with drip firms and the farmer and see that the installations function in an effective manner.

## **II. Position within the Organisation:**

It is a district level post and Head Office. He/she shall interact with the farmers, farmers bodies and drip companies.,

## **III. Functions:**

### **a) Field Functions:**

1. Visit Horticultural crop areas in the district and motivate farmers for adoption of drip irrigation system and plastic mulching.
2. Inspect all drip installations (100%) installed during the year, satisfy their functioning obtain the consent of the farmers and settle bills pertaining to incentives.
3. Inspect drip installations in all cases of non-functioning of the installations, use the powers of warranty and order the respective firms to rectify the defects and see that they function.
4. Meet farmer's and farmer's bodies and transfer the drip and plastic technology.
5. Enlightening farmers about the incentives available under the programme besides requesting them to adopt the technology

6. Impart training on use of Plastics in Horticulture.

**b) Desk functions:**

1. Attend monthly pragati patham meeting.
2. Attend Bankers meeting
3. Attend General body and standing Committee meeting of the Zilla Parishad.
4. Planning board meeting.
5. Attend NAWPRA and watershed meeting.
6. Convene drip companies and dealers meeting and review the installations made and settle of payments.
7. Prepare beneficiaries list.
8. Prepare and submit scheme wise programme report to Director of Horticulture at monthly interval.
9. Provide temporary sanctions for installations of drip system.
10. After final inspection, accord final sanction for the drip installations arranged in cultivators holdings.
11. Workout the eligible subsidy in each case and settle the same either to the farmer or to the drip company based on the consent of the farmer concerned.
12. Obtain and submit proposals to the Director of Horticulture in all cases where the installation exceed 10 Ha and above.
13. Maintain accounts pertaining to disbursement of incentives.
14. Prepare publicity material about use of Drip irrigation and plastic mulching and give publicity through mass media.
15. Prepare Hints on use of plastics in Horticulture and get them transmitted through AIR.
16. Render advise to farmers who visit the Office on use of drip irrigation or plastic mulching and incentives available under various schemes.
17. Participate in Horticulture shows through drip demonstrations.



18. Workout credit needs of farmers for drip irrigation and submit the same to the Bankers Committee.

c. **Statutory functions:** NIL

**IV. Jurisdiction:**

a) The Asst Director of Horticulture is a unit Officer and head of the District. He/she is competent to take independent decisions in all matters of the implementation of plasticulture schemes and also in booking of the expenditure against the budget provision.

b) The Asst Director of Horticulture is an information furnishing authority incase of disciplinary matters pertaining to his subordinates.

**V. Enactments Rules, Regulations to be followed:**

1. Follow financial and treasury code in so far as expenditure booking
2. Follow fundamental rules, leave rules and CCA rules in so far as administration is concerned.

3. There are no statutory rules prescribed to this post.

**VI. Critical provisions:** NIL - since there are no enactments to follow.

**VII. Whom to approach;**

a) Inter departmental: district Collector, JDA, Station Director AIR, Project Director DRDA

DPAP, executive Director of District schedules caste source cooperative Society.

b) Inter Department Director of Horticulture/Commissioner of Horticulture.

**VIII. Administrative Accountability :**

To the Director of Horticulture/Commissioner of Horticulture

**IX Quantification of work output:-**

1. Responsible for over all development of plasticulture in the District.
2. Responsible for achieving the physical and financial targets under plasticultural schemes in the district.
3. Responsible for proper installation of the Drip systems in all the benefi-

ciaries holdings.

4. Responsible for proper and effective utilisation of incentives.

**X. Periodical reporting:**

1. Monthly progress reports to physical and financial targets to all plasticulture schemes pertaining to the district concerned.

2. Beneficiaries lists pertaining to plasticulture schemes.

**XI. List of Registers to be maintained:**

2. Budget register

3. Contingent register

4. Register of temporary sanctions accorded.

5. Register of final sanctions accorded.

6. Register of Bank drafts issued.

7. Register of Bank drafts received.

8. U.D. Pay register.

9. Register of stamp account

10. Register of stationary articles.

11. Attendance Register

12. Casual leave Register

13. Periodical Register

14. Cash Book

15. Vehicle log book

16. Register of repairs and renewal to the vehicle.

17. Register of oil and lubricants.

**XII. Forms of Correspondance:**

Follow normal rules of correspondance as prescribed in the district Office manuals.

No way related to issue of certificates of any kind.

**XIII. Possible areas of interface:**

Orchardists, prospective orchardist, drip companies, Drip dealers, credit extending Agencies.

## ASST DIRECTOR OF HORTICULTURE (OIL PALM) DISTRICT HEAD QUARTERS

**I. Origin of the Post :**

1. Originally 3 posts of Asst. Directors of Horticulture (ODP) were sanctioned in the year 1989 in East Godavari, West Godavari and Krishna Districts under Oil palm demonstration project. Later in the year 1997 seven additional posts of Asst Director of Horticulture (ODP) were created vide GO.MS.NO. 179 A&C (Horti) Dept, dated 26.4.97 in six coastal districts and Khammam under Oil Palm Development programme. Total 10 Asst Directors of Horticulture (ODP) are functioning under OPDP at present.
  2. The Technology mission on Oil seeds and pulses Government of India has suggested the staffing pattern for the implementation of Oil palm development programme according to the guidelines of GOI one Asst Director of Horticulture (ODP) is requested to monitor 2000 hectares.
  3. The post was created for the implementation of Oilpalm development programme and also for the regulation of cultivation of oil palm and for orderly growth and processing there of and for matters connected there with. He will work under the administrative control of oil palm commissioner.
  4. The Asst Director of Horticulture in the District acts as a liaison Officer between the Oilpalm Commissioner /Addl. Director of Horticulture (ODP) and the farmers processing Companies, Banks, S.C. Corporation, DRDA, ITDA's co-operative societies etc.
  5. The Asst Director of Horticulture (ODP) in the District in the implementation authority of the scheme of the AP Oil Palm Act 1993 in the Districts.
- II. Position with in the Organisation:** He is incharge for the District for the implementation of Oilpalm development programs or implementa-

tion of AP Oil Palm act in the District.

### III. Functions:

#### a. Field functions:

2. Identify the new areas in the District feasible for Oil palm Cultivation and submit proposals to Commissioner of Horticulture for notification.
3. Identify the beneficiaries in the identified potential Mandals for taking up of Oil palm in the identified areas. The identification of the beneficiaries will be done on the basis of soil condition and adequate irrigation sources.
4. Publicity will be given by way of organising field visits, campaigns and awareness programme to take up audio visual aids, pamphlets, posters, slides etc.
5. Inspect the old Oilpalm gardens and give necessary technical advise.
6. For new plantations also necessary technical advices will be given for layout, pitting and planting .
7. Follow the subsidy norms based on the Government of India and Government orders of AP guidelines from time to time.
8. Conduct training programmes to farmers and at NRC OP., Pedavegi and also conduct field visits in the well established gardens and processing into in East Godavari, West Godavari and Khammam District.
9. Arrange Hybrid plant material to the farmers on subsidy through the Oilpalm companies in the District.
10. Arrange input subsidy (cultivation subsidy) by way of supplying fertilizers farmers on credit basis from the Government agencies like Agriculture industries, Co.operative societies Markfed etc.
11. Visit oil palm Nurseries raises by the oil palm companies from time to time and given necessary technical guidance.
12. Furnish subsidy claims to the Head Office after making thorough visit of oil palm plantations in the Districts.
13. The plant material subsidy claims will be furnished to the Oilpalm Commissionier with necessary prescribed certificates for release of plant material subsidy.

14. The Asst Director of Horticulture (ODP) of the District will issue certificate of the oil palm sprouts sown by the companies for release of advance plant material subsidy to the company against bank guarantee.
15. He will act as liason Officer between oil palm companies and farmers, banks, Research stations (NRCOP) etc.
16. The Asst Director of Horticulture (ODP) in the Districts will solve the genuine and reasonable problems of farmers, subordinate staff, processors etc., then and there or obtain clarification from the oil palm Commissioner for certain problems, which can't be solved at his level.
17. Interact with research scientists connected with the crop.
18. Inspect processing units interact with farmers and farmer bodies and process with regard to timely procurement of FFB and payments etc.
19. Review progress of implementation of the schemes with the oil palm companies from time to time and submit report to oil palm Commissioner.
20. Coordinate between oil palm growers or industry and sort out all matters, which may arise from time to time.
21. He will also maintain liaison with dist Collector for the implementation of scheme.
22. Inspect the drip irrigation installations a random basis before release of subsidies.
23. Arrange collection of leaf samples to NRC OP for leaf analysis for recommendation of Macro and Micro nutrients.

**B) Desk Functions:**

1. Obtain sanction from Commissioner of Horticulture for the implementation of project.
2. Fresh annual action plan to oil palm Commissioner.
3. Cause release of funds to the marketing agencies who supply fertilizers to oilpalm growers and the credit.
4. Cause release of funds to the Oilpalm companies towards release of plant material subsidy.
5. Furnish monthly, quarterly physical and financial progress and funds

- requirement to the oil palm Commissioner for release of funds .
6. Furnish claims to the oil palm Commissioner with necessary prescribed certificates to oil palm Commissioner for release of plant material and cultivation subsidy.
  7. Project problems to oilpalm Commissioner.
  8. Cause issue of fertilizers certificates to the oil palm Commissioner from time to time .
  9. Maintain registers and records, beneficiary lists under the scheme.
  10. Fixing jurisdiction of Horticulture Officers based on potentiality of area..
  11. Allot targets component wise and review the work of Horticulture Officer (OP) in his jurisdiction.
  12. Review tour diaries of Horticulture Officers.
  13. All functions mentioned in Appendix-I.

**C) Statutory functions:**

1. Implement the AP Oilpalm (Regulation of production and processing) Act 1993 in the District.
2. As per the provision of AP Oilpalm Act 1993 the Asst Director of Horticulture (ODP) of the district in the member of the zonal committee.
3. In exercise of the powers confirmed under sub. Section (1) of sec. 9 of the AP act Government vide GO.Ms.No.45 of 8.3.95 of A&C (Agri . II) Department to appoints the Asst Director of Horticulture of all the 10 oil palms districts were declared as Oilpalm inspector.
4. An Oilpalm inspector may at any time inspect a factory and verify such records, reports, statements and Registers as may be required to be maintained in connection with due implementation of the provision of the Act and may also direct the occupier of a factory to produce them for his verification.
5. An occupier of the factory who fails to maintain the records as required by the section or fails or refuses to produce the same when called for by an authority under the act shall be punishable under Section 15 of the act.

- IV. Jurisdiction:** ADH oil palm is competent to take independent decision in all matters of implementation of various programmes in the oil palm districts and also booking of expenditure against budget provision.
- V. Enactment to be followed :** Oil palm Act 1993 and execution of instructions of any section in this regard.
- VI. Critical provisions:** Oil palm Act, 1993.
- VII. Whom to approach:**
- a) Inter department - District Collector, J.D (Agri) SE (Electricals) SC Panchayat Raj, SE (R & B), SE Public health, Agriculture research station, NRCOP, Pedavegi, ITDA, SC Corporation, DRDA, Local banks processing units.
  - b) Intra Department:- Commissioner of oil palm.
- VIII. Administrative accountability:** Oil Palm Commissioner / District Collector.
- IX. Quantifications of work out put:**
- 1) Responsible for achieving the over all physical and financial target in time bound manner.
  - 2) Responsible for proper implementation of Oil palm Development programme, implementation of AP Oilpalm Act.
  - 3) Responsible for mitigating the problems of Oilpalm growers, processors and there by achieved cherished goals.
  - 4) Responsible for carrying out the administration in efficient and friction free manner in the Districts.
- X. List of registers to be maintained:**
- List of beneficiaries, component wise, category wise.
1. Register for receipt of amount for Oilpalm companies, proceedings wise.
  2. Component wise, expenditure.
  3. Beneficiary's wise subsidy releases.
  4. Expenditure on staff and other allowances.
  5. Tour Diaries.

6. Minister of the Zonal committees
  7. Stock Registers
  8. List of Oilpalm companies.
  9. Company wise, data wise, FFB, Collection, proceedings CPO recovery and Nuts recovery
  10. Cash books.
  11. Meteorological data
  12. Factory Zone wise Maps
- XI. Periodical Reporting:-** To commissioner of oil palm.
- XII Forms of Correspondence:**  
Follow normal channel of correspondence, no way related to issue certificate of any kind.
- XIII. Possible areas of interface:**  
Oilpalm cultivators, Oilpalm processors, other bodies or agencies connected with Oilpalm cultivation.

## ASST DIRECTOR OF HORTICULTURE (ODP),

East Godavari District: Oil plam seed gardens.

- I. **Origin of the post, reasons for creation, and role played:-**
  1. In addition to the above duties the Asst Director of Horticulture (ODP), Rajahmundry, East Godavari District will be the in charge for the Oilpalm seed gardens (20 hec) established in the Central Jail premises Rajahmundry in the year 1992.
  2. The post is meant for production of quality Oilpalm seed sprouts under the technical guidance of NRCOP. Pedavegi.
- II. **Position with in the organisation**  
The incumbent in the post is meant for production of quality oil palm seed sprouts under the technical guidance of NRC OP, Pedavegi.
- III. **Functions :**



**a) Field Functions:**

1. Assist the breeder of NRCOP in identification of mother palms for crossing.
2. Maintain Oilpalm seed gardens by providing timely irrigation fertilizer and other package of practices to boost up the yields.

**b ) Desk functions:**

1. Prepare annual plan for physical and financial requirements.
2. Maintain records and registers pertained to seed garden .( mother palm of seed garden).
3. Obtain technical advise from Director, NRC OP on the construction of the lab and other equipment required for production of quality seeds
4. Request the Oil palm Commissioner for release of annual budgets.

**C) Statutory functions:- Oil palm Act, 1993.****IV. Jurisdictions :**

Oil palm seed garden.

**V. Enactments, Rules and Regulations to be followed :****VI. Critical provision: Oil palm Act 1993.****VII. Whom to approach.**

A . Inter Department; Director, NRCOP, Pedavegi, West Godavari.

B. Intra Department: Commissioner of Oil Palm.

**VIII. Administration accountability: Oil palm companies/District Collector.****IX. Quantifications of work out put:**

2. Responsible for maintain of proper records on identification of mother palms and production of quality seed sprouts on the technical advise of Director of NRCOP.
3. The quality of seed has to be got certified by the competent authority before distribution.

**X. List of registers to be maintained**

1. Register of mother palm identification

2. Seed production register.
3. Stock register of lab equipment
4. Seed sprouts supply registers
5. Cashbook.
6. Receipt of funds from oil palm commissioner.
7. Sale receipt register.
8. Dead stock register
9. Temporary dead stock register.

**XI. Periodical Reporting:-** To the commissioner of oil palm.

**XII. Forms of correspondence:**

Follow normal channels of correspondence no way related to issue of certificates of any kind

**XIII. Possible areas of interaction:-**

Director of NRCOP, Oil palm Commissioner, District Collector, Central Jail Officers.

## HORTICULTURE OFFICER (OIL PALM), IN THE DISTRICTS.

**1. Origin of the post reasons for creation and role played:**

The Oilpalm demonstration project was implement from 1988 to 1993-94. At that time 3 Horticulture Officers were sanctioned for East Godavari, West Godavari and Krishna Districts. Later vide GO MS.NO. 179 A&C (H) Department of 26.4.97 the Government has sanction 30 posts @ 3 posts for each oil palm District.

2. The Horticulture Officer is a technical person work under the administrative control of Oilpalm Commissioner and technical control of ADH (ODP)
3. The post was created to assist the ADH (ODP) technically for the implementation of OPDP programme in the Districts.

**II. Position with organization:**

Horticulture Officer is technical person, next to Asst Director of Horticul-

ture (ODP) in the District.

### III. Functions:-

#### a) Field functions:

1. Identify the new areas in his jurisdiction for oil palm cultivation and submit list to Asst Director of Horticulture (ODP) of the District.
2. Identify beneficiaries in the identified potential mandals of his jurisdiction based on the soil suitability and irrigation sources and submit list to Asst Director of Horticulture (ODP).
3. Publicity and propoganda will be done in his jurisdiction by way of organising campaigns, awareness programs, wall posters, slides and also arrange field visit to farmers.
4. Inspect the old Oilpalm gardens in his jurisdiction and give necessary technical guidance to the farmers on time to time on management practices.
5. Maintain list of beneficiaries component wise.
6. Assist the farmers in his jurisdictions for layout and pitting
7. Inspect oil palm plantations frequently and recommend for cultivation subsidies to Asst Director of Horticulture (ODP) of the district based on the plant population and issue necessary certificates.
8. As soon as the planting is done in new areas the Horticulture Officer (ODP) has to inspect and record the relevant information and submit the ADH (ODP) for releasing the Plant material. Subsidy and cultivation subsidy.
9. Visit oil palm nurseries raised by oil companies in his jurisdiction and give necessary technical guidance.
10. He acts as a liason Officer between Asst Director of Horticulture (ODP), oil palm growers and proceeding units, bankers, research station etc., in his jurisdiction.
11. Project the problem of oil palm companies and growers to the ADH (ODP) from time to time.
12. Horticulture Officer ODP) should see that the fertilizers (input subsidies) given to the farmers are properly utilized.

13. Horticulture (ODP) will arrange inputs (fertilizers) on subsidy basis through Government Agencies in his jurisdiction.
  14. Collect leaf samples in his jurisdiction and arrange to send NRCOP for leaf analysis. -
  15. Horticulture Officer (ODP) as to inspect new areas and recommended for planting after he satisfies the soil condition and assured irrigation sources.
  16. The H.O (ODP) has to achieve his targets given to him component wise.
  17. In Oilpalm drip irrigation the HO (ODP) has to inspect the field personally and verify the stage of garden, water source, water requirement and water availability etc., and in final inspection the HO has to inspect drip installation and verify all items in field as per the invoice and certify accordingly.
- b) Desk functions:**
1. Prepare action plan for his jurisdiction and submit to Asst Director of Horticulture (ODP)
  2. Maintain meteorological data.
  3. Cause supply of inputs to the oil palm growers.
  4. Maintain list of beneficiaries, Categories/ Company and also release of inputs subsidy like plant material under subsidy.
  5. Submit tentative tour diaries in advance to ADH (ODP).
  6. Meet the ADH (ODP) of the district frequently and project the problem of oil palm growers and subsidies.
  7. Maintain the maps of his jurisdiction and maintain the crop wise particulars irrigation sources, meteorological data category wise population.
  8. Be in touch with local banks, for arranging loans.
  9. Be in touch with oil palm processing units in his jurisdiction and maintain the FFB collections, proceedings, CPO recoveries % of recovery and nuts recovery on day-to-day basis.
  10. Submit the plan of action to Asst Director of (OP) for every month in

advance to achieve the targets component wise.

**C) Statutory functions:**

1. Assist the Asst Director of Horticulture (ODP) in implementation of OPDP projects and also oil palm act. 88IV. Jurisdiction:

Jurisdiction of the HO (ODP) will be fixed by ADH (ODP) based on the potentiality from time to time.

**V. Enactments, Rules, Regulations to be followed:** Oil palm act, 1993.

**VI. Critical provisions:-** Oil palm act, 1993.

**VII. Whom to approach:-**

- a) Inter Department:- Bankers, Research Stations, Agriculture University, Farmers, Processors of oil palm.
- b) Intra Department:- ADH.

**VIII. Administrative Accountability:-** To the concerned ADH.

**IX. Quantification of work - Output :**

- a. Responsible for proper selection of farmers and areas based on soil condition and irrigation facilities.
- b. Responsible for implementation of OPDP purposes form the targets fixed by ADH (ODP))
- c. Responsible for maintaining of Maps, company details, cropping pattern, Electrification category wise farmers population meteorological date and other relevant information.
- d. Responsible for proper layout, digging, planning and supply of inputs to oil palm garden in his jurisdiction.

**X. Periodical reporting:-** To concerned ADH (Oil palm).

**XI. List of registers to be maintained:**

1. List of beneficiary's component wise/category wise.
2. Registers for inputs supply beneficiary wise.
3. Beneficiary's wise subsidy releases.
4. Stock register.

5. Meteorological data
6. Cropping pattern, list of crop maps, electrification category wise, population, and mandal/village.
7. Crop wise, date wise FFB, Collection processing, recovery details (Oil & Nuts).

**XII. Forms of correspondence:**

Follow normal channel of correspondence, no way related to issue certificates of any kind.

**XIII. Possible areas of interaction.**

Oilpalm cultivators, oilpalm processors, other bodies or agencies considered with oilpalm development.

## HORTICULTURE OFFICER (EXTENSION)

**Origin of the post, reason for creation and role played:-**

The post is originated through G.O.Rt.No. 361 F&A (Agri. II) Dept. Dt. 13-2-92.

1. The posts are created for orderly development of horticulture in their respective jurisdiction.
2. The increment in the post has to motivate farmers for bringing additional areas under horticulture crops
3. Spread the knowledge of package of practices for increasing production and productivity.
4. Implement various schemes/programmes for the benefit of the farmers besides passing on the incentives.
5. Introducing new technology for improving productivity.
6. Organise field demonstration to spread the package of practices designed for cultivation of various Horti-Crops.
7. Train farmers in the use of new technologies, implements etc.

**II. Position in the Organisation:-**

The post belongs to category V in terms of Horticultural service rules. It

is a field level functionary post. He or She of the post shall interact with the farmers, farmers bodies, farmers Coop. Societies, seed agencies, Drip companies dealers, Pesticide dealers, Nurserymen and other departments involved in development of Horticulture.

### III. Functions:-

#### (a) Field functions:-

1. Intensively visit farmers and farm holdings and motivate them in bringing additional hectareage under horticultural crops and implementation of horticulture schemes.
2. Propagate about the departmental programmes under implementation during the year
3. Visit farmers fields/Orchards and render advise either on Agronomic practices or plant protection measures.
4. Motivate farmers for adoption of drip irrigation duly explaining the internal advantages associated with it.
5. Organise and arrange demonstration plots either for propagation of package of practices or for introduction of new crops or technologies.
6. Acts as a resource person and impart training to the farmers selected by other agencies such as watershed committees, D.R.D.A's, I.T.D.A's, S.C.Societies.
7. Organise Horti-farmers Coop.Societies
8. Organise farmers tours to areas of Horticultural excellence and Research Stations.
9. Visit gardens installed with drip irrigation systems verify their functioning and further guide the farmers irrigation management.
10. Visit villages and collect horticulture area particulars.
11. Visit horticulture crop area which are in bearing and assess crop prospects and report.
12. Visit villages of his/her jurisdiction and assess the requirement of seeds and plant material required.

13. Guide farmers in procuring the plant material
14. Conduct crop estimation experiments assigned.
15. Workout credit requirements year wise and submit to the A.D.H as well as to the credit extending agencies.
16. Visit Office of the credit extending agencies and acts as a liason functionary for the benefit of farmers as well as agencies.
17. Attend Z.R.A.E.C & A.M.C Meetings.
18. Attend Annual Body Meeting of Mandal Parishads and appraise members about Horticultural programmes pertaining to the area.
19. Guide and supervise the work of subordinates under his control
20. Collect the leaf samples and send them for leaf analysis.
21. Conduct field days at some of the demonstration plots organised.
22. Participate in horticultural shows and seminars.
23. Visit horticultural research stations located in his area and seek advise if any on special problems.
24. Provide field or garden layout to the farmers who are in need of it.
25. Propagate about use of mulching green houses and shadenets.
26. In times of Natural calamity, assess damages to the crop and report besides advising steps for rejuvenation.
27. Extend relief if any to the farmers effected of natural calamity.
28. Visit Rythu Bazars and provide technical guidance to the farmers in grading and marketing.
29. Help the farmers in selection of the exhibits meant for horticultural shows.
30. Attend review meetings convened by the superior officers.

**b) Desk Functions:-**

1. The Horticulture Officer has to maintain the following registers and records.
  - (a) Statistical data pertaining to horticulture crops



- (b) Register for minikits distributed.
  - (c) Register of beneficiaries under Nutritional gardens.
  - (d) Crop estimation survey register.
  - (e) Demonstration Plot register.
  - (f) Register of leaf samples submitted and results received.
  - (g) Stock register
  - (h) Register on drip irrigation areas covered
  - (i) Scheme wise new areas covered.
  - (j) Register of applications received for sanction of subsidy from Coconut Development Board and Spices Board.
  - (k) Register Denoting cropwise - farmer wise areas, damaged in times of natural calamities.
  - (l) Treasury bill registered
1. U.D.P. Register
  2. Submit Progress Reports pertaining to all programmes being carried out by him/her
  3. Prepare hints to farmers based on factual position of the crop for transmission through AIR.
  4. Provide stock entry certificates on the invoices made out against the input supplies carried out to his area.
  5. Submit weather watch report and crop condition report to the Asst. Director of Horticulture.
  6. Submit prescribed forms duly filled under crop estimation surveys assigned to the Chief Planning officer under copy to A.D.H.
  7. Prepare Scheme wise beneficiaries list and submit the same to the A.D.H.
  8. Work out seed and plant material required for grounding of schemes entrusted to him.
  9. Also workout Audit requirements either for grounding of new area coverage or Drip Irrigation, or mulching and submit the same to A.D.H

10. Report breakout of pest and diseases to horticultural crops which require PP measures on campaign basis.
11. Submit tour diaries of his office subordinates with his comments as well as his own diaries.
12. Submit Tour journal pertaining to all staff members working under his control

**C. Statutory Functions: Nil**

**IV Jurisdiction:-**

- (a) The Horticulture Officer is a field functionary confined to fixed area as his jurisdiction. He or she has to follow the guidelines communicated in the implementation of various programmes. He or she is competent to take independent decisions in matters of selection of beneficiaries to various programmes or providing subsidy assistance, provided such decisions conformed to the guidelines communicated. He or she is also competent in taking decisions in deployment of his subordinates in execution of the work entrusted.
- (b) The H.O is a information furnishing authority in cases of disciplinary matters pertaining to his subordinates.

**V. Enactments, Rules, Regulations to be followed :-**

There are no statutory rules prescribed to this post. Follow the guidelines communicated in grounding of the schemes

**VI. Critical Provisions:-**

Nil. Since there are no enactments to be followed.

**VII. Whom to approach:-**

- (a) Inter Departmental:- M.D.O's, M.R.O's, Field level functionaries of other departments station at his Head Quarters, Research Scientists.
- (b) Intra departmental:-  
A.D.H

**VIII. Administrative accountability:- To the A.D.H**

**IX. Quantification of workout:-**

1. Responsible for overall development of Horticulture in his Jurisdiction.
2. Responsible for achieving the Physical & Financial Targets assigned under all Horticultural schemes in time bound manner.
3. Responsible for ensuring the distribution of incentives in time bound manner.
4. Vigilent against out break of pests and diseases for Horticultural crops in his Jurisdiction.
5. He or She shall be easily be accessible to the farmers
6. Responsible for spreading latest technologies pertaining to Horticulture so as to improve productivity and production of Horticulture crops.

**X. Periodical Reporting:-**

1. Monthly Progress Reports pertaining to all Schemes under implementation in his jurisdiction
2. Expenditure statements pertaining to all Schemes
3. Beneficiaries list pertaining to the above Schemes
4. Results of Demonstration trails and crop cutting experiments organised in his area of operation.
5. Weather watch report
6. The report on Treasury remittances on any.

**XI. List of Registers to be maintained:-**

1. Statistical data register pertaining to Horticulture Crops
2. Register for mini kits distributed
3. Register of beneficiaries under nutritional gardens
4. Crop estimation Survey register
5. Demonstration plot register
6. Register of leaf sample submitted and result received
7. Stock Register
8. Register on Drip Irrigation area covered

9. Scheme wise New areas covered
10. Register of applications received for sanction of subsidy from Coconut Development Board and Spices Board.
11. Register denoting crop wise - farm wise areas damaged in times of natural calamities.
12. Treasury Bill Register.
13. U.D.P. Register

**XII. Farms of Correspondence:-**

Follow the normal rules of correspondence as prescribed in the district office manual no way related to issue of certificate of any kind.

**XIII. Possible areas of interface:-**

Orchards, prospective Orchardists, processors, marketers, exporters of horticultural produces, nurserymen, credit extending agencies, mushroom grown, seed companies and agencies drip companies, pesticide manufacturers and dealers, marketers of tools and implements scientists of Horticultural Research Stations and Agricultural Universities, Coconut Development Board, Spices Board, Directorate of Cashew, Directorate of Cocoa, Spices and Arecanut.

**Horticulture officer in-charge of nurseries (Farm):**

**Reasons for creation and role played:**

The post is originated through G.O.Rt.No.361 F&A (Agri. II) Dept. Dt. 13-2-92

There are Horticultural Farms under the control of the Department. Each nursery is manned by an Horticulture officer Functions and duties of the Horticulture Officer, in-charge of nursery farm are similar.

- 1) The posts are created for manning of the; horticultural nursery farms and where pedigree plant material is being multiplied and distributed.
- 2) The posts are created for orderly and need based multiplication of plant material to meet atleast partially the needs of farmers for bringing additional areas under horticultural crops.

- 3) The Horticulture officer has to ensure production of quality plant material and supply to the needy farmers.
- 4) The nursery farm has to run on profit lines.

**II) Position in the organization:**

The post belongs to category-V of the horticultural service Rules. The Incumbent in the post is in-charge of the farm and responsible for production of plant material. The incumbent of the post interact with the farmers, farmers bodies who visit the farm and also the agencies such as Dist. Rural Development Agency, S.C. societies, watershed committee who are involved in the development of the horticulture.

