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

No: ADFW/9206/2022-IT2   **Date:14-07-2023**

CIRCULAR

Sub:-   Department of Agriculture Development and Farmers' Welfare – Annual Plan 2023-24 - **Scheme for Office Automation and IT Infrastructure** - Working Instructions issued- Reg.

Ref:-   1) G.O (Rt) No.515/2023/AGRI dated 26/05/2023 of Agriculture (Farms) Dept.
        2) G.O (P)No.29/2021/Fin Dated:11.02.2021 of Finance Dept

    As the Government of Kerala accorded sanction for the implementation of the Scheme on 'Office Automation & IT infrastructure', under the **Head of Account 2401-00-001-86 (P)** during the financial year 2023-24 for an outlay of **Rs. 575.00 Lakh**; the following instructions are issued for the smooth implementation and compliance at all levels with immediate effect. The aim of this scheme is to improve the efficiency of all offices under the Department of Agriculture through the intervention of ICT. The e-office system is functioning till the Block level offices of the Department. It would be implemented in all farms and labs of the Department during the year 2023-24. Hence the following components of the scheme is to be implemented in a time bound manner.

1   Implementation, Maintenance and Strengthening of e-Office.

1.1   Implementation, Maintenance and Strengthening of e-Office in the Directorate

1.1.1   The IT cell of the Directorate is hereby instructed to take immediate action for maintaining the existing **network system** connected with e-office functioning without interruptions. Necessary repairs, replacement of worn-out parts, purchase of modems / switches / LAN adapters, cabling works, updating and upgradation of suitable components in the hardware systems of the networks and all other related works can be taken under this component.

    The DDA (IT) shall take immediate steps for the preparation of estimate in this regard and implement it in a need-based manner. IT Cell shall take appropriate steps for the uninterrupted network support of the Directorate.   An amount of

Rs. 0.50 lakh is sanctioned for this network related components of the scheme and necessary store purchase rules are to be observed while implementing this component.

1.1.2 **Digital Signature Certificates (DSC)** are necessary for handling the e-filing system. An amount of **Rs. 0.60** lakh is placed at the disposal of the Directorate for issuing new DSCs, renewal of DSCs etc., for the officers of the Directorate. The IT cell shall take necessary steps for the implementation of the same.

1.1.3 **Manpower support for the implementation of e-office -** A software engineer with qualification MCA / B.Tech shall be engaged at the Directorate with a monthly wage rate of Rs. 45,000 for 12 months purely on contract basis. Two such engineers shall be deployed at the Directorate. They shall be engaged for assistance to the users of e-Office, e-mail id creation, EMD Creation, implementation, training, on the job assistance, etc., in the Directorate. They shall act as the solution providers in all the cases connected with implementation and practicing e-office system. An amount of **Rs.10.80 lakhs** set apart for this sub-component.

1.1.4 **Necessary trainings** shall be imparted to the officials of the Directorate in a need-based manner for the effective utilization of the e-office software. An amount of **Rs. 0.30 lakh** can be utilized for meeting the expenditure in this regard for the financial year 2023-24.

Financial Outlay – Maintenance and Strengthening of e-Office in the Directorate

Sl. No.	Item	Quantity	Approx. Rate (₹)	Approx. Amount (₹ Lakh)
1.1.1	Internal Networking (LAN), Modems / Switches, Maintenance			0.50000
1.1.2	Digital Signature Certificate Cost	50	1200	0.60000
1.1.3	Software application Support- Support Engineer from NIC for 1 Year @ ₹45000 per month	2	45000 X 12 X 2	10.80000
1.1.4	Training to Officers of the Directorate			0.30000
	TOTAL			**12.20000**

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1.2 Implementation, Maintenance and Strengthening of e-Office in the 14 PAO Offices and other offices under the Department

e-office facility shall be extended to the 64 farms of the State during this year. The IT Cell shall take necessary steps to complete the implementation and steps shall be taken to implement it in the rest of the offices.

