

DUTIES & RESPONSIBILITIES OF TECHNICAL OFFICERS OF SOIL CONSERVATION

Additional Director of Soil Conservation

1. Coordinate and monitor the implementation of all the State, Central and Special sector Soil Conservation Schemes being implemented in the State.
2. Technical Head of Soil Conservation Wing.
3. Exercise administrative, financial and technical powers delegated to him in this regard.
4. Head the committee for issue of technical sanction for all Soil Conservation Schemes as per financial delegation
5. Member of the Committee comprising the Director as Chairman for issuing technical sanction as per financial delegation.
6. Inviting tenders, award of work and execution of agreement for all soil conservation schemes as per financial delegation
7. Plan, organise and coordinate works implemented in the State based on budgetary allocation.
8. Prioritise the works required to be implemented every year under various schemes as per Government policies, utilizing inputs from the Technical Cell of the Soil Conservation wing.
9. Ensure that Governmental directions with regard to scheme implementation are strictly enforced.

Joint Director of Soil Conservation

1. Coordinate the monitoring and implementation of all State, Central and specific Soil Conservation schemes undertaken in the State
2. Exercise administrative, financial and technical powers delegated to the Joint Director of Soil Conservation for implementation of these schemes.
3. Head of the committee for issue of technical sanction for all Soil Conservation Schemes as per the financial delegation
4. Member of the Committee comprising the Additional Director as Chairman for issuing technical sanction as per financial delegation
5. Submit work plan for each year under various schemes and getting them approved for implementation.
6. Inspect the major work sites under his jurisdiction during scrutiny of estimates for verification of correctness of the estimates and give instructions wherever required.
7. Inspect major works of Soil Conservation wing at random and ensure that all quality checks are met during implementation.
8. Conduct and participate in tender committees for issuing of technical sanction for all Soil Conservation Schemes as per rules.

Deputy Director of Soil Conservation (Headquarters)

1. Assist the Additional Director of Soil Conservation in coordinating and monitoring the implementation of all State, Central and Special sector Soil Conservation schemes throughout the State.
2. Exercise administrative, financial and technical powers delegated to him as Deputy Director of Soil Conservation for smooth implementation of these schemes.
3. Ensure that the detailed project reports are scrutinized and sanctioned in time.
4. Head the committee for issue of technical sanction for all Soil Conservation Schemes as per financial delegation
5. Member of the Committee comprising the Joint Director as Chairman for issuing technical sanction for schemes as per financial delegation
6. Inviting tenders, award of work and execution of agreement for all Soil Conservation Schemes as per financial delegation
7. Monitor the quantity and quality of works and give timely and proper corrective measures to remove impediments if any, in their implementation.
8. Undertake technical scrutiny of all proposals received in the Directorate with the help of Technical Cell.
9. Assist the Additional Director of Soil Conservation in tendering of works
10. Conduct field inspections for scrutiny of estimates, monitoring and evaluation of works as per the directions from higher authorities.

District Soil Conservation Officer/Assistant Director of Soil Conservation

- DSCO/ADSC the head of the district level office will be the Drawing and disbursing officer of District Soil Conservation office and controlling officer of Soil Conservation Officers of district. ADSC will be Drawing and Disbursing officer of the project offices and controlling officer of Soil Conservation Officers assigned to the special project.
2. Exercise administrative, financial and technical powers delegated to District Soil Conservation Officer/ Assistant Director of Soil Conservation
 3. Head the committee as Chairman for issue of technical sanction for all

Soil Conservation Schemes as per financial delegation

4. Member of the Committee comprising the Deputy Director as Chairman for issuing technical sanction as per financial delegation at Directorate
5. Inviting tenders, award of work and execution of agreement for all Soil Conservation Schemes as per financial delegation
6. Preparation of watershed inventory and priority list based on technical and socio-economic parameters and directing Soil Conservation Officers for investigation.
7. Verification of investigation report of schemes and prompt submission to directorate.
8. Ensure the project proposals to be realistic, need based and as per prevailing orders and guidelines.

