

ADFW/5663/2021-TE2

Directorate of Agriculture  
Development  
and Farmers Welfare Department,  
Vikas Bhavan, Thiruvananthapuram  
**12/08/2021**

**CIRCULAR**

Sub:- Annual Plan 2021-22 - Scheme for Human Resource Development - Working  
Instructions- issued -reg

Ref: Order No ADFW 3427/2021-TP2 dated 05-08-2021

During the financial year 2021-22 there is a budget provision of Rs. 242.00 lakh for the scheme "Human Resources Development" under the H/A : 2415-01-277-98(P). Components worth Rs. 150.0 lakh is continuing during 2021-22 and Continuous Administrative Sanction was received for the scheme for an amount of Rs.150 lakh vide reference cited above.

The details of components under the scheme are as follows:

Sl No	Particulars	Unit of Appropriation	Rate (Rs)	No. of trainings	Amount (Rs.in Lakh)
I	HRD Initiatives				
1	Training to officials through training centers of the department	34 OC	53200	80	42.56
2	Training to farmers	34 OC	48700	165	80.355
3	Specialised training programmes, postgraduate courses, seminars, workshop and meetings including TA	04 TE-1 Tour TA			15.00
		OC			12.085
	<b>Total</b>				<b>150.00</b>

The main objectives of the scheme are as follows:

1. To impart training to department officials and farmers at training centers under the Department of Agriculture. Online training can also be imparted under the present situation of COVID-19

2. To offer specialized training to officials at institutions both within and outside the state.
3. To Organize seminars/Webinars, workshops (online or any other suitable methods of training) etc as a part of capacity building measures under the situation of COVID-19
4. To depute officers for Post- graduate studies in selected fields of Specialization.

**Beneficiaries:**

**Selected officials and farmers all over the state**

1. **Training to officials through the Training Centres of the Department (Rs. 42.56 lakh).**

The training centres under the Department of Agriculture Development And Farmers Welfare are :

Sl. No.	Training centres	Area of jurisdiction
1	RATTC, Kazhakuttom, Trivandrum	Trivandrum, Kollam
2	RATTC, Kozha, Kottayam	Kottayam, Idukki
3	RATTC, Vytilla, Ernakulam	Ernakulam, Thrissur
4	RATTC, Malampuzha, Palakkad	Palakkad, Malappuram
5	RATTC, Thaliparambu, Kannur	Kannur, Kasaragod
6	FTC, Pandalam, Pathanamthitta	Pathanamthitta, Alappuzha
7	FTC, Vengeri, Kozhikode	Kozhikode, Wayanad
8	RTTC Vellayani, Thiruvananthapuram	State level
9	RBD and TC, Vellayani	State level

Capacity building programmes on advanced technologies will be conducted by imparting training to the officials of the department to carryout scientific agricultural development programmes more efficiently. The Kerala Agricultural University and other research centres have developed various improved and new technologies, which have to be disseminated to the field functionaries and farmers through training programmes. Through

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

An amount of **Rs. 42.56 lakh** is set apart for the purpose for conducting **80 training programmes**. The financial allocation for the training having 3 days duration with 30 participants is as follows:

Sl. No.	Item	Rate	Quantity/Nos.	Amount (Rs.)
1	Training material and stationery	Rs. 150 head	30	4500
2	Honorarium to faculties	Rs. 400 hour	18 hours	7200
3	The allowances for travel expenses	Rs. 200 day	200x30x3	18000
4	Food & refreshment	Rs. 150 head	150x30x3	13500
5	POL and other contingencies including hiring of vehicles as per requirement	Rs. 10000	1	10000
	<b>Total</b>			<b>53200</b>

In the present scenario of COVID 19 where online classes are only feasible.



expenses for materials required for the online training can also be included under the component "Training Material and Stationery" and "POL and other contingencies including hiring of vehicles" as per requirement. Also honorarium to faculties to conduct online classes may be met from the component "Honorarium to faculties". The honorarium may be limited to Rs.7200/-per training programme irrespective of it being online or offline.

## **2. Training to Farmers (Rs. 80.355 Lakhs)**

The objective is to impart training to farmers regarding adoption of improved modern technologies and techniques in their fields so as to achieve higher production and productivity in agriculture sector.

Individuals, Members of Karshika karmasenas/ Agro service centres, Kudumbasree/ SHG/ JLG groups/ Enterprising start-ups promoted by youth may be given comprehensive training on different aspects of Urban Agriculture including organic waste recycling.

The total number of training programmes proposed for the year is **165** and an amount of **Rs. 80.355 lakh** is proposed for this purpose. The expenses for each of the training programme is as follows:

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

In the present scenario of COVID 19 where online classes are only feasible, expenses for materials required for the online training can also be included under the

component "Training Material and Stationery" and "POL and other contingencies including hiring of vehicles" as per requirement. Also honorarium to faculties to conduct online classes may be met from the component "Honorarium to faculties". The honorarium may be limited to Rs.7200 per training programme irrespective of it being online or offline.

