

**Directorate of Agriculture Development and Farmers' Welfare
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ADFW/9187/2024-TE1

02-09-2024

CIRCULAR

Sub:- Annual Plan 2024-25- Scheme on 'Support to Farm Mechanization'- Component "**Internship at Krishi Bhavans**" -Working Instructions - issued.

Read:- 1) G.O(Ms) No. 76/2024/AGRI dated, 17-07-2024.

As per the reference cited, the Government have accorded Administrative Sanction for the implementation of the scheme "Support to Farm Mechanization" for the financial year 2024-25 for an amount of Rs 895 Lakh under the **Head of Account 2401-00-113-83 Plan** out of which an amount of **Rs. 324 lakh** (Rupees Three Hundred and TwentyFour Lakh) has been set apart for the component "**Internship at Krishi Bhavans**". 780 No. of interns are to be selected for this programme during the financial year 2024-25.

The Department of Agriculture is offering an opportunity for aspiring educated youth to internship in the grass-level offices of the Department ie., Krishi Bhavans. Through this, they can get a glance at the agricultural scenario of the State and gain hands-on experience in crop planning and cultivation, marketing, extension, administration and allied activities. This will give them a better chance to interact with the farmers as well as extension functionaries in the Agriculture and allied sectors which will facilitate in better execution of government Programmes.

Objectives:-

The main objectives of the scheme are as follows:

- 1) To provide an opportunity to understand and experience farming, from crop planning to marketing.
- 2) To impart hands-on training on the services, and interventions provided by the Department to farmers.
- 3) To help the extension machinery reach the grassroots levels of the society more effectively and in turn result in the better execution of Government programmes.
- 4) Enlightening the younger generation and ultimately making them into responsible and sensitive citizens.
- 5) Collection of information regarding
 - (i) Present crop coverage in the field
 - (ii) Crop health situation
 - (iii) Anticipated time of harvest
 - (iv) Estimated market arrival
 - (v) Market scenario and challenges faced by the producers in marketing
 - (vi) Assessing the availability of land extent
 - (vii) Resource mapping of the area
 - (viii) Evaluation of the outcome of past interventions
 - (ix) Channeling technical support whenever possible
- 6) To get exposure to the functioning of Krishi Bhavan with respect to:-
 - a. Front Office management
 - b. Updating of data/data entry
 - c. Supporting extension activities within the office.

Mode of Implementation Eligibility, Application and Selection Procedure:

(a) VHSE Certificate holders in Agriculture and Diploma holders in Agriculture/ Organic Farming are eligible to apply for an internship. The aspirants enrolling as interns will help Department Officials by collecting data and conducting field work and it will be

useful for them in their future endeavours in the field of Agriculture.

(b) Age should be between 18-41 years as of 01.08.2024

(c) Period of Internship - The period of internship is consecutively 180 days and should be completed within a period of one financial year.

(d) All Principal Agricultural Officers should give wide publicity about the programme through mass media, social media, etc. Eligible candidates can apply for the scheme online through the portal www.keralaagriculture.gov.in. Applications may be collected at Krishi Bhavans, O/o the Assistant Director of Agriculture, or Principal Agricultural Office in online/offline mode. The application form (Annexure I) can be downloaded from the website www.keralaagriculture.gov.in and the duly filled application form along with certificates is to be submitted at the time of the interview.

(e) A screening/ interview will be conducted at the PAO level/ block level by the Assistant Director of Agriculture constituting a Selection Committee including two Agricultural Officers of the block and a n external expert as decided by the Assistant Director of Agriculture, preferably the scientist in charge of the concerned BLAKC. The PAO/ Assistant Directors of Agriculture shall publish the list of selected interns at their office and allot to the various Krishi Bhavans as the case maybe.

An agreement in stamp paper worth Rs. 200/- should be executed by the interns on joining the allotted Krishi Bhavan as per the format provided as Annexure II. The list of selected candidates and Krishi Bhavans allotted, date of joining etc should be intimated to HQ by Principal Agricultural Officers. The interns selected will assist and support the officials in the Department in conducting extension activities, distributing planting materials, collection of information from the field, assisting farmers to gain maximum support from the department and strengthening of Agricultural Markets, data entry works and such other works as decided by the AO/ADA/PAO.

Benefits:

1. The tenure of the internship will help the interns to get very good understanding of the present agricultural scenario of the locality as well as the state.
2. This will equip them to be a good responsible citizen with concern to the society who concern for the environment.
3. The interns will receive a certificate after assessing the attendance and quality of work.
4. The Department will also benefit by availing the service of the interns.
5. The internship programme will make available a greater number of extension personnel at field level, thereby helping to enhance the reach of extension programmes implemented by the Department.
6. The programme can be a very effective way of bringing young people into the field of agriculture and agripreneurship and reviving the agriculture sector in Kerala.

