

Chapter 1

Prelude

The National Agricultural Research System (NARS) in India has made efforts for propelling agricultural growth and achieving sustainable production in agriculture and its allied sectors through its Research and Extension education programmes. This led to ushering in green, white, blue and yellow revolutions in agriculture in the country and significantly increased the food grains, oilseeds, milk, fish and meat production. However, ever increasing population and changes in food habits, climate change, natural resources base degradation necessitates new strategies and innovations for accelerating agricultural growth.

Increasing agricultural production and making farming remunerative assumes importance and overriding priority because of globalization of agriculture. Agriculture sector is witnessing radical changes and challenges national and globally. The demand for agriculture commodities are changing in view of increased income and changing food choices. Globalization has also opened uncommon opportunities for our farmers to derive benefit. Therefore, efforts need to be focused to make agriculture globally competitive. To meet these new challenges it is necessary to have paradigm shift in the way agriculture enterprise is practiced by our farmers. It is important to practice agriculture in innovative ways and take advantage of both the indigenous knowledge as well as derive benefits from new technology. Since, in India majority of farmers of small and marginal the next gains to come by increasing productivity and also the income of this vast segment of population. Use of science and technology and knowledge empowerment and capacity building of the farmers can enable to position our farmers as global competitors. Under new scenario it would also be important to bring up front post-harvest technology and value addition, new market strategy, cool chain and agri-business approach for higher economic benefit to our farming community.

So far our achievements in respect of agricultural growth & food production have been spectacular and we have achieved food grain self-sufficiency. One of the pillars for the success has been the development of sound technology dissemination institutional system in the country. Despite this, there are still large

untapped potential currently available agricultural technologies, which can help mitigate the effects of shrinking cultivable land, scarcity of irrigation water, soil nutrient depletion, increasing biotic and abiotic stress etc. We need to make farming in different resource environments sustainable and profitable in order to bring in financial and livelihood security for rural households.

To address the above in agriculture, the **Krishi Vigyan Kendra (KVK) – Agricultural Science Centre**, a grass root level plan scheme designed and nurtured by Indian Council of Agricultural Research (ICAR) for the past four decades.

The Krishi Vigyan Kendras (KVKs) have played a very important and crucial role in technology refinement and dissemination. Right from 1974 when the first KVK was established, these institutions have proven and met stakeholders' expectations. As a result of which there have been demands for opening more KVKs. Across the country so far ICAR has established 630 KVKs under different host organizations like State Agricultural Universities, ICAR institutes, Central institutes/Deemed Universities, State Government, Public Undertakings and Non Governmental Organizations.

The KVKs have played role in

- Showcasing the frontier technologies
- Capacity building among stakeholders
- Front runner in technological application, information and inputs
- Participatory approaches in planning, implementing, executing and evaluation
- Refinement of technologies to suit different agro-climatic condition

However for meeting new challenges it is important to focus on conservation of natural resources, achieving higher productivity keeping sustainability of agriculture, enhancing farmers income through bringing in farming to market value chain efficiency.

The new agriculture will have to be

1. Remunerative agriculture: Increasing productivity & production, management of post harvest losses, value chain for increasing farmer's income and ultimately system sustainability.

2. Climate smart agriculture: Conservation of soil & water, bio-conservation, reducing environmental pollution, climate resilience, and increasing productivity and production of green house/protected cultivation.

3. Food and dietary diversification agriculture: Removing malnutrition, nutritional disorders, year round house hold food security, stable and sustainable food supplies,

improving livelihood at grass root level through convergence of all schemes for eliminating hunger and poverty.

KVKs as an institution having played important role in propelling agricultural transmission, will have to play more important role in economic empowerment and accelerating agricultural growth in the years to come. In order that the KVKs to become more efficient, vibrant and meet stakeholders expectations, the High Powered Committee has developed KVK Management Guidelines which will help ushering in economic prosperity for the farming community.

This publication embodies operational guidelines on various aspects for the Management of KVK System.

Genesis and Growth

The Education Commission (1964-66) recommended that a vigorous effort be made to establish specialized institutions to provide vocational education in agriculture and allied fields at the pre and post-matriculate levels to cater the training needs of a large number of boys and girls coming from rural areas. The Commission, further, suggested that such institutions be named as 'Agricultural Polytechnics'. The recommendation of the Commission was thoroughly discussed: during 1966-72 by the Ministry of Education, Ministry of Agriculture, Planning Commission, Indian Council of Agricultural Research (ICAR) and other allied institutions. Finally, the ICAR mooted the idea of establishing **Krishi Vigyan Kendras (Agricultural Science Centres)** as innovative institutions for imparting vocational training to the practicing farmers, school dropouts and field level extension functionaries.

The ICAR Standing Committee on Agricultural Education, in its meeting held in August, 1973, observed that since the establishment of Krishi Vigyan Kendras (KVKs) was of national importance which would help in accelerating the agricultural production as also in improving the socio-economic conditions of the farming community, the assistance of all related institutions should be taken in implementing this scheme. The ICAR, therefore, constituted a committee in 1973 headed by Dr. Mohan Singh Mehta of Seva Mandir, Udaipur (Rajasthan), for working out a detailed plan for implementing this scheme. The Committee submitted its report in 1974.

The first KVK, on a pilot basis, was established in 1974 at Puducherry (Pondicherry) under the administrative control of the Tamil Nadu Agricultural University, Coimbatore. In 1976-77, the Planning Commission approved the proposal of the ICAR to establish 18 KVKs during the Fifth Five Year Plan. With the growing demand for more such Kendras, the Governing Body (GB) of the Council approved 12 more KVKs in 1979 and they were established in the same year from Agricultural Produce Cess Fund (AP Cess Fund). Pending clearance of the Sixth Five Year Plan scheme on KVK by the Planning Commission, the GB of the Council again approved 14 KVKs in 1981, which were established during 1982-83 from AP Cess Fund.

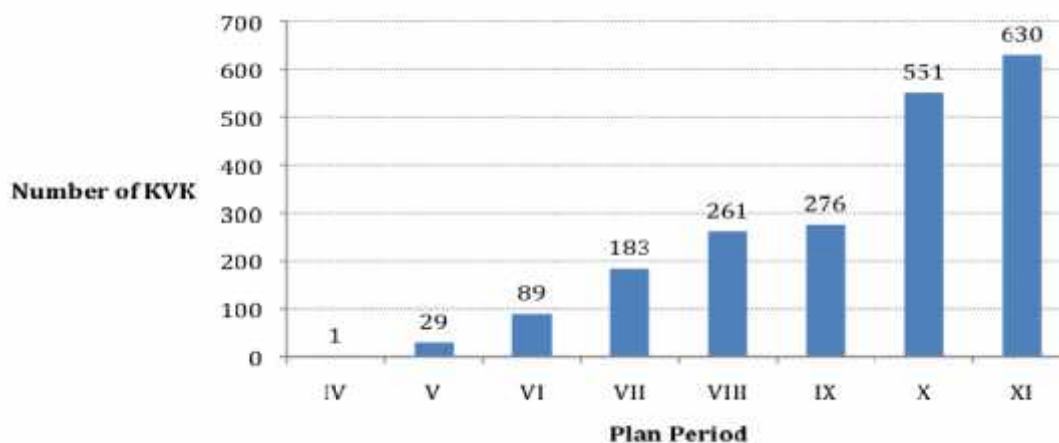
A High Level Evaluation Committee on KVK was constituted by the ICAR in 1984, after thorough review of the programme, strongly recommended for the

establishment of more KVKs in the country. Keeping this in view the Planning Commission approved to establish 44 new KVKs during the Sixth Plan. Thus by the end of Sixth Plan, 89 KVKs had started functioning in the country.

During the Seventh Plan, 20 new KVKs were established. The success of KVKs at many locations created a great demand for establishment of more KVKs in the remaining districts of the country. Accordingly, the Planning Commission further approved 74 new KVKs to be established during the period 1992-93. Again in the Eighth Plan (1992-97), 78 new KVKs were approved and the same were established in the country, making total number of functional KVKs by the end of the Eighth Plan to 261. The number of KVKs increased to 290 during Ninth Plan with the establishment of 29 KVKs.

On the occasion of the Independence Day Speech on 15th August, 2005 the Hon'ble Prime Minister of India announced that by the end of 2007 there should be one KVK in each of the rural districts of the country. This has taken the total number of KVKs to 551 at the end of Tenth Plan.

At present there are 630 KVKs, which include 428 under State Agricultural Universities (SAU) and Central Agricultural University (CAU), 51 under ICAR Institute, 99 under NGOs, 35 under State Governments, and the remaining 17 under other educational institutions. **(Annexure-XXXI)**



All KVKs are working towards reducing the time lag between generation of technology at the research institution and its application to the location specific farmer fields for increasing production, productivity and net farm income on a sustained basis.

Vision, Mission and Mandate

Agricultural diversification is the key issue today for ensuring food and nutritional security. Hence there is a need to move from a crop based approach to a farming system based approach with farm-specific, crop-specific, resource-specific, livestock-specific and region-specific technological solutions. In fact, crop and livestock have co-evolved and co-existed and therefore land is a basic factor of production to both. All land based husbandries could contribute to agriculture and therefore a long-term view will have to be taken to harness our real resources viz., soil, plant, nutrient, bio-resources, livestock, etc. associated with agriculture.

In the present context of increasing public concern for the environment, globalization, household food security and eco-regional imbalances new directions in planning, application of technology by designing more effective linkages among scientists, farmers and other stakeholders for prioritization of farming based constraints is very much essential. This would help to meet the future challenges on growing demand for food production with egalitarian consideration as well as making the farmers to cherish the pride and prestige of owning land and engaged in the profession of agriculture.

The Mohan Singh Mehta Committee (1974) enunciated the following three basic concepts of Krishi Vigyan Kendra:

- The Kendra will impart learning through work-experience and hence will be concerned with technical literacy, the acquisition of which does not necessarily require as a pre-condition for the ability to read and write.
- The Kendra will impart training to only those extension workers who are already employed or too the practicing farmers and fishermen. In other words, the Kendra will cater to the needs of those who are already employed or those who wish to be self-employed.
- There will be no uniform syllabus for a Kendra. The syllabus and programme of each Kendra will be tailored to the felt needs, natural resources and the potential for agricultural growth in that particular area.

The Committee further suggested that the success of Kendras would depend upon adherence to the following three basic principles.

- Accelerating agricultural and allied productions in the operational area of the Kendra should be the prime goal;
- Experiential learning i.e., "teaching by doing" and "learning by doing" should be the principal methods of imparting skill training' and
- Training efforts should not be made to make economically good people better

but the poor ones good so as to raise the living conditions of the poorest of the poor.

The main idea was to influence the production system with social justice by creating a favourable condition for the have-nots.

Keeping the above in view, the Vision, Mission and Mandate of KVK are tailored as follows:

Vision

Take a stock of appropriate technologies in agro-ecosystems perspective in a continuum for overall improvement in the social and economic well being of the farming community.

Mission

Bringing desirable behavioural changes associated with awareness, knowledge, skill and attitude among the farmers and other stakeholders for technology-led growth in farming and allied enterprises.

Mandate

The mandate of KVK is **application of technology/products through assessment, refinement and demonstration for adoption.**

To implement the mandate effectively, the following activities are envisaged for each KVK:

- a) On-farm testing to identify the location specificity of agricultural technologies under various farming systems.
- b) Frontline demonstrations to establish production potentials of technologies on the farmers' fields.
- c) Training of farmers and extension personnel to update their knowledge and skills in modern agricultural technologies.
- d) Work as resource and knowledge centre of agricultural technologies for supporting initiatives of public, private and voluntary sector for improving the agricultural economy of the district.
- e) Provide farm advisories to farmers on marketing of agricultural produce.
- f) Identify, document and validate selected farm innovations
- g) Select suitable ICT for reaching the unreached.
- h) Produce and make available technological products like seed, planting material, bio agents, young ones of livestock etc to the farmers as per their resources.
- i) Organize extension activities to create awareness about improved agricultural technologies.

In addition, KVKs would also implement sponsored schemes/programmes, which are within the mandate of KVK.

Design, Functional Structure and Strategies

The concept of KVK is different from erstwhile schemes like National Demonstrations, Operational Research Projects, Lab to Land Programmes, and Institute Village Linkage Programmes implemented by the ICAR to ensure access to agricultural technologies generated by the NARS to the entire farming community without time lag and diffusion loss. It is implemented based on participatory mode ensuing greater scientist-farmer linkage in a bottom-up approach that significantly help in identifying farmers' priorities and unearthing the factors to evaluate technologies to address farmers' needs.

Design

KVK is designed to have expertise on three areas of development such as (a) human resources which includes training and capacity building of farmers, rural youth, extension functionaries, members of women self help groups and other target clientele, (b) technology resources by conducting technology assessment, refinement and demonstration to evolve location and site specific need based and viable technologies, and (c) natural resources by way of dissemination of knowledge on conservation and management in order to play a significant role in cost reduction and optimum farm income there by making farming system as a whole to sustain for the future generations (Fig-1).

