

Directorate of Agriculture Development and Farmers' Welfare

Vikas Bhavan, Thiruvananthapuram – 695033

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No: ADFW/8742/2023-TE1

Date:08-09-2023

CIRCULAR

Sub:- Annual Plan 2023-24- Scheme on 'Support to Farm Mechanization'- Component "Internship at Krishi Bhavans" - Working Instructions - issued

Ref:- G.O(Rt)No. 750/2023/AGRI dated 01-08-2023

As per reference cited, Government have accorded Administrative Sanction for the implementation of the scheme "Support to Farm Mechanization" for the financial year 2023-24 for an amount of Rs.1181.00 Lakh under the H/A 2401-00-113-83 (Plan) out of which an amount of Rs. 174.65651 lakh (Rupees One hundred and Seventy Four Lakh Sixty Five Thousand Six Hundred and Fifty One only) has been set apart for the component "Internship at Krishi Bhavans". 575 interns are to be selected for this programme during the financial year 2023-24.

The Department of Agriculture is offering an opportunity for aspiring educated youth for internship in the grass root level offices of the Department ie., Krishi Bhavans. Through this, they can get a glance at the agricultural scenario of the State and gain hands-on experience in crop planning and cultivation, marketing, extension, administration and allied activities. This will give them a better chance to interact with the farmers as well as extension functionaries in the Agriculture and allied sectors which will facilitate in better execution of government programmes.

Objectives:-

The main objectives of the scheme are as follows:

- 1) To provide an opportunity to understand and experience farming, from crop planning to marketing.
- 2) To impart hands on training on the services, interventions provided by the Department to farmers.
- 3) To help the extension machinery to reach the grass root levels of the society more effectively and in turn result in the better execution of Government programme.
- 4) Enlightening the younger generation and ultimately make them into responsible and sensitive citizens.

5) Collection of information regarding.

- (i) Present crop coverage in the field
- (ii) Crop health situation
- (iii) Anticipated time of harvest
- (iv) Estimated market arrival
- (v) Market scenario and challenges faced by the producers in marketing
- (vi) Assessing availability of land extent
- (vii) Resource mapping of the area
- (viii) Evaluation of the outcome of past interventions
- (ix) Channeling technical support whenever possible

7) To get exposure to the functioning of the office with respect to

- a. Front Office management
- b. Updating of data / data entry
- c. Supporting extension activities within the office.

Mode of Implementation Eligibility, Application and Selection procedure:

a) VHSE Certificate holders in Agriculture and Diploma holders in Agriculture/ Organic Farming are eligible to apply for internship. The aspirants enrolling as interns will help Department Officials by collecting data, conducting field works and it will be useful for them in their future endeavours in the field of Agriculture.

b) Age should be between 18-41 years as on 01.08.2023

c) Period of Internship - The period of internship is consecutively 180 days that should be completed within a period of one financial year.

d) All Principal Agricultural Officers should give wide publicity about the

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programme through mass media, social media, etc. Eligible candidates can apply for the scheme online through the portal www.keralagriculture.gov.in. Applications may be collected at Krishi Bhavans, O/o the Assistant Director of Agriculture, or Principal Agricultural Office in online/ offline mode. The application form (Annexure I) can be downloaded from the website www.keralaagriculture.gov.in and duly filled application form along with certificates is to be submitted at the time of interview.

d) A screening/ interview will be conducted at PAO level/ block level by the Assistant Director of Agriculture constituting a Selection Committee including two Agricultural Officers of the block and an external expert as decided by the Assistant Director of Agriculture, preferably the scientist in charge of the concerned BLAKC. The PAO/ Assistant Directors of Agriculture shall publish the list of selected interns at their office and allot to the various Krishi Bhavans as the case maybe. An agreement in stamp paper worth Rs. 200/- should be executed by the interns on joining the allotted Krishi Bhavan as per format provided as Annexure II. List of selected candidates and Krishi Bhavans allotted, date of joining etc should be intimated to HQ by Principal Agricultural Officers before 10th October 2023.

