

DEPARTMENT OF AGRICULTURE, DAMAN & DIU**ZONAL AGRICULTURE OFFICE, MOTI DAMAN.****SUE- MOTO PUBLICATION OF 17 MANUAUS****MANUAL -1****The Particulars of its Organisation, Functions and duties :****The particulars of its organizations, functions and duties :-**

The Secretary (Agriculture) ,is also the Head of Department of Agriculture, Daman & Diu who is assisted by the Director of Agriculture of the Agriculture Department, Daman & Diu. The Head of Office/Drawing & Disbursing Officer, (Zonal Agriculture Office), Daman is the Public Information Officer under clause 5(1) of the Right to Information Act, 2005 for Agriculture Department. They are assisted by the Deputy Director of Agriculture Group “A” post and by next Group “B” Officer i.e. Assistant Agriculture Officer Grade-I / Zonal Agriculture Officer, Daman. The Department of Agriculture, Daman & Diu is having total 38 nos. of sanctioned posts. And SIU has 32 posts is sanctioned. Presently 07 filled posts are available at Daman District to the Zonal Agriculture Office, Daman those are as follows:-

TECHNICAL STAFF.

Sr. No.	Posts.	Total No. of Post.	
1.	Deputy Director	1	Vacant
2.	Asstt. Agril. Officer Gr.I /Z.A.O.	1	Vacant
3.	A.A.O Gr.II./E.O.	3	1-Diu , 01- Daman & Daman (D.P.)
4.	Agriculture Demonstrator	1	Diu (D.P.), Vacant
5.	Agriculture Assistant	3	Vacant
6.	Field Asstt.	3	2- Daman (1+1), 1- Diu (D.P.)
7.	Field Worker	3	02-Daman (D.P.)Vacant, 01- Agri.Deptt.,
8.	Mali	1	Vacant
9.	Watchman	1	Daman

MECHANICAL STAFF

Sr. No.	Posts.	Total No. of Post.	
1.	Senior Mechanic	1	Vacant
2.	Tractor Driver	3	1- Daman, 02- Vacant
3.	Power Tiller Driver	2	01- Daman (D.P.), 01- Diu,
4.	Tractor Asstt.	2	Vacant

ADMINISTRATIVE STAFF

Sr. No.	Posts.	Total No. of Post.	
1.	U.D.C.	2	01- Daman, 01- Diu.
2.	L.D.C.	2	01- Daman(D.P.), 01-Vacant,
3.	Jeep Driver	1	Daman
4.	Peon	1	Daman

The Department of Agriculture is also having one Seed Multiplication / Agriculture / Demonstration Farm at Kachigam and one Horticulture Farm (**transferred to District Panchayat**) at Moti Daman and one Agriculture Farm at Diu, one Mechanical Cultivation Section garage and one Farmer Training Centre at Kachigam Farm.

- The main function of the department of Agriculture is to procure and distribute quality improved and High Yielding Variety Seeds, Planting Materials, Plant Protection Equipment and Implements and to provide Agriculture Machineries like Tractor and Water Pumps etc. on reasonable hire charge basis with required implements like tractamount, spray pump/trailer/plough/cultivator/harrow/Rotavator etc. to the farmers(**This activity transfer to Distric Panchayat**). The departments provide technical know-how, conducts demonstration and adaptive trials on farms and farmers field and impart training to the farmers and arrange agriculture tours outside to benefit the farmers. The department has facilities Kisan Credit Card through Banks in the U.T. of Daman & Diu. And Tractor also given to the Farmers on hire basis.
- The department also to issue licenses for manufacture and sale/stock/exhibit of pesticides as per the provision of Insecticides Act, 1968 and also process the cases of registration for manufacture and wholesale and retail sale of fertilizers under Fertilizer Control Order, 1985 and arrange allocation of fertilizer among dealers as per ECA plan allocation to the U.T. The main community for their upliftment of socio economic activities being mainly input base extension establishment of Z.A.O., Daman.

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I. The Power and duties of its Officers and its employers.

Work Allocation Staffs:-

1. The Secretary (Agriculture) / Head of Department /

The Secretary (Agri.) has the power to accord Administrative Approval and Expenditure Sanction for the Plan & Non Plan Schemes. All policies matter related to the department, including over all supervision of the department, he exercise all the powers vested in Head of Department etc. The post at present being held by Chief Conservator of Forests, Daman& diu and DNH.

