

Department of Agriculture Development & Farmers' Welfare
Manual on Procedures for constitution and functioning of Karshika Karma Sena (KKS)

Chapter 1 : Objectives

1. To create a bank of well trained and disciplined force of Agricultural Technicians (trained farm workers).
2. To provide regular and uninterrupted supply of Agricultural Technicians on demand at reasonable and standard wage rate.
3. To create a bank of Agricultural Technicians with special skills to attend the work of mechanical, electrical and other technical works related to agro machinery, maintenance of irrigation systems, plumbing and pump set works, installation, maintenance, and establishment of biogas plants, rain-shelter, poly house, and such other works related to agriculture and provide their services as and when needed at the approved rate.
4. To generate employment opportunities to the poor unemployed rural and urban people.
5. To undertake and execute total activities of farming, from land preparation upto harvesting and processing of crop, and marketing.
6. To provide services to poor farmers or customers on credit basis and realize the amount.
7. To undertake all the activities concerned with conservation of soil and water.
8. To institute a bank of cultivable land so that interested farmers can lease land from lessee through KKS for crop production based on pre-approved terms and conditions.
9. To bring all the fallow land under cultivation.
10. To increase productivity of labour and land, imparting work efficiency by providing timely services on all days.
11. To increase productivity of land through community interventions.
12. To reduce cost of cultivation.
13. To enhance the status of agriculture into a profitable business enterprise.
14. To provide dignity to farmers and agricultural workers.
15. To make farming activities worker as well as farmer friendly.
16. To serve triple functions of acting as Agricultural Technicians bank, farming operation services bank and cultivable land area bank.
17. To undertake and execute such other activities, as directed by government; Department of Agriculture Development and Farmers' Welfare and as requested by LSGDs.

Chapter 2 : Selection of Grama Panchayath for Instituting KKS

1. The Grama Panchayaths shall be agriculturally productive and have the potential for agricultural activities.
2. There shall be further scope for development in the agricultural sector.
3. Grama Panchayath should have interest in modern technologies of crop production including farm mechanisation.
4. The Grama Panchayaths should be a beneficiary of the agricultural schemes implemented through Department of Agriculture Development and Farmers' Welfare, Local Bodies and other agencies.
5. Among the Grama Panchayaths, Panchayath which are beneficiaries under the scheme 'Agro Service Centres and Service Delivery' may get priority so that it will be highly beneficial to the Grama Panchayath due to complementary nature of both the programmes 'ASC & KKS'.

Chapter 3 : Organization

3.A. Establishment of KKS – Constitution of KKS

- 1) The Karshika Karma Sena(KKS) will be established at Grama Panchayath level which would be under the close supervision and guidance of the Department of Agriculture Development & Farmers' Welfare.
- 2) Karshika Karma Sena shall be registered in the Grama Panchayath as a Society under Charitable Societies Act 1955 (the Travancore –Cochin Literary, Scientific and Charitable Societies Registration Act 1955) under the control of Krishi Bhavans selected as per the guidelines of this manual (**Annexure 1**). (Those which have already registered as per previous directions may continue to operate as such, until specifically directed by the Government to change the registration)
- 3) The Agricultural Technicians selected as per procedure described in this manual shall be residents of that particular Grama Panchayath, in which the KKS is registered, and who are

genuine persons interested in rendering agricultural operational services in the Grama Panchayath / Block and willing to abide by rules of KKS.

- 4) The Agricultural Technicians selected may be capable of rendering all the services as decided by the Management Committee or Grama Panchayath Level Advisory Committee (GPLAC).
- 5) KKS shall abide by the terms and conditions of the Act under which it is registered.
- 6) KKS shall be registered involving only the 'Agricultural Technicians' selected as prescribed in this manual.
- 7) Karshika Karma Sena may be register immediately after selection of the 'Agricultural Technicians' for KKS.
- 8) The registered members will elect President, Secretary, Treasurer and other office bearers, as per the bye law of registration of KKS.
- 9) The Karshika Karma Sena shall function as per the directions of the Grama Panchayath Level Advisory Committee (GPLAC) constituted for the management and supervision of the Karshika Karma Sena.
- 10) The day to day functioning of Karshika Karma Sena will be over seen by a Management Committee of the KKS (MCKKS).
- 11) Agricultural Officer of the concerned Krishi Bhavan, where KKS is established will be the 'NODAL OFFICER' of KKS.

