

**Directorate of Agriculture Development and Farmers' Welfare**  
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**No: ADFW/7518/2024-IT2**

**Date:23-06-2024**

**C I R C U L A R**

Sub:- Department of Agriculture Development and Farmers' Welfare - Annual Plan 2024-25 - **Scheme for Office Automation and IT Infrastructure** - Working Instructions issued- Reg.

Ref:- G.O (Rt) No.541/2024/AGRI dated 15/06/2024 of Agriculture (Farms) Department

As per reference cited 1<sup>st</sup> above, Government of Kerala have accorded Administrative Sanction for the Scheme “**Office Automation and IT Infrastructure**”. Implementation, Maintenance and Strengthening of e-Office, Connectivity to various offices, Procurement of Computers, Accessories, Networking and site Preparation , Development of Management Information System and Direct Benefit Transfer, Maintenance and Upgradation of ICT Infrastructure facilities including Video Conference / Virtual Class Room and Honorarium to Data Entry Operators are the 6 major components of the scheme. As per the Administrative Sanction, an amount of **Rs.661.00 lakhs** is earmarked for the above components, under the **Head of Account 2401-00-001-86 (P)** for the year 2024-25.

Following Working Instructions are issued for the implementation of the scheme during 2024-25.

**1) Implementation, Maintenance and Strengthening of e-Office**

Agriculture Development and Farmers Welfare Department is implementing various IT and e-Governance initiatives for simplifying procedures and to speed up service delivery. Implementation of e-Office up to the grass root level Krishi Bhavan is planned for the year 2024-25. This requires modern Computer Systems, Hardware, Software, Networking Infrastructure and manpower support. E-Office aims to improve productivity, quality, resource management, turn-around time and increase transparency by replacing the old manual process with an electronic file system.

The ‘**e-Office**’ which is an integrated solution for the organizational effectiveness of the Department, has already been implemented in Directorate from July, 2019 as 1<sup>st</sup>

phase and implementation has already been completed in more than 1000 offices under the Department. During this year implementation of e-office is to be completed in all offices under the Department. An amount of **₹76.00 lakhs** is set apart for this component.

Following sub-components to be implemented in the current year for the effective use of e-Office in various offices under the Department.

### **1.1 Maintenance and Strengthening of e-Office in the Directorate**

An amount of **₹12.50 lakh** is earmarked for this component. Need based use of the funds for the following activities is permitted from this. Implementation of these sub-component is through the IT Cell of the Directorate.

#### **1.1.1 Internal Networking (LAN), Modems / Switches, Maintenance**

For the effective functioning of e-Office, uninterrupted networking is an essential one. Due to adoption of K-FON System this can be utilized for providing new LAN port, cabling, procurement of modems, switches, wifi modems, maintenance of the existing LAN, switches, etc.

#### **1.1.2 Digital Signature Certificate Cost**

Approval and dispatch of documents with digital signature, will ensure more security of the document and improve the efficiency. Cost of meeting digital signature procurement for officers in the Directorate will be met based on actual need. For availing the facility of digital signature to the officers, guidelines of Kerala State IT Mission should be observed strictly.

#### **1.1.3 Software Application Support Engineer from NIC**

For the successful running of e-Office in the Directorate, manpower support from NIC is inevitable. Service of two Software Support Engineers from NIC, to be recruited through NICSII can be appointed for one year for providing technical assistance to the users of e-Office in the Directorate, e-Office user creation, transfer EMD, etc. An amount of **Rs.10.80 Lakhs or actual NICSII invoice rate** is earmarked for this item.

#### **1.1.4 Training to Officers of the Directorate**

Need based training / refresher training on e-office to new and existing officers of the Directorate is proposed. Actual cost of training to be met from this component.

### **Financial Outlay - e-Office in the Directorate**

Sl. No.	Item	Amount (₹ Lakh)

1	Internal Networking (LAN), Modems / Switches & Maintenance	
2	Digital Signature Certificate Cost	
3	Software application Support-Support Engineer from NIC for 1 Year @ ₹45000 per month X12X2 or as per NICS I Proforma Invoice	<b>12.50</b>
4	Training to Officers of the Directorate	
	<b>TOTAL</b>	<b>12.50</b>

## **1.2 Maintenance & strengthening of e-Office in 14 Principal Agricultural Offices and in all other Offices of the Department in districts**

During 2024-25, it is intended to complete the implementation of e-Office in all offices under the Department up to Krishi Bhavan level. An amount of **₹63.50 lakh** is earmarked for this sub-component. Implementation of this sub-component is through the IT Cell in the Directorate and PAOs in the districts. Following are the sub components.

### **1.2.1 Internal Networking (LAN), Modems / Switches, Maintenance**

For the effective functioning of e-Office, uninterrupted networking is an essential one. Actual cost of establishing K-FON connection, LAN, maintenance of the existing LAN system, procurement /maintenance of Modems/ Switches, etc. in offices in the districts can be met from this sub-component.

### **1.2.2 Digital Signature Certificate Cost**

Approval and dispatch of documents with digital signature, will ensure more security of the document and improve the efficiency. Actual cost of availing digital signature to the officers of offices coming under the district to be met from this fund. For availing the facility of digital signature to the officers, guidelines of Kerala State IT Mission should be observed strictly.

### **1.2.3 Software Application Support Engineer from NIC**

For the successful running of e-Office in all 14 Districts in offices up to Krishi Bhavans and in all offices manpower (technical) support from NIC is inevitable. Service of one Software Support Engineer from NIC, to be recruited through NICS I can be appointed for one year in each district for providing assistance to the users of e-Office in the above mentioned offices. Implementation of this sub-component is through IT Cell of the Directorate and through PAOs in the districts.