### **Selection of farmers**

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

### **3. Specialized Training Programmes including course fee for higher studies, seminars, workshops and meetings (Rs. 27.085 lakh)**

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

The course fees demanded by these institutions, salary and allowances of the officers deputed for post graduate courses will be paid from the provision of the scheme. The officers deputed for post graduate courses should not exceed the age of 45 years and should have a minimum of 10 years continuous service. After the completion of the courses, the officers deputed should serve the Department of Agriculture Development and Farmers Welfare for a minimum period of 5 years. A bond in stamp paper should be executed for this effect before attending the courses. It is also necessary to depute the senior officers to attend workshops, seminars and conferences at national level. The expenditure connected with this item can also be provided from this scheme.

An amount of **Rs. 27.085 lakh** is set apart for above component as detailed below.

Sl No	Particulars	Unit of Appropriation	Amount (Rs.in lakh)
1	Specialized training programmes, post graduate courses, seminars, workshops and meeting etc.	34 OC	12.085
		04 TE-1 Tour TA	15.00
	<b>Total</b>		<b>27.085</b>

**Total financial outlay of the scheme**

Sl No	Particulars	Unit of Appropriation	Rate (Rs)	No. of trainings	Amount (Rs.in Lakh)
1	Training to officials through training centres of the Department	34 OC	53200	80	42.56
2	Training to farmers	34 OC	48700	165	80.355
3	Specialised training programmes, postgraduate courses, seminars, workshop and meetings etc including TA	04 TE-1 Tour TA			15.00
		OC			12.085
	<b>Total</b>				<b>150.00</b>

**(Rupees One Fifty lakh only)****Guidelines for conducting training programmes and for selection and deputation of officers:**

1. Officers in charge of training centres will prepare training calendar (both offline and online) based on actual need of the farmers to make farming an economical activity.
2. Training programmes should be intimated well in advance to the Principal Agricultural Officers by the Officers in charge of the training centres. The Principal Agricultural Officers will depute officers in time for each training programme based on the slots allotted to them by the training centre. The list of absentees for the training if any, will be reported to Principal Agricultural Officers for taking further necessary action.
3. Competent resource persons who are having experience and expertise in the respective



subjects may be invited to handle classes according to the approved panel of resource persons.

4. Detailed course content syllabus of each training developed at SAMETI is to be made use for the programme, if needed.
5. Officers who have not attended similar training programmes and newly recruited Agricultural Officers should be preferred.
6. Chances must be given to all officers to attend training programmes.
7. Field visit should also be made a part of the programme. Vehicles can be hired for conducting field visit.

**Financial Outlay:**

Head of account	Minor heads	Amount earmarked (Rs in lakh)
2415-01-277-98 (PV)	34 OC	135.00
	04 TE-1 Tour TA	15.00
<b>Total</b>		<b>150.00</b>

**Physical and Financial targets**

(Rs. In lakh)

Sl No.	Name of Principal Agricultural Officer	Training to the officials of the department		Training to the farmers		Total
		Phy	Fin	Phy	Fin	
1	PAO, Thiruvananthapuram	12	6.384	20	9.74	16.124
2	PAO, Kottayam	12	6.384	20	9.74	16.124
3	PAO, Ernakulum	12	6.384	20	9.74	16.124
4	PAO, Palakkad	12	6.384	20	9.74	16.124
5	PAO, Kannur	12	6.384	20	9.74	16.124
6	PAO, Pathanamthitta	7	3.724	25	12.175	15.899

7	PAO, Kozhikode	7	3.724	25	12.175	15.899
8	TA, RTTC, Vellayani	6	3.192	15	7.3050	10.497
9	Head Quarters					27.085
<b>TOTAL</b>		<b>80</b>	<b>42.56</b>	<b>165</b>	<b>80.355</b>	<b>150.0</b>

The expenditure will be met from the head of account **2415-01-277-98 (Plan)** subject to the following conditions:

1. All rules, formalities and procedures shall be strictly followed for the implementation of the schemes. The norms of financial propriety shall be followed in toto.
2. The expenditure would be met only from the provision available under the appropriate Head of Account.
3. The fund release will be based on actual requirement and the fund released should not be parked in banks.
4. Store Purchase Rules shall be strictly adhered to for all kinds of purchases.
5. Tender /e- tender and other stipulated formalities shall be followed where  
ever necessary
6. Post creation and purchase of vehicles are not admissible under the scheme
7. Since agriculture is season based activity, timely implementation of the scheme has to be ensured for preparing and publishing consolidated training schedule in advance.

Monthly progress reports regarding conduct of training programmes including number of training programmes conducted, number of participants attended (farmers and officers separately), details of absentees, amount expended, etc may be forwarded to this office by the 5<sup>th</sup> of the succeeding month. Since the Government is giving emphasize to women participation and gender budgeting,



maximum efforts have to be made to include women beneficiaries in the scheme. The number of women beneficiaries and the amount utilized for such beneficiaries (Component wise) should be separately shown in the monthly progress report.

Sd/-  
DIRECTOR

DR. K. VASUKILAS

To

Copy to:

All Principal Agricultural Officers, Agriculture Directors ATMA  
Thiruvananthapuram-33

The Deputy Director of Agriculture, RATTC Kazhakuttom, Kozha, Vyttila, Malampuzha, and Thaliparamba

The Deputy Directors of FTC, Pandalam and Vengeri

Deputy Director of Agriculture, IT Cell – for uploading in website

PA to Director of AD&FWD

Technical Assistant, RTT Centre, Vellayani

CA to all Additional Directors of Agriculture.

SW Section

Planning Section Stock file.