

Manual – 1

Aims & objectives of the organization
(Section 4 (1) (b) (vi))

1. Aims & objectives of the organization

Production of Horticultural Quality Planting Materials and to increase income of the farm.

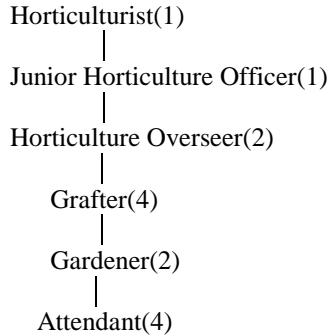
2. Mission / Vision :-

- Boosting of production of Quality Planting Materials of Horticulture Crops.
- To increase farm income and to make it profitable.

3. Brief history and back ground for its establishment :-

Horticulture Farm at Deogarh was established in the year 1977-78 in order to produce Quality Planting Materials of Horticulture crops. At the beginning the farm was able to produce only 5000 nos of mango grafts. But now it is possible to produce 80000 of mango grafts, 2000 nos of litchi gootees, 5000 nos of orange grafts, 2000 nos of guava gootees, 15000 nos of Klime seedlings and other fruit seedlings.

4. a. Field Staffing pattern:-



b. Staffing Position :-

Designation	Strength	In Position	Vacant
Horticulturist	1	1	0
JHO	1	1	0
HO	2	0	2
Grafter	4	4	0
Gardener	2	1	1
Attendant	4	1	3
Tractor Driver	1	1	0
Accountant	1	0	1
Peon	1	1	0
Choukidar	1	1	0
Total	18	11	7

5. Allocation of business :- Nil

6. Duties to be performed to achieve the mission :-

Staff at bottom level like Attendants , Gardeners will do the field work through the daily casual labours. Technical works like grafting, budding, layering etc will be carried out by the Grafters. The labours and staff will work under the direct supervision of the HO. The JHO will supervise the field work and maintain the official records, report returns, make estimate, receive advance for farm work and do all other technical works. The Horticulturist will act as Head of Office, Drawing and Disbursing Officer, will be responsible for all activities of the farm.

7. Details of services rendered :-

Main service of the farm is to produce quality planting materials of horticulture crops and to make effort to make the farm profitable. The public will get the planting materials at Government approved rate from the farm.

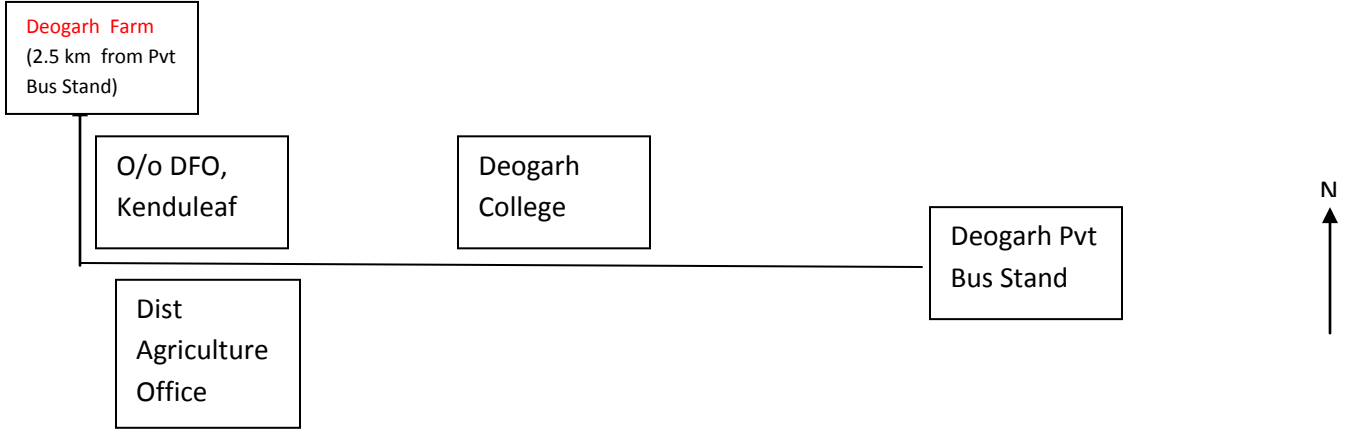
8. Citizens Interaction :-

The farm is assigned mainly for production of quality planting materials relating to Horticulture crops. The farmers seeking advice on technical aspects can contact the technical officers for the purpose.

