



Karakulam Grama Panchayat

Guideline for Managing
Agriculture Office

Responsive Administration –
A Management Development Mechanism

Guideline for Managing
Agriculture Office

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Karakulam Grama Panchayat

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Karakulam Grama Panchayat

Dear,

Novel enquiries and activities have been going on in the Karakulam-Nellanad Grama Panchayats for systemising the local self governance process, co-ordinate the functioning of the Grama Panchayats and transferred institutions, Improve the quality level of institution-service, make fruitful the institutional management and governance execution taking into consideration the will of the people and people's intervention.

As part of the Responsive Administration - A Management Development Mechanism, many arrangements have already been evolved for making the local self governance meaningful and empowered. This includes the following: Comprehensive citizen charter, people-oriented institutional arrangement, Local self governance order-implementation, office panchayat-level review system, and dispute redressal system. Another achievement in this chain is the Guideline, inevitable for the local self government institution-service delivery and management. These guidelines are the result of relentless effort of governance experts, law experts, voluntary activists, people's representatives, and officials. Such Guidelines are formulated in 13 different sectors. This Guideline, approved and came into existence based on the decision of the Grama Panchayat dated 6 June 2005 (fifth decision), aimed at raising the service quality level of institutions and officials and strengthening the infrastructural facilities, is submitted before the people.

09.06.2005
Karakulam

R. Sivarajan
President

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Guideline – What, Why

Panchayat Raj - Nagarapalika Act figures prominently among the crucial amendments to the Indian Constitution. It was the 73rd and 74th Amendments (1993) to the Constitution which made Local Self-Governments also part of the system of Federal national structure apart from Central and State levels. This made possible the transfer of responsibilities, resources, and employees, and also entrusted with the local self-governments the power of development and implementation. In Kerala, vast interventions were possible in the domain of local self-governance in the past one decade. Efforts were made to ensure rules, policies, orders, training, and support systems. It is indeed an achievement for Kerala that the availability of funds, transparency, evaluation, etc., were made part of the system in the State. The process of decentralisation of power was enriched, in varying degrees, by the co-operation of political parties, socio-voluntary movements, service-trade union organisations, and research centres.

The local self government institutions – panchayats / municipalities have gained so many benefits in the past one decade. The local self-governance has almost become established. It has become administratively possible to run own offices and transferred institutions separately and jointly. It made help the local bodies to implement the responsibilities and services of bureaucrats and employees. This also helped to raise the standard of quality. The gains of decentralisation of power reflected in the administration in varying levels. The current phase is one of assessing many issues including the above mentioned ones.

The concept of institution-service management is an extension of ideas evolved from various activities that were implemented under the initiative of the Karakulam Grama Panchayat with the involvement of people's participation and with the support of the Grameena Padhana Kendram (GPK) in various sectors like health, education, and social welfare with people's participation. Inter-linking of decentralisation and responsive self-governance with institution-service management enables the direct participation and intervention of people in the local self-governance which already necessitates increased responsibility and commitment to the people. Based on the Kerala Panchayati Raj Act (1994) and the Kerala Panchayati Raj (Amendment Act- 1999) many important sectors have been handed over to the local bodies. The responsibilities transferred to the Grama Panchayats are summarised here.

The Invariable Responsibilities of the Grama Panchayat

1. Regulate building construction.
2. Protect public places from encroachment
3. Protect the traditional drinking water sources.
4. Protect ponds and other water storage systems.



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5. Conserve the waterways and canals under the Grama Panchayat.
6. Collect and dispose of solid waste. Make arrangements for the removal of liquid waste.
7. Drain the water caused by heavy showers.
8. Make environment healthy and protect it.
9. Maintenance of public markets.
10. Contain / control contagious diseases.
11. Regulate the slaughter of animals, sale of meat, fish, and other food items which may easily be decayed.
12. Regulate hotels and restaurants.
13. Stop adulteration of food.
14. Protect roads and other public properties.
15. Switching on the street lights and maintain them.
16. Take immunisation measures. Implement programmes for the same suggested at the state and national levels.
17. Establish and maintain cemeteries.
18. Give licence to dangerous and unbearable trade.
19. Register both birth and death.
20. Establish and maintain bathing, washing, and transportation ghats.
21. Arrange parking areas for vehicles; build parking sheds for general public.
22. Build urinals, toilets, and bathrooms in public places.
23. Regulate the managing of festivals and fairs.
24. Issue licences to pet birds / animals, ensure control of stray animals.

Common Responsibilities

1. Collection of statistical data.
2. Organizing self-help and voluntary work.
3. Campaign on thrift.
4. Awareness creation about social evils.
5. Development – People's participation.
6. Relief activities during natural calamities.
7. Conservation and awareness creation of Ecology.
8. Development of co-operative sector.
9. Social unity.
10. Make available land for development purpose.
11. Awareness creation on various laws.
12. Campaign against economic offences.
13. Poverty eradication – self-help entrepreneurship.
14. Sensitisation on civic responsibilities.

Sectoral Responsibilities

It is the task of the Panchayats to make sure that the services in accordance with the above responsibilities are being provided to the inhabitants of the respective areas [Kerala

Panchayat Act 1999 166 (1) B]. S B Sen Committee (1996) on Devolution of Powers has submitted detailed and clear recommendations to the Government about the inevitable transfer of employees, institutions and infrastructure facilities necessary for executing the responsibilities transferred to them. The Sen Committee also details the transfer of funds required for the maintenance and expansion of the above mentioned responsibilities.

Based on the recommendations, the Government issued orders transferring various institutions and designations to the local bodies.



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Those transferred institutions would be treated as owned by the local self governments for the concerned period. During this period they would be known under the respective local body [Kerala Panchayat Act, 1999 sec. 166 (6), 172 (5), 173 (5)]. These organisations should be run according to the policies of the State and Central governments and by following their guidelines, with their technical assistance.

It would be the responsibility of the panchayats to prepare and implement socio-economic projects related to these institutions [Kerala Panchayat Act 1999 sec 166 (2), 172 (2), 173 (2)].

The names of the transferred institutions are given below. Through various Government Orders, the responsibilities of each institution and the activities to be carried out have been transferred to the local self-governments. The government has taken a policy decision to allot 30-40 percent of the State Plan Fund to the local bodies for the development activities in connection with the transfer of the institutions.

Please see the Government Order (P) No. 189/95, Local Self-Government Department, Thiruvananthapuram, 1995 September 16. The list of institutions transferred according to the Annexure 5 of the GO are listed here.

Institutions Transferred to the Panchayat, Posts, Department
(Institutions Transferred to Karakulam Grama Panchayat)

1. Krishi Bhavan – all posts – Agriculture Department
2. Veterinary Hospital – Veterinary dispensary and sub centre – all posts- Animal Husbandry Department
3. Dairy Development Office – Post of Dairy Development Officer and related posts (Service should be provided to all Grama Panchayats in a Block) – Dairy Development Department
4. Fisheries Sub Inspector Office – Sub Inspector Post – only in relevant Panchayats – Fisheries Department
5. Rural Development Extension Office – Two Village Extension Officers (VEOs) – jointly for more than panchayats in critical situations – Rural Development Department
6. Day Care Centres, *Anganwadis* – ICDS Supervisor, *Anganvadi* Worker, Helper – Social Welfare Department
7. *Balavadis*, Feeding Centres, Seasonal Day Care Centre Dormitory – Scheduled Caste Development Co-ordinator – Scheduled Caste Development Department



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8. *Balavadi*, Medical Unit, Nursery School, Midwifery centres, Ayurveda dispensary – Scheduled Caste Development Co-ordinator – Scheduled Caste Development Department
9. Primary Health Department – Government Dispensary – Sub centres – All the posts – Health Department
10. Ayurveda Dispensary – All posts – Ayurveda Department
11. Homoeo Dispensary – All posts - Homoeopathy Department
12. Government-owned Primary Schools – All posts – General Education Department
13. Rural Public Works Wing – Public Works Overseer (according to the revised order, One Assistant Engineer and Three overseers for two panchayats) – Public Works Department

Each Department should make available detailed guidelines to each local body through the transferred institutions regarding execution of entrusted schemes. The concerned local self-government would be completely accountable for the beneficiary implementation of such transferred institutions. The panchayats are empowered to decide on the places where such projects would be implemented. With the prior permission of the State Government, the panchayats are responsible for physical locationing of the transferred institutions (GO (P) No. 112 / 98 / Local Self Government Department, Thiruvananthapuram, 30-5-1998).

Panchayats are empowered to carry out division of labour of the transferred employees considering them as the staff of the Panchayat Raj system. The local bodies can entrust the staff with new responsibilities or different responsibilities or combined responsibilities. While doing so the following conditions are applicable.

1. While implementing the division of labour, apart from the qualification, experience, and expertise of each employee, the service required of the employee and the inevitable service to the local body should be taken into consideration.
2. The responsibilities held by the staff at the departmental level or the duties carried out before being transferred will not be blocking the division of labour of the transferred employees by the local self-governments.
3. The local bodies can decide on the division of labour logically and do justice to it.
4. New responsibilities may be assigned taking into consideration the local inevitability.
5. The above provisions are applicable to the technical staff too. The local bodies are authorised to allot any task which comes under the control of the local body and which requires the expertise of the technical staff.
6. The panchayats are authorised to issue attendance certificates to those officials who are working for more than one panchayat for enabling them to draw salary.
7. Panchayats are entitled to recommend to the appointing authority for the transfer of an employee. If the concerned authority comes under the purview of the panchayat, then the panchayat may carry out transfer according to the relevant criteria.
8. The local self-governments will have the following powers regarding the service of the employees of the transferred institutions.
 - a. Grant leave to the staff ensuring alternative arrangements.

- b. Give recommendation for leave if the leave records are not kept in the local body.
 - c. Demand attendance in meetings.
 - d. Ask for reports.
 - e. Fix field duties.
 - f. Approve tour programmes.
9. The local bodies can give report to the higher authority regarding the quality of service of the employees and ensure proper consideration for the same.
 10. Each file concerning each institution should be kept in concerned offices and should be submitted to the local self government through either the secretary / selected authority of the institution. The file should be returned to the concerned official along with the decision for proper action.
 11. Concerned officials are liable to prepare Draft resolutions, minutes, procedure, etc and get approval of the head of the local self governments. [GO (P) No. 113 / 98 / Local Self Government Department, Thiruvananthapuram, 02-6-1998].



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The institutions transferred to the local self governments should function as the local body unit in relation to the formulation of projects coming under the purview of them, observation, and maintenance. Together with activity implementation, related procedures, accounts, activity implementation reports should also be prepared and properly maintained. The files prepared thus should be submitted to the local bodies from the transferred institutions. They should be returned after marking orders / resolutions. Likewise, the minutes and draft resolution of such projects should be prepared at the concerned offices. Those files related to public works should be prepared at the level of engineer's office and be kept together with the orders.

As part of discharging of duties, the following functions are assigned to the officials mentioned in the brackets. Pension for Agricultural labourers (agricultural demonstrator), Unemployment wages (Panchayat secretary), Pension for Widows (ICDS Supervisor), NSAP (VEO), Insurance (VEO), Pension for Physically Disabled (Health Inspector), Maternity benefits (Health Inspector). [GO (P) No. 189 / 2000 / Local Self Government Department, Thiruvananthapuram, 04-7-2000].

The transferred employees would be under the complete control and supervision of the concerned local self government during that period. The local bodies can exercise the supervisory power on the transferred employees with regard to the execution of responsibilities. The transferred employees are liable to discharge the responsibilities assigned by the local bodies apart from the duties allocated by the concerned government department. The local bodies are empowered to transfer or assign service of the transferred officials to any institution or post seems inevitable. This would be according to the common rules and government orders applicable to the government staff. [For details, see Kerala Panchayat Raj (Control of Officials) rule].

However, what is the role of such transferred institutions in the local self governance system? What all duties they have to undertake in the process of local self rule? Which department-level activities could be implemented linking with the local bodies? Which



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institution / employee have the responsibility to execute each task? What are the duties to be carried out as part of carrying out such assignments? What are the services available to the people as part of them? How these services are available to the people – within what time frame / criteria / priorities? The above questions should be addressed. This depends on the policy of decentralisation, legal measures and above all, the perspective of the Central-State governments. Yet, it has not been possible to work with precision, issue orders and rules and bring clarity. Moreover, there needs to be much more clarity on the control of Panchayats over the transferred employees, power to issue guidelines to them, power to evaluate their functioning, power to grant leave, etc. There has been no Guideline or directive which explains in details each of the above-said factors. It is not uncommon to surface confusion and problems in the local self governance system due to this.

What should the Panchayat committee do? What is to be done by – from the Panchayat president to the people's representatives? What are the power-obligations of the implementation officials? What are the tasks of the employees? What are the inevitable tasks and other responsibilities? What are the specific tasks and tasks jointly under other institutions? Which are the critical orders and suggestive / instructive orders? What is the mutuality of responsibilities at the department level and local body level? Who wields the controlling power and evaluation power? Explanations for many such questions and clear cut provisions have to be formed based on the practical experience at the local level.

What are the impacts?

1. The concept that the transferred institutions and related systems are owned by the local self governments is yet to be emerged. People's representatives, officials, and the people do not own this viewpoint.
2. Clarity is lacking up to what extent the local body system could intervene on the institution and the employees.
3. No idea on how the stakeholders including the beneficiaries could intervene in the institution-service system.
4. No clarity on how the officials would function in the dual system of department-local self governance.
5. The indication of local people's participation is not specific in the maintenance of quality of institution / service.
6. The inevitable responsibility, and the procedure and established system to make it available and is not pronounced.
7. The process of institution-service remains closed, unknown, and dissatisfied without transparency.
8. The rule with the local social participation is still unachieved.
9. The mutual co-ordination and integration between institution and service and the consequent increase in quality, savings in time and money remains unfulfilled.

This Guideline aims to solve this issue. It attempts to reassure the value of decentralisation

of local self governments, to make good governance a reality, to guarantee an integrated, popular, and socially committed milieu of the administrative process and the maintenance of enhanced institution-service system based thereon. This Guideline targets the comprehensive attitudinal change of people's representatives, officials, employees, beneficiaries, policymakers together with ensuring of decentralised democracy at the higher level.



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Into the Guideline

The Guideline was shaped from the inevitable requirement of the civil society. Opinion formation of people's representatives, officials, voluntary activists, participatory observatory tool – transect walk, Focus Group Discussions with the concerned sections, non-structured field survey conducted in the target group, interaction with the experts, consensus of the core support group, all these had led to the formulation of the Guideline.

- Draft was prepared after collecting and compiling comments from Grama Sabha, Self-Help Groups of Kudumbasree, and the meetings at various levels including those of employees. This was presented at an experts' workshop and revised transparently and was published later.
- The Guideline is being prepared at the initiative of the Grama Panchayat and formed at the local level compensating for the deficiency of comprehensive Guideline. The Guideline is published and made executable according to the prevailing policy-law-rules. The Guideline is a document which is locally practical to the maximum, forthright, subject to reforms, executable, and integrated.

Applicable to Whom

1. People's representative - Duties, responsibilities, and procedures as part of being the administrator of local self government / transferred institution.
2. Officials – Clear and detailed practical tool of how to function within the dual control of department-local self-government.
3. Beneficiary – The opportunity to intervene as service beneficiary, observer, member of the maintenance system. Also able to effect an increase in the quality of service / institution.

Effects of the Guideline

1. Ensures the position, role, responsibilities, task execution system, monitoring system, correction mechanism of Panchayat body, Panchayat office, transferred institution, and related institutions in the local self governance.
2. By mentioning the personal responsibility, duty, mode of implementation, and observatory mechanism of the people's representative, the head of institution, and the employees, governance is made easy and established.
3. Effective and corrective time schedule and implementation style comes into existence for each service and institution. It ensures continuity and sustainability.



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4. The opportunity is attained for implementation of good governance with the local intervention, transparency, corrective measures, and evaluation.
5. The employees become the technical helper and social guideline and administrative participators instead of mere service providers.
6. Each institution becomes the secretarial wing of the local self government in the concerned sector instead of specific duty implementation wing. The environment is created for the institutions to function as the division for project formulation-implementation and dispute-complaint redressal mechanism.
7. The Guideline functions as a tool of empowerment which ensures increased role and power for those sections in the society which requires additional attention, like the aged, women, children, physically and mentally challenged sections, poor and the Dalits.
8. Based on responsible self governance, a local and practical process is being formed to increase and maintain the quality of institution-service.

How to make use of the Guideline?

Only hints can be provided here. Only by practising, observing and correcting by empirical studies the usage of this Guideline could be made self-sufficient. The procedure and the prerequisites for that should be integrated with the comprehensive citizen charter, local self government orders, etc. A few factors may be mentioned as examples.

1. This Guideline is structured in the order of local self government, constituent institution, transferred institution, executive body of people's representatives – related bodies, officials, staff, and management committee.
2. The main contents of the Guideline is the responsibilities of the local self Panchayat, constituent institution, the duties to execute them, the liability of the people's representative, executive committee, head of the institution, employees, beneficiary, and civil society to implement them, services made available by each institution as part of this, and the means to make them available, preconditions, and criteria.
3. The responsibility and task of the local self governments are given in the form of recommendations. The responsibilities to be carried out by the elected rulers and head of institutions, liable to the law, rules, and orders are listed as mandatory tasks. The personal and joint tasks of officials, employees are given separately. For each of these, the appropriate practical possibility is the most important factor.
4. Important factors to be mentioned specifically about each institution and each service are given such.
5. Another part details the implementation of such conditions, observation, assessment, course correction, and complaint redressal, provisions for expansion, development, and reform.

How the Guideline is Applicable

1. The Guideline will be applicable separately for each one who is related to the local self government.

2. The provisions of this Guideline are directive in nature for the people's representatives and elected rulers. They should be able to reflect these factors in each of their decisions.
 3. The Guideline can be used by the officials as formalising order like maintenance of the institutions, co-ordination of colleagues, and personal aid in discharging duties.
 4. For the employees, the Guideline will be the provisions of supervisory-observatory-maintenance applicable as long they are under the purview of the local body.
 5. For the beneficiary / people factors, the Guideline will be an integrated tool for the increase in the level of quality of institution-service, and maintenance of public service.
- To sum up, the Guideline is a document which simultaneously functions as policy declaration, order of the local self government, and aid for co-ordination, and executable declaration.



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Guideline and Agriculture Development Implementation

The local self governance system has to take up various activities as the local government. It has to concurrently discharge varied responsibilities – general administration, development, duty discharge, service delivery, dispute redressal. And for this, the local self government has to depend on more than one institution and bureaucratic set-up.