2. Director of Agriculture

The _Director (Agriculture) assists the Secretary (Agriculture) in all policies matter related to the department, including over all supervision and functioning of the department. He exercises all the powers vested in Director (Agriculture) etc. The post at present being held by Conservator of Forests, Daman& diu and DNH.

Dy. Secretary (Agril.) Daman.

He is functioning as Deputy Secretary for the Agriculture Department, Daman and all the informations pertaining Questions etc. are signed and sent by him for the Department of Agriculture, Daman with approval of Secretary (Agriculture) etc. The post at present being held by Deputy Conservator of Forests, Daman& Diu.

4. Deputy Director of Agriculture (Vacant) (01 Daman Agri.Deptt.)

He assists Deputy Secretary and Secretary (Agriculture) in carrying out all the departmental Plan & Non Plan Scheme work. He prepares and submits annual and five year plan proposals for the schemes pertaining to the department of agriculture including Agriculture Census and Evolution work. He finalizes budget estimates for the department. He also guides and supervises the staff. The post is vacant, since 2005. He is the licensing authority under the Insecticides Act, 1968, he is also Nodal officer for Food Processing Units.

5. **Assistant Agriculture Officer Gr.-I/Zonal Agriculture Officer (Vacant) (01 Daman Agri.Deptt)**

The Zonal Agriculture Officer who is Head of Office for the Agriculture establishment in Daman. He implements all Plan & Non Plan Schemes pertaining to agriculture Extension and development. He supervises Government Seed Multiplication Farm, Govt. Horticulture Farm, Mechanical cultivation section garage and Farmer Training Centre. He is Insecticides Inspector under the provision of the Insecticides Act, 1968. He assists to Dy. Director/Director/Dy. Secretary/Secretary/, Daman for the Agriculture Department works. He also supervises the working of the subordinate staff etc. The post at present being held by R.F.O., Daman.

6. **Assistant Agriculture Officer Gr.II) (02= 1 +1 Agri. Deptt. Daman & Diu)**

He assists Zonal Agriculture Officer for implementation of Plan & Non Plan Schemes, CSS, various correspondence to the Ministry, the parliament question & Administration of Daman & Diu and Farm Work and Agriculture Extension & Demonstration activities, imparting technical know-how to the farmers, and other additional work of agriculture census and election duty, flood control Room, etc..

7. **Agriculture Demonstrator (01 Diu D.P.) (Vacant)**

He is posted in Daman & Diu Zilla Panchayat Office. He assist Drawing & Disbursing Officer for implementation of Plan Schemes and He is responsible for preparation of agriculture Village Plan and providing technical know-how to the farmers through Agriculture Assistant and Field assistant by individual and a group approach as the case may be and he has to implement all the agriculture schemes of Jilla Panchayat at Village/Panchayat level.He assist for implementation of Multiple Cropping Scheme & Extension work of Diu District.

8. **Extension officer (Agriculture) (01 Daman D.P.)**

He is posted in Daman Jilla Panchayat Office. He is responsible for preparation of agriculture Village Plan and providing technical know-how to the farmers through Agriculture Assistant and Field assistant by individual and a group approach as the case may be and he has to implement all the agriculture schemes of Jilla Panchayat at Village/Panchayat level and Horticulture Farm work & extension work in Daman district.

9. **Agriculture Assistant. (03 = 1+1= Daman & Diu D.P.+1 Agri. Deptt.Daman.)(03-Vacant)**

They have to assist Zonal Agriculture Officer for implementation of Plan & Non Plan Schemes and for Farm work at field level. They have to distribute agriculture inputs, motivation of farmers for organizing adaptability trials conducting demonstration advising farmers and supervising farmer's fields imparting practical training to farmers etc.

10. **Field Assistant (03 = 1+1 = Daman & Diu D.P.+1 Agri. Deptt.)**

He has to assist Agriculture Assistant at field level for conducting demonstration/ organizing farmers training programmes and attending other field operations at farms and farmers field.

11 **Field Worker (03 = 2 Daman D.P.+1 Agri.Deptt.Daman)(02 – Vacant)**

To carry out all farm field works like digging, leveling, bunding, manuring, watering, sowing, harvesting, etc.

12. **Mali (01 Agri. Deptt. Daman) (Vacant)**

Maintenance of ornamental/flowering plants, rising of plant Nursery, propagating ornamental and other plants, shaping, budding/grafting/layering/pruning work.