9. Postal Address of the Office :-

Horticulturist,
Deogarh Farm,
AT/PO-Purunagarh,
Dist-Deogarh
PIN-768109

10. Map of the Office location: - (Guide Map)



11. Working hours both for office and public :- Every day 10 A.m. to 5 P.m. in every month except Sundays, second Saturdays and public holidays.

12. Public interaction, if any :- Public can interact with field level workers / officers in fields or at the offices.

13. Grievance redress mechanism :- Any grievance is accepted / listened in office hours.

Manual – 2

Power and duties of officers and employees

(Section 4 (1) (b) (vi)

Power and duties of officers and staff

Sl No	Designation of post	Powers				Duties
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1	Horticulturist	Head of Office with full administrative powers within jurisdiction	DDO	Administration/ supervision	-	-
2	JHO				Filed supervision	Duties Assigned
3	HO				Filed supervision	Duties Assigned
4	Grafter					Duties Assigned
5	Gardener					Duties Assigned
6	Attendant					Duties Assigned

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Power and duties of officers and employees
(Section 4 (1) (b) (vi))
Power and duties of officers and staff.

- 1- Horticulturist- Acts as Head of Office and discharges the duties of Drawing and Disbursing Officer.
- 2-JHO- Acts as Supervising Officer and Scheme Officer.
- 3-HO- Acts as Supervising Officer.
- 4- Grafter- Assigned for technical works.
- 5- Gardener- Assigned for general field work.
- 5-Attendants- Assigned for general field work.
- 6- Accountant- Assigned for ministerial work.
- 7- Tractor Driver- Assigned for driving Tractor
- 9- Peon-Assigned for treasury duty, diary, issue, dispatch, to serve local official letters.
- 10- Chaukidar- Assigned for watch and ward.

Manual – 4

(Norms set for the discharges of foundation)
(Section 4 (1) (b) (iv))

Sl No	Activity	Time frame/ Norm	Remarks
1	Mango, Litchi, Guava, Orange graft production work	May to April of next year.	
2	Kagzi lime seedling production work	October to May of next year	
3	Diversion of QPM	July to August	
4	Maintenance of the mother plants	July to May of next year	

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List of rule & regulation, instructions, manual and records
(Section 4 (1) (b) (v))

Sl No	Name of the Act, Rules, Regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publication
1	Guide line communicated by the Director of Horticulture, Odisha, Bhubaneswar.	Cost structure for production of QPM and maintenance of mother plants	Letter No-2/2528 Dt 20.7.2011	-

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A statement of the categories of documents that are held by it for under its control.
(Section 4 (1) (b) (vi))

Details of the records, available may be made in a statement from wing wise , unit wise , branch wise and it may be got tabulated, indexed and catalogues. (An illustrative list is given below)

A statement of the categories of documents held

Sl No	Nature of Record	Details of information available	Unit/Section where available	Retention period where available
1	Farm Activities	Information on farm activities	Scheme Section	-
2	Cash Records	Financial information	Cash Section	-
3	Establishment Records	Information on personal claims, establishment matter	Establishment Section	
4	Labour , Stock & Store	Labour engagement, utilization of stock and store	Farm In charge	

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Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation..

(Section 4 (1) (b) (vii))

Sl No	Name and address of the consultative committee / bodies	Constitution of the committee/Bodies	Role and responsibility	Frequency of meeting
Nil				

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A statement of boards, council, committee and other bodies constituted.

(Section 4 (1) (b) (viii))

List of boards, councils, committees etc.

Sl No	Name and address of the body	Main function of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether minutes accessible to public	Frequency of meeting	Remarks
1	Dist Mission Committee	Approve annual action plan	Chairman Collector and D.M.- Deogarh -Members PD,DRDA DDA,Deogarh DDH,Sambalpur CDVO,Deogarh Deputy Director (Fisheries)Sambalpur Vice Charman, ZP, Deogarh Convenor Hort., Deogarh.				As required	

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Directory of officers and Employees

Sec- 4(1) – b ix)