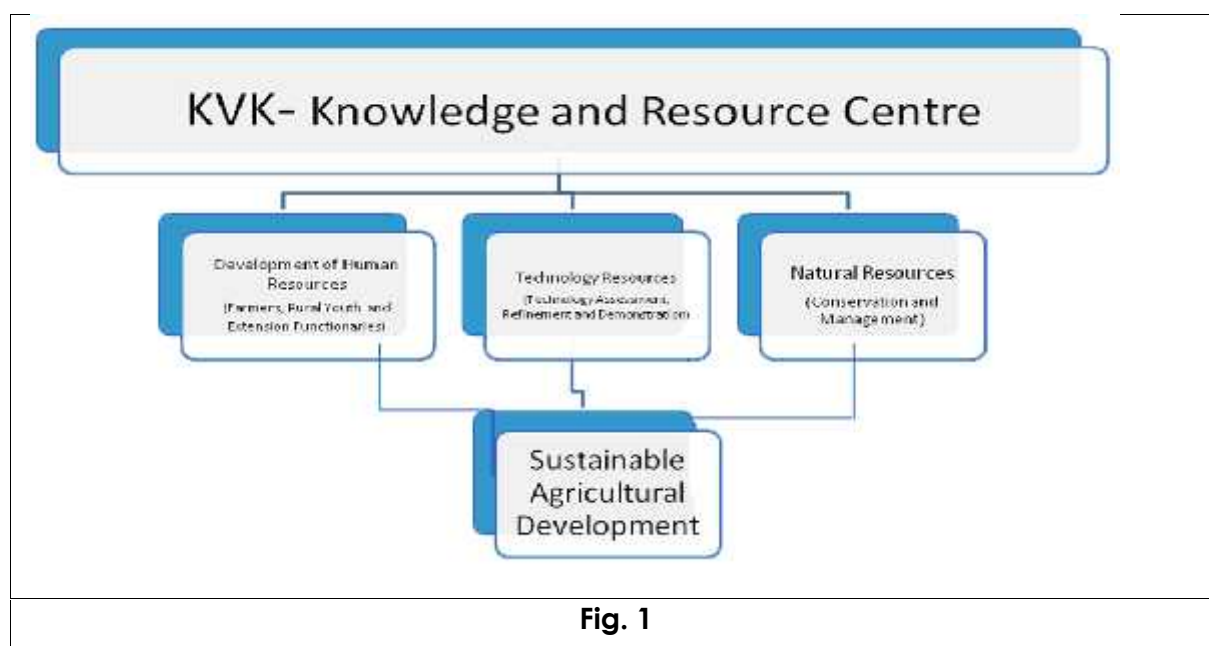
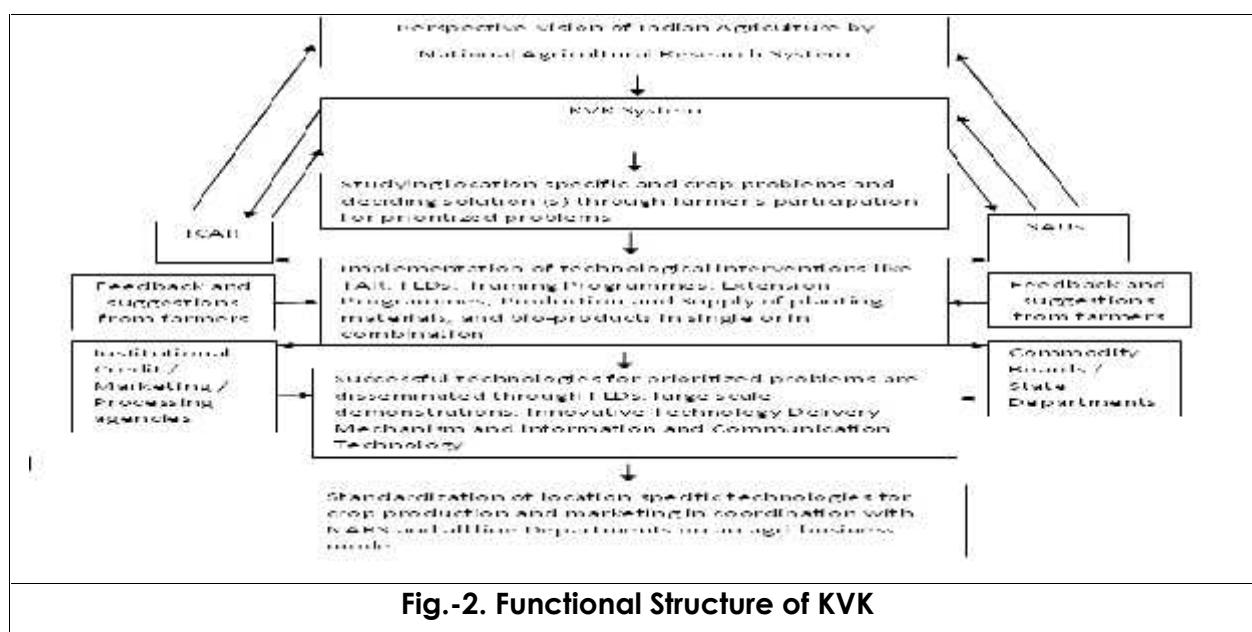


Fig. 1

Functional structure: Technologies developed at the research institutes need proper assessment and refinement for a particular location, before disseminating on a larger scale through Frontline demonstrations. Further, the skills related to these technologies are to be transferred to the clientele properly through training programmes. In addition, good quality seeds, planting materials, livestock and their materials, bio-products etc. have to be produced and supplied to the farmers for the effective adoption. Technologies also reach the masses through various extension activities like kisan mela, publications, field days, seminars, workshops, farmers visit to KVKs etc. KVKs do all these activities with the aim and objective of achieving sustainable growth in agriculture and its allied sectors in their respective districts.

Thus, KVKs are the integral component of the National Agricultural Research System, which aim for development and promotion of location specific technology modules in agriculture and its allied enterprises, through Technology Assessment, Refinement and Demonstrations. The functional structure of KVK to achieve its mandate is presented in Fig-2



Strategies

Now-a-days agriculture has become more knowledge-intensive. The priority therefore has become not just sustainable agriculture, but beyond it that means to think overall livelihoods on agriculture for millions of farm families. Further, the NARS needs to respond to changing trends of agricultural scenario like increasing pressure on natural resources, increasing biotic and abiotic stress, demanding on diversification of existing technologies and generation of new technologies, input

use efficiency (water, nutrients, energy), profitability in farming through post harvest processing, quality human resource, field extension, scarcity of labour, operational efficiency of the system for technology generation, urban and rural food & nutritional security, climate change impact, quality seed availability and factor productivity.

To address effectively the above mentioned changing trends, it is proposed to think beyond productivity, production and income of the farmers i.e. Sustainable Rural Livelihood Security (SRLS). The livelihood security approach aims for holistic analysis and understanding of the root causes of food insecurity. This, in effect, is an analysis of the root cause of poverty and the way women and men cope with it. The concept of SLRS is defined as livelihood options, which are ecologically, secure, economically efficient and socially equitable. The conceptual model of SLRS for the present context is depicted in Fig.3

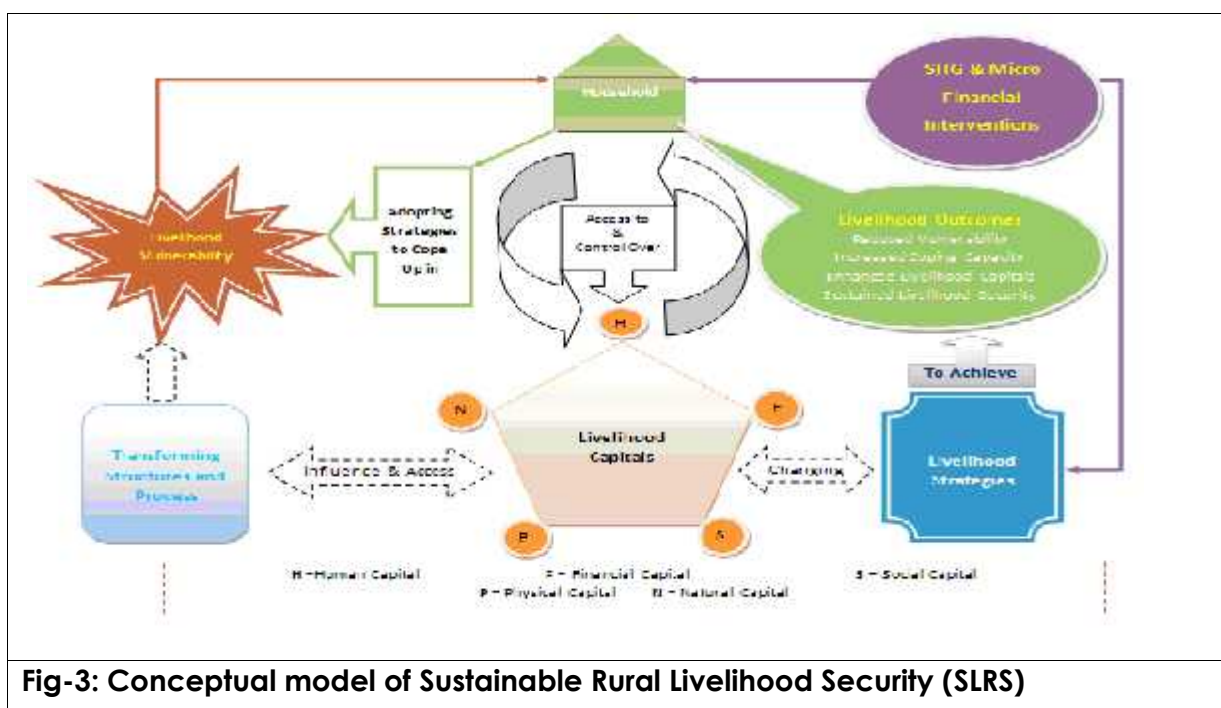


Fig-3: Conceptual model of Sustainable Rural Livelihood Security (SLRS)

This proposed conceptual model of SLRS may be possible to implement with the following pillars of agriculture:

Remunerative agriculture

It includes -

- **System orientation:** Agro-ecosystems, farming systems and production systems
- **Technology orientation:** Acquiring and application of knowledge in technology integration.
- **Process orientation:** Methodologies, models and networks
- **Product orientation:** Critical technology products, post harvest and value addition, product certification and marketing

- **Human resource orientation:** Enhancing awareness, skill, capacity and knowledge empowerment of farmers, farmwomen, rural youth, entrepreneurs, extension personnel and other stakeholders for technology-led growth.

Climate smart agriculture

It includes -

- **Resource conservation:** Zero tillage, bio-pesticides, bio-fungicides, bio-fertilizers, farm waste recycling, watershed management, and green house protected cultivation.
- **Weather advisory:** Acquiring information and converting into knowledge for use of farmers. Forecasting and forewarning for combating characterized risks.
- **Diagnostic and advisory:** Diagnosis for mapping the problems and constraints.

Food and dietary diversification agriculture

It includes -

- **Homestead food production:** Nutrition garden, backyard poultry, backyard animal husbandry, apiculture, mushroom cultivation, seasonal vegetables and fruits preservations and balanced food preparations.
- **Forward and backward linkages:** Effective and relevant partnerships with an end to end approach involving stakeholders, players and partners for home scale food processing enterprises.
- **Mind-set:** Institutional change as well as change in attitude and behaviour of stakeholders, involved in agricultural research and development for subsidy, services and incentives as instrument of positive change and change for better than the best.

In order to achieve the above, the activities of **KVKs are focused on the following strategies:**

1. **Creation of data base:** Vital statistics of district agriculture and its allied sectors as well as technology backstopping using appropriate tools and techniques of ICT, selection of technology, their refinement and dissemination.
2. **Action Plan on Technological interventions:** Based on farmer's priorities and aspirations on holistic farming systems perspective
3. **Entrepreneurship development:** Based on HRD, group approach and secondary agriculture
4. **Delivery of Technological inputs:** Production and supply of quality seeds, planting materials and livestock strains
5. **Convergence:** Sharing and judicious use of resources and joint planning with other schemes/agencies
6. Knowledge and economic empowerment of the practitioners of agriculture.

Operational Terminology

KVK is an institutional innovation inspiring the World of the 21st Century for the farmers, which has frontline decentralized application of technology at district level on various aspects of agriculture and allied sectors. They impart the latest technical know-how and do-how to the different clientele. At this juncture, it is worth to know about the different terminologies related to KVK system so as to meaningful perspective.

The KVKs have witnessed several changes in their functions over the years. Accordingly their functional definition also has radically got refined so as to meet the new challenges in agriculture. **“KVKs are grass root level organizations meant for application of technology through assessment, refinement and demonstration of proven technologies under different ‘micro farming’ situations in a district” (Das, 2007).**

It should be clearly understood that transfer of technology is not a primary function of KVKs. The KVKs on the other hand will assess and refine (if needed) the newly released technologies, demonstrate the proven ones and train farmers and extension functionaries on the same. Hence it is a Frontline Extension System.