Krishi Bhavan is a component institution in the agriculture-related sectors of the panchayat. Krishi Bhavan is not merely an office of the Agriculture Department, but an institution which should provide scientific leadership and support to activities like agriculture production, product diversification, product procurement, culture, and development. Its role is not limited to distribution of financial assistance or beneficiary implementation. Instead, the Krishi Bhavan should turn into the knowledge dissemination centre in the primary economic production sector of the panchayat. The Krishi Bhavan should be able to offer necessary knowledge, capacity, and support to ensuring employment in the agro-related sectors, rise in income, environmental care, land-water management, and soil and water conservation.

Integrated activities with other component institutions of the Panchayat are vested with the Krishi Bhavan. The Krishi Bhavan could broaden the agricultural and related activities by co-ordinating schools, women self-help groups, Ayurveda dispensary, and anganwadis.

The Krishi Bhavan should be able to make available to the people of our Panchayat the possibilities of development projects, employment guarantee schemes, and entrepreneurship activities initiated by the Central and State governments, rural development agencies, lending and financial institutions.

The service opportunity of the Krishi Bhavan, Agricultural Officer and staff of the Krishi Bhavan should be accomplished by integrating with the local self government – the panchayat. That is the content of this Guideline. This Guideline, applicable to the Management Committee, Executive Committees, Local Self Government Committee, and the people, should be accepted appropriately.

Introducing the Institution

Krishi Bhavan

The Agricultural Executive Officer was the one who was in the forefront of agricultural activities in the Block level till 1973, before the present Krishi Bhavan came into being. In 1973, Intensive Paddy Development units were formed. These were known as *Ela Vikasana* offices. The staff pattern was the following: One Junior Agricultural Officer, Two-three Agricultural Assistants, and One Part-time sweeper. The Agriculture Development Office came into existence since 1981.

With the assistance of the T&V System (Training and Visit System) came into being. As part of this, under the leadership of a Junior Agricultural Officer, a team comprising of agriculture demonstrators was formed to carrying out field visit and giving training to farmers' groups. The following structure was continued: Above that Agriculture Development Officer, one clerk, field supervisor, sprayer mechanic, and officer for the distribution of production tools. The goal was to take the research results of the labs to the farmers immediately.

It was on 1 September 1987 the present concept of a Krishi Bhavan in each panchayat was taken shape. With this, the mode of people approaching the Krishi Bhavan altered and instead the office reaching out to the people realised. Krishi Bhavan was accepted as a convenient unit which could be approached easily by the farmers for seeking expert advice and receiving aid.

The Krishi Bhavan became a unit came under the purview and control of the Grama Panchayat after the Government of Kerala passing the Panchayat Raj Act in 1994 and the order issued by the State Government which transferred 17 institutions to the Grama Panchayat. At present, the Krishi Bhavan is functioning as a technical institution which executes the responsibilities of the Grama Panchayat. Together with this, projects as part of the Government department system, and government projects are being implemented through the Krishi Bhavans.

As per the Kerala Panchayat Raj Act of 1994, the Grama Panchayat has to carry out various responsibilities and obligations in the agriculture sector. The Panchayati Raj Act lists the following as the tasks of the panchayats in the agricultural front: cultivate barren land and marginal lands, ensure maximum usage of land, take soil protection measures, carry out production of organic fertilisers, encourage co-operative collective farming, promote garden cultivation and vegetable cultivation, make possible fodder crop development, carry out plant protection activities, implement production of seeds, and carry out mechanisation of agricultural activities.

At the same time, the Krishi Bhavan has been executing those functions which it was carrying out earlier as an institution in the agriculture sector. Krishi Bhavan has been

performing many tasks as part of the primary target of protecting the agricultural front. The Krishi Bhavan has been carrying out the following activities too as part of its specific tasks: Provide scientific knowledge about seeds, application of manures, and method of cultivation, ensure compensation for the crop loss due to natural calamities, make available the farmers good quality cultivation materials, ensure agricultural loan to the farmers, give knowledge and training on latest technologies, ensure the availability of chemical fertilisers, make available insurance protection for agricultural crops.



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Karakulam – Agricultural situation

The popular method of cultivation in the panchayat is mixed crops. This comes to about 39 percent of the total area of the panchayat. Rubber cultivation occupies second place. Rubber is cultivated in around 25 percent of the total area. Majority of the fields have been reclaimed in this panchayat where paddy was cultivated in 27 hectares. Coconut is an important agricultural crop of the panchayat. Banana, Tapioca, and pepper are the inter-crops. Most of the rubber plantations in the panchayat are situated in Venkode, Mukkola, and Chekkakkonam areas. Around 32.1 hectare land, which is cultivable land, is lying unused at present. It seems that in the recent times fields have been reclaimed to the tune of 0.8 percent of the total land area of the panchayat. The fields come to the 0.01 per cent of the total land area of the panchayat. The situation is such that paddy farming seems to have extinct.

Physical Infrastructure

The Krishi Bhavan is the institution of the Grama Panchayat. The panchayat committee is responsible for arranging 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.

1. Place
 - 1.1 The Krishi Bhavan should be established at a place which should be accessible to the public by transport.
 - 1.2 The Krishi Bhavan should have a minimum of 50 cents. This should be a place where activities like model agricultural gardens could be carried out.
 - 1.3 It should have either well or water connection for drinking water.

2. Building

The Krishi Bhavan should have a building of its own with necessary facilities. The building should have the following arrangements.

 - 2.1 Room of the Agricultural Officer*
 - 2.1.1 The Agricultural Officer should have a room of 100 sq. ft. near the entrance. The room should have sufficient air circulation and light.
 - 2.1.2 In this room, an office table, a chair for the Officer, and three chairs for the use of the visitors should be arranged.
 - 2.1.3 A tube light, one bulb point for providing light and a fan also should be installed. A plug point should be provided for using computer.
 - 2.1.4 Printer, scanner, speaker and internet connection should be arranged together with the computer. An almirah and a file rack should be arranged for keeping files.

 - 2.2 Hall for the Agricultural Assistants*
 - 2.2.1 The hall for accommodating the Agricultural Assistants should have a minimum of 300 sq. feet. It should have good amount of air circulation and provision entry of light.
 - 2.2.2 In this hall, each Agricultural Assistant should have one office table and a chair. A tube light for getting light and a fan for air should be provided above the seat of each one.
 - 2.2.3 There should be a file rack and an almirah near the seat of each Agricultural

Assistant. Two chairs for the visitors should be provided near each seat.

- 2.2.4 A toilet-bathrooms should be provided near the hall of the Agricultural Assistants. It should have adequate provision for water and light.



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2.3 Conference Hall

- 2.3.1 A hall of 500 sq.ft area, which could accommodate at least 50 persons, should be arranged in the Agriculture Office. It should have windows ensuring sufficient circulation of air and natural light. It is desirable to build the hall as part of the first floor.
- 2.3.2 In the hall, one conference table, five executive chairs should be provided on the dais. Fifty chairs should be installed for the participants.
- 2.3.3 The hall should have five tube lights and five fans. The Hall should have two attached bathroom / toilets (male and female) which could be used by the public. Sufficient provision for water and light should be made.

2.4 Record Room

- 2.4.1 A Stock Room of 100 sq. ft area should be arranged for keeping the files and documents of the Krishi Bhavan. The walls of the room should have sufficient number of racks, and steel racks. The racks on the wall should have the locking facility. A tube light and a fan should be provided in the room.

2.5 Living Stock Room

- 2.5.1 One Living Stock Rooms of 250 sq ft 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 without a roof with locking facility near the Krishi Bhavan.

2.6 Agricultural Information Exchange Centre

- 2.6.1 An Agricultural Information Exchange Centre should be arranged at the Krishi Bhavan building for making available to the general public reference books and agricultural magazines. This facility may be arranged in the conference hall. As part of this, kiosks providing the farmers with information should function.
- 2.6.2 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.
- 2.6.3 Books for the reference of the farmers, periodicals for providing required information, and government publications should be made available in the Agricultural Information Exchange Centre.
- 2.6.4 The Panchayat will buy necessary books for the Information Exchange Centre. The



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Krishi Bhavan should make available the maximum number of books and periodicals available through the government system.

2.6.5 With the intervention of the Managing Committee and participation of the people maximum number of periodicals should be made available at the centre. The working hours for the Agricultural Information Exchange Centre are the same as that of the Krishi Bhavan.

2.6.6 The agricultural officials should arrange to make information available at the kiosks.

2.7 *Shed for keeping agricultural implements*

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

2.8 *Veranda*

2.8.1 A veranda should be arranged in front of the Krishi Bhavan for seating the visitors. The veranda should have five fixed chairs and two non-fixed 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 disabled. The surface should have a handle for supporting the disadvantaged sections. On one side of the veranda, pure drinking water should be provided for the visitors.

3 Exhibition Place

3.1 In the compound where the Krishi Bhavan is located, model exhibition of garden of various crops should be arranged.

4 Irrigation system – water facility

4.1 A well should be built in the compound for making water available to the Krishi Bhavan. Otherwise, there should be a water connection which for ensures continuous supply of water. Pump set and tank should be arranged for storing water.

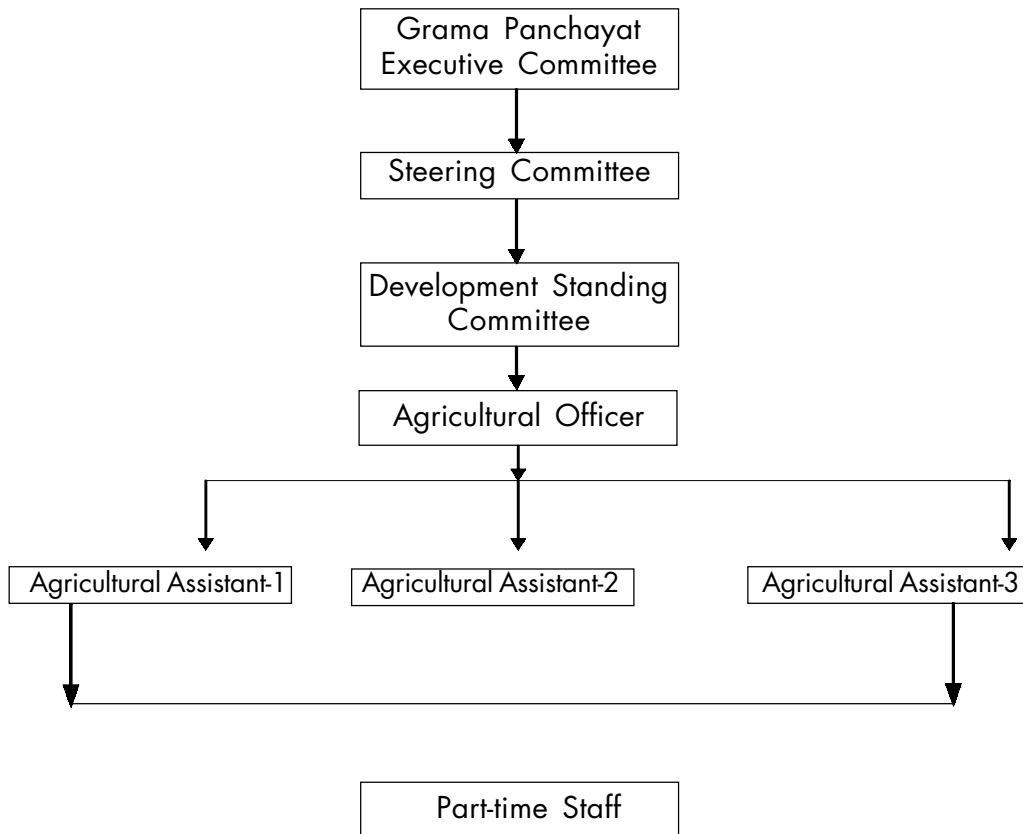
4.2 The Krishi Bhavan should possess stove and vessels for using the water boiled. A distribution system should be set up in the Krishi Bhavan for making available water to bathrooms, wash basins, living stock room, and exhibition garden.

5. Existent Krishi Bhavan

At present, the Krishi Bhavan in the Karakulam Grama Panchayat is situated near Enikkara Jn on the Thiruvananthapuram-Nedumangad route. The Krishi Bhavan owns 10 cents of its own. The Krishi Bhavan has its own building which has room for Agricultural Officer, Hall for Agricultural Assistants, and another small room. There is scope for expanding the building upwards. The Grama Panchayat will take steps to ensure maximum facilities mentioned above within the existing limits and for the development of the Krishi Bhavan building.

Panchayat-level Official Structure

Krishi Bhavan is a technical institution functioning in the panchayat area to protect and develop the agricultural sector in the Grama Panchayat. The activities of the Krishi Bhavan are planned by the Development Standing Committee of the Grama Panchayat. The official structure of Krishi Bhavan is given below.



Services and Responsibilities

Agriculture sector is one area where the Grama Panchayats have a critical role to play as per the Panchayati Raj Act. The responsibilities to be carried out by the Grama Panchayat in the agricultural sector as per the Panchayat Raj Act are listed below.

1. Ensure cultivation in barren and marginal lands.
2. Ensure maximum agricultural utilisation of land.
3. Adopt soil protection measures.
4. Carry out production of organic manures.
5. Promote co-operative collective farming.
6. Promote garden farming and vegetable cultivation.
7. Fodder Crop Development.
8. Plant protection
9. Promote integrated disease insect control activities
10. Mechanisation of farm lands.
11. Managing of Krishi Bhavans.

1. Carry out Cultivation in Barren and Marginal Lands

1.1 *What is barren land?*

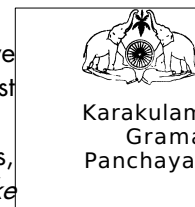
- 1.1.1 Barren land in agricultural sector is meant that a land area devoid of tree or agriculture crops, or land area kept without the above mentioned.
- 1.1.2 This land property could be under the possession of an individual or without possession, *poramboke*, or public place.
- 1.1.3 At present the land may not be eligible for agriculture, not eligible for cultivation or may be made eligible for cultivation.
- 1.1.4 It could be either land area, or water streams, or marsh lands.
- 1.1.5 Those lands which are lying uncultivated for three continuous years may be treated as barren land. If this land is under the possession of an individual, non-cultivation may be due to either of the following - either financial reasons, or lack of interest in agriculture, or technical difficulties for carrying out cultivation (type of soil, availability of water).

1.2 *How to Locate Barren Land – Barren Land study*

A team consisting of ward member, representatives of agro clinic, agricultural assistant in charge of the ward, and progressive farmers and not exceeding five members can locate the barren land in each ward of the panchayat through enquiry. This study should be conducted as part of the comprehensive data collection by the agro clinic.

1.2.1 Study activity

- 1.2.1.1 The team being formed to study the specific task (comprehensive study team) should locate all the land lying barren for the past three years in the ward.
- 1.2.1.2 The study team should, with the help of the revenue officials, assess the possession and boundaries in the case of *poramboke* and public land.
- 1.2.1.3 In the case of land under private possession, the team members should meet the owner in person and ask reasons for non cultivation.
- 1.2.1.4 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 made into a table.

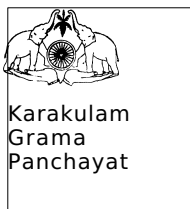


1.2.2 Follow-up Activities

- 1.2.2.1 The Krishi Bhavan should provide necessary technical advice after studying the issue if the reason for non-cultivation is technical limits. It should also take steps to make available other technical assistance as and when required.
- 1.2.2.2 The Krishi Bhavan should take steps to make available required financial aid to the land owner through the Panchayat level Banking Committee in case the land is remaining uncultivated due to monetary constraints.
- 1.2.2.3 The Agricultural Officer should take steps necessary to take legal action as per the provisions of the Land Use Act in necessary stages against those who utilise agricultural land for other purposes and report to the revenue officials.

1.3 Take Possession of Barren Land and Carry out Cultivation

- 1.3.1 The panel assigned with the task of locating barren land at the ward level should prepare the list of land owners who are not willing to cultivate land even after providing sufficient surroundings.
- 1.3.2 The Agricultural Assistant in charge of each ward should discharge this task.
- 1.3.3 The report should also mention specifically if the paddy farms are reclaimed or used for purposes other than agriculture.
- 1.3.4 The Agricultural Officer should collect the following information from the ward-level committees through the agro clinics and classify them and submit to the panchayat committee: the kind of farming that could be implemented in each barren land, details of the owner, reason for non-cultivation, and the location of the land.
- 1.3.5 The Panchayat-level Agricultural Panel should meet and examine this report.
- 1.3.6 The Panchayat-level Agricultural Panel, with the technical advice of the Agricultural Officer, should recommend to the Panchayat Executive Committee, the amount to be paid by the farmer to the land owner for temporary taking over the barren land for agricultural purposes, at an affordable rate for each barren land.
- 1.3.7 The Panchayat Executive committee should notify the details of the barren land 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 in the notice boards of the panchayat institutions and the panchayat.

1.3.8 Advertisements also should be given for receiving applications from local farmers and co-operatives.

1.3.9 *Receiving Applications*

The application should be received through the respective agro clinics.

The Panchayat Committee will take decision regarding the maximum land that may be allotted temporary to individuals for agricultural purposes.

1.3.10 Fixing sufficient remuneration for farmers / farmers collectives and allot for agricultural purposes.

1.3.10.1 Only after examining and fixing priority of the applications received from the agro clinic level, the farmers / farmers' collectives which may be allotted temporarily for agricultural purposes.

1.3.10.2 The prioritisation should be carried out by a panel consisting of Agricultural Assistant in charge of the agro clinic, convenor of the clinic-level committee, one member, and a people's representative.

1.3.11 *Priority*

1.3.11.1 The priority should be fixed based on agricultural experience, main livelihood, financial situation, and likelihood of success.

1.3.11.2 The activities of the collectives should be given preference in the applications.

1.3.12 *Sanctioning Agreement*

1.3.12.1 The collectives / individuals thus selected should sign an agreement in stamp paper regarding the remuneration fixed by the panchayat, the period for which the land has been taken over temporarily for agricultural purposes through the concerned agro clinics.

1.3.12.2 The Panchayat committee is empowered to take legal action against the concerned in case any provision of the agreement is breached.

1.3.12.3 The Agricultural Officer should take up the responsibility of signing the agreement between the farmer and the panchayat and taking legal steps at required stages.

1.3.12.4 Special decision of the panchayat committee is essential for sanctioning the applications of individuals / farmers' collectives from outside the panchayat.

1.3.12.5 The panchayat executive committee should take the decision vis-à-vis the maximum land that may be allotted to individuals and collectives.

1.3.12.6 The Grama Panchayat should implement the responsibility of either free distribution of seed / fertiliser / pesticide or financial assistance.

1.3.12.7 The agriculture officials who are in charge of the agro clinics in each area are accountable for ensuring this assistance.

