



Government of Kerala
Agriculture Development and
Farmers' Welfare Department



Manual of

Agriculture Development and Farmers' Welfare Department



GOVERNMENT OF KERALA

MANUAL
OF
AGRICULTURE DEVELOPMENT AND
FARMERS' WELFARE
DEPARTMENT

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DIRECTORATE OF AGRICULTURE DEVELOPMENT
&
FARMERS' WELFARE,
VIKAS BHAVAN, THIRUVANANTHAPURAM



GOVERNMENT OF KERALA

Manual of Agriculture Development and Farmers' Welfare Department

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MESSAGE

I compliment the Agriculture Development and Farmers' Welfare department in bringing out a Manual for the department. This is very significant and gratifying as this achievement has been made after 100 years of formation of the department. I am sure that the officials of the department will get benefit from this document and find it relevant to their needs.

I would like to compliment the efforts of Dr.Devendra Kumar Singh IAS, former Agricultural Production Commissioner and Dr. Rethan U Kelkar IAS, Secretary to Government (Agriculture) for the timely release of this Manual. I also appreciate Smt. Ishitha Roy IAS, Agricultural Production Commissioner and Dr. K.Vasuki IAS, Director of Agriculture for materializing this work.

I also convey my heartfelt felicitations to all Officials who were associated with the preparation and release of this Manual. I am sure, that the Manual will be circulated among the various Offices of the department.

I convey my best wishes for the successful release of the Manual.

V.S. Sunil Kumar

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PREFACE

As an emerging professional requirement, a manual that can understand the need and regulate practices based on which an organization can operate is becoming critical and of great value. Over and above, the Public Accounts Committee of Kerala Legislative Assembly emphasised the requirement of such a manual for the department and that was a strong motivation to prepare this manual.

This manual is intended to be a dynamic document that provides detailed insights into administrative, legal and technical topics. More specifically, the manual describes administrative, technical and legal aspects to be followed by professionals, officers and other staff in office administration and scheme implementation in a streamlined and accessible way. Several chapters/sections may remain static for long periods whereas some others are likely to be expanded/updated on a regular basis, to include additional information.

It is anticipated that various units of government and local self-government would use the information to guide the officers. If adopted for reference in a regulatory programme viz; in seed production and fertilizer/ insecticide control by an officer, the contents of the manual have the strength of law behind it. No individual section of this manual will contain all the guidance or material necessary to fully assist the officials. Other references or orders from Government that supplement this Manual shall be utilized if appropriate.

The purpose of preparing this document is to provide fundamental and step-by-step process for the guidance of the professionals, officers and staff who are the target users of this Manual.

Dr. K Vasuki, IAS
DIRECTOR OF AGRICULTURE

ACKNOWLEDGMENT

Finally, the Manual of Agriculture Development and Farmers' Welfare Department becomes a reality. I am sure that, this Manual will turn out to be one of the documents referred to by the professionals, officers and other staff engaged in office administration and implementation of schemes of the Department. In this context, I am grateful to all who were associated with the preparation of this manual.

The Manual would not have been feasible without the contributions from the members of the Apex Committee. I am also thankful to all the officials of Technical Committee who were associated with the preparation of the manual.

I would like to place on record the support of Dr. Devendra Kumar Singh IAS, Additional Chief Secretary & Agricultural Production Commissioner, Dr. Rethan Kelkar IAS, Secretary to Government (Agriculture) and Dr. K Vasuki IAS, Director of Agriculture in this regard.

I would also like to acknowledge the expertise and effort of Sri.Sunilkumar R, Deputy Director of Agriculture, Farm Information Bureau, Thiruvananthapuram and his contributions in materializing the Manual.

I would like to appreciate the group leaders in the Technical Committee, viz; Shri. Baiju S Simon, Assistant Director of Agriculture, Shri. A. Noushad, Assistant Director of Agriculture, Shri. S.R.Sreekumar, Accounts Officer and Shri. Joseph T M, Agricultural Officer for their help at different stages of the development of this Manual. I also remember the help rendered by the Agricultural Officers viz; Dr. Soumya V I, Smt. Pamila Vimal Raj, Dr. Anu Rajan S, Smt. Beena M P. Smt.Anuchithra V L, Smt. Abhita G, Senior Clerks viz; Sri. Jipimon J S and Sri. Sreejith.V.K, Sri. Anilkumar S, Technical Assistant to Director of Agriculture and K.G. Manu, Assistant Director of Agriculture during the preparation of the Manual.

I would like to thank for the great support from O/o the Hon'ble Minister for Agriculture, especially from Shri. P.V. Manoj, Private Secretary and Shri. S. Vijayakumar, Additional Private Secretary from the very beginning.

Furthermore, my gratitude goes to Shri. P. Shaji, Senior Finance Officer, Shri, K.P. Purushothaman, Senior Administrative Officer, Smt. Sarada T R, Law Officer, Smt. Josephine K, Joint Secretary (Agriculture), Shri. S Joy, Under Secretary (Agriculture), Smt, Maya P, Section Officer (Agri. PB) and Smt. Suni S, Assistant (Agri. PB), for their support. Also, I would like to thank Dr.P.K.Jayasree IAS, the former Director of Agriculture, who took initiatives in starting the work of Manual. Lastly, I want to thank all Additional Directors of Agriculture and all those who supported throughout the process.

Sheela Panicker P K
Additional Director of Agriculture (Extn.) &
Chairman, Technical Committee

ACRONYMS/ABBREVIATIONS

AA	Agricultural Assistant
AAI	Airport Authority of India
AAO	Assistant Agricultural Officer
ACO	Accounts Officer
ADA	Assistant Director of Agriculture
AE (Agri.)	Assistant Engineer (Agri.)
AEE (Agri.)	Assistant Executive Engineer (Agri.)
AFO	Agricultural Field Officer
AMC	Annual Maintenance Contract
AO	Agricultural Officer
APAO	Assistant Principal Agricultural Officer
ARWM	Agricultural Rural Wholesale Market
ASC	Assistant Soil Chemist
ATMA	Agriculture Technology Management Agency
AUWM	Agricultural Urban Wholesale Market
B & MFC	Biotechnology and Model Floriculture Centre
BAMS	Budget Allocation and Monitoring System
BIMS	Bill Information and Management System
BMS	Budget Monitoring System
BPH	Brown Plant Hopper
CIGs	Commodity Interest Groups
CN	Coconut Nursery
CSPHC	Central Soil and Plant Health Centre
DA	Director of Agriculture

DAC & FW	Department of Agriculture, Cooperation & Farmers' Welfare
DAF	District Agricultural Farm
DDA	Deputy Director of Agriculture
DDO	Drawing & Disbursing Officer
DIAs	Designated Inspection Authorities
DPD (ATMA)	Deputy Project Director (ATMA)
DSTL	District Soil Testing Laboratory
DUS	Distinctiveness, Uniformity and Stability
EE (Agri.)	Executive Engineer (Agri.)
FCO	Fertilizer Control Order
FIB	Farm Information Bureau
FQCL	Fertilizer Quality Control Laboratory
FTC	Farmers Training Centre
GAP	Good Agricultural Practices
GOI	Government of India
GOK	Government of Kerala
ICAR	Indian Council of Agricultural Research
ICT	Information and Communication Technologies
IPAB	Intellectual Property Appellate Board
IPRs	Intellectual Property Rights
JDA	Joint Director of Agriculture
KCPM	Kerala Centre for Pest Management
KSSDA	Kerala State Seed Development Authority
LEADS	Lead Farmer centered Extension Advisory and Delivery Services
LO	Law Officer
LSGD	Local Self-Government Department

MSTL	Mobile Soil Testing Laboratory
MTA	Monthly Technology Advisory
MYD	Malayan Yellow Dwarf
NABARD	National Bank for Agriculture and Rural Development
NBAIR	National Bureau of Agricultural Insect Resources
NBPGR	National Bureau of Plant Genetic Resources
NPV	Nuclear Polyhedrosis Virus
NSC	National Seeds Corporation
OGL	Open General License
PAO	Principal Agricultural Officer
PBS	Parasite Breeding Station
PEQ	Post-Entry Quarantine
PIO	Principal Information Officer
PPA	Plant Protection Advisor
PPO	Plant Protection Officer
PPV & FR	Protection of Plant Varieties and Farmers' Rights
PQS	Plant Quarantine Stations
PVPAT	Plant Varieties Protection Appellate Tribunal
RATTC	Regional Agricultural Technology Training Centre
RBD & TC	Regional Biogas Development & Training Centre
RPEQ	Regional Plant Quarantine Station
RTC	Report of Transfer of Charge
RTTC	Research Testing and Training Centre
SA	Scientific Assistant
SAE	State Agricultural Engineer

SAGL	State Agmark Grading Laboratories
SAMETI	State Agricultural Management and Extension Training Institute
SAO	Senior Administrative Officer
SBCL	State Bio-Control Laboratory
SFO	Senior Finance Officer
SMART	System for Monitoring Agricultural Relief Transaction
SPARK	Service and Payroll Administrative Repository for Kerala
SPTL	State Pesticide Testing Laboratory
SREP	Strategic Research Extension Plan
SSF	State Seed Farm
TA	Technical Assistant
UPOV	International Union for the Protection of New Varieties of Plants
WTO	World Trade Organization

OVERVIEW

Over the past 100 years, the Agriculture Development and Farmers' Welfare Department, formerly Department of Agriculture, has made sincere efforts to move towards sustainable development in the field of agricultural development through the adoption of multi-pronged approaches.

It is the intent of this manual to provide “hands on” assistance to those who are responsible for scheme implementation and office administration. The Manual provides guidance on the management processes required for this. These processes include duties and responsibilities, management procedures, delegation of powers, finance management including fund allocation, asset management, etc. The primary focus of this manual is the integration of all these processes.

The department has to fulfil and balance several responsibilities with respect to assessment, planning and management. Through the application of the processes identified in this manual, these responsibilities will be addressed.

This manual identifies and defines common procedures/guidelines to achieve efficiency among employees of the department. The manual aims to ensure that all officers will follow uniform procedure in accordance with Governmental/departmental norms/procedure. By establishing and implementing measures, minimum criteria and technical requirements, the department aims to manage public expectations and produce high quality consistent outcomes. These instructions also enable employees to achieve the organizational objectives in a meaningful and efficient manner.

The Manual content shall be reviewed / updated as required, to reflect any changes due to legislation, government/departmental policy, etc., that impacts manual content.

Chapter I

ORGANIZATION AND CONSTITUTION OF THE DEPARTMENT

Section 1: Definitions

1.1. Definitions

AGMARK: It is a certification mark employed on agricultural products in India, assuring that they conform to a set of standards approved by the Directorate of Marketing and Inspection, an agency of the Government of India. The term AGMARK was coined by joining the words 'Ag' to mean agriculture and 'mark'.

Agriculture: Agriculture is the art and science of growing plants and other crops and raising animals for food, other human needs, or economic gain."

Biofertilizer: Biofertilizer is a substance which contains living micro-organisms which when applied to seeds, plant surfaces or soil colonize the rhizosphere and promotes growth by increasing the supply or availability of primary nutrients to the host plants.

Certified seed: Certified seed shall be the progeny of registered or foundation seed that is so handled as to maintain genetic identity and purity according to standards specified for the particular crop being certified.

Department: Department means the Department of Agriculture Development and Farmers' Welfare.

Director of Agriculture: It means the Director of the Department of Agriculture Development and Farmers' Welfare.

Directorate means the Office of the Director of Agriculture. The directorate is the state level unit of the Department of Agriculture Development and Farmers' Welfare.

Emasculation is the process of removal of male flowers from the female parental coconut palm to promote artificial hybridization.

Enforcement is the act of compelling, observance of or compliance with a law.

Government: Government means the Government of Kerala.

Information and Communication Technologies: Information and Communication Technologies (ICT) refers to technologies that provide access to information through telecommunications. It focuses primarily on communication technologies and includes the internet, wireless networks, cell phones, etc.

Profession: Profession means agriculture profession.

Seed Replacement Ratio (SRR): Seed Replacement Ratio is a measure of how much of the total cropped area was sown with certified seeds in comparison to farm saved seeds.

Sustainable Agriculture: Sustainable Agriculture is farming ecologically by promoting methods and practices that are economically viable, environmentally sound and protect public health.

Transgenic plants: Transgenic plants are plants into which one or more genes from another species have been introduced into the genome, using genetic engineering processes.

Chapter I

ORGANIZATION AND CONSTITUTION OF THE DEPARTMENT

Section 2: Introduction

The State has witnessed a remarkable transformation in the agricultural sector since its formation. The implementation of Land Reforms Act in 1963 became the knell of feudalism and it became the landmark in Kerala's agricultural sector and a stepping-stone for further reforms in this field. Cash crops like coconut, rubber, tea, coffee, pepper, cardamom, arecanut, ginger, nutmeg, cinnamon etc. and food crops paddy, vegetables, tapioca, other tubers, etc. give the agricultural sector of Kerala a distinct flavour. The agro climatic conditions in Kerala suit the cultivation of a variety of seasonal and perennial crops.

The Department of Agriculture Development and Farmers' Welfare formerly Department of Agriculture being one of the prominent developmental departments is continuously engaged in the service of the farming community. The improved technical know-how and research results/technologies emanating from various sources are being implemented to obtain increased production by adoption of improved technologies. The department is mainly committed to the agricultural extension, development and implementation of schemes/ programmes to increase the production of food crops and cash crops in the state.

1.2.1. History of the department

The department started functioning/formed during the reign of H.H. Shree Moolam Thirunal, then Maharaja of Travancore on 27th May 1908. Dr. N. Kunjanpillai, was appointed as the first Director of Agriculture. The agriculture demonstration farms in Trivandrum and Kollam and Animal Husbandry

sector were under his supervision. Later more farms, laboratories and cattle breeding stations were established. At that time, the Department of Agriculture was functioning as a part of Land Revenue Department. In 1924, the staff pattern of one Agriculture Inspector and two Field Assistants in every taluk and one officer at district level were implemented.

During 1956, when Kerala State was formed uniting Thirukochi and Malabar regions, Shri. C. Achutha Menon, then Finance Minister was holding charge of Agriculture also and the renowned agriculture technocrat, Shri. P. D. Nair became the first Director of Agriculture for Kerala State. The College of Agriculture, Vellayani started functioning in 1955 and continued under the Agricultural department till 1972.

Consequent on the formation of 144 N.E.S. blocks in 1962, the activities of agriculture department were carried out as a part of the Block Development Offices and one Agricultural Development Officer was appointed in each block. The Ela Development Offices for rice development, Coconut Package Units for coconut development, Pepper Package Units for spice development, etc., came into existence during 1970s under the control of District Agricultural Officers and later the District Agricultural Office was renamed as Principal Agriculture Offices.

In 1977, Special Agricultural Development Units (SADU) for the implementation of Kerala Agricultural Development Project (KADP) were established. Under this, unit level activities were carried out by one Junior Agricultural Officer and two Agricultural Demonstrators.

In 1981, Sub Divisional Agriculture Offices headed by Sub Divisional Agricultural Officer in the cadre of Deputy Director of Agriculture and assisted by Subject Matter Specialists (SMS) in the cadre of Assistant Director of Agriculture were established as part of Kerala Agricultural Extension Project (KAEP), aiming at agricultural development and extension activities through Training & Visit (T&V) system.

The department of agriculture was reorganized with Krishi Bhavans in all Panchayats/ Municipalities/ Municipal Corporations as the base level units for

agricultural extension and development with proper administrative and technical support at sub divisional, district and state levels with effect from 1st September 1987 as per the GO (Ms.) No. 188/87/AD, Dt.17/08/1987. The Krishi Bhavans were established with the prime objective of maximising the production and productivity by ensuring the timely availability of production inputs and integrated services at grassroots level. In the reorganised set up, the Sub Divisional Agriculture Offices assumed the responsibility for guiding and supervising all the Krishi Bhavans in each subdivision. Accordingly, each Subject Matter Specialist (SMS) in the cadre of Assistant Director of Agriculture in subdivision was put in charge of all the Krishi Bhavans within the jurisdiction of one block area over and above the duties and responsibilities as SMS under Kerala Agricultural Extension Project in the subdivisions.

In 1988, the Government have ordered further administrative arrangement for the efficient functioning of the department as per the GO (Ms.) No.3/88/AD, Dtd.07/01/1988. Accordingly, the Assistant Directors of Agriculture (SMS) were taken out of the Sub Divisional Agriculture Offices and accommodated within their area of operation (block) itself and thus the O/o Assistant Director of Agriculture were formed in each block.

In 1989, the non-gazetted Agricultural Officers in Krishi Bhavans were authorised for drawing and disbursing the bills in respect of their pay, allowances and GPF advances including those of their subordinates in their establishments as per GO (Rt.) No.173/89/Fin, Dtd.11/01/1989.

Later, the Sub Divisional Agriculture Offices were discontinued since 1994 and the Sub Divisional Agricultural Officers in the cadre of Deputy Director of Agriculture were deployed and attached to district level Principal Agriculture Offices. At present, the department have a Directorate at state level, Principal Agriculture Offices in all districts, O/o Assistant Directors of Agriculture in all blocks and Krishi Bhavans in all Panchayats/ Municipalities/ Municipal Corporations. In order to carry out/ provide some specific services to the farming community, certain other

institutions are also functioning under the department, which include Farm Information Bureau, Kerala Centre for Pest Management, O/o the Assistant Executive Engineer, State Pesticide Testing Laboratory, Fertilizer Quality Control Laboratories, Soil Testing Laboratories, Agricultural Whole sale Markets, etc.

In 2016, the Department of Agriculture was renamed as Agriculture Development and Farmers' Welfare Department vide order GO (Ms.) No. 22/2016/Agri. Dt.23-01-2016.

1.2.2. Vision

Attain self-sufficiency in agricultural production through enhanced agricultural productivity of crops so as to make agriculture a sustainable and viable vocation providing livelihood support.

1.2.3. Mission

To safeguard the interest of farmers, ensure food and nutritional security and support Kerala's agricultural economy by enhancing agricultural production and productivity through transfer of technology and successful implementation of various schemes/programmes.

1.2.4. Functions

1. Impart knowledge about latest agricultural technologies and information to the farmers through agricultural extension
2. Achieve growth in agriculture sector by successful implementation of State/Central/Local Self-Government schemes and by local level farm plans
3. Protect farmers from risk through risk management cover including various relief measures
4. Create awareness about departmental schemes, agriculture activities, events new initiatives, etc. by publishing information materials like leaflets, booklets brochures, posters, etc and through various print and visual media

5. Facilitate social security support to farmers through welfare schemes
6. Ensure the timely supply of quality of various agricultural inputs by enforcing various Acts
7. Production distribution of quality planting materials including vegetable/paddy seeds, etc.
8. Ensure marketing support/facilities for farmers and facilitate market intervention and value addition
9. Training to farmers and promotion of agricultural mechanization
10. Arrange credit facilities for crop development
11. Conserve and protect the agricultural and natural resources by promoting environmentally safe agricultural practices

Chapter I

ORGANIZATION AND CONSTITUTION OF THE DEPARTMENT

Section 3: Composition and Constitution

According to the provisions of the Constitution of India, as agriculture happen to be the subject of State List, various agricultural institutions/offices are constituted and organized at the State level. The officials of the department shall be liable for posting to any institutions/offices of the department in the State, including any of its specialized institutions. The composition and constitution of the department as following;

Agriculture Development and Farmers' Welfare department shall consist of officials in various cadre and organizations/offices as determined by the State Government through general or special orders. The direct recruitments to non-Gazetted and Gazetted posts are made through Public Service Commission. The pay, allowances, service and working conditions of officials are prescribed by rules, from time to time and commensurate with the arduous nature of their duties. The officials shall at all times remain accountable to the law and responsive to the needs of the farmers and shall observe codes of ethical conduct and integrity, as prescribed.

1.3.1. Organizational setup of the department

1.3.1.1. State Level

The Directorate of Agriculture Development and Farmers' Welfare is the State headquarters and apex institution of the department and is headed by the Director of Agriculture at State level. In order to discharge all the functions efficiently and smoothly, in Directorate, there are various wings headed by Additional Directors of Agriculture/ Senior Administrative Officer/ Senior Finance Officer/ State

Agricultural Engineer and under each wing, there are supporting technical/ministerial staff. A Special Vigilance Cell is also functioning under Director of Agriculture which include a Vigilance Officer (Agri.) and a Vigilance Officer (Fin.) with supporting staff. In addition to above, a Law Officer, to provide opinion in legal matters is also there at Directorate.

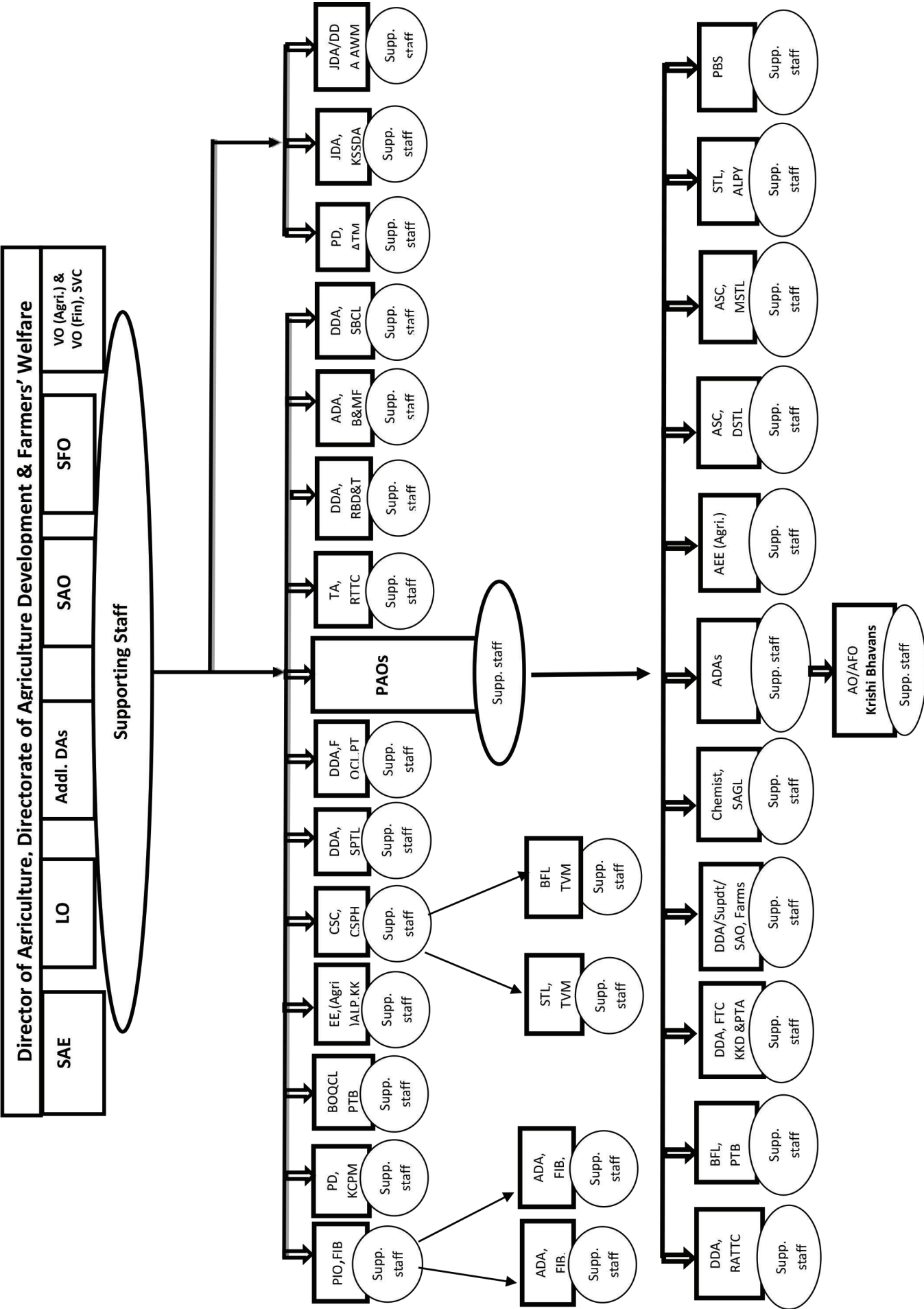
The institutions/ offices directly reporting to Director of Agriculture include Principal Agriculture Offices in all the districts, Farm Information Bureau (FIB), Kerala Centre for Pest Management (KCPM), Mancombu, O/o Executive Engineer (Agri.), Alappuzha & Kozhikode, State Bio-Control Laboratory (SBCL), Mannuthy, Central Soil and Plant Health Centre (CSPHC), Parottukonam, State Pesticide Testing Laboratory (SPTL), Parottukonam, Fertilizer Quality Control Laboratory (FQCL), Parottukonam & Pattambi, Research Testing and Training Centre (RTTC), Vellayani, Regional Biogas Development & Training Centre (RBD &TC), Vellayani, Bio-technology and Model Floriculture Centre, Kazhakuttom (B & FMC), Thiruvananthapuram and Biofertilizer and Organic Manure Quality Control Laboratory (BOQCL), Pattambi. The Kerala State Seed Development Authority (KSSDA), Thrissur, Agricultural Whole Sale Markets and Agriculture Technology Management Agency (ATMA) in districts are the other institutions under the Director of Agriculture. The details of above mentioned offices are explained separately under section 7 and 8 of Chapter I.

1.3.1.2. District level

With respect to Directorate of Agriculture Development and Farmers' Welfare, district level administrative unit is Principal Agriculture Office headed by Principal Agricultural Officer in the cadre of Joint Director of Agriculture. The Principal Agriculture Offices are functioning in all the districts and are reporting to Director of Agriculture.

The institutions/offices under the administrative and technical control of the Principal Agriculture Offices in the district include, Regional Agricultural

Organizational Chart of the Department



Technology and Training Centre (RATTC), O/o the Assistant Directors of Agriculture in all blocks, Farmers' Training Centres (FTCs), O/o Assistant Executive Engineer (Agri.), Departmental Farms, District Soil Testing Laboratories (DSTLs), Mobile Soil Testing Laboratories (MSTLs), State Agmark Grading Laboratories (SAGLs) and Parasite Breeding Stations (PBSs). It may be noted that, among the above mentioned offices under the control of Principal Agriculture Offices, only some are present in all the districts. The details of offices functioning under each Principal Agriculture Offices are explained separately under section 6 – District level administration of Chapter I.

1.3.1.3. Block Level

Even though there are several institutions/ offices under the direct control of Principal Agriculture Offices, O/o the Assistant Directors of Agriculture are functioning at Block level.

1.3.1.4. Panchayat//Municipality/ Municipal Corporation level

At Panchayat//Municipality/ Municipal Corporation level, the Krishi Bhavans are functioning as grass root level extension and development units, under each block level O/o the Assistant Director of Agriculture. The organizational chart of the department is available in page number 11.

1.3.2. Officials and staff in the department

The officials and staff in the department are grouped as gazetted officers, non-gazetted officers and officers including gazetted and non-gazetted officers from other department.

1.3.2.1 List of sanctioned posts in the department (Gazetted & Non - gazetted posts)

<u>A. GAZETTED POST</u>			
1	Director of Agriculture		1
2	Additional Director of Agriculture & Equated posts		9

	<u>Joint Director of Agriculture & Equated Posts</u>		40
3	<i>Joint Director of Agriculture</i>	8	
4	<i>Principal Agricultural Officer</i>	14	
5	<i>Principal Information Officer</i>	1	
6	<i>Project Director, Kerala Centre for Pest Management</i>	1	
7	<i>Secretary, AUWM, Maradu & Vengeri</i>	2	
8	<i>Project Director (ATMA)</i>	14	
	<i>Total</i>	40	
	<u>Deputy Director of Agriculture & Equated Posts</u>		123
9	<i>Deputy Director of Agriculture</i>	107	
10	<i>Plant Protection Officer</i>	1	
11	<i>Chief Soil Chemist</i>	1	
12	<i>Secretary, ARWM Nedumangad, Moovattupuzha & Sulthan Betheri</i>	3	
13	<i>Deputy Director, SAMETI</i>	4	
14	<i>Deputy Project Director(ATMA) - in the cadre of Deputy Director of Agriculture</i>	7	
	<i>Total</i>	123	
	<u>Assistant Director of Agriculture & Equated Posts</u>		366
15	<i>Assistant Director of Agriculture</i>	204	
16	<i>Assistant Principal Agricultural Officer</i>	14	
17	<i>Senior Agricultural Officer</i>	74	
18	<i>Technical Assistant (in the cadre of Senior Agricultural Officer)</i>	22	
19	<i>Farm Superintendent/Research Officer</i>	14	
20	<i>Cashew Development Officer</i>	1	
21	<i>Banana Development Officer</i>	1	
22	<i>Editor Cum Press Relations Officer (ECPRO)</i>	1	
23	<i>Assistant Secretaries in ARUM &ARWM</i>	6	
24	<i>Public Relations Officer</i>	1	
25	<i>Deputy Project Director (ATMA) - in the cadre of Assistant Director of Agriculture</i>	5	
		343	
34	<i>Assistant Soil Chemist</i>	23	
	<i>Total</i>	366	

	<u>Agricultural Officer & Equated Posts</u>		1098
35	<i>Agricultural Officer/Assistant Editor/Seed Development Officer</i>	1091	
36	<i>Technical Assistant (in cadre of Agricultural Officer in Directorate)</i>	7	
	Total	1098	
37	State Agricultural Engineer		1
38	Executive Engineer (Agri.)		2
39	Assistant Executive Engineer (Agri.)		18
40	Assistant Engineer (Agri.)		27
41	Accounts Officer		20
42	Administrative Assistant		16
	<u>Senior Superintendent and Equated post</u>		29
43	<i>Senior Superintendent</i>	14	
44	<i>Accountant, ATMA</i>	15	
	Total	29	
	<u>Agricultural Field Officer</u>		47
45	<i>Agricultural Field Officer (H G)</i>	11	
46	<i>Agricultural Field Officer</i>	36	
	Total	47	
47	Confidential Assistant (Sel. Gr.)		11
48	Head Draftsman (Civil)		2
49	Labour Welfare Officer		1
50	Personal Assistant		1
51	Scientific Assistant (Sr. Gr.)		15
52	Videographer		1
<u>B. NON GAZETTED POST</u>			
	<u>Assistant Agricultural Officer / Agricultural Assistant / Village Level Worker/Technical Assistant in PBS</u>		3072
1	Assistant Agricultural Officer	614	
2	Agricultural Assistant (Gr. I)	921	
3	Agricultural Assistant (Gr. II)	1537	
4	AC Mechanic (on contract basis)		3
5	Artist		2
6	Assistant Operator		1
7	Attender		11
	<u>Binder</u>		6
8	<i>Binder (Gr. I)</i>	3	
9	<i>Binder (Gr. II)</i>	3	
10	Binder Helper		4

11	Blacksmith		1
	<u>Boat Driver</u>		5
12	<i>Boat Driver (Gr. I)</i>	2	
13	<i>Boat Driver (Gr. II)</i>	3	
14	Boat Shrank		2
15	Borer		1
16	Carpenter		1
17	Cinema Operator		3
	<u>Cleaner</u>		24
18	<i>Cleaner (Gr. I)</i>	8	
19	<i>Cleaner (Gr. II)</i>	16	
	<u>Clerks</u>		1075
20	<i>Clerk</i>	538	
21	<i>Senior Clerk</i>	537	
22	Clerk-Cum-Typist		8
23	Compositor		1
	<u>Confidential Assistant</u>		33
24	<i>Confidential Assistant (Gr. II)</i>	11	
25	<i>Confidential Assistant (Gr. I)</i>	11	
26	<i>Confidential Assistant (Sr. Gr.)</i>	11	
27	Daffedar		1
	<u>Draftsman / Overseer</u>		33
28	<i>Draftsman (Gr I) / Overseer (Gr. I)</i>	11	
29	<i>Draftsman (Gr II) / Overseer (Gr. II) / Draftsman (Gr.II) (Mech.)</i>	22	
	<u>Driver</u>		155
30	<i>Driver (Sl. Gr.)</i>	5	
31	<i>Driver (Sr. Gr.)</i>	50	
32	<i>Driver (Gr. I)</i>	50	
33	<i>Driver (Gr. II)</i>	50	
34	Driver-cum-Operator		5
35	Duplicating Operator		53
36	Electrician		12
37	Fair Copy Superintendent		11
38	Field Supervisor		3
39	Film Librarian (On Contract)		1
40	Fitter		11
41	Foreman		14
42	Gardener-cum-Cleaner		12
43	Head Clerk		33

44	Junior Superintendent		134
45	Lab Assistant		13
46	Lab Attender		49
47	Lab Keeper		2
48	Lascar		7
	<u>Lorry Cleaner</u>		5
49	<i>Lorry Cleaner (Gr. II)</i>	2	
50	<i>Lorry Cleaner (Gr. I)</i>	3	
51	Mechanic		120
52	Machinist		1
53	Offset Operator		1
54	Oil Engine Driver		8
55	Part Time Sweeper		290
	<u>Office Attendant</u>		293
56	<i>Office Attendant (Gr. II)</i>	196	
57	<i>Office Attendant (Gr. I)</i>	97	
58	Regular Mazdoor		2
59	Permanent Servant (Abolished)		27
60	Pharmacist		1
61	Photo Artist		3
62	Photographer		2
	<u>Scientific Assistant</u>		46
63	<i>Scientific Assistant (Gr. II)</i>	31	
64	<i>Scientific Assistant (Gr. I)</i>	15	
65	Senior Mechanic		11
66	Skilled Assistant		2
67	Store-in-charge		10
68	Tissue culture Technician (on contract)		13
	<u>Tractor Cleaner</u>		44
69	<i>Tractor Cleaner (Gr. II)</i>	29	
70	<i>Tractor Cleaner (Gr. I)</i>	15	
	<u>Tractor Driver</u>		72
71	<i>Tractor Driver (Gr. II)</i>	36	
72	<i>Tractor Driver (Gr. I)</i>	36	
73	Turner		1
	<u>Typist & Equated Posts</u>		179
74	<i>Typist (Sel. Gr.)</i>	59	
75	<i>U D Typist</i>	60	

76	<i>L D Typist</i>	60	
	<u>Watchman</u>		137
77	<i>Watchman (Gr. II)</i>	91	
78	<i>Watchman (Gr. I)</i>	46	
79	Welder		11
80	Work Superintendent		45
81	Workshop Attender		1

POST HELD BY SECRETARIATE STAFF (GAZETTED)

1	Senior Administrative Officer		1
2	Senior Finance Officer		1
3	Vigilance Officer (Finance)		1
4	Law Officer		1
5	Accounts Officer (FIB)		1

<u>POSTS HELD BY ANIMALHUSBANDARY DEPARTMENT STAFF (GAZETTED & NON GAZETTED)</u>			
1	Campaign Officer		1
2	Editor (Farm News)		1
3	Information Officer		1
4	Deputy Director, SAMETI		2
5	Deputy Project Director, ATMA (in the cadre of Deputy Director)		4
6	Deputy Project Director, ATMA (in the cadre of Assistant Director)		5
7	Chief Operator		1
8	Confidential Assistant		1
9	Typist		1
10	Carpenter		1
11	Office Attendant		1
12	Attender		1

POST HELD BY DIARY DEPARTMENT STAFF

1	Publication Officer		1
2	Deputy Director, SAMETI		1
3	Deputy Project Director, ATMA (in the cadre of Deputy Director)		2
4	Deputy Project Director, ATMA (in the cadre of Assistant Director)		2

POSTS HELD BY FISHERIES DEPARTMENT STAFF (GAZETTED)

1	Deputy Director, SAMETI		1
2	Deputy Project Director, ATMA (in the cadre of Deputy Director)		1
3	Deputy Project Director, ATMA (in the cadre of Assistant Director)		2

**POSTS HELD BY ECONOMICS & STATISTICS DEPARTMENT STAFF
(GAZETTED & NON GAZETTED)**

1	Deputy Director (Statistics)		1
2	Assistant Director (Statistics)		1
3	Statistical Officer		1
4	Research Officer		1
5	Research Assistant		15
6	Statistical Assistant (Gr. I)		14
7	Statistical Assistant (Gr. II)		11

1.3.2.2. List of cadre posts in other agencies/departments

Sl. No.	Cadre	Designation in other department/agency
1	Deputy Director of Agriculture	Deputy Director of Agriculture, Kole Development Authority, Thrissur
		Deputy Director of Agriculture, International Research and Training centre for Below Sea Level Farming (IRTCBSF), Thottappally, Alappuzha
2	Senior Agricultural Officer	Senior Agricultural Officer, Goat farm, Attapady, Palakkad
		Senior Agricultural Officer, Chengeri Extension Unit, Wayanad
		Curator, Malampuzha Gardens, Palakkad
		Senior Agricultural Officer, District Livestock Farm, Kudappanakunnu, Thiruvanthapuram
		Technical Assistant Kari Land Department Authority Purakkad, Alappuzha
		Senior Agricultural Officer, Buffalo Breeding Station, Kuriyothumala, Kollam district
3	Agricultural Officer	Agricultural Officer, Jersey Farm, Vithura, Thiruvanthapuram
		Agricultural Officer, Chettachal, Thiruvanthapuram
		Agricultural Officer, Open Jail, Nettukaltheri, Thiruvanthapuram
4	Assistant Agricultural Officer/Agricultural Assistant	Garden Supervisor, Secretariat, Thiruvanthapuram

1.3.2.3 List of posts and its equated posts

Sl No.	Cadre	Designations
1	Additional Director of Agriculture	<p>All officers with the designation of</p> <ul style="list-style-type: none"> • Additional Director of Agriculture • Director, SAMETI • Secretary, State Agricultural Prices Board • Managing Director, SFAC
2	Joint Directors of Agriculture	<p>All officers with the designation of</p> <ul style="list-style-type: none"> • Joint Director of Agriculture • Principal Agricultural Officer • Principal Information Officer • Project Director, KCPM, Mancompu • Secretary, AUWM, Maradu & Vengeri • Project Director, ATMA
3	Assistant Director of Agriculture	<p>All officers with the designation of</p> <ul style="list-style-type: none"> • Assistant Directors of Agriculture • Farm Superintendent • Research Officer • Assistant Principal Agricultural Officer • Public Relations Officer • Banana Development Officer • Cashew Development Officer • Editor Cum Press Relations Officer (ECPRO) • Deputy Project Director, ATMA • Assistant Soil Chemist • Assistant Secretary in ARWM • Senior Agricultural Officer

		<ul style="list-style-type: none"> • Chemist • Technical Assistants in Directorate & Principal Agricultural Offices
4	Agricultural Officer	<p>All officers with the designation of</p> <ul style="list-style-type: none"> • Agricultural Officer • Technical Assistants in Directorate • Assistant Editors in FIB
5	Assistant Executive Engineer (Agri.)	<p>All officers with the designation of</p> <ul style="list-style-type: none"> • Assistant Executive Engineer (Agri.) • Technical Assistant, RTTC, Vellayani
6	Senior Superintendent	<p>All officers with the designation of</p> <ul style="list-style-type: none"> • Senior Superintendent • Accountant, ATMA
7	Agricultural Assistant	<p>All officers with the designation of</p> <ul style="list-style-type: none"> • Assistant Agricultural Officer • Agricultural Assistant • Village level Worker in FIB • Technical Assistant in PBS

Chapter I

ORGANIZATION AND CONSTITUTION OF THE DEPARTMENT

Section 4: Administrative setup

1.4.1. Director of Agriculture

The Director of Agriculture is the administrative and professional head of the department with overall technical/administrative and financial control and co-ordinates all agricultural activities of the state and is responsible for the formulation, coordination, implementation and monitoring of various agricultural schemes/activities at state level and he/she is in control of and is responsible for its efficient functioning. He/she is also the technical advisor to Government on all matters relating to agriculture. For the overall direction and supervision of all employees of the department, the Director of Agriculture shall exercise power, performs functions, duties and responsibilities. For all these, at directorate, the Director of Agriculture is assisted by;

- Additional Directors of Agriculture supported by technical officers and ministerial staff.
- Senior Administrative Officer supported by Administrative Assistants and other ministerial staff.
- Senior Finance Officer supported by Accounts Officers and other ministerial staff,
- State Agricultural Engineer supported by technical officers and ministerial staff, and
- Vigilance Officer (Agri.) & Vigilance Officer (Fin.) and supporting ministerial staff,

In addition to these, a Law Officer is working in directorate to provide opinion in legal matters.

1.4.2 Powers and responsibilities of the Director of Agriculture

As a head of the department, it shall be the responsibility of the Director of Agriculture to:

- a) Operationalise the policies, the strategic Plan and the Annual Plan prepared by the State Government.
- b) Administer, control and supervise the department Service to ensure its efficiency, effectiveness, responsiveness and accountability.

1.4.2.1. Delegation of powers of head of department

The administrative and financial powers of head of department issued as per G.O (P) No. 102/2017/FIN Dated: 07/08/2017 is as follows;

Sl.No	Item	Revised Powers
1	Leave	The Heads of Departments can sanction Leave Without Allowance up to 180 days and appointing authorities can sanction up to 120 days according to rules prevailing in the matter.
2	Permanent Advance	The Head of the Department may without the concurrence of the Government, sanction permanent advance limited to a maximum of Rs. 20,000/-. The orders will be issued on the recommendation of Accountant General in conformity with Article 95 of the KFC Vol.1.
3	Hiring/ renting of private Buildings	Ra.30, 000/- per month in each case subject to rent and non-availability certificate from PWD and subject to budget provision.
4	Disposal of unserviceable articles/ scrap and confiscated seized/ unserviceable vehicles	Rs.15 lakh subject to the procedures stipulated in GO (Rt.) No. 5740/13/Fin dated: 11/07/2013, GO (Ms) No. 550/14/Fin dated: 15/12/2014 and GO (Ms) No. 212/2015/Fin dated: 05/06/2015. Attention also invited to GO (Rt.) No. 4789/2015/Fin dated: 14/05/2015.

5	Demolition of old and dilapidated buildings	Heads of Departments are delegated with power to sanction demolition of old and dilapidated buildings up to a limit of Rs. 3 lakh subject to availability of survey report from PWD.
6	Cutting down of trees (to be removed for sufficient reasons such as causing risk to life etc.)	The Heads of Departments may without previous consultation with Government sanction the cutting down of trees subject to the concurrence of Forest & Wild Life Department and Environment Department.
7	Repair of Vehicles	Rs. 30,000/- per vehicle with an annual limit of Rs.1 lakh subject to availability of budget provision and on production of an essentiality certificate from PWD Assistant Executive Engineer (Mechanical).
8	Expenditure on New works/ ongoing works (Civil, Electrical, Sanitary works)	Rs. 1 crore for Heads of Departments under Group I Category subject to budget provision and Rs.50 lakh for Heads of Departments other than Group I category and Rs.2 crore for Chief Engineer (PWD & Irrigation) subject to budget provision and existing schedule of rates.
9	Purchase of Stores including Stationery; (except purchase of Computers and peripherals/ furniture/ vehicles)	For purchase of Stores including stationery the financial power is enhanced to Rs.50 lakh for Heads of Departments under Group I category and Rs. 25 lakh for other Heads of Departments, subject to budget provision and following Store purchase Rules.
10	Purchase of Computer, peripherals and Laptops	Heads of Departments can sanction expenditure for purchase of computer and peripherals including laptops up to Rs. 3 lakh and subject to budget provision and observing Store purchase procedures.
11	Annual Maintenance Contract (AMC)/ IT related device, other equipments or machineries	Heads of Departments are delegated financial power up to Rs. 3 lakh subject to observance of rules and procedures, and subject to budget provision. Concurrence of PWD or accredited agencies shall be obtained in case of other equipments or machineries.

12	Petty Expenses	Rs. 25,000/- subject to budget provision.
13	Contingencies (non-recurring)	Rs. 1 lakh subject to budget provision.
14	Condemnation of vehicles	Heads of Departments may sanction condemnation of department vehicle having upset value up to Rs. 3 lakh subject to compliance of guidelines and norms fixed in GO (Ms) No. 110/76/PWD dated: 10/05/1976.
15	Write off	Heads of Departments may sanction up to Rs. 1,00,000/- in each case subject to the strict compliance of KFC Article 300- 303 and Article 161 of KFC Vol. I
16	Purchase of furniture	Sanction up to Rs. 5 lakh for Heads of Departments under Group I Category and Rs. 2 lakh for other Heads of Departments subject to budget provision and Store Purchase Rules.
17	Repair of equipments/ small machineries, furniture	The Head of Department may sanction repair of equipments/ small machineries, furniture up to a limit Rs. 3 lakh subject to budget provision.
18	Shifting of Offices	To incur charges up to Rs. 50,000/- subject to budget provision (loading and unloading charges will be at the rate fixed by Labour Department). For other items tender procedure should be followed.
19	Continuing schemes which are operational during the year immediately preceding and is continued during current year with the same components, scope, unit costs etc. for which a valid comprehensive administrative sanction is in existence and there is budget provision during the current year.	Rs. 5 crore to Heads of Departments under Group I category and up to Rs. 2 crore to Head of Departments other than Group I, subject to the same conditions of Administrative Department.

20	Printing	Rs. 50,000/- (in emergent cases printing work may be entrusted to private presses without reference to Superintendent of Government Presses to an amount not exceeding Rs. 10,000/- at a time subject of an annual limit of Rs. 25,000/-) subject to budget provision.
21	Advertisement	Heads of Departments under Group I can sanction expenditure towards advertisement charges up to a limit of Rs. 50,000/- and Rs. 25,000/- for other Heads of Departments subject to budget provision and existing PRD rate.
22	Purchase of Equipments for firefighting and rescue operations (Excluding vehicles)	Heads of Department can sanction expenditure up to Rs. 10 lakh subject to budget provision and observance of all formalities and Store Purchase Rules.

Chapter I

ORGANIZATION AND CONSTITUTION OF THE DEPARTMENT

Section 5. State level administration

The Directorate of Agricultural Development and Farmers' Welfare is the state headquarters and apex institution headed by the Director of Agriculture which control and co-ordinates all agricultural activities of the state and is responsible for the formulation, coordination, implementation and monitoring of various agricultural schemes/activities at state level.

1.5.1. Role and responsibility of the Directorate of Agriculture Development and Farmers' Welfare

The Directorate of Agriculture Development and Farmers' Welfare headed by the Director of Agriculture has a significant role to play in the overall efficient and effective functioning of the respective agricultural institution. It is responsible for policy formulation, planning and implementation of various orders, schemes and plans. Various supervisory, command and control activities should be exercised by Directorate, in order to keep the various field level and other institutions competent, effective and functional. The Directorate works as a meaningful and effective link between the field level institutions, and the Government and the other agencies and organizations/departments. In order to achieve harmony among various institutions/units under the control, the Directorate has to maintain an effective inter and intra co-ordination with all the concerned institutions/offices.

1.5.2. Deputation Provisions

The officers and other staff of the Agricultural Development and Farmers' Welfare department can be sent on deputation as per the needs, provisions and rules of the respective department for functional requirements.

1.5.3. Activities of various wings in the Directorate of Agriculture Development and Farmers' Welfare

The Directorate of Agriculture Development and Farmers' Welfare, being an apex, high powered and an important level of organization is assigned numerous functions, powers, duties and responsibilities. In order to discharge all the activities/ jobs of Director of Agriculture efficiently and smoothly in the Directorate, there are several wings headed by Additional Directors Agriculture, Senior Administrative Officer, Senior Finance Officer, Vigilance Officer (Agri.) & Vigilance Officer (fin.) and State Agricultural Engineer. The Additional Directors Agriculture (Plg.) and Additional Director of Agriculture (Marketing) are also designated to function as the Vigilance Officer (Agri.) and the Director of Marketing (Agriculture) respectively.

Under each wing, there are different sections for dealing different subjects/topics. The detailed description on distribution of works among section clerks in each section and supervisory Officers under various wings in the directorate is explained in administration reports of the department, office order No. 4 /2002 dt.11/09/2002 of Director of Agriculture and amendments/ modifications thereof from time to time. The Director of Agriculture shall issue office orders with respect to the modifications in distribution of works among the sections consequent on the introduction of new schemes/projects or to carry out the additional work if any or the works/ items unidentified/missing and essential to be included under any one of sections/wings, etc. A brief description on important activities under each wing are summarised as follows;

1.5.3.1. Planning wing

The Additional Director of Agriculture (Planning) shall control the planning wing in the Directorate and is assisted by technical and ministerial staff which include Deputy Director of Agriculture (Planning), Assistant Directors of Agriculture (Planning) and other supporting technical and ministerial staff. The planning wing shall be responsible for planning, preparation of annual plan, five year plan budget

proposals/ projects and centrally sponsored/central sector schemes and related activities in accordance with rules in force. The planning wing also deal with the preparation of all scheme proposals for obtaining administrative sanction/modifications in administrative sanction if any, from government, action plan of the department, preparation of proposals for post creation and also policy matters of the department to Government. The other activities include issuance of continuance sanction, preparation of the budget estimates for annual plans and five year plans, preparation of allotment request for plan schemes based on the intimation from implementing wings to finance wing, preparation of proposals for re appropriation/SDG with respect to plan schemes to finance wing, monitoring of fund allocation of plan schemes, monitoring of RKVY, monitoring of Externally Aided Programmes (EAP) like RKI projects, conduct of monthly plan review/regional review meetings, overall monitoring of all plan schemes, monitoring and updation of schemes details including subcomponents of schemes in PLANSPACE, collection and consolidation of progress report (financial) of schemes on monthly and yearly basis from offices under the direct control of Director of Agriculture and its submission to government, collection of progress report (physical) of plan schemes on monthly and yearly basis from implementing wings and its and compilation for onward submission to government, coordination, monitoring and arranging the submission of replies to LA interpellations including legislative assurances, coordination and monitoring of the replies/ answers to Loksabha and Rajyasabha questions from various wings, matters related to credit institutions including RBI, matters related to subject committee, petition committee, committee for the welfare of women and children, committee on Environment, etc, except public accounts committee, all matters related to panchayat raj and decentralized planning, matters related to State and District Development Councils, matters connected with Agricultural Debt Relief Commission, National Conferences on Kharif and Rabi, performance budget, preparation of Citizen Charter, monitoring of crop weather watch and agricultural scenario of the state, matters related to Finance Commission,

Kuttanad project and other Special Packages, matters relating to Committee on SC/ST development and TSP/SCP Programmes, preparation of budget speech and Governor's speech, agenda notes/materials for district collector's conference, MP's conference, Chief Secretary's/Secretaries meeting, etc., board meetings of public sector undertakings, meetings of management committee/ regional committee of central government institutions, matters related to Right to Information Act and coordination of applications/complaints under the Act, etc.

The Additional Director of Agriculture (Planning) shall also be responsible for monitoring the activities of various laboratories even though the files are dealt with in different wings. Under the control of Additional Director of Agriculture (Planning), there is a monitoring and evaluation (M& E) section consisting of a Deputy Director (Statistics) and other supporting staff mainly for conducting the monitoring and evaluation of major schemes implemented, preparation of administration reports, matters related to crop cutting experiments, collection of Krishi Bhavan wise basic Agricultural Statistics, compilation of the statistical data of various crops, etc. The Assistant Director of Agriculture (M&E) has the additional duty of all matters under Right to Information Act including applications and appeals under the Act, documentation of its data in Website, etc.

1.5.3.2. Crop production wing

There shall be an Additional Director of Agriculture (CP) in charge of Crop Production wing and shall assist the Director of Agriculture mainly on all matters concerning crop production, plant protection schemes/activities including centrally sponsored schemes, consumption, availability, use and enforcement of quality control of various agricultural inputs like fertilizer, pesticides, organic manures, bio fertilizers, seeds, etc., and issuance of various certificate of registrations/licences as per state/central Government Act/Rules. The crop production wing also deals with the development of crops like paddy, coconut, pulses, tubers, millets and maize, betel vine, cashew, etc. The other major activities include all matters related to water management, matters related to crop loss due to natural calamity, crop insurance

schemes, crop health management, soil health management, integrated pest management, scheme for one lakh youth in Agriculture, activities related to land utilization under the Kerala Conservation of Paddy Land and Wetland Act, 2008 and amendments thereof, matters related to KCPM, KSSDA and Paddy Development Agencies, matters related to requirement/consumption of fertilizers, promotion programmes subsidy schemes, submission of Utilization Certificate of fertilizer firms to Government of India, matters related to Zonal Conference on fertilizer/seed/pesticides, matters related to SBCL, FQCLs, SPTL, Seed Testing Labs, Soil Testing Labs and PBs, matters related to nonstandard cases from FQCL/SPTL and action against fertilizer inspectors responsible for the lapse, matters related to IPM, etc.

The sections under the crop production wing at directorate are managed by Joint Director of Agriculture (WM) and Joint Director of Agriculture (PP) supported by Deputy Director of Agriculture (CD) and Plant Protection Officer and who are also assisted by other technical and ministerial staff.

As an implementing wing, crop production wing shall be responsible for the implementation and monitoring of crop production/ plant protection schemes including central sector/centrally sponsored schemes they are dealing with based on the strength of administrative sanction/ continuance sanction from Government/Director of Agriculture as per proposals from planning wing. The implementing wing is also responsible for the issuance of/obtaining any sanction from Director of Agriculture/Government in connection with the implementation of schemes except for the modifications in administrative sanction/ continuance sanction if any. The activities related to implementation and monitoring of schemes include issuance of working instructions, forwarding the fund allotment request for plan schemes to planning wing, monitoring of fund utilization, re arrangement of physical and financial targets as per administrative sanction, human resource management, preparation of physical and financial progress reports, preparation of

completion reports of schemes at the end of each financial year, issuance of utilization certificates with respect to central sector/centrally sponsored schemes, etc.

1.5.3.3. Marketing wing

The marketing wing is headed by an Additional Director of Agriculture (Marketing) supported by a Deputy Director of Agriculture (Marketing) and other technical and ministerial staff. The marketing wing shall be mainly responsible for the implementation and monitoring of all the marketing related activities/schemes like market intelligence, market surveys, market intervention, strengthening of marketing facilities, post-harvest management including value addition schemes/programmes and related centrally sponsored schemes. The other activities include matters related to WTO Cell, activities of SFAC, all matters of State Agmark Grading Laboratories and training programmes connected with the schemes for grading of agricultural commodities, matters connected with procurement of all agricultural produces like, paddy, copra, coconut, farm costings which include cost of cultivation and cost of production of important crops, etc., monitoring of daily market prices of agricultural commodities, matters related to export, trade, storage and warehousing and the concerned agencies thereof, marketing of agricultural produces and functioning of EEC assisted markets, etc.

As an implementing wing, the marketing wing shall be responsible for the implementation and monitoring of schemes related to marketing and post-harvest management including central sector/centrally sponsored schemes based on the strength of administrative sanction/ continuance sanction from Government/Director of Agriculture as per the proposal from planning wing. The implementing wing is also responsible for the issuance of/obtaining any sanction from Director of Agriculture/Government in connection with the implementation of schemes except for the modifications in administrative sanction/ continuance sanction if any. The activities related to implementation and monitoring of schemes include, issuance of working instructions, forwarding the fund allotment request for plan schemes to planning wing, monitoring of fund utilization, re arrangement of physical and

financial targets as per administrative sanction, human resource management, preparation of physical and financial progress reports, preparation of completion reports of schemes at the end of each financial year, issuance of utilization certificates with respect to central sector/centrally sponsored schemes, etc.

In directorate, Vegetable Cell is functioning under the Additional Director of Agriculture (Marketing) to implement and monitor all vegetable development schemes, activities/programmes related to State Horticultural Mission, activities of Biotechnology and Model Floriculture Centre, Kazhakuttam, etc. The Joint Director of Agriculture (VC) is looking after the activities of Vegetable Cell with supporting technical and other ministerial staff.

In addition, Organic Farming Cell is also functioning in directorate to coordinate the implementation and monitoring of all state sector and centrally sponsored schemes/ activities related to organic farming. The Joint Director of Agriculture (PP) is looking after the activities of Organic Farming Cell with supporting technical staff.

1.5.3.4. Extension wing

In extension wing, there shall be Additional Director of Agriculture (Extension) under the Director of Agriculture and assisted by Joint Director of Agriculture (AR &T), Assistant Directors of Agriculture and supported by other technical and ministerial staff. The extension wing shall responsible for the implementation and monitoring of all programmes concerning agricultural extension, information and communication Technology (ICT) programmes, and HRD schemes including ATMA, LEADS, pension scheme to farmers, support for state extension reforms, etc.

The other activities dealt with extension wing includes training programmes to officers and farmers (inside and outside the state and foreign trainings), matters related to Farm Information Bureau and SAMETI, deputation of officers for meetings/seminars, exchange visit of farmers from other states, matters related to RATTCs and FTCs, liaison with various training institutes with in the country,

contract research, adaptive trials and frontline demonstrations, matters related to rent fixation, additional facilities and shifting of sub offices, all public participation activities like awards to farmers and officers, farmers' day celebrations, karshika melas and festivals, Karshika Vikasana Samithies, etc., matters related to agro service centres and Karshika Karma Senas, matters in connection with Kerala Agricultural University, review of work diaries and connected matters of Principal Agricultural Officers, etc.

As an implementing wing, the extension wing shall be responsible for the implementation and monitoring of extension-oriented schemes including centrally sponsored schemes based on the strength of administrative sanction/ continuance sanction from Government/Director of Agriculture as per the proposal from planning wing. The implementing wing is also responsible for the issuance of/obtaining any sanction from Director of Agriculture/Government in connection with the implementation of schemes except for the modifications in administrative sanction/ continuance sanction if any. The activities related to implementation and monitoring of schemes include issuance of working instructions, forwarding the fund allotment request for plan schemes to planning wing, monitoring of fund utilization, re arrangement of physical and financial targets as per administrative sanction, human resource management, preparation of physical and financial progress reports, preparation of completion reports of schemes at the end of each financial year, issuance of utilization certificates with respect to central sector/centrally sponsored schemes, etc.

The directorate shall have an IT Cell under the control of Additional Director of Agriculture (Extension) responsible for all works related to Information Technology and Computers which include implementation and monitoring of State and CSS on IT based Agriculture development schemes/ activities, cyber extension including National e-Governance Programme in Agriculture, establishment of software portals, installation and maintenance of infrastructure facilities for computer hardware and software support systems like MIS to provide web connectivity,

acquisition of computer software and hardware, computer consultancy matters, liaison work with IT departments and NIC, internet connectivity, etc. The other activities include matters related to monitoring of KISSAN programme, farmers' registration, e- payment of subsidies, virtual classroom and video conferencing facility for the department, creation of Website for Agricultural Department, monitoring of PM Kissan programme, etc. The Deputy Director of Agriculture (IT) is looking after the IT cell with supporting staff.

1.5.3.5. Farms and Biogas wing

The farms and biogas wing in the directorate is headed by Additional Director of Agriculture (Farms & Biogas) supported by Joint Director of Agriculture (Farms), Labour Welfare Officer, Assistant Director of Agriculture (Farms), Assistant Director of Agriculture (Biogas) and supporting technical and ministerial staff. This wing is responsible for monitoring the functioning of all the departmental farms including the production and distribution of quality planting materials including coconut seedlings from these farms, implementation and monitoring of all schemes including central sector/centrally sponsored schemes related to development of farms, production and distribution of good quality planting materials, infrastructure developments in farms and biogas development, monitoring of coconut seed production programmes including price fixation of coconut seednut, matters related to the hiring of private vehicles for the transportation of planting materials, matters related farm council, all matters related to labour welfare activities including service matters of farm labourers, grievance of farm labourers, pension, etc., implementation and monitoring of biogas development schemes, etc. The grievance section and public relations section headed by Public Relations Officer is also functioning under the control of Additional Director of Agriculture (Farms & Biogas) for the redressal of complaints from farmers and public, all public relation activities, all works related with the functioning of Departmental Library, matters related to receiving and providing accommodation facilities to the officials from in and outside State and abroad, etc.

As an implementing wing, the farms and biogas wing shall be responsible for the implementation and monitoring of all schemes including central sector/centrally sponsored schemes related to development of farms, production and distribution of good quality planting materials, biogas development, etc. based on the strength of administrative sanction/ continuance sanction from Government/Director of Agriculture as per the proposal from planning wing. The implementing wing is also responsible for the issuance of/obtaining any sanction from Director of Agriculture/Government in connection with the implementation of schemes except for the modifications in administrative sanction/ continuance sanction if any. The activities related to implementation and monitoring of schemes include issuance of working instructions, forwarding the fund allotment request for plan schemes to planning wing, monitoring of fund utilization, human resource management, re arrangement of physical and financial targets as per administrative sanction, preparation of physical and financial progress reports, preparation of completion reports of schemes at the end of each financial year, issuance of utilization certificates with respect to central sector/centrally sponsored schemes, etc.

1.5.3.6. Administrative and Establishment wing

The administrative and establishment wing in directorate is headed by Senior Administrative Officer and shall be responsible for all the administrative and service matters. The Senior Administrative Officer is supported by Administrative Assistants, Accounts Officers and other ministerial staff. All service matters in respect of employees in the department, which include appointment, transfer and postings, inter departmental transfers, promotion, probation, leave, fixation of cadre strength, preparation of seniority list, regularisation of service, confirmation, maintenance of service books, deputation, charge arrangements, issuance of certificate of officiality, NOC, confirmation, sanction of higher grades, obtaining continuous sanction of various posts from government, review of representation of SC/ST in Government services, postings due to die-in-harness, etc. are carried out by establishment sections under the control of Senior Administrative Officer

The general administration of office including issuance of office orders, distribution of work among the sections and officers, preparation of business statement, etc., custodianship of property statement in respect of employees in the directorate and heads of Offices under the direct control of Director of Agriculture, matters related to conduct of O&M inspections and preparation of reports, matters related to delegation of powers, etc., are carried out by O& M section under the Senior Administrative Officer. All pension cases of NGOs and gazetted officers in the HQ and offices under the direct control of the Director of Agriculture, matters related to payment of service stamps, electricity charges, water charges, etc., purchase of furniture, maintenance of all stock registers including central stock register, HBA, SLI, GI, and MCA, matters related to GPF/NRA, GPF closure in respect of all employees in the HQ /district level officers, etc., are also dealing in various sections under Senior Administrative Officer. A record section, CR section, despatch and inward section, fair copy section and accounts section are also functioning under the Senior Administrative Officer. The Accounts Officer- I in accounts section who is designated as drawing and disbursing officer (DDO) shall be responsible for all matters related to drawing and disbursement of salary including travelling expenses, medical reimbursement, GPF advances, etc., to the employees and other contingent bills in directorate. The accounts section is also responsible for the safe custody of all bills including contingent bills after drawing the money from treasury.

1.5.3.7. Finance and Audit wing

In directorate, there shall be a Senior Finance Officer in charge of Finance and Audit wing and exercising financial control in the working of the department which also include scrutiny of quotations/ tenders for work, waiving of tender formalities in special cases, etc. are under his/her control. He/she is assisted by Accounts Officers and other supporting ministerial staff.

The finance wing shall also be responsible for the preparation and finalization of the budget and budget estimates of non-plan schemes in accordance with rules in force, allotment of funds for non-plan schemes, allotment of funds for plan schemes

under the various major heads based on the intimation from planning wing, preparation of reappropriation/additional authorization of funds / supplementary demand of grants proposals of non-plan schemes, preparation of reappropriation/ Additional Authorization of funds/ supplementary demand of grants proposals of plan schemes to government based on the intimation from planning wing, surrender of funds enforcement of appropriation control, opening of detailed head of account, annual verification of stock and stores of all the sub -offices directly under the control of Director of Agriculture, loans to Corporations, communicating non plan schemes with budget provision, matters related to Provident Fund of Farm Labourers, communicating funds of accounts and revenue receipts, allotment of funds under LAR cases/ contingency fund/ bicycle and mosquito net advances funds, etc., preparation of progress reports, etc. The reconciliation of departmental accounts/expenditure with the figures booked in the Accountant General Office are carried out by reconciliation section under the control of Senior Finance Officer. The audit wing deals with the auditing of offices under the direct control of Director of Agriculture and preparation of audit reports, monitoring of all inspection reports, audit paras and objections of the Accountant General, Kerala and State Audit Department, reports of public accounts committee, monitoring and issuance of LC/NLC of all Gazetted Officers of the Department and NGOs of directorate, etc.

1.5.3.8. Engineering Wing

The engineering wing shall be responsible for implementation and monitoring of all the infrastructure development, engineering/mechanization works/ schemes/ programmes including preparation of estimates, issuance of technical sanction, etc., construction, maintenance and arrangement of works, purchase and maintenance of vehicles, machinery/ equipments, implementation of RIDF/ NABARD assisted scheme/works, etc. The Additional Director of Agriculture (Planning) shall also be responsible for monitoring the activities of O/o Executive Engineer (Agri.), RTTC, O/o Assistant Executive Engineer (Agri.), etc. The State Agricultural Engineer shall

control Engineering Wing and is assisted by an Assistant Executive Engineer (Agri.) and other supporting technical and ministerial staff.

As an implementing wing, the Engineering wing shall be responsible for the implementation and monitoring of all engineering/agricultural mechanization schemes including centrally sponsored schemes based on the strength of administrative sanction/ continuance sanction from Government/Director of Agriculture as per the proposal from planning wing. The implementing wing is also responsible for the issuance of/obtaining any sanction from Director of Agriculture/Government in connection with the implementation of schemes except for the modifications in administrative sanction/ continuance sanction if any. The activities related to implementation and monitoring of schemes include issuance of working instructions, forwarding the fund allotment request for plan schemes to planning wing, monitoring of fund utilization, re arrangement of physical and financial targets as per administrative sanction, preparation of physical and financial progress reports, preparation of completion reports of schemes at the end of each financial year, issuance of utilization certificates with respect to central sector/centrally sponsored schemes, etc.

1.5.3.9. Special Vigilance Cell (SVC)

A Special Vigilance Cell is functioning as per GO (Ms.) No.39/97/AD dtd.10/02/97, which consists of a Vigilance Officer (Agri.) and a Vigilance Officer (Fin.).The Additional Director of Agriculture (Planning) in the Directorate is the Vigilance Officer (Agri.). A Joint Secretary to Government from the Finance Department of Government Secretariat is the Vigilance Officer (Fin.) and he/she shall be the Secretary to Special Vigilance Cell. In addition to the Vigilance Officers, the Special Vigilance Cell consist of Senior Superintendents, Confidential Assistant and other supporting ministerial staff and they shall assist the Vigilance Officer (Agri.) and Vigilance Officer (Fin.) in activities related to inspections/ enquiry. The Special Vigilance Cell conduct enquiries regarding allegations raised against any departmental staff, and randomly inspect offices and schemes/projects/ works for

conformity with rules. In addition to the conduct of investigations on written complaints received, the Special Vigilance Cell shall conduct field/office inspections to monitor the functioning of the offices, etc.

A Law Officer, to provide opinion in legal matters is also working at the Directorate of Agriculture Development and Farmers' welfare.

1.5.4. Officers and staff at Directorate of Agricultural Development and Farmers' Welfare

In Directorate, the other technical staff include Joint Directors of Agriculture, Deputy Directors of Agriculture, Assistant Directors of Agriculture and Technical Assistants. The Ministerial staff include Administrative Assistants, Accounts officers, Senior Superintendents, Junior Superintendents, Head clerks, Confidential Assistants, Clerks, Typists, Duffedar and other supporting staff. The staff from Economics and Statistical department are also working in Directorate of Agricultural Development and Farmers Welfare in details are shown below;

Sl.No	Post
1	Director of Agriculture
2	Additional Director of Agriculture (Planning) & Vigilance Officer (Agri.)
3	Additional Director of Agriculture(CP)
4	Additional Director of Agriculture (Farms & Biogas)
5	Additional Director of Agriculture (Marketing)
6	Additional Director of Agriculture (Extension)
7	State Agricultural Engineer
8	Senior Administrative Officer
9	Senior Finance Officer
10	Vigilance Officer (Fin)
11	Law Officer
12	Joint Director of Agriculture (PP)
13	Joint Director of Agriculture (VC)
14	Joint Director of Agriculture (WM)
15	Joint Director of Agriculture (AR & T)
16	Joint Director of Agriculture (Farms)
17	Deputy Director of Agriculture (Planning)

18	Deputy Director of Agriculture (CD)
19	Deputy Director of Agriculture (Marketing)
20	Deputy Director of Agriculture (IT)
21	Plant Protection Officer
22	Deputy Director (Statistics)
23	Assistant Director of Agriculture (Plg.) –TP1
24	Assistant Director of Agriculture (Plg.) – TP2
25	Assistant Director of Agriculture (Plg.) -TP4
26	Assistant Director of Agriculture (Plg.) –TP5
27	Assistant Director of Agriculture (TB)
28	Assistant Director of Agriculture (TF)
29	Assistant Director of Agriculture (M&E)
30	Assistant Director of Agriculture (Organic Farming Cell)
31	Assistant Director of Agriculture (Biogas)
32	Assistant Director of Agriculture (TV)
33	Assistant Director of Agriculture (TR)
34	Assistant Director of Agriculture (Farms)
35	Assistant Director of Agriculture (Marketing)
36	Assistant Director of Agriculture (ATMA)
37	Assistant Director of Agriculture (VC)
38	Assistant Director of Agriculture (QC)
39	Assistant Director of Agriculture (Seed)
40	Assistant Director (Statistics)
41	Public Relations Officer
42	Senior Agricultural Officer (in Kissan Project)
43	Senior Agricultural Officer (in Kissan Project)
44	Senior Agricultural Officer (in Kissan Project)
45	Technical Assistant (Senior Agricultural Officer)- TF
46	Technical Assistant (Senior Agricultural Officer)- TP3
47	Technical Assistant (Senior Agricultural Officer)- VC
48	Technical Assistant (Senior Agricultural Officer)- Farms
49	Technical Assistant (Senior Agricultural Officer)- Mktg.
50	Technical Assistant (Senior Agricultural Officer)- TA
51	Technical Assistant (Senior Agricultural Officer)- TD
52	Technical Assistant to Director of Agriculture (Senior Agricultural Officer)
53	Technical Assistant (Agricultural Officer) -TR
54	Technical Assistant (Agricultural Officer) -TK
55	Technical Assistant (Agricultural Officer) -Plg -TP2
56	Technical Assistant (Agricultural Officer) -Plg –TP3
57	Technical Assistant (Agricultural Officer) -ATMA
58	Technical Assistant (Agricultural Officer) -TQ

59	Technical Assistant (Agricultural Officer) -TA
60	Assistant Executive Engineer (Agri.)
61	Assistant Engineer (Agri.)
62	Labour Welfare Officer
63	Administrative Assistant- I
64	Administrative Assistant- II
65	Accounts Officer-I
66	Accounts Officer-II
67	Accounts Officer-III
68	Accounts Officer-IV
69	Accounts Officer-V
70	Personal Assistant to Director of Agriculture
71	Statistical Officer
72	Research Officer
73	Senior Superintendents
74	Junior Superintendents
75	Fair copy Superintendents
76	Confidential Assistants
77	Head Clerk
78	Research Assistants
79	Statistical Assistants
80	Clerks/Senior Clerks
81	Clerk Typists
82	Typists
83	Daffedar
84	Attender
85	Watch Man
86	Office Attendants
87	Drivers
88	Binder
89	Duplicating Operator
90	Part Time Sweepers

Chapter I

ORGANIZATION AND CONSTITUTION OF THE DEPARTMENT

Section 6. District level administration

1.6.0. Principal Agricultural Office

The Principal Agriculture Office is a supervisory and functional institution of the Agricultural Development and Farmers' Welfare department at the district level. The district level administration is vested with Principal Agricultural Officers in the cadre of Joint Director of Agriculture who report to Director of Agriculture. The Principal Agriculture office would have different wings/sections for efficient and quick disposal of various functions and tasks viz; administration and establishment section, accounts section, technical sections, audit section and finance section.

Since the Principal Agricultural Officer is the district level administrative and technical head, he/she is responsible for effective administration of all the institutions under his/her control and also monitor the implementation of agricultural development schemes/ activities of these institutions. The Principal Agricultural Officer co-ordinate panchayat level, block level and district level agricultural activities/ of various schemes and will ensure its implementation. He/she will report to the Director of Agriculture in technical, financial, administrative and audit related matters of agricultural institutions in the district. The Principal Agriculture Office is the focal point for convergent planning with district panchayats and ATMA on

agricultural extension activities and the regulatory functions including fertilizer and pesticide licensing as well as its quality control. The office is also responsible for liaising with various other departments like Irrigation, Revenue, Local Self-Department (LSGD), Animal Husbandry and others to develop district level action plans.

The Principal Agricultural Officer in each district is assisted by six Deputy Directors of Agriculture who have jurisdiction over the district, Assistant Principal Agricultural Officer (APAO), Technical Assistant (TA), Administrative Assistant, Accounts Officer and Assistant Director of Agriculture (M) except in Thiruvananthapuram district along with supporting ministerial staff for assisting in all technical matters including implementation of schemes and in administrative matters. In addition to above, a post of Assistant Director of Agriculture (QC) is available in four Principal Agriculture Offices viz; Thiruvananthapuram, Alappuzha, Thrissur and Kozhikode.

The Deputy Directors of Agriculture is controlling respective technical sections in Principal Agriculture Office and are responsible for the implementation of various schemes in the district and other duties as per job chart. The Assistant Principal Agricultural Officer and Technical Assistant are also responsible for assisting the Principal Agricultural Officers in all matters for the smooth functioning of the office over and above the duties and responsibilities entrusted as per job chart.

The administrative and establishment wing in Principal Agriculture Office is headed by the Administrative Assistant shall be responsible for enforcing the discipline among all the ministerial staff of Principal Agriculture Offices. He/she is designated as drawing and disbursing officer (DDO) and shall be responsible for all matters related to drawing and disbursement of salary including travelling expenses, medical reimbursement, GPF advances, etc. to the employees and other contingent bills in Principal Agriculture Offices. The Administrative Assistant is also responsible for the overall charge of stock and stores of Principal Agriculture Offices including stationery, furniture, etc. The accounts section headed by the

Administrative Assistant is responsible for the safe custody of all bills including contingent bills after drawing the money from treasury.

Under the Principal Agricultural Officer, the Accounts Officer heads the audit and finance section. The Assistant Director of Agriculture (Marketing) is responsible for monitoring all marketing related schemes/activities and the Assistant Director of Agriculture (QC), available in four Principal Agriculture Offices, are responsible for monitoring the quality control activities of fertilizers/pesticides/seeds in 3 -4 districts.

The staff structure may not be the same in all the Principal Agriculture Offices and slight variation may occur in case of some posts. The detailed staff structure in Principal Agricultural Office, Thiruvananthapuram is shown below;

Sl.No	Post
1	Principal Agricultural Officer
2	Deputy Directors of Agriculture (WM)
3	Deputy Directors of Agriculture (H)
4	Deputy Directors of Agriculture (YP)
5	Deputy Directors of Agriculture (E&T)
6	Deputy Directors of Agriculture (C)
7	Deputy Directors of Agriculture (NWDPR)
8	Assistant Principal Agricultural Officer
9	Technical Assistant
10	Assistant Director of Agriculture (QC)
11	Administrative Assistant
12	Accounts Officer
13	Junior Superintendents
14	Head Clerk
15	Clerks/Senior Clerks
16	Research Assistant (Statistics)
17	Confidential Assistant
18	Statistical Assistant
19	Typist
20	Clerk Typist
21	Office Attendant
22	Driver
23	Office Attendant
24	Duplicating Operator
25	Cinema Operator

26	Van Cleaner
27	Watch man
28	Part time Sweeper

Working hours

- a. Working hours for all Principal Agriculture Offices except that are functioning with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode**

Week days – 10 AM to 5 PM
(Interval 1.15 PM to 2.00 PM)

- b. Working hours for all Principal Agriculture Offices with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode**

Week days – 10.15 AM to 5.15 PM
(Interval 1.15 PM to 2.00 PM)

***Note:** - Second Saturdays, Sundays and other state holidays are applicable*

1.6.1. Institutions/offices under Principal Agricultural Office

The institutions/ offices under administrative and technical of the Principal Agricultural Officer include, O/o the Assistant Directors of Agriculture, Krishi Bhavans, Regional Agricultural Technology and Training Centre (RATTC), Farmers Training Centre (FTC), O/o the Assistant Executive Engineer (Agri.), Departmental Farms, District Soil Testing Laboratory (DSTL), Mobile Soil Testing Laboratory (MSTL), State Agmark Grading Laboratory (SAGL), and Parasite Breeding Station (PBS). It may be noted that some Offices are not available in all the districts. For example RATTCs are available in five districts viz; Thiruvananthapuram, Kottayam, Ernakulam, Palakkad and Kannur districts and Farmers Training Centres (FTC) are functioning in Pathanamthitta and Kozhikode districts, etc.

1.6.1.1. Office of the Assistant Director of Agriculture

In each block of all the districts, there is Office of the Assistant Director of Agriculture functioning and is headed by an Assistant Director of Agriculture.

Altogether 152 Office of the Assistant Directors of Agriculture are functioning throughout the state. Being the head of the office, he/she would exercise adequate financial and administrative powers as per the rules. He/she is in charge of the office and is also responsible for effective and efficient functioning of the Krishi Bhavans under his/ her control. He/she is monitoring the agricultural activities including scheme implementation at block level by coordinating Agricultural Officers/ Agricultural Field Officers in the Krishi Bhavans under his/her jurisdiction. The O/o Assistant Director of Agriculture is transferred to respective block panchayat and the Assistant Director of Agriculture is responsible for the implementation of block panchayat schemes also.

The staff structure in office of the Assistant Director of Agriculture is as follows;

Sl. No	Post
1	Assistant Director of Agriculture
2	Clerk/Senior Clerk
3	Part Time Sweeper

Working Hours

- a. **Working hours for all O/o Assistant Director of Agriculture except that are functioning with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode**

Week days – 10 AM to 5 PM

(Interval 1.15 PM to 2.00 PM)

- b. **Working hours for all Offices of the Assistant Director of Agriculture with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode**

Week days – 10.15 AM to 5.15 PM

(Interval 1.15 PM to 2.00 PM)

Note: - Second Saturdays, Sundays and other state holidays are applicable

1.6.1.2. Krishi Bhavans

As a part of restructuring of the department, in the year 1987, Krishi Bhavans are established in all Panchayats/Municipalities/ Municipal Corporations. The Krishi Bhavan is the most important grass root level unit of the agricultural organization. It is the hub centre of all agricultural activities in a Panchayat/Municipality/ Municipal Corporation. A farmer/person, while in need, comes to the Krishi Bhavan and, thus, this is the first contact point of farmers. Being an approachable point and frequently visited place by farmers, Krishi Bhavan plays a very vital and significant role in providing relief by way of technical advice/ financial assistance to the farmers in need, and thereby, contributing in a big way in building positive image of the department.

The Krishi Bhavans act as a basic technical and agricultural extension unit/ facilitating agency to help the farming community by way of technical advice/ implementing agricultural schemes of local self-Governments and the department. Krishi Bhavans are also coordinating all the agricultural activities at panchayat/municipality/ municipal corporation level. At present, 1077 Krishi Bhavans are functioning under the department. Each Krishi Bhavan is managed by an Agricultural officer/Agricultural Field officer and is the technical and administrative head of the institution and is assisted by Assistant Agricultural Officer/Agricultural Assistants.

The staff structure of Krishi Bhavan is as follows;

Sl.No	Post
1	Agricultural Officer/Agricultural Field Officer
2	Assistant Agricultural Officer/Agricultural Assistants
3	Part Time Sweeper

Working Hours

- a. Working hours for all Krishi Bhavans except that are functioning with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode**

Week days – 10 AM to 5 PM
(Interval 1.15 PM to 2.00 PM)

- b. Working hours for all Krishi Bhavans with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode**

Week days – 10.15 AM to 5.15 PM
(Interval 1.15 PM to 2.00 PM)

***Note:** - Second Saturdays, Sundays and other state holidays are applicable*

1.6.1.3. Departmental Farms

The major objective of the departmental farms is to produce quality seeds, seedlings and other planting materials for catering to the needs of the farming community. The farms ensure the production and distribution of required planting materials to the farmers directly and through Krishi Bhavans. There are 64 agricultural farms under the department in the state. Out of this 64 farms, 50 farms (9 District Agricultural Farms, 33 State Seed Farms and 8 Coconut Nurseries) have been transferred to the District Panchayats. Farms are grouped in to the following categories.

Sl.No.	Category	Number of Farms
1	District Agricultural Farms	9
2	State Seed Farms	33
3	Coconut Nurseries	8
4	Special Farms	14
	TOTAL	64

The district wise details of farms are shown below;

I TRIVANDRUM

- 1 District Agricultural Farm, Peringamala
- 2 Banana Nursery, Peringamala, (Special Farm)
- 3 State Seed Farm, Ulloor
- 4 State Seed Farm, Chirayinkeezhu
- 5 Coconut Nursery, Valiyathura
- 6 Coconut Nursery, Kazhakuttom

II KOLLAM

- 7 District Agricultural Farm, Anchal
- 8 State Seed Farm, Kottarakkara
- 9 State Seed Farm, Kadakkal
- 10 Coconut Nursery, Karunagappalli
- 11 Cashew Farm, Kottarakkara (Special Farm)

III PATHANAMTHITTA

- 12 State Seed Farm, Adoor
- 13 State Seed Farm, Pullad
- 14 Sugarcane Seed Farm, Panthalam (Special Farm)
- 15 Model Organic Farm, Konni (Special Farm)

IV ALAPPUZHA

- 16 District Agricultural Farm, Mavelikkara (Special Farm)
- 17 State Seed Farm, Arunnootimangalam
- 18 State Seed Farm, Veeyapuram

V KOTTAYAM

- 19 District Agricultural Farm, Kozha
- 20 State Seed Farm, Kozha
- 21 State Seed Farm, Vallachira

VI IDUKKI

- 22 District Agricultural Farm, Areekuzha
- 23 State Seed Farm, Karimmannor
- 24 State Vegetable Farm, Vandiperiyar (Special Farm)

VII ERNAKULAM

- 25 District Agricultural Farm, Neriyaamangalam
- 26 State Seed Farm, Aluva
- 27 State Seed Farm, Okkal
- 28 Coconut Nursery, Vyttila

VIII THRISSUR

- 29 District Agricultural Farm, Chelakkara
- 30 State Seed Farm, Mannuthy
- 31 State Seed Farm, Kadassery
- 32 State Seed Farm, Nadavarambu
- 33 State Seed Farm, Edathuruthi
- 34 State Seed Farm, Panachery
- 35 State Seed Farm, Pazhayannur
- 36 Coconut nursery, Irinjalakuda
- 37 Model Horticulture Farm, Kannara (Special Farm)

IX PALAKKAD

- 38 Orange and Vegetable Farm, Nelliampathy (Special Farm)
- 39 Horticultural Development Farm, Malampuzha (Special Farm)
- 40 Integrated Seed Development Farm, Eruthiampathy (Special Farm)
- 41 Central Orchard, Pattambi (Special Farm)
- 42 State Seed Farm, Alathur
- 43 State Seed Farm, Kunnannoor
- 44 State Seed Farm, Kongad
- 45 State Seed Farm, Ananganadi
- 46 State Seed Farm, Muthalamada

X MALAPPURAM

- 47 District Agricultural Farm, Chungathara
- 48 Seed Garden Complex, Munderi (Special Farm)
- 49 State Seed Farm, Thavannoor
- 50 State Seed Farm, Anakkayam
- 51 State Seed Farm, Chokkad
- 52 Coconut Nursery, Parappanagadi

XI KOZHIKODE

- 53 District Agricultural Farm, Koothali

- 54 State Seed Farm, Perambra
- 55 State Seed Farm, Pudappadi
- 56 Coconut Nursery, Tikkodi

XIII KANNUR

- 57 District Agricultural Farm, Thaliparammba
- 58 State Seed Farm, Kankol
- 59 State Seed Farm, Vengad
- 60 Coconut Nursery, Palayad
- 61 Coconut Hybridization Centre, Chalode (Special Farm)

XIV KASARAGOD

- 62 State Seed Farm, Pullur
- 63 State Seed Farm, Kasaragode
- 64 Cashew progeny Orchard, Adhur, Gallimukha (Special Farm)

1.6.1.3.1. District Agricultural Farms

The District Agricultural Farms (DAF) are intended to function as production centres of good quality planting materials, demonstration unit and a model farm for the public to learn scientific agricultural practices. The main objectives are;

- to produce high yielding good quality planting materials
- to impart scientific knowledge in cultivation of crops to farmers.
- to impart hands on training in farm management activities.
- to conserve and propagate germplasm of high yielding varieties of crops

There are nine District Agricultural Farms functioning under the department. The Farm Superintendent in the cadre of Assistant Director of Agriculture (ADA) is in charge of the farm assisted by Agricultural Officer, Agricultural Assistant and ministerial staff in technical and administrative matters. Permanent/ casual labourers are also working in all District Agricultural Farms. All District Farms are transferred to respective District panchayat and are also under the technical and administrative control of respective Principal Agricultural Officer.

Working Hours

Week days : 8 AM to 5 PM

Farm Office: 10 AM to 5 PM

(Interval 1.15 PM to 2.00 PM)

Note: - *Second Saturdays is a working day for all District Agricultural Farms*

1.6.1.3.2. Special Farms

The Special farms are mainly intended for the production of good quality planting materials of specific crops. The Farms also act as demonstration and conservation units for new/rare varieties of crop plants. At present fourteen special farms are functioning under the department.

The main objectives are as follows;

- to impart scientific knowledge on cultivation practices.
- to conserve and to propagate crop plants of specific varieties.
- to introduce exotic varieties to farmers.
- to impart hands on training in farm management.

In all Special Farms, except Seed Garden Complex (SGC), Munderi and Sugar Cane Seed Farm, Pandalam, the technical and administrative head is Assistant Director of Agriculture/Senior Agricultural Officer supported by technical and ministerial staff. But, in Seed Garden complex, Munderi and Sugar Cane Seed Farm Pandalam, the technical and administrative head is Deputy Director of Agriculture (DDA) and Agricultural Officer (AO) respectively. Since no sanctioned posts are available in Model Horticulture Farm, Kannara and in Model Organic Farm, Konni, the full additional charge of these special farms are given to the Senior Agricultural Officer, SSF, Panachery and the Agricultural Officer, Sugar Cane Seed Farm, Pandalam respectively. All Special Farms are under the technical and administrative control of respective Principal Agricultural Officer.

