

BASIC INFORMATION

Secretariat Name:

Secretariat Code:

Population Serviced:



Households Mapped:



Clusters Mapped:



Functionaries Mapped



Volunteers Mapped:



Secretariat Vacancies:



Functionaries & Volunteers

Service Requests Received
Since Inception (26-01-2020)



Service Requests Closed
Till Date



Grievances Received
1902/ Spandana Register



Grievances Resolved:



Registers Maintained at the Secretariat

1	Attendance Register	5	SPANDANA Grievances Register
2	Movement Register	6	Leaves Register
3	Stock Register	7	Tappal Register
4	Visitors Register	8	Meeting Register

DESIGNATION SPECIFIC INFORMATION

Secretariat Name:

Secretariat Code:

Population Serviced:



Volunteers Attached COP:



Service Requests Received



Service Requests Closed

From: Till date:



Grievances Raised:

From: Till date:



Grievances Resolved:



Registers Maintained by the Functionary

1	Basic Data Register	6	Crop Cultivator Rights Card (CCRC) Farmers Register
2	Fertilizer Sale Register	7	Subsidy Seed Register
3	Fertilizer Stock Register	8	Tenant Farmers Loaning Register
4	Dead Stock Register	9	Custom Hiring Centre (CHC) Register
5	Procurement Register	10	Minikit Register

COMPULSORY ADMINISTRATIVE PROTOCOL



Bio-metric Attendance:
Thrice A Day: **10.30 AM** |
3.00 PM | **5.00 PM**



Update Movement
Register before & after
Field Visits



Always Wear Uniforms
at Work



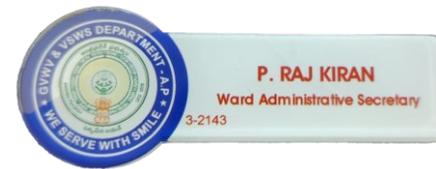
Remain at Secretariat
for SPANDANA From
3:00 PM To 5:00 PM



Always display posters
of Schemes, non
schemes, list of eligible,
ineligible beneficiaries



Use HRMS for all Leave
Applications, on field
duty regularization by
approval authority



Always wear your Badge
at Work



Compulsory participate
in Gram Sabha meeting
every 3 months

FUNCTIONAL ASPECTS

Key Responsibilities

- Provide information to the farmers with respect to **subsidy schemes / incentives / farm equipment** that are being provided by the department.
- Sensitize the farmers on different issues related to Horticulture crops as well as Agriculture crops.
- Maintain the **record/ statistics of all Horticulture area** jurisdiction regarding **farmer information, cropping pattern, availability of resources, practices being followed, marketing etc.**
- Update their knowledge with respect to different schemes of the line department which are integrated with horticulture department.
- Participate in conduct of **surveys** with respect to **natural calamities/drought** etc.
- **Assist the Horticulture Officers** and other supervisory officers in **field visits**.
- Assist Horticulture Officer in communicating required information to farming community about different **departmental schemes, production practices, new crops/ variety and latest/ improved technologies**.
- **Motivate the farmers for enrolment to avail drip and sprinkler systems.**
- Motivate the farmers and **collect applications** and **complete documentation for implementation of various departmental schemes.**

FUNCTIONAL ASPECTS

Responsibilities

Village Horticulture Assistant (VHA) shall:

- Work in the Village Secretariat/ cluster headquarters as decided by the Government.
- Work under the direct control of Horticulture Officers.
- Provide information to farmers on crop wise monthly calendar of Operations as suggested by Dr. Y. S. R. Horticulture University.
- Coordinate with DCOs of MI companies and office of Project Director, Andhra Pradesh Micro Irrigation Project (APMIP) for installation of MI equipment within the stipulated time.
- Mobilize farmers for organizing training programs, exposure visits, after sales service campaigns, buyers & sellers meet.
- Create awareness among farmers and educate them about the facilities being provided by the Government.
- Follow the “Month wise calendar of Activities” for successful implementation and timely completion of Departmental activities.
- Maintain weather watch report and also coordinate other bankable schemes.
- Attend any other work as entrusted by the competent authorities.

FUNCTIONAL ASPECTS

Responsibilities

Note: Shall also be responsible for:

- All the other Functional Aspects as Instructed by the Respective Higher Authorities in any mode of communication.
- All the other functions described with the reference to GO.MS No: 630, Dated: 01-10-2019
[https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/10_GO Ms. 630-Horticulture Asst Jobchart.pdf](https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/10_GO_Ms._630-Horticulture_Asst_Jobchart.pdf)
- Also Refer GSWS Employee Corner for Agriculture/Horticulture/Sericulture Assistant Calendar Activity
https://gramawardsachivalayam.ap.gov.in/GSWS/downloads/UAT/AGRICULTURE_HORTICULTURE_SERICULTURE%20ASSISTANT%20%20ENGLISH%20Version.pdf

FUNCTIONAL ASPECTS

Key Services Handled

- Rythu Bharosha Kendram Payment
- D-Krishi Subsidy Seeds Payment
- D-Krishi Subsidy Seeds Payment Challan Print
- D-Krishi Subsidy Seeds Payment Status