1.2.1 An amount of maximum **Rs. 19.60 lakh** can be used for the **Necessary repairs, replacement of worn-out parts, purchase of modems / switches / LAN adapters, cabling** works, updating and upgradation of suitable components in the hardware systems of the networks and all other related works. The amount shall be allotted as per the requirement of the District Office Heads.

1.2.2 The necessary **DSCs** can be purchased / renewed by utilizing a total financial provision of **Rs. 3.00 lakh**. The allotment of funds for the same for the districts are presented as Annexure I of this circular.

1.2.3 **Manpower support for the implementation of e-office -** A software engineer with qualification MCA / B. Tech shall be engaged at District level with a monthly wage rate of Rs. 45,000 for 12 months purely on contract basis. One each in every district. They shall be engaged for assisting the users of e-Office, e-mail id creation, EMD Creation, implementation, training, on the job assistance, etc., in all offices under the Department in the corresponding districts. They shall act as the solution providers in all the cases connected with implementation and practicing e-office system. An amount of **Rs.75.60 lakhs** is set apart for this sub-component.

1.2.4 All the offices where the e-office facility is implemented shall switch over digital mode of file handling towards the end of the second quarter of this financial year. **Necessary trainings** shall be imparted to all officials in this regard. An amount of **Rs. 0.10 lakh** per training can be utilized by the district level officers for imparting training to the officials. A minimum of four such Training Programme can be taken up during this financial year. The IT Cell shall extent necessary support for finding out suitable resource persons in this regard. The total fund sanctioned for this component is **Rs. 5.60 lakh.**

The O & M section shall monitor the transaction of files in the digital mode. The Senior Administrative Officer shall submit monthly progress report of digitization of files to the undersigned indicating the usage statistics of every district and office. The new files created shall be in e-office only and all possible physical files are to be converted to digital format in a time bound manner. Any lapse in this

regard shall be seriously viewed.

Financial Outlay – Implementation, Maintenance & Strengthening of e-Office in 14 PAOs and all other offices under the Department in all districts.

Sl. No.	Item	Quantity	Approx. Rate (₹)	Approx. Amount (₹ Lakh)
1.2.1	Internal Networking (LAN), Modems / Switches, Maintenance			19.60000
1.2.2	Digital Signature Certificate Cost	250	1200	3.00000
1.2.3	Software application Support-Support Engineer from NIC for 1 Year @ ₹45000 per month (1 in a district) (14 x 1)	14	45000 per month	75.60000
1.2.4	Training to Officers of the Districts @10000) (14 x 2 = 28)	56	10,000	5.60000
	TOTAL			**103.80000**

TOTAL FINANCIAL OUTLAY FOR THE COMPONENT

Sl. No.	Sub-components	Total Amount (₹ Lakh)
1.1	Maintenance and strengthening of e-Office in the Directorate	12.20000
1.2	Maintenance and strengthening of e-Office in 14 PAOs & all other offices under the Department in all districts	103.80000
	TOTAL	**116.00000**

2. Connectivity to various offices of Department

An amount of **₹178.00 Lakh** is set apart for this component Working Instructions for this component will be issued separately.

3. Procurement of Computers, Accessories, Networking, Site Preparation & ICT Infrastructure

(a) This component shall be implemented in a need-based manner. This is intended for the upgradation / replacement of hardware IT infrastructure. The items admissible under this component are laptops and desktops with good configurations

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and performances, new UPS and repair of the existing ones, need based computer tables, ergonomic chairs and printers & scanners. Laptops are preferred over desktops to avoid the extra cost on UPS. But, allowed if proper justification giver for the procurement of desktops regarding its use with respect to visibility and maneuverability. Expenses related to networking and replacement of modems / switches, site preparations and related works are also permitted if the amount as specified in the instruction 1.2.1 is not sufficient.

(b) No consumables and stationeries are allowed under this scheme component.

(c) The procurement shall be through CPRCS-Kerala /GeM observing the Store Purchase Rules.

(d) Necessary registers regarding the stock of computers and peripherals shall be maintained as per the standing instructions of the Government.

