

GOVT. OF ASSAM

CITIZEN'S CHARTER

(Year -2013)

DIRECTORATE OF AGRICULTURE

DEPARTMENT OF AGRICULTURE, ASSAM
KHANAPARA
GUWAHATI-22

Citizen's Charter of the Directorate of Agriculture
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Citizen's charter of the Directorate of Agriculture Citizen's charter of the Directorate of Agriculture

Citizen's Charter of the Directorate of Agriculture:

1. Introduction:

This document represents a systematic effort to focus on the commitment of the Directorate of Agriculture towards its citizens/clients in respect of delivery of services and information, choice & consultation, non-discrimination & accessibility, grievance redressal, courtesy and value for time and money. This also includes expectations of the organisation from citizens/clients for fulfilling the commitment of the organisation

The Agriculture Department in the state mainly consists of two executive wings namely, Directorate of Agriculture and Directorate of Horticulture & Food Processing.

Besides these, a number of autonomous bodies like Assam State Seeds Corporation Ltd. (ASC), Assam State Seed Certification Agency (ASSCA) & Assam State Agricultural Marketing Board (ASAMB) also are sister organisations of the Department of Agriculture.

2. Agro-climatic zones and districts

SN	Agro-climatic zone	District	
1	North Bank Plains zone	1	Darrang
		2	Sonitpur
		3	Lakhimpur
		4	Dhemaji
		5	Udalguri
2	Upper Brahmaputra valley zone	1	Golaghat
		2	Jorhat
		3	Sivasagar
		4	Dibrugarh
		5	Tinsukia
3	Lower Brahmaputra valley zone	1	Kamrup (M)
		2	Kamrup (R)
		3	Nalbari
		4	Barpeta
		5	Baksa
		6	Chirrang
		7	Bongaigaon
		8	Goalpara
		9	Kokrajhar
		10	Dhubri
4	Central Brahmaputra Valley zone	1	Nagaon
		2	Morigaon
5	Hill zone	1	Karbi Anglong
		2	Dima Hassao
6	Barak Valley zone	1	Cachar
		2	Hailakandi
		3	Karimganj

3. The Directorate

The Directorate is known as “Directorate of Agriculture. Assam” and is located at KHRISHI BHAWAN, Khanapara, Guwahati-22.

Jurisdiction of the Directorate: It operates from Guwahati for the entire state of Assam with its officials at village, subdivision and District levels.

4. Mandate

The mandate of the Directorate is the development in agriculture sector through transfer of improved technologies, timely supply of agricultural inputs to the farmers, capacity building of the extension personnel and farmers, increasing agricultural production & productivity and over all development of the economic status of the farmers.

5. Vision

Providing nutrition & financial security to the people

6. Mission:

Increasing crop production and productivity for food security and economic upliftment of the people with an motivational approach for establishing Agriculture as a respectable profession among the new generation

7. Administrative set up of the Directorate:

The hierarchy of the Directorate is as follows:

State HQ level 	Director
	Additional Director of Agriculture / Chief Engineer (Agril.)
	Joint Director of Agriculture / Superintending Engineer (Agril.)
	Deputy Director of Agriculture/ District Agricultural Officer/ Executive Engineer (Agril.)
	Assistant Director of Agriculture/ Assistant Exe. Engineer (Agril.)
	SDAO
	Research Officer (Statistics)/ Programmer/ Technical Officer (CIS)
	Sr. Agricultural Development Officer
	Assistant Agricultural Engineer
Field level 	Zonal Joint Directors / Superintending Engineer (Agril.)
	District Agricultural Officers
	Deputy Director s of Agriculture /Executive Engineer (Agril.)
	Assistant Director of Agriculture
	SDAO- in subdivisions including the DAO’s office
	Sr. ADO- in subdivisions including the DAO’s office
	Agricultural Development Officers-in Circle level
	Agricultural Development Officers-in various laboratories all over the state
	Statistical Officer/ Agril. Inspector/ Inspector of Statistics/ Research Assistant/ Junior Engineer/ Foreman
	Assistant Agricultural Inspector/ Sub-Inspector of Statistics/ Computer Operator
	Village Level Extension Workers at village level

8. Total strength of the Directorate:

Cadre	Cadre strength
1. Director of Agriculture	1
2. Additional Director of Agriculture	6
3. Joint Director of Agriculture	16
4. Deputy Director of Agriculture	26
District Agricultural Officers	26
5. Asst. Director of Agriculture	103
6. Sub-divisional Agricultural Officer	165
7. Jr. Subject Matter Specialist	138
8. Agricultural Development Officer & equivalent rank	449
9. Village Level Extension Worker & equivalent rank	2445

Contact addresses:-

- Directorate of Agriculture, Assam, Khanapara, Guwahati-22, Kamrup(M) district
(a)Ph: 0361-2332215 (b) Fax: 0361-2332796 (c) eMail:agri-dept@nic.in
- District Office: - District Agricultural Officers at each district head quarters
- Sub-divisional Agricultural Officers at sub-division level.
- Circle level:-Agricultural Development Officers in all Agricultural Development circles

9. Activities to fulfill the prescribed mandate:

- Transmitting improved technologies evolved from the Research Institutes to the farmers.
- Creating awareness among the farmers on different developmental schemes and implementation thereof.
- Imparting training to the farmers, conducting field demonstrations.
- Organizing State & district level agricultural exhibitions.
- Organizing exposure visit of farmers within and outside the State.
- Production of quality seeds in the departmental farms as well as in the farmers' field.
- Supply of quality seeds to the farmers through departmental programmes
- Monitoring the supply of fertilizer and pesticides to the farmers.
- Popularisation of farm machineries and equipments.
- Creating irrigation potential irrigation programme.
- Quality control of seeds, fertilizer and pesticides.
- Soil testing, providing soil health cards to farmers and fertiliser recommendation for different crops basing on soil nutrient status.
- Updating knowledge of extension personnel through training.
- Suggesting suitable cropping programme
- Motivating the farmers to take up Crop Insurance
- Providing relief natural calamity affected farmers.
- Transfer of modern technology and promote farm mechanization, seed replacement, plant protection, soil and water management etc. through Agriculture Extension.
- Ensure quality inputs for better production
- Varietal intervention
- Demonstrations
- Farmers' capacity building

- Cooperation with allied departments/ agencies
- Promotion of Agri-entrepreneurship through marketing cell.
- Provision of incentive/subsidy to farmers
- Formulation of plans, programmes & schemes for the agricultural development of the state.
- Increase crop production in a sustainable manner through transfer of modern technology.

11. Functioning:

The Directorate runs by the financial allocation of various plan and non-plan schemes of state and central government along with other central government assistance and Grants-in-aids. The detail list of the various farmers' beneficial programmes/ schemes has been elaborated in this charter.

The salary, traveling allowances and other miscellaneous expenditure of the entire staff of the Directorate is mostly met out from the non-plan schemes of the state government.

12. Allied organisations:

Allied organisations of the Directorate are as follows:

12.1. Assam State Seed Corporation (ASC) Ltd., Agriculture campus, Khanapara, Guwahati-22:

The organisation was established in the year 1967 under the provision of the Company Act, 1956 in order to facilitate seed production and its supply to the farmers as well as the directorate under various schemes. It has 12 Nos. of seed production farms of its own at -

- | | | |
|----------------|------------------|-------------------|
| i. Dalgaoon | ii. Darigaji | iii. Golokganj |
| iv. Dhekiajuli | v. Moran | vi. Bamunigaon |
| vii. Dimoru | viii. Tingtiglia | ix. Cherelipathar |
| x. Mainarkhal | xi. Fallangoni | xii. Senchowa |

ASC Ltd. receives Breeder seeds of different crops through the Directorate of Agriculture for multiplication into Foundation and certified seeds. Apart from producing seeds in its own farms, it also organizes seed production programmes in farmers' field through Registered Seed Growers under its umbrella and buys back the seeds for distribution. It has about 23 nos. of branches for distribution and sales of quality seeds. In absence of seeds of certain crop varieties, it procures these from outside sources of the state.

12.2. Assam State Agricultural Marketing Board (ASAMB), RK Mission Road, Ulubari, Guwahati-7:

ASAMB was established under the Assam Agricultural Produces Marketing Act, 1972 with an objective to establish regulated markets in order to facilitate smooth sales of growers' produces without facing any difficulties from middlemen. At present its functions could be listed as follows:

- a. Establishment of Regulated markets in the state
- b. Collection of cess form agricultural marketing produces
- c. Welfare activities of the farmers in general
- d. It has been entrusted, of late, to procure paddy from farmers through its different resource centers

12.3. Assam State Seed Certification Agency (ASSCA):

It was established in the year 1985 under the Indian Seed Act, 1966. It has three nos. of Seed Testing Laboratories at (i)Guwahati (with capacity of 10000 sample testing annually), (ii)Jorhat (with capacity of 10000 sample testing annually),and (iii)Silchar (with capacity of 5000 sample testing annually), (with capacity of 5000 sample testing annually). Of late, the Bongaigaon Laboratory has been notified for seed testing with an annual capacity of 5000 samples.

The objectives of this agency are to: 10000

- a. Certify seeds in the fields of Registered Growers
- b. Provide Laboratory testing report of enforcement seeds samples
- c. Produce certified seeds under Seed Village Programme

13. STATE AGRICULTURE POLICY

Agriculture in Assam continues to be characterized by low productivity due to traditional agricultural practices, inadequate capital formation and low investment, inadequate irrigation facilities, low water use efficiency, uneconomic size of holding etc. The agricultural development plan in today's context has to be holistic, well-defined and focused towards overall well-being of the farming community. The Government therefore has decided to go for a New Agriculture Policy-2008 which is futuristic, flexible enough to anticipate and address emerging trends, identify potential areas for development and chalk out a clear agenda for agricultural development for at least next 10 years.

13.1. The main objectives of this Policy are as follows:

- To bring in a shift from the present level of subsistence agriculture to a profitable commercial agriculture so that people would accept agriculture as a vocation;
- To promote sustainable agricultural development;
- To enhance productivity of important crops at least to match with national average (enhancing seed replacement, availability of quality planting materials, INM, IPM, water management, farm mechanization and technology transfer) ;
- To encourage crop diversification particularly in uplands and medium lands (e.g. paddy to non-paddy crops);
- To focus on horticultural crops including dry-land horticulture;
- To encourage modern farming system approach;
- To enhance water use efficiency through peoples' participation;
- To facilitate increased long term investment in agricultural sectors (on farm as well as off farm) both by private sector, public sector and private & public partnership (PPP), particularly for post harvest management, marketing, agro processing and value addition, etc;
- To encourage contract as well as compact farming;
- To increase access to credit for small and marginal farmers;
- To facilitate appropriate market linkages for agricultural produces with respect to which the state has competitive advantages;
- To implement integrated watershed development programmes in watershed areas for Natural Resource Management (NRM), increased crop production as well as on-farm and non-farm income;
- To create appropriate institutions / facilities to undertake regulatory, enforcement and quality assurance activities matching to the emergent needs.

- To redefine the roles and responsibilities of the agricultural extension machinery by suitably restructuring the field extension set up.

