

Development

Directorate of Agriculture  
and Farmers Welfare Department  
Vikas Bhavan, Thiruvananthapuram  
**15/07/2021**

**CIRCULAR**

Sub:- Annual Plan 2021-22- Scheme on Human Resource Development-component “**Internship at Krishi Bhavans**” –Administrative Sanction accorded- Working Instructions issued– reg.

Ref: - G.O.(Rt)No.494/2021/AGRI Dated 16/06/2021

The Department of Agriculture is offering an opportunity for aspiring educated youth for internship in the offices of the department such as Krishi Bhavans, Office of the Assistant Director of Agriculture, Principal Agricultural Office and Department Farms. Through this they can increase their awareness on the agricultural scenario of the state and gain hands on experience in crop planning and cultivation, marketing, extension, administration and allied fields. This will give them a better chance to interact with the farmers as well as functionaries in the agriculture and allied sectors.

In the financial year 2021-22, there is a budget provision of Rs.242.00 lakh under the Head of Account 2415-01-277-98 (Plan) for the scheme “Human Resource Development” out of which Rs.72 lakh is earmarked for “**Internship at Krishi Bhavans**”. As per the reference cited, Administrative sanction has been accorded for the component **Internship at Krishi Bhavans** under the Head of Account **2415-01-277-98 (P)** for an amount of **Rs.72.00 lakh**. 1077 interns are to be selected for this programme during the financial year 2021-22.

**Objectives:-**

The main objectives of the scheme are as follows:

- a) Interaction with farmers and those who wish to enter farming
- b) Collection of information regarding

- Present crop area
- Crop Health status
- Anticipated time of harvest
- Estimated market arrival
- Market scenario and challenges faced by the producers in marketing
- Assessing availability of land for agriculture
- Resource mapping of the area
- Evaluation of the outcome of past interventions
- Channelising technical support wherever possible

c) Getting exposure to the functioning of the office with respect to

- i) Front Office management
- ii) Updation of data / data entry
- iii) Supporting extension activities within the office

### **Mode of Implementation**

#### **Eligibility, Application and Selection procedure:**

- a. Final year VHSE students, VHSE Certificate holders in Agriculture/Organic Farming and B.Sc Agriculture Graduates will be eligible for internship.
- b. Age should be between 18-41 years as on 01.08.2021
- c. All Principal Agricultural Officers will provide wide publicity about the programme through mass media, social media, etc. Eligible candidates can apply for the scheme online through the portal [www.keralaagriculture.gov.in](http://www.keralaagriculture.gov.in). The application form (Annexure I) can be downloaded from the website and duly filled application form along with certificates is to be submitted at the time of interview.
- d. A screening / interview will be conducted by the Principal Agricultural Officer constituting a Selection Committee including Project Director (ATMA) and Deputy Director of Agriculture (E&T) of the concerned district and others as decided by the Principal Agricultural Officer. Necessary directions shall be issued by the Principal Agricultural Officers to the concerned Agricultural Officers for accommodating the selected interns and assigning works as per the module attached (Annexure II). An agreement shall be executed by the interns on joining the allotted Krishi Bhavan. List of selected candidates and Krishi Bhavans allotted, date of

joining etc should be intimated to HQ by PAOs before 15<sup>th</sup> August 2021.

The time frame specified for each module may be adjusted but all the activities specified in the training module should be completed within the six months period. The Agricultural Officer should ensure that the interns are given maximum exposure, guidance and necessary training as scheduled in the module. The interns may also assist the officers in the execution of other office works as per the requirement and decision of the office head. A detailed report on all the activities carried out by the interns shall be prepared and submitted to the Agricultural Officer concerned.

