

RIGHT TO INFORMATION ACT, 2005

ACTION TAKEN REPORT

DIRECTORATE OF AGRICULTURE : ASSAM
KHANAPARA : GUWAHATI-781 022.

C O N T E N T

1. Particulars of the organization, functions and duties.
2. Powers and duties of its officers and employees.
3. Procedure followed in the decision-making process, including channels of supervision and accountability.
4. Norms set by it for the discharge of its functions.
5. Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.
6. Statement of the categories of documents that are held by it or under its control.
7. List of Employees and their Gross salary of the Directorate of Agriculture, Assam as on 31/03/2017
8. Status Report on Plan Schemes under Agriculture Sector for the Year 2012-13
9. Status Report on Plan Schemes under Agriculture Sector for the Year 2013-14
10. Status Report on Plan Schemes under Agriculture Sector for the Year 2014-15
11. Status Report on Plan Schemes under Agriculture Sector for the Year 2015-16
12. Status Report on Plan Schemes under Agriculture Sector for the Year 2016-17
13. Names , Designations and other particulars of the Public Information officers
14. Other information as may be prescribed
15. Internal procedure to be followed by The Directorate of Agriculture during implementation of RTI Act, 2005.
16. Declaration

ACTION TAKEN ON MATTERS RELATING TO 17 MANUALS.

SECTION 4 (1) (b) OF THE ACT :

1. The particulars of its organization, functions and duties :

The Agriculture Department, Assam was created in April, 1882.

At the time of creation, there was no agricultural expert in the Department.

The Department was then engaged in conducting crop-cutting experiments on winter rice, mustard and sugarcane. The reason of conducting crop-cutting experiments was to assess productiveness of land to prepare assessment proposals during settlement.

In 1893, an Agricultural Conference was held in Simla. In accordance with the recommendations of this conference, Government of India deputed Sir E. Buck to Assam in 1895 to discuss with Assam Government about the recommendations. Sir E. Buck advocated appointment of an Agricultural Expert to (1) ascertain "agricultural defects" and (2) introduce agricultural improvements. In the year 1897, Mr. B. C. Basu a Deputy Collector of Bengal and a graduate of an Agricultural College in England was appointed as Assistant Director.

Although Assam was a separate province it was amalgamated with Eastern Bengal in 1905. In the new province of Eastern Bengal and Assam the Agriculture Department was separated in 1907 from the combined Department of Land Records and Agriculture. After the creation of a separate Department, expansion of the Department took place quickly. Assam became a separate province again in 1912 when the Agriculture Department was again combined with that of Land Records and continued up to 1922. In 1923 three allied Department of Agriculture, Cooperation and Industries were combined.

In a Memorandum prepared by Rai Bahadur, K.L. Barua, B.L., the then Director of Agriculture, Assam in 1927 for submission to Royal Commission on Agriculture, a vivid picture of growth of Agriculture Department is found.

The Department saw considerable expansion in its first half century's existence although it was combined either with Land Records or with Industries and Cooperation Departments except for the period from 1906 – 07 to 1911 – 12 when Assam was amalgamated with Eastern Bengal. In 1930, Industries and Cooperation Department were separated and Agriculture became an independent Department in November 1930. Mr. A.G. Birt joined as the first technically qualified Director of Agriculture, Assam on 01.04.1931. However, his predecessors being generalists were none the worse in their understanding of agricultural situation of the state as may be seen from increase in strength of officers and staff and establishment of research stations on major crops during the first 50 years.

The Director of Agriculture is the overall in-charge of all matters relating to financial and personal management & implementation of schemes / projects.

Presently, at the field level, there are 3 Additional Directors posted at Kokrajhar, Diphu and Haflong. There are 9 zonal Joint Directors posted at Nagaon, Tezpur, Dhemaji, Silchar, Barpeta, Dhubri, Goalpara, Jorhat and Tinsukia. The district agriculture is headed by the District Agricultural Officers posted

in each of 23 districts. At sub-division level there are 63 Sub-divisional Agriculture Officers. The 382 Agricultural Development Circles are looked after by the Agricultural Development Officers, who are supported by 2948 nos. of Village Level Extension Workers at grass root level.

The Agricultural Engineering Wing is headed by a C.E.(Agri) of the Directorate of Agriculture, Assam. At the field level, there are Superintending Engineers at the Zonal Level followed by Executive Engineer(Agri)'s at the Divisional level & Asstt. Executive Engineer (Agri)'s at the Sub-Divisional level alongwith necessary infrastructure in District and Civil Sub-Divisions. The Engg.Wing looks after the planning, execution & monitoring of the various schemes related to Agril. Wing activities.

The Agricultural Statistical Wing is a combination of 3 different wings – the Statistical Wing, the Monitoring & Evaluation Wing and the Crop Insurance Wing. The Statistical wing is headed by the Joint Director of Agriculture (Statistics), the Monitoring & Evaluation Wing is headed by the Deputy Director of Agriculture (M&E) and the Crop Insurance Wing is headed by the Executive Officer (CIS). At zonal level there are 5 nos. of zonal Statistical Officers attached with the zonal Joint Directors. At district level, there are 21 Statistical Officers who are assisted by the Inspector of Statistics and his subordinates.

MISSION, VISION & OBJECTIVES OF THE DEPARTMENT :

The Mission of the Department is to strive for enhancing productivity and total volume of quality production through an integrated approach for infrastructure development and extension services in the rural areas, capacity building of the community, institutions, government departments / agencies, FMCs & other Self-Help Groups, NGOs, private institution, application of modern technology by upgradation of research and development activities in the field of agriculture, land management, irrigation, fisheries, animal husbandry & veterinary, sericulture and other related activities, value addition of agricultural products through marketing supports & agro processing of agricultural and horticultural products, as also by removing any bottleneck for sustainable development.

The Vision of the Department is to restore Assam's past glory and achievement of self reliance and rural prosperity through adoption of scientific agricultural & allied practices for production of foodgrains and other crops thereby raising the quality of life of millions of rural people and thereby contributing to the growth of a vibrant, self-sustaining and surplus economy.

The Department's objectives are -

1. Removal of rural poverty,
2. Employment to all rural unemployed through the self-employment mode in the rural sector itself,
3. Improvement of nutritional standards and quality of life of the people so as to bring them at par with the developed world,
4. Removal of rural urban disparity in income and opportunities,
5. Discouragement to rural urban migration and thereby minimising congestion & other associated problems in the society.
6. Economic empowerment of women,
7. Reduction of human drudgery in agricultural pursuits & enhancement of dignity of labour.
8. Protection and upgradation of the environment for ensuring ecological balance, avoidance of global warming and healthy living for man and animals

The different branches / wings of the Directorate look after implementation of various schemes / projects.