Technology Assessment and Refinement:

Technology: Technology is any systematic knowledge applicable in a particular area in order to achieve some values. Technology involves application of science and knowledge to practical use.

Agricultural Technology: Agricultural Technology is a complex blend of materials, processes and knowledge. Agricultural technologies are of two types:

- i. **Material Technology** (When knowledge is embodied into technological products such as tools, equipments, seed materials etc.)
- ii. **Knowledge-based technology** (Such as the technical knowledge, methodologies, managerial skills, motivational techniques etc. that farmers and rural people need for better production in their enterprises.)

Technology Management: Technology management can be defined as the integrated planning, designing, optimization, operation and control of technological products, processes and services, for human advantage.

Technological Gap: Technological Gap is the gap between the level of recommendation and the extent of adoption (against recommendations). The technological gap in respect of different aspects of the technology are computed in percentage by the following formula:

$$\text{Technological Gap (TG)} = \frac{R-A \times 100}{R}$$

Where, R= Maximum possible adoption score that a respondent could be awarded in respect of a given component of the technology.

Technology Assessment and Refinement: Technology Assessment and Refinement (TAR) refers to a set of procedures whose purpose is to develop recommendations for a particular agro-climatic situation/ location through assessment and refinement of recently released technology through participatory approach. It refers to the process or a set of activities before taking up new scientific information for its dissemination in a new production system. *OFTs conducted by KVKs are based on this concept and thus distinguish it from agronomic and research trials.* TAR has three components. They are technology testing, technology adaptation and technology integration.

On Farm Trials (OFT): An On-Farm Trial aims at testing a new technology or an idea in farmer's fields, under farmers' conditions and management, by using farmer's own practice as control. It should help to develop innovations consistent with farmer's circumstances, compatible with the actual farming system and corresponding to farmer's goals and preferences. On-farm-trial is not identical to a demonstration plot, which aims at showing farmers a technology of which researchers and extension agents are sure that it works in the area.

Stakeholders of On-farm Trials: There are various stakeholders in an on-farm trial. Understanding them and their roles can help KVKs to develop better OFTs.

The stakeholders are:

- The farmers who are the clients for the out-coming results,
- The SMS who should help the farmers to overcome their problems and improve their economical situation.
- The Scientist who needs to apply promising on-station results under farmers' conditions before releasing the technology to the extension service,
- The extension system and government itself, who is interested in seeing an efficient and participatory technology development model evolving, since most top-down approaches have failed miserably.

Typology of On Farm Trials: There are three types of OFTs according to the stakeholder who is going to take the lead role:

- Type 1 - Research driven:** Research system designed and managed (with the assistance of extension)
- Type 2 - Extension driven:** Extension System or KVK system designed and managed by farmers
- Type 3 - Farmer driven:** Farmers designed and managed, with the assistance of Extension system / KVK system.

Adaptive research: It is essentially research done for solving a local problem and uses research information generated by applied research to tailor appropriate technology for specific areas and defined groups of farmers. This research is primarily conducted to test the performance of the technology under farmers' condition, which is different from the condition of the research stations.

Agro-ecosystem: It refers to grouping of elements in relation to agriculture and ecology within a boundary and analysis of functional relationship of these elements to each other as an individual or as a group to assess the potential of the system as a whole.

Participatory Technology Development (PTD): It is the process of combining local farmers' knowledge and skills with those of external agents to develop site specific and socio-economically adopted farming technologies.

Demonstration

Frontline demonstration: Frontline Demonstration is the concept of field demonstration evolved by the Indian Council of Agricultural Research during mid-eighties. The field demonstrations conducted under the close supervision of scientists of the National Agriculture Research System is called front-line demonstrations because the technologies are demonstrated for the first time by the scientists themselves before being fed into the main extension system of the State Department of Agriculture.

Method demonstration: It is a relatively short-time demonstration given before a group of people to show the skill involved in an entirely new practice or an old practice in a better way. Demonstrator shows the step-by-step procedure in the operation, explaining each succeeding step as he proceeds. The learners watch the process, listen to the oral explanation and ask questions during the demonstration. Then, as many members of the group as possible, repeat the demonstration in the presence of the demonstrator and other group members for effective exposure. This helps to fix the process in the minds of the learners and increases confidence in their ability to master the technique.

Result demonstration: It is a way of showing people the value or worth of an improved practice, whose success has already been established on the research station, followed by district trials/minikit trials. In this method, new practice is compared with the old practice so that the people see and judge the results by themselves. It involves careful planning, a substantial period of time, adequate records and comparison of results. Result demonstration is otherwise called as field demonstration where a farmer in his field conducts the demonstration in a systematic manner under the direct supervision of extension personnel to prove the advantages of a recommended practice or combination of practices. "Seeing is believing" is the basic philosophy of field demonstration and it will teach other farmers in addition to the farmer who conducts the demonstration. Field demonstrations are further classified as simple or single or comparative and composite demonstrations.

(a) Simple or single or comparative demonstration - It shows the difference in the control plot and the plot treated with only one practice like local seed vs. improved seed. Thus, it deals with a single practice at a time.

(b) Composite demonstration - It includes many improved practices like improved seed, fertilizer, irrigation etc are combined together to show the maximum results. Thus, it is concerned with a series of related practices or entire package of practices at a time.

Training

Training: Training is a systematic instructional means to develop knowledge, skills and attitude for adults in order to keep pace with the changes in life. It is the process by which individuals are helped to acquire certain specific skills related to a given set of operations in certain specified contexts only.

Training Needs Assessment (TNA): Assessment / evaluation of training can be defined as a process by which the desired behavioural changes (in knowledge, skills and attitudes) due to training are measured against set of objectives/ standards. The assessment can be conducted by training institution, participants (trainees) and participating institution (sponsoring agency). The literature of training needs assessment has traditionally focused on the development of better techniques and method for improving the quality of information collected about organizational tasks and person analyses.

Training for Extension Personnel: It can be defined as a planned and systematic effort to increase Knowledge, improve Skill, inculcate appropriate Attitudes and develop other attributes in extension personnel to enable them to better serve their clients-the farmers.

Capacity building: Capacity building is the ability to perform appropriate tasks effectively and sustainably. UNDP (1997) defined capacity building as the ability of an individual or organisation to perform functions effectively, efficiently and sustainably.

Human Resource Development (HRD): It refers to planned approach of developing human capabilities, latent talents and contribute to full growth of all aspects of people in terms of skills, maturity, competence, self-awareness, continuous adjustment with changing environment and self-confidence.

Vocational Training: It refers to long-term vocation-based and skill oriented training for rural youth, farm women, school drop-outs etc. in agriculture and allied activities for income generation and self-employment.

Training Effectiveness: Training Effectiveness can be defined as the degree to which a training course helps to transfer to make effective performance in one's job through application of knowledge gained, skills acquired and changed attitudes.

Training Impact Assessment/Evaluation: An Impact Evaluation is a method of assessing changes in on-the-job behaviour (i.e. improved performance) as a result of training effort. It is concerned with the overall effect of training on farmers or the rural community served by the trainees. Under this evaluation, the impact is usually measured in terms of productivity (crop yield per hectare) production (total crop production in an area) and per capita income of farmers.

KVK as Knowledge and Resource centre

Data: Data usually means raw, unevaluated facts, figures, symbols, objects, events etc. They are the collection of natural phenomena descriptors including the results of experience, observation or experiment, or a set of premises. This may consist of numbers, words, or images, particularly as measurements or observations of a set of variables. A data base is a structured collection of records or data. A computer database relies upon software to organize the storage of data. The software models the database structure in what are known as database models.

Database Management System (DBMS): A Database Management System (DBMS) is computer software designed for the purpose of managing databases based on a variety of data models. A DBMS is a complex set of software programs that controls the organization, storage, management, and retrieval of data in a database.

Information: When data are processed conveying some meaning, it is called information. Information – usually consisting of facts and figures collected at the initial stages of a project – that provides a basis for measuring progress in achieving project objectives and outputs. Davis and Olson (1985) provides a general definition of information which reads as “information is data that has been processed into a form that is meaningful to the recipient and is real or perceived value in current or prospective actions or decisions”. It bears a diversity of meanings, from everyday usage to technical settings. Generally speaking, the concept of information is closely related to notions of constraint, communication, control, data, form, instruction, knowledge, meaning, mental stimulus, pattern, perception, and representation.

Knowledge: Knowledge is the retained information concerning facts, concepts and relationship. Oxford English Dictionary defined Knowledge as (i) expertise, and skills acquired by a person through experience or education; the theoretical or practical understanding of a subject, (ii) what is known in a particular field or in total; facts and information or (iii) awareness or familiarity gained by experience of a fact or situation.

Knowledge management: Knowledge management is a management theory, which emerged in the 1990s. It seeks to understand the way in which knowledge is created, used and shared within organizations. A significant part of Knowledge Management theory is the **DIKW** model, which places *Data, Information, Knowledge and Wisdom* into an increasingly useful pyramid.

Technology Management: Technology management can be defined as the integrated planning, designing, optimization, operation and control of technological products, processes and services, for human advantage.

Technology Backstopping: Backstopping refers to any precaution taken against an emergency condition. Accordingly, technology backstopping can be defined as any technology precaution taken to combat technology fatigue. In simple terms, technology backstopping is the process of making available ready to use technologies for farm families through assessment, refinement and demonstration processes in order to combat the existing/forecasted technology fatigue.

Innovation: An innovation is an idea, practice or object that is perceived as new by an individual or other unit of adoption. The technologies/practices developed through research are innovations, which may be new varieties of crops and plants, new breeds of livestock, new chemicals and medicines, new technique of doing things etc. Farmers themselves may develop some new practices, which are also innovations. Irrespective of the time period the idea or practice was originally developed, when a person first becomes aware of it, it is an innovation to that person.

Extension Programmes

Group discussion: The lecture method may be made more participative, if at the end the audience are allowed to discuss the topic in presence of the speaker and elicit the latter's comments and clarification on the points raised. This shall lead to a better understanding of the topic, as the participants are more actively involved, have the opportunity to express their views and get their doubts clarified. Learning is reinforced through the interaction of the audience with the speaker. Limitations of traditional group discussion are that group members may pursue an idea to the exclusion of other alternatives, and pressures to confirm can discourage the expression of deviant opinions.

Field Day: A field day is a day in which an area containing successful farming or other practices is open for people to visit. This way, a group of farmers could witness the performance or results of certain practice (s) under local conditions. Field days could be planned to deal with one specific topic at a time or a number of items of interest to the farmers. The purpose of the field day is to permit extension clientele to observe personally, ask about successful and locally applicable practices, and to create a situation in which informal contacts and learning can take place. Field days are normally held once or twice a year, usually in each crop season. They are held on farmers' fields, regional research stations, agricultural universities and government farms to demonstrate successful farming techniques or research.

Farmers' Field School (FFS): The farmers' field school (FFS) is basically "a school without wall". FFS consists of a group of people with a common interest who get together on a regular basis to study the "how or why" of a particular topic. The topic covered can vary considerably from IPM, organic agriculture, and husbandry etc, to income generating activities such as handicrafts.

Exhibition: Exhibition is a planned and systematic display of real objects, specimens, models, charts and posters presented to public view for instruction, judging a competition, advertising or entertainment. It helps to create awareness, develop interests and stimulate action amongst the public. It accommodates both exhibits and display. Displays use two dimensional or flat materials like pictures, photograph, chart, posters etc, while exhibits tend to use more three dimensional materials like real objects, specimens and models.

Field visit: Visit to successful farmers' fields in addition to KVK farms to reinforce the relevant technologies imparted in the training programme. The principle of "seeing is believing" can be fulfilled. Field visit gives participants exposure to the real life situation and also provide an idea about the possible solutions to the problems.

Monitoring and Evaluation:

Stakeholders: An agency, organisation, group or individual who has a direct or indirect interest in the project/ programme, or who affects or is affected positively or negatively by the implementation and outcome of it. Primary stakeholders are the term used for the main intended beneficiaries of a project.

Accountability: Obligation of government, public services or funding agencies to demonstrate to citizens that entrusted work has been conducted in compliance with agreed rules and standards or to report fairly and accurately on performance results vis-à-vis mandated roles and/or plans. This may require a careful, even legally defensible, demonstration that the work is consistent with the contract terms. Projects commonly focus on upward accountability to the funding agency, while downward accountability involves making accounts and plans transparent to the primary stakeholders. Ensuring accountability is one part of the function of monitoring and evaluation (learning and management are the other two).

Input: Something that is put into a process/program. Eg. An amount put in an investment, a fertilizer application for increasing the crop yield. It is a component of production such as land, water, labour, seed, package of practices, plant protection measures, energy etc.