**Programme:-**

The various components of the scheme are as follows:

**1. Honorarium to interns (Rs.64.62 lakh @ Rs.1000/intern for six months )**

An amount of Rs.1000/ month will be given as incentive to the interns. The interns selected will assist and support the officials in the Department in conducting extension activities, distributing planting materials, collection of information from field, assisting farmers to gain maximum support from the Department and strengthening of Agricultural Markets, data entry works and such other works as mentioned in the module and as decided by the Agricultural Officer/Asst. Director of Agriculture/ Principal Agricultural Officer. The period of internship is 180 days (six months) and should be completed within this financial year. On successful completion of the internship, the Principal Agricultural Officers should issue a certificate to the interns which can be utilised as an experience certificate for future endeavours.

**2. Documentation, Publicity and other expenses (Rs.7.38 lakh)**

An amount of Rs. 7.38 lakh is set apart for this component at district level and Head Quarters. An amount @ Rs. 600/KB shall be provided to district HQ to be utilised for documentation, providing publicity, certificate issuance, other expenses, etc at district level. Any expenses related to the above items at Krishi Bhavan level shall be met on demand from this amount.

**Financial Outlay:**

The total financial outlay for the implementation of the scheme during 2021-22 is as follows:

Sl. No	Component		Unit cost (In Lakh)	Total cost (In Lakh)
1	Honorarium to interns		@Rs.1000/intern for six months	64.62
2	Documentation, Publicity and other expenses	At District level	@ 0.006 Lakh / Krishi Bhavan	6.462
		At Headquarters		0.918
	<b>Total</b>			<b>72.00</b>

During the current financial year, an amount of Rs.72.00 lakh is set apart for the implementation of the scheme "Internship at Krishi Bhavans" under the Head of Account 2415-01-277-98 (P). The district-wise target is furnished in Annexure III.

#### **Monitoring and Evaluation:**

The programme will be implemented by the Agricultural Officers in the Krishi Bhavans. At the block level, the Assistant Director of Agriculture will give proper guidance for the implementation of the scheme. At the district level, the Deputy Director of Agriculture(E & T) will assist the Principal Agricultural Officer to monitor the programme. The Additional Durector of Agriculture (Extension) will monitor the scheme at State level. The monthly progress report of the scheme should be submitted to HQ in the email ID - [jdatrng@gmail.com](mailto:jdatrng@gmail.com) in the format provided as per Annexure IV on or before the 5<sup>th</sup> of every month.

The expenditure under the scheme can be met from the provision available under the Head of Account 2414-01-277-98(P) under the current year's Budget provision.

sd/-  
**DR. K. VASUKI IAS**  
**DIRECTOR**

*Rajasree J.*

**RAJASREE J.**  
PEN No.: 604413  
Joint Director of Agriculture (AR&T)  
Directorate of Agriculture Development  
and Farmers' Welfare Department  
Vikas Bhavan, Thiruvananthapuram - 33

To

All Principal Agricultural Officers  
All Project Directors (ATMA).

Copy to

CA to all Additional Directors of Agriculture in HQ.  
CA to all Joint Directors of Agriculture in HQ.  
All DDA(E & T)  
Planning Section/SW Section  
CA to Director of Agriculture  
DDA (IT) for uploading in the website  
Stock File/Spare

**Annexure I**

**APPLICATION FOR SELECTION OF INTERNS FOR THE SCHEME  
INTERNSHIP AT KRISHI BHAVAN**

1 Name & Address of candidate :

The  
candidate  
shall affix  
his/her  
passport  
size  
photograph  
here

2 Mobile number :

3 E mail ID:

4 Date of birth :

Age as on 01.08.2021:



5	Aadhaar Number :																
6	Qualification (from SSLC to the highest degree) <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 15%;">Sl No.</th> <th style="width: 35%;">Qualification</th> <th style="width: 30%;">Month and year of passing examination</th> <th style="width: 20%;">Board/ University</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </table>	Sl No.	Qualification	Month and year of passing examination	Board/ University												
Sl No.	Qualification	Month and year of passing examination	Board/ University														
<p><b>Declaration</b></p> <p>I hereby declare that all details &amp; information given above are complete &amp; true to the best of my knowledge and belief. I also declare that I will abide by the rules and regulations of the office where I am attached for internship.</p>          <p>Signature</p> <p>Place</p> <p>Date</p>																	