**III. Functions :**

**a) Field Functions:-**

- 1) The Horticulture Officer in-charge of the farm shall take the muster of the labourers engaged in the work in the farm wise a day and assign duties / work for each one of them.
- 2) After taking muster the Horticulture Officer has to deliver the requisite implements and other inputs such as rootstocks, scions, twine, polythene film, fertilizers, pesticides as required for carrying out the works entrusted.
- 3) After assigning the work to the labourers the Horticulture Officer will go round to the field areas where work is going on and supervise execution of works.
- 4) During the time of work execution the Horticulture Officer shall guide and advise the labourers in carrying out the works in just and proper manner.
- 5) Inspection of works going on in the farm or overseeing of the works being carried by the labourers is not a one-time affair. It has to be carried out as many times as possible. If the Horticulture Officer has no table work or sales or any visitor to farm he or she can always be at the works site of the farm and hasten up the works going on.
- 6) The Horticulture Officer may have to give priority in supply of plant material whenever a farmer or groups of farmers come to the farm and

request for the supply duly raising the requisite bills.

- 7) When a visitor or visitors or farmer evenue interest in knowing cultivation aspects of any particular Horticultural crop being grown in farm or any new technology being adopted in the farm, the Horticulture Officer should explain the details sought for.
- 8) Just before the end of the day the Horticulture Officer shall make it convenient and visit the work spots in the farm and record the volume or quantum of work completed during the day.
- 9) At the end of the day the Horticulture Officer has to receive back all the implements and tools delivered during the day's morning and see that they are stored under his lock and key.
- 10) At the end of the day i.e., after the labourer's have left the farm the Horticulture Officer has to verify the reporting of watchman and assign them specific duties based on the specific need and importance. Further torches or torch cells, required for night watch have to be delivered to the watchman.
- 11) The Horticulture Officer in-charge of the farm has to inspect progeny plants particularly when they are in bearing and keenly observe either for pest and disease incidence or theft of usefructs or their nearness to maturity and initiate suitable steps as the situation demands.
- 12) Try to dispose of the usefructs from progeny orchards through auction sale duly fixing the date well in advance and that too in consultation with the Asst. Director of Horticulture.
- 13) The Horticulture Officer should inspect particularly the primary nursery beds or coconut nursery if it is there in the farm and record the percentage of germination.
- 14) The Horticulture Officer should also visit the plots wherein ground layering or grafting has been carried out and verify whether they are being watered regularly.
- 15) In all cases where Horticulture Officer is residing in the farm the Horticulture officer may pay an odd surprise visit to check whether the watchman are alert or not.

**Desk Functions :**

- 1) The Horticulture Officer has to prepare well in advance the action plan for the entire farm for a period of one-year (financial year) and submit the same to the Asst. Director of Horticulture for scrutiny and approval.
- 2) Based on the action plan approved, estimate the requirements of various inputs needed for the production programme and indent for the supply of the same to the Asst. Director of Horticulture well in advance.
- 3) Prepare the forecast of work to be done for the next week or 15 days and it should include the requirement of inputs, labour etc., and submit the same to Asst. Director of Horticulture for approval and return.
- 4) In the absence of reasonable instruction or approvals before the commencement of the forecast date from the ADH, the HO can go ahead with the works proposed in the forecast.
- 5) The HO has to conduct sales or distribution of plant material duly raising the cash sale bill or free transfer bill respectively.
- 6) For all the plant material distributed or the inputs consumed while carrying out the works have to be deducted in the stock registers concerned.
- 7) Post the germination registers up to date based on the recording made during the day when they are inspected.
- 8) Write DRS day wise and submit them to ADH.
- 9) At the end of the day write cashbook and keep the cash safe till such time that it is remitted into treasury and the bank (in 99% of the cases it will in next day).
- 10) At the end of the week the muster roll for the week has to be submitted to the ADH to effect payment of wages.
- 11) At the end of the day carry out stock entries in the observation registers about the number of grafts grafted, budding budded, layers. layered, or grafts separated, layers separated etc.
- 12) Also at the end of the day verify and check the tools and implements delivered have been received back in full.
- 13) Segregate and store separately the implements broken out or worn-

out so that they can be presented before an inspecting officer for condemnation.

- 14) Record entries in the concerned register pertaining to all implements and articles proposed for condemnation.
- 15) The HO has to initiate immediate action in all cases of power supply failure or thefts or unrest among the farm labourers.
- 16) Prepare and submit progress reports about works completed or carried out in the farm to the Asst.Dir.of Horti.concerned.
- 17) Arrange to remit the sale proceeds of plant material, seeds, seedlings and usufructs etc., into the treasury or bank.
- 18) Conduct training to farmers or farm labourers on cultivation aspects or propagation methods.
- 19) Conduct auction sales of usufructs or condemned articles on the dates specified earlier duly following the procedures prescribed.
- 20) Carry out disbursement of wages to the labourers duly obtaining acquaintances.

**Statutory Functions :** NIL.

#### **IV. Operational jurisdiction:-**

- a) The HO is a field level functionary and confined to the farm and farm activities. In so far as programme implementation in the farm he / she has to follow the approved pattern together with the guidelines communicated. He/she is competent to take independent decisions in admitting and deployment of labour in the farm.
- b) The HO Incharge farm is a information furnishing authority in cases of disciplinary matter pertaining his subordinates or thefts in the farm or unrest among the farm labour.

#### **V Enactments, Rules, Regulations to be followed:-**

- 1) There are no statutory rules prescribed to this post.
- 2) Follow the guidelines communicated in so far as booking of expenditure is concerned.



- 3) Follow technical guidelines and procedures in so far as multiplication of plant material.

**VI Critical provisions:-**

Nil, since there are no enactment to be followed.

**VII Whom to approach:-**

- a) Inter Department:- M.R.Os., Local police, other agencies involved in distribution of plant material.
- b) Intra Department:- ADH.

**VIII Administrative accountability:-** To the ADH.

**IX Quatification of work output:-**

- 1) Responsible for neat tidy and orderly maintenance of the nursery farm.
- 2) Responsible for production of seeds and plant material targeted for the year.
- 3) Responsible for ensuring the distribution of plant material / seeds without lapse of time or loss to the Government.
- 4) Over all responsible for profitable running of the nursery farm.

**X Periodical reporting:-**

- 1) Daily record sheet
- 2) Forecast report.
- 3) Monthly progress report pertaining to production of plant material and their distribution.
- 4) Expenditure reports.
- 5) Weekly muster rolls for effective payment.

**XI List of registers to be maintained:-**

- 1) Register depicting the layout of the farm including the permanent pictures such as irrigation wells, pump sets, roads, buildings etc.
- 2) Stock registers.
- 3) Plant material stock register.
- 4) Dead stock register,

- 5) Temporary dead stock register.
- 6) Register of observations.
- 7) Germination register.
- 8) Auction sale register.
- 9) Register of condemned articles.
- 10) Cash book.
- 11) Bill books.
- 12) UD Pay register
- 13) Treasury bill book.
- 14) Treasury transaction register.

#### **XII Forms of correspondence:**

Follow the normal rules of correspondence as prescribed in the District office manual. No way related to issue of certificate of any kind.

#### **XIII. Possible areas of interface:-**

Orchardists, prospective orchardists, scientists of Horticultural and Agricultural Research Stations, Marketers of usefructs of the farm officials of the department, involved in the development of horticulture and colleague H.O.

### **SUB-ASST. (EXTENSION):**

#### **I. Position with in the organisation**

The Department of Horticulture has inherited these posts from Agriculture Department at the time of formation of the Department. The posts were created originally to carry on non-technical functions such as mobilization of farmer's, identification of farmers, identification of areas, identification of sites for organization of demonstrations, drawal of water samples and thereby assist the primary field functionary namely the Horticulture Officer.

#### **II. Position with in the organisation**

The post belongs to Horticultural sub-ordinate service. The incumbent in the post is in charge of certain jurisdiction assigned mainly consisting

of one mandal or two. The incumbent in the post assist the H.O. in implementation of the Horticultural programmes. The incumbent of the post interact with farmers, farmer's representatives.

### **III. Functions :**

#### **a) Field Functions :**

1. Gather village-wise statistical information pertaining to all Horticultural crops in his jurisdiction.
2. Identify areas for future development under Horticulture.
3. Identify farmers for new area coverage.
4. Identify the sites and fields and farmers for organization of demonstration plots
5. Help the farmers in systematic drawing of the soil, water and leaf samples for analysis.
6. Estimate requirement of seeds, or plant material required for new area coverage pertaining to his jurisdiction.
7. Organize subsidized distribution of vegetable seeds, pesticides and fungicides.
8. Distribute plant material to the selected beneficiaries under nutritional garden programme
9. Assess and note down credit requirements either for new area coverage or drip irrigation.
10. Help farmers in production of organic manures.
11. Bring major incidences of pest and diseases of horticultural crops to the notice of H.O.
12. Distribute vegetable minikits to the identified beneficiaries.
13. Identify farmer for farmers tour seminars shows and exhibition
14. Guide and help farmers in selecting horticultural exhibits besides motivating them for participation in exhibitions
15. Enlist farmers and areas affected in times of natural calamities.

16. Extend relief to farmers in times of natural calamities
17. Mobilize farmers for group meetings and training programmes.
18. Obtain applications from the selected farmer either for input subsidy or for implements or for plant protection equipment.

**b) Desk functions:**

1. Prepare village wise horticultural statistics for every village of his jurisdiction
2. Maintain beneficiaries list scheme wise and programme wise.
3. List out beneficiary wise distribution of vegetable seed, minikits, pesticides and plant protection equipment.

**c) Statutory functions:** Nil.

**IV. Operational Jurisdictions :**

- a) The Sub-Asst. is a field level functionary and confined to his area of operation. The incumbent of post is not competent to take independent decisions in respect of any of the matters concerning the departmental activities.
- b) The incumbent in the post is an information furnishing authority in respect of all matters entrusted to him either to Horticulture Officer or Asst. Director of Horticulture.

**V. Enactments, Rules and Regulations to be followed :**

1. There are no statutory rules prescribed to this post.
2. Follow the guidelines communicated in assisting the Horticulture officer.

**VI. Critical Provisions :**

Nil, since there are no enactments to be followed.

**VII. Whom to Approach :**

Inter departmental: Not concerned.

Intra Departmental: H.O. & A.D.H.

**VIII. Administrative Accountability :**

To the H.O. and A.D.H.

**IX. Quantification of work - Output :**

1. Responsible for carrying out the guidelines being issued from time to time.
2. Responsible for subsidized distribution of vegetable minikits, vegetable seeds, plant material nutritional garden.
3. Responsible for identification for farmers tours exhibitions, seminars.

**X. Periodical Reporting :** : Beneficiaries list.**XI. LIST OF REGISTERS TO BE MAINTAINED:**

1. Statistical data pertaining to his area of operation.
2. Rainfall data
3. Beneficiaries list

**XII. FORMS OF CORRESPONDENCE:**

Not entrusted with any correspondence work.

**XIII. POSSIBLE AREAS OF INTERFACE:**

Farmers, farmer's bodies

**SUB-ASST.(FARM)****ORIGIN OF THE POST REASON FOR CREATION AND ROLE PLAYED:**

The Department of Horticulture has inherited their posts from Agriculture Department at the time of formation of the Department. The posts were created originally to carry on non-technical functions such as labour mobilization for farm activities; extraction of work from the laborers engaged and assists the H.O. in-charge farm.

- I. **POSITION WITHIN THE ORGANISATION:** The post belongs to Horticultural sub-ordinate service. The incumbent in the post is in-charge of farm. The incumbent in the post is to assist the H.O. in production of plant material.

**II. Functions.****a) Field functions:**

1. Mark muster to the labourers engaged in the farm in the absence of H.O. in the farm.

2. Under the instructions of the H.O. remit the sale proceeds of seeds plant material and other receipts into the treasury or to the bank.
3. Assign duties to the labourers and entrust the work to be carried in the farm.
4. Supervise the day-to-day work going on in the farm and extract work from the labourers engaged.
5. Go round the farm, note down and bring to the notice of the H.O. with regards to items of work to be taken-up in the farm during the next 15 days.
6. Assist the H.O. in preparation and separation of forecast of works based on the factual position obtained in the farm.
7. Deliver plant material to the farmers based on the sale bills raised in their favour.
8. In times of need mobilize additional labour force for farm operations.
9. Receive inputs such as red earth, sand, farm yard manure, mango stones and account for to the H.O.
10. Ensure proper application of manures and daily watering either to progeny plants or grafts, budding and layers under production.
11. Mobilize bidders for auction sale of usufructs or other condemned articles.
12. Help and guide the labourers engaged in proper sowing of primary nurseries in the farm.
13. Inspect primary nurseries in the farm; take the count of germination of seeds and report to the H.O. for recording.
14. Make propaganda about the plant material available in the farm for sale to the visitors as well as others nearer to the farm.
15. Ensure proper labelling of all the grafts buddlings and ground layers etc.
16. Monitor the functioning of machinery and also the condition of the cattle available in the farm and bring it to the notice of the H.O. in all cases where the attention of H.O. is required.

17. Record meteorological data either the farm is equipped ?

**b) Desk functions:**

1. Assist the H.O. in preparation of an annual action plan to the farm.
2. Help the H.O. in preparation of forecast of works to the farm.
3. Help the H.O. in disbursement of wages to the labourers engaged in the farm.
4. Cause in arranging plant material meant for sale in accountable manner.

**c) Statutory functions: Nil**

**IV. Operational Jurisdictions :**

- a) The sub-Asst. in charge farm is a field level functionary confined to the farm and farm activities. The Sub-asst. is not competent to take independent decisions in any of the activities concerning the farm.
- b) The Sub-asst. in-charge farm is an information furnishing authority in all activities confirming to the farm to the H.O. and in his absence to the A.D.H.

**V. Enactments, Rules and Regulations to be followed :**

There are no statutory rules prescribed to this post.

1. Follow the guidelines and advises of the H.O. in execution of farm works.

**VI. Critical Provisions : Nil, since there are no enactments to be followed.**

**VII. Whom to Approach :**

- a) Intra department: H.O. of the farm.
- b) Inter department: M.R.Os. M.D.Os. local police and other agencies involved in distribution of plant material.

**VIII. Administrative Accountability : To the H.O.**

**IX. Quantification of work - Output :**

1. Responsible for neat tidy and orderly maintenance of the nursery farm.
2. Responsible for proper and adequate extraction of work from the labourers engaged for the farm operations.
3. Responsible for production of targeted plant material during the year.

4. Overall responsible for profitable running of the farm.

**X. Periodical Reporting :** None

**XI. List of Registers to be Maintained :**

a. Registers of rainfall received.

b. Registers of plant material put for observation

**XII. Forms of Correspondence :**

Not involved in correspondence.

**XIII. Possible Areas of Interface :**

Farmers, marketers of usufructs.

## SUPERINTENDENT

**I. Origin of the Post :**

Even though there are 27 Heads of Officers in the State in moffossil area, superintendent posts are confined to eleven offices only. The details are:

1. O/o.Asst.Director of Horticulture Visakhapatnam G.O.Ms.No.680 A&C (Horti)Dept. dated 04.11.1994
2. O/o. Asst. Director of Horticulture Vizianagaram G.O.Rt.361 F & A(Agri II) Dept. dated 13.02.1992
3. O/o. Dy. Director of Horticulture Rajamundry-East Godavari Dist. G.O.Ms.No.680 A&C (Horti) Dept. dated 04.11.1994
4. O/o. Asst. Director of Horticulture Vijayawada-Krishna Dist. G.O.Rt.No.361 F & A (Agri.II) Dept., dated 13.02.1992
5. O/o. Asst. Director of Horticulture Kurnool - Kurnool Dist. G.O.Rt.No.361 F & A (Agri.II) Dept., dated 13.02.1992
6. O/o. Asst. Director of Horticulture Warangal - Warangal Dist. G.O.Rt.No.361 F & A (Agri.II) Dept., dated 13.02.1992
7. O/o. Asst. Director of Horticulture Adilabad - Adilabad Dist. G.O.Rt.No.361 F & A (Agri.II) Dept., dated 13.02.1992



8. O/o. Asst. Director of Horticulture Nalgonda - Nalgonda Dist. G.O.Rt.No.361 F & A (Agri.II) Dept., dated 13.02.1992
9. O/o. Asst. Director of Horticulture Sangareddy - Medak Dist. G.O.Rt.No.361 F & A (Agri.II) Dept., dated 13.02.1992
10. O/o. Asst. Director of Horticulture Hyderabad - Rangareddy Dist. G.O.Ms.No.680 A A & C (Horti) Dept., dated 04.11.1994
11. O/o. Asst. Director of Horticulture Khammam - Khammam Dist. G.O.Ms.No.680 A & C (Horti) Dept., dated 04.11.1994

### **REASON FOR CREATION AND ROLE PLAYED**

1. The posts were created for providing quality ministerial assistance to Asst. Director of Horticulture.
2. In the absence of ADH i.e, on tour the superintendent is supposed to maintain the office in an effective and an orderly manner.
3. The incumbent in the post has to interact with the general public who visit the office and also functionaries from other department.

#### **II. Position with in the organisation**

The incumbent in the post is the ministerial head of the office of the Asst./Dy. Director of Horticulture as the case may be. The incumbent in the post has to extract work from the other ministerial assistance and see that ultimately the A.D.H. is helped with quality ministerial assistance in a time bound manner. In the absence of the ADH the incumbent in the post has to interact with all the visitors whether they are farmers or from other departments connected to the department.

#### **III. Functions :**

##### **a. Field Functions :**

1. Assist the ADH in conducting of annual verifications/Annual inspection of Horticulture farms which are under the control of the DDH/ADH.

##### **b. Desk Functions :**

1. Maintain Attendance and late attendance Register and see that they are

- submitted to the head of office by 10.45 A.M. every day.
2. Before submitting the attendance Register mark CLs/late attendance/ tours/absence in the register.
  3. The incumbent in the post has to deal the following subjects and put up for orders to the officer
    - a. Files dealing with legal matters and litigation
    - b. Disciplinary cases
    - c. Thefts, misappropriation, embalsement cases.
    - d. Service matters, number statements, material alternation statement
    - e. Implementation and enforcement of regulatory functions under different acts and rules
    - f. Replies to inspection and audit reports
    - g. Loans and advances to staff
    - h. T.A. Bills
    - i. Tour journals and diaries pertaining to field functionaries
    - j. Treasury reconciliation
    - k. Issue of LPC and NDC
    - l. Spot final and final withdrawal of GPF amounts of staff
  4. Impart training to the new entrance and juniors in so far as procedures etc.
  5. Cause prompt supervision of periodical reports
  6. Checkup periodically personnel register and periodical register of all the ministerial assistance and guide them in speedy disposal of the files
  7. Responsible for prompt delivery and dispatch of tappals pertaining to both inward and outward seats.
  8. Maintain stock files with index properly
  9. Maintain printed forms and stationary and also submit indents, well before the time
  10. Maintain subject files

11. Maintain working hours properly
12. Maintain stillness, cleanliness and Trimness of the office
13. Maintain dairy and all book so as to remind the concerned
14. Cause maintenance of all registers and records properly
15. Cause submission of all register and records properly
16. Maintain service registers of all staff members with time bound entries
17. Cause prompt sanction of increments, leave of all kinds
18. Initiate prompt steps for settlement of FBF, Group insurance, APGLI of retired employees
19. Attend to Treasury duty i.e, encashment of pay bills, T.A. bills, F.T.A. bills and other contingent bills.
20. All files put up for onward submission to the head of office processed by him promptly on the same day. But at the same time correct the drafts, notes etc. wherever necessary in terms of procedures and rules.

**C. Statutory Functions : Nil**

**IV. Jurisdictions :**

- a. The superintendent is ministerial head of the office. He/She is competent to take decisions in consultation with the head of the office in maintenance of official decorum and decency of the office.
- b. The superintendent is an information furnishing authority in all cases pertaining to the head of the office.

**V. Enactments, Rules and Regulations to be followed :**

1. Follow financial and treasury code in so far as expenditure booking
2. Follow fundamental rules leave rules and CCA rules in so far as administration is concerned
3. Therefore no statutory rules prescribed to this post

**VI. Critical Provisions :**

Nil since there are no enactments to follow

**VII. Whom to Approach :**

- a. INTERDEPARTMENTAL - Approve of the District Collector, JDA, project directors of DRDA, and SC Corporation EE R & B Panchayat Raj, ground water department chief planning officer, DTO social forestry
- b. INTRA DEPARTMENTAL - To ADH/DDH

**VIII. Administrative Accountability :**

To ADH/DDH

**IX. Quantification of work - Output :**

1. Responsible for providing quality ministerial assistance to the head of the office
2. Responsible for proper and effective maintenance of office ADH/DDH
3. Responsible for effective extraction of work from other ministerial/assistance and class IV employees.
4. Responsible for guiding the junior members of the office staff in the follow of procedures, rules and Regulations.
5. Responsible in prompt put up of files pertaining to the subjects directly placed with his seat.
6. Responsible for proper guiding of the officers in matters of Accounts, disciplinary cases, conduct of Audit and Budget utilization.
7. Responsible for quality notes and drafts

**X. Periodical Reporting :**

2. Treasury reconciliation statements
3. Number statements

**XI. List of Registers to be Maintained :**

1. Treasury reconciliation Register
2. Register of SRs

**XII. Forms of Correspondence :**

Follow normal rules of correspondence as described in the district office Manual.

No way related to issue of certificate of any kind.

**XIII. Possible Areas of Interface :**

General Public visiting office, ministerial assistance of other sister department.

**SENIOR ASSISTANTS/JUNIOR ASSISTANTS****I. Origin of the Post :**

The posts were created through G.O.Ms.No.304, F & A. Agri. Dept., dated 30.06.1981.

The posts are created to provide ministerial assistance to the head of office.

**II. Position with in the organisation**

Ministerial Assistance

**III. Functions :**

**a. Field Functions :** Nil

**b. Desk Functions :**

1. Maintain Attendance and late attendance Register and see that they are submitted to the head of office by 10.45 A.M. every day.
2. Before submitting the attendance Register mark CLs/late attendance/ tours/absence in the register.
3. The incumbent in the post has to deal the following subjects and put up for orders to the officer
  - a. Files dealing with legal matters and litigation
  - b. Disciplinary cases
  - c. Thefts, misappropriation, embalsement cases.
  - d. Service matters, number statements, material alternation statement
  - e. Implementation and enforcement of regulatory functions under different acts and rules
  - f. Replies to inspection and audit reports
  - g. Loans and advances to staff

- h. T.A. bills
- i. Tour journals and diaries pertaining to field functionaries
- j. Treasury reconciliation
- k. Issue of LPC and NDC
- l. Spot final and final withdrawal of GPF amounts of staff
4. Impart training to the new entrance and juniors in so far as procedures etc.
5. Cause prompt supervision of periodical reports
6. Checkup periodically personnel register and periodical register of all the ministerial assistance and guide them in speedy disposal of the files
7. Responsible for prompt delivery and dispatch of tappals pertaining to both inward and outward seats.
8. Maintain stock files with index properly
9. Maintain printed forms and stationary and also submit indents, well before the time
10. Maintain subject files
11. Maintain working hours properly
12. Maintain stillness, cleanliness and Trimness of the office
13. Maintain dairy and all book so as to remind the concerned
14. Cause maintenance of all registers and records properly
15. Cause submission of all register and records properly
16. Maintain service registers of all staff members with time bound entries
17. Cause prompt sanction of increments, leave of all kinds
18. Initiate prompt steps for settlement of FBF, Group insurance, APGLI of retired employees
19. Attend to Treasury duty i.e, encashment of pay bills, T.A. bills, F.T.A. bills and other contingent bills.

All files put up for onward submission to the head of office processed by him promptly on the same day. But at the same time correct the drafts,

notes etc. wherever necessary in terms of procedures and rules

**C. Statutory Functions :** Nil

**IV. Jurisdictions :**

Ministerial assistance and not competent to take independent decisions

**V. Enactments, Rules and Regulations to be followed :**

1. Follow Financial and Treasury code in so far so expenditure booking.
2. Follow fundamental rules, Leave rules and CCA Rules in so far so administrative is concerned
3. There are no statutory rules prescribed to this post.

**VI. Critical Provisions :**

Nil since there are no enactments to follow

**VII. Whom to Approach :**

- a. INTERDEPARTMENTAL: Nil
- b. INTRADEPARTMENTAL: To ADH/DDH

**VIII. Administrative Accountability :**

To ADH/DDH

**IX. Quantification of work - Output :**

1. Responsible for timely submission of all periodicals
2. Responsible for maintenance of all registers and records pertaining the subjects allocated to the seat.
3. Responsible for taking prompt action on all claims preferred by the subordinate

**X. Periodical Reporting :** 1. TREASURY RECONCILIATION STATEMENTS.

2. Number statements.

**XI. List of Registers to be Maintained :**

1. Treasury reconciliation register.

2. Register of S.Rs.
- XII. Forms of correspondence:- Follow normal channels of correspondence as prescribed in the district office manual.

**XIII. Possible Areas of Interface :**

General Public visiting office, ministerial assistance of other sister department

## FUNCTIONS, DUTIES AND RESPONSIBILITIES OF MINISTERIAL STAFF

### I. JOB CHART / DUTIES AND RESPONSIBILITIES OF OFFICE SUPERINTENDENT

The job of office Superintendent is many fold and sensitive.

1. Effective Supervision.
2. Sum of the performance of the Subordinates.
3. Original Work 4) Promptness 5) Maintenance of working Hours Properly.
4. Behaviour with lady employees.properly.
5. Interaction with Public / Target Group. Properly.
6. Maintenance of Stillness, Cleanliness and Trimness of office section.
7. Maintenance of Attendance.
8. Maintenance of Late Attendenace.
9. Marking of C.Ls / Late Attendance / Tours / Absence.
10. Maintenance of Diary and Call Book so as to remind the office Asst. as well as the Office at the appropriate time.
11. Maintenance of Registers strictly according to rules in force under his guidance.
12. The files received from Asst. (Clerk) should be processed quickly as for as possible on the same day and no file can be with held with him for more than two days.
13. He is responsible for quality notes and drafts.



14. He should be capable of correcting drafts and adding his remarks with correct rules position in the note. files.
15. He should have good command over the staff / Rules / Regulations / Government Orders and code rules with latest know how.
16. He must be able to put up the gist to the officer.
17. He should take proper and timely initiation for effective functioning of the office/Section.
18. He should impart training to the new entrants / Juniors and guide the staff properly. and make them as creative participants of the office / department.
19. He is expected to deal with important / Litigation / Legally complicated / Disciplinary cases / Important files like theft / Misappropriation / embezzlement cases / Service matters / Account matters / Preparation of Number Statements / Preparation of B.E. and R.B.E. / Material Alteration Statement. Excess and Savings / Maintenance of Cash Account and Connected Registers. / Implementation and enforcement of Regulatory functions under different Acts and Rules.
20. Prompt submission of periodicals by watching with consolidated periodical register which should be kept with the Superintendent.
21. He should check up periodically all Personal Registers Periodical Registers and guide the staff for speedy disposal of the files.
22. He is responsible for Prompt Delivery and Despatch of tappals in Inward and Outward seats
23. Interaction with the Public / Target Group / Colleagues /Subordinates / Superiors should be courteous / maintain cordial relationship with the above groups with patience and highly tactful. He should not use or should not allow to use by his staff obscene / Ambiguous / Punning words with the lady employees / Public which is highly essential to run the office effectively.
24. He should maintain stock files with index properly.
25. He is responsible for timely sanction of increments/ Regularisation of

Services /Declaration of Probation and intimate in advance and prompt disposal of Pension Cases / Appointments under A.A.Scheme in the same month in which they are due. He should initiate action sufficiently in advance and see that the Pension Cases are processed and sent to Audit Officer / Pension Sanctioning authority six months in advance and issue of NDC and LPC promptly. The intention of the Government is that every Govt. employees should get their pensionary benefits if not on the date retirement atleast the succeeding month of the retirements.

26. He should see that Encashment of earned Leave / HPL / the claims of FBF / APGLI Group Insurance Scheme amount paid with in 3 days from the date of retirement.
27. The pay Bills should be submitted with in the time limits to treasury.
28. Budget grants should be distributed properly and immediately after receipt
29. T.A.Bills should be countersigned promptly and immediately after receipt and T.A.claims should be preferred to the extent of Budget provision available.
30. Reconciliation should be completed by 25th of every succeeding month.
31. Indent should be placed for printed forms promptly.
32. Maintenance of S.Rs. is a most important Supervision of work of the Superintendent.
33. Entries in S.Rs. should be made with great care. Full details should be noted in S.R. Whenever transfer is effected, it should be noted whether the transfer is made at request or on administrative grounds. Whenever a Subordinate is transferred from one unit to another, his seniority position in the later unit should be maintain clearly.
34. He should process all licences and despatch with in a week from the date of receipt of applications.
35. Cases of violation of provisions of Acts / Rules should be processed speedily, in consultation with public prosecutor / Govt. Pleader if necessary.

36. Audit paras should be answered promptly.
37. Claims pending should be settled speedily as per the availability of funds.
38. All Scheme should be processed sufficiently in advance prior to implementation of the Programmes.
39. Input requirement and monitoring should be carefully done well in advance before commencement of the seasons.
40. Subsidies under various schemes should be processed and sent to the beneficiaries properly in time without hiding any fact . Schemes should be implemented more transparently.
41. Smoking is prohibited in the office.
42. No Govt. Employee shall sell buy, transport, possess, consume or otherwise deal with any such intoxication liquor or drink, narcotic drug or psychotropic substance.

## ii. SENIOR ASSISTANTS / JUNIOR ASSISTANTS.

1. He should be punctual in attendance and correspondence in his seat.
2. He should maintain Personal Register / Periodical Register and all other Registers supposed to be maintained by him in his seat.
3. He should putup clean notes and drafts in simple language as laid down in D.O.M.
4. Action on files should be taken within three days from the date of receipt of the paper.
5. Action on Telegrams / Phone Calls / Fax Messages / Nic Messages should be attended to on priority basis.
6. The files asked to putup by his superior should be putup immediately with out any resistance or hesitation on the same day.
7. Increments / Regularisation of Services / Declaration of probations / Appointments under A.A.Scheme/Leaves should be sanctioned / Completed in the same month in which they are due or received from subordinate offices.
8. Pension cases should be obtained / Processed prior to Six Months of

Superannuation..