### 1.2.4 Training to Officers of the Districts

Expenses for providing training / refresher training on e-office to the e-office users of the 14 PAOs and all other offices under the Department in the districts can be met from this sub-component. An amount of of Rs.10,000/- can be utilized for one training. Maximum two trainings in each district can be conducted. Funds will be allowed based on the requests from PAOs. Implementation of this sub-component is through the PAOs in the districts.

#### Financial Outlay – Implementation and Maintenance of e-office in districts

Sl. No.	Item	Amount (₹ Lakh)
1	Internal Networking (LAN), Modems / Switches & Maintenance	63.50
2	Digital Signature Certificate Cost	
3	Software application Support Engineer from NIC for 1 Year @ ₹45000 per month or as per PI of NICSI – 1 for each district	
4	Training to Officers of the Districts [@10000 per training]	
	<b>TOTAL</b>	<b>63.50</b>

### 2) Connectivity to various offices of the Department

A total amount of ₹178.00 lakhs is earmarked for the implementation of this component. This will be utilized for giving Internet Connectivity to Various Offices under the Department and also for meeting the Cost for renewal and issue of new BSNL Mobile SIM Cards to Department Officials.

#### 2.1 Internet Connectivity to various offices

To make online services available to the farmers in time and for effective e-Governance and Scheme implementation, offices under the Department have to be provided with stable and high speed internet connection with sufficient data. Since many of the administrative functions like e-office usage, e-mail communications, submission of reports to higher levels and between offices, online Video Conferences, file movement etc., and service delivery processes like use of Kerala Krishi Hub, AIMS, BIMS, BAMS, SPARK, etc. require high speed internet connectivity. Providing Internet Connectivity to all offices under the Department is an integral part of e-Governance initiatives. K-FON / BSNL connectivity with stable minimum internet speed of 60 Mbps and above under Special K-FON / BSNL Plan for Agriculture Department using K-FON, VPN over BB, FTTH Connection or any

other connection based on field level feasibility. In offices where special needs /infrastructural bottlenecks prevent e-Governance, multi model service delivery using broadband, need based options Wimax/WLL, special leased line, FTTH, etc. are permitted subject to the availability of above services provided by K-FON, BSNL or other agencies providing better connectivity and services at competitive rates. Internet charges of different offices of Department of Agriculture Development and Farmers Welfare are payable from this scheme.

## **2.2 Mobile Connectivity / Renewal of BSNL SIM Card**

Since 2018, all Gazatted Officers of the various offices of the Department have been provided with CUG Mobile SIM Cards under the special plan for the Department of Agriculture made available by the BSNL. The renewal cost of these Mobile SIM Cards (Annual subscription) of 1782 numbers being used by the Department officers is to be met from this component. Cost of issue of new mobile SIM Cards to officials or renewal of existing mobile SIM cards can also be met from this component. All Officers have to use official SIM Card and hand over the card to the new official taking charge during transfer /Retirement etc. In case of failure in using official SIM Cards the annual cost to BSNL will be recovered from the official. In case of loss of SIM Card the official has to submit a request to BSNL district officer and collect new SIM after paying the SIM cost.

**New connectivity plans will be finalized at Directorate and instructions will be issued separately.**

### **Financial Outlay – Connectivity to various offices**

<b>Sl. No.</b>	<b>Item</b>	<b>Amount (₹ Lakh)</b>
1	Internet Connectivity	140.00
2	Mobile Connectivity / Renewal of BSNL SIM	38.00
	<b>TOTAL</b>	<b>178.00</b>

## **3) Procurement of Computers, accessories, Networking, Site Preparation and ICT Infrastructure**

A total amount of **₹30.00 lakh** is earmarked for this component. To strengthen the IT and e-Governance initiatives, availability of the latest hardware, software, computing and networking devices, etc are needed. The major objective is to provide modern Computers and accessories to various offices of the Department of Agriculture Development and Farmers' Welfare to effectively practice digital agriculture, e-extension and use of modern office management like e-Office, Kerala

Krishi Hub , AIMS, etc. Use of e-office, Kerala Krishi Hub, AIMS, e-treasury, BiMS, BAMS, e-payment etc are essential for office automation, online receipts, payments, fund allotment etc. Computers and accessories are essential for successful operation of portals and effective service delivery to farmers. For optimum use of hardware purchase of Laptops instead of Desktops and UPS to be promoted based on the needs of various offices. **Since New Computers will be issued under Smart Krishi Bhavan Scheme for field level offices preference will be given to issue Computers to Directorate under this component.**

#### **Financial Outlay – Procurement of Computers**

<b>Sl. No.</b>	<b>Item</b>	<b>Amount (₹ Lakh)</b>
1	Computer, accessories and networking devices - Core -i3 or above desktop/laptop, UPS, Printer, Document Scanner /Modem/ Book scanner, Network Switch, Cabling/Wiring & Site Preparation: Accessories like Monitor, keyboard, mouse, etc., Computer Table, Chairs/ Electrical Works/Cabling, Earthing Networking/Almarah for IT Library etc based on field level requirement	30.00
	<b>Total</b>	<b>30.00</b>

#### **4) Development of Management Information System (MIS) and Direct Benefit Transfer (DBT)**

The Department of Agriculture Development and Farmers Welfare is using various ICT tools to provide services to the farming community. There is a strong demand in the Department for the development of a Reporting Module which can cater to the demand of all tiers right from Krishi Bhavans. Integrated Central MIS enables higher-level officials in monitoring the scheme progress and expenditure status in real time to take administrative decisions. **Kerala Krishi Hub** is planned as a major software for planning, implementation and monitoring of schemes. AIMS - Agriculture Information Management System software is to be supported for the existing schemes. An amount of **₹58.00 lakhs** is earmarked for this component. Implementation of this component is through IT Cell of the Directorate of Agriculture Development and Farmers Welfare Department.

