

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 2023-24 – Scheme for 'Human Resource Development'
 – HRD Initiatives – Working Instructions issued-reg

Ref:- G.O.(Rt) No. 747/2023AGRI dated 01/08/2023

As per the reference cited, the Government have accorded Administrative Sanction for the implementation of the scheme “Human Resource Development” during the financial year **2023-24**. 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. 252.96** lakh is set apart for the component 'HRD Initiatives' during the financial year **2023-24**.

The main objectives of the scheme are :

- 1.To impart specialized training (physical/online) to officers working in various levels in the Department at eminent institutions in State and National Level to upgrade the technical and managerial competence. These trainees will perform the duties of master trainers at field level to transfer latest research findings and advisories to farmers.
2. To equip the Department officers at Block Level to identify and tackle location specific, field oriented problems which will enable them to plan, formulate and execute viable projects.
3. To train farmers for the adoption of improved modern technologies to increase production and productivity and thereby achieve increased income.
4. To sophisticate and equip on Training/Management Development Programs, supportive functional activities of SAMETI.

Beneficiaries: Selected officials and farmers from all over the state will be the beneficiaries of the scheme

The components under the scheme are as follows :

- 1. Training to officials of the Department at block level through the**

Training Centres of the Department (Rs. 108.68 lakh)

There are 9 training centres under the Department of Agriculture Development and Farmers' Welfare as follows:

Sl No	Training centres	Area of Jurisdiction
1.	RATTC, Kazhakkuttom, Thiruvananthapuram	Thiruvananthapuram, Kollam
2.	RATTC, Kozha, Kottayam	Kottayam, Idukki
3.	RATTC, Vyttila, Ernakulam	Ernakulam, Thrissur
4.	RATTC, Malampuzha, Palakkad	Palakkad, Malappuram
5.	RATTC, Thalipparamba, Kannur	Kannur, Kasargod
6.	FTC, Pandalam, Pathanamthitta	Pathanamthitta, Alappuzha
7.	FTC, Vengeri, Kozhikkode	Kozhikkode, 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 carry out scientific agricultural development programmes and translate them to farmers' fields more efficiently.

Agricultural Universities, ICAR Institutes 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 have to be exposed to new technologies in the fields of Post-Harvest Technology, Integrated Pest Management, Integrated Nutrient Management, Agro

Processing, Value Addition, Organic Farming, High-Tech Agriculture , Nursery Management 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 to be conducted in the training centres to which subject matter specialists/ Scientists/faculty from reputed institutions such as Kerala Agricultural University, Central /State Government Research Institutions, etc. and also, the Department of Agriculture shall be invited to conduct classes . The cost of training materials includes the cost of pen, writing pad, printed materials, etc., required for the respective training course. The contingent expenses are meant for the purchase of stationery, preparation of handouts, communication and correspondence, POL, arranging of audio-visual system, inaugural functions, etc. Field visits can also be carried out if necessary, for which provisions have been made.

It is directed to conduct three-day blocklevel trainings prior to Krishi Darshan Programmes. The training shall be conducted by SAMETI in coordination with the concerned ATMA Project Director and concerned RATTCs/ FTCs covering all categories of staff under the Department.

The financial allocation for Officers' training having 3 days duration with 40 participants is as follows.

Sl. No.	Item	Amount(Rs.)
1.	Banner	1,500
2.	Training materials (Note pad, pen etc) @150 (Rs150X40)	6,000
3.	Honorarium to faculty @Rs.750/- per hour (6 hours/day - 3 days) 750 x 6 hours x 3 days	13,500
4.	Food(Meals & snacks) Rs. 200/- per participant (200 x 40 x 3 days)	24,000
5.	Hall rent (if necessary)	7,500
6.	PA system @ Rs.3000/- x 3 (if necessary)	9,000
7.	Logistics, TA and Miscellaneous	10,000

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Total	71,500
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An amount of **Rs. 108.68** lakh is set apart for the purpose of conducting 152 training programmes at the Block level. If the prevailing situation demands online training can also be conducted, and expenses for materials required for the online training can be met from the provisions under the component “ Training material and stationery” as per requirement. Honorarium to faculties to conduct online classes can be met from the component “Honorarium to faculties”. The total amount of honorarium should be limited to Rs. 13500/- per training programme irrespective of it being online or offline.

2. Training to Farmers (Rs.97.28 lakh)

The objective is to impart training to farmers regarding the adoption of improved and modern technologies and techniques in their fields so as to achieve higher production and productivity in the 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. 97.28 lakh** is set apart for the purpose of conducting **152** training programmes. The financial allocation for the training having 3 days duration with 30 participants is as follows:

Sl. No.	Item	Rate (Rs)	Quantity/ No.	Amount (Rs)
1.	Training Material and Stationery	150/- per head	30	4,500
2.	Honorarium to Faculties	750/- per hour	18 hours	13,500
3.	Contingencies include travel allowances for farmer	150/- per day	150x30x3	13,500
4.	Food and Refreshment	250/- per day	250x30x3	22,500

5.	POL and other contingencies including hiring of vehicles as per requirement (off-campus/ field visit)	10000	1	10,000
	Total			64,000

If the prevalent situation demands the 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.13,500/per training programme irrespective of whether it is 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 training.

