

**Directorate of Agriculture Development and Farmers' Welfare**

Vikas Bhavan, Thiruvananthapuram – 695033

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No: ADFW/3743/2022-TE2

Date: 04-07-2022

**CIRCULAR**

Sub:- Annual Plan 2022-23- Scheme on 'Support to Farm Mechanization'- Component  
"Internship at Krishi Bhavans" - Working Instructions - issued

Ref:- G.O(Rt)No. 514/2022/AGRI dated 13-06-2022

The Department of Agriculture is offering an opportunity for aspiring educated youth for internship in the grass root level offices of the Department ie., Krishi Bhavans. Through this, they can get a close look at the agricultural scenario of the State and gain hands-on experience in crop planning and cultivation, marketing, extension, administration and allied activities. This will give them a better chance to interact with the farmers as well as extension functionaries in the Agriculture and allied sectors which will facilitate in better execution of government programmes.

As per reference cited, Government have accorded Administrative Sanction for the implementation of the scheme "Support to Farm Mechanization" for the financial year 2022-2023 for an amount of Rs.1181.00 Lakh under the H/A 2401-00-113-83 Plan out of which an amount of **Rs. 280.00 lakh** (Rupees Two Crore Eighty lakh only) has been set apart for the component "Internship at Krishi Bhavans". **1840 interns are to be selected for this programme during the financial year 2022-23.**

**Objectives:-** The main objectives of the scheme are as follows:

- 1) Providing opportunity for educated youth as well as availing service at the grass root level for better execution of Government programmes.
- 2) Enlightening the younger generation to contribute in the Agriculture sector and also make them into responsible and sensitive citizens and make them involve in the "Njangalum krishiyilekku" campaign.
- 3) Getting experience in real life situations of farming and get exposure in the following fields
  - Interaction with practicing and aspiring farmers.
  - Collection of data regarding
    - (i) Present crop coverage in the field
    - (ii) Crop health situation
    - (iii) Anticipated time of harvest
    - (iv) Estimated market arrival
    - (v) Market scenario and challenges faced by the producers in marketing

- (vi) Assessing availability of land extent
  - (vii) Resource mapping of the area
  - (viii) Evaluation of the outcome of past interventions
  - (ix) Channeling technical support whenever possible
  - (x) Assisting farmers for the primary registration in AIMS portal.
  - (xi) Assisting farmers for applying for various schemes through AIMS portal.
- 4) Getting exposure to the functioning of the office with respect to
- a. Front Office management
  - b. Updation of data / data entry
  - c. Supporting extension activities within the office.

### **Mode of Implementation**

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

- a) VHSE Certificate holders in Agriculture and Diploma holders in Agriculture/ Organic Farming are eligible to apply for internship
- b) Age should be between 18-41 years as on 01.08.2022
- c) All Principal Agricultural Officers should give wide publicity about the programme through mass media, social media, etc. Eligible candidates can apply for the scheme online through the portal [www.keralagriculture.gov.in](http://www.keralagriculture.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 at the block level by the Assistant Director of Agriculture constituting a Selection Committee including two Agricultural Officers of the block and an external expert as decided by the Assistant Director of Agriculture, preferably the scientist in charge of the concerned BLAKC. The Assistant Directors of Agriculture shall publish the list of selected interns at their office and allot to the various Krishi Bhavans as the case maybe. Necessary directions should be issued by the Assistant Directors of Agriculture to the concerned Agricultural Officers for accommodating the selected interns and assigning works as per the module attached (Annexure II). An agreement in stamp paper worth Rs. 200/- should be executed by the interns on joining the allotted Krishi Bhavan as per format provided as Annexure III. List of selected candidates and Krishi Bhavans allotted, date of joining etc should be intimated to HQ by Principal Agricultural Officers before 15th August 2023.

The time frame specified for each module can 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 shall 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 should be prepared and submitted to the Agricultural Officer concerned.

A minimum of one intern must be allotted to each Krishi Bhavan. Further, five interns are to be allotted to each block and the Assistant Directors of Agriculture of the concerned block can allot them to Krishi Bhavans under their jurisdiction based on the work load and number of schemes. In cases where the number of Krishi Bhavans in a block is less than five, the Principal Agricultural Officer can allot the excess interns to other Krishi Bhavans within the district in a need based manner.

### **Programme:-**

The various components of the scheme are as follows:

### **Honorarium to interns (Rs.276.0 lakh @ Rs.2500/intern for six months )**

An amount of Rs.2500/ month will be given as incentive to the interns. The interns selected will assist and support the officials of 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/Assistant 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 used as an experience certificate for future endeavours.