3.A.1. Constitution of Management Committee of Karshika Karma Sena (MCKKS)

- 1) The day to day functioning of the Karshika Karma Sena will be looked after by a Management Committee of KKS constituted as prescribed in this manual.
- 2) The Management Committee of KKS (MCKKS) shall comprise
 - a) Agricultural Officer of the concerned Grama Panchayath (Chairman)
 - b) Coordinator of KKS (Convenor)- (Agricultural Assistant of the concerned Krishi Bhavan nominated by AO)
 - c) President of the registered society of Karshika Karma Sena (Member)
 - d) Secretary of the registered society of Karshika Karma Sena (Member)
 - e) Supervisor of KKS (Member)
 - f) Two members of Padasekhara Samithy / Farmers Group / Commodity Group nominated by GPLAC (These members may be rotated annually) - Members

3.A.2. Functions of Management Committee of KKS

- 1) The Management Committee shall meet once in every month and deliberate on day to day functioning of the centre and take suitable decisions for day to day functioning.
- 2) Two thirds of its total members shall be the quorum of meeting of MCKKS.
- 3) The next date of Management Committee meeting may be decided in the current meeting of the MCKKS.
- 4) The MCKKS shall make suitable decisions for the day to day business and deliverance of services, as per the guidelines issued by GPLAC / Government.
- 5) List of services to be rendered by the KKS, service charges to be realized from the farmers / workers, machineries to be purchased etc will be finalized by the Management Committee.
- 6) The Management Committee shall have separate minutes book.
- 7) The name and address of the members of the Management Committee may be recorded in the minutes book.
- 8) Annual Business Plan of the KKS for next year may be prepared by the Supervisor / Co-ordinator and placed in the meeting of MCKKS during February / March of previous year, deliberated and recommended to GPLAC for approval.

3.A.3. Duties and Responsibilities of Management Committee of KKS

1. Register all the services demanded by farmers' and arrange for the services and execute it.
2. Classification, grouping and scheduling of day to day work to the Agri Technicians.
3. Allocation and distribution of the day to day work to appropriate Agri Technicians and engage them.
4. Preparation of bills for service charges and realization of the service charge amount from customers.
5. Opening of Joint bank account of KKS as account of Agricultural Officer/ Co-ordinator/Supervisor and Secretary of KKS in nationalized bank or Service Co-operative Bank, for remittance of daily collections and executing day to day bank transactions.
6. Selection and engagement of Agricultural Technicians after giving wide publicity, following the guidelines of selection, as prescribed in this manual.
7. Selection and engagement of Supervisor for KKS after giving wide publicity, following the guidelines of selection as prescribed in this manual.
8. Preparing daily, monthly and yearly accounts statement, up keeping and observing all decisions and guidelines concerned to it.

9. Organize the review meeting of Agri. Technicians periodically and take stock of situation and resolve problems and issues arising if any.
10. Adopt necessary steps to enhance the strength of the Agri Technicians, based on periodical needs.
11. Keep custody of all the machinery supplied by Government and other agencies and procured by own funds, adopt necessary measures for upkeep and care of it.
12. Prepare suitable proposals for service charges for the services to be rendered and place it to the Grama Panchayath Level Advisory Committee for approval.
13. Prepare financial proposals separately for remuneration of all the category of service providers of KKS, maintenance of KKS Office, maintenance of machinery, transportation and such other contingent expenditure and get approval of GPLAC.
14. Prepare suitable Business Plan of KKS for next year during February / March of current year deliberate and finalise it and propose to GPLAC for approval.
15. The business plan of KKS may cover the activities for round the year engagement of Agricultural Technicians and maximum utilization of agro machinery (atleast 1200 working hours/annum) allocated to KKS.
16. The business plan may cover all the enterprises as decided in Management Committee and GPLAC, covering all the needs of the farmer.
17. The business plan turnover may have the yard stick that the minimum turnover may be at the rate Rs. 6 lakhs per Agricultural Technician / annum for the entire no. of the Agricultural Technicians of KKS.

3.A.4. Constitution of Grama Panchayath Level Advisory Committee (GPLAC)

I. the constitution of the GPLAC will be as follows

- 1) Chair Person : Grama Panchayath President of the concerned Grama Panchayath
- 2) Convener : Agricultural Officer of the concerned Krishi Bhavan
- 3) Members : Development Standing Committee Chair Person,
Ward Members (minimum 2 members) nominated by GP,
President and Secretary of Management Committee of KKS
Farmers representatives in the Agricultural Development Council of Panchayath
Assistant Engineer (Agri.) or Assistant Executive Engineer (Agri.) of the Department of Agriculture Development and Farmers' Welfare of the concerned district

Assistant Director of Agriculture of the Block, in which KKS is located.

Four Farmer representatives nominated from among President / Secretary Padasekhara Samithi / Farmer group/ Commodity group of the Grama Panchayath. (Farmer representatives may be rotated every year)

Co-ordinator of KKS (Agricultural Assistant of the concerned Krishi Bhavan nominated by the AO)

Supervisor of KKS

II. The quorum of the GPLAC meeting will be one third of its members.

3.A.5. Powers, duties and functions of GPLAC of KKS

1. Give administrative leadership for the successful functioning of KKS.
2. Decides the services to be rendered by KKS.
3. Approve the service charges to be realized by KKS for each services, based on proposal made by Management Committee of KKS.
4. To fix the service charges to be paid to Agricultural Technicians and other service providers for each activity and to revise it from time to time, based on proposal made by Management Committee of KKS.
5. Decide and recommend for the purchase of agro machinery, based on proposal made by Management Committee of KKS.
6. Integration of all the activities of KKS with Agro Service Centre of the Block.
7. Oversee execution of the activities of KKS.
8. To resolve all the issues connected with the implementation of the project.
9. To integrate different Grama Panchayath schemes with its source of funding that can be implemented through KKS and facilitate to execute through KKS.
10. Deliberate on Business Plans proposed by MCKKS and approve it.
11. To oversee functioning of the Management Committee of KKS.
12. GPLAC is responsible for custodianship of all the assets including the machinery and will be responsible to arrange for proper upkeep and maintenance of the assets.

