

NATIONAL HORTICULTURE BOARD

Proactive Disclosure under Section 4 of RTI Act, 2005

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

Power and duties of its officers and employees-

1. **Managing Director** - He is the Principal Executive of the Board and Head of the Department.
2. **Dy. Managing Director** - DMD perform as head of the Office. Incharge of Accounts & Finance, Administration, Coordination, Personnel division. All matters related to implementation of NHB's Schemes.
3. **Joint Directors** - 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.
4. **Joint Director (F&A)** - JD (F&A) looks after overall functioning of Accounts Division for Accounts and Financial matters of the Board.
5. **Deputy Directors** - They are primarily entrusted with duties and responsibilities of implementation of Schemes of NHB.
6. **Deputy Director (Information System)** - DD (IS) is responsible for 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.
8. **O.L. Officer** - OLO is responsible for implementation of Official Language related issues.
9. **Sr. Administrative Officer** - To deal with and supervise the work in the Personnel, RTI, 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. **Sr. Horticulture Officer** - They are responsible to assist their Incharge in implementation of NHB schemes.
13. **Sr. Accountant** - Responsible for cash books maintenance, other accounts books and assists DDO and responsible for compilation/consolidation of accounts/maintain account and claims etc.
14. **Jr. Accountant** - Their responsibility is to assist Accounts Officer in day-to-day accounts and finance matters.
15. **Personal Executive** - To deal with the work relating to their division in which they are posted.
16. **Computer Executive** - To deal with the work relating to their division in which they are posted.
17. **LDC** - To assist the Incharge to maintain the record of concerned division, typing work, dispatch/diary/store work etc.
18. **Hindi Typist** - Typing work of Hindi Division
19. **Electrician** - Responsible for maintenance of electric work in the office.
20. **Messenger/MTS** - They are responsible for movement of files from one section to other and attending visitors.
21. **Mali** - Responsible for upkeep the maintenance of garden of the office complex in NHB, budding grafting etc.