Soil Conservation Officer

Soil Conservation Officer who heads the Soil Conservation Offices in the district, will be the Drawing and Disbursing Officer.

2. Soil Conservation Officer will be member in the committee headed by DSCO/ADSC for issue of Technical Sanction
3. Soil Conservation Officer in special project offices may not be the Drawing and Disbursing officers, but are entrusted with the execution of soil conservation schemes.
4. Exercise administrative, financial and technical powers delegated to Soil Conservation Officer.
5. Investigation and DPR preparation of all projects with assistance of overseer and under the guidance of DSCO/ADSC.
6. Ensuring the project proposals to be realistic, need based, location specific and the treatment plan is in accordance with the guidelines and formats issued for various schemes.
7. Suggesting low cost agronomic and bio engineering measures suited for the project area.
8. Conducting preliminary socio-economic feasibility study of draft DPR.
9. Preparation and submission of DPR with sufficient details required for technical sanction and execution of works as per the prescribed norms in the field

Assistant Engineer

1. Assist the DSCO/ADSC in all technical aspects.
2. Member of Technical sanction committee headed by DSCO/ADSC

3. Verify the project proposals to be realistic, need based, location specific and the treatment plan is in accordance with the guidelines and formats issued for various schemes.
4. Check preliminary estimates, detailed estimates and detailed project reports and ensuring correctness and adequacy for forwarding to technical sanction. Ensure required details are attached in the DPR for technical sanction
5. Verification of the setting out of drainage line works
6. Scrutinise the application form for arable land treatment work and proper recommendation should be issued for ordering the work conforming to the Department norms.
7. Implement schemes as per the direction of higher authority.

DUTIES & RESPONSIBILITIES OF STAFF - SOIL SURVEY

ADDITIONAL DIRECTOR (SOIL SURVEY)

- Technical head of Soil Survey wing.
- Responsible for overall planning, monitoring and evaluation of all soil survey activities in the state.
- Assist the Director in technical and administrative matters of Soil Survey
- Monitoring of Soil Survey programmes implemented in the state
- Technical approval of Soil Survey publications
- Proper supervision and guidance of collaborative research projects with various R&D institutions inside & outside state.
- Technical verification of soil correlation activities in the state.
- Responsible officer/ implementing officer of all Soil Survey schemes

PRINCIPAL SOIL CHEMIST (JOINT DIRECTOR)

- Administrative Head of the Central Soil Analytical Laboratory and soil Museum
- Assist the Additional Director in all technical matters the functioning of Soil Analytical labs and Soil Museum
- Overall supervision of soil analytical work and maintenance of quality of soil analysis in Central Soil Analytical Laboratory
- Overall supervision and management of Soil Museum
- Coordination of activities of soil analytical works and giving guidance to the District officers of Soil Survey on soil analytical interpretations
- Supervise and monitor the soil analytical works and other activities of all the seven labs and mobile Soil testing labs
- Responsible for providing the required laboratory support and services to the District Assistant Directors of Soil Survey

- Responsible for purchase of chemicals, filter paper, glasswares, equipments etc. for the routine functioning of the lab

DEPUTY DIRECTOR (SOIL SURVEY) Head Quarters

- Assist the Additional Director(Soil Survey) in the planning and implementation and monitoring of all Soil Survey programmes and R&D projects in the state
- Verification of LA interpellations, progress reports, inspection reports, conduct of review meetings, handling of consultancy services, external aided projects, R&D projects, special projects, all general files related to Soil Survey
- Overall charge of Soil Informatics & publication Cell & Geomatics lab in the Directorate.
- Assist the Additional Director in publication of Soil Survey maps & reports
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Deputy Director (Soil Survey)