3.A.6. Duties and Responsibilities of Chairperson of GPLAC

1. Preside over the meeting of GPLAC.
2. Getting approval of the decisions to be taken with respect to functioning of KKS in the Grama Panchayath Meeting.

3. Oversee functioning of KKS.
4. Resolve issues within KKS and between KKS and with ASC, if any
5. Preside over the functions organized by KKS.
6. Oversee the activities towards selection and engagement of the Agricultural Technicians and Supervisor of KKS.

3.A.7. Duties and Responsibilities of Convener of GPLAC

1. Issue the letters of notice for convening meeting of GPLAC with approval of Chairperson.
2. Prepare agenda note of the GPLAC meeting in discussion with Chairperson and get approval.
3. Prepare minutes of GPLAC meetings and get approval of minutes from Chairperson.
4. Oversee the financial transactions of the Management Committee, executed through Supervisor.
5. Communicate with Govt. (Department of Agriculture Development and Farmers' Welfare) and other Govt. Agency organization towards the effective functioning of KKS.
6. Collect and keep custody of the working reports, monthly reports, annual reports and audited statement of accounts of KKS and provide to other authorities.
7. Provide all the technical support to KKS and to develop the technical expertise required for functioning of KKS.
8. Oversee day to day activities of KKS.
9. Prepare projects and schemes for KKS and submit for the financial assistance of LSG and other Departments, get approval and ensure financial support.
10. Initiate and execute all actions needed for the selection and engagement of Agri. Technicians and Supervisor for KKS.
11. Take policy decisions to execute the activities of the KKS without contravening to Govt. directions from time to time.

3.A.8. Duties and Responsibilities of Co-ordinator of KKS

1. Discharge all the duties and functions as the Convener, in case of the absence of the Convener of GPLAC.
2. Assist Convener for recording of proceedings of the meeting of GPLAC and preparing minutes.
3. Oversee attendance and the work of Supervisor.
4. Monitoring of services rendered by Agri. Technicians and execution of work by them.

5. Ensure day to day expenditure, receipts financial and physical transactions as per guidelines.
6. Ensure proper maintenance of registers and records
7. Supervise the supply of machinery for services and collection its day to day maintenance.
8. Scrutinize the wage bill prepared and transmit to the Convenor for counter signature for payment, with due recommendation.
9. Supervise the day to day management of office of KKS.
10. Verification of estimates and bills prepared by the Supervisor, work allotment and such other activities done by Supervisor.
11. Inspection and monitoring of works rendered by Agricultural Technician at field level and reporting to Convenor.
12. Custodianship of all the assets attached to KKS.

3.A.9. Supervisor of KKS

a) Qualification & terms and conditions of service of Supervisor of KKS

- 1) Candidate engaged as Supervisor shall have essential qualification of SSLC, driving license, computer knowledge
- 2) He / She shall have the preferential qualification of VHSE (Agri.)/ ITI/ ITC
- 3) He / She shall be ready to provide service for a period of three years
- 4) He shall execute an agreement in stamp paper worth Rs. 200/- with GPLAC(as prescribed in **Annexure 2**) towards providing service for KKS atleast for three years and with the condition that
 - a) If Supervisor discontinues the service before completion of one year , he / she may refund the amount spent towards his /her capacity building expended by the KKS
 - b) He / She may give one month notice to the Co-ordinator / Nodal Officer of KKS before resigning the post.
- 5) Monthly honorarium of Supervisor may be minimum of Rs.6000/month or as decided by the GPLAC.
- 6) Monthly honorarium may be paid from the fund of KKS.
- 7) Any Supervisor, whose performance is not satisfactory, not promotional and not as per the letter and spirit of KKS shall be removed with a notice of one month as per decision taken in GPLAC (At least 200 days work to the Karma Sena to be identified and executed).

