

Directorate of Agriculture Development and Farmers' Welfare

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No: ADFW/4923/2024-TV2

Date:27-06-2024

CIRCULAR

Sub:- Agriculture Development and Farmers Welfare Department-
Annual plan 2024-25- Strengthening of Agricultural Extension -
Establishment of **Smart Krishibhavans 2024-25** - Working
Instructions- issued-reg.

Ref:- 1) Annual plan 2024-25
2) G.O (Rt) No.539/2022/AGRI Agriculture (EB)1 Department
dated 16.06.2024

The Government have expanded the functional structure of Local Self Government Institutions (LSGIs) and allocated 40% of the Plan Budget to them. Of this budget, 30% is designated for agriculture and allied activities. The Agricultural Officer is responsible for formulating projects according to the guidelines issued by the Local Self Government Department (LSGD) and implementing them through Krishibhavans. However, currently, Agricultural Officers have limited time for field visits and direct interaction with farmers.

To address this, the current scheme aims to modernize and improve the functional efficiency of Krishibhavans through e-governance and technology application. The ultimate objectives are to ensure the efficient and timely delivery of services to the farming community with traceability, accuracy, and speed.

According to reference 2nd cited above, Administrative Sanction has

been granted for ₹ 2503.00 lakh for the implementation of the scheme "Strengthening of Agricultural Extension". Out of this amount, ₹562.00 lakh is allocated for Smart Krishibhavans, under the Head of Account 2401-00-109-80 (P).

The component of the scheme are as follows:

Sl.No	Name of the component	Rate per Unit	Number of Units	Amount (Rs. in Lakhs)
1	Installation of front office cum information center.	Rs. 7.5 Lakh /KB	10 No.s	75.00
2	Installation of upgradation of Plant Health Clinics of 10 krishibhavans including existing and new.	@Rs. 5.00 lakh /KB for new and Rs. 2.5 lakh / KB for existing PHC	10 no.s	37.50
3	Renovation of Krishi bhavans.	Rs.10.00 lakh KB	10 no.s	100.00
4	Providing need based IT hardware infrastructure.		10 units	24.00
5	Committed expenditure of 2023-24.			325.00
	TOTAL			562.00

The following instructions are issued for the smooth conduct of the programme and for compliance at all levels without delay in implementation.

1. Selection of Krishi Bhavans for converting them to SMART Krishi Bhavans in the first phase.

(a) The undersigned shall select Krishi Bhavans throughout the state, considering various factors of their suitability to be operated as SMART Krishi Bhavans. The officers in charge of these Krishi Bhavans shall prepare a detailed action plan and necessary estimates based on this circular, in consultation with the respective Assistant Director of Agriculture at the Block level.

(b) Necessary meetings shall also be conducted with the people's representatives, including MLAs of the assembly constituency, and the President/Chairperson of the respective LSGIs. The Assistant Director of Agriculture and the concerned Agricultural Officer/Agricultural Field Officer shall appraise them about the Action Plan. Integration with LSGI funds, MLA funds, etc., is desirable, and the minutes of the meeting shall be communicated to the respective Project Director (ATMA) and the Principal Agricultural Officer of the district.

2. Establishment of front offices

(a) A front office is to be installed in the selected Krishi Bhavans to provide first-hand information about the services offered by the Department of Agriculture and to offer services on online platforms for the Krishi Bhavans. The status of applications and financial supports will also be provided in the front offices.

(b) Front offices shall be established based on need, and these offices are to be supported by suitable IT infrastructure, including computer peripherals, connectivity, and other handheld devices.

(c) Suitable furnishings can also be undertaken, including furniture like tables, chairs, curtains, drinking water facilities, paneling, etc., in a need-based manner to make the front office attractive and functionally oriented

towards the well-being of the visitors.

(d) The publications of the department and allied sectors, different brochures and information bulletins shall also be a part of the front offices. Attractive shelves, stands, holders etc, can also be included.

(e) The front office shall be attended daily by the interns appointed or suitable office bearers from registered farmer groups, including Krishikkootams, or trained agricultural youth from registered NGOs, etc. However, the responsibility for its proper functioning would rest with the Assistant Agricultural Officer/Agricultural Assistant who is in charge of the Headquarter duty. The Agricultural Officer/Agricultural Field Officers shall issue suitable office orders regarding the same and provide necessary directions to them.

(f) The collection of the applications , clarification of doubts , answering queries , etc , shall form the other functions of the front office.

(g) Display boards, name boards, digital displays, televisions, and necessary connections, etc., can also be installed in a need-based manner while establishing front offices.

(h) Minor modifications , partitions , petty constructions , repairing , painting etc , can also be undertaken under this component.

(i) The maximum amount that can be spent for establishing the front office shall be Rs. 7.50 lakh.

(j) The Block Level Assistant Director of Agriculture shall be the implementing officer and shall implement the component as per the financial claims, certificates, and connected documents from the Agricultural Officer/Agricultural Field Officers.