1.3.12.8 The Grama Panchayat will adopt measures to make available monetary aid in the form of revolving fund and other agricultural benefits when the barren land is taken over for cultivation by self-help groups of farmers or women.

- 1.3.12.9 The Agricultural Officer should locate the collectives necessary for this and take measures for making financial aid available to them.



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2. Ensure Maximum Agricultural Utilisation of Land

2.1 *Comprehensive data collection*

A comprehensive data collection should be conducted at the level of agro clinics as a first step in the activity to ensure maximum agricultural utilisation of land available in the panchayat.

- 2.1.1 The information to be included in the study – The study should be conducted comprehensively which would provide access to information regarding farmers of the area under the agro clinic, types of farmers, farm lands, land utilisation, and methods of crops. The study should include at least the following information.

2.1.1.1 The places under the agro clinics where cultivation is undertaken.

2.1.1.2 The barren land which could be cultivated (the above mentioned barren land study should be held as part of this comprehensive study).

2.1.1.3 Reasons for keeping the land barren.

2.1.1.4 The crop ratio in the farm lands.

2.1.1.5 Details of the farmers (like large scale, medium, small scale, and marginal, etc).

2.1.1.6 Individual and collectives interested in agriculture but who are landless.

2.1.2 Implementation of Study Activity

The Agricultural Officer and the agricultural assistant in charge of the agro clinics should execute the technical activities like preparation of questionnaire necessary for this study, providing training, and classification of study details.

2.1.2.1 Study Team

A Study team should be formed for carrying out the study under each agro clinic.

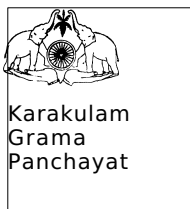
2.1.2.2 Study Team – Structure

The study team should consist of an agricultural assistant, convenor of agro clinic-level committee, farmers, officials well versed in agricultural issues in the locality, and agriculture students.

A study team with number of members not exceeding 10 should be formed under each agro clinic. The clinic-level responsibility of comprehensive data collection rests with this committee.

2.1.2.3 Implementation

Data collection could be carried out either by this team or by enumerators who have education above secondary level.



2.1.2.4 Finance

The Grama Panchayat will take care of the financial expenditure in connection with the collection of data at the agro clinic level and classifying them at the panchayat level.

2.2 Activity Planning

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

- 2.2.1 Form groups of farmers based on the priority and type of crops in areas under each agro clinic.
 - 2.2.2 Plan classes at agro clinics on the basis of preparations of cultivation based on crops, methods of nurturing, harvesting, and possibilities of marketing.
 - 2.2.3 All the farmers in each area should be able to be linked with the activities of the agro clinic through micro-level planning and enabling availability of need-based information.
 - 2.2.4 *Preparation of Farm Plans:* Farm Plans should be prepared based on extensive information gathering and on the basis of location of land, type of soil, availability of water, marketing chances, and profitable crop mixture.
 - 2.2.5 *Responsibility*
The Krishi Bhavan is accountable for preparing the Farm Plans and the Agricultural Assistants in each area are bound, as technical personnel, for its preparation.
 - 2.2.6 The technical services of officials in animal husbandry sector also may be utilised together with the agriculture sector in carrying out propagation of various agricultural models for the effective execution of Farm Plans and publicising of various methods of crop cultivation.
Necessary co-ordination for this should be done with the initiative of the Panchayat-level Agricultural committee.
 - 2.2.7 The Grama Panchayat and the agricultural officials would lead the above mentioned activities for converting barren lands into effective farm lands, with the aim of maximum agricultural usage of land.
3. Soil and Water Conservation
Soil and water conservation is the foundation of the agricultural activity.
 - 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 and soil and water conservation methods should be prepared.

Soil and water conservation activities should be planned and implemented scientifically in each watershed area based on this master plan.



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3.1.1 *Preparation of micro-level watershed plans*

First of all, the Panchayat area has to be divided into micro watersheds for planning and implementing effective water and soil conservation activity and agricultural activity.

The primary activity in the preparation of watershed based master plan is locating the micro watersheds in the panchayat area and determining its boundaries.

The boundaries of micro watersheds may be located based on the Resource Maps.

3.1.1.1 Watershed study

The activity for preparing watershed based master plan should occur as the follow up of the effective watershed study.

3.1.1.2 Watershed study panel

The Grama Panchayat-level Agricultural committees should form watershed based sub committees for conducting comprehensive study about each watershed area.

3.1.1.3 Panel members

A study team consisting of not more than 10 members should be formed in each watershed area, under the leadership of the Panchayat level agricultural committee. The panel should have representation of the following groups: ward members of each watershed, representatives of agro clinics, experienced farmers, voluntary activists, agricultural assistants in charge of each area.

3.1.1.4 The Agricultural Officer should carry out the task of marking and fixing the boundaries of micro watersheds in the Panchayat using the available resource maps before initiating the watershed study.

3.1.1.5 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.

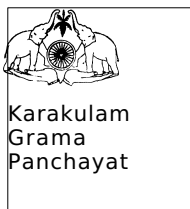
3.1.1.6 If necessary, the study panel should hold a walk scientifically through the length and width of the watershed area and examine the actual situation; and then suggest water and soil conservation measures required for each area.

3.1.2 *Recommending water and soil conservation activities*

As a technical expert, the Agricultural Officer should, based on the studies and suggestions of the Watershed based panel, and recommend required soil and water conservation measures and activities for each area.

3.1.3 *Watershed Master Plan*

3.1.3.1 Together with suggesting soil and water conservation measures, a Comprehensive



Master Plan for each watershed area, taking into consideration possible crops for the area, activities, co-ordination with animal husbandry sector and other sectors, should be prepared under the initiative of the Watershed study team.

3.1.3.2 The Watershed based Master Plans should be evaluated once in three years and taking into consideration the changed contexts and should be prepared afresh.

- 3.1.3.3 Agricultural Officer and agricultural assistant who are in charge of each locality together with the veterinary doctor should lead the activities.
- 3.1.3.4 The information in the watershed based master plan should be sorted at the agro clinic level and that should be provided to agro clinic level committees by the Krishi Bhavan.
- 3.1.3.5 While preparing Farm Plans are prepared under the leadership of the Agro clinic level committees at ward level and for individual farm lands, 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.
- 3.1.3.6 The soil and water conservation activities in each watershed area should be decided based on watershed based master plan on a long-term basis.
- 3.1.3.7 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.
- 3.1.3.8 The department-level soil and water conservation activities should be co-ordinated with the Comprehensive Master plan.
- 3.1.3.9 The Agricultural Officer and the agricultural assistants in charge of each area should provide the technical leadership for preparing annual activities based on the long term and short term goals of the Watershed based Master Plan.
- 3.1.3.10 The Grama Panchayat will make available the financial aid for implementing the above mentioned activities through the Annual Plans.

3.2 *Methods of Soil and Water Conservation*

- 3.2.1 The Agricultural Officer / officials should determine the methods for soil and water conservation to be adopted taking into consideration the possibility and requirement of each area. While suggesting methods, Agronomic measures should be given emphasis.
- 3.2.2 The services of the officials in the engineering wing of the panchayat should be utilised during the phase of construction activities like Gully plugging and bunding, etc for technical activities like preparation of estimate and supervising the execution of activities.

3.3 *Water Conservation Activities*

- 3.3.1 As part of the project, and water conservation activities, the Grama Panchayat

- will take up activities to remove the mud and increase the deepness of the public ponds, streams, and public ponds in the panchayat area.
- 3.3.2 The Agricultural Officer, co-ordinating with the engineering wing, should give related recommendations in each year.
- 3.3.3 The Grama Panchayat will motivate the individuals to remove mud and increase deepness of their ponds and wells and thus increasing their water storage capacity.
- 3.3.4 Rain Pit Construction*
- 3.3.4.1 The Grama Panchayat would conduct the public campaign for constructing rain pits in maximum areas of the panchayat considering the geographical characteristics before the onset of monsoon.
- 3.3.4.2 Various methods like Grama Sabhas, classes, and exhibitions will be adopted as part of the campaign.
- 3.3.4.3 Krishi Bhavan, officials of the Engineering wing of the panchayat and the field staff of the primary health centre will jointly take up the technical leadership of the activity.
4. Production of Organic Fertiliser
- Organic manuring is crucial to protect the natural fertility and organic structure of the soil. Continuous use of chemical fertilisers will shatter the natural organic structure of the soil and affect the productivity in the long run. Accordingly, the panchayat is duty bound to gradually reduce the use of chemical fertilisers in the agricultural activities, and encourage the production and use of organic fertilisers.
- 4.1 *Source of Organic Fertilisers*
- The largest source of organic fertilisers in the panchayat is the various types of wastes generated in the panchayat area. Apart from this, fodder crop and poultry crop, etc too are used as organic fertilisers.
- 4.1.1 The important sources of waste in the panchayat are mentioned below.
1. Household waste
 2. Market waste
 3. Waste from trading centres
 4. Hotel waste
 5. Road waste
 6. Other waste
- 4.1.2 The waste generated in the panchayat area is the property of the Grama Panchayat, according to Section 219 E of the Panchayat Raj Act. Waste disposal



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is one of the imperative functions of the panchayat. As a result, the Grama Panchayat is liable to plan and execute the activities for converting the waste produced in the panchayat into organic fertilisers at the source of generation itself.

4.2 *Production of Organic Fertilisers*

The Grama Panchayat may promote various methods for the production of organic fertilisers.

4.2.1 Vermi Compost Units in Households

4.2.1.1 The Grama Panchayat will encourage waste being converted into organic fertilisers at the source of generation itself by installing vermi compost units and natural compost units in the households.

4.2.1.2 The Grama Panchayat and the Krishi Bhavan should take up various measures to establish this kind of compost units.

1. Make Compost unit in the household area compulsory while granting permission to house construction (above 10,000 sq ft; the cost of house – above Rs 2 lakh).
2. The information on production of organic fertilisers through vermi compost units and technical assistance should be provided to those interested farmers through the Krishi Bhavans.
3. Install compost units (earth worm and natural compost) and provide small monetary incentives to those farmers who are ready to produce organic fertiliser.
4. Grant small tax exemptions to those households which install effective small compost units. Timely check ups should be conducted for ensuring their effective implementation.

4.2.1.3 The Krishi Bhavan should make available the technical information regarding the methods of construction and its maintenance to those families which are willing to install compost units.

4.2.1.4 The Agricultural Officer should provide the technical advice regarding the production of organic fertilisers. The Agricultural Assistants in each area should visit these units once in two months and ensure their effective managing and provide necessary guidelines.

4.2.1.5 The Agricultural Assistants should submit the house visit reports of those households which have been granted tax exemptions due to the installation of compost units and recommend reconsideration in cases where the production of organic fertilisers are not held effectively.

4.2.2 *Converting Hotel / market wastes into organic fertiliser*

4.2.2.1 Treatment of Hotel wastes: The Grama Panchayat would ensure that arrangements for waste treatment plants are installed at those places like hotels and marriage halls where large quantity of waste is generated.

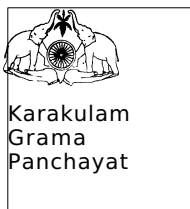
4.2.2.2 Biogas plants which simultaneously meet the requirement for fuel and make

available organic fertilisers may be recommended at these locations. In other places, large scale vermi and natural compost units may be recommended.



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- 4.2.2.3 The Krishi Bhavan should make available the technical advice for installing organic fertiliser production units in such institutions.
- 4.2.2.4 The Krishi Bhavan should provide necessary technical advice and make available legally applicable benefits to those places where biogas plants, vermin compost / natural compost units are installed.
- 4.2.2.5 The Grama Panchayat may take decision on tax exemption to those institutions which install and execute this kind of effective waste treatment systems.
- 4.2.3 Industrial Production of Organic Fertiliser
The Grama Panchayat shall promote the industrial production of organic fertilisers in the panchayat area by self help groups and individuals.
- 4.2.3.1 These may be endeavours by Kudumbasree units, farmers' self help groups or individuals.
- 4.2.3.2 These may be utilised as centres for treating the public wastes in panchayat roads and markets.
- 4.2.3.3 The Grama Panchayat should carry out the activity for sanctioning monetary benefits within legal limits for these types of endeavours and making available more financial support with the help of the Panchayat level Banking Committee.
- 4.2.3.4 The Krishi Bhavan should carry out the responsibility of offering necessary technical assistance and making available legally applicable benefits to these enterprises.
- 4.2.3.5 The Grama Panchayat should adopt steps ensuring marketing avenues for the organic fertilisers produced in the panchayat area.
- 4.2.3.6 The Krishi Bhavan should implement the task of obtaining approval for the organic fertilisers produced industrially from the government laboratory.
- 4.2.3.7 This approved organic fertiliser may be distributed as part of the agricultural activities of the Grama Panchayat.
- 4.2.4 *Converting Road Public Wastes into Organic Fertilisers*
- 4.2.4.1 The Grama Panchayat, as an institution entrusted with the responsibility of waste treatment in the panchayat area, should take up the task of transporting the public waste generated in the public area of the panchayat to the institutions which produce organic fertilisers industrially.
- 4.2.4.2 The Panchayat should enter into an agreement with the institutions producing organic fertilisers industrially and based on that, an understanding should be reached on delivering waste and distribution of fertilisers.
- 4.2.5 *Promoting Biogas Plants*
- 4.2.5.1 The Grama Panchayat will promote the installation of biogas plants in the households, hotels, marriage halls, and markets of the panchayat area where



possibility is existent. It would also encourage conversion of waste into organic fertilisers.

4.2.5.2 The Krishi Bhavan should provide necessary technical support and legally applicable monetary aid to individuals and institutions which are willing to install the bio gas plants.

4.2.5.3 Effective arrangement for waste treatment and organic fertiliser production could be ensured by installing big bio gas plants in the large markets of the panchayat.

4.2.5.4 The gas available from this project may be supplied to nearby hotels charging a fixed price and submit the same to the panchayat.

4.2.5.5 The Grama Panchayat may fix a moderate price for the organic fertilisers produced and the same may be supplied to the farmers.

4.2.5.6 The Agricultural Officer should implement the technical supervision and responsibility necessary this activity.

4.2.5.7 The Krishi Bhavan, as part of promoting organic fertilisers, should provide the farmers with the information on usage of Green manure crop and method of cultivation.

4.2.6 Campaign activities regarding methods of organic fertiliser production and its advantages – The Krishi Bhavan should, through the agro clinics, conduct the campaign activities regarding the methods of organic fertiliser production, its advantages, and financial and technical assistance available for each method.

4.2.7 The Agricultural Assistants in charge of each agro clinics should hold seminars, discussion classes, exhibitions, and model unit visits at the agro clinic level.

5. Form Self Help Groups of Farmers, Promote Collective Farming
The agricultural activity, which is the backbone of the economy, is facing crisis due to a variety of reasons. At this stage, promoting collective farming and farmers' organised efforts is vital for making agriculture a profitable vocation.

5.1 *Form Self Help Groups of Farmers*

5.1.1 Activities for forming Farmers' Self Help Groups based on the crops in each area should be led by the agro clinic-level committee in concerned locality.

5.1.2 The details of the study conducted at the agro clinic-level would help classify the farmers based on crops.

5.1.3 The Agriculture Assistant in charge of concerned locality should take the initiative to form self help groups of farmers in each area under the purview of the agro clinic.

5.1.4 Apart from forming new self help groups, co-operative collective farming by the existent self help groups in each area should be promoted.

5.1.5 The Grama Panchayat and the Panchayat level Agricultural Committee should adopt measures to take possession of barren land located by the survey held in each clinic area through these self hep groups and initiate organised cultivation.

- 5.1.6 The Grama Panchayat should give priority to such SHGs formed newly and which are already present while distributing agricultural benefits. The Krishi Bhavan should implement the required activities for ensuring release of revolving fund and additional funds in co-ordination with the panchayat level banking panel.
- 5.1.7 The Agro Clinic level committee and the Agricultural Assistant in charge of the area should constantly assess the functioning of Farmers Self Help Groups. They should ensure prompt repayment of loans.
- 5.1.8 The Grama Panchayat, Panchayat-level Agricultural Committee and Agro Clinic level panel, through joint efforts, should ensure marketing arrangements for agricultural produces made by Farmers Self Help Group and other collective activities.



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5.2 *Marketing System*

The biggest threat faced by the farmers is that a market sans the middlemen is not available to them for selling their products. The exploitation by middlemen remains a huge crisis in the agricultural marketing sector. As a consequence, often the farmers do not get the fair price for their produce. To avoid this, forming and managing *swasraya vipanis* of farmers at various levels in the panchayat is important. The organisational arrangements that may be suggested for the above are mentioned here.

5.2.1 *Self-reliant groups of Farmers*

The basic component of marketing will be the self reliant groups of farmers. The groups will take the produce to collection centres at the agro clinic level through collective decision.

5.2.2 *Agro Clinic Level Collection Centres*

5.2.2.1 Two-three collections centres should be arranged at each agro clinic for collecting produce for the panchayat level market.

5.2.2.2 The collection centres should be decided considering the transportation facility and convenience for the farmers to take the produce to the centres.

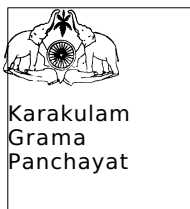
5.2.2.3 The members of agro clinic level committees should ensure that the vehicles of Panchayat level *Swasraya vipani* reaches and collects produces.

5.2.2.4 The farmers should bring their produce to the collection centres on trade days before 6 am.

5.2.2.5 The produce should be brought to the collection centres with markings which would easily identify them or in packed from.

5.2.3 *Collection of Produce*

5.2.3.1 The produce should be collected from the centres from 6 to 7 am on two days in a week (with a gap three days between these two days).



5.2.3.2 The vehicle owned by the Panchayat level *Swasraya Vipani* will collect the produce from collection centres.

5.2.3.3 The vehicle should ply in fixed route and allot specific time for each centre.

5.2.3.4 Those farmers with large quantity of produce should be encouraged to bring their produce directly to the Panchayat level *Swasraya Vipani*.

5.2.3.5 If that is not possible and if informed in advance, vehicle facility would be arranged for bringing the produce to the panchayat level market the day before the trading.

5.2.4 Panchayat Level *Swasraya Vipani*

The Panchayat level *Swasraya Vipani* should be established as the apex system of farmers local self help groups and agro clinic level committees.

5.2.4.1 Organisational set-up

Membership – The following individuals / groups will be the members of this panel: Representatives of self help groups in various wards in the panchayat, members of agro clinic level committee, members of panchayat level agricultural committee, representatives of co-operatives in the panchayat area, representatives of bodies of trades and industrialists, and Grama Panchayat executive committee members.