- Assist the Additional Director (Soil Survey) in planning and monitoring of under the Western Ghat Development Scheme.
- Overall charge of all activities handed over to this department consequent to the winding up of Westernghat cell including WGDP and HADA
- Monitoring of progress under MAM, Soil Museum scheme and Laboratories scheme
- Submission of Utilization Certificate and Expenditure Statement for funds received under WGDP
- State public Information Officer

Deputy Director (Soil Survey), Northern region/Southern region

- Function as Administrative head of regional office (Soil Survey(Southern/ Northern region))
- Overall technical and administrative control of the offices of District Assistant Directors (Soil Survey) of the region.
- Function as regional soil correlator
- Co-ordinate the work done by the different district officers in the region
- Verification of technical reports & maps of Soil Survey and its publication
- Check the correctness of soil field mapping as per the approved norms to keep the quality of work to the national standards fixed.
- Give timely direction and guidance to the field parties regarding various field problems and to achieve the targets.
- Supervision of delineation and prioritisation of watersheds selected under various programs.

- Subject matter specialist on soils of that region.
- Conduct of office/field inspections, review meetings of district offices etc

ASSISTANT DIRECTOR (SOIL SURVEY) (Head Quarters)

- Assist the Deputy Director (Soil Survey)/Additional Director (Soil Survey) in the preparation of plan proposals, new schemes, R&D projects etc
- Assist the Deputy Director (Soil Survey)/Additional Director (Soil Survey) in monitoring and evaluation of various soil survey activities.
- Assist the Deputy Director (Soil Survey)/Additional Director (Soil Survey) in the preparation of monthly progress reports of all plan schemes.
- Assist the Deputy Director (Soil Survey)/Additional Director (Soil Survey) in planning of various soil survey activities and administrative matters.
- Preparation of annual performance reports, annual administrative reports, annual reports etc
- Conduct of technical audit and internal audit of all offices of Soil Survey
- Preparation of Annual plans, Action plans, notes for subject committee meeting, supplementary demands for grants for all soil survey plan schemes
- Files related to planning and implementation of all Soil Survey programmes in the state, Government correspondences, LA interpellations, labs (Narrative Progress Reports, NMSA, Minutes of monthly conferences, Inspection reports of District offices and labs, preparation of display materials of soil museum, special projects, spill over activities of WGDP & HADA

ASSISTANT DIRECTOR (SOIL SURVEY)(SI&PC)

- Assist the Deputy Director (Soil Survey)/Additional Director (Soil Survey) in monitoring and evaluation of various soil survey activities.
- Assist the Deputy Director (Soil Survey)/Additional Director (Soil Survey) in planning of various soil survey activities and administrative matters.
- Conduct of technical audit and internal audit of all offices of Soil Survey
- Supervision of the Soil Informatics and Cartographic section of the Directorate
- Preparation of leaflets, pamphlets, brochures in Malayalam.
- Assist the Deputy Director (Soil Survey) in collection and compilation of soil and land resource data.
- Files related to publication of Soil Survey reports, bulletins, charge of CARTOSAT data/scrutiny, supervision of Soil Informatics Centre and Library of Headquarters etc

ASSISTANT DIRECTOR (SOIL SURVEY)(GML)

- Overall supervision of digitization of soil data and quality checking of the digitized data

- Coordinating the activities of digitization of all district office
- Supervision and monitoring of Geomatics lab
- Coordinating the activities of Creation of data bank scheme
- Generation of land use data through interpretation of satellite imageries
- Custodian of digitized soil data of the state

Assistant Director (Soil Survey), District offices

- Function as head of soil survey unit of the district and controlling officer of the staff of district soil survey office.
- Implementing officer of all soil survey programmes and soil health card scheme in the district
- Provide technical support to all soil/ land based development activities under the decentralized planning process.
- Undertake detailed soil survey/reconnaissance soil survey of the panchayats and districts concerned.
- Preparation of soil and land resource report and soil maps
- Function as Subject Matter Specialist on soils in the district
- Undertake special studies as per the directions of the Additional Director (Soil Survey) viz, soil Survey of the problem areas, command areas etc
- Awareness generation on natural recourse management and other extension activities
- Member of the District Planning Committee
- Has to attend the reviews by the District Administration