Following are the sub components of the scheme

##### **4.1 Cost of engaging a Data Base Administrator and a System**

### **Administrator on contract**

It is essential to engage one Data Base Administrator (DBA) for managing and analyzing Data Base and one System Administrator (SA) for managing and hosting Kerala Krishi Hub, Multi Media Servers (MMS), NAS, Virtual Machine, Servers, etc. for development and management of Kerala Krishi Hub Portal , AIMS Portal, Other Hosted Systems and Services of the Department and also for uninterrupted and efficient delivery of online services to farmers.

Data Base Administrator and System Administrator will be recruited through NICSI (an agency of National Informatics Centre). **An amount of ₹18.00 Lakh** is set apart for engaging the expertise and service of qualified **Data Base Administrator and System Administrator** from NIC recruited through NICSI.

### **4.2 Cost of engaging Hardware Technician on Contract**

In the Directorate of Agriculture Development and Farmers Welfare Department more than 300 computers, Printers, Multi Function Printers, Scanners and its accessories form an IT infrastructure network which acts as the backbone of the functioning of the Directorate. At present file movement and processing is carried out through the e-Office facility, which needs uninterrupted functioning of the IT infrastructure network. These systems are prone to technical problems frequently, which can only be rectified by a qualified hardware technician. A Hardware Technician with Degree / Diploma in Hardware on contract is essential to maintain the systems in good condition and co-ordinate maintenance and repair works, maintenance of Video Conferencing / Virtual Classroom, etc. Hardware Technician will be recruited through NICSI (an agency of National Informatics Centre). Hardware technician will be stationed at Hardware Maintenance Bay at the IT Cell of the Directorate of Agriculture Development and Farmers Welfare Department. Hence an amount of **₹5.40 Lakh** is set apart for engaging a qualified hardware technician from NIC recruited through NICSI.

### **4.3 Cost of engaging Software Engineer on Contract**

Cost of engaging Software Support Engineer for Integration of Kerala Krishi Hub with BiMS and BAMS , customizing AIMS (Agricultural Information Management System), Farmer SMART Database and Farmer Registry, Online Claim Processing Suite, Other Central and State Software Clusters providing services to farmers in Kerala, Training and Maintenance of the Software Systems. An amount of **₹5.40 Lakh** is earmarked for the manpower cost to NIC for engaging a Programmer /Testing Engineer for a period of 12 months @ ₹45,000/- per month for the Development of Online claim processing suite / SMART, Integration of Kerala

Krishi Hub with Treasury Systems and Software, AIMS, Subhiksha Keralam portal, customizing BIMS / BAMS and subsidy transfer and to provide technical help, training, maintenance of the software etc to Department of Agriculture Development and Farmers Welfare Department. The software modification process includes provision and use of digital signature, web services, security of data, forward and backward linkages and data integration with BIMS portal and access control application development. Implementation of this sub-component is through IT Cell of the Directorate of Agriculture Development and Farmers Welfare Department.

#### **4.4 Capacity Building**

Capacity building programmes on the use of Kerala Krishi Hub, AIMS, Centralized Direct Benefit Transfer, SMART data base, Farmer Registry, Digital Crop Survey, e-Office, e-procurement, Karshaka Registration through AIMS, GST, GeM, and Other Central and State software clusters, Software Customization Workshops, Focus Group Trainings and Discussions are to be organized for Department Officials (District level, Block level, Krishi Bhavan Level or Master Trainers Trainings) surveyors and other stakeholders. An amount of **₹ 5.00 Lakh** is earmarked for this purpose including the cost of Training materials, User Manual Preparation for various software systems. Service of SAMETI can be utilized for the Capacity Building Programme. Implementation of this sub-component is through IT Cell of the Directorate of Agriculture Development and Farmers Welfare Department and Principal Agricultural Officers.

#### **4.5 SMS Support to Software Clusters**

Kerala Krishi Hub, AIMS, SMART farmer database, Farmer Registry, Digital Crop Survey, Claim Processing Suite, Integrated MIS, DBT software for effecting e-Payment, Subhiksha Keralam- Karshaka Registration, ASHA and other software clusters are to be given provision to send SMS messages to the beneficiaries for information and security purposes. This has to be made possible by integrating various software platforms with the mobile platform of Government of Kerala. Information on successful as well as failed transactions can be intimated to beneficiaries through SMS along with scheme information. This facility will be given to farmers free of cost. An amount of **₹12.00 Lakh** is earmarked to meet the SMS charges payable to NICSI / NIC, who is the official supplier of Kerala Government SMS. Implementation of this sub-component is through IT Cell of the Directorate of Agriculture Development and Farmers Welfare Department.

#### **4.6 Social Media for Extension / Support for Karshika Vivara Sanketham and Development of Call Centre**



An amount of **Rs.10.00 Lakhs** is earmarked for the component ‘Social Media for Extension / Support for Karshika Vivara Sanketham and Development of Call Centre’.

The main objectives of this component are the following:

- To promote Kerala based social media groups for strengthening cyber extension and to enhance production, productivity and profitability of farming in Kerala. Kerala Krishi Hub Applications, “Karshika Vivara Sanketham” - Whatsapp group, “Karshika Vivara Sanketham”, Karshika Keralam, e-Vipani, FEM @ Mobile Android Mobile apps to be promoted.
- Positive and proactive engagement with Kerala Krishi Hub beneficiaries through mobile app, social media for dissemination of modern scientific agricultural innovations to farmers.
- To attract, encourage and motivate the tech-savvy young new generation farmers and professionals to farming in Kerala.
- To disseminate scheme information, support from agricultural department and assistance to group members for the development of agricultural sector in Kerala.
- To provide Training to social media participants to encourage more people to adopt scientific farming in Kerala.
- To bring all the online groups under the umbrella of the Web Portal “Kerala Krishi Hub” being developed as a single solution for Department of Agriculture Development and Farmers Welfare.
- To train Agricultural Department officials in using social and digital media for enhancing the effectiveness of extension and dissemination of information and discuss about trending topics in the field of Agriculture.
- To develop a social media and digital media policy for Agricultural Department.
- To get real time response and feedback of schemes from farmers for effectively planning, implementation and monitoring of schemes.
- To continuously improve the efficiency and effectiveness of service delivery of Agricultural Department with farmer focus by constantly engaging with farmers, consumers, agricultural experts, input dealers, students and all stakeholders of Agricultural Development in Kerala and to solve issues and complaints related to service delivery.
- To help farmers to adopt the best agricultural technologies available in the globe by constant interaction with NRI farmers and international experts in this field and promote crowd sourcing more funding and technology from all over

the world.

