

Powers and Duties:**1. Assistant Seed Production Officer:**

Duties: Overall monitoring of Technical as well as Administrative work in SS Branch.

Power: Notified seed inspector for Whole of the Haryana State.

2. Technical Assistant:

- Meetings related to State Seed Production Committee and State Seed Sub Committee.
- Meeting of BOD of HSDC and HSSCA Pkl.
- Audit related work of the Technical Section.
- Genetically Modified crop related issues.
- Issues of subsidy on Wheat, Paddy, Barley and Bajra including Barley seed subsidy under Contract Farming by HAFED.
- National Conferences related report.
- Seed Zonal Conferences reporting for both Rabi and Kharif.
- Seed Sampling Target and achievements reporting.
- Complaint regarding Seeds.
- Price Policy related issues
- Seed Village Programme.
- RKVY projects related to seed subsidy.
- Lok Sabah and Rajya Sabah alongwith Vidhan Sabha question reply.
- Seed availability monitoring.
- Issues related to the Seeds Act 1966, Seed (Control) Order 1986 & any other acts/rules.
- RTI Matter of the technical issues related to Seed.
- Miscellaneous work related to Seed.
- Any other work assign by senior officer.

3. Superintendent

Overall monitoring of Administrative work.

4. Assistant

- Yearly auction of Departmental Seed Farms.
- Transfer proposals of seed farms to various Departments and Boards.
- Audit related work.
- Vidhan Sabha question reply.
- Record of lease money deposited by HLRDC of the Departmental farms.
- Meeting of BOD of Bhiwani School Board.
- Court cases related to Departmental Agriculture Farms.
- Auctioning proposal to the Govt. of fallen as well as standing trees on these farms.

- RTI Matter of the agriculture farm related issues.
- Any other work assign by senior officer.

5. Junior Auditor

- All Dairy and despatch.
- Seed Depot quarterly progress report.
- Seed Depot Performa account.
- Sanctions regarding materials for both Seed Testing Labs located at Karnal and Sirsa.
- Any other work assign by senior officer.