

Directorate of Agriculture Development and Farmers' Welfare

Vikas Bhavan, Thiruvananthapuram – 695033
e-mail:cru.agridir@kerala.gov.in, Phone: 0471-2304481

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CIRCULAR

Sub:- Annual Plan 2023-2024 - "Strengthening of Agricultural Extension" - component "Strengthening Project Directorate of ATMA including HR Support ATMA activities and Operational Support" sub component "Operational Support and Hiring of Vehicles for ATMA"-Administrative sanction accorded - Working Instructions-issued - reg

Ref:- 1)Annual Plan 2023-2024

2)GO(Rt) No 383/2023/AGRI Dated 25/04/2023

In the Annual Plan 2023-24, there is a budget provision of Rs. 3028.00 Lakh for the Scheme "Strengthening of Agricultural Extension" under the Head of Account 2401-00-109-80 (Plan). As per the reference 2nd above, Government have accorded Administrative Sanction for the implementation of the scheme for an amount of Rs .1065.56 Lakh (Rupees Ten Crore and Sixty five Lakh and Fifty Six only).

An amount of Rs. 320.00 Lakh is set apart for the component 'Strengthening of Project Directorate of ATMA including HR Support to ATMA activities and Operational Support'. One of the sub component of this is **Operational Support and Hiring Of Vehicles For ATMA** for which Rs.70.00 lakh is earmarked during this Financial Year.

The posts of fourteen Project Directors were created and posted at the district level in the cadre of Joint Director of Agriculture at district level offices of the Department of Agriculture to streamline the activities of ATMA. They are in charge of the ATMA activities in the districts, co-ordinating with the line departments. They are assisted by a Deputy Project Director from any of the line departments. Project Directors supervise all the ATMA activities organized in the district and organize the district level programmes. They also have to supervise the implementation of state extension schemes like LEADS, Agro Service Centres, Karshika Karma Sena, Strengthening of Project Directorates of ATMA, Farm Plan Based Production Programme, Krishi Padhasala, Vaiga, and various activities connected with Krishikootams, etc. Hence it is highly essential that the Project Directors are provided with vehicle support through hiring of vehicles for proper monitoring and implementation of extension activities, meetings,necessary inspections,and conducting melas and fairs in connection with extension delivery systems.

An amount of **Rs.10.00 lakhs** is set apart for providing mobility to Project Directors (ATMA) of districts by hiring vehicles for which Administrative Sanction was accorded by Govt. Vide GO(Rt) No. 1532/15/AD dated 11.09.2015.

Field visits are inevitable for the effective extension activities, dissemination of technical knowhow and for proper field level verification on implementation of

various schemes by the Assistant Directors of Agriculture and other technical staff in each block. For this mobility is a must. For encouraging regular field visit and technology transfer, 75 numbers of Mobile Agro clinics were established & 75 numbers of Bolero jeeps purchased and established as Mobile Agro clinics. As per G.O (Rt) No:102/2017/ AGRI dated 10/8/2017. Administrative sanction was accorded for providing operational support to the mobile Agro clinics to meet the fuel expenses @ Rs.8000 /- per month.

An amount of **Rs. 60.00 lakh** is set apart as Operational expenses for meeting fuel charges of Bolero jeeps and other operational expenses which include expenses for oil, service charges & insurance of Mobile Agro Clinics , repair works and maintenance, etc . Custodian of the vehicle should maintain an upto date log book with details of journey and fuel purchased. Controlling officer will verify the log book and record his/her observation. Mobile Agri Clinics should be utilized only for field visits and extension activities.

Thus, a total amount of **Rs. 70.00 lakh** is earmarked for the component "Operational Support and Hiring of Vehicles for ATMA under Strengthening of Agricultural Extension.

The district wise financial allocation for meeting the operational charges of Mobile Agro Clinics and hire charges to vehicles for Project Director ATMA 2023-24 is given in Annexure I.

Financial Outlay:

Sl.No	Details	Amount(Rs.in lakh)
1	Operational expenses for meeting fuel and other expenses	60.00
2	Hire charge of vehicles for Project Director, ATMA	10.00
	TOTAL	70.00

Monitoring:

At the district Level , the component Operational Support will be monitored and implemented by Deputy Director of Agriculture (E&T) and the component Hiring of Vehicles by Project Director ATMA. Project Director ATMA should hand over monthly reports to Principal Agricultural Officer on the last working day of each month. The Deputy Director of Agriculture (E&T) will be responsible for preparing the consolidated report and the Principal Agricultural Officer should submit the report to Director of Agriculture with copy to Additional Director of Agriculture (Extension) of the Directorate before 5th of every succeeding month in the format furnished as per Annexure II. Principal Agricultural Officer should conduct random vehicle verification regarding the utilization of vehicle. The Custodian Officer will ensure that the vehicle is used for field visit and extension activities related to technology transfer.

