



GOVERNMENT OF KERALA

Agriculture(Agri)Department
Thiruvananthapuram,
Dated 19-03-2024

Office Order No.3/2024/AGRI

Sub: Agriculture Department- Routing of files - Instructions- Reg

Ref: 1.Office Order No. 2/2023/Agri dated 24.07.2023

2.GO(Rt) No. 1241/2024/GAD dated 15.03.2024

3.Note received from the APC& Principal Secretary dated
16.03.2024

Consequent to the appointment of Special Secretary in the Department of Agriculture, the following work distribution is issued.

I. Papers to be disposed / Circulated to Minister for Agriculture by Special Secretary without further reference:

1. All papers pertaining to EA1, EA2, EA3, EB1, EB2, EB3 seats (other than those delegated to be circulated to Minister by the Additional Secretaries directly) up to and including the rank of Deputy Director Agriculture/SS &SC Departments.
2. Krishikkootam and FPOs.
3. Administrative matters of SFAC, SAMETI, Debt Relief Fund, SHM.
4. All papers pertaining to PU section except those of KABCO and VAAM.
5. State Level Bankers Committee (SLBC) including representation of Government.
6. NABARD and RIDF Schemes of all districts, meetings thereof.
7. Agriculture Infrastructure Fund (AIF).
8. PM - KUSUM project.
9. Sub Mission on Agricultural Mechanisation (SMAM).
10. All papers pertaining to NCA1, NCA2, NCA3 seats other than Papers to be cleared by State Level Committee chaired by APC or Court matters where APC is the respondent.
11. All papers pertaining to Farms under Agriculture Department (except KAU matters).

12. All papers pertaining to PS Section other than Starred questions and Submissions / Adjournment Motions.
13. Preparation, approval and monitoring of Rashtriya Krishi Vikas Yojana (RKVY) Projects. (APC will continue to chair RKVY - SLPC and SLSC and other CSS related SLSCs).
14. Smart Krishi Bhavan Project.
15. All papers pertaining to PMKSY project.
16. Other mission mode projects of State Government.

II. Papers to be decided by APC/Principal Secretary or to be circulated through APC/Principal Secretary to the Minister for Agriculture:

1. Papers pertaining to EA1,EA2,EA3, EB1,EB2,EB3 seats only with respect to the establishment matters of Officers of the rank of Joint Director / equivalent and above only.
2. Important campaigns of FIB and VAIGA and Kirshi Darshan programmes.
3. Papers pertaining to PA1,PA2,PA3 -All Central Sector Projects w.r.t convening of State level scheme sanctioning committees and correspondence with Government of India.
4. Papers pertaining to PA3- Paddy procurement, reforms to be implemented etc.
5. Proposals to be cleared by the Working Group. (Special Secretary shall be permanent invitee to all Working Groups and also convene those indicated by APC).
6. All papers concerning the appointment of Directors and Managing Directors of PSUs / Disciplinary action against them.
7. State Level Bankers Committee (SLBC) including representation of Government (where agenda requires APC's presence).
8. Papers pertaining to CS's conference, MP's conference, Collectors' conference, Governor's Address and Kuttanad Package.
9. Matters pertaining to KAU, ICAR and DARE.
10. Papers to be cleared by State Level Committees of CSS.
11. KERA and Keralagro projects.
12. Regional development packages led by Agriculture/SS&SC Department.
13. Projects monitored by the Chief Minister.
14. Administrative Reform of Department and PSUs.
15. Periodic review of CSS and Mission mode projects.

16. Papers pertaining to WTO Cell.
17. Files submitted by PPM Cell.
18. Papers of KABCO and VAAM.

General

A. Any matters Minister /APC desires to be circulated through APC shall be so circulated. Special Secretary will attend all meetings pertaining to subjects of his exclusive domain. APC will attend those meetings chaired by Chief Minister / Minister /CS or Central / other Senior officers of comparable rank.

B. All meeting files will be put up by concerned sections accordingly on the previous working day without fail. All papers to be placed before the Governor/ Council of Ministers / Chief Minister or those involving a high degree of interdepartmental coordination addressed to Senior Secretaries may be circulated through APC.

C. In the absence of APC, Special Secretary shall circulate all urgent files /attend meetings if so indicate by APC.

D. This order issues with the approval of the Competent Authority for immediate implementation.

DR B ASHOK I A S
PRINCIPAL SECRETARY & APC

To:

APC & Principal Secretary
The Special Secretary, Agriculture Department
The Director of Agriculture
The Director of Soil survey & Soil conservation
All the Officers of Agriculture Department
All Sections of Agriculture Department

Forwarded /By order

Section Officer.

Copy to: PS to Hon. Minister for Agriculture
PA to Agricultural Production Commissioner
CA to Special Secretary (Agriculture Department)
IT Cell
NIC