ORGANISATIONAL SET-UP/STRENGTH OF DIRECTORATE OF AGRICULTURE, ASSAM

a. Technical :

1. Director of Agriculture	-	1
2. Director of Horticulture & Fruit Processing	-	1
3. Addl. Director of Agriculture	-	3
Chief Engineer (Agri)	-	1
4. Joint Director of Agriculture	-	8
Superintending Engineer (Agri)	-	1
5. Deputy Director of Agriculture	-	11
Executive Engineer (Agri)	-	2
6. Assistant Director of Agriculture	-	14
7. Research Officer / Technical Officer	-	8
Assistant Executive Engineer (Agri)	-	1
8. Sr. Agricultural Development Officer & equivalent	-	12
9. Agricultural Development Officer & equivalent, Inspector	-	18
Assistant Engineer (Agri)	-	2
10. Junior Engineer	-	7
11. Sub-inspector	-	2
12. Electrician	-	1
Other Grade-III	-	17

b. Non-Technical :

1. Sr. Finance & Accounts Officer	-	1
2. Administrative Officer	-	1
3. Deputy Examiner	-	1
4. Registrar	-	2
5. Superintendent	-	6
6. Upper Division Assistant	-	38
7. Lower Division Assistant & Typist	-	51
8. Driver	-	35
9. Grade IV	-	56

2. The powers and duties of its Officers and employees :

Powers are as delegated under DFP Rules published vide Assam Gazette Extraordinary, October 8, 1999.

The duties are assigned to the officers & employees as per Job Chart mentioned below –

		<u>Team of Officers</u>	<u>Job assigned</u>
A. Administration Wing	A. 1.	Administrative Officer	i. Establishment matters. ii. Legal affairs and Court case. iii. Enquiry of allegation and initiation of action. iv. Maintenance of Govt. Circular / Orders.
	A. 2.	Registrar-I	i. Maintenance of H.Q.(I) Stores and Stock Books.

		<u>Team of Officers</u>	<u>Job assigned</u>
			ii. Drawing and disbursement of bills & maintenance of Cash Book (I)
		A. 3. Registrar-II	i. Establishment matter relating to H.Q. ii. Management of Office.
B.	Extension Wing	B. 1. Addl. Director of Agriculture (Extn)	i. All matters relating to Agricultural Extension and Research & Training Programmes including ATMA matters. ii. Monitoring activities of JDA(Extn.), JDA (Stat)
		B. 2. Joint Director of Agriculture (Extn.)	i. Training inside & outside the State & abroad ii. All extension activities. iii. Field Trials, Demonstration and analysis of results. iv. Linkage with AAU and other institutions including ICAR. v. Field supervision. vi. Agricultural Education & Training. vii. Matters relating to ETC, Naltoli etc. viii. Activities of Information Cell. ix. Mass Media
		B. 2. (i) Special Officer (Research & Field Trial)	i. Designing of Trials and Research as per needs. ii. Liaison with AAU, Monitoring and Evaluation of FTS performance. iii. Publication of reports with proper analysis.
		(ii) Special Officer (FMC)	i. All matters relating to PPS ii. All matters relating to Agricultural Farming Corporation.
		B. 3. Joint Director of Agriculture (Stat)	i. All matters relating to Agriculture Statistics. ii. Collection and compilation of data related to target / achievement of various crops. iii. Crop forecast monitoring iv. Preparation of departmental reports & presentations
		B. 3. (i) Deputy Director of Agriculture (Stat)	i. All matters relating to Agri. Statistics. ii. Technical assistance to JDA (Stat) of Plan Schemes.
		(ii) Research Officer (Stat)	i. Technical Assistance to JDA (Stat) ii. Analysis of survey data & preparation of reports of Statistical Wing.
		B. 4. Executive Officer (CIS)	i. All matters relating to Crop Insurance.
		(i) Technical Officer (CIS) (2 Nos.)	i. To assist E.O. (CIS) in all matters relating Crop Insurance Scheme.

<u>Team of Officers</u>		<u>Job assigned</u>
(ii)	Statistical Officer (Agri) (CIS)	i. To assist E.O. (CIS) and Technical Officers in all matters relating Crop Insurance Scheme.
(iii)	Official Staff Sr. Asstt., Jr. Asstt, Computer. F.A. driver & Peon	
B. 5.	Deputy Director of Agriculture (M&E)	i. All matters relating to Monitoring & Evaluation. ii. Designing of M&E surveys and Special Studies. iii. Critical analysis of statistical data & preparation of Time Series & other Reports. iv. All matters relating to computerization of Departmental activities & Software Development. v. Training of field and supervisory staff. vi. AgrisNet matters.
B. 5.	(i) Research Officer (Stat) (M&E)	i. Matters relating to M&E like preparation of M&E reports and Special Studies. ii. Technical assistance to DDA (M&E).
	(ii) Research Officer (Sociology)	i. Training of field and supervisory staff of M&E Cell.
	(iii) Programmer (Research Officer)	i. To assist DDA (M&E) in computerization of all departmental works and software development.
B. 6.	Deputy Director of Agriculture (T&P)	i. Conference and Meetings. ii. Reports / Speeches of Dignitaries. iii. Control of activities of the AIO. iv. Liaison with mass media.
B. 6.	(i) Asstt. Director of Agriculture (Information)	i. Publicity of Agriculture Schemes, Programmes through leaflet, booklet, etc. ii. Printing of package of practices and related matters in departmental printing press. iii. To arrange and participate in different exhibitions, seminars, workshops in the State. iv. To arrange broadcasting / telecasting of agricultural programmes through AIR & DD.
	(ii) Asstt. Agricultural Information Officer (3 Nos.SDAO's)	i. To assist DDA (T&P) and AIO in all matters relating to Agricultural Information.
	(iii) Technical Asstt. (Information) (2 Nos.)	i. To assist DDA (T&P) and AIO in all matters relating to Agricultural Information.