3. Course fee for PGDPHM in collaboration with NIPHM (Rs.20 .00 lakh)

SAMETI in collaboration with NIPHM, Hyderabad conducts the PGDPHM programme which is one of the signature programmes of the Department of Agriculture. An amount of **Rs. 20.00 lakh** is set apart for this purpose. This amount shall be released to Director SAMETI by suitable proceedings of the undersigned. Director SAMETI shall take immediate steps for publishing the notification and inviting applications from the qualified officers of the Department.

4. Course fee for sponsored candidates for PG Programmes (Rs. 2.00 lakh)

Senior officers of the Department can be deputed for postgraduate courses in Agricultural Extension, Agricultural Economics, Entomology, Plant Pathology, Agronomy, Bio-Technology and Soil Science in KAU for facilitating the implementation of schemes running the institutions like labs under the department very efficiently. The course fee demanded by these institutions and other fee payable to the institution for pursuing Post Graduate courses will be paid from the provisions of the scheme. The

course fee for the sponsored candidates who are undergoing post-graduate courses can also be paid from this financial provision. The terms and conditions would be applicable as fixed by the Government. An amount of Rs. 2.00 lakh is set apart for this purpose.

5. Specialized Training Programmes for officers of the Department including Tour TA (Rs. 25.00 lakh)

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

It is also necessary to depute the senior officers to attend workshops, seminars and conferences at the national level. The expenditure connected with this item can also be provided from this scheme. An amount of **Rs. 25.00** lakh is sanctioned for the above component .

Total Financial outlay of the scheme

Sl. No.	Particulars	Unit of Appropriation	Rate (Rs)	No. of training	Amount (Rs in lakh)
1.	Training to officials through training centres of the department	34 OC	71,500	152	108.68
2.	Training to farmers	34 OC	64,000	152	97.28
3.	PGDPHM in collaboration with SAMETI and NIPHM	34 OC			20.00
4.	Course fee for Higher Studies for sponsored candidates	34 OC			2.00
	Specialized training programmes for				

5(i)	officers of the Department	34 OC			10.00
5(ii)	Tour TA	04-TE-1			15.00
	Total				252.96

Guidelines for conducting training programmes and for selection and deputation of officers:

1. Officers in charge of training centres will prepare training calendars (both offline and online) based on the actual needs 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 have 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 used 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 visits should also be made a part of the programme. Vehicles can be hired for conducting field visits.
8. A training calendar must be prepared including the training programmes which can be integrated with the objective of the mass campaign of flagship programmes of the department of Agriculture. 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.

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Physical and Financial targets

The district wise physical and financial targets are as follows:

Sl. No.	Name of office	Training to officers		Training to farmers (Rs 64000/training)		Course fee for PGDP HM	Course fee for Higher studies for sponsored candidates	Specialized training programs including Tour TA	Total (Rs in lakh)
		Phy	Fin	Phy	Fin	Fin	Fin	Fin	
1.	PAO Thiruvananthapuram			17	10.88				10.88
2.	PAO Kottayam			17	10.88				10.88
3.	PAO Ernakulam			17	10.88				10.88
4.	PAO Palakkad			17	10.88				10.88
5.	PAO Kannur			17	10.88				10.88
6.	PAO Pathanamthitta			23	14.72				14.72

7.	PAO Kozhik kode			23	14.72				14.72
8.	RTTC, Vellaya ni			21	13.44				13.44
I	Sub To tal			152	97.28				97.28
II	Head Q uarters					20.00	2.00	25.00	47.00
III	SAME TI	152	108.68			20.00			108.68
	Total(I +II+III)	152	108.68	152	97.28	20.00	2.00	25.00	252.96

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 requirements 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. Since agriculture is season based activity, timely implementation of the scheme has to be ensured for preparing and publishing a consolidated training schedule in advance

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Monitoring:

HRD schemes will be coordinated by the Project Director, ATMA for convergence at the district level. The scheme will be monitored by the Additional Director of Agriculture (Extension) at the State level. Monthly progress reports regarding the conduct of training programmes including the number of training programmes conducted, number of participants attended (farmers and officers separately), details of absentees, the amount expended, etc. should be forwarded to the directorate by the 5th of the succeeding month. Since the Government is giving emphasis on women's 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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**ANJU K S IAS
DIRECTOR**

To All Principal Agricultural Officers

Copy to: The Deputy Director of Agriculture-RATTC-Kazhakkuttom,
Kozha, Vyttila, Malampuzha and Thalipparamba
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 - for updation in PLANSPLACE

*IT Section - for uploading in the
Department website*

SREELATHA. S

PEN No: 515576

Joint Director of Agriculture (AR & T)
Directorate of Agriculture Development &
Farmer's Welfare Department
Vikas Bhavan, Thiruvananthapuram-695033