13.2. Operationalisation of the policy

Rules and Resolutions will be framed / passed as appropriate by the Government to operationalise the State Agriculture Policy. Operational Plans to address the problems of the farmers will be prepared at the district level with involvement of all stake holders including PRIs through participatory and bottom-up planning and such District Agricultural Plans (DAPs) will be integrated into a State Agricultural Plan (SAP). The Department of Agriculture at the state level will coordinate with other allied departments to evolve appropriate mechanisms and guidelines to implement this Policy. The Policy is intended to help in rejuvenating the agriculture sector of Assam and bringing lasting improvement in the economic condition of the farmers. An integrated implementation of the intentions of the Government would definitely achieve the targeted annual growth rate of per cent during the Eleventh Five Year Plan and ensure food and nutritional security to all the citizens of the State.

Contact Persons:

Director of Agriculture, Assam, Khanapara, Guwahati-22

14. Major activities/schemes under the directorate

14.1. Popularisation of farm machineries & implements:

The Agriculture Engineering wing of the Directorate is involved with the monitoring and supervision of all the programme implementation part relating to the engineering schemes like Agricultural mechanization, Self Employment schemes and Civil infrastructure development works etc.. The nodal officer in the Directorate is the Chief Engineer (Engineering). The schematic details that required to be conveyed for the awareness of the general public in general and farmers in particular are detailed below.

The Directorate is popularizing different farm machineries & implements amongst the farmers through subsidy for increasing the production and productivity of different field crops. It will also help increasing the farm power input of the state and to bring it to the national average. The important machineries are tractors, Power Tillers, Rotary tillers, Rotovators, Transplanters, Self Propelled Reapers, Power Threshers, Power Operated Implements and other low cost manual/ bullock drawn implements. Any farmer desiring to avail the benefit will approach the ADO circle level and the implements will be provided to them excluding the subsidy amount.

Targets of different implements are being communicated to field functionaries as per funds provision under different schemes RKVY, NFSM, etc. looking to the population under normal, Schedule caste and scheduled tribe components.

14.1. a. How a farmer will get the benefit:

The farmers will approach the VLEW / ADO at the GP/Circle level with the application form reflecting the implement to be bought. Basing on the target, the ADO will forward his application to the Director of Agriculture through proper channel.

14.2. Seed distribution:

1. Seed is a critical input for agriculture production, on which performance and efficiency of other inputs depend. The seed characteristics such as good germination, high seedling vigour and genetic purity are as important as other inputs such as fertilizer, irrigation and plant

protection etc.. It is established that use of improved quality seed alone can increase yield up to 18%. Thus timely availability of quality seeds suitable for different agro climatic conditions in adequate quantities and at affordable price is vital for augmenting production and productivity. Private seed dealers have also been appointed in order to provide quality seeds at the door step of the farmers. The seeds are made available to these sale centers well ahead of the season keeping in view the varieties and crops required by the farmers of those localities. These are also available in branch offices of Assam Seeds Corporation Ltd. The seed indent is placed by the Director as per the schemes. On the basis of the requirement, the variety wise Distribution/diversion programme of seeds are made at the Directorate level considering the variety wise availability position of seeds with ASC Ltd./Dept. farm/NSC etc. for a particular season. Ultimately, the ASC Ltd, supplies seeds to the DAOs through its 23 nos. of branches.

2. Fixation of Sale rate: The sale rate of different seeds, at present, is fixed through normal tendering by the ASC Ltd. and is thereafter approved by the government. Basing on the procurement price, Loading – unloading, transportation etc. and the subsidy component the sale rate is fixed for different seeds based on the theme of the scheme.

3. The seed license is provided to the seed dealers to transact seeds throughout the state. The Director of Agriculture is the licensing authority at the state level.

4. Any complaint received from the field regarding distribution of seeds are taken care of by enquiring in to the matter

5. The compliance to the Consumer Dispute case arising due to seed distribution is also taken care of.

6 The Seed distribution is monitored through maintenance of daily position of supply and sale of seeds.

Contact person: Deputy Director of Agriculture (Seeds)

(a)Ph: 0361-2332215 (b) Fax: 0361-2332796 (c) eMail:agri-dept@nic.in

Managing Director, ASC Ltd., Khanapara

Ph: 0361: 2330529/2338492

14.3. Seed Production under Seed village programme:

14.3.1. Approach:

1. Minimum 50 numbers of responding/ willing farmers for same crop are identified preferably in compact area/ cluster approach.

2. The number of farmers may be more than 50 also subject to a maximum of 150.

3. The crop varieties normally grown in the seed villages are decided in consultation with the farmers, preferably the same crop for all the farmers.

4. The foundation/ certified seeds is supplied at 50% cost to the already identified farmers. The seeds for half an acre per farmer are allowed.

5. Training on seed production and seed technology to farmers are imparted. The duration of the training is of three days out of which the first one-day training is given to farmers at the time of sowing of seed crop. The second one-day training is organized during flower initiations stage of the seed crop. The third day training is organized after harvest and at the time of seed processing to impart knowledge on seed cleaning, seed grading, seed treating, seed storage, seed packaging aspects etc.

Contact person:-

(A)-State level- Deputy Director of Agriculture (Seeds).

(a)Ph: 0361-2332215 (b) Fax: 0361-2332796 (c) e-Mail:agri-dept@nic.in

(B) Assam Seeds Corporation Ltd., Agriculture campus, Khanapara, Guwahati-22; Ph: 0361: 2330529/2338492

(C) Assam State Seed Certification Agency, RK Mission Rd., Ulubari, Guwahati-7 :

(D) District level- All DAOs

14.4. FERTILISER AND ITS MONITORING SYSTEM:

Basing on the previous years' consumption of fertiliser in the State, district wise requirement is prepared and sent to Government of India for allocation for the state. The Chemical and Fertiliser Department of Government of India Communicate the company wise monthly allocation of different fertilizers. Basing on the Govt. of India allocation the manufacturers supply different fertilizers to different districts of the State through their private dealer networks.

14.4.1. Quality Control Inspector:

ADO at circle level are declared as Fertiliser Inspectors. They collect fertiliser samples from the sale points and forward to the fertiliser testing laboratories for testing the quality of the product. Further they are also involved in the enforcement work (as per F.C.O-1985) as and when required in order to avoid black marketing. There is only one fertiliser testing laboratory in the state situated at Ulubari, Guwahati for the purpose.

Institutional agencies, as well as manufacturers/ Pool Handling Agencies (PHA) are provided with Fertiliser Registration Certificate (FRC) at the Directorate level. D.A. is the fertiliser licensing authority and issues licenses to wholesalers as well as retail dealers to carry out fertiliser transaction in their area of operation.

To obtain F.R.C. from this Directorate by the manufacturers, the following steps are being followed—

- i) Form 'D', Pollution control Board certificate, NOC from Gaon Burah or Zila Parishad President/Secretary, Industry registration Certificate, Trade licence, Manufacturing Unit project report, Documents on technical expert, appointment of chemist & full bio-data with certificate & mark sheet, Consent letter from the chemist, Laboratory facilities as per FCO, 1985; Godown verification cert. from DAO, Product analysis report from Govt. Notified lab., Treasury Challan of Rs. 1500.00). Application to be duly forwarded by DAO with recommendation, copies of PP photographs, Address proof, Application to be duly forwarded by DAO with recommendation, copies of PP photographs, Address proof
- ii) The above documents should be submitted to DA. On receipt of the same the go-down of the concern applicant is to be verified by a responsible officer. After verification of go-down the Treasury Challan is to be approved by the Registering Authority for deposit of Government dues (i.e Rs. 1500.00 for complex fertiliser, organic and bio fertiliser and Rs. 860.00 for Micro nutrient combinations). Then F.R.C is to be issued in favour of concern farm which is valid for 3 years unless suspended or cancelled by the Registering Authority. At present there are 876 numbers of sale points including institutional agencies for smooth distribution of the fertilizer to the farmers of the State.

The report regarding black marketing, deterioration in quality and smuggling of fertilisers is received by the DA from different districts is properly enquired by responsible officers and action deemed fit is taken in this regard.

Contact person: -

(A)-State level- i) Joint Director of Agriculture (Credit & Fertiliser)

Ph-(a)Ph: 0361-2332215 (b) Fax: 0361-2332796 (c) eMail:agri-dept@nic.in

ii)) District level : District Agricultural Officers

14.5. POPULARISATION OF AGRICULTURE IMPLEMENTS & MACHINERIES

This scheme is being implemented with the aim to enhance farm mechanization among the resource poor farmers providing assistance in form of subsidy on purchase of agriculture implements and machineries.

14.6. REFRESHER TRAINING FOR EXTENSION FUNCTIONARIES

This scheme is being implemented in the state with the objective of upgrading the knowledge and skill of the Agriculture Extension Functionaries working at various levels actively engaged in transfer of technology from lab to land. The Assam Agricultural University arranges such trainings.

14.7. INPUT SUBSIDY

Natural calamities are a common feature in the State. Agricultural crops suffer very badly because of natural calamities and consequential crop Pest/ Diseases problems. To ameliorate the sufferings of farmers in case of severe form of natural calamities or pests and disease incidence, it is proposed to provide subsidized inputs to farmers in the form of seeds, fertilisers, pesticides and plant protection equipments and mostly to meet the seed subsidy.

14.8. EQUIPMENT & INPUTS FOR FARM MANAGEMENT INCLUDING ADAPTIVE TRIALS.

The Directorate of Agriculture has FTSs which are engaged in adaptive trials of new varieties besides production of foundation and certified seeds of desired varieties. In order to improve the capacity of the farms new equipments and better inputs are required especially for taking up of adaptive trials of newly released varieties. The farm expenses now are mostly met through Plan scheme.

14.9. MICRO IRRIGATION

The state has adopted a policy of providing micro-irrigation facilities to farmers and schemes for providing drip as well as sprinkler irrigation have been continuing with different patterns of subsidies for farmers.

14.10. PLANT PROTECTION:

Plant Protection is a major aspect of crop production. Some of the key activities are summarized below.

- Enforcement and quality control on Plant Protection Pesticides
- Issue of Pesticide Manufacturing License after thorough inspection as per CIB norm
- Issue of Fumigation and Commercial Pest control operation license on recommendation by GOI

- Monitoring the regular pest and crop weather situation in weekly basis and reporting to the Govt.
- Monitoring the emergent pest situations and epidemic conditions deputing scientists, KVK personnel, head quarter officers and district level officers by conducting group discussions with the farmers and supply of pesticides for immediate control of the pest either through mass spraying operation or through farmers participation.
- Monitoring the disbursement and utilization of the Calamity Relief Funds related plant protection.
- Conducting FFS on IPM to make the farmers aware of IPM components and use of eco-friendly pesticides for crop protection.
- Wide publication on control measures of various pests causing epidemic situation, 100 % seed treatment campaign ,campaign against spurious pesticides through printing and distributing leaflets, postures and pamphlets.
- Biological control of crop pests – Bio-agents like *Trichogramma* egg parasite is mass reared and supplied to the farmers for field release, so that there is conservation and augmentation of natural enemies of the pests in the field. Bio fungicides are also produced on trial basis. There is one Bio-control laboratory at Ulubari, Guwahati

Contact persons:

State level- Joint Director of Agriculture (Plant Protection)

Ph-0361-2332215

14.11. AGRICULTURE INFORMATION SERVICE

This is the era of Information Technology. The efficiency of an organisation solely depends on its quick dissemination of information within its functional network. As Agricultural practices are subjected to multitude of variations, persistent research decides its success. The findings should be transformed to its simplicity for adoption of the technology by the farmers. Therefore effective extension plays a vital role which serves a linkage between labs to land. Caps with this main objective of technology dissemination the Assistant Director of Agriculture (Information) has been functioning since 1953 in the Directorate.