		<u>Team of Officers</u>	<u>Job assigned</u>	
C.	Input Wing	C. 1	Addl. Director of Agriculture (Input)	<ul style="list-style-type: none"> i. Establishment matters of all categories of services. ii. Matters relating to basic inputs. iii. Monitoring of activities of JDA (Pulses), JDA (C&F), JDA (PP).
		C. 2	Joint Director of Agriculture (Credit & Fertilizers)	<ul style="list-style-type: none"> i. All matters relating to Agricultural Credit. ii. All matters relating to fertilizer including bio-fertilizers & micronutrients, organic farming. iii. Matters relating to recovery of loans, etc. iv. Matters relating to issue of license for retail and wholesale. v. Matters relating to Kisan Credit Card. vi. Liasion with Financial Institutions. vii. S.L.B.C. matters
		C. 2	(i) Deputy Director of Agriculture (ST&S)	<ul style="list-style-type: none"> i. Soil survey & preparation of soil maps. ii. Soil Testing Laboratory. iii. Recommendations on fertilizer use and soil amendments. iv. Supervision of leaf analysis laboratory.
			(ii) Assistant Director of Agriculture (Soil Survey)	<ul style="list-style-type: none"> i. Soil survey related activities. ii. Soil Testing Labs. under Guwahati. iii. Leaf Analysis Laboratory.
			(iii) Fertilizer Officer	<ul style="list-style-type: none"> i. All matters relating to fertilizers including bio-fertilizers. ii. To assist JDA (C&F) in all matter relating fertilizer. iii. Organic farming
		C. 3	Joint Director of Agriculture (Pulses)	<ul style="list-style-type: none"> i. All programmes drawn up for production of Rice, Pulses, Oilseeds and other cash crops. ii. CRF / Disaster management matter. iii. Departmental farms. iv. Sugarcane Dev. Programmes v. Convening Seed Committee Meeting and preparation of report.
		C. 3	(i) Deputy Director of Agriculture (Pulses & Oil Seeds)	<ul style="list-style-type: none"> i. All matter relating to Pulses and Oil seeds Development. ii. Crop – Diversification.
			(ii) Deputy Director of Agriculture (Seeds)	<ul style="list-style-type: none"> i. All Dept. Seed farmers. ii. Seed Certification. iii. Sugarcane Dev. Programme. iv. Enforcement of Seed act.
			(iii) Assistant Director of	<ul style="list-style-type: none"> i. All Pulses and Oil Seed Development Programmes.

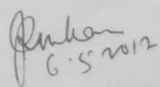
<u>Team of Officers</u>		<u>Job assigned</u>
	Agriculture (Pulse & Oil Seeds)	ii. To assist JDA (Pulses) in implementing Pulses and Oilseed Dev. Programme.
(iv)	Assistant Director of Agriculture (Rice)	I. All Cereal Development Programmes.
(v.)	Assistant Director of Agriculture (Cash Crop)	i. All programmes relating to development of fibre crops.
(vi)	ADO	I Assist to ADA (CC) for implementing of Jute & Coton Crop
(vii)	12 TH Official Staff	
C. 4	Joint Director of Agriculture (Plant Protection)	i. All matters relating to Plant Protection, epidemic control, Pest Surveillance, Enforce-ment of Insecticides Act. Issue of Licenses to deal with Plant Protection Chemicals, Biological pest control measures and analysis, Integrated Pest Management & matter relating to issue of phytosanitary certificate. Assigned the additional duty of State Public Information Officer (SPIO) who is liable to provide information under and in accordance with the provisions of the RTI Act and to handle all matters relating to RTI means the right or access to information relating to the affairs of Agriculture.
C. 4	(i) Deputy Director of Agriculture (IPM)	i. Bio-Control Laboratory ii. Plant Health Clinic. iii. Co-ordinator of Training on IPM, Rodent, etc. iv. Quality Control Laboratory (Pesticides)
C.4	(ii) Surveillance Officer (1-No.)	v All matter relating to P.P. etc. to assist JDA(PP) for implementing the scheme. To assist SPIO to handle matters relating to RTI .
	(iii) ADO (1-No..)	vi All matter relating to RTI. to assist SPIO to handle large no.s of RTI Petitions, in furnishing information to the petitioner within prescribed time period.
	iv) Official Staff (2 Nos.)	
C. 5	Joint Director of Agriculture (Marketing)	i. All matters relating to Agriculture Marketing. ii. Liaison with Agricultural Market Board. iii. Regulated Markets. iv. To supervise the activities of DDA (Marketing)
C. 5	(i) Deputy Director of Agriculture (Marketing)	i. Implementation of Central Sector and State Schemes under Agriculture Marketing. ii. Collection, compilation and Dissemination of market data.

			<u>Team of Officers</u>	<u>Job assigned</u>
			(ii) Asst. Director of Agriculture (Market Intelligence)	i. To assist in implementation of Market Intelligence Scheme. ii. Market survey. iii. Collection, compilation and Dissemination of market data.
			(iii) Asst. Director of Agriculture (Agril. Marketing)	i. To assist DDA (M) in implementation central sector & state plan scheme.
			(iv) SDAO (Agmark)	i. Agmark grading & Standardisation of spices, oils, fruits & veg.
			(v) ADO (Agmark)	i. Preparation of Marketing Scheme and also imparting training to SHG/NGO
			(vi) Official Staff (24 Nos.)	
D.	NeGP. Cell	D1	(i) Deputy Director of Agriculture & CNO NeGP-A	i. Act as a Chief Nodal Officer NeGP-A
			(ii) SDAO	i. Nodal Officer of KCC
			(iii) Official Staff (9-Nos.)	
E.	Horticulture Wing	E. 1	Director of Agriculture (Horticulture)	i. Overall Incharge of the Directorate and look after its and every activity of the office ii. Matters relating to Esstt. of Integrated work of HMNEH, "V" Type Nursery, Center of Excellence of Veg., Apiculture & FFO
		E. 2	Joint Director of Agriculture (Horticulture)	i. Monitoring & Evaluation of the schemes related to Horticulture. ii. Tissue Culture Laboratory iii. Herbal Garden.
		E. 2.	i. Deputy Director of Agriculture (Horticulture)	i. Supervision on Implementation of the Schemes like TMIDH / NHB / FPO / MFU specifically on Public Sector Nursery at Byrnihat, Tissue Culture Laboratory at Khanapara, Training etc. besides other technical works.
			ii. Deputy Director of Agriculture (Hort.) (FP)	i. All matters related to Fruit Preservation, Macro Irrigation Project under Medicinal Ornamental Plants, NeGP Programme etc.
			iii. SDAO (3-Nos.)	i. Implementing officer of HMNEH & other Centrally sponsored scheme
			(iv) Sr. ADO (5-Nos.)	i. Implementing officer of Macro Irrigation Project, NeGP, All training programme related to Horticulture
			(v) ADO (2-Nos.)	i. Implementing officer of Tissueculture, Masroom spawn laboratory & Co-implement officer of HMNEH