Output: The tangible (easily measurable, practical), immediate and intended results to be produced through sound management of the agreed inputs. Examples of outputs include goods, services or infrastructure produced by a project. These may also include changes, resulting from the intervention, that are needed to achieve the outcomes at the purpose level.

Outcome: The results achieved at the level of "purpose" in the objective hierarchy. Outcome is part of impact (result at purpose and goal level).

Impact: It is the change that has taken place across the system over a period of time due to a development initiative. It is something that follows as a result or consequence.

Success Stories: Experience of successful farmers as success stories carry special significance both for trainees as well as the KVKs and boost the technology dissemination process. For example, the success stories reported by KVK West Tripura on True Potato Seeds (TPS) have stimulated farmers in the surrounding villages. Other mass media like Radio and Television can broadcast and telecast success stories to create awareness and motivate farmers about successful technologies that could be practiced by them as well.

Case Study: In this method, the trainer gives the trainees information about a situation and directs them to come to a decision or solve a problem concerning the situation. For this, a written case or a problem situation is presented to the participants in a programme for careful study and examination from all facets, so as to enable them to exercise their analyzing, synthesizing and decision making powers. As there is no single infallible solution to a problem, different solutions will be evolved and, in course of evaluation of these solutions, participants are able to appreciate the viewpoints of others and also see the lacunae in their own thinking and analysis. The interrelatedness of various factors operating in the situation is also highlighted.

General

Coordination: Coordination means establishing harmonious relationship between the efforts of individuals and groups for accomplishment of enterprise objectives. For smooth running of an enterprise coordination is necessary within the organization, as well as with outside organisations. Some sort of basic coordination is essential within an organisation throughout its lifetime for its survival and for unified action.

Farmer: The term “farmers” refers to both men and women, and include landless agricultural labourers, sharecroppers, tenants, small, marginal and sub-marginal cultivators, farmers with larger holdings, fishers, livestock and poultry rearers, pastoralists, small plantation farmers, as well as rural and tribal families engaged in a wide variety of farming related occupations such as apiculture, sericulture and vermiculture. The KVKs should also include tribal families engaged in shifting cultivation and in the collection and use of non-timber forest products. Farm and Home Science Graduates earning their livelihoods from crop and animal husbandry, fisheries and agro-forestry will also have their rightful place in the world of farmers and farming.

Rural Youth: The Ministry of Human Resource Development (1985) considers ‘youth group’ in India as persons in the age group 15 to 35 years. Youth forms nearly one-third of the population of India. Rural Youth constitute over two-and half times of the size of urban youth.

Self Help Group (SHG): SHG is a people's institution, which provide the poor with the space and support necessary to take effective steps towards greater control of their lives in private and in society. SHG is not a static institution. It grows on resources and management skills of its members and their increasing confidence to get involved in issues and programmes that require their involvement in the public and private sectors.

Sustainability: Sustainability refers to the successful management of resources to satisfy changing human needs, while maintaining or enhancing the quality of environment and conserving natural resources. The KVK staff while formulating their programs should focus on maintaining the sustainability of the micro farming system in their districts.

Social System: It is a set of interrelated units that are engaged in joint problem solving to accomplish a common goal.

Rapid Rural Appraisal (RRA): It is a systematic, semi-structured activity conducted on-site by a multidisciplinary team with the aim of quickly and efficiently acquiring new information and hypotheses about rural life and rural resources.

Participatory Rural Appraisal (PRA): It is a method by which research team can quickly and systematically collect information for general analysis of specific topic, question or problem, need assessment, identifying and prioritizing projects, project or programme evaluation etc. It is a way of enabling local people to analyze their living conditions, to share the outcomes and to plan their activities. Other words, it is handing over a stick to the insider in methods and actions wherein outsider's role is, that of a catalyzer, a facilitator and convener of processes within a community, which is prepared to alter their situation.

Selection and prioritization of problem: Criteria followed for problem identification and prioritization are as follows:

$$\text{Distribution/extent of problem (\%)} = \frac{\text{Affected area of particular crop}}{\text{Total cultivated area in the village}} \times 100$$

$$\text{Severity of problem (\%)} = \frac{\text{Potential productivity} - \text{Average productivity}}{\text{Potential productivity}} \times 100$$

Frequency of problem : the scale used for this is as follows

Every year (9-10 times)	= (81-100%)
Ten years period (7- 8 times)	= (61-80%)
Ten years period (5-6 times)	= (41-60%)
Ten years period (3-4 times)	= (21-40%)
Ten years period (1-2 times)	= (1-20%)

Importance of problem = to calculate this character five point scale has been used.

Most important	(81-100%)
Very important	(61-80%)
Important	(41-60%)
Somewhat important	(21-40%)
Less important	(1-20%).

Administration

The Indian Council of Agricultural Research (ICAR) has created a strong network of Krishi Vigyan Kendras (KVKs)/Agricultural Science Centres across the country starting with the establishment of the first centre in 1974 at Puducherry (Pondicherry).

The authority of the KVK System is vested in the ICAR, New Delhi. The ICAR is a Society registered under the Societies Registration Act, 1860 and has full authority to perform all acts and issue such directions as may be considered necessary, incidental or conducive to the attainment of the objectives enunciated in the KVK scheme.

The Secretary, DARE and Director General, ICAR is the Principal Executive Officer of the ICAR Society. He is supported by Deputy Director General (Agricultural Extension) for planning, execution and monitoring of KVK Scheme. The organizational set up of the KVK system is depicted in Fig-4.



Fig-4. Organizational Structure of KVK System

The administrative guidelines for effective management of KVKs are detailed hereunder:

6.1 Establishment of KVK

KVK is a Plan Scheme of ICAR implemented under the administrative support of different host organizations. For the establishment of new KVK the host organization should apply in the prescribed format taking into consideration of the requirements detailed below. Proforma for submitting proposal for the establishment of KVK is furnished in **Annexure I**.

6.1.1 Land requirement: The land requirement for establishment of KVK is about 20 ha. The proposed land should be provided free of cost and fulfill the following requirements:

- The location of the proposed site should be easily accessible.
- The land should be contiguous and free from encumbrances, litigation and attachments.
- The ownership of land should be in name of the organization.
- The location should have educational, medical and other civic amenities near by.
- The land should be cultivable and should have easy access to electricity and water for irrigation.
- In the case of larger districts where additional KVK is proposed, the site of the second KVK should be at a place from where it can reasonably cater to the needs of the area under its jurisdiction in an effective manner.

6.1.2 Suitability of the host organization: The SAUs/CAU/CU/DU/State Departments/PSU/ICAR Institutes/Other Educational Institutions/NGOs working in the field of agriculture are eligible to submit the proposals for a KVK in the rural district.

In the case of NGO, it should have

- Minimum five years of experience of working in the field of agriculture, rural development and/or natural resource management with appropriate governance structure and proven record of financial viability supported by valid documents.
- Willingness of the host organization to share its resources for growth and effective functioning of the KVK.
- Willingness and commitment to run the KVK strictly in terms of objects of ICAR as enunciated in rules and byelaws of ICAR Society.

Document to be submitted in support of proposals will be as under:

A. For SAUs/CAU/CU with Agriculture Faculty/DU (Agriculture)/State Departments/PSU/ICAR Institutes

- i. Executive Order from the competent authority for allocation of land wherein the organizational ownership and possession of the proposed land duly supported by sketch map and survey numbers and clear title.
- ii. Alternatively, consent from competent authority of the state government for transfer of proposed land supported by sketch map and survey numbers for facilitating sanction of the KVK.

B. For NGOs

The application submitted by the NGO should be accompanied with the following documents.

- i. certificate from the district revenue authority showing that
 - a. The proposed land is owned or held from the Government in the name of the Organization.
 - b. The land should be contiguous and free from all encumbrances, attachments and litigation.
 - c. The organization has clear and marketable title to the land/property.
- ii. Land records including registered conveyance/sale deeds and other documents (in case the documents are in regional language, a translated copy in English duly attested by a Gazetted Officer/Notary)
- iii. An undertaking from the organization expressing willingness to mortgage the land in favour of ICAR and execute an indemnity bond in case a decision is taken by the competent authority in ICAR to sanction the KVK to the said organization.
- iv. Valid registration certificate of organization.
- v. Three years Audited Utilization Certificate.
- vi. Latest Annual Progress Report of the organization.
- vii. The proof that the organization has been working in the concerned district for a minimum period of five years in the area of agriculture and allied enterprises.

6.1.3 Procedure for application: The information regarding establishment of KVK in the approved District will be displayed on the website of ICAR and concerned ZPD. The Director, Public Relations, of the concerned state will be requested to give publicity on the website of state government as well. The same will also be communicated to the Secretary (Agriculture) of the state, District Collector, concerned Vice-Chancellors of the SAUs/CAU/CU/DU and NGOs having KVK in the concerned state.

Application and scrutiny fee: A non-refundable application fee of Rs.25000 in the form of demand draft to be drawn in favour of concerned Zonal Project Director is to be accompanied with the application form. The applications will be scrutinized by concerned ZPD as per the criteria of establishment of KVK for further consideration by the site selection committee.

6.1.4 Process of site selection: The site for the establishment of KVK will be recommended by a Site Selection Committee constituted by the ICAR. While recommending the site out of various sites offered by the applicant organizations, the Site Selection Committee will consider the following:

- Suitability of the site based on the land title, centrality, access to electricity and irrigation water as per the land requirement criteria.
- Infrastructure and other facilities with the respective organizations, which can be put at the disposal of the KVK.
- Viability of the organization and capacity to provide technological backstopping.
- Commitment of the organization to run the KVK according to the principles and guidelines of the Council.

6.1.5 Memorandum of understanding/Agreement: For implementation of KVK, ICAR and the Grantee/Host Institution shall enter into a Memorandum of Understanding (MoU)/Agreement. The formats of Agreement and MoU are annexed (**Annexure II & III**). The Agreement is to be signed between ICAR, NGO/DU(NGO) whereas MoU is to be signed between ICAR and Government Organizations like SAU/CAU/CU/DU/State Department/PSU etc. Three copies of MoU/Agreement duly signed by the Head of the Host Institute should be submitted to Council through Zonal Project Directorate.

6.1.6 Indemnity bond: An Indemnity Bond duly executed by the President/Chairperson, Secretary of the NGO, Surety and two witnesses have to be submitted along with agreement when such an NGO is being considered for granting of a KVK. The format for indemnity bond is annexed (**Annexure IV**).

6.1.7 Mortgage of land: In the case of NGO, the land of the selected site has to be mortgaged in favour of ICAR for sanctioning of KVK. The type of mortgage will be 'simple mortgage' which will require to be registered. The cost involved in registration of mortgage deed will be equally shared between the concerned NGO and ICAR. The format of mortgage deed in respect of the proposed land for the establishment of KVK as well as schedule of land is annexed (**Annexure V**).

6.1.7 Sanctioning of KVK: After fulfillment of all essential formalities and submission of necessary documents only, orders conveying sanction of the competent authority regarding the establishment of KVK should be issued. Along with the sanction order, the staffing pattern, AUC format, budgetary allocation, terms and conditions for grants, a copy of MOU/Agreement duly executed will be conveyed.

6.1.8: Sense of belongingness of KVK by the host organization:

- Effective involvement of top leadership is essential to build the ownership of all stakeholders of the KVKs.
- In order to make the KVKs serve in an efficient manner, efforts should be made to fill all the posts.
- Many SHGs are formed in the country. They are gaining lot of good will among the community where they are established. In the same manner, KVKs should also achieve good will among the farming community at district level and across the country.
- KVKs pro-actively use various options for popularizing and promoting interface in different blocks and villages of the district in order to have wider visibility among stakeholders.
- Available financial provisions of ICAR shall be supplemented by the host organizations to develop the KVK infrastructure in such way that the farm is a miniature of the agro-climatic situation of the district with all the crops and enterprises.

6.2 Personnel

Strengthening the KVKs with qualified manpower in different disciplines is essential as they are functioning at district level for knowledge sharing and technology application in agriculture & allied sectors.

6.2.1 Staffing pattern: Each KVK is headed by a Chief Scientist in the cadre of Principal Scientist/Professor and shall have the following staffing pattern.

Category	No	Pay Scale
Chief Scientist	1	PB-4 + G.P Rs. 10000
Scientist	10	PB-3 + G.P Rs. 6000
Assistant Administrative Officer	1	PB-2 + G.P Rs. 4600
Programme Assistant (Farm Manager)	1	PB-2 + G.P Rs. 4200
Programme Assistant (Computer)	1	PB-2 + G.P Rs. 4200
Programme Assistant (Lab. Technician)	1	PB-2 + G.P Rs. 4200
Stenographer Grade III	1	PB-1 + G.P Rs.2400
Driver	2	PB-1 + G.P Rs.2000
Lower Division Clerk (LDC)	2	PB-1 + G.P Rs.1900
Skilled Support Staff	2	PB-1 + G.P Rs.1800
TOTAL	22	

6.2.2 Essential qualifications: Host Organizations should follow strictly the ICAR guidelines for the recruitment of KVK Personnel. The essential qualifications as prescribed by ICAR for the recruitment of staff under KVK are indicated in **Annexure VI**.