9. NDC /LPC should be issued promptly.
10. All pensionary benefits should be paid to the pensioner if not on the day of retirement at least with in succeeding month.
11. Final benefits such as payment of encashment value of E.L / HPL, FBF / APGLI / Group Insurance Scheme should be paid within 3 days from the date of retirement by initiating action sufficiently in advance.
12. G.P.F. Applications for temporary advance / Part Final Advances etc. should be processed within 3 days from the date of receipt and sanction order should reach the concerned within a week from the date of receipt of application. G.P.F Deductions should be stopped 4 months prior to retirement and application along with full details of deductions made from last April till the date of retirement shall be submitted to AGAP Hyderabad direct or through proper channel if necessary.
13. Replies to Inspection / Audit Reports should be furnished promptly.
14. Recoveries if any should be made immediately.
15. Care should be taken in maintenance of S.Rs. Transfers made should be recorded at requested or on administrative grounds. Transfers ordered from one unit to another Unit should be more clear and his rank in later unit should be recorded clearly to avoid future complication in seniority. Please see instructions for maintenance of S.Rs enunciated in the chapter-I.
16. Indent for Printed Forms shall be sent promptly
17. All Periodicals should be sent properly. and timely
18. Pay Bills should be sent to Treasury on the due date.
19. D.C.Bills for A.C.Bill if any should be sent to A.G.A.P. promptly.
20. All T.A.Bills received from Subordinates should be returned duly countersigned with in a week from the date of receipt of the bills.
21. T.A.Bills should be passed and claims shall be presented to Treasury immediately on receipt of quarterly budget grant.
22. Audit Reports / Inspection reports should be attended properly and

promptly.

- 22(a) All closed files should be stitched neatly. Current file page numbers shall be noted with red ink, and note file may be numbered with blue or black ink. Indexed and handed over to Record Section.
23. Disciplinary cases should be attended effectively as per rules in force and timely action is to be taken to finalise the cases within the time schedule fixed by Govt. from time to time.
24. Annual Property Statements should be obtained and filed every year on or before 15th January of succeeding year and posted entries properly in the Register and file the statements with S.Rs after scrutiny.
25. Applications for licence / renewals / issue of duplicates etc. should be put up within a week from the date of receipt or return them within 3 days with defects if any for rectification.
26. Assessment of Input requirement and monitoring should be well in advance before commencement of seasons.
27. All developmental schemes should be implemented more transparently. Beneficiaries lists should be finalised and subsidy should be passed on / Unit should be installed promptly. Subsidy portion should be released to the concerned immediately on receipt of budget grants.
28. Targets should be communicated sufficiently in advance before commencements of the season so as to enable the field level functionaries to ground the schemes in time effectively.
29. Care should be taken to implement S.T & S.C. component Schemes.
30. Stock Files / Subject Files should be maintained properly with index.
31. Personal Registers / Periodical registers should be put up to the concerned section Head on due dates. attend to take follow up action promptly.
32. All instructions of Superiors should be complied with immediately with courtesy and tactfully.
33. He should not lose patience or temper.
34. He should be able to write good drafts and proper noting in simple Lan-

- guage as laid down in D.O.M.
35. He should maintain stillness / Cleanliness / Trimness in his seat and office.
  36. He should not leave the office without signing the movement register maintained by the Section Head.
  37. He should not misbehave with any of the staff members or superiors.
  38. Budget grants should be distributed fairly and properly and promptly.
  39. Reconciliation should be completed before 25th of succeeding month, every month.
  40. Cases of Violation of Acts. / Rules should be dealt with Properly and speedily if necessary in consultation with P.P. / G.P.
  41. Interaction with Public / Target Group / Colleagues / Superiors should be courteous, Polite and Pleasing.
  42. Interaction / Behaviour with ladies should not be Obscene / Ambiguous / Punning Words.
  43. He is expected to discharge his duties sincerely honestly with absolute integrity.
  44. All proved cases of misappropriation of Bribery, bigamy, corruption, moral turpitude, forgery and outraging the modesty of women, the penalty of dismissal from the Service shall be imposed (G.O.Ms.No.2. G.A.(Ser.C)Dept dt. 4.1.1997.
  45. Smoking in the office is prohibited.
  46. No Govt. employees shall sell any transport possess, consume or other wise deal with any such intoxication liquor drink, narcotic drug or psychotropic substance.

### iii. TYPISTS / STENO TYPISTS

1. Maintenance and upkeep of the typewriter.
2. Neat execution of work promptly.
3. If there is no shorthand work for stenos, they should also attend typing work if entrusted.

4. He should attend Computer Work / Xerox work / fax work / Duplicating work.
5. He should maintain modern office equipment neatly and cleanly.
6. He is expected to type as follows as per Govt. Memo No. 2030/58-6 dated 22-2-1959.

## ENGLISH TYPEWRITING. EXPECTED WORK PER DAY.

25 Pages of full scape size in double line spacing per day. In the cases of statement each page should be taken as equivalent to two pages of ordinary typing. Portion of a page should be reduced to whole pages by rough calculation of lines.

## TELUGU TYPEWRITING EXPECTED WORK PER DAY

15 Pages of full scape size with double line spacing per day or its equivalent in terms of spacing and page size per typist, as the minimum interim out turn. From their own experience they can increase the standard but should not be lower. Statements shall be treated as double the ordinary typing in identical spacing and on equal size of page. Govt. expect higher standard but not lower standard.

(Govt. Memo No. 941/AR &T//78-1 GA (AR & T.I) Dept. Dated 6-7-1978.

7. He should be punctual in attendance.
8. He should maintain Machine Card and other registers such as fair copy, modern office equipment register etc. cleanly and neatly.
9. He should maintain the fair copy register and take the signature of the section head on the register every day before he leaves office.
10. Interaction with public / Target Group / Colleagues Superior should be courteous, Polite and pleasing.
11. Interaction / Behaviour with ladies should not be Obscene / Ambiguous / Punning Words.
12. He is expected to discharge his duties sincerely, honestly with absolute

integrity.

13. All proved cases of misappropriation, Bribery, bigamy corruption, moral turpitude, forgery and outraging the modesty of a Women, the penalty of dismissal from Service shall be imposed (G.O.Ms. NO. 2 G.A. (Ser. C) Dept. dated. 4-1-1999.
14. Smoking in the office is prohibited.

#### iv. RECORD ASSISTANT / RECORD KEEPER.

1. The record room should be kept open every day, Clean and maintained properly and neatly.
2. All D.D's Files / R.Dis. Files should be properly bundled year wise and labled properly and preserved carefully..
3. All L.Dis. Files should be bundled yearwise properly with labels.
4. Destruction of Records should be done every year after verification of the files by the concerned Superintendents subject Assts.
5. Records should be issued by noting in Record Issue Register by obtaining initials of the concerned clerk and round off after returned by the clerk.  
All Pay Bill Register and other Registers should be bundled properly with Labels. and shall be preserved carefully . All labels should be visible and easy to takeout a required disposal whenever requisitioned by the concerned.
6. Closed Disciplinary cases should be kept in safe custody and no body should be allowed to handle them.
7. Smoking is strictly prohibited in Record Room.
8. Others / New persons should not be allowed inside of the record room.
9. Naphthalene Balls should be kept in racks to prevent damage to disposals.
10. Fire Buckets should be kept as a pre-cautionary measure in case of any calamity of fire accidents.
11. He is held responsible for maintenance and upkeep of the Record Room.



12. Interaction / Behaviour with colleagues / Superiors should be courteous, Polite and pleasing.
13. He should be punctual in attendance.
14. He should maintain stillness, cleanliness and trimness in record room.
15. He should search and delivery disposal required by concerned promptly and speedily.
16. All disposals handedover by the Subject Assts. should be received under proper acknowledgement.
17. Interaction / Behaviour with ladies should not be Obscene / Ambiguous / Punning words.
18. He is informed that all proved cases of misappropriation, Bribery, Bigamy, Corruption, Moral turpitude, Forgery and outraging the modesty of a Women, the penalty of dismissal from service shall be imposed (G.O.Ms.No.2 G.A.(Ser.C) Dept. Dated. 4-1-1999.
19. Smoking in the office is prohibited.

#### v. CLASS IV EMPLOYEES.

1. Class IV Employees should attend the office atleast Half an hour earlier to the scheduled time.
2. He should wear white khadi cap, Daval and dress provided by Govt.
3. He should first clean all the furniture in the office He is responsible for cleanliness, and trimness while discharging his duties in the section/ Officers'room.
4. He should keep drinking water by the time staff attended to office.
5. He should assist the officers / Staff for movement of files Despatch / Local Delivery / Treasury Work and all works as entrusted by the staff or officers.
6. He should always be available to attend to all calls.
7. He should deliver the Tappals and Section tappals.
8. He should prepare envelops with waste paper, affix stamps on envelops.

9. He should bring Tea / Coffee etc. to staff or officers without any dislocation to official functions.
10. He should assist the staff in stitching closed files and taking requisition to record room and get disposals from Record Room through Recored Issue Register.
11. He should keep the premises of the office cleanly.
12. He should clean the Typewriters and attend to Rotary work.
13. He should attend to items entrusted by the Officers / Staff.
14. He should not go away from office without informing the concerned Section Head / Officer.
15. He should behave with Colleagues / Officers and Staff including Plublic Courteously, Politely and Pleasingly.
16. Behaviour with ladies should not be obscene/ Ambiguous / Punning words.
17. He should not smoke in the office premises.
18. He is informed that all proved cases of misappropriation Bribery, Bigamy, Corruption, Moral turpitude, forgery and outraging the modesty of a Women, the penalty of dismissal from service shall be imposed (G.O. Ms. No. 2. G.A.(Ser.C)Department Dated. 4-1-1999.
19. Smoking is prohibited in the office



## Appendices



## APPENDIX -I

### DUTIES AND RESPONSIBILITIES OF DEPUTY /ASST. DIRECTOR OF HORITCULTURE I.E. DISTRICT HEAD OF THE DEPARTMENT

He is the appointing authority for all District level categories of posts i.e., posts carrying the scale of Jr. and below unless otherwise specifically mentioned in their respective Special /Adhoc Rules

#### A.P. MINISTERRIAL SERVICE RULES, 1998

1. All posts of and below the rank of the Junior Assts. and Junior Assts-cum Typists, Typists/Jr.Stenos. **Rule 4 of A.P.M.S Rule, 1998.**
2. He is the Unit Officer for the purpose of recruitment, discharge and Reappointment. **Rule 13. of APMs Rules, 1998.**
3. Rule of Reservation to be followed (Rule 5 of APMS,1998). **Rule 22 of APSS. Rules, 1998.**

#### A.P.AGRILSUBORDINATE SERVICE RULES, 1997

4. He is the appointing authority for the post of Sub Asst and Field Asst. in Special Rules for A.P. Agri. Subordinate Service Rules. **Rule 3 of A.P. Agril. Subordinate Service Rules issued in G.O.Ms. No. 167, Agril . & Coop. (Agri.IV) Dept., Dt. 17-4-97.**
5. Reservation of appointments Rule 22 of APSSR Rule of Reservation shall be followed for all posts except the following posts. **Rule 4 of A.P. Agril. Subordinate Service Rules. Rule 11 of APASSR, 1997.**

6. **Unit of Appointment :** The unit of appointment promotion discharge and reappointment , the Revenue District is the unit for which the DDH/ADH of the respective district shall be the appointing authority and for all other posts for which D.A is the appointing authority, each Zone in the unit.

**Rule 11 of APASSER, 1997**

7. **A.P. General Subordinate Service Rules**

**Rule 4 of APGSS Rules, 1995.**

He is the appointing authority in respect of all posts referred in A.P. General Subordinate Service Rule.

**G.O.Ms.No. 965,  
G.A.(Ser-B)  
Dept., dt. 21-10-9**

8. **Unit of appointment :-** He is the Unit Officer for the purpose of recruitment , discharge and re- appointment .

**Rule 10 of APGSS Rule, 1995**

9. He is the Unit Officer for the purpose of recruitment, discharge and reappointment in respect of all posts included in A.P. Last Grade Service Rules. 1992 issued in G.O.Ms.No.565, g.A(Ser-B) Dept., dt. 24-10-92

**Rule 13 of APLGS Rules.**

10. Reservation of appointments  
10(a) Restriction procedure in making appointments

**Rule 7 of A.P.Last Grade Service Rules Act 2/9**

**A.P. STATE AND SUBORDINATE SERVICE RULES, 1996**

1.1. Methods of appointment,

**Rule 4.**

- 1) District Recruitment ii) Recruitment /Appointment by Transfer, iii) Promotion or iv) contract /Agreement /Reemployment.
- 1.2 **a) Selection Posts :-** All Gazetted Posts. **Rule 5(a)**
- b) Non -Selection Posts :-** Promotion and appointment by transfer shall be made in accordance with seniority -cum fitness unless. **Rule 5(b)**
- 1) Such promotion or appointment by transfer of a member has been with held as penalty or
- ii) a member is given special promotion for conspicuous merit and ability.
- 1.3 **Method of preparation of Panel :** **Rule 6**
- Authority : of the Department shall be the appointing a respect of 1 and 2nd level Gazetted Posts and the Govt. shall be the appointing authority in respect of all other Gazetted Posts. **Rule 7 read with G.O.Ms. No. 230. G.A.(Ser-D) Dept., Dt. 22. 5.99**
- 1.5 Eligibilities for promotion or Appointment by Transfer : Must be an approved probationer in lower cadre for promotion to higher cadre. **Rule 8**
- 1.6 Appointment by Agreement for Contract **Rule 9**
- 1.7 Temporary appointment including appointment by direct recruitment, Recruitment /appointment by transfer or by promotion. **Rule 10**
- 1.8 Time limit for joining for first appoint- **G.O.Ms.No.193, G.a. (Ser-**



ment or promotion or appointment by transfer.

**D) dept., dt. 26-4-99**

For first appointment :- 30 days from the date of despatch or the order by R.P

**1.11 Language Test in Telugu /Exemption**

**Rule 13 & 14**

**Time to pass newly prescribed Tests :**

- a) Employee who has not passed the said Test and otherwise qualified for promotion may be promoted and asked to pass during the period of probation or within one year or in one of the first two examinations held after such promotion, whichever ever is later.

**Rule 15(a)**

- b) Concession regarding passing of Tests and examinations on grounds of age.

**Rule 15 (b)**

**1.12 Commencement of Probation for Direct Recruitess :**

i) Date will be determined by the appointing authority

**Rule 16(a)**

ii) Minimum service for commencement of probation shall be 60 days from the date of joining the post.

**Rule 16(b)**

iii) Period of Probation for direct recruitess :-

**Rule 16(c)**

For promotees or appoint by transfer : One year within a continuous period or two years of service

Two years within continuous period of 3 years of service

iv Tests to be Passed during the period of Probation :-

**Rule 16(e)**

v. Exemption from special qualifications to be acquired or Special Tests to be passed during the period of probation

**Rule 16(g)**

1.13 **Suspension** : Termination or Extention of probation

**Rule 17**

1.14 **Declaration of Probation** :

After completion of period of probation an order declaring the probation shall be issued. If no such order is issued within one year from the date of completion of probation, the probation is deemed to have been declared. However a formal order may be issued for record.

**Rule 18**

1.15. Discharge of probationer or Approved Probationer shall be made according to Rule 19 (b) (i)

**Rule 19(b)(1)**

1.16. Right of re - appointment / by trasfer of an approved probationer on foreign service or on deputation.

**Rule 19(c)**

The approved probationers on foregin service or on deputation, if his lein has not been suspended shall be eligible for his next promotion according to his turn.

1.17 Confirmation :

After satisfactorily completion of probation, he shall be confirmed as a member of that service, by the appointing authority.

**Rule 21****1.18 Special Representation (Reservation )****Rule 22****1.19. Preference in appointment :****Rule 22-A**

When women are better suited than men, preference shall be given to women.

**1.20 Appeal revision and review of orders of appointment ( including promotion to higher posts.****Rule -23**

Revision and review of order of six months from the date of order either on an appeal filed by the aggrieved member of the service, class or category.

**1.21 Revision of lists of approved candidates (panels) or list of eligible candidates for appointment by promotion or by transfer.****Rule24**

State Government shall have power to revise in any manner they consider suitable any panel of approved candidates prepared by Head of Department or Subordinate Officer to Head of Department.

**1.22. Appeal against seniority or other condition of service.**

No appeal for restoration of national seniority on par with his Junior shall be entertained by the appellate authority after a period of 90 days from

**Rule 26(d)**

the date on which junior was promoted.

1.23 Relinquishment of rights by members

**Rule 28**

1.24 Re-employment of members of service discharged on account of their suffering from T.B. Etc.

**Rule 29(a)**

A member of service discharged on account of his suffering from T.B. shall be eligible for re appointment to the post held by him prior to his discharge as aforesaid or a post of the same rank if he is found fit.

1.25 Resignation :

**Rule30**

A member of service may resign his appointment.

1.26 Relaxation of Rules by the Governor :

**Rule 31**

The Governor may relax any rule in favour of any employee.

1.27 Relaxation of Rules by the Head of Department

**Rule32**

Relaxation of any rule can be given by the Head of Department in respect of any person holding the post carrying less than the time scale of Jr. Asst.

1.28 Seniority

Seniority of person shall be determined under provisions of this rule.

**Rule 33 and Circular  
Memo. No. 16/Ser. A/  
93-39. G.A. Ser.A)  
Dept. dt. 21.4.99**

1.29 Preparation of integrated or common seniority list of persons belonging to different units of appointment.

**Rule 34**

1.30 Fixation of seniority in the case of transfer on request of an administrative grounds.

**Rule 35**

1.31 Inter- Seniority where the dates of commencement of probation are same.

**Rule 36**

1.32 Seniority of Direct recruited candidates re - allotted in consultation with APPSC. The candidates re - reallocated under Subrule (c) of rule (4) shall be assigned seniority below last regular candidate in the concerned class or category in the unit to which such candidate is re - allotted.

**Rule 37****CONFIDENTIAL REPORTS**

11. a) He is the initiating officer for writing C.Rs. of all Horticultural Officers. He should write C.Rs., in duplicate in the prescribed format and submit by 15th of April every year to Commissioner & Director of Horticulture., A.P. Hyderabad for counter signature and preservation as he is the custodian of all Confidential Reports of Horticultural Officers.
- b) He should submit brief note of his targets and achievements in part-I of Form-A in duplicate and submit to district collector by 15th April, every year to write C.R. and transmit to commissioner & Director of Horticulture, A.P. Hyderabad.
- c) He should obtain record sheets in duplicate of all ministerial staff working under Horticultural officers from Horticultural officers concerned.

countersigned and file in his office. The Head of Office shall write record sheets for all ministerial staff working under him in duplicate and preserve in his office.

### HEAD OF THE DEPARTMENT

- d) He should obtain C.R. of all H.O.s from ADHs DDHs., countersign and communicate adverse remarks if any within 6 weeks from the date of the receipt of confidential report by him as he is the custodian of the personal files. He should dispose of the representation received against adverse remarks.
12. He should prepare index for all C.R.s.
13. A. Register of C.R.s shall be maintained by the ADH/DDH in the prescribed format.
14. There would be no objection if a copy of the letter of commendation merit certificate being added to the personnel file of the Govt. employee  
A.P.CS.CC&A) Rules, 1991
15. Suspension : - He is the authority competent to place Govt employee for which he is the appointing authority.
16. Penalties.
- Instructions 4(ii) issued in G.O. Ms. No. 1384. (GAD. dt. 31. 10 1961 and Govt. Memo. No. 50/Ser. C/87-GAD. dt.12.2.87**
- Govt. Memo. No. 1581/AR&T/ 77-2 dt. 22-11-97 of G.A. (A.R & T) Dept**
- Govt. Memo. No. 418/Ser. c)88-2, G.A. (Ser.C) Dept. dt. 14-7-88.**
- Rule 8**
- Rule 9**

17. Currency and effect of Minor penalties on Govt. employees who were involved in disciplinary cases  
**G.O.Ms.No.343, GA(Ser. C) dept... dt. 4-8-1997 and G.O.Ms. No. 53. GA (Ser. C) dept dt. 4-2-1997**
18. He is the authority competent for with holding of encashment of E.L value of the time of superannuation. When disciplinary or criminal case is pending in respect of categories for which he is the leave granting authority.  
**G.O.Ms.No. 11, Fin & Plg. Fin. W. (FR-I) Dept. dt. 15-1-97**
19. Standards Formats for suspension Revoking suspension of charge memo appointment of enquiry officers etc. were prescribe.  
**G.O.Ms. No. 411, GA(Ser. C) Dept., dt. 20-7-93 ) read with G.O. Ms. No. 296 Fin. & Plg. (FW. F.R. II ) dept . dt. 14-10-96, 20.**
- suspensions under A.C.B. Cases.  
**Govt. Memo No. 554//Ser. C/ 93-6, G.A. (Ser. C) Dept .... dt.26.12.94**
21. Review of suspensions beyond the period of six months  
**G.O.Ms.No. 480., G.A (Ser.C) Dept., dt7-9-1993**
22. Procedure for imposing penalties.  
**Rule 20,21,22 & 23**
23. Minor Penalties.  
**Rule 22**
24. Major Penalties. Awarding of Penalty to Deliquent Officers  
**Rule 20**
25. In all proved cases fo misappropriation, bribery, bigamy, corruption moral turpitude. forgery and out raging the modesty of a women , the penalty of dismissal from service shall be imposed  
**G.O.Ms.No.2 G.A.(Ser.C)Dept. dt.4-1-1999**
26. Scheme of Compassionate appointment  
**G.O.Ms. No 1005 E& S.W(G) Dept. Dt. 27.12.74 and**

- G.O.Ms. No. 687. G.A. (Ser.A)  
Dept., dt. 3-10-1977.**
27. Compassionate appointment of son / daughter/spouse of the Govt. employee who retired on medical invalidation procedure .
- G.O.Ms.No.214. G.A.(Ser.A)  
Dept., dt. 9-6-1998.**
28. Preparation and maintenance of seniority lists of all cadres for which he is the appointing authority.
- Rule 33 of 1996, APSSR**
29. Proper maintenance of Roster Registers
- Rule 22 of 1996, APSSR**
30. Regularisation and declaration of probation in respect of all categories of employees for which he is the appointing authority
31. Appointments under A.A. Scheme in respect of all categories of employees for which he is the appointing authority.
32. He is the District Head of the Department of District level for proper function of the Department , grounding of schemes, maintenance of records, statistics, attend all meetings and accountable for the schemes being operated by the Horticulture Dept.
33. Conduct annual Inspections of all offices of Horticulture Farms regularly.
34. He is responsible for proper assessments, monitoring and distribution of inputs seasonwise sufficiently in advance.



35. Conducting of review meeting of all H.Os.
36. a) Combination of appointments (Addl. Charge arrangements) Head of Department is competent to place and addl. charge **G.OMs. No. 282 Fin & Plg. (F.W.F.R.) dept dt. 11.8.77**
37. Pay for first 3 months. and the Govt is competent for sanction of addl. charge pay for 3 months. **Ins. 2 under FR. 49**
38. b) No Addl. charge pay is admissible beyond six months
- c) No addl. charge pay shall be allowed for the newly created post and class IV post.
- d) D.A. Adhoc Director H.R.A., C.A shall be admissible on addl. charge pay. **Ins. 3 under FR. 49 (G.O. Ms. No.401 Fin & Plg F.W.F.R.I) dept dt 17.11. 1977.**

## DEPUTY/ ASSISTANT DIRECTOR OF HORTICULTURE

DEPUTY ASSISTANT DIRECTOR OF HORTICULTURE of the district (i.e., District Head of the District) being the appointing authority as an employer shall notify the vacancies to the Employment Exchange under the Employment Exchanges (compulsory notification of vacancies) Act 1959 and the rules made there under (ie). 1 The Employment Exchanges (compulsory notification of vacancies) Rules 1960 and submit returns.

### NOTIFICATION FILLING UP OF VACANCIES, PROCEDURE:-

<p>The appointing authorities shall submit vacancy position to the District Collector concerned who will sponsor candidates from surplus manpower cell or appoint candidates under compassionate grounds as the district collector is the nodal authority. After receipt of non-availability from District Collector, the vacancies shall be notified to the Head of the Department. The Head of the Department shall submit consolidated vacancy position to Government, Finance and Planning (Finance wing, surplus manpower cell) Dept. The requisition for allotment of candidates shall be submitted to Government but not to the local employment exchange.</p>	<p>G.O.Ms. No 27 Fin &amp; Plg. (FW. SM Power Cell ) Dept. dt. 14-12-95 and G.M. No. 13530 140 /SMPC/96 of Fin . &amp; Plg. (FW.SMPC)Dept.</p>
<p>The finance Dept. (Surplus Manpower Cell) shall allot candidates suitable for the post notified from among the list of surplus staff or Government will address the recruiting agencies to sponsor candidates.</p>	
<p><b>A.P. General Subordinate Service Rules:</b> Method of recruitment and service Rules to the following posts were issued in the above rules, which shall be followed.</p> <p>a) Record Assistant.</p>	<p>G.O.Ms. NO. 965 G.A. (Ser.B) Dept., dt. 21. 10-95</p>

<p>b) Roneo Duplicator Operator  c) Xerox Operator  d) Lift Operator  e) Shroff including Cashier  f) Driver (Heavy vehicle)  g) Driver (Light vehicle)  h) Motor Cycle messenger  i) Auto Rickshaw Driver.</p>	
<p>The DEPUTY / ASSISTANT DIRECTOR OF HORTICULTURE of the district (i.e., District head of the Department) shall be the appointing authority in respect of all the above posts.</p> <p>ACT. 2/1994 (certain important sections)  Appointment on Daily wages was prohibited.</p>	<p>Section 3(1) of the said Act.</p>
<p><b>Regulation of Recruitment:</b>  No recruitment shall be made to any post or category except From Panel of Candidates selected by APPSCI DSC / Sponsored by Employment Exchange</p> <p>a) Compassionate appointments</p> <p>b) To the appointments made in favour of a son or a daughter or spouse of any married persons or a brother or a sister of any unmarried person or any person killed in</p>	<p>Sec. 4(a) (b) (c) of the Act.</p> <p>Explanation under Sec.4 of the Act2/94 read with C.M. No. 17057 A/173/A1/PC. III/98, Dated 22-7-98 Act3/98 and act 27/98 (Amendment to section 4 of Act 2/94)</p> <p>Amendment to Sec. 4 of Act 2/94 issued in Act nO. 3/98, Act No. 27/9 C.M. No.17057-A/</p>

<p>extremist violence, or in police firing who are not accused of an offence, In accordance with the relevant order issued from time to time.</p> <p>c) To the appointments made in favour of members of S.C. or S.T., who or whose parents or spouse are subjected to atrocities in accordance with the relevant orders issued from time to time.</p> <p>d) To any suitable appointments to be made in compliance with assurance bearing number 32488/X/96. Assembly Secretariat dt. 10-9-1996 made on the Floor of Legislative Assembly of the State. -</p>	<p>173 A1/PC.III/98, Dated 22-7-98</p> <p>Act 27/98</p>
<p><u>Pay Bill not to be passed</u></p> <p>Where appointment is not made in accordance with Section 4 the drawing authority shall not sign the pay bill.</p> <p>A certificate issued by appointing authority to the effect that the appointment has been made in accordance with Sec.4 and , this Certificate has to be enclosed to the first pay bill.</p>	<p>Sec. 5 of Act 2/94</p>

## FUNCTIONS OF HEADS OF OFFICE

The Heads of office shall be the competent authority to accord sanction of all Advances subject to availability of Budget grants. It is the responsibility of the Heads Office to satisfy himself about the genuinity and admissibility of loans and advances sanctioned to their subordinates. In respect of Head Offices, the Head of the Department shall be the authority to accord sanction of loans and advances as per G.O.Ms.No.131, Fin. & Pig. (F.W.A&C) Dept. dt.19-8-1997.

Sl.No.	Name of the Advance/loan	AUTHORITY TO ACCORD SANCTION	
1	House Building Advance	Rule 5 of A.P.House Building Advance Rules with G.O.Ms.No.131 Fin. & Pig. (F.W. A & L) Dept. , dated 19-8-97	
Ceiling on House Building Advance			
	<b>Pay Range in Revised Scales, 1999</b>	<b>Enhanced Maximum Ceiling Rs.in lakhs</b>	<b>Eligibility</b>
a.	Employees drawing basic pay above Rs.5,300/-p.m.	2.50	or 60 times of basic pay whichever is less.
b.	Employees drawing basic pay above Rs.5,300/- p.m. and upto Rs.8,400/- per month.	3.00	-do-
c.	Employees drawing basic pay above Rs.8,400/- p.m., and upto Rs.12,100/- p.m.	3.75	-do-
d.	Employees drawing basic pay above Rs.12, 100/-	4.50	-do-
2.	House Building Advance for repairs/enlargements G.O.(P) No.122, Fin. & Pig. (FW.A&C) Dept. ,dt.20-8-99	15 times of basic pay (revised pay scales, 1999) subject to maximum ceiling or Rs.90,000/-	

3.	House Sites:	0.35 or 7 times of basic which ever is less.	
4.	The recovery of the above loan in respect of principal and interest shall be as detailed below: -		
<b>Sl.No.</b>	<b>Details of advance</b>	<b>NUMBER OF INSTALMENTS</b>	
1.	House Building Advance	192	48
2	House Repairs	60	12
3	House sites	50	10
4	The rate of interest shall be charged in case of Gazetted and Non-Gazetted officers @ 8-1/2% and in respect of class IV employees shall be @ 7-1/2% in respect of House Repairs. The rate of interest shall be @ 8-1/2% to all categories of employees as per G.O.Ms.No.312 Finance Department, dated 7-12-1988. (G.O.Ms.No.217 F & P FW.A & L Dept., dated 28-4-1994)		

## 1.2 CYCLE MOTOR CAR MOTOR CYCLE ADVANCE

Sl. No.	Nature of	Pay range as	Enhanced Rs. ..	Eligibility
1	Bicycle Advance		1800	All Government Employees including Class-IV employees.
2	Moped Advance	(Drivers as per G.O.Ms.No.33 3, Fin.A&L Dept., dt.14- 8	13500	Or cost of the vehicle which ever is less
3	Motor Cycle Scooter	Basic pay of Rs.4430/- and above	30000	Or 7 times of basic pay or cost of the vehicle which ever is less. .