ASSISTANT DIRECTOR (SOIL SURVEY), BENCH MARK STUDIES

- Identification of Bench Mark Study of soils of the State
- Detailed study of physical, chemical, morphological, micro-morphological characteristics of different soils to arrive at constrains in crop production and work out effective remedial measures
- Preparation of monographs (bulletins) of bench mark soils
- Associate with the Kerala Agricultural University, Centre for Earth Science Studies etc in collaborative research studies on Bench Mark Soils and soil survey interpretation
- Collection of monoliths of Bench Mark Soils of the State
- Ground truth verification as part of Creation of Databank scheme

SENIOR CHEMIST, Regional Soil Analytical laboratories

- Administrative head & Controlling officer of the staff of the Regional Soil Analytical labs & Hi- Tech Soil Analytical Lab
- Assist the Principal Soil Chemist in the technical and administrative matters pertaining to the Soil analytical labs

- Ascertaining the accuracy of the analytical works in labs through frequent checks
- Guide the Research Assistants in routine soil analysis.
- Responsible for maintenance of the equipments & purchase of chemicals, filter paper, glasswares, equipments etc. for the routine functioning of the Regional Soil Analytical laboratories

TECHNICAL ASSISTANT Headquarters

- Assist in preparation of plan proposals to the State Planning Board/new schemes/economic review/progress report/ updating of planspace/review meeting minutes/charge of toposheets
- Preparation of annual performance reports, annual administrative reports, annual reports etc
- Assist in preparation of Annual plans, Action plans, notes for subject committee meeting, supplementary demands for grants for all soil survey plan schemes
- Files related to planning and implementation of all Soil Survey programmes in the state, Government correspondences, LA interpellations, labs (Narrative Progress Reports, NMSA, Minutes of monthly conferences, Inspection reports of District offices and labs, preparation of display materials of soil museum, special projects, spill over activities of WGDP & HADA)
- Assist the concerned superiors in the review of progress reports of the district offices.

TECHNICAL ASSISTANT Headquarters

- Assist the concerned Assistant Director's (Soil Survey)/Deputy Director's (Soil Survey) in the preparation of plan proposals.
- Assist the concerned superiors in the review of progress reports of the district offices.
 - Assist the concerned superiors in the verification and editing of soil survey reports and maps, publication of Soil Survey reports, bulletins, Preparation of leaflets, pamphlets, brochures in Malayalam.
 - Assist the concerned superiors in the soil survey data computerization, consultancy
 - Verification of Soil Survey reports, digitized maps and attribute table, data for Digitization outsourcing etc
 - Charge of Library of Headquarters

SOIL SURVEY OFFICERS

- Undertake detailed soil survey/reconnaissance soil survey or other projects as per approved action plan
- Identification and delineation of watersheds
- Traversing for soil survey, study of the soil profile, auger bore samples, infiltration studies and their special studies.
- Preparation of soil and land resource inventory reports and soil maps.
- Provide technical support to the various agencies in soil and watershed related aspects.
- Conduct of awareness programmes and trainings as part of natural resource conservation
- Implementing Soil Health card scheme

RESEARCH ASSISTANT BMS

- Assist the Assistant Director (Soil Survey) Soil Museum in the routine activities of Soil Museum
- Preparation of progress reports, action plan, plan proposals of Soil Museum
- Conduct of awareness trainings, management of visitors of Soil Museum

RESEARCH ASSISTANT SOIL ANALYTICAL LABORATORIES

- Conduct analysis of soil samples
- Interpretation of analytical results for communication to the user agencies.
- Assist the Principal Soil Chemist/ Senior Chemists in the day today functioning of labs
- Conduct awareness classes for farmers and students