**Annexure II****INTERNSHIP AT KRISHI BHAVAN-TRAINING MODULE**

Month	Module	Days of Internship	Details of Works to be carried out
1	Module 1	15 days	Front office management,

			familiarization of Krishi Bhavan activities, Administration, Record keeping, Liaisoning with Local bodies, RTI, RTS
	Module 2	15 days	Basic data updation, Field visits to update the present status of major crops of the panchayath
II	Module 3	15 days	Familiarization of AIMS portal and Farmer registration. Minimum 100 number of farmers to be registered, facilitating the farmers to apply for various schemes
	Module 4	15 days	Field visit to plots of Progressive farmers, Success stories ( Short Video preparation) Visit to LEAD farmer, Block level AKC, Jaivagriham, Krishi Padasala
III	Module 5	15 days	Soil sample collection, facilitating the farmers to understand a soil test result, data collection on traditional varieties available in the panchayat, Rain shelter field visit, Geo tagging of One Crore fruit plants
	Module 6	15 days	PM Kisan field visit, Karshaka pension field visit for verification, familiarisation of other PSUs in Agri sector
IV	Module 7	15 days	Data bank -familiarization of the concept, Field visit for monitoring Paddy Royalty Scheme, facilitation of farmers for applying for Base price
	Module 8	15 days	Familiarization and implementation of all Schemes including LSGD

			schemes, claim preparation, trainings,
V	Module 9	30 days	Exclusive for market study- Details of weekly markets, DPC, HortiCorp, VFPCCK markets, Local markets, Ecoshops, Mapping of all markets, FPOs, Processing ,Storage and Value Addition
VI	Module 10	15 days	BPKP, PKVY, Organic farming, ATMA Scheme, Farms, Hands on experience on bio inputs preparation
	Module 11	15 days	Report Preparation

**Tentative action plan**

Sl No	Activity	Period
1	Publicity on Mass media	Before 19.07.2021
2	Online application	18.07.2021-24.07.2021
3	Interview /scrutiny	26.07.2021-29.07.2021
4	Intimation to KB/Interns after selection	30.07.2021 & 31.07.2021
5	Commencement of internship	02.08.2021 onwards

**Annexure III**  
**Districtwise targets**

Name of District	Number of Krishi Bhavans	Honorarium for interns @ Rs. 0.06 lakh/KB	Documentation, Publicity and other expenses @ Rs. 0.006 lakh/ KB	Total Amount ( Amount in Lakh)
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<b>TVM</b>	89	5.34	0.534	5.874
<b>KLM</b>	78	4.68	0.468	5.148
<b>ALP</b>	78	4.68	0.468	5.148
<b>PTA</b>	57	3.42	0.342	3.762
<b>KTM</b>	79	4.74	0.474	5.214
<b>IDK</b>	54	3.24	0.324	3.564
<b>EKM</b>	97	5.82	0.582	6.402
<b>TSR</b>	105	6.3	0.63	6.93
<b>PKD</b>	95	5.7	0.57	6.27
<b>MPM</b>	108	6.48	0.648	7.128
<b>KKD</b>	81	4.86	0.486	5.346
<b>WYD</b>	26	1.56	0.156	1.716
<b>KNR</b>	89	5.34	0.534	5.874
<b>KZGD</b>	41	2.46	0.246	2.706
<b>ACO 1 HQ</b>			0.918	0.918
<b>Total</b>	<b>1077</b>	<b>64.62</b>	<b>7.38</b>	<b>72.00</b>

### **Annexure IV**

Progress report of the scheme for the month of .....20....

Name of the scheme:

Name of the district:

Financial year:

H/A :

Sl No	Component	Physical						Financial		Remarks
		Target	Achievement					Target	Achievement	
			No. of beneficiaries							
			Male	Female	Total	S C/ T	General			
1	No. of interns selected									
2	Honorarium paid									
3	Documentation,publication and other expenses									

Sd/-

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