Sl No	Name	Designation	Phone No	Fax No	Email	Address
1	Basudeb Sahu	Horticulturist	06641226128	-	hortedogarhfarm@gmail.com	Deogarh Farm, Deogarh
2	Suraj Pande	JHO	9778181758	-	-	Do
3	Kshitish Ch Behera	Grafter	8093307716	-	-	Do
4	Panchanan Kisan	Do	9438292934	-	-	Do
5	Padmalochan Majhi	Do	-	-	-	DO
6	Gajendranath swain	Do	9439241852	-	-	Do
7	Mohan Ch Samal	Gardener	9668750678	-	-	Do
8	Subrat Ku Ghose	Tractor Driver	9439651554	-	-	Do
9	Namita Swain	Attendant	-	-	-	Do
10	Duryodhan Meher	Chaukidar	-	-	-	Do
11	Haladhar Sahu	Peon	9777636629	-	-	do

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The monthly remuneration received by each of the Officers and employees, including the system of compensation as provided in the regulations.

(Section 4 (i) (b) (ix))

Directory.

Sl No	Name	Designation	Monthly remuneration (Rs)
1	Basudeb Sahu	Horticulturist	40539
2	Suraj Pande	JHO	22005
3	Kshitish Ch Behera	Grafter	14360
4	Panchanan Kisan	Do	15615
5	Padmalochan Majhi	Do	15615
6	Gajendranath swain	Do	15615
7	Mohan Ch Samal	Gardener	13757
8	Subrat Ku Ghose	Tractor Driver	17767
9	Namita Swain	Attendant	9943
10	Duryodhan Meher	Chaukidar	11101
11	Haladhar Sahu	Peon	13757

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Budget allocated to each Agency

(Section -4 (I) (b) (xi))

Name of the DDO with code	Name of the scheme with code	Name of the unit with code	Total amount received during the year 2010-11	Total Expenditure made during the year2010-11	Balance
Hort. Deogarh Farm	Dist, Estt(NP)	Pay-136	1665081	1242190	422891
DGRAGR004		DP-	0	0	0
		DA-156	710529	519408	191121
		HRA-403	83256	62162	21094
		OA-523	900	900	0
		RCM-516	5270	5270	0
		Arr.Pay-	272540	268400	4140
		TE-06001-000	16000	16000	0
		Cont-506	28700	28700	0
		FA-560	50000	30000	20000
		Total	2782306	2172955	609351

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The manner of execution of subsidy program

(Section 4 (I) (b) (xii)

Sl No	Name & address of the institution	Purpose for which subsidy is provided	No of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievement
Nil						

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Particulars of recipients of concessions, permits or authorizations granted.
(Section 4 (I) (b) (xiii))

Sl. No.	Name of address of the beneficiary.	Nature of concession / permit / authorization	Purpose for which granted	Scheme and criterion for selection	No. of items similar concession given in past with purpose.
Nil					

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Information available in an electronic form
(Section 4 (I) (b) (xiv) Details of information)

Sl. No.	Activities for which electronic data available.	Nature of information available	Can it be shared with public	Is it available website or is being used back end data base.
1	Basic Information	General	Yes	Deogarh Dist website

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Information available in an electronic form
(Section 4 (I) (b) (xv))

Sl. No.	Facility available	Nature of information available	Working hours
1	Information Center	Not available	
2	Website.	Not available	
3	Library	Not available	
4	Notice Board.	Available	Office hour

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Name and designation and other particulars of public information Officers.
(Section 4 (1) (b) (vi))

List of Public information Officers.

Sl No	Designation of Officer designated as PIO	Postal address	Telephone No.	E-mail address.	Demarcation of Area / Activities, if more than one PIO is there.
1	Basudeb Sahu	Deogarh Farm, Deogarh	06641226128	horddeogarhfarm@gmail.com	-

List of Assistant public Information Officers

Sl No	Designation of Officer designated as Assistant PIO	Postal address	Telephone No.	E-mail address.	Demarcation of Area / Activities, if more than one APIO is there.
1	Suraj Pande	Deogarh Farm, Deogarh	06641226128	hortdeogarhfarm@gmail.com	-

List of Appellate Authority

Sl No	Designation of Officer designated as Appellate Authority	Postal address	Telephone No.	E-mail address.	Demarcation of Area / Activities, if more than one AA is there.
1	Basudeb Sahu	Deogarh Farm, Deogarh	06641226128	hortdeogarhfarm@gmail.com	-

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Other information as may be prescribed.

(Section 4 (1) (b) (vii) List of Public information Officers.

Sl No	Designation of Officer designated as PIL	Postal address	Telephone No.	E-mail address.	Demarcation of Area / Activities, if more than one PIL is there.
Nil					