Assistant Engineer

- Preparation of engineering interpretation of soil data for aspects such as disaster management, irrigation, hydrology, drainage etc .
- Assist the Assistant Director (Soil Survey) in management and day today functioning of the Geomatics lab

Cartographer

- Assigning works in Cartographic section, preparation of maps, custodian of cadastral maps, published maps, charge of cartographic equipments, digitization of maps, preparation of digital soil and related maps, equipping the staff of cartographic section in digitization works

FIELD ASSISTANT/FIELD OFFICER(District offices)

- Basic data collection from the area to be surveyed (Panchayat, Municipality, Corporation, KrishiBhavan and other Government and non

Government Institutions in a need based manner and as directed by Soil Survey Officer.)

- Assist Soil Survey Officer in Profile Study and collection of samples and labelling.
- Taking biometric observations from demo plot
- Collection of profile, Surface and micro nutrient samples with the assistance of Lascars as per direction of Soil Survey Officers
- Conducting interviews with Progressive farmers / local residents to obtain details such as agronomic practices of crops, ground water level, location specific problems, etc
- Farmer's data collection and grid based soil sample collection for Soil Health Card Scheme.
- Arrangements for conducting various field level programmes like awareness campaigns, trainings, exhibitions etc.
- Assist Soil Survey officers and Assistant Director in office and field related work
- Pre processing, labelling and sending of Soil Samples to concerned Soil Analytical Laboratories

FIELD ASSISTANT/FIELD OFFICER(labs)

- Assist the Research Assistants in cataloging of soil samples received from various offices
- Record the weight of gravels in samples and record in registers
- Supervise the processing of Soil Samples, packing in bottles and labeling.
- Collection of soil samples from the parcel office with the assistance of lascar / lab Attender
- Assist the Principal Soil Chemist/ Senior Chemist in procuring materials for laboratory use

LAB ASSISTANTS

- Preparation of reagents for routine soil analysis
- Assist Research Assistants in analysis of soil samples
 - Under the supervision of Research Assistants, conduct preliminary analysis as and when directed
- Proper maintenance of lab equipments

SURVEYOR

- Tracing, area calculation, preparation of fair soil maps of panchayats surveyed.
- Mapping of important institutions, landmarks, etc prior to survey
- Digitisation of surveyed maps , area calculation and lay out preparation

- Marking wetlands on cadastral map as per BTR records
- Assist Assistant Director(Soil Survey) /Soil Survey Officers in field activities
- Tracing of cadastral sheets if base maps are not available
- Collection of geo coordinates using GPS for geo referencing of base maps
- Preparation of grid map for soil sample collection
- Assisting the Soil Survey officer in the preparation of maps prior to and consequent to Detailed Soil Survey

Duties of other Staff

Administrative Assistant - Supervision of office , dealing files submitted by junior superintendents of different sections and offer specific remarks. Overall supervision of office.

Senior Superintendent - Drawing and Disbursing Officer of Directorate

Junior Superintendent - Supervision of a section and dealing files submitted by Clerk/Senior Clerk.

Head Clerk - Supervision of a section and dealing files submitted by Clerk/Senior Clerk

Clerk/Senior Clerk - Clerical works of the concerned section.

Confidential Assistant Gr.II - Assist the Director and Additional Directors .

L D Typist - Data entry and Fair copying of official documents

Fair Copy Superintendent - Supervision of Faircopy section including inward and despatch

Clerk/Typist - Data entry and Faircopying of official documents

DriverGr.II(LDV) - Driving Department vehicle

Lab Assistant - Assisting research assistants in Soil analytical laboratories

Lab Attender - Assisting research assistants in Soil analytical laboratories

Field Assistant Gr.II - Assist officers in field work.

Blue Printer - Spiral binding of Soil Survey Reports and folding of cadastral maps and other records.

Last Grade Servants - Assist other staff in routine office works Lascars assist officers in field work.