b) Duties and Responsibilities of Supervisor of KKS

1. Prepare work register and keep under safe custody.
2. Daily allotment of works to Agri Technician in consultation with co-ordinator.
3. Execution of field works with technical perfection within time limit.
4. Delivery of machinery to the Agricultural Technicians in advance as per work schedules and as per new work allotment.
5. Preparation of work bill as per terms and conditions and collection of service charges as per bill, from the customers and remit to bank account.
6. Attend all financial transactions with respect to day to day functioning of KKS, maintain cash book and registers concerned with accounts.
7. Tackling all the constraints met by Agricultural Technicians at field level at once.
8. Arrange repair and services of machinery immediately on time bound manner at field level in discussion with technical group.
9. Deliverance of all the technical supports at field level in discussion with technical group and Co-ordinator.
10. Prepare work plan and estimate of the work / service after visiting the field, immediately on registration of request for the work / service by customer / farmer.
11. Prepare wage bill of Agricultural Technicians after verifying the regular work data sheet / diary and submit to co-ordinator for verification and approval and effect payments and account it.
12. Keep a work diary of records of all activities carried out by supervisor, including service charges collected and the works executed. (Diary of records is an auditable document)
13. Maintain logbooks of agro machinery attached to KKS
14. Prepare a report on the status of machinery delivered and returned, and working condition of the machinery returned, and repairs if any needed and give it to co-ordinator.
15. Prepare a special report, in case if machinery is damaged deliberately by the customer and recommended for realization of damages, and give to co-ordinator with due recommendation for realizing compensation and damage.
16. Documentation of all activities undertaken by KKS and keep record of it, including digital documents.
17. Collecting application for services from agencies, its registration, execution of work, preparation of claim and handing over to co-ordinator.
18. Distribution of letters regarding meetings to concerned members.
19. Meet all the farmers of Grama Panchayath and keep liaison with them for services.

Chapter 4 : Agricultural Technicians

1. All those who are trained for the delivery of services in the agricultural technology enterprises and machinery operations shall be designated as Agricultural Technicians.
2. All the Agricultural Technicians after training may be given an ID Card (model given in **Annexure 3**) signed by the Nodal Officer (Agricultural Officer) of the KKS.
3. All the Agricultural Technicians after training shall open an account in the bank in which KKS operates its account.
4. All technicians may be provided with uniform and safety equipments- T-shirts for gents and overcoat for ladies printed with emblem of KKS in front side and Karshika Karma Sena in malayalam on back. (specification as given in **Annexure 4**)
5. Dress code and logo for KKS shall be uniform and as prescribed. (**Annexure 5**)

4.I. Duties and Responsibilities of Agricultural Technicians

1. Execute works allocated by the Supervisor as per time schedule and as per guidelines issued for maintaining the quality & quantity of work with technical perfection.
2. The quantum of service output *ie* quality, quantity and service period will be as per guidelines fixed by GPLAC.
3. The Agricultural Technicians may rotate their services in the field as per directions and render services in all the fields (other than machinery work) so that all types of job can be rendered by him.

Chapter 5 : Selection of Agricultural Technicians

1. The Nodal Officer of KKS (Agricultural Officer) of the Grama Panchayaths shall give press release regarding selection of Agricultural Technicians for KKS (**Annexure 6**).
2. Publicity shall be given towards the establishment of KKS in the Grama Panchayath and selection of Agricultural Technician informing the Grama Panchayath Committee and displaying press notification in Grama Panchayath notice board.
3. The application format (**Annexure 7**) duly incorporating the purpose, eligibility criteria and the procedure to apply may be published in the notice board and press release.
4. Minimum age of the applicant shall be 18 and maximum 55.
5. Only residents of the Grama Panchayath are eligible for applying for selection.

6. Copy of the Aadhar may be attached with the application as a proof of nativity.
7. Applicant shall have interest and aptitude in farming sector.
8. They shall be ready to discharge various agricultural operations at field level.
9. The candidates may apply in the prescribed format of application as given **Annexure 7**.
10. The number of Agricultural Technicians initially to be selected may be limited within 10 – 30, ensuring activities to provide sustainable income to them.
11. The strength may be increased based on the requirement of activity to be undertaken and business plan approved by GPLAC.
12. The following shall be the structure of Interview Committee
 - 1) ADA of the concerned block- Chair person
 - 2) Agricultural Officer- Convenor
 - 3) Assistant Executive Engineer(Agri)/ Assistant Engineer (Agri)- Member
 - 4) Co-ordinator of KKS- Member
 - 5) (Representative of Grama Panchayath member nominated by Grama Panchayath President)- Member
13. The goal of interview shall be choosing the person
 - i. With aptitude for agriculture.
 - ii. Willing to work with social commitment and service mind.
 - iii. With mind set for providing sustained and relentless service to farming sector.
14. Observations to be made in the interview
 - 1) Whether candidates to be selected are ready to offer services through KKS satisfying the criteria referred under section 16 below.
 - 2) Whether candidates are physically fit.
 - 3) Whether the candidates have aptitude to learn new technology.

15. The score card for the selection shall be as follows

Sl. No.	Particulars	Marks
i.	Experience in farming	10
ii.	Education in Agri sector KGTE(Agri)/Garden Training/ VHSE (Agri) /	10
iii.	Middle level qualification (10 th or below)	10
iv.	Training in agro machinery operation	10
v.	Work experience in mechanized farming	10
vi.	Consent for job rotation	10
vii.	Driving License	10
viii.	Tractor Driving License	10
ix.	Members of 1 lakh work scheme	10
x.	SC/ ST category	10

16. The above criteria may be employed while scoring for selection.

17. The final rank list may contain more than 50 candidates.
18. The rank list may be prepared and approved by the Selection Committee and displayed in the notice Board of Krishi Bhavan.
19. The Agricultural Technician shall execute an agreement in stamp paper worth Rs. 200/- with GPLAC towards providing service for KKS atleast for 3 years and with the condition that
 - a) If Supervisor discontinues the service before completion of one year , he / she may refund the amount spent towards his /her capacity building expended by the KKS
 - b) He / She may give one month notice to the Co-ordinator / Nodal Officer of KKS before resigning the post.
20. If the performance of Agricultural Technician is not satisfactory and not in tune with the sprint of objective of KKS or as per the guidelines for functyions he may be remove d with one month notice, as per decision of GPLAC.
21. There shall be a session of ‘self selection’ process for Agricultural Technicians for which all the applicants of may be assembled, and given a 30/60 minutes Power Point Presentation by an expert with respect to objectives of KKS; after which applicant may decide to attend the test/interview or not.

