

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Establishment – Agriculture Department – Job Chart for functioning of Village Agriculture Assistants working in newly created posts in Village Secretariats – Orders - Issued.

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AGRICULTURE & COOPERATION (AGRI-IV) DEPARTMENT

G.O.RT.No. 628

Dated: 30-09-2019  
Read the following:-

1. G.O.Ms.No.110, PR & RD (Mdl.i) Dept., Dated:19-07-2019.
2. Govt. Memo No.PRR02-14021(46)/52/2019 Mdl-1, PR7RD ((Mdl-i) Dept., dt:26.07.2019.
3. Notification No.1, dated:26.0-7.2019 of Agriculture Department.
- 4) From the Spl. Commissioner of Agriculture, AP, Guntur letter No. Ext/18/2019, dt:16.09.2019.

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**ORDER:**

In the G.O. 1<sup>st</sup> read above, the PR&RD (Mdl.I) Dept. has issued orders for recruitment of Village Agriculture Assistant posts working in the proposed Village Secretariats in entire State of A.P.

2. In the Govt. Memo 2<sup>nd</sup> read above, the PR&RD has notified the 6714 posts of Village Agriculture Assistants for working in the newly created Village Secretariats. Based on that, the Agriculture Department have issued Notification for recruitment of 6758 VAA posts by including of 44 additional posts identified for Village Secretariats.

3. In the letter 4<sup>nd</sup> read above, the Spl. Commissioner of Agriculture, AP, Guntur has submitted the following Job Chart for functioning of Village Agriculture Assistants in the proposed Village Secretariat.

**JOB CHART OF VILLAGE AGRICULTURE ASSISTANTS**

**A. General Functions:**

- (a) The Village Agriculture Assistant (VAAs) should reside in the respective Head Quarters of the Village Secretariat.
- (ii) Every Village Agriculture Assistant shall work under the administrative Supervision of the Agriculture Department officials
- (iii) He/ She (VAA) is answerable to Village Secretariat & Agriculture Department.
- (iv) He/ She shall conduct field visits fore noon as per the need of the farmers.
- (v) He/ She shall regularly mark the attendance in the respective Village Secretariats.
- (vi) He/ She shall work in coordination with the other functionaries of the respective Village Secretariat.
- (vii) He/ She shall attend the meetings conducted by the Village Secretariat and Agriculture department officials with relevant information.

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- (viii) He/ She shall have to maintain departmental records promptly and accurately.

**B. Data Collection Activities:**

- (i) He / She shall collect Farmer Socio Economic Survey, Land Use Pattern, Sources of Irrigation, Cropping Area Yield & Production, Farm Equipment etc.
- (ii) He / She shall prepare Integrated Village Action Plan for Agriculture and allied sectors.
- (iii) He / She shall conduct Survey on Soil and Water Conservation Activities.
- (iv) He / She shall take up e-Crop booking of all crops in the respective Village Secretariat.
- (v) He /She shall monitor demand and availability of Seeds, Fertilizers and pesticides.
- (vi) He / She shall identify Tenant farmers, Non-loanee farmers etc. in the respective Village Secretariats.

**C. Extension Functions:**

- (i) He / She shall collect Soil samples and distribute Soil Health Cards to the Farmers.
- (ii) He / She shall motivate the farmers to apply manures and fertilizers based on the Soil Health Card report.
- (iii) He / She shall disseminate latest/improved technologies to farmers in the respective Village Secretariat.
- (iv) He / She shall conduct regular meetings and training programs with farmers to discuss the present crop and weather conditions.
- (v) He / She shall Implement different departmental schemes including Income Support Scheme.
- (vi) He / She shall Mobilize farmers for Gram Sabhas /Rythu Sadassus /Kisan Melas etc.
- (vii) He / She shall Organize model demonstrations on crop productivity enhancement and cost reduction on principal crops.
- (viii) He / She shall assist to the departmental officials in Identification of scope for processing, value addition and market linkages.
- (ix) He / She shall write latest Agriculture information on the black boards of in the respective Villages.
- (x) He / She shall ensure leadership in extension activities conducted in the jurisdiction of respective Village Secretariat.
- (xi) He / She shall recommend Departmental assistance to eligible farmers in coordination with the other functionaries of the Village Secretariat.
- (xii) He / She shall apprise the Mandal Agriculture Officer (MAO) about the occurrence / outbreak of Special Agriculture Problems in time.

- (xiii) He / She shall also apprise the MAO about the need of Pest & Disease Management and take leadership at Secretariat for Pest & Disease Management Activities.
- (xiv) He/ She shall make availability of Farm Implements at the owners/ agencies/C HCs.
- (xv) He / She shall ensure the effective functioning of Village Level Groups like SHGs, FIGs and FPOs and development of their business plan.

**D. Duties related to Supply of Quality Inputs:**

- (i) He/ She shall actively involve in distribution of available subsidized inputs to farmers through D-Krishi including contingency seed in the relevant seasons and ensure timely availability of all farm inputs.
- (ii) He/ She shall motivate the farmers to utilize the services available at “YSR Agri Testing Labs”.
- (iii) He/ She shall be vigilant and alert with regard to flow of spurious Agriculture inputs in his/ her jurisdiction and the same should be intimated to MAO concerned immediately after notice.

**E. Alerts & Enumeration Related Functions:**

- (i) He/ She shall closely monitor the weather, weather forecast to guide the farmers to take up appropriate field operations through mobile alerts.
- (ii) He/ She shall Vigilant about the Pest & Diseases incidence to guide the farmers in judicious use of agricultural inputs.
- (iii) He/ She shall assess the crop damage due to Natural Calamities in a time bound manner and report to the Mandal Agriculture Officer/ Village Secretariat with propose recommendations and implement the Natural Calamity Assistance Program on war foot basis.
- (iv) He/ She assist to the departmental officials in render of services such as disbursement of input subsidy, distribution of contingency seed etc, during the prevalence of Natural Calamities.

**F. Functions Relates to Implementation of Schemes:**

- (i) He/ She shall assist the departmental officials in implementation of various schemes and programs in the respective village secretariat area.
- (ii) He/ She shall Mobilize Non-Loanee / Tenant farmers (Actual cultivator) to avail crop insurance, institutional credit and other benefits of the departmental schemes.
- (iii) He/ She shall assist the departmental officials concerned in Value Addition & Post Harvest Management of Agricultural Products.

**G. Other Governmental Functions:**

- (i) He/ She shall perform such of the duties as may be assigned by the competent authorities of the Government.

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4. The Government after careful examination, hereby approved the above Job Chart for functioning of VAAs working in proposed Village Secretariat.
5. The Special Commissioner of Agriculture, AP, Guntur shall take further action in the matter accordingly.
6. This order does not required the concurrence of Finance Department as per rules in force.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

POONAM MALAKONDAIAH  
SPECIAL CHIEF SECRETARY TO GOVERNMENT(AHDD&F)&  
PRINCIPAL SECRETARY TO GOVERNMENT (AGRI).(FAC)

To

The Special Commissioner of Agriculture, AP, Guntur.

Copy to:

The OSD to Hon'ble Minister (Agri.).

The P.S. to Principal Secretary to Government (Agri).

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//FORWARDED::BY ORDER//

SECTION OFFICER