



GOVERNMENT OF INDIA  
DEPARTMENT OF AGRICULTURE AND COOPERATION  
DIRECTORATE OF ECONOMICS AND STATISTICS

OPERATIONAL GUIDELINES FOR THE 12<sup>th</sup> FIVE  
YEAR PLAN(2012-17) CENTRAL SECTOR SCHEME  
OF  
INTEGRATED SCHEME OF AGRICULTURE CENSUS,  
ECONOMICS AND STATISTICS

DIRECTORATE OF ECONOMICS AND STATISTICS  
COORDINATION DIVISION  
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(COORDINATION DIVISION)

**OPERATIONAL GUIDELINES FOR INTEGRATED SCHEME OF AGRICULTURE  
CENSUS, ECONOMICS AND STATISTICS FOR IMPLEMENTATION DURING  
the 12<sup>th</sup> FIVE YEAR PLAN(2012-17)**

The Cabinet Committee on Economic Affairs (CCEA) in its meeting held on 12<sup>th</sup> December, 2013 considered and approved the proposal of the Ministry of Agriculture, Department of Agriculture & Corporation for continuation of Central Sector Scheme, "Integrated Scheme on Agriculture Census, Economics and Statistics" during the 12<sup>th</sup> Five Year Plan Period with some modifications. This is an integrated Central Sector Scheme fully funded by the Central Government with an approved outlay of Rs. 1091.00 crore during 12<sup>th</sup> Five Year Plan.

The Integrated Scheme on Agriculture Census, Economics and Statistics has seven components: (i) Agriculture Census, (ii) Situation Assessment Survey of Farmers, (iii) Comprehensive Scheme for Studying the Cost of Cultivation of Principal Crops in India, (iv) Agro-Economic Research Centres/Units, (v) Scheme of Planning, Management & Policy Formulation, (vi) Improvement of Agricultural Statistics and (vii) Forecasting Agricultural output using Space, Agro-Meteorology and Land based observation(FASAL). Approved outlays for the 12<sup>th</sup> Five Year Plan for these component schemes are given in respective sections of this document.

The overall objective of the scheme is to collect, compile and maintain database on different facets of the agriculture sector, study and analyze the socio-economic conditions of the agricultural sector and provide policy inputs. However, each component of the Integrated Scheme has specific objectives.

The scheme will be implemented through active involvement of all implementing agencies in the States so as to provide reliable inputs in time bound manner on different facets of agriculture sector to facilitate the government in policy formulation using modern technology.

The objectives, salient features and operational guidelines pertaining to each one of the components of the scheme are given in the following respective sections of the document.

## **I. Agriculture Census Scheme**

### **Introduction**

1. Recognizing the importance and predominance of Agriculture Sector, the Department of Agriculture and Cooperation, Ministry of Agriculture, Government of India has been conducting Agriculture Census, quinquennially, since 1970-71. Collection and maintenance of Agricultural Statistics particularly, in respect of agricultural operational holdings, has been found to be of immense importance.
2. Periodic Agriculture Censuses are the main source of information in the country on basic characteristics of operational holdings such as land use, cropping pattern, irrigation status, tenancy particulars and terms of leasing. This information is tabulated by different size classes (marginal, small, semi-medium, medium and large) and Social Groups including Scheduled Castes/Scheduled Tribes, Gender (male, female) which are needed for development planning, socio-economic policy formulation and establishment of national priorities.

### **Objectives**

3. Main objectives of Agriculture Census are:
  - (i) Describe the structure and characteristics of agriculture providing statistical data on operational holdings, operated area, land utilization, live-stock, agricultural machinery and implements, use of fertilizers etc.
  - (ii) Provide bench-mark data needed for formulating new agricultural development programmes and for evaluating their progress.
  - (iii) To provide basic framework of operational holdings and its characteristics for carrying out future agriculture surveys and,
  - (iv) To lay basis for developing integrated programme for current agricultural statistics.

### **Essential features**

4. The basic unit of information in the Agriculture Census is the operational holding as distinct from the ownership holding. It is because of the fact that the operational holding is the fundamental unit of decision-making in programmes of agricultural development. The Operational Holding is defined as "all land which is wholly or partly used for agriculture production and is operated as one technical unit by one person alone or with others without regard to title, legal form, size or location." A technical unit is defined as the unit which is under the same management and has the same means of production such as labour force, machinery and animals etc.
5. The concept of agricultural operational holdings adopted in India differs to some extent with that of Food and Agriculture Organization (FAO), as it does not include those holdings which are not operating any agricultural land and are engaged exclusively in livestock, poultry and fishing, etc.

6. The Agriculture Census in India is conducted at the interval of Five Years. The interval is different from the one followed for World Census of Agriculture which is carried out decennially (every 10 years). On recommendations of the National Commission on Agriculture, Agriculture Census in India is conducted quinquennially (every 5 years). The reference period in Agriculture Census is the agriculture year i.e. from July to June.

7. The Agriculture Census data is collected following two broad approaches; in States where comprehensive land records exist (Land Record States), data is collected and compiled through re-tabulation of information available in the Village Land Records. For other States (Non-Land record States), this data is collected on sample basis.

#### **Data Collection:**

8. The Agriculture Census is conducted in three distinct Phases.

In **Phase-I** of the Census, data on primary characteristics like number of operational holdings and area operated by different size class (marginal, small, semi-medium, medium and large), social groups (SC, ST, Others), gender (male, female), types of holding (individual, joint and institutional), etc. is collected. This operation covers all villages in land record States and 20 per cent of the villages in non-land record States.

