

CIRCULAR

Sub:- Annual Plan 2019-20 - Scheme for Human Resource Development - Human Resources Development Initiatives, Capacity building and training support to field functionaries of the department and farmers- Revised Working Instruction – Reg:

- Ref: 1. Order No. TP (2)12935/2019 dtd 15.05.2019 of Director AD & FWD
2. Order No. TE (1) 18793/19 dtd 28/5/19 of Director AD & FWD
3. Order No. TP (2)12935/2019 dtd 08.08.2019 of Director AD & FWD

Vide reference 1st cited above continuous sanction was received for the scheme with a budget provision of Rs. 258.23151 lakhs with OC – Rs. 243.48145 lakhs, TE – Rs. 14.75006 lakhs. Working instruction was issued accordingly vide reference 2nd cited.

Vide reference 3rd cited above revised continuous administrative sanction was received for a total amount of Rs. 224.75006 lakhs with

OC	-	Rs. 210.00 lakhs
TE	-	Rs. 14.75006 lakhs

TOTAL	-	Rs. 224.75006 lakhs

deducting an amount of Rs. 33.48145 lakh which was proposed to be set apart for the component 'Capacity building in association with NIPHM'.

The details of the continuing components is as furnished below.

Sl No	Particulars	Unit of Appropriation	Rate (Rs)	No. of trainings	Amount (Rs.in Lakhs)
I	HRD Initiatives				
1	Training to officials through training centres of the department	34 OC	53200	117	62.244
2	Training to farmers	34 OC	48700	120	58.44
3	Specialised training programmes, seminars, workshop and meeting, including TA	04 TE-1 Tour TA			14.75006
		OC			14.316

II	Capacity building through national level institutions and MDP at SAMETI	34 OC			75.00
	Total				224.75006

Hence working instruction is revised as given below

The main objectives are as follows:-

1. To impart training to Department officials and farmers at training centers under the Dept. of Agriculture including SAMETI
2. To offer specialized training to officials at institutions both within and outside the state
3. International training for top level PGDPHM students
4. Organizing seminars, workshops etc as part of capacity building measures.
5. Deputation of officers for Post- graduate studies in selected fields of Specialization.

Beneficiaries:

Selected officials and farmers all over the state.

1. Training to officials through the training centre's of the department(79.80 lakhs).

The training centre's under the Department of Agriculture Development And Farmers Welfare are

Sl. No.	Training centre	Area of jurisdiction
1	RATJC, Kazhakuttom, Trivandrum	Trivandrum, Kollam
2	RATTC, Kozha, Kottayam	Kottayam, Idukki
3	RATTC, Vytilla, Ernakulam	Ernakulam, Thrissur
4	RATTC, Malampuzha, Palakkad	Palakkad, Malappuram
5	RATTC, Thaliparambu, Kannur	Kannur, Kasargod
6	FTC, Pandalam, Pathanamthitta	Pathanamthitta, Alappuzha
7	FTC, Vengeri, Kozhikode	Kozhikode, Wayanad

8	RTTC Vellayani, Thiruvananthapuram	State level
9	RBD and TC, Vellayani	State level

Capacity building programs on advanced technologies will be conducted by imparting training to the officials of the department to carryout scientific agricultural development programmes more efficiently. The Kerala Agricultural University and other research centers have developed various improved and new technologies, which have to be disseminated to the field functionaries and farmers through training programmes. Through these programmes, extension personnel would be exposed to new technologies in the field of post-harvest technology, bio-fertilizers, Integrated Pest Management, Integrated Nutrient Management, Agro processing, Value addition, organic farming, nursery techniques, homestead farming, cultivation of medicinal plants, quality control, indoor gardening, production technology of important crops, high tech agriculture, Biogas development etc. The training on specific subject will be conducted in the training centers to which subject matter specialist/ faculties for reputed institutions such as Kerala Agricultural University, Central Government research institution etc .and also of the department will be invited to conduct classes awarding honorarium @ Rs. 400 per hour. The cost of training materials includes pen, writing pad, and printed materials etc., required for the respective training course. The contingent expenses are meant for purchase of stationary preparation of handouts, communication and correspondence, POL, arranging audio visual system, inaugural functions etc. Field visit have also been envisaged in some training programme for which provision has been provided.