5.2.4.2 Executive committee

5.2.4.2.1 A committee consisting not more than 21 persons should be formed for the managing of this system.

5.2.4.2.2 The members of the committee are the following: Panchayat president, Development Standing committee chairperson, a woman member of the standing committee, three representatives of agro clinic level committee secretaries, two representatives of the CDS in the panchayat, two representatives of director boards of agricultural co-operatives in the panchayat area, two agricultural marketing experts, two representatives of the organisation of traders and industrialists.

5.2.4.2.3 The representatives of self help groups and agro clinic level committees should be chosen from the panchayat level general body of their office bearers.

5.2.4.2.4 The representatives of panchayat level agricultural committee should be chosen from the general body. The Grama Panchayat executive committee could nominate the agricultural marketing experts.

5.2.4.2.5 The representatives of CDS, co-operatives, and organisation of traders and industrialists should be nominated by the executives of concerned bodies. The executive committee of the *Swasraya vipani* should have not less than seven women.

5.2.4.3 Basic Facilities

5.2.4.3.1 The panchayat level *Swasraya vipani* should have land of not less than 50 cents, a safe building of at least 1000 sq ft area, weighing measures, vehicle for collecting produce from collection centres, and arrangements for stocking the produce by classifying them.

5.2.4.3.2 The markets currently owned the panchayat may be used for this endeavour.

5.2.4.3.3 The Grama Panchayat will take up the task of constructing a building in the land, buying vehicle and enabling other basic facilities as a primary stage.



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5.2.4.4 Implementing Systems

Collection mechanism – A vehicle should be available for collecting produce from the collection centres and delivering them to the panchayat level *Swasraya vipani*. The driver of the vehicle should also undertake the responsibility of collecting the produce.

5.2.4.4.1 The driver should collect produce from the agro clinic collection centre in the panchayat between 6 and 7 am and deliver to the panchayat *Swasraya vipani*.

5.2.4.4.2 The accountant in the panchayat centre is accountable for marking the grade and quantity of the produce after examining it.

5.2.4.4.3 After marking quantity and grade, the produce brought from various centres should be mixed together at the panchayat level.

5.2.4.5 Sale of Produce

5.2.4.5.1 The produce which reaches the market should be sold most probably on the same day itself in the *Swasraya vipani* at the highest price of that particular day.

5.2.4.6 Sale of Easily Decaying Produce

5.2.4.6.1 If there are any produce like vegetables are left even after the sales, which cannot be stored for too long, the committee which runs the market should sell them after consulting the local trading institutions.

5.2.4.6.2 When the produce is sold like this, in some occasions, the sale price will be lower than the market price.

5.2.4.6.3 The loss occurred thus should be assessed on an average and should be compensated by making adjustments in the grade level product price.

5.2.4.7 Sale of Items which aren't Easily Decayed

5.2.4.7.1 If any produce, which is not easily decayed, is left after the daily sale in the *Swasraya vipani* they should be graded by typed and stored in the godown. They should be sold in the next market days.

5.2.4.7.2 The produce which has possibilities of processing like coconut, banana, tapioca, should be sold by the *Swasraya Vipana Samithi* should sell it after entering



into an agreement with the Kudumbasree units which are engaged in the processing activities. The produce should be sold at the market price of the market day when it is sold.

5.2.4.8 *Determining and Giving Remuneration for Farmers*

- 5.2.4.8.1 The grade and quantity of produce of the farmers should be entered in the passbooks at the agro clinic level collection centres.
- 5.2.4.8.2 When the produce are sold outside below the market price, the loss occurred should be divided equally among all the farmers, making adjustment with the selling price and this should be entered.
- 5.2.4.8.3 The Panchayat level panel should deposit the price of the produce sold the same day into the bank account of the farmer / SHG on the next day itself.
- 5.2.4.8.4 In the same manner, the Panchayat *Swasraya* marketing panel should deposit the price of the produce, which may be kept without decay, sold in a week into the account of the farmers.

5.2.4.9 *Relation between Swasraya vipani and External Market*

- 5.2.4.9.1 Written annual agreements should be entered into between *Swasraya Vipana samitis* at the agro clinic level and panchayat level, traders who undertake wholesale buying of each produce within and outside the panchayat, government agencies, and other agencies on exchange of produce and fixing of price.

5.2.4.10 *Responsibility of Managing*

- 5.2.4.10.1 The task of managing agro clinic level collection centres and panchayat level *swasraya vipani* will be vested with the committees selected at the concerned levels. These panels should meet at fixed intervals and evaluate the activities of the market.
- 5.2.4.10.2 The Agricultural Assistants who is in charge of each area will be the ex officio secretary of the agro clinic level committee. The Agricultural Officer will be the ex officio secretary of the Panchayat level committee.
- 5.2.4.10.3 The Grama Panchayats should ensure the basic facilities necessary for the marketing arrangements. Consequently, the panels (*Samitis*) could charge nominal commission from the transactions for meeting the managing cost and expansion activities. The panels at specific levels should reassess this commission percentage periodically.
- 5.2.4.10.4 Each year the general body meeting of the committees should be convened and income and expenditure and budget should be approved. Depending on the financial position of the *Samitis*, farmers who make contact with the *Vipani* each year may be granted production bonus.

6. Promote Garden Cultivation and Vegetable Cultivation
Though the usage of vegetables registers an increase, in the case of production of vegetables, far more has to be achieved. The Grama Panchayat is liable to plan production activities to achieve the target of self reliance in the production of vegetables.



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- 6.1 *Vegetable Cultivation*
The vegetables may be classified into
1. Leafy vegetables
2. Vegetables
3. Tuber crops

All the three types of vegetables do have specific nutritional functions. Thus, separate strategies and care is necessary for increasing the production of them.

- 6.1.1 *Promotion Activities*
To promote production of different types of vegetables, the method of promoting mixed gardens and single crop gardens may be adopted. In the panchayat plan, separate programmes for this should be included.
- 6.1.2 The Grama Panchayat should adopt different measures for promoting vegetable cultivation.
1. kitchen gardens, vegetable cultivation on the homestead
2. small scale vegetable production
3. promotion of large scale cultivation
- 6.1.2.1 *Kitchen Gardens – Vegetable Cultivation in Homesteads*
- 6.1.2.1.1 Promotion – Campaign activities should be held for producing vegetables for home use in maximum households through, Kudumbasree units, in the Grama Panchayat area, self help groups of farmers, and voluntary organisations.
- 6.1.2.1.2 As part of the campaign activities, the Grama panchayat should think of arrangements for providing seeds and organic fertilisers. The Agriculture Assistants should visit once in two months those households where cultivation is carried out and give necessary suggestions.
- 6.1.2.1.3 The agricultural officials should provide advice for agricultural activities by convening the meetings of these families at the households and through seminars, classes, and exhibitions.
- 6.1.2.1.4 Maximum usage of organic fertilisers and comprehensive insect control methods in the agricultural activities.
- 6.1.2.2 *Small Scale Vegetable Production*
- 6.1.2.2.1 The Grama Panchayat should provide necessary assistance to the small scale farmers who come forward to produce vegetables. These farmers may be classified into:
1. those who cultivate in minimum 10 cents



2. between 10 and 20 cents
3. 50 cents to 1 acre.

The details of those who are interested in such vegetable cultivation could be made available through the comprehensive data collection mentioned in the beginning.

- 6.1.2.2.2 The self help groups of such farmers should be formed in each clinic area under the agro clinic level committees. The Agricultural Assistant should execute the formation responsibility.
- 6.1.2.2.2 Measures should be taken to distribute seed, manure, and financial benefits to the farmers who are engaged in small scale vegetable cultivation through Grama Panchayat projects and Krishi Bhavan projects.
- 6.1.2.2.3 The Agro clinic level committees and Krishi Bhavan should undertake the task of ensuring the intervention of Panchayat Level banking Committee for making available loan when additional financial assistance is required.

6.1.3 Marketing System

- 6.1.3.1 The farmers can sell the vegetables produced in each agro clinic area by taking it to the collection centres in the concerned area.
- 6.1.3.2 The Agro Clinic level committees will be accountable for ensuring prompt remuneration for the farmers.

6.1.4 Promotion of Large Scale Cultivation

- 6.1.4.1 Those farmers / farmers' groups who cultivate vegetables in an area of above one acre may be considered large scale farmers.
- 6.1.4.2 Apart from this, such farmers may sell their produce by establishing direct contact with other markets too. The Krishi Bhavan should offer required technical assistance for this.

6.2 Promotion of Garden Farming

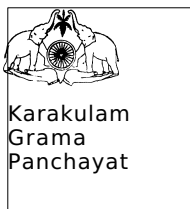
- Garden farming is a newly evolved agricultural method and it has got huge potential for marketing prospect. The following types may be cultivated like this:
- 6.2.1 Bush Jasmine (*Kutti mulla*), Orchid, Anthurium, *Vada Mulla*, Sunflower (*Sooryakanthi*), and Ferns (*Panna*) plants.
 - 6.2.2 The Grama Panchayat may promote this method of cultivation through Kudumbasree units in the panchayat, members of self help groups of farmers, and interested individuals.
 - 6.2.3 Technical advice: Self help groups of persons willing to carry out garden farming may be formed in areas under each agro clinic. These committees should provide information regarding methods of farming,

methods of nurturing, and marketing systems through classes, seminars, and model garden visits.



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- 6.2.4 Responsibility
The Agricultural Assistants and the Krishi Bhavan should bear the responsibility for this.
- 6.2.5 Marketing arrangement
Panchayat level *Swasraya vipani* should ensure markets for these produce by contacting various agencies.
- 6.2.6 The Panchayat level *Swasraya vipani* should ensure that the farmers get the facility for bringing their produce directly to the panchayat level market and hand over it to agencies.
- 6.2.7 The *Swasraya vipani* agencies should make arrangements with various agencies like those who sell produces in the panchayat and nearby areas, decoration agencies, big hotels, export business groups, and government systems.
7. Fodder Crop Development
- 7.1 The Grama Panchayat is accountable for developing the livestock and organising activities to protect it in the Panchayat.
- 7.2 The Grama Panchayat and Krishi Bhavan, as a technical institution in the agricultural sector, should put in combined effort to promote widespread fodder crops among the dairy farmers.
- 7.3 Fodder Grass Cultivation Spreading
- 7.3.1 Most nutritious food for the livestock in the panchayat is fodder grass. This can either be cultivated in the farms as an intercrop or otherwise.
- 7.3.2 The Krishi Bhavan should carry out the following activities: Ensure seed for fodder grass cultivation, provide information regarding the place where the seeds will be available, sowing, and methods of nurturing.
- 7.3.3 The Agricultural Assistants in charge of each area should visit the farms once in two months and provide necessary recommendations.
- 7.3.4 The Grama Panchayat should adopt various measures for ensuring monetary aid to the farmers engaged in fodder grass, within the legal options. The Krishi Bhavan should, ensure financial assistance to them through various projects.
- 7.4 Promotion of other fodder crop cultivation
- 7.4.1 The Krishi Bhavan should, through agro clinic level committees, promote the cultivation of other fodder crops like asola by finding interested farmers as mentioned above.
8. Plant Protection
- 8.1 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 adopt measures to prevent the diseases from spreading once the crops are affected.

8.2 Adopt combined pesticide control methods

The Krishi Bhavan, as a technical institution in the Agriculture sector, is responsible for identifying the pests and disease germs affecting each crop and likely to affect each crop in the Grama Panchayat area.

8.3 Reporting

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

8.4 The Krishi Bhavan should report this fact immediately to the notice of either the Agricultural committee of the panchayat or the Grama Panchayat committee.

8.5 If the disease / pest infection is reported from either the panchayat ward area or agro clinic area or reported commonly from the panchayat, the Panchayat Development Standing Committee, Panchayat level Agricultural committee, and Krishi Bhavan Management Committee should meet immediately according to the information provided by the Krishi Bhavan and take steps for pesticide control.

8.6 Pest / disease control measures should be implemented through agro clinic level panels.

8.7 If the measures are needed for long term and demand higher financial expenditure, this should be included in the next annual plan of the Grama Panchayat and plan necessary activities.

8.8 Tree Felling

The Grama Panchayat should plan necessary activities through the Krishi Bhavan for felling trees in case it becomes impossible to shield the infected plant from pest / disease infection and thus avoid chances of wider infection.

8.9 The Grama Panchayat and Krishi Bhavan should adopt measures to provide compensation to those farmers who incur loss on such occasions.

8.10 The following technical activities should be carried out by the Krishi Bhavan in general and agricultural officials in each area in particular after conducting necessary field visits: ensure that the plants are infected with pest / disease in such situations, make sure that they are felled promptly.

9. Promote Integrated Disease / Pest Control Measures

The Grama Panchayat should adopt integrated pest / disease control measures as the most appropriate method of pest / disease control to resolve the pest / disease infections spread in the Grama Panchayat area.

- 9.1 The agricultural officials should carry out campaign and training regarding integrated pest / disease control methods through agro clinic level panels, and through seminars, classes, discussions, displays, and field visits. Among this, cultural measures should focus on preventing the chances of occurring pest / disease infection.
- 9.2 Prevent the spreading of disease by destroying the pest / disease infected parts of the plant by felling it.
- 9.3 Adopt organic control measures.
- 9.4 *Regulate pest infection by using friendly pests.*
- 9.5 Control pest / disease infection by using pesticides and fungicides produced from natural substances.
- 9.6 The method using chemical control methods for disease germs should be adopted only in emergency situations.
- 9.7 The Krishi Bhavan should render training to farmers on producing and using natural pesticides and fungicides through agro clinic committees.
- 9.8 *Use of Chemical Pesticides*
- 9.8.1 It should be ensured that chemical pesticides are used in the minimum quantity and only with required intensity that too only when contingencies emerge.
- 9.8.2 The farmers should be convinced about the ill effects of pesticide spraying in excess quantity and intensity without taking into consideration the age of the crop and the time of harvest through campaign activities at the agro clinic level.
- 9.8.3 The farmers should be provided with correct information regarding the chemical fertilisers that may be used for each crop, its quantity and intensity through the publicity programmes at the agro clinic level. This information should be displayed at the Krishi Bhavan.
- 9.8.4 The meeting of fertiliser and pesticide depot owners in the panchayat should be convened periodically. The above said issues should be examined at the session and they should be convinced.
- 9.8.5 The Krishi Bhavan should initiate action against those institutions which supply pesticides to farmers above the permissible level of prescribed quantity and intensity.
10. **Mechanisation of Farm Lands**
The mechanisation of agricultural activities has become imperative in the context of rising agricultural expenditure and the declining availability of human labour in the agricultural sector.
- 10.1 The mechanisation should be promoted in such a way that it is made sure that the process is not rejecting human labour completely. At the same time, mechanisation should be encouraged in accordance with the milieu which should encourage reduction of labour effort and agricultural expenses.



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- 10.2 Making Available Agricultural Implements*
- 10.2.1 The Krishi Bhavan should have trillers, weeder, and machine for climbing coconuts, which could be made use of by the farmers.
- 10.2.2 Arrangements should be made for making these implements available to the needy at fixed rates through the agro clinic committees.
- 10.2.3 The implements should be made available to the farmers at the responsibility of the concerned agro clinic level panels.
- 10.2.4 The Grama Panchayat should buy the agricultural implements and give it to the agro clinic level committees. Arrangements should be made at the agro clinic level for making available these implements at fixed rate to the farmers.
- 10.2.5 Copra dryers should be started in one or two places in the Grama Panchayat at the initiative of the Kudumbasree units. By making this system effective activities could be made for converting the coconuts collected through Panchayat level *swasraya vipani* into coconut oil.
11. Managing Krishi Bhavans – Specific Services Rendered by Krishi Bhavans
- The responsibilities of the Grama Panchayat as a local government in the agricultural development of the Grama Panchayat area and the tasks of the Krishi Bhavan in executing this responsibility as a technical institution were detailed in points 1 to 11.
- As a technical institution in the agricultural sector, the Krishi Bhavan has to bear many specific responsibilities. The Government has made clarifications regarding the responsibilities of through the Krishi Bhavan formation order in 1987 and consequent orders. As per these orders, the specific services of the Krishi Bhavan as a technical institution in the agriculture sector are listed below.
- 11.1 Seed- Fertiliser Application: Provide scientific information regarding the method of planting and disease / pest control measures.*
- 11.1.1 Either the Agricultural Officer or the Agricultural Assistant should provide expert advice regarding seed – fertiliser application, method of planting, and disease / pest control to those farmers who come to the office for information regarding the above during office hours.
- 11.1.2 The Krishi Office officials may use the books, magazines, and internet kiosks in the Agricultural Information Centre of the Krishi Bhavan.
- 11.2 Provide information through the functioning of agro clinics*
- 11.2.1 The farmers gathering should be held at the agro clinics during the morning clinic timings and provide them with information about the seed- fertiliser application, method of planting, and methods of nurturing appropriate to each season.
- 11.2.2 For this, seminars, discussions, classes and exhibitions should be conducted.
- 11.2.3 The Agricultural Assistants should visit the farmers’ fields in the afternoon when

clinic level gatherings are held and they should provide necessary suggestions as when required.



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11.3 Special Campaign Activities

- 11.3.1 Special campaigns should be held in the Grama Panchayat through the agro clinic level panels and other means under the aegis of the Krishi Bhavan to prevent infection and block the spread of infection during times of the disease / pest infection.
- 11.3.2 Activities should be held in the panchayat area like notices and pamphlets which provide wide publicity to the farmers in the panchayat, and household and field visits.

11.4 Provide Advice on Necessary Fertiliser Application based on Soil Testing

11.4.1 Collect samples

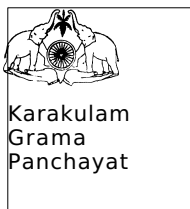
- 11.4.1.1 The Agricultural Assistants in charge of each area should collect the soil sample from the farmers through the agro clinics in the concerned area.
- 11.4.1.2 Those samples which are brought directly to the Krishi Bhavan should also be collected.
- 11.4.1.3 Information regarding method of collecting samples, importance and method of soil testing should be provided to the farmers through the agro clinics.

11.4.2 Sending for Testing

- 11.4.2.1 The Krishi Bhavan should execute the activity of sending those samples collected for soil testing to the test labs and making the test results available on time to the farmers. The Agricultural Officer should assign Agricultural Assistants too for this task.
- 11.4.2.2 The Grama Panchayat should provide the facility for transferring the samples to the labs when they become excess.
- 11.4.3 Informing the Farmers
- 11.4.3.1 The results available after the testing should be informed to the farmers either by sending cards by the Krishi Bhavan to the farmers or directly through the agro clinics.
- 11.4.3.2 The Agricultural Officer 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 at the agro clinics.
- 11.4.3.3 The Agricultural Officer should take necessary steps to ensure that a mobile soil testing lab is made available to a clinic area where more than 60 samples are collected in a clinic area.