During, **Phase-II**, holding schedule is canvassed in selected 20 per cent villages in each tehsil for collecting detailed data on irrigation status, tenancy particulars, cropping pattern and dispersal of holdings, etc. The estimates of agricultural characteristics of operational holdings are prepared at Tehsil/District/State/National levels.

The **Phase-III** of Agriculture Census, (Referred as **Input Survey**) is conducted as a follow up survey to the Agriculture Census (reference year as next Agriculture year to that of the Agriculture Census) to collect data on input use pattern of operational holdings in the country. Input Survey relates to collection of data on pattern of input use (fertilizer, irrigation, seed, pest management), agriculture credit, size of the household, age and educational level of the holders, multiple cropping, across various crops, States and size group of holders. This survey is conducted in 7% of villages selected in each tehsil and estimate for Input characteristics is prepared at District / State / National level. For Input Survey, institutional holdings and holdings operated by persons not residing in the village are excluded in the purview of the survey.

#### **Implementation Plan**

9. At national level, the Agricultural Census Division in the Department of Agriculture & Cooperation, Ministry of Agriculture is responsible for conducting Agriculture Census in India.

10. The role of Government of India includes coordination and planning various activities of Agriculture Census in the country, preparation of schedules, manual of instructions, time frame for completion of various activities, tabulation plan, estimation procedure, provide funding and technical assistance to the States for undertaking Censuses, facilitate processing of the data and bring out all-India results etc.

11. The responsibility for execution of the Census has been entrusted to the States with technical/financial support by the Central Government. The field work and various other activities of the Census would be supervised by State / Centre officials, for ensuring data quality.

12. The head of Agriculture Census Division, Department of Agriculture & Cooperation, Ministry of Agriculture, Government of India, designated as the Agriculture Census Commissioner of India is the over all in-charge of the Agriculture Census Programme in the country. In each State, a nucleus unit of staff organizes and monitors the work of Agriculture Census under the guidance of a senior State officer designated as State Agriculture Census Commissioner.

13. Various activities of the Census are monitored by a State level Coordination Committee (SLCC) headed by the State Agriculture Census Commissioner and representatives of concerned State Departments with representative of Agriculture Census Division, Government of India as a member.

#### **Standing Committee**

14. To monitor the progress of the scheme in different States and to guide and sort out the technical issues arising in implementation of the Agriculture Census Scheme from time to time, a Steering Committee, comprising representatives from various stake holders has been constituted at the Central Ministry of Agriculture. The committee is under the Chairmanship of Additional Secretary/Principal Adviser, Department of Agriculture & Cooperation with members representing Central Statistical Office, National Sample Survey Office, Registrar General of Census, Planning Commission, Ministry of Water Resource, Indian Agricultural Statistics Research Institute(IASRI), Directorate of Economics & Statistics(DES) of Department of Agriculture & Cooperation (DAC), Horticulture Division of Department of Agriculture & Cooperation (DAC), Department of Animal Husbandry, Department of Land Resource and National Informatics Centre (NIC).

15. The detailed terms of reference of the Steering Committee for Agriculture Census 2010-11 are as under:

- (i) To advise on the Survey technique to be followed for conducting Agriculture Census.
- (ii) To advise on administrative issues.
- (iii) Sampling design.
- (iv) Modification in tabulation programmes and schedules of data collection.
- (v) Rationalization of financial matters including rates of honorarium, TA/DA, etc.
- (vi) Exploring linkages with other Censuses, like Minor Irrigation, Livestock Census etc.

- (vii) Legal cover to Agriculture census operation; and
- (viii) Other issues, if any.

### **Computerization of data of Agriculture Census**

16. On completion of the field work, the filled-in schedules are scrutinized, data entered and processed for generation of results. The filled-in schedules are required to be scrutinized by the States before conduct of the data entry.

17. After the entry of data, the database has to be validated and the errors reported shall be rectified by the concerned States. Thereafter, the results / tables are generated and are forwarded to States for scrutiny. For timely finalization of results, regional meetings of States are organized for discussion of the results. The data is taken for inclusion in All India Report after approval from the State Government.

### **Data Processing Agencies**

18. Neither the Agriculture Census Division nor the States have infrastructure for processing the voluminous Census data. To meet this requirement, the Department of Agriculture & Cooperation (DAC) engages an agency for accomplishing the timely and efficient processing of Agriculture Census data, through an appropriate mechanism. An agreement is made between the Department of Agriculture and Cooperation and the agency to establish the responsibilities, terms and conditions. Funds for this purpose are released from the Agriculture Census Scheme, as per the terms and conditions of the Agreement signed between the Department of Agriculture & Cooperation (DAC) and the agency involved.

19. The agency so engaged would submit component wise detailed expenditure statement to the Department of Agriculture and Cooperation on the quarterly basis. At the end of the project, the agency would submit the final accounts of the project signifying the completion of the subject within six months of completion of activities which can be extended based on the formal request by them. The period of 6 months will be effective from the date on which Department of Agriculture & Cooperation (DAC) informs that all the requirements of the project envisaged in the underlined agreement are fulfilled.

20. The agency engaged would also provide capacity building assistance to the Agriculture Census Division, Government of India and in States through supply of software, hardware items, training programmes etc. The software / computer programmes and related items developed as part of the project would remain as a property of the Government of India and the agency would hand over these items to the Agriculture Census Division, Government of India on completion of the project.

