

STATE SEED FARMS

- **No of State Seed Farms : 16**

Main objective of the farms is Production of Foundation seed/Certified Seed

- Breeder seed is being lifted from ANGRAU.
- Foundation seed production in the State Seed Farms is implemented since 2005-06.
- Funds: Revolving Fund is being operated on the name the JDA (Seeds), O/o C&DA, A.P., Guntur.(As per the Govt . G.O. issued during 1994).
- Sale proceeds realized on produces produced in the Farms are deposited in the above noted account and being utilized for seed production programme in the Seed Farms.
- Profit of the Farms is being utilized for developmental activities of the Farms and not for other purposes.

Area particulars:

- **Net cultivable area : 741.35 acres**
- **Wet area : 369.15 acres**
- **Dry / ID area : 372.20 acres**

State Seed Farms- Area Particulars (Acres)						
S.No	District	Name of the Farm	Net Cultivable Area			General Cropping Program (Kharif-Rabi)
			Wet	Dry / ID	Total	
1	Srikakulam	SMF,Peddapeta	0	10	10	Paddy
2	Kakinada	SM & AR Farm,Samalkot	28.00	0.00	28.00	Paddy-Paddy
3	West Godavari	SMF,Undi	16.00	0.00	16.00	Paddy-Paddy
4	Eluru	SMF,Kovvali	84.00	0.00	84.00	Paddy-Paddy
5	Eluru	SMF,Allamcheralarajupalem	0.00	6.00	6.00	Groundnut - Groundnut /Sesamum
6	Krishna	SSF,Ghantasala	15.40	0.00	15.40	Paddy-Pulses
7	Palnadu	SSF,Amaravathi	0.00	7.00	7.00	Pulses-Pulses
8	Nandyal	SSMF,Thangadencha	0.00	215.00	215.00	Pulses-Pulses
9	Nandyal	SSF,FTC, Nandyal	8.75	0.00	8.75	Paddy
10	Kurnool	SSMF,Edurur	0.00	45.50	45.50	Pulses,Mil lets-Pulses
11	Kurnool	PDDF, Yemmiganoor	57.00	0.00	57.00	Paddy
12	Ananthapuramu	PDDF Kanekal	67.5	0.00	67.5	Paddy

13	Ananthapur amu	SSMF Kanekal	72.5	0.00	72.5	Paddy- Paddy
14	YSR Kadapa	SSF, S.Uppalapadu	0.00	24.00	24.00	Bengalagr am
15	Chittoor	SMF, Mahadevamanga lam	0.00	39.20	39.20	Groundnut - Groundnut
16	Tirupati	SMF, Nagalapuram	20.00	25.50	45.50	Groundnut , Paddy, Millets- Groundnut , Paddy
	Total		369.15	372.20	741.35	

General Guide lines for the State Seed Farms

- Cropping programme
- CC charges
- Maintenance of Registers
- Operation of Revolving Fund created at Farm Officers level
- Sale Proceeds
- Conversion of seed to Non Seed
- Watch & Ward & Guiding of Irrigation
- Purchasing of Gunnies
- Processing charges
- Submission of Bills
- Yield particulars
- Monthly Progress Reports
- Annual Administration Report

Cropping Programme

- Cropping programme is planned as per the requirement of certified seed by the APSSDCL.
- Crop & Variety as per the approved cropping programme.
- Breeder seed lifted from ANGRAU and APSSDCL.
- If any changes are required orders to be obtained from O/o C & DA.
- CC Charges should as per norms.
- Offer for Seed certification.
- Proper documentation for every operation.
- If any crop damage occurs, report to O/o C & DA through DAO with documentation immediately.
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CC Charges:

- Revised Crop Cultivation charges communicated which are effective from Kharif 2022.
- CC charges claim should be as per norms.
- CC charges claims to be submitted in 3 spells.
- For any additional expenditure prior permission to be taken from O/o C & DA.
- Prior permission has to be obtained from the C&DA, for any item required other than crop cultivation charge prescribed in the norm.

Maintenance of Registers:

1. Register for Breeder seed lifted & Utilized .
2. Register for Inputs Purchased & utilized
3. Register for sale proceeds as per the proforma prescribed
4. Register for Foundation seed distribution with subsidy and non subsidy particulars and receipt of remittances from concerned officers.
5. Register for Rainfall
6. Fore cast Register
7. Register for inspecting Officers
8. Register for Processing Unit and H.P. Motors and other equipments
9. Day to Day date wise, Block wise operations Register from seed to seed
10. Any other Registers required as per manual
11. Cash Book -I: For Revolving Fund provided for Crop cultivation charges.
12. Cash Book – II for Sale Proceeds

Operation of Revolving Fund created at Farm Officers level:

