



കേരള സർക്കാർ

കാർഷിക വികസന കർഷക ക്ഷേമ വകുപ്പ്

കർഷകർക്കുള്ള ഇന്റർനാഷണൽ  
എക്സ്പോഷൻ വിസിറ്റ്

Usermanual  
for  
Employees

തയ്യാറാക്കിയത് : ഐ ടി ഡിവിഷൻ, കാർഷികവികസന കർഷകക്ഷേമ വകുപ്പ്



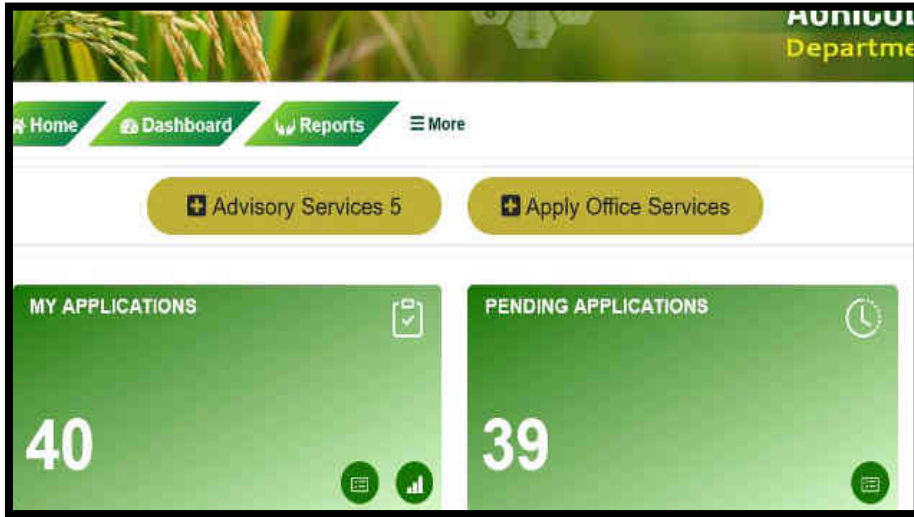


# Preface

1. This service is available only in AIMS v 2.0.
2. The Office mapping and Employee mapping in AIMS 2.0 should be completed before the process.
3. Applications will be live for farmers and officials for a limited period of time.
4. The submitted applications will be visible in the login of respective agricultural officer.
5. Working guidelines issued as per the circular number ADFW/11455/2022-ATMA dated 17.12.2022.
6. The marks shall be awarded by respective agricultural officers based on the above guidelines and final approval by the concerned Assistant Directors of Agriculture.
7. Only predefined marks can be awarded.

# 1. Agricultural Officer

**Role : Field Inspection, Verification of documents and application, Awarding marks.**



Pending Applications- Schemes		
#	Scheme Name	Application Count
1	Krishidarshan- Grievance Data Entry	1
2	Krishidarshan - Grievance Redressal (Farmer Adalath)	1

Clicking on it will display services list with application count.

Application Number	Service Name	Short ID	Name of Farmer	Ward	Date of Application	Received On	Status	Delay in Days	Verified Amount	View
20220100000001	International Technology Exposure Tour for Farmers	340100	Hajjodan Yash S.	1	23-11-2022	23-11-2022 14:15:35	Application Initiated	29	0.00	Action Menu
20220100000002	International Technology Exposure Tour for Farmers	198110	RAJESH KRISHNAN R.H.	1	23-11-2022	23-11-2022 13:50:06	Application Initiated	26	0.00	Action Menu
20220100000003	International Technology Exposure Tour for Farmers	04150	MULHAMMAD RIYAS A.	1	23-11-2022	23-11-2022 10:40:13	Application Initiated	20	0.00	Action Menu

Clicking on it will display applications pending in login. Click on **Process** button in Action menu

The pending applications will be available in “Pending Application” Tab

[View Farmer Details](#)
[View Cultivation Details](#)
[Application History](#)
[Report](#)

### Basic Details

Farmer Name: [Redacted]  
 Smart ID: [Redacted]  
 Address: [Redacted] NGAL  
 Phone: 9[Redacted]

Ward : 1  
 Gender : Male  
 Type of Applicant : Individual



[Hide Farmer Details](#)

The “View Farmer Details” button shows the Basic Details of Farmer.

### Cultivation Details

#	Survey/Sub-Survey	Area(In cents)	KrishiBhavan name	Ward	Land Details
1	100/1	30	Peravoor krishi Bhavan	1	<a href="#">View</a> <a href="#">View crop details</a>

[Hide Farmer Details](#)

The “Cultivation Details” button shows the Basic Details of Farmer.

### Application History

#	Application No	Krishi Bhavan	Application Date	Status
1	2022010000413	Peravoor krishi Bhavan	11-10-2022	Application Initiated

[Hide Farmer Details](#)

The “Application History” button shows the Applications submitted by Farmer before.