21. The States would also be allowed to undertake entry / processing of data at their own, if found appropriate by the Department. The funds for these States will be provided on actual basis under the component of Tabulation.

## **Dissemination of data**

22. Three Reports are brought out containing the Agriculture Census data:-
- (i) All India Report on number and area of operational holdings.
  - (ii) All India Report on Agriculture Census containing farm characteristics.
  - (iii) All India Report on Input Surveys.
23. For wider dissemination of the information to general public, policy planners, researcher, etc. the results of Agriculture Census and Input Survey have been put up on the Department's website <http://agcensus.nic.in>. Also, All India Reports on *Agriculture Census and Input Survey, Schedules and Manual of Instructions of Agriculture Census and Input Survey* have also been put up on the website.
24. **System of monitoring of the Scheme is as follows:**
- Through monthly, quarterly and annual reports on physical and financial progress
  - Through review meetings on regional and zonal basis
  - Through field visits and interaction with the implementing agencies
  - Through video conferences

## **Financial Assistance to the States/UTs under the scheme**

25. The Agriculture Census Scheme is being implemented in all the States/UTs, including North Eastern States, through a mechanism of sanctioned staff as mentioned at Annexure-I. 100% of the funds required for carrying out the work of Agriculture Census would be provided by the Department of Agriculture & Cooperation (DAC) on quarterly basis of each financial year under the following components.

S.No.	Name of the Component	Purpose of fund provided
1.	Salary	Funds will be provided under this component for payment of salary of the sanctioned post to the States.
2.	Travelling Expenses	Funds will be provided under this component for payment of Travelling Expenses for the staff of States/UTs for field visits, attending the various trainings/regional meetings/conferences.
3.	Office Expenses	Funds will be provided under this component for payment of expenditure incurred towards organization of regional meetings, office expenses like purchase of stationery, office equipment etc, hiring of vehicles, payment of honorarium for the temporary staff engaged.
4.	Honorarium	Funds will be provided under this component for payment of honorarium for

		each of Phase-I, Phase-II & Phase-III as per the rates mentioned at Annexure-I. The payment will be made for each Phase only after the completion of the work under respective Phases.
5.	Tabulation	Funds will be provided under this component for Expenditure incurred for Data Entry, Validation/ Scrutiny/Error Correction, etc.
6.	Printing of Schedules & Instruction	Funds will be provided under this component for payment towards printing of approved schedules for data collection. The payment under this component will be made before the launch of the New Census.

26. Funds will be provided to all the States/UTs on the actual requirement basis after the detailed scrutiny of the proposal received from the States/UTs. The unspent balances, if any, of the previous financial year will be adjusted against the requirement of funds for the following year and accordingly will be revalidated for utilization during the following financial year.

27. All the States/UTs are required to submit the monthly expenditure statements for the funds provided to the Agriculture Census Division, DAC latest by 10<sup>th</sup> of the following month.

28. At the end of the every financial year all the states/UTs are required to submit the Utilization Certificate in the form of 19-A of General Financial Rules (GFR ) 2005 followed by Audited Utilization Certificate of the previous financial year. The funds provided under a component, in any case, shall not be utilized for any other component of the Scheme without prior approval of the Divisional Head of Agriculture Census Division, Department of Agriculture & Cooperation (DAC), Government of India.

29. In case, the States/UTs are not in a position to utilize the funds provided to them under the specific component for valid reasons, the unspent balances will be revalidated /reallocated with the approval of the Divisional Head of the Agriculture Census Division among the other components of the Scheme where the funds are required for efficient use.

### **Hiring of Consultants**

30. The workload at the Headquarters cannot be evenly distributed in all the five years of the Plan. The existing manpower provided at Central Headquarters is found to be inadequate as most of the States submit their data almost simultaneously. Problem gets particularly compounded if there are vacancies too in the existing limited number of posts sanctioned under the scheme. This problem is proposed to be

overcome by engaging consultants for a limited period to handle specific assignment. The number of consultants to be engaged at a time in addition to regular posts may not exceed two.

31. The procedure of appointment of consultants would be as per the existing guidelines circulated by D/o Personnel and Training with the concurrence of IFD. The expenditure on salaries of consultants is proposed to be met out of the head "Professional Services" being provided under the scheme.

**32. General guidelines are as follows:**

- i) All the States/UTs shall have to intimate to this Division at the beginning of the every financial year regarding the position of unspent balance of previous financial year(s) as well as interest earned thereon at the close of the financial year
- ii) Department of Expenditure, Government of India vide O.M No.7(2)/E. Coord/2013 dated 18.09.2013 have banned purchase of new vehicles until further orders, except against condemned Vehicles as part of Economy measures and rationalization of expenditure. No vehicle may be hired, if the vehicle provided by the Government of India for carrying out the work of Agriculture Census is in working condition. However, to facilitate inspection of field work of Agriculture Census, vehicle may be hired only when the vehicle purchased for carrying out the Agriculture Census work has been declared by the competent authority, as condemned/not fit for use. Further, facility of vehicle/ hiring of vehicle is applicable to entitled officers at State Head Quarters only. Hiring of vehicles for field visits by District/Tehsil/ non-entitled Head Quarter officials is not permitted. Funds provided under the Head Office Expenses may be utilized for this purpose.
- iii) Regarding payment of TA/DA to the officers engaged in the Agriculture Census Work, it is clarified that the payment of TA/DA to the officers may be made as per the rules admissible under the respective States/UTs Governments.
- iv) For engagement of staff on temporary basis the following guidelines may be followed:

33. In States/UTs, where the posts sanctioned for carrying out the work of agriculture Census are not filled up and lying vacant for a long time due to various Administrative reasons, temporary Staff may be appointed on contract/deputation basis as per the rules admissible under the respective State/UT against the vacant posts. The expenditure incurred may be drawn from the funds provided under the salary head.

