

**Directorate of Agriculture Development and Farmers'
Welfare**

Vikas Bhavan, Thiruvananthapuram – 695033
e-mail:cru.agridir@kerala.gov.in, Phone: 0471-2304481

No:ADFW/551/2024-ATMA

Date:24-06-2024

CIRCULAR

Sub:- Annual Plan 2024-25- Scheme for Strengthening of Agricultural Extension “**HR Support to Project Directorates of ATMA**”- Administrative Sanction accorded- Working Instructions issued-reg.

Ref:- 1) Annual Plan 2024-25

2) G.O.(Rt) No.539 /2024/ AGRI dated 15/06/2024

As per reference 1st cited above, there is a Budget provision of Rs. 2503.00 lakh for the scheme “Strengthening of Agricultural Extension” under the **H/A 2401-00-109-80(P)** during the year **2024-25**. As per reference 2nd cited above, Government have accorded Administrative Sanction for the implementation of the scheme “**Strengthening of Agricultural Extension**” for an amount of Rs. 2503.00 lakh under the H/A 2401-00-109-80(P) during 2024-25. Out of this an amount of Rs.361.90 lakh has been set apart for the component ‘Strengthening of Project Directorates of ATMA including HR Support, ATMA activities and Operational Support’ and of this an amount of **Rs. 212.373 lakh** (Rupees Two hundred and twelve lakh thirty seven thousand three hundred only) is set apart for the implementation of the sub component “**Human Resource Support to Project Directorates of ATMA**” during the current year 2024-25 .

The sub component “**HR Support to Project Directorates of ATMA**” is envisaged for hiring of man power for the effective extension delivery and for implementation of Central and State extension schemes. The scheme includes HR Support to Project Directorates of ATMA, Head Quarters, Farmer Training Centres, provision of honorarium and travel expenses to faculties engaged in RATTCs and FTCs and providing course material for trainees at RATTCs and FTCs and miscellaneous expenses at HQ. An amount

of Rs.212.373 lakh has been set apart for this under the **Head of Account 2401-00-109-80(P)**.

Objectives:-

- Man power support for Extension services
- Empowering the extension personnel for effective implementation of Extension schemes.
- Supporting the training programmes of Farmer Training Centres by providing technical hands.

Programme:-

The various components under this programme are as follows:

1.Honorarium to District Technology Managers in Agriculture and allied sectors (Rs 167.373 lakh)

There are 45 District Technology Managers (DTMs) engaged in 14 districts and 2 DTMs in Head Quarters, out of which, 23 DTMs engaged in 14 districts are from Agriculture Sector and 20 DTMs are from allied sectors i.e., 14 DTMs (one each in 14 districts) in Animal Husbandry and 6 DTMs in Fisheries in Thiruvananthapuram, Kollam, Alappuzha, Thrissur, Kozhikode and Kannur districts. The total amount set apart for providing honorarium and other eligible allowances to DTMs is **Rs.167.373 lakh** (honorarium @ Rs. 30,955/- per month).

The District Technology Managers will co-ordinate technology management activities at block level. They will also perform data consolidation work and create a real time data bank of field level problems and enquiries. They will be responsible to record the outcomes of meetings and seminars and various field problems for onward transmission to higher authorities. The District Technology Managers strengthen and support the extension activities at district level and DTMs at State Level Nodal Office will co-ordinate the activities in the state level by collecting the required information from all the districts. All reports on ATMA and other extension

activities will be collected by DTMs at districts and State Nodal Office.

All District Technology Managers should assist the Project Directors (ATMA) in the implementation of Farm Plan scheme, Krishikkootams, Njangalum Krishiyilekku second part (Krishi Samrudhi), Jaiva karshika Mission, FPO schemes and other schemes monitored by the Project Directors (ATMA) and should conduct field visits also. During the field visit, DTMs shall address the field problems, give solutions, bring problems requiring the attention of experts to the notice of AO/ADA/DPD/PD, involve in awareness/ training programmes for mobilising youth to agriculture etc. Field visit can be conducted in coordination with Block Technology Managers and Assistant Technology Managers.

All District Technology Managers should necessarily conduct a minimum of 2 days field visit in a week. Project Directors (ATMA) should schedule the field visits of DTMs every month and monitor and evaluate the same.

2. Human Resource Support at FTC, Pandalam and Vengeri (Rs 14.1768 lakh)

Technical Officers with BSc (Agri.) qualification, two each at FTC Vengeri and Pandalam are engaged on contractual basis with an honorarium of @ Rs. 29535/- per month. An amount of **Rs 14.1768 lakh** is set apart for this component. The Technical Officers should assist the officers of the FTC to conduct post training evaluation every year by conducting field visits wherever possible and evaluate the extent of technology adaptation and improvement in the agriculture production and prepare a document including photos. This document should be forwarded to the training section in the Directorate.

