

**PROCEEDINGS OF THE DIRECTOR OF AGRICULTURE
DIRECTORATE OF AGRICULTURE DEVELOPMENT AND
FARMERS WELFARE DEPARTMENT,
THIRUVANANTHAPURAM
(Present: Dr. ADEELA ABDULLA IAS)**

Sub:- Annual Plan 2024-25 - Scheme on "Production and Distribution of quality planting materials and improvement of Departmental Farms" - Working Instructions - issued - regarding.

Read:- 1) G.O(Rt)No.592/2024/AGRI dated Thiruvananthapuram
01.07.2024.

2) Order No.ADFW/4963/2023-TH1 Dated 23.06.2023

ORDER NO. ADFW/4969/2024-TH1 Dated.18-07-2024

One of the most important functions of the Department is providing quality planting materials to the farmers on time. In order to meet this objective, all the Department farms such as special farms, seed farms, coconut nurseries, district agricultural farms etc. are utilized.

The Government of Kerala have already accorded sanction for implementing the scheme entitled "Production and distribution of quality Planting materials and improvement of departmental farms with an outlay of Rs. 1275.00 lakh under the Head of Account 2401-00-104-91 (P). The continuous administrative sanction for the scheme was accorded as per reference (1) of this circular for an amount of Rs. 1125.00 lakh and the following instructions are issued for the smooth implementation of the scheme.

The instructions and guidelines are to be strictly adhered to and the planting materials produced and distributed from the farms shall be Quality Declared Planting Materials from hence forth.

1. Production of planting materials and seeds (740 lakhs)

**(Fund available for 2024-25 - Rs. 594.44705 lakhs
Queue bills +WAMS - 145.55295 lakhs)**

(a). The production of planting materials shall be in accordance with the State targets for the year 2024-25 as per the Annexure I of this circular. This target is inclusive of the planting material / seed requirement related to

implementation of various schemes and requirement from the general public. These targets are fixed as the minimum and all are directed to achieve beyond the limits as prescribed. The Principal Agricultural Officers (PAO) of the district shall allot targets and required funds to the heads of farms as per the Annexure II of this circular.

(b). Based on the targets received, all Heads of farms have to prepare a forecast of activities and expenditure (herein after referred as "forecast") both for the production as well as scientific management of the existing crops/ mother plants and maintenance of the infrastructural facilities available. The forecast shall be an inclusive one covering all aspects related to the use of inputs as well as labour requirement. Transferred farms shall indicate the source of the funds also. All scientific practices are to be followed and the planting materials shall be free from pest and diseases. Necessary scientific crop management practices are to be strictly followed for all types of crop related activities in the departmental farms.

(c). The forecast of farms shall be scrutinized by the respective Principal Agricultural Officers and approved. **A copy of the approved forecast shall be forwarded to the undersigned not later than 30-07-2024.**

(d). The seed farms of the state shall concentrate on the production of certified paddy seeds, vegetable seeds, pulses and millets. However, as per the direction of the Department, considering the priority for implementing the Government policies, other planting materials shall also be produced and necessary infrastructure facilities shall also be developed.

(e). The coconut nurseries shall produce and distribute coconut seedlings of different promising varieties as per the working instructions issued under the Coconut Council programme "Coconut seednut production & coconut seedling production". However, as per the direction of the Department for implementing Government policies, other planting materials shall also be produced and necessary infrastructure facilities shall be developed, utilising the fund under 2401-00-104-91-Plan. **But the cost of coconut seed nuts of any type is not admissible under this scheme component.**

(f). The other farm heads are also directed to primarily concentrate on the production and distribution of quality declared planting materials and necessary infrastructure improvement shall be undertaken and necessary provisions are given as per the relevant scheme components in the succeeding instructions.

(g). An amount of Rs.740 lakhs can be utilized for expenses in connection with this component of the scheme which includes queue bills, bills under WAMS clearance and Committed expenditure . The committed expenditure of 2023-24 i.e. Rs. 8.03915 lakhs for PAO Alapuzha and Rs. 4.87791 lakhs which is the pending payment of transportation charges of planting materials during 2020-21 for PAO Idukki will be met from this component **(the allotment for the above will be released only after obtaining proper Government sanctions)**. The balance amount for the infrastructural works which were given administrative sanction during 2023-24 as per the Working Instructions issued for 2023-24 vide reference(2), will also be met from this component.