The various components of the scheme are as follows:

(1) Honorarium to 780 interns (Rs 234 lakh @ Rs 5000/intern for six months)

An amount of Rs 5000/- month will be given as an incentive to the interns for 6 months. The interns selected will assist and support the officials of the Department in creating awareness to farmers regarding Farm Plan based Production Approach, formation of Krishikkootam, Market support, importance of value addition, supply chain, etc., distributing planting materials, collection of information from field, assisting farmers to gain maximum support from the Department and other works as decided by the Principal Agricultural Officer/ Assistant Director of Agriculture /Agricultural Officer.

The period of internship is 180 days and should be completed within this financial year. On successful completion of the internship, the Principal Agricultural Officers should issue a certificate to the interns which can be used as an experience certificate for future endeavors.

(2) Documentation, publicity and other expenses (Rs 2.87331 lakh)

Expenses for printing certificates, publicity, conducting necessary documentation, etc. for implementing the scheme can be met from this amount. A one-day Orientation class (@Rs 250/intern) can be conducted at district level to provide the interns an overall outline of the duties and responsibilities assigned to them during their internship.

Sl. No	Details	Total amount (Rs in lakh)
1	District level Orientation class for interns @Rs 250/intern	1.9500
2	Documentation, publicity, etc	0.92331
	TOTAL	2.87331

Financial Outlay:

During the current financial year, an amount of Rs 324 lakh is set apart for the implementation of the scheme "Internship at Krishi Bhavans" under the Head of Account **2401-00-113-83 Plan**.

Sl. No.	Component	Physical Target	Rate of Assistance	Total Cost (Rs. in Lakh)
1	Honararium to Interns	780 No. of Interns	Rs. 5000/- per intern for 6 months	234.00
2	Documentation, Publicity and other expenses for PAO level and Block level			2.87331
3	Committed Expenses of 2023-24			87.12669
	TOTAL			324.00

The district-wise target is furnished in Annexure III.

Monitoring and Evaluation:

The programme will be implemented by the Agricultural Officers at Krishi Bhavans. At the block level, the Assistant Director of Agriculture will give proper guidance for the implementation of the scheme. At the district level, the Deputy Director of Agriculture (E&T) will assist the Principal Agricultural Officer to monitor the Programme. The Additional Director of Agriculture (Extension) will monitor the scheme at the State level.

The monthly progress report of the scheme should be submitted to HQ in the email ID: tesectiondoa@gmail.com on or before the 5th of every succeeding month. The expenditure under the scheme can be met from the provision available under the Head of Account **2401-00-113-83 Plan** under the current year's Budget provision.

The following general conditions may be scrupulously followed wherever applicable, while implementing the scheme.

- (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 provisions available under the appropriate head of account.
- (3)** The fund release will be based on actual requirements, and the funds released should not be parked in banks.
- (4)** Store Purchase rule 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 procedure, rules and regulations.

(8) The implementation agencies/Departments also should prepare and implementation schedule to complete the project in time and send regular progress report on financial and physical progress on a quarterly basis.

(9) Geo-fencing & Geo tagging is mandatory. It should be ensured in every scheme wherever beneficiaries exist.

(10) The Administrative Sanction accorded is inclusive of the amount put under e-LAMS and the amount needed for encashing the queue bills.

11) Guidelines contained in the Circular No:35/2024/Fin dated 12/06/2024 should also be followed when fund releases are made.

**Dr ADEELA ABDULLA IAS
DIRECTOR**

To

- 1)All Principal Agricultural Officers
- 2)All Project Directors (ATMA)

Copy to:-

- 1.TA to Director of Agriculture
- 2.CA to all Additional Directors of Agriculture in HQ
3. CA to all Joint Directors in HQ
- 4.DD (IT)for uploading in website
5. Senior Finance Officer
6. Planning section, Finance and Accounts Sections
7. SW section - for uploading in Plan Space.

Annexure I

APPLICATION FOR SELECTION OF INTERNS FOR THE SCHEME			
'INTERNSHIP AT KRISHI BHAVANS' 2024-25			
1	Name & Address of candidate :		The candidate shall affix his / her passport photograph here
2	Mobile Number :		
3	E-mail ID :		
4	Date of Birth: Age :		
5	Aadhar Number :		
6	Qualification (from SSCL to the highest degree)		
	Sl. No.	Qualification	Month and year of passing examination
			Board / University.
	Declaration :		
	<p>I hereby declare that all details & information given above are complete & true to the best of my knowledge and belief. I also declare that I will abide by the rules and regulations of the office where I am attached for internship.</p> <p>Signature :</p> <p>Place :</p> <p>Date :</p>		

Tentative action plan

Sl. No.	Activity	Period
1	Publicity in Mass media	Before 05-09-2024
2	Online application	06-09-2024 to 13-09-2024
3	Interview/scrutiny	14-09-2024 to 23-09-2024
4	Intimation to KB / Interns / Commencement of Internship	Before 24-09-2024

Annexure II

AGREEMENT

This agreement is executed between (Name, Address, Aadhar number)

.....