In Seed Garden Complex, Munderi, the staff structure is as follows;

I.No	Post
1	Deputy Director of Agriculture
2	Assistant Director of Agriculture
3	Senior Agricultural Officer
4	Agricultural Officer
5	Accounts Officer

6	Assistant Agricultural Officer/ Agricultural Assistant
7	Confidential Assistant
8	Head clerk
9	Clerk/Senior Clerk
10	L.D Typist
11	Overseer
12	Work Superintendent
13	Driver (LMV)
14	Driver (HDV)
15	Office Attendant
16	Night Watcher
17	Part Time Sweeper
18	Tractor Driver
19	Permanent Labourers
20	Casual Labourers

Working Hours

Week days : 8 AM to 5 PM

Farm Office: 10 AM to 5 PM

(Interval 1.15 PM to 2.00 PM)

Note: Second Saturdays is a working day for Seed Garden Complex, Munderi

1.6.1.3.3. Coconut Nurseries

The Coconut Nurseries (CNs) are mainly intended for the production of good quality coconut seedlings. Other planting materials including vegetable seeds are also producing in State Seed Farms. In CNs, coconut seedlings are produced observing the procedure/guidelines in the Coconut Nursery Manual and package of practices of KAU. At present, eight coconut nurseries are functioning throughout the state. All the coconut nurseries are headed by Senior Agricultural officers supported by an Agricultural Assistant and Permanent/casual labourers. All Coconut Nurseries are transferred to respective District panchayat and are under the technical and administrative control of respective Principal Agricultural Officer.

Working Hours

- a. Working hours for all Coconut Nurseries except that are functioning with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode**

Week days: 8 AM to 5 PM
Farm Office: 10 AM to 5 PM
(Interval 1.15 PM to 2.00 PM)

b. Working hours for Coconut Nurseries with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode

Week days: 8 AM to 5 PM
Farm Office: 10.15 to AM to 5.15 PM
(Interval 1.15 PM to 2.00 PM)

Note: - Second Saturday is working day for all Coconut Nurseries

1.6.1.3.4. State Seed Farms

There are 33 State Seed Farms (SSFs) functioning under Agriculture Development and Farmers Welfare Department. These farms are mainly intended for the production of quality paddy seeds. Other planting materials including vegetable seeds are also producing in State Seed Farms.

All the State Seed Farms except SSF, Aluva is headed by Senior Agricultural Officers whereas SSF, Aluva is headed by an Agricultural Officer supported by Assistant Agricultural Officer/Agricultural Assistant, ministerial staff and permanent/casual labourers. All State Seed Farms are transferred to respective District panchayat and are under the technical and administrative control of respective Principal Agricultural Office.

Working Hours

c. Working hours for all State Seed Farms except that are functioning with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode

Week days: 8 AM to 5 PM
Farm Office: 10 AM to 5 PM
(Interval 1.15 PM to 2.00 PM)

d. Working hours for all State Seed Farms (SSFs) within the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode

Week days: 8 AM to 5 PM

Farm Office: 10.15 AM to 5.15 PM

(Interval 1.15 PM to 2.00 PM)

Note: - Second Saturday is working day for all State Seed Farms (SSFs)

1.6.1.4. Office of the Assistant Executive Engineer (Agri.)

The Assistant Executive Engineer (Agri.) [AEE (Agri.)] is responsible for the execution of all agricultural engineering activities at the district level such as providing infrastructural support to agriculture sector, repair, maintenance and selection of agricultural equipment and machineries. In addition, he/she will provide training in agricultural engineering skills to officers, farmers and unemployed youths. Assistant Executive Engineer (Agri.) is in charge of Custom Hiring Centres attached to O/o Assistant Executive Engineer (Agri.), The offices of the Assistant Executive (Agri.) are transferred to respective District panchayat and are also under the technical and administrative control of respective Principal Agricultural Officer.

The staff pattern is as follows;

Assistant Executive Engineer (Agri.)

Assistant Engineer (Agri.)

Other Technical & Ministerial staff

Note: - Two Assistant Engineers (Agri.) are working in all O/o Assistant Executive Engineer (Agri.) except in Wayanad, Idukki & Pathanamthitta districts, where only one Assistant Engineer (Agri.) is working.

Working Hours

e. Working hours for all O/o Assistant Executive Engineer (Agri.) except that are functioning within the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode

Week days – 10 AM to 5 PM

(Interval 1.15 PM to 2.00 PM)

f. Working hours for all O/o Assistant Executive Engineer (Agri.) with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode

Week days – 10.15 AM to 5.15 PM
(Interval 1.15 PM to 2.00 PM)

Note: - Second Saturdays, Sundays and other state holidays are applicable

1.6.1.5. Soil Testing Laboratories

Soil analysis is a valuable tool as it determines the inputs required for efficient and economic crop production. A proper soil test will help and ensure the application of enough fertilizer to meet the requirements of the crop while taking advantage of the nutrients already present in the soil. It will also allow the farmers to determine lime requirements and can be used to diagnose problem areas. Soil analysis provide an indication of potential nutrient deficiencies, pH imbalance or excess soluble salts.

The soil test data is very important as far as cost of cultivation of crops and also soil health is concerned. By utilizing the soil test data, farmers are empowered to adopt judicious application of manures and fertilizers and thereby best agriculture practices for increased production and productivity and to maintain soil health to a great extent. Under the department, 14 District Soil Testing Laboratories (DSTLs) and 11 Mobile Soil Testing Laboratories (MSTLs) are functioning in the state.

1.6.1.5.1. District Soil Testing Laboratory

The District Soil Testing Laboratories (DSTLs) are functioning in all the 14 districts. Each District Soil Testing Laboratory is headed by Assistant Soil Chemist (ASC) and assisted by Agricultural Officers/Scientific Assistants and supporting technical and ministerial staff. The posts of Agricultural Officers are available in DSTL Thiruvananthapuram, Kollam, Alappuzha, Thrissur, Palakkad, Wayanad and Kannur. All District Soil Testing Laboratories are transferred to respective District panchayat and are also under the technical and administrative control of respective Principal Agricultural Officer. The staff pattern of District Soil Testing Laboratory is as follows;

Sl.No	Post
1	Assistant Soil Chemist

2	Agricultural Officer
3	Scientific Assistant
4	Clerk
5	Typist
6	Lab Attender /Lab Keeper
7	Lab Assistant (in DSTL, Kollam & Ernakulam)
8	Permanent Labourer
9	Part Time Sweeper

Working Hours

- a. Working hours for all District Soil Testing Laboratories except that are functioning with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode**

Week days – 10 AM to 5 PM
(Interval 1.15 PM to 2.00 PM)

- b. Working hours for all District Soil Testing Laboratories with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode**

Week days – 10.15 AM to 5.15 PM
(Interval 1.15 PM to 2.00 PM)

***Note:** - Second Saturdays, Sundays and other state holidays are applicable*

1.6.1.5.2. Mobile Soil Testing Laboratory

Under the Department, eleven Mobile Soil Testing Laboratories (MSTLs) are functioning except in Idukki, Ernakulam & Wayanad district. Since no manpower is sanctioned in recently started Mobile Soil Testing Laboratory at Pathanamthitta and Kasaragod are attached to the District Soil Testing Laboratory, Pathanamthitta and Kasaragod respectively. The Mobile Soil Testing Laboratories are headed by an Assistant Soil Chemist and assisted by Agricultural Officer/Scientific Assistant and other supporting staff. The posts of Agricultural Officers are available in MSTL Thiruvananthapuram, Kollam, Alappuzha, Thrissur, Palakkad, Malappuram and Kannur. All District Soil Testing Laboratories are under the technical and administrative control of respective Principal Agricultural Officer. The staff pattern of Mobile Soil Testing Laboratory is as follows;

Sl.No	Post
1	Assistant Soil Chemist
2	Agricultural Officer
3	Scientific Assistant
4	Clerk
5	Typist
6	Lab Attender
7	Driver
8	Van Cleaner

Working Hours

- a. Working hours for all Mobile Soil Testing Laboratories except that are functioning with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode**

Week days – 10 AM to 5 PM

(Interval 1.15 PM to 2.00 PM)

- b. Working hours for all Mobile Soil Testing Laboratories with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode**

Week days – 10.15 AM to 5.15 PM

(Interval 1.15 PM to 2.00 PM)

***Note:** - Second Saturdays, Sundays and other state holidays are applicable*

1.6.1.6. Regional Agricultural Technology Training Centre

The Regional Agricultural Technology Training Centres (RATTCs) are the part of the well- established training network of the Department of Agriculture Development and Farmer's Welfare, intended to cater to the training needs of the extension personal of the Department and also the farmers belonging to various districts. The RATTCs also provide training to the ministerial staff of the department in administrative matters. In the state, RATTCs are functioning in Thiruvananthapuram, Kottayam, Ernakulum, Palakkad and Kannur district. The staff pattern in RATTC, Kazhakuttam is as follows;

Sl.No.	Post
1	Deputy Director of Agriculture
2	Assistant Director of Agriculture
3	Clerk
4	Confidential Assistant
5	Office Attendant
6	Male Attendant
7	Driver
8	Part Time Sweeper

Working Hours

- a. Working hours for all RATTCs except that are functioning with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode**

Week days – 10 AM to 5 PM
(Interval 1.15 PM to 2.00 PM)

- b. Working hours for all RATTCs with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode**

Week days – 10.15 AM to 5.15 PM
(Interval 1.15 PM to 2.00 PM)

Note: - Second Saturdays, Sundays and other state holidays are applicable

1.6.1.7. Farmers Training Centre

As name indicate, Farmer's Training Centres (FTCs) provide trainings for the farmers. Now FTC impart trainings to extension personals also. There are two FTCs functioning, at Pandalam, Pathanamthitta district and Vengeri, Kozhikode District. The FTCs are headed by a Deputy Director of Agriculture.

Working Hours

- a. Working hours for FTCs except that are functioning with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode**

Week days – 10 AM to 5 PM
(Interval 1.15 PM to 2.00 PM)

b. Working hours for FTCs with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode

Week days – 10.15 AM to 5.15 PM
(Interval 1.15 PM to 2.00 PM)

Note: - Second Saturdays, Sundays and other state holidays are applicable

1.6.1.8. State Agmark Grading Laboratory

The AGMARK is a certification mark employed on agricultural products, assuring that they conform to a set of quality standards approved by the Directorate of Marketing and Inspection under Ministry of Agriculture & Farmers Welfare, Government of India. The AGMARK certification is employed through fully state-owned AGMARK laboratories which act as testing and certifying centres. AGMARK grading assures quality of agricultural produces especially against adulteration.

In Kerala, under Agriculture Development and Farmer's Welfare Department, AGMARK Grading Laboratories are functioning in ten districts except in Idukki, Malappuram, Wayanad and Kasaragod districts. Coconut oil, Gingelly oil, Honey, Ground spices, Curry powder, Ghee, etc. are the major commodities being graded by these SAGLs. Each State Agmark Grading Laboratory (SAGL) is headed by a Chemist in the cadre of Senior Agricultural Officer and supported by other staff. The Senior Agricultural Officer posted as Chemist should undergo a mandatory training on AGMARK Grading in Directorate of Marketing and Inspection (DMI), Kochi.

Working Hours

a. Working hours for State Agmark Grading Laboratories except that are functioning with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode

Week days – 10 AM to 5 PM
(Interval 1.15 PM to 2.00 PM)

b. Working hours for State Agmark Grading Laboratories with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode

Week days – 10.15 AM to 5.15 PM
(Interval 1.15 PM to 2.00 PM)

Note: - Second Saturdays, Sundays and other state holidays are applicable

1.6.1.9. Parasite Breeding Station

Under Agriculture Development and Farmer's Welfare Department nine Parasite Breeding Stations (PBS) are functioning in the state for the mass multiplication and release of bio-control agents effective against Coconut leaf eating caterpillar (*Opisina arenosella*). They are situated in the districts of Thiruvananthapuram, Kollam, Alappuzha, Kottayam, Ernakulam, Thrissur, Malappuram, Kozhikode and Kasaragod. Bio control agents multiplied are *Bracon brevicornis*, *Perisiovola nephantidis* and *Elasmus nephantidis*. The activities are carried out by a Technical Assistant in the cadre of Assistant Agricultural Officer/Agricultural Assistant under the technical supervision of Agricultural Officer/Senior Agricultural Officer in nearby departmental farm/office.

Working Hours

- a. Working hours for Parasite Breeding Stations (PBS) except that are functioning with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode**

Week days – 10 AM to 5 PM
(Interval 1.15 PM to 2.00 PM)

- b. Working hours for Parasite Breeding Station (PBS) with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode**

Week days – 10.15 AM to 5.15 PM
(Interval 1.15 PM to 2.00 PM)

Note: - Second Saturdays, Sundays and other state holidays are applicable

Chapter I

ORGANIZATION AND CONSTITUTION OF THE DEPARTMENT

Section 7. Institutions/offices directly reporting to Director of Agriculture

The institutions/ offices directly reporting to Director of Agriculture other than Principal Agriculture Offices include Farm Information Bureau (FIB), Kerala Centre for Pest Management (KCPM), Mancombu, Office of the Executive Engineer (Agri.), Alappuzha & Kozhikode, State Bio-Control Laboratory (SBCL), Mannuthy, Central Soil and Plant Health Centre (CSPHC), Parottukonam, State Fertilizer Laboratory, Parottukonam (SPTL), Fertilizer Quality Control Laboratory (FQCL), Parottukonam & Pattambi, Research Testing and Training Centre (RTTC), Vellayani, Regional Biogas Development & Training Centre (RBD & TC), Vellayani and Bio-technology, Model Floriculture Centre, Kazhakuttom, Thiruvananthapuram and Bio-fertilizer and Organic Manure Quality Control Laboratory (BOQCL), Pattambi.

1.7.1. Farm Information Bureau, Thiruvananthapuram

The Farm Information Bureau (FIB) was established by reorganizing the information wings of Agriculture and Animal husbandry department in 1969. It acts as a nodal agency to provide information support to agricultural extension and promotion of various activities/events of the Agriculture Development and Farmers Welfare, Animal Husbandry and Dairy Development departments. The headquarters of Farm Information Bureau is at Thiruvananthapuram.

The Farm Information Bureau has five divisions viz; Kerala Karshakan Division, Media Liaison Division, Information Technology & Video Production Division, Publication Division and Administration & Accounts Division. The FIB has

two regional Offices at Ernakulum and Kozhikode headed by Senior Agricultural Officer/Assistant Director of Agriculture. FIB has an advisory committee under the Chairmanship of Agricultural Production Commissioner.

The FIB takes up the propaganda works of Agriculture and allied departments to help the farming community in availing various benefits offered and also about the activities/events of the Agriculture Development and Farmers Welfare, Animal Husbandry and Dairy Development departments. FIB is doing different extension methods for disseminating scientific knowledge to the farmers and public. The major activities of Farm Information Bureau include the following;

The “Kerala Karshakan” magazine was published since 1954 by the Agricultural information wing of Agriculture Department of Travancore- Cochin State and is being continued regularly by FIB from 1969 onwards. The FIB is also publishing Kerala Karshakan, English e-journal and is available in www.fibkerala.gov.in. Farm Photography Awards and Essay & Short Story and Video Contest is also organizing every year.

The Farm Information Bureau is an agency to provide the print and visual media with day to day press release related to agriculture activities/events/new initiatives, coverage of all programmes of Hon’ble Minister of Agriculture and that of other Ministers of agriculture related sectors and prepares news to media. Publicity/coverage of state level programmes/ all major schemes, functions/events of the department/award ceremonies by designing banners/WhatsApp posters/logos and also design and prepare the advertisement and publish/telecast the same through print and visual media AIR, community radio & FM channels and through other extension techniques are also taken up with the active participation of regional offices of FIB. Arranging press conferences for Hon’ble Minister for Agriculture, preparation of press notes and other related activities are carried out by FIB.

The “Farm Guide” is published every year which contain all basic data and technical information related to agriculture and allied sectors. Other information

materials like leaflets, booklets, brochures, posters, technical bulletins, etc. for the farming community are also published.

A radio programme, entitled ‘Njattuvela’ by FIB is being broadcast through FM channels and Akashavani Thrissur Station on Monday, Tuesday, Wednesday and Thursday every week. Farm News over radio with the co-operation of the All India Radio is another regular activity. Campaign activities in national and international exhibitions/events, including IITF New Delhi and organizing Kissan Melas at specific locations are also cover under the activities of FIB.

The FIB is also producing short videos of agriculture and allied subjects of recent importance/videos as part of various events by the department, etc. regularly. A video programme titled “Noorumeni” is producing and telecast through Dooradarshan and Kairali News TV channel regularly. The website www.fibkerala.gov.in is providing information on current activities of the departments. The staff structure of Farm Information Bureau, Thiruvananthapuram is shown below;

Sl.No	Post
1	Principal Information Officer
2	Deputy Director of Agriculture (Media Liaison)
3	Editor Cum Press Relations Officer (ECPRO)
4	Accounts Officer
5	Assistant Director of Agriculture (Video production)
6	Senior Agricultural Officer
7	Publication Officer
8	Campaign Officer
9	Information Officer
10	Editor (Farm News)
11	Agricultural Officer (Media Liaison)
12	Assistant Editor (Editorial)
13	Assistant Editor (Circulation)
14	Confidential Assistant
15	Junior Superintendent
16	Videographer

17	Head Clerk
18	Clerk/Senior Clerk
19	Clerk Typist
20	Chief Operator
21	Village Level Worker
22	Photographer
23	Typist
24	Driver
25	Driver cum Operator
26	Photo Artist
27	Artist
28	Binder
29	Binder Helper
30	Van Cleaner
31	Office Attendant
32	Attender
33	Carpenter
34	Watchman
35	Part Time Sweeper

The Farm Information Bureau have two regional offices at Ernakulum and Kozhikode and each office is headed by Assistant Director of Agriculture supported by technical and ministerial staff.

a) Staff pattern of Farm Information Bureau, Regional Office, Ernakulum

Sl. No	Post
1	Senior Agricultural Agriculture
2	Clerk
3	Photo Artist
4	Driver cum cinema Operator

5	Office Attendant
6	Binder Helper
7	Part Time Sweeper

b) Staff pattern of Farm Information Bureau, Regional Office, Kozhikode

Sl.No	Post
1	Assistant Director of Agriculture
2	Agricultural Assistant
3	Clerk Typist
4	Photo Artist
5	Driver cum cinema Operator
6	Van Cleaner
7	Binder Helper
8	Part Time Sweeper

Working Hours

- a. Working hours for Offices except that are functioning with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode**

Week days – 10 AM to 5 PM
(Interval 1.15 PM to 2.00 PM)

- b. Working hours for Offices within the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode**

Week days – 10.15 AM to 5.15 PM
(Interval 1.15 PM to 2.00 PM)

***Note:** - Second Saturdays, Sundays and other state holidays are applicable*

1.7.2. Kerala Centre for Pest Management, Mancompu, Alappuzha

This is pest/disease surveillance unit at Mancompu in Alappuzha district with the objective of helping farmers with timely intervention during pest/disease incidence. The centre started in 1999 as Operational Research

Project (ORP) and later renamed as Kerala Centre for Pest Management (KCPM) in 2005.

This centre undertakes pest and disease surveillance in paddy fields by adopting scientific techniques, fixed plot survey, rapid rowing survey, such as light trap observation, etc. which helps in the early detection of pests and diseases. The intervention by this centre also resulted in reduced pesticide consumption in paddy cultivation in Kuttanad. This centre also acts as an agency for co-ordinating the crop health management programmes of the department along with ATMA.

A bio input production unit is attached to KCPM where crop growth promoters, insect repellents, rodent repellents, pathogen repellents and pheromone lure against rice yellow stem borer are produced. KCPM is collaborating with National Bureau of Agricultural Insect Resources (NBAIR), Bangalore in production of NPV against *Spodoptera mauritia*. KCPM is also conducting trainings to farmers, extensions officers, etc. The Kerala Centre for Pest Management is headed by a Project Director in the cadre of Joint Director of Agriculture supported by technical and ministerial staff. The staff pattern of Kerala Centre for Pest Management is as follows;

Sl.No	Post
1	Project Director (Joint Director of Agriculture)
2	Assistant Director of Agriculture
3	Agricultural Officer
4	Typist
5	Driver
6	Office Attendant
7	Boat Driver
8	Boat Shrank

Working hours

Week days – 10.00 AM to 5.00 PM

(Interval 1.15 PM to 2.00 PM)

Note: - Second Saturdays, Sundays and other state holidays are applicable

1.7.3. Office of the Executive Engineer (Agri.)

At regional level, there are two offices for engineering wing viz; O/o Executive Engineer (Agri.), Alappuzha and O/o Executive Engineer (Agri.), Kozhikode. The Executive Engineer (Agri.) [EE (Agri.)] is reporting to the State Agricultural Engineer and the Director of Agriculture. The Executive Engineer (Agri.) shall be responsible for the monitoring of proper execution and supervision of the infrastructure works/engineering activities of all the Assistant Executive Engineer (Agri.) under his/her jurisdiction (in region). The O/o AEE (Agri.) in Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Idukki and Ernakulam districts are coming under southern region whereas O/o AEE (Agri.) in Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur and Kasaragod districts are coming under northern region. The staff pattern in O/o Executive Engineer (Agri.) is as follows;

Executive Engineer (Agri.)

Assistant Executive Engineer (Agri.)

Head Draughtsman

Other Technical &

Ministerial staff

Working hours

- a. Working hours for all O/o the Executive Engineer (Agri.) except that are functioning within the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode**

Week days – 10 AM to 5 PM

(Interval 1.15 PM to 2.00 PM)

- b. Working hours for all O/o the Executive Engineer (Agri.) within the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode**

Week days – 10.15 AM to 5.15 PM

(Interval 1.15 PM to 2.00 PM)

Note: - Second Saturdays, Sundays and other state holidays are applicable

1.7.4. State Bio-control Laboratory (SBCL), Mannuthy, Thrissur

The State Bio-control Laboratory, Mannuthy in Thrissur district is functioning under the Department of Agriculture with the aim of producing maximum quantity of bio-control agents and distributing to the farmers at reduced price. Biocontrol agents such as *Trichogramma* (Tricho cards) to control Rice leaf folder, American boll worm, Pink boll worm, Rice yellow stem borer, Tomato fruit borer; *Trichoderma viride* to control most of the soil and seed borne plant pathogens; *Pseudomonas fluorescens* to control fungal and bacterial diseases, chitin enriched *Pseudomonas* to control leaf roller of paddy; *Beauveria bassiana* to control rice bug, BPH, coleopteran borers etc. and *Verticillium lecanii* to control soft bodied insects are produced here.

The State Bio-control Laboratory is headed by Deputy Director of Agriculture supported by technical officers, technicians and ministerial staff. The staff pattern is as follows.

Sl.No	Post
1	Deputy Director of Agriculture
2	Assistant Director of Agriculture
3	Agricultural Officer
4	Agricultural Assistant
5	Clerk cum Typist
6	Lab Assistant
7	Driver
8	Office Attendant
9	Lab Attendant
10	Watchman
11	Part Time Sweeper
12	Casual Labourers

Working hours

Week days – 10.15 AM to 5.15 PM

(Interval 1.15 PM to 2.00 PM)

Note: - Second Saturdays, Sundays and other state holidays are applicable

1.7.5. Central Soil and Plant Health Centre), Parottukonam

The basic factors determining increase in agricultural production and quality of produce are good quality soil and its primary and micro nutrient availability to plants. Since, the changes in these factors will affect the production and quality of produce adversely, the department has no means to address this issue with its available facilities in the Central Soil Testing Laboratory which was established in 1978.

With this view, the department has established a well-equipped modern laboratory to test soil, water and plant parts by upgrading the Central Soil Testing Laboratory and renamed as Central Soil and Plant Health Centre (CSPHC) in December 2006 to incorporate developments in the field of soil and plant nutrient status and its impact on quality and quantity aspects of production.

The staff pattern of Central Soil and Plant Health Centre is as follows;

Sl.No	Post
1	Chief Soil Chemist (Deputy Director of Agriculture)
2	Scientific Assistant
3	Lab Attender
4	Clerk
5	Typist
6	Office Attendant
7	Watchman
8	Part Time Sweeper

Working hours

Week days – 10.15 AM to 5.15 PM
(Interval 1.15 PM to 2.00 PM)

***Note:** - Second Saturdays, Sundays and other state holidays are applicable*

1.7.5.1. State Bio fertilizer Laboratory

Under the department, two bio fertilizer laboratories are functioning at Thiruvananthapuram and Pattambi, Palakkad. The bio fertilizers viz; Azospirillum and Arbuscular Mycorrhizal Fungi (AMF) formerly known as Vesicular Arbuscular Mycorrhiza (VAM) are produced in these laboratories.

The State Bio fertilizer Laboratory, Thiruvananthapuram was established in 2004 with an annual production capacity of 14 MT *Azospirillum* and 6 tonnes VAM. The laboratory is under the technical and administrative control of Chief Soil Chemist, Central Soil and Plant Health Centre, Thiruvananthapuram. Since no sanctioned posts are available, the laboratory is functioning utilizing the service of Agricultural Officer working in seed testing laboratory at Parottukonam.

The State Bio fertilizer Laboratory, Pattambi is attached with District Soil Testing Laboratory, Pattambi under the technical and administrative control of Assistant Soil Chemist in District Soil Testing Laboratory. The laboratory has the capacity of producing 5 tonnes *Azospirillum* per annum. Since no sanctioned posts are available, the Agricultural Officer in the District Soil Testing Laboratory is looking after the production of bio fertilizer also.

Working hours

a. State Bio fertilizer Laboratory, Parottukonam, Thiruvananthapuram

Week days – 10.15 AM to 5.15 PM
(Interval 1.15 PM to 2.00 PM)

b. State Bio fertilizer Laboratory, Pattambi, Palakkad

Week days – 10.00 AM to 5.00 PM
(Interval 1.15 PM to 2.00 PM)

Note: - Second Saturdays, Sundays and other state holidays are applicable

1.7.5.2. State Seed Testing Laboratory

The Seed Testing Laboratory is the hub of seed quality control. The purpose of seed testing is determining the standards of a seed lot viz., physical purity, moisture, germination and effect of other distinguishable variety (ODV) and thereby enabling the farming community to get good quality seeds. Under the department, two Seed Testing Laboratories are functioning at Alappuzha and Thiruvananthapuram.

a. State Seed Testing Laboratory, Alappuzha

The State Seed Testing Laboratory, Alappuzha is an ICAR notified seed testing laboratory in Kerala is established in 1975. The area of jurisdiction of the laboratory

extends to all districts except Trivandrum, Kollam and Pathanamthitta. Seed samples from the 11 districts are being analysed for ensuring quality. This laboratory has a capacity of analysing 5000 seed samples per annum. The laboratory is headed by a Senior Seed Analyst in the cadre of Assistant Director of Agriculture and assisted by a Seed Analyst in the cadre of Agricultural Officer and an Agricultural Assistant. The ministerial staff include a Senior Clerk, Office Attendant and a Part Time Sweeper. The laboratory is working under the administrative control of the Principal Agricultural Officer, Alappuzha.

Working hours

Week days – 10.00 AM -5.00 PM
(Interval 1.15 PM to 2.00 PM)

Note: - Second Saturdays, Sundays and other state holidays are applicable

b. State Seed Testing Laboratory, Parottukonam, Thiruvananthapuram

The State Seed Testing Laboratory, at Parottukonam, Thiruvananthapuram is established in the year 2000. Seed samples from Trivandrum, Kollam and Pathanamthitta districts are tested in laboratory with a capacity of analysing 1000 seed samples per annum. The laboratory is under the technical and administrative control of Chief Soil Chemist, Central Soil and Plant Health Centre, Thiruvananthapuram. In laboratory, the seed analysis is carried out by an Agricultural Officer.

Working hours

Week days – 10.15 AM -5.15 PM
(Interval 1.15 PM to 2.00 PM)

Note: - Second Saturdays, Sundays and other state holidays are applicable

1.7.6. State Pesticides Testing Laboratory, Parottukonam

The State Pesticides Testing Laboratory (SPTL) functioning under the Department of Agriculture was established in 1964 and the same is now functioning at Parottukonam since 1995.

The major activity of this institution is to check the quality of pesticides by analysing the sample received from Insecticide Inspectors throughout the state. This

is to ensure whether they conform to BIS specification. The quality of pesticides purchased for Departmental purpose is also tested in this laboratory. Samples sent by private parties/ institutions are also analysed at the rates fixed. All the analysis are carried out in accordance with BIS specifications and the technical guidelines issued by Central Insecticides Laboratory, Faridabad.

The samples are analysed by volumetric methods and also by methods using equipments like Gas Liquid Chromatography (GLC), High Performance Liquid Chromatography (HPLC), UV visible Spectrophotometer, Fourier Transform Infrared Spectrophotometer (FTIR), etc. The staff pattern in State Pesticides Testing Laboratory is as follows;

Sl.No	Post
1	Deputy Director of Agriculture
2	Research Officer
3	Senior Agricultural Officer
4	Agricultural Officer
5	Agricultural Assistant
6	Confidential Assistant
7	Clerk
8	Lab Assistant
9	Office Attendant
10	Lab Attender
11	Watchman
12	Part Time Sweeper

Working hours

Week days – 10.15 AM – 5.15 PM

(Interval 1.15 PM to 2.00 PM)

***Note:** - Second Saturdays, Sundays and other state holidays are applicable*

1.7.7. Fertilizer Quality Control Laboratory

Under Agriculture Development and Farmer's Welfare Department, two Fertilizer Quality Control Laboratories are functioning at Parottukonam, Thiruvananthapuram and Pattambi, Palakkad. The Fertilizer Quality Control

Laboratory (FQCL), Parottukonam has jurisdiction over seven southern districts including Ernakulam and FQCL at Pattambi has jurisdiction over the other seven districts. The Fertilizer Quality Control Laboratories are headed by Deputy Directors of Agriculture and supported by technical officers, technicians and ministerial staff.

In these laboratories, inorganic fertilizer samples drawn by fertilizer inspectors and also private samples are analysed for NPK and micro nutrients. The samples are analysed by volumetric methods and using Atomic Absorption Spectrometer, etc.

These laboratories also analyses reference samples from other states and also check samples from Central Fertilizer Quality Control Laboratory and Training Institute, Faridabad.

a. Fertilizer Quality Control Laboratory, Parottukonam

The staff pattern in Fertilizer Quality Control Laboratory, Parottukonam is as follows;

Sl.No	Post
1	Deputy Director of Agriculture
2	Senior Agricultural Officer
3	Clerk Typist
4	Lab Attender
5	Duplicating Operator
6	Watchman
7	Part Time Sweeper

Working hours

Week days – 10.15 AM – 5.15 PM

(Interval 1.15 PM to 2.00 PM)

Note: - Second Saturdays, Sundays and other state holidays are applicable

b. Fertilizer Quality Control Laboratory, Pattambi, Palakkad

The staff pattern in Fertilizer Quality Control Laboratory is as follows;

Sl.No	Post
1	Deputy Director of Agriculture
2	Senior Agricultural Officer
3	Clerk Typist
4	Lab Attender
5	Duplicating Operator
6	Watchman
7	Part Time Sweeper

Working hours

Week days – 10.00 AM – 5.00 PM

(Interval 1.15 PM to 2.00 PM)

***Note:** - Second Saturdays, Sundays and other state holidays are applicable*

1.7.8. Research Testing and Training Centre, Vellayani, Thiruvananthapuram

In 1961, Indian Council of Agricultural Research (ICAR) sanctioned the establishment of the Research Testing and Training Centre (RTTC) for testing the improved Agricultural implements and machineries in Kerala. Accordingly, Government have provided land in the College of Agriculture campus at Vellayani in Thiruvananthapuram district. With buildings and staff, the centre became fully functional since 1965. Under the department, testing and evaluation of the improved agricultural implements are done by Research Testing and Training Centre. The centre has following major objectives;

- i. **Research:** To evolve and design new and improved implements suitable to Kerala.
- ii. **Testing:** To take individual or comparative trials of implements that may be obtained from different areas and to what extent they are useful and also to test manufacturers implements for suitability and dependability.
- iii. **Training:** Trainings basically focusing on familiarizing operations and repairing of agricultural implements and machineries are given to the engineers and workers in agricultural engineering sector.

- iv. **Popularization:** To introduce and popularize the farm implements and machineries tested or developed and found suitable for the agricultural operations of the region.

The centre is headed by Technical Assistant who is in the cadre of Assistant Executive Engineer (Agri.) supported by other technical and ministerial staff. The staff pattern is as follows;

1. Technical Assistant (Assistant Executive Engineer (Agri))
2. Assistant Engineer (Agri.)
3. Draughtsman (Mechanical)
4. Mechanic
5. Fitter
6. Turner
7. Blacksmith
8. Machinist
9. Welder
10. Carpenter
11. Tractor driver
12. Work shop attender
13. Permanent labourer
14. Clerk
15. Driver
16. Typist
17. Office attendant
18. Watchman
19. Part time sweeper

Working hours

Week days – 10.00 AM-5.00 PM

(Interval 1.15 PM to 2.00 PM)

Note: - Second Saturdays, Sundays and other state holidays are applicable

1.7.9. Regional Biogas Development and Training Centre,Vellayani, Thiruvananthapuram

Consequent on declaring the Department of Agriculture as the nodal department for the implementation of National Project on Biogas Development (NPBD) in the state, for providing necessary training and publicity support and also coordinating the transfer of new technology from research station to farmers,

Regional Biogas Development and Training Centre (RBD& TC) established and attached to RTT Centre, Vellayani in 1993-94. The centre is headed by a Deputy Director of Agriculture.

Working hours

Week days – 10.00 AM -5.00 PM
(Interval 1.15 PM to 2.00 PM)

***Note:** - Second Saturdays, Sundays and other state holidays are applicable*

1.7.10. Bio-technology and Model Floriculture Centre, Kazhakuttom, Thiruvananthapuram

The Biotechnology and Model Floriculture Centre (B&MFC), Kazhakuttam was established in the year 2000 and is involved in the mass multiplication and distribution of plantlets of different varieties of banana, pepper, orchids, anthurium, foliage plant and other ornamental plants through tissue culture technique. The centre is also engaged in standardizing protocols for other crops including medicinal plants.

The Biotechnology and Model Floriculture Centre was established with the following objectives:

1. To undertake micro propagation of flowers especially orchids and fruit species
2. To function as a training centre on micro propagation
3. Preservation and propagation of elite plant species
4. Varietal improvement of ornamental plants
5. To function as a production and distribution centre for ornamental plants through conventional propagation methods

The BMFC, Kazhakuttam is headed by an Assistant Director of Agriculture supported by technical officers, laboratory technicians and ministerial staff,

The centre is equipped with a tissue culture laboratory carrying out micro propagation work in Banana, Orchids, etc. in the year 2000 and the distribution of plantlets began during July 2002. The plantlets produced at the centre have already

been supplied to the farming community within and outside the State. A sales counter for sale of planting materials is also functioning at.

The Centre is perhaps the only institution which has successfully taken up commercial micro propagation of Black Pepper which is highly skilful and time consuming. This initiative of the Centre has come in for special commendation from the Spices Board and the Department of Biotechnology, Government of India.

The staff structure of the Biotechnology and Model Floriculture Centre is as follows;

Sl.No	Post
1	Assistant Director of Agriculture
2	Agricultural Officer
3	Confidential Assistant
4	Clerk/Senior Clerk
5	Typist
6	Lab Assistant
7	Tissue culture Technician
8	Electrician
9	Driver
10	AC Mechanic
11	Computer Operator
12	Office Attendant
13	Permanent Labours

Working hours

Week days – 10.15 AM – 5.15 PM

(Interval 1.15 PM to 2.00 PM)

***Note:** - Second Saturdays, Sundays and other state holidays are applicable*

1.7.11. Bio-fertilizer and Organic Manure Quality Control Laboratory, Pattambi, Palakkad

In 2020, a Bio-fertilizer and Organic Manure Quality Control Laboratory (BOQCL) has started functioning at Pattambi, Palakkad to analyse the bio-fertiliser and organic manure samples and its reporting to various agencies thereby improving the quality of Bio-fertiliser and Organic manure supplied in the State. The BOQCL can

analyse 1000 samples per year and the Laboratory was notified through state gazette (SRO. No.532/2019, Dtd. 10th June 2019). With the establishment of BOQCL, the quality of bio-fertiliser and organic manure supplied and used by farmers and also the exploitation by selling poor quality materials at a higher cost to farmers by private firms and other agencies can be checked.

Working hours

Week days – 10.00 AM-5.00 PM

(Interval 1.15 PM to 2.00 PM)

***Note: -** Second Saturdays, Sundays and other state holidays are applicable*

Chapter I

ORGANIZATION AND CONSTITUTION OF THE DEPARTMENT

Section 8. Other institutions

1.8.1. Kerala State Seed Development Authority, Thrissur

Kerala State Seed Development Authority (KSSDA) is an autonomous body under Agriculture Development and Farmers' Welfare department. The authority was registered in the year 2000 under Travancore – Cochin Literary, Scientific and Charitable Society Act 1955 with main objective of carrying out production, supply/marketing of paddy and other seeds so as to cater the needs of farmers in the state. The Authority is managed by a governing body under the chairmanship of Agricultural Production Commissioner and the Director of Agriculture as member Secretary. The day to day activities of the authority is carried out by Joint Director of Agriculture, Kerala State Seed Development Authority. The staff pattern is shown below;

Sl.No	Post
1	Joint Director of Agriculture
2	Deputy Director of Agriculture
3	Assistant Director of Agriculture
4	Senior Superintendent
5	Clerks
6	Agricultural Assistant
7	Confidential Assistant

Working hours

Week days – 10.15 AM - 5.15 PM

(Interval 1.15 PM to 2.00 PM)

Note: - Second Saturdays, Sundays and other state holidays are applicable

1.8.2. Agricultural Whole Sale Markets

In Kerala, six agricultural wholesale markets under “Kerala Agricultural Markets Projects” with the assistance of European Economic Communities have been established and are functioning in Thiruvananthapuram, Ernakulum, Kozhikode and Wayanad district. The Agricultural wholesale markets supports farmers by providing facilities for direct trading of agricultural commodities by the farmers avoiding middle men. Sufficient infrastructure are available in all Agricultural wholesale markets for trading.

Kerala Agricultural Markets have been treated as “Government owned markets under the department of Agriculture Development and Farmers’ Welfare. Since the Additional Director of Agriculture (Marketing) is designated to function as the Director of Marketing (Agriculture), he/she shall conduct inspections in any of the six markets under “Kerala Agricultural Markets Projects. He /she shall responsible for supervision and monitoring and also coordination of all the activities of these markets. The six markets under “Kerala Agricultural Markets Projects” are;

- i. Agricultural Urban Wholesale Market, Anayara, Thiruvananthapuram
- ii. Agricultural Urban Whole Sale Market, Maradu, Ernakulum
- iii. Agricultural Urban Whole Sale Market, Vengeri, Kozhikode
- iv. Agricultural Rural Wholesale Market, Nedumangad, Thiruvananthapuram
- v. Agricultural Rural Whole Sale Market, Moovattupuzha, Ernakulum
- vi. Agricultural Rural Whole Sale Market, Sulthan Betheri, Wayanad

As per the GO (MS) No. 147/2003 dated: 29/09/2003 in each market, separate market authorities have been constituted under the Chairmanship of the District

Collector of the concerned district and the Secretary of the market as convenor. The other members of the authority include; Director of Marketing (Agriculture) as vice chairman, MLA of the constituency where the market is located, one nominated member from among the growers within the market area, one nominated member from the licensees in respect of the agricultural produces within the market area, local Panchayat President/ Municipal Chairperson/ Corporation Mayor, the Principal Agricultural Officer of the concerned district and the Assistant Director of Agriculture (Marketing) of the concerned district.

- i. A state level market advisory committee has been constituted with the Director of marketing (Agriculture) as convenor and the Agricultural Production commissioner as chairman. The duties and responsibilities of the Director of Marketing (Agriculture) are prescribed in the annexure I of the Government Order G.O (MS) NO.117/1999/AD dated: 17th April, 1999.
- ii. Annexure II of the GO (MS) No. 117/1999/AD dated 17th April 1999 deals with market rules and regulations
- iii. The duties and responsibilities of the state agriculture marketing advisory committee are explained in annexure VI of the GO (MS) No. 117/1999/AD dated 17th April 1999.
- iv. The rules and procedures relating to the constitution and working of the executive committee is stipulated in annexure III of G.O (MS) NO.117/1999/AD dated: 17th April, 1999. The staff pattern and salary structure for each market are also envisaged in 5th para and Annexure IV of the G.O (MS) NO.117/1999/AD dated: 17th April, 1999.
- v. The market Secretary is delegated with administrative and financial powers as may be necessary to carry out the day to day administration of the market as prescribed in annexure V of the Government Order.

The staff pattern in the Agricultural wholesale markets are shown below;

1. Agricultural Urban Wholesale Market, Anayara, Thiruvananthapuram
Secretary (I/c) & Assistant Secretary (Assistant Director of Agriculture)
Agricultural Officer

Ministerial Staff

2. Agricultural Rural Whole Sale Market, Nedumangad, Thiruvananthapuram

Secretary Grade II (Deputy Director of Agriculture)
Assistant Secretary (Assistant Director of Agriculture)
Ministerial Staff

3. Agricultural Urban Whole Sale Market, Maradu, Ernakulam

Secretary Grade I (Joint Director of Agriculture)
Assistant Secretary (Assistant Director of Agriculture)
Ministerial Staff.

4. Agricultural Rural Whole Sale Market, Moovattupuzha, Ernakulam

Secretary Grade II (Deputy Director of Agriculture)
Assistant Secretary (Assistant Director of Agriculture)
Ministerial Staff.

5. Agricultural Urban Wholesale Market, Vengeri, Kozhikode

Secretary Grade I (Joint Director of Agriculture)
Assistant Secretary (Assistant Director of Agriculture)
Ministerial Staff.

6. Agricultural Rural Whole Sale Market, Sultan Betheri, Wayanad

Secretary Grade II (Deputy Director of Agriculture)
Assistant Secretary (Assistant Director of Agriculture)
Ministerial Staff

Working hours

a. Working hours for all Offices except that are functioning within the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode

Week days – 10 AM to 5 PM

(Interval 1.15 PM to 2.00 PM)

b. Working hours for the Office within the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode

Week days – 10.15 AM to 5.15 PM

(Interval 1.15 PM to 2.00 PM)

Note: - Second Saturdays, Sundays and other state holidays are applicable

1.8.3. Agriculture Technology Management Agency

The kerala state adopted ATMA model of agricultural extension during 10th five year plan to address the key constraints of field level agricultural extension. Agriculture Technology Management Agency (ATMA) is an autonomous institution functioning as per Government of India (GOI) guidelines and is the district level nodal agency responsible for the overall management of agriculture extension within the district.

ATMA at the district level is functioning as a registered body with District Collector as the chairman of the governing board. The governing board includes a representative of the District Panchayat, six representatives from the farming sector as well as officers from State Agricultural University (SAU), KVK, allied sectors, lead bank and an NGO. Principal Agricultural Officer and Project Director ATMA are members of this board.

The District ATMA in Kerala is often highlighted as an innovative model of public sector agricultural extension involving decentralization as well as participatory and bottom up approaches. It is headed by a Project Director in the cadre of Joint Director of Agriculture with two Deputy Project Directors, in the cadre of Deputy Director and Assistant Director from the agriculture and allied department like Animal Husbandry, Dairy and Fisheries.

Since ATMA provides an integration with allied sectors, farmers can get the benefit of technological advice and also financial assistance through this single window system of ATMA.

The details of staff pattern as part of ATMA at various level is as follows;

1.8.3.1. At state level,

At state level, there is a State Nodal Cell for ATMA at Directorate of Agriculture Development and Farmers' Welfare and the Director of Agriculture is the State Nodal Officer of ATMA. Since the Additional Director of Agriculture

(Extn.) is monitoring all extension activities at state level on behalf of the Director of Agriculture, the Additional Director of Agriculture (Extn.) is also supervising and monitoring all the activities of ATMA. In the state nodal cell, a state coordinator and two District Technology Managers are also available on contract basis.

1.8.3.2. State Agricultural Management and Training Institute

The State Agricultural Management and Training Institute (SAMETI) is a nodal state level training institute which provide capacity building support in extension management and related areas to the extension functionaries from public, private and non-governmental organization/sectors. SAMETI, also provides consultancy in the areas like project planning, appraisal, implementation, monitoring and evaluation, etc. SAMETI is also intended to develop and promote application of management tools for improving the effectiveness of agricultural extension services and develop modules on management, communication, participatory methodologies, etc., as a sequel to the feedback from training programmes. SAMETI is organising annual workshop involving all the agricultural related training Institutes in the state to achieve complementarity in training and capacity building for functionaries of agriculture and allied departments.

The Government has constituted various committees and bodies viz. the General Council, the Executive Council and Technical Support Group for the smooth functioning of SAMETI. The General Council of SAMETI shall be responsible for taking decisions on policy matters of the SAMETI in accordance with the rules and byelaw. The Agricultural Production Commissioner of the State is the Chairman of the General Council.

The Executive Council shall be responsible for the management and administration of the affairs of the SAMETI in accordance with the rules and byelaw. The Secretary (Agriculture) is the chairman of the Executive Council and Director of Agriculture is the vice chairman. The Technical Support Group is a multidisciplinary team of experts from different disciplines to advise and recommend to undertake

various activities. The Director who is in the cadre of Additional Director of Agriculture is the Chief Executive Officer of SAMETI. Director, SAMETI is the Member Secretary/ Convenor of General Council & Executive Council.

The Director, SAMETI is assisted by eight Deputy Directors from agriculture, animal husbandry, fisheries and dairy departments, an Accountant in the cadre of Senior Superintendent and a Computer Programmer. The staff strength is as follows;

SAMETI			
Director	Deputy Director	Accountant Cum Establishment Clerk	Computer Programmer
1 No.	8 Nos.	1 No.	1 No.

The distribution of Deputy Directors in SAMETI from Agriculture/Animal Husbandry/Fisheries/Dairy department are shown below;

From Agriculture	From Animal Husbandry	From Fisheries	From Dairy
4 Nos.	2 Nos.	1 No.	1 No.

Working hours

Week days – 10.15 AM - 5.15 PM

(Interval 1.15 PM to 2.00 PM)

***Note:** - Second Saturdays, Sundays and other state holidays are applicable*

1.8.3.3. ATMA at district level

At district level, ATMA consist of one Project Director (PD) in the cadre of Joint Director of Agriculture, one Deputy Project Director in the cadre of Deputy Director from Agriculture/Animal Husbandry/Fisheries/Dairy and another one Deputy Project Director in the cadre of Assistant Director from

Agriculture/Animal Husbandry/Fisheries/Dairy and other supporting staff. The staff position of ATMA in 14 districts are shown below;

District ATMA						
Project Director	Deputy Project Director I	Deputy Project Director II	Accountant Cum Establishment Clerk	Computer Programmer	Block Technology Manager	Assistant Technology Manager
14	14	14	14	14	152	152

The distribution of Deputy Project Directors (DPD) in the cadre of Deputy Directors and Deputy Project Directors (DPD) in the cadre of Assistant Directors from Agriculture/Animal Husbandry/Fisheries/Dairy department is as follows;

Category	From Agriculture	From Animal Husbandry	From Fisheries	From Dairy
Deputy Project Director in the cadre of Assistant Director	5 Nos.	5 Nos.	2 Nos.	2 Nos.
Deputy Project Director in the cadre of Deputy Director	7 Nos.	4 Nos.	1 No.	2 Nos.

The district wise distribution of Deputy Project Directors in the cadre of Deputy Directors and Deputy Project Directors in the cadre of Assistant Directors in each ATMA is as follows;

District	Deputy Project Director in the cadre of Assistant Director	Deputy Project Director in the cadre of Deputy Director
Thiruvananthapuram	Assistant Director from Animal Husbandry	Deputy Director from Agriculture
Kollam	Assistant Director from Agriculture	Deputy Director from Animal Husbandry

Pathanamthitta	Assistant Director from Agriculture	Deputy Director from Dairy
Alappuzha	Assistant Director from Agriculture	Deputy Director from Fisheries
Kottayam	Assistant Director from Dairy	Deputy Director from Animal Husbandry
Idukki	Assistant Director from Animal Husbandry	Deputy Director from Agriculture
Ernakulam	Assistant Director from Fisheries	Deputy Director from Dairy
Thrissur	Assistant Director from Agriculture	Deputy Director from Animal Husbandry
Palakkad	Assistant Director from Agriculture	Deputy Director from Animal Husbandry
Malappuram	Assistant Director from Animal Husbandry	Deputy Director from Agriculture
Kozhikode	Assistant Director from Fisheries	Deputy Director from Agriculture
Wayanad	Assistant Director from Animal Husbandry	Deputy Director from Agriculture
Kannur	Assistant Director from Dairy	Deputy Director from Agriculture
Kasaragod	Assistant Director from Animal Husbandry	Deputy Director from Agriculture

Working hours

- a. Working hours for all Offices except that are functioning within the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode**

Week days – 10 AM to 5 PM
(Interval 1.15 PM to 2.00 PM)

- b. Working hours for the Office within the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode**

Week days – 10.15 AM to 5.15 PM
(Interval 1.15 PM to 2.00 PM)

Note: - Second Saturdays, Sundays and other state holidays are applicable

1.8.4. State Horticulture Mission – Kerala

State Horticulture Mission (SHM) is an organisation registered under Travancore Cochin Literary Scientific and Charitable Societies Act, 1955 started functioning on 13th October 2005 for the implementation of the programmes of Mission for Integrated Development of Horticulture (MIDH) formerly known as National Horticulture Mission (NHM) programmes.

The governing body of SHM is constituted with Hon'ble Minister for Agriculture as the chairman and Mission Director as the Member Secretary. There is an executive committee under the chairmanship of Agriculture Production Commissioner and Mission Director as the Member Secretary for the formulation and implementation of various schemes/activities. There are District Horticulture Missions also in all the 14 districts which is constituted with District Collector as the Chairman, Principal Agricultural Officer as the Vice Chairman and Deputy Director of Agriculture (H) as the member secretary.

SHM functions with the mission of end to end holistic development of the horticulture sector covering fruits, plantation crops, vegetables, spices, flowers, Aromatic & medicinal plants and mushroom. Post-harvest management of crops including value addition and marketing are also taken care of.

State Horticulture Mission is headed by a Mission Director, supported by Additional Director of Agriculture/Joint Director of Agriculture, Deputy Director of Agriculture, Technical Assistant, etc. and other supporting field staff on contract basis.

At field level, in all the districts, the programmes of SHM are carrying out by District Horticulture Missions through the Agricultural Officers/Agricultural Field Officers of Krishi Bhavans under the supervision of block level Assistant Directors of Agriculture and Deputy Director of Agriculture (H) at the HQ.

Chapter I

ORGANIZATION AND CONSTITUTION OF THE DEPARTMENT

Section 9: Institutions handed over to local self-government

As per GO (P) No. 189/95 dated 18/9/1995, the following institutions of the Agriculture Development and Farmer's Welfare Department were handed over to Local Self-Governments (Grama Panchayats, Block Panchayats, Jilla Panchayats, Municipalities and Corporations) as per the instructions in the Panchayat Raj Act which came into existence on 2nd October 1995.

1. Institutions handed over to Grama Panchayats

- ❖ Krishi Bhavan in each Grama Panchayat

2. Institutions handed over to Block Panchayats

- ❖ Office of the Assistant Directors of Agriculture at block level

3. Institutions handed over to Jilla Panchayats

- ❖ Principal Agriculture Office
- ❖ O/o Assistant Executive Engineer (Agri.)
- ❖ District Soil Testing Laboratory
- ❖ All Farms except Special Farms

4. Institutions handed over to Municipalities and Corporations

- ❖ Krishi Bhavans in Municipalities/ Corporations

1.9.1 Role of Local Self-Governments in Management of Agriculture Institutions

1. To provide basic infrastructure facilities, building, furniture, telephone, etc. for the smooth functioning of the agriculture institutions handed over to Local Self-Government.
2. To provide sufficient funds for rent, water charges, electricity charges, maintenance of building, telephone charges/internet charges, stationery,

stamp, fuel charge for vehicles, etc. for the smooth functioning of the Institution.

3. Supervision of daily management of agriculture institutions
4. To sanction funds for unforeseen expenses.
5. To sanction casual leave of head of office of agriculture institution and to recommend applications for other leaves.
6. To approve the tour diary of gazetted officers
7. To request for any disciplinary actions on gazetted officers and non-gazetted officers.
8. To carry out maintenance of agriculture institutions
9. To sanction the purchase of land and construction of new buildings for agriculture institutions functioning in rented buildings.
10. To purchase chemicals, instruments, furniture, etc. for the District Soil Testing Laboratory.
11. To sanction funds for the repair and maintenance of vehicles
12. To ensure the security of the landed property of agriculture institution and to consider the income from trees of this land for developmental activities.
13. To prepare separate projects for general, special and minority categories and to select the area and beneficiaries for implementing this project.
14. To sanction funds for the development of farms and agriculture institutions.
15. To co-ordinate extension activities through seminars, discussion forums, exhibition, etc.
16. To harvest and auction fruits from trees etc. as per the advice of the head of the transferred institution.

To follow any other activities/functions as per government directions and orders from time to time for the smooth functioning of institutions handed over to Local self-Government as per the Kerala Panchayat Raj Act 166(7), 172 (6), 173 (6) 1994 and the Kerala Municipality Act 30 (5) 1994.

1.9.2 The implementing officers under decentralised planning are shown below;

Sl.No	Local Self-Government	Implementing Officer
1	Grama Panchayat	Agricultural Officer
2	Block Panchayat	Assistant Director of Agriculture
3	Jilla Panchayat	Deputy Director of Agriculture (WM) & (YP)
4	Municipality	Agricultural Field Officer/ Agricultural Officer
5	Corporation	Deputy Director of Agriculture (Credit)

For the functioning of the transferred institutions, funds are provided from the local self-government in the following categories.

Sl.No	Category	Details
1	Category A	Fund received from state finance Commission as per decentralized planning for agricultural activities of the local self-government.
2	Category B	Fund received from the Department of Agriculture Development and Farmers Welfare for implementing the departmental schemes through the local self-Government.
3	Category C	Fund allotted to agricultural institutions from maintenance grant as per the recommendation of State Finance Commission.

4	Category D	Fund allotted to agricultural institutions for day to day activities from General Essential Grant as per the recommendation of State Finance Commission.
5	Category E	<ol style="list-style-type: none"> 1. Fund received in agricultural sector for centrally sponsored schemes. 2. Fund allotted to Local self-government by District Collector for flood/drought relief activities in Agriculture sector
6	Category F	Fund accrued through beneficiary contribution collected by the implementing officer of a project. This amount should be utilized as per direction of the local self-government.

Chapter II

OFFICE ADMINISTRATION

Section 1. General directives

2.1.1 Administration of Service

As per Rule 6 of the Kerala Civil Services (Classification, Control & Appeal) 1960, employees are classified under State service and Subordinate service. State services are included in Rule 7 and Subordinate service in Rule 8. Last Grade Services and Part time Contingent services are part of Subordinate service.

The administration of the department throughout the state is vested with the Director of Agriculture. Administration will mean the management of the department service, subject to law, rules and regulations; and will include issuing orders, supervising the functioning of the officials at all levels, appointment to subordinate staff, deployment of the officials, posting, transfers and the requisite disciplinary action up to and including the cadre of Agricultural Officers and advising the Government on the placement of officers above the cadre of Agricultural Officers. The Director of Agriculture can appoint gazetted officers in the cadre of Agricultural Officers/Assistant Engineers and other non-Gazetted officers as against the advice of Kerala public Service Commission.

2.1.2. Working Hours

- a. Working hours for Offices/Institutions except that are functioning with in the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode**

Week days – 10 AM to 5 PM
(Interval 1.15 PM to 2.00 PM)

b. Working hours for the Offices/Institutions within the corporation's limits of Thiruvananthapuram, Kottayam, Ernakulam, Thrissur and Kozhikode

Week days – 10.15 AM to 5.15 PM

(Interval 1.15 PM to 2.00 PM)

***Note:** - Second Saturdays, Sundays and other state holidays are applicable*

The Officers in charge of government institutions shall not be absent from their stations except in extreme emergency. Necessary entries shall be made in the movement register maintained for the purpose.

All the staff of the departmental offices and institutions shall reside within the jurisdiction of their headquarters except in special cases and circumstances.

2.1.3 Mode of Appointment

All vacant posts which fall within the purview of the Kerala Public Service Commission should be reported to the Secretary, Kerala Public Service Commission or the District Office of Kerala Public Service Commission as the case may be. The Commission/District Office would issue advice for the required number of candidates who shall be appointed to the vacancies.

If there is no ready list with the Public Service Commission/District Office, it shall be reported to the Government/authority concerned. On receipt of sanction, provisional appointment may be made for a period not exceeding 6 months in the first instance pending selection of a regular candidate by the Public Service Commission.

2.1.4. Leave

General rules regarding the leave admissible to Gazetted, non-gazetted and last grade servants as per KSRs is applicable to all employees of Agriculture Development and Farmer's Welfare Department. Leaves admissible to employees shall be as follows;

2.1.4.1. Leaves – classification and rules (KSRs Part I)

Kind of leave	Earnings	Max. earning limit	Admissible limits	
			At a time	Maximum
EL	1 for each 11 duty days*	300 Nos.	180 days	As in credit
HPL	20 for each completed year	No limit	No limit	As in credit
CML	2 HPL commuted to one CML	No limit	No limit	As in credit
LND			90	180 (without MC)+180 (with MC) = 360
LWA			5 yrs	20 yrs. (XII A & XII C)
Disability leave			24 months	
Hospital leave				
Study leave			12 months	24 months
Maternity leave (Female Employees)			180 days (for miscarriage -6 weeks)	
Paternity Leave (Male Employees)			10 days	20 days (for 2 children)
CL	20 Nos. in a calendar year (No earning)		15 days (including holidays)	
SCL			21 days (30 days under special circumstances)	
Co. L			15 days in a calendar year	

Abbreviations

EL – Earned Leave, HPL – Half Pay Leave, CML – Commuted Leave, LND – Leave not due, LWA – Leave without allowance, CL – Casual Leave, SCL – Special Casual leave, Co.L – Compensation leave, MC – Medical Certificate.

**1 for each 22 duty days during 1st year of service which will be re casted @1/11 after completion of 3 years of service.*

a. Other important conditions

- i. Leave is not a right of the employee.
- ii. Leave period will not earn EL or simply, actual duty period only will earn EL.
- iii. EL may be granted up to 300 days prior to pension. This is an exception to general condition.
- iv. EL surrender – 30 Nos. in a financial year (w.e.f.1.4.06)
- v. EL once surrendered cannot be cancelled.
- vi. Leave period except LWA taken as per appendix XII A (other employment), XII B (study purpose), XII C of KSR (joining spouse) will earn HPL.
- vii. LND is available to permanent employees only.
- viii. HPL is not earned for fraction of a year.
- ix. Minimum 3 year service is necessary to avail CML.
- x. MC is not needed for any kind of leave combined with Maternity Leave up to 60 days.
- xi. Co.L should be taken within 3 months from the date of duty (on the relevant holiday)
- xii. In addition to the above, special leaves are admissible for organ transplantation, blood donation, chemo therapy etc. as per norms.
- xiii. Medical Officer's certificate specifying date of delivery is necessary for claiming Paternity Leave

xiv. Separate registers should be kept for casual leaves and special leaves.

2.1.5. Transfer and postings/General transfer

The transfers and posting of all officers up to and inclusive of the rank of Agriculture Officer shall be ordered by the Director of Agriculture. Whereas, the Principal Agricultural Officer may order transfer and postings of the non-gazetted officers working under the control within the district. The transfer and postings of officers above the rank of Agriculture Officer is done by Government.

The annual general transfer and postings of employees/officers in Agriculture Development and Farmers' Welfare Department shall be done as per the norms of the government/department issued from time to time. Now, general transfer and postings of employees are carried out observing the revised general norms and guidelines as per G.O. (P) No.03/2017/ P &ARD, Dtd, 25/02/2017 and orders issued from government from time to time.

2.1.6. Report of transfer of charges (RTC)

Under all circumstances, before entering on leave or relieving from the duties consequent on transfer, promotion, etc. the head of office/ gazetted officer should not leave the HQ without proper orders of charge arrangements from competent authority and also hand over the charge by signing the RTC in prescribed form based on that order. In all cases of relieving/joining duty, the officers should submit respective RTC to the controlling Officer forthwith. It may be noted that the submission of application for leave or receipt of transfer/promotion orders alone is not sufficient to hand over the charge/leave the HQ. The controlling Officers should ensure that proper orders are received /issued in this regard. It may be noted that orders from competent authority is a must to leave the HQ for attending official meetings, trainings, etc.

2.1.7. Probation periods and Departmental test

All the newly recruited employees shall be placed on probation and the probation shall be declared as per the relevant provisions of Kerala State and Subordinate Service Rules.

All employees (both technical and non-technical), who got promotion to the new posts, should also be placed on probation and the probation shall be declared satisfactorily completed as per the relevant provisions of Kerala State and Subordinate Service Rules.

2.1.8. Promotions

In the department, all the promotions to the cadre of Deputy Director of Agriculture, Executive Engineer(Agri.) and above in the technical cadre and those of Administrative Assistant/Accounts Officer in administrative side shall be done based on the select lists prepared by the Departmental Promotion Committee (DPC) - Higher and the notification issued by Government. The preparation of select list and other procedure for promotion to higher post will be done by the Government after obtaining relevant details from the Director of Agriculture and as per the provisions in the Kerala State Subordinate Service Rules.

All promotions to the cadre of Assistant Director of Agriculture/Senior Agricultural Officer/Assistant Soil Chemist, Assistant Executive Engineer (Agri.), Agricultural Officer, Agricultural Field Officer, Assistant Engineer (Agri.) Senior Superintendent and equivalent posts shall be done based on the select list prepared by the DPC- Lower and notification issued by Government. The promotion to the non-gazetted posts shall be done by the Director of Agriculture based on the seniority list.

At the end of each calendar year, employees who are eligible for promotion to gazetted posts shall submit the proforma for preparing their annual confidential reports along with a report on self-appraisal to their concerned controlling officer. The controlling officer in turn will write the annual confidential report and submit to Director of Agriculture through proper channel.

Since no Special Rules are framed and prescribed in Agriculture Development and Farmers' Welfare department, the recruitment, seniority, promotion, etc., shall be based on executive orders of Government or any other authority delegated by Government.

2.1.9. Advance Tour Programme

All touring officers in the department must submit the advance tour programme to the next higher officer/officer who is authorized to approve the journey and get approval before leaving the HQ. If the journey is to be performed outside the jurisdiction, the order by which the journey is sanctioned/ordered should be included in the advance tour programme. The format of advance tour programme is shown below;

Date		Place/places of visit	Mode of conveyance	Purpose of journey	Order under which journey is performed
From	To				

After performing the journey, a tour note shall be prepared on monthly basis by the officer who performed the journey and got approved by the concerned controlling officer for the drawal of travelling allowances as per rules.

2.1.10. Work diary

The work diary is a statement where an officer can reflect on his/her professional duties/jobs detailing the various day to day activities. The activities may include visit to farmers' fields/padasekharams, attending group meetings in his/her jurisdiction, attending official meetings/workshop/trainings, etc. The work diary should be written on daily basis and must contain specific details. A daily work diary is a great tool for outlining the career of the officer, setting milestones, and achieving goals while performing the duties in a particular post.

The Agricultural Assistants/ Assistant Agricultural Officers, Agricultural Field Officers and Agricultural Officers working in Krishi Bhavans must invariably write

the work diaries. At the end of each month, it is the duty of the Agricultural Assistants/ Assistant Agricultural Officers, and Agricultural Field Officers /Agricultural Officers to complete the work diary in all respect and got approved by the Agricultural Field Officers /Agricultural officer or Assistant Director of Agriculture as the case may be on or before 5th of every succeeding month. The Agricultural Field Officers and Agricultural Officers shall prepare work diaries in duplicate for keeping one copy in Krishi Bhavan and the other in the O/o Assistant Director of Agriculture. The format of work diary is shown below;

Date & time	Place of visit	Mode of conveyance	Purpose of visit

It may be noted that, the work diaries of Assistant Directors of Agriculture and Deputy Directors of Agriculture should be accompanied with the review report on work diaries of Agricultural Officers in Krishi Bhavans and Assistant Directors of Agriculture in their nodal blocks as the case may be.

The work diary is one of the official documents and shall be kept in the office itself. The work diary must be produced before the senior officers at the time of inspection.

2.1.11. Seal for Agricultural Institutions

Every Agricultural Institution should have an “office seal” containing government emblem, name and place of the institution. All officers in the cadre of Junior Superintendent and above can use “designation seal” containing the designation of the officer, PEN Number and name of the institution with place.

2.1.12. Disciplinary Actions/ Misconduct

Non-compliance to any of the existing rules shall attract disciplinary actions. Disciplinary proceedings shall be initiated and finalised as per the provisions in the Manual of Disciplinary Proceedings.

2.1.13. Cessations and Retirement

The retirement from Government service is at the prescribed age decided by the government. The appointing authority can only accept the resignation of a Government servant after settling the liabilities in respect of the service or post in question.

2.1.14. Grievance Redressal

The applications/petitions from the farmers/public that are received in directorate shall be treated with great importance of a tapal and concerned Section/ Officer shall take immediate necessary action thereon with available details in directorate or take action after collecting the details from sub Offices. Action taken shall also be intimated to the concerned in this regard. The same procedure shall be followed with respect to all applications/petitions received from the farmers/public in any of the offices under the control of Director of Agriculture.

Priority shall be given to the applications/petitions from public/farmers with respect to Agriculture Development and Farmers' Welfare Department through Chief Minister's Public Grievance Redressal Cell through a web portal. The designated officer will download the applications/petitions with docket number from the portal. After examining the petitions, reply has been prepared and uploaded in the web portal of Chief Ministers Public Grievance Redressal Cell.

The applications/petitions from public/farmers that are forwarded to Director of Agriculture/ any head of Office from O/o Hon'ble Minister for Agriculture/ Other Ministers, MPs/MLAs and other leaders shall also be given priority in processing and giving replies. In directorate, a "Grievance section" is functioning under the

supervision of Additional Director of Agriculture (Farms) and headed by Public Relation Officer to handle the grievance of the farmers/public.

2.1.15. Trainings

Training is an investment made on the human resource of the organization to provide and tone the competencies, required to do an existing job well and also to perform for future needs. Targeted and monitored training can set up an environment of good morale and productivity and contributes in creating a powerhouse of competencies for Agriculture Development and Farmers' Welfare Department. The department is committed to provide officers with the required training and development so as to enable to perform their work more effectively and develop their skills in line with departmental requirements. Being a technical organization, the focus on skill training shall be based on the day-to-day developments in the field of agriculture and also in office administration. The trainings shall be conducted utilizing the facilities in RATTCs/SAMETI and other central/state training institutes for this purpose. Trainings shall focus on induction/orientation training for newly recruited officers and refresher training for present employees and specialisation for employees whose responsibilities or duties change through advancement or departmental transfer.

In case of trainings to certain officers in some specific subjects, the Additional Director of Agriculture (Extn.) who is controlling the training wing shall consider the proposals from respective Additional Directors of Agriculture/Senior Agricultural Officer/Senior Finance Officer/State Agricultural Engineer and shall finalize the trainings with the approval of Director of Agriculture. The officers thus deputed shall work for the benefit of the Agriculture Development and Farmers' Welfare Department as a whole. In case of induction training/orientation training to the newly recruited persons, while issuing the posting orders, the Senior Administrative Officer shall take action to share the posting orders of newly appointed officers with the Additional Director of Agriculture (Extn.) for further action in this regard.

2.1.16. LA interpellation

Each session of Kerala Legislative Assembly is accompanied by LA interpellations which may include LA questions (both starred and unstarred), calling attention, urgent motion, etc. In order to prepare and provide replies to the LA interpellations in time, the procedure/directions issued as per circular No.TP (5) 22738/14, dtd.03/02/2016, TP (5)7442/17, dtd.23/08/2017 and TP (5)886/18, dtd.05/11/2018 of Director of Agriculture should be followed. The instructions from Government and via www.niyamasabha.org - the official website of Kerala Legislative Assembly from time to time should also be followed in this regard.

Before the commencement of each session, the Director of Agriculture shall issue intimation and general guidelines in this regard. On receipt of that communication, all officers under the direct control of Director of Agriculture including the Principal Agricultural Officers shall give necessary instructions to all sub offices in this regard. Accordingly on all days of the particular session, a responsible Officer must be available in all the offices from 9 AM to 6 PM.

In all days of each assembly session, officers in the cadre of Joint Director of Agriculture/Deputy Director of Agriculture at HQ shall be deputed for Assembly duty from 9 AM to till the end of session in rotation basis. The formal orders will be issued separately by Director of Agriculture in this regard.

The LA questions (both starred and unstarred) are available in the website www.niyamasabha.org. At directorate level, once the LA questions are available in the niyamasabha website, concerned section in planning wing will download the same and hand over to the concerned section/ section head/ controlling officer. The LA questions related to establishment matters shall be given to section/ section head/ controlling officer of O&M section only. The Nodal officer of LA matters should ensure that that all the LA interpellations are marked properly and given to the concerned sections/officers so as to obtain the replies in time and also ensure that the

procedure/directions issued by Director of Agriculture in connection with the preparation of replies to LA interpellations are followed scrupulously by the sections/ section heads/ controlling officers.

Since the reply has to be given to the Government in time, the section/ section head/ controlling officer is bound to receive the LA question/questions while issuing the same from planning wing. Non receipt of the LA question/questions by the section/ section head/ controlling officer without any valid reason and there by delay in submission of reply to the Government warrants disciplinary action.

Since the LA questions are available in the niyamasabha website, the section/section head/controlling officer can also download the LA questions related to particular section in advance and take action to prepare the reply with available details in directorate or take action to collect details from sub office/offices before receiving the LA question/questions from planning wing/nodal officer.

It may be noted that, all replies to starred questions, calling attention, urgent motion, etc. shall be approved by Director of Agriculture whereas the replies to unstarred questions shall be approved by concerned Additional Director of Agriculture/Senior Administrative Officer/Senior Finance Officer. All answers to the LA question/questions with proper covering letter are to be handed over to planning section only for onward submission to Government. The Assistant Director of Agriculture (Plg.) –TP5 who is also designated as Nodal Officer of LA matters shall coordinate all LA activities on behalf of Director of Agriculture and ensure that all answers/ replies with respect to LA matters are submitted to Government in time.

The above procedure shall be followed while preparing answer to Loksabha/ Rajyasabha questions at directorate level. It may also be noted that, the concerned section shall sent the answers of Loksabha/Rajyasabha questions to the concerned ministry/nodal agencies/Government of Kerala with proper covering letter as the case may be with a copy to planning section.

2.1.17. Liaison with other departments

It is very necessary for the departmental officers to keep themselves in contact with banking institutions, officers of other related departments like revenue, animal husbandry, co-operation, local self-government, public works, forest, economics & statistics, etc.

The Principal Agricultural Officers and other head of offices should keep in touch with the District Collector and the district level officers of other departments for discussions on matters on which joint action is expedient or contemplated. They should also stimulate and promote similar contacts of the subordinate staff with officers of other departments wherever necessary. The Department staff are also expected to be of assistance to other government departments in professional matters which fall within their purview though not strictly within their normal duties.

2.1.18. Liaison with Kerala Agricultural University, Central Research Institutes, Commodity boards and Krishi Vigyan Kendras

The Department of Agricultural Development and Farmers' Welfare is closely associated with Kerala Agricultural University, Central Research Institutes, Commodity boards, Krishi Vigyan Kendra (KVKs), etc. The State Agricultural Universities (SAUs) were established to give the much needed impetus to Agriculture Education and Research. The Central Research Institutes under Indian Council of Agricultural Research (ICAR), GoI are engaged in agricultural research related to various specific crops whereas the KVKs means "Farm Science Center" established under ICAR with an aim to apply agricultural research in a practical localized settings and serve as an ultimate link between the ICAR and farmers. The statutory Commodity Boards under Government of India (GoI) are responsible for production, development and export of tea, coffee, rubber and spices. The activities/intervention of the Commodity Boards are crucial with respect to Kerala condition.

The main function of various Central research institutes and Kerala Agricultural University is the generation of improved farm technology and innovation. The research findings evolved from all these institutions are disseminated to farmers mainly through Department of Agricultural Development and Farmers' Welfare. Moreover, the service of Agricultural scientists from research institutes and Kerala Agricultural University is utilized for sharing expertise, conducting trainings classes to extension personnel, as expert members in various technical committees of department, etc. In addition, Central research institutes and Kerala Agricultural University are suppliers of good quality/improved planting materials of various crops/fruit plants and also bio fertilizers to farmers/department.

The Commodity Boards and KVKs are also very good sources of quality planting materials and also work in association with department in the implementation of certain schemes. Commodity board like Coconut Development Board is providing funds to the department for the implementation of central sector schemes.

The details of institutions/agencies which are associated with the Department of Agricultural Development and Farmers' Welfare in various activities including transfer of technology to farmers are explained hereunder.

i. Kerala Agricultural University

The Kerala Agricultural University (KAU) is the principal institution in Kerala state which provide human resources, and skills and technology, required for the sustainable development of agriculture, through conducting, interfacing and integrating education, research and extension.

ii. Central Research Institutes under ICAR

The Central Plantation Crops Research Institute (CPCRI), Kasaragod & Kayamkulam deal with research on crops like coconut, arecanut and cocoa. Likewise Central Tuber Crops Research Institute (CTCRI), Sreekaryam is the only research organization solely for the research on tropical tuber crops. The Indian

Institute of Spices Research (IISR) is engaged in agricultural research related to spices .

iii. Krishi Vigyan Kendra

In Kerala, 14 KVKs are functioning under various organizations. This include seven Krishi Vigyan Kendra (KVK) Kannur, Kollam, Kottayam, Malappuram, Palakkad, Thrissur and Wayanad under KAU, two KVKs (Kasaragod and Kayamkulam) under CPCRI, One each under CMFRI, Ernakulam and IISR, Kozhikode and three KVKs under Non-Governmental Organizations viz; Bapooji Sevak Samaj, Sathanpara, Idukki, CARD, Pathanamthitta and Mithraniketan, Vellanad, Thiruvananthapuram.

iv. Commodity Boards

The statutory Commodity Boards under Government of India include Coconut Development Board, Coffee Board, Tea Board, Rubber Board, and Spices Board.

2.1.19. Internal complaints committee for considering complaints of sexual harassment against women employees at workplace

As per directions issued by the Hon'ble Supreme Court, the government introduced the Sexual Harassment against Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (henceforth, 2013 Act). The Section-4 of the 2013 Act places the responsibility of implementing the Act in the workplace on the employer through the formation of an internal complaints committee (ICC) as a workplace redressal forum.

Since the Department of Women and Child Development was established in 2017 as per GO (MS) No.24/17/SJD 30.6.17 bifurcating the Social Justice Department is the nodal department for this purpose. Every employer is obliged to constitute an ICC through a written order. It is mandated under the Act that at least half of the strength of the ICC must be constituted by women. It is mandatory in all offices /workplaces having more than ten employees regardless of the nature of work

or status of the woman worker. The ICC will be composed of the following members:

- i. a chairperson who shall be the women working at senior level as employee; if not available then nominated from other office/units/ department/ workplace of the same employer,
- ii. two members (minimum) from amongst employees committed to the cause of women/having legal knowledge/experience in social work,
- iii. a member from amongst NGO/associations committed to the cause of women or a person familiar with the issue of sexual harassment.

Chapter II

OFFICE ADMINISTRATION

Section 2. Conduct rules of Government Servants

The Government Servants' Conduct Rules, 1960 came into existence in January 1960. This is issued as a statutory notification invoking the powers conferred under Article 309 of the Constitution. All the notifications issued under Article 309 of the Constitution are deemed to be issued under the Kerala Public Services Act, 1968 (Act 19 of 1968). This is the legal setting of the conduct rules. Some of the important rules are explained below;

2.2.1. Applicability

The Conduct Rules applies to all Government Servants under the rule making control of the Government of Kerala and some of the provisions do not apply to the Advocate General and other Advocates of the Government. It applies from the date of becoming a member of the service and continues its applicability during leave, suspension, joining time. In short, the applicability ceases only when the person ceases to be a member of the service by termination, resignation or super-annuation. (Rule 2 & 5).

2.2.2. Integrity and devotion to duty

Every Government Servant shall at all times maintain absolute integrity and devotion to duty (Rule 3).

2.2.3. Hospitality

A Government Servant shall not accept unnecessary hospitality in the form of felicitation meetings, gifts, rewards, use of vehicles and social gatherings in their honour (Rule 6-10)

2.2.4. General Conduct

- i. The Government Servants shall not collect money from the public except when authorized by government or on permission from government (Rule 14). But as per GO (MS) 228/71 PD dated 9-8-71, the HOD can grant permission to staff to collect money from them to provide relief to the family of a deceased government servant.
- ii. Lending money and borrowing money are not permitted. This mainly applies to transactions with the general public and not with financial institutions or co-operatives organized by employees (Rule 16). Government servant can avail loan from co-operative Society but the surety shall not be a Government Servant subordinate to him (Rule 17).
- iii. Government Servants shall not engage themselves in litigation where they have no direct personal interest (Rule 22).
- iv. Antiques, which happen to come to the possession of government employee has to be declared (Rule 24A).

2.2.5. Annual statement of immovable property

All Government Servants except those in the Last Grade must submit to Government not later than the 15th January each year, a statement in the form presented in Appendix A of the Rules showing all the immovable properties possessed or had an interest at the close of the proceeding calendar year (Rule 37). If in a year no property has been acquired or disposed, a certificate to that effect is sufficient (Rule 39).

2.2.6. Private trade or employment

- i. No Government servant shall except with the previous sanction of the Government engage directly or indirectly in trade or business. Provided that without such sanction, honorary work of a social or charitable nature or occasional work of literary, artistic or scientific character can be under taken. But shall discontinue such work if so desired by the Government (Rule 48).

- ii. Government servant shall not become insolvent. (Rule 51-55).
- iii. Government servants shall not indicate their personal grievances to the press, public men, and leaders of political parties, ministers or the governor (Rule 56, 58).
- iv. They shall not participate in non-official conferences or meetings other than on scientific, literary or artistic matters (Rule 61).
- v. Government employees shall not communicate with the elected representatives except as their duty (Rule 59).
- vi. Government employees shall not give evidence before committees except as their official duty or on permission from government or when they are on a legal obligation to do so (Rule 64-66).
- vii. They shall not partake in politics or election to the legislatures, university bodies, etc. (Rule 67-71).

2.2.7. Associations

The employees can become members only in those associations, which are not a threat to the sovereignty or integrity of India (Rule 76).

Service organizations of government employees will be recognized by government based on certain norms fixed regarding participation of the employees, their numerical strength vis-à-vis the total number of employees in that category (Rule 77).

The representations have to be made by the employees in their individual capacity, Mass petitions are not permissible. But Service associations having recognition can take up the issues of employees (Rule 77c to 78).

2.2.8. Consequences of resignation

The premature resignation from government service entails forfeiture of past service and of any retiring allowance to which the officer who prematurely resign would otherwise have been eligible (Rule 92).

2.2.9. Personal misconduct

No government employee shall contract a bigamous marriage even if the personal law permits a second wife (Rule 93). Government employees shall not subject themselves to the influence of liquor or other psychotropic preparations during office hours. They shall not appear in public in a drunken state. (Rule 93 B). They shall not take or give dowry (Rule 93 C).

2.2.10. Foreign Journey on Private Affairs

In order to take up a job or to join the spouse abroad, it is necessary to follow all the stipulations in KSR. In other situations, it is not necessary to obtain the permission of government. The only requirement is that he/she should take leave noting the countries/places of visit and relinquish charge before leaving the country. (GO (P) 233/08/Fin dated 3.6.2008 and Cir No 10553/Adv. C2/2001 P & ARD dated 29.4.2002)

2.2.11. Residence

The officers other than medical officers shall reside within a radius of 15 km of their office. If it is a big city, the limit shall extend to their city limits.

2.2.12. Representations to the Governor or the Ministers

Rule 94 prohibit government servants from approaching the Governor or the Ministers with personal representations. While it is certainly desirable and proper that government servant make their representations only through proper channel.

A government servant who has not received any reply to a representation made to the appropriate authority within three months, may make a written representation to government with a copy of the representation sent to the appropriate authority and with a statement that no reply has been received to that representation.

Chapter II

OFFICE ADMINISTRATION

Section 3. Important aspects in financial transactions

The unified rules on general financial principles and rules of procedure in respect of financial matters common to all departments under the Government. Some important aspects are detailed below;

2.3.1. Receipts and remittance of government money

1. Source Receipt

The Departmental Officer will be receiving money due to Government from various sources. eg. licence fees, cost of planting materials, farm produces, fines forfeiture, refund of excess paid etc.

2. Rules for the receipt and custody of government money.

The Department Officer who receives money on behalf of Government shall observe the following rules (Rule 90 to 93 KTC Vol I Part III)

- a) He should receive money in one of the forms enumerated in Rule 89 (a)
- b) He should give the payee a receipt
- c) When a cheque is received, a preliminary acknowledgement need only be given. The final receipt should be given only after the amount has been realized.
- d) Every officer receiving money should maintain a cash book and he should observe the following rules;
 - i) All money transactions should be entered in it as soon as they occur under proper attestation.

- ii) The pages of the cash book should be numbered. Before bringing a cash book into use, the Head of Office should count the number of pages and record a certificate of count on the first page.
- iii) It should be checked and closed regularly.
- e) Erasing or overwriting of entries is strictly prohibited. Any mistake in entry should be corrected by a red ink entry under proper attestation.
- f) At the end of each month the Head of Office should verify the cash balance and record a certificate to this effect.
- g) Amount received as Departmental Receipts should not be appropriated for Departmental expenditure unless such expenditure is authorised in Rule 6(3) KTC Vol I Part III.
- h) No officer should keep his private money in a cash chest for keeping money received in his official capacity.
- i) Money received should be remitted into the Treasury without undue delay.

3. Payment of Money into the Treasuries

Each payment of money into the Treasury for credit to Government shall be accompanied by a chalan containing all the particulars necessary (Rule 99(e) KTC Vol I Part III).

4. Procedure for remitting money

In non-banking treasuries, the remitter should appear before the treasury, present the chalan, remit the amount at the counter and obtain original copy of chalan as receipt. The original chalan received back should contain (i) the number (ii) Date (iii) Seal of the treasury (iv) Signature of the Treasurer and (v) Signature of Head Accountant or Treasury Officer.

In banking treasuries, the remitter should first present the chalan at the counter. The remitter should get back the chalan from the treasury after fixing Treasury seal. The person should then take the chalan to the agency bank. The bank will receive the money and give an acknowledgement of receipt in the original chalan. The chalan

received back from a Bank Treasury duly affixing dated seal, is valid only for a period of 10 days (Rule 124).

5. Chalang that can be presented at the Bank direct or without the intervention of treasuries

In case of some banking treasuries, the departmental officers can remit money direct at the bank without the intervention of treasuries (Rule 126). However, the chalang for remittances towards loans and advances and revenue deposit should be routed through Treasuries, with a view to verify the classification furnished in such chalang (KTC Rule 102 and Note to Rule 126).

Even if a chalang to be remitted by a private party is countersigned by a Departmental Officer, the remittance is treated as a private one.

6. Copies of Receipts of Chalang

No government servant may issue a duplicate or copy of a receipt granted for money received by him on the plea that the original has been lost. Similarly, no copy of chalang will be issued from the Treasury even when the original is reported to be lost. But certificate of remittance will be issued from the Treasury stating therein the details of remittance. A fine of Rs.2/- will be realised for this purpose. But no fine is realised from Departmental Officers in such case (KTC Part III Rule 94).

7. When Mistakes are noticed in chalang in respect of classification

If mistakes are noticed in chalang, in such cases, the matter should be reported to the Treasury Officer, vide Article 90 of KAC. Vol.II and mistakes rectified.

2.3.2. Payment through bills

The claims against Government shall be made by presenting at the Treasury, a bill or other document, in the prescribed form duly received. A bill is a statement of claims against the Government which contains the nature of the claim and the amount (Rule 162 (a) KTC Part V).With the introduction of SPARK, BIMS, etc., now the bills are processed through various online software for this purpose.

1. Forms of Bills

There are various forms of bills such as (1) Establishment pay bill (2) Salary bill (3) TA bill (4) Contingent bill (5) Refund bill etc. Form TR 42 should be used in cases where any particular form has not been prescribed under the rules, eg. claims for HRA advance, purchase of motor cars, etc. (Rule 163 (f) KTC Part V). Claims of a government servant for advances of pay and TA shall be preferred in respective forms prescribed for claiming pay and TA (Note under Rule 168 (f) KTC Part V).

2. Specimen Signature

Government Servant who is authorised to draw or countersign bills or cheques payable at a Treasury shall send specimen of his signature to the Treasury Officer/bank through some superior or other Government Servant whose specimen signature is already with the Treasury/the Bank (Rules 25 and 163 (t)). It should be communicated to the Treasury Officer in the specimen signature card in Form TR.74A to be obtained from the concerned Treasury.

3. Presentation of bills in Treasuries

- i) Tokens: When a bill/cheque or other document is presented at the Treasury for payment, a token will be issued. This token should be returned at the time of getting money. A penalty of Rs.5/- will be realised in cases where the token is lost from the party.
- ii) Treasury bill Book: Every Officer shall enter particulars of all bills in a book called Treasury Bill Book in form TR.47 which shall be presented at the Treasury along with each bill. The Treasury Officer shall not pass any bill for payment unless the bill book is presented with it – Rule 223. But the following types of bills need not be entered in the bill book (i) TA of railway police and CID (ii) Bills relating to Bus Owners claims from the Police Department (iii) Bills for personal claims of Gazetted Officers.

Treasury bill books should be obtained by Drawing Officers from the treasuries concerned on application and on proper acknowledgement. Only one bill book will be put into use at time by a drawing officer for transactions with one Treasury.

Another book will be issued by Treasury only on presentation of the prescribed requisition form appended in the book already in use.

A fresh bill book shall be brought into use at the beginning of each financial year. An officer drawing bills on more than one Treasury shall maintain separate Treasury Bill Books for entering bills. When the Drawing Officer hands over charge to another, the fact of handling over and assuming charge must be recorded in it by both officers immediately after the last entry in the book.

4. Bills lost before payment

A Government servant shall not issue a copy of any bill or other document which has already been paid on the allegation that the payee's copy has been lost or is not available, although a certificate may, when necessary, be given that on a specified day a certain sum was paid to a certain person on a certain account. A fee of one rupee shall be levied for each certificate issued to a private party. This prohibition extends only to the issue of a copy on the allegation that the payees copy has been lost or is not available, and does not apply to a copy marked "not payable at the Treasury" and tendered at the treasury with the original in accordance with the rules.

If a bill or other document that has been passed for payment at the treasury is alleged to have been lost before payment, the Government servant who drew the original bill or other document shall ascertain from the treasury whether payment has already been made on the original or not, and shall request the treasury not to make payment on the original if presented subsequently. If the treasury has not made payment on the original, he may issue a duplicate which shall bear distinctly on its face the word "duplicate" written in red ink.

