

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

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No:ADFW/5106/2024-TV2

Date:06-01-2025

**CIRCULAR**

Sub:- Annual Plan 2024-25 Scheme on "**Support to Farm Mechanization**"- component '**Fuel charges and Operational Expenses of two wheelers attached to Krishi Bhavans**'-Administrative Sanction accorded-Revised Working Instructions issued.Reg

Ref:- 1) ORDER NO. ADFW/4230/2024-TP2 Dtd.28.04.2024  
2)G.O(Rt)No.537/2023/Agri Dated 02/06/2023.  
3)G.O(Rt)No.754/2023/AGRI dated 02/08/2023  
4)ORDER NO. ADFW/4230/2024-TP2 Dtd.28.04.2024  
5)Circular No-ADFW/5106/2024-TV2 Dt 21/05/2024-Working instruction

Director as per reference 1st cited accorded continuous Administrative sanction for the implementation of the scheme "Support to Farm Mechanization" during 2024-25. As per the sanction, the official vehicles attached to the Krishibhavans (Two wheelers) shall be fueled under the scheme component viz., "Fuel charges and Operational Expenses of two wheelers attached to Krishi Bhavans".Under these circumstances the following instructions were issued for compliance.

Now vide ref (4) revised continuous sanction has been accorded for Rs.76.50 L for the component ***-Fuel charges and Operational Expenses of two wheelers attached to Krishi Bhavans in the Scheme -Support to Farm Mechanisation.***Under this circumstance the already issued working instruction stands cancelled.(Ref.5)

1. The official vehicles maintained at Krishibhavans (two-wheelers) shall be used for carrying out field visits & inspections, attending official meetings and all other official functions in connection with the discharge of the duties of the extension officials. The vehicle can be used by any staff in the office including contract,temporary and interns for the above purposes with the permission of the Head of Office.

2. The vehicle shall be kept in good working condition. Proper mileage tests are to be conducted as per the prevailing rules.The Engineering Wing shall act immediately on receiving such requests and undue delays shall be avoided.

3. The AOs / AFOs shall ensure that the vehicle is taken properly under the stock and necessary orders shall be passed to hand over the vehicle to the Stock – in – charge of the Krishibhavan. The AA / AAO in charge of the HQ shall be the custodian of the vehicle.

4. Timely service, renewal of insurance etc., shall be carried out by the custodian of the vehicle.A log book in the proper format shall be maintained.

5. Timely repairs are to be carried out for which necessary essentiality certificate or estimate from the authorized dealer is to be obtained for meeting the expenses in this regard.

6. Operational expenses like fuel, lubricating oil, insurance and service charges and undertaking the repair and maintenance in a need based manner can be met from this provision of the scheme.

7. The monthly fuel ceiling for the vehicles at Krishibhavans is fixed as Rs.850.00/-. However, variation in the monthly ceiling is allowed with out altering the average monthly ceiling as Rs.850.00/-per vehicle per Krishibhavan.

8. During the financial year 2024-25,there is a **budget provision of 895.00 lakh** for the scheme"Support to Farm Mechanization"under the H/A 2401-00-113- 83(P),where in an amount of **Rs.76.50 lakh** is sanctioned for " **Fuel charges and Operational Expenses of two wheelers attached to KrishiBhavans**" providing fuel allowance @ **Rs.850/-** per month and also for undertaking their repair and maintenance in a need based manner.The total budget is inclusive of e-LAMs and Queue-bills of the year 2023-24.

9. The scheme will be administered by the Principal Agricultural Officer and will be assisted by the Deputy Director of Agriculture (E&T). The State level scheme manager shall be the Additional Director of Agriculture (Extn.)

10. The expenditure will be debited to the **H/A 2401-00-113-83 plan** under the budget provision of 2024-25 FY.

**Dr ADEELA ABDULLA IAS**  
**DIRECTOR**

- Encl:
- 1)TA to the Director of Agriculture
  - 2)All Additional Directors of Agriculture and SAE
  - 3)All PrincipalAgricultural Officers and Executive Engineers(Agri.)
  - 4)All Project Directors, ATMA
  - 5)All Assistant Directors of Agriculture and Assistant Executive Engineers(Agri.)
  - 6)All Agricultural Officers/AFOs of Krishibhavans

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  - 2.Section Officer
  - 3.Planning ,Finance,Accounts and Audit section
  - 4.The Deputy Director of Agriculture,IT Cell-for publishing in the website
  - 5.SW Section-for updating in PLAN SPACE
  - 6.TV and TG Sections
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