11.5 Ensure compensation for crop loss due to natural calamities

- 11.5.1 The Krishi Bhavan should adopt measures for making available monetary



compensation for farmers whose agricultural crops face losses due to natural disasters like drought, floods, and landslides based on the applications received.

11.5.2 Give Application: The farmers who incur damages owing to the occurrence of natural calamities should inform the details of the damages to the Krishi Bhavan in a written application within three days of the incidence of disaster (the area of the locality where the disaster occurred, crops which were damaged, and the estimated financial loss).

11.5.3 Scrutiny of Applications: The Agricultural Assistants of each area should conduct field visits with the help of members of the agro clinic level panel within 10 days of the receipt of the application. They should prepare report after assessing the actual loss and damages submit it to the Agricultural Officers. The Agricultural Officers should prepare panchayat level statement after collating of agro clinic level reports and send it to the higher office within a week.

11.5.4 Distribution of Money: The Agricultural Assistants should distribute the amount sanctioned by the government for the damages as and when made available. The farmers should be given advance intimation through concerned agro clinics and the amount should be distributed on fixed days at the agro clinics.

11.6 Ensure Monetary Aid for Felling Infected Coconut Trees

11.6.1 Financial assistance for felling the infected coconut trees is made available to the farmers through the Krishi Bhavan as part of the department level project and Grama Panchayat project.

11.6.2 Invite Application:

11.6.2.1 Applications should be accepted from the farmers, who are owners of the infected coconut trees, through Grama Sabhas and agro clinics.

11.6.2.2 The farmers should be provided the announcement regarding this through the notice boards of institutions in the panchayat and agro clinic level panels.

11.6.2.3 The panchayat should include these in the intimations of the Grama Sabha too at times when Grama Sabhas are held.

11.6.3 Field scrutiny:

11.6.3.1 The applications should be collated at the agro clinic level once the last date of receipt of application is over.

11.6.3.2 Consequent to this, the Agriculture Assistant in charge of respective area and representatives of agro clinic level committee should hold a field visit according to the applications.

11.6.3.3 Ensuring the accuracy of the application, the coconut trees infected with disease should be marked and instruction should be give to the owner for felling.

11.6.4 Felling

11.6.4.1 The responsibility of felling the tree marked by the officials after scrutiny is vested with the farmers.

- 11.6.4.2 The farmers should spend the money required for felling the coconut trees themselves.
- 11.6.4.3 After felling the coconut trees, the same should be intimated either to the Krishi Bhavan or the Agro clinic.
- 11.6.5 Post Felling Scrutiny: The Agricultural Assistant and the representatives who did the scrutiny earlier should conduct field visit again once the farmer intimates that the coconut tree is felled. They should scrutinise and record that the coconut tree is being felled and then report it to the Krishi Bhavan.
- 11.6.6 Distribution of money: The financial aid for felling the coconut tree should be distributed through the agro clinics within two weeks if being made available at the Krishi Bhavan.



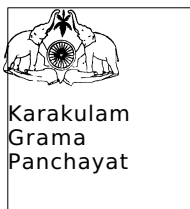
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11.7 *Provide Training in Latest Technologies*

- 11.7.1 The Krishi Bhavan should organise activities for providing information regarding agricultural technologies which are prevalent in each period and most innovative agricultural methods through agro clinics.
- 11.7.2 Classes, seminars, discussions, exhibitions, and visits of demonstration gardens should be held at least twice a year at the agro clinic level.
- 11.7.3 The Krishi Bhavan should provide technical assistance to farmers, who are willing to adopt latest agricultural technologies and latest methods of cultivation, for making available the same to them.

11.8 *Recommend Licence for Fertiliser Depots*

- 11.8.1 The responsibility for recommending to higher office for giving licence to the fertiliser and pesticide depots in the Grama Panchayat area and renewing the licences of the existing institutions vest with the Krishi Bhavan.
- 11.8.2 To Start New Institutions:
- 11.8.2.1 An entrepreneur who wishes to begin a Fertiliser / pesticide depot in a panchayat area should apply to the Agricultural Officer in the fixed format together with the following documents:
1. Receipt of paying fixed licence fees
 2. Building / Rent certificate
 3. Lice of the Grama Panchayat
 4. Authorisation letter from either fertiliser / pesticide producers or distributors declaring as approved agent
 5. Metal seal, Bill book.
- 11.8.2.2 The Agricultural Officer should scrutinise the received applications and conduct field visit and ensure the merit. The Agricultural Officer should forward the applications which were vetted for merit to the higher office recommending for approval.
- 11.8.3 Renewal of Licence: Those institutions which have licence at present should renew it once in three years by submitting the above mentioned documents.



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11.8.4 Ensuring Quality and Availability of Fertiliser and Pesticide

11.8.4.1 The Agricultural Officer is responsible for ensuring the quality of fertilisers and pesticides distributed in the panchayat area and the availability required for the farmers.

11.8.4.2 The Agricultural Officer should inspect at least twice a year the depots of fertilisers and pesticides in the panchayat. Moreover, the Agricultural officer is liable to conduct checks at the depots as and when the farmers raise complaints.

11.8.4.3 The samples of fertiliser and pesticide should be collected during the inspection and send it to the Central Fertiliser and Pesticide testing labs by the Agricultural Officer.

11.8.4.4 The Agricultural Officer should take necessary action including cancellation of licence if needed on the basis of the test results.

11.8.4.5 The fertiliser, 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.

11.9 Take Steps to Enable Granting of Agricultural Loan

11.9.1 The Krishi Bhavan should provide technical assistance based on merit to farmers for facilitating agricultural loan for the farmers in the Grama Panchayat area.

11.9.2 Give certificates to the farmers for obtaining agricultural loans. Give certificates containing details of subsidies to approaching farmers who are beneficiaries of various schemes, to enable them for taking loans.

11.9.3 Measures

11.9.3.1 The farmer should give application to the Agricultural Officer showing the details of the certificates required. In the case of wanting to become beneficiaries of schemes, submit application for making beneficiaries of the schemes.

11.9.3.2 The Agricultural Officer should issue certificates stating the details of being selected as beneficiary of the scheme to those who are selected a 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.

11.9.3.3 The beneficiary should submit the application to the bank together with the copy of the form, recommendation of the Agricultural Officer, details of subsidy, and the certificate stating that the subsidy will be credited to the bank.

11.9.3.4 In cases where construction or purchase is necessary, that also should be included in the application to the bank.

11.9.4 The Agriculture 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.

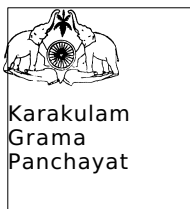
11.10 Take Steps to Enable Kisan Credit Card

Kisan Credit Card is the system of recognising one person as a farmer for helping

- to obtain loan from the bank as assistance for ensuring agricultural loan for farmers.
- 11.10.1 Give the list of farmers to the bank: The Agriculture Officer should give the list of farmers in the panchayat who are eligible for the card to bank for obtaining Kisan Credit Card from the farmers.
- 11.10.2 The Krishi Bhavan should disseminate the information about the Kisan Credit System and its advantages among the farmers through various methods.
- 11.11 Panchayat Level Banking Committee*
- 11.11.1 A Panchayat Level Banking Committee should be formed under the leadership of the Grama Panchayat with the following members: representatives of nationalised, scheduled, and co-operative banks which have functioning area within the panchayat, Panchayat president, vice president, members of Development Standing Committee, Agriculture Officer, Veterinary Surgeon, representatives of Kudumbasree and CDS, VEO and LVEO.
- 11.11.2 The Agricultural Officer should function as the co-ordinator of activities in the agriculture sector related to this committee.
- 11.11.3 The credit plans related to Krishi Bhavan should be discussed at this committee.
- 11.11.4 Evaluate the schemes suggesting necessity of agricultural loan.
- 11.11.5 Activities like preparing memorandum of understanding with the banks through Grama Panchayats, measures for granting loan and ensuring repayment of loan should be implemented.
- 11.11.6 Steps necessary for making loans available easily to the farmers for agricultural activities should be executed through the functioning of this committee.
- 11.12 Obtain Insurance Cover for Agricultural Crops – Make Available Compensation in case of Damage of Insured Crops*
- The Insurance of Agricultural Crops is the scheme for safeguarding the farmers from unexpected damage to agricultural crops due to various reasons and the subsequent loss caused by that.
- 11.12.1 The Krishi Bhavan should disseminate the information regarding agricultural insurance by agro clinics through classes, discussions, and personal talks to the farmers.
- 11.12.2 Applications should be accepted through agro clinics and Krishi Bhavans from farmers who are willing to pay insurance premium.
- 11.12.3 The Agricultural Assistants in each area should conduct field checks and ensure that the statements in the applications are genuine, as and when the applications are received.
- 11.12.4 After getting convinced of the factual situation of the application, the proposed premium may be accepted from the farmer.



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11.12.5 In case of damage to the crops, the farmers should give application to the Krishi Bhavan within three days in the fixed format together with the policy.

11.12.6 The Agricultural Assistants in charge of each area should verify the authenticity of the application within 10 days and give report to the Agricultural Officer. The Officer should refer the application and scrutiny report to the higher officer.

11.12.7 The amount of compensation should be disbursed to the farmers within 10 days of receiving in the Krishi Bhavan.

11.13 *Takes Steps to Make Available Free Electricity for Agricultural Purpose*

The Krishi Bhavan should adopt technical measures for exempting the electricity charge of pump house used for agricultural irrigation purpose as an encouragement to the farmers.

11.13.1 *Prerequisites*

11.13.1.1 Give application – those who own above 75 cents of land

11.13.1.2 Establish pump house and motor in the farm land

11.13.1.3 The farmers should get house number from the panchayat for the pump house.

11.13.1.4 Application containing information regarding the area of farm land, cultivation, panchayat number of pump house together with the receipt of tax should be submitted to the Krishi Bhavan.

11.13.2 The applications received in the Krishi Bhavan should be verified by the agricultural assistants in each agro clinic area within 10 days and report to the Krishi Bhavan.

11.13.3 The Agricultural Officer, after making certain the authenticity of the application through scrutiny, should refer the merit certificate for obtaining free electricity for agricultural purposes to the concerned electricity office.

11.14 *Functioning of Agro Clinics*

The responsibility of managing each agro clinic is vested with the agricultural assistants in charge of each clinic.

11.14.1 *Agro Clinic Level Committee*

An Agro Clinic Level Committee should be formed to support the Assistants in the running of the Agro Clinic. Its structure is given below.

Chairman – Ward member of the ward where the clinic office is located

Convenor – Agricultural Assistant

Joint Convenor – A farmer

Members – People's representatives from other wards under the purview of the Clinic

Representatives of the farmers' self help groups in the clinic area.

Representatives of women self help groups

Two selected farmers The ADS should nominate the representatives of the Woman Self Help Groups.
The ward member may nominate one farmer each from two wards within the clinic limits.
The ward level committees may suggest representatives of Farmers Self Help Groups.



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11.14.2 *The Activities to be Executed at Agro Clinic level*

The following activities should be carried out as part of the agro clinics.

11.14.2.1 *Comprehensive Agricultural Data Collection from Agro Clinic Area*

A comprehensive data collection should be carried out under the initiative of the Agro Clinic Level Committee containing the following information: Farmers in the area of the clinics, farm land, barren land, various crops, area under each crop, crops cultivated by each farmer – crop area, reasons for keeping the land barren, farmers who are willing to undertake cultivation if land is received on lease. Collated register should be prepared after the data collection. This information should be updated periodically.

11.14.2.2 *Activity to Carry Out Cultivation in Barren Land*

- 11.14.2.2.1 Activities to carry out cultivation in the farm lands lying barren in each agro clinic area through willing individuals and groups may be executed by the agro clinic level committees.
- 11.14.2.2.2 The panel should carry out the work of receiving application from enthusiastic individuals and groups and determining priority under the leadership of Agricultural Assistants.
- 11.14.2.2.3 Constitute various groups of farmers based on crops, on the basis of comprehensive data collection held at the agro clinic level.

11.14.2.3 *Agricultural Education*

Conduct classes, discussions, seminars, exhibitions, and model garden visits to provide information to the farmers on Seeds, fertiliser application, methods of planting, methods of nurturing, integrated pesticide control methods, innovative technologies, agricultural modes, Marketing possibilities, Loan options, and government benefits. Knowledge dissemination activities should be planned about various themes on each agro clinic day.

- 11.14.2.4 Soil and water conservation activities: Assist in preparing the micro watershed master plan of the locality which includes the agro clinic area. Ensure participation of agro clinic level committee members in the watershed based panels.
- 11.14.2.5 Classes and exhibitions should be organised at the agro clinic level on the activities related to soil and water conservation activities, and the cultivation



to be carried out in each clinic area as an administrative unit based on the watershed based master plan.

11.14.2.6 Plan necessary activities for widespread construction of rain pits before the onset of monsoon.

11.14.2.6.1 Perform activities for establishing rain water storage tanks in maximum number of households in the clinic area.

11.14.2.6.2 Ensure that rain water storage tanks are installed in all new houses above 1000 sq ft.

11.14.2.7 Activities to promote production of organic fertilisers in the clinic area.

11.14.2.7.1 Conduct classes on methods of organic fertiliser production like vermi compost and compost bio gas through Kudumbasree units, Farmers' self help groups, farmers' groups at the agro clinic level.

11.14.2.7.2 Make available technical and financial assistance for managing vermi compost units, compost units, and bio gas plants in households, and industrial based organic fertiliser production units. Ensure that the composting units are installed in new houses above 1000 sq ft.

11.14.2.8 Ensure effective functioning of product collection centres at the agro clinic level.

11.14.2.9 Provide assistance to seed producers / nurseries for acquiring recognition and for finding marketing options. Provide technical training required through agro clinics.

11.14.2.10 Buy and keep agricultural implements required for farmers, distribute the same on rent-basis. Conduct training classes and exhibitions about innovative agricultural methods and technologies.

11.14.2.11 Carry out campaign like notice distribution, household visit, classes, and immunisation activities during times of spread of disease / pest infection.

11.14.2.12 Give classes at the agro clinic level on the advantages of agriculture based on soil testing. Conduct the activity of collecting soil samples and make available test results.

11.14.2.13 Conduct field visits together with the agricultural officials during times of agricultural loss due to natural disasters and submit reports.

11.14.2.14 Provide information to the farmers through classes and discussions about available insurance facilities for agricultural crops. Carry out activities to enrol maximum number of persons in the agricultural insurance schemes. Collect insurance premium.

11.14.2.15 Provide information to the farmers regarding prospects of various agricultural loans through classes and discussions.

11.14.2.16 Assist the agricultural assistant in verifying the genuineness of the application for free power supply for agricultural purpose.

11.14.2.17 Provide more information about the planting materials, types of seeds available from the government.

11.14.3 *Advantages of Agro Clinics*

11.14.3.1 Use the agro clinics as a forum for effective implementation of knowledge dissemination activities among the farmers.

11.14.3.2 Together with this, ensure that the benefits are reaching the genuine beneficiaries and the make activities transparent through people's inspection.

11.14.3.3 People's intervention takes place for ensuring maximum agricultural usage of land and increasing agricultural production.

11.14.3.4 Helps make available need based and scientific information to the farmers. All farmers of a locality are linked to the activities of the Krishi Bhavan at some level.

11.14.3.5 The Agricultural Officers will be able to implement field activities more effectively once the system of "morning – clinic-level classes, afternoon – field activity" is in place.

11.14.3.6 Clinic level committees should meet at the end of each month and evaluate the activities of previous month and prepare proper work schedule for the next month for effective functioning of agro clinics.

11.14.3.7 In the clinic level programme, classes, discussions, model garden visits, exhibitions, field visits in the afternoon, consequent field visits, field infections, and submission of reports should be included.

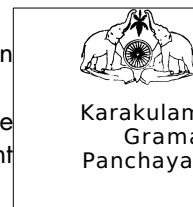
11.14.3.9 The Agricultural Assistants should submit the evaluation report prepared by the clinic level committee to the Agricultural Officers.

11.15 *Knowledge Dissemination Activities in the Clinics*

Weekly classes, discussions, seminars, and may be organised at the agro clinic level on the following subjects:

1. Seed, fertiliser application, methods of planting (based on crops)
2. Crop nurturing methods, integrated pest control measures
3. Innovative technologies, agricultural methods.
4. Soil and water conservation methods.
5. Methods of rain water storage
6. Watershed based agricultural activities
7. Advantages of organic fertiliser application – Methods of organic fertiliser production
8. Marketing opportunities of products
9. Loan prospects
10. The advantage and importance of soil testing
11. Methods and benefits of agricultural insurance
12. Government benefits for various agricultural methods

Programmes may be conducted by convening meeting of farmers based on crops also. Activities of each week should be given in the agro clinic level function calendar.



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. The institution can attain its functional goal only if each employee of the office is discharging their responsibilities at their level promptly.

As a technical institution under the Grama Panchayat for the executing the activities in the agricultural sector as per the Panchayat Raj Act, and as part of the department system, each employee of the Krishi Bhavan has to perform the following tasks to achieve the functional goal.