5. Last pay certificate

It is a certificate issued in favour of an officer when (1) he is transferred from one appointment to another or (2) finally quits service.

In the case of Non-gazetted officers, LPC is issued by the Head of Office or any other person who is drawing the establishment bill of the office. The Head of Office should on no account disburse any pay or allowance to a Government Servant

to whom he has granted a LPC, unless the certificate is first surrendered except in the following circumstances: (1) claim, if any, due to a Gazetted Officer deputed to foreign service can be paid without surrendering the LPC from the Treasury from which the LPC was issued on the strength of a specific authorization from the AG. A revised LPC can also be issued in such cases. (2) Claims due to a retired Government Servant can be paid without surrendering the LPC provided the bill is rechecked by the Accountant General and a revised LPC can be issued, if necessary. (3) Arrears due to a retired non-gazetted officer can be paid from the office from which the LPC was issued without surrendering the LPC. In such cases also revised LPC can be issued. (4) The arrears due to Non-gazetted Officer on deputation to Foreign Service can be paid by the head of office from where the LPC was issued. The head of office will also issue a revised LPC (Rule 182).

6. Responsibility of head of office in claiming and disbursing pay and allowances

In preparing bills the Head of office should follow the rules and the procedures laid down mainly in Rules 163, 169 to 176, 181 to 183, etc. The Head of an office is personally responsible for all money drawn on an establishment bill until he has paid them to persons who are entitled to receive them.

7. Claims of gazetted government servants

a) First Pay bill of a Gazetted Officer (GO)

When a GO draw his first bill on being appointed to a post in Government Service for the first time or on being re-employed after resignation or forfeiture of past service he shall attach to the bill a certificate from the authority to whom he reported for duty on first appointment that the health certificate required by Rule 13m Part I of KSRs has been furnished by the Officer. His copy of pay slip shall also be attached to the bill Rule 164(b). Rule 164(a) was amended as per GO (P)381/88/Fin.dated 19.5.1998.

b) Claim of GOs transferred to a new place

When a GO is transferred from one place to another the person should obtain his LPC from the former treasury. The LPC will not be issued without a request from the officer. The officer should attach this LPC along with his first bill presented at the

new treasury. However, the Treasury Officer at the new station will not effect payment without getting a copy of LPC direct from the previous Treasury Officer. Rule 19, 182 and 183.

c. Leave Salary

The leave salary of a Gazetted government servant, when payable in India, shall be drawn from the Treasury for which his pay was being drawn immediately before proceeding on leave. In case where a period of leave is followed by transfer such portion of leave salary as could not be drawn at the old station may, however, be drawn at the treasury from which the pay in respect of the new post is drawn - (Rule 165(b)). Leave salary cannot be claimed by a Gazetted Officer without getting a salary slip/certificate from the Accountant General (Rule 164(a) and 165(b) and (d)).

d. Duty pay after Re-joining duty

Where on the expiry of leave, a GO is appointed to the same place from which he/she proceeded on leave, he shall draw bills for his pay and allowances from the date of his assumption of such charge on the basis of the authority for pay and allowance he has validity for the period beyond the leave (Note to Rule 167 (d)).

e. Arrears due to gazetted officers in respect of non-gazetted post held

The arrears of pay and allowances, if any due to GO in respect of a non-gazetted post held by him prior to his promotion to the Gazetted post should be paid to him by the Head of Office of previous Office.

f. Arrears due to the government servant who is reverted

A Government servant who is reverted from a Gazetted post to a non-gazetted post may draw his arrear claim for pay and allowances in respect of the period of Gazetted Service in bill in from TR 46. (Salary bill form) on the strength of pay slip/letter of authority issued by the Accountant General. Such bill should be countersigned by the Gazetted Controlling Officer. In such cases, the surrender of LPC as required in Rule 19 of KTC to the Treasury Officer is not necessary-exception 2 to Rule 169(a)(ii).

g. Recoveries from salary

In addition to usual recoveries and fund deduction Officer is bound to recover amounts if any (i) due to Co-operative Societies. (Art.89 of KFC) (ii) as per attachment. Orders of the court (Rules 195 and 211 read with Art. 89 of KFC) and (iii) as per retrenchment orders/slips of Accountant General (Rules 424 and 425) (I) Government have also issued orders to recover amounts if any due to Kerala State Financial Enterprises Ltd. also on the basis of the details intimated by the Company vide GO (P)26/76/TD.dated 9.3.79.As per recent orders of Government, profession tax is to be deducted by the drawing officers and credited to the local self-government concerned. There is no rule in KTC empowering the Treasury Officer to recover any other amount from the salary bill of a gazetted officer even if requested by superior and controlling officers of the concerned Gazetted Officer.

Chapter II

OFFICE ADMINISTRATION

Section 3. Disciplinary Proceedings and Procedure

It is essential to ensure discipline among the employees for the smooth functioning of a department for that, the Kerala Civil Services (Classification, Control and appeal) Rules in 1960 came in to existence. The departmental proceedings against a Government servant has to go through the following important steps.

(1) Lodging of a complaint:

The departmental proceedings against a Government servant starts with the lodging of a complaint with the disciplinary authority. On the receipt of a complaint, it is open to the disciplinary authority to hold preliminary inquiry to ascertain the prima facie truth in the allegations. The complaint may be made by an ordinary citizen or superior officer of the employee.

(2) Holding of Preliminary Enquiry: -

The main purpose of preliminary inquiry is to determine whether or not there is a prima facie case against the official for proceeding further against him/her. The preliminary inquiry is conducted by the officer superior to the delinquent on the directions of the disciplinary authority so that disciplinary authority comes to the conclusion that as to whether or not it is necessary to hold a regular departmental inquiry.

Since it is not necessary to hold preliminary inquiry before initiation of regular departmental inquiry, however, it would be desirable to hold such an enquiry in the following cases:-

- i) Where it is not immediately known as to who was responsible for a particular act or loss;

- ii) Where it is considered desirable before initiating departmental proceedings to have prima facie evidence against the official concerned;
- iii) Where the allegations are vague or indefinite and it is necessary to find out all the acts of commission or omission to form the basis of the charges

(3) Report of the Preliminary inquiry:

After the conclusion of preliminary inquiry, a brief record of the proceedings should be prepared in writing. The inquiry should conclude into a report which should contain the findings as to whether there seems to be some substance in all or some of the allegations and to what extent a particular employee is responsible. After examining the report, the disciplinary authority should decide as to whether a prima facie case exists for the initiation of regular departmental inquiry or not.

(4) Show Cause Notice:

When a Govt. official is held prima facie responsible for misconduct in the preliminary inquiry report, then show cause notice is issued by the disciplinary authority asking him to submit his reply as to why further proceedings be not initiated against him. In the show cause notice the delinquent is required to be informed that he is prima facie held responsible for the professional misconduct/lapse.

(5) Reply to the Show cause notice:

Thereafter the delinquent held prima facie responsible for misconduct, is required to submit his reply to the show cause notice within stipulated period prescribed in the show cause notice. If the delinquent failed to submit his reply within the prescribed period, then the disciplinary authority is empowered to move further into the matter ex-parte or reminder may be issued to the delinquent to submit his reply.

(6) Charge-Sheet:

If the reply to the show cause notice is considered as unsatisfactory by the disciplinary authority, then formal departmental proceedings are initiated against the Government servant starting from issuing charge-sheet to him. The grounds on which it is proposed to initiate the formal departmental proceedings should be reduced to

the form of definite charge or charges. The charges should be communicated in writing to the delinquent in the form of a charge sheet. It refers to the written and formal intimation to the delinquent, about the alleged misconduct so that he has full knowledge of the acts or conduct, he is accused of. It is a document containing the allegations of misconduct, called the "Charge", levelled against the employee concerned. There is no specific or prescribed form in for issuing the charge-sheet. Generally, it is in the form of a letter or notice.

i. Requisites of a Valid Charge:

In a disciplinary proceedings, the charge sheet is very important. It should be framed with great care and competence. A faulty charge-sheet may invalidate the whole proceedings. The requisites of a valid charge or charge sheet are the following:

(a) The Charge should not be vague:- The charge must be specific, particular and precise. The vagueness of a charge vitiates the inquiry proceedings. It is not easy to define the term vagueness. If the ground is incapable of being understood nor defined with sufficient certainty, it can be called vague. It would be vague if it does not give any indication of charges against the employee.

(b) The language of the charge - sheet should be simple and impartial:- The language of the charge-sheet should be simple and clearly understandable to the employee.

(c) The charge should give full details of the incident: - All the material relating to the charges must be brought along with the charge-sheet. The delinquent employee should be provided with all material relating to the charges to give him a reasonable opportunity to defend himself, examine and cross-examine witnesses.

(d) The charge-sheet should contain a statement of allegations on which each charge is based.

(e) The charge should be based either on breach of the conduct rules framed from time to time or on good and sufficient reason:- It is for the disciplinary authority to decide as to what constitutes good and sufficient reason.

(g) The manner of writing the charge-sheet should not be such as to indicate pre-judged conclusion of the guilt which might make the whole inquiry proceedings an empty formality:- If there is an actuated motive of the employer to punish and it is ostensible or smelled from the charge-sheet, it is malafides and is liable to be quashed.

(h) The concerned employee must be given a reasonably sufficient time to explain the charges.

(i) To ensure that the delinquent is given an opportunity to give an explanation to defend himself. It is obligatory on the part of the disciplinary authority to furnish the delinquent not only with a copy of charge-sheet but also the grounds on which those charges were based and the circumstances in which it was proposed to take action against him.

(j) Service of charge-sheet:- The charge-sheet should be served within a reasonable time. However mere delay in serving the charge-sheet would not invalidate the inquiry proceedings unless the same has resulted in prejudice to the delinquent.

(7) Reply of the delinquent to the Charge-sheet:

The delinquent has to submit his written reply to the charge-sheet within the time specified, unless it is extended by the competent authority. Failure of the delinquent to submit his explanation would enable the authority to proceed exparte.

(8) Scrutiny of the reply of the delinquent by the disciplinary authority:

The scrutiny of the reply of the delinquent has to be done by the disciplinary authority with utmost care. If the delinquent admits the charges or any of the charges and asks for mercy, no inquiry needs to be held in respect of such charges so admitted. If the explanation of the delinquent is found to be satisfactory and if the authority decides to exonerate the delinquent and not to award any penalty, the proceedings should be dropped.

If in the opinion of the disciplinary authority, the imposition of a major penalty is not warranted and that it would meet the ends of justice if some minor penalty is awarded, the straight away an order awarding such minor penalty be passed. If, after

considering the explanation, the punishing authority decides that the delinquent deserves the imposition of a major penalty, then an inquiry officer should be appointed to hold a regular departmental inquiry.

The charges, in respect to which the explanation is found to be satisfactory, should be dropped. In respect to the rest and then, in that case, no further inquiry or show cause notice would be necessary.

(9) Appointment of Inquiry Officer and nomination of Presenting Officer:

If the reply of the delinquent official is considered unsatisfactory by the disciplinary authority, then Inquiry Officer is appointed to conduct regular departmental inquiry.

(10) Findings and Report of the Inquiry Officer:

After the conclusion of the Inquiry, the Inquiry Officer shall draw up a report which generally consists of the following:-

- (a) A brief Introduction leading to the appointment of the Inquiry, Inquiry Officer and the dates of hearing.
- (b) A statement of charges and allegations against the delinquent.
- (c) The explanation of the delinquent.
- (d) The oral and documentary evidence produced in support of the charges.
- (e) The evidence led by and on behalf of the delinquent.
- (f) Reason for acceptance or rejection by the Inquiry Officer, of evidence led by either party.
- (g) Conclusions arrived at with respect to each of the charges.

The inquiry officer should give clear findings on each of the charges, so that the delinquent should know, on what grounds he has been found guilty. The findings of the inquiry officer are in the nature of a report to the disciplinary authority to enable him to pass final orders. These are merely to assist the authority and are not binding on the disciplinary authority. In no case, the inquiry officer should recommend or propose any penalty.

(11) Findings of the disciplinary Authority and issuance of Show Cause Notice to delinquent:

The report of the Inquiry Officer is merely an enabling document which helps the disciplinary authority in formulating his opinion and to come to a conclusion about the guilt of the delinquent. If the disciplinary authority is of the opinion that the charges against the delinquent have not been proved and that the delinquent should be exonerated, it will pass an order to that effect and communicate it to the government servant concerned.

If the charges against the delinquent stand proved, then disciplinary authority issues a Show Cause Notice to the delinquent proposing the penalty prescribed under the rules. The Show Cause Notice is given with the object to afford to the delinquent a reasonable opportunity to reply to the penalty proposed. It must specify the charges and allegations and should also disclose the reasons for coming to the conclusions.

(12) Submission of reply to the Show Cause Notice and consideration of his past records:

The delinquent is required to submit his reply to the Show Cause Notice within stipulated period. Where the delinquent makes a request for a personal hearing, it must be given to him. Its denial might vitiate any action taken against him. Further, The disciplinary authority is free to consider the past service record of the delinquent while imposing penalty.

(13) Penalty Proposed:

Depending upon the gravity of the misconduct committed by the employee, the disciplinary authority is to decide the kind of penalty to be imposed on him. The Rules enumerate the following two kinds of penalties:-

(a) Minor Penalties:- (i) Censure (ii) Withholding of promotion (iii) Recovery from pay (iv) Withholding of increment of pay, without cumulative effect.

(b) Major Penalties:- (i) Reduction to a lower stage in the time-scale of pay for a specified period, which shall ordinarily be not a bar to promotion.(ii) Reduction to a lower time-scale of pay, grade, post or service, which shall ordinarily be a bar to the promotion (iii) Compulsory retirement; (iv) Removal from service and (v) Dismissal from service.

(14) Final order:

After following the above mentioned procedure, finally order for imposing penalty is passed by the disciplinary authority. Since the disciplinary proceedings under the Service Rules, are quasi-judicial in nature and as such, it is necessary that the order in such proceedings issued by the disciplinary should have the attributes of judicial order. It should be a self-contained and reasoned order conforming to the legal requirements.

The reasons reveal a rational nexus between the facts considered and the conclusions reached. It also enables the delinquent to make his case for going in appeal or revision before a higher administrative authority or for invoking the jurisdiction of the High Court, against the decision of the disciplinary authority.

17) Remedies against Imposition of Penalties:

A government servant being not satisfied with the decision of the disciplinary authority has the following remedies against the order passed against him/her;

(A) Constitutional remedies: -

A government employee, is entitled to protection under the Constitution of India. Therefore, if any action taken against him is in violation of his Constitutional rights, he may invoke the writ jurisdiction of the Supreme Court under Article 32 and the High Courts under Article 226 of the Constitution of India.

(B) Administrative Remedies:-

(i) Appeal: -The right of appeal is one of the basic rights and defence of the delinquent employee. A government servant may prefer an appeal to the appellate authority specified in this behalf, under the Rules regulating his service. An appeal shall generally be preferred within a period of 45 days from

the date of delivery of the order to the employee.

(ii) **Revision:** - When, after the appellate authority has passed its judgment and if the government servant is not satisfied with it, he may file revision with the authority, as prescribed by service rules.

(iii) **Review:** - Right of review is not a right of appeal, where all questions decided are open to challenge. In the absence of any specific provision authorizing the authority to review an order passed in disciplinary proceedings, it is not permissible for an authority to review the order

Chapter III

FUNCTIONING OF AN INSTITUTION/OFFICE

Section: 1. Office procedure

3.1.1. Internal organization of an office

The ministerial staff in each office is divided into sections according to the staff strength, nature of its establishment and according to different subjects handled by each unit of establishment. Each section is designated by an alphabet assigned to it. Each section will ordinarily have one or more clerk/senior clerk attached to it and definite items of work are assigned to each member of the ministerial staff. All clerks/senior clerks are allotted serial numbers to be affixed to the letter assigned to his section.

(E.g.: TA1 will stand for clerk number one in TA section)

3.1.2. Distribution of work

The head of the office will distribute the entire work to the different sections and he/she will also prepare a list of subjects allotted to each individual clerk. This may be subject to alteration by general orders that may be issued from time to time by head of office.

From November 2019 onwards, e-Office, a Mission Mode Project (MMP) under the National e-Governance Programme of Kerala Government for managing and processing all government documents and files in electronic mode was started at the Directorate of Agriculture Development and Farmer's Welfare and this system will be started in other offices also. e- Office introduced with a vision to transform government offices to paperless office for bringing out the benefit of digital communication. e-office enhances the transparency, accountability, etc.

The Manual of Office Procedure (MOP), is followed in management of files. The MOP is intended to serve as a guide for regulating office procedure in the offices. It can also be adopted for use in the regional, district or sub-offices of Department with suitable changes if necessary. The important aspects of file management as per manual of office procedure is summarized below;

3.1.3. Tappals

All communication received in the office until numbering is known as tappal. It may be cards, envelopes or packets. Tappal is received by the tappal clerk and acknowledged. Tapal received after office hours are kept in a box. The same will be opened on the next day along with the tappal of that day. Tapal is opened in the presence of the head of office or authorized officer. The officer can make necessary instructions at that time on Tapal.

The tapal is then date sealed, numbered and sorted section wise and entered in the distribution register (DR) by the tapal clerk. Then it is sent to the Section Superintendent for distribution to the concerned section clerks along with the Distribution Register. The concerned clerk acknowledges the tapal by taking the same after verifying the distribution register.

a. Papers which need not be entered in DR

Tour programmes, spare copies, unstamped or insufficiently stamped petitions, papers wrongly addressed, applications which are not in the prescribed form, gazettes, printed pamphlets and publication need not be entered in the DR.

b. When valuables are received in office,

- i. Enter them in the Security Register by Tappal clerk.
- ii. Separate from the communications.
- iii. Hand over it to the Cashier/Clerk/senior clerk as the case may be, responsible for safe custody on proper acknowledgement.

c. Stamp affixed petition

- i. Defaced and punched by Tappal clerk.

- ii. Superintendent should see it is done.
- d. Urgent and telegraphic communications on Holidays
 - i. Those received on holidays and out of office hours will be sent to Head of office by special messenger.
 - ii. Action should be taken on the day itself if necessary.

3.1.3.1. The Office Section:

The office section attends mainly to the receipt of papers, its distribution, despatch of outward communications, upkeep of specified registers, etc.

3.1.4. Personal Register:

All the Communications received in the office which are distributed to the sections (Currents) to be acknowledged in the DR are registered in the Personal Register.

3.1.5. Referencing:

Referencing is a process of putting up in a case previous correspondence, rules, reports etc. required for its disposal, flagging them and indicating the fact in the margin of note file/current file/draft in which they are mentioned or quoted.

Every paper quoted by its number and date in the current file should be put up. If it is in the current file, the page number may be indicated in pencil in the margin. If it is in a disposed file, it may be obtained from records and flagged and the relevant para and page number indicated in margin.

For every statement made in the note file, an authority must be quoted. If it is in the current file, the page number may be quoted in the body of the note at the end of each sentence in brackets in pencil. If it is in a dis file, the old disposal is flagged and the disposal number, relevant page and para noted in the note file and its flag letter noted in pencil in the margin.

3.1.6. Flagging:

Every disposal file mentioned in the current file or note file to which a reference is made in the file, should be put up for reference with flags attached to the docket. Flags

should not be pinned to any page of the current file/note file. When there are more than one disposal for reference, flags should be attached in alphabetical order. There must be only one flag on a disposal. If there is more than one disposal, one flag should not cover another. Flags bearing the same letter should not again be attached to the disposals put up for reference in a file.

3.1.7. Linking of files:

Linking of files becomes necessary when a reference is made in a file to a paper or notes or orders in another pending file. The two files are then linked and attention invited to the concerned pages of the linked file. The principal file is kept above but its strings are tied below and the file referred to, is kept below and with its strings the two files are tied. The papers in the two files should remain unchanged. Files should not be linked unnecessarily. Linking should be made only if it is absolutely necessary for disposing of the case. If possible, extracts from the other files can be taken and put up to avoid linking of files. If the two files contain similar issues, the two files can be combined into one.

3.1.8. Note file and Current file:

A case or file consists of a note file, current file and put up papers, if any. The note file and current file are kept separate till disposal of the case. The current file is tagged to a blue fly leaf and consists of communications received and references issued. The Note file is separate and tagged to a yellow fly leaf and is written to facilitate the disposal of the case. A note is continued till a final decision is taken in the case.

3.1.9. Noting:

The aim of a note is to present the facts in the most intelligible, condensed and convenient form so that the decision taking authority may take a quick and correct decision. Past history of the case, precedents, if any etc. are to be mentioned in the note. Rules and regulations and standing orders relating to the case should be quoted and discussed briefly. All materials should be analysed and the pros and cons of the matter discussed properly. There is no necessity to reproduce the matter contained in

the current file, but the deficiencies and omissions should be supplied in the note. It should be as brief as possible. For ready reference, back files, extracts of rules and regulations or reference books should also be put up along with the file with proper referencing. Note must run continuously. Precis of contents of the current file can be written where the communication is too lengthy. The clerks and superintendents are not expected to give any opinion or suggestions. In simple cases, a draft can also be put up along with a note.

3.1.9.1. Method of Noting:

Notes will be written in foolscap size sheets with 1/3 margin. On the top will be written the subject in red ink. The file number will be noted on the top left corner. Note sheets will be tagged to a yellow fly leaf. Pages on both sides and paragraphs will be given numbers. When a reference is issued, that fact will be indicated in square brackets underlined by red ink in the note. Similarly, receipt of communications will also be noted in square brackets in the note file. Officer's queries in the current file will be copied in the note file and answered in the note file. When drafts are put up for approval that fact should be indicated in the note file. Note file will be separate from the current file till its disposal. Note file will be placed above the current file always. While submitting the file to officers, blank sheets should be added to the note file. Handwriting should be legible and tidy. A note should not end at the very end of a page. Below each completed note the clerk or superintendent who prepared it, should put his initials and date, in the left hand side.

3.1.10. Drafting:

Drafts are written in separate sheets. Long drafts must be typed. Sufficient space should be left for making corrections. They are placed above the current file and below the note file. At the head of every draft it should be noted whether it is a letter, memorandum or D.O. etc. In draft letters, the name, designation of the addressee will come above while in the proceedings, memorandum etc. the list of addressees will be given at the bottom of the draft. Draft should not contain information more than what is necessary. The matter in the draft should not drag

government/HOD into controversies. Draft must be complete and brief. As far as possible enclosures should be minimised. Self-contained drafts are always good. They should be written in polite but effective language which can convey the spirit of the decision taken in the office. Amount indicated in drafts should be written in words also; piecemeal correspondence should be avoided.

3.1.11. Forms of Correspondence

There are different forms of correspondence viz; Letter Form , Proceedings Form , Memorandum Form , Endorsement Form , Demi-Official Form ,Circular Form, UO Note Form , Office Order Form and Fax/e- mail

i. Letter Form

The letter form is used in majority of communications. Letters from directorate should go in the name of Director of Agriculture or in the name of Head of office from other offices.

ii. Proceedings Form

This form is to convey decisions taken by authorities/head of the office to discharge the duties vested with them in exercise of a statutory provision.

iii. Memorandum Form

It is used only for internal use of office such as to communicate and call for information between the sections of the same office. Charge memo and show cause notice are issued in the Memorandum Form.

iv. Endorsement Form

The endorsement is used when a paper is returned in original or to pass on the paper to a lower office for disposal when they are competent to dispose it.

v. Demi-Official Letter (DO Letter)

Demi-official form is used to communicate the matter in an informal way or when it is desired that the matter should receive the personal attention of the individual addressed. It should not be resorted to as a routine communication. The communications from non-officials should never be referred to as demi – official.

vi. Circular form

The Circular form is used to communicate important instructions of a standing nature.

vii. UO Note Form

The unofficial notes (UO notes) are used to convey the opinion to another section or to seek the advice of another section.

viii. Office Order Form

The Office order is used to lay down the distribution of subjects, procedural matters and such other aspects requiring compliance by the office and reference over a long period of time.

x. Fax /e- mail form

E-mail /Fax forms are used wherever urgency is involved in such communication.

3.1.11. Important rules of correspondence

The important rules of correspondence are as follows;

- i. The Head of the Department can address the Government directly.
- ii. The Regional officers and District Officers can address the Government through the Head of Department.
- iii. The contents in any communication must be complete, condensed and without too much enclosures.
- iv. Repetition and unnecessary details should be avoided.
- v. As far as possible one topic will be included in one communication.
- vi. DO letter shall not be quoted in official correspondence.
- vii. The Head of office shall sign fair copies of letters addressed to higher authorities. In other cases, by the officer to whom this power is delegated.
- viii. All communication must be issued in the name of Head of the office.
- ix. All proceedings/Circular must be signed by the Head of office.

- x. If the Head does not sign the letter, the word 'for' should be entered before the designation and authorized person should sign.
- xi. The salutation of letters should be 'Sir' or 'Madam' and the subscription should be 'Yours faithfully'.
- xii. The amount, if any, specified in the communication should be written in figures and words.

3.1.12. Despatch:

The clerk should see that the despatch has been correctly made and reminder dates, if any, noted in the reminder diary. If it is only an interim reference, the draft, after issue, will be added to the current file, page numbered and the file kept in the shelf. In the case of final disposal, the file is arranged properly, the arrangement being first the note file, then the current file. On the outside of the disposal jackets are boldly marked, the name of the department and office, nature of disposal, pages in the file, year of the file. The back file referred to will be noted in the inside of the jacket. Similarly, the disposal taken for reference, a forward number will be noted. Such chain referencing is very essential. Before sending the disposal to record, the Superintendent should satisfy that no further action is necessary.

3.1.13. Records Section:

Records Section is a very important section as far as an office is concerned. The old records, containing important orders and decisions and valuable registers have to be arranged and kept in a section for future reference. If these documents are kept in the respective seats they will be lost. It may not be easy to find them out. Even if they are found out, a lot of time would be wasted for searching such documents. Therefore, it is necessary to keep these documents in an arranged manner so that it may be made available within the shortest time possible.

3.1.14. Disposals:

Some of the important disposals are shown below;

SL.No.	Abbreviation	Full Form	Period of Preservation
1.	N Dis	Net Disposal	The current is dispatched in original to another office with an endorsement.
2.	L Dis	Lodge Disposal	Closed file is to be preserved for 1 year
3.	K Dis	Keep disposal	Closed file is to be preserved for 3 years
4.	D Dis	Destroy Disposal	Closed file is to be preserved for 10 years
5.	R Dis	Retain Disposal	Closed file is to be preserved permanently

X marked on a paper need not be registered.

XN do not register but return in original

XL does not register but lodged.

Only papers of an ephemeral character which are not numbered will be given XN/XL disposal.

i. N.Dis – Some papers may be disposed off by being returned in original to the sender or by transfer to other offices. In such cases an entry “N.Dis” with the date of return or transfer will be made in red ink. The details of disposal will be entered in relevant column of the Personal Register.

ii. L.Dis – Ordinary papers of a routine nature which are not likely to be required for future correspondence will be lodged and will be retained for a period of one year.

iii.K.Dis – Papers of a routine nature likely to be required for future use will be kept as K.Dis and will be retained for a period of 3 years.

iv. D.Dis – Less important papers which through are not be retained permanently are likely to be required for reference for some time to come and records other than lodged papers which are to be retained for a prescribed period in general or special orders governing the retention of records will be recorded and assigned “D. Dis”.

v. R.Dis – Very important papers, such as decisions of Government or the Director affecting the whole department or unit which will be required for future reference and

records are to be retained permanently under general or special orders governing the retention on the records, will be recorded and assigned “R.Dis”.

3.1.15. Indexing:

The object of indexing is to enable one to trace papers containing orders passed on any particular subject. Index slips on all important orders passed from a Dept. are consolidated annually and typed or printed for perusal of the officer and reference by office. This helps office to put up for reference orders of similar nature issued earlier and thus helps to bring continuity and consistency in Government administration. A list of standard heads are given in the MOP. The index contains Head, Sub Head and Title. The head is selected from the approved list. The head must be a word that will naturally occur to anyone who wants the paper. Consistency is essential in the selection of index heads. Even if the heads are badly chosen, so long as there is consistency, there is no harm. After the Head and Sub Head comes local classification and then title. Brevity is the merit of a title. If the title gives the message at a sight like press headlines, the title is good. Papers relating to officers should be indexed under the name of the officer concerned.

Eg: Estt – Fisheries Department – Promotion and Transfer – Senior Clerk – Orders issued.

3.1.16. Checks on delays in Office:

It is the duty of the Head of Office, Section head, Controlling Officer to check delays in the transaction of business in their offices. Their responsibility to check delays are two-fold: (1) to ensure proper processing of papers already in the section (2) to ensure that reports called for from subordinate offices are not delayed. They must periodically inspect PRs of Clerks, call book, register of periodicals, stock file, etc.

3.1.17. Inspection of Personal Register:

Inspection of personal register is an effective mechanism for checking delay and arrears. The HOD must prescribe a schedule for inspection of PRs by the Officers.

Section head must inspect the PR every month. The Inspecting Officer must see that papers are submitted by the clerk within 5 days of receipt. The PR should be accompanied by a running note for inspection. The queries or remarks made based on the inspection must be answered immediately and registers resubmitted.

3.1.18. Call Book:

When action in a file for a conceivable time, say 3 months to 6, is not active, then such entries are closed in the PR and they are entered in the call book to be opened on a specified date or earlier. There should be only one common CB for a section. The reopening of files to be ensured by the Inspecting Officers.

6.1.19. Reminder Diary:

The RD is primarily intended to remind initiation of further action in any file on a specified future date. The clerk's first duty on each working day is to examine the entries in his RD against that date.

3.1.20. Periodical Register:

The periodical registers should be maintained in sections receiving as well as issuing periodical returns to watch their punctual receipt and dispatch. Each clerk will maintain a Register. Every periodical due is assigned a number in the list of periodicals. Where an out-going periodical, is compiled from or is identical with an incoming periodical, the same number will be assigned to both the outgoing and incoming ones, the only entry required being the number of periodicals and the date of receipt or dispatch or both. The register will be written at the beginning of the calendar year so far as columns (1) to (2), (6) and (7) are concerned. Where a periodical is due from more than one officer, each officer from whom it is due should be entered on a separate line in column (3). All correspondence arising in connection with a periodical should not be brought to the Personal Registers unless it is important. Full use should be made of the Periodical Register for this purpose the last column of which provides for the entry of any other routine correspondence, such as reminder, etc. The Periodical Register should be inspected by the head of the

ministerial staff or the head of office according to a schedule drawn up by the head of office. If an officer has no particulars to be furnished in respect of any return a “Nil Statement” should be sent. A specimen copy of the Periodical Register is given below:-

<i>No of Periodicals</i>	<i>No of periodicals</i>	<i>From whom due</i>	<i>Due dates</i>	<i>Date of receipt</i>	<i>To whom due</i>	<i>Due date</i>	<i>Date of dispatch</i>	<i>Remarks period (here enter reminder & replay to reminders)</i>
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5)</i>	<i>(6)</i>	<i>(7)</i>	<i>(8)</i>	<i>(9)</i>

3.1.21. Lie over cases:

Cases which are ordered by the Head of Office to be kept in abeyance for a definite period, say not exceeding 3 months is known as Lie over cases. This type of cases should also be noted in the Reminder diary, so that action can be taken at the appropriate time.

3.1.22. Stock File:

Permanent files of important orders should be maintained for reference and should be carefully kept up to date. Each stock file will have a table of contents prefixed to it giving the number and date of each paper filed, its title and its page in the file for easy reference.

3.1.23. Monthly Business Statement:

The monthly business statement (arrear list) is intended to bring to the notice of superior officers the slackness in disposal or accumulation of arrears. This is taken as a reflection of the transaction of business in the section. Before 5th of every month each section has to prepare its monthly business statement.

Chapter III

FUNCTIONING OF AN INSTITUTION/OFFICE

Section: 2. Accounts

3.2.1. Some Account Terms

1. Average monthly pay under Kerala Service Rules means, the average monthly pay earned during the ten complete months preceding the month in which the leave commences.
2. Budget estimates are the detailed estimates of the annual receipts and disbursement of the budget year. Budget year means the financial year commencing on the 1st April and ending with 31st March from which the budget is prepared.
3. Cadre means the strength of a service or part of a service sanctioned as a separate unit.
4. Day means a calendar day beginning and ending midnight. But an absence from headquarters which does not exceed 24 hours shall be reckoned for all purposes as one day at whatever hours the absence begin or ends.
5. Fee means a recurring or non-recurring payment to a Government servant from a source other than general revenues whether made directly to the Government servant or indirectly through the intermediary of government but does not include
 - (a) Unearned income such as income from property, dividends and interests on securities and
 - (b) Income from literary, cultural or artistic efforts if such efforts are not aided by the knowledge acquired by the officer in his service.
7. Foreign Service means service in which a Government servant receives his substantive pay with the sanction of government from any source other than the revenue of India or of a State

8. Honorarium means a recurring or non-recurring payment granted to a Government servant from the general revenues as remuneration of special work of an occasional or intermittent character.

9. Lien means the title of a Government servant to hold substantively, either immediately or on termination of a period or periods of absence, a permanent post including a tenure post to which he has been appointed substantively.

10. Month means a calendar month. In calculating a period expressed in terms of months and days complete calendar months irrespective of the number of days calculated subsequently, each should first be calculated and the odd number of days calculated subsequently. *Note:* For purposes of pension, a month should be reckoned as 30 days irrespective of the number of days in a month.

11. Ministerial staff means a government servant of a subordinate service whose duties are entirely clerical and any other class of servants specially defined as such by general or special orders of Government. Eg; An Accountant or a clerk is a ministerial officer but an agricultural assistant/ scientific assistant attached to a Krishi bhavan/laboratory is not a ministerial officer.

12. Permanent post means a post carrying definite rate of pay sanctioned without limit of time.

13. Personal pay means an additional pay granted to a Government Servant.

(a) To save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to a revision of pay or to any reduction of such substantive pay otherwise than as disciplinary measure;

Or

(b) In exceptional circumstances or other personal consideration.

14. Public conveyance means a train or other conveyance which plies regularly for the conveyance of passengers, such as motor boats, buses etc.

15. Re-appropriation means the transfer of savings for the appropriation for a unit of appropriation to meet excess expenditure anticipated under another unit.

3.2.2. Receipts –Collection and Check

1. Every Government servant who is entrusted with the duty of collecting any revenue due to the Government should assess the demands carefully and collect the revenue promptly. He should maintain proper account of the collections, watch the progress of collections against the total demand and take prompt steps to collect all arrears, if, in spite of taking all possible steps, some arrears still remain uncollected and he is satisfied that any portion of them is quite irrecoverable, he should apply at once to the competent authority for sanction to write off the irrecoverable arrears. These principles apply equally to the recovery of loans and advances made by the Government.
2. Officers of the Government receiving money on behalf of Government must give the payer the receipt in form T.R5. They should keep a complete account of the receipt books that they have received and should be able to produce them always used or unused. The books should be carefully examined to see that the number of forms contained in each is intact and a certificate of count recorded on the flyleaf. Ordinarily more than one book should not be used at one and the same time, and the new book should be brought into use only after the old one is exhausted. The stock register of receipt book should show the dates on which the book was brought to use and the date on which it was completed. Counterfoils of used receipt books should be kept under lock and key in the personal custody of the head of office.
3. No stamped receipts need be given by Government servants for amounts received by or on behalf of Government even for sums exceeding Rs. 5000/- to be remitted into Government Account.
4. The controlling officers should issue necessary instructions to their subordinates regarding the correct heads of accounts to which the different classes of receipts should be credited into the treasury.

5. Every Government servant who is responsible for the collection of any money due to the Government should see that demands are made at once as payments become due, that effective steps are taken to ensure the prompt realization of all amounts due and that proper records are kept to show in respect of all items of revenue, whether recurring or non-recurring, the assessment and demands made, the progress of recovery and the outstanding amounts due to the Government. Every departmental controlling officer should watch closely the progress of the realization of the revenues under his control and check the recoveries made against the demands.
6. Every departmental controlling officer should obtain regular accounts and returns from his subordinates for the amounts realized by them and paid into the treasury and consolidate the figures in a register so as to show the total receipts for each month classified according to the heads of account in the budget estimates. The controlling officer should compare the figures compiled in this register with accounts received from the Accountant- General and reconcile any differences as early as possible in communication with the Treasury officers concerned , and if necessary with the Accountant General also. The reconciliation of the figures for March is especially important and should be completed as early as possible, since any corrections that may be required in the Accountant-General's books have to be made before the accounts of the year are closed. When a wrong credit is discovered, the controlling officer should inform the Accountant-General at once in order that the accounts may be corrected. When a subordinate Government servant's return includes a credit for which there is no corresponding credit in the accounts received from the Accountant-General, the controlling officer, should in the first instance call for full information from the subordinate Government servant.

Note1: *It is essential that the departmental accounts of revenue should not be compiled from the returns prepared by the treasury. But the Treasury Officer may*

be required, where necessary, to verify the returns prepared for submission to the departmental controlling authority.

Note2: *In order to facilitate check by controlling officers and to prevent misclassification in the treasury accounts, all receipts of revenue should be noted in the chalan. The chalan should show distinctly on what account the money is to be received and under what detailed head of revenue it has been entered in the departmental accounts. The entry in the departmental accounts should be completed before the amount is credited into the treasury. ie, the entry in the departmental accounts should show the amount as received.*

Note 3: *Revenue collected in one district on account of another should be credited in the treasury account of the receiving district under the appropriate head of account and the fact intimated to the appropriate departmental officer in the district concerned. Any such item of revenue should be omitted in the demand, collection and balance statement of the receiving district and included in that of the district to which it belongs. Footnotes should be added to the demand, collection and balance statements of both the districts to explain the difference between these statements and the treasury accounts.*

7. The daily collection of each officer should ordinarily be remitted to the treasury on the next working day. When this is not possible owing to distance from the treasury or other cause, the money should be remitted periodically, the last remittance for the month including the last receipt, which can reach the treasury in the same month. The subsequent receipts of the month should be entered in the departmental register of the next month. Remittances made to a sub treasury after the close of the accounts of the latter should be similarly entered in the departmental registers of the succeeding month. At the end of the year, however, all the receipts of the year should be arranged to be brought into the treasury accounts of the same year.

8. To ensure that all collections are being paid regularly into the treasury, the officer immediately responsible for the collections will keep the receipts (chalans) for amounts so paid in proper files. Inspecting officers will compare all the entries in the counterfoils in the printed counterfoil receipt book with those in the Register of collections and with any original receipt they may be able to obtain from the person to whom they are issued.

The comparison by inspecting officers will be made from the time of the last inspection and the accounts should be inspected on the spot at least once in every year. The selection of inspecting officers rests with the heads of departments and district officers, as the case may be. The officer in charge should therefore keep the orders sanctioning the sale in proper file, and the inspecting officer should check the register with them to see that the proper amounts have been entered.

Every payment into the treasury or the bank for credit to the Government shall be accompanied by a memorandum or chalan containing all the particulars necessary for crediting the amount correctly in the Government account and preparing a receipt to be given to the payee. When a payment is made into the treasury, the treasury shall check the chalan and make sure that it is in order and complete, test and count the money, bring the payment into account in the prescribed registers and give a receipt to the payee.

The receipt head of accounts are essential for remitting the amount due to Government collected in offices under various items especially through TR receipts. The details of receipt head of accounts are available in the budget document for that particular year. The receipt head of accounts for 2020-21 are shown below;

MAJOR HEAD: 0401 Crop Husbandry	
103	Seeds
104	Receipts from Agricultural Farms
105	Sale of manures and fertilizers
107	Receipts from plant protection services
108	Receipts from commercial crops

110	Grants from the Indian Council of Agricultural Research
119	Receipts from Horticulture and Vegetable crops
120	Sale, hire and service of Agricultural implements and machinery including tractors
800	Other receipts
900	Deduct-Refunds
0401-00-103	Seeds
99	Sale of paddy and other seeds
98	Distribution of green manure seeds
97	Receipts from National Oilseeds and Vegetable Oils Development Board.
0401-00-104	Receipts from agricultural farms
99	Agricultural farms
0401-00-105	Sale of manures and fertilizers
99	Sale of compost manure
98	Interest on belated remittance of sale proceeds of manures and fertilizers
97	Receipt from sale of Bio fertilizer
0401-00-107	Receipts from plant protection services
99	Comprehensive spraying scheme
98	OTHER ITEMS
97	Cost of Plant Protection Chemicals
0401-00-108	Receipts from commercial crops
99	Distribution of quality coconut seedling
98	Scheme for development of sugarcane
97	Cashew nut development scheme
96	Pepper development scheme
95	Arecanut development scheme
94	Receipts from multi state cashew project
93	Integrated Programme for Development of Spices (100% CSS) Production and Distribution of Pepper cuttings.
92	Receipts from sale of cocoa seedlings
91	Other items
90	Other Receipts

89	Miscellaneous Receipts – Other items
0401-00-110	Grants from the Indian Council of Agricultural Research
99	Co-ordinated Programme of Sample Survey Methodological investigation into High Yielding-Variety Programme
	Total-110
0401-00-119	Receipts from Horticulture and Vegetable crops
99	Horticulture and Vegetable Crops
0401-00-120	Sale, hire and service of Agricultural implements and machinery including tractors
99	Receipts from Sale, hire and service of Agricultural implements and machinery including tractors
0401-00-800	Other receipts
99	Transport charges reimbursable from Govt. of India
98	Receipts under special agriculture development programme
97	Receipts under crop insurance scheme on paddy
96	Receipts from minikit of rice establishment of community nursery of paddy
95	Financial Assistance from Coconut Development Board for the removal of root-wilt affected coconut palm
94	Financial assistance from the Coconut Development Board for the creation of irrigation facilities in dept. nurseries for 83-84 (Under Spl. assistance for drought relief in Kerala)
93	Lease rent for the land leased out for setting up the central coconut research station Kayamkulam realised from the Central Plantation Crop Research Institute and state's contribution.
92	Quality control
91	Other services and service fees
90	Receipts by way of rent of govt. buildings constructed for Agricultural Officers/demonstrators under Kerala Agricultural Extension Project
89	Financial assistance from the Coconut Development Board for the production and distribution of TxD hybrid seedlings.
88	Financial assistance from the coconut development board for the establishment of hybrid seed garden for the production of TxD hybrids

87	Financial assistance from the Coconut Development Board for integrated farming in coconut small holdings in Kerala for productivity improvement.
86	Financial assistance from the Coconut Development Board for providing assistance for irrigation facilities to coconut growers
85	Financial assistance from the Coconut Development Board for strengthening of departmental Nurseries.
84	Premium and Registration fees for Crop Husbandry
83	Other items
82	Financial assistance from the Coconut Development Board for laying out demonstration plots under integrated farming for productivity improvement
(01)	Kuttanad Package
(02)	Idukki Package
81	Miscellaneous Receipts – Other items
80	Exchange visit of farmers within the country
79	Financial assistance from the Coconut Development Board for implementing the project for control of Bud rot disease of Coconut in Kozhikode district.
77	Receipts from Biotechnology and Model Floriculture Centre, Kazhakuttam.
75	Financial assistance from the Coconut Development Board for Establishment of Regional Coconut Nurseries

3.2.3. Cash Book

The cash books should be maintained in the manner prescribed in Article 92 of the Kerala Treasury Code. The cash book should be bound in convenient volumes and their pages machine numbered. The head of office or a subordinate gazetted officer nominated by him should count the number of pages and record a certificate of count on the first page of the cash book. The cash books should be closed daily and completely checked. At the end of each month the head office should verify the cash balance in the cash book and record a signed and dated certificate to that effect. All the transactions should be entered in the Cash Book as soon as they occur and attested by the head of office as a token of his check.

The Government will hold a Government servant personally responsible for any loss sustained by the Government through fraud or negligence on his/her part, and also for any loss sustained through fraud or negligence on the part of any other Government servant to the extent to which it may be shown that he/she contributed to the loss by his/her own action or negligence.

A Government servant who has to arrange for public moneys to be carried from one place to another by a messenger should take all reasonable precautions to prevent any loss in transit due to misappropriation of money by the messenger or any other cause. He/she should pay due regard to all relevant factors including the status of the messenger employed and the distance over which the moneys have to be carried. As far as possible, he/she should use for this purpose only permanent Government servants whom he/she knows to be reliable.

3.2.4. Verification of cash balance

The contents of the cash chest must be counted every time the cash book is closed and the amount compared with the book balance. In offices in which there are no daily transaction or the transactions are few, it will be within the discretion of the head of the office concerned to order, on his own responsibility, the closing of the register at a longer interval, but the register should be closed and the cash balance verified often enough to prevent malpractice and in no case less frequently than once a month. The officer in charge should record a certificate of count in the cash book in his own handwriting specifying the actual balance both in words and figures and sign it with date.

3.2.5. GST (Goods and Service Tax)

GST is an Indirect Tax levied on the supply of goods and services. It is single tax on the supply of goods and services for the whole of India, right from the manufacturer to the consumer making India one unified common market. Taxes paid at each stage of trade will be available in the subsequent stage of value addition as

input credit set off, which makes GST essentially a tax only on the value addition at each stage. The final consumer will thus bear only the GST charged by the last dealer in the supply chain, with set-off benefits at all the previous stages. It has replaced various indirect taxes and brought them under one umbrella to make compliance easier. The GST scheme consists of different slab structure under which the proposed goods and services will be taxed accordingly.

For further details refer: Kerala State GST Act – 2017

3.2.6. Expenditure – General principles

1. No Government servant may incur any item of expenditure from public funds unless the following two conditions are both satisfied:-
 - (a) The expenditure must have been sanctioned by a general or special order of the authority competent to sanction such expenditure; and
 - (b) Sufficient funds must have been provided for the expenditure in the Appropriation Act(s) for the current financial year or by a reappropriation of funds sanctioned by a competent authority.

No authority subordinate to Government should sanction any expenditure unless sufficient funds have already been provided for the purpose either in the Appropriation Act(s) or by reappropriation.

2. It should, however, be clearly understood that it is an important financial principle that money indisputably payable should not, as far as possible, be left unpaid and that money paid should under no circumstances be kept out of accounts a day longer than is absolutely necessary even though the payment is not covered by the proper sanction. It is no economy to postpone inevitable payments even for the purpose of avoiding an excess over a grant or appropriation and it is very important to ascertain, liquidate and record the payment of all actual obligations at the earliest possible date. It must be borne in mind that if an inevitable payment is required to be made in the absence of

funds, the error lies not so much in the payment as in the entering into the relevant liability.

A disbursing officer may not on his own authority authorize any payment in excess of the funds placed at his disposal, but absence of funds should not necessarily prevent the payment of any sums really due by Government. If the disbursing officer is called upon to honor a claim, which is certain to produce an excess over the allotment or appropriation at his disposal, he should take the orders of the administrative authority to which he is subordinate before authorizing payment of the claim in question.

All appropriations lapse at the close of the financial year. A Government servant should not on any account reserve or appropriate by transfer to a deposit or any other head or draw from the treasury and keep in a cash chest any portion of an appropriation remaining unexpended during the year in order to prevent it from lapsing and use it for expenditure after the end of the year. No attempt should be made to prevent the lapse of an appropriation by any undue rush of expenditure during March.

(a) In every application for sanction to fresh expenditure, it should be distinctly stated whether provision for the proposed expenditure has been made in the budget appropriations for the year, and if such provision has not been made whether sufficient funds can be found by re-appropriation.

(b) Authorities who sanction new expenditure after funds have been communicated should be careful to indicate the source of appropriation.

Where it is desired to sanction expenditure before funds have been communicated, as may be necessary in order to avoid delay in starting work at the beginning of a new financial year or to prevent duplication of orders, the authority which does so should be careful to add the word “subject to funds being communicated in the budget of the year”.

Note: Vague expressions such as ‘subject to budget provision should carefully be avoided in conveying sanctions to expenditure.

When any authority accords sanction for expenditure of a definite amount or up to a specified maximum limit the amount should always be expressed both in words and figures. A copy of every order sanctioning expenditure should be communicated to the Accountant General by the authority which accords sanction.

When the head of a department or any other subordinate authority issues an order sanctioning expenditure either the sanctioning authority itself or a gazetted government servant working in the office of that authority should ordinarily communicate the order to the Accountant-General. When this procedure would cause inconvenience, sanctions may be communicated over the signature of the non-gazetted government servant who is the head ministerial officer of the office, provided that this arrangement is intimated beforehand to the Accountant-General by the sanctioning authority.

Note: Financial sanctions communicated to audit should invariably be signed in ink by the sanctioning authority or other officers authorized for the purpose. No action will be taken in audit on copies of financial sanctions issued over facsimile and cyclostyled signature of sanctioning authorities or other authorized officers.

A sanction of the Government or an authority subordinate to the Government tokens effect from the date of the order conveying the sanction. A sanction of any fresh charge accorded by the Government or an authority subordinate to the Government lapses if it has not been acted on for a year, unless it is specifically renewed.

3.2.7. Heads of Accounts

The expenditure relating to the Agriculture Department is debited to the major head”2401 Agriculture which is divided and sub-divided into (a) Minor head (b) group head (c) sub heads and (d) detailed account heads. As soon as the budget allotments of a year are received from the head office, the controlling officers should communicate to their subordinates who prepare bills, information about the different

heads of accounts which pertain to them so that they may, when preparing bills, correctly write the classification in the space provided at the top of each bill. The correct classification of expenditure should be noted in all bills lest there should be need for rectifying wrong debits in accounts.

3.2.8. Bills - General instructions

The following instructions regarding the preparation and form of bills should be observed:

- (a) A claim against the Government shall be made by presenting at the treasury a bill or other document in the prescribed form duly receipted and, when necessary, stamped. Every bill or other document shall contain full details as to the amount and the nature of the claim, and all particulars necessary for the proper classification of the payment in the accounts. A bill or other document drawn by a Government servant shall be signed and, when necessary, countersigned by the Government servant competent to do so under the relevant rules. A bill or other document drawn in respect of a claim of a person who is not in Government service shall ordinarily be signed or counter signed by the head of the department or some other responsible Government servant belonging to the department concerned with the payment.

Explanation: - A bill is a statement of claims against the government containing specification of the nature and amount of the claim either in gross or by items, and includes such a statement presented in the form of a simple receipt. A bill or other document becomes a voucher only when it is receipted and stamped “paid”.

- (b) The treasury shall receive and carefully scrutinize all bills and other documents presented. If the Treasury or sub-treasury officer is satisfied that a bill or other document is in order and that the claim is one which he is authorized to pay, he shall sign a payment order on it. Payment shall then be made accordingly and entered in the accounts.

(c) At a place where the treasury transacts its cash business through the bank, the bank shall make all government payments other than those included in classes of payments, which the Government have specially ordered to be made elsewhere. At such a place every bill or other document, shall in the absence of a special rule or order to the contrary, be presented at the treasury for scrutiny and authorization of the payment and after such scrutiny and authorization the Treasury officer shall forward it to the bank. At a district headquarters where the district treasury transacts its cash business through the bank, the bank shall not conduct the business of the headquarters sub-treasury, if there is any.

Chapter III

FUNCTIONING OF AN INSTITUTION/OFFICE

Section: 3. Budget

3.3.1. Preparation of Budget Estimates and Revised Estimates

The budget estimates are the detailed estimates of the annual receipts and disbursement of the budget year. Budget year means the financial year commencing on the 1st April and ending with 31st March from which the budget is prepared.

1. The budget estimates of expenditure and receipts for the financial year are due to the Government before 1st November or earlier as prescribed from time to time every year.
2. The departmental subordinate officers should prepare and forward consolidated estimates so as to reach the head office not later than 1st October each year. The estimates for plan and non-plan expenditure should be furnished separately. The estimates for plan schemes should be shown scheme-wise under the group head “Schemes under the Five year plan” under each minor head concerned. The estimates of revenue should be furnished in the form prescribed in para 15 of Budget manual.
3. The budget estimates fall in the two parts. Under part 1, the ordinary actual estimates based on ‘Standing Sanctions’ alone are included. Proposals for the abandonment of existing revenue and for schemes of new expenditure should not be taken into account in framing part I estimates but should be submitted as part II schemes.
4. The following instructions should be borne in mind while preparing the budget estimates and revised estimates:-
 - (i) All heads of offices should prepare the statement in the form prescribed

- (ii) Separate statement should be prepared for each minor head.
- (iii) The revised estimate for the current year should be prepared with great care and should be approximately as close to the actual. Provisions should be made for such item of expenditure, which are really necessary.
- (iv) In the case of new schemes, which are introduced during the current year, the date of introduction and the approximate estimate of expenditure for the current year should be furnished in the remarks column.
- (v) Brief and clear explanation of material variation between the budget and revised estimates of the current year and the budget estimates of the coming year should be furnished.
- (vi) The budget statement should be accompanied by the statement showing the details regarding provisions made for pay of officers and pay of establishment. Estimates should be framed on the basis of expenditure likely to be incurred for the existing staff and the actual pay to be drawn by them. No provisions should be made for posts which are kept in abeyance. If senior officers are expected to be on other duty or on deputation, provision should be made in the budget estimate not for senior officers but only for the substitute who may be drawing a lesser pay.

3.3.2. Preparation of monthly statement of receipt and charges

The statement should include every item, which an officer has drawn or credited to the Government either by himself or through his subordinates. The details in the statement should be in strict conformity with the heads in the budget distribution statement. Total should be given for each group head, such as pay of officers, pay of establishment, allowances etc. The statement should include all payments made into the treasury and all sums drawn from the treasury during the treasury month to which the statement relates. Where officers operate in more than one district, the name of the district, and the treasury or sub-treasury should be furnished. Figures should be grouped separately for each district. Particular care should be taken to classify receipts and expenditure

under the correct budget heads of account, details under each head being furnished where necessary. The number and date of treasury receipts should be noted in support of the receipts during the month with the name of the treasury, sub-treasury or bank concerned. All references and memoranda of discrepancies on the monthly accounts should ordinarily be replied within three days of receipt by the Head of office and if in any case information has to be got from outside, they should not be delayed beyond seven days at the latest. All final orders regarding correction in the account should be carried out forthwith. Rush of expenditure in March is objectionable. Monthly expenditure should as far as possible, be proportionately maintained.

3.3.3. Reconciling Departmental Figures and Treasury Figures

1. All heads of offices should reconcile their figures with the treasury figures before they forward their monthly statements of charges and receipts to the Director of Agriculture. They should see that the reconciliation work is completed not later than 5th of each month without fail. The heads of offices who are stationed in or near the District Head Quarters as well as those who are stationed away from the District Treasury and who have been specifically authorised to do so should send their clerks to the District Treasury for the purpose of reconciliation. If there are discrepancies between the Treasury figures and departmental figures, the Treasury figures should be furnished and the discrepancies explained. The following certificates should be furnished:-
2. Certified that the departmental figures were verified and reconciled with those of the Treasury on and found correct except those for which explanations are furnished.
3. Heads of offices who draw bills on treasuries outside their district headquarters should forward a list of bills cashed to the principal Agricultural Officers concerned so as to reach them on or before the 3rd of every month.

The Principal Agricultural Officers should get the list verified with the Treasury and return them to the concerned officers with a certificate of verification, along with treasury figures wherever discrepancies are found. A

list of bills cashed under each head of account in the following form should be appended to the statement of charges.

List of bills cashed during the month ofAgriculture Development and Farmers' Welfare

Head of Account	Bill Number	Date of encashment	Name go Treasury and District	Amount	Treasury figures in case of discrepancy	Treasury voucher number and designation of drawing officer

Government of Kerala

Guidelines for regularization of existing eligible casual sweepers and appointments against future arising vacancies of sweeper/cleaners in Government offices

GO (P) No.501/2005/Fin. Dated, Thiruvananthapuram 25th November 2005

1. For the regularization of the existing casual sweepers (where the sweeping area exceeds 100 M²), creation of posts of part time contingent employees depending on the sweeping area has to be made. The sweeping area will be calculated in accordance with the guidelines given below. As far as regularization of existing casual sweepers are concerned, the measurement will be made by the PWD official after notice to the incumbent casual sweeper and

in his presence. The incumbent casual sweeper will also sign in the format either agreeing with the measurement or disagreeing with it. The exercise will be completed in all cases by 15.12.2005. If, on fixation, the area is seen to exceed 100 M² and if there is no post of part time sweeper sanctioned for the office in question, but there is a casual sweeper being engaged, the Head of the Office shall immediately take up with the government for creation of a post of part-time contingent sweeper. The copies of the certificate of the PWD Engineer and full details of the case shall be furnished along with the proposal. The administrative department in government shall then issue orders before 21.01.2006, in consultation with the Finance Department, for the creation of the post of part-time sweeper in relaxation of the economy orders and absorbing the existing casual sweeper by giving the remuneration of Rs.1250/- plus DA p.m., (for area 100 M² and above but below 400 M²) and Rs. 1500 /- plus D.A p. m (for area 400 M² and above but below 800 M²) The posts shall be created with effect from the date of appointment of the incumbent as Casual sweeper or from 18.06.2001 (i.e., 3 years preceding the date of judgement) whichever is later. The absorption/regularization shall be done with effect from this date only. Back arrears shall be payable only with effect from this date of regularization. The period spent prior to regularization shall not count for any purpose.

2. If on re-fixation of the area, it is found to be less than 100sq.m. (requiring only a casual sweeper @600/- p.m.) and if, there is a casual sweeper already working, he/she shall continue without disruption, getting only Rs 600/- p.m.
3. There could be a few cases where the existing casual sweepers were terminated in accordance with the Government order of 19-7-2003 and new persons selected through employment exchange. There would then be 2 claimants for the same post. This would be decided on a case to case basis, if necessary, accommodating such persons in other offices. Such cases will also be reported to Government and absorption done only under the orders of the Government.

4. The guidelines shall also be applied to offices which already have part-time contingent sweepers. If consequent to the re-fixation of the area in such offices in accordance with the guidelines, the sweeping area increases from below 400 M² to above 400 M² the part time sweeper concerned shall be entitled to the higher remuneration of Rs. 1500/- plus DA but with effect from the date of the Government order only. If the area reduces from above 400 M² to below 400 M² the remuneration of the particular part-time sweeper shall not be reduced from Rs.1500/- plus DA. The existing incumbent shall continue to get what he was getting. But the employee posted against the next vacancy should be given wage as per the rules. If on fixation the sweeping area reduces from 100 M² to below 100 M² the remuneration of the existing part-time sweeper, if he/she is getting Rs.1250/- p.m. plus DA, shall not be reduced. He/she shall continue to get what he was getting. Here also, the next vacancy in the post should be filled up by a casual sweeper only, by paying Rs. 600 per month.
5. All existing premises will get certified once again, over the next 1 year. The certification of sweeping area shall be done once in 5 years. The responsibility of this is vested with the head of office in question.
6. Part-time contingent sweepers will be employed in new offices and also against arising vacancies in future, only on accordance with the rules i.e., after getting the names from the employment exchange. Under no circumstances will any person be engaged otherwise than through Employment Exchange. If there is delay in making such posting, the vacancies can be filled up for two months, only through a contract with the local Kudumbasree Society. As the sweeping work requires only 1 to 2 hours of work a day, the society shall be paid Rs.4 per M² plus Rs. 250/- as monthly remuneration, subject to the condition that the total monthly payment shall not be less than Rs.600/- .It is reiterated that the payment will be made to the society and not to the individual.
7. Creation of the post of part-time contingent sweeper in newly formed offices shall be done strictly on the basis of the new guidelines given below. As it will

not be possible to assess in advance the sweeping area in respect of newly formed offices, such posts shall be created only after assessing the sweeping area. The sweeping area shall be determined in accordance with the new guidelines. If the sweeping area is below 100 M² or above but below 800 M², the matter will be taken up immediately with the Government for the creation of the post of part-time contingent sweeper. After the post is created, a part-time contingent sweeper will be engaged, but only through Employment Exchange. This should be done within two months. He/she should be paid wages as per the sweeping area (Rs. 1250/- plus DA for sweeping area of 100-400 sq. m and Rs.1500/- plus DA for a sweeping area of 400-800 M²)

8. If the sweeping area is above 800 M², but below 900 M², a part-time contingent sweeper and a casual sweeper will be engaged. If it is above 900 M², 2 part-time contingent sweepers can be engaged. The same logic will apply if the area exceeds 1600 M², etc. For this also the matter is to be taken up with Government with the certificate from the concerned Engineer of the Public Works Department. The concerned department will issue orders to create the post in consultation with the Finance department, till the candidate sponsored by the Employment Exchange reports for duty, the agreement with the Kudumbasree may continue. On no account shall casual sweepers be engaged in such cases.

All the Government orders referred to above, will stand modified to the extent indicated in this Government order GO(P)No.361/2005/Fin dated 2.08.2005 stands rescinded.

3.3.4. Guidelines for Determination of Sweeping Area

1. Sweeping area means the aggregate of the following:

- (a) Carpet area i.e. usable floor area, excluding the area of terrace, car porch, staircases, lift well, scalars, ducts, toilets, air condition plant room and electrical control room.

- (b) Area of car porch, staircase, veranda or corridor, if such car porch, staircase/verandah/corridor is under the exclusive use of the office in question, provided it is used regularly by the office staff and or get general public and if it is to be swept regularly. Thus, for example, that portion of the stair case leading to a terrace which is not used need not be swept, so will be excluded from the sweeping area.
- (c) Toilets used exclusively by the office in question or the general public visiting such an office, if it is to be washed and cleaned regularly.
- (d) If there is a courtyard attached to the office, then the area of the courtyard actually swept, subject to the condition that this shall not exceed one third of the aggregate of (a), (b) and (c) above.
2. In cases where common areas such as car porch, staircase, veranda, corridor, landing etc. are shared by the office in question with other state Government or quasi State Government office only, such common areas shall be apportioned among the various offices in question, in proportion to the carpet area of each such office.
3. If the common area of car porch, staircase, verandah, corridor, landing etc. are shared with private premise, then that portion of the common area appurtenant to the office in question alone will be included in the sweeping area, subject, of course, to the condition in sub para (d) of para 1 above.
4. For all offices, the sweeping area will be assessed, fixed and certified by an officer of the PWD building division not below the rank of an Assistant Engineer. A rough sketch of the area indicating the correct measurements and calculations will be prepared by the engineer and this shall be made available to the head of the office in question. The certification of the sweeping area shall be done once in 5 years. The responsibility for this shall be with the head of the office in question.

5. In case of any particular office in question, if there are difficulties in applying these guidelines or where further clarification is considered necessary, the Engineer concerned shall bring the same to the notice of the Finance Department in Government directly, without attempting to interpret or extend or modify these guidelines and their application. Copies of such communication shall also be sent through proper channel.

Chapter III

FUNCTIONING OF AN INSTITUTION/OFFICE

Section: 4. Integrated Financial Management System

3.4.1. Introduction

The Integrated Financial Management System (IFMS) is aimed to achieve the effective financial management of the state by integrating the financial transaction of State Government with all stakeholders such as Accountant General's office, the Reserve Bank of India, Agency Banks, Government of India, etc. It envisages complete revamping of Treasury operations with the use of ICT, latest the best technology with a goal to achieve an eco-friendly paperless office.

IFMS aims to attain full integration of budget execution cycle, effective and efficient monitoring and control of state finances, online remittance facility with respect to all taxes and dues to the state government. This favours timely monitoring of government's cash position, effective online integration and co-ordination with all stakeholders, minimum reconciliation and automated consolidation of accounts and MIS for effective decision making.

Budget Monitoring System	BMS
Budget Allocation and Monitoring System	BAMS
Bill Information and Management System	BIMS
Expenditure Management	Core-TIS
Pension Management	PIMS
Treasury Savings Bank	CTSB
Cash Management	WAMS

3.4.2. Budget allocation & monitoring system (BAMS)

Budget allocation & Monitoring System (BAMS) is an online computerized system to distribute the budget and to authorize expenditure. As soon as the budget is released, the departments can allocate funds to their field officers through this system. All the expenditure is thereafter not only checked for budget availability before the bills can be submitted, but also the monthly cash flows are controlled against predetermined targets.

This system permits the re appropriation of funds within the prescribed limits and allows withdrawal/surrender of budget grants. The expenditure monitoring system now gives proposed expenditure data to the Government on a real time basis. The system gives various reports on budget authorizations, cash flows, fund transfer transactions and authorization slips generated.

3.4.3. Bill Information Management System (BIMS)

Bill Information and Management System (BIMS) is an e-bill portal for claim settlements by Drawing and Disbursing Officers (DDOs). The DDOs can prepare online contingent bills and e-submission to treasury through BIMS.

3.4.4. Service and Payroll Administrative Repository of Kerala (SPARK)

SPARK (Service and Payroll Administrative Repository of Kerala), an e-Governance endeavour under Finance Department, Government of Kerala, is operational since 2007 and service books of all employees in state service have been digitalized through this software. Digitalization of HR related service and salary data of Government employees was envisaged to ensure employees satisfaction and overall improvement in morale and service delivery to have consolidated personal information database of all employees within government. SPARK package was implemented in all departments vide G.O (MS) No.392/05/GAD dated 05/11/2005 through Kerala State IT Mission. The salary processing through SPARK and online submission of salary bills have been made mandatory since October 2014. (Refer **SPARK (Service & Pay**

roll Administrative Repository of Kerala) Website www.itmission.kerala.gov.in
for step by step under Manual vide Circular No. 7485/B2/09/ITD TVPM dtd: 29.12.2009 & Circular No.4917/B2/09/ITD TVPM dtd: 13.05.2009)

3.4.5. One Office, One Drawing and Disbursing Officer (DDO)

As a part of implementing Integrated Financial Management System (IFMS), one Office- One Drawing and Disbursing Officer System was introduced vide G.O (P) No.391/2015/Fin Dated, Thiruvananthapuram, 07.09.2015 for streamlining salary disbursement of process of the state Government employees under which the drawal and disbursement of salary and other entitlements of all staff members including gazetted officers in an officers in an office is entrusted with the respective DDO of that office. This new system was put into operation in a phased manner and from 01/12/2015. One office, one drawing officer system was implemented in all departments and offices in the state.

For further details refer: One office one DDO at www.spark.gov.in

Separate bills shall be prepared in each office for each following classes if they exists:-

- (a)Permanent establishment
- (b) Temporary establishment

3.4.6. Income tax

The Drawing & Disbursing Officer (DDO) is responsible for deducting appropriate income tax from the salary of all persons working in government officer, whose cases are auditable under section 44B, using Chelan no.281 for depositing TDS amount. Quarterly and annual – TDs statements of these employees have to be filed compulsorily by DDO, in the prescribed time as detailed below. The due dates for filing of TDS statement are

- 15th of July for Quarter 1
- 15th of October for Quarter 2

- 15th of January for Quarter 3 and
- 15th of May for last Quarter

For this all DDOs should obtain a unique identification number called (TAN) Tax Deduction Account Number), a ten digit alpha numeric number, which has to be quoted in every correspondence related to Income Tax matters concerning TDS. DDO should obtain PAN of the deductee for deducting the tax at correct rate. He/she should generate Form 16 form TRACES which should be distributed to all subordinate officers.

Chapter III

FUNCTIONING OF AN INSTITUTION/OFFICE

Section: 5. Travelling Allowances

3.5.1. Introduction

Travelling Allowance (TA) is an allowance granted to an officer to cover the expenses incurred by him in travelling in the interest of public service. It includes allowances granted for the maintenance of conveyance. (R. 12 (37) PI KSRs.) TA is classified as compensatory allowance and it should not be on the whole a source of profit to the recipient. (R 44 PI KSRs).

3.5.2. Important definitions

Day: means day beginning and ending at midnight' but an absence from Head Quarter which does not exceed 24 hours shall be reckoned as one day for calculating TA, at whatever hours the absence begins or ends.(Rule 12(6) Part I KSRs)

Headquarters (HQ): means the radius of 8 km. around the place of office in which an officer is employed. The office in which the officer is employed is called the duty point at the Head Quarters.

No TA is admissible for journey within the Head Quarters. The items admissible are

- (i) actual cost to the officers in Grade(III) or (IV) when deputed for duty of called to duty.
- (ii) actual fare subject to a maximum of Rs.10 to last grade employees attending treasury duty since 23.09.2002 and
- (iii) conveyance allowance to attend Annual Firing course and NCC camp (Rule 64, 5,9 Part II KSRs, GO (P)567/02/Fin. dated 23/09/2002 & notes 2&3 to Rule 57 Part II KSRs)

Pay: means the amount drawn monthly by an officer as substantive pay or officiating pay including personal pay, special pay and any other emoluments specially classified as pay (Rule 12(23) Part I KSRs)

Public conveyance: means a train, steamer, bus, boat or other conveyance which plies regularly for conveyance of passengers (Rule 12(29) PI KSRs)

Special conveyance: means a motor car or motor cycle/scooter engaged or used by an officer during tour for which the entire cost of its use and propulsion is paid by the officer (note under Rule 31 part II KSRs).

3.5.3. Travelling Allowance - General rules

1. No Government servant should travel at State cost unless it is absolutely necessary in public interest to do so. Tours should be so planned as to avoid long marches and frequent visits to the same place. The tendency to make more marches than halts should be firmly curbed. When a head of department or other administrative or supervisory authority visits a place he should stay there long enough to enable him to complete all local inspection in and around the area and dispose of outstanding items.
2. Group touring should be avoided except for joint inspection which are necessary and useful.

1. A claim by a Gazetted Government servant for travelling allowance shall be presented on a bill in the appropriate form. When the government servant has travelled by circuitous route, he shall state the reason for doing so in the bill. When he claims actual expenses, he shall in the absence of any order to the contrary, set them out in detail. When he claims travelling allowance on account of any members of his family, he shall furnish a certificate showing the number and relationship to himself of the members of the family on account of whom he makes the claim and all other relevant details. When he claims (the cost of carriage of personal effects or a conveyance, etc, he shall furnish the receipt granted by the railway or steamer company for the amount actually paid. A travelling allowance bill shall be counter

signed by the controlling officer referred to in Rule 113 of part II of Kerala Service Rules unless the claimant has been declared to be his own controlling officer (See Rule 113 and 115 of part II of the Kerala Service Rules).

2. The claims of travelling allowance of clerks and other subordinates who have accompanied an officer on tour or have performed other authorized journey shall be prepared in Form T.R 56 [see also Article 97(c) Kerala Financial Code]. The treasury shall pay such bill on the receipt of the head of the office, after countersignature by the controlling authority when the head of the office is not controlling officer (see also Rules 113-116 of part II of the Kerala Service Rules)

a. The rules relating to travelling allowance are given in part II of Kerala Service Rules.

b. Officers' should pay special attention to the detailed instructions and the certificates printed on T.A bill form itself.

The travelling allowance bills with the tour diaries of touring officers should be submitted to the controlling officers concerned. The details of journeys furnished in the travelling allowance bills should tally with the particulars furnished in the diaries and if any discrepancy is found it will entail delay in passing the bill.

It is the duty of a controlling officer before signing or countersigning a travelling allowance bill-

- a. To scrutinize the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed and to disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considers that a journey was unnecessary or unduly protracted or that a halt was of excessive duration.
- b. To scrutinise carefully the distances entered in travelling allowance bills.
- c. To satisfy himself that mileage allowance for journey by railway or steamer, excluding additional fare allowed for incidental expenses, has

been claimed at the rate applicable to the class of accommodation actually used and that where the actual cost of transporting servants personal effects, etc., is claimed under these rules, the scale on which such servants effects etc, were transported was reasonable and to disallow any claim which in his opinion does not fulfil that condition.

- d. To check and tendency to abuse the option of exchanging daily allowance for mileage allowance.
- e. To observe any subsidiary rules or orders which a competent authority may make for his guidance.
- f. To satisfy himself before permitting a claim that the officer actually bought a through ticket at the rate claimed and that it was not possible for him to get through ticket at a cheaper rate by paying only for the appropriate class of accommodation over that portion of the journey where accommodation of that class was available.

Travelling Allowance is an allowance granted to an officer to cover the expenses incurred by him in travelling in the interest of public service. It includes allowances granted for the maintenance of conveyance (R.12 (37) PI KSRs).

3.5.3.1. Permanent Travelling Allowance (PTA):

It is a fixed monthly allowance granted to an officer for frequent travel within in jurisdiction. For the drawal of full amount of PTA, an officer should be on tour outside 8 km from his Head Quarters for 15 days in a month and should spend at least 6 hours outside Head Quarters on each day. If this minimum tour not performed, PTA will be proportionately. Ordinarily PTA cannot be drawn during leave, temporary transfer of joining time and along with any other TA. (Rule 6 to 8, 53 & 54 Part II KSRs)

3.5.3.2. Permanent conveyance Allowance (PCA):

This is also fixed monthly allowance granted to an officer for travelling extensively within Head Quarters. PCA can be drawn in addition to other forms of

TA. But it cannot be drawn during leave or temporary transfer or on holidays prefixed or suffixed to leave or joining time (Rule 9 to 11 Part II KSRs).

3.5.3.3. Mileage Allowance:

This is an allowance calculated on the distance travelled, which is granted to meet the cost of a particular journey. Rate of mileage in respect of different journeys (Rail, Road, Air, and Water) is varied (Rule 12 to 36 Part II KSRs)

3.5.3.4. Daily Allowance:

This is a uniform allowance for each day of absence from Head Quarter, which is intended to cover the ordinary charges incurred by an officer in consequence of such absence. (Rule 37 to 40 Part II KSRs).

3.5.3.5. Actual Expense:

This is the actual cost or part of the actual cost of TA, where no means of conveyance by or on at the expense of the Government, or to be drawn as TA, is permissible. (Rule 41 Part II KSRs)

3.5.4. Calculation of Tour TA

The following are the main points to be borne in mind while calculating Tour Travelling Allowance.

The Head Quarters of an officer shall be in such a place as the Government may prescribe (Rule 46)

- 1) The Government may define the limits of the sphere of duty of any officer (Rule 47)
- 2) An officer is on tour when absent on duty from his HQ either within or with proper sanction beyond his sphere of duty and permitted (Rule 48)
- 3) The TA drawn by an officer on tour ordinarily takes the shape of either PTA or Daily Allowance, if either of these is admissible to him (Rule 52).

- 4) Minimum TA admissible is one DA, when an officer goes outside his Head Quarters on tour except in cases where means of locomotion is supplied (Rule 55). It cannot be drawn for any day on which a Government servant does not reach a point outside of a radius of 8 km from the duty point at his HQ or return to it from a similar point (Rule 57)
- 5) For journeys within a radius of 8 km from HQ an officer not in receipt of conveyance allowance can be given the actual hiring charges of conveyance. (Rule 64 & notes)
- 6) In respect of journeys involving an overnight halt at an intermediate station either due to non-availability of connecting service or due to the cancellation of connecting air service, half daily allowance will be allowed at the rate applicable to the intermediate station for each overnight halt in addition to the allowances for incidental expenses admissible for air journey (Note 4 under Rule 58) when no boarding and lodging facility is provided by the Indian Airlines.
- 7) Daily allowances may not be drawn except during absence from HQ on duty (Rule 56). When two journeys are performed within a period of 24 hours, the period of absence from HQ will be treated as one day irrespective of the fact that the journey was performed on two calendar days, and Daily Allowance is granted accordingly (Rule 56)
- 8) When journey is performed for more than 32 km and the mileage calculated comes to less than the amount of one Dam the DA of the officer can be exchanged for mileage allowances (G D (ii) to Rule 63)
- 9) The DA admissible for halt at an out station and DA /MA admissible for the journey should be calculated separately irrespective of whether the halt is preceded or followed by a journey which qualifies for daily or mileage allowance (GD (i) to Rule 63)

- 10) When Government vehicle is provided no mileage allowance will be allowed; only incidental expenses subject to a minimum of half DA (Note (5) Rule 31, (Rule 107 & 110 Part II)
- 11) Fraction of one rupee, ie. 50 paise or more shall be rounded to one rupee.
- 12) In the case of long journey, an intermediate halt can be allowed after completing 200 km of distance. If such journey is late in the night such intermediate halt can be availed before completing 200 km. No DA is allowed for such halt (GD 1 to Rule 31)
15. Half DA is allowed for intermediate halt after completing 200 km in departmental vehicle (GD 3 to Rule 31).
16. If journey is performed partly by Air or rail and partly by road the mileage for road portion of not more than 32 km of distance shall not be in excess of one DA. (Rule 32)
17. Journey for a distance within 50 km shall be commenced on the date of official duty, and the return journey shall also be on the day on which the duty is over. (note 2 to Rule 14)
18. The limit for claiming TA is 2 years (25 A)
19. Arrear claims shall not be allowed on revision of scale of pay, retrospective promotion, confirmation etc. But it will be admissible on belated increment in the usual course or on pay slip. (GD 1 to 3 to Rule 4)
20. Officers who are eligible for I class accommodation will be entitled to travel in second AC coaches, Grade II (b) officers will be entitled to third AC only and if there is no such facility, second AC will be allowed [GO (P) 1225/2000/Fin dated 17/10/2000].
21. Grade I officers who are travelling to metropolitan cities and other large cities will be allowed to hire taxi cars for the day (GO (P) 707/95 Fin dated 25/10/1995).
22. Reservation charges paid for railway journeys in respect of the appropriate classes of accommodation will be reimbursed forming part of the fare in

cases where reservation is actually required in exigencies of public service (G D 2 under Rule 20).

23. Auto rickshaw/ taxi charges at the rate admissible will be reimbursed for the journey from residence or office to Airport/Railway station / Bus station and back, subject to a maximum distance of 8 km each way. Only Grade I officers are eligible for taxi charge (Note 3 to Rule 14).

3.5.5. Travelling Allowance for other journeys

i. To attend an examination (Rule 77 to 79)

TA as on tour is allowed for onward and return journey to attend an obligatory departmental examination. But no DA is allowed. TA for this purpose shall not be

ii. To an officer under suspension (Rule 85 & 86)

An officer under suspension is eligible for TA to attend departmental enquiry and back. But no TA will be admissible, if the enquiry is held at a outstation at his own request. A retired officer, when called for giving evidence on a departmental disciplinary case initiated against him on a charge while in service, is entitled to TA as on Tour.

iii. For journeys during the course of training

When an officer or student not already in Government Service is selected to undergo a course of training. TA is allowed for the original journey to and last journey from the place of training, and the last journey from the place of training and DA for halts at such place.

iv. To the family of an officer who dies while in service (Rule 99)

If, an officer dies while in service, members of his family will be granted TA for the journey to his home or to any other place where the family may wish to reside, whether it is inside or outside the state, either or form his

headquarters, the place of his death, provided the amount shall not exceed what would be admissible for a journey from the officers HQ to his home. TA should be claimed within three months of the death of the officer and at the rate as on transfer.

v. On retirement to the place of Residence (Rule 99A)

TA as on transfer is allowed to an officer on his retirement for journey to the place of residence, inside or outside the state, where he proposes to settle down after retirement. This TA should be claimed within one year of retirement. This will not be given in case of compulsory retirement or removed or dismissed from service.

vi. Leave Travel Concession

As per para 38 of 9th Pay Revision Order, a Leave Travel concession is allowed to those employees who have 15 years of service, to travel to any place in the country, subject to the maximum of 2400 km, to and fro, along with their family once in their service.

3.5.6. Transfer TA - Rules for Transfer TA

1. A transfer should involve a change of station (The distance between the two places should be 8 km or more)
2. The transfer should be in the interest of public service (No TA for transfer on request. But if the transfer on request is after completion of one full year, excluding period of leave, at a station, TA is allowed GO (P)480/89/Fin dated 01.11.1989.
3. The distance for the calculation of transfer TA should be the distance from old residence to the new residence (Rule 15 Part II). It may be noted that the Government servant should reside within 15 km or radius from his head Quarters.

4. When a Government servant holding substantive post, is appointed to another post as per the advice of PSC, TA is admissible as on transfer (note 1 to Rule 65)
5. For temporary transfer (for a period not more than two months), no transfer T.A is admissible. TA & DA as on tour is admissible. But when the period is further prolonged, transfer TA shall be granted. But n refund is necessary if the amount of tour TA already received is larger:
6. Family for the purpose of Transfer TA includes only wife, husband if residing with and wholly dependent on wife, children and step children residing with the wholly dependent on the officer, Father, Mother, Brother, sister, servants etc. are not considered as family members for this purpose.(Rule 67(f) Part II KSRs).
7. A family member who follows the officer within 6 months from the date of taking over charge of the officer in a new station, and who precedes the officer not more than one month of the transfer (handing over charge at the old station) will be eligible for transfer TA.(Rule 67)
8. TA to family member who travels from another place will also be admissible up to the distance travelled by the officer.

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Section: 6. Advances

3.6.1. Advances on transfer

These advances are granted in accordance with the following rules:-

- (a) Eligibility for Government servants for an advance: - Advances of pay and /or travelling allowances are granted to a Government servant who receives an order of transfer during duty or leave.
- (b) Sanctioning authority:- The authorities shown below have power to sanction these advances to the extent indicated against each :-

No	Nature of advance	Authority competent to grant sanction
1	Advances of pay and travelling allowances to a Government Servant in permanent employ	All Government servants who are authorised to draw pay and travelling allowance bills of establishment
2	Advances of pay and travelling allowance to a temporary or officiating Government servant who has no substantive post but who is not likely to be discharged within four months, and an advance of travelling allowance only to any other temporary or	The Head of the Department or the Head of the Office to whom the Head of Department has delegated this power subject to any conditions and instructions imposed by the Head of the Department.

	officiating government servant who has no substantive post	
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Note: The Government Servants authorised to draw pay and travelling allowance bills of establishments may sanction advances of pay and travelling allowance to themselves.

(1) Conditions on which an advance is granted

An advance should not exceed one month's pay plus the travelling allowance to which the government servant is expected to become entitled under the rules in consequence of the transfer.

Note 1 – The advance of pay will be limited to the extent of the pay the government servant is in receipt of immediately before transfer or the pay that he will be entitled to after transfer, whichever is less.

Note 2:- If a government servant holds a temporary post, or officiates in a post or in a post without a lien on a permanent post or officiates in a higher post but has lien on a permanent lower post only, his pay for the purpose of this rule will be his pay in the temporary post or his officiating pay as the case may be.

- i) An advance on account of a transfer should invariably be recorded on the Government Servant's last pay Certificate (See also Rule 168(f) of part V of the Kerala Treasury Code)
- ii) The advance of pay should be recovered from the government servant's pay in three equal monthly instalments and the first instalment should be deducted from the first full month's pay drawn after the transfer. The first two instalments should be fixed in whole rupees, and the remaining balance including any fraction of a rupee should be recovered as the third instalment. The advance of travelling allowance should be recovered in full in the government servant's travelling allowance bill for the journey in question. The government servant should present this bill as soon as possible at the close of the month in which the journey was performed, and

if the amount of the bill is less than the advance, he/she should refund the balance in cash at once. When recoveries have to be made from the same government servant on account of more than one advance pay drawn on transfer, the recoveries should be made concurrently. Any amount recovered from the government servant in excess of the advance drawn should, if it remains unclaimed for one year from the date of the last recovery, be credited as revenue to the government.

- iii) If any member of a Government servant's family does not accompany him but follows him within six months from the date of his transfer a separate advance may be granted at the time on account of the travelling expenses on that member, provided that no advance has already been drawn for the same purpose.

When a single advance is drawn for the travelling expenses of both the government servant and his family, it may be adjusted by submitting more than one bill, if the members of the government servant's family do not actually complete the journey with him/her. The government servant should however, certify on each adjustment bill that he will submit a further bill in due course for the travelling allowance admissible on account of the members of his/her family (to be specified) who have not yet completed the journey and that he/she expects the amount claimed in that bill to be not less than the balance left to be adjusted. If necessary, he/she should refund a part of the balance in cash before signing this certificate.

3.6.2. Other Advances

Loans and advances are granted for Thiruvonam festival, purchase of mosquito nets, purchase of conveyance viz., motor cars, motor cycle, and bicycles, for the construction of houses and for performing tours. The details regarding the drawal and the mode of remittance of these advances will be governed by the relevant rule in Chapter X of the Kerala Financial Code and by the Government orders issued from time to time.

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Section: 7. Contingencies

Contingent charges or contingencies refer to the incidental expenditure which is necessarily incurred in running an office. The main items are cycle, electricity, cleaning charges, customs duty on the imported stores, freight and tour charges. It also includes incidental expenditure, which is required for technical or other reason in the working of particular offices and departments.

For the purpose of control and audit, contingent charges are grouped as follows:-

1. Countersigned contingencies and
2. Non countersigned contingencies

Expenditure incurred by a government servant on countersigned contingencies is under the direct supervision of a higher authority known as the controlling officer or authority who signs the detailed bills relating to them. In this case monthly detailed contingent bills have to be submitted to the controlling officer for check and countersignature.

Non-countersigned contingencies are those for which detailed bills are not required to be sent to the controlling officer but which are under the direct audit of the Accountant-General.

Contingent charges may again be classified according to the sanction into-

- (a) Ordinary contingencies, i.e., those which are incurred by disbursing officers without sanction of any higher authority.

- (b) Special contingencies. i.e., contingent charges which are of a special character that cannot be incurred without the special sanction of a superior authority. These include supplies and services and periodical charges, such as rent etc.

3.7.1. Contingent Register

A register of contingent expenditure should be kept in each office in form No. 10 of Kerala Financial Code. Separate registers may be opened if convenient for the countersigned and non-countersigned contingencies. The following points should be observed in maintaining the register:

- (a) The pages should be numbered in advance
- (b) The allotment for the year under each secondary unit should be entered at the top of each page in the space provided
- (c) The bills should be serially numbered from the commencement to the end of the official year
- (d) The money column should be used for posting figures only
- (e) A progressive total for each column should be struck monthly immediately after the monthly total. It should include all payments and bills paid by book transfer under each head from the beginning of the year up to the end of the last completed month. Care should be taken to arrange the heading of the columns of the Contingent Register according to those printed in the contingent bills
- (f) Dates of vouchers and bills should invariably be entered as well as the payee's name. In the column to whom paid "the vendor" or other payee's name should be entered. The name of the disburser should be entered only when the wages of coolies etc. are paid.
- (g) Very brief but intelligible reports should be furnished against each item of expenditure including work bills in the remarks column.

- (h) The officer in charge should initial each entry in the space allotted for the purpose.
- (i) The date and place of encashment should be noted against the amount of the respective bills in the remarks column.
- (j) Advances drawn should be shown separately in red ink, in the advance column under the initials of the officer in charge and accounted for immediately below it. If this is not done, the number of the page in the register where they are accounted for should invariably be noted against the corresponding advance.
- (k) Advances made from the permanent advance to peons for railway fares and office expenses in camps etc. should be entered immediately after the disbursement in the proper column in the register. When each advance is subsequently adjusted the fact should be noted in the remarks column.
- (l) The amount of the bills paid by book transfer should be entered in the contingent register in red ink and the balance of appropriation available should be reduced accordingly.