Financial Outlay of the Component

Sl. No.	Item	Amount (₹ Lakh)
3	Procurement of Computers, accessories, and networking devices -Core –i3 or above desktop/laptop, UPS, Printer, Document Scanner / Book scanner, Network Switch, Cabling/Wiring & Site Preparation: Computer Table, Chairs/ Electrical Works/Cabling, Earthing, Networking, etc.	60.00
	Total	**60.00**

4 Development of Management Information System (MIS) and Direct Benefit Transfer (DBT)

The AIMS portal and the connected mobile App shall be strengthened and made more user-friendly for widespread application and adoption. **The technical sections of the Directorate shall be authorized to on-board schemes in the portal for administration, implementation, monitoring, and report generation.** Necessary provisions regarding this shall be made available in the portal and put in to practice during this current financial year itself.

4.1 (a) A **Database Administrator** with a minimum educational qualification MCA / B. Tech shall be engaged purely on contract basis with a consolidated pay of Rs.85,000 per month for 12 months at the IT Cell of the Directorate. The DDA, IT Cell shall take steps for engaging them following the Government directions in force in this regard. The duties of the **Database Administrator** shall be as follows.

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i. He / She shall assist DDA (IT) in fulfilling the duties assigned to the IT cell

ii. Creating and maintaining database standards and policies

iii. Supporting database design, creation, and testing activities

iv. Managing the database availability and performance, including incident and problem management

v. Administering database objects to achieve optimum utilization.

vi. Defining and implementing event triggers that will alert on potential database performance or integrity issues.

vii. Performing database housekeeping, such as tuning, indexing, etc.

viii. Monitoring usage, transaction volumes, response times, concurrency levels, etc.

ix. Identifying reporting, and managing database security issues, audit trails, and forensics.

x. Designing database backup, archiving, and storage strategy

xi. Administer all database projects and ensure compliance to deadlines.

xii. Analyze all databases and monitor it for all design specifications and prepare associate test strategies.

xiii. Design and perform various tests on all systems.

xiv. Develop and perform tests all relational database systems sourced from endors or internal.

xv. Monitor efficient quality of data for enterprises.

xvi. Analyze systems and prepare reports for status of projects and submit it to user management.

xvii. Perform regular analysis on all application software for organization.

xviii. Monitor all queries from clients and managers and assist in effective resolution.

xix. Manage and resolve all customer queries and provide all data extraction techniques for various agencies.

xx. Design and evaluate an efficient backup recovery process for various databases.

xxi. Prepare reports for various databases.

xxii. Identify and resolve all problems and ensure appropriate tracking of issues on same.

xxiii. Analyze all database statistics and recommend changes if required.

xxiv. Monitor all internal and external data feeds for systems.

(b) A **System Administrator** shall also be engaged on contract basis at a monthly wage rate of Rs. 60,000 for 12 months at the IT Cell of the Directorate. The DDA, IT Cell shall take steps for appointing them following the Government directions in force in this regard.

The duties and responsibilities of the **System Administrator** are as follows.

i. User administration (setup and maintaining account)

ii. Maintaining system

iii. Verify that peripherals are working properly.

iv. Quickly arrange repair for hardware in occasion of hardware failure

v. Monitor system performance.

vi. Create file systems.

vii. Install software.

viii. Create a backup and recovery policy.

ix. Monitor network communication.

x. Update system as soon as new version of OS and application software comes out.

xi. Implement the policies for the use of the computer system and network.

xii. Setup security policies for users. A sysadmin must have a strong grasp of computer security (e.g., firewalls and intrusion detection systems)

xiii. Documentation in form of internal wiki

xiv. Password and identity management and other duties as entrusted by the undersigned from time to time depending upon the emergency and requirement.

Sl. No.	Particulars	Rate/Month (₹)	No.	Period	Total Amount (₹ Lakh)
(a)	Data Base Administrator	85,000	1	12 Months	10.20
(b)	System Administrator	60,000	1	12 Months	7.20
	Total				**17.40**

4.2 A **hardware technician** with qualification a Degree / Diploma in hardware shall also be engaged on contract basis with the consolidated payment of Rs. 45,000 per month for 12 months at the Directorate for the smooth management of hardware in the office. The hardware technician shall be responsible for maintenance and repair works, maintenance of Video Conferencing / Virtual Classroom, etc., at the Directorate.