4	Moped	-do-	13500	-do-
5.	Motor Car Advance	Basic Pay of Rs.10600/- and above	200000	Or 15 times of basic or cost of the car. whichever is less.
6	Personal Computer	Basic Pay of Rs.10,250/- and above	50,000	Or cost of the computer which ever is less.
The recovery of the said loan in respect of principle and interest will be as follows:-				
		<b>Principal</b>	<b>Interest</b>	<b>Rate of Interest</b>
1.	Bicycle	26	4	6-1/2%
2.	Moped	80	16	7-1/2%
3	Motor Cycle	80	16	7-1/2%
4.	Motor Cycle	135	65	8-1/2%
5.	Personal Computer	135	65	8-1/2%

(G.O.Ms.No.218 F & P (FW.A & C) Dept., dt. 28-4-99 and

G.O.NO.123 P & P (FW.A & C) DEPT. 20-8-99)

### 1.3 MARRIAGE ADVANCE

Marriage Advance of Male Government Servant or son of Government Servant.	Enhanced Ceiling Rs.
For Class-IV Employees	7,500
For others	12,500
Female Government Servant or Daughter of Government Servant.	
For class-IV Employees	15,000
For others	25,000

2. The recovery of the said advance will be made in 70 instalments for principal and 10 instalments for interest. The rate of interest will be chargeable as follows.				
For Gazetted Officers		8-1/2%		
For Non-Gazetted Officers		7-1/2%		
For Class-IV Employees		6-1/2%		
(Vide G.O.Ms.No.219 F & P (FW A & L) Dt.28-4-94) and				
G.O.(P) No.123 F & P (F.W. A & C) Dept., dt.20-8-99.				
<b>1.4 FESTIVAL ADVANCE</b>				
Sl. No.	Eligibility as per P.R.C. 1993	Eligibility Rs.	Instalments	Interest
1.	Festival Advance: Gazetted or Non-Gazetted Officers who are in the pay scale of Rs.5,000-Rs.10,600 and below	1500	10	Nil
	For class-IV employees	900	10	Nil
2.	Educational Advance Gazetted or Non-Gazetted Officers who are in the pay scale of Rs.5000-10600 and below (including class-IV employees)	2000	8	Nil
(Vide G.O.Ms.No.220 F & P (RW.A & L) Dept., dt.28-4-94) and				
<b>G.O. (P0 NO.123 F &amp; P FWA&amp;C DEPT., DT.20-8-91</b>				
<b>EDUCATIONAL CONCESSIONS</b>				
Scheme Of reimbursement of tuition fee for the children of non-gazetted officers be enhanced from the existing rate of Rs.200 per annum per				



pupil to Rs.300 per annum per pupil for those N.G.O's who are in the time scale of Rs.5000-10600 and below subject to the condition that the scheme should be limited to two children of the employee for I to X class, limited to two children. In respect of other categories the previous orders issued by Government, fixing the reimbursement of Rs.651- Rs.701- remains the same.

(G.O.Ms.No.73 Education (Ser.IV) Dept., dt.

#### PROCEDURE FOR CALCULATION OF INTEREST:-

The interest on the loans has to be worked only adopting the formula as shown below:

$$N(N+1)/2 \times R \times V/100 \times 1/12 = \text{Interest.}$$

**N = Number of instalments.**

**R = Amount of instalments.**

**V = Rate of interest. A.P. Last Grade Service Rules 1992**

### A.P. LAST GRADE SERVICE RULES 1992

The Deputy Director of Horticulture Assistant Director of Horticulture being the appointing authority in respect of all posts included in A. P. Last Grade Service Rules, 1992 shall be followed.

- a) In respect of the Govt.employee serving under their control, the under mentioned authorities are declared to be Government for each of the categories of employees as specified below:-

- 1) POSTS OUT-SIDE THE PURVIEW OF THE ANDHRA PRADESH PUBLIC EMPLOYMENT (ORGANISATION OF LOCAL CADRES

G.O.Ms. No.565 Gneral Admn. (ser.B) Dept., dt. 24-10-1992

<p>AND REGULATION OF DIRECT RECRUITMENT) ORDER, 1975 (here in after referred to as Presidential Order).</p> <ol style="list-style-type: none"> <li>1) Heads of Departments and offices holding equivalent posts in the Department-</li> <li>2) All second level Gazetted posts which do not fall within the purview of the presidential order.</li> <li>3) First level Gazetted posts which do not fall within the purview of the presidential order.</li> <li>4) Posts in Secretariat:-       <ol style="list-style-type: none"> <li>a) Asst.Secretary to Government and above.</li> <li>b) Section officers and private secretaries to Secretaries.</li> <li>c) Asst.Section Officer and all other non-gazetted categories.</li> </ol> </li> <li>5) Posts in the office of the Heads of Departments State level offices and other offices not covered by the presidential order.</li> </ol>	<p>Government.</p> <p>Head of the Department.</p> <p>Head of the Department.</p> <p>G.O.Ms.No.567, G.A.(Ser.C) Dept.,dt.15-10-88. Chief Secretary to Government.</p> <p>Pri.Secretary Secretary Ex-officio Secretary concerned.</p> <p>Addl./Joint Dy.Secretary to Govt. concerned.</p> <ol style="list-style-type: none"> <li>a) Head of the Department concerned.</li> <li>b) Andhra Pradesh Public Service Commission.</li> <li>c) Secretary to Governor.</li> <li>d) Sales Tax Appellate Tribunal.</li> <li>e) Labour Court.</li> <li>f) Industrial Tribunal.</li> </ol>
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## AP. CIVIL SERVICES (CONDUCT) RULES 1998

### (Important Rules)

Every Government employee other than a member of Class-IV and Record asst., shall on first appointment to the Government Service submit to Government a statement of all immovable property/properties in respect of its value and movable (Properties whole value exceeds'. Rs.20,000/- owned, acquired or inherited by him, held by him on lease or mortgage either in his own name or in the name of any member of his family in the prescribed forms in Annexure-1 and II separately and every year on or before 15 January of every succeeding calendar year.

Applications to accord permission for acquisition or disposal of property shall be disposed off within a month.

No Government employee or any member of his family can acquire or dispose of any immovable property or movable property the value of which exceeds Rs.20000/- except after previous intimation to Government, provided that any such transaction conducted otherwise than through a regular or reputed dealer shall be with the previous sanction of Govt. He shall not engage in any transaction, which is of a speculative character relating to the

Sub-rule -7 of rule 9 read with G.O.Ms.No.471 G.A. (Ser.C) Dept. dt.17-9-94.

G.M.No.3033 Agri.V/71-1, dt.24-9-1971 of F & A Dept.

Rule 9 read with G.O.Ms.No.471 G.A.(Ser.C) Dept., dt.17-9-94

purchase, sale or exchange of any immovable or movable property.

Government employee shall submit the particulars giving prior intimation of seeking prior sanction in the following format.

(10) For the purpose of this Rule

6) Non-Gazetted posts in the offices, other than the offices of, the Heads of Departments and State Level offices etc.

ii. POSTS WHICH FALL WITHIN THE PURVIEW OF THE ANDHRAPRADESH PUBLIC EMPLOYMENT (ULC & RDR) ORDER, - 1975 (hereinafter referred to as presidential order).

(1) 2nd level Heads of the Department. Gazetted Posts which have been organised into Zonal/ Multi Zonal cadres in pursuance of the provisions of the Presidential Order.

(2) 1 st level Gazetted posts which have been organised into Zonal/ Multi Zonal cadres in pursuance of the provisions of the presidential order

Andhra Pradesh Administrative Tribunal. Appointing authority.

Appointing authority.

Heads of the Department

Regional officers having jurisdiction over the respective zones/multi zones /in respect of the relevant local cadres, where regional setup exists or the officer next below the Head of the

- 3) Non-gazetted categories of posts which have been organised into zonal /multi zonal cadres in pursuance of the presidential order
  - 4) Non - gazetted categories which have been organised into district or less than district cadres in pursuance of the presidential order.
- b. In respect of Government employees serving on deputation either under Central Government or any State Government the appropriate Government under which the Government employee is serving shall be deemed to be Government.
- Government servants who are in receipt of foreign currency /goods shall intimate in the following format.

Department in the office of the Head of the Department where no regional set up exists.

Regional officer or other officers who administer the relevant zonal / multi zonal cadres.

Collectors and other district officers concerned or officers who administer such district or less than district cadres.

Rule 6-A of APCS ( Conduct ) Rules, 1964.

## A.P. LAST GRADE SERVICE RULES 1992

### ANNEXURE -III

Intimation of foreign currency / goods received by the Government ,  
employee Sri..... under Rule 6-A of the Andhra  
Pradesh Civil Services (conduct) Rules, 1964.

1. Name of the Government Servant : -
2. Designation & official Address :
3. Department to which he belongs :
4. Date of receiving / accepting of Foreign currency / Goods.
5. Nature of the Foreign currency / goods received / accepted.
6. Sources from which he belongs :
7. Reason/purpose for which the foreign currency / goods were re-  
ceived / accepted.
8. The relationship of the sender to the recipient and name, occu-  
pation and full address of the sender:
9. Whether the foreign currency / goods received accepted were  
intimated to the concerned authorities and customs or to the  
appropriate authority:
10. Whether the foreign currency / goods received / accepted were  
declared to Income Tax department. If so, details to be furnished.
11. Mode and method of receipt acceptance of the foreign currency/  
goods by the Government employee or his dependent.
12. Whether the Government employee having official dealings from  
whom the foreign currency/goods were received / accepted .
13. Details of any expenditure incurred by the Government Employee  
in receipt / acceptance of the Foreign currency / goods.

STATION:

Signature of the Govt.

DATE:

Government Employee

BIGAMOUS MARRIAGES	Rule 25 read with G.O.Ms.No.168 G.A. Ser.C Dept., dt.5-3-1999.
PROHIBITION OF DOWRY	Rule 25-A
PROHIBITION OF DRINKING	Rule-26 read with G.O.Ms.No.393 G.A. Ser.C Dept., dt.6..9-1996.
PERMISSION FOR SECOND MARRIAGE	G.O.Ms.No.168 G.A. Ser.C) Dept., dt.6-3-1990.
PROCEDURE TO ACCORD PERMISSION TO STUDY IN MORNING AND EVENING COLLEGES	G.M.No.74/Ser.C/82-1 of G.A.(Ser.C) 20 missing Dept, dt. 1-2-82 G.O.Rt.No.1651 Rev.(Ser.IV) Dept., dt. 28-10-1991
SCHEME FOR COMPASSIONATE APPOINTMENTS	
Procedure for medical invalidation issued in G.O.Ms. No. 214 G.A (Ser A Dept., Dt. 9-6-98 shall be followed.	G.M.No. 11854/A32/233/FR.I/98, Dated 28-3-98.
Procedure for submission of Proposals for treating compulsory wait as duty	

## FORMAT FOR SEEKING PRIOR PERMISSION / INTIMATION

- 1) Name and Designation: ,
- 2) Scale of pay and present pay
- 3) Purpose of application -sanction for transaction / prior intimation or transaction.
- 4) Whether property is being acquired or disposed of.

- 5) Probable date of acquisition / disposal of property.
- 6) Mode of acquisition /disposal.
- 7) a) Full details about location viz., Municipal No. Street village, Mandal, District and State in which situated.
- b) Description of the property, in the case of cultivable land, dry or irrigated land.
- c) Whether free hold or lease hold
- d) Whether the applicant's interest in the property is in full or part (in case of partial interest, the extent of such interest must be indicated).
- e) In case the transaction is not exclusively in the name of the Government Servant, particulars of ownership and share of each member.
- 8) Sale / purchase price of the property (Market value in the case of gifts)
- 9) In cases of acquisition, source or sources from which financed / proposed to be financed / proposed to be financed :-
  - a) personal savings.
  - b) Other sources giving details.
- 10) In the case of disposal of property, was requisite sanction / intimation obtained / given for its acquisition. A copy of the sanction acknowledgment should be attached.
- 11) (a) Name and address of the party with whom transaction is proposed to be made.
  - b) Is the party related to the applicant ? If so, state the relationship.
  - c) Did the applicant have any dealings with the party in his official capacity at any time, or is the applicant likely to have any dealings with him in the near future ?
  - d) How was the transaction arranged ?



(whether through any statutory body or a private agency through advertisement or through friends and relatives. Full particulars to be given).

12) Any other relevant fact which the applicant may like to mention.

#### DECLARATION

I..... hereby declare that the particulars given above are true. I request that I may be given permission to acquire / dispose of property as described above from / to the party whose name is mentioned in item 11 above.

Or

I..... hereby intimate the proposed acquisition / disposal of property by me:

**of property by me as detailed above. I declare that the particulars given above are true.**

Station:

Signature:

Date:

Designation:

Note: -

1. In the above form, different portions may be used according to requirement.
2. Where previous sanction is asked for, the application should be submitted atleast 30 days before the proposed date of the transaction.

Provided also that the Government employee shall submit the request to Government seeking prior permission duly obtaining, acknowledgment of having made such a request and if no permission is received within one month, he / she may go ahead with the transaction.

#### DUTIES AND RESPONSIBILITIES OF HEADS OF OFFICER A.P . CIVIL SERVICES (CONDUCT) RULES, 1964.

Sl. No. DUTIES AND RESPONSIBILITIES OF HEADS OF OFFICER -Rule

It is the duty of the every Heads offices to obtain movable and immovable **Rule 6 A7 and**

property statements in Annexure-I&II Foreign currency/Goods received  
**9 of APCS**

in Annexure-III before 15th of January every year scrutinise and file with  
 the **( conduct) Rules**

S.R.of the concerned. If there is any suspicion, it should be reported to  
 ACB. 1964.

**Rule 6A of  
 APCS**

**( conduct) Rules**

**1964.**

## CONFIDENTIAL REPORTS

2. The Heads of offices shall initiate confidential] reports for all Gazetted  
**G.O.Ms.No.144 GA (Ser.C) Dept. dt. 25.4.98.**

Officers working under him and feeder posts of non-Gazetted cadre in the  
**G.O.Ms.No. 144 GA (Ser .C) Dept. dt. 10.2.89.**

**dt 25.4.98.G.O.Ms.** prescribed proforma in duplicate for the year end-  
 ing 31 st March every year and submit the same to Dist. JDA/ control-  
 ling Officer before 15th **(Ser.C) Dept,dt:10-2-89** April of every  
 year. Record sheets shall be prepared in respect of all Non Gagetted  
 and **GO Ms. No. 95 GA (Ser.C) Dept. dt. 13.2.80.**

Gazetted posts in the prescribed format and kept in his personal custody.

## FUNCTIONS DUTIES AND RESPONSIBILITIES OF HEADS OF OFFICES

### Office procedure: Maintenance of register

Every Head of Office should maintain the following registers. Formats  
 of important registers are also furnished.,

#### **(A) Establishment :**

- 1) Attendance register :

- 2) Late attendance register
- 3) Late permission register
- 4) Casual leave register
- 5) Compensatory leave register .
- 6) Distribution register
- 7) P.Rs
- 8) Periodical register (Consolidated periodical register) . Periodical registers to be maintained by Office Assistants
- 9) Call book
- 10) D.O. Letter register
- 11) Register of registered tappals
- 12) Register of telegrams /NIC/FAX messages
- 13) Office order book
- 14) Despatch register (14 a) Stamp Account
- 15) Local delivery register
- 16) Stationery register
- 17) Printed forms register
- 18) Library register
- 19) Library books issue and watch register
- 20) Dead stock register
- 21) Temporary dead stock register
- 22) Register of confidential reports
- 23) Log book
- 24) Register of modern office equipment
- 25) Register of Trunk calls
- 26) Machine cards for each typewriter
- 27) Register of probationers
- 28) Register of Government servants under suspension
- 29) Register of condemned articles including articles of motor vehicles

- 30) Register of Repairs
- 31) Oils Register Petrol/Diesel/Kerosene for generators
- 32) Auction register
- 33) Register of Departmental enquiries
- 34) Register of writ petitions/Court cases
- 35) Register of misappropriation cases (PAC cases)
- 36) Register of complaints
- 37) Movement register
- 38) Register of safe custody of articles
- 39) Register of security deposits
- 40) Register of Service Books.
- 41) Register of Sanctioned Strength (posts)  
Permanent and Temporary (G.O.NOs to be noted)

## PROFORMAS

### 1) TELEGRAM - REGISTERED

S.No. Telegram No. & Date Matter Signature of the concerned

### 2) R.P. REGISTER

S.No. RL/RP No. & Date Subject Signature of the concerned  
Place where it was booked

### 3) D.O.LETTER REGISTER

S.No. Subject and Reference Signature When reply sent ? interim  
of the concerned or final File No. & Date

### 4) CASUAL LEAVE REGISTERS

Date of Balance of Application of sanctioning authority	Date of C.L. Signature or permission	Cause	No.of per- missions	No.of C.Ls. applied	Total No.of C.Ls availed C.Ls.
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**5) COMPENSATORY LEAVE REGISTER**

Turn duty signature the sanctioning authority	Turn duty Order No. and date	Date of Turn duty	No.of days	Total No.of turn duties done	Leave appli- cation date	Date for which compen- sation leave applied for	Total No. of CPLs available
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**6) DISTRIBUTION REGISTER**

S.No.	Date	Reference No.and Name of the Office	Date	Seat No. of the concerned	Signature Disposal	Name of	Signature of R.A.
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**7) CALL BOOK -**

S.No. No.	Personal or assigned Current	Date of entry in the register	Subject	Date of order to be over eg., when for the action is due the Register	Fresh new case and date of renewal P.R.
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**8) OFFICE ORDER BOOK .**

S.No.	Date	Subject	Signature of the authority	Signature of the Typist/ Clerk/ Attender
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**9) REGISTER OF PERSONS KEPT UNDER SUSPENSION IN DISTRICT**

S.No. Ilast	Name of the subordinate	Designation and office	Date since which kept under suspension	Lapse for which the Govt.servant kept under suspension	File No.	Date of review by Govt.(Quota Reference)
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**10) REGISTER OF PROBATIONERS**

S.No. Reference	Name & Designation Remarks	Date from which placed under probation	Period of probation & Date	Ref. no. No. & Date	Date of Decla- tion of proba- tion.
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**11) REGISTER OF DEPARTMENTAL ENQUIRIES ;**

S.No.	Name & Designa- tion	Lapse of officer ordering	Officer to whom enquiry is entru- sted	Due date for the Receipt of enquiry report issued	Stage of Enquiry Whether S/N Whether final orders issued
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**12) REGISTER OF WRIT /COURT CASES :**

S.No.	W.P.No. & By whom filed	subject File	STAGE OF WRIT PETITION
final judge- year	& against whom	No	Sending of counter Filling up of
ment		affidavit ( para - wise	counter remarks

**13) REGISTER OF P .A.C. CASES :**

S.No.	File No.	District to which it pertains.	persons involved	Amount of loss	Stage of the case	Final orders
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**14) REGISTER OF COMPLAINTS**

S.No.	Date of receipt	From whom received	Against whom	Gist of the This Office
	Ref.No.& Date if any received	Petition/ File No.	Remarks	complaint

**15) MOVEMENT REGISTER :**

Date	Name of the Officer	Designation	Place visited	Proposed to be	Purpose of Tour
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**16) REGISTER OF SAFE CUSTODY OF ARTICLES :**

Name of the S.T.O.	Acknowledgement No. / Date	Year from which deposited	Wall copper or cash chest	Due date of Release
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**17) REGISTER OF SECURITY DEPOSITS :****18) INCREMENT REGISTER :- (PROFORMA ENCLOSED)****19) DESPATCH REGISTER :- (PROFORMA ENCLOSED)****20) PERSONAL REGISTER :****21) PERIODICAL REGISTER :****22) LMRARY REGISTER :**

S.No.	Description of the Books	No.of Books received	No.of Books issued	Balance	Signature of the authority
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**REGISTER OF SERVICE BOOKS**

Name of employee	Rank	Date of opening of service books	Date of receipt of service book and the name of the office from which received	Date of last attestation (Civil Service Regulations)
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816) Note -Service books should be re attested every five years

**REGISTER OF MODERN OFFICE EQUIPMENT**

Date of receipt/ purchased	Description No.	Received Value	Issued No.	Balance No.	Remarks
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**MACHINE CARD**

C.F.Old.472, New 22-3,502-6-3-65 DEPT.

(TO BE KEPT WITH EACH TYPE-WRITER, COPYING MACHINE ETC. )

(To be pasted on a straw board) -

The attention of the Head Ministerial Officer and Typist is drawn to Rules 78 & 79 of the Stationery Manual, Vol.I which should be strictly enforced) -

Pattern & Serial No. IJ 3193822-K  
of the machine: Remington Policy Size  
Date of supply: Date on which condemned: Size: Policy size  
Date of fixing ribbons: Price:

To whom issued	Date of receipt	Date on which charge was made	Signature of persons taking over charge	Date on which defect was noticed	Nature of defect	Date of report
1	2	3	4	5	6	7
Action under Rule 57 of Stationary Manual Vo1.1	(if any)	Date of repairs	Nature of repairs	Cost of & repairs officer	Remarks Date of inspecting	
8	9	10	11	12		

**OFFICE MANAGEMENT ( DRAWING AND DISBURSING OFFICER )****4. CASH ACCOUNTS TO BE MAINTAINED BY THE HEAD OF THE OFFICE**

Name of the Register	FORM NO.OF APTC Vol.II
i) Cash Book	5
ii) Pay bill register	47
ii) T.A.Bill register	52
iv) Misc. bills register	40

v)	Register of contingent charges	7 of APFC Vol. I
vi)	Acquittance Register for payment of pay and allowances.	88
vii)	Misc. acquittance register for payment of T.A. Festival Advance and other payments	58
viii)	U.D. Pay register	20
ix)	Permanent Advance Register	89
x)	Cash Book for non Govt. transactions	5
xi)	Treasure Bills Register	70
xi	(a) Treasure Transaction Register	
xii)	Office copy of L.P.C.s received	
xiii)	Register of true copies of L.P.C.s received	
xiv)	Tour Advance Register	
xv)	Register of recoveries of Festival advance	
xvi)	Register of recoveries of Medical advances	
xvii)	Register of recoveries of loans granted to Govt. servants for purchase of Bicycles, House Building, Marriage, Motor Cycle, Motor car etc.	
xviii)	Register of recoveries of G.P .F .	
xix)	Register or recoveries of A.P.G.L.I. (See appx 26 of APFC Vol.II).	
xx)	Register of recoveries of PLI.	
xxi)	Register of recoveries of advance on transfer.	
xxii)	Increment watch register (Gazetted & Non Gazetted separately).	
xxiii)	Register showing the service books received from other offices and sent to other offices.	
xxiv)	Register showing the temporary establishment of the offices and their continuance.	
xxv)	File containing the original challans for the amounts remitted into the Treasury.	
xxvi)	Register of actual expenditure incurred with progressive totals prescribed in Budget Manual.	



- xxvii) Office copy of G.P.F Bills register.
- xxviii) Printed receipt books for the issue of receipts for the amounts received from the parties
- xxix) Register showing account of receipts used and unused.
- xxv) Reconciliation Register.

All the registers should be neatly bound up and kept as they are very important in nature. The following instructions should be followed for their maintenance.

- i) All the pages of the registers should be numbered and certificates appended on the front page under attestation of the head of the office showing the number of pages the register contained.
- ii) If the register is opened in manuscript for want of printed copy, the headings of the register should be typed and neatly pasted.
- iii) There should be no register without proper headings
- iv) A register once exhausted should be withdrawn from the clerk concerned. and sent to the record room for safe custody under proper acknowledgement.
- v) In case of Cash Book, permanent advance register and U.D. Pay register, the closing balance as appearing on the last page of the old register and a certificate to the effect should be appended in the new register under the attestation of the head of the Office.

LOG BOOK										
Sl.N	STARTING		RETURN			Purpose of journey	Petrol in tank	Period issued	Speedo meter Reading	Kms per Gallon
	Time	Speedo meter Reading	Time	Speedo meter Reading	Kms done					
1	2	3	4	5	6	7	8	9	10	11

1) REGISTER OF CONDEMNED AND UNSERVICEABLE ARTICLES OF MOTOR VEHICLES										

Sl.No	Name of the Article	Number Purchase	Date of	Value	Remarks
1	2	3	4	5	6

**2) REPAIRS REGISTER**

Sl.No	Name of item	Qty.	Rate	Signature of the Officer
1	2	3	4	5

**3) PETROL & OILS REGISTER**

Date	Particulars		Receipts		Issues		Balance		Initials
	HSD	Petrol	Quantity	Value	Quantity	Value	Quantity	Value	
1	2	3	4	5	6	7	8	9	10

**4) AUCTION REGISTER**

Sl. No	Name of the Bidder	Address	Earnest money deposited	Signature of the Bidder	Amount refunded unsuccessful Bidder.	Signature of the Bidder is taken of Receiving the EMD back
1	2	3	4	5	6	7

**REGISTER OF UNDISBURSED PAY, ETC.**

(For watching the disbursement of money drawn from the treasury which are not

disbursed on the same day					
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**UNDISBURSED BALANCE OF BILLS CASHED**

Date	Annual Serial No.	Description of bills or cheque originally cashed	Amount of the bill or cheque	Amount undisbursed.	Date of subsequent disbursement	Amount Disbursed	Balance
1	2	3	4	5	6	7	8

**DISBURSEMENT**

Date	Number of receipt item from which disbursed	Particulars of payment	Amount
9	10	11	12

**FORM -27**

Form of Register of the permanent Advance in the District (See Chapter 6, Art. 98 of APFC Vol I)

Sl No	Designation of the Officer to whom P.A is sanctioned	Amount of initial sanction	Reference No. & Date	Initials
1	2	3	4	5
a) Increase or	Remarks (- Decrease out of the amount in Col.3 Ref Indicate proceedings No & Date)	Total progressive		Initials
		( net amount col)	3-6	Date of
			19	acknowledge ment 19- 19-
6	7	8	9	10

Instructions for making entries in the register.

1) The pages in the Register shall be numbered and certificate of count of pages shall be recorded on the first page of the register under proper attestation.

2) Separate page or pages should be allotted for each of the officer located in each district setting apart a few pages for each district in the register.

3) In column 2 designation of the officer to whom the advance is sanctioned and the complete address indicating the location of the office should be noted.

4) Enhancement of reduction in the amount of permanent advance shall be recorded in Col. NO. 6 in red ink and the relevant proceedings noted.

5) Col. NO. 9 is provided for making entries for four financial years.

6) The entries shall be numbered and the corresponding number noted

in the acknowledgement. The acknowledgements shall be filed, district-wise, and year -wise and they should be retained for a period 10 years.

7) Remarks (Column No.10) may indicate any additional information required to be recorded in Columns No. 1 to 9 of the entries.

8) The register shall be properly " indexed"

(Issued as C.S. NO. 3/79 vide G.O.Ms.No. 54, Fin & Plg Accts.II Department dt. 14-2-1979)

### PERMANENT ADVANCE DISBURSEMENT

Date	Monthly Sl.No.	Descrip- tion and Department	Amount		
1	2	3	4		
RECEIPTS					
Mode of recoup- ment	Date of recoup- ment.	Date	Number of	Serial No. of item	Amount
1	2	3	4	5	6

### BUDGET WATCH REGISTER

		2401-CROP Husbandry 001-Direction and Administration Schemes included in the Plan 03-District Offices (PLAN) 060-Rents Rates & Taxes 061- Rents			
Lr.No. & Date		Total amount	Name of the DDO	Amount allotted	Total
Lr.No. Bud II(1)118/98 Dt.12.11.98	Qtr 1st 2nd 3rd	5738 5738 5738	J.D.A. " "	5738 5738 5738	5738 5738 5738

of C.A.O. O/o C&DA AP, Hyd.	4th	5740	"	5740	5740
		22954			
		BUDGET WATCH REGISTER 2401-Crop Husbandry 109-Extension and Farmers Training Schemes included in the plan 09-Comprehensive Agril. Development Programme 110-Subsidies			
Date	Lr.No.& Date	Total amount	Name of the DDO	Amount allotted	Total
28.12.98	Lr.No.Bud.	11,50,000	JDA	1150000	
	II(1) 185/ 98 Dt.24.12. 98 of C.A.O O/o C&DA HP Hyd				

**1) REGISTER OF RECOVERIES PROFORMA :**

Sl. No.	Name & Designa- tion.	Sanctioned amount	No.of instalment	Recovery particu- lars.	Intials of Officer
1	2	3	4	5	6

**2) G.P. F. ADVANCE REGISTER :**

S I. No	Bill No.& date	Name of The Employee	Account No.	Amount sanction- ed	Purpose	Initials of Officer
1	2	3	4	5	6	7

**3) EDUCATION /FESTIVAL ADVANCE RECOVERY REGISTER**

		EDUCATIONAL ADVANCE : 8 Instalments only				
		FESTIVAL ADVANCE : 10 Instalments only				
Sl.No	Name & Designation	Time Scale / basic pay	Amount Sanctioned	No.of instalments.	Amount recovered	Initials of Officer
1	2	3	4	5	6	7

**4) F.B.F./G.I.S FINAL PAYMENT PROFORMA**

Sl.No	Name & Designation.	Date of Retirement/ Death	Amount Sanctioned.	Sanctioned No. & Date	Place & Date of encashment.	Initials of Officer
1	2	3	4	5	6	7

**5) MARRIAGE /MOTOR CYCLE /HBA ETC.,**

Sl.No	Name & Designation	Amount Sanctioned.	RECOVERABLE			
			Principle	Interest		No.of instalments
			Rate of montly instalment	No. of instalments	Rate of monthly instalment	
1	2	3	4	5	6	7

Purpose which sanctioned	Sanction of competent Authority	No. of instalments and amount recovered	Initial of Officer.
8	9	10	11

**6) T.A. BILL PRIORITY REGISTER**

Sl.No.	Date of Receipt	Name & Designation	Month	Amount of the bill	Remarks
1	2	3	4	5	6

**7) T.A. BILL PASSING REGISTER**

Sl.No	Name & Designation	Month	Total amount of the bill	Date & place of encashment	Voucher No.	Initial of Officer
-------	--------------------	-------	--------------------------	----------------------------	-------------	--------------------

**LOANS AND ADVANCES :**

G.O.Ms.No.311, F&amp;P

**ANDHRA PRADESH HOUSE BUILDING ADVANCE RULES :**

(FW A&amp;L) Dept., dt.

