



**Scheme Guidelines  
for  
CENTRAL SECTOR SCHEME  
of  
Financing facility under 'Agriculture Infrastructure Fund'**



**Revised Scheme Guidelines**

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**Department of Agriculture & Farmers Welfare  
Ministry of Agriculture & Farmers Welfare  
Government of India**

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# **Scheme Guidelines for CENTRAL SECTOR SCHEME of financing facility under ‘Agriculture Infrastructure Fund’**

## **1 Introduction**

The role of infrastructure is crucial for agriculture development and for taking the production dynamics to the next level. It is only through the development of infrastructure, especially at the post-harvest stage that the produce can be optimally utilized with opportunity for value addition and fair deal for the farmers. Development of such infrastructure shall also address the vagaries of nature, the regional disparities, development of human resource and realization of full potential of our limited land resource.

In view of above, the Hon'ble Finance Minister announced on 15.05.2020, ₹1 lakh crore Agri Infrastructure Fund for farm-gate infrastructure for farmers. Financing facility of ₹ 1,00,000 crore will be provided for funding Agriculture Infrastructure Projects at farm-gate & aggregation points Primary Agricultural Cooperative Societies, Farmers Producer Organizations, Agriculture entrepreneurs, Start-ups, etc. Impetus for development of farm-gate & aggregation point, affordable and financially viable Post Harvest Management infrastructure.

Accordingly, DA&FW has formulated the Central Sector Scheme to mobilize a medium - long term debt financing facility for investment in viable projects relating to post-harvest management Infrastructure and community farming assets through incentives and financial support.

Subsequently, in the budget announcement made on 01.02.2021, it was decided to extend the benefit of the scheme to APMCs. Accordingly, modifications in the scheme were carried out with the approval of Cabinet to make it more inclusive.

## **2 Rationale of the Scheme**

Agriculture and allied activities are the primary income source for ~58% of total population of India. ~85% of the farmers are Small Holding Farmers (SHFs) with less than 2 hectares of land under cultivation and manage ~45% of agricultural land. Annual income of

majority of the farmers is very low. Further, India has limited infrastructure connecting farmers to markets and hence, 15-20% of yield is wasted which is relatively high in comparison to other countries where it ranges between 5-15%. Investment in agriculture in India has further been stagnant with less than 2% CAGR over last 5 years. Investment in FY17 was ~ ₹ 2.19 lakh crore out of which private sector share was ~83% vs. a higher investment of ~ ₹ 2.50 lakh crore in FY14 and a higher share of private sector at ~88%. Also, lack of investor confidence is leading to lower plowback ratio (~14% of Gross Value addition in FY18) vs. other sectors (~33% of Gross Value addition in FY18).

### **3 Objectives of the Scheme**

To mobilize a medium - long term debt financing facility for investment in viable projects for post-harvest management Infrastructure and community farming assets through incentives and financial support in order to improve agriculture infrastructure in the country. This financing facility will fulfil numerous objectives for all the stakeholders in the agriculture eco-system.

a. Farmers (including FPOs, PACS, Marketing Cooperative Societies, Multipurpose cooperative societies, State Agencies, Agricultural Produce Market Committees (Mandis), National & State Federations of Cooperatives, Federations of FPOs and Federations of Self Help Groups (SHGs) etc.).

- Improved marketing infrastructure to allow farmers to sell directly to a larger base of consumers and hence, increase value realization for the farmers. This will improve the overall income of farmers.
- With investments in logistics infrastructure, farmers will be able to sell in the market with reduced post-harvest losses and a smaller number of intermediaries. This further will make farmers independent through improved access to market.
- With modern packaging and cold storage system access, farmers will be able to further decide when to sell in the market and improve realization.
- Community farming assets for improved productivity and optimization of inputs will result in substantial savings to farmers.

b. Government

- Government will be able to direct priority sector lending in the currently unviable projects by supporting through interest subvention, incentive through

convergence and credit guarantee. This will initiate the cycle of innovation and private sector investment in agriculture.

- Due to improvements in post-harvest infrastructure, government will further be able to reduce national food wastage percentage thereby enable agriculture sector to become competitive with current global levels.
- Central/State Government Agencies or local bodies will be able to structure viable projects on their own or PPP projects for attracting investment in agriculture infrastructure.

c. Agri-entrepreneurs and startups

- With a dedicated source of funding, entrepreneurs will push for innovation in agriculture sector by leveraging new age technologies including IoT, AI, etc.
- It will also connect the players in ecosystem and hence, improve avenues for collaboration between entrepreneurs and farmers.

d. Banking ecosystem

- With Credit Guarantee, convergence and interest subvention lending institutions will be able to lend with a lower risk. This scheme will help to enlarge their customer base and diversification of portfolio.
- Refinance facility will enable larger role for cooperative banks and RRBs.

e. Consumers

- With reduced inefficiencies in post-harvest ecosystem, key benefit for consumers will be a larger share of produce reaching the market and hence, better quality and prices. Overall, the investment via the financing facility in agriculture infrastructure will benefit all the stakeholders in the eco-system.

#### **4 Implementation Period of Scheme**

The Scheme will be operational from 2020-21 to 2032-33. Loan disbursement under the scheme will complete in six years, i.e. by the end of Financial Year 2025-26. As on 31<sup>st</sup> December 2022, ₹14,118 crores have been sanctioned, out of which ₹9117 crores have been disbursed under the scheme. Remaining ₹90,883 crores out of ₹1 lakh crores will be disbursed during the remaining period between 2022-23 and 2025-26. Repayment period covered under the financing facility will be for a maximum period of 7 years including the

moratorium period of up to 2 years.

## 5 Government Budgetary Support

Budgetary support will be provided for interest subvention and credit guarantee fee as also administrative cost of PMU. The details are as below:-

Sl.No.	Name of Component	Norms
1	Interest Subvention Cost	All loans under this financing facility will have interest subvention of 3% per annum up to a limit of ₹ 2 crore. This subvention will be available for a maximum period of 7 years. In case of loans beyond ₹ 2 crore, then interest subvention will be limited up to ₹ 2 crore.
2	Credit Guarantee Cost	Credit guarantee coverage will be available for eligible borrowers from this financing facility under Credit Guarantee Fund Trust for Micro and Small Enterprises (CGTMSE) scheme for a loan up to ₹ 2 crore. The fee for this coverage will be paid by the Government. In case of FPOs the credit guarantee may be availed from the facility created under FPO promotion scheme of DA&FW. However, FPOs are also eligible for reimbursement of credit guarantee fee under AIF.
3	Administration Cost of PMU	Farmers Welfare Programme Implementation Society under DA&FW will provide PMU support to the scheme at the central level. With the financial assistance from DA&FW, each of the States/ UTs will set-up PMUs in their respective states for creation of awareness, identifying potential clusters, mobilization of applications, review of all the stakeholders, and providing all necessary handholding support under the scheme.

## **6 Eligible Projects**

The scheme will facilitate setting up and modernization of key elements of the value chain including

Following projects are eligible for all beneficiaries including private entities as well as groups such as *FPOs, PACS, SHGs, JLGs, Cooperatives, National and State Level Federation of Co-operatives, FPOs federations, Federations of SHGs, National and State Level Agencies*

### **A. Post-Harvest Management Projects**

- Supply chain services including e-marketing platforms
- Warehouse & Silos
- Cold Stores and Cold Chain
- Packaging Units
- Assaying Units
- Sorting and grading units
- Logistic Facilities- Reefer Van & Insulated vehicles
- Ripening Chambers
- Farm residue/waste management infrastructures
- Primary Processing activities\* (see *table1*)

### **B. Community Farming Assets**

- Organic inputs production – Vermicomposting etc.
- Compressed Biogas ( CBG) Plant
- Bio stimulant production units
- Infrastructure for smart and precision agriculture
- Purchase of drones, putting up specialized sensors on field, Blockchain and AI in agriculture etc.
- Remote sensing and Internet of Things (IOT) such as automatic weather station, Farm advisory services through GIS applications.
- Nursery
- Tissue culture
- Seed Processing
- Custom Hiring Center –farm machinery/ implements (*minimum 4 in quantity*)
- Farm/Harvest Automation (*combine harvestor , sugarcane harvestor, boom sprayers etc.* )
- Standalone solar pumping system (PM-KUSUM component B)
- Solarization of grid connected agri-pump under (PM-KUSUM component C)
- Integrated Spirulina production & processing units
- Sericulture processing unit
- Honey processing
- Plant quarantine units
- Projects identified for providing supply chain infrastructure for clusters of crops including export clusters.
- Projects promoted by Central/State/Local Governments or their agencies under PPP for building community farming assets or post-harvest management projects.

Following projects are eligible for only groups such as *FPOs, PACS, SHGs, JLGs, Cooperatives, National and State Level Federation of Co-operatives, FPOs federations, Federations of SHGs, National and State Level Agencies as they qualify as community farming assets*

- Hydroponic Farming
- Mushroom farming
- Vertical farming
- Aeroponic farming
- Poly house/ Greenhouse
- Logistics facilities (including non-refrigerated/insulated vehicles)
- Tractors

Note 1: Solarization of any of the eligible infrastructure can also be financed under AIF.

Note 2: Digital Connectivity and optic fiber infrastructure shall be eligible investment as part of development of the aforementioned eligible projects.

**\*Table 1 Cropwise primary processing activities**

Sl. No.	Crops	Eligible Activities	Ineligible Activities
1	Cereals & Millets <i>Wheat, Rice, Sorghum, Barley, Maize, Oat, Etc.</i>	Cleaning, De-Stoning, Sorting & Grading, Hulling, Milling (Flour, Maida, Sooji, Daliya), Pounding, Grinding, Tempering, Parboiling, Soaking, Drying, Sieving, Irradiation, Packaging, Flaking, Storage (Warehouse, Silos)	Fermentation, Baking, Puffing, Frying, Extrusion, Blending, Roasting, Rice Fortification, (Bread, Biscuits, Pasta, Snack Foods, etc.)
2	Fruits And Vegetables	Washing, Cleaning, Drying, Sorting, Grading, Freezing (IQF & Blast), Blanching For Primary Processing, Cooling, Waxing, Conditioning, Pack house, Cold Store, Ripening Chamber, Reefer Van, Bucket Elevators, Packaging	Dehydrated Products, Concentrated Products, Canning, Juice Extraction, Sauces, Candies, Jam And Jellies, Pickles
3	Oilseeds & Oil Palms <i>Groundnut, Rapeseed &amp; Mustard, Soybean, Sunflower, Sesame, Safflower, Linseed, Olives, Oil Palm Etc.</i>	Cleaning, De-Stoning, De-Husking, (Decorticating Machines), Winnowing, Oil Extraction (Ghani, Hydraulic Press etc.), Solvent Extraction, Oil Seed Cake	Refining
4	Pulses	Cleaning, De-Stoning, Drying, Sorting	Canning, Products

<b>Sl. No.</b>	<b>Crops</b>	<b>Eligible Activities</b>	<b>Ineligible Activities</b>
	<i>Bengal Gram , Pigeon Peas, Green Gram, Chick Peas, Black Gram, Red Kidney Beans, Black Eyed Peas, White Peas Etc.</i>	& Grading, De-Husking, Splitting, De-Hulling, Milling (Besan) , Irradiation, Packaging, Storage	like Papads, Pulse based ready to eat foods, Puffed Chickpea
5	Spices	Cleaning, Drying, Sorting, Boiling, Polishing, Grinding, Packaging, Storage, Irradiation	Roasted Products, Paste
	<i>Red Chilli, Cumin, Clove, Coriander, Cinnamon, Garlic, Ginger, Turmeric, Fenugreek, Cardamom Etc.</i>		
6	<b>Cash Crops</b>		
	Cotton	Cleaning, Drying, Ginning, Pressing & Bailing, Linting, Cotton Seed Oil, Seed Cake	Fibre Making, Fibre scouring, Weaving
	Sugarcane	Cane Unloading, Cleaning, Cane Breaking, Cane Milling, Straining, Evaporators, Centrifugation, Storage Tanks, Dryers, Sugar Crystals, Jaggery, Packaging & Storage	Making Paper & Board with Bagasse, Fermentation, Alcoholic Distillation
	Jute	Cutting, Retting, Stripping, Washing, Drying, Bailing, Packing, Storage	Making Jute Cloth, Bags, Sacks
	Tea & Coffee	Cleaning & Washing, Withering, Rolling, Fermentation, Drying, Sorting, Drying Of Cherries, Hulling, Pulping, Oxidation, Packaging (Including Tea Bags) , White Tea, Green Tea, Black Tea	Chocolate Making
	Coconut	Dehusking, Deshelling, Cutting, Drying (Copra) , Grinding, Extraction Of Coconut Water, Coconut Milk Extraction, Centrifugation, Hot Processing, Virgin Coconut Oil, Packaging	Cream, Butter
	Rubber	Mastication, Mixing, Shaping, Curing, Irradiation	Secondary Rubber Products Like Tyres, Mattresses, Bottles, Boots etc.
	Tobacco	Cleaning, Grading, Sorting, Curing, Drying, Storage	Making of Chew, Cigars, Dips Etc.
7	Nuts <i>Cashew , Almonds, Walnuts, Pistachios etc</i>	Cleaning, Grading, Streaming In Boiler, Shell Cutting, Drying, Peeling, Grading, Packaging, Shelling, Separation, Packaging, Hulling, Washing, Drying, Storage, Packaging, Conveying Belts	Cashew Fruit Juice, Roasted Products, Nut Spreads, Almond Milk, Powder, Spreads, Roasting
8	Herbal, Medicinal & Aromatic Crops	Cleaning, Sorting, Drying, Milling, Extraction Of Oil, Packaging, Storage	Syrup, Pills, Cream, Frying

Sl. No.	Crops	Eligible Activities	Ineligible Activities
	<i>Barberry, Liquorice, Bael, Isabgol, Guggal, Kerth, Aonla, Chandan, Senna, Baiberang, Brahmi, Eucalyptus, Jatamansi Etc.</i>		
9	Bamboo	Drying, Cutting, Stripping, Formation Of Sheets, Bamboo Charcoal , Powder, Granules, Bamboo Treatment Plant, Bamboo Depots & Godown	Processed Food Products like Pickles, Curry Etc., Products such as Fibre, Furniture, Agarbatti, etc
10	Fodder Crops <i>Berseem, Forage Sorghum, Etc.</i>	Cutting, Mixing, Grinding	Pelleting
11	Tuber Crops	Peeling And Washing, Grating, Fermentation, Drying, Sieving, Milling, Storage	Alcoholic Products, Starch
	<i>Sweet Potatoes, Cassava Etc.</i>		
12	Arecanut	Cleaning, Dehusking, Peeling, Splitting, Boiling, Drying, Packaging	Hardboard, Insulation Wool, Cushions, Paper, Paper Board etc.

## 7 Size of the financing facility and eligible beneficiaries

₹ 1 Lakh Crore to be provided by banks and financial institutions as loans to Primary Agricultural Credit Societies (PACS), Marketing Cooperative Societies, Farmer Producers Organizations(FPOs), Self Help Group (SHG), Farmers, Joint Liability Groups (JLG), Multipurpose Cooperative Societies, Agri-entrepreneurs, Startups and Central/State agency or Local Body sponsored Public Private Partnership Projects, State Agencies, Agricultural Produce Market Committees (Mandis), National & State Federations of Cooperatives, Federations of FPOs (Farmer Produce Organizations) and Federations of Self Help Groups (SHGs). APMCs operating regulated markets for agriculture and allied sector produce including fisheries shall also be eligible.

PACS who have adopted digitization for handling its operations will be given preference under this scheme.

## **8 Number of Projects per entity eligible under the scheme**

Interest subvention for a loan upto ₹2 crore in one location is eligible under the scheme. Multiple projects in one location are also eligible with an overall cap of ₹2 crore. In case, one eligible entity puts up projects in different locations then all such projects will be eligible under the scheme for loan upto ₹2 crore. However, for a private sector entity, such as farmer, agri entrepreneur, start-up there will be a limit of maximum of 25 such projects. This limitation of 25 projects will not be applicable to state agencies, cooperatives, national and state federations of cooperatives, FPOs, federations of FPOs, SHGs and federation of SHGs. Location will mean physical boundary of a village or town having a distinct LGD (Local Government Directory) code. Each of such projects should be in a location having a separate LGD (Local Government Directory) Code.

For APMCs, multiple projects of different infrastructure types can be sanctioned in its designated market area. In such cases, interest subvention for a loan upto ₹ 2 Crore will be provided for each project of different infrastructure types e.g. cold storage, sorting, grading and assaying units, silos, etc. within the designated market area of the APMC.

## **9 Participating institutions**

All scheduled commercial banks, scheduled cooperative banks, Regional Rural Banks (RRBs), Small Finance Banks, Non-Banking Financial Companies (NBFCs) and National Cooperative Development Corporation (NCDC) may participate to provide this financing facility, after signing of Memorandum of Understanding (MoU) with National Bank for Agriculture & Rural Development (NABARD)/DA&FW.

## **10 Refinance**

If required, need based refinance support will be made available by NABARD to all eligible lending entities including cooperative banks and RRBs as per its policy.

## **11 Cap on lending rate**

Lending rate of participating lending entities will be decided after due consultation with lending entities and same will be circulated to all stake holders. Lending institutions will sign MOU with DA&FW/ NABARD for implementation of the Scheme. MOUs to be signed by DA&FW/NABARD with banks/financial institutions with a view that DA&FW/NABARD will

negotiate cap on lending rates in a fair manner.

## **12 Project Management and handholding support**

An online platform will be made available in collaboration with participating lending institutions to provide information and loan sanctioning facility. Agri Infra fund will be managed and monitored through an online MIS platform. It will enable all the qualified entities to apply for loan under the fund. The system will also provide benefits such as transparency of interest rates offered by multiple banks, scheme details including interest subvention and credit guarantee offered, minimum documentation, faster approval process as also integration with other scheme benefits. At the back end, the platform will also provide multiple views of dashboards across district; state and national level PMUs to monitor the total sanctioned amount and number of borrowers, total interest subvention benefit availed, loan statement summary, demographic and geographic mix of borrowers and type of projects.

Each of the States/ UTs will set-up PMUs in their respective states for creation of awareness, identifying potential clusters, mobilization of applications, review of all the stakeholders, and providing all necessary handholding support under the scheme.

Project reports with indicative unit costs will be prepared by Central and State PMUs for guidance of beneficiaries and lending entities. Such project reports shall be available on online platform.

## **13 Convergence**

Any grant or subsidy available under any present or future scheme of Central/State government can be availed for projects under this financing facility, e.g. MIDH, PMFME, SMAM, Gobar-Dhan, PMKSY, AMI, PACS as MSC, RKVY, PM-KUSUM (B and C), PMEGP etc. In cases of capital subsidy such amount shall be considered as promoter's contribution. However, a minimum of 10% of the project cost shall be mandatory as promoter's contribution.

## **14 Revisit of the Scheme**

The scheme will be re-visited by Department of Expenditure after disbursement of ₹ 20,000 crore is completed, for evaluation and midcourse correction if required.

Concurrent/mid-term third party independent evaluation of the scheme in addition to end-line evaluation will be conducted as and when required.

## **15 Monitoring framework**

The National, State and District Level Monitoring Committees to ensure real-time monitoring and effective feed-back about the implementation of the proposed scheme. The Committees will be set up as per **Annexure-A**.

All assets created under this financing facility shall be geo tagged. The District Monitoring Committee and respective lending entity shall ensure that updated information on such geo tagged assets is available on the online portal.

## **16 Output And Outcome Monitoring Framework (OOMF)**

The Output and Outcome Monitoring Framework (OOMF) (**Annexure-B**) will be a part of monitoring system and the measurement of outcome indicators will be monitored periodically by DLMC, SLMC and NLMC.

## **17 Linkage with PFMS**

Interest subvention and credit guarantee support will be released to Banks and lending institutions through PFMS.

Disbursal of funds by lending entities to beneficiaries under this scheme shall be in Aadhaar linked bank account.

## **18 Criteria for selection of Eligible Borrower**

Lending institutions will decide criteria for selection of eligible borrower in consultation with NABARD and monitoring committees, PMUs and keeping in mind the viability of the projects and to avoid NPA.

## **19 VGF Requirement**

In case VGF requirement is projected by central / state / local bodies, norms as prescribed by DEA for PPP projects will be adhered to.

## **20 Sector specific focus**

24% of total grants – in – aid under the scheme should be utilized for SC/ST entrepreneurs (16% for SC and 8% for ST). Besides this, lending institutions would ensure adequate coverage of entrepreneurs belonging to women and other weaker segments of society may be provided loan on priority basis to ensure that benefits of implementation are inclusive and accrued to the intended beneficiaries in accordance with Government guidelines and policies.

## **21 State specific focus**

Tentative State wise allocation of financing facility has been worked out on the basis of the ratio of total value of output of Agriculture and Allied sectors of States/UTs and placed at **Annexure- C**

## **Annexure-A**

### **Monitoring framework**

#### **(i) National level Monitoring Committee (NLMC)**

##### **Composition :-**

Following will be the Members and Chairman of the NLMC:-

- a. Secretary (DA&FW) (Chairman)
- b. MD SFAC
- c. MD,NCDC
- d. Special Secretary/Additional Secretary and FA (DA&FW)
- e. Additional Secretary DFS
- f. Additional Secretary (DA&FW,Gol)
- g. Chairman, NABARD or his representative
- h. Principal Secretary-State Government (s)- Four States by rotation
- i. State Nodal Officers of four States (by rotation)
- j. Joint Secretary (DA&FW) and CEO of Farmers Welfare Programme Implementation Society Member Secretary

##### **Functions:-**

1. National level Monitoring Committee (NLMC) will guide and steer the implementation of the scheme. It will approve the guidelines for implementation of the scheme.
2. National level Implementation Committee (NLIC) will examine and recommend the guidelines for implementation of the scheme. It also will ensure and review the implementation of the scheme as per approved guidelines by the National level Monitoring Committee (NLMC)

#### **(ii) State level Monitoring Committee Composition:-**

Following will be Members and Chairman of the SLMC :-

- a. Chief Secretary –Chairman
- b. Agriculture Production Commissioner/Principal Secretary Agriculture
- c. Principal Secretary (Cooperation)
- d. Registrar of Cooperative Societies (RCS)
- e. Chief General Manager (CGM), NABARD
- f. Regional Director, NCDC
- g. Officers nominated by State (not more than three).
- h. SLBC Convener.
- i. State Nodal Officer- Member Secretary.

### **Functions:-**

1. State level Monitoring Committee (SLMC) will implement the NIMC guidelines at the state level and provide feedback to NIMC.
2. It will also guide and steer the implementation of the scheme in the state.
3. It will set the targets as per OOMF format and review the progress regularly

### **(iii)) District Level Monitoring Committee**

#### **Composition:-**

Following will be Members and Chairman of the DLMC:-

- a. District Collector – Chairman
- b. Chief Executive Officer of District Panchayat/CDO- Vice Chairman
- c. District Officer of Agriculture
- d. District Registrar Officers nominated Cooperative Societies
- e. Officers nominated by State (not more than three)
- f. Lead District Manager of DLBC
- g. District Manager NABARD- Member Secretary

### **Functions:-**

1. District level Monitoring Committee (DLMC) The DLMC will be the first line of implementation and monitoring system within the overall framework.
2. DLMC will set targets in consultation with SLMC as per OOMF format and monitor the progress closely with the support of PMU.
3. DLMC will maintain the Dashboard in collaboration with PMU.
4. It will be responsible for the smooth implementation of the scheme and resolve any issues at the district level. In the process of sorting out implementation issues the Committee would be supported by the district administration wherever required

**Annexure-B**  
**OOMF Framework**

**OUTPUTS:**

Output statement	Output Indicators	Target	Achievement
Promoting creation and modernization of agriculture infrastructure	No. of projects submitted by eligible entities		
	Disbursement of funds for eligible projects/investments (₹Crore)		
Increase in amount of interest subvention and credit guarantee support provided	Amount outgo on account of interest subvention (₹Crore)		
	No. of projects receiving interest subvention		
	Percent projects receiving interest subvention (of the total projects offered loan under the scheme)		
	Amount outgo on credit guarantee coverage (₹Crore)		
	Average percent credit guarantee coverage of the total credit extension under the scheme.		

Outcome Statement	Outcome Indicators	Target	Achievement
Improvement in resource provision for agriculture infrastructure	Percentage of fund utilized for completed projects		
	Additional investments leveraged due to agriculture infrastructure fund interventions (₹ Crore)		
Enhancement in agriculture infrastructure capacity	Total capacity addition in agriculture sector due to infrastructure activities funded (MT)		
	Reduction in post-harvest losses and food wastages (%)		

**Annexure-C**

**Tentative Allocation of Financing Facility among States/UTs**

<b>Sl. No.</b>	<b>State</b>	<b>Financing Facility INR Crore</b>
1	Uttar Pradesh	12831
2	Rajasthan	9015
3	Maharashtra	8460
4	Madhya Pradesh	7440
5	Gujarat	7282
6	West Bengal	7260
7	Andhra Pradesh	6540
8	Tamil Nadu	5990
9	Punjab	4713
10	Karnataka	4525
11	Bihar	3980
12	Haryana	3900
13	Telangana	3075
14	Kerala	2520
15	Odisha	2500
16	Assam	2050
17	Chhattisgarh	1990
18	Jharkhand	1445
19	Himachal Pradesh	925
20	Jammu & Kashmir &Ladakh	900
21	Uttarakhand	785
22	Tripura	360
23	Arunachal Pradesh	290

<b>Sl. No.</b>	<b>State</b>	<b>Financing Facility INR Crore</b>
24	Nagaland	230
25	Manipur	200
26	Mizoram	196
27	Meghalaya	190
28	Goa	110
29	Delhi	102
30	Sikkim	56
31	Puducherry	48
32	A & N Islands	40
33	Daman & Diu	22
34	Lakshadweep	11
35	Dadra & Nagar Haveli	10
36	Chandigarh	9
	<b>Total</b>	<b>1,00,000</b>

# **OPERATIONAL GUIDELINES OF ATMA SCHEME, 2025**

**CENTRALLY SPONSORED SCHEME ‘SUPPORT  
TO STATE EXTENSION PROGRAMMES FOR  
EXTENSION REFORMS’ UNDER SUB- MISSION ON  
AGRICULTURE EXTENSION (SMAE) of  
KRISHONNATI YOJNA**



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**TABLE OF ABBREVIATIONS**

<b>Abbreviation</b>	<b>Expansion</b>
<b>ACABC</b>	Agri-Clinics & Agri-Business Centers
<b>AEM</b>	Agricultural Extension Management
<b>AES</b>	Agro-Ecological Situation
<b>AGRISNET</b>	Agriculture Resources Improvement System Network
<b>APC</b>	Agriculture Production Commissioner
<b>ATMA</b>	Agricultural Technology Management Agency
<b>BAP</b>	Block Action Plan
<b>BDO</b>	Block Development Officer
<b>BFAC</b>	Block Farmers Advisory Committee
<b>BTM</b>	Block Technology Manager
<b>BTT</b>	Block Technology Team
<b>C-DAP</b>	Comprehensive District Agriculture Plan
<b>CIGs</b>	Commodity Interest Groups
<b>CRS</b>	Community Radio Station
<b>CSC</b>	Common Service Centre
<b>DA&amp;FW</b>	Department of Agriculture & Farmers' Welfare
<b>DAAP</b>	District Agriculture Action Plan
<b>DFAC</b>	District Farmers Advisory Committee
<b>DoE</b>	Directorate of Extension
<b>Dy. PD</b>	Deputy Project Director
<b>DFI</b>	Doubling of Farmers Income
<b>EEIs</b>	Extension Education Institutes
<b>EMS</b>	Electronic Monitoring System
<b>EV</b>	Exposure Visit
<b>FACs</b>	Farmers Advisory Committees
<b>FF</b>	Farmer Friend
<b>FFS</b>	Farmers Field School
<b>FIAC</b>	Farm Information & Advisory Centre
<b>FIGs</b>	Farmers Interest Groups
<b>FLD</b>	Front Line Demonstration
<b>FOs</b>	Farmers Organizations
<b>FS</b>	Farm School
<b>GB</b>	Governing Board
<b>ICAR</b>	Indian Council of Agricultural Research
<b>ICT</b>	Information & Communication Technology
<b>IDWG</b>	Inter Departmental Working Group
<b>IPM</b>	Integrated Pest Management
<b>ITD</b>	Innovations in Technology Dissemination
<b>KCC</b>	Kisan Call Centre
<b>KVK</b>	KrishiVigyan Kendra
<b>M&amp;E</b>	Monitoring & Evaluation
<b>MANAGE</b>	National Institute of Agricultural Extension Management
<b>MC</b>	Management Committee
<b>MOU</b>	Memorandum of Understanding

<b>NATP</b>	National Agricultural Technology Project
<b>NCF</b>	National Commission on Farmers
<b>NDC</b>	National Development Council
<b>NeGP</b>	National e-Governance Plan
<b>NFSM</b>	National Food Security Mission
<b>NGOs</b>	Non-Governmental Organizations
<b>NPF</b>	National Policy for Farmers
<b>NPMSE</b>	National Project on Soil Health & Fertility Management
<b>NRM</b>	Natural Resource Management
<b>PD</b>	Project Director
<b>PGDAEM</b>	Post Graduate Diploma in Agricultural Extension Management
<b>POL</b>	Petrol Oil & Lubricants
<b>PRA</b>	Participatory Rural Appraisal
<b>PRIs</b>	Panchayati Raj Institutions
<b>PS</b>	Principal Secretary
<b>R-E-F</b>	Research-Extension-Farmer linkage
<b>PM-RKVVY</b>	Pradham Mantri -Rashtriya Krishi Vikas Yojana
<b>SAMETI</b>	State Agricultural Management and Extension Training Institute
<b>SAU</b>	State Agricultural University
<b>SEWP</b>	State Extension Work Plan
<b>SHG</b>	Self Help Group
<b>SFAC</b>	State Farmers Advisory Committee
<b>SLSC</b>	State Level Sanctioning Committee
<b>SMS</b>	Subject Matter Specialist
<b>SNO</b>	State Nodal Officer
<b>SREP</b>	Strategic Research & Extension Plan
<b>VAP</b>	Village Action Plan
<b>ZRS</b>	Zonal Research Station
<b>RPL</b>	Recognize Prior Learning
<b>KY</b>	Krishonnati Yojana
<b>ATM</b>	Assistant Technology Manager

# **I. Background & Strategy**

## **Sub-Mission on Agricultural Extension (SMAE)**

### **1. Background and Strategy:**

**1.1 SMAE:** Erstwhile ‘Sub-Mission on Agricultural Extension (SMAE)’ was being implemented under ‘National Mission on Agricultural Extension & Technology (NMAET)’ w.e.f. 2014-15 which has been subsumed as a sub-scheme of Umbrella Scheme ‘*Krishonnati Yojana*’ from the financial year 2017-18.

Restructuring and strengthening of agricultural extension machinery has to be a judicious mix of extensive physical outreach of personnel, enhancement in quality through domain experts & regular capacity building, interactive methods of information dissemination, pervasive & innovative use of Information & Communication Technology (ICT) / Mass Media, Federation of groups and convergence of extension related efforts under various schemes and programmes of Government of India and the State Governments. The objective of this Sub-Mission is to appropriately strengthen, expand and up-scale existing Extension Schemes. The on-going Extension Schemes include the ‘Central Sector’ and ‘Centrally Sponsored Schemes’ being implemented by the ‘Extension Division/Directorate of Extension’. Even in the case of Central Sector Schemes which are proposed to be subsumed within the Sub-Mission, a greater role has been envisaged for the States through their active involvement in planning, implementation and monitoring. The continuation of SMAE beyond 12<sup>th</sup> Plan period includes the following components:-

#### **A. Centrally Sponsored Scheme**

Support to State Extension Programme for Extension Reforms(ATMA) Scheme.

#### **B. Central Sector Schemes**

- (i). Agri-Clinics & Agri-Business Centre (AC&ABC); (ii) Kisan Call Centre (KCC); (iii) Mass Media Scheme in Agricultural Extension (MMSAE) including strengthening of **Digital Agriculture Extension Framework**; (iv) Diploma in Agricultural Extension Services for Input Dealers (DAESI); (v) Extension Education Institutes (EEIs); (vi) National Institute of Agricultural Extension Management (MANAGE) merging NIAM; & (vii) Exhibition/Fairs.

## **II. SUPPORT TO STATE EXTENSION PROGRAMME FOR EXTENSION REFORMS (ATMA SCHEME GUIDELINES)**

## **2. Support to State Extension Programme for Extension Reforms (ATMA Scheme Guidelines)**

**2.1 INTRODUCTION:** The extension system is an important pillar in agricultural development, to empower farmers with relevant information, technology, skills and support, all of which are necessary to enhance sustainability, farmers' income and agriculture as an enterprise. Agriculture provides ample opportunities for the farmers to undertake several income generating agri-enterprises which are on-farm, off-farm and non-farm in nature. Agri-enterprises include nursery, seed production, custom hiring, vermi-composting, bee-keeping, managing common storage, processing units, agri-tourism, milk chilling unit, mushroom cultivation etc. require skills, investment and market linkages. Income addition to farmers through these activities contributes significantly for doubling income not only for the enterprising farmer but also for others who use these quality inputs and services.

Extension also needs to focus on these areas so as to create the Small-Medium Enterprises (SMEs) at Village level. Thus, extension services require re-aligning themselves with Crop Diversification, Integrated Farming System, Climate Resilient Agriculture, Natural Farming, Market-Led Extension, Risk Management, in both production and marketing for sustainable crop production. In order to increase outreach of extension services to large number of farmers and addressing their four common concepts, viz. what to grow?, how to finance?, what input to use? and where & how to sell?, an urgent need was felt to further upscale the existing extension initiatives and revamp the main public extension scheme, i.e. Agricultural Technology Management Agency (ATMA).

Need for reforms in Agricultural Extension have been explicitly raised in the report of the Committee on “Doubling of Farmers’ Income” (DFI) by 2022. Keeping the recommendations of the DFI report and policy initiatives in view and to strengthen and make ATMA scheme more vibrant, a futuristic vision has been developed to empower the farmers.

### **2.2 VISION**

To empower farmers with information, technology, skill, risk and farm management practices across agriculture sub-sectors and commodity specific agriculture value chains, so as to enable them to realize higher net income from their enterprises on a sustainable basis.

## **2.3 AIMS AND OBJECTIVES**

- a. The Scheme ‘Support to State Extension Programme for Extension Reforms’ popularly known as ATMA scheme, aimed at promoting decentralized, farmer friendly extension system in the country with an objective to support State Government’s efforts to revamp the agricultural extension system **focusing on Natural Farming, Climate Resilient Agriculture, Crop Diversification, National Pest Surveillance System, Soil Health Card, Digital Agriculture Mission** and making available the latest agricultural technologies and good agricultural practices to the farmers.
- b. Keeping in view the changed focus of ATMA scheme, the objectives of the scheme have been revised as under :-
  - i) More emphases of extension services on post-production management, surplus management and marketing.
  - ii) To converge extension activities of various Divisions of DA&FW in ATMA Cafeteria.
  - iii) Convergence between research and extension.
  - iv) Extension outreach to farmers through Video Conferencing.
  - v) Skill Development Training of Rural Youth (minimum 200 hours).
  - vi) To promote climate resilient agriculture, according to requirement of various agro-climatic zone.
  - vii) Adopting group approach to extension in line with the identified needs and requirements of the farmers in the form of CIGs/FIGs/FSGs and consolidate them as FPOs.
  - viii) Addressing gender concerns by mobilizing women farmers into groups for their capacity building
  - ix) Recognition of Prior Learning (RPL) based farmers training.

## **2.4 CHANGES IN THE EXISTING ATMA SCHEME**

In order to accomplish the vision, guiding elements of DFI report and key objectives/reforms, the following changes have been made in the Scheme:-

### **2.4.1 Production to Market Orientation:**

Focus of extension services will be given on marketing aspects along with a quality production. Farmers training shall be organized on the themes of Post-Harvest Management, Surplus Management, Agriculture Marketing, various initiatives of Government, etc. For ensuring implementation of activities with changed focus towards marketing, States may take up the following steps:-

- i. All extension personnel (ATMA & Non-ATMA) are targeted to be trained in market led extension training programmes. The training modules on market led extension for field functionaries and farmers have been developed which may be seen in **Annexure-VI & Annexure-VII** respectively.

- ii. Farmers training programmes (within District) under the scheme henceforth shall be two days duration. Training module shall include RPL based farmers training followed by their up-skilling. A certificate of progressive farmers will be provided to them on successful completion of the training programme. Such farmers' trainings shall be organized at the level of Gram Panchayats. In special cases, States may also organize such trainings at Block level at a larger scale. The certified progressive farmers are expected to disseminate acquired knowledge and skill among their fellow farmers. The concept of RPL may be seen at **Annexure-XII**.

## **2.5. Converge Extension Activities of various Divisions of Department of Agriculture & Farmers' Welfare (DA&FW) in ATMA Cafeteria:**

Extension activities of various Divisions of DA&FW have been identified and made these eligible to converge in ATMA cafeteria. These identified thematic areas include Post-Harvest Management, Surplus Management, Marketing, Diversification, Integrated Farming System, Seed Production & Seed Technology, Integrated Development of Horticulture, Soil Health Management, Integrated Pest Management, Agricultural Mechanization, Micro Irrigation, etc. Duration and cost norms along with certification may be as per specified guidelines of respective schemes of various Divisions of DA&FW.

## **2.6 Convergence of Extension with Ministry of Rural Development and Ministry of Fisheries, Animal Husbandry & Dairying:**

Services of Krishi Sakhis & Pashu Sakhis nurtured by DAY-NRLM may be suitably used for creating awareness among the farmers under ATMA Scheme after providing them training in relevant subjects.

## **2.7 Convergence between Research and Extension:**

In order to implement convergence circular jointly signed by the DG, ICAR & the Secretary (AC&FW) in letter and spirit, a convergence matrix has been prepared for reporting/monitoring with quantifiable targets as per details given below :-

- a. Monthly Interface Meeting
- b. Pre-seasonal Technical Updation
- c. Farmer-Scientist Interactions at District level
- d. Designating Experts at District level for instant technical help of ATM/BTM
- e. Joint Visits in identified villages by ATMA and KVK
- f. Reporting and Monitoring mechanism.

States may ensure regular implementation and reporting of progress on convergence between research and extension on the above matrix. The detailed guidelines regarding convergence may be seen in the Chapter **No. IV**.

## **2.8 Extension through Interaction:**

In order to provide greater opportunities of interaction between farmers and experts on regular basis, a mechanism of Video Conferencing for interaction between experts and farmers shall be made as an eligible activity under ATMA cafeteria.

## **2.09 Skill Development Training of Rural Youth (Minimum 200 hours):**

In order to enhance self-employment opportunities and entrepreneurship development in agriculture and allied sectors, 'Skill Training for Rural Youth' component is being included in ATMA. This component was earlier implemented from RKVY funding and skill trainings were conducted through Krishi Vigyan Kendras (KVKs). As per revised Guidelines, the District ATMA to implement this component in consultation with respective KVK.

## **2.10 Promotion of Innovative ATMA set-up based on Agro-Ecological Zones:**

In order to improve mechanism of agricultural extension system in the country, States may consider various innovative and flexible ideas like organising ATMA activities agro-ecological zones in a district. States may consider such innovative ideas based on the agro-ecological zones in each district prescribing farmers to adopt appropriate technologies and cropping patterns. **Manpower support under the scheme, however, shall not exceed the maximum permissible limit, based on the number of administrative districts in State.**

## **III. ATMA Set-up & Human Resource (HR)**

### **3.1 ATMA set-up at different levels is given below:-**

#### **3.1.1 State Level**

- (i)** The State Level Sanctioning Committee (SLSC) set up under Rashtriya Krishi Vikas Yojana (RKVY) is the apex body to approve State Extension Work Plan (SEWP) which will form a part of the State Agriculture Plan (SAP). In those cases where SLSC meeting cannot be held in time or there is any other administrative reason, SEWP can be approved by the Executive Committee of SMAE on the recommendation of Inter Departmental Working Group (IDWG).
- (ii)** The SLSC may be supported by the IDWG which is responsible for day-to-day coordination and management of the Scheme activities within the State.

(iii) The State Nodal Cell (SNC), consisting of State Nodal officer, State Coordinator, Gender Coordinator and supporting staff (Computer Programmer & Accountant-cum-Clerk) will ensure timely receipt of District Agriculture Action Plans (DAAPs), formulation of State Extension Work Plan (SEWP) duly incorporating farmers' feedback obtained through State Farmer Advisory Committee (SFAC) and its approval by the SLSC. The SNC will then convey the approval and monitor implementation of these work plans by State Agricultural Management & Extension Training Institutes (SAMETIs) and ATMAs. The SAMETIs will draw-up and execute an Annual Training Calendar for capacity building of the Extension Functionaries in the State. While doing so, the SAMETI will check duplication and overlapping of training content, training schedule, and trainees themselves. The SAMETIs table to ensure effective coordination with MANAGE, Hyderabad for finalizing the Annual Training Calendar through their participation and indepth discussion in the National annual Training Planning Workshop at MANAGE involving all the stakeholders.

### **3.1.2 District Level**

ATMA is an autonomous institution set up at district level to ensure delivery of extension services to farmers. ATMA Governing Board is the apex body of ATMA which provides overall policy direction. ATMA Management Committee is the executive body looking after implementation of the scheme. District Farmers Advisory Committee is a body to provide farmers' feedback for district level planning and implementation. With dedicated staff provided for the ATMA, it will continue to be the district level nodal agency responsible for overall management of agriculture extension system within the district, including preparation of Strategic Research and Extension Plan (SREP). The process flow for formulating Action Plans has been described in **Para 3.2** below.

### **3.1.3 Block Level**

The Block ATMA Cell consisting of Block Technology Team (BTT) (a team comprising officers of agriculture and other allied departments within the block) and Block Farmers' Advisory Committee (BFAC) (a group exclusively consisting of selected farmers of the block) will prepare the Block Action Plan (BAP) and provide necessary extension support within the Block in its execution.

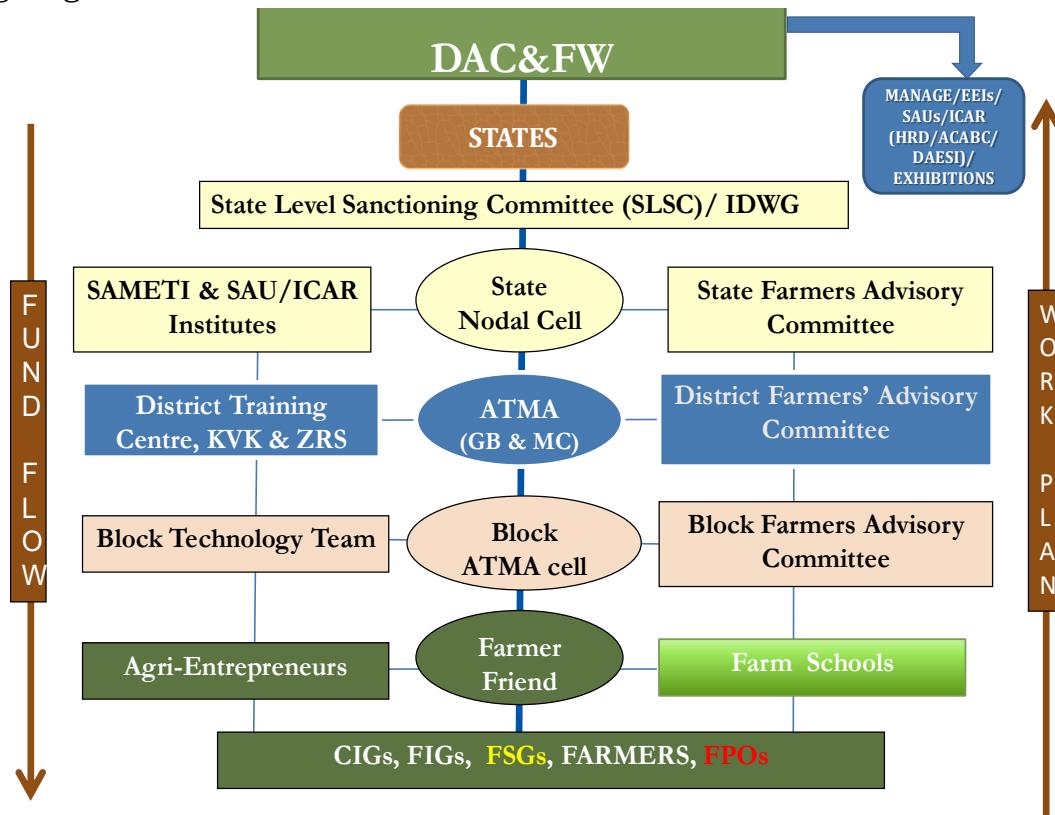
### **3.1.4. Village Level**

- (i) The Farmer Friend (FF) will serve as a vital link between extension system and farmers at village level (one for every two villages).
- (ii) Agri-entrepreneurs, Diploma holders in Agricultural Extension Services for Input Dealers (DAESI), Input Dealers and extension workers in non-

governmental sector will supplement the efforts of extension functionaries in public extension system.

- (iii) Commodity Interest Groups (CIGs), Farmer Interest Groups (FIGs) and Food Security Groups (FSGs) will serve as a nodal point for information & technology dissemination among its members and federating in Farmers Producers Organizations (FPOs) to ensure group approach.
- (iv) Farm Schools will serve as a mechanism for farmer-to-farmer extension at every Block.

**3.1.5. The organizational structure** at various levels has been depicted in the following diagram:



**3.1.6. The following Committees** shall be set up at various levels.

- **State Level:**
  - (i) Inter-Departmental Working Group (IDWG)
  - (ii) SAMETI Executive Committee
  - (iii) State Farmers Advisory Committee (SFAC)
- **District Level:**
  - (i) ATMA Governing Board
  - (ii) ATMA Management Committee
  - (iii) District Farmers Advisory Committee (DFAC)
- **Block Level:**
  - (i) Block Technology Team (BTT)
  - (ii) Block Farmers Advisory Committee (BFAC)

The composition, functions and mandate of these Committees have been given at **Annexure III (a) to III (f)**.

### **3.2. Process Flow for Action Plans**

SREP is a comprehensive document identifying research/extension priorities of the district, keeping in mind agro-ecological situations and existing gaps in technology generation & dissemination in all agriculture and allied sector areas/activities including Horticulture, Animal Husbandry, Dairying & Fisheries. All extension related activities under other schemes of DA&FW would naturally form part of SREP. SREPs will be prepared in coordination with the line departments, NGOs, Krishi Vigyan Kendras (KVKs), Panchayati Raj Institutions (PRIs), Private Sector, farmers and other stakeholders at the district level.

Similar training & field extension related components in other programmes of DA&FW and State Governments will also be implemented through ATMA. Funds earmarked for such activities under different Schemes/ Programmes will be utilized through ATMA. Similarly, ATMA funds also will be suitably used to cover training & field extension objectives/activities of other Schemes/ Programmes. Such convergence arrived at through SREP/ SEWP will avoid duplication and ensure wider coverage in terms of outreach to farmers and gamut of activities.

Various Action Plans shall emanate from SREP as follows:

- (i)** These SREPs are Five-year vision documents which shall be revisited after every 5 years to accommodate newly identified gaps and emerging areas of importance viz. **market plan based on cross-sector value chain approach, skill development, agri start-ups and off-farm income generating options.**
- (ii)** SREPs will form the basis for formulation of Block Action Plans (BAPs) on an annual basis. Block Action Plans are then consolidated at the District level to prepare the District Agriculture Action Plans (DAAPs).
- (iii)** The DAAPs will be consolidated in the form of State Extension Work Plan (SEWP) which then forms a part of consolidated Annual Action Plan (AAP) under KY.

### **3.3. ATMA Human Resource provided at different levels is given below:**

For ensuring effective implementation of the scheme at the grass root level and addressing the need of the farmers, provision of a robust and dedicated specialist and extension functionaries has been made in the scheme. The details of manpower support provided are given below:-

- a) Over 28,000 posts of extension functionaries have been provided under the scheme at the state, district and block level.
- b) Remuneration of those field functionaries has been enhanced, whose remuneration was not revised since 2014-15 onwards. This may certainly motivate ATMA functionaries and accelerate implementation of the Scheme activities on the ground.
- c) Average 3 Assistant Technology Managers (ATMs) and 1 Block Technology Manager (BTM) are envisaged per block under this scheme. Detailed justification for deciding number of ATMs in a Block may be seen in **para 3.3.3(ii)**.
- d) Extension related manpower is proposed at three levels viz. State, District and Block level. Specialist and functionary support eligible under the scheme is given at **Annexure IV(a)**.
- e) Roles and responsibilities of extension related manpower provided under this Scheme is given in **Annexure-IV(b)** and abstract of number of posts, eligibility and qualification, remuneration (enhanced considerably in case of contractual or outsource basis functionaries), etc. at **Annexure-IV(c)**.
- f) Hierarchical structure of officials under SMAE (including ATMA) is as follows:

### **3.3.1 State Level**

- a. **State Nodal Cell** : the State Nodal Cell (SNC) will consist of State Nodal Officer, State Coordinator, Gender Coordinator and supporting staff. Under supporting staff at SNC level, **One Computer Programmer/Computer Operator and One Accountant-cum-Clerk is also being provided**. In order to carry out State level activities, as specified in ATMA Cafeteria, and to ensure convergence with various departments at State level and to assist the State Nodal Officer (i.e. Director/Commissioner of Agriculture) in overall management of agricultural extension system within the State, two Coordinators (one-State Coordinator & one-Gender Coordinator) have been approved for each State/Union Territory. The State Nodal Officer (SNO) shall be designated by the State Government, which will also provide requisite Ministerial support. The State Coordinator & Gender Coordinator are to be engaged on contractual / outsource basis under this Scheme. The functions of State Coordinator and Gender Coordinator are given in **Annexure-IV (b)**. The Gender Coordinator will perform the functions as per the **Annexure-IV (b)** to safeguard the interest of women farmers. The Gender Coordinator will share all gender related findings and strategies with the State Coordinator and function under the overall supervision of State Coordinator, and the State Coordinator under the overall supervision of State Nodal Officer. **SAMETI**: In order to ensure regular training and skill upgradation of State and

District/Block level extension functionaries and for reaching out to the grass root level extension functionaries and farmers through field visits, the following manpower is provided for SAMETI in each State. Director, SAMETI shall work under the overall guidance of the State Nodal Officer identified under ATMA scheme. However, in cases where the State Nodal Officer is not an officer of equivalent or higher rank than Director, SAMETI, may work under the overall guidance of the officer under whom State Nodal Officer is placed. The Faculty Members (Deputy Directors) of SAMETI shall report to Director SAMETI. The duties of Director SAMETI/Faculty are given in **Annexure-IV (b)**.

- b.** The overall staff position at State level is given below:

Posts No. of Blocks	State HQ.	SAMETI				Total Staff
	State Coordinator + Gender Coordinator+ Accountant+ Computer Programmer	Director	Dy. Director	Accountant- cum- Establish- ment- Clerk	Computer Programmer/ Operator	
< 100	1 + 1+1+1	1	4	1	1	11
100 – 400	1 + 1+1+1	1	8	1	1	15
> 400	1 + 1+1+1	1	12	1	1	19

### 3.3.2 District Level:

- (i) Each ATMA Unit consisting of the following core staff of five persons, under the overall supervision of PD, ATMA, will be responsible for management of agricultural extension services within the District including holding of regular meetings of ATMA Management Committee (MC) and ATMA Governing Board (GB):
  - a) Project Director 1
  - b) Deputy Project Directors 2
  - c) Accountant-cum-Establishment-Clerk 1
  - d) Computer Programmer/ Operator 1
- (ii) The Project Director ATMA shall report to the Chairman, ATMA GB and also function as Chairman of ATMA Management Committee. The two Deputy PDs would work under the administrative control of PD, ATMA. The duties & responsibilities of PD & Deputy PD Accountant-cum-Clerk and Computer Programmer/Operator are given at **Annexure-IV (b)**.

### 3.3.3 Block Level:

- (i) One Block Technology Manager (BTM) is provided in each Block to co-ordinate the ATMA related activities of the BTT and BFAC. BTM will work

under the overall supervision of the BTT Convener for all ATMA related activities at the Block level.

- (ii) On an average three Assistant Technology Managers (ATMs) are to be placed in each Block (2 to 4 depending on size of the Block) exclusively for delivery of extension services in agriculture and allied sectors as per priority areas for various Blocks. Out of 3 ATM, at least one ATM should be Women.
  - (a) In N.E. States and other hilly States viz. H.P., J&K, and Uttarakhand, the number of ATMs deployed per block should be based on the criteria i.e. Blocks having upto 5000 farm households and the area of the Block being upto 800 sq. kms, 2 ATMs would be deployed. However, if the area of the Block is more than 800 sq.km, 3 ATMs could be considered;
  - (b) In all other States Blocks having upto 12000 farm households and the area of the Block being upto 1000 sq. km, 2 ATMs would be deployed. However, if the number of farm households/Block exceeds 20000 and the area of the block is more than 1000 sq.km, the deployment of ATM can go up to 4. All other Blocks will have 3 ATMs. However, average figure of more than 3 ATMs per state will need to be concurred by the Government of India, so that overall country average does not exceed 3.
  - (c) The areas of expertise (i.e. Agriculture, Horticulture, Animal Husbandry, Dairying, Fisheries etc.) of these ATMs will be decided based on priorities for various Blocks. These ATMs shall be provided requisite connectivity and mobility to perform the assigned functions. The duties of BTMs and ATMs are given at **Annexure IV (b)**.
  - (d) Block level and District level manpower available under various schemes will be pooled for regular coverage of groups of Villages/Panchayats for extension related expertise. However, domain expertise of various extension personnel in a Block/District will be suitably used to ensure all-round outreach to farmers.

### **3.4 Mode of Recruitment and Remuneration:**

**3.4.1** The BTMs and ATMs at Block Level may be engaged by Project Director (PD), ATMA on contractual /outsource basis through a mechanism identified by the State. BTMs and ATMs should be preferably below 45 years of age (upper age limit of 45 years would, however, not be applicable on those candidates who have already served as BTM/ ATM as they have gained working experience under the scheme), as their work involves extensive travel execution of field activities. While, the ATMs will remain

under the administrative control of BTM, the BTM will work under administrative control of PD, ATMA.

**3.4.2** The posts of State Coordinator, Gender Coordinator, BTM & ATM at Block level and Computer Programmer/Computer Operator (at State & District Level) may be filled on contractual /outsource basis with lump-sum remuneration.

**3.4.3** Following emoluments are suggested to be paid to the contractual / outsourced manpower:

1. State Coordinator:	Rs 60,000/-
2. Gender Coordinator:	Rs.50,000/-
3. BTM:	Rs.30,000/-
4. ATM	Rs 25,000/-
5. Computer Programmer	Rs 25,000/-

**3.4.4** All other posts (Director SAMETI, Deputy Director SAMETI, PD ATMA, DPD ATMA and Accountant cum Clerk) may be filled by deputation / secondment / appointment for the scheme period or such other mode as the State Government may deem appropriate. State government may take necessary measures to fill up these posts / vacancies by deputation/secondment/appointment only. Henceforth, regular posts may not be filled on contractual/outsource basis. However, States(UTs may retain their existing deployed manpower filled on contract basis viz. Accountant-cum-clerk, Dy. Project Director (ATMA), Dy. Director SAMETI revising their remuneration to Rs. 30,000/-, Rs. 52,000/- and Rs. 55,000/- per month respectively w.e.f. 01.04.2025 till the time these vacancies are filled on regular basis.

**3.4.5** Following norms regarding contractual/outsourced manpower may be followed:

- (i) Concerned contractual/outsourced/regular persons may be given the stipulated emoluments through digital/online mode of payment.
- (ii) The contractual/outsourced manpower shall also be eligible for getting benefits of EPF, ESIC as admissible from time to time as per prevalent laws & instructions and/or options exercised by the stakeholders concerned. GST, statutory dues, bonus if applicable, as per relevant statutory norms, and contractor's margins are to be indicated separately under the expenses shown for manpower component. **While renewing the contract, the State Government may give preference to the existing/experienced contractual / outsourced manpower and do not terminate their services without assigning any reason.** States may consider contractual /outsourced manpower deployment co-terminus with the scheme. Satisfaction of the Agriculture Department of the State at an appropriate level may be the determining factor regarding continuation of persons after initial period of deployment.

- (iii) **Annual increase in the remuneration of contractual/outsourced ATMA manpower :** Rate for annual increase can be upto 5% for those contractual/outsourced manpower who have already crossed the revised **initial ceiling** and upto 10% for those contractual/outsourced manpower who have not yet crossed the revised initial ceiling. For example : in case a Computer Programmer (CP) deployed in 2014 with the existing monthly remuneration @ Rs.16,000/- (fixed in 2014) is presently getting gross monthly emoluments more than revised initial ceiling of Rs.25,000/-, he / she will be eligible for getting an annual increase @ upto 5% (flat and not compounding) while a CP who is presently getting only say Rs.18,000/- per month ( i.e. less than the revised initial ceiling ) will be eligible for getting an annual increase @ upto 10% (flat and not compounding), till he/she reaches up to the revised initial ceiling.

**Note:**

- a) *Higher amounts to existing contractual/outsourced manpower are payable only after performance review and screening on the lines described above. While fixing total emoluments to contractual/outsourced manpower of any post at enhanced rate, emoluments should not be less than total emoluments last paid to contractual/outsourced manpower.*
- b) *The amounts listed above are upper ceilings 'for initial fixation of emolument' and the State Governments may consider fixing the emoluments accordingly.*
- (iv) If, for reasons to be recorded in writing, the candidates for various posts with prescribed qualifications as given at **Annexure-IV(c)** are not available, the qualifications may be relaxed by the IDWG subject to ratification by the SLSC under intimation to the Government of India.
- (v) Leave/maternity leave etc. to contractual/outsourced ATMA manpower may be considered by the States/UTs at par with similarly placed contractual / outsourced manpower in other organizations in the State/UT concerned.

### **3.4.6 Support for Innovative Activity at Village Level (Farmer Friend)**

- (i) It is necessary to identify and groom progressive farmers (including women farmers) with requisite qualification (Senior Secondary/High School) & experience as Farmer Friend (FF), one per two census villages. In case of non-availability of progressive farmers with requisite qualifications, at some places, a progressive farmer, with

required oral and written communication skills, may be considered. Only experienced and achiever farmers (say, with an age of more than 40 years or so, as the State Government may deem appropriate) are to be designated as Farmer Friends. Preference may be given to awardee/progressive farmers while identifying farmer friend. Farmer Friend will lead by example and is expected to have up-graded skills and would be available in the village to advice on agriculture and allied activities. Since FFs provide a vital link between public extension system and farmers at village level, it is essential to select experienced, progressive and practicing farmers who are not looking forward to this task as an alternative means of livelihood. The Farmer Friend will be identified by BTM on a resolution of Gram Panchayat (GP), which will, in turn, consult CIGs/FIGs working in the Panchayat area.

- (ii) Farmer Friends will be provided with special opportunity for upgradation of skills through trainings, study tours and visits to SAUs/other institutes, by utilizing support available under ATMA. Rs.18,000/- per Farmer Friend per year will be shared between the Centre and the State as per pattern of assistance approved for all other activities under the scheme to meet contingency expenditure which FF incurs towards discharge of his duties, including incidental expenses incurred on acquisition of knowledge. It should not be perceived as remuneration. It is to clarify that identification of Farmer friends should not be seen as an employment opportunity in the State Government and this was never envisaged under the scheme.

#### **IV. CAFETERIA OF ACTIVITIES**

##### **ATMA CAFETERIA OF ACTIVITIES:**

In order to implement extension activities with special focus on post-harvest management, marketing, etc. as recommended by the Committee on “Doubling of Farmers’ Income (DFI) by 2022, various extension activities are to be carried out at different levels addressing national priority areas (**Annexure-I**) suitably contributing in the national goal of doubling of farmers’ income. Extension services are being re-aligned with sustainability aspects of farming, for crop diversification, integrated farming system, climate resilient agriculture, risk management, Natural Farming in both production and marketing. Additional/innovative extension activities have included to be implemented under ATMA scheme, viz. extension through interaction etc., at Panchayat/Village level for providing door-step services and dissemination of information on Government schemes to farmers.

Unit cost and Activity ceiling limit norms of various Cafeteria activities under ATMA have been revised and indicated at **Annexure-V (a)**. The Cafeteria provides support for State, District and Block level activities. Apart from the national priority areas/thematic areas, States may also choose local area/theme in keeping with location specific needs of farmers for their capacity building as identified in Strategic Research and Extension Plan (SREP) of the District. The details of activities at different levels are given below:-

#### **4.1 State Level (A):**

##### **A.1 Monitoring and Evaluation:**

This activity includes three review workshops and R-E-F Linkage before each crop season (Rabi, Kharif and Zaid) on annual basis @ 1.00 lakh per workshop, concurrent monitoring & evaluation and expenses on IDWG meetings and other contingencies including opex for SNC, SC, GC including expenditure on convening meeting of SFAC.

##### **A.2 Training Courses:**

This item includes training programmes for National/Inter-State/Within State (SAMETI Level) for both Government and Non-Government extension functionaries (A.2.a), Induction Training of ATMA field functionaries (A.2.b), Refresher training of all ATMA field functionaries (A.2.c), Workshop for development of Quality Resource material (A.2.d).One DPD out of two at District level and one ATM out of three at Block level are to be essentially trained in marketing in order to acquaint them with market expertise.

##### **A.3 Exposure Visit of Extension functionaries:**

In order to enhance capacity building and expertise of extension functionaries, a provision of their exposure visit and PRI members to progressive States have been made in the guidelines.

##### **A.4 Organization of State level Exhibitions/Kisan Mela:**

As per cafeteria details

##### **A.5 Participation in Krishi Expo and Regional Fairs organised/supported by DA&FW:** As per cafeteria details

##### **A.6 Award for Best performing ATMA:** As per cafeteria details

##### **A.7 Farmer Awards:** As per cafeteria details

##### **A.8 Operational Expenses at SAMETI Level:** As per cafeteria details

#### **4.2 District / Block Level Activities (B):**

Capacity building of farmers through different extension activities at District level are now to be organized shifting focus from production oriented to post-harvest management, marketing and plant protection approaches like IPM, **Farmer Oriented Activities**—It includes development of SREP, farmers training, demonstrations, exposure visits of farmers, mobilization of farmer groups, women food security groups, rewards and incentives to farmers groups, and farmer awards.

##### **B.1 *Development of SREP:***

Strategic Research Extension Plan (SREP) is essential for formulating State Extension Work Plan (SEWP) and annual action Plan(AAP). This document is prepared adopting integrated farming system approach, where extension and research gaps of all the sub-systems are identified through participatory methods. SREP is re-visited after every five years to accommodate newly identified gaps and emerging areas. The committee on DFI has since recommended paradigm shift from production to market-led-extension, States may include new areas in revised SREP like market-led-extension, mitigate crop loses, Skill Development, agri-start-ups and income generating livelihood options.

##### **B.2 *Farmers Training:***

Farmers Training is an important component of capacity building of farmers in latest agriculture technologies and adoption of Good Agricultural Practices (GAPs). **Farmers Training** would focus on thrust areas like **Natural Farming, Climate Resilient Agriculture, Crop Diversification, National Pest Surveillance System, Soil Health Card, Digital Agriculture Mission etc.** In order to maintain quality of farmers training, farmers training shall be conducted in the specialized subject matter institutions viz: ICAR Institutes/ State Agriculture Universities/State Agricultural Management & Training Institutes/ MANAGE/ EEIs and KVks etc. **[Annexure-V(a)]**.

- i. Under Inter-State and within State training of farmers activity, cost norms are inclusive of : (i) Travel cost by bus or second class sleeper (actual cost); (ii) Refreshments/Meals and Stay during training, (iii) Expenditure on training, training material; (iv) Training kit and agricultural inputs, if any; (v) Cost of honorarium and/or travel of the trainer (actual); (vi) Miscellaneous food cost during travel, if any, and(vii) Field visits etc.
- ii. The amounts indicated in the cafeteria are top activity ceilings and only the actual cost should be paid after exercising economy. The Progress Reports should contain only these actual amounts. Any deviation from

these cost norms of training under items B.2 (a) to (c) should be got approved by the IDWG which includes State's Finance Secretary.

In case of within district farmers training, likely expenditure or State/location specific cost norms needs to be got approved in advance by the ATMA Governing Board.

- iii. Duration of the farmers training for inter-state, intra-State shall be 7days & 5 days respectively, excluding journey time. Farmers training programmes (within District) under the scheme would be 2 days duration and these shall be organized at the level of Gram Panchayats. In special cases, States may also organize such trainings at Block level at a larger scale.
- iv. Beneficiary farmers should be selected in a transparent manner such that all panchayats in a block are covered on rotation basis. Repetition of farmers is not permissible, except when theme of training is different. Other guidelines regarding selection of beneficiaries may be referred in **Chapter-VII**.
- v. States shall develop module for these farmers training in consultation with domain experts. Training module shall include recognizing the **Prior learning of farmers** followed by their up-skilling by way of training. A certificate of progressive farmers will be provided to them on successful completion of the training programme. The certified progressive farmers are expected to disseminate acquired knowledge and skill among their fellow farmers.  
Farmer Trainings may be organized by ATMA through respective domain experts of ICAR/KVKs, SAUs, National/State level Institutes, Government agencies and specialized Institutes etc.
- vi. The identified thematic areas of farmers training include:

**National Priority Areas/Themes:-**

- (i) Post-harvest management
- (ii) Organic production clusters
- (iii) Market led extension
- (iv) Seed production and seed technology aspects
- (v) Integrated farming, climate resilient cropping system, adaptation and good agricultural practices.
- (vi) Integrated pest management practices in major crops
- (vii) Holistic growth of Horticulture sector covering fruits, vegetables, root and tuber crops, mushrooms, spices, flowers, aromatic plants, coconut, cocoa and bamboo.
- (viii) Judicious use of chemical fertilizers based on the recommendations of Soil Health Card
- (ix) Promotion of oilseeds cultivation

- (x) Promotion of less water consuming nutri-cereal crops
- (xi) Registration of farmers on custom hiring Centre app
- (xii) Coarse cereals and coarse cereal based cropping systems for maize and barley
- (xiii) Federating FIGs/CIGs/FSGs as FPOs
- (xiv) Agricultural Mechanization
- (xv) Integrated Farming System in Rain-fed Areas
- (xvi) Honey bee
- (xvii) Kitchen Gardening
- (xviii) Extension trainings for Export clusters of APEDA
- (xix) Natural Farming
- (xx) Climate Resilient Agriculture
- (xxi) Any other allied activity like Animal husbandry, dairy, fishery, poultry, etc.

**State Priority Areas** - Based on the technological gaps arisen out of SREPs, States may also decide areas of training, exposure visits, demonstrations and farm schools as per their priority.

### B.3 Demonstrations:

- i. Demonstration with an embedded philosophy of ‘seeing is believing’ is an important extension activity to teach new knowledge and skills to farmers. Demonstration shall be organized in those areas which have not been covered under other Schemes / Missions / Sub-Missions of the Ministry of Agriculture & Farmer’s Welfare. **‘Notified varieties for climate resilient agriculture and bio-fortified varieties’** of different crops would be promoted through these extension activities. Appropriate publicity should be accorded to the Demonstration and Farm Schools so that benefits can reach to the large number of farmers. A provision of **Rs.6,000/-** per acre is made under the scheme for one demo (Photographs of the event will be uploaded on Krishi Mapper). This provision shall be used for soil testing , seeds of improved variety of crops, fertilizer, IPM, display board etc. Selected farmer may also organize a controlled plot demonstration of 1 acre at his own cost, so that a comparison can be drawn. **Soil Testing /Soil Health Card is mandatory for conducting Demonstration.**
- ii. Demonstration shall be organized in a plot of 1 acre land, at place easily approachable/accessible to other farmers. There should be a prominent display board at the selected plot indicating the details of demonstration activity.
- iii. Beneficiary farmers should be selected in a transparent manner such that all panchayats in a block are covered on rotation basis. Repetition of

farmers is not permissible, except when crop of demonstration is different. Other guidelines regarding selection of beneficiaries may be referred in **Chapter-IX**.

- iv. For wider dissemination and increased outreach, State is expected to suitably popularize the demonstration activity among the targeted farmers. State may use various modes of publicity for reaching large number of farmers.

#### **B.4 Exposure Visits of Farmers:**

The exposure visits of farmers to exemplary farms either inter-state, within state and within district are considered as the best form of learning from new farming practices and modern, scientific and innovative farm technologies. **Exposure visits of farmers** will be conducted in national / international/ regional/ state and district level Agri-Fairs wherein advanced agriculture technologies are show-cased for creating awareness among large number of farmers. Travel and staying together with fellow farmers affords more time and is a good opportunity to share each other's experiences and establish rapport, which can result in actual adoption. The cost norms for inter-state, within state and within district exposure visits for farmers of General/NER States per manday are indicated in cafeteria table.

#### **B.5 Mobilization of Farmer Interest Groups (FIGs):**

Group approach is central to the restructured extension mechanism to make extension more demand-driven. ATMA is envisaged as a very effective instrument for promoting participatory planning and group based approaches with focus on learning and empowerment. The aim is to redirect extension activities towards diversification into high value crops and products thereby increasing farm income and rural employment. With this market-driven approach to extension, it was envisaged that the ATMA body will make efforts to promote group of farmers and organize them around specific crops for commodities. These village level FIGs/CIGs are to be ultimately federated at Block/District level such as Block Level Farmers' Association, District Level Farm Federations, etc. so as to make the technology generation/dissemination farmer-driven and farmer-accountable. A provision of Rs.10,000/- per FIG has been provided for mobilization of 1 group of 20 farmers and Rs.25,000/- as seed money (revolving fund) for viable FIG/CIG. There is a capping of 20 groups per

block per year. FIGs/CIGs/FSGs are required to be federated as Farmers Producers Organizations (FPOs).

**Women Food Security Groups (B.5.c):**

Rural women play a very important role in agriculture. As such, it is proposed that ATMA should lay focus and address women's issues through special interventions. To ensure food and nutritional security at the household level, it is proposed to support promotion of Farm women's Food Security Groups (FSGs). These FSGs would be provided support for training, publication and access to inputs @ Rs.25,000/- per group. It is proposed that minimum 2 FSGs per Block per year is mandated under the scheme. These FSGs would serve as "Model Food Security Hubs" through establishing kitchen garden, backyard poultry, goatery, animal husbandry & dairying, mushroom cultivation, etc. These groups would essentially be provided input support including small tools, seeds, planting material for setting up backyard food security garden @ Rs.25,000/- per group.

**B.6 Farmer Awards:**

To incentivize best farmers representing different enterprises, a provision of Rs.10,000/- per farmer per year has been made. State may device a transparent mechanism to select the best farmers in relevant enterprise involving technical and scientific agencies. In identifying potential awardees, preference may be given to the farmers recognized for their production/productivity or progressive farmers recognized for their innovative farming practices. These individuals may be actively involved at block or village-level activities such as Farm Schools and other local agricultural initiatives, contributing to the community's development and knowledge sharing.

**B.7 to B.9 Farm Information Dissemination through exhibitions, Mass Media, publication:**

This includes local level agricultural exhibitions, low cost publications, information dissemination through printed materials and development of technology packages in electronic form. The cost norms of these activities may be seen in **Annexure-V(a)**.

**B.10 to B.12 Agriculture Technology Refinement, Validation and Adoption**

This includes to designate expert for each District from the Scientists of KVKS/SAUs, organization of Farmer-Scientist Interaction at local level, joint visits by scientist and extension personnel for which substantial financial provision has been made in the cafeteria, organization of Field-days and Kisan Goshthies and assessment, refinement, validation & adoption for frontline technologies and other short term researchable

issues through KVKs and other local research centres. Cost norms of these activities are clearly indicated in the cafeteria. While designating District level experts from KVKs/SAUs, only those Scientists may be considered who have already participated in carrying out Farmers-Scientists-Interaction (FSIs) activity. Farmer Friend (FF) and Agri-Advisors (AAs) should also be involved actively in FSIs.

**B.13 Administrative expenses:-** As per details given in cafeteria.

**B.14 Farm Schools :-**

(i) An important means to upgrade the process of dissemination of information in agriculture and allied sector is farmer-to-farmer approach, which is found to be very pertinent. The key feature of the Farm Schools being promoted under ATMA is that at least three Farm Schools to be set up in each Block in the field of outstanding or achiever farmers. Farm Schools and Farm School Trainers for each season would be finally approved by the ATMA GB; main activities of Farm Schools would be to operationalize frontline demonstrations in one hectare land in one or more crops/allied sector activities. Farm Schools would provide season long technical backstroking/training to target farmers by having an interactive session one at least during each of the four critical stages in a cropping season. 50% representation may be given to small and marginal farmers while selecting the trainees of the Farm Schools. **Now, Farm Schools (FS) will be organized in two models viz: Model I- at Progressive Farmer's field @ Rs.32,400/FS and Model-II - at Awardee farmer's field @ Rs.20,200/FS.** Number of Critical stages have been reduced from existing Six to Four stages namely (i) Crown Root Initiation, (ii) Tillering, (iii) Flowering and (iv) Milk & Dough stage.

(ii) The detailed concept of Farm School and item-wise cost norms may be seen in **Annexure-V(b).**

**B.15 Farmer Friend:**

The Farmer Friend (FF) will serve as a vital link between extension system and farmers at village level (one for every two villages). An amount of Rs.18,000/- per annum is payable to a farmer friend as a contingency amount.

## **C    Innovative Activities:**

In order to encourage States for taking up innovative work in extension, it is proposed to provide Rs.25.00 lakh at State level and at District level @ Rs.0.50 lakh per block. For taking up innovative activities at State and District level, approval/rectification in the IDWG meeting would be required. Various innovative activities include:

### **C.1 PG Diploma in Agricultural Extension Management or Agricultural Marketing Management :-**

PGDAEM or PGDAMM for in-service extension functionaries continue to be implemented through MANAGE/NIAM releasing central share directly to MANAGE.

### **C.2 Innovative Activities-State level**

### **C.3 Innovative Activities-District level**

### **C.4 SETTING UP OF COMMUNITY RADIO STATIONS (CRSs)**

- i. Community Radio Stations (CRS) have to be promoted in a big way to expand the reach of localised technologies to the farmers located within a radius of 20 to 50 Kilometers.
- ii. A total amount of not more than Rs.65 lakh (including capital and recurring cost) is proposed to be provided as assistance for CRS spread over operational period. There will be a ceiling of Rs.14.50 lakh on the capital cost but the same can be reviewed if substantially higher range than the present standard of 20 Kms. radius is proposed to be covered. Support for content creation at a rate not exceeding Rs.3,500/-per hour normally with a diminishing support structure of 730,540 and 200 hours respectively for first, second and third year will be provided. Some NGOs and KVKS may also use innovative technologies meeting minimum system requirement or contribution from some private players to reduce the capital cost. Subject to compliance of minimum technical specification for setting up of Community Radio Station, break-up of Rs.65.00 lakh is permitted to be changed from capital cost to recurring cost or recurring cost from one year to another. If cost of production can be reduced without diluting quality norms or there is some other financial support like advertisement, revenue or part of capital cost is diverted to recurring expenditure or a time lag between setting-up of CRS and start of

programmes, recurring cost also can be taken to even beyond three years subject to overall cost ceiling. Further, year-wise cost ceilings per CRS have been given in the Cafeteria of Activities (D.2)

iii. Funding to private institutions along with Government and Quasi-government organizations for setting up Community Radio Stations (CRSs) can be considered.

iv. Community based organizations, Agencies/NGOs registered under Societies Registration Act, 1860 or any other such Act and recognized by the Central Government/State Government and serving in Agriculture and allied areas including SAUs and/KVKs are eligible for funding. Registration at the time of application should be at least three years old.

v. The willing Organizations should have basic infrastructure and facilities in the form of a room of about 400 sq. feet/ electricity/ necessary manpower to run and operate the CRSs.

vi. ATMA MC of the District concerned may select suitable proposal/s; recommend them to the Nodal Officer/Commissioner of Agriculture of the concerned State for onward transmission to DAC through the competent committee, i.e., the IDWG having representation of SAU/ICAR Institutes/KVKs concerned so that the proposals are not referred again to ICAR by I&B Ministry which causes a considerable delay in granting approvals.

vii. The PD, ATMA would regularly review the performance of CRSs along with other activities with the BTMs. In addition, ATMA GB would review the performance in detail with regard to content creation, involvement of local community, suitability to local conditions, release/utilization of funds for/by CRS and convergence & synergy with SAU/KVKs.

viii. Any organization already sought CRS funding for 3 years will not be eligible for funding again under the Scheme.

#### **D Manpower Support**

Details are given in chapter-III of this Guidelines and initial monthly remuneration rates mentioned in Activity D of ATMA Cafeteria,2025.

**B11(a) Farmer Scientist Interactions at District level**

Farmer Scientist interactions at district level provide a platform for addressing farmers' concerns on new technologies developed by research institutes and help in bringing forth various technological options for the coming season which is suited to the local situations. ATMA Cafeteria provides for Farmer Scientist interaction for a group of 25 farmers for 2 days **@Rs.30,000/- per interaction**. At least 3 such interactions, one before each crop season per year may be organised in each district with active involvement of local KVK, SAU Scientists and PD, ATMA of the district.

**B11(b) Joint Visits by Scientists and Extension Functionaries:**

Joint visits by the PD ATMA/Extension workers at the district level KVK/SAU/ICAR scientists greatly helps in creating a common understanding of field level technological issues and providing an integrated solution to the problems faced by the farmers. In order to ensure proper mobility for field visits of the scientists accompanied by extension workers, funds have been provided under ATMA cafeteria for meeting the expenditure towards hiring of vehicles or POL **@Rs.2,000/- per visit per district**.

**A.9 Extension through Interaction :**

In order to provide greater opportunities of interaction between farmers and experts on regular basis, a mechanism through constitution of expert committees is proposed at State and National levels with involvement of domain experts of Agriculture, Horticulture, Animal Husbandry, Dairying, Fisheries, Veterinary, Sericulture and Agricultural Marketing, weather & meteorology etc. including those from banking and insurance sector.

For answering farmer's queries and to resolve their problems from a single platform on a regular basis, it is proposed to put in place two Committees viz. State Level Expert Committee and Central Level Expert Committee. The State Level Expert Committee (SLEC) is proposed to interact with farmers of the State through Video Conferencing on quarterly basis. It is proposed to collect, collate and prioritize farmers queries related to agriculture and all allied sectors across complete value chain i.e. from production to marketing, including other critical areas such as soil health, water use efficiency, waste/residue management etc. from all Blocks/Districts of a State using ATMA network. All important District Level queries are proposed to be documented at the level of State Nodal Cell (SNC). SNC is responsible to coordinate and implement interaction between farmers and scientists on regular basis through video conferencing. The cost norms for this activity are given at A.9 of the cafeteria.

The mechanism for Video Conferencing would be as under:-

- a) Interaction of 20-25 farmers per district with State Level Expert Committee (SLEC) at NIC District Centres.
- b) Such Video Conference may be organized on quarterly basis.
- a) Farmers' queries to be sourced from ATM/BTM at Blocks to PD/ATMA at District to State Nodal Cell(SNC).
- b) SNCs to scrutinize the farmers' queries and prepare reply through experts.
- c) Live interaction of experts with farmers on designated day through Video Conference.
- d) Webcasting of VC for larger dissemination

Suggestive composition of State Level Expert Committee (SLSC) would be as under:-

<b>SN</b>	<b>Designation</b>	<b>Status</b>
<b>1.</b>	Agriculture Production Commissioner/ Prin. Secretary (Agri.) /Secretary (Agri.)	Chairman
<b>2.</b>	Director of Agriculture	Vice-Chairman
<b>3.</b>	Director of Horticulture	Member
<b>4.</b>	Director of Animal Husbandry	Member
<b>5.</b>	Director of State Marketing Board	Member
<b>6.</b>	Director of Sericulture/Fishery/Veterinary etc.	Member
<b>7.</b>	Directors (ICAR Institutes located in the State)	Member
<b>8.</b>	Director (Extension) / Director (Research), SAUs	Member
<b>9.</b>	Head/Director, ICAR Institute	Member
<b>10.</b>	Zonal Project Director, ICAR	Member
<b>11.</b>	Director, Directorates of GOI located in the State	Member
<b>12.</b>	Regional Director of IMD	Member
<b>13.</b>	Director (SAMETI) / Addl. Director Agri (Extn.)	Member Secretary

#### **4.3 Cost Norms under Cafeteria and activity ceiling:**

- (i) The mandatory activities indicated in the Cafeteria should invariably form a part of the State Extension Work Plan. Administrative Expenditure including TA/DA, hiring of vehicles and POL and operational expenses at District/Block level shall not exceed the amount provided for in the cafeteria. Financial allocation has been made specifically for the conduct of BFAC, DFAC, and joint visits of Scientists & Extension Functionaries under the cafeteria. The States should compute their budgetary requirements for mandatory activities, cafeteria activities as per State's priorities, manpower support and emoluments as per approved norms. Any savings in administrative expenses can be diverted to other categories but not vice-versa.

- (ii)** The norms as laid down in these Guidelines have to be adhered to but in exceptional cases and for reasons to be recorded in writing, ATMA Governing Board (GB) may go beyond these ceilings by up to 10% without exceeding overall allocation. Similarly, IDWG can authorize relaxation of up to 15%. All such cases shall have to be reported in next year's Work Plan so that appropriate advisories can be issued. Any deviation of more than 15% from the prescribed norms/ceilings or any activity not specified in the guidelines can be taken up by States only with the prior approval of DA&FW.

## **V.Convergence between Agricultural Research and Extension**

## **V. Convergence between Agricultural Research and Extension**

**5.** With a view to improve farm income and livelihood security of the farming households, the Government has been implementing number of programmes under various Central Sector and Centrally Sponsored schemes through the Ministry of Agriculture and Farmers Welfare. This can be facilitated to a great extent through a demand driven technology development and its transfer to farmers in an effective way with a focus on ensuring convergence of efforts at different levels for rendering an integrated service delivery to the farmers. In particular, the linkages between National Agriculture Research System (NARS) and extension machinery at cutting edge level need to be strengthened.

**5.1** While the concept of district level Agricultural Technology Management Agency (ATMA) has been promoted with an idea to provide a platform for integrated extension delivery involving all the stakeholders, Krishi Vigyan Kendras (KVKs) operating at the same level act as an outreach arm of National Agricultural Research System (NARS) facilitating validation and adoption of new technologies through frontline demonstrations, training & awareness programmes and other initiatives.

**5.2** A detailed circular on research-extension convergence was last issued on 17<sup>th</sup> June, 2015 under joint signatures of Secretary, Department of Agriculture, Cooperation & Farmers Welfare and Secretary, Department of Agricultural Research & Education & DG, ICAR indicating agreed and actionable points for both extension system in the State (represented by ATMA) and the NARS (represented by the State Agricultural Universities, ICAR Research Institutes and KVKs at the cutting edge level. There has been varying levels of progress in implementation of these guidelines across the States. The situation has been reviewed in light of operational concerns expressed by different stakeholders in implementation of these guidelines and recent developments at policy and operational front which require reiterating salient points of the earlier circular apart from new initiatives.

**5.3** In order to ensure that the technology development for grass root level is demand driven and captures the critical gaps existing at technology and extension front, the farmers are able to gain desired benefits out of these interventions .The action points which have been agreed between the two departments are elaborated in the following paras :-

**5.4** All the steps as laid down in the revised ATMA Guidelines to ensure better convergence between research and extension will be considered to utilize the built-in provisions under the ATMA Cafeteria.

**i. Farmer Scientist Interactions (FSI) at District level:** Farmer Scientist interactions at district level provide a platform for addressing farmers' concerns on new technologies developed by research institutes and help in bringing forth various technological options for the coming season

which is suited to the local situations. ATMA Cafeteria provides for Farmer Scientist interaction for a group of 25 farmers for 2 days @**Rs.30,000/- per interaction**. At least 2 such interactions, one before each crop season per year may be organized in each district with active involvement of local KVK and SAU Scientists and PD, ATMA of the district.

- ii. The SAU may designate an expert who would be in-charge of one District** to provide instant guidance to extension functionaries in the District. He/she will work in tandem with District Head of Agriculture and Allied Departments, Project Director ATMA and Programme Coordinator, KVK. A fixed amount of **Rs.3000/- per month** per district has been provided to meet expert honorarium of these officials related to returning calls of the farmers and other stakeholders that they may receive. IDWG may decide on break-up of the amount among four such officers as above in every district after considering mobile phone expenses already being reimbursed by the State Government and other organisations concerned and actual comparative necessity.
- iii. Joint Visits by Scientists and Extension Functionaries:** Joint visits by the PD ATMA/Extension workers at the district level KVK/SAU/ICAR scientists greatly helps in creating a common understanding of field level technological issues and providing an integrated solution to the problems faced by the farmers. In order to ensure proper mobility for field visits of the scientists accompanied by extension workers, funds have been provided under ATMA cafeteria for meeting the expenditure towards hiring of vehicles or POL @**Rs.2,000/-per visit per district**.
- iv. Organization of Kisan Goshthies:** To strengthen Research – Extension – Farmer linkages 1 Kisan Goshthi per block in each of the 2 seasons is envisaged in the ATMA cafeteria. KVK and SAU Scientists may plan the same with PD, ATMA and actively participate in the said event. Cost norm revised to Rs. 25000 per programme.
- v. Assessment, Refinement, Validation & adoption of Frontline technologies and other short-term researchable issues:** ATMA cafeteria provided **Rs.7.00 lakh per district** for undertaking research or refinement and validation of technologies arising out of the Strategic Research and Extension Plan (SREP) or any of those which are to be undertaken through KVKS and other local Research Centres.
- vi. ATMA Management Committee having Programme Coordinator, KVK** as its member may review the progress of technology application - related activities funded by ATMA. Besides this, the KVK may also provide an Agricultural Technology Update (ATU) on half-yearly basis

i.e. before the start of Kharif and Rabi crop seasons to the ATMA for its wider dissemination among the farmers of the district.

**vii. Interface meeting:** Programme Coordinators of the KVKS in the District besides participating in the ATMA Governing Board should also have an interface meeting with the Project Director, ATMA once a month during the cropping season and work out a strategy of providing crop advisories to farmers for various stages of crop growth. Scientists available in the KVKS will advise and mentor Block Technology Teams in identifying technological needs in various Blocks in the District and programmatic interventions to meet such needs.

**viii. Conduct of Field Days, Kisan Melas and Goshthies:** ATMA and KVKS should coordinate with each other in the conduct of Field Days, Kisan Melas, Goshthies and setting up of Farm Schools, so that there is no duplication in coverage and they should ensure percolation of appropriate scientific practices down to the field level.

**ix. Release of Fund to KVKS:** Funds for KVKS activities under ATMA programme will be released directly to KVKS under intimation to respective controlling authorities i.e. Director Extension Education (DEE) & Comptroller and Directors of ICAR Institute in case of KVKS run by Agricultural Universities and ICAR institutes respectively. For the KVKS run by NGOs, funds will be released directly to KVKS under intimation to Zonal Project Directors of the zone concerned. Utilisation Certificates for the funds released by ATMA will be provided by the KVKS only. However, the respective host organisations and monitoring authorities (i.e. Agricultural Universities, ICAR institutes and Zonal Project Directors) will continue to supervise all activities of KVKS including the ones related to ATMA.

**x. Documentation of Researchable Issues:** The long term researchable issues may be documented, agro-climatic zone-wise with the involvement of Zonal Agricultural Research Stations (ZARS). These issues will be formally communicated to the concerned ZARS through the respective SAUs with the approval of the Inter- Departmental Working Group (IDWG). The IDWG having Vice- Chancellor/s of SAUs as well as Director(s) of ICAR institutes in the State as its members will review the progress of research work taken up by the ZARSs on such issues.

**xi. Implementation of Flagship Programmes:** KVKS will provide advice to ATMA and the District Administration for the implementation of Flagship programmes of the DA&FW covered under- RKVY and Krishonati Yojana. The KVKS Scientists will technically advise the Block Technology Teams (BTTs) and will also be actively involved in

preparation of Block Action Plans (BAPs), especially with regard to research related issues/gaps and strategies. Regular participation of a KVK scientist in the meetings of Block Technology Teams will be ensured at least once in a quarter. The participating scientist will also take feedback for his colleagues in the KVK in respect of their respective areas of expertise.

**xii. Involvement of SAUs/KVKs in Training and capacity building of Extension Functionaries under ATMA and Kisan Call Centres:** The SAUs and KVKs act as a repository of technologies in agriculture and allied sector suited to specific local situations. Their active involvement in organizing orientation and refresher training programmes for these functionaries would greatly help them updating their technological knowledge for a better extension delivery.

**xiii. Data Entry of Demonstrations by KVKs and SAUs:** Data on demonstrations being organised by district ATMAs for agriculture and allied sectors (including diversification from one sector to another) is being entered in the Extension Reforms Monitoring System (ERMS) (<https://extensionreforms.dacnet.nic.in>). The details of the same can be fetched from ERMS as well as from the Farmers' Portal clicking at the link provided therein. However, some very useful and effective demonstrations carried out by SAUs / KVKs etc. have not been entered and thus not made part of the drillable database at the link given in the Farmers' Portal. State Agricultural Universities (including Horticultural, Veterinary and Fisheries), Zonal Project Directors and KVKs to start doing data entry on the ERMS interface, so that farmers can know about the demonstrations of their interest that are taking place in their area and a scientific analysis of efficacy of various agricultural practices, new technologies, varieties of seeds/species etc. can be carried out.

**xiv. Use of mKisan Portal for Sending Text and Voice Based Advisories to Farmers:** The mKisan Portal launched by the DA&FW provides a very useful interface for sending text and voice based advisories to Farmers. Scientist working in ICAR Headquarters, Zonal Project Directors, Research Institutes, & AICRPs, SAUS and KVKs may register as users in the portal and keep sending useful and need based advisories to targeted farmers using the mKisan interface. Feedback may be taken from farmers during Field Visits about usefulness of advisories.

**xv. Involvement of Scientists from ICAR Institutes, SAUs and KVKs in providing Technical Backstopping to the Kisan Call Centres (KCCs):** The scientists from ICAR Institutes, SAUs and KVKs may be nominated to act as Call Conferencing experts with the Kisan Call Centres

operating in respective States to answer the query of farmers which the Farm Tele Advisors (FTAs) at the KCCs are not able to answer. The Heads of Concerned Institutions may send a Roster of nominated experts at Monthly/Fortnightly intervals to the KCCs designated for the concerned States available on the link <http://mkisan.gov.in/kccstatesinvolvement.aspx>. Similarly the Scientists from SAUs and SMSs in the KVKs may also be mapped in the Call Escalation Matrix of the Kisan Call Centres to provide their comments to State/District level officers of Agriculture and allied sector on the farmers queries escalated to them through KKMS as detailed at the link <http://mkisan.gov.in/kccescalationmatrix.aspx>.

**5.5** Additional requirement of TA/DA, etc. will be met by the respective Departments from their own budgetary allocations. However, funds available under ATMA Cafeteria for Research-Extension-Farmer linkages may also be appropriately utilized.

**5.6** Senior officials from DA&FW and DARE/ICAR would be visiting the States from time to time to review the progress in getting better coordination and interface between the scientific community and the State agriculture machinery on the one hand and the farmers on the other.

**5.7** State Governments shall give wide publicity to this arrangement and furnish report on regular basis on the convergence matrix in prescribed format given at **Annexure-II of ATMA Guidelines, 2025.**

## **VI. CONVERGENCE OF EXTENSION ACTIVITIES WITH OTHER SCHEMES**

## **6. CONVERGENCE OF EXTENSION WORK WITH OTHER SCHEMES**

**6.1.1.** Farmers' skill trainings and field extension as contained in other schemes of DA&FW may be converged with similar farmer-related activities going on through ATMA. Thus, for instance, Seed Village programmes under SMSP, capacity building of farmers through institutions identified by the State Government under SMAM and pest monitoring, Farmer Field Schools & Integrated Pest Management (IPM) trainings to farmers under SMPP will only be carried out through the district level institutions of ATMA and Block Technology Teams. Mutually synergetic linkages will be established among various activities instead of unilaterally mandating that all such farmer-centric activities shall be carried out through ATMA. For instance, half day's training given under Seed Village Programme shall also be made part of Farm Schools as, in any case, training on seed technologies form a part of 6 critical stages during which farmers are trained under Farm Schools conducted under ATMA. This convergence should be institutionalized by ensuring that State Extension Work Plan [which emanates from Strategic Research and Extension Plan (SREP)] covers field level training & extension components. SREP is an ideal platform to provide convergence from the conceptual level and prioritization point of view. IDWG will further underline such a convergent approach at the State level.

**6.1.2** A single ATMA Governing Board headed by the District Magistrate will provide commonality in approach & implementation and avoid duplication. ATMA Governing Board shall act as an over-arching umbrella at District level to oversee all extension related activities in other schemes of Pradhan Mantri -Rashtriya Krishi Vikas Yojana(PM-RKVKY) and Krishonnati Yojana(KY). Such a holistic approach will avoid duplication of efforts and promote more extensive & inclusive coverage of beneficiaries. The Integrated ICT platforms (such as Farmers' Portal, State Agriculture Portals, Central Agriculture Portal) will also provide requisite impetus to implementation in the field level.

**6.1.3. Convergence with other Farmer Centric Schemes of DA&FW:** With the given man-power support, ATMAs will also look after the work related to other schemes of Pradhan Mantri -Rashtriya Krishi Vikas Yojana(PM-RKVKY) and Krishonnati Yojana(KY). There should be full convergence of extension related work being carried out under different programmes/schemes. The field level extension workers under these different programmes/schemes should work in conjunction with the dedicated manpower being provided under this Scheme under the umbrella of BTT or ATMA, as the case may be.

While these extension related workers & consultants under other schemes/programmes can continue to act as experts in their respective fields, they should also double up as multifunctional extension workers in the jurisdiction to be assigned to them by the BTT/ATMA. Budget for extension related components in different schemes and programmes of DA&FW shall be dovetailed at district level through ATMA. Once all the extension related workers start working in unison, they shall be fully responsible for achieving convergence & synergy in extension related work under PM-RKVV and KY Schemes to achieve complementarities and check duplication of efforts and resources.

**6.1.4. Convergence with Research System:** ATMA scheme provides for active involvement of Research System/ Research Agencies at different levels of implementation. State Agricultural Universities (SAUs) and Krishi Vigyan Kendras (KVKs) have to be fully involved not only in preparation of SREP and Extension Work Plans but also in implementation of various programmes in the field. They will be represented in all bodies, namely, ATMA GB and ATMA MC in districts, SLSC/ IDWGs at State level, BTT - BFAC Meetings at Block level. In addition, each KVK scientist may be made in charge of one or more Blocks within the district. The KVK Scientist will technically advise the BTT and will also be actively involved in preparation of BAPs, especially with regard to research related issues/gaps and strategies. He will also take feedback from his colleagues in the KVK in respect of their respective areas of expertise.

A joint circular on convergence between Agricultural Research and Extension signed by the Secretary (DARE) & DG, ICAR and the Secretary (A&C) was issued to all concerned on 17<sup>th</sup> June, 2015.

#### **6.1.5 Joint Visits by Scientists and Extension Functionaries:**

Quite often it has been seen that scientists of the Universities and ICAR Institutions refrain from making field visits due to inadequate provision of mobility in their budget. In order to ensure proper mobility of the scientists accompanied by extension workers, funds have been provisioned for meeting the expenditure towards hiring of vehicles or POL expenses for field visits of scientists along with extension functionaries. It is expected that at-least 5 pre- identified villages would be covered in a month under the visit.

**6.1.6 Convergence with Development Departments:** Necessary convergence with all line departments is to be ensured through their involvement in the process of preparation of SREP and Work Plans at Block, District & State levels. Work Plans to be submitted to

SLSC for approval should specify the activities which are to be supported out of resources from other schemes and activities which are to be funded under ATMA Scheme. Necessary convergence is to be ensured through integration of Comprehensive District Action Plans (CDAPs) and District Agriculture Action Plans (DAAPs) – all of which will form an integral part of Annual Action Plan(AAP) to be approved by State Level Sanctioning Committee (SLSC) under Pradhan Mantri -Rashtriya Krishi Vikas Yojana(PM-RKVVY) and Krishonnati Yojana(KY).). Further, within approved allocations of Scheme, the State Level Sanctioning Committee (SLSC) may also approve inter component changes as per need during the course of implementation of the Work Plan, within ambit of Guidelines, which should be reported to DA&FW immediately. Active involvement of Panchayati Raj Institutions (PRIs) in the selection of beneficiaries for various farmer oriented activities, including selection of Farmer Friend should be ensured.

#### **6.1.7 Convergence with & Involvement of Non-Governmental Sector:**

- (a) In order to ensure promotion of multi-agency extension strategies, and to implement scheme activities in Service Provider mode, at least 10% of scheme allocation on recurring activities at district level is to be incurred through Non-Governmental Sector viz. NGOs, FOs, PRIs, Cooperatives, Para-Extension Workers, Agripreneurs, Input Suppliers, etc. Non-governmental implementing agencies viz. NGOs, FOs, PRIs, Para-Extension Workers (except Agripreneurs trained under ACABC) and Cooperatives will be eligible for service charge with a ceiling of 10% of the cost of extension activities (but no staff cost) implemented through them in addition to the cost of activity. Outsourcing will nevertheless be confined to such activities where the organization concerned has expertise and requisite skills and the manpower deployed under ATMA is unable to perform such tasks due to multifarious tasks. Agripreneurs under ACABC can also be covered for this 10% service charge and 100% cost of activity after they clear their loan liability though they can be called as experts on honorarium anytime for any training organized otherwise. These organizations are free to voluntarily contribute to the cost of training or fully/partially bear the service charges.

Exclusion of any Agripreneurs or Para-extension workers from this category which are considered big enough can be done at the discretion of the State Governments concerned. These agencies will be identified at the district level on the basis of merit

and approval of ATMA (GB) will be obtained. Competitive and transparent bidding process for this as per extent rules and regulations and financial norms. Expenditure incurred by the State Government for extension work (viz. service provider mode) shall count towards the threshold figure of 10% as stipulated in sub-para (a) above.

## **6.2. NETWORKING:**

State level bodies/ officers viz. State Nodal Officer/ State Coordinator/ Gender Coordinator will ensure networking of all ATMAs so as to foster information sharing (success stories, best practices, research/ extension issues, application of innovative technologies & strategies, etc.). All States/Districts shall share information regarding their activities/ innovations/ successes to the outside world on the national ATMA portal ([www.extensionreforms.dacnet.nic.in](http://www.extensionreforms.dacnet.nic.in)). Also progress of the scheme activities shall be reported on the national ATMA portal. This Portal shall also have links to related websites both at State and National level.

## **VII. MONITORING AND EVALUATION**

## **7. MONITORING & EVALUATION (M&E)/ Monitoring Framework:**

**7.1** In order to ensure quality of extension activities, following monitoring framework is provided in the revised guidelines at different levels:

- i. **At Block Level:** Block Farmers Advisory Committee (BFAC) and Block Technology Team (BTT) constituted under the Scheme will monitor Block level ATMA activities on **quarterly basis** by conducting a meeting of farmers along-with elected representatives of panchayat. **Farmer Friend / ATM will coordinate and facilitate these meetings.** Feedback of the meeting will be shared with the district-level agency for suitably incorporating in the future planning for improving effectiveness of the Scheme. **Block Action Plan (BAP)** will be prepared at block level in consultation with BFAC & BTT.
- ii. **At District Level:** ATMA Governing Board headed by DM or CDO or CEO as decided by DM will review and monitor District level ATMA activities **in every quarter** and decide integration and re-designing of on-going developmental schemes in accordance with the Strategic Research and Extension Plans (SREP) of the District. The Governing Board will provide policy directions that support effective functioning of ATMA in the district and amend the rules and bye-laws for the agency. ATMA management committee and District Farmers Advisory Committee (DFAC) will provide input for developing **District Annual Agriculture Plan (DAAP)** incorporating BAPs of all the blocks in the district. **PD, ATMA of the district will coordinate and facilitate convening of the meetings of ATMA, GB / ATMA, MC / DFAC at prescribed intervals.**
- iii. **At State Level:** State Nodal Cell (ATMA) compile District Annual Agriculture Plan (DAAP) of all the districts at the state level in the form of ‘State Extension Work Plan’ (SEWP) and place it before the Inter-Departmental Working Group (IDWG) in the meeting for consideration and approval before sending AAP to the SLSC constituted under the Chairperson-ship of the Chief Secretary of the State for approval of AAP of both PM-RKVVY and KY Schemes. The IDWG

under the chairperson-ship of APC/Pr. Secretary (Agriculture), may continue with the day to day (**in its quarterly meetings**) monitoring to ensure that the extension reforms are executed in line with the provisions contained in ATMA Guidelines. There is an in built provision in the Cafeteria of ATMA Activities to carry out concurrent evaluation for regular improvement in the quality of the schematic activities. It deals with things such as when the programme activities occur, where they occur, and who delivers them. Thus, it involves the evaluation of all the activities undertaken to achieve programme objectives. The feedback generated through this evaluation can be used for improving implementation of the programme by focusing on mid-season / term correction. The concurrent evaluation is to be undertaken every year during the course of implementation of the schematic activities. The purpose is to conduct a broad based SWOT (Strength, Weaknesses, Opportunities and Threats) analysis so that mid-course correction is initiated at the appropriate point of time. **State Nodal Officer (ATMA) will coordinate and facilitate to convene the meetings of IDWG and SLSC at the prescribed periodic intervals.**

**iv. At National Level:** Progress of extension work done by ATMAs through different extension activities shall also be monitored at national level on quarterly basis under the Chairmanship of Joint Secretary (Extension). **Joint Director (Extension Reforms) will initiate proposal** to convene the National Level Review Meetings of ATMA activities on quarterly basis. A web-based interface (<https://extensionreforms.da.gov.in>) has been provided for regular monitoring of the progress of extension activities. Individual data of farmers under training, exposure visits and demonstrations needs to be entered in the web-based interface using the ICT infrastructure already available in the states.

Nodal Officers (State-Wise) will be identified at national level for field monitoring of ATMA activities. Extensive touring of the officers of the DA&FW / Directorate of Extension / MANAGE Faculty will be carried out for '**on the spot monitoring'** of the field activities being undertaken under the scheme.

**7.2** Cumulative Monthly Progress Reports (MPRs) for each district are to be uploaded by the Project Director, ATMA in a web-based interface available at <https://extensionreforms.dacnet.nic.in> by day 5 of the following month. After ensuring that all the districts have entered their data, the SNO will validate this data for the entire State by day 10 of the following month. Submission of manual/ physical reports may be gradually phased out. The progress shall be given online on ERMS portal as digitized data is essentially required for monitoring progress on DBT portal.

Effective M&E will be ensured through regular field visits of Inter Disciplinary Teams in project areas, reports, interfaces, conferences etc. The scheme also provides for Concurrent Monitoring & Evaluation (M&E) which will be carried out by Government of India. DA&FW will also organize concurrent M&E including impact evaluation as needed as part of its scheme “Extension Support to Central Institutes/DOE”. Besides, all activities of the scheme would continue to be reviewed on quarterly basis in meetings held at National Level.

**7.3** For effective and efficient management of ATMA Scheme, the MoAFW will rely on the data sharing mechanism of Agri Stack, Agri Stack is a Digital public infrastructure which captures and maintains farmer registry, crops sown registry, and geo-referenced village maps. The relevant data pertinent to implementation of schemes will be consumed electronically (using open APIs) for the purposes of beneficiary identification, verification, benefit delivery and monitoring -pertaining to the states, Districts, villages where the data is available. The information as and when collected and collated in the Farmers registry, digital crop surveys, and geo- referenced village maps will be used for implementation of this scheme.

Field on which data will be available in AgriStack is given at Annexure.

**7.4** Progress of extension work done by ATMs at Block Level, Farm Schools, Demonstration Plots, Trainings, Exposure Visits and Farmer Friends will be closely monitored using ICT infrastructure and by regular monitoring & meetings by BTT at block level, ATMA at district level and SLSC at State level. A web-based interface (<https://extensionreforms.dacnet.nic.in>) has been provided for the purpose. Individual-wise data of farmers under trainings and exposure visits needs to be entered in the web based interface above using the ICT infrastructure already available there in the states. Till the time hand-held devices are made available as a part of ITD Interventions, BTMs and ATMs should be encouraged to use their Smart Phones using software to be provided to upload pictures of trainings. Suitable incentive not exceeding Rs.50/- per training may be provided for uploading the pictures of such trainings.

- 7.5** Impact Assessment Studies of extension work done by Farm Schools, CIGs & FFs under ATMA shall be got conducted by expert agencies and corrective action shall be taken timely to attain objectives of revitalization of Agriculture Extension System.
- 7.6** Extensive touring of officers of the Department of Agriculture, Cooperation& Farmers' Welfare/Directorate of Extension, MANAGE faculty, State/District level officials will be carried out for the on-spot monitoring of field activities being undertaken.
- 7.7 Concurrent Evaluation :** It is concerned with how the program is delivered. It deals with things such as when the program activities occur, where they occur, and who delivers them. Thus, it involves the evaluation of all the activities undertaken to achieve programme objectives. The information generated through this evaluation can be used for improving implementation of the programme by focusing on mid-season/term correction. It is also referred as 'formative' or 'process' evaluation. Yearly concurrent/process evaluation of all activities to be undertaken to achieve programme objectives. The concurrent evaluation is to be taken up every year during the course of implementation of the programme. The purpose is to conduct a broad based SWOT (Strength, Weaknesses, Opportunities and Threats) analysis so that mid-course correction is initiated at the appropriate point of time. The funds may be utilized for engaging personnel for data collection, compilation, analysis, data processing, evaluation, etc. on task basis.

## **VIII. BUDGET ALLOCATION, RELEASE & UTILISATION**

## **8. ALLOCATIONS AND SCHEME COST**

- 8.1 Centre-State Share :** The funding support for the Scheme shall be in the ratio of 60:40 (Centre : State) between Central and State Governments and on 90:10 basis (Centre : State) between central and North-Eastern and Himalayan States for all components **including Farmer Friend**. 100% GOI funding support to be provided to UTs for all components.
- 8.2 State-wise Allocation Criteria :** Some States have very small districts whereas some other States have very large districts but the size of the Block does not vary much from State to State. Therefore, funds available under the scheme shall be initially allocated to States after giving weightage to the number of Blocks, number of farm families in the State and number of dedicated deployed manpower. Actual release of resources to States shall, however, be on the basis of approved work plans, pace of utilization of funds and physical progress.
- 8.3 Incentive to States for Better Performance :** The States may prepare a large shelf of projects/activities and submit them to the Department at beginning of financial year. Better performing States will be encouraged to seek higher revised allocations against approved activities in respect of Work Plans submitted by them. Such allocations over and above tentative allocation already communicated to States will depend upon relative progress in implementation and pace of expenditure amongst various States and over all availability of funds. However, it is clarified that the expenditure during the year will be restricted by States to funds actually placed at their disposal by the DA&FW and States should not incur expenditure in excess of funds already available with the States. Any proposal to the DA&FW in the following financial year for reimbursement of excess expenditure will not be entertained. Thus, State may not create any liability.

### **8.4. RELEASE OF FUNDS :**

- 8.4.1** Funds will be released for implementing the Scheme, in four equal installments. State Governments to comply all the instructions of Department of Expenditure O.M dated 23.03.2021 and 23.03.2022. 75% of annual allocation(3 equal installments) will be released upon approved SEWP by SLSC/in-principle approval of SEWP by the Chairman of SLSC and Provisional Utilization Certificate (PUC) & Annual Progress Report (APR) of previous financial year. Additional 25% of allocation(4th installment) will be released upon approved SEWP by SLSC, AUC & APR of the previous year and latest MPR showing at least 75% utilization of earlier release (central + state share). The State will be

required to submit a written request for release of funds. Revised procedure for release of CSS funds to States i.e. SNA-Sparsh will be applicable as per instructions of Department of Expenditure, Ministry of Finance. Release of fourth instalment will depend upon furnishing of the following documents:

- (i) Approved/ratified SEWP by SLSC.
- (ii) Audited Utilization Certificate (AUC) & Audited Statement of Expenditure (ASoE) for the previous year.
- (iii) Monthly Progress Report for previous month
- (iv) Annual progress report for the previous year
- (v) Transfer of the stipulated State's share to the Single Nodal Account (SNA) against funds provided by Central Government upto the previous year.
- (vi) Consolidated proposal for release of funds to be submitted to KY Cell through Nodal Officer designated by the State Government.

## **8.5 Manual reports may be phased out gradually**

**8.5.1** The State Government will transfer the Central share received in its account to the SNA's account concerned within a period of 21 days of its receipts. The Central share shall not be diverted to the personal deposit account or any other account by the State Government. Corresponding State share should be released as early as possible and not later than 30 days of release of the Central share.

**8.5.2** State Governments will follow the revised procedure for release of CSS funds /Just -in- time release using SNA-SPARSH Platform as per the instructions issued by the Ministry of Finance time to time.

**8.5.3** The States need to follow a definite time frame for fund releases from State level to District level (within a fortnight of receipt of funds from DA&FW) and from Districts to line departments/other agencies (within 10 days of receipt of money at district level) to ensure expeditious implementation of the Scheme.

## **IX. OTHER OPERATIONAL MATTERS**

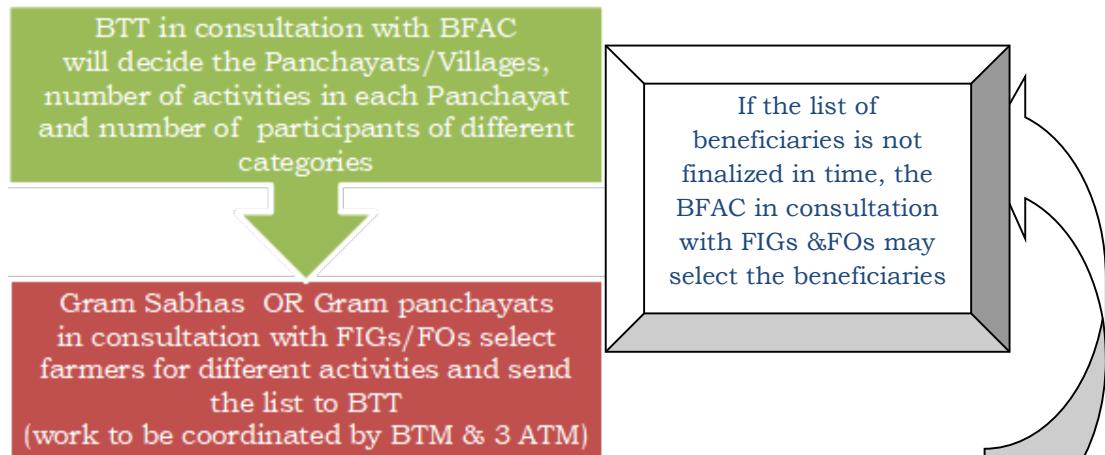
## **OTHER OPERATIONAL MATTERS**

**9.1 Extent of Coverage:** The Scheme shall be implemented in all districts across the country.

**9.2 Incentives for difficult areas :** In order to carry out extension activities in difficult areas, an additional 10% allocation may be made by the states in the difficult areas viz: Left Wing Affected Districts, North Eastern & Hilly States, Aspirational Districts and **Double Stressed Districts**.

**9.3 Individual beneficiary oriented activities:**

- i. The Cafeteria of Activities contains some individual beneficiary oriented components as well. Some of such activities include farmers training, demonstrations, farm schools, farmer-scientist interactions & exposure visits which have been culled out from the cafeteria and summarized in **Annexure XI**.
- ii. Transparent and objective selection of beneficiaries is of paramount importance not only to generate confidence of the farmers in the Scheme but also to ensure that benefits of extension services get disseminated to all sections of the Society. Therefore, selection of beneficiaries should be done in the following manner:
  - a) All Panchayats in a Block should be covered on a rotation basis under various components. The Panchayats to be covered in a year should be decided by the BTT in consultation with the BFAC.
  - b) Activity mapping of Panchayati Raj Institution (PRI) is at **ANNEXURE-X**.
  - c) Number of beneficiaries of different categories including SC/ST in shortlisted Panchayats will be decided by the BTT in proportion to their population in consultation with BFAC so as to have a balanced coverage.
  - d) At least 50% beneficiaries must be Small and Marginal Farmers and 30% beneficiaries should be women farmers/farm women.
  - e) Individual beneficiaries of demonstration plots, inter-district & inter-state trainings within a Panchayat area and all farmer group beneficiaries should be selected by the respective Gram Sabha or Gram Panchayats in consultation with FIGs and FOs working in the area, as the State Government may decide. However, if for some reasons, the list of beneficiaries is not finalized in the above manner within the stipulated time frame, the FAC in consultation with FIGs and FOs may select the beneficiaries for various activities under the scheme.



- f) For rewards and incentives at different levels, beneficiaries may be identified by the States in a transparent manner. It should be ensured that no farmer gets double benefits of the same kind from different schemes.
- g) ATMAs should capture Unique Identification (UID) details of the farmer beneficiaries under the components of availing training, exposure visits, demonstration plots, farm schools, revolving fund for the CIGs etc. and upload the details in the Extension Reforms Monitoring System (ERMS) Portal developed by the Department.

#### **9.4 Common Issues related to ATMA Cafeteria:**

- i. Minimum 30% of resources meant for programmes and activities are required to be allocated to women farmers and women extension functionaries. Specific documentation of expenditure and performance for women may be kept.
- ii. No expenditure shall be incurred from extension work plan allocation on ineligible items. In the event of any such expenditure, the ineligible expenses shall be deducted from the State's allocation, next year.
- iii. Operational Expenses under State Level, District & Block level Activities and Innovative Activities may also include library, internet, telephone and other contingencies.
- iv. Any sub-detailing not specified under ATMA Cafeteria such as for Demonstrations, Trainings and Exposure Visits, would be as approved under an appropriate scheme of the Central/State Govt. Otherwise, prior approval would have to be obtained from IDWG.
- v. Unless otherwise specified under some compelling circumstances, or in case of States which are not eligible for PM-RKVV funding, the SLSC set up in the State for considering proposals for PM-RKVV funding will also consider and approve SEWP and carry out periodic monitoring. In exceptional cases, the

existing procedure for approval of SEWP through IDWG at the State level and Executive Committee of SMAE will continue to be followed. The IDWG under the chairmanship of APC/PS (Agriculture) may continue to perform monitoring of the Scheme to ensure that the Extension Reforms are executed as per these Guidelines. The IDWG shall meet at least once in every quarter.

- vi. Programmatic funds should be spent on rain-fed areas at least in proportion to the extent of rain-fed areas in the district.

#### **9.5 Promotion of Multi-Agency Extension Strategy :**

- (i) In order to ensure promotion of multi-agency extension strategies, and to implement scheme activities in Service Provider mode, at least 10% of scheme allocation on recurring activities at district level is to be incurred through Non-Governmental Sector viz. NGOs, FOs, PRIs, Cooperatives, Para-Extension Workers, Agripreneurs, Input Suppliers, etc. Since a lot of manpower and infrastructure has been given under the Scheme for providing extension services, the State Government should fix an upper limit on extension services in Service Provider mode. This percentage limit should be clearly spelt out in the SEWP.
- (ii) Non-governmental implementing agencies viz. NGOs, FOs, PRIs, Para-Extension Workers (except Agripreneurs trained under ACABC) and Cooperatives will be eligible for service charge with a ceiling of 10% of the cost of extension activities (but no staff cost) implemented through them in addition to the cost of activity. Outsourcing will nevertheless be confined to such activities where the organisation concerned has expertise and requisite skills and the manpower deployed under ATMA is unable to perform such tasks due to multifarious tasks. Agripreneurs under ACABC can also be covered for this 10% service charge and 100% cost of activity after they clear their loan liability though they can be called as experts on honorarium anytime for any training organized otherwise. These organizations are free to voluntarily contribute to the cost of training or fully/partially bear the service charges.

**ANNEXURE-I**

**STATEMENT SHOWING NATIONAL PRIORITY AREAS FOR  
EXTENSION ACTIVITIES IDENTIFIED FROM THE INPUTS  
GIVEN BY VARIOUS DIVISIONS OF DA&FW**

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The identified thematic areas of farmer training include:

**National Priority Areas/Themes:-**

- i. **Natural Farming**
- ii. **Climate Resilient Agriculture,**
- iii. **Crop Diversification,**
- iv. **National Pest Surveillance System,**
- v. **Soil Health Card advisories**
- vi. **Digital Agriculture Mission**
- vii. Post-harvest management
- viii. Market led extension
- ix. Seed production and seed technology aspects
- x. Promotion of good agricultural practices.
- xi. Integrated pest management practices in major crops
- xii. Holistic growth of Horticulture sector covering fruits, vegetables, root and tuber crops, mushrooms, spices, flowers, aromatic plants, coconut, cocoa and bamboo.
- xiii. Judicious use of chemical fertilizers based on the recommendations of Soil Health Card
- xiv. Promotion of National Mission on Oilseeds.
- xv. Promotion of less water consuming Millets/Nutri-cereal crops
- xvi. Registration of farmers on custom hiring Centre app
- xvii. Coarse cereals and coarse cereal based cropping systems for maize and barley
- xviii. Federating FIGs/CIGs/FSGs as FPOs
- xix. Agricultural Mechanization
- xx. Integrated Farming System in Rain-fed Areas
- xxi. Honey bee

- xxii. Kitchen Gardening  
 xxiii. Extension trainings for Export clusters of APEDA

**State Priority Areas** - Based on the technological gaps arisen out of SREPs, States may also decide areas of training, exposure visits, demonstrations and farm schools as per their priority.

## **ANNEXURE-II**

### **CONVERGENCE MATRIX ON JOINT CIRCULAR OF ICAR & DA&FW**

**(i) No. of Districts :-**

**(ii) No. of Blocks :-**

**(iii) Name 2-3 Good Agricultural Practices being promoted and their impact in terms of production and increasing farmers' income.**

<b>S. No.</b>	<b>Matrix</b>	<b>Unit</b>	<b>Norm</b>	<b>Target</b>	<b>Achievement</b>
<b>1.</b>	Monthly Interface Meeting	Nos.	12/Annum		
<b>2.</b>	Pre-seasonal Technical Updation & Farmer-Scientist Interaction at District level	Nos.	3 per annum (1 each before crop season – Rabi/Kharif/Zaid)		
<b>3.</b>	Expert Designated at District level	Nos.	1/District		
<b>4.</b>	Joint Visits by PD, ATMA and PC, KVK	Nos.	12 Joint Visits		
<b>5.</b>	Districts where Direct Routing of ATMA fund to KVKs	Nos.	Nos. of District		

### **ANNEXURE-III(a)**

#### **INTER DEPARTMENTAL WORKING GROUP (IDWG)**

In pursuance of the number of mechanisms built into the project design and to ensure effective coordination among Departments like Agriculture, Animal Husbandry, Fisheries, Horticulture, Soil Conservation etc., a State level Inter Departmental Working Group under the Chairmanship of the Agriculture Production Commissioner/ Principal Secretary (Agriculture) with the following composition would continue to monitor the scheme activities. The IDWG will meet once in every Quarter

##### **Composition:**

1.	Agriculture Production Commissioner/ Principal Secretary (Agriculture)	Chairman
2.	Secretary (Finance)	Member
3.	Secretary (Agriculture)	Member
4.	Secretary (Horticulture)	Member
5.	Secretary (Animal Husbandry)	Member
6.	Secretary (Rural Development)	Member
7.	Secretary (Fisheries)	Member
8.	Secretary (Soil Conservation)	Member
9.	Secretary (Women & Child Development)	Member
10.	Secretaries of related Departments	Member
11.	Vice Chancellor(s) of SAU(s)	Member
12.	Director(s) of ICAR Institutes in the State	Member
13.	NABARD Representative at the State level	Member
14.	Director, Doordarshan	Member
15.	Director, All India Radio	Member
16.	Director (SAMETI)	Member
17.	Two Progressive Farmer (preferably 1 male and 1 female)	Member
18.	Commissioner/Director(Agri.)/ State Nodal Officer	Member Secretary

**Note:** In departments like Horticulture, Soil Conservation etc., where separate Secretaries do not exist, Directors of the Departments concerned may act as Members on the IDWG.

##### **Key functions of IDWG**

- To consider and recommend State Extension Work Plan for its approval by State Level Sanctioning Committee headed by Chief Secretary/ Addl. Chief Secretary or Technical Committee in DA&FW.
- Support and monitor the functioning of State Nodal Cell including timely preparation for necessary approvals and its subsequent execution.
- Provide a mechanism for interactions with the Department of Agriculture & Cooperation and amongst various Departments within the State including Agricultural Research system.

- Promote an enabling environment with necessary policy directions for achieving necessary convergence for execution of SMAE activities at State, District and Block levels.
- To internalize Innovative concepts and institutional arrangements successfully demonstrated by the ATMAs for the purpose of up-scaling and replication.
- To provide guidance on HRD/Capacity building matters through State level Committee/Executive Committee of SAMETI.
- To provide guidance to Chairmen, ATMA Governing Board for day to day execution of ATMA activities.
- To provide guidance for convergence mechanism for all Farmer centric schemes.
- To deal with any other policy issue related to implementation of the project, which emerges from time to time.
- To review activities of SAMETIs on regular basis.

### **ANNEXURE-III(b)**

#### **STATE AGRICULTURAL MANAGEMENT AND EXTENSION TRAINING INSTITUTE (SAMETI)**

The State Agricultural Extension Management and Training Institute (SAMETI) would be strengthened in terms of infrastructure and manpower. The State Level Committee (SLC) suggested as part of the guidelines for development of complementarity in State/District Training Plan communicated to States vide D.O. letter No. 26(4)/2008-AE dated 4.12.2008 will function as Executive Committee of SAMETI with the same composition and mandate. In addition to the membership of the SLC stipulated in the guidelines dated 04.12.2008, three farmers shall be nominated by the State Farmers Advisory Committee to participate in the deliberations of Executive Committee of SAMETI. The SLC will guide the SAMETI to achieve the aims and objectives specified in the Guidelines with the involvement of all suggested Stakeholders.

#### **Key functions of SAMETI**

- ◆ Provide capacity building support in Extension Management related areas to the extension functionaries from public, private and non-governmental sectors.
- ◆ Provide consultancy in the areas like project planning, appraisal, implementation, monitoring & evaluation, etc.
- ◆ Develop and promote application of management tools for improving the effectiveness of Agricultural Extension services.
- ◆ Organize need based training programmes for middle level extension functionaries.
- ◆ Develop modules on Management, Communication, Participatory Methodologies etc., as a sequel to the feedback from training programmes.
- ◆ Organize Annual Workshop involving all the agricultural related training Institutes in the State to achieve complementarity in training and capacity building for functionaries of agriculture and allied departments.
- ◆ Will coordinate with MANAGE in organizing DAESI programme.

**ANNEXURE-III(c)****ATMA GOVERNING BOARD (GB)**

The ATMA Governing Board (GB) is a policy making body which provides guidance, reviews & steers the progress and functioning of the ATMA.

**COMPOSITION**

1.	District Magistrate or Chief Development Officer (CDO)/Chief Executive Officer (CEO) as decided by DM	Chairman
2.	District Head of Agriculture Department	Member
3.	Representative of Zila Panchayat/Zila Parishad	Member
4.	District Head of Fisheries	Member
5.	District Head of Horticulture	Member
6.	District Head of (Animal Husbandry/Sericulture)	Members
7.	One representative from Zonal Research Station (ZRS)	Member
8.	Programme Coordinator, Krishi Vigyan Kendra	Member
9.	Lead Bank Officer of the District	Member
10.	Representative from District Industrial Centre	Member
11.	Representative from Agriculture Marketing Board	Member
12.	Representative from DRDA	Member
13.	One Farmer representative	Member
14.	One Livestock Producer	Member
15.	One Horticulture Farmer	Member
16.	One Representative of Women Food Security Group	Member
17.	One Representative of FIG/CIG	Member
18.	One SC/ST farmer representative	Member
19.	A representative of NGO working in Agriculture/Allied Sector	Member
20.	Representative of input supplying Association	Member
21.	A representative of trained input dealers who is also providing extension services	Member
22.	Representative from companies availing tax benefit u/s 35CCC (if available)	Member
23.	One farmer representative from Fisheries/Sericulture sector	Member
24.	Project Director ATMA	Member-Secretary-cum-Treasurer (Ex-officio)

**Note:**

- All non-official member of GB are to be nominated by the District Farmers Advisory Committee by consensus or by majority.

2. Out of the non-official members so nominated one-third would be women farmers and one-third would be farmers from small & marginal category.
3. The non-official members will be appointed as the member of GB for a period of 2 years.

### **Key functions of ATMA Governing Board**

The key functions of ATMA Governing Board would be to:

1. Review and approve Strategic Research and Extension Plan (SREP) and annual action plans that are prepared and submitted by the participating units.
2. Receive and review annual reports presented by the participating units, providing feedback and direction to them as needed, for various research and extension activities being carried out within the district.
3. Receive and allocate project funds to carry out priority research, extension and related activities within the district.
4. Foster the organization and development of Farmers' Interest Groups (FIGs) and Farmers Organizations (FOs) within the district.
5. Facilitate greater involvement of private sector and firms and organizations in providing inputs, technical support, agro-processing and marketing services to farmers.
6. Encourage agriculture lending institutions to increase the availability of capital to resource poor and marginal farmers, especially SC, ST and women farmers.
7. Encourage each line department, plus the KVK and ZRS, to establish farmer advisory committees to provide feedback and input for their respective Research - Extension Programmes.
8. Enter into contracts and agreements as appropriate to promote and support agricultural development activities within the district.
9. Identify other sources of financial support that would help in ensuring the financial sustainability of the ATMA and its participating units.
10. Converge human and financial resources available for extension under different schemes and programmes of DA&FW.
11. Establish revolving funds/accounts for each participating unit, and encourage each unit to make available technical services, such as artificial insemination or soil testing, on a cost recovery basis moving towards full cost recovery in a phased manner.
12. Arrange for the periodic audit of ATMA's financial accounts.
13. Adopt and amend the rules and by-laws for the ATMA.
14. Meetings of ATMA GB must be convened in every quarter.
15. Any other functions that support effective functioning of ATMA in the district.
16. To decide integration and re-designing of on-going developmental schemes in accordance with District SREP.

**ANNEXURE-III(d)****ATMA MANAGEMENT COMMITTEE (MC)**

The Management Committee would be responsible for planning and execution of day-to-day activities of ATMA.

**Composition:**

1.	District Head of Dept., Agriculture	Chairman
2.	Project Director of Agriculture Technology Management Agency	Co-Chairman
3.	District Head of Dept., Horticulture	Member
4.	District Head of Dept., Animal Husbandry	Member
5.	District Head of Dept. Fisheries	Member
6.	District Head of Dept. Sericulture	Member
7.	Head, Krishi Vigyan Kendra	Member
8.	Head, Zonal Research Station	Member
9.	Project Officer, District Rural Development Agency	Member
10.	One representative of Farmers' Organization promoted by an NGO	Member
12.	Representative of NGO, if any, involved in agricultural extension	Member
13	District level NABARD Officer	Member
14	Lead Bank Officer	Member
15	A representative of trained input dealers who is also providing extension services	Member
16.	Two progressive farmers (one of whom should be a woman) (nominated from DFAC)	Member
17.	Two Deputy Project Directors (of which one will be nominated as Member Secretary)	Member Secretary

- Note:** (i) States may also consider co-opting additional members, if required.  
(ii) All farmer representatives are to be nominated by the District Farmers Advisory Committee by consensus or by majority.

**Key functions of Management Committee (MC)**

1. Carryout periodic Participatory Rural Appraisal (PRA) to identify the problems and constraints faced by different socio-economic groups and farmers within the district.
2. Prepare an integrated, Strategic Research and Extension Plan (SREP) for the district that would specify short and medium term adaptive research as well as technology validation and refinement and extension priorities for the district.
3. Prepare annual District Agriculture Action Plans in consultation with DFAC which would be submitted to the ATMA Governing Board for review, possible modification and approval.
4. Maintain appropriate project accounts for audit purposes.
5. Coordinate the execution of these annual action plans through participant line departments, ZRSs, KVKs, NGOs, FIGs/FOs and allied institutions, including private sector firms.
6. Establish coordinating mechanisms at the Block level, such as Farm Information & Advisory Centres (FIACs) that would integrate extension and technology transfer activities at the block and village levels.
7. Provide periodic performance reports as required by DA&FW to the Governing Board outlining the various targets and achievements.
8. Provide secretariat to Governing Board and initiate action on policy direction, investment decisions and other guidance received from the Governing Board.
9. ATMA Management Committee shall meet once in a month to review the progress in various blocks and submit the report to State Nodal Cell/DA&FW.

## **ANNEXURE-III(e)**

### **BLOCK TECHNOLOGY TEAM (BTT)**

It is an Inter Departmental Team of Agriculture and Line Departments operating at block level. An indicative composition of BTT is given below. However, the composition would change from place to place depending on the critical areas pertaining to different blocks in a State.

#### **Composition:**

BTT shall consist of Chairman Block Panchayat SAMETI, Block level officers of Agriculture, Horticulture, Animal Husbandry, Fisheries, Plant Protection, Veterinary Science, Soil Conservation, Extension, Sericulture, Cooperative, Marketing etc. Block Technology Manager would be the Member Secretary. A designated scientist from the KVK will also attend meetings of BTT, provide requisite technical guidance and take feedback for his colleagues in the KVK in respect of their respective areas of expertise.

The senior most official at the Block level shall head the Block Technology Team as BTT Convener.

#### **Key functions of Block Technology Team (BTT)**

- Operationalize the SREP in each block and move towards single window extension system.
- Help district core team in up gradation of SREP.
- Prepare Block Action Plan detailing extension activities to be undertaken.
- Coordinate the implementation of extension programmes detailed in the Block Action Plan.
- Facilitate formation of FIGs/ Women Food Security Groups/ FOs at the block level and below.
- Support ATMA Management Committee in discharging its function by providing inputs related to the Block.
- Facilitate planning and implementation of Farm Schools in all major sectors in the Block.
- The Block Technology Team (BTT) shall meet every month to review the progress and report the same to ATMA Management Committee.

### **ANNEXURE-III(f)**

#### **FARMERS ADVISORY COMMITTEES AT BLOCK, DISTRICT, AND STATE LEVEL**

The Block Farmers Advisory Committee (BFAC) shall comprise not more than 30 members as per details given below:

1. Pramukh/Head of Panchayat SAMETI/Chairman Taluk Panchayat Mandal Parishad President (MPP) of the concerned Block will be ex-officio member of BFAC.
  2. All members of Zila Parishad/Zila Panchayat of the concerned Block will be ex-officio members of BFAC.
  3. 25 progressive farmers of the Block who are either awardee farmers or trained farmers from agriculture and allied sector would be nominated as members of BFAC.
  4. The States shall evolve and notify their own transparent and democratic mechanism for nomination of progressive farmers. Out of the progressive farmers so nominated one-third would be women farmers and one-third would be farmers from small & marginal category. Adequate representation shall be given to SC/ST farmers.
  5. Duration of a BFAC shall be two years after which new set of farmers shall constitute the BFAC.
  6. Chairman shall be elected out of the above members on rotation basis.
  7. BTM would be Member Secretary of the BFAC.
- ❖ Once in every quarter the Farmer Member of BFAC will conduct a meeting of farmers at the Panchayat level along with the elected representatives of Panchayat on matters related to Agriculture & allied sector and give his feedback in BFAC meetings. Kisan Mitra/Kisan Salahakar/Subject Matter specialist (as the case may be) at Panchayat level will coordinate and facilitate such a meeting.

The District Farmers Advisory Committee (DFAC) shall comprise not more than 40 members.

- i) Chairman of BFAC from not more than 35 Blocks of the District would be member of DFAC or on rotation basis if numbers of Blocks are more.
- ii) Five State level awardee farmers of the concerned District from Agriculture & Allied Sector will be nominated by District Head of Agriculture giving due representation to farmers from small/marginal category, Women farmers and SC/ST Farmers.
- iii) The States shall evolve and notify their own transparent and democratic mechanism for nomination of awardee farmers by District Head of Agriculture.
- iv) Duration of a DFAC shall be two years after which new set of farmers shall constitute the DFAC.
- v) PD (ATMA) shall act as Chairman of DFAC.
- vi) District Coordinator KVK will be member of DFAC.

The State Farmers' Advisory Committee shall comprise not more than 30 farmers (numbers will be restricted depending on number of Districts in the State):

- i) One progressive farmer who is either an Awardee farmer or trained farmer from agriculture and allied sector may be nominated from each DFAC. If the number of District is more than 25, rotation mode may be followed.

- ii) The States shall evolve and notify their own transparent and democratic mechanism for nomination of progressive farmer from each DFAC. Out of the progressive farmers so nominated one-third would be women farmers and one-third would be farmers from small & marginal category. Adequate representation should be given to SC/ST farmers.
- iii) Five National level Awardee farmers in Agriculture and allied sector would be nominated by Director/Commissioner of Agriculture giving due representation to farmers from small /marginal category and Women farmers.
- iv) Duration of a SFAC shall be two years after which new set of farmers shall constitute the SFAC.
- v) Director (Agri.) shall act as Chairman of SFAC
- vi) SNO, ATMA shall act as Member Secretary of SFAC

#### **Key functions of BFAC/DFAC/SFAC**

- ♦ Act as an agency for providing farmers' feedback and inputs for preparation/compilation of Action Plans and for prioritization of activities as follows:
  - (i) BFAC to BTT
  - (ii) DFAC to ATMA GB and MC (through nominated representatives)
  - (iii) SFAC to SAMETI for training related needs and SNC for finalization of SEWP (through nominated representatives)

**NOTE:** These administrative bodies will necessarily consider suggestions given by these Advisory Committees based on technical feasibility and financial viability (including availability of funds). If inputs are not received from these Advisory Committees before the meetings of BTT, ATMA (GB and MC), SAMETI or by SNC in time, the respective administrative bodies need not delay their deliberations and decision making solely on this account.

- ♦ FACs shall meet as per the following periodicities:
  - (i) BFAC: Once in a month during the season and quarterly in lean season.
  - (ii) DFAC: Quarterly and preferably before ATMA MC.
  - (iii) SFAC: Quarterly
- ♦ Help in formation and nurturing of Farmer Interest Groups at Block level and below:  
 The National Farmer's Advisory Committee (NFAC): The composition of the committee will be as under:
  1. Minister of Agriculture & Farmers Welfare – Chairman
  2. MoS (A) – Vice-Chairman
  3. One Farmer representative from SFAC of each States - Member
  4. Seven Members having knowledge of the Agriculture Sector to be nominated by the Central Govt. – Member
  5. One representative each from National Cooperatives Organizations- Member
  6. One representative each from Ministry of Water Resources, Department of Fertilizer, Department of Food, Department of RD etc. (not below the rank of Joint Secretary).

7. Duration of a NFAC shall be two years after which new set of farmers shall constitute the NFAC.
8. JS (Extn.), DA&FW- Member Secretary

### **Key Functions of NFAC**

The functions of the Committee will be to advise the policy makers on the following matters:-

- i. To liaise between the Policy makers and farmers regarding formulation of policy, Scheme and Guidelines.
- ii. To influence policy makers and other stake-holders for encouraging entrepreneurial spirit amongst the farmers; and
- iii. To create an enabling environment for agri-business.
- iv. To evolve Risk Management/Disaster Management strategy in agriculture;
- v. To advise the policy makers on pesticide, irrigation, seeds & other input related issues;
- vi. Interaction with the policy makers regarding price fixation and marketing of agricultural commodities;
- vii. To act as a forum capable of lobbying for farmers' issues for the country as a whole.

**ANNEXURE – IV (a)**

**SPECIALIST AND FUNCTIONARY SUPPORT ELIGIBLE UNDER THE SCHEME**

<b>Specialist and Functionary Support</b>	<b>Revised monthly ‘initial ceiling’*</b>	<b>Revised Annual ‘initial ceiling’*</b>	<b>Remarks</b>
<b>STATE LEVEL</b>			
<b>State Nodal Cell</b>	Rs.60,000/-month each	Rs.7,20,000/- year for each	One State Coordinator
1. State Coordinator (one)			
2. Gender Coordinator (one)	Rs.50,000/-month each	Rs.6,00,000/- year for each	One Gender Coordinator
<b>SAMETI</b>			
1. Director (one)			
2. Faculty in the thrust areas (4 or 8 or 12)(HRD, Agriculture Extension Management, IT & Post Harvest Management)	Pay Scales/remuneration as per <b>Annexure-IV (c)</b>		Faculty positions linked to No. of Blocks in the State (<100 Blocks – 4, 100-400 Blocks – 8 and > 400 Blocks – 12) Director’s post should not be filled on contractual / outsource basis.
3. Accountant-cum-Establishment Clerk (one)			
4. Computer Programmer (one)/Computer Operator	Rs.25,000/- per month	Rs.3,00,000/-year	
<b>DISTRICT AND BLOCK LEVEL</b>			
<b>AT DISTRICT LEVEL</b>			
1. Project Director, ATMA (1)	Pay Scales/Remuneration as per <b>Annexure-IV(c)</b>		
2. Dy. Project Director ATMA(2)			
3. Accountant-cum-Establishment Clerk (1)			
4. Computer Programmer / computer Operator (1)	Rs.25,000/- per month	Rs.3,00,000/- per year	See note given below.
<b>AT BLOCK LEVEL</b>			
1. Block Technology Manager (BTM) (1)	Rs.30,000/-	Rs.3,60,000/- year	
2.Assistant Technology Manager (Average 3 per block)	Rs.25,000/-	Rs.3,00,000/- year	

\* Revised monthly ‘initial ceiling’ or Revised annual activity ‘initial ceiling’ will be applicable only for ‘initial fixation’ of emolument/ for fresh deployment of manpower. However, in case of existing manpower who is continue their service beyond one year, para 3.4.8 (iv) of guidelines may be followed.

**ANNEXURE-IV (b)****DUTIES/RESPONSIBILITIES OF THE SPECIALISTS AND FUNCTIONARIES**

S. No.	Name of Unit /Agency	Designation of Post	Duties/ Responsibilities
1	Village	1.Farmer Friend (FF)	<ul style="list-style-type: none"> <li>- Mobilization of farmers / constitution of Farmer Interest Groups.</li> <li>- Conducting field demonstrations, Kisan Goshthies and facilitating preparation of Village Research Extension Action Plan</li> <li>- Liaison with ATM at Block level for exchange of information related to agri. and allied activities at field level</li> <li>- Attending meetings of Gram Sabha, maintaining a daily diary of activities</li> <li>- Ensuring dissemination of information through multi media</li> <li>- Any other work assigned by BTT</li> </ul>
2	Block	1.Assistant Technology Manager (ATM)	<ul style="list-style-type: none"> <li>- Handholding of FPOs at Block level.</li> <li>- Participation in the FPO meetings.</li> <li>- Imparting farmers training.</li> <li>- To provide requisite technical &amp; knowledge support to farm school, FF, FIGs /CIGs /FSGs /FPOs and farmers in general.</li> <li>- Out of three ATMs, one ATM should be trained in marketing.</li> <li>- In consultation with Block level officers of agri. and allied departments &amp; BTMs, ATMs will provide necessary inputs to Common Service Centres &amp; Kisan Call Centres.</li> <li>- Any other work assigned by BTM.</li> </ul>
		2. Block Technology Manager (BTM)	<ul style="list-style-type: none"> <li>- Handholding of FPOs at Block level.</li> <li>- Participation in the FPO meetings.</li> <li>- Imparting farmers training.</li> <li>- Coordination with line departments</li> <li>- Organizing meetings of BTTs &amp; FACs, Feedback to BTT and ATMA</li> <li>- Assist the BTT in the preparation of BAPs</li> <li>- Operationalisation of Farm Schools</li> <li>- Compilation of progress of implementation</li> <li>- Advise to the farmers/ FIGs/ CIGS/FPOs in consultation with line departments.</li> </ul>

			<ul style="list-style-type: none"> <li>- Maintain an inventory of FIGs/FOs/CIGs/FPOs within the Block.</li> <li>- BTM will also assist the BTT in carrying out functions listed at <b>Annexure-III(e)</b></li> </ul>
3	District ATMA	1. Project Director	<ul style="list-style-type: none"> <li>- Liaison with SNO and SAMETI at State level and coordination between line departments including KVK, PRI, Private Sector and Planning Units at district level.</li> <li>- Finalization of District Annual Action Plans</li> <li>- Review of the progress of implementation of Extension Reform, RKVY and NFSM.</li> <li>- Convening meetings of GB, ATMA</li> <li>- Hold ATMA Management Committee Meetings</li> <li>- Serve as Member Secretary of ATMA, Governing Board (GB)</li> </ul>
		2. Deputy Project Director – I( <b>General</b> )	<ul style="list-style-type: none"> <li>- Overall responsible for research related issues and activities</li> <li>- Review &amp; prioritization of local research needs based on SREP.</li> <li>- Coordination and follow-up with KVK and other R&amp;D institution for assessment, refinement, validation and adoption of new technologies.</li> <li>- Organizing district level R-E-F interface, Krishi Melas/Exhibition etc.</li> <li>- Capacity building of extension functionaries of all line departments in collaboration with KVKS and other institutions.</li> </ul>
		3. Deputy Project Director – II( <b>With Marketing Expertise</b> )	<ul style="list-style-type: none"> <li>- Out of two existing DPDs, 1 DPD may be trained in marketing</li> <li>- Serve as Member Secretary of ATMA MC</li> <li>- Coordination with Line Departments including Private Sector.</li> <li>- Compilation of Block Action Plans into DAAPs.</li> <li>- Implementation, monitoring of DAAP, RKVY &amp; NFSM and feedback to PD, ATMA.</li> <li>- Capacity building of farmers and FIGs in collaboration with KVKS and other institutions</li> <li>- <b>Promote Post-Harvest Management and Market Led Extension</b></li> </ul>
		4. Computer Programmer/Computer Operator	<ul style="list-style-type: none"> <li>- To maintain the Extension Reforms portal up to date and maintain the complete data related to the scheme.</li> <li>- Maintain and update data of the District of all other web-based portal.</li> <li>- <b>Ensure digital payment.</b></li> </ul>

			<ul style="list-style-type: none"> <li>- <b>Ensure DBT in both cash and kind.</b></li> </ul>
		5.Accountant-cum-Establishment-Clerk	<ul style="list-style-type: none"> <li>- To maintain up to date account of the scheme</li> <li>- <b>Activity-wise and month-wise expenditure</b></li> <li>- <b>Payment of salaries to staff</b></li> <li>- <b>Annual Budget Estimates</b></li> <li>- <b>Annual Accounts of ATMA</b></li> </ul>
4.	State Level Training Institute (SAMETI)	1. Director	<ul style="list-style-type: none"> <li>- Capacity building of extension functionaries.</li> <li>- Development of Human Resources as per emerging needs.</li> <li>- Networking with the concerned institutions of both Public &amp; Private Sector</li> <li>- Organizing studies.</li> <li>- Convening meetings of Executive council and General Counsel of SAMETI.</li> <li>- Accounts &amp; Administrative matters of SAMETI.</li> </ul>
		2. Deputy Director/ Faculty	<ul style="list-style-type: none"> <li>- Organizing training courses of their respective areas.</li> <li>- Networking with the resource persons.</li> <li>- Evaluation of training courses.</li> <li>- Training needs assessment.</li> <li>- Preparation of Annual Training Calendar.</li> <li>- Regular field visits to different parts of the districts to interact with farmers and grass root level functionaries</li> </ul>
		3.Computer Programmer/Computer Operator	<p>1. <b>Computer Programmer:</b></p> <ul style="list-style-type: none"> <li>- Basic programming skills in developing testing/debugging of application software (including static &amp; dynamic websites) and database management.</li> <li>- <b>To maintain the Extension Reforms portal up to date and maintain the complete data related to the scheme</b></li> </ul> <p>2. <b>Computer Operator:</b> Quick and accurate data entry operations in English &amp; language of the State; full command over office automation packages such as MS Office/Open Office;</p> <ul style="list-style-type: none"> <li>- Should be able to handle basic hardware issues (including Operating System, Anti-virus, PDF etc.) relating to PCs, printers and switches.</li> <li>- To maintain the Extension Reforms portal up to date and maintain the complete data related to</li> </ul>

			the scheme
		4.Accountant-cum-Establishment-Clerk	<ul style="list-style-type: none"> <li>- To maintain up to date account of the scheme</li> <li>- <b>Activity-wise and month-wise expenditure</b></li> <li>- <b>Payment of salaries to staff</b></li> <li>- <b>Annual Budget Estimates</b></li> <li>- <b>Annual Accounts of ATMA</b></li> </ul>
5.	State HQs Nodal Cell	1.State Coordinator	<ul style="list-style-type: none"> <li>- Liaison with the ATMAs at district level and line Departments including SAU/SAMETI at state level and Ministry of Agriculture &amp; Farmers' Welfare at National Level.</li> <li>- Compilation of DAAP, etc. into State Plan.</li> <li>- Compilation of progress and timely feedback to State and Central Government</li> <li>- Assessment for capacity building of the line departments.</li> </ul>
		2.Gender Coordinator	<ul style="list-style-type: none"> <li>- Ensure flow of benefits under all schemes to women farmers.</li> <li>- Collection of gender dis-aggregated data, and conducting studies and action research in critical thrust areas</li> <li>- Promote Farm women's Food Security Groups and prepare training module so as to ensure household food security.</li> <li>- Document the best practices/ Success Stories/ Participatory Material Production related to women in Agriculture</li> <li>- Block-wise documentation, prioritization and addressing farm women's needs and requirements in agriculture and all allied sectors</li> <li>- Will report to State Coordinator in r/o gender related information</li> </ul>

**ANNEXURE – IV(c)**

**ABSTRACT OF NUMBER OF POSTS, REMUNERATION AND ELIGIBILITY**

<b>Level</b>	<b>Designation</b>	<b>No. of Posts</b>	<b>Suggested Mode of Recruitment</b>	<b>Pay Scale/ Remuneration</b>	<b>Qualification</b>	
					<b>Educational Qualification</b>	<b>Suggested Experience</b>
<b>State</b>	<b>State Coordinator/</b>	1	contractual / outsource basis	Vide Para 3.4.3 of Guidelines	Doctorate or Post Graduate degree in Agriculture, Agriculture Extension, Agronomy, Horticulture, Fisheries, Soil Sciences, Agriculture Economics, and other allied sector	Minimum 10 years of experience in coordination and planning for PhDs and 20 years for Masters,
	<b>Gender Coordinator</b>	1	Contractual/ outsource basis	Vide Para 3.4.3 of Guidelines	Post graduate degree in Agriculture, and allied sector including Home Science Extension, or Sociology.	Minimum 10 years of experience in agriculture extension or gender related work for PhDs and 20 years for Masters.
	<b>Accountant cum clerk</b>	1	Deputation/ Secondment/ Appointment	Pay level 6 (35,400- 1,12,400) or old scale as per 6 <sup>th</sup> CPC (9300- 34,800 +4200GP)	Graduate, preferably B.Com  Note: Same experience and qualification applies to Computer programmers at all levels including State, SAMETI and District levels	Minimum 3 years' experience in the Grade Pay of Rs.2,400 (as per 6 <sup>th</sup> CPC) In case of contractual /outsource basis manpower as an interim measure 3 years'

						experience of accountancy in a reputed organization to the satisfaction of the State Government.
	<b>Computer programmer or Computer Operator</b>	1	Contractual/ outsource basis	Vide Para 3.4.3 of Guidelines	B. Tech in Computers/MCA for CP and BCA or Graduate with computer skill.	1 year experience for B. Tech and 2 years for MCA
<b>SAMETI</b>	<b>Director</b>	1	Deputation/ Secondment/ Appointment	Pay level 13 (1,23,100- 2,15,900) or old scale as per 6 <sup>th</sup> CPC (37,400- 67,000+ 8700 GP)	Post graduate in Agriculture/allied sector with 3 experience in Agri. Extension Management	Minimum 3 years' experience in the scale of Rs.15,600-39,100 + 6600 GP (as per 6 <sup>th</sup> CPC)
	<b>Deputy Director</b> **	<b>&lt;100 Blocks</b>	4	Deputation/ Secondment/ Appointment	Pay level 11 (67,700- 2,08,700) or old scale as per 6 <sup>th</sup> CPC(15,600- 39,100+ 6600GP)	Post-Graduation in their respective areas.  In case of contractual/ outsourced Deputy Directors, an experience of 6 years as a faculty member in the respective field from a reputed organization / institution (to the satisfaction of the
	<b>100 - 400 Blocks</b>	8				
	<b>401 &amp; more Blocks</b>	12				

						State Government).
<b>District</b>	<b>Accountant-cum-Establishment-Clerk</b>	1	Deputation/Secondment/Appointment	Pay level 6 (35,400-1,12,400) or old scale as per 6 <sup>th</sup> CPC (9300-34,800+4200GP)	Graduate, preferably B.Com	Same as Accountant at State level
	<b>Computer programmer or Computer Operator</b>	1	Contractual/outsource basis	Vide Para 3.4.3 of Guidelines	B. Tech in Computers/MCA for CP and BCA or Graduate with computer skill.	1 year experience for B. Tech and 2 years for MCA
	<b>Project Director</b>	1	Deputation/Secondment/Appointment	Pay level 11 (67,700-2,08,700) or old scale as per 6 <sup>th</sup> CPC (15,600-39,100+6600GP)	Post Graduate in Agriculture/Allied Sectors	Minimum 3 years' experience in the scale of Rs.15600-39100+5400 (as per 6 <sup>th</sup> CPC)
	<b>Deputy Project Director</b>	2	Deputation/Secondment/Appointment	Pay level 10 (56,100-177500) or old scale as per 6 <sup>th</sup> CPC (15,600-39,100+5400GP)	Post Graduate in Agriculture/Allied Sectors <b>and for second post of DPD with expertise in marketing</b>	Minimum 3 years' experience in the scale of Rs.9300-34,800+4200 (as per 6 <sup>th</sup> CPC) In case of contractual or outsource basis as an interim measure Deputy

					PD, 5 years' experience in managerial or supervisory capacity in agriculture & allied sectors. <b>BTM</b> <b>having 5 years working experience is also eligible for DPD on contractual/ outsource basis.</b>	
	<b>Accountant-cum-Clerk</b>	1	Deputation/ Secondment/ Appointment	Pay level 6 (35400- 112400)or old scale as per 6 <sup>th</sup> CPC (9300- 34800 +4200GP)	Graduate, preferably 'B.Com'	
	<b>Computer programmer or Computer Operator</b>	1	Contractual/ outsource basis	Vide Para 3.4.3 of Guidelines	B. Tech./MCA for Computer Programmer and BCA/Graduate with computer skills for computer operator	
<b>Block</b>	<b>Block Technology Manager</b>	1	Contractual/ outsource basis	Vide Para 3.4.3 of Guidelines	Post Graduate** in Agri. / Allied Sector with computer skills or Agri-Graduates with atleast 5 years working experience as ATM.	Minimum 2 years field experience in Agri. Related activities.

	<b>Assistant Technology Manager</b>	Avg. 3 per block	Contractual/ outsource basis	Vide Para 3.4.3 of Guidelines	<b>Graduate (Agri. &amp; Allied Sectors)/Post Graduate (Agri. &amp; Allied Sectors)</b>	Minimum one year experience in Agri. Related activities
<b>Village</b>	<b>Farmer Friend</b>	1 over every 2 villages	Identification/ selection	Vide Para 3.4.9 of Guidelines	Senior Secondary / High School	Practicing progressive farmer with good communication skills and ability to adopt new technologies in agri./ allied sectors.

**Note: Educational qualification and experience criteria may be relaxed for the already deployed contractual /outsourced manpower**

**ATMA CAFETERIA**

**LIST OF ACTIVITIES ELIGIBLE UNDER THE SCHEME ‘SUPPORT TO STATE EXTENSION PROGRAMMES FOR EXTENSION REFORMS’ AND ASSOCIATED COST CEILINGS/ NORMS**

**A. State Level Activities**

**(Amount in Lakh)**

S. No.	Indicative Activities to be Undertaken	Revised Cost norms			Remarks
		Unit	Unit Cost Ceiling	Total Tentative Ceiling on Activity	
1	2	3	4	5	6
A.1	<b>Monitoring &amp; evaluation</b>				
	(a) Quarterly review workshops and R-E Interfaces (pre-seasonal).	Per workshop/ Interface	<b>1.00*</b> <i>* Cost Norms for NER and Himalayan States will be @ 2.00</i>	<b>3.00 for General States &amp; 6.00 for NER &amp; Himalayan States/UTs</b>	Up to a maximum of 3 Workshops per annum. Cost norms increased in view of price escalation since 2014-15
	(b) Concurrent Monitoring & Evaluation.	Annually	<b>Up to 20.00</b>	<ul style="list-style-type: none"> <li>• <b>10.00 Lakh for States below 100 blocks</b></li> <li>• <b>12.00 Lakh for States with 100 to 200 blocks</b></li> <li>• <b>15.00 Lakh 201 to 400 blocks</b></li> <li><b>20.00 Lakh for States with above 400</b></li> </ul>	Cost norms increased in view of price escalation since 2014-15

				<b>blocks</b>	
	(c) Expenses for Inter Departmental Working Group on extension reforms and other contingencies including Operational support TA/ DA, hiring of vehicle/POL, and contingencies for SNO	Per year	Up to 15.00	<p><b>Up to 15.00</b></p> <ul style="list-style-type: none"> <li>• <b>7.00 Lakh for States below 100 blocks</b></li> <li>• <b>9.00 Lakh for States with 100 to 200 blocks</b></li> <li>• <b>12.00 Lakh for States with 201 to 400 blocks</b></li> <li>• <b>15.00 Lakh for States with above 400 blocks</b></li> </ul>	This includes other operational expenses for State Farmers Advisory Committee Meetings (SFAC)
A.2	(a) Training courses – National/ Inter State / within the State (SAMETI) level - Both Govt. & Non-Govt. extension functionaries (including NGOs, Para Extension Workers, Input Suppliers, Farmer Friends, BTM, ATM(at KVKs) Project Director, Dy. Project Director, Director SAMETI & Faculty of SAMETI etc.)	Per participant Per day	0.02 in case ' <b>out of district</b> ' venue of the training ; and 0.015 in case ' <b>with in district</b> ' venue of the training	<b>2.00 per block</b>	100 mandays per Block (for trainings preferably between 3 to 30 days).

	(b) Induction Training of ATMA functionaries	Per Participant per day	0.015 in case ' <b>out of district</b> ' venue of the training ; and 0.01 in case ' <b>with in district</b> ' venue of the training	<b>Actual</b>	For newly recruited BTMs & ATMs
	(c) Refresher Training of all ATMA functionaries	Per Participant per day	0.015 in case ' <b>out of district</b> ' venue of the training ; and 0.01 in case ' <b>with in district</b> ' venue of the training	<b>Actual</b>	ATM & BTM other than those provided induction training
A.3	Exposure Visit of extension functionaries & members of Advisory Committees to progressive States (A group of minimum 5 participants).	Per participant per day	0.015 in case ' <b>out of district</b> ' venue of the Exposure Visit ; and 0.01 in case ' <b>with in district</b> ' venue of the Exposure Visit	Avg. 0.75 per block	25 mandays per Block per Batch (2 batches) (excluding journey time)
A.4	Organization of State level exhibitions/Kisan Melas/Fruit/Vegetable Shows, etc.	Per Year	8.00	<b>8.00</b>	One Exhibition per year
A.5	Participation in Krishi Expo & Regional Fair organized /supported by DAC.	Per State	3.00	<b>3.00</b>	Actual limited to the activity ceiling
A.6	Award for best performing ATMA	Per Year	1.50	1.50	Trophies and certificates can be given for overall performance and for selected activities.

A.7	(a) Farmer Awards – Best farmers representing different areas of agriculture • State level	per year per farmer	0.50	5.00	• 10 farmers per state @2 farmers per activity
A.8	(a) Operational expenses	Per year	<b><i>Avg. 0.15 per block with a minimum of 10.00 per SAMETI</i></b>		Rs.0.15 lakh per Block with a minimum of Rs.10.00 per SAMETI
	(b) Documentation of success stories etc. (preparation and dissemination).	Per year	6.00		
	(c) Vehicle hiring and POL	Per year	<b>6.00</b>	<b>6.00</b>	
	<b>Non - Recurring</b>  (d) Equipment	One time	• Maximum Rs.9.00 per SAMETI	• <b><i>Rs.4.00 for less than 100 blocks</i></b> • <b><i>Rs.5.00 with 100-200 blocks</i></b> • <b><i>Rs.7.0 with 201-400 blocks</i></b> • <b><i>Rs.9.00 with more than 400 blocks</i></b>	One time Grant shall only be used when the hardware/equipment becomes obsolete.
A.9	<b>Extension through interaction</b>	<b>Per Interaction/District</b>	<b>0.025</b>	<b>0.10</b>	<b>Rs.100 per farmer for a group of 25 farmers at a district. Expenses on contingency /refreshment/ lunch/ tea etc.</b> <b>4 no of interactions in a year</b>

### **DISTRICT LEVEL ACTIVITIES**

S. No.	<b>Indicative activities to be Undertaken</b>	<b>Unit</b>	<b>Revised Cost norms</b>		<b>Remarks</b>
			<b>Cost Norms</b>	<b>Revised activity ceiling</b>	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>6</b>	<b>7</b>
<b>I. Farmer oriented activities</b>					
<b>B.1</b>	Developing Strategic Research & Extension Plan (SREP)	Per district	2.50	2.50	SREP to be revisited after every 5 years.
<b>B.2</b>	Training of farmers for not more than 7, 5 and 2 day's duration respectively (excluding journey time).				
	(a) Inter-State (7 days)	Per farmer per day	<b>0.0150</b>	<b>0.60 per Block</b>	Cost norms are inclusive expenses on Travel of the farmer, Refreshments / Meals and Stay during training, venue charges, training material, Training kit and agricultural inputs, if any, cost of honorarium (limited to norms as per Model Training Courses
	(b) Within State (5 days)	Per farmer per day	<b>0.0125</b>	<b>1.00 per Block</b>	

					Guidelines for outside experts and not for departmental officials)
	(c) Within District level (2 days) RPL based training of farmers	Per farmer per day	0.005	<b>4.00 per Block</b>	2 days RPL based training in the respective areas and certificate of progressive farmers to be given.
	(d) Skill Training of Rural Youth (25 days)	Per Rural Youth Per Day	<b>0.005</b>	<b>1.25 per Block</b>	10 Rural youth per Block per year.
<b>B.3</b>	Organizing demonstrations				
	(a) Demonstration (Agri.)	Per demonstration	<b>Upto 0.06 per demo of 0.4 hac. plot/area</b>	<b>4.80 per Block</b>	80 demonstrations
	(b) Demonstration (allied Sector)	Per demonstration	<b>0.06 per demo for allied sectors</b>	<b>2.40 per Block</b>	40 demonstrations Soil Testing /Soil Health Card is mandatory for conducting Demonstration
<b>B.4</b>	Exposure visit of farmers –				
	• Inter State	Per participants per day	<b>0.015*</b> <i>* Cost Norms for NER and Himalayan States will be @ 0.02</i>	<b>0.375 per Block</b>	25 mandays per Block. Maximum period of an Exposure Visit not to exceed 7 days (excluding journey time)

				(the cost should be limited to actual travelling expenditure and boarding/lodging cost). Likely expenditure or State/location specific cost norms needs to be got approved in advance from the ATMA Governing Board.
	• Within the State	<b>0.01*</b> <i>* Cost Norms for NER and Himalayan States will be @ 0.0125</i>	<b>0.80 per Block</b>	80 mandays for a maximum period not to exceed 5 days (excluding journey time).
	• Within District	<b>0.005</b>	<b>0.30 per Block</b>	60 mandays for a maximum period not to exceed 01day (excluding journey time)
<b>B.5</b>	Mobilization of farmer groups of different types including Farmer Interest Groups, Women Groups, Farmer Organizations, Commodity Organizations, and Farmer Cooperatives etc.			
	(a) Their capacity building, skill development and support services	Per group/ per year	<b>0.1</b>	<b>2.00 per Block</b>
	(b) Seed money /revolving fund	Per group	<b>0.25</b>	<b>2.00 per Block</b>
	(c) Food Security Groups	Per group	<b>0.25</b>	<b>0.50 per Block</b>

					be all women farmers' groups and Seed Money will be given for Household food security garden.
<b>B.6</b>	Farmer Awards <ul style="list-style-type: none"> <li>• District level</li> <li>• Block level</li> </ul>	Per year per farmer	0.25  0.10	2.50 lakh per Block  0.50 lakh per Block	<ul style="list-style-type: none"> <li>• 10 farmers per District @2 farmers per activity</li> <li>• Best farmers representing different enterprises at Block Level.</li> </ul>
<b>II. Farm Information dissemination</b>					
<b>B.7</b>	District level exhibitions, Kisan Melas, fruits/ vegetable shows.	Per district	<b>6.00</b>	<b>6.00 per District</b>	Wider publicity of all the central as well as state government initiatives / schemes for the benefit of famers.
<b>B.8</b>	a) Information dissemination through Mass Media, printed leaflets etc. and local advertisements.  b) low cost publication	Per district  Per Publication	<b>6.00</b>  <b>0.0002</b>	<b>6.00 per District</b>  <b>1.20 per District</b>	Desirable component 10 copies of 6 publications @ Rs.20/- publication (max.) to be distributed in all the villages of the block (100 villages)
	c) Kala Jatha	Per Kala Jatha	0.20	<b>5.00 per District</b>	

<b>B.9</b>	Development of technology packages in digital form to be shared through IT network.	Per package	0.50	<b>5.00 per District</b>	For production of max. 10 packages
<b>III. Agricultural Technology Refinement, Validation and Adoption</b>					
<b>B.10</b>	(a) Farmer Scientist Interactions at district level 25 farmers for 2 days.	Per interaction	0.30	<b>0.90 per District</b>	3 interactions per district (@1/season)
	(b) Designate expert support from KVK/SAU at District Level	Per Month/per District	0.03	<b>0.36 per District</b>	KVKs/SAUs/Agriculture Research Institutes have to designate expert in charge of one district. He would provide instant guidance to district functionaries/BTMs/ATMs within his respective district. The support is to be provided as an incentive for sharing their expertise in their respective fields in addition to their official duties.
	(c) Joint visits by Scientists & Extension Workers	per visit per district	<b>0.02</b>	<b>0.52 per District</b>	Desirable Component 26 visits during each year
<b>B.11</b>	Organization of Kisan Gosthies to	Per programme	<b>0.25</b>	<b>0.50 per Block</b>	One Kisan Gosthies per

	strengthen research – extension – farmer linkages (1 per block in each of the 2 seasons).				Block in each of the two seasons.
<b>B.12</b>	Assessment, Refinement, Validation and adoption of Frontline technologies and other short term researchable issues through KVK sand other local Research Centres.	Per District	<b>7.00</b>	<b>7.00 per District</b>	As per assessment of KVK/ local Research Centres/ and/or issues emerging from SREP
<b>IV. Administrative / Capital expenses at District and Block level</b>					
<b>B.13</b>	<b><u>RECURRING</u></b>				
(a) TA/DA and Operational expenses for district level *	Per district/year	<b>10.00</b>	<b>10.00 per District</b>		* <b>Cost Norms for item c, d, e for NER and Himalayan States will be @ 1.25 times of Normal States</b>
(b) Hiring of vehicles and POL	Per district/year	<b>2.0</b>	<b>2.0 per District</b>		
(c) Operational Expenses exclusively for block level (including Hiring of Vehicles and POL)	Per Block/per year	<b>1.00*</b>	<b>1.00*</b>		
(d) Operational Expenses for DFAC Meetings	Per Meeting	<b>0.10*</b>	<b>0.40*</b>		<b>Four meetings @Rs.400/- per Farmer for 25 Farmers.</b>
(e) Operational Expenses for BFAC Meetings	Per Meeting	<b>0.05*</b>	<b>0.30*</b>		<b>Six BFAC meetings @Rs.200/- per farmers for 25 farmers.</b>
<b><u>Non – Recurring</u></b>					
(i) Equipment (Computer etc.)	(i) Per District	<b>5.00</b>	<b>5.00 per District</b>		One time Grant. Shall only be used when the hardware becomes obsolete.

<b>B.14</b>	Farm School: (i) Model-I: At Progressive Farmer (PF) Field; and  (ii) Model-II: At Awardee Farmer Field	Per Farm School (i) Model-I  (ii) Model -II	<b>0.32,400</b>  <b>0.20,200</b>	<b>Actuals</b>	5 farm schools per block per year. Soil Testing /Soil Health Card is mandatory for setting -up of Farm School.
<b>B.15</b>	Farmer Friend-One FF/2 Village	Per annum per FF	<b>0.18</b>	<b>0.18 per FF per annum</b>	Uniform fund sharing pattern will be adopted i.e. on 60:40 basis for General States, 90:10 basis for NER & Himalayan States and 100% Central Share for UTs.
<b>C.</b>	<b>Innovative Activities – State Level</b>				
C.1	PG Diploma in Agricultural Extension Management or Agricultural Marketing Management	per beneficiary	<b>0.20</b>	<b>1.00 per District</b>	Government of India share would be released to MANAGE/NIAM directly on behalf of the State Governments based on the number of participants. Ceiling of 5 officials per ATMA per year.
C.2	Innovative activities – State component	Per State/per Year	25.00	25.00	Approval/ratification in IDWG meeting.
C.3	Innovative activities – District	Per block/per Year	0.50	0.50	Approval/ratification in

	component				IDWG meeting.
C.4	Setting up CRS (capital cost)	Per CRS	14.50	14.50	Total amount of not more than Rs.65.00 lakh (including capital and recurring cost) is proposed to be provided as assistance per CRS spread over operation period.
(i)	Content Creation  1 <sup>st</sup> year for two hrs. of daily programme i.e. 730 hrs./year.	Per Hour	0.035/hour	25.50	
(ii)	2 <sup>nd</sup> year for one and half-hour of daily prog. i.e. 540hrs./year	Per Hour	0.035/hour	18.00	
(iii)	3 <sup>rd</sup> year for one and half-hour of daily prog. i.e. 200 hrs./year	Per Hour	0.035/hour	7.00	
<b>D.</b>	<b>Manpower Support</b>				
D1	State Coordinator -1 per State	Per month	0.60	<b>7.20 per annum</b>	contractual /outsource basis
D2	Gender Coordinator -1 per State	Per month	0.50	<b>6.00 per annum</b>	contractual /outsource basis
D3	Director SAMETI -1 per SAMETI	Per month	Rs.18500-214100 Scale of pay	Rs.18500-214100 Scale of pay	On Deputation. Scale of pay is indicative
D4	Deputy Director SAMETI <ul style="list-style-type: none"><li>• 4 DDs in States &lt;100 Blocks</li><li>• 8 DDs in States: 100-400 Blocks</li><li>• 12 DDs in States &gt;400 Blocks</li></ul>	Per month	<b>0.55</b>	<b>6.60 per DD per annum</b>	Proposed to be filled by Government officials on deputation / secondment/ appointment.
D5	Accountant-cum-Clerk at SAMETI & SNC - 1 each at SAMETI and SNC	Per month	0.30	<b>3.60 per Accountant per annum</b>	Proposed to be filled by Government officials on deputation / secondment/ appointment.
D6	Computer Programmer (CP) at	Per month	0.25	<b>3.00 per CP per annum</b>	contractual or outsource

	SAMETI & SNC 1 CP each at SAMETI and SNC level				
D7	Project Director -1 Per District	Per month	Rs.67,700-2,08,700	Rs.67,700-2,08,700	Proposed to be filled by Government officials on deputation / secondment/ appointment.
D8	Deputy Project Director-2 DPDs per District	Per month	0.52	<b><i>6.24 per contractual /outsource basis DPD per annum</i></b>	Proposed to be filled by Government officials on deputation / secondment/ appointment.
D9	Accountant-cum-Clerk at District level - One Per District	Per month	0.30	<b><i>3.60 per Accountant per annum</i></b>	Proposed to be filled by Government officials on deputation / secondment/ appointment.
D10	Computer Programmer (CP) at District level - One CP Per District	Per month	0.25	<b><i>3.00 per CP per annum</i></b>	contractual / outsource
D11	Block Technology Manager (BTM) - One BTM Per Block	Per month	0.30	3.60 per BTM per annum	contractual / outsource
D12	Assistant Technology Manager (ATM) - 2-4 per Block as per details <b>given in para 3.3.3(ii).</b>	Per month	0.25	3.00 per ATM per annum	contractual / outsource

**CONCEPT AND COST NORMS OF FARM SCHOOL**

- (i) Key features of the Farm Schools to be promoted under the ATMA programme are given below:
- (ii) Farm Schools would be operationalized at Block/Gram Panchayat level.
- (iii) These would be set up in the field of outstanding or achiever farmers. The list of such farmers having potential for organizing farm schools in the Block for different sectors will be identified jointly by FAC and BTT and sent to ATMA GB through the Panchayat Samiti (block level elected body of Panchayati Raj Institutions). “Farm Schools” and “Farm School Trainers” for each season will finally be approved by the ATMA GB.
- (iv) “Teachers” in the Farm Schools could be progressive farmers, extension functionaries or experts belonging to Government or Non-Government Sector.
- (v) One of the main activities of Farm Schools would be to operationalize Front Line Demonstrations in one or more crops and/or allied sector activities. These demonstrations would focus on Integrated Crop Management including field preparation, seed treatment, IPM, INM, etc.
- (vi) Farm Schools would provide season long technical backstopping/training to target farmers by having an interactive session once at least during each of the 6 critical stages in a cropping season.
- (vii) While selecting the trainee farmers, about 50% representation should be given to small and marginal farmers. Preference may be given to members of CIGs/FIGs.
- (viii) “Students” will visit Farm Schools as per specified schedule or as may be necessary. “Teachers” may also visit students as may be necessary.
- (ix) Knowledge and skills of “teachers” would be upgraded on a continuous basis through training at district/ state/ national level institutions and/or exposure visits, etc.
- (x) In addition to technical support through Farm Schools, knowledge and skill of “students” may also be upgraded through training at District/State level and exposure visits, etc. “Students” would have the responsibility of providing extension support to other farmers in the respective village or neighbouring villages.
- (xi) Maximum Service Charge to achiever farmer may be 10% of the total cost incurred on item No.1-5 of Farm School cost norm given at (Appendix-II).

- (xii) Achiever Farmer, while conducting the Farm School, can take the technical support from KVK scientists and extension personnel to explain the scientific rationale behind a particular practice.
- (xiii) Either Training or Exposure Visit of about 5 to 6 days of the Progressive/Achiever Farmer is supported under the Farm School as per norms approved in the Cafeteria.
- (xiv) Trainees would bear their own travel expenses. BTM should act as coordinator for Farm Schools with periodic monitoring of the activities done at his level (at least 1 visit at every critical crop stages) to oversee and monitor the functioning & maintain record of visits. He may arrange an Interface between the achiever farmers (taking up Farm School) and the BTT & KVK scientists at least on quarterly basis to exchange ideas at district level.
- (xv) Performance of all farm schools in each block should be reviewed at BTT-FAC meetings on a half-yearly basis and by ATMA GBs on an annual basis.
- (xvi) For the reasons to be recorded in writing, highly successful Farm Schools may be continued for another season or two, with provision of only recurring expenses during subsequent years/seasons. When continued in subsequent seasons, the participants should be selected from villages/panchayats not covered in the earlier Farm Schools.
- (xvii) States may consider suitably awarding the best Farm school in the district/state.
- (xviii) Trainings in Farm School should be flexible and non-lecture based with emphasis on hands-on-experience, observation, analysis and discussions.
- (xix) Farm School concept (nature, periodicity & training) needs to be revisited and improved by taking various innovative steps such as involving non-academic experts also from farming and business community and also including Indigenous Technical Knowledge. New training aids like Pico Projectors can be used.

**OPERATIONALIZING FARM SCHOOL AT BLOCK / GRAM PANCHAYAT LEVEL COST  
NORMS/ CEILINGS**

<b>S.No.</b>	<b>Farm School (Block /GP Level)</b>	<b>Present cost - norms of FS (in Rs.)</b>	<b>Proposed cost - norms of FS (in Rs.)</b>	
			<b>Model- 1 in the field of Progressive Farmer(PF)</b>	<b>Model- 2- in the field of Awardee Farmer(AF)</b>
1	Frontline demonstration at Farm School on a maximum area of 2.5 acre	7,500	<b>5,000</b> <i>(as per NFSM Cost-Norms)</i>	<b>NIL</b> <i>(FOR AF Model)</i>
2	Grant towards logistics support to Farm School	1,000	<b>1,500</b>	<b>1,500</b>
3	Contingency	2,000	<b>1,500</b>	<b>1,500</b>
4	IPM Kit to 25 Farm School trainees @ Rs. 200/- per kit.	5,000	<b>5,000</b>	<b>5,000</b>
5	Details of interactions / training at Farm School	6 stages	<b>4 stages</b>	<b>4 stages</b>
(a)	<i>Honorarium for maximum two external trainer( ICAR/ SAUs/ KVks) for maximum 4 visit in Critical Stages((Crown Root Initiation, Tillering, Flowering and Milk &amp; dough stage)@ maximum of Rs.250 per visit per trainer(<b>Proposed to be increased to @ Rs.500/visit/trainer.</b>)</i>	3,000	<b>4,000</b>	<b>NIL</b>
(b)	<i>Travel expenses for maximum two external trainer for maximum 4 visits @ maximum of Rs.150 per trainer per visit (<b>Proposed to be increased to @ Rs.300/visit/trainer.</b>)</i>	1,800	<b>2,400</b>	<b>NIL</b>
(c)	<i>Food expenses for 28 participants @ Rs.30 per participant per day for 4 events.<b>Proposed to be increased to @ Rs.60/farmer/day.</b></i>	5,040	<b>7,200</b>	<b>7,200</b>
(d)	<i>Printed literature @Rs.50 per participant for 28 participants and trainers(<b>Proposed to be increased to @ Rs. 100/participants &amp;trainer.</b>)</i>	1,400	<b>2,800</b>	<b>NIL</b>
<b>Total:</b>		<b>26,740</b>	<b>24,400</b>	<b>15,200</b>
6	Maximum service charge to achieve farmer/ Implementing agency running the Farm School as per decision of GB, ATMA	2,674	<b>3,000</b>	<b>5,000</b>

<b>Grand Total:</b>	<b>29,414</b>	<b>32,400</b>	<b>20,200</b>
<b>Note : Stage wise photographs of every visit should be uploaded on Krishi Mapper mobile app of DA&amp;FW</b>			

**ANNEXURE-V(c)****Illustrative List of Optimum & Realistic Targets and Likely Shortfall which may be met from PM-RKVVY****(Rs. in crore)**

S. No	Scheme/ Component	Norms	Ideal Units	funded under SMAE	States may like to access RKVVY funding	Total Amount reqd. from RKVVY
	<b>ATMA SCHEME</b>					
1.	Low Cost Publication	3 publications, 10 sets @ Rs.20/publication	6 publications, 10 sets @ Rs.20/publication to 6.41 lakh villages	3 publications to 4 lakh villages	3 publications to 5.92 lakh villages	30
2.	SAMETI Infrastructure	Rs.1 crore/ SAMETI	30 SAMETIs to be funded	Nil	Infrastructure support to 30 @ 1 crore each	30

## **ANNEXURE-VI**

### **Government of India Ministry of Agriculture & Farmers Welfare (Extension Division)**

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#### **Training Module on 'Market Led Extension for Field Functionaries' (5 days Orientation Programme in MANAGE, NIAM, SAMETIs and EEIs)**

##### **Objectives:**

- To create awareness on new dimensions of agricultural marketing management among master trainers and officials from agriculture and other line departments
- To mainstream Agricultural Marketing Management in extension programs of different departments
- To orient on different policy initiatives of the government in the field of Agricultural Marketing Management
- To sensitize different field functionaries on Agricultural Marketing systems and processes involved in it
- To explore available market linkage opportunities for effective integration of FPOs and its members with market
- To orient functionaries of line departments on different technologies and programmes benefiting the farmers, FPOs and other stakeholders in tune with the available marketing opportunities

#### **Orientation Programme on Agricultural Marketing Management for Extension Functionaries**

Duration	: 5 days
Number of Participants	: 25
Beneficiaries	: Officers from agriculture and allied departments, Extension Officers, Subject Matter Specialist, Scientists, Assistant Professors and other equivalent officials serving in Government organizations and involved actively in extension, research and development activities
Duration of each session	: 90 Minutes including 15 – 20 Minutes discussion

**Session 1: Inauguration**

- Registration
- Address by Important Stakeholders

**Session 2: APLM Act, 2017- An Introduction**

- Provisions
- Operationalization
- Challenges

**Session 3: Direct Marketing**

- Models
- Success Stories
- Challenges

**Session 4: Contract Farming: PPP in Agricultural Marketing**

- Success Stories
- Model Contract Farming Act 2018

**Day-2****Session 5: Farmers Producers Companies: Group Led Development**

- Success Stories
- Social Mobilization
- Challenges

**Session 6: Linking Farmers to Market: Harvesting Benefits for Farmers**

- Success Stories
- Expectation of Retail Sector from FPOs
- Challenges

**Session 7: ICT enabled Agricultural Marketing**

- Agmarknet
- Future Market
- Online Marketing
- e-Procurement
- Agriculture Trade
- Challenges with ITC based marketing models

**Session 8: Grading & Standardization**

- Legal Provisions
- Technology & Mechanization
- Challenges

**Day - 3 - Field Visits**

Session 9: Exposure visit to e-NAM Mandi

Session 10: Exposure visit to Director Market/Rythu Bazar

Session 11: Exposure visit to Farmer Producer Companies

Session 12: Exposure visit to Processing Units/WDRA Accredited warehouse

## Day - 4

### **Session 13:Branding & Packaging**

- Strategies & Technologies
- Innovation & Success Stories
- Export Management
- Challenges

### **Session 14:Warehousing: Taking advantages for better prices**

- WDRA (Act – 2007)
- Negotiable Warehouse Receipt
- Application of technology in warehousing mainly data management like concept of electronic repository
- Pledge finance programme
- Post-Harvest Management and risk management
- Schemes to promote warehousing sector and creation of infrastructure
- The concept of warehouses operating as Sub-Market Yard
- Challenges in linking farmers with such new models

### **Session 15:Agri Processing**

- Technologies & Institutions
- Programme & incentives
- Adoption of Rural Marketing by FPOs

### **Session 16:Developmental Programmes of Agricultural Marketing**

- Agricultural Marketing Infrastructure Scheme
- Prime Minister Fasal Bima Yojana
- Minimum Support Price & Market Intervention Scheme

## Day – 5

### **Session 17:Market Led Extension**

- Marketing Systems & Institutions
- Marketing Process
- Developmental Programmes
- Extension Challenges & Remedies

### **Session 18 & 19: Panel Discussion on Pro-Farmer Marketing Strategies**

- Farmers
- FPOs/FPCs
- Traders
- Marketing Departments
- Academicians
- Agribusiness Companies

### **Session 20:Valedictory**

- Feedback from Participants

## **ANNEXURE-VII**

**Govt. of India  
Ministry of Agriculture & Farmers Welfare  
(Extension Division)**

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**Training Module on Market Led Extension for Farmers/FPOs  
(2 days Orientation Programme at SAMETIs and KVKS)**

**Objectives:**

- To create awareness on new dimensions of Agricultural Marketing Management among farmers
- To orient on policy different policy initiatives of the government in Agricultural Marketing Management
- To sensitize farmers/FPOs on Agricultural Marketing systems and processes involved in it
- To explore available market linkage opportunities for effective integration of individual farmers and members of FPOs with market
- To orient farmers/FPOs on technologies and programmes benefiting the farmers and FPOs directly in tune with the available market opportunities.

**Orientation Programme on Agricultural Marketing Management for Farmers**

Duration	: 2 days
Number of Participants	: 25
Beneficiaries	: Farmers, FPOs and members of farmers organizations
Duration of each session	: 90 Minutes including 15 – 20 Minutes discussion

**Day-1**

**Session 1: Inauguration**

- Registration
- Address by Important Stakeholders

**Session 2: APLM Act, 2017- An Introduction**

- Provisions
- Operationalization

- Challenges

### **Session 3: Linking Farmers/FPOs to Market: Harvesting Benefits for Farmers**

- Success Stories
- Social Mobilization
- Expectation of Retail Sector from FPOs
- Challenges

### **Session 4: ICT enables Agricultural Marketing**

- e-NAM
- Agmarknet
- Future Market
- Online Marketing
- e-Procurement
- Agriculture Trade

## **Day - 2**

### **Session 5: Grading & Standardization**

- Legal Provisions
- Technology & Mechanization
- Strategies & Technologies
- Post-Harvest Management and risk management

### **Session 6: Developmental Programmes of Agricultural Marketing**

- Agricultural Marketing Infrastructure Scheme
- Minimum Support Price & Market Intervention Scheme
- WDRA
- Pradhan Mantri Kisan Sampada Yojana

### **Session 7: Market Led Extension**

- Marketing Systems & Institutions
- Marketing Process
- Developmental Programmes
- Export Management
- Extension Challenges & Remedies

### **Session 8: Valedictory**

- Feedback from Participants
- Address by Important Stakeholders
- Distribution of certificates

**ANNEXURE-VIII****FORM GFR 12-C**

[(See Rule 239)]

**FORM OF UTILIZATION CERTIFICATE (FOR STATE GOVERNMENTS)**  
**(Where expenditure incurred by Govt. bodies only)**

S. No	Letter No. & Date	Amount
1.		
2.		
<b>Total: -</b>		

Certified that out of Rs.\_\_\_\_\_ lakh of grants sanctioned during the year \_\_\_\_\_ in favour of the State Government of \_\_\_\_\_ under E.R. Scheme this Ministry/ Department letter No. & date given in the margin, Rs.\_\_\_\_\_ lakh on account of Bank interest accrued and Rs.\_\_\_\_\_ lakh on account of unspent balance of the previous year, a sum of Rs.\_\_\_\_\_ lakh has been utilized for the purpose for which it was sanctioned and balance of Rs.\_\_\_\_\_ lakh remaining un-utilized at the end of the year will be adjusted towards grant-in-aid payable in next year.

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the

purpose for which it was sanctioned.

3. Kinds of checks exercised:-

- i) Sanction orders of GOI – during the year \_\_\_\_\_
- ii) UC is issued based on Audited Accounts – during the year \_\_\_\_\_
- iii) Annual Progress Report – during the year \_\_\_\_\_

**(Signature with Stamp)**  
**Director of Agriculture**  
**Department of Agriculture**

**ANNEXURE-IX****AUDITED STATEMENT OF EXPENDITURE FOR THE YEAR .....**

S. No.	Implementing Agency/State	Unspent Balance as on 1 <sup>st</sup> April _____	Release during the year _____	Expenditure Incurred during the year _____	Closing Balance as on 31 <sup>st</sup> March _____
1.	SNO, H. Qrs.				
2	SAMETI				
3	ATMA.....				
4	ATMA.....				
5	ATMA.....				
6	ATMA.....				
7	ATMA.....				
8	ATMA.....				
9	ATMA.....				
10	-----				
	TOTAL				

This statement is signed based on audited accounts for the year .....

**SNO (ATMA)**  
**Directorate of Agriculture,**  
**Government of .....**

**ANNEXURE-X****ACTIVITY MAPPING FOR PANCHAYATI RAJ INSTITUTIONS**

The State Governments may have in place a sound mechanism for involvement of PRIs in the formulation, prioritization of activities & identification of beneficiaries at grass root level and ensure involvement of Panchayati Raj Institutions. An illustrative Activity Mapping for involvement of PRI is given below:

<b>Activity Category</b>	<b>Union Govt. (MOA&amp;FW, DA&amp;FW)</b>	<b>State Government</b>	<b>District Level</b>	<b>Panchayati Raj System</b>
				<b>District/ Intermediate/ Village Panchayat</b>
Framing Sectoral Action Plan	Policy Formulation. Comments of Ministry of PRI suitably incorporated in the policy.	Implement policies formulated by GOI.	Aggregating Sectoral Action Plan into District Action Plan.	PRI institution from village level is involved in preparing the Sectoral Extension Work Plan along with other Stakeholders and farmers. Preparation of Block Action Plan in consultation with BTT and BFAC. Selection of Cafeteria activities.
Identification of Beneficiaries	-	Monitoring of beneficiary identification	Identify beneficiaries with active involvement of PRIs for training, demonstration and other farmer-oriented activities.	Identify beneficiaries with active involvement of Farmer Friends for all beneficiary oriented activities under the Scheme.
Conduct of Farm Information Dissemination Activities	-	-	Organization of Exhibitions, Kisan Melas, use of Print & Electronic media, Field Days, Kisan Goshthies etc.	Actively involved in selection of area of specialization, venue, and actual organization.
Monitoring & Evaluation	Review of Performance, follow up & feedback.	Review by IDWG in which PRI rep. is a member.	ATMA GB in which CEO, Zila Parishad is a Vice Chairman.	By Farmer Friend, BTM, ATM in association with PRI.

**Annexure XI**

**Summary of Important Farmer Oriented Activities benefiting individual farmers**

<b>Activity</b>	<b>Details</b>	<b>Ceiling of Cost Norms (Max.)</b>	<b>Proposed ceiling for activity</b>	<b>Remarks</b>
<b>Training of farmers for maximum period of 7days.</b>	a) Inter-State	Rs.1500/farmer/day	Avg. Rs.60000 per block	Avg. 40 farmers days per block
	b) Within State	Rs.1250/farmer/day	Avg. Rs.100000 per block	Avg. 80 farmers days per block
	c) Within district	Rs.500 RPL based training /farmer/day	Avg. Rs.4 lakh per block	Avg.800 farmers days per block
<b>Demonstrations</b>	a) Demonstration (Agri.)	Rs. 6000/ demonstration of 1 acre	Avg. Rs.4.80 lakh per block	Avg. 80 demonstrations per block
	b) Demonstration (allied sector)	Rs. 6000/ demonstration	Avg. Rs.2.40 lakh per block	Avg. 40 demonstrations per block
<b>Exposure visit of farmers- maximum duration of 5 days excluding travel time</b>	Inter State	Rs. <u>1500</u> /farmer/day	Avg. Rs.37500 per block	Avg. 5 farmer per block for 5 days.
	Within the State	Rs. <u>1000</u> /farmer/day	Avg. Rs.80000 per block	Avg. 16 farmer per block for 5 days.
	Within District	Rs.500/farmer/day	Avg. Rs.30000 per block	Avg. 60 farmers per block for one day.
<b>Farmer Scientist Interactions</b>	District level	Rs.30000/ Interaction	Rs.90000/ district	3 Interactions per year
<b>Farm School</b>	Model-I: At Progressive Farmer (PF) Field @Rs. 32,400/- ; and Model-II: At Awardee Farmer Field @Rs.20,200/-			Minimum 5 F.S./block -with 25 trainee farmers/ farm school

**Concept Note on Recognition of Prior Learning (RPL) based Training of Farmers****1. Background:**

Agriculture represent significant and skilled sector in which majority of the cultivation task need higher skills that include land preparation, seed treatment, sowing, fertilizer application, pest management, farm mechanization, irrigation, harvesting, storage, marketing etc. Several cultivation tasks involve intellectual understanding of the package of practices, tools & techniques and process to execute farming practices.

As a matter of fact, farmers are performing field operations from production to marketing of farm produce and skilfully undertaken such activities by virtue of their traditional & scientific knowledge and farming experience. It has often been felt that most of the Indian farmers have only access to traditional knowledge and in most cases there is huge gap in existing knowledge and new skill sets required in modernizing agriculture.

Besides, farmers need to be empowered with latest farming technologies like irrigation systems, mechanization, high yielding varieties, INM and IPM. However application of technology requires up-gradation of knowledge through training and advisory services. This shall be achieved through short-term bridge courses in the priority areas of agriculture and allied sector, which will act as enabler for up-skilling and empowering the farmers.

**2. Vision:** To recognize the prior learning and up-skilling of 1.25 crore farmers in next five years for the period from 2021-22 to 2025-26.**3. Objective:**

- To assess the competence of farmers in the structured framework through RPL and up-skilling them to adopt improved farm practices.

**4. Implementation Strategy for RPL:**

- ATMA being the Project Implementing Agency at District level to coordinate with KVKs, SAUs, agriculture & allied Departments, District Training Centres and other local bodies to implementing Guidelines for the same will be issued to States to conduct 2 days RPL based bridge training for capacity building of farmers in agriculture and allied areas.
- All farmers including women farmers imparted training under Extension Reforms(ATMA) to undergo five step RPL process (i) Mobilization, (ii) Counselling & pre-screening, (iii) Orientation, (iv) Assessment & (v) Certification.

- Each enrolled candidate to undergo following RPL process:

<b>Activity</b>	<b>Duration</b>
<ul style="list-style-type: none"> <li>➤ Domain Training (clarifying any doubts/ gaps a candidate may have with respect to existing farming practices and identifying gaps in adoption of good agricultural practices.</li> <li>➤ Soft Skills in domain areas.</li> <li>➤ Familiarization with Assessment Process</li> </ul>	3-4 hours

- The RPL based bridge trainings are to be conducted by ATMA block level functionaries in coordination with KVKs/SAUs & others stakeholders.
- The provision under RPL would be included in the guidelines of Extension Reforms (ATMA) scheme and the cost norms of ATMA cafeteria for training of farmers shall be applicable for RPL based bridge training.
- Assessment of candidates for RPL and certification may be done through designated agency (NGOs/Pvt. organization etc) identified by ATMA.
- These training are to be coordinated at village level to facilitate their training within the location of village itself.
- Bridge course option in specific areas of maximum 12 hours duration for certification as per list of priority areas. Bridge course may be for any duration but not beyond 12 hours (total maximum period of RPL based bridge training can be  $4 + 12 \text{ hours} = 16 \text{ hours}$ ).
- Assessment has to be conducted in local language. Special arrangements may be made for assessment and training of candidates who cannot read and write.
- Training Need Assessment/ Training Schedule High quality pictures & videos, training attendance record/ sheets & other documents required for RPL/Skill certification may be captured.
- Any non-compliance to RPL process during mobilization, screening, training, assessment & certification would be placed before the Coordination Committee/Assessment Committee for appropriate action.

## 5. Course Curriculum for RPL and Bridge Training of Farmers:

### Day-1:

- Capture information of beneficiary farmer for RPL and identify the skill gaps through structured questionnaire.
- Orientation on user friendly mobile software.
- Focused training of farmers on identified gaps with reference to location specific farming technologies.
- Training of farmers in specialized areas in agriculture and allied sectors.

**Day-2:**

- Training of farmers in specialized areas in agriculture and allied sectors.
  - Feedback and assessment of candidates for certification.
6. Priority Areas for Training of Farmers in Agriculture & Allied areas are given in **Appendix-I** and Questionnaire for RPL assessment of farmers is given in **Appendix-II**.

**Priority Areas for Training of Farmers in Agriculture & Allied areas**

<b>S. No.</b>	<b>Areas of Training</b>
1.	Quality Seed Grower
2.	Integrated Farming System
3.	Integrated Pest Management
4.	Integrated Nutrient Management
5.	Custom Hiring Service Provider
6.	Tractor Operator/Maintenance and Repair
7.	Organic Farming
8.	Climate Change & Risk Mitigation Manager
9.	Mushroom Grower
10.	Makhana Grower
11.	Sericulturist
12.	Nursery Worker /Seedling Raiser
13.	Post-Harvest Management
14.	Agri. Marketing /Market Led Extension
15.	Spice Crop Cultivator
16.	Horticulture/Floriculture Farmer
17.	Protected cultivation
18.	Medicinal and Aromatic Farming
19.	Dairy Farmer/ Milk Processing
20.	Goat Farmer/Meat Processing
21.	Poultry Farmer
22.	Fisheries/Shrimp Farmer /Crab Farmer/ Aquaculture Farmer
23.	Beekeeper
24.	Agro-processing & Value Addition
25.	Pro-women farmer friendly technologies
26.	Any other area specific trainings as per requirement

**Questionnaire for Assessment of Farmers for RPL**

1. Which are major crops grown (Kharif/Rabi/Summer) in your area?
2. Which crop varieties do you grow in your field?
3. Do you grow horticulture crops in your field? If yes, name the crops.
4. Do you know about Integrated Nutrient Management?
5. Whether you have soil testing report of your land?
6. Do you apply fertilizers in your field as per the doses recommended in soil health card?
7. From where you purchase seeds & fertilizers?
8. Do you know about seed treatment? If yes, how do you do it?
9. How many farm animals (draught/milch animals) do you have?
10. Which are the sources of irrigation in your village and how do you irrigate the crops?
11. Which are the major pest & disease on the crop in your area?
12. Do you know about Integrated Pest Management?
13. Which fungicides/pesticides do you use for pest/disease control?
14. How do you harvest your crop? (Mechanical/manually)
15. Which is the nearest market place for selling of farm produce and knowledge of marketing channels?
16. Do you know about crop insurance/animal insurance and whether you are availing the insurance facilities?
17. Is there any storage facilities (godown/warehouse/ cold storage) in your area?
18. Do you have Kisan Credit Card?
19. Which are the sources of the information (Kisan Call Center/CSC/KVK etc.)?
20. Are you a member of any FPO/FIG?
21. In which topic/training to upgrade your knowledge?
22. Do you know about MSP of Crops?

## **Questionnaire for Cereals / Pulses / Oilseed /Cash crop**

1. How do you perform land preparations for sowing?
2. Whether you have the soil testing report of your land?
3. When the sowing is done?
4. Which crops and varieties are grown in your field?
5. Do you maintain the spacing and seed rate during sowing of crop?
6. Which are the major pest & diseases on the crop in your areas?
8. Do you know about Integrated Pest Management? How do you control the pest/diseases?
9. How do you control the weeds?
10. What are sources of Irrigation and how and when it is given?
11. How do you harvest the crop (mechanical/manual)?
12. Is there any storage facility in the village?
13. Which is nearest market place to sell the agriculture produce?
14. Do you know about crop insurance and its importance during crop failure due to natural calamities?
15. Are you providing advisory services to other farmers on crops production techniques?

### **Questionnaire for vegetable Growers:**

1. Which vegetable crops are cultivated in your farm?
2. How land preparation is done?
3. Whether soil-testing reports of land are available, how you decide fertilizer dose?
4. Which varieties of vegetables are grown?
5. Do you maintain the spacing and seed rate during sowing of crop?
6. Do you know about Integrated Pest Management? How do you control the pest/diseases?
7. How do you control the weeds?
8. What are sources of irrigation and method of irrigation?
9. When and how harvesting/grading of crop done?
10. Any storage facility available in village/area?
11. Nearest Vegetable market?
12. Any vegetable processing plant nearby village?
13. Do you know about crop insurance and its importance?
14. Are you providing advisory services to other farmers on vegetable production techniques?

### **Questionnaire for Fruit Growers:**

1. Which major fruit crops grown in your farm ?
2. Whether soil-testing reports of land are available, how you decide fertilizer dose?
3. How land preparations are done before plantation?
4. Which varieties of fruits are grown in your farm?
5. Do you maintain spacing, and plant population in the farm?
6. Do you know about Integrated Pest Management? How do you control the pest/diseases?
8. Source of irrigation and method of irrigation?
9. How do you control the weeds?
10. How and when harvesting of fruits is done?
11. Is there any cold storage facilities available in area?
12. Which is the nearest market to sell the produce?
13. Are you a member of any fruit grower's association?
13. Do you know crop insurance and its importance in fruit cultivation?
14. Are you providing advisory services to other farmers on fruit production techniques?

### **Questionnaire for Dairy Farmers:**

1. Which major milch breeds are found in your area?
2. How many dairy animals are available in your farm?
3. What is average milk yield/ day/animal in village?
4. Is there any milk cooperative society in your village?
5. Do you grow fodder crop to feed the dairy animals?
6. What are sources of irrigation?
7. How milking is done and what precautions do you take for clean milk production?
8. How rationing of milch animal done?
9. How do you maintain the health of milch animals?
10. Where milk is marketed?
11. Is there any milk-processing unit nearby?
12. Which is the nearest place for sale of milk and milk products?
13. Do you know about animal insurance?
14. Are you providing advisory services to other farmers on dairy farming techniques?

### **Questionnaire for Beekeeper:**

1. Which are the major crops grown in your area?
2. Is any existing Beekeeper in your village?
3. Do you know about Bee keeping?
4. Which crops are beneficial in beekeeping?
5. How bee colonies are maintained?
7. What precautions are required in bee rearing and honey production?
8. Do you know about the facilities required for honey production?
11. Whether processing and marketing of honey is available nearby your village?
12. Have you undergone any training on bee keeping?
13. Are you providing advisory services to other farmers on bee keeping techniques?

### **Questionnaire for Sericulture Farmer**

1. Which major crops are cultivated in your area?
2. Whether soil-testing report of your land is available? How do you decide fertilizer doses for application?
3. How many farmers in your village is doing Sericulture?
4. Which varieties of crops they are growing?
6. Do you know about the techniques for rearing of silk worms?
8. What precautions are required for silkworm rearing?
9. How feeding of silkworm is managed?
10. How Cocoons are harvested, cared and processed?
11. Which is nearest market for marketing of cocoons?
12. Is there any registered farmers group of Sericulture?
13. Are you a member of any Sericulture Producer Organization?
14. Are you providing advisory services to other farmers on Sericulture farming techniques ?

### **Questionnaire for Mushroom Grower**

1. Do you know about mushroom production technology?
2. What types of mushroom are grown in your farm?
4. From where you get the raw material for mushroom production?
5. Have you attended any trainings on mushroom production? If yes, when and where?
6. What precautions are required to be taken for mushroom cultivation?
7. Do you know about nutritional importance of mushroom?
8. How harvesting, processing and packaging of mushroom is done ?
9. Which is the nearest place for marketing of mushroom?
10. Do you produce the bi-products from mushroom?
11. Do you want to undergo advance training on mushroom cultivation?
12. Are you providing advisory services to other farmers on mushroom production techniques?

### **Questionnaire for Poultry Farmer**

1. Do you have all the facilities for Poultry farm?
2. Do you know about feed management of poultry feeds?
3. How do you take the precautions and sanitation required for maintaining the Poultry farm?
4. Is there any registered poultry farmers group in your village?
5. How do you manage the packaging material required for marketing?
6. How do you manage the marketing of poultry birds?
7. Have you insured the poultry farm business?
8. Have you undergone any training on poultry farm management?
9. Are you providing advisory services to other farmers on poultry farming techniques?

### **Questionnaire for Goat Farmer**

1. Do you know about Goat farming?
2. Have you undergone training on Goat farming?
3. Which Goat breeds are available in your Goat Farming?
4. Do you know about stall feeding/open grazing methods?
5. Which fodder required for Goat farming?
6. Do you adopt the health care measures in Goat farming?
7. Is there any registered farmers group for Goat farming?
8. Are you aware of Animal health insurance?
9. Which is nearest place for marketing of Goat?
10. Which by products you will get in Goat farming?
11. Are you providing advisory services to other farmers on Goat farming techniques?

**Questionnaire for Fishery Farmer:**

1. Do you know about fish farming?
2. Have you undergone any training on Fish farming
3. Is there any pond/source of water in your village?
4. Do you know about farm pond scheme for fish farming?
5. How many farmers in your village are practicing fish farming?
6. Which species of fish have you for fish farming?
7. Do you know about feed management practices in fish farming?
8. Which are the precautionary measures required for fish farming?
9. Is there any registered farmers group in your village for fish farming?
10. What is Importance of fishpond insurance?
11. Which is nearest place for marketing of fisheries?
12. Are you providing advisory services to other farmers on fish production techniques?

<b>S. No.</b>	<b>Registry</b>	<b>Fields</b>
1.	Farmer Registry	Farmer ID Farmer Name (English) Aadhaar number DoB Gender State LGD Code Farmer's Mobile Number Residence Address Survey Number(s) Extent(s) Farm ID(s) Farmer ID Farmer ID Flag (calculated S/M/L Farmer)
		Any other fields that the state maintains at their discretion
2.	Geo-Referenced Village Maps	Farm ID LGD codes of village/ward Geo coordinates (of vertices of boundary of the plot) ULPIN Farmland plot area Land use classification Survey No. / Khasra no. Of parcels Any other fields that the State maintains at their discretion
3.	Crop Sown Registry	Farmer ID Farm ID Village LGD Code Year Season Sown area (at farm plot level) Crop IDs (at Farm plot level) Crop photos Geotags (of photo taken) Geotags of farm boundary where the crop is sown Sowing /Planting date (at farm plot level) Irrigation type(at farm plot level) Any other fields that the state maintains at their discretion)



**Government of India**

## **OPERATIONAL GUIDELINES 2014**

### **INTEGRATED SCHEME FOR AGRICULTURAL MARKETING (ISAM)**

**Ministry of Agriculture  
(Department of Agriculture & Cooperation)  
New Delhi**



## FOREWORD

Our country has made remarkable progress in terms of increased agriculture production. However, we continue to come across instances of distress sales by farmers even though consumers are having to pay abnormally high prices for agri-commodities. The root cause of this problem is the asymmetry in demand and supply which can be addressed by setting our agri-marketing sector in order.

The subject of marketing of agricultural produce primarily lies in the domain of the State Governments. Central Government has been supporting the initiatives of the State Governments through a multi-pronged strategy. State Governments have been advised to align the provisions in their regulations that govern marketing of agriculture produce with the changed market scenario. Central Government has also been promoting creation and improvement of marketing infrastructure, capacity building and generating access to market information. These schemes have been further fine-tuned and will be continued during the remaining part of the XII Plan period. Some changes have been made in the guidelines with the objective of encouraging new technologies, promoting investment, improving the outreach of the schemes and removing constraints that hinder efficient and effective programme outcomes. Further, all schemes for strengthening this sector have been brought under one umbrella namely: “Integrated Scheme for Agricultural Marketing (ISAM)”.

All these efforts will bear fruit only if the States proactively and genuinely reform their agri-marketing regulations and processes to benefit both the farmers as well as the consumers. However, it is reiterated that the farmer is at the heart of the ISAM, which is intended to provide him with the required marketing support so that he not only gets the best return for his produce, but is also able to leverage the scheme for value addition and eventually get a higher share in the consumer spending.

I am confident that the operational guidelines will be useful to the implementing agencies, both in enhancing programme delivery as well as in monitoring, and will eventually lead to an effective and stronger agri marketing sector in the country.

(Ashish Bahuguna)

Date: March 14, 2014

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# **CHAPTER I**

## **Integrated Scheme for Agricultural Marketing (ISAM)**

1. The grit and toil of farmers, dedication of agricultural scientists and consistent endeavour of policy makers have together contributed in transforming Indian agriculture from an importer of food grain at the time of independence to a major exporter of foodgrains now. However, the marketing systems and post-harvest marketing infrastructure have not been able to keep pace with the growing production and marketable surplus. This has brought to the fore, the need for providing farmers with access to competitive markets with adequate infrastructure including cold chain logistics, to enable them to realise better prices on the one hand and providing nutritious food to consumers at stable and affordable prices on the other. With this objective in view, the Government of India on 13<sup>th</sup> November, 2013 approved the proposal of Department of Agriculture & Cooperation for continuation and integration of on-going Central Sector Schemes as Integrated Scheme for Agricultural Marketing (ISAM) during the XII Plan (2012-2017). The ISAM will have the following five sub schemes :- (i) Agricultural Marketing Infrastructure (AMI) [the existing schemes of Grameen Bhandaran Yojana (GBY) and Development/Strengthening of Agricultural Marketing Infrastructure, Grading and Standardization (AMIGS) will be merged as AMI] (ii) Marketing Research and Information Network (MRIN) (iii) Strengthening of Agmark Grading Facilities (SAGF), (iv) Agri-Business Development (ABD) through Venture Capital Assistance (VCA) and Project Development Facility (PDF) and (v) Choudhary Charan Singh National Institute of Agriculture Marketing (NIAM).

### **2. Objectives:**

- I. To promote creation of agricultural marketing infrastructure by providing backend subsidy support to State, cooperative and private sector investments.
- II. To promote creation of scientific storage capacity and to promote pledge financing to increase farmers' income.
- III. To promote Integrated Value Chains (confined up to the stage of primary processing only) to provide vertical integration of farmers with primary processors.
- IV. To use ICT as a vehicle of extension to sensitize and orient farmers to respond to new challenges in agricultural marketing.
- V. To establish a nation-wide information network system for speedy collection and dissemination of market information and data on arrivals and prices for its efficient and timely utilization by farmers and other stake holders.

- VI. To support framing of grade standards and quality certification of agricultural commodities to help farmers get better and remunerative prices for their graded produce.
- VII. To catalyze private investment in setting up of agribusiness projects and thereby provide assured market to producers and strengthen backward linkages of agri-business projects with producers and their groups.
- VIII. To undertake and promote training, research, education, extension and consultancy in the agri marketing sector.

3. The overall budgetary allocation for ISAM is Rs.4548 crores during the XII Plan. Sub scheme-wise break up of budget provision is Rs.4000.00 crores for AMI, Rs.12.00 crores for MRIN, Rs.6.00 crores for SAGF, Rs.500.00 crores for ABD and Rs.30.00 crores for NIAM.

4. The Marketing Division in the Department of Agriculture is the overall incharge of policy formulation for the agricultural marketing sector. The Directorate of Marketing & Inspection (DMI) an attached office of the Department will implement the three sub schemes viz. Agricultural Marketing Infrastructure (AMI), Marketing Research and Information Network (MRIN) and Strengthening of Agmark Grading Facilities (SAGF); Small Farmers Agribusiness Consortium (SFAC), an autonomous organisation will implement the sub scheme of Agri-Business Development (ABD) through Venture Capital Assistance (VCA) and Project Development Facility (PDF) and Chaudhary Charan Singh National Institute of Agriculture Marketing (NIAM), also an autonomous organisation under the Department will provide training, research and consultancy to stakeholders in the agri marketing sector.

5. While separate guidelines have been formulated for each of the sub scheme to be implemented by the respective organisations mentioned in para 4 above, however, the Marketing Division of Department of Agriculture and Cooperation will have overarching responsibilities for the smooth implementation of the sub schemes. Towards this, Marketing Division may claim up to 0.5% of the scheme funds at its level for incurring administrative expenditure towards more effective MIS, monitoring, impact assessment, hiring consultants, conducting studies, researches and any other facilitative mechanism for more effective implementation.

6. An Empowered Committee constituted under the chairmanship of Additional Secretary (DAC) and comprising of Joint Secretary (Marketing) / Agricultural Marketing Adviser, Director (Marketing), Joint Agricultural Marketing Adviser and Director / Deputy Secretary (Finance), IFD, DAC will resolve difficulties and smaller case to case specific decisions on implementation issues.

7. The guidelines for sub scheme of Agri-Business Development to be implemented by SFAC will come into effect from 24.01.2014. All other sub schemes of ISAM will come into effect from 1<sup>st</sup> April, 2014. .

## **CHAPTER II**

### **AGRICULTURAL MARKETING INFRASTRUCTURE (AMI)**

#### **1 INTRODUCTION**

1.1 The country has largely gained self-sufficiency in food production. There is a need to translate this into better remuneration for the producers by increasing focus on agricultural marketing sector. The agricultural marketing sector requires strengthening of supply chain through investments in infrastructure for value addition to agricultural produce, reduction in post-harvest losses, etc. The XII Plan Working Group on 'Agricultural Marketing Infrastructure, Secondary Agriculture and Policy Required for Internal and External Trade' has estimated an investment requirement of Rs.56,000 crores for marketing infrastructure and value chain development during the Plan period with a budgetary allocation of Rs.20,207 crores. It has also estimated a requirement of 35 million MT storage capacity during XII Plan period. The Planning Commission Working Group on Warehousing Development and Regulation for the XII Plan Period (2012 – 17) has stated that Warehousing plays a vital role in promoting agricultural marketing, rural banking and financing and ensuring food security in the country. A network of scientifically constructed storage infrastructure will help farmers avoid distress sale of their produce by availing marketing credit through pledge financing and also reduce quantitative and qualitative post-harvest losses.

1.2 For creation of agricultural marketing infrastructure, Grameen Bhandaran Yojana (GBY) is being implemented since 01.04.2001 and Scheme for Development/Strengthening of Agricultural Marketing Infrastructure, Grading & Standardisation (AMIGS) is being implemented from 20.10.2004. In the Integrated Scheme for Agriculture Marketing (ISAM), these two viz GBY and AMIGS are being subsumed into one sub scheme, which would henceforth be known as Agricultural Marketing Infrastructure (AMI).

1.3 The sub scheme on AMI will be implemented by the Directorate of Marketing & Inspection (DMI), an attached office of Department of Agriculture and Cooperation. A list of Regional / Sub-Offices of DMI is at **Annexure I**.

1.4 During the XII Plan period, the sub scheme on AMI would be implemented with central assistance of Rs.4000 crores. The sub scheme will target to create 4000 marketing infrastructure projects and storage capacity of 230 lakh tonnes across the country.

## **2. OBJECTIVES:**

The main objectives of the sub scheme are:

- 2.1. To develop agricultural marketing infrastructure for effectively managing marketable surplus of agriculture including horticulture and of allied sectors including dairy, poultry, fishery, livestock and minor forest produce.
- 2.2 To promote innovative and latest technologies in agricultural marketing infrastructure.
- 2.3 To promote competitive alternative agricultural marketing infrastructure by encouraging private and cooperative sector investments.
- 2.4 To promote direct marketing so as to increase market efficiency through reduction in intermediaries and handling channels thus enhancing farmers' income.
- 2.5 To promote creation of scientific storage capacity for storing farm produce, processed farm produce and agricultural inputs etc. to reduce post-harvest and handling losses.
- 2.6 To provide infrastructure facilities for grading, standardization and quality certification of agricultural produce with the objective of (a) ensuring a price to the farmers commensurate with the quality of the produce and (b) promoting pledge financing and marketing credit, negotiable warehousing receipt system and promotion of forward and future markets to increase farmers' income.
- 2.7 To promote Integrated Value Chains (confined up to primary processing stage only) to provide vertical integration of farmers with primary processors. Primary processing means adding value to the produce without change in its form and may include washing, sorting, cleaning, grading, waxing, ripening, packaging, labelling etc.
- 2.8 To create general awareness and provide training to farmers, entrepreneurs market functionaries and other stakeholders on various aspects of agricultural marketing including grading, standardization and quality certification.

## **3. SALIENT FEATURES:**

### **3.1 LINKAGE TO REFORMS:**

- 3.1.1 State agency projects of those States/Union Territories that have undertaken reforms in their respective APMC Acts to allow/permit (i) 'Direct Marketing', (ii) 'Contract Farming' and (iii) agricultural produce markets in private and cooperative sectors, will be eligible for assistance under the sub-scheme.

State Agency projects are those promoted by State Government Departments like State Agricultural Marketing Departments, State Agricultural Marketing Boards, Agricultural Produce Market Committees, State Warehousing Corporations, State Civil Supplies Corporations etc.

However, notwithstanding the reform status, State agencies in all States/ UTs will be eligible to avail assistance for storage infrastructure projects.

3.1.2 Projects promoted by private entrepreneurs other than State agencies will however be eligible to avail assistance under the sub-scheme, irrespective of the reforms undertaken by the State Government/UTs in their respective APMC Acts.

### **3.2 ELIGIBLE MARKETING INFRASTRUCTURE:**

3.2.1 As one of the objectives of the sub-scheme is to ensure remunerative prices to the farmers for their produce, activities which are in the nature of either storage or other marketing infrastructure up to primary processing only will be covered. Primary processing for the purpose of this sub scheme relates to value addition to a raw agricultural produce which, after processing, does not result in change of product form. Primary processing for which subsidy under AMI is available are those such as cleaning, cutting, de-podding, de-cortication, bleaching, grading, sorting, packing, labelling, waxing, ripening, chilling, pasteurization, homogenization, freezing, refrigeration and other value addition activities etc. An illustrative list of primary processing activities is given in **Annexure II**. For other stages of processing, subsidy under relevant schemes of Ministry of Agriculture such as Mission for Integrated Development of Horticulture (MIDH) and of Ministry of Food Processing Industries (MoFPI) may be availed of.

3.2.2 Marketing Infrastructure permitted under the sub scheme may comprise one or more of the following :

3.2.2.1 Common facilities in the market yards such as platforms for auctioning of the produce, loading, unloading, assembling, drying, cleaning, grading, weighing, mechanical handling equipments, etc.

The ancillary / supporting infrastructure like parking sheds, internal roads, garbage disposal arrangements, boundary walls, drinking water etc. are also permissible components. However, subsidy for ancillary / supporting infrastructure in the project will be restricted to 25% of total permissible subsidy of the project as explained in **Annexure III**. Stand-alone ancillary / supporting infrastructure project will not be assisted.

3.2.2.2 Functional infrastructure for collection/ assembling, drying, cleaning, grading, standardization, SPS (Sanitary & Phytosanitary) measures and quality certification, labelling, packaging, ripening chambers, waxing, value addition facilities (without changing the product form) etc.

For functional infrastructure projects (other than storage projects) where plant and machinery is to be installed in civil structure, the cost of plant & machinery should be more than 25% of the Total Financial Outlay (TFO) of the project. If it is less than 25%, subsidy will be restricted accordingly as explained in **Annexure IV**. In such cases where the infrastructure is of the nature of storage, the cost of the civil structure will be calculated as per the capacity and cost norms of the storage infrastructure.

3.2.2.3 Infrastructure for direct marketing of agricultural commodities from producers to consumers/processing units/ bulk buyers, etc.

3.2.2.4 Infrastructure (equipment, hardware, gadgets, including application software etc.) for E-trading, market intelligence and marketing related extension.

3.2.2.5 Mobile infrastructure for post-harvest operations viz. grading, packaging, quality testing etc. including reefer vans, or any other refrigerated vans will be permissible for assistance. However, transport vehicles such as trucks, van, etc. will not be permissible for assistance.

3.2.2.6 Storage infrastructure like godowns including stand-alone silos for storage of food grains with necessary ancillary facilities like loading, unloading, bagging facility etc., excluding railway siding are eligible for subsidy. Assistance for storage infrastructure will be available on capital cost of the project including cost of allied facilities like boundary wall, internal road, internal drainage system, weighing, grading, packing, quality testing & certification, fire fighting equipment etc. which are functionally required to operate the project. For silos overall ceiling for capacity creation will be kept at 25% of the overall target for storage capacity for the year or actual capacity sanctioned during the year whichever is lower, as illustrated in **Annexure-V**. The capacity created under silos and subsidy disbursal under the above 25% limit will be implemented and monitored by NABARD, HO and NCDC, HO in respect of projects sanctioned by them.

Assistance for renovation will be restricted to storage infrastructure projects of cooperatives only.

3.2.2.7 Stand-alone cold storage projects are not admissible for subsidy since subsidy for stand-alone cold storages is extended by NHB, NHM etc. However, cold storage as a part of a permissible integrated value chain project will be eligible for subsidy provided the cold storage component is not more than 75% of TFO. If it is more than 75%, subsidy will be restricted accordingly as explained in **Annexure VI**. For these projects, subsidy will be calculated on the basis of capacity calculation and cost norms of NHM, DAC.

3.2.2.8 Integrated Value Chain (IVC) Projects (confined up to stage of primary processing only)

Integrated ‘value chain’ in agricultural marketing denotes a set of inter-linked chain of activities that bring specific agricultural commodity / commodities from harvesting till retailing and for the purpose of this sub scheme may include those activities where value is added to the produce without change in the form of the produce. A value chain can be a vertical linking or a network among various independent business organizations and can involve assembling, cleaning, grading, primary processing, packaging, transportation (only Refrigerated van), weighing, storage, distribution, etc. Modern value chains are characterized by vertical coordination, consolidation of the supply base, agro-industrial processing and use of standards throughout the chain. As focus of AMI subsidy is to transfer direct benefit to the farmers, integrated value chain projects involving activities from post-harvest stage to the stage of primary processing only are to be covered. Subsidy for remaining stages of processing, relevant schemes of Ministry of Food Processing Industries (MoFPI) etc. may be availed of.

3.2.2.9 The above eligible marketing infrastructure projects are however subject to the restrictions provided in the indicative negative list as at **Annexure VII**. DAC may modify or amend the negative list from time to time.

### **3.3 ELIGIBLE BENEFICIARIES:**

Assistance under the sub scheme will be available to:

- 3.3.1 Individuals, Group of farmers / growers, Registered Farmer Producer Organisations (FPOs);
- 3.3.2 Partnership/ Proprietary firms, Companies, Corporations;
- 3.3.3 Non-Government Organizations (NGOs), Self Help Groups (SHGs);
- 3.3.4 Cooperatives, Cooperative Marketing Federations;
- 3.3.5 Autonomous Bodies of the Government, Local Bodies (excluding Municipal Corporations for storage infrastructure projects), Panchayats;
- 3.3.6 State agencies including State Government Departments and autonomous organization / State owned corporations such as Agricultural Produce Market Committees & Marketing Boards, State Warehousing Corporations, State Civil Supplies Corporations etc.

### **3.4 INSTITUTIONAL LENDING :**

Subsidy under the sub-scheme is linked to institutional credit and will be available to only such projects financed by:

3.4.1 Commercial, Cooperative, Regional Rural Banks, Agricultural Development Finance Companies (ADFCs), State Cooperative Banks (SCBs), State Cooperative Agricultural and Rural Development Banks (SCARDBs), Scheduled Urban Cooperative Banks, Scheduled Primary Cooperative Banks (PCBs), North Eastern Development Financial Corporation (NEDFi), other institutions eligible for refinance by National Bank for Agriculture and Rural Development (NABARD) or any other financial institution such as State Financial Corporations (SFCs) approved by DAC.

3.4.2 NABARD co-financed and directly financed marketing infrastructure projects including storage infrastructure projects would be eligible for subsidy where the interest rates are commercial / market related.

3.4.3 State Government / State Government agency storage infrastructure projects financed by NABARD under Rural Infrastructure Development Fund (RIDF) / Warehousing Infrastructure Fund (WIF) / NABARD's own funds.

3.4.4 Projects promoted by cooperatives and financed by National Cooperative Development Corporation (NCDC) or cooperative banks recognized by NCDC in accordance with NCDC's eligibility guidelines.

3.4.5 State agencies have a choice of investing their own funds rather than going for institutional funding.

### **3.5 CHANNELISING AGENCIES FOR RELEASE OF SUBSIDY:**

3.5.1 Subsidy will be released through NABARD for the projects financed by Commercial, Cooperative, Regional Rural Banks, Agricultural Development Finance Companies (ADFCs), State Cooperative Banks (SCBs), State Cooperative Agricultural and Rural Development Banks (SCARDBs), Scheduled Urban Cooperative Banks, Scheduled Primary Cooperative Banks (PCBs), North Eastern Development Financial Corporation (NEDFi), other institutions eligible for refinance by National Bank for Agriculture and Rural Development (NABARD) or any other financial institution such as State Financial Corporations (SFCs) approved by DAC.

3.5.2 Subsidy will be released through NCDC for projects financed by NCDC or by cooperative banks recognized by NCDC in accordance with NCDC's eligibility guidelines.

3.5.3 Subsidy will be released directly by DAC in case of projects promoted by State agencies which propose to invest their own funds without availing any loan.

3.5.4 In addition to NABARD and NCDC, DAC may authorize Small Farmers Agri-Business Consortium (SFAC) for release of subsidy for credit linked projects of private sector / State agencies including FPOs.

### **3.6 PROMOTER'S CONTRIBUTION & TERM LOAN:**

3.6.1 Minimum promoter's contribution should be 20% of the project cost. Minimum Term loan (including subsidy) to be sanctioned by the Financial Institution (FI) should be 50% of the project cost.

3.6.2 However, Promoter's contribution for storage infrastructure projects of State Government and State Government agencies financed under Rural Infrastructure Development Fund (RIDF)/ Warehouse Infrastructure Fund (WIF) of NABARD may be relaxed as per their respective fund guidelines.

3.6.3 Promoter's Contribution in case of own funded State agency projects should be 75% / 66.67% of the project cost as the case may be.

### **3.7 SUBSIDY PATTERN:**

The sub scheme envisages back-ended capital subsidy for investment in eligible storage and marketing infrastructure projects as under :

#### **3.7.1 FOR STORAGE INFRASTRUCTURE PROJECTS:**

**3.7.1.1** Capital cost of the project for the purpose of subsidy will be calculated on the project cost as appraised by financial institution or actual cost of eligible components as certified by a Chartered Accountant, whichever is lower subject to the subsidy ceiling per MT as well as overall ceiling given below :

Category	Rate of Subsidy (on capital cost)	Subsidy ceiling		
		Up to 1000 MT in Rs./MT	More than 1000MT and upto 30000 MT in Rs./MT	Maximum ceiling (Rs. Lakhs)
A) North Eastern States, Sikkim, UTs of Andaman & Nicobar and Lakshadweep Islands, hilly* areas	33.33%	1333.20	1333.20	400.00
B) In other Areas				
1. For Registered FPOs, Panchayats, Women, Scheduled Caste(SC)/ Scheduled Tribe (ST) beneficiaries or their cooperatives**/ Self-help groups	33.33%	1166.55	1000.00	300.00
2. For all Other categories of beneficiaries	25%	875/-	750/-	225.00

\* Hilly area is a place at an altitude of more than 1,000 meters above mean sea level.

\*\* SC/ ST Cooperatives to be certified by the concerned officer of the State Government.

3.7.1.2 For renovation of storage projects by cooperatives financed by NCDC and Cooperative banks subsidy will be 25% of the project cost as appraised by FI or actual cost whichever is lower subject to subsidy ceiling of Rs. 187.50 per MT of storage capacity.

3.7.1.3 Cost norms for computing subsidy for silos will be same as for other storage infrastructure.

### **3.7.2 FOR INFRASTRUCTURE PROJECTS OTHER THAN STORAGE INFRASTRUCTURE:**

**INFRASTRUCTURE:** Capital cost of the project for the purpose of subsidy will be calculated on the Project cost as appraised by financial institution or actual cost of eligible components as certified by a Chartered Accountant, whichever is lower.

Category	Rate of Subsidy (on capital cost)	Maximum Subsidy Ceiling (Rs. in lakhs)
A) North Eastern States, Sikkim, States of Uttarakhand, Himachal Pradesh, Jammu & Kashmir, UTs of Andaman & Nicobar and Lakshadweep Islands, hilly* and tribal areas	33.33%	500.00
B) In Other Areas		
1. For Registered FPOs, Women, Scheduled Caste(SC)/ Scheduled Tribe (ST) beneficiaries and their cooperatives**	33.33%	500.00
2. For all Other categories of beneficiaries	25%	400.00

\* Hilly area is a place at an altitude of more than 1,000 meters above mean sea level.

\*\* SC/ ST Cooperatives to be certified by the concerned officer of the State Government

### **3.7.3 SUBSIDY CEILING:**

#### **3.7.3.1 For land based projects:**

The total subsidy which can be availed of by a promoter for all his/her projects in a District during XII plan period (2012-17) will be restricted to a maximum ceiling of Rs.4 crores or Rs.5 crores as the case may be. For example if a promoter intends to have more than one project of the same or different type including storage project in the same District he/ she will be eligible for a maximum subsidy up to Rs.4 crores or Rs.5 crores as the case may be. However, for all such projects of the same promoter in a District, the maximum capacity for storage infrastructure (including other functional infrastructure projects) will be restricted to 30,000 MT capacity.

For the purpose of calculation of maximum permissible subsidy (Rs.4 crores or Rs.5 crores as the case may be), NABARD, before sanctioning advance subsidy for a project constructed on private leased land, will take into consideration all projects sanctioned till that date, during XII plan period, on land owned by owner of such leased land. For such cases, RO, NABARD may conduct necessary enquiry to ensure the compliance of this provision regarding maximum permissible limit and if necessary, NABARD may also refer such cases for special attention of Joint Inspection Committee.

### **3.7.3.2 For non-land based projects:**

For projects involving standalone mobile infrastructure such as reefer van, combine harvesters (wherever permissible) etc., the maximum amount of subsidy that can be availed of by a promoter in a State/UT during the XII plan period (2012 to 2017) is Rs.4 crores or Rs.5 crores as the case may be. It is also made clear that this applies only to those promoters who have not availed full benefit under para 3.7.3.1. For example, if a promoter has already availed the benefit of the scheme during XII plan period in a District, the maximum benefit eligible under this provision will be confined to maximum permissible subsidy minus the subsidy already availed.

3.7.4 To determine the eligibility of projects for maximum permissible subsidy, the date of sanction of loan by FI should be between 01.04.2012 to 31.03.2017.

For the purpose of calculation of maximum permissible subsidy, all the projects sanctioned under erstwhile AMIGS and RGY since 1.4.2012 will be accounted for as if sanctioned under this sub scheme.

3.7.5 There will be no maximum ceiling on subsidy in the case of infrastructure projects of State agencies. However, this is not applicable for storage infrastructure projects of State agencies.

3.7.6 There will be no maximum ceiling on subsidy in case of storage infrastructure projects of cooperatives assisted by NCDC.

**3.7.7 Co-ownership projects:** In case of infrastructure projects including storage infrastructure projects having co-ownership from categories eligible for different rates of subsidy, the subsidy will be available at the lower rate.

## **3.8 RELEASE OF FUNDS AND SUBSIDY:**

### **3.8.1 FOR PROJECTS PROCESSED BY NABARD:**

**3.8.1.1 Release of Subsidy by DAC to NABARD:** At the commencement of each financial year, based on the Administrative Approval, 50% of the annual budget

allocation minus the opening balance at the beginning of the financial year available with NABARD, will be released to NABARD by DAC in advance.

The balance allocation will be released upon submission of provisional Utilization Certificate in prescribed format (**Annexure VIII**) by NABARD indicating 60% utilization of the total fund available in the current financial year and Audited Utilization Certificate and statement of account relating to grant released in the preceding year.

**3.8.1.2 Advance subsidy:** NABARD will release advance subsidy to the FI for keeping the same in a Subsidy Reserve Fund (SRF) account of the concerned borrowers, to be adjusted finally against loan amount. This amount of 50% eligible subsidy would be released by NABARD to the FI on submission of a project profile-cum-claim form (**Annexure IX**) complying to sub scheme guidelines.

**3.8.1.3 Final subsidy:** Remaining 50% of the eligible subsidy amount will be released to the FI by NABARD after an inspection and recommendation by a Joint Inspection Committee (JIC) comprising of officers from NABARD (or its representative), FI and Directorate of Marketing & Inspection (DMI).

3.8.1.4 NABARD, HO will also forward a compiled project-wise list of the sanctioned and completed projects to the Head Office of DMI.

3.8.1.5 The release of subsidy by NABARD to FIs will be subject to availability of funds from DAC.

### **3.8.2 FOR PROJECTS PROCESSED BY NCDC:**

3.8.2.1 At the start of each financial year, based on the Administrative Approval, 50% of the projected annual requirement minus the opening balance at the beginning of the financial year available with NCDC will be released to NCDC by DAC in advance. The balance of the requirement will be released upon submission of Provisional Utilization Certificate in prescribed format by NCDC indicating 60% utilization of the total fund available in the current financial year and Audited Utilization Certificate and statement of account relating to grant released in the preceding year.

3.8.2.2 NCDC will release subsidy in two equal instalments of which first instalment will be released on approval of the project and the second instalment will be released after inspection of the project. NCDC will release the final subsidy and send a project-wise copy of the release letter to DMI, HO. NCDC will furnish provisional utilization certificate in prescribed format (**Annexure VIII**) to DMI, HO after every release of fund from DAC.

3.8.2.3 NCDC, HO will also forward a compiled project-wise list of the sanctioned and completed projects to the Head Office of DMI.

3.8.2.4 The release of subsidy by NCDC will be subject to availability of funds from DAC.

### **3.8.3. FOR OWN FUNDED STATE AGENCY PROJECTS:**

In the case of own funded State agency projects, subsidy will be released directly by DAC in two equal instalments of which first instalment will be released on approval of the project by the Sanctioning Committee and the second instalment will be released after inspection of the project. The release of subsidy will be subject to availability of funds with DAC.

### **3.9 ADJUSTMENT OF SUBSIDY IN BORROWER'S ACCOUNT**

3.9.1 As the adjustment of subsidy is back ended, the full project cost including the subsidy amount, but excluding the margin money contribution from the promoter, will be disbursed as loan by the FI. The repayment schedule will be drawn on the loan amount in such a way that the total subsidy amount is adjusted after the full loan component with interest is liquidated but not before five years from the date of disbursement of first installment of loan.

3.9.2 The subsidy admissible to the promoter under the sub scheme will be kept in the Subsidy Reserve Fund Account (Borrower-wise) in the books of the FI. On receipt of subsidy by the FI, the loan amount to that extent would be treated as reduced for calculation of interest. No interest would be charged on subsidy received by the FI from the date of receipt of subsidy. FI has to ensure that the subsidy is kept in SRF account only and not in fixed deposits, savings account etc.

### **3.10 TIME SCHEDULE FOR SUBMISSION OF APPLICATION AND COMPLETION OF PROJECT:**

**3.10.1 FOR DISBURSEMENT OF ADVANCE SUBSIDY:**FI will within 90 days of disbursal of the first installment of loan, submit to RO, NABARD, through its controlling / nodal office, a brief project profile-cum-claim form for advance subsidy in the prescribed form given in **Annexure – IX** along with the documents as per check list at **Annexure – X**. A copy of the claim form along with all documents should also be submitted to the Regional Office / Sub-Office of DMI. FI will also inform the promoter about submission of the proposal to RO, NABARD & DMI. NABARD will, every quarter, compile a list of all proposals that have not been submitted in time (viz. within 90 days) and forward the same to DMI, RO / SO. RO, NABARD will also place the matter before the State Level Banker's Committee (SLBC). SLBC will review all such matters and ensure that such delays do not recur and the proposals are received by NABARD with in time.

3.10.2. All the projects sanctioned by FIs under the previous guidelines (applicable till 31.3.2014) will have to apply to RO, NABARD for availing advance subsidy by 30<sup>th</sup> September, 2014. RO, NABARD will place the matter before the State Level

Banker's Committee (SLBC) to ensure submission of such claims by all the FIs before 30<sup>th</sup> September, 2014.

### **3.10.3 FOR ALL CREDIT LINKED PROJECTS PROCESSED BY NABARD AND NCDC:**

The time schedule for completion and submission of documents for final subsidy will be as follows:

Projects	Time limit* for submission of documents after completion of project for final subsidy	Extended time limit with penalty	Penalty for extended time limit	Consequences of non-submission of documents after completion of project in prescribed time
Projects with TFO up to Rs.500.00 lakhs	18** Months from the date of disbursement of the first instalment of loan	Extension of time limit by 6 months will be allowed subject to penalty as explained in next column.	<p>Rate of subsidy will be reduced by 1% for delay of each month or part thereof.</p> <p>Delay by 1 day to 30 days would constitute one month and a delay by 31 days to 60 days would constitute two months and so on.</p> <p>(eg.: in case of a project eligible for 25% subsidy, if after completion of project, documents are not submitted within the prescribed time period but are submitted in 4<sup>th</sup> month of the extended period, the permissible subsidy will be reduced by 4% i.e. effective subsidy in this case 25% - 4% = 21% subsidy).</p>	<p>The project will not be eligible for subsidy if documents are not submitted after completion within prescribed time period (including extended period of 6 months).</p> <p>Advance subsidy released will have to be refunded forthwith by the FI.</p>
Projects with TFO of more than Rs.500.00 lakhs	24** Months from the date of disbursement of the first instalment of loan			

\* For the purpose of calculation of time limit, the date of completion of the project will be reckoned as the date of submission of latter of the following two documents (completion certificate signed by approved engineer / registered architect and item-wise actual expenditure by chartered accountant) by the promoter to the FI.

\*\* For projects promoted by cooperative and processed through NCDC, further grace period of 6 months may be allowed by NCDC.

### **3.10.4 FOR OWN FUNDED STATE AGENCY PROJECTS:**

<b>Projects</b>	<b>Time limit for submission of documents after completion of project for final subsidy</b>	<b>Extended time limit with penalty</b>	<b>Penalty for extended time limit</b>	<b>Consequences of non-submission of documents after completion of project in prescribed time</b>
Own funded State Agency Project irrespective of TFO	Time limit of 30 months from the date of approval of the project by the Sanctioning Committee of DAC, is prescribed for submission of progress report showing that the State agency has fully utilized its own contribution for the project (75% / 66.67% as the case may be) and the advance subsidy received	Extension of time limit by 6 months will be allowed subject to penalty as explained in next column.	Rate of subsidy will be reduced by 1% for delay of each month or part thereof.  Delay by 1 day to 30 days would constitute one month and a delay by 31 days to 60 days would constitute two months and so on.  (eg.: in case of a project eligible for 25% subsidy, if progress report for final subsidy is not submitted within the prescribed time period but are submitted in 4 <sup>th</sup> month of the extended period, the permissible subsidy will be reduced by 4% i.e. effective subsidy in this case 25% - 4% = 21% subsidy).	The project will not be eligible for final subsidy if progress report for final subsidy is not submitted within prescribed time period (including extended period of 6 months),  Further, in cases where the progress report is submitted after the prescribed time limit including the extended period of 6 months, the total subsidy will be limited to advance subsidy released (if utilised) based on the actual progress.

3.10.5 For the purpose of submission of progress report for release of final subsidy, the State agency should submit all the documents, including item-wise actual expenditure certified by chartered accountant and item-wise progress certified by their approved engineer / registered architect clearly indicating that State agency has fully utilized its own contribution for the project (75% / 66.67% as the case may be) and the advance subsidy received, within the prescribed time period.

### **3.11 LAND AND LOCATION**

3.11.1 On the basis of economic viability and commercial considerations, promoters will be free to locate the marketing infrastructure projects including storage infrastructure projects at any place of their choice. However, storage infrastructure

projects should be outside the limits of Municipal Corporation areas except in cases where these are situated within Food Parks, Market Yards / APMCs, Industrial areas established or approved by State or Central agencies etc.

3.11.2 Normally, marketing infrastructure projects including storage projects should be established on land owned by the promoter.

Subsidy will also be available for projects constructed on registered leased land allotted by Urban Development Authorities, Industrial Development and Infrastructure Corporations of the State Government/ Union Territories, Food Parks sanctioned by the Ministry of Food Processing Industries (MoFPI) etc. In all other cases, subsidy will also be made available for projects established on registered leased land, provided the tenure of such lease is more than 15 years.

3.11.3 Permissible cost of the land in TFO:

- (i) In case of owned land, land cost at market value or purchase price as indicated in the registered sale deed whichever is lower, not exceeding 10% of the project cost may form part of promoter's contribution.
- (ii) In case of leased land, allotted by Urban Development Authorities, Industrial Development and Infrastructure Corporations of the State Government/ Union Territories, Food Parks sanctioned by the Ministry of Food Processing Industries (MoFPI) etc., irrespective of the tenure of the lease, lease premium paid or onetime cost paid not exceeding 10% of the project cost may form part of promoter's contribution.
- (iii) For other leased land, land cost / lease premium / lease rent will not be counted towards project cost for the calculation of subsidy and will not form part of promoter's contribution.

### **3.12 CAPACITY OF STORAGE INFRASTRUCTURE PROJECTS:**

3.12.1. For claiming subsidy under the sub scheme, the capacity of the storage project should normally be between 50 tonnes to 30,000 tonnes. However, in hilly areas where the project site is located at a height of more than 1000 meters above mean sea level, the project with capacity of 25 tonnes and above up to 30,000 tonnes will also be eligible.

3.12.2 The capacity of storage infrastructure projects will be calculated @ 1.8 MT per square meter of floor area for projects having average height of 4.5 meter and above. For storage infrastructure having average height less than 4.5 meters, the capacity will be calculated @ 0.4 MT per cubic meter of storage volume. The height of the storage infrastructure will be measured from the floor level to the bottom of the

truss. In case of storage infrastructure with RCC roof, the height to be considered will be height of the ceiling minus one meter.

3.12.3 Capacity of silos will be calculated @0.62 MT per cubic meter volume of silo.

### **3.13 IMPORTANT TECHNICAL SPECIFICATIONS FOR STORAGE INFRASTRUCTURE PROJECTS:**

3.13.1 Storage infrastructure projects to be built under the sub scheme should be constructed based on structurally sound engineering design and should also be functionally suitable for storage of agricultural produce.

One of the objectives of promoting investment in storage infrastructure is to facilitate remunerative prices to farmers for their agricultural produce through the mechanism of Negotiable Warehousing Receipt System (NWRS). Therefore, if storage infrastructures conform to specifications prescribed by Warehousing Development and Regulatory Authority (WDRA) it would facilitate taking advantage of NWRS subsequent to such warehouse accredited and registered with WDRA. Specifications as detailed below are to be followed.

#### **3.13.2 STRUCTURAL SPECIFICATIONS:**

3.13.2.1 As prescribed by WDRA for NWRS, warehouses are to be constructed as per Central Warehousing Corporation (CWC) or Food Corporation of India (FCI) standards. (The specifications are available at [www.cewacor.nic.in](http://www.cewacor.nic.in) and [www.fciweb.nic.in](http://www.fciweb.nic.in))

3.13.2.2 For storage of Onions, specifications prescribed by National Horticulture Research & Development Foundation (NHRDF) should be followed.

3.13.2.3 For permissible cold storage projects, ripening chamber etc., the technical specifications of NHM available at [www.nhm.nic.in](http://www.nhm.nic.in) should be followed.

#### **3.13.3 OTHER TECHNICAL SPECIFICATIONS:**

Structure should

- (i) be properly ventilated, have well fitted rolling shutters/ steel doors, air inlets/ windows and ventilators and should be waterproof (control of moisture from floor, walls and roof etc).
- (ii) have a minimum plinth height of 2.5 feet. However, for smaller storage infrastructures (up to 500 MT), plinth height should be a minimum of 1.5 feet.
- (iii) have protection from rodents, a minimum plinth projection of 1.5 feet all around the storage infrastructure should be provided. However, for smaller

storage infrastructures (up to 500 MT), a minimum plinth projection of 1.5 feet at the entry points for protection from rodents should be provided.

- (iv) have protection from birds (air inlets / ventilators with wire mesh ).
- (v) have a proper approach road, internal roads, proper drainage, arrangements for effective control against fire and theft and also have arrangements for easy loading and unloading.
- (vi) only removable steps are to be provided.

#### **3.13.4 MANAGEMENT PRACTICES FOR STORAGE INFRASTRUCTURE:**

In addition, WDRA has prescribed certain management practices, such as fire fighting equipments, security arrangement, appointment of technical staff, availability of chemicals for preservation of agricultural produce, lab facilities, weighment facilities and insurance and banking etc. The promoter and their technical staff may be trained on accreditation and registration with WDRA.

3.13.5 All new technology innovation such as pre-engineering building structures will also be eligible.

3.13.6 On need basis, for specific commodities and any innovation, DAC may modify these specifications from time to time

#### **3.14 PLEDGE FINANCE:**

The farmers keeping their produce in the storage infrastructure will be eligible to avail pledge loan on hypothecation of their produce. The terms and conditions governing pledge loans viz. margin, rate of interest, period of pledge, amount etc. will be as per the guidelines issued by RBI / NABARD and as per normal banking practices followed by the Financial Institutions.

In order to discourage distress sale by farmers and to encourage them to store their produce in warehouses against warehouse receipts, benefit of applicable interest subvention will be available to banks for extending credit support to small and marginal farmers having Kisan Credit Card against negotiable warehouse receipt for keeping their produce in warehouses.

### **4 PROCEDURE TO BE FOLLOWED FOR SANCTIONING OF PROJECTS AND RELEASE OF SUBSIDY**

#### **4.1 PROJECTS PROCESSED BY NABARD**

4.1.1 Promoter will submit the project proposal for term loan including subsidy to the financial institution (FI) on prescribed application form of the concerned FI complete in all respects and along with project report and other documents for appraisal and sanction of term loan.

4.1.2 On sanction of term loan, the FI will, along with the sanction letter hand over a list of instructions for compliance by the promoter. FI may procure a copy of instruction duly signed by the promoter as a token of their acknowledgement. This list of instructions is provided at **Annexure- XI**.

4.1.3 FI, will within 90 days of disbursal of the first installment of loan, submit to RO, NABARD, through its controlling / nodal office, a brief project profile-cum-claim form for advance subsidy in the prescribed form given in **Annexure – IX** along with the documents as per check list at **Annexure – X**. A copy of the claim form along with all documents should also be submitted to the Regional Office / Sub-Office of DMI. FI will also inform the promoter about submission of the proposal to NABARD and DMI. NABARD will, every quarter, compile a list of all such proposals that have not been submitted in time (viz. within 90 days) and forward the same to DMI, RO / SO. NABARD will also place the matter before the State Level Banker's Committee (SLBC). SLBC will review all such matters and ensure that such delays do not recur and the proposals are received by NABARD with in time.

#### **4.1.4 RELEASE OF ADVANCE SUBSIDY :**

On receipt of claim form and documents complete in all respect as mentioned in preceding para, RO, NABARD, will sanction the advance subsidy immediately and in any case not later than 90 days of receipt of claim. Subject to availability of funds, RO, NABARD will release soon thereafter advance subsidy to the FI for keeping the same in Subsidy Reserve Fund (SRF) account of the promoter. RO, NABARD will also forward a copy of sanction and release letter for each project to Regional/ Sub-office of DMI. In case, there are some documents / information missing, RO, NABARD would request the concerned FI to forward the same at the earliest. A copy of this communication is to be endorsed to DMI, RO / SO for follow up action. NABARD, RO will compile month wise, list of the sanctioned projects and advance subsidy released and forward it to DMI RO/ SO. NABARD, HO will compile month wise, list of the sanctioned projects and advance subsidy released and forward it to the Head Office of DMI.

#### **4.1.5 JOINT INSPECTION AND RELEASE OF FINAL SUBSIDY:**

After completion of the project, the promoter will inform the FI of the same and also submit documents as detailed in **Annexure XII** (including completion certificate signed by approved engineer / registered architect and item-wise actual expenditure

by chartered accountant signed by the promoter and countersigned by the Branch Manager of FI) to the FI within the prescribed time limit. Within 60 days of the receipt of relevant documents from the promoter, the FI will submit to RO, NABARD and Regional/ Sub-office of DMI, final subsidy claim in **Annexure – XIII** along with necessary documents, complete in all respects and also request for Joint Inspection of the project.

4.1.6 NABARD will initiate action to conduct joint inspection by a team comprising of officials of FI, NABARD (or its representative) and DMI to ensure that the executed project conforms to technical and financial parameters. The joint inspection will be done within 60 days of the receipt of documents / information from the FI. The joint inspection report should be as per **Annexure –XIV**. Geo-tagged photograph of the project may also be taken by representative of NABARD / DMI.

4.1.6.1 If the project is in order, immediately after joint inspection, the representative of NABARD in the Joint Inspection Committee will forward the joint inspection report to NABARD, RO. NABARD, RO will sanction the final subsidy within 90 days and release soon thereafter final subsidy to the FI for keeping the same in Subsidy Reserve Fund Account (Borrower-wise). NABARD, RO will also forward a copy of sanction and release letter for each project to Regional/ Sub-office of DMI. NABARD, HO will compile month wise, list of the sanctioned projects and final subsidy released and forward it to the Head Office of DMI.

4.1.6.2 In case any deficiencies are pointed out by the joint inspection committee, the promoter must be informed of the same by FI and asked to rectify. The compliance of rectification thereof will be verified by the FI and report to this effect will be furnished by the FI to NABARD & DMI within 60 days of joint inspection. Remaining procedure will be the same as outlined in above para for release of final subsidy.

4.1.7 Joint Inspection of completed projects will be conducted subject to the project having been scrutinized by NABARD RO and found to be eligible for advance subsidy. However, the actual release of advance subsidy by NABARD is not necessary for conduct of joint inspection.

4.1.8 The time schedule prescribed in para 3.10.3 must be adhered to for completion of project and submission of relevant documents complete in all respect, failing which, the project will not be eligible for subsidy. The advance subsidy in all such cases will have to be refunded forthwith by the FI.

4.1.9 NABARD, HO will furnish utilization certificate in prescribed format to DMI, HO after every release of fund from DAC. Participating FIs should also submit the utilization certificate in **Annexure –XV** to NABARD, RO within 60 days of receipt of subsidy.

4.1.10 Panchayati Raj Institutes (PRIs) will have an important role in ensuring that the infrastructure created / proposed is used for the purpose for which it is designed. To enable PRIs play this role effectively, District Panchayats will be kept informed by DMI, RO / SO of all the projects approved and subsidy disbursed in their areas. District Panchayats may share this information with concerned Block / Gram Panchayats. In areas where part IX of the constitution does not apply, this information will be shared with equivalent rural local bodies.

## **4.2. PROJECTS PROCESSED BY NCDC**

- 4.2.1 For agricultural marketing infrastructure projects including storage infrastructure projects of cooperative institutions, processed by NCDC, cooperative societies will formulate proposals in the format prescribed by NCDC and will submit to Registrar of Cooperative Societies (RCS) / State Government. The proposal may be submitted directly to NCDC, in case the society concerned fulfils the direct funding norms of NCDC.
- 4.2.2 The RCS/State Government will examine the proposal and recommend to NCDC for consideration.
- 4.2.3 NCDC will consider the proposals by way of desk/field appraisal according to the quantum of assistance involved.
- 4.2.4 NCDC will communicate its sanction to the State Government / directly to the society concerned (in case of direct funding).
- 4.2.5 The pattern of funding, interest rates, mode of release of sanctioned assistance will be as per NCDC's norms and policies as circulated from time to time.
- 4.2.6 The sanctioned assistance will be released through the State Governments or directly to the societies (in case of direct funding). NCDC will release subsidy in two equal instalments of which first instalment will be released on approval of the project and the second instalment will be released after inspection of the project.
- 4.2.7 NCDC will conduct inspection of all the sanctioned projects before releasing final installment of subsidy. Geo-tagged photograph of the project will be attached with the Inspection Report.
- 4.2.8 The State Governments / society concerned (in case of direct funding) will provide progress reports of projects on periodic basis as required by the NCDC.
- 4.2.9 NCDC, HO will compile month wise, a list of the sanctioned projects for advance and final subsidy and forward it to the Head Office of DMI. NCDC, HO will furnish utilization certificate in prescribed format to DMI, HO after every release of fund from DAC.

## **4.3 OWN FUNDED STATE AGENCY PROJECTS**

- 4.3.1 State agencies that do not wish to avail loan from FIs, may submit the project proposal to DMI, HO, Faridabad directly in **Annexure - XVI**. The proposal should

reach DMI within 60 days of approval accorded by the authorities concerned. Subordinate State agencies, such as, APMCs, Local Bodies etc. should submit their proposals to DMI through their State level Organizations/ Departments concerned. A copy of the complete set of proposal may also be endorsed to RO / SO, DMI.

4.3.2 DMI will send the proposal, within 60 days of its receipt, for appraisal to NABARD Consultancy Services Pvt. Ltd. (NABCONS), a wholly owned subsidiary of NABARD or any other suitable FI empanelled by the Ministry. However, project proposals which have been prepared by NABCONS or any other FI empanelled by the Ministry and have Feasibility Report and Cost-Benefit Analysis in their Detailed Project Report (DPR), need not be referred again for appraisal by these agencies. The project development facility (PDF) under the sub scheme available with Ch. Charan Singh National Institute of Agricultural Marketing (NIAM), may also be availed for preparing such DPRs.

4.3.3 NABCONS or the FI concerned will appraise the project proposal within 90 days of receipt from DMI and forward the proposal with recommendations to the Committee constituted under the Chairmanship of Agricultural Marketing Adviser to the Government of India. The committee will comprise of a representative of concerned State agency, a representative of concerned Regional/ Sub-Office of DMI, a representative from the Ministry and from IFD of DAC, an expert from FCI/ CWC/ WDRA / MoFPI / NHM etc. and a representative of appraisal agency. The proposals which do not need appraisal will be considered directly by the Committee on their receipt in DMI.

4.3.4 The Committee will examine and approve the projects found suitable for subsidy within 90 days of receipt of the recommendations of appraisal agency.

4.3.5 Subsidy will be released to the State agency concerned directly by DAC in two equal installments depending on the progress of the work. The advance subsidy will be released on approval of the project by the Sanctioning Committee.

4.3.6 When the State Government agency has fully utilized both, its contribution for the project (75% / 66.67% as the case may be) as well as the advance subsidy received and the project requires only an amount equivalent to the final subsidy for its completion, the agency will request for joint inspection of the project within the prescribed time period. While making such a request, the agency will also enclose a progress report of the project along with certificates regarding item-wise physical progress from their approved engineer / registered architect and certificate regarding item-wise financial progress from Chartered Accountant along with final subsidy claim in **Annexure XVII**.

4.3.7 Any cost escalation or change in quantity of works etc. over and above the original project proposal sanctioned by Sanctioning Committee will have to be met by the State agency concerned, before seeking release of the final subsidy.

4.3.8 The joint inspection of the project will be conducted by a committee comprising of officers of DMI, representative of the appraisal agency and representative of the concerned State agency.

4.3.9 The inspection report in **Annexure XVIII** will be submitted by concerned state agency to DMI, HO through DMI, RO / SO for the release of final subsidy within 60 days of joint inspection. Photograph of the project will also be attached with the inspection report.

4.3.10 On receipt of final subsidy claim from DMI, RO / SO, DMI, HO will process the claim within 90 days and submit to DAC for release of final subsidy.

4.3.11 The time schedule prescribed in para 3.10.4 must be adhered to for submission of progress report for final subsidy along with relevant documents complete in all respect, failing which, the project will not be eligible for subsidy. The advance subsidy in all such cases will have to be refunded forthwith by the State agency.

4.3.12 State agency concerned will furnish utilization certificate in prescribed format **Annexure – VIII** to DMI, HO after every release of fund from DAC.

4.3.13 The monitoring of progress of these projects will be done by DMI through its Regional / Sub Offices. DMI, RO / SO will also maintain all data / information.

## **5. OTHER CONDITIONS:**

5.1 The project should be commenced only after term loan is sanctioned for the project proposal by the FI / NCDC and in case of own funded state agency projects, the project should be commenced only after approval of the project proposal by Sanctioning Committee of DAC is received.

5.2 If a case arises for refund of subsidy, and the subsidy is not refunded by the FI to NABARD within 90 days of intimation, the FI will attract penal interest @ bank rate + 1%. In no case, will it be charged to the promoter.

5.3 The FI/NCDC/NABARD etc., will adhere to their own norms for appraisal of projects for sanction of term loan.

5.4 It will be the responsibility of the promoter to comply with all the applicable laws, obtain requisite approvals from the concerned authorities to build and operate the projects as well as to insure the project. DAC, DMI, NABARD or NCDC will not be responsible for any such violation by the promoter.

5.5 The promoter may be informed about the deficiencies pointed out by the joint inspection committee at the time of inspection for compliance.

5.6 A prominent signboard at the site of the project stating “Assisted under Integrated Scheme for Agricultural Marketing of Ministry of Agriculture, Government of India” in local language/ Hindi / English will be exhibited.

5.7 Government's interpretations of various terms of these guidelines will be final. Government reserves the right to modify, add and delete any term and condition and restrict / stipulate any provision without assigning any reason thereof.

5.8 Besides Joint Inspection, pre and post-completion inspections of the project may be undertaken to verify physical, financial and operational progress, as and when required, by DAC or any other agency approved by DAC.

5.9 The promoter will not alienate the land and the project during the period of the term loan for any purpose other than the purpose for which the subsidy is extended. An affidavit to this effect should be submitted by the promoter with the application for loan.

5.10 No subsidy shall be availed of for the project proposal submitted under sub scheme of AMI from any other Central Government scheme including Rashtriya Krishi Vikas Yojana (RKVY). An Affidavit to the effect that subsidy has not been availed of and will not be availed of from any other Scheme of the Central Government will be submitted along with the application.

5.11 The promoter will be liable to refund the subsidy of the project or its component that is dropped / cancelled or if any change is made in any of the components of the project sanctioned. Affidavit to this effect will be submitted by the promoter at the time of submission of the project proposal.

5.12 The promoter will take prior approval of NABARD / NCDC in case of takeover of loan account together with SRF account by another FI (without altering the repayment schedule) is intended.

5.13 Assistance under the sub scheme will be available only on capital cost of the project.

5.14 The promoter will submit a notarised affidavit as per **Annexure – XIX**.

5.15 An Empowered Committee constituted under the chairmanship of Additional Secretary (DAC) and composing of Joint Secretary (Marketing) / Agricultural Marketing Adviser, Director (Marketing), Joint Agricultural Marketing Adviser and Director / Deputy Secretary (Finance), IFD, DAC will resolve difficulties and smaller case to case specific decisions on implementation issues.

5.16 DAC may claim up to 0.5% of the scheme funds at its level for incurring administrative expenditure towards more effective MIS, monitoring, impact assessment, hiring consultants, conducting studies, publicity, advertisement,

training, evaluations, study tours, extension, preparation of Model projects and any other facilitative mechanism for more effective implementation of the sub scheme.

5.17 NABARD, NCDC and SFAC will be provided processing charges of 0.5% of the total subsidy released by them towards activities such as processing of projects, inspection, monitoring, hiring consultants, for developing and maintaining MIS, Geotagged photographs, training, publicity, study, evaluation etc. These agencies would be authorized to automatically debit the processing charge on release of final subsidy from the funds received from DAC and the same will be accounted for in the utilization certificate to be submitted by them.

5.18 On establishment of MIS, the procedure for release of subsidy may be implemented through online mode.

5.19 The FI after sanction of the project should monitor the progress of the project. In case, for any reason there is variation in the project, subsidy would be restricted to the original proposal or to actual whichever is lower.

5.20 DAC through DMI ROs/ SOs or any other approved agency may take up random check inspection of 5% of projects for which final subsidy is released, to verify the utilization of the project for which it is intended, on yearly basis. Needful action will be taken based on the inspection report.

5.21 All earlier instructions issued by DAC/DMI in respect of GBY & AMIGS schemes will stand superseded with the issue of these new Operational Guidelines.

5.22 The new guidelines will be effective for the projects for which term loan is sanctioned by FIs / NABARD/ NCDC and own funded State agency projects approved by DAC on or after **1<sup>st</sup> April, 2014**.

5.23 FIs / NABARD / NCDC / DMI will maintain all data / information separately for projects sanctioned during XII plan.

## **6. MONITORING**

6.1 Monitoring of each project will be done by FI, NABARD, NCDC and by DMI through its Regional/ Sub offices.

6.2 Review of progress of sub scheme of AMI will be done once in two months by DMI Regional/ Sub offices with NABARD under the Chairmanship of Chief General Manager (CGM) of NABARD in the concerned State.

6.3 A Regional Coordination Committee (RCC) may be constituted, comprising DMI, NABARD / NCDC and leading bankers in each state including SLBC convenor to review the progress under the scheme, under the Chairmanship of CGM, NABARD. RCC may meet once in every quarter.

6.4 NABARD, Regional Office will submit a monthly progress report to its Head Office and to concerned Regional / Sub Offices of DMI. Review of progress of cooperative projects will be done on quarterly basis by DMI Regional/ Sub offices with NCDC under the Chairmanship of Regional Director of NCDC in the concerned State.

6.5 Biannual meetings will also be held at DAC level with NABARD, NCDC and NIAM Officials under the Chairmanship of Joint Secretary (Marketing)/ AMA.

6.6 NABARD, RO / NCDC, RO and DMI, RO / SO will also monitor each project for completion, for conducting Joint Inspection and for timely release of subsidy.

6.7 The progress report of the sub scheme will be submitted by NABARD/NCDC/NIAM directly to the Head office of DMI on a monthly basis as per format at **Annexure –XX** and as revised from time to time.

## **7. GENERAL AWARENESS AND TRAINING PROGRAMME**

General awareness, advertisement, publicity and training programmes for farmers, market functionaries, entrepreneurs and other stakeholders in establishment, maintenance and operation of infrastructure projects, registration / accreditation with WDRA and also on agricultural marketing in general including on grading and standardization, will be taken up through Ch. Charan Singh National Institute of Agricultural Marketing (NIAM), Jaipur, National Institute of Agricultural Extension Management (MANAGE), Hyderabad, Training of Personnel in Cooperative Institute (TOPIC), Gurgaon, NABARD and other national and state level institution/ Universities. General awareness, advertisement, publicity and training programmes will be taken up with a special focus on promoters from SC / ST category & North Eastern Region and in the States / UTs where the sub scheme has not picked up in the past. NIAM would also arrange for consultancy services for setting up of a “Project Development Facility” to catalyze investment credit in agri-infrastructure projects.

## **8. FINANCIAL OUTLAY FOR THE XII PLAN**

(Rs. in crore)

<b>Head</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>Total</b>
1. Grant-in-aid	419.69	667.60	776.00	993.70	1126.21	3983.20
2. Machinery & Equipments	0.00	1.00	1.25	1.75	2.00	6.00
3. Minor Works	0.30	0.30	0.50	0.70	0.70	2.50
4. Traveling Expenditure (DTE & FTE)	0.13	0.50	1.25	1.25	1.37	4.50
5. Professional Services (PS)	0.07	0.60	1.00	1.00	1.13	3.80
<b>Grand Total</b>	<b>420.19</b>	<b>670.00</b>	<b>780.00</b>	<b>998.40</b>	<b>1131.41</b>	<b>4000.00</b>

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## Annexure-I

### List of Regional /Sub-offices of Directorate of Marketing & Inspection with address

<u>Andaman &amp; Nicobar Island</u>  Asst. Agricultural Marketing Adviser, Directorate of Marketing & Inspection, General pool Offices Building, 4 <sup>th</sup> Floor, A Wing, DF Block, Sector-1, Salt Lake, Kolkata -700064 Ph.033- 23347553, 23340845, dmiwb03@nic.in	<u>Dadra &amp; Nagar Haveli</u>  Deputy Agricultural Marketing Adviser, Directorate of Marketing & Inspection New CGO Building, 3 <sup>rd</sup> Floor, New Marine Lines, Mumbai-400020 Ph.022-22036801,22032699 dmiromah@nic.in
<u>Andhra Pradesh</u>  Deputy Agricultural Marketing Adviser, Directorate of Marketing & Inspection 2 <sup>nd</sup> Floor, Kendriya Sadan, Sultan Bazaar, Hyderabad -500095 Ph.040- 24657446, 24731637 dmiroap@nic.in	<u>Daman &amp; Diu</u>  Deputy Agricultural Marketing Adviser, Directorate of Marketing & Inspection New CGO Building, 3 <sup>rd</sup> Floor, New Marine Lines, Mumbai-4000820 Ph.022-22036801,22032699 dmiromah@nic.in
<u>Arunachal Pradesh</u>  Asst. Agricultural Marketing Adviser, Directorate of Marketing & Inspection RUKMINIGAON, Navratna Path, H.No.09, First Floor, P.O.Khanpara Guwahati-781022. Ph. 0361- 2229272, 2229273 dmias01@nic.in	<u>Delhi</u>  Asst. Agricultural Marketing Adviser, Directorate of Marketing & Inspection, W-6, Phase II, Okhla Industrial Estate, New Delhi – 110020 Ph.011-26387285 dmidl06@nic.in
<u>Assam</u>  Asst. Agricultural Marketing Adviser, Directorate of Marketing & Inspection RUKMINIGAON, Navratna Path, H.No.09, First Floor, P.O.Khanpara Guwahati-781022. Ph. 0361- 2229272, 2229273 dmias01@nic.in	<u>Gujarat</u>  Senior Marketing Officer, Directorate of Marketing & Inspection 1, Inderprastha Society 1 <sup>st</sup> Floor, Opp. Shankar Nagar, Near Gandhi Bridge Shahpur, Ahmedabad-380004 Ph. 079-25600965 dmigj03@nic.in
<u>Bihar</u>  Senior Marketing Officer, Directorate of Marketing & Inspection Government of India, Pant Bhawan (Ground & First Floor), Baily Road, Patna-800001 Ph. 0612-2526691 dmipatnasm@gmail.com	<u>Goa</u>  Deputy Agricultural Marketing Adviser, Directorate of Marketing & Inspection New CGO Building, 3 <sup>rd</sup> Floor, New Marine Lines, Mumbai-400020 Ph.022-22036801,22032699 dmiromah@nic.in
<u>Chandigarh</u>  Deputy Agricultural Marketing Adviser, Directorate of Marketing & Inspection, 6 <sup>th</sup> Floor, KendriyaSadan, Sector 9 'A', Chandigarh-160 047 Ph.0172 – 2743201 dmich01@nic.in	<u>Haryana</u>  Deputy Agricultural Marketing Adviser, Directorate of Marketing & Inspection 6 <sup>th</sup> floor KendriyaSadan, Sector 9'A' Chandigarh-160047 Ph.0172-2743201 dmich01@nic.in

<u><b>Chhattisgarh</b></u>  Marketing Officer Directorate of Marketing & Inspection, 33, Anand Nagar, Raipur – 492001 Ph. 0771-2446030 dmiraipur.cg@nic.in	<u><b>Himachal Pradesh</b></u>  Deputy Agricultural Marketing Adviser, Directorate of Marketing & Inspection 6 <sup>th</sup> floor KendriyaSadan, Sector 9'A' Chandigarh-160047 Ph.0172-2743201 dmich01@nic.in
<u><b>Jammu &amp; Kashmir</b></u>  Marketing Officer, Directorate of Marketing & Inspection, 61,A, II Extension, Gandhi Nagar, Jammu Tawi-180004 Ph. 0191-2450478 dmijk01@nic.in	<u><b>Jharkhand</b></u>  Senior Marketing Development Officer, Directorate of Marketing & Inspection, Main Terminal Market Yard,Pardra, Ranchi – 834005 Ph.: 0651- 2512597 dmi_ranchi@yahoo.in
<u><b>Kerala</b></u>  Senior Marketing Officer, Directorate of Marketing & Inspection 2 <sup>nd</sup> Floor, Ramakrishna Building, East Thampanoor Thiruvananthapuram-695001 Ph. 0471-2471134 dmikl02@nic.in	<u><b>Karnataka</b></u>  Asst. Agricultural Marketing Adviser, Directorate of Marketing & Inspection M.G.Complex APMC, Yashwantpur, Bangalore-560022 Ph. 080-23473004 dmilkk04@nic.in
<u><b>Lakshadweep</b></u>  Senior Marketing Officer, Directorate of Marketing & Inspection 2 <sup>nd</sup> Floor, Ramakrishna Building, East Thampanoor, Thiruvananthapuram-695001 Ph. 0471-2471134 dmikl02@nic.in	<u><b>Maharashtra</b></u>  Deputy Agricultural Marketing Adviser, Directorate of Marketing & Inspection New CGO Building, 3 <sup>rd</sup> Floor, New Marine Lines, Mumbai-400020 Ph.022-22036801,22032699 dmiromah@nic.in
<u><b>Madhya Pradesh</b></u>  Deputy Agricultural Marketing Adviser, Directorate of Marketing & Inspection House No.245, 2 <sup>nd</sup> Floor, M.P.Nagar, Zone -II Bhopal-462 011 Ph.0755-2551847 dirmkti@mp.nic.in	<u><b>Manipur</b></u>  Asst. Agricultural Marketing Adviser, Directorate of Marketing & Inspection RUKMINIGAON, Navratna Path, H.No.09, First Floor, P.O.Khanpara Guwahati-781022 Ph. 0361-2229272, 2229273 dmias01@nic.in
<u><b>Meghalaya</b></u>  Asst. Agricultural Marketing Adviser, Directorate of Marketing & Inspection RUKMINIGAON, Navratna Path, H.No.09, First Floor, P.O.Khanpara Guwahati-781022 Ph. 0361-2229272, 2229273 dmias01@nic.in	<u><b>Mizoram</b></u>  Asst. Agricultural Marketing Adviser, Directorate of Marketing & Inspection RUKMINIGAON, Navratna Path, H.No.09, First Floor, P.O.Khanpara Guwahati-781022 Ph. 0361-2229272, 2229273 dmias01@nic.in
<u><b>Nagaland</b></u>  Asst. Agricultural Marketing Adviser, Directorate of Marketing & Inspection RUKMINIGAON, Navratna Path, H.No.09, First Floor, P.O.Khanpara Guwahati-781022 Ph. 0361-2229272, 2229273 dmias01@nic.in	<u><b>Orissa</b></u>  Asst. Agricultural Marketing Adviser, Directorate of Marketing & Inspection, General pool Offices Building, 4 <sup>th</sup> Floor, A Wing, DF Block, Sector-1,Salt Lake, Kolkata-700064 Ph.033-23340845,23347553 dmiwb03@nic.in

<u>Pondicherry</u>  Asst. Agricultural Marketing Adviser, Directorate of Marketing & Inspection Shastri Bhawan.4 th Floor, 6 <sup>th</sup> Block,26HaddowsRoas, Chennai-600006 Ph.044-28271738, 28278065 dmirotn@nic.in	<u>Punjab</u>  Deputy Agricultural Marketing Adviser, Directorate of Marketing & Inspection 6 <sup>th</sup> floor,KendriyaSadan, Sector 9'A' Chandigarh-160047 Ph.0172-2743201 dmich01@nic.in
<u>Rajasthan</u>  Asst. Agricultural Marketing Adviser, Directorate of Marketing & Inspection 4 <sup>th</sup> Floor, KendriyaSadan, Sec.10 Vidyadhar Nagar, Jaipur – 302023 Ph. 0141-2231527 agmarkjpr-rj@nic.in	<u>Sikkim</u>  Asst. Agricultural Marketing Adviser, Directorate of Marketing & Inspection, General pool Offices Building, 4 <sup>th</sup> Floor, A Wing, DF Block, Sector-1,Salt Lake, Kolkata-700064 Ph.033-3340845,3347553 dmiwb03@nic.in
<u>Tamilnadu</u>  Asst. Agricultural Marketing Adviser, Directorate of Marketing & Inspection Shastri Bhawan.4 th Floor, 6 <sup>th</sup> Block,26HaddowsRoas, Chennai-600006 Ph.044-28271738,28278065 dmirotn@nic.in	<u>Tripura</u>  Asst. Agricultural Marketing Adviser, Directorate of Marketing & Inspection RUKMINIGAON, Navratna Path, H.No.09, First Floor, P.O. Khanpara, Guwahati-781022 Ph. 0361-2229272, 2229273 dmias01@nic.in
<u>Uttar Pradesh</u>  Deputy Agricultural Marketing Adviser, Directorate of Marketing & Inspection 5 <sup>th</sup> Floor, Kendriya Bhawan, Hall 2, Sector H, Aligunj, Lucknow-226024 Ph. 0522-2326658 agmark.up@nic.in	<u>Uttarakhand</u>  Asst. Agricultural Marketing Adviser, Directorate of Marketing & Inspection, W-6, Phase II, Okhla Industrial Estate, New Delhi – 110020 Ph.011-26387285 dmidl06@nic.in
<u>West Bengal</u>  Asst. Agricultural Marketing Adviser, Directorate of Marketing & Inspection, General pool Offices Building, 4 <sup>th</sup> Floor, A Wing, DF Block, Sector-1,Salt Lake, Kolkata-700064 Ph.033-23340845,23347553 dmiwb03@nic.in	

**For further information, please contact :**

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National Institute of Agricultural Marketing,  
Kota Road, Bambala, Near Sanganer,  
Jaipur-303 906  
Tele: 0141-2770589, 0141-2770614  
Fax: 0141-2770589, 0141- 2770051  
E-Mail: dgniam@hotmail.com

Chief General Manager, Department of Refinance,  
National Bank for Agriculture &  
Rural Development,  
Plot No. C-24, G Block,  
Bandra Kurla Complex, Bandra East,  
Mumbai- 400 051.  
Tele: 022- 26539350  
Fax: 022-26530090  
E-Mail: dor@nabard.org

Chief Director (Storage),  
National Cooperative Development  
Corporation,4, Siri Institutional Area,  
HauzKhas,  
New Delhi- 110 049.  
Tele: 011- 26961170  
Fax: 011- 26962370  
E-Mail: mail@ncdc.in

**Annexure – II**

**Illustrative list of processing activities**

	<b>Primary processing</b>	Secondary processing	Tertiary processing
Fruits & Vegetables	Cleaning, Sorting, Grading & Cutting	Slices, pulps, flakes, paste, preserved & Flavoured	Ketchups, jam juices, pickles, preserves, candies, chips, etc.
Grains & Seeds	Sorting, & Grading	Flour, Broken, Rice, Puff, Malt & Milling /	Biscuits, noodles, flakes, cakes, namkeen
Oilseeds	Sorting & Grading	Oil Cakes	Sunflower, groundnut, mustard, soya, olive oil, etc.
Beverages	Sorting, bleaching & Grading	Leaf, Dust & Powder	Tea bags, flavoured, coffee, soft drinks, alcoholic beverages.
Milk	Grading, Refrigerating	Cottage cheese, Cream, Simmered & Dried Milk,	Processed milk spreadable fats (butter and cheese), Yoghurt.
Meat & Poultry	Sorting & Refrigerating	Cut, Fried, Frozen & Chilled	Ready to eat meals.
Marine products	Chilling & Freezing	Cut, Fried, Frozen, Chilled	Ready to eat meals.

The above table is indicative and does not illustrate all processes.

Annexure – III

**Examples for calculation of eligible subsidy for common facilities and ancillary/ supporting infrastructure in market yards project, eligible @ 25% subsidy**

**1. Scenario One : Ancillary/ supporting infrastructure equal to 25% of TFO**  
**(Rs. In lakhs)**

Components of Project	Cost	Eligible % of TFO	Eligible cost	Eligible subsidy
Common facilities in market yard	600.00	75%	600.00	150.00
Ancillary/ supporting infrastructure	400.00	25%	200.00	50.00
<b>Total</b>	<b>1000.00</b>	<b>100%</b>	<b>800.00</b>	<b>200.00*</b>

\* Subsidy will not be Rs.250.00 lakhs @ 25% of Rs.1000.00 lakhs.

**2. Scenario two: Ancillary/ supporting infrastructure more than 25% of TFO**  
**(Rs. In lakhs)**

Components of Project	Cost	Eligible % of TFO	Eligible cost	Eligible subsidy
Common facilities in market yard	400.00	75%	400.00	100.00
Ancillary/ supporting infrastructure	600.00	25%	133.33	33.33
<b>Total</b>	<b>1000.00</b>	<b>100%</b>	<b>533.33</b>	<b>133.33*</b>

\* Subsidy will not be Rs.250.00 lakhs @ 25% of Rs.1000.00 lakhs.

**3. Scenario three : Ancillary/ supporting infrastructure more than 25% of TFO**  
**(Rs. In lakhs)**

Components of Project	Cost	Eligible % of TFO	Eligible cost	Eligible subsidy
Common facilities in market yard	1500.00	75%	1500.00	375.00
Ancillary/ supporting infrastructure	1000.00	25%	100.00	25.00
<b>Total</b>	<b>2500.00</b>	<b>100%</b>	<b>1600.00</b>	<b>400.00*</b>

\* Subsidy will not be Rs.625.00 lakhs @ 25% of Rs.2500.00 lakhs.

**4. Scenario four : Ancillary/ supporting infrastructure less than 25% of TFO**  
**(Rs. In lakhs)**

Components of Project	Cost	Eligible % of TFO	Eligible cost	Eligible subsidy
Common facilities in market yard	2000.00	75%	1600.00	400.00
Ancillary/ supporting infrastructure	500.00	25%	0.00	0.00
<b>Total</b>	<b>2500.00</b>	<b>100%</b>	<b>1600.00</b>	<b>400.00*</b>

\* Subsidy will not be Rs.625.00 lakhs @ 25% of Rs.2500.00 lakhs.

**Annexure – IV**

**Examples for calculation of eligible subsidy for functional infrastructure project involving installation of Plant & Machinery is equal or less than 25% of TFO, and eligible @ 25% subsidy**

**1. Scenario One: Plant & Machinery equal to 25% of TFO (Rs. In lakhs)**

<b>Components of Project</b>	<b>Cost</b>	<b>Eligible % of TFO</b>	<b>Eligible cost</b>	<b>Eligible subsidy</b>
Plant & Machinery	300.00	25%	300.00	75.00
Civil structure	900.00	75%	900.00 **	225.00
<b>Total</b>	<b>1200.00</b>	<b>100%</b>	<b>1200.00</b>	<b>300.00*</b>

\* Subsidy will be Rs.300.00 lakhs @ 25% as Plant & Machinery equal to 25% of TFO.

**2. Scenario Two: Plant & Machinery less than 25% of TFO (Rs. In lakhs)**

<b>Components of Project</b>	<b>Cost</b>	<b>Eligible % of TFO</b>	<b>Eligible cost</b>	<b>Eligible subsidy</b>
Plant & Machinery	200.00	25%	200.00	50.00
Civil structure	1000.00	75%	600.00**	150.00
<b>Total</b>	<b>1200.00</b>	<b>100%</b>	<b>800.00</b>	<b>200.00*</b>

\* Subsidy will not be Rs.300.00 lakhs @ 25% of Rs.1200.00 lakhs.

**3. Scenario Three: Plant & Machinery less than 25% of TFO (Rs. In lakhs)**

<b>Components of Project</b>	<b>Cost</b>	<b>Eligible % of TFO</b>	<b>Eligible cost</b>	<b>Eligible subsidy</b>
Plant & Machinery	500.00	25%	500.00	125.00
Civil structure	1900.00	75%	1500.00**	275.00
<b>Total</b>	<b>2400.00</b>	<b>100%</b>	<b>2000.00</b>	<b>400.00*</b>

\* Subsidy will not be Rs.600.00 lakhs @ 25% of Rs.2400.00 lakhs.

**4. Scenario Four: Plant & Machinery less than 25% of TFO (Rs. In lakhs)**

<b>Components of Project</b>	<b>Cost</b>	<b>Eligible % of TFO</b>	<b>Eligible cost</b>	<b>Eligible subsidy</b>
Plant & Machinery	300.00	25%	300.00	75.00
Civil structure	2100.00	75%	900.00**	225.00
<b>Total</b>	<b>2400.00</b>	<b>100%</b>	<b>1200.00</b>	<b>300.00*</b>

\* Subsidy will not be Rs.600.00 lakhs @ 25% of Rs.2400.00 lakhs.

**\*\* If infrastructure is of the nature of storage, the cost of the civil structure will be as calculated above or as per the capacity and cost norms of the storage infrastructure, whichever is lower.**

**Annexure – V**

**Year wise maximum capacity ceiling of Silos :**

<b>Year</b>	<b>Target of Storage infrastructure in Lakh MT</b>	<b>Capacity ceiling of Silos in Lakh MT</b>
2014-15	45.00	11.25
2015-16	50.00	12.50
2016-17	50.00	12.50

## Annexure – VI

**Examples for calculation of eligible subsidy for integrated value chain project having cold storage component is equal or more than 75% of TFO, and eligible @ 25% subsidy**

**1. Scenario One: cold storage component equal to 75% of TFO (Rs. In lakhs)**

Components of Project	Cost	Eligible % of TFO	Eligible cost	Eligible subsidy
Cold storage	600.00	75%	600.00 **	150.00
Other infrastructure	200.00	25%	200.00	50.00
<b>Total</b>	<b>800.00</b>	<b>100%</b>	<b>800.00</b>	<b>200.00*</b>

\* Subsidy will be Rs.200.00 lakhs @ 25% as cold storage equal to 75% of TFO.

**2. Scenario Two: cold storage component more than 75% of TFO (Rs. In lakhs)**

Components of Project	Cost	Eligible % of TFO	Eligible cost	Eligible subsidy
Cold storage	700.00	75%	300.00 **	75.00
Other infrastructure	100.00	25%	100.00	25.00
<b>Total</b>	<b>800.00</b>	<b>100%</b>	<b>400.00</b>	<b>100.00*</b>

\* Subsidy will not be Rs.200.00 lakhs @ 25% of Rs.800.00 lakhs.

**3. Scenario Three: cold storage component more than 75% of TFO (Rs. In lakhs)**

Components of Project	Cost	Eligible % of TFO	Eligible cost	Eligible subsidy
Cold storage	1600.00	75%	1200.00**	300.00
Other infrastructure	400.00	25%	400.00	100.00
<b>Total</b>	<b>2000.00</b>	<b>100%</b>	<b>1600.00</b>	<b>400.00*</b>

\* Subsidy will not be Rs.500.00 lakhs @ 25% of Rs.2000.00 lakhs.

**4. Scenario Four: cold storage component more than 75% of TFO (Rs. In lakhs)**

Components of Project	Cost	Eligible % of TFO	Eligible cost	Eligible subsidy
Cold storage	1800.00	75%	600.00**	150.00
Other infrastructure	200.00	25%	200.00	50.00
<b>Total</b>	<b>2000.00</b>	<b>100%</b>	<b>800.00</b>	<b>200.00*</b>

\* Subsidy will not be Rs.500.00 lakhs @ 25% of Rs.2000.00 lakhs.

**\*\* In an integrated value chain project having cold storage component, the cost of cold storage will be as calculated above or as per the capacity calculation and cost norms of the NHM, DAC, whichever is lower.**

**Annexure-VII**

**Indicative Negative List of Projects which will not be eligible for subsidy under  
the sub scheme of AMI**

1. Combined Harvesters (in – Andhra Pradesh, Punjab, Madhya Pradesh & Tamilnadu)
2. Standalone cold storages
3. Retail shops
4. Silos as part of integrated project

**Annexure-VIII****GFR 19 – A****Form of Utilization Certificate**

S. No	Letter No. and Date	Amount (Rs.)
	Total	

Certified that out of Rs. \_\_\_\_\_ of Grants in aid sanctioned during the year \_\_\_\_\_ in favour of \_\_\_\_\_ under this Ministry/ Department letter No. given in the margin and Rs. \_\_\_\_\_ on account of unspent balance of the previous year, a sum of Rs. \_\_\_\_\_ has been utilized for the purpose of \_\_\_\_\_ for which it was sanctioned and that the balance of Rs. \_\_\_\_\_ remaining unutilized at the end of the year has been surrendered to Government (vide No. \_\_\_\_\_ dated \_\_\_\_\_) will be adjusted towards the grants-in-aid payable during the next year \_\_\_\_\_

1. Certified that I have satisfied myself that the conditions on which the grant s- in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised that following check s to see that the money was actual l y utilized for the purpose for which it was sanctioned.

Kinds of checks exercised.

- 1.
- 2.
- 3.

Signature \_\_\_\_\_  
Designation \_\_\_\_\_  
Date \_\_\_\_\_

**Annexure-IX**

**PROJECT PROFILE CUM CLAIM FORM FOR CLAIMING 50% ADVANCE SUBSIDY**

**(TO BE SUBMITTED BY FINANCIAL INSTITUTION TO NABARD AND DMI)**

To,

- (1) Regional Office, NABARD
- (2) Regional/Sub-office of Directorate of Marketing & Inspection  
(nearest as per addresses enclosed)

**AGRICULTURAL MARKETING INFRASTRUCTURE**

**PART – I**

**(FOR USE BY FINANCIAL INSTITUTION)**

- 1.(i) Name & full Address of project including Tehsil / Taluka / District with telephone number and email ID :  
(ii) Whether located in North East Region/ States of Uttarakhand, Himachal Pradesh, Jammu & Kashmir, Andaman & Nicobar Islands & Lakshadweep Island / Hilly Areas/ Tribal Areas :  
  
2.(i) Name & full address of promoter with telephone number and email ID :  
(ii) Whether belongs to Registered FPOs/ Women/ SC/ ST/ their cooperatives :  
a) If yes specify :  
(iii) Whether belongs to State Agencies :  
a) If yes specify :  
(iv) Whether proprietorship/ partnership :  
  
3. Name & full address of financial institution with telephone number and email ID :  
  
4. Date of receipt of proposal/application :  
  
5. (a) Date and amount of sanction of term loan by financial institution:  
(b) Date of disbursement of first installment of loan and amount disbursed :  
  
6. Rate of entitlement of subsidy for projects (25% / 33.33%) :  
  
7. Item-wise financial projections

	As per project report (Rs.)	As approved by FI (Rs.)
i) Marketing Infrastructure/ Storage Infrastructure		
ii) Allied facilities / infrastructure / Plant & Machinery		

a)		
b)		
iii) Cost of civil structure		
iv) Cost for processing		
a) Cost relating to primary processing		
b) Cost relating to secondary & other processing		
<b>Total outlay</b>		

8. Means of finance:

	As per project report (Rs.)	As approved by FI (Rs.)
Promoter's contribution		
Term loan		
<b>Total outlay</b>		

9. Subsidy

- a) Total eligible subsidy (Rs.) :
- b) Eligible advance subsidy(Rs.) :
- c) Subsidy from any other agency  
State Govt. :
- Central Govt. (for other components, if any) :

10. Brief account of the infrastructure to be created

under the project (description of components) :

a) Storage Infrastructure capacity	No. of chambers	Size (LxBxH in Meters)	Capacity (in MT)
i) New unit to be created			

- ii) Existing unit, if any
- iii) Renovation of storage infrastructure of Cooperatives

11. a) Account No. and IFSC code of FI :

b) AADHAR no of Promoter :

12. Brief coverage on technical feasibility and :

financial viability (Enclose along with project report)

13. Other relevant information including as to whether the storage infrastructure would be for self use/ to be leased out to private or Govt. agencies/ to store farmers produce on rent and commodity to be stored :

14. Other relevant information.:

15. The project has been appraised and found to be technically feasible and financially viable.

16. We note that the repayment schedule cannot be altered. We also note that a time limit of 18/ 24 months is stipulated for completion of the project and submission of relevant documents from the date of disbursement of first installment of loan. Further, if the completion of the project is delayed, a maximum extended period of 6 months with reduction in rate of subsidy @ 1% for delay of each month or part thereof may be allowed for completion of project and submission of relevant documents. We also note that the advance subsidy has to be refunded forthwith if the project is not completed and the relevant documents are not submitted within the above stipulated period and as per the broad parameters of the sub scheme. It is further noted that in case of any delay in refund of subsidy, the financial institution will be liable for payment of penal interest. If subsidy is not refunded within 90 days of intimation, penal interest shall be charged @ bank rate + 1% from the financial institution and not promoter.

17. It is also certified that no subsidy has been or will be availed for the project from any other Central Government Department/ Agency including subsidy under RKVY.

18. Certified that the project has commenced only after sanction of term loan to the promoter.

19. Financial institution will monitor the progress of the execution of the project to ensure that the project is completed as per the technical specifications envisaged in the guidelines of the sub-scheme and project proposal without any variation and within the stipulated time as per the broad parameters of the sub scheme.

20. Certified that the promoter has not availed or will avail maximum subsidy of Rs.4 crores / Rs.5 crores in the same District (owned & leased land) permissible under sub scheme during XII Plan.

21. Certified that the Financial institution will ensure that the promoter will not alienate the land and the project for a minimum period of term loan for any purpose other than the purpose for which the subsidy is extended.

22. An amount of Rs..... (Rupees.....) being 50% of the eligible amount of subsidy may please be released in respect of the project for crediting to the "Subsidy Reserve Fund Account-Borrower wise". Financial institution confirms that that the subsidy will be kept in SRF Account only and not in other accounts like Fixed Deposits, Saving account etc.

(\_\_\_\_\_)

Seal and signature of the  
Authorized Signatory of Financial Institution

Place:

Date:

Encl : as per Annexure X

**Annexure- X**

**Check List of Documents to be submitted along with Advance Subsidy claim**

Docum ent No.	Particulars of document	Remarks ✓
A - 1	Forwarding letter of Controlling / nodal Office of the financing branch. The advance subsidy claim application of financing branch should be routed through the Controlling / nodal Office to NABARD clearly certifying that all documents as per this check list are enclosed.  The complete address with telephone/fax numbers of the controlling / nodal office as well as the financing branch are required to be furnished. A copy of the claim form along with all documents should also be submitted to the Regional Office/Sub Office of the DMI.	
A - 2	Advance subsidy claim application as per format in Annexure-IX	
A - 3	Copy of project report with item-wise details of costs, total outlay, loan and margin submitted by the promoter with a copy of the technical and financial appraisal report from the FI	
A - 4	Copy of the approved plan/ map and civil drawings clearly indicating the dimensions and capacity of the infrastructure project.	
A - 5	Copy of the loan sanction letter of the FI along with copies of invoices for purchase of machinery/equipment of infrastructure project if any. Copy of Term Loan Account Statement of the borrower indicating all transactions including disbursement of first installment of loan	
A - 6	Copy of land documents where the project is going to be established.	
A - 7	FI's certificate on category of the Promoter. In case of SC/ST beneficiaries and Cooperative, certification by the Competent Authority should be obtained.	
A - 8	Notarised Affidavit in Original executed by the promoter on a non-judicial stamp paper as per Annexure XIX.	
A - 9	Copy of duly registered partnership deed, if it is a partnership firm, Memorandum& Articles of Association and certificate of incorporation, in case of Private Limited Company etc.	

## Annexure- XI

### **Instructions for the promoter to be annexed by the FI with loan sanction letter**

1. Subsidy under the scheme is not guaranteed and is not a matter of right of the promoter. It is subject to availability of funds and compliance to scheme guidelines as may be interpreted and altered by Government of India with/ without notice.
2. The project should be commenced only after term loan is sanctioned for the project proposal by the FI / NCDC and in case of own funded state agency projects, only after approval of the project proposal by Sanctioning Committee of DAC is received.
3. Project should be executed as per the technical specifications as specified in guidelines and as per physical & financial parameters submitted in the project proposal. If there is any variation, subsidy would be restricted to the original proposal or actual whichever is lower.
4. Project should be executed as per the special conditions envisaged in the guidelines without any variation.
5. The promoter will not alienate the land and the project during the period of the term loan for any purpose other than the purpose for which the subsidy is extended.
6. No subsidy shall be availed for the project proposal submitted under AMI from any other Central Government scheme including Rashtriya Krishi Vikas Yojana (RKVY).
7. The promoter will be liable to refund the subsidy of the project or its component that is dropped /scrapped or if any change is made in any of the components of the project sanctioned.
8. The promoter shall take prior approval of NABARD in case of takeover of loan account (with SRFA) by another FI (without altering the repayment schedule) is intended.
9. A prominent signboard at the site stating "Assisted under sub scheme Agricultural Marketing Infrastructure of Integrated Scheme of Agricultural Marketing of Ministry of Agriculture, Government of India" in local language / English will be exhibited.
10. Government's interpretations of various terms of guidelines will be final. Government reserves the right to modify, add and delete any term and condition and restrict / stipulate any provision without assigning any reason therefore.
11. Promoter is hereby being informed that random check inspection of the project may be conducted within 5 years from the date of disbursement of first installment of loan, to ensure that the project is being used for the intended purpose. In case of non compliance, needful action including recall of subsidy may be taken.
12. If the project cost is up to Rs. 500.00 lakhs, a time limit of 18 months is prescribed for completion of the project from the date of disbursement of the first installment of loan by the financial institution. If reasons for delay are justified, a further extended period of 6 months with deduction of rate of subsidy @1% per month or part thereof is allowed. The project will not be eligible for subsidy if the project is not completed and document submitted within 24

months from the date of disbursement of first installment of loan and advance subsidy received will be refunded forthwith.

13. If the project cost is more than Rs. 500.00 lakhs, a time limit of 24 months is prescribed for completion of the project from the date of disbursement of the first installment of loan by the financial institution. If reasons for delay are justified, a further extended period of 6 months with deduction of rate of subsidy @1% per month or part thereof is allowed. The project will not be eligible for subsidy if the project is not completed and document submitted within 30 months from the date of disbursement of first installment of loan and advance subsidy received will be refunded forthwith.

14. It will be the responsibility of the promoter to comply with all the applicable laws, obtain requisite approvals from the concerned authorities to build and operate the projects as well as to insure the project. DAC, DMI, NABARD or NCDC will not be responsible for any such violation by the promoter. In case of non compliance of all the requisite approval / permission, the subsidy will have to be refunded.

15. **For Storage infrastructure** : For storage infrastructure projects the following are required and non compliance to it may render the storage infrastructure ineligible to receive subsidy under the scheme:

a) The project built under the sub scheme shall be structurally sound on account of engineering considerations and functionally suitable to store the agricultural produce as per Central Warehousing Corporation (CWC) or Food Corporation of India (FCI) or any other standard specifications laid down in this behalf may be adopted.

b) Shall be properly ventilated, shall have well fitted shutters, air inlets and ventilators and shall be waterproof (control of moisture from floor, walls and roof etc.).

c) Shall have a minimum plinth height of 2.5 feet and minimum plinth projection of 1.5 feet all around the storage infrastructure for protection from rodents. However, for smaller storage infrastructure up to 500 MT plinth height should be a minimum of 1.5 feet and minimum plinth projection of 1.5 feet at the entry points for protection from rodents.

d) Shall have protection from birds (air inlets / ventilators with wire mesh ).

e) The openings such as shutters, air inlets etc. shall be designed in such a manner that the storage infrastructure can be sealed for effective fumigation etc.

f) The Storage infrastructure complex shall have an easy approach road, pucca internal roads, proper drainage, arrangements for effective control against fire and theft and also have arrangements for easy loading and unloading of stocks.

g) Only removable steps are to be provided.

**Annexure- XII**

**Documents to be submitted to NABARD for taking up Joint Inspection**

Docum ent No.	Particulars	Remarks ✓
JM -1	Duly filled in final subsidy claim form in Annexure XIII	
JM-2	<p>FI's specific request for taking up Joint Inspection of the project interalia certifying that:</p> <ol style="list-style-type: none"> <li>1. The project has been completed in all respects within the stipulated time period. Advance subsidy of Rs. _____ lakh has been received and kept in Subsidy Reserve Fund A/C of the borrower/Promoter on which no interest is charged.</li> <li>2. A Sign Board has been exhibited at the project site indicating that the project has been 'Assisted under sub scheme Agricultural Marketing Infrastructure of Integrated Scheme for Agricultural Marketing (ISAM) of Ministry of Agriculture, Government of India'.</li> <li>3. Certificate by the FI that all original bills, vouchers etc. are preserved for any verification in future.</li> </ol>	
JM-3	Completion certificate by approved engineer / registered architect. It should be signed by the promoter and countersigned by Branch Manager of FI.	
JM-4	In case of storage infrastructure: Certificate issued by the approved engineer / registered architect that the project has been completed as per the technical specifications specified in guidelines.	
JM-5	Certificate by Chartered Accountant indicating item-wise actual expenditure countersigned by Branch Manager of FI.	

## Annexure-XIII

### **FORMAT FOR CLAIMING FINAL SUBSIDY (TO BE SUBMITTED BY FINANCIAL INSTITUTION TO NABARD AND DMI)**

To,

- (1) Regional Office, NABARD
- (2) Regional Sub-office, Directorate of Marketing & Inspection  
(nearest as per addresses enclosed)

#### **AGRICULTURAL MARKETING INFRASTRUCTURE**

##### **PART – I (FOR USE BY FINANCIAL INSTITUTION)**

- 1.(i) Name, full address / location of project with telephone number and email ID including Tehsil / Taluka / District :  
(ii) Whether located in North East Region/  
States of Uttarakhand, Himachal Pradesh, Jammu & Kashmir,  
Andaman & Nicobar Islands & Lakshadweep Island /  
Hilly Areas/ Tribal Areas :  
  
2. (i) Name and full address of promoter with telephone number and email ID including Tehsil / Taluka / District :  
(ii) Whether belongs to Registered FPOs/, Women / SC/ ST/  
their cooperatives :  
if yes specify :  
(iii) Whether belongs to State Agencies :  
(iv) Whether proprietorship/ partnership :  
  
3. Rate of entitlement of subsidy for projects (25% / 33.33%) :  
  
4. Name and address of financing financial institution  
with telephone number and email ID :  
  
a) Account No. and IFSC code of FI :  
b) AADHAR no of Promoter :  
  
5.Date of sanction of term loan by financial institution :  
  
(a) Amount of loan sanctioned :  
(b) Date of disbursement of first instalment :  
(c) Date of disbursement of the last instalment :  
(e) Total Loan amount disbursed :  
(enclose the loan account statement showing details of amount released)  
  
6. Date of completion of the project :  
  
a) Date of submission of Completion certificate :  
  
b) Date of submission of item wise actual expenditure certificate :  
  
Date of completion (last of a & b) :  
  
7. Date of last inspection of project by financial institution :

8. Item wise cost of project

	As per project report (Rs.)	As approved by FI (Rs.)	Actual expenditure incurred (Rs.).
i) Marketing Infrastructure/ Storage Infrastructure			
ii) Allied facilities / infrastructure / Plant & Machinery			
a)			
b)			
iii) Cost of civil structure			
iv) Cost for processing			
a) Cost relating to primary processing			
b) Cost relating to secondary & other processing			
<b>Total outlay</b>			

9. Means of finance:

	As per project report (Rs.)	As approved by FI (Rs.)	Actual expenditure incurred (Rs.).
Promoter's contribution			
Term loan			
<b>Total outlay</b>			

10. Brief account of the infrastructure created under the project  
(description of components) :

j) Storage Infrastructure capacity created:

No. of chambers	Size (LxBxH in Meters)	Capacity (in MT)
-----------------	---------------------------	---------------------

- i) New unit to be created
- ii) Existing unit, if any
- iii) Renovation of storage infrastructure of Cooperatives

11. Total entitlement of the Subsidy :

12. Advance subsidy

- i) Date of receipt :
- ii) Amount :

13. Subsidy from any other agency:

State Govt.:  
Central Govt. (for other components, if any). :

14. Balance subsidy to be released :

15. Certified that the Infrastructure facility created is as per the technical specifications envisaged in the guidelines of the sub-scheme and the project proposal.
16. Certified that all the special conditions for storage infrastructure have been followed.
17. Certified that various permissions/approvals have been obtained by the promoters for establishment and commissioning of the project from various government authorities. FI has ensured that the project has all requisite permissions/approvals.
18. It is certified that no subsidy has been or will be availed for the project from any other Central Government department/ agency including subsidy under RKVY.
19. Certified that the promoter has not availed or will avail maximum subsidy of Rs.4 crores / Rs.5 crores in the same District (owned & leased land) permissible under sub scheme during XII Plan.
20. Certified that the Financial institution will ensure that the promoter will not alienate the land and the project for a minimum period of term loan for any purpose other than the purpose for which the subsidy is extended.
21. Since the above project is complete as per terms & conditions stipulated under the sub scheme, an amount of Rs. \_\_\_\_\_ (Rupees\_\_\_\_\_) being the final installment of subsidy may please be released for crediting to the Subsidy Reserve Fund Account Borrower wise.
22. It is certified that the observation(s) made by the Joint Inspection Committee if any, will be complied within 60 days of joint inspection.

[\_\_\_\_\_]

Seal and Signature of the Branch Manager  
(Financial Institution)

Place:

Date:

**Enclosures:** Completion certificate, Item wise actual expenditure certificate, etc. as per the Annexure XII

**AGRICULTURAL MARKETING INFRASTRUCTURE**  
**PROFORMA FOR JOINT INSPECTION REPORT**

Date of Inspection:

1. Members of Joint Inspection Committee:

Organization	Name of the Officer	Designation	Address
NABARD			
FI			
DMI			

2. i) Name and address of project with telephone No.  
 (including Village, Tehsil/ Taluka/ District) :

ii) Name & Address of the Promoter with telephone No.  
 and Email ID :

iii) Whether located in North East Region/ States of Uttarakhand,  
 Himachal Pradesh, Jammu & Kashmir Andaman & Nicobar Islands  
 & Lakshadweep Island / Hilly Areas/ Tribal Areas :

iv) Category specify :

- (a) Whether belongs to Registered FPOs/ Women/ SC/ST/ their Co-operatives :  
 (b) Individual :  
 (c) Company/Corporation :  
 (d) State agency :

3. Whether proprietorship/ partnership :

4. Rate of Entitlement of subsidy (25% or 33.33%) :

5. Name and Address of the FI with telephone No. and Email ID :

6. Details of loan sanctioned :

- i. Date of receipt of proposal / application to the FI :
- ii. Date of sanction of loan :
- iii. Amount of loan sanctioned :
- iv. Date & Amount of disbursement of first installment :
- v. Date & Amount of disbursement of last installment :
- vi. Total loan amount disbursed :
- vii. Date of commencement of project :
- viii. Date of Completion of Project & submission of documents:
- ix. Whether completed & documents submitted in time :

If not, subsidy calculation based on date of completion & submission of documents

- a) Prescribed date of completion & submission of documents :
- b) Actual Date of completion & submission :
- c) Time period of delay (b-a) :

- d) Applicable deduction of subsidy \_\_\_\_\_ % & Amount: \_\_\_\_\_  
e) Final applicable subsidy \_\_\_\_\_ % & Amount: \_\_\_\_\_

xi. Date of intimation of completion & submission of documents of project for joint inspection to NABARD and DMI : \_\_\_\_\_

7. Details of sanctioned Project : \_\_\_\_\_

- i) Details of infrastructure created (in brief) : \_\_\_\_\_  
ii) Total Project cost : \_\_\_\_\_  
iii) Item-wise cost of project : \_\_\_\_\_

Items	As per Project Report (Rs)	As appraised by FI (Rs)	Actual expenditure incurred (Rs.)	Expenditure verified by the JIC (Rs.)
i) Marketing Infrastructure/ Storage Infrastructure				
ii) Allied facilities / infrastructure / Plant & Machinery				
a)				
b)				
iii) Cost of civil structure				
iv) Cost for processing				
a) Cost relating to primary processing				
b) Cost relating to secondary & other processing				
<b>Total outlay</b>				

iv) Project Cost for processing:

- a) Cost relating to primary processing:  
b) Cost relating to secondary & other processing:

8. Storage Infrastructure capacity : \_\_\_\_\_

No. of chambers	Size (LxBxH in Meters)	Capacity (in MT)
-----------------	---------------------------	---------------------

- i) New unit to be created  
ii) Existing unit, if any  
iii) Renovation of storage infrastructure of Cooperatives

9. Means of finance :

	As per project report (Rs.)	As approved by FI (Rs.)	Actual expenditure incurred (Rs.)	Expenditure verified by the JIC (Rs.)
Promoter's contribution				
Term Loan				

<b>Total</b>				
--------------	--	--	--	--

10. Whether project implemented as per approval (specifications etc.) :  
If not, specify the deviations :
11. Total entitlement of Subsidy
- a) Eligible project cost for calculation of subsidy :
  - b) Capacity in MT (to be filled in case of storage project) :
  - c) Final subsidy recommended :
12. Date and Amount of Advance subsidy received :
13. Subsidy from any other agency :
- a) State Govt. :
  - b) Central Govt. (for other components, if any) :
- 14 Balance subsidy to be released :
15. Any other observations/ deficiencies :
16. Recommendations of the Joint Inspection Committee :

Signature & date  
**NABARD**

Signature & date  
**Financial Institution**

Signature & date  
**DMI**

## **Annexure XV**

### **Format for Utilization Certificate**

(FOR THE USE OF FI TO BE SUBMITTED TO THE REGIONAL OFFICE OF NABARD)

#### **AGRICULTURAL MARKETING INFRASTRUCTURE**

1. Name, Project Code No., address and location of the promoter and project:
2. Name of the financial institution:
3. Name & address of the financing branch:
4. Date of sanction of loan by financial institution:
5. Date of inspection by Joint Inspection Committee:
6. Date of commission of the unit:
7. (i) Total financial outlay -Rs.  
(ii) Promoter's contribution -Rs.  
(iii) loan -Rs.  
(iv) Subsidy received

Date of receipt From NABARD

Amount(Rs.)

Date of credit to the Subsidy Reserve Fund

A/c No.of the Borrower

Branch IFSC Code:

a) Advance Subsidy

b) Final subsidy

8. Brief description of infrastructure created with capacity etc.:

9. This is to certify that the full amount of subsidy received in respect of the above project has been fully utilized (by way of crediting to the Subsidy Reserve Fund Account-borrower-wise) to be adjusted in the books of account under the sanctioned terms and conditions of the project within the overall guidelines of the sub scheme after the lock-in period of 5 years.

Place

Date

Seal & Signature of the  
Branch Manager (FI)

## Annexure XVI

### **FORMAT FOR CLAIMING FIRST INSTALLMENT OF SUBSIDY FOR OWN FUNDED STATE AGENCY PROJECTS**

(to be submitted by the State Agency to DMI, H.O. Faridabad after sanctioning of the Project  
by the Sanctioning Committee of D.M.I./D.A.C.)

To  
The Agricultural Marketing Adviser  
to the Govt. of India  
Directorate of Marketing & Inspection  
Head Office, N.H.IV  
Faridabad-121001.

#### **SUB - SCHEME OF AGRICULTURAL MARKETING INFRASTRUCTURE**

1.	Name & address of the State agency										
2	Name & address of the project										
3	Whether located in North Eastern Region/ States of Uttarakhand, Himachal Pradesh, Jammu& Kashmir Andaman & Nicobar Islands & Lakshadweep Island/ Hilly Areas/ Tribal Areas										
4	Name & address of the controlling authority										
5	Date of submission of proposal/application to DMI										
6	Total project cost as submitted by the State agency (Rs. in lakh)										
7	Amount of State agency contribution for the project (Rs. in lakh)										
8	Rate of entitlement of Subsidy 25% Or 33.33%										
9	Brief coverage on Technical feasibility (enclosure)										
10	Other information on whether various permission/approval obtained by the State agency for establishment and commissioning of the project from various Govt. authorities										
11	Brief account on the infrastructure of the project to be created (enclosure) <table border="1" style="margin-left: auto; margin-right: auto; width: fit-content; border-collapse: collapse;"><tr><th>Sl. No.</th><th>Item</th><th>Cost</th><th>Subsidy</th></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></table>			Sl. No.	Item	Cost	Subsidy				
Sl. No.	Item	Cost	Subsidy								
12	An amount of Rs. .... (Rupees .....) being the 50% of the eligible amount of subsidy may please be released in respect of the project										

Place:  
Date:

Signature:  
Name:  
Address:

Enclosures: As above.

## Annexure- XVII

### **FORMAT FOR CLAIMING FINAL SUBSIDY FOR OWN FUNDED STATE AGENCY PROJECTS** **(to be submitted by the State Agency to DMI, H.O. Faridabad)**

To  
The Agricultural Marketing Adviser  
to the Govt. of India,  
Directorate of Marketing & Inspection,  
Head Office, N.H.IV,  
Faridabad-121001.

#### **AGRICULTURAL MARKETING INFRASTRUCTURE**

- 1 Name & address of the State Agency :
- 2 Name & address of the project :
- 3 Name & address of the controlling authority :
- 4 Date of sanction of project by the Sanctioning Committee :
- 5 . Total cost of the project as approved by the Sanctioning Rs.  
Committee(Component-wise)
6. Rate of entitlement of Subsidy 25% Or 33.33%
- 7 State Agency contribution Rs.
- 8 Total eligible subsidy as Rs.  
approved by the Sanctioning Committee
- 9 Amount of first installment of subsidy and date of receipt Rs.
- 10 Brief account of the item-wise progress of works undertaken so :  
far under the project (duly certified by a Competent Engineer of  
the State Agency or that of State Government)
- 11 Total amount of expenditure incurred so far in the project –  
Component-wise details, duly certified by a Chartered  
Accountant Rs.
- 12 Amount of final subsidy claimed (Rs.)

Sr. No.	Item	Cost as per proposal	Cost appraised by Appraisal Agency	Cost Sanctioned by Sanctioning Committee	Actual Expenditure	Eligible Subsidy	Advance Subsidy Received	Balance final Subsidy

13. Certified that above project is nearing completion as per terms, conditions stipulated under the sub scheme and we have fully utilized both our contribution for the project as well as advance subsidy received and that the project requires only an amount equivalent to the second installment of subsidy from the Central Government for its completion. Utilization Certificate for the first installment of subsidy is enclosed as per prescribed format GFR 19-A.

14. It is requested that an amount of Rs.\_\_\_\_\_ (Rupees\_\_\_\_\_) being the second installment of subsidy may please be released for completing the project. The Utilization Certificate for second installment of subsidy will be submitted immediately after completion of the project as per time period prescribed under the sub scheme.

15. It is certified that no subsidy has been availed or will be availed for the project from any other Central Government Department/ Agency including RKVY.

Place:

Signature:

Date:

Name:

Address:

Enclosures: As above.

**ANNEXURE – XVIII**

**PROFORMA FOR INSPECTION OF OWN FUNDED STATE AGENCY PROJECTS UNDER AMI**

1. Members of Joint Inspection Committee:

Date of Inspection:

Organization	Name of the Officer	Designation	Address
DMI			
Agency which appraised the project			
State Agri. Marketing Board/ State Agency			

1.	Name & Address of the State agency	
2.	Name & Address of the State agency project	
3.	Whether located in North East Region/ States of Uttarakhand, Himachal Pradesh, Jammu & Kashmir Andaman & Nicobar Islands & Lakshadweep Island / Hilly Areas/ Tribal Areas	
4.	Name & Address of Controlling authority of the State agency	
5.	Date of Sanction of the project by the Sanctioning Committee	
6.	Total cost of project as approved by Sanctioning Committee (Rs. in lakhs)	
7.	Amount of State Agency contribution (Rs. in lakhs)	
8.	Rate of entitlement of Subsidy 25% Or 33.33%	
9.	Total eligible subsidy approved by the Sanctioning Committee (Rs. in lakhs)	
10.	Date & Amount of release of first installment of subsidy by DMI	
11	Date of Commencement of Project	
12.	Brief account of the item-wise progress of the works undertaken so far under the project by indicating following points (Duly certified by a competent Engineer of the State agency or that of State Govt.) (enclosure). i) Project Item (Component) : ii) Cost iii) Extent up to which completed : iv) Reasons for pending works (if any): v) Whether Construction is as per specifications envisaged in the guidelines and approved project report	
13.	Total amount of expenditure incurred so far in the project item-wise details, duly certified by the CA by indicating following points (enclosure) i) Project Item (Component) ii) Expenditure Incurred	

14.	Balance subsidy to be released																											
	<table border="1"> <thead> <tr> <th>Sr. No.</th><th>Item</th><th>Cost as per proposal</th><th>Cost appraised by Appraisal Agency</th><th>Cost Sanctioned by Sanctioning Committee</th><th>Actual Expenditure</th><th>Eligible Subsidy</th><th>Advance Subsidy Received</th><th>Balance final Subsidy</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Sr. No.	Item	Cost as per proposal	Cost appraised by Appraisal Agency	Cost Sanctioned by Sanctioning Committee	Actual Expenditure	Eligible Subsidy	Advance Subsidy Received	Balance final Subsidy																		
Sr. No.	Item	Cost as per proposal	Cost appraised by Appraisal Agency	Cost Sanctioned by Sanctioning Committee	Actual Expenditure	Eligible Subsidy	Advance Subsidy Received	Balance final Subsidy																				
15.	Observations / Recommendations (The Inspecting Officers should specify about dropping of component during construction and change of TFO, if any)																											

Signature & date  
DMI

Signature & date  
Appraisal agency

Signature & date  
State Agency

## Annexure -XIX

### On non-judicial stamp paper of Rs. 100/- Affidavit

I / we..... S/o ..... Resident of .....  
director / proprietor of M/s ..... do here by solemnly affirms and state that:

1. I / we have not availed or will avail grant/subsidy for the project proposal submitted under sub scheme Agricultural Marketing Infrastructure (AMI) of Integrated Scheme for Agricultural Marketing (ISAM) of Ministry of Agriculture from any other Central Government scheme including Rashtriya Krishi Vikas Yojana (RKVY).
2. I / we have not availed or will avail maximum subsidy Rs.4 crores / Rs.5 crores in the same District permissible under sub scheme AMI during XII plan.
3. I / we will commence the project only after the project proposal is sanctioned by the Financial Institution / NCDC / Sanctioning Committee of DAC.
4. I / we will obtain all the requisite permissions / approvals from the concerned authorities to build and operate the project as per applicable laws.
5. I / we will not alienate the land and the project for a minimum period of term loan for any purpose other than the purpose for which the subsidy is extended.
6. I / we will be liable to refund the subsidy of the project or its component that is dropped / cancelled or if any change is made in any of the components of the project sanctioned.
7. I / we will submit all the requisite documents after completion within the stipulated time period and agree to the penalty for delay in submission as per the sub scheme AMI guidelines.
8. I / we will not close the loan account for a minimum period of 5 years from the date of disbursement of first installment of loan. In case of pre closure of loan account, I / we will forfeit the benefit of subsidy.
9. I / we agree that subsidy under the scheme is not guaranteed and is not a matter of right. I / we agree that subsidy is subject to availability of funds and compliance to scheme guidelines as may be interpreted and altered by GoI with/ without notice.

I / we hereby solemnly affirm and state that I / we will be liable to forfeit / refund the subsidy for non compliance of above.

Deponent

#### **Verification :**

Verified that the content of this affidavit are true and correct to the best of the knowledge and belief of the deponent and no part of this affidavit is kept concealed therein, If anything is found false in this Affidavit subsequently deponent will be liable jointly and severally for action under the laws, hence verified at \_\_\_\_\_ (Place) on \_\_\_\_\_ (Date).

Deponent

**Notary Seal & Signature**

## ANNEXURE – XX

### A: Progress of sub Scheme AMI

**Month:**

**Amount (Rs. in lakhs)**

Sr. No.	State	Category of projects	No. of Projects	Capacity (in MT)	TFO	Term loan	Promoter's contribution	Eligible Subsidy	Subsidy Released				Remarks
									Advance	Final	One time	Total	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13	14
1		Silos											
		Other Storage											
		Other Infra											
2		Silos											
		Other Storage											
		Other Infra											

	STATUS OF SUBSIDY RELEASE	Amount (Rs. in lakhs)
A	OPENING BALANCE OF FUNDS AS ON 01.4.20.... (current year)	
B	FUNDS RECEIVED FROM DAC DURING CURRENT YEAR	
C	TOTAL FUNDS AVAILABLE AS ON ..... (A+B)	
D	TOTAL SUBSIDY RELEASED UPTO ..... (Current Year - TOTAL)	
	Of which, ADVANCE SUBSIDY	
	FINAL SUBSIDY	
	ONE TIME SUBSIDY	
E	BALANCE OF FUNDS AVAILABLE UPTO THE MONTH ending ..... (C-D)	

## B: State-wise Progress of sub Scheme AMI

**Name of the State:-**

**Month:**

**Amount (Rs. in lakhs)**

S. No.	Category of project	Project Sanctioned during the Current Year upto the Month			Cumulative Projects Sanctioned upto the Month during XII Plan											
		Total No. of Projects Sanctioned	TFO	Total Eligible Subsidy	Projects Completed*				Projects to be completed				Advance Subsidy Released	Subsidy to be Released		
					No.	TFO	Subsidy Released		No.	TFO	Advance Subsidy Released	Final				
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.
1	Primary Processing and Value Addition Facility Cleaning, Grading, Storage and Packaging Unit															
2	Direct Marketing & E trading projects															
3	Pre-cooling/Cold chain facility															
4	Common Facility in Market															
5	Mobile Infrastructure															
6	IVC															
7	Storage Infrastructure	Silos No: Capacity: (MT)			Silos No: Capacity: (MT)			Silos No: Capacity: (MT)				Silos No: Capacity: (MT)				
		Other No: Capacity: (MT)			Other No: Capacity: (MT)			Other No: Capacity: (MT)				Other No: Capacity: (MT)				
<b>Total:</b>																

\* Projects completed refer to projects where final subsidy is sanctioned or released.

**C: PROFORMA FOR SUBMISSION OF LIST OF SANCTIONED PROJECTS UNDER THE SUB SCHEME AMI**

**State :**

**Year:**

Sl. No .	Code No.	Name & Address of the promoter with Phone Number	Name of the project & Address (Location)	District	Constitutio n of firm (Individual/ NGO/Co. etc.)	Male / Female / Other (Partners hip firms, companie s etc.)	SC / ST/ Other	NE/Hilly/ Tribal/Ot her Area	Category of Project / Infra- structure	Type of Project / Infra- structure	Name & Address of FI	Date of receipt of the project by the FI	Date of sanction of term loan	Date of Disburse ment of 1st Instalme nt of loan	TFO as appraise d by FI
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1															
2															
3															

Amoun t of Loan	Promoter s contributi on	Date of submission of project Profile-cum- claim form for advance subsidy by FI to NABARD	Rate of Subsid y (25% or 33.33%)	Total eligible subsid y	Date of sanction of Advance subsidy	Date of release of Advance subsidy	Amount of release of Advance subsidy	Date of completi on of Project	Date of Joint Inspectio n	Date of sanctio n of Final Subsid y	Date of release of Final Subsid y	Amount of release of Final Subsidy	Total Subsidy Released	In case of Storage Capacit y (MT),	Remark s*
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32

\* Please furnish the other relevant information in remarks column.

**D: PROFORMA FOR SUBMISSION OF QUARTERLY FINANCIAL PROGRESS REPORT UNDER THE SUB SCHEME AMI**

Progress report at the end of the quarter -----

Year -----

(Rs.- in Lakhs)

Implementing agency	Unspent balance of grants-in-aid as on 1 <sup>st</sup> April of the current year	Grants-in-aid released so far during the current quarter	Funds utilized so far towards subsidy during the current quarter	Unspent balance of grants-in-aid available by the end of quarter	Anticipated demand for the next quarter	Remarks



# **CHAPTER III**

## **MARKET RESEARCH AND INFORMATION NETWORK**

### **(MRIN)**

#### **1. INTRODUCTION :**

1.1 Market information is needed by farmers in planning production and marketing of their produce and equally needed by other market participants in arriving at optimal marketing decisions. The availability and dissemination of complete and accurate marketing information is key to achieve both operational and pricing efficiency in the marketing system. Advancement in Information and Communication Technology (ICT) has made the world a smaller place and a larger market at one go. To fully utilize the new emerging marketing opportunities for the benefit of farming community, establishment of an ICT based "Agricultural Marketing Information Network" in the country has become inevitable.

1.2 Ministry of Agriculture had launched the ICT based Central Sector Scheme of Agricultural Marketing Information Network (AGMARKNET), in March, 2000, to link important agricultural produce markets spread all over the country and the State Agriculture Marketing Boards and Directorates. The project is being executed with the technical support of National Informatics Centre (NIC). A total number of 3,549 computers were provided under the scheme to 3,241 agricultural produce markets (**Annexure-I**) up to March, 2013. Computers were also provided to State Agricultural Marketing Boards/ Directorates, etc. An application software package 'AGMARK', has been developed to facilitate organization and transmission of market data from the markets.

1.3 In order to strengthen interface with farmers and other beneficiaries, AGMARKNET portal (<http://agmarknet.nic.in>) has been developed. More than 2200 markets are regularly reporting price and arrivals related data which is being disseminated through the portal. The AGMARKNET portal also serves as a single window for accessing websites of various other organizations concerned with agricultural marketing. It provides weekly arrivals and price trend analysis for important markets in respect of major agricultural commodities transacted. It is also linked with Online Commodity Exchange of India Limited, providing futures prices in respect of oilseeds, crops, etc. International price trends of various agricultural commodities available on FAO website are also accessible through the portal. The portal is constantly being enriched.

1.4 During XI plan period 590 new market nodes were covered and replacements of computers for 574 old nodes were undertaken. Out of the existing 7,190 wholesale markets in the country, 3,241 i.e. 45 % had on-line facility under the scheme till the end of XI Plan. During XII Plan, 3,700 new markets are proposed to be covered under the network using mobile and SMS technology in addition to computers.

#### **2. OBJECTIVES**

2.1 To establish a nation-wide information network for speedy collection and dissemination of market information and data for its efficient and timely utilization;

**2.2** To facilitate collection and dissemination of information related to better price realization and market access by the farmers. This would cover:

- (i) Market related information such as market fee, market charges, costs, method of sale, payment, weighment, handling, market functionaries, development programmes, market laws, dispute settlement mechanism, composition of market committees, income and expenditure, etc.
- (ii) Price-related information such as minimum, maximum and modal prices of varieties and qualities transacted, total arrivals and dispatches with destination, marketing costs and margins, etc.
- (iii) Infrastructure related information comprising facilities and services available to the farmers with regard to storage and warehousing, cold storage, direct markets, grading, re-handling and repacking etc.
- (iv) Market requirement related information covering accepted standards and grades, labeling, sanitary and phyto-sanitary requirements, pledge finance, marketing credit and new opportunities available in respect of better marketing;

**2.3** To sensitize and orient farmers to respond to new challenges in agricultural marketing by using ICT as a vehicle of extension;

**2.4** To improve efficiency in agricultural marketing through regular training and extension for reaching region-specific farmers in their own language; and

**2.5** To provide assistance for marketing research to generate marketing information for its dissemination to farmers and other marketing functionaries at grass-root level to create an ambience of good marketing practices in the country.

**2.6** The information relating to the schemes in respect of agricultural marketing implemented by Government Departments and central agencies viz. Commerce, Food and Public Distribution, Consumer Affairs, Health and CCI, JCI, NCDC, NAFED, NTGF, TRIFED, NCCF, NDDP, NHB, APEDA, MPEDA will also be disseminated in user friendly manner. Once the farm produce is standardized and labelled, backed by quality certification, it can be directly offered for sale on Spot Exchange websites in national and international markets.

### **3. IMPLEMENTATION PLAN :**

**3.1** The agencies involved in execution of the sub scheme are Directorate of Marketing and Inspection (DMI), National Informatics Centre (NIC), State Governments through State Agriculture Marketing Boards (SAMBs)/ Directorates, other National and State level institutions and individual market committees/ authorities wherever applicable in the country.

**3.2** Efforts will be made to involve private sector in collection of data and maintenance of the data base. PPP options will be explored to bring expertise and value addition to this activity.

**3.3** Overall Plan for connectivity: Supply of Computers and other peripherals as well as installation will be implemented through the vendors empaneled by IT Division of DAC and/or, other sources such as NIC, APMC, State Departments/Agencies in concerned market nodes. The concerned market nodes will arrange internet connectivity through local internet service provider.

3.4 It is proposed to also provide IT instruments such as mobile handsets etc. to the market nodes at principal market/ sub-market yard level through the State Implementing Agencies/other implementing agencies.

3.5 NIC's role: NIC will develop required software applications, train market personnel in handling computer hardware and software, update the software package from time to time and develop and commission State level portals wherever requested. NIC will also arrange to harmonize/ integrate software packages used by the State Implementing Agencies and or any other Private Agency on their behalf for reporting data to the AGMARKNET Portal. It will continue to manage AGMARKNET portal and facilitate in updating of market information by the market nodes to the portal. Management of AGMARKNET/State level portals could be outsourced wherever considered necessary by respective competent authorities. In case of development of software applications, other than NIC, it could also be out sourced to private agencies, if and when required.

3.6 To improve the quality of data reporting on the portal, at DMI Headquarters, the AGMARKNET team will be strengthened from time to time by outsourcing professionals to monitor and constantly update the portal, in accordance with GFR provisions and with the prior approval of IFD

3.7 The State Implementing Agencies will provide to DMI the list of remaining markets to be covered for connectivity and replacement of old computers under the sub scheme. The State Implementing Agencies must ensure site readiness for successful installation and operation of the node which shall be verified and certified by concerned DMI Office. In case of those markets, where installing computers may be difficult, IT instruments such as mobile handsets or other instruments to harness mobile and sms/GPRS/2g/3G technology may be provided

3.8 Besides the existing system of reporting market information through use of computers in principal market yards, mobile/IT instruments based data reporting system will be introduced for both principal market yards and sub-market yards so as to facilitate collection of market information at grass root level at faster pace. For this, necessary APPS for such IT instruments like mobile handset etc. will be developed through NIC or through outsourcing.

3.9 Market node will collect and transmit relevant information to the State level and AGMARKNET portal. NIC/IT instrument Vendors would train 2 persons from each node in operating computer/mobile device and handling software package/APPS. The SAMB/Department will nominate a nodal officer to coordinate functioning of the node. The State level Nodal Officer will ensure that market level officials perform their functions regularly to keep the node operational.

3.10 The Data Reporting officials at the nodes and State level Nodal Officer will be incentivised for providing regular market data.

3.11 The instrument/device will be used for data uploading and any other official contact only and will be kept under the safe custody of the marketing personnel assigned the responsibility, who will be accountable for breakage/damage or any sort of mal functioning due to mishandling. In normal course, computers and mobile handset devices will be

replaced on the recommendation of the Sanctioning Committee, in five years in the case of computers and in three years in the case of mobile handsets.

3.12 A new version of GIS based Atlas will be expedited by NIC for content enrichment and the system will be put in place for regular data updating to make the portal more user friendly.

3.13 Electronic Display Boards / Price Ticker will be provided at every networked market for display of minimum and maximum price of important commodities including their arrivals. These efforts would be dovetailed, as far as possible, with the action being taken by the Forward Markets Commission under the sub scheme of the Department of Economic Affairs, state Agriculture Marketing boards or any other schemes of central/state governments including RKVY etc.

3.14 Strategic alliances will be developed with corporate, telecom players and private users for strengthening marketing intelligence services through sharing of AGMARKNET data and their dissemination to the farmers through SMS / Voice mail/apps through mobile Phones etc. Data collected may be shared with these agencies free of cost.

3.15 Facility will be developed on the portal for farmers to register for getting daily information on prices in nearby markets of their choice. Also sms based query module will be provided where an sms can get the prices on a particular day in a particular market

**4. ASSISTANCE UNDER MRIN :** The State Agricultural Marketing Boards/Directorates/ Departments /NIC(as the case may be) will be provided funds under the sub scheme from Grant-in Aid.

4.1 Supply of Computers and other peripherals (**Annexure – II**) as well as installation will be implemented through the vendors empaneled by IT Division of DAC, or/and other sources such as NIC/APMC, State Departments/Agencies in concerned market nodes as per the pricing norms stipulated by the IT Division of DAC/NIC or at DGS&D rates.

4.2 Supply/procurement of Electronic instruments such as Mobile handset of particular specification and required software to all selected markets will be carried out as per the decision of the sanctioning committee and in conformity with GFR norms.

4.3. Training of market personnel in handling of hardware and software and refresher training will be undertaken by NIC / any other service providers. The cost towards training will be reimbursed to NIC/any other service providers. Supplementary training needs for technical aspects of data collection will be addressed by NIAM.

4.4 Monetary Incentive to encourage the marketing personnel for uploading data on the portal for more than 20 days in a month will be paid @Rs.1000/- (Rupees one thousand only) per month and incentive @Rs1000/- per month will also be provided to the State level monitoring officials.

4.5 Incentives for data reporting will also be applicable for the mobile based reporting at the same rate of Rs.1000 per month for more than 20 days in a month.

4.6 Nodes reporting data for more than 20 days in a month will be ascertained from the website's Performance Monitoring System and on certification by NIC, incentives would be released on Quarterly basis.

4.7 Assistance for Market-led Extension and Research : Assistance under MRIN will be provided to State Agricultural Marketing Boards/Directorates and Market Committees and National and State level institutions/ SAU/Other Institutes for:

4.7.1 Publications of state level as well as market level publications in Hindi, English and local languages for dissemination of agri-market related information to the farmers, State level nodal agencies as well as market committees/authorities.

4.7.2 Preparation of material with regard to accepted standards of grading, packaging and quality certification, sanitary and phyto-sanitary aspects, Good Agricultural practices, success stories in contract farming, group marketing, Good Marketing Practices in regulated markets, farmers' duties, responsibilities and rights in regulated markets and other marketing related issues.

4.7.3 Preparation of national level atlas, commodity profiles, CDs in Hindi, English and regional languages to facilitate market led extension. Atlas would provide information in respect of the commodity with regard to major areas of production, movement and storage and of market and consuming centres etc. It would also facilitate public and private sector in planning and development of appropriate marketing strategy in agricultural sector.

4.7.4 Preparation of training and educational modules in the areas of market driven production, marketing finance, post-harvest management, information on facilities for quality assurance and standards, grading, packaging, storage, transportation, contract farming, direct marketing, alternative markets including forward and future markets, commodity exchanges, online market information system etc. for reaching the target farmers and marketing functionaries in Hindi, English and vernacular languages.

4.7.5 Undertaking marketing research studies/ other useful studies and training programmes directly beneficial to the farmers through outsourcing to professional/experts on agri marketing related issues

4.7.6 Conducting farmer's awareness programmes at market/village level to disseminate market related information from the website as well as on good agri marketing practices to farmers and other market functionaries in local languages.

4.7.7 The assistance provided under MRIN will be approved by the Sanctioning Committee. For extension activities norms of Extension Division of DAC will be adopted. For research publications, the assistance may be provided on shared basis along with sponsoring organisation.

## **5. PROCEDURE FOR SANCTION OF ASSISTANCE UNDER THE SUB SCHEME**

5.1 The State Agricultural Marketing Boards/ Directorates/ other institutes will identify the markets to be covered under the information network in order of priority and forward the same to the DMI, Faridabad for sanction. The State Agricultural Marketing Boards/ Directorates/ State Level Institutions will route the proposals related to preparation of CDs, Atlas, marketing research and information generation as well as dissemination and any other

awareness or publicity activities to educate farmers through State/Regional level Offices of the DMI for release of funds to undertake the same. National level institutions can directly submit the proposals to DMI, Head Office, Faridabad for sanction of assistance. Priority in the sanction will be given to the States which take active interest in the implementation of the sub scheme. The Regional and State Level Offices of the DMI, NIC, State Agricultural Marketing Boards (SAMBS)/ Directorates and market Committees/Authorities will work in close collaboration for implementing the sub scheme.

**5.2** A Committee headed by JS(M) & AMA or officer nominated by him, may consider proposals so received for sanction of necessary funds for supply of hardware/software/incentives as well as for market-led extension/research/other activities described above.

**5.3** Undertaking to be furnished by the Implementing Agency: The Implementing Agency has to furnish an undertaking to maintain and operate on an on-going basis the system i.e. the IT instrument/Mobile handset/computer, State level portals, the markets nodes covered under MRIN, to regularly upload market related information on the website and to disseminate the information available on the portal to farmers for improved marketing. Implementing agency will provide an undertaking to this effect as per the proforma at **Annexure- III**.

## **6. MONITORING AND EVALUATION**

**6.1** The implementing agencies in the States would monitor the progress of MRIN every month by constituting a State Level Committee of officers comprising DMI, NIC and State Nodal Agency and send the progress/minutes of the meeting to DMI. Evaluation of the sub scheme would be taken up by selected agency in the terminal year of the plan.

**6.2** Contact Offices : The list of contact offices of Directorate of Marketing and Inspection is provided at **Annexure IV**.

## **7. FINANCIAL OUTLAY**

An amount of Rs.12.00 crore has been approved for the implementation of the sub scheme during the XII Plan, subject to availability of funds, as per following details :

(Rs. in Crores)

S.N	Item/activity	2012-13	2013-14	2014-15	2015-16	2016-17	Total
i)	Grant-in-Aid	0.94	2.25	2.25	2.54	2.62	10.60
ii)	Professional services	0.11	0.07	0.05	0.10	0.08	0.41
iii)	Adv. and Publicity	--	0.02	0.03	0.06	0.03	0.14
iv)	Office Expenses	0.09	0.07	0.08	0.12	0.11	0.47
v)	Domestic Travel Expenses	0.02	0.03	0.03	0.05	0.05	0.18
vi)	Foreign Travel Expenses	--	0.06	0.06	0.05	0.03	0.20
<b>Grand total</b>		<b>1.16</b>	<b>2.50</b>	<b>2.50</b>	<b>2.92</b>	<b>2.92</b>	<b>12.00</b>

**Distribution of Markets Covered under Agmarknet as on date**

S.No.	Name of the State/UT	Computer Provided	Market Nodes	Installation of Computer	No. of Markets Reporting	Market Profile Available (No.)
1	Andaman and Nicobar	1	0	1	0	0
2	Andhra Pradesh	398	354	398	301	166
3	Arunachal Pradesh	16	15	16	2	6
4	Assam	26	23	26	20	22
5	Bihar	60	58	60	1	58
6	Chandigarh	2	1	2	1	1
7	Chhattisgarh	188	184	188	181	51
8	Dadra and Nagar Haveli	2	1	2	0	0
9	Daman and Diu	3	2	3	0	0
10	Goa	13	10	13	3	6
11	Gujarat	324	319	324	154	108
12	Haryana	152	150	152	90	60
13	Himachal Pradesh	43	41	43	33	31
14	Jammu and Kashmir	49	35	49	10	3
15	Jharkhand	30	26	30	23	26
16	Karnataka	224	192	224	140	142
17	Kerala	95	92	95	77	11
18	Lakshadweep	1	0	1	0	1
19	Madhya Pradesh	356	267	356	161	185
20	Maharashtra	368	361	368	245	227
21	Manipur	6	5	6	4	1
22	Meghalaya	22	20	22	3	1
23	Mizoram	12	9	12	1	0
24	Nagaland	23	22	23	7	6
25	NCT of Delhi	13	9	13	6	9
26	Orissa	117	106	117	91	66
27	Pondicherry	5	4	5	2	2
28	Punjab	203	199	203	181	163
29	Rajasthan	175	166	175	149	82
30	Sikkim	8	7	8	0	0
31	Tamil Nadu	212	184	212	172	170
32	Tripura	22	21	22	11	0
33	Uttar Pradesh	265	257	265	111	94
34	Uttrakhand	26	25	26	19	18
35	West Bengal	79	76	79	33	1
36	H.O., Faridabad	10	0	10	0	0
<b>Total</b>	<b>All India</b>	<b>3549</b>	<b>3241</b>	<b>3549</b>	<b>2232</b>	<b>1717</b>

## **Annexure – II**

### **Hardware and Software Tools supplied to AGMARKNET nodes**

Each AGMARKNET node has been equipped with the following hardware and system software tools:

#### **Hard wares for Principal Market Yard**

1. Client Computer System
2. Printer supporting Hindi, English and a local language
3. Line interactive UPS system with battery back up
4. Modem to enable dial up based communication

#### **Software**

5. Windows 7 operating system or higher
6. Microsoft Office/Open Office/Excel
7. AGMARK Application Package

OR

IT instruments such as Mobile Handset etc., for Sub Market Yards/other Yards  
AGMARK APP for reporting of market data

**Annexure-III**

**FORMAT FOR UNDERTAKING to be furnished by the Implementing Agency**

The Implementing Agency ..... does hereby undertake that it will:

1. Ensure maintenance of the system/mobile provided under the sub scheme so that the Marketing Information Network will remain operational on a sustainable basis.
2. Provide requisite budgetary support for the maintenance of the system/IT instrument /mobile etc. and sustainability of the project after the financial assistance given under the sub scheme ceases.
3. Provide requisite manpower for the smooth operation of the network.
4. Follow the operational guidelines issued by the Central Government in this connection from time to time.

**Implementing Agency**

**Annexure - IV**

**Contact Offices of Directorate of Marketing & Inspection with Address**

<b>Name of Office</b>	<b>States / UTs</b>
Dy. Agricultural Marketing Adviser, Directorate of Marketing & Inspection IIInd Floor KendriyaSadan, Block I, Sultan Bazar, Hyderabad-500095 040- 24657446 / 24731637 Tele Fax (D)-24731636 <a href="mailto:dmiroap@nic.in">dmiroap@nic.in</a>	Andhra Pradesh
Asst. Agricultural Marketing Adviser, Directorate of Marketing & Inspection Rukminigaon , Navratra Path , House No.9, Ist Floor, P.O. Kharapard, Guwahati -781 022 0361-2229272 / 0361-2229273 E-mail: <a href="mailto:dmias01@nic.in">dmias01@nic.in</a>	Arunachal Pradesh, Assam, Meghalaya, Mizoram, Nagaland, Tripura, Manipur
Sr. Marketing Officer Directorate of Marketing and Inspection Pant Bhawan (Ground and First Floor) Baily Road, Patna – 800 001 (Bihar) Ph. 0612-2526691 , <a href="mailto:dmipatnasm@gmail.com">dmipatnasm@gmail.com</a>	Bihar
Dy. Agricultural Marketing Adviser, Directorate of Marketing & Inspection, General Pool Offices Building, 4 <sup>th</sup> Floor, A-Wing, D F Block, Sector-1,Salt Lake, Kolkata- 700064 033-23347553 / Fax No. 23340845 E-mail: <a href="mailto:dmiwb03@nic.in">dmiwb03@nic.in</a>	West Bengal, Andaman & Nicobar Islands, Sikkim, Jharkhand
Dy. Agricultural Marketing Adviser, Directorate of Marketing & Inspection, 6 <sup>th</sup> Floor, KendriyaSadan, 3 <sup>rd</sup> Block, Sector-9-A, Chandigarh-160017 0172-2743201 / Fax-2744020, E-mail: <a href="mailto:dmich01@nic.in">dmich01@nic.in</a>	Punjab, Haryana, Himachal Pradesh and Chandigarh UT
Deputy Agri. Marketing Adviser, Directorate of Marketing & Inspection, H.No.245, II floor M.P. Nagar, Zone-II, Bhopal-462011 Telefax:-0755-2551847 <a href="mailto:dirmkti@mp.nic.in">dirmkti@mp.nic.in</a>	Madhya Pradesh, Chhattisgarh
Asstt. Agricultural Marketing Adviser, Directorate of Marketing & Inspection, W-6, Phase-II, Okhla Industrial Estate New Delhi – 110020 Ph. 011-26387285 , 23277295 <a href="mailto:dmidl06@nic.in">dmidl06@nic.in</a>	NCT of Delhi and Uttarakhand

Senior Marketing Officer, Directorate of Marketing & Inspection, 1, Inderprastha Society, Ist. Floor, Opp. Shankar Nagar,Near Gandhi Bridge,Shahpur, Ahmedabad-380 004 079-25660965 <a href="mailto:dmij03@nic.in">dmij03@nic.in</a> / <a href="mailto:dmi-ahm@guj.nic.in">dmi-ahm@guj.nic.in</a>	Gujarat
Marketing Officer Directorate of Marketing & Inspection Gondal Road, Bhakti Nagar, <b>Rajkot - 360 002</b> Ph. 0281-2227971, 2227997,E-mail: <a href="mailto:dmisorajkot@rediffmail.com">dmisorajkot@rediffmail.com</a>	Daman & Diu, Dadra Nagar Haveli
Marketing Officer, Directorate of Marketing & Inspection ArlemRaiaSalcatte, P O Margoa APMC Complex, GOA-403720 0832-2743589 <a href="mailto:dmi-mar.goa@nic.in">dmi-mar.goa@nic.in</a>	Goa
Marketing Officer Directorate of Marketing & Inspection, 61-A, Extn-II.Gandhi Nagar. Jammu Tawi- 180 004 0191-2450478 <a href="mailto:dmijk01@nic.in">dmijk01@nic.in</a>	Jammu & Kashmir
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Asstt. Agricultural Marketing Adviser Directorate of Marketing & Inspection M G Complex APMC Yashwantpur, Bangalore – 560 080 (Karnataka) Ph. 080 23473004 E-mail: <a href="mailto:dmilk04@nic.in">dmilk04@nic.in</a>	Karnataka
Dy. Agricultural Marketing Adviser, Directorate of Marketing & Inspection, New C.G.O.Building,3 <sup>rd</sup> Floor, New Marine Lines, Mumbai –400 020 022-22036801, 22014533 Fax: 022-22091103 E-mail: <a href="mailto:dmiromah@nic.in">dmiromah@nic.in</a>	Maharashtra

Marketing Officer, Directorate of Marketing & Inspection OSCARD Bank Building,4 <sup>th</sup> Floor A/34,J.N.Marg , Bhubaneswar -7510 01 0674-2395299 E-mail:dmibbsr@nic.in	Odisha
Asst. Agricultural Marketing Adviser, Directorate of Marketing & Inspection, ShashtriBhawan, 4 <sup>Th</sup> floor,6th Block, 26 HaddowsRoad,Chennai –600006 044-28271738 / 28278065 <u><a href="mailto:dmirotn@nic.in">dmirotn@nic.in</a></u>	Tamil Nadu, Puducherry
<b>Dy Agricultural Marketing Adviser,</b> Directorate of Marketing & Inspection, Block-A, 4 <sup>th</sup> Floor, KendryaSadan complex, Sector –10, Vidhyadhar Nagar, Jaipur. 302023 0141-2231527 / Fax: 2233762 agmarkjpr-rj@ nic.in	Rajasthan
Sr. Marketing Officer, Directorate of Marketing and Inspection, Computer Room, A.P.M.C. NiranjanPur, Dehradun -01 0135- 2521493 <u><a href="mailto:dmiddn-ua@nic.in">dmiddn-ua@nic.in</a></u>	Uttarakhand
Dy. Agricultural Marketing Adviser Directorate of Marketing & Inspection, 5 <sup>th</sup> Floor, KendriyaBhawan, Hall-2, Sector –H, Aliganj, Lucknow -226 024 0522-2326658 / Fax-2335738 <u><a href="mailto:Agmark.up@nic.in">Agmark.up@nic.in</a></u>	Uttar Pradesh

**For further information, please contact :**

Dy. Agricultural Marketing Adviser  
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New CGO Complex, N H – IV  
Faridabad (Haryana) – 121 001  
Ph. 0129-2434351

Technical Director  
Agmarknet Project  
Directorate of Marketing & Inspection  
New CGO Complex, N H – IV  
Faridabad (Haryana) – 121 001  
Ph. 0129-2415954  
Email :[rajivkumar@nic.in](mailto:rajivkumar@nic.in)

## **CHAPTER IV**

### **Strengthening of Agmark Grading Facilities (SAGF)**

#### **1. INTRODUCTION**

1.1 Grade Standards provide a common language for trade among growers, traders, processors etc. They provide a basis for incentive payment rewarding better quality. Farmers get prices commensurate with the quality produced by them. Grade standards help in electronic trading and issue of Negotiable Warehouse Receipt. The Agricultural Produce (Grading and Marking) Act, 1937 provides for framing of grade standards and their certification. SAGF sub scheme of the ISAM Scheme is an ongoing plan scheme to support grading and marking of agricultural produce, which involves framing of grade standards and certification of agricultural commodities included in the Schedule of the Agricultural Produce (Grading and Marking) Act, 1937. SAGF sub scheme aims to help DMI implement the Act including meeting the expenditure for the purchase of equipment, chemicals, glassware and apparatus, Annual Maintenance Contract (AMC) of the equipment as well as renovation and repair works in the Agmark laboratories/ Regional and Sub-offices of DMI. With this support, 11 Regional Agmark Laboratories and Central Agmark Laboratory, Nagpur are carrying out analysis of research samples and check samples for developing and promoting grading & standardization of agricultural commodities under Agmark.

#### **2. OBJECTIVES**

##### **2.1 The main objectives of the sub scheme are:**

- 2.1.1 To help farmers get better and remunerative prices by grading of their produce.
- 2.1.2 To frame grade standards of agricultural commodities as per the provisions in Agricultural Produce ( Grading and Marking ) Act,1937.
- 2.1.3 To implement AGMARK certification programme for commodities for which grade standards are notified for domestic trade and for exports.
- 2.1.4 To analyse research samples for creating analytical data base for the framing /revision of grade standards of agricultural commodities.

#### **3. Implementing Agency**

- 3.1 Directorate of Marketing & Inspection (DMI) in the Department of Agriculture & Cooperation, Ministry of Agriculture, is the Nodal authority for certification of agricultural commodities including horticulture commodities under AGMARK.

#### **4. Infrastructure for the Grading & Standardization Programme :**

4.1 DMI has infrastructure of 11 Regional Offices and 26 Sub-offices spread all over the country to implement the certification programme. Head Office at Faridabad attends to the policy matters and framing/revision of standards based on the Reports of research projects carried out at Central Agmark Laboratory(CAL).Eleven Regional Agmark Laboratories (RALs) spread all over the country provide analytical support for the analysis of research samples and check samples drawn from the authorized packers' premises and market. Central Agmark Laboratory at Nagpur is the apex laboratory. The RALs at Mumbai & Chennai and CAL at Nagpur are accredited with National Accreditation Board for Testing & Calibration Laboratories (Department of Science & Technology) as per ISO/ IEC 17025. The RALs at Delhi, Jaipur, Kanpur,Kolkatta and Kochi are proposed to be accredited during the 12<sup>th</sup> Plan.

#### **5. Framing and Revision of Grade Standards.**

##### **5.1 Framing of Grade Standards.**

Standards of agricultural commodities are framed in a scientific way. Basically it involves the following steps.

- 5.1.1 Agricultural commodity for which grade standards are to be framed is selected based on demand and necessity.
- 5.1.2 A sampling plan is prepared based on the areas in which the commodity is grown, processed and traded.
- 5.1.3 Physical and chemical parameters to determine the purity and quality of the commodity are identified.
- 5.1.4 Samples of the commodity are collected by the field offices from growing areas, whole sale and retail markets as per the sampling plan.
- 5.1.5 The samples are analysed in the Regional Agmark Laboratories and Central Agmark Laboratory of DMI for the identified parameters.
- 5.1.6 Analytical data obtained is statistically analysed and Central Agmark Laboratory suggests the limits of various quality parameters for different grades.
- 5.1.7 The specifications of the commodity prescribed in relevant Regulations of Food Safety and Standards Act, 2006 and international standards viz. Codex Alimentarius Commission, ISO, etc. are consulted.
- 5.1.8 Draft standards are discussed with trade, industry and consumer organizations.

5.1.9 Preliminary Grading & Marking Rules for the Commodity are drafted and are vetted by the Ministry of Law & Justice, translated into Hindi and published in the Gazette of India for inviting comments and suggestions from all stakeholders.

5.1.10 The comments/suggestions received are considered and final notification is drafted, vetted by the Ministry of Law & Justice, translated into Hindi and published in the Gazette of India.

## **5.2 Revision of Grade Standards:**

Grade Standards notified under the provisions of the Act are frequently revised to keep pace with the development of new varieties of agricultural commodities and technological advancements.

## **6. Harmonization of Grade Standards:**

6.1 The grade standards are being harmonized with international standards such as Codex & ISO and standards framed by Bureau of Indian Standards (BIS). The grade standards of Codex, ISO, BIS and Food Safety and Standards Authority of India are consulted while framing the standards and revising them from time to time. Efforts are being made to have a single standard for raw agricultural commodities which is acceptable to all stakeholders viz. farmers, agricultural produce markets, commodity exchanges, retail chains, consumers, etc.

## **7. Focus on enhancement of income of the farmers:**

7.1 The grade standards of 213 agricultural commodities have been notified under the provisions of the Act. These include raw, semi processed and processed commodities. Focus in the 12<sup>th</sup> plan will be on raw agricultural commodities such as cereals, pulses, oil seeds and fruits and vegetables so that farmers get incentive for grading the produce. Specific focus will be on the grade standards of fruits and vegetables and their grading and marking so that more countries recognize the Agmark certification system as already recognized by the European Union. The work of grading and marking of semi-processed and processed commodities where grading and marking of these commodities does not result into direct enhancement of income of the farmers, will be transferred to concerned Ministry/ Department.

## **8. Utilization of funds under the Sub Scheme:**

8.1 The concerned RAL will procure its required equipment with approval of the competent authority and by following the GFR provisions.

8.2 For other components, provisions of GFR will be followed. All the components will be implemented as per delegated financial powers

## **9. Certification for Domestic Market:**

9.1 The sub scheme for certification of agricultural commodities is **voluntary** as per the provisions of the Act. The persons desirous of certifying an agricultural commodity under AGMARK should have hygienic premises, necessary infrastructure to process and pack the commodity and have access to a well equipped laboratory for the estimation of prescribed parameters. The applicant for Certificate of Authorisation can either set up his own laboratory or have access to an approved State Grading Laboratory or Commercial Laboratory approved by the DMI for grading and marking of the commodities. The Chemist of the laboratory is trained in one of the Regional Agmark Laboratories (RALs) and is approved for carrying out grading and marking. Certificate of Authorisation ( C.A.) is granted to such parties on their request after they submit the required documents and their capacity to process and pack the commodity and hygienic conditions in the premises are ascertained. The approved Chemist of the C.A. holder analyses the processed commodity for determining the grade standard and gets it packed in his presence.

9.2 Check samples are drawn from premises of the authorised packers and market and these are analysed in RALs to keep check on the certification programme. Action to warn and suspend/cancel the Certificate of Authorisation is taken, if any, check sample is found not conforming to prescribed standards.

9.3 Use of technology will be made to enable C.A. holders and approved laboratories. The present outdated system of issuing replica serial numbers will be replaced by technology enabled system to minimize the human interaction between C.A. holders and officials and to make available these services on 24 by 7 basis.

## **10. Certification for Exports:**

DMI is attending to certification of many agricultural commodities for exports. Fruits and vegetables are important. European Commission has approved the conformity checking operations of DMI for pre shipment inspection for export of fresh fruits and vegetables to EU countries. Agricultural Marketing Adviser has been notified as Official Authority and DMI as inspection body for the purpose. Inspection and certification is **voluntary**. DMI is attending to certification of fruits and vegetables for exports through approved laboratories. 13 laboratories spread all over the country are approved to attend to grading and certification. Grapes, onions, okra and pomegranates are being certified for exports to EU countries. Efforts will be made that certification of agricultural commodities including fruits and vegetables is recognized by other countries also.

## **11. Revision of Guidelines relating to Agmark Certification Programme.**

The Guidelines for grant of Certificate of Authorisation for grading and marking of agricultural commodities for domestic market as well for exports and the Guidelines for approval of State Grading Laboratory/Cooperative/Association/Commercial Laboratory for grading and marking

for domestic grade and exports will be amended suitably in conformity with modern practices.

## **12. Physical Targets:**

12.1 During the XII Plan period, it is proposed that all the standards will be aligned with BIS and FSSAI. Focus will be on grading primary agricultural produce so as to help farmers in augmentation of incomes. Those activities and semi-processed, processed products will be rationalized which don't result into direct benefits for the farmers, in consultation with BIS etc. It is proposed to analyse 54,000 check samples and 10,300 research samples.

## **13. Financial Outlay:**

13.1 An amount of Rs.6.00 crores has been approved for the implementation of the sub scheme during the XII Plan period, subject to availability of funds as per following details:

Head	2012-13	2013-14	2014-15	2015-16	2016-17	(Rs. in Crores)
Machinery & Equipment	0.04	0.05	0.05	0.10	0.10	0.34
Supplies & Material	0.14	0.15	0.15	0.25	0.25	0.94
Minor Works	0.43	0.45	0.45	0.60	0.60	2.53
Advertising & Publicity	0.03	0.04	0.04	0.05	0.05	0.21
Wages	0.07	0.06	0.06	0.10	0.10	0.39
Other Administrative Expenses	0.05	0.05	0.05	0.10	0.10	0.35
Office Expenses	0.16	0.15	0.15	0.28	0.28	1.02
Foreign Travel Expenses	0.02	0.05	0.05	0.05	0.05	0.22
<b>Total</b>	<b>0.94</b>	<b>1.00</b>	<b>1.00</b>	<b>1.53</b>	<b>1.53</b>	<b>6.00</b>

## **CHAPTER V**

### **AGRIBUSINESS DEVELOPMENT THROUGH VENTURE CAPITAL ASSISTANCE AND PROJECT DEVELOPMENT FACILITY**

#### **1. Introduction**

1.1 Farming is the single largest private sector economic activity in the country. The growth potential in this key sector is immense in view of the changes taking place in food consumption and there is growing demand for high value processed products. Successes in such endeavors will require innovations and partnerships. Private agribusiness provide first point market for the farm sector and growth depends principally on private initiatives. A significant portion of agribusiness activity is the result of small and medium enterprises. Such enterprises are necessarily widespread in location to capture opportunities that arise all along the farm to table supply chain. Key constraints that impede development of new agribusiness projects are access to information and access to credit. Agribusiness entrepreneurs are generally first generation who have business skills but their financial resources are limited for setting up units at the farm gate with backward linkages. In order to facilitate agribusiness development in the country SFAC venture capital sub scheme will:

- (a) Assist agripreneurs to make investments in setting up agribusiness projects through financial participation, and
- (b) Provide financial support for preparation of bankable Detailed Project Reports (DPRs) through Project Development Facility (PDF).

#### **2. Objectives**

2.1 The main objectives of the sub scheme are:

- (i) To facilitate setting up of agribusiness ventures in close association with all banks/financial institutions notified by the Reserve Bank of India where the ownership of the Central/State Government is more than 50% such as Nationalized banks, SBI & its subsidiaries, IDBI, SIDBI, NABARD, NCDC, NEDFi, Exim Bank, RRBs & State Financial Corporations.
- (ii) To catalyze private investment in setting up of agribusiness projects and thereby providing assured market to producers for increasing rural income & employment.
- (iii) To strengthen backward linkages of agri-business projects with producers.
- (iv) To assist farmers, producer groups, and agriculture graduates to enhance their participation in value chain through Project Development Facility.
- (v) To arrange training and visits, etc. of agripreneurs in setting up identified agribusiness projects.
- (vi) To augment and strengthen existing set up of State and Central SFAC.

#### **3. Salient features of the sub-scheme:**

**3.1 Venture Capital Assistance:** SFAC would provide Venture Capital to qualifying projects on the recommendations of the bank/*notified* financial institution financing the

project. This venture capital will be repayable back to SFAC after the repayment of term loan of lending bank/*notified* financial institution as per original repayment schedule or earlier.

3.1.1 SFAC would provide venture capital to agri-business projects by way of soft loan to supplement the financial gap worked out by the sanctioning authority of term loan under Means of Finance with respect to cost of project subject to the fulfillment of the following conditions:

(a) Qualifying projects under Venture Capital:

- (i) Project should be in agriculture or allied sector or related to agricultural services. Poultry and dairy projects will also be covered under the sub-scheme.
- (ii) Project should provide assured market to farmers/ producer groups.
- (iii) Project should encourage farmers to diversify into high value crops, to increase farm incomes.
- (iv) Project should be accepted by banks/*notified* financial institutions for grant of term loan.

(b) The quantum of SFAC Venture Capital Assistance will depend on the project cost and will be the lowest of the following:

- 26% of the promoter's equity
- Rs. 50.00 lakhs.

Provided that for projects located in North-Eastern Region, Hilly States (Uttarakhand, Himachal Pradesh, Jammu& Kashmir) and in all cases in any part of the country where the project is promoted by a registered Farmer Producers Organisation, the quantum of venture capital will be the lowest of the following:

- 40% of the promoter's equity
- Rs. 50.00 lakhs.

The cost of proposed agri-business project would have to be Rs. 15 lakh & above, subject to a maximum of Rs. 500 lakh. However, projects valuing Rs. 10 lakh and above, proposed to be located in backward districts as notified by Planning Commission, hilly and North-Eastern States could also be considered for PDF and VCA.

(c) The Executive Committee of SFAC will have the power to consider projects for higher Venture Capital Assistance provided :

- 1) Provision for higher VCA has been appraised and approved by sanctioning authority of term loan subject to maximum of Rs. 3.00 Crore.
- 2) Total cost of the project not more than Rs. 10.00 Crore.
- 3) Projects are located in the North Eastern Region (NER) and other difficult pre-identified districts declared backward by

Planning Commission's Backward Regions Grant Fund sub-scheme.

- (d) Beneficiary will submit the project proposal in the form of DPR to area lending bank/*notified* financial institution.
- (e) On receipt of project proposal, bank/*notified* financial institution will appraise, assess and sanction requisite amount of term loan/working capital required by the beneficiary for execution of the project.
- (f) Bank/*notified* financial institution will also work out the amount of Venture Capital, as per criteria laid down at para 3.1.1. (a, b & c) and communicate it to SFAC with its recommendation.
- (g) SFAC will make said amount available to the recommending bank/*notified* financial institution on case to case basis for disbursement to the beneficiary either in lump sum or in stages, as may be considered appropriate by the bank/*notified* financial institution.
- (h) Term Loan/working capital and loan amount from SFAC as Venture Capital will be extended to the beneficiary through a single-window by the project financing bank/*notified* financial institution.
- (i) Financial funding from SFAC would be in the nature of soft loan, till the banks/*notified* financial institutions term loan is fully repaid by the beneficiary and would automatically be converted into a term loan on the last date of such repayment as per the original schedule e.g. in case bank fixes end date of its term loan as 31.03.2020 then VCA will also be due for refund on the same date i.e. 31.03.2020.
- (j) The venture capital after it becomes term loan could be repaid to SFAC in lump sum immediately or the entire amount of VCA together with accrued amount of interest could be repaid in 4 quarterly instalments within a year from original due date. The rate of interest in this regard will be the same as charged by the lending bank on its term loan.
- (k) During the pendency of loan, the bank/*notified* financial institution will have charge over the primary/collateral securities (including FDR) available with the beneficiary and the said securities will not be released by bank to beneficiary or other institutions till full refund of VCA to SFAC.
- (l) The bank/*notified* financial institution will provide SFAC with full details of the terms and conditions under which the term loan is sanctioned including a copy of process/appraisal note duly signed by sanctioning authority of term loan and repayment schedule fixed for the term loan.
- (m) The bank/*notified* financial institution will also keep SFAC posted of the progress in implementation of the project and repayment of its term loan from time to time and its performance on yearly basis after the project becomes operational.
- (n) The funds received from SFAC will be kept in a separate account by the bank/*notified* financial institution and released to promoters for the project implementation, as and when required.
- (o) Agri-business promoters may also avail Venture Capital Assistance for second time after refund of first Venture Capital Assistance as per original schedule. However, second time VCA will be for creation of additional capacity in the same activity or for a different activity.

### **3.2. Project Development Facility**

- (a) SFAC will provide financial support to farmers, Producer Groups, Agripreneurs, Units in Agri-Export Zones, and Agriculture graduates (called beneficiary) in the preparation of bankable Detailed Project Reports (DPR) through empanelled

- consultants/institutions. SFAC will provide for the cost of preparation of DPR depending upon the financial status of the agripreneur, size, location, activity and coverage on a case to case basis.
- (b) The beneficiary desirous of seeking assistance for preparation of DPR can approach the nearest empanelled consultant of the district in consultation with bank/*notified* financial institution along with the details /pre-feasibility of the proposed project for the recommendation of the bank/ *notified* financial institution or SFAC at the State or Central level.
  - (c) The amount for preparing bankable DPR through our empanelled consultant of SFAC under PDF sub-scheme would be in the range of Rs. 25,000/- to Rs. 1.00 lakh. Fee will be paid to empanelled consultants in three stages i.e. 20% at Stage-I for preparation of bankable DPR, 40% at Stage-II for sanction of term loan by bank/*notified* financial institution with VCA provision and 40% at Stage-III after sanction/disbursement of VCA by SFAC for projects categorized into 4 categories i.e. Category-I (Rs. 10.00 lakh to Rs. 25.00 lakh), Category-II (above Rs. 25.00 lakh to Rs. 1.00 Crore), Category-III (above Rs. 1.00 Crore to Rs. 3.00 Crore) & Category-IV (above Rs. 3.00 Crore to Rs. 5.00 Crore), fees being Rs. 25000/-, Rs. 50000/-, Rs. 75000/- and Rs. 100000/- respectively.

However, in every case where an empanelled consultant takes up the work of preparing the documentation under the scheme, prior approval of SFAC will have to be obtained in writing.

- (d) The bank/*notified* financial institution on being satisfied about the feasibility of the intending project will recommend it to SFAC for providing financial assistance for the preparation of DPR. Intending projects must be over Rs.15 lakhs (Rs.10 lakhs in projects located in backward district of States notified by Planning Commission, North Eastern States and other hilly States i.e. H.P., & J&K, Uttarakhand) in size.
- (e) Based on the activity and location of the project, SFAC will entrust preparation of DPR to one of the consultants on its panel.
- (f) SFAC will release cost of DPR preparation to the empanelled consultant.
- (g) The DPR received from SFAC or directly from the consultant will be examined in detail by the lending bank/*notified* financial institution for sanction of term loan and release of venture capital. A copy of the term loan sanction advice to the borrower will also be addressed to SFAC for its record.
- (h) Financial assistance to State SFACs for undertaking promotional activities for agribusiness development, training and visits etc. of entrepreneurs setting up the identified Agri-business projects will also be provided under PDF.
- (i) Project Development Facility may be utilized to engage the services of State SFACs, State Agricultural Universities and others and/or any other competent agency/firm/consultant to vigorously publicize the benefits of the Venture Capital sub-scheme to prospective entrepreneurs and producer organizations.

#### **4. Eligible Persons**

Assistance under the sub-scheme will be available to Individuals; Farmers; Producer Groups; Partnership / Proprietary Firms; Self Help Groups; Companies; Agripreneurs; units in agri-export zones, and Agriculture graduates Individually or in groups for setting up agri-business projects.

For professional management and accountability the groups have to preferably form into companies or producer companies under the relevant Act.

## **5. Role of Central SFAC**

- (a) On receipt of proposal from bank/*notified* financial institution indicating sanction of term loan and requirement of VCA; SFAC will submit the proposal to its Investment Committee for approval. Field visits shall be conducted by SFAC or its authorized representatives for evaluation and linkages with farmers etc.
- (b) SFAC after seeking approval of its Investment Committee and sanction by its Managing Director will release VCA to the bank/*notified* financial institution.
- (c) SFAC will seek approval of its Executive Committee in cases where higher Venture Capital Assistance is proposed to be considered.
- (d) Project Development Facility could be utilized to inspect such proposals, which may include site visits, referred by bank/*notified* financial institution needing clarification to determine if projects are qualifying or not and report back to Bank/*notified* financial institution within 30 days of receipt of reference.
- (e) Central SFAC will strengthen the State SFACs and financially assist them in undertaking promotional activities, campaigns, printing of guidelines in local languages; identification of qualifying projects and in organizing producer groups.
- (f) SFAC will have Memorandum of Understanding (MOU) with all financial institutions notified by the Reserve Bank of India where the ownership of Central/State Government is more than 50% such as Nationalized banks, SBI & its subsidiaries, IDBI, SIDBI, NABARD, NCDC, NEDFi, Exim Bank, RRBs & State Financial Corporations.
- (g) SFAC will have a separate agreement with the applicant for facilitating the recovery of its loan amount extended under Venture Capital assistance.

## **6. Role of State SFACs**

- (a) To aggressively promote agribusiness project development in their respective States as an extended arms of Central SFACs.
- (b) State SFACs in consultation with Central SFAC will prepare a plan for agribusiness project development in their respective States.
- (c) State SFACs after due diligence and ascertaining the backward linkages as per the objectives will recommend agribusiness projects to Central SFAC for venture capital.
- (d) State SFACs, with the assistance under PDF facility from Central SFAC, will organize awareness and Entrepreneurship Training & Development Camps, Publicity Campaigns, for setting up identified projects. State SFACs, will undertake promotional activities and organize producer group's seminar/meeting etc. State SFACs may get published guidelines, brochures, pamphlets and posters etc. of VCA sub-scheme in local languages. They may use other means of advertisement to get wider publicity for the sub-scheme at the cost of Central SFAC.
- (e) Help producer groups in framing pre-feasibility reports and facilitate interaction with local banks/*notified* financial institutions for their recommendation.
- (f) Function as repositories of information maintaining a data base of potential areas, producer groups and marketable surplus of various crops available.
- (g) Provide venture capital to small projects out of interest earned on the Corpus fund and refer large projects to Central SFAC.
- (h) As a member of SLBC, raise the issues concerning agribusiness project development in their respective States during the SLBC meetings and

- organize awareness camps in coordination with local Banks/State Government.
- (i) Monitor the projects assisted through VCA facility in implementation stage and intimate developments/deficiencies to Central SFAC for initiating remedial action.
- (j) The State SFAC in coordination with the State agencies and lending banks shall assist Central SFAC in recovery of VCA in cases where the beneficiaries of VCA have not refunded the venture capital as per the original schedule

## **7. Role of Agripreneurs**

For the success of the Venture, the agribusiness projects should be grounded within a predetermined time schedule as fixed in the sanction of term loan.

- (a) The entrepreneur/promoter will provide an undertaking to the Bank/*notified* FIs to hold charge on the primary and collateral securities including FDRs till full repayment of VCA to SFAC. The entrepreneur/promoter will also enter into an agreement with SFAC for extending charge in favour of SFAC on all the securities (primary and collateral including FDRs) charged by the bank/*notified* financial institution against their term loan/other facilities after repayment of their Term Loan till full repayment of VCA to SFAC.
- (b) Agripreneurs will submit implementation schedule of the Project to SFAC and participating bank/lending institution which will be closely monitored by SFAC.
- (c) Deviation, if any, in the implementation schedule should be immediately notified to the concerned lending Bank/*notified* financial institution and to SFAC.
- (d) Agripreneurs will submit Utilization Certificate of Venture Capital Assistance in GFR 19 A duly certified by Chartered Accountant to SFAC and the participating bank/*notified* financial institutions.
- (e) Agripreneurs will submit yearly physical progress reports, yearly balance confirmation, audited accounts and balance sheet to SFAC and the participating banks/*notified* financial institutions.
- (f) The agripreneurs while availing venture capital will have to provide an affidavit to SFAC that they have not availed of VC earlier in any capacity.

## **8. Eligible Financing Institutions**

All banks/ financial institutions notified by the Reserve Bank of India where the ownership of the Central/State Government is more than 50% such as nationalised banks, SBI & its Subsidiaries, IDBI, SIDBI, NABARD, NCDC, NEDFi, RRBs & State Financial Corporations.

## **9. FINANCIAL OUTLAY :**

Year	Financial Target <i>(Rs. In Crores)</i>					Physical Target	
	VCA	PDF	Publicity	Admn. Support	Total	VCA	DPR
2012-13	45.00	1.00	1.52	2.48	50.00	100	60
2013-14	101.25	2.25	3.37	5.63	112.50	225	135
2014-15	101.25	2.25	3.37	5.63	112.50	225	135
2015-16	101.25	2.25	3.37	5.63	112.50	225	135
2016-17	101.25	2.25	3.37	5.63	112.50	225	135
<b>Total</b>	<b>450.00</b>	<b>10.00</b>	<b>15.00</b>	<b>25.00</b>	<b>500.00</b>	<b>1000</b>	<b>600</b>

## 10. Monitoring and Reporting

With a view to minimize paper work and ensure that SFAC is provided with all the relevant details of individual projects financed by the bank/*notified* financial institutions with Venture Capital support provided by SFAC, units assisted for preparation of DPR, and also progress in project implementation from time to time, the following reporting schedule will be observed:

**(a) Report on Utilization of Venture Capital (VC) / Project Development Facility (PDF)**

The bank/*notified* financial institution will report each disbursement made by them in respect of VC out of the funds received from SFAC. A report on progress in project implementation vis a vis utilization of venture capital fund already given to the party through bank/*notified* financial institution under VC would also be sent to SFAC.

**(b) Report on the working of assisted units**

The bank/*notified* financial institution will submit a report on the working of the units financed by them under VC to SFAC on a half yearly basis indicating whether the operations are in line with the projections and whether the borrowers are adhering to repayment commitments.

**(c) Reporting of Exceptions**

The Bank/*notified* FIs will also keep SFAC informed of any proposal of rephasing of their Term Loan and will seek SFAC consent before implementing such rephasing. However, any proposal for rephasing of Banks Term Loan and VCA simultaneously, SFAC's prior permission is mandatory. The entrepreneur will not be eligible for any rephasing of VCA at a later date in case permission has not been sought by bank at the time of

rephasement of term loan. However, the request for rephasement of VCA can be exercised by Bank/notified FI/Promoters only once.

**(d)Project Specific Information**

In addition to the above standard reporting by bank/*notified* financial institution, it would also provide SFAC with project specific information, if any, sought by it from time to time.

**(e)Field Visits**

As part of due diligence, SFAC will through its officials or authorized representatives undertake field visits to ascertain backward linkages with the farmers, feasibility of the site, availability of raw material, etc.

SFAC's Officers /representatives will undertake field visits independently or in association with the lending bank/*notified* financial institution or State Government / State SFAC to monitor the implementation of the project.

**(f)Change of Bank during currency of VCA**

Entrepreneur through their Lending bank/*notified* financial institution will obtain prior permission from the SFAC for change of bank. This facility can be availed by the promoter only once in the tenure of the Venture Capital Assistance.

**(g)** SFAC will submit to DAC a quarterly report as on 31<sup>st</sup> March, 30<sup>th</sup> June, 30<sup>th</sup> Septmber and 31<sup>st</sup> December every year, giving a summary account of (i) year-wise total number of projects and VCA amount sanctioned so far; (ii) total number projects including the total amount of which recovery of VCA has become due and actual recovery as against the due amount of recovery; (iii) details of default cases and the amount involved including action taken for recovery in such cases as also action taken for write off in critical cases, if any.

**11. Implementation period**

The sub-scheme will be implemented during 2012-17 in the XII Plan with a central assistance of Rs.500.00 Crores.

**12. Implementing Agency**

The sub-scheme will be implemented by Small Farmers' Agribusiness Consortium (SFAC), a registered society functioning under Department of Agriculture & Cooperation, Ministry of Agriculture.

**13. General awareness, publicity and training programme**

Services of banking/*notified* financial institutions will also be engaged for sensitizing the officials of the banks/*notified* financial institutions and other functionaries about the sub-scheme. SFAC will undertake publicity through multiple media format to

generate mass awareness about the sub-scheme, especially in States and regions which were under-served in the XI Plan.

Services of banking institutions will also be engaged for sensitizing the Branch Managers and other functionaries about the sub-scheme.

**14. Mechanism for recovery of overdue VCA**

SFAC will ensure timely recovery of VCA. SFAC will deposit the amount of venture capital repaid by beneficiaries to the Consolidated Fund of India. *SFAC may involve lending banks in the recovery of VCA.* SFAC will fix in advance with the approval of DAC, the fee to be paid to bank for this service. In critical cases of non-recovery of VCA, Board of SFAC would be empowered to write off the VCA amount and interest accrued thereon with the approval of Ministry of Finance.

**15. Power to make amendments to the sub-scheme**

Within the overall financial ceiling of the Venture Capital sub-scheme, modification in operating procedures that are not of a financial nature may be made by DAC.

(Model Format)

Memorandum of Understanding

Between

Small Farmers' Agri- Business Consortium, New Delhi

(Department of Agriculture & Cooperation, Ministry of Agriculture)

and The Bank/Notified financial institution

This MOU is signed on the \_\_\_\_\_ day of \_\_\_\_\_ month\_\_\_\_\_ year at \_\_\_\_\_ by Small Farmers' Agri- Business Consortium (a Society Registered under Registration of Societies Act 1860) registered office at NCUI Auditorium Building, 5<sup>th</sup> Floor, 3 Siri Institutional Area, August Kranti Marg, HauzKhas, New Delhi – 110 016, which includes its successors/ assigns etc, hereinafter called SFAC on the first part and \_\_\_\_\_ Bank/Notified financial institution (hereinafter referred to as 'Bank/Notified financial institution' which expression that unless repugnant to the context herein shall mean and include its assigns and successors) with registered office at\_\_\_\_\_ on the other part.

1. SFAC's focus is to attract private investment for setting up of projects that will link farmers & producer groups to markets, thereby substantially enhancing the opportunities for growth through commercial business activity.
2. The objective sought to be achieved by SFAC in discharging its duties are \_\_\_\_\_ Venture Capital Assistance and Project Development Assistance to qualifying projects through participating Bank/Notified financial institution.
3. This agreement for SFAC Venture Capital Assistance operations with participating lending Bank/Notified financial institution will synergize their functions, competencies and projected sector development.
4. Whereas the Bank/Notified financial institution, in furtherance of its desire to play an active role in participation and promotion of investments in qualifying Agri- Business projects and to coordinate the related activities with SFAC, is prepared to make available term loans/ working capital to qualifying Agri-business projects and also facilitate extension of SFAC's Venture Capital Assistance (VCA) and Project Development Assistance (PDA) through a single window approach.

5. For the purpose of synergizing the efforts of SFAC for Promoting Agri-Business Development in the country with the Bank's/Notified financial institution's expertise in extending loans to viable agri- projects, SFAC and the Bank/Notified financial institution do hereby agree to cooperate with each other, for the development of Agri- Business Sector and related areas and enter into this memorandum of Understanding (MOU).
6. Whereas SFAC and the Bank/Notified financial institution are desirous of establishing a formal operational framework to achieve the objectives of agri-business.
7. Whereas SFAC, in order to achieve its objective desired to associate with the Bank/Notified financial institution for disbursement of VCA and PDA (for preparation of DPR by SFAC empanelled consultants) to Agri- Business projects and to attract private investment for setting up of projects that will link farmers and producers groups to markets, thereby substantially enhancing the opportunities for growth through commercial business activity which in turn will generate ample employment opportunities for rural unemployed and the Bank/Notified financial institution agreed to disburse the same and to provide term loans/ working capital to such qualified Agri- business projects and serve as a single window facility on the following terms and conditions:

**The abbreviations and terms used in MOU:**

**Qualifying project for VCA** - Project qualifying for Venture Capital Assistance (VCA) provided by SFAC would be one which (a) is dependent upon agriculture or allied sector or related to agricultural services. Poultry and dairy projects will also be covered under the sub-scheme (b) provides assured market to farmers/producer groups (c) encourages farmers to diversify into high value crops aimed to increase farm incomes and (d) is accepted by the bank/notified financial institution for grant of project term loans after satisfactory techno-commercial feasibility.

**Qualifying project for PDF-** A project qualifying for assistance from the PDF will be qualifying project for VCA set up by producers groups/ Agri- business groups with minimum project cost of Rs. 15 lakhs (Rs. 10.00 lakhs in case of North-Eastern and Hilly States (Uttarakhand, Himachal Pradesh, Jammu & Kashmir) )and which has been accepted in principle for considering sanction of term loan by a bank/notified financial institution on the basis of Pre- feasibility report.

**Project Development Facility (PDF)** of SFAC maintains a pool of qualified skilled consultants to render services at low cost to producer groups/ Agri- business groups.

**Project Development Assistance (PDA)** is a component under which financial support is provided to producer groups/ agri- business groups for preparation of DPR by SFAC.

**Detailed Project Report (DPR)** is the document providing all necessary details and projections relating to the project, which would enable banks/notified FIs to evaluate viability of the project.

**Venture Capital Assistance (VCA)** is the financial support provided by SFAC for qualifying projects to meet shortfall in the capital required for implementation of the project. VCA will be treated as part of equity during the currency of the bank loan and thereafter converted to a loan based on an agreement to be executed between SFAC and the borrower.

## **8. Responsibilities of the Bank/Notified financial institution (notified FI)**

### **Project Development**

- a. The bank/notified FI has branches and operations in different parts of the country and they are closely linked and accessible to producers and entrepreneurs in the areas covered by their branch network. The producer groups/ entrepreneurs/ trained Agri- business graduates/ units in agricultural export zone (AEZ) (called applicant) desirous of seeking PDA can approach nearest branch of the bank/notified FI along with pre- feasibility report or such other documents giving details of the proposed project for the consideration of the bank/notified FI. Such persons may also directly approach SFAC seeking assistance for preparation of DPR under PDA component.
- b. The Bank/notified FI will examine the pre- feasibility report and on being about the background of the promoters and prima facie acceptability of the project, will record their observations and direct the proposal to SFAC for assistance in preparation of DPR by one of the consultants in their panel. The bank/notified FI may also directly forward the case to SFAC empanelled consultant for taking up the study on the terms and conditions stipulated by SFAC under advice to SFAC.
- c. In respect of cases referred to a consultant directly by the bank/notified FI, payment will be made from the funds received from SFAC for preparation of DPR as per the terms and conditions specified by SFAC.
- d. The bank/notified FI will release the cost of preparation of DPR to those projects found viable depending on the size, location, and linkage issues on a case-to-case basis from the SFAC fund. Intending projects must be over Rs. 15 lakhs ( Rs. 10 Lakhs in case of NE States and other hilly areas) in size.
- e. Fee will be paid to empanelled consultants in three stages i.e. 20% at Stage-I for preparation of bankable DPR, 40% at Stage-II for sanction of term loan by bank/Notified financial institution with VCA provision and 40% at Stage-III after sanction/disbursement of VCA by SFAC for projects categorized into 4 categories i.e. Category-I (Rs. 10.00 lakh to Rs. 25.00 lakh), Category-II ( above Rs. 25.00 lakh to Rs. 1.00 Crore), Category-III (above Rs. 1.00 Crore to Rs. 3.00 Crore) & Category-IV (above Rs. 3.00 Crore to Rs. 5.00 Crore), fees being Rs. 25000/-, Rs. 50000/-, Rs. 75000/- and Rs. 100000/- respectively.
- f. Agri- Business projects will need to be directly linked to the bank to avail project term loans. The bank/notified FI will have the flexibility to syndicate any part of the project term loan to other banks/notified FIs.

- g. The DPR received from SFAC or directly from the consultant will be examined in detail by the bank/notified FI for sanction of term loan and release of venture capital. A copy of the term loan sanction advice to the borrower will also forwarded to SFAC for their record.
- h. The bank/notified FI will maintain separate account for SFAC funds.

## 9. Venture Capital Assistance

- 9.1 As part of term loan appraisal in respect of proposals received from the entrepreneurs or agriculture producer groups for sanction of agricultural term loans. The bank/notified FI will indicate the amount of venture capital support from SFAC while working out the funding pattern for qualifying projects. Projects qualifying for venture capital assistance from SFAC:-
  - Are dependent upon agricultural or allied produce
  - Provide direct access to producers as assured markets
  - Encourage farmers to diversify into high value crops aimed to increase farm income
  - Are accepted by the bank/notified FI for grant of project term loans after satisfactory techno-commercial feasibility.
- 9.2 The quantum of SFAC venture capital assistance will depend on the project cost and will be the lowest of the following-
  - 26% of the promoter's equity
  - Rs. 50 lakhs
- 9.3 Higher venture capital assistance can be considered by SFAC to deserving projects on merit and/or to projects that are located in remote and backward areas, north eastern and hilly States and projects promoted by States/ State SFAC's.
- 9.4 For qualifying projects conforming to the criteria mentioned under Para 9.1 above, bank/notified FI while considering sanction of term loan for project implementation and tying up the means of finance to meet the total project. The bank/notified FI will evaluate the quantum of VCA required keeping in view the stipulations contained in Para 9.2 and 9.3., the bank/notified FI will write to SFAC giving details of the project, its cost and indicating the quantum of VCA recommended for tying up means of financing. The bank/notified FI will also indicate when the venture capital funds will be required for project implementation. SFAC will place the proposal before its investment committee and communicate to the bank/notified FI the quantum of VCA approved for the project.
- 9.5 In case any clarification is needed to determine if projects are qualifying projects or not, the bank/notified FI can refer them to SFAC's Project Development Facility, Division of SFAC & PDF Division, who will investigate such proposals which may include site visits and respond to the bank/notified FI within 30 days.

- 9.6 The bank/notified FI will provide SFAC with full details of the terms and conditions under which the term loan is sanctioned including repayment scheduled fixed for the loan. The bank will also keep SFAC posted of the progress in implementation of the project from time to time after the project become operational. The bank/notified FI will keep SFAC posted of the performance of the unit on an yearly basis and keep SFAC informed of any unsatisfactory features noticed in the working of the project as and when it occurs. SFAC will have no charge during the currency of the term loan. Once the term loan is fully repaid, the bank/notified FI will advise SFAC of the position to enable them to convert their venture capital funding into a loan repayable as per the agreement entered by SFAC with the promoters. During the pendency of loan, the bank/notified financial institution will have charge over the primary/collateral securities (including FDR) available with the beneficiary and the said securities will not be released by bank to beneficiary or other institutions till full refund of VCA to SFAC.
- 9.7 The bank/notified FI will release the term loan in one go or as per the progress in the project implementation after completion of documentation formalities. The funds received from SFAC will be retained in a separate account and released for the project implementation as and when requested by the applicant.
- 9.8 In case of the failure of the project, the bank/notified FI may opt for a compromise settlement or resort to legal recourse for recovery of their dues as per the policy of the bank. While, the bank/notified FI will be free to take any such decisions without seeking the concurrence of SFAC, SFAC will be informed of any such decision taken to safeguard its interest.
- 9.9 The bank/notified FI will appoint a nodal officer for corresponding with SFAC in all matters relating to sanction and release of assistance under venture capital or for the preparation of DPR. The bank/notified FI may also provide SFAC with a list of its regional/ Zonal offices for forwarding proposals received by SFAC and its state functionaries/ state level SFAC's for their consideration.

## **10. Responsibilities of SFAC**

- a. SFAC's Project Development Facility (PDF) will maintain a pool of pre-qualified skilled consulting firms and individuals with specific skills to render services at low cost to entrepreneurs and to lending banks/notified FIs. SFAC's PDF will address gaps if any in Agri- business enterprise skills in an active handholding manner. SFAC will also look to take assistance of specialized Agri- business groups if some banks/notified FIs have the capability to undertake PDF role in line with the PDF and Venture Capital sub-scheme.

- b. SFAC's PDF is a generator of potential agri- business projects which can attract investment that will benefit the rural community through increased employment and incomes which can be referred to the bank/notified FI.
- c. SFAC may assign the services of agri business specialists from SFAC's PDF from time to time to associate with periodic progress evaluation of SFAC's VCA projects.
- d. SFAC will forward proposals received from state level functionaries/ state level SFACs to the nodal officer of the bank/notified FI or regional/ zonal offices of the bank/notified FI for their consideration.
- e. The PDF of SFAC will arrange to have DPR prepared by a consultant in its panel promptly on receipt of request from the bank/notified FI after satisfying about pre- feasibility report.
- f. SFAC will arrange to remit funds required for preparation of DPR under PDA immediately on receipt of request from the bank/notified FI in respect of cases directly referred to a consultant by them.
- g. On receipt of communication from banks/notified FIs giving details of the qualifying project for VCA, SFAC will place the proposal for VCA before its investment committee and communicate sanction to the bank/notified FI and the borrower SFAC will make VCA funds available for the project implementation through the bank/notified FI immediately on receipt of the communication from the bank/notified FI giving details of term loan/ working capital proposed to be sanctioned by them.

## **11. Reporting and Exchange of Information**

With a view to minimize paper work and ensure that SFAC is provided with all relevant details of individual projects financed by the bank/notified FI with Venture Capital support provided by SFAC and also units assisted for preparation of DPR, and also progress in project implementation from time to time, the following reporting schedule will be observed.

- a. Report on utilization of Venture Capital Assistance (VCA)/ Project Development Assistance (PDA)

The bank/notified FI will report disbursement made by them in respect of VCA/ PDA against funds received from SFAC every time a payment is made. In respect of VCA along with the report on utilization of funds, a report on progress in project implementation would also be sent to SFAC. Such periodical reporting will be sent to SFAC until the project is fully implemented and commercial operations are started. In respect of PDA, the bank/notified FI will report if after examining the DPR, a decision is taken by the bank/notified FI not to sanction term loan on assessment that the project is not viable.

- b. Report on the working of assisted units

The bank/notified FI will submit a report on the working of the units financed by them under VCA to SFAC on a half yearly basis indicating whether the

operations are in line with the projections and whether the borrowers are adhering to repayment commitments.

**c. Reporting of exceptions**

The bank/notified FI would also keep SFAC informed of any significant developments with regard to operation of the projects, its implementation and unsatisfactory features it may notice by them. The bank/notified FI will also keep SFAC informed of any recovery action initiated by them in the event of failure of the unit to perform or inability of the borrowers to meet financial commitments.

**d. Project Specific Information**

In addition to the above standard reporting by the bank/notified FI, the bank/notified FI would also provide SFAC with project specific information, if any, sought by it from time to time.

**12. Parties Notification**

Each of the parties hereto shall promptly inform the other of any of the following events:

- a. Any event of which such party becomes aware which, in the opinion of the party, is likely to interfere materially with, or seriously hinder or impair; the implementation of the project, or to interfere adversely and materially with the performance by:
  - i. The borrower of its obligation under the Facility Agreement with such party; and/or
  - ii. The guarantor of its obligation under the guarantee given in favor of such party;
- b. Any notice given by the borrower to prepay the whole or any part of the loan disbursed pursuant to the Agreement with such party and any amount thereof actually prepaid.
- c. In certain circumstances it might become necessary for the bank/notified FI to call up the loan and initiate recovery proceeding against the borrower and guarantors if any. The bank/notified FI would take all such measures required to protect its interest as well as that of SFAC. While, it may not be considered prudent to consult SFAC before taking such action, SFAC will be informed of the action taken by the bank/notified FI of the earliest.

**13. Written Consent prior to Amendment**

SFAC and bank/notified FI shall not agree to any amendment that will affect the right or responsibilities of the other with regard to disbursement or procurement or that may affect the right to recover the money advanced as per the original authorization schedule without the prior written consent of the other.

**14. Parties Independent Decisions**

Except as otherwise provided in this MoU, each party agrees that all its decisions, including decision to take or refrain from taking action concerning the project or a loan agreement to which it is a party, shall be based exclusively on its own judgment, independently of the information provided by, or excepted from, the other party or the views expressed by such other part.

**15. Arbitration**

In any case of dispute, if any, arising out of this MoU may be resolved through mutual consultation failing which it may be done by way of arbitration by a sole arbitrator chosen by the bank/notified FI and SFAC as per arbitration and conciliation Act, 1996 and venue of the Arbitration will be New Delhi.

**16. Channel of communication and notices**

- a. For the purpose of this MOU, the representative of the parties shall be:
  - i. For SFAC : Managing Director
  - ii. For the bank/notified FI: Chief General Manager/ General Manager Agri- Business Group/ Priority Sector (to be indicated by the bank/notified FI)
- b. Either party may, by notice in writing to the other party, designate additional representative/s or substitute other representative/s for those designated in this Article.
- c. Any notice or other communication under MOU shall be in writing and shall be deemed to have been duly given or made when it has been delivered by hand, mail, e-mail, cable or tele fax, as the case may be, by either party to the other at the appropriate address specified below or such other address as either party may hereafter notify in writing to the other party:

For SFAC: Mailing Address:

NCUI Auditorium, Vth Floor,  
August KrantiMarg, HauzKhas,  
New Delhi.

Telephone: Fax \_\_\_\_\_ E-mail: \_\_\_\_\_

For the bank/notified FI Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**17. Final Provisions**

1. The Memorandum of understanding (MOU) shall come into force upon its signature by the authorized representatives of the parties hereto and for a term of 10 years.
2. The parties to this MOU shall before expiry of its term review the result achieved under this MOU and consult with each other with a view to deciding whether to extend the term of this MOU. Any extension of the term of this MOU, as aforesaid, may be affected through a simple exchange of letters between the parties.
3. The parties of this MOU may amend any of the provisions of this MOU or enter into supplementary arrangements designed to extend the scope of the present MOU.
4. Either party may terminate this MOU by giving not less than six (6) months advance notice, in writing, to the other party; provided that such termination shall become effective only on the date specified in the termination notice, and provided further that termination as aforesaid shall not, unless that parties otherwise agree, effect any non-cancelable commitments entered into under this MOU with a third party prior to the date of the termination notice. In the event of termination by either party, both parties shall co-operate to ensure that all arrangements made hereunder are settled in an orderly manner. In the event of the agreement being terminated the amount already sanctioned and released to the bank/notified FI will continue to be operated by the bank/notified FI as if this agreement was still operative.

The focal points/contact persons under this MOU will be \_\_\_\_\_ on the \_\_\_\_\_ in New Delhi.

For bank/notified FI for Small Farmers' Agri-Business Consortium

CEO of the bank/notified FI Managing Director

Address Address

Witness:

(Name & Address)

## **AGREEMENT BETWEEN SFAC AND THE BORROWER**

This agreement is executed on this..... day of Two thousand and (.....201 )  
between

M/s. ...., a Company incorporated under the Indian Companies Act 1956, having its place of business/ Registered Officer at....., and factory/processing unit at....., hereinafter called the “BORROWER” (which included his/her/its heirs, executors, administrators, successors and assignees) as first party & Small Farmers’ Agri Business Consortium (SFAC), a Society registered under Societies Registration Act 1860, having its Registered Officer at NCUI Auditorium Building, 5<sup>th</sup> Floor, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016 hereinafter called “SFAC” (which includes their assignees, attorneys and successors in title) as Second Party.

WHEREAS the first party is setting up..... and is in need of Venture Capital amount which will be deemed to be a loan after recovery of term loan of Leading Bank....., hereinafter called the Bank (which includes its successor banks). The Venture Capital Assistance amount will be refundable prior to due date or on the scheduled end date of their term loan whichever is earlier. At the request of first party vide their application dated..... received directly or through..... SFAC has considered and sanctioned Venture Capital amount of Rs..... lakh (Rupees .....only) to the First party. The first party will refund the amount of Venture Capital granted by SFAC in lump sum on liquidation of bank’s/notified financial institution’s term loan as per original schedule of repayment, which is ..... as advised by bank/notified financial institution. The borrower will tender a post dated cheque dated ..... for the amount of Venture Capital Assistance amount for this purpose.

AND

WHEREAS in consideration of the above promises The First Party, ..... offered as security by way of equitable/registered mortgage on agricultural land and appurtenants/building thereto as required by SFAC as per details given in Annexure A and will also hypothecate movable assets like plant & machinery/vehicles/equipment/raw materials. etc., as per details given in Annexure B, and accepted by SFAC. The other terms and conditions as agreed upon between first party and SFAC are as follows:

1. The CEO of the Borrowing unit must be a professionally qualified person.
2. That the lending bank/notified financial institution will hold charge on the assets (movable/immovable) of the unit till full repayment of their term loan as per original prescribed schedule.

3. That the Venture Capital amount will automatically be deemed to be a loan from the date the Lending Bank has actually recovered its term loan or on the schedule end date of term loan, whichever is earlier. It may, however, be clarified that in the event of reschedulement of the bank's term loan, the entrepreneur is required to refund the Venture Capital amount as per the original prescribed schedule because Venture Capital amount of SFAC is interest free and financial assistance is to be given to other eligible entrepreneurs for setting up of agribusiness projects. However, if lending bank/notified financial institution make SFAC a party while discussing possibility of rescheduling banks term loan, SFAC may consider request of the borrower for rescheduling of VCA on case to case basis.
4. That Borrower has the option to refund the Venture Capital amount granted by SFAC even prior to the due date of repayment of Term Loan.
5. That the deemed loan of SFAC as referred to above will remain secured by creation of charge (mortgage & hypothecation) in favour of SFAC on the project assets previously held by the Lending Bank/notified financial institution and till such times as the deemed loan and interest accrued thereon are entirely refunded to SFAC.
6. That the Borrower hereby undertakes to utilize the Venture Capital amount granted by SFAC for the purpose for which it was granted. In the event of diversion/misutilization, SFAC reserves the right to recall the entire amount of Venture Capital in lump sum.
7. That in case the Borrower is unable to repay the Venture Capital amount in lump sum immediately after repayment of Bank's/notified financial institution's Term Loan, it will have option to repay the entire amount of loan together with accrued amount of interest in 4 quarterly installments within a year. The rate of interest in this regard will be the same as charged by the lending bank on its term loan.
8. That the Borrower will also authorize the Lending Bank/notified financial institution at the time of executing this agreement to debit their account, i.e. Cash Credit Account/Current Account No..... with....., after repayment of bank's/notified financial institution's term loan equivalent to the refundable amount or any other incidental expenses. The borrower also undertakes to ensure substantial balance in their account in order to facilitate the refund of SFAC's loan and other incidental expenses. Alternatively, the borrower can directly refund the Venture Capital amount and other incidental expenses by means of demand draft drawn in favour of "Small Farmers' Agri-Business Consortium" payable at New Delhi.
9. The borrower fully understands and acknowledges that the Venture Capital provided by SFAC is based upon appraisal note, sanction letter for the term loan by the bank/notified financial institution specifically on the terms and conditions and assets verified by the bank/notified financial institution as securities for the term loan and, therefore, expressly undertakes not to change the bank/notified financial institution indicated herein during the pendency of the SFAC's Venture Capital. However, in exceptional cases one time change of bank is allowed by SFAC. The borrower also undertakes not to withdraw the securities from the bank/notified financial institution until and unless the Venture Capital amount is refunded to SFAC .
10. That the Borrower hereby declares and confirms that the status of the securities and their possession, maintenance, coverage of insurance etc. will remain in force, as was the case with in the lending bank/notified financial institution.

11. That the Borrower must submit their audited Balance Sheet/Financial Statement along with a confirmatory letter every year (i.e. Balance sheet date) about the outstanding amount of Venture Capital in their book which is refundable after repayment of the bank/notified financial institution term loan.

12. That as per objectives of SFAC, small farmers are to be ultimate beneficiaries of the Venture Capital sub-scheme. Therefore, it will be obligatory on the part of the first party to ensure establishment of backward linkages with the farmers and in the event of failure to have such linkages with the farmers, SFAC may cancel the loan arrangement and ask first party to refund the entire amount of Venture Capital in lump sum within a period of one month after receipt of such decision from SFAC.

13. That the Borrower agree and undertake that a suitable provision equivalent to proportionate refundable amount will be made every year and invest the same in liquid assets in order to facilitate refund of amount of Venture Capital to SFAC in lump sum.

14. Further, the Borrower also undertake to follow the under noted terms and conditions:

(i) To pay all taxes, rents etc. regularly and in the time in order to keep the hypothecated and mortgaged assets free from distress, attachment, sale, etc.

(ii) Not to create any charge by way of mortgage, pledge, hypothecation, sell or dispose off in any manner the movable/ immovable properties referred to in the Annexures.

(iii) To keep SFAC indemnified at all times for the losses caused to it on account of negligence of Borrower.

(iv) To execute any other document or furnish information as and when required by SFAC.

(v) To ensure that after the repayment of the term loan, the beneficiary will continue to comprehensively ensure the movable and immovable assets being charged to SFAC with SFAC Clause and hand over the same to SFAC till refund of the amount of Venture Capital amount.

(vi) In the event of any incident, the Borrower shall file the claim with the respective insurance company and keep SFAC posted about the receipt of claim amount and damages etc.

(vii) The Borrower undertake to ensure that the permits, licenses are renewed timely and kept intact.

15. That in the event of the Borrower failing to pay the balance or any other money due to the SFAC by virtue of this agreement or if for any reason the SFAC thinks that its interest is in jeopardy, the SFAC reserves the right to dispose of all the securities either hypothecated or mortgaged in order to recover its dues without intervention of Court.

16. That the Officers or nominees of the SFAC, shall have free access to business premises in order to ascertain the actual status of the securities hypothecated/mortgaged assets to the lending bank/notified financial institution/SFAC and to take possession if warranted for the purpose of acquiring/selling of any of the hypothecated/mortgaged assets

by public auction without intervention of Court and appropriate the net proceed towards liquidation of all sums due from the Borrower. The Borrower hereby agrees to accept that on account of any such sale realization and in case of shortfall, undertake to pay such further balance as may be due from the Borrower forthwith. Any cost incurred by SFAC for realization of its money by sale of hypothecated and mortgaged assets will be added to the outstanding liability of loan amount of SFAC and will be recoverable from Borrower.

17. The borrower also understands and agrees not to neglect or refuse any of the obligation towards furnishing documents required for monitoring the progress of the project, change of bank/notified financial institution or otherwise shifting the location and the assets acquired for the projects and more particularly towards repayment of the amount of Venture Capital, SFAC will proceed to recover the amount due as if it were an arrears of land revenue.

18. That the Borrower hereby declares that the contents of this agreement have been read and understood by him and he will abide by the terms and conditions of this agreement.

19. That the Borrower shall not remove or dismantle any of the goods/assets as mentioned in Annexures without the written consent of the SFAC.

That in the event of any dispute arising between the parties only Delhi Courts have jurisdiction to try, entertain and decide the said matter.

In Witness of above both parties have executed this agreement on this..... day of ..... Two Thousand ..... (.....201..).

For and on behalf of SFAC

Borrower

(.....)

(.....)

(Name & Designation)

(Name & Designation)

(.....)

(.....)

Witness signature

Witness Signature

**SCHEDULE –A*****Annexure – 1*****Fixed Assets**

Sl. No	Particulars/Extent	Nature of Property	Location and boundaries	Approximate Value

**SCHEDULE –B**  
**Annexure – II**  
**Moveable Assets**

<b>Sl. No</b>	<b>Particulars/Extent</b>	<b>Location &amp; Boundaries</b>	<b>Approximate Value</b>

FORM GFR 19 –A

(See Government of India's Decision (1) below Rule 15)

**Form of Utilization Certificate**

<b>SI.N o</b>	<b>Letter No. and date</b>	<b>Amount</b>	Certified that out of the sum of Rs..... of Venture Capital assistance sanctioned during the year..... in favour of .....under this Ministry/ Department letter No.....given in the margin and Rs..... on account of unspent balance of the previous year, a sum of Rs..... has been utilized for the purpose of..... for which it was sanctioned and that the balance of Rs..... remaining unutilized at the end of the year has been surrendered to the Government (Vide No..... dated.....)/ will be adjusted towards the Venture Capital assistance payable during the next year or utilized in the next financial year
1.			
2.			
	Total:		

Certified that I have satisfied myself that the conditions on which the Venture Capital assistance was sanctioned have been duly fulfilled/are being fulfilled and, that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised

- 1.
- 2.
- 3.

Signature.....

(Name).....

Designation.....

(Office seal).....

Verified and certified by

Chartered Accountant

(with address and seal)

## **CHAPTER VI**

### **Choudhary Charan Singh National Institute of Agricultural Marketing (NIAM)**

#### **1. INTRODUCTION:**

1.1. The agriculture marketing sector is today witnessing many challenges in the form of trade liberalisation, globalisation, diversification towards high value crops, changing market demands, etc., and therefore needs to become more responsive. Guiding the direction of change in agricultural marketing has become even more challenging. The main endeavour of the subscheme, through capacity building, conducting training, consulting solutions, education and policy advocacy, will be to escalate the agricultural marketing system in the country to a level where it can go hand in hand with the production and market sentiments.

#### **2. OBJECTIVES OF THE SUBSCHEME:**

2.1 To undertake and promote the study of applied and operational research in problem areas of agricultural marketing and to act as a national level nodal point for co-ordination of various research studies and dissemination of technologies relevant to agricultural marketing in the country.

2.2 To impart training to various levels of personnel of organizations involved in agricultural marketing activities such as State Agricultural Marketing Boards (SAMB), State Development Departments like Agriculture, Horticulture, Animal Husbandry, Fisheries, Forestry, Sericulture, State Agricultural Universities, Co-operative Marketing Societies, Commodity Boards, Input Agencies and Progressive Farmers, Entrepreneurs, etc. To help them develop bankable projects for creation of market infrastructure and integrated value chains

2.3 To conduct research on long-term projects, policy formulations; prepare status paper on leading issues; case studies in specific marketing problems, processing industries, export management, etc. which have a direct bearing on the national economy.

2.4 To offer consultancy services to State and Central Departments, public-sector undertakings, co-operatives, etc. in the formulation of projects and prepare Master Plans for States, Export Institutions, Traders and Farmers.

2.5 To develop promising human resources by providing long-term structured courses in agricultural marketing through Diploma / Degree courses.

2.6 To help State Government to generate self-employment for educated youth by exploiting local potential resources.

2.7 To facilitate Government to formulate policies on emerging issues in agricultural marketing.

- 2.8 To cover a wide information network in the country in agricultural marketing to evolve efficient, innovative and competitive marketing processes.
- 2.9 To develop as a 'Centre of Excellence' in the field of agricultural marketing by establishing adequate liaison with international organizations.

### **3. . SALIENT FEATURES:**

#### **3.1 Capacity Building/ Training**

In order to impart quality training to different stakeholders the Institute needs to adopt an innovative approach and widen its horizon in terms of content, knowledge and methodology. In all, during XII Five Year Plan about 675 training programmes will be conducted. The Institute will focus on trainings with wider coverage, client orientation, research based training.

**3.1.1 Wider Clientele Coverage:** The client base will be increased by targeting national/ state level agencies serving agriculture and allied discipline such as State Agricultural Universities, Krishi Vigyan Kendra, NGOs, Producers Organizations, Traders Association, elected members of physical markets, Commodity Boards, potential entrepreneurs and farmers, etc.

**3.1.2 Target Oriented Course Module** To encourage participation from various agencies including private sector target oriented course module will be developed. For this purpose, a training need assessment will be done on regular interval. Training modules imparted by NIAM will be repeatable every two-three years across the country.

**3.1.3 Demand driven Training:** NIAM will conduct demand driven certificate training courses of 3 to 6 months, in the field of Agri-business, Agri-Marketing etc. to cater to young, unemployed school dropouts to make them employable. NIAM will also consider tie-ups with companies/other organisations so that post-training absorption is 100%. NIAM may tie up with various partners consisting of IIM, SAU and other training institutes both in public and private sector to impart such training. Efforts will be made to make such training programs self financing and self sustainable in near future.

**3.1.4 Research Based Trainings:** To enhance the quality and practicability of the programme findings of research will be linked with training . Additionally, case studies will be conducted across regions to facilitate documentation of ground realities and for using the same for imparting training.

**3.1.5 Developing linkages with the Stakeholder:** Linkages will be established between the Institute and different stakeholders from Government as well as

corporate sector through workshops, buyers-sellers meet, management development programmes (MDPs), sensitization programme, etc.

**3.1.6 International Collaboration in Capacity Building:** The Institute would work as a knowledge centre for Asia and pacific region by developing coordination with the FAO and UNDP wherein these agencies will provide academic, technical, institutional and financial support. Similarly, the Institute may collaborate with the other international agencies working in the field of agricultural marketing, agri-business etc. through capacity building, research and faculty exchange programme.

### **3.2. Research Activities:**

3.2.1 Applied research on various aspects of agricultural marketing and dissemination of knowledge is another noble objective of NIAM. NIAM will undertake and promote studies of applied research in problem areas of agricultural marketing and act as a nodal point for coordination of various research studies and dissemination of technologies relevant to agricultural marketing in the country.

3.2.2 NIAM will undertake research studies with focus on:

- (i) Management oriented case studies and use the findings of these in the training programme and education for strengthening the programmes . For this, NIAM may also collaborate with other institutions. Institutional arrangements will be suitably changed to accommodate such collaborative research.
- (ii) Research studies which address specific issues.
- (iii) Detailed study/documentation of each innovation and intervention in agri-marketing sector for the purpose of policy formulation and replication.
- (iv) Research for development of supply chain, Integrated value Chains for leading fruits and vegetables in collaboration with some national/ international university.
- (v) Preparation of working papers and policy papers and uploading the same on the website of the Institute.

3.2.3 Publication of research studies/uploading on website.

3.2.4 Strengthening the research component by defining the guidelines and norms on the lines of ICARs/IIMs/MANAGE for smooth conduct of the research studies especially from financial view point.

### **3.3 Consultancy**

3.3.1 In the perspective of booming agri-business sector, establishment of markets with modern infrastructures assumes importance. Market planning and designing to create state of art complex requires a professional approach. It not only requires designing and planning of a market at a particular place, but includes a holistic view of the agrarian scenario. In the present era of globalization, market planning and designing encompasses issues such as backward and forward linkage, quality and safety aspects, etc. This requires a broader, futuristic and integrated view of designing and planning, understanding, social parameters, flow variables, architectural concepts, commodity specific infrastructure etc. The consultancy assignments in the above mentioned areas will be taken up by the Institute.

As the Government focuses on the increased participation of private players in the development of the sector specially in the creation of infrastructure and in provision of services, NIAM will in addition to consultancies from state government make efforts to get consultancies from corporate sectors. .

3.3.2 The consultancy division of the Institute will be strengthened through –

- (i) Widening the clientele base with inclusion of private sector
- (ii) Enhancing human resource as per the requirement of the assignment
- (iii) Collaboration with other national/ international agencies
- (iv) Properly defined guidelines for smooth implementation of the projects
- (v) Allocation of a portion of the revenue generated through consultancy towards faculty development fund as per norms and subject to prior approval of competent authority.
- (vi) Capacity building of the faculty
- (vii) Greater autonomy for utilization of revenue generated through consultancy.

3.3.3 NIAM would also arrange for consultancy services for setting up of a “Project Development Facility” to catalyze investment credit in agri-infrastructure projects

### **3.4 Education**

3.4.1 The education mandate of NIAM aims at developing human resources by providing long-term structured courses in agricultural marketing through diploma courses. The post graduate diploma programme on agri-business management is well designed to meet the shortage of manpower for agri-business management in the country. This highly accredited course will continue to meet the demand for trained manpower in the sector. Presently the course curriculum of NIAM covers most of the issues in agri-business. However, it is pertinent to bring changes in the focus of education in the perspective of new paradigm of agricultural marketing. In

order to achieve this, it is proposed to upgrade the existing course. The Institute will focus on following areas-

- (i) Revision of course content on periodic basis
- (ii) Identifying best faculty resources in the field of agri-business
- (iii) Increase the proportion of courses covered by internal faculty gradually over time
- (iv) Provision for academic development of faculty from time to time / need-based to enhance the quality of teaching in the Institute.

3.4.2 NIAM will try to increase the seats allocated to this course and also run similar programs in all states in collaboration with SAU/Management Institutes and other educational institutes both in Public and Private sector

### **3.5 Policy Advocacy**

3.5.1 NIAM will be pro-active in advising policy interventions and send a monthly advisory on various topics to DAC. Alternatively, DAC may seek advisories from NIAM.

3.5.2 NIAM will create a model project report with respect to each components being funded under the ISAM sub schemes handled by Marketing Division or other Divisions of DAC, related to Agri-Market or Agri Business. These may be created as .pdf document, which may be uploaded on the NIAM website. NIAM will update these every year and these may be freely available to any potential users.

3.5.3 NIAM will undertake issue based studies advised by DAC and make presentations on themes such as E. Trading/Agri Market/Agri business, mobile based service, , Market reforms, storage, etc. and update these on a regular basis.

3.5.4. NIAM either directly or in collaboration with SAU, Agriculture Marketing Boards, other organizations will do policy advocacy with state Governments for reforms related to Agriculture Markets such as AMPC Act reforms. For this NIAM will publish articles in newspapers, make presentation to state Government officials, provide them all support for undertaking reforms. NIAM may conduct and organize visit /study tours of state Government officials to showcase success stories in other states

3.5.5 NIAM will conduct at least one national/International seminar every year with various stakeholders including State Governments / State Agriculture Marketing Boards/ Private players/academic Institutes on the topics related to agri-Market sector.

## **4. PHYSICAL TARGETS & BUDGET OUTLAYS:**

4.1 While no specific targets can be fixed for policy advocacy related work, it shall be given priority. For the purpose of monitoring remaining activities, following

physical target are being prescribed in some of the components and financial requirement during XII Five Year Plan.

Year	Survey & Research	Training & Seminar	Project Consultation	Professional & Others	Total (Rs. in Crores)
2012-13	7	123	8	2	5.00
2013-14	7	125	8	2	5.50
2014-15	8	130	9	2	6.00
2015-16	9	145	9	2	6.50
2016-17	10	152	10	2	7.00
<b>Total</b>	<b>41</b>	<b>675</b>	<b>44</b>	<b>10</b>	<b>30.00</b>

## **5. PROCEDURE FOR RELEASE OF GRANT:**

5.1 Grant will be released by DAC on demand by NIAM subject to submission of utilisation certificate in respect of every release as per relevant provisions of GFR. Utilisation of unspent funds lying with implementing agency out of funds released in previous financial year, during current financial year, will be subject to revalidation by this Department after providing details of expenditure incurred in previous financial year.

## **6. MONITORING& EVALUATION:**

6.1 NIAM will convene the meetings of the Executive Committee every quarter and of the Governing Body once annually. In these meeting NIAM will make a detailed presentation on the work undertaken in all of the above areas.

6.2 NIAM will provide to Joint Secretary (Marketing), Department of Agriculture & Cooperation, the progress reports on a regular basis in respect of physical and financial achievements by 10<sup>th</sup> of each month following the month to which the report relates to.

6.3 In-house/ independent end of year/ mid-term evaluation of the sub scheme will be undertaken with the objective of taking suitable corrective measures for its effective implementation.

## Abbreviations

ABD	-	Agri-Business Development
ADFCs	-	Agricultural Development Finance Companies
AEZ	-	Agri – Export Zone
AMA	-	Agricultural Marketing Adviser to the Government of India
AMI	-	Agricultural Marketing Infrastructure
AMIGS	-	Scheme for Development /Strengthening of Agricultural Marketing Infrastructure, Grading and Standardization
APEDA	-	Agricultural and Processed Food Products Export Development Authority
APGM Act	-	Agricultural Produce (Grading and Marking) Act, 1937
APMC	-	Agricultural Produce Market Committee
BIS	-	Bureau of Indian Standards
C.A.	-	Certificate of Authorisation
CAL	-	Central Agmark Laboratory
CCI	-	Cotton Corporation of India
CD	-	Compact Disc
CEO	-	Chief Executive Officer
CODEX	-	Codex Alimentarius Commission
CWC	-	Central Warehousing Corporation
DAC	-	Department of Agriculture & Cooperation
DGS&D	-	Directorate General of Supplies and Disposals
DMI	-	Directorate of Marketing & Inspection
DPR	-	Detailed Project Report
EU	-	European Union
FAO	-	Food and Agriculture Organisation
FCI	-	Food Corporation of India
FI	-	Financial Institution
FPO	-	Farmer Producers Organisation
FSSAI	-	Food Safety and Standards Authority of India
GBY	-	Grameen Bhandaran Yojana
GFR	-	General Financial Rules
GIS	-	Geographic Information System
GOI	-	Government of India
HMNEH	-	Horticultural Mission for North East and Himalayan States
ICAR	-	Indian Council of Agricultural Research
ICT	-	Information and Communication Technology
IDBI	-	Industrial Development Bank of India
IFD	-	Integrated Finance Division
IIM	-	Indian Institute of Management
ISAM	-	Integrated Scheme for Agricultural Marketing
ISO	-	International Organisation for Standardisation
IT	-	Information Technology
IVC	-	Integrated Value Chain
JCI	-	Jute Corporation of India
JIC	-	Joint Inspection Committee
JS (M)	-	Joint Secretary (Marketing)
KVK	-	Krishi Vigyan Kendra
MANAGE	-	National Institute for Agricultural Extension Management
MDPs	-	Management Development Programmes
MIS	-	Management Information System
MOFP I	-	Ministry of Food Processing Industries
MOU	-	Memorandum of Understanding

MPEDA	-	Marine Products Export Development Authority
MRIN	-	Marketing Research and Information Network
NABARD	-	National Bank for Agriculture and Rural Development
NABCONS	-	NABARD Consultancy Services Pvt. Ltd.
NAFED	-	National Agricultural Cooperative Marketing Federation of India Ltd.
NCCF	-	National Consumers Cooperative Federation Ltd.
NCDC	-	National Cooperative Development Corporation
NCT	-	National Capital Territory
NDBB	-	National Dairy Development Board
NEDFi	-	North Eastern Development Finance Corporation
NER	-	North Eastern Region
NGOs	-	Non Governmental Organisations
NHB	-	National Horticulture Board
NHM	-	National Horticulture Mission
NHRDF	-	National Horticultural Research & Development Foundation
NIAM	-	National Institute of Agricultural Marketing
NIC	-	National Informatics Centre
NIC	-	National Informatics Centre
NTGF	-	National Tobacco Growers Federation Ltd.
NWRS	-	Negotiable Warehouse Receipt System
PCBs	-	Primary Cooperative Banks
PDF	-	Project Development Facility
RAL	-	Regional Agmark Laboratory
RBI	-	Reserve Bank of India
RCS	-	Registrar of Cooperative Societies
RIDF	-	Rural Infrastructure Development Fund
RKVVY	-	Rashtriya Krishi Vikas Yojana
RRB	-	Regional Rural Bank
SAGF	-	Strengthening of Agmark Grading Facilities
SAMB	-	State Agricultural Marketing Board
SAU	-	State Agriculture University
SBI	-	State Bank of India
SCARDBS	-	State Cooperative Agricultural and Rural Development Banks
SCBs	-	State Cooperative Banks
SFAC	-	Small Farmers Agri – Business Consortium
SFC	-	State Financial Corporation
SHG	-	Self Help Group
SIDBI	-	Small Industries Development Bank of India
SLBC	-	State Level Banker's Committee
SRF	-	Subsidy Reserve Fund
SWC	-	State Warehousing Corporation
TFO	-	Total Financial Outlay
TOPIC	-	Training of Personnel in Cooperative
TRIFED	-	Tribal Cooperative Marketing Development Federation Ltd.
UNDP	-	United Nations Development Programme
VCA	-	Venture Capital Assistance
WDRA	-	Warehousing Development and Regulatory Authority
WIF	-	Warehousing Infrastructure Fund

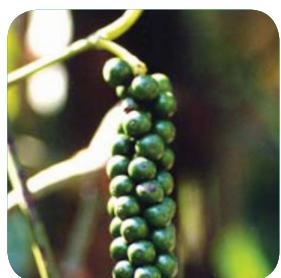
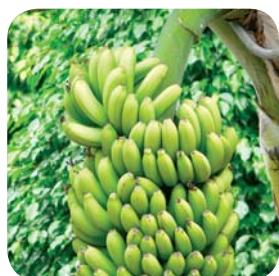


बागवानी मिशन  
Horticulture Mission

# MISSION FOR INTEGRATED DEVELOPMENT OF HORTICULTURE

## OPERATIONAL GUIDELINES

April, 2014





For Official Use



# MISSION FOR INTEGRATED DEVELOPMENT OF HORTICULTURE

## OPERATIONAL GUIDELINES

April, 2014



### Horticulture Division

Department of Agriculture & Cooperation  
Ministry of Agriculture, Krishi Bhavan, New Delhi  
[www.midh.gov.in](http://www.midh.gov.in)

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# Abbreviations

<b>A &amp; C</b>	Agriculture & Cooperation
<b>AAP</b>	Annual Action Plan
<b>AEZ</b>	Agri-Export Zone
<b>APC</b>	Agricultural Production Commissioner
<b>APEDA</b>	Agricultural & Processed Food Export Development Authority
<b>APMC</b>	Agricultural Produce Marketing Committee
<b>AYUSH</b>	Ayurveda, Unani, Sidha & Homeopathy
<b>BDA</b>	Bamboo Development Agency
<b>BTSG</b>	Bamboo Technical Support Group
<b>CA</b>	Controlled Atmosphere
<b>CDB</b>	Coconut Development Board
<b>CEO</b>	Chief Executive Officer
<b>CIH</b>	Central Institute for Horticulture
<b>CSIR</b>	Council of Scientific & Industrial Research
<b>DAC</b>	Department of Agriculture & Cooperation
<b>DASD</b>	Directorate of Areca Nut & Spices Development
<b>DCCD</b>	Directorate of Cashew & Cocoa Development
<b>DFU</b>	Disease Forecasting Unit
<b>DHMD</b>	District Horticulture Mission Document
<b>DMC</b>	District Mission Committee
<b>DMI</b>	Directorate of Marketing & Inspection
<b>DONER</b>	Development of North Eastern Region
<b>DPR</b>	Detailed Project Report
<b>EC</b>	Executive Committee
<b>EMC</b>	Empowered Monitoring Committee
<b>FAO</b>	Food & Agriculture Organization
<b>FDA</b>	Forest Development Agency
<b>FHEL</b>	Fresh & Healthy Enterprises Ltd.
<b>FI</b>	Financial Institution
<b>FICCI</b>	Federation of Indian Chambers of Commerce & Industry
<b>FIG</b>	Farmer interest Group
<b>FLD</b>	Front Line Demonstration
<b>FPO</b>	Farmer Producer Organization
<b>GC</b>	General Council
<b>GFR</b>	General Financial Rules
<b>GOI</b>	Government of India
<b>GS</b>	Gram Sabha
<b>HIL</b>	Hindustan Insecticides Ltd.
<b>HMNEH</b>	Horticulture Mission for North East & Himalayan States
<b>HRD</b>	Human Resource Development
<b>IASRI</b>	Indian Agricultural Statistical Research Institute
<b>ICAR</b>	Indian Council of Agricultural Research
<b>ICFRE</b>	Indian Council of Forestry Research & Education

<b>ICT</b>	Information Communication Technology
<b>INM</b>	Integrated Nutrient Management
<b>IPM</b>	Integrated Pest Management
<b>KVK</b>	Krishi Vigyan Kendra
<b>MA</b>	Market Aggregator
<b>MANAGE</b>	National Institute for Agricultural Extension Management
<b>MFPI</b>	Ministry of Food Processing Industries
<b>MIDH</b>	Mission for Integrated Development of Horticulture
<b>MNREGS</b>	Mahatma Gandhi Rural Employment Guarantee Scheme
<b>NABARD</b>	Nation Bank for Agriculture & Rural Development
<b>NBB</b>	National Bee Board
<b>NBM</b>	National Bamboo Mission
<b>NCDC</b>	National Cooperative Development Cooperation
<b>NCPAAH</b>	National Committee on Plasticulture Applications in Agriculture & Horticulture
<b>NHB</b>	National Horticulture Board
<b>NHM</b>	National Horticulture Mission
<b>NHRDF</b>	National Horticulture Research & Development Foundation
<b>NLA</b>	National Level Agencies
<b>NMPB</b>	National Medicinal Plant Board
<b>NMSA</b>	National Mission on Sustainable Agriculture
<b>NRCC</b>	National Research Centre for Citrus
<b>NSC</b>	National Seeds Corporation
<b>PFDC</b>	Precision Farming Development Centre
<b>PHM</b>	Post Harvest Management
<b>PRI</b>	Panchayati Raj Institution
<b>PSU</b>	Public Sector undertaking
<b>R &amp; D</b>	Research & Development
<b>RCC</b>	Reinforced Cement Concrete
<b>RKVY</b>	Rashtriya Krishi Vikas Yojana
<b>SAU</b>	State Agricultural University
<b>SBDA</b>	State Bamboo Development Agency
<b>SBMD</b>	State Bamboo Mission Document
<b>SC</b>	Sub-Committee
<b>SFAC</b>	Small Farmers Agri-Business Consortium
<b>SFCI</b>	State Farms Corporation of India
<b>SHM</b>	State Horticulture Mission
<b>SHMD</b>	State Horticulture Mission Document
<b>SLEC</b>	State Level Executive Committee
<b>TC</b>	Tissue Culture
<b>TSG</b>	Technical Support Group
<b>TSP</b>	Tribal Sub Plan
<b>UGC</b>	University Grant Commission
<b>UTF</b>	Unilateral Trust Fund

# **OPERATIONAL GUIDELINES**

## **Mission for Integrated Developmet of Horticulture During XII Plan**

### **1. INTRODUCTION**

1.1 Mission for Integrated Development of Horticulture (MIDH) is a Centrally Sponsored Scheme for the holistic growth of the horticulture sector covering fruits, vegetables, root & tuber crops, mushrooms, spices, flowers, aromatic plants, coconut, cashew, cocoa and bamboo. While Government of India (GOI) contributes 85% of total outlay for developmental programmes in all the states except the states in North East and Himalayas, 15% share is contributed by State Governments. In the case of North Eastern States and Himalayan States, GOI contribution is 100%. Similarly, for development of bamboo and programmes of National Horticulture Board (NHB), Coconut Development Board (CDB), Central Institute for Horticulture (CIH), Nagaland and the National Level Agencies (NLA), GOI contribution will be 100%. Guidelines regarding implementation of the scheme are described hereunder.

1.2 MIDH will have the following sub-schemes and area of operation:

<b>Sl. No.</b>	<b>Sub Scheme</b>	<b>Target group / area of operation</b>
1.	NHM	All states & UTs except states in NE and Himalayan Region.
2.	HMNEH	All states in NE and Himalayan Region.
3.	NBM	All states & UTs
4.	NHB	All states & UTs focusing on commercial horticulture
5.	CDB	All States and UTs where coconut is grown.
6.	CIH	NE states, focusing on HRD and capacity building.

1.3 MIDH will work closely with National Mission on Sustainable Agriculture (NMSA) to wards development of Micro-Irrigation for all horticulture crops and protected cultivation on farmers' field.

1.4 MIDH will also provide technical advice and administrative support to State Governments/ State Horticulture Missions (SHMs) for the Saffron Mission and other horticulture related activities like Vegetable Initiative for Urban Clusters (VIUC), funded by Rashtriya Krishi Vikas Yojana (RKVY)/NMSA.

### **2. MISSION OBJECTIVES**

2.1 Main objectives of the Mission are:

- a) Promote holistic growth of horticulture sector, including bamboo and coconut through area based regionally differentiated strategies, which includes research, technology promotion, extension, post harvest management, processing and marketing, in consonance with comparative advantage of each State/region and its diverse agro-climatic features;
- b) Encourage aggregation of farmers into farmer groups like FIs/FPOs and FPCs to bring economy of scale and scope.
- c) Enhance horticulture production, augment farmers, income and strengthen nutritional security;
- d) Improve productivity by way of quality germplasm, planting material and water use efficiency through Micro Irrigation.
- e) Support skill development and create employment generation opportunities for rural youth in horticulture and post harvest management, especially in the cold chain sector.

### **3. STRATEGY**

- 3.1 To achieve above objectives, the mission will adopt the following strategies:
- a) Adopt an end-to-end holistic approach covering pre-production, production, post harvest management, processing and marketing to assure appropriate returns to growers/producers;
  - b) Promote R&D technologies for cultivation, production, post-harvest management and processing with special focus on cold chain infrastructure for extending the shelf life of perishables;
  - c) Improve productivity by way of quality through:
    - i. Diversification, from traditional crops to plantations, orchards, vineyards, flowers, vegetable gardens and bamboo plantations.
    - ii. Extension of appropriate technology to farmers for high-tech horticulture including protected cultivation and precision farming.
    - iii. Increase of acreage of orchards and plantation crops including bamboo and coconut, particularly in states where total area under horticulture is less than 50% of agricultural area.
  - d) Improve post harvest management, processing for value addition and marketing infrastructure.
  - e) Adopt a coordinated approach and promote partnership, convergence and synergy among R&D, processing and marketing agencies in public as well as private sectors, at the national, regional, state and sub-state levels;
  - f) Promote FPOs and their tie up with Market Aggregators (MAs) and Financial Institutions (FIs) to support and adequate returns to farmers.
  - g) Support capacity-building and Human Resource Development at all levels, including, change in syllabus and curriculum of graduation courses at Colleges, Universities, ITIs, Polytechnics, as appropriate.

### **4. MISSION STRUCTURE**

#### **(I) NATIONAL LEVEL**

##### **a) General Council**

- 4.1. The Mission will have a General Council (GC) at National level under Chairmanship of Union Agriculture Minister. The composition of GC will be as follows:

<b>Minister of Agriculture</b>	<b>Chairman</b>
Ministers of Commerce, Health, Finance, Food Processing Industries, Panchayati Raj, Science & Technology, Rural Development, Environment & Forest, Textiles, Development of North Eastern Region (DONER), Micro, Small and Medium Enterprises.	Members
Member, (Agriculture) Planning Commission	Member
Secretaries - Ministry/Department of Agriculture & Cooperation, Commerce, AYUSH, Finance, Food Processing Industries, Panchayati Raj, Rural Development, Environment & Forest, Textiles, DONER, Bio-Technology, Micro, Small and Medium Enterprises	Members
Chairperson, NABARD	Member
Director General, ICAR	Member
Additional Secretary (I/C of Horticulture, DAC)	Member
Managing Director, NHB	Member
Chairman, CDB	Member
Horticulture Commissioner	Member
Deputy Director General (I/C Bamboo)	Member
Adviser (Horticulture)	Member

Joint Secretary( I/C NMSA)	Member
Growers' representatives & Experts from Confederation of Indian Horticulture (CIH), Federation of Indian Chambers of Commerce & Industry (FICCI),etc., (14 Members)	Members
Joint Secretary, DAC & Mission Director	Member Secretary

- 4.2. GC will be the formulation body giving overall direction and guidance to Mission, monitor and review its progress and performance. Without affecting the approved programmes, cost norms and pattern of assistance as approved by CCEA, GC will be empowered to lay down and amend operational guidelines. GC will meet at least twice a year. Tenure of non official members of GC will be for three years from the date of nomination.

**b) Executive Committee:**

- 4.3. Executive Committee (EC), headed by Secretary, Department of Agriculture & Cooperation (DAC), will oversee activities of the Mission and approve Action Plans of SHMs and NLAs. The EC will comprise of the following:

Secretary (A&C)	Chairperson
Secretaries - Ministry/Department of Commerce, AYUSH, Food Processing Industries, Panchayati Raj, Rural Development, M/o DONER, Bio-Technology, Environment & Forests; Principal Adviser (Agriculture), Planning Commission	Members
Institutions – Director General, ICAR; Director General ICFRE, Director General, CSIR; Chairperson, NABARD; Additional Secretary (In charge of Horticulture, DAC); Additional Secretary & FA, DAC; Joint Secretary(Plant Protection), Joint Secretary(I/C NMSA). Horticulture Commissioner; Adviser (Horticulture); Deputy Director General (I/C Bamboo). Chairman, APEDA; Managing Director, NHB; Managing Director, NCDC; Managing Director, Small Farmer's Agribusiness Consortium, Chief Executive Officer, National Medicinal Plants Board; Chairman, CDB; Agriculture Marketing Advisor, DAC; Joint Secretary, National Committee on Plasticulture Applications in Agriculture & Horticulture(NCPAAH) ; CEO (NCCD).	Members
Three Experts (Production, Post Harvest Management and Marketing)	Members
Joint Secretary, DAC & Mission Director	Member Secretary

- 4.4. EC is empowered to reallocate resources across States and components and approve projects on the basis of approved subsidy norms. EC is also empowered to approve special interventions for tackling emergent/unforeseen requirements. EC can also constitute Empowered Monitoring Committee (EMC)/Sub-Committee (SC) and delegate powers to EMC/ SC/Mission Director, as well as to State Governments / State Horticulture Missions / State Bamboo Development Agencies (SBDA) for approving projects in accordance with approved cost norms and pattern of assistance. Tenure of the experts will be for three years from the date of nomination.
- 4.5. Horticulture Division in DAC will provide the necessary support to GC/EC/EMC and will administer NHM, HMNEH, NBM and CIH Scheme. Managing Director (NHB) will oversee the programmes of NHB while Chairman, CDB will oversee the CDB programmes. The existing structure of the Boards and Missions will be maintained to provide general direction for these programmes. EC/EMC will ensure smooth functional linkages among different agencies and meet as frequently, as required.

## **(II) STATE LEVEL**

### **State Level Executive Committee**

- 4.6. For NHM, HMNEH and NBM, State Level Executive Committee(s) (SLEC) under Chairmanship of Agricultural Production Commissioner or Principal Secretary Horticulture/Agriculture/Environment & Forests, (in the absence of APC) having representatives from other concerned Departments of State Government including Forests, the State Agricultural Universities (SAU), Institutes under Indian Council of Agricultural Research (ICAR), Growers' Associations/FPOs, etc will oversee the implementation of programmes of the respective States. Central Government will nominate its representative to the SLEC. State Mission Director NHM, HMNEH and NBM will be Member Secretary of the concerned SLEC. At operational level, State Governments will have freedom to establish State Horticulture Mission (SHM) and/ or SBDA as a suitable autonomous agency, to be registered under Societies Registration Act for implementing Mission programmes at State and District levels. Panchayati Raj Institutions (PRI) existing in the State will be involved in the implementation of the programme.
- 4.7. State and sub-state level structures will be established keeping in view the specific requirement of the states. Formation of Farmer Groups/ Cooperatives of farmers and their tie-up with Financial Institutions and Market Aggregators would be encouraged.
- 4.8. State level agency will have the following functions:
- a) Prepare Strategic/Perspective and annual State Level Action Plan in consonance with Mission's goals and objectives and in close co-ordination with Technical Support Group, SAUs and ICAR institutes and oversee its implementation;
  - b) Clear project based proposals requiring approval of EC/EMC and approve projects within power vested.
  - c) Organize base-line survey and feasibility studies for distinct areas/clusters (District, sub-District, or a group of Districts) to determine status of horticultural/ bamboo production, potential and demand, and tailor assistance accordingly. Similar studies would also be undertaken for other components of the programme;
  - d) Receive funds from National Mission Authority, State Government and other sources for carrying on Mission's activities, maintain proper accounts thereof and submit utilization certificate to concerned agencies;
  - e) Review the progress of formation of FPOs/FPCs to achieve economies of scale and scope and mobilize credit requirement of farmers through FIs;
  - f) Release funds to implementing organizations and oversee, monitor & review implementation of the programmes;
  - g) Assist and oversee implementation of schematic activities in the states through farmers, societies, grower associations, self-help groups, state institutions and other similar entities;
  - h) Organize workshops, seminars and training programmes for all interest groups/associations at state level, with the help of SAUs, ICAR Institutes, KVks and other institutions having technical expertise;
  - i) Furnish monthly progress reports to DAC and also upload the same by 5th of each month, on the Mission's web sites ([www.nhm.nic.in](http://www.nhm.nic.in)), ([www.tmnehs.gov.in](http://www.tmnehs.gov.in)), ([www.nbm.nic.in](http://www.nbm.nic.in)). Uploading of progress reports would be done both at the district and state level, and
  - j) Operationalize Information Communication Technology (ICT) enabled Management Information System (MIS) up to grass root level through Hortnet. Each State will develop and host its own web site.

### **(III) DISTRICT LEVEL**

4.9. At District level, District Mission Committee (DMC) will be responsible for carrying forward the objectives of the Mission for project formulation, implementation and monitoring. The DMC may be headed by the Chief Executive Officer (CEO) of Zila Parishad/CEO of District Rural Development Agency (DRDA)/CEO of Forest Development Agencies (FDA)/ District Development Officer, having as members, representatives from concerned line Departments, growers' associations, Marketing Boards, local banks, Self Help Groups and other Non- Governmental organizations. In the case of HMNEH States, Deputy Commissioner/ District Collector could function as Chairman of DMC. District Horticulture Officer/District Agriculture Officer will be Member Secretary of DMC.

### **(IV) PANCHAYATI RAJ INSTITUTIONS**

4.10. District Planning Committee and Panchayati Raj Institutions (PRI) will be involved in implementing the programme commensurate with their expertise and available infrastructure. They will have a role in implementation of MIDH with regard to:-

- a) Identification of crops/species and beneficiaries in consultation with District Panchayats.
- b) Training, Extension and Awareness creation through Panchayats and Gram Sabhas (GS).
- c) Organization of PRI and GS meetings and giving feed back to the concerned officials with regard to implementation of MIDH.

4.11. Activity mapping with regard to devolution of Funds, Functions and Functionaries is given at **Annexure I**.

### **(V) TECHNICAL SUPPORT GROUP (TSG)**

4.12. The Mission will have a strong technical component and domain experts will be salient to the management of the Mission. As per extant practice, NHM and NBM will be supported by NHB and HMNEH and VIUC by SFAC. For post harvest management and cold chain projects across NHM and HMNEH, technical support will be provided by NCCD. Service providers could also be engaged for providing technical services in accordance with Terms of Reference laid for the purpose and approved by EC. Horticulture Commissioner/ DDG (I/C), DAC will advise the TSGs on all issues relating to planting material, area expansion, rejuvenation, canopy management, INM/PM and organic farming. TSG would comprise personnel at different levels, who will provide technical services and their honorarium will be commensurate with their qualifications and experience. Fresh graduates having knowledge in horticulture and agro-forestry, computer professionals, MBA graduates and young professionals could also be a part of TSG.

4.13. TSG will have the following role and functions:

- a) Visit States regularly and provide guidance in organizational and technical matters.
- b) Compile material for conduct of regional workshops in respect of different horticulture/bamboo crops and different aspects viz. production, post-harvest management, processing, marketing etc. They will also prepare Annual Calendar for capacity building, promotional events, workshops/seminars on different subjects in different regions of the country in consultation with (SHMs)/SBDAs.
- c) Conduct studies on different aspects of horticulture/bamboo in all regions.
- d) Document and disseminate case studies of success stories.
- e) Assist States in capacity building programmes.
- f) Provide monthly feed-back reports.

- 4.14. State Missions can also set up State level TSG on the pattern of national level TSG for project formulation, appraisal and concurrent monitoring. State Missions will have freedom to hire consultants for providing technical support at State as well as District level and for this purpose, funds will be provided from States' TSG component. For NBM, zone wise Bamboo Technical Support Groups (BTSG) are to be formed. These BTSGs will have to submit their Annual Action Plans to NBM Cell. Broad function of BTSGs will be same as of TSGs. The BTSG will be housed at the National/Regional level institutions located in different regions, which will have flexible norms for recruiting professionals on contract.
- 4.15. Indicative composition of TSG at National, State and District level is given in **Annexure-II**.
- 4.16. Delegation of powers for approving projects by EC, EMC, Mission Director and SLEC is given in **Annexure-III**.

## **5. PROCEDURE FOR APPROVAL AND IMPLEMENTATION**

### **STRATEGY AND ROADMAP**

- 5.1 States will prepare the existing perspective/strategic plan and road map for overall development of horticulture crops including Bamboo in respective state, duly projecting the targets to be achieved during the XII Plan period. This will form the basis for preparing Annual Action Plan (AAP). The Strategy & Road Map formulated by States should invariably contain information on geography & climate, potential of horticulture/bamboo development, availability of land, SWOC analysis, strategy for development and plan of action proposed to be taken to achieve goals in each district of the State. The document should focus on crops having comparative advantage and natural potential for development in the State, adoption of cluster approach for production and linking with available infrastructure, or to be created, for post harvest management, processing, marketing and export. While selecting the cluster, preference should be given to those areas where natural resource base and water resources have been developed under watershed development programmes, Rashtriya Krishi Vikas Yojana (RKVY), Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS), etc. Priority should be given for development of such crops, which are required to meet current and future demands.

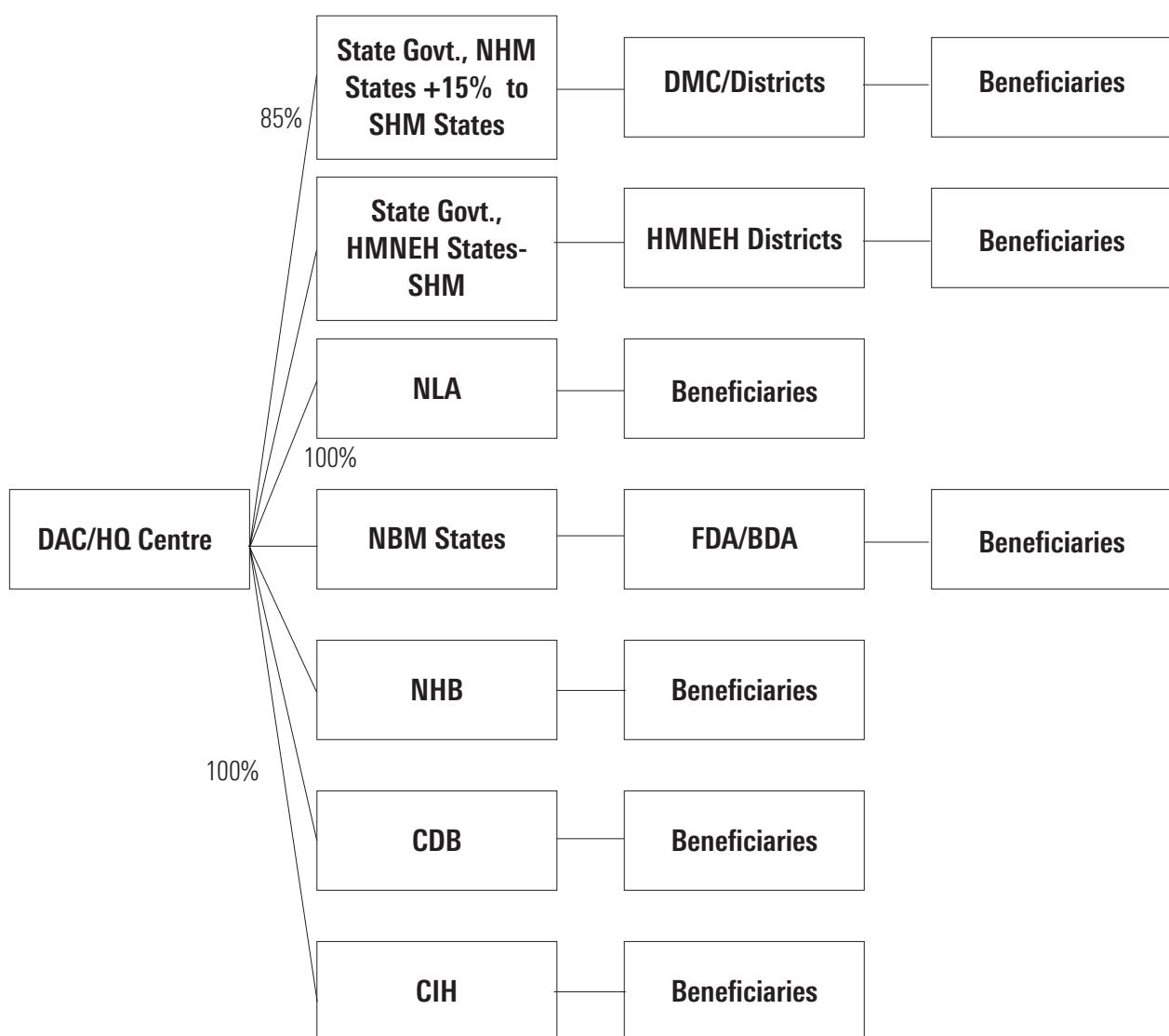
### **ANNUAL ACTION PLAN**

- 5.2 In this context, AAP needs to be supported with data/write up on outcome of past interventions covering the details of area expansion (variety/species introduced, increase in productivity achieved and number of clusters created), water resource development as per felt need of the State (amount of irrigation potential created, whether linked with micro irrigation, maintenance etc), INM/IPM (including requisite infrastructure created and how these are being utilized for benefit of farmers) and organic farming. Area expansion should be determined based on availability of planting material and a seed/planting material sub-plan shall be prepared separately as part of AAP.
- 5.3 Ministry of Agriculture will communicate the tentative outlay for the year to each State / NLA, which in turn will indicate sector-wise/district-wise allocation. Agencies at District level will prepare AAP keeping in view their priority and potential and submit the plan to State Horticulture/Bamboo Mission within the allocated sum. The States may engage TSG/Consultancy services for preparation of Perspective/Strategic/Annual Action Plans. State Horticulture/ Bamboo Mission in turn will prepare a consolidated proposal for State as a whole, get it vetted by the respective State Level Executive Committee (SLEC) and furnish the same, including copy in electronic format, to Ministry of Agriculture (MoA) for consideration by National Level Executive Committee (EC). All issues relating to horticultural/Bamboo development, covering production, post harvest management and marketing will be covered by SHMs/SBDAs. Formats for submission of Annual Action Plan to DAC are specified in **Annexure IV (a) & (b)**.

- 5.4 While finalizing the AAPs, due attention will be paid for earmarking specific targets for Scheduled Caste, Scheduled Tribe and women beneficiaries. As an inbuilt provision under MIDH scheme, higher rates of subsidy have been envisaged for taking up activities like creation of infrastructure for post harvest management and marketing of horticulture produce along with area expansion by beneficiaries in the North Eastern States, Himalayan States, Tribal Sub Plan areas, Andaman & Nicobar and Lakshadweep Islands.

## 6. FUND FLOW MECHANISM

- 6.1 Flow of funds and the utilization by the Implementing Agencies / SHMs / SBDA/ NLAs / PRIs etc from Government of India and utilization of funds shall be governed by extant financial norms. Funds will be released to the State Governments. State Government will release funds to the SHMs / State Level Implementing Agencies, who in turn would make funds available to DMC/ District Implementing Agency. As far as possible, efforts to make on-line payment to all Implementing Agencies would be ensured, which in turn will make arrangements for making payment to beneficiaries through electronic transfer, preferably to their respective bank accounts. Flow chart for release of funds under MIDH is given below



- 6.2 Implementing agencies would be required to undertake activities within the funds released by the GOI and corresponding state share in respect of NHM. No claims of pending liabilities relating to expenditure over and above released funds will be entertained by DAC.

## **7. MISSION INTERVENTIONS**

- 7.1. The Mission will be demand and need based in each segment. Technology will play an important role in different interventions. Technologies such as Information Communication Technology (ICT), Remote Sensing and Geographic Information System will be widely used for planning and monitoring purposes including identification of sites for creating infrastructure facilities for post harvest management, markets and production forecasts.
- 7.2. The interventions envisaged for achieving desired goals would be varied and regionally differentiated with focus on potential crops to be developed in clusters by deploying modern and hi-tech interventions, duly ensuring backward and forward linkages. Revised cost norms and pattern of assistance, as given in **Annexure-V to VIII**, will be adopted. Detailed guidelines in respect of NHB, CDB and CIH schemes, including modalities of approval of projects will be issued separately for effective implementation of these schemes

### **Key Elements of MIDH**

- ❖ Base line survey (Format at **Annexure-IV**)
- ❖ Involvement of PRI (para 4.10)
- ❖ Area based Annual and Perspective Plans (Para 3 & 5.1).
- ❖ Applied Research with focus on Region (HMNEH) and crop (Para 7.3)
- ❖ Demand driven production based on cluster approach (Para 7.4).
- ❖ Availability of quality seeds and planting material (Para 7.5).
- ❖ Technology driven programmes to improve productivity and quality, e.g.
  - Introduction of improved varieties.
  - Rejuvenation with improved cultivars.
  - High Density Plantations.
  - Use of Plastics.
  - Bee-keeping for crop pollination (para 7.41)
  - Capacity building of farmers and personnel (Para 7.33).
  - Mechanization (Para 7.43)
  - Demonstration of latest technologies (Para 7.44, 7.32)
- ❖ Post Harvest Management and cold chain— (Para 7.46)
- ❖ Marketing infrastructure development (Para 7.53).
- ❖ FIs/FPCs/FPOs (Para 8.4)
- ❖ Data base generation, compilation and analysis (Para 8.5).
- ❖ Technical Support by NLAs (Para 9)

### **RESEARCH & DEVELOPMENT (R & D)**

- 7.3. Programmes on horticulture and bamboo R & D will be based on applied research in the areas of (i) Seed & Planting material, including import of planting material, (ii) Technology standardization, (iii) Technology acquisition and (iv) imparting training & Front Line Demonstration in a project mode. While R&D on horticulture crops will be confined to NE & Himalayan states, R&D on Bamboo will be on pan India basis.

Research Institutes under Indian Council of Agricultural Research (ICAR), Council of Scientific & Industrial Research (CSIR), Indian Council of Forestry Research & Education (ICFRE) and its institutes, State Forest Research Institutes, State Agricultural Universities and other Research institutes/organizations in the Public sector will be eligible for assistance in R&D. Project proposals, in this regard, will be submitted through the State Horticulture Mission/ State Horticulture Department. In case of Bamboo R & D projects are to be submitted to NBM directly and research programme should be guided by the Working Group on R & D. Projects will be approved by the EC/EMC.

## PRODUCTION AND PRODUCTIVITY IMPROVEMENT

- 7.4. The Mission will focus primarily on increasing both production and productivity through adoption of improved and appropriate technologies for ensuring quality, including genetic upgradation of all horticultural crops and addressing challenges of climate change. Special emphasis will also be given for adoption of area based cluster approach towards developing regionally differentiated crops, which are agro-climatically most suitable for the State/region. Cluster approach will also help in aggregation of farmers into FPOs/FPCs. Availability of good quality planting material will receive focused attention. Efforts will also be made to establish and upgrade nurseries and TC Units. This will be supplemented through plantation development programmes through addition of new areas under improved varieties to meet market demand. **Planting material of seed origin for fruit crops which can be vegetatively propagated will not qualify for subsidy assistance.**

## PRODUCTION & DISTRIBUTION OF PLANTING MATERIAL

### Nurseries

- 7.5. Production and distribution of good quality seeds and planting material will receive top priority. States will have a network of nurseries for producing planting material, which were established through Central or State assistance. To meet the requirement of planting material (for bringing additional area under improved varieties of horticultural crops and for rejuvenation programme for old/senile plantations), assistance will be provided for setting up new hi-tech nurseries and small nurseries under the Public as well as Private sector. Hi-tech nurseries will have an area between 1 to 4 ha with a capacity to produce 50,000 plants per ha of mandated perennial fruit crops / tree spices / aromatic trees / plantation crops per year. The plants produced will be duly certified for their quality. In case of bamboo, the size of the Hi- Tech nursery will be restricted to 2 ha. The support includes:
- (i) Proper fencing.
  - (ii) Scion / Mother block of improved varieties.
  - (iii) Root stock block (Rhizome bank in case of bamboo).
  - (iv) Net house
  - (v) Irrigation facilities
  - (vi) Hi-tech green house having insect proof netting on sides and fogging and misting systems.
  - (vii) Hardening/maintenance in insect proof net house with light screening properties and sprinkler irrigation system.
  - (viii) Pump house to provide sufficient irrigation to the plants and water storage tank to meet at least 2 days requirement.
  - (ix) Soil solarization - steam sterilization system with boilers.
- 7.6. Small nurseries with an area of upto 1.00 ha, will have provision for naturally ventilated green houses and net houses. Small nurseries will produce 25,000 plants of the mandated perennial vegetatively propagated fruit plants / tree spices / plantation crops aromatic plants per year, duly certified for its quality.

- 7.7. Nurseries will also be regulated under legislation in force relating to seeds and planting material. Efforts will be made to establish nurseries at production cluster itself.
- 7.8. Nurseries will be encouraged to go in for accreditation. Planting material for MIDH will be procured only from accredited nurseries. The AAP would have area expansion target only upto the level of availability of good quality planting material from accredited nurseries. SHM will also ensure that all nurseries set up under MIDH are accredited within period of eighteen months through designated agencies like National Horticulture Board, State Agricultural Universities, ICAR institutes etc.
- 7.9. Nurseries in the Public and Private sector can avail assistance to upgrade nursery infrastructure to meet accreditation norms. Moreover, NHB will take up projects for setting up mother block and root stock nursery, as well as nursery accreditation with 100% assistance to public sector as per norms given in **Annexure VII**.
- 7.10. CDB will arrange production and distribution of quality planting material for coconut through Demonstration cum seed production farms, Regional Nurseries and Nucleus coconut seed farm, as per norms given in **Annexure VIII**.
- 7.11. The support to Bamboo nurseries will be provided as per norms at **Annexure-VI**.

#### **Tissue Culture Units**

- 7.12. New Tissue Culture (TC) units will be established and assistance will be provided for rehabilitation/strengthening of existing TC Units. New TC units will produce 25 lakh plants of the mandated crop for which protocols are available for commercial use, except Date palm. In the event of production of lesser number of plants, cost of lab will be reduced on a pro rata basis ( subject to its viability). New TC unit projects for public sector will be sanctioned to only those agencies, which have requisite technical manpower. No recurring expenditure for the manpower and contingencies will be borne under MIDH. Each TC unit would get itself accredited as per standards and norms of Department of Bio Technology within eighteen months from the date of receiving funds, failing which the assistance provided under the scheme will have to be returned.

#### **Vegetable Seed Production**

- 7.13. Estimated cost of vegetable seed production is Rs. 35,000 per ha for open pollinated crops and Rs. 1.50 lakh per ha for hybrid vegetable seeds. Assistance will be provided @ 100% of total cost to public sector. In the case of Private sector, assistance will be 50% of cost as credit linked back ended subsidy. Assistance will be available for a maximum area of 5 ha @ per beneficiary.
- 7.14. Production of 'disease-free vegetable seedlings' will be encouraged for hybrid cultivars. Wherever necessary, 'plug technology' and environment control for germination, growth and hardening of vegetable seedlings may be introduced. The infrastructure facilities will include a green house with maximum area of 10,000 sq. meter, including hardening facilities, designed for tropical conditions, with insect netting on sides and rolling poly sheets. The plants will be propagated in plastic trays having small plugs of varying sizes for different crops. Sprinkler irrigation system will be installed. The infrastructure for media sterilization i.e. steam boiler, holding bins, etc will also be provided. Total cost will not exceed Rs. 104.00 lakh for a unit with one ha or Rs. 1040 per sq.m. Assistance will be 100% of cost to Public sector and 50% as credit linked back ended subsidy to Private sector.

#### **Import of Planting Material**

- 7.15. With a view to procuring best quality planting material of latest varieties of horticultural crops, a component of providing assistance for meeting cost of planting material imported from abroad has been included. For this, assistance will be provided @ 100% of cost to State Government/ PSUs, under NHM, HMNEH and NHB sub schemes of MIDH.

- 7.16. The State Horticulture Mission/State Bamboo Development Agency will ensure timely availability of good quality seeds and planting material to farmers.

### **DOs & DON'Ts WITH REGARD TO PLANTING MATERIAL**

#### **DOs**

- i. Make a variety wise assessment of requirement and availability.
- ii. Nurseries to have mother blocks and required infrastructure.
- iii. Planting material should be checked and certified for its quality.
- iv. Disease-free material to be supplied to farmers through accredited nurseries.
- v. Nurseries established under MIDH to be accredited within one year.

#### **DON'Ts**

- i. Use planting material of seedling origin for perennial fruit crops.
- ii. Transport planting material over long distances.

### **Seed Infrastructure**

- 7.17. To facilitate proper handling, storage and packaging of seeds, assistance will be provided for creating infrastructure like drying platforms, storage bins, packaging unit and related equipments. Public sector will receive 100% assistance, while assistance to Private sector will be credit linked back ended subsidy @ 50% of cost norms.

### **ESTABLISHMENT OF NEW GARDENS**

- 7.18. The Mission envisages coverage of area under improved varieties of horticultural crops. Norms for area expansion of fruits, vegetables, plantation crops and other crops including flowers, spices and aromatic plants are also given in **Annexure-V**. Area expansion will be done in conjunction with Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS) under which cost on labour component of work such as digging, fencing etc could be met with. Details of assistance for bringing new areas by NBM,CDB scheme are given in **Annexure-VI** and **Annexure VIII** respectively. NHB will take up commercial horticulture development in open field condition on project mode as per norms given in **Annexure VII**. Cost of raising new plantations will, however, vary from crop to crop which will be taken into consideration while providing assistance to the beneficiary. Indicative unit cost of area expansion of selected fruit crops is given in **Appendix I**.

### **DOs & DON'Ts WITH REGARD TO NEW GARDENS**

#### **DOs**

- i. Focus on high yielding varieties for productivity enhancement.
- ii. Planting material to be sourced from accredited nurseries.
- iii. New areas to be taken up in identified clusters of mandated crop.
- iv. Micro Irrigation to be integrated for better survival.
- v. Payment to be released to the beneficiary as per norms prescribed.

#### **DON'Ts**

- i. Take up new gardens in isolated patches in less than 10 ha. blocks.

## MUSHROOM PRODUCTION

- 7.19. In case of mushroom, assistance will be provided for setting up of individual mushroom production, spawn production and compost making units, as per the details given in **Annexure V**.

## REJUVENATION / REPLACEMENT OF SENILE PLANTATIONS / CANOPY MANAGEMENT

- 7.20. Rejuvenation programme will address orchards and plantations which have low productivity. It will be implemented through individual farmers, farmers' cooperatives, Self-Help Groups, growers' associations and commodity organizations. Assistance for rejuvenating/replanting senile plantations will be @ 50% of the cost limited to 2 ha per beneficiary (**Annexure V**). Assistance will be available only in respect of rejuvenating/replanting senile and unproductive plantations through proven technologies. However, assistance will depend on the nature and requirement of particular crop. Canopy management will address maintenance of tree architecture as a means for productivity enhancement, particularly for fruit crops and high density plantations. In case of seedling origin, uneconomical orchards will be considered for replanting with improved varieties.
- 7.21. In the case of bamboo, improvement of existing stock in non forest areas will be taken up as per norms given in **Annexure VI**.
- 7.22. Similarly, in the case of coconut, replanting and rejuvenation of old norms coconut gardens will be taken up as per norms given in **Annexure VIII**.

## CREATION OF WATER SOURCES

- 7.23. Under the Mission, assistance will be provided for creating water sources through construction of community tanks, farm ponds/reservoirs with plastic / RCC lining to ensure life saving irrigation to horticulture crops (**Annexure V and Annexure VI**). This will be in conjunction with MNREGS and wherever possible adequate convergence has to be ensured. These water bodies may be linked with Micro Irrigation facility for judicious use of water. Assistance under NHM will be limited to cost of plastic / RCC lining. Lining material should conform to BIS standards. However, where MGNREGS assistance is not available, 100% assistance, including the cost of plastic / RCC lining will be provided. Maintenance of the water source will be the responsibility of the community.
- 7.24. Assistance would also be provided for creating water source through construction of farm ponds/tube wells/dug wells for individuals. For smaller size of the ponds/tube wells/dug wells, cost will be admissible on pro rata basis depending upon the command area. This will also be in conjunction with MGNREGS. However, for non MGNREGS beneficiaries, assistance @ 50% of cost will be provided including the cost of plastic / RCC lining. Lining material should conform to BIS standards. Maintenance of the asset will be the responsibility of beneficiary.

## PROTECTED CULTIVATION

- 7.25. Activities like construction of green houses, shade net house, plastic mulching, and plastic tunnels, anti bird/hail nets would be promoted under the Mission (**Annexure V**). NHB will implement projects having area above 2500 sq. m (**Annexure VII**). Provision has been made for selecting a variety of construction material for green houses and shade net houses. Preference will be given to using locally available material to minimize cost of construction of such structures. However, for availing/subsidy assistance, all material/technologies should conform to BIS standards

## **PRECISION FARMING DEVELOPMENT AND EXTENSION THROUGH PFDCS**

- 7.26. Existing Precision Farming Development Centres (PFDC) will be involved to develop regionally differentiated technologies for their validation and dissemination. Twenty two PFDCs are anchored in SAUs, ICAR Institute and IIT, Kharagpur. On account of their experience in conducting applied research on plasticulture application, they have expertise in terms of manpower and equipment. PFDCs will be equipped with necessary hardware and software needed for generating information on precision farming techniques on the farmers' field. The ultimate goal is to provide requisite information to farmers so that they are in a position to apply necessary inputs. Other organisations like ICAR Institutes and Institutes in Private sector will also be involved in technology development. For this purpose financial assistance would be provided to PFDCs from MIDH on project basis through the SHMs. PFDCs will take up the activities such as trials, demonstrations for plasticulture and precision farming technologies for horticulture crops, survey to ascertain field adoption of the technology, training of farmers/ officials, display centre, publicity etc. PFDCs will submit annual plan for their activity to SHM with a copy to NCPAAH, well in advance.

## **PROMOTION OF INTEGRATED NUTRIENT MANAGEMENT (INM) AND INTEGRATED PEST MANAGEMENT (IPM)**

- 7.27. Assistance for Integrated Nutrient Management (INM) and Integrated Pest Management (IPM) measures will be provided for horticultural crops as well as bamboo, as indicated in **Annexure-V** and **Annexure-VI** respectively. Assistance will also be available for developing facilities like Disease Forecasting Units (DFUs), Bio Control Labs, Plant Health Clinics and Leaf/Tissue Analysis labs, both under Public and Private sector except for DFUs, which will be only in Public sector. It will be the responsibility of the beneficiary to get the bio control agents registered for commercial sale.
- 7.28. Under INM component, subsidy can be availed for use of liquid biofertilizers of N, P and K such as Rhizobium/Azospirillum/Azotobacter, Phosphate Solubilising Bacteria (PSB) and Potash Mobilizing Bacteria (KMB), to be applied in combination, in demonstration and other programmes, for which total assistance will be limited to 50% of cost, or Rs. 300.00 per ha., for a maximum area of four ha per beneficiary

## **ORGANIC FARMING**

- 7.29. Organic farming in horticulture will be promoted to harness environmental and economic benefits by way of adoption of organic farming techniques along with its certification.
- 7.30. For adopting organic farming for perennial and non perennial fruit crops, vegetables, aromatic plants, spices etc., additional assistance will be given @ 50% of cost over and above the area expansion programme for a maximum area of 4 ha per beneficiary, spread over a period of three years. For organic cultivation of vegetables, assistance will be limited to Rs. 10,000/- per ha spread over a period of three years. Assistance will be used for generating on-farm inputs. NHM will also provide financial assistance for establishing vermi compost units and HDPE Vermibeds @ 50% of cost subject to a maximum of Rs. 50,000/- per beneficiary for a unit having size of 30' x 8' x 2.5'. For smaller units, assistance will be on prorata basis. For HDPE Vermibed of 96 cft size (12'x4'x2'), the cost will be Rs. 16,000/ per bed and assistance will be limited to 50% of cost. Specification and design parameters of Agro Textiles - HDPE woven beds for vermiculture will conform to BIS standards (IS 15907:2010). Organic certification will be guided by service providers and certification agencies accredited by APEDA.

## **DOs & DON'Ts WITH REGARD TO ORGANIC FARMING**

### **DOs**

- i. Only take up such crops which command a premium.
- ii. Ensure market linkages for the organic produce
- iii. Organic certification by accredited agencies to be ensured.

### **DON'Ts**

- i. Take up organic farming in isolated patches.
- ii. Limit interventions to procurement and supply of organic inputs.

## **GOOD AGRICULTURE PRACTICES (GAP)**

- 7.31. GAP certification has been introduced to encourage farmers to adopt good agricultural practices in line with global GAP, so that farmers are able to get better price for their produce in domestic as well as international market. Assistance for this purpose will be @ 50% of cost for maximum area of four ha per beneficiary (**Annexure V**). Certification agencies to be involved for this will be as per list approved by APEDA.

## **CENTRE OF EXCELLENCE FOR HORTICULTURE**

- 7.32. Centres of Excellence may be established for different horticultural products which will serve as demonstration and training centres as well as source of planting material and vegetable seedlings under protected cultivation.

## **HUMAN RESOURCE DEVELOPMENT (HRD) IN HORTICULTURE**

- 7.33. Under HRD programme, training of farmers, entrepreneurs, field level workers and officers will be taken up. Programme for providing appropriate training to farmers for adoption of high yielding varieties of crops and farming system will be taken up at state level and outside the state. Programme for training of officials concerned with implementation field level workers who will in turn train/guide farmers will also be taken up (**Annexure V & Annexure VI**).
- 7.34. Assistance for organizing training courses for Supervisors, Entrepreneurs, Gardeners and Field Functionaries will be continued during XII Plan.
- 7.35. Training programme for Supervisors, Entrepreneurs will be organised through selected State Agricultural Universities (SAU), ICAR Institutes, Deemed Universities/Private Universities recognized by UGC having faculty in horticulture and Gardeners training through Krishi Vigyan Kendras and SAUs/ Deemed Universities/Private Universities recognized by UGC recognized by UGC having faculty in horticulture, while departmental staff will be trained under various ongoing training programmes. Training expenses will be met by the Mission.
- 7.36. Minimum qualification for Supervisory & Entrepreneurs training programme would be Higher Secondary and for Gardeners it would be Class-VIII (Middle) standard.
- 7.37. Institutions identified for training should have minimum infrastructure facilities including class rooms, staff, hostel facilities etc.
- 7.38. The courses will be of one year duration for Supervisors and of six months for Gardeners and of three months for Entrepreneurs. In order to attract the candidates and more importantly retain them and prevent their drop out, a monthly stipend will be provided in form of boarding & lodging charges. These courses will be

residential. At the end of the training, Supervisors will be awarded a Diploma in horticulture, while Gardeners and Entrepreneurs will be awarded a Certificate of training in horticulture. At least 25 Supervisors, 50 Gardeners and 25 Entrepreneurs will be trained in each participating institution annually.

- 7.39. In case States wish to organize specialized training courses on horticulture related subjects, assistance will be provided for the same to concerned Institutes directly, based on recommendation of concerned State (s). Such training would generally be of short duration of 7 - 10 days for 20 to 25 participants.
- 7.40. Trainers, who are required to train others, can be deputed abroad for training, for which assistance would be made available for meeting the travel cost and course fee. Concerned State Departments of Horticulture/ Agriculture/SHM function as nodal agency for this purpose. Funds will be made available to SHMs for meeting expenses of candidates involved in implementation of Mission programmes based on their specific proposal.

#### **POLLINATION SUPPORT THROUGH BEE-KEEPING**

- 7.41. In order to maximize agricultural production, honey-bee can be used as an important input. The responsibility of coordinating the bee-keeping development programme in State will be vested in the identified State Designated Agency (SDA) or any institution/society having capability. National Bee Board (NBB) will be responsible for coordinating beekeeping activity in states.
- 7.42. Assistance will be available for activities on development of nucleus stock of honey bees, bee breeding, distribution of honey bee colonies hives and bee keeping equipments (**Annexure V**).

#### **HORTICULTURE MECHANIZATION**

- 7.43. Horticulture mechanization is aimed to improve farm efficiency and reduce drudgery of farm work force. Assistance in this regard will be provided for activities such as procurement of power operated machines & tools, besides import of new machines (**Annexure V**). Assistance for horticulture mechanization will also be available to such grower associations, farmer groups, Self Help Groups, women farmer groups having at least 10 members, who are engaged in cultivation of horticultural crops, provided balance 60% of the cost of machines and tools is borne by such groups. SHM will enter in to MoU with such association/groups to ensure proper upkeep, running and maintenance of the machines and tools.

#### **TECHNOLOGY DISSEMINATION THROUGH DEMONSTRATIONS/ FRONT LINE DEMONSTRATION**

- 7.44. Latest technologies will be promoted on crop specific cultivation, use of IPM/INM, protected cultivation, organic farming through farmer participatory demonstration in a compact area of one ha, which will be organized at strategic locations in farmer's field for which assistance will be limited to 75% of cost. For green house cultivation, area will be limited to 500 sq. meter. Farms in public sector, SAUs, Deemed Universities having faculty in horticulture, could be sites for Front Line Demonstrations, for which 100% assistance will be provided, and maximum assistance will not exceed Rs. 25 lakh per project.
- 7.45. Demonstration on bamboo will be taken up as per norms indicated in **Annexure VI** and on coconut as per norms given in **Annexure VIII**.

#### **INTEGRATED POST HARVEST MANAGEMENT**

- 7.46. Under post-harvest management, including that for Medicinal plants, activities like handling, grading, pre-conditioning, packaging, transient storage, transportation, distribution, curing and ripening and where possible long term storage can be taken up. Existing schemes of the Directorate of Marketing and Inspection (DMI) and National Cooperative Development Corporation (NCDC) will be leveraged to the extent possible. MIDH would include projects relating to establishment of pre-cooling units, 'on-farm' pack houses, mobile pre-cooling units, staging cold rooms, cold storage units with and without controlled atmosphere capability,

integrated cold chain system, supply of refrigerated vans, refrigerated containers, primary/mobile processing units, ripening chambers, evaporative/low energy cool chambers, preservation units, onion storage units and zero energy cool chambers. These projects will be entrepreneur driven and provided credit linked back-ended subsidy. PSUs/Government agencies/ Cooperatives/growers' association recognized/registered by the DMCs, having at least 25 members, will also be entitled to avail assistance for such activities. They may avail back ended subsidy without credit link, subject to condition that they are able to meet their share of the project cost.

### COLD CHAIN INFRASTRUCTURE

- 7.47. Assistance for setting up of new cold storage infrastructure will be available only to multi-chamber cold storage units with technologies which are energy efficient with provision for thermal insulation, humidity control, advanced cooling systems, automation, etc., having specifications and standards approved by the Ministry. While Cold storages (Long term storage and distribution hubs) upto 5000 MT capacity will be promoted under NHM/HMNEH sub-schemes (**Annexure V**), capacity above 5000 MT upto 10000 MT will be promoted under NHB sub-scheme (**Annexure VII**). In this context, for cold storages, 3.4 cubic metres (cum.) (120 cubic feet (cft.) of chamber volume shall be considered equivalent to one MT of storage capacity. Similarly, for refrigerated transport, 3 cum (106 cft) of chamber volume shall be equivalent to one MT of storage capacity and for ripening chambers, 11 cum of chamber volume shall be equivalent to one MT of storage capacity. Assistance for pre cooling unit will be linked to pack-houses and cold rooms (staging). Similarly assistance for staging cold room will be linked to existing & new pre-coolers.
- 7.48. Extant specifications standards and protocols on cold storage and cold-chain components will be adhered to while approving cold storage projects. Revisions to technical standards and adherence protocols shall be updated by National Centre for Cold-chain Development (NCCD) as necessary when improved technologies and efficiencies are introduced/understood/approved.
- 7.49. Assistance can also be availed for a combination of PHM infrastructure components by a beneficiary, within the prescribed norms of individual items. Assistance will be available to individuals, Group of farmers/ growers/ consumers, Partnership/ Proprietary firms, Self Help Groups (SHGs), Farmers Producer Organization (FPOs), Companies, Corporations, Cooperatives, Cooperative Marketing Federations, Local bodies, Agricultural Produce Market Committees (APMC) & Marketing Boards and State Governments.
- 7.50. Assistance will also be available for taking up cold chain components so as to integrate the activities into a single project, as a new component during XII Plan.
- 7.51. In the case of bamboo, PHM will include post harvest storage and treatment facilities for bamboo, as per norms given in **Annexure VI**.
- 7.52. Proposals on long distance transport solutions on project basis shall be supported under NHB sub-scheme.

### CREATION OF MARKET INFRASTRUCTURE

- 7.53. Main objectives of providing assistance under this component are (a) to encourage investments from private and cooperative sectors in the development of marketing infrastructure for horticulture commodities (b) strengthen existing horticulture markets including wholesale and rural markets; (c) focus on promotion of grading, standardization and quality certification of horticulture produce at farm/market level to enable farmers to realize better price; and (d) create general awareness among farmers, consumers, entrepreneurs and market functionaries on market related agricultural practices.
- 7.54. Assistance under the Scheme will be provided as credit linked back ended subsidy for setting up whole sale markets, rural markets/apni mandis and retail markets. In case of Terminal markets, assistance will be provided in accordance with approved norms, for which guidelines have been issued separately ,and

available on the NHM website. Assistance will also be provided for setting up static / mobile vending cart/ platform with cool chamber. Assistance will also be extended for setting up functional infrastructure as credit linked back ended subsidy.

- 7.55. Assistance for setting up markets will only be given to those States/UTs which have amended their State Agricultural Produce Marketing Committee (APMC) Act and have also notified the amended rules there under to implement the provisions for:
- Setting up of new markets in private and cooperative sector;
  - Direct marketing (sourcing of horticulture produce directly from growers by wholesalers/ bulk retailers/ processors/ exporters/ end users). (If trade transaction of horticulture perishables takes place outside the market-yard, no market fee should be levied)
  - Doing away with requirement of having a premises within the market yard for grant of license.
  - Contract farming and.
  - Waiver of market fee on perishable horticulture produce.
- 7.56. Assistance will be available to individuals, Group of farmers/growers/consumers, Partnership/ Proprietary firms, Self Help Groups (SHGs), Farmers Producer Organization (FPOs), Companies, Corporations, Cooperatives, Cooperative Marketing Federations, Local bodies, Agricultural Produce Market Committees (APMC) & Marketing Boards and State Governments. Projects submitted by only those APMCs will be considered for assistance, which do not levy market cess on horticulture produce.
- 7.57. Cost of land involved in infrastructure projects will be restricted to 15 percent of project cost in rural areas and 25 percent in urban areas. The entrepreneur will not alienate land during period of loan for any purpose other than the purpose for which project is sanctioned. A separate undertaking from entrepreneur is required to be included in this regard in the DPR. Size of project will be determined on basis of economic viability and commercial considerations;
- 7.58. Quality control / analysis lab has been included under the Mission wherein assistance will be provided for setting up quality control labs having necessary infrastructure and manpower facility to check quality of horticultural produce vis-à-vis international standards (**Annexure V**).
- 7.59. In the case of bamboo, assistance will be extended for setting up Bamboo Bazaars, Bamboo wholesale retail markets near villages and retail outlets as per norms indicated in **Annexure VI**.

### **PROCESSING & VALUE ADDITION**

- 7.60. Processing of horticultural produce and value addition is an important activity. While primary/ minimal processing units will be promoted under NHM, large scale processing units will be promoted by Ministry of Food Processing Industries (MFPI), out of their ongoing Schemes. However, food processing units in Himachal Pradesh, Jammu & Kashmir and Uttarakhand will be promoted under HMNEH sub scheme as per norms indicated in **Annexure V**.
- 7.61. The NHB will take up projects on product promotion, market information and market intelligence services for horticulture crops. CDB will take up similar services for coconut.

### **INSURANCE SCHEMES ON COCONUT**

- 7.62. The CDB will implement schemes on (i) Coconut Palm Insurance and (ii) Kera Suraksha Insurance for the benefit of Coconut growers, as per norms given in **Annexure VIII**.
- 7.63. The MIDH will encourage organization of farmers into FPOs/FPCs and guidelines issued by Small Farmers' Agribusiness Consortium (SFAC) from time to time for aggregation of FPOs will prevail.

## **8. MISSION MANAGEMENT**

### **SUPPORT TO STATE HORTICULTURE MISSION/IMPLEMENTING AGENCIES**

- 8.1. For managing various activities of Mission at State & District Mission offices and implementing agencies for administrative expenses, Consultants at State & District level, project preparation, computerization, contingency etc, 5% of total annual expenditure will be provided to State Horticulture Missions/implementing Agencies. State/ implementing agencies will make provision for this in their Annual Action Plan.
- 8.2. Separate provision will be available for awareness generation and promotional programmes on horticulture, as per prescribed norms.

### **INSTITUTIONAL STRENGTHENING / FPO FORMATION**

- 8.3. Mission Head Quarter at National & State level and that of NHB and CDB will be strengthened for database creation and collection, use of Information Technology, development of software and procurement of hardware, hiring of vehicle etc, for which funding will be made under TSG component of the Mission.
- 8.4. Assistance will be available for strengthening / promoting Farmer Interest Groups (FIG), Farmer Producer Organizations (FPO) and Growers Associations involved in development of Horticulture crops.

### **HORTICULTURE DATABASE**

- 8.5. Provision has been made for strengthening horticulture statistical database, which will be implemented through active involvement of SHMs, Directorate of Horticulture and Institutes like Indian Agricultural Statistical Research Institute etc. on a project mode. Institutions like IASRI will be engaged as NLA for undertaking specific project on horticulture statistics.

### **SUPPORT TO NATIONAL LEVEL ORGANIZATIONS FOR INFRASTRUCTURE DEVELOPMENT**

- 8.6. The MIDH, within the ambit of sub missions, shall provide funds to National level organizations including cooperatives and FPOs for taking up innovative projects in the area of horticulture development, post harvest management, processing and marketing depending upon the soundness of its financial position and previous experience. Funding will be provided under the relevant components of the Mission.

### **COLLABORATION WITH INTERNATIONAL AGENCIES**

- 8.7. Attempts will be made to collaborate with international agencies like FAO, World Bank, Asian Development Bank and countries which have a developed modern horticulture sector for taking up programmes for development of horticulture. FAO has a Unilateral Trust Fund (UTF) programme under which there is provision to operate projects on mutually agreed terms and conditions. Under collaborative programme, activities to be undertaken would include import of planting material, hiring of International Domain Experts, organize study tours and organize training programmes under aegis of MIDH. Funds for this purpose will be earmarked in Annual Budget of Department of Agriculture and Cooperation, Ministry of Agriculture, Government of India (DAC), under TSG component of the Mission. However for implementing project under bi-lateral agreement or multi-lateral agency undertaking, programme funds shall be utilized.

### **EVALUATION & OTHER STUDIES**

- 8.8. Term end evaluation will be conducted at the end of the XII Plan. Concurrent evaluation will also be carried out by engaging suitable agencies. Assistance for such studies will be on project basis. The MIDH will commission short term studies on various aspects of horticulture depending on need and emerging requirements. Such studies will also be on project basis. Monitoring Missions, comprising of experts will be sent to States from time to time by National Mission, which will be organized through the TSG. States will also conduct evaluation studies on project basis under State level TSG component.

## **9. ROLE OF NATIONAL LEVEL AGENCIES**

### **9.1. National Horticulture Board (NHB), Gurgaon**

NHB will implement programmes as sub-scheme of MIDH (**Annexure VII**). NHB will also house the national level TSG besides the TSG for NHM and NBM and extend administrative, logistical and personnel support towards the implementation of NHM and NBM. Details about NHB are available on its web site ([www.nhb.gov.in](http://www.nhb.gov.in)).

### **9.2. Coconut Development Board, Kochi**

CDB will implement programmes as sub-scheme of MIDH (**Annexure VIII**). It will also house the TSG for coconut related programme. Details about CDB are available on its web site ([www.coconutboard.nic.in](http://www.coconutboard.nic.in)).

### **9.3. Small Farmer's Agri-Business Consortium (SFAC), New Delhi**

Small Farmers Agri-business Consortium (SFAC) ([www.sfacindia.com](http://www.sfacindia.com)) will provide necessary handholding with regard to the NE and Himalayan States. It will be lead agency for the formation of Farmers' Associations/ Groups and their tie-up with financial institutions and market aggregators. It will also house the TSG for HMNEH, CIH and VIUC schemes.

### **9.4. Directorate of Cashew and Cocoa Development (DCCD), Kochi**

DCCD ([www.dccd.gov.in](http://www.dccd.gov.in)) will be responsible for implementing, coordinating and monitoring activities relating to plantation crops, excluding coconut and arecanut and will also be responsible for organizing National level training programmes, seminars & workshops on cashew and cocoa on regular intervals (**Annexure V**).

### **9.5. Directorate of Arecanut and Spices Development (DASD), Calicut**

DASD will be responsible for implementing, coordinating and monitoring the activities on development of arecanut, spices, and aromatic plants and will be responsible for organizing National level training programmes, seminars and workshops on Arecanut, spices and medicinal & aromatic plants on regular intervals (**Annexure V**).

### **9.6. National Committee on Plasticulture Applications in Agriculture & Horticulture (NCPAAH), New Delhi**

NCPAH ([www.ncpahindia.com](http://www.ncpahindia.com)) will be responsible for coordinating and monitoring activities relating to micro irrigation, precision farming and hi-tech horticulture implemented through SHMs and Precision Farming Development Centres (PFDCs) (**Annexure V**).

### **9.7. National Horticulture Research & Development Foundation, Nashik**

National Horticulture Research & Development Foundation (NHRDF), Nashik ([www.nhrdf.com](http://www.nhrdf.com)) will be responsible for implementing programmes relating to development of vegetables including production and supply of quality seeds (**Annexure V**).

### **9.8. National Bee Board (NBB)**

National Bee Board (NBB) ([www.nbb.gov.in](http://www.nbb.gov.in)) will be responsible for providing technical support as well as implementation of promotional programmes relating to beekeeping (**Annexure V**).

### **9.9. National Seeds Corporation, New Delhi**

National Seeds Corporation (NSC) ([www.indiaseeds.com](http://www.indiaseeds.com)) will be responsible for taking up programmes for production and supply of good quality seed and planting material (**Annexure V**).

### **9.10. National Research Centre for Citrus, Nagpur**

National Research Centre for Citrus (NRCC), Nagpur ([www.nrccitrus.nic.in](http://www.nrccitrus.nic.in)) will be implementing the mission mode programme on Technology Mission on Citrus (**Annexure V**).

**9.11. State Farm Corporation of India, New Delhi**

State Farms Corporation of India (SFCI), New Delhi will be responsible for development and supply of good quality seed and planting material (**Annexure V**).

**9.12. Hindustan Insecticides Ltd. (HIL)**

HIL ([www.hil.gov.in](http://www.hil.gov.in)) will be responsible for production and supply of good quality vegetable seeds (**Annexure V**).

**9.13. National Institute for Agricultural Extension Management (MANAGE), Hyderabad**

MANAGE ([www.manage.gov.in](http://www.manage.gov.in)) will be responsible for taking up HRD related programme for training field functionaries under NHM and HMNEH (**Annexure V**).

**9.14. Fresh & Healthy Enterprises Ltd. (FHEL), New Delhi**

FHEL ([www.fhel.co.in](http://www.fhel.co.in)) will be responsible for carrying out feasibility studies and preparing DPRs for integrated cold chain for horticulture commodities, involving long distance haulage by Railways (**Annexure V**).

**9.15. Agricultural and Processed Food Products Export Development Authority (APEDA), New Delhi**

APEDA, ([www.apeda.gov.in](http://www.apeda.gov.in)) Ministry of Commerce will be involved in promoting coordinated development of Agri-Export Zones (AEZ) for horticultural crops and coordinate with MIDH, for promoting export of horticulture crops.

**9.16. Directorate of Marketing & Inspection (DMI), New Delhi**

DMI will be responsible for providing market intelligence and monitoring of programmes relating to marketing of horticulture crops ([www.agmarknet.nic.in](http://www.agmarknet.nic.in)).

**9.17. Ministry of Food Processing Industries (MFPI), New Delhi**

MFPI ([www.mofpi.nic.in](http://www.mofpi.nic.in)) will extend its support to establishment of Food Processing units in clusters promoted in MIDH and offer its technical support and assistance, especially in HMNEH areas.

**9.18. National Medicinal Plants Board (NMPB), New Delhi**

NMPB ([www.nmpb.nic.in](http://www.nmpb.nic.in)) would implement its scheme relating to development of medicinal plants in coordination with MIDH.

**9.19. Central Institute of Horticulture (CIH), Nagaland**

CIH will be responsible for coordinating the activities of technology generation, transfer and dissemination of improved production technologies available in North Eastern Region.

**9.20. National Centre for Cold Chain Development (NCCD)**

NCCD (<http://nccd.gov.in>) will guide policy and set standards for development of integrated cold chain in the country, for perishable fruits, vegetables and other allied agricultural commodities to link with markets and also work in close collaboration with industry and other stake holders (**Annexure V and Annexure VII**).

**9.21. National Institute of Food Technology Entrepreneurship and Management (NIFTEM), Sonipat, Haryana**

NIFTEM ([www.niftem.ac.in](http://www.niftem.ac.in)) will assist in setting up food standards, businesses incubation including knowledge sharing in the field of food technology and management, networking and coordinating with other institutions in the field.

# ANNEXURE I

## Activity mapping for effective devolution of funds, functions and functionaries under Mission for Integrated Development of Horticulture (MIDH)

### A. MIDH FUNDS

S.No.	Scheme sub-component/ funding stream	Allocation (Rs. Cr.)	Percent Allocation based on function (s)						Remarks	
			Centre	State	Local government			User group/ civil society		
					District Panchayat	Intermediate Panchayat	Village Panchayat			
1.	NHM	As per annual budget	85	15	0.50-1.00		0.50-1.00		For community tanks, capacity building through HRD, FPO formation.	
2.	HMNEH		100	-						
3.	NBM		100	-						
4.	NHB		100	-					Since projects will be implemented by the beneficiaries directly without routing funds through State Government, participation of local government will be to a limited extent in respect of these 3 sub schemes.	
5.	CDB		100	-						
6.	CIH		100	-						

**B. MIDH FUNCTIONS**

S. No.	ACTIVITY DESCRIPTION Activity Category	Union Government	State Government	District Planning Committee	LOCAL GOVERNMENT AND PLANNING BODIES			User Groups. SHGs. etc.	
					Panchayati Raj System				
					District Panchayat	Intermediate Panchayat	Village Panchayat		
1.	Setting Standards	Formulate guidelines and cost norms for implementation of MIDH scheme	Disseminate guidelines and norms at District level, preferably in local language	Disseminate guidelines of MIDH.	Disseminate guidelines at block level and below.				
2.	Planning	Provide framework for preparing State Horticulture Mission Document (SHMD) and Annual Action Plan.	1. Prepare strategic plan. 2. Prepare State Horticulture Mission Document. 3. Prepare State Annual Action Plans (AAP)	Formulate District Horticulture Mission Document (DHMD) and District Annual Action Plan (DAAP) Contribute in preparing DHMD and DAAP.	Contribute in selection of crop and activities				
3.	Implementation of sub schemes and components. Planting material, production & productivity improvement programmers, HRD, infrastructure for PHM and Marketing formation of FPO etc.	Release of funds to States/ Agencies by DAC.	Release of funds to District level and State level implementing Agencies.	Prioritize projects as per requirement of district	Select location of activity within the district, select beneficiaries, implement specific projects		Contribute in selection of beneficiaries and implement specific projects, as allocated	Maintain assets created	
4.	Monitoring & Evaluation of Projects	1. Review monthly progress through web enabled progress monitoring system. 2. Conduct midterm end Impact Evaluation	1. Furnish monthly progress through web. 2. Conduct concurrent evaluation		1. Review progress at panchayat level on specific activities. 2. Provide feed-back to State Government.		Provide feed back on progress to District Panchayat		

## ANNEXURE I

### C. MIDH FUNCTIONARIES

S. No.	Union Government	State Government	District Planning Committee	LOCAL GOVERNMENT & PLANNING BODIES		
				Panchayati Raj System		
				District Panchayat	Intermediate Panchayat	Village Panchayat
1.	Horticulture Division Staff, DAC	Staff of : a) State Horticulture Department, b) State Horticulture Mission c) State Implementing Agencies d) Contractual staff	As constituted by the State Government	State Govt. to devolve functionaries as per activities to be implemented under MIDH.		State Govt. to devolve functionaries as per activities to be implemented under MIDH.

## ANNEXURE- II

### Indicative Composition of Technical Support Group under MIDH

<b>A. NATIONAL LEVEL</b>				
S.No.	Items	Total	Honorarium Per month ( In Rs )	Remarks
1.	Chief Consultant	15	70,000/-	
2.	Consultant (Need based)	5	3000/day	
3.	Resource Person	4	30,000/-	
4.	Senior Programmer	3	42,000/-	
5.	Stenographer	10	15,000/-	Should not be less than the Minimum wages as notified by Delhi Government's/ Labour Department/ State Government.
6.	Data Entry Operator	10	15,000/-	
7.	MTS	10	12,000/-	

<b>B. STATE LEVEL</b>				
S.No.	Items	Total	Honorarium Per month ( In Rs )	Remarks
1.	State Horticulture/ Bamboo Consultant	31	50,000/-	
2.	Horticulture/ Bamboo Assistant	60	20,000/-	
3.	Programmer	30	30,000/-	Should not be less than the Minimum wages as notified by Labour Department of State Government.
4.	Data Entry Operator	30	10,000/-	

<b>C. DISTRICT LEVEL</b>				
S.No.	Items	Total	Honorarium Per month ( In Rs )	
1.	District Horticulture/ Bamboo Consultant	400	30,000/-	
2.	Field Consultant	2000	20,000/-	

## ANNEXURE- III

### **DELEGATION OF POWERS FOR APPROVING PROJECTS UNDER MIDH SCHEME (Sub-Schemes of NHM, HMNEH, NBM and CIH)\***

#### **A. BY EXECUTIVE COMMITTEE (EC)**

S. No	Component/Category of Items	Cost limit as per MIDH Scheme (Rupees in lakh)
1.	R & D Projects	Above 50.00 / project up to 100.00/ project
2.	Marketing infrastructure	Above 99.00 up to 15,000.00
3.	Post Harvest Management infrastructure, including Cold Chain Supply System, Food Processing Industries	Above 500.00
4.	INM/IPM Infrastructure	Above 500.00
5.	Centre of Excellence	Above 500.00
6.	Special Interventions	Above 100.00
7.	Need based projects (Seminars/workshops/ Exhibitions / Training & Study Tours abroad, etc)	Above 50.00/project
8.	Mission Management/ TSG, Data base, Survey, FPO	Above 300.00
9.	Other components not covered above	Project based

#### **B. BY EMPOWERED MONITORING COMMITTEE (EMC)**

S. No	Component/Category of Items	Cost limit as per MIDH Scheme (Rupees in lakh)
1.	R & D Projects	Up to 50.00/ project
2.	Planting material Infrastructure (Hi-tech Nursery, TC Unit, Seed Infrastructure, import of planting material	Above 25.00 up to 250.00
3.	Organic farming, Certification & GAP	Above 200.00
4.	INM/IPM Infrastructure	Above 50.00 up to 500.00
5.	Post Harvest Management infrastructure, including Cold Chain Supply System, Processing, including projects related to reefer transport, ripening and add-on technology components.	Above 200.00 up to 500.00
6.	Marketing infrastructure	Above 25.00 up to 99.00
7.	Centre of Excellence	Up to 500.00
8.	Special Interventions	Up to 100.00
9.	Need based projects (Seminars/ Workshops/ Exhibitions/ Training & Study Tours abroad, etc)	Above 20.00 up to 50.00/project
10.	Mission Management/ TSG, Data base, survey, FPO	Up to 300.00

#### **C. BY MISSION DIRECTOR (MIDH)**

S. No	Component/Category of Items	Cost limit as per MIDH Scheme (Rupees in lakh)
1.	If costs are as per norms specified in Annexure V/ VI.	Up to 10.00

**D. BY STATE LEVEL EXECUTIVE COMMITTEE (SLEC)**

S. No	Component/Category of Items	Cost limit as per MIDH Scheme (Rupees in lakh)
1.	Planting material Infrastructure (Hi-tech Nursery, TC Unit, Seed Infrastructure	Up to 25.00
2.	Mushroom	Up to 20.00
3.	Protected cultivation	Up to 70.00
4.	Organic farming, Certification & GAP	Up to 200.00
5.	INM/IPM Infrastructure	Up to 50.00
6.	Horticulture Mechanization	Up to 7.00
7.	HRD	Up to 20.00
8.	Demonstration	Up to 25.00
9.	Post Harvest Management infrastructure, including Cold Chain Supply System, Processing, excluding projects related to reefer transport, ripening and add-on technology components.	Up to 200.00
10.	Marketing infrastructure	Up to 25.00
11.	Need based projects (Seminars/ Workshops/ Exhibitions)	Up to 20.00/project

**E. BY STATE MISSION DIRECTOR, SHM/ HMNEH/NBM**

S. No	Component/Category of Items	Cost limit as per MIDH Scheme (Rupees in lakh)
1.	By State Mission Directors, if costs are as per norms specified in Annexure V & VI.	Up to 5.00

\*Note: Projects of NHB and CDB will be approved by the respective Committees of these Boards

## ANNEXURE-IV (a)

### **FORMAT FOR SUBMITTING ACTION PLAN FOR NHM / HMNEH SUB-SCHEMES UNDER MIDH**

**Name of State:**

**Name of Sub-Scheme:**

**Year of Action Plan:**

**Summary Indicators:**

<b>AREA, PRODUCTION &amp; PRODUCTIVITY (APP) (YEAR 200)*</b>				
<b>Sl.No</b>	<b>Crop</b>	<b>Area (000 ha)</b>	<b>Production (000 MT)</b>	<b>Productivity (t/ha)</b>
1.	Fruits (a) Name of Perennial fruits (i) (ii) (b) Name of Non perennial fruits (i) (ii)			
2.	Vegetable Crops Name (i) (ii)			
3.	Spices (a) Name of Seed Spices (i) (ii) (b) Name of Rhizomatic Spices (i) (ii) (c) Name of Tree Spices (i)			
4.	Flowers (i) Loose flowers (ii) Bulbous flowers (iii) Cut flowers			
5.	Aromatic Plants Name (i) (ii)			
6.	Plantation crops / BambooName (i) (ii)			
7.	Mushroom			
	<b>Total</b>			

(\* This should be supported with the APP data for each district in the State.) Summary of Action Plan:

## Summary of Action Plan

Financial		(Rupees on Lakh)		
Sl.No	Activity	Balance as on 01.04.200	Outlay as per action plan	Percentage of total
1.	Research & Development (Project)			
2.	New Nurseries (No)			
3.	Additional coverage of area to be given crop wise (ha)			
4.	Rejuvenation (ha)			
5.	INM/IPM (ha)			
6.	Protected cultivation (ha)			
7.	Organic farming (ha)			
8.	Water sources (no)			
9.	Horticulture Mechanization (No)			
10.	Training of farmers (no)			
11.	PHM Infrastructures (no)			
12.	New Markets (no)			
13.	New Processing units (no)			
14.	Formation of FPOs			
15.	Monitoring/TSG			
<b>Total</b>				

## PHYSICAL: (QUANTIFIABLE MAJOR OUTPUTS) FOR THE YEAR:

Sl.No	Activity	Ha. / No.	Sl.No	Activity	Ha. / No.
1.	Research & Development (Project)		8.	Water sources (no)	
2.	New Nurseries (No)		9.	Horticulture Mechanization (No)	
3.	Additional coverage of area to be given crop wise (ha)		10.	Training of farmers (no)	
4.	Rejuvenation (ha)		11.	PHM Infrastructures (no)	
5.	INM/IPM (ha)		12.	New Markets (no)	
6.	Protected cultivation (ha)		13.	New Processing units (no)	
7.	Organic farming (ha)		14.	Formation of FPOs	
<b>Total</b>			<b>Total</b>		

# **Annexure-IV (a) (contd.)**

## **FORMAT FOR SUBMITTING DETAILED ACTION PLAN**

### **Description**

#### **1. BACKGROUND INFORMATION**

- 1.1 Geography & Climate
- 1.2 Potential of Horticulture
- 1.3 Land Availability
- 1.4 Strength, Weakness, Opportunity and Challenges (SWOC) Analysis
- 1.5 Nursery subplan indicating requirement and availability of planting material with mechanism in place to ensure quality and accreditation

#### **2. PROJECT DETAILS**

- 2.1 Objectives, Strategy& Road Map
- 2.2 Implementation Agency with contact address, phone & email ID
- 2.3 Salient aspects of the Annual Action Plan
- 2.4 Plantation Development including Supporting Infrastructure
- 2.5 Research & Development
- 2.6 Post Harvest Infrastructure and Management
- 2.7 Production of Planting Material
- 2.8 Establishment of New Gardens / Area Expansion
  - 2.8.1 Fruits (Perennial)(a) Without integration(b) With integration
  - 2.8.2 Fruits (NonPerennial)(a) Without integration(b) With integration
  - 2.8.3 Spices and Aromatic Plants (a) Without integration(b) With integration
  - 2.8.4 Flowers (a) Without integration(b) With integration
  - 2.8.5 Plantation crops(a) Without integration(b) With integration
  - 2.8.6 Bamboo(a) Forest Areas / Public land(b) Non Forest Areas

- 2.9 Rejuvenation/Replacement of Senile Plantation / Improvement & Existing stock (bamboo)
- 2.10 Protected Cultivation
- 2.11 Promotion of INM/IPM
- 2.12 Organic Farming with certification
- 2.13 Creation of water sources
- 2.14 HRD in Horticulture
- 2.15 Post Harvest Management Infrastructure
- 2.16 Marketing Infrastructure

### **3. MISSION MANAGEMENT**

- 3.1 Technical Support Group
- 3.2 Promotion of FPO
- 3.3 Base Line Survey

### **4. ANNEXURES**

- I. Map of State and Districts indicating potential belt and location of existing infrastructure facilities like nurseries, TC units, seed infrastructure, INM/IPM infrastructure, pack houses, precooling units, ref. vans, ripening chambers, cold storage units, markets, processing units etc and location of proposed infrastructure to be created.
- II. District wise area, production and productivity for major horticulture crops from 200405 onwards.
- III. District wise breakup of physical programme with identified cluster and crops.
- IV. Technical backstopping with identified institutes/agency.

## Annexure-IV (b)

### FORMAT FOR SUBMITTING ANNUAL ACTION PLAN FOR NBM SCHEME

STATE: \_\_\_\_\_ YEAR \_\_\_\_\_

Sl.No.	Components	Estimated cost	Targets Proposed
		Phy	Fin (in Rs. Lakh)
1.	Hi-tech Nurseries in public sector (in nos.)		
2.	Hi-tech Nurseries in private sector (in nos.)		
3.	Small Nurseries in public sector (in nos.)		
4.	Small Nurseries in private sector (in nos.)		
5.	Rehabilitation of existing TC units in public sector (in nos.)		
6.	Rehabilitation of existing TC units in private sector (in nos.)		
7.	Plantation in forest areas/ public land (through JFMC/ Panchayati Raj Institutions/ SHGs, Women group etc.) (in ha.)		
8.	Plantation in non-forest areas (in ha.)		
9.	Maintenance for Plantation upto 2013-14 in forest area		
10.	Maintenance for Plantation upto 2013-14 in non-forest area		
11.	Maintenance for Plantation upto 2013-14 in non-forest Govt. land		
12.	Maintenance for Plantation w.e.f. 2014-15 in forest area/Public land First Year 25% Second Year 25%		
13.	Maintenance for Plantation w.e.f. 2015-16 in non-forest area First Year 25% Second Year 25%		
14.	Improvement of existing stock (in ha.)		
15.	<b>Transfer Technology &amp; HRD</b>		
	(a) Training of farmers (in nos.) (i) Within state (ii) Outside state		
	(b) Training of field functionaries/ artisans (in nos.) (i) Within state (ii) Study tour to progressive states/ units (group of minimum 5 participants)		
	(d) Demonstration of Technology (in nos.)		
	(e) Workshop/Seminars/ Training at: (i) International Level (ii) National Level (iii) State Level		

16.	<b>Pest and Disease Management (in ha.)</b>		
17	<b>Creation of Water resources (in unit)</b>		
	(i) Community tanks/on farm ponds/on farm water reservoirs with use of plastic/RCC lining		
	(ii) Water harvesting system for individuals- for storage of water in 20mx20mx3m ponds/wells @ Rs.100/- cum		
18.	<b>Integrated Post Harvest Management</b>		
	(i) Post harvest storage & treatment facilities for bamboo (in nos.)		
19.	<b>Establishment of marketing Infrastructure</b>		
	(i) Bamboo Wholesale and Retail Markets near villages (in nos.)		
	(ii) Bamboo Bazaars (in nos.)		
	(iii) Retail Outlets (Showroom) (in nos.)		
	(iv) Retail Outlets near villages (in nos.)		
	(v) Participation in Domestic Trade Fairs / Exhibition etc.		
20.	<b>Innovative Interventions</b>		
21.	<b>Implementation Monitoring Mechanism</b>		
	(i) Evaluation and Monitoring		
	(ii) Bamboo Technical Support Group		
	(iii) Coloured brochures and leaflets		
	(iv) Promotional campaigns through Electronic/ Audio-visual/ Media/ Newspapers		
	(v) Database generation & Management (Information, Web Based Database)		
	(vi) Baseline survey		
22.	Mission Management and administration costs		
	<b>Total</b>		

## Annexure-V

### COST NORMS AND PATTERN OF ASSISTANCE UNDER MISSION FOR INTEGRATED DEVELOPMENT OF HORTICULTURE (MIDH) DURING XII PLAN FOR NHM AND HMNEH SUB SCHEMES

S. No.	Item	Cost Norms*	Pattern of Assistance#
A.	<b>RESEARCH</b>	<b>Rs. 100.00 lakh/ Project</b>	Central Government Institutes under ICAR, CSIR, SAUs, National level Govt. agencies and others location specific Institutes will take up need based applied research & development works in the areas of (i) Seed & Planting material including import of planting material (ii) Technology standardization and (iii)Technology acquisition and (iv) imparting training and FLD, on project mode, with 100% assistance.
B.	<b>PLANTATION INFRASTRUCTURE DEVELOPMENT</b>		
B. 1	<b>Production of planting material</b>		
	i)Hi-tech nursery ( 4 ha)	Rs. 25.00 lakh/ha.	100% to public sector limited to Rs 100 lakh/unit and in case of private sector, credit linked back-ended subsidy @ 40% of cost, subject to a maximum of Rs. 40 lakh/unit, for a maximum of 4 ha. as project based activity on prorata basis. Each nursery will produce a minimum of 50,000 numbers per hectare of mandated perennial fruit crops/ tree spices/ aromatic trees/plantation crops per year, duly certified for its quality.
	ii)Small Nursery (1 ha)	Rs. 15.00 lakh/ha	100% to public sector and in case of private sector, credit linked back-ended subsidy of cost, subject to a maximum of Rs. 7.50 lakh/unit, as project based activity. Each nursery will produce a minimum of 25,000 numbers of mandated vegetatively propagated fruit plants/tree spices/plantation crops per year, aromatic plants, duly certified for its quality.
	iii) Upgrading nursery infrastructure to meet accreditation norms	Up to Rs. 10.00 lakh/nursery of 4 ha	100% to public sector and 50% of cost to private sector subject to a maximum of Rs. 5.00 lakh/nursery.The infrastructure facilities will include establishment of hot bed sterilization of media, Working shed, Virus indexing facility (for citrus & apple), Hardening chamber/net house, Mist chamber, Establishment of Mother Block, Irrigation and fertigation facility/unit.
	iv) Strengthening of existing Tissue Culture (TC) units	Rs. 20.00 lakh /unit	100% of cost to public sector and in case of private sector, credit linked back ended subsidy @ 50% of cost
	v) Setting up of new TC Units.	Rs. 250.00 lakh/unit	100% of total cost to public sector and in case of private sector, credit linked back ended subsidy @ 40% of cost. Each TC unit will produce a minimum of 25 lakh plants/year of mandated crops, duly hardened, for which protocols are available for commercial use.
	vi) Seed production for vegetables and spices		

	a) Open pollinated crops	Rs. 35,000/ha	For public sector 100%, for private sector 35% in general areas and 50% in NE & Himalayan States, Tribal Sub Plans (TSP) areas, Andaman & Nicobar & Lakshadweep Islands, limited to 5 ha. Output target of seed for each crop will be fixed by the individual state
	b) Hybrid seeds	Rs. 1.50 lakh/ha	For public sector 100%, for private sector 35% in general areas and 50% in NE & Himalayan States, TSP areas, Andaman & Nicobar & Lakshadweep Islands, limited to 5 ha. Output target of seed for each crop will be fixed by the individual state for each beneficiary, before releasing funds.
	vii) Import of planting material	Rs. 100.00 lakh	100% of cost for State Govt. / PSUs, as project based activity.
	viii) Seed infrastructure (for handling, processing, packing, storage etc. of seeds meant for use as seed material for cultivation of horticulture crops)	Rs. 200.00 lakh	100% of cost to public sector and in case of private sector, credit linked back subsidy @ 50% of cost of project.
<b>B 2.</b>	<b>Establishment of new gardens (Area expansion - for a maximum area of 4 ha per beneficiary)</b>		
	<b>I. Fruits</b>		
	(a) Cost intensive crops		
	i) Fruit crops like Grape, Kiwi, Passion fruit etc.		
	a) Integrated package with drip irrigation and trellis.	Rs. 4.00 lakh/ha.	Maximum of Rs. 1.60 lakh/- per ha. (40% of cost) for meeting the expenditure on planting material and cost of material for drip irrigation, trellies and INM/IPM, in 3 installments of 60:20:20 subject to survival rate of 75% in 2nd year and 90% in 3rd year).
	b) Without integration	Rs. 1.25 lakh/ha	Maximum of Rs. 0.50 lakh/ha (40% of cost) for meeting the expenditure on planting material and cost of INM/IPM in three installments of 60:20:20 subject to survival rate of 75% in 2nd year and 90% in 3rd year. For (a) and (b) above, in the case of NE and Himalayan States, TSP areas, Andaman & Nicobar and Lakshadweep Islands, assistance will be @ 50% of cost.
	ii) Strawberry		
	a) Integrated package with drip irrigation & mulching	Rs. 2.80 lakh/ha	Maximum of Rs. 1.12 lakh/ per ha. (40% of cost) for meeting the expenditure on planting material and cost of material for drip irrigation, mulching and INM/IPM, in one installment.
	b) Without integration	Rs. 1.25 lakh/ha	Maximum of Rs. 0.50 lakh/ha (40% of cost) for meeting the expenditure on planting material and cost of INM/IPM one installment. For (a) and (b) above, in the case of NE and Himalayan States, TSP areas, Andaman & Nicobar and Lakshadweep Islands, assistance will be @ 50% of cost.
	iii) Banana (sucker)		
	a) Integrated package with drip irrigation.	Rs. 2.00 lakh/ha	Maximum of Rs. 0.80 lakh/ha (40% of the cost) for meeting expenditure on planting material, drip irrigation and cost of material for INM/IPM, in 2 installments (75:25).

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	b) Without integration	Rs.87,500/ha	Maximum of Rs. 0.35 lakh/ha (40% of cost) for meeting the expenditure on planting material and cost of INM/IPM in 2 installments (75:25). For (a) and (b) above, in the case of NE and Himalayan States, TSP areas, Andaman & Nicobar and Lakshadweep Islands, assistance will be @ 50% of cost in 2 installments.
	iv) Pineapple (sucker)		
	a) Integrated package with drip irrigation.	Rs. 3.00 lakh/ha	Maximum of Rs. 1.20 lakh/ha (40% of the cost) for meeting expenditure on planting material, drip irrigation and cost of material for INM/IPM, in 2 installments.
	b) Without integration	Rs.87,500/ha	Maximum of Rs. 0.35 lakh/ha (40% of cost) for meeting the expenditure on planting material and cost of INM/IPM in 2 installments (75:25). For (a) and (b) above, in the case of NE and Himalayan States, TSP areas, Andaman & Nicobar and Lakshadweep Islands, assistance will be @ 50% of cost in 2 installments (75:25).
	v) Banana (TC)		
	a) Integrated package with drip irrigation.	Rs. 3.00 lakh/ha	Maximum of Rs. 1.20 lakh/ha (40 % of cost) for meeting the expenditure on planting material and cost of material for drip system, INM/IPM etc., in 2 installments (75:25).
	b) Without integration	Rs. 1.25 lakh/ha.	Max. of Rs. 0.50 lakh per ha, (40% of cost) for meeting the expenditure on planting material and cost of INM/IPM in 2 installments (75:25). For (a) and (b) above, in the case of NE and Himalayan States, TSP areas, Andaman & Nicobar and Lakshadweep Islands, assistance will be @ 50% of cost in 2 installments (75:25).
	vi) Pineapple (TC)		
	a) Integrated package with drip irrigation.	Rs. 5.50 lakh /ha.	Maximum of Rs. 2.20 lakh/ha (40 % of cost) for meeting the expenditure on planting material and cost of material for drip system, INM/IPM etc., in 2 installments (75:25).
	b) Without integration	Rs. 1.25 lakh/ha.	Max. of Rs. 0.50 lakh per ha, (40% of cost) for meeting the expenditure on planting material and cost of INM/IPM in 2 installments (75:25). For (a) and (b) above, in the case of NE and Himalayan States, TSP areas, Andaman & Nicobar and Lakshadweep Islands, assistance will be @ 50% of cost in 2 installments (75:25).
	vii) Papaya		
	a) Integrated package with drip irrigation.	Rs. 2.00 lakh/ha.	Maximum of Rs. 0.80 lakh/ha (40% of the cost) for meeting expenditure on planting material, drip irrigation and cost of material for INM/IPM, in 2 installments (75:25).
	b) Without integration	Rs. 60,000/ha	Maximum of Rs. 0.30 lakh/ha (50 % of cost) for meeting the expenditure on planting material and cost of INM/IPM in 2 installments (75:25). For (a) and (b) above, in the case of NE and Himalayan States, TSP areas, Andaman & Nicobar and Lakshadweep Islands, assistance will be @ 50% of cost in 2 installments (75:25).
	viii) Ultra high density (Meadow orchard)		

	a) Integrated package with drip irrigation	Rs. 2.00 lakh/ha.	Maximum of Rs. 0.80 lakh/ ha. (40% of cost) for meeting the expenditure on planting material and cost of material for drip system, INM/IPM, and canopy management in 3 installments of 60:20:20 subject to survival rate of 75% in 2nd year and 90% in 3rd year).
	b) Without integration	Rs. 1.25 lakh/ha	Maximum of Rs. 0.50 lakh/ha., (40% of cost) for meeting the expenditure on planting material and cost of INM/IPM in 3 installments. For (a) and (b) above, in the case of NE and Himalayan States, TSP areas, Andaman & Nicobar and Lakshadweep Islands, assistance will be @ 50% of cost in 3 installments.
	ix) High density planting (mango, guava, litchi, pomegranate, apple, citrus etc).		
	a) Integrated package with drip irrigation	Rs. 1.50 lakh /ha	Maximum of Rs. 0.60 lakh per ha. (40% of cost) for meeting the expenditure on planting material, cost of drip system, INM/IPM, canopy management etc., in 3 installments of 60:20:20 subject to survival rate of 75% in 2nd year and 90% in 3rd year).
	b) Without Integration.	Rs. 1.00 lakh/ha.	Maximum of Rs. 0.40 lakh/ha (40% of the cost) for meeting the expenditure on planting material and cost of INM/IPM in 3 installments (60:20:20). For (a) and (b) above, in the case of NE and Himalayan States, TSP areas, Andaman & Nicobar and Lakshadweep Islands, assistance will be @ 50% of cost in 3 installments of 60:20:20 subject to survival rate of 75% in 2nd year and 90% in 3rd year)
	(b) Fruit crops other than cost intensive		
	i) Fruit crops other than cost intensive crops using normal spacing		
	a) Integrated package with drip irrigation	Rs. 1.00 lakh/ha	Maximum of Rs. 0.40 lakh/ ha. (40% of cost) for meeting the expenditure on planting material, cost of drip system, INM/IPM, canopy management etc in 3 installments of 60:20:20 subject to survival rate of 75% in 2nd year & 90% in 3rd year for perennial crops and for non perennial crops in 2 installments of 75:25.
	b) Without Integration	Rs. 60,000/ha	Maximum of Rs. 0.30 lakh/ha (50 % of cost) for meeting the expenditure on planting material and cost of INM/IPM in 3 installments, in all States. For (a) and (b) above, in the case of NE and Himalayan States, TSP areas, Andaman & Nicobar and Lakshadweep Islands, assistance will be @ 50% of cost in 3 installments.
<b>II. Vegetable (For maximum area of 2 ha per beneficiary)</b>			
	i) Hybrid	Rs.50,000/ ha	40% of cost in general areas and in the case of NE and Himalayan States, TSP areas, Andaman & Nicobar and Lakshadweep Islands, assistance will be @ 50% of cost.
<b>III. Mushrooms</b>			
	i) Production unit	20 lakh /unit	100% of the cost to public sector and 40% of cost for private sector, for meeting the expenditure on infrastructure, as credit linked back ended subsidy.
	ii) Spawn making unit	Rs. 15 lakh/unit	100% of the cost to public sector and 40% of cost for private sector, for meeting the expenditure on infrastructure, as credit linked back ended subsidy.

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	iii) Compost making unit	Rs. 20.00 lakh/unit	100% of the cost to public sector and 40% of cost for private sector, for meeting the expenditure on infrastructure, as credit linked back ended subsidy.
<b>IV. Flowers (For a maximum of 2 ha per beneficiary)</b>			
i) Cut flowers	Rs. 1.00 lakh/ha	40 % of the cost for S&M farmers and 25% of cost to other category farmers in general areas, 50% of cost in NE & HS, TSP areas, A&N and Lakshadweep Islands.	
ii) Bulbulous flowers	Rs. 1.50 lakh/ha	40 % of the cost for S&M farmers and 25% of cost to other category farmers in general areas, 50% of cost in NE & HS, TSP areas, A&N and Lakshadweep Islands.	
iii) Loose Flowers	Rs. 40,000/ha	40 % of the cost for S&M farmers and 25% of cost to other category farmers in general areas, 50% of cost in NE & HS, TSP areas, A&N and Lakshadweep Islands.	
<b>V. Spices (For a maximum area of 4 ha per beneficiary)</b>			
i) Seed spice and Rhizomatic spices	Rs.30,000/ha	Maximum of Rs. 12,000/- per ha. (40% of cost) for meeting the expenditure on planting material and cost of material for INM/ IPM etc).	
ii) Perennial spices (black pepper, cinnamon, clove and nutmeg)	Rs. 50,000/ha	Maximum of Rs. 20,000/- per ha (@40% of cost) for meeting the expenditure on planting material and cost of material for INM/ IPM etc.  For (i) and (ii) above, in the case of NE and Himalayan States, TSP areas, Andaman and Lakshadweep Islands, assistance will be @ 50% of cost.	
<b>VI. Aromatic Plants (For a maximum area of 4 ha per beneficiary)</b>			
i) Cost intensive aromatic plants (patchouli, geranium, rosemary, etc)	Rs. 1,00,000/ha	40% of cost, subject to a maximum of Rs.40,000/- per ha, for meeting the expenditure on planting material and cost of material for INM/IPM etc.	
ii) Other aromatic plants	Rs. 40,000/ha	40% of cost, subject to a maximum of Rs.16,000/- per ha, for meeting the expenditure on planting material and cost of material for INM/IPM etc.  For (i) and (ii) above, in the case of NE and Himalayan States, TSP areas, Andaman & Nicobar and Lakshadweep Islands, assistance will be @ 50% of cost.	
<b>VII. Plantation crops (For a maximum area of 4 ha per beneficiary)</b>			
i) Cashew and Cocoa			
a) Integrated package with drip irrigation	Rs. 1.00 lakh/ha	Rs. 0.40 lakh per ha (40% of cost) for meeting the expenditure on planting material and cost of material for drip system, INM/IPM etc) in 3 installments of 60:20:20 subject to survival rate of 50% in second year and 90% in third year.	
b) Without integration	Rs. 50,000/ha	<b>Rs.0.20 lakh per ha (40 % of cost)</b> for meeting the expenditure on planting material and cost of material for INM/IPM in 3 installments of 60:20:20 subject to survival rate of 75% in second year and 90% in third year for a maximum area of 4 ha per beneficiary.  For (a) and (b) above, in the case of NE and Himalayan States, TSP areas, Andaman & Nicobar and Lakshadweep Islands assistance will be @ 50% of cost in 3 installments.	
<b>B.3.</b>	<b>Rejuvenation / replacement of senile plantation, canopy management</b>	Rs. 40,000/ha	50% of the total cost subject to a maximum of Rs. 20,000/ha limited to two ha per beneficiary.

<b>B.4. Creation of Water resources</b>			
i) Community tanks/on farm ponds/on farm water reservoirs with use of plastic/RCC lining	Rs. 20.00 lakh in plain areas and Rs. 25 lakh/ unit for Hilly areas.	100% of cost to irrigate 10 ha of command area, with pond size of 100m x 100m x 03m or any other smaller size on prorata basis depending upon the command upon the command area either use of minimum 500 micron plastic films or RCC lining, owned & managed by a community/ farmer group.  Cost for non-lined ponds/tanks (only in black cotton soils) will be <b>30%</b> less. Assistance will be restricted to the cost of plastic/RCC lining. However, for non MNREGS beneficiaries, assistance on entire cost including construction of pond/tank as well as lining can be availed under the scheme.	
ii) Water harvesting system for individuals- for storage of water in 20mx20mx3m ponds/tube wells/dug wells @ Rs.125/- cum,	Rs. 1.50 lakh/unit in plain areas and Rs. 1.80 lakh/unit in hilly areas	50% of cost including 300 micron plastic/RCC lining. Cost for non-lined ponds/tanks (only in black cotton soils) will be 30% less. For smaller size of the ponds/dug wells, cost will be admissible on pro rata basis depending upon the command area. Maintenance will be ensured by the beneficiary	
<b>B. 5 Protected cultivation</b>			
1. Green House structure			
(a) Fan & Pad system	Rs. 1650/Sq.m (up to area 500 Sq. m) Rs. 1465/Sq. m (>500 Sq.m up to 1008 Sqm) Rs. 1420/Sq. m (>1008 Sq. m up to 2080 Sq.m) Rs. 1400/Sq. m (>2080 Sq. m upto 4000 Sq.m) Above rates will be 15% higher for hilly areas.	50% of cost for a maximum area of 4000 sq. m per beneficiary.	
(b) Naturally ventilated system			
i) Tubular structure	Rs.1060/Sq.m (up to area 500 Sq. m) Rs. 935/Sq.m (>500 Sq. m up to 1008 Sq. m)Rs. 890/Sq. m (>1008 Sqm up to 2080 Sq. m)Rs. 844/Sq. m (>2080 Sq. m up to 4000 Sq. m) Above rate will be 15% higher for hilly areas.	50% of cost limited 4000 sq. m. per beneficiary.	
ii) Wooden structure	Rs. 540/Sq. m and Rs. 621/Sq. m for hilly areas	50% of the cost limited to 20 units per beneficiary (each unit not to exceed 200 sq.m).	
iii) Bamboo structure	Rs. 450/Sq. m and Rs. 518/Sq. m for hilly areas	50% of the cost limited to 20 units per beneficiary (each unit should not exceed 200 sq.m).	
2. Shade Net House			

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	(a) Tubular structure	Rs. 710/Sqm and Rs. 816/Sqm for hilly areas	50% of cost limited to 4000 sq.m. per beneficiary.
	(b) Wooden structure	Rs. 492/Sqm and Rs. 566/Sqm for hilly areas	50% of cost limited to 20 units per beneficiary (each unit not to exceed 200 sq.m.).
	(c) Bamboo structure	Rs.360/Sqm and Rs.414/Sqm for hilly areas	50% of cost limited to 20 units per beneficiary (each unit not to exceed 200 sq.m.).
	3. Plastic Tunnels	Rs. 60/Sqm and Rs.75/Sqm for hilly areas.	50% of cost limited 1000 sq.m. per beneficiary.
	4. Walk in tunnels	Rs. 600/ sqm	50% of the cost limited to 5 units per beneficiary (each unit not to exceed 800 Sq. m).
	5. Anti Bird/Anti Hail Nets	Rs.35/Sqm	50% of cost limited to 5000 sq.m. per beneficiary.
	6. Cost of planting material & cultivation of high value vegetables grown in poly house	Rs.140/Sq. m	50% of cost limited to 4000 sq.m. per beneficiary.
	7. Cost of planting material & cultivation of Orchid & Anthurium under poly house/ shade net house.	Rs. 700/Sqm	50% of cost limited to 4000 sq.m. per beneficiary.
	8. Cost of planting material & cultivation of Carnation & Gerbera under poly house/ shade net house.	Rs. 610/Sqm	50% of cost limited to 4000 sq.m. per beneficiary.
	9. Cost of planting material & cultivation of Rose and lilm under poly house/ shade net house	Rs. 426/Sqm	50% of cost limited to 4000 sq.m. per beneficiary
	10. Plastic Mulching	Rs. 32,000/ha and Rs. 36,800/ha for hilly areas	50% of the total cost limited to 2 ha per beneficiary.
<b>B. 6</b>	<b>Precision Farming development and extension through Precision Farming Development Centers (PFDCs)</b>	Project based	100% of cost to PFDCs
<b>B. 7</b>	<b>Promotion of Integrated Nutrient Management(INM) Integrated Pest Management (IPM)</b>		
	i) Promotion of IPM/INM	Rs. 4000/ha	30% of cost subject to a maximum of Rs 1200/ha limited to 4.00 ha/ beneficiary.
	ii) Disease forecasting unit (PSUs)	Rs. 6.00 lakh/unit	100 % of costs.
	iii) Bio control lab	Rs. 90.00 lakh/unit	100% to Public sector and 50% to private sector.
	iv) Plant Health Clinics	Rs. 25.00 lakhs/unit	100% to Public sector and 50% to private sector.
	v) Leaf /Tissue analysis labs	Rs. 25.00 lakh/unit	100% to Public sector and 50% to private sector.
<b>B. 8</b>	<b>Organic Farming</b>		
	i) Adoption of organic farming.	Rs. 20,000/ha	50% of cost limited to Rs.10000/ha for a maximum area of 4 ha. per beneficiary, spread over a period of 3 years involving an assistance of Rs.4000/- in first year and Rs.3000/- each in second & third year. The programme to be linked with certification.
	ii) Organic Certification	Project based	Rs. 5 lakh for a cluster of 50 ha which will include Rs.1.50 lakh in first year, Rs. 1.50 lakh in second year and Rs. 2.00 lakh in third year.

	iii) Vermi compost Units/organic input production)	Rs.100,000/ unit for permanent structure and Rs. 16,000/unit for HDPE Vermibed.	50% of cost conforming to the size of the unit of 30'x8'x2.5' dimension of permanent structure to be administered on pro-rata basis. For HDPE Vermibed, 50% of cost conforming to the size of 96 cft (12'x4'x2') and IS 15907:2010 to be administered on pro-rata basis.
<b>B. 9</b>	<b>Certification for Good Agricultural Practices (GAP), Including infrastructure</b>	Rs. 10,000/ ha	50% of the cost for maximum of 4ha/beneficiary.
<b>B.10</b>	<b>Centre of Excellence for Horticulture</b>	Rs.1000.00 lakh/ centre	100% of cost to public sector. This can be established through bi-lateral co-operation also.
<b>B.11</b>	<b>Pollination support through beekeeping</b>		
	i) Production of nucleus stock (Public sector)	Rs. 20.00 lakh	100% of the cost.
	ii) Production of bee colonies by bee breeder	Rs. 10.00 lakh	40% of cost for producing min. of 2000 colonies / year
	iii) Honey bee colony	Rs.2000/colony of 8 frames	40% of cost limited to 50 colonies / beneficiary.
	iv) Bee Hives	Rs 2000/ per hive.	40% of cost limited to 50 colonies / beneficiary.
	v) Equipment including honey extractor (4 frame), food grade container (30 kg), net, including complete set of Bee keeping equipment.	Rs. 20,000/set	40% of the cost limited to one set per beneficiary.
<b>B. 12</b>	<b>Horticulture Mechanization</b>		
	i) Tractor (upto 20 PTO HP)	3.00 lakh/unit	25% of cost, subject to a maximum of Rs. 0.75 lakh/unit for general category farmers, and in the case if SC, ST, Small & Marginal famers, women farmers and beneficiaries in NE states, 35% of cost, subject to a maximum of Rs. 1.00 lakh per unit.
	ii) Power Tiller		
	a) Power tiller (below 8 BHP)	1.00 lakh per unit	Subject to a maximum of Rs.0.40 lakh/unit for general category farmers, and in the case if SC, ST, Small & Marginal farmers, women farmers and beneficiaries in NE states, subject of a maximum of Rs. 0.50 lakh/unit.
	b) Power tiller (8 BHP & above)	1.50 lakh per unit	Subject to a maximum of Rs.0.60 lakh/unit for general category farmers, and in the case if SC, ST, Small & Marginal farmers, women farmers and beneficiaries in NE states, subject of a maximum of Rs. 0.75 lakh/unit.
	iii) Tractor/Power tiller (below 20 BHP) driven equipments		
	a) Land Development, tillage and seed bed preparation equipments	0.30 lakh per unit	Subject to a maximum of Rs.0.12 lakh/unit for general category farmers, and in the case if SC, ST, Small & Marginal farmers, women farmers and beneficiaries in NE states, subject of a maximum of Rs. 0.15 lakh/unit.
	b) Sowing, planting reaping and digging equipments	0.30 lakh per unit	Subject to a maximum of Rs.0.12 lakh/unit for general category farmers, and in the case if SC, ST, Small & Marginal farmers, women farmers and beneficiaries in NE states, subject of a maximum of Rs. 0.15 lakh/unit.
	c) Plastic mulch laying machine	0.70 lakh per unit	Subject to a maximum of Rs.0.28 lakh/unit for general category farmers, and in the case if SC, ST, Small & Marginal farmers, women farmers and beneficiaries in NE states, subject of a maximum of Rs. 0.35 lakh/unit.

## Annexure-V

	iv) Self-propelled Horticulture Machinery	2.50 lakh per unit	Subject to a maximum of Rs. 1.00 lakh/unit for general category farmers, and in the case if SC, ST, Small & Marginal farmers, women farmers and beneficiaries in NE states, subject of a maximum of Rs. 1.25 lakh/unit.
	v) Plant Protection equipments		
	(a) Manual sprayer: (i) Knapsack/foot operated sprayer.	Rs. 0.012 lakh/unit	Subject to a maximum of Rs.0.005 lakh/unit for general category farmers, and in the case if SC, ST, Small & Marginal farmers, women farmers and beneficiaries in NE states, subject of a maximum of Rs. 0.006 lakh/unit.
	(b) Powered Knapsack sprayer/Power Operated Taiwan sprayer (capacity 8 - 12 lts):	Rs. 0.062 lakh/unit	Subject to a maximum of Rs.0.025 lakh/unit for general category farmers, and in the case if SC, ST, Small & Marginal farmers, women farmers and beneficiaries in NE states, subject of a maximum of Rs. 0.031 lakh/unit
	(c) Powered Knapsack sprayer/Power Operated Taiwan sprayer (capacity above 12- 16 lts):	Rs. 0.076 lakh/unit	Subject to a maximum of Rs.0.03 lakh/unit for general category farmers, and in the case if SC, ST, Small & Marginal farmers, women farmers and beneficiaries in NE states, subject of a maximum of Rs. 0.038 lakh/unit
	(d) Powered Knapsack sprayer/Power Operated Taiwan sprayer (capacity above 16/lts	Rs. 0.20 lakh/unit	Subject to a maximum of Rs.0.08 lakh/unit for general category farmers, and in the case if SC, ST, Small & Marginal farmers, women farmers and beneficiaries in NE states, subject of a maximum of Rs. 0.10 lakh/unit
	(e) Tractor mounted /Operated Sprayer (below 20 BHP ):	Rs. 0.20 lakh/unit	Subject to a maximum of Rs.0.08 lakh/unit for general category farmers, and in the case if SC, ST, Small & Marginal farmers, women farmers and beneficiaries in NE states, subject of a maximum of Rs. 0.10 lakh/unit
	(f) Tractor mounted / Operated Sprayer (above 35 BHP )/Electrostatic Sprayer	Rs. 1.26 lakh/unit	40% of cost, subject to a maximum of Rs. 0.50 lakh/unit for general category farmers, and in the case if SC, ST, Small & Marginal famers, women farmers and beneficiaries in NE states, 50% of cost, subject to a maximum of Rs. 0.63 lakh per unit.
	(g) Eco Friendly Light Trap	Rs. 0.028 lakh/unit	Subject to a maximum of Rs.0.012 lakh/unit for general category farmers, and in the case if SC, ST, Small & Marginal farmers, women farmers and beneficiaries in NE states, subject of a maximum of Rs. 0.014 lakh/unit
	vi) Import of new machines & tools for horticulture for demonstration purpose (Public sector)	Rs. 50.00 lakh per unit	100% of the total cost.
<b>B.13</b>	<b>Technology Dissemination through demonstration/ front line demonstration</b>	Rs. 25.00 lakh	75 % of cost in farmers field and 100% of cost in farms belonging to Public Sector, SAUs etc.
<b>B.14</b>	<b>Human Resource Development (HRD)</b>		
	i) HRD for Supervisors & Entrepreneurs	Rs. 20.00 lakh/unit	100% of the cost in first year. In subsequent years, cost of infrastructure not to be claimed.
	ii) HRD for Gardeners	Rs. 15.00 lakh/unit	100% of the cost.
	iii) Training of farmers		
	a) Within the State	Rs. 1000/day per farmer including transport	100% of the cost.
	b) Outside the State	Project based as per actual.	100% of the cost.
	iv) Exposure visit of farmers		

	a) Outside the State	Project based as per actual.	100% of the cost.
	b) Outside India	Rs. 4.00 lakh / participant	Project Based. 100% of air/rail travel. Course fee cost to be funded under Mission Management.
	v) Training / study tour of technical staff/ field functionaries		
	a) Within the State	Rs.300/day per participant plus TA/ DA, as admissible	100% of the cost.
	b) Study tour to progressive States/units (group of minimum 5 participants)	Rs.800/day per participant plus TA/ DA, as admissible	100% of the cost.
	c) Outside India	Rs. 6.00 lakh per participant	100% of air/rail travel and course fee cost to be funded under Mission Management.
C.	<b>INTEGRATED POST HARVEST MANAGEMENT</b>		
C. 1	Pack house	Rs. 4.00 lakh/unit with size of 9Mx6M	50% of the capital cost.
C. 2	Integrated pack house with facilities for conveyer belt, sorting, grading units, washing, drying and weighing.	Rs. 50.00 lakh per unit with size of 9Mx18M	Credit linked back-ended subsidy @ 35% of the cost of project in general areas and 50% of cost in case Hilly & Scheduled areas for individual entrepreneurs.
C. 3	Pre-cooling unit	Rs. 25.00 lakh / unit with capacity of 6 MT.	Credit linked back-ended subsidy @ 35% of the cost of project in general areas and 50% of cost in case Hilly & Scheduled areas for individual entrepreneurs.
C. 4	Cold room (staging)	Rs. 15.00 lakh/ unit of 30 MT capacity	Credit linked back-ended subsidy @ 35% of the cost of project in general areas and 50% of cost in case Hilly & Scheduled areas, per beneficiary.
C. 5	Mobile pre- cooling unit	Rs. 25.00 lakh	Credit linked back-ended subsidy @ 35% of the cost of project in general areas and 50% of cost in case Hilly & Scheduled areas, per beneficiary.
C. 6	Cold Storage (Construction, Expansion and Modernisation)		
	i) Cold storage units Type 1 - basic mezzanine structure with large chamber (of >250 MT) type with single temperature zone	Rs. 8,000/MT, (max 5,000 MT capacity)	Credit linked back-ended subsidy @ 35% of the cost of project in general areas and 50% of cost in case Hilly & Scheduled areas, per beneficiary.
	ii) Cold Storage Unit Type 2 – PEB structure for multiple temperature and product use, more than 6 chambers (of < 250 MT) and basic material handling equipment.	Rs. 10,000/MT, (max 5,000 MT capacity)	Credit linked back-ended subsidy @ 35% of the cost of project in general areas and 50% of cost in case Hilly & Scheduled areas, per beneficiary.
	iii) Cold Storage Units Type 2 with add on technology for Controlled Atmosphere	Additional Rs. 10,000/MT for add on components of controlled atmosphere technology. Details are as per <b>Appendix - II</b>	Credit linked back-ended subsidy @ 35% of the cost of project in general areas and 50% of cost in case Hilly & Scheduled areas, per beneficiary.

## Annexure-V

C. 7	Technology induction and modernisation of cold-chain	Max Rs. 250.00 lakh for modernization of PLC equipment, packaging lines, dock levelers, advanced graders, alternate technologies, stacking systems, modernization of insulation and refrigeration, etc. Details are in <b>Appendix –II</b>	Credit linked back-ended subsidy @ 35% of the cost of project in general areas and 50% of cost in case Hilly & Scheduled areas, per beneficiary.
C. 8	Refrigerated Transport vehicles	Rs. 26.00 lakh for 9 MT (NHM & HMNEH), and prorata basis for lesser capacity, but not below 4 MT.	Credit linked back-ended subsidy @ 35% of the cost of project in general areas and 50% of cost in case of Hilly & Scheduled areas, per beneficiary.
C. 9	Primary / Mobile/ Minimal processing unit	Rs 25.00 lakh/unit	Credit linked back-ended subsidy @ 40% of the capital cost of project in general areas and 55% in case of Hilly & Scheduled areas.
C. 10	Ripening chamber	Rs. 1.00 lakh/MT	Credit linked back-ended subsidy @ 35% of the capital cost of project in general areas and 50% in case of Hilly & Scheduled areas for a maximum of 300 MT per beneficiary.
C. 11	Evaporative / low energy cool chamber (8 MT)	Rs. 5.00 lakh/unit	50% of the total cost.
C. 12	Preservation unit (low cost)	Rs.2.00 lakh/unit for new unit and Rs.1.00lakh/unit for up-gradation	50% of the total cost.
C. 13	Low cost onion storage structure (25 MT)	Rs. 1.75 lakh/per unit	50% of the total cost.
C. 14	Pusa Zero energy cool chamber (100 kg)	Rs. 4000 per unit	50% of the total cost.
C. 15	Integrated Cold Chain supply System	Project Based. Project should comprise of minimum two components listed under C.1 to C.13 above, with maximum cost of Rs. 600.00 lakh.	Credit linked back-ended subsidy @ 35% of the cost of project in general areas and 50% of cost in case Hilly & Scheduled areas, per beneficiary.
<b>D.</b>	<b>ESTABLISHMENT OF MARKETING INFRASTRUCTURE FOR HORTICULTURAL PRODUCE IN GOVT./PRIVATE/ COOPERATIVE SECTOR</b>		
D. 1	Terminal markets	Rs. 150.00 crore/project	25% to 40% (limited to Rs.50.00 crore) as Public-Private Partnership mode through competitive bidding, in accordance with operational guidelines issued separately.
D. 2	Wholesale markets	Rs.100.00 crore/project	Credit linked back-ended subsidy @ 25% of the capital cost of project in general areas and 33.33% in case of Hilly & Scheduled areas, per beneficiary.

D. 3	Rural Markets/Apni mandies/Direct markets	Rs. 25.00 lakh	Credit linked back-ended subsidy @ 40% of the capital cost of project in general areas and 55% in case of Hilly & Scheduled areas, per beneficiary.
D. 4	Retail Markets / outlets (environmentally controlled)	Rs. 15.00 lakh/unit	Credit linked back-ended subsidy @ 35% of the capital cost of project in general areas and 50% in case of Hilly & Scheduled areas, per beneficiary.
D. 5	Static/Mobile Vending cart/ platform with cool chamber.	Rs. 30,000/ unit	50% of total cost.
D. 6	Functional Infrastructure for:		
	i) Collection, sorting/ grading, packing units etc.	Rs.15.00 lakh	Credit linked back-ended subsidy @ 40% of the capital cost of project in general areas and 55 % in case of Hilly & Scheduled areas, per beneficiary.
	ii) Quality control/ analysis lab	Rs. 200.00 lakh	100% of the total cost to public sector and 50% of cost to private sector as credit linked back ended subsidy.
D. 7	Gravity operated rope way in hilly areas	Rs. 15.00 lakh/km	Credit linked back-ended subsidy @ 50% of capital costs in Hilly areas.
<b>E.</b>	<b>FOOD PROCESSING</b>		
E. 1	Food processing units	Rs. 800 lakh/unit	Credit linked back ended capital investment assistance of 50% of cost in the States of J&K, Himachal and Uttarakhand
<b>F.</b>	<b>SPECIAL INTERVENTIONS</b>		
F. 1	Innovative interventions not covered under any GOI schemes	10% of outlay	50% of cost, based on project proposal.
F. 2	Tackling of emergent /unforeseen requirements of SHMs	Rs.20.00 lakh	50% of cost, based on project proposal.
<b>G.</b>	<b>MISSION MANAGEMENT</b>		
G. 1	State & Districts Mission Offices and implementing agencies for administrative expenses, project, preparation, computerization, contingency etc.	5% of total annual expenditure on the basis of appraised needs to State Horticulture Mission (SHM) / implementing Agencies	100% assistance.
G. 2	Institutional Strengthening, hire/purchase of vehicles, hardware/software	Project based	100% assistance.
G. 3	Seminars conferences, workshops, exhibitions, Kisan Mela, horticulture shows, honey festivals etc.		
	a) International level	Rs. 7.50 lakh per event.	100% of cost per event of 4 days, on pro rata basis.
	b) National level	Rs. 5.00 lakh per event.	100% of cost per event of two days.
	c) State level	Rs. 3.00 lakh /event	100% assistance subject to a maximum of Rs.3.00 lakh per event of two days.
	d) District level	Rs. 2.00 lakh /event	100% assistance subject to a maximum of Rs.2.00 lakh per event of two days.
G. 4	Information dissemination through publicity, printed literature etc and local advertisements	Rs. 0.40 lakh/ block	100% of cost.

## Annexure-V

G. 5	Development of technology packages in electronic form to be shared through IT network	Rs. 1.00 lakh/ district	100% of Cost
G. 6	Technical Support Group (TSG) at State Level for hiring experts/staff, studies, monitoring & concurrent evaluation/ evaluation, mass media, publicity, video conference etc.	Project based, subject to a ceiling of Rs. 50. 00 lakh per annum/state	100% of cost
G. 7	7. Promotion of Farmer Producers Organization/ FPO/FIG Farmer Interest Groups of 15-20 farmers/20 ha, Growers Associations and tie up with Financial Institution and Aggregators.	As per norms issued by SFAC.	As per norms issued by SFAC from time to time.
G. 8	Baseline survey and Strengthening horticultural statistical data base	Rs. 100.00 lakh for large states, Rs. 50.00 lakh for small states and Rs. 25.00 lakh for very small states/ UTs.	100% of cost as one time grant on survey related activities.
<b>I. National Level</b>			
G. 9	Technical Support Group (TSG) at National Level for hiring experts/staff, studies, Seminar/ Workshops, training, contingencies, monitoring & evaluation, mass media, publicity, video conference etc as per G.3.	Rs. 5.00 crore per annum	100% of cost.
G. 10	2. Technical Collaboration with International agencies like FAO, World Bank, ADB, Bilateral cooperation, International exposure visits/ training of officials etc.	Project based. On actual cost basis.	100% of cost.

\* Cost norms means upper limit of cost for calculation of subsidy.

# Note: The release of back ended subsidy need not be credit linked for the institutions like Public Sector Units, Panchayats, Cooperatives, Registered Societies / Trusts and Public limited Companies, provided they can meet the remaining share of the project cost, out of their own resources. Hilly Areas include those areas covered under Hill Area Development Programme and Western Ghat Development Programme of Planning Commission. Scheduled Areas include those areas notified by Planning Commission and State Governments. TSP Areas include those areas notified by Ministry of Tribal Affairs. NE & Himalayan States refer to States in North East & Himalayan region covered under HMNEH scheme.

# APPENDIX I

## INDICATIVE UNIT COST OF AREA EXPANSION OF SELECTED FRUIT CROPS (Rupees per hectare)

Crop	Plant spacing (m)	No. of Plants/ha	Cost of planting material	Cost of inputs	Total cost without integration	Cost of integration with drip etc.	Total cost with Integration
<b>Almond</b>	4.0 × 4.0	625	37500	40000	77500	33900	111400
	3.0 × 3.0	1111	66660	40000	106660	58400	165060
<b>Aonla</b>	6.0 × 6.0	278	10008	30000	40008	33,900	73908
	4.0 × 5.0	500	18000	32000	50000	33900	83900
	3.0 × 3.0	1110	39960	90000	129960	58400	188360
<b>Apple</b>	6.0 × 6.0	278	16680	30000	46680	33900	80580
	4.0 × 4.0 (RS- MM 111)	625	37500	32000	69500	33900	103400
	3.5 × 3.5 (RS- MM 111)	814	48840	35000	83840	58400	142240
	3.0 × 3.0 (RS- MM 106)	1111	66660	38000	104660	58400	163060
	3.0 × 1.5 (RS- M9)	2222	133320	40000	173320	58400	231720
	2.5 × 2.5 (RS- MM 106)	1600	96000	42000	138000	58400	196400
	1.5 × 1.5 (RS- M9)	4444	266640	45000	311640	85400	397040
<b>Apricot</b>	4.0 × 4.0	625	37500	32000	69500	33900	103400
	3.5 × 3.5	816	48960	35000	83960	58400	142360
<b>Banana (Sucker)</b>	2.0 × 2.0	2500	25000	40000	65000	58400	123400
<b>Banana (TC)</b>	1.8 × 1.8	3086	52462	50000	102462	58400	160862
	1.5 × 1.5	4444	75548	60000	135548	85400	220948
<b>Ber</b>	6.0 × 6.0	278	8340	20000	28340	33900	62240
	5.0 × 5.0	400	12000	23000	35000	33900	68900
	4.0 × 4.0	625	18750	25000	43750	33900	77650
<b>Cherry</b>	4.0 × 4.0	625	18750	32000	50750	33900	84650
<b>Citrus</b>							
<b>(a) Lime &amp; Lemons</b>	3.0 × 3.0	1111	39996	40000	79996	58400	138396
	4.0 × 4.5	555	19980	35000	54980	33900	88880

## APPENDIX I

<b>(b) Mandarine/ Orange</b>	6.0 × 6.0	278	10008	30000	40008	33900	73908
	5.0 × 5.0	400	14400	31000	45400	33900	79300
	5.4 × 5.4	343	12348	30000	42348	33900	76248
	5.0 × 4.5	444	15984	32000	47984	33900	81884
	4.5 × 4.5	494	17784	35000	52784	33900	86684
	4.0 × 5.0	500	18000	32000	50000	33900	83900
<b>(c) Sweet Orange</b>	6.0 × 6.0	278	10008	30000	40008	33900	73908
<b>Custard apple</b>	2.5 × 2.5	1600	64000	42000	106000	58400	164400
<b>Fig</b>	4.0 × 4.0	625	18750	32000	50750	33900	84650
	2.5 × 2.5	1600	48000	35000	83000	58400	141400
<b>Grapes</b>	4.0 × 4.0	625	9375	98000	107375	75000	182375
	3.0 × 3.0	1110	16650	100000	116650	100000	216650
	3.0 × 2.0	1666	24990	110000	134990	150000	284990
	1.8 × 1.8	2777	41655	115000	156655	200000	356655
<b>Guava</b>	6.0 × 6.0	278	8340	30000	38340	33900	72240
	3.0 × 6.0	555	16650	35000	51650	58400	110050
	3.0 × 3.0	1111	33330	40000	73330	58400	131730
	1.5 × 3.0	2222	66660	45000	111660	58400	170060
	1.0 × 2.0	5000	150000	50000	200000	58400	258400
<b>Kiwi</b>	6.0 × 6.0	278	6950	30000	36950	60000	96950
	4.0 × 6.0	416	10400	100000	110400	70000	180400
	4.0 × 5.0	500	12500	115000	127500	72000	199500
	4.0 × 4.0	625	15625	120000	135625	75000	210625
<b>Litchi</b>	10.0 × 10.0	100	5000	23000	28000	23500	51500
	7.5 × 7.5	178	8900	26450	35350	33900	69250
	6.0 × 6.0	278	13900	30000	43900	33900	77800
	4.5 × 4.5 × 9.0	329	16450	35000	51450	33900	85350
<b>Mango</b>	10.0 × 10.0	100	4500	21000	25500	23500	49000
	5.0 × 5.0	400	18000	23000	41000	33900	74900
	4.0 × 6.0	416	18720	30000	48720	33900	82620
	3.0 × 6.0	555	24975	32000	56975	33900	90875
	3.0 × 4.0	833	37485	35000	72485	33900	106385
	2.5 × 2.5	1600	72000	40000	112000	58400	170400
<b>Papaya</b>	1.8 × 1.8	2777	41655	20000	61655	58400	120055
	1.5 × 1.5	4444	66660	22000	88660	85400	174060
<b>Passion fruit</b>	4.0 × 4.0	625	12500	98000	110500	75000	185500
	3.0 × 3.0	1111	22220	100000	122220	100000	222220
	3.0 × 2.0	1666	33320	11000	44320	150000	194320
<b>Peach</b>	3 × 2.5	1333	46655	45000	91655	58400	150055
	2.5 × 2.5	1600	56000	50000	106000	58400	164400

<b>Pear</b>	5.0 × 5.0	500	15000	23000	38000	33900	71900
	4.0 × 4.0	625	18750	30000	48750	33900	82650
	3.0 × 3.0	1111	33330	40000	73330	58400	131730
<b>Pineapple (Suck)</b>	0.6 × 0.3	45000	135000	23000	158000	100000	258000
<b>Pineapple (TC)</b>	0.6 × 0.3	45000	180000	34500	214500	100000	314500
	0.3 × 0.6 × .9	43000	172000	34500	206500	100000	306500
	.225 × .6 × .9	53000	212000	56000	268000	110000	378000
<b>Plum</b>	3.5 × 3.5	816	32640	35000	67640	33900	101540
	2.5 × 2.5	1600	64000	42000	106000	58400	164400
<b>Pomegranate</b>	5.0 × 5.0	400	16000	32000	48000	33900	81900
	5.0 × 4.0	500	20000	33000	53000	33900	86900
	5.0 × 3.0	667	26680	40000	66680	33900	100580
	5.0 × 2.5	800	32000	48000	80000	33900	139000
	4.5 × 3.0	741	29640	42000	71640	33900	105540
	4.0 × 3.0	666	26640	45000	71640	33900	105540
<b>Sapota</b>	5.0 × 5.0	400	14400	31000	45400	33900	79300
<b>Strawberry</b>	0.9 × 0.45	24691	123455	55000	178455	100000	278455
	0.6 × 0.25	66666	333330	50000	383330	100000	483330
	0.5 × 1.0	2000	10000	100000	110000	100000	210000
<b>Walnut</b>	6.0 × 6.0	278	41700	30000	71700	33900	105600
	5.0 × 5.0	400	60000	31000	91000	33900	124900

## APPENDIX II

### TECHNOLOGY INDUCTION IN COLD CHAIN, ADD-ON FOR CA AND MODERNIZATION

S. No.	Item	Description	Admissible Cost
i	CA Generator*	Inclusive of sensors, pressure equalising equipment, controls	Rs. 125.00 lakh per unit, maximum 2 generators
ii	Specialised CA Doors*	Add-on specialisation to storage doors for positive pressure chambers.	Rs. 2.50 lac per door, maximum 20 doors
iii	CA Tents#	Low cost enclosure of polyethylene PVC, mylar or other impermeable body for existing or new cold stores	As per original invoice, maximum 5 enclosures
iv	Programmed Logic Controller (PLC) equipment# @	Electronic and electrical logic controls for machinery & equipment for existing or new cold stores.	50% of cost as per original invoice, maximum Rs 10 lakh
v	Dock Leveler system # @	In existing or new storages	Max Rs. 7 lakh per unit, max 5 units
vi	Warehouse Development & Regulatory Authority (WDRA) / Negotiable Warehouse Receipt (NWR) system, equipment# @	Computers and printers & software for use with NWR of WDRA	100% of cost as per original invoice, maximum Rs. 2 lakh
vii	Specialised Packaging#	Automated packaging lines for fruits & vegetables with farm code labelling, with packaging material	100% of cost as per invoice, maximum Rs. 15 lakh per project
viii	High Reach Material Handling Equipment (MHE)*#	Specialised material Handling equipment	Rs. 17 lakh per unit, for max 2 units.
ix	Modernisation of refrigeration @	For upgrading of evaporator system, compressor system	50% of cost as per original invoice, maximum Rs. 100 lakh @ Rs. 2500/MT
x	Modernisation of insulation@	For repair or modernising of cold chamber insulation	50% of cost as per original invoice, maximum Rs.100 lakh @ Rs. 1500/MT
xi	Reefer Container#	Reefer container for use on existing chassis trailors	Max Rs. 6 lakh per 9MT (20 foot container)
xii	Advanced Grader*#@	Computerised, Optical Grading Lines, with packaging material	100% of cost as per original invoice, max Rs. 75 lakh per line
xiii	Stacking system*#@	Racking systemBins, Pallets, for existing or new cold stores.	100% of invoice cost, max Rs 2000/MT
xiv	Retail Shelf / equipment#	Temperature controlled retail cabinets or merchandising equipment	Maximum Rs. 10 lakhs per establishment
xv	Alternate Technology#@	Vapour Absorption, Phase change material, Solar PV panels or Solar Thermal sys	100% of cost as per invoice, maximum Rs. 35 lakhs per project

*Components categorization: \* CA Add-ons; # Other Add-ons; and @ Modernisation.*

Maximum permissible subsidy shall be subject to original invoices and in no case more than Rs. 750.00 lakh, whichever is lower. For add-on technology, credit linked back ended subsidy shall be provided at 35/50% of the admissible cost. Technology offers inherent value for operators and the admissible cost norms are designed to incentivize induction and not to serve as venture funding.

Any other components as maybe decided by Technical Committee when new technology or items that reduce carbon footprints are introduced. For individual unit components like insulation, graders, CA generator, solar panels, etc - NCCD shall publish guidelines for use by appraising agency.

## ANNEXURE-VI

### **COST NORMS AND PATTERN OF ASSISTANCE UNDER MIDH FOR BAMBOO RELATED ACTIVITIES DURING XII PLAN**

S. No	Item	Cost Norms*	Pattern of Assistance#
<b>A.</b>	<b>RESEARCH &amp; DEVELOPMENT</b>		
	i) Research & Development on bamboo	Rs. 100.00 lakh	Central Government Institutes under ICAR, CSIR, ICFRE, SAUs, National level Govt. agencies and others location specific will take up need based applied research & development works in the areas of (i) Seed & Planting material including import of planting material (ii) Technology standardization and (iii) Technology acquisition and (iv) imparting training and FLD, on project mode, with 100% assistance.
<b>B.</b>	<b>PLANTATION INFRASTRUCTURE DEVELOPMENT</b>		
<b>B.1</b>	<b>Production of Planting Material</b>		
	i) Hi-tech Nursery (2 ha)	40.00 lakh/ unit	100% of cost to public sector and 40% of cost to private sector, as credit linked back ended subsidy.
	ii) Small Nursery (0.5 ha)	10.00 lakh/ unit	100% of cost to public sector and 50% of cost to private sector, as credit linked back ended subsidy.
	iii) Rehabilitation of TC unit for bamboo	Rs. 21.00 lakh/unit	100% of cost to public sector and 50% of cost to private sector, as credit linked back ended subsidy
<b>B.2</b>	<b>Area expansion under Bamboo</b>		
	i) Forest areas / Public land (Through JFMC / Panchayati Raj Institutions / SHGs, Women group etc.	Rs. 42,000/ha	100% of cost in three installments (50:25:25) in three years
	ii) Non Forest areas	Rs. 30,000/ha, Rs. 42,000/ha with drip irrigation	35% of cost in 3 installments over a period of 3 years, limited to 4 ha per beneficiary.
<b>B.3</b>	<b>Improvement of Existing Stock</b>		
	i) Improvement of Existing Stock in forest/non-forest areas	Rs. 20,000/ha	100% assistance to Public sector and 40% to Private sector, limited to 2 ha per beneficiary for private sector and no area limit for public sector
<b>B. 4</b>	<b>Technology Transfer &amp; HRD</b>		
	i) Training of Farmers/ Artisans	Rs. 1000/day per farmer including transport within State and for outside State, project based as per actual.	100% of cost.
	ii) Training of Field Functionaries	Rs. 300/day per participant plus TA/DA, as admissible.	100% of cost.

## ANNEXURE-VI

	iii) International training / visit for exposure of NBM staff/ field functionaries including farmers and entrepreneurs in bamboo sector to upcoming technologies.	Rs. 4.00 lakh/ participant	Project based 100% of air/rail fare course fee cost to be funded under Mission Management for a maximum of 50 participants per year on all India basis.
	iv) Demonstration of Plantation Technology	Rs. 50,000/ha	100% of cost in forest areas and public lands. 50% of cost subject to a maximum of Rs. 25,000/ha. for a maximum area of 1 ha per beneficiary in non-forest areas.
	v) Organizing Workshops/ Seminars/Training	Project Based	100% assistance.
	a) International Level	Rs. 7.50 lakh per event	100% assistance subject to a maximum of Rs.40 lakh.
	b) National Level	Rs. 5.00 lakh per event	100% of cost per event of two days.
	c) State Level	Rs. 3.00 lakh per event	100% of cost per event of two days.
	d) District Level		
<b>B. 5</b>	<b>Pest and disease management of bamboo</b>	Rs. 400/ha	50% of cost subject to a maximum of Rs. 200/- per ha, limited to 2.00 ha per beneficiary
<b>B. 6</b>	<b>Creation of Water resources</b>		
	i) Community tanks/on farm ponds/on farm water reservoirs with use of plastic/RCC lining	Rs. 20.00 lakh in plain areas and Rs. 25.00 lakh/ unit for Hilly areas.	100% of cost to irrigate 10 ha of command area, with either use of minimum 300 micron plastic films or RCC lining, owned & managed by a community/ farmer group. Cost for non-lined ponds/ tanks (only in black cotton soils) will be 30% less. Assistance under NBM will be restricted to the cost of plastic/RCC lining.
	ii) Water harvesting system for individuals- for storage of water in 20mx20mx3m ponds/ wells @ Rs.100/- cum	Rs. 1.50 lakh/unit in plain areas and Rs. 1.80 lakh/unit in hilly areas	50% of cost including plastic/RCC lining. Cost for non-lined ponds/ tanks (only in black cotton soils) will be 30% less. For smaller size of the ponds/dug wells, cost will be admissible on pro rata basis depending upon the command area. Maintenance will be ensured by the beneficiary.
<b>C.</b>	<b>INNOVATIVE INTERVENTIONS IN BAMBOO</b>		
	i). Innovative Interventions	Project Based	100% assistance
<b>D.</b>	<b>INTEGRATED POST HARVEST MANAGEMENT</b>		
	i). Post harvest storage and treatment facilities for bamboo	Rs. 25.00 lakh	40% of cost as credit linked back ended subsidy.
<b>E.</b>	<b>ESTABLISHMENT OF MARKETING INFRASTRUCTURE</b>		
E. 1	(i) Bamboo Wholesale Retail Markets near Villages	Rs. 25.00 lakh per unit	Credit linked back-ended subsidy @ 35% of the capital cost of project in general areas and 50% in case of Hilly & Scheduled areas for individual entrepreneurs.
E. 2	Bamboo Bazaars	Rs. 48.00 lakhs/unit	Credit linked back-ended subsidy @ 35% of the capital cost of project in general areas and 50% in case of Hilly & Scheduled areas, per beneficiary.
E. 3	Retail Outlets (Showrooms) (Nos.)	Rs. 60.00 lakhs/unit.	Credit linked back-ended subsidy @ 35% of the capital cost of project in general areas and 50% in case of Hilly & Scheduled areas, per beneficiary.
E. 4	Retail outlet near village	Rs. 10.00 lakh per unit	Credit linked back-ended subsidy @ 35% of the capital cost of project in general areas and 50% in case of Hilly & Scheduled areas, per beneficiary.

E. 5	Participation in Domestic Trade Fairs / Exhibition etc.	8.00 lakh / event	100% of cost for a maximum of 27 participants in a year on all India basis.
E. 6	Participation in International Trade Fairs / Exhibition etc.	24.00 lakh / event	100% of cost for a maximum of 30 participants in a year on all India basis.
<b>F. IMPLEMENTATION MONITORING MECHANISM</b>			
<b>F. 1 National Bamboo Cell</b>			
a)	Evaluation and Monitoring	Project Based	100% of cost
b)	Bamboo Technical Support Group	Project Based	Subject to a ceiling of Rs. 50.00 lakh / annum / state.
c)	Colored Brochures and Leaflets	Project Based	100% of cost.
d)	Promotional campaigns through Electronic/ Audio-visual Media/ Newspapers	Project Based	100% cost.
e)	Database Generation & Management (Information, Web Based Database)	Project Based	100% of cost to Central / State level institution/ ICAR / ICFRE etc.
F. 2	Baseline survey	Rs. 100.00 lakh for large states, Rs. 50.00 lakh for small states and Rs. 25.00 lakh for very small states/ UTs.	100% of cost as one time grant on survey related activities.
F. 3	Mission management and administration costs.	Project Based	Up to 5.0% of the project cost.

\* Cost norms means upper limit of cost for calculation of subsidy.

# Note: The release of back ended subsidy need not be credit linked for the institutions like Public Sector Units, Panchayats, Cooperatives, Registered Societies / Trusts and Public limited Companies, provided they can meet the remaining share of the project cost, out of their own resources.

## ANNEXURE-VII

### **COST NORMS AND PATTERN OF ASSISTANCE UDNER MIDH FOR NATIONAL HORTICULTURE BOARD RELATED ACTIVITIES DURING XII PLAN**

S.No.	Item	Cost Norms*	Pattern of Assistance#
<b>A. DEVELOPMENT OF COMMERCIAL HORTICULTURE##</b>			
A. 1	Commercial Horticulture Development in open field conditions, including components viz planting material, plantation, irrigation, fertigation, precision farming, GAP etc.	Rs. 75.00 lakh /per project (Rs 125.00 lakh for date palm, olive and saffron) for projects covering area over 2 ha.	Credit linked back ended subsidy @ 40% of project cost limited to Rs.30.00 lakh per project in general area and @ 50% of project cost limited to Rs. 37.50 lakh for NE and Hilly and scheduled areas.
A. 2	Commercial Horticulture Development in protected cover.	Rs 112.00 lakh per project covering area above 2500 Sq.mt.	Credit linked back-ended subsidy @ 50% of cost limited to Rs.56.00 lakh per project.
A. 3	Integrated Post Harvest Management Projects e.g. Pack House, Ripening Chamber, Refer Van, Retail Outlets, Pre-cooling units, Primary processing, etc.	Rs. 145.00 lakh per project. The add-on components of pre-cooling, pack house, grading, packing, cold room can be taken up as individual components.	Credit linked back ended subsidy @ 35% of cost limited to Rs.50.75 lakh per project in general areas and @ 50% of project cost limited to Rs. 72.50 lakh per project in NE, Hilly and scheduled Areas, ensuring backward and forward linkage. For standalone projects, NHM norms will be adopted.
<b>B. CAPITAL INVESTMENT SUBSIDY SCHEME FOR CONSTRUCTION/ EXPANSION/ MODERNIZATION OF COLD STORAGE AND STORAGES FOR HORTICULTURE PRODUCTS</b>			
B. 1	Cold storage units Type 1 - basic mezzanine structure with large chamber (of >250 MT) type with single temperature zone	NHB to take up projects with Capacity above 5000MT upto 10000MT as per following rates. · Rs. 7600/ MT for capacity between 5001 to 6500 MT. · Rs. 7200/MT for capacity between 6501 to 8000 MT. · Rs. 6800/MT for capacity between 8001 to 10000 MT.	Credit linked back-ended subsidy @ 35% of the cost of project (50% in NE, Hilly Areas and scheduled areas) <b>for capacity above 5000 MT.</b>
B. 2	Cold Storage Unit Type 2 – PEB structure for multiple temperature and product use, more than 6 chambers (of < 250 MT) and basic material handling equipment.	NHB to take up projects with Capacity above 5000 MT upto 10000 MT as per following rates. · Rs. 9500/ MT for capacity between 5001 to 6500 MT. · Rs. 9000/MT for capacity between 6501 to 8000 MT. · Rs. 8500/MT for capacity between 8001 to 10000 MT.	Credit linked back-ended subsidy @ 35% of the cost of project (50% in NE, Hilly Areas and scheduled areas) <b>for capacity above 5000 MT.</b>

B. 3	Cold Storage Units Type 2 with add on technology for Controlled Atmosphere	NHB to take up projects with Capacity above 5000MT upto 10000MT as per following rates.  Additional Rs. 10,000/MT for add on components of Controlled Atmosphere technology. ( <b>Appendix II</b> )	Credit linked back-ended subsidy @ 35% of the cost of project (50% in NE, Hilly Areas and scheduled areas) <b>for capacity above 5000 MT.</b>
B. 4	Technology induction and modernisation of cold-chain	Max Rs.500.00 lakh. (Details in <b>Appendix II</b> )	Credit linked back-ended subsidy @ 35% of the cost of project (50% in NE, Hilly Areas and scheduled areas) <b>for capacity above 5000 MT.</b>
B. 5	Refrigerated Transport vehicles	Rs. 30.00 lakh for 15 MT, and prorata basis for capacities between 9 to 15 MT.	Credit linked back-ended subsidy @ 35% of cost (50% in NE, Hilly Areas and scheduled areas)
<b>C. TECHNOLOGY DEVELOPMENT AND TRANSFER FOR PROMOTION OF HORTICULTURE</b>			
C 1.	Setting up of block / mother plant and root stock nursery (Area above 4 ha)	Rs. 100.00 Lakh / ha including virus indexing, tissue culture lab etc	Project based – 100% and only through govt. agencyThe component includes mother block of scion and root stock, infrastructure for production of disease free planting material, creation of poly house, green house, net house, screen house, mist chamber, hot beds sterilization of media, working shed, tissue culture lab, referred lab, virus indexing facility, quality control lab, weather station, water supply, irrigation facility, fertigation unit, electric supply with generator, ETP, farm equipment/farm mechanization, tools, portrays, root trainer, container, computer system for data management and analysis etc.
C. 2	Acquisition of technologies including import of planting material from other countries for evaluation and mass multiplication in order to increase production & productivity of horticulture crops	Rs. 50.00 lakh/project	Project based – 100% and only through govt. agency
C. 3	Import/procurement of machines and Tools for horticulture for demonstration purpose (Public sector)	Rs. 50.00 lakh/ machine	100% of total cost and only through govt. agency
C. 4	Development & Transfer of Technology	Rs. 25.00 lakh/ project	100% of total cost and only through govt. agency
C. 5	Long Distance Transport Solution	Project Based	Rs. 2000.00 lakh
C. 6	Product Promotion and Market Development Services- Hortifairs	Rs. 25.00 lakh	100% of cost by Central Nodal Agency
C. 7	Exposure visit of farmers (Outside State)	Project based as per actual	100% of the cost.
C. 8	Visit Abroad for Government Officers	Rs. 6.00 lakh per participant	100% of air / rail travel and course fee
C. 9	Organisation/Participation in Seminar/ symposia/ workshop for development of horticulture	Rs 10.00 lakh for international event/ Rs 5.00 lakh for national event/ Rs 3.00 lakh for state level event and Rs 0.50 lakh/- for District level event	50% of cost, on actual basis for Pvt. Agencies and 100% for NHB's own events.

## ANNEXURE-VII

C.10	Accreditation and Rating of Fruit Plant Nurseries	Rs. 1.00 lakh / nursery	By Central Nodal Agency
<b>D.</b>	<b>MARKET INFORMATION SCHEME</b>		
D. 1	Market Information Services and Horticulture Statistics	Project based, as per of actual cost	By Central Nodal Agency
<b>E.</b>	<b>HORTICULTURE PROMOTION SERVICES / EXPERT SERVICES &amp; STRENGTHENING CAPABILITY OF NHB</b>	Project based, as per of actual cost	By Central Nodal Agency

\* Cost norms are indicative and refer to upper limit of cost for calculation of subsidy.

# Note: The release of back ended subsidy need not be credit linked for the institutions like Public Sector Units, Panchayats, Cooperatives, Registered Societies / Trusts and Public limited Companies, provided they can meet the remaining share of the project cost, out of their own resources. Hilly Areas include those areas covered under Hill Area Development Programme and Western Ghats Development Programme of Planning Commission. Scheduled Areas include those areas notified by Planning Commission and State Governments. NE & Himalayan States refer to States in North East & Himalayan region covered under HMNEH scheme.

## For projects on Development of Commercial Horticulture, subsidy need not be credit linked in North Eastern States and for the institutions like Public Sector Units, Panchayats, Cooperatives, Registered Societies / Trusts and Public limited Companies, provided they can meet the remaining share of the project cost, out of their own resources. Projects will have to be appraised by an appraising Agency.

## ANNEXURE-VIII

### **COST NORMS AND PATTERN OF ASSISTANCE UNDER MIDH FOR COCONUT DEVELOPMENT BOARD RELATED ACTIVITIES DURING XII PLAN**

S.No.	Item	Cost Norms*	Pattern of Assistance
<b>A.</b>	<b>NORMAL SCHEMES</b>		
A. 1.	Production & Distribution of Quality Planting material		
	a) Demonstration cum- Seed Production Farm (DSP)		
	i) Setting up new DSP Farms.	Rs. 25.00 lakh / farm	100% of cost
	ii) Maintenance of seven old DSP Farms with nurseries.	Rs. 27.00 lakh / farm	100% of cost
	b) Establishment of Regional Coconut Nurseries.	Rs. 32.00 per seedling	50% of cost
	c) Distribution of hybrids/dwarf seedlings in Govt. / Private Sector.	Rs. 36.00 per seedling	25% of cost, for a maximum of 25,000 seedlings/ acre.
	d) Establishment of Nucleus Coconut Seed garden	Rs. 6.00 lakh/ha	25% of cost for a maximum of four ha.
	e) Establishment of Small Coconut Nursery	Rs. 2.00 lakh /unit of 0.4 ha.	100% of cost for Public sector and for Private sector
A. 2	Expansion of Area under coconut		
	a) Normal area	-	
	i). Tall varieties	Rs. 26,000/ha	25% of cost for a maximum of 4 ha per beneficiary, in two equal installments.
	ii). Hybrid	Rs. 27,000/ha	
	iii). Dwarf	Rs. 30,000/ha	
	b) Hilly and Scheduled areas#		
	i). Tall varieties	Rs. 55,000 / ha	25% of cost for a maximum of 4 ha per beneficiary, in two equal installments.
	ii). Hybrid	Rs. 55,000 / ha	
	iii). Dwarf	Rs. 60,000 / ha	
A. 3.	Integrated farming for productivity improvement		
	a) Laying out of Demonstration plots.	Rs. 35,000/ha	100% of cost in Public sector on cluster basis.
	b) Organic Manure Units	Rs. 60,000/unit	100% of cost in Public sector on cluster basis.
A. 4	Technology Demonstration / Quality Testing lab.	Rs. 25.00 lakh per project	100% to public sector
A. 5.	Marketing, Market Intelligence Services, statistics and Strengthening of Export Promotion Council (EPC)	Rs. 50.00 lakh per project	100% to public sector
A. 6.	Information & Information Technology	Rs. 50.00 lakh per project	100% of cost to public sector
A. 7.	Technical Service & Project Management	Project based	100% of cost to public sector

## ANNEXURE-VIII

<b>B.</b>	<b>TECHNOLOGY MISSION ON COCONUT</b>		
<b>B.1</b>	<b>Development and adoption of technologies for management of insect pests and disease affected gardens</b>		
	a) Development of technologies	<p>a) Rs. 50.00 lakhs for ICAR(CPCRI)/ State Agricultural Universities/ State Deptt. of Horticulture/ Agriculture/ and cooperative sector  b) Rs. 25 lakhs for NGO's and other organizations</p>	<p>a) 100% of the cost of project  b) 50% of the cost</p>
	b) Demonstration of technologies	<p>a) Rs.25 lakh/ projects to ICAR (CPCRI)/ State Agricultural Universities/ State Deptt. of Horticulture/ Agriculture/ other related public sector units/ Registered cooperative societies  b) Limited to Rs 10.00 lakh for individuals / group of farmers/ NGO's, private companies</p>	<p>a) 100% of the cost of project  b) 50% of the cost</p>
	c) Adoption of technologies	<p>a) 25% of the cost of technology adoption  b) 25% of the cost in case of group of farmers/NGO's /other organizations</p>	25% of the cost
<b>B.2</b>	<b>Development and adoption of technologies for processing and product diversification</b>		
	a) Development of technologies.	<p>a) Rs.75 lakhs for all the Govt. institutions and cooperative societies.  b) Rs.35 lakhs for NGO's, Individual entrepreneurs and other research organizations</p>	<p>a) 100% of the project cost  b) 75% of the project cost</p>
	b) Acquisition, training, demonstration of technologies	<p>a) Rs.25 lakh/ projects to ICAR (CPCRI)/ State Agricultural Universities/ State Deptt. of Horticulture/ Agriculture/ other related public sector units/ Registered cooperative societies  b) Limited to Rs 10.00 lakh for individuals / group of farmers/ NGO's, private companies</p>	<p>a) 100% of the cost to all the Govt. institutions and cooperative societies  b) 50% of the cost for the NGO's, Individual entrepreneurs and other organizations</p>

	c) Adoption of technologies	a) 25% of the cost of technology adoption b) 25% of the cost in case of group of farmers/NGO's /other organizations	a) Back-ended credit capital subsidy limited to 25% of the cost. b) For SC/ST women farmers, 33.3% of the project cost. c) In case of high value agriculture in the Union Territories of Andaman and Nicobar Islands and Lakshadweep 50% of the project cost.
<b>B.3</b>	<b>Market research and promotion</b>		
	a) Market research	a) Rs. 25 lakhs for Govt. agencies and cooperative societies b) Rs. 12.50 lakh for individuals, NGO's and other organizations	a) 100% of the cost of project b) 50% of the cost
	b) Market Promotion	a) Rs. 25 lakhs for Govt. agencies and cooperative societies b) Rs. 6.00 lakhs to federation of CPS (FPO's). c) Rs. 15 lakhs for NGO's and private institutes.	a) 100% of the cost of project b) 50% of the cost
<b>B.4</b>	<b>Technical support external evaluation and emergent requirement</b>	Need basis	As per TMoC norms
<b>C.</b>	<b>REPLANTING &amp; REJUVENATION OF OLD COCONUT GARDEN</b>		
	a) Cutting & removing old / senile palms	Rs. 32,000/ ha	@ Rs. 1000 / palm limited to 32 palms / ha
	b) Assistance for replanting	Rs. 80/- per seedling	50% of cost subject to maximum of Rs. 4000 / ha.
	c) Improvement of existing coconut gardens through integrated management practices.	Rs. 70,000/ha	25% of cost in two equal installments.
<b>D.</b>	<b>COCONUT PALM INSURANCE SCHEME</b>	Rs. 4.69 per palm for trees in age group 4-15 years and Rs. 6.35 / palm in the age group of 16-60 years, including service tax @ 10.30%.	75% of cost of premium of which 50 % of insurance premium by CDB and 25% by State Government.
<b>E.</b>	<b>KERA SURAKSHA INSURANCE SCHEME</b>	Project based	75% of cost of premium
<b>F.</b>	<b>ESTABLISHMENT OF IN-HOUSE RESEARCH &amp; DEVELOPMENT CENTRE</b>	Project based	100% of cost, to CDB

\* Cost norms means upper limit of cost for calculation of subsidy .05

# Hilly Areas include those areas covered under Hill Area Development Programme and Western Ghats Development Programme of Planning Commission. Scheduled Areas include those areas notified by Planning Commission and State Governments.

Notes.....





## MISSION FOR INTEGRATED DEVELOPMENT OF HORTICULTURE

OPERATIONAL GUIDELINES

April, 2014



### Horticulture Division

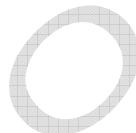
Department of Agriculture & Cooperation  
Ministry of Agriculture, Krishi Bhavan, New Delhi  
[www.midh.gov.in](http://www.midh.gov.in)

# **Computerized Registration of Pesticides**

## **Users Guide for On Line Registration Version 1.0**

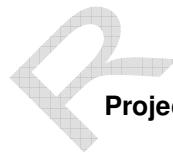


### **For Applicants**



**Document ID: NIC-AID-PPIN-CROP-USER-MAN-001**

**Release Date: 23<sup>rd</sup> September 2009**



**Project Implementation**

<p><b>Central Insecticides Board and Registration Committee Directorate of Plant Protection, Quarantine &amp; Storage Department of Agriculture &amp; Co-operation Ministry of Agriculture, Government of India NH IV Faridabad (Haryana) - 121001</b></p>	<p><b>Agricultural Informatics Division National Informatics Centre Department of Information Technology Ministry of Communications and Information Technology &amp; IT, Government of India A Block CGO Complex New Delhi - 110003</b></p>
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### **Application Software Developed By**

**Infogain India Private Limited  
A-16 Sector-60  
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## 1. INTRODUCTION

**Computerized Registration of Pesticides (CROP)** is a web-based application for Registration of Pesticides developed for the Central Insecticides Board and Registration Committee. The application is supposed to automate the entire registration procedure.

The highlights of the application are summarized below:

- Online Application for Registration of Pesticides under 9(3) & 9(3b)
- On line status checking.
- Frequent email notification to the applicant at certain milestone of the registration process till Deficiency Reporting & Approval.
- Online application for the grievances.



## 2. OBJECTIVE

The objective of this manual is to aid the Applicant (Manufacturers, which happen to be the intended audience of this document) in understanding the features of the CROP application. The user manual provides a step-by-step description of the various functionalities.



## 3. SCOPE

The scope of this document is limited to describe the functionality of the application for applicants.



#### 4. APPLICANT LOGIN

Any registered user can log into the CIBRC portal by providing the user credentials. The login screen of an applicant is different from that of a CIBRC member.

The screenshot shows the login interface for the CIBRC portal. At the top, there is a header with the Indian national emblem on the left, the text "Central Insecticides Board & Registration Committee" in the center, and the Indian flag on the right. Below the header, there are four green buttons labeled "News & Updates", "Parliament", "NIC", and "DAC". The main content area has a white background. On the left side, there is a sidebar with links: "Prerequisites for Using the System", "Guidelines For Applicants", "How to Configure Your Computer for Hindi", "Hindi (Inscript) Tutor", "Download GIST Hindi Typing Tool", and "How to Use GIST Hindi Typing Tool". The central part of the page contains a "Login" form. It includes fields for "User Name" and "Password", a "Security Code" field containing "161044", and a "Enter the code shown" text input field. Below the code field is a "Sign In" button. At the bottom of the login form, there are three links: "Forgot Password?", "New User Register Here", and "User Account Activation". To the right of the login form, there are three links: "Search Product", "Search Crop", and "Search Insecticide in Schedule". At the very bottom of the page, there is a footer with links: "About Us", "Insecticides Act, 1968", "Insecticides Rules, 1971", "Forms", "Registration Procedure", "Insecticides in Schedule", "Insecticides Banned", "Registered Products", "Guidelines", "Related Links", "Addresses", "Product Directory", "Cropwise Directory", and "Related Statistics". There is also a logo for "india.gov.in" and the "National Information Centre". A note at the bottom states: "This site is best viewed with Internet Explorer 6.0 or higher at screen resolution of 1024x768."

Figure 1: CROP Applicant Login Page

- The Login screen displays the following elements:
  - Two text fields, namely **username** and **password**.
  - **Login** button
  - A **Security Code**
  - A text field to enter the security code
  - Links – **Forgot Password**  
**New User Register Here**  
**User Account Activation**
  - **Prerequisites for using the system**  
**Guidelines for Applicants**  
**How to Configure your computer for Hindi Language**  
**Download Hindi Fonts**  
**Hindi Tutor**  
**Download GIST Hindi Typing Tool**  
**How to use GIST Hindi Typing Tool**  
**Search Product**  
**Search Crop**  
**Search Insecticide in Schedule**
- **Steps to log into the homepage:**
  1. Open URL  
<http://www.pesticides-registrationindia.nic.in/>
  2. Enter the **User Name**.
  3. Enter the **Password**.
  4. Enter the **Security Code** as shown in the screen.
  5. Click **Login** to access your homepage.

## 5. NEW USER REGISTRATION

Applicants, who have not already registered to CIBRC, need to register themselves before using CIBRC services by clicking **New User Register Here** link on the login page. The registration form for new users is displayed.

The screenshot shows a registration form titled "User Registration". At the top right, a note states: "Note: Fields marked \* are mandatory." Below this, there are six input fields: "First Name: \*" (with an asterisk), "Middle Name:", "Last Name: \*" (with an asterisk), "Email: \*" (with an asterisk), "Password: \*" (with an asterisk), and "Confirm Password: \*" (with an asterisk). To the right of these fields is a CAPTCHA image showing the text "273353" over a wavy background, with the instruction "Enter the code shown" below it. At the bottom are two buttons: "Submit" and "Reset".

**Figure 2:** New User Registration Step 1

Following is the step by step procedure for applicant sign-up.

### Step1: New User Registration

- The form contains following text fields: First Name, Middle Name, Last Name, E-mail, Password, and Confirm Password. All fields marked with an asterisk (\*) are mandatory.
- E-mail address is a unique field and must not have been used by any existing user.
- Password should be min. 8 and max. 14 characters long and have at least 1 alphabet(A-Z or a-z), 1 numeric(0-9) and 1 special character (!,@,#,\$,%,&,+,=).
- On clicking **Submit**, user receives following e-mail containing user credentials and an activation link ([click here](#)). User will not get registered unless the account activation link is selected.

Dear namit dua,

You have completed the first part of your login registration.  
Please use the following Credentials to complete your registration:

Email: namit.dua@infogain.com  
Password: abc1234!

Please [click here](#) to complete registration & activate your account.

Sincerely,

CIB&RC Web Administrator  
Central Insecticides Board & Registration Committee

**Figure 3:** E-mail for activating new user account

### **Step2: New User Register (Page 2)**

The activation link takes user to the following page where the user is required to enter the e-mail address and password communicated to him via e-mail, and click Login.



**Login**

Please Login to Complete User Registration & Activate Your Account.

Email:

Password:

**614888**

Enter the code shown

**Login**

**Figure 4:** New User Registration Page 2

### Step3: New User Register (Page 3)

Next, the user has to fill a registration form where he has to enter the personal details as well as the company details. Fields marked with an asterisk (\*) are mandatory.

Welcome namit1 dua

**Login Details**

Login Id\*

**Personal Details**

Title \*  -Select-

First Name \*  namit1 Middle Name  Last Name \*  dua

Father's Name \*  Date Of Birth  18/06/2009

PAN \*  Contact Number\*  Designation \*

Email\*  namit.dua@infogain.com

**Search Company Details**

Company

If your company does not exist in our system [click here](#) to register you company.

**Add Company Details**

Company Name \*  Company Name (Hindi)\*

Company Type  - Select -  'Others' Company Type \*

Registration Number \*  Registered Year \*

Company URL  SSI Certificate Number

Industry Memorandum Number  Manufacturing License Number

Is Correspondence Address Same As Registered Address

**Company's Registered Address**

Address 1 \*  Address 1 (Hindi)\*

Address 2  Address 2 (Hindi)

State \*  - Select -  District \*

City \*  City (Hindi)\*

Zip Code  Mobile Number

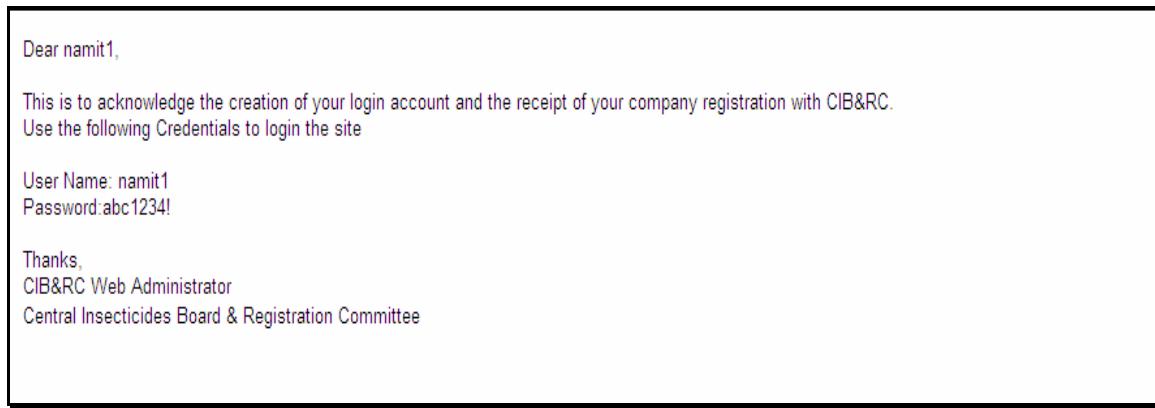
Fax  Email-ID \*

**Address of the Premises where the manufacture will be done**

Premises Address \*   
 Premises Address (Hindi)

Figure 5: New User Registration Page 3

- **PAN** number is unique and must not have been used by any existing user. It must be of 10 characters.
- If Contact number is a landline number its format should be <city code>-<phone no.>. Example: 0130-2241121  
If contact number is a mobile number, its format should be (for example) 9810317319 or 09810317319. Only Indian numbers are allowed.
- If the applicant's company has already been registered, click 'Find' button to search for the registered company.
- An applicant cannot be linked with a company which is already linked with any other applicant.
- If the applicant's company has not been registered, click 'click here' to register your company. A form is displayed where the user can enter the company details. Fields marked with an asterisk (\*) are mandatory.
- User must install Hindi fonts and GIST Hindi Typing Tool before filling his/her details. The download links can be found on the applicant login page.
- Only Indian companies are allowed to register. So if the company's address other than that of India is provided, the user should not be able to register.
- Successful submission of this registration form will activate this new user account.
- The user receives following e-mail on completing registration:



**Figure 6:** E-mail received on completing registration

## 6. FORGOT PASSWORD

An applicant cannot recover his old password in case he forgets it. However, the applicant can generate new password using the **Forgot Password** link.

The steps to generate password are outlined as below:

**Step1:** Click **Forgot Password** link on the login page. The password regeneration page is displayed.

The screenshot shows a web form titled "Forgot Password". It has two input fields: "Enter LoginId" and "Enter EmailId", both with placeholder text "Enter LoginId" and "Enter EmailId" respectively. Below these is a green wavy security code image with the text "Enter the code shown" above it. A text input field for the code is below the image. At the bottom are two buttons: "Send Password" and "Reset".

Figure 7: Password Regeneration Page

**Step 2:** Enter either **Login ID** or **E-mail Id**.

**Step 3:** Enter the **Security Code** as shown in the screen.

**Step 4:** Click **Send Password**.

An E-mail is sent to the applicant

**Step 5:** Click **click here** link in the e-mail.

The Applicant is directed to "Change Password" Screen.

**Step 6:** Enter New Password and click **Save**.

---

Dear Applicant,

A request was made to send you your password.  
Your details are as follows:

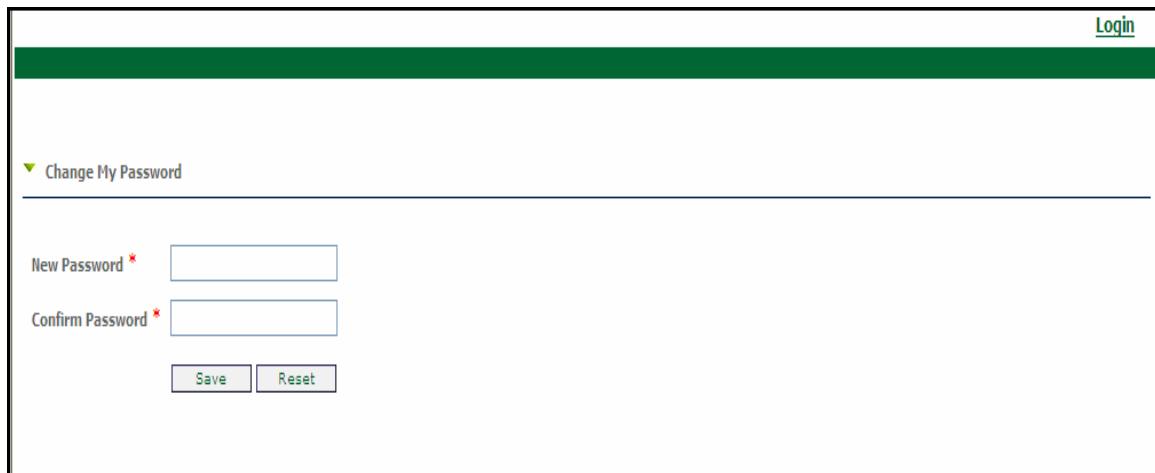
Login ID: vikash.chawla

Please [click here](#) to change the password.

Thanks,  
CIB&RC Web Administrator  
Central Insecticides Board & Registration Committee

(This is computer generated e-mail. Please do not reply.)

**Figure 8:** E-mail received for password recovery



The screenshot shows a web page with a dark green header bar containing a 'Login' link. Below the header, there is a section titled 'Change My Password'. This section contains two input fields: 'New Password \*' and 'Confirm Password \*'. Each field has a small red asterisk indicating it is required. Below these fields are two buttons: 'Save' and 'Reset'. The entire form is enclosed in a white rectangular area with a thin black border.

**Figure 9:** Change Password Screen

## 7. APPLICANT HOMEPAGE:

On providing correct user credentials, the applicant enters the respective homepage.



Figure 10: Applicant Homepage

The Homepage displays the following elements:

- A welcome message with name of the applicant and last visit date, on the upper-left corner
- Three Links at the upper-right corner namely **Home**, **Edit Profile** and **Logout**
- Four Menus, namely **Registration**, **Application Status**, **Deficiency** and **Grievances**
- Registration menu contains following links:  
**Form-I**  
**Form-C**  
**Inclusion in Schedule**  
**Endorsement**
- Application Status menu contains following links:  
**Form-I**  
**Form-C**  
**Inclusion in Schedule**  
**Endorsement**
- Deficiency Reported menu contains following links:  
**Form-I**  
**Form-C**  
**Inclusion in Schedule**  
**Endorsement**
- Grievances menu contains following links:  
**Submit Grievance**  
**Grievance Status**

## 8. FORM-I APPLICATION

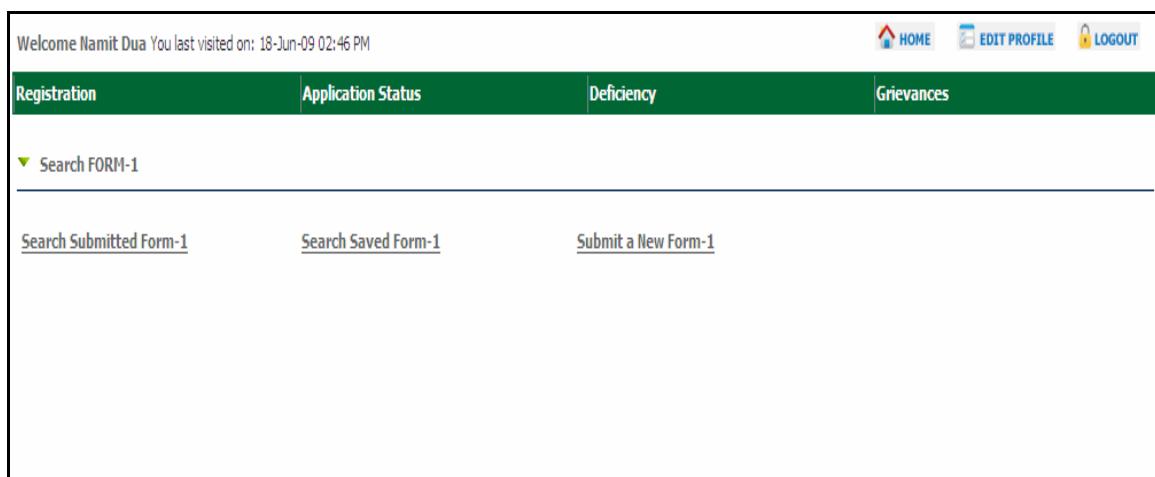
Form-I is an application for grant of certification of registration of insecticides under following sections:

- 9(3) TI (Technical Import), FI (Formulation Import), TIM (Technical Indigenous Manufacture), F (Formulation Indigenous Manufacture.), B/F (Bio-Pesticides), Export.
- 9(3b) TI, FI, TIM, F, B/F.
- 9(4) TI, FI, TIM, F.

The Applicant can access Form-I on his homepage by navigating to **Registration→Form-I**.

The link displays three options:

- Search submitted Form-I
- Saved Form-I
- Submit a new Form-I



The screenshot shows a user interface for managing Form-I applications. At the top, there is a header bar with the text "Welcome Namit Dua You last visited on: 18-Jun-09 02:46 PM" and navigation links for "HOME", "EDIT PROFILE", and "LOGOUT". Below the header is a menu bar with four items: "Registration", "Application Status", "Deficiency", and "Grievances". A dropdown menu titled "▼ Search FORM-1" is open, displaying three options: "Search Submitted Form-1", "Search Saved Form-1", and "Submit a New Form-1".

**Figure 11:** Form-I options

- Click **Submitted Form-I** to list all Form-I Applications submitted by the applicant. To open a submitted form click **Download Your Form-I Application**.
- Click **Saved Form-I** to display the details of the forms that were partly filled by the user but were not submitted. To open a saved form click **Click here to Proceed** and the user can continue to fill the form.
- Click **Submit a new Form-I** to open a new Form-I.

## Form-I Product Details Screen

Welcome Namit Dua You last visited on: 30-Jun-09 01:41 PM

HOME EDIT PROFILE LOGOUT

Registration	Application Status	Deficiency	Grievances	PPA																																							
<b>FORM-1</b> ( See Rule - 6(1) ) APPLICATION FOR REGISTRATION OF INSECTICIDES UNDER SECTION OF THE INSECTICIDES ACT 1968																																											
Product Name in Schedule *	- Select -	Section *	- Select -	Category *	- Select -																																						
<b>Applicant Details</b> <table border="0" style="width: 100%;"> <tr> <td>1.(a) Name</td> <td>Namit Dua</td> <td>1.(b) Address</td> <td colspan="3">jindal Wazirabad Industrial Area delhi North Delhi</td> </tr> <tr> <td>1.(d) Category of the Industry (SSI/DGTD/MRTP/FERA/Others)</td> <td>SSI</td> <td>1.(c) Status</td> <td colspan="3">SE</td> </tr> </table>						1.(a) Name	Namit Dua	1.(b) Address	jindal Wazirabad Industrial Area delhi North Delhi			1.(d) Category of the Industry (SSI/DGTD/MRTP/FERA/Others)	SSI	1.(c) Status	SE																												
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<b>Address of the Premises where the manufacture will be done</b> <table border="0" style="width: 100%;"> <tr> <td>Premises Address</td> <td style="text-align: right;"><b>Select</b></td> </tr> <tr> <td>Wazirabad Industrial Area</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> </tr> </table>						Premises Address	<b>Select</b>	Wazirabad Industrial Area	<input checked="" type="checkbox"/>																																		
Premises Address	<b>Select</b>																																										
Wazirabad Industrial Area	<input checked="" type="checkbox"/>																																										
<b>Insecticide Details</b> <table border="0" style="width: 100%;"> <tr> <td>3.(a) Common Name of Insecticide *</td> <td style="text-align: center;"><input type="text"/></td> <td>3.(b) Product Code</td> <td style="text-align: center;">- Select -</td> </tr> <tr> <td>3.(c) Trade Name of Insecticide</td> <td style="text-align: center;"><input type="text"/></td> <td>3.(d) Previous Computer Serial Number</td> <td style="text-align: center;"><input type="text"/></td> </tr> </table>						3.(a) Common Name of Insecticide *	<input type="text"/>	3.(b) Product Code	- Select -	3.(c) Trade Name of Insecticide	<input type="text"/>	3.(d) Previous Computer Serial Number	<input type="text"/>																														
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<b>Application for Import / Manufacture</b> <table border="0" style="width: 100%;"> <tr> <td>4. Whether the application is for Import or for Manufacture</td> </tr> <tr> <td>(1) In case of Import, please state :-</td> </tr> <tr> <td>(a) Name of the Manufacturer</td> <td style="text-align: center;"><input type="text"/></td> <td>(b) Address of the Manufacturer</td> <td colspan="3" style="border: 1px solid black; height: 40px;"></td> </tr> <tr> <td>(c) Name of the Supplier</td> <td style="text-align: center;"><input type="text"/></td> <td>(d) Address of the Supplier</td> <td colspan="3" style="border: 1px solid black; height: 40px;"></td> </tr> <tr> <td>(e) Is the Insecticide registered in the country</td> <td colspan="5"></td> </tr> <tr> <td>(i) of manufacturer</td> <td style="text-align: center;">- Select -</td> <td>(ii) from which supplier supplies are expected to be made</td> <td style="text-align: center;">- Select -</td> <td colspan="2"></td> </tr> <tr> <td>(2) In case of Manufacture, please state :-</td> <td colspan="5"></td> </tr> <tr> <td>(a) Whether this insecticide is meant for domestic consumption or for export or for both</td> <td colspan="5" style="text-align: center;">- Select -</td> </tr> </table>						4. Whether the application is for Import or for Manufacture	(1) In case of Import, please state :-	(a) Name of the Manufacturer	<input type="text"/>	(b) Address of the Manufacturer				(c) Name of the Supplier	<input type="text"/>	(d) Address of the Supplier				(e) Is the Insecticide registered in the country						(i) of manufacturer	- Select -	(ii) from which supplier supplies are expected to be made	- Select -			(2) In case of Manufacture, please state :-						(a) Whether this insecticide is meant for domestic consumption or for export or for both	- Select -				
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(a) Whether this insecticide is meant for domestic consumption or for export or for both	- Select -																																										
<b>In the case of Formulation</b> <table border="0" style="width: 100%;"> <tr> <td>5.(a) Source of Supply of Technical grade material</td> <td style="text-align: center;"><input type="text"/></td> <td>5.(b) Status of Registration</td> <td style="text-align: center;">- Select -</td> </tr> </table>						5.(a) Source of Supply of Technical grade material	<input type="text"/>	5.(b) Status of Registration	- Select -																																		
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<b>Chemical Composition</b> <table border="0" style="width: 100%;"> <tr> <td>Chemical Name</td> <td style="text-align: center;"><input type="text"/></td> <td>Percentage</td> <td style="text-align: center;"><input type="text"/></td> <td>Unit</td> <td style="text-align: center;">- Select -</td> </tr> <tr> <td colspan="6" style="text-align: right;"><input type="button" value="Add Chemical"/></td> </tr> <tr> <td>6.(i) IUPAC Name</td> <td colspan="5"></td> </tr> <tr> <td>6.(ii) Stability in Storage (as per details specified by the Registration Committee)</td> <td style="text-align: center;"><input type="text"/> years <input type="text"/> months</td> <td>6.(iii) Shelf life Claim</td> <td style="text-align: center;"><input type="text"/> years <input type="text"/> months</td> <td colspan="2"></td> </tr> </table>						Chemical Name	<input type="text"/>	Percentage	<input type="text"/>	Unit	- Select -	<input type="button" value="Add Chemical"/>						6.(i) IUPAC Name						6.(ii) Stability in Storage (as per details specified by the Registration Committee)	<input type="text"/> years <input type="text"/> months	6.(iii) Shelf life Claim	<input type="text"/> years <input type="text"/> months																
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<input type="button" value="Save &amp; Continue"/> <input type="button" value="Cancel"/> <input type="button" value="Reset"/>																																											

Figure 12: Form-I Product Details Screen

- o Following fields of the form are mandatory:
  - Product Name in Schedule**
  - Section**
  - Category**
  - Common Name of Insecticide**

- The items under “Product name in schedule” are all the items included in the schedule till date. Selecting an item hereby displays its IUPAC name (field no. 6(i)). Applicant will be able to apply only those products, which have been included in schedule.
- The Section field contains 3 items namely 9(3), 9(3b) and 9(4).
  - For Section value as 9(4), the available Category values are – TI, FI, TIM and FIM.
  - For Section value as 9(3b), the available Category values are – TI, FI, TIM, FIM and Bio-Pesticides.
  - For Section value as 9(3), the available Category values available are – TI, FI, TIM, FIM, Bio-Pesticides and Export.
- The “Applicant Details” section shows the details of the applicant filled at the time of registration.
- The “Address of the Premises where manufacture will be done” may hold more than one address and also more than one address can be selected.
- In the Insecticide details section, the applicant has to provide the Common Name of the Insecticide and the Trade Name of the Insecticide. For 9(4) application, the applicant has to select from the available list already registered Insecticides.
- The Product Code drop-down will be enabled only for FI and FIM category.
- There can be more than one Previous Computer Serial numbers. In that case the applicant has to separate each number by comma. Previous Computer Serial Numbers are requested to check why the application was rejected previously.
- In the Chemical Composition section, for 9(3), 9 (3b) categories the applicant has to provide details for the components from which the Insecticide will be made.
  - More than one chemical can be added by clicking **Add Chemical**.
  - For 9(4) category, the Chemical Composition details will be displayed depending on the value selected from the “Common Name of the Insecticide” dropdown.
  - The IUPAC name of the Product is displayed automatically.
  - The **Molecular Formula** involves subscripts and superscripts. To enter a subscript, the user has to use tags <sub></sub>. To enter a superscript, the user has to use tags <sup></sup>. For example, to enter the molecular formula CH<sub>4</sub>SO<sup>2</sup>, the user must type CH<sub>4</sub>SO<sup>2</sup>.
- The application will check for the number of Form-1 applications the applicant (from a company) has submitted under 9(4) TI /FI /F category for the past 3 months i.e. if the number of Submitted applications for the past 3 months is more than 3 then the applicant will not be allowed to move further (while submitting a New Form-1) for filling Form-1 details. However, the details entered will be saved and the remaining details can be filled later.
- Product Conditions – Following are Product Status values for different products:
  1. Pesticides Banned for manufacture, import and use
  2. Pesticide formulations banned for use but their manufacture is allowed for export
  3. Pesticide formulations banned for import, manufacture and use
  4. Pesticide Withdrawn
  5. Pesticides Refused Registration
  6. Pesticides Restricted For Use In India
  7. Existing

The different product conditions are:

- If the Product Status is 1, 4, 5, 6 then the applicant cannot apply
- For Product Status 2, the applicant cannot apply under FI / FIM category
- For Product Status 3, the applicant cannot apply under FI category

- On clicking **Save & Continue** button, the applicant is taken to Form-1 attachment screen to upload the documents relating to different folders.

## Form-1 Attachment screen

Welcome Namit Dua You last visited on: 30-Jun-09 01:41 PM [HOME](#) [EDIT PROFILE](#) [LOGOUT](#)

Registration	Application Status	Deficiency	Grievances	PPA														
<b>FORM-1</b> ( See Rule - 6(1) ) APPLICATION FOR REGISTRATION OF INSECTICIDES UNDER SECTION 9(3b) OF THE INSECTICIDES ACT 1968																		
<a href="#">Back to Page 1</a> <a href="#">Preview Form-1 Application</a>																		
<b>Applicant Details</b> <table border="1"> <tr> <td>Product Group</td> <td>2,4-D Sodium Salt</td> <td>Insecticide Act</td> <td>9(3b)</td> <td>Category</td> <td>T1</td> </tr> <tr> <td>Name</td> <td>Namit Dua</td> <td>Address</td> <td colspan="3">jindal Wazirabad Industrial Area delhi North Delhi</td> </tr> </table>					Product Group	2,4-D Sodium Salt	Insecticide Act	9(3b)	Category	T1	Name	Namit Dua	Address	jindal Wazirabad Industrial Area delhi North Delhi				
Product Group	2,4-D Sodium Salt	Insecticide Act	9(3b)	Category	T1													
Name	Namit Dua	Address	jindal Wazirabad Industrial Area delhi North Delhi															
<b>Attach Files</b> <table border="1"> <tr> <td>Folder Name *</td> <td>- Select -</td> </tr> <tr> <td>Select Document *</td> <td><input type="text"/> <a href="#">Browse...</a></td> </tr> <tr> <td>Document Name *</td> <td><input type="text"/></td> </tr> <tr> <td colspan="2" style="text-align: center;">Document size must not exceed 5 MB. If document size is more than 5 MB then split the document. The supported document types are: pdf, doc, xls, gif, jpeg, jpg, tif, txt and docx.</td> </tr> <tr> <td colspan="2" style="text-align: center;"><a href="#">Upload Document</a> <a href="#">Reset</a></td> </tr> </table>					Folder Name *	- Select -	Select Document *	<input type="text"/> <a href="#">Browse...</a>	Document Name *	<input type="text"/>	Document size must not exceed 5 MB. If document size is more than 5 MB then split the document. The supported document types are: pdf, doc, xls, gif, jpeg, jpg, tif, txt and docx.		<a href="#">Upload Document</a> <a href="#">Reset</a>					
Folder Name *	- Select -																	
Select Document *	<input type="text"/> <a href="#">Browse...</a>																	
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Document size must not exceed 5 MB. If document size is more than 5 MB then split the document. The supported document types are: pdf, doc, xls, gif, jpeg, jpg, tif, txt and docx.																		
<a href="#">Upload Document</a> <a href="#">Reset</a>																		
<b>Form1 Details</b> <table border="1"> <tr> <td>1. Toxicity of the products to human beings, wildlife and aquatic animals (toxicological data to be enclosed as per details specified by the Registration Committee)</td> <td><input type="file"/></td> </tr> <tr> <td>2. The plant diseases, insects and other poisonous animals and weeds against which it is intended to be used (published authentic reports on bioefficacy of the insecticide to be enclosed as per details specified by the Registration Committee)</td> <td><input type="file"/></td> </tr> <tr> <td>3. Instructions for storage and uses including first aid and precautionary measure which are proposed for labeling</td> <td><input type="file"/></td> </tr> <tr> <td>4.(i) Ten copies of specifications for product quality and method of analysis for technical / formulated compound and its residues</td> <td><input type="file"/></td> </tr> <tr> <td>4.(ii) Analytical test report for the Product Quality</td> <td><input type="file"/></td> </tr> <tr> <td>5. Seven copies of proposed labels and leaflets (including all printed or graphic matter which will accompany the package containing the insecticides )as per the insecticide rules, 1971</td> <td><input type="file"/></td> </tr> <tr> <td>6. Manner of Packing (Manner of Packing shall be as per the specification submitted by 9(3) applicant and approved by CIB &amp; RC)</td> <td><input type="file"/></td> </tr> </table>					1. Toxicity of the products to human beings, wildlife and aquatic animals (toxicological data to be enclosed as per details specified by the Registration Committee)	<input type="file"/>	2. The plant diseases, insects and other poisonous animals and weeds against which it is intended to be used (published authentic reports on bioefficacy of the insecticide to be enclosed as per details specified by the Registration Committee)	<input type="file"/>	3. Instructions for storage and uses including first aid and precautionary measure which are proposed for labeling	<input type="file"/>	4.(i) Ten copies of specifications for product quality and method of analysis for technical / formulated compound and its residues	<input type="file"/>	4.(ii) Analytical test report for the Product Quality	<input type="file"/>	5. Seven copies of proposed labels and leaflets (including all printed or graphic matter which will accompany the package containing the insecticides )as per the insecticide rules, 1971	<input type="file"/>	6. Manner of Packing (Manner of Packing shall be as per the specification submitted by 9(3) applicant and approved by CIB & RC)	<input type="file"/>
1. Toxicity of the products to human beings, wildlife and aquatic animals (toxicological data to be enclosed as per details specified by the Registration Committee)	<input type="file"/>																	
2. The plant diseases, insects and other poisonous animals and weeds against which it is intended to be used (published authentic reports on bioefficacy of the insecticide to be enclosed as per details specified by the Registration Committee)	<input type="file"/>																	
3. Instructions for storage and uses including first aid and precautionary measure which are proposed for labeling	<input type="file"/>																	
4.(i) Ten copies of specifications for product quality and method of analysis for technical / formulated compound and its residues	<input type="file"/>																	
4.(ii) Analytical test report for the Product Quality	<input type="file"/>																	
5. Seven copies of proposed labels and leaflets (including all printed or graphic matter which will accompany the package containing the insecticides )as per the insecticide rules, 1971	<input type="file"/>																	
6. Manner of Packing (Manner of Packing shall be as per the specification submitted by 9(3) applicant and approved by CIB & RC)	<input type="file"/>																	
<a href="#">Save &amp; Continue</a> <a href="#">Clear</a>																		

**Figure 13:** Form-I Attachment Screen

- For 9(4) TI/FI/F applications, the folder type will be “Others” and the applicant has to provide the “Other Folder Name”.  
For 9(4) TIM applications, all the folder types will be available in Folder Name drop-down list.

For 9(3)/9(3b) FI/F applications, the applicant has to upload MRL document and bioefficacy summary under the bioefficacy folder.

For MRL document, the Folder name to be selected will be Bioefficacy, and Document Name should be specified as “**MRL Proforma**”

For Bioefficacy summary the Folder name to be selected will be Bioefficacy, and Document Name should be specified as “**Bioefficacy Summary**”

- The size of the document to be uploaded should not exceed 5 MB. If size is more than 5 MB, the document must be split. The supported document types are: pdf, doc, xls, gif, jpeg, jpg, tif, txt and docx.
- The applicant can any time go back to the previous page by clicking ‘**Back to Page 1**’
- The file that an applicant can attach with a folder must not exceed 5 MB. If the file is greater than 5 MB then the applicant should split the file accordingly. An applicant can attach multiple files for a folder. The supported file types are: PDF, DOC, XLS, GIF, JPEG, JPG, TIF, TXT and DOCX.
- Click **Save & Continue** button to move to the next screen of the Form1.

### Form I (Page 3):

FORM-1 ( See Rule - 6(1) ) APPLICATION FOR REGISTRATION OF INSECTICIDES UNDER SECTION 9(3) OF THE INSECTICIDES ACT 1968					
<a href="#">Back to Page 1</a> <a href="#">Back to Page 2</a> <a href="#">Preview Form-1 Application</a>					
<b>▼ Applicant Details</b>					
Product Group	2,4,5-T (Trichlorophenoxy acetic acid)	Insecticide Act	9(3)	Category	FI
Name	Namit Dua	Address	jindal Wazirabad Industrial Area delhi North Delhi		
<b>▼ Verification Details</b>					
I, Namit Dua S/O narendra dua do hereby solemnly verify that to the best of my knowledge and belief the information given in the application and the annexure and statements / accompanying it, is correct and complete.  I further declare that I am making this application in my capacity as <b>SE</b> and that I am competent to make this application and verify it by virtue of Board of Directors a photo / attested copy of which is enclosed herewith.					
<b>NOTE:</b> The application form including the verification portion must be signed in case of an individual, by the individual himself or a person duly authorized by him in case of Hindu undivided family, by the Karta; in case of a partnership firm, by the managing partner; in case of a company, by a person duly authorized in that behalf by the Board of Directors, and in any other case, by the person in charge of or responsible for the conduct of the business.					
<b>▼ Submission Details</b>					
Place	<input type="text"/>	Dated	<input type="text"/> 15/06/2009 <input type="button" value="Calendar"/>	<input type="button" value="Save &amp; Continue"/> <input type="button" value="Reset"/>	

**Figure 14: Form-I Registration Page 3**

## Form-1 Payment screen

**FORM-1**  
( See Rule - 6(1) )  
APPLICATION FOR REGISTRATION OF INSECTICIDES UNDER SECTION 9(3) OF THE INSECTICIDES ACT 1968

[Back to Page 1](#)    [Back to Page 2](#)    [Back to Page 3](#)    [Preview Form-1 Application](#)

**▼ Applicant Details**

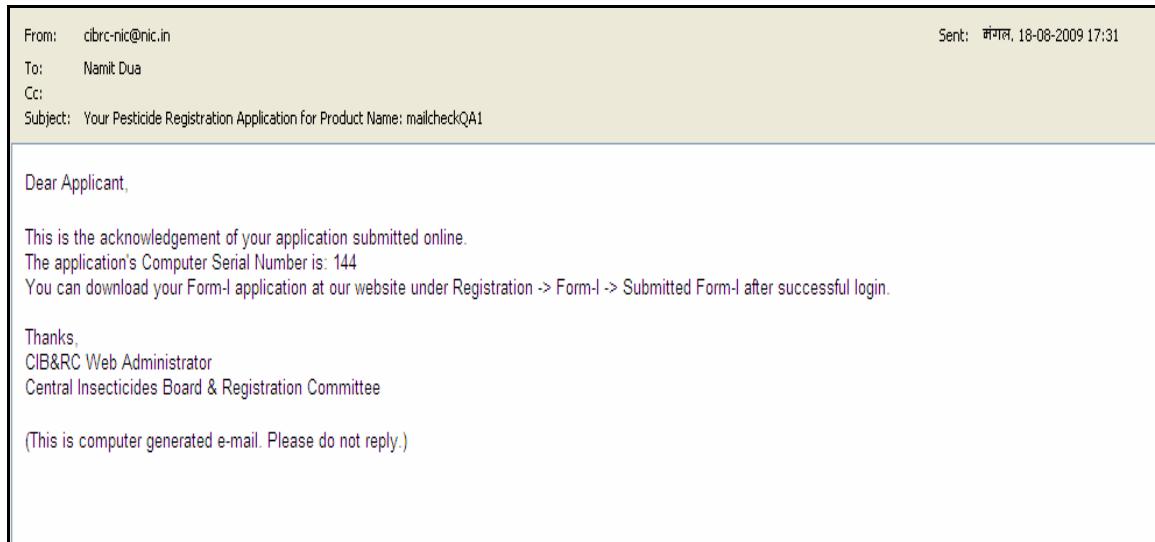
Product Group	2,4,5-T (Trichlorophenoxy acetic acid)	Insecticide Act	9(3)	Category	FI
Name	Namit Dua	Address	jindal Wazirabad Industrial Area delhi North Delhi		

**▼ Particulars of Fee deposited**

Mode of Payment   

**Figure 15:** Form-I Payment Screen

- There are two modes of payment- Online and Demand Draft. Only Demand Draft option is available at present.
- In case of DD payment following fields are mandatory:  
**Bearing No.** (in case of DD payment)  
**Issuing Bank and Branch** (in case of DD payment)
- After Mode of Payment details have been provided, the applicant will click **Submit Form-1 Application** button. The applicant will be prompted with a confirmation message box like “Are you sure you want to Submit the Form-1 application” with two options – OK and Cancel.  
On clicking OK, the Form-1 will move to reception and its status will be changed to ‘Applied for Registration’ and a copy of Form-1 will be sent on the e-mail of the applicant.
- If the user doesn’t submit the form or closes the screen before submitting, the form is automatically saved and user can rework on it by opening saved Form-1 by going to **Registration→Form-1→Search Saved Form-1**.
- An applicant can preview the Form-1 by using the **Preview Form-1 Application** link.
- On successful submission of Form-1, the applicant receives an acknowledgement e-mail containing the Computer Sr. No. of the application:



**Figure 16:** E-mail received on submitting Form-I

- The applicant can any time go back to any of the previous pages by clicking '**Back to Page 3**', '**Back to Page 2**', or '**Back to Page 1**'.
- While the application is in progress same Applicant Company should not be able to apply for the same product under same category of registration. Once the application gets rejected then same applicant company can reapply for the same product with submission of required data.
- Applicant will be able to apply for the registration certificate for only those products, which have been included in the schedule.
- Along with the online submission of Form-I, applicant needs to submit the hard copy of the documents and product sample at CIBRC Reception. It is only when both hard and soft copies of the application have been received at the reception that the application is passed onto Preliminary Scrutiny.
- The applicant is required to re-pay the registration fee in case of re-apply.
- In case of reapply, the applicant must provide the Computer serial number of the previous/rejected application. If application is rejected multiple times then the applicant has to provide all the previous computer serial numbers while reapplying.

## 9. FORM-C APPLICATION

An applicant can apply for **Research, Test and Trial (RTT)** by submitting Form-C. To do this the applicant has to login to CIBRC web portal and submit Form C with required details.

Following are the steps for submitting Form-C:

**Step 1:** Open URL <http://pesticides-registrationindia.nic.in/>

**Step 2:** Login using valid credentials. Applicant homepage is displayed.

**Step 3:** On the applicant homepage, navigate to **Registration→ Form C**. Three links are displayed- **Submitted Form-C**, **Saved Form-C** and **Submit a New Form-C**

The screenshot shows the CIBRC applicant homepage. At the top, there is a welcome message: "Welcome, Namit Dua You last visited on: 23-Sep-09 01:00 PM IST". On the right side of the header are three buttons: "HOME", "EDIT PROFILE", and "LOGOUT". Below the header is a navigation menu with four items: "Registration", "Application Status", "Deficiency Reported", and "Grievances". A search bar labeled "Search FORM-C" is located below the menu. At the bottom of the page, there are three links: "Submitted Form-C", "Saved Form-C", and "Submit a New Form-C".

Figure 17: Form-C Options

- **Submitted Form-C** link will display the list of Form C's submitted by the applicant. The details of the form shown are- Name of the Manufacturer, Name of Supplier, Chemical Name, Active Product Group, Submission status, Submitted On. Clicking on **Download Your Form-C Application** link will generate the details of the application submitted.

The screenshot shows the CIBRC applicant homepage with the "Submitted Form-C" link selected. The page displays a table of submitted applications. The columns are: Name of Manufacturer, Name of Supplier, Chemical Name, Active Product Group, Submission Status, and Submitted On. Each row in the table contains a link to download the application details. At the bottom of the table, there are page navigation links: "1 2 3".

Name of Manufacturer	Name of Supplier	Chemical Name	Active Product Group	Submission Status	Submitted On
yfjk	fjkfjk	hjkghj	2,4,5-T (Trichlorophenoxy acetic acid)	<a href="#">Download Your Form-C Application</a>	10/06/2009
jk,lj	kjkjkl	kgj	Acephate (Orthene)	<a href="#">Download Your Form-C Application</a>	21/08/2009
dfdfg	dsfgsdfg	dfgsdg	2,4-D Sodium Salt	<a href="#">Download Your Form-C Application</a>	04/06/2009
yjkhj	k	hjkgh	Acephate (Orthene)	<a href="#">Download Your Form-C Application</a>	04/06/2009
dfs	gdsfggggggggggg	sdfgsdg	2,4,5-TB	<a href="#">Download Your Form-C Application</a>	18/08/2009

Figure 18: Submitted Form-C

- **Saved Form-C** link will display the list of forms which were the applicant didn't submit but saved in the middle of filling up the form. The details of the form shown are- Name of the Manufacturer, Name of Supplier, Chemical Name, Active Product Group, Submission status, Submitted On. Clicking on **Click here to Proceed** link will display the saved form which the applicant can continue filling.

Welcome, Namit Dua You last visited on: 23-Sep-09 01:00 PM IST					
Registration	Application Status	Deficiency Reported	Grievances	HOME	EDIT PROFILE
<b>▼ Search FORM-C</b>					
<a href="#">Submitted Form-C</a>		<a href="#">Saved Form-C</a>		<a href="#">Submit a New Form-C</a>	
<b>▼ Search FORM-C Results</b>					
Name of Manufacturer	Name of Supplier	Chemical Name	Active Product Group	Submission Status	Submitted On
rgfdg	dfgdg	dfgdg	2,4-D Sodium Salt	<a href="#">Click here to Proceed</a>	24/08/2009
abc	abc	abc	Azinphos-methyl (Gusathion M)	<a href="#">Click here to Proceed</a>	22/08/2009
a	a	a	Barium Carbonate	<a href="#">Click here to Proceed</a>	18/09/2009
a	a	a	2,4-D Sodium Salt	<a href="#">Click here to Proceed</a>	26/08/2009
a	a	a	Acrolein	<a href="#">Click here to Proceed</a>	22/08/2009

**Figure 19: Saved Form-C**

- **Submit a New Form-C** link will open a new Form-C.

#### Step 4: Click **Submit a New Form-C**. Form-C is displayed.

Welcome, Namit Dua You last visited on: 23-Sep-09 01:00 PM IST					
Registration	Application Status	Deficiency Reported	Grievances	HOME	EDIT PROFILE
<b>FORM No."C"</b>					
Application for permission to import small quantity of insecticides / chemicals for the purpose of examination, analysis, tests and trials, etc.					
1. Name of Importer with full Address	Namit Dua, jindal, Wazirabad Industrial Area delhi North Delhi				
2. a) Name of overseas manufacturer *	<input type="text"/>				
b) Name of supplier *	<input type="text"/>				
3. Name of Chemical	<input type="text"/> <input type="text"/> <input type="text"/>				
a) Code Number *	<input type="text"/>				
b) Common accepted name	<input type="text"/>				
c) Chemical name *	<input type="text"/>				
d) Whether included in the Schedule to the Insecticide Act, 1968 *	<input type="radio"/> Yes <input type="radio"/> No				
e) Previous Computer Serial Number(s)	<input type="text"/>				
4. a) Toxicity (LD 50 value)	<input type="text"/> <input type="text"/>				
i) Oral Laboratory	<input type="text"/>				
ii) Dermal animals	<input type="text"/>				
b) Whether manufacture, sale, distribution or use is prohibited in the country of its manufacture or any restrictions have been imported thereon. If so, please give full details *	<input type="radio"/> Yes <input type="radio"/> No				
5. Main active group to which the chemical belongs *	<input type="text"/>				
6. Specific purpose for which the chemical required	<input type="text"/>				
7. Crops / pests against which this is proposed to be tested	<input type="text"/>				
8. a) Name of Institution where it is to be tested in the country	<input type="text"/>				
b) Name & Designation of the person under whose supervision tests are to be conducted	<input type="text"/>				
9. Quantity asked for and likely area to be covered	<input type="text"/> <input type="text"/>				
a) Quantity asked for	<input type="text"/>				
b) Area to be covered	<input type="text"/>				
10. Type of Packing	<input type="text"/>				
11. Port of landing / entry	<input type="text"/>				
12. Whether being imported as free sample and if so its nominal value *	<input type="radio"/> Yes <input type="radio"/> No				
13. Whether any examination, analysis, tests or trials are already being carried on in the country and if so, please give details *	<input type="radio"/> Yes <input type="radio"/> No				
14. Place of Application	<input type="text"/>				
<input type="button" value="Save &amp; Continue"/> <input type="button" value="Reset"/>					

**Figure 20: Form C Application Form Page 1**

- o The mandatory fields to be filled by the applicant are:
  - ✓ Name of overseas manufacturer
  - ✓ Name of Supplier
  - ✓ Code Number
  - ✓ Chemical Name
  - ✓ Whether manufacture, sale, distribution or use is prohibited in the country of its manufacture or any restrictions have been imported thereon. If so, please give full details
  - ✓ Main active group to which the chemical belongs
  - ✓ Whether being imported as free sample and if so its nominal value
  - ✓ Whether any examination, analysis, tests or trials are already being carried on in the country and if so, please give details
- o The applicant can enter more than one Previous Computer Serial Numbers each separated by a comma.
- o **Preview Form-C Application** link can be used to see the details entered by the applicant in the Form-C

**Step 5:** Click **Save & Continue**. This will save the form and will take user to the Page 2 (Attachment Screen) of Form-C.

**Figure 21:** Form C Application Page 2

#### **Step 6: Upload Documents.**

- o Only Bioefficacy and Toxicity documents are required to be uploaded.
- o The Applicant can upload any number of documents, each document of size 5 MB to the max. If document size is more than 5 MB then split the document. The supported document types are: pdf, doc, xls, gif, jpeg, jpg, tif, txt and docx.
- o The applicant can anytime go back to previous screen for editing details of the form by clicking **Back to Page 1** link.
- o The applicant can preview the Inclusion in Schedule Form filled by him/her by clicking **Preview Form-C Application**.

#### **Step 7: Click Submit Form-C Application.**

The submitted Form-C is saved and details for the same can be viewed by navigating to **Registration→Form-C→Submitted Form-C** and clicking **Download your Form-C Application**.

## 10. INCLUSION IN SCHEDULE APPLICATION

An applicant can apply for **Inclusion in Schedule** by submitting Inclusion in Schedule form available at CIBRC website.

To do this the applicant has to login to CIBRC web portal and submit Inclusion in Schedule form with required details.

Following are the steps for submitting Inclusion in Schedule form:

**Step 1:** Open URL <http://pesticides-registrationindia.nic.in/>

**Step 2:** Login using valid credentials. Applicant homepage is displayed.

**Step 3:** On the applicant homepage, navigate to **Registration → Inclusion in Schedule**. Three links are displayed- **Submitted Inclusion in Schedule**, **Saved Inclusion in Schedule** and **Submit a New Inclusion in Schedule**.

The screenshot shows the CIBRC applicant homepage. At the top, there is a welcome message: "Welcome, Namit Dua You last visited on: 23-Sep-09 01:00 PM IST". To the right are links for "HOME", "EDIT PROFILE", and "LOGOUT". Below the header is a navigation bar with four tabs: "Registration", "Application Status", "Deficiency Reported", and "Grievances". Under the "Registration" tab, there is a dropdown menu labeled "Search Inclusion in Schedule". Below the dropdown are three buttons: "Submitted Inclusion in Schedule", "Saved Inclusion in Schedule", and "Submit a New Inclusion in Schedule".

Figure 22: Inclusion in Schedule Options

- **Submitted Inclusion in Schedule** link displays the list of Inclusion in Schedule Forms submitted by the applicant. The details of the form shown are- Name of the Applicant, Common Name, IUPAC/Botanical Name, Submission status, Submitted On. Clicking on **Download Your Inclusion in Schedule Application** link will generate the preview of the Form submitted.

The screenshot shows the CIBRC applicant homepage with the "Submitted Inclusion in Schedule" link selected. The page layout is identical to Figure 22, but the content under the dropdown is different. It shows a table titled "Search Inclusion in Schedule Results" with columns: "Name of Applicant", "Common Name", "IUPAC / Botanical Name", "Submission Status", and "Submitted On". There are three entries in the table:

Name of Applicant	Common Name	IUPAC / Botanical Name	Submission Status	Submitted On
jindal	HarpreeTestFlowQA	IUPAC123	<a href="#">Download Your Inclusion in Schedule Application</a>	02/09/2009
jindal	NamittestFlowQA	IUPAC456	<a href="#">Download Your Inclusion in Schedule Application</a>	02/09/2009
jindal	flowcheckQA4	IUPAC4	<a href="#">Download Your Inclusion in Schedule Application</a>	02/09/2009

Figure 23: Submitted Inclusion in Schedule Applications

- **Saved Inclusion in Schedule** displays the list of forms which were the applicant didn't submit but saved in the middle of filling up the form. The details of the form shown are- Name of the Applicant, Common Name, IUPAC/Botanical Name, Submission status, Saved On. Clicking on **Click here to Proceed** link will display the saved form which the applicant can continue filling.

Welcome, Namit Dua You last visited on: 23-Sep-09 01:00 PM IST					<a href="#">HOME</a>	<a href="#">EDIT PROFILE</a>	<a href="#">LOGOUT</a>																				
<b>Registration</b>		<b>Application Status</b>		<b>Deficiency Reported</b>	<b>Grievances</b>																						
<p>▼ Search Inclusion in Schedule</p> <p><a href="#">Submitted Inclusion in Schedule</a>    <a href="#">Saved Inclusion in Schedule</a>    <a href="#">Submit a New Inclusion in Schedule</a></p> <p>▼ Search Inclusion in Schedule Results</p> <table border="1"> <thead> <tr> <th>Name of Applicant</th> <th>Common Name</th> <th>IUPAC / Botanical Name</th> <th>Submission Status</th> <th>Submitted On</th> </tr> </thead> <tbody> <tr> <td>jindal</td> <td></td> <td></td> <td><a href="#">Click here to Proceed</a></td> <td>22/07/2009</td> </tr> <tr> <td>jindal</td> <td></td> <td></td> <td><a href="#">Click here to Proceed</a></td> <td>22/07/2009</td> </tr> <tr> <td>jindal</td> <td>fghfn</td> <td>fghf</td> <td><a href="#">Click here to Proceed</a></td> <td>24/08/2009</td> </tr> </tbody> </table> <p style="text-align: center;">1 2</p>								Name of Applicant	Common Name	IUPAC / Botanical Name	Submission Status	Submitted On	jindal			<a href="#">Click here to Proceed</a>	22/07/2009	jindal			<a href="#">Click here to Proceed</a>	22/07/2009	jindal	fghfn	fghf	<a href="#">Click here to Proceed</a>	24/08/2009
Name of Applicant	Common Name	IUPAC / Botanical Name	Submission Status	Submitted On																							
jindal			<a href="#">Click here to Proceed</a>	22/07/2009																							
jindal			<a href="#">Click here to Proceed</a>	22/07/2009																							
jindal	fghfn	fghf	<a href="#">Click here to Proceed</a>	24/08/2009																							

**Figure 24:** Saved Inclusion in Schedule Applications

- **Submit New Inclusion in Schedule** opens a new Inclusion in Schedule Form.

**Step 4:** Click **Submit a New Inclusion in Schedule**. Inclusion in Schedule application form is displayed.

Welcome, Namit Dua You last visited on: 23-Sep-09 01:00 PM IST					<a href="#">HOME</a>	<a href="#">EDIT PROFILE</a>	<a href="#">LOGOUT</a>								
<b>Registration</b>		<b>Application Status</b>		<b>Deficiency Reported</b>	<b>Grievances</b>										
<p><b>FORM - Inclusion In Schedule</b></p> <p>INCLUSION OF CHEMICAL / SUBSTANCES IN THE SCHEDULE TO THE INSECTICIDES ACT, 1968</p> <p>▼ Applicant Details</p> <p>Name of Applicant jindal</p> <p>▼ Chemical Details</p> <table border="0"> <tr> <td>Common Name *</td> <td><input type="text"/></td> <td>IUPAC / Botanical Name *</td> <td><input type="text"/></td> </tr> <tr> <td>CAS No. *</td> <td><input type="text"/></td> <td>Previous Computer Serial Number(s)</td> <td><input type="text"/></td> </tr> </table> <p>▼ Reference in Literature</p> <p>Chemistry <input type="text"/></p> <p>▼ Support on</p> <p>Bio-efficacy <input type="text"/></p> <p>Toxicity <input type="text"/></p> <p>▼ Registration Status in Foreign Countries</p> <p>Names of Foreign Countries <input type="text"/></p>								Common Name *	<input type="text"/>	IUPAC / Botanical Name *	<input type="text"/>	CAS No. *	<input type="text"/>	Previous Computer Serial Number(s)	<input type="text"/>
Common Name *	<input type="text"/>	IUPAC / Botanical Name *	<input type="text"/>												
CAS No. *	<input type="text"/>	Previous Computer Serial Number(s)	<input type="text"/>												
<input type="button" value="Save &amp; Continue"/> <input type="button" value="Reset"/>															

**Figure 25:** Inclusion in Schedule Application Form Page 1

- Fields marked with asterisk (\*) are mandatory to be filled:
  - ✓ Common Name
  - ✓ IUPAC/Botanical Name
  - ✓ CAS No.
- The applicant can enter more than one Previous Computer Serial Numbers each separated by a comma.

**Step 5:** Click **Save & Continue**. This will save the form and will take user to the Page 2 (Attachment Screen) for Inclusion in Schedule.

Welcome, Namit Dua You last visited on: 18-Sep-09 04:18 PM IST				<a href="#">HOME</a>	<a href="#">EDIT PROFILE</a>	<a href="#">LOGOUT</a>																																	
Registration	Application Status	Deficiency Reported	Grievances																																				
<b>FORM - Inclusion In Schedule</b>																																							
INCLUSION OF CHEMICAL / SUBSTANCES IN THE SCHEDULE TO THE INSECTICIDES ACT, 1968																																							
				<a href="#">Back to Page 1</a>	<a href="#">Preview Inclusion in Schedule Application</a>																																		
<p><b>▼ Applicant Details</b></p> <table border="0"> <tr> <td>Name of Applicant</td> <td>jindal</td> </tr> <tr> <td colspan="2"><b>▼ Chemical Details</b></td> </tr> <tr> <td>Common Name</td> <td>test</td> <td>Chemical Name</td> <td>ghj</td> </tr> <tr> <td colspan="4"><b>▼ Attach Files</b></td> </tr> <tr> <td>Folder Name *</td> <td colspan="3"> <input type="button" value="- Select -"/> </td> </tr> <tr> <td>Select Document *</td> <td colspan="3"> <input type="text"/> <input type="button" value="Browse..."/> </td> </tr> <tr> <td>Document Name *</td> <td colspan="3"> <input type="text"/> </td> </tr> <tr> <td colspan="4">           Document size must not exceed 5 MB. If document size is more than 5 MB then split the document. The supported document types are: pdf, doc, xls, gif, jpeg, jpg, tif, txt and docx.         </td> </tr> <tr> <td colspan="2" style="text-align: center;"> <input type="button" value="Upload Document"/> <input type="button" value="Reset"/> </td> <td colspan="2" style="text-align: right;"> <input type="button" value="Submit Inclusion in Schedule Application"/> </td> </tr> </table>								Name of Applicant	jindal	<b>▼ Chemical Details</b>		Common Name	test	Chemical Name	ghj	<b>▼ Attach Files</b>				Folder Name *	<input type="button" value="- Select -"/>			Select Document *	<input type="text"/> <input type="button" value="Browse..."/>			Document Name *	<input type="text"/>			Document size must not exceed 5 MB. If document size is more than 5 MB then split the document. The supported document types are: pdf, doc, xls, gif, jpeg, jpg, tif, txt and docx.				<input type="button" value="Upload Document"/> <input type="button" value="Reset"/>		<input type="button" value="Submit Inclusion in Schedule Application"/>	
Name of Applicant	jindal																																						
<b>▼ Chemical Details</b>																																							
Common Name	test	Chemical Name	ghj																																				
<b>▼ Attach Files</b>																																							
Folder Name *	<input type="button" value="- Select -"/>																																						
Select Document *	<input type="text"/> <input type="button" value="Browse..."/>																																						
Document Name *	<input type="text"/>																																						
Document size must not exceed 5 MB. If document size is more than 5 MB then split the document. The supported document types are: pdf, doc, xls, gif, jpeg, jpg, tif, txt and docx.																																							
<input type="button" value="Upload Document"/> <input type="button" value="Reset"/>		<input type="button" value="Submit Inclusion in Schedule Application"/>																																					

**Figure 26:** Inclusion in Schedule Application Form Page 2

**Step 6:** Upload Documents.

- Only Chemistry, Bioefficacy and Toxicity documents are required to be uploaded.
- The Applicant can upload any number of documents, each document of size 5 MB to the max. If document size is more than 5 MB then split the document. The supported document types are: pdf, doc, xls, gif, jpeg, jpg, tif, txt and docx.
- The applicant can anytime go back to previous screen for editing details of the form by clicking **Back to Page 1** link.
- The applicant can preview the Inclusion in Schedule Form filled by him/her by clicking **Preview Inclusion in Schedule Application**.

**Step 7:** Click **Submit Inclusion in Schedule Application**.

The submitted Form-C is saved and details for the same can be viewed by navigating to **Registration→Inclusion in Schedule→Submitted Inclusion in Schedule** and clicking **Download your Inclusion in Schedule Application**.

## 11. ENDORSEMENT APPLICATION

An applicant can apply for **Endorsement** by submitting an Endorsement application form available at CIBRC website.

To do this the applicant has to login to CIBRC web portal and submit Endorsement application with required details.

Following are the steps for submitting Endorsement application:

**Step 1:** Open URL <http://pesticides-registrationindia.nic.in/>

**Step 2:** Login using valid credentials. Applicant homepage is displayed.

**Step 3:** On the applicant homepage, navigate to **Registration → Endorsement**. Three links are displayed- **Submitted Endorsement**, **Saved Endorsement** and **Submit a New Endorsement**.

The screenshot shows the CIBRC applicant homepage. At the top, there is a welcome message: "Welcome, Namit Dua You last visited on: 23-Sep-09 01:00 PM IST". To the right are links for "HOME", "EDIT PROFILE", and "LOGOUT". Below this is a navigation bar with four items: "Registration", "Application Status", "Deficiency Reported", and "Grievances". A dropdown menu titled "Search Endorsement" is open. At the bottom of the page, there are three links: "Submitted Endorsement", "Saved Endorsement", and "Submit a New Endorsement".

Figure 27: Endorsement Options

- **Submitted Endorsement** link displays list of Endorsement applications that have been submitted, with details- Certificate No., Comp. Sr. No., Endorsement Type and Submitted On. Clicking on **Download Your Endorsement Application** link will generate the preview of the Form submitted.

The screenshot shows the CIBRC applicant homepage with the "Submitted Endorsement" link selected. The page layout is identical to Figure 27, but the content under the dropdown menu shows a table of submitted endorsement applications. The table has columns for Certificate No., Prev. Comp. Sr. No., Endorsement Type, and Submitted On. Each row includes a "Download Your Endorsement Application" link. At the bottom of the table, there are page navigation links: "1 2 3".

Certificate No.	Prev. Comp. Sr. No.	Endorsement Type	Submitted On	
6	7557	LABEL EXPANSION u/s 9(3)	01/09/2009	<a href="#">Download Your Endorsement Application</a>
123	12	LABEL EXPANSION OF INSECTICIDE FOR HOUSEHOLD USE u/s 9(3)	01/09/2009	<a href="#">Download Your Endorsement Application</a>
CertiQA1	12	LABEL EXPANSION u/s 9(3)	24/08/2009	<a href="#">Download Your Endorsement Application</a>
cert1Qa	12	LABEL EXPANSION OF INSECTICIDE FOR HOUSEHOLD USE u/s 9(3)	24/08/2009	<a href="#">Download Your Endorsement Application</a>
sdf	23	LABEL EXPANSION u/s 9(3)	24/08/2009	<a href="#">Download Your Endorsement Application</a>

Figure 28: Submitted Endorsement Applications

- **Saved Endorsement** displays the details of the forms that were partly filled by the user but were not submitted. To open a saved form click 'save' and the user can continue to fill the form. Clicking on **Click here to Proceed** link will display the saved form which the applicant can continue filling.

Welcome, Namit Dua You last visited on: 23-Sep-09 01:00 PM IST			
Registration	Application Status	Deficiency Reported	Grievances
<b>▼ Search Endorsement</b>			
<a href="#">Submitted Endorsement</a>		<a href="#">Saved Endorsement</a>	<a href="#">Submit a New Endorsement</a>
<b>▼ Search Endorsement Results</b>			
<b>Certificate No.</b>	<b>Prev. Comp. Sr. No.</b>	<b>Endorsement Type</b>	<b>Saved On</b>
cert1QA	12	LABEL EXPANSION OF INSECTICIDE FOR HOUSEHOLD USE u/s 9(3)	24/08/2009
cert1QA1	12	LABEL EXPANSION u/s 9(3)	24/08/2009
cert123	123	LABEL EXPANSION u/s 9(3)	18/09/2009

**Figure 29: Saved Endorsement Applications**

- **Submit a New Endorsement** opens a new Endorsement Application form.

**Step 4:** Click **Submit a New Endorsement**. Endorsement Application form is displayed.

Welcome, Namit Dua You last visited on: 23-Sep-09 01:00 PM IST			
Registration	Application Status	Deficiency Reported	Grievances
<b>▼ Select Endorsement type</b>			
<input checked="" type="radio"/> LABEL EXPANSION u/s 9(3) <input type="radio"/> LABEL EXPANSION OF INSECTICIDE FOR HOUSEHOLD USE u/s 9(3)			
<b>▼ Application Detail</b>			
Certificate Number *	<input type="text"/>		
Computer Serial Number *	<input type="text"/>		
<b>▼ Attach Files</b>			
Folder Name	<input type="button" value="- Select -"/>		
Select Document *	<input type="text"/>	<input type="button" value="Browse..."/>	<a href="#">Check List</a>
Document Name *	<input type="text"/>		
(File size should not exceed 5 MB. The supported document types are: pdf, doc, xls, gif, jpeg, jpg, tif, txt and docx.)			
<input type="button" value="Upload Document"/> <input type="button" value="Reset"/>		<input type="button" value="Save"/>	<input type="button" value="Submit"/>
			<input type="button" value="Cancel"/>

**Figure 30: Endorsement Application Form**

- Fields marked with asterisk (\*) are mandatory to be filled:
  - ✓ Certificate Number
  - ✓ Computer Serial Number
- Only Chemistry, Bioefficacy, Packaging and Legal documents are required to be uploaded. Endorsement doesn't involve Toxicity scrutiny.
- The Applicant can upload any number of documents, each document of size 5 MB to the max. If document size is more than 5 MB then split the document. The supported document types are: pdf, doc, xls, gif, jpeg, jpg, tif, txt and docx.
- If there are any products already registered in this new system with your company, you will also be seeing Inclusion In Schedule & Product select options.

**Step 7:** Click **Submit**.

The submitted Endorsement application is saved and details for the same can be viewed by navigating to **Registration→Inclusion in Schedule→Submitted Endorsement** and clicking **Download your Endorsement Application**.

## 12. CHECKING APPLICATION STATUS

An applicant can check the status of his application by logging in and selecting the application type under the menu **Application Status**. Below is the screen that is displayed on clicking **Form-I** under Application Status menu:

The screenshot shows a web-based application interface. At the top, there is a header bar with links for 'HOME', 'EDIT PROFILE', and 'LOGOUT'. Below the header, a navigation bar includes 'Registration', 'Application Status', 'Deficiency Reported', and 'Grievances'. A dropdown menu labeled 'Application Status' is open, showing a table of submitted applications. The table has columns: Sr.No., Comp. Sr. No., Product Name, Category, Submission Date, Status, and Status Date. The data in the table is as follows:

Sr.No.	Comp. Sr. No.	Product Name	Category	Submission Date	Status	Status Date
6	<a href="#">156</a>	DashboardB/Fcheck1	9(3b) - B/F	19/08/2009	Under Technical Scrutiny	19/08/2009
7	157	ExportFlowQA1	9(3) - Export	19/08/2009	Under Technical Agenda	20/08/2009
8	158	RUserFlowQA1	9(3b) - B/F	20/08/2009	Under Preliminary Scrutiny	26/08/2009
9	<a href="#">160</a>	AppStatusDefQA1	9(3) - Export	20/08/2009	Under Technical Scrutiny	20/08/2009
10	<a href="#">161</a>	AppStatusFolderQA1	9(3) - TI	20/08/2009	Under Technical Scrutiny	20/08/2009

Below the table, there is a small navigation bar with links labeled 1, 2, 3, 4, and 5.

Figure 31: Form I Application Status

- a. This screen shows the details of the submitted Form-I's including the status of the application at the CIBRC end. An application will have one of the following status:
  - o **Applied for Registration:** The application has just been applied by the applicant and is kept at the reception at the CIBRC.
  - o **Under Preliminary Scrutiny:** The application has been accepted by the Reception at CIBRC.
  - o **Under Clarification:** The application is under clarification mode in Preliminary Scrutiny.
  - o **Accepted in Preliminary Scrutiny:** The application is approved by Preliminary Scrutiny.
  - o **Under Technical Scrutiny:** The application is undergoing scrutiny by the technical experts.
  - o **Technical Scrutiny Complete:** The application is done with the technical scrutiny.
  - o **Not Accepted:** The application is rejected during Preliminary Scrutiny.
  - o **Under Technical Agenda:** Technical Agenda is being prepared for the application.
  - o **RC Approved:** The application is approved in RC meeting.
  - o **RC Reject:** The application is rejected in RC meeting
  - o **Certificate Issued:** Certificate issued for the application.
- b. After the registration is issued, the applicants will also be able to **download Label & Leaflet** corresponding to their applications.
- c. The Computer Sr. No. for applications 'under technical scrutiny' is a link, clicking on which displays the status of individual folders under scrutiny.
- d. The '**Not Accepted**' status is displayed as a link, opening which displays the status of the checklist regarding that specific application. The points in the checklist complied and not complied by the application are marked by respective 'tick' and 'cross' signs. The comments given by Preliminary Scrutiny officer are also displayed.

### 13. DEFICIENCY REPORT

Any deficiency found in the application would be reported to the applicant through an e-mail. Below is a sample e-mail that is sent to the applicant when a deficiency is reported in the application:



**Figure 32: E-mail for Deficiency Report**

The applicant can find deficiencies found in their applications by clicking the respective application under the menu **Deficiency Reported**.

To view deficiencies under Form-I application, navigate to Deficiency Reported → Form-I. This would display the list of all applications that have been reported deficiencies by the technical experts at CIBRC.

Applicant will be reported a deficiency only when all the deficiencies under a folder have been either approved by the secretary or have been closed by technical scrutiny expert.

Below is the screen that is displayed on clicking **Deficiency Reported**:



Welcome, Namit Dua You last visited on: 23-Sep-09 03:32 PM IST

[HOME](#) [EDIT PROFILE](#) [LOGOUT](#)

Registration	Application Status	Deficiency Reported	Grievances																										
<p><b>▼ Deficiency Reported</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #006633; color: white;"> <th>Sr.No.</th> <th>Comp. Sr. No.</th> <th>Scrutiny</th> </tr> </thead> <tbody> <tr><td>1</td><td>58</td><td>Legal</td></tr> <tr><td>2</td><td>70</td><td>Chemistry</td></tr> <tr><td>3</td><td>70</td><td>Packaging</td></tr> <tr><td>4</td><td>26</td><td>Chemistry</td></tr> <tr><td>5</td><td>26</td><td>Legal</td></tr> </tbody> </table> <p style="text-align: center;">1 2 3 4</p> <p><b>▼ Deficiency Details (Comp.Sr.No.- 26 , Scrutiny- Legal)</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #006633; color: white;"> <th>Sr.No.</th> <th>Deficiency</th> <th>Reported Date</th> <th>Comments</th> </tr> </thead> <tbody> <tr><td>1</td><td>Deficiency (tobe shared with the applicant)</td><td>30/06/2009</td><td><a href="#">Response</a></td></tr> </tbody> </table> <p>Your Response*  <input type="text"/></p> <p>Select Document <input type="text"/> <a href="#">Browse...</a></p> <p>Document Name <input type="text"/></p> <p>Document size must not exceed 5 MB. If document size is more than 5 MB then split the document. The supported document types are: pdf, doc, xls, gif, jpeg, jpg, tif, txt and docx.</p> <p style="text-align: center;"><a href="#">Submit Response</a> <a href="#">Reset</a></p> <p style="text-align: right;"><a href="#">Submit</a> <a href="#">Clear</a></p>				Sr.No.	Comp. Sr. No.	Scrutiny	1	58	Legal	2	70	Chemistry	3	70	Packaging	4	26	Chemistry	5	26	Legal	Sr.No.	Deficiency	Reported Date	Comments	1	Deficiency (tobe shared with the applicant)	30/06/2009	<a href="#">Response</a>
Sr.No.	Comp. Sr. No.	Scrutiny																											
1	58	Legal																											
2	70	Chemistry																											
3	70	Packaging																											
4	26	Chemistry																											
5	26	Legal																											
Sr.No.	Deficiency	Reported Date	Comments																										
1	Deficiency (tobe shared with the applicant)	30/06/2009	<a href="#">Response</a>																										

**Figure 33: Deficiency Response**

- Clicking on the folder name of the deficiency displays all the deficiencies reported in that folder.
- To respond to the deficiency, applicant must click **Response**. This displays
  - 2 text fields- **Your Response** and **Document Name**.
  - 6 buttons- Add, Clear, Submit Response, Reset, Submit and Clear.
- The size of the document to be uploaded must not exceed 5 MB. If size is more than 5 MB then the document must be split. The supported document types are: pdf, doc, xls, gif, jpeg, jpg, tif, txt and docx.
- Uploading a document while sending a response is not mandatory, but entering a text response in **Your Response** is. Document name is mandatory if uploading a document.
- Hitting the **Submit Response** button saves the response.
- **Submit** button is initially disabled. It is disabled when response for all the deficiencies for that application have been saved. Clicking **Submit** sends the response to CIBRC, and the deficiency is removed from the deficiency list.
- No deficiency is going to be reported to the user in case of 9(4) category. Such applications will straight way be rejected.
- If an applicant doesn't reply a deficiency, a reminder is sent to him to his mailbox.

#### 14. SUBMIT GRIEVANCE

An applicant can submit grievances regarding the application by logging in and navigating to **Grievance→Submit Grievance**.

The link displays a form containing three text fields: **Computer Sr. No., File Number** and **Grievance Description**.

The screen below is displayed on clicking **Submit Grievance**.

Welcome Namit Dua You last visited on: 18-Jun-09 11:11 AM

HOME EDIT PROFILE LOGOUT

Registration Application Status Deficiency Grievances

▼ Submitter's Details

Computer Sr. No. \*  FileNumber

▼ Grievance Details

Grievance Description \*

CIB&RC

Enter the code shown  Submit Reset

Figure 34: Submit Grievance Screen

- o Computer Sr. No. and Grievance Description are mandatory fields.
- o Computer Sr. No. accepts only numeric data.
- o Computer Sr. No. for an application submitted by any other user would not be accepted.
- o Clicking Reset button clears all fields.
- o The user needs to enter the code shown in the picture for security purpose.
- o Clicking **Submit** sends the grievance to the Grievance Officer at the CIBRC end. The Applicant receives an e-mail informing about the grievance with a PDF document containing the details of the grievance enclosed with it:

Dear Applicant,

Your Grievance Number is : CIBG06090014 Please find attachment

Thanks  
CIB&RC  
Central Insecticides Board & Registration Committee

Figure 35: E-mail received on submitting Grievance

- Grievance number format will be CIBG<current month><current yr><sr. no.> (Example: CIBG02090001).

P  
O  
R  
C

## 15. CHECKING GRIEVANCE STATUS

An applicant can check the status of the grievances by logging in and navigating to **Grievances→Check Grievance Status**.

This would display a text field namely Grievance Number, which is a mandatory field, a 'Search' button and a 'Reset' button.

On clicking Check Grievance Status, the following screen is displayed.

The screenshot shows a web-based application interface. At the top, there is a header bar with the text "Welcome Namit Dua You last visited on: 18-Jun-09 11:11 AM" and three links: "HOME", "EDIT PROFILE", and "LOGOUT". Below the header is a navigation menu with four items: "Registration", "Application Status", "Deficiency", and "Grievances". The "Grievances" item is highlighted with a green background. Under the "Grievances" menu, there is a section titled "Check Grievance Status" with a dropdown arrow icon. This section contains a text input field labeled "Grievance Number\*" with the value "CIBG06090010", a "Search" button, and a "Clear" button. Below this is another section titled "Grievance Status" with a dropdown arrow icon. A table is displayed with the following data:

Sr.No.	Grievance Number	Grievance Description	Grievance Status	Grievance Date	Grievance Reply	Reply Date
1	CIBG06090010	<a href="#">View Grievance Description</a>	In-Progress	15/06/2009	..	..

Figure 36: Grievance Status Screen

- Entering a valid grievance number and clicking Search would display the details of the grievance submitted.
- The 'Grievance Status' column for a grievance would show "in-progress" if the grievance has not yet been replied to the applicant. If the grievance has been replied, the status column would show "replied".
- If the grievance has been replied to the applicant, 'Grievance Reply' column shows link that will display the grievance reply sent by CIBRC in a new window. Grievance reply date is shown under 'Reply Date' column.



## 16. EDIT PROFILE

An applicant can edit personal information by logging in and clicking the **Edit Profile** link.

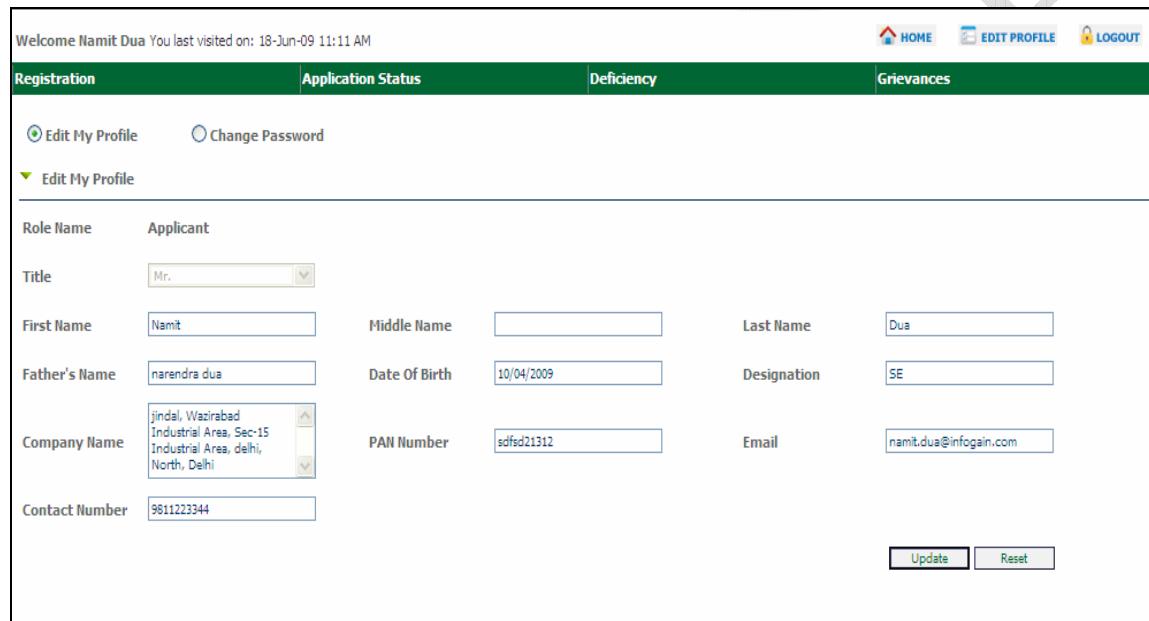
Edit Profile option allows the user to change the general profile information entered at the time of registration.

Steps to edit personal information

**Step 1:** Log in.

**Step 2:** Click **Edit Profile** link.

**Step 3:** Edit Information.



The screenshot shows a web-based application interface for editing a profile. At the top, there is a header bar with links for 'HOME', 'EDIT PROFILE', and 'LOGOUT'. Below the header, a navigation menu has 'Registration' selected. The main content area is titled 'Edit My Profile'. It contains several input fields for personal details:

- Role Name: Applicant
- Title: Mr.
- First Name: Namit
- Middle Name: (empty)
- Last Name: Dua
- Father's Name: narendra dua
- Date Of Birth: 10/04/2009
- Designation: SE
- Company Name: jindal, Wazirabad  
Industrial Area, Sec-15  
Industrial Area, delhi,  
North, Delhi
- PAN Number: sdfsd21312
- Email: namit.dua@infogain.com
- Contact Number: 9811223344

At the bottom right of the form are two buttons: 'Update' and 'Reset'.

**Figure 37: Edit Profile**

- In the current scenario user can see his profile information but can update only the contact number. Other fields cannot be edited.
- If Contact number is a landline number its format should be <city code>-<phone no.>. Example: 0130-2241121  
If contact number is a mobile number, its format should be (for example) 9810317319 or 09810317319. Only Indian numbers are allowed.

**Change Password** option allows the user to change the current password. On clicking **Change Password**, the following screen is displayed.

The screenshot shows a web-based application interface. At the top, there is a header bar with the text "Welcome Namit Dua You last visited on: 18-Jun-09 11:11 AM" on the left and three links on the right: "HOME", "EDIT PROFILE", and "LOGOUT". Below the header is a navigation menu with four items: "Registration", "Application Status", "Deficiency", and "Grievances". The "Registration" item is currently selected, indicated by a green background. Under the "Registration" menu, there are two links: "Edit My Profile" and "Change Password". The "Change Password" link is highlighted with a green background and an arrow pointing to it. Below these links is a section titled "Change My Password" with a green background. This section contains three text input fields labeled "Old Password \*", "New Password \*", and "Confirm Password \*". Each field has a red asterisk indicating it is mandatory. Below the fields are two buttons: "Save" and "Reset".

**Figure 38: Change Password Screen**

Steps to change the password:

**Step 1:** Log in.

**Step 2:** Click **Edit Profile** link.

**Step 3:** Click **Change Password**. This displays 3 text fields- old password, new password and confirm password. All the fields are mandatory.

**Step 3:** Enter **Old Password**.

**Step 5:** Enter **New Password**.

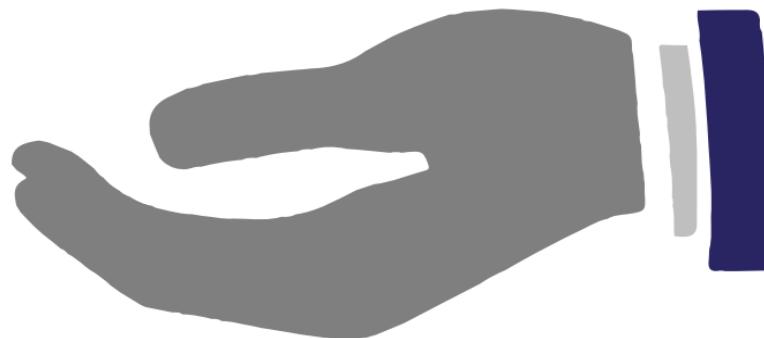
**Step 6:** Enter **New Password** again.

**Step 7:** Click **Save**.

- The password should be min. 8 and max. 14 characters long and have at least 1 alphabet(A-Z or a-z), 1 numeric(0-9) and 1 special character (!,@,#,\$,%,&,+,=).
- Reset button resets all the fields
- The user would not get any e-mail notification regarding change of password.



# Direct Benefit Transfer (DBT)



## Guidelines for Online Web Services

भारत सरकार  
GOVERNMENT OF INDIA

कृषि एवं किसान कल्याण मंत्रालय  
MINISTRY OF AGRICULTURE & FARMERS WELFARE



कृषि, सहकारिता एवं किसान कल्याण विभाग  
DEPARTMENT OF  
**AGRICULTURE COOPERATION & FARMERS WELFARE**

सत्यमेव जयते

## **GUIDELINE FOR USING WEB SERVICE** **(Applicable where Scheme MIS exists)**

As you aware that Agriculture Informatics Division of NIC-New Delhi is in a process of building a comprehensive centralized DBT portal for agriculture and store all the Beneficiaries with Scheme information at a national level. For this, Beneficiary details of different Schemes of DAC & FW will be uploaded into this Central DBT portal for easy monitoring & tracking beneficiary and providing information to DBT Bharat regarding DBT Schemes as desired.

Online Web service to be used where Scheme MIS is already available. This will act as bridge between Scheme MIS and DBT Central Portal for data sharing. The following guidelines will help in porting the data to Central DBT portal through web service.

**Follow the step wise instruction to be implemented at your end before porting/uploading data to DBT Portal :-**

- 1) Location wise master of your DBT Scheme MIS are to **be MAPPED with LG Directory Master (<http://lgdirectory.gov.in/>) or download from DBT central portal.** Like State, District, Sub-District, Block, Panchayat and Villages. This is the first and foremost step to be adopted at your end.
- 2) **Download WEB SERVICE file ( [DBT\\_PushWebservice.aspx](#), [DBT\\_PushWebservice.aspx.cs](#) ) from Official website for DBT <http://dbtdacfw.gov.in> . Add/copy in your DBT Scheme Project.**

---- **IMPORTANT CHANGES HERE at your end**

- Open DBT\_PushWebservice.aspx.cs file in .NET framework.
  - In the SQL query Part (there are 4 set of SQL queries). You have to change the respective column names in all SQL Queries. Please **do not change the 'as column name xxxxx'.** **Pls. refere ANNEXURE FOR DETAILS.**
  - Save the file.
- 3) **ADD NEW COLUMN** in your Beneficiary Table, Bank Transaction Table as

**DBT\_Flag as CHAR(1),**

**Scheme code as CHAR(5) issued by the Director IT, DAC&FW . Creation of this column at your end is not mandatory. But in the SQL Query give the Scheme Code as hardcode 'xxxxxx'. Pls. refer below for your Scheme Code.**

- 4) In the .NET Frame work after opening the project, ADD ADVANCE WEB SERVICE REFERENCE IN THE PROJECT. The URL for WEB Reference is <http://www.dbtdacfw.gov.in/DBTService.asmx> on official website. Paste this URL in the Web Reference text box and SAVE.
- 5) For the SCHEME CODE refer to the annexure given in the end of the document.
- 6) All amount entries should be in **Rupees** only.
- 7) Required Gender Format: **M** for Male, **F** for Female, **T** for Transgender
- 8) Date of Birth (DOB) should be in **DD/MM/YYYY**.
- 9) Required Category format: **1** for Schedule Cast, **2** for Schedule Tribe, **3** for Backward, **4** for OBC, **5** for General
- 10) Required AadharFlag format: **1** for Aadhar, **2** for PAN Card, **3** for Voter ID, **4** for Driving Licence, **0** Otherwise
- 11) StateCode to VillageCode – all should be LG Codes or Census 2011 Code. If not then send 0.
- 12) **schemespecificid** is the id of the farmer in your MIS.
- 13) datatype as 'W' ('W' means sending data using online webservices)
- 14) Survey Number: it can be survey number or khata number
- 15) Drag Number: it can be Drag number or Khasra number.
- 16) Fund Transfer Format: APB (Aadhar Payment Bridge), NEFT, RTGS, PFMS or Others.
- 17) Financial year Format: **1** for '2016-17', **2** for '2017-18'
- 18) View **DBTUserID** from the State login under the tab Download-> View your DBT Userid. This is **MANDATORY** to find out who is sending data through webservice.
- 19) IPAddress of your machine/server.
- 20) Required Farmer\_Type format: **1** for Marginal(<1 Ha), **2** for Small(1-2Ha), **3** for Semi-Medium(2-4 Ha), **4** for Medium(4-10 Ha), **5** for Large(>10Ha)
- 21) Consent : '1' if consent is given to use aadhar number else '0'
- 22) Ekyc: Whether record is verified from aadhar server or not. 'Y' or 'N'.
- 23) Relation: Relation of Farmer with column father name. '1' for Father, '2' for Mother and '3' for Husband.
- 24) Bene\_EntryDate: This the date at which farmer got registered in your database .
- 25) **RUN** the page **DBT\_PushWebservice.aspx** from your project and select required BUTTON for porting/uploading Beneficiary details of your scheme to DBT Portal.
- 26) **Uploading Data:** Login and **click the upload option for uploading the data**. User credential for porting data through web service will be shared on request. If you are planning to put it in the scheduler, share the credential in the web services itself so that we can monitor the source of data.
- 27) You can cross check from your Tables that DBT\_Flag = 1 is updated or not.

28) UPDATE **WEB SERVICE REFERENCE** on Regular Intervals and DO NOT SEND AGAIN WHICH HAVE ALREADY SENT.

In case of any difficulties you are requested to contact [bala.s@nic.in](mailto:bala.s@nic.in) , [agri-dbt@nic.in](mailto:agri-dbt@nic.in). 011-23384352 or IP Phone: 67227

## **ANNEXURE**

**BENEFICIARY DETAILS QUERY:** (Change the Column name / table name of your system wherever

RED Marked). **DO NOT CHANGE THE COLUMN NAME APPEARS AFTER AS 'xxxxxxxxxxxx'**

Scheme Code. Refer  
below for Scheme Code.  
Hardcoded or column  
Name.

Column Name(s)

```
SELECT scheme_code as [Scheme] ,[FarmerName] as [Farmer_Name] ,[FarmerNameinLocal] as Farmer_Name_Local,[FatherName] as [Father_Name] , [DOB] as DOB, [Age] as Age ,[AadharNumber] as [AadharNo], Aadharflag as AadharFlag, [Phone] as Phone ,[MobileNumber] as Mobile,[EmailId] as [EmailId], [Gender] as [Gender], [HomeAddress] as House_No ,[VillageCode] as Village_Code, [BlockCode] as Block_Code, [SubDistrictCode] as Sub_District_Code ,[DistrictCode] as District_Code, [StateCode] as State_Code , [PinCode] as [PinCode] ,[FarmerCategory] as Caste_Name , [Khastra_Drag_No] as DragNo, SurveyNumber as SurveyNo,[FarmerId] as schemespecificid ,[Bank_Name] as [Bank] ,Branch as Branch,[Bank-Account-Number] as AccountNo,[IFSC-Code] as IFSC,b.[Amount] as Amount, b.[FundTransfer (APB / NEFT / Other)] as FundTransfer ,b.[TransactionDate] as TransactionDate , 'W' as datatype , year as finyear, dbtuserID as DBTUserID , ipaddress as ipaddress , Village_name as Village_Name, Farmer_Type as Farmer_Type, consent as consent, aadhar_authentication as ekyc, remarks as Item, relation_with_Farmer as Relation, Blockname as Block_Name, subdistrictname as Sub_District_Name, FarmerCreationDate as Bene_EntryDate
from [XXXXXX-DBTTable] d left join [dbo].[XXXXXX-BANKTABLE] b on farmer_Id =b.SchemeSpecific_Ben_Id where (d.DBT_Flag is null ) and (b.DBT_Flag is null )
```

YOUR BENEFICIARY TABLE NAME  
WITH INNER JOIN OF BANK TABLES

View DBTUserId from portal after  
State Level login

**FOR SCHEME CODE (REFER HERE)**

SNO	Parent Scheme	Scheme Code	Scheme Name	Benefit Type
1	CREDIT	A612K	Interest Subsidy for Short Term Credit to Farmers	CASH
2	PMKSY	BTG12	Pradhan Mantri Krishi Sinchai Yojana	CASH
3	SEEDS	BQODZ	Sub Mission on Seeds and Planting Material	CASH
4	AGRICOOOP	ARFT5	Integrated Scheme on Agriculture Cooperation	CASH
5	NFSM	B7Z18	National Food Security Mission	CASH
6	PMFBY	B0HJB	Pradhan Mantri Fasal Bima Yojana	CASH
7	ACABC	AN16Q	Agri Clinics and Agri Business Centres Scheme ACABC- Loan Subsidy	CASH
8	ACABC	AOSDJ	Agri Clinics and Agri Business Centres Scheme ACABC- Incentive	CASH
9	ACABC	AEOOY	Agri Clinics and Agri Business Centres Scheme ACABC- Training	KIND
10	ATMA	BSLNX	Demonstration-ATMA	KIND
11	ATMA	BLOEE	Exposure visit of Extension Functionaries - ATMA	KIND
12	ATMA	BCZX5	Exposure visit of Farmers-ATMA	KIND
13	ATMA	BDT97	Farm School-ATMA	KIND
14	ATMA	BZET8	Training of Extension functionaries - ATMA	KIND
15	ATMA	BOIY8	Training of Farmers-ATMA	KIND
16	ATMA	BE362	Award to the best farmer - ATMA	CASH
17	ATMA	BV3JN	Service charge to achiever farmer - Farm School - ATMA	CASH
18	ATMA	BYFXB	Annual contingency Plan -Farmer Friend- ATMA	CASH
19	ATMA	BU130	Salary ATMA manpower-ATMA	CASH
20	MIDH	BLARJ	Marketing- MIDH	
21	MIDH	BJ931	Post Harvest Management (PHM) - MIDH	
22	MIDH	BQMXQ	Water Resources- MIDH	
23	MIDH	B2MCH	Integrated Pest Management (IPM) - MIDH	
24	MIDH	BDMTV	Plant Protection - MIDH	
25	MIDH	BKCB0	Rejuvenation - MIDH	
26	MIDH	B4VLT	Nursery - MIDH	
27	MIDH	BS946	Area Expansion - MIDH	
28	SMAM	AI860	Promotion of Farm Machinery and Equipment in North-Eastern Region - SMAM	
29	SMAM	AM809	Financial Assistance for Promotion of Mechanized Operations/hectare Carried out Through Custom Hiring Centres - SMAM	
30	SMAM	AHZ8R	Promotion of Farm Mechanization in Selected Villages - SMAM	
31	SMAM	ACZ2Y	Establish Hi-Tech, High Productive Equipment Hub for Custom Hiring - SMAM	
32	SMAM	AER89	Establish Farm Machinery Banks for Custom Hiring - SMAM	
33	SMAM	AVDHR	Financial Assistance for procurement of Agriculture Machinery and Equipment- SMAM	
34	SMAM	AONYC	Demonstration, Training and Distribution of Post Harvest Technology and Management (PHTM)- SMAM	
35	SMAM	A4NQ1	Promotion and Strengthening of Agricultural Mechanization through Training, Testing and Demonstration - SMAM	
36	OILSEEDS	B7BCH	National Mission On Oilseeds And Oil Palm	

## UPDATE QUERY

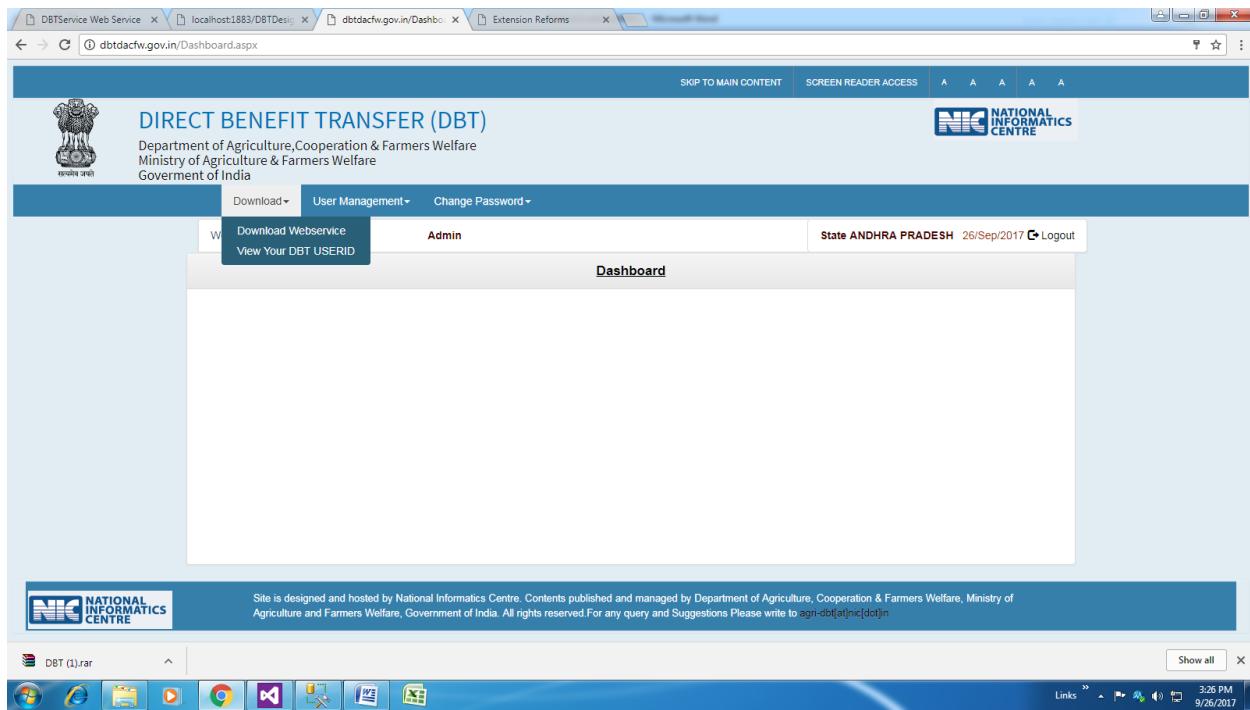
YOUR BENEFICIARY TABLE NAME

```
update [XXXXXXXXXXXX] set DBT_Flag=1 where DBT_Flag is null;
```

```
update [XXXXXXXXXXXX] set DBT_Flag=1 where DBT_Flag is null
```

YOUR BANK DETAILS TABLE NAME

## Screen Shots:



- Downloaded as DBT.rar file. Extract the file. And start modifying the as per above instruction.

## **OPERATIONAL GUIDELINES OF PRADHAN MANTRI KRISHI SINCHAYEE YOJANA (PMKSY)**

### **1.0 Introduction:**

*Hon'ble President in his address to the joint Session of the Parliament of 16<sup>th</sup> Lok Sabha indicated that "Each drop of water is precious. Government is committed to giving high priority to water security. It will complete the long pending irrigation projects on priority and launch the 'Pradhan Mantri Krishi Sinchayee Yojana' with the motto of 'Har Khet Ko Paani'. There is a need for seriously considering all options including linking of rivers, where feasible; for ensuring optimal use of our water resources to prevent the recurrence of floods and drought. By harnessing rain water through 'Jal Sanchay' and 'Jal Sinchan', we will nurture water conservation and ground water recharge. Micro irrigation will be popularised to ensure 'Per drop-More crop'.*

Out of about 141 m.Ha of net area sown in the country, about 65 million hectare (or 45%) is presently covered under irrigation. Substantial dependency on rainfall makes cultivation in unirrigated areas a high risk, less productive profession. Empirical evidences suggest that assured or protective irrigation encourages farmers to invest more in farming technology and inputs leading to productivity enhancement and increased farm income.

The overreaching vision of Pradhan Mantri Krishi Sinchayee Yojana (PMKSY) will be to ensure access to some means of protective irrigation to all agricultural farms in the country, to produce 'per drop more crop', thus bringing much desired rural prosperity.

### **2.0 Objectives:**

The broad objectives of PMKSY will be:-

- a) Achieve convergence of investments in irrigation at the field level (preparation of district level and, if required, sub district level water use plans).
- b) Enhance the physical access of water on the farm and expand cultivable area under assured irrigation (Har Khet ko pani),
- c) Integration of water source, distribution and its efficient use, to make best use of water through appropriate technologies and practices.
- d) Improve on-farm water use efficiency to reduce wastage and increase availability both in duration and extent,
- e) Enhance the adoption of precision-irrigation and other water saving technologies (More crop per drop).

- f) Enhance recharge of aquifers and introduce sustainable water conservation practices
- g) Ensure the integrated development of rainfed areas using the watershed approach towards soil and water conservation, regeneration of ground water, arresting runoff, providing livelihood options and other NRM activities.
- h) Promote extension activities relating to water harvesting, water management and crop alignment for farmers and grass root level field functionaries.
- i) Explore the feasibility of reusing treated municipal waste water for peri-urban agriculture, and
- j) Attract greater private investments in irrigation.

This will in turn increase agricultural production and productivity and enhance farm income.

### **3.0 Strategy & Focus Areas:**

To achieve above objectives, PMKSY will strategize by focussing on end-to end solution in irrigation supply chain, viz. water sources, distribution network, efficient farm level applications, extension services on new technologies & information etc. Broadly, PMKSY will focus on:-

- a) Creation of new water sources; repair, restoration and renovation of defunct water sources; construction of water harvesting structures, secondary & micro storage, groundwater development, enhancing potentials of traditional water bodies at village level like Jal Mandir (Gujarat); Khatri, Kuhl (H.P.); Zabo (Nagaland); Eri, Ooranis (T.N.); Dongs (Assam); Katas, Bandhas (Odisha and M.P.) etc.
- b) Developing/augmenting distribution network where irrigation sources (both assured and protective) are available or created;
- c) Promotion of scientific moisture conservation and run off control measures to improve ground water recharge so as to create opportunities for farmer to access recharged water through shallow tube/dug wells;
- d) Promoting efficient water conveyance and field application devices within the farm viz, underground piping system, Drip & Sprinklers, pivots, rain-guns and other application devices etc.;
- e) Encouraging community irrigation through registered user groups/farmer producers' organisations/NGOs; and
- f) Farmer oriented activities like capacity building, training and exposure visits, demonstrations, farm schools, skill development in efficient water and crop management practices (crop alignment) including large scale awareness on

more crop per drop of water through mass media campaign, exhibitions, field days, and extension activities through short animation films etc.

The aforesaid areas only outline the broad contours of PMKSY; combination of interventions may be required depending on location specific conditions and requirements, which will be identified through District and State Irrigation Plans. More focus on irrigation development will be given to deficient states in terms of irrigation coverage. The state wise matrix showing State wise rainfed and irrigated area is given at **Appendix-a**.

#### **4.0 Programme Components**

PMKSY will have following programme components:

##### **A. Accelerated Irrigation Benefit Programme(AIBP)**

- a) To focus on faster completion of ongoing Major and Medium Irrigation including National Projects.

##### **B. PMKSY (Har Khet ko Pani)**

- a) Creation of new water sources through Minor Irrigation (both surface and ground water)
- b) Repair, restoration and renovation of water bodies; strengthening carrying capacity of traditional water sources, construction rain water harvesting structures (Jal Sanchay);
- c) Command area development, strengthening and creation of distribution network from source to the farm;
- d) Ground water development in the areas where it is abundant, so that sink is created to store runoff/ flood water during peak rainy season.
- e) Improvement in water management and distribution system for water bodies to take advantage of the available source which is not tapped to its fullest capacity (deriving benefits from low hanging fruits). At least 10% of the command area to be covered under micro/precision irrigation.
- f) Diversion of water from source of different location where it is plenty to nearby water scarce areas, lift irrigation from water bodies/rivers at lower elevation to supplement requirements beyond IWMP and MGNREGS irrespective of irrigation command.
- g) Creating and rejuvenating traditional water storage systems like Jal Mandir (Gujarat); Khatri, Kuhl (H.P.); Zabo (Nagaland); Eri, Ooranis (T.N.); Dongs (Assam); Katas, Bandhas (Odisha and M.P.) etc. at feasible locations.

##### **C. PMKSY (Per Drop More Crop)**

- a) Programme management, preparation of State/District Irrigation Plan,

approval of annual action plan, Monitoring etc.

- b) Promoting efficient water conveyance and precision water application devices like drips, sprinklers, pivots, rain-guns in the farm (Jal Sinchan);
- c) Topping up of input cost particularly under civil construction beyond permissible limit (40%), under MGNREGS for activities like lining inlet, outlet, silt traps, distribution system etc.
- d) Construction of micro irrigation structures to supplement source creation activities including tube wells and dug wells (in areas where ground water is available and not under semi critical /critical /over exploited category of development) which are not supported under AIBP, PMKSY (Har Khet ko Pani), PMKSY (Watershed) and MGNREGS as per block/district irrigation plan.
- e) Secondary storage structures at tail end of canal system to store water when available in abundance (rainy season) or from perennial sources like streams for use during dry periods through effective on-farm water management;
- f) Water lifting devices like diesel/ electric/ solar pumpsets including water carriage pipes, underground piping system.
- g) Extension activities for promotion of scientific moisture conservation and agronomic measures including cropping alignment to maximise use of available water including rainfall and minimise irrigation requirement (Jal sarankchan);
- h) Capacity building, training and awareness campaign including low cost publications, use of pico projectors and low cost films for encouraging potential use water source through technological, agronomic and management practices including community irrigation.
- i) The extension workers will be empowered to disseminate relevant technologies under PMKSY only after requisite training is provided to them especially in the area of promotion of scientific moisture conservation and agronomic measures, improved/ innovative distribution system like pipe and box outlet system, etc. Appropriate Domain Experts will act as Master Trainers.
- j) Information Communication Technology (ICT) interventions through NeGP-A to be made use in the field of water use efficiency, precision irrigation technologies, on farm water management, crop alignment etc. and also to do intensive monitoring of the Scheme.

#### **D. PMKSY (Watershed Development)**

- a) Effective management of runoff water and improved soil & moisture conservation activities such as ridge area treatment, drainage line

treatment, rain water harvesting, in-situ moisture conservation and other allied activities on watershed basis.

- b) Converging with MGNREGS for creation of water source to full potential in identified backward rainfed blocks including renovation of traditional water bodies

*Eligible activities under these components are at Appendix-b.*

## 5.0 District and State Irrigation Plans

District Irrigation Plans (DIPs) shall be the cornerstone for planning and implementation of PMKSY. DIPs will identify the gaps in irrigation infrastructure after taking into consideration the District Agriculture Plans (DAPs) already prepared for Rashtriya Krishi Vikas Yojana (RKVY) vis-à-vis irrigation infrastructure currently available and resources that would be added during XII Plan from other ongoing schemes (both State and Central), like Mahatma Gandhi National Rural Employment Guarantee Scheme(MGNREGS), Rashtriya Krishi Vikash Yojana (RKVY), Rural Infrastructure Development Fund (RIDF), Member of Parliament Local Area Development (MPLAD) Scheme, Member of Legislative Assembly Local Area Development (MLALAD) Scheme, Local body funds etc. The gaps indentified under Strategic Research & Extension Plan (SREGP) will be made use in preparation of DIP.

DIPs will present holistic irrigation development perspective of the district outlining medium to long term development plans integrating three components viz. water sources, distribution network and water use applications incorporating all usage of water like drinking & domestic use, irrigation and industry. Preparation of DIP will be taken up as joint exercise of all participating departments. DIP will form the compendium of all existing and proposed water resource network system in the district.

The DIPs may be prepared at two levels, the block and the district. Keeping in view the convenience of map preparation and data collection, the work would be primarily done at block level. Block wise irrigation plan is to be prepared depending on the available and potential water resources and water requirement for agriculture sector prioritising the activities based on socio-economic and location specific requirement. In case of planning is made based on basin/sub basin level, the comprehensive irrigation plan may cover more than one district. The activities identified in the basin/sub-basin plan can be further segregated into district/block level action plans. Use of satellite imagery, topo sheets and available database may be appropriately utilised for developing irrigation plans at least on pilot basis to begin with and subsequently may be extended to all projects. DPRs of watershed projects should be taken into account while preparation of DIPs.

These plans need to be developed following intensive participatory consultation process including Panchayati Raj Institutions. Agriculture Universities in the State May also be closely involved with the formulation and implementation of the Detailed Project Report and the District Level Plans. Technical, financial and human resources available for this sector with departments of rural development, urban development, drinking water, environment & forest, science & technology, Industrial policy etc. to be leveraged for comprehensive development of water sector.

Creating access to water source either assured or protective to each farm will require a demand and supply assessment of crop water requirement, effective rainfall and potential source of existing & new water sources considering geo-hydrological and agro ecological scenario of the block. The master plan will include information on all sources of available water, distribution network, defunct water bodies, new potential water sources both surface and sub-surface systems, application & conveyance provisions, crops and cropping system aligned to available/designed quantity of water and suitable to local agro ecology. All activities pertaining water harvesting, water augmentation from surface/sub surface sources, distribution and application of water including repair renovation and restoration of water bodies, major medium and minor irrigation works, command area development etc. are to be taken up within the frame work of this master plan. Emphasis is to be given for deriving potential benefit from low hanging fruits like extending the reach/coverage of water source through effective distribution and application mechanism, reducing the gap between potential created and utilized through more focus on command area development and precision irrigation. Proper integration of creation of source like dams and water harvesting structures, distribution system like canals and command area development works and precision farming to be made for deriving best possible use of water resources. Steps may also be taken for use of urban treated waste water for irrigation purpose. For respective cities a command area may be identified for this purpose in and around the adjoining agricultural land of urban habitation. However, the recommended norms (given **Appendix-C**) of treated sewage quality for specified activities at point of use be ensured during use of recycled water.

SIP will not only consolidate the DIPs and correlate with State Agriculture Plan (SAP), already available for RKVY, but also prioritize resources and outline definite annual action plan with a medium to long term horizon. The plan would also enumerate on extension & ICT related activities to be undertaken under supervision of Agriculture Technology Management Agency (ATMA).

DIPs and SIP will provide requisite emphasis on convergence by eliminating overlap of resources & efforts and ensuring optimal utilization of funds available

through various Centrally Sponsored/State Plan Schemes.

Each District will be provided one time financial support to prepare District Irrigation Plan. DIPs and SIP are to be finalised within a period of three months from launching of PMKSY. National Rainfed Area Authority (NRAA) will be associated in preparation of SIP and providing advisories to State Governments for comprehensive irrigation development.

While formulating District Irrigation Plans (DIPs), suggestions of Hon'ble Member's of Parliament and Member's of Legislative Assembly of that is to be invited and will be included in DIPs after due technical consideration. Highest priority is to be given on valuable suggestions/recommendations of Member of Parliament of that particular district subject to technical/financial viability.

## **6.0 Cost Norm & Pattern of Assistance:**

Technical requirements / standards, pattern of assistance etc. for activities of respective components like AIBP, PMKSY (Har Khet Ko Pani), PMKSY (Per drop more crop) and PMKSY (Watershed Development) will be as per the existing guidelines of the respective Ministries/Departments or as per revised norms including that of additional activities introduced, to be issued by the respective ministries/departments with the approval of concerned Union Minister.

In the absence of equivalent Central Plan Scheme, norms and conditions prescribed by respective State Governments for their schemes may be applied.

In cases where no Central / State Govt. norms are available, a certificate of reasonableness of proposed project cost along with reasons thereof will invariably be given by State Level Project Screening Committee (SLPSC) in each such case.

States should adhere to Govt. approved rate e.g. Schedule of rate of CPWD/PWD/Irrigation Dept or similar Govt. agencies working in rural areas, for creation of irrigation infrastructure.

## **7.0 Eligibility criteria:**

Instead of incremental budgeting, PMKSY will adopt a dynamic annual fund allocation methodology that mandates States to allocate more funds to irrigation sectors for becoming eligible to access PMKSY funds. For this purpose:

*a) A State will become eligible to access PMKSY fund only if it has prepared the District Irrigation Plans (DIP) and State Irrigation Plan (SIP), excepting for the initial year, and the expenditure in water resource development for agriculture sector in the year under consideration is not less than baseline expenditure. The baseline expenditure will be the average of expenditure in irrigation sector irrespective of state departments (i.e. creation of water*

*source, distribution, management and application from State plan schemes) in State Plan in three years prior to the year under consideration.*

- b) States will be given additional weightage for levying charges on water and electricity for irrigation purpose, so as to ensure sustainability of the programme.*
- c) Inter State allocation of PMKSY fund will be decided based on (i) share of percentage of unirrigated area in the State vis-à-vis National average including prominence of areas classified under Desert Development Programme (DDP) and Drought Prone Area Development Programme (DPAP) and (ii) increase in percentage share of expenditure on water resource development for agriculture sector in State Plan expenditure in the previous year over three years prior to it (iv) improvement in irrigation efficiency in the state.*

## **8.0 Funding Pattern**

PMKSY funds will be provided to the State Governments as per the pattern of assistance of Centrally Sponsored Schemes decided by Ministry of Finance and NITI Aayog. During 2015-16, existing pattern of assistance of ongoing schemes will be continued.

## **9.0 Programme Architecture:**

PMKSY will be implemented in area development mode only by adopting a 'decentralized State level planning and projectised execution' structure that will allow States to draw up their own irrigation development plans based on DIPs and SIPs with a horizon of 5-7 years. Initial phase of implementation will be the remaining two years of XII Plan.

States will allocate about 50% of the PMKSY funds by prioritizing projects among those districts having larger share of unirrigated areas, lesser agriculture productivity vis-à-vis State's average and higher population of SC/ST and Small & Marginal Farmers (SMF). States will also give priority to villages identified under Sansad Adarsh Gram Yojana (SAGY) while implementing PMKSY. The remaining 50% may be prioritised for operationalising /saturating projects which are under terminal stage of completion (water resource development/watershed). Priority to also be given for reducing the gap between irrigation potential created and actually utilised through command area development and precision irrigation.

As PMKSY will be a area-based scheme with projectised approach, Project Reports will have to be prepared for each of the PMKSY component based on the comprehensive irrigation plan incorporating all essential ingredients i.e. feasibility studies, competencies of the implementing agencies, anticipated benefits (outputs/outcomes) that will flow to the farmers/ State, definite time-lines for

implementation etc.

Detailed Project Report (DPR) of each cluster will have four sub projects catering to respective components i.e., AIBP, PMKSY(Har Khet Ko Pani), PMKSY (More Crop Per Drop), PMKSY(Watershed Development) depending on the activities covered under the respective components with funding support required. It should be ensured that there is no duplication of funding and/or undertaking similar activities in the same areas under other Plan schemes of Central/State Government and clearly indicate the year-wise physical & financial targets proposed under each project component wise.

In case of large individual project activity costing more than Rs. 25 crore, it will be subjected to third party 'techno-financial evaluation'.

In order to ensure efficient use of water, extension services will focus at targeting in how to make best use of available water through crops/cropping system aligned to agro-ecological conditions and suitable agronomic practices to ensure larger coverage and equity to farmers. In selected areas, few progressive farmers may be sensitised towards this subject and incentivised to experiment with changes in cropping pattern with available irrigation facilities. Farm school component of ATMA scheme would be suitably used to take up this activity. Cluster of 8 to 10 villages may be taken up in districts for saturating those as per the plan for showcasing potential augmentation of water and its efficient use. The success of these clusters in promoting such activities may be replicated in other parts of the district.

Extending the reach of micro irrigation to a larger coverage will be ensured involving companies associated with precision irrigation for awareness campaign, demonstration, capacity building training, providing maintenance service, technical support etc. A greater role of these companies will be specified in the operational guidelines of this component.

The success stories of indigenous practices like Jal mandir; Khatri; Kuhl; Zabo Ooranis; Dongs; Katas; Bandhas etc., innovative projects, participatory management etc. may be captured and documented for sharing with other states and agencies for wider replication.

## **10.0 Nodal Department:**

Since, the final outcome of PMKSY is to ensure access to efficient delivery and application of water at every farm thereby enhancing agricultural production & productivity, State Agriculture Department will be the Nodal Department for implementation of PMKSY. All communication between Ministry of Agriculture (MOA) and State Government would be with and through the nodal department.

However, the implementing departments for the four components like AIBP, PMKSY(Har Khet Ko Pani), PMKSY (Per drop more crop) and PMKSY(Watershed Development) will be decided by the respective programme Ministry/Department.

State Governments will utilize the existing mechanism and structure available under RKVY in the state for overall supervision and coordination of the programme. State may also strengthen the existing State Level Agencies available for similar activities for entrusting the responsibility of coordinating the works of PMKSY. State may also restructure the existing SAMETI or SLNA setup of IWMP with inclusion of additional members to address the mandate of PMKSY and function under supervision of National Rainfed Area Authority (NRAA) for implementation of PMKSY. All the proposals need to be vetted by the State Level Coordinating agency before it is put up to Inter Departmental Working Group and State Level Sanctioning Committee. PMKSY will have a strong technical component and domain experts for management of the programme. Engagement of consultants, professionals will be supported from the administrative provisions available to the State under the programme.

Nodal Department/Agency identified by State will collate all the sub projects of each cluster received from different implementing departments/districts as one DPR and place before the Inter Departmental Working Group (IDWG) for scrutiny and State Level Sanctioning Committee (SLSC) for sanction.

Nodal department/agency will also be responsible for monitoring, coordinating physical & financial progress with implementing departments/agencies and furnishing consolidated Utilisation Certificates (UC) and physical/financial progress reports to Govt. of India.

In addition, nodal department/agency will also be responsible for the following:-

- (i) *Coordinating preparation of DIPs and SIP;*
- (ii) *Coordinating preparation and appraisal of projects, implementing, monitoring, and evaluation with various Departments and implementing Agencies.*
- (iii) *Management of funds received from the Central, and State Governments and disbursement of the funds to the implementing agencies.*
- (iv) *Furnishing of quarterly physical & financial progress reports to the Department of Agriculture and Cooperation.*
- (v) *Effectively utilizing and regularly updating web enabled IT based PMKSY Management Information System (PMKSY-MIS).*
- (vi) *To convene meeting of SLSPC and IDWG. The meeting notice along with sufficient number of copies (not less than 20) of agenda and project details*

*be sent to DAC so as to reach at least 15 days before the meeting of SLSC to enable Government of India's representatives to come prepared and to participate meaningfully in the SLSC meeting.*

## **11.0 State Level Sanctioning Committee (SLSC):**

State Level Sanctioning Committee (SLSC), already constituted under RKVY and chaired by the Chief Secretary of the State, will be vested with the authority to sanction specific projects recommended by the IDWG in a meeting attended by representatives of Government of India.

SLSC will, inter alia, also be responsible for:

- a) *Approving the State Irrigation Plan(SIP) and District Irrigation Plan (DIP)*
- b) *Sanctioning and prioritizing funding of projects under PMKSY;*
- c) *Monitoring and reviewing implementation of PMKSY;*
- d) *Ensuring convergence with other schemes and that no duplication of efforts or resources takes place;*
- e) *Ensuring that there are no inter-district disparities with respect to the financial patterns/subsidy assistance in the projects;*
- f) *To decide the implementing agency/dept. in the state for particular project depending on the nature of the project and expertise available with the agency/dept.*
- g) *Ensuring that the programme implementation in accordance with guidelines laid down by the concerned programme component Ministry/Department*
- h) *Initiating evaluation studies from time to time, as may be required;*
- i) *Ensuring that all extant procedures and instructions of Govt. of India are followed so that the expenditure incurred on implementation of the projects is barest minimum with due concern for economy in expenditure and also in conformity with the canons of financial propriety, transparency and probity.*
- j) *To ensure that Panchayati Raj Institutions (PRI) are actively involved in implementation of PMKSY, especially in selection of beneficiaries, conducting social audit etc.*

SLSC's may approve PMKSY projects upto twice the amount of State's annual allocation under PMKSY to cater to multi-year duration projects and prioritizing funding based on physical progress.

Existing SLSC shall be strengthened by including members from relevant Departments e.g. Irrigation/water resources and Soil conservation, Watershed, Rural Development/Rural Works, Forest and State Level Nodal Agency (SLNA) under IWMP.

SLSC may also co-opt members from experts in water sector, public/private agencies working in irrigation sector, reputed NGOs working in the field of

irrigation, research institutions, leading farmers etc.

Beside Ministry of Agriculture, SLSC will also have Govt. of India's representatives from Ministry of Water Resources, Dept. of Land Resources and Ministry of Rural Development. The quorum for SLSC meetings would not be complete without the presence of at least two representatives from the Government of India.

The SLSC will be supported by the Inter Department Working Group (IDWG), comprising of Secretaries of the line Departments of Horticulture, Agriculture, Rural Development, Irrigation, Surface and Ground Water Resources.

State Nodal Cell/Coordinating Agency will ensure timely receipt of District Irrigation Plans (DIPs), formulation of State Irrigation Plan and its approval by the SLSC. The SNC will then convey the approval and monitor implementation of the work plans by the line Departments.

## **12. Inter Departmental Working Group (IDWG):**

Inter Department Working Group (IDWG), comprising of Secretaries of the line Departments of Agriculture, Horticulture, Rural Development, Water Resources/Irrigation, Command Area Development, Watershed Development, Soil Conservation, Environment & Forest, Departments dealing with Ground Water Resources, drinking water, town planning, industrial policy, science & technology and all concerned departments associated with water sector. The IDWG will be chaired by the Agriculture Production Commissioner/Development Commissioner. In departments, where separate secretaries are not there, Directors will act as Members of IDWG. Director(Agriculture)/ Engineer in Chief (water Resources/Irrigation) will work as co-convenors of IDWG. The IDWG will be responsible for day to day coordination and management of the Scheme activities within the State. IDWG will be the coordinating agency among all the ministries/ departments/ agencies/ research/ financial institutions engaged in creation/ use/ recycling/ conservation of water to bring them together under a single platform to take a comprehensive and holistic view of the entire water cycle so as to ensure that each drop of water is put to the best possible use. It will scrutinise /prioritise the project proposals/DPRs in conformity with the guidelines and that they emanate from SIP/DIPs, besides being consistent with technical standards & financial norms. IDWG will further examine and ensure that:

- a) *Funds available under other schemes of the State Government and /or Govt. of India for the proposed projects have been accessed and utilized/planned for utilization before they are brought under the PMKSY ambit;*

- b) PMKSY projects/activities should not create any duplication or overlapping of assistance /area coverage vis-à-vis other schemes/programmes of State/Central Government;
- c) PMKSY funds are not being proposed as additional or 'top-up' subsidy to other ongoing schemes/programmes of State/Central Government excepting for topping up of material cost beyond the approved limit of the respective schemes like programmes (material component is restricted of the 40% of the exact cost under MGNREGS .
- d) DPRs have included provision for monitoring and evaluation;
- e) Convergence with other State/Central Schemes has been attempted

### **13. The District Level Implementation Committee (DLIC):**

DLIC will form the third tier of the PMKSY. The DLIC will be chaired by the Collector/District Magistrate and will comprise of CEO Zila Parishad/PD DRDA, Joint Director/Deputy director of Departments of Horticulture, Agriculture, Rural Development, Surface and Ground Water Resources, Irrigation and any other line Departments in the district, District Forest Officer, Lead bank officer of the District.

The Project Director, Agricultural Technology Management Agency (ATMA) will be the Member Secretary of DLIC. In addition, DLIC may have two progressive farmers, and a leading NGO working in the District, if any. The farmers will be nominated for one year from District Farmers Advisory Committee under ATMA. The NGO representative will be nominated by the Collector/District Magistrate.

The DLIC will oversee the implementation and inter-departmental coordination at district level and will have following role:

- a. To act as the field level coordinator between the various implementation agencies/line departments in the District and to ensure that the agreed District Irrigation Plan/ Annual Irrigation Plan is successfully implemented
- b. To prepare the District Irrigation Plan (DIP), showing the contribution of various funding streams and programmes towards specific outputs and outcomes and seek approval of the SLSC for the same.
- c. To prepare Annual Irrigation Plans (AIPs) arising out of the DIPs and to forward them to the SLSC for approval.
- d. To monitor the progress of various components of the AIPs, to remove implementation hurdles and make periodic reports to SLSC.
- e. To undertake public awareness and publicity efforts for engaging farmers, PRIs, media and other local stakeholders to build support for the implementation of the DIPs.

The Project Director, Agricultural Technology Management Agency (ATMA) will make use of the existing infrastructure and staff under ATMA in districts and blocks for discharging duties under PMKSY.

The DLIC will prepare the District Irrigation Plan (DIP) for the district which will include mapping existing water resource of the district created by various sources of irrigation, measures to identify the water risk status of the district, to identify the new source of water to enhance physical water availability at the farm level, measures to improve water use efficiency and water distribution. The DIP should take into account the outcomes of studies conducted by ICAR on existing and traditional cropping patterns especially in the context of optimal use of water resources. In addition, the traditional water management system of that particular area has to be taken into account, while formulating the DIP. MoWR, RD & GR should consult the State Governments for studying the traditional water management system within a month and provide the information to all the States for incorporation in DIP.

Ministry of Urban Development will incorporate compulsory water harvesting system in their model regulations being framed for Building Construction, and State Governments shall take into consideration these model regulations while formulating their building regulations. District Irrigation Plan will be prepared by IAS and IFS(Forest) officers of three junior most batches. Training modules for formulation of DIP shall be prepared by ICAR institutes in consultation with other relevant institutions and training on model for DIP formulation will be imparted to them by the end of September, 2015 and officers will be completed this task by end of December, 2015. ATMA Management Committee will assist DLIC in coordinating and executing extension related activities under PMKSY.

#### **14.0 National Steering Committee (NSC):**

An Inter-Ministerial National Steering Committee (NSC) will be constituted under the Chairmanship of Prime Minister with Union Ministers from concerned Ministries like Water Resources, River Development & Ganga Rejuvenation; Rural Development; Land Resources; Urban Development; Drinking Water & Sanitation; Financial Services; Tribal Affairs; Expenditure; Panchayati Raj; Science & Technology; Environment, Forest & Climate Change; Industrial Policy, Development of North Eastern Region (DONER); Vice Chairman, NITI Aayog; as members with Secretary(A&C) as Member Secretary to provide general policy strategic directions/advisories for programme implementation, protect interstate issues, and provide overall supervision addressing national priorities etc. The NSC will adopt its own working procedure and delegate such powers as it considers fit to the National Executive Committee.

## **15.0 National Executive Committee (NEC):**

A National Executive Committee (NEC) will be constituted under the Chairmanship of Vice Chairman, Niti Ayog with Secretaries of concerned Ministries/Departments and Chief Secretaries of selected States on rotation basis, representatives from professional institutes like NABARD & other financial institutions engaged in creation/use/recycling of water, SAC, MNCFC, ISRO, IMD, ICAR; Additional Secretary & FA of DAC, DoLR, MoWR; CEO of NRAA; Selected Experts as members with Joint Secretary (DAC) in charge of PMKSY as Member Secretary to oversee programme implementation, allocation of resources, inter ministerial coordination, monitoring & performance assessment, addressing administrative issues etc.

## **16.0 Release of Funds:**

60% of the PMKSY annual allocation will be released as first instalment to the State, upon the receipt of the minutes of SLSC approving implementation of new projects and/or continuation of ongoing projects during the financial year alongwith lists of projects approved. Release of funds will be made by the respective Ministry/department for the specific component. The concerned implementing ministries /department will be responsible to ensure receipt of utilisation certificate and corresponding physical and financial progress while releasing the funds for the specific component. The utilisation certificate is to be submitted by the respective implementing department/agency in the State.

In case, total cost of approved project is less than annual outlay, funds to the tune of 60% of approved project cost will be released.

Release of the second and final instalment would be considered on receipt of the following:

- a) *More than 90% Utilization Certificates (UCs) for the funds released upto previous financial year;*
- b) *Utilisation Certificates (UCs) of at least 50% of funds released in first instalment during current year; and*
- c) *Performance report in terms of physical and financial achievements as well as outcomes, within the stipulated time frame in specified format.*

If a State fails to submit these documents within reasonable period of time, balance funds may be re-allocated to better performing States.

Monitorable targets against funds released will be fixed for all critical sub-components and any achievements in a given timeframe will be reported for each activity with respect to baseline/historic data. This may include increase in production area, productivity, use of micro irrigation facilities etc. In this process,

the focus should also be on to fix accountability and use technology.

Nodal department shall ensure that Project-wise accounts are maintained by the Implementing Agencies and are subjected to the normal process of Statutory Audit. The assets so created and expenditure made there on may be provided to concerned Gram Sabha for the purpose of social audit. Likewise, an inventory of the assets created under PMKSY Projects except for those for individual farmers etc. should be carefully preserved and assets that are no longer required should be transferred to the Nodal Department or as per the guidelines of the respective programme components, for its use and redeployment where possible.

Central assistance under PMKSY will be released as per extant guidelines of the Ministry of Finance, Govt. of India.

## **17.0 Administrative Expenses & Contingencies:**

Administrative expenses may be met on pro-rata basis from the programme, not exceeding 5 percent, at each level to strengthen coordination, scientific planning and technical support for effective implementation of PMKSY at the field level. In case of ongoing IWMP projects, the administrative cost as admissible under the common guidelines for watershed development projects (para-67 of common guidelines) i.e. upto 10% of the budget for specific watershed projects, may be admissible. Administrative expenditure for functioning of Coordinating agency/institutions responsible for implementing PMKSY, payments to consultants, outsourcing of specific activities, recurring expenses of various kinds, staff costs etc. are admissible. However, no permanent employment can be created, nor can vehicles be purchased. States may supplement any administrative expenditure in excess of the permissible limit, from their own resources. Govt. of India may retain 1.5% of the PMKSY provision for IEC activities and another 1.5% of the allocations for administrative, monitoring, evaluation and any contingencies that may arise during the implementation of the scheme by each participating departments. In the first year (2015-16), an amount to the tune of Rs. 75 Cr will be set aside for preparing DIP and SIP, which will be met out of the funds earmarked for DAC.

DAC may set up a technical support group by assigning dedicated officers and staff from its existing strength and engaging consultants, experts. DAC may outsource some technical assignments to specific agencies including studies, training programmes relating to PMKSY activities. Workshops, conferences, awareness campaign, publicity, documentation etc.

## **18.0 Monitoring & Evaluation:**

A web-based Management Information System for PMKSY (PMKSY-MIS) will

be developed to collect essential information related to each project. States will be responsible for timely submission/updating project data online in the system (preferably on a fortnightly basis), which will provide current and authenticated data on outputs, outcome and contribution of PMKSY projects in the public domain. Monitorable targets against each component will be fixed by concerned Ministry/department of GOI such as Department of Agriculture & Cooperation, Ministry of Water Resources, RD& GR, Department of Land Resources and Ministry of Rural Development for all sub-components (MoRD will enter the information only for creation of water sources in the identified rainfed and backward blocks for special focus by MGNREGA funds where DoLR to complete their ongoing watershed programmes). Any achievements in a given timeframe will be reported for each activity with respect to baseline/historic data. This may include increase in production area, productivity, use of precision facilities etc. In this process, the focus should also be on to fix accountability and use technology for not meeting the targets and time frame of implementation.

PMKSY-MIS reports shall be the basis of 'on line monitoring' and judging 'Inter-State performance'; States may establish a dedicated PMKSY-MIS cell for this purpose.

The assets created under "Pradhan Mantri Gramin Sinchai Yojana" will be geo-tagged and mapped on to location maps using Bhuvan application developed by Indian Space Research Organisation (ISRO). This activity will be dovetailed with the new Innovative Technology Dissemination component of hand held devices under NAMET. The extension workers or other verification authorities will fill in details of the asset being created or completed under the Scheme by completing online form as an Android application. Asset details of each irrigation source and distribution channel with digitized satellite imagery with necessary information on capacity, sources, inlets, outlets etc. to be uploaded using geo-tagging feature of a GPS enabled smart phone. In order to fine-tune this activity, village boundaries as per Survey of India (having latitude/longitude details) will be used in conjunction with District/Block codes strictly in keeping with the Farmer's Portal so as to avoid any duplication or contradiction. Each structure will have a unique ID no. with "first two letters of state/abbreviated scheme name/ first three letters of district/year of operationalization/ longitude/latitude". Services of MNCFC will be utilised for such activities.

Twenty five percent (25%) of the projects sanctioned by the State shall have to be compulsorily taken up for third party monitoring and evaluation by the implementing States. Besides, the accounts of all this assets created will have to be put before the Gram Sabha for social audit.

Action plan for monitoring and evaluation will be chosen by SLSC every year in its first meeting based on project cost, importance of the project etc.

preferably covering all sectors. The State Government will be free to choose any reputed agencies for conducting the monitoring and evaluation work in their States. Requisite fees/cost towards monitoring & evaluation will be met by the State Government from the 5% allocation retained by them for administrative expenses. DAC will evolve suitable mechanism for concurrent evaluation of implementation of PMKSY. DAC may also engage suitable agency for conducting State specific/Pan India periodic implementation monitoring and/or mid-term/end-term evaluation of the scheme. NRAA will be involved in the process of mid-term/end term evaluation of PMKSY programme.

The performance of the States will be reflected in the Outcome Budget document of the respective Ministry/Department.

## **19.0 Convergence:**

PMKSY will ensure convergence with all rural assets/infrastructure based programmes related to water conservation and management programmes/schemes like Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS), Rashtriya Krishi Vikash Yojana (RKVY), Jawaharlal Nehru National Solar Mission and Rural Electrification programmes, Rural Infrastructure Development Fund (RIDF), Member of Parliament Local Area Development (MPLAD) Scheme, Member of Legislative Assembly Local Area Development (MLALAD) Scheme, Local body funds, Working Plan of State Forest Department etc. The inputs from the Intensive Participatory Planning Exercise (IPPE) already conducted under MGNREGA in 2,500 backward Blocks may be used in preparing the DIP. In most cases the labour intensive works like earth works for source creation may be taken up under MGNREGA. Emphasis be given for utilising MGNREGA fund for de-silting of ponds, canals, defunct water bodies like old ponds, Jal Mandir, khul, Tanka etc. to improve storage capacity and creating scopes for water availability for irrigation purposes. PMKSY(Per Drop More Crop) fund may also be used for topping up of material cost beyond the specified limit, i.e., 40% in the MGNERGA for lining, inlet, outlet, silt trap, adjustable gates etc. All stake holders viz farmers, Panchayat and grass route level functionaries be made aware of scientific/technical processes of cleaning canals, de-siltation, construction of water harvesting structures etc., through extension activities including use of IEC, short animation films etc. to get maximum benefit of MGNREGA for these works. Other works can be taken up from PMKSY(Har Khet Ko Pani), PMKSY(Watershed) etc. depending on the type and nature of works. Where irrigation source is created, the PMKSY(Per drop more crop) component be potentially made use to improve irrigation efficiency and extend larger coverage from the same source. Department of Land Resources is in the process of starting the World Bank assisted "Neeranchal" project. Neeranchal is proposed to focus on better scientific basin level planning, new technologies for efficient water

management, community level hydrology, enhanced production and yields, linkages with markets, real time monitoring systems using state of the art technologies and urban watersheds. Neeranchal will support PMKSY with proper synergy between the two programmes.

Where more than one department has to converge to implement a single scheme, each department may take up a separate component for implementation. Wherever irrigation potential has been created, but is lying unutilised for want of field channels, works for creating such supporting infrastructure shall be taken up under MGNREGA on priority and such works should also be part of the District Irrigation Plan. In respect of the irrigation works to be taken up under MGNREGA, technical support of other line departments would be provided. In fact, such support will enable scientific plans and execution of such works as part of PMKSY.

Ministry of Panchayati Raj shall also be appropriately consulted for ensuring that local/Panchayat level requirements are adequately addressed in DIPs and SIP. PMKSY will also accord priorities to villages identified under Sansad Adarsh Garm Yojana (SAGY).

**20.0** Department of Agriculture and Cooperation, Ministry of Agriculture, Govt. of India may affect changes in the PMKSY operational guidelines, other than those affecting the financing pattern as the scheme evolves, whenever such changes are considered necessary with the approval of NEC.

**21.0** These guidelines are applicable to all the States and Union Territories.

**Appendix-a**

<b>State-wise Extent of Net Sown, Irrigated and Rainfed Area (2011-12)</b>				
			(in thousand hectaters)	
<b>Sl</b>	<b>States</b>	<b>Net Sown Area</b>	<b>Net irrigated area</b>	<b>Rainfed area</b>
1	Andhra Pradesh	11161	5090	6071
2	Arunachal Pradesh	215	57	158
3	Assam	2811	161	2650
4	Bihar	5396	3052	2344
5	Chattisgarh	4677	1415	3262
6	Goa	132	41	91
7	Gujarat	10302	4233	6069
8	Haryana	3513	3073	440
9	Himachal Pradesh	538	106	432
10	Jammu & Kashmir	746	319	427
11	Jharkhand	1085	125	960
12	Karnataka	9941	3440	6501
13	Kerala	2040	409	1631
14	Madhya Pradesh	15237	7887	7350
15	Maharashtra	17386	3252	14134
16	Manipur	365	69	296
17	Meghalaya	285	65	220
18	Mizoram	97	13	84
19	Nagaland	379	84	295
20	Orissa	4394	1259	3135
21	Punjab	4134	4086	48
22	Rajasthan	18034	7122	10912
23	Sikkim	77	14	63
24	Tamil Nadu	4986	2964	2022
25	Tripura	256	60	196
26	Uttarakhand	714	339	375
27	Uttar Pradesh	16623	13411	3212
28	West Bengal	5198	3078	2120
29	A & N Island	15	0	15
30	Chandigarh	1	1	0
31	D&N Haveli	17	4	13
32	Daman & Diu	3	0	3
33	Delhi	22	22	0
34	Lakshadweep	2	0	2
35	Pondicherry	18	15	3
	<b>Total</b>	<b>140800</b>	<b>65266</b>	<b>75534</b>

**Source:** Agriculture Statistics at a Glance June, 2014, Directorate of Economics & Statistic, Ministry of Agriculture

## Appendix-b

### **Illustrative Activities under PMKSY (Refer to Para 4.0 of the Guidelines)**

<b>SI . No.</b>	<b>Programme Components</b>	<b>Illustrative Activities</b>
1	AIBP	<ul style="list-style-type: none"> <li>• To focus on faster completion of ongoing Major and Medium Irrigation including National Projects</li> </ul>
2.	PMKSY (Har Khet ko Pani)	<ul style="list-style-type: none"> <li>• Creation of new water sources through Minor Irrigation (both surface and ground water)</li> <li>• Repair, restoration and renovation of water bodies; strengthening carrying capacity of traditional water sources, construction rain water harvesting structures (Jal Sanchay);</li> <li>• Command area development, strengthening and creation of distribution network from source to the farm;</li> <li>• Improvement in water management and distribution system for water bodies to take advantage of the available source which is not tapped to its fullest capacity (deriving benefits from low hanging fruits). At least 10% of the command area to be covered under micro/precision irrigation.</li> <li>• Diversion of water from source of different location where it is plenty to nearby water scarce areas, lift irrigation from water bodies/rivers at lower elevation to supplement requirements beyond IWMP and MGNREGS irrespective of irrigation command.</li> <li>• Creation and rejuvenation of traditional water storage systems like Jal Mandir (Gujarat); Khatri, Kuhl (H.P.); Zabo (Nagaland); Eri, Ooranis (T.N.); Dongs (Assam); Katas, Bandhas (Odisha and M.P.) etc. at feasible locations.</li> </ul>
3	PMKSY (Watershed)	<ul style="list-style-type: none"> <li>• Water harvesting structures such as check dams, nala bund, farm ponds, tanks etc.</li> <li>• Capacity building, entry point activities, ridge area treatment, drainage line treatment, soil and moisture conservation, nursery raising, afforestation, horticulture, pasture development, livelihood activities for the asset-less persons</li> </ul>

		<p>and production system &amp; micro enterprises for small and marginal farmers etc.</p> <ul style="list-style-type: none"> <li>Effective rainfall management like field bunding, contour bunding/trenching, staggered trenching, land levelling, mulching etc.</li> </ul>
4	PMKSY(Per drop more crop)	<ul style="list-style-type: none"> <li>Programme management, preparation of State/District Irrigation Plan, approval of annual action plan, Monitoring etc.</li> <li>Promoting efficient water conveyance and precision water application devices like drips, sprinklers, pivots, rain-guns in the farm (Jal Sinchan);</li> <li>Topping up of input cost particularly under civil construction beyond permissible limit (40%), under MGNREGS for activities like lining inlet, outlet, silt traps, distribution system etc.</li> <li>Construction of micro irrigation structures to supplement source creation activities including tube wells and dug wells (in areas where ground water is available and not under semi critical /critical /over exploited category of development) which are not supported under PMKSY (WR), PMKSY (Watershed) and MGNREGS.</li> <li>Secondary storage structures at tail end of canal system to store water when available in abundance (rainy season) or from perennial sources like streams for use during dry periods through effective on-farm water management;</li> <li>Water lifting devices like diesel/ electric/ solar pumpsets including water carriage pipes.</li> <li>Extension activities for promotion of scientific moisture conservation and agronomic measures including cropping alignment to maximise use of available water including rainfall and minimise irrigation requirement (Jal sarankchan);</li> <li>Capacity building, training for encouraging potential use water source through technological, agronomic and management practices including community irrigation.</li> <li>Awareness campaign on water saving technologies, practices, programmes etc.,</li> </ul>

		<p>organisation of workshops, conferences, publication of booklets, pamphlets, success stories, documentary, advertisements etc.</p> <ul style="list-style-type: none"> <li>• Improved/innovative distribution system like pipe and box outlet system with controlled outlet and other activities of enhancing water use efficiency</li> </ul>
5	MGNREGA	<ul style="list-style-type: none"> <li>• Water harvesting structures on individual lands of vulnerable sections, creation of new irrigation sources, upgradation/desilting of traditional water bodies, water conservation works etc.</li> <li>• Supplementing soil and water conservation works in the identified back ward rainfed blocks by overlaying of the plans with that of watershed projects for development to full potential</li> <li>• Desiltation of canal &amp; distribution system, Deepening and desiltation of existing water bodies, strengthening of bunds/embankments etc.</li> <li>• Restoring the potential of traditional water storage systems like Jal Mandir; Khatri, Kuhl, Zabo, Ooranis ,Dongs , Katas, Bandhas etc. through disiltation and deepening activities</li> </ul>

Table 7.19 Recommended norms of treated sewage quality for specified activities at point of use

Parameter	Toilet flushing	Fire protection	Vehicle Exterior washing	Non-contact impoundments	Landscaping, Horticulture & Agriculture crops	
					Horticulture, Golf course	Non edible crops
1 Turbidity (NTU)	<2	<2	<2	<2	<2	AA
2 SS	nil	nil	nil	nil	nil	AA
3 TDS				nil	30	30
4 pH				2100	nil	30
5 Temperature °C					Ambient	
6 Oil & Grease	10	nil	nil	nil	10	10
7 Minimum Residual Chlorine	1	1	1	0.5	1	nil
8 Total Kjeldahl Nitrogen as N	10	10	10	10	10	nil
9 BOD	10	10	10	10	20	10
10 COD	AA	AA	AA	AA	30	AA
11 Dissolved Phosphorous as P	1	1	1	1	2	5
12 Nitrate Nitrogen as N	10	10	10	5	10	10
13 Faecal Coliform in 100 ml	Nil	Nil	Nil	Nil	230	Nil
14 Helminthic Eggs / litre	AA	AA	AA	AA	<1	<1
15 Colour	Colourless	Colourless	Colourless	Colourless	AA	Colourless
16 Odour	Aseptic which means not septic and no foul odour					Colourless

All units in mg/l unless specified; AA-as arising when other parameters are satisfied;  
 A tolerance of plus 5% is allowable when yearly average values are considered.

# **Participatory Guarantee System for India**

**[PGS-India]**

## **Operational Manual for Domestic Organic Certification**

**[National Mission for Sustainable Agriculture]**

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## Abbreviations

<b>CT</b>	-Chemically Treated
<b>DAC</b>	-Department of Agriculture and Cooperation
<b>EM</b>	-Effective Microorganism
<b>GMO</b>	-Genetically Modified Organisms
<b>ICS</b>	-Internal Control System
<b>IFOAM</b>	-International Federation of Organic Agriculture Movements
<b>INM</b>	-Integrated Nutrient Management
<b>LG</b>	-Local Group
<b>NAC</b>	-National Advisory Committee
<b>NCOF</b>	-National Centre of Organic Farming
<b>NGO</b>	-Non-Government Organization
<b>NPOP</b>	-National Programme for Organic Production
<b>NT</b>	-Non-Treated
<b>RC</b>	-Regional Council
<b>RCOF</b>	-Regional Centre of Organic Farming
<b>UID</b>	-Unique Id
<b>ZC</b>	-Zonal Council

## Definitions

**Accredited certification agency** - An agency accredited by National Accreditation Body under National Programme on Organic Production (NPOP) for certification of organic production system.

**Ayurvedic** - Ayurveda is a traditional naturopathic system of medicines and health care of India.

**Buffer zone** - A clearly defined and identifiable boundary area bordering an organic production site that is established to limit application of, or contact with, prohibited substances from an adjacent area.

**Co-mingling** – Accidental or intentional mixing of organic and conventional produce

**Contamination** - Pollution of organic product or land; or contact with any material that would render the product unsuitable for organic certification.

**Conversion period** – The time period required for converting a conventional farm to organic farm.

**Diversity** – Creation of biological diversity by planting different types of trees, bushes and plants and by taking various types of crops simultaneously at given time

**Habitat management** - Practices and protocols for management of an area in which ideal environment is created for existence of various plant or animal species naturally.

**Homeopathy** - Homeopathy is a system of medicine based on the principle of “*Similia, Similibus, Curentur* (let likes be treated by likes)”.

**Facilitating agency** – A agency hired by the Local Group to assist in management and implementation of PGS norms, including data management on PGS website on behalf of Local Group(s).

**Local Group** – A group of farmers working together for participatory organic guarantee programme under PGS-India norms and guidelines

**Livestock** - Means any domestic or domesticated animal including bovine (including buffalo and bison), porcine, caprine, equine, poultry and bees raised for food or in the production of food. The products obtained by hunting or fishing of wild animals shall not be considered as part of this definition.

**Parallel production** - Means any production system where the same unit is growing, breeding, handling or processing the similar products both in organic and in non- organic system.

**Part Conversion** - Means when part of a conventional farm or unit has already been converted to organic production or processing and a part is either conventional or in the process of conversion.

**PGS-NAC** – PGS-National Advisory Committee is the apex policy and decision making body for PGS-India programme at Department of Agriculture and Cooperation.

**Zonal Council** – An agency authorized by PGS-NAC to coordinate and monitor the functioning of Regional Councils under PGS-India organic Guarantee programme.

**Participatory Guarantee System (PGS)** - PGS is a quality assurance initiative that is locally relevant, emphasize the participation of stakeholders, including producers and consumers and operate outside the frame of third party certification.

As per the definition of IFOAM (2008) "Participatory Guarantee Systems are locally focused quality assurance systems. They certify producers based on active participation of stakeholders and are built on a foundation of trust, social networks and knowledge exchange.

**Peer Review** - A process whereby people in similar situations (in this case small holder producers) in some way assess the production practices of their peers. The process can be formal or informal.

**Pledge** – Pledge is a written document by the operator or local group member committing to abide by the organic production system as per the PGS-India norms.

**Regional Council** - An agency authorized by PGS-NAC to coordinate, monitor and approve certification decisions of Local Group under PGS-India organic Guarantee programme.

**Third Party Certification** – An organic guarantee programme operated under National Programme on Organic Production involving an independent agency for verification and certification of organic production processes.

**Unani** – Ancient system of medicines and health care emerged from Europe

**Veterinary** – A modern health care system for animals

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## **Chapter-1**

# **Participatory Guarantee System For India (PGS-India)**

### **1.1 Preamble**

Organic producers around the world have been developing methods to guarantee the organic integrity of their products for fifty years. Today, what are generally referred to as *Third-Party Certification* systems have become the dominant means of Organic Guarantee for world trade and Indian producers have accredited Third-Party Organic Certification agencies to choose from. While Third Party Certification is an essential component to world trade, there are downsides to the system. The inherent expense and paperwork required in a multi-level system discourages most small organic producers from being certified at all. This limits local and domestic trade as well as access to organic products. Worse yet, it limits the growth of the Organic Movement as a whole.

In an attempt to reduce the inequality, a number of alternative methods to guarantee the Organic integrity of products have been developed for small domestic producers, and they are growing rapidly. These alternative programs are now collectively referred to as *Participatory Guarantee Systems* (PGS). The term PGS embodies the active participation of producers and other stakeholders in their organic guarantee process.

### **1.2 About PGS**

Participatory Guarantee System (PGS) is a quality assurance initiative that is locally relevant, emphasize the participation of stakeholders, including producers and consumers and operate outside the frame work of third party certification. As per IFOAM (2008) definition "Participatory Guarantee Systems are locally focused quality assurance systems. They certify producers based on active participation of stakeholders and are built on a foundation of trust, social networks and knowledge exchange". PGS is a process in which people in similar situations (in this case small holder producers) assess, inspect and verify the production practices of each other and take decision on organic certification (PGS-Green and PGS-Organic ).

PGS system has number of basic elements which embrace a participatory approach, a shared vision, transparency and trust. Participation is an essential and dynamic part of PGS. Key stakeholders (producers, consumers, retailers, traders and others such as NGOs, Societies/ Gram panchayaths/ State/Central Govt. organization/agencies /farmer etc.,) are engaged in the initial design, and then in the operation of the PGS. In the operation of a PGS, stakeholders (including producers) are involved in decision making and essential decisions about the operation of the PGS itself. In addition to being involved in the mechanics of the PGS, stakeholders, particularly the producers are engaged in a structured ongoing learning process, which helps them improve what they do. This process is facilitated by the PGS group itself or in some situations a supportive NGO/ Societies, Gram panchayaths, State/Central Govt. organization/agencies etc. The learning process is usually 'hands-on' and involves field days or workshops. The idea of participation embodies the principle of collective responsibility for ensuring the organic integrity of the PGS.

### **1.3 Guiding Principles for Participatory Guarantee System**

In tune with the international trends and IFOAM's PGS Guidelines, PGS India system is also based on participatory approach, a shared vision, transparency and trust. In addition it gives PGS movement a National recognition and institutional structure without affecting the spirit of PGS.

#### **1.3.1 Participation**

Participation is an essential and dynamic part of PGS. Key stakeholders (producers, consumers, retailers, traders and others such as NGOs, Societies, Gram panchayaths, State/Central Govt. organization/agencies etc.,) are engaged in the initial design, and then in the operation of the PGS and decision making.

The idea of participation embodies the principle of a collective responsibility for ensuring the organic integrity of the PGS. This collective responsibility is reflected through:

- Shared ownership of the PGS
- Stakeholder engagement in the development process
- Understanding of how the system works and
- Direct communication between producers and consumers and other stakeholders, producers, consumers, retailers, traders and others such as NGOs, Societies, Gram panchayaths, State/Central Govt. organization/agencies etc.

Together these help to shape the integrity based approach and a formula for trust. An important tool for promoting this trust is having operational processes that are transparent. This includes transparency in decision making, easy access to the data base and where possible farms are open to participation and visits of consumers. Participation of traders/ retailers or consumers in decision making may not be possible under all situations, but their participation in any form will increase the credibility and trustworthiness of the group.

#### **1.3.2 Shared Vision**

Collective responsibility for implementation and decision making is driven by common shared vision. All the key stakeholders (producers, consumers, retailers, traders and others such as NGOs, Societies, Gram panchayaths, State/Central Govt. organization/agencies etc.) support the guiding principles and goals, PGS is striving to achieve. This can be achieved initially through their participation and support in the design and then by joining it. This may include commitment in writing through signing an application/ document that includes the vision.

Each stakeholder organization (or PGS group) can adopt its own vision conforming to the overall vision and standards of PGS- India programme.

#### **1.3.3 Transparency**

Transparency is created by having all stakeholders, including producers and consumers, aware of exactly how the guarantee system works to include the standards, the organic guarantee process (norms) with clearly defined and documented systems and how decisions are made. Public access will be ensured to documentation and information about the PGS groups, such as lists of certified producers and details about their farms and non-compliance actions. These will be available through a dedicated National database websites(PGS-INDIA webportal). But still it does not mean that entire information on National PGS database will be available to everyone.

At the grass roots level transparency is maintained through the active participation of the producers in the organic guarantee process which can include

- Information sharing at meetings and workshops
- Participation in internal inspections (peer reviews)
- Involvement in decision making.

#### **1.3.4 Trust**

The integrity base upon which PGS are built is rooted in the idea that producers can be trusted and that the organic guarantee system can be an expression and verification of this trust. The foundation of this trust is built from the idea that the key stakeholders collectively develop their shared vision and then collectively continue to shape and reinforce their vision through the PGS. The ways this trust is reflected may depend entirely on factors that are culturally/ socially specific to the PGS group.

The idea of ‘trust’ assumes that the individual producer has a commitment to protecting nature, maintaining biodiversity, maintenance of soil health, and consumers’ health through organic production which are free from chemical residues.

Mechanism for expressing trustworthiness includes:

- Declaration (a producer pledge) via a witnessed signing of a pledge document
- Written collective undertaking by the group to abide by the norms, principles and standards of PGS

#### **1.3.5 Horizontality**

PGS India is intended to be non-hierarchical at group level. This will reflect in the overall democratic structure and through the collective responsibility of the PGS group with sharing and rotating responsibility, by engaging producers directly in the peer review of each other’s farms; and by transparency in decision making process.

#### **1.3.6 National networking**

PGS India while keeping the spirit of PGS intact also aims to give the entire movement an institutional structure. This is proposed to be achieved by networking the groups under common umbrella through various facilitating agencies, Regional Councils and Zonal Councils. To make the system completely transparent and accessible to traders and consumers entire data will be hosted on a common platform in the form of a website (PGS-INDIA). National Centre of Organic Farming shall be the custodian of data, define policies and guidelines and undertake surveillance through field monitoring and product testing for residues. Regional councils and facilitating agencies will facilitate the local groups in capacity building, training, knowledge/ technology dissemination and data uploading on the PGS website. But at every stage it will be ensured that these agencies including apex body do not interfere in the working and decision making of the group. Even if surveillance is done and reports are made, the same will also be put on website in public domain. What action is to be taken on adverse reports will be left to the group and Regional Council.

### **1.4 Advantages of PGS over third party certification system**

In PGS organic farmers have full control over the certification process and are able to produce far more credible and effective system of quality assurance compared to third party

certification. Important benefits of this system over third party certification system are as follows:

- a. The procedures are simple; documents are basic and use the local language understandable to farmers.
- b. All the members are local and known to each other. Being themselves practicing organic farmers have high degree of understanding on day-to-day knowledge or acquaintance of the farm.
- c. Peer appraisers are among the group and live in the same village, therefore have better access to surveillance
- d. Peer appraisal instead of third party inspections reduces cost
- e. Mutual recognition and support between Regional PGS groups ensures better networking for processing and marketing.
- f. Empowers farmers with increased capacity building
- g. Bring consumers to the farm without the need of middleman
- h. Unlike grower group certification system, PGS offer every farmer with individual certificate and each farmer is free to market its own produce independent of group.
- i. Consumers and buyers are often involved in production and verification process
- j. Random residue testing at regular intervals ensures the integrity and increases the trust.

### **1.5 Limitations of PGS**

PGS certification is only for farmers or communities that can organize and perform as a group within the village or in close-by villages with continuous territory and is applicable on, on-farm activities comprising of crop production, processing and livestock rearing (including bee keeping) and off-farm processing "by PGS farmers of their direct products".

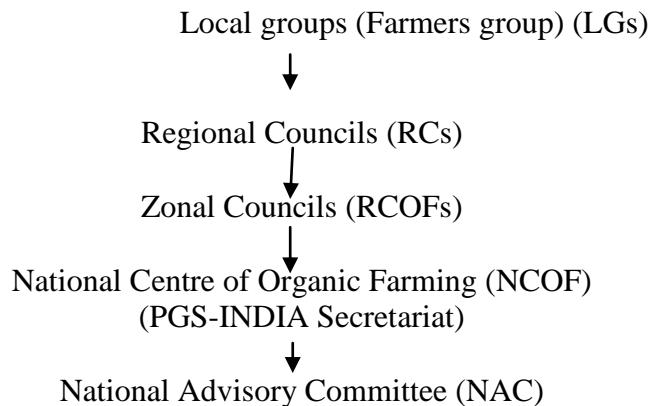
Individual farmers or group of farmers having less than 5 members are not covered under PGS. They either have to opt for third party certification or join the existing PGS local group.

PGS is applicable on on-farm activities comprising of crop production, processing and livestock rearing and off-farm processing "by PGS farmers of their direct products". Off-farm processing activities such as, storage, transport and value addition activities by persons/agencies other then PGS farmers away from the group are not covered under PGS. Off-farm input approval granted by the group is applicable on the members of the same group and cannot be taken as a basis for universal approval for other groups. Off-farm inputs need to be approved by each group for their member's use on case to case basis.

PGS ensures traceability only up to end till it is in the custody of PGS group. Once the product leaves the custody of PGS group there is no control of PGS on its integrity, Therefore PGS is ideal for local direct sales/ direct trade between producer and consumer and direct trade of packed finished product with PGS logo between PGS group and traders/ retailers. But Local Groups and buyers in consultation with RC can devise some mechanism with full traceability records to allow use of PGS logo on products packed by traders/ retailers.

## 1.6 Operational Structure

Schematic operational structure of the PGS India is given below:



## Chapter-2

## Structure, Role and Responsibilities of different key Stakeholders

### 2.1 National Advisory Committee for PGS (PGS-NAC)

#### 2.1.1 Structure

National advisory committee shall be the apex policy making body for PGS India Programme with following composition:

1. Joint Secretary (INM), DAC	Chairman
2. Director, NCOF	Executive Secretary
3. Regional Director, RCOF I	Member
4. Regional Director, RCOF II	Member
5. Additional Commissioner	Member
6. Dy Commissioner (INM), DAC	Member
7. Head Zonal Councils/(s)	Member
8. Representatives of RC (North)	Members
9. Representatives of RC (South)	Members
10. Representatives of RC (East)	Members
11. Representatives of RC (West)	Members
12. Farmers' representatives (4, one from each region)	Members
13. Consumers representatives	Member

First Six members of the committee will be permanent members, as they are represented by their position. Representatives of Regional Councils will be nominated to the committee by election for a fixed tenure of two years. Representatives of farmers and consumers will be selected and co-opted by the other members of the committee on the recommendations of RC and ZCs. The farmer representative is required to be the member of a Local Group from that region with certain standing.

#### 2.1.2 Role and Responsibility

PGS-NAC being apex policy making body shall be responsible for:

- a. Defining operational and policy guidelines and PGS India Standards. In case of changes the committee shall ensure that the amendments/ modifications are considered "through intensive consultation with the base".
- b. Make changes, improvements and amendments to the programme and national coordination structure as a whole without interference in the autonomic functioning of Regional councils and local groups. Co-ordinate and monitor national level capacity building, education, outreach and surveillance activities.
- c. Selection and Authorization of Zonal and Regional Councils
- d. Surveillance and monitoring on the functioning of Zonal and Regional councils
- e. Sanction/ withdrawal of authorization to Zonal/ Regional councils on being found not functioning or not functioning according to the guidelines.

### **2.1.3 Meetings of PGS-NAC**

PGS-NAC will meet at least once a year to review the implementation process and for authorization of new councils. PGS-NAC meetings can also be convened at the discretion of the Chairman and/ or on the request of at least 25% members to take up important matter.

Any policy change, modification in standards and sanctions/ punishments needs to be endorsed by the majority of members present in the meeting. Minimum quorum for a meeting will be 30% of total strength. If it is not possible to convene a meeting, urgent issues can be decided by circulation. In all such cases at least 50% of responding members within the given time frame must endorse the decision.

To give the programme a head start there may a need to meet PGS-NAC at regular intervals in the initial years. Later once the programme is settled the PGS-NAC may meet only once or twice a year.

Travel expanses of non-officials (members of NGO based ZC, RC and Farmers and consumers representatives) shall be borne by PGS Secretariat.

### **2.2 NCOF as PGS Secretariat**

National Centre of Organic Farming will be the Secretariat of the PGS programme with Director NCOF as the Executive authority. Key role and responsibilities of the Secretariat will be as follows:

- a. All executive and secretarial responsibilities related to execution of the programme, NAC meetings, implementation of the decisions of NAC, matters to be put up to NAC and coordination with NAC members
- b. Advise NAC on all technical and implementation issues
- c. Capacity building, education, training and outreach activities for Zonal and Regional councils.
- d. Training of local group leaders through RCOFs in collaboration with Zonal Council and Regional Councils.
- e. Surveillance and monitoring of Zonal and Regional Councils
- f. PGS India Website design, hosting and maintenance
- g. Custodian of entire PGS India database
- h. Receipt and processing of applications for authorization of NAC as Zonal/Regional Councils
- i. Facilitate election of members from RCs for nomination to PGS-NAC.

- j. Facilitate and maintain positive relationship with controllers of Third party certification system to ensure the compatibility of PGS programme with NPOP.
- k. Coordinate and liaise with different State Governments for promotion and popularization of PGS programme.
- l. Surveillance of PGS products through residue testing including collection of PGS samples, getting those samples tested for residue analysis and hosting of residue analysis results on PGS website.
- m. Appellate authority for local groups against the actions and decisions of Regional Councils/Zonal councils and for Regional Councils against the action of Zonal council.
- n. Literature development, publicity, technology dissemination and awareness creation through print and electronic media.

Except surveillance and monitoring on Zonal/ Regional Councils, the PGS secretariat in no way will interfere in the autonomic functioning of Zonal/Regional Councils and local groups. Even in some cases where secretariat undertakes monitoring of some local groups and find some non-compliance, the same will be reported to the concerned Regional Council for further course of action at their discretion. Even in the cases where the PGS samples have been found to be having pesticide residues, the report will be hosted on the website with information to the concerned Regional Council for further action at their discretion.

### **2.3 Zonal Council**

As India is a large country with most of the producers as small and marginal, it is expected there will large numbers of small-small groups in different states and geographical regions. To coordinate such small groups effectively it is desirable that Regional Councils are locally placed and do not need to travel long distances for effective coordination with local groups. Under such scenario it is likely that there are numerous Regional Councils. To have effective coordination with Regional Councils it is proposed to have up to Six Zonal Councils. Initially there may be only two Zonal Councils (North and South Zone) but in due course of time with the increase in number of RCs the number of NCs may be increased up to Six (North, South, East, West, North-East and Central). To start the programme, pending selection and appointment of Zonal Council, NCOF and its Regional Centres will act as Zonal Council. Once the Zonal Councils are appointed the responsibility will be transferred to these Zonal Councils and NCOF and RCOF will only be undertaking the functions assigned to it as PGS Secretariat. For State-Agency Regional Councils NCOF/RCOF shall be the Zonal councils.

#### **2.3.1 Appointment of Zonal Councils**

Zonal Councils will be appointed by the PGS-NAC on the recommendations of PGS secretariat. Only well established organizations with proven dedication to the cause of organic agriculture movement and well versed with the organic guarantee/ certification systems will be considered. Zonal Councils should be self dependent bodies with strong financial health. RCOFs shall be the Zonal councils.

#### **2.3.2 Role and Responsibilities**

- a. Receipt, processing and authenticity verification of application for authorization as Regional Council. On being found suitable forwarding of applications to PGS secretariat for approval of PGS-NAC.
- b. Provide up-dated documents, policies, literature and other technical input to RCs for further information of local groups.
- c. Coordinate Regional Council Training workshops

- d. Coordinate national level education and outreach activities in collaboration with PGS Secretariat.
- e. Surveillance and monitoring on the functioning of Regional councils.
- f. Complaint redressal of farmers and local groups against the functioning and actions of Regional councils
- g. Appellate authority on complaints of certificate denial by RC or sanctions imposed by RC on local groups
- h. Appellate authority on complaints of traders/ retailers/ consumers on the quality/ organic integrity of PGS products of particular group and action taken by RC or inaction of RC.
- i. Collaborate PGS Secretariat in collection of PGS certified samples for residue analysis

#### **2.4 Regional Councils**

Regional Council (RC) can ideally be floated by State agencies, existing NGOs, Organic Certification service providers of Central and State Governments or any other agency((producers, consumers, retailers, traders and Societies / Gram panchayaths/ farmer etc.,)). Local groups with three years standing in PGS programme are allowed to form their own RC, provided they have support for at least 10 local groups. Local groups dissatisfied with the functioning and control of their existing RC can, any time, come-together to form a new RC, provided they have support of at least 10 local groups, and apply to PGS secretariat through Zonal Council/RCOF for necessary authorization.

Initially to start the programme the RCs will be selected by the ZC and PGS secretariat, existing PGS regional facilitators (regional councils, members of the existing PGS Organic India council) will also be considered for appointment as RCs if they apply and meet the criteria, but in due course of time the local groups will be encouraged to come forward with their own RCs. Nomination of RCs to PGS-NAC will be done by election on Regional basis. Each RC will have one vote.

##### **2.4.1 Eligibility criteria for appointment of any agency as RC**

- a. May have proven record on promotion of agriculture and organic management practices
- b. Situated in the area of functioning with permanent office and working personals.
- c. Have access to computer, printer and internet facility
- d. At least one member is well versed with data handling and data uploading in computer on internet
- e. Adequate knowledge on organic guarantee/ certification systems and/ or previous experience in supporting Third party certification/Participatory Guarantee Systems or promotion of agricultural activities in rural areas..
- f. Should have support and endorsement from at least 10 local groups Members should undergo necessary PGS training meant for RCs organized by ZC and PGS secretariat
- g. Have adequate financial resources to operate as Regional Council.
- h. Each RC will be initially authorized for a period of three years. Authorization needs renewal after every three years. Renewal will be considered by NAC on application by the RC and on the recommendation and surveillance report of ZC and PGS secretariat.

##### **2.4.2 Role and responsibility of Regional Council**

- a. Training and support to existing and new local groups in procedures and paper work necessary for each farmer's organic guarantee.

- b. Translate and print PGS paper work in local language
- c. Register local groups and issue user ID and password for data uploading on PGS-India website.
- d. Facilitate local groups in data uploading on PGS website, if local group do not have access to computer and internet.
- e. Confirms that the Local Group Summary Worksheet listing all the farms that are to be Certified Organic is complete and was conscientiously maintained by the group
- f. Can NOT pick and choose individual farmers to certify, only approve/confirms the collective decision of the Local Group as a whole and organic integrity of the system adopted by the local group.

Ideally once a Local Group summary sheet with collective decision of the group signed by at least three lead members is endorsed by the RC, the RC activates the UID. On UID activation the group can directly print the certificates for all its members, but in case if the group does not have access to computer and internet then the same will be facilitated by RC.

- g. Activate and/or issue certification UID number to each approved Local Group (received from the instant UID Pool maintained on PGS Website).
- h. Print and distribute annual Organic Certificates for individual farmer.
- i. Participate in sampling of Local Group farm appraisals
- j. Provide Local Groups with guidelines for “Non-compliance Sanctions”
- k. Participate in online system to provide Summary Worksheet information to interested parties and helps to connect interested parties with the Local Groups for access to individual farmers’ Organic Guarantee
- l. To ensure complete transparency of the certification process
- m. To facilitate Mutual Recognition and Support for the various groups (and individual farmers) on a national level by allowing Regional Councils to audit the Organic Guarantee of certified farms in other Regional Councils.
- n. To quickly build trust and credibility in the system as a whole ensure access to members of the public and media.
- o. Submission of annual reports on PGS activity in a prescribed format to NCOF/RCOFs.
- p. Organize sufficient training to farmers on organic farming activity , assist in annual action plan preparation, packing, marketing, logo preparation, transportation etc.,
- q. Residual analysis and Soil testing of samples through NABL labs
- r. Assist farmers/LGs to upload data relating to PGS activity in PGS webportal

## 2.5 Local Group (LG)

Local group is the main functional and decision making body under Participatory Guarantee System. It is a local group of farmers that live in the same village or close by villages and interact regularly with each other. Participation of consumers or representatives of traders or retailers in the group and its functioning should be encouraged as it strengthens the integrity and trust. The local group can be an existing organic group previously working under third party certification system or under the NGO-based PGS Organic India Council or a new grassroots group started and run by interested local farmers/consumers, or it can be started by a regional NGO or Government agency that has agreed to facilitate the formation of a PGS Local

Group by coaching an initial group of farmers through the process. The PGS Local Group function is even easier to add on to an existing group of farmers (for example Farmer Self Help Groups or Farmer Cooperatives or Societies.)

### **2.5.1 Requirement and eligibility criteria for a local group**

- a. A Local group should comprise of minimum 5 members belonging to same village or close by villages with continuous territory. Regional Councils can decide on maximum number of farmers per group keeping local situations in mind.
- b. Adequate participation of women farmers shall be ensured.
- c. ` training on PGS guarantee system organized by Regional Councils, Zonal Council or PGS Secretariat or have been part of the core team of other functional PGS group for at least two years.
- d. All the members in the group have signed the PGS pledge and group agreement to adhere to the group specific vision, participatory approach and collective responsibility.
- e. Although, there is no restriction on the size of holding of any individual farmer but in any case the holding of one single member should not exceed one third of the total land under the group.
- f. Under PGS organic guarantee system normally parallel production and part conversion is not allowed, therefore it is necessary that all group members need to bring their entire farm with livestock under organic management as per the PGS standards. However, Regional Councils in some cases may allow conversion in phases, but in any case the entire farm holding of the group members must be brought under PGS organic management within 24 months of joining the group.
- g. Have access to PGS documents and preferably have access to computer and internet

If a farmer under PGS group fails to convert his entire land holding and livestock within the stipulated 24 months time, then he will not be eligible for PGS organic certification and shall continue to remain under conversion.

- h. Registered with Concerned Regional Council and have obtained necessary user ID and password to upload data on PGS website.
- i. In case if farmer group is unable to operate on-line system of data up loading then the services can be availed from Regional Council or of any other facilitating agency or local NGO etc.
- j. In case if it is essentially required to use off farm products for organic cultivation, in such cases it should get approval from PGS-India Secretariat to use any such products

### **2.5.2 Role and Responsibility of Local Group**

- a. Organize farmers in the group and each member individually sign PGS organic pledge and group agreement.
- b. Provide copies of PGS standards, operational manual and appraisal forms to all the members in local language. If farmers are illiterate then they need to be explained details and standards orally and through pictorial representations.
- c. Prepare necessary field documents with individual farm history.
- d. Elect Group leader and core team of peer reviewers (minimum 3 in 5 member group). There is no upper limit. It will be an optimal situation if all members of

- the group can participate in peer reviews, as this contributes to capacity building and information exchange between farmers, and reduces conflicts of interests.
- e. Participate in the activities of any other registered PGS group to understand the functioning of the PGS Group. Implement standard requirements on the farms of all the group members and obtain endorsement from the other registered group. This endorsement is needed only once at the time of registration.
  - f. Register the group on PGS website (facility available on-line) and obtain registration approval from the nearest Regional Council.

The Local Groups need to be approved only once and no further renewal is needed. If there are repeated problems (missing paperwork, a random pesticide inspection turns up a problem, a random oversight inspection turns up a problem, etc) THEN they could get disbanded/ sanctioned and have to re-apply and could get re-entry only after taking necessary correction and thorough verification by RC.

- e. no PGS registered group is there in the vicinity then State Agencies (State Agriculture Department District Officer) may be requested to verify the requirement and submit necessary verification report to RC. Else request RC to do verification and grant registration approval. RCOFs can also be requested for verification and endorsements of Local Groups for their recognition by Regional Council.
- h. Obtain User ID and password from RC for time to time data up loading.
  - i. Organize time to time meetings and maintain attendance register. Participation of members in these meetings is a mandatory activity and is an indication of dedication of the member to the cause of group's guarantee scheme. There should be at least 6 times a year, compulsory meetings or more frequently as specified by the Regional council and at key times of the year depending on the season, the crops, etc.
  - j. Every member need to attend at least 50% of the meetings in a year and sign in attendance register.
  - k. Advise each other and share information to improve the capacity of the group as a whole.
  - l. Organize regular training courses by inviting practicing organic farmers from other groups, RC members or experts of other State Govt and Non-Govt agencies.
  - m. Chalk out peer appraisal strategy and ensure timely appraisal of each farm at least twice a year. Peer reviewers will ensure to complete Peer review appraisal form, sign and submit to the group leader. Each farm is to be appraised by at least a three member team. Inclusion of consumer's representative increases the credibility and trust.
  - n. Inspection of peer reviewer's farms by another peer reviewer group. To increase credibility and trust the group may have any number of peer reviewers.
  - o. At appropriate time the group decides which farmers are to be certified. Separate out farmers which are yet to comply with the certification requirements. List out defaulters and impose sanctions.
  - p. Organize final decision meeting explain the reviewer's results to all the members. Collectively declare the group as conforming to PGS standards (in case of small groups, up to 10 members). If the group is large then elect a sub-group or certification committee, comprising of 5 or more members, which may review the

results and decide upon the certification. Approval of majority group members is required only in the cases of negative decision (denial of certification or decertification). Full member body can also serve as an appeal body against the decision of certification committee.

- q. At appropriate time prepare summary sheet with list of farmers declared certified with details of crops and expected quantity of produce.
- r. Submit summary sheet to the RC with all other documents as required by RC. In case if data has already been uploaded by the Group on-line, then provide only the signed hard copy of the summary sheet.
- s. On getting the approval from RC on-line the certificates can be printed directly from the website and distributed to the individual farmers.
- t. If there is any off farm materials needed to be used for organic production should be get approval from NCOF/RCOFs before using them in crop production

## **2.5 Farmer/ Farm family**

As in PGS, part conversion and parallel production is not allowed, the entire family with its farm and livestock is to be converted to organic and covered under PGS within the stipulated period. Any farm family willing to embrace organic methods of cultivation and become part of Participatory organic guarantee system, the first step in the process is to become part of PGS group in the same village or in nearby village.

### **2.5.1 Role and responsibilities of farm family**

- a. Develop an understanding of organic standards and participatory guarantee system. This can be done by obtaining the copy of PGS standards and understanding it through reading, participation in PGS group meetings and discussion with existing farmers.
- b. Make sure that farm practices are compliant to the standards and PGS norms
- c. Fill farm history sheet, registration form and make a pledge that they understand organic system of cultivation and commit to adhere to the organic standards
- d. Participate in appraisals/ inspections of other farms in the local group
- e. Participate in key field day trainings
- f. Participate in local group meetings and advise neighbors, share information and improve the capacity of the group as a whole
- g. Allow consumers/ buyers visits of the farms

**Chapter-3****Certification Process****3.1 Certification process with Farmer and Farm****Step 1**

- i. Farmer decides to embrace organic farming and willing to be a part of PGS certification process
- ii. Reads or hear a summary of organic standards. For better understanding, participation in group meetings will be beneficial
- iii. Stops using all synthetic and chemical inputs on farm and on livestock.
- iv. Undertake adequate measures for contamination control, habitat management, diversity and livestock integration.
- v. In case farmer is unable to bring his entire land holding and livestock under organic management at the time of entry to group, then provide a time schedule in which farmer proposes to convert his entire holding to organic and obtain gradual conversion approval from group. In turn Group need to obtain approval of Regional Council.
- vi. Signs a PGS pledge committing to adherence to standards

**Step 2**

- vii. Regularly participates in group meetings and key field day trainings
- viii. If possible maintain a farm and livestock diary to list out farm operations. Illiterate farmers can take help of their literate sons or daughters or even the other literate members of the group.
- ix. Participate in peer appraisals of other farmers, first as shadow reviewer and then later as part of peer appraisal team.

**Step 3**

- x. The farmer is appraised by a group of peers from the local group, at least once in every crop season. A minimum of three (or more as per the decision of the group) peer reviewers must be present to sign and validate the appraisal form.
- xi. If possible an external advisor or representative of trader/ consumers or a local State Agriculture Department Officer may be included. But their presence is not mandatory.
- xii. To ensure consistent (i.e. complete but not overzealous) appraisals, all appraisals are scripted and include both physical checks of various parts of the farm and more importantly questions to make sure that the farmer understands the organic standards and they are complying to all the requirements
- xiii. Literate member of the appraisal group makes sure that every point in the appraisal script is completed and checked off. At the end, all reviewers present must sign off as supporting references and endorse the farmer's organic guarantee. Peer appraisals are done in the presence of the farmer or his family member and at the end of the inspection Peer appraisal sheet is also to be signed by the farmer.

**Step 4**

- xiv. After inspecting all the members in a group, a decision is made by the group as a whole or by the certification committee about which farmers will and won't be certified in a given year.
- xv. Group prepares local group summary worksheet on-line and sends signed hard copy to the Regional Council.

- xvi. On acceptance by RC, Group prints individual certificate and distribute to the farmers.

**Note:**

If a farmer has satisfactorily completed the 3 main requirements of being certified (**Attendance** at group meeting and field-trainings, Farmer's **Pledge** and Peer **Appraisal**) they will most likely be certified. PGS is an inclusive system based on trust. This is different from a Third Party system where the farmer has to convince the certifier of his/her "innocence" with huge amounts of paper "proof" as to his/ her organic integrity.

In a small village, neighboring farmers know what happens on each other's farms, and these are the same neighbors empowered to make a final decision as to who is and isn't certified. A non-compliance by one farmer could influence the certification status of the group as a whole, so for that reason (among others) neighboring farmers are more likely to:

- a. Deny certification to farmers known to be cheating
- b. Proactively share knowledge, materials and moral support with a struggling farmer so they don't feel to resort to use of prohibited substances
- c. Immediately apply reasonable sanctions to farmers for a non-compliance (for example temporary suspension of Certified Organic status but the farmer is still included in the Local Group)

There are ample evidences that the power of local social control is far greater than that wielded by trained Third-Party inspectors who are outsiders and further visit only a few hours in a given year.

### 3.2 Certification Process by Local Group (LG)

#### Step 1

- i. Form a group comprising of minimum 5 farmers (belonging to close by villages with continuous territory).
- ii. Collect registration and farm history sheet from all the members.
- iii. Obtain copies of PGS Standards and PGS operational documents from nearest RC and distribute to all the members. These documents can also be downloaded from PGS website.
- iv. Convene the meeting of all the members and ask all the members to sign the pledge.
- v. Prepare Local Group operational manual detailing requirement of documents to be maintained by farmers, peer appraisal methodology and checkpoints to be assessed, based on the broad guidelines of PGS-India norms
- vi. Ensure that members have committed to convert their entire land holding and livestock to organic. In case if some members propose to convert their land in phases then draw appropriate strategies to distinctly separate such units with organic ones.
- vii. Invite already registered another Local Group to verify the group formation and obtain necessary recommendations. In case if there is no other PGS-LG close by, then contact local State Agriculture office, demonstrate the group's strength on organic and obtain endorsement. Alternatively apply to the RC and request RC to undertake verification. RCOFs can also be requested for endorsement of Local Groups.
- viii. Register the group on-line on PGS Website. In case if the group do not have access to computer and internet, then services of an local computer operator/ internet cafe can be taken. Alternatively fill all the forms and submit to RC for uploading the information on PGS website.
- ix. Enter into agreement with the RC for services to be availed on payment basis (as per mutual agreement).
- x. Request RC to grant registration, user ID and password.

**Step 2**

- xi. Follow the PGS guidelines on group meetings, key field trainings and knowledge sharing.
- xii. Keep vigil on neighboring farmer's farms and if some non-compliances are noticed then inform other group members during group meetings
- xiii. Ensure timely organization of training programmes in collaboration with RC.
- xiv. Invite practicing organic farmers and other local experts for problem solving in management issues such as in nutrient management, pest management etc during key trainings and group meetings.
- xv. Maintain attendance register for group meeting and key field trainings
- xvi. If member farmers are using or propose to use off-farm inputs then verify their organic status, discuss in group meetings and endorse or prohibit their use. Use of such inputs without group's approval shall be treated as non-compliance.

**Step 3**

- xvii. Chalk out peer appraisal schedule and constitute peer appraisal groups. Each group should have minimum 3 peer appraisers. Depending upon the number of farmers there can be any number of appraisal teams comprising of three or more members. At least one member in the appraisal team must be literate and well versed in filling the appraisal forms.
- xviii. Reciprocal review between two member group farms is not allowed (i.e. A reviews the B and B reviews A).
- xix. Invite other group peer reviewers or representatives of consumers/ traders or local State Agriculture Department officer as invited member of the peer group (but their participation is not mandatory). This may increase the trust and credibility of the group Guarantee.
- xx. Complete peer review of all the farms at least once in each season. Ensure that all farms have been reviewed objectively.
- xxi. Discuss review reports in the meetings and decide upon the organic status of each farm one by one.
- xxii. Segregate farmers who have fulfilled all the requirements and consider them for grant of certificate
- xxiii. Discuss about the non-complying farmers and depending upon the nature and gravity of non-compliances issue sanctions.

**Step 4**

- xxiv. Appraisal paper work is checked for completeness and a local Group Summary Worksheet is prepared.
- xxv. Group or certification committee decides on certification and declares certification status of each group member.
- xxvi. Enter all details on-line in PGS website and send signed copy of the summary worksheet to the RC. Alternatively send all details in hard copy along with signed copy of summary sheet to RC for uploading the data into PGS website.
- xxvii. Regional Council check details provided in hard copy or on-line. While deciding on approval RC takes into consideration surveillance report (if any done), complaints received, residue analysis report etc. RC cannot decide on inclusion or non-inclusion of specific farmers based on information provided, it can decide only on approval or non-approval of certification of the Local Group as a whole. On being satisfied, grants necessary approval on-line.

- xxviii. LG prints certificate from PGS website and distribute to individual farmers. Alternatively LG requests RC to print the certificates and send to Group leader for distribution.

Only the farmers which have completed full conversion period without any major or serious non-compliance be declared as “PGS-Organic”. Farmers which have one or more major non-compliance or are under conversion period will be declared as “PGS-Green”. Only the crops sown after joining the group, taking the PGS pledge in conformity of PGS standards and fully conforming to the PGS standard requirements as per the recommendations of peer reviewers shall qualify for “PGS-Green”. 3 continuous advisory on same issue can shift the status of member.

### **3.3 Certification Process by Regional Council**

#### **Step 1**

- i. Receive registration applications (on-line or off-line or in hard copy) of Local Groups (LG). Check details of individual farmer history. Check for other group recommendation or endorsement by Central/State Govt authorities.
- ii. Finalize working modalities and if required enter into some sort of agreement including payment of fee for services provided. If data uploading work is to be done by RC then finalize necessary modalities for the same.
- iii. Ensure that LG has brought their entire holdings under organic. In cases of gradual conversion verify the facts and on being satisfied, grant necessary approval with time frame.
- iv. On being found adequate and finalization of working modalities/ agreement etc grant registration.
- v. If data and application have been provided on-line then approve registration on-line and provide user ID and password on PGS website.
- vi. If application is in hard copy or off-line then upload the information on website and grant registration with user ID and password.
- vii. Provide copy of PGS standards and LG operational manual guidelines.

#### **Step 2**

- viii. Time to time organize training programmes and if possible participate in some of the group meetings or key field trainings of group.
- ix. Encourage and build the capacity of the group for on-line data management (may be through internet café)
- x. If required undertake random surveillance on some groups for assessment of standards implementation and capacity of the Local Group
- xi. Receipt and redressal of complaints against the LGs and their functioning

#### **Step 3**

- xii. On receipt of entire data set and Local Group Summary Sheet, screen the details and on being found compliant to PGS standards and norms approve grant of certification. Approval is to be issued on-line for printing of certificate at Local Group's end.
- xiii. RC needs to endorse the certification decision of the LG, if requirements have been met and there are no complaints, adverse residue testing report or adverse surveillance report etc.
- xiv. In case of Non-approval, reasons must be communicated in writing with justification.

- xv. The RC needs to decide on certification request within 15 days from the date of uploading the LG-summary sheet or submitting the hard copy of the group decision to RC. If RC fails to endorse the decision of the LG or otherwise within 15 days then ZC need to intervene and decide the issue within next 7 days. In case if ZC also fails to intervene and decide in time then the group can approach PGS Secretariat for decision.

Note that the Regional Council does *not* make a decision to include or not include specific farmers based on the information provided. They can only approve or not approve the certification of the Local Group as a whole.

One example where this might apply would be if the Regional Council has a concern about Farmer X (for example because of a random pesticide residue test result) but the Local Group continues to list that farmer as Certified Organic with no sanctions and no explanation, the Regional Council may rightly be concerned and withhold certification approval of all farmers in the Local Group.

Another example could be that the Regional Council feels that some individual farmers' Peer Appraisals were faked or handled in a sloppy fashion. While the Regional Council can not hold-up the certification status of those specific farms, they can and SHOULD withhold certification approval from the Local Group as a whole.

Although the individual farmer is part of a Group Guarantee process, the Organic Certificate and identification number is given to them individually. Unlike with Third Party Group Certification, there is no requirement of common point of sale, and the farmer may sell to whomsoever they wish separately from the group.

For sales that are not local and direct to consumers, a system to maintain integrity through the chain of custody as well as to give consumers more confidence and immediate feedback about batches requires that the *code number for each Local Group* appears on every bag/batch shipped through non-direct sales channels.

- xvi. In case if the group has no access to internet and computer The Regional Council enters summary information for every local group into a PGS website database and sends a paper certificate certifying the *individual farm*. Each farmer's certificate has an individual unique identification code (UID) that includes codes for both the Local Group and the Regional Council.
- xvii. All issued certificates bear unique ID (UID) code for traceability and access to the entire information on production system, peer appraisal and decision system of the group.

#### **Step 4**

- xviii. Zonal Council and PGS secretariat also under take independent surveillance and communicate results to RC through website.
- xix. A small percentage of farms/ products are randomly selected for random pesticide residue testing each year and the results are placed on the website. Adverse results on both counts may impact the Certification status of the Local Group as a whole.
- xx. Pesticide Residue testing is coordinated by the NCOF-the PGS secretariat but it is the Regional Council and the Local Group that has to decide what to do about a positive result. The Regional Council provides Local Groups with non-compliance guidelines, but can not apply those guidelines to an individual farmer. ONLY the Local Group can sanction the individual farmers. The Regional Council can only suspend the certification of the entire Local Group.
- xxi. In PGS although there is no system of transaction certificate and traceability is ensured only up to the farm gate (or till it is in the custody of the group), but LG and RC can device some mechanism to ensure traceability till retail point.

### **3.4 Verification of certification by consumers**

National PGS website will be the database for the entire programme. To make the system transparent entire data base will be kept in public domain. Even the surveillance reports and residue analysis reports will also be made available on the website. Consumers or public will be able to access the summary reports of LG, details of groups, products being offered by each group and their certification status. The information in respect of farmers/ groups which have lost their certification will be available on the website for a period of at least 5 years after the loss of certification status occurred.

With access to unique ID code of particular product, consumers will be able to access the entire information on the group in respect of past history, cultivation practices and peer appraisal reports etc.

Efforts will also be made in the programme to launch SMS based internet traceability system in which, through SMS consumers will be able to know the certification status of the product in question with origin of the produce.

### **3.5 Grant of Logo and unique certificate ID code**

On getting the certification approval from the Regional Council Local Group can print individual certificates from PGS website and can use the PGS logo on packets or containers of PGS certified products. Individual farmer certificate will have a unique ID code, identifying the RC, Local Group and the farmer. Each certificate will also list out the area, crops and products certified during the year as Annexure. Details in respect of quantity of each produce shall be available on PGS-India Website.

The validity of the certificate shall be 12 months from the date of decision of the group. On submission of subsequent summary sheet a new certificate will be granted with fresh 12 month validity from the date of last certification decision by the group as approved by the RC and so on.

Logo on the product is required to be printed with the unique ID code. Consumers can access the entire information about the group, its certification status, production practices, peer appraisals, surveillance reports etc by entering this unique ID code in PGS website.

### **3.6 Separate logo for PGS organic and PGS under conversion status**

Two separate logos shall be granted for PGS organic and PGS under conversion as follows:



**PGS**  
Organic



**PGS**  
Green

(For detailed color specifications see inside of back cover)

### **3.7 Conditions for use of logo**

PGS certified products can be labeled with PGS logo along with unique ID code provided on the certificate only when they are packed under the supervision of either Local Group or by the certificate holder farmer himself. In case if packing is done away from the farm at some pack house then also the group need to ensure that it is done in their supervision and all precautions are taken to prevent the product from co-mingling.

Logo is to be used only on quantity certified as per the details provided to the RC and placed on the PGS-India website.

Use of logo without unique ID code is not allowed

Separate logos need to be used for organic and in-conversion products

## *Chapter-4*

# **PGS National Standards for Organic Production**

## **4.1 General Requirements**

### **4.1.1 Habitat Management**

Habitat management is an important part of organic management system and forms the first step towards organic conversion. To ensure proper living conditions for all living beings, steady supply of green material for manuring and to create diversified plant stand it is essential that diversified plants/ trees etc are planted on bunds and other non-cultivated area of the farm. Adequate space may be provided for plantation of nitrogen fixing trees. Nitrogen fixing tree hedge not only act as biological fence but also ensure steady supply of biologically fixed nitrogen and other nutrients drawn from deeper layers of soil. These plants also provide home and shelter to friendly insects and birds.

If required rain water harvesting pits and farm ponds can also be created.

### **4.1.2 Diversity**

Diversity in crop production is second most important step of organic management which not only helps in management and control of pests and diseases but also ensure balance nutrition of the soil. Diversity can be achieved by a combination of mixed cropping, intercropping, relay cropping and rotation with legumes. Use of trap crops and barrier crops also add to the diversity.

### **4.1.3 Integration of Animals/ livestock**

As successful organic farming depend upon continuous supply of dung and urine, efforts should be made to integrate crop production with livestock rearing.

### **4.1.4 Conversion period**

The time taken for a farm to comply with the PGS organic standards is defined as the conversion period. In other words, it is the time required by the conventional farm to attain full PGS organic status. The whole farm including the crop production and animal husbandry shall be converted to organic management. Parallel or part conversion is not allowed under PGS organic management. For newly acquired fields or fields managed conventionally, the

conversion period shall be not less than 24 months in case of seasonal and annual crops while it shall be not less than 36 months in case of perennial and permanent crops from the last date of use of prohibited inputs or from the date of taking the pledge, whichever is later. However, Regional Councils in some cases may allow conversion in phases, but in any case the entire farm holding of the group members must be brought under PGS organic management within 24 months of joining the group.

Duration of conversion period can be reduced to 12 months if no prohibited substances have been used since last three years and all the members in the group are fully satisfied with past history of no synthetic input use and collectively declare so.

Conversion period for animal products shall be not less than 12 months provided they are fed with fully organic feed and fodder and all the members of group are satisfied that the standard requirements have been met since last 12 months.

In case of existing ICS groups (under NPOP) or members of such groups joining PGS, their certification status, as granted by accredited certification body and valid at the time of joining PGS shall continue, provided the group/ members meets all other requirements of PGS and have necessary documents to prove their claim to the full satisfaction of other group members (if they join an existing group) or RC (if they join as independent group).

#### **4.1.5 Contamination control**

All organic production units shall have effective measures to check accidental contamination with prohibited substance through drift or water flow. All organic farms shall be either protected with biological fence (hedge/hedge rows etc) or maintain a buffer zone.

Organic farms also need to be protected from contaminated water flow from adjoining non-organic fields. This can be achieved by putting appropriate bunds and escape channels.

#### **4.1.6 Soil and Water conservation**

Relevant measures should be taken to prevent erosion, salination of soil, excessive and improper use of water and the pollution of ground and surface water.

Clearing of land through the means of burning organic matter, e.g. slash-and burn, straw burning shall be restricted to the minimum. The clearing of primary forest is prohibited.

### **4.2 Standard requirements for crop production**

#### **4.2.1 Selection of seed and planting material**

Seeds and planting material varieties should be well adapted to the soil, climatic conditions, suitable for organic management, resistant to pests and diseases and preferably of organic origin. In case organically grown seeds are not available then, chemically untreated conventional materials shall be used.

The use of genetically engineered seeds, pollen, transgenic plants or planting material is not allowed.

#### **4.2.2 Fertilization**

On-farm biodegradable material of microbial, plant or animal origin shall form the basis of fertilization policy. Green manuring, intercropping or crop rotation with legumes shall be the

integral part of cropping system planning. Off-farm/ purchased biodegradable material of microbial, plant or animal origin can also be used provided it is ensured that no prohibited substances have been used in their preparation.

Microbial preparations such as biofertilizers, biodynamic preparations, EM solutions etc can be used.

Off-farm/industry produced inputs approved by NPOP accredited certification body as approved input for use in organic farming can be used without further approval of the group.

Mineral fertilizers shall be used in their natural powdered form as supplementary source of nutrients.

Use of synthetic fertilizers is strictly prohibited in any form, directly or indirectly.

#### **4.2.3 Pest, Disease and Weed Management including Growth Regulators**

Selection of pest resistant varieties, suitable rotations, green manures, balanced fertilization, early planting, mulching, cultural, mechanical and biological control measures (including use of insect pest parasites and predators), disturbance in pest life cycles and ensuring survival of pest enemies should form the basis of pest management programme.

Thermic weed control or thermic sterilization of soils can be resorted to only when it becomes absolutely necessary. Microbial pest control formulations such as biopesticides can be used. On-farm fermentation products and botanical extracts can also be used. Off-farm purchased microbial or botanical preparations can also be used provided it is ensured that such products are approved as organic inputs under NPOP by accredited certification agencies.

Use of synthetic herbicides, fungicides, insecticides and other chemical preparations including synthetic plant growth regulators and synthetic dyes are strictly prohibited. Use of genetically engineered organisms or products are also prohibited.

#### **4.2.4 Equipments/ implements and storage containers**

All farming equipments, implements and tools etc must be washed and cleaned before use on the organic farm.

Bags and containers used to harvest, store and transport organic produce must be clean and free from any chemical contamination and should not have been used for storage of conventional produce. All such containers and bags shall be clearly labeled “Organic Only”.

#### **4.2.5 Storage and Transport**

Organic Products must be protected at all times from co-mingling with non-organic products. Use of synthetic or chemical storage pesticides/ fumigants are prohibited. Natural and traditional ways and means for storing organic produce are allowed. Use of carbon-di-oxide, nitrogen or any other such inert gas is permissible.

### **4.3 Standard requirement for animal production**

#### **4.3.1 Conversion requirements**

The whole farm, including livestock, should be converted to organic within the specified conversion period. Part conversion or parallel production is not allowed under PGS after 24

months. The minimum conversion period for all animals except poultry shall be not less than 12 months. The poultry birds for egg production or for meat purpose shall be fed only on organic diet from 2 day onwards after hatching.

#### **4.3.2 Rearing environment**

The management of animal environment shall ensure free movement, sufficient access to fresh air, day light, water, lying and resting place and protection against excessive sunlight, rain and wind etc.

Mutilations in any form should not be resorted except for castrations, tail docking, dehorning, ringing and mule sing.

#### **Breeds and breeding**

Breeds should be chosen which are adapted to local conditions. Breeding goals should not be at variance with the animal's natural behaviour and should be directed towards good health. Reproduction techniques should be natural. Artificial insemination is allowed.

Hormonal heat treatment and induced births are not allowed, unless applied for medical reasons under veterinary advice.

Genetically engineered species or breeds are not allowed.

#### **4.3.3 Animal Nutrition**

The livestock should be fed 100% organically grown feed of good quality. All feed shall come from the farm itself or be produced on the farms of other group members or have been harvested from wild where no prohibited substances have been used. Products from the organic feed processing industry shall be used. Colouring agents shall not be used in organic livestock production.

The following products shall not be included nor added to the feed given to farm animals:

- Synthetic growth promoters or stimulants
- Synthetic appetisers
- Preservatives, except when used as a processing aid
- Artificial colouring agents
- Urea
- Farm animal by-products (e.g. abattoir waste) to ruminants
- Droppings, dung or other manure (all types of excreta) even if technologically processed
- Feed subjected to solvent (e.g. hexane), extraction (soya and rape seed meal)
- Feed prepared with the addition of other chemical agents
- Pure amino acids
- Genetically engineered organisms or products thereof

Vitamins, trace elements and supplements shall be used from natural origin when available in appropriate quantity and quality.

#### **4.3.4 Veterinary Medicine**

The well-being of the animals is the primary consideration in the choice of illness treatment. Natural medicines and methods, including homeopathy, ayurvedic, unani medicine and acupuncture, shall be emphasised. The use of conventional veterinary medicines is allowed when no other justifiable alternative is available.

Where conventional veterinary medicines are used, the withholding period shall be at least double the legal period.

Use of the following substances is prohibited:

- Synthetic growth promoters
- Substances of synthetic origin for production, stimulation or suppression of natural growth
- Hormones for heat induction and heat synchronisation unless used for an individual animal against reproductive disorders, justified by veterinary indications

Vaccinations shall be used only when diseases are known or expected to be a problem in the region. Legally required vaccinations are allowed. Genetically engineered vaccines are prohibited.

#### **4.3.5 Requirement for Bee Keeping**

As bee keeping is considered a part of animal husbandry, general principals of animal husbandry shall also apply on bee keeping. In addition following requirements shall also be met:

- Bee hives shall be made of natural materials free from toxicity.
- Bee hives shall be placed in organically managed farms and/ or wild natural areas, away from the fields or areas where prohibited substances have been used.
- Veterinary medicines/ antibiotics shall not be used in bee keeping and no repellents consisting of prohibited substances be used when working with the bees.
- For pest and disease control and for hive disinfection use of caustic soda, lactic, oxalic, acetic, formic acids, sulphur, etheric oils and *Bacillus thuringensis* are allowed.

*Chapter-5*

## **Standard Requirements for Food processing, Handling and Storage**

### **5.1 General requirement**

Any food processing, handling and storage of organic products, on-farm and/or off-farm or under hired facilities away from the farm can be certified under PGS, provided the entire operation is carried out under the supervision of PGS Group and the items/ materials to be processed are the direct produce of the PGS group. If required many PGS groups can make their federation and get their federation registered with RC for collective processing, handling and storage. Necessary guidelines for making federation and handling of products from different groups will be laid down by the concerned RC.

### **5.2 Storage**

Organic products shall not be stored and transported together with inorganic products unless they are properly packed and labelled and physically separated from each other with no chances of contamination or co-mingling.

Control measures should ensure that organic products do not come in contact with the in-organic products and prohibited substances during storage, transportation and processing.

No synthetic preservatives, chemicals, fumigants etc or storage aid shall be used. Use of controlled temperature, cooling, freezing, drying, humidity control through mechanical means and fumigation with nitrogen or carbon-di-oxide gas is permitted. Ethylene gas is permitted for ripening.

### **5.3 Ingredients, additives and processing aids**

- All ingredients and additives of agriculture origin shall be PGS-organic.
- Water and salt may be used without any restriction.
- For the production of fermentation / microbiological products the medium shall be composed of organic ingredients.
- Commercial microbial formulations for use as inoculants in such processes can be used.
- In cases where ingredients of organic agriculture origin are not available or some ingredients of non-agriculture origin are to be used then the guidelines provided under NPOP be followed and the quantity of such non-agriculture additives should not exceed 5% of total dry weight (excluding water and salt) of the raw material.
- Use of genetically modified organisms or their products are prohibited
- Minerals, vitamins and similar other ingredients of chemical origin shall not be used.

### **5.4 Processing**

- All processing equipments and machinery should be properly washed and made contamination free before using for organic processing.
- All processing equipments and filtration aids shall be free from contamination and shall not release any substance that may negatively affect the organic integrity
- Measures should be in place to prevent co-mingling and contamination of organic produce with non-organic.
- Services of NPOP certified processing units can be availed.

- Processes approved under PGS organic are: mechanical and physical, biological, smoking, extraction, precipitation and filtration. Extraction shall be done with water, ethanol, plant and animal oils, vinegar, carbon-di-oxide, nitrogen or carboxylic acids. All such solvents/ extraction liquid shall be of food grade.
- Irradiation is not allowed

### **5.5 Packing and Labelling**

- Packing material should not affect the organoleptic character of the product
- The description of the PGS group with PGS logo and unique ID code shall be clearly printed.
- Single ingredient products may be labelled as “PGS-Organic” when all standard requirements have been met and the produce has been declared PGS-organic.
- PGS In-conversion products may be labelled as “PGS-Green” when all standard requirements for declaring the Local PGS group under PGS In-conversion have been met and the produce has been declared as PGS-Green.
- In case of mixed/ processed products if minimum of 95% ingredients is PGS-organic the product may be labelled as PGS-Organic. If proportions of organic ingredients are between 95 and 70% the products can be labelled as “Made with PGS-organic ingredients”, but in such cases PGS logo cannot be used.
- Only PGS Local groups and their duly authorized federations are allowed to use PGS Logo on the products, produced, processed and packed under their supervision.

**Format-1**

Photo of Proposed RC In charge	<b><u>Application form for Registration of Regional Council</u></b>	Photo of Head of Organization
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<b><u>Sl No.</u></b>	<b><u>components</u></b>	<b><u>Details</u></b>
1.	Name of the applicant organization	
2.	Logo of the Operation	
3.	State	
4.	District	
5.	Address City Town Pin code	
6.	Telephone with STD code	
7.	Mobile Number	
8.	Fax Number	
9.	Email ID	
10.	Status of Organization Central Govt . State Govt. Central/State Govt. Agency Cooperative NGO Company Other	
11.	Registration Number and act In case of Cooperative/ NGO/ Pvt. Company etc Registration No with act under which Registered (Attach copies of Registration, bye laws)	
12.	Registration Expiry date	
13.	Financial category (In case of Cooperative/ NGO/ Pvt. Company etc attach last 3 years audited balance sheets) Government Govt Funded Self financed Other (Pl specify)	
14.	Attach atleast 3 year audited report sheet	
15.	Facilities available (Computer, Phone, Internet, Vehicles )	
16.	Office building (own/rent)	
17.	Experience / Competence in Organic Farming (Attach a Copy)	
18.	Whether worked as service provider of Central/State Government/Other agency for organic adoption and certification (attach a proof)	

19.	Experience in any Participatory Guarantee System (Attach proof)	
20.	Experience in Organic certification system or ICS (Attach proof)	
21.	Knowledge in Organic Standard PGS-India NPOP NOP EU standards Others (Pl specify)	
22.	Proposed area of operation State : District : Villages :	
23.	Proposed farmers and group details Total Number of Groups: Total Number of farmers : Total Area proposed (Ha) :	
24.	Whether already have registered farmers as per their requirement of PGS guidelines (If yes then provide details, Group wise with list of farmers in each group and their organic status)	
25.	Regional Council operational manual prepared or not (if yes provide a copy)	
26.	Local Group operational manual prepared or not (If yes then provide a copy)	
27.	Detailed strategy of operation as Regional Council. (If required attach on separate sheets)	
28.	<u>Head</u> (Attach Photo) 1. Name of the Head of organization 2. Designation 3. Telephone No. with STD code 4. Mobile Number 5. Email ID 6. ID Proof (Enclose a copy)	
29.	<u>Operating Person</u> (Attach Photo) 1. Name of the person responsible for operation of regional Council 2. Designation 3. Telephone No. with STD code 4. Mobile Number 5. Email ID 6. ID Proof (Enclose a copy)	
30.	Total staff strength (Attach list of staff members with photos, designation and qualifications and assigned work)	

31.	<u>Technical Staff details</u> 1. Name of the Technical Staff 2. Designation 3. Telephone No. with STD code 4. Mobile Number 5. Email ID	
32.	Any other information	
33.	List of enclosures attached	

I/We the members of the organization hereby declare that the information provided above is true to the best of my/ our knowledge.

I/ We have read the PGS-India operational Guidelines and are convinced that the proposed organization ..... (Give name of Organization) ..... fully meets the eligibility criteria prescribed in PGS-India guidelines.

I/We understand that PGS-India Programme do not provide any financial assistance and the entire operation shall be taken up from the organization's sources

I/We declare that the organization is in sound financial health and capable of meeting the expanses needed for operation of Regional Council.

I/ we declare that on being selected as Regional Council under PGS-India programme we undertake to abide by the PGS-India guidelines and instructions issued by the NAC/ PGS secretariat from time to time and shall implement the programme in true spirit of PGS Principal

**Signature of Head of organization with seal**  
**(Name Head of organization)**  
**Designation**  
**Date**

**Format-2**

**Format of Agreement to be executed between PGS-India Regional Council and Local Group under PGS-India**

**(To be signed on Rs. 20/- Non-Judicial Stamp paper)**

An agreement made on \_\_\_\_\_ day of \_\_\_\_\_ (month) of year Two thousand ..... between the \_\_\_\_\_ (Name of Regional Council) (hereinafter called the RC, which expression shall include their successors and assignees) on one part and \_\_\_\_\_ Name and address of Local Group) {hereinafter called the said LG which expression shall include their heirs, administrators, executors and legal representatives} on the other part.

Whereas the said LG has under the provisions of the PGS-India programme as stipulated and detailed in PGS-India operational Guidelines and PGS Terms of Reference (ToR) for Local Groups (hereinafter referred to as the said rules, which expression shall include the provisions in force and amendments/ modifications made from time to time) has applied to the \_\_\_\_\_ Regional Council for grant of Registration as LG and whereas the \_\_\_\_\_ Name of Regional Council has agreed to authorize \_\_\_\_\_ Name of local Group) as PGS-India Local Group on the terms and conditions as stipulated in ToR, NOW IT IS HEREBY AGREED that:

1. M/S \_\_\_\_\_ (Name of LG) as PGS-India Local Group shall abide by the operational guidelines and ToR for Local Groups, as prescribed by and on behalf of the Executive Secretary PGS India programme and \_\_\_\_\_ (Name of RC) and undertake to perform in true spirit of the PGS-India programme with full commitment and responsibility without any personal interest towards persons or organizations according to the said rule and hereby authorize the Executive Secretary PGS-India and \_\_\_\_\_ (Name of RC) to take any appropriate action as per the said rules in the event of violations.
2. \_\_\_\_\_ (Name of RC) hereby declare that as the \_\_\_\_\_ (Name of LG) has completed all necessary requirement as stipulated under PGS-India programme and in accordance with ToR for LGs the group is granted with registration under PGS-India programme as per the details given in the Registration certificate.
3. \_\_\_\_\_ (Name of RC) undertake to provide all the assistance to the said LG in terms of literature, copies of operational manual, standards and capacity building activities, including development of competence of local group members in standards implementation, peer review, analysis of review results and decision making.
4. \_\_\_\_\_ (Name of LG) undertakes to provide all assistance and access to all documents, fields, store houses, processing units, cattle houses, fodder storages etc to the authorized persons of RC for surveillance and verification. \_\_\_\_\_ (Name of LG) shall be providing copies of all peer appraisal sheets with necessary LG Summary sheet at the end of every season or at least twice in a year to RC and provide necessary help and assistance in surveillance as authorized by RC.
5. \_\_\_\_\_ (Name of LG) declare that they will keep all their information and documents in easy access for inspection by any officials of RC, Zonal Council or of PGS-Secretariat.

6. \_\_\_\_\_(Name of RC) and \_\_\_\_\_(Name of LG) have finalized the mutual working arrangement including the financial payments for the services, to be provided by the RC and agree to abide by our agreement.
7. It is understood that the Local Group or the RC shall have no claim for any financial assistance from Government of India or PGS-India Secretariat.
8. The Executive Secretary, PGS-India, Secretariat shall have full authority for surveillance, verification and monitoring of the functioning of Local groups.
9. \_\_\_\_\_(Name of LG) on being registered as Local Group under PGS-India programme hereby declare that they shall not be the part of any other certification process, other than PGS-India, including the similar PGS programme being run by other non-Government agencies, without the prior approval of the RC/PGS-India secretariat.

IT IS HEREBY FURTHER AGREED AND DECLARED THAT  
 \_\_\_\_\_(Name of LG) and \_\_\_\_\_(Name of RC) shall work together effectively towards image building of the PGS-India programme and shall not be doing anything or activity which lowers or tarnish the prestige of the programme and/ or jeopardize or threaten the integrity of the organic guarantee. Further it is also declared that none of the partners of LG and RC have any conflict of interest in functioning of the PGS-India organic guarantee process.

Signed on behalf of the

Regional Council

Name\_\_\_\_\_

Address\_\_\_\_\_

Date\_\_\_\_\_

Signature of Group leader of LG

Name\_\_\_\_\_

Address\_\_\_\_\_

Date\_\_\_\_\_

**In witness of**

Witness 1 (signature)

Name and Address \_\_\_\_\_

Witness 1 (signature)

Name and Address \_\_\_\_\_

Witness 2 (signature)

Name and Address \_\_\_\_\_

Witness 2 (signature)

Name and Address \_\_\_\_\_

**Format-3**

**PGS-India Programme**  
**Term of Reference for Operation of Local Groups**

PGS-India is a voluntary organic Guarantee programme, being operated by the National Centre of Organic Farming (NCOF) under National Project of Organic Farming, Department of Agriculture and Cooperation, Government of India.

PGS-NAC (PGS-National Advisory Committee) is the apex policy and decision making body. National Centre of Organic Farming shall be the secretariat of the programme with Director, NCOF as the Executive authority.

The programme intends to create a network of local organic farmer's groups having competence of organic certification system which are capable of providing organic guarantee based on PGS-India Standards through participatory approach. To make the system transparent and trust worthy there is a provision for appointment of local agencies as Regional Councils. These Regional Councils shall be the agencies situated within the close geographical proximity of the groups and through their participation in group processes, surveillance, and supervision and by verification of documented peer appraisals confirm the organic integrity of the group.

It must be clearly understood that registration of any Local Group by the Regional Council authorized by PGS-India NAC or PGS-India Secretariat is purely voluntary and do not give any guarantee/ assurance for any financial assistance from the Secretariat or Ministry of Agriculture, Govt. of India or its any other Institution/ organization associated to the secretariat.

PGS-India NAC being the apex governing body and NCOF being the secretariat of the PGS-India programme, although, shall not be interfering in the autonomic functioning and decision making of the RCs and Local Groups (LGs), but have full right to review the decisions of the LGs and RCs in accordance with the spirit of the PGS and PGS-India operational guidelines.

PGS-India NAC and PGS-India Secretariat shall have the right to surveillance, monitor, review and random sampling of products for residue testing. In all such cases the report shall be sent to the concerned RC for action and simultaneously shall also be hosted on the website of the PGS-India programme.

Registration of LG by RC shall be subject to the fulfilment of eligibility conditions, prescribed in the PGS-India operational manual. Registered LG on being registered is required to function as per the requirement of the PGS-India programme, as specified in PGS-India operational manual and should ensure that at all times they contribute to the confidence building of the consumers in the PGS-India guarantee system.

Although PGS-India programme do not stipulates any fee, but RCs and LGs may agree upon some fee structure to be paid by LGs to RC, depending upon the services being offered by the RC.

**Terms of reference for Registered Local Groups under PGS-India Programme**

1. The Local Group on being registered as PGS-India Local Group (hereinafter referred as LG) shall ensure that it has provided a copy of the following documents to the Regional Council:
  - a. Application form of LG for registration
  - b. List of farmer members with a copy of individual application form and duly signed PGS-India pledge
  - c. Individual member's farm history sheet in prescribed proforma.

- d. In case, if all the members are not converting their entire land holding and cattle herd to organic in one go, then detailed conversion plan of fulfilling the requirement within 24 months
  - e. Agreement to be entered into with RC.
2. There is a mandatory requirement of group's endorsement by any other registered PGS-India Group or by State Govt Agriculture/ Horticulture Department's District Officer or by RC itself or by Zonal council or Regional Centres of Organic Farming.
3. At the time of Registration each LG needs to obtain following documents from the RC
- a. Copy of PGS-India operational manual
  - b. Copy of PGS-India standards in local language
  - c. Copy of all the forms, peer appraisal sheets and LG summary sheet in local language
  - d. LG operating manual, developed by RC along with the checklists (if any developed by RC)
  - e. List of the services and activities to be provided to LG by the RC.
  - f. RCs shall also facilitate availability of technical literature on crop management, nutrient management, plant protection or any other such issues as needed by farmers.
4. The LG shall make all out efforts to promote organic farming and work towards image building and confidence building among its members and other stakeholders of organic farming and consumers
5. If a LG is having only five members then each member shall be the part of certification team. But if the group is large then each LG need to elect its certification team comprising of five members as Follows:
- Group leader
  - Training and meeting coordinator
  - Peer review facilitator
  - Documentation In-charge
  - Public relation and RC Coordinator
- Certification team is elected every year with the post of Group Leader being rotated.
6. All efforts should be made to ensure that each and every member of the group is active participant in peer review process.
7. Capacity building of farmers is an important component of PGS-India Programme each LG shall ensure adequate capacity building measures in consultation with group leaders and RCs for total compliance of standards. At least 2 members of each group need to be properly trained by RC.
8. In cases where LGs do not have access to computer or internet or LGs are unable to upload the data, RCs need to help them in developing their capacities or obtain the entire data in hard copy and upload in the website. In such cases LGs need to provide all information to RC in hard copy on paper.
9. LG shall ensure that the members of RCs shall participate in LG group meetings, LG key training programmes and some peer appraisal visits to assess the strength of the group and to help them improve their implementation processes.

10. Although entire PGS data shall be on-line in the PGS-India website, but each LG shall also ensure that original hard copies of the records such as LG summary sheets, peer appraisal sheets, LGs application with each member history sheet are also maintained in hard copy in separate member files at LG office.
11. LG shall prepare half yearly calendar of activities (such as trainings, capacity building programmes, peer appraisals etc) and intimate all group members and RC for effective coordination.
12. LGs shall also prepare annual or half yearly crop calendar before every sowing season with details of activities to be taken and intimate to RC in time.
13. As per the requirement each LG shall meet at least six times a year and maintain attendance register and details of meeting proceedings. Each and every member is required to participate in at least half of such meetings. Participation of members in such meetings reflects the commitment of the member to the programme and an important step for endorsement of certification decision by RC.
14. To keep on building the competence of the members, LGs need to organize some key field day trainings. Proceedings, details of such trainings along with attendance is also an important component for endorsement of certification decision by RC.
15. LGs shall provide full access to all the documents, records and information, including their fields and members for surveillance, monitoring and groups' competence assessment to representatives of RCs, Zonal Councils or PGS-India Secretariat at any point of time during their visits.
16. LGs shall ensure mutual recognition and support among different LGs at regional and national level by studying each other's processes and functioning and by having surveillance in each other's areas.
17. In case if any LG wanted to leave and desire to join other RC, then the group need to apply to the concerned RC or in case if RC is not cooperating then to Zonal Council for No Objection Certificate with full reason and justification. On being satisfied RC/ ZC can allow LGs to join other RC. In such cases after obtaining NOC from RC/ ZC, they can apply for registration to other RC with a copy of NOC. Entire record pertaining to that group shall be transferred to the new RC on their request without any prejudice or condition, what-so-ever.
18. AS PGS-India programme do not provide for part conversion and parallel production, RC shall ensure that all LGs stick to these requirements and in case where phased conversion is allowed, proper time schedule of full conversion is chalked out and approved. LGs need to ensure that approved time frame is adhered. In cases where a group or a member of the group fails to meet the requirement of full conversion, he will not be entitled for organic certification, in spite of being attaining full requirements of organic on part fields.

19. Entire Certification process to be followed by LGs is as follows:

#### **Certification Process by Local Group (LG)**

##### **Step 1**

- xxix. Form a group comprising of minimum 5 farmers (belonging to close by villages with continuous territory).
- xxx. Collect registration and farm history sheet from all the members.
- xxxi. Obtain copies of PGS Standards and PGS operational documents from nearest RC and distribute to all the members. These documents can also be downloaded from PGS website.
- xxxii. Convene the meeting of all the members and ask all the members to sign the pledge.
- xxxiii. Prepare Local Group operational manual detailing requirement of documents to be maintained by farmers, peer appraisal methodology and checkpoints to be assessed, based on the broad guidelines of PGS-India norms
- xxxiv. Ensure that members have committed to convert their entire land holding and livestock to organic. In case if some members propose to convert their land in phases then draw appropriate strategies to distinctly separate such units with organic ones. Also chalk out a plan for phased conversion and get it approved by Regional Council. As per PGS-India norms each member has to bring his entire land holding with livestock within 24 months from the date of registration in the group.

If a farmer under PGS-India group fails to convert his entire land holding and livestock within the stipulated 24 months time, then he will not be eligible for PGS organic certification and shall continue to remain under conversion.

- xxxv. Invite already registered another Local Group to verify the group formation and obtain necessary recommendations. In case if there is no other PGS-LG close by, then contact local State Agriculture office, demonstrate the group's strength on organic and obtain endorsement. Alternatively apply to the RC and request RC to undertake verification. RCOFs can also be requested for endorsement of Local Groups.

The Local Groups need to be approved only once and no further renewal is needed. If there are repeated problems (missing paperwork, a random pesticide inspection turns up a problem, a random oversight inspection turns up a problem, etc) THEN they could get disbanded/ sanctioned and have to re-apply and could get re-entry only after taking necessary correction and thorough verification by RC.

- xxxvi. Register the group on-line on PGS Website. In case if the group do not have access to computer and internet, then services of an local computer operator/ internet cafe can be taken. Alternatively fill all the forms and submit to RC for uploading the information on PGS website.
- xxxvii. Enter into agreement with the RC for services to be availed on payment basis (as per mutual agreement).
- xxxviii. Request RC to grant registration, user ID and password.
- xxxix.

**Step 2**

- xl. Follow the PGS guidelines on group meetings, key field trainings and knowledge sharing.
- xli. Keep vigil on neighboring farmer's farms and if some non-compliances are noticed then inform other group members during group meetings
- xlii. Ensure timely organization of training programmes in collaboration with RC.
- xliii. Invite practicing organic farmers and other local experts for problem solving in management issues such as in nutrient management, pest management etc during key trainings and group meetings.
- xliv. Maintain attendance register for group meeting and key field trainings
- xlv. If member farmers are using or propose to use off-farm inputs then verify their organic status, discuss in group meetings and endorse or prohibit their use. Use of such inputs without group's approval shall be treated as non-compliance.

**Step 3**

- xlii. Chalk out peer appraisal schedule and constitute peer appraisal groups. Each group should have minimum 3 peer appraisers. Depending upon the number of farmers there can be any number of appraisal teams comprising of three or more members. At least one member in the appraisal team must be literate and well versed in filling the appraisal forms.
- xlvii. Reciprocal review between two member group farms is not allowed (i.e. A reviews the B and B reviews A).
- xlviii. Invite other group peer reviewers or representatives of consumers/ traders or local State Agriculture Department officer as invited member of the peer group (but their participation is not mandatory). This may increase the trust and credibility of the group Guarantee.
- xlix. Complete peer review of all the farms at least once in each season. Ensure that all farms have been reviewed objectively.
  - I. Discuss review reports in the meetings and decide upon the organic status of each farm one by one.
  - II. Segregate farmers who have fulfilled all the requirements and consider them for grant of certificate
  - III. Discuss about the non-complying farmers and depending upon the nature and gravity of non-compliances issue sanctions.

**Step 4**

- liii. Appraisal paper work is checked for completeness and a local Group Summary Worksheet is prepared.
- liv. Group or certification committee decides on certification and declares certification status of each group member.
- lv. Enter all details on-line in PGS website and send signed copy of the summary worksheet to the RC. Alternatively send all details in hard copy along with signed copy of summary sheet to RC for uploading the data into PGS website.
- lvi. Regional Council check details provided in hard copy or on-line. While deciding on approval RC takes into consideration surveillance report (if any done), complaints received, residue analysis report etc. RC cannot decide on inclusion or non-inclusion of specific farmers based on information provided, it can decide only on approval or non-approval of certification of the Local Group as a whole. On being satisfied, grants necessary approval on-line.
- lvii. LG prints certificate from PGS website and distribute to individual farmers. Alternatively LG requests RC to print the certificates and send to Group leader for distribution.

Only the farmers which have completed full conversion period without any major or serious non-compliance be declared as “PGS-Organic”. Farmers which have one or more major non-compliance or are under conversion period will be declared as “PGS-Green”. Only the crops sown after joining the group, taking the PGS pledge in conformity of PGS standards and fully conforming to the PGS standard requirements as per the recommendations of peer reviewers shall qualify for “PGS-Green”. 3 continuous advisory on same issue can shift the status of member.

## **20. Time limit for grant of certification decision**

The RC needs to decide on certification request within 15 days from the date of uploading the LG-summary sheet or submitting the hard copy of the group decision to RC. If RC fails to endorse the decision of the LG or otherwise, within 15 days, then ZC need to intervene and decide the issue within next 7 days. In case if ZC also fails to intervene and decide in time then the group can approach PGS Secretariat for decision.

Signed on behalf of the

Regional Council

Name\_\_\_\_\_

Address\_\_\_\_\_

Date\_\_\_\_\_

1. Signature of Group leader of LG

Name\_\_\_\_\_

Address\_\_\_\_\_

Date\_\_\_\_\_

## **Format-4**

### **Details of Local groups and farmers registered under Regional Councils**

SI No.	Name of Local Group Address details (Complete postal address with phone numbers, email ID) and date of Registration and Unique ID no. of Group	Group Leader Name and Address details (Complete postal address with phone numbers, email Id)	Total Number of farmers in Local Group	Farmer Name and Name of Village to which farmer belong	Unique ID No. of farmer	Total Area covered under organic farming (ha)
<b>Grand Total</b>						

**Format -5****Application form for entry into PGS Local Group****To**

The Group Convener/Leader

PGS Local Group

Village .....

District .....

State.....

Sir,

I am willing to undertake organic crop cultivation and livestock production as per PGS standards and want to become a member of your PGS local group for PGS organic guarantee programme.

Necessary details of my family and farm, past history of production and inputs use and livestock are enclosed herewith in the prescribed format.

I have obtained a copy of PGS Standards and Local Group operational manual and I undertake to adopt these standards on long term basis.

I also undertake to participate in all the activities of PGS Local Group including regular participation in group meetings, key field day training programmes and peer appraisals of farms of other members of the group.

I undertake to abide by the rules and regulations of the Local Group and follow all directives. I undertake to abide by the collective decisions of the Group.

On being formally inducted I undertake to sign the PGS organic pledge and follow it in letter and spirit.

Signature of Farmer  
Name.....

Date

Place

Address.....

For Use by Local Group Office

Application No in sequence.....

Details checked and found adequate or not.....

Placed before the LG executive on Dated for approval.....

Accepted as LG member .....( Yes / No)

Assigned Membership Code.....

Signature of Local Group Leader.....

Paste a  
photo of  
farmer

**Format -6****FARMER HISTORY SHEET**

NAME OF GROUP:- \_\_\_\_\_

<b>Sl. No.</b>	<b>Components</b>	<b>Details</b>
1	Name of the Farmer	
2	Father's name	
3	Age	
4	Gender (M/F)	
5	Category (SC, ST, OBC, GEN)	
6	Mobile Number	
7	E-mail id (if any)	
8	Name of the family members and Relation	1 2 3 4 5 6
9	Village	
	Tehsil/Block	
	District	
	State	
10	Total area of land holding (ha.)	

11	Area offered for Organic (ha.)	
12	No. of plots offered for organic (plots having in different locations)	
13	Date of use of Prohibited substances (Synthetic chemical fertilizer and pesticides)	
14	Irrigation facilities (source and no.)	1 2 3 4 5
15	Machine and tools (name and no.)	1 2 3 4 5
16	Live stock (name and no.)	1 2 3 4 5
17	Live stock feed and fodder used (on-farm or off-farm) (name and quantity) (kg/day)	
	Live stock waste (dung) (kg/day)	

	(urine) (Lit./day)	
18	Live stock medicines used (Name and Quantity)	
19	Contamination control measures proposed	
20	Storage facilities	
21	On-farm input production facilities	
22	Post harvest facilities available	
23	Post harvest processing facilities	
24	Farm field map	
25	Soil testing (Attach Report)	
26	Water testing (Attach Report)	

(RABI)

Note: (Data for previous three years of RABI seasons required at the time of registration)  
Use the same format to give details of each season details

(KHARIF)

Note: (Data for previous three years of KHARIF seasons is required at the time of registration)

Use the same format to give details of each season details

(SUMMER)

Note: (Data for previous three years of SUMMER season is required at the time of registration )

Use the same format to give details of each season details

Format -7

## Organic Farmer's Pledge

I \_\_\_\_\_ son/daughter \_\_\_\_\_ of  
 \_\_\_\_\_ of \_\_\_\_\_  
 Village \_\_\_\_\_ District \_\_\_\_\_ hereby declare on \_\_\_\_\_  
 day of month \_\_\_\_\_ year \_\_\_\_\_ that:

1. I will follow the PGS organic standards in crop production and livestock rearing/processing to ensure synthetic input free production system for the long term sustainability, health and well being of soil, environment, crops, livestock, my family and community. I have received a copy of PGS standards and Local Group operational manual.
2. I will not use any synthetic input (such as chemical pesticides, insecticides, herbicides, fungicides, chemical fertilizers, growth regulators and synthetic hormones etc) in any form directly or indirectly in my farming operations brought under PGS programme.
3. I commit to bring my entire farm operations including livestock under organic (or within a period of 24 months)
4. I will check with the Local Group before using any off-farm product that I am unsure of its organic status.
5. I will work with my fellow farmers in the Local Group and attend meetings and trainings to expand and share my knowledge of the standards and organic production techniques.
6. I will work to build the soil through ecologically sustainable farming practices such as crop rotations, composting, cover crops and green manures.
7. I will care for my livestock in ways that ensures their well-being in full compliance of PGS organic standards.
8. I will only use bags and containers that are clean and clearly labeled 'organic only' to harvest, transport and sell our organic products.
9. I will work to prevent contamination by suitable buffers and other means.
10. I will encourage biodiversity through my farming system.
11. I will sell products as Organic only when they are grown on certified land, and have been grown in accordance with PGS organic standards.
12. I will ensure that on the farm during storage, processing, transport and sale there is no contamination or mixing of organically grown with non-organically grown produce.
13. I agree to accept the decision of the Local Group in regards to my certification status.
14. I will participate in appraisals on other farms as per group norms.
15. I will report even minor or unintentional non-compliances to the organic standards on my farm to my Local Group

I hereby further declare that the information I have provided in the application and farm history sheet is true to the best of my knowledge. I also hereby declare that during peer appraisal I will fully cooperate with the peer reviewers and provide true information to the best of my and my family's knowledge and I will keep my information up to date with any changes occurred during the process.

Date

Place

Signature of farmers

**Format -8**

**Application format for Registration of the Local Group (LG) with Regional Council**

To

The \_\_\_\_\_ (Name of Regional Council)

Address\_\_\_\_\_

Sub:- Request for registration of Local Group under PGS-India programme.

Sir,

We the members of the ..... (name and Address of local group) ..... are willing to join the PGS-India programme as Local Group to develop an organic participatory guarantee system for our produce. Details of the group are as follows:

Name of the

Group\_\_\_\_\_

Total number of farmers (Enclose list of farmers, duly signed by each member)\_\_\_\_\_

Total area to be

covered\_\_\_\_\_

Copy of application and PGS pledge in respect of individual farmer members are enclosed at S.No\_\_\_\_\_ to\_\_\_\_\_.

Farm History sheet complete in all respects individually for each farmer is enclosed at S.No.\_\_\_\_\_ to\_\_\_\_\_.

We the members of the \_\_\_\_\_ (name of the local group) collectively and individually declare that:

- a. We have read and understand the PGS-India programme thoroughly and declare that the group is in a position to carry out all the activities of Local Group, as specified under PGS-India operational manual.
- b. We have obtained the copy of PGS-India operational manual and PGS-India Standards and have explained to all the members. A copy of standards in the local language has also been provided to each member.
- c. Each member has signed the PGS pledge in front of the group members and we collectively undertake to ensure that all the members will follow the PGS-India guidelines in letter and spirit.
- d. \_\_\_\_\_ members of the group (enclose the list with name and addresses) have undergone the training on PGS-India programme and are in a position to act as peer reviewers.

Contd....

- e. We undertake to convene the meetings of the Group at least once in two months (at least 6 times a year) to discuss the progress of the programme and to share the experience of each other earned from contacts, trainings or otherwise.

- f. All the farmers have committed to bring their entire land holding along with cattle under PGS-India programme in \_\_\_\_\_ months time.
- g. We undertake to abide by the guidelines and instructions of the PGS-India programme and the instructions/ guidelines of Regional Council issued from time to time.
- h. We undertake to abide by the decision of the Regional Council and shall work towards image building of the programme.
- i. For administrative purpose we have elected/ constituted our Certification team comprising of following members and we authorise the certification team members to undertake all documentary requirement as and when needed as per the requirement of PGS-India programme. Besides certification decisions, the role and responsibility of each team members is mentioned against each:

i. Shri _____	Group Leader
ii. Shri _____	Training and meeting coordinator
iii. Shri _____	Peer review facilitator
iv. Shri _____	Documentation In-charge
v. Shri _____ Coordinator	Public relation and RC

- j. For data uploading on PGS-India Website we have necessary facilities and competence available at our end and shall be doing by our own  
Or

We have hired the services of agency (Give name of the agency) for data uploading and the concerned agency has obtained all necessary details from RC.

Or

We request the Regional Council to kindly provide all such facilities and for the same we shall be providing all the details in hard copy to Regional council.

The \_\_\_\_\_(Name of RC) is hereby requested to kindly accept our group as authorized local group and grant us with necessary registration, User ID and Pass word etc.

Signature & Name

Member 1

Member 2

Member 3

Member 4

Group Leader Signature

Name\_\_\_\_\_

## **Format -9**

## Tentative Certification Team

**Local groups Name:** \_\_\_\_\_

## **List of Farmers (Members in group)**

**Note:** This is tentative indication of farmer among the members of local group who can perform inspection of fields and document peer appraisal details, Young and Educated farmer (both men and women) can perform this activity. It may change later as per requirement of local group

## **Group Leader Signature After Approval of Local Groups**

**Format -10****Endorsement of Local Group**

<b>Particulars</b>	<b>Details &amp; Remarks</b>	
Name of Endorsing Agency		
1 State Government Authority		
2. Regional Council		
3. PGS Local Group		
Name of Group being Endorsed		
Date of Endorsement		
Group is competent enough to undertake PGS-India programme as per guidelines	Yes	No
Constitution of the group fulfils the requirement of PGS-India programme and the members are trusted with proven dedication for organic	Yes	No
Few member of the group are fully aware about PGS standards, operational requirements and can undertake peer appraisals	Yes	No
Please provide details that how the group is propose to undertake on-line data uploading work through	Own	Through Regional council

I/We \_\_\_\_\_ (name and address of endorsee) \_\_\_\_\_ is/are convinced that the group as mentioned above fulfils the minimum requirements as per PGS-India operational guidelines, at least few members are well versed with the standards and peer appraisal strategy and can carry forward the implementation strategy of PGS-India organic guarantee scheme. The members of the group are known and can be trusted. I/We considered for grant of registration under PGS-India programme.

Date

Signature

Place

Name and address of the endorsee

**List of documents to be submitted at the time of registration of Regional Council**

Applicant / Regional Council Name :  
Address :

SI No.	Documents to be submitted at the time of registration of Regional Council	Yes / No	Remarks / page no.
1.	Application form with duly signed by competent authority		
2.	Biodata/ Name, address, photo with resumes of the head of organization with identity proof		
3.	Should have support and endorsement from at least 10 local groups supporting to RCs (Local group formats should be enclosed )		
4.	Copy of TOR signed on each page as token acceptance of terms and conditions (duly signed by farmers and Regional Council members )		
5.	Agreement duly executed on Rs. 20 non judicial stamp paper duly signed by and executed in two copies (Format as per PGS guideline : refer Local group formats)		
6.	List of farmers and farmer as per prescribed format		
7.	Documents of legal status of agency with 3 years balance sheets		
8.	Affidavit of financial soundness with undertaking of PGS activities operations with their own resources		
9.	Have adequate financial resources to operate as Regional Council		
10.	Proven record in promotion of agriculture and its management (if any )		
11.	Proof / certificates of adequate experience of PGS , organic farming, and certification (if any )		
12.	Registration of applicant organization under acts govt. of India / State (enclose proof copy)		
13.	Situated in the area of functioning (proposed to operate PGS-INDIA programme) with permanent office and working personals		
14.	Have access to computer, printer, internet facility		
15.	Any knowledge on organic guarantee/ certification systems and/ or previous experience in supporting TPC(if any )		
16.	If members have undergone necessary PGS training meant for RCs organized by ZC and PGS secretariat (enclose documents)		
17.	At least one member is well versed with data handling and data uploading in computer in internet		
18.	Sample copies of peer appraisal sheet and sample copy of certificate issued earlier ( if any )		
19.	Any other related documents to substantiate Technical / Financial credential to operate smooth function of RCs / PGS (if any )		

## **Formats used after Approval of Local groups**

**Format -11****Format for proceedings and attendance Register for Meetings**

1. PGS Local Group Name.....

2. Total number of members.....

3. Date and time meeting.....

4. Important issues discussed and planning done (if any)

.....  
.....  
.....

5. Number of peer appraisals completed since last meeting.....

6. Peer appraisals planned for next two months.....

.....

7. Proposal for any input approval or query on problem solving (give brief)

.....  
.....  
.....

8. Any other specific issue raised and discussed.....

.....  
.....  
.....

9. Decisions made (if any)

.....  
.....  
.....  
.....

Members present

S.No.	Name of member	Signature

**Format -12****Format for proceedings and attendance Register for Field Day / Trainings**

1. Name of PGS Local group : .....
2. Number of members : .....
3. Location of training : .....
4. Date of training and duration : .....
5. Subject and theme of training :
6. Expert persons invited :

.....  
 .....  
 .....  
 .....

7. Training was organized in collaboration of whom :

.....  
 .....

8. Brief description of issues discussed

.....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....  
 .....

**Members present**

S.No.	Name of member	Signature

**Format -13A****Peer Inspection / Field Inspection Appraisal Worksheet – Part 1**

Peer Appraisal sheet for Season..... Year.....

Local Group Name :

Local Group Code No. :

Name of peer Appraisers with their member code

1. .....
2. .....
3. .....
4. .....
5. .....

1. Farmer's details

S. No.	Component	Details
1.	Farmers Name	
2.	Member Code	
3.	Status of farmer as per last appraisal	
4.	Area of farm	
5.	Is there any change on farm in area or infrastructure	
6.	Is there any change in livestock position	
7.	Name of family member present during inspection*	
8.	Date of Inspection	

\*During peer appraisal presence of at least one member of the family who is well versed with the PGS programme is a must requirement. In the absence of any representative appraisal cannot proceed

**Format -13B****Peer Inspection / Field Inspection Appraisal Worksheet – Part 2**

## 2. Background Information

S. No.	Component	Observation	Status of NC*
1.	Date of last use of prohibited substances		
2.	Since how many months farmer is doing organic		
3.	Are you satisfied that since taking pledge farmer is not using any synthetic inputs		
4.	Whether farmer has adopted some measures to improve habitat If yes please provide details. If not then advise improvement		
5.	How diversity is being maintained Explain the measures initiated since last inspection or after taking pledge		
6.	If under conversion period, then what is the exact period of conversion on the date of inspection		
7	Are you satisfied that conversion requirements are being met		
8.	Do you feel any need for reduction in conversion period? If yes then specify reasons and evidences		
9.	Buffer zone is being maintained or not? If yes then specify that are you satisfied with the buffer zone If not then advise (but this advice is applicable in conversion period only). Non-maintenance of buffer zone after conversion period becomes non-compliance		
10	Are you satisfied that adequate measures have been taken to prevent contamination from water flow		
11.	What is source of irrigation? Does it meet the requirements of organic standards		
12.	Specify if any soil and water conservation methods have been adopted. If not please advise (it is a continuous process)		
13	Are you satisfied that the farmer is well acquainted with PGS organic standards and protocols?		

\*Status of non-compliance – In case the nature of deficiency or non-compliance is not threatening the organic integrity; it should be rated as A (advisory). If it is threatening organic integrity it should be rated as M (Major non-compliance). If it is of serious nature and a gross violation it should be rated as Serious (S). Major NC reverts the organic status of farmer into in-conversion and Serious (S) NC necessitates sanction (such as suspension, expulsion or reversion of status to registered). Three Advisory (A) on particular issue in three consecutive

appraisals turns into Major (M) non compliance and threatens certification status. Full compliance is indicated as "C".

### Format -13C

#### **Peer Inspection / Field Inspection Appraisal Worksheet – Part 3**

##### 1. Compliance of PGS organic standards

S. No.	Item	Comments	Status of NC*
1.	Seed and planting material a. Organic (o) or conventional (c) b. If conventional whether chemically treated (CT) or not (NT) c. Genetically modified (GMO) or not (Non-GMO)		
	Are you satisfied that seed and planting material meets PGS standards		
2.	List on-farm manures used and quantity Are you satisfied that they meets PGS standards		
	List any off-farm purchased input used. If yes then give details Whether it was approved by group or not Does input is approved under NPOP by any agency (give detail)		
	Are you satisfied that fertilization process and inputs meets PGS standards		
3.	Weed management practices adopted		
	Are you satisfied that weed management process meets PGS standards		
4.	Provide details on plant protection measures a. On-farm measures b. Off-farm inputs		
	Whether off-farm inputs were approved by group or not		
	Whether off-farm inputs are approved under NPOP by any agency (give details)		
	Are you satisfied that pest management process meets the requirement of PGS standards		
5.	Whether equipments and tools used are properly washed for use in organic farming		
6.	Whether containers used for storage of organic produce meets PGS standards		

7.	Are you satisfied that requirements of storage, containers, bags etc meet PGS standards		
8.	Whether livestock are being treated in proper manner and provided with adequate facilities		
9.	Whether livestock is being fed with organic feed and fodder		
10.	Are you sure that no prohibited substances are being fed to animals		
11.	Give details of veterinary medicines given and vaccinations		
12.	Are you satisfied that veterinary medicines meet the PGS standards and were given only in emergency. Give details of with-holding period after medication		
13.	Are you satisfied that all requirements for animal production have been met as per PGS standards		
14.	Beekeeping <ul style="list-style-type: none"> <li>• Are you satisfied that bee hives and boxes meet the standards requirement</li> <li>• Are you satisfied that the bee boxes have been placed under organic management/ wild natural fields</li> <li>• Are you satisfied that no prohibited substances have been used in bee rearing or handling</li> </ul> Are you satisfied that all standard requirements for Bee keeping have been met		

\*Status of non-compliance – In case the nature of deficiency or non-compliance is not threatening the organic integrity; it should be rated as A (advisory). If it is threatening organic integrity it should be rated as M (Major non-compliance). If it is of serious nature and a gross violation it should be rated as Serious (S). Major NC reverts the organic status of farmer into in-conversion and Serious (S) NC necessitates sanction (such as suspension, expulsion or reversion of status to registered). Three Advisory (A) on particular issue in three consecutive appraisals turns into Major (M) non compliance and threatens certification status. Full compliance is indicated as “C”.

**Format -13D****Peer Inspection / Field Inspection Appraisal Worksheet – Part 4**

1.	Chemical fertilizers used :	Yes/No	Fertilizer Name Quantity(Kg/Ha)
2.	Chemical pesticide/weedicide /Insecticide etc	Yes/No	Category Name Quantity(Kg/Ha)
3.	liquid Biofertilizer consortia/ Liquid Biopesticides/ Neem cake/ Neem Oil/ Phosphate Rich Organic Manure / Zyme Granules Applied	Yes/No	Category Quantity(Kg/Ha) Source of Funding
4.	Soil samples collected from your field by any members of Regional Council /other members (State/Central Govt. / Public agencies	Yes/No	Member Name No. of Sample No. of Sample Tested
5.	Organic farming practices recommended to you to follow in your farm field by members of Regional Council /other members (State/Central Govt. / Public agencies) based on soil test results	Yes/No	List of Practices
6.	Field inspection done in your farm field during crop production by members of Regional Council /other members (State/Central Govt. / Public agencies)	Yes/No	Name Of LG Member Date Of Inspection Name Of Other Members
7.	Samples collected from your farm field has been analyzed for residues of chemicals and pesticides by members of Regional Council /other members (State/Central Govt. / Public agencies)	Yes/No	Name Of Member Sample Collected Name Of Other Members Result Reports
8.	Traditional organic Input Production units (Panchagavya, Beejamruth and Jeevamruth etc. ) of your own / sponsored under government scheme in your farm field	Yes/No	Name Of Unit No of Unit Capacity Source
9.	Planted any Nitrogen Harvest plants in your farm field during organic crop production	Yes/No	Name Of Seed Quantity NO of Plants
10.	Botanical extracts production units (Neem cake, Neem oil) in your farm field of your own / sponsored under government schemes/other agencies	Yes/No	Name Of Unit NO of Unit Source of Funding
11.	Vermicompost production units in your farm filed of your own / sponsored under government schemes/other	Yes/No	NO of Unit Quantity(kg/Ha) Source of Funding

	agencies		
12.	Transportation facilities you are having or any transportation convenience arranged to you for transportation of organic produce by cluster/RCs/ State/Central Govt. / Public agencies on packs of your products which are going to sale in market	Yes/No	Distance of Market Transportation Facility Arrangement
13.	Spending any amount on utilization of Machineries / Agricultural implements from Custom Hiring Centre (CHC)	Yes/No	Amount(By Own) Amount Supported By RC Cluster Other Name of Agriculture Implements
14.	Training Attend on organic farming	Yes/No	Training Date Subject Place Duration
15.	Exposure visits of organic field organized by attended any meeting on organic farming	Yes/No	Visit Date Place Duration

**Format -13E****Peer Inspection / Field Inspection Appraisal Worksheet – Part 5**

## 4. Production details

S. No.	Crops/ produce	Expected yield	Requirement for home consumption	Surplus available for sale
1.				
2.				
3.				
4.				
5.				

## 2. Inspection summary and recommendations

Although the peer review team does not make the final decision on certification but now that the inspection is over, what would you recommend?

- Full Certification
- In Conversion Certification
- Farmer should make listed improvements and apply for certification next year.

Date of peer appraisal \_\_\_\_\_

How long did the peer appraisal take \_\_\_\_\_

Who was responsible for filling in the peer appraisal worksheet

---

Printed Name, Signatures and Date of all peer-appraisers present at this inspection

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#### **Format -14**

#### **Peer Inspection/Appraisal Worksheet for Processing and Handling**

Peer Appraisal sheet for ..... Year.....

Type of processing

Details of processing and processing facility

On-Farm/ Off-Farm or Hired facility

Facility owned by

Details of other processing activities on premises

Name of peer Appraisers with their member code

1. Sh
2. Sh
3. Sh
4. .....
5. .....

#### 1. Local Group details

S. No.	Component	Details
1.	Group Name	
2.	Group Code	
3.	Details of organic produce to be processed with quantity	
4.	Proportion of various ingredients to be used including water salt and other non-organic additives	
5.	Name/(s) of Group member present responsible for supervision/ processing	
6.	Name of Group member/ representative present during inspection*	
7.	Date of Inspection	

\*During peer appraisal presence of at least one member of the group who is well versed with the PGS processing standards is a must requirement. In the absence of any representative appraisal cannot proceed

## 2. Appraisal report sheet of processing process

S. No.	Component	Observation	Status of NC*
1.	<b>Storage</b> <ul style="list-style-type: none"> <li>• Does storage facility meet standard requirement of PGS</li> <li>• Are you satisfied that necessary measures have been put into place to prevent co-mingling and contamination</li> <li>• Are you satisfied that no prohibited substances have been used in storage</li> </ul>		
	Are you satisfied that full standard requirements have been met in storage		
2.	<b>Processing facility</b> Specify whether processing facility is certified organic or undertakes non-organic processing also.		
	Whether all equipments, containers and processing facility has been cleaned thoroughly to ensure that no prohibited substances are incorporated in the processing		
	Are you satisfied that the processing unit meets all standard requirements for PGS-organic processing		
3.	<b>Processing</b> <ul style="list-style-type: none"> <li>• Give details of process and specify whether the process is approved process under PGS-organic programme or not</li> </ul>		
	<ul style="list-style-type: none"> <li>• Whether all ingredients are PGS organic or not. If not then provide details for each organic and non-organic ingredients</li> </ul>		
	<ul style="list-style-type: none"> <li>• Are you satisfied that all non-organic ingredients/ purchased ingredients meet standard requirements</li> </ul>		
	<ul style="list-style-type: none"> <li>• Name, quality and quantity of non-organic additives used</li> </ul>		
	<ul style="list-style-type: none"> <li>• Are you satisfied that no prohibited substances have been used in processing</li> </ul>		
	Are you fully satisfied that the entire processing process meets the standard requirements or not. If not then specify non-conforming activity/ingredient		

**3. Production details**

S. No.	Type of finished product	Expected total yield	Details of packing	Specify number of containers with sizes
1.				
2.				
3.				
4.				
5.				

**3. Inspection summary and recommendations**

Although the peer review team does not make the final decision on certification but now that the inspection is over, what would you recommend for:

Storage facility

Processing unit

Process and out put

Date of inspection \_\_\_\_\_

Name, Signatures and Date of all peer-inspectors present during the appraisal

**Format -15****Non-Compliance Guidelines****“Catalogue of Sanctions”**

Sanctions are given to farmers by the Local Group as a whole OR by the Local Group's elected Ethics Council (if one was created).

Situations	Type of sanction
<ul style="list-style-type: none"> <li>• Missing Attendance at a required Field Day</li> <li>• Unsatisfactory production system</li> </ul>	Verbal warning
<ul style="list-style-type: none"> <li>• Minor violations of the standards or regulations</li> <li>• Repeated written warning for similar problem</li> <li>• Not responding to approval conditions</li> </ul>	<i>Short Suspension of Certification</i> Period determined by length of time it takes for the Grower to get a new peer inspection/consultation
<ul style="list-style-type: none"> <li>• Repeated minor violations</li> <li>• Clear violation of the standards not threatening the organic integrity of the product</li> </ul>	<i>Suspension</i> for a fixed period after until farmer(s) take corrective actions.
<ul style="list-style-type: none"> <li>• Clear violation of the standards threatening the organic integrity of the product eg: use of prohibited pesticides or synthetic fertilisers.</li> </ul>	<i>Longer term suspension for 1 year</i> <i>Farmer may be moved back into “In Conversion” status</i>
<ul style="list-style-type: none"> <li>• Repeated violations leading to penalties, suspension or withdrawal of approval.</li> <li>• Obvious fraud</li> <li>• Intentional obstruction of the inspection eg: denying inspector access.</li> <li>• Refusal to respond to written requests for additional information</li> </ul>	<i>Termination of participation</i> Farmer(s) banned from PGS membership either permanently or for a set period of time.

***The Right of Appeal :*** The farmer's can make an appeal to the Regional Council within 2 weeks of the date of notification of the sanction by the Local Group OR to the Local Group as a whole if there is an Ethics Council that implemented the sanction.

**Format -16****LOCAL GROUP SUMMARY WORKSHEET**

(To be submitted to the Regional Council for certification decision approval)

List of Local Group Farms to be Certified this Calendar Year

Calendar Year: \_\_\_\_\_

LOCAL GROUP ID# \_\_\_\_\_

(Assigned at the time of formation of the Local Group)

LOCAL GROUP LEADER/Representative \_\_\_\_\_

Contact Information: \_\_\_\_\_

Total number of farmers

1. Number of farmers fully conforming to certified status  
(list enclosed as A)
2. Number of farmers granted in-conversion  
(List enclosed as B)
3. Number of farmers sanctioned  
(List enclosed as C)

**Certification decision**

We the members of the Local Group ..... ID No. .... hereby individually and collectively declare that members listed at A have achieved the PGS certified status (PGS Organic) and fully conformed all the requirements.

We individually and collectively declare that farmers at B are granted with In-conversion status (PGS Green – Grown without chemicals).

Details of expected produce under PGS-Organic and PGS-Green are given at Annexure I.

Regional Council is requested to kindly approve our certification decision. All required information including peer appraisal sheets have been up-loaded on PGS website and is available for review.

We all group members undertake to abide by the decision of the Regional Council.

Local Group Representative Signature Date

Decision of the Regional Council

Certification decision approved

Certification unique ID Code ....

Or

Certification decision not approved due to reasons

1

2

3

Signature

Regional Council Certification Manager Date

***The Right of Appeal***

In case of certification approval denial by Regional Council the Local Group can make an appeal to the National Council or to NAC through PGS Secretariat within 2 weeks of the date of notification of the certification denial by the Regional Council OR to the Appellate authority designated by the NAC.



# PGS - India

A Participatory Organic Guarantee Programme  
Department of Agriculture and Cooperation  
Govt of India

Certificate No. ....  
Date of Issue (MM/DD/YYYY).....

## Scope Certificate

This is to certify that the product(s) and area(s) of the  
mentioned farmer DHDHD  
belonging to PGS-India Group

.....  
Registered with Regional Council No ..... and name .....  
are in accordance with requirements of

### PGS-India National Standards For Organic Production

For the process of :

**“Crop Production”**

**This Scope Certificate  
valid from (MM/DD/YYYY) until (MM/DD/YYYY)  
for those product(s) and area(s) specified in the annex**

The validity of this certificate solely depends on the continued compliance with the  
required standards and PGS-India guidelines.

Signature of PGS India Group Leader  
Local Group No. ....

Logo

Authorized by :

**Signature of Head of Regional Council**

**Date- .....**

**Name of Regional Council .....**

**Authorization No. .....**



(Any one of the type of logo used depending on the organic cultivation status of farmer)

Local Group Name : .....

Local Group Code : .....

Farmer's Name : .....

The validity of this certificate solely depends on the continued compliance with the required standards and PGS-India guidelines.

Member Code	Member Name	Total Organic Area(Ha)	Farmer Status	Crops name	Production (kg/ha)

**Signature of PGS India Group Leader  
Local Group No.....**

Logo

**Authorized by :**

**Signature of Head of Regional Council**

**Date- .....**

**Name of Regional Council .....**

**Authorization No. .....**

**Format -17**

**Annual Progress Report for the year .....(Report to be submitted by Regional council )**  
**(Soft copy to be mailed at [nbdc@nic.in](mailto:nbdc@nic.in))**

**Name of Regional Council.....**

**Complete Address and contact details:.....**

**Year of Registration / Authorization .....**

**Year of Expiry of Authorization**

**PGS-INDIA Registration ID.....**

<b>Sl. No</b>	<b>No. of Groups</b>			<b>Total No. of Farmers</b>			<b>Area ((Ha)</b>			<b>Total No. of Farmers certified</b>	<b>Name of Products produced</b>		<b>Production In tones</b>		<b>Total Amount of Revenue generated from marketing (Rs. In Lakh)</b>
	Total number of Groups upto previous year (April YYYY)	Total number of Groups added in the present year (April YYYY)	Grand Total number of Groups	Total number of Farmers upto previous year (April	Total number of Farmers added in the present year (April	Grand Total number of Farmers	Total of Area (Ha)upto previous year (April YYYY)	Total Area (Ha)added in the present year (April YYYY)	Grand Total Area (Ha)	PGS - Green	PGS- organic	PGS - Green	PGS- organic	PGS - Green	PGS- organic

## Present Status of PGS-INDIA

To promote organic farming and domestic organic market a free / no cost domestic organic certification system called Participatory Guarantee system-India (PGS-India) in India is being implemented by Ministry of Agriculture, Department of Agriculture & Cooperation, Government of India through National Centre of Organic Farming (NCOF), Ghaziabad and its seven Regional Centres (Ghaziabad -Head Quarter, Bangalore, Nagpur, Jabalpur, Panchkula, Bhubaneswar & Imphal ). At present, fifty five **Regional councils** are authorized (on 26-03-2015) to work under PGS India Programme. Out of fifty five regional councils, seven are Regional centers of NCOF and forty eight are from different NGOs/ Society/ State Govt. organization/Departments from different States {Karnataka (6), Kerala (3), Tamil Nadu (3), Maharashtra (1), Andhra Pradesh (1), Rajasthan (11), Utter Pradesh (2), Madhya Pradesh (13), Chhattisgarh (2), Manipur (2), Odisha (1), Sikkim (1), Uttarakhand (1), Car Nicobar (1)}. The PGS organic certification at free of cost to the farmer under Paramparagat Krishi Vikas Yojana Scheme is promoted under components of National Mission for Sustainable Agriculture.

### **Logos used in Participatory Guarantee System-INDIA organic certification Programme**



Logo Used while marketing on the products produced from the field under conversion

Logo Used while marketing on the products produced from fields of completely converted into organic

# **OPERATIONAL GUIDELINES**

For  
Promotion of National Agriculture Market (NAM) through  
Agri-Tech Infrastructure Fund (ATIF)



**Uttam Fasal Uttam Enaam**

**September, 2016**

**Government of India  
Ministry of Agriculture and Farmers' Welfare  
Department of Agriculture, Cooperation and Farmers' Welfare  
Krishi Bhawan, New Delhi**





**S.K. PATTANAYAK**  
Secretary



भारत सरकार  
कृषि एवं किसान कल्याण मंत्रालय  
कृषि, सहकारिता एवं किसान कल्याण विभाग  
Government of India  
**Ministry of Agriculture & Farmers Welfare**  
Department of Agriculture, Cooperation  
& Farmers Welfare

## FOREWORD

While self-sufficiency in agriculture has been a priority for the Government and several policy initiatives weave around this objective, the post harvest management including agricultural marketing has not kept pace with the changes in the economy, particularly relating to setting up of an efficient supply chain. Agriculture Marketing has so far been administered by the States as per their Agricultural Produce Marketing & Regulation Acts. Government of India has taken a major step by launching the National Agriculture Market which is a pan-India electronic trading portal networking the existing APMC and other market yards to create a unified national market for agricultural commodities. NAM is a "virtual" market with a physical market (mandi) at the back end. The NAM Portal will provide a single window service for all APMC related information and services. Online trading of agricultural commodities on e-NAM portal will facilitate real-time price discovery in a transparent manner thereby increasing competition among traders resulting in better remunerative price to farmers. The price discovery will happen in a more transparent & competitive environment.

I am very happy to know that operational guidelines of such an important programme are being released for the benefit of implementing agencies like State / UT Governments, Agriculture Marketing Boards, APMCs / RMCs and other stakeholders.

I am sure these operational guidelines will be useful in achieving the goals of the National Agriculture Market towards enhancing the income of farmers.

*S.K. Pattanayak*  
( S.K. Pattanayak )

Date: October 4, 2016



## **Operational Guidelines for Central Sector Scheme for Promotion of National Agriculture Market (NAM) through Agri-Tech Infrastructure Fund (ATIF).**

### **1. Introduction:**

- 1.1 Following successive Budget announcements of 2014-2015 and 2015-16 on setting up an “Agri-Tech Infrastructure Fund” and the need to create a National Agriculture Market to increase the income of farmers with incidental benefit of moderating price rise respectively, Government approved a Central Sector Scheme for “Promotion of National Agriculture Market (NAM) through Agri-Tech Infrastructure Fund (ATIF) on 01st July, 2015 with a budget allocation of Rs. 200 crore. The scheme envisages deployment of a common e-market platform in 585 selected regulated wholesale agriculture markets (hereinafter called markets) by March, 2018. The common e-market portal will be called e-NAM.

### **2. Objectives:**

The main objectives of the Scheme are -

- (i) to integrate markets first at the level of the States and eventually across the country through a common online market platform, to facilitate pan - India trade in agricultural commodities;
- (ii) to streamline marketing / transaction procedures and make them uniform across all markets to promote efficient functioning of the markets;
- (iii) to promote better marketing opportunities for farmers / sellers through online access to more buyers / markets, removal of information asymmetry between farmer and trader, better and real-time price discovery based on actual demand and supply of agri-commodities, transparency in auction process, prices commensurate with quality of produce, online payment etc. that contribute to marketing efficiency;
- (iv) to establish quality assaying systems for quality assurance to promote informed bidding by buyers; and
- (v) to promote stable prices and availability of quality produce to consumers.

### **3. Scheme design:**

- 3.1 NAM is envisaged as a pan-India electronic trading portal, to be managed centrally by a lead implementing agency i.e. Small Farmers' Agribusiness Consortium (SFAC), which will network 585 selected markets in a span of three years (2015-16 to 2017-18) to create a unified national market for agricultural commodities. NAM is a “virtual” market but it has a physical market at the back end. While one time registration of farmers / sellers, lot details at the entry gate, weighment, quality assaying, auctions / trade transactions, payment by buyers to sellers and other agencies involved in the chain of transaction will take place online on e-NAM, actual material flow will happen physically through the market. Entire arrivals of agricultural commodities selected for trading on e-NAM will be traded on-line only.

- 3.2 The centralized special software to be developed for e-NAM will be offered free of cost to each market which agrees to join the national network and necessary customization will be undertaken to conform to the provisions of the relevant marketing regulations of each State.

#### **4. Eligibility criteria for availing assistance under the scheme:**

- 4.1 The scheme being linked to agricultural marketing reforms, the States / Union Territories (UTs) need to undertake mandatory reforms in their Agriculture Produce Market Committee (APMC) Acts in respect of following three areas to avail the assistance under it -

- (i) single trading license to be valid across the State;
- (ii) single point levy of market fee across the State; and
- (iii) provision for e-auction/e-trading as a mode of price discovery to be facilitated by the State Agriculture Marketing Department / Board / APMCs / Regulated Market Committees (RMCs), as the case may be.

4.1.1 In respect of 4.1 (i) above, State/UT must provide, through appropriate legislation / executive order in consonance with the concerned APMC Act / regulation, for issue of single trade license to any eligible person from across India irrespective of one's domicile to enable one to trade through e-NAM portal in the markets across the State / UT.

Further, State / UT must provide for a liberal process of single trade license for wholesale traders / buyers for the entire State & ensure that there are no barriers like prohibitively high security deposits or stipulations regarding minimum quantities to be transacted or requirements of establishment of purchase centre / premise' etc.

4.1.2 In respect of 4.1 (ii) above, State / UT must provide, through appropriate legislation / executive order in consonance with the concerned APMC Act / regulation for single point levy of market fee for wholesale trading of same produce across the State i.e., levy of market fee / cess at point of first transaction only in the State. No further market fee / cess / service charge, or by whatever name it is called, should be leviable on subsequent wholesale transaction (s) of the same produce.

4.1.3 In respect of 4.1 (iii) above, State / UT must provide, through appropriate legislation / executive order in consonance with the concerned APMC Act / regulation, that State Agricultural Marketing Department / Directorate / Board , as the case may be , and concerned APMC / RMC shall provide necessary legal framework therefor and required infrastructure connected thereto to promote National Agriculture Market (e-NAM).

- 4.2. Proposals from such States / UTs meeting above three pre-requisites received on prescribed pro-forma (Annexure-I) will be considered for sanction of one time grant for purchase of hardware, internet connection, assaying equipments and related infrastructure to make the market ready for plug in with e-NAM platform.

4.3 In addition, States / UTs must also undertake-

- (i) to trade 100 % volume of selected agricultural commodities through e-trading / e-auction in the markets proposed to be covered under e-NAM;
- (ii) to make provision\*\* for Soil Testing Laboratories (STLs) or ensure that markets are linked to STLs located in close proximity;
- (iii) to meet the balance fund requirement towards implementation of e-NAM, if any, over and above that granted by the Project Appraisal Committee (PAC);
- (iv) to bear all future escalations, as may arise after 5 years upon expiry of service agreement with Strategic Partner;
- (v) to bear annual maintenance provisions for the software as may arise after 5 years upon expiry of service agreement with Strategic Partner;
- (vi) to register their implementing agency on PFMS portal (<https://pfms.nic.in>) and intimate the same to Department of Agriculture, Cooperation and Farmers' Welfare (DAC&FW) (hereinafter called Department) along with the bank details etc. to enable transfer of funds.

\*\* Proposals for setting up of STLs may be taken up under the National Mission for Sustainability of Agriculture (NMSA) and RKVY schemes of DAC&FW.

- 4.4 States / UTs, which either do not have marketing regulation or have one which is not in force, in order to integrate with e- NAM portal and avail grants under the scheme, must identify some institution / organisation and frame appropriate legally enforceable guidelines . The entity so identified may develop the appropriate physical infrastructure required for e-trading on e-NAM at back end and provide required logistic support. Regulatory framework / legally backed guidelines may include all the required facilitatory provisions for trading on e-NAM portal including enlisting / registration of traders / buyers, transaction fee etc.
- 4.5 The proposals of private markets for providing access to e-NAM portal may also be considered by the Project Appraisal Committee (PAC) provided they are recommended by the competent authority of the concerned State / UT. However, in such cases they must provide for mandi analyst, related hardware, assaying facilities and other support services at their own cost.

## **5. Assistance under the scheme:**

- (i) Assistance to APMCs / RMCs is subject to approval of Project Appraisal Committee (PAC).
- (ii) State / UT / their agencies may apply for approval of Detailed Project Reports (DPRs) and grant under the scheme. Proposals for all selected APMCs / RMCs in the State / UT shall be routed through the State Government / UT administration in the prescribed format provided at Annexure-I along with all supporting documents.

- (iii) e-NAM software will be provided to States / UTs free of cost.
- (iv) Department will give grant as one time fixed cost to the States / UTs up to Rs.30.00 lakh per market, based on their DPR for purchase of hardware, internet connection, assaying equipments and related infrastructure to make the market ready for integration with e-NAM platform. State Government / UT / their agencies would bear balance fund requirement, if any, for making arrangement for electronic trading in proposed markets.
- (v) SFAC, the Lead Implementing Agency (LIA), through Strategic Partner (SP) identified for implementation of e-NAM, will depute free of cost one person at each market, for a period of one year to provide day to day hand holding support to stakeholders for its successful implementation. If this support is required to be continued further, concerned market will be required to bear the cost of such person / support. Private markets however will have to bear the cost of mandi analyst from the beginning.
- (vi) Based on the availability of funds and the number of projects submitted by States / UTs, Department may decide to put a cap on the number of markets that may be covered in this scheme from each of the State/UT.

## **6. Approval of proposals and release of assistance:**

- 6.1 The proposals received on prescribed Pro-forma (Annexure-I) from States / UTs and their agencies for integration of their markets with e-NAM shall be scrutinized and considered for sanction of one time grant by Project Appraisal Committee (PAC) under the Chairmanship of the Secretary, DAC&FW. The Committee will have the following composition:
  - (i) Additional Secretary (Marketing), DAC&FW - Member
  - (ii) AS&FA, DAC&FW - Member
  - (iii) Managing Director, SFAC - Member
  - (iv) APC/Secretary, I/c Agriculture Marketing of concerned State - Member
  - (v) Joint Secretary (Marketing), DAC & FW - Member Secretary
- 6.2 The PAC will scrutinize the proposals received from States / UTs or their concerned agencies with the assistance of SFAC and Directorate of Marketing and Inspection (DMI).
- 6.3 PAC will sanction the project and release grant.
- 6.4 PAC will guide the States / UTs in all matters related to the implementation of e-NAM and will advise suitable measures / corrective actions, if any, during the course of implementation, keeping in view the overall aim & objective of the scheme.
- 6.5 Chairman, PAC may at his discretion, co-opt any other member to the PAC or to any of its meetings.

## **7. Budget provisions and management:**

- 7.1 The scheme provides an initial allocation of Rs. 200 crore and comprises two components-
- one time fixed cost subject to the ceiling of Rs.30.00 lakh per market for related hardware including quality assaying equipment / infrastructure for 585 markets;
  - cost of software for common e-platform and its customization to meet States'/UTs' needs, annual maintenance, data centers, servers, training costs and administrative expenses. The software will be provided free of cost to the States/UTs;
- 7.2 Release of one time fixed grant to the States / UTs for the markets will be made on approval of the DPRs by the PAC and compliance with all observations made by the PAC. Entire grant, as approved by PAC and Integrated Finance Division of Department, will be released in the account of beneficiary / State/UT implementing agency.
- 7.3 States/UTs will be required to submit Utilization Certificate in the form of GFR 19A, within a period of one year in respect of the grant released to them.
- 7.4 The funds received under the Scheme cannot be utilized for any purpose other than for integration of the approved markets with e-NAM and no diversion of funds is permitted.
- 7.5 The scheme will be subject to audit by Comptroller and Auditor General (CAG) of India.

## **8. Role of various Agencies:**

- 8.1 Small Farmers Agribusiness Consortium. (SFAC): SFAC has been appointed as the lead agency for implementation of National Agriculture Market by the Department. SFAC will implement e-NAM with support from Strategic Partner (SP) selected by the Executive Committee of SFAC headed by Secretary (DAC&FW). M/s Nagarjuna Fertilizers and Chemicals Limited, (NFCL) has been appointed as SP for a period of 05 years from the date of signing the contract agreement i.e. 23.12.2015 to develop and maintain e-NAM Portal. SFAC will hire Consultants and support staff on contract basis and will set up a dedicated Project Management Unit (PMU) manned with subject matter specialists, to facilitate the implementation of the platform. In its role as L.I.A., SFAC will carry out all administrative and management functions with respect to implementation including-
- scrutiny of DPRs submitted by the States / UTs for integration with e-NAM and submission of its recommendations to PAC with respect to fulfilling various requirements as stipulated in Annexure – I (attached hereto) other than those related to regulations and reforms in agricultural marketing for sanction of one time grant.
  - co-ordination with S.P., States / UTs, concerned APMCs / RMCs and other stake holders;
  - co-ordination with NIC for the technical support required from time to time;
  - co-ordination with DMI for formulation of tradable parameters to facilitate quality assaying

of notified commodities to be traded on e-NAM platform, quality assaying procedures and training material required to train and orient various market functionaries;

- (v) periodic review and monitoring the progress of the implementation of e-NAM project;
- (vi) to consider the requests of States / UTs in consultation with the Department and DMI for adding new commodities for trading on e-NAM platform from time to time and advise the SP for inclusion of such commodities;
- (vii) review and monitor integration of markets as per targeted timelines;
- (viii) co-ordination with SP and Banks for integration of online payment gateway with e-NAM platform and also coordination with Department in implementation of NAM ;
- (ix) handle all legal matters arising out of NAM implementation in consultation and coordination with the Department and
- (x) carry out any other responsibility assigned by the Department from time to time.

## 8.2 **Directorate of Marketing and Inspection (DMI):** DMI, an attached office of the Department will provide assistance on following matters-

- (i) scrutiny of the DPRs submitted by the States / UTs and assist PAC with respect to regulatory and reforms aspects as stipulated in Annexure -I (attached hereto);
- (ii) formulate and recommend tradable parameters, for the notified agri-commodities proposed to be traded on e-NAM, to the Government for its approval;
- (iii) provide technical advice/support to the State Agricultural Marketing Department / Directorate /Board/ APMC/RMC for establishing quality assaying laboratory and related apparatus and issues incidental thereto;
- (iv) frame and release required standards and specifications for assaying laboratories; manpower requirements and other activities incidental thereto;
- (v) equip human resource and lay down the procedures for approval of assaying Laboratories; and
- (vi) assist SFAC on any technical issues relating to marketing and status of marketing reforms in the various States.

## 8.3 **National Informatics Centre (NIC):** National Informatics Centre (NIC) as technical partner of the Department will be responsible for-

- (i) hosting of e-NAM software on Meghraj cloud;
- (ii) providing and maintaining all the necessary infrastructure including virtual machines (servers), base operating systems, firewall, load balancers, SMS and email services etc. as per policies of NIC / DeitY applicable from time to time;

- (iii) extending all support services necessary to ensure uninterrupted functioning of the e-NAM platform on Meghraj cloud;
  - (iv) providing technical advice to SFAC on Functional Requirement Specifications (FRS) Software Requirement Specifications (SRS), Process Design Document (PDD) and evaluation of change request including efforts and cost involved;
  - (v) NIC will serve as a member of the project monitoring committee for all technical aspects of the project;
- 8.4 **Strategic Partner (SP):** The S.P. will design, develop, test, implement, maintain, manage, enhance and modify the set of applications and modules of e-NAM platform. SP is responsible for implementing e-NAM, in the selected markets of different States / UTs in an effective and time bound manner. The role and activities of SP as described in the Request for Proposal (RFP) inter alia, includes-
- (i) to design, develop and implement e-NAM platform, which will comprise following major modules-
    - a) masters and administrations;
    - b) gate entry – exit management;
    - c) lot management;
    - d) quality assaying management;
    - e) bid management;
    - f) e-tender / e-auction portal;
    - g) weighment integration;
    - h) sale agreement and sale invoice;
    - i) payment gateway integration;
    - j) email / SMS integration; and
    - k) reports and MIS.
  - (ii) to ensure that application including its entire functionality is running and is available at all times as per the criteria defined in RFP;
  - (iii) fixing of software faults in a time bound manner as described in RFP;
  - (iv) maintenance of the complete code base of e-NAM platform including all versions of the software, system documentation in all respects as described in RFP and up gradation of the code base;

- (v) processing of data requests received from SFAC in time bound manner;
- (vi) modification and enhancements in software within agreed time frame and system integration testing;
- (vii) maintenance of application performance as per scope of work;
- (ix) provide ground level support to SFAC and markets by deploying support staff as detailed in the RFP / agreement;
- (x) SP will set up a help desk that will answer queries and handle/escalate issues reported by the users during business hours. The help desk shall function on all days on which markets are functional;
- (xi) training and education services: The training and awareness material will be prepared by SP in consultation with DMI and SFAC and will be revised / upgraded regularly. SP will also train market related officials, farmers, commission agents, traders, employees of markets, data entry operators and such others as may be necessary for successful operation of e-NAM;
- (xii) marketing and usage of the portal: SP shall carry out appropriate promotion and marketing activities to enhance acceptability and usage of e-NAM portal amongst various stakeholders;
- (xiii) generation of reports: SP shall make suitable provisions in the e-NAM software to provide /generate such daily and periodic MIS reports as may be required by various stake holders viz. SFAC, DAC&FW, APMCs etc. from time to time.

**8.5 State Governments / UT Administration:** State/UT Agricultural Marketing Department/ Directorate/Agricultural Marketing Boards in accordance with the powers vested in them shall ensure-

- (i) that necessary regulatory framework and mandatory reforms as stipulated under eligibility criteria at 4.1 above are adequately provisioned in respective State's/UT's marketing laws to facilitate unhindered operation of NAM. They shall also put in place all needed facilities and support to undertake on-line trading of notified agricultural produce on e-NAM; platform;
- (ii) that APMCs/RMCs integrated with e-NAM have all infrastructural facilities like hardware, internet connectivity, e-auction hall, assaying laboratory, required manpower, training and awareness , etc. as needed to implement e-NAM;
- (iii) that well structured Dispute Resolution Mechanism (DRM) is put in place for handling the disputes arising out of transactions on e-NAM;

- (iv) that APMCs / RMCs adopt best practices;
  - (v) that market outreach is enhanced, farmers' transportation costs are reduced, by notifying warehouses/cold storages with infrastructure and facilities, as prescribed, preferably by the Warehousing Development and Regulatory Authority (WDRA) shall be declared as market sub-yards to function as delivery and sale point. The minimum infrastructure and facilities may include existence of adequate safety, internet, sorting, cleaning, grading and quality assaying lab etc. Further, on-line trading of Negotiable Warehouse Receipts (NWRs) issued by WDRA registered warehouses under Negotiable Warehouse Receipts System (NWRS) also needs to be promoted;
- 8.6 State Agriculture Marketing Board (SAMB) / Directorate of Agricultural Marketing:** SAMB / Directorate of Agricultural Marketing shall facilitate APMCs/RMCs to implement e-NAM in an efficient and effective manner by-
- (i) ensuring availability of required manpower at the APMCs / RMCs;
  - (ii) by constituting suitable institution / organization / special cell for close monitoring of the implementation of e-NAM platform;
  - (iii) by making available adequate cleaning, sorting, grading and quality assaying facilities;
  - (iv) by putting in place well structured Dispute Resolution Mechanism (DRM) for handling disputes arising out of transactions on e-NAM;
  - (v) by encouraging APMCs/RMCs to link more and more number of markets to get connected with e-NAM;
- 8.7 Agriculture Produce Marketing Committee/Regulated Market Committee (APMC / RMC):** APMCs / RMCs shall-
- (i) provide infrastructural facilities and services relating to registration, cleaning, sorting, grading, assaying, IT, internet connection of minimum 5-10 MBPS (indicative requirements of hardware and internet connectivity is given in annexure -II),
  - (ii) carry out training and awareness programs and one time registration of farmers, Commission agents, Traders and other service providers like weighman, packaging, loading unloading personnel etc and also KYC verification thereof including bank accounts registered for online transfer of payments;
  - (iii) provide facilities for installation of computer hardware/printers along with UPS/generator to ensure availability of uninterrupted power supply, cabling, setup and configuration of LAN;
  - (iv) make available room/desk/space for support staff deployed for successful rollout and also operation and maintenance of e-NAM for initial hand holding of market functionaries;

- (v) set up e-auction hall equipped with computers for uploading of buy quotes / bids by traders and large Monitor / Projector with Internet access. Concerned APMC / RMC would further be required to provide suitable space for training sessions for farmers, traders, commission agents and market staff to be organized from time to time;
- (vi) set up Quality Assaying Laboratory with skilled manpower to ensure quality assaying of produce offered for sale on e-NAM compulsorily. Such labs shall be approved by an Agency notified by the Department/ State;
- (vii) promote third party assaying labs duly approved by an agency notified by the Department / State;
- (viii) put in place a system of quality assaying wherein no farmer is charged for the assaying services;
- (ix) provide at least one electronic weighbridge of appropriate capacity within market yard premises. In addition, such APMC / RMC may also notify electronic weighbridges outside market premises, whose weight certificate of empty / loaded truck/ trolley and gross weight will be valid for on-line trading of commodities on e-NAM platform;
- (x) take necessary steps to integrate the entire market operations right from gate entry till exit of transacted commodity. As, eventually, especially for out station buyers, logistics would be an important consideration, APMC / RMC would do well to ensure that an efficient and cost effective logistics are available for the clients of the market. APMC / RMC should also provide all logistic support of storage and incidental thereto for unsold agricultural produce, sold produce to be dispatched or produce brought for selling through e-NAM platform requiring such support inside the market premises on minimal charge basis.
- (xi) provide a suitable dispute resolution mechanism in respect of assaying, weighment and e-payment related matters and issues incidental thereto, reported by sellers, buyers and other service providers with respect to trades on e-NAM at APMC / RMC level.

9. **Clearing and Settlement:** Once the trade has been confirmed, primary invoice will be generated automatically by e-NAM software which can be accessed by the traders from the respective dashboard or from the one sent to the winning bidder on email / SMS or manually etc. The winning bidder will deposit the amount calculated as per the sale agreement, which will include market fee, commission agent's charges, loading / unloading / packaging charges etc., as applicable. Winning bidder will be able to deposit the amount on-line into an settlement account using RTGS /NEFT or through on-line payment gateway provided on e-NAM. Once the funds are received by e-NAM, a confirmation message will be sent to the Farmer- Seller / Commission Agent. Depending on the terms of delivery, the winning bidder will be required to take the delivery of goods at the APMC market either by himself or through an authorized agent or logistics provider. Buyer can also request the Commission Agent / Seller to dispatch the goods through a transporter identified by him on "Freight to Pay" basis at his own risk

and cost Freight, insurance charges etc. to be paid by the buyer. Funds due to be paid to the Farmer- Seller / Commission Agent and other beneficiaries like APMC, service providers etc. will be transferred to their respective bank accounts registered with e-NAM after acceptance of delivery by the buyer or his representative within 1 (one) business day by the bank operating the e-NAM account upon on-line approval from concerned APMC.

10. These guidelines are illustrative not exhaustive; and to provide only the basic tenets of the scheme. However, the guidelines may undergo revision from time to time as and when required.
11. In case of any dispute relating to these guidelines, the interpretation of Department shall be final & binding on all concerned parties.

## Annexure I

**Format for Submission of Detailed Project Report (DPR) by States for availing one time grant under Agri-Tech Infrastructure Fund (ATIF) for integration of mandis with National Agriculture Market (NAM) platform.**

## Section A: State Name and Contact Details

1. Name of State:
  
2. Contact Person:
  
3. Phone / Fax no. of contact person:
  
4. Email Address of Contact Person:

## Section B: Prevailing Legal Framework in the State

1. Legal Framework of Agriculture Marketing:
  - 1.1. Full Title of APMC Act (if any) :
  
  - 1.2. Status of Rules framed for Marketing of Agri-Product in the State (if any)<sup>1</sup>:

---

<sup>1</sup>State has to provide documentary support i.e. APMC Act / Rules in force with the amendments if any issued from time to time with respect to provisions given below, in their APMC Act, which are mandatory to integrate with the NAM platform

- a. Provision of electronic trading of Agri-produce.
- b. Issue of trade license to anyone in India/State valid across all markets of the State.
- c. Single point levy of transaction fee within the state

The relevant sections shall be highlighted by the state for quick identification.

### Section C: Identification of Single Window Clearance System for NAM

State shall provide confirmation to setup a single window clearance system for all matters related to implementation of NAM and shall identify the nodal officer for the same

1. Nodal officer:
2. Phone / Fax no. of Nodal officer:
3. Email Address of Nodal officer:

### Section D: List of Markets proposed to be integrated with NAM :

S.N.	Name of Mandi	Location	Major Produce Marketed	Produce planned to be marketed through NAM	Category of Mandi <sup>3</sup> (Gen/ SC/ST)

<sup>2</sup>If a market handling both perishable and non-perishable produce, is planned to be plugged in, only non-perishable commodities shall be added in the first phase in NAM. The information requested in sections E to H below should be provided.<sup>et</sup>

<sup>3</sup> State shall indicate the category of market as 16.2% and 8.0% assistance is reserved for SCPSC and TSP categories. Hence mandis shall be chosen accordingly. Categorization of mandis, for the purpose of booking of expenses for incurring expenditure under SCPSC or TSP allocation, may be made on the basis of the geographical location of the market. If it comes under a reserved Parliamentary Constituency or reserved State Assembly Constituency, as provided under the "Representation of People Act, 1950, it may be treated as a reserved market (SC or ST) In case amandi falls under two Parliamentary / State Assembly Constituency and one of which comes under reserved category, the benefit may be extended irrespective, to the larger delimitation.

Information required in sections A to D shall be provided at the state level, while those in sections E to H shall be provided separately for each of the market.

### Section E: Market Name & Contact Details (Information in the format below has to be provided for each market listed in section D)

1. Mandi Name:
2. Mandi Location:
3. Contact person:
4. Contact telephone:
5. Contact email:

### Section F: Existing Market Profile

Heading	Sub-heading	Unit\$	Quantity
Area of Mandi		Acre	
Number of Entry only Gates			
Number of Exit only Gates			
Number of Entry/Exit Gates (gates that allow both entry & exit)			
Produce/commodities handled during last year			
	Produce 1	Metric Ton	
	Produce 2		
	Produce 3		
	.....		
	.....		
	.....n		
Produce/commodities handled during peak period per day			
	Produce 1	Metric Ton	
	Produce 2		

<b>Heading</b>	<b>Sub-heading</b>	<b>Unit\$</b>	<b>Quantity</b>
	Produce 3		
	.....		
	.....		
	Produce..n		
Estimated Peak number of farmers/day		Nos.	
Estimated Peak number of traders/day		Nos.	
No. of Licensed Commission Agents		Nos.	
No. of Licensed Wholesalers/Traders		Nos.	
Existing Infrastructure	Office buildings	Sq. feet	
	Auction hall	Sq. feet	
	Ware house	Nos.	
		Sq. feet	
	Auction Sheds	Nos.	
		Sq. feet	
Equipments available for sorting/grading if any	Equipment 1	Nos.	
	Equipment 2		
	.....		
	Equipment..n		
Equipments available for assaying/ Quality Checking	Equipment 1	Nos.	
	Equipment 2		

Heading	Sub-heading	Unit\$	Quantity
	.....		
	Equipment n		
Average no.of Samples Checked / day	Produce 1		
	Produce 2		
	.....		
	Produce n		

**Weigh Bridge available inside market premises if any\***

S.N.	Type (Electronic / Manual)	Capacity

\* If not, location of nearest weigh bridge

Name of operator:

Capacity :

Distance from mandi :

### Prevailing Practices on grading / assaying

<b>Produce</b>	<b>Parameter Tested</b>	<b>Grading / Assaying details@</b>
Produce 1	Parameter 1	Grade A limit
Grade B limit		
	Parameter 2	
	Parameter 3	
	.....	
	.....n	
Produce 2	Parameter 1	
	Parameter 2	
	Parameter 3	
	-----n	
Produce ....n		

@ If applicable

### Section G: Produce planned to be marketed through NAM

<b>S.N.</b>	<b>Produce</b>
1	Produce 1
2	Produce 2
3	Produce 3
4	.....n

**Section H: Details of Hardware / Assaying Equipments Required with Cost Estimates to make market ready for plug in to NAM platform.**

Heading	Sub-heading	Unit Rate (Rs.)	Quantity Nos.	Total Cost (Rs.)
Computers	Entry Gate			
	Exit Gate			
	E-Bidding Hall			
	Kiosk			
LAN Network	LAN Cable (Cat 6/Optical fibre) Quty in Meters			
	Wi-fi routers			
	Network switches required			
	Other accessories			
	Cost of installation			
Registration Aids	Multipurpose printers (Printer, Scanner, Photocopier)			
	Number of Web-cams required (required for registration at entry gate)			
Power Back up Equipments	UPS with capacity			
	Generator with cpacity			
Other infrastructure	Display screen/ projector for Auction Hall			
	ACs (including Tonnage)			
	Broad band / internet connection(Leased line)			
Assaying Equipment Required*	Equipment 1			
	Equipment 2			

<b>Heading</b>	<b>Sub-heading</b>	<b>Unit Rate (Rs.)</b>	<b>Quantity Nos.</b>	<b>Total Cost (Rs.)</b>
	Equipment 3			
	.....n			
Any other item required	Item 1			
	Item 2			
	Item...n			
<b>TOTAL COST INR</b>				

\*Provide details of produce which would be handled using this said equipment.

2. Whether States have sent proposals for setting up of Soil Testing Laboratories in the selected markets for funding under Soil Health Management of National Mission for Sustainable Agriculture.

## Annexure - II

### Infrastructure required at market level:

#### Hardware requirement:

NAM Portal can be operated on any device, i.e. Desktop, Laptop, Tablet and Mobile phone (through application). The recommended specifications in terms of CPU, RAM, Hard Disk (for computing devices), Printers (Dot Matrix, Laser, thermal etc.) are as under:

##### a) Computer / Lap Top:

Latest Generation Core i3 CPU, 4 GB of RAM will suffice with MS Windows operating System.

##### b) Tablet:

Any prevalent Android tablet with Kitkat or above version will suffice.

##### c) Printer:

For Gate operations: Thermal Printer

For transactional output: Dot Matrix Printer

For Reports: Wide Carriage dot Matrix Printer / Line Printer / Laser Printer

##### d) Network:

For internet connectivity any broad band connection with overall 5-10 Mbps speed (depending on number of systems deployed and users)

For internal network (LAN) – Wi Fi Setup covering entire mandi premises.

For Back up Network: Data Cards at critical stations (Gate, Trading hall and MIS Seat)

##### e) UPS:

To be estimated based on the number of systems installed, minimum back up time (Battery requirement) to be decided basis power outage scenarios

##### f) LED Display / TV for online display of prices and auction results (device selection is dependent on the individual APMCs choice)

##### g) Base Software:

Windows Operating System (Desk Top / Laptop), MS office (or equivalent application for importing reports in spread sheet format) Anti-virus etc.

### Supplementary Infrastructure:

Electronic Weigh Bridges, Firewall, Display Boards, Television, Public address system, Projector etc.

### Lab Equipments :

Lab equipments have two categories – Standard for Moisture Meter etc. and Commodity Specific which is primarily dependent on the commodities being handled by the respective APMC markets.









# **OPERATIONAL GUIDELINES**

**Pradhan Mantri Fasal Bima Yojana  
(PMFBY)**

**(Revised)**

**Department of Agriculture, Cooperation and Farmers Welfare  
Ministry of Agriculture & Farmers Welfare  
Krishi Bhawan, New Delhi-110001**

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# Abbreviations

AIC	Agricultural Insurance Company of India Ltd
ACF	Area Correction Factor
APR	Actuarial Premium Rate
ARG	Automatic Rain Gauge
AWS	Automatic Weather Stations
AY	Actual Yield
CB	Commercial Banks
CBS	Core Banking Solution
CCAFS	Research program on Climate Change, Agriculture and Food Security
CCEs	Crop Cutting Experiments
CPMU	Central Program Management Unit
CSC	Common Service Center
CSO	Central Statistical Office
CV	Co-efficient of Variance
DAC&FW	Department of Agriculture, Cooperation and Farmers Welfare
DBT	Direct Benefit Transfer
DCCBs	District Central Cooperative Banks
DLMC	District Level Monitoring Committee
DLTC	District Level Technical Committee
ESI	Expected Sum Insured
FASAL	Forecasting Agricultural output using Space, Agro meteorological and Land based observations
FI	Financial Institutions
GIC Re	General Insurance Corporation of India
GFR	General Financial Rule
GIS	Geographic Information System
GPS	Global Positioning System
IA	Implementing Agency
IC	Insurance Company
IASRI	Indian Agricultural Statistical Research Institute
IFPRI	International Food Policy Research Institute
IMD	Indian Meteorological Department
IRRI	International Rice Research Institute
IRDAI	Insurance Regulatory and Development Authority of India
ISRO	Indian Space Research Organisation
ISS	Interest Subvention Scheme
IT	Information Technology
IU	Insurance Unit
KCC	Kisan Credit Cards
LC	Loss Cost
LPA	Long period Average
LPC	Land Possession Certificate
MIS	Management Information System
MNCFC	Mahalanobis National Crop Forecast Centre
MOA&FW	Ministry of Agriculture and Farmers Welfare

NABARD	National Bank for Agriculture and Rural Development
NAIS	National Agricultural Insurance Scheme
NCIP	National Crop Insurance Portal
NCIP*	National Crop Insurance Programme
NEFT	National Electronic fund Transfer
NFA	Notified Area
NLMC	National Level Monitoring Committee
NOAACPC	National Oceanic and Atmospheric Administration Climate Prediction Center
NRSC	National Remote Sensing Centre, ISRO
NSSO	National Sample Survey Organization
NTSU	National Technical Support unit
PACS	Primary Agricultural Credit Society
PMFS	Public Finance Management System
PMU	Project Management Unit
PRIs	Panchayati Raj Institutions
RBI	Reserve Bank of India
RoR	Records of Right
RRBs	Regional Rural Banks
RST	Remote Sensing Technology
RTGS	Real Time Gross Settlement
SAO	Seasonal Agricultural Operations
SAC	Space Applications Centre, ISRO
SI	Sum Insured
SLA	Service level agreement
SLCC	State Level Coordination Committee
SLCCI	State Level Coordination Committee on Crop Insurance
SLTC	State Level Technical Committee
SOF	Scale of Finance
SOP	Standard Operating Procedures
SRSC	State Remote Sensing Centres
STAC	State level Technical Advisory Committee
STSU	State Technical Support Unit
TAC	Technical Advisory Committee
TSU	Technical Support Unit
TY	Threshold Yield
UIDAI	Unique Identification Authority of India
USSD	Unstructured Supplementary Service Data
UT	Union Territory
UTR	Unique Transaction Reference
VLE	Village Level Entrepreneur
UAV	Unmanned Aerial Vehicle
WMO	World Meteorological Organisation
XML	eXtensible Markup Language

## **1. Objective of the Scheme**

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Pradhan Mantri Fasal Bima Yojana (PMFBY) aims at supporting sustainable production in agriculture sector by way of

- Providing financial support to farmers suffering crop loss/damage arising out of unforeseen events
- Stabilizing the income of farmers to ensure their continuance in farming
- Encouraging farmers to adopt innovative and modern agricultural practices
- Ensuring flow of credit to the agriculture sector which will contribute to food security, crop diversification and enhancing growth and competitiveness of agriculture sector besides protecting farmers from production risks.

## **2. Adoption of Technology for Scheme Administration:**

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- 2.1 In an endeavour to integrate Technology in implementation and execution of the Scheme, the Govt. of India has designed and developed a National Crop Insurance Portal (NCIP) ([www.pmfby.gov.in](http://www.pmfby.gov.in)). This will bring in better administration and coordination amongst stakeholders viz. Farmers, States, Insurers and Banks as well as real time dissemination of information and transparency.
- 2.2 The successful running of the Portal calls for responsible participation by different stakeholders who will have the responsibility for census coding and updating revenue/administrative units, AWS code mapping and updating requisite information/details as per login credential module.
- 2.3 Implementing States and Insurance Companies during each crop season are required to digitize and upload on the web Portal in the relevant module, basic information like notified areas, crops, sum insured, Govt. subsidy, and premium to be paid by farmers and name of the implementing Insurance Companies in the particular insurance unit etc., well within the prescribed time. This will facilitate farmers and other stakeholders to get the relevant information on Internet and through SMS. State Govt. and concerned Insurance Company will be responsible for any incorrect entry/ errors/ omissions etc.
- 2.4 Digitization of basic information/notification should compulsorily be done before floating tender documents which will be followed by entry of bidden Premium rates and name of selected Insurance Company immediately after finalization of bids and issue of work order.
- 2.5 Since the National Crop Insurance Portal has been conceptualised for auto administration and seamless flow of data/information/reports on real time basis, State Govt. would not be allowed to create/use separate Portal/website for Crop Insurance purposes.
- 2.6 All Stakeholders have defined roles and responsibilities and accessibility to related modules on the Portal for administration of the Scheme. Details of operationalization of modules for each stakeholder are available on the Portal for ready reference.

- 2.7 Secured credential/login, preferably linked with Aadhaar Number and mobile OTP based, for all Stakeholders viz, Central Government, State Governments, Banks, empanelled Insurance Companies and their designated field functionaries will be provided on the Portal to enable them to enter/upload/download the requisite information.
- 2.8 Insurance Companies shall not distribute/collect/allow any other proforma/utility/web Portal etc for collecting details of insured farmers separately. However they may provide all requisite support to facilitate Bank Branches/PACS for uploading the farmer's details on the Portal well within the prescribed cut-off dates.
- 2.9 Only farmers whose data is uploaded on the National Crop Insurance Portal shall be eligible for Insurance coverage and the premium subsidy from State and Central Govt. will be released accordingly.
- 2.10 All data pertaining to crop-wise, area-wise historical yield data, weather data, sown area, coverage and claims data, calamity years and actual yield shall be made available on the National Crop Insurance Portal for the purpose of premium rating, claim calculation etc.
- 2.11 Banks/Financial Institutions/other intermediaries need to compulsorily transfer the individual farmer's data electronically to the National Crop Insurance Portal. Accordingly Banks/FIs **may endeavour to undertake CBS integration** in a time bound manner for real time transfer of information/data.
- 2.12 It is also proposed to develop an integrated platform/portal for both PMFBY and Interest Subvention Scheme. The data/information of both the Schemes shall be auto synchronized to enable real time sharing of information and better program monitoring.
- 2.13 Insurance Companies shall compulsorily use technology/mobile applications for monitoring of crop health/Crop Cutting Experiments (CCEs) in coordination with concerned States. States shall also facilitate Insurance Companies with Satellite Imagery/Usage of Drones by way of prior approval of agency from which such data can be sourced. This is required for better monitoring and ground-truthing. ICs can be active partners in facilitating use of technology.
- 2.14 States shall adopt technology, such as satellite and UAV remote sensing, for various applications such as crop area estimation and yield disputes and also promote the use of remote sensing and other related technology for CCE planning, yield estimation, loss assessment, assessment of prevented sowing and clustering of districts.

### **3. Coverage of Farmers**

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3.1 All farmers including sharecroppers and tenant farmers growing the notified crops in the notified areas are eligible for coverage. However, farmers should have insurable interest for the notified/insured crops. The non-loanee farmers are required to submit necessary documentary evidence of land records prevailing in the State (Records of Right (RoR), Land possession Certificate (LPC) etc.) and/or applicable contract/ agreement details/ other documents notified/ permitted by concerned State Govt. in case of sharecroppers/tenant farmers and the same should be defined by the respective States in the notification itself.

#### **3.1.1 Compulsory Component**

3.1.1.1 All farmers who have been sanctioned Seasonal Agricultural Operations (SAO) loans from Financial Institutions (FIs) (i.e. loanee farmers) for the notified crop(s) season would be covered compulsorily. This provision shall override any decision taken by FIs including PACS exempting farmers from compulsory coverage of loanee farmers.

3.1.1.2 However non-standard KCC /crop loans as defined and as per prevailing practices of the concerned Banks/Govt. regulator shall not be covered compulsorily. However bank branches may facilitate such farmers for enrolment as non-loanee farmers .

3.1.1.3 Merely, sanctioning of crop loan against other collateral securities including fixed deposits, gold/jewel loans, mortgage loans etc. without having insurable interest of the farmer on the insurable land and notified crops shall not be covered under the Scheme.

#### **3.1.2 Voluntary Component**

- The Scheme is optional for non-loanee farmers.
- The insurance coverage will strictly be equivalent to sum insured/hectare, as defined in the Govt. notification or /and on National Crop Insurance Portal multiplied by sown area for notified crop.

3.1.3 Special efforts shall be made to ensure maximum coverage of SC/ ST/ Women farmers under the Scheme. Further Panchayat Raj Institutions (PRIs) may be involved in extension and awareness creation amongst farmers and obtaining feed-back of farmers about the implementation of the Scheme

3.1.4 The implementing Insurance Company selected as L1 will be responsible for taking necessary measures to ensure at least 10% incremental increase in coverage of non-loanee farmers. However other empanelled Insurance Companies which have participated in the bidding and are keen for enrolment of non loanee farmers in the cluster may also be allowed to enrol non-loanee farmers at L1 premium rate. The interested companies have to inform their willingness in writing within seven days of finalisation of tender/issuance of work order to L1. It will however be the responsibility of all the Insurance Companies engaged in this process to ensure that duplicate enrolment does not happen in the given cluster/district. Engaging companies other than L1 for enrolling non loanee farmers will be taken up on a pilot basis in Districts notified by State Govt. They shall enrol non loanee farmers as per

conditions laid down in Para 17.5.

- 3.1.5 These Insurance Company will maintain separate data of such non loanee farmers covered by them and enter the said data on the portal as per seasonality discipline detailed in Para 16.2. They shall be liable for payment of claims to such farmers.
- 3.1.6 The exchange of information, co-witnessing of CCEs and sharing of yield data etc for the cluster by Government/NCIP will be limited to L1 Company only and it will be binding on other companies to accept it. However, the requisition for payment of Government subsidy in respect of non-loanee enrolled by them will be submitted directly to the Govt designated agency.

## 4. Coverage of Crops

- I. Food crops (Cereals ,Millets and Pulses),
- II. Oilseeds
- III. Annual Commercial / Annual Horticultural crops.

In addition for perennial crops, pilots for coverage can be taken for those perennial horticultural crops for which standard methodology for yield estimation is available.

## 5. Coverage of Risks and Exclusions

- 5.1 Following stages of the crop risks leading to crop loss are covered under the Scheme. Addition of new risks by the State Govt other than the one mentioned below, by the State Govt. is not permitted.
- 5.1.1 **Prevented Sowing/Planting/Germination Risk:** Insured area is prevented from sowing/planting/germination due to deficit rainfall or adverse seasonal/weather conditions.
- 5.1.2 **Standing Crop (Sowing to Harvesting):** Comprehensive risk insurance is provided to cover yield losses due to non-preventable risks, viz. Drought, Dry spell, Flood, Inundation, widespread Pests and Disease attack, Landslides, Fire due to natural causes ,Lightening, Storm, Hailstorm and Cyclone.
- 5.1.3 **Post-Harvest Losses:** Coverage is available only upto a maximum period of two weeks from harvesting, for those crops which are required to be dried in cut and spread / small bundled condition in the field after harvesting against specific perils of Hailstorm, Cyclone,Cyclonic rains and Unseasonal rains.
- 5.1.4 **Localized Calamities:** Loss/damage to notified insured crops resulting from occurrence of identified localized risks of Hailstorm, Landslide, Inundation, Cloud burst and Natural fire due to lightening affecting isolated farms in the notified area.
- 5.1.5 **Add-on coverage for crop loss due to attack by wild animals:** The States may consider providing add-on coverage for crop loss due to attack by wild animals wherever the risk is perceived to be substantial and is identifiable. Detailed protocol and procedure for evaluation of bids will be issued separately by GOI in consultation with Ministry of Environment and Forest and GIC Re. The add-on coverage will be optional for the farmers and applicable notional premium will be borne by the

farmer, however the State Govts may consider providing additional subsidy on this coverage, wherever notified. The actuarial premium rates for add-on coverage should be sought in the bid itself from the Insurance Companies, however the add-on actuarial premium rate will be considered separately and shall not form part of evaluation of L1.

- 5.1.6 **General Exclusions:** Losses arising out of war and nuclear risks, malicious damage and other preventable risks shall be excluded.
- 5.1.7 State Govts./UTs ,in consultation with SLCCCI, can exclude any of the aforesaid perils listed above which is not prevailing in their State/UT
- 5.1.8 Yield loss damage for localised calamities and post harvest losses will be assessed on the basis of individual insured farm level and hence lodging of loss information by farmer/designated agencies is essential. For remaining risks losses are due to widespread calamities. Hence lodging of information for claims by insured farmers / designated agencies for such wise spread calamities is not essential. Claims will be calculated based on the loss assessment report/average yield submitted by concerned State Govt.

## 6. Preconditions for implementation of the Scheme

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- 6.1 **States:**

Issuance of Notification by State Govt. / UT for implementation of the Scheme (PMFBY) will imply their acceptance of all provisions, modalities and guidelines of the Scheme. The main conditions relating to PMFBY which are binding on States/UTs are as follows:

  - 6.1.1 Adoption of innovative technology especially Smart phones/ hand held devices for capturing conduct of CCEs through CCE-Agri App and use of NCIP platform for flow of information and auto administration of the scheme
  - 6.1.2 State has to conduct requisite number of Crop Cutting Experiments (CCEs) at the level of notified insurance unit area;
  - 6.1.3 CCE based yield data will be uploaded on the National Crop Insurance Portal/submitted to Insurance Company within the notified cut off date ;
  - 6.1.4 State/ UT will make necessary budgetary provision for premium subsidy based on fair estimates, at the beginning of the crop season;
  - 6.1.5 To carry out pilot studies for improved yield estimations using technology.
  - 6.1.6 Department of State Govt. which was earlier looking after implementation of erstwhile National Agriculture Insurance Scheme (NAIS)/ National Crop Insurance Programme (NCIP\*) may be designated as Nodal Department for implementation of PMFBY. The State Level Coordination Committee on Crop Insurance (SLCCCI) which was overseeing implementation of NAIS and NCIP\* may be authorized to oversee implementation of PMFBY. The States/UTs which had not implemented the NAIS / NCIP\* shall

constitute SLCCI for implementation of PMFBY on the lines similar to that of NAIS/NCIP\*. The present composition of SLCCI may be strengthened by including representatives from State Horticulture Dept., State Remote Sensing Application Centre, India Meteorological Department (IMD), Farmers' Representatives and empanelled Insurance Companies for implementing PMFBY. Chairman of SLCCI may co-opt representatives from other departments/agencies, if considered necessary.

6.2

### **Insurance Company:**

Empanelment of Insurance Companies and their participation for implementation of the Scheme (PMFBY) will imply their acceptance of all provisions, modalities and guidelines of the Scheme. The empanelled Insurance Companies have to deploy requisite infrastructure and resources for implementation of PMFBY particularly for following identified major activities:

6.2.1

To carry out Pilot study for leveraging new technology for effective implementation of Scheme in a transparent manner,

6.2.2

Deployment of requisite infrastructure to increase the outreach to rural farmers at their doorstep,

6.2.3

Commitment for at least 10 % incremental increase in Non loanee coverage,

6.2.4

Deployment of sufficient manpower to co-observe CCEs and allied activities and compulsory use of CCE Co-observation app,

6.2.5

Allocation of requisite resources and commitment for advertisements, awareness generation and capacity building of stakeholders about the Scheme. The detailed planning for the same should be submitted to Central and State Govt. in advance, before the start of each season.

6.3

### **Submission of UID (AADHAAR) by farmer:**

6.3.1

Aadhaar has been made mandatory for availing Crop insurance from Kharif 2017 season onwards. Therefore, all banks are advised to mandatorily obtain Aadhaar number of their farmers and the same applies for non-loanee farmers enrolled through banks/Insurance companies/insurance intermediaries.

6.3.2

Farmers not having Aadhaar ID may also enrol under PMFBY subject to their enrolment for Aadhaar and submission of proof of such enrolment as per notification No. 334.dated 8th February, 2017 issued by GOI under Section 7 of Aadhaar Act 2016(Targeted Delivery of Financial and other Subsidies, Benefits and Services). Copy of the notification may be perused on [www.pmfby.gov.in](http://www.pmfby.gov.in). This may be subject to further directions issued by Govt. from time to time.

6.3.3 All banks have to compulsorily take Aadhaar/Aadhaar enrolment number as per notification under Aadhaar Act before sanction of crop loan/KCC under Interest Subvention Scheme. Hence the coverage of loanee farmers without Aadhaar does not arise and such accounts need to be reviewed by the concerned bank branch regularly.

## 7. Notification

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- 7.1 **Procedure for Issuance of Notification by the States/UTs:**
- 7.1.1 Prior to the commencement of the Kharif season, preferably in the beginning of November of previous year, meeting of SLCCCI should be convened for finalising various terms and conditions and calling of bids/issuance of the bid notice to all empanelled Insurance Companies for selection to implement the Scheme during the bid/ risk period. State / UT Govt. should ensure the issuance of the notification and its circulation to all concerned agencies/ departments/ institutions at least one month in advance of the commencement of the crop season incorporating all the essential details about insured crops, areas, Scale of Finance, Sum Insured, Threshold Yield at insurance unit (IU) level for notified crops, period of contract, bidder's evaluation and selection methodology, premium rate for farmers, Govt. subsidy along with seasonality discipline/ cut off date for each activity etc. **Notification should be issued for at least one year to facilitate banks for deduction of premium for a year**
- 7.1.2 In order to have transparency and system driven approach for crop insurance implementation, all the details as mentioned in para 7.1.1 above need to be part of the Tender Document and State Notification and no modification in the terms and condition enumerated in the tender document shall be allowed post tendering.
- 7.1.3 Bidding annexures may be generated through Portal. Procedure and template are available on National Crop Insurance Portal. Before floating the Tender, last 10 years yield data at notified/available level and TY at notified unit should be uploaded on the Portal in the given template and should be made part of the Tender.
- 7.1.4 Calculation of lowest weighted premium of district shall be based on the insured areas of notified crops in each district during last year/season. However, in absence of insured area of last year/season for all proposed crops or any crop, net sown area of that crop(s) will be considered for calculation of weighted premium of district. This data will be used for calculation of L1 only.
- 7.1.5 Bidding **shall be done through e-tendering** and work order may be released within 2 weeks of the opening of the Tender.
- 7.1.6 Depending on the risk profile, historical loss cost and cost benefit analysis for the proposed crop(s) in district(s) of any cluster, if the State Government feels that the premium rate likely to be offered by bidding Insurance Companies would be abnormally high, then the State Govt. can fix a ceiling on premium rates for such crop(s) proposed to be included in the bidding evaluation for the bidding period. However, recourse to this ceiling provision may be done only in well justified cases and not as a general practice. The ceiling premium rate may be derived based on statistical evaluation/actuarial premium analysis, loss cost, historical payout etc and name of such crop should be disclosed by State Govt. compulsorily in the tender document.
- 7.1.7 In such cases where a ceiling has been indicated, State government must call financial bids in two step bidding or in two separate envelopes. First bid/envelop is for disclosing the premium rate offered by each participating Insurance Company for such ceiling crops and must be categorised under "Ceiling

Premium Rate" and 2<sup>nd</sup> bid envelop is for bidding of crop wise premium rate for all crops included in tender. Time interval for opening of both bid/envelop should be compulsorily mentioned in the bidding documents and should preferably be on the same day. All participating Insurance Companies have to submit the bid offer as per the procedure mentioned above.

- 7.1.8 State Govt. shall first evaluate first envelop of the bid keeping in view the premium offered by each individual participating Insurance company and if the risk propensity and weather susceptibility of the crop and/or historical claim/loss data doesn't support the actuarial rates offered by the participating Insurance Companies, such crop(s) may be dropped from the list of proposed crops for notification by the State Government and evaluation for L1 bidder should be done strictly based on the rates offered for left out/remaining crops. The second envelope shall be opened by the State Govt. only after decision on dropping the proposed crops/or accepting the premium rates offered by participating Insurance companies has been taken by the State Govt. If State Govt decides not to drop all proposed crop(s)/ few crops for which premium rate obtained in separate envelop of "Ceiling Premium Rate" from the bidding process, then L1 will be calculated by inclusion of premium offered for all crops/remaining crops.
- 7.1.9 States should avoid doing re-tendering as a general practice. Re-tendering may be held only in exceptional circumstances and only with the prior approval of GOI after submission of a request with detailed reasons. GOI on its part will give its decision within 5 working days of the receipt of the request.
- 7.1.10 States are required to compulsorily upload Meeting Notices, Tender Documents, Addendums, requisite data and other relevant information on the National Crop Insurance Portal for faster communication and response. Accordingly the subsequent notifications, circulars, directives shall also be uploaded on the Portal as and when issued for wider reach and circulation.
- 7.1.11 All conditions proposed to be stipulated by State Govt. should be incorporated in bid document itself and no new condition should be included in the notification. In case ICs have any objection to any Tender condition which is in conflict with guidelines, they can make a reference to State govt. with a copy to GOI within 3 days of issuance of Tender
- 7.1.12 L1 bidder will not be allowed to withdraw their bid after opening of bids/allotment of work. If L1 bidder withdraws then financial loss, if any, to the State Govt. due to retendering /assignment of work to others, due to increase in actuarial premium rate from previously declared L1 rate, shall be recovered from the withdrawing L1 bidder.

## 7.2 Notification of Crops, Areas and Implementing Agency (IA)

- 7.2.1 The Scheme shall operate on the principle of "Area Approach" in the selected defined areas called Insurance Unit (IU). State Govt. /UT will notify crops and defined areas covered during the season in accordance with decision taken in the meeting of SLCCI. State/UT Govt. should notify Village/Village Panchayat or any other equivalent unit as an insurance unit for **major crops defined at District / Taluka or equivalent level**. For **other crops** it may be a unit of size above the level of Village/village Panchayat. **For defining a crop as a major crop for deciding the Insurance Unit level, the sown area of**

**that crop should be at least 25% of Gross Cropped Area in a District/ Taluka or equivalent level**

- 7.2.2 For the claims arising out of crop damage due to post-harvest losses and localized risks, assessment of damage will be made on individual farm basis as outlined in (Section 21, para 21.4 and 21.5 respectively).
- 7.2.3 SLCCCI will, for the purpose of notification, consider factors such as availability of past yield data based on CCEs for adequate number of years (at least 7 years for calculation of threshold yield), cropped acreage and capacity for estimating yield during proposed season, etc. State govt. should endeavour to cover all the major crops grown in all the districts of the State. States should ensure that a standard methodology of yield estimation exists for all the crops proposed to be notified
- 7.2.4 **State Govt./ UT should provide 10 years' historical yield data in soft format(in Excel) in English to Insurance Companies for calculation of threshold yield , premium rates etc. at insurance unit area** and in its absence, data at next higher unit/nearest neighbouring unit/weighted average of contiguous units, as decided by the SLCCCI shall be used. The level and name of notified area of insurance unit must be part of notification and should be provided at the time of bidding itself.
- 7.2.5 In case State Govts/UT proposes to notify irrigated and un-irrigated areas under a crop separately, they shall ensure that minimum CCEs are planned and conducted for irrigated and un-irrigated crops separately in such areas. In addition, past yield data for requisite number of years will have to be made available separately for both
- 7.2.6 While notifying the crop(s) where a specific conversion factor is being used for reporting of yield such as in the case of rice/paddy etc, due care should be taken by the State Nodal Department to use the relevant specific nomenclature for disclosure of Average Yield, Threshold Yield and Actual Yield while releasing the Tender Document and submission of Yield data and CCE data for calculation of admissible claims. Insurance Companies will also be responsible for prior scrutiny of Tender document. Information/data provided in Tender document will be treated as final and in case of any error/misreporting/disparity, State Govt. and Insurance Company will be equally liable for payment of additional claims arising on account of it, if any.
- 7.2.7 For the current season or subsequent seasons (in a multi-year contract), the States, if required, can notify additional IUs or de-notify certain IUs subject to maximum deviation of 10% of already notified IUs for the crop within a district at the same premium rate, before the cut-off date for debit of premium. If the deviation is >10% or in case of addition of new crop, actuarial premium rate may be worked out either by calculation of weighted average premium rate as prevalent in contiguous districts or by applying appropriate loading on the existing premium rate. The rates for such crops will be determined /verified by TSU and its decision will be binding on both States and ICs.
- 7.2.8 **States implementing PMFBY at Village/ Village Panchayat level for major crops shall be entitled for 50% reimbursement of incremental expenses of CCEs and cost of smart phones/ improved technology from GOI.** Only eligible items will be considered for reimbursement. The data source for calculation of admissibility of incremental CCEs will be the National Crop Insurance Portal.

## **7.3 Notification of Indemnity Level, Average Yield and Threshold Yield**

7.3.1 Three levels of Indemnity, viz., 70%, 80% and 90%. SLCCI in consultation with Insurance Companies shall approve indemnity levels for notified crops at district level. Threshold Yield (TY) shall be notified in the Tender for the current season and the same will be used for claim calculation for that season. The Average Yield of a notified crop in Insurance Unit (IU) will be average yield of best five years out of last seven years. The Threshold yield of the notified crop is equal to Average Yield multiplied by Indemnity level. The Threshold Yield for any crop and IU shall compulsorily be part of the notification for the season and shall not change at any point during that season.

7.3.2 **Calculation and Notification of Threshold Yield:** For calculation of Threshold Yield, historical average yield of best five out of last seven years shall be considered. Further Threshold Yield should be defined only at notified area level and once notified in the Notification issued by the State should not be changed at later stage under any circumstances. In case of multi-year contract, the Threshold Yield for the subsequent years shall be revised by adding/considering the yields of immediate previous corresponding season. The revised TY and Sum Insured (if revised) should be notified accordingly at the beginning of each crop season in case of multi-year tender.

## **7.4 Notification of Seasonality discipline:**

7.4.1 State Govt./ UT in accordance with the broad seasonality defined/prescribed in the Operational Guidelines shall also notify seasonality discipline for various activities under the Scheme viz. submission of insurance proposals/application, consolidated declarations by banks, remittance of premium to Insurance Companies, uploading of individual covered farmer's data on National Crop Insurance Portal, submission of yield data, claim assessment of losses for(i) standing crop(ii) localized calamities,(iii) prevented sowing, iv) post harvest losses, (v) On-Account payment for major calamities, etc as per the provisions of the Scheme.

\*In exceptional cases, where last corresponding season yield data is not available at the time of Bidding/Notification, yield data is to be provided before the harvesting of the current season. However the yield data upto last to last corresponding season should be provided at the time of bidding itself. However, in such cases admissible claims will be anyway calculated on the basis of yield data of last 7 years only.

## **7.5 Notification of Automatic Weather Stations (AWS)**

7.5.1 Only those AWS/ARGs of IMD/State Govt. /private agencies should be considered and notified which are as per standards defined by IMD/WMO and are certified and approved by IMD/any agency to be notified by the State/Central govt. These must be optimally operational and be able to provide real time weather data. AWS/ARG of private agencies should only be considered in absence of properly functioning AWS/ARGs of IMD/ State Govt. AWS /ARG data sourced for crop insurance should be transferred on real time basis to National Portal. The detailed guidelines for sharing of weather data on the Portal will be circulated separately.

7.5.2 **State govt can explore the possibility to create dense AWS/ARG network on PPP Mode for which GOI will provide 50% of the viability gap funding.**

- 7.5.3 The following data sources may be used for validation of on account claims and claims for prevented sowing:
- Satellite/UAV Remote Sensing Data
  - AWS/ARG Data
  - MNCFc Report/Study on drought assessment
- 7.5.4 State Govt. shall notify concerned weather data provider/ expert agency whose report/ methodology would be used in assessing the extent of losses and computation of claims. Cost of such weather data shall be borne by the concerned Insurance Companies. The notified AWS and ARG should fulfil/ meet the standards/ norms/ criteria specified by the concerned authorities from time to time.

## **8. Engagement of Common Service Centres (CSCs) and Intermediaries for coverage of Non-Loanee Farmers:**

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- 8.1 CSCs under Ministry of Electronics and Information Technology (MeITY) have been engaged to enrol non-loanee farmers. The Insurance Companies are required to enter into a separate agreement with CSC and pay service charges as fixed by DAC&FW, GOI per farmer per village per season. No other agreement or payment is required to be made for this purpose. Nodal agency for engagement with Ministry of Agriculture and Farmers Welfare and Insurance Companies will be CSC-SPV, a company established under MeITY for carrying out e-governance initiatives of GoI.
- 8.2 No charges/fee shall be borne or paid by the farmers being enrolled through CSCs i.e. CSC-SPV and CSC-VLE
- 8.3 As per IRDA circular, no separate qualification/certification will be required for the VLEs of CSCs to facilitate enrolment of non-loanee farmers.
- 8.4 All empanelled Insurance Companies will compulsorily be required to enter into an agreement with CSC for enrolment of non-loanee farmers and for provision of other defined services to farmers.
- 8.5 Other designated intermediaries may be linked with the Portal in due course.
- 8.6 Empanelled Insurance Companies have to necessarily register on the portal and submit list and details of agents/intermediaries engaged for enrolment of non-loanee farmers in the beginning of each season within 10 days of award of work in the State. Further all agents/intermediaries have to work strictly as per the provisions of the Scheme and IRDA regulations

## **9. Electronic Remittance of Funds**

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- 9.1 Govt. of India and State Govt. will endeavour to utilize Public Financial Management System (PFMS)/PFMS linked systems to remit the funds to State Govt/agencies
- 9.2 Banks, CSC and Insurance Agents are required to remit the premium payment to respective Insurance

Company mandatorily through Payment gateway (Pay-Gov) of National Crop Insurance Portal or through RTGS/NEFT followed by mandatory uploading of payment details on National Crop Insurance Portal within stipulated date. Bank details of Insurance Companies shall be made available on National Crop Insurance Portal itself. Accordingly, all Stakeholders including Insurance Companies, Bank branches, CSC and Insurance Agents must compulsorily maintain dedicated bank accounts for this purpose. **No remittance/financial transaction in the form of Banker's cheque/Demand Draft will be allowed.**

- 9.3 Insurance companies will be provided login access to the essential crop notification data/information along with farmer level coverage data including banking details of individual farmers on the National Crop Insurance Portal to reconcile, verify, validate and calculate payable claims and remit the same directly into pre-declared bank accounts linked to the National Crop Insurance Portal.

## **10. Census Code Mapping of Entities;**

- 10.1 All States shall map census codes of their villages with the higher administrative/revenue units like Gram Panchayat, Firkas, Patwar Circles, Revenue Circles, Hoblis, Mandals, Blocks, Tehsils, Talukas, Districts and Automatic Weather Stations/Backup Weather Stations. This will create a standard mechanism of mapping and identification across the country.
- 10.2 Further, for purposes of obtaining accurate location, State Govts. must also provide geo coded (latitude. & longitude) village maps on digital format for integration with other Apps like CCEs Agri App, Loss reporting/Assessment App etc.

## **11. Digitization of Land Records**

- 11.1 State Govts. are advised to digitize their revenue records using village Census codes so that the individual land records of farmers can be accessed through the National Crop Insurance Portal for crop insurance. This will help the Govt. to reach and identify individual beneficiaries and bring utmost transparency and authenticity in benefit transfer.

## **12. Sum Insured /Coverage Limit**

- 12.1 Sum Insured per hectare for both loanee and non-loanee farmers will be same and equal to the Scale of Finance as decided by the DLTC/SLTC, and would be pre-declared by SLCCI and notified. No other calculation of Scale of Finance will be applicable. Sum Insured for individual farmer is equal to the SOF per hectare multiplied by area of the notified crop proposed by the farmer for insurance. Area under cultivation shall always be expressed in hectare'.
- 12.2 In cases where crops are separately notified under irrigated, un-irrigated category by State Govts. Sum insured for irrigated and un-irrigated areas should be separately indicated.

## 13. Premium Rates and Premium Subsidy

- 13.1 The Actuarial Premium Rate (APR) would be charged under PMFBY by implementing Insurance Company. The rate of premium payable by the farmer will be as per the following Table 1:

Season	Crops	Maximum Premium payable by farmer (% of Sum Insured)*
Kharif	All food grain and Oilseeds crops (all Cereals, Millets, Pulses and Oilseeds crops)	2.0% of SI or Actuarial rate, whichever is less
Rabi	All food grain and Oilseeds crops (all Cereals, Millets, Pulses and oilseeds)	1.5% of SI or Actuarial rate, whichever is less
Kharif and Rabi	Annual Commercial/ Annual Horticultural crops	5% of SI or Actuarial rate, whichever is less
	Perennial horticultural crops (pilot basis)	5% of SI or Actuarial rate, whichever is less

\* Premium paid by non loanee farmers should be rounded off in Rupee terms

### 13.2 Payment of Govt. Subsidy:

- 13.2.1 The difference between Actuarial Premium Rate and the rate of Insurance premium payable by farmers shall be treated as Rate of Normal Premium Subsidy, which shall be shared equally by the Centre and State Govts. However, the State/ UT Govts. are free to extend additional subsidy over and above the normal subsidy from its budget. In other words, additional subsidy, if any shall be borne entirely by the State/ UT Govt. Subsidy in premium is allowed only to the extent of Sum Insured.
- 13.2.2 Govt. premium subsidy to the Private empanelled Insurance Companies may be routed through Agricultural Insurance Company (AIC) or any agency designated by GOI strictly as per the guidelines/order of the Govt. This may be reviewed later by Central Govt. and changed accordingly if necessary. Accordingly, AIC/ other designated agency is empowered to call/ collect all requisite information related to implementation of the Scheme and utilization of Govt. funds and to share the same with the Govt for better planning, implementation and monitoring of the Scheme. **The premium subsidy will be routed through PFMS/PFMS linked systems strictly based on the MIS generated through National Crop Insurance Portal.**
- 13.2.3 Govt, both Centre and State, will release their share of advance subsidy (First Instalment) equivalent to 50% of 80% of their respective share of subsidy in corresponding previous season subject to fulfilment of General Financial Rule(GFR)/guidelines in the matter without waiting for coverage details for the ongoing season.
- 13.2.4 To facilitate settlement of prevented risk/ mid season adversity/localized claims: ICs should release the admissible claim amount to the beneficiary immediately after receipt of farmers premium and advance subsidy (1<sup>st</sup> Instalment) and without waiting for release of final subsidy (Second Instalment) from Govt. The premium in respect of affected IUs including subsidy to enable settlement of claims arising due to above events in respect of all such beneficiaries shall be adjusted from the fund already available with ICs as advance upfront subsidy (First Instalment) to facilitate compliance of Section 64 B of Insurance Act/Regulation of IRDAI

- 13.2.5 All admissible claims based on Yield data/Post harvest losses will be settled on receipt of second installment of Govt. subsidy to be paid on the basis of tentative business statistics generated on the portal after 15 days of period specified for auto approval of applications on the Portal. The remaining Govt. subsidy, if any will be paid after reconciliation of all business statistics for the season on portal.
- 13.2.6 All empanelled insurance companies including private insurance companies shall provide free access to the Central/State level agencies including CAG authorized to verify the accounts and audit in respect of Crop Insurance.
- 13.2.7 In case, the State Govt. subsidizes full farmers' share of premium, in that case a token amount of at least Re. 1 should compulsorily be charged from the farmer to facilitate electronic tracking.
- 13.2.8 State Govt. has to release the State share of premium subsidy within 3 months from premium requisition by concerned Insurance Company failing which 1% interest per month shall be levied as penalty on the State govt.

### **13.3 Payment of Claim Liabilities:**

- 13.3.1 Insurance company shall take all necessary steps to take appropriate reinsurance cover for their portfolio in order to safeguard insured's interest. In case premium to claims ratio exceeds 1:3.5 or percentage of claims to Sum Insured exceeds 35%, whichever is higher, at the National Level in a crop season, then Govt. will provide protection to Insurance Companies. The losses exceeding the above mentioned level in the crop season would be met from equal contribution of the Central Govt. and the concerned State/UT Govts. In case losses are below the above mentioned condition, insurers shall be responsible to settle the admissible claims.

## **14. Budget for Administrative Expenses**

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- 14.1 At least 2% of the total budget for PMFBY shall be earmarked by State/UTs for administrative expenses, publicity, yield/loss assessment expenses, purchase of smart phones, adoption of new technology, setting up of State Technical Support Unit (STSU), travelling and contingency fund.
- 14.2 Govt. of India has already made provisions for separate allocations under sub heads like Salaries, Domestic Travel Expenses, Technology interventions, Office Expenses, other Administrative Expenses and Professional Services etc. for Crop Insurance program under PMFBY/RWBCIS. States should make provisions and budgetary allocation on similar lines including subhead for incremental cost of CCEs.

## 15.

## Technical Support Unit (TSU)/ CPMU

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- 15.1 National Technical Support Unit (NTSU) or Central Program Management Unit (CPMU) will be created at the Central level at the earliest to provide support and advise on risk classification & rating, development of new products, methodology for loss assessment, legal works, workshop/training & capacity building, alongwith use of technology including innovation/ replication, digitisation of administration of Schemes through Crop Insurance Portal etc.
- 15.2 NTSU shall calculate Loss Cost (LC) i.e. Claims as percentage (%) of Sum Insured (SI) observed in case of notified crop(s) in notified unit area of insurance during the preceding 10 similar crop seasons (Kharif/ Rabi) along with approximate actuarial premium rate of the crops proposed to be notified for the season. This loss cost/premium rate shall be based on the latest available yield data in month of **January** for Kharif crops and **July** for Rabi crops and shall be provided to DAC & FW/ Concerned States on request before invitation for premium bidding. This calculation to be done by NTSU on behalf of DAC & FW is only for official purposes to have information on the approximate cost to the IA for covering the risks so as to evaluate the bids in proper perspective.
- 15.3 National Technical Support Unit (NTSU) may also develop a suitable methodology for risk classification/premium rating by using historical yield data, weather data, use and level of inputs/irrigation/technology in crop cultivation, remote sensing data/information etc. for standardization of methodology for risk perception and premium rating for crop insurance in the country.
- 15.4 In addition to National Technical Support Unit (NTSU) / Central Programme Management Unit (CPMU) at Central level, all States/UTs implementing Schemes should also create a separate TSU/PMU at State HQ level with sufficient technical experts/staff to ensure proper implementation of the Scheme. State TSU (STSU) may also opt for members on contractual/temporary basis or take services of other organizations/research institutes etc as deemed fit. However, **States shall have to allocate a separate budget for running the STSU.**

## 16. Seasonality Discipline

16.1 The cut-off date is uniform for both loanee and non-loanee cultivators. The State-wise cut-off dates for different crops shall be based on Crop Calendar of major crops published from time to time by the Directorate of Economics and Statistics, DAC&FW, GOI. The latest copy of the Crop Calendar (District Wise, Crop Wise) is available on [www.pmfby.gov.in](http://www.pmfby.gov.in). The SLCCI, shall besides considering the prevailing agro-climatic conditions, rainfall distribution/ availability of water for irrigation, sowing pattern etc. in consultation with the Insurance Company fix seasonality discipline of the coverage and other activities in such a way that it does not encourage adverse selection or moral hazards. If this is violated by SLCCI, GOI may decide not to provide premium subsidy.

16.2 The **broad indicative seasonality discipline** is given in the Table 2 below:

S.No	Activity	Kharif	Rabi	Action to be taken by
1	Conduct of SLCCI meeting to take decision for notification of Crops and areas, , adoption of Level of Indemnity and to inform crop wise Scale of Finance etc for drafting of Tender documents	15 <sup>th</sup> November	1 <sup>st</sup> June	Nodal Department of States/UTs
2	Uploading of requisite information/data on crop insurance Portal and Issuing of tender documents	30 <sup>th</sup> November	15 <sup>th</sup> June	Nodal Department of States/UTs
3	Finalization of Tender and award of work by States/UTs	31 <sup>st</sup> December	15 <sup>th</sup> July	States/UT
4	Digitization of notification and downloading/ issuance of notification from crop insurance Portal for circulation amongst stakeholders	31 <sup>st</sup> January	31 <sup>st</sup> July	By State/UTs and concerned Insurance Companies
5	Awareness/ sensitization/training programmes by State Govt. and ICs/IAs	From 15 <sup>th</sup> March	15 <sup>th</sup> September	By State/UTs and concerned Insurance Companies
6	Start of enrolment of farmers for the season(as per crop calendar)	From 1 <sup>st</sup> April	From 1 <sup>st</sup> October	All Stakeholders
7	Cut-off date for intimation of change of insured crop by the loanee farmer	2 working days prior to cut-off date for debit/collection of premium from farmers	2 working days prior to cut-off date for debit/collection of premium from farmers	Farmers/Bank

8	Cut-off date for receipt of Applications of farmers/debit of premium from farmers account (loanee and non- loanee) by all stakeholders including banks/PACS/CSC/ insurance agent/online enrolment by farmers etc.  Note: *This is indicative only and district wise crop calendar will be the final basis to arrive at cut off date	Upto last date of enrolment of farmers as notified by States for notified crop(s) or up to 15 <sup>th</sup> July* for Kharif season	Upto last date of enrolment of farmers as notified by States for notified crop(s) or up to 15 <sup>th</sup> December* for Rabi season	Banks/PACS/CSC/ insurance agent/online enrolment by farmers etc.
9	Declaration of Prevented sowing	Strictly within 15 days from cut off date for enrolment of farmers i.e 31 <sup>st</sup> July for Kharif and 31 <sup>st</sup> Dec for Rabi		State Govt./ IC
10	Cut-off date for electronic remittance of premium along with consolidated Declarations to respective Insurance Company and uploading of details of individual covered farmers on crop insurance Portal by Bank branches (CBs/ RRBs/DCCBs/PACs), followed by SMS to all insured farmers from Portal	Within 15 days of cut-off date for enrolment of farmers/debit of premium for both loanee and non- loanee farmers i.e. 31 <sup>st</sup> July for Kharif and 31 <sup>st</sup> Dec for Rabi		Banks/Portal
11	Cut-off date for electronic remittance of farmer premium to Insurance Companies for farmers covered on Voluntary basis by designated insurance Agent(s) and uploading of details of individual covered farmers on crop insurance Portal.	Within 48 Hours of receipt of application & premium.		Insurance companies and their agents
12	Cut-off date for Insurer to accept or reject the farmer's data on Portal	Within 15 days from the cut-off date for uploading of data/information by Banks/PACS/CSC/Agent respectively, for loanee and within 30 days for non loanee i.e. 15th Aug for Kharif and 15th Jan for Rabi for loanee and 31st Aug for Kharif and 31st Jan for Rabi for Non Loanee		Insurance Companies
13	Cut-off date for CSCs/Banks/Intermediary to correct/update the paid application intimated by ICs on Crop Insurance Portal	Within 7 days from the date of intimation by ICs		CSCs/Banks/ Intermediary
14	Cut-off date for Insurer to accept the corrected/updated applications	Within 7 days from the date of submission of correction/updation by the Bank/CSC		Insurance Companies
15	Cut-off date for Banks/ICs to hand over insurance acknowledgement receipt along with folio to the insured farmer	Within 7 days from acceptance of proposal by concerned Insurance Company on Portal		Banks/ICs for enrolment through their intermediaries

16	Cut off date for processing of applications by ICs and auto approval of application of insured farmers on crop insurance Portal	60 days from the cut off date for enrolment/debit of premium from farmers i.e. 15 <sup>th</sup> September for Kharif and 15 <sup>th</sup> February for Rabi seasons	Insurance companies/ crop insurance Portal	
17	Cut off date for raising bills/requisitions with supporting documents for releasing of advance premium subsidy based on 50% of 80% of respective share of Centre/State in corresponding previous season	Before cut off date of enrolment of farmers	Insurance Companies/GOI /State	
18	Release of advance upfront premium subsidy (First Instalment)i.e. 50% of 80% of respective share of Centre/State in corresponding previous season	Within 15days of cut off date of enrolment of farmers i.e. 31st July for Kharif	Within 15days of cut off date of enrolment of farmers i.e 31 <sup>st</sup> December for Rabi	Goi & State Govts./UTs
19	Training and registration of field level workers assigned for conduct of CCEs and reporting of the same on crop insurance Portal through smart phones/CCE Agri App	Upto 15 <sup>th</sup> August* *state may fix earlier dates for early Kharif crops	Upto 15 <sup>th</sup> January* *state may fix earlier dates for early Rabi crops	Designated Ground Level field Functionaries/ State/District Level Nodal Officer
20	Registration of mobile number of representative of ICs for co-witnessing of CCEs	Upto31 <sup>st</sup> August* *state may fix earlier dates for early Kharif crops	Upto30 <sup>th</sup> January* *state may fix earlier dates for early Rabi crops	Insurance Companies
21	a) Uploading of tentative schedule/date for conducting CCEs (crop-wise/IU wise) followed by SMS on one day notice through CCEs app. ICs are equally responsible to liaise with district authorities/field workers to ascertain the schedule.	At least 7 days before tentative date for conducting CCEs	Concerned Department of States to incorporate the same in Notification	
	b) Confirmation of the CCEs schedule	Via SMS on one day notice through Portal		
22	Timeline for lodging online complaint about defaulting CCEs data	Within 2 hours of conduct of CCEs through CCE Co-observation app.	Insurance Companies	
23	Crop wise, Block/Tehsil wise sown area for major crops to be provided by/through MNCFC for which they release data presently on NCIP for Area Correction/Reduction Factor(ACF/ARF)	Before harvesting period	MNCFC	
24	Approval of district wise crop wise Actual yield data and uploading on Portal	Within one month of completion of CCEs from district wise crop wise specific cut off dates notified by States for a notified crop	Nodal Department of States/UTs	
25	Cut-off date for intimation/ reconciliation/ clarification of any deficiency in Actual Yield data	Within 7 days from the date of uploading CCE Data from State Department, if any.	Insurance Companies/ flagged on Portal	

26	Cut off date for resolution by State Govt. on clarification sought by ICs/ flagged on Portal	Within 7 days of clarification sought by ICs/ flagged on Portal	Within 7 days of clarification sought by ICs/ flagged on Portal	State Govt.
27	Cut off date for raising bills/requisitions with supporting documents for releasing of 2nd Instalment of premium subsidy based on business statistics finalized on Portal/auto approval.	Within 15 days of auto approval of business statistics finalized on portal.	Within 15 days of auto approval of business statistics finalized on portal.	Insurance Company
28	Release of 2nd instalment of Govt. subsidy	Within 15 days of receiving requisition from ICs based on business statistics finalized on portal.	Within 15 days of receiving requisition from ICs based on business statistics finalized on portal.	GOI/States
29	Auto approval of yield data	Within one week from receipt of yield data /reply to clarification sought by ICs by State Govt.		Goi/ Portal
30	Sharing of detailed information of claims with bank branches & other Stakeholders from crop insurance Portal	Within 7 days of approval of claims by ICS		Portal/ Insurance Companies
31	Timelines for Payment of claims	Within 2 weeks from calculation/auto approval of claims irrespective of whether ICs have raised the bill of 2 <sup>nd</sup> Instalment of premium subsidy or not		Insurance Companies
32	Payment of final government subsidy	On finalisation of business statistics on portal after completion of approval/reconciliation for the season on portal		GOI/States
33	Reconciliation of claim amount by concerned bank branches for loanee farmers disbursed either through Banks or directly to beneficiary accounts/ DBT In case of Non Loanee, reconciliation of claims , if required, to be done by enrolling agencies in consultation with concerned bank/State Govt.	Within a week after receipt of claims		Banks/Farmers/State Govt.

- 16.3 In case the cut-off date falls on a public holiday or is declared as public holiday by the Govt. or there is disruption of services due to strikes/shut-down etc., the next working day will be treated as the cut-off date. Concerned States have to take decision in this regard suo moto. For this State Govts should send a formal intimation to GoI.
- 16.4 In case of disruption of services due to natural events beyond human control or technical/software/network issues with the National Crop Insurance Portal the subsequent dates

(other than the cut-off dates for Enrolment/Premium Debit/Collection) may be extended by the competent authority on the basis of specific written inputs from Portal Development and Maintenance Agency. However due care has to be taken that such extension does not lead to moral hazard and misuse of the Scheme and suitable measures should be put forth for the same accordingly.

- 16.5 Further, in case of three crops / season pattern, a modified seasonality discipline keeping in view the overall seasonality discipline prescribed above, shall be adopted by SLCCCI.
- 16.6 **Keeping in view the specific nature of crop and scope for catastrophic crop damage, SLCCCI shall fix seasonality in such a way that it does not encourage adverse selection or moral hazards and also ensure early payment of claims to eligible insured farmers. Scheme also has provisions for claims due to prevented sowing and option to change the insured crop. Hence, State Govt. will take all necessary steps to ensure enrolment of farmers well within the stipulated time under the Scheme. No request/relaxation for extension in the above seasonality/cut-off dates shall be considered/granted by GoI once it is fixed and notified for the crop season.** However, preponement in cut off dates shall be considered on case to case basis. If any State/ UT extends the above seasonality/ cut off dates on their-own, then Central share of premium subsidy shall not be provided for the concerned notified crops /areas.
- 16.7 **It may be noted that, under no circumstance, will DAC&FW or any State/UT Govt. extend the cut-off dates for enrolment of farmers.** However, in case the States/UT decide to do so, it may be done only in agreement with implementing Insurance Company. In such cases, however **no central premium subsidy will be provided for the areas/farmers/crops which are covered/ insured in the extended period and the concerned State has to bear the entire subsidy liability for the coverage in the extended period.**
- 16.8 In a situation where total claims have been approved/auto approved, the company shall be liable to pay claims within 2 weeks of calculation/auto approval of claims irrespective of whether Insurance Companies have raised the bill for 2<sup>nd</sup> Instalment of premium subsidy or not. Hence, it is binding on the Insurance Company to seek the 2<sup>nd</sup> Instalment of premium subsidy within the timelines.
- 16.9 All admissible claims shall mandatorily be paid within the stipulated cutoff date failing which penal interest @ 12% per annum shall be payable on admissible pending claims beyond 30 days of uploading AY on portal/provided in soft copy by State Govt. subject to release of applicable subsidy by State Govt.

## 17.

## Collection of Proposals and Premium from Farmers

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- 17.1 The Nodal Bank system adopted under NAIS/ NCIP\* wherein the implementing Insurance Company is not required to deal with all the loan disbursing points and instead deals only with designated Nodal banks, will continue under PMFBY only for Cooperative Banks , However, for Commercial Banks/RRBs, the individual bank branches shall act as Nodal branch for this purpose. The concerned Lead bank and Regional offices/ Administrative offices of Commercial banks/RRBs will provide necessary guidelines to concerned bank branches and coordinate with them to ensure that all concerned branches compulsorily remit the farmers premium electronically through NEFT/RTGS to be routed through NCIP to concerned Insurance Companies and submit the consolidated proposals/information in prescribed format well within the stipulated cut-off dates and also upload the details of individual covered/insured farmers on National Crop Insurance Portal. Besides, for the coverage of non-loanee farmers only, Insurance Company may also use IRDAI approved micro insurance agents/ insurance intermediaries. However, details of such agents should compulsorily be submitted to State Govt. and Govt. of India well before the start of the season for creating their credentials and subsequent uploading of details of individual insured/covered farmers on Portal within stipulated timelines.
- 17.2 Consolidated declaration/ proposal formats to be submitted physically/ electronically by Nodal banks/Branches shall contain details about Insurance Unit, sum insured per unit, premium per unit, total area insured of the farmers, number and category of farmers covered (small and marginal or other)and number of farmers under other categories(SC/ST/others)/Women along with their bank account details etc.(bank/their branches) as per the application form provided on the National Crop Insurance Portal. Banks are required to upload the insured farmers' data mandatorily on the National Crop Insurance Portal. No other platform shall be used for uploading/submission of farmers' data. Those farmers whose data is uploaded on the National Crop Insurance Portal shall only be eligible for Insurance coverage and accordingly the premium subsidy will also be released. In cases where farmers are denied crop insurance due to incorrect/ partial/non-uploading of their details on Portal, concerned Banks/Intermediaries shall be responsible for payment of claims to them
- 17.3 In order to facilitate timely release of Govt. subsidy and remittance of claims to the farmers. entry of detailed information of all insured farmers on NCIP is essential for all bank branches/PACS/ CSCs/Intermediaries/designated insurance agents and Insurance Companies
- 17.4 **Loanee farmers (Compulsory coverage)**
- 17.4.1 **Whenever banks sanction loan for a notified crop in a notified area, the crop loan amount to the extent of notified Sum Insured (equivalent to DLTC/SLTC approved Scale of Finance) for notified crop and acreage of individual notified crop of loanee farmer shall be taken into consideration for compulsory coverage, as per seasonality discipline. Based on seasonality of crop, banks should separately calculate the eligibility of loan amount for both Kharif and Rabi seasons based on the Scale of Finance and declared acreage under notified crops. Disbursing bank branch/ PACS will prepare statement of crop-wise and insurance unit-wise details of crop insurance with premium as per the seasonality discipline. Loan disbursing bank branch/ PACS shall finance additional loan equal to the premium amount payable by farmer for crop insurance.**

- 17.4.2 For insurance coverage of a farmer, SI amount for a notified crop will be equivalent to Scale of Finance defined in the Govt. notification and uploaded on the National Crop Insurance Portal for the concerned notified crop and season. The total Sum Insured of loanee farmer for the season shall be calculated accordingly. The compulsory coverage shall solely be based on the sanctioned / renewal of credit limit for notified crop for the season only and will be independent of disbursed amount/withdrawals. Farmers availing/renewing the KCC loans for Kharif & Rabi crops after cut-off date (renew/sanction period) for the season will be eligible for cover under crop insurance for the next/following crop season subject to the loan being standard loan and cut-off-date of premium debit for the season. In order to eliminate excess insurance and subsequent application of Area Correction Factor(ACF), care should be taken by the banks to ensure that only correct acreage under each declared crop in loan application is considered for compulsory coverage of notified crop and not the actual total acreage,. Banks will be liable for audit and inspection on account of excess Insurance/ACF.
- 17.4.3 Benefit of add on products viz., prevented sowing/ on account payment for Mid season adversity/ localized calamity will be available to only those farmers who have paid the premium / the premium has been debited from their account before the damage notification by the State Govt. for invoking this provision for compensation. Hence, Banks must ensure that they debit farmers premium within 15 days from sanction/renewal of KCC/crop loan, failing which banks will be liable to meet the claim liabilities of uncovered eligible famers. Banks are therefore advised to debit loanee farmers premium at least one month before cut-off date for enrolment to avoid this situation and in case sanction happens within one month of cut-off date, banks may daily debit premium for such accounts.
- 17.4.4 Detailed example for Calculation of crop-wise Sum Insured for the season for compulsory coverage is given in Table 3 below:

	Crop 1	Crop 2	Crop 3	Crop 4	Crop 5	Crop 6			
8									
Total Land Ownership (Ha)	Kharif				Rabi				
Name of Crop	Paddy	Maize	Cotton	Wheat	Potato	Gram			
Actual Sown Area (Ha) under the crop	5	2	1	6	1	1			
Area (Ha) declared in KCC application	2	1	1	2	1	1			
Crop Season	Kharif			Rabi					
Scale of Finance (Rs./Ha)	50,000	40,000	60,000	50,000	70,000	30,000			
Total Sanctioned Sub limit for crop cultivation	1,00,000	40,000	60000	1,00,000	70,000	30,000			
Season-wise sub limit for crop cultivation	2,00,000			2,00,000					
Additional loan amount for consumption and maintenance of machinery etc (max. Upto 30%)	1,20,000								
Total sanctioned loan for an year	<b>5,20,000</b>								
Whether Crops notified by State	Yes	Yes	No	Yes	No	No			
Crop wise SI (Rs./Ha)	-	-							
SI to be considered for Insurance/Ha	50,000	40,000		50,000					
Total SI to be considered for Insurance	1,00,000	40,000		1,00,000					
SI for Compulsory Insurance	1,00,000	40,000	-	1,00,000					
Farmer's Share of Premium	0.02	0.02	-	0.015	-	-			

(% of SI)					
Premium to be debited from KCC	2,000	800		1,500	
Total Farmer's Premium (Loanee)	2,800			1,500	
Insured Area through compulsory coverage	2	1		2	
Balance Un-covered area (Ha)*	3	1		4	
Additional premium (as non-loanee )*	3,000	800	-	3,000	
Total Farmer's Premium ( as non-loanee )	3,800			3,000	
Total Premium of Farmers (both as loanee and non-loanee)	6,600			4,500	

\* The Area which has been left out of compulsory coverage for the notified crop can be insured by the farmer as a non-loanee farmer by depositing additional applicable premium along with required relevant documents.

- 17.4.5 Crop loans sanctioned through Kisan Credit Cards (KCC) are covered under compulsory coverage and banks shall maintain all back up records and registers relating to compliance with PMFBY and its seasonality discipline and cut-off-date for remittance of premium/ submitting of coverage details as in the case of normal crop loans. Bank branch will apportion coverage among insurable crops, based on acreage mentioned in loan application or on the basis of actual area sown as declared by the farmer subsequently.
- 17.4.6 Bank branches of Commercial banks and RRBs/ Nodal Bank in case of PACS under its jurisdiction shall submit individual insured farmer's details along with NEFT/RTGS/UTR details of premium online through National Crop Insurance Portal. Additionally, consolidated insurance proposals/ statements/declarations from the bank branch/ Nodal Bank in case of PACS under its jurisdiction, shall be forwarded to the concerned Insurance Company along with details of remittance/ RTGS towards insurance premium, in accordance with cut off dates, as specified by SLCCI for a particular crop and season. It shall be the responsibility of ICs to collect the consolidated statement from the concerned bank branches/ PACS.
- 17.4.7 Different options are available for bank branches to provide details of beneficiaries in a more transparent and authentic mechanism. Bank branch can upload the details of insured farmers through online application mode. Banks are required to upload/enter the information continuously without waiting for last day for premium debit and data entry.
- 17.4.8 As an alternative, direct integration of Core Banking Solution (CBS) with National Crop Insurance Portal has also been successfully initiated and the same may be used by Scheduled Commercial Banks/RRBs/DCCBs available on CBS for pushing the farmers' details in bulk directly without filling the individual farmer's details on web-portal or off-line utility.

## 17.5 Non-loanee farmers (Optional coverage) through other channel partners

- 17.5.1 Farmers desirous of availing insurance shall fill up Application Form of the Scheme and submit the same to nearest bank branch/CSCs or authorized channel partner or insurance intermediaries of insurance company.

- 17.5.2 In case of submission through Bank Branches, farmers will submit duly filled proposal form in the nearest branch of a Commercial Bank (CB) or Regional Rural Bank (RRB), or PACS (DCCB) with applicable insurance premium amount and other documents. Bank Branch may, after completing verification of documents, accept or reject the application. Premium is accepted by the bank branch preferably from the farmer's operational account in the same bank branch itself and the same would be sent to the concerned Insurance Company within the stipulated time for the purpose. **It is the responsibility of bank branch to complete the application of farmer. In case the farmers is unable to fill the application, bank branch is responsible for filling the application on farmer's behalf**, so that not a single farmer who desires to take crop insurance coverage is left out from the purview of crop insurance Scheme
- 17.5.3 In case submitted through CSCs, farmer will be required to authenticate herself/himself using Aadhaar for filling up online application form. Having a bank account is essential for such cases. CSC will upload all requisite/desired supporting documents on Portal while filling up the application form on behalf of the farmer. Applications without requisite documents would not be considered for insurance coverage and CSC-VLE is responsible for proper filling of application form.
- 17.5.4 CSC/Branch/ PACS officials will assist the farmers in completing the insurance proposal form and provide necessary guidance. While accepting the applications and premium, CSC/Branch/ PACS will be responsible for verification of required documents, eligible sum insured, applicable premium rate, etc. In case of coverage through PACS, they will consolidate these particulars and send them directly/ to respective Nodal Bank Branches which will, in turn, submit application details online on National Crop Insurance Portal and submit crop-wise and insurance unit-wise declarations electronically in the prescribed format, along with the e-remittance of premium using payment gateway/ RTGS/NEFT mode, within the stipulated time, to insurance company. Besides CSCs, other Govt./ semi-Govt. institutions/organizations including Post offices are also proposed to be utilized for insurance of non-loanee farmers after their integration with the National Crop Insurance Portal after obtaining approval of competent authorities.
- 17.5.5 Non-loanee cultivators could also be serviced directly by any designated agencies, other authorized channel partners or insurance intermediaries, approved by the IRDA for the purpose and they will act as a guide and facilitator wherein they will advise such non loanee cultivators about the benefits and desirability of the Scheme and guide the farmers about procedures; collect requisite premium and remit individual/ consolidated premium electronically to insurance company, accompanied by individual proposal forms and summary details in declaration form and upload details of each insured farmer compulsorily within stipulated timelines on the NCIP.
- 17.5.6 While accepting the Proposal and the premium from aforesaid designated agents, other authorized channel partner or insurance intermediaries approved by IRDA, it shall be the responsibility of Insurance Company or its designated agents to verify insurable interest and collect the land records, Aadhaar Number., particulars of acreage, sum insured, crop sown etc. and applicable contract/ agreement details in case of share croppers/ tenant farmers. The designated intermediaries shall enter the data of farmers on web-portal, remit the premium with consolidated proposals within 2 days. However, it is mandatory that the non-loanee cultivators serviced by the designated intermediaries should hold a bank account and Aadhaar No. or Aadhaar enrolment No. in order to get insured and the

- designated intermediaries will also facilitate remittance of the claim, if payable.
- 17.5.7 For farmers buying crop insurance through CSCs or online, OTP/Aadhaar enabled verification shall be construed as signature by the applicant for coverage under crop insurance
- 17.6 **Non-loanee Farmers (Optional coverage) - directly to Insurance Companies/Web Portal**
- 17.6.1 Non-Loanee farmer may submit insurance proposals personally - to Insurance Company with requisite/desired supporting documents and applicable premium has to be remitted electronically to concerned Insurance Company and details of UTR/remittance slips should compulsorily be attached with application. .
- 17.6.2 Non-loanee farmers can also submit application forms for getting insurance coverage through web-Portal. For this, farmer can fill up the online application form available on crop insurance Portal ([www.pmfby.gov.in](http://www.pmfby.gov.in)) and pay the requisite premium through payment gateway. As soon as the application is submitted through the system, an acknowledgement receipt will be generated along with a unique identification number. Additionally, intimation will also be sent through SMS on registered mobile number of the farmer.
- 17.6.3 However, it is mandatory that Non-Loanee farmers, personally submitting proposals to Insurance Company or through National Crop Insurance Portal, should have insurable interest and submit necessary documentary evidence as proof as decided by SLCCI along with Aadhaar no. or Aadhaar enrolment No. . The insured farmer loses the premium and the right to claim (if any) if the material facts furnished in the proposal form are found to be wrong or incorrect at any subsequent point in time.
- 17.6.4 Insurance companies retain the right to accept or reject insurance proposal(s) within 15 days/one month of receipt of proposal for Loanees/Non loanee respectively, in case proposal is incomplete, not accompanied by necessary documentary proof, Aadhaar no. or Aadhaar enrolment No./Slip or insurance premium ordinarily,. If the proposal is rejected, the Insurance Company will fully refund the collected premium.
- 17.7 **Option for change of crop name**
- 17.7.1 Farmers covered, on voluntary basis, can buy insurance before actual sowing/ planting, based on advance crop planning. However, for any reason if a farmer changes the crop planned earlier, he should intimate the change to insurance company, up to 2 working days before the cut-off-date for enrolment/buying insurance, through financial institution/channel partner/ insurance intermediary/directly as the case may be, along with difference in premium payable, if any, accompanied with sowing certificate issued by concerned village/ sub-district level official of the State. In case the premium paid was higher, Insurance Company will refund the excess premium.
- 17.7.2 Similarly, **loanee farmers** can also change the name of insured crop from the original crop indicated in the loan application but such change should be submitted in writing to the concerned bank branch up to 2 working days before cut-off date for enrolment and accordingly their newly proposed crop should be insured. However change of non-notified crop to notified crops without submitting the sowing certificate is not permissible. Bank will ensure that all standard loans (as defined by concerned financial institutions) sanctioned/renewed for notified crops within stipulated cut-off date should compulsorily be covered.

- 17.8 **Declarations/ proposals and debited premium received by Insurance Companies from the Banks/ PACS after the cut-off date shall be summarily rejected and the liability, if any, for such declarations shall rest with the concerned bank.** Accordingly the data/proposal entry on the National Crop Insurance Portal will also be stopped after the applicable cut off date. However, any dispute in the matter may be resolved as per the Grievance redressal mechanism detailed in Section 30.
- 17.9 The concerned branches of banks and Nodal Banks/ DCCBs in case of PACS will upload the details of individual insured farmers (both loanee and non-loanee) like farmer's name, father's name, Bank Account number, Aadhaar Number, village, categories – Small and Marginal/SC/ST/Women, insured acreage, details of insured land, insured crop(s) etc as prescribed in online application form available on National Crop Insurance Portal or CBS integration module and submit the same within stipulated cut-off date as per the seasonality discipline/ The Banks/ PACS must also ensure the premium amount is remitted to the concerned Insurance Company electronically within the stipulated time, failing which they shall be responsible for payment of claims, if any to the farmers. However, any dispute in the matter may be referred to the State Govt. by the concerned Agency/Bank for taking appropriate action within the prescribed cut off date for reconciliation of premium by banks with all details.
- 17.10 Insurance companies shall upload requisite information including necessary documentation in respect of non-loanee farmers enrolled through channel partner other than CSCs on the National Crop Insurance Portal within the stipulated date of coverage of non loanee farmers .All intermediaries shall ensure that the documentation is complete in all respect before accepting the premium. It is the responsibility of the concerned Insurance Companies to collect/obtain any documentation of the insured farmers (both loanee and non-loanee) from the bank/financial institutions/ intermediaries/ agents if necessary for verification/acceptance of risk and also to facilitate the banks/ financial institutions/ intermediaries/ agents to submit/ upload all requisite documents/information on the National Crop Insurance Portal within timelines.
- 17.11 Insurance Companies should also reconcile the details of individual insured farmers uploaded on the Portal with the premium/consolidated declaration received from each branch/nodal bank within the stipulated date and any deficiency/ mismatch may be reported to concerned bank branch/nodal bank. The Bank Branch/Nodal Bank should further send/upload the requisite information in respect of such farmers for whom clarification has been sought, immediately within 7 days. If such rectification is not done/completed by bank branch /nodal bank within the stipulated period, Insurance Companies may recommend to take necessary action to State Govt. under intimation to Central Govt. State Govt. in consultation with SLBC may recommend suitable administrative action against such defaulting branch/bank. However, claims (if any) in such cases of such farmers shall be borne by the concerned bank only.
- 17.12 Insurance Companies should verify and satisfy themselves about the coverage of farmers/ crops and give acceptance to the applications submitted by banks electronically through National Crop Insurance Portal. The insured farmer's personal details like AADHAAR numbers, Banking Details, Address, mobile nos. and all such details prohibited under RBI, IRDA or UIDAI Act. shall not be displayed/disclosed publicly. Insurance Companies will reconcile the details along with farmer's share of premium receipt before approaching the Govt. to release the final instalment of subsidy (third Instalment) under the Scheme.

- 17.13 All Insurance Companies will compulsorily verify and take necessary action including approval/rejection of proposal or policy of any farmer through National Crop Insurance Portal within stipulated date. After stipulated period for reconciliation & obtaining further clarification from stakeholders, **all pending proposals/information of insured/covered farmers uploaded on Crop Insurance Portal will be treated as approved and Insurance Companies will cease their right for any further verification.** However, any losses to the Govt. including excess payment of premium subsidy due to delayed/non- verification of data/information of individual covered/insured farmers on crop insurance Portal will be recovered from concerned Insurance Companies only.
- 17.14 Banks will ensure distribution of Acknowledgement Receipt along with Folio to each insured farmer within 7 days from the acceptance of applications by the concerned insurance company. The Acknowledgement Receipt will be generated through National Crop Insurance Portal itself.



## 18.

## Assessment of Loss / Shortfall in Yield

18.1 **Wide Spread Calamities (based on season-end yield):** The Scheme operates on the basis of 'Area Approach' i.e., Defined Areas for each notified crop for widespread calamities and insurance unit is Village/Village Panchayat or any other equivalent unit for major crops and for other crops it may be the same unit or a unit of size higher than Village/ Village Panchayat level, to be decided by the State/ UT Govt.. State Govt. Department overseeing conduct of CCEs will submit yield data as per cut-off date decided by SLCCCI, along with results of individual CCEs (conducted through smart phone using CCE Agri App) on National Crop Insurance Portal. Yield data so arrived at will be approved/ uploaded by the concerned authority/State nodal department and made available to Insurance Company.

18.2 CCEs shall be undertaken per crop per unit area of insurance for notified crops\*, on a sliding scale, as indicated in Table 4 below:

Sl. No.	Level	Minimum sample size
1	District	24
2	Taluka/Tehsil/Block	16
3	Mandal/Firka/Revenue Circle/Hobli or any other equivalent unit	10
4	Village/Village Panchayat	4

\* Minor crops may be notified at higher than Village/Village Panchayat level.

18.3 In order to maintain the sanctity and credibility of CCEs as an objective method of yield estimation, the modalities mentioned below will be followed:

18.3.1 To bring better transparency and confidence in the data, States shall mandatorily ensure 100% CCEs through a mobile application specially designed by Govt. of India for this purpose. No other application shall be used for conducting CCEs. CCE plots for conducting CCEs shall be chosen through random selection or preferably using RST and **secrecy of the selected plot should be maintained until the CCE is actually conducted in order to rule out moral hazards.**

18.3.2 In order to provide proper benefits to the farmers and to compensate them as per near actual loss experience, crop should be notified at lowest level i.e. Village/Village Panchayat

18.3.3 State shall strengthen audit process of conduct of CCEs, with necessary checks and balances. Digitizing the CCE process including geo-coding (providing the latitude and longitude of the CCE location), date/time- stamping and taking photographs (of the CCE plot and CCE activity), is a must for all CCEs(para 20.4)

18.3.4 Wherever external agencies are proposed to be used by the State Govts. for conduct of CCEs (i.e. CCEs are out-sourced), it should be given only to the registered 'professional/accredited' agencies with adequate experience in agricultural field activities/yield estimation. It is mandatory for these agencies to follow the digital protocol as mentioned in the previous paragraph. Services of such agencies may also be utilized for assessment of Post-harvest loss and losses due to localized risks.

18.3.5 States shall maintain same procedure and methodology for conducting CCEs as adopted by NSSO or

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- 18.3.6 District level Steering Committee: State Govt shall compulsorily constitute a Steering committee in each district to plan, conduct and supervise the CCEs for yield assessment and to provide reports of yield data to the State Nodal department. The Steering committee should be headed by District level Head of Department/Organisation responsible for conducting CCEs. District Agriculture/Cooperative officers, representatives of SSO and Insurance Companies shall be members. The Steering committee will compulsorily associate the representatives of Insurance Companies so that they shall be well informed about each and every activity and obtain the requisite information about CCE planning, schedule for conducting CCEs, selection of CCEs plot, sharing of requisite form 2, form 8 etc. and individual CCE result etc. Head of Steering Committee wil be responsible for uploading of all requisite information on National Crop Insurance Portal i.e. CCE schedule, individual CCE report etc. and imparting training to field functionaries responsible for conducting CCEs. Steering Committee will compulsorily send all their proceedings / minutes etc to DLMC and Nodal officer of the State. Concerned Insurance Companies shall compulsorily deploy one well conversant official at the office of head of Steering Committee for at least 3 months of the harvesting period for better coordination and obtaining the information of CCEs etc. District Administration will provide requisite space and logistics at the office for the insurance company official.
- 18.3.7 In instances where required number of CCEs could not be conducted due to non-availability of adequate cropped area, adverse weather conditions/inadequate infrastructure etc. the yield estimate for such IUs can be generated by using methods such as (i) adopting yield estimate of next higher unit, or (ii) adopting the yield of a neighbouring IU with maximum correlation. Priority of applicability of aforesaid two methods should be notified by the concerned States in the notification itself, failing which option of yield estimate of next higher unit only would be considered. However, this clause shall only be applicable in unavoidable situations and shall be limited to only minimal number of IU units and cannot be made a general rule to avoid CCEs. Special efforts should be made by the State to conduct adequate no. CCEs in all notified units in order to provide appropriate benefits to farmers.
- 18.3.8 In case of multi-picking crops e.g. Cotton, Chilly, Tobacco, Tomato, Pea, Fruits (Mango & Apples) & other crops of similar nature, following procedure shall be followed.
- 18.3.8.1 State needs to, in the beginning; specify the number of required picking for each crop both for irrigated and un-irrigated conditions. Ideally it should be as per NSSO/IASRI defined guidelines, if it is not available, State in consultation with local Agriculture Universities and concerned ICAR center may identify the required number of pickings. However number of actual picking depends on climatic conditions etc. Hence possibility of further pickings of each picking should compulsorily be recorded in CCE app and no. of actual picking will be final in such cases.
- 18.3.8.2 If the required number of CCEs have been done and the required number of picking have not being done, then for those experiments, factors need to be used to extrapolate yield to the final yield.
- 18.3.8.3 The factors (proportion of picking wise yield) need to be computed from well conducted CCEs (with the required number of pickings) from the same Taluka separately from Irrigated and Un-irrigated condition. At least data of 5 well conducted CCE should be used for computing the factors.

An Example for Yield Calculation for multi-picking crop is mentioned in Table 5 below:

Crop	Experiment no.	Picking 1 Yield (Kg)	Picking 2 Yield (Kg)	Picking 3 Yield (Kg)	Picking 4 Yield (Kg)	Total Yield Kg)
		P1	P2	P3	P4	$\Sigma P1, P2, P3, P4$
Well Conducted CCEs in the Taluka with 4 pickings						
Cotton	E1	1	1.95	2.1	1.25	6.3
Cotton	E2	1	2	1.75	1.4	6.15
Cotton	E3	0.75	1.75	1.5	1.5	5.5
Cotton	E4	0.8	1.43	2.15	1.4	5.78
Cotton	E5	0.95	1.85	1.4	0.75	4.95
	Average	0.9	1.8	1.78	1.26	5.74
	Factor (Total yield/ Picking Yield)	6.373	2.128	1.282		
		(1 <sup>st</sup> )	(1 <sup>st</sup> + 2 <sup>nd</sup> )	(1 <sup>st</sup> + 2 <sup>nd</sup> +3 <sup>rd</sup> )		
CCEs with Less Pickings in any IU within that Taluka						
Cotton	E6 (only 1 <sup>st</sup> Picking)	1				6.373*
Cotton	E7 (1 <sup>st</sup> and 2 <sup>nd</sup> Picking)	1.2	1.75			6.278*
Cotton	E8 (1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Picking)	1.1	1.85	1.57		5.795*

\* Total yield has been calculated as the sum of the available picking yields multiplied by the corresponding factor

#### 18.3.8.4

In cases there is dispute regarding the large deviation in picking dates the average picking dates should be computed from well conducted CCEs in Taluka level. Accordingly the picking dates and number will be adjusted. For example, if the average picking date for second picking in a particular Taluka is in December and one experiment has shown first picking in December it will be considered as second picking.

#### 18.3.8.5

If there is no proper CCE (with required number of pickings) in the Taluka level even, it should be considered as no CCE being available and the procedure defined in yield dispute SOP (Standard Operating Procedure) should be followed, i.e. yield should be estimated using remote sensing and weather based models. In case the crop has withered and there is no further possibility of having further pickings the same shall be recorded compulsorily in the mobile application/ CCE-Agri App while conducting the current picking experiment. In such cases, no multiplication factor may be used for calculation of AY.

The Actual Yield Data at Crop-IU level shall be automatically synchronised with the Portal through online CCE mobile application. Once the Actual Yield data is available on the Portal, the same shall be verified and approved by the concerned District/State authorities. For those experiments which were conducted offline/without mobile application, the Actual Yield data, along with the location information shall be uploaded by the concerned District administration or State nodal department on the Portal itself. This shall be an exception to be exercised in rare cases and CCEs should not exceed 5% of total CCEs. Actual Yield data through any other mode other than through National Crop

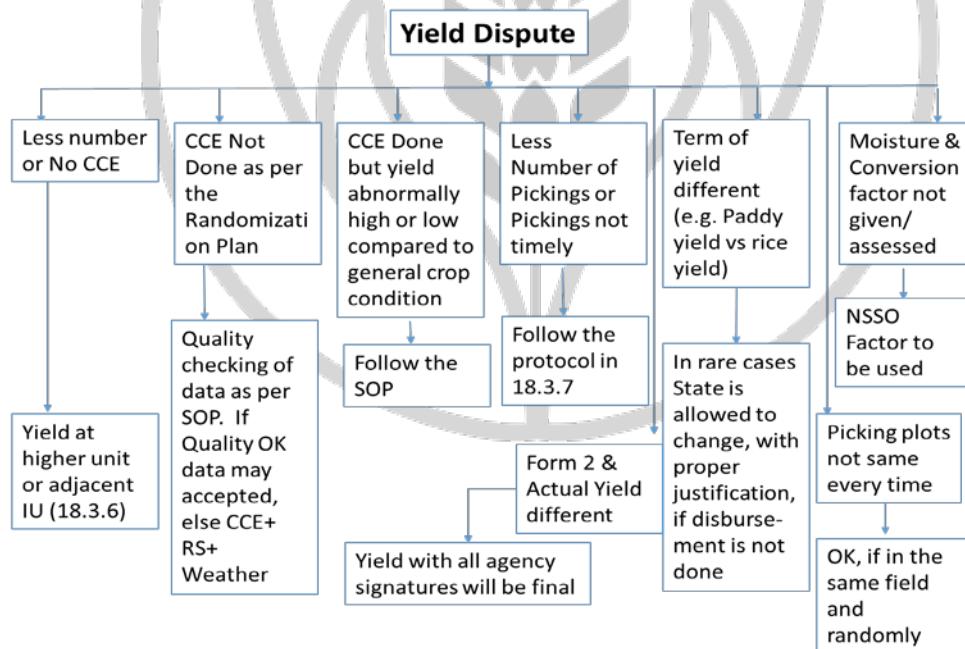
Insurance Portal shall not be accepted. If yield data is not uploaded/ synchronised /approved within pre-defined cut-off date by the concerned authority/department, the concerned Insurance Company, may inform State Govt. /Central Govt. well in time for taking appropriate action.

- 18.3.8.6 Insurance Company should be given complete access to co-witness the CCEs, the digital images of the CCEs and relevant data in the requisite format (electronic/physical) by the State Govt. on real time basis (Para 35.2.11). A schedule should be formally given/ shared with Insurance Companies sufficiently in advance without fail to help them to coordinate with field functionaries and mobilize their manpower accordingly. For this purpose, Insurance Company shall permanently station one representative at the concerned dist office of the dept/ agency mandated to conduct CCEs for proper day to day liaison (Para 18.3.6). State shall provide necessary space in the concerned office & facilitate sharing of information.

## 19. Dispute resolution regarding Yield Data/Crop loss

- 19.1 It has been seen, during first two years of implementation of PMFBY, there are various types of yield disputes, which unnecessarily delays the claim settlement. Following figure shows the procedures to be adopted in various cases.

Figure. Procedures to be followed in different yield dispute cases



- 19.2 Wherever the yield estimates reported at IU level are abnormally low or high vis-à-vis the general crop condition the Insurance Company in consultation with State Govt. can make use of various products (e.g. Satellite based Vegetation Index, Weather parameters, etc.) or other technologies (including statistical test, crop models etc.) to confirm yield estimates. If Insurance Company witnesses any anomaly/deficiency in the actual yield data(partial /consolidated) received from the State Govt., the

same shall be brought into the notice of concerned State department within 7 days from date of receipt of yield data with specific observations/remarks under intimation to Govt. of India and anomaly, if any, may be resolved in next 7 days by the State Level Coordination Committee (SLCC) headed by Additional Chief Secretary/Principal Secretary/Secretary of the concerned department. This committee shall be authorized to decide all such cases and the decision in such cases shall be final. The SLCC may refer the case to State Level Technical Advisory Committee (STAC) for dispute resolution (Constitution of STAC is defined in Para 19.5). In case the matter stands unresolved even after examination by STAC, it may be escalated to TAC along with all relevant documents including minutes of meetings/records of discussion and report of the STAC and SLCC. Reference to TAC can be made thereafter only in conditions specified in Para 19.7.1 However, data with anomalies which is not reported within 7 days will be treated as accepted to insurance company. The protocol of timelines defined above shall also be applicable to the actual Yield data being provided by the concerned State department in batches, i.e. Crop-wise-District-wise lots of data and timelines for each batch of data shall be counted separately/batch wise. Unnecessary delay in finalization of yield data will attract penal interest on due claim amount payable to the farmers as decided by the SLCC in the matter.

- 19.3 The existing Technical Advisory Committee (TAC) comprising of representatives from Directorate of Economics and Statistics, DAC&FW, MNCFc, NSSO, IASRI, will be further augmented and constituted under the chairmanship of **Additional Secretary, DAC&FW** and additional members depending on case to case basis will be drawn from various organizations namely, relevant institution under Indian Council of Agriculture Research (ICAR), Indian Agriculture Research Institute (IARI), National Remote Sensing Centre (NRSC), Space Applications Centre (SAC), Central Statistical Organization(CSO), Insurance Regulatory and Development Authority of India (IRDAI), Reserve Bank of India (RBI), National Bank for Agriculture & Rural Development (NABARD), India Meteorological Department (IMD) or any other such organisation.
- 19.4 The role of TAC shall be to review the technical matters related to execution of the Scheme. In case, the matter requires further focused deliberations, the TAC will refer the issue to Technical Agency (as defined in the SOP for yield dispute). Technical Agency (TA) will compulsorily take input/reports/relevant information from concerned State Department and Insurance Company and may also opt for representatives of other organizations/experts (if required) with permission of chairman of TAC and follow the procedure as defined in the SOP.
- 19.5 State shall also constitute the State Level Technical Advisory Committee (STAC) on similar pattern to resolve disputes. The STAC may be chaired by the Principal Secretary/Secretary of the concerned department with members from State Agricultural University, State Remote Sensing Centre, IMD (state centre), DES, any ICAR centre in the state, NSSO, etc.). However, in case of disagreement between the concerned parties, the case may be referred to TAC along with recommendations and findings for further deliberation/examination and decision.

- 19.6 TAC/TA/STAC shall deliberate and examine the subject matter and indicate their views /decisions based on statistical/technological inputs and other related scientific and technical parameters as detailed in the SOP.
- 19.7 The SOP to deal with yield dispute cases is as under:
- 19.7.1 **When to use this SOP:** This SOP will be followed only when there is a dispute about the crop yield values between the State Government and the Insurance Company and this has not been resolved at SLCC level and STAC (Para 19.2) and the matter has been referred to the Central Government Technical Advisory Committee (TAC), which in turn decides that the matter needs to be referred to a Technical Agency (TA). The dispute can be brought to TAC, only in the case, where all of the following conditions are satisfied. All conditions not falling in these criteria shall be decided by SLCC and their decision shall be final and binding on all concerned.
- There is more than 25% difference between the yield estimated by the State government and the insurance company.
  - There is sufficient documentary evidence that the CCEs have not been conducted in required number and following the standard protocol, in at least 20% area of the IUs for the particular crop in the Cluster.
  - The matter has been considered by the SLCC and STAC but could not be resolved at State level.
  - The Insurance Company has already carried out technical analysis of data in consultation of State Govt. or in collaboration with Central/State agencies and has used satellite/model/weather data to support its claim.
- 19.7.2 **The Organizations to which TAC can refer the case to:** The organizations can be Central Govt. or autonomous organizations, which have requisite capacity to carry out such analyses, such as: MNCFc (DAC&FW), SAC (ISRO), NRSC (ISRO) and other similar government/non-government organizations (e.g. CCAFS-BISA-CGIAR), as decided by TAC. Hereafter, these organizations will be referred to as Technical Agencies.
- 19.7.3 **Data to be provided by State Government:**
- All CCEs data of the contested area, in digital format, (preferably Excel), along with photographs and other collateral data, as collected during CCE. The CCE data should be ideally geo referenced.
  - Village level crop area estimates.
  - Long term (at least 10 years) data of crop yield at GP level (if not available, at least at Taluka/block level) in digital format, (preferably Excel)
  - Long term (at least 10 years) data of weather parameters (daily or weekly) at GP level (if not available, at least at Taluka /block level). The weather parameters should cover at least, rainfall, rainy days and temperature, in digital format, (preferably Excel)
  - Any information about pest/disease attack, hailstorm, cyclones, inundations, heavy rainfall or any other natural/ manmade disasters in that area
  - Report of any analysis carried out by the States to support its claim

19.7.4

**Data to be provided by Insurance Company:**

- Data of the co-observed CCEs collected by Insurance Companies in digital format, (preferably Excel), along with photographs and other collateral data, as collected during CCE
- Data of weather observatories\*, if maintained or sourced by Insurance Companies, in the contested area
- Report of the technical studies\* carried out by the Insurance Company to support its claim.
- Detailed reasons for the yield data being perceived as contested.
- Any UAV data/output collected from the contested area

(\*This data shall only be considered where prior approval for such agency has been taken from State Govt. as outlined in para 2.13)

19.7.5

**Analysis to be carried out by the Technical Agency:**

Among the steps given below, any 3 steps should be followed from a to d and any one step should be followed from e to f. The steps in g and h are compulsory.

- **Statistical analysis of the CCE yield data:** Basic Statistical Parameters (Mean, Variance, CV, Range, Standard Error, etc.) Scatter plots, Test of Normality (Shapiro-Wilk test, Quartile- Quartile plot, Whiskers box plot, Skewness and Kurtosis, etc.). It also needs to be checked whether CCEs were done using the proper sampling design. Village level crop area may also be checked to identify reasons for lower number of CCE.
- **Analysis of Weather Data:** Weekly Rainfall Deviations (at least at block level) or at grid level using gridded or satellite based data, Dry-spell Occurrence, Temperature Anomaly, Soil Moisture Analysis (either from satellite or model data) and any other available weather parameters (related to crop condition), either from ground or satellite data. Another rainfall based index, which can also be studied, is Standardized Precipitation Index (SPI). SPI can be developed using IMD gridded rainfall data or NOAA CPC rainfall data. However, while using gridded data (either from satellite or ground stations), appropriate resolution should be used at appropriate level. For example, 0.25 degree data should be used only at district level and not at block/village level. High resolution weather data can also be sourced from weather companies.
- **Analysis of Long-term Yield Data:** Previous 10 years' yield data (at GP or Taluka level) analysis should be carried out to assess the ups and downs. The analysis would include yield ranges, mean yield, standard deviation, and CV.
- **Analysis of Other collateral data:** Other data or reports, which should be considered, include Crop Weather Watch Report, NSSO Supervised CCE data, FASAL programme crop reports, drought assessment reports prepared by MNCFC, Market arrivals and prices data for 2-3 years (<http://agmarknet.gov.in/>), crop condition data available on VEDAS platform (<https://vedas.sac.gov.in/vedas/>), Disaster maps available on Bhuvan platform, IMD weather bulletins, weather information/forecasts available on MOSDAC (<https://www.mosdac.gov.in/>), etc.
- **Analysis of Vegetation Index from Satellite Data:** The vegetation index, which can be used for this purpose are Normalized Difference Vegetation Index (NDVI), Normalized Difference Wetness Index

(NDWI), Vegetation Condition Index (VCI), Temperature Condition index (TCI), Vegetation Health Index (VHI), Enhance Vegetation Index (EVI), etc. To derive these indices, satellite data of appropriate resolution should be used (Table 6).

**Table 6 : Types of resolution to be used for vegetation index derivation for different levels of analysis**

Level of Analysis	Spatial Resolution to be used	Examples of Satellite/Sensor
Village level	5-10 m or better	Resourcesat 2/2A: LISS IV (5.8m), Sentinel 2:MSI (10 m); Rapid Eye (6.5 m); SPOT 5 HRG (5,10 m)
Block/Tehsil level	10-30 m	Resourcesat 2/2A: LISS III (23.5 m), Landsat 8: OLI (30 m); Sentinel 2:MSI (10 m)
District level	50-100 m	Resourcesat 2/2A: AWIFS (56 m); Proba V (100 m)

However, wherever long-term satellite data is needed MODIS (250 m) data can be used, but it should not be used for village level for information. Ideally for deriving crop specific vegetation indices, crop maps should be overlaid on the data. Generally for few major crops, crop maps are prepared under FASAL project of DAC&FW. Crop maps can be generated using either optical or microwave remote sensing (SAR) data of appropriate resolution. Wherever, crop maps are not available, at least agricultural area map should be used. For assessing NDVI or NDWI deviation percentage, data of latest 2-3 years should be used or at least data of a normal crop year should be used.

- **Crop Growth Modelling:** Yield loss estimates can be made using crop simulation models such as DSSAT/ InfoCrop, etc. Remote sensing based semi-physical modelling approach can also be used for crop growth analysis. However, care should be taken to use well calibrated and validated models and also models should be run in spatial at higher resolution, at least 5 km.
- **Identification of Outliers:** All these above analyses can be used to check whether there was any reason for yield deviation as presented in the CCE data. Then a yield proxy map may be prepared. The Yield proxy map can be derived from remote sensing vegetation indices (single or combination of indices), crop simulation model output, or an integration of various parameters, which are related to crop yield, such as soil, weather (gridded), satellite based products, etc. Whatever, yield proxies to be used, it is the responsibility of the organization to record documentary evidence (from their or other's published work) that the yield proxy is related to the particular crop's yield. Then the IU level yields need to be overlaid on the yield proxy map. Both yield proxy and CCE yield can be divided into 4-5 categories (e.g. Very good, Good, Medium, Poor, Very poor). Wherever there is large mismatch between yield proxy and the CCE yield (more than 2 levels), the CCE yield for that IU can be considered, as outliers.
- **Computing Yield for the Outliers:** For the IUs, where the yield was considered as outlier, the yield may be estimated by developing empirical models (statistically significant) between long-term yield data (at IU level or, if not available, higher administrative level) and weather and remote sensing based index data. Using these models, yield for the concerned year should be estimated.

The final yield can be estimated as a combination of CCE Yield and model estimated. The weightage to be given to each estimate will depend upon the quality of each estimate (CCE or Model). Low weightage should be given to CCE not conducted properly (without photograph, geo location, proper sampling plan etc.). Similarly lower weightage to be given model estimates, if model is statistically not highly significant. Wherever, if the model was not statistically significant the average of estimated yields of adjacent blocks should be used (Note: Each and every case may have specific and special cause related to a problem and may not be considered as a reference for any other case.) Each time, the stage of the crop should be given prior importance e.g. 10 mm rainfall at vegetative stage and at harvest or post-harvest stage has different impacts; a small amount rainfall having devastating wind-speed have different impact than high amount of rainfall having calm or no-wind. The Technical Agency needs to take into account all these factors to consider each of the cases as an individual and special case.

19.7.6 **Time required for the analysis:** The analysis needs to be completed by the concerned technical agency, within one month of receipt of all mentioned data from the Insurance Company and the State Government.

19.7.7 **Funds needed for the analysis:** All the analysis will be carried out by the Technical Agency, with its existing resources. However, if there is any need of procurement of priced data or services, this may be funded by the concerned Insurance Agency or the State Government, whichever organization has brought the dispute issue up to TAC.

19.7.8 **General Suggestions:** Though this SOP identifies the procedure for yield dispute resolutions, in a long run, it will benefit the scheme and the farmers, if there is no Dispute. Following suggestions are made to avoid dispute.

- The States should conduct the CCEs following the standard procedure (proper sampling plan) and collect the data using Smartphone based Android App
- States need to pro-actively use technology for more accurate crop yield estimation
- States should develop mechanism to resolve disputes at State level by technical support from State level organizations, such as Agricultural Universities, State Remote Sensing Centres, ICAR Centres located in the State, local IMD office, etc.
- The Insurance Companies should proactively, get involved with the States for supervision of CCEs.
- The Insurance Companies should more and more invest in use of technology to support the loss assessment.
- There should be better coordination between the State and the Insurance Companies.

## 20. Use of Innovative Technologies

- 20.1 **To Rationalize CCEs:** With availability of a number of satellites with high resolution imaging capability orbiting the Earth, there is a great improvement in satellite remote sensing based products. It has been reasonably proven that satellite based vegetation indices (such as, Normalized Difference Vegetation Index, NDVI and Normalized Difference Wetness Index, NDWI) can help in demarcating the cropped areas into clusters on the basis of crop health. This feature can be successfully used to target the CCEs within the Insurance Unit (IU). In other words, satellite imagery can help in '**smart sampling**' (**stratified sampling**) of CCEs. This will help in optimizing the number of CCEs, to make them representative of different crop conditions. This is expected to reduce the total need of CCEs by about 30-40% while maintaining similar accuracy. It will also give a more representative yield of the IU, as it will consider all crop pixels (fields) within the IU and not just location of 4 CCEs. States can adopt this technique (of using satellite based remote sensing data for planning of Crop Cutting Experiments) in generating yield estimates while following digital protocol outlined in the preceding paragraphs. For using satellite data for smart sampling, there is a need to generate specific crop map. MNCFC under the FASAL project of the DAC&FW prepares crop maps for various crops, as mentioned in Section 25, para 25.4. These crop maps can be used for CCE planning. Vegetation Indices (NDVI and NWDI) need to be computed for the cropped area. On the basis of Vegetation Index, the crop area can be categorized into poor, medium, good and very good crop health strata. Within each stratum, CCE points should be selected randomly. Additionally, ground truthing within these IUs can be done in order to develop crop yield model to ascertain yield estimation of the crop and simultaneously can act as a reconciliation/verification tool of actual CCEs conducted on the field. This can be done in consultation with MNCFC, NRSC (ISRO), SAC (ISRO), SRSC and IASRI. This Department has also been piloting such studies, in this regard, for optimization/reduction of crop cutting experiments using technology.
- 20.2 **To remove Area Discrepancy in coverage:** It is noticed that in some instances in States/districts, area insured is much more than area sown figures hence, compulsory use of RST/ satellite imagery, digitization of land records needs to be done to minimize the area discrepancy. For this detailed procedure has been laid down in section 25
- 20.3 **For Direct Yield Estimation**
- 20.3.1 For addressing the issue of reliability of CCEs in terms of their accuracy, representativeness and timeliness, innovative technologies such as satellite remote sensing, drone, modeling, AWS/ARG, real time transmission of data etc. should be utilized. This will ensure accurate assessment of yield and timely payment of claims to farmers. Various studies carried out by national and international organizations, including MNCFC, NRSC, SAC, CCAFS, IRRI, IFPRI, World Bank, etc. have shown that the use of satellite, weather, soil and crop data, along with images/video capture of crop growth at various stages and accurate sample CCE data collection can improve the yield data quality/ timeliness and support timely claim processing and payments.
- 20.3.2 States, with the support of national centres as mentioned above, SRSC and SAUs, need to carry out adequate number of pilot studies for improved yield estimation using technology, as mentioned

above, and small number of good quality CCEs. When a significant correlation is observed between remote sensing and weather estimated yield and yield estimated through CCEs, States and Insurance Companies can use these technologies in estimating the crop yields at IU level, subject to the satisfaction of both States and Insurance Companies about the accuracy of the yield estimates, to service the claims.

#### 20.4 **To improve Yield-data Quality and Timeliness**

- 20.4.1 It has been observed that the normal CCE process being followed by the State for estimating yield is lacking in reliability, accuracy and speed, which affects claim settlement. There is a need for real time, good quality and reliable actual yield-data for which mandatory use of smart phones / hand held devices has to be done for capturing images, location of the CCE and for online transmission of data on National Crop Insurance Portal through CCEs Agri-app. RST using satellite and drones, weather data, model etc. may also be used for the purpose of increasing accuracy and speed of yield estimation through CCEs.
- 20.4.2 The cost of using technology etc. for conduct of CCE process specially purchase of smart phones/ hand held devices and use of technology (RST, Drone etc.) will be shared between Central Govt. and State Govts/ U.Ts on 50:50 basis, wherever necessary, subject to a cap on total funds to be made available by Central Govt. for this purpose based on approximate cost of procuring handheld devices/smart phones and other related costs (RST, Drone, etc).
- 20.5 Technology Fund: A technology fund will be created by GOI wherein resources shall be allocated for meeting 5% of GOI share/100% grant in various technological interventions undertaken by State Govt. funds as admissible. The fund shall be augmented with excess farmers share of premium surrendered by Insurance Company due to application of ACF and penalties imposed on Insurance Companies on account of poor performance by Insurance Companies as per the parameters outlined in Annexure 2

### 21. **Assessment of Claims**

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#### 21.1 **Wide Spread Calamities**

- 21.1.1 If 'Actual Yield' (AY) per hectare of insured crop for the insurance unit (calculated on basis of requisite number of CCEs) in insured season, falls short of specified 'Threshold Yield' (TY), all insured farmers growing that crop in the defined area are deemed to have suffered shortfall of similar magnitude in yield. PMFBY seeks to provide coverage against such contingency.  
'Claim' shall be calculated at IU level as per the following formula:

$$\frac{(\text{Threshold Yield} - \text{Actual Yield})}{\text{Threshold Yield}} \times \text{Sum Insured}$$

Where Threshold Yield (TY) for a crop in a notified insurance unit is the average yield of best 5 years from past seven years of that season multiplied by applicable Indemnity Level for that crop

21.1.2

### Illustration

In table below, assumed yield of wheat for the last 7 years is given for insurance unit area of "X". Calculation of TY for Rabi 2014-15 season is given in Table 7 below:

Year	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Yield(kg/ha)	4500	3750	2000	4250	1800	4300	1750

The years of 2012-13 and 2014-15 have the lowest yields.

Total of yields of seven years is 22350 kg/ha and that of two lowest yield years is 3550kg/ha i.e.(1800+1750). Therefore according to the provision, average of best five years excluding two lowest yield years will be  $(22350-3550=18800/5)$  i.e. 3760 kg/ha. Hence, threshold yield at 90%, 80% and 70% of indemnity levels will be 3384kg/ha, 3008kg/ha and 2632 kg/ha respectively.

21.2

## **On Account Payment of Claims due to Mid-Season Adversity**

21.2.1

Insurance cover will be provided to the farmers to provide immediate relief in case of adverse seasonal conditions during the crop season viz. floods, prolonged dry spells, severe drought etc., wherein expected yield during the season is likely to be less than 50% of Normal Yield.

21.2.2

### **Eligibility Criteria:**

21.2.2.1

All notified IUs would be eligible for "ON ACCOUNT" payment only if the expected Yield of the affected crop during the season is less than 50% of Normal Yield.

21.2.2.2

The provision could be invoked for a specific crop or group of crops in notified IU, by the State Govt. through damage notification based on the proxy indicators and depending on fulfilment of laid down conditions

21.2.2.3

The quantum of likely losses and the amount of 'on-account' payment shall be decided based on the joint survey by Insurance Company and State Govt. officials.

21.2.2.4

Only those farmers would be eligible for financial support under this cover who have paid the premium / the premium has been debited from their account before the damage notification by the State Govt. for invoking this provision for compensation. Banks must ensure to debit farmers premium within 15 days from sanction/renewal of KCC/crop loan to provide benefit of this add on products , failing which banks will be liable to meet the claim liabilities of uncovered eligible famers.

21.2.2.5

Amount payable would be 25% of the likely claims, subject to adjustment against final claims.

21.2.2.6

**If adversity occurs within 15 days before the normal harvest time, this provision will not be invoked.**  
Then the losses will not qualify under this provision.

21.2.3

**Proxy-Indicators:** Indicators to be used for loss intimation could be rainfall data, other weather data, satellite imagery, drought assessment reports of MNCFC and crop condition reports by district level/ State Govt. officials, supported by media report and field photographs. The State's notification should also spell out all the necessary details in this regard.