The interns selected will assist and support the officials in the Department in conducting extension activities, distributing planting materials, collection of information from field, assisting farmers to gain maximum support from the department and strengthening of Agricultural Markets, data entry works and such other works as decided by the AO/ADA/PAO.

Benefits:

1. The tenure of internship will help the interns to get very good understanding of the present agricultural scenario of the locality as well as the state.
2. They can proudly be a part of the mass movement "Njangalum krishiyilekku" for augmenting the food production in the state.
3. This will equip them to be a good responsible citizen with concern to the society who concern for the environment.
4. The interns will receive a certificate after assessing the attendance and quality of work.

The Department will also be benefited by availing the service of the interns. This will help the extension machinery to reach the grass root level of the society more effectively and in turn results in the better execution of Government programme. The programme can be a very effective way of bringing young people into the field of agriculture and entrepreneurship and

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reviving the agriculture sector in Kerala. Therefore the vision of "Njungalum krishiyilekku" can be achieved through this programe.

Programme:-

The various components of the scheme are as follows:

(i) Honorarium to interns (Rs.172.5 lakh @ Rs.5000/intern for six months)

An amount of Rs.5000/- month will be given as incentive to the interns. The interns selected will assist and support the officials of the Department in creating awareness to farmers regarding Farm Plan based Production Approach, formation of Krishikkoottam, Market support, importance of value addition, supply chain, etc. thus becoming a part of 'Njungalum Krishiyilekku Campaign', distributing planting materials, collection of information from field, assisting farmers to gain maximum support from the Department and other works as decided by the Principal /Assistant Directors of Agriculture /Agricultural Officer.

The period of internship is 180 days (six months) and should be completed within this financial year. On successful completion of the internship, the Principal Agricultural Officers should issue a certificate to the interns which can be used as an experience certificate for future endeavors.

Documentation, publicity and other expenses (Rs. 2.15651 lakh)

Expenses for printing certificates, publicity, conducting necessary orientation classes for interns, documentation, etc. for implementing the scheme can be met from this amount.

Financial Outlay:

During the current financial year, an amount of Rs. **174.65651** lakh is set apart for the implementation of the scheme "Internship at Krishi Bhavans" under the Head of Account **2401-00-113-83 Plan.**

Sl. No.	Component	Unit cost (Rs. In Lakh)	Total cost (Rs. In Lakh)
1.	Honorarium to Interns	@ Rs. 5000/- per intern for 6 months for 575 interns	172.50

2	Documentation, publicity and other expenses at PAO level/ Block level		2.15651
	Total		174.65651

The district-wise target is furnished in **Annexure III**.

Monitoring and Evaluation:

The programme will be implemented by the Agricultural Officers at Krishi Bhavans. At the block level, the Assistant Director of Agriculture will give proper guidance for the implementation of the scheme. At the district level, the Deputy Director of Agriculture (E & T) will assist the Principal Agricultural Officer to monitor the programme. The Additional Director of Agriculture (Extension) will monitor the scheme at State level. The monthly progress report of the scheme should be submitted to HQ in the email ID : **tesectiondoa@gmail.com** on or before the 5th of every succeeding month. The expenditure under the scheme can be met from the provision available under the Head of Account 2401-00-113-83 Plan under the current year's Budget provision.

The following general conditions may be scrupulously followed wherever applicable, while implementing the scheme.

- (a) All rules, formalities and procedures shall be strictly followed for the implementation of the scheme. The norms of financial propriety shall be adhered to.
- (b) The expenditure would be met only from the provisions available under the appropriate head of account.
- (c) The fund release will be based on actual requirement, and the fund released should not be parked in banks.
- (d) Store Purchase rule shall be strictly adhered to for all kinds of purchases.