Purchase of inputs for production of planting materials, breeder seed procurement, scientific management of existing crops (except progeny orchards), purchase / installation of small machinery and irrigation units. repair & maintenance of all farm machinery, land development works. minor works and repairs etc. can be met from the fund proposed under this component. Only minor infrastructural works not exceeding 10 lakhs will be permitted (priority will be given for special farms) for which all the necessary procedures should be followed as per Working Instructions issued for 2023-24.

All PAOs shall take immediate steps for arranging the transportation of planting materials for distribution observing the Store Purchase Rules. The cost related to the transportation of planting materials to the destination points from the farms and transportation and handling costs with respect to procurement of inputs shall be met from the financial outlay of this scheme component. The expenses shall be debited from the Head of Account 2401-00-104-91 (P).

(h). There are skill-oriented works like layering, grafting and budding for the production of quality planting materials. In the case of shortage of skilled workers in the farm for these purposes, the works shall be carried out at the following rates by engaging appropriate persons. The expenditure in this regard can also be met from this scheme component.

i. For air layers, for every successful plant an amount of Rs. 5.00 per plant can be given as labour cost.

ii. For undertaking budding work, Rs. 7.50 per plant (Rs. 5.00 as cost of labour and Rs. 2.50 as cost of bud if it is sourced from outside) and an additional amount of Rs. 7.50 for every successful budded plant.

iii. For undertaking grafting except approach grafting, Rs. 10.00 per plant (Rs. 5.00 as cost of labour and Rs. 5.00 as cost of scion if it is sourced from outside) and an additional amount of Rs. 10.00 for every successful grafted plant.

iv. For approach grafting - Rs. 7.00 per plant as labour cost and an additional amount of Rs. 8.00 for every successful grafted plant.

v. The person engaged shall also be responsible for the maintenance of the planting material with the help of the labour force available at the farm up to a maximum of 45 days from the date of layering/grafting/budding till it become successful.

vi. The materials needed for the planting material production as stated from 1 (h) i to iv are to be provided by the farm and expenditure in this regard can also be met from the scheme provision.

(i). For the production of planting materials like rooted pepper cuttings, mother vines of known varieties which are available at the farms shall be given preference. In the event of not getting sufficient quality mother vines, those shall be procured from the fields of master farmers who are maintaining pest and disease-free pepper gardens with good and consistent yields. Those farms are properly identified with the help of Agricultural officers of the locality. They are further inspected by a team comprising the head of the farm, Deputy Director of Agriculture in charge of the farms in the district, Deputy Director (H) and a scientist from the Government Research & Development agency. The maximum rate for the procurement of such quality mother vines is fixed as Rs. 8.00 / m excluding the transportation cost and variety shall be tagged. Only known and high yielding varieties are to be procured for this purpose.

However, the aim is to gradually replace rooted pepper cuttings with single node pepper cuttings/grafted pepper vines in the coming years which are more in demand among farmers. Accordingly additional targets for single node pepper cuttings/grafted pepper vines and grafted vegetable seedlings are assigned to farms this year as per Annexure 1 of this circular.

(j). Time bound production and timely supply of planting materials are of utmost importance. The additional unskilled labour requirement shall be met by integrating MGNREGS programme wherever possible. Further, these inevitable works can be undertaken on work contract basis if there are no

adequate permanent/casual labourers available. The works can be awarded to the contractor only on fulfilling the requirement of the Store Purchase Rules in force. The requirement shall be clearly indicated in the approved forecast.

(k). If the labour force is found inadequate for inevitable nursery operations, the Krishikoottams of the area shall be imparted training on different nursery aspects like preparation of growing media, filling of covers with growing medium for planting material production, weeding in the nursery area, necessary plant protection operations etc., with the help of the respective agricultural officers. These trained and registered groups can be engaged at a wage rate equivalent to that of MGNREGS.

