

**PROCEEDINGS OF THE DIRECTOR OF AGRICULTURE
DIRECTORATE OF AGRICULTURE DEVELOPMENT AND
FARMERS WELFARE DEPARTMENT,
THIRUVANANTHAPURAM**

(Present: Anju. K. S, IAS)

Sub:- Annual Plan 2023-24 – “Scheme on Human Resource Development-” Strengthening of SAMETI – Administrative Sanction accorded – Working Instructions – orders issued

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

ORDER NO. ADFW/9535/2023-TE1 Dated.07-10-2023

As per the reference cited, the Government have accorded Administrative Sanction for the implementation of the scheme “**Human Resources Development**” during the financial year 2023-24 for an amount of **Rs. 335 lakh** under the Head of Account **2415-01-277-98 (P)**. Out of this an amount of **Rs. 82.04 lakh** has been set apart for the component ‘**Strengthening of SAMETI**’.

The main activities envisaged under the component are :

a) Conducting HRD Trainings for the officers of the Department (Residential Course)/ Management Development programme -- Rs. 18.90 lakh

Conduct of trainings on various technical aspects for capacity building and skill development for the Extension officers of agriculture and allied sectors across the state is the primary mandate of the institute. A total amount of Rs. 18,90,000/- (Rupees Eighteen Lakh Ninety Thousand only) is set apart for the conduct of fourteen numbers of residential training/ Management Development programme at the rate of 1,35,000/- (Rupees One lakh and Thirty-Five Thousand only) per training for meeting the expenses in connection with charges of training material and stationery, honorarium to resource persons, food & refreshment, POL and other contingencies including hiring of vehicles, etc. as per requirement.

A total amount of Rs. 18,90,000/- (Rupees Eighteen Lakh and Ninety thousand only) is set apart for this.

b) Inevitable maintenance works of the residential and office buildings-- Rs. 12.00 lakh

Funds are essential for upgradation and maintenance of IT enabled services, infrastructure, accommodation facilities for the benefit of the trainees in this institute.

An amount of Rs. 12,00,000/- (Rupees Twelve Lakh only) is set apart for the plumbing and electrical maintenance, periodic cleaning and upkeep of

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the Karshaka Bhavanam facility and for the inevitable repairs, renovations, essential maintenance works, etc. of the residential and office building of SAMETI.

c) Operational support for contingencies and wages for up keeping of Karshaka Bhavanam and SAMETI buildings-Rs. 37.03 lakh

The day-to-day running of SAMETI, and the supportive works for the conduct of training programmes and running of the Karshaka Bhavanam residential facility is being done by the daily waged employees such as Caretakers, Sweepers, Room boy Office Assistants, Electricians and Security guards. Meeting expenditures w.r.t payment of wages to daily waged employees, charges of water, electricity, telephone and Internet Service, payment of corporation taxes, fuel, repair and service of office vehicle, purchase of computer, chair and stationery, service and maintenance of generator, AC, photocopier with printer, computer, furniture and other carpentry, urgent minor maintenance of Karshaka Bhavanam and administration block and minor unforeseen expenses which are essential shall be met from this.

An amount of Rs. 37.03 lakh (Rupees Thirty Seven Lakh and Three Thousand only) is set apart for meeting the expenditure in connection with the above-mentioned purposes.

d) Up keeping of the model high-tech unit – maintenance and wages to 1 Assistant and 1 Gardener- Rs. 7.26 lakh

A Poly house of 420 sq.m. is being managed in this institute, which functions as a model demonstration unit essential for the training purpose at this institute, wherein vegetables such as tomato, capsicum, salad cucumber, cowpea, bhindi, etc. are cultivated.

Funds to meet the following expenses in connection with the upkeep of the model hi tech unit /poly house and wages of daily wages staff can be met from this component.

a) Immediate overhaul and maintenance of the fertigation unit, demonstration unit and poly house, procurement of production inputs for scientific cultivation, purchase of insect-proof net, garden equipment, etc. and any other urgent maintenance works as required.

b) Essential supportive expense for meeting wages of the Polyhouse Assistant and one Gardener engaged in the the upkeep and day-to-day cultivation of vegetables

An amount of Rs. 7,26,000/- (Rupees Seven Lakh and Twenty-six Thousand only) is set apart for this purpose.

e) Model Fruit Tree Orchard (Kadaleevanam) and SAMETI Garden maintenance- Rs 6.85 lakh

200 fruit trees comprising Jack, Mango, Rambutan, Anona, West Indian Cherry, Bilimbi, Carambola, Lemon (Two varieties), Rose apple, Star Apple, All Spice, Sapota, Breadfruit, Egg fruit are cultivated in Kadaleevanam as a model orchard in an area of 2 acres for training in this institute.

a) Essential repair of iron fencing and irrigation unit, purchase of necessary production inputs, seeds, seedlings, fertilizer and other inputs (inevitable), maintenance of garden equipment, fuel for weed cutter etc .

b) Essential supportive expense for meeting the wages of two supportive gardeners for the maintenance and upkeep of the Kadaleevanam and SAMETI garden and vegetable garden .

A total amount of Rs. 6,85,000/- (Rupees Six Lakh and Eighty Five Thousand only) is set apart for this component.

Financial Outlay

Sl. No.	Component	Rs. in lakh
a.	HRD Training for the Offices of the Department (Residential Course)	18.90
b.	Inevitable maintenance works of the residential and office buildings	12.00
c.	Operational support for contingencies and wages for upkeep of Kadaleevanam and SAMETI buildings	37.03
d.	Upkeeping of the model high-tech unit - maintenance of one Assistant and one gardener	7.26
e.	Maintenance work of Kadaleevanam and wages of 2 gardeners	6.85
	TOTAL	82.04

Monitoring:

The Director, SAMETI , will implement the scheme and it will be monitored by the Additional Director of Agriculture (Extension) at the State level. The monthly progress report of the scheme should be submitted to the HQ in the e-mail ID: tesectiondoa@gmail.com on or before the 5th of every

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succeeding month.

The expenditure will be met from the funds available under the head of the account 2415-01-277-98 (P) in the current year's Budget Provision subject to the following conditions

1. All rules, formalities and procedures shall be strictly followed for the implementation of the scheme. The norms of financial propriety shall be strictly adhered to.
2. The fund release will be based on actual requirements and the fund released should not be parked in banks.
3. Store purchase rules should be strictly adhered to for all kinds of purchases.
4. Infrastructure repair works should be undertaken by the Assistant Executive Engineer (Agri)/ Accredited Agencies. For civil works if any, CPWD rates should be followed.
5. Tender/re-tender and other stipulated formalities shall be followed wherever necessary
6. Post-creation and purchase of vehicles are not admissible under the scheme.

Sd-

ANJU K S IAS
DIRECTOR

[Handwritten Signature]
16/12/23

To

Director, SAMETI

Copy to

- 1.TA to Director of Agriculture
- 2.CA to all Additional Directors of Agriculture (Extension)
- 3.CA to all Joint Directors o Agriculture
- 4.Deputy Director of Agriculture (IT) - for uploading to the website
- 5.Planning section
- 6.SW section - for uploading in PLAN SPACE



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