6.2.3 Recruitment procedure: The Recruitment of the staff of the KVKs will be as per the rules and regulations of the respective Host Organization subject to the condition that Zonal Project Director or his nominee should be one of the members in the selection committee for all posts. Further the academic qualifications, experience etc. for the posts should not be less than what is prescribed in ICAR and promotional policy, including the pay and eligibility criteria, will not be relaxed and should be strictly followed as applicable to similar posts in ICAR.

All posts of KVK should be filled on priority and host institutions have the right to recruit all the sanctioned positions without taking permission or approval of any authorities. Further, KVKs are exempted from any kind of general restrictions on recruitment other than those imposed by ICAR.

Invariably, advertisements should appear well in advance of the retirement date so that the new incumbent will be in position on the day the post becomes vacant.

The host institutions for the sanctioned posts as per the essential qualifications prescribed by the ICAR should do the recruitment of the staff.

In the case of KVKs under the SAUs/CUs/PSUs/ICAR Institutes, the concurrence of ZPD in respect of disciplines and qualifications of all posts should be obtained.

In the case of KVKs under the Non-Government Organizations, the following procedure is to be followed.

- The concurrence of ZPD should be obtained for recruitment of staff and advertisement thereof in Employment News/leading local newspaper and details are to be posted on Host organization's website.
- Circulation of advertisement to all ZPDs.
- The applications received are to be screened by a committee having one of its members from ZPD.

Selection Committee shall be constituted by the NGO with the following members for the post of Chief Scientist:

1. Head of the Host Organization : Chairperson
2. Zonal Project Director : Member
3. Director of any ICAR institute in the State : Member
4. One Expert in the rank of Professor and above from concerned technology backstopping SAU, nominated by the Vice-Chancellor : Member
5. One eminent agricultural expert to be nominated by DDG (Agril. Extn) : Member

Selection Committee shall be constituted by the NGO with the following members for posts of the scientist:

1. Head of the Host Organization : Chairperson
2. Zonal Project Director : Member
3. Representative of ICAR to be nominated by Director of nearby ICAR institute- should be level of Professor/Principal Scientist or of equivalent grade : Member
4. One Expert in the rank of Professor and above from concerned technology backstopping SAU, nominated by the Vice-Chancellor : Member
5. Two experts at the level of Professor/Principal Scientist or of equivalent grade in the relevant field to be nominated by the Vice- Chancellor of nearby SAU/CAU : Member

Chairperson and all the members are compulsorily required to conduct the proceedings of selection. No member (including Chairperson) should sit in the selection, if any of his/her relative appears for the Interview. In the event of any relative of Chairperson is appearing for the interview, then the senior most office bearer of the host organization (NGO) will act as the Chairperson of the selection Committee. The same will also be applicable for other members of the committee.

6.2.4 Pay scales: KVKs are sanctioned under different host organizations. Uniformity is to be adopted as far as pay scales are concerned for all posts irrespective of the host organization as stipulated by ICAR from time to time without any modifications/amendments.

(a) Pay scale of Chief Scientist and Scientist

Designation	Revised Pay
Chief Scientist	Minimum pay Rs.43000 in the Pay Band of Rs.37400-67000 with RGP Rs.10000)
Scientist	Rs.15600-39100 + RGP Rs.6000

Scientists in the veterinary discipline are eligible for NPA.

(b) Pay scales of other staff

Category of Post in KVK	Pay Structure		
	Name of Pay Band/ Scale	Corresponding Pay Bands/ Scales	Corresponding Grade Pay
Farm Manager/T-4	PB-2	Rs.9300-34800	Rs.4200
Programme Assistant (Computer)/T-4	PB-2	Rs.9300-34800	Rs.4200
Programme Assistant (Lab. Technician)/T-4	PB-2	Rs.9300-34800	Rs.4200
Assistant Administrative Officer	PB-2	Rs.9300-34800	Rs.4600
Assistant	PB-2	Rs.9300-34800	Rs.4200
Stenographer Grade III	PB-1	Rs.5200-20200	Rs.2400
LDC	PB-1	Rs.5200-20200	Rs.1900
Driver/T-1	PB-1	Rs.5200-20200	Rs.2000
Supporting Staff Grade I (now to be known as Skilled Support Staff)	-1S*	Rs.4440-7440	Rs.1300
	PB-1*	Rs.5200-20200*	Rs.1800

*The Supporting Staff Grade I (now to be known as Skilled Support Staff) may be in Pay Band 1S/PB 1 with grade pay of Rs.1300 / Rs.1800 as per GOI / ICAR guidelines.

6.2.5 Promotion/Career advancement: The personnel working in KVKs should get proper incentives and recognition.

- The staff of ICAR/SAU/CAU KVKs will get the promotional benefits as per the rules circulated by DARE/ICAR, subject to condition that the upper ceiling of such promotional policy including the pay and eligibility criteria will be that applicable to similar posts in ICAR.
- The staff of other KVKs including NGOs will be governed by Modified Assured Career Progression Scheme (MACPS) as implemented in ICAR and amended by ICAR and Government of India from time to time. In such cases, Zonal Project Director or his nominee has to be one of the mandatory members in the Departmental Promotional Committee (DPC), without whom the quorum will not be fulfilled.
- For posts like Farm Manager, Lab Technician, Program Assistant (Computer) in KVKs (other than ICAR and NGO KVKs) to be eligible for promotion as per host organization policy or for timely Modified Assured Career Promotional Scheme as amended by ICAR from time to time.
- Posts in KVKs are sanctioned in a particular pay scale or pay band and grade pay. However the host organization can promote the staff following the CAS/MACPS guidelines. But in such cases, vacancies in the event of transfer/retirement/death/resignation of such promoted staff carrying whatever personal grade pay or post, acquired through promotion through CAS/MACPS, shall be filled only in the initial grade approved under KVK scheme.
- As per the MOU, payment of retirement benefits in the form of Contributory Provident Fund (CPF) is admissible.
- ICAR/SAUs/CUs/Government Organizations of KVK staff is eligible for gratuity and leave encashment under the Head - Pay and Allowances.

- For NGO or OEI KVKs approved medical insurance policy may be taken for.

The scorecard (**Annexure-VII**) in respect of scientists of KVK is to be followed in implementing CAS/MACP whichever is applicable to the host organization.

6.2.6 Transfers: Not to transfer any staff of KVK for a period of five years and concurrence of ICAR to be obtained before effecting any transfers.

6.2.7 Service conditions: The superannuation age of KVK staff shall be according to the rules of the host organization. However, in case of NGO KVKs, the superannuation age of all the staff shall not exceed the age limit laid down for similar posts in ICAR.

The benefit of study leave may be extended to the employees of a KVK under organizations other than NGOs as per rules of the host organization. In case of staff of KVKs under NGOs, grant of leave, if no leave rules are available in the organization, may be regulated as per CCS (Leave) Rules, 1972, subject to the condition that while granting study leave following points shall, inter alia, be kept in view:

- Only one SCIENTIST to be considered at a time
- Minimum of 5 years of service in KVK
- Bond of serving in KVK for minimum 3 years after completion of study failing which all expenditure incurred towards his/her pay and allowances during study leave shall be recovered

Disciplines of Scientists: Each KVK will have ten Scientists of different disciplines. Out of 10 Scientists, 8 should be in the core disciplines which is mandatory as mentioned below:

1. Agricultural Extension
2. Agronomy
3. Plant Protection (Entomology/Plant Pathology)
4. Animal Science/Fisheries
5. Horticulture (Fruits/Vegetables)
6. Soil Science
7. Home Science
8. Agriculture Engineering (Farm Machinery/Soil and Water Conservation)

The other two may be appointed as per the need of the district within the disciplines detailed below.

1. Animal Science/Fisheries (in case the discipline is not selected in the core category)
2. Agri-Business Management/Agricultural Economics
3. Agro-forestry
4. Agro-meteorology
5. Post Harvest Technology and Value Addition

The optional disciplines are to be selected in consultation with the Zonal Project Director.

6.3 Infrastructure development: The Council will provide financial support for creation of basic infrastructure facilities viz., administrative building, trainees' hostel, staff quarters, demonstration units and also some equipments and furniture required for running the KVK based on the proposals of the host institutions, provision in the EFC memorandum and availability of funds in the budget of the respective financial year. The following immovable structures will be provided to each KVK:

- Administrative building (550 sq.mt).
- Trainees' hostel (305 sq.mt.)
- Staff quarters(550 sq.mt. : 8 Nos.)
- Demonstration units (2Nos.) 160 sq.mt.
- Repairs and renovation
- Fencing cum boundary wall
- Land leveling
- Road formation
- Bore well
- Rain water harvesting
- Irrigation and drainage system
- Threshing and drying yard
- Vehicle and Implements shed
- Storage godown
- External Electrification

The building plan and estimate have to be submitted to ZPDs who in turn will get it vetted by Director (Works) ICAR before taking up the construction work. The powers may be given to ZPDs up to Rs.10 lakh for approval of civil works and above Rs.10 lakh should go to the Director (Works) for vetting so as to reduce the time lag. The construction should be undertaken on the allocated/mortgaged land adhering to the vetted plan and estimate as approved by the ICAR.

Financial support is extended for land development (including leveling, digging ponds, installing tube wells, dug wells, construction of irrigation channels, threshing floor, farm godown, implement shed, protective structure for plant propagation with micro-irrigation system and also charges for the external electrification including energisation of the campus as per requirement on priority basis.

The norms proposed for equipment, furniture, fixtures and mobility as per the need and requirement would be provided for each KVK.

All the infrastructural facilities created at KVK should be put to proper use for the purpose it was constructed and record of utilization should be maintained and not to be misused. The revenue generated from infrastructure should be properly accounted for.

ICAR provides fund for the implementation of KVK scheme through the Zonal Project Directorates. Fund is released to the KVKs through the respective Host Organizations strictly based on the financial rules and procedure issued by the GOI (GFR, 2005) and ICAR from time to time.

In the case of KVKs under SAUs/CAUs/DUs/State Government, funds are released to the Head of the Finance and Accounts wing of these organizations who in turn should transfer the funds to the respective KVK account without any delay under intimation to the Zonal Project Directorate. The fund should be invariably be transferred through electronic mode.

The suggested financial procedures for effective implementation of KVK are as follows:

7.1 Purchase Procedure

- The KVKs under ICAR and NGOs have to follow General Financial Rules (GFR), 2005 of GOI on purchase of all items. Similarly, KVKs run by SAUs and State Departments have to follow the purchase procedures as per their respective University/state government rules and regulations.
- Each KVK shall maintain the physical stock including consumables and non-consumables and assets register.
- Physical verification of stores has to be conducted by concerned organization from time to time.
- Assets created from the grant in aid should be reflected in annual accounts of the host organizations.
- KVK should maintain purchase files properly in respect of each significant purchase, which should give full information regarding indents, administrative approval of the competent authority, quotations, comparison of the quotations, selection of the offer, expenditure proposal on the basis of the selected offer, prior expenditure concurrence of the internal finance, sanction by the competent authority, issue of supply order, receipt of the articles, inspection and verification of the stores, installation and commissioning, stock entry certification, details of entries made in the assets register, preparation of bill for payment, details of payments made indicating cheque no. date and amount.

7.2 Monitoring of Expenditure

Each KVK shall maintain the following records relating to financial transactions:

- KVK Main account – main cash book/subsidiary cash book
- Revolving fund account – cash book
- Assets Register
- Log books for vehicles and equipments
- Acquittance register
- TA Register
- Cheque book register
- Service book
- Pay-in Slips
- Trainees' attendance register.
- Hostel occupancy register
- Individual account for any other project/schemes
- Objection book (for drawing of advances and watching its settlement)
- Consumable and non-consumable Register.
- Despatch Register
- Visitors book

Maintenance of cash book:

All monetary transactions shall be brought in to the accounts of the KVK immediately. All departmental receipts, which have to be deposited to the bank and all payments, which have to be made by cheque, should be accounted in the main cash book, which should be maintained by the accountant. All the payments are to be made by crossed cheque/DD/online transfer. The officer –in charge/ PC should initial each entry in the cash book before closing the cash book. Each entry has to be verified with the counter folio of the cheque book and pay-in slip and has to be initialed. The balance at the end of the month shall be struck and the grand total on each side of the cash book to be agreed. The cashbook should be closed monthly and signed by the competent authority. There should not be any overwriting in the cashbook. Format of main cashbook (Annexure XX).

Voucher: Every payment is to be made on a document called Voucher, which gives the amount, nature and all details necessary for its identification and receipt of acknowledgement or acquittanced by the person from whom it is due. It is the duty of the accountant to see that for every payment there is a voucher in proper form (GAR 29 – FVC Bill) (**Annexure XXX**), properly drawn up and arithmetically correct duly certified with necessary stock entry details etc.,

Maintenance of Subsidiary cash book:

A record of all cash transactions is kept in the subsidiary cash book. All receipts and payments by cash should be entered in the subsidiary cash book. All cash should be kept in a strong iron safe with lock and key. It is necessary that cash balance should be physically checked and verified by the competent authority as

frequently as possible and certificate to that effect should be recorded in the subsidiary cash book.