1. Agricultural Officer
 - 1.1 The Agricultural Officer has the technical and administrative accountability for the day to day functioning of the Krishi Bhavan.
 - 1.2 Provide scientific information regarding seeds, fertiliser application, disease / pest control, and crop nurturing and carry out people's education activities.
 - 1.3 Provide required information and suggestions to the farmers who approach the Krishi Bhavan. Assist in making the information available at the agricultural kiosks.
 - 1.4 Apart from the visits as part o the schedules of the agro clinics, conduct field visits and observation in necessary stages.
 - 1.5 Give leadership to organising classes, seminars, and exhibitions at agro clinic level and Krishi Bhavan level.
 - 1.6 During times of the outbreak of peculiar disease / pest infections, adopt spirited measures to control its spread and inform details to higher ups.
 - 1.7 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.
 - 1.8 Take necessary steps to make available the services of mobile soil testing laboratory in the panchayat area.
 - 1.9 In case of the occurrence of natural disasters, visit the location and submit reports. When applications for compensation are received, visit the location within 10 days and assess the loss; then give claim for compensation.
 - 1.10 Register farmers for crop insurance.
 - 1.11 Give notices and announcements for accepting applications for various schemes and projects on a time bound manner.
 - 1.12 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.
 - 1.13 Takes measures for obtaining quality planting materials for the farmers.
 - 1.14 Make available benefits as part of government schemes and Grama Panchayat

- projects to the beneficiaries based on merit after giving necessary publicity.
- 1.15 Promote organic cultivation methods, organise model demonstration gardens, and offer information to the farmers regarding production of organic fertiliser and pesticide.
 - 1.16 Take initiative for the managing of the agro clinics.
 - 1.17 Make orderly recommendation for licence for starting fertiliser / pesticide depots. Inspect the depots periodically and collect samples of fertiliser and pesticide and send them for testing, and thus ensure quality. Take action against those institutions which are distributing fertilisers and pesticides to the farmers without following legal norms.
 - 1.18 Assist the farmers in obtaining bank loan and Kisan credit card.
 - 1.19 Issue certificates for availing agricultural loans.
 - 1.20 Issue certificates for acquiring electricity connection for agricultural purpose.
 - 1.21 Convene Panchayat level agricultural committee meeting.
 - 1.22 Convene meeting of agricultural assistants at the Krishi Bhavan level and evaluate the achievements and drawbacks of their functioning.
 - 1.23 Give technical and administrative leadership to the comprehensive agricultural data gathering held at the agro clinic level. Take measures to update the collected data periodically.
 - 1.24 Collect information regarding the barren land without cultivation at the panchayat level. Take technical measures for carrying out cultivation in the barren land. Give technical suggestions to the farmers who have kept their land barren due to technical reasons.
 - 1.25 Prepare and give Farm Plans appropriate for cultivation as per the request of the farmers.
 - 1.26 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 panchayat in areas where soil and water conservation structures are required.
 - 1.27 Implement department level soil and water conservation activities by co-ordinating the integrated watershed project.
 - 1.28 Give technical advice to the farmers engaged in production of organic fertilisers (vermi compost, compost, biogas).
 - 1.29 Take technical measures to obtain government approval for the organic fertilisers produced on large scale by the farmers self help groups and Kudumbasree units in the panchayat area.
 - 1.30 Scrutinise the functioning of the panchayat level *swasraya vipani* periodically and give necessary suggestions.
 - 1.31 Promote the production of vegetables in the panchayat area to the maximum. Provide necessary technical advice to the farmers.



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- 1.32 Take initiative in preparing and executing agricultural projects of the Grama Panchayat.
 - 1.33 Provide technical advice to the agricultural clubs and health clubs in the schools of the panchayat area as an agricultural expert.
 - 1.34 Provide necessary advice in matters related to agriculture and forestation in activities concerning spatial planning of the panchayat.
 - 1.35 Ensure that the attendance of the employees is marked promptly in the attendance board of the Krishi Bhavan. Ensure that news related to the institution and panchayat are displayed in the notice board of the Krishi Bhavan.
- 1.36 Participate in the standing committee meeting as the department secretary as per the directive of the Standing Committee chairpersons and prepare minutes. Attend the Panchayat executive committee meetings in required stages as per the directive of the Panchayat president.
2. Agricultural Assistants
- 2.1 Assist the Agricultural Officer in all types of work and work according to the instructions.
 - 2.2 Run the agro clinics and conduct field visits based on proper schedules.
 - 2.3 Take complete responsibility of the managing of the agro clinics. Prepare reports about the functioning of the agro clinics.
 - 2.4 Receive applications for benefits through agro clinics and submit them to the Krishi Bhavan.
 - 2.5 Inform the Krishi Bhavan when agricultural damage occurs owing to natural calamities and helping field inspection for assessing the actual loss.
 - 2.6 Read out the list of farmers selected for benefits in the Grama Sabha, publish the same in the notice boards of panchayat institutions and agro clinics.
 - 2.7 Take the innovative technologies and cultivation methods to the farmers. Give leadership to the knowledge dissemination activity at the level of agro clinics.
 - 2.8 Take initiative in comprehensive agricultural data collection at the agro clinic level and in activities to update this information periodically. Hold training in connection with that.
 - 2.9 Lead the efforts to locate barren land in the functional area and report it to the Krishi Bhavan. Take measures to carry out cultivation in the barren land.
 - 2.10 Application should be received at the agro clinic level from interested farmers, farmers' self help groups, and women self help groups, and should determine priority after necessary scrutiny.
 - 2.11 After conducting comprehensive study in the clinic area, form farmers' groups / clubs based on crops using the data thus collected.
 - 2.12 Take classes for farmers' groups through agro clinics on nurturing methods of crops, seed / fertiliser application, insect control, harvesting, and marketing options.
 - 2.13 All the farmers in each agro clinic area should be linked with the clinics by micro level planning and by making available need-based information.
 - 2.14 Prepare and give Farm Plans as per the request of the farmers.

- 2.15 Take initiative in preparing comprehensive watershed plans.
 - 2.16 Visit the organic fertiliser production units (vermi compost, compost, biogas) in own functional area once in two months and give necessary suggestions.
 - 2.17 Form self help groups of farmers in the functional area. Carry out activities to make available reporting fund and loans to them.
 - 2.18 Promote kitchen gardens and trade-based vegetable cultivation in the functional area. Take classes for farmers through agro clinics and give suggestions after visiting the vegetable units once in two months.
 - 2.19 Promote the use of organic fertilisers. Make farmers aware of the harmful effects of over use of chemical fertiliser.
 - 2.20 Give leadership to energetic campaign activity during outbreak of insect infection in the functional area.
 - 2.21 Provide information to the farmers regarding planting materials and seed types made available through the government.
 - 2.22 Visit nurseries in the functional area and offer necessary instructions. Provide technical assistance for starting nurseries after locating duly qualified persons.
 - 2.23 Provide information regarding loan prospects to the farmers. Render technical backing for making available loans.
 - 2.24 Collect samples for soil testing from the functional area; make available the results; suggest solutions to the farmers. Equip the farmers with the knowledge on the advantages of soil based cultivation. Take necessary steps to make available the services of mobile soil testing laboratory in the functional area if more than 60 samples are collected.
 - 2.25 As a technical expert, render technical advice to the agricultural clubs and health clubs in the schools of the panchayat area.
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3. Part - time Sweeper
 - 3.1 Clean the Krishi Bhavan and surroundings
 - 3.2 Mark the attendance of the employees in the Board
 - 3.3 Keep the agricultural implements clean
 - 3.4 Ensure availability of drinking water; ensure water availability in bathroom and wash basin
 - 3.5 Clean the seats for the visitors
 - 3.6 Carry out other duties assigned by the Agricultural Officer.



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7

Office Management

Local Self Government and the institutions under it have common and specifically applicable office execution rules.

1. Exhibit institutional information (Institution Board)

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 panchayat

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

Name of the Post Office

Pin code

2. Exhibit service information (service board)

The Service 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.

3. Individual Information (Maintain Attendance Board)

The following details should be recorded: 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. The board should have the facility to record the time of arrival in the office/institution.

If either the employees or officials leave the office during office/working hours, the same information should be entered opposite to the names of such persons. 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. The employee who is assigned by the head of institution should carry out the marking in the register.

Attendance Board (model)

Serial Number	Name of the employee	Official designation	Status of attendance	Information on leaving the office for official purpose
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4. 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.

5. Public/News Announcements (Notice Board)

Establish Notice boards in each office/institution for advertising time-bound public announcements regarding office/institution service. The notice boards should be installed in such a place which could be seen by the public, service beneficiaries, and stakeholders. The announcement that pasting other ads and notices in this board is illegal should be mentioned in the Board. Tearing off or defacing of the announcements made in the Board is illegal – this should be mentioned in the Board. The copy of the details of an institution in a 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 at the monthly panchayat-level evaluation meeting. Each institutional head should hand over the copy of announcements regarding emergency services in between the evaluation meetings for other institutions to the Panchayat office. Arrangements should be made to make available this information to other offices.

6. Individual Name Boards

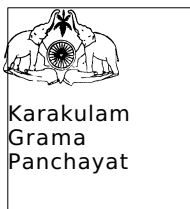
In each office, in the seats of the officials and employees, the names, their designation, the services being provided through them, brief description of their responsibilities should be displayed. This would help the service holders locate the specific service provider without any confusion or delay.

7. Suggestion/Complaint Box

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.

In each week, the head of the institution should open the suggestion/complaint box with the key in possession of him on the day before the last working day at 2 pm. The complaints /suggestions should be recorded in the register after sorting them item-wise. The service of the office employee who is in charge of communication should be utilised.

Steps should be taken to implement those suggestions which could be fulfilled at the institutional-level should be explained at the weekly office/institutional level meeting. Those



suggestions which require the approval of the panchayat/department should be sent for the same. Suggestions related to other offices/institutions should be sent to the head of institution through the panchayat secretary. If any grievances or complaints regarding the employees or officials are submitted through the box, the same should be forwarded to the Panchayat president, after entering in the register. 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. Information regarding other institutions should be made available to their heads through the Panchayat president.

The officials should take action in cases where solution has to be found based on the decision of the panchayat and in cases where department-level solutions which require departmental decisions.

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.

The people will utilise this arrangement when they are convinced that a system is in place which is accountable to them. As a result they will start monitoring and intervening in the affairs of the institution. This, in turn, would help increase the quality of service of the institution.

Office documents

The following documents should be kept at the office:

Institutional-level documents

1. Attendance register
2. Movement register
3. Salary register

Service-related Documents

1. Registers
2. Records
3. Tables
4. Receipts
5. Collected information
6. Reports
7. Minutes, etc

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.

The task of ensuring the above said activities and marking them after codifying and annexing signature rests with the higher officials.

The collective responsibility for monitoring of the above task, evaluation, corrective

steps, and reforms rests with the head of the institution. The concerned standing committee chairpersons and presidents are entrusted with the power to ensure that such assignments are executed promptly.



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Front Office Management

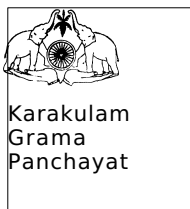
The head of the institution should authorise in each office specified employees entrusted with receiving the personal/public grievances and demands, give receipts for them, classification in related fields, entry, and giving serial number. Enquiry/information communication system should be in such a way that the following activities could be carried out: Give hints regarding the time limit for making accessible the action taken/ information on action to service owners, remind the employee if necessary, ensure availability of proper information to the service owners.

Front Office Management should be assigned to the employee just below the head of institution.

1. Receive application, complaint, and grievance.
2. Give acknowledgement receipt.
3. Classify and enter in the primary register.
4. Give number according to item-wise.
5. Hand over item-wise to the concerned official.
6. Give intimation of response according to time schedule.
7. Collect information on time-bound status from the employees.
8. Provide available information on submission of written request to the public by ensuring priority. If there is prescribed fees/rate for the same, charge it and give acknowledgement receipt to the service recipient
9. All information regarding activities of institution/service should be made available to the employee in charge of enquiry / information communication. Other staff would be liable to hand over such information. All incoming and outgoing communication regarding the institution/service should be through this system.
10. Register of applications/complaints
11. Marking with numbers.
12. Entry for acknowledgement for the receipt of the numbered document by the employee.
13. Preparation of Incoming/outgoing register.
14. Counter foil for acknowledgement receipt.
15. Documents regarding right to information.
16. Hand over copy of decision/settlement to all concerned.

All the above mentioned activities should be carried out through the Front office system. Each employee will be accountable to provide satisfactory information to the enquiries from the front office. The employee in charge of the enquiry/information communication will be duty bound to collect information and provide it to the service-holder.

In case of applications, which require the approval of the President, the head of institution should submit it for consideration in the legal format. The institution heads will be



accountable for submitting those applications which require the approval of the executive committee and obtain approval.

Settlement Process

1. The assigned employee should study the subject after numbering and filing, then mark primary assumptions and submit it to the immediate superior. It should be submitted to higher ups with signature and ensuring supervision.
2. If the subject is simple and could be settled following normal procedures, the staff could take decision. This should be entered, signed and the file should be settled and the settlement may take directly to the enquiry wing. The file may be returned to the concerned employee.
3. In case elaborate examination, or enquiry or trial is needed the officials may be entrusted with and the file could be returned for following proper procedure.
4. The enquiry/information communication wing should provide the details in the settled file to the service-holders either in the form of order or in other forms.
5. The subjects which could be settled through the panchayat or department should be sent to them and wait for 15 days. If the reply is received within that period, it should be handed over to the service owners. If no reply is received within the stipulated period, may be treated as declared settlement and be intimated as such.
6. It should be ensured that primary action on any file would be completed only through maximum three officials. The practice of information exchange only after the settled file returning through the same channel should be avoided and there should be a mechanism for direct intimation of the settlement. The settled files should be kept through the concerned official as a public document.
7. The information-enquiry wing should make certain that those wish to take copies or summary should get the facility.
8. Applications/grievances which are received in panchayat office/other office should be completed according to the time schedule provided earlier and hand over the settlement.
9. In the case of Annexure files too, the above mentioned procedure should be followed.

Procedures for Resolutions

The Panchayat Secretary, the institution heads who were handed over in the post of ex-officio secretary would be liable to execute various resolutions of the Panchayat Executive Committee. It is the responsibility of the officials to follow the related procedure. In case any lapse or faux pas occurs, which causes loss to the panchayat, the concerned official will be liable to take up damage responsibility.

1. As implementing officials of the panchayat, the officials should mark their opinion on anything coming for the consideration of the panchayat on related files.
2. The secretary should submit each item before the Panchayat with such clear opinions.
3. The secretary/ex-officio secretary has the duty to refer, if necessary, any resolution

- approved by the panchayat for the clarification of the government.
4. The panchayat secretary/ex-officio secretary may demand the reconsideration of the resolution approved by the panchayat if s/he feels that the resolution is either illegal or it breaches legally valid limits of power or there is threat to human life, health or public safety, if the resolution is implemented.
 5. On the occasion of reconsideration, the panchayat secretary/ex-officio secretary should be present in person and air/inscribe the opinion.
 6. If the Panchayat revises the earlier decision, that should be informed the president and it should be referred to the government for clarification.
 7. Wait for 15 days for the clarification and the received clarification should be implemented after intimating the panchayat. In case the clarification is not received within the stipulated period, treating it as declared clarification, panchayat decision should be implemented.
 8. The information should be reported to the government.



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Loss Responsibility Action

If loss occurs to the panchayat due to implementation duty without following the above mentioned procedure, the concerned official will be responsible. Its compensation may be collected to the panchayat through the revenue recovery with 12 % interest. If loss is occurred while the duty is discharged following the procedures, then the liability will be on the president. [Section 182 (4) (iii)]

If loss occurs to the panchayat due to the lapse in taking timely action, apt enquiry should be conducted and if the accountability of the respective official is convinced, the loss could be accrued to the panchayat with 12 % in the revenue recovery system. [Section 243 (3)].

Provision for Disciplinary Action

The president can conduct enquiry and take simple action against the erring official, in case the panchayat has to take disciplinary action against employee. If severe action has to be taken against the official the same could be reported to the appointing authority of the said employee with the approval of the panchayat. Concerned in-charge should take necessary steps upon the receipt of the report. The action taken should be reported to the panchayat too. [Section 179 (10)].

The law does not seem to have formulated necessary procedures for investigation/enquiry. Neither does it clarify that the Kerala Service Rule is made applicable. When the legal provisions and the rule system are in conflict, the legal system gets more validity, and thus the powers of the President become potential. Accordingly, the president is accountable to follow the enquiry procedure.

In this context, legal procedure based natural justice is applicable. While exercising discretion, this principle and procedure must be followed.



Natural Justice Principles

1. Opportunity to be heard
 - a. The notice to the concerned parties should be clear on the subject, time to be present, place, date, day, nature of explanation.
 - b. Presenting the evidence – documentary, direct.
 - c. Contradicting the evidence
 - d. Chance to represent
 - e. Answer and settlement with information and cause.
 - f. Right to appeal and opportunity for appeal.

2. Maintain personal self-control, and avoid bias, vested interest, and bad intention
 - a. Personal friendship and animosity should be avoided.
 - b. Monetary interest and enmity should be avoided.
 - c. Property-related interest or hostility should be avoided.
 - d. Department-level interest should be avoided.

3. Ensure settlement, which is rational, logical, and just.

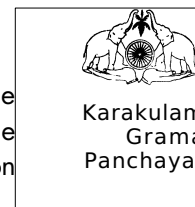
Stages of legal procedures

 - a. memo (intimation)
 - b. Explanation (if treated satisfactory, the settlement may be effected and the action may be concluded)
 - c. Show cause notice
 - d. Explanatory note (if found satisfactory, the settlement may be effected and the action may be concluded)
 - e. Enquiry procedure
 - i. Enquiry while retaining
 - ii. Enquiry while suspension
 - iii. Settle the issue with warning.
 - iv. Give monetary fine and settle the issue.
 - f. Subsequent action on the enquiry report
 - i. Collection of evidence through, parties, witnesses.
 - ii. Evidence collection through on the spot inspection.
 - iii. Evidence collection through examining documents.
 - iv. Direct trial and chance to be heard.
 - v. Primary settlement – with detailed information and causes.
 - g. Appeal application
 - h. Settlement of appeal

If there is dispute over the final settlement the affected parties may approach the judicial system for seeking solution. Constitutional redressal method may be utilised.

Formulation of Grama Panchayat Plan – Procedures for Implementation

The Agricultural Officer has the responsibility to function as the convenor of the working group of Panchayat Plan formulation or the implementation official in the formulation and execution of Plan formulation of Grama Panchayat.

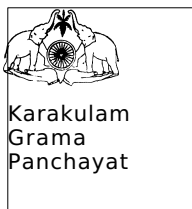


Plan Formulation

1. Panchayat Executive committee assigns Agricultural Officer as the convenor of the working group in the agriculture sector through an executive decision.
2. The Agricultural Officer should prepare and present each year a review report of the last year's projects in the health sector at the meeting of the working group for Plan formulation.
3. Together with the review report, a draft of Plan suggestions for the amount set apart by the Grama Panchayat for the Agriculture sector should also be submitted.
4. Thereafter, the responsibility of convening the working group in necessary stages should be taken up by the Agricultural Officer.
5. After discussing at the working group meeting, a table should be prepared and submitted to the Grama Panchayat together with the review report for the previous year. This table should contain the following – suggestions to be included in the Plan document to be printed and distributed at the Grama Sabha, and the amount required for the same.

Participate in the Grama Sabha

1. The staff of the Agricultural Office should participate as the co-ordinators of the Grama Sabhas as decided by the Grama Panchayat.
2. Apart from this, the employees 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.
3. The Agricultural Officer should effect necessary changes in the Plan suggestions taking into considerations the suggestion from the Grama Sabhas and present the same at the Development Seminar.
4. The Agricultural Officer is bound to prepare projects in the agriculture sector with the approval of the Panchayat Executive Committee as per the suggestions finalised at the Development Seminar. The subordinate staff should provide necessary assistance for executing this task. The Agricultural Officer should utilise the expertise of the working group members in the preparation of projects.
5. The Agricultural Officer is liable to effect suggested alterations in the projects prepared according to the decision of the Panchayat Committee and submitted for approval of the Technical Advisory Panel.