14.11.1. Aim and objective:

The goal of maximising productivity of the state can only be achieved through adoption of scientifically evolved technology by the farmers in crop husbandry. The main objective of information wing is to cater to the needs of Agricultural Extension machinery functioning at the field levels. It aims at strengthening the Extension system for transfer of technology.

14.11.2. Specific jobs:

Though a lot of devices have been developed to serve as the learning media the printing media still is considered to be a potential means of imparting education for skill up gradation of the people. Therefore the information wing is preparing the printing materials that serve as referral for the farmers. It also monitors the electronic media, All India Radio and other print media for effective transfer of Agricultural technology to the farmers the ultimate clientele of

the system. The information wing organizes State Level Exhibition in the State & participates in the India International Trade Fair (I I T F) at New Delhi etc.

Doordarshan is a potential source of knowledge for the viewers of the farming communities. The information wing prepares the list of resource persons and coordinates with the Doordarshan for effective telecasting of programmes as per the need of the farmers. It ensures the involvement of experts from Agriculture department, progressive farmers through discussion, crop seminars, answers to the letters of viewers & Prasna Mancha etc. The information wing supports the activities of All India Radio in broadcasting agro-based programmes. It also provides technical support to AIR helping to produce and broadcast various programmes.

Information Wing is publishing various materials like posters, Booklets, Leaflets & Folders on different production technology of major crops for distribution among the farmers in awareness campaigns, meetings and trainings. Production technology manuals and a monthly Agriculture Magazine, “Khrishi Darpan” is being published to upgrade the skill of the extension worker and to disseminate technical matters among the farmers.

14.11.3. Service for the Farmers/ Citizens:

- 1) It helps to upgrade the knowledge level of the farmers by the booklets, posters, leaflets & folders etc.
- 2) It monitors the mass media for effective communication of the Agricultural Technology to the farmers.
- 3) It creates awareness among the farmers by organizing state level exhibitions, melas & farmers felicitation programmes, trainings and meetings in State Level to block Levels.
- 4) It organizes farmers exposure visit programme to outside the state to be aware of the modern technology followed in other states.
- 5) At the time of natural calamities, information on contingent measures are immediately released.

Contact Person: State Level:-

Assistant Director of Agriculture(Information)

Ph-0361-2332215

15. Disaster management system:

Input assistance is provided to the affected farmers out of state plan fund to compensate their crop loss due to Calamities like Flood, Cyclone, Drought, Avalanches, Cloud burst, and epidemic Pest attack etc.. Season wise crop seeds with fertiliser etc. are provided to farmers under this scheme.

An affected farmer may contact the local officials of Agriculture Department at ADO/ VLEW level

Contact person:

(A)-State level- Deputy Director of Agriculture (Seeds)

(B) District level : District Agricultural Officers

(C) Sub-divisional level :Sub-divisional Agricultural Officers

(D) Circle level :Agricultural Development Officer

(E) Village level :Village Level Extension Worker

16. IMPORTANT SCHEMES :(A Brief Note)

16.1. Chief Minister's special package for Distribution of Tractors:

The present farm machineries in the state is at 1.07 HP/ha against the national level of 2.25 HP/ha and there is enough scope for improvement in this sector. The state needs more farm machineries and implements not for only for primary operations like tillage but also for transportation of harvested crop and threshing. Therefore, a thrust has been given under various schemes for distribution of Tractors, power tillers, threshing machines, reaper, etc. to farmers under different subsidy patterns.

Under the CM's special package for distribution of Power Tiller, 50% of the actual cost of the tractor with accessories is provided to farmers.

16.2. Disaster Management Programme:

Natural calamity like flood is a phenomenal problem with occasional drought like situation in the state due to climate change affects. Annual rainfall in the state is 2340.30 mm out of which 2038.10 mm is received during the Kharif season. Flood generally occurs during the peak period of Kharif season and destroys the seedlings. Recurring flood also often destroys the matured crops rendering the farmers helpless at the end of a cropping season. As such, a contingency plan in the name & style of Disaster management is necessary which paves the way for supplying late season seeds varieties and seedlings and compensatory seeds for the next Rabi season.

This scheme is implemented under direct supervision of the civil administration.

16.3. Extension & farmers' Training-AACP:

Under Assam Agricultural Competitiveness Project (AACP), this scheme provides for models of integrated development. Various departments like agriculture, AH & Veterinary, Fishery, PWD act together at Block levels with an integrated approach towards the development of rural masses. The Project HQ is located at the Agricultural Complex, Khanapara. Project Implementation Unit is headed by the Project Director.

Contact person:

Project Director, Project Implementation Unit, ARIAS Society Building, Agricultural Complex, Khanapara, Guwahati-22

Ph:

16.4. Crop Development: Mission Double Cropping:

A lot of cultivated land in the state is under mono-cropping since long time. This programme has been undertaken to bring maximum area under mono-cropping with an aim to go for multiple cropping in the coming days. Govt. assistance is provided in terms of seeds, fertiliser, tractorisation, etc. to boost the morality of farmers.

16.5. Char Area Development

Riverine areas of the state regularly suffer from multiple waves of floods. There is always uncertainty of crop production during Kharif season. Therefore, assistance is provided to farmers of these areas to cope up with the loss of Kharif crop by providing agricultural inputs for Rabi season crops. Mainly inputs for Summer paddy and Rabi vegetables are provided under this scheme.

16.6. Strengthening of Assam State Seed Certification Agency

Seed production programme in the state is supported by the Assam State Seed Certification Agency (ASSCA). It requires a huge amount as salary to its staff in accomplishing inspection, seed sample collection, seed testing and bagging exercises and the meager amount collected from Registered Seed Growers is not sufficient to run the organisation. Therefore the govt. provides financial assistance to ASSCA for the sake production of foundation and certified seeds in the state. It also helps to save govt. exchequer to a greater extent by way of reduction in the purchase of certified seeds from the outside states.

16.7. Backward Area development

It has two components for special development of the farmers belonging to Schedule Tribe & Schedule caste of the state. They are-

16.7.a. Tribal sub-plan and

16.7.b. Schedule Caste Component Programme

The population of ST & SC farmers in the state is about 18.2% & 7.4% of the total farming community who mostly fall in the category of small & marginal farmers. They are poor with limited agricultural land and inputs. These farmers are provided with special agricultural machineries and implements with the approval of the WPT department. These include Power tillers, auto van for marketing, Hand Compression sprayers, etc.

16.8. Manures and fertilisers

The Green Revolution has brought the necessity of increasing soil nutrient status as one of the seven most important elements of modern crop production system. Chemical fertiliser is mostly required in HYV and Hybrid crops to obtain optimum production. The state govt. provides chemical fertilises to farmers at subsidized ate of sales during the crop seasons.

16.9. Women Welfare Scheme as Gender Responsive budget

As per the census report of 2001, the female population of the state comprises 49% and an appropriate initiative for the welfare of the womenfolk is an urgent necessity of the day.

Women farmers in the state play a vital role in the agriculture, animal husbandry and sericulture sector and hence they attract special attention for some alternative benefits. The state of living of these marginal and small farmers have been considered for special provision of different benefits as a drudgery of women farmers and a special as Women Welfare Scheme as Gender Responsive budget has been in implementation in the state. The scheme envisages relieving domestic labour in preparation of different food products which are essential for day to day activities.

16.10. Plant Protection Campaign:

A lot of crops are damaged by insect pests and diseases every year in the state. This requires preventive as well as controlling measures to curb the menaces of pests in time and in proper doses. Also, farmers require small implements like sprayers to apply pesticides. This scheme of Plant Protection Campaign provides for early solution by need based supply of plant protection materials to farmers. It also provides for squad operations when there is any epidemic situation of pests and diseases in the state.

16.11. Crop Insurance

Farmers often suffer from crop losses due to endemic pest/diseases, natural calamities like recurring floods and drought like situations, erosion, etc. every year. A crop insurance scheme covers the loss of crop by aforesaid factors. From the year 2013-14, the govt. has decided to subsidize the farmer's share of 1% amount of crop loan interest who goes for crop insurance for cultivation of crops.

16.12. Marketing of Fruits & vegetables

One of the main criteria for the ideal Agricultural marketing facilities for the farmers in the state is that farmers should get adequate and cheapest transport facilities which would enable them to carry their marketable surplus to the nearest possible markets to avoid distress sales. It also would help them to reduce the nos. of intermediary person involved in between the plucking to handing over to consumers of their produces thereby comparatively increasing the returns from produces.

The Agricultural Marketing wing of the Directorate performs the following works:

- a. Collection of market prices from different places and providing the same information to the AIR & DDKs for dissemination among the concerned growers
- b. Providing transport subsidy for selling produces in the nearest markets. The current subsidy pattern is provided to Agriculture Production Management Group (APMG) @ Rs. 1.50 per quintal of produces per km distance. The maximum limit of assistance is for 2.0 MT of produces for a max. distance of 100 km from the point of production.
- c. Providing subsidy on transport vehicles for marketing of agricultural produces. This facility is provided to APMG.

16.13. Sugarcane Development Scheme:

Sugarcane is one of the important cash crop of the state with an average productivity of about 38521 kg per ha and the trend area coverage is showing an increasing trend. Also, there has been a great demand for molasses in the Beverage industries in the state as well as in the neighbouring states of Meghalaya & Nagaland. Therefore it is essential to upgrade always the cultivation techniques of this crop in the state.

The objective of the scheme is as follows:

- a. To replace the old varieties with high yielding ones
- b. To increase area
- c. To transfer knowledge of improved technology of cultivation

The scheme usually provided the following benefits to growers:

- i. Availability of improved varieties of setts
- ii. Sett treating chemicals
- iii. Exposure visits to growers
- iv. Provision of improved machineries of processing of juice

16.14. Jute Technology Mission: MM-II:

The state has a tradition of growing Jute & other fiber crops since a long time as its products are integral parts of day to day activities. The climate and soils are also very much favourable for these crops. The Ministry of Textile Policy, 2000 has this mentioning that Government recognises the significance of Jute in India's economy, especially for the Eastern & North Eastern part of the country. The Govt. has come with a special mission on Jute crops in

the name and style of Jute Technology Mission (JTM) since 2006-07 which has been implemented in our state too.

The main objective of the scheme is to increase the productivity & improve the quality of fibers for better market price.

The scheme provides seed minikits, inputs for technology demonstration, implements like seed drill, wheel hoe, sprayer; assistance for construction of 'Kaccha' & 'Pacca' retting tanks, conducting Farmer's Field School & Farmer's Training, application of lime & urea, seed production, etc.