13. **Senior Mechanic (01 Daman Agri.Deptt.) (Vacant)**

Overall supervision and maintenance work of Agriculture machineries pertaining to Mechanical cultivation section , assisting Zonal agriculture Officer for popularizing mechanization of farming and implementation of agriculture engineering plan scheme, Repair & Maintenance work of agriculture machineries etc.

14. **Tractor/Power Trailer Drivers (05 = 1 Daman D.P.+1 Daman Agri.Deptt. 1 Diu D.P.) (02-Vacant)**

To drive tractor with all required implements to carry out field operations like ploughing, leveling, bunding, threshing, spraying, watering, transportation and maintenance of tractor and log book of the respective tractor etc. They are responsible to carry out farmers work on hire basic beside departmental farm works. One Tractor driver along with tractor, equipment etc. at Government Agriculture Farm, Kachigam for various internal field activity.

15. **Tractor Assistant (02 Daman Agri.Deptt.) (Vacant)**

The have to assist Tractor Drivers and also carry out farm and farmers field works on hire independently and maintain tractor and its log book.

16. **Watch man (01 Daman Agri.Deptt.)**

Common cadre post. Watch and ward work at Government Farms, F.T.C. & Garage.

17. **U.D.C. (02 = 1 Daman Agril. Deptt. + 1 Diu Agri.Deptt.)**

Common cadre post. Assist for the Administrative and accounts work.

18. **L.D.C.(02 = 1 Daman Agri. Deptt.+ 1 Daman D.P.)**

Common cadre post. Assist for the Administrative and accounts work.

19. **Jeep Driver(01 Daman Agri.Deptt.) (Working arrangement D.P)**

Common cadre post. Driving and maintenance of department vehicle.

20. **Peon (01 Daman Agri.Deptt.)**

Common cadre post. Works as office messenger, helping in delivery and collecting of posts, cleaning, opening and closing of office etc.

II. The Visiting hours for Public

The Zonal Agriculture Office, Daman remains open from 09.30 to 13.30 & 14.00 to 18.00 hrs on working days. The required information can be made available through Zonal Agriculture Officer on any working days during the office hours by the public.

III. Any other details of public interest not covered in scheme

The Kishan credit card application received by Z.A.O. Daman is forwarded to the lead bank and card is issued by the bank.

Hierarchy Chart of the Department of the Posts.

TECHNICAL STAFF.

Sr. No.	Posts.	Total No. of Post.	
1.	Deputy Director	1	Vacant
2.	Zonal Agriculture Officer	1	Vacant
3.	A.A.O Gr.II./E.O.	3	1-Diu , 01- Daman & Daman (D.P.)
4.	Agriculture Demonstrator	1	Diu (D.P.), Vacant
5.	Agriculture Assistant	3	Vacant
6.	Field Asstt.	3	2- Daman (1+1), 1- Diu (D.P.)
7.	Field Worker	3	02-Daman (D.P.), 01- Daman (UT), 02-Vacant
8.	Mali	1	Vacant
9.	Watchman	1	Daman

MECHANICAL STAFF

Sr. No.	Posts.	Total No. of Post.	
1.	Senior Mechanic	1	Vacant
2.	Tractor Driver	3	1- Daman, 02- Vacant
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ADMINISTRATIVE STAFF

Sr. No.	Posts.	Total No. of Post.	
1.	U.D.C.	2	01- Daman, 01- Diu.
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4.	Peon	1	Daman

MANUAL -3

The procedure followed in the Decision making process. Including Channels of supervision & accountability.

The proposal for any policy matter is initiated first by the Zonal Agriculture Officer/ Dy. Director Agriculture and it is submitted to the Administrator through Dy. Secretary / Director /Secretary (Agriculture) / Finance Secretary, Development Commissioner for taking policy decision. The accountability as per hierarchy of the posts in the supervision channel. The matters related to the establishment are submitted through Head of department, Deputy Secretary (Personnel) to Administrator. The Agriculture Demonstrator /Extension Officer (Agriculture) supervise the work of Agriculture Assistant/Field Assistant/Gram Sevaks presently working in Daman Jilla Panchayat. Assistant Agriculture Officer Gr.II, supervise the work of Agriculture Assistant, Field Assistant, Mali, Field worker and watchman., Senior mechanic supervise the work of Tractor Drivers, Tractor Assistants and Jeep Driver. U,D,C, supervise the work of L.D.C. and Peon.