3. Honorarium and travel expenses to faculties engaged in RATTCS and FTCs (Rs 14.00 lakh)

An amount of **Rs.14.00 lakh** is set apart for meeting the honorarium and travel expenses to faculties engaged in RATTCS and FTCs.

4. Providing course material for trainees at RATTCS and FTCs & Miscellaneous expenses at HQ (Rs.16.8232 lakh)

An amount of **Rs. 16.8232 lakh** is set apart for this component. This amount will be given to districts as per the requirement of Training Centres. The balance amount after the disbursement to training centres under this component can be utilized for meeting the Miscellaneous expenditure at HQ.

Financial Outlay:

The total financial outlay for the implementation of the scheme during 2024-25 is detailed below.

Sl. No.	Details	Amount (Rs. In lakh)
1	Honorarium to District Technology Managers in Agriculture and allied sectors @ Rs. 30,955/month	167.373
2	Human Resource Support at FTC, Vengeri and Pandalam @ Rs. 29,535/month	14.1768
3	Honorarium and travel expenses to faculties engaged in RATTCS & FTCs	14.00
4	Providing course material for trainees at RATTCS & FTCs & Miscellaneous expenses at HQ	16.8232
	TOTAL	212.373

The total amount of **Rs. 212.373 lakh** (Two hundred and twelve lakh thirty seven thousand three hundred only) for the implementation of the scheme "**Human Resource Support to Project Directorates of ATMA**" can be met from the budget provision under **H/A 2401-00-109-80 (P)** during the current year 2024-25.

The **committed expenditure of 2023-24** shall also be met from

the funds set apart for HR Support to Project Directorates of ATMA (H/A : 2401-00-109-80 (P)) during the Financial Year 2024-25.

Monitoring and Evaluation: -

The scheme will be implemented by the Project Directors, ATMA in the districts and the Deputy Project Directors, ATMA will assist in implementation and monitoring of all activities in Human Resource Support to Project Directorates of ATMA.

The overall monitoring of the scheme will be done by the Principal Agricultural Officer at District Level. The officers at RATTCs should conduct post training evaluation every year by conducting field visits wherever possible and evaluate the extent of technology adaptation and improvement in the agriculture production and prepare a document including photos. This document should be forwarded to the training section in the Directorate. The Monthly Progress Report regarding 3rd and 4th component should be collected by the Deputy Director of Agriculture (E&T) from RATTC/ FTC and should be handed over to PD, ATMA. The consolidated Monthly Progress Report of the scheme should be submitted to State Nodal cell in the email ID nodalatmakerala@gmail.com on or before the 5th of succeeding month by the Project Director, ATMA. At State level, the scheme will be managed and monitored by Additional Director of Agriculture (Extension).

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 will be met only from the provision available under the appropriate head of account.
- iii. The fund release shall 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.

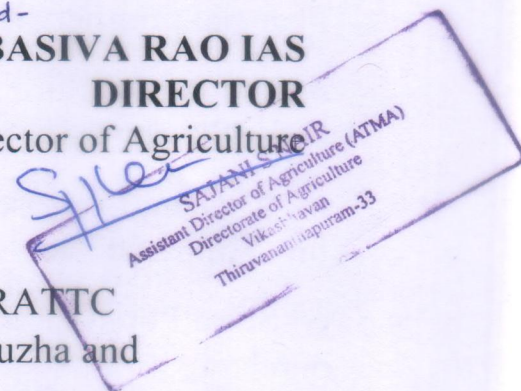
- v. Tender/e-tender and other stipulated formalities shall be followed wherever necessary.
- vi. Post creation and purchase of vehicles are not admissible under the scheme.
- vii. The Head of Departments shall monitor the implementation of the scheme and ensure that the implementation is as per the 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 reports on financial and physical progress on a quarterly basis.
- ix. The Director should hold monitoring meetings to review the progress and send a report to the government regarding the progress of implementation of the approved scheme.
- x. The Director, Agriculture Department shall sign an MoU with the concerned implementing agencies of the scheme before releasing the funds. It should also be ensured that the Utilization Certificates pertaining to all schemes are submitted by the agencies in time.
- xi. AIMS portal registration and Digital Soil Health Card is mandatory.
- xii. Plan review will be conducted every month.

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SEERAM SAMBASIVA RAO IAS
DIRECTOR

For Director of Agriculture

- To :
- 1) All Principal Agriculture Officers
 - 2) All ATMA Project Directors
 - 3) The Deputy Directors of Agriculture- RATTC
Kazhakuttom, Kozha, Vyttila, Malampuzha and



Thaliparamba

- 4) The Deputy Directors of Agriculture- Farmer's Training Centres, Vengeri and Pandalam

- Copy to: 1) TA to Director of Agriculture
2) CA to All Additional Directors of Agriculture
3) CA to All Joint Directors of Agriculture
4) DDA (IT) for uploading in the website
5) Planning section
6) SW section-for updating in PLANSPLACE
7) Stock File/ Spare