Contact person: Assistant Director of Agriculture (Cash Crop), Agriculture Campus, Khanapara, Guwahati-22

16.15. Seed village:

Despite implementation of the organized seed programme since the mid 60s, the seed replacement rate has only reached the level of 15% and 85% of the seeds used are farm saved. It is, therefore, necessary to improve the stock of farm saved seeds for enhancing crop production/productivity. For this, seed production, seed distribution and other connected aspects will have to be improved and strengthened at different levels, especially at the farmer's level. To upgrade the quality of farmer-saved seed which is about 80-85% of the total seeds used for crop production programme, there is a provision of financial assistance for distribution of foundation/certified seed at 50% cost of the seed and also for training on seed production and transfer of technology to the farmers.

16.16. Grants in aids to Assam State Seed Certification Agency (ASSCA):

ASSCA is a vital part of the agricultural development of the state. Quality seeds, being the main input of improved agriculture, is certified by ASSCA with its staffs engaged in field visit/inspection, sample collection, laboratory analysis and bagging (Final certification) of seeds. The meager amount as collected against these activities from the registered growers is not sufficient to pay the salaries of deputed gazetted officer and hence the govt. provides Grants in aids for payment of salary of its staff.

16.17. National Food Security Mission (NFSM):

A centrally sponsored scheme, National Food Security Mission (NFSM) has been launched from 2007-08 in India with a initiative of area expansion and productivity for enhancement of Rice and Pulses in a sustainable manner. In Assam, NFSM-Rice is operated in 13 districts and NFSM pulses in 10 districts. The Mission aims at focused development for these two crops in Assam with the following objectives and strategies.

16.17.a. Objectives:

The National Food Security Mission aims at the following objectives for the state.

1. Increasing production of rice and pulses through area expansion and productivity enhancement
 1. in a sustainable manner in the identified districts.
 2. Restoring the soil fertility and productivity at the individual farm level.
 3. Creation of employment opportunities.

4. Enhancing the farm level economy i.e. (farm profits) to restore confidence amongst the farmers.

16.17.b. Strategy:

- i. To achieve the above objectives, the Mission would have to adopt the following strategies.
- ii. Implementation in a Mission mode through active engagement of all the stakeholders at various levels.
- iii. Promotion and extension of improved technologies ie., seed, Integrated Nutrition Management including micronutrients, soil amendments , IPM and resource conservation technologies along with capacity building of farmers.
- iv. Flow of fund would be closely monitored to ensure that intervention reach the target beneficiaries on time.
- v. Various interventions proposed would be integrated with the district plan and targets for each identified districts would be fixed.
- vi. Constant monitoring and concurrent evaluation for assessing the impact of the interventions for a result oriented approach by the implementing agencies.

16.17.c. Subsidy / Pattern of Assistance under NFSM

1. HYV paddy seeds with Rs. 5.00 per kg subsidy
2. Hybrid paddy seeds with Rs. 20.00 per kg subsidy
3. Pulse seeds of var. more than 10 years old) with Rs. 12.00 per kg & var. less than 10 years with Rs. 24.00 per kg
4. Lime, Micronutrient and PP chemicals at Rs. 500.00 per ha of subsidy
5. Rotavator under NFSM-Rice &Pulses at 50 % subsidy limited to Rs 30,000/-
6. Pump set under NFSM-Rice &Pulses at 50 % subsidy limited to Rs 10,000/-
7. Sprinklers already exist under NFSM-Pulses at 50 % subsidy limited to Rs 7,500/-
8. Power weeders under NFSM-Rice at 50% subsidy limited to Rs 15000/-
9. Knapsack sprayers under NFSM-Rice, &Pulses at 50% of the cost limited to Rs 3000/- per machine.
10. Conoweeder and associated implements at 50% subsidy limited to Rs 3000/-

16.18. Rashtriya Krishi Vikas Yojana (RKVY)

Concerned by the slow growth in the Agriculture and allied sectors, the National Development Council (NDC), in its meeting held on 29th May, 2007 resolved that a special Additional Central Assistance Scheme (RKVY) be launched. The Department of Agriculture, in compliance of the above resolution and in consultation with the Planning Commission, has prepared the guidelines for the RKVY scheme, to be known as NADP.

16.18.a. Basic Features of the RKVY

The RKVY aims at achieving 4% annual growth in the agriculture sector during the 11th Plan period, by ensuring a holistic development of Agriculture and allied sectors.

- The preparation of the district and State Agriculture Plans is mandatory.
- It will be an incentive scheme – allocations are not automatic.
- It will integrate agriculture and allied sectors comprehensively.

- It will give high levels of flexibility to the states – including approvals at the level of the state governments.
- Projects with definite time-lines are highly encouraged.
- Pattern of funding is 100% Central Government Grant.
- If the state lowers its investment in the subsequent years, and goes out of the RKVY basket, then the balance resources for completing the projects already commenced would have to be committed by them.
- Projects will be implemented under Stream-I (Project based) and Stream-II (Strengthening of schemes with resource gaps).

16.18.b. Objectives

1. To incentivise the states so as to increase public investment in Agriculture and allied sectors.
2. To provide flexibility and autonomy to states in the process of planning and executing Agriculture and allied sector schemes.
3. To ensure the preparation of agriculture plans for the districts and the states based on agro-climatic conditions, availability of technology and natural resources.
4. To ensure that the local needs/crops/priorities are better reflected in the agricultural plans of the states.
5. To achieve the goal of reducing the yield gaps in important crops, through focused interventions.
6. To maximize returns to the farmers in Agriculture and allied sectors.
1. 7.To bring about quantifiable changes in the production and productivity of various components of Agriculture and allied sectors by addressing them in a holistic manner.

16.18.c. The Planning Process of RKVY

Each District will formulate a District Agriculture Plan (DAP) by including the resources available from other existing schemes, District, State, or Central schemes. The District Agricultural Plans shall not be the usual aggregation of the existing schemes but would aim at moving towards projecting the requirements for development of Agriculture and allied sectors of the district. These plans will present the vision for Agriculture and allied sectors within the overall development perspective of the district. The District Agriculture Plans would present the financial requirement and the sources of financing the agriculture development plans in a comprehensive way. The DAP will include animal husbandry and fishery, minor irrigation projects, rural development works, agricultural marketing schemes and schemes for water harvesting and conservation, etc. keeping in view the natural resources and technological possibilities in each district. The state will prepare a comprehensive State Agricultural Plan (SAP) by integrating the District Plans. The districts will be required to prepare a shelf of projects, for posing to the SLSC under Stream-I. At least 75% of the total funds under the RKVY that a state gets entitled to, will be available under the Stream-I.

16.18.d. Areas of focus under the RKVY

- Integrated development of major food crops such as wheat, paddy, coarse cereals, minor millets, pulses, oilseeds
- Agriculture mechanization
- Activities related to enhancement of soil health

- Development of rainfed farming systems in and outside watershed areas, as also Integrated development of watershed areas, wastelands, river valleys
- Support to State seed farms
- Integrated Pest Management schemes
- Encouraging non-farm activities
- Strengthening of Market Infrastructure and marketing development
- Strengthening of Infrastructure to promote Extension Services
- Activities relating to enhancement of horticultural production and popularization of micro irrigation systems
- Animal husbandry and fisheries development activities
- Special schemes for beneficiaries of land reforms
- Undertaking concept to completion projects
- Grant support to the State Government institutions that promote Agriculture / Horticulture
- Study Tours of farmers
- Organic and Bio-fertilizers
- Innovative schemes

16.19. JUTE TECHNOLOGY MISSION (MINI MISSION-II)

This scheme is being implemented in the name of Jute Technology Mission (Mini Mission- II) under Central Sector Plan Schemes since 2007-08. The objective of the scheme is to encourage farmers to take up jute & mesta in more areas by making them capable of producing quality fiber and ensuring remunerative price for their produce with suitable technological interventions like organising FFS, Demonstrations, farmers' exposure visits, training, providing assistance for inputs, retting tank etc. and incentives for seed production. The assistance provided to Jute & Mesta farmers under the scheme has brought an increase in production and productivity of Jute & Mesta fiber and would continue.

16.20. SUPPORT TO STATE EXTENSION PROGRAMME FOR EXTENSION REFORMS

The scheme is being implemented in 27 districts of the State as State Agricultural Management and Extension Training Institute (SAMETI) to cater to the HRD needs of ATMA districts by facilitating preparation of Strategic Research and Extension Plan (SREP), conducting Techno Managerial Training at District level and other trainings, disseminating farm information by organising District level exhibitions and distribution of printed leaflets and such other activities. The scheme previously a central plan scheme is being dealt under Centrally Sponsored Plan scheme with a funding pattern of 90:10 between Center and the State.

16.21. National e-Governance Programme in Agriculture

NeGP is a major initiative of the Govt. of India launched during 2011-12 which aims to make all govt. services accessible to common man in his locality through common service delivery outlets ensuring efficiency, transparency and reliability of such services at affordable cost to realize the basic needs of the common man.

This scheme is at its initial stage of preparation of different PC networking and peripherals and is expected to be serviceable within a year.

16.22. Support to State Extension Programme for Extension reforms

17. STRENGTHENING OF INFRASTRUCTURE DEVELOPMENT FOR TRAINING/ RESEARCH CENTRE/ LABORATORIES/ IMPLEMENT FACTORY.

17.1. The Directorate of Agriculture has one **Regional Institutes for Training on Extension** at Naltoli, Nagaon district, 7 nos. of Soil Testing Laboratories, one Fertiliser testing laboratory at Guwahati (Ulubari).

The Soil Testing Laboratories have been established at:

1. Ulubari, Guwahati
2. Kokrajhar
3. Silchar
4. Tinsukia
5. Jorhat
6. Tezpur
7. Diphu

17.2. Field Trial Stations under the Directorate of Agriculture are engaged for multi-location trials and evolving location specific technologies. These are also used for seed production purposes and located at:

- A. Kamrup district : 1-Khetri
- B. Lakhimpur district : 1-Suklibhoria
- C. Sonitpur district : 1-Charduar
- D. Nagaon district : 1-Shillongoni
- E. Goalpara district: : 1-Balijan
- F. Karimganj district : 1-Mahakal

17.2.a. Aims & Objectives:

The aim and objectives of the departmental farms are production of foundation (paddy and non-paddy) seeds by using breeder seeds received from GOI (ICAR, CRRI, AAU etc.),

- i. Production of certified (paddy and non-paddy) seeds by using foundation seeds
- ii. To cater the seed requirement of the farming community of the state,
- iii. To increase the seed replacement rate (SRR) of the state, and Finally, to increase total crop production of the state by utilizing the quality seeds produced in the farm (as quality seeds alone contribute towards 15 -18 % increase in yield).