34. To expedite the processing of data collected on the Agriculture Census Scheme, States/UTs may also engage temporary staff besides their regular staff for a period up to one year for scrutiny and coding of schedules and other corrections during data entry or validation. The temporary staff may be drawn from different departments or other non-governmental agencies on service contract/deputation basis/payment of remuneration as per the rules admissible under the respective State/UT. The funds provided to States under Tabulation head may be utilized for engagement of such staff.

### **Enhancement of honorarium for the 12<sup>th</sup> Plan:**

**35.** The following two proposals were approved by CCEA in respect of payment of honorarium for Agriculture Census Scheme, during 12<sup>th</sup> Plan:

(i) The rates of honorarium for the field level functionaries like Patwari/Statistical Enumerator have been enhanced from the existing rate of Rs. 700/- per village to Rs. 1,000/- per village, each for Phase-I and Phase-II of 9th Agriculture Census. Whereas, for Phase-III of the Census the rates would remain the same i.e Rs. 600/- per village. Category-wise details and approved rates of honorarium are provided at Annexure-I.

(ii) However, in case of the State of Kerala one ward is considered as equivalent to two villages and for the state of Tripura and UTs of Daman & Diu and Lakshadweep one village is considered as equivalent to two villages for payment of honorarium.

### **Approved Outlay**

**36.** Approved Outlay for Agriculture Census Scheme during the 12<sup>th</sup> Five year Plan period is as under:

Approved Outlay during XII Plan	(Rs. in crores)
137.68	

Annexure-I

**Statement showing the amount of honorarium being paid during XII Plan period**

<b>Category</b>	<b>Approved amount</b>
Patwari/Statistical Enumerator*	Rs.1000/- per village –Phase-I
	Rs.1000/- per village –Phase-II
	Rs.600/- per village –Phase-III
Revenue Inspector	Rs. 3000 lump-sum
Tehsil Stat. Assistant	Rs. 3000 lump-sum
Tehsildar	Rs. 3500 lump-sum
Sub-Divisional Officer	Rs. 3500 lump-sum
District Census officer	Rs. 4000 lump-sum
District Stat. Officer	Rs. 4000 lump-sum
Director, State Stat. Bureau	Rs. 4500 lump-sum
State Agriculture Census Commissioner	Rs. 5000 lump-sum per State/UT

\* In case of the State of Kerala one ward is considered as equivalent to two villages and for the state of Tripura and UTs of Daman & Diu and Lakshadweep one village is considered as equivalent to two villages for payment of honorarium.

## **2. Situation Assessment Survey of Farmers 2013**

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### **Introduction**

1. Situation Assessment Survey (SAS) of farmers, 2013 is a one-time study, not a part of the Agriculture Census Scheme. Department of Agriculture and Cooperation has decided to conduct the Situation Assessment Survey (SAS), 2013 of farmers in the country. The SAS, 2013 is conducted during the 70th Round of NSSO during January-December, 2013 by National Sample Survey Office (NSSO), M/o Statistics & Programme Implementation. Funds for conduct of SAS, 2013 are being provided by Department of Agriculture & Cooperation, Ministry of Agriculture, Government of India.

### **Operational Guidelines:**

2. This survey aims to find out the condition of farmers in India at the instances of various programmes of this Department. For conduct of the survey, the NSSO has constituted a working group with the representation of Department of Agriculture and Cooperation to prepare various survey instruments. The proposed duration of the project is three years.

3. The project design of the survey is given as under:

- (a) The Situation Assessment Survey will be conducted by NSSO during 70th Round of its Socio Economic Survey. The time schedule for conduct of field work of SAS 2013 is January 2013 to December 2013.
- (b) Once the field work for the survey is over, the data will be processed for generation of Tables.
- (c) After finalization of data, the reports for SAS, 2013 will be finalized and published by NSSO.
- (d) The reports will be hosted on the website of Ministry of Statistics and Programme Implementation. The unit level data of the survey will also be made available to the public on demand by M/o Statistics & PI in accordance with their data dissemination policy.

### **Approved Outlay:**

4. The approved outlay for conducting the Situation Assessment Survey(SAS) of Farmers- 2013, is as under:

(Rs. in crores)	
Approved Outlay during XII Plan	31.32

### **3. Comprehensive Scheme for Studying the Cost of Cultivation of Principal Crops in India**

#### **Introduction**

1. Comprehensive Scheme for Studying the Cost of Cultivation of Principal Crops in India was a component of the 11<sup>th</sup> Plan Central Sector Plan Scheme of Studies on Inputs for Agricultural Economic Policy and Development. In the Integrated Scheme of Agricultural Census, Economics and Statistics it makes the third component out of the seven components that were merged in this Scheme.

#### **Objectives**

2. The main objectives of the "Comprehensive Scheme for Studying the Cost of Cultivation of Principal Crops in India" a component of the Integrated Scheme is to collect and compile field data on cost of cultivation and cost of production in respect of various agricultural crops, and to generate crop-wise and state-wise estimate of cost of cultivation and cost of production of selected agricultural crops. The Scheme is being implemented by 16 General, Agricultural Universities/ Institutions in 19 States. Under the Scheme, detailed data on cost of cultivation/ cost of production are collected in accordance with the prescribed methodology and procedure.