Sl. No.	Particulars	Rate/Month (₹)	No	Period	Total Amount (₹ Lakh)
a	Hardware Technician	45,000/-	1	12 Months	5.40
	Total				**5.40**

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4.3 A Programmer Assistant shall also be engaged for the works related to the management of MIS system of the Department for the development of online claim processing suite / SMART, AIMS, management of specific portals, customizing BIMS / BAMS and subsidy transfer and to provide technical help, training, maintenance of the software etc. The software modification process shall include provision and use of digital signature, web services, security of data, forward and backward linkages and data integration with BIMS portal and access control application development. In addition to this, Development of AIMS farmer database for the state and Development of Mobile Apps for officials and Farmers for AIMS, etc. are also to be developed and put in to use in a time bound manner.

Sl. No.	Item	Rate (Rs)	Amount (₹ Lakh)
1	Cost to NIC for engaging a Programmer Assistants for 12 months for customizing AIMS farmer database and claim processing suite related software clusters and to provide technical help to Agricultural Department officials through phone, e-mail, online chat, remote online help and district wise continuous trainings and meetings to empower field level officers. Inclusive of annual increment/ enhancement/GST. Mobile Application Development for AIMS farmer database, etc.	@₹45,000/- per month for 12 months	5.40
	Total		**5.40**

4.4 The Data Entry Operators 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 Their wages are fixed as Rs. 21,175 per month. The period of engagement shall be for 12 months. They shall attend the duties such as Scheme Registration, e-Tender, m-Kisan, Sevana Pension, Farmer's Portal, Soil Health Card, e-Treasury, Farm Mechanization System (FMS), PM Kisan, DBT Bharath, GeM Registration, Government e-mail id creation & management, AIMS/SMART and other central and states software applications, rendering help for Remote Software installation, Digital Signature help and official emails etc.

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Sl. No.	Particulars	Rate per Month (₹)	No	Period	Total Amount (₹ Lakh)
1	Honorarium to State Help Desk Assistants	21,175	3	13 Months	8.25825 (21175 x 13 x 3)
	Total				8.25825

4.5 **SMS support to software clusters -** AIMS, SMART farmer database, Claim Processing Suite, Integrated MIS, EBT software for effecting e-Payment, Subhiksha Keralam- Karshaka Registration, ASHA and other software clusters shall be given provision to send SMS messages to the beneficiaries. This has to be made possible by integrating various software platforms with the mobile platform of the Government of Kerala. An amount of **₹25.00 Lakh** is earmarked to meet the SMS charges payable to NICSI / NIC, who is the official supplier of Kerala Government SMS.

4.6 **Supporting Karshika Vivara Sanketham and KISSAN Call Centre**

(a) **The intervention of Karshika Vivara Sanketham and KISSAN Call Centre presently working under the control of SFAC shall be put under the control of Farm Information Bureau with immediate effect**. The Assistant Director of Agriculture (IT) at FIB shall be put in charge of the same.

(b) An amount of **Rs.10.00 lakh** is sanctioned for this component. The PIO, FIB is hereby directed to submit a proposal for the smooth functioning of the same. This amount can be used for designing online farmer field schools, online Krishi Padasala, purchase of software and hardware etc., and engaging technically qualified persons with BSc (Ag.) for support in the call center.

Financial outlay – Support for Karshika Vivara Sanketham and Development of Call Centre

Sl. No.	Item	Amount (₹ Lakh)
1	Support to Karshika Vivara Sanketham for designing extension videos/ expenses for organizing online farmers field school-Krishi Padasala, Purchase of software and hardware, etc. Design and electronic distribution of standard templates for use by Department Offices through Karshika Vivara Sanketham, Organizing workshop and trainings, Preparation of Training Materials and publications on social media applications for Agricultural Development. Library Materials purchase for Karshika Vivara Sanketham. Creation of professional infrastructure for short video production for	10.00

