

GOVERNEMENT OF ANDHRA PRADESH

ABSTRACT

Establishment – Horticulture Department – Job Chart for functioning of Village Horticulture Assistant working in newly created Village Secretariats - Orders – Issued.

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AGRICULTURE & COOPERATION (H&S) DEPARTMENT

G.O.RT.No. 630

Dated: 01-10-2019.

Read the following:

- 1) G.O.Ms.No.110, Panchayat Raj & Rural Development (MDL-I) Dept., Dt.19-7-2019.
- 2) From the Commissioner of Horticulture, A.P., Guntur Lr.No.Esst-II(1)18/2019, Dt.25-09-2019.

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**ORDER:**

In the G.O. first read orders were issued creating Village Horticulture Assistant posts in Village Secretariats of Government of Andhra Pradesh. The Horticulture Department have issued notification on 26-7-2019 for recruitment of 4000 Village Horticulture Assistants in Village Secretariats.

3. In the letter 2<sup>nd</sup> read above, the Commissioner of Horticulture, Andhra Pradesh, Guntur has requested to issue following Job Chart for functioning of Village Horticulture Assistants in Village Secretariats.

**JOB CHART OF VILLAGE HORTICULTURE ASSISTANT**

**DUTIES AND RESPONSIBILITIES OF VILLAGE HORTICULTURE ASSISTANT**

- Village Horticulture Assistant shall work in the Village Secretariat / cluster headquarters as decided by the Government.
- Shall work under the direct control of Horticulture Officers.
- Should sensitize the farmers on different issues related to Horticulture crops as well as Agriculture crops.
- Village Horticulture Assistant should assist Horticulture Officer in communicating required information to farming community with regard to different departmental schemes, production practices, new crops/ variety and latest/ improved technologies.
- Maintain the record/ statistics of all Horticulture/ Agriculture Crops area in his jurisdiction with regard to farmer information, cropping pattern, availability of resources, practices being followed, marketing etc.
- Maintain scheme implementation registers in their area.
- Assist the Horticulture Officers and other supervisory officers in field visits.
- Village Horticulture Assistant should motivate the farmers and collect applications and complete documentation for implementation of various departmental schemes.
- Village Horticulture Assistant should motivate the farmers for enrolment to avail drip and sprinkler systems.

(P.T.O)

- Should coordinate with DCOs of MI companies and office of Project Director, APMIP for installation of MI equipment within the stipulated time.
- Should mobilize farmers for organizing training programmes/ Exposure visits/ after sales service campaigns, buyers and sellers meet etc.,
- Should actively participate in conduct of surveys with regard to Natural Calamities/ Drought etc.
- Maintain weather watch report and also coordinate other bankable schemes.
- In respect of Crop insurance, the Village Horticulture Assistant shall create awareness among farmers and educate them about the facilities being provided by the Government and motivate them to go for crop insurance.
- Shall provide information to the farmers with regard to subsidy schemes/ incentives/ farm equipment that are being provided by the Department under different programmes and educate the farmers to make use of these facilities.
- Village Horticulture Assistant shall update their knowledge with regard to different schemes of the Line Department which are integrated with horticulture department for providing necessary information to the farming community.
- Village Horticulture Assistant should follow the “Month wise calendar of Activities” for successful implementation and timely completion of Departmental activities.
- Village Horticulture Assistant should provide information to the farmers on “crop wise Monthly calendar of Operations” as suggested by Dr. Y.S.R. Horticultural University.
- He/she should also attend any other work (which may not be related to Horticulture Department) as entrusted by the competent authorities.

4. The Government after careful examination, hereby approved the above Job Chart for functioning of Village Horticulture Assistants in Village Secretariats.

5. The Commissioner of Horticulture, A.P., Guntur shall take further action in the matter, Accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

POONAM MALAKONDAIAH  
SPECIAL CHIEF SECRETARY TO GOVERNMENT (AHDDF) &  
PRINCIPAL SECRETARY TO GOVERNMENT (AGRI.) (FAC)

To  
The Commissioner of Horticulture, A.P., Guntur  
The P.S to Hon'ble Minister (Agri)  
The P.S to Principal Secretary to Government (Agri)  
Sf/SC

// FORWARDED BY ORDER //

SECTION OFFICER