Plan Implementation

1. The Agricultural Officer should function as the implementing official of the projects in the agriculture sector as decided by the Panchayat Executive committee.
2. The Agricultural Officer should give letter to the Panchayat President requesting sanction of necessary amount for the implementation once the Panchayat Executive Committee intimates decision on the implementation after Plan approval.
3. The President should give instruction on paper to the secretary for releasing the amount.
4. The Secretary would release the legally deserving amount for plan implementation through the Treasury.
5. Implementing official should receive the amount from the treasury in person.
6. The implementing official should submit report to the secretary regarding the expenditure on the allotment by the secretary before the 5th of each month.

Give Explanation to the Audits

The Agricultural Officer is liable to provide documents and explanations during audit for projects when s/he was the implementing official.

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 s/he was in charge. While s/he is unable to present in person subordinate staff should be assigned to be present with required information.

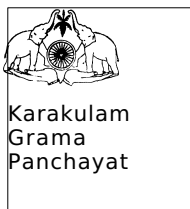
Monthly / Quarterly Planning and Evaluation

The following evaluation system is necessary for evaluating the monthly activities of the Krishi Bhavan and planning the activities of the next month.

1. Why the New System?
Many limitations do exist in the present evaluation and planning system.
 - 1.1 The present arrangements are ill equipped to evaluate continuously the activities of the Krishi Bhavan.
 - 1.2 No system is in place to receive responses from the beneficiaries regarding the functioning of the Krishi Bhavan.
 - 1.3 These types of information are currently unable to be utilised in the future planning.
 - 1.4 Intervention of people's representatives and local community does not occur to enhance the functioning of the Krishi Bhavan.
 - 1.5 The functioning of the Krishi Bhavan is not adjusted according to the societal needs.
 - 1.6 Quality of service is not ensured.
The efficiency of the activities of the Krishi Bhavan cannot be ensured due to this kind of limitations. The new planning and evaluation system aims to rise above such constraints.

2. Planning and Evaluation System
The Planning and Evaluation system has two major components – Internal evaluation system and External evaluation system.
 - 2.1 *Internal Evaluation and Planning System*
 - 2.1.1 Staff meeting held at the Krishi Bhavan at the end of the month consisting of only the staff of Krishi Bhavan.
 - 2.1.2 The combined Panchayat level meeting at the end of the month where both heads of transferred institutions and panchayat executive committee.
 - 2.1.3 The staff meeting including the Standing Committee members held at the Krishi Bhavan after the Panchayat level meeting.
 - 2.1.4 Panchayat Development Standing Committee meetings, Steering Committee meetings.

 - 2.2 *External Evaluation and Planning System*
The External Evaluation and Planning system has four components.
 - 2.2.1 Institution Management Committees.
 - 2.2.2 Grama Sabha
 - 2.2.3 Voluntary Organisations – Kudumbasree units – general public
 - 2.2.4 Complaint / suggestion Box



Monthly Planning, Evaluation / Internal Arrangements

2.1.1 Institutional Level Meeting

2.1.1.1 All the staff of the Krishi Bhavan should meet under the leadership of the Agricultural Officer every month end at the Krishi Bhavan and prepare the evaluation report of the activities of the previous month.

1. Specific activities of Krishi Bhavan
2. Execution of Panchayat projects
3. Implementation of Central and State projects
4. Managing of agro clinics
5. Knowledge dissemination activities
6. Field visits
7. Disease / insect infection came to the notice – those which require immediate intervention – those which demand long term activity.
8. Special programmes held last month
9. Suggestions / complaints regarding the institution
10. Those things which require Panchayat intervention
The activities coming under the responsibility of the Krishi Bhavan as the technical institution in the agricultural sector of the Grama Panchayat should be included in this report.
11. Soil testing activities
12. The number of farmers who approached Krishi Bhavan for acquiring the advice through the Krishi Bhavan
13. Disease / pest control measures
14. Repercussion report during times of natural disasters, Applications received, and details of measures taken
15. The activities carried out to join the farmers in crop insurance, its results
16. Details of schemes, projects which invited beneficiaries, responses, prospects
17. Activities implemented to fell the coconut trees infected with disease
18. Activities carried out to make better planting materials available for the farmers
19. Activities carried out to promote organic cultivation
20. Report of nursery visits in the panchayat
21. Details of inspection in the fertiliser and pesticide depots
22. Activities carried out to make agricultural loan available to the farmers; its results
23. Activities implemented to make free electricity connection available to the farmers
24. Activities done to carry out cultivation in the barren lands; its results
25. Details of watershed development activities, and soil and water conservation activities
26. Activities carried out to increase the use and production of organic fertiliser; its result
27. Activities of agro clinic level collection centres, panchayat level *swasraya vipani*.
28. Activities carried out to promote vegetable cultivation; result

29. Activities in aid of the managing of school health clubs and agricultural clubs
30. Details regarding the classes, seminars, discussions, and exhibitions held through Krishi Bhavan and agro clinics. Implementation of Panchayat projects – target – achievement – impediments
31. Details of the attendance of employees



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The report should contain the above mentioned aspects

The Agricultural Assistants should prepare detailed written reports, prior to the staff meeting, of the activities held under their leadership at agro clinics and otherwise and submit to the Agricultural Officer at the staff meeting. The Agricultural Officer should prepare monthly report after collating the reports of the agricultural assistants together with the activities at the Krishi Bhavan level.

The Agricultural Officer should submit copies of letters and departmental announcements received each month along the report to the panchayat level meeting.

2.1.1.2 Preparation of Next Month's Work Calendar

A draft understanding of the next month's activity programme should be prepared, including the above said activities, at the staff meeting. The Agricultural Officer should show this calendar to the Chairperson of the Development Standing Committee and revise it considering her / his suggestions and submit it at the panchayat level meeting.

Responsibility

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 panchayat level evaluation meeting vests with the Agricultural Officer.

2.1.2 Panchayat Level Evaluation Meeting

The expanded / executive meeting of heads of transferred institutions at the panchayat level and panchayat executive committee members will be convened on a working day of the third week of every month.

The following activities will be held at these meetings.

1. The introductory presentation of the President
2. Presentation of the reports by the institutional heads evaluating the activities of the previous month
3. Presentation of department projects related to the institutions, state and central projects, department letters, and announcements
4. Review of the serviceability / development programmes
5. Presentation of complaints / suggestions by the general public
6. Responses by the people's representatives
7. Presentation of future work plan of panchayat committee and standing committee



8. Other issues

9. Responsibility

9.1 The Agricultural Officer should present the evaluation report and work schedule of the Krishi Bhavan in the fixed format at the Panchayat level evaluation meeting.

9.2 The Agricultural Officer should present the letters and announcements and details of other projects related to the Krishi Bhavan in this meeting.

9.3 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 Officers.

The Panchayat secretary will bring the minutes of the Panchayat level meeting within three days of the meeting to all then transferred institutions.

2.1.3 Staff Meetings at Beginning of Month at Offices

Staff meeting including the Development Standing Committee members should be met at the Krishi Bhavan after the Panchayat Level Evaluation and Planning meeting.

The participation of standing committee members is inevitable in the staff meetings as the responsibility of the standing committee members is as important as the employees in the managing of the Krishi Bhavan.

2.1.3.1 Convening the Meeting

1. The Agricultural Officer should convene the staff meeting which comprises standing committee members at the Krishi Bhavan.
2. This meeting should be convened on a working day of the first week of each month after the Panchayat level evaluation and planning meeting.
3. 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.

2.1.3.2 Conduct of Meeting

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

The meeting should have the following agenda.

1. The reading cum discussion of the minutes of the panchayat level evaluation meeting.
2. Presentation of previous month's work report – evaluation (the detailed report presented at the two previous sessions)
3. Institutional performance – agro clinic field activity – evaluation of knowledge dissemination activities

4. Examining suggestions / complaints, deciding on necessary steps which require more scrutiny
5. Work planning for the next month (Completing of draft programme)
6. General comments



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2.1.3.3 *Entering Procedures – 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.

2.2 *External Planning and Evaluation System*

2.2.1 *Management Committee Meeting*

1. The Institutional Management Committee is an external evaluation system by which the people outside the institution too can evaluate functioning of the Krishi Bhavan.
2. The Management committee should meet at the institutional level on a convenient working day of the first week of the month after the meeting comprising Standing Committee members takes place.
3. The Agricultural Officer should fix the date, time, and agenda of the meeting in consultation with the chairperson and co-ordinator.

2.2.2 *Convening the Meeting – Intimation*

1. 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.
2. The members should get the intimation at least three days before the meeting.
3. The convenor should decide the agenda of the meeting after consulting the chairperson and co-ordinator and publish with the signature of the chairperson.
4. The announcement should be promptly displayed and ensure that it reaches the members on time.

2.2.3 *Agenda*

The agenda should have the following contents.

1. The functioning evaluation of the minutes of previous month's management committee.
2. Presentation of last month's working report (Detailed report presented in the previous two sessions)
3. 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.
4. The work schedule for the next month (presented in previous sessions)
5. Evaluation of agro clinic activities – individual assigning – division of labour – activities which require people's report – opinions of the committee members.



6. Preparations in connection with routine meetings, special meetings, training, and Grama Sabha.

2.2.4 Subjects to be Included in Function Evaluation

1. The management committee should be a panel to evaluate comprehensively the activities of the Krishi Bhavan. The following aspects should be discussed in detail. Components of each activity of the Krishi Bhavan – the activities planned to implement them – its aim – result – obstacles.
2. Running of agro clinics – people’s participation – activities carried out for knowledge dissemination – consequent field activity – people’s response – functioning of the agricultural assistants.
3. The accuracy of marking attendance in the attendance board of the Krishi Bhavan – Office - field activities of the employees – people’s response.
4. The promptness with which the news related to Krishi Bhavan is displayed in the News boards in Krishi Bhavan, agro clinics and other institutions.
5. Opening of the complaints box – the way the complaints are treated.
6. The basic facilities of agro clinics – functioning of the agro clinic level committees – things which required additional support.
7. Functioning of the agro clinic level collection centres – working of the Panchayat level *Swasraya vipani*.
8. The benefits distributed by the Krishi Bhavan – its announcements – beneficiary selection scrutiny – benefits distribution – participation of agro clinic.
9. The participation, organisation, and response towards the knowledge dissemination activities like classes, discussions, seminars, and exhibitions conducted through Krishi Bhavan and agro clinics.
10. The activity of providing advice through the Krishi Bhavan.
11. Disease / pest infection – control activities
12. Natural calamities – compensation activities
13. Activities carried out to make farmers join crop insurance – claim distribution
14. Working of fertiliser and pesticide depots
15. Activities done to make available agricultural loans
16. Activities carried out to cultivate the barren land – its results
17. Deeds implemented to promote use and production of organic fertilisers.
18. Help rendered in the managing of School Agricultural Club and Health Club.
19. Soil testing activities
20. Watershed development activities – soil – water conservation activities; execution of Panchayat projects
21. Linking the abovementioned projects with the agro clinic. Agro clinic level calendar, Activities in the of Krishi Bhavan in the previous month, things decided, implemented things, things which were not executed, obstacles etc should be discussed in the management committees. The Agricultural Officer should prepare a detailed report

in the format presented in earlier meetings containing the above said information and present in the management committee.



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2.2.5 Meeting

The meeting should be presided over by the 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.

2.2.6 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.

2.2.7 Venue of Meeting

The meeting should be held permanently at the Krishi Bhavan.

2.2.8 Procedure of Meeting

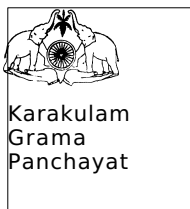
1. The members should be given opportunity for expressing relevant comments after the brief introductory speech and the report presentation by the Agricultural Officer.
2. If further people's intervention is needed in the functioning of Krishi Bhavan and agro clinics, these issues should be given emphasis in the discussions.
3. The Agricultural Officer should mention this in the report presentation. The infrastructure and people's participation in the agro clinic should form part of the discussion.
4. 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.

2.2.9 Preparation of Minutes

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. The minutes should reach the Panchayat Office with the signature of the Committee president within five days of the meeting.

2.2.10 Follow-up Steps

1. 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.
2. The measures to be adopted by the panchayat committee should be communicated to it through the minutes. The Panchayat Development Standing Committee chairperson / President should report the procedures adopted on the above.



3. 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.

4. The committee should implement effort and monitoring mechanism for making available the appropriate mass support for practical implementation from the beneficiaries and the local community timely.

2.2.11 Panchayat Steering Committee (internal evaluation system)

1. The Panchayat Steering Committee consisting of President, Vice president, standing committee chairpersons and secretary should meet on every Saturday morning (on Fridays in case Saturday is a holiday).
2. The minutes of the staff meetings and management committees of the institutions under the purview of the panchayat should be examined and necessary decisions should be taken; they should be handed over to concerned standing committee for further action.

2.2.12 Standing Committee Meetings

1. The Development Standing Committee of the Grama Panchayat should meet twice a month.
2. The Standing Committee meetings, following the office level meetings and management committees should look at the reports of the institutions handed over by the Standing committee and which comes under the Development Standing Committee.
3. The working calendar of the Standing Committee should be prepared co-ordinating the activities of various institutions under the aegis of the Standing Committee.
4. The Agricultural Officer should attend the meetings of the Standing Committee as the department secretary and prepare minutes recording the procedures of the meeting and submit it to the Standing Committee.
5. The second sitting of the Standing Committee meeting in a month should assess the decisions of the first session and prepare the work schedule for the next month.
6. The Agricultural Officer must attend the Standing Committee meeting which prepares the work schedule of the next month.

2.2.13 Kudumbasree units – Voluntary Organisations

1. The Kudumbasree units and voluntary organisations in the panchayat will function as the regular evaluation system for evaluating the activities of the institution.
2. Grama Sabha – 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.

3. The Kudumbasree units also will present written report regarding the evaluation of the activities of the institutions in their locality.
4. The general public will get the opportunity to evaluate the institution activities at the Grama Sabha meetings.
5. The Grama Sabha will function as the external evaluation system to evaluate effectively the activities of the institutions transferred to the Panchayat.



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Preparing Annual Plan

At end of each financial year, under the leadership of the Krishi Bhavan, an action plan should be prepared for the next financial / working year.

Along 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 maximum details.

1. Activities according to various schemes
2. Natural disaster – relief activities
3. The knowledge dissemination activities held each month under the initiative of the Krishi Bhavan
4. Activities of Agro clinics
5. The knowledge dissemination activities held each month under the initiative of the Agro clinics
6. The functional target of each month – co-ordinating methods
7. Activities by co-ordinating with various departments
8. Watershed development activities
9. Soil and water conservation measures – constructs
10. Continuation of the Grama Panchayat projects of previous years – new projects – activities of each month
11. Pre-decided Meetings – Department-level and other; observation of various important days

While preparing this action plan for each year, details of agricultural production, crop area, and pest infection of previous years should be scrutinised and taken into consideration.

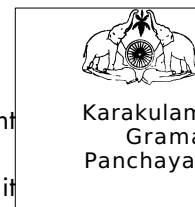
The copy of this action plan should be submitted to the Grama Panchayat in the first month-end meeting of each year. In the same manner, at the end of each Five-Year Plan, the Krishi Bhavan should prepare a detailed master plan of the projects to be implemented in the agriculture sector of the Grama Panchayat for the next five years

Annual Planning

Formulation of Plans at the Panchayat level is crucial in the annual planning at the Grama Panchayat level.

1. The Agricultural Officer should function as the convenor of the working group formed for the formulation of the agricultural projects.
2. The Agricultural Officer should prepare the note for first meeting of the working group on agriculture, in which s/he is the convenor.
3. Discuss about various projects which may be prepared at the working group meeting.
4. The Agricultural Officer should prepare the report of this group.

5. This report should be presented at the Grama Sabha.
6. The Draft Plan document should be discussed at the meeting of beneficiaries
7. The Draft Plan document should be discussed at the development seminar too
8. The working groups should prepare written document and submit it for the approval of the executive committee
9. 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 Management Committee and decision should be taken to implement it. The beneficiaries of these schemes should be selected through Grama Sabha.

Evaluation of Functioning

1. The evaluation of Grama Panchayat projects is conducted at the Panchayat level Review meeting, Standing Committee, and Steering Committee. The Working Groups too should hold evaluation of Plan activities.
2. The department level projects will be evaluated at the meeting of agricultural officers at the assistant director level.

The Structure for submitting report of Department Projects

Sl No.	Name of Scheme	Target		Achievements						Remarks
		Phy sical	Finan cial	Previous Month		During the Month		Progress		
				Phy sical	Finan cial	Phy sical	Finan cial	Phy sical	Finan cial	

1. The monthly Progress Report of the agro clinics should be submitted (model is given in annexure)
2. Report on Stock Position of Pesticides should be submitted (model is given in annexure)
3. Report regarding credit card should be submitted.

Complaint Redressal System

1. Suggestion / Complaint Box

A system has been developed in the Panchayat for the general public in the Grama Panchayat for submitting complaints and suggestions regarding the functioning of transferred institutions. This system has been envisioned by the Panchayat as a system for settling the disputes and complaints between people.

Its components and methods of managing are given below.

The Complaint/Suggestion Box is a system installed in all transferred institutions for the general public to submit in writing the complaints or suggestions to improve functioning of the transferred institutions or any other government institutions in the panchayat area.

The general public may utilise the complaint box as a system for depositing complaints to the local disputes settlement forum formed to settle the disputes and complaints among the general public.

1.1 *Why this System?*

- 1.1.1 The activities of all the institutions transferred to the Grama Panchayat have to be made transparent and committed to the people.
- 1.1.2 As an institution of the society, the people of the panchayat have the right and responsibility to evaluate the activities of the Krishi Bhavan and point out the lapses in its service and provide suggestions for its improvement.
- 1.1.3 This system is helpful in gathering the perceptions of the people regarding the expected service from the Krishi Bhavan.
- 1.1.4 This system can reinforce the belief that in connection with the local self governance, the complaints of the civil society, apart from Krishi Bhavan, regarding any subject will be accepted and considered at concerned levels and solved appropriately.

1.2 *Implementing System*

- 1.2.1 This system should be installed on the outer wall of the Krishi Bhavan office (without getting soaked in rain), visible to the general public.
- 1.2.2 Suggestion / complaint box should be kept locked and its key should be kept with the Agricultural Officer.

1.3 *Opening the Box – Entering the Complaints*

- 1.3.1 The institution head should open the box every Friday at 2 pm and take out the complaints in it.
- 1.3.2 Firstly, the complaints taken out should be sorted.
The sorting should be done in the following manner:
Complaints regarding the Krishi Bhavan

Complaints regarding other institutions of the Panchayat
 Complaints / suggestions regarding other government institutions
 in the panchayat, complaints regarding the panchayat Individual
 complaints, grievances, public interest suggestions, and Others



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- 1.3.3 Suggestion / Complaint Register: A Suggestion / Complaint Register should be kept at the Krishi Bhavan. The details of suggestions / complaints taken out from the Suggestion / complaint Box should be entered in the register. The proposed Complaint / Suggestion Register should have the following columns.