3.7.2. Vouchers

- (a) Subject to the provisions of clause (b) below a Government servant shall obtain for every disbursement which he makes on behalf of the Government including every repayment of money which has been deposited with the Government, a voucher setting forth full and clear particulars of the claim, using as far as possible the particular form, if any, prescribed for the purpose and shall obtain at the time of making payment, either on the voucher or in a separate sheet to be attached to it and acknowledgment of the payment signed by the payee by hand and in ink. When possible, he shall require the payee to note the actual date of payment in his acknowledgment. When it is not possible for the payee to note the actual date of payment either due to his/her illiteracy or because he/she is required to present a signed receipt before payment is made the disbursing officer shall enter the actual date of payment on the relevant voucher

with his/her initials either separately for each payment or for groups of payment as may be found convenient.

If a payee is unable to write, his/her signature on the acknowledgement shall be taken in the form of his marks or preferably his/her thumb impression, attested invariably by some known person.

- (b) If, in very exceptional circumstances, it is quite impossible to furnish a proper voucher with the payee's acknowledgment in support of a payment, a certificate of payment showing the particulars of the claim, signed by the disbursing officer and endorsed by his immediate superior, shall be placed on record.
- (c) A disbursing officer may retain a certified copy marked "Duplicate" of a receipted voucher, when this is necessary in order to complete the record in his office, but the payee shall not be required to sign any such copy or to give a duplicate acknowledgement of the payment.
- (d) No voucher shall be treated as a valid voucher unless it bears a distinct pay order, specifying the amount payable both in words and in figures separately and signed or initialled and dated, by hand and in ink by the responsible disbursing officer. Cashiers and other government servants who are authorised to make payments on passed vouchers shall not make any payment on a voucher unless it bears pay order satisfying the requirements.
- (e) All vouchers and acquittances are important documents and should be filed and preserved carefully in the office concerned, when they are not sent elsewhere for audit in accordance with the rules.

3.7.3. Cancellation of Sub-Vouchers

- (a) Sub-vouchers to contingent bills should be cancelled in such manner that they cannot subsequently be used fraudulently to claim or support a further payment.
- (b) Whenever a drawing officer signs a fully-vouched contingent bill for presentation at the treasury for payment or a detailed contingent bill for

submission to the controlling authority, he should at the same time cancel all the sub vouchers which relate to the bill but are not attached to it and are retained for record in his/her office. He should endorse the word 'cancelled' across each such sub-voucher in red ink or by a rubber stamp, and initial it with the date. He should certify on the bill that all the sub-vouchers relating to it other than those attached to it have been so cancelled that they cannot be used again. When the amount of a sub-voucher exceeds the permanent advance, it should be cancelled in the manner described above, as soon as the payment has been made and entered in the contingent register.

Whenever a controlling authority forwards a detailed contingent bill to the Accountant General, he should cancel in the manner described above all the sub-vouchers received with the bill but not forward it to the Accountant General and should certify on the bill that all such sub-vouchers have been so cancelled that they cannot be used again.

(c) Sub-vouchers which are sent to the Accountant General should not be cancelled either by the drawing and disbursing officer or by the controlling officer. They will be cancelled in the office of the Accountant General after audit under the rules of the Audit Department.

(d) Sub vouchers should not be destroyed until three years have elapsed from the date of payment (See Article 358 of Kerala Financial Code)

3.7.4. Contingencies to meet wages of Labourers

The labourers employed in various farms are of two kinds, viz; (1) Permanent Labourers whose wages are paid monthly and (2) Casual Labourers on daily wages.

Muster rolls should be maintained for all labourers on manual labour paid at daily or monthly rates and the contingent bills in which their wages are drawn should be supported by the following certificate signed by the disbursing officer: "Certified that

all labourers whose pay has been charged in this bill were actually entertained in government service during the period concerned”.

3.7.5. Part time contingent sweeper

The part time contingent sweepers will be employed in new offices and also against arising vacancies in future only in accordance with the rules i.e., after getting the names from the employment exchange. The creation of the post of Part time contingent sweeper in newly formed offices shall be done strictly on the basis of the guidelines. If the sweeping area is below 100 M², a casual sweeper through Kudumbasree can be engaged by the Head of office without creating a post (GO (P) No.74/14/Fin.Dt.20/02/14).

If the sweeping area is 100 M² or above, but below 800 M², the matter will be taken up immediately with the government for the creation of the post of PTS. If the sweeping area is 800 M² or above but below 900 M², a PTS and a casual sweeper will be engaged. If it is above 900 M², two part time sweepers can be engaged. The same logic will apply if the area exceeds 1600 M². For further details, refer GO (P) 501/2005/Fin Dt.25/11/2005.

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Section: 8. Government Vehicles

All vehicles belonging to the Government Departments should be registered under the Motor Vehicles Act. Section 22 of the said Act stipulates that no motor vehicle shall be driven in any public place or in any other place for the purpose of carrying passengers or goods unless it is registered. The vehicle so misused can be detained by any officer authorized on this behalf. Violation of this section is also punishable under law. These statutory provisions do not contemplate any special concession in favour of vehicles belonging to Government Departments.

The government vehicles of the department should as far as possible be repaired at the workshop attached to O/o Assistant Executive Engineer (Agri.) or government approved workshop or authorized service centres in the case of new generation vehicles. But if there is no government workshop nearby or if the government workshop is not able to undertake the work due to the pressure of work or other causes the repair can be arranged in some of the local private approved workshops.

Government has declared certain private workshops in each district as approved workshops. If the Government institution is not able to repair the vehicle, the repairs may be done at any of the nearest Government approved workshop. The bill for the repairs effected will have to be verified by Assistant Executive Engineer (Agriculture), Assistant Executive Engineer, PWD, Mechanical sub division as the case may be before effecting payment. Sanction of the Director is necessary in all cases of payment of repair bills, for amounts exceeding the competency of the respective officers.

The Principal Agricultural Officers are empowered to sanction repair work of vehicles for an amount up to Rs. 3,000/- whereas the head of the Department is empowered to sanction repair work of vehicles for an amount of Rs. 30,000/- per vehicle with an annual limit of Rs.1 lakh. This amount includes the cost of spares and the labour charges. The spare shall be purchased observing store purchase rules and based on the approved estimate from the competent authority. A register for repair and maintenance of vehicles shall be maintained by the custodian officer.

For further details: Refer delegation of powers for each cadre (GO(P)No. 102/2017/Fin Finance (Expenditure - B) Department Dated 07/08/2017 and GO(P)No. 111/2019/Fin Finance (Expenditure-B) Department Dated 21/08/2019).

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Section: 9. Buildings

3.9.1. Rent of Private Buildings

To the extent of the powers that may be delegated, heads of departments and offices may rent private land and buildings for office, residential and other public purposes subject to the following general principles:-

(a) No private building or building belonging to another Government may be rented if any suitable building belonging to the Government is available for the purpose for which a building is required.

In case of accommodation if hired for officers and / or official residence of Government Servants, the first charge for rent in every year should be supported by a certificate from the Executive Engineer (Roads and Buildings) concerned that suitable Government buildings were not available and that the amount of rent fixed is reasonable with regard to the local conditions and the scale of accommodation provided.

Under the Rent Control Order, unless the rent of the building has to be enhanced on account of any improvement effected to the building, rent certificate need not be insisted for every financial year subsequent to next fixation. However, the certificate regarding the non-availability of government buildings to accommodate the office will be required annually.

Note: - In the case of departments in which a Civil Engineering unit is functioning, the certificate regarding the reasonableness of rent issued by the Executive Engineer or the officer –in – charge of the unit exercising the powers of an Executive Engineer

of the department concerned, may be accepted. The non-availability of Government buildings even in these cases should be testified by the Public Works Department.

(b) No building may be rented on a rent in excess of the financial powers or taken on lease for a period exceeding three years, except with the specific approval of Government. The production of the Executive Engineer's certificate as required in (a) above may be dispensed with only in the case of (a) taken on lease under this rule.

(c) When a private building is rented, it should be rented on the condition that the rent will be paid in arrears on the first working day after each month's occupation and the rent should invariably be paid accordingly.

(d) Insurance against fire for private buildings rented by the Government is left to the option of the owner. If he insures the building, he/she should pay the premium out of the rent. The lease deed for any such building should make it clear that the government is not liable for damage caused by fire.

3.9.1.1. Lease Deed

In respect of all private buildings taken on rent for departmental purposes a lease deed in the form given below should be executed by the owner of the building with such modifications that may be necessary to suit each case. The period of lease may be fixed to the expected period of occupation (in the case of temporary offices) or a period of three years whichever less is. The lease will be renewed at the expiry of the term if necessary.

The lessee being the Government no stamp duty need be paid in respect of such lease deeds, as Government are exempted from its payment according to provision (1) to section 3 of Kerala Stamp Act, 1959. But the deed has to be registered and the registration fee will have to be paid by the lessor, i.e., the owner of the building under section 80 of the Indian Registration Act.

1. In cases where the municipal tax or any other tax is to be paid, these have to be borne by the owner of the building.

2. According to the terms of the deed the owner is bound to keep the building in good habitable condition. No repairs or structural alterations should be carried out to a rented building at the cost of the government.

3.9.2. Maintenance of Register of Immovable Properties

A permanent register in Form 23 of Kerala Financial Code will be maintained by all offices and departments to show the assets of Government in the form of immovable properties in buildings in the custody of the departments. The register maintained by each officer, including the head of the department will contain particulars of all the Government buildings under the control and the officers subordinate to him. Changes, such as transfer of custody or construction of new or removal of old buildings should be intimated to all the officers concerned, to note and an annual certificate should be recorded in the register at the end of March to the effect that all the changes during the year have been brought into the register (Article 178 (b), Kerala Financial Code).

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Section: 10. Stationery

The departmental officers are authorized to send indent to the Controller of Stationery to obtain supplies of stationery articles free of charge for themselves and for their subordinates. However departmental officers should send their indents in the prescribed form in duplicate through the Director for being passed, countersigned and transmitted to the Controller of Stationery. The scale of supply of stationery articles sanctioned for various officers in the department will depend on the strength of the staff as laid down by the Government from time to time.

3.10.1. Stock Book

Every officer should maintain a register of stationery articles in the proper form kept up to date and proper acknowledgement must be obtained for every issue made.

The following points should be adhered to while forwarding the annual indent for standard forms and registers to the Superintendent of Government Presses by the Officers authorized to do so:-

1. Separate annual indents (distribution statement if any) for-
 - (ii) Account forms
 - (iii) Common forms, and
 - (iv) Departmental forms

These should be sent in triplicate to the Superintendent of Government Presses.

2. The annual indents for account forms and common forms (separately) for any financial year should reach the office of the Superintendent of Government Presses three months before the year begins. i.e., by the end of January in order

to enable the press to consolidate them and take up the printing before the indents for departmental forms are received.

3.10.2. Rubber Stamps

The following categories of stamps and seals alone will be supplied to Government offices:-

One office seal and one despatch seal both with dating arrangements to every office of the taluk level and above. One designation seal each to all heads of departments and other officers for which such seals are essential in the opinion of the Controller of Stationery.

Wax seals, “paid”, cancelled”, I.G.S only” and classification seals to be supplied at the discretion of the Controller of Stationery.

3.10.3. Register of Books

A register of books in the prescribed form should be maintained by all departmental offices. The officers in charge of the institutions should enter the books available with them in their stock register separately as non-expendable item.

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Section: 11. Stock verification

The head of an office or any other Government servant entrusted with stores should take special care for the safe custody of the stores in his charge and maintain suitable accounts or inventories for (a) expendable stores, and (b) office furniture and all other stores except books, forms and stationery for which separate registers have been prescribed.

1. The stock accounts required on account of raw materials and expendable stores include daybooks of receipts and issues for recording the transactions as they take place and a ledger for each kind of article showing the receipts, issues and balances. Forms 16 and 17 prescribed in Kerala Financial Code should be used for this purpose.
2. The stock account of furniture and all other stores (except books, forms and stationery) should be in form No. 18, Kerala Financial Code showing the number received, the number issued or disposed of, and the balance in hand for each kind of article separately.
3. Every head of office should maintain stock accounts for forms and stationery in accordance with the rules in the stationery manual and also a register in form No.19 of the books belonging to the office.

Stores should be verified periodically in the manner prescribed for each department and in any case at least once in a year, subject to any special rules or orders. The expendable stores and raw materials should be sent to the controlling authorities who will be required to check the inventories as part of their inspections. Every receipt and issue of stores should be recorded in the inventories at the time when articles are received or issued as the case may be.

In the case of furniture in large offices distributed over several rooms, the head of the office may have inventory cards put up in each room which should be kept upto date to facilitate the annual verification of stock and to fix the responsibility, for losses. In the case of furniture and other office stores the stock should be verified by actual physical verification at least once in a year, by the head of the office or by the head of ministerial staff responsible for such stock. A certificate of verification should be submitted for countersignature by the controlling officer who may verify all items or conduct a test check for assuring himself of the accuracy of stock on hand and correctness of the verification reports.

Besides such periodical verification, which has to be conducted at least once in a year, stock verification has to be conducted whenever there is a change of incumbency of the charge officer. The staff should submit the annual verification certificate to the controlling officer concerned by the 10th of April every year. All departmental officers should submit their annual verification certificate to the Director by 15th of April each year with the addition that “similar certificates have been obtained from each of the subordinate officers under the control”.

3.11.1. Unserviceable Articles

Stores which have become unserviceable are of two kinds:

1. Stores which become unserviceable in the ordinary course or by fair wear and tear and
2. Stores which become unserviceable otherwise than in the ordinary course

The write off articles falling under the two categories should be sanctioned separately. Articles coming under item No.1 can be condemned by the authority competent to purchase new ones for replacement. Full reasons for condemning such unserviceable articles must be recorded on such orders of write off together with a certificate in the following manner;

“Certified that I have personally satisfied myself that each item written off under these proceedings have become unserviceable in the ordinary course through proper usage or by fair wear and tear”.

The orders condemning such stores should state how the items are to be disposed of, by sale or by destruction, since stores should be condemned only when they cannot be made serviceable by repair. Unserviceable stores which have not been condemned for destruction should be as far as possible sold under the orders of the controlling authority and sale proceeds credited to the Government. Full particulars of condemned stores should be transferred from the stock book to a separate register of unserviceable articles in the form 21 given in the appendix to the Kerala Financial Code, Volume II.

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Section: 12. Scheme/Plan monitoring software

3.12.0. Introduction

The Department of Agricultural Development and Farmers' Welfare annually implements more than 50 schemes/ projects with several components. These schemes/projects are highly in complex and need to be monitored to know their present status and also to achieve the targeted result. Similarly, various activities of the schemes/projects need to be monitored, coordinated and checked for progress against planning also. With the help of software, we can easily monitor and update status of every project, component / activity-wise. This will make project monitoring effective. The important plan/scheme monitoring softwares used by the department are explained below.

3.12.1. PLAN SPACE

This is an online system for concurrent monitoring of plan schemes by Kerala State Planning Board in technical collaboration with Indian Institute of Information Technology and Management-Kerala (IIITM-K). This is a web based information system to monitor and evaluate the progress of implementation of all Plan Scheme across all departments in the State. Report generated from PLANSPACE is a real time data with latest information on the financial and physical progress of the scheme at various stages of implementation. With respect to Agriculture Development and Farmers' Welfare Department, 14 Principal Agricultural Officers and planning wing at HQ are uploading data with respect to all the plan schemes in PLANSPACE.

3.12.2. SMART

The SMART (System for Monitoring Agricultural Relief Transaction) is launched for reporting, processing and payment of Natural Calamity Relief to farmers. This software is intended to customize for all the schemes of the Department as claim processing suite software. On completion of MIS Software, all activities carried out by the Department (Schemes, Service matters, Accounts, Finance, etc.) are to be integrated to MIS Platform for paperless, speedy and effective service delivery.

3.12.3. SULEKHA

SULEKHA is the developmental information system for the local self-government plan projects addressing the felt needs of the local community identified through a grassroots level appraisal strategy. This is a software developed for the formulation and monitoring of annual decentralized plan projects of Local self-governments. The software is used to track the formulation, appraisal, approval, monitoring, revision processes and expenditure tracking of the plan projects of local governments of Kerala.

3.12.4. PRICE

The Public Works Department, Kerala was launched the software Project Information and Cost Estimation (PRICE) in January 2014. PRICE is a total solution for estimate preparation and online approval. PRICE is based on Central Public Works Department, Government of India (CPWD) schedule of rates, specification, rate analysis and cost index. In every year, the CPWD releases the revised version of analysis of rates and schedule of rates. PRICE provides an important view of programme costs over time so planned costs can be adjusted to comply with budgets and also gives us the confidence to invest in new areas, deliver projects at a fair price, and move forward profitably. It has been made mandatory that all estimates shall be prepared, submitted and processed only through PRICE.

Chapter III

FUNCTIONING OF AN INSTITUTION/OFFICE

Section: 13. Matters related to auditing in the department

3.13.1. Introduction

In general, the auditing is the process of examining department's financial records and procedures followed to determine if they are accurate and in accordance with existing rules, regulations, and laws. The main objectives of government audit include; to make sure that the expenditure is incurred out of the fund which the competent authority has sanctioned, to verify that the expenditure of the department is sanctioned as per the rules and regulations of the department concerned, to ensure that the payments have been made to the right persons and they are duly entered in the appropriate registers on the basis of receipts received from them, to check the existence of stock and stores and their proper valuation, to ensure that stocktaking is done periodically and stock registers are maintained up-to-date, to ensure that money due to government has been regularly recovered while verifying the receipts, etc.

3.13.2. Internal audit

The members in internal auditing wing must have sufficient proficiency and knowledge to carry out the tasks assigned to them. The auditor's work must be carefully directed, supervised and reviewed in following ways viz;

- i. by ensuring that the approved audit programme is completed, unless deviations are both justified and authorised
- ii. determining that the working papers adequately support the audit findings, conclusions and reports and

- iii. making sure that audit reports are accurate, objective, clear, concise, constructive and timely.

In the department of Agricultural Development and Farmers' Welfare, the internal auditing is carried out at two levels viz;

- (i) The auditing team under the leadership of Accounts Officer- IV and the supervision of Senior Finance Officer shall conduct internal auditing in the Directorate, Principal Agriculture Offices and other offices under the direct control of Director of Agriculture.
- (ii) The auditing team under the leadership of Accounts Officer in the Principal Agriculture Offices shall conduct auditing in all offices under the control of Principal Agricultural Officer.

At both levels, the auditing schedule is prefixed and organised and the auditing should be conducted in such a manner that the liability/non liability certificates to the staff at various levels shall be given within the time limit as ordered by the government from time to time. The guidelines issued vide GO (P) No.185/2002/Fin, dtd 27/03/2002 to avoid delay in payment of pensionary benefits, the instructions issued in connection with the disbursement of pensionary benefits on the date of retirement as per Government circular No.77/2011/Fin, dtd 2/11/2011 and directions in connection with the disbursal of pensionary benefits without delay to employees retired from service as per GO (P) No.67/2020/Fin, dtd 27/05/2020 and GO (Rt.) No.952/2020/Agri, dtd 21/11/2020 should be followed in this regard.

3.13.2.1. Audit Process

The first step in the audit process is to finalize the schedule for auditing in a particular office, the time frame to be determined based on the period from which the auditing has to be done. Once the schedule for auditing is finalized the same will be intimated to the concerned head of office in advance to make ready the details and documents for audit. On the day of starting the audit, officers/staff are invited to a meeting during which the scope of the audit shall be presented and also the auditor requests documents listed on an audit preliminary checklist including a copy of the

previous audit report, original bank statements, receipts, ledgers, etc. It is the prime responsibility of the head of office and custodian of the documents to provide required documents for auditing. As in the Directorate and Principal Agriculture offices, the custodian of encashed bills and other documents with respect to the O/o the Assistant Director of Agriculture is the Clerk/Senior Clerk whereas Assistant Agricultural Officer/Senior most Agricultural Assistant is the custodian of stock and stores and maintenance of accounts in Krishi Bhavan.

On completion of audit, a report detailing the findings of the audit will be prepared which include problems due to non-postings, payments authorized but not paid, mathematical/clerical errors and other discrepancies, if any. The other audit concerns and a commentary describing the findings of the audit and recommended solutions to any problems shall also be included in the audit report. Once the audit report is prepared and approved by the respective Principal Agricultural Officer/Director of Agriculture, the same should be forwarded to the office to which the audit report relates at the earliest or within a maximum period of three months after the completion of the audit.

Once the audit report is received, the head of office shall be the authority to prepare the reply with the help of subordinates and submit to the Principal Agricultural Officer/ Director of Agriculture as the case may be at the earliest or within a maximum period of two months on receipt of the same in the office. The head of office should ensure that the reply is prepared and submitted to Principal Agricultural Officer/ Director of Agriculture as the case may be in time after verifying the details and documents in the office. If, in order to prepare reply to certain para, details from the officer/officers who worked during that period is found essential, the head of office shall be free to send copy of that particular para/paras of the audit report to the officer/officers concerned on proper acknowledgement and collect the details. The non-receipt of reply/ details from an officer/officers who worked during that period alone is not sufficient for non-submission of reply to audit report within the time limit of two months on the receipt of audit report. If the reply is not received

from/provided by the concerned officer, the head of Office can furnish the reply to audit report within the time limit incorporating the details in the office along with the valid reasons for not furnishing reply to a particular/certain paras of the audit report.

If, found later that the reply to audit report is prepared and submitted without incorporating the required details available in office/ suppressing any facts or negligence in preparation of reply on the part of head/heads of office in that period, disciplinary action will be initiated against such delinquent head of office.

Vide G.O (Rt.) 1137/2019/ Agri. Dtd, 26/11/2019, the Government have ordered certain directions to strengthen the internal auditing in the department. Accordingly, the audit process in each financial year should be completed next year itself and if required, more audit team shall be entrusted for this purpose. The Accounts Officer in the concerned district should lead the auditing in offices under the control of Principal Agriculture Office. The compiled audit report thus prepared under the leadership of Accounts Officer should be verified for which the service of Deputy Director of Agriculture (C) can be utilized. The report thus prepared shall be approved by respective Principal Agricultural Officers.

3.13.2.1.2. Auditing of Krishi Bhavans at O/o the Assistant Director of Agriculture

As a part of complying with the direction contained in the G.O. (Rt.) 1137/2019/ Agri. Dtd, 26/11/2019 and also to speed up the auditing process, the district level audit team shall conduct the internal auditing of all Krishi Bhavans in a block at O/o the Assistant Director of Agriculture. Since all the bills except pay and allowances are drawn and disbursed from O/o the Assistant Director of Agriculture, the procedure of internal auditing of all Krishi Bhavans in a block at O/o the Assistant Director of Agriculture will speed up auditing process and also favour the concurrent auditing.

Accordingly, on receipt of intimation of audit from the Principal Agricultural Officer, the Agricultural Officer/ Agricultural Field Officer and staff from each Krishi Bhavan in that block should be present in the O/o the Assistant Director of

Agriculture on the specified date/dates communicated for each Krishi Bhavan along with required registers, applications, TR5 receipts books and other documents. The concerned Assistant Director of Agriculture should also ensure that the documents from all the Krishi Bhavans are made available for audit on the specified date/dates itself. If any Krishi Bhavan fails to provide required documents for audit on the specified date, the Agricultural Officer/Agricultural Field Officer in that Krishi Bhavan alone will be held responsible for the lapse and dereliction of duty and disciplinary action will be taken against the delinquent officer.

The auditing team can also verify the physical achievement through field visits at any point of time during the course of the audit. Consequent on the observations during the audit at O/o the Assistant Director of Agriculture, audit team can also conduct a detailed audit in any of the Krishi Bhavan with the permission of Principal Agricultural Officer.

On completion of the audit, the audit report should be sent to O/o the Assistant Director of Agriculture at the earliest or within a maximum period of three months after the completion of the same with a copy to all Agricultural Officers/ Agricultural Field Officer in that block. The Assistant Director of Agriculture should ensure that the reply is prepared and submitted to Principal Agricultural Officer in time after verifying the details/ documents in his/her office and also by collecting the details/reply from respective Agricultural Officer/ Agricultural Field Officer in Krishi Bhavans. If the details from an officer/officers who worked during that period are found essential for preparing reply to certain para of audit report, the Assistant Director of Agriculture shall be free to send the particular para/paras of the audit report to the officer/officers concerned on proper acknowledgement and collect the details.

At the same time, it is the responsibility of the Agricultural Officer/ Agricultural Field Officer to prepare reply to paras of audit report with respect to Krishi Bhavan after verifying the details and documents in the office to the concerned Assistant Director of Agriculture. If, in order to prepare reply to certain para, details

from the officer/officers who worked during that period found essential, the head of office shall be free to send copy of that particular para/paras of the audit report to the officer/officers concerned on proper acknowledgement and collect the details. The non-receipt of reply/ details from the Officer/officers who worked during that period alone is not sufficient for non-submission of reply to audit report related to Krishi Bhavan within the time limit of two months on the receipt of audit report to respective Assistant Director of Agriculture. If the reply is not received/provided by all the Agricultural Officer/ Agricultural Field Officer, the Assistant Director of Agriculture can furnish the reply to audit report within the time limit of three months on the receipt of audit incorporating the details available in the office and available reports from Krishi Bhavans along with valid reasons for not furnishing reply to a particular/certain paras of the audit report. It may be noted that, disciplinary action will be initiated against the head/heads of office in that period who shows negligence/un necessary delay in preparation of the reply to audit report or if it is found later that the reply to audit report is prepared and submitted without incorporating the required details available in office/ suppressing any facts.

It may also be noted that, furnishing of reply to the audit report is pending in any Krishi Bhavan where the audit process has already been completed by the district level audit team, the procedure of furnishing the reply by the concerned Agricultural officer to the Principal Agricultural Officer will be continued till the reply to that audit report is found satisfactory and objections are dropped/liabilities are fixed by the Principal Agricultural Officer.

3.13.2.1.3. Auditing in Principal Agriculture Offices and other offices/institutions under the direct control of Director of Agriculture

The auditing in Principal Agriculture Offices and other offices/institutions under the direct control of Director of Agriculture shall be conducted under the leadership of Senior Finance Officer and report should be submitted to Director of Agriculture and got approved. The procedure mentioned in para 2, 3 and 4 under

subhead 3.13.2.1 - Audit Process shall be applicable here also in furnishing the reply to the audit reports. The scope of social audit may also be explored.

3.13.2.1.4. Issuance of LC/NLC

On the basis of the reply to audit report, the objections shall be dropped/ liabilities shall be fixed by the Principal Agricultural Officer/ Director of Agriculture as the case may be and intimated to the concerned head of Office/ Officer. Later, as per the direction of Principal Agricultural Officer/ Director of Agriculture as the case may be, the head of office shall issue the certificate of LC/NLC of the officers who worked in that office. The Audit/inspection report of Accountant General and audit report of Kerala State Audit department should also be considered in addition to the internal audit report before issuing the certificate of LC/NLC. It may be noted that, the officers against to whom the liabilities are fixed have the opportunity to furnish sufficient documents/details at appropriate level to drop the objections and thereby liabilities due to audit.

3.13.3. Audit by Accountant General

The Office of the Accountant General (Audit – I), Kerala (renamed as part of restructuring with effect from 15/05/2020 as per the notification No. AG (Audit – I)/ APC Cell/1-0/2020-21, Dtd.29/05/2020 previously the Accountant General (General & Social Sector Audit), Kerala is primarily responsible for the Audit of accounts of the Department of Agricultural Development and Farmers’ Welfare since the department is grouped within General and Social Sector in the Government of Kerala. The auditors from the Office of the Accountant General (Audit – I), Kerala is conducting the audit/inspections in various offices under the department including Directorate of Agricultural Development and Farmers’ Welfare. Hereafter, all correspondence with respect to audit/inspections by Accountant General may be sent to “The Accountant General (Audit – I), Kerala, Audit Bhavan, Thiruvananthapuram-695001”.

3.13.4. Audit by Kerala State Audit department

As per section 4(1) & 4 (2) of the Kerala Local Fund Audit Act 1994 (Act 14 of 1994), the Director of Kerala State Audit Department is conducting the audit of accounts of the Local Self-Government Institutions. Since all the Krishi Bhavans, all block level O/o the Assistant Director of Agriculture, all District Soil Testing laboratories, all departmental farms except special farms, all O/o Assistant Executive Engineer (Agri.) and all Principal Agricultural offices are transferred to respective Local Self-Government Institutions, all the schemes/ projects implemented by the implementing officers in the above mentioned offices with respect to Local Self-Government Institutions will be audited by the Director, Kerala State Audit Department. It is essential that, clearance from Kerala State Audit Department is required for issuing LC/NLC to the officers who worked in above mentioned offices as implementing officers of Local Self-Government Institutions. All correspondence with respect to audit of accounts of the Local Self-Government Institutions may be sent to “The Director, Kerala State Audit Department, Vikas Bhavan, Thiruvananthapuram - 695033”.

Chapter IV

DUTIES AND RESPONSIBILITIES OF TECHNICAL OFFICERS

The technical officers in the department, plan and coordinate activities in fields as well as in office. Although the specific duties of technical officers vary by workplace, they focus on ensuring that an organization's structure and facilities function efficiently. To streamline the responsibilities and ensure satisfaction among officials, it is important to organize the technical and administrative activities of each official in different cadres and ensure compliance to all objectives. The job chart of Technical officers are detailed below;

4.1. Job chart of Deputy Directors of Agriculture

The distribution of work, duties and functions assigned in the proceedings No. TV (1) 30308/94 dated: 10-05-1994 and all previous orders stands modified and the revised job chart of Deputy Directors of Agriculture, has been issued as per Order No. TP (5) 26462/14 dated: 03/02/2015 of Director of Agriculture. This order came in force with effect from 01-04-2015.

4.1.1. Deputy Directors of Agriculture in Principal Agriculture Office (At district level)

a) Deputy Director of Agriculture (YP)

- i. Implementation and supervision of District Panchayat Schemes except paddy
 - i. Schemes and issues related to department farms
 - ii. RKVY (Coconut, Niravu, RDMIS entry and nodal officer of RKVY)
 - iii. Nodal officer of “NIRAVU” Scheme
 - iv. One lakh youth programme
 - v. CDB & Coconut Development Schemes
 - vi. Any other job assigned by Principal Agricultural Officer

b) Deputy Director of Agriculture (E&T)

- i. Specialist support to all extension related schemes
- ii. SCP/TSP
- iii. Quality control, Plant protection – pesticide and fertilizer licensing authority
- iv. e-payment
- v. Crop Health Management
- vi. IT & Cyber Extension
- vii. N-e GPA
- viii. HRD and Training
- ix. Kerala Karshakan
- x. KISSAN – SMS
- xi. Any other job assigned by Principal Agricultural Officer/PD ATMA

c) Deputy Director of Agriculture (C)

- i. Natural calamity
- ii. Scrutiny of audit files on technical aspects
- iii. RTIA, RTSA and Citizen charter
- iv. Institutional credit, Agri card, Kissan Credit Card, Credit Plan and Credit linked projects
- v. Biogas
- vi. Karshaka pension and farmer registration
- vii. Crop insurance
- viii. Small Farm Mechanization
- ix. LSGD – Corporation schemes
- x. Liaison work with banks/NABARD
- xi. Additional facilities to Krishi Bhavans
- xii. Any other job assigned by Principal Agricultural Officer

d) Deputy Director of Agriculture (WM)

- i. All paddy development schemes including RKVY & Jilla Panchayat
- ii. Wet land conservation Act/Data bank
- iii. Food Security Schemes
- iv. Power tariff
- v. RSGP and other seed related matters, dealer license
- vi. Paddy procurement
- vii. All infrastructure work related to paddy
- viii. Implementation of district panchayat schemes related to paddy

- ix. Irrigation and water management issues
- x. Pulses and oil seeds
- xi. Any other job assigned by Principal Agricultural Officer

e) Deputy Director of Agriculture (NWDPR)

- i. All vegetable and tuber development programmes
- ii. Fallow less panchayat except paddy
- iii. Precision farming
- iv. Market schemes
- v. Organic farming
- vi. Agmark
- vii. Parasite Breeding Station and Bio Control Agents
- viii. RKVY vegetable and banana
- ix. WGD/IDWP/HADA/Watershed related schemes etc
- x. KASMOS
- xi. Any other job assigned by Principal Agricultural Officer

f) Deputy Director of Agriculture (H)

- i. State Horticulture Mission schemes including micro irrigation
- ii. Development of spices, condiments and fruits including banana
- iii. Hi-tech agriculture
- iv. Approved nurseries, licenses – export and import of seeds and planting materials and quarantine related issues
- v. Arecanut, cocoa and sugarcane development
- vi. Integrated model agri farms and Hi-tech Haritha Villages
- vii. Flowers and ornamental plants
- viii. Any other job assigned by Principal Agricultural Officer

g) Deputy Project Director ATMA

- i. ATMA programmes in agriculture sector – ATMA, ATMA Plus and LEADS in four districts
- ii. Karshika Karma Sena
- iii. Agro Service Centre & Service Delivery
- iv. Other extension related activities/publicity and propaganda
- v. Any other job assigned by PD ATMA
- vi. Soil testing service
- vii.

General Guidelines

The Deputy Directors of Agriculture should assume specific and independent responsibility in respect of the duties and functions assigned to them subject to the overall guidance of the Principal Agricultural Officer. The financial powers delegated

to them should be fully exercised so as to relieve the Principal Agricultural Officers of routine office work. They should attend all committee meetings and conferences relating to the subjects allotted and keep the Principal Agricultural Officer informed of the gist of discussions and decisions of such meetings.

The Deputy Directors of Agriculture is solely responsible for the timely implementation of development activities, fully achieving the physical and financial targets. Responsibility for shortfall or failure in respect of functions assigned will invariably rest with the Deputy Directors of Agriculture and they are fully answerable for the lapse.

Apart from working as nodal officers at District Head Quarters, the Deputy Directors of Agriculture should invariably function as Subject Matter Specialists in the assigned areas of work. Blocks will be divided and allotted by the Principal Agricultural Officer to the Deputy Directors of Agriculture, who are solely responsible for the co-ordination and supervision of his subordinates in their respective blocks. Enabling to function as specialists, they should be well equipped with current research findings in agricultural technology and thorough knowledge of real field problems. The Deputy Directors of Agriculture are expected to guide and train the Assistant Directors of Agriculture and Agricultural Officers as real consultants.

Deputy Directors of Agriculture should also find time to conduct detailed annual inspection of three Krishi Bhavans in each quarter. Inspection notes should be instructive and corrective so as to serve as authoritative orders. The Principal Agricultural Officers should arrange to follow up such inspection notes and pull up indifferent officers without any reservation.

The Principal Agricultural Officers are at liberty to delegate more powers to the Deputy Directors of Agriculture for operational efficiency. The guidelines and assignments of duties and functions issued are only illustrate and not exhaustive. Any such items if any left out should be assigned to the appropriate officer. So also Principal Agricultural Officers have the discretion to allot any additional work to any

officer without prejudice to the overall instructions ordered.

4.1.2. Deputy Directors of Agriculture in Other Offices

(a) Deputy Director of Agriculture (FQCL)

- i. Analysis Supervision -The Deputy Director of Agriculture sees that the analysis of samples received are completed within the stipulated time period, review the monthly target and achievement of the samples allotted to the technical officers and sees that the shortfalls are rectified.
- ii. Reporting of Results – The Deputy Director of Agriculture is responsible for reporting the results of analysis of the samples received from the Fertilizer Inspector and private parties of seven districts.
- iii. Overall administration of office – The Deputy Director of Agriculture is responsible for the overall administration and maintenance of the office. All the technical and establishment matters are supervised by Deputy Director of Agriculture. The Deputy Director of Agriculture is the Drawing and Disbursement Officer. The officer monitors the annual purchase and expenditure based on the funds received observing the Store Purchase Rules.

(b) Deputy Director of Agriculture cum Senior Chemist (PTL)

- i. Analysis supervision -The Deputy Director of Agriculture sees that the analysis of samples received are completed within the stipulated time period, reviews the monthly target and achievement of the samples allotted to the technical officers and sees that the shortfall are rectified.
- ii. Reporting of results – The Deputy Director of Agriculture is responsible for reporting the results of analysis of the samples received from the Insecticide Inspectors and private parties throughout the state.
- iii. Role as the Quality Manager – The Deputy Director of Agriculture holds the role as Quality manager being the key person in the NABL Accreditation process. The preparation, compilation and documentation of the Quality Manual and Quality System procedure are supervised. He/ She

holds the overall responsibility of the lab and sees that everything is done systematically. Also confirms that all instruments used for analytical purpose are maintained properly and verifies that calibration of these equipments are carried out timely. Deputes the analysts for training on the “Pesticide Formulation Analysis” and other trainings which are mandatory for the proper functioning of the lab. Also responsible for conducting management review meetings and internal audits in connection with the accreditation.

- iv. Overall administration of office – The Deputy Director of Agriculture is responsible for the overall administration and maintenance of the office. All the technical and establishment matters are supervised by Deputy Director of Agriculture. The officer monitors the annual purchase and expenditure based on the funds received observing the Store Purchase Rules.

(c) Chief Soil Chemist (Deputy Director of Agriculture) – Central Soil & Plant Health Centre

- i. Overall supervision of all soil testing labs under Department of Agriculture
- ii. Supervision of all schemes implemented by DSTL & Mobile Soil Testing Laboratory
- iii. Pooled purchase of chemicals, glass wares, equipments, etc. for soil testing labs.
- iv. Monitoring field demonstrations and other outreach activities.
- v. Quality assurance and quality control of all soil testing labs under Department.
- vi. Organizing capacity building programme for the lab staff
- vii. Provide technical guidance
- viii. Co-ordinate all the soil test related activities implemented by Department, ATMA etc.

- ix. Preparation of soil fertility status report
- x. Administrative Head of Central Soil & Plant Health Centre
- xi. Direct supervision of analytical methods and interpretation of results of soil and plant analysis at Central Soil & Plant Health Centre
- xii. Control and supervision of seed testing lab and bio fertilizer lab
- xiii. Monitoring of all soil test related activities and schemes
- xiv. Overall professional management of soil testing services
- xv. Linkage with KAU and other institutions

4.1.3. Amendments to the Job Chart of Deputy Directors of Agriculture in HQ

The job chart of Deputy Directors of Agriculture in district headquarters vide Order No. TP (5) 26462/14 dated: 03/02/2015 is partially modified as per TP (5) 26462/14 dated: 09/06/2016 of Director of Agriculture as shown below;

a. Deputy Director of Agriculture (C)

In addition to the duties already assigned vide order No. TP (5) 26462/14 dated: 03/02/2015, the Deputy Director of Agriculture (C) is assigned with “Organic Farming” in place of Deputy Director of Agriculture (NWDPR). The Deputy Director of Agriculture (C) is assigned with “Technical Support of Audit” instead of “Scrutiny of Audit files”.

b. Deputy Director of Agriculture (WM)

In addition to the duties already assigned vide order No. TP (5) 26462/14 dated: 03/02/2015,, the Deputy Director of Agriculture (WM) will be assigned with “Natural Calamity” in place of Deputy Director of Agriculture (C).

5.1.4. Amendments to the Job Chart of Deputy Directors of Agriculture in HQ as per Order No.TP (5) 40284/17 Dt.05/10/2017of Director of Agriculture

In partial modification of order Order No. TP (5) 26462/14 dated: 03/02/2015 & TP (5) 26462/14 dated: 09/06/2016, the Director of Agriculture has ordered

changes in the duties, functions and responsibilities of Deputy Directors of Agriculture as per Order No.TP(5) 40284/17 Dt.05/10/2017 and are shown below;

a. Deputy Director of Agriculture (E&T)

The matters related with “additional facilities to Krishi Bhavans” assigned with Deputy director of Agriculture (c) and matters related to “Soil Testing services, Soil Health card and Soil Health Management Schemes” assigned with Deputy Project Director (ATMA) vide order TP (5) 26462/14 dated: 03/02/2015 is reassigned with Deputy Director of Agriculture (E&T).

b. Deputy Director of Agriculture (C)

The scheme and related matters in connection with “Natural Calamity” assigned with Deputy Director of Agriculture (WM) vide order read 2nd above is reassigned with Deputy Director of Agriculture (c) instead of Deputy Director of Agriculture (WM).The Deputy Director of Agriculture (C) will be in charge of other insurance schemes also.

c. Deputy Director of Agriculture (WM)

In addition to the duties, functions and responsibilities assigned vide order TP (5) 26462/14 dated: 03/02/2015 & TP (5) 26462/14 dated: 09/06/2016 of Director of Agriculture, the Deputy Director of Agriculture (WM) is assigned with “Irrigation/water management schemes and related matters like PMKSY, District Irrigation Plan, etc”. Implementation and monitoring of the components of Haritha Keralam Mission Project will be the responsibilities of /deputy Director of Agriculture (WM).

d. Deputy Director of Agriculture (H)

The “Market/Marketing schemes” assigned with Deputy Director of Agriculture (NWDPR) vide order TP (5) 26462/14 dated: 03/02/2015 of Director of Agriculture is reassigned with Deputy Director of Agriculture (H).

e. Deputy Director of Agriculture (NWDPRA)

The Deputy Director of Agriculture (NWDPRA) is exempted from “Market/Marketing schemes” assigned vide order TP (5) 26462/14 dated: 03/02/2015 of Director of Agriculture. The Deputy Director of Agriculture (NWDPRA) is also assigned with “Organic Farming” instead of Deputy Director of Agriculture (C).

f. Deputy Project Director ATMA

In addition to the duties, functions and responsibilities assigned vide order TP (5) 26462/14 dated: 03/02/2015 of Director of Agriculture, the Deputy project Director ATMA is assigned with matters related to “PMKSY – capacity building”.

4.2. Job Chart of Assistant Directors of Agriculture

The distribution of work, duties and functions assigned in the proceedings No. TV (1) 30308/94 dated: 10-05-1994 and all previous orders stands modified and the revised job chart of Assistant Directors of Agriculture has been issued as per Order No. TP (5) 26462/14 dated: 03/02/2015 of Director of Agriculture. This order came in force with effect from 01-04-2015.

a) As Assistant Director of Agriculture in Block

1. As an Implementing Officer

- i. Planning and formulation of agricultural projects for Government/LSGD schemes at block level
- ii. Implementation of schemes/projects of Department and LSGD
- iii. DDO of Agriculture Department/LSG Schemes – custodian of connected registers/records and e-payment
- iv. Production oriented leadership in team work in various

committees/groups at block level

- v. Convenor of Agro Service Centre and Advisory Committee member of Karshika Karma Sena
- vi. Technical supervision and monitoring of Department/LSGD schemes including sanctioning of panchayat schemes formulated by Agricultural Officers
- vii. Co-ordination of line departments in implementation of department/LSGD schemes
- viii. Convening of Block Technology Team and Farmer Advisory Committee
- ix. Organizing seminars, exhibitions, melas as part of Government functions
- x. Updating the basis agriculture data at block level

2. As an Administrator (Mandatory and statutory functions)

- i. DDO of salaries, allowances as Head of Office
- ii. Sanctioning authority of leave and other establishment matters in relation to office staff observing relevant rules
- iii. Principal Information Officer as per RTI 2004 as Head of Office
- iv. Monitoring the availability and distribution of inputs and planting materials
- v. Delegating the responsibilities of implementation of schemes to subordinates
- vi. Motivating and acknowledging the good work by subordinates
- vii. Clearance of audit objections, timely issue of LC/NLC
- viii. Proper maintenance of records in office
- ix. Administrative control and supervision of sub offices
- x. Quality control of planting materials in private nurseries
- xi. Quality control of seeds as Seed Inspector in block area
- xii. Administrative control of contract staff in ATMA/State Horticulture Mission

- xiii. Member of BLBC, Taluk Sabha, Rate Fixing Samithy under MNREGA, member of Administrative Language Samithy
- xiv. RTS

3. As an Extension Officer

- i. Aid in transfer of technology
- ii. Participatory planning, research and technology development
- iii. Capacity building
- iv. Work as middle level technocrat in identifying the researchable issues
- v. Identify innovative farmers in block area
- vi. Explore various media for extension
- vii. Evolve cropping strategy for increased production
- viii. Work as coordinator for integrating the efforts of various stakeholders

b) As Assistant Principal Agricultural Officer

- i. KASMOS including data entry
- ii. Department Vehicles
- iii. Stock and stores of planting materials, seed & other inputs and their FT bills
- iv. Natural Calamity
- v. Power tariff
- vi. Production bonus
- vii. Preparation of Plan Progress reports of the districts, plan review meetings, video conference
- viii. Allotment of funds
- ix. Suthariya Keralam, Janasamparkam and appeal application under RTIA & RTSA
- x. Files and issues related to KAEP Quarters and Office shifting
- xi. Reports for DDC meetings and files related to all district level department meetings and meetings convened by District Collector, and other allied

departments

- xii. Receiving tapals in the name cover and registered letters addressed to Principal Agricultural Officer
- xiii. Preparation of crop weather report
- xiv. Transportation of planting materials
- xv. Overall supervision of desk work in respect of planning and development activities
- xvi. Reply to LA interpellation for Assembly, Loksabha & Rajyasabha
- xvii. Wet land Act and KLU Act
- xviii. Any other work assigned by Principal Agricultural Officer

c) As Senior Agricultural Officer in district offices (Technical Assistant)

- i. Assist PAO in collection, compilation and maintenance of up to date Agro Economic and basic data
- ii. Preparation of technical reports with consultation and approval of Deputy Directors of Agriculture
- iii. Custodian of computers and phones
- iv. Assist PAO in preparation of plan progress report and allotment of funds to sub offices
- v. All State Sector Scheme files except quality control, State Horticulture Mission, RKVY and Niravu
- vi. All Central Sector Scheme files
- vii. Any other work assigned by Principal Agricultural Officer

d. As Assistant Director of Agriculture (M)

- i. All market development schemes and market data, Agmark net nodes
- ii. PBS & SAGL
- iii. Post-harvest technology
- iv. Procurement of green coconut, paddy, vegetables
- v. Quality control aspects

- vi. Cost of cultivation – season wise compilation
- vii. Price monitoring
- viii. Supervision of markets/Sangha mythri/Rural markets/Festival markets, etc.

e) As Assistant Director of Agriculture (CD)

- i. All schemes related to coconut seed production and procurement
- ii. Supervision of seed production, procurement works in farms and in farmer's field.
- iii. Kera& samrudhi and related schemes
- iv. Tendering of vehicle for coconut seed nut procurement and distribution
- v. Procurement and planting material distribution
- vi. Assistant Deputy Director of Agriculture (YP) on farm related matters
- vii. Any other work assigned by Principal Agricultural Officer

f) As Assistant Director of Agriculture (QC)

- i. Quality control inspections
- ii. Drawal of samples from municipalities/Corporation areas and Krishi Bhavan where officers are not qualified fertilizer and PPC inspectors
- iii. Inspection and drawal of samples from wholesale depots mixing units and organic manure units
- iv. Assistant Deputy Director of Agriculture (T) on quality control aspects
- v. Any other work assigned by Principal Agricultural Officer

g) As Senior Agricultural Officers working in Coconut Nurseries and State Seed Farms (Agricultural Officers in Coconut Nurseries and Seed Farms who are the head of office will also follow the same job chart)

1. Establishment and Administration

- i. Maintenance of attendance register, Muster roll, movement register, Daily memorandum sheet of labourers, leave account register, daily forecast register, service books inspection book etc.
- ii. Maintenance of treasury bill books, pay bill register, acquaintance register, cash book, TR5 receipt, Annexure C receipts, Daily receipt

register, GPF advance register, LPF register, EPF Register, Medical reimbursement register, contingent bill register, allotment register, etc. Maintenance of Stock registers-central stock register, farm produce register, dead stock register, stationary register, computer register, TR 5/Annexure C Receipt register, service book register, machinery register, Quotation/auction tender register, harvest register, tree register, coconut seed nut register, coconut seedling register, seeds and seedling register, observation register, register of RSGP Programme, Register for construction works, Register of Staff Quarters, etc.

iii. Establishment /contingent bill preparation.

iv. Updating the basic data of the farm.

v. Conduct of farm council meeting and maintenance of farm council minutes book.

2. Implementing officer /Extension Personnel

i. Preparation and implementation of annual forecast estimate for farm activities.

ii. Preparation and implementation of District panchayats/ Department/ RKVY\RIDF\SHM\ATMA projects for the production of planting materials and other value added farm produces.

iii. Conduct of farm trials and demonstrations of new agricultural technologies.

iv. Technology transfer to farmers, students, entrepreneurs, etc., who are visiting the farm.

h) As Senior Agricultural Officers/ Agricultural Officers of Coconut Nurseries (Additional duties)

i. Production of good quality coconut seedlings of WCT/Elite, TxD, DxT and Dwarf varieties

ii. Production of vegetable seeds, seeds, seedlings including perennial vegetables, rooted pepper cuttings, bush pepper and planting materials of fruits, spices etc.

- iii. Promotion of organic farming and establishment of dairy unit
- iv. Post-harvest processing and value addition of fruits, vegetables and other farm produces
- v. Establishment of biotechnology division (production of TC Banana, Pseudomonas, Pheromone trap, etc.) and hardening units for TC Plants.
- vi. Establishment of high-tech poly houses and demonstration of all modern agricultural practices
- vii. Landscaping and beautification of farm and explore the scope of farm tourism

i) As Senior Agricultural Officers/Agricultural Officers of State Seed Farm (Additional duties)

- i. Production of good quality paddy seeds as per demand of farmers
- ii. Production of vegetables seeds, seedlings including perennial vegetables, rooted pepper cuttings, bush pepper and planting materials of fruits, spices etc.
- iii. Promotion of organic farming and establishment of dairy unit
- iv. Post-harvest processing and value addition of fruits, vegetables, and other farm produces.
- v. Establishment of bio technology division (Production of TC banana, pseudomonas, pheromone trap etc) and hardening units for TC plants
- vi. Establishment of hi-tech poly houses and demonstration of all modern agricultural practices
- vii. Landscaping and beautification of farm and explore the scope of farm tourism.

viii. As Superintendent in District Agricultural Farms

- a. General administration of the farm.
- b. Implementing officer for the departmental and local self-government schemes.
- c. Direct purchase of inputs and other things for an amount of Rs.5000/-

- d. Draw and disburse amount under Plan and Non plan schemes.
- e. Custodian of cash and cashbook
- f. Custodian of other valuable registers
- g. Preparations of forecast of work.
- h. Evaluation of work according to the forecast of work
- i. Liaison work with other departments.
- j. Inviting of quotations/Tenders in connection with the purchase.
- k. Auction and sale of perishable Agriculture produce.
- l. Superintendent is authorized to sanction the increment and leave of all the staff and labourers working in the farm.
- m. Attending the District Development committee.
- n. Convene farm council meetings

j) Duties and responsibilities of Head of Office of District Agricultural Farms and Special Farms (Additional duties)

- i. Production of good quality planting materials of fruit plants (jack, mango, sapota, cashew, garcinia, exotic fruit, guava, cherry, lemon, papaya, banana suckers, pineapple, gooseberry etc.)
- ii. Production of vegetable seeds, seedlings including perennial vegetables like muringa, curry leaves, agathy, etc. Establishment of vegetable seed processing unit.
- iii. Production of rooted pepper cuttings and bush pepper
- iv. Production of planting materials of spices like clove, nutmeg, allspice, etc.
- v. Production of coconut seedlings of WCT/Elite, TxD, DxT, Dwarf varieties and arecanut seedlings
- vi. Production of planting materials of tuber crops like tapioca, dioscorea, yams, amorphophallus, colocassia, turmeric, ginger etc.
- vii. Production of planting materials of medicinal plants and social forestry plants

- viii. Promotion of organic farming and establishment of dairy unit
- ix. Establishment of hi-tech agricultural facilities and demonstration plots
- x. Establishment of bio technology division for the production of TC banana pseudomonas, pheromone traps, organic plant protection formulation, *Trichoderma*, mushroom spawn, etc.
- xi. Production of planting materials of ornamental plants
- xii. Post-harvest processing and value addition of fruits, vegetable and other farm produces
- xiii. Landscaping and beautification of farm and explore the scope of farm tourism

k) As Assistant Director of Agriculture in Fertilizer Quality Control Laboratories

1. Assistant Director of Agriculture - I (Senior most)

- i. Assist Deputy Director in all technical matters such as registration of samples, uploading the result of analysis of fertilizer sample and despatch of results.
- ii. Prepare monthly financial and physical reports. Assist the analysis of Micronutrient samples along with other ADAs
- iii. Custodian of Furniture and dead stock.
- iv. When essential analysis of major nutrients.
- v. Assist DDA for purchase of lab equipments, glass wares, Chemicals

2. Assistant Director of Agriculture/ Senior Agricultural Officer-II, III & IV

- i. Custodian of Equipments, Glass wares, Chemicals respectively
- ii. Analysis of major nutrients N, P, K on rotation basis
- iii. Analysis of Micronutrients as per annual target

l) As Research Officer (RO) in State Pesticide Testing Laboratory, Parottukonam

- i. Review of Receipt of samples according to rules specified in the

insecticide rule 1971

- ii. Reanalysis of Samples at random. Also entrusted to conduct the crop wise season wise study based on the frequency of the arrival of samples. The company / Firms whose samples get misbranded more than once are noted and reported to the DDA
- iii. Drawing and disbursing officer.
- iv. Routine Work- All files both technical and establishment are routed through the research officer. Preparation of action plans based on the requirement of glass wares, chemicals, equipments, maintenance of laboratory, requirement of furniture, books, etc. Feedback and the complaints / suggestions received from customers are scrutinized and the proposals are submitted to the DDA based on the modifications and alternations suggested. The RO is bound to help the Deputy Director of Agriculture in inviting tenders and quotations and its follow up actions like purchase of consumables based on the funds allotted.
- v. Technical Manager- The RO holds the role in the NABL accreditation process. The preparation of standard operating procedures, making of different forms and formats and its documentations are done by the RO / TM. The RO is responsible for calibration of all glass wares like beaker, pipette, burette, etc. Also responsible for the procurement of reference standards, certified reference materials, preparation of equipment maintenance plan, etc. Also assists the DD in the overall technical activities of the laboratory.

m) As Senior Agricultural Officer /Analysts in the State Pesticide Laboratory, Parottukonam

- i. Analysis of the samples allotted- The SAO is responsible for conducting the analysis of pesticide samples received from insecticide inspectors under the provisions of the Insecticide Act and furnish reports or results of such tests or analysis. The observations and results are entered in the analytical register.

- ii. Planning the consumables required- They are responsible for assessing the stock balance of the various consumables such as glass wares etc and shortage will be reported to the DDA
- iii. Role as Deputy Quality Manager- The SAO act as the Deputy Quality Manager and assists the DDA / QM in the preparation and documentation of quality manuals and QSP required for the NABL Accreditation

n) As Public Relation Officer (PRO) at Directorate

The duties and functions of PRO is as follows.

- i. In charge of department library at Head Quarters – Purchase and issue of library books, upkeep of concerned registers, recovering the cost of books from the defaulters as per Rules.
- ii. Public Relations – Receive and provide accommodation and transport facilities to high level officials in and outside state and abroad. Follow up of press cuttings received from Farm Information Bureau.
- iii. Liaison with Government – Pursuing government file related to issue of Government orders and co-ordinating government level meetings convened by Hon'ble Minister for Agriculture, Agricultural Production Commissioner, Secretary (Agri.) and meetings convened by Director of Agriculture.
- iv. Grievance Section – Section Head of ‘G’ Section which deals with grievances of general nature from the public and grievance petitions obtained from Chief Minister’s redressal forum of general nature.
- v. Administrative duties – Supervision of staff of ‘G’ and ‘PR’ sections at Head Quarters and maintenance of vehicle allotted to Public Relation Officer.

o) As ATMA Assistant Director of Agriculture at District Head Quarters

- i. ATMA plus programmes of Agriculture Department and allied sectors
- ii. All award related works

- iii. Field trials
- iv. Documentation of ATMA activities
- v. ATMA component under Crop Health Management
- vi. Assist DPD ATMA
- vii. Any other job assigned by PD ATMA

p) As Assistant Soil Chemist of Soil Testing Lab (DSTL/MSTL)

- i. Head of office
- ii. Overall administration of the laboratory
- iii. Quality assurance and quality control of soil testing
- iv. Outreach activities and field works related to demonstration plots, monitoring of soil health cards, soil testing facilitating services, plant nutrient management trials etc of Department of Agriculture, ATMA and other programmes
- v. Interpret analytical data and recommend proper soil fertility advisory services and its follow up practices
- vi. Conducting soil testing campaigns and farmer awareness programmes
- vii. Extension activities related to ATMA (Monthly Technology Advisory Services)
- viii. Appellate authority (RTI Act)
- ix. Soil mapping

q) As Assistant Director of Agriculture/Senior Agricultural Officer/ Technical Assistant working in the Directorate of Agriculture.

- i. Monitor the progress of implementation of schemes implemented by the Department, verifying the requirements and shortfalls at field level in each stage by maintaining contact with district and lower level officers of the department and bringing to the notice of the higher authorities at HQ. Take initial steps for financial allotments of various schemes under various heads of account as per budget allocation.
- ii. Preparation of draft write up on various topics related to agriculture in

paper as well as electronically for higher officers to present in various forums.

- iii. Preparation of draft project proposals to be included in the plan programme of the Department to be submitted to Government for approval.
- iv. Preparation of administrative sanctions and working instructions issued by Director of Agriculture for various schemes/projects implemented through the Department.
- v. Preparation of consolidated progress reports of various schemes /projects of the Department.
- vi. Preparation of draft reply to Lok Sabha and Legislative Assembly interpellations.
- vii. Preliminary vetting of files and offering detailed remarks helping higher officers to take appropriate decisions on the file.
- viii. Prepare/modify draft replies to letters received from Government, external agencies etc.
- ix. As Head of Section, conduct periodic verification of personal register and associated records of subordinate staff.

General Guidelines

The Assistant Principal Agricultural Officers (APAOs) and Technical Assistants (TAs) shall liberally support the Deputy Directors of Agriculture and Principal Agricultural Officers in the smooth and efficient implementation of various agricultural developmental and extension activities. As these officers are not regular touring officers they are bound to assist the higher officers in the formulation of schemes, action plan preparation and in the quick transaction of desk work. The APAOs and TAs should have correct and up to date information and knowledge about all the development and extension activities implemented in the district. They are responsible for furnishing periodical reports to the Directorate and also to pass on any details or information called for or received from the

Directorate/Collectorate/Government over phone. To facilitate this scheme files can be divided and routed through the TA and APAO for operational efficiency, which can be decided by Principal Agricultural Officers themselves at district level.

4.2.1. Amendments to the Job Chart of Assistant Director of Agriculture

In partial modification of order Order No. TP (5) 26462/14 dated: 03/02/2015 & TP (5) 26462/14 dated: 09/06/2016, the Director of Agriculture has ordered changes in the duties, functions and responsibilities of Assistant Principal Agricultural Officer as per Order No. TP(5) 40284/17 Dt.05/10/2017 and is shown below;

In addition to the duties, functions and responsibilities assigned vide order TP (5) 26462/14 dated: 03/02/2015, the Assistant Principal Agricultural Officer is entrusted with “Updation of PLANSPEACE and related matters”

4.3. Job Chart of Agricultural Officers

The distribution of work, duties and functions assigned in the proceedings No. TV (1) 30308/94 dated: 10-05-1994 and all previous orders stands modified and the revised job chart of Agricultural Officers has been issued as per Order No. TP (5) 26462/14 dated: 03/02/2015 of Director of Agriculture. This order came in force with effect from 01-04-2015. The distribution of work, duties and functions are detailed below;

a) Agricultural Officer in Krishi Bhavans

The Krishi Bhavans act as the basic unit of service delivery in the Department of Agriculture, Kerala. Hence the duties and responsibilities of an Agricultural Officer who is in charge of the unit as head of the office are multifunctional. These multifunctional areas of an Agricultural Officer are categorised into three, viz. (1.) implementing Officer (2.) administrator and (3.) extension officer.

1. As an implementing officer

- i. **Planning & formulation of agricultural projects.** – for Govt./LSG schemes and bankable projects for enterprising farmers.

- ii. **Implementation of schemes/ projects** routed through the Department of Agriculture and LSGD.
- iii. **Submission of reports and claims** for financial assistance under various schemes/projects to higher officers.
- iv. **DDO of agricultural department /LSG schemes** - Financial management of Govt. Funds and custodian of connected registers & records
- v. **Production oriented leadership in team work**- in various committees/groups on production, example-working group on watershed development.
- vi. **Ex-officio secretary of grama panchayat** (according to Panchayatraj Act) as implementing officer of Peoples' plan programme, plan co-ordinator in selected panchayats
- vii. **Rendering adequate division of workforce & co-ordination of efforts** on watershed basis for improving production /infrastructure development – as convenor and technical member of Karshika Karmasena
- viii. **Co-operation with general public and local self Govt.** (Convenor of various public participation programmes- agricultural development committee, watershed committee and MNREGA)
- ix. **Promotion of poverty alleviation/agricultural income generation projects among women** (as ex-officio member of Kudumbasree CDS and by providing technical guidance to MKSP).
- x. **Safeguarding the objectives of sustainable development** as implementing officer of productive sector schemes (in WGDP, IWMP , NWDPR, HADA Schemes)
- xi. **Environmental conservation and Sustainable Agriculture activities** – as convenor of committee implementing conservation of Paddy land and Wetlands Act, 2008
- xii. **Promoting the welfare/social security of major stakeholders** in agriculture- through issue of pension for farmers
- xiii. **Providing timely crisis management & relief** during crop loss due to

natural calamities.

- xiv. **Smoothing crop risk management** among farmers through enrolment in crop insurance programs.
- xv. **Providing platforms for marketing of farm produce.** (eg. coconut, paddy procurement, SHM/HADA markets)
- xvi. **Fulfilling the institutional credit needs** of farmers (Kissan credit cards campaign and through participation in BLBC's)
- xvii. **Taking initiative & responsibility in planning and implementation of various Government schemes-** state/central and LSG's.
- xviii. **Organising seminars, exhibitions, melas,** etc. as part of government functions.
- xix. **Updating the basic agricultural data & statistics of the panchayat** using organisational support from related departments for formulation and implementation of various development programmes.

2. As an administrator (mandatory and statutory functions)

- i. DDO of salaries, allowances, advances and other compensation to staff as **Head of Office** and as SDO.
- ii. **Sanctioning authority** of leave, increment, pay revision, grade promotion, and other establishment matters in relation to office staff.
- iii. **Designated officer** as per Kerala Right to Service Act 2012.
- iv. **PIO** as per RTI 2005 as Head of Office.
- v. **Reporting officer** as per Kerala conservation of paddy land/wetland Act 2008
- vi. **Fertilizer inspector** as Fertilizer Control Order 1985
- vii. **Insecticide inspector** as per Insecticide Act 1968
- viii. **Convenor of Panchayat-level agriculture development committee**
- ix. **Monitoring the availability and distribution of quantity/quality of various agricultural inputs-** planting materials, fertilizers, pesticides- and verification of stock position of the same as per directions from department.
- x. **Recommendation of inputs like PPC, fertilizers and organic manures**

- xi. **Delegating the responsibilities of implementation** of different schemes/other office duties to subordinates.
- xii. **Motivating and acknowledging the good work done by subordinates** through **recognition** /rewards (appreciation letters /recommendation for awards /additional increment/ Good Service Entry etc)
- xiii. **Ensure maintenance of records in office** as per laid out Government procedures and periodic verification of office stock & stores.
- xiv. **Supervise and give necessary directions to subordinates** in all activities undertaken at the Krishi Bhavan level.
- xv. **Clearance of audit objections, timely issue of LC/NLC of staff** for settling of Pension cases etc.

3. As an extension officer

- i. **Transfer of technology** - From lab to field- act as functional facilitative Link between farmers and research personnel through various extension efforts
- ii. **Participatory – Planning, research, and technology development-** providing direction to agricultural resource appraisal for creating a data pool of indigenous knowledge/technology and also for providing scope for further research and development (eg. biodiversity register).
- iii. **Conducting demonstrations, campaigns & field Studies-** Conducting method demonstrations / result demonstrations /campaigns/ field trials for augmenting adoption of a particular technology/process among farmers.
- iv. **Motivating group behaviour, capacity building & promotion of SHG's** - Promotion of group approach in agriculture (Padasekhara smithies in paddy, clusters in coconut, SHG's in Vegetable cultivation. - Organising and facilitating Farmer Interest Groups (through ATMA)
- v. **Monitoring & leading the functioning of agro clinics** at grass root level.
- vi. **Work as middle level technocrat** in passing on the researchable issues at field level to scientists and their feedback to farmers.
- vii. **Ensuring the availability of various agricultural inputs** in the area of

jurisdiction (Seeds, fertilizers, PPC)

viii. **Monitor the collection of soil samples** for analysis of N, P, K, pH, EC , micronutrients etc. and communicating the results to farmers timely.

ix. **Provide required training to farmers** to facilitate change in their knowledge, attitude and skill.

x. **Identifying innovative farmers and best farmers in the panchayat**

xi. **Explore various media of extension** for dissemination of agricultural information and technology (Radio/ Television/ Internet/leaflets/circulars/bulletins, etc.) to farmers.

xii. **Evolve a scientific cropping system strategy at the panchayat level** in an integrated manner utilising the available resources of the area focussed on sustainable agricultural development.

xiii. **Work as the co-ordinator for integrating the efforts of various stakeholders, agencies and organisations in the field of agriculture in the area.**

b. Agricultural Officer in District and Mobile Soil Testing Laboratories

- i. Uploading of soil analytical data and recommendations to central server
- ii. Maintenance of final result register
- iii. Supervision of lab activities and lab staff of DSTL/MSTL.
- iv. Outreach/field activities like follow up of soil fertility advisory services, field trials, soil health cards etc.
- v. Public Information Officer under RTI Act.

b) Agricultural Officer in Seed Testing Laboratories

- i. Quality analysis of certified, service and official seed samples.
- ii. Overall administration of seed testing laboratories
- iii. Custodian of all equipments of the lab.

c) Agricultural Officer/ Analyst in State Pesticide Testing Laboratory

- i. **Analysis of the sample allotted:** - Agricultural Officer is responsible for conducting analysis of pesticide samples received from Insecticide Inspectors under the provisions of Insecticide Act and furnish reports

/results of such tests or analysis. The observations and results are to be entered in the analytical register.

- ii. **Planning the consumables required** – Assessment of stock balance of various consumables such as equipments, chemicals, periodicals, books, etc. are to be conducted by Agricultural Officers and shortage reported to Deputy Director of Agriculture in charge of the laboratory.
- iii. **Agricultural Officer who has undergone Pesticide Formulation Analysis (PFA) training** is responsible for assisting the Technical Manager in documentation of standard preparation procedures, preparation of forms and formats.

e) Agricultural Officers in District Agriculture Farms and Special Farms where Farm Superintendents are the head of the farm.

- i. Upkeep and maintenance of farm in general
- ii. Forecast of daily works, preparation of DMS, maintenance of attendance register, muster roll and leave register of labourers
- iii. Assist Farm Superintendent for the disposal of all farm produces
- iv. Farm roads, fencing, buildings, sheds, irrigation installation including pump sets are under the control of Agricultural Officers
- v. Assist farm Superintendent for the preparation of monthly periodicals, plan progress reports, annual forecast estimates and annual stock verification statements
- vi. Conduct of all trainings, exposure visits etc.
- vii. Assist Farm Superintendent for the formulation and implementation of Jilla panchayat projects
- viii. Assist farm Superintendent for the preparation and implementation of department schemes
- ix. Agricultural Officers will be in charge of all nurseries including portray nursery of vegetable seedlings
- x. Agricultural Officers will be in charge of all progeny orchards and

- production of all planting materials and vegetable seeds
- xi. Management and maintenance of Cashew, coconut, pepper, mango, jack, exotic fruits and spices plantation.
 - xii. Management and maintenance of vegetables, banana, tubers, pulses and other field crops.
 - xiii. Responsible for the production of tissue culture banana, pseudomonas, pheromone trap, mushroom spawn, organic manures and organic plant protection items
 - xiv. Maintenance of crop museum, medicinal plants and demonstration plots
 - xv. Responsible for assigning and supervision of watching duty
 - xvi. Monitor and maintenance of farm produce register and credit sale register
 - xvii. Raise invoices towards the supply of all farm produces, maintenance of invoice register and assure the receipt of cost of farm produces issued
 - xviii. Custodian and maintenance of log books of tractors, pumpsets, transport vehicle, generator and sprayers
 - xix. Agricultural Officers will raise specific requisition and assist farm Superintendent for the purchase of all inputs
 - xx. Agricultural Officers are responsible for beautification and gardening of the farm and entrusted with the smooth functioning of farm stay home facilities.
 - xxi. Agricultural Officers will be the custodian of following registers and all the entries in the registers and articles mentioned in the registers should be attested by them.
 - i. Attendance register, muster roll and leave register of labourers
 - ii. Daily memorandum sheet (DMS) and forecast of daily work register
 - iii. Stock registers including central stock register, register of fertilizers
PPC
 - iv. Dead stock register, immovable property register
 - v. Stock register for seeds and seedlings and other inputs produced in the

farm

- vi. Chemical and media production register related to BT division
- vii. Culture transfer register of Tissue Culture lab
- viii. Hardening register of Tissue culture lab
- ix. Vegetable seed production register
- x. Nursery registers
- xi. Tree register, building register
- xii. Stock register for road pass
- xiii. Watching duty register
- xiv. Construction work register
- xv. Maintenance of updated basic data register
- xvi. Any other registers to be maintained for the smooth functioning of the farm.

5.4. Job Chart of Agricultural Field Officers

The job chart of Agricultural Field Officers has been issued as per order No. TP (5) 26462/14 dtd, 24/04/2015 of Director of Agriculture is detailed below;

The functional areas of an Agricultural Field Officer are categorised into three, viz. 1) implementing officer, 2) administrator and 3) extension officer.

a. As an implementing officer

- i. **Planning & formulation of agricultural projects.** – for Govt./LSG schemes and bankable projects for enterprising farmers.
- ii. **Implementation of schemes/ projects** routed through the Department of Agriculture and LSGD.
- iii. Submission of reports and claims for financial assistance under various schemes/projects to higher officers.
- iv. **Production oriented leadership in team work-** in various committees/groups on production- eg. Working group on watershed development.
- v. As implementing officer of Peoples' plan programme and Plan co-ordinator
- vi. **Rendering adequate division of workforce & co-ordination of efforts** on

watershed basis for improving production /infrastructure development – as convenor and technical member of Karshika karmasena.

- vii. **Co-operation with general public and local self Govt.** (Convenor of various Public Participation programmes- Agricultural Development committee, watershed committee and MNREGA)
- viii. **Promotion of poverty alleviation/agricultural income generation projects among women** (as ex-officio member of Kudumbasree CDS and by providing technical guidance to MKSP).
- ix. **Safeguarding the objectives of sustainable development** as implementing officer of Productive Sector schemes (in WGDP, IWMP , NWDPRA, HADA Schemes)
- x. **Environmental Conservation and Sustainable Agriculture activities** – as convenor of Committee implementing Conservation of Paddy land and Wetlands Act, 2008
- xi. **Promoting the welfare/social security of major stakeholders** in agriculture-through issue of pension for Farmers
- xii. **Providing timely crisis management & relief** during crop loss due to Natural calamities.
- xiii. **Smoothening crop risk management** among farmers through enrolment in crop insurance programs.
- xiv. **Providing platforms for marketing of farm produce.** (eg. Coconut, paddy procurement, SHM/HADA markets)
- xv. **Fulfilling the institutional credit needs** of farmers (Kissan credit cards campaign and through participation in BLBC's)
- xvi. **Taking initiative & responsibility in planning and implementation of various Government schemes-** state/Central and LSG's.
- xvii. **Organising Seminars, Exhibitions, Melas, etc.** as part of Government functions.
- xviii. **Updating the basic agricultural data & statistics of the**

corporation/municipalities using organisational support from related departments for formulation and implementation of various development programmes.

b. Administrator (mandatory and statutory functions)

- i. **Sanctioning authority** of leave, increment, Pay revision, Grade promotion, and other establishment matters in relation to office staff.
- ii. **Designated officer** as per Kerala Right to Service Act 2012.
- iii. **PIO** as per RTI 2005 as Head of Office.
- iv. **Reporting officer** as per Kerala Paddy land/wetland conservation Act 2008
- v. **Convenor of Agriculture Development Committee**
- vi. **Monitoring the availability and distribution of quantity/quality of various agricultural inputs-** planting materials, fertilizers, pesticides- and verification of stock position of the same as per directions from department.
- vii. **Recommendation of inputs like PPC, fertilizers and organic manures to farmers.**
- viii. **Delegating the responsibilities of implementation** of different schemes/other office duties to subordinates.
- ix. **Motivating and acknowledging the good work done by subordinates** through **recognition** /rewards (appreciation letters /recommendation for awards /additional increment/ Good Service Entry etc).
- x. **Ensure maintenance of records in office** as per laid out Government procedures and periodic verification of office stock & stores.
- xi. **Supervise and give necessary directions to subordinates** in all activities undertaken at the Krishi Bhavan level.
- xii. **Clearance of Audit objections, timely issue of LC/NLC of staff** for settling of Pension cases etc.

c. As an Extension officer

- i. **Transfer of Technology** - From lab to field- act as Functional Facilitative Link between farmers and research personnel through various extension efforts.

- ii. **Participatory – Planning, Research, and Technology Development-** providing direction to agricultural resource appraisal for creating a data pool of indigenous knowledge/technology and also for providing scope for further research and development.(eg. Bio-diversity register).
- iii. **Conducting Demonstrations, Campaigns & Field Studies-** Conducting Method Demonstrations / Result Demonstrations /campaigns/ field trials for augmenting adoption of a particular technology/process among farmers.
- iv. **Motivating Group Behaviour, Capacity Building & promotion of SHG's -** Promotion of group approach in agriculture (Padasekhara samithies in paddy, clusters in Coconut, SHG's in Vegetable cultivation. - Organising and facilitating Farmer Interest Groups (through ATMA).
- v. **Monitoring & Leading the functioning of Agro clinics** at grass root level.
- vi. **Work as middle level officer** in passing on the researchable issues at field level to scientists and their feedback to farmers.
- vii. **Ensuring the availability of various agricultural inputs** in the area of jurisdiction (Seeds, fertilizers, PPC)
- viii. **Monitor the collection of soil samples** for analysis of N, P, K, pH, EC , micronutrients, etc. and communicating the results to farmers timely.
- ix. **Provide required training to farmers** to facilitate change in their knowledge, attitude and skill.
- x. **Identifying innovative farmers and best farmers in the panchayat**
- xi. **Explore various media of extension** for dissemination of agricultural information and technology (Radio/ Television/ Internet/ leaflets/ circulars/ bulletins, etc.) to farmers.
- xii. **Evolve a scientific cropping system strategy at the corporation/ municipality level** in an integrated manner utilising the available resources of the area focussed on sustainable agricultural development.
- xiii. **Work as the co-ordinator for integrating the efforts of various stakeholders,** agencies and organisations in the field of agriculture in the area.

General Guidelines

The guidelines and assignments of duties and functions now issued are only illustrate and not exhaustive. Any such items if any, left out will be assigned by the Principal Agricultural Officers who have the discretion to allot any additional work to any officer without prejudice to the overall instructions ordered.

4.5. Job Chart of Agricultural Assistants

The job chart of Agricultural Assistant has been issued as per circular No.TP (5) - 43719/11 dtd, 18/02/2012 of Director of Agriculture are detailed below;

1) Agricultural Assistant – I (Assistant Agricultural Officer / Senior most Agricultural Assistant)

- a) The responsibility of maintaining the cash book, security register, stamp account, TR5, CL Register, Pay bill register, Receipts and payments etc.
- b) Disbursement of eligible assistance and maintenance of connected records sanctioned by Agricultural Officer.
- c) Custodian of stock and stores and maintenance of accounts.
- d) Preparation and custodianship of the minutes as the Joint Convener of Agriculture Development Committee.
- e) Responsibility of establishment works and preparation of claims of the Krishi Bhavan.
- f) The custodianship of registers, files and other records being used in the Krishi Bhavan.
- g) Responsibility of attending current duties in the absence of the Agricultural officer.
- h) The Agriculture development activities and extension activities in the ward where the Krishi Bhavan situates.
- i) Updating the statistics of the Panchayat.
- j) Motivate the farmers to apply manures and fertilizers based on soil test

data. He/she is entrusted with collection, dispatch of soil samples for analysis and transmitting the results to the farmers.

2) Agricultural Assistant – II (2nd Senior most Agricultural Assistant)

He / she is entrusted with the following responsibilities in 40% of the wards under the Krishi Bhavan except the area under headquarters Agricultural Assistant. (Division of ward is not allowed.)

- a. Give leadership to extension activities in the responsible areas.
- b. Effective implementation of agricultural schemes / projects sanctioned by the Department, LSG and other Government agencies including SHM, ATMA, CDB and other Government agencies.
- c. Recommendation of assistance to eligible farmers from the empowered wards after proper verification.
- d. Ensuring the affective functioning of agro-clinic in the allotted wards.
- e. Ensuring the marketing of agricultural produces in reasonable price in close coordination with Vegetable and Fruit Promotion Council Keralam, Horti Corp, EEC whole sale market etc.
- f. Ensure timely availability of production inputs in the responsible wards.
- g. Carry out treasury/bank duty

3) Agricultural Assistant –III (Junior most Agricultural Assistant)

- a. Take up responsibilities to help the concerned officers in the office functioning and agricultural extension.
- b. Deliver the functions as entrusted with Agricultural Assistant Grade – I in **60%** of the wards in the Krishi Bhavans.
- c. Rendering help to Senior Agricultural Assistant for preparing claims related to establishment and plans without hindering the implementation of the extension and development activities.
- d. Carry out treasury/bank duty in the absence/leave of AA II.

General Guidelines:

- a)** In Krishi Bhavans where 2 Agricultural Assistants are in position the area of jurisdiction of II Agricultural Assistant will be the entire area except that covered by Agricultural Assistant-I
- b)** A work diary containing details of work done, details of field visit with name of farmers, problems identified and the recommendations given for redressing the problems has to be maintained.
- c)** All the Agricultural Assistants have to monitor and ensure the timely completion of projects / schemes in their designated areas.
- d)** The Agricultural Assistants have to take the leadership to give guidelines for the effective functioning of Padasekhara samithy/ farmers group/Kudumbasree group etc.
- e)** Give leadership to the effective functioning of Agro clinics.
- f)** Transfer of technology from Kerala Agricultural University and other research stations to the farmers in time and monitor it timely.
- g)** Ensure that the farmers are getting the inputs like planting materials including seeds, fertilizers, pesticides etc in time.
- h)** Ensure that farmers are getting Agricultural loans uninterruptedly in time.
- i)** Ensure the farmers are getting eligible subsidies in time.
- j)** Updating the statistics of farmers' field, from time to time after proper inspection.
- k)** Appraise the Agricultural officer, the special agricultural problems in their working area, in time.
- l)** Appraise the Agricultural officer, the need of pest and disease management and take leadership for the pest and disease management activities.
- m)** Assess the loss due to natural calamities in a time bound manner and report to the Agricultural Officer with proper recommendation and implement the natural calamity assistance programmes on a war footing basis.

- n) Organize farmers' training considering local priorities.
- o) Prepare projects and arrange trainings for diversification of agricultural products.
- p) On emergencies, works or duties assigned by the Agricultural Officer or higher officers also have to be performed.

4.5.1. Clarification on the duties of Agricultural Assistants

As per the circular No. TP (5) 28112/18 dated: 03/07/2018, the Director of Agriculture has issued clarification on the matters related to 'preparation of claims in the Job Chart of Agricultural Assistants issued vide order No. TP (5) 26462/14 dated: 03/02/2015 of Director of Agriculture. The same is detailed below;

1.ജോബ് ചാർട്ട് പ്രകാരം പദ്ധതി പ്രകാരമുള്ള ക്ലെയിമുകള് കൃഷി ഓഫീസർക്ക് സമർപ്പിക്കുക എന്നുള്ളത് കൃഷിഭവനിലെ ഏറ്റവും സീനിയറായ കൃഷി അസിസ്റ്റന്റ്/ അസിസ്റ്റന്റ് കൃഷി ഓഫീസറുടെ ചുമതലയിൽപ്പെട്ട വിഷയമാണ്. ഓഫീസ് നടപടി ക്രമത്തിന്റെ ഭാഗമായാണ് സീനിയർ അസിസ്റ്റന്റ്/ അസിസ്റ്റന്റ് കൃഷി ഓഫീസർ ക്ലെയിമുകള് സാക്ഷ്യപ്പെടുത്തി കൃഷി ഓഫീസർക്ക് സമർപ്പിക്കേണ്ടത്. പ്രസ്തുത ക്ലെയിമിൽ മറ്റുള്ള കൃഷി അസിസ്റ്റന്റുമാർ സാക്ഷ്യപ്പെടുത്തേണ്ടതില്ല.

2.എന്നാൽ കൃഷിഭവനുകളിലെ കൃഷി അസിസ്റ്റന്റുമാർ അവരവരുടെ പരിധിയിൽ വരുന്ന കർഷകരുടെ സ്റ്റേറ്റ്മെന്റ്/ രേഖകള് ശുപാർശയോടെ സാക്ഷ്യപ്പെടുത്തി വേണം ക്ലെയിം തയ്യാറാക്കാൻ ചുമതലപ്പെട്ട സീനിയർ കൃഷി അസിസ്റ്റന്റ്/ അസിസ്റ്റന്റ് കൃഷി ഓഫീസർക്ക് നൽകേണ്ടത്. പ്രസ്തുത സ്റ്റേറ്റ്മെന്റ്/രേഖകളുടെ അടിസ്ഥാനത്തിൽ ഏറ്റവും സീനിയറായ കൃഷി അസിസ്റ്റന്റ്/അസിസ്റ്റന്റ് കൃഷി ഓഫീസർ ക്ലെയിം തയ്യാറാക്കി സാക്ഷ്യപ്പെടുത്തി കൃഷി ഓഫീസർക്ക് സമർപ്പിക്കണം.

Chapter V

SERVICES OFFERED BY THE DEPARTMENT

5.1. Introduction

The services are often performed for the welfare of each target group by the employees in a department under Government. The Agriculture Development and Farmers' Welfare Department intend to serve the farming community either directly by giving assistance for sustaining crop cultivation thereby production or indirectly by way of crop compensation, market support, quality control, etc. The important services offered to the farmers are detailed below;

1. Providing technical advice to farmers on scientific crop management practices during field visits and advising the farmers visiting Krishi Bhavans/other offices
2. Providing financial assistance to eligible farmers by way of subsidies under various state/ central schemes
3. Production & distribution of quality planting materials including seeds, seedlings, tissue culture plantlets, etc.
4. Agricultural extension through different extension methods like conducting training, workshops, melas, exhibitions, etc.
5. Dissemination of agricultural technology, information, programmes etc., through different media and by publishing leaflets, brochures, booklets, magazine etc.
6. Soil testing services free of cost
7. Providing insurance coverage to the crops of farmers
8. Quality control of agricultural inputs like fertilizers, insecticides, fungicides, seeds, etc., by enforcing various measures under law which include analysis of samples, issuance of licence/ certificate of registration, etc.

9. Provides feasibility certificates for availing services related to agriculture from other departments like KSEB, revenue, ground water, etc.
10. Providing crop loss compensation to the farmers affected due to natural calamity
11. Pests and disease surveillance and management
12. Marketing support/facilities for farmers and facilitate market intervention and value addition
13. Facilitating farmers for availing crop loans from financial institutions
14. Motivating farmers and extension functionaries through awards
15. Grievance redressal
16. Facilitating farmers for make use of agriculture machineries and implements as part of agricultural mechanization

In order to strengthen certain services offered above, the Agriculture Development and Farmers' Welfare Department have established the following to cater the needs of the farming community

5.1.1. Plant Health Clinics

The Plant Health Clinics were established to bring back the technical dimension in the work profile of Krishi Bhavans and to utilize the expertise of the technical officers for improving production and productivity of crops leading to enhanced income of the farmers. The Agricultural Officer in the concerned Krishi Bhavan is in charge of the respective Plant Health Clinic.

The major role of plant health clinic lies in the diagnostics and advisory services with emphasis on extension, keeping a vigil on invasive pathogen, promoting integrated pest management, monitoring pest/diseases distribution, their outbreak, issuing pest/disease alerts, organising plant health camps for creating awareness regarding likely appearance of pests/diseases, strengthening mobile clinic approach during disease/pest outbreak, etc. At panchayat level, plant health clinics are functioning in 252 selected Krishi Bhavans.

5.1.2. Agro Service Centers

In agriculture, among the four factors of production, labour plays a major role. As a solution to the problems like lack of skilled and unskilled farm labourers, high wages and moreover, non-availability of labourers at the peak period of cultivation, Agro Service Centers (ASCs) were established at block level to make available required machineries to farmers at reasonable rates under the overall supervision and guidance of block level Assistant Director of Agriculture. The Agro Service Centre is attached to any one of the Krishi Bhavans in that block.

The Agro Service Centres were established to facilitate integration of services like mechanization, credit support, weather advisory services, soil testing support and technology based services, in order to render full-fledged service to the farmers at a single point. These act as technology and information disseminating centres. A mobile farm clinic equipped with audio visual and online support is also made available at block level to provide solution to field problems. The agro service centres should function as one stop shop for all the requirements of farmers such as agricultural inputs, farm related information like credit, etc.

The Agro Service Centre functioning in each block is a registered body under the Charitable Society's Act 1955 with at least seven members preferably trained in agricultural operations, agricultural machinery, operation/repair and maintenance, plant protection activities, nursery management etc. The Agro Service Centres are also provided with Bio pharmacy, three wheelers (Goods vehicle), Plant nursery, soil testing facilities, etc.

The Agro Service Centres will function as per the directions of the Managing Committee and High power committee constituted for the management and supervision of the Agro Service Centre. At present 97 Agro Service Centres are functioning under the department.

5.1.3. Karshika Karmasenas

The “Karshika Karmasenas” were formed to generate employment opportunities to the poor, unemployed rural & urban people and to bring the rural labour strength under an institutional frame work. The Karshika Karmasenas (KKS) constituted and functioning at Krishi Bhavan level are working as a labour bank of well trained, disciplined force, which provide regular and uninterrupted supply of labourers on reasonable wage rate on demand/call.

The Karshika Karmasena is a registered body under the Charitable Societies Act 1935. Karshika Karmasena comprises of ordinary workers, technicians and specific skilled workers. Karshika Karmasenas are working as per the advice of the Grama Panchayat Level Advisory Committee (GPLAC). The day today activities are managed by a managing committee. At present 297 Karshika Karmasenas are functioning. The Agricultural Officer of the Krishi Bhavan is the nodal officer of KKS and the Agricultural Assistant is the co-ordinator.