		<u>Team of Officers</u>	<u>Job assigned</u>
F.	Planning Wing	F. 1. Deputy Director of Agriculture (P&E)	<ul style="list-style-type: none"> i. To assist Director of Agriculture in all Planning matters including preparation of Five-year Plan and Annual Plan. ii. Preparation of Plan Budget. iii. Matter relating to Normalization of Schemes. iv. Funds allotment. v. New Schemes. vi. Progress & Implementation of Plan Scheme.
		F. 1. (i) Asstt. Director of Agriculture (Monitoring & Evaluation)	<ul style="list-style-type: none"> i. Evaluation of the progress of implementation of all the schemes / programme of the Department. ii. Collection and analysis of monthly progress reports.
		(ii) Asst. Director of Agriculture (Planning)	<ul style="list-style-type: none"> i. All matters relating to Planning Scheme. ii. Central Sector and Centrally Sponsored Schemes. iii. Budgets etc.
		(iii) Research Officer (SDAO) (P&E)	<ul style="list-style-type: none"> i. To assist DDA (Planning in all matters relating to planning.
		F. 2. Deputy Director of Agriculture (BA)	<ul style="list-style-type: none"> i. All matters relating to Tribal Sub-Plan and Scheduled Caste Component Plan Schemes.
		G. 1 Chief Engineer (Agriculture)	<ul style="list-style-type: none"> i. All matter relating to Engg. Scheme. ii. Execution, monitoring and supervision of all Engg. Schemes. iii. Irrigation Scheme iv. Mechanization Scheme.
G.	Engineering Wing	G. 2 Superintending Engineer (Agri.)	<ul style="list-style-type: none"> i. Technical evaluation of Engg. scheme ii. Monitoring of all Engg. scheme.
		G. 3 Executive Engineer (F/C)	<ul style="list-style-type: none"> i. Agricultural Implements Scheme, RIDF ii. SC & TSP. iii. Head Quarter civil construction. iv. Promotion of Agril. Mechanization. v. Monitoring of Esstt. Matter. vi. Cold Storage.
		G. 4 Executive Engineer (W/M)	<ul style="list-style-type: none"> i. Preparation of Tech. scheme RKVY ii. State Plan scheme iii. Civil construction of THIDH of all Districts.
		G. 5. Assistant Executive Engineer (4-Nos.)	<ul style="list-style-type: none"> i. To assist Chief Engineer (Agri) in Implementation of Scheme related to Agricultural Engineering.

		<u>Team of Officers</u>	<u>Job assigned</u>
			ii. Preparation of FOE, Bid document, Bid Evaluation, Civil works of all scheme under State Plan, RKVY, RIDF, QUOT & Hort. Scheme
G 6.		i. Junior Engg. (Agri) (9-Nos.) (3-Nos. of contacsual)	i. Preparation Plan & Estimat of work, CM's Special scheme, Cold Storage, Diseaster Management, AACP, RKVY, Civil work Wholesale Market/Haat, Machanization scheme under state plan, Prepartion & Estimate Hort. Work, Sub-Mission on Agril. Machinery (SMAM)
		(ii) Offical Staff (51 Nos.)	
H.	Accounts & Audit Wing	H 1. Sr. Finance & Accounts Officer	i. Preparation of Non-Plan Budget Estimates. ii. Control of expenditure. iii. Loans. iv. Re-appropriation / matter relating to advance from CF / Surrender of saving, etc. v. DCC Bills /RC Bills / SC Bills. vi. Delegation of Financial Power Rules. vii. Grants-in-Aids. viii. Matters relating to Finance commission. ix. Matter relating to purchase board. Etc. collection of Audit Certificate.
		H2. Deputy Examiner	i. Audit matters / AG's Audit replies / PAC matters, etc. ii. Internal Audit and Inspection of Accounts of the Sub-ordinate Offices. iii. Scrutiny of HQ T.A. Bills

Director may assign any works to any officers in addition to the allotted works at any time depending upon the exigencies of the matter.


6.5.2012
Smti Juri Phukan, IAS
Director of Agriculture, Assam
Khanapara, Guwahati-22

13. The names, designations and other particulars of the Public Information Officers ;

The State Public Information Officer, State Assistant Public Information Officer and the First Appellate Authority at the Directorate of Agriculture i.e. Departmental State Head Quarters are –

Name & Designation	Designated as	Contact No.
Shri Ananda Karmakar, Joint Director of Agriculture (PP) Directorate of Agriculture, Assam Khanapara, Guwahati-22.	State Public Information Officer	Mobile No.9854338572
Shri Prabin Hazarika, Joint Director of Agriculture (Hort.) Directorate of Horticulture & F.P. Khanapara, Guwahati-22.	State Public Information Officer	Mobile No.9435331624
Smti Juri Phukan Director of Agriculture, Assam.	First Appellate Authority	(0361) 2332215

The State Assistant Public Information Officer and the First Appellate Authority at the Zonal, District and Sub-divisional level offices of the Department of Agriculture are –

Sl. No.	Level of Office	Designated as State Assistant Public Information Officer	Designated as First Appellate Authority
1.	Zonal	Addl. Director of Agriculture(Hills), Diphu	Director of Agriculture, Assam
2.	Zonal	Addl. Director of Agriculture(Hills), Haflong	Director of Agriculture, Assam
3.	Zonal	Addl. Director of Agriculture, Kokrajhar	Director of Agriculture, Assam
4.	Zonal	Joint Director of Agriculture, Nagaon	Director of Agriculture, Assam
5.	Zonal	Joint Director of Agriculture, Jorhat	Director of Agriculture, Assam
6.	Zonal	Joint Director of Agriculture, Tinsukia	Director of Agriculture, Assam
7.	Zonal	Joint Director of Agriculture, Dhemaji	Director of Agriculture, Assam
8.	Zonal	Joint Director of Agriculture, Silchar	Director of Agriculture, Assam
9.	Zonal	Joint Director of Agriculture, Tezpur	Director of Agriculture, Assam
10.	Zonal	Joint Director of Agriculture, Barpeta	Director of Agriculture, Assam
11.	Zonal	Joint Director of Agriculture, Goalpara	Director of Agriculture, Assam
12.	Zonal	Joint Director of Agriculture, Dhubri	Director of Agriculture, Assam
13.	Zonal	Superintending Engineer(Agri),Bongaigaon	Chief Engineer (Agri), Assam.
14.	Zonal	Deputy Director of Agriculture (FTS), Khetri	Director of Agriculture, Assam
15.	Zonal	Deputy Director of Agriculture (FTS), Shillongani	Joint Director of Agriculture, Nagaon