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	extension, renting professional equipments for video production. Software / hardware purchase for successful farm models documentation, live streaming. Training SFAC, KVS and Department staff in professional agri video production in reputed institutions. Strengthening farmer's field school - Krishi paadasala, providing online and offline storage including cloud and strengthening Video channels for extension. Hardware, Software and Connectivity, Purchase and Maintenance	
	TOTAL:	**10.00**

Abstract of expenses for management Information System (MIS) and Centralized Direct benefit Transfer CDBT)

Sl. No.	Item	Amount (₹ Lakh)
4.1	Cost of engaging System Administrator and Data Base Administrator	17.40000
4.2	Cost of engaging Hardware Technician	5.40000
4.3	Cost of engaging Software Support Engineer	5.40000
4.4	SMS Support	25.00000
4.5	Honorarium to Data Entry Operators	8.25825
4.6	Social Media for Extension	10.00000
	Total	**71.45825**

5. Maintenance and upgradation of ICT enabled communication interventions including video conferencing facilities.

(a). The following activities can be undertaken under this component of the scheme. Upgradation and Repair of computer and accessories for existing computers shall be based on actual needs following Store Purchase Rules.

i. Maintenance of Department website, Applications Development and expenses related to hosting website, security auditing of various software of Department of Agriculture Development and Farmers' Welfare.

ii. Purchase of equipment, Hardware and Software for IT and e-Governance training infrastructure, Agricultural Knowledge Management System, Repair and Maintenance and AMC of computer Lab items, Extra Connectivity/bandwidth pumping to network for training and Special connections for Computer Labs from high-speed connectivity providers, Connectivity Account Charges etc.

iii. Purchase of books, Subscribing Magazines, CD's, DVDs, Blue Ray discs, USB

Flash drives, Solid State Drives (SSD), external Hard Disk, Training Materials etc. related to IT and e-Governance subjects.

iv. AMC for IT and Communication Infrastructure, Hardware Items at Directorate and Computer Labs and other offices, Software licenses and AMC for virtual Class rooms, Purchase of Software for extension and Security in offices of Agriculture Department.

v. Networking of the present infrastructure at various offices for optimum efficiency and synergy in IT and e-Governance operations.

vi. Security Auditing of Department Software Assets and regular maintenance.

vii. Subscription / purchase and renewal of license of Video Conferencing solutions.

(b). An amount of Rs. 46.00 lakh is admissible under this component. The district wise allotments of funds are presented as Annexure II.

Financial Outlay of Maintenance and Upgradation of ICT Infrastructure facilities

Sl. No.	Item	Amount (₹ Lakh)
5.1	Maintenance and Upgradation of ICT Infrastructure facilities including Video Conference/Virtual Class Room	46.00
	Total	**46.00**

6. Kerala Krishi Hub: Kerala Integrated Agriculture data Hub and Digital Farmer Services Platform

(a). The integrated digital platform for agriculture, which is the proposed Kerala Krishi Hub Design, develop, implement and maintain an Integrated Agriculture Data Hub aims to (a) provide Digital Farmer Services Platform to capture, track and monitor the real-time information from various state and centrally driven agriculture schemes and activities (b) make spatial and non-spatial data/information accessible via customized dashboards and (c) to generate Reports to key stakeholders to assist in decision-making and thereby promote effective agricultural transformation across the state.

(b). To enable the above mentioned objective the Kerala Krishi hub would become one umbrella application for all agriculture related activities for the state to have a bird's eye view on overall state agriculture activities as well as provide details till each farmer and respective farm and availed schemes. For this purpose, it will leverage the India Digital Ecosystem in Agriculture (IDEA) framework under which, it will leverage all existing information among various state and central government

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databases and further enable satellite and AI based intelligence, further enabling farmers, and executing partners to enter/update and leverage data and analytics provided by the platform.

(c). The scheme component shall be implemented in an integration mode and the IT Cell is hereby directed take necessary action to implement it with Agri-Stack, Government of India initiative collaborating with NABCONS. An amount of Rs. 100.00 is sanctioned for the programme.