#### **Operational Guidelines**

3. Operational guidelines are as follows:-

- i. The scheme will be implemented in accordance with the requirements indicated by the Directorate of Economics and Statistics of this Department from time to time.
- ii. The secrecy of data collected under the study should be strictly maintained by not divulging/ selling or disseminating the same in any form to any individual/ agency/ organisation/ non-governmental or government without prior permission of Government of India.
- iii. The grant-in-aid will be utilised only for implementing the Scheme. This grant shall not be utilised for a purpose other than that for which it is intended except with the previous approval of the Government of India.
- iv. Under the scheme honorarium to Hon. Directors will be enhanced from the existing pattern of 5 per cent of the basic pay subject to minimum of Rs.1000/- to 5 per cent of the basic pay (Basic pay + Grade Pay) subject to minimum of Rs.5000/- p.m.
- v. There is no change in the staffing pattern approved for the scheme and the yearly ceiling of expenditure on travelling allowance of the employees and contingencies on the scheme. No expenditure shall be incurred over and above the limits approved by this Department. Similarly, no change in the staffing pattern will be permissible without the prior approval of the Government of India. It will not, however, be necessary to obtain the prior concurrence of this Department for additional expenditure incurred on increases in

dearness and other allowances or general revision of pay scales, applicable to the staff of same category in the College, but intimation of such increases including full financial implication thereof should invariably be given to this Ministry in advance.

vi. The actual expenditure by each Implementing Agency for this scheme will be borne by the Central Government subject to ceiling earmarked for each implementing agency. The ceiling of expenditure for a particular year will be fixed on the basis of budget estimates furnished by the Directorate of Economics & Statistics and approved by the Department of Agriculture & Cooperation, Ministry of Agriculture.

vii. Strict economy should be observed so as to keep actual expenditure to minimum.

viii. Monthly progress report of Scheme, both financial and physical, shall be furnished by each implementing agency to Directorate of Economics and Statistics regularly by 5<sup>th</sup> of following month. Quarterly report will be submitted in first week of month, following end of quarter 30<sup>th</sup> June, 30<sup>th</sup> September, 31<sup>st</sup> December and 31<sup>st</sup> March.

ix. Proper accounts of expenditure will be maintained and receipt, if any, may be adjusted under expenditure incurred on scheme. Funds will be released in accordance with normal procedure laid down for release of funds to cover balance of expenditure only. No expenditure be incurred on any activity/ Programme/ Component, not approved by Ministry of Finance/ Planning Commission, without prior approval of Department of Agriculture. Excess expenditure incurred without prior approval of Government will have to be borne by Implementing Agencies themselves.

x. Grants-in-aid will be released to implementing agencies in four instalments as per procedure. Utilisation certificates in prescribed Performa (GRA-19-A) with Audited Statement of Account along with Performance-cum-Achievement for previous year shall be furnished by each implementing agency by 30<sup>th</sup> September each year. However, in pursuance of Govt. of India's orders/ instructions issued vide Ministry of Finance, Deptt. of Expenditure's O.M. No. 8(4)/E.II-A dated the 1<sup>st</sup> Nov., 2001, 1<sup>st</sup> instalment of grant shall be released to implementing agencies only after receipt of Provisional Utilisation Certificate from them in respect of grants –in-aid released to them during the previous year, after adjusting the unspent balance, interest earned and other income, if any. Further instalments will be released only after submission of Utilisation Certificate with Audited Statement of Account by Implementing Agencies. In case Utilisation Certificate for previous year is not furnished within a period of 12 months, no further instalment shall be released to defaulting Agencies.

xi. Unspent balance as on 1<sup>st</sup> April, out of release made in the previous year may be intimated to the Directorate of Economics & Statistics.

xii. The unspent balance of the grants received in the year need not be refunded to the Government of India at the close of the financial year, but will be adjusted in the next financial year at the time of sanctioning the final instalment for the grant. Where, however, the scheme ceases to be in operation, the unspent balance should be surrendered forthwith to the Government of India.

xiii. All Implementing Agencies may ensure that the vacant posts under the scheme must be filled up on priority basis, as per the sanctioned strength of the scheme and norms prescribed

by the Ministry. To meet the immediate requirement, the implementing agencies may fill up the sanctioned vacant posts on contractual basis on ‘consolidated amount’ till these posts are filled up on regular basis.

xiv. CCEA has approved discontinuation of the special study on VFC Tobacco in Andhra Pradesh in Cost of Cultivation Scheme w.e.f. 30.9.2012.

xv. 2<sup>nd</sup> Inter-Ministerial Committee will be set up to address the implementation and administrative issues of the scheme.

xvi. Existing FARMAP software being used to generate cost estimates will be updated/revised.

xvii. The Central Analytical Unit (CAU) of the “Comprehensive Scheme for Studying the Cost of Cultivation of Principal Crops in India”, will be strengthened, and two Programmers / Junior Programmer in the pay scale of Rs. 15600-39100 +5400 on contractual basis will be appointed.

xviii. There shall be equal opportunity of employment for men and women from all States in the staff of the Centre. Similarly, proper representation of the deprived classes e.g. SC/ST/OBC etc. in employment may be ensured as per the rules. It is suggested that an officer of the Directorate of Economics and Statistics of this Department be associated with the selection of staff e.g. Field Officer, Field Supervisor, Assistant Statistician/Statistical Assistant and Fieldsmen etc.

xix. The grants will be sanctioned on the specific condition that the accounts of the scheme should be open for a test check by the Comptroller and Auditor General of India at his discretion.

xx. The implementing agencies should maintain a register in Performa 1 (enclosed) of the permanent and semi-permanent assets acquired wholly by the grantee institutions separately in respect of grants made by the Ministry of Agriculture and should be furnished to the Ministry annually by the 1<sup>st</sup> July each year. A separate block account in respect of such assets should also be maintained in Performa II enclosed and furnished by July 1, every year.

