

Directorate of Agriculture Development and Farmers' Welfare

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CIRCULAR

Sub:- Annual Plan 2022-23- Scheme for Human Resource Development - HRD Initiatives-
Working Instructions- issued

Ref:- G.O(Rt)No.529/2022/AGRI dated 13-06-2022

As per reference cited, Government have accorded Administrative Sanction for the implementation of the Scheme "Human Resource Development". During the financial year 2022-23, there is a budget provision of Rs. 335 lakh for the scheme "**Human Resource Development**" under the H/A : 2415-01-277-98(P) out of which, an amount of Rs.240.00 lakh is set apart for the component **HRD Initiatives**.

The main objectives of the scheme are as follows:

1. To impart training to department officials and farmers at the training centers under the Department of Agriculture.
2. To offer specialized training to officials at institutions both within and outside the state.
3. To organize Seminars/Webinars, workshops, etc as a part of capacity building measures.
4. To depute officers for Post- graduate studies in selected fields of specialization.

Beneficiaries:

Selected officials and farmers from all over the state will be the beneficiaries under the scheme.

The components under the scheme are as follows:

**1. Training to officials through the Training Centres of the Department
(Rs. 71.925 lakh)**

There are nine training centres under the Department of Agriculture Development and Farmers Welfare as follows:

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 are to 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 are to 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, Farm Plan Preparation etc. The training on specific subjects are be conducted in the training centres to which subject matter specialist/ faculties from reputed institutions such as Kerala Agricultural University, Central Government Research Institutions etc. and also of the Department of Agriculture are to be invited to conduct classes awarding honorarium. 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 visits can also be carried out if necessary, for which provision has been provided.

An amount of **Rs. 71.925 lakh** is set apart for the purpose for conducting **105** training programmes. The financial allocation for the training having 3 days duration with 30 participants is as follows:

Sl No	Item	Rate (Rs)	Quantity/Nos	Amount(Rs)
1	Training material and stationery	150/head	30	4500
2	Honorarium to faculties	750/- per hour	18 hours	13500
3	Contingencies including travel allowances	200/- per day	200x30x3	18000
4	Food and refreshment	250/- per day	250x30x3	22500
5	POL and other contingencies including hiring of vehicles as per requirement(off campus/ field visit)	10000	1	10000
	Total			68500

If the prevalent situation demands conduct of online training, expenses for materials required for the online training can also be met from the provisions under the component "Training Material and Stationery" as per requirement. Honorarium to faculties to conduct online classes can also be met from the component "Honorarium to faculties". The honorarium should be limited to **Rs.13500/-**per training programme irrespective of it being online or offline.

2. Training to Farmers (Rs. 134.40 lakh)

The objective is to impart training to farmers regarding adoption of improved and 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, contract staff attached to various state schemes, etc can be imparted adequate training to equip them with the expertise of implementation of *Njangalum Krishiyilekku* /other state schemes as per requirement.

An amount of **Rs. 134.40 lakh** is set apart for the purpose for conducting **210** training programmes. The financial allocation for the training having 3 days duration with 30 participants is as follows:

SI No	Item	Rate	Quantity/ Nos.	Amount (Rs.)
1	Training material and stationery	150/head	30	4500
2	Honorarium to faculties	750/per hour	18 hours	13500
3	Contingencies including travel allowances to farmers	150/-per day	150x30x3	13500
4	Food & refreshment	250/- per day	250x30x3	22500
5	POL and other contingencies including hiring of vehicles as per requirement	10000	1	10000
TOTAL				64000

If the prevalent situation demands conduct of online training, expenses for materials required for the online training can also be included under the component "Training Material and Stationery". Honorarium to faculties to conduct online classes can be met from the component "Honorarium to faculties". The honorarium may be limited to **Rs.13500**/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, Seminars, Workshops, Meetings, Course fee for higher studies, etc, including Tour TA (Rs. 33.675 lakh)

Technical officers of the Department can be deputed for attending short term training courses in institutions such as Kerala Agricultural University, IHR Bangalore, MANAGE – Hyderabad, IRMA – Anand and other state level and national institutions to upgrade their technical and managerial competence.

Senior technical officers can 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. The course fees demanded by these institutions and other fee payable to the institution for pursuing Post Graduate courses will be paid from the provision of the scheme. 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. 33.675 lakh** is set apart for above component as detailed below:

SI No	Particulars	Unit of Appropriation	Amount (Rs.in lakh)
1	Specialized training programmes, post graduate courses, seminars, workshops and meeting etc	34OC	18.675
		04-TE-1 Tour TA	15.0
		Total	33.675

Total financial outlay of the scheme

SI 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	68500	105	71.925
2	Training to farmers	34 OC	64000	210	134.40
3	Specialised training programmes, postgraduate courses, seminars, workshop and meetings etc including TA	04 TE-1 Tour TA			15.0
		34 OC			18.675
	Total				240.0

(Rupees Two hundred and Forty 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 given preference.
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.
8. Training calendar must be prepared including the training programmes which can be integrated with the objective of the mass campaign "*Njangalum Krishiyilekku*". Expenses for such training programs can also be included under the component Training to Farmers and Training to officials through the Training Centres of the Department as per the requirement.

Physical and Financial targets

The district wise physical and financial targets are as follows:

Sl No	Name of the Officer	Training to the officials of the Department		Training to Farmers		Total (Rs.in lakh)
		Phy	Fin	Phy	Fin	
1	PAO Thiruvananthapuram	16	10.96	25	16.0	26.96
2	PAO, Kottayam	16	10.96	25	16.0	26.96
3	PAO,Ernakulam	16	10.96	25	16.0	26.96
4	PAO Palakkad	16	10.96	25	16.0	26.96
5	PAO, Kannur	16	10.96	25	16.0	26.96
6	PAO, Pathanamthitta	10	6.85	30	19.20	26.05
7	PAO, Kozhikode	10	6.85	30	19.20	26.05
8	TA, RTTC,Vellayani	5	3.425	25	16.0	19.425
9	Head Quarters					33.675
	TOTAL	105	71.925	210	134.4	240.0

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.
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.

Monitoring:

HRD schemes will be co-ordinated by the Project Director, ATMA for convergence at district level. The scheme will be monitored by the Additional Director of Agriculture (Extension) at the State level. 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 should be forwarded to the directorate by the 5th 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.

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SUBHASH T.V. IAS
DIRECTOR

To

- All Principal Agricultural Officers
Copy to: The Deputy Director of Agriculture- RATTC, Kazhakootam, Kozha,
Vytila, Malampuzha and Thaliparamba
The Deputy Director of Agriculture- FTC, Pandalam and Vengeri
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
DDA (IT) for uploading in the website
Stock File/Spare

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