Directorate of Agriculture
Vikas Bhavan
Thiruvananthapuram
Dated: 03/08/2019

CIRCULAR

Sub: - Agriculture Department – Annual Plan 2019-20- Scheme for Office Automation and IT Infrastructure- Connectivity, e-Office, Procurement of Hardware and cyber Extension components-Working Instructions issued- Reg.

Ref :- 1. G.O (Rt) No.663/2019/AGRI, Dated:18.07.2019
2. Proposal No. EB/4-1/Proposals/2018-19/Pt/30, 31, 32 from Sub Divisional Engineer (Enterprise Business Cell) BSNL, Kerala Circle, Trivandrum-33.

As per reference 1) cited above, Government of Kerala has accorded Administrative Sanction for the Scheme "Office Automation and IT Infrastructure". Implementation of e-Office at Directorate of Agriculture, Establishment of Virtual Class Rooms and Mini Computer Labs, Cyber Extension, Connectivity, Procurement of Hardware, Development of Management Information System and Direct Benefit Transfer are the major components of the scheme. An amount of Rs.430 lakhs under the **Head of Account 2401-00-001-86 (P)** is available for the above components for the year 2019-20.

1. Providing Internet Connectivity

"Providing connectivity to offices of the Department of Agriculture Development and Farmers' Welfare" is one of the major component of the scheme for which an amount of Rs.171.4315 lakhs is set apart under the **Head of Account 2401-00-001-86 (P)** . The objective of the scheme is to provide BSNL connectivity with internet speed of 2 Mbps and above to offices of the Department.

Under this component of the scheme, internet connectivity to offices under the following BSNL plans are available based on field level feasibility

SL No	Type of Plan	Annual Amount	Eligible Offices
1	**Bandwidth Base Plan 5GB Call Un limited Anywhere in India with 5GB/day** (instead of the present plan BBG Combo ULD 675)	Renewal in Existing Land line under **Bandwidth Base Plan 5GB CUL with 5GB/day @** Rs.9753/year	All Offices of Agriculture Department where broadband connection is feasible

2	**BSNL 22 GB Call Un limited Anywhere in India** Base Plan (instead of Special Plan BBG Combo ULD 1199 package)	Rs.17121/- per	Computer Labs, Virtual Class Rooms , Training Centers of Agriculture Department /Offices in High rages/Remote areas where this plan is feasible/ Heavy internet usage required offices having annual expenditure above Rupees 20 Crores in an year₊ including peoples plan project can shift to this plan directly with the approval of PAO based on fund availability at District . **For other offices which require high end connection in Special Agriculture Zones/other offices with special requirement this plan can be implemented based on prior sanction from Directorate when ever sufficient funds are available at District.**
3	WIMAX unlimited Data Plan **BUWI 1980**	Rs.26267/-	In offices and locations where broad band is not feasible.***Since BSNL is terminating WIMAX Services in a Phased manner, Users of this Plan has to shift Broadband/RF Modem Technology based installations/ leased line/fiber optic network etc based on field level feasibility with prior sanction from Directorate . BSNL will credit the balance amount in WIMAX Plan to the new Plan selected by Department at the time of termination of WIMAX services.

In offices where high speed and high volume unlimited connection with faster connectivity up to 22 GB per day and Wifi Modems are required **BSNL 22 GB Call Un limited Anywhere in India** is envisaged in existing land line having broad band plan. In offices where special needs /infrastructural bottlenecks prevent mobile Governance and

multimodal service delivery using broadband, the following need based options – RF Modem Technologies or special leased line or fibre optic cable etc can be selected .In case of Virtual Classrooms /Computer Labs/Training Centres / offices in remote locations where other options are not technically feasible special leased line or fibre optic cable etc are permitted based on sanction from Directorate. *Where ever technically feasible existing WIMAX and WLL connections should be changed to broadband connections.*

Any other Plan except those available in the above list require special sanction from Directorate. Internet charges of Agro Service Centres, Krishi Bhavans, Offices of Assistant Directors of Agriculture, PAO Offices, Training centers of Agriculture Department and other Offices of Agricultural Department are payable from this scheme.

Allotment as detailed below is given to Principal Agricultural Officers under the **Head of Account 2401-00-001-86 (P)** to meet the cost of internet charges of Krishi Bhavans, Offices of Assistant Directors of Agriculture, PAO Offices, Virtual Classrooms, Computer Labs, Training Centers and all other Offices of Agricultural Department under the revised BSNL plans given as Annexure-I for a period of one year from the Scheme "Office Automation and IT Infrastructure".