### **Approved Outlay**

4. Approved outlay for studying Cost of Cultivation of Principal Crops in India during 12<sup>th</sup> Five Year Plan 2012-17 is as given below:

(Rs. in crore)

Approved Outlay during 12 <sup>th</sup> Five year Plan	253.70
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## 4. Agro Economic Research

### Introduction

- 1). Agro-Economic Research scheme with a network of 15 AER Centres/ Units aims at conducting research studies in the field of Agricultural Economy on yearly basis as per the needs of the Government of India. The scheme is staff-oriented and fully funded by the Ministry of Agriculture through grants-in-aid.
- 2). Presently there are 12 AERCs and 3 AERUs situated in different states. The 3 AER Units namely ADRT, Bangalore, CMA, Ahmedabad and AER Unit, Delhi are functioning under the Institute for Social and Economic Change, Bangalore, Indian Institute of Management, Ahmedabad and Institute of Economic Growth, Delhi respectively. AERC Pune is functioning under the Gokhale Institute of Politics and Economics (a deemed university). The rest 11 Centres are functioning under different Universities, out of which AERCs at Jorhat, Ludhiana and Jabalpur are under Agricultural Universities following ICAR guidelines; AERCs at Allahabad, Delhi and Visva-Bharati, Shantiniketan are under Central Universities and the rest 5 Centres at Bhagalpur, Chennai, Shimla, Vallabh Vidyanagar and Waltair are functioning under the respective State Universities.

### Objectives

- 3). To carry out research and evaluation studies on studies on Agricultural Economy & Rural Development for meeting the needs of the Department of Agriculture and Cooperation and other Ministries/ Departments which have a bearing on the performance of the Agriculture Sector for Policy formulation and provide a feed back on implementation.

### Operational Guidelines

#### Staff Strength

- 4). In the year 2004-06, the Technical Advisory Committee under the Chairmanship of Prof. Abhijit Sen, Member, Planning Commission while reviewing the scheme, has suggested a minimum core staff of 15 members in 10 AERCs. The two AERC at Bhagalpur and Ludhiana were allowed to continue with their existing staff strength of 11 each. The Three AER Units at ISEC Bangalore, IIM Ahmedabad and IEG Delhi were recommended to continue with their existing staff strength of 15, 22 and 12 respectively. Thus, at present the approved staff strength for the all AER Centres/Units stands at 221.

#### Process of Selection of Studies

- 5). AER Division identifies the research topics/evaluation studies in Coordinating Committee meeting. The approved research studies are allotted to AERCs Units for conducting the studies in a scheduled time frame. AER Division holds the workshop with AERCs Units for finalization of research methodology, sampling design and survey questionnaires, etc. The progress of finalized research studies is monitored through Quarterly Progress Reports. The finalized research studies received from AERCs Units are circulated to the concerned Department and Ministries for their use. AERCs Units make presentation to disseminate the findings and recommendations on the completed research studies.

6). Research studies are carried out by 12 AER Centres on national and regional agricultural problems and issues. The three AER Units undertake inter-regional and national level studies and coordinate/consolidate the studies for the country as a whole. The AER Centres have responsibility for specific states and they conduct field surveys to get primary information the on the identified issues.

#### Financial Approval and Expenditure

7). The Ministry of Agriculture meets all the expenditure of the AER Centres/Units. Till 2003-04, AER Scheme was funded from both Plan and Non-Plan grants. The AERCs Units are now being funded only from Plan funds from 2004-05. The grants are released to the Registrars/Directors of the concerned Universities/Institutes, who are the drawing and disbursing authorities. However, in case of four AERCs namely Allahabad, Bhagalpur, Delhi and Jorhat, the grants are directly released to the Directors of the AERCs.

8). The grants-in-aid are meant for meeting the salary, allowances and office expenses of the AER Centres/Units staff working in different Universities/Institutes. The Grants-in-aid get approved once in the beginning of the year.

9). Department of Agriculture and Cooperation, Ministry of Agriculture, has decided to provide grants-in-aid to the AERCs on the present basis for another four years i.e. till the terminal year of 12<sup>th</sup> Five Year Plan (2016-17) and thereafter the research/evaluation studies would be awarded by the Department on competitive bidding basis in which the AERCs can also compete with other institutions/organization. Department of Agriculture and Cooperation would not bear any salary, allowance and office expenses on account of the AERCs from the financial year 2017-18. By the end of 2016-17, The Universities/Institutes would have to make arrangements for complete (financial, administrative & functional) integration of the staff of AERC within University/Institutes set-up as per the norms applicable to other employees of the University/Institute.

10). The guidelines for awarding research/evaluation studies on competitive bidding basis and funding pattern to AER Centres/Units from the year 2017-18 will be finalized in due course.