(l). For proper monitoring of the scheme, regular meetings and farm inspections are to be carried out. An amount of Rs 3.00 lakh can be used for the operational expenses in connection with conduct of offline review meetings, farm visits, purchase and maintenance of computers, accessories, office materials/ equipments etc at HQ and also to meet urgent needs of districts connected with the implementation of the scheme. The fund is placed at the disposal of Directorate

Pulses like Cowpea, Green gram, Black gram etc, Oilseeds like Sunflower, Mustard, Gingelly, Groundnut etc. and Millets like Ragi, Jowar (Manicholam), Bajra(Pearl millet), Sorghum etc are to be grown in the farms of the district for seed purpose. If the harvest of any crop cannot be fully distributed as seeds, they can be sold for consumption purpose also vide proceedings of the Principal Agricultural Officer based on the decision of the District level technical Committee chaired by the PAO.

The average yearly requirement of FSII paddy Seeds under RSGP programme for production of certified paddy seeds is only 250 Tons. Hence the balance FSII paddy seeds are to be issued for seed purpose through LSGD schemes, or direct sale to farmers for seed purpose. Still, there may be balance seeds which are not required by KSSDA / farmers. In order to prevent loss to Government, such balance paddy seeds can be sold as unprocessed paddy, consumable cooking rice, value added products etc. vide proceedings of the Principal Agricultural Officer based on the decision of the District level technical Committee. Also, all these products are to be on-boarded in online platforms like Amazon, Flipkart etc. All types of millets, pulses, dried roasted sunflower seeds etc are in high demand in the online market. This will boost the income of the farms and also provide quality, safe consumable products to the consumers

The vegetable seeds produced in farms during 2024-25 are to be completely utilised as seeds for general sales through sales counters, online sales and for LSGD schemes. Vegetable seedlings are to be used for general sales and also for VDP 2024-25.

2. Maintenance of existing progeny orchards and establishment of new progeny orchards (Rs. 50 lakhs)

(Fund available for 2024-25 - Rs. 48.30434 lakhs

Queue bill- 1.69566 lakhs)

(a). Apart from the routine scientific management practices on INM and IPM, special horticultural practices to be followed in the progeny orchards are supported in this scheme component. The activities include cutting and removal of old, senile mother plants, gap filling, regular pruning and training activities, rejuvenation activities, top working, training the plant to give more scions and bud wood, special horticultural practices like nipping, thinning, fruit shedding etc., shall also be followed. Expenses in connection with these can be met from this financial outlay.

(b). Regular removal of plant parasites like Loranthus, Cuscuta etc., shall be carried out. The mother plants at the progeny orchard shall be tagged properly and kept in good health and vigour following all the scientific practices. Expenses in this connection can be met from this outlay of funds.

(c). It must be followed in all the farms where rooted pepper cuttings are produced, that rapid multiplication units / serpentine layering units be installed by procuring suitable new varieties from the research institutes. The cost of planting materials and other inputs can be met from this component of the scheme, however, the necessary infrastructure facilities shall be met from the following appropriate scheme components.

(d) New accessions of ornamental plants, new varieties of fruit plants including exotic fruits and economic tree species can be procured by utilising this scheme provision. Seedlings of new coconut varieties can also be procured using this outlay of funds from SAUs and Research Stations

(e). If the particular varieties/types/cultivar of mother plants are not available from the Government sources, they can be procured from approved licensed agencies after getting sanction from the undersigned by indicating the necessity and proper justification.

(f). The costs of the new mother plants, other necessary inputs, planting, installing proper irrigation, plant protective structures and their installation, varietal tags in metal stands etc., can be met from this scheme component.

(g). All progeny orchards shall be properly laid out and the layout plan shall be attached in the concerned register (Progeny Orchard register) kept for the purpose. Cultural operations carried out shall also be indicated in the progeny orchard register. A metal board of size 3 x 2 ft shall also be placed indicating the crop varieties and year of establishment. Necessary entries shall also be carried out in the tree register if the plants are of tree type.

(h). The new progeny orchards shall be in units of size 25 cents. A maximum amount of Rs. 0.50 lakh can be utilised for their establishment @ Rs.5 lakhs / ha. A minimum of 60 such units shall be established during the current financial year. The district wise targets are appended as annexure III. The rest of the amount under this scheme component shall be used for maintaining the existing progenies @ Rs.2 lakhs/ha.

These items shall be properly included in the approved forecast and an amount of Rs.50.00 lakh is sanctioned for this scheme component under the Head of account 2401-00-104-91 (P) including queue bill.