16.	Zonal	Deputy Director of Agriculture (FTS), Balagaon	Addl. Director of Agriculture, Kokrajhar
17.	Zonal	Deputy Director of Agriculture (FTS), Gelapukhuri	Joint Director of Agriculture, Tinsukia
18.	Zonal	Deputy Director of Agriculture (FTS), Panbari	Joint Director of Agriculture, Jorhat
19.	Zonal	Deputy Director of Agriculture (FTS), Patboushi	Joint Director of Agriculture, Barpeta
20.	Zonal	Deputy Director of Agriculture (FTS), Balijana	Joint Director of Agriculture, Goalpara
21.	Zonal	Deputy Director of Agriculture (FTS), Mahakal	Joint Director of Agriculture, Silchar
22.	Zonal	Deputy Director of Agriculture (FTS), Suklivoria	Joint Director of Agriculture, Dhemaji
23.	Zonal	Deputy Director of Agriculture (FTS), Charduwar	Joint Director of Agriculture, Tezpur
24.	District	District Agril. Officer, Dhubri	Joint Director of Agriculture, Dhubri
25.	District	District Agril. Officer, Kokrajhar	Addl. Director of Agriculture, Kokrajhar
26.	District	District Agril. Officer, Goalpara	Joint Director of Agriculture, Goalpara
27.	District	District Agril. Officer, Barpeta	Joint Director of Agriculture, Barpeta
28.	District	District Agril. Officer, Nalbari	Joint Director of Agriculture, Barpeta
29.	District	District Agril. Officer, Kamrup	Joint Director of Agriculture (PP), Khanapara
30.	District	District Agril. Officer, Darrang	Joint Director of Agriculture, Tezpur
31.	District	District Agril. Officer, Sonitpur	Joint Director of Agriculture, Tezpur
32.	District	District Agril. Officer, Dhemaji	Joint Director of Agriculture, Dhemaji
33.	District	District Agril. Officer, Lakhimpur	Joint Director of Agriculture, Dhemaji
34.	District	District Agril. Officer, Nagaon	Joint Director of Agriculture, Nagaon
35.	District	District Agril. Officer, Morigaon	Joint Director of Agriculture, Nagaon
36.	District	District Agril. Officer, Jorhat	Joint Director of Agriculture, Jorhat
37.	District	District Agril. Officer, Golaghat	Joint Director of Agriculture, Jorhat
38.	District	District Agril. Officer, Sibsagar	Joint Director of Agriculture, Jorhat
39.	District	District Agril. Officer, Dibrugarh	Joint Director of Agriculture, Tinsukia

40.	District	District Agril. Officer, Tinsukia	Joint Director of Agriculture, Tinsukia
41.	District	District Agril. Officer, Silchar	Joint Director of Agriculture, Silchar
42.	District	District Agril. Officer, Karimganj	Joint Director of Agriculture, Silchar
43.	District	District Agril. Officer, Hailakandi	Joint Director of Agriculture, Silchar
44.	District	District Agril. Officer, Diphu	Addl. Director of Agriculture(Hills), Diphu
45.	District	District Agril. Officer, Haflong	Addl. Director of Agriculture(Hills), Haflong
46.	District	District Agril. Officer, Bongaigaon	Joint Director of Agriculture, Goalpara
47.	State	Asstt. Director of Agriculture (Information)	Addl. Director of Agriculture (Extn)
48.	State	Deputy Director of Agriculture(FP), Ulubari, Guwahati-7	Addl. Director of Agriculture (Hort)
49.	State	Asstt. Director of Agriculture (Soil Survey)	Joint Director of Agriculture(C&F)
50.	State	Deputy Director of Agriculture (Marketing) Khanapara	Joint Director of Agriculture (Marketing)
51.	District	Executive Engineer(Agri), Gauripur	Chief Engineer (Agri), Assam, Khanapara
52.	District	Executive Engineer(Agri),Nalbari	Chief Engineer (Agri), Assam, Khanapara
53.	District	Executive Engineer(Agri), Kamrup	Chief Engineer (Agri), Assam, Khanapara
54.	District	Executive Engineer(Agri), Kokrajhar	Chief Engineer (Agri), Assam, Khanapara
55.	District	Executive Engineer(Agri),Cachar, Silchar	Chief Engineer (Agri), Assam, Khanapara
56.	District	Executive Engineer(Agri), Jorhat	Chief Engineer (Agri), Assam, Khanapara
57.	District	Executive Engineer(Agri), Tezpur	Chief Engineer (Agri), Assam, Khanapara
58.	District	Executive Engineer(Agri), Nagaon	Chief Engineer (Agri), Assam, Khanapara
59.	District	Executive Engineer(Agri),Dhemaji	Chief Engineer (Agri), Assam, Khanapara
60.	District	Executive Engineer(Agri),Sibsagar	Chief Engineer (Agri), Assam, Khanapara
61.	District	Executive Engineer(Agri), Mangaldoi	Chief Engineer (Agri), Assam, Khanapara
62.	District	Executive Engineer(Agri),Haflong	Addl. Director of Agriculture(Hills), Haflong
63.	District	Executive Engineer(Agri), Diphu	Addl. Director of Agriculture(Hills), Diphu