#### General Guideline

11). All the AER Centres/Units shall have to intimate to the Directorate of Economics and Statistics Division at the beginning of the every financial year regarding the position of unspent balance of previous financial year(s) as well as interest earned thereon at the close of the financial year

#### Financial Outlays

12). Approved outlay during the 12<sup>th</sup> Five Year for AER is as given below:

(Rs. in Crore)

Approved Outlay during the 12 Five Year Plan(2012-17)	86.12
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## 5. Planning, Management and Policy

### Introduction

1. This 12<sup>th</sup> Five Year scheme was formulated by merging two ongoing schemes of 11<sup>th</sup> Five Year Plan: Planning & Management of Agriculture and Strengthening of Agricultural Statistics; and discontinuing Drought Management schemes.

### Objectives

2. The scheme aims at funding conferences/workshops and seminars involving eminent economists, agricultural scientist, experts, to conduct short term studies, engage consultancy services, and improvement of agricultural statistics methodology; strategy for development of crops, animals, dairy, poultry, irrigation, soil and water conservation, etc., and to bring out papers/reports based on the recommendations of the workshops, seminars, conferences, held by the Directorate of Economics and Statistics.

### Operational Guidelines

3. Specific activities funded under this scheme are:

- i) Publications of Agricultural Situation in India, Agricultural Statistics at a Glance, Cost of Cultivation, and Wage Statistics.
- ii) Funding of studies/ research, etc., required to be outsourced by DES or Department of Agriculture and Cooperation.
- iii) Holding a National Workshop on Improvement of Agricultural Statistics every year. Officers from the state Departments of Agriculture, Revenue, Economics and Statistics, Horticulture, Agricultural marketing, and Central Ministries, organizations participate in the workshop. In the workshop, ways and means to bring about improvement in collection and compilation of agricultural statistics are discussed.
- iv) The scheme also funds such activities as methodological issues relating to preparation of advance estimates of area and production of crops, reconciling estimates of production with compiling statistics relating to horticulture crops, forecasting area and production of crops through remote sensing, and timely release of its reports, reducing time lag in collection of land use statistics, improving collection of wholesale and retail prices, cost of cultivation studies, etc.

### Approved Outlay

4. The approved outlay during the 12<sup>th</sup> Five Year Plan for Planning and Management and Policy is as given below:

Rs.in Crore)

Approved Outlay during the 12 Five Year Plan 2012-17	10.18
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## **6. Improvement of Agricultural Statistics**

### **Introduction**

1. In pursuance of the decision taken by the Government, this scheme will have three components namely: i) Timely Reporting Scheme (TRS), ii) Establishment of an Agency for Reporting of Agricultural Statistics (EARAS) and iii) Improvement of Crop Statistics (ICS). Crop Estimation Survey on Fruits & Vegetables (CES-F&V) will be discontinued w.e.f. 2014-15. In order to implement the Prof. Vaidyanathan Committee recommendations to strengthen the existing system, a pilot programme with a token amount of Rs. 20 crore by drawing from the component for Improvement of Agriculture Statistics (IAS) will be run.

### **Operational Guidelines**

2. The scheme will now have three components namely (i) Timely Reporting Scheme (TRS), (ii) Establishment of an Agency for Reporting of Agricultural Statistics (EARAS) and (iii) Improvement of Crop Statistics (ICS). The fourth component i.e. Crop Estimation Survey on Fruits & Vegetables (CES-F&V) will be discontinued w.e.f. 2014-15.

3. The objectives of the "Improvement of Agricultural Statistics Scheme" are to (i) obtain reliable and timely estimates of area under principal crops in each season (ii) generate estimates of area production of principal crops in each seasons and (iii) bring improvement in crops statistics by conducting spot supervision of (a) area enumeration (b) area aggregation and (c) crop cutting experiments in 10,000 villages.

### **4. Pilot Programme**

In order to implement the Prof. Vaidyanathan Committee recommendations to strengthen the existing system, a pilot programme with a token amount of Rs.20 crore as a component of Improvement of Agriculture Statistics(IAS) will be run. The main objective of the pilot programme will be to assess the modalities to generate accurate and reliable estimates of crop area and yield for major crops for each season at state and national level by using small sample size as recommended by the committee.

5. The expenditure on the components of the scheme will be borne by the Government of India on actual basis, subject to ceiling of the sanctioned amount.

6. Strict economy should be observed so as to keep actual expenditure to minimum.

7. Any expenditure incurred, beyond sanctioned amount without prior approval of Government of India, will have to borne by concerned State Government / UTs.

8. Expenditure on various items shall have to be regulated as per approved pattern and norms/guidelines and restricted to approved outlay on number of posts sectioned under the scheme during 8<sup>th</sup> Plan and sanctioned posts should not be exceeded without prior approval of Government of India.

9. Central grants under this scheme will be released in accordance with procedure contained in Ministry of Finance, Deptt. Of Expenditure Office Memorandum number 2(33)/P/71 dated 22<sup>nd</sup> March 1973 on receipt of information and on basis of progress of expenditure.

10. States/ UTs may follow the following instructions:

- (i) Copy of sanction issued by States Governments/ UTs in respect of the Scheme for Improvement of Agricultural Statistics may be forwarded to DES, Krishi Bhawan, New Delhi.
- (ii) Monthly Progress Report of the scheme, in financial and physical terms, be furnished to DES, New Delhi, regularly, by 5<sup>th</sup> of next month. However, quarterly report may be submitted in 1<sup>st</sup> week of subsequent month of every quarterly period. Quarterly report will relate to quarter ending 30<sup>th</sup> June, 30<sup>th</sup> September, 31<sup>st</sup> December and 31<sup>st</sup> March.
- (iii) Audited Utilisation Certificate must accompany performance – cum- achievement report for that period.