Chapter 6 : Discharge of Services by KKS

1. The services of Agricultural Technicians may be provided to the customers as per demand made through telephone call / web portal / and or as per request registered at office of KKS.
2. The service will be rendered on standard wage rates prescribed for the KKS and as notified in the KKS office notice board / website.
3. The quantum of work to be completed at the prescribed rate and time may also be described and be notified in the notice board / website.
4. The farmer may be enabled to login into web portal and request the services of KKS.
5. The address and phone number of KKS shall be published periodically, enabling registering service by the farmers at KKS.
6. The service of Agricultural Technicians for all the services including machinery operation, electrical work, plumbing work and mechanical work for repair & service of agro machinery may be made available at prescribed rate.
7. KKS will be responsible for cultivation of fallow land in the Grama Panchayath, under the close supervision of KB may collect details of fallow lands and farmers owning

fallow lands. KKS will contract with farmers of fallow land towards leasing out land, as per terms and conditions as decided and approved by GPLAC, for undertaking cultivation.

8. The service works to be rendered by the members of Agricultural Technicians may be distributed among them so that everybody has an equal chance to render services and nobody is discriminated.
9. The services may be entertained through web portal in the prescribed software or through telephonic call and registration or direct office registration.
10. Online registration facility for the farm operational, services, for leasing out of fallow land and for providing services of agro machinery may be made available.
11. The services may be attended based on seniority of requests for which all the applications or services shall be registered at the office of KKS.
12. However, priority of the work may be decided by the Co-ordinator / AO considering the contingency or exigency of service.

Chapter 7 : Service Charges of KKS

1. The service charges for each work and quantum of work to be finished at this service charge may be fixed and notified in the notice board.
2. The quantum of work may be fixed according to normal human output and the service charge based on prevailing wage rate in the Grama Panchayath.
3. The rates of hire charges of agro machinery and service charges of Agricultural Technicians, specifying quantum of work to be finished and time period for the work may be approved by GPLAC.
4. A certain percentage of hire charges for the machinery collected may be deposited in the R/F account of KKS maintained in the bank, and may be used for the operation of machinery, its repair and services and also as deposit amount towards depreciation charges of farm machinery.

Chapter 8 : Welfare of Agricultural Technicians

1. All the Agricultural Technicians may be insured through a government insurance agency during the training period.

2. Agricultural Technicians may be insured at the training expense as and when training starts for the first one year.
3. The insurance may be continued during subsequent years utilizing KKS own fund.
4. Agricultural Technicians may be enrolled in EPF / ESI / CPS as decided by GPLAC as per rules, providing a matching fund from the profit of KKS.
5. Any Agricultural Technician who is continuously absent without written request and without permission from the authority for a period 20 days within a period of 30 days will be automatically removed from the KKS.
6. The Nodal Officer of KKS may sanction permission in advance to the Agricultural Technician to abstain from duty for a period of 7 days on valid and genuine ground based on written request.
7. The written advance request for absence exceeding 7 days upto 15 days may be placed before Management Committee of KKS and Management Committee, if found the request valid and genuine may permit it.
8. The written advance request of agricultural technician for the absence exceeding 15 days may be placed before the GPLAC with the recommendation of Management Committee of KKS and if the request is found reasonable and genuine, GPLAC may permit the absence. This shall be only upto 60 days.
9. Those Agricultural Technicians working in KKS for a period exceeding 180days per annum may be given incentives/bonus annually as decided by GPLAC.

Chapter 9 : Monitoring Committee

A. Authority for monitoring

- a) The scheme will be reviewed and monitored at State level by the committee chaired by Additional Director of Agriculture (Extn.) and State Agricultural Engineer.
- b) The scheme will be reviewed and monitored at District level by a committee comprising of PD(ATMA)-Chairman, Deputy PD(ATMA)- Convenor and AEE (Agri).
- c) Quarterly review and inspection of the KKS at District level may be conducted by the following committee.

Deputy PD(ATMA)- Chairman

ADA of the KKS- Convenor

AO (KKS)

AEE (Agri)

- d) Monthly review and inspection of KKS may be done by the committee comprising of Assistant Director of Agriculture and Agricultural Officer of KKS.
- e) The activities of KKS will be co-ordinated and monitored through web portal, by the authorities.

