



**PUNJAB PUBLIC SERVICE COMMISSION**  
**REQUISITION FORM**

Annexure – „A“

**JOB DESCRIPTION FOR THE POST**

**i). PRINCIPAL AGRICULTURE OFFICER/DDA(EXT) (BS-19)**

1. To effectively supervise his subordinate officers and field functionaries to ensure effective implementation of the Training schedules.
2. To maintain upto date information of inputs supply and other agricultural statistics of the district.
3. To ensure effective implementation of the Rabi & Kharif Crops production plans given by the Government and see that the lower officers/Field Assistants attain the areas and production targets given in each area.
4. To tour in his jurisdiction regularly and to maintain constant contact with his staff and through them with contact farmers.
5. To prepare details and layout plans of demonstration centres in collaboration with the Adaptive Research Scientist and ensure that the demonstration centres/ plots are properly laid out on the farmer's fields according to the approved scheme.
6. To supervise and guide his staff in all the activities regarding agriculture.
7. To have close liaison with AR Scientist, and have effective control over the ADA/AO in his district for conducting the training programme effectively according to the schedule.
8. To arrange and coordinate the meetings of Agricultural Advisory Committees through which problems of farmers will be solved.
9. To keep close contact and liaison with public representatives. Apprise them of the Agricultural activities and get feed back about their comments and suggestions.
10. To implement Agriculture Laws with regard to ensure the availability of quality agriculture inputs i.e;
  - Agricultural Pesticides Ordinance, 1971 (Amended upto 1997).
  - The Punjab Fertilizers (Control) Order, 1973 (Amended 2004).
  - The Punjab Cotton Control Ordinance, 1966 (Amended 2002)
  - The Punjab Cotton Control Rules (Amended 2001).
11. To act as Pesticides Inspector and Assistant Fertilizer Controller under Agriculture Pesticides Ordinance 1971 and Fertilizer Control Order 1973.

**ii). PRINCIPAL AGRICULTURE OFFICER/DDA (HQ) (BS-19)**

- 1- To prepare Target of Area, Production and Average Yield of all major crops and distribute in the districts for further split up to Tehsil, Markaz and Union Council Level and monitor the field working in the districts regarding achievement of these targets through weekly progress reports.
- 2- To prepare Time Frame of Village Level Farmer Training Programme and obtain weekly reports of these trainings after proper monitoring of the Training Programme.
- 3- To monitor Agriculture Inputs Availability Situation in the market especially Fertilizer and Pesticides through Pesticides Inspectors and Deputy Assistant Controllers of Fertilizer deputed by Agriculture Extension Wing in the Punjab.
- 4- Physical and Operational Activities at Government Agriculture Farms are also checked through continuous hammering for increasing Productivity and Income of the Extension Farms.
- 5- To deal with Assembly business. The replies of assembly question relating to Agriculture Extension and Adaptive Research are prepared in consultation with concerned Officers Desks, Provincial and District Offices.
- 6- Nomination of Officers/Officials are proposed for foreign and local trainings keeping in view their suitability, relevancy and seniority.
- 7- Activities of In-service Agriculture Training Institutes Rahim Yar Khan, Sargodha, Dahgal Rawalpindi and Karor Lal Eason (Layyah) are monitored like Admission in classes, Sport Festivals and other Achievements of the Agriculture Training Institutions.
- 8- The Adaptive Research Activities are monitored through checking demonstrations, laid down Research Trials and their compatibility with ecological conditions of particular area of the Adaptive Research Farms.
- 9- Overall Department activities of Directorate General Agriculture (Extension & AR) Punjab, Lahore.
- 10- Special duties assigned like Flood mitigation campaign and anti-dengue campaign etc.

**iii) PRINCIPAL AGRICULTURE OFFICER/AGRI. ECONOMIST (HQ) (BS-19).**

To assist Director General Agriculture (Ext. & A.R) Punjab, Lahore in performing following duties:-

1. To prepare proposals for new initiatives.
2. To prepare PC-I for various development schemes/projects.
3. To coordinate with all stakeholders for execution/implementation of the project activities.

4. To monitor & evaluate various physical and financial activities of development schemes.
5. To collect, reconcile and submit progress reports of various ADP schemes.
6. To prepare PC-IV and completion reports of the project.
7. To maintain record from Audit point of view.
8. To conduct survey for monitoring the availability of quality inputs.
9. To prepare presentations on progress of various projects for submission to higher ups.

**iv) PRINCIPAL AGRICULTURE OFFICER/ADA(EXT)(BS-19)**

1. To spend at least 12 days in a month in his jurisdiction for supervisory work of AOs and FAs to ensure that they are visiting contact farmers according to the fixed schedule.
2. To ensure that the fortnightly messages given during the training are appropriately communicated to the farmers by the Field Assistants/ Agricultural Officers.
3. To select at least 16 contact farmers of his own from amongst the very advanced and progressive farmers for transfer of latest crop production technology to this group.
4. To monitor supply of inputs or any other problem faced by the growers of his area, through Agricultural Advisory Committee.
5. To ensure that the demonstration centres/ plots are properly laid out, one per union-council each season. The ADA will carry out regular inspection of these plots and shall further see that farmer's gatherings are held at these centres at appropriate time.
6. To implement crop production plans of the Agriculture Department. He shall keep complete statistics and data of all aspects of agriculture in his jurisdiction.

**v). PRINCIPAL AGRICULTURE OFFICER/APO (BS-19)**

1. Review of Literature on Field Crops received from Director Agriculture Coordination (F,T & AR) Punjab, Lahore
2. Provision of quarterly schedule of Radio Broadcasts to Director Agricultural Information, Punjab, Lahore
3. Preparation on Advisory on Cotton, Wheat and Gram crops
4. To assist DGA (Extension & AR) Punjab in conduct of Cotton related meetings and recording minutes of the meeting on Cotton
5. To provide input to DGA (Extension & AR) Punjab for preparation of Crop Situation Reports and Briefs on various Crops
6. Incharge Desk-II (Cotton Desk)
  - Coordination with Cotton Growing Districts in Punjab
  - Coordination with Incharge Desk-I & Desk-III for preparation of Periodical Reports pertaining to Desk-I & Desk-III
  - Preparation of Periodical Reports viz Cotton, Maize, Rabi Fodders and Kharif Fodders
  - Maintaining Meteorological Data (Rainfall, Temperature and Humidity)
7. Coordination with field formations throughout the Punjab for preparation of Crop Damage Report especially Cotton crop
8. Surveys pertaining to Cotton crop
9. Preparation of Cotton Ginning Report
10. Coordination with Pakistan Cotton Ginners of Association (PCGA)
11. Coordination with Director, Cotton Research Institute, Multan and Pakistan Central Cotton Committee (PCCC)
12. Preparation of Cotton Pest Scouting Reports
13. Dealing with file matters pertaining to Development Branch
14. Preparation of Yearly Agriculture Credit Report

**Occasional Tasks and Responsibilities**

1. Special campaigns on productivity enhancement, diversification, intensification, value addition, soil and water improvement, mechanization, environment protection etc.
2. Rescue, relief and rehabilitation operations.
3. Malnutrition, food processing and conservation, food safety etc.
4. Farmer's support services and integrated rural development.