MANUAL -4

The Norms set by it of the discharge of its functions:-

Annual draft plan for the Plan Scheme prepared with physical and financial targets and finally implemented according to the approval and allocation. Inputs supply and maintenance are the need based.

MANUAL -5

The Rules, Regulation, Instructions, Manual & Record, held by it or under its control or used by its employees for discharging its functions.

There is no manual of Agriculture department for control and discharging its functions for the employees. However, licensing Officer and Insecticides Officer has to discharge his statutory as per the provision of Insecticides Act, 1968 and Insecticides Rules, 1971 similarly as per Fertilizers Control Order, 1985. The various plan scheme of agriculture department so as Centrally Sponsored Schemes are to be implemented as per the provision of the schemes or the guideline by the employees of the department.

MANUAL - 6

A Statement of the categories of documents that are held by it or under its control.

TR-5 cash receipt book, Cash book, Bank challan files and bank challan register, Cheque register, Bill register, Acquaintance register, Pay Bill register, , G.P.F. Accounts books of Group "D" employees, G.F.R.9 register, Fund allotment and expenditure register, Labour mandays register, Dead Stock Register, consumable stock register, .

Service books, personal file and leave accounts, Casual Leave account register/Library register/Loan recovery registers & files and any other things pertaining to Accounts, service matters of the employees and establishments is maintained by U.D.C. designated Cashier in the office premises., Inward-Outward register, Stamp Accounts register, Guard file, Outward file movement register, are being maintained by the LDC designated in the office premises. Fertilizer stock register, Pesticides stock register, Seeds Stock register, Muster roll (Attendance) register, Confidential file Register, Staff movement register and other register pertaining to inputs supplied to the farmers and farms produce register are being maintained by Assistant Agriculture Officer Gr.II and Agriculture Assistants and they are responsible for maintenance of accounts of receipts & credited challan through bank and distributions etc. The lubricant, Spare parts, replacement register, diesel, oil consumable register, diesel, oil, spares, tyre, tubes, equipment by Senior Mechanic. The logbook of the concerned tractor and vehicle are maintained by the respective drivers of the vehicles.

MANUAL -7

The 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 or administration thereof.

The **District Panchayat** implements the programme of procurement and distribution of improved/H.Y.V. seeds, Manure and Fertilizer, popularizing improved agriculture implements and making such implements available to farmers by consulting Panchayat Members in Gram Sabha through Agriculture Assistant/Field assistant/Gram Sevak and Extension Officer (Agriculture). Farmers elected Panchayat Members and Sarpanches may directly contact to the field functionaries for any suggestion, consultation or may represent their grievance directly to the department as deemed fit by them.

MANUAL-8

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are opened to the public, or the minutes of such meeting are accessible for public.

Not applicable as far as Daman is concerned.

MANUAL -9**A Directory of its Officers and Employees.**

Sr. No.	Name and Designation	Telephone No.	
		Office	Residence
1.	Secretary(Agriculture)	2230963	---
2.	Director (Agril.)	2231453	---
3.	Dy. Secretary (Agril.)	2230978	---
4.	Head of Office/Zonal Agriculture Officer, Daman .	2230856	---
5.	Assistant Agriculture Officer Gr.II.	2230856	---
6.	Extension Officer (Agriculture)	2230440	--

MANUAL -10**The Monthly Remuneration received by each of its Officers and employees, including system of compensation as provided in its regulation.**

Sr. No.	Name	Designation	Telephone/ Mobile No.	Monthly gross salary as on 01/01/14
1.	Shri A.C. Patel.	A.A.O.Gr.II/E.O.(Agril.)	2230856	35,890/-
2.	Shri P.L. Bagda.	E.O. (Agril.)	2230440	27,040/-
3.	Smt. Prisca F. Colaco.	U.D.C.	2230856	32,290/-
4.	Shri M.C. Halpati.	Field Assistant	2230856	24,730/-
5.	Shri Selma Guedes.	Peon	2230856	21,935/-
6.	Shri Kishor P. Patel	Driver	2230856	18,275/-
7.	Shri Amrutlal M. Patel.	Tractor Driver	2230856	27,425/-
8.	Shri Pankaj R. Bhandari	L.D.C.	2230440	23,150/-
9.	Shri David J.X. Mendonca.	Tractor Asstt.	2230856	21,488/-
10.	Shri H.D. Mahyavanshi.	Field Asstt.	2230440	24,520/-
11.	Shri M.P. Mangela.	Filed Worker	2230856	17,020/-
12.	Shri Pankaj A. Patel	Watchman	2230856	15,620/-

They are given Traveling Allowance, Medical Reimbursement Allowance, Level Travel Concession as per service rules as and when they proceed on tour and submit their claim for Medical and L.T.C. reimbursement.