**PURPOSE FOR WHICH ADVANCE MAY BE GRANTED :**

6.11.1996

For purchase of house site/ Constructed House/ Flat/Ready built House/Flat /Purchase of house site/and construction of House/Flat and repairs, extension, enlargements, additions or improvements to the house owned by the applicant/spouse, /minor children construction of House in already owned site by the applicant / Spouse/minor children.

Rule.1

House can be constructed any where in India and intended for bonafide personal use.

**ELIGIBILITY**

All regular employees who have rendered 8 years of service. All India service officers and Permanent Govt. Employees, who are on deputation not more than five years. In case both wife and husband are employees one of them. .

Rule.2

The Govt. employees who have taken H.B.A. are not entitled for Government accommodation.

**CONDITIONS TO BE FULFILLED:**

Rule. 3

**AMOUNT OF HOUSE BUILDING ADVANCE:**

Maximum amount of advance that can be sanctioned to different pay range of employees is laid down in Rule (4).

Rule (4).

**APPLICATION AND SANCTION:**

Applications should be submitted to the Head of Offices concerned in the prescribed form I or II or III

in duplicate along with the following documents.

A declaration of house owned by the applicant/wife minor children. Clear titled deed of the land in which proposed to construct a house with site plan. The Heads of offices will scrutinise the application in consultation with law officers/Revenue and Registering authority and satisfy himself of the clearness of facts.

Rule.5

The Heads of Offices should submit a requisition for release of budget grants and on receipt budget grants sanction will be accorded by the head of office and arrange to pay the advance.

Out of the total budget provision made for the grant of HBA 1/6th of the amount shall be set apart for employees of A.P. Last Grade Service.

#### PREFERENCE IN THE MATTER OF SANCTIONS:

a) First preference should be given to committed expenditure and construction of houses.

b) Second preference should be given to repairs and balance if any, May be utilised for fresh sanctions towards ready Build House.

#### FIXATION OF SENIORITY OF THE APPLICATIONS :

a) The applications received for grant of loans under HBA Rule should be recorded in a Register according to their date of receipt and they should be considered based in the seniority in the above register.

G.O.Ms.No.165  
F&P(FW.A&L)  
Dept., dt. 3.5.71



## FUNDAMENTAL RULES

- |     |   |  |
|-----|---|--|
| 1.1 | No Govt. Servant shall be granted leave of any kind for continuous period of more than 5 years. Wilful absence from duty shall be treated as "Dies Non" for all purposes Viz., Increment, leave and pension (Note.1 under FR 18) Govt. servants who remained absent for more than 5 years shall not be permitted to rejoin duty without orders of Government. | <b>F.R. 18</b>   |
| 1.2 | Principles of Pay Fixation.   | <b>F.R.19,22,22B<br/>23,26(a)(a)30&amp;<br/>31.</b>                                      |
| 1.3 | On first appoint the pay has to be fixed at the minimum of the time scale.  |  |
| 1.4 | On appointment under A.A.scheme pay shall be fixed at next higher stage.  | <b>FR.22(a) read<br/>with FR.31(2)</b>   |
| 1.5 | Adding of increment in lower post if has not enjoyed AA scheme and on promotion.  | <b>F.R.22B</b>   |
| 1.6 | Regulation of pay, leave, pension of retrenched employees on re-appointment.  | <b>GO.Ms.No.1002<br/>GAD,dt.29.11.67<br/>and G.O.Ms.No.<br/>219,Fin.dt.<br/>14.4.72.</b> |
| 1.7 | All duty in a post on a time scale and leave with pay and allowances shall counts for increment in that time scale provided that for purpose of arriving at the date of the next increment the total of all such periods which do not count for increment may be added to normal date of increment  | <b>FR.26(a) read<br/>with G.OMs.No.<br/>177, Fin.(FR.1)<br/>dept.dt.23.2.68</b>          |
| 1.8 | Temp. Service shall count for increment in that time scale.   | <b>G.O.Ms.No.506<br/>GA(Ser.A)<br/>dept dt.21.4.61.</b>                                  |

- 1.9. Service rendered in Higher Post shall counts for increment in lower post. **F.R.26(C)**
- 1.10. Regulation of increments on the first of the month certain clarifications. **Exe.instructions under Rule 26.**
- 1.11 Authority competent to sanction increments All drawing officers in. each department is authorised to release and sign the increment certificate of 16965/677/A&U Govt. employee in each department. **Govt.Memo No. 5, dt.13.2.87 of Fin.& Plg. (FW . A&L) Dept.**
- 1.12 Arrears due to revision of seniority from notional date shall be paid from the date actually held the post. **FR.26(a) (a) and note 1 to 4.**
- 1.13 Joining time counts for increment. **FR.26**
- 1.14 Stagnation increments shall be sanctioned for fixation of pay in higher post. **G.O.Ms.No.173 Fin.&Plg.FW (P.C.I) Dept, dt.19.1.84.**
- 1.15 Sanction of incentive increment for family planning operations. **GO.Ms.No.52 ; M&Hdept, dt.23 .1.81**
- 1.16 Advance increments for possessing Higher qualification. **G.O.Ms.No.89 Fin.& Plg. (FW. PRC.I)Dept, Dt.26.3.80.**
- 1.17. Jr.Assts., Typists and Steno Typists who are working in and who passed Degree are eligible for one advance increment **G.O.Ms.No.114 Fin & Plg.(FW .;1 PRC.I)Dept,dt. 4.4.80 read with Govt. memo GO. Ms.No. 38461/279/A2 PC/11/94, Fin & " Plg.(FW .PC.II) Dept,dt.1.3.95**

- 1.18 (a) Sanction of Additional charge Pay. **F.R. 49**  
 (b) No addl. charge pay shall be admissible beyond 6 months. **Inst.2 under F.R.49.**  
 (c) No addl.charge pay shall be allowed for the newly created post and Inst.4 under - class IV post **FR.49**  
**Ins.3 under FR 49(GO.Ms No. 401 Fin & Plg. (FW .FR.I).Dept. dt.17.11.77.**  
 (d) D.A. Adhoc D.A, HRA, and CA shall be admissible on addl.charge pay.
- 1.19. Maintenance of Service Registers and making entries properly upto date entries.

## A.P. LEAVE RULES 1933

Accumulation of leave from 1.1.1988

- 1.1. Type of Employee Earning capacity Accumulation A vailment
- |                   |                             |        |
|-------------------|-----------------------------|--------|
| regular employees | Advance credit of (days)    | (days) |
|                   | 15 days for every 240       | 120    |
|                   | Half year as on             |        |
|                   | 1 st January and 1 st July. |        |
- b) Temporary employees Advance Credit of 30 Leave at credit
- 8 days for every half year as on 1 st Jan. and 1st July.
- 1.2 Half Pay Leave:  
 20 days for each completed year of regular service. There is no upper limit for accumulatlon.
- 1.3 Commuted leave: 240 days in entire service. **Rule IS.B and Rule 28-B of**  
 The debit in the H.P.L.account will be double

- the period of commuted leave.
- 1.4 Leave not due:  
When HPL is not at credit, leave not due to an extent of 180 days during entire service can be granted on M.C. only
- 1.5 Extra-ordinary leave rules.
- 1.6 For approved Probationers: Not exceeding 5 years including other kinds of leave
- 1.7 For Probationers:  
EOL shall not exceed on any one occasion the following limits.
- a) Three months ordinarily.
  - b) Six months if it is supported by medical certificate and the employees has completed 3 years of service.
  - c) 18 months for treatment of T.B. or leprosy on certificate from Medical Officer.
  - d) 12 months for treatment of cancer mental illness on the certificate from recognised institute or Doctor.
  - e) 24 months for prosecuting higher studies.
- The authority for grant of EOL in item (b) to (e) is Government.
- 1.8. Full DA, HRA and other allowances on Half pay leave can be paid or those who are drawing upto and inclusive of the scale of 3110-6380 w.e f. 19.1.1994. (Revised scales 1992)
- 1 Leave Salary:  
During the period of Earned Leave, Pay equivalent to full pay drawn before proceeding on the leave.  
Leave salary for Half Pay leave:  
Equal to half of the pay drawn before proceed-
- APLR.**  
**Rule 15-C and Rule 18-C.**
- Rule 5A, 16, 19 & 23.**
- Rule 23(a)(ii)**
- GO.(p) No.21**  
**Fin & Plg.(FW.PC.I)**  
**dept, dt.19.1.1994.**
- G.O.Ms.No.**  
**266 Fin & Plg**  
**(FW.FR.I) Dept,**  
**dt. 28.10.91**

ing on leave and full pay for a period of six months in entire service if the leave is on M.C.for treatment of T.B., Leprosy, Cancer, mental illness or hear diseases and Renal"(Kidney) failure.

**COMMUTED LEAVE:** Full Pay and Allowances.

Extra-ordinary leave: No leave salary. However in respect of NGO whose pay does not exceed Rs.700/-PM(1978 scales) If the leave is for treatment of T.B.Leprosy, Cancer, Mental illness, eligible to exgratia equal to half the pay drawn before proceeding on leave subject to a minimum of Rs. 220/-and a maximum of Rs.350/- and employees of last grade service exgratia equal to half pay subject to a maximum of Rs.220/-

**G.O Ms.No.  
33 Fin.dt. 22.2.82.**

**Rule 83,84 of  
F.R.**

#### **SPECIAL DISABILITY LEA VE**

**STUDY LEA VE:** (Not debitale to leave account)

**F.R.84**

**MATERNITY LEAVE:**

Maternity leave can be sanctioned upto 120 days to a Female married Govt.servant with less than two Surviving children for each confinement not exceeding 5 weeks in case of abortions, including miscarriage and termination of pregnancy under M. T .D. Act. 1971.

**Rule, 101 (a of  
FR.read with  
GO.Ms.No.254  
F.Plg. (Fin. Wing.  
FR.I) Dept,dt  
10.11.95 and  
G.O.Ms.No.38  
Fin&PIg.( FW FRI)  
Dept,dt. 18.3.92.**

**HOSPITAL LEAVE :** (Not debitale to leave account)

**FR.101 (b)**

GRANT OF LEAVE FOR FIVE YEARS TO GOVERNMENT SERVANTS TO TAKE UP EMPLOYMENT ABROAD.	<b>G.O.Ms.No.214 "Fin &amp;Plg.(FW (FR.I)Dept, dt. 3.9.96.</b>
Instructions of Government on Grant of E.O.L.on Medical Certificate.	<b>Circular Memo No.21102-B/ A2/ FR.1/98,dt. 7.8.1998)of Fin.&amp;Plg.(FW. FR.I)dept.</b>
SURRENDER LEA VE:	<b>G . O . M s . N o . 3 3 4 , F i n . ( F R . I ) D e p t dt.28.9.77 read with G.O.Ms.No. " 316 Fin &amp; Plg.(FW.FR.I) Dept, Dt.3.12.90.</b>
EARNED LEA VE ENCASHMENT OF ON RETIREMENT/DEATH Earned leave can be encashed as on the date of re-tirement/death upto maximum of 240 days and receive full pay, D.A. ,HRA,C. C.A etc.	<b>G.O.Ms.No. 420, Fin &amp; Plg (FW FR.I) Dept,dt. 3.12.90 and - G.O.Ms.No.38 Fin&amp;Plg. (FRI) Dept, dt 26.2.96</b>
ENCASHMENT OF HALF PAY LEA VE ON RETIREMENT/DEATH	<b>G.O.Ms.No.235 Fin &amp; Plg (Fin. win. (FR.I)Dept dt.27.10.98</b>
AUTHORITY COMPETENT TO GRANT LEAVE:	<b>G.O.Ms.No.687. ( Food &amp; Agri. Dept,dt.21.3.64.</b>
1. Agril.Officers. 2. Asst.Engineers (Agri) ( Joint Directors of Agril. 3. Agril.Officers(SC) 4. Mechanic Grade. I.)	

**5. Superintendents**

Directorate: P.A. to Director of Agriculture  
 Moffusil : Dy .Director of Agriculture/  
 Executive Engineers (Agri)

**6. Senior Assistants:**

Subordinate Offices: Heads of Offices.

**GAZETTED OFFICERS:**

7. Asst.Directors of Agri. Dist.Collectors upto one month if leave is in excess of one month, C & D.A.F & A(Agri.I)

**G.O.Ms. No. 237**  
**Dept, dt.13.2.67**

**ENCASHMENT OF EARNED LEAVE/H.P.L.ON RETIREMENT/DEATH**

Heads of offices are competent to sanction leave and pay Cash value .  
 equivalent to L.S to all categories of employees working under his control.

**G.M.No.92580**  
**C.1768/FR.I/76**  
**-1, dt.I.I.1977**  
**of Fin & Plg.**  
**(W.FR.I) Dept.**

**MAINTENANCE OF CASH ACCOUNTS RESPONSIBILITIES OF DRAWING AND DISBURSING OFFICERS****I. RESPONSIBILITIES TOWARDS MAINTENANCE OF ACCOUNTS (ART .5 OF APFC.VOL 1)**

Every Government servant should see that proper accounts are maintained for all government financial transactions with which he is concerned and render accurately and promptly all such accounts and returns relating to them as are prescribed. He should check the accounts every day to see that his subordinates do not commit fraud, misappropriation or any other irregularity. The Head of the Office will be held personally responsible for any loss that may be followed due to any neglect of the duties laid upon him by the provisions of the financial code. The fact that a head of the office has been misled or deceived by a subordinate will in no way mitigate his personal responsibility, since every government servant should be familiar with the financial rules and

exercise a specially strict and close control over his subordinates in regard to the use of public funds and the maintenance of proper accounts.

## 2. Responsibilities TOWARDS RECEIPTS (ARTS.2,7 TO 11 OF APFC.I)

- l)
  - a) to assess the demands carefully in advance
  - b) take steps to realise the revenues promptly
  - c) maintain proper account of collection;
  - d) watch the progress of collections against the total demand (D.C.B.);
  - e) prompt steps to collect all arrears
  - f) consolidate the figures in a register to show the total receipts for each month classified as per the Budget estimates;
  - g) to compare the figures compiled in the register with (a) computer figures and (b)A.G.'s figures and reconcile difference if any;
  - h) to effect necessary corrections before the accounts of the year are closed;
  - i) to take steps to apply to the competent authority for writing off the irrecoverable arrears;
- ii) The receipts realised should not be locked up in the cash chest in huge balances. It should be remitted into the Treasury under the relevant head of account as frequently as possible so as to keep the balance of the chest at the lowest minimum.
- iii) On no account, the departmental receipts should be appropriated for incurring any A departmental expenditure except in certain cases specified in T .R. 7(2). To meet any expenditure, amounts should be drawn separately from the Treasury according to the availability of funds
- iv) Powers of subordinate authorities to write off losses on account of non-realisation of sums due to the Government are contained in Appx.23 of APFC Vol. II.
- v) The detailed rules governing demand and collections are contained in the relevant -departmental codes and manuals.



**vi) AUDIT OF RECEIPTS (Appendix. 10 of Vol.II)**

- a) Audit shall have power to examine the. Correctness of the sums brought to account as determined by the Government in consultation with the A.G.
  - b) Audit will not interfere with the executive responsibility of the departmental officers.
  - c) Audit shall not make enquires With the tax payers.
  - d) Audit is done with ref. to statutory provisions, financial rules and executive orders.
  - e) The Chief aim should be to ascertain that adequate regulations and procedures have been framed to secure an effective check on the assessment, Collections and proper allocation of revenue. In the Audit, general is more important than the particular. 1) Audit should ascertain what checks are imposed against the commission of irregularities at various stages of collection and accounting and suggest improvement in procedures.
  - g) Audit will see that no amounts due to the Government are left outstanding without sufficient reason and watch such outstandings and suggest measures for their recovery.
- ii) REFUND OF REVENUE (Arts.32 to 35 of APFC Vol. I& SR 27 TR I6-APTC I) Refund -Bill (APTC Form 62) Powers to Order refunds (Appx.2-APFC Vol.II).**
- a) For the purpose of refunds, revenue is classified as:
    - i) Ex-gratia Government are under no legal obligation to make re fund. Claims should be summarily rejected if the party does not present a case within 3 months from the date of notice.
    - ii) Legally entitled: 1 year from the date of credit of Revenue to the Government.
  - b) An order for refund of revenue remains in force for a period of 3 months only from the date of issue except otherwise provided by any law, rule or departmental regulation.

- c) The above rule of refund do not apply to certain classes of refunds detailed in Art.35.
- d) The powers to refund revenue as per Appx.2 are subject to the departmental rules contained in Dept Manuals and codes
- e) Original record to be traced and refund should be recorded against the original entry of receipt in the departmental accounts and also counterfoil of the receipt. Original receipt given to the payer to be collected back (if possible) and destroyed, except in the case of refunds of fine amounts by courts, where true copies of challans can be accepted, vide G.O.Ms.No. 94 Fin. & Plg. (Admn.I)dated 27.3.1980.

### **RESPONSIBILITIES TOWARDS INCURRING OF EXPENDITURE**

(Art.3,4 and 38 to 44 & 56 of APFC Vol.I ).

- 1) Every head of the Office should on no account incur any item of expenditure from public funds unless the following conditions are satisfied.
  - a) The expenditure must have been sanctioned by a general or special order of the authority competent to sanction such expenditure.
  - b) Sufficient funds must have been provided for expenditure in the budget of the financial year or by way of reappropriation of funds sanctioned by the competent authority, sufficient funds should have been released by the competent authority .
  - c) The expenditure should not exceed the appropriation.
  - d) On no account should funds be reserved or appropriated by transfer to a deposit head or drawn from the Treasury and kept in the cash chest to avoid lapse of appropriation.
  - e) There should be no undue rush of expenditure towards the end of financial year.
- ii) Further every head of the Office should strictly adhere to the following principles known as the standards of financial propriety.
  - a) The expenditure should not be prima facie more than the occasion demands. He should exercise that same diligence and care in respect of all expenditure from public money under his control

as a person of ordinary prudence would exercise in respect of expenditure of his own money .

- b) He should not pass any order directly or indirectly to his own advantage.
  - c) Public money should not be utilised for the benefits of a particular person or section of community unless;
    - i) the amount of expenditure involved is insufficient, or
    - ii) a claim for the amount would be enforced in a court of law or
    - iii) the expenditure is in pursuance of a recognised policy or custom.
  - d) The amount of any allowance such as T.A. granted to meet expenditure of a particular type should be so regulated that it is not, on the whole, a source of profit to the recipient.
- iii) It is the duty of every Government servant not merely to observe complete integrity in financial matters but also to be constantly watchful to see that best possible value is obtained for all the funds spent by him or under his control and to guard scrupulously against every kind of wasteful expenditure from public funds. Art. 4.
- iv) The Drawing Officer is responsible for the correctness of the amounts drawn. If there is excess drawal, the D.O. will be required to make good the excess amount drawn. If it cannot be recovered from him for any reason, the Officer who countersigned the bill will be liable to make good any loss arising from culpable negligence on his part and the T.O. who passed the bill also his similarly liable to make good the loss arising from culpable negligence on his part. ( Art. 56 of APFC Vol. I.)

**4. CASH ACCOUNTS TO BE MAINTAINED BY THE HEAD OF THE OFFICE. NAME OF THE REGISTER FORM NO. OF APTC Vol. II.**

- I) Cash Book.
- ii) Pay bill register 47
- iii) T.A. Bill register 52
- iv) Misc. bills register 40
- v) Register of contingent charges 7 of APFC Vol.I

vi)	Acquittance Register for payment of pay and allowances.	88
vii)	Misc.acquittance register for payment of T.A. Festival Advance and other payments	58
viii)	U.D. Pay register	20
ix)	Permanent Advance Register	89
x)	Cash Book for non Govt. transactions.	5
xi)	Treasury bills Register	70
xi)(a)	Treasury Transaction Register	
xii)	Office Copy of L.P.C. Register issued.	
xiii)	Register of true copies of L.P.Cs. received	
xiv)	Tour Advance Register.	
xv)	Register of recoveries of Festival advance	
xvi)	Register of recoveries of Medical advances.	
xvii)	Register of recoveries of loans granted to Govt. servants for purchase of Bicycles, House Building, Marriage, Motor Cycle etc.	
xviii)	Register of recoveries of G.P .F .	
xix)	Register of recoveries of A.P.G.L.I. (See Appx. 26 of APFC Vol.II)	
i xx)	Register of recoveries of P.L.I.	
xxi)	Register of recoveries of advance on transfer.	
xxii)	Increment watch register (Gazetted and Non-Gazetted separately).	
xxiii)	Register showing the service books received other offices and sent to other offices.	
xxiv)	Register showing the temporary establishment of the offices and their continuance.	
xxv)	File containing the original challans for the amounts remitted into the Treasury.	

- xxvi) Register of actual expenditure incurred with progressive totals prescribed in Budget Manual.
- xxvii) Office copy of G .P .F .bills register .,
- xxviii) Printed receipt bill books for the issue of receipts for the amounts received from the parties
- xxiv) Register wing account of receipts used and unused
- xxv) Reconciliation Registrar

All the registers should be neatly bound up and kept as they are very important in nature. The following instructions should be followed for their maintenance.

- i) All the pages of the register should be numbered and certificates appended on the front page " under attestation of the head of the office showing the number of pages the register contained.
- ii) If the register is opened in manuscript for want of printed copy, the headings of the - registers should be typed and neatly pasted.
- iii) There should be no register without proper headings.
- iv) A register once exhausted should be withdrawn from the clerk concerned and sent to the record room for safe custody under proper acknowledgement.
- v) In case of Cash Book, permanent advance register and U.D. Pay register, the closing balance as appearing on the last page of the old register and a certificate to the effect should be appended in the new register under the attestation of the head of the Office.

### **5. CUSTODY OF CASH; CASH CHEST.**

- i) The office cash balance should be kept in the iron cash chest having double lock arrangements. " ,

The cash chest shall, if practicable be embedded in masonry so as to prevent removal by ... thieves one key of the cash chest should be held by the head of the office and the other by the Superintendent or any other senior most Government servant of the office. They should - personally hold the keys of the chest and the keys should never leave the possession of the Government servants concerned. The cash chest should be opened and closed per-

sonally by them and should not be entrusted to the attendars. Whenever any Government servant holding the key the cash chest happens to be on camp or go on C.L. he should personally hand over the key to any other government servant who is authorised to hold the same during the absence. It should not be sent through any other messenger whom may unscrupulously prepare a duplicate key for -its use at a later date without the notice of the head of the office and other government servant holding the keys (S.Rs.I & 2 of T .R. 11 of APTC Vol.I).

ii) Whenever there is change in the incumbent of the government servant holding the key 'W' of the cash chest due to any kind of leave or transfer the incoming government servant should personally verify the cash and record a certificate of verification in the cash book under his own hand and affix his dated signature.

iii) The duplicate keys of cash chest should be kept in a small packet, and the packet sealed and sent to the nearest treasury for safe custody. The receipt granted by the T.O. Should be carefully filed. Thereafter of every year, the sealed packet should be obtained from the treasury duly surrendering the receipt obtained at the time of deposit, the contents of the sealed packet checked up and the duplicate keys should again be deposited in the Treasury for safe custody (Instrn. 19 of T .R. 11 of APTC Vol.I).

iv) When leaving the office every day, after locking the cash chest a paper seal duly signed by the head of the office should be pasted in the cash chest and the sealed cash chest handed over to the night watchman if there is one under his acknowledgement. On the next day when the office is opened, the cash chest should be taken over , by the Head of the Office by furnishing the acknowledgement. A register should be maintained for this purpose in the form noted in Appendix-I. The night watchman is expected to be awake during the nights and guard the office and cash chest. He should be provided with a torch light and stick. Once in a fortnight the head of the office should make surprise visit to the office to find out whether the night watchman is performing the duties or not and record the result in the register. If the night watchman is found sleeping and in drunken state deterrent action should be taken against him.

#### **CASH BOOK (S.R.3-T.R. 10: SR 2- TR.II)**

The following instructions should be followed in the maintenance of Cash Book.

- a) Every Government Office should maintain a Cash Book in A.P. T .C. Form No.5 with the following columns:  
(i) Date of receipt (ii) Particulars (iii) Amount (iv) Date of disposal or remittance to treasury (v) Particulars (vi) Amount (vii) Remarks.
- b) There should be two cash books-one for Government transactions and the other for non-Government transactions if the Government servant is permitted to handle in his official capacity money received not on behalf of the Government Institution. The cash balance relating to Government transactions and non-Government transactions should be kept separately in the cash chest (S.R. 7 (c) T.R. 10 of APTC Vol.I).
- (c) It is not correct to multiply cash books and as far as possible only one cash book should be maintained. Subsidiary registers may however be opened, if need be, taking their totals to the cash book.
- (d) Money received on behalf of the Government (with the exception of money with drawn from Treasuries on Bills for Pay, contingencies etc., which are accounted for and watched in other ways) should immediately be accounted for in the Cash Book (S.R. 3 -T .R. 10).
- (e) For each entry on the receipts side of the Cash Book, there should be a counterfoil of printed receipt. A printed receipt book should be maintained for the issue of receipt for the accounts received in the office (S.R. 2 -T .R. 10). Against each relevant entry of receipt for the amounts received in the cash book, the receipt number should be noted against each item in the Cash Book.
- (f) Before an Officer signs a receipt he should see that the receipt of the money has been duly recorded in the cash book and in token of his check he should initial with date the relevant entry in the Cash book.
- (g) When money is sent to the Treasury/Bank for remittance, entry should be made in the cash book while signing the challan. It should be attested only on receipt of the challan after remittance.
- h) In respect of amounts received on account of encashment of bills and cheques at Treasury or Bank, they should be supported by relevant entries in the Treasury Bills register, or - U.D.P. or P.A. register etc.

- i) After totalling the receipts recorded in the cash book, the opening balance of the cash book should be added and grand total struck.
- j) For every item of disposal on the charges side of the cash book, there should be acquittance in proof of having disbursed the amount.
- k) At the close of business on each working day, the Cash Book should be closed duly verifying the cash on hand and the closing balance arrived at in the Cash Book.
- l) A memorandum of verification should be recorded in the Cash Book duly counting the : cash and verified with the book balance as shown in the Cash Book and other registers after they have been closed for the day and then signed by the drawing officer as below:
- |    |                                       |        |
|----|---------------------------------------|--------|
| A. | Balance as per Cash Book.             | xxxxxx |
|    | Balance as per U.D.P. Register.       | xxxxxx |
|    | Balance as per P A. Register.         | xxxxxx |
|    | Total Book Balance                    |        |
| B. | Amount held in cash                   | xxxxxx |
|    | Amount held in the shape of           | xxxxxx |
|    | cheques and drafts.                   | xxxxxx |
|    | Total: ..                             |        |
| C. | Cash Balance ascertained by counting. | xxxxxx |
- m) If there is difference between the book balance and the physical balance, the same should be reconciled. If it cannot be reconciled, action should be taken under Art. 294 of APFC Vol.I and S.R.2 of T.R.II of APTC Vol.I.
- n) If the concerned Officer happens to be in camp or leave, the officer who looks after his work or the ministerial head should also check the cash book as above and the D.O. should as soon as he returns verify the entries in the Cash Book and attest the same duly satisfying the correctness of the same.



**PROCEDURE WITH REGARD TO DEMAND DRAFTS AND CHEQUES:**

Whenever a demand draft/cheque is received in favour of a Departmental officer towards the Government dues, it should be entered in security register. A temporary receipt in A.P. T.C. form No.4 should be issued by the departmental officer for the draft/cheque. It should be recorded as receipt in the cash book immediately on receipt. Once in a week lesser intervals a challan per each draft/cheque should be prepared and presented together With the draft/cheque to the bank duly making an entry on the payment side of the cash book for collection and crediting the proceeds draft/cheque is remitted should be specified in the challan. After the proceeds covered by the cheque/draft are realised, a final receipt (in new C.F. form No. 45, Old C.F. No. 106) should be issued to the party. The challan No. and Date should be noted against the relevant debit entry in the cash book and also in the security register.

**PROCEDURE WITH REGARD TO POSTAL ORDER:**

The above procedure may be followed. In this case the challan may be presented along with the cash after the postal order is encashed.

**PROCEDURE WITH REGARD TO MONEY ORDERS:**

Immediately on receipt of postal money orders, an entry should be taken on receipts side -of cash Book after receiving the amount covered by money order. At the end of every week or at lesser intervals challan should be prepared for each money order received and the amount remitted into bank duly making an entry on the payments side of the cash book. The name of the party on whose behalf the tax/revenue is sought to be remitted should be specified in the challan. A receipt (in New C:F. form No.45, Old C.F. No. 106) should be sent to the party for the amount (G.O.Ms.No.251 Fin. & Plg. (A&L) dated 6.8.80). T.R.10, SRS 10 AND 19:

Instructions were issued in Govt. Circular Memo.No.25916-A/483/ Admn.1/81-2 Fin. & 7 , Plg. dated 1.6.81 that the departmental officer should furnish full classification (from major head to detailed head) with computer code on the challans for the remittance of undisbursed pay and allowances etc. The drawing officers are also required to ensure that challans accompanying the 7 remittances are got pre-checked by the staff of the compilation branch stationed at the S.B.H., Hyderabad and Secunderabad S.B.I before the challans

are tendered on the counters of the bank. The precautions which are required to be taken (vide G.O.Ms.No. 171 Fin. (Accts.II) ;7 dated 10.5.83 in writing the challans should be scrupulously followed.

