

TP(1) 16/2012

Directorate of Agriculture  
Vikasbhavan  
Thiruvananthapuram  
Dated:11-07-2012

**CIRCULAR**

Sub: Agriculture department – transferring assistance to the beneficiaries – ECS and e-payments – working instructions – claim formulation and transactions – reg.

Ref: 1. G.O. (M.S) No. 152/2012 /AD dated 19-06-2012

2. Minutes of the meeting with APC on 06-07-2012

Government of Kerala decided to evolve suitable methodology for payments to the beneficiaries of different schemes of the Agriculture Department by Electronic Fund Transfer and switch over to the system at the earliest as RTGS and core banking facilities have come in a big way. Based on this the Government have passed orders for implementing the same as per the ref.1. cited.

As per the GO, it was directed to effect all payments of assistance through e-payments to the beneficiaries. The following directions are issued for claim formulation and procedure modalities for effecting e-payments to the beneficiaries.

As the first step in system familiarisation the e-payment programme is proposed to be launched in the 'Rice Schemes' of RKVY during the 2012-13 financial year. A centralised disbursement mechanism is planned in this programme. The payment would be effected to the bank accounts of the beneficiaries directly from the Directorate of Agriculture after receiving the required documents from the competent authorities.

**Unified format for application**

The system requires a unified code of actions for fulfilling the centralized payment procedure. In this context it is decided to introduce a unified application format for the RKVY–Rice Schemes through out the State and is given as Appendix I.

This application format contains three parts – first for the basic informations such as name of the Krishibhavan, Block, District, farmer, bank account number, address, crop, details of land, details of cultivation etc. The second part is regarding the interventions adopted and expenditure involved by the farmer with his affidavit

and the third part is for recording the inspection as well as evaluation report of Agricultural Assistants and Agricultural Officers. All the three parts are to be completed and submitted along with the claim statements to the respective Assistant Directors of Agriculture at block level.

**Format for preparing the claims by the Agricultural Officers**

The format for formulation of claims by the Agricultural Officers is given as Appendix II. The SHM model claim formulation with minor modifications are adopted here. The filled format should be submitted to the respective Assistant Directors of Agriculture both as hard copy and soft copy either in the 'Excel (MS Office)' format or 'Libreoffice calc.' (Linux) format. The account holders of the same bank are to be grouped together while submitting the claim statement. The claims should have the following certificates in the hard copy and duly authenticated by the Agricultural Officer.

1. Certified that the claim has been prepared in accordance with the working instructions issued for the implementation of the scheme.
2. Certified that the beneficiaries have actually done the cultivation of crops / adopted the interventions as envisaged in the scheme.
3. Necessary verifications and certifications were carried out regarding the valuation of interventions adopted by the beneficiary and bank account number of the beneficiary by me and the Agricultural Assistants of this office.

The seal of the office shall be affixed in the hard copy with date and signature of the officer along with the name and designation.

**Format for submitting the statement of 'particulars of charge' to the Director of Agriculture by the Assistant Directors of Agriculture. (as per Rule 187 e of Treasury Code)**

The format as per Appendix III should be used for submitting the statement of 'particulars of charge' (see rule 187 e of Kerala Treasury Code) to the Director of Agriculture for effecting the e-payments to the beneficiaries (Appendix II – part 1). The duly filled form certified by the Assistant Directors shall be sent to the Director

of Agriculture both as hard copy and soft copy either in the Excel (MS Office) or Libreoffice calc.(Linux) format. The soft copy should be sent to the e-mail identity of the Director viz., [agridir@gmail.com](mailto:agridir@gmail.com) from the their official e-mail address only. Here also bank wise statements with bank account numbers of the beneficiaries shall be followed (Appendix II – part 2).

The statement of particulars of charge shall bear the following certificates.

1. Certified that I have personally verified the claims submitted by the Agricultural Officers and found in accordance with the scheme provisions.
2. The particulars of charge was prepared from the details of claims submitted by the Agricultural Officers and the connected documents are duly certified and kept in the office custody.
3. The scheme has been done not exceeding the financial allocation provided to me for implementation.

