

NATIONAL HORTICULTURE BOARD

Suo Motu Proactive Disclosure under Section 4 (1) (b) of RTI Act, 2005

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

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1. **Managing Director (MD)** – MD is the Principal Executive of the Board and Head of the Department.
2. **Deputy Managing Director (DMD)** – DMD perform as Head of the Office. Incharge of Accounts & Finance, Administration, Coordination, Personnel Division. All matters related to implementation of NHB Schemes.
3. **Joint Directors (JDs)** – JDs 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 (Finance & Accounts) [JD (F&A)]** – JD (F&A) looks after overall functioning of Accounts Division for Account and Financial matters of the Board.
5. **Deputy Director (DD's)** – DDs are primarily entrusted with duties and responsibilities of implementation of Schemes of NHB.
6. **Deputy Director (Information System) [DD (IS)]** – DD (IS) is responsible for work pertaining to computerization of data on various subjects on the website of the Board etc.
7. **Account Officer (AO)** – Account Officer performs the duties of DDO in addition also looking after the accounts & finance matters.
8. **Official Language Officer (OLO)** – OLO is responsible for implementation of Official Language related issues.
9. **Senior Administration Officers (SAOs)** – 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) [TOC]** – To assist DD (IS) in computer related matters.
11. **Jr. Translation Officer (JTO)** – To assist OLO in implementation of Official Language related issues.
12. **Senior Horticulture Officer (SHOs)** – They are responsible to assist their In-charge in implementation of NHB Schemes.
13. **Sr. Accountant (Sas)** – Responsible for cash book maintenance, other accounts books and assist DDO and responsible for compilation/consolidation of Accounts/maintain account and claims etc.
14. **Junior Accountant (Jas)** - Their responsibility is to assist Accounts Officer in day-to-day accounts and finance matters.
15. **Personal Executive (Pes)** – To deal with the work relating to their Division in which they are posted.
16. **Computer Executive (CE)** – To deal with the work relating to their Division in which they are posted.
17. **Lower Division Clerk (LDCs)** – To assist the In-charge to maintain the record of concerned Division, typing work, dispatch/dairy/store work etc.
18. **Hindi Typist (HT)** – Typing work of Hindi Division.
19. **Drivers** – The primary duty of a Staff Car Driver is to safely, punctually, and responsibly operate Official vehicles. They are entrusted with the bonafide transport of government officials, strict adherence to traffic regulations, and the regular upkeep and maintenance of assigned vehicles.
20. **Electrician** – Responsible for maintenance of electric work in the office.
21. **Messenger/Multi- Tasking Staff (MTS)** – They are responsible for movement of files from one section to other and attending visitors.
22. **Mali** – Responsible for upkeep the maintenance of garden of the office complex in NHB, budding grafting etc.