Contact Persons:

Various Seed Farm cum Nurseries under the Directorate are as follows:

1. Lakhimpur district : 1-Karunabori 2-Rangati
2. Sonitpur district : 1-Bakola
3. Darrang district : 1-Chamuapara
4. Morigaon district : 1-Jhargaon 2-Oujari 3-Kathani
5. Nagaon district : 1-Lowkhowa 2-Barphukhuri
6. Kamrup district : 1-Jajikona 2-Tulsibari
7. Barpeta district : 1-Sorbhog 2-Mandia 3-Chenga 4-Pathshala
5-Barborijhar
8. Nalbari district : 1-Sathamou 2-Lokhopur
9. Dhubri district : 1-Raniganj
10. Cachar : 1-Bijoypur

- 11. Karimganj : 1-Dutlavcherra 2-Manipur 3-Dahalia
- 12. Kokrajhar : 1-Ballamguri 2-Dangarkhuti
- 13. Siwasagar : 1-Longpotia

There are other Seed farms for production of seeds under ASC Ltd. as follows:

- 1. Sonitpur district : 1-Dhekiajuli
- 2. Darrang : 1-Dalgaon
- 3. Dhubri : 1-Golokganj
- 4. Siwasagar : 1-Tingtingia
- 5. Jorhat : 1-Darigaji

Certified seeds of Paddy, Black gram & Mustard are produced in these farms

The various Laboratories (Soil/ Fertilizer/Bio-control/Pesticide/ Seed Testing) look after quality control of fertiliser, Bio-pesticide production, pesticides and soil testing aspects. Besides they also take up some development work in the field of agriculture to a limited extent.

18.1. JOB RESPONSIBILITY OF VARIOUS CADRES JOB CHART OF VILLAGE LEVEL EXTENSION WORKERS (VLEW)

1. Each VLEW shall be in charge of 8 elekas, each comprising of 8 to 10 villages basing on the farm house holds.
2. Select progressive farmers for each unit from different socio-economic group of farmers including farm women with due importance to SC/ ST under the guidance of ADO
3. Attend the Bi Weekly & review meetings. In the Bi-weekly training, he shall transmit the feedback on technology messages, input requirements and progress of achievements on the targets given for crop production, input management including farm credit and others.
4. His goal is to raise the productivity in every farm land keeping harmony with the environment and protection of soil, water and other natural resources. He should make a whole-hearted effort in delivering the sustainable Agricultural Technology.
5. To study agricultural activities of his eleka and acquaint him with different farming situations and make a bench mark survey of the category of farmers. Land utilization, area, production and productivity statistics, type of cropping pattern followed, crop varieties grown, rainfall, irrigation facilities and input supply arrangements etc. and keep the data in his Basic information register and transmit a copy of the same to the ADO. The basic information so collected will be updated time to time.
6. To monitor for increasing production and productivity of crops of his circle maintaining the base records for comparison.
7. To conduct/ organize & supervise demonstration, minikit, seed village programme, diversified cropping programme, introduction of new crops/ varieties and other special programmes along with group discussion.
8. To prepare situation specific crop production plan for each farmer and for each and assess their requirement of inputs in a realistic manner.
9. To advise/ prepare the long term action plan for increasing seed replacement ratio, level of fertilizer consumption, use of bio-fertilizers, use of improved farm implements and machinery, increasing irrigation potential through dug wells, deep/shallow tube wells, etc.

10. To utilize the quantum of subsidy on seeds, fertilizers, bio-fertilizers, implements, power, machineries, sprinklers etc. as per the target fixed by the ADO.
11. To encourage/ promote purchase and use of quality seeds by the farmers.
12. To maintain and carry a record of the events of work done by him during his field visit & shall also record the observations & problems of farmers including feedback separately in registers.
13. The registers will be checked by ADO and his controlling officer regularly along with other senior officials. He shall produce these registers to the inspecting authorities as and when required.
14. To assess the requirement of different inputs in consultation with interested farmer groups.
15. Promote the use of modern agriculture machineries, implements and equipments and creation of irrigation potentiality through Shallow Tube wells, Medium tube wells, Bore wells and Dug wells etc. in his circle. He should also collect applications form eligible farmers.
16. Attend/ conduct all types of Crop Cuttings.
17. To conduct pest surveillance work, prepare surveillance form and submit to ADO.
18. To collect soil samples as per the target fixed and promote the soil testing among the farmers
19. Keep record of it to follow up the recommendation in farmers' field.
20. To promote organic farming in his area.
21. To report immediately about the happenings of any natural calamity, adverse weather and crop situation to the ADO.
22. To help in administer of Calamity Relief Fund subsidy to the affected households/ beneficiaries as and when assigned by higher officials.
23. Actively involve himself in National Food Security Mission/ Government schemes and programmes and other key activities.
24. To maintain effective coordination with the officials of allied sectors like Panchayat Raj, Water Resources, Cooperation, and Commercial Banks and take their assistance to solve farmer's problems and in case of any problem he shall bring to the notice of the ADO.
25. He should never stop striving to achieve higher and higher percentage of success in his goal of crop productivity, input use, adoption of skills and practices by the farmers, farm women and youths with ultimate aim of building self confidence within and without and more economic returns to the farming community of his circle.
26. To motivate the farmers/farm women for constituting Self Help Groups and ATMA activities.
27. Besides the above he shall perform any other job as and when assigned by the higher authorities.

18.2. DUTIES OF AGRICULTURAL DEVELOPMENT OFFICERS (ADO) POSTED AT CIRCLE LEVEL

1. Each ADO shall remain in-charge of his circle of the block and play a promotive and facilitative role for more purposeful and effective extension service to the farming community including implementation of all ongoing schemes.

2. He shall through an effective extension plan disseminate the proven and viable production technology for farming community with overall objective to increase productivity per unit of land and water.
3. His primary responsibility being the integrated development of the rural economy through agricultural development, he should prepare integrated cropping programme for best use of all available water sources of each ADO circle, such as dug well, bore wells, Shallow tube wells etc.
4. He shall keep village wise / GP wise / circle wise break up of seasonal crop production programme and quantify the targets for each VLEW eleka including action plans for achieving goals of increasing seed replacement ratio, level of fertilizer consumption, use of bio-fertilizers, soil testing along with soil testing mission, improved agricultural implements, irrigation points and credit support for improving crop productivity.
5. He shall make a concurrent evaluation of the achievement of all schemes by the VLEW
6. He should guide the VLEWs in collection of basic information on land utilization, rain fall, source wise irrigation potential, crop statistics, yield estimate, crop cutting experiments, selection of beneficiaries & site for demonstrations, minikits including execution of other schematic activities. Besides he shall also guide for preparation of action plan for crop diversification, inter and mixed cropping, cropping programme for individual farmers under command area of canals, lift points, dug wells, water harvesting structures, etc.
7. He shall visit every VLEW eleka & shall plan his tour programme to visit each unit of the VLEW eleka regularly. He will submit his advanced tour programme of the month to SDAO/DAO.
8. He shall supervise the activities of VLEWs during course of field visit and make field observations on demonstrations, minikits, trials, crop cuttings, pest situation and attend group meeting arranged by the VLEWs.
9. He shall check the VLEW's Register and record and put his observations.
10. He shall attend the office of the SDAO/DAO as and when necessary in connection with field programmes/problems and attend important assignments & meetings. He shall attend the cluster training with his VLEWs the bi-weekly training and review meeting of the VLEWs block. He should conduct field visit during morning hour
11. and attend office in afternoon.
12. He shall maintain with him the details of fixed visit programme of VAWs/AOs and monitor and review the progress of each VLEW.
13. He shall compile the applications collected by VLEW for crop loan, dug well, shallow / deep tube wells, KSK, Implements and forward to the appropriate authority/ issue go ahead letter in time as per guide line.
14. He shall attend the ADO's conference, review meetings, credit meetings at block level, Gaon Panchayat meetings and all other meeting as called by higher authorities and other departments. He shall apprise the Gaon Panchayat about the agricultural activities to get the Kharif and Rabi programme approved by the Gaon Panchayat
15. He shall keep close liaison with block level officials of the line department, Gaon Panchayat Members including Block Development Officer.
16. He shall discharge duties as fertilizer/ seed inspector and implementation of other agricultural legislations as notified by Government without fear & favour in his jurisdiction and to ensure that the control acts/ orders are strictly adhered to.

17. He shall assist the block administration in preparing the report on any sorts of natural calamity/ epidemic and involve himself in various programmes to combat such situation.
18. He shall be the guiding force for agriculture entrepreneurs and motivate them for settlement through Pathar Parichalana Samittee
19. He shall be responsible for preparation and presentation of consolidated block report to the higher authorities in consultation with other junior staffs of the block.
20. He shall involve himself in preparation of crop planning in panchayat areas with help of ADA circle and attend the meeting.
21. He shall document the successful achievements for publication.
22. Any other duties which may be assigned to him for development of agriculture.

18.3. JOB CHART OF AGRICULTURAL OFFICER WORKING IN THE SOIL TESTING LABORATORY.

1. Receive the soil samples and dispatch the soil health cards Analyze the soil samples under the guidance of the Soil Chemist
3. Prepare the soil test reports basing on the results analised.
4. Maintain all routine registers.
5. Responsible to keep the laboratory neat and clean.
6. To be kept in charge of stock and store of the laboratory as desired by authority.
7. Any other duties assigned to him by the Soil Chemist and other higher authorities for smooth management of the laboratory.

18.4. JOB CHART OF AGRICULTURAL OFFICER WORKING IN THE FERTILISER / PESTICIDE TESTING LABORATORY.

1. Responsible analyzing the samples and to keep the laboratory neat and clean.
2. To be kept in charge of stock and store of the laboratory as desired by authority.
3. Any other duties assigned to him by the higher authorities for smooth management of the laboratory.

18.5. JOB CHART OF AGRICULTURAL OFFICER WORKING IN THE SEED TESTING LABORATORY.

1. Responsible for registration of seed samples received for analysis.
2. Take care for engagement of casual labourers and their work assignment.
3. Responsible for counting, recording observation and prepare sub-strata and media for testing of seeds.
4. Assist the concerned officer in the process of seed testing.
5. Take care to keep the laboratory clean and workable condition.
6. Receive the stock from the store keeper and be responsible for utilization of the same.
7. To prepare the analysis cards/ reports under the guidance of the concerned officer.
8. Any other duties assigned to him by the higher authorities for smooth management of the laboratory.

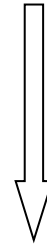
18.6. JOB CHART OF AGRICULTURAL OFFICER WORKING IN THE STATE BIOCONTROL LABORATORY UNDER DEPUTY DIRECTOR OF AGRICULTURE (PLANT PROTECTION).

1. Responsible to keep stock & store of the Laboratory.

2. Maintain production and sale registers.
3. Responsible for timely sale and deposit of sale proceeds.
4. Assist the appropriate authority in production process of bio-fertiliser.
5. Responsible for cleanness of the laboratory.
6. Prepare Monthly Progress Report and other reports.
7. Any other duties assigned to him by the higher authorities for smooth management of the laboratory.