B. Progress Report

1. Physical and financial report may be updated through web enabled monitoring system at Krishi Bhavan level.
2. Hard copy of monthly progress may be sent to PD (ATMA) (Annexure 8).
3. Detailed half yearly report compiling the quarterly review reports may be sent to Additional Director of Agriculture (Extn) by PD (ATMA) of each District.
4. Detailed annual progress report may be sent to Director of Agriculture within one week after the end of financial year, by the PD (ATMA).
5. The format for preparing and submitting progress report is given in Annexure 8.
6. Annual progress report of each KKS (Annexure 9) may be prepared and presented in GPLAC and thereafter sent to PD (ATMA) by the Agricultural Officer of KKS.

Chapter 10 : Capacity Building Programme

1. Agricultural Technicians and Supervisors of all the existing KKS may be given capacity building training to build their knowledge and skill so as to equip them to execute the services properly and smoothly.
2. The selected Agricultural Technicians will be given sufficient work experience as per the needs and demands of service.
3. The capacity building activity may comprises on operation of farm machinery / operation of modern agro techniques/ execution of agricultural practices / repair and maintenance of agro machinery / post-harvest technology / value addition and on other enterprises as decided by GPLAC / Management Committee of KKS..
4. Capacity building activity shall be as per request of KKS / AO of the Grama Panchayath and as decided by the Grama Panchayath / Grama Panchayath Level Advisory Committee (GPLAC).
5. Capacity building activity may also be imparted to Agricultural Officers, ADAs, Co-ordinators and Supervisors, by the PD(ATMA) at minimum one exercise per annum.
6. Second level training considering the services to be offered through KKS may be proposed by the management committee of the KKS.

7. Refresher trainings shall be conducted by ADAs at the block level.
8. One of the Agricultural Technicians may be selected, training given for driving LMV four wheeler and tractor and license obtained for driving.
9. Training programme of Supervisors may also be arranged by District ATMA in association with RATTC/FTC and other training centres.
10. Training to Supervisors may also be given at Mannuthy; with the support of Training Unit of ARS, Mannuthy.
11. The training fund may be proposed by the PD, ATMA for meeting all the training requirements after assessing the requirement at the District level review meeting.
12. Training code with training syllabus and module shall be prepared with the assistance of Kerala Agricultural University.
13. The KKS units those which are functioning successfully and innovatively may be elevated as 'Mentoring Centres', and these centres may act as centres for training and visit as well as experiential learning for other KKS units of the District/nearly.

10 A. First Level Training

- 1) Ten days fresher training on functioning of KKS, different enterprises executed and services delivered by KKS, undertaking the field operations up keep and maintenance of agro machinery will be imparted to the Agricultural Technician.
- 2) This training may be for motivating and enthusing the Agricultural Technician and may be targeted to organize and run the KKS very effectively.
- 3) All the Agricultural Technicians of KKS receiving the training shall be the member of registered Society of the KKS.
- 4) The first level training may be given by Assistant Director of Agriculture in consultation with AO of the KKS and AEE(Agri) and will be monitored.

10 B. Second Level Training

- 1) A second level training for 5 - 10 days / sufficient duration will be imparted to Agricultural Technicians to run different enterprises like farm clinic and diagnostic centres, pest and disease control services, crop security intelligence work, seeds and planting material production, irrigation services, poly house construction and crop production services and similar enterprises taken up by KKS.

- 2) Farm machinery repairs and services training may be given to those with ITC/ITI certificates or to those who have genuine skill to do these works as convinced to Management Committee of KKS.
- 3) The training for different enterprises may be limited to minimum number of Agriculture Technician to run the enterprises.
- 4) Training may be distributed among Agricultural Technicians so that all enterprises can be undertaken.

10 C. Training to Supervisors

- 1) Supervisors will be given training for 10 days to run the KKS in a successful manner to familiarize all the services to be executed by Agricultural Technicians.
- 2) Refresher training to Supervisors may be arranged by PD (ATMA) as per recommendation of 'GPLAC'.

10 D. Training Code

- 1) The training can be only location specific, no common syllabus can be prepared.
- 2) The training syllabus and module will be approved by the following committee
 - (1) Director of Agriculture (Chairman)
 - (2) Additional Director of Agriculture (Extn) (Convenor)
 - (3) State Agricultural Engineer (Member)
 - (4) Representative of KAU (Member)
- 3) The training syllabus and module will be prepared as per the requirement of the locality and the works to be attended by the KKS.
- 4) Only (maximum) 20% of time may be allocated for class room lecture in the training module.
- 5) Not less than 80% of the time may be allocated to work experiential practical training.
- 6) The method of training may include briefing at the start of classes by the trainers and debriefing by trainees at the close of training.
- 7) There shall be a dress code during training and there after
- 8) The Agricultural Technician will have a uniform dress as given below
 - a) T Shirt – Army green colour (both for gents / ladies) printed with 'കാർഷിക കർമ്മ സേന' with place name in 50mm sized letter in white colour on back side and logo of KKS on front side Logo will be prescribed.