3. Support to Integrated Farming System units operated in departmental farms (Rs. 50 lakhs)

**(Fund available for 2024-25 - Rs. 45.19436 lakhs
Queue bill - 4.80564 lakhs)**

(a). Every IFS unit of the farms are to be made perfect by making a proper resource base analysis of the system. Make all systems work perfectly by assessing the extent of the components of the system and fix them for adequate production. However, no deviation from the main mandates of the farms is allowed.

(b). Operational support for IFS units, establishment of new IFS units, establishment of new enterprises in the existing IFS units, strengthening intensification of the existing enterprises, establishing new components for assuring the bio-recycling process etc., are allowed. Maximum effort shall be taken to include new varieties, breeds and technologies in the IFS system. Cost for implementing them can also be met from this outlay. Funds shall be

allotted to farms only on actual and need based basis. Inclusion of these items in the forecast is necessary.

(c). The total funds sanctioned for this scheme component is Rs 50.00 lakh including queue bill.

4. Support for the high-tech farming units, fruit processing units & tissue culture units (Rs. 150 lakhs)

**(Fund available for 2024-25 - Rs. 147.75646 lakhs
Queue bill - 2.24354 lakhs)**

(a). It was observed that some of the farms and planting material production units are functioning without proper staff support for execution and monitoring. **Suitable man power support except labor component is covered under this scheme component.** The maximum total amount sanctioned for this component under the scheme is Rs.150.00 lakh. Transferred farms may meet the maximum expenditure from Jilla panchayath funds.

(b). The following rate of wages/honorarium shall be applicable.

1. Rs. 44,020 per month as honorarium for BSc. (Ag) graduates as Technical Officers

ii. Rs. 22,290 per month as honorarium for VHSE (Agri) /Diploma holders in Agriculture as supporting technical staff., and

iii. Tissue culture technicians with minimum 'Plus Two' qualifications or equivalent having sufficient experience in Tissue Culture operations can be engaged in Tissue Culture labs of farms on daily wage basis at a maximum rate of Rs. 735/day.

(c). The Superintendent of Orange and Vegetable Farm. Nellyampathy, DAF Chelekkara, DAF Neriamangalam shall forward suitable proposals through PAOs for engaging staff as per 4 (b) immediately to the undersigned and on receiving the sanction, necessary formalities shall be fulfilled at the District level for engaging these persons on contract basis.

(d). For engaging Tissue culture technicians for increasing the production output, the heads of the Tissue Culture labs shall take immediate steps to

engage them purely on work contract basis (refer instruction 4 (b) iii). A suitable committee with PAO, DD(YP), Farm Head and a technical expert from any governmental organisation is to be constituted for selecting the qualified technicians at PAO level and the list of selected technicians shall be forwarded to the undersigned for approval.

(e). Inevitable man power support shall only be allowed under this scheme component and any savings arising out shall be used for the purchase of inputs for the High Tech units, Processing Units and Tissue culture labs. The amount required for Employee provident Fund (EPF) contribution from the part of Government for the contract staff (engaged for high-tech farming units, fruit processing units & tissue culture units) can also be met from this scheme component.

The total funds sanctioned for this scheme component is Rs. 150.00 lakh including queue bill and committed expenditure of 2023-24 for Rs. 3,56,184/- lakhs for BMFC.

5. Carbon neutral initiatives in departmental farms (Rs. 85 lakhs)

**(Fund available for 2024-25 - Rs. 35.13522 lakhs
Queue bill - 49.86478 lakhs)**

a. Carbon-neutral farming is all about practicing a scientifically proven methodology that arrests carbon emissions without affecting agricultural output. Proper farm management techniques can result in healthy crop yields, without endangering the planet. This component of the scheme is to support various approaches from multiple standpoints that can result in a climate-friendly crop occupation which would in turn serve as a demonstration unit for the public, students, researchers, extension officials and farmers for following them up. Hence, carbon neutral initiatives shall be taken up in the farms which would serve as demonstration interventions.

b. Apart from SSF Aluva, 13 more farms were selected for carbon neutral assessment during 2023-24 namely DAF Peringammala, DAF Anchal, SCSF Pandalam, DAF Mavelikkara, DAF Kozha, SSF Karimannoor, SSF Okkal, SSF Kodasseri, DAF Chungathara, HDF Malampuzha DAF Koothali, DAF Thaliparamba and CPO Adhur. Three government agencies were selected for assessing carbon footprint of the selected farms like IFSRS, Karamana, CWRDM Kozhikode and CCC&ES Thrissur.

