

Directorate of Agriculture Development and Farmers' Welfare

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No:ADFW/4949/2024-TV1

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CIRCULAR

Sub:- "Strengthening of Agricultural Extension" component
"Strengthening Project Directorate of ATMA including HR
Support ATMA activities and Operational Support" sub component
"Operational Support and Hiring of Vehicles for ATMA" -
Working Instructions-issued - reg

Ref:- 1)Annual Plan 2024-2025
2)GO(Rt) No539/2024/AGRI Dated 15/06/2024

In the Annual Plan 2024-25, there is a budget provision of Rs.2503.00 Lakh for the Scheme "***Strengthening of Agricultural Extension***" under the Head of Account **2401-00-109-80 (Plan)**. As per the reference 2 nd above, Government have accorded Administrative Sanction for the implementation of the scheme for an amount of Rs.2503.00 Lakh (Rupees Twenty Five Crore and Three Lakh and Fifty Six only).

An amount of Rs.361.90 Lakh is set apart for the component 'Strengthening of Project Directorate of ATMA including HR Support to ATMA activities and Operational Support'. One of the sub component of this is Operational Support and Hiring Of Vehicles For ATMA for which Rs.111.90 lakh is earmarked during this Financial Year.

The posts of fourteen Project Directors were created and posted at the district level in the cadre of Joint Director of Agriculture at district level offices of the Department of Agriculture to streamline the activities of ATMA. They are in charge of the ATMA activities in the districts, coordinating with the line departments. They are assisted by a Deputy Project Director from any of the line departments. Project Directors supervise all the ATMA activities organized in the district and organize the district level programmes. They also have to supervise the implementation of state extension schemes like LEADS, Agro Service Centres, Karshika Karma Sena, Strengthening of Project Directorates of ATMA, Farm Plan Based Production Programme, Krishi Padasala, Vaiga, and various activities connected with Krishikootams, etc. Hence it is highly essential that the Project Directors are provided with vehicle support through hiring of vehicles for proper monitoring and implementation of extension activities, meetings, field visits, necessary inspections, and conducting melas and fairs in connection with extension delivery systems.

An amount of **Rs.14.00 lakhs** is set apart for providing mobility to Project Directors (ATMA) of districts by hiring vehicles for which Administrative Sanction was accorded by Govt. Vide GO(Rt) No. 1532/15/AD dated 11.09.2015.

Field visits are inevitable for the effective extension activities, dissemination of technical know how and for proper field level verification on implementation of various schemes by the Assistant Directors of Agriculture and other technical staff in each block. For this mobility is a must. For encouraging regular field visit and technology transfer, 75 numbers of Mobile Agro clinics were established & 75 numbers of Bolero jeeps purchased and established as Mobile Agro clinics. As per G.O (Rt) No:102/2017/ AGRI dated 10/8/2017. Administrative sanction is accorded for providing operational support to the mobile Agro clinics to meet the fuel expenses @ **Rs.10000/- per month**.

An amount of **Rs. 90.00 lakh** is set apart as Operational expenses for meeting fuel charges of Bolero jeeps and other operational expenses which include expenses for oil, service charges & insurance of Mobile Agro Clinics, repair works and maintenance, etc. Custodian of the vehicle should maintain an upto date log book with details of journey and fuel purchased. Controlling officer will verify the log book and record his/her observation. Mobile Agro Clinics should be utilized only for field visits and extension activities.

A total amount of Rs. 111.90 lakh is earmarked for the component "Operational Support and Hiring of Vehicles for ATMA under Strengthening of Agricultural Extension schemes, which includes payments for Committed expenditures.

The district wise financial allocation for meeting the operational charges of Mobile Agro Clinics and hire charges to vehicles for Project Director ATMA 2024-25 is given in Annexure I.

sl no	Detail	Amount(in lakhs)
1	Operational expenses for meeting fuel and other expense	90.0000
2	Hire charge of vehicles for Project Director, ATMA	14.0000
3	Amount for meeting Committed expenditure including Queue-bills of 2023-24	7.85206
	Total	111.85206

Monitoring:

At the district Level, the component Operational Support will be monitored and implemented by the Deputy Director of Agriculture (E&T) and the component Hiring of Vehicles by Project Director ATMA. Project Director ATMA should hand over monthly reports to Principal Agricultural Officer on the last working day of each month. The Deputy Director of Agriculture (E&T) will be responsible for preparing the consolidated report and the Principal Agricultural Officer should submit the report to Director of Agriculture with copy to Additional Director of Agriculture (Extension) of the Directorate before 5th of every succeeding month in the format furnished as per Annexure II. Principal Agricultural Officer should conduct random vehicle verification regarding the utilization of vehicle. The Custodian Officer will ensure that the vehicle is used for field visit and extension activities related to technology transfer.

The amount of Rs.111.90 Lakh required for the implementation of the above scheme can be met from the budget provision of Rs. 2503.00 lakh provided under the H/A 2401-00-109-80 plan of 2024 - 25.

The following general conditions should be followed, wherever applicable:

- i. All rules, formalities and procedures shall be strictly followed for the implementation of the scheme. The norms of financial propriety shall be adhered to.
- ii. The expenditure would be met only from the provision available under the appropriate head of account.
- iii. The fund release will be based on actual requirement, and the fund released should not be parked in banks.
- iv. Store Purchase Rules shall be strictly adhered to for all kinds of purchases.
- v. Tender/e-tender and other stipulated formalities shall be followed wherever necessary.
- vi. Post creation and purchase of vehicles are not admissible under the scheme.
- vii. The Head of Departments shall monitor the implementation of the scheme and ensure that the implementation is as per the existing procedures, rules and regulations.
- viii. The implementation agencies/ Departments also should prepare an implementation schedule to complete the project in time and send regular progress report on financial and physical progress on a quarterly basis.
- ix. The Director will hold monitoring meetings to review the progress and

send report to Government regarding the progress of implementation of the approved scheme.

x. Plan review will be conducted on every month. The expenditure statement (duly signed) should reach this office before the plan review meeting.

SEERAM SAMBASIVA RAO IAS
DIRECTOR

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(10)

- 1) All Principal Agriculture officers
- 2) All Project Directors, ATMA

Copy to

- 1) PA to Director of Agriculture
- 2) CA to All Additional DA's
- 3) CA to State Agricultural Engineer
- 4) CA to All JDA's at HQ
- 5) IP Section
- 6) DDA, IT cell to Publish in the website
- 7) SW Section
- 8) PIO, FIB
- 9) TVI Section/Stock file


22nd June 2024
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