64	Sub-division	Sub-divisional Agril. Officer, Gossaigaon	District Agril Officer, Kokrajhar
65	Sub-division	Sub-divisional Agril. Officer, Dudhnoi	District Agril Officer, Goalpara
66	Sub-division	Sub-divisional Agril. Officer, Bilasipara	District Agril Officer, Dhubri
67	Sub-division	Sub-divisional Agril. Officer, South Salmara	District Agril Officer, Dhubri
68	Sub-division	Sub-divisional Agril. Officer, North Salmara (Abhoyapuri)	District Agril Officer, Goalpara
69	Sub-division	Sub-divisional Agril. Officer, Bijni	District Agril Officer, Kokrajhar
70	Sub-division	Sub-divisional Agril. Officer, Alupatti Majer Char	District Agril Officer, Barpeta
71	Sub-division	Sub-divisional Agril. Officer, Pathsala	District Agril Officer, Barpeta
72	Sub-division	Sub-divisional Agril. Officer, North Masalpur	District Agril Officer, Nalbari
73	Sub-division	Sub-divisional Agril. Officer, Tamulpur	District Agril Officer, Baska
74	Sub-division	Sub-divisional Agril. Officer, Tihu	District Agril Officer, Nalbari
75	Sub-division	Sub-divisional Agril. Officer, Barkhetri	District Agril Officer, Nalbari
76	Sub-division	Sub-divisional Agril. Officer, Boko	District Agril Officer, Kamrup
77	Sub-division	Sub-divisional Agril. Officer, Rangiya	District Agril Officer, Kamrup
78	Sub-division	Sub-divisional Agril. Officer, Dalgaon	District Agril Officer, Darrang
79	Sub-division	Sub-divisional Agril. Officer, Udalguri	District Agril Officer, Udalguri
80	Sub-division	Sub-divisional Agril. Officer, Dimakuchi	District Agril Officer, Udalguri
81	Sub-division	Sub-divisional Agril. Officer, Pathorighat	District Agril Officer, Darrang
82	Sub-division	Sub-divisional Agril. Officer, Biswanath Charali	District Agril Officer, Sonitpur
83	Sub-division	Sub-divisional Agril. Officer, Gohpur	District Agril Officer, Sonitpur
84	Sub-division	Sub-divisional Agril. Officer, Jonai	District Agril Officer, Dhemaji
85	Sub-division	Sub-divisional Agril. Officer, Narayanpur	District Agril Officer, Lakhimpur
86	Sub-division	Sub-divisional Agril. Officer, Dhakuakhana	District Agril Officer, Lakhimpur
87	Sub-division	Sub-divisional Agril. Officer, Hojai	District Agril Officer, Nagaon
88	Sub-division	Sub-divisional Agril. Officer, Koliabor	District Agril Officer, Nagaon
89	Sub-division	Sub-divisional Agril. Officer, Raha	District Agril Officer, Nagaon
90	Sub-division	Sub-divisional Agril. Officer, Sarupathar	District Agril Officer, Golaghat
91	Sub-division	Sub-divisional Agril. Officer, Bokakhat	District Agril Officer, Golaghat
92	Sub-division	Sub-divisional Agril. Officer, Majuli	District Agril Officer, Jorhat
93	Sub-division	Sub-divisional Agril. Officer, Titabor	District Agril Officer, Jorhat
94	Sub-division	Sub-divisional Agril. Officer, Nazira	District Agril Officer, Sibsagar
95	Sub-division	Sub-divisional Agril. Officer, Charaidew	District Agril Officer, Sibsagar
96	Sub-division	Sub-divisional Agril. Officer, Amguri	District Agril Officer, Sibsagar
97	Sub-division	Sub-divisional Agril. Officer, Joypur	District Agril Officer, Dibrugarh
98	Sub-division	Sub-divisional Agril. Officer, Margherita	District Agril Officer, Tinsukia
99	Sub-division	Sub-divisional Agril. Officer, Sadiya	District Agril Officer, Tinsukia
100	Sub-division	Sub-divisional Agril. Officer, Sonai	District Agril Officer, Cachar

101	Sub-division	Sub-divisional Agril. Officer, Lakhipur	District Agril Officer, Cachar
102	Sub-division	Sub-divisional Agril. Officer, Ram Krishna Nagar	District Agril Officer, Karimganj
103	Sub-division	Sub-divisional Agril. Officer, Hamren	District Agril Officer, Karbi Anglong
104	Sub-division	Asstt. Executive Engineer(Agri), Raha	Executive Engineer(Agri), Nagaon
105	Sub-division	Asstt. Executive Engineer(Agri), Dibrugarh	Executive Engineer(Agri), Sibsagar
106	Sub-division	Asstt. Executive Engineer(Agri), Hailakandi	Executive Engineer(Agri), Silchar
107	Sub-division	Asstt. Executive Engineer(Agri), Karimganj	Executive Engineer(Agri), Silchar
108	Sub-division	Asstt. Executive Engineer(Agri), Golaghat	Executive Engineer(Agri), Jorhat
109	Sub-division	Asstt. Executive Engineer(Agri), Bongaigaon	Executive Engineer(Agri), Gauripur
110	Sub-division	Asstt. Executive Engineer(Agri), Tinsukia (Sadiya)	Executive Engineer(Agri), Sibsagar
111	Sub-division	Asstt. Executive Engineer(Agri), Hatsingimari	Executive Engineer(Agri), Gouripur
112	Sub-division	Asstt. Executive Engineer(Agri), Pathsala	Executive Engineer(Agri), Nalbari
113	Sub-division	Asstt. Executive Engineer(Agri), Sorbhog	Executive Engineer(Agri), Nalbari
114	Sub-division	Asstt. Executive Engineer(Agri), Boko	Executive Engineer(Agri), Kamrup
115	Sub-division	Asstt. Executive Engineer(Agri), Goalpara	Executive Engineer(Agri), Gauripur
116	Sub-division	Asstt. Executive Engineer(Agri), Gossaigaon	Executive Engineer(Agri), Kokrajhar
117	Sub-division	Asstt. Executive Engineer(Agri), Rangiya	Executive Engineer(Agri), Kamrup
118	Sub-division	Asstt. Executive Engineer(Agri), Kaliabor	Executive Engineer(Agri), Nagaon
119	Sub-division	Asstt. Executive Engineer(Agri), Hojai	Executive Engineer(Agri), Nagaon
120	Sub-division	Asstt. Executive Engineer(Agri), Gohpur	Executive Engineer(Agri), Tezpur
121	Sub-division	Asstt. Executive Engineer(Agri), Majuli	Executive Engineer(Agri), Jorhat
122	Sub-division	Asstt. Executive Engineer(Agri), Lakhimpur	Executive Engineer(Agri), Dhemaji
123	Sub-division	Asstt. Executive Engineer(Agri), Hamren	Executive Engineer(Agri), Diphu

14. Such other information as may be prescribed ;

The information will be updated every year.

