

## **DEPARTMENT OF SOIL AND WATER CONSERVATION, PUNJAB DUTY CHART**

### **MEMORENDUM**

The Duty chart with respect to the Agriculture Inspectors/ Soil Conservation Inspector/ Sectional Officers and Agriculture Sub-Inspector/ Surveyors working in the department as recommended by the committee specifically constituted for the purpose and approved by this office is given below for the guidance of the field staff;-

### **AGRI. INSPECTOR /SOIL CONSERVATION INSPECTOR / SECTION OFFICER**

1. A.I./S.C.I/S.O will be in charge of the section and will control the working of the Agriculture Sub-Inspector/ Surveyors posted under him
2. A.I./S.C.I/S.O will be incharge of execution of works being executed in his section.
3. All Construction material received in the section will be accounted for by the A.I./S.C.I/S.O in the M.B and he will be responsible for accountal of the material. The A.I./S.C.I/S.O will issue the construction material to the Surveyors/Agriculture Sub-Inspectors against proper indent deployed for supervision of constn. Work. The later will enter the material so received in M.A.S register.
4. A.I./S.C.I/S.O will be responsible for proper storage of material in his custody.
5. A.I./S.C.I/S.O will be incharge of the office and will mark the attendance of the Surveyors/ Agriculture. Sub-Inspector/ Beldars posted under him.
6. A.I./S.C.I/S.O will ensure the proper maintenance of movement register. The field staff posted under the A.I./S.C.I/S.O will undertake their journeys to field under the approval of A.I./S.C.I/S.O So Incharge of the Section.
7. A.I./S.C.I/S.O will receive the loan fees from the farmers against proper receipt. The fees so received will be deposited by him with the ASCO after obtaining necessary acknowledgement.
8. Loan applications or consent form alongwith relevant revenue and other record collected for processing of cases for execution of Soil Conservation works will be deposited by him with ASCO
9. A.I./S.C.I/S.O will assist the ASCO in the processing the disbursement of loan
10. A.I./S.C.I/S.O will assist the ASCO in the preparation of the detailed plan and estimates.
11. A.I./S.C.I/S.O will be incharge of execution and will record the basic measurement

12. A.I./S.C.I/S.O will prepare and submit completion reports / utilization certificates to the ASCO who will prepare and forward the recovery statements.
13. A.I./S.C.I/S.O being incharge of the office, will maintain record of office correspondence uploaded the registers prescribed for maintenance in his office.
14. A.I./S.C.I/S.O will carry out any duty specifically assigned to him by the ASCO.

#### **AGRICULTURAL SUB INSPECTOR/ SURVEYORS**

1. A.S.I/ Surveyors will under the control of A.I./S.C.I/S.O. He will contact the farmers and collect applications for Soil Conservation works on prescribed forms alongwith copy of revenue and other record needed for the purpose.
2. The applications for Soil Conservation works collected by the ASI/ Surveyors will be deposited by him with the A.I./S.C.I/S.O
3. ASI/ Surveyors will assist the section incharge in processing the loan cases and disbursement of loan.
4. ASI/ Surveyors will carry out the survey and collect other field data required for the preparation of the plan & estimates. He will also maintain the level book in proper form prescribed for the purpose.
5. ASI/ Surveyors will prepare the contour plan on the basis of the surveys conducted by him.
6. ASI/ Surveyors will be responsible for the safe custody and proper storage of the construction material issued to him for use at site. He will maintain the M.A.S register. The Consumption of the material issued for use at site will be shown as having been consumed after the same has been entered by the A.I./S.C.I/S.O in his M.B after recording the measurement.
7. ASI/ Surveyors will assist the A.I./S.C.I/S.O in preparing detailed estimate sheets for land leveling & bench terracing works.
8. The ASI/ Surveyors will undertake tour with the approval of A.I./S.C.I/S.O and will record the entries in the movement register.
9. The ASI/ Surveyors will be supervise the execution of work allotted to him by the A.I./S.C.I/S.O. He will be responsible for execution of work maintaining its quality to the satisfaction of the section incharge .
10. The ASI/ Surveyors will be responsible for the proper maintenance and safe custody of the survey equipment .
11. The ASI/ Surveyors will carry out other duty specifically assigned to him by the A.I./S.C.I/S.O at any time.

These may please be brought to the notice of all the A.I./S.C.I/S.Os and Agriculture Sub-Inspector/ Surveyors working under the department for metaculour compliance