5.1.4. Grama panchayat level weekly markets

Grama panchayat level weekly markets were established with a view to provide direct marketing facilities for agricultural produce at Grama panchayat level and provide market outlets for organic as well as GAP (Good Agricultural Practices) certified agricultural produce. For enabling marketing of ethnic and perishable agricultural produce like fruits, vegetables, millets. etc., panchayat level weekly markets are be promoted in all districts. Weekly markets at grama panchayat level is established for the speedy marketing of agricultural produces at the production centre itself and thereby avoid loss due to handling and transportation.

The Agriculture Development and Farmers’ Welfare Department is associated with Kudumbasree under the Local Self-Government Department for establishing weekly markets in each panchayat. The market are managed by a managing committee having representation from members of farmer groups of Kudumbasree

and leading farmers/representatives of farmer clusters of the Panchayat. The activities of the weekly markets are managed by an implementation committee.

5.1.5. Ecoshops

The Ecoshops provide the customers, locally grown, chemical and preservative-free organic as well as GAP certified agricultural produce and bio inputs for crop cultivation. At present 462 ecoshops were established in the state. The safe-to-eat produce from GAP clusters which strictly follow GAP standards can be sold through these outlets with proper packing and labelling at premium price satisfying both the consumers and the producers. Ecoshops are also established on a franchisee mode by the farmer's organizations so as to extend the benefit to the farmers. The produces must be cleaned, graded, packed and labelled as 'Kerala Organic' before sale through Ecoshops.

5.1.6. Custom Hiring Centres

The Custom Hiring Centres (CHC) attached to the office of the Assistant Executive Engineers (Agri.) were established in 14 districts of the state. From Custom Hiring Centres, all machineries for land preparation to harvesting such as tractor, power tiller, transplanters, combine harvesters, etc. are made available to farmers along with skilled labourers at a nominal rate. The rent to be collected for machinery is fixed by a committee constituted for this purpose. The Assistant Executive Engineer (Agri.) of the concerned district is in charge of each Custom Hiring Centre functioning at district level.

It may also be noted that, a "CHC Farm Machinery" app is available in google play store and all the custom hiring centres/ Karshika Karmasenas/ entrepreneurs/ individuals/ farmers group can register in this app as service providers for letting out the farm machineries available with them. The farmers who are registered in this app can also know the availability of farm machineries in their vicinity and can take it on rental basis.

5.1.7. Krishi Padasala

The Krishi Padasala (KPS) is basically a participatory extension methodology which recognizes the need to involve farmers in technology development and transfer leading to a sustainable agriculture. Krishi Padasala is also called as “schools without walls” and it is a platform for learning and experience sharing among farmers with common interests on a regular basis in the field of agriculture and make it as a profitable business. Krishi Padasala is conducted in farmer’s field where agro ecological farming, integrated farming system (IFS), multilayer cropping system or any other innovative technology/practice is followed by farmers. Different modules will be prepared for different target groups along with field visit mainly to increase the income of the farmers and to make the agriculture a sustainable practice. Training module for various subjects and any other relevant subjects will be prepared at state level by SAMETI

Improved technologies in crop production, plant protection, agro processing and value addition and marketing aspects including plant propagation techniques will also be demonstrated through Krishi Padasala. Assistance will be provided for meeting the expenses for setting up demonstrations including inputs, equipments and other accessories, infrastructure expenses for Padasala. The Agricultural officer shall hire retired experts from Department/ KAU and skilled persons from other Agricultural Institutions on need basis. The Agricultural Officers should schedule and supervise the conduct of Krishi Padasala in the respective Krishi Bhavan area and Agricultural Assistants should facilitate the same.

5.1.8. Block Level Agricultural Knowledge Centres

Under the Department of Agricultural Development and Farmers’ Welfare, the Block Level Agricultural Knowledge Centres have started functioning attached to the Office of the Assistant Directors of Agriculture from 17th August, 2020 onwards with

a view to develop programmes/schemes for agricultural production/ scientific cultivation practices for crop production, etc. based on the peculiarities of Agro ecological zones, to help in the establishment of the seed villages/seed production clusters for the production of seeds, planting materials, organic inputs, etc. of various food crops, pulses, tuber crops and fruit plants, to give technical advice, trainings in subjects like agricultural production, processing after harvesting, value addition and marketing at block level and to give technical assistance to the various schemes/projects implemented by the local self-government and the department. The Assistant Directors of Agriculture at block level are responsible for the smooth functioning of Block Level Agricultural Knowledge Centres. Since the Kerala Agricultural University (KAU) is the institution which provide human resources and skills and technology required for the sustainable development of agriculture, the Block Level Agricultural Knowledge Centres are functioning with the active participation of KAU. The scientist from KAU acts as the nodal officer of each Block Level Agricultural Knowledge Centre. KAU also provides technical assistance for the production of seeds, planting materials, organic inputs, etc. and also help in the preparation of weather based agricultural advisory.

Chapter VI

AGRICULTURAL EXTENSION SYSTEM OF THE DEPARTMENT

6.0. Introduction

Agricultural extension is the application of scientific research and knowledge to agricultural practices through farmer education. Generally, agricultural extension can be defined as the “delivery of information inputs to farmers.” Agricultural extension is the service that provides technical advice to farmers, helps farmers acquire required inputs including credit for farming, provides training and evaluates new agricultural technologies on farmers’ fields in close collaboration with farmers, helps link farmers to supply chain and markets, forwards farmers’ concerns and problems to decision makers, etc. The extension functionaries serve as an essential link between agricultural researchers/scientists and farmers and between policy makers and farmers.

6.1. Extension activities

The Agriculture Development and Farmers’ Welfare Department, formerly the Department of Agriculture started functioning in the erstwhile Travancore on 27th May 1908. The strategies taken up before the formation of Kerala state were mainly for increasing the food production by bringing additional areas under cultivation (eg. Grow more food campaign programme). Fertilizer promotion programmes, use of quality seeds, etc. were also resorted to during that period.

Consequent to the formation of Kerala state, a coordinated effort on Agricultural extension and development activities were commenced in 1956 and the Department of Agriculture was refined as an organization with true scientific sense of purpose.

The agricultural sector in Kerala including farming and extension has undergone a series of experiments and changes during the last 60 years. The Intensive Agricultural District Programme (IADP) and Intensive Agricultural Area Programme (IAAP) were implemented in the 1960s.

Consequent to the establishment of NES blocks, the activities of agriculture department were carried out as a part of the Block Development Office. Later, separated from the block development offices, Ela Development Offices for rice development, Coconut Package Units for coconut development, Pepper Package Units for spice development, etc., came into existence during 1970s. Even though these offices mainly aimed at the development of major crops, they actively coordinated the extension activities for all crops grown under their jurisdiction.

For the development of coconut, rubber and pepper, a special scheme called Kerala Agricultural Development Project (KADP) was established. Area expansion and rejuvenation of crops like coconut and pepper, inter cropping, cattle farming, establishment of crumb rubber production units were its major components. A special setup itself came into existence in the state for implementing the KADP project known as Special Agricultural Development Unit (SADU) financed by the World Bank. The Kerala Agricultural Extension Project (KAEP) was introduced in 1981 aiming at agricultural development and extension activities. In this project, major thrust was given for agricultural extension. This was also funded by the World Bank and was implemented through Training & Visit (T&V) System as per fixed schedule which enabled visit to farmers' fields aiding development through extension activities.

The present organizational setup of the department with Krishi Bhavans as the basic grass root level extension and development units came into existence in 1987 as a part of reorganization of the department in all panchayats, municipalities and corporations by integrating the setup at that time.

6.1.1. Krishi Bhavans

As a part of reorganization of the Agricultural Department, Krishi Bhavans were established in 1987 in all panchayat, municipality and corporation in the state. Krishi Bhavans consisting of one Agricultural officer/Agricultural field officer and 2-3 Assistant Agricultural Officer/ Agricultural Assistant, forms the grass root level structure of department for all the developmental and extension activities. Krishi Bhavans are the frontline agriculture service delivery units located closest to the farmers at the grass roots level.

Consequent to the introduction of Kerala Panchayat Raj Act, 1994 and the Kerala Municipality Act, 1994, certain functions, schemes and institutions were transferred to the local bodies as per G.O (P) No. 189/95/LAD dated 18/09/1995. Accordingly, the Krishi Bhavans were transferred to the grama panchayat/municipality/municipal corporation along with the posts sanctioned and staff, wealth, assets and liabilities with effect from 02/10/1995, as per Order No. TP (1) 40258/95 dated 27/09/1995 of the Director of Agriculture, Thiruvananthapuram.

At present, the Krishi Bhavan in the Grama Panchayat / Municipality / Municipal Corporation is functioning as a technical institution which carries out all the activities on agriculture at grass root level. Together with this, agricultural extension activities, various state and centrally sponsored schemes/projects, etc., are also being carried out/implemented through the Krishi Bhavans. Thus, Krishi Bhavan bears the complete responsibility of agricultural development and extension activities which are being carried out at the panchayat/municipality/ municipal corporation level.

6.1.1.1. Agro clinics

The department is handling both development and agricultural extension activities. Considering the various peculiarities and problems of Kerala agriculture, it is felt that, to facilitate technology transfer to farmers, the group contact system approach is more effective rather than individual contact. Each group formed in

ward/wards under each Krishi Bhavan have a common meeting place and is known as Agro Clinic. The farmers and farm labourers involved in agricultural activities will be the members of the Agro clinic of the particular ward/wards. Each Agro clinic has a specific location, a sign board with name, the day and time of functioning of the agro-clinic, etc.

Each Agro clinic has an advisory committee under the chairmanship of the ward member with 5 to 7 farmers, representative of co-operative department, input agencies, marketing agencies, NGOs, etc. as members. A three member steering committee from among the farmer members of the advisory committee facilitates the conduct of the agro clinics regularly by mobilizing and organizing group meetings and diagnostic visits.

i. At panchayat level

All the agro-clinics in a panchayat is visited by the Krishi Bhavan staff as per the fixed schedule on a weekly basis as detailed below and approved by the Assistant Director of Agriculture of the concerned block. If the monthly visit to the particular Agro clinics could not be conducted due to various reasons, two or more Agro clinic visits are combined. Altogether, the Agricultural Assistants conduct visits to all the Agro Clinics in a week and the Agricultural Officer visits all the Agro Clinic once in a month.

i). Visit schedule - Krishi Bhavan where 3 Agricultural Assistants are present

Officer	Mon	Tue	Wed	Thus	Fri	Sat	Sun
Agricultural Assistant (HQ)	Office	Office	Visit (HQ)	Office	Office	Visit	Holiday
Agricultural Assistant -1	Visit	Visit	Office	Visit	Visit	Office	Holiday
Agricultural Assistant -2	Visit	Visit	Office	Visit	Visit	Office	Holiday
Krishi Bhavan Officer 1 st and 3 rd week	Office	Visit	Office	Visit	Office	Visit	Holiday

Krishi Bhavan Officer 2 nd and 4 th week	Visit	Office	Visit (HQ)	Office	Visit	Office	Holiday
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Visit on Wednesday indicated in the schedule refers to conduct of Agro Clinic at HQ itself.

ii) Visit Schedule - Krishi Bhavan where 2 Agricultural Assistants are present

Officer	Mon	Tue	Wed	Thus	Fri	Sat	Sun
Agricultural Assistant (HQ)	Visit	Office	Visit	Office	Visit	Office	Holiday
Agricultural Assistant	Visit	Visit	Office	Visit	Visit	Office	Holiday
Krishi Bhavan Officer 1 st and 3 rd week	Office	Visit	Office	Visit	Office	Office	Holiday
Krishi Bhavan Officer 2 nd and 4 th week	Visit	Office	Office	Office	Visit	Office	Holiday

During the visit, the main activities include discussion of field problems, collection of applications from beneficiaries for various schemes, etc. The work diaries of Agricultural Officers/Agricultural Field Officers and Assistant Agricultural Officer/Agricultural Assistants containing the works carried out during agro clinic visit in detail is prepared and made available to superior officers for inspection.

ii. At Block level

The Assistant Director of Agriculture is on tour for at least 15 days in a month and he / she invariably conducts inspections in all the Krishi Bhavans in a month.

iii. At district level

a. Deputy Director of Agriculture

The Deputy Director of Agriculture (E&T) is in charge of the functioning of agro clinics. Jurisdiction is also assigned among all the Deputy Directors of

Agriculture with the main intention of tuning up of agricultural extension and other field level activities. The Deputy Directors of Agriculture in district HQ is responsible for the successful implementation of all the schemes / programmes vested on them for which inspections/ field verifications should be conducted irrespective of the jurisdiction assigned to them under group contact through agro clinics.

b. Principal Agricultural Officer

The Principal Agricultural Officers inspect the Krishi Bhavans, O/o Assistant Directors of Agriculture, farms, laboratories, etc. under the control, and conducts field visits/verifications. He/ she also super checks the group contact activities during field visits.

6.1.1.2. Agricultural Technology Management Agency

Kerala adopted Agricultural Technology Management Agency (ATMA) model of extension during 10th Five Year Plan to address the key constraints of field level agricultural extension making the extension system farmer driven and farmer accountable. ATMA is an autonomous institution working as per Government of India (GOI) guidelines with financial support from central and state Governments. It is the nodal agency responsible for the overall management of agriculture extension within the district.

ATMA is often highlighted as an innovative model of public sector agricultural extension involving decentralization as well as participatory & bottom up approaches. ATMA provides integrated extension system with agriculture and allied sectors like animal husbandry, dairy and fisheries so that, a farmer can get the benefit of technological advice and also financial assistance if any, through this single window system.

ATMA is functioning as a registered body with District Collector as the chairman of the governing board. ATMA is headed by a Project Director ATMA in the cadre of Joint Director of Agriculture with two Deputy Project Directors, one in

the cadre of Deputy Director and the other in the cadre of Assistant Director from the agriculture/allied sectors like AH/ Dairy/Fisheries.

ATMA is responsible for the preparation of Strategic Research Extension Plan (SREP) once in five years. The purposes of SREP is to increase farmers' contribution in programme planning and resource allocation and to increase accountability of stakeholders; further it is to increase programme co-ordination and integration. The SREP is prepared through Participatory Rural Appraisal (PRA) involving all the stakeholders and farmers. The SREP contains detailed analysis of all the information on existing farming systems in the district and research – extension gaps required to be filled-up. It also prioritizes the research – extension strategies within the district. It becomes the basis for development of work plans at district level.

Evaluation and adoption of new technology developed by State Agricultural Universities or Krishi Vigyan Kendras is made possible through On Farm Trials (OFTs), Front Line Demonstrations (FLDs), etc. Solution to various field problems in agriculture and allied sector becomes possible at once through ATMA. Group activities through Commodity Interest Groups (CIGs) and Farmers Interest Groups (FIGs) have brought neighborhood farmers to undertake many activities including value addition. In some places, these have been federated into large groups for marketing also. ATMA, thus enhances group mobilization through agricultural extension. ATMA also brings out innovative farmers to the forefront. The exposure visits/exhibitions, helps the farmers in gaining information through experience sharing.

6.1.1.3. Lead Farmer centered Extension Advisory and Delivery Services

Lead Farmer centered Extension Advisory and Delivery Services (LEADS) was initiated to strengthen agricultural extension further in the state and is being implemented in four districts viz., Kollam, Palakkad, Kannur and Wayanad. The scheme envisages the revitalization of regular field visit oriented agricultural extension system utilizing the services of lead farmers for technology dissemination

integrating ATMA. The concept is based on scientific delineation of the districts into Agro Ecological Zones and Agro Ecological Units.

LEADS intervenes and advises farmers through the preparation of Monthly Technology Advisory (MTA) with the support of Krishi Vigyan Kendras (KVKs), Research stations etc. Kerala Agricultural University associates closely with the project and KVKs of the respective districts are the nodal institutions for preparing MTA.

Each district is divided into Agro Ecological Units comprising of several panchayats for effective service delivery. Three lead farmers and a group of 10 farmers around each lead farmer named satellite group are selected from each panchayat for implementation of the project. Regular field visits are conducted to identify the problems faced by farmers and the same is addressed through MTA.

6.2. Cyber Extension

6.2.1. Role of IT in Extension

The Extension Officials of department is involved in agricultural extension activities using ICT tools. Other activities include launching of re designed Official website of the Department (www.keralaagriculture.gov.in). As part of Karshika Vivara Sanketham Project, KISAN Call Centre at Anayara has been established. Conduct of programme “Krishi Manthri Vilippurath,” Online Farmer Field School and other programmes using Facebook live and other social media platform.

6.2.2. Virtual Classroom and Video Conferencing facility

The Virtual Classroom and Video Conferencing facility for the department connecting Directorate of Agriculture Development and Farmers’ Welfare with 14 district level Principal Agricultural Offices, Small Farmers Agribusiness Consortium (SFAC), Agriculture Production Commissioner, Secretary of Agriculture and office of the Hon’ble Minister for Agriculture using the most modern software based high definition video conferencing system was established in December 2019. This will enable the Department to conduct urgent meetings and trainings on video conferencing mode.

6.2.3. Technical Support to Software and Portals

The department is providing technical support to each and every ICT initiative and software module provided by the State and Central Governments. Farmers portal (www.farmer.gov.in), Soil Health Card (www.soilhealth.dac.gov.in), m-kisan (www.mkisan.gov.in), Bhuvan RKVY (bhuvan.nrsc.gov.in/governance/rkvty), Fertilizer Quality Control System (www.fqcs.dac.gov.in) are some of the most important Agriculture related software modules of Government of India and Department website (www.keralaagriculture.gov.in). Agriculture information Hub (www.krishi.info), EBT-Electronic Benefit Transfer of Government of Kerala (www.ebt.kerala.gov.in), ASHA (Automation System for Agro services and Hiring Centre Activities (www.asha.kerala.gov.in), FMS (Farm Mechanization System- (www.fms.kerala.gov.in) are some of the State Department portals.

6.2.4. National e-Governance Plan Agriculture (NeGP-A)

The Department of Agriculture Development and Farmers' Welfare is implementing National e-Governance Plan - Agriculture (NeGP-A) and is also responsible for monitoring the functioning of NeGP-A. i.e.; the help desk and coordination with hardware maintenance team of Government of India. Department was selected as pilot state for the implementation of national e-governance plan. Under this, five Computer Training Labs with modern facilities were setup in SAMETI, in three RATTCs and FTC.

6.2.5. Connectivity

Department has provided SIM cards with free data and voice calls to officials of the department for communication and ICT based extension activities, thereby ensuring the connectivity of offices and officials.

6.2.6. e- portal and linking farmer collectives with states following GAP - software

The Agriculture Development and Farmers Welfare Department, Kerala has hosted 'Karshikavivara Sanketham and e-vipani applications' for farmers. The e-

vipani mobile app by karshikavivara sanketham and portal like www.krishi.info, 'Karshika vivarasanketham - Oru Viralthumpil', Call centre No.1800-425-1661, Whatsapp Call Centre – 9447051661, etc. provide marketing services to farmers.

6.2.7. Kissan Kerala Project

Karshaka Information Systems Services And Networking (KISSAN) is an integrated, multi-modal delivery of agricultural information system, which provides several dynamic and useful information and advisory services for the farming community across Kerala. It is one of the leading citizen centric e-governance projects of the Department. The project was managed by the Indian Institute of Information Technology and Management- Kerala (IIITM-K), for the Department of Agriculture Development and Farmer's Welfare.

The basic objective is to provide "Right Information to the farmers" using a combination of advanced technology like web technology, television based mass media programs, telephone based advisory, mobile SMS based advisory and broadcast service, dedicated online agri video channel, etc. This involves collaboration of experts for effective information delivery and knowledge empowerment on demand to all farmers across Kerala.

Kissan Krishideepam is the first television programme directly produced and telecasted by a department as part of strengthening agricultural extension. The project is supported by an agri-data centre with a fully professional management to cater various information requirements of the farming community in Kerala. . The major services of the project are,

- i. Online dynamic agri advisory service: The portal based online advisory services (www.kissankerala.net) provides an online platform for the farmers to interact with the experts, scientists and agricultural extension officers in an interactive way.
- ii. Kissan Krishideepam: A weekly agriculture television programme in Malayalam language that provides selective information dissemination of best practices, success stories, departmental news, market analysis, etc. The project produce and telecasts a weekly television programme (30 minutes duration), three times over the leading television channel (Asianet).

- iii. Online Agri video Channel: The project has launched the country's first online video channel in agriculture. More than 100 selected videos (telecast quality) were made available through the channel for the farmers free of cost (www.youtube.com/kissankerala).
- iv. Tele-Advisory Services: The project also provides telephone based Agri advisory services through a dedicated telephone number (0471-2700965) for the farmers.
- v. The SMS based Agri- advisory service enables the farmers to obtain information very fast and it helps to provide location specific information and alert services

6.2.8. e-payment of Subsidies

e-payment systems ushers in a less- cash society and ensures payment and settlement systems that are safe, efficient, interoperable, authorised, accessible, inclusive and compliant with the standards as ensured by the Reserve Bank of India. Department of Agricultural Development and Farmers' Welfare is one of the first department to implement transfer of assistance directly to the account of farmers. The first e- payment initiative was in the disbursement of "Pension to Rice farmers during 2010-11.

As per GO (MS) No. 152/2012/AD dated: 19/06/2012, Government have given sanction for the creation of a database of farmers who have registered at the Krishi Bhavans and transfer of assistance to the beneficiaries through ECS (Electronic Clearing System) and e-payment. In 2012-13, the department started e- payment of agricultural subsidies related to almost all schemes directly to the bank account of beneficiary farmer. During the e-payment process, the Assistant Director of Agriculture at block level will directly credit it to the bank account of farmers from treasuries.

Chapter VII

SCHEME FORMULATION AND IMPLEMENTATION

7.1. Introduction

The department have to prepare and submit to the Government a detailed account statement of anticipated receipts and expenditure every year at the appropriate time under the different heads for the succeeding year in the form of Budget proposal. Annual plan proposals for plan schemes are also submitted simultaneously.

7.2. Five Year Plan

Based on the long-term plan, five year plans for agricultural development shall be prepared every five years with details of implementation by the department.

7.3. Annual Plan proposal

The Annual plan shall be based on the 5 year plan and shall include component wise details continuing schemes and new schemes. Centrally sponsored schemes, NABARD assisted schemes, finance commission awards, etc., shall be included in the annual plan.

As part of preparation of Annual plan proposals, the matter is discussed with field level officers and the Principal Agricultural Officer will present same in the meeting convened by Director of Agriculture at state level for this purpose every year. The reports submitted by the Principal Agricultural Officers with respect to the suggestion for new schemes/components, modification of existing schemes/programmes, component change, etc. are thoroughly verified and scrutinized in the planning wing as well as in the concerned implementing wing.

Accordingly, the planning wing will prepare project proposals with estimated project outlay in consultation with the concerned implementing wing and will be submitted to the Government with the approval of Director of Agriculture.

7.3.1. Agro Ecological Unit approach

The long lasting impact of climate change with its micro level variations on standing crops, soil structure, soil microflora and infrastructure in the aftermath of the floods and landslides that rocked the State in 2018 have prompted the planners and policy makers to devise climate change mitigation and adaptation strategies for the agricultural sector of the state. Studies conducted in major flood hit districts by Kerala Agricultural University (KAU) have also recognized the need for site specific management practices that ensures long term ecological sustainability.

The schemes implemented by the Agriculture Development and Farmers' Welfare Department are mostly crop based and catering to the whole state. The need for implementing schemes with a more focus-area approach to utilize the available funds has been felt for some time which has been seriously taken up in the post flood scenario of 2018. Consequently, for the comprehensive development and to rebuild the agriculture in the state, the Government have taken a policy decision as per GO (Ms.) No.66/2019/Agri, Dt.25-05-2019 to divide the agriculture sector of the state in to five Agro Ecological Zones (AEZ) viz; costal planes, midland laterites, foot hills, high hills and Palakkad planes without changing the administrative boundaries and continuing the existing setup of the department. As per the report published by State Planning Board in 2015, the state has been divided in to 23 Agro Ecological Units (AEUs) based on the homogeneity of the area with regard to vegetation, soil and agricultural land use.

Accordingly, planning, fund allocation and execution of schemes is being carried out based on AEU approach from 2020-21 onwards. Among the schemes being implemented by Agriculture Development and Farmers' Welfare Department, crop based and area specific schemes has been identified as AEU specific schemes.

The KAU has also developed AEU based package of practices recommendations as a part of prescribing climate resilient agriculture.

7.4. Annual plan scheme document

The budget document published every year after budget speech contain the details of annual plan document of the coming year which include plan write up, name of schemes, budget provisions, etc. The number of schemes, components, budget provision may vary every year. Once the budget document is released, the department will communicate the annual plan document of the coming year which are available in budget document as a hardcopy and also through website every year. The annual plan document contains list of schemes and plan write up of each schemes, head of accounts, budget provisions, etc.

7.5. Administrative sanction/ Continuance sanction of Scheme

For every scheme/ proposal, it is first necessary to obtain the concurrence of the administrative department concerned. The formal acceptance by the administrative department in Government is termed “administrative sanction” of the scheme/ proposal. A scheme will be in force only after getting administrative sanction/ continuance sanction.

As soon as the State budget document for the particular financial year is released/published, based on annual plan write up, the planning wing in the Directorate of Agriculture Development and Farmers’ Welfare will prepare the proposals along with component wise details for all state plan schemes mentioned in the budget document. The suggestions received from the concerned implementing wing may also be considered in this regard.

Among these, the Director of Agriculture will issue continuance sanction for those schemes which has got administrative sanctions from government during previous years and also where there is no change in the components and rate of assistance. All other scheme proposals prepared based on budget document will be submitted to Government with the approval of Director of agriculture for obtaining

administrative sanction. This will include new state plan schemes and also modifications if any in the existing schemes for which the State government sanction will be obtained.

In the case of majority of Central Sector Schemes (CSS), the planning wing of the Directorate will prepare the annual action plan for the financial year of a particular scheme based on guidelines issued by Government of India. The suggestions from implementing wing and the experience in implementation of the scheme during previous year may also be considered in this regard. The annual action plan thus prepared shall be submitted to GOI with the approval of Director of Agriculture. On receipt of administrative approval from GOI for the scheme, the planning wing shall prepare the scheme proposal with budget provisions, head of account from which amount has to be met, etc. and send to Government of Kerala for issue of State level administrative sanction/ fund release order. In case of some other central sector schemes like the National Project on Biogas Development and similar ones, based on the target assigned by the GOI, the scheme proposal with budget provisions, head of account from which amount has to be met, etc. shall be prepared by the planning wing in consultation with implementing wing and submitted to Government of Kerala for administrative sanction/fund release order.

7.6. Working Instructions of Scheme

Once the continuous sanction/administrative sanction/release order of a scheme is issued/received, planning wing will make available the same to the concerned implementing wing. Accordingly, the implementing wing will prepare and issue the working instructions of that scheme with the approval of Director of Agriculture. The working instructions may include detailed guidelines, subsidy norms/pattern, district wise physical and financial targets of each components/sub components, head of account, monitoring procedure, etc. required for the smooth implementation of the scheme. The area of the particular crop, potential/scope of cultivation, etc. will be taken in to account while fixing the district wise physical

targets. In the absence of continuance sanction/ administrative sanction, no working instructions of the scheme is issued.

7.7. Implementation of Schemes

The working instructions is an important document for the implementation of a particular scheme. Once the working instructions is issued with the approval of Director of Agriculture, the same will be forwarded to Principal Agricultural Officers/ Heads of offices under the direct control of Director of Agriculture via e – mail followed by hard copy by post. Then, the Principal Agricultural Officers shall divide the physical and financial targets into Block wise/Farm wise/Office wise targets and communicate to all along with the working instructions. As per the working instructions, the Agricultural Officers in Krishi Bhavans/ Farm Officers/ Assistant Executive Engineer (Agri,)/Assistant Soil Chemists/ Chemist/Deputy Director of Agriculture, RATTC shall implement the scheme as the case may be.

Likewise, the Director of Agriculture shall allot funds to the Principal Agricultural Officers based on the working instructions. The Principal Agricultural Officers in turn shall divide the funds based on block/Farm wise physical target and reallocate to the Assistant Directors of Agriculture/ Farm Officers/other Officers, who are authorized to draw the funds through BAMS. The Assistant Director of Agriculture at block level shall divide the block level physical and financial targets into Krishi Bhavans based on the area of the particular crop, potential/scope of cultivation, etc.

At Krishi Bhavan level, the Agricultural Officers/Agricultural Field Officers shall divide the targets under each scheme among the Assistant Agricultural Officer/Agricultural Assistants in the Krishi Bhavan/according to their jurisdiction/wards. The beneficiaries selected under each scheme as per the norms of the scheme will be provided with technical guidance/inputs at subsidized rate/ financial assistance. All the schemes shall be implemented as per the guidelines/norms mentioned in the working instructions of schemes.

7.8. Procedure for demanding assistance/ settlement of claims from Krishi Bhavans

The Krishi Bhavan in the Grama Panchayat / Municipality / Municipal Corporation functions as a technical institution which carries out all the activities related to agriculture extension and implementation of various state and centrally sponsored schemes. The Krishi Bhavan bears complete responsibility of agricultural development and extension which are being carried out by the Agriculture Development and Farmers' Welfare Department, channelizing all services/ assistance at grass root level.

In addition to providing assistance through various schemes of state/ central sector/ centrally sponsored schemes for the development of various crops by way of distribution of planting materials/inputs at subsidised rate, financial assistance for the activities carried out with respect to the cultivation of crops, farmer welfare activities like Karshaka Pension, etc., several regular/ routine services/ activities like transfer of technology/advise on latest trends/new initiatives in agriculture, licence to sell fertilizers/ pesticides, issuance of certificates for getting service from other departments, assistance for crop loss due to natural calamities, etc., are being given to farmers/public from Krishi Bhavans.

Except a few services, like transfer of technology/advise on latest trends/new initiatives in agriculture, for all other services/ benefit, the farmers/public have to submit applications in prescribed format in Krishi Bhavans. The Government/ Director of Agriculture shall give wide publicity about the important schemes/ programmes and events to be implemented/ conducted by the department every year through various media. The brochures/ leaflets/booklets /posters published by Farm Information Bureau will also promote the publicity in this regard. Once the working instructions/intimation is issued/received, the Principal Agricultural Officer at district level and the Agricultural Officers/Agricultural Field Officers in Krishi Bhavans will also give wide publicity through media, notice boards, etc. As part of conveying the

details of component/features of new schemes/programmes, the Principal Agricultural Officers shall also conduct meeting of all head of offices in the districts.

Once the intimation/ guidelines along with targets under a scheme is received by way of working instructions, the Agricultural Officers/Agricultural Field Officers in Krishi Bhavans shall give wide publicity about the scheme/programme in their respective Grama Panchayat/ Municipality/ Municipal Corporation area through advertisement in notice boards in Krishi Bhavan, panchayat office and other prominent places, discussions in the meetings of Karshika Vikasana Samithy, in group meetings of farmers by Assistant Agricultural Officers/Agricultural Assistants, etc. At Krishi Bhavan level, the Agricultural Officers/Agricultural Field Officers can also divide the targets under Krishi Bhavan among the Assistant Agricultural Officer/Agricultural Assistants in the Krishi Bhavan/according to their jurisdiction/wards.

All the applications received in Krishi Bhavan for availing assistance under various schemes will be registered in the inward register and then handed over to the concerned Assistant Agricultural Officers/Agricultural Assistants for scrutinizing the same on the basis of the guidelines of the scheme and for field verification. The Agricultural Officers/Agricultural Field Officers shall also inspect the fields of farmers who have submitted the applications. If the number of eligible farmers are more when compared to the physical and financial targets allotted under a particular scheme, the Agricultural Officers/Agricultural Field Officers shall request for additional target from the respective Assistant Director of Agriculture and if not received, shall select the farmers from among the eligible farmers already selected after discussing the same in Karshika Vikasana Samithy constituted under each Krishi Bhavan. The list of eligible farmers selected under each scheme shall be published in notice board of Krishi Bhavan.

The farmers thus selected will be given permission/intimation to carry out the activities as per the working instructions of the scheme. On completion of all

activities as part of that particular scheme, the farmer's field will be inspected by the concerned Assistant Agricultural Officer/Agricultural Assistant. The Agricultural Officers/Agricultural Field Officers should also inspect the plots of farmers who implemented the schemes. After the inspection, if found that the activities are satisfactorily completed, the farmer will be instructed to submit the claim along with supporting documents as per the guidelines and also the details of bank account in this regard. It may be noted that, a claim of a farmer is the statement which express the right to get eligible assistance under the scheme. By making a claim for financial assistance, farmer is vouching that he/she is eligible for assistance and the claim is true in all sense.

The claim and supporting documents submitted by each farmer shall be verified by the concerned Assistant Agricultural Officer/Agricultural Assistant and handed over to Assistant Agricultural Officer or senior most Agricultural Assistant along with a brief statement after getting the approval of the Agricultural Officer/Agricultural Field Officer. The Assistant Agricultural Officer or senior most Agricultural Assistant shall verify the documents and prepare the claim statement in triplicate and submit two copies of the claim statement along with supporting documents in original to the concerned Assistant Director of Agriculture after authentication by Agricultural Officer/Agricultural Field Officer. The Assistant Agricultural Officer or senior most Agricultural Assistant shall also enter the details of claim statement in a register set apart for this purpose.

On receipt of the claim statements along with supporting documents in original with respect to a particular scheme, the Assistant Director of Agriculture at block level shall scrutinize the same thoroughly and if found correct, shall draw the assistance/subsidy from treasury based on the claim and a proceedings issued by the Assistant Director of Agriculture for this purpose. The amount thus drawn under each scheme is credited to the bank account of the beneficiaries.

7.9. Monitoring of scheme implementation

The implementing officers viz; Agricultural Officers in Krishi Bhavans/ Farm Officers /Assistant Executive Engineer/Assistant Soil Chemists/ Chemist/ Deputy Director of Agriculture, RATTC will report the monthly progress of each scheme (including physical and financial) and other reports to the concerned Assistant Director of Agriculture/Principal Agricultural Officer in the prescribed proforma for this purpose.

The Assistant Directors of Agriculture at block level will submit the consolidated monthly progress report in the prescribed proforma and other monthly reports to the Principal Agricultural Officer on or before 3rd of every month. The Assistant Directors of Agriculture at block level, can utilize the service of one or two Agricultural Officers under their control on rotation basis for the preparation of progress reports in time.

At district level, the Deputy Directors of Agriculture will finalize the monthly progress report of each scheme vested with them with the assistance of Assistant Principal Agricultural Officer (APAO)/Technical Assistant (TA) and submit to the concerned Additional Director of Agriculture with the approval of Principal Agricultural Officer in prescribed proforma on or before 5th of each month. Simultaneously, the Assistant Principal Agricultural Officer shall submit the monthly plan progress report (financial) of all schemes including non-plan schemes to the Director of Agriculture with the approval of Principal Agricultural Officer on or before 5th of each month via e -mail. The Assistant Principal Agricultural Officers who are the Nodal Officers at district level will also upload the progress of all schemes regularly in PLANSPEACE. The APAO/TA shall be responsible for arranging the submission of all reports to Director of Agriculture on behalf of concerned Principal Agricultural Officer.

At state level, the monthly progress reports of each scheme (in prescribed proforma) received from the Principal Agricultural Officers by the Additional Directors of Agriculture will be consolidated by respective Assistant Director of Agriculture/Technical Assistant of the implementing section. The same will be submitted to the Additional Director of Agriculture and Joint Director of Agriculture concerned with a copy to planning wing before 7th of every month. If components of a particular scheme are monitored by different implementing sections, the section responsible for preparing progress report will collect the details from other sections also and prepare the consolidated progress report of that particular scheme. All Additional Directors of Agriculture/ Joint Directors of Agriculture in HQ should ensure that monthly progress reports of each scheme is prepared regularly.

At directorate level, SW section under planning wing will consolidate the state level Monthly plan progress report (financial) of all schemes including non-plan schemes after collecting the details from Principal Agricultural Officers and other Officers under the direct control of Director of Agriculture. With the approval of Director of Agriculture, the same should be submitted to Government. The SW section in planning wing will also upload the details of schemes/update the progress of schemes regularly in PLANSPACE.

Since the Government is monitoring the plan schemes through PLANSPACE, all Additional Directors of Agriculture and Joint Directors of Agriculture in HQ shall also monitor the progress of plan schemes through PLANSPACE. The designated officers from the implementing wings in the directorate shall also monitor each scheme vested with them in PLANSPACE and deficiencies with respect to details of scheme if any may be brought to the notice of planning wing,

Note: - The list of reports to be prepared and submitted by the Officers at various levels are shown in the CHAPTER – “Reporting System” of this manual.

Chapter VIII

REPORTING SYSTEM

A report is a document that presents information in an organized format for a specific group and purpose. The department requires an effective and timely reporting system for its smooth and efficient functioning. The major reports to be submitted at various levels are detailed below;

8.1. List of reports due from Krishi Bhavans/ Office of the Assistant Director of Agriculture

- i. Monthly statement of expenditure
- ii. Monthly statement of receipts
- iii. Monthly report on establishment return
- iv. Monthly reconciled expenditure statement
- v. Monthly agriculture/crop situation report
- vi. Monthly report on soil sample collection.
- vii. Report on Agro clinics
- viii. Monthly report on stock position of fertilizers
- ix. Monthly report on stock position of PPCs
- x. Monthly report on seednut collection
- xi. Monthly progress report of state and central schemes including non-plan departmental schemes including state and central (Scheme wise).The format is shown below;

PROGRESS REPORT OF THE SCHEME FOR THE MONTH OF20....

(To be submitted to concerned Assistant Director of Agriculture)

Name of Scheme :

Financial Year :

Head of Account :

Sl. No.	Name of components & sub components	Physical (Kg/Nos./Ha)		Financial (Rs. in lakh)		No of beneficiaries						Remarks
		Tar	Ach.	Tar	Ach.	Male	Female	Total	SC/ST	General	Total	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

Note: - i) Report must be submitted separately for each scheme
ii) In the proforma, the figure in col No.9 and 12 will be same

- xii. Monthly progress reports of LSGD schemes
- xiii. Crop - weather watch report
- xiv. Report on subscription of Kerala Karshakan
- xv. Monthly report on quality control enforcement
- xvi. Report on Kissan Credit Card (KCC)
- xvii. First Information Report (FIR) on crop loss due to natural calamity
- xviii. Report on the meetings of Karshika vikasana samithi

Note: In addition to above reports, reports on specific subject need to be submitted on request from higher authorities.

Based on the above reports, the Assistant Director of Agriculture concerned shall prepare the block wise details and submit to the Principal Agricultural Officer during monthly meeting or before 3rd of every month.

8.2. List of reports due from departmental Farms

- i. Monthly statement of expenditure
- ii. Monthly statement of receipts
- iii. Monthly report on establishment return
- iv. Monthly reconciled expenditure statement
- v. Monthly Progress report of farms
- vi. Monthly progress reports of plan/ nonplan departmental schemes

including state and central schemes (Scheme wise/component wise/sub component wise)

- vii. Monthly progress reports of LSGD schemes (if applicable)
- viii. Report showing the production & availability of planting materials

Note: In addition to above reports, reports on specific subject need to be submitted on request from the higher authorities.

8.3. List of reports due from institutions/offices directly reporting to Director of Agriculture

- i. Monthly plan progress report (Financial) in Proforma- I. The format is shown below;

Proforma- I

PLAN PROGRESS REPORT (FINANCIAL) FOR THE MONTH OF20....

(To be submitted on or before 5th of every month)

Sl. No	Name of Scheme with head of Account & components	Amount allotted/received	Financial Achievement (Rs. in lakh)			Remarks
			Up to previous	During the month	Pro. Total	
(1)	(2)	(3)	(4)	(5)	(6)	(7)

- ii. Monthly plan progress reports of state and central schemes (Scheme wise).

The report includes details of components/sub components - to be submitted to concerned Additional Director of Agriculture on or before 5th of every month. The format is shown below;

PROGRESS REPORT OF THE SCHEME FOR THE MONTH OF20....

(To be submitted to concerned Additional Director of Agriculture)

Name of Scheme :

Financial Year :

Head of Account :

Sl. No.	Name of components & sub components	Physical (Kg/Nos./Ha)		Financial (Rs. in lakh)		No of beneficiaries						Remarks
		Tar	Ach.	Tar	Ach.	Male	Female	Total	SC /ST	General	Total	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

Note: - i) Report must be submitted separately for each scheme

ii) In the proforma, the figure in col No.9 and 12 will be same

iii. Monthly statement of receipts

iv. Monthly report on establishment return

v. Monthly reconciled expenditure statement (both plan and non-plan)

vi. Crop - weather watch report by the Principal Agricultural Officers

vii. Monthly progress report of Laboratories/institutions

Note: In addition to above reports, reports on specific subject need to be submitted on request from the higher authorities.

8.4. Yearly reports to Director of Agriculture by Officers directly reporting to Director of Agriculture.

- i. Confidential report
- ii. Report on budget estimate
- iii. Landed property statement.
- iv. Completion Report of State plan Schemes
- v. Completion Report of Central Sector schemes along with utilization certificate
- vi. Annual Stock verification statement.
- vii. Annual Administration Report.

The Annual Administration Report of the Department for the preceding financial year is due to Government by the 1st of July of each year. All Principal Agricultural Officers and heads of offices under the direct control of Director

of Agriculture should submit the details for the preparation of annual administration report. In addition, all sections in Directorate of Agriculture Development and Farmers' Welfare should also give the details on request not later than 25th of April each year. Every officer-in-charge of an institution/office shall prepare the annual report together with necessary tabulated statements for submission to his/her controlling officer. The report should be a brief record of all the salient features of work/activities and achievements during the year from 1st April to 31st March. While it should be short and precise, it should also be complete and correct in all respects, if it should serve any useful purpose.

viii. Annual Report on Right to Information Act

An annual report is prescribed under section 25 of the Right to Information Act. The Information Commissions, after the end of each year, are required to prepare reports on the implementation of the provisions of the Act during that year. Each Department is required, in relation to the public authorities within its jurisdiction, to collect and provide information to the concerned Information Commission for preparation of the report. The report of the Commission, inter-alia, contains following information in respect of the year to which the report relates: (a) the number of requests made to each public authority; (b) the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of the Act under which these decisions were made and the number of times such provisions were invoked; (c) particulars of any disciplinary action taken against any officer in respect of the administration of the Act; (d) the amount of charges collected by each public authority under the Act; and (e) any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of the Act. The format of annual report is shown below;

PROFORMA FOR ANNUAL REPORT ON RIGHT TO INFORMATION ACT

(Form -1)

SUO MOTO DISCLOSURE UNDER SECTION 4 (1) (b)

REPORTING YEAR:

Sl.No.	Department	No. of Public Authorities	No. of Public Authorities which published the 17 Manuals under Section 4(1)(b)	No. of Public Authorities which updated the 17 Manuals during the year	No. of Public Authorities which displayed the 17 Manuals online
(1)	(2)	(3)	(4)	(5)	(6)

(Form -2)

DESIGNATION OF PUBLIC INFORMATION OFFICERS/APPELLATE AUTHORITIES

REPORTING YEAR:

Sl.No.	Department	No. of Public Authorities	No. of Public Information Officers designated	No. of Assistant Public Information Officers designated	No. of Appellate Authorities designated
(1)	(2)	(3)	(4)	(5)	(6)

(Form -3)

DISPOSAL OF INFORMATION REQUESTS BY PUBLIC INFORMATION OFFICERS

REPORTING YEAR:

Name of Department	No. of requests pending at the end of last year	No. of requests received during the year	Total number of requests	No. of requests disposed	No. of Requests rejected	No. of requests deemed to be refused under section 7(2)	% of cases Access to information Denied
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(Form -4)

INFORMATION REQUESTS REJECTED BY PUBLIC INFORMATION OFFICERS

REPORTING YEAR:

Name of Department	No. of requests Rejected	No. of requests Rejected under section 8	No. of requests Rejected under section 9	No. of requests Rejected under section 11	No. of requests Rejected under section 24	No. of requests Rejected under other sections
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(Form -5)

DISPOSAL OF FIRST APPEALS BY DESIGNATED APPELLATE AUTHORITIES

REPORTING YEAR:

Name of Department	No. of first appeals pending with Appellate authorities on 1.4.2018	No. of first appeals preferred during the year	Total no. of first appeals with Appellate Authorities (2+3)	No. of first Appeals disposed	No. of first appeals rejected	% of first appeals rejected	No. of first appeals pending for more than 45 days
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(Form -6)

PENALTIES IMPOSED AND COLLECTED

REPORTING YEAR:

Name of Department	Penalties imposed in previous year, pending for collection	Details of penalties imposed by Information Commission under Section 20(1)	Total	Details of penalties collected
(1)	(2)	(3)	(6)	(7)

(Form -7)

**DISCIPLINARY ACTION TAKEN AGAINST OFFICERS IN RESPECT OF ADMINISTRATION
OF RTI ACT**

REPORTING YEAR:

Name of Department	Details of disciplinary action recommended by Information Commission under Section 20 (2)	Details of disciplinary action taken based on recommendation of Information Commission	Other disciplinary actions taken (other than those recommended by Information Commission)
(1)	(2)	(5)	(6)

(Form -8)

SUMMARY COST, FEES AND CHARGES COLLECTED BY PUBLIC AUTHORITIES

REPORTING YEAR:

Name of Department	Cost collected : Section 4 (4)	Fee collected : Section 6(1)	Fee collected : Section 7(1)	Fee collected : Section 7(5)	Other charges collected (Specify)	Total Collection
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Chapter IX

INSPECTION AND MONITORING

9.1. Introduction

To inspect is to carry out an official/formal examination. The senior officers sometimes order surprise inspections to find out what is really going on/what really happened in the offices under their control. The inspecting officers at various levels in Agriculture Development and Farmers' Welfare Department are detailed below;

9.2. At State level

9.2.1. Director of Agriculture

The Director of Agriculture is the administrative and technical head of Agriculture Development and Farmers' Welfare Department. As part of scheme monitoring, the Director of Agriculture shall conduct tours in connection with inspection in any of the offices in the state under the control and conduct field verification of various schemes/agricultural activities in the districts. The Director of Agriculture can conduct inspections in any offices under his/her control.

The Director of Agriculture can initiate and take disciplinary action against all officers including and up to the cadre of Agricultural Officers on proper grounds after observing required procedure. Also, the Director of Agriculture can initiate and recommend to Government disciplinary action against all officers above the cadre of Agricultural Officers working under his/her control on proper grounds and after observing required procedure.

9.2.2. Additional Directors of Agriculture/Joint Directors of Agriculture at state HQ

All Additional Directors of Agriculture/Joint Directors of Agriculture at HQ have state level jurisdiction and are responsible for conducting tours throughout the

state in connection with supervision and monitoring of schemes vested with them and office administration. As part of supervision and monitoring of scheme implementation, they are responsible for conducting field inspections/meetings in all the districts. They can also conduct inspections in any offices under the control of Director of Agriculture.

Since the Additional Directors of Agriculture/Joint Directors of Agriculture at HQ are also designated as Nodal Officers for one or more districts, they are also authorized to look after all the agricultural schemes/activities and other administrative issues in their nodal districts. As part of this also, they shall conduct tours for attending meetings/field inspections/office inspections in addition to the normal duties and responsibilities vested with them. The details of Nodal Officers are shown below;

Sl.No.	Designated Nodal Officer	Name of district
1	Additional Director of Agriculture (Plg.)	Alappuzha & Kottayam
2	Additional Director of Agriculture (Farms)	Pathanamthitta & Thrissur
3	Additional Director of Agriculture (CP)	Kollam & Ernakulam
4	Additional Director of Agriculture (Extn.)	Idukki & Kozhikode
5.	Additional Director of Agriculture (Mktg.)	Thiruvananthapuram
6	Joint Director of Agriculture (Farms)	Kannur
7	Joint Director of Agriculture (AR & T)	Palakkad
8	Joint Director of Agriculture (P P)	Kasaragod
9	Joint Director of Agriculture (VC)	Wayanad
10	Joint Director of Agriculture (WM)	Malappuram

9.2.3. Senior Administrative Officer

The Senior Administrative Officer has state level jurisdiction and is responsible to conduct tours for inspections in any of the offices under the control of Director of Agriculture as part of O & M inspection and the administrative matters.

9.2.4. Senior Finance Officer

The Senior Finance Officer has state level jurisdiction and is responsible for conducting tours for inspections in any of the offices under the control of Director of Agriculture throughout the state as part of audit enquiry and financial matters.

9.2.5. State Agricultural Engineer

The State Agricultural Engineer has state level jurisdiction and can conduct tours for inspections in any of the offices under the control of Director of Agriculture and field verifications in connection with the infrastructure works under various schemes and implementation of mechanization programmes and as part of administrative matters.

9.2.6. Vigilance Officers in Special vigilance Cell (SVC)

The Vigilance Officer (Agri.) and Vigilance Officer (Fin.) in Special vigilance Cell (SVC) is responsible for field verification and conducting tours for inspections in any of the offices under the control of Director of Agriculture as part of vigilance enquiry, surprise inspections and related matters.

9.2.7. Principal Information Officer

The Principal Information Officer is the administrative and technical head of FIB and also two regional offices under the control and provides information support to accelerate agricultural extension and promotion of various developmental activities of the Agriculture Development and Farmers' Welfare, Animal Husbandry and Dairy Development departments. Since the Principal Information Officer has state level jurisdiction, he/she can conduct inspections in connection with the implementation and monitoring of various schemes/activities of FIB throughout the state and also in connection with the propaganda works of various schemes/activities/events of the departments. The Principal Information Officer can also conduct inspections in connection with the implementation and monitoring of various schemes/activities of regional offices of FIB.

The Principal Information Officer can initiate and take disciplinary action against all non gazetted officers under control on proper grounds after observing

required procedure. The Principal Information Officer can also initiate and recommend to Director of Agriculture, disciplinary action against all officers including and above the cadre of Agricultural Officers working under the control on proper grounds and after observing required procedure.

9.2.8. Project Director, Kerala Centre for Pest Management, Mancompu, Alappuzha

The Project Director, Kerala Centre for Pest Management has state level jurisdiction and can conduct tours in connection with the pest/disease surveillance for helping farmers with timely intervention during pest/disease incidence, for co-ordinating the crop health management programmes of the department, for coordinating pest and disease surveillance in paddy fields by adopting scientific techniques, fixed plot survey, rapid rowing survey, etc.

9.2.9. Deputy Director of Agriculture (Media Liaison), FIB

The Deputy Director of Agriculture, FIB has state level jurisdiction and can conduct inspections in the regional offices of FIB in connection with office administration and monitoring of schemes/activities and also in connection with the propaganda works/coverage of various schemes/activities/programmes of the departments.

9.2.10. Chief Soil Chemist

The Chief Soil Chemist has state level jurisdiction and can conduct inspections in any of the DSTL/MSTL in connection with the implementation and monitoring of soil testing activities and matters in connection with office administration.

9.3. At District level

9.3.1. Principal Agricultural Officer

The Principal Agricultural Officer is the administrative and technical head of all offices under the control in the respective district. He/ She has the jurisdiction over the district and is responsible for conducting field verification/inspection in any of the offices under his/her control in the district as part of smooth

implementation/monitoring of the schemes/programmes. He/she is also responsible for conducting tours for inspection/enquiry at any of the offices under the control as part of administrative as well as technical issues.

The Principal Agricultural Officer can initiate and take disciplinary action against all non gazetted officers under control on proper grounds after observing required procedure. The Principal Agricultural Officer can also initiate and recommend to Director of Agriculture, disciplinary action against all officers including and above the cadre of Agricultural Officers working under his/her control on proper grounds and after observing required procedure.

9.3.2. Project Director, ATMA

The Project Director, ATMA has the jurisdiction over the district and is responsible for conducting field verifications/inspections in KBs /O/o the Assistant Director of Agriculture as part of smooth implementation/monitoring of extension related activities/schemes which are being implemented and monitored by ATMA.

9.3.3. Deputy Directors of Agriculture at district HQ.

The Deputy Directors of Agriculture at HQ has the jurisdiction over the district and are responsible for conducting tour for field verification/inspection in any of the offices in their respective districts as part of smooth implementation, supervision and monitoring of the schemes/programmes vested with them and also as part of office administration. Since the Deputy Directors of Agriculture at HQ are also designated as Nodal Officers for one or more blocks also, they are authorized to look after all the agricultural schemes/activities and other administrative issues in Krishi Bhavans/Offices in their nodal blocks through conducting meetings/office inspections/ field verifications in addition to the normal duties and responsibilities vested with them.

9.3.4. Deputy Project Director, ATMA in the cadre of Deputy Director

The Deputy Project Director, ATMA in the cadre of Deputy Director has the jurisdiction over the district and can conduct inspections in Krishi Bhavans/ O/o

Assistant Director of Agriculture, etc., and field verifications in their respective districts as part of smooth implementation/monitoring of extension related activities/schemes which are implemented and monitored by Project Director, ATMA.

9.3.5. Assistant Directors of Agriculture (Mktg.)

The Assistant Director of Agriculture (Mktg.) at district HQ has the jurisdiction over the district and is responsible for conducting tours for field verifications/inspections in Krishi Bhavans as part of smooth implementation, supervision and monitoring of the schemes/programmes vested with them in their respective district.

9.4. Other Officers

9.4.1. Assistant Directors of Agriculture in blocks

The Assistant Directors of Agriculture in blocks are responsible for conducting field verification/inspection in all Krishi Bhavans under their control as part of smooth implementation, supervision and monitoring of the schemes/programmes and office administration.

9.4.2. Executive Engineer (Agri.)

The Executive Engineer (Agri.) Alappuzha and Kozhikode are responsible for conducting inspections in all the O/o Assistant Executive Engineer (Agri.) under their jurisdiction and also other offices in connection with the field verification of infrastructure works under various schemes and implementation of mechanization programmes.

9.4.3. Senior Agricultural Officer/Assistant Director of Agriculture in Regional offices of FIB

The Senior Agricultural Officer in Regional office of FIB at Ernakulam has jurisdiction over Alappuzha, Kottayam, Idukki, Ernakulam and Thrissur districts and the Assistant Director of Agriculture in Regional office of FIB at Kozhikode has jurisdiction over Palakkad, Malappuram, Kozhikode, Wayanad, Kannur and Kasaragod. They are responsible for conducting tours in their respective districts as

part of smooth implementation of the propaganda works of various schemes/activities of the departments, circulation of Kerala Karshakan magazine, etc. and also in connection with the coverage of various programmes/activities of the departments.

9.4.4. Assistant Directors of Agriculture (QC)

The post of Assistant Director of Agriculture (QC) is available in 4 districts and are responsible for fertilizer/pesticide/seed depot inspections and quality control enforcement in their jurisdiction. They are attached to Principal Agriculture Office, Thiruvananthapuram, Alappuzha, Thrissur and Kozhikode and are under the control of respective Principal Agricultural Officer.

The jurisdiction of each Assistant Director of Agriculture (QC) is as shown below.

Designation	Jurisdiction (districts)
Assistant Director of Agriculture (QC), Thiruvananthapuram	Thiruvananthapuram, Kollam, Pathanamthitta & Kottayam
Assistant Director of Agriculture (QC), Alappuzha	Alappuzha, Ernakulam & Idukki
Assistant Director of Agriculture (QC), Thrissur	Thrissur, Palakkad & Malappuram
Assistant Director of Agriculture (QC), Kozhikode	Kozhikode, Wayanad, Kannur & Kasaragod

As per the orders/direction of Director of Agriculture/Government, all the officers mentioned above are bound to conduct office inspection/ enquiry/field verification/surprise inspections and submit report in addition to the inspection/ enquiry/field verification as part of their routine duties and responsibilities.

It may also be noted that, in order to conduct/attend the official meetings, field/office visits/ inspections, etc. within their jurisdiction, all the officers mentioned above need to submit advance tour programme in prescribed proforma and get

approved by competent authority before leaving the HQ whereas they require proper orders from competent authority before moving outside their jurisdiction for any official purposes. All other officers need to obtain orders/sanction from competent authority before leaving the HQ/moving outside the jurisdiction for attending official meetings, trainings, field visits, etc.

9.5. Review Meetings

The very purpose of review meeting is to understand the present status of schemes under implementation, sort out the problems if any, status of spill over schemes, issues related to office administration, etc. The review meetings also help to identify and prioritize the best initiatives that will keep the department moving forward at the highest velocity toward their goals.

It may be noted that substitutes are allowed for the review meetings without the prior permission of the Officer who is convening the review meetings. Apart from regular review meetings, the Director of Agriculture/ Additional Director of Agriculture/State Agricultural Engineer/ Principal Agricultural Officer/ other Officers mentioned above shall conduct conferences/meetings to discuss specific issues/schemes/programmes if need arises.

9.5.1. At State level

The Director of Agriculture shall convene the monthly review meetings of Principal Agricultural Officers and the Officers under the direct control of Director of Agriculture to assess/monitor the progress of scheme/programme implementation, collection reports, to convey the deliberations/directives from higher-ups, to discuss any issues related to office administration, etc. The Director of Agriculture shall also conduct the meetings of all Officers including and above the cadre of Assistant Director of Agriculture on regional basis.

The Additional Directors of Agriculture/Senior Administrative Officer/Senior Finance Officer/State Agricultural Engineer shall convene the review meetings of

concerned Deputy Directors of Agriculture/Administrative Assistants/Accounts Officers/Executive Engineer (Agri.) and Assistant Executive Engineer (Agri.) as the case may be at directorate level with the permission of Director of Agriculture.

The establishment of Video Conferencing facility for the department connecting Directorate of Agriculture Development and Farmers' Welfare, 14 district level Principal Agricultural Offices, O/o Agriculture Production Commissioner, O/o Secretary to Government (Agriculture) and office of the Hon'ble Minister for Agriculture has enabled to conduct urgent meetings on video conferencing mode.

9.5.2. At district level

Every month, the Principal Agricultural Officers shall convene the review meeting of block level Assistant Director of Agriculture, Deputy Director of Agriculture, RATTC, Assistant Soil Chemists, and Assistant Executive Engineer (Agri.) on or before 3rd of every month to assess/monitor the progress of scheme implementation, collection of progress reports, to convey the deliberations/directives from higher-ups, to discuss any issues related to office administration, etc. All the Deputy Directors of Agriculture at HQ, APAO, TA, Assistant Director of Agriculture (Mktg,) and Assistant Director of Agriculture (QC) must invariably attend the review meetings. Likewise a review meeting of Farm Officers shall also be convened every month. The Deputy Director of Agriculture (YP), APAO, Assistant Executive Engineer (Agri.) and TA must invariably attend the review meetings of Farm Officers.

As part of monitoring the progress of schemes and to convey general deliberations/directives from higher-ups, the Principal Agricultural Officers shall conduct monthly meeting of all officers including and above the rank of Agricultural Officer every month.

9.5.3. At block level

The Assistant Director of Agriculture shall convene the review meeting of Agricultural Officers under the control probably on 1st of every month to

assess/monitor the progress of scheme implementation, collection and consolidation of progress reports, to discuss any issues related to office administration, etc. The Assistant Director of Agriculture can utilize the service of one or two Agricultural Officers under the control on rotation basis for the consolidation of progress reports every month. Likewise a meeting cum training of all Agricultural Assistants/Assistant Agricultural Officers under the control shall also be convened by the block level Assistant Director of Agriculture every month.

9.5.4. At Krishi Bhavan level

The Agricultural Officers shall conduct the review meetings of all Agricultural Assistants/Assistant Agricultural Officers under their control at least once in a month/as and when required.

9.5.5. The Executive Engineer (Agri.) Alappuzha and Kozhikode shall conduct the review meetings of Assistant Executive Engineers (Agri.) under their control.

9.5.6. Chief Soil Chemist shall conduct the review meetings of Assistant Soil Chemists in DSTLs and MSTLs.

9.6. Monitoring and Evaluation (M&E)

In the department, there is a monitoring and evaluation (M& E) section under the supervision of Additional Director of Agriculture (Planning), including Deputy Director (Statistics), Assistant Director of Agriculture (M& E), etc. mainly for the evaluation of the major schemes implemented.

Chapter X

SEED PRODUCTION PROTOCOL

10.1. Registered Paddy Seed production

In Kerala, there is an increase in demand for quality paddy seed due to the higher targeted Seed Replacement Ratio (SRR) and demand from farmers. To meet the high demand, quality paddy seeds are produced in farmers' fields under the strict supervision of the Agricultural Officers in addition to the production of quality paddy seeds in State Seed Farms.

For this, foundation seed required for multiplication will be distributed to the selected farmers/padasekhara samithy by Kerala State Seed Development Authority (KSSDA) which is the nodal agency for procurement and marketing of the seed thus produced. Individual farmers up to 2 hectares can register for seed production. If the area exceeds 2 ha, registration may be permitted only in favour of the concerned Padasekhara Samithy.

The Padasekhara samithy/ individual farmer should register as a 'Registered Grower' by remitting Rs.25/- under the head of account "0401-800-84-other services and services fees" by way of treasury chalan. Application for registration in the prescribed form along with the treasury challan should be submitted to the State Seed Certification Agency i.e.; the Additional Director of Agriculture (CP), Directorate of Agricultural Development and Farmers' Welfare, Vikas Bhavan, Thiruvananthapuram, 695033.

The padasekhara samithy/individual farmer need to take membership with the KSSDA remitting a fee of Rs.2010/- and Rs.510/- respectively and should execute an agreement with KSSDA. The KSSDA will arrange to conduct necessary trainings to the padasekhara smithies and Officers. The training schedule should be chalked out by the KSSDA in consultation with the Principal Agricultural Officers.

The Agricultural Officer of the concerned Krishi Bhavan should ensure that the registered growers adopt all the scientific cultivation practices, in the area selected for paddy seed production. The Assistant Director of Agriculture at block level is designated as Seed Inspector and should conduct three field inspections in the prescribed format at particular time intervals as detailed below.

Variety	First Inspection	Second Inspection	Third Inspection
Short duration	Within 60 DAS	Within 85 DAS	Within 100 DAS
Medium duration	Within 80 DAS	Within 100 DAS	Within 125 DAS
Long duration	Within 90 DAS	Within 125 DAS	Within 150 DAS
DAS – Days After Sowing			

The required details and the Field Inspection Reports should be sent to the Additional Director of Agriculture (CP) within 10 days of inspection.

The Agricultural Officer should ensure that proper drying and precleaning of harvested paddy is done before the drawal of seed samples by the Assistant Director of Agriculture. As envisaged in the Seed Act (1966), the Seed Inspector, (the Assistant Director of Agriculture) should inspect and draw samples of seed lot produced by the registered seed growers.

On receipt of the sample, the Seed Analyst will conduct the analysis of seed samples and furnish the test results. On receipt of test results of seed samples, the seed inspector should furnish the same along with the duly filled proforma for this purpose to the Additional Director of Agriculture (CP). On receipt of all the required details, the Additional Director of Agriculture (CP) will issue the “certification tag” within 10 days of receipt of the requisition from the seed inspector. The Certificate of Registration will be communicated to the concerned Seed Inspector, Principal Agricultural Officer of the district and KSSDA.

Immediately after the receipt of certification tag, KSSDA will make arrangement for the processing, packing and lifting of the certified seed with necessary

labelling. The KSSDA, in consultation with the concerned Principal Agricultural Officer will see that the certified seed produced in the district will be distributed to meet the demand of that particular district and the balance quantity will be transported to the godown/ware house.

Since the quality of the FS II seeds produced in the State Seed Farms decide the quality of certified seed produced by registered seed growers, utmost care should be taken in the production of foundation seeds. Since seed is declared as a commodity under the Essential Commodities Act, the seed produced and distributed should possess the assured quality for which the above guidelines should compulsorily be adhered to. Hence the above guide lines are applicable to paddy seed production in departmental seed farms also.

10.2. Procurement/production of coconut seed nuts

The department is procuring quality WCT/dwarf seed nuts and producing hybrid seed nuts for raising quality coconut seedlings in departmental coconut nurseries/farms. For this, WCT seed nuts are procured from the farmers' fields of Kozhikode, Thrissur and Kannur districts and also from Seed Garden Complex (SGC), Munderi whereas hybrid seed nuts are produced and procured from farmers' fields of Thrissur, Malappuram and Kannur districts and from SGC, Munderi. MYD variety of coconut is procured from SGC, Munderi, Malappuram.

10.2.1. Procurement of WCT/Dwarf coconut seed nuts

The procedure to be followed for the procurement of quality WCT/dwarf coconut seed nuts are summarized as follows;

10.2.1.1. Selection of mother palms.

Coconut gardens having palms with the record of consistently high yield and containing high proportion of heavy bearers and situated under average conditions without heavy manuring or irrigation and free from pests and diseases are to be selected. The willingness of the garden owners must be obtained. The selection of

mother palms and procurement of seed nuts are as per the guidelines given in the Manual for Coconut Nurseries in Kerala/Package of Practices of Kerala Agricultural University.

10.2.1.2. Numbering of gardens and palms.

The Agricultural Assistants engaged in the selection of mother palms will first inspect all the trees in a selected garden. The trees are identified and marked. Then the mother palms so identified in each garden are given a circular band with yellow paint (5 cm width) around the tree at a height of about 1.5 M above the ground level so that the mother palms can be located from any part of the garden. The serial numbers of the trees and the garden numbers are to be written with red paint on a yellow circular background with a diameter of 15 cm on the band. As far as possible the numbering is done in the side facing the entrance of the garden. Tree numbers are written on the top and garden number below.

Eg:- $\frac{\text{Tr No.}}{\text{G.No}}$

For banding and numbering, semi-skilled labourers are employed. The Agricultural Assistants make sure that the painting of band around the palms and numbering are done neatly and legibly by these labourers.

On completion of the above work, the details are recorded in a mother palm register on the same day itself by the Agricultural Assistant. All the information required about the garden are entered in the mother palm register and entries attested by him. The Agricultural Officer in charge of the region inspects all the mother palms selected by the Agricultural Assistant and any undesirable tree selected as mother palm is rejected. The rejected tree number is rounded with red ink in the mother palm register.

It should be borne in mind that only a reasonable percentage of rejection is allowable and if too much of rejection in the selected palms are noticed, the concerned official will be held personally responsible for it.

Marking of the mother palms starts from 1st November and is completed before 31st December every year. Before marking the mother palms in a selected garden, the consent of the owners is obtained in writing for supplying seed nuts as per the conditions specified and the price fixed by the Department.

10.2.1.3. Harvesting of seed nuts.

Harvest of seed nuts starts from the 1st week of January and is completed before 31st May. During this period 2 –3 rounds of harvest is taken so as to obtain 10 nuts in the first round and 10-15 nuts in the second and third rounds. Single fully ripe bunch is harvested at a time. Before the harvest, it must be ensured that the nuts are fully matured and the husks are not dried up. The seed nuts selected should be above 11 months old and it should be ensured that all bunches are carefully lowered using rope.

The Agricultural Assistants prepare the abstract of the relevant gardens allotted to them in the field note book from the mother palm register. While conducting harvest the particulars of harvest of each mother palm are recorded in this note book then and there. This notebook is produced at the time of inspection by the Agricultural Officer during harvest.

After daily harvest, the Agricultural Assistants physically verify the total number of nuts recorded in the field note book. This must tally in all the cases. The Agricultural Assistants post their entries in the mother palm register maintained in the office on the same day itself. Under no circumstances, this should be postponed. Over writing or erasing is to be avoided both in the field note book and in the mother palm register.

10.2.1.4. Selection of seed nuts

Only fully matured, medium sized, husked nut weighing not less than about 600g and spherical or oblong in size and shape are selected so as to ensure selection of good quality seed nuts. Undersized and oversized nuts are rejected by the Agricultural Assistants at the time of inspection of harvest and also while loading the seed nuts in lorry for despatch.

Selection of nuts is done by engaging skilled labourers. But the selection is done only in the presence of the Agricultural Assistants who are directly responsible for the quality of the nuts selected.

10.2.1.5. Sealing of seed nuts

The nuts are sealed using sealing hammers on the entire segment at the distal end soon after selection. The seed nuts without sealing are rejected and returned to the procurement centres.

Sealing hammers with distinguishing marks are provided to each Agricultural Assistant and they are responsible for safe custody. If the seed nuts are to be rejected, the sealing is cancelled by sealing cross wise over the seal already marked.

10.2.1.6. Supervision

The Agricultural Officers and Agricultural Assistants in charge of the programme are responsible for selection of mother palms. They supervise all activities connected with the selection and procurement of nuts, transportation etc. All the palms selected under the programme are inspected by both Agricultural Assistants and Agricultural Officers. The Assistant Director of Agriculture in charge of the procurement programme closely monitors the implementation of the programme. The Deputy Director of Agriculture (YP) and the Principal Agricultural Officer monitor the programme at district level and the Additional Director of Agriculture (Farms) at state level.

10.2.2. Hybrid Coconut Seed nuts Production

The hybrid coconut seed nuts are produced by inter-varietal crosses between tall and dwarf forms of coconut palms. Hybrid coconut seed nuts are produced by controlled pollination using tall and dwarf varieties of palms as parents. In case of TxD hybrid, the tall variety is the female parent and the dwarf variety is the male parent. In case of D xT hybrids, the dwarf variety is the female parent and the tall variety is the male parent. The hybrids have shorter pre-bearing period and high bearing capacity. They start bearing from the 4th year of planting, have high annual

yield of about 90-110 nuts per palm and produce good quality copra with an oil content of about 65-69%.

Under the department, the hybridization work for TxD/ DxT seed nut production is carried out in four districts viz., Thrissur, Malappuram, Kannur and Kasaragod under supervision of the seed procurement unit /farms.

10.2.2.1. Techniques of hybrid seednut production

In tall variety palms, the female phase usually begins 22 days after the spathe has opened and lasts for 4-6 days whereas the male phase extends for 16-22 days. There is a gap of 2-3 days between male and female phases in these varieties. However, in dwarf varieties, the male and female phases overlap, resulting in self-pollination.

The selection of mother palms for hybridization and production of hybrid seed nuts is done as per the guidelines/ recommendations in the Manual for Coconut Nurseries in Kerala/ Package of Practices, Kerala Agricultural University.

All the palms selected are periodically inspected by both Agricultural Officers and Agricultural Assistants. The Assistant Director of Agriculture/Senior Agricultural Officer in charge of the procurement programme closely supervises and inspects the palms selected and rejections are made if required. The Deputy Director of Agriculture (YP) is in charge of the scheme at district level and the Principal Agricultural Officers of the district inspect the palms/garden selected for hybridization.

10.2.2.2. Major equipments required

- i. Pollination Bag: To protect the receptive female flowers from pollinating agents, cotton cloth bags of 75 cm x 50 cm size, having a transparent plastic window (to view the receptive stage of female flowers) are used as pollination bags.
- ii. Desiccator: Pollen is usually stored in a desiccator with fused calcium chloride as desiccant. The pollen is collected in small vials, plugged with non-absorbent cotton and kept in desiccator.

- iii. Applicator for spraying pollen grains: When the rubber bulb is pressed, the pollen applicator pumps air into the squeeze bottle and the pollen-chalk mixture inside the bottle is released as a cloud, into the pollination bag.

10.2.2.3. Collection of pollens

Male flowers are collected from the male parental palms before opening of individual male flowers, usually 2-4 days after the opening of inflorescence. These mature male flowers are placed in between two sheets of newspaper and slightly crushed using a wooden rolling pin to separate the perianth parts. The crushed male flowers are dried in shade for 1-2 days. On completion of drying, the pollen is collected by sieving the dried male flowers using a sieve with mesh size of 0.2 mm. Pollen is preserved in desiccator to maintain its viability.

10.2.2.4. Emasculation and Bagging

Emasculation is usually done by cutting the spikelet 5 cm above the female flowers using a secateurs / knife. The male flowers seen in between or near the female flowers are removed by hand. Dwarf parental palms are emasculated within 3-5 days of opening of the inflorescence. Bagging is done to prevent pollination in emasculated inflorescence by natural means and is done a few days before the female flowers become receptive. Bagging is done 3-4 days before the initiation of female phase in an inflorescence.

10.2.2.5. Method of artificial pollination

The pollen grains are usually mixed with a suitable diluent like purified talc and filled in the applicator. A small hole is made on the plastic sheet and the tube of the pollen applicator is inserted through this hole and the pollen-chalk mixture is sprayed inside the pollination bag. The above process is repeated till all the female flowers in an inflorescence become receptive. After spraying the pollen-chalk mixture, the hole is closed using an adhesive tape. The most ideal time for carrying out artificial pollination is during the morning hours, 7 am to 11 am. When all the

buttons in an inflorescence attain the stage when stigma turns brown and the secretion of nectar stops, the pollination bag is removed and the bunch labelled.

10.2.2.6. Collection of seed nuts

The time of seed nut collection may vary from region to region according to the seasonal conditions. Nuts with proper shape and size only are selected; any type of damage of the nut during harvesting is avoided. The nuts are lowered by ropes only, to get an undamaged embryo, the presence of water is judged by shaking the nuts and getting clear metallic sound on tapping. Fully matured nuts will have dry husks with a distinct browning of the inner fibres. Gurgling sound of water within the nut can be heard on shaking them.

10.2.2.7. Supervision

Hybrid seed nut production units for DxT/TxD production with 100 dwarf palms each are functioning at field level under Chavakkad unit in Thrissur and Malappuram districts. The activities are supervised by the Assistant Director of Agriculture (CD), Thrissur. Additional pollination workers if any required, are selected and trained by Assistant Director of Agriculture (CD) Chavakkad. At Seed Garden Complex, Munderi, the Deputy Director of Agriculture supervises hybridization works after selecting maximum number of dwarf mother palm for pollination.

In Malappuram district, the Deputy Director of Agriculture (YP) co-ordinates the hybridization and procurement activities along with the Assistant Director of Agriculture (CD), Thrissur and the Deputy Director of Agriculture, SGC, Munderi. The pollination workers of Model Hybridization Centre, Chalode carry out the TxD hybridization work at Kannur and Kasaragod districts under the supervision of Senior Agricultural Officer, Model Hybridization Centre, Chalode, Kannur (District).

The Deputy Director of Agriculture (YP) and the Principal Agricultural Officers of the districts shall monitor the programme at district level and the Additional Director of Agriculture (Farms) at state level.

Chapter XI

GOOD AGRICULTURAL PRACTICES CERTIFICATION PROTOCOL

11.0. Introduction

The Good Agricultural Practices refers to a totality of an emerging agricultural consciousness popularly abbreviated as GAP practices that address environmental, economic and social sustainability for on-farm processes that result in safe and quality food and non-food agriculture products. The economic viability, environmental sustainability social acceptability and food safety / quality form the four pillars of GAP. India has recently adopted the GAP codes, standards and regulations and it is hoped that it can contribute to sustainable agriculture and rural development.

11.1. Cluster Formation and Registration

Any farmer with not less than 20 cents of land and farmers' groups of not less than five members having minimum one acre of owned/ leased land cultivating fruit and vegetable identified by the Agricultural Officer register themselves in the Krishi Bhavan for GAP certification. The lead farmer in each cluster will carry out the group activities. Implementation of Good Agricultural Practices (GAP) or Organic cultivation practices in fruit and vegetable cultivation is voluntary and non-discriminatory to all the farmers. GAP should be strictly followed by the cluster in the cultural operations.

11.2. Farm Documentation

All the crop production activities (eg. dates and other details of planting, planting materials, input application, irrigation source, harvest, sale details etc.) shall be recorded in the farm diary provided to the farmers. The inspecting officers will check the field diary and record their observations.

11.3. Monitoring and certification

A four tier system of monitoring shall be implemented from the farmer level. The various tiers in monitoring are as follows.

1. Documentation and self-evaluation by the farmer based on prescribed check list.
2. a. Peer appraisal of organic farm in every cropping season by Peer Appraisal Group
b. Internal inspection of all farmers practicing GAP by field level functionaries like Agricultural Assistants, Field Assistants, Pest Scouts.
3. Evaluation of all reports by the Agricultural Officer. The Assistant Director of Agriculture may randomly inspect the selected sample of farmers.
4. Evaluation, correction and final certification.
5. Monitoring and certification by Assistant Director of Agriculture (M).

11.4. Documentation and self-evaluation by the farmer

There should be documentary evidence to prove that internal self-assessment of the various activities is carried out as suggested by a competent authority during the course of cultivation. The farmer should see that such recording and documentation are done. Effective corrective actions taken as a result of non-conformity detected during the internal self-assessment are recorded for further evaluation. Such documents are kept for a period of not less than one year and is made available to field level functionaries and certification officials as and when needed.

11.5. Internal auditing by peer groups

A peer group constituted comprising of leaders of all the farmer groups registered in a Krishi Bhavan under this scheme take care of the various group activities like procurement of inputs, training, auditing of activities under taken by individual farmers and groups, and assist them to get the technical support of Krishi Bhavan. The peer group conduct visits to individual plots once in a fortnight and

verify the compliance of various requirements and help the farmers to keep necessary records in order.

11.6. Monitoring, supervision and reporting by the field level functionaries

The field level functionaries like Agricultural Assistants, Field Assistants and Pest scouts inspect the plots at least once in a week during the entire crop period and verify the documents and records maintained by them. They inspect the plots, crop situation and pest and disease incidence and report the matter to the Agricultural Officer for necessary action. They supervise the technical activities where the farmer demands more support like soil sampling, compost making, soil solarisation etc. They help the farmer in correcting non-conformities as suggested by the Agricultural Officer. They assist the Agricultural Officers to implement the programme effectively. Date of inspection, recommendations given, nonconformities corrected and all the related activities are entered in the Field Diary.

11.7. Evaluation, correction and certification by the Agricultural Officer

The Agricultural Officers in the Krishi Bhavans are the Inspectors, who with the support of Agricultural Assistants carry out inspection of the crop management activities undertaken by the farmers through records maintained by the farmers and also by site inspection once or twice before the harvest. The recording by the Agricultural Officers are done based on compliance with the standards specified. They recommend to certify the organic status of products if the standards specified has been complied with.

As the competent authority for certification of safe to eat agricultural produce, the Agricultural officer have all the freedom for inspection of plots, evaluation, suggesting corrections in case of non-conformities. He/she inspect the plot once or twice during the crop period to see that the cultivation is done as per the requirements of certification. He/she takes necessary steps to insure the crop against natural calamities. He appraises the reports generated by the field functionaries and suggest suitable remedial measures to solve the problem. Those problems which require attention from scientists are reported to them.

The Agricultural Officer organizes training programmes as and when needed or demanded. He/she suggests suitable control measures and see that the chemicals are applied as directed and waiting periods are observed before harvesting. He /she draws random samples for test on pesticide residues. Based on the field and lab reports and records maintained by the farmers, he/she certifies the farm for the adoption of GAP practices as per the requirements of standards which is valid for one year. He/she recommends to issue the safe to eat certificate to the products produced by the concerned group or an individual farmer to the higher authorities at district level through the controlling officer.

Certification will be done purely on merit and it is the sole discretion of the competent authority based on documentary evidences, records, reports and test results. Certified products are provided a separate logo and are branded under the brand name – ‘Kerala Organic’ and can be marketed through ecoshops, local markets, weekly markets, etc. at a premium price. Only certified farmers and their products can use the safe to eat brand for markets.

11.8. Monitoring and certification at District Level

The Principal Agricultural Officers at district level have overall control of the programme. The Deputy Directors of Agriculture (NWDPPRA) will be the District Nodal Officer and the Assistant Director of Agriculture (Marketing) will be the Certificate Issuing Officer (CIO).

Chapter XII

GUIDELINES FOR GRANTING APPROVAL TO PRIVATE NURSERIES

12.0. Introduction

The Government have the feeling that the quality of planting materials from private nurseries are badly affected due to the non-observance of the proper guidelines for the production. Accordingly, vide GO (Rt.) 1796/2005/Agri. dtd 13-12-2005, Government of Kerala have issued criteria and guidelines for granting Government approval to the private nurseries. In order to ensure the quality of seeds and planting materials that are produced from the nurseries, all private nurseries should take action to get the Government approval observing the criteria and conditions shown below;

12.1. Criteria for granting approval to the private nurseries

1. The production and sale of planting materials should be done under the supervision of a person with degree in Agriculture/ Diploma in agriculture from Kerala Agricultural University/VHSE (Agriculture). Private nurseries functioning well in this field for the last 5 years will be eligible for obtaining licence without satisfying this condition.
2. The nurseries should have a scientifically laid out progeny orchard. The mother plants used for propagation should have good quality and should be bought from authentic sources. These mother plants should be labelled so as to identify the varieties and proper management practices should always be adopted in progeny orchard to ensure the health of mother plants. The block level Assistant Director of Agriculture in the concerned area should visit the progeny orchard at least once in a month and see to it that if mother plants are found unsuitable due to any of the reasons given below should not be used further for

propagation. Such mother plants should be subjected to quarantine and if pest/disease incidence is found to increase dangerously, that should be destroyed at the expense of the person in charge of nursery.

The situations for declaring mother plants unsuitable;

- i. If the agricultural produce obtained is of low quality
 - ii. If poor/ irregular yield is obtained
 - iii. If pest/disease incidence is above manageable level
 - iv. If they do not possess the qualities prescribed for the respective items.
 - v. If the responsible official is sure that there is some other reason based on public interest
3. If seeds and rhizome/tubers are used for the production of planting materials, the same should be purchased from Government farms/ Kerala Agricultural University/ Government Research stations. If it is not available in required quantity, seeds/mother plants of assured quality can be purchased from other sources under orders of the Director of Agriculture. This condition must be observed in the case of pepper vines bought from external sources for production of rooted pepper cuttings.
4. i. Planting materials must be produced as per the package of practices recommendation of Kerala Agricultural University if it is available.
- ii. Wild varieties should not be utilized for production of planting materials
- iv. As far as possible, the area of planting material production should be inside the nursery compound itself. The seedlings of different varieties of each crop should be produced by preparing separate beds.
- v. Proper labelling must be done in such a manner so as to enable identification of each variety.
- vi. Different varieties should be planted at recommended distance to avoid loss of genetic purity due to cross pollination.

- 5 i) For the production of seedlings, the nurseries should have at least 10 cents of land in corporation area, 20 cents in municipalities and 50 cents in panchayats.
 - ii) Necessary infrastructure for irrigation should be arranged in nurseries.
 - iii) An office building must be there inside the nursery for proper administration of the nursery and keeping the records safely.
6. Authentic documents for establishing the quality and place of collection of mother plants grown in progeny orchard and the purity, quality and place of collection of seeds bought for seedling production, etc. should be maintained.
7. The following registers should be kept / maintained in the nurseries.
 - a) **Register of Agricultural operations:** A register for recording quantity of seeds used for planting material production, planting details, agricultural operations carried out, number of germinated seedlings, number of planting material produced and number of non-standard planting materials rejected, etc. should be maintained.
 - b) **Stock Register:** A stock register showing item wise details of planting material produced in the nursery should be maintained. Number of seedlings produced and number of planting materials distributed should be entered promptly and also stock balance must be recorded daily by the person in charge of the nursery.
 - c) **Sales Register**

The price and other details of planting materials sold each day should be recorded in this register.
 - d) **Inspection Register**

A register should be maintained in the office building for recording the instructions of the authorised officials visiting the nursery. Action taken in response to the directions issued by the inspecting officer should also be recorded in this register.

8. Granting approval for quality of planting material

It is the duty of the block level Assistant Director of Agriculture to issue licence to the private nursery after checking the quality of planting material produced in the nursery. He/she should inspect the nursery at least once a month and assess the quality and purity of each variety raised in the nursery. The quality of each batch of planting material should be recorded in the register before starting the sale. While issuing the certificate, the name of the variety, number of planting material raised in the nursery and number of planting material of prescribed quality produced, etc. should be recorded. The nursery supervisor is bound to keep the certificate as a record in the nursery.

The person in charge of nursery is bound to destroy planting materials which do not have prescribed quality as directed by the Assistant Director of Agriculture in his/her presence. The planting material should not at any cost be sold without obtaining certificate of quality.

9. Each sales outlet should have separate stock register and cash bills with counter foil. Variety/ item wise price list of planting materials should be exhibited in each sales outlet.

10. Other conditions

i. It is the sole responsibility of nursery supervisor to sell out the planting material that are produced in the nursery.

ii. If directed by Department of Agriculture Development and Farmers' Welfare, these nurseries should participate in agricultural fairs conducted by the government.

iii. The quantity of planting material intended to be produced should be proportionate to the availability of rootstocks and scion required for production from authorised centres.

iv. If, the Government directs to distribute planting materials required in each region from time to time, the nurseries should take up the duty to produce and distribute the required quantity of planting materials.

v. The Agricultural Officer of Krishi Bhavan in the area and other officers above this rank have the power to inspect the nurseries for matters related to granting licence to the nursery, production and distribution of planting materials.

11. Cancellation of nursery licence

The person in charge of the nursery is bound to adhere strictly to the above conditions. If the nursery is functioning against these conditions, the licence will be cancelled. The noncompliance of the directions regarding production, distribution of planting material and other activities of nurseries will lead to the issuance of show cause notice to the person responsible and if the reply is not found satisfactory, the licence will be cancelled. The person in charge of the nursery has the right to give appeal to the Director of Agriculture in this regard. And the decision of Director of agriculture will be final.

12. Nurseries should remit a registration fee of Rs.500/- in the treasury in prescribed head of account and the chalan along with prescribed application should be submitted to the concerned Agricultural Officer in respective Krishi bhavan.

The Agricultural officer should inspect the respective site and should submit the application duly recommended to the block level Assistant Director of Agriculture within one week. The Assistant Director of Agriculture should submit the application with his/her recommendation to Principal Agricultural Officer within 10 days of receipt of this application. The Principal Agricultural Officer should inspect the application and issue licence/approval to eligible nurseries within 15 days. For getting the approval, priority should be given to nurseries managed by youths.

13. The validity of registration of the nursery will be 2 years, if there is no valid reason for cancellation of approval. After that, the registration can be renewed on submission of application along with prescribed fee of Rs.300/-

- Note:** i) The registration fee for granting fresh licence to nursery and its renewal have been revised as Rs. 750/- and Rs. 450/- respectively vide order No. TS (1) 5913/14 dtd. 28-3-2015 of the Director of Agriculture.
- ii) Head of Account for remitting the registration fee is 0401-00-800-91-other service and service fees.
- iii) The application form for granting licence to nursery is provided in the Chapter XVIII - Registers and Forms

Chapter XIII

MANAGEMENT OF PEST/DISEASE INCIDENCE/OUTBREAK AND ROLE OF DEPARTMENT IN DISASTER MANAGEMENT

13.1. Management of pest/disease incidence/outbreak

13.1.1. Introduction

The farmers and consumers need healthy plants and quality plant products for consumption. Efforts to improve plant health have been evolving with increased understanding of plant ecology and pest management. The incidence of pest and diseases in crops can be found out by continuous monitoring of the pest population and weather parameters. This will help the farmers in taking up prophylactic management measures as well as integrated pest management for the control of pest and diseases.