### **Financial Outlay:**

*During the current financial year, an amount of Rs.280.00 lakh is set apart for the implementation of the scheme "Internship at Krishi Bhavans" under the Head of Account 2401-00-113-83 Plan. The amount of Rs. 4.00 lakh set apart for documentation of 'Internship at Krishi Bhavans' will be utilised for documentation of all the components under the scheme 'Support to Farm Mechanization, for which separate working instructions will be issued.*

<i>(Rs in lakh)</i>			
Sl No	Component	Unit Cost (in Lakh)	Total cost
1	Honorarium to Interns	@Rs.2500/intern for six months for 1840 interns	276.00

The district-wise target is furnished in Annexure IV.

### **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 Director 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 - tesectiondoa@gmail.com on or before the 5 th of every succeeding month.

The expenditure under the scheme can be met from the provision available under the Head of Account **2401-00-113-83 Plan** under the current year's Budget provision.

**The following general conditions may be scrupulously followed wherever applicable, while implementing the scheme**

- (a) All rules, formalities and procedures shall be strictly followed for the implementation of the scheme. The norms of financial propriety shall be adhered to
- (b) The expenditure would be met only from the provisions available under the appropriate head of account.
- (c) The fund release will be based on actual requirement, and the fund released should not be parked in banks.
- (d) Store Purchase rule shall be strictly adhered to for all kinds of purchases.
- (e) Tender/e tender and other stipulated formalities shall be followed wherever necessary
- (f) Post creation and purchase of vehicles are not admissible under the scheme.
- (g) The implementation agencies /Departments also should prepare an implementation schedule to complete the project in time and send regular progress report on financial and physical progress on a quarterly basis to the Head of Department

sd/-

**SUBHASH T.V. IAS  
DIRECTOR**

To All Principal Agricultural Officers and All Project Directors (ATMA)

Copy to

TA to Director of Agriculture

CA to all Additional Directors of Agriculture in HQ.

CA to all Joint Directors of Agriculture in HQ.

Planning Section/SW Section

The Deputy Director of Agriculture (IT) for uploading in the website

Stock File/Spare

Additional Director of Agriculture (L. 113-83)  
**Directorate of Agriculture  
Thiruvananthapuram-33**

**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 :	
5	Aadhaar Number :			
6	Qualification (from SSLC to the highest degree)			
	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 done
I	Module 1	15 days	Front office management, familiarization of Krishi Bhavan activities, Administration, Record keeping, Liaisoning with Local bodies, RTI, RTS, Basic data updation, Field visits to update the present status of major crops of the panchayath
	Module 2	15 days	Help in collecting data for Farm plan preparation and familiarisation of farm plan based schemes and implemenation at field level, awareness creation of Njangalum Krishiyilekku campaign
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), LEAD farmer visit, 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 of traditional varities, Rain shelter field visit, Geo tagging of one crore fruit plants
	Module 6	15 days	PM Kisan field visit, Karshaka pension field visit
IV	Module 7	15 days	Data bank -familiarization of the concept. Field visit for monitoring Paddy Royalty Scheme
	Module 8	15 days	All Schemes-familiarization and implementation, claim preparation, trainings, LSGD schemes
V	Module 9	30 days	Exclusive for marketing study- Details of weekly markets, DPC, HortiCorp, VFPC markets, Local markets, Ecoshops, Mapping of all markets, FPOs, Processing storage and value addition
VI	Module 10	15 days	BPKP, PKVY, Organicfarming, ATMA Schemes, Farms, Other PSUs Bio inputs preparation
	Module 11	15 days	Report preparation

**Tentative action plan**

Sl No	Activity	Period
1	Publicity in Mass media	Before 11.07.2022
2	Online application	11.07.2021-20.07.2022
3	Interview /scrutiny	25.07.2021-29.07.2022
4	Intimation to KB/Interns	29.07.2022 & 30.07.2022
5	Commencement of internship	01.08.2022 onwards

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**SUBHASH T.V. IAS**  
**DIRECTOR**

  
Additional Director of Agriculture (Extension) 3  
Directorate of Agriculture  
Thiruvananthapuram-33

Annexure III

AGREEMENT

This agreement is executed between (Name, Address, Aadhar number) .....  
therein called intern on the first part and the respective Assistant Director of Agriculture .....  
..... Block, .....District for and on behalf of the Director of Agriculture and  
Farmers Welfare Department on the second part.