Sl No	Name of District	Amount Allotted (Rs.in lakhs)
1	Thiruvananthapuram (Including RATTC, Kazhakkuttom)	11.00
2	Kollam	10.00
3	Pathanamthitta	6.00
4	Alappuzha	10.00
5	Kottayam (including Rs.17121/- for RATTC Kozha)	14.00
6	Idukki	6.00
7	Ernakulam (including Rs. 17121/- for RATTC Vyttila)	11.00
8	Thrissur	13.00
9	Palakkad (including Rs. 17121/- for RATTC Malampuzha)	11.00
10	Malappuram	12.00

11	Kozhikode (**including Rs. 17121/- for FTC Kozhikode**)	10.00
12	Wayanad	3.5
13	Kannur	11.00
14	Kasaragod	5.00
15	Head Quarters	2.00
	Total	**135.5**

Features of the Special Plans for the year 2019-20 are attached as **Annexure –I** and the list of Nodal Officers of BSNL is attached as **Annexure-II**

The excess telephone calls made by the officers during past years are likely to be reflected in telephone bills and such excess amounts to be paid by the officers concerned, who are responsible for excess usage. Before renewing the internet charges for 2019-20, Principal Agricultural Officers have to ensure that all excess amount accrued to the internet account due to excess usage of telephone calls are cleared.

Demand note/invoice for internet charges of offices of Agricultural Department are to be collected from District Nodal Officer of BSNL and the amount to be transferred online through BiMS to the Bank Account of Administrative Officer, Cash, BSNL of the District .Online Transfer Details from BiMS to BSNL Account is to be submitted to BSNL Nodal officers in charge of the District for proper credit of amount to the respective plan account approved for Agriculture Department.

DDA (E& T) of the District is directed to prepare a database of all phone numbers internet connections-Broadband /leased line/WIMAX etc. at the time of renewal including all the new connections in their district in consultation with District level Nodal Officers of BSNL and e-mail details to the e-mail:krishidirector@gmail.com. They are also directed to collect complaints regarding the connectivity and to settle them in consultation with the District level BSNL authorities then and there and continuous follow up will have to be made from District level to ensure timely action and efficient working of internet infrastructure.

2. Implementation of e-Office at Directorate of Agriculture

'e-Office' is an integrated solution for the organizational effectiveness of the Department. 'e-Office' is to be implemented so that ICT initiatives will be strengthened and sustained for the benefit of farmers and for effective delivery of services in a more efficient, and transparent manner. e-Office aims to improve productivity, quality, resource management, turn-around time and increase transparency by replacing the old manual process with an electronic file system. This system is to be implemented in Department of Agricultural Development and Farmers' Welfare starting with Directorate.

A key requisite for the implementation of this project is the creation of ICT infrastructure base for the implementation of the Project. In the 1st phase, it is proposed to implement e-office in Directorate of Agriculture which will later be extended to sub-offices. Following financial outlay is sanctioned for establishing e-office infrastructure in Directorate of Agriculture.

Financial Outlay

Sl. No.	Item	Quantity	Rate (Rs.)	Amount (Rs.)
1	Desktop Computers	65	30000-40000	20,90,000
2	15 KVA UPS with Battery for 2 Hours	4	535000	21,40,000
3	High Speed Document Scanner	2	40000	80,000
4	Internal Networking (LAN)			50,000
5	Digital Signature Certificate Cost	50	450	22,500
6	Software application Support-Support Engineer from NIC For 1 Year @ Rs.32000 per month (inclusive of GST)	1	384000	3,84,000
7	Digitization of existing documents - Contract Labour for 12 months @ Rs.19950 per month + Rs.2750 as festival allowance(as per existing rate)	1	242100	2,42,100
8	Training to Officers of the Directorate (at SAMETI/Finance Training Centre, Head office etc)			70,000
9	Hardware maintenance - Contract Labour for 12 months @ Rs.19950 per month + Rs.2750 as festival allowance(as per existing rate)	1	242100	2,42,100
10	Infrastructural works in Training hall of Directorate			1,00,000
11	Miscellaneous & Other Unforeseen expenses			1,79,300
	TOTAL			56,00,000

3. Procurement of Computers, Accessories, Networking & Site Preparation

To strengthen the IT and e-Governance initiatives, availability of latest hardware, computing and networking devices, proper maintenance and up gradation of existing infrastructure etc are needed. Without such support it is not possible to maintain the IT and e-Governance infrastructure of the department for effecting better service delivery for farmers.

The major objective of this component is to provide modern Computers accessories and related infrastructure to various offices of Department of Agriculture Development and Farmers' Welfare to effectively practise e-extension and modern office management.

Sl No	Item	Amount (Rs lakhs)
1	Computer, accessories and networking devices. Core –i3 or above desktop/laptop, UPS, Printer, Network Switch, Cabling/Wiring & Site Preparation: Computer Table, Chairs/ Electrical Works/Cabling, Earthing Networking/Almarah for IT Library etc based on field level requirement @ Rs.15000 per unit	27.5399
	Total	27.5399

For optimum use of hardware, purchase of Laptops instead of Desktops and UPS to be promoted based on the needs of various offices. Procurement of items are to be done through CPRCS/GEM or following Store Purchase Rules. PAO's are directed to submit the requirement of funds to Directorate for the implementation of this component after submitting the hardware requirement report.