An amount of **Rs. 62.244 Lakhs** is set apart for the purpose for conducting 117 **training programme**. The financial allocation for the training having 3 days duration with 30 participants is given below.

Sl. No	Item	Rate	Quantity/Nos.	Amount (Rs.)
1	Training material and stationery	Rs. 150/head	30	4500
2	Honorarium to faculties	Rs. 400/hour	18 hours	7200

3	The allowances for travel expenses	Rs. 200/day	200x30x3	18000
4	Food & refreshment	Rs. 150/head	150x30x3	13500
5	POL and other contingencies including hiring of vehicles as per requirement	Rs. 10000	1	10000
	Total			53200

2. Training to Farmers (Rs 58.44 Lakhs)

The objective is to impart training to farmers regarding adoption of improved modern technologies and techniques in their fields so as to achieve higher production and productivity in agriculture sector. The number of training programmes proposed for the year is **120** and an amount of **Rs.58.44 lakhs** is proposed for this purpose. The expenses for each of the training programme is as given below

Sl. No	Item	Rate	Quantity/ Nos.	Amount (Rs.)
1	Training material and stationery	Rs. 150/head	30	4500
2	Honorarium to faculties	Rs. 400/hour	18 hours	7200
3	Contingencies including travel allowances to farmers	Rs. 150/day	150x3x30	13500
4	Food & refreshment	Rs. 150/head	150x30x3	13500
5	POL and other contingencies including hiring of vehicles as per requirement	Rs. 10000	1	10000
	Total			48700

Selection of farmers

Farmers should be selected not only through Krishi Bhavan but also directly by training centers. A wide publicity through print and electronic media should be given for the selection of farmers to the training programme. Sufficient time should be given to the farmers to enable them to register their names at the training centre for the training.

3. Specialized Training Programmes to Officers (Rs. 29.06606 Lakhs)

Technical officers of the Department shall be deputed to short term training courses in institutions such as Kerala Agricultural University, IIHR Bangalore, MANAGE – Hyderabad, IRMA – Anand and other national institutions to upgrade their technical and managerial competence . Senior technical officers shall be deputed for post graduate courses in Agricultural Extension, Agricultural Economics, Entomology, Plant Pathology, Agronomy and Soil Science in KAU for facilitating the implementation of extension schemes. HRD schemes will be conducted by PD ATMA for convergence at district level.

The course fees, demanded by these institutions, salary and allowances of the officers deputed for post graduate courses will be paid from the provision of the scheme. The officers deputed for post graduate courses should not exceed the age of 45 years and should have a minimum of 10 years continuous service. After the completion of the courses the officers deputed should serve the Department of Agriculture Development and Farmers Welfare for a minimum period of 5 years. A bond in stamp paper should be executed for this

effect before attending the courses. It is also necessary to depute the senior officers to attend workshops, seminars and conferences at national level. The expenditure connected with this item can also be provided from this scheme.

An amount of **Rs. 29.06606 lakhs** is set apart for above component as detailed below.

Sl No	Particulars	Unit of Appropriation	Amount (Rs.in lakhs)
1	Specialized training programmes, post graduate courses, seminars, workshops and meeting etc.	04TE-1Tour TA	14.75006
		34 OC	14.316
	Total		29.06606

4. Capacity building through national level institute and MDP at SAMETI (Rs. 75.00 lakhs)

SAMETI Kerala is spearheading innovation under the provisions of capacity building of extension functionaries in the light of the experience of training programmes conducted in the previous years. Capacity and competence building programmes in tune with the changing times will have to be organized replacing the redundant and ritualistic training building programmes. Global changes in Agriculture will have to be reflected in the capacity building programmes organized by SAMETI. Frontier areas including Agri Business incubation , consultative consortium, supply and value chain management, development and management of niche markets, organic agriculture promotion, fortified food production, monitoring and evaluation tools, impact assessment of capacity and competence development programmes, precision and hi-tech Agriculture, Horticulture, Fisheries, Dairying, Ecological engineering, social engineering including social capital development and group mobilization, micro irrigation, safe food production, urban & peri urban Agriculture, inclusive Agri preneurship development etc have to be given the major thrust. To cater to the above requirements and to make SAMETI a National Centre of Eminence, the following steps shall be taken.