MANUAL -11

The Budget Allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

The Budget allocation for both Plan & Non Plan for the year 2013-14 is Rs. 92,25 lakhs and the expenditure incurred till March, 2014 for both Plan & Non Plan is Rs. 92.20. The expenditure statement for each month are reported to the Dy. Director of Planning & Statistics, Secretariat, Daman under intimation to the Dy. Secretary(Fin.) Finance Department, Secretariat and Hon'ble Secy./HOD Agriculture, Daman. The Budget Head wise expenditure incurred under plan & Non Plan 2013-14 is enclosed herewith. The disbursement to the local parties is made by account payees cheque and outside Daman by account payees demand draft. The payment of salaries, wages, allowance is deposited in the respective bank account. The quarterly statement of expenditure on Pay and allowances of Group "A","B","C" & "D" staff etc for each quarter ending i.e. June, September, December & March are also submitted to the Deputy Secretary (Fin.), Finance Department, Secretariat, Daman under intimation to the Hon'ble Secretary/HOD (Agriculture), Daman.

MANUAL -12

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programs.

Not applicable to this Office.

MANUAL -13

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

Not applicable to this Office.

MANUAL -14

Details in respect of the information, available or held by it, reduce in an electronic forms.

The department information is available in electronic form i.e. web site email facility is available and details information in respect of tenders, Vacant post advertisement, auction Notice etc.

MANUAL -15

The particulars of facilities available to Citizens for obtaining information, including the working hours of a library of reading rooms, if maintained for public use.

The Zonal Agriculture Office, Daman remains open from 09.30 to 13.30 & 14.00 to 18.00 hrs on working days. The required information can be made available through Zonal Agriculture Officer(Range Forest Officer, Daman) on any working days during the office hours by the public. The Information is also furnished to farmers through Extension functionaries of the Department at village level.

MANUAL -16

The Names, Designations and other particulars of the Public Information Officers.

Shri K.S.Gaikwad, Head of Office/Zonal Agriculture Officer, Daman is the Public Information Officer Under clause 5(1) of the Right to Information Act,2005 for Agriculture Department, Daman. His office is located at Moti Daman. His office telephone No.2230856 .

MANUAL -17

Such other information as may be prescribed.

The list of the plan schemes implemented is furnished in as under ;-

U.T. ADMINISTRATION OF DAMAN & DIU DEPARTMENT OF AGRICULTURE

ZONAL AGRICULTURE OFFICE

DAMAN – 396 220.

LISTS OF SECTOR SCHEMES

IMPLEMENTED BY ZONAL AGRICULTURE OFFICE, AND AGRICULTURE

SECTION, DISTRICT PANCHAYAT,

DAMAN.

A. THE STRATEGY FOR 12TH FIVE YEAR PLAN (2012-17):

To combat with the limitation put forth by inadequate & fragmented land holdings, it is proposed to promote cluster approach & integrated farming concepts. The resources like fruit trees, animals, poultry, fishes, etc., needs to be integrated. The farmers will need more viable crops and hi-tech interventions for increasing their production levels & generating more income. The precision farming concepts may help overcome the limitations hindering the progress of agriculture sector in Daman & Diu. There is need for further subsidizing the sector so as to redirect the interests of the farmers towards farming activities and discourage the diversion of agricultural land for non-agriculture purposes.

It is high time to persuade and seek private/ public sector investments in the field of agriculture. The new investments in the agriculture sector will open up new employment opportunities to technically qualified local people and landless agricultural labourers as well. The self-help groups, NGOs will be encouraged to play an active role in promoting cooperative farming.

1. Strengthening of agriculture department.
2. Development & maintenance of government seed multiplication/ demonstration farms.
3. Soil and Water Conservation.
4. Integrated Agriculture Development Scheme (**District Panchayat**)
5. Development & maintenance of Horticulture demonstration Farm (**District Panchayat**)