Every month a Bank Reconciliation Statement shall be prepared to reconcile the discrepancies between the balance as per bank statement and cash book.

In the case of KVKs under SAUs/CAUs/DUs/State Government, funds are released by the ICAR to the head of the finance and accounts wing who in turn should transfer the funds to the respective KVK account maintained at KVK where it is located expeditiously without any delay under intimation to the Zonal Project Directorate. The fund should be invariably be transferred through electronic mode.

7.2.1 Budget Estimate (BE) and Revised Estimate (RE)

In the first week of September, each Chief Scientist shall submit to the ZPD the Revised Estimate for the current year and Budget Estimate for the succeeding year containing the requirement of funds in specific budgetary format as per EFC for approved activities. Similarly the Directors of Extension Education shall furnish the BE/RE to the ZPD for overseeing the KVK activities.

The interest earned under Short-term Deposits has to be credited to the KVK main account. Similarly, the amount realized on auction of the condemned vehicles, equipment, furniture and other items has to be credited to the KVK Main Account only. The realization of the receipts received under these heads should be intimated well in advance to the concerned ZPD.

The KVKs shall submit monthly statement of expenditure by 5th of every following month to the Zonal Project Director as per the format (**Annexure VIII**). This should be followed strictly as ICAR has to consolidated it to meet the requirement of MOF.

All Host organizations may ensure that no expenditure in excess of the budgetary allocation is incurred and it should be incurred only for approved items under recurring and non-recurring.

7.2.2 Guidelines for incurring the expenditure under KVK Main account

The pattern of assistance from the Council will inter-alia include budget for expenditure under various sub-heads of two main heads viz., "Recurring" and "Non-recurring".

A. Recurring Head: Recurring head has sub-heads under which budget will be provided by the Council. These sub-heads and items of expenditure to be covered under each sub-head are stated below:

(1) Pay & allowances: The expenditure under this head is limited to only the sanctioned staff of the KVK in position. This includes pay of the staff and other admissible allowances like DA, CCA, HRA, TA, NPA, Medical, leave encashment and CPF/EPF contribution etc.

(2) Traveling allowance: This item has budget under for the field programmes and for participation of scientists / technical staff in training programmes, workshops, seminars, symposium etc. TA/DA rules of the respective grantees shall be followed while processing the TA claims of the staff. For such organizations having no TA/DA rules in-vogue, the TA/DA rules of the ICAR may be adopted and accordingly expenditure be made **(Annexure IX)**. The unspent amount available against this head should not be re-appropriated to any other head in the main account.

(3) Contingencies:

3.a. Office Contingencies: It includes the expenditure on stationery items, postage stamp, rents if any, printing charges, municipal taxes, maintenance of office and lab equipments, telephone bills, electric bills, repairs of furniture, annual contract for security and cleaning of the office/farm, and such other items which are necessary for the efficient functioning of the office. No expenditure should be incurred over and above the sanctioned limit. If the expenditure is incurred over and above the sanctioned limit and other than the sub-heads mentioned above then the Council would not admit excess expenditure. The negative balance shown under this head will not be considered while scrutinizing the Audit Utilization Certificate submitted by the KVK.

3.b. POL and repair of vehicle/tractor/two wheelers and equipments: The expenditure on petrol/diesel, oils and lubricants shall be made from this head. In addition, expenditure on repair of the vehicles/ tractors/two wheelers/equipments and replacement of their parts may also be incurred from this sub-head.

3.c. Meals/refreshments for Trainees: This includes the expenditure on meals/refreshments for the trainees as per prescribed norms from time to time.

3.d. Frontline Demonstrations: The expenditure may include the cost on critical inputs for the demonstration on frontline technologies as approved in the action plan either on the KVK campus under specific training course or on the farmers' fields. Care should be taken to make reasonable expenditure on the critical inputs only. Critical inputs are those inputs like seeds, planting materials, bio-products, agro-chemicals

etc., which have significant effect on the production and which are not being used/followed by the farmers in the village or area.

3.e. On-farm Trials / Testing: The expenditure on inputs for on farm trials may be made under this head. The expenditure should be restricted to only approved inputs in respect of approved programmes of on-farm trials as indicated in the annual action plan of the KVK. For any new on-farm trials decided in the mid of the year as a consequence of mid-term review, the expenditure may be made only with the prior approval of the Zonal Project Director.

3.f. Maintenance of buildings: The fund provided under this head may be used for repair and bi-annual white washing of the building infrastructures created from the project fund. The budget made under this head should not be used for repair and upkeep of any other buildings, which are not used for KVK purpose. Savings under this head may also be used for the maintenance of the garden and lawns around these buildings.

Apart from the above mentioned items under contingencies, expenditure can be incurred for items approved under BE/RE of the concerned year.

B. Non-recurring Heads: The non-recurring heads have various sub-heads under which budget allocations may be made in the scheme of KVK. These sub-heads and the expenditure to be covered under each sub-head is given below:

1. Works: The expenditure on construction of different buildings, as per the requirements of the KVK and according to the approved norms, may be met out of this fund. This will also include the cost of sanitary, water fittings and electrification. Budget under this sub-head should not be used either for purchasing of land or for buildings.

The cost of constructing sheds for workshops, poultry, dairy, piggery and goat units etc. may also be included in this sub-head. However, such demonstration units should not be more than four. Low cost, need based demonstration units have to be established in the KVK. The budget under this sub-head may be used for purchase of milch animals, poultry birds, goats, pigs, fish fingerlings etc., No amount of this head should be utilized for maintaining these units. The expenditure on establishment of plant nursery, crop cafeteria, etc. may also be booked under this sub-head. The allocation made in this head may also be used in development of instructional farm of KVK in terms of leveling of land, contouring, bunding, constructing irrigation channels, fencing, making threshing floor, farm pond and farm roads. For

commencement of any approved work at approved site as per sanctioned map/layout under this head, the plan and estimates of the building need to be vetted and sanctioned by the ICAR. The work manual procedure must be followed and the payment may be made accordingly. While constructing the buildings the plinth area should be restricted to the approved limit. Expenditure should not be incurred over and above the sanctioned limit. The funds for construction works may be released in three installments, one-third with approval and sanction, one-third after the construction reaches the plinth level and remaining one-third after the construction reaches roof level. The necessary certificate of progress of work at different stages (plinth and roof level) is to be provided by the host organization along with the expenditure statement and photograph of the constructed structure/level. Format on details of expenditure incurred under the head 'Works' is presented in **Annexure X**.

The following guideline should be adhered in incurring expenditure under this head:

Original works means all new constructions, additions and alterations to existing works, special repairs to newly purchase or previously abandoned buildings or structures, including remodeling or replacement. Repair works means works undertaken to maintain building and fixtures. Administrative control of works includes:

- (i) assumption of full responsibility for construction, maintenance and upkeep;
- (ii) proper utilization of buildings and allied works;
- (iii) provision of funds for execution of these functions.

No works shall be commenced or liability incurred in connection with it until, -

- administrative approval has been obtained from the appropriate authority in each case;
- sanction to incur expenditure has been obtained from the competent authority;
- a properly detailed design has been sanctioned;
- estimates containing the detailed specifications and quantities of various items have been prepared on the basis of the Schedule of Rates maintained by CPWD or other Public Works Organisations and sanctioned;
- funds to cover the charge during the year have been provided by competent authority;
- tenders invited and processed in accordance with rules;
- Work Order issued.

Procedure for Execution of Works: The broad procedure to be followed for execution of works under its own arrangements shall be as under:-

- (a) Preparation of detailed design and estimates shall precede any sanction for works;
- (b) No work shall be undertaken before Issue of administrative approval and expenditure sanction by the competent authority on the basis of estimates framed;
- (c) Open tenders will be called for works costing Rupees five lakh and limited tenders will be called for works costing less than Rupees five lakh;
- (d) Execution of Contract Agreement or Award of work should be done before commencement of the work;
- (e) Final payment for work shall be made only on the personal certificate of the officer-in charge of execution of the work in the format given below:

"I , Executing Officer of (Name of the Work), am personally satisfied that the work has been executed as per the specifications laid down in the Contract Agreement and the workmanship is upto the standards followed in the Industry."

The guidelines for execution of works are as under:

- a) The plinth area of the various buildings of KVK e.g. administrative building, Trainees hostel, Staff quarters etc. must be as per the ICAR norms issued from time to time.
- b) A master plan for whole of the KVK has to be got approved by the ICAR. For this purpose NGO can hire the services of qualified architect.
- c) The architect will also develop the detailed drawing for various buildings of the KVK. All the drawings have to be certified by the architect.
- d) The architect to be selected shall be by the open competition.
- e) For purpose of issue of Administrative approval and estimates sanction for taking up the work, the NGO shall submit a preliminary estimate based on the rates approved by CPWD, State PWD duly prepared by the architect/engineer.
- f) All the work of KVK will be executed as per the standard specification of CPWD/State PWD. Any deviation if needed to be got approved by ICAR.
- g) The work shall be executed following CPWD/State PWD procedure and manual and supervised by Architect/qualified engineer.
- h) The Civil work shall not be started before approval of Plan and estimates from ICAR.
- i) KVK should ensure that plinth area of building and the specification of the work should not be changed during execution of work without prior approval of ICAR.

2. Equipments, machineries and implements: The funds allocated against this item may be utilised for procurement of power drawn, bullock drawn and hand-operated agricultural machines, implements, equipments and tools which are to be used for operation of farm, laying of demonstration and organization of training in the fields of agriculture and allied enterprises. This will also include the cost of electric motors for irrigation, pumping sets, generator, big or small tractors and irrigation pipes including installation of drip and sprinkler irrigation systems. The equipments, which were sanctioned as per approved EFC document, only have to be purchased. The funds allocated in this sub-head may be used for purchase of computers, printers, photocopiers, computer software etc. for the office use. The list of equipments may be prepared according to the priority keeping in mind the allocations made as per the norms of the Council. Procurement may be done in phases. Utility of equipments must be ensured before their purchase.

3. Teaching aids and Laboratory Equipments: This may include the expenditure on purchase of teaching aids and laboratory equipments, etc. The Chief Scientist / Purchase Committee of KVK should ensure about its full utilisation in the KVK before the need based items are purchased.

4. Furniture, Fixtures and Fittings: The expenditure on purchase of furniture and fixtures both for the office as well as hostels and library may be included in this sub-head. This may also include the expenditure on fittings and furnishing of the office of the KVK.

5. Purchase of Vehicles: The amount allocated in this sub-head may be spent for purchasing vehicles as approved in EFC to be used in KVK. Vehicles will include a jeep and two numbers of two wheelers. Funds under this head can also be utilized for replacement of vehicle, for which approval has to be obtained from the Council for condemnation of old vehicle.

The vehicles have to be maintained properly. All vehicle/tractor records including logbooks should be maintained. The total mileage covered and petro/diesel consumed has to be recorded and summary of statement with average kilometre/litre to worked out at the end of every month. This should be got attested by Competent Authority.

New vehicle in replacement can be purchased only after obtaining approval from the Council. In case of replacement of vehicle the following procedure has to be followed:

The proposal has to be submitted to the Council in the prescribed proforma (**Annexure XI**) through Zonal Project Directorate after satisfying the conditions stipulated in the DFPRs 1978 along with vehicle Inspection Report from competent authority as indicated below.

(a) The life of various types of vehicle/tractor/motorcycle, in terms of distance run (in kilometers) and length of use (in years) whichever is reached later, have been fixed as under:

Sl.No.	Type of vehicles	Kilometers	Years
1	Motor vehicles fitted with engines up to 20 hp (RAC)	1,50,000	6.5
2	Motor cycles fitted with engines of 3.5 hp (RAC) or above	1,20,000	7
3	Motor cycles fitted with engines of less than 3.5 hp (RAC)	1,20,000	6

(a) The life of a tractor shall be taken as 10,000 hours or 10 years, whichever is reached later.

(b) A vehicle should be condemned only after a certificate has been obtained from one of the following authorities to the effect that the vehicle is not fit for any further economical use:

- i. an Electrical and Mechanical Workshop of the National Airports Authority
- ii. the Workshop of a State Road Transport Corporation at locations where workshops mentioned at (i) and (ii) are not available, Transport Workshops under the Central or State Government Departments.

Format of vehicle inspection report is furnished in **Annexure XII**.

6. Establishment of Library: Under this sub-head, the expenditure on one time purchase of books, past periodicals and relevant past magazines and research journals may be included. Approval of ZPD has to be obtained before effecting purchase.

Format on details of Assets acquired, register of assets and details of expenditure incurred under Non – Recurring Items are presented in **Annexure XIII, XIV and XV**.