This year, Carbon neutral activities are also proposed to be undertaken

in two more farms including DAF Neriamangalam and Orange and Vegetable Farm, Nelliampathy.

An amount of Rs. 85 lakhs is sanctioned under this scheme component including queue bills.

6. Online sale of branded products from departmental farms (Rs 50 lakhs)

(a). All the farm heads shall take earnest steps to upload at least 5 products from the farm under the brand Keralagro so as to get a wider reach for the products. An amount of Rs 10 lakh is sanctioned for uploading and related activities of more products in the leading e-commerce platforms under the brand name - "**Keralagro**".

(b). To meet the requirement for promotional activities taken up by Farm Information Bureau / and with the help of their empanelled agencies for the brand "Keralagro" and the products of the farms through their publication, for content development, design and other related promotional works like Social media page management, social media content production, paid promotions, Google & Facebook paid promotions, influencer campaigns, branding, launch communications, soft and hard posters, art work for OOH, hoardings, standees, pamphlets, brochures, danglers etc. An amount of Rs 40 lakhs may be allotted from the current year's budget provisions.

7. General instructions.

(a) Forecast of the farms are to be approved at the district level by the Principal Agricultural Officers and the approved ones are treated as Technical Sanctions for the agricultural activities. Approved forecast is inevitable for the allocation of funds

(b). Store Purchase Rules are to be followed wherever applicable.

(c). All registers and documents shall be kept up to date.

(d). All DDAs in charge of the farms shall conduct inspections at least once in a month in all the farms under their jurisdictions. All PAOs shall inspect them at least once in two months and the detailed inspection report shall be

submitted to the undersigned before 10th of every month. Senior officers of the Directorate shall conduct random inspections of the farms during the year.

ANNEXURE I

Physical Targets of Planting Materials.

SL. NO.	DISTRICT	PADDY SEED (T)	VEGETABLE SEED (T)	GRAFTED VEGETABLE SEEDLINGS (lakhs)	GRAFTED PEPPER VINES (lakhs)	ROOTED PEPPER CUTTINGS (lakhs)	PULSES (T)	OIL SEEDS (T)	MILLETS (T)	TUBERS (T)
1	TVM	25	2.5	0.05	0.05	2	0.5	0.5	0.5	2
2	KLM	30	2.5	0.05	0.05	2	0.5	0.5	0.5	2
3	PTA	20	1.0	-	-	1.5	0.5	0.5	0.5	1
4	ALP	65	2.5	0.05	0.05	1.5	0.5	0.5	0.5	4
5	KTM	45	2.5	0.05	0.05	2	0.5	0.5	0.5	2
6	IDKI	15	2.5	0.05	0.05	4	0.5	0.5	0.5	2
7	EKM	45	2.5	0.05	0.05	2	0.5	0.5	0.5	5
8	TSR	100	2.5	-	-	2	0.5	0.5	0.5	4.5
9	PKD	165	3.0	0.1	0.1	3	0.5	0.5	0.5	5
10	MLP	80	2.5	0.05	0.05	1	0.5	0.5	0.5	4.5
11	KKD	45	2.0	-	-	1	0.5	0.5	0.5	2

12	WND	0	0	-	-	0	0	0	0	1
13	KNR	35	2.0	0.05	0.05	2	0.5	0.5	0.5	3
14	KSD	30	2.0	-	-	1	0.5	0.5	0.5	2
	TOTAL	700	30	0.5	0.5	25	6.5	6.5	6.5	40

The farms should produce and distribute quality planting materials of various crops including vegetable seedlings as per requirements under department schemes, SHM schemes, LSGD schemes and ensure maximum profit to the farm. Targets for TC plants hardening will be issued in the working instructions of the scheme for Development of fruits.

