

IT. 16435/2014

Directorate of Agriculture,
Vikas Bhavan, Thiruvananthapuram- 695 033
Dated: 09 .05.2014

CIRCULAR

Sub:-Annual Plan 2014-2015- **Implementation of National e-Governance Plan- (Agriculture) – Continuing the service of Data Entry Operators** already engaged – Further instructions issued-Reg

Ref:

1. No.Z-11018/35/2012/IT, Dated: 26.02.2013 of the Under Secretary to the Government of India, Department of Agriculture and Co-operation, Ministry of Agriculture
2. G.O. (Rt) No.1391/2013/AD, Dated: 22.07.2013 of GoK
3. Circular No-IT-30993/2013 Dated:07.12.2013 of the Director of Agriculture
4. Order No. IT-30993/2010, Dated: 28.03.2014 of the Director of Agriculture

As you are aware the National e-Governance Plan (Agriculture) [NeGP-A] is being implemented in the State since 2011. As per reference (1) cited Government of India have sanctioned a total amount of Rs. 2,56,54,000/-for the implementation of various components viz., establishment of Computer Training Centres, providing connectivity up to Block level offices, engagement of data entry operators, purchase of additional computers and establishment of PMU.

Government of Kerala vide reference cited as (2) have accorded Administrative Sanction for the continuation and implementation of NeGP-A, during the year 2013-14, by following the new service procedure. However, the release of funds sanctioned by the Government of India was not materialized due to procedural delay in starting the new head of account and provision.

Under the provision of providing manpower for the implementation of the scheme Government of India had released funds for engaging Data Entry Operators for digitization and data entry works related to various services under NeGP-A @ one person in each at District and Block under the Department, for a period of 9 months (Reference 1).

Hence, sanction was accorded vide reference (3), for engaging data entry operators for a period of one year in principle and by limiting the expenditure for an amount of Rs.51.6 Lakhs for a period of four months, since there are hardly four months remaining during 2013-14.

As the data entry and data digitization works related to various services under NeGP-A are to be continued and completed in a phased manner by utilizing the funds already drawn and credited to the Treasury Savings Bank Account of the Director of Agriculture (Special TSB -01) at the District Treasury, Thiruvananthapuram vide reference 4th cited.

In the above circumstances, sanction is hereby accorded for the continuation of Data Entry Operators deployed at the Directorate, District Offices and Block level ADA Offices, under NeGP- (Agriculture), for a further period of 6 months from April 2014 onwards and by limiting the total period of their deployment for 9 months from their date of joining, as the Government of India have sanctioned funds only for 9 months. The broad details of Data digitization and the data entry work to be completed under NeGP-A is given in **Annexure IV**. Detailed instructions in this regard will be issued separately.

1. In order to streamline the deployment and works of the data entry operators and to effect their payment the following guidelines are issued for strict compliance. The Principal Agricultural Officer will be responsible for any problem due to the non-compliance of these guidelines.

1.1. The Deputy Director (E&T) will be the officer responsible for the implementation of all Central and State ICT related Schemes including NeGP-A, under the monitoring of the Principal Agricultural Officer.

1.2. In this connection, the Deputy Directors of Agriculture (E&T) are hereby directed to collect the basic details in respect of all the Data Entry Operators engaged in their District in the Pro-forma attached as **Annexure I**, as hard copy from all the Assistant Directors.

1.3. The scanned copies of the **Annexure I** of all the data entry operators engaged in a district, have to be sent by e-mail to the Director of Agriculture [*krishidirector@gmail.com*] before 20.05.2014.

1.4. DDA (E&T) are also directed to maintain a **Register** with the Name, Qualifications, Experience, date of joining etc of the Data entry operators engaged at District and Block levels and details of payment of remuneration made to them.

1.5. DDA (E&T) has to monitor the daily work done by the Data Entry Operator engaged at the office of the PAO. The daily work done by the Data Entry Operator (as listed in Annexure IV) is to be recorded in a Work Record Register (**Annexure V**) and the DDA (E&T) has to approve the work recorded in the Register every month before preparing Consolidated Attendance Certificate in **Annexure III**.

2. During the financial year 2014-2015, the following arrangements have been made for the payment of remuneration to Data Entry Operators engaged at Block and District levels:

2.1 . Actions to be taken at Block Level/Controlling Officers Level:

2.1. (a) Controlling Officer (ADA) has to monitor the daily work done by the Data Entry Operator. The daily work done by the Data Entry Operator (as listed in Annexure IV) is to be recorded in a Work Record Register (**Annexure V**) to be kept in the office of the Controlling Officer. The Controlling Officer has to approve the work recorded in the Register every month before preparing Attendance Certificate in **Annexure II**.