Implementation of this sub-component is through SFAC Kerala.

**Financial outlay – Support for Karshika Vivara Sanketham  
and Development of Call Centre**

Sl. No.	Item	Amount (₹ Lakh)
1	Support to Kerala Krishi Hub , Karshika Vivara Sanketham for designing extension videos/ expenses for organizing online farmers field school- Krishi Padasala, Purchase of software and hardware, etc. Design and electronic distribution of standard templates for use by Department Offices through Kerala Krishi Hub/ Karshika Vivara Sanketham, Organizing workshop and trainings, Preparation of Training Materials and publications on social media applications for Agricultural Development. Library Materials purchase for Karshika Vivara Sanketham. Creation of professional infrastructure for short video production for extension, renting professional equipments for video production. Software / hardware purchase for successful farm models documentation, live streaming. Training SFAC Kerala, KVS and Department staff in professional agri video production in reputed institutions. Strengthening farmer's field school - Krishi paadasala, providing online and offline storage including cloud and strengthening Video channels for extension. Hardware, Software and Connectivity, Purchase and Maintenance	10.00
	<b>TOTAL</b>	<b>10.00</b>

**4.7 Operational Cost for reviews, meetings and other contingencies**

An amount of **₹2.20 Lakh** has been earmarked for meeting the contingencies and unforeseen expenses related to Development of Kerala Krishi Hub, Agricultural Information Management System (AIMS) and other central and state Government Software Clusters. In case of changes in GST rates or increase in any item or periodical or incremental increase in manpower cost or preparation and publication of user manual, training or any other expenditure in the plan it will be met from contingencies and unforeseen expenses. Expenses incurred for the maintenance and smooth functioning of the IT Cell like electrical fittings and maintenance works,

toner procurement and refilling for printers, repair works of vehicles allotted to IT Cell, etc. can be met from this component.

#### **Financial Outlay – Development of MIS & DBT**

<b>Sl. No.</b>	<b>Item</b>	<b>Amount (₹ Lakh)</b>
4.1	Cost of engaging System Administrator and Data Base Administrator	18.00
4.2	Cost of engaging Hardware Technician	5.40
4.3	Cost of engaging Software Support Engineer	5.40
4.4	Capacity Building (District level, Block level, Master trainers training)	5.00
4.5	SMS Support	12.00
4.6	Social Media for Extension	10.00
4.7	Other Contingencies	2.20
	<b>Total</b>	<b>58.00</b>

#### **5) Maintenance and Upgradation of ICT Infrastructure facilities**

An amount of **₹33.00 lakhs** is set apart for this component which will be used for the following activities.

- a. Upgradation and Repair of computer and accessories, Procurement of Accessories and Consumables for existing computers and printers, essential site preparation costs based on actual needs.
- b. Maintenance of Department website, Applications Development and expenses related to hosting website, security auditing of various software of Department of Agriculture Development and Farmers' Welfare.
- c. Purchase of Equipments, Hardware and Software for IT and e-Governance training infrastructure, Agricultural Knowledge Management System, Repair and Maintenance and AMC of computer Lab items, Extra Connectivity/bandwidth pumping to network for training and Special connections for Computer Labs from high-speed connectivity providers, Connectivity Account Charges etc.
- d. Purchase of books, essential software, security measures, subscribing Magazines, CD's, DVDs, Blue Ray discs, USB Flash drives, Solid State Drives (SSD), external Hard Disk, Training Materials etc. related to IT and e-Governance subjects.

- e. AMC for IT and Communication Infrastructure, Hardware Items at Directorate and Computer Labs and other offices, Software licenses and AMC for virtual Class rooms, Purchase of Software for extension and Security in offices of Agriculture Department.
- f. Networking of the present infrastructure at various offices for optimum efficiency and synergy in IT and e-Governance operations.
- g. Security Auditing of Department Software Assets and regular maintenance
- h. Subscription / purchase and renewal of license of various softwares essential for the functioning of Directorate and other offices.
- i. Subscription / purchase and renewal of license of Video Conferencing solutions.

For the implementation of this component as per the above instructions, following amounts are allotted to various offices.

Sl. No.	Name of Office	Amount (Rs. in lakhs)
1	Principal Agricultural Officer, Thiruvananthapuram	2.00
2	Principal Agricultural Officer, Kollam	2.00
3	Principal Agricultural Officer, Pathanamthitta	2.00
4	Principal Agricultural Officer, Alappuzha	2.00
5	Principal Agricultural Officer, Kottayam	2.00
6	Principal Agricultural Officer, Idukki	2.00
7	Principal Agricultural Officer, Ernakulam	2.00
8	Principal Agricultural Officer, Thrissur	2.00
9	Principal Agricultural Officer, Palakkad	2.00
10	Principal Agricultural Officer, Malappuram	2.00
11	Principal Agricultural Officer, Kozhikode	2.00
12	Principal Agricultural Officer, Wayanad	1.00
13	Principal Agricultural Officer, Kannur	2.00
14	Principal Agricultural Officer, Kasaragod	1.00
15	Accounts Officer – I, Directorate	1.00
<b>TOTAL</b>		<b>27.00</b>