**S.R.7 UNDER T.R.10:**

Government Circular Memo.No.17393ID/1364/A&L/82-3 Fin. & Plg. dated 2.5.83.

In order to have effective control over handling and accounting of non-Government cash the following instructions are issued by the Government:

1. In addition to the normal procedure followed for the maintenance of non-Government cash book, the balance of non-Government cash should be exhibited distinctly in the details of cash balance maintained in the Govt cash book and cash balance verified during the course of physical verification of cash.
2. The amounts recovered under different non-Government recoveries shall be remitted Within a period of 7 days from the date of recovery of such amount.
3. During the periodical verification of Government cash balance , the non-Government cash balance also shall be verified in order to ensure that the instructions are followed.

**TREASURY BILL REGISTER: INSTRUCTION 33.TR.16;**

- a) Every office presenting bills at Treasuries should enter particulars of all its bills including bills of Gazetted Government servants in a book called the "Treasury bills book" in APTC form 70 with the following columns:
  1. Number, date and description of bills.
  2. Total amount of bill.
  3. In cash.
  4. By Government drafts or book adjustment .
  5. Name and designation of the person in whose favour the Government drafts are to be Issued.
  6. Name and designation of the messenger authorised to collect token from the Treasury and cash from the bank/treasury.

7. Signature of the Drawing officer.
8. Date of receipt of the bill in treasury and the initials of HHA.
9. Token No. Allotted by the Treasury.
10. Amount passed by the Treasury.
11. Dated initials of the H.H.A. in token of the treasury having passed the bill.
12. Remarks (date of receipt of money should be entered and initialled by the D.D.O.)

The register should be presented as the treasury along with cash bill. The treasury will not accept any bill unless the treasury bills duly entered upto Col.7 is presented with it.

- c. Where the bill is passed for payment, the treasury is expected to note the amount for which the bill has been passed and the concerned official in the treasury should sign in full in " token of authenticity of the particulars recorded by the treasury in Cols.8 to 10. If there are any unattested corrections or erasures or overwritings in respect of the amounts noted by the treasury they should be got attested by the treasury officials, after receipt of the cash from the bank. The treasury bills register should not be allowed to remain in the treasury for unduly long periods. If there are bills pending for more than 3 days in the treasury, the matter should be taken up with the treasury officer of S. T. O. by the Head of the office for their expeditious disposal.
- d. If the treasury returns a bill with any objection and if it is sought to be represented after rectification of defects pointed out by the treasury, a fresh entry should be made in the treasury : bills register and the bills sent.
- e. If the Treasury passes any bill for less amount disallowing certain amount according to the entry recorded by it in the Treasury bills register , a memorandum of deductions from bills should be obtained from the Treasury in APTC form 71.Instructions 34 T.R 16 of APTC Vol. I.
- f. While endorsing bills for encashment, care should be taken to follow the monetary limitations for each type of messenger as laid down in Art. 274 A of APFC Vol.I.

**REGISTER OF BILLS**

In Twin Cities, where the bills are presented at P.A.O., a Register of bills in APTC 70-A should be maintained with the following columns:

1) S.No. (2) Description of claims (3) Amount (4) Endorsed in favour of (5) Signature of D.O. (6) Token No. (7) Date (8) Cheque No. (9) Date (10) Amount passed (11) Reference to U.D.P. Register (12) Attestation in.

g. Precautions should be taken to ensure that parrallel Treasury bills register are not maintained.

h. The following certificates should be recorded when existing register is closed and a new register opened as per G.O.Ms.No. 172 Fin. & Plg. (FW.Accounts .II) dated 6.6.79.

I. Certificates to be recorded when a new bills register is brought into use.

(i) Certified that this Treasury Bills book/register of bills contain pages serially numbered from To and brought into use with effect from (in words)..

(ii) Certified that I am presenting the bills in the Pay & Accounts Office/ District Sub- Treasury through this register of bills/treasury bills book only, and I have personally satisfied myself that no other register of bills/treasury bills book is currently in use for presenting the bills at the PAO/Dist./Sub- Treasury.

II. Certificate to be recorded when the Register is completed and lodged before a new register is brought into use.

Certified that I have personally satisfied myself that all the bills presented through this register of bills/treasury bills book have been either encashed or returned by the PAO/Treasury Officer and have been properly and completely accounted for. This register is closed and kept under my personal custody".

(I) To prevent presentation of drawal of bills this register should be reviewed bi-weekly by the Drawing Officer and the result of the review recorded in the form of Abstract as below:

(1) Opening balance (2) Bills sent during 1st half/2nd half of the week (from to ) (3) Total 1+2 (4) Bills passed during 1st half/2nd half of the week (from: to ) (5) Brief reasons for tendency.

**UNDISBURSED PAY REGISTER : INSTRN. 26.T.R.& S.R 4T.R. 32 APTC VOL**

1. All the amounts relating to the claims of Government Servants in the office should be brought to account in this register on the same day of encashment. The same register shall also be used where necessary for watching the disposal of the undisturbed balances, if any, of amounts drawn on contingent bills in excess of the permanent advance.

2. As far as possible, the official entrusted with the preparation of bills should not be entrusted with disbursement. In a large office separate U.D.P. registers may be maintained for pay and allowances and contingencies.

3. The register is to be maintained in A.P. T .C. form No.20 with the following columns :

(1) Date (2) Annual Sl.No. (3) Description of bill (4) Amount (5) Amount undisbursed (6) Date of subsequent disbursement 7) Amount disbursed (8) Balance (9) Date (10) No. of receipt Item from which disbursed (11) Particulars of payment (12) Amount.

4. The serial Nos. in this register should be assigned consecutively for each financial year. The serial number against each item should be rounded off when the complete amount drawn under the particular items is disbursed leaving no balance.

5. The receipts should be indicated in Cols. 1 to 4 while the disbursements there to indicated in cols.9 to 12. On each date of transaction, the totals under receipts and disbursements should be worked out and the balances struck. The undisbursed balance as verified from the acquittance roll should be entered in Col.5 and subsequent noted in Cols. 6 to 8 till the entire amount is disbursed and the item is finally rounded off.

6. The closing balance of U.D.P. register should be taken to the cash book.

7. The U.D.P. register should be signed every day by the head of the office.

8. The undisbursed amount should not be kept for more than 3 months from the date of drawal and they should be remitted.

**PERMANENT ADVANCES : (Arts.94-98:106.107 OF APFC VOL.I)**

As a general rule, drawal of money from the treasury is only by presenting proper voucher prepared in accordance with the rules and no money should

be drawn until it is required for immediate disbursement. The P .A. system is an exception to general rules P.A. is meant for meeting unforeseen and urgent expenditure which cannot be postponed for fulfilling the formalities.

1. The amount of P.A. should be limited to what is absolutely essential to meet ordinary requirements.
2. The P.A. is sanctioned by the Secretary to Government of the concerned Department. The amount required by subordinates should be allotted by the head of the office from his P.A.
3. The P.A. of the Head of the Department has to be fixed and sanctioned by the Government.
4. For sanction of P.A. or for revision of the existing P.A. the concerned departments of Secretariat should send the proposal to Finance (A&L) Department for concurrence of grant of P.A. to the subordinate offices under their control.
5. No. P.A. should be larger than necessary.
6. It should be intially drawn after sanction of A.P.T.C. 40 debitale to MH-872- Permanent Cash Impresent Civil.
7. The amount of P .A. sanctioned, the order in which sanctioned and the amount drawn should be noted on the front page of the register and attested by the Head of the Office.
8. An acknowledgement should be sent to the sanctioning authority:
  - a. When the P.A. is sanctions for the first time.
  - b. When there is revision in the quantum of P .A.
  - c. On 15th April every year showing the position as on 31st March.
  - d. Whenever there is a change in the incumbent of the post.
  - e. It should be in the form prescribe under Art. 98.
  - f. The acknowledgement should always be for the full amount sanctioned.
9. The Drawing Officer should enclose a true copy of the P.A. acknowledgement sent to the sanctioning authority, to his own pay bill for April each year. Otherwise the P.A.O. are empower to return the bill (Art. 98).

10. Advances to peons for railway fares and advances for office expenses in camp can be made from P.A. (Art.105).

11. Recoupment of P.A. may be made at the end of every calender month, and also when during the course of a month a transfer of charge takes place or when the balance of P.A. on hand has become inconveniently small (Art. 106).

12. The P.A. register should be maintained in Form 89 of APTC with the following columns (SR 5- TR 32).

Charges: (1) Date (2) Monthly S.No. (3) Description of expenditure (4) Amount (5) Mode of recoupment (6) Date of recoupment

Receipts: Date, No. of bill, S.No. of the item of charges recouped. Amount, Remarks:

13. Each voucher for the expenditure incurred from P.A. should be entered in this register and its recoupement watched. The register should be closed every day of transactions with the following abstract.

(1) Opening balance (2) Total (3) Deduct charges (4) Closing balance (5) Add unrecouped expenditure as per sub-voucher (6) Total P.A.

14. The columns-7 to 10 showing the receipts should be filled up whenever the contingent bills are encashed to recoup the P.A. and whenever cash is recovered from the persons concerned. Simultaneously col.5 showing the mode of recoupment (by cash or by cashed contingent bill) and Col.6 showing the date of recoupment should be filled up under the attestation of head of the Office.

15. Consecutive serial numbers should be assigned for each month to the vouchers for the amounts spent from P.A. and that number should find place both in the register and on the voucher.

16. When the contingent bill is prepared to recoup the P.A. with reference to paid vouchers, the vouchers should be cancelled to avoid the possibility of double drawal at a later date.

17. The unrecouped vouchers and cancelled vouchers should be preserved carefully (serially arranged) in the personal custody of the Head of the Office for production before inspection parties. If any voucher is not produced, the Head of the Office will have to make good the... amount covered by vouchers so lost and not produced.

18. The closing balance of P.A. register should be taken to the cash book.
19. Whenever there is change in the incumbency of head of the office , due to C.L., Earned Leave or transfer, the closing balance of P .A. register including unrecouped. Vouchers should be verified by the incoming Government Servant and the result of verification recorded in the register under his full signature.

**BUDGET MATTERS: (A.P .Budget Manual)**

Number statement shall be submitted to controlling office., Dist. JDA Para 16.20 by 1st June every year in proforma-I and II. The controlling officer shall submit his report to C & D.A. by 15th June every year.

Preparation of Budget estimates and Revised estimates:

Budget estimates shall be prepared in the Prescribed Proforma and submit to controlling offices by 5th August every year and the controlling officer shall submit consolidated estimates to C & D.A. A.P ,Hyderabad by every 15th August.

Preparation of Material Alteration statements in the Budget:

The Heads of offices shall submit Material Alteration statement in the following proforma Separate statement should be prepared for each Sub.Head. The report should be submitted to controlling officer by 5th January every year and the controlling officers shall submit their reports to Chief Controlling Officer, by 15th January every year.

**Statement of Excess and Savings.**

Statement of excess and savings over the Budget grants released should be submitted by 5th of April to controlling officer and the controlling officers shall submit their reports to HOD by 15th April, every year with full reasons.

**BUDGET CONTROL AND DISTRIBUTION:**

On receipt of Budget grants to controlling officers (District officers) every quarter, the funds should be released to all Heads of Offices according to necessity and expenditure figures -shall be reported to C& D.A., every month.

**RECONCILIATION OF DEPARTMENTAL FIGURES WITH THOSE BOOKED IN THE TREASURY:**



The receipts and expenditure incurred by each disbursing officers should be reconciled with the Treasury Officers and certificate from DTO/PAO/AG has to be obtained certifying and confirming the Departmental figures, corrections if any should be made in case of any wrong credits or wrong deleting of expenditure. Reconciled statements of receipts and expenditure should be submitted by every drawing and disbursing officer to controlling officer and by controlling officer to Chief controlling officer, 10 th of every succeeding month. This item of work should be attended promptly as it is a very important item of work.

### **CONDUCT OF AUCTION :**

Where any Govt. property or right is sold by public auction, adequate time should be given between the date of notification of auction and the actual date. The Govt. servant conducting the Auction shall give adequate time before knocking down the bid in favour of the highest bidder and shall obtain signatures of successful bidder and two other bidders lower to the highest bidder.

### **EXPENDITURE**

Standards of financial property Every Govt. servant shall exercise diligence and can while incurring expenditure and instructions and guide lines issued in APFC. vol.I, and II shall be followed.

**Art.22a.**

**Art. 3,38,39,  
45,51 and  
Appendix 7 of  
APFC. V ol.II**

### **ARREAR CLAIMS:**

Instructions issued the Art.S4 of AP.F.C. Vol.I shall be followed.

**Art.54, read with GO.Ms  
No.161 Fin & Plg. (FW. TFR)  
Dept, dt. 27.4.91 and Circu-  
lar Memo No. 449421/358/ A2/  
TFR/96 dt. 22.2.97 of Finance  
& Plg. (Fin wing.TFR) Dept.**

### **PAYMENT DUE TO DECEASED GOVERNMENT SERV ANTS. Art.80.**

Payment in the case of employees whose where abouts are not known

**Art.81 read with G.O.Ms.No.  
247 Fin & Plg.Dept, dt.IO.9.87  
and G.O.Ms.No.111 Fin & Plg.  
dept. dt. 22.4.88.**

**TOUR ADVANCE:**

Tour Advances are sanctioned by Heads of offices to themselves as well as employees of their offices to defray tour expenses. The advances should be adjusted in full at once when the Govt. Servant returns to head quarters or by 31 st March. Whichever is earlier .Advances drawn in March may be adjusted before 30th. April. No. second advance should be sanctioned untill the first has, fully adjusted. A Register in form No.23 AP.FC. Vol.I, should be maintained for the adjustments of Tour Advances. (Art. 84).

**Art.84.****HEADS OF OFFICES****DEDUCTION OF INCOME TAX :**

Every disbursing officer should make the appropriate deduction of income tax in accordance with the provisions of I. T.

**Art. 86 of  
APFC. Vol. I****ATTACHMENT OF PAY AND ALLOWANCES BY CIVIL COURTS:**

the maximum amount attachable by a civil court is calculated on the amount earned and not on what remains after satisfying debts due to the Government on account of advances taken under rules. The emoluments excepting the compensatory allowances details in Art. 87 are attachable by courts of law.

**Art. 87  
of APFC  
Vol. I.****8.8. CONTINGENT CHARGES:**

Heads of offices have been empowered to incur or sanction expenditure on ordinary and recognised contingencies ,subject to the condition that the expenditure should be non- recurring i.e. should not involve any commitment beyond a single payment unless the authority " concerned has been fully empowered to incur or sanction such recurring expenditure. Appendix 7& 15 APFC Vol.II in particular deals with powers of various authorities in this regard.

**8.9 DELEGATION OF POWERS:**

Head of offices may also delegate their powers to incur or sanction expenditure on contingencies to any gazetted Government servant serving

under him subject to any further conditions and restrictions which he may consider necessary .

8.10. Government have prescribed the powers of various Heads of Departments and subordinate authorities in the following codes:

(a) Financial code vol.I in regard to loans and advances and temporary advances under contingencies.

(b) Financial Code Vol.II in regard to various aspects relating to refunds of revenue, entering into contracts, contingent expenditures, miscellaneous expenditure, write off of losses etc.

(C) Departmental codes and manuals specifically for the officers of concerned departments.

(d) Executive orders/delegation of powers are accorded in (a) G.O.(q) No.703 GAD dt.4.12.78, (b) G.O.Ms.No.102 GAD dt.24.2.86 (c) G.O.Ms.No.490 GAD dt.28.9.94 and (d) G.O.Ms.No.389 G.A.(AR &T) dt., 4.9.96

(e) Executive orders conferring larger powers in regard to some specific departments are issued in G.O.Ms.No.417 GAD dt. 5.8.86 etc. ...

**8.11. Continental charges** are recorded in a special register maintained in each office as per provisions under Art 103 of A.P. F.C vol.I Detailed classification of expenditure and the progressive totals against the budget allotted should be recorded in the Contingent register as laid down in Art. 103. .

## **9. DRAWAL OF MONEY RELATED TO CONTINGENT EXPENDITURE:**

The money under contingencies are generally drawn from public account as follows:

**9.1. PERMANENT ADVANCE:** Each office is sanctioned the required amount of permanent , advance by the Government. Revision of P.A. may also be sanctioned by the above authority. The P.A. is accounted for in a special register prescribed in G.O.Ms.No.54 F &P dt. 14.2.90 appended to financial code vol.I and is meant for making initial payments in regard to items of expenditure which are absolutely essential to meet the expenses of an office (Art.94) and ' presentation of bills at the Treasury/P AO (Art. 106)

**9.2 FULLY VOUCHERED BILLS:** in regard to transaction made on credit basis, the amounts required are drawn based on suppliers bills and advance stamped receipts in APTC Form 58. If these transactions come under countersigned contingencies, i.e. items specified for each department under appendix 8 APFC Vol-I, controlling officer should countersign before drawal. Other-

wise these can be drawn by drawing officer, themselves.

**9.3. ABSTRACT CONTINGENT BILLS (A.C. bills ):** are drawn in APTC Form 57 of contingencies which required scrutiny and counter signature of the controlling officer after payment (Art 102 and appendix 8 FC vol. II). The detailed contingent bills should be sent to controlling officer before the 10th. Of the succeeding month to which they relate. In respect of items of expenditure not already earmarked for drawal of on A. C. bills under appendix APFC vol.II the Heads of departments may authorise drawal on A.C. bills for sums not exceeding Rs.4000/- on each occasion.

**9.4. TEMPORARY ADVANCE (ART 99)** may be drawn for meeting contingent expenditure of a specific fund by obtaining specific sanction of Government. Standing sanction in respect of some of the departments are detailed in Art.99 A second advance should not be drawn unless the detailed accounts for the earlier advance are submitted by Drawing officer to AG / PAO and certificate to that effect recorded in the bill.

#### **STORES :**

10. Stores include all articles and material such as furniture, chemicals, scientific instruments, appliances, stationery articles, diet articles, material for construction of buildings, departmentally manufactured stores, tools and plant etc. (Art. 122).

All stores should be purchased through the Director, Printing and Stationery excepting those which have been specifically exempted from his purview under article 123 such as perishable like fruits, stuff, newspapers etc. The items under rate contract finalised by Director of printing and stationary should be purchased from the earmarked firms. In cases of emergency, the Heads of Departments may purchase stores directly after obtaining approval of the stores purchasing committee in regard to other items as well Where stores are purchased directly, the following criteria should be followed in regard to preference in the purchases.

10.1 First preference for stores manufactured in sister government departments/workshops.

10.2. Second preference in respect of standard items to fully owned government under taking and corporations in respect of standard items. These corporations need not participate in tenders.

**10.3 In respect of Non-standard items**, the undertaking also have to participate in the tenders, if any, called by departments

**10.4 The items reserved for the SSI** should be exclusively purchased from them. The list can be had from Director of Industries. These units have also been exempted from the requirement of Lodging earnest money and security deposit for these specified items for which they have been enlisted.

**10.5 The goods manufactured in jails** should be had from them only. They include furniture, stitching of Khaki uniforms, attenders liveries, ammunition boots for official of police, fire service and prison departments, phenyl, never etc., These items can be purchased from the out side only after obtaining No stock certificate from the jail department.

**10.6 Modern office equipment** such as computers etc., should be purchased only through the A.P. Technology services Limited.

**10.7 The cloth equipment** of offices towards livery etc., should be purchased from APCO. Like wise the woollen carpets should be purchased only from A.P. State wool Industrial co-operatives. Leather goods should be purchased from LIDCAP.

**10.8 Steel Furniture** should be purchased solely from APSSIDC, while wooden furniture should be purchased from the jail department, the Government centres like PWD workshops, Furniture Mill cum mechanical wood workshop, Sanathnagar etc., Industries centre, Hyderabad should be given next preference.

**10.9 Stitching of uniform** should be entrusted to physically handicapped coop tailoring industries. Caning of chairs and manufacturing of garden chairs should be entrusted to physically handicapped coop cane and weaving society. (G.O.Ms.No. 467, Fin. & Plg. dt. 9.7.90, G.O.Ms.No. 770, Ind. and Commerce, dt. 8.11.90, G.O.Ms.No. 717, plg. dt 20.12.85, G.O.Ms.No 106, GAD dt. 27.2.86, G.O.Ms.No 594, GAD dt . 22.11.86.)

**10.10 TENDERS** : Article 125 deals with purchase through tender systems

**10.11 SINGLE TENDER SYSTEM** : to be adopted in regard to purchase of a small order which does not exceed Rs. 1000 and 2000 if more than one kind of article is ordered at one time and propriety items.

**10.12. LIMITED TENDER SYSTEM** : Should be adopted when the limits for

the single tender system are exceeded and the estimated value of the order is less than Rs. 5000/-

**10.13 OPEN TENDER SYSTEM** : should be followed in regard to purchase of stores of value of Rs. 5000 and more. In regard to PWD the limit applies to purchase of a value of Rs. 10,000 and above.

**10.14. WHEN OPEN TENDERS ARE CALLED**, circular communication should be sent to dealers of repute apart from wide publicity in News Papers, trade bulletins etc time gap of at least one month should be given between the date of notification of the tenders and the last date of submission of tenders. If the lowest tender is passed over specific reasons therefore should be recorded (Art. 125).

**10.15 STOCK ACCOUNT** : Separate stock accounts should be maintained for expendable and non-expendable such as furniture, equipment etc. (Art. 133)

**10.16 INSPECTION OF STORES** : Stores periodically inspected and action taken to regularise the short coming by recovery from concerned/ write off etc. (Art. 139) The unserviceable articles should be identified and action taken for disposal and write off in the manner indicated in Art. 143 A.P.F.C. Vol. I

## 11. WORKS :

11. When a Government building is occupied by more than one department, the Revenue Department, if it is one of the occupants and otherwise the department which occupies the major portion of the building will be termed as the department which uses or required the building (Art. 151)

No work may be started with out proper estimate. The powers delegated to various departmental authorities to sanction expenditure on works are annexure 12 APFC vol. II. The following are methods of execution of works (Art 163)

**11.1 THE DEPARTMENTAL METHOD** : Where the department itself engages the necessary daily labour and procure necessary materials. This method is adopted when no contractor is available or when it is considered economical.

**11.2 PIECE WORK METHOD** : The piece worker agrees to execute a work at specified rates without reference to quantity and this is adopted in regard to petty works.

**11.3 LUMP SUM METHOD :** The contractor agrees to execute a complete work with the specification for a lumpsum payment.

**11.4 SCHEDULE CONTRACT METHOD :** The contractor agrees to execute work at fixed rates and the amount paid to him depending upon the quantity of the work.

**11.5 AGREEMENT:** No work which is to be executed under a contract should be started until an agreement is executed with the contractor (Art. 160)

**11.6 MUSTER ROLL** should be maintained in the manner prescribed /stipulated under art. 172 PFC for all departmental works. The attendance of the work charged establishment and casual workers should be taken in the muster roll.

**11.7 MEASUREMENT BOOKS :** The original record of actual measurement of the works executed and should be written in the manner laid down under art. 175 APFC vol. I. It must be preserved with great care since it may have to be produced as evidence in the court of law in the even if legal disputes in regard to works.

**11.8 ADMINISTRATIVE APPROVAL AND TECHNICAL SANCTION :** Administrative approval means the formal acceptance by an administrative department of proposal that PWD (R&B) or the Electricity Department should incur a specified amount of expenditure on a specified work. Technical sanction means the order of a competent authority sanctioning a properly detailed estimate of the cost of a work to be carried out by PWD/ Electricity Department after the Administrative approval is obtained (Art 185 APFC vol.I). For execution of works other than by departmental method the tender system should be followed (Art. 192)

## **GRANT IN AID**

Art 211 deals with grants-in aid. Every order sanctioning a grant should specify clearly, the object for which it is given and the conditions, if any, attached to the grant. An utilisation certificate should invariably be obtained for all grants and the checks envisaged under, Art.211 scrupulously exercised.

**DEPOSITS:**

Government receives money in connection with the transaction of public business termed as deposits which are repaid to the parties concerned by repayment or otherwise. Any department of Government may receive such deposits. A large number of these relate to revenue administration or the administration of justice. No amount should be credited under a deposit - head if it can properly be credited to some other known head in Government account. The criteria under Art. 267 and 268 followed in accepting deposits. The detailed procedure in regard to credit and repayment of deposits are laid down in T.R. 10 and TR 16 of APTC code vol.I. The departments should reconcile the balances under deposits with the Treasury/ Bank every month.

**CARRIAGE OF CASH:**

14. The minimum precautions to be observed for safeguarding Government money i.e. the encasing of bills, in remitting money from one office to another are stipulated in art. 274-A. The staff members should be detailed for the purpose keeping in view the volume of cash involved.

**LOSSES:**

15. In the event of losses in cash and stores, the departments should follow the detailed procedure under arti. 294-302 of the code. Departmental action should be pursued to see that the losses are made good and where this is impossible, to get waiver by write off under order of competent authority. The modus operandi of the loss should be investigated thoroughly to know the defects in the system, if any, which resulted in the loss and to ensure necessary remedial measures.

Delegation of powers as accorded in G.O.Ms. No.490 G.A.D.,dt.28.9.94 and G.O.Ms.No. 389 G.A. (AR&T) D, dt.4.9.96

**SANCTION OF PENSIONS****DELEGATION OF POWERS TO HEADS OF OFFICES:**

SL. No.	Category of Employees Authority	Pension sanctioning
I.	a) All Non-Gazetted officer	



- |    |   |  |
|----|---|--|
|    | including Class IV employees  | Head of offices  |
|    | ' b) The Head of the office,<br>who is a non-gazetted officer   | Next higher authority<br>who is Gazetted.                        |
| 2. | Gazetted officers in various departments<br>(other than secretariat dept. )                                       | Head of the Department.  |
| 3. | Head of the department  | Government<br>Secretary of the Dept.<br>in the Secretariat       |
| 4. | Gazetted Officers in all departments of<br>secretariat including finance and<br>planning (FW) and Law Department. | Government i.e.,<br>Secretary of the Dept.<br>in the Secretariat |

#### **FORMS IN WHICH PENSION PROPOSALS HAVE TO BE SUBMITTED:**

Simplified formats prescribed in G.O. Ms.No. 262 Fin & Plg.(F. WPSC) Dept. dt. 23--11-98 shall be adopted.	G.O.Ms.No.263, Fin. & Plg (FW.PSC) Dept., dt.23.11.98.
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#### **1. TYPES OF PENSIONS A.P, REVISED PENSION RULES ,1980**

a) Superannuation pension, b) Retiring pension, c) Compensation pension, d) Invalid pension e) Family pension

##### **1.1 Superannuation (Rule -33)**

Govt. servants in superior service: 58 years

Class - IV: 60 years

##### **2.1 QUALIFYING SERVICE (Rule-13)**

All service including temporary service shall count for pension except the following

- a. In the case of class-IV service in a personable post prior to 19-11-60 , service rendered before attaining the age of sixteen years shall not count for any purpose.
- b. In case of Govt. servants not covered by clause (a) above, service rendered before attaining the age of eighteen years shall not count,

except for compensation gratuity .

## **2.2 COUNTING OF PERIODS SPENT ON LEAVE; (Rule-21)**

All leaves with allowances and Extra ordinary leave on medical grounds shall count as qualifying service .The extra-ordinary leave granted in the following cases other than medical grounds shall also count for pension.

- i) Due to his inability to join or rejoin duty on account of Civil Commotion,
- ii) For prosecuting higher scientific & technical studies.
- iii) Extra-ordinary leave granted for other reasons than those mentioned above will count as qualifying service upto a maximum extent of 36 months in entire service,.
- v) Extra-ordinary leave granted upto five years to take up employment abroad shall also counts for pension if leave salary and pension contribution are paid either by the foreign employer or by the Govt. servant itself (vide clause-5 (2) of G.O.Ms.No.214 Fin. & Plg. (FW.FR.I) Dept. dated 3-09-1996

## **2.3 COUNTING OF PERIODS SPENT ON TRAINING (Rule-22)**

The Govt. may by order, decide whether the time spent by Govt. servant under training immediately before appointment to service under the Government shall count as qualifying service.

The service of a trainee shall count for pension provided that he is a selected for the post as direct recruity and is appointed to it prior to being sent on training and is paid during the period of such training the initial pay of the scale of the post.

## **2.4 COUNTING OF FULL TIME CONTINGENT SERVICE FOR PENSION.**

(Executive Instructions (ii) ) (d) under rule-(14)

The pre-absorption service of all full time contingent employees converted as last grade servants in accordance with G. O.Ms.No.38 Fin.&Plg. (Fin. Wing PRC) Dept. dated 1-2-1980 and G.O.Ms.,No.9 Fin,. & Plg. (FW-PRC-VI)Dept. dt.8-1-1981 will also count as qualifying service for pensionary benefits in relaxation of Art.361 of Civil service Regulations w.e.f.1-4-1981 G.O.Ms.,No.156,Fm & Plg.(FW.Pen.-I) Dept. dated 29--4-1983.

## **2.5. COUNTING OF PERIODS OF SUSPENSION. (Rule-23)**

Time passed by a Government servant under suspension pending en-

quiry into conduct shall count as qualifying service where, on conclusion of such inquiry he has been fully exonerated or the suspension is held to be wholly unjustified, in other cases, the period of suspension shall not count unless the authority competent to pass orders under the rule governing such cases expressly declares at the time that it shall count to such extent as the competent authority may declare.

### **RETIREMENT ON COMPLETION OF 20 YEARS OF QUALIFYING SERVICE**

A Govt. servant shall have the option to retire from service after completion of 20 years of qualifying service by giving 3 months notice to the appointing authority. The Govt. servants opted to retire under this rule is entitled for addition of maximum of five years of service.

