

Directorate of Agriculture Development and Farmers' Welfare
Vikas Bhavan, Thiruvananthapuram – 695033
e-mail:cru.agridir@kerala.gov.in, Phone: 0471-2304481

No:ADFW/6599/2023-IT2

Date:15-06-2023

CIRCULAR

Sub:- Department of Agriculture Development and Farmers Welfare- Annual Plan 2023-24 – Scheme on ‘Support to Farm Mechanization’ - ‘Honorarium to Data Entry Operators of NeGP-A’ in Districts and Blocks – Working Instructions – reg

Ref:- 1) GO(Rt)No. 308/2023/AGRI Dated 30-03-2023

2)GO(Rt)No.537/2023/AGRI, Dated 02/06/2023 of Agriculture (IFA) Dept

As per order referred 1st above, Government have accorded sanction for re-engaging 159 Data Entry Operators for the financial year 2023-24. Vide order referred 2nd above, Administrative Sanction has been issued by the Government for the Scheme “**Support to Farm Mechanization**” in the head of account **2401-00-113-83 Plan**, wherein an amount of **Rs.420.00 Lakhs** has been earmarked for the component ‘**Honorarium to Data Entry Operators of NeGP**’.

It is directed to re-engage the Data Entry Operators, as ordered in the Government Order referred 1st above. They are to be engaged for the financial year 2023-24. Necessary Bond incorporating the conditions mentioned in the Government Order read 1st above, should be obtained from Data Entry Operators at the time of reappointment.

Rs. 1,34,67,300 (Rupees One Crore Thirty Four Lakh Sixty Seven Thousand and Three Hundred only) is here by allotted to Districts for four months as detailed below for payment of Honorarium to data Entry Operators engaged under NeGP-A **under the Head of Account 2401-00-113-83(Plan)** for the financial year 2023-24 including past arrears if any.

Sl.No	District	Total No. of DEOs eligible for re-engagement	Amount Allotted (in Rs)
1	Thiruvananthapuram	12	10,16,400
2	Kollam	12	10,16,400
3	Pathanamthitta	8	6,77,600
4	Kottayam	12	10,16,400
5	Alappuzha	13	11,01,100
6	Idukki	9	7,62,300
7	Ernakulam	15	12,70,500
8	Thrissur	17	14,39,900
9	Palakkad	13	11,01,100

10	Malappuram	14	11,85,800
11	Kozhikode	12	10,16,400
12	Wayanad	3	2,54,100
13	Kannur	12	10,16,400
14	Kasaragod	7	5,92,900
	Total	159	1,34,67,300

Any new appointments in existing or arising vacancies to be initiated only with the sanction from Director of Agriculture. The present service of Data Entry Operators is to be terminated on 31/03/2024 and Controlling Officers are directed to provide experience and Discharge Certificate in Performa given as Annexure I. The details of work to be undertaken by DEOs is given as Annexure II and controlling Officers should monitor the work on daily basis for the successful implementation of IT and e-Governance Schemes.

Deputy Director of agriculture (E&T) of the district will be the Nodal Officer for implementation of the scheme in the districts.

ANJU K S IAS
DIRECTOR

Encl: 1) Annexure 1 – Experience and Discharge Certificate
2) Annexure II – Duties of Contract Staff Engaged under NeGP-A

Copy to:

- (1) All Additional Directors of Agriculture
- (2) All PAOs
- (3) All ADAs at Block Level
- (4) Planning Section
- (5) Website

Annexure - I

EXPERIENCE CERTIFICATE FOR DATA ENTRY OPERATORS

ENGAGED UNDER NATIONAL E-GOVERNANCE PLAN AGRICULTURE(NeGP-A)

Name of the Firm : DEPARTMENT OF AGRICULTURE
(Company/Corporation/Government Department/Co-operative DEVELOPMENT AND FARMERS
institution etc) WELFARE

Name of Office with full Office address, Pincode

Email Id of Office

Phone Number of Office

Register Number : NA

(SSI Registration or any other Registration Number and Date
of Registration)

Date of Registration : NA

Authority issued Registration : NA

CERTIFICATE OF EXPERIENCE

Issued to

This is to certify that the above mentioned person has been working in this institution as **Data Entry Operator on Rs.21,175/-** (Rupees Twenty One Thousand One Hundred and Seventy Five Only) per mensum for a period of from to on completion of contract period.

Signature

Name and Designation of the Issuing Authority with

Name of the Institution

Place :

Date :

(Office Seal)

DISCHARGE CERTIFICATE

.....
*had been working as **Data Entry Operator** under National e-Governance Plan – Agriculture (NeGP-A) Scheme (Joined Duty as per Order No.
Datedof the Director of Agriculture) in the
..... from to
She/He was drawing **Rs.21,175/-** (Rupees Twenty One Thousand One Hundred and Seventy Five Only) as consolidated remuneration per month (without allowances) and her/his services have been terminated with effect from
..... on account of Completion of Contract Period.*

*Her/his work and conduct were **Very Good***

Signature:

(Designation of Officer and Office Seal)

Date:

Annexure II
Duties of contract staffs engaged under
NeGP-A for IT & e-Governance Activities

1. State Help Desk Support Assistants (Data Entry Operators) at Directorate

The DEOs engaged at State level and working at IT Division of the Directorate are given specialized training and have experience as State Help Desk Support assistants for supporting various IT and e-Governance enabled services of the Department. They provide various help desk assistance through emails, telephone and other social media platforms. Various help desk services done by these support assistants are as follows:

1. AIMS / SMART
2. e-Tender
3. m-KISAN
4. Karshaka Pension (SEVANA Portal)
5. Farmer's Portal
6. Soil Health Card Portal
7. PM-KISAN Portal
8. GeM
9. Government e-mail id
10. Digital Signature (installation and use)
11. E-Office
12. Government website
13. E-Governance initiatives from time to time

In addition to these software clusters helpdesk is rendering help for Remote Software installation and use in various portals of Central and State Governments for users in 1076 Krishibhavans, 152 blocks and 14 Districts.

2. Data Entry Operators at District and Block Level

DEOs engaged at district and block level will provide support in data entry and handhold the officials of Agriculture Department in District, Block and Krishibhavans. They also support various IT and e-Governance enabled services of the department. The services are as follows:

1. AIMS / SMART

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2. m-KISAN
3. Karshaka Pension (SEVANA Portal)
4. PM-KISAN Portal
5. K-Swift
6. BiMs
7. BAMS
8. Sulekha
9. Saankhya
10. PFMS