15. INTERNAL PROCEDURE TO BE FOLLOWED BY DIRECTORATE OF AGRICULTURE ASSAM, DURING IMPLEMENTATION OF RIGHT TO INFORMATION ACT, 2005

1. Title : This act may be called as “ Directorate of Agriculture’s Right to Information Act 2005”
2. Definition : In this Act, unless the context otherwise require.
- 2.1 : ‘RTI ACT’ means the Right to Information Act, '2005.
- 2.2 : Director, Department of Agriculture, Assam, means the Head of Agriculture Department and is the sole authority to run the department for all terms towards the implementation of the Act.
- 2.3 : Director, Department of Agriculture is the Appellate Authority means the officer of Agriculture Department of State Government, who is in actual control of the Department and as may from time to time be specified by the State Government.
- 2.4 : State Public Information Officer means the officer designated for the purpose of RTI Act.
- 2.5 : “State Assistant Public Information Officer means the officer designated for the purpose of RTI Act.
- 2.6 : “Information “means any material or information relating to any of the affairs/ activities of the Department of Agriculture, Assam.
- 2.7 : “Right to Information” means the right or access to information relating to the affairs of Agriculture.
3. : Right to Information” Subject to the Provision of the RTI Act, every citizen shall have the right to obtain information from the State Public Information Officer, State Assistant Public Information Officer ,
- State Public Information Officer and State Assistant Public Information Officer shall be liable to provide information under and in accordance with the provisions the RTI Act.
4. : Procedure for supply of information :-
- 4.1 : Any person seeking information shall make an application to the State Public Information Officer giving particulars of the matter relating to which information is sought as per the format furnished below alongwith the requisite fees as prescribed.
- To
- State Public Information Officer,
Directorate of Agriculture,
Assam, Khanapara, Guwahati-22.
1. Full name of the applicant :
 2. Address in full :
 3. Particulars of information required :
 - a) Nature of information required:
 - b) Name of the office to which the information relates :

c) Subject of information :

d) The year/period and place/ area to which the information relates:

e) Time by when the information is required :

Place :

Date :

4.2 : Fees for obtaining information ::

The following fee, as prescribed by the Govt. vide notification no.AR.78/2005/91 dated Dispur, the 7thOctober, 2005, shall be applicable in terms of provision of the **section 6(1), 7 (1) and 7(5) of the RTI Act.**

Under section 6(1) : Rs.10/- per application.

Under section 7(1) : (i) Rs.2/- for each page (In A-4 or A-3 size paper)

(ii) Actual charge or cost price of a copy in larger size paper

(iii) Actual cost or price for samples or models

(iv) For inspection of records no fee for the first hour and a fee of Rs.5/- for each 15 minutes thereafter

Under section 7(5) : (i) Rs.50/- per diskette or floppy

(ii) Price fixed for printed publication at Printed Price Rs.2/- per page of photocopy for extracts from the publication provided that

(a) No fee prescribed under Section 6(1) and 7(5) shall be charged from the persons who are of below poverty line as may be determined by the State Government as stipulated under Section 7(5) of the Right to Information Act, 2005.

(b) No fee prescribed under Section 7 (1) and 7(5) shall be charged where the "State Public Information Officer" fails to provide information within the time limits prescribed under Section 7(1) as stipulated under Section 7(6) the Right to Information Act, 2005.

The above fees shall be collected in form of Demand Draft or Bankers Cheque or cash against proper receipt to be issued by an officer authorized in this behalf by the State Public Information Officer or the Assistant State Public Information Officer, as the case may be and shall be deposited through Treasury Challan under the Head of Account "0070-other Administrative services".

4.2.1. : The request or seeking information under the RTI Act shall be accompanied by a proof of payment of a fee as prescribed by the Government for furnishing of information. Department by means of a) obtaining certified copies of documents or records or b) inspection of accessible records and taking notes

and extracts.

- 4.2.2.** : If requisite fee as prescribed by the Govt. is not paid for, the required information as sought may not be made available.
- 4.2.3.** : The appeal shall be accompanied with such fee, and be deposited and tendered in the manner prescribed below.
- 4.2.3.1.** : A non-refundable fee as prescribed for each application, by any applicant to the State Assistant Public Information Officer to be issued against a receipt.
- 4.2.3.2.** : In addition for photocopying a non-refundable fee as prescribed.
- Per page shall to be deposited to recons the cost of photocopying expenses. The applicant shall indicate how many pages of a document is required and deposit the requisite fees to State Assistant Public Information Officer / State Public Information Officer against a receipt.
- 4.2.3.3.** : If the no. of pages can not be anticipated by the applicant a lump-sum amount indicating the no. of pages required as assessed by the State Public Information Officer / State Assistant Public Information Officer may be deposited, the excess amount deposited, if any shall be refunded to the applicant by the State Public Information Officer / State Assistant Public Information Officer at the time of handing the information.
- 4.2.4.** : Accounts Officer (Reimbursement) shall assist the State Public Information Officer / State Assistant Public Information Officer and keep records of fees received and refunded.
- 4.3.** : Upon receipt of an application, the State Assistant Public Information Officer shall consider it and place before State Public Information Officer and if the information is such which can be provided and do not fall within the categories specified under section and of the RTI Act, the State Assistant Public Information Officer / State Public Information Officer shall provide the information with approval of SPIA within thirty (30) days of the receipt of application under sub-section of (l) of the RTI Act.
- 4.4.** : The State Public Information Officer upon receipt of an application shall forward the same to Director who is the “ Appellate Authority” of Agriculture department for approval requesting the information, documents within maximum 4 days of receipt pf the application.
- 4.5.** : The concerned officer/ Person to whom an application is marked is filed by State Public Information Officer with approval of the Director of Agriculture shall within maximum 7 days furnesting the documents to the State Public Information Officer for further necessary action
- 4.6.** : In case information and documents are not available with the concerned officer/ person, The concerned Officer / Person shall within 3 days of receipt of an application in file from State Public Information Officer with approval of Director of Agriculture request for information/documents from the concerned Officer, who is directly responsible for maintaining the document/ information with intimation to the Head of the concerned time department of the State Govt.