1.4 Entry

Sl. No.	Suggestion / Name & Address of Complainant	Date of submission	Nature of suggestion Complainant	Action taken	Date of Completion of File / Summary of Decision
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1. In the above Table, first three columns should be filled in at the time of the receipt of the complaint/suggestion. In the column, Nature of suggestion/complaint, it should be entered which institution is mentioned in the complaint/suggestion; the content should also be entered.
2. After taking necessary steps by either the panchayat or the hospital it should be entered in the column action taken.
3. In the last column, the summary of decision – solution – procedure with date as the file is completed.

1.5 Complaints / Suggestions related to Krishi Bhavan

The Agricultural Officer should present suggestions / complaints related to the Krishi Bhavan. The following are the issues on which immediate steps are to be taken.

- a. Regarding the lapses on the functioning of the office staff
 - b. Complaints / suggestions regarding the behaviour
 - c. Related to field activities; related to managing of the agro clinics
- Necessary steps should be adopted after deciding at the meeting on the above issues.
- Other complaints and those which require further intervention should be presented at the next staff meeting and management committee meeting in the beginning of the month.
- a. related to physical infrastructure facilities
 - b. those which require people's support, etc
- The Agricultural Officer should present all complaints related to the institution as agenda at the staff meeting in the presence of the standing committee and the subsequent management committee.
- The Agricultural Officer should provide communication to the complainant regarding



the action taken within seven days of the committee meeting.

1.7 *Handing Over to Panchayat*

Other complaints not related to the institution, complaints which could be solved only at the panchayat level, and public interest suggestions should be sent to the panchayat office after entering in the register once in two weeks (before 5 pm of the second week) in a sealed cover.

1.8 *Panchayat Committee Action*

Either the secretary or any other employee authorised by the Panchayat Secretary should enter in the complaint register those complaints received in the panchayat from the Krishi Bhavan in the following manner.

Serial No.	Date of receipt of suggestion / a complaint	Name and address of the petitioner	Contents of the suggestion / complaint	Action taken
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1.9 The decided action should be taken after scrutiny by the Standing Committee. The panchayat should inform the action taken to the petitioner through post card. The same should be announced in the notice board of the panchayat.

1.10 At the monthly meeting of head of institutions, held at the end of the month, the action taken report on the complaints received by the panchayat from each office should be given in writing to each of the head of institutions by the secretary.

1.11 The disputes and complaints in the individual nature which have to be considered in the Panchayat level dispute settlement forum will be considered in the same forum.

The settlement may be effected in those issues which can be settled either by calling directly the concerned parties or by contacting them in writing.

The details of settled issues should be pasted on the Panchayat Notice Board.

People's Organisational Arrangements

Bringing in people's intervention in the activities of the Krishi Bhavan is vital as it is an institution rendering direct service to the people of the Panchayat which has to function with the understanding of the requirements of the people.

The Functional Guideline is proposing three people's committees related to the activities in the agriculture sector.

1. Panchayat Level Agricultural Committee
2. Krishi Bhavan Management Committee
3. Agro Clinic Level Committees

1. Panchayat Level Agricultural Committee

The Panchayat Level Agricultural Committee is formed by co-ordinating various sections of the people with the aim of ensuring agricultural production and quality in all of the panchayat by co-ordinating the agriculture – animal husbandry sectors and developing actively the agricultural sector.

The structure of the committee is given below.

Twenty-one (21) persons in total

- Chairperson - President
- Vice-chairperson - Development Standing Committee chairperson
- Convenor - Agricultural Officer
- Joint Convenor - Voluntary activist
- Members - Finance / Development Standing Committee chairpersons,
Panchayat members / those nominated by the Panchayat
- 3 *Ela* committee representatives / farmers' representatives – nominated by the panchayat
- 3 Self Help Group representatives – nominated by the panchayat
- 3 representative of co-operatives - nominated by the panchayat
- 1 lead bank representative
- Electricity, Irrigation engineer, Veterinary doctor
- 3 farmers' organisation representatives

Those who are nominated should be working in the agricultural sector and should have orientation towards agriculture and experience in agriculture.

1.2 Meetings – Intimation - Conduct

This committee should meet at least once in two months. The meeting should be convened by the Agricultural Officer under the directive of the President. The members should get the communication at least three days before the meeting.



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- 1.2.1 The President should preside over the meeting.
- 1.2.2 Functioning of Krishi Bhavan, Veterinary Hospital, and Agro Clinics
- 1.2.3 The functioning of the banks in the case of providing agricultural loans.
- 1.2.4 Functioning of the Panchayat Level Banking Committee.
- 1.2.5 Implementation of projects in the agricultural and animal husbandry sectors.
- 1.2.6 Evaluation of progress
- 1.2.7 Distribution of agricultural benefits.
- 1.2.8 Formulation of suggestion for new projects.
- 1.2.9 Evaluation about the natural disaster and protective activities.
- 1.2.10 Evaluation regarding agricultural irrigation projects and availability of water.
- 1.2.11 Evaluation of watershed – soil and water conservation measures, etc should be held.
- 1.2.12 The convenor should prepare the minutes of the session and send to all members within seven days of the meeting with the signature of the President.

2. Management Committee

The Panchayat has the complete ownership of institutions transferred under the Kerala Panchayat Act. Such institutions will be known as the institutions of the Panchayat.

The employees who were transferred to such institutions will be treated as the employees of the panchayat. The institutions of the panchayat means they are owned by the concerned communities. i.e., owned by the people of the area.

The aim of the Management committee is to develop people's participation or active intervention by the local community and people's representatives in the management of the institution, taking decisions regarding the institution, and evaluating the activities of the institution.

2.1 Management Committee – Duties – Responsibilities

2.1.1 Krishi Bhavan management

1. Plan the activities of the Krishi Bhavan according to the (service) requirements of the local community.
2. Function as the support system for providing necessary support for the officials in the activities of the Krishi Bhavan.
3. Provide necessary system for ensuring people's participation in various activities as part of the managing of Krishi Bhavan.
4. Provide assistance for conducting the agro clinic field activities effectively.
5. Formulate people's systems for developing, protecting, and maintaining the physical infrastructure facilities of Krishi Bhavan. Formulate suggestions for infrastructure

- development. Help implement them with people's support.
6. Provide assistance for availing people of maximum fruitful services.
 7. Function as a local component to ensure smooth functioning by studying complaints regarding the service quality and accessibility.
 8. Conduct campaign and awareness creation about the services and benefits offered by the government and local self government institutions.
 9. Ensure the participation and accountability of people's representative, officials, and service beneficiaries in the managing of Krishi Bhavan create social ownership.
 10. Convince the society about the laws and rules in existence related to concerned fields.



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2.1.2 Evaluation

1. Evaluate the activities of Krishi Bhavan constantly.
2. Evaluate the specific services, central and State projects, Panchayat projects, agro clinic field activities, and knowledge activities at the monthly meetings.
3. Ensure that the services are made available to the people according to the time frame fixed by the citizen's charter.
4. Scrutinise complaints / suggestions (received through complaint / suggestion box and otherwise) related to the Krishi Bhavan at the monthly meetings.
 - 1.1 Settle on the appropriate solution on complaints and grievances which may be resolved at the Krishi Bhavan.
 - 1.2 Hand over other complaints to higher ups for ensuring settlement prospects.
 - 1.3 Evaluate the action taken on complaints by the Krishi Bhavan; take decisions on issues which require further intervention.
Give information to those concerned about the each action taken.

2.1.3 Ensure transparency

1. Ensure that the announcements and details to be provided periodically to the general public regarding the activities of the Krishi Bhavan are either written or pasted on the notice board. Make certain that such details are put on the notice boards of other transferred institutions too like the Krishi Bhavan.
2. Make sure that the attendance board of the staff are updated promptly.
3. Make certain that the services rendered by the institution are accessible to the public any time during working hours.
4. Ensure direct redressal in institution-centred complaints received regarding the service accessibility of Krishi Bhavan, related to the employees. Make certain the redressal in other complaints by referring either to the panchayat or concerned higher authority.

2.1.4 Planning

1. Hold the weekly meetings of the office on the last working day and carry out individual/ institutional evaluation of the previous week. Prepare work schedule



for next week, travel note, and field activity cycle.

2. Open the suggestion/ complaint box at 2 pm on the day before the last working day and after examining the content, take established action.
3. The management committee meeting held each month should plan the activities of the office for the next month.
4. Plan possible activities when mass participation and support is essential in the institutional functioning and field activity.

2.1.5 Structure of Krishi Bhavan Management Committee

The Krishi Bhavan Management Committee should comprise 15 members. The details of the members are given below.

- | | | |
|------------------|---|--|
| Chairpersons | - | President |
| Vice chairperson | - | Development Standing Committee chairperson |
| Convenor | - | Agricultural Officer |

Members:

- Grama Panchayat Vice President,
- Development Standing Committee members
- Member of the ward where the institution is located

2 voluntary activists - to be nominated by the panchayat

2 representatives of agricultural co-operatives - to be nominated by the panchayat

2 representatives of farmers - to be nominated by the panchayat

1 bank, financial institution representative

3 Kudumbasree unit representatives

One voluntary activist may be appointed as the unofficial / informal co-ordinator.

Of the total members in the committee, on-third should be women.

(Please see chapter 7 for management committee proceedings, conducting the meeting, procedures, preparation of minutes, detailed work schedule)

3. Agro Clinic Level Committee

The committees formed at the agro clinic level for executing the people's organisation necessary for the effective managing of the agro clinics and ensure efficient management are the Agro Clinic Level Committees. (Please see Chapter 5 for the structure, responsibility, management of this committee).

Innovative Programmes

1. **Comprehensive Agricultural Data Collection:** A comprehensive data collection regarding the agricultural situation in the Grama Panchayat should be held through agro clinics. The future activities at the clinic level and Krishi Bhavan level should be planned based on this data.
2. **Novel Style for Knowledge Dissemination Activities:** Instead of people approaching the Krishi Bhavan, the functioning style of agricultural officials to the people should be developed in the agriculture sector.

Agro clinics should be converted into effective knowledge dissemination centres for this.

Various collectives of farmers, based on the data collected earlier, should be formed at the agro clinic level on the basis of crops.

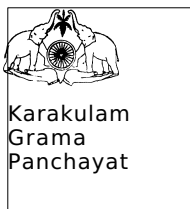
Organise classes, seminars, and exhibitions focussing on the farmers on clinic days.

All farmers in each clinic area should be made participants in the activities of the agro clinic.

The following approach should be adopted: gathering at the clinic level in the morning; field activities in the afternoon based on the suggestions evolved there. This would help make the field activities more fruitful.

3. **Panchayat Level *Swasraya Vipani*:** The target is to steer clear of the exploitation of middlemen through agro clinic level collection centres and Panchayat Level *Swasraya Vipani*, and thus ensure maximum price for the products of the farmers.
4. **Organic Fertiliser Production Centres:** Render assistance to women self help groups, farmers self help groups, and willing individuals in the panchayat for starting industrially 10-15 organic fertiliser production centres (vermi compost). Provide a brand name to the manure produced by them and make available approval after completing government tests. Use this manure for distributing through the project activities of the Grama Panchayat.

Give wide publicity to the quality through agro clinics; promote use.



5. Zero Anaemia Programme: the activity to plant a spinach plant in all the households of the Grama Panchayat as a campaign activity.
- Leafy vegetables like Drum stick too may be promoted as a campaign.
 - Activity for planting *Koovalam* and bitter gourd plants in the households of all the diabetes patients in the panchayat as a combined effort with the Ayurveda dispensary.
6. Rain Pit construction – Rainwater Storage Campaign: activity to construct rain pits in large scale, accepting the advice of the Health Department, forming ward level committees before the onset of monsoon.
- Include the activity for cleaning the soil-blocked streams in the Grama Panchayat which may be executed massively in the Grama Panchayat Plan.
- Carry out campaign activities /exhibitions at the agro clinic level to construct rain water storage tanks in households.
7. Establish Organic Farming Demonstration Gardens: Organise one or more Organic Farming Demonstration Gardens in the limits of agro clinic.
8. Irrigation: Promote low cost drip irrigation to retain the moisture of the soil. The water level of the soil has been coming down the severity of drought is on the rise every year. The agricultural production is hindered by the deficiency in irrigation in the land area. The drought may be prevented to an extent if irrigation is carried out thoughtfully. For this, drip irrigation should be promoted.
9. Water Conservation: Make pits in the coconut tree garden with a depth of 2 ft x 3 ft, two metre away from the coconut tree during the onset of monsoon, after the first rain. Keep husks upside down in these pits. During rain, so much water would be stored in these pits and absorbed into the soil. This method should be promoted widely.

Resources

1. As an institution with wide working area, Krishi Bhavan requires large scale resources for institutional functioning.
2. The Krishi Bhavan acquires resources through the following three sources: Central projects, State projects, and Grama Panchayat projects.
3. The Krishi Bhavan receives resources through special projects and Non Plan grant also.
4. Grama Panchayat Projects: The Grama Panchayat decides a Plan share for the agricultural sector from the Plan fund allotted each year to the Grama Panchayat by the State Government, and the Krishi Bhavan spends it based on the project prepared by the working group on agriculture. The Plan share may vary each year. This amount is made available as share for development projects.
5. The share set apart for agriculture sector in the Block- District levels too are utilised for agriculture sector in the Grama Panchayat through the development projects. The money necessary for this types of projects are made available to the Krishi Bhavan.
6. Department Projects: The State Agriculture Department is implementing the activities of the Krishi Bhavan by preparing its specific projects and its share is allotted to the Krishi Bhavans.
7. The amount for the special schemes as part of the Central and State projects too is allotted to the Krishi Bhavans. E.g., Comprehensive Coconut Development Project and Rice Cultivation Development Project.
8. The execution of projects like Western Ghats Development Project prepared at the State and district levels too are carried out through the Krishi Bhavans. The amount required for this is channelised to the Krishi Bhavans.
9. The Krishi Bhavan receives the maintenance grant for its maintenance works every year from the State Government through the Grama panchayat.
10. The electricity bill and amount for stationary articles based on the Grama Panchayat decision are made available to the Krishi Bhavan through the Agriculture Department as Non Plan allocation.
11. The non-governmental allotment through agricultural plan for voluntary organisations functioning in the panchayat too may be utilised as the share for agricultural development of the panchayat.

Instructions to Employees

Agricultural Officer

1. Take care to behave friendly to the general public who comes to the Krishi Bhavan.
2. Arrange seating facility for the visitors if the matter takes time.
3. Implement those demands which are within the legal limits with maximum speed.
4. Talk to the people giving individual respect.
5. Try to understand things in writing without getting provoked by complaints /criticisms.
6. Work giving priority to the panchayat decisions.
7. Ensure that the staff behaviour towards the general public is friendly and effective service execution is carried out.
8. Participate in the meetings convened by the panchayat; render necessary assistance for functioning.

Agricultural Assistants

1. Conduct field work accurately during the whole working hours.
2. Visit the farm lands of farmers and render necessary suggestions. Make friendly contact with them.
3. Manage agro clinics effectively.
4. Interact friendly with the general public.
5. Bring to the notice of the authorities those issues which seem to require the attention of the Panchayat.
6. Give prominence to knowledge dissemination activities.
7. In the absence of Agricultural Officers, implement the responsibilities as assigned.

Part time Sweeper

1. Ensure the hygiene of Krishi Bhavan
2. Arrange necessary facilities for the visitors
3. Interact friendly with the general public.
4. Render necessary assistance to the Agricultural Officer.

No kind of business transactions should be conducted with the beneficiaries.

No kind of gifts should be accepted for providing service.

Work giving priority to panchayat decisions.

Co-ordination

The Krishi Bhavan is the institution to plan, co-ordinate, and implement the activities in the agricultural sector in the Grama Panchayat. The Panchayat is executing its activities in the agricultural sector through the Krishi Bhavan. As an institution working under the Grama Panchayat, the functioning of the Krishi Bhavan has to be co-ordinated with other development sectors. Co-ordination with institutions in agriculture sector and other sectors is necessary for planning various activities in the agricultural sector. The agricultural sector will have activities by co-ordinating with various fields like Electricity Department, Minor Irrigation, Animal Husbandry, Health, schools, financial institutions, engineering wing, and rural development.

So, the representatives of such institutions should be included in the Panchayat Level Agricultural Committee.

Activities Requiring Co-ordination

1. The working co-ordination between national, scheduled, and co-operative banks in the panchayat area is necessary for making available loan in sufficient quantum to farmers. For this Panchayat Level Banking Committee should be formed by including the Agricultural Officer.
2. The service of Agriculture and Electricity departments are vital for arranging free electricity for agricultural purposes and irrigation facility. For this, the representatives of these departments should be included in the Panchayat Level Agricultural Committee. The Agricultural Officer should present in the higher level meeting when the services of these sectors are required.
3. The co-ordination between Agriculture and Animal Husbandry departments are inevitable in the planning of comprehensive watershed plans and production of organic fertilisers. Their combined thinking and intervention are essential at the panchayat level and watershed agro clinic levels.
4. Co-ordinated activity between the engineering wing of the panchayat and the Krishi Bhavan is a must in issues like construction of rainwater storage tanks, structures related to the soil and water conservation activities, arranging irrigation facilities, preparation of watershed master plan.
5. The co-ordinated activities between Krishi Bhavan and Health officials in the panchayat are vital in rain pit construction, waste disposal, and organic fertiliser production.
6. For the effective functioning of agricultural clubs and health clubs in schools, co-ordinated effort is obligatory. For this the presence of Agricultural Officer in the Panchayat Level Education panel and the presence of school representatives in the agricultural committee is a must.



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7. For formulating appropriate projects for the waste disposal in the panchayat, the combined thinking and working of Krishi Bhavan, Primary Health Centre, and Engineering wing are required.
8. Comprehensive and co-ordinated functioning is inevitable in the case of land water management in the panchayat.
9. Co-ordinated activity between Krishi Bhavan, Veterinary Hospital, Engineering wing, and Health system is very important for preparing Farm Plans for the agricultural areas in the panchayat.
10. Co-ordinated interventions should be made between Veterinary Hospital, Krishi Bhavan, and health system for preparing comprehensive and co-ordinated projects for waste treatment, biogas production, and composting.
11. Co-ordinated activity between Krishi Bhavan, Village Office, and Panchayat system is necessary for carrying out cultivation in barren land, prepare projects for land water management.
12. The co-ordinated activity between Krishi Bhavan, Village Office, and Ayurveda dispensary is required for cultivating Green manure crop and planting trees in the *porambokes*.