Government of Kerala  
Department of Agriculture Development and Farmers Welfare  
Agriculture Information Management System

Application for availing assistance under State Horticulture Mission Schemes

Scheme Name : Krishidarshan - Grievance Redressal (Farmer Adalath)  
Service Name : Krishidarshan- Grievance Data Entry  
Application No : 2022010000413  
Application Date : 11-10-2022  
Application Submitted to : Peravoor krishi Bhavan,KANNUR  
Application Status : Application Initiated

Basic Details

Name & Smart ID : Adithya SHG,340264

Logs

Date	From	To	Seat	Activity Action	Remarks	Delay in days
11-10-2022	Peravoor krishi Bhavan	Peravoor krishi Bhavan	Agricultural Assistant 3	Submit		0

11-10-2022

1/1

Developed By NIC, Kerala

On clicking Reports Menu, a report with details of farmer and application history will be generated as pdf.

Details of Farming (കൃഷിയുടെ വിവരങ്ങൾ)					
Land Details	Crop Details			Crop Image	View Land
Survey No 115/2a, 150 Cents, Purayidam, Muzhakunnu krishi Bhavan	Banana, മനന്തവാഴ(എത്തൻ), SurveyNo : 115/2a, DOP : 01/08/2022, Age:138 days				

Marks allotted for Crop Diversification by Farmer				

The submitted crop details will be visible as part of application. The image uploaded and land details can be seen by clicking respective logins. For entering verification details and awarding marks regarding crops, click on **Add New Row** button in “Marks allotted for Crop Diversification by Farmer” tab.

Details of Farming (കൃഷിയുടെ വിവരങ്ങൾ)							
Land Details	Crop Details					Crop Image	View Land
Survey No 115/2a, 150 Cents, Purayidam, Muzhakunnu krishi Bhavan	Banana, മനന്തവാഴ(എത്തൻ), SurveyNo : 115/2a, DOP : 01/08/2022, Age:138 days						

Marks allotted for Crop Diversification by Farmer							
Cropped Area for Vegetable Cultivation (Ha)	Area of cereals oil seeds and-spices(Ha)	Cropped Area for Indigenous Fruits (Ha)	Cropped Area for Exotic Fruits (Ha)	Marks for Vegetable cultivation	Marks for Cereals, Oil Seeds and Spices	Marks for Fruit Crops	Any Additional Documents (If Any)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Choose File No fil...hosen

<b>Save</b>
-------------

Now, the area for entering details will be shown. After entering details/marks, click on **Save** button.

Please enter the area in Ha.

**Activity Details (പ്രവർത്തന വിവരങ്ങൾ)**

Whether a member in any FPO	If Yes, Name and address of FPO	Total Land Area owned (Cents)	Experience in farming food crops	Experience in Hitech farming	Marks for FPO Membership	Marks for Farming Experience	Marks for Hitech Farming Experience
No		718.95	10 to 20 years	5 - 10 years			

Save

**Innovative Technologies Used (ഉപയോഗിച്ചിട്ടുള്ള നൂതന സാങ്കേതിക വിദ്യകൾ)**

**Educational Qualifications & Comprehensive ability in English (വിദ്യാഭ്യാസ യോഗ്യതകളും ഇംഗ്ലീഷ് ഭാഷയിലെ പരിജ്ഞാനവും)**

Educational Qualifications	Comprehensive ability in English	Documents for educational qualifications	Additional Documents (If Any)	Proficiency in English	Marks Awarded for Education
10 + 2 / Pre Degree	Yes			Select	

Save

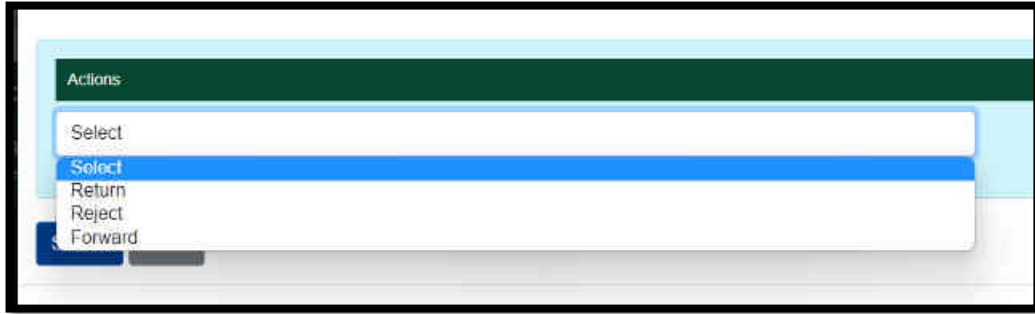
**General Details (പൊതു വിവരങ്ങൾ)**

Age in Years	Passport Number	Validity of Passport (Till Date)	Income from Agriculture per annum	Willing to defray airfare	Copy of passport	Income Certificate from Village Officer	Marks for Agri Income	Marks for defraying aircharge
25	1564534357	2023-08-28	1564534357	No				