- Revolving Fund to be utilized for cultivation charges for approved cropping programme.
- As and when the amount is utilized from revolving fund, the details of amount spent should be submitted to the O/o C&DA for reimbursement along with component wise expenditure for the amount spent, so that the amount allotted towards Revolving fund will be reimbursed and maintained continuously.
- Cost of cultivation charges as per the approved cropping programme and should not exceed the eligible amount.
- If Farm Officer requires any additional funds towards cost of cultivation charges or other developmental works suitable proposals have to be submitted to the C&DA .
- The amounts from the RF should be utilized only for cost of C.C.Charges only. Incurring the amount for other than Crop cultivation charges will be viewed seriously and such amounts will be recovered from the concerned officers.
- Revolving fund amount should not be utilized for repairs of Tractor or any other farm machinery or any other farm land developmental activities.
- If any Farm Officer requires any additional funds towards the above items, a separate proposal along with cost estimates should be submitted to the C&DA along with the remarks of DAO with prior approval of C&DA only such works can be taken up. The C&DA will release separate funds.
- Deviation or violation of above norms will be viewed seriously and action deemed fit will be initiated against the concerned Farm officers.

Sale Proceeds

- Separate account has to be maintained for Sale proceeds
- Sale proceeds should not be utilized for crop cultivation charges
- Remit the sale proceeds to the JDA (Seeds) account, O/o C& DA immediately after receipt from different destinations
- Paddy Straw, Green grass, Fruit auction and any other auctioned amounts have to be remitted to the JDA (Seeds) account , O/o C& DA, A.P. Guntur

Conversion of seed to Non Seed & Its auction :

- Prior permission is to be obtained from C&DA.
- Seed testing lab report is to be submitted along with permission letter.
- Immediately after receipt of permission go for auction to avoid the deterioration of the Seed.

- Follow the district procedures in the presence of DAO or his representatives duly realizing value not less than the local market value.
- Remit the auctioned amounts to JDA(Seeds) account, O/o C &DA, A.P. Guntur.

Watch & Ward & Guiding of Irrigation:

Paddy:

- Engage one person for Watch and Ward up to 20.00 ha cropping programme from implementation of cropping programme to disposal of seed whenever there is no guiding of irrigation .
- Expenditure will be incurred from Revolving Fund Account and submit claim along with CC charges claim
- Guiding of Irrigation is permitted for 1 labour for 120 days for every 6.00 to 10.00 Ha of land subject to maximum of 3 members for 30.00 Ha and above extent including watch and ward for the farms. Where ever less than 6.00 Ha, one man labour is permitted for Guiding of irrigation and watch and ward of the crop .

Groundnut & Pulses:

- Engage one person for Watch and Ward up to 20.00 ha cropping programme from implementation of cropping programme to disposal of seed. Expenditure will be incurred from Revolving Fund Account and submit claim along with CC charges claim

Further, through out the cropping season several operations are being carried out in the farm with labours under supervision of Farm staff, hence labour and farm staff themselves act as a watch & ward for day time. Hence, Watch & ward for day time may not be required.

- Watch & ward is not allowed when there is no cropping programme. Watch & ward has to be reduced depending on the extent.

Purchase of Gunnies:

DAO concerned has to approve the lowest quotations submitted by the Asst Director of Agriculture Farm. (Lowest Quotation is being reasonable rate) for 70 kg capacity and 30 kg capacity gunnies in right time.

Processing Charges:

- It is proposed to adopt processing charges being levied by APSSDCL. provision of additional 10% charges in view of the remote location.
- It is proposed to allow seed farm Officer to engage the skilled labour during the period of processing through contractors.
- It is proposed to accord permission for making use of the service charges collected from custom hiring/ Job work for the developmental works of farm.
- It is proposed to permit Seed Farm Officer to purchase tarpaulins, Pallets for storage and safety of produce, weighing Balance and Bag closures required during processing

Submission of Bills

- Follow the guidelines indicated in the norms.
- Payment for an amount of Rs. 10,000/- and above for crop cultivation charges should be paid through Cheque by the Asst Director of Agriculture in charge.
- Submit bills thrice in a season.
- Enclosing the copies of Cash book.
- Enclosing the copies of Pass book.
- Bills & receipts should be maintained at Seed Farm Office only.
- Submit Invoices of Breeder seed lifted from ANGRAU/ or ANY AGENCY.

Yield particulars

- Submit yield particulars along with Harvesting charges
- Submit supporting documents indicated in the proforma

Monthly Progress Reports:

- Should submit every month in prescribed proforma.

Annual Administration Report:

Should submit every year in detail on following items:

- Planning of cropping programme to yield achieved.
- Seasonal conditions.
- Reasons for low yields.
- Description of calamities with photographs.
- Cost benefit ratio (Taking all expenditure from Breeder seed lifting to Seed supply under Seed Village Program)