- 4.7. : Where the information sought by the applicant falls, under the restricted categories specified under section 8, the in-charge of the officer shall refuse to provide the information and shall communicate his decision to the applicant within 30 (thirty) days from the date of receipt of application under sub-section (l).
- 4.8. : The State Public Information Officer / State Assistant Public Information Officer / Accountant/ Officers shall make thirty days familiar with RTI Act.
5. : The information sought may be made available in the form it is available by copying or photocopying the same.
6. : The information may be sought from and may be furnished by the State Public Information Officer, after obtaining the same from the concerned Officer, Person or from the concerned department where from the information has originated or where the record is normally maintained or deposited.
7. : Restriction on Right to information the State Assistant Public Information Officer / State Public Information Officer may for reason to be recorded in writing withhold information the disclosure or contents only as per provision of section 8 & 9 of the RTI Act.
8. : **First Appeal** :
- 8.1. : Any person aggrieved by the information/ document furnished by State Assistant Public Information Officer or any person who has not received the required information from State Assistant Public Information Officer / State Public Information Officer within the time (30 days) stipulated under section 7 (l) of the RTI Act, may appeal to the Appellate Authority for necessary action, provided that no order adversely affecting the person making appeal shall be passed under an opportunity of being heard is afforded to him and also the State Public Information Officer.
- 8.2. : Every appeal shall be heard and decided expeditiously and by all means be disposed of within 30 (thirty) days from the date of presentation of appeal.
- 8.3. : The appeal shall be accompanied with the proof of fee deposited or tendered in the manner prescribed in accordance with the norms cited above.
- 8.4. : Every appeal shall specify (a) the name and address of the appellant and the particulars regarding State Public Information Officer, (b) the date of receipt of the reply / documents from the State Public Information Officer appealed against, (c) the grounds of appeal , (d) the relief the applicant claims.
9. : **Second Appeal** :
- 9.1. : Any person continues to be aggrieved by the information/ document furnished after the 1st appeal by the appellate Authority may appeal to the Principal Secretary Agriculture Department, Assam, provided that no order adversely affecting the person making the appeal shall be passed unless an opportunity of being heard is offered to him as well as to the Appellate Authority.
- 9.2. : Every appeal shall be heard and decided expeditiously and by all means disposed of within thirty (30) days from the date of presentation of the appeal.
- 9.3. ; The appeal shall be accompanied with the proof of the fee deposited or

tendered in the manner provided in accordance with the provision indicated above,

- 9.4.** : Every appeal shall specify (a) the name and address of the appellant Authority (b) the date of receipt of the reply/ documents from Appellate Authority appealed against (c) the grounds of appeal (d) the relief which the applicant clam.

16. DECLARATION

It is hereby declared that the existing provisions of the Acts / Rules etc. now in vogue in the Directorate of Agriculture, Government of Assam do not violate the provisions of the Right To Information Act, 2005.

Phulbari
6/5/12

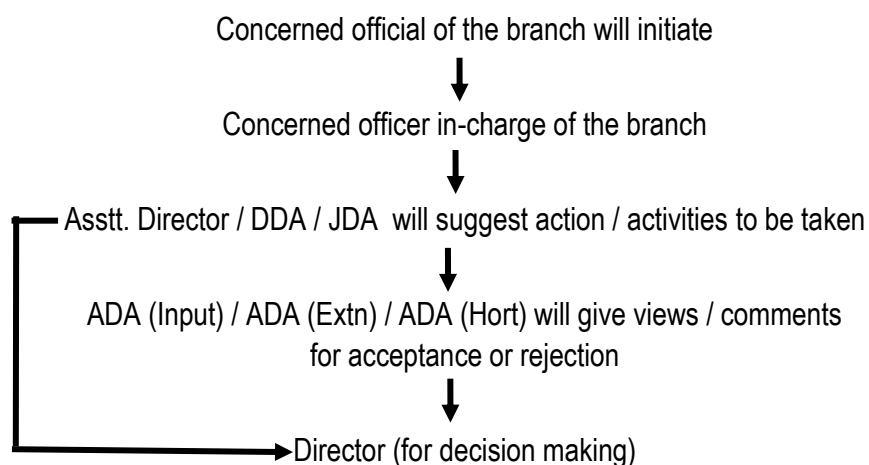
Director of Agriculture, Assam
Khanapara, Guwahati-22

3. Procedure followed in the decision making process, including channels of supervision and accountability ;

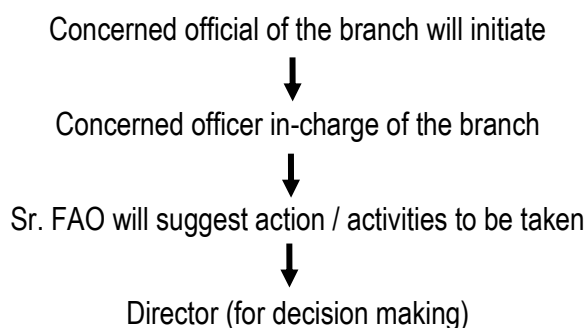
There are broadly three different streams where decision making is essential in the Directorate of Agriculture, Assam. They are –

- A. Technical
- B. Financial
- C. Administrative

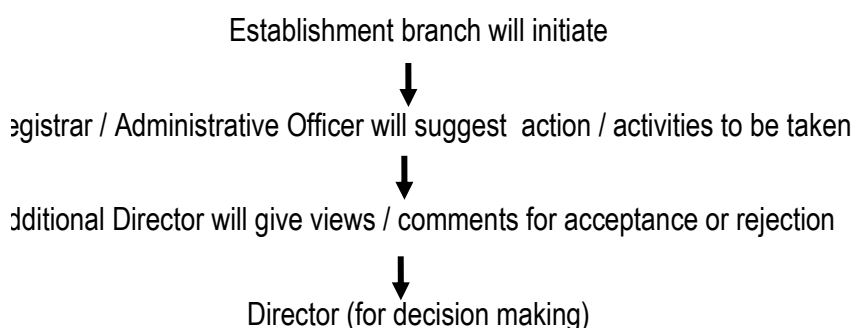
A. TECHNICAL :



B. FINANCIAL :



C. ADMINISTRATIVE :



4. The norms set by it for the discharge of its functions :

The norms against each scheme and projects are set at the state level.

These norms are maintained at the field level by the field level officers according to their designated power as per notifications and circulars issued by Government from time to time..

5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions :

Norms against each scheme are set at the state level. These norms are followed at the time of implementation as per notifications and circulars issued by Government from time to time, FR and SR.

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

The followings are used by the Department while implementing departmental schemes, projects and programmes

- a. The Seed Act, 1968
- b. The Fertiliser Control Order, 1985
- c. The Essential Commodities Act, 1955.
- d. Insecticides Act, 1968
- e. FR & SR issued by Govt.
- f. Notifications & Circulars issued by Government from time to time.
- g. Guidelines for implementation of different schemes / projects issued by State Govt.