The amount of **Rs. 70.00 lakh** required for the implementation of the above scheme can be met from the budget provision of **Rs. 3028.00 lakh** provided under the

H/A 2401-00-109-80 plan of 2023 – 24.

The following general conditions should be followed, wherever applicable:

- i. All rules, formalities and procedures shall be strictly followed for the implementation of the scheme. The norms of financial propriety shall be adhered to.
- ii. The expenditure would be met only from the provision available under the appropriate head of account.
- iii. The fund release will be based on actual requirement, and the fund released should not be parked in banks.
- iv. Store Purchase Rules shall be strictly adhered to for all kinds of purchases.
- v. Tender/e-tender and other stipulated formalities shall be followed wherever necessary.
- vi. Post creation and purchase of vehicles are not admissible under the scheme.
- vii. The Head of Departments shall monitor the implementation of the scheme and ensure that the implementation is as per the existing procedures, rules and regulations.
- viii. 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.
- ix. The Director should hold monitoring meetings to review the progress and send report to Government regarding the progress of implementation of the approved scheme.
- x. The Director, Agriculture / Director of Soil Survey & Soil Conservation Department shall sign an MoU with the concerned implementing agencies of the scheme before releasing the funds. It should also be ensured that the Utilization Certificates pertain to all schemes are submitted by the agencies in time.
- xi. AIMS portal registration and Digital Soil Health Card is mandatory.
- xii. Geo fencing & Geo tagging is mandatory. It should be ensured in every scheme wherever beneficiaries exist.
- xiii. Plan review will be conducted on every month.

The district wise targets are furnished in Annexure -I

sd/-
ANJU K S IAS
DIRECTOR

Encl: 1) All Principal Agricultural Officers
2) All Project Directors, ATMA

Copy to: PA to Director of Agriculture

CA to All Additional DAs

CA to State Agricultural Engineer

CA to All JDAs at HQ

TP Section for allotment of funds as per Annexure I

PIO, FIB, Trivandrum for giving wide publicity in website

DDA, IT Cell to publish in the website

SW Section

TV/Fin Section /Stock file /Spare

sd/-
Director of Agriculture (AR & W)
Directorate of Agriculture,
Kilasa Bhavan, Thiruvananthapuram

ANNEXURE - I.

Districtwise financial allocation for meeting the fuel cost of mobile agro clinics and Hire charge of vehicles for Project Director, ATMA 2023-24.

Sl. No	District	No: of bolero Jeeps allotted	Operational support to 75 Mobile Agro Clinics @8000/p.m. (Rs in lakh)	Hire charge of vehicles for Project Director, ATMA (Rs.in lakh)	Total (Rs. in lakh)
1	Thiruvananthapuram	5	4.05400	0.71429	4.76829
2	Kollam	5	4.05400	0.71429	4.76829
3	Pathanamthitta	4	3.24320	0.71428	3.95748
4	Alappuzha	5	4.05400	0.71429	4.76829
5	Kottayam	5	4.05400	0.71429	4.76829
6	Idukki	4	3.24320	0.71428	3.95748
7	Ernakulam	7	5.67560	0.71429	6.38989
8	Thrissur	6	4.86480	0.71429	5.57909
9	Palakkad	4	3.24320	0.71428	3.95748
10	Malappuram	6	4.86480	0.71429	5.57909
11	Kozhikode	5	4.05400	0.71428	4.76828
12	Wayanad	3	2.43240	0.71428	3.14668
13	Kannur	6	4.86480	0.71429	5.57909
14	Kasargod	3	2.43240	0.71428	3.14668

HQ	6	4.86560		4.8656
TOTAL		60.00000	10.00000	70.00000

ANNEXURE - II

(Rs.in lakh)

District	Financial Amount Allotted	Amount expended during the month	Progressive total	Physical	
				No: of farmers benefitted	Brief details in use of MAC

ANJU K S IAS

DIRECTOR



Joint Director of Agriculture (AR & F)
 Directorate of Agriculture,
 Vikas Bhavan, Thiruvananthapuram