The concerned Assistant Directors of Agriculture will also issue a proceedings sanctioning the amount of claims submitted by them. The form of the proceedings is attached as Appendix II (part 3).

The statements of expenditure should be submitted bank wise so that the money drawn could be easily transmitted.

### **General guidelines**

The following directions are issued for the smooth implementation of the programme.

1. For the preparation of evaluation statements field visits, verification of original receipts, crop stand, use of inputs such as organic manure etc. in combination or alone should be considered as the situation warrants.
2. The list of beneficiaries with their account no. and sanctioned amount should be published in the Krishibhavan and Gramapanchayat notice boards.
3. The concerned implementation sections of the Directorate would be responsible for getting allotments up on passing the statements of particulars of charge to the Accounts Section of the Directorate for the encashment. The money thus drawn

should be deposited in the specified bank account designated for e-payment transactions. The bank wise list of the beneficiaries shall be forwarded to the bank for effecting the transaction as soon as the money is drawn from the treasury.

It is reiterated that utmost care should be taken while preparing the claims at field level as the bank account numbers of the beneficiaries are to be entered correctly. A register for the scheme in this regard bearing the account numbers of the beneficiaries is to be maintained at Krishibhavan along with certified copies of the front page of the passbook.

The receipt of this circular is to be acknowledged.



Director of Agriculture.

To

All Additional Directors

All Sections except Service Sn

All JDAs

All Principal Agricultural Officers

All Assistant Directors and Agricultural Officers (Through PAOs)

All ADAs and TAs of The Directorate

Publish in the website

## APPENDIX I (അപേക്ഷ ഫോറം)

കേരള കൃഷിവകുപ്പ്

**ଉତ୍ତର;**

ബ്ലോക്ക്

**കൃഷിഭവൻ**

രജിസ്റ്റർ നമ്പർ

**പദ്ധതിയുടെ പേര്**

1. കർഷകന്റെ പേര്

(English CAPS as in Passbook)

(മലയാളം)

2. അക്കൗണ്ടിനമ്പർ

ബാങ്ക്

ബ്രോൺ

IFSC Code

### 3. മേൽവിലാസം

**പിൻകോഡ്**

മൊബൈൽ നമ്പർ

#### 4. കൃഷിസ്ഥലം

ആകെയാളുള്ള സ്ഥലം		കൃഷിചെയ്യാനുദ്ദേശിക്കുന്ന സ്ഥലം		പാട്ടത്തിനെടുത്തത്	
വിസ്തീർണം	സർവ്വേനമ്പർ	വിസ്തീർണം	സർവ്വേനമ്പർ	വിസ്തീർണം	സർവ്വേനമ്പർ

5. കൃഷിചെലവുകളുടെ വിവരണം

സത്യപ്രസ്താവന

ഞാൻ ..... മുകളിൽ പറഞ്ഞകാര്യങ്ങൾ എന്റെ അറിവിലും വിശ്വാസത്തിലും സത്യമാണെന്നു സാക്ഷ്യപ്പെടുത്തുന്നു. ആനുകൂല്യങ്ങൾ അനുവദിക്കണമെന്ന് അപേക്ഷിക്കുന്നു.

**സ്ഥലം**

## തീയതി

ଉତ୍ତର :

പേര് \_\_\_\_\_

**For office use only**

**I. Inspection Report.**

The plot has been inspected by me and found the following:

I have satisfied myself about the crop condition and recommended the farmer for availing subsidy.

Agricultural Assistant,  
Krishi Bhavan

**II. Valuation Report**

Based on the inspection report it has been found that an amount of Rs. \_\_\_\_\_ was spent by the farmer and an amount of Rs. \_\_\_\_\_ is recommended for assistance under the scheme.

Agricultural Officer,  
Krishi Bhavan

**FORMAT FOR SUBMITTING CLAIMS TO THE ASSISTANT DIRECTORS OF AGRICULTURE BY AGRICULTURAL OFFICERS**

Name of the District:

(Total Rupees (in words))

(Signature)

1. Certified that the claim has been prepared in accordance with the working instructions issued for the implementation of the scheme.