4. Cyber Extension

To strengthen the existing facilities and start new Cyber Extension efforts, following activities are proposed during the current year.

1. Up gradation, repair and procurement of accessories and consumables for existing computers based on actual needs.

2. Maintenance of Department website and applications Development, Mobile applications development, expenses related to hosting website, security auditing of various applications of Agriculture Department.

3. Establishment of Cyber Extension Centers in Five Computer Labs of the Department where the internet connectivity and computer training facilities are available. Purchase of books, magazines and other publications related to IT, e-Governance, modern digital extension techniques, social media applications in Agriculture etc for Cyber Extension Centers. Purchase of equipments ,hardware and software for IT and e Governance training infrastructure, Agricultural Knowledge Management and repair and maintenance & AMC of computer Lab items , Extra Connectivity/bandwidth pumping to network for training and special connections for Computer Labs from high speed connectivity providers, Connectivity Account Charges etc

4. Purchase of books, Subscribing Magazines ,CD's, DVDs ,Blue Ray discs Training Materials etc related to IT and e-Governance Projects to extension offices.

5. AMC for IT and Communication Infrastructure at Directorate and Computer Labs/other offices, Software licenses and AMC for virtual Class rooms, Purchase of Software for extension and Security in offices of Agriculture Department.

6. Networking of the present infrastructure at various offices for optimum efficiency and synergy in IT and e-Governance operations.

Sl.No	Components	Amount (Rs. in lakhs)
1	Upgradation, repair and procurement of accessories and consumables for existing computers and Networking Infrastructure, AMC for IT & Communication Infrastructure, software purchase for Extension, Software & internet security in Departmental offices, Site Preparation requirements including Furniture and Air conditioning, Hosting, maintenance, security auditing of Department website and software clusters etc in various offices of Agriculture Department etc in districts, Purchase of books, CDs, Training materials etc related to IT and e- Governance projects, Software licenses and AMC for virtual Class rooms and other training institutes under the department etc.	51.15
	TOTAL	**51.15**

The following amounts are allotted to the Principal Agricultural Officers for Upgradation, repair and procurement of accessories and consumables for existing computers, networking infrastructure, AMC for IT & Communication Infrastructure in Computer labs and other offices of the Department, software purchase for **extension & security in Departmental offices.** Software licenses and AMC for virtual Class rooms, purchase of books, CDs ,Training materials etc related to IT & e- Governance projects in districts under the **Head of Account 2401-00-001-86 (P)**". The amount includes the allotment for all offices under the Department of Agriculture in the district.

Sl.No	Office	Amount (Rs. in lakhs)
1	Principal Agricultural Officer, Thiruvananthapuram	3.00
2	Principal Agricultural Officer, Kollam	3.00
3	Principal Agricultural Officer, Pathanamthitta	3.00
4	Principal Agricultural Officer, Alappuzha	3.00
5	Principal Agricultural Officer, Kottayam	3.00
6	Principal Agricultural Officer, Idukki	2.00
7	Principal Agricultural Officer, Ernakulam	3.50
8	Principal Agricultural Officer, Thrissur	3.00
9	Principal Agricultural Officer, Palakkad	3.50
10	Principal Agricultural Officer, Malappuram	3.50
11	Principal Agricultural Officer, Kozhikode	3.50
12	Principal Agricultural Officer, Wayanad	2.00
13	Principal Agricultural Officer, Kannur	3.50
14	Principal Agricultural Officer, Kasaragod	1.50
	TOTAL	**41.00**

At the time of implementation, the actual requirement of funds may vary depending on the field level requirements. Resumption /re allotment of funds if needed shall be done by Director of Agriculture based on actual field requirements at the time of implementation.

Deputy Director of Agriculture (Extension & Training) of the Districts will be in charge of the implementation of the scheme "Office Automation and IT Infrastructure"at the District Level. At the State Level, Additional Director of Agriculture (Extension) will monitor the implementation of the scheme.

The expenditure in this regard will be met from the budget provision available under the **Head of Account 2401-00-001-86 (P)**

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Sd/-

Director

Department of Agriculture Development & Farmers' Welfare

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For Director of Agriculture (IT)
Deputy Director of Agriculture Development
Directorate of Agriculture Development
and Farmers Welfare Department
Vikas Bhavan, Thiruvananthapuram-695 033

Enclosed:

Annexure - I   BSNL Plans for the year 2019-20
Annexure – II List of Nodal Officers of BSNL

To

All Principal Agricultural Officers and DDA (E&T)'s

You are directed to communicate the circular to all Assistant Directors of Agriculture, Agricultural Offices and Heads of all other offices under your control.