ANNEXURE II

Financial targets for “Production of planting materials and seeds”

SL.N O	DISTRICT	2401-00-104- 91-34-03	TA (Rs. .lakhs)	POL (Rs.l akhs)	QUEUE BI LL (Rs.lak hs)	WAMS (Rs.lakhs)	TOTAL FUN D ALLOTTE D (Rs.lakhs)
1	TVM	25.84	0.75	0.63	1.19568	-	28.41568
2	KLM	22.43	0.65	0.7	0.70958	-	24.48958
3	PTA	20.50	0.3	0.4	1.20352	-	22.40352
4	ALP	38.62915	0.7	0.7	11.73264	-	51.76179
5	KTM	17.25	0.3	0.4	4.4595	-	22.4095

6	IDKI	50.49791	0.55	0.5	2.99823	-	54.54614
7	EKM	20.8	0.6	0.6	1.40065	-	23.40065
8	TSR	33.96	0.7	0.7	4.1212	-	39.4812
9	PKD	115.77	0.7	1.0	23.69532	-	141.16532
10	MLP	34.6	0.7	0.7	6.19058	-	42.19058
11	KKD	17.66	0.4	0.5	1.53149	-	20.09149
12	WND	7.97419	0.4	0.16705	0	-	8.54124
13	KNR	26.73	0.6	0.25	1.30005	-	28.88005
14	KSD	17.88	0.65	0.2	1.49107	-	20.22107
	EE ALPY	52.05198	-	-	26.61274	11.39649	90.06121
	EE KKD	73.42677	-	-	26.09279	19.16943	118.68899
	TOTAL	576.0	8.0	7.44705	114.73504	30.56592	736.74801
	Fund allocated for HQ expenses (Rs.lakhs)	3.0	-	-	0.25199	-	3.25199
	GRAND TOTAL	579.0	8.0	7.44705	114.98703	30.56592	740.0

H/A for TA : 2401-00-104-91-04-TE-plan

H/A for POL : 2401-00-104-91-45-POL-plan

ANNEXURE III
Targets for Progeny Orchards

Sl.No	District	Target area for new progeny orchards(ha)	Fund allotted for new progeny orchards(Rs lakhs)	Fund allotted for existing progeny orchards (lakhs)
1	TVM	0.4	2	1.34
2	KLM	0.5	2.5	1.65875
3	PTA	0.4	2	1.34
4	ALPY	0.3	1.5	1
5	KTM	0.4	2	1.34
6	IDK	0.5	2.5	1.65875
7	EKM	0.5	2.5	1.65875
8	TSR	0.6	3	2
9	PKD	0.6	3	2
10	MPM	0.5	2.5	1.65875
11	KKD	0.3	1.5	1
12	WYD	0.3	1.5	1
13	KNR	0.3	1.5	1.005
14	KGD	0.4	2	1.34
	Total	6	30	20

ABSTRACT OF FUND ALLOTTED UNDER H/A 2401-00-104-91- PLAN

Sl.no	Component	Financial allocation (Rs lakhs)	Remarks
1	Routine planting material production & quality seed production including operational costs for Directorate	594.44705	Fund to be allotted to PAOs (includes amount to EE Alpy and EE Kkd) (Rs3 lakhs for HQ expenses)
2	Maintenance of existing progeny orchards and establishment of new progeny	48.30434	Fund to be allotted to PAOs

	orchards		
3	Support to Integrated Farming System units in Departmental farms	45.19436	Fund to be allotted to PAO's
4	Support for high tech farming units, fruit processing units & Tissue culture units	147.75646	Fund kept at HQ, to be released vide proposals of farmheads submitted to DA through PAOs
5	Carbon neutral initiatives in Departmental farms	35.13522	Fund kept at HQ, to be allotted to PAOs.
6	Online sale of branded products from Departmental farms	50	Fund kept at HQ, to be released vide request of FIB / proposals of farm heads submitted to D A through PAOs.
7	Queue bills for 2023-24	173.59665	Allotment issued to all PAO's and EE Alpy and EE KKD.

8	Bills under WAMS clearance for 2023-24	30.56592	To be allotted to EE Alpy and EE KKD.
	TOTAL	1125	

Dr ADEELA ABDULLA IAS
DIRECTOR

To

1. All Principal Agricultural Officers.
2. All Government Farm Heads

Copy to

1. Planning Section
2. SW Section
3. IT cell
4. Stock File