.....therein

called Intern on the first part and the respective PAO/Assistant Director of Agriculture Block,District for and on behalf of the Director of Agriculture and Farmers' Welfare Department on the second part.WHEREAS the Government of Kerala as per G.O (Ms) No. 76/2023/dated 17-07-24 has decided and the Director of Agriculture vide Circular No.ADFW/9187/2024-TE2 dated..... (Working Instruction) has extended to the interns for doing Internship at Krishi Bhavans under the Scheme "Support to Farm Mechanization" under the component "Internship at Krishi Bhavans" for a period of 180 days at Krishibhavans under the Directorate of Agriculture Development and Farmers' Welfare, Vikas Bhavan, Thiruvananthapuram, AND WHEREAS the Assistant Director of Agriculture, Block,District has selected the party on the first part after proper scrutiny and verification of the eligibility criteria and allotted toKrishi Bhavan as per the Proceedings of PAO/ Assistant Director/ of Agriculture, Block, Order No.....dated..... AND WHEREAS the party on the first part has accepted the terms and conditions of the said Internship Programme and agreed to join as an intern in the Department at Krishi Bhavan with effect from , under the said terms and conditions of the said

internship

NOW THESE PRESENT WITNESSETH AS FOLLOWS:

1. The internship shall be strictly for a period of 180 days, commencing from (date of joining duty) or till the termination of the internship, whichever is earlier.
2. Termination of Internship on completion of the aforesaid period shall be automatic and the intern shall not be entitled to any incentive/ stipend from the next day onwards.
3. During the period of the Internship, the intern shall be paid an incentive of Rs.5000/- per month.
4. The intern shall be liable for recovery of liabilities if any that may arise due to negligence while performing the assigned duties/activities.
5. The intern shall be required to perform such works and carry out such responsibilities as may be assigned by the Department and he/she shall discharge the responsibilities and duties assigned efficiently and diligently to the satisfaction of the authorities concerned.
6. The intern shall be liable for any loss or damage caused to the Department due to omission or commission in the discharge of duties that may be assigned to him/her and the Department shall be free to recoup the loss thus caused from his incentive or under appropriate proceedings.
7. The intern must produce originals of all qualifying certificates at the time of reporting for duty and Xerox copies thereof shall be furnished as records.
8. During the period of internship, the intern will be governed by the rules and regulations of the State Government related to discipline and conduct and any violation thereof shall entail cancellation of the

internship without notice and in such cases the intern shall not be considered for any future assignment in the Department.

9. The intern will be required to do whole-time work for the Department. Engaging in any kind of work including consultancy or any kind of assistance to any outside agencies during the period of internship will be treated as an act of indiscipline entailing termination of the internship.

10. The interns shall be required to attend duty over and above office hours, as may be required during exigencies.

11. The intern shall be required to perform all specific duties assigned to them as per the module fixed and any other assignments as directed by the Department.

12. The intern shall be eligible to avail 5 days as casual leave only and medical leave shall be granted as per the discretion of the Head of the Office.

13. Any disputes or complaints shall be reported and settled/redressed at Principal Agricultural Officer level.

14. The intern shall maintain decorum and discipline of the Office during working hours and shall maintain confidentiality of data and information maintained in the Department.

15. In respect of any notice in regard to which no provisions has been made in this agreement, the decision of the Department on that matter shall be final.

16. The appointment of any person as an intern does not entitle such person to be regularized in the service of the Department or Government under any circumstances.

17. The internship shall be automatically terminated on the expiry of the stipulated period or by any general order of the Director of Agriculture or Government. In such instances, the intern shall be

relieved without any further notice.

18. G.O(Ms)No. 76/2024/AGRI dated 17-07-2024 and Circular No.ADFW/9187/2024-TE2 dated.....(Working Instruction) shall be read and construed as part of this agreement.

In witness whereof by and Assistant Director of Agriculture, on behalf of the Director of Agriculture Development and Farmers' Welfare Department here unto set their hands, on theday of September/October , 2024.

Signed by (Intern)

In the presence of the witness:

- 1.
- 2.

Signed by (For Department) In the presence of witness:

- 1.
- 2.

Annexure III

Sl. No	Name of District	Number of Krishi Bhavans	No. of Interns	Honorarium for intern @0.05000 Lakh/ Intern/month for 6 months
1	Thiruvananthapuram	89	65	19.5
2	Kollam	78	57	17.1
3	Alappuzha	78	60	18
4	Pathanamthitta	57	44	13.2
5	Kottayam	79	54	16.2

6	Idukki	54	43	12.9
7	Ernakulam	97	63	18.9
8	Thrissur	105	73	21.9
9	Palakkad	94	68	20.4
10	Malappuram	108	73	21.9
11	Kozhikode	81	57	17.1
12	Wayanad	26	24	7.2
13	Kannur	89	63	18.9
14	Kasargode	41	36	10.8
	Total		780	234

**Dr ADEELA
ABDULLA IAS
DIRECTOR**