Abstract for the component is given below:

Sl No	Item	Amount (Rs.in Lakhs)
a	Management development Programmes(MDP)	15.00
b	Induction training to newly recruited Agricultural Officers	50.00
c	Collaborative training programmes with national and international institutes	10.00
	Total	75.00

a) Management Development Programmes (MDP) - Rs.15.00 lakhs

Five batches of MDP are proposed for the officers of Agriculture, Animal husbandry and Dairy & Fisheries sector (3 batches for officers of Agriculture Department; one batch each for Animal Husbandry and Dairy Department officers). 30 participants are proposed in

each batch. An amount of Rs.15.00 lakhs is set apart for this purpose. The component wise fund requirement of MDP is as follows:

Sl.no	Item of expenditure	Amount (Rs. in lakhs per batch)	Amount (Rs. In lakhs for 5 batches)
1	Reference material , audio visual aids ,stationary &documentation charges	0.50	2.50
2	Food and light refreshments charges for participants @ Rs. 500/- day for 3 days	0.45	2.25
3	TA and DA for resource persons	0.60	3.00
4	Honorarium of resource persons	0.60	3.00
5	Local hospitality charges for resource persons	0.35	1.75
6	Other contingent charges	0.50	2.50
	Total	3.00	15.00

b) Induction training to newly recruited Agricultural Officers - Rs.50.00 lakhs.

Newly recruited Agricultural Officers are mostly freshers and are not aware about service matters, office management, scheme implementation etc. Since it is a responsible job involving management of people, finance etc an induction training to new recruits will benefit both trainees as well as the department. The training will equip the newly recruited Agricultural Officers to face the challenges in the job and to perform with more confidence. Hence it is proposed to conduct induction training to newly recruited Agricultural Officers in two batches of 30 each. Duration is 1 month for each batch. A total amount of Rs.50.00lakhs is set apart for this component .The financial requirement is as follows:

Sl.no	Item of expenditure	Amount (Rs. in lakhs per batch)	Amount (Rs. In lakhs for 2 batches)
1	Training materials for practicals @ Rs.1000/- per head	0.30	0.60
2	Food @ Rs.400/ head/day	10.80	21.60
3	Accommodation @ Rs. 250/head/day	6.75	13.50

4	Honorarium to faculty* @ Rs. 500/day for 6 persons	2.70	5.40
5	Field visit for practicals including transportation of resource	3.00	6.00
6	Contingency and miscellaneous expenditure	1.00	2.90
	Total	25.00	50.00

A total amount of **Rs.50 Lakh** is set apart under this component.

C) Collaborative training programmes with national and international institutes – Rs 10.00 Lakhs.

Collaborative programmes already organized during previous years with the help of NIELIT, Kozhikode which will be scaled up. Massive Open Online Courses (MOOC) on ICT applications in Agriculture, Dairy, AH& Fisheries will be organized for this period. Post Graduates Diploma Course on ICT applications in Agriculture will also be scaled up. The trust areas will be e-Governance, m-Governance and other IT based applications for the speedy and effective agriculture development. An amount of **Rs.10.00 lakhs** is set apart for this purpose.

Total financial outlay of the scheme

Sl No	Particulars	Unit of Appropriation	Rate (Rs)	No. of trainings	Amount (Rs.in Lakhs)
1	Training to officials through training centres of the department	34 OC	53200	117	62.244
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3	Specialised training programmes, postgraduate courses, seminars, workshop and meetings etc including TA	04 TE-1 Tour TA			14.75006
		OC			14.316
4	Capacity building through national level institutions and MDP at SAMETI	34 OC			75.00
	Total				224.75006

(Rupees Two crores and twenty four lakhs seventy five thousand and six only)

Guidelines for conducting training programmes and for selection and deputation of officers