2.1.(b) All Controlling Officers (ADA's) have to submit a hardcopy of the Attendance Certificate of the data entry operator (in Annexure II) to the Principal Agricultural Officers of the District concerned on the second working day of every month, along with the requirement of funds for payment of remuneration.

2. 2. Actions to be taken at District Level:

2. 2. (a). Principal Agricultural Officers have to prepare District-wise Abstract of Attendance Certificate of Data Entry Operators in **Annexure III** and issue proceedings sanctioning the remuneration of Data Entry Operators.

2. 2. (b) The Attendance Certificate in **Annexure II** and Work Record Register (**Annexure V**) are to be maintained in respect of the data entry operator, engaged at District level, by the DDA (E&T), duly signed by the PAO.

2. 2. (c) Care should be taken to see that the Abstract of Attendance certificate prepared district-wise, shall also include the details of data entry operators engaged at the office of the PAO in addition to the Data Entry Operators engaged by ADA's.

3. The remuneration to the Data Entry Operators at District as well as Block Levels for period of six months @Rs.7500/- per Data Entry Operators per month will be sanctioned to the Principal Agricultural Officers (as detailed below), from the NeGP-A funds credited to the Special TSB account of The Director of Agriculture.

<i>Remuneration of Data Entry Operators from April 2014 to September 2014</i>						
Districts/Headquarters	State Level	District Level	Block Level	Total	Rs.7500/per month for 6 months	TSB Cheque Amount
Thiruvananthapuram		1	11	12	45000	540000
Kollam		1	11	12	45000	540000
Pathanamthitta		1	8	9	45000	405000
Alappuzha		1	12	13	45000	585000
Kottayam		1	11	12	45000	540000
Idukki		1	8	9	45000	405000
Ernakulum		1	14	15	45000	675000
Thrissur		1	16	17	45000	765000
Palakkad		1	13	14	45000	630000
Malappuram		1	15	16	45000	720000
Kozhikkode		1	12	13	45000	585000
Wayanad		1	4	5	45000	225000
Kannur		1	11	12	45000	540000
Kasaragod		1	6	7	45000	315000
Total						74,70,000

4. Principal Agricultural Officers should draw and deposit the amount sanctioned to them fund in official Bank account/TSB account maintained by them. The amount sanctioned may also be utilized for the payment due for March 2014 cannot be as some of the PAO's has reported that remuneration for March 2014 had not been given due to Treasury restrictions. Additional allotments for such cases will be sanctioned only after receipt of the written request from the PAO's concerned with necessary-

explanation. However, care should be taken to see that the total payments made to a single Data Entry Operator shall not exceed the amount earmarked for him/her for period of maximum 9 months from the date of his/her joining, at any cost.


5. Deployment of operators beyond a period of 9 months shall be considered subject to the approval from the Government of India, and will be communicated accordingly.

6. Principal Agriculture Officer has to sanction the remuneration to the data entry operators after consolidation of attendance certificate received from all ADA's. At district level, the Deputy Director of Agriculture (E&T) will supervise and co-ordinate the implementation NeGP-A scheme including Data Entry Component. The DDA (E&T) has to make necessary entries in the Register maintained for entering the basic details of the Data Entry Operators and distribute the remuneration as Crossed DD/Cheque taken in the name of Data Entry Operator through Assistant Director of Agriculture. **The monthly expenditure in this regard should be reported to the Additional Director of Agriculture (Extension) every month.**

7. All the Principal Agricultural Officers are hereby directed to take urgent steps for the implementation of the above instructions contained in this circular for the successful implementation of the National e-Governance Plan (Agriculture). Any lapse in the implementation of the above guidelines will be viewed seriously.

Sd/-
Director of Agriculture

Deputy Director of Agriculture (IT)


M. JAYAKUMAR
Deputy Director of Agriculture
Directorate
Vilasa Bhavan (P.O.), [unclear] [unclear]

To:

All Principal Agricultural Officers
All DDA(E&T) Through PAO
All Assistant Directors of Agriculture

Copy to:

Planning section (HQ)
Stock file/OC

ANNEXURE I
National e-Governance Plan (Agriculture)

Proforma for collection of basic details of Data Entry Operators posted under NeGP-A

