

HORTICULTURE DEPARTMENT

Description : The Horticulture Department is one of the bifurcated department from the Agriculture Department of Chakma Autonomous District Council whose purpose is to promote the people of Chakma Autonomous District Council basically in the field of **cultivation, propagation, processing and marketing of ornamental plants, flowers, turf, vegetables, fruits, nuts and other medicinal and ornamental plants.**

The department is headed by District Council Horticulture Officer and he is supported by a Head Assistant, an Assistant Horticulture Inspector, two Horticulture Demonstrator, two UDCs, one Field Supervisor, three Office Peons.

Functions and duties :

1. Distribution of seeds/seedlings of Arecanut, Coconut, Orange, Pine apple, Banana, Hadcora, Dragon fruit, etc. either in free or in subsidy.
2. Raising of Nursery farm for fruits & vegetables, medicinal plants, ornamental plants, etc.
3. Purchase & distribution of organic insecticides, pesticides, fertilizers, etc. to the fruit & vegetable growers either in free or in subsidy.
4. Purchase & distribution of tools & equipment like tractor, pump-set, net, sintex, etc. to vegetable growers either in free or in subsidy.
5. Construction of water reservoir or rain water harvesting tank for the fruit and vegetable growers.
6. To promote training to the vegetable growers and gardeners.

Power and duties of officers and employees :

The **Officer** executes the decision of the Executive Committee of Chakma Autonomous District Council on any matters with the help of its subordinate staff.

The **Head Assistant** is the main assistant amongst the all other dealing Assistant of the department and he is responsible for assisting the Head of Department in the ongoing official task of the department. He is also the main Assistant of the Head of Department to ensure the members of the department team which have opportunities to develop an understanding of the department vision.

The **Assistant Horticulture Inspector** of the department is to assist and support the work of senior and he is responsible for providing great assistance to test, implement amazing ideas and techniques which can help in improving production & development rate of the particular field area. He is also the inspecting officer of the department.

The **Horticulture Demonstrator** of the department is to assist and support the Assistant Horticulture Inspector as well as District Council Horticulture Officer of the department. He is the main field workers of the department. The **Field Supervisor** of the department is to assist the Horticulture Demonstrator and the Assistant Horticulture Inspector of the department. He is also the main field worker of the department.

The **Upper Division Clerks(UDCs)** were the daily disposal of files of administrative and other matters in respect of recording, indexing, periodical weeding of unwanted papers of the department.

The duties of the **Office Peons** of the department were to carry files,daks,official papers and books etc. as and when required by the Head of the Department and other subordinate officers and staffs.

Procedure followed in decision making process including channels of supervision and accountability :

Any matters relating to financial implication or of serious nature, decisions are taken by the concerned Executive Member of Chakma Autonomous District Council in the name of Executive Committee of Chakma Autonomous District Council. The supervision & execution of any works is maintained by the DCHO or by any staff delegated or authorized for the purpose. Accountability execution of any task are rest on the DCHO.

Rules, Regulations, instructions, manuals and records, held by it or under the control used by its employees for discharging of its function: Nil

Categories of documents that are held by it or under its control:

Supervision & execution of crop husbandry.

Inviting tenders.

Distribution of seed/seedlings and tools & equipments,etc.

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 implementation thereof: Nil

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 open to the public, or the minutes of such meetings are accessible for public: Nil

A directory of its Officers & Employees :

Sl. No	Name	Designation	Monthly remuneration (in Rs.)	Remarks
1	Jagadish Chakma	DCHO	175447.00	
2	Subash Basu Chakma	Head Assistant	101330.00	
3	Shyamal Kanti Chakma	AHI	88348.00	
4	Rabi Ranjan Chakma	Computer Operator	76840.00	
5	Mina Kumari Tongchangya	UDC	77050.00	
6	D.Subash Chakma	UDC	58619.00	
7	Julius Tongchangya	Demonstrator	55605.00	
8	Nayantun Chakma	Field Supervisor	56975.00	
9	Aparna Chakma	LDC	43823.00	
10	Janam Chakma	Demonstrator	40535.00	
11	Juddha Kumar Chakma	O/P	31720.00	
12	Sunity Kumar Chakma	OP	31720.00	
13	Sunil Baran Chakma	OP	31720.00	

14	Neeta Chaidini	LDC (MR) @ 520/- pd		
15	Probir Chakma	HHS to DCHO @ 380/- pd		
16	Bhasanti Chakma	HHS to DCHO @ 380/- pd		

Contd....3/-

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Budget allocated, plans, proposed expenditures and reports on disbursement made

Sl. No.	Name of Scheme	Sector	Proposed Amount (in Rs.)	Amount Sanctioned (in Rs.)	During the year
1.	Purchase & Distribution of Coconut seedlings including carrying charges	Normal GIA (Non salary)	14,00,000.00	14,00,000.00	2021-2022
2.	Office Expenses	Normal GIA (Non salary)	40,000.00	40,000.00	2021-2022
3.	Maint. of computer	Normal GIA (Non salary)	40,000.00	40,000.00	2021-2022
		TOTAL ::	14,80,000.00	14,80,000.00	

The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programme :

Nil

Particulars of recipients of concessions, permits or authorization granted by it :

Nil

Details in respect of the information, available to or held by it, reduced in an electronic form:

Nil

Names, designations and other particulars of the Public Information Officers :

Sl. No.	Name	Designation	Email & Contact No.	Remarks
1	Pronit Bikash Chakma	Departmental Appellate Authority	pronitbikashchakma@gmail.com Contact No. 7085948784	
2	Jagadish Chakma	State Public Information Officer	jagadishchakma1967@gmail.com Contact No. 8415050924	

Such other information as may be prescribed:

Nil

(JAGADISH CHAKMA)

District Council Horticulture Officer,
Chakma Autonomous District Council,
Kamalanagar.