

## Directorate of Agriculture Development and Farmers Welfare

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ADFW/2422/2020-IT2

Dated: 28/06/2022

### CIRCULAR

Sub:- Department of Agriculture Development and Farmers Welfare- Annual Plan 2022-23 – Scheme on Support to Farm Mechanization and Honorarium to Data Entry Operators of NeGP-A in Districts and Blocks – Working Instructions – reg

Ref:-1)GO(Rt)No.193/2022/AGRI Dated 08/03/2022

2) GO(Rt)No.514/2022/AGRI, Dated 13/06/2022 of Agriculture (IFA) Dept

As per order referred 1<sup>st</sup> above, Government have accorded sanction for re-engaging 159 Data Entry Operators for 179 days giving one day break during the year 2022-23. Vide order referred 2<sup>nd</sup> above, Administrative Sanction has been issued by the Government for the Scheme “**Support to Farm Mechanization**” in the head of account **2401-00-113-83 Plan**. Wherein an amount of **Rs.286.00 Lakhs** has been earmarked for the component ‘**Honorarium to Data Entry Operators of NeGP-A**’.

It is directed to re-engage the Data Entry Operators, as ordered in the Government Order referred 1<sup>st</sup> above. They are to be engaged for 179 days from their date of joining. Necessary Bond incorporating the conditions mentioned in the Government Order read 1<sup>st</sup> above, should be obtained from Data Entry Operators at the time of reappointment.

After appointment at District Level PAO's are directed to send the fund requirement for paying honorarium @Rs.21,175/- per month for the period upto September 2022 including past arrears, if any.

**Rs.1,34,67,300 (Rupees One Crore Thirty Four Lakhs Sixty Seven Thousand and Three Hundred only)** is here by allotted to Districts for four months as detailed below for payment of Honorarium to data Entry Operators engaged under NeGP-A **under the Head of Account 2401-00-113-83(Plan)** for the year 2022-23 including past arrears if any.

Sl.No	District	Total No. of DEOs eligible for re-engagement	Amount Alloted (in Rs)
1	Thiruvananthapuram	12	10,16,400
2	Kollam	12	10,16,400
3	Pathanamthitta	8	6,77,600



4	Kottayam	12	10,16,400
5	Alappuzha	13	11,01,100
6	Idukki	9	7,62,300
7	Ernakulam	15	12,70,500
8	Thrissur	17	14,39,900
9	Palakkad	13	11,01,100
10	Malappuram	14	11,85,800
11	Kozhikkode	12	10,16,400
12	Wayanad	3	2,54,100
13	Kannur	12	10,16,400
14	Kasaragod	7	5,92,900
	<b>Total</b>	<b>159</b>	<b>1,34,67,300</b>

Any new appointments in existing or arising vacancies to be initiated only with the sanction from Director of Agriculture. The present service of Data Entry Operators is to be terminated after the expiry of 179 days and Controlling Officers are directed to provide experience and Discharge Certificate in Performa given as Annexure I. The details of work to be undertaken by DEOs is given as Annexure II and controlling Officers should monitor the work on daily basis for the successful implementation of IT and e-Governance Schemes.

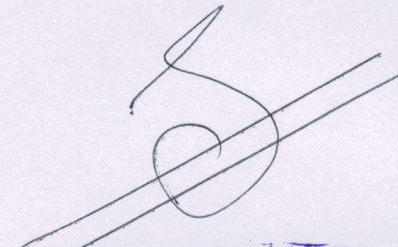
Deputy Director of agriculture (E&T) of the district will be the Nodal Officer for implementation of the scheme in the districts.

Sd/-  
**T.V.SUBHASH IAS**  
**DIRECTOR**

Encl: Annexure 1 – Experience and Discharge Certificate  
Annexure II – Duties of Contract Staff Engaged under NeGP-A

To

- (1) All Additional Directors of Agriculture
- (2) All PAOs
- (3) All ADAs at Block Level
- (4) Planning Section
- (5) Website

  
**Additional Director of Agriculture (Extension)**  
**Directorate of Agriculture**  
**Thiruvananthapuram-33**

For Director of Agriculture.

**Annexure - I**

**EXPERIENCE CERTIFICATE FOR DATA ENTRY OPERATORS ENGAGED  
UNDER NATIONAL E-GOVERNANCE PLAN AGRICULTURE(NeGP-A)**

Name of the Firm : DEPARTMENT OF AGRICULTURE  
(Company/Corporation/Government Department/Co- DEVELOPMENT AND FARMERS  
operative institution etc) WELFARE

Name of Office with full Office address, Pincode

Email Id of Office

Phone Number of Office

Register Number : NA

(SSI Registration or any other Registration Number and  
Date of Registration)

Date of Registration : NA

Authority issued Registration : NA

**CERTIFICATE OF EXPERIENCE**

Issued to .....

This is to certify that the above mentioned person has been working in this institution  
as **Data Entry Operator** on **Rs.21,175/-** (Rupees Twenty One Thousand One Hundred and  
Seventy Five Only) per mensum for a period of ..... from ..... to  
..... on completion of contract period.

Signature

Name and Designation of the Issuing Authority with  
Name of the Institution

Place :

Date :

(Office Seal)

## **DISCHARGE CERTIFICATE**

.....  
.....had been working as **Data Entry Operator** under  
National e-Governance Plan – Agriculture (NeGP-A) Scheme (Joined Duty as  
per Order No. .... Dated .....of the Director of  
Agriculture) in the .....  
from ..... to ..... She/He was drawing **Rs.21,175/-** (Rupees  
Twenty One Thousand One Hundred and Seventy Five Only) as consolidated  
remuneration per month (without allowances) and her/his services have been  
terminated with effect from ..... on account of Completion of Contract  
Period.

Her/his work and conduct were **Very Good**

Signature:

(Designation of Officer and Office Seal)

Date:

## **Annexure - II**

### **Duties of Contract Staff Engaged under NeGP-A** **for IT & e-Governance Activities**

#### **1. State Help Desk Support Assistants (Data Entry Operators) at Directorate**

The DEOs engaged at State level and working at IT Division of the Directorate are given specialized training and have experience as State Help Desk Support assistants for supporting various IT and e-Governance enabled services of the Department. They provide various help desk assistance through emails, telephone and other social media platforms. Various help desk services done by these support assistants are as follows:

- (1) AIMS / SMART
- (2) e-Tender
- (3) m-KISAN
- (4) Karshaka Pension (SEVANA Portal)
- (5) Farmer's Portal
- (6) Soil Health Card Portal
- (7) PM-KISAN Portal
- (8) GeM
- (9) Government e-mail id
- (10) Digital Signature (installation and use)
- (11) E-Office
- (12) Government website
- (13) E-Governance initiatives from time to time

In addition to these software clusters helpdesk is rendering help for Remote Software installation and use in various portals of Central and State Governments for users in 1076 Krishibhavs, 152 blocks and 14 Districts.

#### **2. Data Entry Operators at District and Block Level**

DEOs engaged at district and block level will provide support in data entry and handhold the officials of Agriculture Department in District, Block and Krishibhavs.



They also support various IT and e-Governance enabled services of the department. The services are as follows:

- (1) AIMS / SMART
- (2) m-KISAN
- (3) Karshaka Pension (SEVANA Portal)
- (4) PM-KISAN Portal
- (5) K-Swift
- (6) BiMs
- (7) BAMS
- (8) Sulekha
- (9) Saankhya
- (10) PFMS