11. Proper accounts of receipts, if any, should be maintained and amount released under the scheme may first be adjusted against expenditure incurred under the scheme. Funds will be released in accordance with normal procedure for release of funds for Central Sector Plan Scheme.

12. The accounts of the States/ Grantee institutions shall be open to inspection by the sanctioning authority and Audit, both by the Comptroller and Auditor General of India under the provision of CAG (DPC) Act, 1971, and internal audit by the Principal Accounts Office of Ministry or Department, whenever the State(s)/ Grantee Institution called upon to do so.

13. Revalidation of unspent balances, available with implementing agencies as on 1<sup>st</sup> of April, from out of releases from previous years, shall be required, for which necessary proposals may be sent to Economic and Statistical Adviser immediately, with exact details of unspent balances and justifications.

14. Position of unspent balance of previous financial year(s) as well as interest earned thereon at the close of the financial year may be intimated to the Directorate of Economics and Statistics.

15. All Implementing Agencies may ensure that the vacant posts under the scheme must be filled up on priority basis, as per the sanctioned strength of the scheme and norms prescribed by the Ministry. To meet the immediate requirement, the implementing agencies may fill up the sanctioned vacant posts on contractual basis on ‘consolidated amount’ till these posts are filled up on regular basis.

16. There shall be equal opportunity of employment for men and women from all States on the staff of the Centre. Similarly, proper representation of the deprived classes, e.g., SC/ST/OBC, in employment may be ensured as per the rules.

#### **Approved Outlay**

16. The approved outlay during the 12<sup>th</sup> Five Year Plan for Improvement of Agricultural Statistics is as given below:

(Rs. in Crore)

Approved Outlay during the 12 Five Year Plan 2012-17	500.70
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## **7. Forecasting Agricultural Output using Space, Agro-Meteorology and Land Based Observation (FASAL)**

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### **Introduction**

The scheme is in operation since August, 2006. The different activities under FASAL were outsourced to (i) SAC, Ahmedabad for forecast of Area and Production based on Remote Sensing (RS) methodology (ii) IMD, New Delhi for Yield forecast based on Agromet methodology and (iii) IEG, New Delhi for forecast of Area and Production based on Econometric parameters. In 2011, the implementation strategy of the scheme was revised by including drought assessment, horticulture crops , rainfed area assessment and global monitoring in the scope of work of the FASAL scheme and operationalizing the methodology developed so far by ISRO in the newly created centre MNCFC, in the Department itself.

### **Objectives**

1. The objective of the scheme “Forecasting Agricultural output using Space, Agro-Meteorology and Land based observation (FASAL)”, a component of the Integrated Scheme, is to strengthen the current capabilities of in season multiple crop estimation through combination of Remote Sensing, Agro-met and Land based observations backed by Econometric tools.

### **Operational Guidelines**

2. In pursuance of the decision taken by the Government, the scheme will be implemented on the existing pattern during the 12<sup>th</sup> Five Year Plan, as per the guidelines given as under:

- i) The funds will be released to partner organizations in two instalments every year.
- ii) The actual expenditure by each Implementing Agency for this scheme will be borne by the Central Government subject to ceiling earmarked for each implementing agency. The ceiling of expenditure for a particular year will be fixed on the basis of budget estimates furnished by the Directorate of Economics & Statistics and approved by the Department of Agriculture & Cooperation, Ministry of Agriculture.
- iii) Quarterly progress report of Scheme, both financial and physical, shall be furnished by each implementing agency to Directorate of Economics and Statistics regularly in the first week of month, following end of quarter 30<sup>th</sup> June, 30<sup>th</sup> September, 31<sup>st</sup> December and 31<sup>st</sup> March.
- iv) Utilisation certificates in prescribed Performa (GRA-19-A) with Audited Statement of Account along with Performance-cum-Achievement for previous year shall be furnished

by each implementing agency by 30<sup>th</sup> September each year. However, in pursuance of Govt. of India's orders/ instructions issued vide Ministry of Finance, Deptt. of Expenditure's O.M. No. 8(4)/E.II-A dated the 1<sup>st</sup> Nov., 2001, 1<sup>st</sup> instalment of grant shall be released to implementing agencies only after receipt of Provisional Utilisation Certificate from them in respect of grants –in-aid released to them during the previous year, after adjusting the unspent balance, interest earned and other income, if any. Further instalments will be released only after submission of Utilisation Certificate with Audited Statement of Account by Implementing Agencies. In case Utilisation Certificate for previous year is not furnished within a period of 12 months, no further instalment shall be released to defaulting Agencies.

- v) Unspent balances as on 1<sup>st</sup> April, out of release made in the previous year may be intimated to the Directorate of Economics & Statistics.
- vi) The unspent balance of the grants received in the year need not be refunded to the Government of India at the close of the financial year, but will be adjusted in the next financial year at the time of sanctioning the next instalment for the grant. Where, however, the scheme ceases to be in operation, the unspent balance should be surrendered forthwith to the Government of India.
- vii) Strict economy should be observed so as to keep actual expenditure to minimum.
- viii) Audited Utilization Certificate must accompany performance –cum- achievement report for that period.

#### **Financial outlays**

3. The approved outlay for the Scheme for FASAL during 12<sup>th</sup> Plan is as stated below;

(Rs. in Crore)

Approved Outlay during the 12 Five Year Plan 2012-17	72.00
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