18.7. JOB CHART OF AGRICULTURAL OFFICER WORKING IN THE GOVERNMENT AGRICULTURE FARM.

1. To prepare the crop plan for the farm in consultation with the Farm Superintendent/ Farm management Specialist for utilization of the cultivated area.
2. Pre- positioning of inputs before start of the cropping season and to purchase the same observing due financial procedure.
3. To maintain the machineries of the farms and to make it operational before start of the cropping season.
4. To maintain all the farm records like Muster Roll, Overseer Diary, day Book, Procedure Register, Cattle feed Register, Log Book of the machineries and stock book etc.
5. To monitor the Agriculture operations by allotting works among the permanent labourers (PL)/ casual labourers and overall supervision of the works during the cropping season.
6. To look after the infrastructure development works/ NREGA/ BRGF works to be taken up in the farm.
7. Cost of cultivation of (foundation/ certified) seed crops are to be followed as per the norms of expenditure approved by the Government. Any deviation to this should be justified and approved by the DA.
8. To assist the assigned officer to conduct crop cutting experiments during each cropping season in order to assess the crop yield.
9. To take necessary steps for timely processing, bagging and tagging of the farm produce.
10. Timely submission of monthly progressive report to higher authority.
11. To compile information in the farm booklets indicating the inventory, area, production, productivity, soil analysis, expenditure and revenue receipts etc.
12. To take necessary steps to make the farm profitable.
13. To attend the visit of higher authorities and record it in the farm visit note book.
14. To execute the farm works of seed production, development (construction) works, supply of irrigation, seed certification etc. by coordinating by the line departments.
15. To maintain cleanliness in the farm in such a way that the farm will be a model platform for demonstration of new improved technology.
16. To promote organic farming and modern crop technologies in the farm.
17. Ensure to maintain the farm assets and auction/ dispose of the farm bi-products to maximize the revenue receipt of the farm.
18. Any other duties assigned to him by the higher authorities towards smooth management of the farm.



Contd. to p-27

CITIZEN'S CHARTER

Branch/Wing/Cell		Programme	General agricultural inputs provided						
AACP-Agriculture		AACP- Addl financing	(a)Tractor, (b)STW with Pump sets, ©Mocro-watershed drainage project, (d)Markets through EE(Agri) & AEE(Agri) of district & subdivision respectively						
Services (Information)		Designation of the officer providing services	Location (Place & Room No.)	Telephone No.	Fax/ e-Mail	Availability of prescribed form			Documents to be submitted for the service by the client
						Title of the Form	Whom to contact for the form	Fees (Rs.)	
a		b	c	d	e	f	g	h	i
1	AACP-Addil Financing, Monitoring, Plan & Policy formulation, administration, etc.	Nodal Officer cum SE(Agri)	Agril. Engineering Wing, Directorate of Agriculture, Khanapara, Guwahati-22	0361-213 4284	Fax: 0361-2332122 e-mail:chiefengineeragriculture@yahoo.com				
2	Fianacial matters: Sanction , fund release, etc	Agricultural Inspector	Directorrate of Horticulture, 1st floor, Agriculture campus, Khanapara, Guwahati-22	0361-213 4285	Fax: 0361-2332122 e-mail:chiefengineeragriculture@yahoo.com				
3	Technical aspects: Piezometer, STW, Tractor, Procurement etc.	(Sri Animesh Dutta) JE	-do-	0361-213 4286	Fax: 0361-2332122 e-mail:chiefengineeragriculture@yahoo.com				

					hoo.com				
4	Establishment matters, store & procurement	(Mrs. Tapati Hazarika) Sr.Assistant	-do-	0361-213 4287	Fax: 0361-2332122 e- mail:chiefengine eragriculture@ya hoo.com				
5	Maitenance of cash book, payment of bills, etc.	(Sri Jagannath Deka) Sr.Assistant (Cashier)	-do-	0361-213 4288	Fax: 0361-2332122 e- mail:chiefengine eragriculture@ya hoo.com				
6	Advertisement bills & other general correspondence related to AACCP-AF	(Mrs. Phuleswari Das) Sr. Assistant	-do-						
7	Financial and reimbursement related matter	(Sri Prabhat Sarma) Financial Assisntnat	-do-						
8	Receipt & issue	(Miss Utpala Saikia) Computer operator							

Branch/Wing/Cell		Programme	General agricultural inputs provided							
Engineering Wing		CM's special package,	Power tiller, Rotary tiller							
		Agro-service centre	Tractor							
		RKVY	Power tiller, Rotary tiller, Rotovator, TD Potato Planter & Digger, TD Thresher, SP Reaper, LLP, Sprinkler set, STW & MiniRice Mill, Cold storage, Paddy transplanter, Community covered threshing floor							
Services (Information)		Designation of the officer providing services	Location (Place & Room No.)	Telephone No.	Fax/ e-Mail	Availability of prescribed form			Documents to be submitted for the service by the client	
						Title of the Form	Whom to contact for the form	Fees (Rs.)		
1	Agril. Engineering Activities of the state, Policy formulation, administration of engineering wing	Sri T. K. Baruah, Chief Engineer(Agri.)	Agril. Engineering Wing, Directorate of Agriculture, Khanapara, Guwahati-22	94350-92152	Fax: 0361-2332122 e-mail: chiefengineeragriculture@yahoo.in					
2	AACP-Addil Financing, Monitoring, Plan & Policy formulation, administration, etc.	Sri Kamal Kumar Choudhury, SE(Agri), HQ	-do-	94351-11483	kchoudhury66@yahoo.in					

3	RKVY (Power tiller, STW/LLP, Rotary tiller), BGREI, Civil works, NeGP, FTS/Seed farms, Disaster management, Registration, Training, Tender matters, NFSM, Quotation/ FOE	Sri D. K. Baruah, EE(Agri)	-do-	94351-43 676					
4	AACP, AACP-AF, Agril. Mechanisation, ASC, ABY, SPS, PHT, P & S of Agril. Machineries, HQ m/c, RKVY(Cold storage, Rice Mills), PPP, Horticulture, RTI, Establishment, Citizen Charter, CM's special programme, Annual report, PPS, Agril. Mechanisation	Sri A. K. Sarma, EE(Agri), FC	-do-	94353-90 169	ashkksarma@yahoo.co.in				
5	AACP, AACP-AF, RKVY (Cold storage, Rice Mills), PPP, RKVY-Rotary tiller, NeGP, Training	Sri S. H. Barbhuyan, AEE(Agri),HQ	-do-	94353-80 992					
6	ASC(Tractor), Horticulture, Annual report, FTS/Seed farm	Mrs. Indrani Das, AEE, HQ	-do-	98640-34 225					

7	AACP-AF, Piezometer, Sub mission on Agril. Mechanisation, PPP, CM's special Tractor, Annual report, Quotation	Mrs. Nilakshi Baithuri, AEE, HQ	-do-	88763-76 996					
8	AACP Markets, MWDP, Civil works outside HQ	Sri Adyeswar Doley, AEE, HQ	-do-	94351-88 612					
9	Disaster Management, Registration of contractors	Sri Mizanur Rahman, AEE, HQ	-do-	94351-04 773					
10	HQ M.C, CM's special package	Sri Prabin Konwar, AEE, HQ	-do-	94353-56 966					
11	Sub mission on Agril. Mechanisation, SPS LLP, Post Harvest Tech., P & S of agril. Mechanisation, Annual report, RKVY- All machineries, STW/LLP	Sri Dinesh Nath, AEE, HQ	-do-	94353-60 615					
12	Civil works outside HQ, Tender	Sri Prabin Gogoi, JE(Agri), HQ	-do-	99549-12 752					
13	Registration, ASC- Tractor, Post Harvest Tech., RKVY-Cold storage, Rice Mill, PPP	Sri Kedayat M. Ahmed, JE(Agri), HQ	-do-	94354-73 453					
14	HQ Civil works, FTS ,	Sri Ahmed Ali, JE(Agri), HQ	-do-	94351-91 494					

	Seed farm, Tender								
15	AACP-AF, Piezometer, STW, Tractor, SPS=LLP Quotation	Sri Animesh Dutta, JE(Agri), HQ	-do-	99542-14902	animeshduttaagri@gmail.com				
16	AACP-Market, AACP=AF-MWDP, Civil works	Mrs. Anu Gogoi, JE(Agri), HQ	-do-	98549-39626					
17	PPS, Citizen charter, RKVY-Rotary tiller, NFSM	Mrs. Minu Hazarika, JE(Agri), HQ	-do-	98640-75578					
18	RKVY-All machineries	Sri Abdul Kadir Md. Iqbal, JE(Agri), HQ	-do-	98787-62604					
19	Disaster management	Sri Kandarpa Sarma, JE(Agri), HQ	-do-	98642-11863					
Branch/Wing/Cell		Programme	General agricultural inputs provided						
Seed wing		Seed Village	Paddy, Mustard & Black gram seeds at 50% subsidy & Training on quality seed production						
Services (Information)	Designation of the officer providing services	Location (Place & Room No.)	Telephone No.	Fax/ e-Mail	Availability of prescribed form			Documents to be submitted for the service by the client	
					Title of the Form	Whom to contact for the form	Fees (Rs.)		

1	Preparation of schemes, release of fund, preparation of progress report, submission of utilisation certificate	Sri Durgeswar Thakuria, Dy. Director of Agriculture (Seeds), Khanapara, Guwahati-22	Room No. 301	94353 43802	Fax: 0361-2332796	Form- A for Seed Licence	Research Assistant	50	1-Godown certificate & Eligibility cert. from DAO, 2-Principal cert. from the source of seeds, 3-Photograph & Phone No.
2	Seed licence	Dr. M. Gogoi, Asst. Director of Agriculture(Rice), Khanapara, Guwahati-22	103	94355 24099					
3	Seed Village programme, Seed sub-committee, zonal conference, seed village, seed licence, other financial matters	Sri Akhil Krishan Mishra, Research Assistant. Khanapara, Guwahati-22	304	97060 94507					
4	Sugarcane, Seed Farm & Nursery, financial matters	Sri Prajenjit Das, SA	304	99575 36822					
Branch/Wing/Cell		Programme	General agricultural inputs provided						
Fertiliser		State Plan: Distribution of fertiliser, soil health improving materials	Chemical fertilisers, Biofertiliser, Micronutrients, Agricultural lime, Green manure crops						

Services (Information)	Designation of the officer providing services	Location (Place & Room No.)	Telephone No.	Fax/ e-Mail	Availability of prescribed form			Documents to be submitted for the service by the client
					Title of the Form	Whom to contact for the form	Fees (Rs.)	