7.3 Utilization /Audited Utilization Certificates

As per rule 212 of GFR 2005, as reproduced below, UC/AUC shall be submitted by the host organization.

In respect of non-recurring grants to a KVK, a certificate of actual utilization of grants received for which it was sanctioned in form GFR 19 A, should be insisted upon in the order sectioning the grant-in-aid. In respect of recurring grants, the Ministry or

Department should release any amount sanctioned for the subsequent financial year only after utilization certificate on provisional basis in respect of the grants of the preceding financial year is submitted. Release of grants-in-aid in excess of 75% of the total amount sanctioned for the subsequent financial year shall be done only after the utilization certification and the annual audited statement relating to grants-in-aid in the preceding year are submitted to the satisfaction of the Ministry/Department concerned.

Immediately after closure of the financial year the host organization in respect of each KVK shall submit an Audited Utilization Certificate (AUC) both in respect of the main account and revolving fund account. In cases where Government organizations hosting KVKs find it difficult to submit the AUC immediately after the closure of the financial year may get the scheme audited in respect of Grant-in-Aid released during the preceding year by the Chartered Accountant at their own cost for the purpose of release of grant during the current financial year and furnish the Utilization Certificate (UC). The NGOs hosting KVKs should submit the audited utilization certificate at the beginning of the financial year duly audited by the Chartered Accountant in respect of Grant-in-Aid released during the preceding year to enable release of funds from the Council. Format for Audit Utilization Certificate in respect of KVK Main Account, Expenditure Statement in respect of KVK Main Account, Monthly accounts, main (Bank) Cash Book of KVK etc are presented in **Annexure XVI to XIX.**

7.4 Revolving Fund account

A separate bank account shall be opened by the KVK for Revolving Fund. The running cost of feeding dairy animals, poultry birds, pigs, goats and fish may be met from this account sub-head. The maintenance cost of the instructional farm such as purchase of inputs, irrigation and labour charges etc. will also be met from this sub-head. The revolving fund is to be operated strictly according to the Revolving Fund Scheme of the ICAR, which is annexed in **Annexure XX.**

The principal amount given by the Council has to be repaid @ 20% of the principal amount each year from the commencement of 6th year on which the Council sanctioned the Fund. Failing to refund this money will constrain the Council to adjust this amount from the normal budget of the scheme. The host organization shall ensure that the profit generated from the activities undertaken utilizing revolving fund is ploughed back to the fund and same shall be utilized only for various income

generating activities of the KVK as indicated hereinabove. Annual activity wise account in respect of Revolving Fund should be furnished in the format as per **Annexure XXI**.

7.5 Standards of financial propriety

Every officer incurring or authorizing expenditure from public funds should be guided by high standards of financial propriety. Among the principles on which emphasis is generally laid are the following:

- He should exercise the same vigilance in respect of expenditure incurred from public money, as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- The expenditure should not be prima facie more than the occasion demands.
- He should not exercise his powers of sanctioning expenditure to pass an order, which will be directly or indirectly to his own advantage.
- Public money should not be utilized for the benefit of a particular person or section of the community.
- The amount of allowances granted to meet the expenditure of any type should not be the whole source of profit to the recipients.
- KVK should have responsibility and accountability to bring efficiency, economy, and transparency in matters relating to procurement and for fair and equitable treatment of suppliers and promotion of competition in procurement.

7.6. Physical Verification of Stores

Physical verification of stores is required to be done annually. Any lapse/delay in the regular physical verification raises the possibility of shortages/ misappropriation of stores. This aspect should, therefore, be given due importance.

(a) Guiding Principle of verification of stores

- Store verification is not to be entrusted to a person one who is a custodian of store or the ledger keeper and who does not know store classification
- The verification will be entrusted to a responsible officer only.
- Verification shall always be made in the presence of the subordinate authority responsible for the custody of the stores.
- All discrepancies noticed shall be brought to account, so that store account may give true status of stores.
- Shortage and damages, as well as unserviceable stores, shall be reported immediately to the authority to write off the loss.
- Similarly, verification of library books is also carried out annually. Loss of the book of the value exceeding Rs 200/- needs to be investigated.

A certificate of verification of stores with its results shall be recorded on the list, inventory or account, as the case may be.

(b) Disposal of Store

After the prescribed life period of any non-consumable store or asset, committee constituted by the competent authority may in the interest of the KVK declare store as obsolete. Such stores are to be written off after following due procedure for disposal.

7.7 Delegation of power

Delegation of financial powers to the Chief Scientist of KVKs subject to budget provision irrespective of host organizations is as detailed below:

Sl.No.	Delegation of power	Existing Power	Suggested Power
i	To sanction purchase of feed and fodder, seed, fertilizer, insecticides, medicines and payment of electricity, telephone bills, fuel bills etc.	Nil	Full powers with Rs.30,000 per each time
ii	Approval of tour programme of KVK staff within the state and counter signature of TA/medical reimbursement and transfer TA bills.	Nil	Full powers
iii	To sanction contingent expenditure recurring/non-recurring with purpose specific other than repair and maintenance.	Nil	Full powers for items of recurring nature with Rs.50000 each time and for non-recurring nature up to Rs.50000 following financial procedures of host organization.
iv	To sanction expenditure on (in a financial year) repairs to motor vehicles/motor cycles, only.	Nil	Sanction power up to Rs.10000/- in each case at a time for both recurring and non-recurring items.
v	Repairs to graders, tractors, engine pumps, power tillers, agricultural implements and machineries etc	Nil	Maximum up to Rs.10000/- per vehicle in a financial year excluding replacement of tyres, tubes, and batteries
vi	Replacement of tyres, tubes, and batteries understanding instructions and prescribed norms.	Nil	Full powers
vii	To sanction expenditure on liveries, blankets, umbrellas, woolen coats, raincoats etc based on the book value of the item.	Nil	Full power in respect of staff working under him as per rules
viii	To sanction for sale of farm produce.	Nil	Full powers as per the approved procedure and price list of host organization.
ix	To sanction petty constructions and minor repairs.	Nil	Up to Rs.20000/- in a financial year per works
X	To sanction payment of demurrage charges.	Nil	Up to Rs.5000/- subject to the condition that demurrage charge do not exceed the value of article and unavoidable delay.
xi	Sanction to write off dead stock, livestock, disposal of store, furniture etc., based on the book value of the item.	Nil	Up to Rs. 10000 following procedure decided by the host organization.

7.8 Mobile telephone bills

Since the main functional duties of the staff of KVKs and staff of ZPDs are at field level, reimbursement of Rs.500 and Rs.250 per month for mobile bill will be provided to the Chief Scientist and Scientists respectively of KVK irrespective of provision of Host Organizations and Rs.500 to the Scientists at Zonal Project Directorates.

7.9 Other points

- It is essential to maintain logbook in respect of each machine/equipment.
- Stores articles found to be unserviceable are to be disposed of promptly. Any delay in the disposal of these unserviceable items may cause deterioration in their conditions resulting in fetching lesser salvage value besides occupying precious storage space.
- Purchase files are required to be maintained properly in respect of each significant purchase, which should give full information regarding indents, administrative approval of the competent authority, quotations, comparison of the quotations, selection of the offer, expenditure proposal on the basis of the selected offer, prior expenditure concurrence of the internal finance, sanction by the competent authority, issue of supply order, receipt of the articles, inspection and verification of the stores, installation and commissioning, stock entry certification, details of entries made in the Assets Register, preparation of bill for payment, details of payments made indicating cheque no. date and amount. Format for tender enquiry and format of quotation are presented in **Annexure XXII and XXIII**.
- Assets Register in form is invariably to be maintained. In the absence of the Assets Register the position of assets, as shown in the annual accounts of the institute, cannot be authenticated.

Some of the formats related to financial management are presented in

Annexure XXIX.

Coordination and Convergence

The biggest challenge that the policy makers and development agencies are facing today is how best a synergy can be achieved among the related schemes and programmes so that the national resources are made best use of, without any duplication.

As the frontline extension system of ICAR, KVKs have the onerous job of strengthening the technology adaptation mechanisms among farmers. Having been recognized as the only scientific institution at the district level in agriculture and allied sectors, every KVK has to work with many organizations for achieving its goals and objectives, which necessitate functional linkages with the research, extension, development departments and the farmers.

Following are the important areas that require convergence:

State Level Interface : On the lines of kharif and rabi conferences organized by Department of Agriculture Cooperation, Govt. of India, interface meetings at the state level involving all heads of State Department of Agriculture and other line departments would be desirable. These meetings may be organized by SAUs in collaboration with the Department of Agriculture under the Co-Chair of Vice Chancellor and Principal Secretary (Agriculture) with the participation of Zonal Project Director, State Nodal Officer of ATMA, Director of SAMETI, Directors of ICAR Institutes, Directors of Research, Directors of Extension, Heads of Regional Stations of ICAR Institutes and SAUs, Head of KVKs, Scientists from ICAR and SAUs.

Scientific Advisory Committee (SAC) Meetings: KVKs conduct SAC meetings twice a year, preferably during pre-kharif and pre-rabi seasons. The SAC meeting provides an opportunity for critical reviewing of the progress achieved and to plan for need-based and problem-solving activities in the ensuing season. Participation of heads of all the line departments is very much essential to ensure flow of feedback on the technologies/activities carried out by the KVK and to take on the spot decisions regarding dovetailing of schemes and to facilitate sharing of human and material resources for conducting the activities aimed at the overall development of agriculture in the district.

KVK Farm and Demonstration units: All KVKs must have a fully developed farm with all the demonstration units. Available financial provisions of ICAR shall be supplemented by the host organizations to develop the KVK infrastructure in such way that the farm is a miniature of the agro-climatic situation of the district with all the crops and enterprises. KVKs must make efforts to seek funding available under various schemes (eg. ATMA provides support one-time strengthening of District Training Centres)

Production of critical inputs (seeds, planting material, bio-products, young ones of animals and fish etc.) and providing them to needy farmers should be taken up on partnership mode. KVKs need to train rural youth on such activities and encourage them to be the entrepreneurs in potential areas of agribusiness. Vocational training programmes of sufficiently longer duration with emphasis on hands-on experiential methods have to be specially organized by the KVKs for this purpose. Links with banks would facilitate establishment of agri-entrepreneurs in rural areas.

On Farm Trials: This is a highly specialized and trademark activity of the KVKs. In order to plan for problem solving OFTs, support from ICAR Institutes and SAUs is needed for technological inputs. KVKs must coordinate and ensure the visit of the scientist concerned to OFT plots at critical stages to check if the treatments have been properly laid out and to get guided on observations being recorded. The extension system should play a key role in bringing the field problems to the attention of the KVK and support the KVK financially (as provided under ATMA cafeteria) to identify the location specific and problem-solving technologies. Scientists-extension functionaries-farmers interfaces also need to be organized in successful OFT plots to reaffirm the utility of results to the local situations and to further upscale such technologies through Front Line Demonstrations.

Frontline Demonstrations: Frontline demonstrations may be conducted by the KVKs on the latest and best technologies under the direct supervision of KVK scientists. The FLDs validate proven technologies in farmers' fields and educate and train the demonstrating farmers to reduce the risk factors faced in adopting new technologies. FLDs also provide valuable feedback to the Agricultural Research Institutes and Universities that stimulate to take up new research or for refining the existing technologies/ recommendations. In order to conduct successful demonstrations the preparatory activities are crucial (selection of farmers, identifying and arranging critical inputs, arranging pre-demonstration training etc.). This

demands involvement of many agencies and organizations at various stages of FLDs. Officials of the development department concerned, panchayat representatives and farmers organizations/groups play vital role in selection of farmers, arranging field activities like visits, training and field days. Press and media need to be fully involved at crucial stages to provide publicity and propaganda to the successful technologies. Field days should be organized involving all the stakeholders for the successfully demonstrated technology.

Training for farmers, youth and extension functionaries: It is likely that more than one training institute are functioning in a district on agriculture and allied areas. It is necessary to have convergence with all the training institutes in the district not only to share the resources, but also to avoid duplication of training activities in terms of courses and participants. A common training calendar for the district should be developed by involving all the training institutes in the district. The KVKs shall maintain a database of organizations having training facilities in the district and strive to utilize these facilities for organizing collaborative and peripatetic training programmes. In the districts where other departments do not have district level training centres, district line departments may release funds to KVK so that the KVK can perform as district training centre for line departments.

Training need assessment and skill gap analysis of farmers and youth involved in demonstrations are to be conducted on a regular basis in collaboration with Panchayats, Development departments, NGOs and farmers organizations working in the district.

KVKs undertake training of extension functionaries to keep them abreast with the latest developments in agriculture and allied areas. The line departments must communicate the training needs of extension functionaries to KVKs before the formulation of annual action plans. The line departments may sponsor such training programmes from their own allotted funds for this purpose and provide feedback about the usefulness of these programmes. The field functionaries of Non-Government Organizations working in agriculture and allied sector need to be treated as extension functionaries for training purpose and such trained field functionaries to extend the outreach of KVK technologies and activities.

