

# **NATIONAL HORTICULTURE BOARD**

## **Proactive Disclosure under Section 4 of RTI Act, 2005**

- 2. The Powers and duties of its officers and employees.**

## Powers & Duties of its Officers and Employees.

1. **Managing Director(MD)**- He is the Principal Executive of the Board and Head of the Department.
2. **Deputy Managing Director(DMD)** – He is the Head of the Office. In-charge of Accounts & Finance, Administration, Coordination & Personnel Divisions. In addition, he is also performing the duties of an Area Officer.
3. **Joint Directors(JDs)**- They are the Area Officers for implementation of NHB Schemes in their respective Zone/States. In addition, they are also heading the Divisions such as Personnel, Administration & Coordination etc.
4. **JD(F&A)**- JD(F&A) looks after the overall functioning of Accounts Division for Accounts and Financial matters of the Board.
5. **Deputy Directors (DDs)**- They are primarily entrusted with duties and responsibilities of implementation of Schemes of NHB.
6. **Deputy Director (Information System)**- DD(IS) performs the work pertaining to computerization of data on various subjects on the website of the Board etc.
7. **Accounts Officer**- Accounts Officer performs the duties of DDO in addition also looking after the accounts & finance matters to assist JD(F&A) in accounts and financial matters.
8. **O.L. Officer**- OLO assists to the administrative head of the Board in implementation of official language policy. He is holding the charge of CPIO also.
9. **Senior Administrative Officer**- To deal with and supervise the work in the Personnel, RFI, Vigilance, Administration, Coordination and other divisions to which they are attached to.
10. **Technical Officer (Computer)**- To assist DD(IS) in computer related matters.
11. **Jr. Translation Officer**- To assist OLO in implementation of Official Language related issues.
12. **Senior Horticulture Officer**- They are responsible to assist their Incharge in implementation of NHB Schemes.
13. **Sr. Accountant**- Responsible for cash book maintenance, other accounts books and assist DDO and Responsible for compilation/consolidation of Accounts/ maintain account and claims etc.
14. **Administrative Officer**- To look after the work in the Administration Division and assist Joint Director (Admn.), NHB.
15. **Junior Accountant**- Their responsibility is to assist Accounts Officer in day-to-day accounts and finance matters.
16. **Personal Executive**- To deal with the work relating to their division in which they are posted.
17. **Computer Executive**- To deal with the work relating to their division in which they are posted.
18. **Lower Division Clerk**- To assist the Incharge to maintain the record of concerned division, typing work, dispatch/dairy/Store work etc.
19. **Hindi Typist**- Typing work of Hindi Division.
20. **Drivers**- Driving of Vehicles.
21. **Electrician-cum-Tubewell Operator**- Responsible for maintenance of electric work in the office.
22. **MTS**- They are responsible for movement of files from one section to other and attending visitors.
23. **Budder Grafters**- Responsible for upkeep the maintenance of garden of the office complex in NHB, budding grafting etc.

Asha