1. Officers in charge of training center will prepare training calendar based on actual need of the farmers to make farming economical activity.
2. Training programmes should be intimated well in advance to the Principal Agricultural Officers by officers in charge of the training centers. PAO will depute officers in time for each training programme based on the slots allotted to them by the training centre. The list of absentees for the training if any will be reported to Principal Agricultural Officers for taking further necessary action.
3. Competent resource persons who are having experience and expertise in the respective subjects may be invited to handle classes according to the approved panel of resource persons.
4. Detailed course content / syllabus of each training developed at SAMETI is to be made use for the programme.
5. Officers who have not attended similar training programmes should be preferred.
6. Chances must be given to all officers to attend training programmes.
7. Field visit should also be made as a part of the programme. Vehicle can be hired for conducting field visit.

Head of account	Minor heads	Amount earmarked (Rs in lakhs)
2415-01-277-98 (PV)	34 OC	210.00
	04 TE-1 Tour TA	14.75006
Total		224.75006

Physical and financial targets**Rs. In lakhs**

Sl no.	Name of Principal Agricultural Officer	Training to the officials of the department		Training to the farmers		Total
		Phy	Fin	Phy	Fin	
1	PAO, Thiruvananthapuram	17	9.044	16	7.792	16.836
2	PAO, Kottayam	17	9.044	16	7.792	16.836
3	PAO, Ernakulum	17	9.044	16	7.792	16.836
4	PAO, Palakkad	17	9.044	16	7.792	16.836
5	PAO, Kannur	17	9.044	16	7.792	16.836
6	PAO, Pathanamthitta	12	6.384	17	8.279	14.663
7	PAO, Kozhikode	12	6.384	17	8.279	14.663
8	TA, RTTC, Vellayani	8	4.256	6	2.922	7.178
9	Head Quarters					29.06606
10	SAMETI					75
	TOTAL	117	62.244	120	58.44	224.75006

The expenditure will be met from the budget provision of **Rs. 224.75006 lakhs** from current year budget under the head of account 2415-01-277-98 (Plan) subject to the following conditions:

1. All rules formalities and procedures shall be strictly followed for the implementation of the schemes. The norms of financial propriety shall be followed in to.
2. The expenditure would be met only from the provision available under the appropriate head of account
3. The fund release will be based on actual requirement and the fund released should not be parked in banks
4. Store Purchase Rules shall be strictly adhered to for all kinds of purchases
5. Tender /e tender and other stipulated formalities shall be followed where ever necessary

6. Post creation and purchase of vehicles are not admissible under the scheme
7. The Director of Agriculture Development and Farmers Welfare Department / the Director of Soil Survey and soil conservation as the case may be shall monitor the implementation of the schemes and ensure that the implementation is as per the existing procedures, rules and regulations.
8. Since agriculture is season based activity timely implementation of the scheme has to be ensured for preparing and publishing consolidated training schedule in advance.

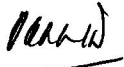
Monthly progress reports regarding conduct of training programmes including number of training programmes conducted, no of participants attended (farmers and officers separately), details of absentees, amount expended etc may be forwarded to this office by the 5th of the succeeding month. Since the government is giving emphasize to women participation and gender budgeting, maximum efforts have to be made to include women beneficiaries in the scheme. The no. of women beneficiaries and the amount utilized for such beneficiaries (Component wise) should be separately shown in the monthly progress report.

Sd/-

**Director
Agriculture Development and
Farmers Welfare Department**

To

Director, SAMETI
All Principal Agricultural Officers
All Project Directors ATMA
The Deputy Director of Agriculture, RATTC Kazhakuttom, Kozha, Vyttila, Malampuzha, and Thaliparamba
The Deputy Directors of Agriculture FTC Pandalam and Vengeri
Deputy Director of Agriculture, IT Cell – for uploading in website
PA to Director of AD&FWD
Technical Assistant, RTT Centre, Vellayani
CA to all Additional Directors of Agriculture.
SW Section
Planning Section / Stock file.


**Additional Director of Agriculture
Directorate of Agriculture
Thiruvananthapuram**