	Name of District	
	Name of Office and address, where Data Entry Operator is engaged (O/o the PAO/ADA)	
	Name	
	Gender	
	Age & Date of Birth	
	Date of joining as data entry operator	
Academic Profile		
	Name of Degree with year of passing	
Other qualifications		
	Technical	
Details of Experience		
	Period (From -To)	Name of institution/firm where worked
	Residential Address with Pincode	
	Mobile Number	
	e-mail id	
	Name and Designation of the Controlling Officer (ADA/PAO)	
	Mobile Number	
	e-mail id	

Signature & Name of Data Entry Operator

**Counter signed by Controlling Officer
(ADA / PAO)**

ANNEXURE II
National e-Governance Plan (Agriculture)

Attendance Certificate of Data Entry Operators deployed under NeGP-A

This is to certify that Sri/Smt.-----
has worked as Data Entry Operator under 'NeGP-A', in the Office of (Name of
Office)-----
----- for the period from ----- to ----- . He/She has done his/her work
satisfactorily and details of daily work is recorded in work diary maintained at my office.

Place : Name of Controlling Officer [ADA/DDA (E& T)]

Date :Designation

[Office Seal]

Counter Signed, Sanctioned and Consolidated Remuneration passed for Payment for
Rs...../- (Rupees
-----Only)

DDA (E& T) / PAO

ANNEXURE III
National e-Governance Plan (Agriculture)

Abstract of Attendance Certificate of Data Entry Operators deployed under NeGP-A

District: -----

This is to certify that -----nos of Data Entry Operators were engaged in various offices of -----District and they have worked under 'NeGP-A' for the period mentioned below. I hereby certify that their work were satisfactory.

Sl No	Name of Office (ADA/PAO)	Name of Data Entry Operator	Attendance Period		Number of Days	Consolidated amount remuneration to be sanctioned (Rs)
			From (Date)	To (Date)		
					Total	

Signature:

Place: _____ Name of District Nodal Officer (NeGP-A)/
DDA (Training & Extension)
Date: _____ Designation

(Office Seal)

Counter Signed, Sanctioned and passed for

Payment Rs.....

Principal Agricultural Officer,-----District

PROCEEDINGS OF THE PRINCIPAL AGRICULTURAL OFFICER , -----

(Present – Sri./Smt.)

Sub: National e-Governance Plan (Agriculture) 2014-15 –Appointment of Data Entry Operator at Office of the Principal Agricultural Officer , ----- District and -----numbers in the offices of the Block Level Assistant Directors of Agriculture– Monthly consolidated remuneration - Sanction accorded -Orders Issued–Reg

Ref:-G.O. (Rt) No.1391/2013/AD, Dated: 22.07.2013

(1) Circular No-IT- 30993/2013 Dated 31-03-2014

OrderNo.- / 2014, Dated: 01.05.2014.

As per Government Order first cited above Administrative Sanction was issued for implementation of various components of National e-Governance Plan-Agriculture (NeGP-A) .As per reference 2) cited above the Director of Agriculture has granted permission to continue the service of Data Entry Operators for nine months .

-----Nos of Data entry Operators were appointed in -----District to complete data entry work related to NeGP-A on a Consolidated monthly remuneration of Rs 7500/- (Seven Thousand Five Hundred Only) .

Rs..... /-(Rupees Only) is sanctioned for meeting the consolidated remuneration of Data Entry Operators as detailed below .

SI No	Name of Office	Name of Data Entry Operator	Remuneration Sanctioned		No of Days	Consolidated remuneration sanctioned (Rs)
			From (Date)	To (Date)		
TOTAL						

Sanction is hereby accorded to draw and disburse an amount of Rs/- (Rupees

----- only) to the -----Data Entry Operator(s) of -----District by the way of Cheque / Demand Draft payable at ----- , in favour of the Data Entry Operators as detailed below.

SI No	Name of Data Entry Operator	Remuneration Sanctioned DD/Cheque Amount	DD /Cheque No & Date

Principal Agricultural Officer

Copy To
The Assistant Directors of Agriculture, by e-mail
Stockfile/OC

Annexure –IV

Data Collection and Data Digitization Work to be completed by Data Entry Operators

1.Providing Information on Quality Pesticides in the Block/District	
<i>Information</i>	<i>Sub-services</i>
Good Agricultural Practices for major crops	Grievance Management
Package of Practices	Expert Advisory
Prices of Pesticides	Pesticide registration
Dealer Network	License to manufacture
Pesticide Availability	License to wholesale
Quality Control & Assurance	License to retail