7   Operational Cost for reviews, meetings and other contingencies

(a). An amount of **₹3.54175 Lakh** has been sanctioned for meeting the costs for reviews, meetings and other contingencies and unforeseen expenses. In case of changes in GST rates or increase in any item or periodical or incremental increase in manpower cost or preparation and publication of user manual, repair and maintenance of IT Cell, Printer Tonner and Cartridge replacement / filling, training and / or any other expenditure in the scheme implementation shall be met from contingencies and unforeseen expenses.

(b). This is an exception as specified in the instruction 3 (b)

Sl. No.	Item	Amount (₹ Lakh)
1	Operational Cost for reviews, meetings, and other contingencies	3.54175
	TOTAL	**3.54175**

General instructions.

(a) All formalities regarding Store Purchase Rules are to be followed.
(b) While engaging contract staff, necessary MOUs are to be executed as per the rules.
(c)Parking of funds at any level shall not be allowed.
(d) All instructions are to be followed strictly and implementation shall be time bound.

ABSTRACT OF TOTAL FINANCIAL OUTLAY FOR THE SCHEME "OFFICE AUTOMATION AND IT- INFRASTRUCTURE

Sl. No.	Name of Component/ Sub component	Budget Allocation (₹ Lakh)
1	Implementation, Maintenance and Strengthening of e-Office	116.00000
2	Connectivity to various offices	178.00000
3	Procurement of Computers, Accessories, Networking, Site Preparation & ICT Infrastructure	60.00000
4	Development of Management Information System and Direct Benefit Transfer	71.45825
5	Maintenance and Upgradation of ICT Infrastructure facilities including Video Conference / Virtual Class Room	46.00000
6	Kerala Krishi Hub: Kerala Integrated Agriculture Data Hub and Digital Farmer Services Platform	100.00000
7	Operational cost for reviews, meetings and other contingencies	3.54175
	TOTAL	**575.00000**
(Rupees Five Hundred and Seventy-Five Lakhs only)		

The Director of Agriculture reserves the right for intra-component change, without affecting the total financial outlay for a particular component.

Deputy Director of Agriculture (Extension & Training) of the districts will be in charge of the implementation of the scheme "Office Automation and IT Infrastructure" at the District Level. At the State Level, the Additional Director of

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Agriculture (Extension) will monitor the implementation of the scheme.

The expenditure in this regard will be met from the budget provision available under the **Head of Account 2401-00-001-86 (P)**

ANJU K S IAS

DIRECTOR

Encl: 1) Annexure – I – Administrative Sanction G.O (Rt) No. 515/2023/AGRI

2) Annexure – II – Allotment of funds to all PAOs and Headquarters under the component 'Maintenance and upgradation of ICT Infrastructure facilities including Video Conference / Virtual Class Room'

To

    1) All Additional Directors of Agriculture

    2) Senior Administrative Officer

    3) All PAOs

    4) All DDA (E&T)s

    5) All Block level ADAs

    6) Planning Section / Finance Section / SW Section, HQs

    7) Website

Annexure II

Following amounts are allotted under the component 'Maintenance and upgradation of ICT Infrastructure facilities including Video Conference / Virtual Classroom under the head of account 2401-00-001-86 (Plan), to the Principal Agricultural Officers and the Accounts Officer – I, Directorate of Agriculture Development and Farmers' Welfare for the implementation of the component for the year 2023-24. The amount can be utilized for performing the above-mentioned activities. The amount includes the allotment for all offices under the Department of Agriculture Development and Farmers' Welfare, in the districts.

Sl. No	Office	Amount (Rs. in lakhs)
1	Principal Agricultural Officer, Thiruvananthapuram	2.00
2	Principal Agricultural Officer, Kollam	2.00
3	Principal Agricultural Officer, Pathanamthitta	2.00
4	Principal Agricultural Officer, Alappuzha	2.00
5	Principal Agricultural Officer, Kottayam	2.00
6	Principal Agricultural Officer, Idukki	2.00
7	Principal Agricultural Officer, Ernakulam	2.00
8	Principal Agricultural Officer, Thrissur	2.00
9	Principal Agricultural Officer, Palakkad	2.00
10	Principal Agricultural Officer, Malappuram	2.00
11	Principal Agricultural Officer, Kozhikode	2.00
12	Principal Agricultural Officer, Wayanad	1.00
13	Principal Agricultural Officer, Kannur	2.00
14	Principal Agricultural Officer, Kasaragod	1.00
15	Accounts Officer – I, Directorate	2.00
TOTAL		**28.00**

GOVERNMENT OF KERALA
Abstract

Agriculture Department - Annual Plan 2023-24 - "Office Automation and IT Infrastructure " – Administrative Sanction Accorded – Orders issued.

