

Powers and duties:

1. Composing and editing of:
 - a. Activity notes
 - b. Periodical Reports
 - c. Administrative Reports
 - d. Rabi and Kharif Production Programmes
 - e. Monthly Magazines
2. Participation in:
 - a. Seminars
 - b. Trade Fairs/ Exhibitions
 - c. Agricultural Officers' Workshops
3. Mass media program in:
 - a. Print Media
 - i. Preparation of Advertisements
 - b. Electronic Media (Radio and TV)
 - i. Preparation of Radio Jingles
4. Library – its maintenance.
 - i. 55, 00 books in library (Approx.)
5. Printing of various Periodical Reports, booklets, brochures etc.
6. Implementation of Scheme “Sustainable Agriculture Strategic Initiatives”.