#### **6) Honorarium to Data Entry Operators**

As a part of National e-Governance Plan (Agriculture) Data entry operators were appointed - 3 Nos at Directorate ,14 Nos in 14 Districts, 152 Nos in 152 blocks (one each in every block and district). Considering their skills, experience and dedication to work, their services were continued to ensure operational efficiency and effectiveness, better and faster service delivery to farmers. **Rs.286.00 Lakhs** is

earmarked for payment of Honorarium to Data Entry Operators engaged at State, District and Block Level. Monthly Honorarium including past arrears, Festival Allowance, Maternity Benefits and other statutory and legal essential payments at rates fixed by the Government of Kerala from time to time to be met from this component. As an initial allotment, funds are allotted to various offices as per the table given below.

Sl. No.	Name of Office	Amount (Rs. in lakhs)
1	Principal Agricultural Officer, Thiruvananthapuram	12.00
2	Principal Agricultural Officer, Kollam	12.00
3	Principal Agricultural Officer, Pathanamthitta	8.00
4	Principal Agricultural Officer, Alappuzha	12.00
5	Principal Agricultural Officer, Kottayam	12.00
6	Principal Agricultural Officer, Idukki	8.00
7	Principal Agricultural Officer, Ernakulam	15.00
8	Principal Agricultural Officer, Thrissur	17.00
9	Principal Agricultural Officer, Palakkad	13.00
10	Principal Agricultural Officer, Malappuram	13.00
11	Principal Agricultural Officer, Kozhikode	13.00
12	Principal Agricultural Officer, Wayanad	3.00
13	Principal Agricultural Officer, Kannur	12.00
14	Principal Agricultural Officer, Kasaragod	7.00
15	Accounts Officer – I, Directorate	5.00
<b>TOTAL</b>		<b>162.00</b>

In case of offices where the post of Data Entry Operator is vacant at present immediate action is to be taken to engage them through Employment Exchange.

**TOTAL FINANCIAL OUTLAY FOR THE SCHEME**  
**“OFFICE AUTOMATION AND IT- INFRASTRUCTURE 2024-25”**

Sl. No.	Name of Component/ Sub component	Budget Allocation (₹ Lakh)
1	Implementation, Maintenance and Strengthening of e-Office	76.00
2	Connectivity to various offices	178.00
3	Procurement of Computers, Accessories, Networking, Site Preparation & ICT Infrastructure	30.00

4	Development of Management Information System and DBT	58.00
5	Maintenance and Upgradation of ICT Infrastructure facilities including Video Conference / Virtual Classroom	33.00
6	Honorarium to Data Entry Operators	286.00
	<b>TOTAL</b>	<b>661.00</b>
<b>(Rupees Six Hundred and Sixty One Lakhs only)</b>		

**All past payments including arrears, Queue Bills , e-LAMS payment, etc. are to be met from the allotted amount under the scheme, 'Office Automation and IT Infrastructure' under the Head of Account 2401-00-001-86 Plan for the financial year 2024-25.**

**SEERAM SAMBASIVA RAO IAS**  
**DIRECTOR**

Director of Agriculture

Encl: 1) Annexure I: GO (Rt) No.541/2024/AGRI dated 15/06/2024 of Agriculture (Farms) Dept.  
2) Annexure II: K-FON Circular

To

1. All Addl. DAs
2. All PAOs
3. All ADAs in Block level
4. TA to DA
5. Website

Signed by

Salin Thapasi

Date: 24-06-2024 10:37:38



## GOVERNMENT OF KERALA

### Abstract

Agriculture Department - Annual Plan 2024-25 - Office Automation and IT Infrastructure – Administrative Sanction Accorded – Orders issued.

### **AGRICULTURE (FARMS) DEPARTMENT**

G.O.(Rt)No.541/2024/AGRI Dated,Thiruvananthapuram, 15-06-2024

Read 1 G.O.(Rt)No.515/2023/AGRI,dated, 26-05-2023.

2 Letter Number ADFW/4834/2024-TP2 dated 13.05.2024 received from the Director of Agriculture Development and Farmers Welfare, Thiruvananthapuram.

3 Minutes of the Department Working Group Meeting held on 16.05.2024.

### ORDER

As per the GO read as first paper above, Administrative Sanction had been issued for an amount of Rs.575/- lakh to the scheme “Office Automation and IT Infrastructure” as part of Annual Plan 2023-24. The Director of Agriculture Development and Farmers Welfare Department , as per the letter read 2<sup>nd</sup> above, has submitted a detailed proposal for continuous administrative sanction for the implementation of the Scheme “Office Automation and IT Infrastructure” for an amount of Rs.661.00 Lakh earmarked in the budget under the H/A 2401-00-001-86(P) for the scheme during the current financial year as detailed below.

Sl No.	Component	Financial outlay (Rs in Lakh)
1	Implementation, Maintenance and Strengthening of E- office	76.00
2	Connectivity to various Offices	178.00
3	Procurement of Computers,. Accessories, Networking and Site preparation	30.00
4	Development of Management Information system and Direct Benefit Transfer	58.00
	Maintenance and Up gradation of ICT	

5	infrastructure facilities including Video Conference / Virtual Class Room	33.00
6	Honorarium to data entry operators	286.00
	Total	661.00

The Working Group Meeting held on 16.05.2024 has approved the proposal .

Government have examined the proposal in detail and are pleased to accord Administrative Sanction for the implementation of the scheme “Office Automation and IT Infrastructure” with the components as detailed above, for an amount of Rs.661.00 Lakh (Rupees Six Hundred and Sixty One Lakh only) earmarked in the budget under the H/A 2401-00-001-86(P)) during the current financial year subject to the following conditions, wherever applicable.

1. All rules, formalities and procedures shall be strictly followed for the implementation of the scheme. The norms of financial propriety shall be adhered to.
2. The expenditure would be met only from the provision available under the appropriate head of account.
3. The fund release will be based on actual requirements, and the fund released should not be parked in banks.
4. Store Purchase Rules shall be strictly adhered to for all kinds of purchases
5. Tender/e-tender and other stipulated formalities shall be followed wherever necessary.
6. Post creation and purchase of vehicles are not admissible under the scheme.
7. 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.
8. 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.
9. 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.
10. The Director, Agriculture / Director of Soil Survey & Soil Conservation 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.



11. AIMS portal registration and Digital Soil Health Card is mandatory.
12. Geo fencing & Geo tagging is mandatory. It should be ensured in every scheme wherever beneficiaries exist.
13. Plan review will be conducted every month.

(By order of the Governor)  
PRASANTH N I A S  
SPECIAL SECRETARY

To:

The Director, Agriculture Development & Farmers Welfare  
Department, Thiruvananthapuram.

The Agricultural Chief, State Planning Board, Pattom,  
Thiruvananthapuram.

The Principal Accountant General (Audit), Kerala,  
Thiruvananthapuram.

The Accountant General (A&E), Kerala, Thiruvananthapuram.

The Finance Department.

The Planning & Economic Affairs (CPMU) Department.

The Agriculture (PB) Department.

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Section Officer

Copy to : PS to Minister for Agriculture.

PA to A.P.C & Principal Secretary, Agriculture Department

Signed by  
Krishnakumar V

Date: 18-06-2024 11:25:05

കാർഷിക വികസന കർഷക ക്ഷേമ വകുപ്പ്  
ഡയറക്ടറുടെ കാര്യാലയം, തിരുവനന്തപുരം.

**കീഴെടുത്ത് നമ്പർ ADFW/11986/2022-IT1 തീയതി 09-05-2024**

സർക്കാർ ഉത്തരവിന്റെ പകർപ്പ് എല്ലാ പ്രിൻസിപ്പൽ കൃഷി ഓഫീസർമാർക്കും നൽകുന്നു. നിലവിൽ കെ-ഫോൺ കണക്ഷൻ ലഭ്യമായ ഓഫീസുകൾ കെഫോൺ പ്രാഥമിക കണക്ഷൻ ആയി ഉപയോഗിക്കേണ്ടതാണ്. ഇതര കണക്ഷനുകൾ നിലവിൽ നൽകിയ ഇൻറർനെറ്റ് പ്ലാൻകാലവധി തീരുന്ന മുറയ്ക്ക് പുതുക്കേണ്ടതില്ല.

നാളിതുവരെ കെ-ഫോൺ കണക്ഷൻ എടുക്കാത്ത ഓഫീസുകൾ, ഇതോടൊപ്പമുള്ള ലിസ്റ്റിൽ നിന്ന് അതാത് ജില്ലയിലെ കെ-ഫോൺ കോർഡിനേറ്റർമാരോട് ബന്ധപ്പെട്ട് എത്രയും വേഗം കെ-ഫോൺ കണക്ഷൻ ഓഫീസുകളിൽ സ്ഥാപിക്കുന്നതിനുള്ള നടപടികൾ സ്വീകരിക്കേണ്ടതാണ്. കെ-ഫോൺ കണക്ഷൻ ഉപയോഗിച്ചു തുടങ്ങിയ ശേഷം പ്രസ്തുത വിവരം ഔദ്യോഗികമായി മേലധികാരി മുഖേന ഈ കാര്യാലയത്തിൽ അറിയിക്കേണ്ടതാണ്. കെ-ഫോൺ പ്ലാനുകളെ സംബന്ധിച്ച് വിവരങ്ങൾ 2024-25 വർഷത്തെ Office Automation and IT Infrastructure Scheme working Instruction ഇൽ അറിയിക്കുന്നതാണ്. കെ ഫോൺ ലഭിച്ച ഓഫീസുകളുടെ ലിസ്റ്റ് ഗൂഗിൾ ഷീറ്റിൽ ചേർത്ത് വിവരങ്ങൾ പുതുക്കേണ്ടതാണ്.

കെ-ഫോണിനു പുറമെ മറ്റ് ഇൻറർനെറ്റ് കണക്ഷനുകൾ അനിവാര്യമായ ഓഫീസുകളുടെ ലിസ്റ്റ്, അനിവാര്യത വിശദമാക്കുന്ന റിപ്പോർട്ട് സഹിതം തയ്യാറാക്കി, പ്രിൻസിപ്പൽ കൃഷി ഓഫീസറുടെ സക്ഷ്യപ്പെടുത്തലോടുകൂടി ഒരുമിച്ച് അയച്ചു തരേണ്ടതാണ്. കൃഷി ഡയറക്ടറുടെ നേരിട്ടുള്ള നിയന്ത്രണത്തിലുള്ള ഓഫീസുകൾ നേരിട്ട് കൃഷി ഡയറക്ടർക്ക് അയച്ച agridir@gmail.com എന്ന ഇ-മെയിലിൽ തരേണ്ടതാണ്.

ജില്ലാ തലത്തിൽ എല്ലാ ഓഫീസുകളിലും കെ-ഫോൺ കണക്ഷൻ ലഭ്യമാക്കുന്ന പ്രവർത്തനങ്ങൾ ഏകോപിപ്പിക്കുന്നതിനു പ്രിൻസിപ്പൽ കൃഷി ഓഫീസിലെ കൃഷി ഡെപ്യൂട്ടി ഡയറക്ടർ (ഇ&റ്റി) യെ ചുമതലപ്പെടുത്തുന്നു.

Signed by  
Mini T  
Date: 09-05-2024 13:00:12

**MINI T  
ADDITIONAL DIRECTOR OF AGRICULTURE(EXT)**

സ്വീകർത്താവ്

എല്ലാ പ്രിൻസിപ്പൽ കൃഷി ഓഫീസർമാർക്കും  
കൃഷി ഡയറക്ടറുടെ നേരിട്ടുള്ള നിയന്ത്രണത്തിലുള്ള ഓഫീസുകൾക്കും.

"ഭരണഭാഷ- മാതൃഭാഷ"



കേരള സർക്കാർ

സംഗ്രഹം



ഇലക്ട്രോണിക്സും വിവരസാങ്കേതികവിദ്യയും വകുപ്പ്- കെ-ഫോൺ പ്രാഥമിക ഇന്റർനെറ്റ് കണക്ഷനായി ഉപയോഗിക്കുന്നതിനും ബിൽ പ്രകാരമുള്ള തുക ഒടുക്കുന്നതിനും സർക്കാർ ഓഫീസുകൾ/സ്ഥാപനങ്ങൾക്ക് നിർദ്ദേശം നൽകി ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

**ഇലക്ട്രോണിക്സും വിവരസാങ്കേതികവിദ്യയും (ബീ) വകുപ്പ്**

സ.ഉ.(സാധാ) നം.70/2024/ITD തീയതി,തിരുവനന്തപുരം, 03-04-2024

- പരാമർശം:- 1) 02-09-2023, 07-10-2023 തീയതികളിലെ ഐ.സി.-ബീ1/121/2023-ഐ.സി.ഡി. നമ്പർ പരിപത്രങ്ങൾ.
- 2) ഇലക്ട്രോണിക്സും വിവരസാങ്കേതികവിദ്യയും വകുപ്പ് സെക്രട്ടറിയുടെ 13-02-2024-ലെ ഐ.സി.-ബീ1/121/2023-ഐ.സി.ഡി. നമ്പർ അർദ്ധ ഔദ്യോഗിക കത്ത്.
- 3) കെ-ഫോൺ മാനേജിങ് ഡയറക്ടറുടെ 15-03-2024-ലെ 01/KFON/2024/456 നമ്പർ അർദ്ധ ഔദ്യോഗിക കത്ത്.

**ഉത്തരവ്**

സംസ്ഥാനത്തെ മുപ്പതിനായിരത്തോളം സർക്കാർ ഓഫീസുകളിലും വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിലും തടസ്സരഹിതവും വേഗതയുള്ളതുമായ ഇന്റർനെറ്റ് പ്രദാനം ചെയ്യാൻ കെ-ഫോൺ പദ്ധതിയിലൂടെ സർക്കാർ ലക്ഷ്യമിട്ടിരുന്നു. ഇതിന്റെ ഭാഗമായി, കെ-ഫോൺ കണക്ഷൻ ലഭ്യമായ ഓഫീസുകൾ ആയത് പ്രാഥമിക ഇന്റർനെറ്റ് കണക്ഷനായി ഉപയോഗിക്കുന്നതിനുള്ള നിർദ്ദേശം പരാമർശത്തിലെ പരിപത്രങ്ങൾ പ്രകാരം സർക്കാർ പുറപ്പെടുവിച്ചിരുന്നു. കൂടാതെ, കെ-ഫോൺ പദ്ധതിയുടെ സുഗമമായ നടത്തിപ്പിനായി, ഇന്റർനെറ്റ് ഉപയോഗിക്കുന്നതിന് അടയ്ക്കേണ്ട ബിൽ പ്രകാരമുള്ള തുക ഒടുക്കാൻ എല്ലാ സർക്കാർ ഓഫീസുകൾക്കും നിർദ്ദേശം നൽകണമെന്ന് പരാമർശം (2) പ്രകാരം ഇലക്ട്രോണിക്സും വിവരസാങ്കേതികവിദ്യയും വകുപ്പ് സെക്രട്ടറി എല്ലാ വകുപ്പ് സെക്രട്ടറിമാരോടും അഭ്യർത്ഥിക്കുകയുണ്ടായി.

2) എന്നാൽ, കെ-ഫോൺ കണക്ഷൻ ലഭ്യമായ ചില സർക്കാർ ഓഫീസുകൾ/ സ്ഥാപനങ്ങൾ കണക്ഷൻ പ്രയോജനപ്പെടുത്താത്തതും ഇന്റർനെറ്റ് ഉപയോഗിക്കുന്നവർ തുക അടയ്ക്കാത്തതുമായ സാഹചര്യം കെ-ഫോൺ മാനേജിങ് ഡയറക്ടർ പരാമർശം (3) പ്രകാരം സർക്കാരിന്റെ ശ്രദ്ധയിൽപ്പെടുത്തുകയുണ്ടായി. പ്രസ്തുത സാഹചര്യത്തിൽ, കെ-ഫോൺ പ്രാഥമിക കണക്ഷനായി ഉപയോഗിക്കുന്നതിനും ബിൽ തുക ഒടുക്കുന്നതിനും ആവശ്യമായ നിർദ്ദേശം പുറപ്പെടുവിക്കണമെന്ന് പരാമർശം (3) പ്രകാരം കെ-ഫോൺ മാനേജിങ് ഡയറക്ടർ സർക്കാരിനോട് അഭ്യർത്ഥിച്ചു.