- b) Half sleeve Shirt - Army green colour (both for gents / ladies) printed with 'കാർഷിക കർമ്മ സേന' on the back side with place name in 50mm sized letter in white colour and logo on front left side.
- c) 3/4th Pant – Army green colour with double back pocket, front pockets and two side bag pockets.
- 9) There may be evaluation of the training by the trainees at the end of training.
- 10) The training evaluation sheet may contain questions with respect to conduct and execution of training so that improvement can be made in subsequent trainings.
- 11) Summary of report on the evaluation of the training may be given to ADA and transmitted to PD (ATMA).
- 12) Summary of evaluation report may be discussed in monthly review meetings and suggestion of trainees may be properly taken care.
- 13) There shall be a drill, parade and physical training session atleast for half an hour daily during the period of training so that physical fitness as well as discipline can be maintained among trainees.
- 14) The time of the drill and physical training may be extra over the subject of training.
- 15) At the closing day of training, a closing ceremony shall be organised.
- 16) Passing Out Parade of Agricultural Technician and Guard of Honor to Chief Guest may be included in the closing ceremony programme.
- 17) The certificate of training as given in **Annexure 10** shall be distributed by a Chief Guest to Agricultural Technician so that esteem and self-pride will be boosted.
- 18) There shall be an oath taking at ceremony, the pledge may be read out in closing ceremony by the Training Officer and repeated by the Agricultural Technician in the presence of Chief Guest (**Annexure 11**).
- 19) The best Agricultural technician trainee may be awarded with a gift.

Chapter 11 : Arrangements of KKS Office

1. KKS office may be located as decided by Management Committee and GPLAC.
2. A name board with all address details may be installed in the office as specified in the **Annexure 12**.
3. A board indicating all the services rendered by the KKS and service charges fixed may be displayed at the office as well as Grama Panchayath Office.
4. There shall be sufficient furniture in the office for seating of the officials of KKS and for seating of customers.

5. The office may have facility like computer, mobile/ land phone, internet facility and also for registration of customer needs on line.
6. The office may have a customer friendly atmosphere, observing green protocol.
7. All the following documents may be kept in the Office of KKS.
 - 1) Minutes book of Management Committee, GPLAC and KKS
 - 2) Membership register
 - 3) Receipt book
 - 4) Bill/Invoice book
 - 5) Work / services registration book
 - 6) Service data sheet
 - 7) Work register
 - 8) Cash book
 - 9) Stock register
 - 10) Letter pads, seals and such other registers as decided by Management Committee / GPLAC.
 - 11) Log book of machinery
 - 12) Attendance Register

Chapter 12 : Purchase of Machinery

- 1) The selection of machinery should be done considering the actual demand and requirement of the locality with reference to crops cultivated, area under different crops, nature of land and soil, labour shortage and availability of funds, as deliberated in the Management Committee.
- 2) These shall be decided based on discussion in the KKS Management Committee considering the suggestions from the Agricultural Officer of the Krishibhavan and farmers of Grama Panchayath.
- 3) Minutes of the Management Committee of KKS shall be placed before the GPLAC of KKS to decide on the purchase of machinery.
- 4) As per the recommendation of GPLAC, PD (ATMA) may give permission for the purchase of machinery by Assistant Executive Engineer (Agri) observing store purchase rules
- 5) Assistant Executive Engineer (Agri) shall purchase the machinery from RAIDCO/ KALCO/KAMCO as per GO s and observing store purchase rules from other institutions.

- 6) The machinery will be handed over to the custodian of machinery of KKS satisfactorily demonstrating the working condition of the machinery under intimation to Agricultural Officer of the Krishi Bhavan, ADA as well as PD (ATMA).
- 7) The machinery will be registered under the authority of KKS.
- 8) Machinery required for agricultural activities, as recommended by GPLAC will only be purchased.
- 9) **Integration with Agro service centre and Custom Hiring centres.**
 - a. Karshika karma sena must always act in co-ordination with Agro service centre and Custom hiring centres.
 - b. Karshika karma sena can hire machinery from Agro service centre and Custom hiring centres. with recommendation of the nodal agricultural officer.
 - c. Agro service centre can hire technicians from Karshika karma sena. and the service charges to be made to the Karshika Karmasena

Chapter 13 : Grading of KKS

- 1) Each KKS shall be evaluated annually based on Annual Performance Evaluation Report (APER).
- 2) Annual Performance Evaluation Report and Annual Self Appraisal Grade Report (ASAGR) in the prescribed format (**Annexure 13 & 14**) may be prepared by the Supervisor, verified by the Co-ordinator of the KKS and approved by the AO of the KKS may be placed in Management Committee, deliberated and placed in GPLAC for approval.
- 3) The approved Annual Performance Evaluation Report and Annual Self Appraisal Grade Report along with the audited statement of accounts may be forwarded to the State Level Monitoring Committee through PD, ATMA.
- 4) State Level Monitoring Committee for grading will scrutinize the Annual Performance Evaluation Report and Annual Self Appraisal Grade Report and may award the grade for the KKS in 10 point grading system.
- 5) The State Level Grade Award Committee may comprise following members
 - a) Director of Agriculture – Chairman
 - b) Additional Director of Agriculture (Extn) – Convener
 - c) State Agricultural Engineer – Member
 - d) Two members in the cadre of Deputy Director (Agri.) nominated by Director of Agriculture and approved by Secretary (Agri.).
 - e) Two Teachers of KAU, nominated by the Vice Chancellor, KAU