AGRICULTURE (FARMS) DEPARTMENT

G.O.(Rt)No.515/2023/AGRI   Dated,Thiruvananthapuram, 26-05-2023

Read 1 Letter Number ADFW/4674/2023-TP2 dated 14.04.2023 of the Director of Agriculture Development and Farmers Welfare, Thiruvananthapuram.

2 Minutes of the Department Working Group Meeting held on 02.05.2023

ORDER

The Director of Agriculture Development and Farmers Welfare Department , as per the letter read above has submitted a detailed proposal for administrative sanction for the implementation of the Scheme "Office Automation and IT Infrastructure" for an amount of Rs.575.00 Lakhs earmarked in the budget under the H/A 2401-00-001-86(P) for the scheme during the current financial year as detailed below.

Sl No	Name of Component/ Sub component	Amount requested In Lakh)
1	Implementation, Maintenance and Strengthening of e-Office	116.00
2	Connectivity to various offices	178.00
3	Procurement of Computers, Accessories, Networking; Site Preparation & ICT Infrastructure	60.00
4	Development of Management Information System and Direct Benefit Transfer	71.45825
5	Maintenance and Upgradation of ICT Infrastructure facilities including Video Conference / Virtual Class Room	46.00

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G.O.(Rt)No.515/2023/AGRI

6	Kerala Krishi Hub: Kerala Integrated Agriculture data Hub and Digital Farmer Services Platform	100.00
7	Operational cost for reviews, meetings and other contingencies	3.54175
	Total	**575.00**

The Working Group Meeting held on 02.05.2023 has approved the proposal .

Government have examined the proposal in detail and are pleased to accord Administrative Sanction for the implementation of the proposal "Office Automation and IT Infrastructure" for an amount of Rs.575.00 Lakh (Rupees Five Hundred and Seventy Five Lakh only) earmarked in the budget under the H/A 2401-00-001-86(P) during the current financial year subject to the following conditions Wherever applicable .

1) All rules, formalities and procedures shall be strictly followed for the implementation of the scheme. The norms of financial propriety shall be adhered to.

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 wherever necessary.

6) Post creation and purchase of vehicles are not admissible under the scheme.

7) 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.

8) The implementation agencies/ Departments should also prepare an implementation schedule to complete the project in time and send regular progress report on financial and physical progress on a quarterly basis.

9) The Director should hold monitoring meetings to review the progress and send report to Government regarding the progress of implementation of the approved scheme.

10) 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.

11) AIMS portal registration and Digital Soil Health Card is mandatory.

12) Geo fencing & Geo tagging is mandatory. It should be ensured in every scheme wherever beneficiaries exist.

13) Plan review will be conducted on every month.

14) The administrative sanction accorded is inclusive of the amount put under e-LAMS and amount need for encashing the queue bills.

The Additional Director of Agriculture (Extension) shall be the Project Manager

G.O.(Rt)No.515/2023/AGRI

and the duration of the project is up to 31.03.2024.

(By order of the Governor)
AJITHDAS A
ADDITIONAL SECRETARY

To:

The Director, Agriculture Development & Farmers Welfare
Department, Thiruvananthapuram.

The Agricultural Chief, State Planning Board, Pattom, Thiruvananthapuram.

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

The Accountant General (A&E), Kerala, Thiruvananthapuram.

The Finance Department.

The Planning & Economic Affairs (CPMU) Department.

The Agriculture (PB) Department.

Stock File / Office Copy.

Forwarded /By order

Section Officer

Copy to: PS to Minister for Agriculture.

PA to A.P.C & Principal Secretary, Agriculture

Department.