1	Registration for manufacturing of Micronutrient mixture fertiliser (Govt. of Assam Grade 1 & 2)	JDA(C & F), Directorate of Agriculture	Krishi Bhawan, Khanapara, Guwahati-22	0361-233 2215	Agri-dept@assa.nic.in	Form D	Fertiliser officer	1500	Annexure -1: Form D, Pollution control Board certificate, NOC from Gaon Burah or Zila Parishad President.S ecretary, Industry regn. Cert., Trade licence, Manf. Unit project report, Documents on technical expert, appoint ment of chemist & full bio data with certificate & marksheet
2	Registration for manufacturing of Micronutrient mixture fertiliser (Govt. of Assam Grade 1 & 2)	JDA(C & F), Directorate of Agriculture				Form D	Fertiliser officer	1500	

3	Wholesale marketing of Chemicalfertiliser registration certificate (Licence)					Form A	Fertiliser officer	1500	2 copies of Form A1, Sourcewise principal certificates from the Manufacturer in Form O, Trade licence, Godown verification certificate from DAO, Treasury challan of Rs. 1500.00, Application duly forwarded by the DAO with recommendation, 3 copies of PP size photographs, For renewal- last 3 years' performanc
4	Wholesale Micronutrient Registration certificate (Licence)					Form A	Fertiliser officer	1500	

5	Kishan Credit Card	JDA(C & F)							
		Fertiliser Officer							

Branch/Wing/Cell	Programme	General agricultural inputs provided						
NFSM cell	NFSM-Rice	100% subsidy: Cluster demonstration of HYV & Hybrid rice			50% subsidy: Lime, Micronutrient, PP chemicals & Biofertilisers, Conoweeder, Knapsack sprayer, Rotavator, Electrical pump sets, Small agril. Implments, Seeds, Biofertilisers, Weedicides, Water carrying pipes			
	NFSM-Pulse	100% subsidy: Cluster demonstration on pulses						
	Accelerated Pulse production programme (A3P)	100% subsidy: Block demonstration on INM & IPM						
Services (Information)	Designation of the officer providing services	Location (Place & Room No.)	Telephone No.	Fax/ e-Mail	Availability of prescribed form			Documents to be submitted for the service by the client
					Title of the Form	Whom to contact for the form	Fees (Rs.)	
All activities related implementation of NFSM in the state	Sri U. C. Bora, Deputy Director of Agriculture (P&O), Krishi Bhawan, Khanapara, Guwahati-22	Khrishi Bhawan, 3rd Floor	94355 34485	upenbora2011@gmail.com	No form issued			

All activities related implementation of NFSM in the state	Dr. A.K. Pradhani, Asst. Dir. Agri.,	Khrishi Bhawan, 3rd Floor	98596 78060	Pradhani786@gmail.com				
RTI	Dr. B.K.Pathak, Surveillance Officer	Khrishi Bhawan, 3rd Floor	97060 12737	bkpathak57@gmail.com				

Branch/Wing/Cell	Programme	General agricultural inputs provided						
Extension	Training programme: in & outside the state	Agricultural technology knowhow, training courses						
Services (Information)	Designation of the officer providing services	Location (Place & Room No.)	Telephone No.	Fax/ e-Mail	Availability of prescribed form			Documents to be submitted for the service by the client
					Title of the Form	Whom to contact for the form	Fees (Rs.)	
Out the state Training programme inside the state	Dr. M. Gogoi, Asst. Dir. Agri.	Khrishi Bhawan, 1st Floor	94355 24099		As prescribed by training institutes from time to time	Sri N. Bhuyan, Research Assistant, 3rd Floor, Khrishi Bhawan	Nil	Filled in prescribed applications as the case may be

	Sri N. Bhuyan, Research Assistant,	3rd Floor, Khrishi Bhawan	98640 53360					
Out the state Training programme inside the state	Dr. M. Gogoi, Asst. Dir. Agri.	Khrishi Bhawan, 1st Floor	94355 24099		As prescri bed by trainin g institut es from time to time	Sri. B. Kalita, Sr. Assistant , 3rd Floor, Khrishi Bhawan	Nil	Filled in prescribed applicati ons as the case may be
	Sri. B. Kalita, Sr. Assistant, 3rd Floor, Khrishi Bhawan	3rd Floor, Khrishi Bhawan	95777 86145					
Branch/Wing/Cell	Programme	General agricultural inputs provided						
Crop Insurance	National Agricultural Insurance Scheme	Nil						
Services (Information)	Designation of the officer providing services	Location (Place & Room No.)	Telephone No.	Fax/ e-Mail	Availability of prescribed form			Documents to be submitted for the service by the client
					Title of the Form	Whom to contact for the form	Fees (Rs.)	

1	Executive Officer, CIS, Directorate of Agriculture campus, Khanapara, Guwahati-22	CIS office, Khanapara	98641 20523					
	Sr. ADO		98641 09050					

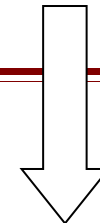
Branch/Wing/Cell	Programme	General agricultural inputs provided						
Crop Development	Disaster Management	HYV paddy seeds, Rabi seeds at 100% subsidy						
	NAEP-Crop Dev., (Mission Double Cropping)	HYV paddy seeds, Rabi seeds, Micro-nutrients, Lime, PP chemicals at 100% subsidy						
Services (Information)	Designation of the officer providing services	Location (Place & Room No.)	Telephone No.	Fax/ e-Mail	Availability of prescribed form			Documents to be submitted for the service by the client
					Title of the Form	Whom to contact for the form	Fees (Rs.)	
1	Pulse dev scheme implementation, supervision, administration, Seed licence, etc,	JDA (Pulse)	Dev-Crop Branch, 3rd floor, Room No. 301	94350 18281	p4panchanan@nic.in	A	Sri AK Mishra	50.00
2	Preparation of Disaster management	ADO (Attached)	Dev-Crop Branch, 3rd floor, Room No. 305	94351 16040				

	& NAEP scheme								
3	Bill matters of NAEP	UDA	Dev-Crop Branch, 3rd floor, Room No. 302						
4	Bill matters of Disaster Management	UDA	Dev-Crop Branch, 3rd floor, Room No. 302						

Branch/Wing/Cell		Programme	General agricultural inputs provided							
Marketing		Marketing of Fruits & Vegetables	Providing transport subsidy							
Services (Information)		Designation of the officer providing services	Location (Place & Room No.)	Telephone No.	Fax/ e-Mail	Availability of prescribed form			Documents to be submitted for the service by the client	
						Title of the Form	Whom to contact for the form	Fees (Rs.)		
1	Execution of Marketing of Fruits & Vegetables scheme	Deputy Director of Agriculture (Marketing), Directorate of Agriculture, Khanapara, Guwahati-22	Office of the DDA (Marketing), Khanapara-22	98640 22472						

2	Matter related to Market intelligence, stock entry of under transport subsidy scheme, daily & weekly price collection of agricultural commodities	Agricultural Marketing Inspector	Office of the DDA (Marketing), Khanapara-22	95080 71185					
3	Preparation of scheme, monthly grading report, RTI matters, vegetable stalls	Agricultural Marketing Inspector	Office of the DDA (Marketing), Khanapara-22	94017 69428					
4	AGMARK, Minimum & Maximum process of agril. Commodities, training matters, Agriculture Production Management Group	Agricultural Marketing Inspector	Office of the DDA (Marketing), Khanapara-22	98641 55478					
Branch/Wing/Cell		Programme	General agricultural inputs provided						
CSS-ATMA		Support to State Extension Programme for Extension Reforms	Extension & training etc.						
Services (Information)		Designation of the officer providing services	Location (Place & Room No.)	Telephone No.	Fax/ e-Mail	Availability of prescribed form			Documents to be submitted for the service by the client
						Title of the Form	Whom to contact for the form	Fees (Rs.)	

1	Providing need based training related to capacity building in extension management related areas to extension functionaries from public private and non-govt. sectors	Director, SAMETI, Agriculture campus, Khanapara, Guwahati-22	Agriculture campus, Khanapara, Guwahati-23	97060 76005 & 98599 84038	rn.d@redifmail.com	Nil	Nil	Nil	Nil
2	Facilitating Post Graduate Diploma in Agriculture Extension Management for carrier development of extension functionaries	Director, SAMETI, Agriculture campus, Khanapara, Guwahati-22	Agriculture campus, Khanapara, Guwahati-23	97060 76005 & 98599 84038	rn.d@redifmail.com	PGDA EM form	Director, SAMETI, Agriculture campus, Khanapara, Guwahati-22	Nil	Stated in the application form



Complaint Redressal

LIST OF GRIEVANCES FOR PUBLIC GRIEVANCE REDRESSAL SYSTEM								
DIRECTORATE OF AGRICULTURE, KHANAPARA, GUWAHATI-22								
	1-Reviewing Authority (u/s 4 of the Act)	:The Principal Secretary to the Govt. of Assam, Agriculture department & APC.						
	2-Appellate authority (u/s 4 of the Act)	:The Secretary to the Govt. of Assam, Agriculture department						
	3-Area of the state to which the following services shall apply	:The whole state of Assam						
S N	Redressal of grievances on matter related to:-	<i>Stipulated time limit fixed for disposal of the matter u/s 6(1) of the Act [Maximum Days]</i>	<i>Designated Public Servant (DPS) u/s 3 © of the Act</i>					
			<i>State Head Quarter</i>			<i>District Head Quarter</i>		
			<i>Designated Public Servant (DPS) u/s 6(1) of the Act</i>	<i>Assisting officer (if any) u/s 6(2) of the Act</i>	<i>Assisting officer / officials (if any) u/s 6(2) of the Act</i>	<i>Designated Public Servant (DPS) u/s 6(1) of the Act</i>	<i>Assisting officer (if any) u/s 6(2) of the Act</i>	<i>Assisting officer (if any) u/s 6(2) of the Act</i>
a	b	c	D	e	f	g	h	i
1	Agricultural Machineries, land development, Soil & Water conservation, infrastructure development, rejection /action taken on the same, not getting desired response, etc.	25	EE(Agri), HQ	AEE , HQ	JE, HQ	EE(Agri)	AEE(Agri)	JE
2	Plan & Non-Plan finances & Departmental schemes	20	ADA(Extn.)	JDA(Extn.)	Senior Assistant, Extn cell	DAO	SDAO	Senior Assistant
3	Activities under Establishment section	20	ADA(Extn.)	JDA(Extn.)	Senior Assistant, Extn cell	DAO	SDAO	Senior Assistant

4	Seeds/ agricultural planting materials	10	JDA(Pulse)	DDA(Seeds)	Senior Assistant, Pulse Cell	DAO	SDAO	Senior Assistant
5	Certificate of agricultural land use, License for carrying out business on agricultural inputs, transportation, etc.	10	JDA(Pulse)	DDA(Seeds)	Senior Assistant, Pulse Cell	DAO	SDAO	Senior Assistant
6	All Plant nutrient materials	10	JDA(C & F)	Fertiliser Officer	Senior Assistant, Fertiliser Cell	DAO	SDAO	Senior Assistant
7	KCC, Crop loan & Croup Insurance Crop Insurance	15	JDA(C & F)	CEO (CIS)	Senior Assistant, CIS Cell	DAO	SDAO	Senior Assistant
8	Welfare of SC & ST farmers	10	JDA(PP)	DDA (Backward Areas)	AI, HQ	DAO	SDAO	Senior Assistant
9	Laboratory analysis on Input quality	25	JDA(C & F)	Assistant Director, Soil Survey	Analytical Assisntn, Soil testing Laboratory	DAO	SDAO	Senior Assistant
10	Agricultural Marketing	30	DDA (Marketing)	Asistant Director of Agriculture (Marketing)	Agril. Marketing Inspector	DAO	Assistant Agril. Marketing Officer	Agril Marketing Inspector
	AGMARK Laboratory	30	DDA (Marketing)	SDAO (AGMARK)	Analytical Assistant	DAO	SDAO (AGMARK)	Analytical Assistant
11	All mater related to RKVY	10	Nodal Officer, RKVY	SDAO, attache to RKVY cell	Sr. ADO, Attached to RKVY cell	DAO	SDAO	Senior Assistant
12	All mater related to NFSM	10	Nodal Officer, NFSM	Assistant Director attached to NFSM cell	Senior Assistant, NFSM cell	DAO	SDAO	Senior Assistant

13	Pension matter	30	Administrative Officer	Registrar (Administration)	Senior Assistant, Establishment	DAO	SDAO	Senior Assistant
14	Group Insurance Scheme	30	Administrative Officer	Registrar (Administration)	Senior Assistant, Establishment	DAO	SDAO	Senior Assistant
15	GPF	30	Administrative Officer	Registrar (Administration)	Senior Assistant, Establishment	DAO	SDAO	Senior Assistant
16	RTI	30	Administrative Officer	Registrar (Administration)	Senior Assistant, Establishment	DAO	SDAO	Senior Assistant
17	Staff recruitment	1 year	Administrative Officer	Registrar (Administration)	Senior Assistant, Establishment	DAO	SDAO	Senior Assistant
18	Financial compensation	60	Administrative Officer	Registrar (Administration)	Senior Assistant, Establishment	DAO	SDAO	Senior Assistant

User charges: (a)Charge for each photocopy - Rs. 2.00, (b)Postage charge- As per Postal department rates

(IMPORTANT APPLICATION FORMS.)