- 6) The grading may be in 1 – 10 grade system. The parameters for grading are
- 1) Business Plan of KKS
 - 2) No. of Agricultural Technician
 - 3) No. of service days per annum by the Agricultural Technicians
 - 4) Per day average service charge paid to the Agricultural Technicians
 - 5) Total annual income of the KKS
 - 6) Contributions from field operational services
 - 7) Contribution from nursery and planting material production at their own
 - 8) Contribution from nursery and planting material production by outsourcing
 - 9) Contribution from Bio Pharmacy / Bio Inputs own production performance
 - 10) Contribution from Bio Pharmacy and Bio Inputs outsourcing
 - 11) Participation in fallow land cultivation
 - 12) Participation in total farm plan operation services
 - 13) Participation in own field cultivation programmes
 - 14) Participation in LSG programmes
 - 15) Participation in value addition
 - 16) Participation in agro processing
 - 17) Participation in marketing
 - 18) Participation in farm clinic services
 - 19) Participation in soil analysis services
 - 20) Participation in soil and water conservation programmes
 - 21) Participation in irrigation programmes
 - 22) Participation in High-Tech Agriculture services
 - 23) Participation in poly house production programmes
 - 24) Participation in agro machinery repair services
 - 25) Participation in farmer home contact programmes

Chapter 14 : Fund

a) Operational Support

- 1) A operational support may be provided for the successful working of KKS initially to start the business plan.
- 2) The operational support may be used to carry out day to day service operations of the KKS.
- 3) The corpus amount of the RF may be fixed considering the amount required for day to day operations of KKS including the remuneration to Agricultural Technicians and Supervisor, at least for six months.

b) Accounting

- 1) The Supervisor or those person authorized to execute Financial transactions may keep the financial records like cash book, receipt book, account registers, vouchers, bank book, pass book, and such other registers
- 2) All the receipts and expenditure may be recorded in the concerned registers
- 3) Upon the end of the financial year, *ie* the 31st March of every year, the annual accounts may be got audited by the registered Chartered Accountant authorised by Grama Panchayath Level Advisory Committee (GPLAC)
- 4) The Nodal Officer and Supervisor may make necessary arrangements for completion of auditing of accounts of KKS by the Chartered Accountant by 15th of April every year.
- 5) The audited accounts statements may be placed before the Management Committee of KKS and deliberated and with the approval Management Committee of KKS placed before Grama Panchayath Level Advisory Committee (GPLAC) for approval
- 6) Copy of the audited statements may be sent to Project Director (ATMA) and Project Director ATMA may forward the same to Additional Director of Agriculture (Extension) and Additional Director of Agriculture (Extension) to Director of Agriculture.

Chapter 15 : Connectivity

- 1) The KKS shall be interlinked through net services for the better business.
- 2) Day to day reports regarding service availability, service demand and possibility of sharing services including market may be shared and planned effectively through net-working.
- 3) 'Phoning Advisory Services' can also be operated.
- 4) Kiosk and other information supporting facilities are also provided.
- 5) All the farmers in the area may be linked to a common group inclusively for communicating with KKS matters through internet and mobile apps.
- 6) Farmers of the area may be registered and KKS universal ID may be assigned so that mobile apps / internet facilities are easily assessed.

Chapter 16 : Incentives

- 1) Machinery support may be provided only to the KKS which were graded based on their performance as per the guideline. The requirement of additional machinery should be assessed based on actual demand only.
- 2) Assistant Directors holding KKS, in discussion with nodal AO's of KKS will assess the requirement of capacity building activities, Insurance, Enterprises, Vehicles and such other

infrastructure facilities and operational facilities and may place proposal in GPLAC and forward to PD (ATMA).

- 3) The KKS wise request for requirements will be scrutinized by Deputy PD (ATMA) and DDA (E&T) at district level under the guidance of PD (ATMA); and forward to Additional Director of Agriculture (Extn) with due recommendation, considering the performance appraisal, the previous records of performance and fund utilization recommendation.

Chapter 17 : Special events to be performed by KKS

- 1) The KKS may organize 'Njattuvella Chanta' every year to promote seasonal agricultural activities and such other farming festivals as per cultural heritage of the state.
- 2) KKS may adopt at least one primary school / secondary school / college for assisting to establish a vegetable/ fruit/ other crop gardens in these institutions.
- 3) KKS may provide opportunities for experiential learning of agro machinery operational services and farming activities operational services, levying a marginal fees at no loss no profit basis, so that youth can have capacity building exercises at KKS.
- 4) KKS may keep a record of the farmers of the Panchayath, who are members of MCKKS and GPLAC and also the award winning farmers of time to time as per proforma prescribed in **Annexure 15**.