

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

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No:ADFW/4936/2024-TV2

Date:30-06-2024

**CIRCULAR**

Sub:- Annual Plan 2024-25 - **Imprest fund for immediate needs of Krishibhavans** under the scheme “Strengthening of Agricultural Extension” - Working instructions issued.

Ref:- 1) Annual plan 2024-25  
2) G.O(Rt). No.539/2024/AGRI, Agriculture (EB) 1 Department  
Dated, Thiruvananthapuram,15.06.2024.

The Krishibhavans of the State are acting as the grass root level extension functionaries and are subjected to various types of immediate fund requirement such as stationary, loading and unloading charges, purchase and repair of minor electrical items, repair of office & equipments, furniture and other miscellaneous expenses for their smooth functioning. Under these circumstances the Government have accorded administrative sanction as per ref. (2) of this circular to have ‘Imprest funds’ for the Krishibhavans to meet the immediate needs of them.

An amount of Rs. 2503.00 lakh is allocated for the Scheme ‘**Strengthening of Agricultural Extension**’ in which an amount of Rs. 75.00 lakh is set apart for Imprest fund for immediate needs of Krishibhavans as per ref. 2 cited.

The following instructions are given for the implementation and compliance at all levels.

**1. Purposes for which the Imprest fund can be utilised**

- (a) For the purpose of the scheme ‘imprest fund’ is defined as a fund used by an officer of the Krishibhavan for small items of expenditure .
- (b). The amount of imprest fund is fixed as a maximum of Rs. 10,000 only per Krishibhavan.
- (c). The fund can be utilised for meeting the immediate needs of the

Krishibhavans such as stationary, loading and unloading charges, purchase and repair of minor electrical items, repair of office & equipments, furniture and other miscellaneous expenses in connection with proper management of the office. This fund could also be used for the manual labour for arrangements of physical files and keeping the premises of the Krishibhavans neat and tidy.

## **2. Administration of the imprest fund**

(a) The fund shall be treated as a sum of money advanced to an officer for a particular purpose and shall be kept under the Special TSB accounts of the officers concerned or the fund can be transferred to the beneficiary account through DBT system,

(b) The officer handling the imprest fund is hereby entrusted to draw the required fund at times of immediate requirement from the STSB by following the Government Rules in this regard and use for the purpose of meeting the requirement.

(c) A register indicating the details of fund drawal and usage shall be maintained. Proper entries shall be made in the Cash Register also.

(d). Many sources such as administrative cost of CSS schemes, LSGI funds, office expense provision of the schemes etc., are available for meeting the most of the requirement as specified in 1 (c) of the circular at the Krishibhavan level. The problem faced at the field level is identified as the timely non- availability and inadequacy of such funds at times of actual requirement. Sometimes the requirement would be of unforeseen nature such as damage to office and premises during natural calamity. The process followed shall be using the imprest funds during these circumstances and such amount shall be recouped as when funds are available from these sources during the same financial year. If sufficient funds are not available, then additional funds from the ensuing financial year under this scheme shall be sought for recouping the imprest fund.

(e). During 2023-24, imprest funds were released to field offices. If any requirement of 2023-24 is pending to be met, such amount can also be met from the current year's sanctioned amount.

(f). The PAOs are hereby directed to allot required funds to the block level

Assistant Directors of Agriculture based on their demand. The Block level ADAs shall obtain an invoice from the concerned Agricultural Officers / Agricultural Field Officers stating the purpose as 'for meeting the fund requirement in connection with operating the imprest funds for the office (state here the name of the office)' and shall deposit the amount to the concerned STSB accounts of the officers or the fund can be transferred to the beneficiary account through DBT system,

(g). Necessary claim details duly certified shall be kept in the concerned offices.

### **3. Financial provisions of the scheme.**

(a). An amount of Rs. 75.00 lakh is sanctioned under the Head of Account : 2401-00-109-80 (P) for meeting the financial requirement in connection with the implementation of the scheme component.

(b). The financial target fixed for the districts and release of the funds will be in accordance with the budgetary financial ceiling fixed by the Government from time to time. Hence, funds shall be allotted to the sub offices in a 'first come - first served' basis.

### **4. Scheme management monitoring and evaluation.**

(a). The Additional Director (Extension) shall be the State level scheme manager. The PAOs shall be the district level monitoring and evaluating officers. The scheme is to be monitored by the DDA (E&T) at district level.

(b). All district level officers shall ensure that no Krishibhavans shall be deprived off such immediate funds. A thorough review and analysis shall be done. The procedure for using the imprest fund and recouping same shall be well explained to the field level officers by the District level officers.

**SEERAM SAMBASIVA RAO IAS  
DIRECTOR**

Copy to: 1) All Principal Agricultural Officers.  
2) All Project Directors, ATMA.  
3) All Assistant Directors of Agriculture.

- 4) All Agricultural Officers of Krishibhavans.
- 5) Senior Finance Officer, HQ
- 6) CA to All Additional Directors of Agriculture.
- 7) TA to the Director of Agriculture.
- 8) CA to State Agricultural Engineer.
- 9) CA to Joint Director of Agriculture (AR&T)/Senior Finance Officer.
- 10) Planning Section.
- 11) The Deputy Director of Agriculture, IT Cell-for publishing in the website.
- 12) SW Section-for updating in PLANSPEACE.
- 13) TV/Finance Section/TG Section.
- 14) Stock File / Spare.

*Beena*  
*01 July 2024*

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