3) ഈ സാഹചര്യത്തിൽ സർക്കാർ ചുവടെ ചേർക്കുന്ന നിർദ്ദേശങ്ങൾ പുറപ്പെടുവിച്ചുകൊണ്ട് ഉത്തരവാകുന്നു:-

i) കെ-ഫോൺ കണക്ഷൻ ലഭ്യമായ സർക്കാർ ഓഫീസുകൾ/ സ്ഥാപനങ്ങൾ, തടസ്സമോ വേഗതക്കുറവോ നേരിടാത്ത പക്ഷം, അടിയന്തിരമായി കെ-ഫോൺ കണക്ഷൻ പ്രാഥമിക ഇന്റർനെറ്റ് കണക്ഷനായി ഉപയോഗിക്കേണ്ടതും ഇതര കണക്ഷനുകൾ വിച്ഛേദിക്കേണ്ടതുമാണ്. കെ-ഫോണിന് പുറമേ മറ്റ് ഇന്റർനെറ്റ് കണക്ഷനുകൾ അനിവാര്യമായ ഓഫീസുകളുടെ/ സ്ഥാപനങ്ങളുടെ പട്ടിക ബന്ധപ്പെട്ട വകുപ്പ് സെക്രട്ടറിമാർ ഇലക്ട്രോണിക്സും വിവരസാങ്കേതികവിദ്യയും വകുപ്പിന് കൈമാറേണ്ടതും ഇതര

കണക്ഷൻ ഉപയോഗിക്കുന്നതിന് അനുമതി നേടേണ്ടതുമാണ്.

(ii) ഇന്റർനെറ്റ് ഉപയോഗിച്ചതിന് കെ-ഫോൺ ലിമിറ്റഡ് ലഭ്യമാക്കുന്ന ബിൽ പ്രകാരമുള്ള തുക എല്ലാ സർക്കാർ ഓഫീസുകൾ/ സ്ഥാപനങ്ങളും നിർബന്ധമായും ഒടുക്കേണ്ടതാണ്.

(ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം)  
ഡോ. രത്തൻ യു കേൽക്കർ ഐ എ എസ്  
സെക്രട്ടറി

എല്ലാ അഡീഷണൽ ചീഫ് സെക്രട്ടറിമാർക്കും പ്രിൻസിപ്പൽ സെക്രട്ടറിമാർക്കും സെക്രട്ടറിമാർക്കും.  
എല്ലാ വകുപ്പ് അധ്യക്ഷന്മാർക്കും.  
മാനേജിങ് ഡയറക്ടർ, കെ-ഫോൺ ലിമിറ്റഡ്.  
പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (എ&ഇ/ ജി&എസ്.എസ്.എ.) കേരള, തിരുവനന്തപുരം.  
ഇൻഫർമേഷൻ ഓഫീസർ, വെബ് & ന്യൂ മീഡിയ, വിവര പൊതുജന സമ്പർക്ക വകുപ്പ്.  
കരുതൽ ഫയൽ.

ഉത്തരവിൻ പ്രകാരം

Signed by  
R Mahesh

Date: 03-04-2024 16:46:00  
സെക്ഷൻ ഓഫീസർ

DISTRICT	NAME	DESIGNATION	MAIL ID	MOBILE	MOBILE(2)
TRIVANDRUM	BERIN	DISTRICT CO-ORDINATOR	berinbr909@gmail.com	9562909651	7736355506
	ALEX	FIELD ENGINEER	bsalex115@gmail.com	9656756571	8714691699
	INHAZ MUHAMMED	FIELD ENGINEER	SELECTED ON 14-02	8075131193	
	SIBI	FIELD ENGINEER	sibibhq@gmail.com	9995258071	8714691698
KOLLAM	AMAL ANIRUDHAN (Add charge)	DISTRICT CO-ORDINATOR	dcpta.kfon@gmail.com	9020141919	7034188036
	ARAVIND M R	FIELD ENGINEER	abhilash96@yahoo.com	9497426454	8714692261
	VISHNU S	FIELD ENGINEER	vishnus407@gmail.com	7012943381	8714692263
	AKHIL.G.NATH	FIELD ENGINEER	akhilgayur@gmail.com	9567783355	8714692262
PATHANAMTHITTA	AMAL ANIRUDHAN	DISTRICT CO-ORDINATOR	dcpta.kfon@gmail.com	9020141919	7034188036
	BIBIN A THOMAS	FIELD ENGINEER	bibinathomas999@gmail.com	9074170876	8714692275 (7034063744-vi)
	SOORAJ KUMAR S	FIELD ENGINEER	kssooraj13@gmail.com	9778163906	8714692274
	ADWAITH KRISHNA	FIELD ENGINEER	adwaithkrishna567@gmail.com	9544089295	8714692273
ALAPPUZHA	VISHNU S MOHAN	DISTRICT CO-ORDINATOR	vishnukalekattu@gmail.com	7736508266	8714116668
	VAISAKH C S	FIELD ENGINEER	vaisakhchirayil77@gmail.com	9995157156	8714692249
	AJAY KRISHNAN	FIELD ENGINEER	krishnavechoor@gmail.com	7592900906 / 8714230289	8714692248
	SARAN RAJ	FIELD ENGINEER	krishnavechoor@gmail.com	7025123460	8714692250 (7034088846-vi)
KOTTAYAM	DEEPU S	DISTRICT CO-ORDINATOR	kfon.ktm@renaissance-it.com	7736253796	7034188251
	JITHIN MJ	FIELD ENGINEER	jithinmjr@gmail.com	9995578035	8714692264 (7034044370-vi)
	RENJITH KRISHNAN	FIELD ENGINEER	renjithkrishnan85@gmail.com	9447808273	8714692265 (7034188148-vi)
	PRADEEPKUMAR V V	FIELD ENGINEER	pradeep4034@gmail.com	8301011747	8714692266 (7034044350-vi)
IDUKKI	SACHIN JOSE	DISTRICT CO-ORDINATOR	dckfonidukki@gmail.com	9446228549	7034188901
	SANOOP RAJAN	FIELD ENGINEER	sanooprajan16@gmail.com	7306479537/ 8075883198	8714692255
	JISHNU SAJI	FIELD ENGINEER	jishnusaji94@gmail.com	9747459576/ 8165065659	8714692256
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