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ANJU K S IAS
Director of Agriculture

To

All Principal Agricultural Officers and
All Project Directors (ATMA)

Copy to: TA to Director of Agriculture

CA to all Additional Directors of Agriculture in HQ

CA to all Joint Directors in HQ

The Deputy Director of Agriculture (IT) - for uploading in the
website

Senior Finance Officer

Planning section, Finance and Accounts Sections

SW section - for uploading in PLAN SPACE

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8/9/2023

SREELATHA. S
PEN No: 515576
Joint Director of Agriculture (AR & T)
Directorate of Agriculture Development &
Farmer's Welfare Department
Vikas Bhavan, Thiruvananthapuram-695033

Annexure I

APPLICATION FOR SELECTION OF INTERNS FOR THE SCHEME INTERNSHIP AT KRISHI BHAVAN 2023-24				
1	Name & Address of candidate :			The candidate shall affix his/her passport size photograph here
2	Mobile number :			
3	E mail ID:			
4	Date of birth :			Age :
5	Aadhaar Number :			
6	Qualification (from SSLC to the highest degree)			
	Sl No.	Qualification	Month and year of passing examination	Board/ University
Declaration				

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I hereby declare that all details & information given above are complete & true to the best of my knowledge and belief. I also declare that I will abide by the rules and regulations of the office where I am attached for internship.

Signature

Place

Date

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Tentative action plan

Sl No	Activity	Period
1	Publicity in Mass media	Before 05.09.2023
2	Online application	06.09.2023 to 13-09.2023
3	Interview /scrutiny	14.09.2023 to 23.09.2023
4	Intimation to KB/Interns/ Commencement of internship	24.09.2023 onwards

Annexure II

AGREEMENT

This agreement is executed between (Name, Address, Aadhar number)

.....

..... therein called intern on the first part and the respective PAO/Assistant Director of Agriculture Block,District for and on behalf of the Director of Agriculture and Farmers' Welfare Department on the second part.

WHEREAS the Government of Kerala as per G.O(Rt)No. 750/2023/AGRI

dated 01-08- 2023 has decided and the Director of Agriculture vide Circular No.ADFW/8742/2023- TE2 dated 08-09-2023 (Working Instruction) has extended to the interns for doing Internship at Krishi Bhavans under the Scheme "Support to Farm Mechanization" under the component "Internship at Krishi Bhavans" for a period of 180 days at Krishibhavans under the Directorate of Agriculture Development and Farmers' Welfare, Vikas Bhavan, Thiruvananthapuram, AND WHEREAS the Assistant Director of Agriculture, Block,District has selected the party on the first part after proper scrutiny and verification of the eligibility criteria and allotted toKrishi Bhavan as per the Proceedings of PAO/ Assistant Director/ of Agriculture, Block, Order No.....dated..... AND WHEREAS the party on the first part has accepted the terms and conditions of the said Internship Programme and agreed to join as intern in the Department at Krishi Bhavan with effect from , under the said terms and conditions of the said internship;

NOW THESE PRESENTS WITNESSETH AS FOLLOWS:

1. The internship shall be strictly for a period of 180 days, commencing from (date of joining duty) or till the termination of internship, whichever is earlier.
2. Termination of Internship on completion of the aforesaid period shall be automatic and the intern shall not be entitled for any incentive/ stipend from the next day onwards.
3. During the period of Internship, the intern shall be paid an incentive of Rs.5000/- per month.
4. The intern shall be liable for recovery of liabilities if any that may arise due to negligence while performing the assigned duties/activities.
5. The intern shall be required to perform such works and carry out such responsibilities as may be assigned by the Department and he/she shall discharge the responsibilities and duties assigned efficiently and diligently to the satisfaction of the authorities concerned.
6. The intern shall be liable for any loss or damage caused to the Department due to omission or commission in the discharge of duties that may be

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assigned to him/her and the Department shall be free to recoup the loss thus caused from his incentive or under appropriate proceedings.

7. The intern must produce originals of all qualifying certificates at the time of reporting for duty and Xerox copies thereof shall be furnished as records.

8. During the period of internship, the intern will be governed by the rules and regulations of the State Government related to discipline and conduct and any violation thereof shall entail cancellation of the internship without notice and in such cases the intern shall not be considered for any future assignment in the Department.

9. The intern will be required to do whole time work for the Department. Engaging in any kind of work including consultancy or any kind of assistance to any outside agencies during the period of internship will be treated as an act of indiscipline entailing termination of the internship.

10. The interns shall be required to attend duty over and above office hours, as may be required during exigencies.

11. The intern shall be required to perform all specific duties assigned to them as per the module fixed and any other assignments as directed by the Department.