13.1.2. Management of pest/disease

13.1.2.1. Krishi Bhavan level

When a pest/disease incidence/outbreak is noticed/reported, the preliminary investigation including sample collection will be conducted by the Agricultural Officer/Agricultural Field Officer in the concerned Krishi Bhavan. He/she will inform the Principal Agricultural Officer about the occurrence of the outbreak in time. If the Agricultural Officer is confident about the cause of the disease or has identified the pest, he/she will advise farmers about the steps to be taken to control the spread of the disease/pest. Otherwise as per the recommendation of the Multi-Disciplinary Diagnostic Team (MDDT), the Agricultural Officer should advise farmers about the nature of the disease/pest, the control measure proposed and the steps to be taken to control the spread of the disease/pest. For the effective control of outbreaks, the

Agricultural Officer should seek the co-operation of the local bodies, public and other department officials.

13.1.2.2. District Level

In each district, there is a Multi-Disciplinary Diagnostic Team (MDDT) for monitoring and to recommend and undertake timely action in the event of sudden pest/disease outbreak in any part of the district on a war footing. The Multi-Disciplinary District Diagnostic Team at district level includes;

- i. Deputy Director of Agriculture (WM) as team leader
- ii. Deputy Director of Agriculture (E &T)
- iii. Scientists from the RARS of the area /KAU) and
- iv. Scientist from CPCRI/CTCRI (members)

When there is pest/disease outbreak, the Multi-Disciplinary Diagnostic Team (MDDT) will visit the area to undertake advance action and recommend suitable control measures. A copy of the report of MDDT will be sent to the Director of Agriculture along with specific and genuine report of the Principal Agricultural Officer including the claim amount certified by him/her. The report should also include the name of pest/disease affecting the crop, total area of crop affected, control measures recommended, name and quantity of chemical required, mode of application, application cost required, etc.

13.1.2.3. State Level

On receipt of the report of the Principal Agricultural Officer along with the report of MDDT, the Rapid Action Wing at the state level, under the leadership of the Joint Director of Agriculture (PP) in Directorate of Agriculture Development and Farmers' Welfare, if required will visit the area and decide the control measures and recommend for the financial assistance to take up control measures. The financial assistance recommended include the expenses involved in adoption of control measures on emergency basis, cost of fungicides/pesticides/ bio control agents and other inputs including operational charges. The Director of Agriculture will sanction the amount from the provision set apart for this purpose. The remedial /control

measures should be undertaken on a community basis ensuring maximum co-operation of farmers affected.

13.1.3. Kerala Centre for Pest Management

The Kerala Centre for Pest Management (KCPM), is a pest/disease surveillance unit is functioning under the Department of Agriculture Development and Farmers' Welfare, at Mancompu, Alappuzha for helping farmers of Kuttanad area with timely intervention during pest/disease incidence. This centre undertakes pest and disease surveillance in paddy fields by adopting scientific techniques, fixed plot survey, rapid rowing survey, such as light trap observation, etc. which helps in the early detection of pests and diseases. The intervention by this centre also resulted in reduced pesticide consumption in paddy cultivation in Kuttanad. This centre also acts as an agency for co-ordinating the crop health management programmes of the department along with ATMA.

13.1.4. The Crop Pest Surveillance System

The Crop Pest Surveillance System (CPSS) is a web and mobile based, Information and Communication Technologies (ICT) enabled pest surveillance information system developed and implemented by Indian Institute of Information Technology and Management - Kerala (IIITM-K) for the Department of Agriculture Development and Farmers' Welfare to identify the symptoms and diagnose insect pest attack, diseases and nutritional deficiencies/physiological disorders in various crops. Here, the location specific data on pest surveillance will be captured and stored in centralized database for easy access and retrieval. This time series data is being used for preparing the prediction and advisory services.

The pest/disease surveillance data is captured by field level extension officers by using an integrated mobile application deployed in smart phone device /tablets and uploaded to the centralized server. For each crop, there are two fixed plots of uniform

size in each panchayat for sampling and recording observations. Moreover, a roving survey is conducted in a transect manner in the panchayat and observations are recorded. Based on the field level data, the system generates pest severity reports for the extension officers and researchers and necessary advisories for the farmers on a near-real time basis. The reports are being generated location wise, panchayat wise and block wise for easy navigation and interpretation.

The system generates mobile SMS alerts and sends to farmers and respective Agricultural extension officers/ scientists so that they can immediately attend the issues. The system also provides the facility to send mobile SMS and recommendations by the concerned Agricultural Officers to their respective registered farmers.

In CPSS, there are two components viz; self-diagnosis through image based assistance for identification of pest and diseases and assisted diagnosis through general identification details of pest and diseases. The CPSS provides general Information on pest, diseases and nutrient deficiency details and their control measures will be displayed in a table format. Further selection on the table details will provide more information like symptoms, procedure for observation, ETL and control measures. This online system help the farming community through an interactive model and take suitable control measures on time. Quality images and videos have been included to provide more help for the farming community

13.2. Role of department in disaster management

One of the main functions of the department is to protect farmers from risk factors through appropriate relief measures. On submission of duly filled application in time, assistance at the rates ordered by Government from time to time will be provided to the farmers whose crops were affected/lost due to natural calamity. The procedures to be followed while crop loss occurred due to natural calamity are detailed below;

13.2.1. Reporting of crop loss and sanctioning of assistance for crop loss due to natural calamity

Once crop loss occurs due to natural calamity, the Agricultural Officer/Agricultural Field Officer or Agricultural Assistants in Krishi Bhavan must inspect the site/area immediately/on the same day itself. Accordingly, a preliminary report in the prescribed proforma will be prepared and submitted to Principal Agricultural Officer within 24 hrs, with a copy to concerned Assistant Director of Agriculture through /e- mail. If the preliminary report of crop loss informed to Principal Agricultural Officer over phone, hard copy of the same must be submitted to Principal Agricultural Officer on next day itself. The format of preliminary report is shown below;

PROFORMA

Preliminary report on crop loss due to natural calamity

Name of Krishi Bhavan :

Date of occurrence :

Name of Village :

Sl.No.	Name of crop	Area affected (in Ha)	No. of farmers affected	Estimated loss (Rs.in Lakhs only)

Signature

Consequently, the duly filled applications from all the affected farmers should be collected. It may be noted that the duly filled application submitted within 10 days from the date of occurrence of the natural calamity is considered for assistance. Under special circumstances, Government can extend the last date of receipt of duly filled application in Krishi Bhavans. If the natural calamity is badly affected in the larger area of the panchayat and crop loss is very severe, the area should also be inspected

by concerned Assistant Director of Agriculture/Deputy Director of Agriculture in HQ/Principal Agricultural Officer.

On receipt of the applications, the Agricultural Assistants should conduct field verification and record the extent of damage in the applications. The Agricultural Officer/Agricultural Field Officer alone or jointly with Agricultural Assistant should also verify the applications even though the same was recommended. The Agricultural Officer/Agricultural Field Officer should invariably sanction each and every applications with eligible amount of assistance, if the sanctioned amount is under his/her delegation as per the orders from time to time.

Once the applications are sanctioned by the Agricultural Officer, the claim in triplicate to the Principal Agricultural Officer will be prepared by the Assistant Agricultural Officer/Senior most Agricultural Assistant based on the statements and applications from other Agricultural Assistants. The claim thus prepared by Assistant Agricultural Officer/Senior most Agricultural Assistant will be submitted to Principal Agricultural Officer after the authentication by the Agricultural Officer/Agricultural Field Officer through concerned Assistant Director of Agriculture.

It may also be noted that, if the eligible assistance found to be above the sanctioning limit of Agricultural Officer/Agricultural Field Officer, a separate claim statement need to be prepared separately, recommended and submitted to appropriate level for sanction along with applications. For detailed guidelines, refer the scheme documents issued from time to time.

Since the department has introduced SMART software for online processing of the applications of farmers with respect to crop loss due to natural calamity as a part of AIMS, the data uploaded by farmers/from Krishi Bhavans will be processed at each level electronically and forwarded to higher-ups through online. As and when the funds are allotted/released, the eligible assistance will be disbursed/credited to the bank account of the beneficiaries.

13.2.2. Crop loss compensation to farmers under State Crop Insurance Scheme

Agriculture is highly susceptible to risks due to natural calamities like droughts, floods, etc. It is necessary to protect the farmers' crops from natural calamities and ensure a reasonable support for the next season. For this purpose, the Government introduced State Crop Insurance Scheme throughout the Kerala at a low premium covering 27 crops at present. Both farmers cultivating crops in own land and in leased land are eligible to enrol under State Crop Insurance Scheme. Under the scheme, the farmers are eligible for getting benefit only from one week after the payment of premium and for total loss of crops.

This scheme covers the crop loss due to natural disasters, such as drought, floods, landslides, earthquakes, sea erosion, cyclone, thunderstorm, lightning, forest fire and wild animal attack. The farmers enrolled under the scheme should submit the application in prescribed form within 15 days of occurrence of natural calamity along with policy certificate. On receipt of the same, within 5 days, the Agricultural Assistants should conduct field verification and record the damage. Consequently, the Agricultural Officer/Agricultural Field Officer should invariably sanction each and every applications with eligible amount of assistance, if the sanctioned amount is under his/her delegation as per the orders from time to time.

Once the applications are sanctioned, claim statement to Principal Agricultural Officer will be prepared by the Assistant Agricultural Officer/Senior most Agricultural Assistant based on the statements from other Agricultural Assistants. The same will be submitted to higher-ups after authentication by the Agricultural Officer/Agricultural Field Officer through concerned Assistant Director of Agriculture. For detailed guidelines, refer the scheme documents issued from time to time.

Since the department has introduced SMART software from 2019 onwards for online processing of the applications of farmers under State Crop Insurance Scheme as a part of AIMS, the data uploaded by farmers / from Krishi Bhavans will be processed at each level electronically and forwarded to higher-ups through online. As

and when the funds are allotted/released, the eligible assistance will be disbursed/credited to the bank account of the beneficiaries. At present, the application for State Crop Insurance Scheme policy is also processed online through AIMS portal.

Chapter XIV

LEGAL MATTERS

The most relevant points to be considered for the proper conduct of court cases are summarized as follows:-

14.1. Suit Section

- i. All sections of the Head Office and the sub offices should furnish section-wise details of pending cases and its progress to the Suit section as quarterly statements. (On the last week of March, June, September, December of every year) in the prescribed format.
- ii. The Suit section shall review every case periodically. The suit section shall ensure that the cases are being well presented in the Courts by the Pleaders and the interest of the State is protected.
- iii. The subordinate officers shall be directed to furnish to the Suit section the details of every case in which they were made as defendants/ respondents.

14.2. Law Officer (LO)

The Law Officer is bound to give advice in all legal matters referred to him/her. The drafts statement of facts received from the sub offices shall be examined by the officers concerned in an administrative point of view before submitting them to the Law Officer for vetting.

14.3. Suit Conferences

The Department shall conduct a periodical Suit Conference (at least once in three months viz March, June, September and December of every year) for the proper evaluation of pending Court cases and to ensure timely intervention.

Timely follow up at each stage of the case is very essential. On receipt of copy of a case urgent action should be taken to forward Statement of facts before the posting date of the case. After furnishing Statement of facts, the Advocate General (AG) / District Government Pleader shall be contacted to file Counter affidavit/

Written Statement without delay.

Regular follow up may be taken in all pending cases and the stage of the case may be ascertained by contacting the AG's office or the District Government Pleader concerned. Direction shall be issued to the officers concerned to maintain the files dealing with Court cases properly with utmost care and diligence. Copies of OS, OP, Appeal, SOFs, etc. should be attached in the files along with copies of annexures.

14.4. Suit Register

- i. A consolidated Register of Suits, OPs Appeals, etc. shall be kept in all offices separately so as to ascertain the present position of the case without referring the case files.
- ii. A Suit Register should be maintained in the prescribed proforma by the section clerk in the Head Office/ Sub Offices with proper up to date details so as to ensure efficient and timely supervision of the progress of all Suits, OPs, Appeals etc. Each and every case filed by or against the Department or Government shall be registered in the Suit Register as shown in the Appendix V of the KGLO Rules, 1978 should also be maintained.
- iii. A contempt of Court Cases or Court Order Implementation Register should be maintained in the Suit section in order to watch the implementation of Court directions.
- iv. Such Registers shall be periodically checked by the Law Officer/ Supervisory officials concerned compulsorily and they may be entrusted with the responsibility of watching the prompt maintenance of the registers and to take disciplinary action, if any lapse is noticed in this regard.

14.5. Court Procedure

The different types of cases filed before Courts in the State, which are relevant to this Department can be classified as follows:-

Before the lower Courts	O.S	- Original suit
	O.P	- Original Petition

A.S - Appeal Suit

Cases before the Hon'ble High Court

WP (C) -Writ Petition

O.P - Original Petition

RFA - Regular First Appeal

RSA - Regular Second Appeal

The connected petitions are-

IA - Interlocutory Application

CMP - Civil Miscellaneous Petitions

Crl MP - Criminal Miscellaneous Petitions

14.5.1.Steps to be taken by the officials

The Advocate General (AG) office should be requested to send the photocopy of the petition along with all annexures. If the Court asks for an instruction, respondents should submit it in time otherwise, in the absence of instructions the Court may pass interim order on the next hearing date. Such situations should be avoided.

In case Court asks Government Pleader (GP) to take notice for the respondents, respondents should file counter affidavit within 90 days after receipt of notice or within such shorter time as the courts direct. For this, respondents should submit a statement of facts with copies of all relevant records either directly to the Advocate General. On receipt of statement of facts, GP prepares counter affidavit (CA) and gives it back to the respondents for signing. After signing CA by the respondents, it should be submitted to AG's Office without delay. If respondents fail to file CA within the stipulated period, the court may treat interim order as a final order. Such situations should be avoided.

For speedy disposal of the case, it is better to file counter affidavit at the earliest as possible without waiting for 3 months or up to the time frame fixed by the court.

Once the case is disposed by the court, the respondents have to act as per the judgement after receipt of the copy of the judgement either from the AG's office or

from the party. If we are not in a position to complete the procedure within the prescribed time, an extension petition shall be filed prior to the completion of the time granted. The request for filing extension petition shall be in a letter form. It should contain the date of receipt of judgement, action taken after receipt of judgement, specific reason for not complying with the order and how much time is required for complying with the order. The request for filing extension petition should be addressed to AG and shall be sent directly to the AG.

If the Department is not satisfied with the judgement, the officer concerned shall personally contact Government Pleader (GP) and take necessary steps for filing appeal. The first step is to be get legal opinion from the Law Officer, concerned GP and then with the approval of AG, the GP files appeal. For this purpose, all relevant documents should be submitted to GP.

The appeal should be filed within the stipulated time. Otherwise, delay condonation petition is also to be submitted along with the appeal. The delay condonation petition should be signed by the concerned officer. If the respondents have neither filed appeal nor complied with the judgement, the court can take action against the respondents for contempt of court.

14.5.2. Writ Appeal

The writ appeal should be filed within 30 days on receipt of the judgement. If delay occurs, a delay condonation petition has to be filed. Along with delay condonation petition, an affidavit showing the reasons for delay should be filed by the concerned officer. Appeal is usually prepared by the government pleader, however, the supporting documents to be attached along with the appeal should be provided by the Appellant (Officer concerned from department) He should take follow up measures to make sure that the appeal is filed in time. If appeal is filed by the party, the Officer concerned has to file Counter affidavit on intimation from the AG's office. If the judgement in appeal case is against the Government's interest, the Department shall file Special Leave Petition (SLP) in Supreme Court with the permission of the Government.

14.5.3. Miscellaneous First Appeal (MFA)

Miscellaneous First Appeal is filed against the orders in OA (Original Application) filed before Tribunal. Once the judgement is proclaimed by the tribunal, respondents shall apply for the judgement copy and also for the documents mentioned as Appendix in the judgement. If the department wants to file Appeal the respondent should submit a copy of the judgement together with documents mentioned as Appendix and legal opinion of AG. In non-appealing cases, the above documents should be obtained and kept ready in the file. If party files appeal, the above documents should be submitted to AG for filing counter affidavit.

After the proclamation of judgement, the respondent (department officer) should apply for the certified copy of the judgement and documents mentioned in annexures of the judgement. These documents have to be submitted to AG along with a request for filing appeal. In the case of party filed appeal, such documents are to be procured and produced to AG if called for. If you have not taken the copies of documents mentioned in the annexure of the judgement, it may be unavailable if lower court send file to appeal court.

14.6. Instructions for preparation of Statement of facts for defending a case

- i.** Read the writ petition or contempt of court case carefully
- ii.** Understand the case of the petitioner
- iii.** Specifically deny such of those pleading that are not correct
- iv.** If it is not possible to deny, try to explain allegations
- v.** Specific pleading are to be specifically answered. If such things are illegal, in the statement of facts it has to be stated why they are allowed to continue and whether any action has been taken against erring officials.
- vi.** Use simple and short sentences. Remember “brevity is beautiful”. Don't use compiled sentences tending to confuse, evade or have more than one meaning.

- vii.** Avoid repetition.
- viii.** Statement has to be given para-wise and answering all allegations raised by the petitioner and also grounds,
- ix.** Relevant Act, Rule or G.O. has to be quoted. Copies of G.O or Government letters should be furnished along with the statement of facts.
- x.** After preparation, read once again to find out contradictions, if any.
- xi.** In the statement of facts, additional facts like the petitioner/claimant was convicted earlier etc., has to be stated adverting to the specific case number and other relevant details with a copy of the judgement or any other documentary evidence. Similarly, when there is a rival claimant, it must be stated and what action has been taken or intended to be taken.
- xii.** If there is any direction to consider a representation put in by a petitioner by the High Court or any authority, it does not mean that the petition should be considered in favour of the person who had preferred such representation.
- xiii.** In land cases, the identify extent and nature of the land with reference to the survey number which has to be ascertained.

14.7. Points to be considered to avoid defects in filing Counter Affidavit/Statements

- i.** Take 5 sets of affidavits/statements in A4 size photocopy paper in 1.5 line spacing. The printing should be done only on one side of the paper.
- ii.** Sign the affidavit/statement at right bottom of all pages and above the word deponent on the last page with black or blue coloured ink.
- iii.** The signature of dependent in the last page has to be attested by a Gazetted officer below the sentence “solemnly affirmed....” with black or blue coloured ink. Name and designation and office seal of the attesting officer must be affixed.
- iv.** The Annexures/Exhibits mentioned in the affidavit/statement also needs

to be attached with main text. It should be in one side A4 size photocopy paper.

v. The copies of Annexures/Exhibits must be legible with proper margin.

vi. Avoid unnecessary endorsement/sign in the Annexure/Exhibits.

14.8. General Information

14.8.1. Procedure for obtaining copy of judgement

On disposal of the case, judgement copy received by the AG from the court will be sent to all respondents from AG's office. If a respondent does not receive the copy even after 3 months of proclamation of judgement, he shall send a request for the judgement copy to the AG's office. Recently Hon'ble High Court has started uploading judgements in its official website, so anyone can retrieve it by typing the case number.

14.8.2. Present position of the case

It can be easily obtained by searching High Court web site www.highcourtofkerala.nic.in / www.judis.nic.in.

14.8.3. Emergency petition:

It is filed to speedup hearing of the pending cases in High Court. It can be done by writing a letter to the AG explaining importance of the pending case and how it affects Government/Department's interest. Court may consider this petition and post the case under hearing list, based up on priority.

14.8.4. Contempt cases:

When intimation is received on Contempt case from AG/Liaison office, the respondent shall file statement in affidavit form, it should consist date of receipt of the judgement, action taken by the department since receipt of the judgement till date, specific reason for not complying judgement etc. If the court is not satisfied with the statement, the court may ask for personal appearance of respondents. Hence Contempt of court case should be handled very seriously.

14.8.5. If judgement is against the interest of the Government

The department shall file revision petition. It shall be done after obtaining legal advice from AG. RP should be filed within 30 days on receipt of judgement.

Chapter XV

LABOUR WELFARE AND RELATED MATTERS

15.1. Introduction

The Department of Agriculture Development and Farmers' Welfare has 64 farms including 9 District Agriculture Farms, 14 Special Farms, 33 State Seed Farms and 8 Coconut Nurseries. The Special Farms are directly under the control of the Department whereas the other farms are under the control of the District Panchayat also.

In the Farms, there are two categories of labourers viz; Casual and Permanent labourers. The method of appointment and the service conditions of the labourers in all the farms are the same. The labour welfare and related matters are explained below;

15.2. Sanctioned Strength of the Permanent Labourers.

In all the farms there is sanctioned strength of the male and female permanent Labourers. The Strength is fixed by the Director of Agriculture based on the formula given below.

Number of Man days in a year - Number of Man days for harvest

240

15.3. Appointment of the Labourers

As per the existing orders, the Principal Agricultural Officer is the appointing authority of the farm labourers in a particular district. And the appointment is based on the vacancies in the sanctioned post of the Male and Female permanent labourers. As per GO 51/2017/Agri. dated: 03/04/2017, the daily wages, casual and permanent labourers in all the farms has to be appointed through the local employment exchanges by observing reservation rules. 10% of the vacancies in the Special Farms adjacent to forest area is reserved for local Adivasies. The qualification

for the appointment of casual labourers through the employment exchange is pass in Vth standard and the minimum age limit is 18 years and the maximum age limit for the general category is 41 years and for OBC 44 years and for SC/ST 46 years. The physical fitness has to be supported by medical certificate. The district panchayat has no role in the appointment of the labourers.

15.4. Permanency of the Casual Labourers

The casual labourers are made permanent to the vacancies against the sanctioned post of the permanent labourers based on farm wise seniority. The seniority is calculated based on the number of days worked as casual labourer and also by reckoning the holidays and leave for which the casual labourers are eligible for wages. Daily wage service will not be counted for Seniority. If the number of days worked by two or more labourers are equal, preference will be given to those who are senior in age.

In the beginning of every calendar year, the seniority list of the casual labourers in all the farms has to be prepared by the respective Farm Superintendents/ Officers and published in the notice board of the farms and sufficient time has to be given to the labourers to raise objections if any. And after rectifying the objections/ defects, the draft Seniority list has to be finalised and the vacancies arising in the concerned year has to be filled up from the existing seniority list. The appointment order has to be issued by the Principal Agricultural Officer based on the recommendation of the concerned Farm Superintendents/ Officers.

15.5. Transfer of Farm Labourer

The casual/permanent labourers are eligible for transfer for once in their service based on the existing conditions in this regard. The Principal Agricultural Officer is the authority to sanction the transfer within the district and Director of Agriculture is, the authority to sanction the transfer outside the districts. For transfer outside the districts 3 years' service is required.

15.6. Promotion

The casual labourers are eligible for promotion as permanent labourers based on farm wise seniority in the vacancies against the sanctioned post of the permanent labourers. The permanent labourers are eligible only for grade promotion as in the case of class IV employees.

15.7. Wage revision

Usually the Government appoints a Committee to submit recommendations for the revision of wages and service conditions of the farm labourers after the issuance of the order of the pay revision of the Government employees. And based on the report of the committee, the Government will issue separate orders for the revision of the wages and service conditions of the farm labourers.

15.8. Service Conditions

Three labour Acts such as the Employees Provident Fund Act, the Maternity Benefit Act (Central Act) and the Industrial Establishment Act (National and Festival holidays) are applicable to the Farm Labourers. Besides these, the Rules in KSR Part III pension are amended from time to time applicable to regular Government employees in regard to maximum pension and commutation of pension shall apply mutatis mutandis to the departmental farm labourers. Kerala Civil Service (CCA) Rules is also applicable to the farm labourers. In all other cases the executive orders of the Government will be applicable to the Farm Labourers.

15.9. Disciplinary Action

As the appointing authority, the Principal Agricultural Officer is the disciplinary authority also, in the case of the farm labourers. Disciplinary action can be taken based on Kerala Civil Service (KCA) Rules. As casual labourers do not come under the definition of regular Government / Civil Servants their services can be dispensed with at any time, if so required without placing them under suspension. Unauthorised absence beyond a period of ten days will constitute sufficient grounds for termination of services in the case of both permanent and casual labourers.

15.10. Increment

The permanent labourers are eligible for increment on completion of 240 days actual work.

15.11. Holidays and Leaves

15.11.1. Casual Leave

The Permanent labourers are eligible for 15 days casual leave. The same can be granted continuously for maximum 3 days. No other leave can be sanctioned along with the casual leave.

15.11.2. Sick Leave

The Permanent labourers are eligible for 15 days sick leave and the casual labourers are eligible for 7 days sick leave with full pay and allowances and without insisting on medical certificate.

15.11.3. Earned Leave

The Permanent labourers are eligible for earned leave for one day for every 20 days of work. 30 days leave can be surrendered in a year and up to 180 days leave can be kept in the credit.

15.11.4. Leave with Wages

The Casual labourers are eligible for leave with wages for one day for every 20 days of work. The leave is calculated in a calendar year and the same cannot be carry forwarded to the next year.

15.11.5. Holidays

Five National and 9 festival holidays are applicable to the farm labourers as per the conditions in National and Festival Holidays Act.

15.11.6. Local Holidays

The Local and special holidays are applicable to the permanent labourers.

15.11.7. Restricted Holidays

The Farm labourers are eligible for the restricted holidays declared by the Government.

15.11.8. Weekly Holidays

The Permanent labourers are eligible for leave with wages for one day in a week.

15.11.9. Leave without allowances

The leave without allowances for 120 days on production of medical certificate can be granted by the Principal Agricultural Officer and for granting LWA above 120 days, the sanction of the Government is required.

15.11.10. Leave without allowances for 5 years

The Permanent labourers are eligible for leave without allowances for 5 year for employment abroad.

16.12. General

15.12.1. Labourers Provident Fund

The Permanent farm labourer's provident fund is applicable to permanent labourers and EPF is applicable to casual/ daily wages labourers.

15.12.2. Exgratia Pension

Farm labourers are eligible for exgratia pension.

15.12.3. Compensation Holiday

The same can be sanctioned within 3 months for those who worked on special days.

15.12.4. Voluntary Retirement from Service (VRS)

The Principal Agricultural Officer can sanction VRS as per the provision of KSR part III.

15.12.5. Superannuation/ Retirement

The age of superannuation of the farm labourers is 56 years.

15.12.6. National Pension Scheme

National Pension Scheme is applicable to those labourers who have been appointed/ promoted after 01/04/2013 and in their case the age of superannuation is 60 years.

Chapter XVI

AGRICULTURAL LEGISLATIONS

16.1. Legislations by State Government

16.1.1. The Kerala Farmers' Debt Relief Commission Act, 2006

This is an Act to provide relief to those farmers who are in distress due to indebtedness due to the agrarian crisis, and it ruined many farmers financially and in some cases led to suicide; several suits and other proceedings have been filed in courts, tribunals and other authorities for the recovery of debts accrued from farmers, by constituting a Commission with power to pass awards after adjudication and to recommend appropriate measures for the redressal of the grievances of such farmers through conciliation and negotiation and for matters connected therewith or incidental thereto.

Powers and Functions of the Commission.-

- (a) To recommend to the Government either suo motu or on application, after such enquiry as it may deem fit and subject to such general guidelines as may be prescribed by Government to declare a district or districts or part thereof or a crop or crops as distress affected area, or distress affected crop, as the case may be, and on application to declare a farmer as distress affected farmer subject to such enquiry and norms;
- (b) To fix, in the case of creditors other than institutional creditors, a fair rate of interest and an appropriate level of debt, to be payable as the Commission may consider just and reasonable by a farmer declared as distress affected or related to an area or crop declared as distress affected area or distress affected crop as per section 6 as the case may be;
- (c) To undertake conciliation for settlement of disputes between indebted farmers and creditors, other than institutional creditors, on the basis of the fair rate of interest and appropriate level of debt fixed under clause.(b);

(d) To adjudicate disputes between farmers described in clause (b) and creditors other than institutional creditors, and to pass awards which shall be binding on both parties: Provided that before passing an award as per this clause a creditor shall be given a reasonable opportunity of being heard.

(e) To enter into negotiations with the creditors for loan waiver, interest rate relief, loan rescheduling or loan moratorium to farmers described in clause (b); (f) to recommend to the Government regarding the extent and the manner in which the debt relief to be granted to the farmers; (g) to recommend to the Government to take over the entire or partial debt and exonerate the farmers, from the effects of the debt.

16.1.1.1. The kerala farmers' debt relief commission (Amendment) ACT, 2008

The Government have amended the Kerala Farmers' Debt Relief Commission Act, 2006 with an intention to enhance the representation of farmers in the Kerala Farmers' Debt Relief Commission so as to make its functioning more efficient and to complete within specified period as follows;

Amendment of section 3.- In sub-section (2) of section 3 of the Kerala Farmers' Debt Relief Commission Act, 2006 (1 of 2007)(principal Act) - (1) for the words "five members", the words "seven members" shall be substituted; (2) in item (iii), for the words "two representatives of farmers", the words "four representatives of farmers" shall be substituted.

16.1.2. The Kerala Conservation of Paddy Land and Wetland Act, 2008

In order to promote growth in the agricultural sector and to sustain the ecological system, in the State of Kerala, an Act to conserve the paddy land and wetland and to restrict the conversion or reclamation is in force. This act introduced with an intension to restrict indiscriminate and uncontrolled reclamation and massive conversion of paddy land and wetland in the State since there is no existing law to restrict effectively and also to promote agricultural growth and to ensure food security and to sustain the ecological system in the State of Kerala. On and from the date of

commencement of this Act, the owner, occupier or the person in custody of any paddy land shall not undertake any activity for the conversion or reclamation of such paddy land except in accordance with the provisions of this Act.

There shall be a Local Level Monitoring Committee in each Panchayat or Municipality, consisting of the members for the purpose of monitoring the implementation of the provisions of this Act.

The Committee include (i) The President or Chairperson/Mayor of the Grama Panchayat or the Municipality or the Corporation as Chairman (ii) The Agricultural Officer/Officers having jurisdiction in the Grama Panchayat or Municipality/ Corporation as Member/Members (iii) Village Officer/Officers having jurisdiction in the said area as Member/Members and (iv) Three representatives of farmers in the Panchayat / Municipality / Corporation to be nominated in such manner. The Agricultural Officer is the Convenor of the Committee.

The Committee shall have the following powers;

- (i) Subject to the provisions of this Act, to recommend to the State Level Committee or District Level Authorized Committee, as the case may be, for the reclamation of paddy land, for public purpose or for construction of residential building for the owner of the paddy land. Provided that the Committee shall not recommend for filling of paddy land of more than ten cents in a Panchayat or five cents in a Municipality / Corporation, as the case may be, for the construction of residential building for the owner of the paddy land;
- (ii) to inspect the paddy land situated within the jurisdiction of the Committee to monitor whether the provisions of this Act are being complied with and to report to the Revenue Divisional Officer regarding violations, if any, of the provisions of this Act;

- (iii) to examine the complaints received from the public regarding the attempts to violate the provisions of this Act and to intervene in the issue to prevent such violation;
- (iv) to examine the reason for keeping the paddy land fallow and to suggest remedial measures so as to persuade the holder of paddy land to cultivate it with paddy or any intermediary crops;

The Committee shall perform the following functions, viz;

- (i) to prepare the data-bank with the details of the cultivable paddy land and wetland, within the area of jurisdiction of the Committee, with the help of the map prepared or to be prepared by the State Land Use Board or Centre-State Science and Technology Institutions on the basis of satellite pictures by incorporating the survey numbers and extent in the data-bank and get it notified by the concerned Panchayat/ Municipality/ Corporation, in such manner as may be prescribed, and exhibit the same for the information of the public, in the respective Panchayat/ Municipality/ Corporation Office and in the Village Office/Officers;
- (ii) to make alternate arrangements under section 16 where a paddy land is left fallow without taking steps in spite of the instructions given by the Committee under item (iv) of subsection (3);
- (iii) to prepare detailed guidelines for the protection of the paddy lands/wetlands in the areas under the jurisdiction of the Committee;
- (iv) to collect the details of the paddy land within the area of jurisdiction of the Committee, reclaimed in contravention of the provision of any law for the time being in force, before the date of commencement of this Act and to give the report to the Revenue Divisional Officer;
- (v) to perform such other functions, as may be prescribed from time to time.

The quorum for a meeting of the Committee shall be three and it shall meet as and when required and the venue for the meeting shall be the respective Panchayat Office and the time of meeting shall be fixed by the Chairman.

The Committee may decide the procedure for its meetings and the concerned Agricultural Officer shall keep the proper minutes of the meeting signed by every person attended.

The term of office of the non-official members of the Local Level Monitoring Committee shall be three years from the date of its constitution. But after the expiry of the term of the Committee its non-official members may continue in office till the constitution of the next Committee. A non-official member may resign his office at any time by giving letter in writing his hand.

The Agricultural Officers shall be the reporting officers, in respect of the paddy land in the area under their jurisdiction and it shall be their responsibility to report the Revenue Divisional Officer regarding any act in violation of the provisions of this Act, If any paddy land is kept fallow during any agricultural season, the Agricultural Officer shall inform that matter also to the Committee. Wilful omission to make a report under sub-section (1), regarding the contravention of the provisions of the Act shall be deemed to be an offence under section.

The Government shall, constitute a State Level Committee for furnishing report to Government after the detailed scrutiny of the applications recommended by the Committee regarding the filling of paddy land for public purposes. The Agricultural Production Commissioner, the Commissioner of Land Revenue and an expert in the field of environment and a Scientist in the field of paddy cultivation, to be nominated by the Government, shall be the Members of the State Level Committee and the Agricultural Production Commissioner shall be its Convenor.

The State Level Committee shall scrutinize each application recommended by the Local Level Monitoring Committee for filling up or reclamation of paddy land

for public purpose and shall examine in detail whether any alternate land, other than paddy land, is available in that area and the ecological changes that may occur due to such filling up of paddy land and submit a report to Government

Each District Collector shall constitute District Level Authorized Committee for considering the applications for reclamation of paddy land for the construction of residential building to the owner of paddy land and for taking suitable decision: Provided that the District Level Authorized Committee shall not take any decision granting permission for the filling up of paddy land for the construction of residential building exceeding ten cents in a panchayat and five cents in a Municipality/Corporation, as the case may be.

The District Level Authorized Committee shall consist of the Revenue Divisional Officer, Principal Agricultural Officer and three paddy cultivators to be nominated by the Collector and the Revenue Divisional Officer shall be its Chairman and the Principal Agricultural Officer, shall be its Convenor:

The term of office of the nominated members will be three years from the date of their assuming charge in the office. But after the expiry of the term they may continue in office till the succeeding members are nominated.

The district level authorized committee shall take decision on the recommendation made available to it within one month. Any person aggrieved by the decision of the district level authorized committee, may prefer an appeal before the Collector within thirty days from the receipt of the decision, in such manner as may be prescribed.

The Collector shall take a decision thereon within one month from the date of receipt of the appeal and the decision of the Collector shall be final. No application shall be considered by the District Level Authorized Committee, unless the Local Level Monitoring Committee has recommended that

- (i) such reclamation shall not adversely affect the ecological condition and the cultivation in the adjoining paddy land;
- (ii) the owner of the paddy land or his family do not own a suitable land for this purpose in the District;
- (iii) the building to be constructed is for his own purpose; and
- (iv) such paddy land is not situated surrounded by other paddy land.

Government can grant exemption unless the Local Level Monitoring Committee has recommended the conversion or reclamation and the Government are satisfied on the basis of the report submitted by the State Level Committee, that no alternate land is available and such conversion or reclamation shall not adversely affect the cultivation of paddy in the adjoining paddy land and also the ecological conditions in that area. The following orders or notification may be referred for more details;

1. Act 28 of 2008 - THE KERALA CONSERVATION OF PADDY LAND AND WETLAND ACT, 2008
2. ACT 29 OF 2018 - THE KERALA CONSERVATION OF PADDY LAND AND WETLAND (AMENDMENT) ACT, 2018 - No. 26798-Leg.B2-2017-Law
3. Law (Legislation-B) Department - Act 19 of 2016 The Kerala Conservation of Paddy Land and Wet land (Amendment) Act, 2016 - No. 16671-Leg.B2-2016-Law.
4. Revenue (P) Department - Notification - Amendment of Kerala Paddy & Wet land Rules, 2008 - reg. - G.O.(P) No. 34-2017-RD
5. The Kerala Farmers' Debt Relief Commission (Amendment) Act, 2013

16.1.3. The Kerala Farmers' Welfare Fund Bill, 2018

Kerala Legislative Assembly passed the Bill for the formation of the Kerala Farmer' Welfare Fund which aims to extend welfare measures to farmers engaged in various agricultural activities in state of Kerala like pension and other benefits to them

and also the other welfare activities connected there with. It is the first time, that such a welfare Fund exclusively address the problems faced by the farmer.

The Government shall, by notification in the gazette, frame a scheme to be called the Kerala Farmers' Welfare Fund Scheme under Kerala Farmers Welfare Fund Act.

Any farmers who has completed 18 years of age shall be eligible to register as a member of the Fund as per the provisions of the Act. Provided that, any farmer who has completed the age of 56 years on the date of commencement of this Act shall be eligible to be a member of the Fund up to the age of 65 years. Subject to the provisions of this Act and the scheme, the Fund may be utilized for all or any of the following purposes namely to the payment of pension to the farmers, for the payment of family pension and death benefits, for the payment of financial assistance to the member who is suffering from permanent disability, for providing educational assistance and marriage expenses of the member or children of the member, for providing compensation for accidental death, etc.

On the commencement of this Act, the Government may, by notification in the gazette constitute a Board by name Famers' Welfare Fund Board to supervise and carryout the functions of payment of financial assistances from the Fund and which will ensure that priority is given to small and marginal farmers in all welfare programmes.

16.2. Legislations by Central Government

16.2.1. Fertilizer (Control) Order, 1957

Fertilizer is the most important and the costliest input for agricultural growth in the country. It has been declared as an Essential Commodity under Section 2A of the Essential Commodities Act, 1955. The Fertilizer Control Order (FCO), 1957 was issued under Section 3 of Essential Commodities Act, 1955, to regulate manufacture, movement, trade and distribution, price, quality etc. of fertilizers in the country.

Thus the main objective of FCO was to ensure the quality and right quantity

of fertilizers to the farmers at the right time and at a fair price throughout the country. The FCO was amended a number of times to keep pace with the changing time and later on revised FCO, 1985 was issued. A lot of amendments have also been made up to 2017. The FCO has provisions and procedures for authorization of dealers, registration of manufacturer of mixture of fertilizers, restrictions on manufacture and sale etc. of fertilizers, restriction on uses of fertilizer for industrial purposes, appointment and powers of enforcement authorities and analysts. It also deals with procedure for suspension/cancellation of registration certificate, authorization letter, maintenance of records, methods of sampling and analysis and specification and tolerance limits of fertilizers etc.

The important provisions/procedures to be followed under FCO are summarized below;

16.2.1.1. Qualification for Appointment of Fertilizer Inspector

As per GO (P) No. 02/2015/AD dated 6th January 2015, the following officers are appointed as Fertilizer Inspectors viz; Principal Agricultural Officer in charge of the District, Deputy Director of Agriculture (Training), Assistant Director of Agriculture in charge of Blocks, Assistant Director of Agriculture (Quality Control) and Agricultural Officers.

16.2.1.2. Powers of fertilizer inspectors

The power of Fertilizer Inspectors as given under Clause 28 are as follows:-

- i. The Inspector can seek any information from any manufacturer, importer, dealer or pool handling agency in respect of manufacture, storage and disposal of any fertilizer manufactured or in any manner handled by him.
- ii. The Inspector can draw the sample of any fertilizer as per procedure given in Schedule II Part A of FCO.
- iii. The Inspector can enter upon and search any premises where any fertilizer is manufactured or stored or exhibited for sale if he has reason to believe that it is contrary to the provisions of FCO.
- iv. The Inspector can seize or detain any fertilizer in respect of which he has

reason to believe that a contravention of FCO has been or is being or is about to be committed.

- v. He can seize any book of accounts or documents relating to manufacture, storage or sale of fertilizers etc. in respect of which he has reason to believe that any contravention of FCO has been or is being or is about to be committed.
- vi. The Fertilizer Inspector is a public servant as defined in Section 21 of Indian Penal Code. Every person is bound to provide all necessary facilities required by an Inspector to discharge his official duties.
- vii. The Inspector is also empowered under Fertilizer Movement Control Order, 1973 to

i) Stop and search, any person, boat, motor or any other vehicle or any receptacle used or intended to be used for authorized export fertilizers like urea or mixtures of fertilizers, without any authority, from one state to any place outside the state.

ii) Enter and search any place, seize any fertilizer along with packages, covering or receptacle or animal, vehicle, vessels, boats or conveyance used in carrying such fertilizer in which the contravention of order is committed.

16.2.1.3. Duties and responsibilities of fertilizer inspector

In order to exercise his powers and discharge his duties, every Fertilizer Inspector shall have to keep himself abreast with all the provisions of FCO, amendments and executive circulars issued from time to time and to know about the specific problems of quality control under his/her area of jurisdiction. Some of the primary duties and responsibilities of Fertilizer Inspector are as given under:-

1. Inspection of Authorization Letter, Certificate of Registration and Certificate of Manufacture

Every Inspector must ensure that the manufacture and sale of fertilizer is being carried out by bonafide persons only having requisite certificate / letter of authorisation. Since separate certificates required for manufacture of mixture of fertilizers and special mixture of fertilizer and further, separate Authorization

Letter are required for retail, wholesale and industrial sale of fertilizers, these should be ensured at the first instance. Whenever any fertilizer is reported non-standard, he should also ensure that such non-standard fertilizers are sold only after obtaining the Certificate of Authorization and that too only to specified agencies. A separate authorization letter is required for each sale depot though being carried out by the same person.

2. Compliance of Specific Conditions of Authorization Letter / Certificate of Registration

The Fertilizer Inspector should ensure that every dealer strictly comply with all the terms and conditions of Authorization Letter/Certificate of Registration.

3. Compliance of specific conditions of certificate of manufacture

The Inspector has to ensure that every manufacturer possesses both Certificate of Manufacture and Authorization Letter, whether the mixture is produced under the supervision of qualified person, the manufacturer maintaining all the specified equipments in perfect working condition. The Inspector also has to ensure that only authorized grades of fertilizers are manufactured.

4. Checking of stock position and price of fertilizer

The Fertilizer Inspector must ensure that every retail dealer displays quantity of stock of different fertilizers held by him every day and the price there of as required under Clause 4. He should further ensure that every dealer issues cash memo / credit memo in Form – M to the purchaser and all the columns of Form M are filled. The rates charged by the dealer must be the same as that notified by the Government or the maximum retail price printed on bags. Further, the manufacturer, importer, pool handling agency and dealers maintain stock register in Form N and submit all returns timely as prescribed.

5. Checking, packing and marking on fertilizer bags

The Fertilizer Inspector should ensure that all the bags held by any dealer are packed and marked in the manner as laid down in FCO, the batch No. is printed on the bags of SSP, mixture of fertilizers and micronutrient fertilizers; and maximum retail price is printed on all the decontrolled fertilizer bags. The month and year of manufacture or import must be printed in all the container of the fertilizers. Further, he should ensure that bags are marked with only those particulars and nothing else, which have been prescribed by the Controller and the bags do not bear any statement which is false or misleading in any material particulars.

6. Checking of illegal movement of fertilizer in contravention of provisions of Fertilizer (Movement Control) Order, 1973

As the Fertilizer Inspector is also Inspectors under Fertilizer (Movement Control) Order 1973, he/she should ensure that all movement of urea and mixture of fertilizer takes place from one state to another with proper orders of competent authority.

7. Detention/seizure of stock in case of doubt

In case the Fertilizer Inspector is of the opinion that a contravention of FCO has been committed, he should detain / seize the stock and act as per procedure mentioned in FCO.

8. Launching of prosecution against offenders

The Fertilizer Inspector should launch the prosecution against offenders. For this purpose he may lodge FIR with police or directly effect prosecution in designated court after taking the approval of competent authority as specified by the State Government

9. Cancellation of suspension or debarment of authorization letter / certificate of registration/certificate of manufacture

In case of serious violation or contravention of the provisions of FCO, the

Fertilizer Inspector should report the matter to the Notified Authority, Registering Authority and recommend for suspension / cancellation of the certificate or for debarment from the business under Clause 31 by the Notified Authority / Registering Authority.

10. Checking of industrial dealers

The Fertilizer Inspector should ensure that sale of fertilizer for non-agricultural purpose is done only by industrial dealers, and the sale depot for industrial use of fertilizer is not used for sale for agricultural purposes. He should also ensure that industrial dealer comply with all the terms and condition of Certificate of Registration

16.2.1.4. Procedure for drawal of samples

The periodical drawal of samples from every manufacturer and dealer has an impact on quality consciousness of the dealer. Therefore, Fertilizer Inspector must draw optimum number of samples from each dealer and manufacturer periodically and send it to the Notified Fertilizer Quality Control Laboratory. It should be ensured that the sample drawn is representative of the whole lot. The sample drawn must be sent to notified laboratory along with Form K within 7 days of its drawal.

The detailed procedure for drawal of representative sample is provided in clause 28 (1) (b) and 29 of FCO (Schedule-II Part-A).

16.2.1.5. Follow up Actions against offenders under FCO 1985 & ECA 1955

The Fertilizer Inspector is the main functionary of FCO enforcement machinery. It is primarily the duty of the Fertilizer Inspector to ensure that the farmers get the right quality of fertilizers at a right place on a right price and right time which is the basic idea behind the promulgation of FCO. He/she has to ensure that none of the provisions of FCO are misutilized or misrepresented by unscrupulous dealers, but at the same time, genuine dealers should not be harassed. The follow up actions against offence are broadly of two types:

- a. Administrative Action
- b. Legal Action

The salient aspects of both administrative action and legal action are dealt separately

16.2.1.5.1. Administrative action under FCO:

In case of notice of any, violation, action for the following shall be resorted to:

- i. Stop Sale Notice –Clause 28 (2)
- ii. Detention / Seizure of stock – Clause 28 (1) (d)
- iii. Temporary suspension of Certificate of Registration/Certificate of Manufacture/ Letter of Authorization under Clause 31 (2)
- iv. Cancellation of Certificate of Registration/ Certificate of Manufacture/Letter of Authorization under Clause 31 (1)
- v. Seizure of conveyance-Under Section 6A of ECA 1955.
- vi. Confiscation of stock under Section 6A of ECA.

1. Stop sale notice (*Claus 28 (2)*)

The Fertilizer Inspector is empowered to issue Stop Sale / Detention Notice in writing under Clause 28(2). The Stop Sale /Detention notice is valid for 21 days. If no further action has been initiated by the Fertilizer Inspector within the said period of 21 days from the date of issue of the said notice, the notice of stop sale shall be deemed to have been revoked.

2. Suspension (*Clause 31 (2)/Cancellation (Clause 31(1))*)

The concerned Notified/Registering Authority is empowered to issue Suspension of Authorization Letter or Certificate of Manufacture to any person who contravened any of the provisions of the Fertilizer Control Order or any terms and conditions of the Memorandum of Intimation or Certificate of Registration or the Certificate of Manufacture have been proved.

The Notified Authority or Registering Authority as the case may be without any notice, can suspend such Certificate of Manufacture or Authorization

Letter, as an interim measure.

Provided that the Registering Authority or the Notified Authority as the case may be, shall immediately furnish to the affected person, the details and the nature of contravention alleged to have been committed and after giving him an opportunity of being heard, pass final orders either revoking the order of suspension or cancellation within 15 days. Where no final order is passed within the period of 15 days, the order of interim suspension order shall be deemed to have been revoked.

Under Clause 31(1) the Notified Authority or Registering Authority as the case may be has been empowered to issue the Cancellation of Authorisation Letter or Certificate of Manufacture. While cancelling the Certificate or Dealer Authorization Letter, the holder of the Certificate or Letter of Authorization may be allowed for a period of thirty days to dispose of the balance stock of fertilizer, if any held by him.

3. Seizure of stock (*Clause 28(1) (d)*)

The inspector is empowered to enter upon and search any premises where fertilizer is manufactured/stored/exhibited for sale and to seize or detain any fertilizer in respect of which is believed that there is a contravention of FCO 1985. He can also seize the relevant books of accounts/related documents after giving a due receipt to the owner.

In case of search and seizure the provisions of the Code of Criminal Procedure 1973 (2 of 1974) relating to search and seizure shall, so far as may be applied for search and seizure:

4. Steps involved in the seizure of Stock

- a. The specific, type, brand, batch and manufacturer's stock which is proposed to be seized is to be identified.
- b. All the bags should be segregated from the whole stock and kept separate place.
- c. Before seizure, the representative sample should be drawn.

- d. Carry the seized stock to the safest place or obtained custody bond.
- e. If any separate rooms are available in the same premises, keep the seized product in this room and cloth covering the lock should be sealed by the Inspector.
- f. Seizure notice issued by the Inspector in front of the two independent witnesses signed by them and obtained receipt from the dealer.
- g. Prepare Mahazar on the spot in the presence of two independent witnesses.
- h. After seizure of stock, the information of the seizure is to be communicated to the District Collector or his authorized representative within the shortest possible time (*usually within 24 hours*). There should not be any unreasonable delay.

The District Collector may, if he thinks fit expedient so to do, direct the essential commodity seized to be produced for inspection before him, and if he is satisfied that there has been a contravention of the order, may order confiscation. If the seized essential commodity is subject to speedy and natural decay or it is otherwise expedient in the public interest so to do he may order the same to be sold at the controlled price.

16.2.1.5.2. Legal action

Legal action against the offender may be in either of the following 2 ways;

- i) Launching a prosecution directly in 1st Class Magistrate Court under Cr.P.C Section 200.
- ii) Filing FIR in the Police Station

16.2.2. The Seeds Rules, 1968 and related matters

The seed is an important agricultural input and it plays vital role in increasing production and productivity of crops. There is a need to safeguard the farmers with the supply of genetically pure and quality seeds. Any new variety produced by the scientist has to be multiplied many times to meet the needs of the farmers. In order to ensure the availability of quality seeds, Government of India have enacted Seed

Rules, 1968. The Seed (Control) order, 1983 was promulgated under Essential Commodities Act, 1955 in order to ensure the production, marketing and equal distribution of the seeds.

16.2.2.1. The Seeds Rules, 1968

Some important sections under Seeds Rules, 1968 are summarised and detailed below;

a. Seed Certification Agency

i. Functions of the certification agency:

In addition to the functions entrusted to the certification agency by the Act, the Agency shall;

- a. Certify seeds of any notified kinds or variety;
- b. Outline the procedure of submission of applications and for growing, harvesting, processing, storage and labelling of seeds intended for certification till the end to ensure that seed lots finally approved for certification are true to variety and meet prescribed standards for certification under the Act or these rules;
- c. Maintain a list of recognized breeders of seeds;
- d. Verify, upon receipt of an application, for certification, that the variety is eligible for certification that the seed source need for planting was authenticated and the record of purchase is in accordance with these rules and the fees has been paid;
- e. Take sample and inspect seed lots produced under the procedures laid down by the certification agency and have such samples tested to ensure that the seed conforms to the prescribed standards of certification;
- f. Inspect seed processing plants to see that the admixtures of other kinds and varieties are not introduced.
- g. Ensure that action at all stages e.g. field inspection, seed processing, plant inspection, analysis of samples taken and issue of certificates (including tags, marks, labels and seals) is taken expeditiously;

- h. Carry out educational programmes designed to promote the use of certified seed including a publication listing certified seed growers and sources of certified seed;
- i. Grant certificate (including tags, marks, labels and seals etc.) in accordance with the provisions of the Act and these Rules;
- j. Maintain such records as may be necessary to verify that seed plants for the production of certified seed were eligible for such planting under these rules
- k. Inspect fields to ensure that the minimum standards for isolation, rouging (where applicable) use of male sterility (where applicable) and similar factors are maintained at all times, as well as ensure that seed borne diseases are not present in the field to a greater than those provided in the standards for certification.

b. Requirements

i. Requirements to be complied with by a person carrying on the business referred to in section 7:-

1. No person shall sell, keep for sale, offer to sell barter or otherwise supply any seed of any notified kind or variety, after the date recorded on the container, mark or label as the date up to which the seed may be expected to retain the germination not less than that prescribed under clause (a) of section 6 of the Act.
2. No person shall alter, obliterate or deface any mark or label attached to the container of any seed.
3. Every person selling, keeping for sale, offering to sell, bartering or otherwise supplying any seed of notified kind or variety under Section 7, shall keep over a period of three years a complete record of each lots of seed sold except that any seed sample may be discarded one year after the entire lot represented by such sample has been disposed off. The sample of seed kept as part of the complete record shall be as large as the size notified in the official Gazette.

This sample, if required to be tested, shall be tested only for determining the purity.

ii. Classes and sources of certified seed:-

1. There shall be three classes of certified seed, namely, foundation, registered and certified, and each class shall meet the following standards for that class.

a. Foundation seed shall be the progeny of breeder's seed, or be produced from foundation seed which can be clearly traced to breeder's seed. Production shall be supervised and approved by a seed certification agency and be so handled as to maintain specific genetic purity and identity and shall be required to meet certification standards for the crop being certified.

b. Registered seed shall be the progeny of foundation seed that is so handled as to maintain its genetic identity and purity according to standard specified for the particular crop being certified.

c. Certified seed shall be the progeny of registered or foundation seed that is so handled as to maintain genetic identity and purity according to standards specified for the particular crop being certified.

2. At the discretion of the certification agency (when considered necessary to maintain adequate seed supplies) certified seed may be progeny of certified seed provided this reproduction may not exceed three generations and provided further that it is determined by the seed certification agency that the genetic purity will not be significantly altered.

iii. Certification of Seeds

i. Application for the grant of a certificate:

Every application for the grant of a certificate under Sub-section

(1) of section shall be made in Form in accordance with the procedure outlined by the certification agency for submission of applications and contain the following particulars, namely:

a. the name, profession and place of residence of the applicant;

- b. the name of the seed to be certified, its notified kind or variety;
- c. class of the seed;
- d. source of the seed;
- e. limits of germination and purity of the seed;
- f. mark or label of the seed

ii. Seed Analysts and Seed Inspectors

1. Qualifications of Seed Analysts:

A person shall not be qualified for appointment as Seed Analyst unless he/she.

- i. Possesses a Master's or equivalent degree in Agriculture or Agronomy or Botany or Horticulture of a University recognized for this purpose by the Government and has had not less than one year's experience in seed technology; or
- ii. Possessed a Bachelor's degree in Agriculture or Botany of a University recognized for this purpose by the Government and has had not less than three years' experience in seed technology.

2. Duties of a seed analyst:

- i. On receipt of a sample for analysis the Seed Analyst shall first ascertain that the mark and the seal or fastening as provided in clause (b) of the subsection (1) of section 15 are intact.
- ii. The Seed analyst shall analyse the samples in accordance with the procedures laid down in the Seed Testing Manual published by the Indian Council of Agriculture Research as amended from time to time. (Amendment No.7 (17)/69-Seeds-Dev., dated 30-6-1973).
- iii. The Seed Analyst shall deliver in Form VII, a copy of report of the result of the analysis to the persons specified in sub-section (1) of section 16, as soon as, may be but not later than 30 days from the date of receipt of samples sent by the Seed Inspector under Sub-Section (2) of the Section 15.(Amendment No.7(17)/69-Seeds-Dev., dated 30-6-1973)

- iv. The Seed Analyst shall from time to time forward to the State Government the reports giving the result of analytical work done by him.

3. Qualification of Seed Inspectors:

A person shall not be qualified for appointment as Seed Inspector unless he is a graduate in Agriculture of a University recognized for the purpose by the Government and has had not less than one year's experience in seed production, or seed development in seed analysis or testing in seed testing laboratory.

4. Duties of a Seed Inspector:

In addition to the duties specified by the Act, the Seed Inspector shall

- a. Inspect as frequently as may be required by certification agency all places used for growing storage or sale of any seed of any notified kind or variety;
- b. Satisfy himself that the conditions of the certificates are being observed;
- c. Procedure and send for analysis, if necessary, samples of any seeds, which he has reason to suspect are being produced, stocked or sold or exhibited for sale on contravention of the provisions of the Act or these rules;
- d. Investigate any complaint, which may be made to him in writing in respect of any contravention of the provisions of the Act or these rules.
- e. e. Maintain a record of all inspections made and action taken by him in the performance of his duties including the taking of samples and the seizure of stocks and submit copies of such record to the Director of Agriculture or the certification agency as may be directed in this behalf.
- f. When so authorized by the State Government detain imported containers which he has reason to suspect contain seeds, import of which is prohibited except and in accordance with the provisions of the Act or these rules.
- g. Institute prosecutions in respect of breaches of the Act or these rules.
- h. Perform such other duties as may be entrusted to him by the State Government (Amendment No.7(17)/69-Seeds-Dev., dated 30-6-1973)

5. Action to be taken by the Seed Inspector, if a complaint is lodged

1. If farmer has lodged a complaint in writing that the failure of the crop is due to the defective quality of seeds of any notified kind or variety supplied to him, the Seed Inspector shall take in his possession the marks or labels, the seed containers and a sample of unused seeds to the extent possible from the complaint for establishing the sources of supply of seeds and shall investigate the causes of the failure of his crop by sending samples of the lot to the Seed Analyst for detailed analysis at the State Seed Testing Laboratory. He shall thereupon submit the report of his findings as soon as possible to the competent authority.
2. In case, the Seed Inspector comes to the conclusion that the failure of the crop is due to the quality of seeds supplied to the farmer being less than the minimum standards notified by the Central Government, he shall launch proceedings (Amendment No.7-15/74-SD, Dated 31 January, 1976) against the supplier for contravention of the provisions of the Act or these Rules".
(Amendment No.7-15/74.SD, dated 29th April, 1975)

iii. Sealing, fastening, dispatch and analysis of samples

i. Manner of taking samples:

The Samples of any seed of any notified kind of variety for the purpose of analysis shall be taken in a clean dry container which shall be closed sufficiently tight to prevent leakage and entrance of moisture and shall be carefully sealed.

ii. Containers to be labelled and addressed: -

All containers containing samples for analysis shall be properly labeled and the parcels shall be properly addressed. The label on any sample of seed sent for analysis shall bear.

- a. Serial number;
- b. Name of the sender with official designation, if any;
- c. Name of the person from whom the sample has been taken.

- d. Date and place of taking the sample;
- e. Kind or variety of the seed for analysis;
- f. Nature and quantity of preservative, if any, added to the sample.

iii. Manner of packing, fastening and sealing the samples:-

All samples of seed sent for analysis shall be packed, fastened and sealed in the following manner.

- a. The stopper shall first be securely fastened to as to prevent leakage of the containers in transit;
- b. The container shall then be completely wrapped in fairly strong thick paper. The ends of the paper shall be neatly folded in and affixed by means of gum or other adhesive.
- c. The paper cover shall be further secured by means of strong twine or thread both above and across the container, and the twine or thread shall then be fastened on the paper cover by means of sealing wax on which there shall be four distinct and clear impression of the seal of the sender of which one shall be at the top of the packet, one at the bottom and the other two on the body of the packet. The knots of the twine or thread shall be covered by means of sealing wax bearing the impression of the seal of the sender.

iv. Form of order:

The order to be given in writing by the Seed Inspector under clause (c) of subsection (1) of section 14 shall be Form III

v. Form of receipt of records:

When a Seed Inspector seizes any record, register, document or any other material object under Clause (d) of Sub-section (1) of section 14, he shall issue a receipt in Form IV to the person concerned.

vi. How to send sample to the Seed Analyst:

The container of samples for analysis shall be sent to the Seed Analyst by registered post or by hand in a sealed packet enclosed together with a memorandum in Form V in an outer cover addressed to the Seed Analyst.

vii. Memorandum and impression of seal to be sent separately:

A copy of the memorandum and a specimen impression of the seal used to seal the packet shall be sent to the Seed Analyst separately by registered post or delivered to him or to any person authorized by him.

viii. Addition of preservatives to samples:

Any person taking a sample of seed for the purpose of analysis under the Act may add a preservative as may be specified from time to time to the sample. The nature and quantity of the preservative added shall be clearly noted on the label to be affixed to the container.

ix. Nature and quantity of the preservative to be noted on the label:

Whenever any preservative is added to a sample the nature and quantity of the preservative added shall be clearly noted on the label to be affixed to the container.

x. Analysis of the sample:

On receipt of the packet, it shall be opened either by the Seed Analyst or by an officer authorized in writing the Seed Analyst, who shall record the condition of the seal on the packet. Analysis of the sample shall be carried out at the State Seed Laboratory in accordance with the procedure laid down by the Central Government.

xi. Form of notice:

The notice to be given under clause (a) of sub section (1) of section 15 to the person from whom the Seed Inspector intends to take sample shall be in Form VI.

xii. Form of report:

The report of the result of the analysis under subsection (1) or subsection (2) of section 16 shall be delivered or sent in Form VII

xiii. Fees:

The fees payable in respect of the report from the Central Seed Laboratory under sub-section (2) of the 16 shall be Rs.10/- per sample of the seed analysed.

ix. Retaining of the sample:

The sample of any seed shall, under clause (c) of Sub-section (2) of section 15, be retained under a cool, dry environment to eliminate the loss of viability and in insect proof or rat proof containers. The containers shall be dusted with suitable insecticides and the storage room fumigated to avoid infestation of samples by insects. The samples shall be packed in good quality containers of uniform shape.

16.2.2.2. Seed (Control) order, 1983

1. Issue of License to dealers

All persons carrying on the business of selling, exporting and importing seeds will be required to carry on the business in accordance with terms and conditions of license granted to him for which dealer has to make an application in duplicate in Form 'A' together with a fee of Rs.50/- for license to licensing authority unless the State Government by notification exempts such class of dealers in such areas and subject to such conditions as may be specified in the notification. Based on such enquiry as it thinks fit, the licensing authority may grant in form 'B' or refuse in provisions of the Order. The refusal to grant license shall be accompanied by clear recording of reasons for such refusal.

2. Renewal of License

A holder of license shall be eligible for renewal upon and application being made in the prescribed form 'C' (in duplicate) together with a fee of rupees twenty before the expiry of license or at the most within a month of date of expiry of license for which additional fee of Rs.25/- is required to be paid.

3. Appointing of Licensing authority

The state government may appoint such number of persons as it thinks necessary to be inspector and define the area of such Inspector's jurisdiction through notification in the official gazette.

4. Time limit for analysis of samples by Seed testing lab.

The time limit for analysis of samples by seed testing lab and suspension / cancellation of license may be done by Licensing authority after giving an opportunity of being heard to the holder of license, suspend or cancel the license on grounds of mis representation of a material in particular or contravention in provision of the order.

5. Suspension / Cancellation of license

The Licensing authority may after giving an opportunity of being held to the holder of license, suspend or cancel the license on grounds of mis-representation of material in particular or contravention in provision of the Order.

6. Appeal

The state government may specify authority for hearing the appeals against suspension / cancellation under this order and the decision of such authority shall be final. Any person aggrieved by an order of refusal to grant or amend or renew the license for sale, export / import of seed may within 60 days from the date of Order appeal to the designated authority in the manner prescribed in the order.

7. Miscellaneous

The licensing authority may on receipt of request in writing together with Rs.10/- can amend the license of such dealer. Every seed dealer are expected to maintain such books, accounts and records to this business in order and submit monthly return of his business for the preceding months in Form 'D' to the licensing authority by 5th day of every month.

18.2.2.3. New seed policy (1988)

The Ministry of Agriculture, vide Letter No.11-71/88-SD-1 dated September 16, 1988 has brought out 'New Policy on Seed Development', with the aim of providing the farmer the best planting materials available in the world so as to increase productivity and thereby increasing farm income and export earnings. The policy lays special emphasis on;

- i. Import of high quality of seeds- A time bound programme to modernize plant quarantine facilities
- ii. Effective implementation of procedures for quarantine /post entry quarantine
- iii. Incentives to encourage the domestic industry
- iv. Import of quality seeds.

The following are the guidelines for the import of above categories of seed/planting material under the Seed Policy.

1. Import of seeds of coarse cereals/pulses/oil seeds

The import of seeds of coarse cereals/pulses/oil seeds is permitted for a period not exceeding two years by companies that have technical/financial collaboration with companies abroad, provided that the latter agree to supply parental lines/nucleus or breeder seed technology to the Indian firm within two years of first shipment of commercial consignment. The bulk import is permitted by the importer based on the recommendation issued by the Department of Agriculture & Cooperation (DAC) after considering the trial/evaluation report of the varieties/hybrids, which he intends to import. The Plant Protection Advisor (PPA) or any other officer notified for the said purpose issues the import permit based on the recommendation of DAC. However the recommendation of DAC is not required for import of trial material. The quantities of the seed permitted for import for initial trials by the importer, for Indian Council of Agricultural Research (ICAR) multi-location trials & agronomic trials or combined trials, guidelines (vide Letter No. 11-71/88/S.D.I dated 30th January 1989) issued by the Ministry of Agriculture as per Para 4.3.5 of Seed Policy.

And also, the quantities of seeds of parental lines required to be sampled and submitted in sealed condition for accession to gene bank of National Bureau of Plant Genetic Resources (NBPGR), New Delhi (vide Letter No. 11-102/88-S.D.I dated 5th February 1991) is as per Para 4.3.8 of Seed Policy. The imported consignment shall be subjected to detailed testing for a period of 30-35 days and the same purpose the

consignment will be held under detention in Airport Authority of India (AAI) warehouse or any customs bonded warehouse at the cost of importer.

2. Import of vegetable & flower seeds

The bulk import of vegetable & flower seeds is permitted under Open General License (OGL) by the eligible importers viz.,

- (i) Departments of Agriculture/Horticulture of the State Governments, State Agricultural Universities and ICAR;
- (ii) Seed producing Indian companies/firms after registration with National Seeds Corporation;
- (iii) National Seeds corporation (NSC), State Seeds Corporations;
- (iv) Food processing industrial units;
- (v) Growers of vegetables and flowers registered with Director of

Horticulture/Agriculture of the State Government. The imported seed is subject to detailed seed testing for a period of 30-35 days on arrival at the port of entry.

However, permit issued by PPA or any other competent officer notified for this purpose, is required for import of vegetable seeds but not flower seeds.

3. Import of bulbs & tubers of flowers

The bulk import of bulbs & tubers of flowers and ornamentals is allowed under OGL by eligible importers as stated above. The imported consignments shall be subjected to grow-out test for a period of 35-40 days on arrival at the port of entry and for the same purpose the consignment will be held under detention in cold storage under customs bond or the imported bulbs & tubers may be subjected to post-entry quarantine instead of grow-out test at the specific request of the importer (vide Ministry of Agriculture Letter No. 8-55/93-PP.I, dated 10th January 1998). The bulbs/tubers are required to be sown in individual poly bags and are subjected to joint inspection by DIA and the officer of concerned Plant Quarantine

Stations (PQS) during Post-Entry Quarantine (PEQ) period specified at the time of issue of permit.

4.Import of cuttings/saplings/bud wood etc., of flowers

The cuttings/saplings/bud wood etc., of flowers is permitted for import under OGL. However, a permit issued by PPA or any other competent officer notified for this purpose, is required. The importer is required to establish PEQ facilities prior to import, which are to be approved by the Designated Inspection Authorities (DIAs) as per the guidelines issued by PPA. The imported consignments on arrival at the port of entry shall be subject to quarantine inspection and cleared within 24-72 hrs with a condition for growing under post-entry quarantine for a period not exceeding 45 days in an approved PEQ facility under the supervision of DIA.

5. Import of seeds/planting material of fruits

The seeds/planting material of fruit plant species are selectively permitted for import by DAC on case-to-case basis on the recommendation of Director of Horticulture/Agriculture of the state and subject to quarantine regulations as may be laid down by PPA. However, permit issued by PPA or any other competent officer notified for this purpose, is required for the import of the same.

16.2.2.4. National Seed Policy, 2002

The Seeds Act, 1966 and Seeds Control Order promulgated thereunder, and the New Policy on Seeds Development, 1988, form the basis of promotion and regulation of the Seed Industry. Far-reaching changes, however, have taken place in the national economic and agricultural scenario and in the international environment since the enactment of the existing seed legislation and the announcement of the 1988 Policy.

The National seed policy is based on the recommendation of M.V. Rao committee in 2002. The National Seed Policy 2002 is meant to "Strengthen the seed

industry" in view of the liberalisation in the farm sector under the World Trade Organisation (WTO). This policy was launched to provide intellectual property protection to new plant varieties, usher this sector into planned development, protect the interest of farmers and encourage conservation of agro-biodiversity. This policy had 10 thrust areas as follows:

- j. Varietal Development and Plant Varieties Protection
- ii. Seed Production
- iii. Quality Assurance
- iv. Seed Distribution and Marketing.
- v. Infrastructure facilities
- vi. Transgenic Plant Varieties
- vii. Import of seeds and planting material
- viii. Export of seeds
- ix. Promotion of Domestic Seed
- x. Strengthening of monitoring system

16.2.2.5. The Protection of Plant Varieties and Farmers' Rights (PPV &FR) Act, 2001

16.2.2.5.1. Introduction

The Intellectual Property Rights (IPRs) are generally being applicable to industrial property only. The patent laws of India did not provide for IPRs on living organisms including plant varieties. The question of plant variety protection has been brought in to sharp focus by Agreement on Trade Related Aspects of Intellectual Property Rights (TRIPS) which is a part of Agreement establishing World Trade Organization (WTO). India is a signatory to TRIPS agreement, which casts an obligation on member countries to provide for a system of plant variety protection either through patents or through a sui generis legislation framework or a combination thereof. Under these agreements, a legislative framework for plant variety protection has to be provided by member countries within a specified time period. While this

has lent some urgency to the question of plant variety protection, the question of plant variety rights, even independent of the obligations posed by TRIP's agreement, has been under active consideration in view of our strong agricultural research system.

In order to provide for the establishment of an effective system for the protection of plant varieties, the rights of farmers and plant breeders and to encourage the development of new varieties of plants it has been considered necessary to recognize and to protect the rights of the farmers in respect their contributions made at any time in conserving, improving and making available plant genetic resources for the development of new plant varieties.

Accordingly, the Government of India enacted "The Protection of Plant Varieties and Farmers' Rights (PPV &FR) Act, 2001" adopting *sui generis* system. Indian legislation is not only in conformity with International Union for the Protection of New Varieties of Plants (UPOV), 1978, but also have sufficient provisions to protect the interests of public sector breeding institutions and the farmers.

The legislation recognizes the contributions of both commercial plant breeders and farmers in plant breeding activity and also provides to implement TRIPs in a way that supports the specific socio-economic interests of all the stakeholders including private, public sectors and research institutions, as well as resource-constrained farmers.

In order to implement the provisions of the Act the Department of Agriculture and Cooperation, Ministry of Agriculture established the Protection of Plant Varieties and Farmers' Rights Authority on 11th November, 2005. The Chairperson is the Chief Executive of the Authority. Besides the Chairperson, the Authority has 15 members, as notified by the Government of India (GOI). The Registrar General is the ex-officio Member Secretary of the Authority.

16.2.2.5.2. Objectives of the PPV & FR Act, 2001

1. To establish an effective system for the protection of plant varieties, the rights of farmers and plant breeders and to encourage the development of new varieties of plants.

2. To recognize and protect the rights of farmers in respect of their contributions made at any time in conserving, improving and making available plant genetic resources for the development of new plant varieties.
3. To accelerate agricultural development in the country, protect plant breeders' rights; stimulate investment for research and development both in public & private sector for the development new of plant varieties.
4. Facilitate the growth of seed industry in the country which will ensure the availability of high quality seeds and planting material to the farmers.

16.2.2.5.3. Rights under the Act

1. Breeders' Rights: Breeders will have exclusive rights to produce, sell, market, distribute, import or export the protected variety. Breeder can appoint agent/ licensee and may exercise for civil remedy in case of infringement of rights.

2. Researchers' Rights: Researcher can use any of the registered variety under the Act for conducting experiment or research. This includes the use of a variety as an initial source of variety for the purpose of developing another variety but repeated use needs prior permission of the registered breeder.

3. Farmers' Rights:

- i. A Farmer who has evolved or developed a new variety is entitled for registration and protection in like manner as a breeder of a variety; Farmers variety can also be registered as an extant variety;
- ii. A farmer can save, use, sow, re-sow, exchange, share or sell his farm produce including seed of a variety protected under the PPV & FR Act, 2001 in the same manner as he was entitled before the coming into force of this Act provided farmer shall not be entitled to sell branded seed of a variety protected under the PPV&FR Act, 2001;
- iii. Farmers are eligible for recognition and rewards for the conservation of Plant Genetic Resources of land races and wild relatives of economic plants;

- iv. There is also a provision for compensation to the farmers for non-performance of variety under Section 39 (2) of the Act, 2001 and
- v. Farmer shall not be liable to pay any fee in any proceeding before the Authority or Registrar or the Tribunal or the High Court under the Act.

16.2.2.5.4. Registration

A variety is eligible for registration under the Act if it essentially fulfills the criteria of Distinctiveness, Uniformity and Stability (DUS). The Central Government issues notification in official Gazettes specifying the genera and species for the purpose of registration of varieties.

So far, the Central Government has notified 57 crop species for the purpose of registration. The PPV & FR Authority has developed “Guidelines for the Conduct of Species Specific Distinctiveness, Uniformity and Stability,” tests or “Specific Guidelines’, for individual crop species. These include bread wheat, rice, maize, sorghum, pearl millet, chickpea, pigeon pea, green gram, black gram, field pea/garden pea, kidney bean/French bean, lentil, diploid cotton (two species), tetraploid cotton (two species), jute (two species), sugarcane, ginger, turmeric, Indian mustard, karan rai, rapeseed, gobhi sarson, sunflower, safflower, castor, sesame, linseed, groundnut, soybean, black pepper, small cardamom, rose, chrysanthemum, mango, potato, eggplant, tomato, lady’s finger, cauliflower, cabbage, onion, garlic, durum, dicoccum and triticum species of wheat, jsabgol, menthol mint, damask rose, periwinkle brahmi, orchids (Venda, cymbidium & Dendrobium)

Fees for registration

The application for registration of plant varieties should be accompanied with the fee of registration prescribed by the authority. The Registration of a variety is renewable subject to payment of annual fee as notified in the Plant Variety Journal of India of the Authority.

16.2.2.5.5. Certificate of Registration

Applications which have fulfilled all requirements and have been finally accepted by the Registrar for registration were issued Certificates of Registration. The certificate of registration issued will be valid for nine years in case of trees and vines and six years in case of other crops. It may be reviewed and renewed for the remaining period on payment of renewal fees subject to the condition that total period on payment of renewal fees and that total period of validity shall not exceed eighteen years in case of trees and vines from the date registration of the variety, fifteen years from the date of notification of variety under the Seeds Act, 1996 and in other cases fifteen years from the date registration of the variety.

16.2.2.5.6. National Register of Plant Varieties

National Register of Plant Varieties has been kept at the head office of the Registry, containing the names of all the registered plant varieties with the names and addresses of their respective breeders, the rights of such breeders in respect of the registered varieties, the particulars of the denomination of each registered variety, its seed or other propagating material along with specification of salient features thereof and such other matters as may be prescribed.

16.2.2.5.7. Plant Varieties Protection Appellate Tribunal

The Act provides for establishment of Plant Varieties Protection Appellate Tribunal (PVPAT). All orders or decisions of the Registrar of Authority relating to registration of variety and orders or decisions of the Registrar relating to registration as agent or licensee can be appealed in the Tribunal. Further, all orders or decisions of Authority relating to benefit sharing, revocation of compulsory license and payment of compensation can also be appealed in the Tribunal. There is transitory provision by which it is provided that till the PVPAT is established the Intellectual Property Appellate Board (IPAB) will exercise the jurisdiction of PVPAT. The decisions of the PVPAT can be challenged in high Court. The Tribunal shall dispose of the appeal within one year.

16.2.3. Insecticides Rules, 1971

In exercise of the powers conferred by section 36 of the Insecticides Act, 1968 (46 of 1968), the Government of India, after consultation with the Central Insecticides Board, hereby makes the rules. They shall come into force on the 31th day of October, 1971. The some of the relevant rules are detailed below;

CHAPTER I

PRELIMINARY

2. Definition

A few definitions are;

- a."Act" means the Insecticides Act, 1968 (46 of 1968);
- b."expiry date" means the date that is mentioned on the container, label or wrapper against the column `date of expiry
- c."form" means a form set out in the First Schedule
- d."laboratory" means the Central Insecticides Laboratory
- e."schedule" means a schedule annexed to these rules;
- f."pests" means any insects, rodents, fungi, weeds and other forms of plant or animal life not useful to human beings;
- g."testing facility" means an operational unit where the experimental studies are being carried out or have been carried out in relation to submission of data on product quality or on safety or on efficacy, or an residues or on stability in storage of the insecticides for which the application for registration is made.
- h.`Commercial Pest Control Operation means any application or dispersion of Insecticide(s) including fumigants in household or public or private premises or land and includes pest control operations in the field including aerial applications for commercial purposes but excludes private use;
- i.'Pest Control Operators'; means any person who undertakes pest control operations and includes the person or the firm or the company or the organization under whose control such a person(s) is operating.

CHAPTER II
FUNCTIONS OF THE BOARD AND LABORATORY

3. Functions of the Board

The Board shall in addition to the functions assigned to it by the Act carry out the following functions, namely:

- a. advise the Central Government on the manufacture of insecticides under the Industries(Development and Regulation) Act, 1951 (65 of 1951);
- b. specify the uses of the classification of insecticides on the basis of their toxicity as well as their being suitable for aerial application;
- c. advise tolerance limits for insecticides, residues and an establishment of minimum intervals between the application of insecticides and harvest in respect of various commodities;
- d. specify the shelf-life of insecticides
- e. suggest colourisation, including colouring matter which may be mixed with concentrates of insecticides, particularly those of highly toxic nature;
- f. carry out such other functions as are supplemental, incidental or consequential to any of the functions conferred by the Act or these rules.

5. Functions of Laboratory

The functions of the Laboratory shall be as follows;

- a. to analyse such samples of insecticides sent to it under the Act by any officer or authority authorized by the Central or State Governments and submission of certificates of analysis to the concerned authority;
- b. to analyse samples of materials for insecticide residues under the provisions of the Act;
- c. to carry out such investigations as may be necessary for the purpose of ensuring the conditions of registration of insecticides;
- d. to determine the efficacy and toxicity of insecticides;
- e. to carry out such other functions as may be interested to it by the Central Government or by a State Government with the permission of the Central

Government and after consultation with the Board.

CHAPTER III

REGISTRATION OF INSECTICIDE

6. Manner of registration

1. (a) An application for registration of an insecticide under the Act shall be made in Form I and the said Form including the verification portion, shall be signed in case of an individual by the individual himself or a person duly authorized by him; in case of Hindu Undivided Family, by the Karta or any person duly authorized by him; in case of partnership firm by the managing partner; in case of a company, by any person duly authorized in that behalf by the Board of Directors; and in any other case by the person in-charge or responsible for the conduct of the business. Any change in members of Hindu Undivided Family or partners or the Board of Directors or the person in charge, as the case may be, shall be forthwith intimated to the Secretary, Central Insecticides Board and Registration Committee and the Licensing Officer.

(b). The Registration Committee may, if necessary, direct inspection of the testing facility for establishing the authenticity of the data.

2. An application form duly filled together with a bank draft, drawn in favour of the Accounts Officer, Directorate or Plant Protection, Quarantine & Storage, payable at Faridabad towards registration fee shall be sent to the Secretary, Registration Committee, Directorate of Plant Protection, Quarantine & Storage, NH-IV, Faridabad-121001, Haryana.

3. The registration fee payable shall be paid by a demand draft drawn on the State Bank of India, Faridabad, in favour of the Accounts Officer, Directorate of Plant Protection, Quarantine and Storage, Faridabad, Haryana

4. The certificate of registration shall be in Form II or Form II-A, as the case may be and shall be subject to such conditions as specified therein.

6A. Issue of duplicate certificate of registration

A fee of Rupees one hundred shall be paid in the form of demand draft drawn on

the State bank of India, Faridabad in favour of the Accounts Officer, Directorate of Plant Protection, Quarantine & Storage, Faridabad, Haryana for a duplicate copy of a Certificate of Registration if the original is defaced, damaged or lost.

6B. Addition, deletion or alteration on the Certificate of Registration including labels and leaflets

A fee of Rupees one hundred shall be paid in the form of demand draft drawn on the State Bank of India, Faridabad, in favour of the Accounts Officer, Directorate of Plant Protection, Quarantine and Storage, Faridabad, Haryana on each occasion for each Certificate of Registration for addition, deletion, alternation on the Certificate of Registration including labels and leaflets.

7. Appeal

1. An appeal against any decision of the Registration Committee under section 9 shall be preferred in writing [in Form II-B, in duplicate] to the Central Government in the Department of Agriculture.
2. The appeal shall be in writing and shall set out concisely and under distinct heads the grounds on which the appeal is preferred.

8. Manner of publication of refusal to register or cancellation of certificate of registration

A refusal to register an insecticide or a cancellation of the certificate of registration of an insecticide shall also be published in any two English and Hindi newspapers which have circulation in a substantial part of India and in any of the journals published by the Department of Agriculture of the Government of India.

CHAPTER IV

GRANT OF LICENCE

9. Licences to manufacture insecticide

1. Application for the grant or renewal of a licence to manufacture any insecticide shall be made in Form III or Form IV, as the case may be, to the licensing officer and shall be accompanied by a fee of rupees two thousand for every insecticide and a maximum of rupees twenty thousand for all insecticides for

which the licence is applied.

2. If an insecticide is proposed to be manufactured at more than one place, separate applications shall be made and separate licences shall be issued in respect of every such place.
3. A licence to manufacture insecticides shall be issued in Form V and shall be subject to the following conditions, namely:
 - i. The licence and any certificate of renewal shall be kept on the approved premises and shall be produced for inspection at the request of an Insecticide Inspector appointed under the Act or any other officer or authority authorized by the licensing officer.
 - ii. Any change in the expert staff named in the licence shall forthwith be reported to the licensing officer.
 - iii. If the licensee wants to undertake during the currency of the licence to manufacture for sale of additional insecticides, he shall apply to the licensing officer for the necessary endorsement in the licence on payment of the prescribed fee for every category of insecticides.
 - iv. An application for the renewal of a licence shall be made as laid down in rule 11.
 - v. The licensee shall comply with the provisions of the Act and the rules made there under for the time being in force.
 - vi. The licensee shall obtain ISI Mark Certificate from Bureau of Indian Standard within three months of the commencement of the manufacture.
 - vii. No Insecticides shall be sold or distributed without ISI Mark Certification.
 - viii. A licensing officer may, after giving reasonable opportunity of being heard, to the applicant, refuse to grant any license.
4. A licensing officer may, after giving reasonable opportunity of being heard, to the applicant, refuse to grant any license.
- 4a. No license to manufacture an insecticide shall be granted unless the licensing officer is satisfied that necessary plant and machinery, safety devices and first-aid

facilities, etc., exist in the premises where the insecticide is proposed to be manufactured.

5. A fee of rupees one hundred shall be paid for a duplicate copy of a licence issued under this rule, if the original is defaced, damaged or lost

10. Licence for sale, etc., of insecticides

1. Applications for the grant or renewal of a licence to sell, stock or exhibit for sale or distribute insecticides shall be made in Form VI or Form VII, as the case may be, to the licensing officer and shall be accompanied by the fees specified in sub-rule (2).

2. The fee payable under sub-rule (1) for grant or renewal of a licence shall be rupees five hundred for every insecticide for which the licence is applied subject to maximum rupees seven thousand five hundred. There shall be a separate fee for each place, if any insecticide is sold, stocked or exhibited for sale at more than one place:

PROVIDED that the maximum fee payable in respect of insecticides commonly used for household purposes and registered as such shall be rupees seven thousand five hundred for every place:

PROVIDED further that, if the place of sale is established in the rural areas, the fee shall be one fifth of the fee specified in this rule.

3. If any insecticide is proposed to be sold or stocked for sale at more than one place, separate applications shall be made and separate licences shall be issued in respect of every such place [and for every insecticides.]

3 A. Pest Control Operators

- i. Any person who desires to undertake pest control operations, with the use of Aluminium Phosphide, Methyl bromide, Ethylene dibromide or as notified shall apply for a licence in Form VI-A with a fee of rupees one thousand for each place of operation. The licence granted for such operations shall be valid for a period of five years provided that the licence shall be renewed after verification or inspection at the expiry of this period on application in Form VI-B for a further period of five years with an

- application fee of rupees one thousand.
- ii. A licence to stock and use insecticides for pest control operators will be issued in Form VI-C.
 - iii. Any person who applies for grant of licence for undertaking pest control operations should be at least a graduate in Agriculture or in Science with Chemistry as a subject with a certificate of minimum 15 days training from any of the following Institutions-Central Food Technological Research Institute, Mysore; Indian Grain Storage Institute, Hapur and National Plant Protection Training Institute, Hyderabad.
 - iv. For undertaking fumigation, the pest control operators shall have to obtain special permission from the Plant Protection Adviser to the Government of India in addition to obtaining licence. The Plant Protection Adviser will grant such permission as per procedure or guide lines approved by the Registration Committee.
 - v. The commercial pest control operators shall adhere to the prescribed guidelines or procedures as laid down by the Plant Protection Adviser to the Government of India in regard to the fumigation operations undertaken by them.
4. A licence to sell, stock or exhibit for sale or distribute insecticides shall be issued in Form VIII and shall be subject to the following conditions, namely:
- i. The licence shall be displayed, in a prominent place in the part of the premises open to the public.
 - ii. The licence shall comply with the provisions of the Act, and the rules made thereunder for the time being in force.
 - iii. Where the license wants to sell, stock or exhibit for sale or distribute any additional insecticides during the currency of the licence, he may apply to the licensing officer for necessary endorsement on the licence on payment of fees specified in sub-rule (2).
 - iv. If the licensing officer is satisfied that a particular insecticide is harmful to

human beings, animals or environment, he may after recording reasons and referring the Insecticide to the Insecticide analyst, prohibit temporarily its sale for a period of thirty days or till he obtains the report of the Analyst, whichever is earlier.

4 A.i. Every person shall along with his application for grant or renewal of a licence to undertake operation or sell, stock or exhibit for sale or distribute Insecticides, file a certificate from the principal whom he represents or desires to represent the Form VI-D.

ii. The certificate to be issued by the principal shall be addressed to the licensing officer of the concerned area and shall contain full particulars of the principal including their registration and manufacturing licence numbers, full name and address of the person proposed to be authorized and also the type of formulations to be used in commercial pest control operations, sold, stocked or exhibited, for sale or distribution.

ii. In order to verify the genuineness or otherwise of the certificate, principal shall send to the licensing officer of the State where he intends to sell his products an adequate number of copies of the specimen signature or the specimen signatures of the persons authorized in writing to issue the principal certificate.

iv. In case of suspension, revocation or cancellation of the certificate, the principal shall forthwith intimate the licensing officer having jurisdiction.

5. A licensing officer may, after giving a reasonable opportunity of being heard to the applicant refuse to grant any licence.