2.Providing Information on Quality Fertilizers	
<i>Information</i>	<i>Sub-services</i>
Good Agriculture Practices	Grievance Management
Package of Practices	Expert Advisory
Prices of Fertilizers	Certificate of Manufacture
Dealer Network & Availability	Authorisation for dealership
Quality Control & Assurance	

3.Providing Information of Quality Seeds	
<i>Information</i>	<i>Sub-services</i>
Notified Seed Varieties in their area for major crops	Seed Certification
Dealer Network	Grievance Management
Quality Control & Assurance	Expert Advisory
Seed Certification	License to retail

4.Providing Information on Soil Health	
<i>Information</i>	<i>Sub-services</i>
Package of Practises	Grievance Management
Information on soil health	Expert Advisory
Organic farming	Soil Health Card
	Soil Fertility Report

5.Providing information of Crop Diseases	
<i>Information</i>	<i>Sub-services</i>
Crop Diseases	Grievance Management
Pest Infestation Status	Expert Advisory
Pest Prevention & Cure	e-Pest Surveillance

6. Providing Information of Forecasted Weather	
<i>Information</i>	<i>Sub-services</i>
Forecasted Weather	Grievance Management
Agro-Met Advisory	SMS -weather alert
	SMS -weather crop alert
	Expert Advisory

7. Providing market information on Prices & Arrivals of Agricultural Commodities	
<i>Information</i>	<i>Sub-services</i>
Price Information	Market Information Collection
Arrival Information	Grievance Management
	SMS -Price alert
	SMS-arrival alert
	SMS-commodity index

8. Providing related Market Information to facilitate farmers get better prices	
<i>Information</i>	<i>Sub-services</i>
Historical Price Trend	SMS -future price trend
Historical Arrival Trend	SMS-future arrival trend
Future Prices	Expert Advisory
Future Arrivals	

9. Providing interaction platform for products, buyers & transport service providers	
<i>Information</i>	<i>Sub-services</i>
Producer information	SMS-Producer alert
Buyer information	SMS-buyer alert
Transport service providers listing	

10. Providing information on Minimum Support Price & Govt Procurement Points	
<i>Information</i>	<i>Sub-services</i>
Minimum Support Price	Grievance Management
Quality of Crop	SMS-MSP query
Government Procurement Points	

11. Providing electronic certification for imports & exports	
<i>Information</i>	<i>Sub-services</i>
Electronic Certificate	Electronic Certificate
	Grievance Management
	SMS-Status
	SMS-Result

12. Providing information of marketing infrastructure & post harvest facilities	
<i>Information</i>	<i>Sub-services</i>
Market Details	
Cleaning & Grading	
Weighing	
Laboratory Equipments	
Labelling	
Packaging	

13. Providing information on storage infrastructure	
<i>Information</i>	<i>Sub-services</i>
Storage facilities (Govt&Pvt)	Grievance Management

14. Monitor implementation of Schemes/Programs	
<i>Information</i>	<i>Sub-services</i>
Physical progress	Grievance Management
Fund Utilization	Utilisation Certificate

15. Providing training support to farm schools for adoption of GAPs	
<i>Information</i>	<i>Sub-services</i>
Training Tool Kits for trainers & farmers	Grievance Management
Training calendar	SMS -training calendar
	SMS-training alert

16. Sharing Good Agricultural Practices with farmers & trainers and providing extension support through online video	
<i>Information</i>	<i>Sub-services</i>
Good Agricultural Practices	Grievance Management
Online video on GAPs	

17. Providing information on irrigation infrastructure	
<i>Information</i>	<i>Sub-services</i>
Information on watersheds	Grievance Management
Information on water release of water sources	Expert Advisory
Information on Irrigation equipment	

18. Kissan SMS –Collection of crop wise Farmers phone no	
<i>Information</i>	<i>Sub-services</i>
Information on watersheds	Grievance Management

Information on water release	Expert Advisory
Information on Irrigation equipment	
19.Farmer Database – and e-payment related Activities	
<i>Information</i>	<i>Sub-services</i>
Updation support for farmer database	Grievance Management
Correction of database	Expert Advisory

19.Preparation of various reports and assisting ADA	
<i>Connectivity</i>	
Cyber Extension	

Annexure-V

Work Record Register of Data Entry Operator

[Keep Annexure-I as First Page]

Name of Office :

Name of Data Entry Operator:

Month/Year :

Date	Work Done by the data entry operator	Output	Remarks

Place :

Date :

Signature of the Data entry Operator

Name :

Approved the work record of Sri/Smt /

for the month of

-----2014 . Certified that the work done is satisfactory.

Office seal

Date:

Signature of the Controlling Officer

Designation Seal