12. The intern shall be eligible to avail 5 days as casual leave only and medical leave shall be granted as per the discretion of the Head of the Office.

13. Any disputes or complaints shall be reported and settled/redressed at Principal Agricultural Officer level.

14. The intern shall maintain decorum and discipline of the Office during the working hours and shall maintain confidentiality of data and information maintained in the Department.

15. In respect of any notice in regard to which no provisions has been made in this agreement, the decision of the Department on that matter shall be final.

16. The appointment of any person as intern does not entitle such person for being regularized in the service of the Department or Government under any circumstances.

17. The internship shall be automatically terminated on expiry of the stipulated period or by any general order of the Director of Agriculture or Government. In such instances the intern shall be relieved without any further notice.

18.G.O(Rt)No. 750/2023/AGRI dated 01-08-2023 and Circular No.ADFW/8742/2023-TE2 dated 08-09-2023 (Working Instruction) shall be read and construed as part of this agreement.

In witness whereof by and Assistant Director of Agriculture, on behalf of the Director of Agriculture Development and Farmers Welfare Department here unto set their hands, on the day of October, 2023.

Signed by (Intern)

In the presence of witness:

- 1.
- 2.

Signed by (For Department) In the presence of witness:

- 1.
- 2.

Annexure III

Allotment to districts

SI No.	Name of District	Number of Krishi Bhavans	Total no of interns	Honorarium for intern @0.05000 Lakh/ Intern for 6 months
1	TVPM	89	48	14.4
2	KLM	78	42	12.6
3	ALPY	78	43	12.9

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4	PTA	57	31	9.3
5	KTM	79	40	12.0
6	IDK	54	30	9.0
7	EKM	97	47	14.1
8	TSR	105	56	16.8
9	PLKD	94	52	15.6
10	MLP	108	57	17.1
11	KZH	81	43	12.9
12	WYND	26	16	4.8
13	KNR	89	47	14.1
14	KSGD	41	23	6.9
	TOTAL	1076	575	172.5

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ANJU K S IAS
DIRECTOR

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8/9/2023

SREELATHA. S
PEN No: 515576
Joint Director of Agriculture (AR & T)
Directorate of Agriculture Development &
Farmer's Welfare Department
Vikas Bhavan, Thiruvananthapuram-695033

Directorate of Agriculture Development and Farmers' Welfare

Vikas Bhavan, Thiruvananthapuram – 695033

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No:ADFW/8742/2023-TE1

Date:13-09-2023

CIRCULAR

Sub:- Annual Plan 2023-24 – Scheme on Support to Farm Mechanization component “Internship at Krishi Bhavans” Working Instructions , Modification in the Annexure I – Tentative action plan - erratum - reg

Ref:- Circular of even no. Dated 08/09/2023

As per the reference cited above Working Instructions for the implementation of the component “Internship at Krishi Bhavans” for the financial year 2023-24 have been issued.

The tentative action plan in Annexure I of the Working Instructions read as above is modified as follows.

Tentative action plan

Sl. No.	Activity	Period
1	Publicity in Mass media	From 14.09.2023 onwards
2	Online application	From 14.09.2023 to 19.09.2023
3	Interview/ Scrutiny	From 21.09.2023 onwards
4	Intimation to KB/ Interns/Commencement of internship	From 28/09/2023 onwards

The Working Instructions issued as per reference cited stands modified to this extent.

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ANJU K S IAS
DIRECTOR

To All Principal Agricultural Officers & Project Directors (ATMA)

Copy to: TA to Director of Agriculture

CA to all Additional Directors of Agriculture in HO/3/9/2023

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SREELATHA S
PEN No: 515576
Joint Director of Agriculture (AR & T)
Directorate of Agriculture Development & Farmer's Welfare Department
Vikas Bhavan, Thiruvananthapuram-695033

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CA to all Joint Directors in HQ
The Deputy Director of Agriculture (IT)) - for uploading in the
website
Senoir Finance Officer
Planning section, Finance and Accounts sections
SW section - for uploading in PLAN SPACE

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