WHEREAS the Government of Kerala as per G.O(Rt)No. 514/2022/AGRI dated 13-06-2022 has decided and the Director of Agriculture vide Circular No.ADFW/3743/2022-TE2 dated 04-07-2022 (Working Instruction) has extended to the interns for doing Internship at Krishi Bhavans under the Scheme "Support to Farm Mechanization" under the component "Internship at Krishi Bhavans" for a period of six months at Krishibhavans under the Directorate of Agriculture Development and Farmers Welfare, Vikas Bhavan, Thiruvananthapuram,

AND WHEREAS the Assistant Director of Agriculture ..... Block, .....District has selected the party on the first part after proper scrutiny and verification of the eligibility criteria and allotted to .....Krishi Bhavan as per the Proceedings of Assistant Director of Agriculture ..... Block, Order No.....dated.....

AND WHEREAS the party on the first part has accepted the terms and conditions of the said Internship Programme and agreed to join as intern in the Department at .....  
..... Krishi Bhavan with effect from....., under the said terms and conditions of the said internship;

NOW THESE PRESENTS WITNESSETH AS FOLLOWS:

1. The internship shall be strictly for a period of 6 months, commencing from ..... (date of joining duty) or till the termination of internship, whichever is earlier.
2. Termination of Internship on completion of the aforesaid period shall be automatic and the intern shall not be entitled for any incentive/stipend from the next day onwards.
3. During the period of Internship, the intern shall be paid an incentive of Rs.2500/- per month.
4. The intern shall be liable for recovery of liabilities if any that may arise due to negligence while performing the assigned duties/activities.
5. The intern shall be required to perform such works and carry out such responsibilities as may be assigned by the Department and he/she shall discharge the responsibilities and duties assigned efficiently and diligently to the satisfaction of the authorities concerned.
6. The intern shall be liable for any loss or damage caused to the Department due to omission or commission in the discharge of duties that may be assigned to him/her and the Department shall be free to recoup the loss thus caused from his incentive or under appropriate proceedings.
7. The intern must produce originals of all qualifying certificates at the time of reporting for duty and Xerox copies thereof shall be furnished as records.
8. During the period of internship, the intern will be governed by the rules and regulations of the State Government related to discipline and conduct and any violation thereof shall entail cancellation of the internship without notice and in such cases the intern shall not be



considered for any future assignment in the Department.

9. The intern will be required to do whole time work for the Department. Engaging in any kind of work including consultancy or any kind of assistance to any outside agencies during the period of internship will be treated as an act of indiscipline entailing termination of the internship.

10. The interns shall be required to attend duty over and above office hours, as may be required during exigencies.

11. The intern shall be required to perform all specific duties assigned to them as per the module fixed and any other assignments as directed by the Department.

12. The intern shall be eligible to avail 5 days as casual leave only and medical leave shall be granted as per the discretion of the Head of the Office.

13. Any disputes or complaints shall be reported and settled/redressed at Principal Agricultural Officer level.

14. The intern shall maintain decorum and discipline of the Office during the working hours and shall maintain confidentiality of data and information maintained in the Department.

15. In respect of any notice in regard to which no provisions has been made in this agreement, the decision of the Department on that matter shall be final.

16. The appointment of any person as intern does not entitle such person for being regularized in the service of the Department or Government under any circumstances.

17. The internship shall be automatically terminated on expiry of the stipulated period or by any general order of the Director of Agriculture or Government. In such instances the intern shall be relieved without any further notice.

18.G.O(Rt)No. 514/2022/AGRI dated 13-06-2022 and Circular No.ADFW/3743/2022-TE2 dated 04-07-2022( Working Instruction) shall be read and construed as part of this agreement.

In witness whereof by.....and Assistant Director of Agriculture,..... on behalf of the Director of Agriculture Development and Farmers Welfare Department here unto set their hands, on the day .....of August, 2022.

Signed by (Intern)

In the presence of witness:

- 1.
- 2.

Signed by ..... (For Department) In the presence of witness:

- 1.
- 2.

Annexure IVAllotment to districts

Sl No.	Name of District	Number of Krishi Bhavans	Number of Blocks	Additional interns @ 5 per block	Total no of interns	Honorarium for intern @0.15 Lakh/Intern for 6 months
1	TVPM	89	11	55	148	22.2
2	KLM	78	11	55	133	19.95
3	ALPY	78	8	40	118	17.7
4	PTA	57	12	60	117	17.55
5	KTM	79	11	55	134	20.1
6	IDK	54	8	40	94	14.1
7	EKM	97	14	70	167	25.05
8	TSR	105	16	80	185	27.75
9	PLKD	94	13	65	159	23.85
10	MLP	108	15	75	183	27.45
11	KZH	81	12	60	141	21.15
12	WYND	26	4	20	46	6.9
13	KNR	89	11	55	144	21.6
14	KSGD	41	6	30	71	10.65
	<b>TOTAL</b>	<b>1076</b>	<b>152</b>	<b>760</b>	<b>1840</b>	<b>276</b>

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

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