6. A fee of rupees one hundred shall be payable for a duplicate copy of a licence issued under this rule if the original is defaced, damaged or lost.

10A. Segregation and disposal of date-expired pesticides

a. Immediately after the date of expiry all such stocks after being segregated and stamped 'not for sale or `not for use or `not for manufacture, as the case may be, shall be kept by the licensee in a separate place specially demarcated for

the purpose with a declaration, date-expired insecticide, to be exhibited on the conspicuous part of the place.

- b. All such stocks then shall be disposed of in an environment friendly manner as may be specified from time to time by the Central Government in consultation with the Central Insecticides Board and shall not be used for remanufacture.

10B. Special provision with regard to sulphur

With regard to insecticide sulphur and its formulations, all licensees shall,--

- a. observe all precautions to prevent its theft;
- b. report any such theft to the nearest police authorities promptly; and
- c. maintain a separate register showing names and addresses of all the persons to whom it has been sold or distributed and the quantities to be sold or distributed

10 C. Prohibition against sale or storage of insecticides in certain places

No person shall manufacture, store or expose for sale or permit the sale or storage of any insecticide in the same building where any articles consumable by human beings or animals are manufactured, stored or exposed for sale.

Explanation : Nothing contained in this rule will apply to the retail sales of household insecticides from the building wherefrom other articles consumable by human beings or animals are usually sold provided such household insecticides have been registered as such and are packed and labelled in accordance with these rules

11. Duration of licences

- a. Any licence issued or renewed under this chapter shall, unless sooner suspended or cancelled, be in force for a period of two calendar years:

PROVIDED that the licence to manufacture insecticides, if any, issued on the basis of provisional registration granted under sub-section (3-B) of section 9, shall expire on the date of expiry of the provisional registration:

PROVIDED further that the licence granted by endorsement on the main licence under clause (iii) of sub-rule (8) of rule 9 or under clause (iii) of sub-

rule (4) of rule 10 or under sub-rule (3) of rule 10-A shall expire or be renewable along with the main licence.

- b. An application for the renewal of a licence shall be made before its expiry and if such an application is made after the date of expiry but within three months from such date, a late fee of
- i. rupees five hundred for the first month or part thereof, rupees one thousand for the second month or part thereof and rupees one thousand and five hundred for the third month or part thereof, in case of licence to manufacture insecticides or to carry pest control operations;
 - ii. rupees one hundred for the first month or part thereof, rupees two hundred for the second month or part thereof and rupees three hundred for the third month or part thereof, in case of any other licence shall be paid along with the application for renewal:

PROVIDED that where the main pest control operation unit or the place of sale is located in the rural areas, the late fee shall be one-fifth of the said late fee:

PROVIDED further that in case of death or disability of the licensee, the Licensing Officer may after recording reasons in writing, exempt the applicant from payment of the late fee.

Explanation:

- (1) Where an application for renewal is made before the expiry of the licence and the order regarding refusal or renewal is passed after the expiry of the licence, the applicant shall be deemed to have been carrying on his business in accordance with the expired licence till the date of communication of the final order on that application.
- (2) Where an application for renewal is made after the expiry of the licence with late fee, the applicant shall be deemed to have been carrying on his business in accordance, with the expired licence (from the date of expiry) till the date of communication of the final order on that application.

- c. The licence shall continue to be in force until it is renewed or revoked. Where an appeal is preferred under Section 15, the licence shall continue to be revoked until disposal of appeal or as ordered by the appellate authority pending disposal of the appeal.
- d. A licensing officer may, after giving an opportunity of being heard, refuse to renew the licence [for reasons to be recorded in writing].

12. Conditions of licence

- a. Subject to conditions laid down in sub-rule (3) of rule 9, under sub-rule (4) of rule 10, a licence shall not be granted to any person under this chapter unless the licensing officer is satisfied and the premises in respect of which licence is to be granted are adequate and equipped with proper storage accommodation for avoiding any hazards for preserving the properties of insecticides in respect of which the licence is granted.
- b. In granting a licence, the licensing officer shall have regard, among other things to
 - i. the number of licences granted in the locality during any year; and
 - ii. the occupation, trade or business carried on by the applicant.

13. Varying or amending a licence

- 1. The licensing officer may either on an application made by the licensee or if he is satisfied that the conditions under which a licence has been granted under this chapter have been changed that it is necessary so to do, vary or amend a licence, [after satisfying himself that the Registration Committee has amended the registration certificate and after giving an opportunity of being heard to the person holding the licence].

14. Transfer of licence

- 1. The holder of a licence may, at any time, before the expiry of the licence, apply for permission to transfer the licence to any other person.
- 2. The application under sub-rule (1) shall be accompanied by a fee of rupees one hundred
- 3. The licensing officer may, after such inquiry as he thinks fit, accord permission

to transfer the licence and on such permission being given, an endorsement to that effect shall be made in the licence.

4. If the permission to transfer a licence is refused, the fee paid therefore shall be refunded to the applicant.

15. Issuing cash memo and maintenance of records

1. All sales of insecticides shall be made by a bill or cash memo in the form prescribed under any law.
2. All sales of insecticides made to a licensed manufacturer (formulator or packer), stockist, distributor, dealer, retailer or to a bulk consumer shall be entered insecticide wise, in a register in Form XIII and a state wise monthly return of all sales to actual consumers shall be sent to the licensing officer, in Form XIV within 15 days from the close of the month.
3. Every importer or manufacturer of insecticide shall maintain a stock register in Form XV for technical grade insecticides and in Form XVI for formulated insecticides.
4. Without prejudice to the foregoing, the Central Government or the State Government or any other person authorized by it may, by notice in writing require any importer or manufacturer or any other person dealing in insecticides to furnish within the time specified in the notice, such information with respect of any insecticides or any batch thereof, including the particulars of all persons to whom it has been sold or distributed, as it may consider necessary.

CHAPTER V

PACKING AND LABELLING

16. Prohibition of sale or distribution unless packed and labelled

No person shall stock or exhibit for sale or distribute [or cause to be transported] any insecticide unless it is packed and labelled in accordance with the provisions of these rules.

17. Packaging of insecticides

1. Every package containing the insecticides shall be of a type approved by the

Registration Committee.

2. Before putting any insecticide into the primary package, every batch thereof shall be analysed as per the relevant specifications of the manufacture thereof, in accordance with the approved methods of analysis and the result of such an analysis shall be recorded in the register maintained for the purpose. If any insecticide is put in the package it shall be presumed that it is fit and ready for sale, distribution or use for which it is intended, notwithstanding the fact that any further steps are still required to be taken to make it marketable.

18. Leaflet to be contained in a package

1. The packing of every insecticides shall include a leaflet containing the following details, namely;
 - a. the plant disease, insects and noxious animals or weeds for which the insecticide is to be applied, the adequate direction concerning the manner in which the insecticide is to be used at the time of application;
 - b. particulars regarding chemicals harmful to human beings, animals and wild life, warning and cautionary statements including the symptoms of poisoning suitable and adequate safety measures and emergency first-aid treatment where necessary;
 - c. cautions regarding storage and application of insecticides with suitable warnings relating to inflammable, explosive or other substance harmful to the skin;
 - d. instructions concerning the decontamination or safe disposal of used containers
 - e. a statement showing the antidote for the poison shall be included in the leaflet and the label;
 - f. if the insecticide is irritating to the skin, nose, throat or eyes, a statement shall be included to that effect.
 - g. Common name of the insecticide as adopted by the International Standards Organisation and where such a name has not yet been adopted such other

name as may be approved by the Registration Committee.]

2. Two copies of the leaflets duly approved by the Registration Committee and signed by the Secretary, Registration Committee, shall be returned to the manufacturer and one copy to the State-licensing officer.

19. Manner of labelling

1. The following particulars shall be either printed or written in indelible ink on the label of the innermost container of any insecticide and on the outer most covering in which the container is packed:
 - i. Name of the manufacturer (if the manufacturer is not the person in whose name the insecticide is registered under the Act, the relationship between the person in whose name the insecticide has been registered and the person who manufactures, packs or distributes or sells shall be stated)
 - ii. Name of insecticide (brand name or trade mark under which the insecticide is sold).
 - iii. Registration number of the insecticide.
 - iv. Kind and name of active and other ingredients and percentage of each.
(Common name accepted by the International Standards Organisation or the Indian Standards Institutions of each of the ingredients shall be given and if no common name exists, the correct chemical name which conforms most closely with the generally accepted rules of chemical nomenclature shall be given).
 - v. Net content of volume. (The net contents shall be exclusive of wrapper or other material. The correct statement of the net content to terms of weight, measure, number of units of activity, as the case may be, shall be given. The weight and volume shall be expressed in the metric system).
 - vi. Batch number.
 - vii. Expiry date, i.e. up to the date the insecticide shall retain its efficiency and safety.

viii. Antidote statement.

2. The label shall be so affixed to the containers that it cannot be ordinarily removed
3. The label shall contain in a prominent place and occupying not less than one-sixteenth of the total area of the face of the label, a square, set at an angle of 45° (diamond shape). The dimension of the said square shall depend on the size of the package on which the label is to be affixed. The said square shall be divided into two equal triangles, the upper portion shall contain the symbol and signal word specified in sub-rule (4) and the lower portion shall contain the colour specified in sub-rule (5).
4. The upper portion of the square, referred to in sub-rule (3) shall contain the following symbols and warning statements

Insecticides belonging to Category I (Extremely toxic) shall contain the symbol of a skull and cross-bones and the word "POISON" printed in red;

The following warning statements shall also appear on the label at appropriate place, outside the triangle,

- a. "KEEP OUT OF THE REACH OF CHILDREN"
- b. "IF SWALLOWED, OR IF, SYMPTOMS OF POISONING OCCUR CALL PHYSICIAN IMMEDIATELY";
 - i. insecticides in Category II (highly toxic) will contain the word "POISON" printed in red and the statement "KEEP OUT OF THE REACH OF CHILDREN"; shall also appear on the label at appropriate place, outside the triangle,
 - ii. insecticides in Category III (moderately toxic) shall bear the word "DANGER" and the statement "KEEP OUT OF THE REACH OF CHILDREN"; shall also appear on the label at suitable place outside the triangle;
 - iii. insecticides in Category IV (Slightly toxic) shall bear the word "CAUTION".

5. The lower portion of the square referred to in sub-rule (4) shall contain the colour specified in column (4) of the table below, depending on the classification of the insecticides specified in the corresponding entry in column (1) of the said table.

TABLE

Classification of the Insecticides	Medium lethal dose by the oral route acute toxicity LD 50 mg/kg body weight of test animals	Medium lethal dose by the dermal route dermal toxicity LD 50 mg/kg. Body weight of test animals	Colour of identification band on the label
1	2	3	4
1. Extremely toxic	1-50	1-200	Bright red
2. Highly toxic	51-500	201-2000	Bright Yellow
3. Moderately toxic	501-5000	2001-20000	Bright blue
4. Slightly toxic	More than 5000	More than 20000	Bright Green

6. In addition to the precautions to be undertaken under sub-rules (3), (4) and (5) the label to be affixed in the package containing insecticides which are highly inflammable shall indicate that it is inflammable or that the insecticides should be kept away from the heat or open flame and the like.
7. The label and leaflets to be affixed or attached to the package containing insecticides shall be printed in Hindi, English and in one or two regional languages in use in the areas where the said packages are likely to be stocked, sold or distributed.
8. Labelling of insecticides must not bear any unwarranted claims for the safety of the producer or its ingredients. This includes statements such as, "SAFE", "NONPOISONOUS", "NON-INJURIOUS" or "HARMLESS" with or without such qualified phrase as "when used as directed".

CHAPTER VI

INSECTICIDE ANALYSTS AND INSECTICIDE INSPECTOR

21. Qualifications of Insecticide Analyst

A person shall be eligible for appointment as an insecticide analyst under the Act only if he possesses the following qualifications, namely:

- a. A graduate in Agriculture or a graduate in Science with Chemistry as special subject; and
- b. adequate training in analysing insecticides in a recognized laboratory

22. Powers of Insecticides Analyst

The Insecticides Analyst shall have the power to call for such information of particulars or do anything as may be necessary for the proper examination of the samples sent to him either from the Insecticide Inspector or the person whom the sample was obtained.

23. Duties of Insecticides Analyst

1. The Insecticides Analyst shall analyse or cause to be analysed or test or cause to be tested such samples of insecticides as may be sent to him by the Insecticide Inspector under the provisions of the Act and shall furnish report or results of such tests or analysis.
2. An insecticides analyst shall, from time to time, forward to the State Government reports giving the result of analytical work and investigation with a view to their publication at the discretion of the government.

24. Procedure on receipt of sample

1. On receipt of a package from an Insecticide Inspector containing a sample for test or analysis, the Insecticides Analyst shall compare the seals on the packet with the specimen impression received separately and shall note the condition of the seals on the packet.
2. In making the test or analysis of insecticides, it shall be sufficient if the insecticides analyst follows that specifications and the months of examination of samples as

approved by the Registration Committee.

3. After the test or analysis has been carried out under sub-rule (2), the Insecticides Analyst shall forthwith supply to the Insecticides Inspector a report in triplicate in Form IX of the result of test or analysis.

25. Fees payable for testing or analysis

1. The fees payable for testing or analysing insecticides under sub-section (5) of section 24 of the Act shall be as specified in the Second Schedule. 2. The fee payable for testing or analysing samples received from the Insecticides Inspector shall also be as specified in the Second Schedule:

Provided that the Central Government may, after taking into consideration the genuine difficulties, of any particular State Government, exempt from payment of the fee for such period as it may consider reasonable.

26. Qualifications of Insecticides Inspector

A person shall be eligible for appointment as an Insecticides Inspector under the Act only if he possesses the following qualifications, namely:

- a. graduate in Agriculture, or graduate in Science with Chemistry as one of the subjects
- b. adequate field experience

27. Duties of Insecticides Inspector

The Insecticides Inspector shall have the following duties, namely;

1. to inspect not less than three times in a year all establishments selling insecticides within the area of his jurisdiction;
2. to satisfy himself that the conditions of licence are being complied with;
3. to procure and send for test and analysis, samples of insecticides which he has Reason to suspect are being sold, stocked or accepted for sale in contravention of the provisions of the Act or rules made there under;
4. to investigate any complaint in writing which may be made to him;
5. to institute prosecution in respect of breaches of the Act and the rules made there under;

6. to maintain a record of all inspections made and action taken by him in the performance of his duties including the taking of samples and seizure of stocks and to submit copies of such record to the licensing officer;
7. to make such inquiries and inspections as may be necessary to detect the sale and use of insecticides in contravention of the Act.

28. Duties of Inspectors specially authorized to inspect manufacture of Insecticides

It shall be the duty of any Inspector authorized to inspect the manufacture of Insecticides

1. to inspect not less than twice a year all premises licensed for the manufacture of insecticides within the area of his jurisdiction and to satisfy himself that the conditions of the licence and the provisions of the Act or the rule made there under are being observed;
2. to send forthwith to the licensing officer after each inspection, a detailed report indicating the conditions of the licence and the provisions of the Act or rules made thereunder which are being observed and the conditions and provisions, if any, which are not being observed;
3. to draw samples of insecticides manufactured on the premises and send them for test or analysis in accordance with these rules;
4. to report to the government all occurrences of poisoning

29. Prohibition of disclosure of information

Except for the purpose of official business or when required by a court of law, an Insecticides Inspector shall not disclose to any person any information acquired by him in the performance of his official duties.

30. Form of order not to dispose of stock

An order by the Insecticides Inspector requiring a person not to dispose of any stock in his possession shall be in Form X.

31. Prohibition of sale

No person in possession of an insecticide in respect of which an Insecticides Inspector has made an order under rule 30 shall, in contravention of that order,

sell or otherwise dispose of any stock of such insecticide.

32. Form of receipt for seized insecticides

A receipt by an Insecticides Inspector for the stock of any insecticide seized shall be in Form XI.

33. Form of intimation for purposes of taking samples

Where an Inspector takes a sample of an insecticide for the purpose of test or analysis he shall intimate such purpose in writing in Form XII to the person from whom he takes it.

34. Dispatch of samples for test or analysis

1. Samples for test or analysis under the Act shall be sent by registered post or by hand in a sealed packet together with a memorandum in Form XII in an outer cover addressed to the Insecticide Analyst.
2. The packet as well as the outer cover shall be marked with a distinct mark.
3. A copy of the memorandum in Form XIII together with a specimen, impression of the seals of the inspector and of the seals, if any, of the person from whom he takes such samples, shall be sent separately by registered post or by hand to the Insecticides Analyst.

CHAPTER VII

TRANSPORT AND STORAGE OF INSECTICIDES IN TRANSIT BY RAIL, ROAD OR WATER

35. Manner of packing, storage while in transit by rail

1. Packages containing insecticides, offered for transport by rail, shall be packed in accordance with the conditions specified in the Red Tariff, issued by the Ministry of Railways.
2. No insecticide shall be transported or stored in such a way as to come into direct contact with foodstuffs or animal feeds.
3. No foodstuffs or animal feeds which got mixed up with insecticides as a result of any damage to the packages containing insecticides during transport or storage shall be released to the consignees unless it has been examined for possible contamination by competent authorities, as may be notified by the

State Government.

4. If any insecticide is found to have leaked out in transport or storage it shall be the responsibility of the transport agency or the storage owner to take such measure urgently to prevent poisoning and pollution of soil or water, if any.

36. Conditions to be specified for storage of insecticides

1. The package containing insecticides shall be stored in separate rooms or premises away from the rooms or premises used for storing other articles or shall be kept in separate almirahs under lock and key depending upon the quantity and nature of the insecticides.
2. The rooms or premises means for storing insecticides shall be well built, dry, well-lit and ventilated and of sufficient dimension.

CHAPTER VIII

PROVISIONS REGARDING PROTECTIVE CLOTHING, EQUIPMENT, AND OTHER FACILITIES FOR WORKERS DURING MANUFACTURE, ETC. OF INSECTICIDES

37. Medical Examination

1. All persons who are engaged in the work of handling, dealing or otherwise coming in contact with the insecticides during manufacture/formulation of insecticides or being engaged during spraying operation shall be examined medically before their employment and at least quarterly in the case of those engaged in manufacturing/ formulation units and yearly in any other cases including operators while in service by a qualified doctor who is aware of risks to which such persons are exposed. Particulars of all such persons, including the particulars of their medical examination, shall be entered in a register in Form XVII. Where the insecticide in question is an organo phosphorous compound or a carbonate compound, the blood cholinesterase level shall be measured at least once a month of all persons working in the manufacturing units. The blood residue estimation shall be done once in a year in the case of persons working with organo chlorine group of insecticides in a manufacturing/ formulation unit. In the case of spraying people working with the pest-control operators, the estimation of cholinesterase level (if working with organo

phosphorous or carbonate compounds) and blood residue (if working with organo chlorine group) shall be conducted as and when advised by the doctor as part of the general medical test.

2. Any person showing symptoms of poisoning shall be immediately examined and given proper treatment.

38. First aid measures

In all cases of poisoning first-aid treatment shall always be given before the physician is called. The Indian Standard Guide for handling cases of insecticide poisoning-Part I First-Aid Measures [IS : 4015 (Par I) □ 1967] and Part II Symptoms, diagnosis and treatment [IS : 4015 (Par II) □ 1967] shall be consulted for such first-aid treatment in addition to any other books, on the subject. The workers also should be educated regarding the effects of poisoning and the first-aid treatment to be given.

39. Protective clothing

1. Persons handling insecticides during its manufacture, formulation, transport, distribution or application, shall be adequately protected with appropriate clothing.
2. The protective clothing shall be used wherever necessary, in conjunction with respiratory devices as laid down in rule 40.
3. The protective clothing shall be made of materials which prevent or resist the penetration of any form of insecticides formulations. The materials shall also be washable so that the toxic elements may be removed after each use.
4. A complete suit of protective clothing shall consist of the following dresses, namely:-
 - a. protective outer garment/overalls/hood/hat.
 - b. rubber gloves or such other protective gloves extending half-way up to the forearm, made of materials impermeable to liquids;
 - c. dust-proof goggles;
 - d. boots.

40. Respiratory devices

For preventing inhalation of toxic dusts, vapours of gases, the workers shall use any of the following types of respirators or gas-masks suitable for the purpose, namely:

- a. Chemical Cartridge Respirator;
- b. Supplied -air Respirator;
- c. Demand flow type respirator;
- d. Full-face or half-face gas-masks with canister.

In no case shall the concentrates of insecticides in the air where the insecticides are mixed exceed the maximum permissible values.

41. Manufacturers, etc. to keep sufficient quantities of antidotes and first-aid medicines

The manufacturers and distributors of insecticides and persons who undertake to spray insecticide on a commercial basis (hereafter in these rules referred to as operators) shall keep sufficient stocks of such first-aid tools, equipments, antidotes, injections and medicines as may be required to treat poisoning cases arising from inhalation, skin, contamination, eye contamination and swallowing

42. Training of workers

The manufacturers and distributors of insecticides and operators shall arrange for suitable training in observing safety precautions and handling safety equipment provided to them.

43. Aerial spraying operations

The aerial application of insecticides shall be subject to the following provisions, namely:

- a. making of the area shall be the responsibility of the operators;
- b. the operators shall use only approved insecticides and their formulations at approved concentration and height;
- c. washing decontamination and first-aid facilities shall be provided by the operators;
- d. All aerial operations shall be notified to the public not less than twenty-four

- hours in advance through competent authorities;
- e. Animals and persons not connected with the operations shall be prevented from entering such areas for a specific period; and
 - f. The pilots shall undergo specialization training including clinical effects of the insecticides.

44. Disposal of used packages, surplus materials and washings of insecticides

1. It shall be the duty of manufacturers, formulators of insecticides and operators to dispose packages or surplus materials and washing in a safe manner so as to prevent environmental or water pollution.
2. The used packages shall not be left outside to prevent their re-use.
3. The packages shall be broken and buried away from habitation.

Chapter XVII

GENERAL ACTS AND RULES

17.1. Right to Information Act, 2005

The basic objective of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government, contain corruption, and make our democracy work for the people in real sense. It goes without saying that an informed citizen is better equipped to keep necessary vigil on the instruments of governance and make the government more accountable.

Information is any material in any form including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, etc. The information sought by an applicant should either be supplied to him/her or his/ her application should be rejected within the time prescribed by the Act.

Table shows the maximum time to be taken to dispose off the applications in different situations:

Sl. No.	Situation	Time limit for disposing off applications
1.	Supply of information in normal course.	30 days
2.	Supply of information if it concerns the life or liberty of a person	48 hours
3.	Supply of information if application/request is received	

	<p>after transfer from another public authority:</p> <p>(a) In normal course</p> <p>(b) In case the information concerns the life or liberty of a person.</p>	<p>(a) Within 30 days of the receipt of the application by the concerned public authority.</p> <p>(b) Within 48 hours of receipt of application by the concerned public authority.</p>
4.	Supply of information where the applicant is asked to pay additional fee.	The period intervening between informing the applicant about additional fee and the payment of fee by the applicant shall be excluded for calculating the period of reply.

The fee and cost of application has been fixed as per the Kerala Right to Information (Regulation of Fee and Cost) Rules, 2006 issued under Notification No 11259 /Cdn.5/2006/GAD dtd 9/5/2006 and published as SRO No 385/2006 in the Kerala Gazette Extraordinary No 893 dtd 18/5/2000.

1. A request for obtaining information shall be made to the concerned State Public Information Officer (SPIO) or through the State Assistant Public Information Officer(SAPIO), as the case may be, accompanied by an application fee of rupees ten.

2. The application fee shall be paid in any of the following manners, namely:-

(a) by affixing Court fee stamp; or

(b) by remitting the amount in the Government Treasury, under the head of account "0070-60 -118-99 Receipts under RTI, 2005 "(As per the GO (P) No 268/2014/GAD dtd 25/9/2014) , or

(c) by cash remittance against proper receipt in the office of the SPIO or SAPIO, as the case may be; or

(d) by demand draft/ bankers' cheque/ pay order payable to the State Public Information Officer/ State Assistant Public Information Officer.

3. An application under sub-rule (1) may specify, as far as possible, the particulars mentioned in the Form appended to these rules.

4. Fee for providing information shall be charged at the following rates :-

(a) rupees two for each page in 'A4' size paper

(b) actual charge or cost price of the copy in larger size paper

(c) actual cost or price for samples or models, maps, plans etc; and

(d) for inspection of records, no fee for the first hour, and a fee of rupees ten for every subsequent thirty minutes or fraction thereof.

(e) for information provided in diskette or floppy or CD or any other electronic mode, rupees fifty (for each)

The fee specified shall be collected by way of cash against proper receipt or by remitting the amount in the Treasury under the head of account "0070-60 -118-99 Receipts under RTI, 2005 "(As per the GO (P) No 268/2014/GAD dtd 25/9/2014) or by demand draft, or bankers' cheque or pay order payable to the concerned State Public Information Officer.

No fee shall be charged from the person who are below poverty line as may be determined by the Competent Authority. Such persons shall produce valid certificate along with the application providing that they belong to the category of below poverty line.

5. Remittance of fee by way of demand draft, etc.

Every demand draft bankers' cheque or pay order shall be taken in favour of the State Public Information Officer/Assistant Public Information Officer in their official designation and every demand draft shall be drawn in such a way that the same shall be encashed at the branches of any Nationalised Bank/ Scheduled Bank situated near the Office of the State Public Information Officer/ State Assistant Public Information Officer.

There is no prescribed form of application for seeking information. The application can be made on plain paper. The application should, however, have the name and complete postal address of the applicant. In cases where the information is sought electronically, the application should contain name and postal address of the applicant, along with his/her e-mail id. The information seeker is not required to give reasons for seeking information.

The application form to be submitted for information under Right to Information Act, 2005 is shown below;

FORM

(See Rule 3)

(Application to be submitted for information under Right to Information Act, 2005)

To

The State Public Information Officer

(Name of Office/ Institution with address)

1. Full name of the applicant:

2. Address:

3. Particulars of information required:

(Specify the category of subject also)

4. Year to which the information pertains:

5. Other relevant reference, if any:

Signature of the Applicant

Place:

Date:

17.1.1. DETAILS OF THE PUBLIC INFORMATION OFFICERS DESIGNATED UNDER RIGHT INFORMATION ACT 2005

I. Directorate of Agriculture Development and Farmers' Welfare, Vikas Bhavan, Thiruvananthapuram-695033

SL.NO	NAME OF SECTION	ASSISTANT PUBLIC INFORMATION OFFICER	STATE PUBLIC INFORMATION OFFICER	APPELLATE AUTHORITY
1	TA	DEPUTY DIRECTOR OF AGRICULTURE (CD)	JOINT DIRECTOR OF AGRICULTURE (WM)	ADDITIONAL DIRECTOR OF AGRICULTURE (CP)
2	TR	ASSISTANT DIRECTOR OF AGRICULTURE (TR)	JOINT DIRECTOR OF AGRICULTURE (WM)	ADDITIONAL DIRECTOR OF AGRICULTURE (CP)
3	TB	ASSISTANT DIRECTOR OF AGRICULTURE (TB)	DEPUTY DIRECTOR OF AGRICULTURE (CD)	ADDITIONAL DIRECTOR OF AGRICULTURE (CP)
4	TD	PLANT PROTECTION OFFICER	JOINT DIRECTOR OF AGRICULTURE (PP)	ADDITIONAL DIRECTOR OF AGRICULTURE (CP)
5	TF	SENIOR AGRICULTURAL OFFICER (TF)	JOINT DIRECTOR OF AGRICULTURE (PP)	ADDITIONAL DIRECTOR OF AGRICULTURE (CP)
6	TQ	PLANT PROTECTION OFFICER	JOINT DIRECTOR OF AGRICULTURE (PP)	ADDITIONAL DIRECTOR OF AGRICULTURE (CP)
7	TK	TECHNICAL ASSISTANT (TK)	JOINT DIRECTOR OF AGRICULTURE (AR&T)	ADDITIONAL DIRECTOR OF AGRICULTURE (CP)
8	TS	ASSISTANT DIRECTOR OF AGRICULTURE	JOINT DIRECTOR OF AGRICULTURE (PP)	ADDITIONAL DIRECTOR OF AGRICULTURE (CP)
9	IT	CLERK /SENIOR CLERK (IT CELL)	DEPUTY DIRECTOR OF AGRICULTURE (IT)	ADDITIONAL DIRECTOR OF AGRICULTURE (Extn.)
10	ATMA	ASSISTANT DIRECTOR OF AGRICULTURE (ATMA)	JOINT DIRECTOR OF AGRICULTURE (AR&T)	ADDITIONAL DIRECTOR OF AGRICULTURE (Extn)
11	TE	ASSISTANT	JOINT DIRECTOR OF	ADDITIONAL

		DIRECTOR OF AGRICULTURE (TE)	AGRICULTURE (AR&T)	DIRECTOR OF AGRICULTURE (Extn.)
12	TV	ASSISTANT DIRECTOR OF AGRICULTURE (TV)	JOINT DIRECTOR OF AGRICULTURE (AR&T)	ADDITIONAL DIRECTOR OF AGRICULTURE (Extn.)
13	TM	ASSISTANT DIRECTOR OF AGRICULTURE (M)	DEPUTY DIRECTOR OF AGRICULTURE (M)	ADDITIONAL DIRECTOR OF AGRICULTURE (M)
14	M&E	ASSISTANT DIRECTOR OF AGRICULTURE(M&E)	DEPUTY DIRECTOR (STATISTICS)	ADDITIONAL DIRECTOR OF AGRICULTURE (Plg.)
15	PR	PUBLIC RELATIONS OFFICER	JOINT DIRECTOR OF AGRICULTURE (AR&T)	ADDITIONAL DIRECTOR OF AGRICULTURE (Plg.)
16	SW	ASSISTANT DIRECTOR OF AGRICULTURE (Plg.)	DEPUTY DIRECTOR OF AGRICULTURE (Plg.)	ADDITIONAL DIRECTOR OF AGRICULTURE (Plg.)
17	TP	ASSISTANT DIRECTOR OF AGRICULTURE (Plg.)	DEPUTY DIRECTOR OF AGRICULTURE (Plg.)	ADDITIONAL DIRECTOR OF AGRICULTURE (Plg.)
18	G	JUNIOR / SENIOR SUPERINTENDENT	PUBLIC RELATIONS OFFICER	ADDITIONAL DIRECTOR OF AGRICULTURE (FARMS & BIOGAS)
19	LW	LABOUR WELFARE OFFICER	JOINT DIRECTOR OF AGRICULTURE (FARMS)	ADDITIONAL DIRECTOR OF AGRICULTURE (FARMS & BIOGAS)
20	TC	JUNIOR / SENIOR SUPERINTENDENT	JOINT DIRECTOR OF AGRICULTURE (FARMS)	ADDITIONAL DIRECTOR OF AGRICULTURE (FARMS & BIOGAS)
21	TH	ASSISTANT DIRECTOR OF AGRICULTURE (FARMS)	JOINT DIRECTOR OF AGRICULTURE (FARMS)	ADDITIONAL DIRECTOR OF AGRICULTURE (FARMS & BIOGAS)
22	TJ	HEAD CLERK	ASSISTANT DIRECTOR OF AGRICULTURE (BIOGAS)	ADDITIONAL DIRECTOR OF AGRICULTURE (FARMS & BIOGAS)
23	VC	ASSISTANT DIRECTOR OF AGRICULTURE (VC)	JOINT DIRECTOR OF AGRICULTURE (VC)	ADDITIONAL DIRECTOR OF AGRICULTURE (FARMS & BIOGAS)
24	TG	ASSISTANT	ASSISTANT	STATE AGRICULTURE

		ENGINEER (Agri.)	EXECUTIVE ENGINEER (Agri.)	ENGINEER
25	AA(I)	JUNIOR / SENIOR SUPERINTENDENT	ACCOUNTS OFFICER (I)	SENIOR ADMINISTRATIVE OFFICER
26	RECORD	JUNIOR / SENIOR SUPERINTENDENT	ACCOUNTS OFFICER (I)	SENIOR ADMINISTRATIVE OFFICER`
27	AA(II)	JUNIOR / SENIOR SUPERINTENDENT	ACCOUNTS OFFICER (II)	SENIOR ADMINISTRATIVE OFFICER`
28	CR	JUNIOR / SENIOR SUPERINTENDENT	ADMINISTRATIVE ASSISTANT (I)	SENIOR ADMINISTRATIVE OFFICER`
29	SB	JUNIOR / SENIOR SUPERINTENDENT	ADMINISTRATIVE ASSISTANT (I)	SENIOR ADMINISTRATIVE OFFICER`
30	SD	JUNIOR / SENIOR SUPERINTENDENT	ADMINISTRATIVE ASSISTANT (I)	SENIOR ADMINISTRATIVE OFFICER
31	O&M	JUNIOR / SENIOR SUPERINTENDENT	ADMINISTRATIVE ASSISTANT(II)	SENIOR ADMINISTRATIVE OFFICER
32	SA	JUNIOR / SENIOR SUPERINTENDENT	ADMINISTRATIVE ASSISTANT(II)	SENIOR ADMINISTRATIVE OFFICER
33	SE	JUNIOR / SENIOR SUPERINTENDENT	ADMINISTRATIVE ASSISTANT(II)	SENIOR ADMINISTRATIVE OFFICER
34	SH	JUNIOR / SENIOR SUPERINTENDENT	ADMINISTRATIVE ASSISTANT(II)	SENIOR ADMINISTRATIVE OFFICER
35	SG I	JUNIOR / SENIOR SUPERINTENDENT	ACCOUNTS OFFICER (III)	SENIOR ADMINISTRATIVE OFFICER
36	SG II	JUNIOR / SENIOR SUPERINTENDENT	ACCOUNTS OFFICER (III)	SENIOR ADMINISTRATIVE OFFICER
37	AD	JUNIOR / SENIOR SUPERINTENDENT	ACCOUNTS OFFICER (III)	SENIOR FINANCE OFFICER
38	AB	JUNIOR / SENIOR SUPERINTENDENT	ACCOUNTS OFFICER (III)	SENIOR FINANCE OFFICER
39	LF	JUNIOR / SENIOR SUPERINTENDENT	ACCOUNTS OFFICER (III)	SENIOR FINANCE OFFICER

40	RW	JUNIOR / SENIOR SUPERINTENDENT	ACCOUNTS OFFICER (III)	SENIOR FINANCE OFFICER
41	Audit I	JUNIOR / SENIOR SUPERINTENDENT	ACCOUNTS OFFICER (IV)	SENIOR FINANCE OFFICER
42	Audit II	JUNIOR / SENIOR SUPERINTENDENT	ACCOUNTS OFFICER (IV)	SENIOR FINANCE OFFICER
43	Audit III	JUNIOR / SENIOR SUPERINTENDENT	ACCOUNTS OFFICER (IV)	SENIOR FINANCE OFFICER
44	Audit IV	JUNIOR / SENIOR SUPERINTENDENT	ACCOUNTS OFFICER (IV)	SENIOR FINANCE OFFICER
45	Audit V	JUNIOR / SENIOR SUPERINTENDENT	ACCOUNTS OFFICER (II)	SENIOR FINANCE OFFICER
46	Fin A	JUNIOR / SENIOR SUPERINTENDENT	ACCOUNTS OFFICER (V)	SENIOR FINANCE OFFICER
47	Fin B	JUNIOR / SENIOR SUPERINTENDENT	ACCOUNTS OFFICER (V)	SENIOR FINANCE OFFICER
48	LOAN	JUNIOR / SENIOR SUPERINTENDENT	ACCOUNTS OFFICER (V)	SENIOR FINANCE OFFICER
49	SVC (I)	JUNIOR / SENIOR SUPERINTENDENT	SENIOR SUPERINTENDENT (SENIOR MOST SUPERINTENDENT IN SVC SECTION)	VIGILANCE OFFICER
50	SVC (II)	JUNIOR / SENIOR SUPERINTENDENT	SENIOR SUPERINTENDENT (SENIOR MOST SUPERINTENDENT IN SVC SECTION)	VIGILANCE OFFICER

ii.. Other Offices

SL N O	NAME OF SECTION	ASSISTANT PUBLIC INFORMATION OFFICER	STATE PUBLIC INFORMATION OFFICER	APPELLATE AUTHORITY
1	PRINCIPAL AGRICULTURE OFFICE	ASSISTANT PRINCIPAL AGRICULTURAL OFFICER)	DEPUTY DIRECTOR OF AGRICULTURE (CREDIT)	PRINCIPAL AGRICULTURAL OFFICER
2	O/o THE ASSISTANT DIRECTORS OF AGRICULTURE	CLERK / SENIOR CLERK	ASSISTANT DIRECTOR OF AGRICULTURE	PRINCIPAL AGRICULTURAL OFFICER

3	KRISHI BHAVANS	ASSISTANT AGRICULTURAL OFFICER/ AGRICULTURAL ASSISTANT	AGRICULTURAL OFFICER	ASSISTANT DIRECTOR OF AGRICULTURE
4	O/o EXECUTIVE ENGINEER (AGRI.),ALAPPUZHA	CONFIDENTIAL ASSISTANT	ASSISTANT EXECUTIVE ENGINEER (AGRI.)	EXECUTIVE ENGINEER (AGRI.)
5	O/o EXECUTIVE ENGINEER (AGRI.), KOZHIKODE	CONFIDENTIAL ASSISTANT	ASSISTANT EXECUTIVE ENGINEER (AGRI.)	EXECUTIVE ENGINEER (AGRI.)
6	FARM INFORMATION BUREAU, THIRUVANANTHAPURAM	INFORMATION OFFICER	EDITOR, KERALA KARSHAKAN	PRINCIPAL INFORMATION OFFICER
7	KERALA CENTRE FOR PEST MANAGEMENT (KCPM), MANCOMPU, ALAPPUZHA	AGRICULTURAL OFFICER	ASSISTANT DIRECTOR OF AGRICULTURE	PROJECT DIRECTOR
8	STATE BIO - CONTROL LABORATORY, (SBCL) MANNUTHY, THRISSUR	AGRICULTURAL OFFICER	ASSISTANT DIRECTOR OF AGRICULTURE	DEPUTY DIRECTOR OF AGRICULTURE
9	CENTRAL SOIL AND PLANT HEALTH CENTRE (CSPHC), PAROTTUKONAM, THIRUVANANTHAPURAM	CLERK/SENIOR CLERK	SCIENTIFIC ASSISTANT	CHIEF SOIL CHEMIST
10	STATE PESTICIDE TESTING LABORATORY, PAROTTUKONAM, THIRUVANANTHAPURAM	CLERK/SENIOR CLERK	RESEARCH OFFICER	DEPUTY DIRECTOR OF AGRICULTURE
11	FERTILIZER QUALITY CONTROL LABORATORY, PAROTTUKONAM, THIRUVANANTHAPURAM	CLERK/SENIOR CLERK	SENIOR AGRICULTURAL OFFICER	DEPUTY DIRECTOR OF AGRICULTURE
12	FERTILIZER QUALITY CONTROL LABORATORY, PATTAMBI, PALAKKAD	SENIOR AGRICULTURAL OFFICER	SENIOR AGRICULTURAL OFFICER	DEPUTY DIRECTOR OF AGRICULTURE
13	RESEARCH TESTING AND TRAINING CENTRE (RTTC), VELLAYANI, THIRUVANANTHAPURAM	CLERK/SENIOR CLERK	ASSISTANT ENGINEER (AGRI.)	TECHNICAL ASSISTANT ASSISTANT EXECUTIVE ENGINEER (AGRI.)

14	KERALA STATE SEED DEVELOPMENT AUTHORITY (KSSDA), THRISSUR	ASSISTANT DIRECTOR OF AGRICULTURE	D DIRECTOR OF AGRICULTURE	JOINT DIRECTOR OF AGRICULTURE
15	AGRICULTURAL URBAN WHOLESALE MARKET, ANAYARA, THIRUVANANTHAPURAM	ACCOUNTANT (JUNIOR SUPERTINDENT)	AGRICULTURAL OFFICER	SECRETARY (I/C) (ASSISTANT DIRECTOR OF AGRICULTURE)
16	AGRICULTURAL URBAN WHOLE SALE MARKET, MARADU, ERNAKULUM	ACCOUNTANT (JUNIOR SUPERTINDENT)	ASSISTANT SECRETARY	SECRETARY (JOINT DIRECTOR OF AGRICULTURE)
17	AGRICULTURAL URBAN WHOLE SALE MARKET, VENGARI, KOZHIKODE	ACCOUNTANT (JUNIOR SUPERTINDENT)	ASSISTANT SECRETARY	SECRETARY (JOINT DIRECTOR OF AGRICULTURE)
18	AGRICULTURAL RURAL WHOLESALE MARKET, NEDUMANGAD, THIRUVANANTHAPURAM	ACCOUNTANT (JUNIOR SUPERTINDENT)	ASSISTANT SECRETARY	SECRETARY (DEPUTY DIRECTOR OF AGRICULTURE)
19	AGRICULTURAL RURAL WHOLE SALE MARKET, MOOVATTUPUZHA, ERNAKULUM	ACCOUNTANT (JUNIOR SUPERTINDENT)	ASSISTANT SECRETARY	SECRETARY (DEPUTY DIRECTOR OF AGRICULTURE)
20	RURAL WHOLE SALE MARKET, SULTHAN BETHERI, WAYANAD	ACCOUNTANT (JUNIOR SUPERTINDENT)	ASSISTANT SECRETARY	SECRETARY (DEPUTY DIRECTOR OF AGRICULTURE)
21	BIOTECHNOLOGY & MODEL FLORICULTURE CENTRE, KAZHAKUTTAM	CLERK/SENIOR CLERK	AGRICULTURAL OFFICER	ASSISTANT DIRECTOR OF AGRICULTURE

17.2. Kerala State Right to Service Act 2012

The Kerala State Right to Service Act, 2012 came into force on the 1st November 2012 as per G.O (P) No.55/2012/P&ARD. It provides effective, time-bound redressal of grievances of citizens, delivery of services to the public and makes government servants liable in case of default. Through the induction

of bill, the government servants are made answerable in terms of their functions, duties, commitments and obligations towards the people.

The Bill provides two-tier appellate system to redress grievances. Section 5 of the Bill underlines the duty of the designated officer, who on receipt of an application for service, will provide it or reject the application within the time limit, counted from the day the application is received. In case of rejection, the officer should justify it in writing. The designated officer is liable to pay a fine not less than Rs. 500/- and not more than Rs. 5,000/- in case of breach of terms of the bill.

As per the Kerala State Right to Service Act, 2012, a Government Gazette No 457 Dated 15/2/2013 detailing the services and the designated officers for the services has been published with respect to Agriculture Development and Farmers' Welfare Department. The same is detailed below;

Sl. No.	SERVICES	PRESCRIBED TIME PERIOD	DESIGNATED OFFICER	FIRST APPELLETE AUTHORITY	SECOND APPELLETE AUTHORITY
(1)	(2)	(3)	(4)	(5)	(6)
I. AGRICULTURAL ADVISORY					
1	Field inspection for solving technical problems	5 days	Agricultural Officer/ Agricultural Field Officer	ADA of concerned block	PAO of concerned district
2	Advice for severe pest/disease outbreak	6 Hrs	-do-	-do-	-do-
3	Technical advice to farmers visiting Krishi Bhavans	2 Hrs	-do-	-do-	-do-
4	Technical Advice to farmers in all district through ATMA / in	Within 48 hours in case of emergency, at the	-do-	DD (ATMA) of concerned District	-do-

	selected districts through LEADS	time of monthly field visits			
II. Agricultural Services					
1	Agricultural machineries via custom hiring centre	3 days	Assistant Engineer (Agri)	Asst. Executive Engineer(Agri.)	PAO of concerned District
2	Agricultural machineries through newly established Agro service centres in selected blocks	3 days	ADA of concerned block	Deputy Project Director (ATMA) of concerned District	-do-
III Soil Testing Laboratories					
1	Soil samples that are given directly to Krishi Bhavans by the farmers	30 days	Agricultural Officer	Assistant Soil Chemist	DD(WM) of Concerned district
2	Soil samples that are given directly to soil testing labs by the farmers	7 days	Assistant Soil Chemist	DDA (WM) of Concerned district	PAO of Concerned district
IV. Availability of agricultural inputs					
1	Sale and distribution of seeds/ seedlings through Krishi Bhavan	Immediate Service as per the availability at Krishi Bhavan, if not available, provide information on source of availability (Immediately or within 5 days)	Agricultural Officer / Agricultural Field Officer	ADA of concerned block	PAO of concerned district
2	Sale of seeds/ planting materials through departmental farms	-do-	Farm Superintendent/ Assistant Director of Agriculture/ Senior Agricultural	DDA (YP) of concerned district	-do-

			Officer/Agricultural Officer		
3	Testing of Seed quality (Krishi Bhavan/ samples given to Seed Testing Labs	30 days	Agricultural Officer / Agricultural Field Officer	Senior Seed Analyst of concerned Lab	Additional Director of Agriculture(CP)
V	Financial Assistance to eligible farmers through sanctioned schemes	Within 30 Days of the last date of receipt of claim from farmers at Krishi Bhavan	-do-	ADA of concerned block	PAO of Concerned district
VI	Certificate from Agricultural Officer to eligible farmers for getting electricity connection for irrigation purposes	5 days	-do-	-do-	-do-
VII	Licence for manufacturing fertilizer mixtures and bio fertilizers	45 days	-do-	Additional Director of Agriculture CP)	Director of Agriculture
VIII	Licence for district level wholesale distribution of fertilizer mixtures, bio fertilizers and fertilizers	30 days	-do-	DDA (E&T) of concerned district	Director of Agriculture
IX	Licence for the establishment pesticide/ bio pesticides/ bio control agents/ bio fertilizer unit and licence for whole sale distribution	45 days	Agricultural Officer / Agricultural Field Officer	Joint Director at Directorate (PP)	Director of Agriculture

X	Licence for district level distribution of pesticides/ bio pesticides/ bio control agent, bio fertilizer	45 Days	-do-	DDA(E & T) of Concerned district	PAO of Concerned district
XI	Licence for Private Nursery	45 days	-do-	DDA(Credit) of concerned district	-do-
XII	Issuance of crop insurance policy	30 Days	-do-	-do-	-do-
XIII	FIR on crop loss due to Natural Calamities	30 Days	-do-	ADA of concerned block	-do-
XIV	Issuance of certificates for procurement of agriculture produce, cropped area, availability of agriculture produce, etc.	3 Days	-do-	ADA of concerned block	-do-
XV	Pension scheme- Farmer registration	30 Days	-do-	DDA(Credit) of concerned district	-do-

Chapter XVIII

REGISTERS AND FORMS

18.1. General Forms and Registers

18.2. Registers and Forms for Krishi Bhavan/Farms

General Forms/Registers

Sl No	Item / Particulars	Page No.
1.	Incumbent register	
2.	Register of officers	
3	Movement register	
4	Application for leave	
5	Casual leave register	
6	Register for service books	
7	Personal Register	
8	Tapal register	
9	Call book register	
10	Statement for handing over charge	
11	Scheme register	
12	Allotment register	
13	Visitors register.	
14	Security register	
15	Tree register	
16	Dead stock register	
17	Register of printed forms and registers	
18	Stationery register	
19	Register for reference books	
20	Free transfer bill	
21	Free transfer bill register	
22	Indent Register	
23	Dispatch cum Stamp Account Register	
24	Register of registers	
25	Statement for landed property	
26	Register for audit report	
27	Cash book	
28	TR 5 receipt	
29	Register for TR 5 receipt books	
30	Receipt for cash	

31	Tour Diary	
32	TA Bill Register for checks issued	
33	Register for salary and other allowances of Gazetted Officers	
34	Contingent bill Register	
35	Receipt and Expenditure Statement	
36	Recurring expenses Register	
37	Salary Certificate Register	
38	Register for cheque issued	
39	Treasury transaction register	
40	Statement of physical verification of stock	
41	Increment register	
42	Register for receipt of claims.	

1. ജീവനക്കാരുടെ രജിസ്റ്റർ

കൃഷിഭവൻ:

ജില്ല:

Sl No.	Name & Designation of the incumbent	Date of Birth	Date of entry in to service	Date of Retirement	PSC advice No & Date (of Details of Government order & Date	Details of first appointment (Number and date)	Permanent residential address	Date of joining in the Krishibhavan	Date of retirement from the Government Service	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Signature of Officer

2. REGISTER OF OFFICERS

ഓഫീസ് :

ജില്ല :

SL No.	Name	Date of joining on appointment/promotion/transfer/other reasons	Date of relieving on transfer/retirement/other reasons	Permanent Residential Address	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

3. മൂവ്മെന്റ് രജിസ്റ്റർ

ക്രഷി ഭവൻ :

ജില്ല :

Date	Time	Name of Officer	Designation	Place of Visit	Purpose of Visit	Expected time of return	Signature	Actual Time of return	Signature
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

4. അവധി അപേക്ഷ

ഫോറം നമ്പർ 8

ചട്ടം (13, ഭാഗം 1)

കുറിപ്പ്:- എല്ലാ അപേക്ഷകരും, ഗസറ്റഡായാലും അല്ലെങ്കിലും 1 മുതൽ 13 വരെയുള്ള ഇനങ്ങൾ പൂർത്തിയാക്കേണ്ടതാണ്.

1. അപേക്ഷകന്റെ പേര് :
2. ജനനതീയതി :
3. ഇപ്പോഴത്തെ തസ്തിക :
4. വകുപ്പും ഓഫീസും സെക്ഷനും :
5. ശമ്പളവും ശമ്പള നിരക്കും (രൂപ) :
6. സർവ്വീസിൽ പ്രവേശിച്ച തീയതി :
7. തുടർച്ചയായി സർവ്വീസ് ആരംഭിച്ച തീയതി :
8. അവധിക്കാല മേൽവിലാസം :
9. ഇപ്പോഴത്തെ തസ്തികയിൽ വാങ്ങി വരുന്ന വീട്ടവാടക ബത്തയോ വാഹനബത്തയോ മറ്റേതെങ്കിലും നഷ്ടപരിഹാരബത്തയോ (രൂപ) :
10. അപേക്ഷിച്ച അവധിയുടെ സ്വഭാവവും കാലയളവും ഏതു തീയതി മുതൽ ആവശ്യമുണ്ടെന്നും :
11. അവധിക്കു മുന്നിൽ/പിന്നിൽ ചേർക്കേണ്ടതായ അവധി ദിവസങ്ങൾ ഉണ്ടെങ്കിൽ :
12. അവധിക്ക് അപേക്ഷിക്കുന്നതിനുള്ള കാരണം :
13. ഇതിന് മുൻപത്തെ അവധി കഴിഞ്ഞു തിരികെ വന്ന തീയതിയും പ്രസ്തുത അവധിയുടെ സ്വഭാവവും കാലയളവും :

സ്ഥലം:

അപേക്ഷകന്റെ ഒപ്പ്

(തീയതി സഹിതം)

ഒപ്പ്(തീയതി സഹിതം)
ഉദ്യോഗപ്പേര്

അവധിയുടെ അനുവദനീയത സംബന്ധിച്ച സാക്ഷ്യപത്രം
(ഗസറ്റഡ് ഓഫീസർമാരുടെ കാര്യത്തിൽ അക്കൗണ്ടന്റ് ജനറൽ)

കേരള സർവ്വീസ് ചട്ടങ്ങൾ-ാം ചട്ടമനുസരിച്ച്
.....ക്ക് മുതൽ വരെക്ക് (അവധിയുടെ സ്വഭാവം)
അർഹതയുണ്ടെന്ന് സാക്ഷ്യപ്പെടുത്തിക്കൊള്ളുന്നു.

ഒപ്പ് (തീയതി സഹിതം)
ഉദ്യോഗപ്പേര്

*അനുവദിക്കുന്ന അധികാരിയുടെ ഉത്തരവുകൾ

ഒപ്പ് (തീയതി സഹിതം)
ഉദ്യോഗപ്പേര്

*അപേക്ഷകൻ നഷ്ടപരിഹാരബത്ത വല്ലതും വാങ്ങുന്നുണ്ടെങ്കിൽ, അയാൾ അവധി കഴിഞ്ഞ് അതേ തസ്തികയിലേക്കോണോ തിരികെ അതുപോലെ ബന്ധമുള്ള മറ്റൊരു തസ്തികയിലേക്കോണോ തിരികെ വരാനിടയുള്ളതെന്ന് അവധി അനുവദിക്കുന്ന അധികാരി വ്യക്തമാക്കണം.

5. ആകസ്മിക അവധി രജിസ്ട്രർ

(1) പേര്: (2) ഔദ്യോഗിക പദവി: (3) വർഷം:

അപേക്ഷാ തീയതി	അവധി ആവശ്യപ്പെടുന്ന ദിവസം (എണ്ണം)	തീയതി		---- വർഷം എടുത്ത ആകെ അവധി (ദിവസങ്ങൾ)	അനുവദിച്ച ഉദ്യോഗസ്ഥന്റെ ഒപ്പ്	റിമാർക്സ്
		മുതൽ	വരെ			
(1)	(2)	(3)	(4)	(5)	(6)	(7)

6. സർവ്വീസ് ബുക്ക് രജിസ്റ്റർ

ഓഫീസ്:

ജില്ല:

ക്രമ നമ്പർ	പേര്, ഔദ്യോഗിക പദവി	ഏത് ഓഫീസിൽ നിന്ന് ലഭിച്ചു	റഫറൻസ് നമ്പർ, തീയതി	ലഭിച്ച തീയതി	ഒപ്പ്	ഏത് ഓഫീസിലേക്ക് അയച്ചു	റഫറൻസ് നമ്പർ, തീയതി	അയച്ചതിന്റെ കാരണം	അയച്ച തീയതി	ഒപ്പ്
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

7. Personal Register

[illegible]

8. തപാൽ രജിസ്റ്റർ

ഓഫീസ് :

ജില്ല :

വർഷം :

തീയതി	ക്രമ നമ്പർ	ലഭിച്ച കത്തിന്റെ നമ്പരം തീയതിയും	വിഷയം	അയച്ച കത്തിന്റെ നമ്പരം തീയതിയും	വിഷയം	തപാൽ ചെലവ്	റിമാർക്സ്
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

9. കാൾ ബുക്ക്

ഓഫീസ് :

ജില്ല :

ക്രമ നമ്പർ	മുൻ ഫയൽ നമ്പർ	രജിസ്റ്ററിൽ രേഖപ്പെടുത്തിയ തീയതി	വിഷയം	ഇനി നടപടി ആവശ്യമുള്ള തീയതി	പുതിയ ഫയൽ നമ്പർ, പേഴ്സണൽ രജിസ്റ്ററിൽ ചേർത്ത തീയതി
(1)	(2)	(3)	(4)	(5)	(6)

10. ചുമതല കൈമാറ്റ സ്റ്റേറ്റുമെന്റ്

1. ഓഫീസ് :
2. ജില്ല :

1. ഓഫീസിന്റെ പേര് :
2. ചാർജ് നൽകുന്ന ഉദ്യോഗസ്ഥന്റെ പേര് :
ഉദ്യോഗപേര് :
3. ചാർജ് സ്വീകരിക്കുന്ന ഉദ്യോഗസ്ഥന്റെ പേര് :
ഉദ്യോഗപേര് :
4. തീയതി :
5. ചാർജ് കൈമാറുന്ന സാധനങ്ങൾ,
രേഖകൾ എന്നിവ സംബന്ധിച്ച വിവരം :

ക്രമ നമ്പർ	ഇനം	സ്റ്റോക്ക് ബുക്ക് അനുസരിച്ച് അളവ്/എണ്ണം	യഥാർത്ഥത്തിൽ കൈമാറുന്ന അളവ്/ എണ്ണം	വ്യത്യാസം (ഉണ്ടെങ്കിൽ)	സ്റ്റോക്ക് ബുക്ക് പേജ് നമ്പർ	ചുമതല കൈമാറുന്ന ഉദ്യോഗസ്ഥന്റെ ഒപ്പ്	ചുമതല ഏറ്റെടുക്കുന്ന ഉദ്യോഗസ്ഥന്റെ ഒപ്പ്
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

*കൈമാറുന്ന വസ്തുക്കൾ/രേഖകളുടെ അവസ്ഥ, അളവിലുള്ള വ്യത്യാസം എന്നിവ ഈ കോളത്തിൽ ചേർക്കേണ്ടതാണ്.

11. പദ്ധതികളുടെ രജിസ്റ്റർ

1. ഓഫീസ് :
2. ജില്ല :

1. പദ്ധതിയുടെ പേര് :
2. വർഷം :
3. വിഭാഗം* :
 - (i) കേന്ദ്രാവിഷ്കൃത പരിപാടി :
 - (ii) സംസ്ഥാനാവിഷ്കൃത പരിപാടി :
 - (iii) ജില്ലാ പഞ്ചായത്ത് പ്രോജക്ട് :
 - (iv) ബ്ലോക്ക് പഞ്ചായത്ത് പ്രോജക്ട് :
 - (v) ഗ്രാമപഞ്ചായത്തിന്റെ/മുനിസിപ്പാലിറ്റിയുടെ/
കോർപ്പറേഷന്റെ തനത് പദ്ധതി :
4. പ്രോജക്ട് ലക്ഷ്യവും നേട്ടവും സംബന്ധിച്ച വിവരങ്ങൾ:

ക്രമ നമ്പർ	പ്രോജക്ട് ഘടകങ്ങൾ	ഭൗതിക ലക്ഷ്യം	സാമ്പത്തിക ലക്ഷ്യം (രൂപ)			ഭൗതിക നേട്ടം	ചെലവ്		
			പദ്ധതി വിഹിതം	ഗുണഭോക്താക്കളുടെ വിഹിതം	ആകെ		പദ്ധതി വിഹിതം	ഗുണഭോക്താക്കളുടെ വിഹിതം	ആകെ
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

5. ആനുകൂല്യം ലഭിച്ച ഗുണഭോക്താക്കൾ (എണ്ണം)
 - (i) പൊതുവിഭാഗം :
 - (ii) വനിതകൾ :
 - (iii) പട്ടികജാതി :
 - (iv) പട്ടിക വർഗ്ഗം :

*ഒന്നിൽ കൂടുതൽ വിഭവ സ്രോതസ്സ് ഉണ്ടെങ്കിൽ മാത്രം

12. അലോട്ട്മെന്റ് രജിസ്റ്റർ

ഓഫീസ് :

ജില്ല :

ഹെഡ് ഓഫ് അക്കൗണ്ട് :

തീയതി	അലോട്ട്മെന്റ് ലറ്റർ നമ്പർ/ ബിൽ നമ്പർ	അനുവദിച്ച തുക(രൂപ)	ചെലവ് (രൂപ)	നീക്കിയിരുപ്പ് (രൂപ)	റിമാർക്സ്	ഒപ്പ്
(1)	(2)	(3)	(4)	(5)	(6)	(7)

13. സന്ദർശക ഡയറി

ഓഫീസ് :

ജില്ല :

ക്രമ നമ്പർ	തീയതി	സന്ദർശകന്റെ പേരും വിലാസവും	ഫോൺ നമ്പർ	സന്ദർശന ഉദ്ദേശം	ഒപ്പ്	അഭിപ്രായം
(1)	(2)	(3)	(4)	(5)	(6)	(7)

14. സെക്യൂരിറ്റി രജിസ്റ്റർ

ഓഫീസ് :

ജില്ല :

Date	From whom received	Particulars	Cheque/DD no & date	Amount received (Rs)	Disbursement details		
					To whom paid (Rs)	Amount (Rs.)	Signature
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

15. മരങ്ങളുടെ രജിസ്റ്റർ

ഓഫീസ് :

ജില്ല :

ക്രമ നമ്പർ	മരങ്ങൾ				അഭിപ്രായക്കുറിപ്പ്
	വൃക്ഷത്തിന്റെ പേര്	എണ്ണം	കായ്ഫലം ഉള്ളത്	കായ്ഫലം ഇല്ലാത്തത്	
(1)	(2)	(3)	(4)	(5)	(6)

16. ഫർണിച്ചറിയുടെയും ഓഫീസ് സാമഗ്രികളുടെയും രജിസ്റ്റർ

ഓഫീസ് : _____

ജില്ല : _____

Name of Article -----

Date	Number and date of contingent voucher invoice etc	Nature of transaction	Receipt	Issue	Balance	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

17. അച്ചടിച്ച ഫോറങ്ങളുടെയും രജിസ്റ്ററുകളുടെയും രജിസ്റ്റർ

ക്രഷി ഭവൻ : _____

ജില്ല : _____

Date	No. and date of voucher of invoice	From whom received or to whom issued	Receipt	Issued	Balance after each transaction	Initials of receiver	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
		Brought forward					
		Carried over					

18. സ്റ്റേഷനറി രജിസ്റ്റർ

ഓഫീസ് :

ജില്ല :

സ്റ്റേഷനറി സാധനത്തിന്റെ പേര്

തീയതി	എവിടെ നിന്ന് ലഭിച്ചു / ആർക്ക് നൽകി	ലഭിച്ചത് (അളവ് / എണ്ണം)	ഉപയോഗിച്ച ത് (അളവ്// എണ്ണം)	ബാക്കി (അളവ് / എണ്ണം)	അഭിപ്രായപ്പെട്ടിട്ടു
(1)	(2)	(3)	(4)	(5)	(6)

ഓഫീസ് ::
ജീവ ::

[illegible]

അനുബന്ധം IV
20. സൗജന്യ കൈമാറ്റ ബിൽ
(മൂന്നു മടക്കായി തയ്യാറാക്കേണ്ടത് - ചട്ടം 7 (ബി) പ്രകാരം)

.....

.....

(വിതരണം നടത്തുന്ന ഉദ്യോഗസ്ഥന്റെ ഉദ്യോഗപേരും
മേൽവിലാസവും ഇവിടെ ചേർക്കുക)

.....

.....

(സ്വീകരിക്കുന്ന ഉദ്യോഗസ്ഥന്റെ ഉദ്യോഗപേരും
മേൽവിലാസവും ഇവിടെ ചേർക്കുക)

.....

.....

(വിതരണം നടത്തുന്ന ഉദ്യോഗസ്ഥന്റെ ഉദ്യോഗപേരും
മേൽവിലാസവും ഇവിടെ ചേർക്കുക)

.....

.....

സൂചന:- താങ്കളുടെ-ാം തീയതിയിലെ.....-ാം നമ്പർ അപേക്ഷ
(വിതരണം നടത്തുന്ന ഓഫീസർ പൂരിപ്പിക്കേണ്ടതാണ്)

ക്രമ നമ്പർ	തീയതി	സാധനത്തിന്റെ പേര്	വിതരണത്തിന്റെ വിശദ വിവരങ്ങൾ			സ്റ്റോക്ക് രജിസ്റ്ററിൽ ചേർത്ത പേജിന്റെ നമ്പർ	സ്വീകരിക്കുന്നതിന്റെ വിശദവിവരങ്ങൾ				സ്റ്റോക്ക് രജിസ്റ്ററിൽ ചേർത്ത പേജിന്റെ നമ്പർ	അഭിപ്രായ കുറിച്ചുകൾ
			അളവ്	നിരക്ക് (രൂപ)	വില (രൂപ)		തീയതി	അളവ്	നിരക്ക് (രൂപ)	വില (രൂപ)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

സ്ഥലം: _____ തീയതി: _____

സ്ഥലം: _____ തീയതി: _____

വിതരണം നടത്തുന്ന ഉദ്യോഗസ്ഥന്റെ പേരും ഒപ്പും _____ സ്വീകരിച്ച സ്റ്റോക്കിൽ ചേർത്ത സ്വീകരിക്കുന്ന ഉദ്യോഗസ്ഥന്റെ പേരും ഒപ്പും _____

21. സൗജന്യകൈമാറ്റ ബിൽ രജിസ്റ്റർ (എഫ്.റ്റി.ബിൽ രജിസ്റ്റർ)

കൃഷി ഭവൻ

ജില്ല

(A) F.T.Bill Received in the Krishi Bhavan

SL. No	Date	FT Bill No.	From whom received	Name of Artciles	Quantity	Value (Rs)	Stock Register entry details	Date of return after acceptance	Signature
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

(B) F.T.Bill Send out from Krishi Bhavan

Sl. No	Date	FT Bill No and Date	To whom send	Name of Articles	Quantity	Value (Rs)	Date of sending	Date of return	Page No. Of stock Register of re-ceipts	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

22. ഇൻഡൻ്റ് രജിസ്റ്റർ

ഓഫീസ് :

ജില്ല :

വർഷം:

മാസം:

തീയതി:

ക്രമ നമ്പർ	സാധനത്തിൻ്റെ പേര്	അളവ്/ഭൂക്കം	വിതരണം നടത്തേണ്ടത്		വിതരണം നടത്തേണ്ടുന്ന വ്യാപാരി / സ്ഥാപനം/ഉടമ
			തീയതി	സ്ഥലം	
(1)	(2)	(3)	(4)	(5)	(6)

23. ഡസ്പാച്ച് - കം - സ്റ്റാമ്പ് അക്കൗണ്ട് രജിസ്റ്റർ

ഓഫീസ് :

ജില്ല :

തീയതി	കൈവശമുള്ള സ്റ്റാമ്പിൻ്റെ ആകെ വില (രൂപ)	അയച്ച കത്തിൻ്റെ വിവരങ്ങൾ			ഉപയോഗിച്ച സ്റ്റാമ്പ് (രൂപ)	നീക്കിയിരുന്ന സ്റ്റാമ്പ് (രൂപ)	റിമാർക്സ്
		ക്രമ നമ്പർ	നമ്പരം തീയതിയും	ആർക്ക് അയച്ചു			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

കുറിപ്പ്:- കോളം (2)-ൽ നിന്ന് കോളം (6) കുറവ് ചെയ്യുന്ന തുകയാണ് കോളം (7)-ൽ രേഖപ്പെടുത്തേണ്ടത്.

24. രജിസ്റ്ററുകളുടെ രജിസ്റ്റർ

ഓഫീസ് :

ജില്ല :

തയ്യാറാക്കി സൂക്ഷിച്ചിട്ടുള്ള രജിസ്റ്ററുകൾ			അഭിപ്രായക്കുറിപ്പ്
നമ്പർ	പേര്	റഫറൻസ് പിരിയഡ്	
(1)	(2)	(3)	(4)

മുകളിൽ കാണിച്ചുതല്ലാതെ ഏതെങ്കിലും തരത്തിലുള്ള ഭൂസ്വത്തോ കമ്പനി ഓഹരികളോ മറ്റു നിക്ഷേപങ്ങളോ എനിക്കുള്ളതായോ അവയിൽ എനിക്ക് താൽപ്പര്യവകാശമുള്ളതായോ എന്റെ പേരിലോ ചാർ ആയോ സംസ്ഥാനത്തിനകത്തില്ലെന്ന് ഞാൻ.....

ഇതിനാൽ സത്യപ്രസ്താവന ചെയ്തുകൊള്ളുന്നു.

സ്ഥലം:

ഒപ്പ്

തീയതി:

ഉദ്യോഗപ്പേര്

കുറിപ്പുകൾ:-

1. ഓരോ ഇടപാടിനും ഒരു വരി ഉപയോഗിക്കണം.
2. നടപ്പു വർഷത്തിനുമുമ്പേ വാങ്ങിയ വസ്തുക്കൾ ആദ്യം ഒരൊറ്റ വരിയിൽ (പുറന്ന മഷായായൽ നന്ന്) കാണിക്കണം. പുതുതായി വാങ്ങിയവയും വിറ്റവയും ചുവടെ രേഖാമതൊരു വരിയായും അവയുടെ ആകെത്തുക മൂന്നാമതൊരു വരിയായും കാണിക്കണം. ഈ മൂന്നാമത്തെ വരിയായിരിക്കും അടുത്ത വർഷത്തെക്കുള്ള പത്രികയിലെ ആദായത്തെ വരി.

26. REGISTER OF AUDIT REPORT

ഓഫീസ് :

ജില്ല :

Sl No.	Date of Receipt	Audit Office letter No. and date	Period covered by the report	Total No. of paras	Date on which first reply sent to audit	Particulars of first reply	Reason for the delay in furnishing the final reply	Date on which final reply sent to A.G	Particulars of final reply	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

FORM T.R 7.A
[See Rule]

27. CASH BOOK

Office of Month of

Receipt				Payment			
Particulars	Date			Contingencies	Date		
	No. of receipt issued or bill drawn				In the register of valuables		
	From whom received				To whom paid or sent to PAO/ Bank for crediting		
	Cheque/DD No. Or serial Nos. In the register of valuables				Receipt to be credited to Government Account		
	Receipt to be credited to Government Account				Salaries and advances		
	Salaries and advances				Out of Permanent advances		
	In recoupment of permanent advances				Out of Money drawn in anticipation of payments		
	Advance Payment				Miscellaneous		

FOOT NOTE

1. Form of Certificate to be recorded under rule 92a (iv) - "Certified that the cash balance has been physically verified by me to day (date) and found to be Rs (Rupees) which tallies with the closing as worked out in the cash book".
2. Self cheque drawn under cheque drawing powers, for payments to staff, etc., in cash, should also be entered on the receipt side of the cash book.
3. Closing balance should be analysed in the following manner:-

	Rs.	Ps.
(i) Cash	:	
(ii) Self Cheque	:	
(Non transferable catagory of cheque and bank Drafts)	:	
(iii) Other Cheque	:	
(iv) Other Bank Drafts	:	
(v) Imprest with	:	
(a).....	:	
(b).....	:	
(vi)	:	
Total Cash Balance [Items (i) to (iv)]	:	

ORIGINAL

FORM T.R. 5

[See Rule 90(a)]

28. Acknowledgement for Receipt of Money

Book No. _____ Office of the
 Station
 Receipt No. _____ Date

Received from

Rs (Rupees only)
 on account of and credited to cash
 book page No..... item Noon

(Initials of Cashier or Accountant)

(Initials of Head Office)

29. റി.ആർ.5 രജിസ്റ്റർ

ഓഫീസ് :

ജില്ല :

തീയതി	റി.ആർ 5 രസീത് ബുക്ക് (എണ്ണം)				അഭിപ്രായക്കുറിപ്പ്
	സ്റ്റോക്ക്	ലഭിച്ചത്	ഉപയോഗത്തിന് എടുത്തത്	ബാക്കി	
(1)	(2)	(3)	(4)	(5)	(6)

FORM-VII

30. RECEIPT

.....GRAMA/ BLOCK/ DISTRICT PANCHAYAT/MUNICIPALITY/
CORPORATION

Receipt No:

Date:

Received from.....
.....
.....
.....a sum of Rs.....
(Rupees..... only) towards
.....

Authorised Clerk

President

Secretary

31. യാത്രാ ഡയറി

ഓഫീസ് :

ജില്ല :

.....കൃഷി ഭവനിലെ(ഉദ്യോഗപേര്)

..(പേര്) ന്റെ(വർഷവും മാസവും) ഞ്ഞ പ്രവർത്തന ഡയറി

തീയതി	സമയം		സ്ഥലം		യാത്ര ചെയ്ത ദൂരം	യാത്ര ചെയ്ത വാഹനം	നിർവ്വഹിച്ച പ്രവർത്തി
	മുതൽ	വരെ	എവിടെ നിന്ന്	എവിടേയ്ക്ക്			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

തീയതി:

യാത്ര ചെയ്ത ഉദ്യോഗസ്ഥന്റെ

പേര്:

ഒപ്പ്:

32. എസ്റ്റാബ്ലിഷ്മെന്റ് യാത്രാബത്ത ബിൽ രജിസ്റ്റർ

ഓഫീസ് :

ജില്ല :

ഉദ്യോഗസ്ഥന്റെ പേര്:

ഉദ്യോഗപേര്:

ക്രമ നമ്പർ	ബിൽ നമ്പർ	യാത്രചെയ്ത മാസം	യാത്രാബത്ത (രൂപ)	ഷേരിയിൽ നിന്ന് തുക മാറിയ തീയതി	ഒപ്പ്	അഭിപ്രായപ്പെട്ട റിപ്പ്
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Name & Designation of the Gazetted Officer :-

33. STATEMENT OF CLAIMS DRAWN DURING.....
(Specify the month & Year) (To be furnished by the Gazetted Officers to the DDO/ Controlling Officer every month before presenting salary Bill)

01 SALARIES			Major head			Sub Major head						Minor head					Sub head			
Gross Claims						Deductions														
						Provident Fund						Repayment of Advances								
Pay	DA	HRA	MR	OA	Total Gross claim	Subscription	Repayment	SLI	GIS	FBS	Others (Specify)	HBA I	HBA II	MCA	PCA	Others (Specify)	Income Tax	Total Deduction	Net Amount	Date of encashment

Head of Account		04 Travel Expenses		Head of Account	Head of Account		Others (Specify the nature of claim & head of Account)
Major		1. Tour TA	2. Transfer TA	3.PCA/PTA	Major		
Sub Major					Sub Major		
Minor					Minor		
Sub					Sub		
Amount					Amount		
Date of encashment					Date of encashment		

Signature :

Name :

Designature :

KFC FORM
(See Chapter VI)
Articles 118 and 124

34. Register of Contingent Charges

[illegible]

GENERAL FORMS

[illegible]

35. Receipts and Expenditure Statement

ഓഫീസ് :

ജില്ല :

(A) Expenditure Statement for the month of(as on.....)

[illegible]

(B) Receipt Statement for the month of(as on)

SL.No	Chalan No. and date	Particulars	Head of Account	Amount
(1)	(2)	(3)	(4)	(5)

36. ആവർത്തന ചെലവ് രജിസ്റ്റർ

(വൈദ്യുതി ചാർജ്, വെള്ളക്കരം, ടെലിഫോൺ ചാർജ്)

ഓഫീസ് :

ജില്ല :

മാസം	ബിൽ തുക	ബില്ലിലെ മറ്റ് വിവരങ്ങൾ	തുക അടച്ച രസീത് നമ്പർ, തീയതി	റിമാർക്സ്
(1)	(2)	(3)	(4)	(5)

37. ശമ്പള സർട്ടിഫിക്കറ്റ് രജിസ്റ്റർ

ഓഫീസ് :

ജില്ല :

ക്രമ നമ്പർ	തീയതി	ശമ്പള സർട്ടിഫിക്കറ്റ് നമ്പരും തീയതിയും		സർട്ടിഫിക്കറ്റ് നമ്പരും തീയതിയും	ഏത് ആവശ്യത്തിനാണ് സർട്ടിഫിക്കറ്റ് നൽകിയത്	ഏത് സ്ഥാപനത്തിലേക്ക് നൽകി	സർട്ടിഫിക്കറ്റ് സ്ഥിരീകരണം നൽകിയ തീയതി	അഭിപ്രായ ക്കുറിപ്പ്
		പേര്	ഔദ്യോഗിക പദവി					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

FOR T.R.8
(See Rule 95)

38. REGISTER OF CHEQUES ISSUED

SL.No	Date	Ref. To Sl.No. Of the Bill Register	Particulars of the Bill	Cheque Number	Amount (Rs.)	To whom issued	Initials of DDO	Remarks	Date of encashment	Initials of DDO	Progressive total of assignment (Rs)	Balance in Assignment Account (Rs.)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

39. ട്രഷറി ഇടപാട് രജിസ്റ്റർ

ഓഫീസ് :
ജില്ല :

Date	Name of Officer	Amount to be remitted			Details of Bill/ Cheque to be received			Others	Signature
		Item	Head of Account	Amount (Rs.)	Bill No	Item	Amount		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

41. ഇംക്രിമെന്റ് രജിസ്റ്റർ

ഓഫീസ് :

ജില്ല :

ഒദ്യോഗിക പദവി :

ശമ്പള സ്കെയിൽ :

മാസം:

ക്രമ നമ്പർ	ഉദ്യോഗസ്ഥന്റെ പേര്	ഇംക്രിമെന്റ് തീയതിയിലെ ശമ്പളം (രൂപ)	ഇംക്രിമെന്റ് അഹിതയാകുന്ന തീയതി, മാസം, വർഷം	ഇംക്രിമെന്റ് നൽകുമ്പോൾ ശമ്പളം	ഡ്രായിംഗ് ഓഫീസറുടെ ഒപ്പ്	റിമാർക്സ്
(1)	(2)	(3)	(4)	(5)	(6)	(7)
			200.....			
			200.....			
			200.....			
			200.....			
			200.....			
			200.....			
			200.....			
			200.....			
			200.....			
			200.....			
			200.....			
			200.....			
			200.....			
			200.....			
			200.....			
			200.....			
			200.....			