#### **2.6. FORFEITURE OF SERVICE ON DISMISSAL OR REMOVAL (Rule-24)**

Dismissal or removal of Govt. servant from a service or post entails forfeiture of his past Service.

#### **2.7. COUNTING OF PAST SERVICE ON RE-INSTATEMENT (Rule-25)**

Government servants who removed, dismissed or compulsorily retired from service and re-instated on appeal, is entitled to count his past service for pension.

The period between dismissal, removal and reinstatement shall not count for pension unless it is regularised as on duty or leave to which he is eligible.

#### **2.8. FORFEITURE OF SERVICE ON RESIGNATION (Rule-26)**

Resignation from service or post entails forfeiture of past service. For further details please see Rule -26.

#### **2.9. EFFECTS OF INTERRUPTION IN SERVICE; (Rule-27)**

An interruption in the service of a Govt. Servant entails forfeiture of his past service except in the following cases. a) authorised leave of absence (b) unauthorised absence in continuation of authorised leave the past of the absentee is not filled substantively (c) Suspension where it is immediately followed by reinstatement or where the Govt. servant dies or is permitted to retire on attaining the age of compulsory retirement while under suspension (d) Abolition of post owing to reduction of establishment (e) transfer to non qualifying service in an establishment under the control of Govt. under orders

of competent authority in public interest (f) joining time , on transfer.

### **2.10. CONDITION OF INTERRUPTION IN SERVICE (Rule-28)**

Interruption between two or more spells stands condoned automatically without restrictions and without formal orders of sanctioning authority, without restrictions as regard periods of interruptions as well as the length of periods preceding interruption excluding, however, the periods of interruption themselves.

### **2.11. ADDITION TO QUALIFYING SERVICE (Rule-29)**

Every Govt. Servant on superannuation shall be entitled to add to his qualifying service by way of weightage, service not excluding 3 years. The aggregate qualifying service after such addition should not in any case, exceed the maximum service to earn full pension under these rules.

Provided that the benefit under this rule shall not be admissible in case where the Govt. servant is eligible for the benefit under the rules 19 and 20 of these rules.

### **3.1 EMOLUMENTS (Rule-31)**

Emoluments means "Pay" as defined in rule 9 (21) (a)(i) of F.R. Please see A.P.R.P. , Rules, 1980 for full details.

### **METHOD OF CALCULATION OF PENSION GRATUITY AND FAMILY PENSION AMOUNT OF SUPERANNUATION PENSION.**

$$\text{Pension} = \text{Pay last drawn} \times \text{No. of years of qualifying service} / 66$$

(Rule-45 of APRPR.1980)

Note: (1) a) The last pay drawn shall be treated as emoluments for fixation of pension under -Rule 45

(2) (b)-of A.P. Revised pension Rules, 1980 instead of average of last 10 months emoluments as per rule 32 of Revised pension Rules 1980 provided officiating in a promoted post during the last 2 months preceding the retirement, is in a regular vacancy.

b) Any amount treated as 'Personal Pay' to protect the emoluments to be absorbed in future increments shall be reckoned towards emoluments for the purpose of pension. (G.O.Ms.No.87 Fin.& Plg. (FW.Pen.I) Dept. dt.25/5/1 998).

2. Stagnation increments shall also count as emoluments for the purpose of pension (G.O.(P) No.18 Fin. &Plg. (FW.PC..I)Dept. dated 19-1-1994).

3. Where an employee date of increment falls due on the day following his retirement, he may be given the benefit of increment notionally, purely for the purpose of pensionary benefits, (G.O.Ms.No.235 Fin. & Plg.(FW.FR.II) Dept. dated 27-10-1998).

4. Fraction of a rupee in pension can be rounded off to next higher rupee (vide sub Rule (4) of rule 45)

### **RETIREMENT GRATUITY:**

Amount arrived at in one of the following formulas whichever is less.

1)  $\frac{1}{4} \times \text{pay last drawn} \times \text{No. of six monthly periods}$

16  $\frac{1}{2} \times \text{Pay last drawn or Rs.1, 75,000/- six monthly periods}$  whichever is less.

(Rule -46 of A.P. Revised Pension Rules, 1980, read with G.O./ (P) No.234 Fin. & Pig. (FW.Pen.I) Dept. dated 1/06/1993 w.e.f. 1-7-1992, G.O.Ms.No.14 Fin.& Pig.(F.W.Pen.I)Dept dt. 30.01.1999)

NOTE: Fraction of 3 months or more service shall be treated as one six months period .The above orders are not applicable to the minimum service of 7 years required for enhanced family pension specified in rule 50 (3)(a)(i) of APRPR 1980 (Lr.No.06I-A496/Pen.I/87 dt.13-7-88 of Fin.&Plg.(FW.Pen.I) Dept.

Fraction of gratuity of rupee shall be rounded off to the next higher rupee G.O.Ms.No.276 Fm.&Plg. (FW.Pen.I) Dept. dt.27-7-1994.

### **GRATUITY PAYABLE IN CASE OF DEATH WHILE IN SERVICE**

In case of death while in service after completing five years of qualifying service the amount of Retirement Gratuity shall not be less than 12 times his emoluments subject to the monetary ceiling specified in (1) above from time to time.

### **INTEREST TO BE ALLOWED FOR DEPLOYED/ PAYMENT OF GRATUITY:**

Interest shall be allowed on delayed payment where it is established that the delay is due to administrative reasons or for reason beyond the con-

trol of Govt. servant with orders of ' - concerned Administrative Dept. with the concurrence of Finance Dept. (Rule-46 ( I )(A) (iv) read with G.O.Ms.No.185 Fin. & Plg. (FW.Pen.I) Dept. dt.9-12-1992.

**RATE OF INTEREST TO BE PAID** (Executive Instructions (b) under Rule-46 of APRPR 1980)

For period beyond three months (@, 5% per annum (G.O.Ms.No.116 Fin. & Plg. (FW.Pen.I) Dept. dt.7-4-80)

For period beyond three months (@ 7% per annum and upto one year.)

For period beyond one year (@10% per annum after the gratuity become due and payable till the end of the month preceding the month in which the payment is actually made.

(G.,O.Ms.No.268, Fin. & Plg. (FW.Pen.1) Dept. dt.27-7-1994. ...

The above orders of allowing interest shall not be applied to arrears of Gratuity.

If a Govt. servant, who has become eligible for a service gratuity or pension, dies within five years from the date of his retirement from service, including compulsory retirement as a penalty, and the sums actually received by him at the time of his death on account of a such gratuity or pension including relief on pension admissible from time to time, if any, together with, the retirement gratuity admissible under sub rule (I) and the commuted value of any portion of pension commuted by him are less than the amount equal to gratuity calculated in , the manner laid down in sub-rule (I)(a) on the basis of 18 years qualifying service, a residuary gratuity equal to the deficiency may be granted to his family in the manner indicated in sub rule (1) of rule 47

(I)(a) If a Government servant dies in the first year of qualifying service a retirement gratuity equal to gratuity calculated in the manner laid down in sub-rule (I)(a) on the basis of 3 years , qualifying service, shall be paid to his family in the manner indicated in sub-rule (1) of rule 47. w.e.f.1-7-92 as per G.O.(P) No.235, Fin.& Plg. (FW.PC.I)Dept. dt.1-6-93 as amended by G.O.(P) No.48 Fin. & Plg. (FW.Pen.I)Dept. dt.15/2/94.

b) If a Government servant dies after completion of one year qualifying service but before completing five years of qualifying service, the amount of

retirement gratuity shall be equal to gratuity calculated in the manner laid down in the sub rule (1) (a) on the basis of 9 years qualifying service.

1) The emoluments for the purpose of gratuity admissible under this rule shall be reckoned in accordance with rule 31. G.O.(P) No.143 Fin. & Plg. (FW.Pen.I)Dept. dt.26-4-93 w.e.f..31-3-90. Provided that if the emoluments of a Government servant have been reduced during the last ten months of his service otherwise than as penalty, average emoluments as referred to in rule 32 may, at the discretion of the pension sanctioning authority, be treated as emoluments.

### **SIMPLIFIED PROCEDURE TO SETTLE THE CASE OF EMPLOYEES WHO DIE WHILE IN SERVICE**

If the deceased Govt. servant, on the date of death has rendered more than five years but less than eighteen years of qualifying service and the spell of last five years service has been verified and accepted by the Head office, the amount of Retirement Gratuity shall be subject to the minimum specified in rule 46 (1)(b). Where the verified and accepted service is less than five years of qualifying service the amount of service Gratuity shall be as in rule 46(3). If he had rendered more than eighteen years of service and the entire service is not capable of being verified and accepted the family of the deceased Government servant, shall be allowed Retirement Gratuity as per rule 46(1)(b) on provisional basis. Final amount of gratuity shall be determined by the Head of office on the acceptance and verification of entire spell of service which shall be done by the Head of Office within a period of 6 months from the date of payment of provisional gratuity was issued. The balance, if any, becoming payable as a result of determination of the final amount of Retirement Gratuity shall then be authorised to the beneficiaries.

(Executive Instructions (C) under rule 46 issued in G.O. Ms.No.78, Fin.& Plg. (FW.Pen.I) Dept. dated 4-3-1983

Retirement Gratuity is not admissible to the second wife

(Executive Instructions (d) under Rule 46 of APRPR-1980 issued in circular Memo.No 11027- B/26/Pen.I/87, dt 20.8.1991 of Fin & plg(F. W.Pen.I Dept)

### **PERSONS TO WHOM GRATUITY IS PAYABLE**

Gratuity shall be payable to the nominee. If nomination does not exist, equal shares all surviving members of family. The minor share shall be payable to natural guardian. For further details please see Rule 47 of AP , RPR 1980.

#### **LAPSE OF RETIREMENT GRATUITY (Rule-48)**

In the nomination does not exists or leaves no family, the gratuity will be lapsed.

#### **FAMILY PENSION.**

I (a) In case of death while in service:

Family pension shall payable @ 50% of pay Last Drawn upto 7 years or upto the date on which the deceased Govt. servant would have attained the age of 65 years whichever is earlier. There after normal Family pension shall be entitled.

b) In case of death after retirement, the Family pension payable shall be 50% of pay Last Drawn restricted to service Pension for a period of 7 years or for a period upto the date on which the retired deceased Govt. servant would have attained the age of 65 years, had he survived whoever is less (Sub-rule,3 (a)(ii) under rule 50 of A.P.R.P.R.1980).

ii) FAMILY PENSION 30% of Pay Last drawn (Rule-50 (2) of APRPR.1980). :

Note: The amount of family pension should be rounded off to next higher rupee (Rule-50 (2)(A) of A.P. Revised pension Rules, 1980). .

iii) ENHANCED FAMILY PENSION IN THE CASE OF GOVERNMENT SERVANTS WHO LOSE THEIR LIVES WHILE PERFORMING RISK BORNE OFFICIAL DUTIES: .

In respect of Government servants who lost their lives while discharging the risk borne official duties, the family pension is payable at a rate equal to the last pay drawn till the date of superannuation of the deceased employee had he been alive. For the period after the date of superannuation 30% of last drawn pay is admissible till remarriage/death which ever occurs earlier.

In case death takes place 3 1/2 years before superannuation, family



pension equal to lastpay drawn will be payable till the date of superannuation. Thereafter for the left over period of 7 years or 65 years of age of the employee, whichever is earlier, encashed family pension, as admissible under the normal family pension rules shall be payable after which family pension at 30% of pay last drawn shall be paid till remarriage/death whichever occurs is earlier.

(G.O.Ms.No.340 Fin.,& Plg (FW.Pen.I) Dept. dt.8.11.1989) -

#### **IV) PERIOD OF PAYMENT OF FAMILY PENSION TO THE CHILDREN.**

i) In the case of unmarried daughters of the deceased Government servant/pensioner, the family pension is payable upto attainment of age of thirty years or she gets married whichever is earlier.

(G.O.Ms.No.124, Fin.& Plg.(FW.Pen.I) Dept. dt.13.5.87)

ii) With effect from 1.10.87 the period of payment of family pension to the children of deceased Government servant/Pensioner is rationalised as follows:

a)in the case of son, till he attains the age of twenty five years or starts earning his livelihood whichever is earlier.

#### **PREPARATION OF PENSION PAPERS.**

The work of preparation of pension papers should begin at least 6 months before the date of retirement of the Government servant after verifying the service particulars, dues positions etc.

In G.O.Ms.No.363 Finance & Planning (F.W.PSC)Dept dt.23-11-1998 the existing pension forms have been simplified which was appended.

The Heads of offices are required to maintain registers of pension cases and conduct review regarding the progress of settlement.

#### **SANCTION OF ANTICIPATORY PENSION:**

##### **(A) SERVICE PENSION. (Rule-51)**

In respect of retirement employees, where the payment of pension has not commenced on the due date after retirement the Head of Office concerned, irrespective of the fact whether the pension papers have been sent to Accountant General or not shall draw and disburse anticipatory pension not

exceeding, if the Government servant has put in 33 years of qualifying service 4/10th or, if the Government servant has put in less than 33 years of qualifying service, such proportion of 4/10 this as 33 years bears to the qualifying service put in by the Government servant, of the last drawn emoluments which count towards pension and for this purpose adopt the following procedure namely:-

a) He shall issue a sanction letter to the Government servant endorsing a copy thereof to the competent Pension Sanctioning Authority

1. (G.O.Ms.No.71 Fin. &Plg. (FW-Pen-I)Department dated 22.2.1994

2. (G.O.Ms.No.275, Fin.& Plg.(FW.Pen.I) Dept. dt.27.7.94.)

and the Audit Officer indicating the amount of anticipatory pension, payable to such Government servant on retirement from service.

b) After the issue of the sanction letter he shall draw the amount of anticipatory pension on establishment pay bills and disburse the amount to the pensioner until such time as the final pension is released to the pensioner by the Audit Officer.

c) The competent Pension sanctioning authority soon after receipt of the copy of the sanction accorded by the Head of the Office concerned, shall issue, under intimation to the Audit Officer, a confirmatory sanction for payment of anticipatory pension to the pensioner till the final pension is authorised by the Audit Officer.

d) The anticipatory pension paid as per Sub-Clause (a) shall be adjusted in full from the final pension.

e) No anticipatory pension shall be admissible in cases where disciplinary proceedings are in progress under Rule-9 of these Rules.

(B) FAMILY PENSION: The Head of the Office, irrespective of the fact whether the family pension papers of the family of a Government servant who died while in service have been sent to Accountant General/ Audit Officer, L.F. Accounts or not shall draw and disburse anticipatory family pension from the date following the date of death, at the rate not exceeding 75% of the family pension admissible under the rules, and for this purpose adopt the following procedure, namely. (G.O.Ms.No.71 Fin.& Plg. (FW.Pen.I)Dept. dt.22-2-1994).

a) He shall issue a sanction letter to the family of the deceased Government servant endorsing a copy thereof to the Competent Pension sanctioning Authority and the Audit Officer indicating the amount of anticipatory family pension sanctioned to the family of the deceased Government servant.

b) In the case of unmarried daughter, till she attains the age of 25 years fo gets married or starts earning her livelihood. which ever is earlier

(G.O.Ms.No.278, Fin.& Plg.(FW./Pen.I)Dept. dt.19.10.87).

#### **(V) PAYMENT OF FAMILY PENSION ADMISSIBLE IN RESPECT OF PHYSICALLY HANDICAPPED CHILDREN.**

The Accountant-General and the Director of Local Fund Audit have to indicate on the Family Pension payment orders, the name and eligibility of children suffering from any disorder or disability of mind or is physically crippled or disabled, if reported by Government servants " while submitting the pension papers or later, so as to enable such children to get Family pension without any difficulty after the death of the pensioner and after exhausting all the eligible family members as per proviso to sub-rule(5) of rule 50 introduced in G.O.Ms.No.52, Fin. & Plg. (FW.Pen.I) Dept. dt. 20/2/1984 .The pensioner has to appoint a guardian to receive the family pension by such children.

(Circular Memo No. 13924-G/687/Pen.I/90, dt.27.12.90 of Fin.& Plg.(FW.Pen.I)Dept.) ,

#### **VI) FAMILY PENSION NOT ADMISSIBLE TO THE SECOND WIFE:**

Family pension is .not admissible to the second wife as marrying another wife, (When one wife is living) without obtaining the approval of Government, is contrary to rule 25 of A.P. Civil services (Conduct) Rules 1964.

(Circular Memo No.11027-B/26/Pen.1/87 dt.,20.8.91 of Fin. & Plg. (FW.Pen.I)Dept.

#### **VII) ADMISSIBILITY OF FAMILY PENSION TO THE CHILDREN OF A DIVORCED WIFE:**

Sub-Rule (2)of rule (8) of A.P. Government Servants (Family pension) Rules 1964 was amended to enable the children of a divorced wife to get a share of family pension in respect of deceased Government servant.

(G.O.Ms.No.20 Fin. & Plg.(FW.Pen.I) Dept. dt.24.1.81)

**VIII) DWORCE IS NOT LEGAL SEPARATION:**

It is clarified that the "Divorce" does not come under legal separation as it does not fall under the definition of "family" as defined in clause (b) of sub rule (12) of rule 50 of A.P. Revised Pension Rules, 1980.

G.M.No.12448/162/Admn., 11/90,dt.,3.9.90 of Fin. & Plg. (FW.Admn.II) Dept.).

**PREPARATION OF PENSION PAPERS****STEPS TO ACCELERATE PROCESS OF PENSION PAPERS. .**

i. A list of all Government servants due to retire during the next 18 months should be prepared every six months on the first January and first July of each year by the Heads of Offices and Heads of Departments.

ii. Every Government servant should submit a formal application for pension in PART along with 4 copies of Descriptive Rolls in Part II to his Head of the office 18 months in advance of the date of his retirement.

(G.O.Ms.NO.363 Fin & Plg(Fin.Wing.P.S.C)Dept dt 23-11-1998)

iii. Every Head of office should forward the service book of Government servants who have Completed 25 years of service, to the Accountant General/Audit officer, L.F.Audit for verification of service particulars.

b) After the issue of the sanction letter he shall draw the family pension and disburse it to the family until such time the regular family pension is released by the Audit Officer or the ' competent pension Disbursing Authority as the case may be. The competent Pension Sanctioning Authority shall, soon after receipt of the copy of the sanction accorded by the Head of the office, concerned, shall issue, under intimation to the Audit Officer, a confirmatory sanction for payment of anticipatory pension to the family till the final pension is authorised by the Audit Officer.

c) The anticipatory family pension shall be adjusted in full from the family pension.

Note:

1. No. allowances shall be admissible on the anticipatory pension referred to above in this rule.

2. The Head of Department /Head of the Office shall obtain an under-

taking from the Pensioner/Family pensioner that he/she will refund any amounts found to have been paid in excess of his/her title in the shape of Anticipatory pension.

3. The Pensioner/Family Pensioner will have to produce a certificate from the Head of Office showing whether he/she has drawn any anticipatory/family pension and, if so, for what period it has been disbursed. The Head of the Office shall stop payment of the anticipatory pension once he issues such certificates.

4. Sanction of Anticipatory Pension should be recorded in the Service Book of the individual concerned under proper attestation.

### **C. SANCTION OF ANTICIPATORY GRATUITY:**

Subject to rule 52, where there is likely to be delay in releasing the pensionary benefits due to the pensioner, anticipatory gratuity to the extent of 80% of the amount worked out by the departmental authorities with reference to the records available and the qualifying service verified, pending verification and authorisation of the full gratuity by the Accountant- General/ Audit Officer, Local Fund Audit, shall be sanctioned and the same shall be drawn and disbursed after adjusting all the dues known to the department upto the date of sanction of the Anticipatory Gratuity. G.O.Ms.No.275 Fin. &PIg. (FW.Pen.I) Dept dt.27-7-1994 w.e.f. 18-6-1985.

Provided that the amount of Anticipatory Gratuity shall be adjusted in full from the final retirement gratuity.

Provided further that no anticipatory gratuity shall be sanctioned and released to the pensioner where department or judicial proceedings are pending or contemplated against the pensioner until the conclusion of such proceedings and issue of final orders thereon.

### **EXECUTIVE INSTRUCTIONS**

1) Application for anticipatory pension not necessary:-

It is not necessary to apply for anticipatory pension by the pensioner. The concerned Heads of Offices should take the initiative and sanction anticipatory pension by taking an undertaking from the pensioner to the fact that he would refund any amount found to have been paid in excess of his title in the shape of anticipatory pension.

(Circular Memo No.34708/H/802/Pen.I/83-1 dated 3.11.1983 of Finance and Planning (FW- Pen.I)Dept)

**ii) PROCEDURE FOR SANCTION OF ANTICIPATORY PENSION:**

All the pension sanctioning authorities should sanction anticipatory pension including anticipatory family pension in all cases wherever there is delay in releasing-pensionary benefits and that the fact of sanction of anticipatory pension should be invariably indicated and where anticipatory pension is not sanctioned, the reasons therefor should be indicated, in the forwarding letter while sending the Pension/Family pension papers to the Audit Officer. It may be noted that where disciplinary proceedings are pending, anticipatory pension cannot be sanctioned; but sanction of provisional pension should be considered in such cases.

(Circular memo No.IOO74/762/Pen.I/84-1 dated 12.7.1984 of Finance and Planning (FW.Pen.I) Department.

**52. PROVISIONAL PENSION WHERE DEPARTMENT OR JUDICIAL PROCEEDING MAY BE PENDING:-**

(I) (a) In respect of a Government servant referred to in sub-rule(4) of rule 9, the Audit Officer/Head of Office shall pay the provisional pension not exceeding the maximum pension which would have been admissible on the basis of qualifying service upto the date of retirement of the Government servant, or if he was under suspension on the date of retirement, up to the date immediately preceding the date on which he was placed under suspension.

b) The provisional pension shall be paid by the Audit officer/Head Office during the period commencing from the date of retirement to the date on which, upon the conclusion of the departmental or judicial proceedings, final orders are passed by the competent authority.

c) No gratuity shall be paid to the Government servant until the conclusion of the departmental or judicial proceedings and issue of final orders. G.O.Ms.No.302 Fin.& Plg. (FW.Pen.I) Dept.dt.30-8-1994).

Provided that where department proceedings have been instituted under rule 9 of Andhra Pradesh Civil Services (Classification Control and Appeal) Rules, 1991 for imposing any of the penalties specified in clauses (i),(ii)and (iv) of rule 9 of the said rules, except the cases falling under sub rule (2) of rule 22 of the said rules, the payment of gratuity shall be authorised to be paid to the Government servant.

2) Payment of provisional pension made under sub-rule (I) shall be adjusted against, final retirement benefits sanctioned to such Government servant upon conclusion of such proceedings but no recovery shall be made where the pension finally sanctioned is less than the provisional pension or

the pension is reduced or withheld either pennisantly or for a specified period.

3) Nothing contained in his rule shall prejudice the operation of rule 6 when final pension is sanctioned upon the conclusion of the departmental or judicial proceedings.

## **EXECUTIVE INSTRUCTIONS**

### **i) SETTLEMENT OF PENSIONARY BENEFITS IN THE CASE OF EMPLOYEES RETIRED WHILE UNDER SUSPENSION.**

A Government servant who attains the age of superannuation while under suspension should be allowed to retire on the due date of superannuation. But pensionary benefits can not be settled until the conclusion of the enquiry or disposal of charges.

G.O.Ms.No.64 Finance and Planning (FW.Pen.I) Department, dated 1.3.79 and U.O.Note No.235/Ser.C/83-1 dated 26-2-1983 of General Administration Department communicated with Endt. No.7431/215/Admn.II/83 dated 7.3.1983 of Finance and Planning (FW,Admn.II) Department.

### **ii) PROCEDURE FOR SANCTION OF PROVISIONAL PENSION.**

a) In case where charges are pending the department shall send pension papers to the Accountant General with such mention and with a request for only indicating the quantum of Pension that would be admissible, with the same not to be released till further orders. The Accountant General/ Audit Officer, L.F. Accounts may, then verify the pensionary benefits admissible and indicate the pension, where upon. the Head of the Department may intimate the quantum of provisional pension it recommends for payment so that Government may consider sanction of Provisional Pension. On its sanction, the Accountant General/Audit Officer, L.F. Accounts shall arrange for issue of Provisional Pension Payment orders.

G.M.No.021383/961/PSC.I/83-1 dated 8.6.1983 of Finance & Planning (FW.PS.C.I) Department.

b) PENSION SANCTIONING AUTHORITIES are competent to sanction provisional pension to the non-Gazetted Officers. It shall be sanctioned by the Government in the case of Gazetted Officers. Only provisional Pension is payable in cases where departmental judicial proceedings are pending. No gratuity is payable until the conclusion of such proceedings. While forwarding the pension papers in such cases, it should be mentioned in the forwarding letter that departmental/judicial proceedings are pending and that only provisional pension has to be released. Sanction order of the competent authority

for provisional pension should also be sent along with the proposals for the release of provisional pension.

If the above instructions are not followed and if the fact of pendency of departmental/judicial proceedings is not mentioned in the sanction order and in the forwarding letter, the Accountant General/ Audit Officer, L.F. Accounts will be at liberty to release full pensionary benefits presuming the sanction in case of pendency of any disciplinary proceedings against any official, the departments should inform the Accountant General prior to the date of retirement of the official that pensionary benefits should not be released.

(Circular Memo No.12437-A/112/PSC/A,88 dated 23.7.1988 of Finance & Planning (FW.PSC) Dept.

### iii) MINIMUM PROVISIONAL PENSION:-

The Provisional Pension to be sanctioned under rule 52(1)(a) of the Andhra Pradesh Revised Pension Rules 1980, shall not be less than 75% of the normal pension entitlement.

(Circular Memo No.979-B/5/ A2/Pen.I/94, dated 2.2.1994 of Finance and Planning -(FW.Pen.I) Department)

### IV) PROCEDURE TO BE FOLLOWED IN CASES WHERE PENSION HAS TO BE EITHER STOPPED OR CUT, AFTER FORWARDING THE PENSION PAPERS:

The pension sanctioning Authorities have to follow the following instructions in cases where pension has to be either stopped or cut, after forwarding the pension papers.

i) All important orders issued by the Department of Secretariat regarding stoppage of pension or cut in pension may be sent to the Accountant General (A&E) as well as to the Deputy Accountant General (pension) by name and delivered in their peshis through a special messenger.

ii) In respect of such orders issued from the Districts, the same may be sent to the name of Accountant General (A&E) Deputy Accountant General (pensions) either by registered post . or through Special messenger "

iii) Copies of orders of stoppage/cut in pension may also be sent to the concerned Treasury Officer/Pension Payment Officer , for withholding the payment of Pensionary benefits - pending receipt of formal instructions from Accountant General, Andhra Pradesh.

iv) All the Correspondence relating to pension may be marked to Accountant General (A&E)

(Circular Memo No.33764-A/55/PSC/93, dated 15.10.1993 of Finance and Planning (FW.PSC) Department.



## APPENDIX II

### SPECIAL RULES RESTRICTIONS.ETC. REGARDING PARTICULAR ITEMS OF EXPENDITURE AND MISCELLANEOUS

(Extract from Appclidix 7 of the Andhra Pradesh Financial Code. Vide( 1)

G.O.Ms.No.761.dated 10th April 1958 of Horticulture Department.

(2) G.O.Ms.No.1493.Food and Horticulture dated 22nd May 1965.

and subsequent orders of Government.

Special number of items

and descriptions of  
expenditure ,

Authority

Extent or delegation

(1)

(2)

(3)

1.Agricultural Experi-  
mental cultivation

Officers of the Horticulture Department may incur or sanction expenditure on Experimental cultivation to the extent indicated below :

(a) Director of Horticulture

Purchase of dead stock including machinery and tools for all activities of Horticulture Department G.O.Ms.No. 1493, Food and Horticulture Department dated 22nd May 1965 read with Govt. Memo. No. 3002 /Agri.1/65-1, dated 12th August 1965) The cost of any one article or any number of articles of the same kind- bought at the same time should not exceed Rs. 10,000 for articles both manufactured in India or not manufactured in India.

Addl. Director of  
Horticulture

Rs. 2,000 for articles manufactured in India and Rs. 500 for articles not manufactured in India.

Assistant Director of Horticulture and other officers of the same rank  
Horticulture Officer (Farms)

Rs. 500 for articles manufactured in India and Rs. 500 for articles not manufactured in India.

Rs.25 Do Do.

Directors of Horticulture

ii) Hire of Articultural Machinery from Private Parties for Government work.

No limit subject to not exceeding the schedule of rates prescribed for hiring government machinery and subject to availability of budget provision

**Purchase of land :**

No land should be bought without Government special sanction

**iii) Award of compensation to ryots.**

Rs. 200 in each case for loss of produce occasioned by trial plots opened in their lands for testing the performance of new strains of seeds.

Addl. Directors of Horticulture

iv) Free Supply of Seeds and Chemicals. The free supply should be restricted to bonafide poor ryots in the State and the cost should not exceed Rs. 100 a year each

Addl. Directors of Horticulture

district and in respect of each of the articles. namely seeds and chemicals (vide G.O.No. 508, Food and Horticulture, dated 4 th March 1996)

Commissioner /

Director of Horticulture (iv -b) Free supply of priced Publications to members of the public for information and publicity  
(v) All other charges

Up to an annual limit of Rs. 25 at the Director's direction.

Full powers.

Note - The Director of Horticulture may also sanction the sale of animals of any kind including poultry. pigs and sheep without limit.

Head of offices not below the rank of a Assistant Director of Horticulture.

**Purchase of Seeds, Plants, Manures and Chemicals :** May incur expenditure to the extent necessary on buying seeds, plants, manures and chemicals provided that the approval of the Director of Horticulture is obtained before buying any seeds or plants outside the state for the state with a view to introducing them into the State for the First time and before incurring expenditure on a cropping scheme at an experimental station

Head of offices in full or semi-independent charge of circles

**1) Seeds, Plants, manure and chemicals for sale to ryots :** May incur expenditure to the extent necessary provided that the approval of the Director of Horticulture is obtained before buying any seeds etc., for introduction in their jurisdiction for the first time.