2. Certified that the beneficiaries have actually done the cultivation of crops / adopted the interventions as envisaged in the scheme.

3. Necessary verifications and certifications were carried out regarding the valuation of interventions adopted by the beneficiary and bank account number

May be passed for Rs..... (Rupees.....only)

(Signature)

Date:

Appendix III  
(Part 1)

**FORMAT FOR SUBMITTING STATEMENT OF 'PARTICULARS OF CHARGE'\* BY THE  
ASSISTANT DIRECTORS OF AGRICULTURE TO DIRECTOR OF AGRICULTURE.**  
(As per Rule 87 e of KTC Vol. I)

Name of the district :

Name of the Block:

Name of the scheme :

Department Head of Account:

Sl. No.	Name of Kshibhavan	Particulars of charge (Please write the scheme provisions for which the financial assistance is intended)	Amount Expended from the part of the beneficiary (Rs.)	Eligible financial assistance sanctioned (Rs.)	Number of beneficiaries
		Total			

Rupees .....(in words).....only

(Signature)

**Certificates**

1. Certified that I have personally verified the claims submitted by the Agricultural Officers and found in accordance with the scheme provisions.
2. The statements of expenditure was prepared from the claims submitted by the Agricultural Officers and the connected documents are duly certified and kept in the office custody.
3. The scheme has been done not exceeding the financial allocation provided to me for implementation.

Passed for payment Rs. .... (Rupees .....only)

Place:

(Office Seal)

(Signature)

Date:



# Appendix III

(Part 2)

## FORMAT FOR SUBMITTING LIST OF BENEFICIARIES BY THE ASSISTANT DIRECTORS OF AGRICULTURE TO DIRECTOR OF AGRICULTURE FOR e-PAYMENT

Name of the district :

Name of the Block:

Name of the scheme :

Department Head of Account:

Sl. No.	Name of the beneficiary (Eng. Caps. as in Passbook)	Amount to be transferred (Rs.)	Bank account number of the beneficiary	Name of the bank	Name of branch	IFSC code	Mobile number of the beneficiary
	Total						

Rupees .....(in words).....only

(Signature)

### Certificates

1. Certified that the list have been prepared as per the statement of 'particulars of charge' prepared by me.

Place:

(Office Seal)

(Signature)

Date:

Appendix III  
(Part 3)

**PROCEEDINGS OF THE ASSISTANT DIRECTOR OF AGRICULTURE**

(Name of the Block)

Present : Sri.....

Sub: RKVY – 2012-13 (Name of the Scheme)-..... assistance to farmers through – e- payment –  
sanctioning of the amount -reg.

Ref: 1. G.O. (Ms) No. 152 /2012/AD dated 19-06-2012

2. (Working instructions)

3. Circular No. TP(1) 16/12 dated 11-07-2012 of Director of Agriculture.

**ORDER No. .... dated .....**

As per the reference first cited, detailed working instructions have been issued along with physical and financial targets to Principal Agricultural officers for the implementation of the scheme

----- under RKVY 2012-13. as per the Government Order read above, Government have accorded administrative sanction for transferring all assistances to the beneficiary farmers through ECS / RTGS and e-payments.

The agricultural Officers under ..... Block has implemented the scheme and submitted the claims for ..... number of farmers for an amount of Rs ...../- (Rupees .....only). Sanction is hereby accorded to the Agricultural Officers for payment of Rs...../- ((Rupees .....only) to ..... number of farmers as detailed below under the head of account .....

Sl. No.	Name of Krishibhavan	Particulars of charge (Please write the scheme provisions for which the financial assistance is intended)	Eligible financial assistance sanctioned (Rs.)	Number of beneficiaries
		Total		

The amount due to each farmer will be trans credited in to their respective bank accounts by the Director of Agriculture through e-payment.

The detailed claim and connected documents will be kept in the Office of the Assistant Director of Agriculture, ....., .....district.

Place:

(Office Seal)

(Signature)

Date: