



Government of Kerala

Administration Manual for Transferred Functions: Krishi Bhavan

(Prepared by KILA under KLGSDP)

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GOVERNMENT OF KERALA

Abstract

Local Self Government Department - Kerala Local Government Service Delivery Project (KLGSDP) - Administration Manual for Transferred functions: Krishi Bhavan - Approved - Orders issued.

LOCAL SELF GOVERNMENT (DA) DEPARTMENT

G.O.(Rt)No.1831/2017/LSGD

Dated, Thiruvananthapuram, 02.06.2017

Read :- (1) G.O(Rt) No.1652/15/LSGD dated 01.06.2015
(2) G.O(Rt) No.2420/16/LSGD dated 11.08.2016.
(3) Letter No. 49/2015/KLGSDP dated 22/05/2017 received from the Project Director, KLGSDP

ORDER

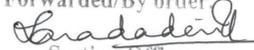
As per Government Order read as 1st and 2nd paper above, a Manual Vetting Committee and a Sub Committee were constituted for vetting and quality assurance of various manuals prepared under Kerala Local Government Service Delivery Project (KLGSDP). After detailed deliberations, the Manual Vetting Committee held on 02.05.17 decided to approve the Administration Manual for Transferred functions: Krishi Bhavan in principle subject to the incorporation of certain comments/suggestions of the Committee. In compliance with the directions of the Manual Vetting Committee the manual has been modified and forwarded to Government for apex approval.

2) Government have examined the matter in detail and are pleased to approve the Administration Manual for Transferred functions:Krishi Bhavan prepared by Kerala Institute for Local Administration (KILA) under Kerala Local Government Service Delivery Project (KLGSDP).

By Order of the Governor
A.K.MOHANA KUMAR
Joint Secretary to Government

To
The Project Director, KLGSDP.
The Director of Panchayats, Thiruvananthapuram,
The Director, Urban Affairs Department, Thiruvananthapuram.
The Director, KILA, Thrissur.
The Director, Local Fund Audit, Thiruvananthapuram.
The State Performance Audit Officer (SPA0)
The Secretaries, All Districts Panchayats.(Through Director of Panchayats)
The Executive Director, IKM, Thiruvananthapuram,
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Copy to :-
Private Secretary to M(LSG&WM)
Personal Secretary to Principal Secretary, LSGD.
Personal Secretary to Special Secretary, LSGD.

Forwarded/By order

Section Officer

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ACRONYMS

AA	- Agricultural Assistant
AO	- Agricultural Officer
ATMA	- Agricultural Technology Management Agency
BLBC	- Block Level Bankers Committee
CADA	- Command Area Development Authority
CDS	- Centre For Development Studies
DDO	- Drawing And Disbursing Officer
EC	- Electrical Conductivity
FPO	- Farmers Producers Organisations
HADA	- Hill Area Development Authority
IWMP	- Integrated Watershed Management Programme
KPR	- Kerala Panchayat Raj
LAD	- Local Administration Department
LC	- Liability Certificate
LLMC	- Local Level Monitoring Committee
LSGD	- Local Self Government Department
MGNREGS	- Mahatma Gandhi National Rural Employment Guarantee Scheme
MKSP	- Mahila Kissan Shakthikaran Pariyojana
NLC	- No Liability Certificate
NWDPR	- National Watershed Development Programme For Rain Fed Area
PLADC	- Panchayat Level Agricultural Development Committee
PPL	- Plant Protection Chemicals
RTI	- Right To Information
SHG	- Self Help Group
SPIO	- State Public Information Officer
WGDP	- Western Ghat Development Programme
WLADC	- Ward Level Agricultural Development Committee

Introduction

1.1. Background

The institutional system of Krishi Bhavan is the effective structure for agricultural extension activities. In fact, the Department of Agriculture makes a presence in all the Grama Panchayats through Krishi Bhavans. (Kerala Agricultural Policy 2015, <http://www.keralaagriculture.gov.in/> as on 26/6/15). The Krishi Bhavan established at Panchayat level in the year 1987 functions at grass roots level as well as technical, facilitating agency to farming community via schemes implemented through Local Governments and the Department of Agriculture. Each Krishi Bhavan is managed by technically qualified Agricultural Officers and supported by Agricultural Assistants. This system is to strengthen and sustain the effective service delivery of the Department of Agriculture at the grass roots level.

The functions, institutions and schemes of Government related to the matters included in the 3rd, 4th and 5th Schedule of the Kerala Panchayat Raj Act, 1994 and in the 1st schedule of the Kerala Municipality Act, 1994 has been transferred to the concerned local bodies as per G.O (P) 189/95/LAD dated 18/09/1995 given in **Annexure 1.1**. Government had also directed the heads of the various departments to issue orders showing the details of transfer of institutions to the appropriate LSGIs and the posts transferred from the concerned offices. The Krishi Bhavan was transferred to the Grama Panchayat along with the posts sanctioned and staff, wealth, assets and liabilities with effect from 02/10/1995, as per Order No. TP (1) D 40258/95 dated 27/09/1995 of the Director of Agriculture, Thiruvananthapuram,

At present, the Krishi Bhavan in the Grama Panchayat is functioning as a technical institution which carries out the functions transferred to the Grama

Panchayat on agriculture. Together with this, various State and Centrally Sponsored projects are also being implemented as part of the Government department system through the Krishi Bhavans.

1.2. Objective and Scope of this Manual

- i. The objective of the manual is to let the Grama Panchayat and the officials transferred from the line department clearly understand their respective roles and responsibilities in carrying out functions which have been assigned to the Grama Panchayat. However, since the functions retained by the State Government are also implemented within the jurisdiction of the Grama Panchayat, it is rational that those will be of interest to the Grama Panchayat. Information on the retained functions will help the Grama Panchayat to align and converge its activities with that of the State Government. Grama Panchayat will also be able to mobilise the people and provide other support in implementation. Keeping that in mind, this manual not only deals with functions transferred to the Grama Panchayats but also mentions the activities retained by the State Government for taking holistic view of the functioning of the transferred institution.
- ii. Exclusion Clause: The Manual is an evolving document and the Director, KILA and Director of Panchayats will accept and incorporate valid suggestion and feedback.

1.3. Functions of Grama Panchayat in Agriculture Sector

The Schedule III of the Kerala Panchayat Raj Act 1994 lists the following as the functions of Grama Panchayats in the agricultural sector:

1.3.1. Mandatory Functions

1. Protection of public land against encroachment
2. Maintenance of traditional drinking water sources
3. Preservation of ponds and other water tanks
4. Maintenance of waterways and canals under the control of GramaPanchayats
5. Maintenance of environmental hygiene
6. Vector control

1.3.2. Sector wise Functions

1. Cultivate wastelands and marginal lands.
2. Ensure optimum utilization of land.
3. Soil protection
4. Production of organic manure.
5. Establishment of nurseries.
6. Encourage the system of co-operative group farming.
7. Organise self-help groups among farmers
8. Encourage horticulture and vegetable cultivation.
9. Fodder development.

10. Plant protection.
11. Seeds and seedlings production.
12. Farm mechanisation.
13. Management of Krishi Bhavans.

1.3.3. General Functions

1. Collection and updating of essential statistics
2. Ensuring maximum peoples' participation at all stages of development
3. Inculcating environmental awareness and motivating local action for environmental upgradation

1.3.4 Statutory Functions of Agricultural Officers

1. Fertilizer Inspector
2. Insecticide Inspector
3. Reporting Officer under Kerala Paddy and Wetland Conservation Act, 2008.
4. Convener, Local Level Monitoring Committee under Kerala Paddy's Wetland Act.

At the same time, the Krishi Bhavans have been executing those functions also that they were carrying out earlier and performing many Centrally and State sponsored schemes and tasks as part of the primary target of protecting the agricultural sector to increase production and productivity.

Service and Responsibilities

Agriculture sector is one area where the Grama Panchayats have a critical role to play as per the Panchayat Raj Act of 1994. The responsibilities to be carried out by the Grama Panchayat in the agricultural sector as per Schedule III of the Kerala Panchayat Raj Act are given in Para 1.2 of Chapter 1 of this Manual.

2.1. Cultivate Wastelands and Marginal lands

2.1.1 Carry out Cultivation in Barren Marginal and Fallow Lands

i. Barren Land

Barren land in agricultural sector is meant that a land area devoid of tree or agriculture crops. This land property could be under the possession of an individual or without possession, poramboke, or public place. At present the land may not be suitable for agriculture, not suitable for cultivation or may be made eligible for cultivation. It could be either land area, or banks of water streams, or marsh lands.

ii. Fallow land

Those lands which are kept uncultivated for three continuous years may be treated as fallow land. If this land is under the possession of an individual. Non-cultivation may be due to either financial reasons, or lack of interest in agriculture, or technical difficulties for carrying out cultivation (type of soil, availability of water).

2.1.2. How to Identify

i. Study Activity

- a. Every Grama Panchayat after getting elected should carry out a study as mentioned below within a period of 6 months from taking over the office to update the existing data bank related to Barren Land and Fallow Land
- b. The Grama Panchayat shall constitute Ward Level Agricultural Development Committee (WLADC) in each ward consisting of maximum 10 members. The Committee shall include representatives from various samithies working in association with Krishi Bhavan in that particular ward, which includes Padasekhara Samithies, Farmers Interest Groups, Kera Samithies, Vegetable Clusters, ward level ADS representative and ward convener, progressive farmers and three nominees to be nominated by ward member.
- c. WLADC should identify fallow/barren land with the help of satellite map available at KSREC/Land Use Board. The same should be confirmed by field verification.
- d. With the help of the Village Officer, assess the possession and boundaries in the case of poramboke and public land.
- e. In the case of land under private possession, the team members should meet the owner in person and ask reasons for non-cultivation.
- f. The reasons like personal lack of interest, limitations of time in carrying out cultivation, financial hurdles, technical reasons for agriculture in the specific land, other reasons should be marked after classifying them and suitably tabulated.

ii. Follow-up Activities

- a. The Krishi Bhavan should provide necessary technical advice after studying the issue, if the reason for non-cultivation is technical. It should take steps to make available other technical assistance as and when required.
- b. If it is due to lack of money, financial aids should be arranged through loans or integration with Government schemes.
- c. The Agricultural Officer should initiate steps necessary to take legal action as per the provisions of Paddy and wet land Conservation Act 2008 & the Land Utilization Order, if necessary, steps against those who utilize agricultural land for other purposes and report to the revenue officials. The Agricultural Officer is the convener of Local Level Monitoring Committee (LLMC). The Agricultural Officer has the right to recommend in the committee, if necessary, 10 cents land reclamation for persons who do not have a house of their own. The Agricultural Officer also plays the role of reporting officer to the Revenue Divisional Officer.

- d. The panel assigned with this task should prepare the list of land owners who are not willing to cultivate even after providing sufficient support.
- e. The Agricultural Assistant in charge of each ward should discharge this task.
- f. The report should also mention specifically if the paddy lands are reclaimed or used for purposes other than agriculture.
- g. The Agricultural Officer should collect the following information from the ward level committees and classify them and submit to the Grama Panchayat committee: the farm-plan that could be implemented in each land, details of the owner, reason for non-cultivation, and the location of the land.
- h. The Grama Panchayat Level Agricultural Development Committee constituted as per Government Order should examine this report and also fix the norms and rates that can be paid to the owner for taking the fallow land on lease/temporary possession, and with the technical advice of the Agricultural Officer, should recommend to the Grama Panchayat, the amount to be paid by the farmer to the land owner for temporary taking over the fallow /barren land for agricultural purposes for 3 years, at an affordable rate for each land. It should also decide the minimum and maximum area that can be allotted to each beneficiary.
- i. The Grama Panchayat should notify the details of the these lands that may be made available for the purpose of temporary taking over for agricultural purposes and the amount to be paid by the farmer to the land owner on the notice boards of the Grama Panchayat institutions and it should also be on the Grama Panchayat web site and other medias.
- j. Advertisements also should be given for receiving applications for cultivation from local farmers and co-operative Self Help Groups (SHGs).
- k. The applications should be received through the respective ward member Ward Sabhas, Ayal Sabhas, and Sevagram Grama Kendras.

iii. Fixing Priorities

- a. The Grama Panchayat shall fix priority criteria for allotting the land and shall publish it through a notification as laid in Kerala Panchayat Raj (Manner of Publication of Notification and Notices) Rules, 1996. Based on this criteria priority of the applications received from the ward committees shall be fixed.
- b. The prioritization should be carried out by Grama Panchayat Level Agricultural Development Committee.
- c. The priority should be fixed based on agricultural experience, main source of livelihood, financial situation, and prospect of success.

- d. The Self-help Farmers collectives should be given preference in the applications.
- e. The collectives/individuals thus selected should sign an agreement in stamp paper with the owner regarding the remuneration fixed by the Grama Panchayat, the period for which the land has been taken over temporarily for agricultural purposes through the concerned ward committees.
- f. The Panchayat Level Agricultural Development Committee (PLADC) is empowered to take legal action against the concerned in case any provision of the agreement is breached.
- g. The Agricultural Officer should take up the responsibility of signing the agreement between the farmer, Owner of the land and the Grama Panchayat on the Resolution of the Grama Panchayat and taking legal steps at required stages under the direction of the Grama Panchayat as the Ex-Officio Secretary (Agriculture) of the Grama Panchayat.
- h. Special decision of the PLADC is essential for sanctioning the applications of individuals/farmers collectives from outside the Grama Panchayat in case there are adequate eligible applicants within the Grama Panchayat area.
- i. The PLADC should take the decision regarding the maximum land that may be allotted to individuals and collectives.
- j. The Grama Panchayat may prepare projects for financial assistance subject to the guidelines issued by Government from time to time on Plan formulation.
- k. The Agriculture Officials who are in charge of the ward in each area are accountable for ensuring this assistance.

2.2. Ensure Optimum Utilization of Land

2.2.1. Comprehensive Data Collection

A comprehensive data collection should be conducted at ward level by by WLADC.

- i. The study should be conducted comprehensively which would provide access to information regarding farmers of the area under the ward, i.e. types of farmers, farm lands, land utilisation, and methods of cultivation of crops. The study should include at least the following information like location, reason for keeping fallow, cropping pattern, cropping density, type of farmers i.e. marginal/small/big, details of landless farmers etc. The format for data collection is given in **Annexure 2.1**.
- ii. The Agricultural Officer and the Agricultural Assistant in charge of the WLADC should execute the activities like preparation of questionnaire necessary for this study, providing training, and classification of study details.

- iii. Study Team: WLADC will act as a Study team and the data collection should be carried out. The data entry of all observation based on the survey should be done with the assistance of the Grama Panchayat.
- iv. Data collection could be carried out either by this team or by enumerators who have education above secondary level. The Grama Panchayat will meet financial expenditure in connection with the collection of data at the ward committees' level and classifying them at the Grama Panchayat level as per the project prepared by the Working Group and the Agricultural Officer.

2.2.2. Clinic Level Activity Planning

The consequent clinic-level activities should be planned based on the thorough study conducted at the ward level.

- i. Form groups of farmers based on the priority and type of crops in areas under each ward.
- ii. Arrange orientation at ward level on the basis of cultivation of crops, methods of nurturing, harvesting, and possibilities of marketing.
- iii. All the farmers in each area should be able to be linked with the activities of the ward through micro-level planning and enabling availability of need-based information.
- iv. Farm Plans should be prepared based on extensive information gathered and on the basis of location of land, type of soil, availability of water, marketing chances, and profitable crop combinations.
- v. The Krishi Bhavan is accountable for preparing the Farm Plans.
- vi. The technical services of officials in animal husbandry sector also may be utilized together with the agriculture sector in carrying out propagation of various agricultural models for the effective execution of Farm Plans and publicizing various methods of crop cultivation. Necessary co-ordination for this should be done with the initiative of the Panchayat level Agricultural Development committee.
- vii. Scope for storage, marketing and processing by utilizing local resources may be incorporated with this.
- viii. The Grama Panchayat and the agricultural officials would lead the above mentioned activities for converting fallow and barren lands into effective farm lands, with the aim of maximum agricultural usage of land.
- ix. The Agricultural Officer and the working group of this sector should prepare projects for optimum utilization of farm land for the increase of Production and Productivity of the crops that can be cultivated in the area.
- x. Soil and crop health management should be undertaken in agro clinics at the ward level with the help of WLADC.
- xi. Soil and crop health management clinics (agro clinics) should facilitate the promotion of organic and safe to eat standard of food production at field level.

- xii. Prescription of Agriculture Officers for pesticides, fungicides and weedicides should be made available to needy farmers.

2.3. Soil and Water Conservation (Soil Protection)

Soil and water conservation is the foundation of the agricultural activity.

2.3.1. Watershed Based Activities

Watershed based agricultural planning is the established scientific mode of soil and water conservation. For effective implementation of this activity, watershed based master plan for planning agricultural activities along with soil and water conservation measures should be prepared and implemented scientifically in each watershed area based on this master plan. Various Watershed development programs implemented by different agencies can be integrated while the preparation of master plans.

i. Preparation of micro-level watershed plans

The primary activity in the preparation of watershed based master plan is locating the micro watersheds in the Grama Panchayat area and determining its boundaries based on the Resource Maps.

- a. Watershed study should be done on micro watershed basis.
- b. The WLADC of each wards coming within a micro watershed will act as watershed committee and member of the ward having major area will act as Chairman and Agriculture Assistant as the Convener.
- c. The watershed committee will conduct the study of the watershed area.
- d. The Agricultural Officer with the help of Soil Conservation and Soil Survey Department should carry out the task of marking and fixing the boundaries of micro watersheds in the Grama Panchayat using the available resource maps before initiating the watershed study.
- e. Under the leadership of the committee formed based on watershed, the localities where soil and water conservation activities are to be conducted should be marked after examining the land utilisation map of each watershed area.
- f. If necessary, the study panel should organise a transit walk scientifically through the length and breadth of the watershed area and examine the actual situation; and then suggest water and soil conservation measures required for each area.

ii. Recommending water and soil conservation activities

As a technical expert, the Agricultural Officer should, based on the studies and suggestions , recommend required soil and water conservation measures and activities for each area. Guidance from the Soil conservation & Soil survey Departments may be obtained for this.

iii. Watershed Master Plan

- a. Together with suggestions for soil and water conservation measures, a Comprehensive Master Plan for each watershed area, taking into consideration possible crops and animal husbandry activities for the area, should be prepared under the initiative of the Watershed Committee.
- b. The Watershed based Master Plans should be reviewed and modified, if necessary, once in 5 years.
- c. Agricultural Officer together with the Veterinary Surgeon should lead the activities.
- d. The information in the watershed based master plan should be sorted at the ward levels.
- e. While preparing Farm Plans, the above said information should be utilised and co-ordinated with the watershed based master plans. This work has to be executed by the Agricultural Assistants in charge of each clinic under the supervision of the Agricultural Officer.
- f. The soil and water conservation activities in each watershed area should be decided based on watershed based master plan on a long-term basis.
- g. Annual activities for attaining these long term goals and carrying out emergency activities as and when required will be planned and executed as part of the Grama Panchayat Plans.
- h. The department-level soil and water conservation activities should be co-ordinated with the Comprehensive Master plan.
- i. The Agricultural Officer should provide the technical leadership for preparing annual activities based on the long term and short term goals of the Watershed based Master Plan.
- j. The Grama Panchayat will arrange fund for implementing the above mentioned activities through its Annual Plans.

2.3.2. Methods of Soil and Water Conservation

- i. The Agricultural Officer should recommend the methods for soil and water conservation to be adopted taking into consideration the possibility and requirement of each area and availability of resources. While suggesting methods, Agronomic measures should be given emphasis.
- ii. The services of the officials in the Engineering Wing of the Grama Panchayat should be utilised during the phase of construction activities like gully plugging bunding and for technical activities like preparation of estimate and supervising the execution of activities.

2.3.3. Soil and Water Conservation Activities

- i. As part of the water conservation activities, the Grama Panchayat will renovate public ponds, streams, public wells and other public water bodies in the Grama

Panchayat area, which is a mandatory function of the Grama Panchayat as per Schedule III of the KPR Act 1994.

- ii. Under MGNREGS, labour forecasting and work plans should be prepared base on soil and water conservation measures suggested for each watershed area. There should be convergence of activities of MGNREGS with that of Krishi Bhavan. Watershed master plan based activities undertaken as part of MGNREGS should be integrated with crop production programmes of Krishi Bhavan including Grama Panchayat Projects.
- iii. CADA canal along with the irrigation department shall be renovated.
- iv. The Agricultural Officer, in co-ordination with the Engineering Wing, should give related recommendations in each year to the Working Group.
- v. The Grama Panchayat will motivate the individuals to remove mud/silt to deepen their ponds and wells and other water bodies thus increasing their water storage capacity.
- vi. The Grama Panchayat should conduct the public campaign for constructing rain pits in maximum areas of the Grama Panchayat considering the geographical characteristics before the onset of monsoon for rain water harvesting and recharging of the water table.
- vii. Various institutions like Ayalsabhas, Ward Vikasana Samithies, Grama Sabhas, and methods like seminars and exhibitions shall be utilised as part of the campaign.
- viii. The Agricultural Officer should convene the meeting of Vila Nirnaya Samithy to find out water requirement for existing crops, availability and canal protection/maintenance along with officials of irrigation department, Grama Panchayat authorities and farmers.
- ix. AO, The Veterinary Surgeon, the Engineering Wing of the Grama Panchayat and the field staff of the Primary Health Center will jointly take up the technical leadership of the activity.

2.4. Production of Organic Manure

Organic manure is crucial to protect the natural fertility and physical structure of the soil. Continuous use of chemical fertilizers will shatter the natural structure of the soil and affect the productivity in the long run. Accordingly, the Grama Panchayat is duty bound to reduce the use of chemical fertilizers gradually in the agricultural activities, and encourage the production and use of organic manures.

2.4.1 Source of Organic Manure

The largest source of organic manures in the Grama Panchayat is the various types of organic garbage generated in the Grama Panchayat area. Apart from this, cow dung, goat/poultry litter, etc. are used as organic manures. The important sources of waste in the Grama Panchayat are mentioned below.

- a. Household garbage
- b. Market garbage
- c. Garbage from trading centers
- d. Hotel garbage
- e. Road side garbage
- f. Other garbage

The garbage generated in the Grama Panchayat area is the property of the Grama Panchayat, according to Section 219 E of the Kerala Panchayat Raj Act. Waste disposal is one of the Mandatory functions of the Grama Panchayat. As a result, the Grama Panchayat is liable to plan and execute the activities for converting the garbage produced in the Grama Panchayat into organic manures at the source of generation itself.

2.4.2 Production of Organic Manures

i. Production in households

The Grama Panchayat may promote various methods for the production of organic manure like ordinary/vermi compost units by the following measures.

- a. Promote use of compost units in the household area.
- b. The information on production of vermi compost and technical assistance should be provided to the interested farmers through the Krishi Bhavan.
- c. Incentivise the farmers who are ready to produce organic manure.
- d. Grant small tax exemptions to those households which install effective small compost units. Timely check up should be conducted for ensuring their effectiveness.
- e. The AO should make available the technical information regarding the methods of construction and its maintenance to those families who are willing to install compost units and their periodic evaluation should be done by the Officials concerned.
- f. Solid waste management should be integrated with crop production activities.

ii. Converting hotel/market wastes into organic manure

Treatment of Hotel wastes:

- a. The Grama Panchayat should ensure that arrangements for waste treatment plants are installed in hotel premises, marriage hall premises etc. where large quantity of waste is generated. For this conditions may be provided in the D&O License issued to them.
- b. Biogas plants which simultaneously meet the requirement for fuel and make available organic manure may be recommended at these locations.

- c. In other places, large scale vermi and natural compost units may be recommended.
- d. The Krishi Bhavan should provide necessary technical advice and make available legally applicable benefits to those places where biogas plants, vermi compost/natural compost units are installed.

iii. Industrial Production of Organic manure

- a. The Grama Panchayat shall promote the industrial production of organic manures in the Grama Panchayat area by self-help groups like Kudumbasree/SHG or individuals.
- b. These may be utilized as centers for treating the garbage collected from Grama Panchayat roads and markets.
- c. The Krishi Bhavan can provide necessary technical assistance and make available legally applicable benefits to these enterprises.
- d. The Grama Panchayat and the committees working in the Agricultural sector should adopt steps to facilitate marketing of the manure thus produced in the Grama Panchayat area.
- e. The Agricultural Officer should guide to get approval for this from the concerned authority.
- f. This approved organic manure may be distributed as part of the agricultural activities of the Grama Panchayat under its Plan Programme ensuring the quality of the material.

iv. Converting Public Garbage into Organic manures

- a. The Grama Panchayat, as an institution entrusted with the responsibility of waste management in the Grama Panchayat area, should take up the task of transporting the garbage generated in the public area of the Grama Panchayat to the institutions which produce organic manures industrially.
- b. The Grama Panchayat may enter into agreement with those institutions and based on that, the manure so produced may be collected and distributed to farmers.

v. Promoting Biogas Plants

- a. The Grama Panchayat will promote the installation of biogas plants in the households, hotels, marriage halls (*Kalyana Mandapams*), and markets of the Grama Panchayat wherever possible. It would help conversion of waste into organic manure.
- b. The Krishi Bhavan should provide necessary technical support to individuals and institutions which are willing to install the bio gas plants.
- c. Effective arrangement for waste treatment and organic manure production could be ensured by installing big biogas plants in the large markets of the Grama Panchayat.

- d. The gas available from this project may be supplied to nearby hotels charging a fixed price or can be used for street lighting or lighting remote places where street lighting facilities are not available.
- e. The Grama Panchayat may fix a moderate price for the organic manure produced in consultation with the Principal Agricultural Officer and the same may be supplied to the farmers.
- f. The Agricultural Officer should provide the technical supervision and take all responsibilities necessary for this activity.

vi. Green manure crop

- a. The Krishi Bhavan should provide the farmers with the information on usage of green manure crop and method of cultivation.
- b. Necessary assistance and seeds may be given for this by the Krishi Bhavan.

2.4.3. Campaign Activities

- i. Necessary awareness for production, use, advantages, constraints etc. should be given through extensive campaigns through Ayalsabhas, Sevagram ward Kendras, Grama sabhas etc.
- ii. The Agricultural Assistants in charge of each ward should arrange seminars, discussion classes, exhibitions, and model unit visits at the ward level.

2.5. Establishment of Nurseries

- a. The main problem that the farmers and those interested in farming face is the shortage of improved and good variety of seedlings required for cultivation in appropriate time. Though the nurseries under the District Panchayat and the Universities in the State produce seedlings, the same is inadequate in many an occasion. With the help of farmers clubs and students clubs in schools we can produce good and locally needed seedlings at a very low and reasonable cost. Various farmers clubs and students' initiatives and social entities in the rural areas can be entrusted with the production of all the seedlings that are required for a Grama Panchayat, under the direct supervision and technical support of the Krishi Bhavans.
- b. Now-a-days, the shortage of medicinal plants is a grave situation when it comes to the practice of Ayurveda, the traditional treatment of Kerala. If the Krishi Bhavans in our State with the active support of the Grama Panchayat and rural Ayurvedic Practitioners establish Nurseries of medicinal plants and supply them to our student community and those who are interested in the production of medicinal plants at low cost, the shortage in this area can be minimized. Now with the introduction of new integrated treatment system of Ayush the need for medicinal plants will definitely increase.
- c. The climate in Kerala is much suitable for the cultivation of so many costly and nutritious fruits; the seedlings of which are not easily available to the

general public at large. Krishi Bhavans should take up the responsibility of popularizing the cultivation and production of these fruits which are in high demand.

2.5.1. Seeds and Seedlings

Seeds and Seedlings requirement should be forecasted before the commencement of each season. Accordingly the required seeds and seedlings should be made available through farms maintained by the Department, Kerala Agriculture University (KAU), VFPCCK, central Government Institutions and other approved dealers. Certified and foundation seed distributed from KAU, Research centers or Farms should be multiplied at Krishi Bhavan level and distributed to farmers. Progressive, registered farmers should be encouraged to take up mass seed production of certified or foundation seeds.

2.6 Encourage the System of Group Farming

Due to various reasons farming in small parcels of land may not have the economy of scale and therefore group farming of a compact area is a good alternative to improve production and productivity of agriculture. The Krishi Bhavan with the active support of the Farmers associations should promote group farming.

i) Paddy Padasekharam

Paddy farmers should be grouped to form *Padasekhara Samithies* to promote paddy production in a collective approach. The area of each padasekharam should not be less than 5 Ha. Samithies should be registered under the Societies Registration Act. *Padasekhara Samithies* will be beneficiaries of any schemes related to related to paddy implemented by Krishi Bhavan and when projects intended for *Padasekhara Samithies* for improvement of paddy production no separate beneficiary list be prepared. All activities right from input procurement, crop production to marketing should be done in a collective manner with the guidance of the Krishi Bhavan.

Areas having less than 5 Ha should be attached to nearby *Padasekhara Samithies* of the Grama Panchayat. Annual General Body should be convened and accounts tabled and passed. Annual stock verification should be done and get it approved by Krishi Bhavan.

Padasekhara Samithies should be encouraged to prepare season wise production plan before the commencement of each season. Production action plan for each season should be prepared well in advance in consultation with Krishi Bhavan and activities of *Padasekhara Samithies* should be coordinated according to the action plan. The production plan and action plan should be discussed in working group and working group ensure the availability of inputs prior to the start of each season. Working group should ensure timely intervention to make sure availability of all assistance with active participation of *Padasekhara Samithies*.

ii) Vegetable Clusters

Vegetable growers should be grouped to have vegetable cultivation in contiguous area of not less than 5 Ha. wherever possible.

Cluster wise production plan should be prepared well in advance. Cluster should ensure that members stick on to production mix. Production mix should be prepared based on the market requirement. Production activity should be taken in a collective manner. Plant protection measure should be undertaken with the guidance of Agricultural Officer in a collective and integrated manner.

Importance should be given to promote safe to eat vegetable production by adopting technically accepted production protocol. Also importance should be given to organic farming.

Clusters should promote innovative vegetable production technology like poly house seedling production, shelter farming, precision farming, wick irrigation etc.

For realizing better price for their produce, effective market intervention should be undertaken by clusters. Direct marketing strategies like vending cart, motorized vending carts, eco-shops, block level federated organizations etc. should be promoted. Vegetables procured from farmers should be made available to consumers directly without intervention of middle men.

iii) Coconut clusters and Producer Societies

Coconut farmers coming under in a contiguous area of 50-100 Ha. should be grouped to form clusters. INM, IPM, irrigation improvement, intercropping, processing and marketing should be undertaken by the clusters on a collective approach

iv) Other crops

Special Samithies should be formed to promote area expansion and rejuvenation of various spice crops, other crops of importance in a particular locality and floriculture in areas where these crops have significant presence.

2.7. Form Self Help Groups among Farmers

It is easier to promote agriculture by organising farmers in groups cultivating the same type of crops. Krishi Bhavan should also facilitate formation of self-help groups among farmers for promotion of a particular type of crop.

2.7.1. Formation of Self Help Groups (SHG) of Farmers

- i. Activities for forming Self Help Groups based on the crops in each area should be led by Agricultural Assistant.
- ii. The details of the study conducted at the ward level would help to classify the farmers based on crops.
- iii. Apart from forming new self-help groups, co-operative collective farming by the existing self-help groups in each area should be promoted.
- iv. The Grama Panchayat and the Panchayat level Agricultural Development Committee should adopt measures to take possession of fallow/barren land located by the survey held in each clinic area through these self-help groups and initiate groupcultivation.

- v. The Grama Panchayat should give priority to SHGs while giving agricultural benefits.
- vi. The Agricultural Assistant in charge of the area should constantly assess the functioning of Farmers Self Help Groups and render all necessary assistance.
- vii. The Grama Panchayat should facilitate marketing of agricultural products. The Grama Panchayat may consider the establishment of *Swasraya Vipani* as an apex system of direct marketing of farmers produce.

2.7.2 Marketing

The concept of “*Uzhavar Santhai/Rythu Bazar*” which is followed in other cities shall be introduced in Grama Panchayats of Kerala i.e. the places of Grama Panchayat shall be given to a group of farmers to sell their agricultural products direct to the consumers without any intermediaries. Grama Panchayats shall earn revenue in the form of fees from farmers.

2.8. Encourage Horticulture including Vegetable Cultivation

The agro-climatic condition of Kerala is suitable for horticulture and the Grama Panchayat should promote the improvement of production and productivity of all types of horticulture crops like vegetable, fruits and flowers.

2.8.1. Vegetable Cultivation

The Grama Panchayat should adopt following measures for promoting vegetable cultivation:

- i. Kitchen gardens on the homestead
- ii. Vegetable production by small and marginal farmers/SHGs
- iii. Cultivation by farmers who own land of 2 hectares and above

i. Kitchen Gardens in Homesteads

- a. Promotion of campaign activities through, Kudumbasree units /SHGs/ voluntary organizations/residents' associations etc.
- b. As part of the campaign activities, the arrangements for distribution of seeds, saplings and organic manures may be done. The Agriculture Assistants should visit those households periodically where cultivation is carried out and provide necessary extension service.
- c. The agricultural officials should provide advice for agricultural activities by convening the meetings of Ayal Sabhas.

ii. Vegetable production by small and marginal farmers

- a. The Grama Panchayat should provide necessary assistance to the small and marginal farmers who come forward to produce vegetables.
- b. The details of those who are interested in such vegetable cultivation should be collected through the comprehensive data collection mentioned earlier.

- c. The self-help groups of such farmers may be formed in each clinic area. The Agricultural Assistant should mobilise them.
- d. Measures should be taken to distribute seeds, saplings, manure, and financial benefits through Grama Panchayat.
- e. Krishi Bhavan should undertake the task of ensuring the intervention of Panchayat Level Banking Committee for making available loans when additional financial assistance is required.

iii. Cultivation by large farmers

- a. Such farmers should be provided with all extension support and they may be assisted to access credit from banks/co-operative society.

2.8.2 Promotion of Floriculture

The following types may be cultivated.

- i. Bush Jasmine (*Kutti Mulla*), Orchid, Anthurium, *Vada Mulla*, Sunflower (*Soorya kanthi*), Ferns (*Pannal*) etc.
- ii. The Grama Panchayat may promote cultivation of flower through Kudumbasree units in the Grama Panchayat, members of self-help groups of farmers, and interested individuals.
- iii. The Krishi Bhavan is responsible for extensions and other support for promotion of cultivation of ornamental flowers.

2.9. Fodder Cultivation

- i. The Grama Panchayat and Krishi Bhavan, as a technical institution in the agricultural sector, should put in combined effort to promote widespread cultivation of fodder along with Dairy Development Department.
 - a. The Krishi Bhavan should carry out the following activities: Ensure availability of seed for fodder cultivation, provide information regarding the place where the seeds will be available and providing extension service, sowing, and methods of nurturing.
 - b. The Agricultural Assistants in charge of each area should visit the farms monthly and extend possible supports.
 - c. The Krishi Bhavan should also promote the cultivation of other fodder crops like *Azola* wherever possible.

2.10. Plant Protection

- i. The Krishi Bhavan, as an institution accountable for the development of agricultural sector in the Grama Panchayat, is liable to shield the agricultural crops in the Grama Panchayat area from the possible infection of pests and diseases, and adopt measures to prevent the infestation and its spread.
- ii. It is responsible for identifying the pest & disease, monitor the spread and adopt integrated pest and disease management programs.

iii. Reporting:

The agriculture officials working in the field should report on time about the pests and disease infection and its spread which come to their notice either by themselves or convinced after examination of the information getting through people's panels.

- iv. The Krishi Bhavan should report this fact immediately to the Grama Panchayat.
- v. If the disease/pest outbreak is reported, it should be discussed in Development Standing Committee and the Grama Panchayat should take immediate steps for control.
- vi. If measures are needed for long term and demand higher financial requirement, this should be included in the next annual plan of the Grama Panchayat and plan necessary activities.
- vii. Cut and removal of pest/disease affected palms
 - a. The Grama Panchayat should plan necessary activities through the Krishi Bhavan for cut and removal, in case it becomes impossible to protect the plant from pest/disease infestation and thus avoid chances of spreading wider
 - b. The Grama Panchayat and Krishi Bhavan should adopt measures to provide compensation to those farmers who incur loss on such occasions.
 - c. It should be ensured by the officials that all infected palms were cut and removed and all infected portions were destroyed properly.

2.10.1. Promote Integrated Disease/Pest Control Measures

The Grama Panchayat should adopt the most appropriate methods of integrated pest/disease control measures as to prevent spreading of the pest/disease.

- i. The agricultural officials should carry out campaign and training regarding integrated pest/disease control methods.
- ii. Emphasis may be given to organic measures like promoting growth of natural enemies of the pest.
- iii. The Krishi Bhavan should render training to farmers on producing and using organic pesticides and fungicides.
- iv. It should be ensured that chemical pesticides are used to the minimum and only with required concentration that too only when contingencies emerge.
- v. The farmers should be convinced about the ill effects of pesticides in excess quantity and concentration without taking into consideration the age of the crop and the time of harvest, through campaign activities.
- vi. The meeting of fertilizer and pesticide depot owners in the Grama Panchayat should be convened periodically. The above said issues should be examined at the session and they should be convinced.

- vii. Strict instruction should be given in the aspect that use of pesticide, fungicide and herbicides should be strictly based on prescription from the Agricultural Officer.
- viii. The AO should enforce the Fertilizer Control Order & Pesticide Control Order in the jurisdiction to ensure Food Safety Standards.

2.11. Seed Production

Though seed farms are under the control of District Panchayat, the Krishi Bhavans can play a very important role in the production of appropriate and improved variety of seeds suitable for the locality and also preserving the locally cultivable and versatile plants and their seeds for the next generation. The Krishi Bhavan should also cultivate large number of improved variety of coconut seedlings for the production of *Neera*. The role of Krishi Bhavans to identify high yielding variety of coconut seeds thus becomes very important.

2.12. Farm Mechanization

The mechanization of agricultural activities has become necessary in the context of rising cost of cultivation and the declining availability of human labour in the agricultural sector.

- i. The need based mechanization should be promoted in such a way that it is made sure that the process is not abolishing human labour. At the same time, mechanization should be encouraged in accordance with the shortage of labour.
- ii. The Krishi Bhavan may have machines like tillers, weeders, coconut climbers, harvesting machines etc. which could be made use of by the farmers through *Padasekhara Samithi* or committee of actual farmers.
- iii. Wherever possible Karshika Karmasena, Labour Bank, Labour Army, 'Thozhilsena' & Agro Service Centers can be promoted.
- iv. Arrangements should be made for making these implements available to the needy at subsidized rates.
- v. Copra dryers should be started in one or two places in the Grama Panchayat at the initiative of the Kudumbasree units /SHGs. This will add value addition to coconuts produced and marketed in the Grama Panchayat area.
- vi. Agricultural machineries should be purchased by assessing the need following the norms of the Procurement Manual. An agreement should be executed with the Samithi to whom the machinery had been supplied. The agreement should cover the operational details, custodianship, maintenance and repair.

The rate of operation should be fixed by the working group and approved by the Grama Panchayat. Accounts should be maintained by the *Padasekhara Samithi* and least 10% of the bill amount should be kept aside in a separate account for maintenance and repair. Every month Agriculture Officer should scrutinize the accounts and the accounts should be approved by the annual general body.

2.13. Managing Krishi Bhavan

The responsibilities of the Grama Panchayat as a local government is development of agriculture in its area and the tasks of the Krishi Bhavan isto provide necessary support as a technical institution for which the Krishi Bhavan has to bear many specific responsibilities. The Government has made clarifications regarding the responsibilities through the Krishi Bhavan formation order in 1987 and subsequent orders. As per these orders, the specific services of the Krishi Bhavan as a technical institution in the agriculture sector are listed below.

- i. The Agricultural Officer directly or through the Agricultural Assistant should provide expert advice regarding seed /fertilizer application, manuring, method of planting, and disease/ pest control to those farmers who come to the office for information regarding the above during office hours.
- ii. The Krishi Bhavan officials may help the farmers to use the books, magazines, and internet kiosks in the Agricultural Information Centre of the Krishi Bhavan for this.
- iii. The farmers meeting should be held at the ward level and provide information about the methods of nurturing appropriate to each season.
- iv. For this, seminars, discussions, classes and exhibitions should be conducted.
- v. The Agricultural Assistants should visit the farmers' fields in the afternoon and they should provide necessary extension support as and when required in consultation with the Agricultural Officer.
- vi. Special campaigns should be held in the Grama Panchayat by the Krishi Bhavan to prevent the spread in case of pest/disease outbreak or any other incidence of natural calamity or for an introduction of a new programme.
- vii. Promotional methods like distribution of pamphlets etc.
- viii. Actively take part in the Plan formulation of Grama Panchayat as the convener of Working Group on Agriculture.
- ix. Implement the projects in the Agricultural sector.
- x. Take part in the review meeting of the Standing Committee with required details and give suggestions for the successful implementation of the projects in time.
- xi. Participate in the Grama Panchayat meeting if the President of the Grama Panchayat so requires.
- xii. To verify the application for Agricultural Workers Pension Scheme by the Agricultural Assistants in time and give the report to the Grama Panchayat with their specific opinion.

2.13.1. Soil Testing

- i. The Agricultural Assistants in charge of each area should collect the soil samples from the farmers and make necessary arrangements to provide the result of the analysis known to the farmers within one month.

- ii. The AO or the Agricultural Assistants should explain the results of soil testing to the farmers in a simple but detailed manner either when they come to the Krishi Bhavan for receiving the test results or through Sevagram Grama Kendras.

2.13.2. Ensure compensation for crop loss due to natural calamities

- i. The Krishi Bhavan should take measures for making available monetary compensation for farmers who had crop losses due to natural disasters like drought, floods, and landslides based on the applications received.
- ii. The agricultural officials should visit the area and submit a preliminary report which include details of calamity like locations, nature of incidence, date, estimate of crop loss, approximate number of farmers, approximate estimated amount etc. to the higher officials within three days.
- iii. The farmers who incur damages due to natural calamities should submit the details to the Krishi Bhavan in a written application within ten days of the incidence of disaster (the area of the locality where the disaster occurred, crops which were damaged, and the estimated financial loss).
- iv. The Agricultural Assistants of each area should conduct field visits within 10 days of the receipt of the application. They should prepare report after assessing the actual loss and damages and submit it to the Agricultural Officer. The Agricultural Officer should recommend the compensation after ascertaining the genuineness and submit the claim to the higher officials after getting approval from Agriculture Development Committee.
- v. The Agricultural Assistants should inform the amount sanctioned by the government for the damages as and when the funds are made available. After transferring the amount to the farmer's bank account, it should be intimated to the beneficiaries by the Agricultural Assistant.

2.13.3. Ensure Monetary Aid for cutting and removal of infected palms

- i. Financial assistance for cutting and removal of infected coconut palms is made available to the farmers through the Krishi Bhavan as part of the department level project and Grama Panchayat project.
- ii. Applications should be accepted from the farmers, who are owners of the infected coconut trees, through Grama Sabhas.
- iii. The farmers should be informed regarding this through Ayal Sabhas and Sevagram Grama Kendra, and the notice boards of institutions in the Grama Panchayat.
- iv. The Grama Panchayat should include these in the intimations of the Grama Sabha too at times when Grama Sabhas are held.
- v. The applications should be collated at the ward level once the last date of receipt of application is over.

- vi. The Agricultural Assistant should inspect and ascertain that the palms are actually infected and fully damaged due to disease, proper marking should be done and instruction should be given to the farmers for “cut and removal” and also destruction of infected portions.
- vii. The responsibility of “cut and removal” of the palms marked by the officials after scrutiny is vested with the farmers.
- viii. The farmers should spend the money required for this by them.
- ix. After removal, the same should be intimated to the Krishi Bhavan.
- x. Once the farmer intimates the “cut and removal”, the Agricultural Assistant and the representatives who did the scrutiny earlier should conduct field visit again, and they should scrutinize and record and then report it to the Agricultural Officer.
- xi. The financial aid for this should be disbursed to the farmers as and when funds are received in the Krishi Bhavan.

2.13.4. Provide Training in Latest Technologies

- i. The Krishi Bhavan should be a hub of all information relating to agriculture.
- ii. The Krishi Bhavan should organise activities for disseminating information on relevant and innovative agricultural technologies applicable to the area.
- iii. Classes, seminars, discussions, exhibitions, and visits of demonstration plots should be held at least twice a year.
- iv. The Krishi Bhavan should provide technical assistance to farmers, who are willing to adopt latest agricultural technologies.

2.13.5. License for Fertilizer Depots

- i. The responsibility for recommendation for getting license to the fertilizer and pesticide depots in the Grama Panchayat area, and renewing the licenses of the existing institutions vest with the Fertilizer/Insecticide Inspectors i.e. Agricultural Officer as per Fertilizer Control Order & Insecticide Control Order.
- ii. An entrepreneur who intend to begin a Fertilizer/pesticide depot in a Grama Panchayat area should apply to the Agricultural Officer in the prescribed format together with the following documents:
 - a. Receipt of paying fixed license fees.
 - b. Building Ownership Certificate.
 - c. No Objection Certificate of owner, if rented.
 - d. License/No Objection Certificate of the Grama Panchayat/License Deed agreement if rented.
 - e. Authorization letter from either fertilizer/pesticide producers or distributors declaring as approved agent.
 - f. Metal seal possession certificate.

- g. Bill book & Stock book in prescribed form.
- h. Building Suitability Certificate from the Agricultural Officer.
- iii. The AO should scrutinize the applications received and conduct field visit and ensure the merit and should forward the applications which were vetted for merit to the higher office, recommending for approval.
- iv. Renewal of License: The dealer should renew the license once in three years for fertilizers and once in two years for plant protection chemicals by submitting the above mentioned documents along with original License.
- v. Ensuring Quality and Availability of Fertilizer and Pesticide
 - a. As Fertilizer/Insecticide Inspector, the AO is responsible for ensuring the quality of fertilizers and pesticides distributed in the Grama Panchayat area and the availability required for the farmers.
 - b. The AO should inspect at least once in a month the depots of fertilizers and pesticides in the Grama Panchayat. Moreover, the Agricultural officer is liable to conduct checks at the depots as and when the farmers raise complaints.
 - c. The samples of fertilizer and pesticide should be collected during the inspection and send to the Fertilizer and Pesticide testing labs by the Agricultural Officer.
 - d. The Agricultural Officer should take necessary action including cancellation of license if needed on the basis of the test results.
 - e. The fertilizer, pesticide depots should make available their monthly stock statement to the Krishi Bhavan. The Agricultural Officer should collect this and send it to the higher office.
 - f. The AO should see that only approved pesticides are used for the crops and no banned substances are used in the field.
 - g. If the AO is not qualified (who are not Agriculture Graduates as Fertilizer/ Insecticide Inspector as per Fertilizer Control Order & Insecticide Control Order), all the above 2.13.5 activities should be conducted by the Assistant Director of Agriculture of the concerned Block.

2.13.6. Enable Granting of Agricultural Loan

- i. The Krishi Bhavan should provide possible assistance to farmers for availing agriculture loan.
- ii. Give certificates to the farmers containing details of subsidies to the approaching farmers who are beneficiaries of various schemes, to enable them for obtaining loans.
- iii. For this the farmer should give application to the AO showing the details of the certificates required. In the case of enrolling for schemes, submit application for making beneficiaries of the schemes.

- iv. The AO should issue certificates stating the details of being selected as beneficiary of the scheme to those who are selected as beneficiaries after scrutiny for obtaining loans. The certificate should contain information such as details of application and to which bank the application is submitted, etc.
- v. The beneficiary should submit the application to the bank together with the copy of the form, recommendation of the AO, details of subsidy, and the certificate stating that the subsidy will be credited to the bank.
- vi. In cases where construction or purchase is necessary, that also should be included in the application to the bank.
- vii. The Agricultural Officer should issue certificates showing the nature of the cultivation of the beneficiary, crop, area in case of certificates which are not related to schemes.

2.13.7. Kissan Credit Card

Kissan Credit Card is the system of recognizing one person as a farmer for helping to obtain loan from the bank as assistance for ensuring agricultural loan for farmers.

- i. The Agricultural Officer should give the list of farmers in the Grama Panchayat to the banks who are eligible for obtaining Kissan Credit Card from the bank.
- ii. The Krishi Bhavan should disseminate the information about the Kissan Credit System and its advantages among the farmers through various means.

2.13.8. Crop insurance

The crop Insurance is the scheme for safe guarding the farmers from unexpected damage to agricultural crops due to various reasons including Natural Calamities and the subsequent loss caused by that.

- i. The Krishi Bhavan should disseminate the information regarding agricultural insurance based on the Crop insurance guidelines through classes, discussions, and personal talks to the farmers.
- ii. Applications should be accepted through ward committees and Krishi Bhavan from farmers who are willing to pay insurance premium with relevant documents.
- iii. The Agricultural Assistants in each area should conduct field checks and ensure that the statements in the applications are genuine, as and when the application is received.
- iv. After getting convinced of the factual situation of the application, the proposed premium may be accepted from the farmer.
- v. In case of damage to the crops, the farmers should give application to the Krishi Bhavan within three days in the prescribed format given in **Annexure 2.2** together with the policy.
- vi. The Agricultural Assistants in charge of each area should verify the authenticity of the application within 3 days and give report to the Agricultural

Officer. The Officer should refer the application and scrutiny report to the higher officer within 3 days of receipt of application.

- vii. The amount of compensation should be disbursed to the farmers as and when it is received in the Krishi Bhavan.

2.13.9. Make Available Free Electricity for Agricultural Purpose

The Krishi Bhavan should adopt technical measures for exempting the electricity charge used for agricultural irrigation purpose as an encouragement to the farmers subject to the Orders/circulars issued by Government from time to time.

- i. Give application - those who own above 30 cents of land in case of coconut and other plantation crops, and for high value crops lesser area can also be considered.
- ii. Install pump set in the farm land
- iii. Application in prescribed form along with documents like the tax receipt, possession certificate, the copy of receipt of electricity charge once paid etc. should be submitted to the Krishi Bhavan.
- iv. The applications received in the Krishi Bhavan should be verified by the agricultural assistants within 10 days and report to the Krishi Bhavan.
- v. The AO, after making certain the authenticity of the application through scrutiny, should sanction and refer the merit certificate for obtaining free electricity for agricultural purposes to the concerned beneficiary and electricity office. The payment of power tariff thereafter will be made by the Krishi Bhavan.

2.14. Marketing of Agriculture Produces

i) Paddy

During each season farmers should register online with Supplyco, download the application and submit the same to Krishi Bhavan. Agriculture Officer after verification should sign and forward the application form to Supplyco. Krishi Bhavan should ensure that the paddy is procured from willing farmers at the price determined by the Government.

ii) Coconut

Krishi Bhavan should ensure greencoconut/ copra procurement as per the guidelines fixed by the Government. Coconut farmers clusters and Coconut Producers Society (CPS) formed under Coconut Development Board should be encouraged to promote processing and product diversification.

iii) Vegetables

Clusters should be encouraged to reach out directly to the consumers without the intervention of the middlemen. For realizing better price for their produce, effective market interventions should be undertaken by the clusters. Surplus production with farmer should be marketed with the support of HORTICORP, VFPC, BLFO etc.

iv) Other crops

Collection, procurement, value addition and export should be explored at Grama Panchayat level with the active participation of samithies formed for the production improvement of a particular crop.

2.15. Statutory Functions of the Agricultural Officer

i) Fertilizer Inspector

Make sure fertilizers distributed through dealers having license. Ensure the quality of fertilizer distributed through dealers at Grama Panchayat level. Periodic inspection of depots and ensure sample of each fertilizers taken, sent for analysis and quality assured. Action should be taken against dealers selling misbranded and substandard fertilizers.

ii) Insecticide Inspector

Make sure insecticide is distributed through dealers having license. Ensure the quality of insecticide distributed through dealers at Grama Panchayat level. Periodic inspection of depots and ensure sample of each insecticides taken, sent for analysis and quality assured. Action should be taken against dealers selling misbranded and substandard insecticides. Ensure banned insecticides and pesticides are not sold. Ensure restricted insecticides and pesticides are sold on the prescription of Agricultural Officers.

iii) Reporting Officer under Kerala Conservation of Paddy Land and Wetland Act, 2008.

Report to Revenue Divisional Officer, the case of illegal conversion of paddy land or wetland in the Grama Panchayat. Ensure fallow lands are made cultivable and prevent the conversion of paddy/ wetland.

iv) Convener of Local Level Monitoring Committee

Subject to the provisions of the Kerala Conservation of Paddy land and Wetland Act, to recommend to the State Level Committee or District Level Authorised Committee as the case may be, for the reclamation of paddy land, for public purpose or for construction of residential building for the owner of the paddy land.

Provided that the committee shall not recommend for filling of the paddy land of more than 10 cents in a Grama Panchayat, for the construction of residential building for the owner of the paddy land;

To inspect the paddy land situated within the jurisdiction of the Committee to monitor whether the provisions of this Act are being complied with and to report to the Revenue Divisional Officer regarding violations, if any, of the provisions of this Act;

To examine the complaints received from the public regarding the attempts to violate the provisions of this Act and to intervene in the issue to prevent such violation;

To examine the reason for keeping the paddy land fallow and to suggest remedial measures so as to persuade the holder of paddy land to cultivate it with paddy or any intermediary crops.

2.16 Ethics of the Staff

The manual enunciates the important responsibilities of the employees and elected functionaries. Still, there are several functional attributes that cannot be fully monitored through official mechanism. At the same time, excellence in public service is required. For this each of them has to discharge their assigned responsibilities by maintaining the highest standard of responsibility, honesty, integrity, transparency and accountability. Since each of them is actually serving the local community to which they themselves belong, their selfless service will go a long way in enhancement of the well-being of the local people, to which the Grama Panchayat is committed. So, maintaining high ethical standards in rendering the best possible service with sincerity and dedication is a necessary condition for effective local governance.

Responsibilities and Duties of Employees

3.1. Responsibilities and Duties of Employees

The official system of a Krishi Bhavan consists of an Agricultural Officer, three Agricultural Assistants, and one Part-time Sweeper in case the sweeping area exceeds 100 sq. mts; otherwise a casual sweeper.

Section 181(4) of the Kerala Panchayat Raj Act, 1994 categorically states that the Officers and employees transferred to the Panchayat shall in addition to their normal function; perform other related functions delegated to them by the Panchayat, as if they are officers and employees of the Panchayat. They shall also be responsible to execute the work including the implementation of any scheme, project or plan of the Government which are not assigned or delegated to the Panchayat.

As a technical institution under the administrative control of Grama Panchayat for executing the activities in the agricultural sector as per the Panchayat Raj Act, and other State and Centrally sponsored schemes, Krishi Bhavan plays an important role to increase the production and productivity in this Sector and to boost the State's economy. Hence each employee of the Krishi Bhavan has to perform the following tasks to achieve the functional goal.

3.1.1. Agricultural Officer

Krishi Bhavans act as the basic unit of service delivery in Kerala in Agriculture sector. The Agricultural Officer has the technical and administrative accountability for the day to day functioning of the Krishi Bhavan. Hence the duties and responsibilities of an Agricultural Officer who is in charge of the unit as Head of the office are multi-functional. These multi-functional activities of an Agricultural Officer are categorized into four, viz. 1) Convener of the Working Group on Agriculture and LLMC 2) Implementing officer, 3) Extension officer and 4) Administrator.

i. As Convener of the Working Group and LLMC

a. As Convener of the Working Group

Give a panel of stakeholders to be included in the Working Group, convene the Working Group as and when required, record minutes on the meeting of Working Group, prepare and present status report on Agriculture sector in the first meeting of the Working Group. He shall also be responsible for presenting the status report before the Grama Sabha and to modify the status report incorporating the suggestions of the Grama Sabhas and present it in the development seminar.

b. As Convener of the Local Level Monitoring Committee (LLMC)

The Agricultural Officer is the convener of Local Level Monitoring Committee (LLMC) under Kerala Conservation of Paddy and wetland Act 2008. The Agricultural Officer has the right to recommend in the committee, if necessary, 10 cent land reclamation for persons who do not have a house and no other land. The Agricultural Officer also plays the role of reporting officer to the Revenue Divisional Officer.

ii. As an Implementing Officer

- a. Planning and formulation for agricultural projects of Govt./LSG schemes and also provide bankable projects for enterprising farmers.
- b. Implementation of schemes/projects routed through the Department of Agriculture and LSGD.
- c. Submit reports and claims for financial assistance under various schemes/projects to higher officials.
- d. Drawing and Disbursing Officer (DDO) of Agricultural Department/LSG schemes - Financial management of Govt. Funds and custodian of connected registers & records.
- e. Production oriented leadership in team work- in various committees/groups on production- e.g. Working Group on watershed development.
- f. Ex-officio secretary of Grama Panchayat on the subjects dealt by him(according to Section 179(11) of the Kerala Panchayat Raj Act), as Implementing Officer of Peoples' plan programme.
- g. Rendering adequate division of workforce & co-ordination of efforts on watershed basis for improving production /infrastructure development – as convener and technical member of Karshika Karma Sena.
- h. Cooperation with general public and local self Govt. (Convener of various Public Participation programs- Agricultural Development committee, watershed committee and MGNREGS).
- i. Implementation of poverty alleviation/income generation projects in the agricultural sector among women (as ex-officio member of Kudumbasree,

CDS and by providing technical guidance under Mahila Kisan Sashaktikaran Pariyojana (MKSP)

- j. Safeguarding the objectives of sustainable development as Implementing Officer of Productive Sector schemes in Western Ghats Development Programme (WGDP), Integrated Watershed Management Programme (IWMP), National Watershed Development Project for Rain fed Areas (NWDPA), Hill Area Development Agency (HADA) etc.
- k. Environmental Conservation and Sustainable Agriculture activities –as convener of Committee implementing Conservation of Paddy land and Wetlands Act, 2008.
- l. Promoting the welfare/social security of farmers through pension schemes.
- m. Providing timely crisis management & relief during crop loss due to natural calamities.
- n. Smoothening crop risk management among farmers through enrolment in crop insurance programs.
- o. Providing platforms for marketing of farm produce. (Coconut, paddy procurement, HADA markets etc.)
- p. Fulfilling the institutional credit needs of farmers (Kissan Credit Cards campaign and through participation in Block Level Bankers Committee (BLBC's)
- q. Taking initiative & responsibility in planning and implementation of various Government schemes- State/Central and LSG's.
- r. Organizing Seminars, Exhibitions, and Meetings etc. as part of Government functions.
- s. Updating the basic agricultural data & statistics of the Grama Panchayat using organisational support from related departments for formulation and implementation of various development programs.
- t. Provide scientific information regarding seeds, fertilizer application, disease/pest control, and crop nurturing and carry out people's education activities.
- u. Provide required information and suggestions to the farmers who approach the Krishi Bhavan. Assist in making the information available at the agricultural kiosks.
- v. Apart from the visits as part of the schedules of the ward committees, conduct field visits and observation in necessary stages.
- w. Give leadership in organizing classes, seminars, and exhibitions at ward committees level and Krishi Bhavan level.
- x. During the times of outbreak of peculiar disease/pest infections, adopt spirited measures to control its spread and inform details to higher ups.

- y. Collect samples for soil testing and make available the results after sending the samples for testing. Provide solutions to the farmers on the basis of test results.
- z. Take necessary steps to make available the services of mobile soil testing laboratory in the Grama Panchayat area.
- aa. In case of the occurrence of natural disasters, visit the location and submit reports.
- ab. When applications for compensation are received, visit the location within 10 days and assess the loss; then give claim for compensation.
- ac. Register farmers for crop insurance.
- ad. Give notices and announcements for accepting applications for various schemes and projects on a time bound manner.
- ae. Based on the application of the farmers, mark the infected coconut trees. Take measures for making available the compensation after inspection if the farmers report felling.
- af. Takes measures for obtaining quality planting materials for the farmers.
- ag. Make available benefits as part of government schemes and Grama Panchayat Projects to the beneficiaries based on merit after giving necessary publicity.
- ah. Promote organic cultivation methods, organize model demonstration plots, and offer information to the farmers regarding production of organic fertilizer and pesticide.
- ai. Make recommendation for license for starting fertilizer/pesticide depots. Inspect the depots periodically and collect samples of fertilizer and pesticide and send them for testing, and thus ensure quality. Take action against those institutions which are distributing fertilizers and pesticides to the farmers without following legal norms.
- aj. Assist the farmers in obtaining bank loan and Kisan Credit Card.
- ak. Issue certificates for availing agricultural loans.
- al. Issue certificates for acquiring electricity connection for agricultural purpose.
- am. Convene Panchayat level Agricultural Development Committee meeting. The structure that constitutes Panchayat Level Agricultural Development Committee is given in **Annexure 3.1**.
- an. Convene meeting of agricultural assistants at the Krishi Bhavan level and evaluate the achievements and drawbacks of their functioning.
- ao. Take initiative to convene the periodical meetings of the Padasekhara Samithis, Farmers Groups etc. wherever they exist and also to encourage the formation of such samithis/groups wherever feasible.

- ap. Give technical and administrative leadership to the comprehensive agricultural data collection and take measures to update the collected data.
- aq. Collect information regarding the barren land within the Grama Panchayat and take measures for carrying out cultivation. Prepare and give Farm Plans appropriate for cultivation as per the request of the farmers.
- ar. Determine boundaries of micro watersheds using the maps and take initiative for preparing watershed master plan. Suggest the soil and water conservation measures and constructions to be carried out in each watershed area. Prepare projects together with the Engineering Wing of the Grama Panchayat in areas where soil and water conservation structures are required.
- as. Implement department level soil and water conservation activities by coordinating the integrated watershed project.
- at. Give technical advice to the farmers engaged in production of organic fertilizers (vermi compost, compost, and biogas).
- au. Take technical measures to obtain government approval for the organic fertilizers produced on large scale by the farmers' self-help groups and Kudumbasree units in the Grama Panchayat area.
- av. Scrutinize the functioning of the Grama Panchayat level *Swasraya vipani* periodically and give necessary suggestions.
- aw. Promote the production of vegetables in the Grama Panchayat area to the maximum. Provide necessary technical advice to the farmers.
- ax. Take initiative in preparing and executing agricultural projects of the Grama Panchayat.
- ay. Provide technical advice to the agricultural clubs and health clubs in the schools of the Panchayat area as an agricultural expert.
- az. Provide necessary advice in matters related to agriculture and afforestation activities concerning spatial planning of the Grama Panchayat.
- ba. Ensure that the attendance of the employees is marked promptly in the attendance board of Krishi Bhavan.
- bb. Participate in the Standing Committee meeting as per the directive of the Standing Committee chairpersons. Attend the Grama Panchayat meetings, if required by the President and also give suggestions in the utilization of maintenance fund.
- bc. Get the application of Agricultural Workers Pension Scheme verified by the assistants and give opinion on the application and send back to Grama Panchayat within 15 working days of receipt of the same in Krishi Bhavan.

- bd. Prepare and present a report on the various schemes implemented in a year before the Grama Sabha in its first meeting of the succeeding year and shall also render necessary help for the conduct of Social Audit.
- be. Providing platforms for marketing of farm produce and to provide institutional support by the formation of Farmers Producers Organisations (FPOs).

iii. As an Extension Officer

- a. Transfer of Technology - From lab to land - act as Functional Facilitative Link between farmers and research personnel through various extension efforts.
- b. Participatory –Planning, Research, and Technology Dissemination-providing direction to agricultural resource appraisal for creating a data pool of indigenous knowledge/technology and also for providing scope for further research and development.
- c. Conducting Demonstrations, Campaigns & Field Studies- Conducting Method Demonstrations/Result Demonstrations/campaigns/field trials for augmenting adoption of a particular technology/process among farmers.
- d. Motivating Group Behaviour, Capacity Building & promotion of SHG's - Promotion of group approach in agriculture (Padasekhara Samithies in paddy, clusters in Coconut, SHG's in Vegetable cultivation. - Organizing and facilitating Farmer Interest Groups through Agriculture Technology Management Agency(ATMA)
- e. Monitoring & Leading the functioning of Agro Clinics at grass roots level.
- f. Work as middle level technocrat in passing on the researchable issues at field level to scientists and their feedback to farmers.
- g. Ensuring the availability of various agricultural inputs in the area of jurisdiction (seeds, fertilizers, Plant Protection Chemicals (PPC)
- h. Monitor the collection of soil samples for analysis of N, P, K, pH, Electrical Conductivity (EC), micronutrients etc. and communicating the results to farmers timely.
- i. Provide required training to farmers to facilitate change in their knowledge, attitude and skill.
- j. Identifying innovative farmers and the best farmers in the Grama Panchayat area.
- k. Explore various media of extension for dissemination of agricultural information and technology (Radio/ Television/ Internet/leaflets/ circulars/bulletins etc.) to farmers.

- l. Evolve a scientific cropping system strategy at the Grama Panchayat level in an integrated manner utilising the available resources of the area focused on sustainable agricultural development.
- m. Work as the coordinator for integrating the efforts of various stakeholders, agencies and organizations in the field of agriculture in the area.

iv. As an Administrator (mandatory and statutory functions)

- a. Drawing and Disbursing Officer (DDO) of salaries, allowances, advances and other compensation to the employees of Krishi Bhavan as the Head of Office.
- b. Sanctioning authority of leave, increment, Pay revision, Grade promotion, and other establishment matters in relation to office staff.
- c. Designated officer as per Kerala Right to Service Act 2012.
- d. SPIO as per RTI 2004 as Head of Office.
- e. Reporting officer as per Kerala Paddy Land and Wetland Conservation Act 2008
- f. Fertilizer Inspector as Fertilizer Control Order 1985
- g. Insecticide Inspector as per Insecticide Act 1968
- h. Convener of Grama Panchayat-level Agriculture Development Committee
- i. Monitoring the availability and distribution of quantity/quality of various agricultural inputs- planting materials, fertilizers, pesticides- and verification of stock position of the same as per directions from department.
- j. Recommendation of inputs like PPC, fertilizers and organic manures
- k. Delegating the responsibilities of implementation of different schemes/ other office duties to subordinates.
- l. Motivating and acknowledging the good work done by subordinates through recognition/rewards (appreciation letters /recommendation for awards/ additional increment/Good Service Entry etc.)
- m. Ensure maintenance of records in office as per laid out Government procedures and periodic verification of office stock & stores.
- n. Supervise and give necessary directions to subordinates in all activities undertaken at the Krishi Bhavan level.
- o. Produce records for Audit and Clearance of Audit objections: He shall make available all accounts and records under his/her custody for Audit and shall give timely replies to audit enquires during the course of Audit. Take timely action to settle the objections in the Performance Audit, State Audit Department, AG Audit and give replies in time on the above. He shall remit any amount disallowed in audit within one month of receipt of Surcharge Certificate by him. He shall also obtain LC/NLC from the

Grama Panchayat where he had worked and produce it before the Pension Sanctioning Authority.

- p. He shall also attend the meeting of the Grama Panchayat as well as Development Standing Committee, if required by the President/ Chairperson.
- q. He shall be personally responsible for submitting proposal for the maintenance of the Krishi Bhavan and for ensuring that the proposal has been included in the Maintenance Plan of the Grama Panchayat.

3.1.2. Agricultural Assistants

- i. Assist the Agricultural Officer in all types of work and work according to the instructions.
- ii. Conduct field visits based on proper schedules.
- iii. She/he should be the custodian of stock and store of the Krishi Bhavan and will be responsible for any shortage as per order no. TV(1)/57701/2008 dated 17.12.2008 of Director of Agriculture, Thiruvananthapuram.
- iv. Receive applications, verify it and submit to Agricultural Officer with proper recommendations.
- v. Report to the AO when agricultural damage occurs due to natural calamities and helping field inspection for assessing the actual loss.
- vi. Read out the list of farmers selected for benefits in the Grama Sabha and act as Grama Sabha coordinators when authorized by the Grama Panchayat.
- vii. Take the innovative technologies and cultivation methods to the farmers as per guidance from the Agricultural Officer. Give leadership to the knowledge dissemination activity.
- viii. Take initiative in comprehensive agricultural data collection and in activities to update this information periodically. Arrange training in connection with that.
- ix. Lead the efforts to locate barren/fallow land in the functional area and report it to the AO. Take measures to carry out cultivation in the barren/ fallow land.
- x. To receive applications from interested farmers, Self-help groups, and enquires about the eligibility.
- xi. After conducting comprehensive study in the clinic area, form farmers groups/ clubs based on crops using the data thus collected.
- xii. Arrange classes for farmers' groups on cultivation methods of crops, seed/ fertilizer application, pest control, harvesting, storage and marketing options.
- xiii. All the farmers should be linked with the clinics by micro level planning and by making available need-based information.
- xiv. Make arrangement to give Farm Plans as per the request of the farmers.

- xv. Take initiative in preparing comprehensive watershed plans.
- xvi. Visit the organic fertilizer production units (vermi compost, compost, biogas) in own functional area periodically and give necessary suggestions.
- xvii. Form self-help groups of farmers in the functional area. Carry out activities to make available fund and loans to them.
- xviii. Promote kitchen gardens and commercial vegetable cultivation in the functional area. Arrange classes for farmers and give suggestions after visiting the vegetable growing units.
- xix. Promote the use of organic manures. Make farmers aware of the harmful effects of over use of chemical fertilizer.
- xx. Give leadership to energetic campaign activity during outbreak of insect infection in the functional area.
- xxi. Provide information to the farmers regarding planting materials and seed types and make available through government agencies.
- xxii. Provide information regarding loan prospects to the farmers. Render technical backing for making available loans.
- xxiii. Collect samples for soil testing from the functional area; make available the results; suggest solutions to the farmers based on the direction from the Agricultural Officer.
- xxiv. Equip the farmers with the knowledge on the advantages of soil type based cultivation.
- xxv. Take necessary steps to make available the services of mobile soil testing laboratory in the functional area if more than 60 samples are collected.
- xxvi. As a field functionary render necessary advice to the agricultural clubs and health clubs in the schools of the Grama Panchayat area.
- xxvii. Conduct enquiry on the application for Agricultural Pension and give report on the application to Agricultural Officer within 15 days of receipt in Krishi Bhavan, for onward transmission to the Secretary Grama Panchayat with his/her remarks.
- xxviii. Function as the co-ordinator of the Grama Sabha and record the minutes of the meeting of Grama Sabha.
- xxix. Attend the Sevagram Grama Kendras at the date and time fixed by the Grama Panchayat.
- xxx. All registers and records of Krishi Bhavan should be updated and maintained properly. List of registers and records are given in **Annexure 3.2**.

3.1.3. Part - time Sweeper

- i. Clean the Krishi Bhavan and surroundings
- ii. Keep the agricultural implements clean

- iii. Provision of drinking water is made available
- iv. Ensure water availability in bathroom and wash basin
- v. Clean the seats for the visitors
- vi. Carry out other duties assigned by the Agricultural Officer.

3.2 Control Over Officers

The Government officers and employees whose services are transferred to the Grama Panchayat shall in addition to their function perform other related functions delegated to them by the Grama Panchayat as if they are officers and employees of that Grama Panchayat. They shall be responsible to execute the work including the implementation of any scheme, projects or plans of the government which are not assigned or delegated to the Panchayat.

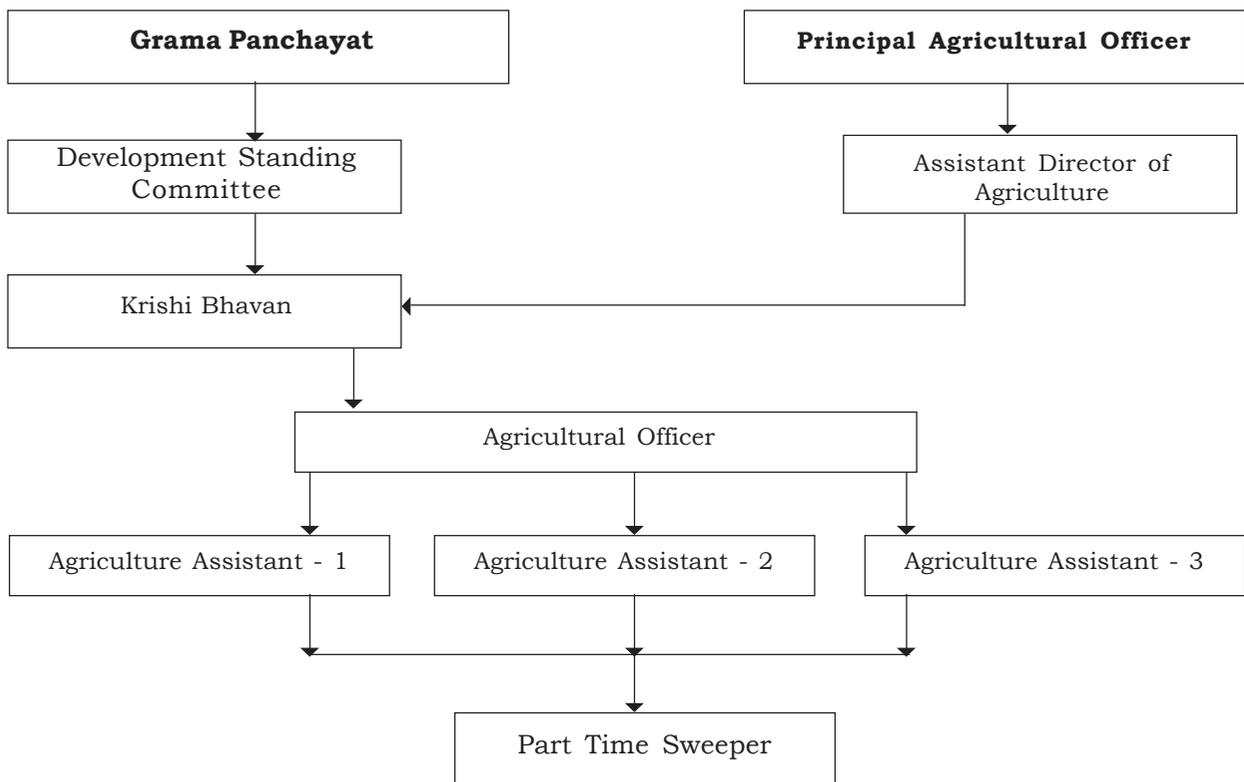
The full control and supervision of the institutions and employees so transferred to the Grama Panchayat rests with the Grama Panchayat's concerned. At the same time the concerned department will also have administration control over the officers.

Whenever any disciplinary proceedings has to be initiated against an officer or an employee who fails to perform his official duty or violates the discipline or refuse to carry out the lawful decisions of the Grama Panchayat or the President of the Grama Panchayat or will fully abstract the implementation thereof, the Grama Panchayat may take disciplinary proceedings against such officer and may impose on his/her minor penalties observing the provisions contained in the KPR (Control Over Officers) Rule 1997 given in **Annexure 3.3**.

Structure and Office Management

4.1. Official Structure at Grama Panchayat Level

Figure 1 : Panchayat Level Official Structure



4.2. Physical Infrastructure

Since the management of Krishi Bhavan is one of the functions of Grama Panchayat, it has the responsibility to arrange necessary basic infrastructure facilities for the Krishi Bhavan. The details of the land, building, and other arrangements necessary for a model Krishi Bhavan as a technical institution in the agricultural sector, are listed below.

4.2.1. Building and its Location

- i. The Krishi Bhavan should have a building of its own, with necessary facilities. Apart from sufficient room of AO and AAs, the building should have the following arrangements.
- ii. The Krishi Bhavan should be located at a place which should be accessible to all by public transport.
- iii. Building should have a conference cum training hall which can accommodate at least 50 persons. This should be arranged in the Krishi Bhavan along with adequate furniture, water and sanitation.

4.2.1.1. Record Room

A record Room with sufficient number of steel racks for keeping the records may be provided and it should have all the safety provisions.

4.2.1.2. Living Stock Room

One Living Stock Rooms of sufficient area should be provided for planting materials brought to the Krishi Bhavan. Irrigation facility should be arranged here. It should be in an open place with rain shelter provision & with locking facility near the Krishi Bhavan. A portion should be with temperature control facility for stocking bio fertilizers, bio pesticides; mushroom spawns etc. which are highly sensitive to high temperature.

4.2.1.3. Agricultural Information Exchange Centre

- a. An Agricultural Information Exchange Centre with internet connectivity should be arranged at the Krishi Bhavan building for making available online information dissemination facility and reference books and agricultural magazines as decided by the Grama Panchayat. This facility may be arranged in the conference hall. As part of this, kiosks providing the farmers and general public with information should function and an agricultural assistant who is well versed in IT technology should be given charge of the facility.
- b. Arrangements should be made to ensure that adequate air circulation and light is available in this room. Safe almirahs, which could exhibit books that may be seen from outside may be arranged here.
- c. Books for the reference of the farmers, newspapers, periodicals for providing required information, and government publications should be made available in the Agricultural Information Exchange Centre.
- d. The Agricultural Officer should initiate steps with the Grama Panchayat to

buy necessary books for the Information Exchange Centre. The Guidelines for Managing Krishi Bhavan should make available the maximum number of books and periodicals available through the government system.

- e. With the advice of the Agriculture Development Committee constituted as per order no: M.S. 184/2011 dt.25/07/2011 given in **Annexure 4.1** and participation of the people, periodicals may be made available at the center. The working hours for the Agricultural Information Exchange Centre are the same as that of the Krishi Bhavan.
- f. The agricultural officials should arrange to make information available at the kiosks.
- g. Necessary white boards/display boards should be arranged on the wall for information dissemination.
- h. Seed vending machine may be installed in this room.

4.2.1.4. Shed for keeping Agricultural Implements

A shed should be built adjacent to the Krishi Bhavan for keeping the tractors, tillers, and other agricultural implements purchased under farm mechanization schemes. The shed should have the locking facility.

4.2.1.5. Veranda

A veranda should be arranged in front of the Krishi Bhavan for seating the visitors. The veranda should have sufficient chairs. A part of the way to the veranda should be built in a slope manner that would ensure smooth passage for the aged and the physically challenged. The surface should have a handle for supporting the disadvantaged sections. If possible a front office facility may also be arranged there. On one side of the veranda, drinking water should be provided for the visitors.

4.2.2. Demonstration Plot

The Agricultural Officer should take steps to establish model demonstration plots of various crops in the compound where the Krishi Bhavan is located.

4.2.3. Irrigation facility

Adequate provision for water supply for irrigating the seedlings and demonstration plots should be provided.

4.3. Notice for Public

A wall board should be installed in each institution containing brief and clear information regarding each office and institution.

Name of the institution

Name of the Grama Panchayat

(If the institution is at the ward level, name and number of the ward)

Name of the Post Office

Pin code

Note : The name of Institution shall be entered on Grama Panchayat Krishi Bhavan

4.3.1. Service Information Board

The Service Information Board should contain information on the key services available in each institution, the procedures for making them accessible, and the aims and targets of the institution, as given in the Citizens Charter.

4.3.2. Individual Information (Maintain Attendance Board)

The following details should be recorded:

- i. The posts of officials, employees, casual part-time employees, apprentices, and staff on daily wages, names of persons working in each of these posts, details of vacant posts, and attendance details of each person.
- ii. The board should have the facility to record the time of arrival in the office/institution. If any of the employees or officials leave the office during office/working hours, the same information should be entered against the names of such persons.
- iii. The purpose of leave should also be mentioned; for what responsibility or what implementation of duty. If the person is expected back at the office, the time for that should also be mentioned in the board. This step is not only aimed at the general public who approach the office/institution for service, but would help evaluate and monitor the promptness of service of the official/employee as well.
- iv. The employee who is assigned by the Agriculture Officer should carry out the marking in the Attendance Board.
- v. Attendance Board should contain the details like Serial No., Name of the Official, Status of Information on number employee, designation, attendance, leaving the office for official purpose

4.3.3. Details of Fees Rates (Fees/Rate board)

In each of the office/institution system, together with the details of services available, the fees regarding the services (wherever applicable), details of various items and exemptions may also be displayed in the Fees/Rate Board as given in the Citizens Charter and Right to Service Act & Rules.

4.3.4. Public/News Announcements (Notice Board)

- i. Establish Notice Boards in each office/institution for advertising time-bound public announcements regarding office/institution service.
- ii. The Notice Boards should be installed in such a place which could be seen by the public, service beneficiaries, and stake holders.
- iii. The announcement that '**pasting other advertisement and notices on this board is illegal**', should be mentioned on the Board.
- iv. Tearing off or defacing of the announcements made on the Board is illegal. This should be mentioned in the Board.
- v. The copy of the details of an institution in a Grama Panchayat should be given

to the concerned heads of institutions. This should be handed over by the concerned institution head to other heads of institution in the monthly Grama Panchayat level evaluation meeting.

- vi. Each institutional head should hand over the copy of announcements regarding emergency services in between the evaluation meetings for other institutions to the Grama Panchayat office.
- vii. Arrangements should be made to make available this information to other offices.

4.3.5. Individual Name Boards

In each office, in the seats of the officials and employees, the names, their designation, the services being provided through them, brief description of their responsibilities should be displayed. This would help the service seekers to locate the specific service provider without any confusion or delay.

4.3.6. Suggestion/Complaint Box

- i. A box should be installed for the general public and service-owners for depositing suggestions in writing, recommendations to improve the working, complaints, and grievances, in a place which could be visible to all.
- ii. In each week, the head of the institution should open the suggestion/complaint box with the key in his possession, on the day before the last working day.
- iii. The complaints/suggestions should be recorded in the register after sorting them item-wise.
- iv. Steps should be taken to implement those suggestions which could be fulfilled at the institutional-level and these should be explained at the weekly office/institutional level meeting.
- v. Those suggestions which require the approval of the Grama Panchayat/department should be sent for the same. Suggestions related to other offices/institutions should be sent to the head of institution through the Secretary, Grama Panchayat.
- vi. If any grievances or complaints regarding the employees or officials are received through the box, the same should be forwarded to the Grama Panchayat President, after entering in the register.
- vii. In cases where decision is possible at the bureaucratic level, the action taken and its practical status should be made available to the President together with the grievance/complaint.
- viii. Information regarding other institutions should be made available to their heads through the Secretary, Grama Panchayat.
- ix. The officials should take action in cases where solution has to be found based on the decision of the Grama Panchayat and in cases where department-level solutions which required departmental decisions.

- x. An index consisting of the announcements regarding the action taken, the time schedule of the action should be made available to the applicant/ complainant/ aggrieved.

4.3.7. Office Documents

- i. The following documents should be kept at the office:
 - A. Institutional-level Documents
 - 1. Attendance register
 - 2. Movement register
 - 3. Acquittance Register
 - 4. Cash Book and other subsidiary registers
 - B. Service Delivery related Documents
 - 1. Stock Registers
 - 2. Temporary Dead Stock Register
 - 3. Schemes Register
 - 4. Security Register
 - 5. Soil Test Result Record Register
 - 6. Visitors Register
 - 7. TR-5 Receipt Book
 - 8. Liability Register
 - 9. Inspection Register
 - 10. Stamp Account Register
 - 11. Records
 - 12. Collected information
 - 13. Reports
 - 14. Minutes, etc.
- ii. The employees who are entrusted with the specific service-duty should record documents related to each service-duty precisely, clearly, and time-bound; they should index them, keep it safely, and make available the records on demand.
- iii. The task of ensuring the above said activities and marking them after codifying and annexing signature rests with the Agricultural Officer.
- iv. The collective responsibility for monitoring of the above task, evaluation, corrective steps, and reforms rests with the head of the institution.
- v. The concerned standing committee chairpersons and presidents are entrusted with the power to ensure that such assignments are executed promptly.

4.3.8. Routing of Files to Panchayats and Back

- i. Where decisions of a local body is required, the file should be routed to the local body through its Secretary of the Grama Panchayat with specific recommendation on the subject as per rules to arrive at a judicious decision on the matter by the Local Body.
- ii. If any agenda to be included in the meeting of the Grama Panchayat, the Agricultural Officer should enter the agenda along with agenda note in the Sakarma Meeting Management Software the login ID and Password need to through him. The AO should present at the time of meeting and present his opinions on the topic.
- iii. If there is any objection regarding any matter that comes for decision before the Grama Panchayat the Head of Office should give it in clearly quoting the relevant provisions of Act/Rule/Order/Circular, in the absence of which the onus for taking a wrong decision will rest on him/her as well. It would be returned after a decision is taken to the originating officer, who will take appropriate action as resolved by the Grama Panchayat.

Plan Formulation and Implementation

5.1. Plan Formulation

The Agricultural Officer has the responsibility to function as the Convener of the Working Group of Grama Panchayat for Agriculture and also as the Implementation Officer of the projects under Agriculture sector.

- i. Give detailed proposal for the constitution/reconstitution of the Working Group in the sector with those who have a vision regarding the activities to be taken up in the coming year/years for improving production and productivity in the agricultural sector. While selecting the members of the committee the only criteria should be that the selected person should be able to contribute something that will help in the development of the Grama Panchayat. With due consideration of this proposal the Grama Panchayat shall constitute the Working Group on agriculture and assign the Agricultural Officer as its convener.
- ii. The Agricultural Officer should prepare and present each year a review report of the Last year's projects in the agriculture sector at the meeting of the working group for Plan formulation and prepare Status Report as per the guidelines issued by Govt. from time to time.
- iii. Together with the review/Status Report, a draft of Plan suggestions for the amount set apart by the Grama Panchayat for the Agriculture sector should also be submitted.
- iv. Thereafter, the responsibility of convening the Working Group in necessary stages and making it work to fulfill the goal set forth in the Status Report should be taken up by the AO.

5.1.1. Participate in the Grama Sabha

- i. The staff of the Agricultural Office should participate as the coordinators of the Grama Sabhas as decided by the Grama Panchayat. The Agricultural Officer shall participate in the Grama Sabhas.
- ii. Apart from this, the AO and the Agriculture Assistants should attend the Grama Sabhas and Development Seminars and participate in those groups where discussions regarding their institution are held. They should give necessary explanations as and when required.
- iii. The AO should propose necessary changes in the draft Plan taking into considerations the suggestion from the Grama Sabhas and present the same at the Development Seminar.
- iv. The AO with the help of the Working Group is responsible to prepare projects in the agriculture sector with the approval of the Development Standing Committee as per the suggestions finalised at the Development Seminar. The Agriculture Assistants should provide necessary assistance for executing this task. The AO should utilise the expertise of the working group members in the preparation and finalization of projects.
- v. The AO is liable to effect suggested alterations in the projects prepared according to the decision of the Grama Panchayat and submit it for approval of the higher officials.

5.1.2. Subsidy

Subsidy rates should be determined based on the prevailing guidelines. Subsidy should be credited to the account of the beneficiary through electronic fund transfer system. The Agricultural Officer should ensure timely release of subsidy to farmers during each cropping season.

5.1.3. Beneficiary Selection

Under Peoples's Planning, beneficiary selection is made through Grama Sabha. In department schemes eligible beneficiary is identified by Krishi Bhavan and approved by PLADC.

The list of beneficiary approved in the Gram Sabha and duly entered in the minutes of the Grama Sabha should be consolidated at the Grama Panchayat level based on eligibility and priority criteria mentioned in the approved project. This consolidated beneficiary list duly attested should be made available well in advance before the period mentioned in the project for implementation.

5.1.4. Collection of Beneficiary Contribution

In schemes where beneficiary contribution should be collected and remitted, Krishi Bhavan should obtain receipt book from respective Grama Panchayat. Beneficiary contribution collected should be accounted and receipts given for the amount collected. A day book for the cash collected should be maintained and daily collection should be remitted to Grama Panchayat on the same day itself.

5.2. Plan Implementation

- i. The AO should function as the Implementing Officer of the projects in the agriculture sector as decided by the Grama Panchayat.
- ii. The AO should submit requisition to the Panchayat President to sanction necessary funds for the implementation of approved projects.
- iii. After receiving authorisation from the President, allotment letter shall be issued. The AO should prepare and submit the bill to treasury along with the allotment letter to the Treasury.
- iv. Proper account should be kept by the AO.
- v. The AO should submit report to the Secretary regarding the expenditure on the allotment by the Secretary before the 5th of each month.
- vi. Give explanation to various Audit authorities and Grama Sabha.

The Agricultural Officer is liable to provide documents and explanations during various audit for projects of which she/he was the Implementing Officer. The implementing official is accountable for giving prompt explanation at the Grama Sabha meetings and other social audit forums to the doubts and questions regarding the projects in which she/he was in charge. While she/he is unable to present in person, a subordinate staff should be assigned to be present with required information.

5.3. Plan Evaluation

The Plan Evaluation system has two major components; Internal evaluation system and External evaluation system.

i. Internal Evaluation

- i. Staff meeting held at the Krishi Bhavan at the end of the month consisting of only the staff of Krishi Bhavan.
- ii. The Grama Panchayat level monthly meeting convened by the Grama Panchayat .
- iii. The staff meeting including the Standing Committee members held at the Krishi Bhavan after the Grama Panchayat level meeting.
- iv. Grama Panchayat Development Standing Committee meetings.

Staff Level meeting should monitor the following activities.

- a. Specific activities of Krishi Bhavan
- b. Execution of Grama Panchayat projects
- c. Implementation of Central and State projects
- d. Knowledge dissemination activities
- e. Field visits

- f. Disease/insect infection that came to notice, those which require immediate intervention, those which demand long term activity.
- g. Special programs held last month
- h. Suggestions/complaints regarding the institution
- i. Those things which require Grama Panchayat intervention, the activities coming under the responsibility of the Krishi Bhavan as the technical institution in the agricultural sector of the Grama Panchayat
- j. Soil testing activities
- k. The number of farmers who approached Krishi Bhavan for acquiring the advice through the Krishi Bhavan
- l. Disease/pest control measures
- m. Repercussion report during times of natural disasters, Applications received, and details of measures taken
- n. The activities carried out to join the farmers in crop insurance, its results
- o. Details of schemes, projects which invited beneficiaries, responses, prospects
- p. Activities for cut and removal of coconut palms infected with disease
- q. Activities carried out to make available better planting materials for the farmers
- r. Activities carried out to promote organic cultivation
- s. Report of nursery visits in the Panchayat
- t. Details of inspection in the fertilizer and pesticide depots
- u. Activities carried out to make agricultural loan available to the farmers; its results
- v. Activities to make free electricity connection available to the farmers
- w. Activities done to carry out cultivation in the barren/fallow lands; its results
- x. Details of watershed development activities, and soil and water conservation activities
- y. Activities carried out to increase the use and production of organic fertilizer; its result
- z. Grama Panchayat level *Swasraya vipani*.
- aa. Activities carried out to promote vegetable cultivation; result
- ab. Activities in for assisting school health clubs and agricultural clubs
- ac. Details regarding the classes, seminars, discussions, and exhibitions held through Krishi Bhavan and ward committees.

- ad. Implementation of Grama Panchayat projects, target, achievement, Impediments
- ae. Details of the attendance of employees
- af. Details of Departmental schemes, their implementation, beneficiary selection etc.
- ag. New area of interventions based on the latest technologies and their scope and prospects.

The report should contain all the points mentioned above.

ii. Procedures for reporting

- a. The Agricultural Assistants should prepare detailed written reports, prior to the staff meeting, the activities held under each ones leadership and otherwise and submit to the Agricultural Officer at the staff meeting.
- b. The Agricultural Officer should prepare monthly report after collating the reports of the Agricultural Assistants together with the activities at the Krishi Bhavan level.
- c. The Agricultural Officer should submit copies of letters and departmental announcements received each month along the report to the Panchayat level meeting.

iii. Preparation of Next Month's Work Calendar

- a. A draft activities of the next month's activity should be prepared, including the above said activities, at the staff meeting.
- b. The AO should show this calendar to the Chairperson of the Development Standing Committee and revise it considering her/his suggestions and submit it at the Grama Panchayat level meeting.
- c. The responsibility of convening the meeting of the employees and carry out evaluation of functioning and write report in the fixed format and then prepare it at the Grama Panchayat level evaluation meeting vests with the Agricultural Officer.

5.3.1. Grama Panchayat Level Evaluation Meeting

- a. The expanded/executive meeting of heads of transferred institutions at the Grama Panchayat level and Grama Panchayat committee members will be convened an every month.
- b. The following activities will be held at these meetings.
 - i. The introductory presentation of the President.
 - ii. Presentation of the reports by the institutional heads evaluating the activities of the previous month.
 - iii. Presentation of department projects related to the institutions, state and central projects, department letters, and announcements

- iv. Review of the serviceability/development programs
 - v. Presentation of complaints/suggestions by the general public
 - vi. Responses by the people's representatives
 - vii. Presentation of future work plan of Grama Panchayat committee and standing committee
 - viii. Other issues
 - ix. The Agricultural Officer should present the evaluation report and work schedule of the Krishi Bhavan in the fixed format at the Grama Panchayat level evaluation meeting.
 - x. The Agricultural Officer should present the letters and announcements and details of other projects related to the Krishi Bhavan in this meeting.
- Consequent to this, the Standing Committee chairpersons will present the Standing Committee level evaluation report and future work schedule. For preparing this report, the Standing Committee chairpersons should utilise the service of Agricultural Offices. The Grama Panchayat secretary will bring the minutes of the Grama Panchayat level meeting to all the transferred institutions.

5.3.1.1. Staff Meetings at Offices including Development Standing committee

- A. Staff meeting including the Development Standing Committee members should be met at the Krishi Bhavan after the Grama Panchayat Level Evaluation and Planning meeting.
- B. The participation of standing committee members is inevitable in the staff meeting as the responsibility of the standing committee members is as important as the employees in the managing of the Krishi Bhavan.
- i. Convening the Meeting
 - a. The Agricultural Officer should convene the staff meeting which comprises standing committee members at the Krishi Bhavan.
 - b. This meeting should be convened on a working day of the first week of each month after the Grama Panchayat level evaluation and planning meeting.
 - c. The Agricultural Officer should fix the date and agenda of the meeting in consultation with the Development Standing Committee Chairperson. The intimation should be given to the members of the Standing committee and employees at least two working days prior to the meeting.
- ii. Conduct of Meeting

The Development Standing Committee chairperson should preside over the institution level staff meeting. The meeting should have the following agenda.

- a. The reading cum discussion of the minutes of the Grama Panchayat level evaluation meeting.
- b. Presentation of previous month's work report, evaluation (the detailed report presented at the two previous sessions)
- c. Institutional performance, evaluation of knowledge dissemination activities
- d. Examining suggestions/complaints, deciding on necessary steps which require more scrutiny
- e. Work planning for the next month (Completing of draft programme)
- f. General comments

iii. Preparation of Minutes

The Agricultural Officer should assign an Agricultural Assistant for the complete recording of session procedures. The Agricultural Officer should forward the detailed minutes containing procedures and decisions of the meeting to the Grama Panchayat Secretary within three working days of the meeting.

5.3.1.2. Standing Committee Meetings

- i. The Agricultural Officer should attend the Development Standing Committee meeting as the ex-office Secretary of the Grama Panchayat, to review the plan implementation every month on an appointed date with prior notice and actively participate in the discussions and help to sort out the bottle neck, if any, in the implementation of schemes as per the calendar set out in Item 31 of every Project. The minutes of the Standing Committee will be recorded as per rules.
- ii. The minutes of the Standing Committee meetings, will be placed before the next Grama Panchayat meeting.
- iii. As an Implementing Officer the AO shall carry out all the resolutions of the Grama Panchayat in connection with the agricultural Sector.

5.3.2. External Evaluation and Planning System

The External Evaluation and Planning system has four components.

- i. Institution Management Committees (Agriculture Development Committee).
- ii. Grama Sabha
- iii. Voluntary Organizations/Kudumbasree units/general public
- iv. Complaint/suggestion Box

5.3.2.1. Management Committee Meeting (Agriculture Development Committee)

The Management Committee (Agriculture Development Committee) should be a panel to evaluate comprehensively the activities of the Krishi Bhavan.

- i. The Institutional Management Committee (Agriculture Development Committee) is an external evaluation system by which the people outside the institution too can evaluate functioning of the Krishi Bhavan.
- ii. The Management committee (Agriculture Development Committee) should meet at the institutional level on every 3rd Saturday of the month.
- iii. The Agricultural Officer should fix the date, time, and agenda of the meeting in consultation with the Chairperson.

5.3.2.2. Convening the Meeting - Intimation

- i. It is the Agricultural Officer who, with the permission of the Development Standing Committee Chairperson is accountable for convening the meeting of institutional management committee after giving written intimation containing agenda.
- ii. The members should get the intimation at least three days before the meeting.
- iii. The convener should decide the agenda of the meeting after consulting the chairperson and coordinator and publish with the signature of the chairperson.
- iv. The announcement should be promptly displayed and ensure that it reaches the members on time.

5.3.2.3. Agenda

The agenda should have the following contents:

- i. The functioning evaluation of the minutes of previous month's management committee.
- ii. Presentation of last month's working report (Detailed report presented in the previous two sessions)
- iii. Complaints and suggestions received in connection with the institution, the steps taken on them by the institution, those which require further action, the system for providing reply to the complainant regarding this.
- iv. The work schedule for the next month (presented in previous sessions)
- v. Preparations in connection with routine meetings, special meetings, training, and Grama Sabha.

5.3.2.4. Subjects to be included in Function Evaluation

Activities in the Krishi Bhavan in the previous month, things decided, implemented, and not executed, obstacles etc. should be discussed in the management committees.

- i. Components of each activity of the Krishi Bhavan, the activities planned to implement them, its aim, result, obstacles etc.
- ii. People's participation and activities carried out for knowledge dissemination, consequent field activity, people's response, functioning of the Agricultural Assistants.

- iii. The accuracy of marking attendance in the attendance board of the Krishi Bhavan. Office, field activities of the employees, people's response.
- iv. The promptness with which the news related to Krishi Bhavan is displayed on the News boards in Krishi Bhavan, ward committees and other institutions.
- v. Opening of the complaints box and the way the complaints are treated.
- vi. Functioning of the Grama Panchayat Level *Swasraya vipani*.
- vii. The benefits distributed by the Krishi Bhavan - its announcements - beneficiary selection scrutiny - benefits distribution.
- viii. The participation, organization and response towards the knowledge dissemination activities like classes, discussions, seminars and exhibitions conducted through Krishi Bhavan .
- ix. The activity of providing advice through the Krishi Bhavan.
- x. Disease/pest control activities
- xi. Natural calamities, its compensation activities
- xii. Activities carried out to make farmers join crop insurance, assistance distribution
- xiii. Working of fertilizer and pesticide depots
- xiv. Activities done to make available agricultural loans
- xv. Activities carried out to cultivate the barren/ fallow land, its results
- xvi. Deeds implemented to promote use and production of organic fertilizers.
- xvii. Help rendered in the managing of School Agricultural Club and Health Club.
- xviii. Soil testing activities
- xix. Watershed development activities, soil and water conservation activities; Execution of Grama Panchayat projects

5.3.2.5. Meeting

The meeting should be presided over by the Grama Panchayat President. Either the Vice President or the Development Standing Committee chairperson may preside over the session in case of the absence of the President.

5.3.2.6. Report Presentation

The Agricultural Officer should present a written report detailing the work report of the previous month, complaints received in connection with the institution, the action taken on them, and work schedule for the next month at the management committee meeting.

5.3.2.7. Venue of Meeting

The meeting should be held permanently at Krishi Bhavan.

5.3.2.8. Procedure of Meeting

- i. The members should be given opportunity for expressing relevant comments after the brief introductory speech and the report presentation by the Agricultural Officer.
- ii. If further people's intervention is needed in the functioning of Krishi Bhavan , these issues should be given emphasis in the discussions.
- iii. Consequently, each item in the agenda should be considered. The decisions should be taken with the approval of at least half of those are present.

5.3.2.9. Preparation of Minutes

- i. The Agricultural Assistant assigned by the Agricultural Officer should prepare the minutes in detail containing the complete procedures of the meeting within three days of the meeting.
- ii. The minutes should reach the Grama Panchayat Office with the signature of the Committee president within five days of the meeting.

5.3.2.10. Follow-up Steps

- i. The steps to be taken by the Krishi Bhavan according to the decision of the meeting should be taken under the leadership of the Agricultural Officer.
- ii. The measures to be adopted by the Grama Panchayat should be communicated to it through the minutes. The Panchayat Development Standing Committee Chairperson / President should report the procedures adopted on the above.
- iii. The steps to be adopted by the management committee related to the services made available for the people should be implemented according to the decision of the committee and the Agricultural Officer should prepare a report based on that.
- iv. The committee should impart effort and monitoring mechanism for making available the appropriate mass support, from the beneficiaries and the local community for the practical implementation

5.3.2.11. Grama Sabha

- i. The Grama Sabha will function as the external evaluation system to evaluate effectively the activities of the institutions transferred to the Grama Panchayat.
- ii. The Grama Panchayat should present the Performance Report at the Grama Sabhas which are held once in three months for people's evaluation of the activities of the institutions.

5.3.2.12. Kudumbasree units - Voluntary Organizations

- i. The Kudumbasree units and voluntary organizations in the Grama Panchayat will function as the regular evaluation system for evaluating the activities of the institution.
- ii. The Kudumbasree units also will present written report regarding the evaluation of the activities of the institutions in their locality.

5.3.2.13. The general public

The general public will get the opportunity to evaluate the institution activities at the Grama Sabha.

5.3.2.14. Preparing Annual Plan for subsequent year

At end of each financial year, under the leadership of the Krishi Bhavan, an action plan should be prepared for the next financial year. Along with the action plan, an annual calendar too should be prepared containing the details of the activities planned in each month. The Action Plan should be prepared containing the following details:

- i. Activities according to various schemes
- ii. If natural disaster occur, the possible relief activities
- iii. The knowledge dissemination activities held each month under the initiative of the Krishi Bhavan
- iv. The knowledge dissemination activities held each month under the initiative of the Ward committees
- v. The functional target of each month, its coordinating methods
- vi. Activities in coordination with other departments
- vii. Watershed development activities
- viii. Soil and water conservation measures, constrains
- ix. Continuation of the Grama Panchayat projects of previous years, new projects activities of each month
- x. Pre decided Meetings –Department level and other;
- xi. Progress of cultivation of fallow and barren land
- xii. Observation of various important days

While preparing this action plan for each year, details of agricultural production, crop area, and pest infestation of previous years etc. should be scrutinized and taken into consideration. The copy of this action plan should be submitted to the Grama Panchayat in the first month-end meeting of each year. In the same manner, at the end of each Five-Year Plan, the Krishi Bhavan should prepare a detailed master plan of the projects to be implemented in the agriculture sector of the Grama Panchayat for the next five years.

- i. The Agricultural Officer should function as the convener of the Working Group formed for the formulation of the agricultural projects.
- ii. The Agricultural Officer should prepare the note and a status report for first meeting of the working group on agriculture, in which she/he is the convener.
- iii. Discuss about various projects which may be prepared at the working group meeting.
- iv. The Agricultural Officer should prepare the report of this group.
- v. This report should be presented at the Grama Sabha.
- vi. The Draft Plan document should be discussed at the meeting of beneficiaries
- vii. The Draft Plan document should be discussed at the development seminar too
- viii. The working groups should prepare written document and submit it for the approval of the executive committee
- ix. The Executive committee will approve this and forward the same to Block and District level panels for approval

The department level schemes also should be discussed at the forums formed with the participation of people like Agricultural Development Committee and decision should be taken to implement it. The beneficiaries of these schemes should be selected through Grama Sabha.

5.3.2.15. Evaluation of Functioning

- i. The evaluation of Grama Panchayat projects is conducted at the Grama Panchayat level Review meeting, Standing Committee, and Steering Committee. The Working Groups too should hold evaluation of Plan activities.
- ii. The department level projects will be evaluated at the meeting of Agricultural Officers at the Assistant Director level and report should be given.
- iii. The Grama Panchayat level projects and programs should be discussed at Assistant Director level meeting and report should be submitted for higher level discussion.
- iv. The LSGD projects and programs should also be discussed at District level as separate session and evaluation should be done.

5.4. Social Auditing

Social Audit shall be conducted in every institution of the Grama Panchayat as per Social Audit Manual. (G.O. (Rt) No. 1992/2016/LSGD, dt: 25.06.2016)

Annexures

Annexure:1
(See Para: 1.1)
G.O. (P) 189/95/LAD dated 18/09/1995



കേരള സർക്കാർ
സംഗ്രഹം

അധികാര വികേന്ദ്രീകരണം- കേരള പഞ്ചായത്ത് രാജ് ആക്ട്, കേരള മുനിസിപ്പാലിറ്റി ആക്ട് എന്നിവയിലെ വ്യവസ്ഥകൾ പ്രകാരം സർക്കാരിന്റെ ചുമതലകളും സ്ഥാപനങ്ങളും തദ്ദേശഭരണ സ്ഥാപനങ്ങൾക്ക് കൈമാറ്റം ചെയ്തുകൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

തദ്ദേശഭരണ (സി) വകുപ്പ്

ജി.ഒ.(പി) നമ്പർ 189/95/ത.ഭ.വ

തിരുവനന്തപുരം, 1995 സെപ്തംബർ 18

ഉത്തരവ്

1. 1994 ലെ കേരള പഞ്ചായത്ത് രാജ് ആക്ടിലെ 166(6), 167(1), 172(5), 173(5) എന്നീ വകുപ്പുകളിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ളതുപ്രകാരം, പ്രസ്തുത ആക്ടിലെ മൂന്നാം പട്ടികയിൽ (അനുബന്ധം-1)) പരാമർശിച്ചിട്ടുള്ള സംഗതികളുമായി ബന്ധപ്പെട്ട സർക്കാരിന്റെ ചുമതലകളും, സ്ഥാപനങ്ങളും, പദ്ധതികളും, സംസ്ഥാനത്തെ ഗ്രാമപഞ്ചായത്തുകൾക്കും, നാലാം പട്ടികയിൽ (അനുബന്ധം-2) പരാമർശിച്ചിട്ടുള്ള സംഗതികളുമായി ബന്ധപ്പെട്ട സർക്കാരിന്റെ ചുമതലകളും സ്ഥാപനങ്ങളും പദ്ധതികളും ബ്ലോക്കു പഞ്ചായത്തുകൾക്കും അഞ്ചാം പട്ടികയിൽ (അനുബന്ധം-3) പരാമർശിച്ചിട്ടുള്ള സംഗതികളുമായി ബന്ധപ്പെട്ട സർക്കാരിന്റെ ചുമതലകളും സ്ഥാപനങ്ങളും പദ്ധതികളും ജില്ലാ പഞ്ചായത്തുകൾക്കും 1995 ഒക്ടോബർ-2-ാം തീയതി രാവിലെ മുതൽ പ്രാബല്യത്തിൽ വരത്തക്കവിധം കൈമാറ്റം ചെയ്തുകൊണ്ട് ഉത്തരവു പുറപ്പെടുവിക്കുന്നു.

2. അതുപോലെ, 1994 ലെ കേരള മുനിസിപ്പാലിറ്റി ആക്ടിലെ 30(3) വകുപ്പിൽ വ്യവസ്ഥ ചെയ്തിട്ടുള്ള പ്രകാരം, പ്രസ്തുത ആക്ടിലെ ഒന്നാം പട്ടികയിൽ(അനുബന്ധം-4) പരാമർശിച്ചിട്ടുള്ള സംഗതികളുമായി ബന്ധപ്പെട്ട സർക്കാരിന്റെ ചുമതലകളും സ്ഥാപനങ്ങളും സംസ്ഥാനത്തെ മുനിസിപ്പൽ കൗൺസിലുകൾക്കും മുനിസിപ്പൽ കോർപ്പറേഷനുകൾക്കും 1995 ഒക്ടോബർ 2-ാം തീയതി രാവിലെ മുതൽ പ്രാബല്യത്തിൽ വരത്തക്കവിധം കൈമാറ്റം ചെയ്തുകൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

3. മേൽപ്പറഞ്ഞ പ്രകാരം കൈമാറ്റം ചെയ്യപ്പെടുന്ന സ്ഥാപനങ്ങളുടെ വിവരം അനുബന്ധം-5 ൽ ചേർത്തിട്ടുണ്ട്. സ്ഥാപനങ്ങളോടൊപ്പം അവയുടെ ആസ്തി ബാധ്യതകളും വസ്തുവകകളും അവയിൽ അനുവദിക്കപ്പെട്ടിട്ടുള്ള ഉദ്യോഗസ്ഥന്മാരുടെ തസ്തികകളും ഉദ്യോഗസ്ഥന്മാരും അതതു തദ്ദേശസ്വയംഭരണ സ്ഥാപനത്തിലേക്ക് കൈമാറ്റം ചെയ്യപ്പെടുന്നതാണ്.

4. കൈമാറ്റം ചെയ്യപ്പെടുന്ന സ്ഥാപനങ്ങളുമായി ബന്ധപ്പെട്ട തസ്തികകൾക്കു പുറമെ അനുബന്ധം-5 ൽ പറഞ്ഞിരിക്കുന്ന പ്രകാരമുള്ള മറ്റു ചില തസ്തികകളും തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് 1995 ഒക്ടോബർ 2-ാം തീയതി മുതൽ സർക്കാർ വകുപ്പുകളിൽ നിന്ന് കൈമാറ്റം ചെയ്യപ്പെടുന്നതാണ്.

5. ഓരോ സ്ഥാപനവും ഏത് തദ്ദേശസ്വയംഭരണ സ്ഥാപനത്തിലേക്ക് കൈമാറ്റുന്നു എന്ന് വ്യക്തമാക്കിക്കൊണ്ടും കൈമാറ്റം ചെയ്യപ്പെടുന്ന തസ്തികകൾ ഏത് സർക്കാർ ഓഫീസിൽ നിന്ന് കൈമാറ്റുന്നു എന്ന് കാണിച്ചുകൊണ്ടും അതത് വകുപ്പിന്റെ അധ്യക്ഷൻ 1995 സെപ്തംബർ 30-ാം തീയതിക്കു മുമ്പ് ഉത്തരവു പുറപ്പെടുവിക്കേണ്ടതാണ്. അപ്രകാരം പുറപ്പെടുവിക്കുന്ന ഉത്തരവുകളുടെ പകർപ്പുകൾ സെക്രട്ടേറിയറ്റിലെ ബന്ധപ്പെട്ട ഭരണ നിർവ്വഹണ വകുപ്പിലേക്കും തദ്ദേശവകുപ്പിലേക്കും കൂടി അയയ്ക്കേണ്ടതാണ്.

6. തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് കൈമാറ്റം ചെയ്യപ്പെടുന്ന തസ്തികകളിൽ അതതു സർക്കാർ വകുപ്പുകളിലെ ഉദ്യോഗസ്ഥർ തന്നെ, മറിച്ചൊരുത്തർ ഉണ്ടാകുന്നതുവരെ തുടരേണ്ടതാണ്.

7. തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് ഏൽപ്പിച്ചുകൊടുത്തിട്ടുള്ള സർക്കാരിന്റെ അധികാരങ്ങളും ചുമതലകളും പദ്ധതികളും ഫലപ്രദമായി നിർവ്വഹിക്കുന്നതിന് സർക്കാർ വകുപ്പുകൾ അവയ്ക്ക് ഓഫീസ് സൗകര്യം ഉൾപ്പെടെയുള്ള ഭരണപരമായ എല്ലാ സൗകര്യങ്ങളും സാങ്കേതിക ഉപദേശങ്ങളും നൽകേണ്ടതാണ്.

8. തദ്ദേശസ്വയംഭരണ സ്ഥാപനങ്ങൾക്ക് സർക്കാർ ഉദ്യോഗസ്ഥന്മാരുടെ സേവനം വിട്ടുകൊടുക്കുന്നതിന്റെ നിബന്ധനകളും വ്യവസ്ഥകളും സംബന്ധിച്ചും പ്രസ്തുത സ്ഥാപനങ്ങൾക്ക് ആവശ്യമായ ധനസഹായം അനുവദിക്കുന്നത് സംബന്ധിച്ചും ഉള്ള ഉത്തരവുകൾ പിന്നാലെ പുറപ്പെടുവിക്കുന്നതാണ്.

ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം
ആർ.രാമചന്ദ്രൻ നായർ
ചീഫ് സെക്രട്ടറി

Annexures: 2.1
(See Para 2.2.1.i)
Format of Data Bank Collection

ക്രമ നമ്പർ	Land Identification Detail										കുറിപ്പുകൾ
	സർവ്വെ (പഴയത്/റിസർവ്വെ)			സർക്കാർ ഭൂമി	Title	വിസ്തീർണ്ണം (ഹെക്ടർ)	ഇപ്പോഴത്തെ അവസ്ഥ		രൂപമാറ്റം വരുത്തിയിട്ടുണ്ടെങ്കിൽ എത്ര നാൾ മുതൽ		
	സർവ്വെ നമ്പർ	ബ്ലോക്ക് നമ്പർ	റി.സ. നമ്പർ				സി.ഡി നമ്പർ	നിലം			
					രജിസ്ട്രേഷൻ പേർ (ബി.ടി. പട്ടാഭയാരുടെ പേർ (ബി.ടി. രജിസ്റ്റർ പ്രകാരമുള്ളത്		തണ്ടപ്പേർ				
1.	87				അവനാമനൽക്കൽ ശങ്കരൻ ഹൃഷീകേശൻ നമ്പൂതിരിപ്പാട്	1		0.0890			
2.	85				കുറുവീട്ടിൽ പാറുകുട്ടിയമ്മ ഗോവിന്ദമനോൻ മുതൽ പേർ	1		990.5018			
3.	88				തോട്			0.0121			
4.	88				കുറുവീട്ടിൽ പാറുകുട്ടിയമ്മ ഗോവിന്ദമനോൻ മുതൽ പേർ	2		80.5666			
5.	89				കുറുവീട്ടിൽ പാറുകുട്ടിയമ്മ						
6.	90				ഗോവിന്ദമനോൻ മുതൽ പേർ ചിറ്റൂർ നാരായണൻ നമ്പൂതിരിപ്പാട് മകൻ ശങ്കരൻ നമ്പൂതിരിപ്പാട്	1		990.0243			
7.	90				തോട്			0.0202			
8.	91				ചക്കംകുമാരത്ത് കുഞ്ചിയമ്മ മകൻ ഗോപാലമനോൻ	187		0.3157			
9.	91				തോട്			0.0283			
10.	92				പഴേത്തുശങ്കരൻ വാസുദേവൻ നമ്പൂതിരി	92		0.1719			

Annexures: 2.2
 (See Para 2.13.8.v)
Form for Getting Insurance Claim for Damaged Goods

നഷ്ടപരിഹാരത്തുക അവകാശപ്പെടുന്നതിനുള്ള അപേക്ഷാ ഫോറം

1. അപേക്ഷകന്റെ പേരും മേൽവിലാസവും :
2. രജിസ്റ്റർ നമ്പർ :
3. പ്രീമിയം അടച്ച തുകയും വിശദാംശങ്ങളും :
4. വിളനാശമുണ്ടായ തീയതി :
5. വിളനാശത്തിന്റെ സ്വഭാവം :
6. നാശനഷ്ടത്തിന്റെ വിവരങ്ങൾ :
7. നാശനഷ്ടമുണ്ടാകുമ്പോഴുള്ള വിളകളുടെ പ്രായം :
8. വിളനാശം ഉണ്ടായപ്പോൾ നാശനഷ്ടം കുറയ്ക്കാൻ കൈക്കൊണ്ട നടപടികൾ :
9. വിളനാശം പ്രകാരം ലഭിക്കേണ്ട തുക വിള തിരിച്ച് :

സ്ഥലം :
 തീയതി:

അപേക്ഷകന്റെ ഒപ്പ്

ക്യൂഷി ഓഫീസറുടെ പരിശോധനാ റിപ്പോർട്ട്

ക്യൂഷി ഓഫീസറുടെ ഒപ്പ്

ഉത്തരവ് വിരക്കുന്നതു:

ക്യൂഷി ഓഫീസർ/ക്യൂഷി അസിസ്റ്റന്റ് ഡയറക്ടർ/പ്രിൻസിപ്പൽ ക്യൂഷി ഓഫീസർ/ക്യൂഷി ഡയറക്ടർ

Annexure 3.1

(See Para 3.1.1.ii.am)

PANCHAYAT LEVEL AGRICULTURAL DEVELOPMENT COMMITTEE

Order No. G.O.(MS)281/11/AGRI dt: 31.12.2011.

Structure

1. Member of Parliament
2. Member of Legislative Assembly
3. Grama Panchayat President – Chairman
4. Kerala Karshaka Sangham members – 7 farmers
5. A women farmer nominated by the principal Agricultural Officer
6. A SC/ST farmer nominated by the principal Agricultural Officer
7. Panchayat Development Standing Committee Chairperson
8. Recognised Farmer Organisation members – 5 farmers
9. 1 member from every political party who have representation in Kerala Assembly
10. 1 member from Self Employment Programme for One Lakh Youth in Agriculture
11. A representative from the Service Co-operative Bank in the Panchayat
12. Assistant Engineer, KSEB
13. Assistant Engineer, Minor Irrigation
14. Veterinary Surgeon
15. Soil Conservation Officer
16. Assistant Director of Agriculture of the Block
17. Dairy Development Officer
18. Agricultural Officer – Convener

Annexure 3.2

(See Para 3.1.2.xxx)

Details of Registers and Records to be maintained at Krishi Bhavan

Structure

1. Attendance Register
2. Cash Book
3. Acquaintance Register
4. Treasury Bill Book
5. TR-5 Receipts
6. Stock Register
7. Dead Stock Register
8. Register of TR-5 Receipts
9. Service Books
10. Register of Service Book
11. Movement Register
12. Office Order Book
13. Inspection Register
14. Movement Register
15. Casual Leave Register
16. Pay Bill Register
17. Contingent Pay Bill Register
18. Scheme Register
19. ADC Meeting Register
20. Natural Calamity Register
21. Crop Insurance Register
22. Minutes Book of Staff Meeting
23. Management Committee Members Meeting Register
24. Pepper Procurement Register
25. CDB Register
26. F7 Bill Register
27. Register of fertilizers and pesticide samples
28. Register for fertilizers and insecticides dealers license
29. Kerala VikasanaPadhadhi Scheme Register

30. Pepper Production Incentive Register
31. Register for scheme of One lakh Youth Programme in Agriculture
32. Minutes Book of Meeting of Working Group members
33. PD Account Register
34. TP Account Register
35. Biogas Development Scheme Register
36. Register of Kissan Kerala Project
37. Register of Agrocinics
38. Minutes Book of Meeting of Development (Vikasana) Standing Committee Members
39. Register of Power Tariff Exemption for Agricultural Purpose
40. Various files related to each scheme
41. Target and Achievement Register

Annexure: 3.3

(See Para: 3.2)

Control Over Officers Rule, 1997

THE KERALA PANCHAYAT RAJ (CONTROL OVER OFFICERS) RULES, 1997

S.R.O.No.534/97.—In exercise of the powers conferred by sub-section (5) of Section 179 sub-sections (8) and (9) of Section 180 and sub-sections (1) and (3) of Section 181 of the Kerala Panchayat Raj Act, 1994 (13 of 1994) read with sub-section (1) of Section 254 there of, the Government of Kerala hereby make the following rules, namely:-

RULES

- 1. Short title and commencement.** —(1) These rules may be called the Kerala Panchayat Raj (Control over Officers) Rules, 1997.
 - (2) They shall come into force at once.
- (2) Definitions.**— (1) In these rules unless the context otherwise requires,-
 - (a) 'Act' means the Kerala Panchayat Raj Act, 1994 (13 of 1994);
 - (b) 'Appointing authority' means an Officer or authority authorised by the Government to appoint an employee to the Government Service or Panchayat Service.
 - (c) 'Municipality' means a Municipality constituted under Section 4 of the Kerala Municipality Act, 1994 (20 of 1994);
 - (d) 'Officer' includes the Secretary appointed under Sub-Section (1) of section 179, officers and employees appointed to Panchayat Service as per rules made under sub-section (4) of section 180 or rules made under the Kerala Panchayat Raj Act, 1960 (32 of 1960), and any Government officer or employee whose service has been lent to the Panchayat under sub-section (2) of Section 176 or sub-section (1) of Section 181;
 - (e) 'Section' means a section of the Act;
 - (2) The words and expressions used and not defined in these rules but defined in the Act shall have the meanings respectively assigned to them in the Act.
- (3) Lending of service of Government Officers and employees to the Panchayat.—**
 - (1) The Government may, by a special or general order, lend the service of any Government officer or employee including temporary, full time, part time or contingent officer or employee to the Panchayat under sub-section (2) of Section 176 or sub-section(1) of Section 181.
 - (2) The Government officers and employees lent to Panchayat under sub-rule (1) shall be considered as employees of Government for all matters regarding service and their service and wages conditions shall be continued as if they were continued in the Government service and their salary, allowances and other financial benefits shall be given from the Panchayat fund or contribution for the same shall be given to the Government by the Panchayat:

Provided that the Government may continue to give such salary, allowances and other financial benefits to them from the consolidated fund of the Government till the period as the Government may deem fit.

- (3) The Government officers and employees whose service has been lent to Panchayat shall be under the full control and supervision of the Panchayat and they shall exercise those powers and perform duties as may be determined by the Panchayat for matters coming within the jurisdiction of the Panchayat subject to the general restrictions as may be fixed by the Government.
- (4) Every Government officer or employee whose service has been lent to Panchayat while serving for the Panchayat shall also have the authority to exercise the powers entrusted by the Government and shall be liable to perform the duties.
- (5) The Government officers and employees whose service has been lent to Panchayat shall not be entitled to get deputation allowance.
- (6) The Panchayat shall have authority to appoint by transfer any Government officer and employee whose service has been lent to Panchayat from any office or institution of the Panchayat to office of the Panchayat or to any other office or institution under that Panchayat:

Provided that a Government officer or employee shall not be appointed by transfer from a department to another department:

Provided further that Panchayat shall be liable to comply with the general guidelines regarding the transfer of Government officers issued by the Government from time to time.

- (7) Government may for sufficient reasons take back any Government officer or employee whose service has been lent to a Panchayat for the service of Government or may be appointed by transfer from that Panchayat to another Panchayat or to a Municipality.
- (8) If a vacancy arises due to transfer, leave or any other reason in the post of Government Officer or employee whose service was lent to Panchayat and in the circumstances where the service of another Government Officer or employee is not immediately lent to fill such vacancy, subject to such general guidelines issued by the Government, the Panchayat may appoint another person temporarily in that vacancy, by informing the appointing authority in advance, for a period not exceeding six months or till a Government officer or employee is appointed to such vacancy whichever is earlier,—
 - (a) through employment exchange; or
 - (b) if candidate is not available through employment exchange on contract basis as per the conditions specially provided by the Government:

Provided that in the case of such temporary appointment as school teachers, if necessary, the period of six months may be reckoned, as till the end of respective academic year.

4. Imposing of minor penalties on officers.—(1) Where an officer fails to perform his official duty or violates the discipline or refuses to carry out the lawful decision of the Panchayat or will fully obstructs the implementation there of or fails to obey the lawful orders of the President, or for the misbehavior or misconduct of an officer, the Panchayat may take disciplinary proceedings against such officer and may impose on him any one of the following minor penalties, namely:—

- (1) censure,
- (2) fine,
- (3) temporary withholding of increment,
- (4) withholding of promotion,
- (5) recovery of amount from salary.

Notes: —(i) No fine shall be levied on an officer except in the post of last grade, part-time or full-time contingent. Huge amount shall not be levied as fine and trifle fine shall not be levied frequently;

(ii) the period of with holding of increment shall not be less than three months and not more than three years. There will not be any cumulative effect on with holding of increment and shall not have the effect of postponing future increments;

(iii) with holding of promotion shall be temporarily for a specific period and this period shall not be less than six months and not more than three years;

(iv) if the period is not specified in the order of with holding of increment or promotion it will be deemed to be three months and six months respectively;

(v) in the case where the order of with holding of increment cannot be given effect to the monetary value equivalent to the amount of increments ordered to be with held will be recovered from the salary of the concerned officer;

(vi) recovery of amount from salary as a penalty shall be made only when pecuniary loss is caused to the Panchayat by the Act of the officer;

(vii) with holding of promotion of the officer concerned shall not entail loss of seniority in the grade for the time being he is working;

(viii) an officer whose promotion is with held, shall if and when promoted to a higher grade or to higher time-scale subsequently, on promotion take his place at the bottom of the higher grade or higher time-scale.

(2) In true case where Panchayat initiates disciplinary action against an officer of the Panchayat referred to in Section 180 for an offence, the Secretary shall not, and in case where the Secretary initiates disciplinary action under clause (ix) of Section 182, the Panchayat shall not imitate disciplinary action against such person for the same offence.

(3) Notwithstanding anything contained in sub-rule (1) the concerned appointing authority and disciplinary authority shall have the power to initiate disciplinary action against the Secretary or Government officer or employee whose

service has been lent to Panchayat under sub-section of Section 176 or under sub-section(1) of Section 181.

- (4) In the case where Panchayat initiates disciplinary action for an offence, against Secretary or Government officer or employee whose service has been lent to Panchayat, the concerned appointing authority or disciplinary authority and in the case where the appointing authority or disciplinary authority initiates disciplinary action under sub-rule(3) the Panchayat, shall not initiate disciplinary action, against such person for the same offence.
- (5) In the case where the Secretary under clause (xi) of Section 182 or by the appointing authority or disciplinary authority, as the case may be, under sub-rule(3), initiates disciplinary action against an employee whose service has been lent to Panchayat, it shall be in accordance with the Kerala Civil Service (Classification, Control and Appeal) Rules, 1960.
- (6) If the Panchayat so decides, the Panchayats may require the Secretary to initiate disciplinary action for any offence against an employee of the Panchayat and the concerned disciplinary authority to intimate disciplinary action against a Government officer or employee whose service has been lent to Panchayat.

- 5. Procedure to issue memo of charges.**(1) Where on the basis of available information, the President or the Grama Panchayat *prima facie* is satisfied that an officer has committed an offence referred to in sub-rule (1) of Rule 4 and disciplinary action has to be initiated against him, the Panchayat has to decide, whether disciplinary action has to be initiated against that person and if the Panchayat so decides a notice requiring to show-cause for not initiating such disciplinary action shall be issued to the concerned officer. In the case of Secretary, the notice shall be issued by the President and in the case of an officer other than the Secretary, by the Secretary, as per the orders of the President:

Provided that on urgent occasions, notice may be issued subject to ratification of the Panchayat.

- (2) The grounds proposed for initiating disciplinary action against the concerned officer shall be clearly shown in the notice issued under sub-rule (1) and after the receipt of notice not less than seven days' time shall be allowed to furnish reply.

Note:—vague statements shall be avoided in the notice, for example, a general statement in the nature of “not complied with the direction of President or Panchayat ”shall not be a ground intended to initiate disciplinary action, instead of it shall be specifically stated that what direction in which circumstances has not been complied with.

- (3) The President shall submit, the explanation, if any, received from the officer, within the specified time to the notice under sub-rule (1) and if no explanation is received, his report regarding the same for the consideration of the Panchayat. In case of an officer other than Secretary, along with the explanation the opinion of the Secretary or head of office, there of, shall also be submitted by the President for the consideration of the Panchayat.

- (4) After considering the explanation or the report mentioned under sub-rule (3) the Panchayat may decide whether the disciplinary action against the concerned officer is to be dropped or
 - (5) In case whether the Panchayat decides to initiate disciplinary action against an officer under sub-rule (4) a memo of specific charges along with a statement of allegations based on charge or charges shall be issued to him and he shall be required there in to furnish written statement with in fifteen days. The memo of charges shall be issued by the President in the case of Secretary and by the Secretary in the case of an officer other than the Secretary/Under the orders of the President.
 - (6) Memo of charges shall be in the model form appended to these rules and shall be signed by the President or the Secretary, as the case may be.
 - (7) Memo of charges shall be precise and in clear language and the date and time of occurrence of the incident wherever applicable shall be included therein.
 - (8) While issuing of orders regarding disciplinary action, in the statement of allegations on which each charge is based, shall also refer to any other circumstance which is proposed to be considered.
 - (9) A list of documents relied upon in framing the charges shall be listed out at the end of the statement of allegations.
 - (10) Two copies of the memo of charges and statement of allegation shall be issued to the concerned officer and one copy shall be got back with his dated signature and kept in the file.
 - (11) If no written statement is received with in the period specified in the memo of charges, no reminder shall be issued to the concerned officer, and shall continue with further proceedings on the presumption that there is no written statement to be filed. Provided that in the case of application received for, extension of period, if the President is satisfied that reasons stated in the application are acceptable; such period may be extended to a period not exceeding fifteen days.
 - (12) If at any stage of the further proceeding the Officer applies for the perusal and obtaining the copy of any document referred to in the list appended to the statement of allegations he may be Allowed to perusal and obtain, copy of the documents if the President considers that such permission is not against public interest in due supervision.
- 6. Examination of written statement.**— (1) The President shall submit the written statement if any, received with in the stipulated time from the officer to the memo of charges issued to him under sub-rule (5) of Rule 5 and if no written statement is received, his report regarding the same for the consideration of the Panchayat. In the case of an officer other than Secretary, the President shall also submit written statement, the opinion of the Secretary or head of office there in for the consideration of the Panchayat.
- (2) If, in the written statement received from an officer, it is requested to hear him in person, President shall hear him in person on behalf of the Panchayat

and shall submit the matters informed by him along with written statement for the consideration of the Panchayat.

7. Imposition of minor penalty.—(1) Where the Panchayat after considering the written statement furnished by the concerned officer to the memo of charges issued under sub-rule (5) of Rule 5, or if no written statement is received, the report of the President in that regard, is satisfied that the concerned officer has committed the offence alleged against him and after considering the nature and gravity of the offence committed, may impose on him any one of the penalties mentioned in sub-rule (1) of Rule 4 and orders with signature shall be issued accordingly on behalf of the Panchayat by the President, in the case of Secretary and by the Secretary in the case of an officer not being the Secretary.

(2) An order issued order sub-rule(1)-

(a) In the case of the Secretary, the President shall forward a copy with covering letter to the concerned appointing authority for implementation and for recording the details of penalty in his service register, to Government and if necessary to the Accountant General;

(b) in the case of a Government employee of the State service, the Secretary shall forward a copy with covering letter to the concerned head of department for implementation and for recording the details of penalty in his service register, to the Government and to the Accountant General;

(c) in the case of a Government officer of subordinate service the Secretary shall forward a copy with covering letter to the concerned head of office for implementation and for recording the details of penalty in his service register and if necessary to the concerned head of department;

(d) in the case of Panchayat employee referred to in Section 180, if awarded a penalty except withholding of promotion, the Secretary shall execute by entering the details in his service register and in the case of withholding of promotion a copy of that order shall be sent to the appointing authority.

8. Suspension.— (1) If the President is prima facie satisfied that an employee of the Panchayat referred to in Section 180, a Government Officer or employee of subordinate service whose service has been lent to the Panchayat has committed an offence of serious nature, includes misconduct or deserves major penalty, and allowing him to continue in service is against public interest and will obstruct the enquiry being conducted or intending to conduct against him, he may suspend such employee from service subject to detailed enquiry and disciplinary proceeding.

(2) The concerned employee shall be entitled to subsistence allowance under Rule 55, Part I of the Kerala Service Rules, 1959, during the period of suspension.

(3) The President shall report the order of suspension and matters leading there to in the next meeting of the Panchayat and shall seek the approval of the Panchayat for the order. If the Panchayat does not approve the suspension,

the order of suspension stands cancelled suo moto and the employee suspended shall immediately be reinstated in the employment and period of suspension shall be treated as duty.

- (4) The President shall immediately forward the copy of suspension order and the decision of the Panchayat there on to the appointing authority.
- 5) In the manner without being an obstruction to disciplinary action against the suspended employee, the Panchayat may at any time reconsider his suspension and he may be reinstated to the employment.
- (6) The President shall complete the enquiry against the concerned employee within three months of issue of suspension order and shall submit the enquiry report for the consideration of the Panchayat.
- (7) The Panchayat may decide after considering the enquiry report to drop the disciplinary action in the name of the employee or as the case may be, to initiate disciplinary action under Rule 4 or to forward the enquiry report under Rule 10 to appointing authority or Government, as the case may be.
- (8) In the case where the Panchayat is imposing a minor penalty or dropping disciplinary action in the name of an employee and if the suspension of employee has not been withdrawn till then, together with imposing of minor penalty or dropping the disciplinary action, the suspension shall be withdrawn and how the period of suspension has to be treated shall be determined according to Rule 56 Part I of the Kerala Service Rules, 1959.
- (9) In the case where the enquiry report under Rule 10 is sent to appointing authority or Government, as the case may be and if the suspension has not been withdrawn till then the suspension shall be continued or withdrawn as per the direction of the appointing authority or Government

NOTES

Panchayat Raj (Control Over Officers) Rules, 1997-R.8(6)-The statutory rule is to complete the proceedings at the earliest as evident from sub-rule 6 of Rule 8 which provides the time limit of three months. Therefore the delay is not justified. Since consequence is not provided for not completing enquiry within the time limit, it can be assumed that the said provision is only directory. In other words, the violation of sub-rule 6 may not result in nullification of the entire proceedings as the said rule is only directory. — Pushpavally v. Seethathodu Grama Panchayat - 2002 (2) KLT SN111.

- 9. Appeal and re-examination.**—(1) The officer concerned may file an appeal in the form annexed as Appendix 2 to these rules against the order issued by the President or Secretary as the case may be, on behalf of the Panchayat imposing minor penalty on an officer under sub-rule (1) of Rule 7, before an officer authorised by the Government for this purpose within thirty days on receipt of such order:

Provided that if the authority is satisfied that there is sufficient reason for not filing the appeal within the specified time, the appeal received after the time may be considered.

- (2) On receipt of the appeal under sub-rule (1), the authority authorised shall call for and examine the connected records and shall after hearing in person the officer who preferred the appeal and the President on behalf of the Panchayat or any other person authorised by the Panchayat who imposed the penalty which being the ground for appeal, confirm, modify or cancel the order imposing such penalty or issue such orders as may deem fit.
- (3) The Government may require the records relating to every order issued under sub rule(2) either suo-moto or on application and may reconsider such order and pass appropriate order regarding it as they may deemit:

Provided that no application for reconsideration of an order shall be considered if it is received by the Government after thirty days from the date of receipt of such order by the applicant:

Provided further that, an order adversely affecting an officer shall not be passed by the Government without giving an opportunity of being heard:

Provided also that the Government shall not suo-moto reconsider an order after One year from the date of the order.

10. Procedure on commission of offences which may result in imposing major penalties.—(1) If the President or the Panchayat believes that an officer has committed an offence which deserves any major penalty, the President, after conducting the enquiry against such officer or employee shall send the enquiry report together with the opinion of the Panchayat there on to the appointing authority in the case of an employee of Panchayat referred to in Section 180 and shall send to the Government in the case of an officer or employee whose service has been lent to the Panchayat under sub-rule(1)of Rule 3.

- (2) The appointing authority or the Government shall examine in detail the report of the President and opinion of the Panchayat, as the case may be, and if necessary after hearing the President or the officer alleged in person shall take suitable decision regarding initiation of disciplinary action and that decision shall be intimated to the President.
- (3) In the case where the appointing authority or the Government decides to initiate disciplinary action against the officer the procedure contained in the Kerala Civil Service (Classification, Control and Appeal) Rules,1960 shall be observed.
- (4) In the case where the alleged officer has been suspended from service under Rule 8, matters as to whether suspension is to be continued or how the period of suspension is to be reckoned shall be examined by the appointing authority or Government, as the case may be, and shall issue suitable order.

11. Observation of provisions of other rules.—In the case of suspension, imposition of minor penalty and appeal, the procedure laid down in the Kerala Civil Service (Classification, Control and Appeal) Rules,1960 and the Manual of Disciplinary Proceedings of Government of Kerala shall be applicable to mat-

ters not mentioned in Rules 4 to 10 and if there is any doubt of dispute arise regarding any of these, the decision of the Government shall be final.

- 12. Confidential report.** —(1) The President shall prepare the confidential report of the Secretary from time to time and send to the appointing authority.
- (2) The Secretary shall, prepare from time to time the confidential report of the employees of the Panchayat for whom it is directed as keep confidential reports and submit to the President for review and shall send to the appointing authority together with review report of the President.
- (3) The President may send report regarding the service of the Government officers or employees whose service has been lent to the Panchayat from time to time to the concerned appointing authority and the said report shall also be taken in to account, while considering such officer or employee for promotion.
- 13. Granting of leave.** —(1) The Secretary may grant leave including casual leave to the employees of Panchayat referred to in Section 80 subject to eligibility and the provisions of the Kerala Service Rules.
- (2) The President may grant casual leave to the Secretary and to the head of office and institutions which have been lent by the Government subject to eligibility.
- (3) The granting of leave except casual leave to officers referred to in sub-rule (2) subject to eligibility and the provisions of the Kerala Service Rules shall be by the Government officer authorised for this purpose.
- (4) Granting of leave including casual leave subject to eligibility and the provisions of Kerala Service Rules to Government officer or employee not referred under sub-rule (2) whose service has been lent to Panchayat shall be by an officer authorised by the Government for this purpose.
- (5) In the case where granting of leave except casual leave to any officer under sub-rules (3) and (4) is by a Government officer whose service has not been lent to Panchayat the leave application shall be sent to the said officer together with the recommendation of the President.

APPENDIX I

MODEL OF MEMO OF CHARGE

[See sub-rule (6) of Rule 5]

MEMO OF CHARGE

Charge against Sri/Smt..... (name) working in the post of.....in the..... (place of work, officer, institution etc.) under.....Panchayat.

1. It is seen that you, Sri/Smt..... have committed the offence of.....(here enter the alleged offence or the substance of the offences, relevant date or dates and place).

2. You are required to show cause, if any, in writing within fifteen days, from the date of receipt of this notice, as to why disciplinary action should not be taken against you under Rule 4 of the Kerala Panchayat Raj(Control over Officers) Rules, 1997, and if no such statement is received from you within the said period the matter will be proceeded with the presumption that you have nothing to offer in this matter.

A statement of allegations on which the above charge or charges is/are based is attached here with.

Place.....

President/Secretary.

Date.....

For.....Panchayat.

APPENDIX II

[See sub-rule(1) of Rule 9]

Appeal against disciplinary actions of.....Panchayat.

1. Name and official address of the appellant :
2. Number and date of the order :
- Appealed against (copy shall be enclosed) :
3. Offence alleged for imposing penalty :
4. Details of penalty awarded :

Reasons based for appeal
(Enter the reasons in detail)

Place:

Signature of the appellant

Date:

Explanatory Note

(This does not form part of the Notification, but is intended to indicate its general purport.) As per sub-section (5) of Section 179, sub-section (9) of Section 180 and sub-section (3) of Section 181 of the Kerala Panchayat Raj Act,1994(13 of 1994), the Panchayat is competent to impose minor penalties on Secretary, any officer or employee of the Panchayat and Government Officers or employees whose service has been lent to the Panchayat, respectively. The government intends to make rules, presenting the procedure in the matter and specifying the controlling power of the Panchayat over the officers and in the matter of granting of leave. This Notification is intended to achieve the above object.

Place.....

President/Secretary.

Date.....

For.....Panchayat.

Annexures: 4.1

G.O No. M.S.184/2011, Dated 25/07/11

കേരളസർക്കാർ

സംഗ്രഹം

കൃഷി വകുപ്പ് - കാർഷിക മേഖലയുടെ അഭിവൃദ്ധിക്കായി രൂപം നൽകിയ കാർഷിക വികസന സമിതികൾ പുനഃസംഘടിപ്പിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

കൃഷി (ആസൂത്രണം - ബി) വകുപ്പ്

സ.ഉ.(എം.എസ്) 184/2011/കൃഷി

തിയതി, തിരുവനന്തപുരം, 25/07/2011

പരാമർശം:- (1) 15/05/2007 ലെ ജി.ഒ.(എം.എസ്) 77/07/കൃഷി.

ഉത്തരവ്

മുകളിൽ പരാമർശിച്ച സർക്കാർ ഉത്തരവ് ഇതിനാൽ റദ്ദ് ചെയ്യുകയും പഞ്ചായത്ത് ജില്ലാതല കാർഷിക വികസന സമിതികൾ പുനഃസംഘടിപ്പിച്ചുകൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുകയും ചെയ്യുന്നു.

കൃഷിഭവൻ തല കാർഷിക വികസന സമിതി

1. എം.പി.
2. സ്ഥലം എം.എൽ.എ.
3. പഞ്ചായത്ത് പ്രസിഡന്റ് - ചെയർമാൻ
4. കേരകർഷക സംഘത്തിന്റെ പ്രതിനിധി
5. ഏഴ് കാർഷിക പ്രതിനിധികൾ
6. പ്രിൻസിപ്പൽ കൃഷി ഓഫീസർ നാമനിർദ്ദേശം ചെയ്യുന്ന ഒരു വനിത കർഷക
7. പ്രിൻസിപ്പൽ കൃഷി ഓഫീസർ നാമനിർദ്ദേശം ചെയ്യുന്ന പട്ടികജാതി-പട്ടികവർഗ്ഗത്തിലുള്ള ഒരു കർഷകൻ/കർഷക
8. പഞ്ചായത്ത് വികസന സ്റ്റാന്റിംഗ് കമ്മിറ്റി ചെയർമാൻ
9. അംഗീകൃത കർഷകതൊഴിലാളി സംഘടനയുടെ ഓരോ പ്രതിനിധി വീതം (പരമാവധി 5 പേർ വീതം)
10. കേരള നിയമസഭയിൽ പ്രാതിനിധ്യമുള്ള രാഷ്ട്രീയ പാർട്ടികളുടെ ഓരോ പ്രതിനിധി
11. പ്രാഥമിക സഹകരണ ബാങ്ക്/വാണിജ്യ ബാങ്ക്/കാർഷിക വികസന ബാങ്കിന്റെ പ്രതിനിധി
12. കേരള സ്റ്റേറ്റ് ഇലക്ട്രിസിറ്റി ബോർഡിലെ അസിസ്റ്റന്റ് എഞ്ചിനീയർ
13. മൈൻ ഇറിഗേഷൻ ചുമതലയുള്ള പഞ്ചായത്ത് തല അസിസ്റ്റന്റ് എഞ്ചിനീയർ
14. പഞ്ചായത്തിലെ വെറ്ററിനറി സർജൻ
15. മണ്ണ് സംരക്ഷണ വകുപ്പിനെ പ്രതിനിധീകരിക്കുന്ന ഉദ്യോഗസ്ഥൻ
16. ബ്ലോക്കിന്റെ ചുമതല വഹിക്കുന്ന കൃഷി അസിസ്റ്റന്റ് ഡയറക്ടർ
17. പ്രാദേശിക ക്ഷീരവികസന ഉദ്യോഗസ്ഥൻ
18. കൃഷിഭവനിലെ കൃഷി ഓഫീസർ - കൺവീനർ

ചുമതലകൾ

1. പഞ്ചായത്തിന്റെ സമഗ്രമായ വികസനത്തിനുകുന്ന പ്ലാൻ, പ്രോജക്ട് ഇവയുടെ തയ്യാറാക്കൽ
2. പഞ്ചായത്തിലെ കർഷകർ, കൃഷിരീതികൾ, മണ്ണ് എന്നിവയുടെ സ്ഥിതിവിവരക്കണക്കുകളുടെ വ്യക്തമായ വിവരം ശേഖരിക്കൽ