Horticulture  
Officers in charge of  
Farms.

(II) Hire of cattle. May hire cattle for ploughing demonstration - upto a limit of Rs.10 at a time.

(i) May incur expenditure on repairs and upkeep Upto a limit of Rs.5 at a time.

(ii) May incur expenditure upto a limit of Rs.10/- at a time on the following objects :

(a) Maintenance of cattle.

(b) Labour.

(c) Miscellaneous cultivation expenses

(d) Purchase of Seeds, plants, Manures and chemicals.

2. Apparatus  
Instruments,  
machinery  
and the like,

Heads of Departments

May incur expenditure upto the maximum budget appropriation available for the purpose.

3. Bicycles

Director'  
of Horticulture

(I) Initial or Additional Supply - Initial supply of a new Bicycles upto a limit of three according to the needs of his office and each under his control(vide G.O.Ms.No.216. Finance. dated 24th May 1960) with in the Budget provision and vide G.O.Ms. No.508. Food and Horticulture Department dated 4th March 1966

Head of Office

(2) Repairs- The head of an office may have the bicycles supplied to his office repaired locally or at the nearest repairing centre. If the repairs required to the frame of the bicycle including transit

#### 4. Books, maps and periodicals.

charges would cost so much that in his opinion it would be more economical to purchase a new bicycle, he should Condemn the machine with the sanction of the competent authority who can order replacement.

##### A. Official priced publication:

I. The rules in accordance with which Government Servants should obtain when necessary, priced publications of the Government or any other State Government are contained in, the Andhra Pradesh Printing Manual, The same manual contains also the rules regarding the supply of priced publications of the Government to other Governments and local bodies.

The Head of the Department may obtain, if really necessary, copies of the administration reports and the like, issued by the corresponding departments of other State Governments on an exchange basis or if the department of the other Government does not agree to exchange, on payment

II. Official books and periodicals published in the United Kingdom should be obtained, when necessary through the High Commissioner for India. The requisition should show the head of account to which the cost should be debited.

III. The powers delegated to subordinate authorities to buy priced books and periodicals of Government other than the Government of Andhra Pradesh are the same as those delegated to them to buy non Government Publications and are subject to the same conditions.

Note : For the purpose of this rule, all recurring publications should be treated as periodicals. NO restriction (Vide G.O.Ms.No.508 F& A Dept). Dt. 4th March, 1966.

#### B. Non Government Publications 1. Books.

I. The Head of the Department or the authority competent to sanction the purchase of a book under Rule (viii) below should before according sanction in any case, satisfy himself that the book is clearly necessary for the discharge of official duties.

II) No authority may, except with the previous approval of the Government in each case, buy any commentary of annotation on Act of Legislature published without official authority, or

III) No authority may except with the previous approval of the Government sanction the supply of any private publication to a whole class of Government Servants.

IV. No authority subordinate to the Head of Department may sanction the purchase of any specially expensive work such as Murry's New Oxford English Dictionary.

V. Books published in India should be bought in India. Books published out of India should except in cases of great emergency, be obtained through the authorised Government agent for the supply, of books in accordance with the terms of the Governments agreement with him as notified by the Government and kept on record by office for reference.

VI. To prevent delay and mistake in the supply of book, indenting authority should prepare every indent correctly in the form prescribed for the purpose in the Andhra Pradesh stationery Manual or furnish accurately, in the indent all the details required for completing that form.

VII. Payment of books received from abroad should be made through the Accountant-General, within a month of the receipt of the invoice, of the market rate of exchange prevailing on the date of payment.

A Head of an office in the Horticulture Department i.e. Assistant Director of Horticulture and Officer of the same rank

Periodicals and news papers

VIII. Delegation powers.- Subject to the general rules contained in Article 93 and the preceeding rules, and to any special restriction, limit or remarks mentioned against any particular entry below the following authorities and are empowered to sanction the purchase of books, map required for the use of their own offices and offices subordinate to them.

C. May purchase books upto Rs. 50 in year Note.- Books include reference books and Technical books except "Dictionaries".

I. Except where otherwise indicated below rules 1 to V II in section. (1) above relating to books apply also mutatis mutandis to periodicals and news papers.

II. A head of a department should (except when he orders foreign periodicals and news papers through the authorised Government agent for the purpose) send direct to the publishers his indents for the periodicals and newspapers required for himself and his subordinates instructing the publishers to send the bills also directly to him, When he receives the bills, he should check them carerully with reference to his indents and also satisfy



himself that the periodicals and news papers have actually been received by the Government servants to whom the publishers were requested to send them.

Note - Advance payment may be made for the supply of periodicals and news papers published in India without approval of Government.

III. Delegation or Power - Subject to the general rules Contained in Articles 93 and the preceedings rules and to any special restrictions limit or remarks mentioned against any particular entry below, the following authorities are empowered to sanction the purchase of newspapers and periodicals required for the use of their own offices and offices subordinates to them.

Authority(vide G.O.Ms.No, 2813. Dt.27-11-1965 and G.O.Ms.No.508, F & A., Dt.4-3-1966).

#### 5. Clothing and liveries (including warm clothing)

Since the supply or stationery articles by stationery Dept. is dispensed with and entrusted to Heads of Office as per G.O.Ms.No-320 Home (Printing.AI) Dept.dt, 18.11.97. the required quantity shall be purchased by Heads or Office as per the scale specified below.

The following is the pattern and scale of livery to the Class. IV staff working in the offices or heads of departments and in district offices in Telangana are etc., who are already enjoying the concession or free supply or livery .

For men Attenders

- 1.Sherwanis .2
2. Pyjamas ..3 ) ( One year

3. Shamlas .. 2

4. Leather Belt ..1 Replacement once in 5 years.

5. peon Badge ..1 (One during service). Replacement if lost at the cost of peon.  
for women attenders

1.Dark spray or Dark Khaki ..3 sarees of 6- 7 yards. One year .

2.Petty coats/Blouse(3-4 yards) ..3

3. Chappals-Sandals-1pair 1 year.

4. Peon badge to be pinned on the ..One during service sarees. (Replacement if lost at the cost of the peon)

(iv) The head of the office may arrange departmentally for the supply of cross belts and badges to daffedars and Attenders at the rate of one for each post. when the belts and badges are not supplied as part of livery. Gold laced cross belts should be supplied only to daffedars and ordinary cloth cross belts to peons. The belts should not be replaced on Government expense more often than once in four years for a daffedar's belt and once in two years for a Attenders. a belt. If it is found necessary to replace a belt after a shorter interval owing to careless usage or any other cause that could have been avoided or to replace a badges for similar reason, the cost should be recovered from the sub ordinates concerned. A contingent bill on which any

5(a) Uniform to the Unit Officers  
Class IV employ- (Heads of Offices)  
ees of Govt.Dept.  
upto mandal level

(b) Stitiching charges Unit Officers  
to uniform of Govt (Head of  
class .IV and Govt . Offices )  
vehicle Drivers.

c) Govt.vhicle Unit Officers  
Drivers outside (Head of  
the Twin cities Offices )  
of Hyderabad  
and Secunderabad

changes for belts or badges are drawn should show the date and other particulars of the last supply.

Two pairs of Handloom cloth Uniform once in a year to all Class IV Employees upto Mandal level.

(G.O.Rt.No. 1971 Home (Printing.A) Dept. dt. 25.8.1986 and G.O.Ms.No. 46 Home (Printing) Dept. dt. 27.1.1990)

Rs.145/- (One hundred and forty five only) per pair of the uniform supplied to male eligible employee and Rs. 22/- (Twenty two only) for stitching of each blouse piece supplied to female eligible employee G.O.Ms.NO.158 (Printing) Department dt 14.5.99)

Govt. decided that it is not desirable to give cloth and stitching charges to the above category of employees. (G.O.Ms.No.611 Home (Printing .A) Dept. dt. 4.10.1986.

Terry Cotton in khaki colour 9 (Nine) Meters for each Driver (5 Meters for pants 4Meters for the Bush shirts) once in two years with a stipulation that the Drivers should wear Uniform on duty and that individual departments should get the Uniforms stitched locally. preference being given to the tailoring centres run by Police Welfare Association wherever they exist in the districts and supplied to the Drivers. The

Drivers should not be given cloth under any circumstances.

(G.O.Ms.No. 630 Home (Printing.A) Dept. dt 17.11.1984)

6. Conveyance Charges

Conveyance charges :

When a non-gazetted or inferior Government servant is sent on duty to a place at some distance from his office or is summoned to his office by a special order of gazetted government servant outside the ordinary hours of duty, the head of the office may order that the expenditure involved be debited to contingencies of the office, provided.

A) That the head of the office certifies that the expenditure was actually incurred, was unavoidable and is within the scheduled scale of charges for the conveyance used. and

(b) That the Government servant is not entitled to draw any travelling allowance for the journey is not granted any compensatory leave and does not and will not receive any special remuneration for the performance of the duty that necessitated the journey.

Rs. 500/- per annum

7. Purchase of Electrical bulbs and lamp charges

Unit Officer

(Heads of Offices) (G.O.Ms. NO. 389 G.A.(A.R.& T.J) Dept dt 4.9.96)

Head of the Dept Rs. 6,000 /- per annum (G.O.Ms. No. 389 GA (Ar & T.I) Dept. dt. 4.9.96)

8. freight Charges

As per item 20 of Appendix 7 of A.P.F.C Volume -II

9. Furniture ( including record racks, ratommats, blind table cloths and office scales and weights )

Note : Furniture includes Furniture made of steel.

Director of Horticulture Rs. 40,0000

Unit Office

10. Hot and cold weather charges.

Heads of offices (Gazetted)

Heads of Departments. Controlling authorities and disbursing officers may sanction expenditure on the purchase and repair of furniture upto the limits indicated below, subject to the general rules regarding in the purchase of stores in Chapter -VII of A.P.F.C. Volume 1. The limits refer except where otherwise stated to the cost of each article or any number of articles of the same kind purchased at any one time whether for one office or a number of offices.

For purchase. Repairs to furniture Rs. 6000/- (G.o.Ms. No. 389 GA (A.R.&T.I)Dept Dt. 4.9.96)

For purchase

For Repairs

Rs. 2000/-

Rs.1,000/-

(G.O.Ms. No. 389 G.A (A.R &TI) Dept dt. 4.9.96)

The Heads of offices are competent to sanction contingent expenditure to the extent necessary without any limitation towards Hot and Cold weather charges as per item 26 Appendix 7 of A.P.F.C. Vol.II

Standard items as per approved scales subject to availability of budget provision.

Non Standard items subject to availability of budget provisions.

The supply of goggles and tumblers in all the offices during the hot weather should not exceed the scale laid down below.

## CLASS OF GOVERNMENT SERVANT

## 1. Gazette Offices

## Scale:

one glass tumbler and one earthenware goglet for each once in a year 2, Non Gazetted Officers.

a) One glass tumbler for each non - gazetted Government servant and one earthen ware goglet for a group of four non -gazetted Government servant once in a year in cases not covered by (b) beow :

b) One plastic tumbler and one earthen ware common for all attenders and subordinates of similar status, Attenders and other menials in an office once in year. **Note :-** (1) Gazetted Officers may use either punkhas or Electric fans throughout the year, Where electric fans are provided punkha pullers should not be appointed.

2) Khus khus or grass screens screens for doors and windows may be provided in all offices during the hot weather subject to existence of budget provision. The life of such screens is fixed at 2 years.

11. Laboratory charges Heads of offices (Gazetted Officers declared as such by the Head fo the Dept)

May incur expenditure on working of laboratories attached to educational institutions the Head of the Department and professional institutios and technical departments subject to the following conditions :

1) The rules and delegation in chapter VII and item 4 above regarding purchase of laboratory apparatus instruments, machinery, should be duly observed.

2) If any recurring items of expenditure, e.g. expenditure on pay of laboratory menials (item 37) are incurred the rules regarding them should be strictly followed.

3) Master rolls should be maintained for all Mazdoor employed on manual labour and paid daily wages.

12. Office Expenses : 1. Charges for such items as the following fall under

these heads - Gums pots, rat - traps, brooms, nails , soap vinegar, water - pots ropes, matches firewood, chalk , glue, paste, thread, umbrella for peons, mats, windows, lighting other than electric, cloth for records, binding, advertisements, dhobying, supply of drinking water, renting of post boxes, postal commission money orders and value payable parcels. local purchase of books, money order forms, telegraphs, and value payable postal forms. postal and railway guides and incidental expenditure connected with darbars held by collectors for the presentation of badges and sanads to the recipients of titles. The nature of each charge should be described in detail in contingent bill

Note : - 1) Railway guides may be brought only if there is a touring officer in an office or if witness batta has to be paid

2) charges for the packing and carriage of articles belonging to an office are treated as office expense when they are not incurred in connection with tours.

1) The scale of expenditure and other limitations prescribed below should be carefully observed.

Advertisement Charges - Advertisement charges may be incurred only with the sanction of the competent authority as detailed below :-

<u>Full powers</u>	<u>Limit</u>	Director of Horticulture	Sanctioning authority
<u>Advertisement Charges</u>			
to incur an expenditure			
to the maximum limit of			

Rs. 200 in a year.

iii) Umbrellas : - Only Cadjan umbrellas should be supplied to Attenders unless cloth umbrellas have been included in the scale of livery by the authority fixing the scale.

iv) Money order charges : (a) General : Charges on account of the issue of money orders may be treated as contingent expenditure by all Government servants who are authorised to draw contingent bills, when a remittance by money order is unavoidable and is necessary in the interest of the public service.

b) Remittance of pay and allowances - The pay and travelling allowances and contingent charge of subordinate Government servants employed in out of the way places may be permitted by money order at the expense of the government when the head quarters of the subordinate is more than five miles from the treasury, provided that the money order commission will not be more than the travelling allowance payable if a Attender were sent to encash the bill, cash order or Government draft, as the case may be. In special circumstances i.e. when an attender cannot be spared or the journey is risky, the head of a department may permit such remittance even when the money order commission exceeds the travelling allowance that would be payable to Attend.

v) a) Towels, soaps and Ink for use of Gazetted Officers : The cost of towels, soaps and ink for use of GAzетted Officers may be supplied at Government expense.

Standard scale prescribed for supply of the following sundry articles to all Gazetted Officers, As per G.O.Ms. No. 534 Industries & Commerce, dt. 19.5.1966 read with Govt. Memo No 16754/Agri V(2)/81 dt. 17.7.81 of Food & Agriculture Department.

1. Two towels once in a year

2. One soap once in three months.

3. One set of pen stand and two pen holders once in three years.

vi) Time Piece: Heads of Departments may sanction supply of new time piece to their offices and to the offices under their control not exceeding one time piece for each block of buildings by way of first purchase or replacement of any existing condemned time piece. The Director of stationary will supply the time piece free of cost on indent from the Head of Department.

(vii) Rubber stamps : The Heads fo Departments may sanction expenditure on the purchase of Rubber Stamps to their offices and to the offices and to the offices under their control subject to the avail-



ability of budget provision. The indent for the supply of rubber stamps should be placed on the Director of Printing.

### 13. Photographic Charges

The Authorities empowered to sanction photographic charges in the public charges i.e. in the interest of public justice or for educational medical or scientific purposes, subject to the limit indicated against each authority. The delegation does not extend to the purchase of making of cinematograph films, for which the sanction of Government is necessary .

Commissioner /  
Director of Horticulture  
Hyderabad

No limit

All other heads of offices  
Assistant Director  
Of Horticulture (Publicity)

Rs.50

Rs. 500 in connection with All India Industrial Exhibition.

### 14. Printing and Binding

Printing and binding work should ordinarily be entrusted only to the Government Press but may be given to private presses in exceptional circumstances subject to the condition specified in printing Manual.

15. 1) Motor Vehicles Director of Horticulture  
Repairs to motor vans,  
buses, lorries, jeeps Unit officers  
or ambulance and  
spares to motor Vehicle

Rs. 20,000 Light vehicles Rs.  
40,000/-for for Heavy vehicles

Rs. 10000 light and heavy vehicles. (G.O. Ms.No. 389 G.A (AR & TI) Dept dt. 4.9.1996)

Note : Vehicles under the control of Horticulture Department

<p>16. Engineering Stores Director of Horticulture spares for tractors ploughs, Bulldosers, graders, boring machines, power drills, pumpsets, Rock Blasting units and plant Protection Power operated machinery</p>	<p>Assistant Director of Horticulture</p>	<p>are exempt from obtaining the certificate quarterly inspection by the Area Transport Officer for repairs and renewals. The Dy. Executive Engineer (Agri) are authorised to inspect the vehicles and issue certificate in regard to the need for repairs of vehicles of Horticulture Department.</p>
<p>Purchase of oils and lubricants for Govt. Vehicle</p>	<p>Heads of Offices  Office of the Director of Horticulture</p>	<p>Full powers upto budget provision provided that the cost of each spare does not exceed Rs. 5,000 (Vide G.O.Ms.No. 2421, dated 5.10.1964, F&amp;A Dept.)  Rs. 2,500 at a time provided the cost of each spare does not exceed Rs. 250  Note : The powers delegated under this item is subject to the condition that the expenditure on a particular unit shall not be exceed the present market value of a new unit of similar size and specification.  Full powers to the extent required subject to Availability of budget provision.</p>
<p>17. Rent for office building</p>	<p>C&amp;DH</p>	<p>The gazetted Officers entrusted with the work of operation and maintenance there of  Upto the ceiling of Rs.16,000/- month to all officers according to plinth area value as rent assessed by R&amp;B Department G.O.Ms. No. 389 GAf</p>

Dist. Unit Offices Rs. 1000/-	(ARTI)Dept. dt. 4.9.96 pm subject to rental valuation certificate of R&B Dept. G.O.Ms. No. 389 (ARTI) Dept dt. 4.9.96
18. Service postage and telegram charges Asst. Director of Horticulture 1(a) No	The following instructions supplement those contained in Article 119. (Rs. 200) charges should be entered in any postage stamps other than service postage stamps. except when they are required for letters or other articles to be sent to foreign countries ie. contries outside the British Empire (Rs.100)
For other purposes Director of Hroticulture Rs. 2,500 per year in each case.	b) When the cost of establishment is divided between two heads the charge for service postage stamps should be divided in the same proportion.
Service postage and telegrams charges noted in contingent bills.	2) a) Government servants should not send communications regarding their leave, pay Transfer, leave salary, fund subscriptions and other analogous matters at the expense of the state, as such communications are private and not official.
	3. Bearing postage paid in cash should be separately noted in contingent bills.
	4. Payment for Telegram Charges :
	a) Service stamps should not be used for booking the official telegrams. The officers in charge of the concerned Telegraph Office combined post office from where official

ograms are booked should be addressed by a formal letter to open a credit account in favour of the head of office for booking state telegrams on credit basis. The charges due on such telegrams should be settled once in a month in cash or by crossed cheques drawn in favour of the Officer in charge of the Telegraph Office/Combined Post Office, within a period of three weeks from the date of presentation of the bill and an additional fee for the maintenance of the account of charges due shall be paid at the rate of Rs. 0.75 paise for every 25 telegrams or part thereof despatched under Credit Account System. There is however, no restriction on opening credit accounts in more than one office on the conditions and terms referred to above. All telegrams issued in connection with State business should be superscribed as "STATE"

**Note :** If any Government servant is compelled to send a telegram in connection with the Government business from a post office where there is no credit account in his favour or where the service postage stamps are not accepted, he may meet the cost of telegram charges and may subsequently be recovered from the Government on production of receipt granted by the postal - provided that a certificate signed by the head of office that the telegram was sent on State Service and that cash payment was unavoidable is attached to the voucher concerned.

b) State Telegrams should be classed as : "Express" or "Ordinary" as the sender thinks proper Gov-

ernment servants should bear in mind the necessity for keeping expenditure as low as possible and should observe the following principles.

i) A Telegram should not be sent when a letter would serve the same purpose equally well.

ii) State telegrams should as a rule be classed as " ORDINARY". They should be classed as "EXPRESS" only in cases of great emergency and when the sender knows that the line is blocked and considers his message sufficiently important to take precedence over ordinary traffic.

c) Except when extreme precision is important State telegrams should be expressed in as few words as possible. Mere auxiliary or connective words should be omitted. When it is obvious that the receiver will be able to fill them in for himself without any difficulty.

d) Note - 1, When a telegraphic cipher code has been supplied, the code should be used as far as possible.

#### 19. Purchase of gunnies Director of Horticulture

May sanction purchase of gunies upto Rs. 10.000 in respect of each head of office , per quarter ( vide G.O.Ms. no. 1493, dated 22.5.1966 F& A subject to other restrictions in A.P.F. code.

- i) The Head of offices are empowered to purchase any stationery articles required for their use in local market required by them without obtaining 'No Stock Certificate' from the Stationery Department.
- ii The Head of offices /Departments shall purchase the articles subject to delegations of powers and subject to Budget provision
- iii) Best purchase principle and quality aspects of materials purchase will have to be maintained

(G.O.Ms.No. 320 Hoem Printing Home .A) Dept dt. 18 11. 1997

Head of the Department : Rs. 20,000/- per annum

Dist Unit Officers : Rs. 2,500 /- per annum

(G.O.Rt.No. 390 G.a. (A.R & T .I) Dept dt. 4.9.96)

20. Telegraph /Telephone Director of Horti -  
charges culture

i) Installation charges.

1. The Heads of Department are delegated with the power of sanctioning installation of Telephones, P.B.X, and P.M.B.X to the Offices subordinate to him subject to the condition that specific budget provision exists and that the expenditure is not met by re- appropriation.

2. The Heads of Departments will continue to obtain Government sanction for installing a new telephone or P.B.X or P.M.B. X connection to their offices.

3. All cases of installation of telephones to the residences of the officers shall continue to be referred to Government in the GAD for sanction.

4. The telephone shall be sanctioned only in localities where the posts and telegraphs department has already installed public call offices and where the telephone system is in working condition.

5. Subscribers are responsible for meeting in full bills for all trunk calls made for their telephone connections irrespective of person who made the call. All Government subscribers should accept in full the bills prepared against them by the Telephone Accounts Office concerned, even if some of the

items pertain to the private business of the official concerned. The department concerned should make its own arrangements for recovery from its officials of the value of the private calls made at and for accounting for such items in its own office accounts. Recovery thus made should be taken in Reduction of expenditure and Not Credited as revenue Receipts.

ii) Shifting of telephone  
Heads of offices (city )

May incur expenditure up to a limit of Rs. 75 in each case in the City (Vide G.O.Ms. nO. 1493 F&A dt. 22.5.65.

Heads of offices ( Muffasil)

Rs. 50 in the muffasil for shifting telephone from one place to another The limit for other petty charges in Rs. 30 in each case.

21. Exhibitions(A) Asst. Director of  
Horticultural Rs.100  
Department Horticulture

in a year from his jurisdiction in connection with the Horticultural shows and exhibitions held in his jurisdiction.

New item under Appendix-7

Exhibition and publicity Heads of Offices  
material such as model  
charts posters etc.

Rs. 50. Ordinary purpose Rs. 150 for exhibition (vide G.O.Ms. No. 1493 F&A dated 22.5.1965.

Extract of :  
G.O.Ms.No. 31 dt. 5.2.1966 of finance Dept.  
The following financial powers have been delegated to the heads of the departments in addition to the existing powers to meet law charges.

Note : 1 The departmental officers should consult the Collector regarding the reasonableness of fees claimed by the pleaders not in Government service before settling their claims.

2. For purpose of audit a certificate to the effect that the fees paid are not in excess of the fees which the officer

1) Incidental charges such as purchase of stamp payment for copies etc. in connection with law suits :

The heads of departments can incur expenditure on the above item from their budget provision without reference to Government

2) Fees payable to Government pleaders:

The heads of departments can sanction fees to Government Pleader in all law suits including writ appeals, writ petitions, writ appeals, C.M.Ps and C.R.Ps and C.Ms arising writ petition and writ appeals where Government are not implicated where only heads of departments or other subordinate Government officers are implicated. In other cases sanction of the Government is necessary. However this delegation does not apply to the payment of special Fee.

(3) Cost decreed against Government.

The heads of Departments can incur expenditure under this item without prior sanction of the Government for Suppl. grants if necessary.

drawing or countersigned by the bill is authorised to pay should be attached to the bill for fees.

iii) Legal assistance to Government servants (Other than police Officers,) for defence of cases instituted against them.

a) The sanction of Government or any other competent authority to which the power has been delegated should be obtained to defend at the Public expense. or Civil suit instituted against a Government servant in respect of any act done in his official capacity.

Note :

The following authorities have been empowered to accord sanction for the defence of Government servants under their control in Civil cases when the fee of the lawyer who may be engaged for the defence in each case is not likely to exceed limits noted against them. They may also sanction fees not exceeding the regulation fee and subject to the limits noted against them to private counsel engaged for the defence in such cases.

Director of Horticulture .. Rs.  
300.00



## 22. DECENTRALISATION OF SUPPLY OF STATIONERY ARTICLES BY THE STATIONERY DEPARTMENT TO VARIOUS HEADS OF OFFICES REVISED PROCEDURE

The Heads of offices were delegated full powers to purchase the entire requirement of its stationery for running of the office subject to the following conditions.

- i) The Heads of offices are empowered to purchase any stationary articles required for their use in local market required by them without obtaining NO STOCK CERTIFICATE from the Stationery Department.
- ii) The Head of offices/ Departments shall purchase the articles subject to delegations of powers and subject to Budget provision.
- iii) Best purchased principle quality aspects of materials purchased will have to be maintained.

(G.O.Ms.No. 320 Home (Printing. A.I) Department dt. 18.11.1997)

## 23. DECENTRALISATION OF PROCUREMENT OF COMPUTER PRODUCTS AND OFFICE AUTOMATION EQUIPMENTS PROCEDURE :

Government Departments/organisations having access and expertise for development of system requirements, specifications and or techno-commercial analysis of offers are hereby permitted to undertake the procurement themselves in accordance with the procedure laid down in the Annexure to this order. However in order to encourage cross-agency applications and for proper coordination of I.T. Projects in the State, consultation with the Department of Informations Technology should form part of the procurement process.

Depending on the extent of technical expertise and techno-commercial information available to or accessible by a department/Organisation, it may avail of any of the various graded service offered by APTS Ltd. as annexed to this order.

All Department shall follow the above procedure in procurement of computer hardware/software and office automation equipment.

(G.O.Ms.No. 43 Finance & Planning (PI.IT & C) Dept dt. 15.6.1998)

## Annexure to G.O.Ms.No 43 FIN &amp; PLG(plg IT&amp;C) Dept dt. 15.6.1998.

Service	Role	Role of Dept	Service Charge
Full procurement Services	This is the only service that APTS offered as per the earlier procedure. After receipt of funds from user dept. APTS undertakes invitation of offers, evaluation of bids, identification of vendors, issue of purchase order, acceptance testing etc.	To indicate its requirement and to participate in the APTS procurement procedure as per the guidelines issued by APTS from time to time.	5% of the cost of the equipment
Acceptance and Evaluation services equipment	APTS assists the dept. at the stage of critical analysis of the comparative statement, evaluation of technical bids, etc. and tenders its advice. Acceptance testing is also done by APTS.	Finalises configuration and invites offers by publishing tender or such other means and prepares comparative statement. Department also takes final decision after considering APTS advice.	3% of the cost of
Evaluation Service	APTS assists only in evaluation of offers and comparative analysis of technical bids and Financial bids.	User department take all decisions including identification of vendor after considering APTS advice. In addition, the dept. is responsible for acceptance testing.	2% of the cost equipment
Acceptance testing service.	APTS tests the items supplied and verifies whether they conform to the specifications	All tasks connected with the procurement except acceptance testing	2% of the cost of equipment purchased

Rate Contract (Applicable only purchases of Rs. 5 lakhs and below in order)	APTS furnishes, onrequest and across the counter fax, e-mail rate contract details for desired or standard configuration equipment as per re- quirements furnished by the user dept. or organisation APTSwill revise the rate contracts every month. In addition, APTS will also offer assistance in finalising system specification, if required by a user Department/ organisation	Placement of purchase order, acceptance, etc.	No charge Govt will pay APTS lump sum amount for providing the service
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24. PURCHASE OF BULBS & LAMPS (PER ANNUM)	Heads of the Department Unit Officer (Head of Officers)	Rs. 6000/- Rs. 500/-
25. LIGHT REFRESHMENTS	Head of the Department	RS. 50/- at time not exceeding Rs. 600 p.m
26. BOOKS, MAPS & PERIODICALS	Head of the Department Head of Offices	Full Powers Rs. 500/-
27. REPAIRS TO TYPE WRITERS (per Annum)	Heads Department Heads of Offices	Full Powers Rs. 1000/-
(G.O.Ms.No.389 G.A(A.R & T.I.) Dept, dt. 4.9.96)		
28. CONDEMNATION OF VEHICLES	Head of Officers	Full powers subjects to the condition that 15 years old and 2,50,000 km run
(G.O.Ms.No.333 G.A(OP & II.) Dept, dt. 31.7.97)		
29. HIRING OF PRIVATE vehicles : with the prior	Heads of offices	Hire charge of Rs. 9000/- pm including

concurrence of Finance Dept

POL and Driver  
Batta with a coverage  
of 2,500 KM in 30 days.  
(G.O.Ms No. 5 Fin &  
Plg.(Fin W.W.& M.I)

Dept. dt. 4.1.1994  
read with Govt.

Memo No. 3813 /64/  
W.M. 98 dt. 8.1.1999  
of Fin & Plg (FW . W  
& M.I ) Dept.



यदैव विद्यया करोति श्रद्धयोपनिषदा  
तदैव वीर्यवत्तरं भवति

**Duty performed  
with Knowledge, Faith and Devotion,  
becomes really effective**

**Dr. MCR Human Resource Development Institute of Andhra Pradesh**  
Road No. 25, Jubilee Hills, Hyderabad-500 033. Phone : 3548487, 3543727 Fax : (040)3548887