3. Installation / Up-gradation of Plant Health Clinics.

(a) The concerned Agricultural Officer / Agricultural Field Officers shall take necessary steps to establish / upgrade plant health clinics as the case applicable to them.

(b) An Agro-Pharmacy will be established to address field-level problems promptly by providing essential materials such as chemicals and bio-control agents. Recurrent expenses for this initiative will be covered by project support from LSGIs and/or from the imprest fund allocated to respective offices. Additionally, one-time financial support can be sourced from existing provisions as needed.

(c) **The financial allocation for establishing new plant health clinics is Rs. 5.00 lakh, with Rs. 2.50 lakh allocated for upgrading existing clinics.** Savings up to a maximum of Rs. 2.50 lakh resulting from clinic upgrades can be redirected to fund the 'Renovation of Krishi Bhavans' scheme.

(d) The Block Level Assistant Director of Agriculture shall serve as the implementing officer responsible for executing the component. They are required to implement the component based on financial claims, certificates, and associated documents provided by the Agricultural Officer or Agricultural Field Officers.

4. Renovation of selected Krishi Bhavans to make them SMART

(a) The workspace of the Krishi Bhavans will be enhanced to maximize the efficiency potential of employees. This includes carrying out need-based renovation works, including civil improvements, to beautify the office building, construct storage structures such as shade houses and roofed

structures for storing planting materials, and conduct repair works to maintain the office buildings..

(b) Necessary estimates and valuations if any shall be obtained from the Agricultural Engineering / LSGI engineering wing / Block Level engineering wing / Govt approved Agencies for the civil works by the concerned Agricultural Officer / Agricultural Field Officers in this regard.

(c) Furniture, cup boards, racks etc for office can also be included under this component. The physical office space is to be well arranged without cluttering. Proper lighting shall also be ensured.

(d) The Block Level Assistant Directors of Agriculture are the implementing officers. They shall obtain duly certified statement of expenditure from the concerned Agricultural Officer / Agricultural Field Officers with all supporting documents for effecting the payment to the concerned. In the case of civil works, necessary valuations and bills shall be obtained from the concerned engineering official and amount incurred shall be transferred.

(e) It is to be observed that, there would be Stores Purchase Rules and other such guidelines and directions which are to be followed for implementation. In order to implement the scheme smoothly, the concerned Assistant Director of Agriculture are hereby directed to obtain GST registration without delay; if they do not possess one at present. This is required for deducting the GST directly from the work bill in the case of tenders.

(f) There is a provision of Rs.10.00 lakh for each Krishibhavan selected for converting it to SMART

5. Providing need based IT infrastructure

(a) The selected Krishibhavans will evaluate their IT infrastructure needs to operate as SMART Krishibhavans. This includes procuring and installing computer peripherals for all staff, ensuring high-speed broadband connectivity, networking of computers, and acquiring necessary handheld devices as per their specific requirements under this component.

(b) There is a financial provision of Rs. 2.40 lakh per selected Krishi Bhavan for this component.

(c) The Block Level Assistant Director of Agriculture shall implement this component as per duly certified statement of expenditure from the concerned Agricultural Officer / Agricultural Field Officers with all supporting documents.

6. General instructions

(a) Stores Purchase Rules of the Government are to be observed for all purchases done by the Government officials.

(b) Regular reviews are to be conducted all levels

(c) Parking of funds at any levels are not allowed

(e) The expenditure involves committed expenditure, Queue bills of 2023-24

(d) The receipt of the circular shall be acknowledged.

7. Monitoring

At the district level, the scheme will be monitored and implemented by the Deputy Director of Agriculture (E&T) and Assistant Executive Engineer (Agri), under the supervision of the Principal Agricultural

Principal Agricultural
Engineer (Agri)
District Office
Kannur
Kerala
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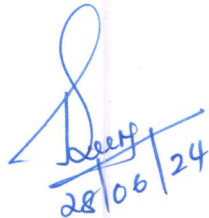
Officer. At the state level, monitoring will be overseen by the Additional Director of Agriculture (Extension). The Principal Agricultural Officer is responsible for submitting the monthly expenditure statement of the allocated funds to the Directorate by the 5th of each succeeding month.

The expenditure for the scheme will be covered by the budget provision of **Rs. 562.00 lakh** allocated under H/A **2401-00-109-80** (plan) for the Establishment of Smart KrishiBhavans, as part of the '**Strengthening of Agricultural Extension**' scheme.

SEERAM
SAMBASIVA RAO IAS
DIRECTOR

To 1) All Principal Agricultural Officers
2) CA to All Additional Director of Agriculture

Copy to: 1) All Project Directors , ATMA
2) Deputy Director of Agriculture ,(IT) Cell in publish in the website
3) CA to the Director of Agriculture
4) CA to State Agricultural Engineer
5) Senior Finance Officer
6) CA to Joint Director of Agriculture (AR&T) at Head quarters
7) Planning section
8) SW Section to update in Plan Space
9) TV / Fin Section
10) Stock File / Spare


28/06/24

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