- 21.2.4 Loss assessment procedure:**
- 21.2.4.1 Joint Committee of State Govt. and the Insurer for assessment of crop damage have to be formed and notified before start of the crop season by the SLCCCI for each district.
- 21.2.4.2 This Joint Committee shall decide the eligibility for On-Account payment based on the weather data (available AWS notified by the Govt.)/long term average rainfall data/satellite imagery supported by estimated yield losses at notified IU level. Loss intimation order has to be issued within 7days from the adverse seasonal event.
- 21.2.4.3 Based on the above report, a joint inspection of the affected area maybe done by Insurance Company along with State Govt officials for ground truthing using mobile phone App and arrive at the extent of loss.
- 21.2.4.4 Information/ Services of MNCFC, ISRO or SRSC may also be utilized for determination of extent of loss, using satellite data, for On Account payout.
- 21.2.4.5 If the expected loss of the affected crop is more than 50% of the normal yield for the Notified Insurance Unit, On-Account payment would be payable.
- 21.2.4.6 On-Account payment would be calculated as per following formula:
- $$\frac{(\text{Threshold Yield}-\text{Estimated Yield})}{\text{Threshold Yield}} \times \text{Sum Insured} \times 25\%$$
- 21.2.5 Timeframe for loss assessment and submission of report:**
- 21.2.5.1 An order will be issued by Nodal Dept. of State Govt. defining eligibility of On Account payment with details of affected IUs within 7 days from the occurrence of adverse seasonal event.
- 21.2.5.2 Loss assessment report at the affected insurance unit level has to be completed by the Joint Committee within 15 days from occurrence of the adverse seasonal event.
- 21.2.6 Conditions:**
- 21.2.6.1 Mere disbursement/ sanction of loan without receipt/ debit of premium before the notification of calamity would not make a farmer eligible for the claim.
- 21.2.6.2 The On-Account payment would be disbursed by the Insurance Company without waiting for the receipt of final share of Govt. subsidy (Second Instalment)
- 21.2.6.3 On Account payment would be paid to all eligible insured farmers within one month of the notification invoking this provision by the State Govt. and subject to receipt of loss assessment report from State Govt..
- 21.2.6.4 These claims would be adjusted against the end season area approach yield based claims.
- 21.2.6.5 Bank would remit farmers' premium to Insurance Company, with farmers list, within 7 days of

intimation of loss under this section, if not uploaded earlier on Portal. However, this option must be exercised as a last recourse with proper justification.

## 21.2.7 Illustration

- 21.2.7.1 District 'A' has been affected by floods having 100 insurance units under Crop 'X'. Out of which 50 insurance units were severely affected and as per the weather indicators / agro-met data, it has been assessed that 30 IUs could have yield loss of more than 50% of the normal yield. Out of these 30 insurance units, estimated yield loss for 5 units is 80% (Category-I), for another 10 units, it is 70% (Category-II) and remaining 15 units, it is 60% (Category-III) of normal average yield. As per declarations received, if sum insured for notified areas in Category-I, Category-II and Category-III is Rs. 1 crore, Rs. 2 crore, and Rs 3 crore, respectively, then likely total claims will be Rs. 80 lakh, 140 lakh and 180 lakh, respectively. Hence on-account claims upto 25% shall be Rs.20 lakh, 35 lakh and 45 lakh, which will be released during the season subject to receipt of premium subsidy.
- 21.2.7.2 Detailed Procedure and Timelines On Account Payment of Claims due to Mid-Season Adversity is mentioned in Table 8 below:

Sl No.	Actions required to be taken	Actions to be taken by	Schedule for taking action
1	Formation of District Level Joint Committee ( <b>DLJC</b> ) under <b>Chairpersonship</b> of DC/DM with the following members for loss assessment survey <ul style="list-style-type: none"> <li>• District Agriculture / Horticulture / Revenue Officer – <u>as Convener</u>,</li> <li>• Concerned Insurance Company ,</li> <li>• Representative of IMD from nearest Observatory, if available</li> <li>• Representative of KVK / Agriculture University</li> <li>• 3 representatives from district farmers nominated by Agriculture Department</li> <li>• District collector may co-opt experts ,</li> </ul>	State/ UT (SLCCCI)	It should be a part of main Notification to be issued by State/ UT for implementation of PMFBY. The composition of Committee should be notified in the PMFBY notification by the State/UT & first meeting should be held within a week after notification to familiarize the members with the procedure to be followed.
	Details of Govt.'s AWS/ARG in Notification to be issued by State/ UT for implementation of PMFBY for weather data supply including rainfall to DLJC.		To be included in the main notification of State Govt. itself
	In case Govt. AWS/ARG not available, Pvt. AWS/ARG can be notified		
	Tentative dates of crop-wise & district-wise sowing & harvesting		-do-
	Details of month-wise district-wise IMD's Long Period Average LPA of rainfall.		-do-

2	<p>After 1 month from normal sowing and before 15 days from the normal harvest time, fulfilment of eligibility of On-Account payment (i.e. 50% yield loss in standing crops to be compared with average yield as explained in Para 7.3 of PMFBY in notified insurance unit area) is to be decided based on occurrence of any one of the proxy Indicators occurring along with other proxy indicators of:-</p> <ul style="list-style-type: none"> <li>• Severe Drought Condition, as defined in the Drought Manual, 2016</li> <li>• Dry spells and drought declared by State/ UT</li> <li>• Abnormally Low / High temperature in comparison to LPA</li> <li>• Widespread incidences of Insect, Pest &amp; Diseases</li> <li>• Any other defined natural event including flooding which may lead to widespread losses</li> </ul> <p>Supported by Satellite Image based outputs to be provided by ISRO, MNCFC or any other Govt. approved agency, Govt. crop condition reports, and Media reports.</p>	DL JC	
3	<p><b>Keeping watch over breaching of set triggers of proxy indicators as mentioned above.</b></p> <p>Meeting of DLJC to be convened on breaching of any one of above triggers of excess rainfall, deficit rainfall and dry spells.</p>	District Agriculture / Horticulture / Revenue Officer (i.e. convener of DLJC)	Meeting of DLJC to be convened with relevant data, to be placed before the Committee and decision should be taken within 7 days from the occurrence of adverse seasonal event.
4	Visual loss assessment survey to be carried out for at least 5% of crop sown area at 10 different locations randomly spread over Insurance Unit (IU).	To be done by DLJC	Within 7 days of meeting of DLJC
5	Issue of notification to invoke the provision of on account payment for mid-season adversity.	State/ UT (SLCCI)	Within 7 days from receipt of loss assessment survey report of DLJC
6	Assessment of likely losses & amount of 'on-account' payment based on the joint survey.	Insurance company	Within one month of the notification invoking this provision and receipt loss report by State/ UT subject to receipt of at least 50% govt. subsidy
7	Payment to eligible farmers (25% of likely claims)	Insurance company	

## 21.3 Prevented / Failed Sowing and Prevented Planting / Germination Claims

21.3.1 Insurance cover will be provided to farmers in case of widespread incidence of eligible risks (Section 5, para 5.1.1) affecting crops in more than 75% of area sown in a notified unit at early stage, but not later than 15 days from cut off date for enrolment, leading to total loss of crop or the farmers are not in a position to either sow or transplant the crop.

### 21.3.2 Eligibility Criteria:

21.3.2.1 Notified IUs will be eligible for "Prevented Sowing/ Planting" pay-out only if more than 75% of Crop wise normal sown area for notified crop in the IU remained unsown/prevented sowing/germination failure during sowing period due to occurrence of widespread incidence of eligible risks.

- 21.3.2.2 The provision is invoked by the State Govt. through notification based on the proxy Indicators. Insurance Companies may also provide input to the State in this regard with substantial evidence for consideration within the stipulated time so that claim of Insurance Companies may be verified by them. If Insurance Company makes such a case then State Govt. is bound to get it examined within a stipulated time of 7 days and in case State Govt. thinks that Prevented Sowing is not made out then they should inform Insurance Companies giving cogent reasons for the same.
- 21.3.2.3 Only those farmers would be eligible for financial support under this cover who have paid the premium / the premium has been debited from their account before the damage notification by the State Govt. for invoking this provision for compensation. Banks must ensure to debit farmers premium within 15 days from sanction/renewal of KCC/crop loan to provide benefit of this add on products , failing which banks will be liable to meet the claim liabilities of uncovered eligible farmers.
- 21.3.2.4 The State Govt. would notify crop wise and agro-climatic zone or district wise cut-off dates by which, this provision could be invoked but this notification should not be later than 15 days from cut off date for enrolment of farmer.
- 21.3.2.5 Insurance companies may appeal to invoke prevented sowing within prescribed period with proper evidence. In case, this provision is not invoked by the DL JC, Insurance Company may escalate the same in writing to State Govt.
- 21.3.3 **Proxy-Indicators:** Indicators to be used for loss intimations could be rainfall data, other weather data, satellite imagery and crop condition reports by district level / State Govt. official, media reports and area sown data released by State Govt.
- 21.3.4 **Loss assessment procedure:**
- 21.3.4.1 State Govt. would declare a notified IU as having suffered Prevented or Failed Sowing/Planting conditions with approximate areas in percentage of the unit.
- 21.3.4.2 The lump sum payout under this cover would be 25% of the sum insured and the insurance cover will be terminated.
- 21.3.5 **Conditions:**
- 21.3.5.1 The cover will be available for major crops only.
- 21.3.5.2 Mere disbursement/ sanction of loan without receipt/ debit of premium before the notification of calamity won't make a farmer eligible for claim.
- 21.3.5.3 This provision would be needed to be notified within 15 days of the cut-off date of enrolment by the State Govt., beyond which if invoked, no claim would be payable.
- 21.3.5.4 The Insurance Company would disburse the claim within 30 days of the State's order / notification invoking the event of the insured risk, subject to the data on estimated area sown having been received from State Govt.

- 21.3.5.5 The pay-out under the cover would be disbursed by the Insurance Company without waiting for the receipt of final Govt. share of premium subsidy.
- 21.3.5.6 Insurance Cover would terminate for the affected crop in a Notified Insurance Unit once a claim under this section is invoked and the affected Insurance Unit/ Crop would not be eligible for area yield based claim calculated at the end of the season.
- 21.3.5.7 Once this provision is invoked, no fresh enrolment of farmers for the affected notified crops and areas would be done.
- 21.3.5.8 Once exigency is invoked it applies to all the insured farmers in the Notified Insurance Unit for a given crop, including for those whose crop survived.
- 21.3.5.9 Bank would remit farmers' premium to Insurance Company, with loanee farmers list, within 7 days of intimation of loss under this section, if not uploaded earlier on Portal. However, this option must be exercised as last recourse with proper justification.

#### 21.3.6 Illustration

District 'B' with 100 insurance units has been affected by dry-spell at the beginning of crop season, consequently about 80% of the area could not be sown in about 50 insurance units for groundnut crop, where per hectare sum insured is Rs. 20,000. As per provision of payment for prevented sowing, the benefit payable is sum insured X 25%, which on a sum insured of Rs.20,000 works out to Rs.5000 in the 50 insurance units which have morethan75% area which could not be sown.

- 21.3.6.1 Detailed Procedure and Timelines for payment of Prevented / Failed Sowing and Prevented Planting / Germination Claims is mentioned in Table 9 below:

Sl. No.	Actions required to be taken	Action to be taken by	Schedule for taking action
1	Formation of District Level Joint Committee (DL JC) under <u>Chairpersonship</u> of DC/DM with the following members for loss assessment survey <ul style="list-style-type: none"> <li>• District Agriculture / Horticulture / Revenue Officer – as Convener,</li> <li>• Concerned Insurance Company</li> <li>• Representative of IMD from nearest Observatory,</li> <li>• Representative of KVK / Agriculture University</li> <li>• 3 representatives from district farmers nominated by Agriculture Department</li> </ul>	State/ UT (SLCCI)	It should be a part of main Notification to be issued by State/ UT for implementation of PMFBY. The composition of Committee should be notified in the PMFBY notification by the State/UT & first meeting should be held within a week after notification to familiarize the members with the procedure to be followed.
	Details of Govt.'s AWS/ARG (at appropriate level according to availability) in Notification to be issued by State/ UT for implementation of PMFBY for weather data supply including rainfall to DLJC		To be included in the main notification of State Govt. itself
	Major crops should be declared based on criteria defined in the OGs (para____) and they should be mentioned in notification issued by State Govt.		-do-
	District-wise tentative <u>time period and cut off dates</u> for sowing of major crops.		-do-

	*Cut-off date for applicability of prevented sowing provision shall be one month from the cut-off date for sowing subject to this cut off being not later than 15 days from cut off enrolment date.		
	Details of month-wise district-wise as per IMD's Long Period Average (LPA) of rainfall		-do-
2	To make available the details of insurance unit Area-wise normal sown area (Para 25.3) current season's sown area to insurance company	State/ UT	Within one month of normal sowing as mentioned in notification
3	Decision to be taken about fulfilment of eligibility of more than 75% affected area of sown area in the notified insurance unit area <u>within one month</u> of sowing based on occurrence of any one of the proxy Indicators occurring along with other proxy indicators:- <ul style="list-style-type: none"> <li>• Severe Drought Condition, as defined in the Drought Manual, 2016</li> <li>• Dry spells and drought declared by State/ UT</li> <li>• Abnormally Low temperature recorded at nearest Govt. AWS / Observatory in comparison to LPA for Rabi season</li> <li>• Widespread Flood Supported by Satellite Imageries , soil moisture, hydrological parameters , sowing information , Govt. crop condition reports, Media reports,</li> </ul>	DLJC	Definitions & interpretations regarding proxy indicators would be applied as per IMD's guidelines as below.  %age w.r.t. LPA  Excess (+) 20 or more Normal (+) 19 to (-) 19  Definitions & interpretations regarding proxy indicators for drought would be applied as per Drought Manual 2016.
4	Keeping watch over the breaching of set triggers of proxy indicators as mentioned above. Meeting of DLJC to be convened on breaching of any one of proxy indicators as mentioned above.	District Agriculture / Horticulture / Revenue Officer (i.e. convener of DLJC)  Besides, if Insurance Company notice the occurrence of prevented sowing & failure of sowing / planting / germination, then they can also report and appeal to DLJC for invoking the claims under the provision.	Meeting of DLJC to be convened with relevant data, to be placed before the Committee and decision should be taken within 7 days from the occurrence of adverse seasonal event.
5	Survey of assessment for more than 75% affected sown area in the notified insurance unit area and submission of report to SLCCI.	To be done by DLJC	Within 7 days of meeting of DLJC
6	Issue of notification to invoke the provision of prevented sowing & failure of sowing / planting / germination.	State/ UT (SLCCI)	Within 7 days from receipt of loss assessment survey report of DLJC
7	Supply of the details of farmers & area insured along with total premium (farmers share & Govt. subsidy) debited to Insurance company. This is prerequisite condition for making payment.	Banks (loanee & non-loanee) and Intermediaries (non-loanee)	Within 15 days from the occurrence of adverse seasonal event. This should be processed on parallel basis with survey and issue of notification.
8	Payment to eligible farmers (25% of sum insured) N.B.: no other payouts after payment under this provision will be applicable.	Insurance company	Within one month of the notification invoking this provision without waiting for Govt. subsidy.

- 21.4 **Post-Harvest Losses due to unseasonal rains etc**
- 21.4.1 Provision has been made for assessment of yield loss on individual plot basis in case of occurrence of hailstorm, cyclone, cyclonic rains and unseasonal rains resulting in damage to harvested crop lying in the field in 'cut and spread' / small bundled condition for drying upto maximum period of two weeks(14 days) from harvesting , for sole purpose of drying. For the purpose of indemnification of post harvest crop losses, unseasonal rains shall be triggered when the excess rainfall is more than 20% over long period average over the month for that district subject to confirmation of the damage in the Joint survey to be conducted by concerned State Govt. and Insurance Company.
- 21.4.2 **Eligibility criteria:**
- 21.4.2.1 Available to all insured farmers, at farm unit level, affected by above mentioned perils in a Notified Insurance Unit growing notified crops for which insurance have been availed.
- 21.4.2.2 Available for all crops damaged by specified perils, which are left in the field after harvesting in " cut and spread condition"/small bundled conditions for drying upto a period of 14 days from harvest. State Govt. shall also notify the normal harvesting period of each crop.
- 21.4.2.3 **Proxy-Indicators:** Rainfall data substantiated by media Report in the local media or reports of the Agriculture/ Revenue Department supported by media Report and other evidences.
- 21.4.3 **Loss assessment procedure:**
- 21.4.3.1 **Time and method of reporting the loss/claims**
- Immediate intimation (within 72 hours) by the insured farmer to any one as detailed in para 21.4.3.2 below.
  - Intimation must contain details of survey number-wise insured crop and acreage affected.
  - Premium payment verification to be done from portal and in case of need, may be verified from the bank and bank shall provide the payment verification within next 48 hours of receipt of such request.
- 21.4.3.2 **Channel of reporting, i.e. Whom to be reported:** Intimation may be given within 72 hours by farmer either directly to the insurance company, concerned bank, local agriculture department Govt./district officials or through toll free number (*Centralised dedicated Toll Free Number for claim intimation/intimations can be redirected within 48 hours to respective Insurance Companies through backend*) to the insurance company or on NCIP. First mode of intimation will be centralised Toll Free Number, followed by the order/loss report issued by concerned officials of district administration to Insurance Company for conducting the individual level investigations The concerned bank/intermediary would verify the insured details like crop insured, sum insured, premium debited and date of debit & remittance for conducting investigation/assessment.

- 21.4.4 Documentary evidence required for claim assessment:**
- 21.4.4.1 Duly filled Claim form along with all relevant documents is necessary for payment of claims. ICs shall complete all formalities for payment of such claims like local newspaper cutting and any other available evidence to substantiate occurrence of loss event and severity of the loss, if any.
- 21.4.5 Appointment of Loss Assessors by the Insurance Company:**
- 21.4.5.1 The loss assessors would be appointed by the Insurance Company for assessment of Post-harvest losses (Yield- index Insurance). The loss assessors appointed should possess following experience and qualification:
- Diploma in any subject with minimum 2 years relevant experience /degree in Agri and allied subjects with one year experience).
  - Retired Govt. officials of Agriculture/ Horticulture/ Extension Department
  - Retired Bank officials with experience of crop loaning or KCC.
- 21.4.5.2 For compliance of the above provisions the Insurance Companies would empanel the suitable loss assessors for using their services as and when required.
- 21.4.5.3 The loss would be jointly assessed by a team comprising of loss assessor appointed by the insurer, block level agriculture officer and the concerned farmer.
- 21.4.6 Time frame for loss assessment and submission of report**
- 21.4.6.1 Appointment of loss assessor within 48 hours from receipt of information
- 21.4.6.2 Loss assessment to be completed within next 10 days
- 21.4.6.3 Claim settlement/payment to the farmers to be completed in next 15 days (subject to receipt of premium) from loss assessment report.
- 21.4.6.4 If the affected area under a notified crop is more than 25% of the total cropped area in a notified insurance unit, all the eligible farmers (who have taken insurance for the notified crop, which has been damaged, and informed about occurrence of calamity in the farm within the stipulated time) in the notified insurance unit would be deemed to have suffered post harvest loss and would be eligible for financial support. Percentage of loss would be arrived at by the Insurance Company through requisite percentage of sample survey as decided by the Joint Committee of the affected area.
- 21.4.6.5 If the claim on area approach (based on CCEs) is more than the claims of the Post harvest losses, the difference in the claims will be payable to affected farmers. If claim for Post Harvest is higher, no recovery will be applicable from affected farmers.

#### 21.4.7 **Conditions:**

- 21.4.7.1 Mere disbursement/ sanction of loan without receipt/ debit of premium before the occurrence of insured peril would not make a farmer eligible for claim.
- 21.4.7.2 When affected area is limited up to 25% of total cropped area in the notified insurance unit, the losses of eligible farmers would be assessed individually provided they have paid premium prior to occurrence of insurance peril.
- 21.4.7.3 The pay-out under the cover would be disbursed by the Insurance Company only after the receipt of final Govt. share of premium subsidy (second instalment)
- 21.4.7.4 The Insurance Company would disburse the claim, if payable, within 15 days of receipt of loss survey report.
- 21.4.7.5 If end of season claim based on the yield data is more than the claim under this cover, the balance would be paid at the end of the season under wide spread claims.

#### 21.4.8 **Illustration**

- Sum Insured for a crop=Rs.50,000
- Affected area of the I.U.=80%(eligible for sample survey)
- Assessed loss in the affected area/fields due to operation of insured peril= 50%
- Claims Payable under Post Harvest loss=Rs.50,000×50%=Rs25,000
- End of season reported shortfall in yield=60% in respect of Threshold Yield
- Claim estimated based on 'area approach' at IU level=Rs.50,000×60% = Rs.30,000
- Balance payable at end of season = Rs. 30,000 - Rs. 25,000 = Rs. 5,000

21.4.8.1 Detailed Procedure and Timelines for payment of Post Harvest Loss is mentioned in Table 10 below:

Sl. No.	Actions required to be taken	Action to be taken by	Schedule for taking action
1	Intimation may be given within 72 hours by farmer either directly to the insurance company, concerned bank, local agriculture department Govt./district officials or through toll free number ( <i>Centralised dedicated Toll Free Number or NCIP for claim intimation/intimations can be redirected within 48 hours to respective Insurance Companies through backend</i> ) to the insurance company. First mode of intimation will be centralised Toll Free Number	Affected farmer(s) through his own mobile or land line phone or any his own media. Farmer should inform his bank account number (loan account for loanee farmer and savings account for non-loanee farmer) or Enrolment number generated from portal.	Within 72 hours from the occurrence of peril
2	Forwarding of information / intimation of the farmer(s) to Insurance Company either using company's web link or on NCIP	Bank/PACS, Local Agriculture Department / District officials	Within 48 hours from receipt of information / intimation from the farmer(s)

3	Appointment of loss assessor as per qualifications & experience laid in OGs of PMFBY	Insurance company	Within 48 hours from receipt of information / intimation
4	Assessment of yield loss	Jointly by loss assessor, block level agriculture officer and affected farmer(s)	Within 10 days of appointment of loss assessor by the company
5	Assessment of affected area in term of % of area insured	Above Joint Committee and Insurance Company	
6	Get verification of details of affected insured farmer(s) from bank using company's web link or on Central Portal	Insurance company	Within 7 days of the loss intimation
7	Claim-payment to affected intimated farmers	Insurance company	Within 15 days from receipt of loss assessment report subject to receipt of full Govt. share of subsidy (2 <sup>nd</sup> instalment)

21.5

### **Localized Risks**

- 21.5.1 The Scheme provided for insurance cover at individual farm level to crop losses due to occurrence of localized perils/ calamities viz. Hailstorm, Landslide, Inundation, Cloud burst and Natural fire due to lightening affecting part of a notified unit or a plot.
- 21.5.1.1 For the purpose of indemnification of crop losses due to inundation as localised claim, Inundation is a situation where insured field is covered or submerged by water due to rise in water level by rainwater that has fallen naturally from the sky or from an artesian well or flood water locally and where water stays for prolonged period and causes visible damage to the crop.
- 21.5.2 **Eligibility Criteria:**
- 21.5.2.1 Available to all insured farmers, at farm unit level, affected by above mentioned perils in a Notified Insurance Unit growing notified crops for which insurance has been availed.
- 21.5.2.2 Maximum liability is limited to proportionate Sum Insured of damaged crop's area and the pay-out under this provision would be in proportion to cost of inputs, incurred up to the occurrence of insured peril.
- 21.5.2.3 Only those farmers would be eligible for financial support under this cover who have paid the premium/the premium has been debited from their account before occurrence of the insured peril
- 21.5.2.4 If the pay out under area approach (based on CCEs data) is more than localized losses, the higher claims of two will be payable to insured farmers.
- 21.5.2.5 If the affected area under a notified crop is more than 25% of the total insured area in a notified insurance unit, all the eligible farmers (who have taken insurance for the notified crop, which has been

damaged, and informed about occurrence of calamity in the farm within the stipulated time) in the notified insurance unit would be deemed to have suffered localised loss and would be eligible for financial support.

21.5.2.6 Percentage of loss would be arrived at by Insurance Company through requisite percentage of sample survey as decided by the Joint Committee of the affected area.

21.5.3 **Proxy-Indicators:** Report in the local media or reports of the Agriculture/ Revenue Department, weather data, etc.

21.5.4 **Loss assessment procedure:**

21.5.4.1 **Time and method of reporting the loss/claims**

- Immediate intimation (within 72 hours) by the insured farmer to any one as detailed in Para 21.5.4.2 below.
- Intimation must contain details of survey number-wise insured crop and acreage affected.
- Premium payment verification to be done from portal and in case of need, may be verified from the bank and bank shall provide the payment verification within next 48 hours of receipt of such request.
- Mobile application may be used for reporting incidence of localized risks for intimation of events including longitude/latitude details and pictures using Mobile App to be developed by DAC&FW.

21.5.4.2 **Channel of reporting i.e. Whom to be reported:** Intimation may be given within 72 hours by farmer either directly to the insurance company, concerned bank, local agriculture department Govt./district officials or through toll free number (*Centralised dedicated Toll Free Number for claim intimation/intimations can be redirected within 48 hours to respective Insurance Companies through backend*) to the insurance company or on NCIP. First mode of intimation will be Centralised Toll Free Number followed by the order/loss report issued by concerned officials of district administration to Insurance Company for conducting the individual level investigations. In case the concerned farmer's details are not available on National Crop Insurance Portal, the concerned bank/intermediary would verify the insured details like crop insured, sum insured, premium debited and date of debit & remittance for conducting investigation/assessment.

21.5.5 **Documentary evidence required for claim assessment,**

21.5.5.1 Duly filled Claim form along with all relevant documents is necessary for payment of claims. However, if information on all the columns is not readily available, semi-filled form may be sent to the Insurance Company and later within 7days of the loss, filled form may be submitted.

21.5.5.2 Evidence of crop loss through capturing pictures using mobile applications

21.5.5.3 IMD report, Media report, Local Newspaper cutting to substantiate occurrence of loss event and severity of the loss, if any.

- 21.5.6      Appointment of Loss Assessors by the Insurance Company:**
- 21.5.6.1     The loss assessors would be appointed by the Insurance Company for assessment of losses due to incidence of Localized Risks (Yield –index Insurance). The loss assessors appointed by the Insurance Companies should be in accordance with the IRDAI provisions. The loss assessors appointed should possess following experience and qualification:
- Diploma in any subject with minimum 2 years relevant experience /degree in Agri and allied subjects with one year experience).
  - Retired Govt. officials of Agriculture/ Horticulture/ Extension Department having Diploma/B.Sc(Ag.) degree.
  - Retired Bank officials with experience of crop loaning or Kisan Credit Card (KCC).
- 21.5.6.2     For compliance under the above provisions the Insurance Companies would empanel the suitable loss assessors for using their services as and when required.
- 21.5.6.3     The loss would be jointly assessed by a team comprising of loss assessor appointed by the insurer, block level agriculture officer and the concerned farmer.
- 21.5.7      Time frame for loss assessment and submission of report**
- Appointment of loss assessor within 48 hours.
  - Loss assessment to be completed within next 10 days.
  - Claim settlement to be completed in next 15 days (subject to receipt of farmers premium)
  - Maximum liability would be limited to proportionate Sum Insured of damaged cropped area.
- 21.5.8      Conditions:**
- 21.5.8.1     Mere disbursement/sanction of loan without receipt/debit of premium before the occurrence of insured peril would not make a farmer eligible for claim.
- 21.5.8.2     When affected area is limited upto 25% of total insured area in the notified insurance unit, the losses of eligible farmers would be assessed individually provided they have intimated and paid premium prior to occurrence of insurance peril. Intimation is a pre condition to get benefit for localized claim. Intimation at the time of survey would also be considered
- 21.5.8.3     The pay-out under the cover would be disbursed by the Insurance Company only after the receipt of at least advance Govt. share of premium subsidy (1<sup>st</sup> instalment).
- 21.5.8.4     The Insurance Company would disburse the claim, if payable within 15 days of survey of loss.
- 21.5.8.5     If, at the end of season, based on the yield data, claim is more than the claim under this cover, the balance would be paid at the end of the season under wide spread claims.
- 21.5.8.6     Farmers getting enrolled or whose premium is debited after occurrence of insurance peril would not be eligible for financial support under this cover.

21.5.8.7 Bank would remit farmers' premium to Insurance Company, with farmers list, within 7 days of intimation of loss under this section, if not uploaded earlier on Portal.

21.5.9 Illustration

- Sum Insured for a crop=Rs.30,000
- Assessed loss in the affected area due to operation of insured peril=40%
- Claims Payable under this cover=Rs.30,000×40%=Rs12,000
- End of season reported short fall in yield=60% w.r.t. TY
- Claim estimated based on 'area approach 'at IU level=Rs.30,000×60% = Rs.18,000
- Balance payable at end of season = Rs. 18,000 - Rs. 12,000 = Rs. 6,000

21.5.9.1 Detailed Procedure and Timelines for payment of Localized claims due is mentioned in Table 11 below:

Sl. No.	Actions required to be taken	Action to be taken by	Schedule for taking action
1	Information / intimation to Insurance Company directly Or any one of the concerned- a) Bank/PACS, b) Local Agriculture Department / District officials either through toll free number or mobile app (to be notified in notification by States / UTs) or written report about occurrence of landslide, hailstorm and inundation*before 15 days from the normal harvest time as notified by State/ UTs supported by Information of IMD / Local Media, Reports of Agriculture / Revenue Departments, Media Reports	Affected farmer(s) through his own mobile or land line phone or any his own media.  Farmer should inform his bank account number (loan account for loanee farmer and savings account for non-loanee farmer) or Enrolment number generated from portal.	Within 72 hours from the occurrence of peril
2	Forwarding of information / intimation of the farmer(s) to Insurance Company either using company's web link or on NCIP	Bank/PACS, Local Agriculture Department / District officials	Within 48 hours from receipt of information / intimation from the farmer(s)
3	Appointment of loss assessor as per qualifications & experience laid in OGs of PMFBY	Insurance company	Within 48 hours from receipt of information / intimation
4	Loss assessment	Jointly by loss assessor, block level agriculture officer and affected farmer(s)	Within 72 hours of appointment of loss assessor by the company.
5	Assessment of affected area in term of % of area insured**	Jointly by Insurance Company& block level Agriculture Officer	
6	Get verification of details of affected insured farmer(s) from bank using company's web link or on Central Portal	Insurance company	Within 7 days of the loss intimation

7	Claim-payment to affected farmers	Insurance company	Within 15 days from receipt of loss assessment report subject to receipt of at least 50% govt. subsidy
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- \*1) Crop damage should have occurred on account of inundation, mere water logging without corresponding crop loss will not be considered
- 2) Inundation peril is not applicable in case of hydrophilic crops like Paddy, Sugarcane Jute & Mesta.
- \*\* If affected area is more than 25% of insured area of notified crop in notified insurance unit then the losses are not individual but are widespread therefore, all eligible claimant insured farmers would be paid ad-hoc claims for localized losses.

## 22. Participation of Loss Assessors/Evaluators for Loss Assessment under of the Scheme

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### 22.1 Empanelment Criteria

- 22.1.1 The agencies having relevant field experience, financial and infrastructural strength, sufficient skilled manpower having Diploma in any subject with minimum 2 years relevant experience or degree in Agri and allied subjects with one year relevant experience in crop loss assessment and having desired operational capabilities shall be empanelled by DAC & FW for carrying out the crop loss evaluation/assessment across the country and shall be individually engaged/selected by the concerned Insurance Company for implementation of PMFBY. Agencies having infrastructure/capacity to provide technical services like Drones/RST/mobile/web applications will be given priority.
- 22.1.2 Once loss assessment/evaluation agency has been empanelled by DAC & FW, it is considered as pre-qualified company to participate/engage with concerned Insurance Company to undertake loss evaluation/assessment of losses under the provisions of the Scheme, however concerned Insurance Company will be responsible for maintaining quality of services being delivered by such agencies.
- 22.1.3 Once empanelled, the performance of such agencies will be evaluated after two consecutive seasons against vital parameters defining service and quality standards as described below by the Committee headed by Joint Secretary/Additional Secretary of DAC&FW and non-performing agencies shall be de-empanelled for a period of 2 consecutive seasons.
- 22.1.4 Detailed guidelines on accreditation of loss assessment agencies shall be prepared by the Committee comprising of members from IASRI, NSSO, MNCFC, Economic and Statistical Advisor-DES, empanelled Insurance Company, GIC-Re, representatives from State Nodal Departments etc. These guidelines will enable empanelment/de-empanelment of agencies based on set performance parameters to maintain desired quality and standardization of protocols and processes.

Table 11: Criteria for Performance Evaluation and Ranking of Loss Assessment Agencies

S. No	Service Level Agreements (SLA's)	Source of data	Monitoring method	Periodicity	Points criteria
1	CCE Co-observance	Computed from the CCE upload data in National Crop Insurance Portal.	Co-observance of CCEs	Based on the CCE data made for each season	If 51% to 75% : 3 points If less than 50% : 5 points
2	Mid-term/localized Loss Assessment/Post Harvest Loss Assessment	List of mid-term/Localized loss assessment/post harvest loss assessment reported on the Crop insurance Portal.	Loss Assessment with the timelines prescribed in the OG	Based on the claims made for each season	If partial timelines are met: 3 points If no timelines are met : 5 points
3	Qualified Human resources each at a block/equivalent level	Report from insurance company	Details of the manpower on the letterhead of the Insurance Company to be given to SNA	At least 15 days before enrolment cut-off date	If not appointed till before 15 days : 3 point If not appointed at all : 5 points
4	Organizing of training/capacity building workshops as per the guidelines	Report from insurance company	Report by Insurance Company to State Department within 7 days of workshop	At least 15 days before start of each season	If not conducted 15 days before the enrolment cut-off date : 3 points If not conducted at all : 5 points
5	District office in all districts being served	List of offices with their contact details provided to State Department by insurance company	District offices are established and staffed	Within 30 days from award/bid opening	If not set up within 30 days from award/bid opening : 3 points If partially set-up or not set-up at all : 5 points

## 22.2

### Performance severity of Loss Assessors:

Threshold limit	Severity
5-8 points	1% of total service charges for the concerned agency for the season
9-14 points	2% of total service charges for the concerned agency for the season
15- 22 points	3% of the total service charges for the concerned agency for the season
>= 23 points	5% of total service charges for a season, cancellation of renewal/continuation for next season and de-empanelment
False intimations on any of the above parameters	Investigations to be called against the loss assessment agency & if found false, cancellation of renewal/continuation for next season and loss assessment agency to be de-empanelled

## 23.

## Procedure for Settlement of Claims to the farmers

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- 23.1 Tentative final share of Govt. subsidy (2<sup>nd</sup> instalment), both Central and State, on the basis of business statistics finalized on portal after 30 days of period specified for auto approval of applications on portal should have been received by Insurance Company to enable them to settle the Actual Yield based claims arising out of wide-spread calamity as well as for claims against post harvest losses. However, for settlement of On-Account payment of claims, prevented sowing/planting/germination claims and Localized calamity claims, advance subsidy (1<sup>st</sup> instalment) of 50% of 80% of respective Central/State Govt. share in corresponding previous season should have been received for the season/area(s)
- 23.2 Threshold Yield for all notified crops at each IU level shall compulsorily be part of the notification for the season and shall not change at any point during that season. Crop-IU wise historical Average Yield, Calamity Years, Indemnity level and Threshold Yield shall be uploaded on the Portal by the concerned State Nodal Department at the time of release of notification only and shall be verified and accepted by the concerned Insurance Company within given timelines. In order to avoid manipulation/misuse of information at field level, **threshold Yield shall not be a part of public information before payment of claims for that season.**
- 23.3 The DLMC will be required to upload/enter the details of crop loss as per the Joint Loss Survey conducted by DLJC for all intermediate loss events viz. prevented sowing/planting/germination failure & Mid-season Adversity on the National Crop Insurance Portal. Similarly, the crop loss details for localized losses and post-harvest loss events shall be entered by the concerned Insurance Company on the Portal. Once the Actual Yield data is available on the Portal, the same shall be verified and approved by the concerned District/State authorities. For those experiments which were conducted offline/without mobile application, the Actual Yield data shall be uploaded by the concerned District administration or State nodal department on the Portal itself.
- 23.4 The loss reports and Actual Yield data shall be approved/reverted (in case of any discrepancy/concern on the authenticity/correctness of report/data) by the Insurance Company based on which the eligible claims shall be calculated through the Portal and accordingly the payment of claims shall be initiated by the concerned Insurance Company and remitted directly into beneficiary account as per pre-defined timelines. The application wise payment details viz. amount, reference number, date etc. shall be entered/ synchronised with the National Crop Insurance Portal for future reference and audit purpose.
- 23.5 In case of widespread calamity (end of season claims), once yield data is received/finalized from State Govt. as per the cut-off-dates decided, claims will be worked out on the National Crop Insurance Portal as per declarations/ approved proposals & covered farmer's data received from banks / channel partners / insurance intermediaries for each notified area and crops and accordingly the claims will be approved by Competent Authority of implementing Insurance Company.
- 23.6 In case of farmers covered through Financial Institution, claims shall be released only through electronic transfer directly into insured farmer's given bank account, followed by details containing claim particulars, to individual bank branches/ nodal banks; Bank Branch should also display particulars

of claim disbursal on notice board to enable spread of awareness and inclination amongst farming community for risk mitigation through crop insurance. Insurance Company is required to compulsorily upload the claim details against each insured farmer on National crop insurance Portal.

- 23.7 In case of farmers covered on voluntary basis through intermediaries, payable claims will directly be credited to the bank accounts of concerned insured farmers and details of the claims may also be intimated to them. The list of beneficiaries shall also be uploaded on National Crop Insurance Portal immediately.
- 23.8 In case of claims under prevented/failed sowing, localized calamities, post- harvest losses; Insurance Company will process the claims after assessment and shall release the claims as per detailed procedure given in the relevant sections above.
- 23.9 The claim settlement intimation shall be sent to each beneficiary farmer through SMS from the Portal itself. State Govts, Banks & Insurance companies shall ensure correctness of data before hand viz. Threshold Yield, Actual Yield, Insured Area, Sum Insured and Indemnity levels etc. Responsibility of any error, omissions and mis-reporting shall lie with the concerned State Nodal Department and insurance Company. State Govt. & Insurance Companies shall resolve all the grievances of the insured farmers and other stakeholders in the shortest possible time.
- 23.10 In any situation, State Govt. can not reopen/ re calculate claims after 30 days of claims settlement for notified crop(s) at notified unit. Disputed claims / sub-standard claims , if any, due to erroneous data may be referred within this time to SLCC/STAC and further to Technical Advisory Committee (TAC), if required, for consideration and decision

## 24. Important Conditions /Clauses Applicable for Coverage of Risks

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- 24.1 Insurance companies should have received the premium for coverage either from bank, channel partner, insurance intermediary or directly. In case of any loss in transit due to negligence by these agencies or non remittance of premium by these agencies, the concerned bank/intermediaries shall be liable for payment of claims.
- 24.2 In case of any substantial misreporting by nodal bank /branch in case of compulsory farmers coverage, the concerned bank only shall be liable for such mis-reporting.
- 24.3 Mere sanctioning/ disbursement of crop loans and submission of proposals/ declarations and remittance of premium by farmer/bank, without explicit intent to raise the crop, does not constitute acceptance of risk by Insurance Company.

## **25. Acreage discrepancy**

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- 25.1 Some areas in the past have reported excess insurance coverage vis-à-vis planted acreage, leading to over-insurance. Ideally the discrepancy should be handled at farm level to protect the interest of farmers with genuine insurance coverage. All suitable measures are being taken by concerned stakeholders for de duplication with the help of Aadhaar Number, land records, banks records, revenue records and proposal/loan application of insured farmers. The details of individual insured farmers are being collected on National Crop Insurance Portal for de duplication. However, in the absence of digitized farm records on a GIS platform and its integration with the Portal, it would be cumbersome to physically verify each farm when the reported discrepancies are comparatively large compared to the sown areas. Moreover, the scheme also covers the risk of prevented sowing/germination failure which is not being included in sowing areas furnished by the State Government for arriving of sown area of crop the during the season. State wise List of such major crops will be notified by DAC&FW in consultation with MNCFC from time to time before beginning of every season.
- 25.2 Under the scheme, notified crops are being insured by the Insurance companies on the basis of actuarial premium rate, hence, it is not their prerogative to reduce the Sum Insured and resultant claims on the application of ACF. However, to rationalize the government subsidy, it is the responsibilities of all concerned stakeholders including farmers and financial institutions to insure the crop which farmer actually intend to sow/actually sown. Option to change the insured crop has also been provided under the scheme for reporting of crop(s) actually sown for the insurance. There is also a provision to indemnify the crop losses due to localized perils on the basis of survey of individual plot/field under insured crops. Any wrong reporting of insured crops may lead to forfeiting of claims, if the crop actually sown and insured will be different.
- 25.3 Area Discrepancy will be applied only to those major crops for which Normal area sown data at the Block/Taluka level shall be provided by MNCFC based on the remote sensing data etc after factoring the areas remains unsown and failed germination/plantation due to adverse climatic conditions and shall be made available on National Crop Insurance Portal. No other data from any source including State Govt. will be considered.
- 25.4 However, any mass irregularities/anomalies in insuring of excess area i.e. more than the published cultivable area at Taluka level should compulsorily be brought to the notice of DAC&FW, in writing after cut off date of enrolment but before the period specified for reconciliation with banks along with facts/documents and list of bank branches etc so that the same may be examined by the Government and rectified by concerned bank itself before finalisation of business Statistics for the season on Portal
- 25.5 Decision of GOI in applicability of discrepancy in insured area shall be binding on all.
- 25.6 If the difference between insured area and sown area provided by MNCFC is >30% at Block/Tehsil/ Taluka , all IUs of such Block/Tehsil/ Taluka will fall under acreage discrepancy category and should be treated as having 'excess' insurance coverage.
- 25.7 Data on application of ACF shall be uploaded on National Crop Insurance Portal.

- 25.8 Accordingly excess insured area shall be treated as un-insured and corresponding farmer's premium will be forfeited and the same will be surrendered to Technology Fund of GOI and may be utilized for leveraging technology in PMFBY for improvement of technology/research/Impact assessment etc and towards assistance to States for cost of incremental CCEs
- 25.9 Premium subsidy refunded by ICs due to application of ACF shall be refunded to Central/State Govt. in ration of 50:50

## **26. Publicity and Awareness**

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- 26.1 Adequate publicity needs to be given in all the villages of the notified districts/areas. All possible means of electronic and print media, farmer's fair, exhibitions, SMS, short films, and documentaries shall be utilized to create and disseminate awareness about provisions and benefits of the Scheme among the cultivators and the agencies involved in implementing the Scheme. Agriculture/ Cooperation Departments of the State shall work out appropriate plan for awareness generation and publicity on an on-going basis from **three months** prior to the start of coverage period. Similarly, Insurance Companies will conduct Publicity and Awareness immediately on receipt of award of work. All the publicity material/ information should necessarily be uploaded on the National Crop Insurance Portal along with coverage/frequency/ duration date etc.
- 26.2 The State Govt./ UT in collaboration with Insurance Companies shall also chalk out plan for capacity building of the associated agents, banks etc for effective implementation of the Scheme and organize training workshops/ sensitization programme for them in association with participating Insurance Companies.
- 26.3 Insurance company should spend 0.5% of the total gross premium for publicity expenses at the field level and the corresponding details should be submitted to GOI and State govt. at the end of every season. In case of expenditure in this category is less than 0.5% of Total Gross Premium, the IC shall deposit the difference in Technology fund within 3 months of cut off date for enrolment.

## **27. Service Charges**

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### **To Banks**

- 27.1.1 Bank and other financial institutions etc. shall be paid service charges @ 4% of the farmer's share of premium by Insurance Company as generated from the Portal and within the 15 days of finalization of business statistics. Rural agents engaged in providing insurance related services to farmers may be paid appropriate commission as decided by Insurance Company, subject to cap prescribed under IRDAI regulations. If there is delay in payment of service charges by Insurance Company beyond 15 days of finalization of business statistics, amount needs to be paid with interest @12% p.a.
- 27.1.2 Even if the farmer's share of premium is contributed/financed by the concerned State Govt. the applicable service charges shall be paid by the concerned Insurance Company only.
- 27.1.3 No service charges will be payable to the concerned bank/branch for the applications for which any

anomaly/deficiency/misrepresentation of details/data is found.

**27.2 To CSC & Other Intermediaries:**

- 27.2.1 Common Service Centres shall be paid service charges by Insurance Companies, as decided by GOI, per farmer application form successfully submitted by them. This includes charges for submission of electronic data of farmers along with uploading of copy of LPC/Land records/ /contract document or any other document defined by the concerned State Govt. to identify share-cropper/tenant farmer, self declaration of intent to sow the proposed crop or sown crop/sowing certificate as notified by State., Bank Passbook, upto 5 pages and printout of one page of premium acknowledgement receipt.
- 27.2.2 No service charges will be payable to CSC for the applications for which any anomaly/ deficiency/ misrepresentation of details/data is found.

**28. Goods & Service Tax (GST)**

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- 28.1 Collection of premium under the Scheme is exempted from applicability of Goods & Service Tax (GST)

**29. Monitoring and Review of the Scheme**

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- 29.1 State Level Coordination Committee on Crop Insurance (SLCCCI) of the concerned State will be responsible for monitoring of the Schemes/programme in its State. However, a National Level Monitoring Committee (NLMC) under the chairmanship of Secretary, DAC & FW will monitor the Scheme at the national level.
- 29.2 It is proposed to take following monitoring measures for effective implementation during each crop season to ensure maximum benefits to the farmers:
- 29.2.1 The Bank branches/CSCs/ intermediaries may collect the details of individual insured farmers (both loanee and non-loanee) like name, fathers' name, Bank Account number, Aadhaar number village, categories – small and marginal/SC/ST/women, insured acreage, insured crop(s), sum insured, premium collected, Govt. subsidy etc and submit electronically using web form or CBS Integration module along with electronic submission of crop wise consolidated declarations on or before final cut-off date.. Yield data based on CCEs shall be made available online on National Crop Insurance Portal to the concerned Insurance Company by the State Govt. within a month from the date of final harvest of individual crop.
- 29.2.2 Calculation of ACF if any shall be made immediately after receipt of insured acreage and sown area data but not later than the onset of CCEs similarly any anomaly in the actual yield data shall immediately be brought into the notice of concerned State Govt. and not later than 15 days from final receipt of actual yield data as detailed in section 25.
- 29.2.3 Insurance Companies shall calculate crop-wise, IU wise payable claims based on the actual yield data and threshold yield given at the time of tendering. Accordingly the payable claims subject to payment

of full premium share by the Central and State Govt for the season shall be remitted by the Insurance Companies directly into benefitted farmer's accounts electronically, payment details for which shall be updated on the National Crop Insurance Portal on daily basis.

- 29.2.4 After receiving the claims amount from the concerned Insurance Companies, the financial institutions/banks should display the list of the beneficiaries/details of claims (both loanee and non-loanee) on the notice board of the branch within seven days with details of beneficiaries like Name of farmers/beneficiaries, crops insured, sum insured, amount of claims received etc.
- 29.2.5 The list of beneficiaries (Bank-wise and insured area-wise) shall also be uploaded/ placed on the website of the concerned Insurance Companies with proper provisions and mechanisms of public grievance redressal/feed-back etc. State Govts./UT should ensure that crop insurance products provide comprehensive insurance coverage to the farmers on sound insurance principles and provide the best value for the premium. State Govt. may also review the progress of Scheme periodically and undertake impact assessment after the completion of each season and send their suggestion/recommendations to this Department for making further improvements in the Scheme.
- 29.2.6 About 5% of the beneficiaries may be verified by Regional Offices/Local level Offices of ICs who will send the feedback to concerned DLMC and State Govt./SLCCI on Crop Insurance.
- 29.2.7 At least 10% of the beneficiaries verified by the IC may be cross verified by the concerned DLMC and they should send the feed back to State Govt.
- 29.2.8 1 to 2% of the beneficiaries may be verified by the Head Office of the IC/Independent Agencies appointed by the Central Govt./NLMC and they should send the necessary feed back to Central Government.

## 30. Grievance Redressal Mechanism-

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- 30.1 At the initial level, for grievance redressal, each district shall designate district level grievance redressal officer preferably **District Agri Officer** to respond to the grievances of Farmers, Banks, ICs etc. within 7 days of receipt of grievance. In case of dissatisfaction the matter may be brought before **District Level Grievance Redressal Committee (DGRC)**
- 30.2 **District Level Grievance Redressal Committee (DGRC):** a district level monitoring Committee shall act as a grievance redressal Committee for redressal of grievances of Farmers, Banks, Insurance Company, District Authority/Department. This Committee will be headed by District Magistrate/Collector and representatives of Farmers, LDM/Banks, DDM NABARD, Insurance Company and concerned District Authority/Department shall be appointed as members. This Committee may also invite subject specialists/experts from University/IMD/commodity Boards/Research Institutions, SRSC etc. if deemed necessary. The Committee will dispose the matter within 15 days. The decision of the Committee shall be accepted by all the parties and in case of disagreement with the decision; the same shall be represented to the State Level Grievance Redressal Committee (SGRC) within 15 days from the decision of DGRC. In case the DGRC doesn't take the matter for discussion within 7 days from

submission of grievance or the grievance has wider scope of effect impacting more number of districts or there is a breach of guidelines by any of the stakeholder or the grievance matter exceeds Rs. 25 Lakh in monetary terms, the matter may be directly raised at State Level Grievance Redressal Committee.

- 30.3 **State Level Grievance Redressal Committee (SGRC):** a State level monitoring Committee shall act as a grievance redressal Committee for redressal of grievance of Farmers, Banks, Insurance Company, District Authority/Department which does not get settled at DGRC. This Committee will be headed by Principal Secretary/Secretary of Nodal Department , SLBC/Banks, CGM NABARD, Insurance Company and concerned State Authority/Department shall be appointed as members. This Committee may also invite subject specialists/experts from University/IMD/research institutions/commodity Boards/, State Remote Sensing Agency, STSU, STAC etc. if deemed necessary. The Committee will dispose the grievance within 15 days time of receipt of grievance. The decision of the Committee shall be accepted by all the parties.

## **31. Empanelment and Selection of Insurance Companies**

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### **31.1 Empanelment Criteria**

- 31.1.1 The Public Sector (AIC& others) and Private Sector General Insurance Companies empanelled by DAC & FW and selected by concerned State Govt. / Union Territory (UT) shall implement the PMFBY. The Insurance Companies mainly engaged in agriculture/rural insurance business and having adequate experience, infrastructure, financial strength and operational capabilities are empanelled by DAC&FW. **Once Insurance Company has been empanelled by DAC &FW, it is considered as pre-qualified company to bid for the selection of Implementing Agency (IA) to undertake implementation of the Scheme/Programme of DAC&FW.**

- 31.1.2 L1 bidder shall not be permitted to surrender partial clusters/districts. If any Insurance Company declines after being declared L1, it will be de-empanelled/ de-barred to implement crop insurance Scheme for the coming/next season(s) in the concerned State and L2 may be given the cluster for implementing the crop insurance Scheme at L1 district-crop combination rates and so on to L3, L4 bidder with their consent. All Such bidders will be required to simultaneously furnish appropriate reasons for withdrawal/surrender/non acceptance in writing to State Govt. with copy to DAC&FW to enable further corrective measures and appropriate administrative & legal action accordingly. Financial losses, if any, to the State Govt., in retendering due to withdrawal of selected bidders, will be recovered from withdrawing L1 bidder.

- 31.1.3 Tender should be preferably for 3 years and in no case less than 1 year

- 31.1.4 Each Insurance Company should compulsorily bid for any 3 NER/Hilly States and 2 UTs

### **31.2 Selection Criteria of Insurance Companies as Implementing Agency (IA)**

- 31.2.1 The selection of Insurance Company from the empanelled Insurance Companies to act as Implementing Agency (IA) shall be done by the concerned State/UT Govt. for implementation of the Scheme in their State. Selection of IA will be made by adopting the cluster approach. In case of smaller States, the whole State may be assigned to one IA.
- 31.2.2 Before the commencement of the crop season, State **Govt. would invite the pre-qualified companies as mentioned in the preceding para through open tender for submission of district-wise and crop-wise actuarial premium rates in percentage of Sum Insured (financial bid)**. Indemnity Level, Threshold Yields, Sum Insured etc. will be same for all Insurance Companies for the season. The empanelled companies participating in bidding have to bid the premium rates for all the crops notified / to be notified in the cluster by the State Govt. and non-compliance will lead to rejection of the bid.
- 31.2.3 Based on the district-wise and crop-wise actuarial premium rates quoted by the pre-qualified companies, the total premium amount and weighted average premium rates for cluster of districts will be worked out to arrive at L1. L1 Bidder will be selected to act as Implementing Agency in the concerned cluster.
- 31.2.4 Selection of IA may be made for at least 1 year or up to three years as mentioned above Such long term continuity will facilitate the Insurance Company to establish the credibility among the farmers through investment out of the premium savings in various welfare activities for socio-economic development of the farmers like creation of the facilities of drinking water/ healthcare/education, farm levelling, Weather Forecasts, CSCs etc. It is also anticipated that long term continuity gives an opportunity to Insurers, Bankers, State Govt. and other stakeholders for a supportive and collaborative interaction and business relationship and service effectiveness.
- 31.2.5 The insurance coverage in terms of number of farmers and acreage should be at least at the level of corresponding previous season. In case of fall in coverage, GOI may get the facts examined and necessary action including penal action against negative points in ranking for ICs and State Govt., if found at fault may be taken by GOI.
- 31.2.6 State Govt. may provide requisite data about past yield data of last 10 consecutive years or more, threshold yield, crop-wise sum insured, indemnity level, insurance unit levels, names of notified units, calamity years etc. in digital form by uploading the same on National Crop Insurance Portal itself before floating the formal tender notice.

## **32. Clustering /clubbing of districts for bidding by the State**

In order to diversify/ spread the risk and cover high risk/ low risk districts/ area equally, the State Government are required to group the districts/ area in such a way that each group contains mix of districts/ area with different risk profiles. Prior to inviting the bid, the State Government specially large State have to divide the State in to multiple clusters of districts depending upon volume of risk associated in the crops and district/areas proposed to be notified under the Scheme. The purpose of clustering is to divide the States into different groups of districts, so that expected sum insured (ESI) becomes low and risk is shared and diversified. States may form the clusters of districts based on

mixed agro-climatic zones. i) Districts of high risk and low risk areas, ii) districts of different agro-climatic zones, and iii) ESI of each cluster should be of similar order.

Prior to the bid invitation, details on the clusters formation may also be made available to the Insurance Companies.

**The object of Clustering/ Clubbing of districts should be done to achieve the following objectives:**

- Cluster formation may be applicable for upto 3 years.
- Different Clusters may be defined based on risk profile of the district so as to increase the diversification of risk within a cluster and enable risk spreading for insurer.
- Cluster may contain districts with mixed agro-climatic zones so as to increase the diversification of risk within a cluster.
- Crop wise associated risk may also be diversified among the clusters and shall be factored in cluster formation.

1. Hence, one of the major requirements of clustering is risk analysis of different districts. As per 2016 Guidelines of PMFBY, for the purpose of clustering/clubbing of districts and determination of L1 bidder, the risk is analyzed based on long term data of yield by (a) computing average burn cost (percent difference between actual yield and threshold yield) and b) computing the level of variability in long term yield. Since, availability of high quality long term yield data is difficult, especially at lower administrative level, other methods (including use of satellite data) can be tried for risk assessment.
2. Satellite data, of moderate resolution (e.g. Resourcesat AWIFS, Terra/Aqua MODIS) are available, for long term, i.e. at least around 15 years. The long term Vegetation Indices, which are indicators of crop health, derived from these satellites can be used to assess the year to year variations and thereby understanding the risk potential of an area. It can be combined with many other satellite derived products, such as flood maps, drought assessments and vulnerability and long term weather data to carry out the risk analysis. States are advised to take the support of concerned national or State level research organizations (e.g. ISRO- NRSC/SAC, MNCFC, SRSC, SAUs, etc.), to use the above mentioned technology for carrying out risk analysis of the Districts/ Talukas/ Blocks towards improvement in clustering.
3. These are only for guidance of States and States are free to follow either of these or any other method devised by them with intimation to DAC&FW.
4. The detail illustration for classification of risks, clubbing/clustering of risks and districts and determination of L1 bidder are at [Annexure 1](#).

### **33. Assessment of Performance and De-empanelment of Insurance Companies**

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- 33.1 The performance of the empanelled Insurance Companies shall be closely monitored by DAC & FW on 2 years interval through ascertaining the company's skills and efficiencies for providing cost effective better insurance services to farmers. For the purpose, a detailed performance evaluation matrix containing key performance indicators with assigned weightage has been worked out and is as given at Annexure 2.

### **34. Evaluation of Efficiency of Nodal Department of the State**

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- 34.1 The efficiency evaluation of the State Nodal Department shall also be closely monitored by DAC & FW on every 1 year interval through ascertaining the State's efficiency and execution / implementation of the Scheme. For the purpose, a detailed performance evaluation matrix containing key performance indicators with assigned weightage has been worked out and is as given at Annexure 3.

### **35. Role and Responsibilities of Various Agencies**

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For successful implementation and administration of Scheme, roles of various Agencies/Institutions/Govt. Departments/Committees are spelt out herein.

- 35.1 **Central Govt.**
- 35.1.1 Support and Coordination with the State/UT Govts for implementation of PMFBY including its awareness and publicity and issue of necessary instructions/ guidelines from time to time for smooth and effective implementation.
- 35.1.2 Issue of directives to RBI, NABARD, Commercial Banks, RRBs and Cooperatives for compliance with the terms and conditions of PMFBY and its operational modalities.
- 35.1.3 Maintain NCIP
- 35.1.4 Setting of TSU/CPMU with adequate infrastructure and expertise as defined in section 15.
- 35.1.5 Constitution/Revamping of TAC as defined in para 19.3
- 35.1.6 GOI will facilitate States in strengthening of AWS/ARG network on PPP Mode by providing 50% fund for the same.
- 35.1.7 Release advance premium subsidy equivalent to 50% of 80% of Central share of premium subsidy of corresponding previous season under the Scheme to Insurance Companies within 15 days of enrolment cut off date for allocated clusters.
- 35.1.8 The balance of premium subsidy, for the season shall be released within 15 days of finalization of

district wise business statistics by Insurance Companies on National Crop Insurance Portal

- 35.1.9 Review and monitor the implementation of PMFBY including premium rates, product-benchmarking and other matters/ and issue necessary directives to Insurance Companies. Review of performance of participating Insurance Companies and suggest modifications/ improvements wherever required.
- 35.1.10 Organize Capacity building training/workshops for the State Govt. officials and other stakeholders.
- 35.1.11 Interpretation of any provisions of the Scheme and decision on any aspects of acceptance of risk/any dispute in settlement of claims.
- 35.1.12 Provide necessary assistance, guidance and resources for adoption of new technology for transparency, better administration of Scheme and timely payment of claims to insured farmers.

### **35.2 State/UT Govts.**

- 35.2.1 The composition of SLCCI may be strengthened suitably from time to time to give representation to all the concerned participants including farmers in the implementation of the Scheme. To set up the Review and Monitoring Committee at both, State and District levels under the chairmanship of Principal Secretary (Agriculture/ Cooperation) and District Collector respectively for periodical review (preferably monthly) of implementation of Scheme and also verify the coverage etc. on random basis to ensure proper coverage under the Scheme. District Level Monitoring Committee (DLMC)to also provide fortnightly crop condition reports and periodical reports on seasonal weather conditions, loans disbursed ,extent of area cultivated, etc. to concerned Insurance Company. DLMC shall also monitor conduct of CCEs in districts.
- 35.2.2 SLCCI meeting to be held well in advance to finalize clusters, issue bid notice, selection of Implementing Agency and issuance of Notification. Timely issuance of notification/digitization is a must for giving wide publicity and coverage of the farmers. There should be a gap of at least two month between the notification issuance/digitization and commencement of the crop season. Notification of the State Govt. shall contain all information as outlined in Section 7.
- 35.2.3 Take suitable action for adoption of new technology for early loss assessment and better administration of Scheme
- 35.2.4 Issue necessary directives to all agencies/institutions/Govt. departments/Committees involved in implementation of Scheme.
- 35.2.5 Notify insurance unit area at Village/Village Panchayat or other equivalent units for major crops and for other crops, unit size may be above the level of Village/Village Panchayat.
- 35.2.6 Furnish in advance insurance unit-wise (or of higher unit, if unit level data not available) yield data of immediate past 10 years of all crops notified under PMFBY, previous 10 years season-wise, crop-wise & IU-wise loss cost data, Past 5 years season-wise, crop-wise, IU-wise coverage and claim data in soft copy format in English to Insurance Companies.
- 35.2.7 Issuance of necessary instructions to Regional Meteorological Centres of IMD and other Govt./ quasi Govt. agencies for supplying weather data on near/real-time basis to Insurance Company.

- 35.2.8 Shall work out appropriate plan and conduct awareness and publicity on an on-going basis from three months prior to the start of coverage period, to maximize coverage of the farmers specially non-loanee farmers. State Govt. may also earmark separate annual budget for the same.
- 35.2.9 Release advance premium subsidy equivalent to 50% of 80% of Central share of premium subsidy of corresponding previous season under the Scheme to Insurance Companies within 15 days of enrolment cut off date for allocated clusters.
- 35.2.10 The balance of premium subsidy, for the season shall be released within 15 days of finalization of district wise business statistics by Insurance Companies on National Crop Insurance Portal
- 35.2.11 Notify District wise crop wise cut off date for end of harvesting
- 35.2.12 Submission of yield data for all notified crops and insurance units to Insurance Companies in standard format in electronic form (editable format) preferably on portal within stipulated timelines. In case of delay in submission of AY data, State should intimate GoI with justification for delayed submission and take approval from GoI for onward submission.
- 35.2.13 Assist Insurance Companies for assessment of crop loss of individual insured farmers caused by localized perils and also assist in assessment of post harvest losses.
- 35.2.14 To undertake requisite number of CCE in the notified area following GCES/State manual provide the yield data to the Insurance Company within the prescribed cut-off date, along with results of individual CCEs.
- 35.2.15 Allow Insurance Companies to co-observe and witness CCEs with timely prior formal intimation and permit them to access various records including Form-1/Table-1, Form-2 / Table 2-and Form-3/Table-3 at grass root / district / State level used for recording data of CCEs by States. State shall strengthen audit process of conducting CCE with necessary checks and balances. Audio/Video- recording of CCEs shall be taken besides other processes to ensure accuracy and transparency of CCE.
- 35.2.16 To notify district-wise and crop-wise normal sowing and harvesting calendar
- 35.2.17 To provide crop-wise, IU wise data of normal area sown and notify cut-off dates for invoking provisions of prevented/failed sowing/transplantation/germination clause.
- 35.2.18 Compulsorily use Mobile Application/ other technology like RST for improvement of quality of CCEs and upload CCE-wise yield on National Crop Insurance Portal.
- 35.2.19 To issue notification for On Account payment, if need arise.
- 35.2.20 States should also de-notify the IUs where for 3 continuous years CCEs could not be conducted due to insufficient sown area.
- 35.2.21 Not to extend pre-defined cut-off dates during mid-season without concurrence of concerned IA. If extended, the entire premium subsidy will be borne by the State Govt. for extended period.
- 35.2.22 Facilitate provision of weather data through IMD on near/ real-time basis to insurance company. State govt can explore the possibility to create dense AWS/ARG network on PPP Mode. GOI will provide 50%

- fund for the same.
- 35.2.23 Setting up of STSU with adequate infrastructure and expertise
- 35.2.24 Constitution of STAC , SLAC , SGRC and DGRC in each district.
- 35.3 **National Technical Support Unit/State Technical Support Unit**
- 35.3.1 Monitoring of implementation of Crop Insurance Schemes.
- 35.3.2 Calculation of Scheme-wise/season-wise/ crop-wise Loss Cost.
- 35.3.3 Design & development of weather based crop insurance products for the crop / areas based on the local weather conditions.
- 35.3.4 Appraisal / benchmarking and standardization of crop insurance products (weather based) for various participating Insurance Companies.
- 35.3.5 Undertake the evaluation / impact / co-relation studies.
- 35.3.6 Capacity building and training of personnel involved in crop insurance.
- 35.3.7 To provide technical input to Govt. & Insurance Companies regarding crop insurance products.
- 35.3.8 To develop methodology for assessment of yield including assessment through remote sensing, suggest improvements in the method for yield assessment through CCEs & other alternatives etc,
- 35.3.9 Development of integrated database for crop insurance
- 35.3.10 Internet / Web enabled Evaluation & Management Information System (E&MIS),
- 35.3.11 Other related works entrusted by the Central/State/ UT Govt.
- 35.4 **Insurance Companies(IA)**
- 35.4.1 Insurance companies to liaise with State Govts. and Agencies/ Institutions/Committees involved in implementation of PMFBY.
- 35.4.2 Furnish the necessary details to SLCCCI as may be required as per the notification.
- 35.4.3 Underwriting—responsibilities for processing and acceptance of risk.
- 35.4.4 Claim processing / finalization on receipt of yield data from States/UTs and payment within the prescribed timelines. The claim remittance shall be made directly into farmer's loan account for loanee farmers and into saving Bank A/c for non-loanee farmers.
- 35.4.5 Obtain Re-insurance arrangements, if necessary.
- 35.4.6 IA reserves the right to reduce/repudiate claims, if during verification of bank records/land records and assessment of claims for loanee/non-loanee farmers, it is discovered that:
- Loan was covered/premium was paid outside seasonality discipline
  - Actual sown area was less than the actual insured area under a crop in a notified area(refer Section 25)

- Different crop other than the declared/insured was sown in the land survey no. insured
  - Survey number insured was not actual crop growing survey no.
  - Area insured is more than the total land holding of the farmer.
  - Multiple insurance for same crops grown on same land with multiple insurers or through multiple banks/intermediaries.
  - Sum insured was more than the Scale of Finance for the insured crop
  - To verify the bank/land records when claims are reported due to clerical errors/omissions. This can be done only before approval of claims.
- 35.4.7 Develop crop-yield and weather data bases, along with related agri-insurance data bases.
- 35.4.8 Review of implementation of PMFBY and provide regular feedback for its effective implementation/improvements to DAC&FW.
- 35.4.9 Disclose designated Agents in writing before the inception of non-loanee enrolment of farmers for the season.
- 35.4.10 Ensure timely payment of commission/ service charges to banks/other agents for implementing the Scheme.
- 35.4.11 Awareness and publicity – extensive efforts to create awareness and generate publicity for PMFBY at grass-roots level including bank branches. Also coordinate with the States and other agencies for awareness and publicity of the Scheme.
- 35.4.12 Provide monthly progress returns/statistics/information demanded by the Govts., both Central and State
- 35.4.13 Facilitate the bank branches/ intermediaries/ agents to upload the details of insured farmers and beneficiaries with all requisite details on National Crop Insurance Portal well in time.
- 35.4.14 Redressal of all Public Grievances within the time fixed by IRDAI. There shall be a centralized farmer's help line number maintained, which will be used for receiving the grievances of farmers and will work on the docket system and forwarding to respective Insurance Companies for resolution.
- 35.4.15 The coverage of loanee farmers should be carried out by Insurance Companies themselves through banks/FIs. Coverage through agents/ brokers is not allowed.
- 35.4.16 Establish a functional office at Tehsil level in each District and at least one agent should be deployed at the Block level in the allocated Districts. Insurance Company shall deploy one agri graduate in each district. Details of the offices including contact number of the person should compulsorily be uploaded on National Crop Insurance Portal.
- 35.4.17 Deployment of sufficient manpower to co-observe CCEs and allied activities and compulsory use of CCE Co-observation app,

- 35.5 Financial Institutions/Banks**
- 35.5.1 For purpose of PMFBY, scheduled banking institutions engaged in disbursing Seasonal Agricultural Operations (SAO) loans/KCC loan as per relevant guidelines of NABARD/RBI shall be reckoned as Banks.
- 35.5.2 Notification, as well as other directives, guidelines, etc., shall flow as Insurance Company→ District Lead Bank/Administrative offices of Commercial banks/RRBs/DCCBs →Service /Individual Bank Branch /PACS.
- 35.5.2.1 Lead Bank/Administrative office of Commercial bank, DCCBs, RRBs**
- 35.5.2.2 Communicate Notification, as well as other directives, guidelines, etc. to all agencies within their jurisdictional area.
- 35.5.2.3 Ensure that all agencies within their jurisdictional area sanction additional loan component to loanee farmers towards premium payable by them.
- 35.5.2.4 Ensure that all service (subordinate) bank branches within their jurisdictional area serve all non-loanee farmers desiring and eligible to take insurance cover under PMFBY. Such service will include opening bank account of non-loanee farmers, guiding them to fill up proposal forms, accepting premium from them and maintaining records etc.
- 35.5.2.5 Ensure that the premium for both loanee and non-loanee farmers shall be remitted to concerned Insurance Companies and the related data uploaded on National Crop Insurance Portal within the prescribed time.
- 35.5.2.6 Lead bank/Administrative Offices of Banks should ensure that all farmers sanctioned crop loans/seasonal operational loans/KCC loan for notified crop(s) are compulsorily insured and the conditions stated in the Operational Guidelines of the Scheme have been complied with. No farmer should be deprived of insurance cover. Lead banks/ Administrative Offices of Banks therefore, should make all efforts and pursue their branches for enrolling all eligible loanee farmers and interested non-loanee farmers under crop insurance. In case, claims have arisen during crop season then respective bank and its branches would be made responsible to make payment of the admissible claims to loanee farmers who were deprived from insurance cover to their crops.
- 35.5.2.7 Concerned Bank and its branches should ensure upload/submission of notified crop-wise, insurance unit-wise Declarations in prescribed format on National Crop Insurance Portal along with details of remittance of premium within stipulated time. A copy/print out of declaration uploaded on Portal may also be submitted to concerned Insurance Companies, if so desired by them. The consolidated premium of farmers' share will be remitted electronically either through payment gateway of National Crop Insurance Portal or RTGS/NEFT to Insurance Companies followed by compulsory entry of payment details on Portal for proper and timely reconciliation by ICs. If Concerned Bank and its branches are not able to remit the amount of premium collected to Insurance Companies or submit declaration in prescribed format by the defined timelines then they will be liable to pay admissible claims to farmers who are deprived from insurance cover to their crops.

- 35.5.2.8 The Nodal Banks/Administrative offices/Bank Branches shall also upload the details of each individual insured farmer on National Crop Insurance Portal through web-form or CBS on or before final cut-off date.
- 35.5.2.9 The Insurance Company shall acknowledge the receipt of farmers premium and declarations submitted by the banks and any clarification/rectification sought by Insurance Companies should compulsorily be replied/addressed by the bank within 7 days. The banks should cross check with their records and aberrations, if any, should be brought to the notice of the Insurance Company immediately. If no response is received from banks within cut off time/reconciliation period, the details submitted on the Portal shall be considered final and no changes would be accepted later on. Insurance Companies will thereafter act as deemed fit as per applicable provisions .
- 35.5.2.10 While it is intended that Insurance Companies in consultation with concerned State Govts. will transfer claims directly into bank accounts of eligible farmers, however in case that is not feasible for loanee farmers, the Insurance Companies may transfer claims through bank branches which will credit the claims amount to respective beneficiary loan account positively within seven days. **If Bank Branches/ Nodal banks are not able to do so within this time period then they will be liable to pay interest (at prevailing rate of interest for saving account) for the delayed period to the eligible farmers.** The Banks shall issue a certificate within 30 days to the insurer that entire money received for settlement of claims has already been credited in to the account of beneficiaries.
- 35.5.2.11 The list of beneficiary cultivators with claim amount shall be displayed by the Bank Branch/PACS and a copy shall also be provided to the Chairman/ Sarpanch/ Pradhan of the village Panchayat.
- 35.5.2.12 To permit Insurance Company access to all relevant records / ledgers at the Nodal Bank/ Branch/ PACS for the purpose of scrutiny, if desired by them.
- 35.5.2.13 Banks should ensure that cultivator are not be deprived of any benefit under the Scheme due to errors/omissions/commissions of the concerned branch/ PACS, and in case of such errors, the concerned agencies shall have to make good all such losses.
- 35.5.3 Lending Banks Branches / RFIs**
- 35.5.3.1 To educate the cultivators on the Scheme features.
- 35.5.3.2 To guide the cultivators on filling up the insurance proposal in the prescribed forms and collecting the required documents, particularly in case of non-loanee cultivators.
- 35.5.3.3 To collect Aadhaar Number and Mobile number of all eligible farmers well before the start of enrolment/debit of premium.
- 35.5.3.4 To organize and help in preparation of the consolidated data for loanee and non- loanee cultivators and uploading on the National Crop Insurance Portal, along with the electronic remittance of premium amount to the Insurance Company through payment gateway of Portal or through NEFT/RTGS within 15 days after cut-off date for enrolment/premium debit.
- 35.5.3.5 Maintaining the records of proposal/declaration forms and other relevant documents and statements

- for the purpose of scrutiny/ verification by Insurance Company or its authorized representatives and DLMC, if necessary.
- 35.5.3.6 Allow Insurance Company access to all relevant records and registers at offices of Nodal Bank and service (subordinate) bank branches within their jurisdictional area.
- 35.5.3.7 To capture all relevant data including land and crop details of all loanee farmers covered compulsorily as well as non loanee farmers availing crop insurance through them.
- 35.5.3.8 To reconcile, validate and provide clarification, if necessary, on the coverage details to the Insurance Company within next 15 days from cut-off date for data uploading on Portal and within 7 days of receipt of such request from Insurance Company
- 35.5.3.9 To provide the list of insured farmers for whom the premium has been debited but data entry on Portal has not been completed for the IUs/area where preventive-sowing/germination failure or mid-term calamity/localized calamity is reported.
- 35.5.3.10 Debit /collect the applicable premium from the farmer's account on or before cut-off-date and remit it entirely to the concerned Insurance Company electronically.
- 35.5.3.11 To credit the payable claim amount to the farmer's account with 7 days from date of receipt of such claims from Insurance Company. To refund the undistributed claims amount to Insurance Company with reasons and details within 10 working days from receipt of such claims amount under intimation to GOI and the concerned State Govt.
- 35.5.3.12 Not to re-enrol the farmers under crop insurance for the same crop if the State/District has notified prevented/failed sowing/germination.
- 35.5.3.13 Under administrative mechanism, bank branches are designated as terminal service points for farmers. Hence, it is their duty to ensure compulsory coverage of all eligible loanee farmers and all interested non-loanee farmers. In case of any misreporting by Banks/Bank branches/PACS with respect of farmers' coverage, concerned Bank/ Bank branches/PACS will be liable for such mis-reporting.
- 35.6 Common Service Centre-Special Purpose Vehicle (CSC-SPV):**
- 35.6.1 To ensure enrolment of non loanee farmers through its SPV/VLE
- 35.6.2 To educate and train the VLEs on selling of crop insurance through the Portal and /or through concerned Insurance Companies at District level.
- 35.6.3 To electronically remit the premium collected from the CSCs to concerned Insurance Companies in batches but not later than 3 days of receipt of premium from farmers.
- 35.6.4 To send the daily MIS of premium remitted along with the summary of insured farmers to respective insurance company.
- 35.6.5 To reconcile the data uploaded on National Crop Insurance Portal and premium remittance to concerned Insurance Companies within 7 days after cut off date for enrolment of farmers.

- 35.6.6 To raise an invoice for pre-agreed service charges per farmer per crop season application to the respective Insurance Company on or before 10<sup>th</sup> of following month.
- 35.6.7 To ensure post sales services and facilitate grievance redressal of the insured farmers.
- 35.6.8 Will be responsible for accuracy of details and document of individual farmers uploaded on National Crop Insurance Portal and liable for claim payment due to errors and omissions committed by SPV/VLE.
- 35.7 **Common Service Centres (VLEs):**
- 35.7.1 To educate the cultivators especially non-loanee farmers on the Scheme features.
- 35.7.2 To display the advertisement, publicity material, banner, poster, leaflets in its premises for the use of farmers provided by Insurance Companies/State Govt.
- 35.7.3 To fill up the online insurance proposal in the prescribed format and collect the required documents from non- loanee cultivators only.
- 35.7.4 Collect the premium on behalf of implementing Insurance Company, strictly as per the provisions of the Scheme.
- 35.7.5 To fill up the correct details of non-loanee cultivators and upload the requisite documents alongwith their mobile number on National Crop Insurance Portal and remit the premium amount through CSC Portal well within the stipulated time. Due care should be taken in filling up the details in the application form of each insured non- loanee farmer and it should be matched with documents attached with the application.
- 35.7.6 The VLE should ensure that insured farmers are not deprived of any benefit under the Scheme due to errors/ omissions/ commissions by them, and in case of benefits being impacted, necessary administrative and legal action will also be taken for lapses in service/malpractices, if any, reported.
- 35.7.7 To facilitate post sales services, claim intimation and grievance redressal of the insured farmers
- 35.8 **Designated Insurance Agents:**
- 35.8.1 To educate the cultivators on the Scheme features.
- 35.8.2 To guide the cultivators for filing up the insurance proposal/application in the prescribed format and collecting the required documents alongwith Aadhaar number and Mobile number from non- loanee cultivators.
- 35.8.3 Collect the premium on behalf of Insurance Company, strictly as per the provisions of the Scheme and issue acknowledgement receipt of proposal to the farmer.
- 35.8.4 To enter details along with requisite documents of individually insured farmer on National Crop Insurance Portal and transfer the consolidated premium to concerned Insurance Company electronically and the payment details should compulsorily be uploaded on National Crop Insurance Portal within the respective cut off dates. Insurance coverage will only be valid in respect of only those insured/covered farmers by them for which farmers premium is remitted electronically to Insurance

- Companies and remittance details are entered/ uploaded on National Crop Insurance Portal within the respective cut off dates.
- 35.8.5 The designated Insurance agents should ensure that insured farmers are not deprived of any benefit under the Scheme due to errors/ omissions/ commissions by them, and if any, the Insurance Company shall make good all such losses. Necessary administrative and legal action may also be taken for lapses in service/malpractices, if any, reported.
- 35.9 **Loanee farmers**
- 35.9.1 As the Scheme is compulsory for all loanee cultivators availing SAO loans/KCC loans for notified crops, it is mandatory for all loanee cultivators to insist on insurance coverage as per provisions of the Scheme.
- 35.9.2 Any change in crop plan should be brought to the notice of the KCC/ agri-loan sanctioning bank branch immediately but not later than 2 days prior to cut off date for debit of premium. This should be accompanied with sowing certificate
- 35.9.3 All loanee farmers are compulsorily required to submit Aadhaar number/copy of Aadhaar card or authenticate themselves through Aadhaar enabled e-KYC alongwith mobile number for enrolment under crop insurance before prescribed cut-off date. All banks have to compulsorily take Aadhaar/Aadhaar enrolment number as per notification under Aadhaar Act before sanction of crop loan/KCC under Interest Subvention Scheme hence the coverage of loanee farmers without Aadhaar doesn't arise and such accounts needs to be reviewed by the concerned bank branch regularly
- 35.9.4 Insurance Proposals are accepted only upto a stipulated cut-off date, which will be decided by the SLCCI. Hence, loanee farmers may ensure themselves from the concerned bank branches that applicable premium should be debited and remitted to Insurance Companies within cut off date and details uploaded on Portal.
- 35.9.5 Give information of any loss due to localized risk or post harvest loss due to specified perils of cyclone, cyclonic rains and unseasonal rains resulting in damage to harvested crop lying in field in "cut and spread"/small bundled condition to concerned bank branch/ financial institution/ channel partner/insurer within 72 hours.
- 35.9.6 Loanee farmer should not avail KCC/Agriculture Loan from multiple banks on the same land or insure the same land through more than one bank or insure the same land more than once as a non-loanee farmer. If any such cases are reported/ identified, the insurance cover will be terminated and the premium shall be forfeited and necessary administrative and legal action may also be taken for such malpractice.
- 35.10 **Non-Loanee cultivators**
- 35.10.1 Non-loanee cultivators desirous of availing insurance under PMFBY for any notified crop in any notified insurance unit may approach nearest bank branch/PACS/authorized channel partner/ CSC/insurance intermediary of Insurance Company or themselves fill-up online application form on the National Crop Insurance Portal within cut-off date and simultaneously upload/ submit the requisite documents and

applicable premium to concerned agency.

- 35.10.2 Applicants must sign/authorize electronically (along with copy of Aadhaar Card/Aadhaar enrolment ID (if Aadhaar seeding/eKYC has not been completed) along with copy of LPC/Land Records/contract document or any other document defined by the concerned State Govt. to identify share-cropper/tenant farmer, sowing certificate or self declaration of intent to sow the proposed crop and copy of Pass Book to the Bank/Intermediary.
- 35.10.3 All non-loanee farmers willing to enrol through CSCs are compulsorily required to submit mobile phone number and Aadhaar number and authenticate themselves through Aadhaar enabled e-KYC for enrolment under crop insurance before prescribed cut-off date along with copy of LPC/Land Records/contract document or any other document defined by the concerned State Govt. to identify share-cropper/tenant farmer, sowing certificate or self declaration of intent to sow the proposed crop, and Copy of Pass Book.
- 35.10.4 The farmer desiring coverage under crop insurance should open/operate an account in the branch of the designated bank, and the details should be provided in the proposal/application form.
- 35.10.5 The farmer should mention his land identification number in the proposal/application.
- 35.10.6 The farmer must provide documentary evidence with regard to possession of cultivable land.
- 35.10.7 To notify implementing Insurance Company in the event of change of crop or sown area being different than the declared in the proposal form or to CSC or other channel.
- 35.10.8 The cultivator must furnish area sown confirmation certificate/self declaration of intent to sow the proposed notified crop(s).
- 35.10.9 Non-loanee farmers being covered through other than online channels of CSC, NCIP etc. shall submit the duly filled proposal/application form along with copy of Aadhaar Card, Bank Passbook, Land Ownership proof /contract document or any other document defined by the concerned State Govt. to identify share-cropper/tenant farmer, sowing certificate or self declaration of intent to sow the proposed crop.
- 35.10.10 Non-Loanee farmer should ensure that the crop on the same land is not insured from two different agencies. If any such cases are reported/ identified, the insurance cover will be terminated and the premium shall be forfeited and necessary administrative and legal action may also be taken for lapses in service/malpractices.
- 35.10.11 Give information of any loss due to localized risk or post harvest loss due to specified perils of cyclone, cyclonic rains and unseasonal rains resulting in damage to harvested crop lying in field in “cut and spread”/small bundled condition to concerned bank branch/ financial institution/ channel partner/insurer within 72 hours.

## **36. National Crop Insurance Portal for administration of Crop Insurance Program ([www.pmfby.gov.in](http://www.pmfby.gov.in))**

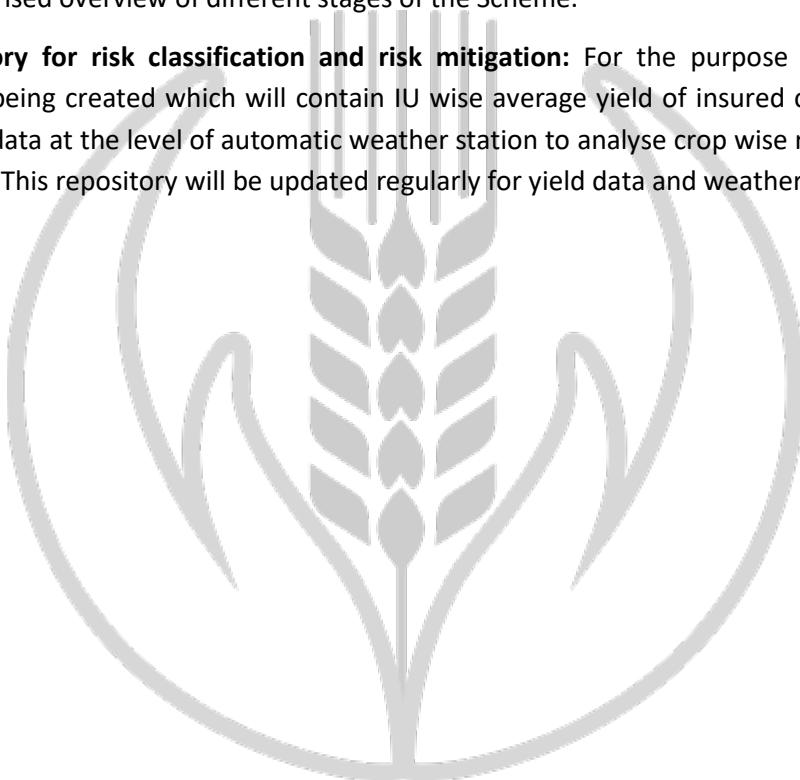
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- 36.1 The Govt. is endeavouring to integrate all stakeholders' viz. farmers, Insurance Companies, financial institutions and Govt. agencies on single IT platform to ensure better administration, coordination and transparency for getting real time information and monitoring in a phased manner.
- 36.2 **The idea behind developing a web-based, integrated IT solution is to speed up service delivery, unify fragmented databases, achieve a single view of data, eliminate manual processes and thus provide faster insurance services to farmers.** DAC&FW has designed a web Portal for crop insurance ([www.pmfby.gov.in](http://www.pmfby.gov.in)) and is doing further enhancements to provide a single IT enabled platform for digitization of processes and information data bank and dissemination mechanism, automation of administrative procedures, premium and claim calculation and remittance etc. This IT driven system is envisaged to address the issues which affect the current system of programme administration and thereby reduce its efficacy and lead to denial/ delay in benefit transfer to farmers viz. selective/layered information access, manual interventions, multi-step procedures, documentary evidence/proofs, delayed/defective information sharing. Hence, integration of IT platforms of banks, Insurance Companies, State Govts. and yield/weather data providers with National Crop Insurance Portal directly or through interface for fetching in information is felt essential to avoid errors for timely transmission of requisite information amongst major stakeholders, early settlement of claims, proper monitoring and transparent administration of the Schemes. Once the entire linking of IT platforms of all stakeholders with the Web Portal is established, it would also lead to faster processing of claims due to electronic flow of information. Currently, this Portal is available in two languages – Hindi and English and it will be converted into all regional languages.
- 36.3 The aforesaid Portal will provide an integrated ecosystem to streamline the process and to automate administrative functions. A web-based, integrated IT solution has been developed which has opened a window of opportunity to remote and economically-weak farmers to benefit from crop insurance services.
- 36.4 The conceptualisation and development of web-portal has already been completed and launched however development and integration of futuristic technologies and enhancements as defined below are envisaged to be initiated in coming months.
- 36.4.1 **Payment of Premium and Remittance of Claims through Payment Gateway:** All premium remittance from Farmers/Banks/Intermediaries and claim remittance from Insurance Companies will be routed through the Portal using payment gateway Pay-Gov. The facility is envisaged to address reconciliation of funds and bring swiftness and transparency in claim settlement.
- 36.4.2 **Integration of National Crop Insurance Portal with IT infrastructure of Insurance Company:** For seamless and real-time data flow of following stages to the Insurance Companies, direct integration of National Crop Insurance Portal with the IT system of respective Insurance Companies will be established. The information/data will be shared in encrypted form over secure data exchange platform.

- Farmer's enrolment and premium remittance,
  - Information and reports regarding mid-term/preventive sowing/individual/localized claims and
  - AY/TY data for final claim calculation and remittance of claims into farmer's bank account.
- 36.4.3 **Integration of Digital Land Records:** Various State Govts. are working on digitization of land records and providing facility to land owners to identify and take records of land parcels owned by them. The same digitized land records will be mapped with the codes used in National Crop Insurance Portal followed by online integration of the individual land records with the crop insurance application. This facility will address the issue of excess insurance/double insurance and application of ACF which is prevalent currently.
- 36.4.4 **Integration of Weather Data with the Portal:** Weather Data procured from a network of Automatic Weather Stations and Automatic Rain Gauges across the country will be procured from IMD and integrated with the National Crop Insurance Portal. This will enable real-time monitoring of weather parameters, agro-climatic inputs, crop health monitoring, triggers for preventive sowing/mid-term adversities etc. This integration will also facilitate faster, transparent transmission of yield/weather data to concerned Insurance Companies and automated claim calculation and remittance to beneficiaries. This feature will ensure availability of real-time information about crop loss and payable claims vis-a-vis necessary triggers/inputs to Govt. agencies/Implementing agencies so that policy decisions/administrative corrective measures can be taken.
- 36.4.5 **Integration of Public Grievance Redressal Module:** For bringing efficiency in addressing the grievances of farmers and other stakeholders, a system for registration of complaints and grievances, escalations and resolution will be integrated with the Portal.
- 36.4.6 **Launch of National Help Line and Integration with Web-Portal:** A quick response system is very crucial for creating trust and bringing behavioural changes and efficiency amongst the stakeholders. Keeping the same in view, an integrated help line of Kisan Call Center will be launched for benefit of all the stakeholders for query resolution, technical handholding and specific information dissemination.
- 36.4.7 **Development of Mobile-App for Localized/Individual, Preventive/Mid-Term Loss Assessment and reporting:** For bringing in swiftness and accuracy in the information sharing and reporting of Localized/Individual, Preventive/Mid-Term Losses, a mobile application will be launched for use of loss assessors/DLMC members. **This data collected through app will be immediately sent to National Crop Insurance Portal which will be accessed by all the stakeholders.** This will help in monitoring and faster analysis and claim settlement.
- 36.4.8 **Integration of Interest Subvention Scheme with Crop Insurance:** A web-portal for Interest Subvention Scheme is also being developed for monitoring and implementation of ISS. This Portal will be inter-linked with the National Crop Insurance Portal for automatic enrolment of eligible farmers and deduction of applicable premium. This will also enable de-duplication of KCC/seasonal Crop Loans and provisioning of services
- 36.4.9 **Integration of RST/Satellite Data for handling Data Discrepancy/dispute resolution:** New Age Technologies like Remote Sensing Technology is a promising step in bringing in procedures and

systems of approach which is more reliable, accurate and fast in resolving errors/concerns of stakeholders and provide a progressive and scientific solution which the traditional/existing procedures and practices are unable to provide. This will help in reduction in time required for collection and collation of different data sets and reports pertaining to crop health, productivity, sowing and harvesting activities.

- 36.4.10 **MNCFC data Integration on Portal:** To streamline the flow of information amongst stakeholders, the portal will also be integrated with the system/data being developed by MNCFC on aforesaid aspects.
- 36.4.11 **Evaluation & Management Information System (E &MIS) for all stakeholders with secured credential:** For monitoring progress of the Scheme, a stakeholder specific customized MIS is also being developed, which will help in monitoring, application creation, notification status, CCE status etc. to give a summarised overview of different stages of the Scheme.
- 36.4.12 **Data repository for risk classification and risk mitigation:** For the purpose of risk estimation, a repository is being created which will contain IU wise average yield of insured crops for past decade and weather data at the level of automatic weather station to analyse crop wise risk calculation before season starts. This repository will be updated regularly for yield data and weather data.



## ANNEXURE- 1

**Illustration for classification of risks, clubbing/clustering of risks and districts and determination of L1 bidder**

### **Method 1**

#### **Define Risk Level**

- Calculate Loss Cost for each district as per illustration given for District1, Notified Area 1 (NFA1) and Crop1, on the basis of immediate past ten years of yield data:**

Year	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Average	TY (Kg/ha)
<b>Yield</b>	2877	2558	1800	2097	2503	1500	2855	2734	1200	2987	<b>2311</b>	<b>2041</b>
<b>LC (%)</b>	0%	0%	12%	0%	0%	27%	0%	0%	41%	0%	<b>8.00%</b>	

District Name	NFA Name	Crop	Estimated Area Insured (In Ha)	Sum Insured (Rs./ha)	Weight (ESI) in Rs.	Average Loss Cost	Weighted Average Loss Cost
A	B	C	D	E	F=D*E	E	F= D*E
District 1	NFA1	Crop1	400	10000	4000000	8%	320000
District 1	NFA1	Crop2	300	4000	1200000	10%	120000
District 1	NFA2	Crop1	200	10000	2000000	6%	120000
District 1	NFA2	Crop2	150	4000	600000	5%	30000
District 1	NFA3	Crop1	125	10000	1250000	10%	125000
District 1	NFA3	Crop2	250	4000	1000000	7%	70000
<b>Total</b>					<b>10050000</b>		<b>785000</b>

$$\text{Loss Cost (\%)} \text{ of District 1} = 785000 / 10050000 = 7.80\%$$

- List the districts with their loss cost (%)**

Sl. No.	District Name	District Loss Cost
1	District 1	7.80%
2	District 2	8.60%
3	District 3	5.40%
4	District 4	3.20%
5	District 5	4.60%

Low	District Loss Cost < 1/3 percentile value
Medium	District Loss Cost >= 1/3 and < 2/3 percentile values
High	District Loss Cost >= 2/3 percentile value

1/3 percentile value	4.87%	= PERCENTILE(district Loss Cost,1/3)
2/3 percentile value	7.01%	= PERCENTILE(district Loss Cost,2/3)

### iii. Define Coverage Level

- a) **Estimation of the Area Insured (in ha):** The area insured for the ensuing season would be estimated on the basis of previous years the districts within State based on the fair judgment. The State Government would project area insured for the ensuing season for each district-crop combination.

**Illustration: for District 1 with two crops would be estimated**

District Name	Crop	Latest available Area Sown (ha)	Area Insured in Normal Previous Year (in ha)	Existing Penetration (%)	Targeted Penetration (%) *	Estimated Area Insured (ha)
A	B	C	D	E = D / C	F	G = C * F
District 1	Crop1	2900	300	10%	25%	725
District 1	Crop2	1400	490	35%	50%	700

\* Targeted penetration percentage (%) can be decided according to the associated potentiality of the district and other relevant parameters.

- b) **Estimated area insured for current season-year** will be multiplied with sum insured (Rs. /ha) to arrive the Expected Sum Insured (in Rs.) for each and every district-crop combination. The district level Expected Sum insured (ESI) will be the total of each district-crop combination within the districts.

Example given for District 1:

District Name	Crop	Estimated Area Insured (in Ha)	Sum Insured (Rs./ha)	Expected Sum Insured (in Rs.)
A	B	C	D	E = C * D
District 1	Crop1	725	10000	7250000
District 1	Crop2	700	4000	2800000
<b>District 1 Expected Sum Insured (in Rs.)</b>				<b>10050000</b>

- c) In the similar manner calculate Expected Sum Insured (ESI) in Rs. for all the districts.  
d) Calculate 1/3 and 2/3 Percentile values of Expected Sum Insured (ESI) for entire district within State. Define Coverage Level as per following percentile values:

<b>Coverage Level</b>	<b>Percentile</b>
Low	District ESI < 1/3 percentile value
Medium	District ESI >= 1/3 and < 2/3 percentile values
High	District ESI >= 2/3 percentile value

1/3 percentile value	$3500000 = \text{PERCENTILE}(\text{DistrictESI},1/3)$
2/3 percentile value	$8833333 = \text{PERCENTILE}(\text{DistrictESI},2/3)$

1/3 percentile value	$3500000 = \text{PERCENTILE}(\text{DistrictESI},1/3)$
2/3 percentile value	$8833333 = \text{PERCENTILE}(\text{DistrictESI},2/3)$

<b>District Name</b>	<b>Expected Sum Insured (inRs.)</b>	<b>Coverage Level</b>
District 1	10050000	High
District 2	90000000	High
District 3	85000000	Medium
District 4	10000000	Low
District 5	700000	Low

<b>Risk Level</b>	<b>Coverage Level</b>	<b>Code</b>
High Risk	High Coverage	1
Medium Risk	High Coverage	2
Low Risk	High Coverage	3
High Risk	Medium Coverage	4
Medium Risk	Medium Coverage	5
Medium Risk	Low Coverage	8
Low Risk	Low Coverage	9

e) Allocation of codes to different districts:

- Arrange the districts in any order.
- Write risk level and coverage level corresponding to each district.
- On the basis on above code table allot codes to each district.
- Arrange the districts in ascending order of allotted codes.
- Write ESI against each district in next column and arrange ESI in descending order of the district within the same code.

**Illustration:**

District Name	Expected Sum insured (in Rs.)	Risk Level	Coverage Level	Code
District 1	10050000	High Risk	High	1
District 2	9000000	High Risk	High	1
District 3	8500000	Medium Risk	Medium	5
District 4	1000000	Low Risk	Low	9

Cluster1		Cluster2		Cluster3	
District Name	ESI (in Rs.)	District Name	ESI (in Rs.)	District Name	ESI (in Rs.)
District 1	10050000	District 2	9000000	District 3	8500000
		District 5	700000	District 4	1000000
	<b>10050000</b>		<b>9700000</b>		<b>9500000</b>

For other codes, the distribution may be done to achieve balancing of ESI.

- f) Make suitable minor changes in the distribution of districts to clusters for achieving the objective of clustering.

#### **Applicable conditions for Clustering/ Clubbing of districts:**

- i. Within the cluster Insurance Companies would be required to quote premium rates for all district-crop combination for their bids to be evaluated.
- ii. Company not quoting even for one of the total district-crop combinations within the cluster would be disqualified for the bidding period.
- iii. There would be no further negotiations with the L1 bidder to accept L1 rates of other bidder for any district crop combination i.e. the rates quoted by the L1 bidder for different district-crop combination would be applicable within the cluster. Bidding and negotiation conditions will be as per CVC guidelines vide its circular nos. No.005/CRD/012 dated 03rd March 2007 & No.005/CRD/012 dated 20th Jan 2010.
- iv. L1 bidder shall not be permitted to surrender partial clusters/districts. If any company declines after being declared L1, the company may be barred to implement crop insurance scheme for the coming 1 season in the concerned State and the L2 may be given the cluster for implementing the crop insurance scheme at L1 district-crop combination rates and so on to L3, L4 bidders as per the consent of insurance company. Such bidders will be required to furnish appropriate reasons for withdrawal/surrender in writing to Ministry of Agriculture & Farmer's Welfare, Govt. of India within 10 days from opening of the bids to enable further corrective measures and appropriate administrative & legal action against defaulting bidders.

### **Selection of Implementing Agency:**

#### **Illustration:**

Weighted Premium Rate (%) for companies		
X	Y	Z
0.044289	0.046435	0.044221
4.43%	4.64%	4.42%

**L1 in Cluster1 is company (Z).** Similar process would be followed other clusters.

#### **Method 2**

Agriculture output in the area/ district is influenced by the agro-climatic conditions of that area/district. On the basis of the variation in agriculture output (crops) in each district during the last 10 years, districts may be divided in to three categories of low, moderate and high risks to agriculture. If variation in agriculture output in the district during the last 10 years worked out to be plus minus <15% then district may be categorized as low risk. Similarly, districts of variation ranging plus minus 16-30% may be categorized of moderate risks and variation of plus minus >30% as high risks districts to agriculture operations. Accordingly all districts of the State would be identified as low/moderate/high risk. Number of clusters to be formed shall be decided according to total no. of districts in the State. Total no. of each category of low, moderate and high risks districts shall be divided by no. of clusters to be formed in the State. Then, equal no. of low risk districts shall be selected randomly for each cluster of districts. Similarly, moderate and high risks districts would be selected.

#### **Example:**

State— UP, No. of districts – 75

Based on the last 10 years variation in output, category-wise No. of districts identified:

Low risks 40, Moderate risks 20, High risks 15,

No. of clusters (of preferably 15-20 districts each) to be formed:  $75/19 = 3.95$  say 4

Then, no. of low risks districts in each cluster:  $40/4 = 10$

Similarly, moderate risks districts:  $20/4 = 5$  and high risks districts:  $15/4 = 3.75$  say 4 As such,

Sample calculation to find L1:

Table-1: Calculation to arrive company's weighted average premium in a district of the cluster

Cluster	Formation of clusters				
	No. of low risks districts	No. of moderate risks districts	No. of high risks districts	Total districts in cluster	
C 1	10	5	4	19	
C 2	10	5	4	19	
C 3	10	5	4	19	
C 4	10	5	3	18	

District: D1 Company –Y

Crops Notified in a District of the Cluster	Expected Area to be insured (in ha)	Notified SI per ha (Rs.)	Total SI (Rs. Lakh)	Premium Quoted by company	Premium Amount (Rs. Lakh) X(% of SI)
Paddy	10000	30000	3000	5	150
Maize	6000	20000	1200	10	120
Cotton	8000	35000	2800	12	336
Arhar	9000	50000	4500	15	675
Groundnut	5000	40000	2000	13	260
Above all crops	38000		13500		1541

District: D1 Company –Z

Crops Notified in a District of the Cluster	Expected Area to be insured (in ha)	Notified SI per ha (Rs.)	Total SI (Rs.Lakh)	Premium Quoted by company Z(% of SI)	Premium Amount (Rs. Lakh)
Paddy	10000	30000	3000	7	210
Maize	6000	20000	1200	9	108
Cotton	8000	35000	2800	11	308
Arhar	9000	50000	4500	15	675
Groundnut	5000	40000	2000	14	280
Above all crops	38000		13500		1581

Table-2: Calculation to arrive at company's weighted average premium in a cluster of districts

For Company: X

Districts of the Cluster	Expected Area to be insured (in ha)	Total SI (Rs. Lakh)	Premium Amount (Rs. Lakh)	Weighted average Premium of company X(% of SI)
District D1	38000	13500	1541	
District D2	40000	14000	1600	
District D3	35000	13000	1400	
District D4	45000	15000	1650	
District D5	30000	12750	1350	
Above all Districts	188000	68250	7541	11.05

For Company: Y

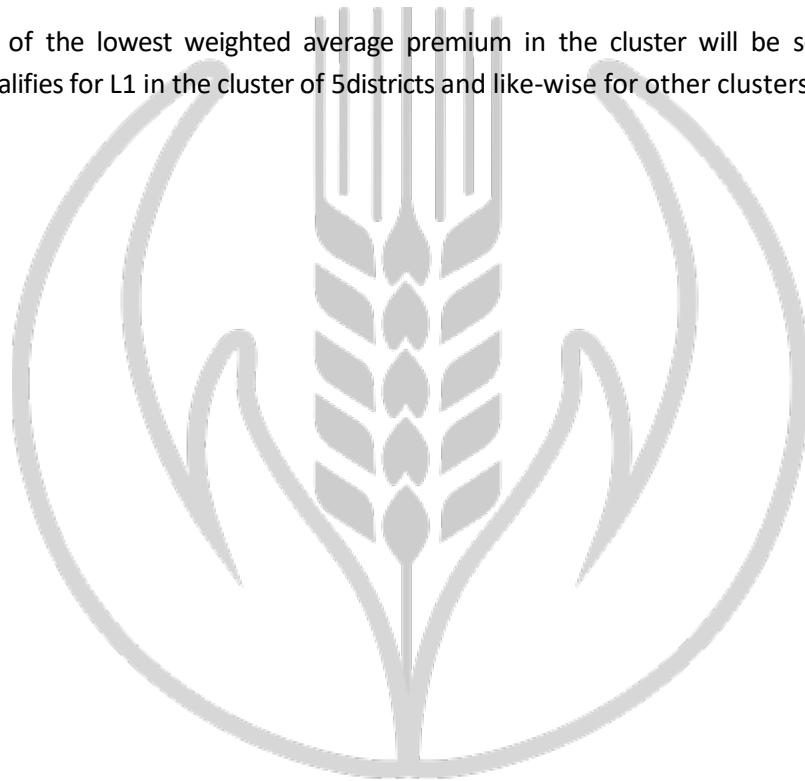
Districts of the Cluster	Expected Area to be insured (in ha)	Total SI (Rs. Lakh)	Premium Amount (Rs. Lakh)	Weighted average Premium of company Y(% of SI)
District D1	38000	13500	1446	
District D2	40000	14000	1500	
District D3	35000	13000	1425	
District D4	45000	15000	1675	
District D5	30000	12750	1400	
Above all Districts	188000	68250	7446	10.91

For Company: Z

Districts of the Cluster	Expected Area to be insured (in ha)	Total SI (Rs. Lakh)	Premium Amount (Rs. Lakh)	Weighted average Premium of company Z(% of SI)
District D1	38000	13500	1581	
District D2	40000	14000	1550	
District D3	35000	13000	1475	
District D4	45000	15000	1600	
District D5	30000	12750	1275	
Above all Districts	188000	68250	7481	10.96

<b>Districts of the Cluster</b>	<b>Expected Area to be insured (in ha)</b>	<b>Total SI (Rs. Lakh)</b>	<b>Premium Amount (Rs. Lakh)</b>	<b>Weighted average Premium of company Z(% of SI)</b>
District D1	38000	13500	1581	
District D2	40000	14000	1550	
District D3	35000	13000	1475	
District D4	45000	15000	1600	
District D5	30000	12750	1275	
Above all Districts	188000	68250	7481	10.96

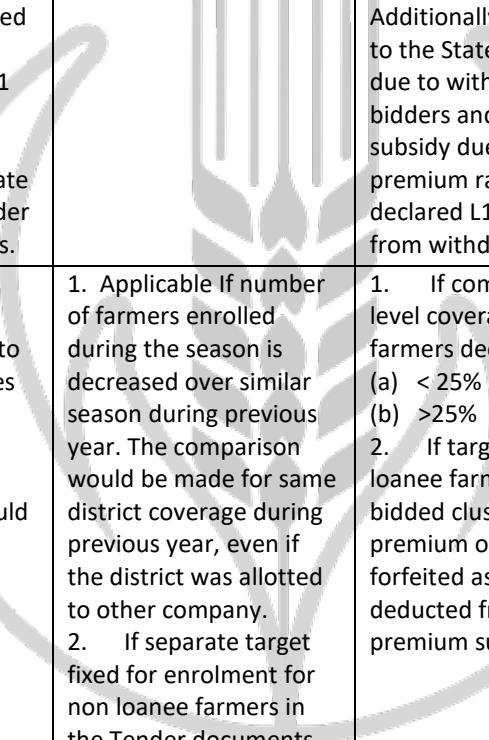
The company of the lowest weighted average premium in the cluster will be selected as L1. Hence, company Y qualifies for L1 in the cluster of 5 districts and like-wise for other clusters and companies.



## Annexure 2

### **Penalty and performance Monitoring/evaluation of Empanelled Insurance Companies**

*(More points indicate more penalty/negative rating)*

S. No.	Topic	Pre-condition/ Remarks	Remarks on Monitoring method	Remarks on Points criteria	Rationale
<b>Key Penalty/Performance Indicators</b>					
1	Withdrawal of Bids after being L1	<p>State follows the OGs for calling for bids and selection of Insurance Company. Post tendering, no additional terms/clauses allowed</p> <p>Announcement of L1 bidder within 3 working days of schedule opening date of bids and work order given within 3 weeks.</p>	<p>Selected L1 bidder withdraws its bid after the announcement of L1 bidder is made and/or work order is released</p> 	<p>If bids are withdrawn by the Insurance Company:</p> <p>a) 1 cluster/state : 5 Points b) &gt; 1 cluster/State : 15 Points</p> <p>Additionally, financial losses, if any, to the State Govt., in retendering due to withdrawal of selected bidders and additional premium subsidy due to increase in actuarial premium rates from previously declared L1 rates, will be recovered from withdrawing L1 bidder.</p>	<p>With a view to ensure well worked out rational rating practice and professional handling of bids</p>
2	Enrolment of loanee and non-loanee farmers	<p>1) At least 30 days marketing window should be available to Insurance Companies post notification.</p> <p>2) Post tendering, separate target should not be entrusted by the State Govt.</p>	<p>1. Applicable If number of farmers enrolled during the season is decreased over similar season during previous year. The comparison would be made for same district coverage during previous year, even if the district was allotted to other company.</p> <p>2. If separate target fixed for enrolment for non loanee farmers in the Tender documents could not achieved by any Insurance Companies.</p>	<p>1. If company-wise at all India level coverage of Non-Loanee farmers decreases by: (a) &lt; 25% : 5 Points (b) &gt;25% : 10 Points</p> <p>2. If target of enrolment of non loanee farmers not achieved in the bidden cluster(s), -1% of Gross premium of such clusters would be forfeited as penalty and shall be deducted from final instalment of premium subsidy.</p>	<p>To increase coverage under the Scheme</p>

3	Settlement of Claims within 21 Days	This clause would be applicable for location-crop combination where yield data is undisputed and received within 'notified and specific cut off date'	All eligible undisputed claims should be released within 21 days from the date of AY uploaded on the GOI Portal subject to receipt of applicable premium subsidy on the business finalised on National Crop Insurance Portal.	% of the undisputed claims remain unpaid at the end of 21 days  <ul style="list-style-type: none"> <li>• between 5% -10 % : 1 Point</li> <li>• between 25 % - 50 % : 5 Points</li> <li>• &gt; 50 % : 10 Points</li> <li>• &gt; 75 % : 15 Points</li> </ul> Penal interest @ 12% per annum will be recovered on admissible pending claims amount, if Insurance Companies keep claims pending beyond 30 days after uploading of AY on Portal and releasing all admissible subsidy for the crop(s) of district, without any genuine reason(s) acceptable to the Government.	
4	District Office and Human resources	1) Applicable only If the district is allotted for at least one year including Kharif and Rabi. 2) If the district is allotted for duration less than one year, the Insurance Company must have a district level representative residing in the district.	a) To be appointed within 1 month in case of functional district office and 15 days in case of district level representative from the date of notification.  b) Opening of Taluka level offices with requisite infrastructure and manpower. The details of offices and human resources deployed at each Taluka and district should be uploaded with three week of award of work or at least two months before the cut off date of enrolment, whichever is later.	1) District Office <ul style="list-style-type: none"> <li>a) If functional district office not set up within 30 days : 5 Points</li> <li>b) If functional district office not set up at all : 15 Points</li> </ul> 2) District Representative <ul style="list-style-type: none"> <li>a) If district representative not placed within 15 days : 5 Points</li> <li>b) If district representative not placed at all : 10 Points</li> </ul> 3) Taluka level office <ul style="list-style-type: none"> <li>a) Taluka level office not setup : 15 points</li> <li>b) Taluka level offices setup after timelines : 5 points</li> </ul>	It will encourage State Govts. to go for long-term tenders

#### Other Performance Indicators:

1	Bidding participation	It should not be mandatory for companies to participate in all clusters within a	Non-serious participation if :  a) Deviation of rate	1) Non-Participation State Level  a) If participated in <50% of States : 2 Points	Non serious participation has been defined with a view to ensure participation in
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	State.	quoted from the weighted L1 rates quoted by companies is <table border="1"> <thead> <tr> <th>Average Rate</th><th>Deviation</th></tr> </thead> <tbody> <tr> <td>&lt;5%</td><td>&gt;75%</td></tr> <tr> <td>&gt;=5% to 10%</td><td>&gt; 75%</td></tr> <tr> <td>&gt; 10%</td><td>&gt; 50%</td></tr> </tbody> </table>	Average Rate	Deviation	<5%	>75%	>=5% to 10%	> 75%	> 10%	> 50%	b) If participated in <25% of States : 5 Points  District Level a) If participated in <50% of clusters : 2 Points b) If participated in <25% of clusters: 5 Points  2) Non-serious participation  a) If non-serious in >25 % clusters and upto 50% of clusters : 10 Points b) If non-serious participation in >50 % of clusters : 20 Points	maximum number of States and clusters by the companies.
Average Rate	Deviation											
<5%	>75%											
>=5% to 10%	> 75%											
> 10%	> 50%											
2	Preparation of brochures, etc.	1) If the notification is delayed and cut-off date is less than 7 days from the date of notification, then this clause will not be applicable	Brochures/Pamphlets/Leaflets, etc. pertaining to crop insurance schemes not be less than half of the number of farmers covered during the previous similar (Kharif/Rabi) season in the district.  Payment to vendor would be the deciding criteria	If printing is less than:  a) 50% : 2 Points b) 25% : 5 Points								
3	Training, workshop, etc	If the notification is delayed and cut-off date is less than 15 days from the date of notification, then this clause will not be applicable	Organization of at least one banker's sensitization programme and not less than 5 farmers awareness Block level/Panchayat level programmes in each district during the season	a) If banker's sensitization programme not conducted : 10 Points  b) farmers awareness programme: < 2 : 5 Points <5 : 2 Points								
4	CCE Co-observance	This clause would be applicable only if State Govt provides CCE schedules timely	co-observance of CCEs scheduled by the concerned department in the district	Between 20 % to 30 % : 10 Points  Less than 20% : 15 Points								
5	Localized loss / Post-Harvest claims	This clause would be applicable only if State Govt provides the required support during surveying	As per time-line for claim disbursement under this cover as per OG.	> 50 % and up to 75 % :2 Points < 50% : 3 points < 25% : 5 points								

**Performance severity of Insurance Company:**

<b>Threshold limit</b>	<b>Severity</b>
<10 Points	Insurance Company nominated for Annual National Award
Up to 20 points	Insurance Company nominated for Technical/RST Pilot Project through Technology Fund
>21 points	Deduction of 1% of total Premium amount for the concerned Insurance Company for the season
>31 points	Deduction of 2% of total Premium amount for the concerned Insurance Company for the season
>41 points	Deduction of 3% of total Premium amount for the concerned Insurance Company for the season
> 51 points	Deduction of 5% of total Premium amount for the concerned Insurance Company for the season
>61 points	Deduction of 7% of total premium for a season - cancellation of renewal/continuation for next season
>71 points	Deduction of 10% of total premium for a season - cancellation of renewal/continuation for next season and de-empanelment of Insurance Company for 1 year
False intimations on any of the above parameters	Investigations to be called against the insurance company and if it is found that company has falsified data - cancellation of renewal/continuation for next season and de-empanelment of Insurance Company for 2 years.

\*All fund collection due to imposition of penalty would go to Technology Fund except penalty due to delay in release of claim by ICs which shall be passed on to the concerned beneficiary farmers. The penalty amount shall be deposited by the concerned ICs within one month of publication of Ranking by GOI.

### **Annexure 3**

#### **Illustrative Evaluation of Efficiency of Nodal Department of the State**

S.No	Service Level Agreement's (SLA's)	Source of data	Monitoring method	Periodicity	Points criteria
<b>Key Performance Indicators</b>					
1	Release of Tender at least 3 months before the commencement of the season  Tender results should be displayed and uploaded on national Portal.	The available information on the National Crop Insurance Portal	Date of Tender Document release and the onset of respective crop season	For each season and scheme separately	Tender result on Portal within stipulated timelines: 5 points
2	Release of Physical Notification/GO by the State at least 2 months before the commencement of the season	The available information on the National Crop Insurance Portal	Date of Notification release and the onset of respective crop season	For each season and scheme separately	<ol style="list-style-type: none"> <li>1. Release of Notification/GO as per timelines : 5 points</li> <li>2. Release of Notification/GO after timelines but before commencement of season : 3 points</li> <li>3. Release of Notification/GO after commencement of season : 0 point</li> <li>4. Release of Notification/GO after commencement of the season but within 60 days of enrolment cut off date : (-2) points</li> <li>5. Release of Notification/GO after commencement of the season but within 15 days of enrolment cut off date : (-5) points</li> </ol>
3	Digital notification on the National Crop Insurance Portal at least 30 days from the commencement of season.	The available information on the National Crop Insurance Portal	Date of complete Digitization of Notification	For each season and scheme separately	<ol style="list-style-type: none"> <li>1. Release of digital notification within timelines : 10 points</li> <li>2. Release of digital notification before commencement of season : 5 points</li> <li>3. Release of digital notification after commencement of season: (-2) points for each fortnightly delay</li> </ol>
4	Level of Notification (Village/GP/Mandal/District)	The available information on the National Crop Insurance Portal	Level	Each season	<ol style="list-style-type: none"> <li>1. If &gt;75% Insurance Unit in a state notified at village/GP level : 5 points</li> <li>2. If &lt; 75% Insurance Unit in a state notified at village/GP level : 0 point</li> </ol>
5	Notification of Maximum Gross Cropped Area	The available information on the National Crop Insurance Portal	Total hectares insured	Both seasons together	<ol style="list-style-type: none"> <li>1. Notified GCA &gt;40% : 15 Points</li> <li>2. Notified GCA between 30 to 40% : 10 Points</li> <li>3. Notified GCA &lt;20% : (-5) Points</li> </ol>

6	Payment of State share of Premium Subsidy to Insurance Company (As prescribed in Operational guidelines)	Computed from the data available on the National Crop Insurance Portal/to State Govt.  Premium Requisition (PR) raised by the concerned Insurance Company on National Crop Insurance Portal/to State Govt.	The premium requisition made on the Portal and the payment actually made by the State.	Based on the requests made for each season and scheme	<ol style="list-style-type: none"> <li>1. Release of premium within timelines : 10 points</li> <li>2. Release of premium after timelines : 0 point</li> </ol>
7	Initiatives and monitoring taken for increasing enrolment of loanee farmers	List of insured farmers on the crop insurance Portal	Increase in number of enrolled loanee farmers over same season of the previous year.	Based on the enrolments made for each season	<ol style="list-style-type: none"> <li>1. &gt; 10% Increase in overall enrolment : 5 points</li> <li>2. 5-10% Increase in overall enrolment : 2 points</li> <li>3. &lt;5% or no Increase in overall enrolments : 0 point</li> <li>4. decrease in overall enrolments : (-5) points</li> </ol>
8	Initiatives taken for increasing enrolment of non-loanee farmers	List of non-loanee insured farmers on the crop insurance Portal	a) Share of non loanee famers in total enrolment	Each season	<ol style="list-style-type: none"> <li>1. If % NL farmers insured w.r.t total farmers insured is &gt;25% : 10 points</li> <li>2. If % NL farmers insured w.r.t total farmers insured is between 10-25% : 5 points</li> <li>3. If % NL farmers insured w.r.t total farmers insured is &lt; 10% : 0 point</li> </ol>
			b) Increase in number of enrolled non-loanee farmers over same season of previous year.		<ol style="list-style-type: none"> <li>1. % Increase over previous season &gt;10% : 5 points</li> <li>2. % Increase over previous season between 5-10% : 2.5 points</li> <li>3. % decrease over previous season : (-5) points</li> </ol>
9	Reporting of CCEs through mobile/ CCE App	The available information on the National Crop Insurance Portal	Total CCEs reported through Mobile/CCE App out of gross no of CCEs planned	For each season	<ol style="list-style-type: none"> <li>1. Reporting of &gt; 90% CCEs through Mobile App : 15 points</li> <li>2. Reporting of between 75% to 90% CCEs through Mobile App : 10 points</li> <li>3. Reporting of between 50% to 74% CCEs through Mobile App : 5 points</li> <li>4. Reporting of &lt;25% CCEs through Mobile App : (-10) points</li> <li>5. No reporting of CCEs through Mobile App: (-15) points</li> </ol>
10	Uploading of TY, AY, Historical Yield data, on Portal	The available information on the National Crop Insurance Portal		For each season	<ol style="list-style-type: none"> <li>1. Uploading of &gt; 90% of data within timelines : 15 Points</li> <li>2. Uploading of between 50% to 90% of data within timelines: 10 Points</li> <li>3. Uploading of between 25% to 49% of data within timelines : 5 Points</li> <li>4. No data uploaded on Portal within timelines : 0 Point</li> </ol>

Other Parameters					
11	Setting up of State Technical Support Unit	Report from the State Govt.	Within 12 months from release of Operational Guidelines		<ol style="list-style-type: none"> <li>Setting up of STSU within timelines : 5 points</li> <li>Non-setting up of STSU or after the timelines : 0 points</li> </ol>
12	Setting up of DGRC and SGRC for settlement of Grievances	Notification issued regarding formation of DGRC and SGRC	Within 60 days after publishing of Operational Guidelines	Based on the details of DGRC/SGRC constituted and uploaded on the Portal	<ol style="list-style-type: none"> <li>Setting of DGRC &amp; SGRC as per timelines : 5 points</li> <li>Setting of DGRC &amp; SGRC after the timelines : 0 points</li> </ol>
13	Preparation of brochures/pamphlets /posters/banners/to be used for publicity.  30 days before the commencement of enrolment	Printed brochures/pamphlets /posters with a report from State Govt.	Pamphlets/ leaflets to be distributed through all channels.	Each season separately Based on information furnished/uploaded on Portal by State Govt	<ol style="list-style-type: none"> <li>Awareness and extension activities as per timelines : 5 point</li> <li>No Awareness and extension activities or after the timelines : 0 points</li> </ol>
14	Folio Distribution by the Banks to Farmers	Report from the National Crop Insurance Portal and from State Govt./SLBC	Report by State Department to MoA&FW uploaded on Portal	Within 60 days after premium cut-off date for each season	<ol style="list-style-type: none"> <li>Folio distribution to &gt; 90% farmers : 5 points</li> <li>Folio distribution to between 75% to 90% farmers : 3 points</li> <li>Folio distribution to between &lt; 75% : 0 point</li> <li>No distribution of Folios : (-5) points</li> </ol>
15	Organizing State level training/capacity building workshops as per the guidelines for Districts Officials for <ul style="list-style-type: none"> <li>• Banks, CSCs and Departmental workers</li> <li>• For Crop Cutting Experiments</li> </ul>	Report from State Department	Report by State Department to MoA&FW within 7 days of workshop and information upload on Portal	At least 60 days from premium cut-off date and Harvesting period each season	<ol style="list-style-type: none"> <li>Organizing Workshops as per timelines : 10 points</li> <li>Organizing Workshops after the timelines : 5 points</li> <li>N workshop organized : 0 point</li> </ol>
16	Setting up of District Level Monitoring Committees in each notified District and fortnightly review	The available information of committees on the National Crop Insurance Portal	Date of formation of DLMC and data of review meetings shared on Portal	upon commencement of each season	<ol style="list-style-type: none"> <li>Setting up of DLMC as per timelines : 10 point</li> <li>Setting up of DLMC after the timelines: 5 point</li> <li>Not Setting up of DLMC as per timelines: 0 points</li> </ol>
17	Constituting Joint Loss Assessment Committee in each notified District	The available information of committees on the National Crop Insurance Portal	Date of formation of committee shared on Portal	upon commencement of each season	<ol style="list-style-type: none"> <li>Setting up of JLAC as per timelines- : 10 point</li> <li>Setting up of JLAC after the timelines : 5 point</li> <li>Not Setting up of JLAC: 0 point</li> </ol>

18	Sharing of CCE Schedule with Insurance Company	The available information on the National Crop Insurance Portal	Sharing of information as per the timelines as prescribed in OGs	For each season	<ol style="list-style-type: none"> <li>Sharing of CCE schedule for &gt; 85% Notified IU Level as per timelines : 5 point</li> <li>Sharing of CCE schedule after timelines : 0 point</li> </ol>
19	Timely approval and sharing of CCE data with stakeholders	The available information on the National Crop Insurance Portal	Within 30 days from final harvest	For each season	<ol style="list-style-type: none"> <li>Approval and sharing of CCE data within prescribed timelines : 5 point</li> <li>Approval and sharing of CCE data after timelines : 0 point</li> <li>Approval and sharing of CCE data after 2 months of prescribed timelines : (-5 points)</li> </ol>
20	Mapping of villages and upper Revenue/Administrative hierarchy with Census Codes and mapping of AWS/Back up AWS with village census codes	The available information on the National Crop Insurance Portal	Total villages/AWS/Backup AWS actually mapped against gross no of villages	Before commencement of the season	<ol style="list-style-type: none"> <li>Completion of 100% mapping before digitization of Notification within timelines : 5 point</li> <li>Request for any change/updation after digitization of Notification : 0 point</li> </ol>
21	Use of new technology, RST, NDVI and smart sampling for crop health monitoring, loss assessment and dispute/ grievance redressal at State Level.	The available information on the National Crop Insurance Portal and report by the State Govt.	Use of Technology vs conventional modes employed	For each season	<ol style="list-style-type: none"> <li>Use of Technology : 10 points</li> </ol>

#### Performance Severity of States

Threshold limit	Severity
Non-Payment of State Share of Premium subsidy	1% additional Interest per month after 3 months from date of premium requisition by Insurance Company
>300 points	Nomination for National Award on PMFBY Implementation
>200-300 points	No central financial assistance for technology upgradation to States
<100-200 points	States categorised as non-serious States (Non performers).
<100 points	No Central subsidy assistance to States on Premium

\* Provisional ranking of State shall be released on seasonal basis. However, final ranking will be release on yearly basis and incentives/disincentives shall be applied on the basis of final ranking

\* The total score for both seasons and the score obtained in annual criteria shall be considered for determining the performance as per the table above.



**Department of Agriculture, Cooperation and Farmers Welfare**  
**Ministry of Agriculture & Farmers Welfare**  
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GOVERNMENT OF INDIA  
MINISTRY OF AGRICULTURE AND FARMERS WELFARE  
DEPARTMENT OF AGRICULTURE AND FARMERS WELFARE

**LOK SABHA**  
**UNSTARRED QUESTION NO. 1506**  
TO BE ANSWERED ON 12<sup>th</sup> DECEMBER, 2023

**NEW AGRICULTURAL SCHEMES**

1506. SHRI NALIN KUMAR KATEEL:

SHRI D.K. SURESH:

Will the Minister of AGRICULTURE AND FARMERS WELFARE कृषि एवं किसान कल्याण मंत्री be pleased to state:

- (a) the total number of new initiatives/schemes/ programs to benefit farmers launched by the Government for the last five years;
- (b) whether the Government has reviewed the performance of implemented schemes and if so, the details thereof;
- (c) whether the Government proposes to remove obstacles hindering the progress of the scheme; and
- (d) if so, the response of the Government thereto?

**ANSWER**

THE MINISTER OF AGRICULTURE AND FARMERS WELFARE  
कृषि एवं किसान कल्याण मंत्री (**SHRI ARJUN MUNDA**)

- (a) Details of new initiatives/schemes/ programs launched by the Ministry of Agriculture and Farmers Welfare for the welfare of farmers during recent years are given in the **Annexure**.
- (b) to (d): An evaluation of Centrally Sponsored Schemes in Agriculture, Animal Husbandry and Fisheries sectors was done by Development Monitoring and Evaluation Office (DMEO), NITI Aayog in 2020. The report finds the Centrally Sponsored Schemes implemented by the Ministry of Agriculture and Farmers Welfare highly relevant for the development of agriculture sector as well as welfare of farmers of the nation and

therefore, recommended for its continuation. Implementation of these schemes is closely monitored and reviewed at higher level on a regular basis, and the government engages in continuous consultations with all relevant stakeholders in order to ensure that any challenges or hindrances are promptly identified, and appropriate remedial actions are taken in a timely manner.

**Annexure****A brief of major schemes/initiatives launched by the Department of Agriculture and Farmers Welfare in recent years**

<b>SI No.</b>	<b>Scheme/ Initiatives</b>	<b>Brief description</b>
1.	Pradhan Mantri Kisan Samman Nidhi (PM-KISAN)	PM-KISAN is a central sector scheme launched on 24th February 2019 to supplement financial needs of land holding farmers, subject to exclusions. Under the scheme, financial benefit of Rs. 6000/- per year is transferred in three equal four-monthly installments into the bank accounts of farmers' families across the country, through Direct Benefit Transfer (DBT) mode. Till now, Rs. 2.81 lakh crores have been transferred through Direct Benefit Transfer (DBT) to more than 11 crores beneficiaries (Farmers) through various instalments.
2.	Pradhan Mantri Kisan Maan Dhan Yojana (PM-KMY)	In order to provide financial support and security to the most vulnerable farmer families, Government launched Pradhan Mantri Kisan Maandhan Yojana w.e.f. 12.09.2019 to provide pension benefits to small and marginal farmers. PM KMY is meant for Small and Marginal Farmers falling in the entry age between 18 to 40 years having cultivable land up to 2 hectares The scheme seeks to provide Rs 3,000/- monthly pension to the Small and Marginal Farmers once they attain 60 years of age. As of now total number of farmers enrolled under the scheme is 23.38 Lakhs. .

3.	Pradhan Mantri Fasal Bima Yojana (PMFBY)	<p>PMFBY was launched in 2016 in order to provide a simple and affordable crop insurance product to ensure comprehensive risk cover for crops to farmers against all non-preventable natural risks from pre-sowing to post-harvest and to provide adequate claim amount. The scheme is demand driven and available for all farmers. A total of 5549.40 lakh farmer applications were insured under the scheme since 2016-17. Total Rs 150589.10 crore has been paid as claim.</p>
4.	Interest Subvention Scheme (ISS) & Kisan Credit Card Saturation Drive	<p>The Interest Subvention Scheme (ISS) provides concessional short term agri-loans to the farmers practicing crop husbandry and other allied activities like animal husbandry, dairying and fisheries. ISS is available to farmers availing short term crop loans upto Rs.3.00 lakh at an interest rate of 7% per annum for one year. Additional 3% subvention is also given to the farmers for prompt and timely repayment of loans thus reducing the effective rate of interest to 4% per annum. The benefit of ISS is also available for post-harvest loans against Negotiable Warehouse Receipts (NWRs) on crop loans for a further period of six months post-harvest to small and marginal farmers having Kisan Credit Cards (KCCs), on occurrence of natural calamities and severe natural calamities. Under KCC saturation drive announced in 2020. As on 20-10-2023, 482.73 lakh new KCC applications have been sanctioned with a sanctioned credit limit of Rs. 5,47,819 crore as part of the drive.</p>

5.	Formation and Promotion of 10,000 Farmer Producer Organizations (FPOs)	<p>The Government of India has launched the Central Sector Scheme (CSS) for “Formation and Promotion of 10,000 Farmer Producer Organizations (FPOs)” in the year 2020. Formation &amp; promotion of FPOs are to be done through Implementing Agencies (IAs), which further engage Cluster Based Business Organizations (CBBOs) to form &amp; provide professional handholding support to FPOs for a period of 05 years including preparation and execution of business plan for the concerned FPOs for ensuring better marketing opportunities &amp; market linkages on sustainable basis. As on 31.10.2023, total 7476 FPOs were registered under the scheme in the country.</p>
6.	Agriculture Infrastructure Fund (AIF)	<p>In order to address the existing infrastructure gaps and mobilize investment in agriculture infrastructure, Rs 1 lakh crore Agri Infra Fund was launched under Aatmanirbhar Bharat Abhiyan in 2020. The Agriculture Infrastructure Fund is a medium - long term debt financing facility for investment in viable projects for post-harvest management infrastructure and community farming assets through interest subvention and credit guarantee support.</p> <p>As on 17-11-2023, Rs.32,042 Crores have been sanctioned for 42,447 projects under AIF, out of this total sanctioned amount, Rs 25,504 Crores is covered under scheme benefits. These sanctioned</p>

		projects have mobilized an investment of Rs 54,487 Crores in agriculture sector.
7.	National Mission on Edible Oil-Oil Palm (NMOE-OP)	A new Centrally Sponsored Scheme namely, National Mission on Edible Oil (NMOE)-Oil Palm (NMOE-OP) has been launched by Government of India to promote oil palm cultivation for making the country Aatamnirbhar in edible oils with special focus on North-Eastern States and A&N Islands. The Mission will bring additional area of 6.5 lakh ha under Oil Palm plantation with 3.28 lakh ha in north-eastern states and 3.22 in Rest of India in next 5 years from 2021-22 to 2025-26.
8.	National Beekeeping & Honey Mission (NBHM)	Keeping in view the importance of beekeeping, a new Central Sector Scheme entitled National Beekeeping & Honey Mission (NBHM) was launched in 2020 under Atma Nirbhar Bharat Abhiyan for its implementation in the field for overall promotion and development of scientific beekeeping & to achieve the goal of “Sweet Revolution”.
9.	National Mission on Natural Farming (NMNF)	Government is promoting Natural Farming since 2019-20 through a sub-scheme “Bhartiya Prakratik Krishi Paddhati – (BPKP)” under Paramparagat Krishi Vikas Yojna (PKVY). Under BPKP, 4.09 lakh ha area has been covered in 8 states+

10.	Minimum Support Price (MSP)	<p>The Govt. adopted the new MSP policy in 2018 based on recommendation of MS Swaminathan Commission. Government has increased the MSP for all mandated Kharif, Rabi and other commercial crops with a return of at least 50 per cent over all India weighted average cost of production from 2018-19. MSP for Paddy (common) has increased to Rs. 2183 per quintal in 2023-24 from Rs. 1310 per quintal in 2013-14. MSP for Wheat increased from Rs. 1400 per quintal in 2013-14 to Rs. 2125 per quintal in 2022-23.</p>
11.	International Year of Millets	<p>Since the declaration of the International Year of Millets (IYM) 2023 by the UNGA in 2021, Government has taken a proactive multi stakeholder engagement approach to achieve the aim of IYM 2023 and taking Indian millets globally. In order to investigate the gaps and challenges across the millets value chain and implementation of suitable solutions, 6 task forces were constituted. Also, 25 seed-hubs have been established to ensure availability of quality seed of latest improved varieties of Nutri cereals in the country. Millet missions have been launched across 13 states including Odisha, Tamil Nadu, Chhattisgarh, Assam, Karnataka, Madhya Pradesh, Maharashtra, Uttarakhand, Uttar Pradesh, Bihar, Himachal Pradesh, Gujarat and Rajasthan. More than 500 start-ups and 350 FPOs have been established and are operational in the millet ecosystem as of now.</p>

12.	Promotion of Drone Technology in Agriculture	<p>Looking into the unique advantages of drone technologies in agriculture, a Standard Operating Procedures (SOPs) has been released. In order to make this technology affordable to the farmers and other stakeholders of this sector, financial assistance @ 100 % cost of drone together with the contingent expenditure is provided for its demonstration on the farmers' fields. So far an amount of Rs. 138.82 crores have been released towards Kisan drone promotion.</p>
13.	Namo Drone Didi	<p>The Government has recently approved a Central Sector Scheme for providing drones to the Women Self Help Group (SHGs) for the period from 2024-25 to 2025-26 with an outlay of Rs. 1261 Crores. The scheme aims to provide drones to 14500 selected Women Self Help Group (SHGs) for providing rental services to farmers for agriculture purpose (application of fertilizers and pesticides). Under this Scheme, Central Financial Assistance @ 80% of the cost of drone and accessories/ancillary charges upto a maximum of Rs. 8.0 Lakhs will be provided to the women SHGs for purchase of drones. The Cluster Level Federations (CLFs) of SHGs may raise the balance amount (total cost of procurement minus subsidy) as loan under National Agriculture Infra Financing Facility (AIF). Interest subvention @ 3% on the AIF loan will be provided to the CLFs. The Scheme will help in infusing advance technology in agriculture for improved efficiency, enhanced crop yield and reduced cost of</p>

		operation for the benefits of farmers. The scheme will also provide sustainable business and livelihood support to SHGs and they would be able to earn additional income of at least of Rs. 1.0 lakh per annum.
14.	Agri Startups	Under RKVY Agri-startup Programme, since 2019-20, 1259 Start-ups have been selected and Rs. 83.67 crore released as grants-in-aid for funding these Start-ups.
15.	Agristack	<p>It is a federated architecture for better planning, monitoring, policy making, strategy formulation and smooth implementation of schemes. AgriStack architecture has the following foundational layers: -</p> <ul style="list-style-type: none"> <li>• Core registries</li> <li>• Base databases</li> <li>• Farmers Database: Farmers ID linked with land records</li> <li>• Geo-referencing of plots</li> <li>• Crop Survey, Crop planning and</li> <li>• Soil Mapping, Soil Fertility</li> <li>• Unified Farmers Service Interface for state.</li> <li>• Data Exchange</li> </ul>

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