42. ക്ലെയിമുകളുടെയും കൈപ്പറ്റ് രസീതുകളുടെയും രജിസ്റ്റർ

ഓഫീസ് :

ജില്ല :

Year:

Sl.No	Date of Submission	Name of Scheme/ Components	Amount Allotted (Rs)	Amount of Claim (Rs)	Signatuire of Receipient
(1)	(2)	(3)	(4)	(5)	(6)

Registers/ Forms for Krishi Bhavans & FARMS

Sl No	Item / Particulars	Page No.
1.	Basic data Register of Krishibhavan	
2.	Agroclinic register	
3	Application for nursery licence	
4	Nursery register	
5	Memorandum to seed analyst	
6	Details to accompany seed sample testing	
7	Details to accompany soil sample	
8	Soil sample register	
9	Soil Testing fertilizer recommendation report	
10	Fertiliser License Register	
11	Details of bio fertilizer sample	
12	Memorandum accompanying bio fertilizer sample for analysis	
13	Register for pesticide licence	
14	Details to accompany biopesticides/ biofungicide samples	
15	Memorandum accompanying biopesticide/ bio fungicide sample	
16	Register for agricultural development committee	
17	Application for natural calamity	
18	Natural calamity register	
19	Statement for natural calamity	
20	Crop Insurance register	
21	Application for enrolment in crop Insurance Scheme	
22	Application for assistance under crop Insurance	
23	Receipt of premium under crop Insurance	
24	Work diary	
25	Register for plant protection equipments and machineries	
26	Application for hiring plant protection equipments / machinaries	
27	Register for hire charge collection of plant protection equipments/ machineries	
28	Application for obtaining certificate for electricity connection for agri purpose	
29	Application for free electricity connection	
30	Application for assistance under ATMA scheme	
31	Application for assistance from Krishi Bhavan(general)	
32	Register of Biogas	
33	Daily Muster Sheet	
34	Coconut Nursery Register	
35	Forecast of Expenditure	

1. കൃഷി ഭവൻ അടിസ്ഥാന വിവര രജിസ്റ്റർ

കൃഷി ഭവൻ :

തദ്ദേശ ഭരണസ്ഥാപനം :

ജില്ല :

1. കൃഷി ഭവൻ സ്ഥിതി ചെയ്യുന്ന തദ്ദേശ ഭരണസ്ഥാപനത്തിലെ വാർഡുകൾ

വാർഡ് നമ്പർ	വാർഡിന്റെ പേര്	വാർഡ് മെമ്പർ/ കൗൺസിലർ പേര്	ഫോൺ നമ്പർ
(1)	(2)	(3)	(4)
(1)			
(2)			
(3)			
(4)			
(5)			

കൃഷി ഭവൻ സ്ഥിതി ചെയ്യുന്ന തദ്ദേശ ഭരണസ്ഥാപനത്തിന്റെ അതിരുകൾ :

2.1 വടക്ക് :

2.2 തെക്ക് :

2.3 കിഴക്ക് :

2.4 പടിഞ്ഞാറ് :

2. കൃഷി ഭവന്റെ പേര് :

3. കൃഷി ഭവന്റെ സ്ഥാനം :

5. കൃഷിഭവന്റെ പ്രവർത്തനപരിധിയിലെ അഗ്രോ ക്ലിനിക്കുകൾ

വാർഡ് നമ്പർ	അഗ്രോക്ലിനിക്കിന്റെ പേര്
(1)	(2)
(1)	
(2)	
(3)	
(4)	
(5)	

6. ജില്ലാ ആസ്ഥാനത്തുനിന്ന് കൃഷി ഭവനിലേക്കുള്ള ദൂരം (കി.മീ)

7. പ്രധാന റോഡുകൾ

ക്രമ നമ്പർ	കൃഷി ഭവൻ പരിധിയിലൂടെ കടന്നു പോകുന്ന റോഡുകൾ (പേര്)	ദൂരം (കി.മീ)	റോഡിന്റെ തരം	ഉടമസ്ഥത
(1)	(2)	(3)	(4)	(5)

8. കൃഷി ഭവൻ സ്ഥിതി ചെയ്യുന്ന ലോക് സഭാ നിയോജക മണ്ഡലം :

- 8.1 എം.പി (പേര്) :
- 8.2 മേൽവിലാസം :
- 8.3 ടെലിഫോൺ നമ്പർ :
- (i) വസതി :
- (ii) ഓഫീസ് :
- (iii)മൊബൈൽ :

9. കൃഷി ഭവൻ സ്ഥിതി ചെയ്യുന്ന നിയമസഭാമണ്ഡലം :

- 9.1 എം.എൽ.എ (പേര്) :
- 9.2 മേൽവിലാസം :
- 9.3 ടെലിഫോൺ :
- (i) വസതി :
- (ii) ഓഫീസ് :
- (iii)മൊബൈൽ :

10. കൃഷി ഭവൻ സ്ഥിതി ചെയ്യുന്ന ഗ്രാമപഞ്ചായത്ത് പ്രസിഡന്റ്/ മുനിസിപ്പാലിറ്റി ചെയർപേഴ്സൺ/ കോർപ്പറേഷൻ മേയർ

- 10.1 മേൽവിലാസം
- 10.2 ടെലിഫോൺ നമ്പർ
- (i) വസതി
- (ii) ഓഫീസ്
- (iii)മൊബൈൽ

11. കൃഷി ഭവൻ സ്ഥിതി ചെയ്യുന്ന ഗ്രാമപഞ്ചായത്ത് വൈസ് പ്രസിഡന്റ്/ മുനിസിപ്പാലിറ്റി വൈസ് ചെയർമാൻ/ കോർപ്പറേഷൻ ഡെപ്യൂട്ടി മേയർ :

- 11.1 മേൽവിലാസം :
- 11.2 ടെലിഫോൺ നമ്പർ
- (i) വസതി :
- (ii) ഓഫീസ് :
- (iii)മൊബൈൽ :

12. കൃഷി ഭവൻ സ്ഥിതി ചെയ്യുന്ന തദ്ദേശഭരണസ്ഥാപനത്തിലെ
വികസന സ്റ്റാന്റിംഗ് കമ്മറ്റി ചെയർപേഴ്സൺ :
- 12.1 മേൽവിലാസം :
- 12.2 ടെലിഫോൺ നമ്പർ :
- (i) വസതി :
- (ii) ഓഫീസ് :
- (iii)മൊബൈൽ :
13. കൃഷി ഭവൻ സ്ഥിതി ചെയ്യുന്ന വാർഡ് മെമ്പർ/ കൗൺസിലർ :
- 13.1 മേൽവിലാസം :
- 13.2 ടെലിഫോൺ :
- (i) വസതി :
- (ii) ഓഫീസ് :
- (iii)മൊബൈൽ :
14. കൃഷി ഭവൻ സ്ഥിതി ചെയ്യുന്ന ജില്ലാ പഞ്ചായത്ത് ഡിവിഷൻ :
- 14.1 ജില്ലാ പഞ്ചായത്ത് ഡിവിഷൻ പേര് :
- 14.2 ജില്ലാ പഞ്ചായത്ത് മെമ്പർ :
- 14.3 മേൽവിലാസം :
- 14.4 ടെലിഫോൺ നമ്പർ :
- (i) വസതി :
- (ii) ഓഫീസ് :
- (iii)മൊബൈൽ :
15. കൃഷി ഭവൻ സ്ഥിതി ചെയ്യുന്ന ബ്ലോക്ക് പഞ്ചായത്ത് ഡിവിഷൻ :
- 15.1 ബ്ലോക്ക് പഞ്ചായത്ത് ഡിവിഷൻ പേര് :
- 15.2 ബ്ലോക്ക് പഞ്ചായത്ത് മെമ്പർ :
- 15.3 മേൽവിലാസം :
- 15.4 ടെലിഫോൺ നമ്പർ :
- (i) വസതി :
- (ii) ഓഫീസ് :
- (iii)മൊബൈൽ :
16. കൃഷി ഭവനിലെ ജലഗതാഗത മർഗ്ഗങ്ങൾ :
17. കൃഷി ഭവൻ പരിധിയിലെ ആകെ ജനസംഖ്യ (എണ്ണം) :
- 17.1 പുരുഷന്മാർ :
- 17.2 സ്ത്രീകൾ :
18. ജനസംഖ്യാ സാന്ദ്രത (ച.കി.മീ) :

19. പട്ടികജാതിക്കാർ (എണ്ണം) :
20. പട്ടികവർഗ്ഗക്കാർ (എണ്ണം) :

21. കൃഷിഭവന്റെ വിസ്തൃതി :
- 21.1 മൊത്തം (ഭൂമിശാസ്ത്രപരമായി വിസ്തൃതി) ച.കീ.മീ :
- 21.2 വനപ്രദേശം - ച.കീ.മീ :

22. കൃഷി ഭവൻ അതിർത്തിയിലെ ഭൂമിയുടെ പ്രധാന ഉപയോഗം (ഹെക്ടർ) :

- 22.1 കാർഷികേതര ആവശ്യങ്ങൾക്ക് :
- 22.2 വ്യർത്ഥവും കൃഷിക്കുപയോഗമല്ലാത്തതുമായ പ്രദേശത്തിന്റെ വിസ്തൃതി :
- 22.3 സ്ഥിരം പുൽമേടുകളും മറ്റു മേച്ചിൽ പ്രദേശങ്ങളും :
- 22.4 പലവക വൃക്ഷവിളകൾ കൃഷി ചെയ്യുന്ന പ്രദേശം :
- 22.5 കൃഷി ചെയ്യാവുന്ന ശുന്യസ്ഥലം :
- 22.6 തന്നാണ്ട് തരിശില്ലാത്ത തരിശ് സ്ഥലം :
- 22.7 തന്നാണ്ട് തരിശ് സ്ഥലം :
- 22.8 അസൽ വിതസ്ഥലം :
- 22.9 ഒന്നിൽ കൂടുതൽ പ്രാവശ്യം വിതയ്ക്കുന്ന സ്ഥലം :
- 22.10 മൊത്തം വിതയ്ക്കുന്ന സ്ഥലം :

23. വിളകൾ കൃഷി ചെയ്യുന്ന വിസ്തീർണ്ണം (ഹെക്ടർ)

24. നെല്ല് (വിരിപ്പ്/ മുണ്ടകൻ/ പുഞ്ച) (ഹെക്ടർ)

- 24.1 നെൽകൃഷി ചെയ്യുന്ന മൊത്തം വിസ്തൃതി
- 24.2 നെൽകൃഷി ചെയ്യുന്ന അസൽ വിസ്തൃതി

25. പ്രധാന വിളകളുടെ വിസ്തൃതിയും ഉൽപ്പാദനവും

25.1 നെല്ല്

ഇനം	വിസ്തൃതി(ഹെക്ടർ)	ഉല്പാദനം (ടൺ)
(1)	(2)	(3)
(1)		
(2)		
(3)		
(4)		
(5)		
ആകെ		
25.2 മറ്റു വാർഷിക വിളകൾ - ഇനം		
(1)		
(2)		
(3)		
(4)		
(5)		

ആകെ		
25.3 മരിച്ചിനി- ഇനം		
(1)		
(2)		
(3)		
(4)		
(5)		
ആകെ		
25.4 തെങ്ങ്- ഇനം		
(1)		
(2)		
(3)		
(4)		
(5)		
ആകെ		
25.5 വാഴ		
(1) നേന്ത്രൻ		
(2) കപ്പവാഴ		
(3) മറ്റിനങ്ങൾ		
ആകെ		
25.6 കുരുമുളക്		
25.7 പച്ചക്കറികൾ		
25.8 പയർ		
25.9.റബ്ബർ		
25.10 മറ്റ് വിളകൾ		
(1)		
(2)		
(3)		
(4)		
(5)		

26. കാലാവസ്ഥ :

26.1ശരാശരി വാർഷിക വർഷപാതം :

26.2ശരാശരി കൂടിയ താപമാനം :

26.3ശരാശരി കുറഞ്ഞ താപമാനം :

26.4ഉന്നതി (കടൽ നിരപ്പിൽ നിന്ന്) :

27. കെട്ടിടങ്ങളും ജനതാമസമുള്ള വസതികളും (എണ്ണം) :

28. മൊത്തം കർഷക കുടുംബങ്ങൾ (എണ്ണം) :

29. പ്രായോഗിക കർഷക കുടുംബങ്ങൾ (0.1 ഹെ.മു.കളിലുള്ളത്) :

30. പ്രാവർത്തിക കൃഷിയിടങ്ങളുടെ വിവരങ്ങൾ :

കൃഷിയിടങ്ങളുടെ തരവും വലിപ്പവും	പ്രാവർത്തിക കൃഷിയിടങ്ങൾ (എണ്ണം)			
	പട്ടികജാതി	പട്ടികവർഗ്ഗം	പൊതു വിഭാഗം	മൊത്തം
(1)	(2)	(3)	(4)	(5)
(1) നാമമാത്രം (ഒരു ഹെക്ടറിന് താഴെ)				
(2) ചെറുകിട (1-2 ഹെക്ടർ)				
(3) അർദ്ധ മധ്യമം (2-4 ഹെക്ടർ)				
(4) മധ്യമം (4-10 ഹെക്ടർ)				
(5) വൻകിട (10 ഹെക്ടറിന് മുകളിൽ)				
ആകെ				

31. വളർത്തു മൃഗങ്ങൾ (എണ്ണം) :

31.1 പശു/ കാള :

31.2 എരുമ/ പോത്ത് :

31.3 ആട് :

31.4 ചെമ്മരിയാട് :

31.5 പന്നി :

31.6 മറ്റ് മൃഗങ്ങൾ :

(1)

(2)

(3)

(4)

(5)

വളർത്തു പക്ഷികൾ :

32.1 കോഴി :

32.2 താറാവ് :

32.3 കാട :

32.4 മറ്റിനം പക്ഷികൾ :

(1)

(2)

(3)

(4)

(5)

33. കൃഷി ഭവൻ പരിധിയിലെ കാർഷിക ചന്തകൾ/ മാർക്കറ്റുകൾ

ക്രമ നമ്പർ	പേര് (സ്ഥലം)	ഉടമസ്ഥത (സ്വകാര്യം, പൊതു)	കച്ചവടം ചെയ്യുന്ന പ്രധാന കാർഷിക ഉൽപ്പന്നങ്ങൾ	പ്രവർത്തിക്കുന്ന ദിവസങ്ങൾ
(1)	(2)	(3)	(4)	(5)

34 . കൃഷി ഭവന്റെ പരിധിയിൽ പ്രവർത്തിക്കുന്ന ക്ഷീരസഹകരണസംഘങ്ങൾ:

34.1 വിപണന സഹകരണസംഘം

ക്രമ നമ്പർ	ബാങ്കിന്റെ പേര്
(1)	(2)
(1)	
(2)	
(3)	
(4)	
(5)	

34.2 മറ്റ് സഹകരണ സംഘം

ക്രമ നമ്പർ	സംഘത്തിന്റെ പേര്
(1)	(2)
(1)	
(2)	
(3)	
(4)	
(5)	

35. ബാങ്കുകൾ

ക്രമ നമ്പർ	ബാങ്കിന്റെ പേര്
(1)	(2)
(1)	
(2)	
(3)	
(4)	
(5)	

36. മറ്റു ധനകാര്യ സ്ഥാപനങ്ങൾ

37. കൃഷി ഭവൻ പരിധിയിലെ നീർത്തടങ്ങൾ

ക്രമ നമ്പർ	നീർത്തടത്തിന്റെ പേര്	വിസ്തീർണ്ണം	ഉൾപ്പെടുന്ന വാർഡുകൾ	നീർത്തടം മറ്റ് തദ്ദേശഭരണസ്ഥാപനത്തിൽ വ്യാപിച്ചു കിടക്കുന്നുവെങ്കിൽ അതിന്റെ വിവരം
(1)	(2)	(3)	(4)	(5)

38. ജലസേചന സൗകര്യങ്ങൾ

ഇനം	പ്രോജക്ടിന്റെ പേര്	സ്ഥിതി ചെയ്യുന്ന വാർഡ്	ജലസേചനം നൽകുന്ന ഭൂമി (ഹെക്ടർ)
(1)	(2)	(3)	(4)
38.1 വൻകിട ജലസേചന പദ്ധതി			
38.2 ചെറുകിട ജലസേചന പദ്ധതി			
(1)			
(2)			
(3)			
38.3 ലിഫ്റ്റ് ഇറിഗേഷൻ പദ്ധതി			
(1)			
(2)			
(3)			
38.4 മറ്റിനങ്ങൾ			
38.5 പൊതു കുളങ്ങൾ			
(1)			
(2)			
(3)			
(4)			
38.6 പൊതു കിണറുകൾ			
38.7 സ്ഥാപിച്ചിട്ടുള്ള പൊതുപമ്പുസെറ്റുകൾ (കുതിരശക്തി തിരിച്ച്)			
(1)			
(2)			
(3)			
(4)			
(5)			

39. ഉൽപ്പാദനോപാധികൾ

ലഭിക്കുന്ന സ്ഥാപനങ്ങൾ	സഹകരണ സ്ഥാപനം (പേരും മേൽവിലാസവും)	സ്വകാര്യ സ്ഥാപനം (പേരും മേൽവിലാസവും)
(1)	(2)	(3)
39.1 വളം		
39.2 കീടനാശിനി		
39.3 കാർഷിക ഉപകരണങ്ങൾ		
(1) സ്ത്രോയർ		
(2) പമ്പ്		
(3) മറ്റുള്ളവ		
39.4 കാർഷിക യന്ത്രങ്ങൾ		
39.5 വിത്ത്		
39.6 നടീൽ വസ്തുക്കൾ		

40.കാർഷിക മേഖലയിൽ പ്രവർത്തിക്കുന്ന സന്നദ്ധ സംഘടനകൾ/ ക്ലബുകൾ

ക്രമ നമ്പർ	പേര്, മേൽവിലാസം, ഫോൺ	ആകെ അംഗങ്ങൾ	പ്രവർത്തന മേഖല
(1)	(2)	(3)	(4)

2. അഗ്രോ ക്ലിനിക്ക് അടിസ്ഥാന വിവര രജിസ്റ്റർ

കൃഷി ഭവൻ :

തദ്ദേശഭരണസ്ഥാപനം :

ജില്ല :

1. ബ്ലോക്ക് :

2. ഗ്രാമപഞ്ചായത്ത്/ മുനിസിപ്പാലിറ്റി/കോർപ്പറേഷൻ :

3. അഗ്രോക്ലിനിക്ക് സ്ഥിതി ചെയ്യുന്ന വാർഡിന്റെ പേര് :
3.2 വാർഡ് നമ്പർ :

4. അഗ്രോക്ലിനിക്ക് സ്ഥിതി ചെയ്യുന്ന വാർഡിന്റെ അതിരുകൾ
4.1 വടക്ക് :
4.2 തെക്ക് :
4.3 കിഴക്ക് :
4.4 പടിഞ്ഞാറ് :

5. കൃഷി ഭവന്റെ പേര്

6. അഗ്രോക്ലിനിക്കിന്റെ പേര്

7. കൃഷി ഭവന്റെ സ്ഥാനം

8. അഗ്രോക്ലിനിക്കിന്റെ സ്ഥാനം

9. ജില്ലാ ആസ്ഥാനത്തുനിന്ന് കൃഷി ഭവനിലേക്കുള്ള ദൂരം (കി.മീ)

10. പ്രധാന റോഡുകൾ

ക്രമ നമ്പർ	അഗ്രോ ക്ലിനിക്കിന്റെ പരിധിയിലൂടെ കടന്നു പോകുന്ന റോഡുകൾ (പേര്)	ദൂരം (കി.മീ)	റോഡിന്റെ തരം	ഉടമസ്ഥത
(1)	(2)	(3)	(4)	(5)

11. കൃഷി ഭവനിൽ നിന്ന് അഗ്രോക്ലിനിക്കിലേക്കുള്ള ദൂരം (കി.മീ)

12. അഗ്രോക്ലിനിക്ക് സ്ഥിതി ചെയ്യുന്ന ലോക്ക് സഭാ നിയോജക മണ്ഡലം

- 12.1 എം.പി (പേര്) :
- 12.2 മേൽവിലാസം :
- 12.3 ടെലിഫോൺ നമ്പർ :
- (i) വസതി :
- (ii) ഓഫീസ് :
- (iii)മൊബൈൽ :

13. അഗ്രോക്ലിനിക്ക് സ്ഥിതി ചെയ്യുന്ന നിയമസഭാമണ്ഡലം :

- 13.1 എം.എൽ.എ (പേര്) :
- 13.2 മേൽവിലാസം :
- 13.3 ടെലിഫോൺ :
- (i) വസതി :
- (ii) ഓഫീസ് :
- (iii)മൊബൈൽ :

14. അഗ്രോക്ലിനിക്ക് സ്ഥിതി ചെയ്യുന്ന തദ്ദേശഭരണസ്ഥാപനം

- 14.1 പ്രസിഡന്റ് / മുനിസിപ്പൽ ചെയർപേഴ്സൺ/ കോർപ്പറേഷൻ മേയർ (പേര്)
- 14.2 മേൽവിലാസം
- 14.3 ടെലിഫോൺ നമ്പർ
- (i) വസതി
- (ii) ഓഫീസ്
- (iii)മൊബൈൽ

15. അഗ്രോക്ലിനിക്ക് സ്ഥിതി ചെയ്യുന്ന ഗ്രാമപഞ്ചായത്ത് വൈസ് പ്രസിഡന്റ്/
മുനിസിപ്പൽ വൈസ് ചെയർമാൻ/ കോർപ്പറേഷൻ ഡേപ്യൂട്ടി മേയർ (പേര്)

- 15.1 മേൽവിലാസം :
- 15.2 ടെലിഫോൺ നമ്പർ
- (i) വസതി :
- (ii) ഓഫീസ് :
- (iii)മൊബൈൽ :

16. അഗ്രോക്ലിനിക്ക് സ്ഥിതി ചെയ്യുന്ന ഗ്രാമപഞ്ചായത്ത്/ മുനിസിപ്പാലിറ്റി/
കോർപ്പറേഷൻ/ വികസന സ്റ്റാന്റിംഗ് കമ്മറ്റി ചെയർപേഴ്സൺ (പേര്)

- 16.1 മേൽവിലാസം :
- 16.2 ടെലിഫോൺ നമ്പർ
- (i) വസതി :
- (ii) ഓഫീസ് :
- (iii)മൊബൈൽ :

17. അഗ്രോക്ലിനിക്കു സ്ഥിതി ചെയ്യുന്ന വാർഡ് മെമ്പർ/ കൗൺസിലർ:

- 17.1 മേൽവിലാസം :
- 17.2 ടെലിഫോൺ :
- (i) വസതി :
- (ii) ഓഫീസ് :
- (iii) മൊബൈൽ :

18. അഗ്രോക്ലിനിക്കു സ്ഥിതി ചെയ്യുന്ന ജില്ലാ പഞ്ചായത്ത് ഡിവിഷൻ :

- 18.1 ജില്ലാ പഞ്ചായത്ത് ഡിവിഷൻ പേര് :
- 18.2 ജില്ലാ പഞ്ചായത്ത് മെമ്പർ :
- 18.3 മേൽവിലാസം :
- 18.4 ടെലിഫോൺ നമ്പർ :
- (i) വസതി :
- (ii) ഓഫീസ് :
- (iii) മൊബൈൽ :

19. അഗ്രോക്ലിനിക്കു സ്ഥിതി ചെയ്യുന്ന ബ്ലോക്ക് പഞ്ചായത്ത് ഡിവിഷൻ :

- 19.1 ബ്ലോക്ക് പഞ്ചായത്ത് ഡിവിഷൻ പേര് :
- 19.2 ബ്ലോക്ക് പഞ്ചായത്ത് മെമ്പർ :
- 19.3 മേൽവിലാസം :
- 19.4 ടെലിഫോൺ നമ്പർ :
- (i) വസതി :
- (ii) ഓഫീസ് :
- (iii) മൊബൈൽ :

20. അഗ്രോക്ലിനിക്കിലെ ജലഗതാഗത മർഗ്ഗങ്ങൾ :

21. അഗ്രോക്ലിനിക്കു പരിധിയിലെ ആകെ ജനസംഖ്യ (എണ്ണം) :

- 21.1 പുരുഷന്മാർ :
- 21.2 സ്ത്രീകൾ :

22. പട്ടികജാതിക്കാർ (എണ്ണം) :

23. പട്ടികവർഗ്ഗക്കാർ (എണ്ണം) :

24. അഗ്രോക്ലിനിക്കിന്റെ ആകെ വിസ്തൃതി :

- 24.1 മൊത്തം (ഭൂമിശാസ്ത്രപരമായി വിസ്തൃതി) ച.കീ.മീ :
- 24.2 വനപ്രദേശം - ച.കീ.മീ :

25. അഗ്രോക്ലിനിക്കിന്റെ അതിർത്തിയിലെ ഭൂമിയുടെ പ്രധാന ഉപയോഗം (ഹെക്ടർ) :

- 25.1 കാർഷികേതര ആവശ്യങ്ങൾക്ക് ഉപയോഗിക്കുന്ന സ്ഥലം :

- 25.2 വ്യർത്ഥവും കൃഷിക്കുപയോഗമല്ലാത്തതുമായ പ്രദേശത്തിന്റെ വിസ്തൃതി :
- 25.3 സ്ഥിരം പുൽമേടുകളും മറ്റു മേച്ചിൽ പ്രദേശങ്ങളും :
- 25.4 പലവക വൃക്ഷവിളകൾ കൃഷി ചെയ്യുന്ന പ്രദേശം :
- 25.5 കൃഷി ചെയ്യാവുന്ന ശുന്യസ്ഥലം :
- 25.6 തന്നാണ്ട് തരിശില്ലാത്ത തരിശ് സ്ഥലം :
- 25.7തന്നാണ്ട് തരിശ് സ്ഥലം :
- 25.8 അസൽ വിതസ്ഥലം :
- 25.9 ഒന്നിൽ കൂടുതൽ പ്രാവശ്യം വിതയ്ക്കുന്ന സ്ഥലം :
- 25.10 മൊത്തം വിതയ്ക്കുന്ന സ്ഥലം :

26. വിളകൾ കൃഷി ചെയ്യുന്ന വിസ്തീർണ്ണം (ഹെക്ടർ)

27. നെല്ല് (വിരിപ്പ്/ മുണ്ടകൻ/ പുഞ്ച) (ഹെക്ടർ)

27.1 നെൽകൃഷി ചെയ്യുന്ന മൊത്തം വിസ്തൃതി

27.2നെൽകൃഷി ചെയ്യുന്ന അസൽ വിസ്തൃതി

28.പ്രധാന വിളകളുടെ വിസ്തൃതിയും ഉൽപ്പാദനവും

28.1 നെല്ല്

ഇനം	വിസ്തൃതി(ഹെക്ടർ)	ഉല്പാദനം (ടൺ)
(1)	(2)	(3)
(1)		
(2)		
(3)		
(4)		
(5)		
ആകെ		
28.2 മറ്റു വാർഷിക വിളകൾ -ഇനം		
(1)		
(2)		
(3)		
(4)		
(5)		
ആകെ		
28.3 മരിച്ചിനി- ഇനം		
(1)		
(2)		
(3)		
(4)		
(5)		
ആകെ		
28.4 തെങ്ങ്- ഇനം		

(1)		
(2)		
(3)		
(4)		
(5)		
ആകെ		
28.5 വാഴ (ഇനം)		
(1) നേന്ത്രൻ		
(2) കപ്പവാഴ		
(3) മറ്റിനങ്ങൾ		
ആകെ		
28.6 കുരുമുളക്		
28.7 പച്ചക്കറികൾ		
28.8 പയർ		
28.9.റബ്ബർ		
28.10 മറ്റ് വിളകൾ		
(1)		
(2)		
(3)		
(4)		
(5)		

29. കാലാവസ്ഥ :

29.1ശരാശരി വാർഷിക വർഷപാതം :

29.2ശരാശരി കൂടിയ താപമാനം :

29.3ശരാശരി കുറഞ്ഞ താപമാനം :

29.4ഉന്നതി (കടൽ നിരപ്പിൽ നിന്ന്) :

30. കെട്ടിടങ്ങളും ജനതാമസമുള്ള വസിതികളും (എണ്ണം) :

31. മൊത്തം കർഷക കുടുംബങ്ങൾ (എണ്ണം) :

32. പ്രായോഗിക കർഷക കുടുംബങ്ങൾ :
(0.1 ഹെ.മു.കളിലുള്ളത്)

33. പ്രാവർത്തിക കൃഷിയിടങ്ങളുടെ വിവരങ്ങൾ:

കൃഷിയിടങ്ങളുടെ തരവും വലിപ്പവും	പ്രാവർത്തിക കൃഷിയിടങ്ങൾ (എണ്ണം)			
	പട്ടികജാതി	പട്ടികവർഗ്ഗം	പൊതു വിഭാഗം	മൊത്തം
(1)	(2)	(3)	(4)	(5)
(1) നാമമാത്രം (ഒരു ഹെക്ടറിന് താഴെ)				
(2) ചെറുകിട (1-2 ഹെക്ടർ)				
(3) അർദ്ധ മധ്യമം (2-4 ഹെക്ടർ)				
(4) മധ്യമം (4-10 ഹെക്ടർ)				
(5) വൻകിട (10 ഹെക്ടറിന് മുകളിൽ)				
ആകെ				

34. വളർത്തു മൃഗങ്ങൾ (എണ്ണം)

- 34.1 പശു/ കാള :
- 34.2 എരുമ/ പോത്ത് :
- 34.3 ആട് :
- 34.4 ചെമ്മരിയാട് :
- 34.5 പന്നി :
- 34.6 മറ്റ് മൃഗങ്ങൾ :
- (1)
- (2)
- (3)
- (4)
- (5)

35. വളർത്തു പക്ഷികൾ

- 35.1 കോഴി :
- 35.2 താറാവ് :
- 35.3 കാട :
- 35.4 മറ്റിനം പക്ഷികൾ :
- (1)
- (2)
- (3)
- (4)
- (5)

36. അഗ്രോക്ലിനിക്ക് പരിധിയിൽ പ്രവർത്തിക്കുന്ന കാർഷിക ചന്തകൾ/ മാർക്കറ്റുകൾ

ക്രമ നമ്പർ	പേര് (സ്ഥലം)	ഉടമസ്ഥത (സ്വകാര്യം, പൊതു)	കുടുംബം ചെയ്യുന്ന പ്രധാന കാർഷിക ഉൽപ്പന്നങ്ങൾ	പ്രവർത്തിക്കുന്ന ദിവസങ്ങൾ
(1)	(2)	(3)	(4)	(5)

37. അഗ്രോക്ലിനിക്കിന്റെ പരിധിയിൽ പ്രവർത്തിക്കുന്ന ക്ഷീരസഹകരണസംഘങ്ങൾ:

37.1 വിപണന സഹകരണസംഘം(പേര്)

37.2 മറ്റ് സഹകരണ സംഘം (പേര്)

38. ബാങ്കുകൾ

(1)

(2)

(3)

39. മറ്റു ധനകാര്യ സ്ഥാപനങ്ങൾ

40. കൃഷി ഭവൻ പരിധിയിലെ നീർത്തടങ്ങൾ

ക്രമ നമ്പർ	നീർത്തടത്തിന്റെ പേര്	വിസ്തീർണ്ണം	നീർത്തടം മറ്റ് തദ്ദേശഭരണസ്ഥാപനത്തിന്റെ വ്യാപിച്ച് കിടക്കുന്നുവെങ്കിൽ അതിന്റെ വിവരം
(1)	(2)	(3)	(4)

41. ജലസേചന സൗകര്യങ്ങൾ

ഇനം	പ്രോജക്ടിന്റെ പേര്	സ്ഥിതി ചെയ്യുന്ന വാർഡ്	ജലസേചനം നൽകുന്ന ഭൂമി (ഹെക്ടർ)
(1)	(2)	(3)	(4)
41.1 വൻകിട ജലസേചന പദ്ധതി			
41.2 ചെറുകിട ജലസേചന പദ്ധതി			
(1)			
(2)			
(3)			
41.3 ലിഫ്റ്റ് ഇറിഗേഷൻ പദ്ധതി			
(1)			
(2)			
(3)			
41.4 മറ്റിനങ്ങൾ			
41.5 പൊതു കുളങ്ങൾ			
(1)			
(2)			
(3)			
(4)			
41.6 കിണറുകൾ			
41.7 സ്ഥാപിച്ചിട്ടുള്ള പൊതുപമ്പുസെറ്റുകൾ (കുതിരശക്തി തിരിച്ച്)			
(1)			
(2)			
(3)			
(4)			
(5)			

42. ഉൽപ്പാദനോപാധികൾ

ലഭിക്കുന്ന സ്ഥാപനങ്ങൾ	സഹകരണ സ്ഥാപനം (പേരും മേൽവിലാസവും)	സ്വകാര്യ സ്ഥാപനം (പേരും മേൽവിലാസവും)
(1)	(2)	(3)
42.1 വളം		
42.2 കീടനാശിനി		
42.3 കാർഷിക ഉപകരണങ്ങൾ		
(1) സ്ത്രോയർ		
(2) പമ്പ്		
(3) മറ്റുള്ളവ		
42.4 കാർഷിക യന്ത്രങ്ങൾ		
42.5 വിത്ത്		
42.6 നടീൽ വസ്തുക്കൾ		

43.കാർഷിക മേഖലയിൽ പ്രവർത്തിക്കുന്ന സന്നദ്ധ സംഘടനകൾ/ ക്ലബുകൾ

ക്രമ നമ്പർ	പേര്, മേൽവിലാസം, ഫോൺ	ആകെ അംഗങ്ങൾ	പ്രവർത്തന മേഖല
(1)	(2)	(3)	(4)

3. നല്ല അംഗീകാരത്തിനുള്ള അപേക്ഷ

1. പേര്, മേൽവിലാസം, ടെലിഫോൺ :

2. കൈവശമുള്ള സ്ഥലം :

3. മാതൃസസ്യത്തോട്ടത്തിന്റെ/
മാതൃസസ്യങ്ങളുടെ വിവരം :

(എ) കൈവശമുള്ളത്

ക്രമ നമ്പർ	വിളയുടെ പേര്	ഇനം	വാങ്ങിയ കേന്ദ്രം	വാങ്ങിയതിന്റെ വിശദവിവരം
(1)	(2)	(3)	(4)	(5)

(ബി) സംഭരിച്ചിട്ടുണ്ടാകുന്നവ

ക്രമ നമ്പർ	വിളയുടെ പേര്	ഇനം	വാങ്ങുവാൻ ഉദ്ദേശിക്കുന്ന കേന്ദ്രം	റിമാർക്സ്
(1)	(2)	(3)	(4)	(5)

4. നടീൽ വസ്തുക്കളുടെ ഉൽപ്പാദന ലക്ഷ്യം:-

ക്രമ നമ്പർ	വിളയുടെ പേര്	ഇനം	ഉൽപ്പാദനം (എണ്ണം/ വർഷം)
(1)	(2)	(3)	(4)

5. ജലസേചന സൗകര്യം, മറ്റ് അടിസ്ഥാന സൗകര്യങ്ങൾ

- 5.1 കുളങ്ങൾ/ കിണറുകൾ (എണ്ണം) :
- 5.2 പമ്പ്‌സെറ്റ്/ എൻജിനുകൾ (എണ്ണം) :
- 5.3 പവർ ട്രിപ്പുകൾ (എണ്ണം) :
- 5.4 ട്രാക്ടറുകൾ (എണ്ണം) :
- 5.5 സസ്യ സംരക്ഷണ ഉപകരണങ്ങൾ (എണ്ണം) :

6.യോഗ്യതകൾ

- 6.1 കൃഷി ബിരുദം/ വൊക്കേഷണൽ ഹയർ സെക്കന്ററി സർട്ടിഫിക്കറ്റ് (കൃഷി)/ ഡിപ്ലോമ (കൃഷി) :
- 6.2 നല്ല നടിയിലുള്ള മുൻപരിചയം :
- 6.3 മേൽനോട്ടം വഹിക്കുന്ന ആളിന്റെ യോഗ്യത :

7. ഞാൻ, ശ്രീ/ ശ്രീമതി..... അഗ്രി (ഹോർട്ടി) രജിസ്ട്രേഷൻ ആക്ടിന്റെ നിബന്ധനകൾക്ക് അനുസരണമായി പ്രവർത്തിക്കുമെന്ന് പ്രസ്താവിക്കുന്നു.

സ്ഥലം

ഒപ്പ്

തീയതി

നിബന്ധനകൾ

8.1 യോഗ്യത : കൃഷി ശാസ്ത്രത്തിൽ ബിരുദം/ കേരള കാർഷിക സർവകലാശാലയിൽ നിന്നും കൃഷി ശാസ്ത്രത്തിൽ ഡിപ്ലോമ/ വി.എച്ച്. എസ്.സി പാസ്സായിരിക്കണം. ഇപ്രകാരം യോഗ്യതയുള്ള വ്യക്തിയുടെ ചുമതലയിലായിരിക്കണം നടീൽ വസ്തുക്കളുടെ ഉൽപ്പാദനവും/ വിതരണവും.

കുറിപ്പ്:- 5 വർഷമായി നല്ല രീതിയിൽ പ്രവർത്തിച്ചു കൊണ്ടിരിക്കുന്ന നല്ല നടിയിൽ, തുടർന്നും ഗുണമേന്മയുള്ള നടീൽ വസ്തുക്കൾ ഉൽപ്പാദിപ്പിക്കുന്നുവെന്ന് ഉറപ്പുവരുത്തിയാൽ ഈ നിബന്ധന ബാധകമാകില്ല.

8.2 സ്ഥലം : നല്ല കേന്ദ്രത്തിന് ഉണ്ടായിരിക്കേണ്ട സ്ഥലസൗകര്യം

- (i) കോർപ്പറേഷൻ : 10 സെന്റ്
- (ii) മുനിസിപ്പാലിറ്റി : 20 സെന്റ്
- (iii) ഗ്രാമപഞ്ചായത്ത് : 50 സെന്റ്

8.3 ജലസേചനസൗകര്യം : നല്ലയിൽ ജലസേചനത്തിന് ആവശ്യമായ അടിസ്ഥാന സൗകര്യം ഏർപ്പെടുത്തിയിരിക്കണം.

8.4 രജിസ്റ്ററുകൾ :

ഓഫീസ് ഉപയോഗത്തിന്

കൃഷി ഓഫീസർ/ കൃഷി അസിസ്റ്റന്റ് ഡയറക്ടറുടെ അന്വേഷണ റിപ്പോർട്ട് (നിലവിലുള്ള നല്ല നേരിൽ കണ്ട് ക്രമ നമ്പർ 2, 3, 5 എന്നിവയിൽ പറഞ്ഞിരിക്കുന്ന വിവരങ്ങൾ രേഖപ്പെടുത്തുക.)

കൃഷി ഓഫീസർ/ കൃഷി അസിസ്റ്റന്റ് ഡയറക്ടറുടെ
ശുപാർശ
.....സ്വകാര്യ നല്ലിന് അംഗീകാരം നൽകാം
അംഗീകരിയ്ക്കാനധികാരപ്പെട്ട ഉദ്യോഗസ്ഥന്റെ അംഗീകാരം

4. ന്യൂന രജിസ്റ്റർ

കൃഷി ഭവൻ :

തദ്ദേശഭരണസ്ഥാപനം :

ജില്ല :

[illegible]

5. സീഡ് അനലിസിനുള്ള മെമ്മോറാണ്ടം

മെമ്മോറാണ്ടത്തിന്റെ ക്രമനമ്പർ

.....

.....

(അയയ്ക്കുന്ന ആൾ)

സീഡ് അനലിസ്റ്റ്

.....

സർ,

1966- ലെ സീഡ്സ് ആക്ട് സെക്ഷൻ 14, സബ് ,സെക്ഷൻ (1) ഉപവകുപ്പ് (b)/ സെക്ഷൻ15, സബ് സെക്ഷൻ (2) ഉപവകുപ്പ് (b)/(c) പ്രകാരം ചുവടെ വിവരിക്കുന്ന സാമ്പിൾ പരിശോധനയ്ക്കും റിപ്പോർട്ടിനുമായി അയയ്ക്കുന്നു:-

1.സാമ്പിൾ ക്രമനമ്പർ :

2.സാമ്പിൾ ശേഖരിച്ച സ്ഥലവും തീയതിയും :

3.പരിശോധനയ്ക്ക് / ടെസ്റ്റിന് സമർപ്പിച്ചിട്ടുള്ള
വസ്തുക്കളുടെ സ്വഭാവം :

ഈ മെമ്മോറാണ്ടത്തിന്റെ പകർപ്പും സാമ്പിൾ പായ്ക്കറ്റ് മുദ്രവയ്ക്കാൻ ഉപയോഗിച്ച മുദ്രയുടെ സ്നേസിമെൻ പതിപ്പും തപാലിൽ പ്രത്യേകം അയയ്ക്കുന്നു/ പ്രത്യേക ദൂതൻ വശം കൊടുത്തയയ്ക്കുന്നു.

തീയതി

സ്ഥലം

ഒപ്പ്

സീഡ് ഇൻസ്പെക്ടർ

6. സീഡ് സാമ്പിളിനോടൊപ്പം അയയ്ക്കേണ്ട വിവരങ്ങൾ

1. തീയതി :
2. അയയ്ക്കുന്ന ആളിന്റെ പേരും
മേൽവിലാസവും
(പിൻകോഡ് സഹിതം) :
3. വിളയുടെ പേര് :
4. വിളയുടെ വിഭാഗം :
5. സീഡ് ക്ലാസ് (ഫൗണ്ടേഷൻ,
രജിസ്റ്റേർഡ്, സർട്ടിഫൈഡ്) :
6. സാമ്പിൾതരം
(സർട്ടിഫിക്കേഷൻ, സർവീസ്,
ഓഫീഷ്യൽ) :
7. ലോട്ട് നമ്പർ/
എഡന്റിഫിക്കേഷൻ നമ്പർ :
8. സീഡിന്റെ അളവ് :
9. സീഡ് ഉല്പാദകന്റെ പേര് :
10. വിളവ് എടുത്ത തീയതി :
11. സാമ്പിൾ എടുത്ത ആളിന്റെ
പേര്, മേൽവിലാസം :
12. സാമ്പിൾ എടുത്ത തീയതി :
13. ആവശ്യമുള്ള പരിശോധന
(ജർമിനേഷൻ/ പ്യൂരിറ്റി/ മൊയിസ്ചർ) :
14. അഭിപ്രായക്കുറിപ്പ് :
15. ഒപ്പ് :

7. മണ്ണ് പരിശോധനാ ഫോറം

കോഡ് നമ്പർ

(സാമ്പിൾ അയയ്ക്കുന്ന
ഉദ്യോഗസ്ഥൻ
കൊടുക്കുന്നത്)

LAB No.			
S	L	C	

1. ജില്ല :
 കൃഷി വികസന യൂണിറ്റ് :
 ഗ്രാമപഞ്ചായത്ത് : വില്ലേജ് :
 2. കൃഷിക്കാരുടെ പേര്

വീട്ടു പേര് :

സ്ഥലം :

പോസ്റ്റാഫീസ് :

3. കൃഷി സ്ഥലത്തിന്റെ സർവ്വെ നമ്പർ അഥവാ പേര്
4. മണ്ണ് പരിശോധനാ ഫലത്തിന്റെ അടിസ്ഥാനത്തിൽ ഏതെല്ലാം കൃഷികൾക്കാണ് നിർദ്ദേശങ്ങൾ നൽകേണ്ടത് (നെൽക്കൃഷിക്കാണെങ്കിൽ ഏതിനും എന്നു കാണിക്കുക)

കൃഷിയുടെ പേര് വിസ്തീർണ്ണം/ എണ്ണം

- 1.
- 2.
- 3.
- 4.
- 5.

----- (ഇവിടെമുറിക്കുക) -----

1. കൃഷിക്കാരുടെ പേരും മേൽവിലസവും കോഡ് നമ്പർ
2. കൃഷി സ്ഥലത്തിന്റെ സർവ്വെ നമ്പർ അഥവാ പേര്
3. നിർദ്ദേശങ്ങൾ വേണ്ട കൃഷികൾ
4. പ്രത്യേക വിവരങ്ങൾ

കൃഷി ഭവൻ

കൃഷി ഭവൻ

ജില്ല:

8. മണ്ണ് സാമ്പിൾ രജിസ്റ്റർ

ക്രമ നമ്പർ	കർഷകന്റെ പേരും മേൽവിലാസവും	സാമ്പിൾ അയയ്ക്കുമ്പോൾ രേഖപ്പെടുത്തേണ്ട വിവരങ്ങൾ			കൃഷി ഓഫീസറുടെ ഒപ്പ്	പരിശോധനാഫലം ലഭിക്കുമ്പോൾ രേഖപ്പെടുത്തേണ്ട വിവരങ്ങൾ					കൃഷി ഓഫീസറുടെ ഒപ്പ്
		സ്ഥലത്തിന്റെ വിസ്തീർണ്ണം	സർവ്വേ നമ്പർ	കൃഷി ചെയ്യുന്ന വിള		പി. എച്ച്	റ്റി. എസ്. എസ്	നൈട്രജൻ	ഫോസ്ഫറസ്	പൊട്ടാസ്യം	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

9. മണ്ണു പരിശോധന- രാസവള ശുപാർശ റിപ്പോർട്ട്

മണ്ണു പരിശോധനാകേന്ദ്രം :
 അതോറിട്ടി നമ്പർ : സാമ്പിൾ കോഡ് നമ്പർ:
 കൃഷി സ്ഥലത്തിന്റെ സർവ്വേ നമ്പർ അഥവാ പേര്:

Estimations (പരിശോധനകൾ)	P.H (പി.എച്ച്) മണ്ണിന്റെ അമ്ല/ ക്ഷാര സ്വഭാവത്തിന്റെ അളവ്	T.S.S.E.C in mhos/cm ലയിച്ചു ചേർന്നിട്ടുള്ള ലവണങ്ങളുടെ അളവ്	ലഭ്യമായ രീതിയിൽ പ്രധാന പോഷകമൂല്യങ്ങൾ		
			Org. Carbon (%) നൈട്രജന്റെ ഒരു മാനദണ്ഡം	P. (Kg.ha) ഫോസ്ഫറസ്	K(Kg/ha.) പൊട്ടാസ്യം
Value അളവ്					
Rating * തോത്	അമ്ലം	ക്രമം	കുറവ്	കുറവ്	കുറവ്
	മദ്ധ്യമം	അധികം	മദ്ധ്യമം	മദ്ധ്യമം	മദ്ധ്യമം
	ക്ഷാരം		കൂടുതൽ	കൂടുതൽ	കൂടുതൽ
Class No.					

* അനുയോജ്യമായ കോളങ്ങളിൽ (✓)

- മണ്ണിൽ ലയിച്ചു ചേർന്നിട്ടുള്ള ലവണങ്ങളുടെ അളവ് കുറയുന്നതിന് ഉണ്ട്/ ഇല്ല ശുദ്ധജലം കയറ്റി കഴുകിക്കളയേണ്ട ആവശ്യം ഉണ്ടോ ഇല്ലയോ എന്ന്
- ഓരോ കൃഷിക്കും താഴെപ്പറയുന്ന അളവിൽ ജൈവവളങ്ങളും (ചാണകം, പച്ചില, കമ്പോസ്റ്റ് മുതലായവ) കമ്മായവും രാസവളങ്ങളും ചേർക്കേണ്ടതാണ്.

കൃഷി	ജൈവ വളം കിലോ ഗ്രാം	കുമാരായം കിലോ ഗ്രാം	രാസവളങ്ങൾ *			മറ്റു രാസവസ്തുക്കൾ (ആവശ്യമുണ്ടെങ്കിൽ)	
			N നൈട്രജൻ	P2O5 ഫോസ്ഫറസ്	K2O പൊട്ടാഷ്		
1. നെല്ല്() അത്യുൽപ്പാദന ശേഷിയുള്ളവ							കിലോഗ്രാം ഒരു ഹെക്ടറിന്
2.നെല്ല്()							കിലോഗ്രാം ഒരു ഹെക്ടറിന്
3. തെങ്ങ്							ഗ്രാം ഒരു മരത്തിന്
4.							കിലോഗ്രാം ഒരു ഹെക്ടറിന്
5.							ഗ്രാം ഒരു ചെടിക്ക്/ മരത്തിന്

കൃഷി സ്ഥലത്തിന്റെ വിസ്തീർണ്ണവും സ്ഥലത്തെ ഡിപ്പോകളിൽ കിട്ടുന്ന രാസവളങ്ങളുടെ ഇനവും അനുസരിച്ച് ഓരോ രാസവളവും എത്ര വീതം വേണമെന്ന് കണക്കാക്കേണ്ടതാണ്.

.....Kg. നൈട്രജൻ (N)..... Kg. അമോണിയം സൾഫേറ്റ്Kg. യൂറിയ Kg. ഫോസ്ഫറസ് (P2O5).....Kg. സൂപ്പർ ഫോസ്ഫേറ്റ്/റോക്ക് ഫോസ്ഫേറ്റ്.....Kg. പൊട്ടാഷ് (K2O).....Kg. മ്യൂറിയേറ്റ് ഓഫ് പൊട്ടാഷ്.

തീയതി.....

അസിസ്റ്റന്റ് സോയിൽ കെമിസ്റ്റ്

ഈ റിപ്പോർട്ട് കിട്ടിയശേഷം എടുക്കുന്ന കൃഷികളുടെ വിവരങ്ങൾ ഇവിടെ എഴുതി സൂക്ഷിക്കുക

വർഷം (ഏതു വിള) കൃഷി	ചേർത്ത വളങ്ങളും അളവും	ലഭിച്ച വിളവ്	റിമാർക്സ്

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കടലാസിന് കേടു പറ്റാതെ
പിൻ സൂക്ഷിച്ച്
ഇളക്കി എടുക്കുക

10. രാസവള ലൈസൻസ് രജിസ്റ്റർ

കൃഷി ഭവൻ :
തദ്ദേശഭരണ സ്ഥാപനം :
ജില്ല :

Sl. No	Name and Address of Licensee	Licence No and Date	Period of Licence	Items of fertiliser with manufacturer	Date of expiry of Licence	Acknowledgement of Licence	Initial of Agricultural Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

11. ജീവാണുവള സാമ്പിൾ സംബന്ധിച്ച വിവരം

1. ഉൽപ്പന്നത്തിന്റെ പേര് :
2. ഡീലറുടെ/ ഉൽപാദകന്റെ പേരും വിലാസവും :
3. ബാച്ച് നമ്പർ :
4. ഉൽപ്പാദിപ്പിച്ച തീയതി :
5. സജീവകാലം അവസാനിക്കുന്ന തീയതി :
6. സാമ്പിൾ എടുത്ത തീയതി :
7. ഏതെല്ലാം വിളകൾക്കു വേണ്ടി ഉപയോഗിക്കാൻ ഉദ്ദേശിക്കുന്നു :
8. ഡീലർ സ്റ്റോക്കിലെടുത്ത തീയതി :
9. സാമ്പിളിന്റെ ക്രമ നമ്പർ/ കോഡു നമ്പർ :
10. ഉൽപ്പന്നത്തിന്റെ മൊത്തം സ്റ്റോക്ക് :
11. സാമ്പിളെടുത്ത ഫെർട്ടിലൈസർ ഇൻസ്പെക്ടറുടെ പേരും മേൽവിലാസവും :

ഫെർട്ടിലൈസർ ഇൻസ്പെക്ടറുടെ
ഒപ്പും ലോഹമുദ്രയും

ഡീലറുടെ രസീത്

ഇതിൽ പറഞ്ഞിരിക്കുന്ന ജീവാണുവള സാമ്പിൾ എന്റെ ഉടമസ്ഥതയിലുള്ള സ്റ്റോക്കിൽ നിന്നും എടുത്തതാണെന്നും അതു മുദ്ര വയ്ക്കുന്ന സമയത്ത് പരിശോധനാ സാമ്പിളുകളിൽ ഞാൻ ഒപ്പുവച്ചിട്ടുണ്ടെന്നും എടുത്ത മൂന്ന് പരിശോധനാ സാമ്പിളുകളിൽ ഒന്ന് ഞാൻ കൈപ്പറ്റിയിട്ടുണ്ടെന്നും ഇതിനാൽ സാക്ഷ്യപ്പെടുത്തുന്നു.

ഫെർട്ടിലൈസർ ഇൻസ്പെക്ടറുടെ
ഒപ്പും മുദ്രയും

ഡീലറുടെ /ഉൽപാദകന്റെ
ഒപ്പും
മേൽവിലാസവും

12. ജീവാണുവള സാമ്പിളിനോടൊപ്പം അയയ്ക്കുന്ന മെമ്മോറാണ്ടം

നമ്പർ.....

.....

.....

.....

(അയയ്ക്കുന്ന മേൽവിലാസം)

കൃഷി ഓഫീസർ

സംസ്ഥാന ജീവാണുവള ലബോറട്ടറി

പാറോട്ടുകോണം

നാലാഞ്ചിറ.പി.ഒ

തിരുവനന്തപുരം -695 015

ചുവടെ വിവരിച്ചിരിക്കുന്ന പ്രകാരമുള്ള ജീവാണുവള സാമ്പിളുകൾ ഗുണമേന്മ പരിശോധനയ്ക്കായി അയയ്ക്കുന്നു.

- | | |
|---------------------------------|---|
| 1. ഉൽപ്പന്നത്തിന്റെ പേര് | : |
| 2. ഉൽപ്പാദിപ്പിച്ച തീയതി | : |
| 3. എടുത്ത സാമ്പിളുകളുടെ എണ്ണം | : |
| 4. സാമ്പിളിന്റെ ക്രമനമ്പർ | : |
| 5. സജീവകാലം അവസാനിക്കുന്ന തീയതി | : |
| 6. സാമ്പിളിന്റെ കോഡ് നമ്പർ | : |

ഗുണമേന്മ പരിശോധനാ റിപ്പോർട്ട് അയക്കേണ്ട മേൽവിലാസം

സ്ഥലം:
തീയതി:

ഫെർട്ടിലൈസർ ഇൻസ്പെക്ടറുടെ
ഒപ്പ്

13. കീടനാശിനി ലൈസൻസ് രജിസ്റ്റർ

കൃഷിഭവൻ :

തദ്ദേശഭരണ സ്ഥാപനം :

ജില്ല :

Sl No.	Name and Address of Licensee	Licence No and date	Period of Licence	Items of PPC that can be stocked and sold with name of manufacturer	Date of expiry of Licence	Acknowledgment of Licence	Initials of Agricultural Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)	

14. ജൈവകീടനാശിനി/ജൈവകുരുതിനാശിനി സാമ്പിൾ സംബന്ധിച്ച വിവരങ്ങൾ

- | | | |
|---|---|--|
| 1. ഉൽപ്പന്നത്തിന്റെ പേര് | : | |
| 2. ഡീലറുടെ/ഉൽപാദകന്റെ പേരും വിലാസവും | : | |
| 3. ബാച്ച് നമ്പർ | : | |
| 4. ഉല്പാദിപ്പിച്ച തീയതി | : | |
| 5. സജീവകാലം അവസാനിക്കുന്ന തീയതി | : | |
| 6. സാമ്പിൾ എടുത്ത തീയതി | : | |
| 7. ഏതെല്ലാം വിളകൾക്കു വേണ്ടി ഉപയോഗിക്കാൻ ഉദ്ദേശിക്കുന്നു : | | |
| 8. ഡീലർ സ്റ്റോക്കിലെടുത്ത തീയതി | : | |
| 9. സാമ്പിളിന്റെ ക്രമ നമ്പർ/കോഡ് നമ്പർ | : | |
| 10. ഉൽപ്പന്നത്തിന്റെ മൊത്തം സ്റ്റോക്ക് | : | |
| 11. സാമ്പിളെടുത്ത ഇൻസെക്ട്രിസൈഡ് ഇൻസ്പെക്ടറുടെ പേരും വിലാസവും | | |

ഇൻസെക്ട്രിസൈഡ് ഇൻസ്പെക്ടറുടെ
ഒപ്പും ലോഹമുദ്രയും

ഡീലറുടെ രസീത്

ഇതിൽ പ്രതിപാദിക്കുന്ന ജൈവകീടനാശിനി/ജൈവകുരുതിനാശിനി സാമ്പിൾ എന്റെ ഉടമസ്ഥതയിലുള്ള സ്റ്റോക്കിൽ നിന്നും എടുത്തതാണെന്നും അതു മുദ്ര വയ്ക്കുന്ന സമയത്ത് പരിശോധനാ സാമ്പിളുകളിൽ ഞാൻ ഒപ്പു വച്ചിട്ടുണ്ടെന്നും എടുത്ത മൂന്ന് പരിശോധനാ സാമ്പിളുകളിൽ ഒന്ന് ഞാൻ കൈപ്പറ്റിയിട്ടുണ്ടെന്നും ഇതിനാൽ സാക്ഷ്യപ്പെടുത്തുന്നു.

ഇൻസെക്ട്രിസൈഡ് ഇൻസ്പെക്ടറുടെ
ഒപ്പും ലോഹമുദ്രയും

ഡീലറുടെ ഒപ്പും
മേൽവിലാസവും

15. ജൈവകീടനാശിനി/ജൈവകുമിശ്നാശിനി സാമ്പിളിനോടൊപ്പം അയയ്ക്കേണ്ടതായ മെമ്മോറാണ്ടം

നമ്പർ:
.....
.....

ചുവടെ വിവരിച്ചിരിക്കുന്ന പ്രകാരമുള്ള ജൈവകീടനാശിനി/ജൈവകുമിശ്നാശിനി സാമ്പിളുകൾ
ഗുണമേന്മ പരിശോധനയ്ക്കായി അയയ്ക്കുന്നു:-

1. ഉൽപ്പന്നത്തിന്റെ പേര് :
2. ഉല്പാദിപ്പിച്ച തീയതി :
3. എടുത്ത സാമ്പിളുകളുടെ എണ്ണം :
4. സാമ്പിളിന്റെ ക്രമ നമ്പർ :
5. സജീവകാലം അവസാനിക്കുന്ന തീയതി :
6. സാമ്പിളിന്റെ കോഡ് നമ്പർ ;

ഗുണമേന്മ പരിശോധനാ റിപ്പോർട്ട് അയക്കേണ്ട മേൽവിലാസം.

ഇൻസെക്ട്രിസൈഡ് ഇൻസ്പെക്ടറുടെ ഒപ്പ്

സ്ഥലം:
തീയതി:

16. കാർഷിക വികസന സമിതി രജിസ്റ്റർ

ക്രഷിഭവൻ :
ജില്ല :

സമിതി അംഗങ്ങൾ

ചെയർമാൻ	:	
കൺവീനർ	:	
അംഗങ്ങൾ	:	1.
		2.
		3.
		4.
		5.

കാർഷിക വികസന സമിതിയുടെതീയതി..... മണിക്
 ക്..... വച്ച് ചേർന്ന യോഗത്തിന്റെ മിനിട്ടസ്
 പങ്കെടുത്തവർ

- 1.
- 2.
- 3.
- 4.
- 5.

അജണ്ട

- 1.
- 2.
- 3.

തീരുമാനങ്ങൾ

ഒപ്പ്
 അദ്ധ്യക്ഷൻ

17. പ്രകൃതിക്ഷോഭ ധനസഹായ അപേക്ഷ

കൃഷിഭവൻ

തദ്ദേശഭരണ സ്ഥാപനം :

ജില്ല :

1. കൃഷിക്കാരന്റെ പേര്, മേൽവിലാസം, ഫോൺനമ്പർ :
2. കൃഷിഭവന്റെ പേരും, ജില്ലയുടെ പേരും :
3. വില്ലേജ്, താലൂക്ക് എന്നിവയുടെ പേരു വിവരം :
4. കൃഷി സ്ഥലത്തിന്റെ വിസ്തീർണ്ണം, സർവ്വേ
 നമ്പരോടുകൂടി കര, പാടം എന്നിവ പ്രത്യേകം
 പ്രത്യേകമായി നൽകണം(ഹെക്ടർ) :
5. കൃഷി ചെയ്യുന്ന വിളകളും ഓരോന്നിന്റെയും
 വിസ്തൃതിയും (ഹെക്ടർ) :
6. ഓരോ വിളയ്ക്കും ഉണ്ടായ കൃഷി ചെലവുകൾ :
7. ഓരോ വിളയ്ക്കും പ്രതീക്ഷിക്കുന്ന അറ്റാദായം :
8. കഴിഞ്ഞ മൂന്ന് വർഷങ്ങളിൽ ഇട വിളകൾക്ക്
 കിട്ടിയ ശരാശരി വിളവ് :
9. അപേക്ഷന്റെ വാർഷിക വരുമാനം :
 (കുടുംബവരുമാനം കാണിക്കണം)

10. അപേക്ഷകൻ ഏതെങ്കിലും ധനകാര്യ സ്ഥാപനങ്ങളിൽ നിന്നും കാർഷിക വായ്പ എടുത്തിട്ടുണ്ടെങ്കിൽ വായ്പ വാങ്ങിയ സ്ഥാപനത്തിന്റെ പേരും തുകയും :
11. കൃഷി നാശം ഉണ്ടായ തീയതി :
12. എന്തുതരം പ്രകൃതിക്ഷോഭത്തിലാണ് കൃഷി നാശം ഉണ്ടായത് എന്ന വിവരങ്ങൾ :
13. കൃഷി നാശം ഉണ്ടായതിന്റെ വിവരങ്ങൾ :

ക്രമ നമ്പർ	നാശം സംഭവിച്ച വിളയുടെ പേര്	കായ്ഫലം/ഉല്പാദനം ഉള്ളത് (വിസ്തീർണ്ണം)/എണ്ണം	കായ്ഫലം/ഉല്പാദനം ഇല്ലാത്തത് (വിസ്തീർണ്ണം)/എണ്ണം
(1)	(2)	(3)	(4)

14.സാക്ഷ്യപത്രം

മേൽ കാണിച്ച എല്ലാ വിവരങ്ങളും സത്യമാണ്. കാലാകാലങ്ങളിൽ നിയമങ്ങളിലുണ്ടാകുന്ന മാറ്റങ്ങൾ അനുസരിച്ചുകൊള്ളാമെന്ന് ഇതിനാൽ ഞാൻ സമ്മതിച്ചുകൊള്ളുന്നു. അപേക്ഷയിൽ തെറ്റായ വിവരങ്ങൾ നൽകിയിട്ടുണ്ടെന്ന് പിന്നീട് തെളിയുകയാണെങ്കിൽ അതുപ്രകാരം ഗവൺമെന്റിനുണ്ടായ എല്ലാ നഷ്ടങ്ങളും എന്നിൽ നിന്നും ഈടാക്കാൻ എനിക്ക് സമ്മതമാണ്. ഈയിനത്തിൽ മറ്റെങ്ങുനിന്നും എനിക്ക് യാതൊരുവിധ സഹായങ്ങളും കിട്ടിയില്ലാത്തതാകുന്നു.

സ്ഥലം:

തീയതി:

കൃഷിക്കാരന്റെ ഒപ്പ്

15. കൃഷി ഓഫീസറുടെ/കൃഷി അസിസ്റ്റന്റിന്റെ പരിശോധനാ റിപ്പോർട്ട്
 - (എ) സ്ഥല പരിശോധന നടത്തിയ തീയതി :
 - (ബി) അപേക്ഷകൻ കൃഷി ചെയ്യുന്ന വിളകളും മൂന്ന് വർഷങ്ങളിൽ കിട്ടിയിരുന്ന ശരാശരി വിളവ് :
 - (സി) കൃഷി നാശം ഉണ്ടായ വിളകൾക്ക് കഴിഞ്ഞ മൂന്ന് വർഷങ്ങളിൽ കിട്ടിയിരുന്ന ശരാശരി വിളവ് :
 - (ഡി) കൃഷി നാശത്തെപ്പറ്റിയുള്ള വിവരങ്ങൾ
 - (നശിച്ച വിള അവയുടെ വിസ്തൃതി അല്ലെങ്കിൽ എണ്ണം) :
 - സഹായധനം കിട്ടാൻ അപേക്ഷകന് അർഹതയുണ്ടോ? :
 - എങ്കിൽ എത്ര സഹായം നൽകേണ്ടത് :

16. സാക്ഷിപത്രം

ഞാൻ അപേക്ഷകന്റെ സ്ഥലത്തുചെന്ന് വേണ്ട പരിശോധന നടത്തിയിട്ടുള്ളതും മേൽ കാണിച്ചിട്ടുള്ള വിവരങ്ങൾ സത്യസന്ധമാണെന്ന് ബോധ്യപ്പെടുകയും ചെയ്തിട്ടുള്ളതാകുന്നു.

കൃഷി അസിസ്റ്റന്റിന്റെ ഒപ്പ്

17. കൃഷി ഓഫീസറുടെ ശുപാർശ

ഞാൻ അപേക്ഷകന്റെ കൃഷി സ്ഥലം നേരിട്ട് പരിശോധിക്കുകയും അപേക്ഷയിൽ കാണിച്ചിട്ടുള്ള എല്ലാ വിവരങ്ങളും ശരിയാണെന്ന് ബോധ്യപ്പെടുകയും ചെയ്തിട്ടുള്ളതാകുന്നു. ഈ അപേക്ഷയെ-ാം നമ്പരായി ബന്ധപ്പെട്ട രജിസ്റ്ററിൽ എഴുതി ചേർത്തിട്ടുള്ളതാകുന്നു.

അപേക്ഷകന് ചുവടെ വിവരിക്കുന്ന സഹായങ്ങൾ നൽകാൻ ഞാൻ ശുപാർശ ചെയ്യുന്നു.

(1)

(2)

(3)

(4)

(5)

സ്ഥലം:

തീയതി:

കൃഷി ഓഫീസറുടെ ഒപ്പ്

(ഓഫീസ് മുദ്ര)

18. പ്രകൃതിക്ഷോഭ രജിസ്റ്റർ

കൃഷിഭവൻ:

ജില്ല:

ക്രമ നമ്പർ	അപേക്ഷകന്റെ പേര്, മേൽവിലാസം, ടെലിഫോൺ	അപേക്ഷകന്റെ രജിസ്റ്റർ നമ്പർ	കൃഷിയുടെ വിസ്തീർണ്ണം (ഹെക്ടർ)	അപേക്ഷകന്റെ വാർഷിക വരുമാനം (രൂപ)	പ്രകൃതി ക്ഷോഭത്തിന്റെ സ്വഭാവം	പ്രകൃതി ക്ഷോഭം ഉണ്ടായ തീയതി	അപേക്ഷ നൽകിയ തീയതി	പരിശോധന നടത്തിയ തീയതി	കൃഷി നാശത്തിന്റെ വിവരം	ധനസഹായത്തിന് ശുപാർശ ചെയ്ത തുക (രൂപ)	അനുവദിച്ച തുക (രൂപ)	ധനസഹായം വിതരണം ചെയ്ത തീയതി	കൃഷി ഓഫീസറുടെ ഒപ്പ്
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

FORMS OF KRISHI BHAVANS

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20. വിള ഇൻഷുറൻസ് രജിസ്റ്റർ

കൃഷിഭവൻ:

ജില്ല:

ക്രമ നമ്പർ	ഇൻഷുറർ ചെയ്ത കർഷകന്റെ പേരും മേൽവിവരവും	ഇൻഷുറർ ചെയ്ത വിളകളുടെ വിവരം		പ്രീമിയം അടച്ച വിവരം	ഇൻഷുറർ ചെയ്ത തീയതി	ഇൻഷുറർ കാലാവധി	വിളനാശം സംഭവിച്ച			ഇൻഷുറൻസ് ആനുകൂല്യം അനുവദിച്ച ഉത്തരവ് നമ്പരും തീയതിയും	ഇൻഷുറൻസ് തുക (രൂപ) (ചെക്ക് നമ്പരും തീയതിയും)	വിതരണം ചെയ്തതിന്റെ വിവരം	മറ്റു വിവരങ്ങൾ
		വിളകൾ	എണ്ണം/വിസ്തീർണ്ണം				തീയതി	സ്വഭാവം	വിളകൾ നശിച്ചതിന്റെ വിവരം				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

21. വിള ഇൻഷുറൻസ് പദ്ധതിയിൽ അംഗമാകുന്നതിനുള്ള അപേക്ഷാ ഫോറം

കൃഷിഭവൻ :
തദ്ദേശഭരണ സ്ഥാപനം :
ജില്ല :
ഫോറം 1

വാർഡ് നമ്പർ.....

1. കൃഷിക്കാരന്റെ പേരും വിലാസവും :
2. കൃഷിഭൂമിയുടെ വിസ്തൃതിയും സർവ്വേ നമ്പരും :
3. കൃഷിഭൂമി സ്വന്തമോ പാട്ടത്തിനോ :
4. കൃഷി ചെയ്തിട്ടുള്ള വിളകളുടെ വിശദാംശങ്ങൾ :

വിളകൾ	കൃഷിചെയ്തിട്ടുള്ള വിളകളുടെ വിസ്തൃതി/എണ്ണം	വിളകളുടെ പ്രായം/ഘട്ടം	റിമാർക്സ്
(1)	(2)	(3)	(4)
1. തെങ്ങ്			
2. കമുക്			
3. റബ്ബർ			
4. കശുമാവ്			
5. വാഴ			
6. മരച്ചീനി			
7. കൈതച്ചക്ക			
8. കുരുമുളക്			
9. ഏലം			
10. ഇഞ്ചി			
11. മഞ്ഞൾ			
12. പച്ചക്കറി			
13. നെല്ല്			
14. മറ്റു വിളകൾ			

5. മുകളിൽ പറഞ്ഞിട്ടുള്ള വിവരങ്ങൾ എന്റെ അറിവിലും വിശ്വാസത്തിലും സത്യമാണെന്ന് ബോധിപ്പിക്കുന്നു. ഞാൻ വിള ഇൻഷുറൻസ് ഫണ്ടിന്റെ വ്യവസ്ഥകൾക്കും ചട്ടങ്ങൾക്കും വിധേയമായി പ്രവർത്തിച്ചുകൊള്ളാമെന്ന് സമ്മതിച്ചിരിക്കുന്നു. ഇതിനു വിപരീതമായി പ്രവർത്തിച്ച് ഗവൺമെന്റിന് എന്തെങ്കിലും നഷ്ടമുണ്ടാക്കുന്ന പക്ഷം ആ തുക പലിശയോടുകൂടി എന്നിൽ നിന്നും ഈടാക്കുന്നതിന് ഞാൻ പരിപൂർണ്ണമായി സമ്മതിച്ച് ഒപ്പിട്ടിരിക്കുന്നു.

സ്ഥലം:
തീയതി:

ഏജന്റിന്റെ പേര്:
ഒപ്പ്:
കൃഷിക്കാരന്റെ ഒപ്പ്:

6 പരിശോധനാ റിപ്പോർട്ട്

അപേക്ഷകന്റെ കൃഷിഭൂമി പരിശോധിച്ചു. ചുവടെ പറയുന്ന വിളകൾ ഇൻഷുറൻസ് ഫണ്ട് പദ്ധതിയിൽ ഉൾപ്പെടുത്തുന്നതിന് ശുപാർശ ചെയ്യുന്നു.

വിളകൾ	വിസ്തൃതി/എണ്ണം	വിളയുടെ പ്രായം/ഘട്ടം	അടയ്ക്കേണ്ട പ്രീമിയം തുക (രൂപ)
(1)	(2)	(3)	(4)

ചുവടെ പറയുന്ന കാരണങ്ങളാൽ അപേക്ഷ നിരസിക്കുന്നതിന് ശുപാർശ ചെയ്യുന്നു.

(1)

(2)

(3)

കൃഷി അസിസ്റ്റന്റ്

കൃഷി ഓഫീസർ

7.1 പ്രീമിയം അടച്ചതിന്റെ വിശദാംശങ്ങൾ

വിള	പ്രീമിയം തുക അടച്ച തീയതിയും ചെല്ലാൻ നമ്പരും	ഇൻഷുറൻസ് കാലാവധി
(1)	(2)	(3)

7.2 മേൽ പറഞ്ഞ വിളകൾ ഇൻഷുർ ചെയ്തിരിക്കുന്നു.

സ്ഥലം:

തീയതി:

(കൃഷിവേദന്റെ മുദ്ര)

കൃഷി ഓഫീസർ

22. വിള ഇൻഷുറൻസ് ധനസഹായം ലഭിക്കുന്നതിനുള്ള അപേക്ഷ

1. കൃഷിക്കാരന്റെ പേരും മേൽ വിലാസവും :
2. കൃഷിഭവന്റെ പേര് :
3. രജിസ്റ്റർ നമ്പർ :
4. പ്രീമിയം അടച്ച തുക, വിളയുടെ പേര്, രസീത് നമ്പർ, തുക അടച്ച സ്ഥാപനത്തിന്റെ പേര് ഉൾപ്പെടെയുള്ള വിശദാംശങ്ങൾ :
5. വിളനാശമുണ്ടായ തീയതി :
6. വിളനാശത്തിന്റെ സ്വഭാവം :
7. നാശനഷ്ടത്തിന്റെ വിളതിരിച്ചുള്ള വിവരങ്ങൾ :
8. നാശനഷ്ടമുണ്ടാകുമ്പോഴുള്ള വിളകളുടെ പ്രായം/ഘട്ടം :
9. വിളനാശം ഉണ്ടായപ്പോൾ നാശനഷ്ടം കുറയ്ക്കാൻ കൈകൊണ്ട നടപടികൾ :
10. വിള നാശം പ്രകാരം ലഭിക്കേണ്ട ആനുകൂല്യം വിളതിരിച്ച്:

സ്ഥലം;

തീയതി:

അപേക്ഷന്റെ ഒപ്പ്

11. കൃഷി അസിസ്റ്റന്റിന്റെ പരിശോധനാ റിപ്പോർട്ട്

.....

.....

(പേരും മേൽ വിലാസവും) എന്ന കർഷകന്റെ ഇൻഷുറർ ചെയ്ത വിളകൾ.....

..... (തീയതി) പരിശോധിച്ചതിൽ

.....

മൂലം ചുവടെ പറയുന്ന വിളകൾ പൂർണ്ണമായും നശിച്ചിട്ടുള്ളതിനാൽ.....

..... രൂപയുടെ ഇൻഷുറൻസ് ആനുകൂല്യം നൽകുവാൻ ശുപാർശ ചെയ്തുകൊള്ളുന്നു.

വിളയുടെ പേര്	വിസ്തീർണ്ണം/എണ്ണം	ഇൻഷുറൻസ് ആനുകൂല്യം(രൂപ)
(1)	(2)	(3)
ആകെ		

കൃഷി അസിസ്റ്റന്റിന്റെ ഒപ്പ്:
പേര്:
കൃഷിഭവൻ:

12. കൃഷി ഓഫീസറുടെ പരിശോധനാ റിപ്പോർട്ടും ശുപാർശയും

സ്ഥലം :

തീയതി : (ഓഫീസ് മുദ്ര)

കൃഷി ഓഫീസറുടെ ഒപ്പ്:
പേര്:
കൃഷിഭവൻ:

13. കൃഷി അസിസ്റ്റന്റ് ഡയറക്ടറുടെ ശുപാർശ

സ്ഥലം :

തീയതി : (ഓഫീസ് മുദ്ര)

ഒപ്പ്:

14. കൃഷി ഡെപ്യൂട്ടി ഡയറക്ടറുടെ (യൂത്ത് പ്രോഗ്രാം) ശുപാർശ

സ്ഥലം :

തീയതി : (ഓഫീസ് മുദ്ര)

ഒപ്പ്:

15. പ്രിൻസിപ്പൽ കൃഷി ഓഫീസറുടെ ശുപാർശ/ഉത്തരവ്

സ്ഥലം :

തീയതി : (ഓഫീസ് മുദ്ര)

ഒപ്പ്:

16. കൃഷി ഡയറക്ടറുടെ ശുപാർശ / ഉത്തരവ്

സ്ഥലം :

തീയതി : (ഓഫീസ് മുദ്ര)

ഒപ്പ്:

17. അഡ്മിനിസ്ട്രേറ്റീവ് കമ്മിറ്റിയുടെ ശുപാർശ

സ്ഥലം :

തീയതി : (ഓഫീസ് മുദ്ര)

ഒപ്പ്:

23. വിള ഇൻഷുറൻസ് പ്രീമിയം രസീത്

കൃഷിഭവൻ :
തദ്ദേശഭരണ സ്ഥാപനം :
ജില്ല :

ബുക്ക് നമ്പർ :

സ്ഥലം:

രസീത് നമ്പർ :

തീയതി:

ശ്രീ -----(പേരു മേൽവിലാസവും)

പക്കൽ നിന്നും വിള ഇൻഷുറൻസ് പ്രീമിയമായി -----

- രൂപ രൊക്കം കൈപ്പറ്റിയിരിക്കുന്നു.

നമ്പർ	വിള	പ്രീമിയം(രൂപ)
(1)	(2)	(3)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

ആകെ (-----വിളകൾ)

ഒപ്പ്
ഏജൻ്റിൻ്റെ പേരും
മേൽവിലാസവും

24. പ്രവർത്തന ഡയറി (മാതൃക)

കൃഷിഭവൻ :
തദ്ദേശഭരണ സ്ഥാപനം :
ജില്ല :

-----കൃഷിഭവനിലെ -----
(ഉദ്യോഗപേര്) ----- (പേര്) ന്റെ -----
-(വർഷവും മാസവും) ണ്ണെ പ്രവർത്തന ഡയറി.

തീയതി	സമയം		സ്ഥലം	നിർവഹിച്ച പ്രവർത്തികൾ
	മുതൽ	വരെ		
(1)	(2)	(3)	(4)	(5)

സംഗ്രഹം

പ്രവർത്തനം	(എണ്ണം)	ദിവസം
(1) ഓഫീസ് പ്രവർത്തനം	:	
(2) പൊതു അവധികൾ	:	
(3) യാത്രശ്ചികം/അർഹമായ അവധികൾ	:	
(4) ഫീൽഡ് പ്രവർത്തനം	:	
(5) അവലോകന യോഗങ്ങൾ/പരിശീലനങ്ങൾ	:	
(6) മറ്റുള്ളവ (വിശദമാക്കുക)	:	
ആകെ		ഒപ്പ് പേര് ഉദ്യോഗപേര്

25. യന്ത്രങ്ങളുടെയും സാമഗ്രികളുടെയും രജിസ്റ്റർ

കൃഷിഭവൻ :

തദ്ദേശഭരണ സ്ഥാപനം :

ജില്ല :

ക്രമ നമ്പർ	ഇനം	വിവരണം (ഡിസ്ക്രിപ്ഷൻ)	ലഭിച്ച എണ്ണം	തീയതി	വില (രൂപ)	അഭിപ്രായക്കുറിപ്പ്
(1)	(2)	(3)	(4)	(5)	(6)	(7)

26. യന്ത്രങ്ങൾ വാടകയ്ക്ക് നൽകുന്നതിനുള്ള അപേക്ഷ

കൃഷിഭവൻ :
തദ്ദേശഭരണ സ്ഥാപനം :
ജില്ല :

1. അപേക്ഷകന്റെ പേര് :
മേൽവിലാസം :
ടെലിഫോൺ നമ്പർ :

2. അഗ്രോക്ലിനിക് നമ്പർ :

3. ആവശ്യമുള്ള യന്ത്രങ്ങളും സാമഗ്രികളും സംബന്ധിച്ച വിവരം

ക്രമ നമ്പർ	യന്ത്രത്തിന്റെ / സാമഗ്രിയുടെ പേര്	ആവശ്യമുള്ള കാലയളവ്		ആകെ ദിവസം (എണ്ണം)
		മുതൽ	വരെ	

സ്ഥലം:

തീയതി:

അപേക്ഷകന്റെ ഒപ്പ്:
മേൽവിലാസം:

4. കൃഷി അസിസ്റ്റന്റിന്റെ ശുപാർശ

4.1 അപേക്ഷകന്.....ദിവസത്തേക്ക്.....എന്നിവ നൽകാവുന്നതാണ്/
നൽകാവുന്നതല്ല

4.2 ആവശ്യപ്പെട്ടിട്ടുള്ള യന്ത്രങ്ങൾ/സാമഗ്രികൾ ലഭ്യമല്ല/പ്രവർത്തന ക്ഷമമല്ല

ഒപ്പ്
കൃഷി അസിസ്റ്റന്റ്

5. കൃഷി ഓഫീസറുടെ തീരുമാനം

ഒപ്പ്
കൃഷി ഓഫീസർ

27. വാടക വസൂലാക്കൽ രജിസ്ട്രർ

കൃഷിവേൻ:

ജില്ല:

ക്രമ നമ്പർ	സാമ ഗ്രിയുടെ പേര്	വാടകയ്ക്ക് എടുത്ത കർഷകന്റെ പേര് മേൽവിലാസം, ടെലിഫോൺ നമ്പർ	കൊടുത്ത തീയതി, സ്ഥലം	തിരികെ ലഭിച്ച തീയതി, സ്ഥലം	ഉപയോഗിച്ച കാലാവധി			വാടക നിരക്ക് (രൂപ)	വസൂലാക്കിയ വാടക (രൂപ)	തുക ഭക്ഷണത്തിന്റെ അടച്ചതിന്റെ വിവരം	റിമാർക്സ്
					ദിവസം	മണിക്കൂർ	(7)				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	

28. ജലസേചനത്തിന് വൈദ്യുതി കണക്ഷൻ ലഭിക്കുവാൻ സർട്ടിഫിക്കറ്റിനുള്ള അപേക്ഷ

കൃഷിഭവൻ : ജില്ല:

1. കർഷകന്റെ പേര് :
2. മേൽവിലാസം :
3. ഫോൺ നമ്പർ :
4. കൃഷി സ്ഥലത്തിന്റെ വിവരം :
 - (i) വാർഡ് നമ്പർ :
 - (ii) വിസ്തീർണ്ണം :
 - (iii) സർവ്വേ നമ്പർ :
 - (iv) വില്ലേജ് :
5. സ്വന്തമായുള്ള ജലസ്രോതസ്സ് സംബന്ധിച്ച വിവരം
6. കൃഷി നാശം സംബന്ധിച്ച വിവരം
കിണർ/കുളം

ക്രമ നമ്പർ	വിളയുടെ പേര്	വിസ്തീർണ്ണം/എണ്ണം	പ്രായം
(1)	(2)	(3)	(4)

7. പമ്പ് ഹൗസ് കെട്ടിട നമ്പർ
8. പമ്പ് സെറ്റിന്റെ വിവരം
എച്ച്. പി
നമ്പർ

സത്യപ്രസ്താവന

9. മേൽ വിവരിച്ച വസ്തുക്കൾ എന്റെ അറിവിലും വിശ്വാസത്തിലും പരിപൂർണ്ണമായി ശരിയാണെന്നും ജലസേചനത്തിനുള്ള വൈദ്യുതി കണക്ഷൻ ദുരുപയോഗം ചെയ്തില്ലെന്നും സത്യപ്രസ്താവന ചെയ്യുകൊള്ളുന്നു.

സ്ഥലം:

തീയതി:

അപേക്ഷകന്റെ ഒപ്പ്

29. ജല സേചനാവശ്യത്തിന് സൗജന്യ പദ്ധതി പ്രകാരം വൈദ്യുതി ചാർജ് ലഭിക്കുന്നതിനുള്ള അപേക്ഷ

കൃഷി ഭവൻ :
തദ്ദേശഭരണസ്ഥാപനം :
ജില്ല :

1. കർഷകന്റെ പേര്
2. മേൽവിലാസം
3. ഫോൺ നമ്പർ
4. വാർഡ് നമ്പർ
5. കൃഷി സ്ഥലത്തിന്റെ വിവരം
 - (i) സർവ്വേ നമ്പർ
 - (ii) വിസ്തീർണ്ണം
 - (iii) വില്ലേജ്
6. കൃഷി സംബന്ധിച്ച വിവരം

ക്രമ നമ്പർ	വിളയുടെ പേര്	വിസ്തീർണ്ണം/എണ്ണം
(1)	(2)	(3)

7. പമ്പ് സെറ്റ് നമ്പർ
8. പമ്പ് ഹൗസ് നമ്പർ
9. വൈദ്യുതി കൺസ്യൂമർ നമ്പർ
10. വൈദ്യുതി ബോർഡ് ഓഫീസിന്റെ പേരും മേൽവിലാസവും
11. പ്രതിമാസമുള്ള വൈദ്യുതി ചാർജ്
12. സത്യപ്രസ്താവന

മേൽ വിവരിച്ച വസ്തുതകൾ എന്റെ അറിവിലും വിശ്വാസത്തിലും പരിപൂർണ്ണമായും ശരിയാണെന്നും ജലസേചനത്തിനാവശ്യത്തിനുള്ള വൈദ്യുതി കണക്ഷൻ ദുരുപയോഗം ചെയ്തില്ലെന്നും സത്യപ്രസ്താവന ചെയ്തുകൊള്ളുന്നു.

സ്ഥലം :

തീയതി :

അപേക്ഷകന്റെ ഒപ്പ്

കൃഷി അസിസ്റ്റന്റിന്റെ ശുപാർശ

കൃഷി ഓഫീസറുടെ ഉത്തരവ്

10. കൃഷി അസിസ്റ്റന്റിന്റെ അന്വേഷണ റിപ്പോർട്ട്

അപേക്ഷകൻ ----- വില്ലേജിൽ-----സർവ്വേനമ്പറിൽ-----
സെന്റ് സ്ഥലത്ത് ചുവടെ വിവരിക്കുന്ന കൃഷികളുണ്ടെന്നും സ്വന്തമായി കിണർ/കുളം, പമ്പ് ഹൗസ് (-----
--നമ്പർ) പമ്പ് സെറ്റ് (----- നമ്പർ) എന്നിവ സ്ഥാപിച്ചിട്ടുണ്ടെന്നും സാക്ഷ്യപ്പെടുത്തുന്നു.

ക്രമ നമ്പർ	വിളയുടെ പേര്	വിസ്തീർണ്ണം/എണ്ണം
(1)	(2)	(3)

സ്ഥലം:

തീയതി:

കൃഷി അസിസ്റ്റന്റിന്റെ ഒപ്പ്

11. കൃഷി ഓഫീസറുടെ സാക്ഷ്യപത്രം

ശ്രീ ----- എന്ന കർഷകൻ -----വില്ലേജിൽ
-----സർവ്വേ നമ്പറിൽപ്പെട്ട ----- സെന്റ് സ്ഥലത്ത് ചുവടെ
വിവരിക്കുന്ന വിളകൾ കൃഷി ചെയ്യുന്നുണ്ടെന്നും കിണറും, പമ്പ് ഹൗസും -----(-----കെട്ടിട
നമ്പർ), പമ്പ് സെറ്റും -----(നമ്പർ സ്ഥാപിച്ചിട്ടുണ്ടെന്നും ജലസേചനം നടത്തുകയാണെങ്കിൽ
കൃഷിയിൽ നിന്നുള്ള ഉൽപ്പാദനം ----- ശതമാനം വർദ്ധിപ്പിക്കാൻ കഴിയുമെന്നും
സാക്ഷ്യപ്പെടുത്തുന്നു. ആയതിനാൽ ജലസേചനത്തിനുള്ള വൈദ്യുതി കണക്ഷൻ അനുവദിക്കാവുന്നതാണെന്ന്
സാക്ഷ്യപ്പെടുത്തുന്നു.

കൃഷി സംബന്ധിച്ച വിവരം

ക്രമ നമ്പർ	വിളയുടെ പേര്	വിസ്തീർണ്ണം/എണ്ണം
(1)	(2)	(3)

സ്ഥലം:

തീയതി:

കൃഷി ഓഫീസർ

30. അഗ്രിക്കൾച്ചറൽ ടെക്നോളജി മാനേജ്മെന്റ് ഏജൻസി, തിരുവനന്തപുരം പദ്ധതി ആനുകൂല്യങ്ങൾ ലഭിക്കാനുള്ള അപേക്ഷ

കൃഷിഭവൻ -----ഗ്രാമപഞ്ചായത്ത്

1. കർഷകന്റെ പേരും മേൽവിലാസവും :
Phone No:
2. ഗ്രാമപഞ്ചായത്ത്/മുനിസിപ്പാലിറ്റി/കോർപ്പറേഷൻ :
3. വില്ലേജ് :
4. ബ്ലോക്ക് :
5. ജില്ല :
6. ആകെ കൈവശമുള്ള സ്ഥലത്തിന്റെ വിസ്തീർണ്ണം :
7. കൃഷി ചെയ്യാനദ്ദേശിക്കുന്ന സ്ഥലത്തിന്റെ വിസ്തീർണ്ണം :
8. സർവ്വേ നമ്പർ :
9. ആത്മയിൽ ഏതെല്ലാം പദ്ധതികളാണ് നടപ്പിലാക്കാനദ്ദേശിക്കുന്നത്

- i)
- ii)
- iii)
- iv)
- v)

സത്യവാങ്മൂലം

മേൽ പറഞ്ഞവ സത്യമാണെന്നും എനിക്ക് ആത് പദ്ധതിയാനുകൂല്യങ്ങൾ അനുവദിച്ചുതരണമെന്നും അപേക്ഷിക്കുന്നു.

സ്ഥലം :

തീയതി :

കർഷകന്റെ പേരും ഒപ്പും

കൃഷി അസിസ്റ്റന്റിന്റെ/ഡയറി ഫാം ഇൻസ്പെക്ടറുടെ/ലൈവ് സ്റ്റോക്ക് അസിസ്റ്റന്റിന്റെ ശുപാർശ

ശ്രീ/ശ്രീമതി.യുടെ കൃഷി സ്ഥലവും മറ്റു അനുബന്ധ രേഖകളും പരിശോധിച്ചു ബോധ്യപ്പെട്ടതിനാൽ താഴെ പറയുന്ന പദ്ധതികൾ അനുവദിക്കാവുന്നതാണ്.

- 1.
- 2.
- 3.
- 4.

തീയതി:

കൃഷി അസിസ്റ്റന്റിന്റെ/ഡയറി ഫാം ഇൻസ്പെക്ടറുടെ /ലൈവ് സ്റ്റോക്ക് അസിസ്റ്റന്റിന്റെ പേരും ഒപ്പും

**കൃഷി ഓഫീസിന്റെ/ഡയറി എക്സറ്റൻഷൻ ഓഫീസിന്റെ/
വെറ്റനറി സർജന്റെ/ഫിഷറീസ് ഓഫീസിന്റെ ഉത്തരവ്**

താഴെ പറയുന്ന ആത്മ പദ്ധതികൾ ശ്രീ/ശ്രീമതി
.....ക്ക്
അനുവദിച്ചിരിക്കുന്നു.

- 1.
- 2.
- 3.
- 4.

തീയതി:

കൃഷി ഓഫീസിന്റെ /ഡയറി എക്സറ്റൻഷൻ ഓഫീസിന്റെ /വെറ്റനറി സർജന്റെ/ഫിഷറീസ് ഓഫീസിന്റെ
പേരും ഒപ്പും

ബി.റ്റി.റ്റി & എഫ്.എ.സി. അംഗീകരിച്ചു.

- ബി.റ്റി.റ്റി.
തീയതി :
- എഫ്.എ.സി
തീയതി :

ബി.റ്റി.എം. കൺവീനറുടെ ഒപ്പ്

പ്രോജക്ട് ഡയറക്ടർ

തീയതി :

31. കൃഷി ഭവനിൽ നിന്നും ആനുകൂല്യം ലഭിക്കുന്നതിനുള്ള അപേക്ഷാ ഫാറം

കൃഷി ഭവൻഗ്രാമ പഞ്ചായത്ത്പദ്ധതി പ്രകാരം.....വർഷത്തിൽആനുകൂല്യം ലഭിക്കുന്നതിനുള്ള അപേക്ഷ

1. കൃഷിക്കാരുടെ പേരും മേൽവിലാസവും :
2. ഫോൺ നമ്പർ :
3. പഞ്ചായത്ത് :
4. വില്ലേജ് :
5. വാർഡ് :
6. പട്ടികജാതി/പട്ടിക വർഗ്ഗത്തിൽപ്പെട്ട ആളാണോ? :
7. ആകെ കൃഷിഭൂമിയുടെ വിസ്തീർണ്ണം സർവ്വേ നമ്പരും

കുറ :
നിലം :

ആകെ :

8. ടി പദ്ധതി പ്രകാരം ഇതിനുമുമ്പ് ആനുകൂല്യം ലഭിച്ചിട്ടുണ്ടോ? :
9. ബാങ്ക് അക്കൗണ്ട് നമ്പർ :
ബ്രാഞ്ച് :
ബാങ്കിന്റെ പേര് :
ഐ.എഫ്.എസ്.സി കോഡ് :
10. ആധാർ നമ്പർ

സത്യപ്രസ്താവന

മേൽ പറഞ്ഞിരിക്കുന്ന കാര്യങ്ങൾ സത്യമാണെന്നും കൃഷിഭവനിൽ നിന്നും ലഭിക്കുന്ന ആനുകൂല്യം കൃഷി വകുപ്പ് ഉദ്യോഗസ്ഥരുടെ നിർദ്ദേശ പ്രകാരം വിനിയോഗിച്ചുകൊള്ളാമെന്നും സമ്മതിച്ചിരിക്കുന്നു.

സ്ഥലം:

തീയതി:

കൃഷിക്കാരുടെ ഒപ്പ്

കൃഷി അസിസ്റ്റന്റിന്റെ പരിശോധനാ റിപ്പോർട്ട്

അപേക്ഷയിൽ പറഞ്ഞിരിക്കുന്ന കാര്യങ്ങൾ പരിശോധിച്ച് അപേക്ഷകന് താഴെ പറയുന്ന ആനുകൂല്യങ്ങൾ അനുവദിക്കാവുന്നതാണ്.

സ്ഥലം:

തീയതി:

കൃഷി അസിസ്റ്റന്റിന്റെ ഒപ്പ്

കൃഷി ഓഫീസറുടെ ഉത്തരവ്

അപേക്ഷകന് താഴെപറയുന്നവ അനുവദിച്ചിരിക്കുന്നു.

സ്ഥലം:

തീയതി:

കൃഷി ഓഫീസർ

32. ബയോഗ്യാസ് രജിസ്റ്റർ

കൃഷിഭവൻ :

ജില്ല:

Sl No.	(1)	Name and Address of Farmer	(2)	Catagory of Farmer	(3)	No. of Cattle Owned	(4)	Passport size photo of farmer	(5)	Size and model of plant	(6)	Credit No.	(7)	Amount (Rs)	(8)	Name of bank	(9)	Whether constructed on turn key basis	(10)	Name of turn key	(11)	Date of completion	(12)	Date of Commissioning	(13)	Name and Address of Promoter	(14)	Signature of Farmer	(15)	Remarks	(16)

place:
Date :

(Office Seal)

Signature of Agricultural Officer

33. കൃഷി വിവര രജിസ്ട്രർഫാമിന്റെ പേര്

	ചെസ്റ്റ് ജോലി കളുടെ വിവരങ്ങൾ	സ്ഥിരം തൊഴിലാളികൾ	താൽക്കാലിക തൊഴിലാളികൾ	ജോലി ചെയ്തു തീർത്ത പ്രദേശത്തിന്റെ വിസ്തൃതി	വാവ് സാധനങ്ങളുടെ പേര് അളവ്/ എണ്ണം സ്പ്രേക്ക് രജിസ്ട്രിയും പേജ് നമ്പറും	വിതരണം സാധനങ്ങളുടെ പേര് അളവ്/ എണ്ണം സ്പ്രേക്ക് രജിസ്ട്രിയും പേജ് നമ്പറും	അഭിപ്രായക്കുറിപ്പ്
തീയതി		പുരുഷൻ സ്ത്രീ	പുരുഷൻ സ്ത്രീ				

34. തെങ്ങിന്റെ ഉല്പാദന കേന്ദ്രത്തിലെ നിരീക്ഷണ രജിസ്റ്റർ.....

	പുറംഭാഗം	പുറംഭാഗം	(1)	
		ഓരോ വർഷം	(2)	
		പുറംഭാഗം	(3)	
		പുറംഭാഗം	(4)	
		പുറംഭാഗം	(5)	
		പുറംഭാഗം	(6)	
		പുറംഭാഗം	(7)	
		പുറംഭാഗം	(8)	
		പുറംഭാഗം	(9)	
		പുറംഭാഗം	(10)	
		പുറംഭാഗം	(11)	
എണ്ണുന്ന സമയത്ത് മുളച്ചിരുന്ന ആകെ വിത്തുകളുടെ എണ്ണം	(പുറംഭാഗം) 01/21) പുറംഭാഗം	പുറംഭാഗം	4(എ)	
	(പുറംഭാഗം) 21/12) പുറംഭാഗം	പുറംഭാഗം	4(ബി)	
	(പുറംഭാഗം) 24/14) പുറംഭാഗം	പുറംഭാഗം	4(സി)	
	പുറംഭാഗം	പുറംഭാഗം	(3)	
	പുറംഭാഗം	പുറംഭാഗം	(2)	
	പുറംഭാഗം	പുറംഭാഗം	(1)	

35. Forecast of Expenditure

Name of Farm :

Target Area :

Target Amount (L) :

Name of the scheme/ project/ work :

Sl.No	Cost of items	Total Mandays	Labour Cost	Input Cost

Total Expenditure (Labour Cost + Input Cost)

Total returns (Profit) -

B:C ratio