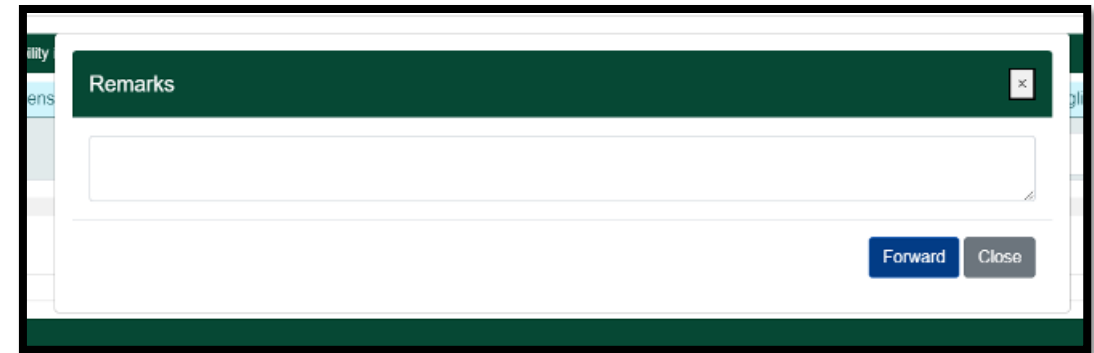
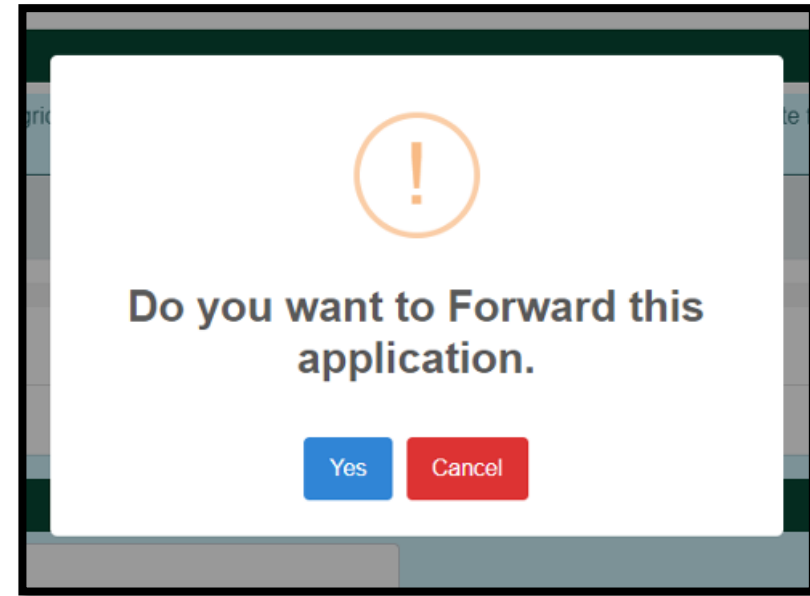
Save

Similarly, other details can be verified and shall be awarded marks on respective columns. Please ensure to click on **Save** button, After entering marks.





Click on respective action and then click on **Submit** button for completing the action.



Add Remarks and forward the application

### **3. Assistant Director Agri**

**Role : Approving the application**

Innovative Technologies Used (ഉപയോഗിച്ചിട്ടുള്ള നൂതന സാങ്കേതിക വിദ്യകൾ)

Educational Qualifications & Comprehensive ability in English (വിദ്യാഭ്യാസ യോഗ്യതകളും ഇംഗ്ലീഷ് ഭാഷയിലെ പരിജ്ഞാനവും)

Educational Qualifications	Comprehensive ability in English	Documents for educational qualifications	Additional Documents
10 + 2 / Pre Degree	Yes		

General Details (പൊതു വിവരങ്ങൾ)

Age in Years	Passport Number	Validity of Passport (Till Date)	Income from Agriculture per annum	Willing to defray airfare	Copy of passport	Income Office
25	1564534357	2023-08-28	1564534357	No		

Actions

- Select
- Select
- Return
- Sanction

Submit Close

ADA can verify the application and marks awarded by Agricultural officer based on the working guidelines. ADA can Sanction/ Approve the application by selecting Sanction button and then click on submit button along with the remarks.

**AIMS പോർട്ടലുമായി ബന്ധപ്പെട്ട സംശയങ്ങൾക്ക് സ്റ്റേറ്റ് ഹെൽപ്പ് ഡെസ്കിൽ  
ബന്ധപ്പെടുക.**

<https://www.aimsnew.kerala.gov.in>, <https://www.aims.kerala.gov.in>,



**Ph No : 0471 – 2968122, 0471- 2303990, 0471 – 2309122**

**Email : [aimsagrikerala@gmail.com](mailto:aimsagrikerala@gmail.com), [aims.agri@kerala.gov.in](mailto:aims.agri@kerala.gov.in),**

ഐ ടി ഡിവിഷൻ, കാർഷിക വികസന കർഷക ക്ഷേമ വകുപ്പ്