FORM "A1"

MEMORANDUM OF INTIMATION FOR FERTILISER BUSINESS

1. Designation of Notified Authority:
Place :
State of
2. Details of the applicant
 - (a) Name of the applicant :
 - (b) Name of the concern :
 - (c) Postal address with telephone number :
3. Place of business (Please give full address)
 - (i) For Sale []
 - (ii) For Storage []
4. Whether the application is for -
Manufacture [] Importer [] Pool Handling Agency []
Wholesale [] Retail Dealer []
[Tick mark whichever is applicable]
5. Details of Fertilizers and their source in form 'O' *
Name of Fertilizers Whether certificate of source in Form
'O' is attached.
 - (i) Yes [] No []
 - (ii) Yes [] No []
 - (iii) Yes [] No []
6. I have deposited the registration fee of Rs.
Vide Challan No Dated
in the Bank / Treasury Draft No. Dated
..... for Rs.
drawn on in favour of
towards registration fees.
7. Whether the intimation is for an authorization letter or a renewal thereof (Note: In cash the intimation is for renewal of authorization letter, the acknowledgement in Form A2 should be submitted for necessary endorsement thereon).
8. Any other relevant information.
I have read the terms and conditions of eligibility for submission of Memorandum of Intimation and undertaken that the same will be complied by me and in token of the same, I have signed the same and is enclosed herewith
Date :
Place: Signature of applicant

FERTILIZER

Terms and conditions of authorisation

- (1) I shall comply with the provisions of the Fertiliser (Control) Order, 1985 and the notifications issued there under for the time being in force.
- (2) I shall from time to time report to the Notified Authority and inform about change in the premises of sale depot and godowns attached to sale depot.
- (3) I shall also submit in time all the returns as may be prescribed by the State Government.
- (4) I shall not sell fertilisers for industrial use.

(5) I shall file a separate Memorandum of Intimation for, where the storage point is located outside the area jurisdiction of the Notified Authority where the sale depot is located

(6) I shall file a separate MOI for each place when the business of selling fertilisers is intended to be carried on at more than one place.

(7) I shall file separate MOI if I carry on the business of fertilisers both as retail and wholesale dealer.

(8) I confirm that my previous certificate of Registration or Authorisation is not under Suspension or Cancellation or debarred from selling of fertilisers.

DECLARATION

I/We declare that the information given above is true to the best of my / our knowledge and belief and no part thereof is false or no material information has been concealed.

Signature of the Applicant(s)

Date:

Place:

FORM 'O'

No Date of Issue

1. Particulars of the concern issuing the certificate of source

(a) Name and full address

(b) Status : (i) State Government

(ii) Manufacturer

(iii) Pool Handling agency

(iv) wholesale dealer

(v) Importer

(c) If manufacturer of mixture of fertilizers, the details of certificate of manufacture of mixture of fertilizers

possessed:

(i) Number

(ii) Date of issue

(iii) Date of expiry

(iv) Grades of mixtures of fertilizers allowed to be manufactured

(v) Authority by whom issued

(d) Details of certificate of registration

(i) Number

(ii) Date of issue

(iii) Date of expiry

(iv) Authority by whom issued

2. Particulars of the person to whom the certificate of source is being issued

(a) Name and full address.....

(b) Status:

(i) Wholesale dealer

(ii) Retail dealer

(iii) Industrial dealer

(c) If holds a valid certificate of registration, the details thereof:

(i) Number

(ii) Date of issue

- (iii) Date of expiry
- (iv) Authority by whom issued
- (d) Purpose of obtaining the certificate of source:
 - (i) For obtaining a fresh certificate of registration
 - (ii) For renewal of the certificate of registration

3. Details of fertilizer (s) to be supplied:

Sl. No.	Name of fertilizers	Trade mark / Brand Name
---------	---------------------	-------------------------

4. Declaration: Declared that the fertilisers mentioned above will be supplied conforming to the standards laid down under the Fertilizers (control) Order, 1985 and, as the case may be, grades/ formulations (of mixtures of fertilisers) notified by the Central/State Government and packed and marked in container as provided under clause 21 of the Fertilisers(Control) Order, 1985.

*Signature with stamp of the
Authorised Officer*

FORM 'D'

Form of Application to obtain a certificate of manufacture of Physical / granulated mixture of fertiliser of organic fertiliser / Bio-Fertiliser

To
The Registering Authority
Place

State of

- (1) Full Name and address of the applicant:
- (2) Does the applicant possess the Qualification prescribed by the State Government under sub -clause 14 of the fertiliser control under, 1985
- (3) Is the applicant a new comer? (Say 'Yes' or 'No')
- (4) Situation of the applicant's premises where physical / granulated mixture organic fertilizer /Biofertiliser will be prepared.
- (5) Full particulars regarding specifications of the physical / granulated mixture of fertilizers /organic fertilizer/ Bio-fertiliser for which the certificate is required and the raw materials used in making the mixture.
- (6) Full particulars of any other certificate of manufacture, if any, issued by any other Registering Authority.
- (7) How long has the applicant been carrying on the business of preparing physical / granulated mixture of fertilizers / organic fertilizer / Bio-fertiliser mixture of micronutrient fertilizers ?
- (8) Quantities of each physical / granulated mixture of fertilizers / mixture of micronutrient fertilizers / organic fertilizers / Bio -fertilisers (in tonnes) in my / our possession on the date of the application and held at different addresses noted against each.
- (9) (i)If the applicant has been carrying on the business of preparing physical / granulated mixtures of fertilizers / mixture of micronutrient fertilizers / organic

fertilizers / Bio- fertilisers, give all particulars of such mixtures handled, the period and the place (s) at which the mixing of fertilizers was done.

(ii) Also give the quantities of physical / granulated fertilizer mixture, organic fertilizer / Biofertiliser handled during the past calendar year.

(10) If the application is for renewal, indicate briefly why the original certificate could not be acted on within the period of its validity.

Declaration

(a) I have deposited the prescribed registration certificate fee / renewal fee.

(b) I / we declare that the information given above is true and correct to the best of my / our knowledge and belief, and no part there is false.

(c) I / we have carefully read the term and conditions of the certificate of manufacture given in Form F appended to the Fertiliser control under, 1985 and agree to abide by them.

(d) I/we declare that the physical / granulated mixture / organic fertilizer / Bio-fertiliser for which certificate of manufacture is applied for shall be prepared by me / us or by a person having such qualification as may be prescribed by the State Government from time to time or by any other person under my/our direction, supervision and control or under the direction, supervision and control of person having the said qualification.

(e) I / we declare that the requisite laboratory facility specified by the Controller, under this Order is possessed by me / us.

Name and address of the applicant

In block letters:

Date:

Signature of applicant(s)

FORM 'C'

**APPLICATION FOR RENEWAL OF THE CERTIFICATE OF
REGISTRATION TO CARRY ON THE BUSINESS OF SELLING
FERTILISERS IN RETAIL / WHOLESALE / *FOR INDUSTRIAL USE**

To

The Registering Authority / * Controller

Place:

State:

I / We hereby apply for renewal of the certificate of registration to carry on the business of selling fertilizers in retail/ wholesale/ * for industrial use under the name and style of The Certificate of Registration desired to be renewed was granted by Registering Authority for the (mention place and state) and allotted registration certificate no. on the day of

2. (i) I / We hereby declare that the situation of my/ our premises where fertilizers are (a) stored and (b) sold is as stated below.

(a) Premises where fertilizers are stored

(b) Premises where fertilizers are sold

(ii) I / We hereby declare that the fertilizer(s) in which I / we am / are carrying on the business of selling and the name(s) of manufacturer(s) / importer (s), Commodity

Board(s), State Government(s) and Wholesale Dealer(s) whom I/we represent are as stated below :

(a) name(s) of fertilizer(s) (b) Name(s) of manufacturer(s)/ importer(s)
Commodity Board(s), Wholesale Dealer(s):

3. I/we enclose a certificate of source from the manufacturer(s) importer(s) Commodity Board(s), State Government(s) Wholesale Dealer(s) whom I/we represent or intend to represent and from whom fertilizer(s) will be obtained by me/us.

4. I have deposited the renewal fee of Rs. vide challan no. dated in Treasury / Bank or I enclose the Demand Draft No. dated for the Rs. drawn on Bank, in favour of payable at towards renewal fee (Please strike out whichever not applicable).

**Full Name and Address of the applicant(s) [Signature of applicant(s)]
(in block letters)**

Date :

Place :

FORM 'B'

LICENCE TO CARRY ON THE BUSINESS OF A DEALER IN SEEDS

License No..... Date:

Subject to the provisions of the Seeds (Control) order, 1983 and to the terms and conditions of this Licence Shri / Ms. is hereby granted licence to sell, export, import and store for the said purposes of seeds.

2. The licence shall carry on the aforesaid business at (Place for storage and place for sale) (Sub-division or District)

Date:

Seal : Licensing Authority

State of

Terms and conditions of licence:

i. The licence shall be displayed at a prominent and conspicuous place in a part of the business premises open to the public.

ii. The holder of the licence shall comply with the provisions of the Seeds (Control) Order, 1983 and the notifications issued there under and for the time being in force.

iii. This licence comes into force with immediate effect and shall be valid upto unless previously cancelled or suspended.

iv. The holder of the licence shall from time to time report to the licensing authority any change in the premises where he carries on his business of sale, export, import or storage for the said purposes seeds.

v. The licence shall give every facility to the licensing authority or any other Officer acting under his Authority for the purpose of inspecting his stock in any shop, depot or godown or the place/places used by him or the purpose of storage, sale or export of seeds.

FORM 'C'

**APPLICATION FOR RENEWAL OF LICENCE TO CARRY ON THE
BUSINESS OF A DEALER IN SEEDS**

To

The Licence Authority (Place)

State of / U. T. of

I/ We hereby apply for renewal of the Licence to carry on the business of dealer in seeds under the name and style of Shri, Mr.....

The licence, desired to be renewed, was granted by the Licensing Authority for the State of and allotted Licence No.....on the day of 20.....

Signature of applicant (s)

Full name and address of the applicant (s)

Date and place :

Certified that the Licence bearing No..... granted on to carry on the business of a dealer in seeds at the premises situated..... is hereby renewed to unless previously cancelled or suspended under the provisions of the seeds (Controlled) Order 1983.

Licensing Authority

State of

Date :

Renewal No.:

Seal :

No. Agri/Plan/CC/2012-13/.....

Signed on this 2nd day of August, 2013

Sd/-
Director of Agriculture, Assam
Khanapara, Guwahati-22