Panchayat representatives and officials at village, taluk/block and district level are the potential opinion builders for KVK activities and can supplement the efforts of KVK in enhancing their reach. Sensitization and orientation of panchayat

members should form an integral part of capacity building activities of KVKs. In dry land areas, there is lot of scope for imparting knowledge and skill to farmers in respect of soil & water conservation, agri-horticulture, Integrated Farming System, Integrated Water Management etc. in collaboration with respective line departments

Under Literacy Programme, it is a mandate to provide skills and knowledge about agro-related enterprises. In collaboration with adult education departments, KVKs may organize long duration training programmes for neo-literate farmers for promotion of livelihood. In addition, KVKs may send newsletters and mobile message services to the managers of the adult education department for dissemination of agriculture technologies. In many districts KVKs have developed functional linkage with Zilla Panchayats especially for organization of skill trainings for SHGs under SGSY, which has been now renamed as National Rural Livelihood Mission (NRLM). In some states, the Rural Development and Panchayat Raj department has given an official order (1999-2000) to involve KVKs in facilitating skill trainings to self-employment seeking youths under SGSY. The NRLM should develop functional linkage with KVKs in other states also.

Extension Activities: Extension activities conducted by the KVKs are of varied nature, ranging from individual contact to mass contact. Most of the activities need to be through convergence with other stakeholders.

The KVKs organize Technology Week, a mega event to showcase all the available technologies through live demonstrations, exhibition-cum-sale, and farmers-scientists interactions. This is an annual event coinciding with the bountiful crop conditions. This requires massive collaboration from all the stakeholders like SAUs, ICAR Institutes, development departments, private firms, input companies/agencies, banks, cooperatives, local administration, press and media, farmers groups / associations.

Mobile exhibition-cum-diagnostic units provided to Directorate of Extension Education of SAU will provide necessary support in increasing the instant out reach of KVKs. This activity requires convergence with the local administration (panchayat), development departments, press and media, NGOs, Input agencies etc.

KVKs implement their activities in cluster-village approach. In these cluster villages, KVKs may take the responsibility of implementing the central government programmes related to agriculture and allied areas. The flow of funds for such

activities through KVKs may enhance the bondage with the farmers in the village and shall help the farmers to uptake technologies without much time lag.

The ICAR Institutes, SAUs, National Seed Corporation and State Seed Corporations may collaborate with KVKs to organize seed villages in their cluster villages in which seed production activities of those varieties, which are in great demand in the district, are taken up in participatory and partnership mode.

Group approach to agricultural extension has been the order of the day. Many organizations are supporting promotion of groups in rural areas. KVKs have been involved in capacity building of members of the Farmers' Clubs supported by NABARD. This has the potential to be implemented in all the districts. ATMA also has separate funds for mobilization of groups, their capacity building and to provide initial seed money. There could be many more similar schemes in other departments as well. A mechanism is needed to institutionalize the process of capacity building of these groups in agriculture and allied areas. KVKs may take up these activities for all the schemes in their cluster villages.

Action Points for Convergence and Coordination of KVK with ATMA

- Quarterly meetings may be organized by Project Director (PD), ATMA at District level for strategy, implementation and dissemination of information to farmers.
- KVK will undertake capacity building of Block Technology Team, Block Technology Managers and Subject Matter Specialists of ATMA on emerging technologies. The Development Departments may communicate additional training needed, if any, so that KVKs arrange need-based capacity building activities to extension functionaries.
- SAUs/ICAR will identify a senior expert for their KVK district for coordinating flow of technology information and advisories to district development officials through KVK. This is subject to transfer of earmarked funds under ATMA to University/ ICAR Institutes in the beginning of the year itself.
- KVKs also have to be associated in prioritizing district technological interventions along with SAU scientists.
- KVKs implement the mandated activities in a "cluster villages" approach. The KVKs will provide the list of villages and the plan of activities in these cluster villages to the Development Departments in the SAC Meetings, which are conducted twice a year.
- The PD ATMA & his team should visit these cluster villages along with the Chief Scientist of KVK for gaining first-hand knowledge of the technologies demonstrated in these villages so that activities could be initiated under ATMA for large-scale dissemination of successful technologies. PD ATMA shall keep the Collector/ Commissioner/ Secretary (Agriculture) informed about the spread of new technologies in the district and impact of such technologies on production and productivity.

- The senior expert mentioned in para 3 above, would interact with ATMA and KVK in respective district.
- The identified expert for each district will coordinate between development departments and research system. However, apart from KVK adopted cluster villages, the problems or issues noticed by PD ATMA and his staff in other villages could be brought to the notice of Director Extension of SAU who will ensure necessary follow-up.
- The Vice Chancellor of SAU and Principal Secretary (Agriculture) will jointly organize pre-kharif & pre-rabi interfaces in which developmental department secretaries, senior officers of university, KVK CSs, ATMA PDs and Collectors take part and chalk out strategies for the ensuing season. This may be scheduled immediately after pre-kharif and pre-rabi conferences organized by the DAC in Delhi.
- ATMA may sponsor the technology week to be conducted by KVK at its farm besides brining all stakeholders for the participation.
- KVKs may also provide an Agricultural Technology Update (ATU) on half yearly basis i.e. before the start of Kharif and Rabi crop seasons to the ATMA for its wider dissemination among the farmers of the district.
- Funds earmarked should be transferred electronically to the respective heads of host organisations of the KVKs, who in turn transfers to KVKs within a week. KVKs will undertake the assigned activities only after receipt of funds.
- SREPs need to be revisited in most districts. The revisited SREPs should be made available to all Agricultural Research Stations/ ICAR Research Institutes. As most ZARS are under-staffed, the State Governments should permit SAUs to fill up the vacant posts of ZARS on priority basis so that the researchable issues identified in the SREPs can be addressed as suggested.
- KVK will undertake capacity building of PD, Dy.PDs, BTT, BTM and SMS who will be able to implement programmes at District and Block level.
- KVKs will also provide technology backstopping for different programmes of the district. The PD ATMA should regularly liaise with KVK for the purpose.
- The KVK will extend required assistance wherever the connectivity is ensured and the calls are routed to KVK in respect of Kisan Calls.
- Successful and innovative models of convergence between KVKs, SAUs and Development Departments of the State in Agriculture and Allied Sectors need to be developed and replicated in all the States by ATMA.
- The respective Departments from their own budgetary allocations will meet additional requirement of TA/DA, etc. However, funds available under ATMA Cafeteria for Research-Extension-Farmer linkages may also be appropriately utilized. Separate budget line need to be provided for all activities to be undertaken. The source and the pattern of flow of funds need to be made very clear by ATMA.

Monitoring and Evaluation

The Deputy Director General (Agricultural Extension) who is the head of the Agricultural Extension Division is supported by Assistant Director Generals, Scientists and Director (Agricultural Extension/General Administration) at ICAR, New Delhi in overall monitoring and evaluating KVK system.

9.1 National level

9.1.1. National Conference on KVKs: It is being organized every year with a specific theme by ICAR to share ideas, cross KVK learning, knowledge and experiences of KVK staff and farmers across the country at a common platform to plan future programmes as per the desire, problems and situation demand.

9.1.2. Annual National & Zonal Krishi Vigyan Kendra Awards: These awards recognize the outstanding performance by Krishi Vigyan Kendra at National level & Zonal level and provide incentives for outstanding KVK performance, promote a sense of institutional pride in KVK for developing models of Extension Education and Technology application. For National level there is one award comprising of Rs.3.00 lakh + Rs.3.00 lakh for infrastructural development + Rs.1.00 lakh for sharing among staff + Rs.5.00 lakh for overseas training of Chief Scientist. At Zonal level there are total eight awards, one KVK for each zone. Each award consists of Rs.1.00 lakh + Rs.2.00 lakh for infrastructural development + Rs.1.00 lakh for sharing among staff + Rs.1.00 lakh for training in Indian Institutes for Chief Scientists. Guidelines and application form annexed in **Annexure XXIV and XXV**.

9.1.3 Quinquennial Review Teams: Eight QRTs are being constituted by ICAR to review the KVK Programmes and activities and their relevance, keeping in view the identified and prioritized farmers' needs of the area. Each Team consists Chairperson who is an eminent scientist having specialized knowledge of the KVK System and possesses wider experience of critical reviews, two members of who constitute scientists of eminence and the concerned Zonal Project Director as member secretary. This Team will be constituted once in five years and review activities of KVKs with the following terms of reference.

- To review the KVK Programmes and activities and their relevance, keeping in view the identified and prioritized farmers needs of the area.

- To assess the superiority of the technology/products demonstrated on the farmers' fields through on-farm trial and frontline demonstration.
- To assess the efforts made in transfer of technology through training of farmers and extension personnel, extension activities, and production of seeds and planting materials.
- To evaluate the innovative extension methodology developed and the procedures adopted by the KVKs to prioritize, monitor and assess the impact programmes.
- To suggest a road map for KVK to work as resource and knowledge centre of agricultural technology for supporting initiatives of public, private and voluntary sector for improving the agricultural economy of the district.
- To assess the existing provisions for manpower and infrastructure in KVKs and Zeds in view of their roles and responsibilities; review the monitoring, coordination, overseeing, visioning, reporting, budgeting, technology flow and backstopping mechanisms; and suggest measures for organizational and administrative changes for strengthening and overall improving the visibility and efficiency of KVK system.

9.1.4. Quarterly review meeting: The Division of Agricultural Extension, ICAR will conduct quarterly meeting with all Zonal Project Directors for effective monitoring of KVK activities.

9.2 Zonal Level

There are eight Zonal Project Directorates located at Ludhiana, Kolkata, Umium (Barapani), Kanpur, Hyderabad, Jodhpur, Jabalpur and Bengaluru headed by the Zonal Project Director who coordinate, monitor and evaluate the functioning of KVKs at Zonal level. The Zonal Project Directors have to play a major role in project monitoring and evaluation system as well as impact assessment analysis. Monitoring and Evaluation of KVK activities by Zonal Project Directorates are listed hereunder:

9.2.1. Zonal Monitoring Committee: Zonal level Monitoring Committee consisting of one Extension Educationist as Chairman, one Scientist from Zonal Project Directorate and one Programme Coordinator of the awarded Krishi Vigyan Kendra who should make visit during the cropping season and assess OFT and FLD vis-à-vis the farmers achievement in the cluster villages. The Committee should grade the quality of experimentation and impact there from in the cluster area covering at least 10% of KVKs in the Zone every year.

9.2.2. Zonal Review Workshop: In order to effectively systematize and regularize the implementation of mandated activities of KVKs, proper mechanism is essential

through planning and reviewing. In this direction the following Zonal committee is formulated for reviewing annual progress of KVKs in the Zone:

Zonal Project Director	Chairperson
Any Scientist of the Agricultural Extension Division nominated by DDG (Agril.Extn).	Member
All Directors of Extension of SAUs in the Zone	Member
All Directors of ICAR Institutes/Representative having KVKs in the Zone	Member
One representative from development department	Member
Principal Scientist from the Zonal Project Directorate	Member Secretary

9.2.3. Annual Review Meeting of Comptrollers: It is to be conducted by Zonal Project Directorate every year to monitor the financial matters and budget utilization by the KVKs in the Zone.

9.2.4. Performance Evaluation study of KVKs: It is to be conducted by the Zonal Project Directorate for assessing the 10% of KVKs in the Zone every year. Guidelines on performance indicators for assessing KVKs are furnished in **Annexure XXVI**.

9.2.5. Third party evaluation of KVKs: It is to be taken up by the Zonal Project Directorate for assessing the performance of KVKs in the Zone once in 10 years.

9.2.6 Specific roles of Zonal Project Directorates

- KVKs have to be assigned to different scientists of the ZPDs for monitoring and evaluation. They should be involved actively in development of deliverable for each of the KVKs.
- Zonal Project Directors should devote more time to visiting KVKs and their field activities besides administration and budgeting.
- ZPDs should visit all the KVKs in their respective zones in a phased manner to address the issues at KVK level.
- Document success stories of KVKs properly and share them for cross KVK learning and getting farmers response on those successful technologies for up scaling.
- There should be annual ranking of KVKs as first, second, third, fourth etc based on a set of objective performance indicators, which should not cover, only quantitative but also qualitative aspects of the performance as well.
- ZPDs should have coordination with different host organizations as well as State Developmental Departments
- ZPDs should create data base, document technological inventory and ITK of zone and conduct impact analysis
- ZPDs should monitor infrastructural development, staffing, budgeting and funding

9.3 State level

9.3.1. Quarterly review of KVKs: It is to be done by Vice Chancellors of respective SAUs at state level to monitor the activities of KVKs in each state.

9.3.2. State Action Plan Meeting of KVKs: It is to be conducted by the Zonal Project Directorate for formulation of technical programme of KVKs as well as monitoring and implementation of the same. The state-wise Committee for approval of Annual Action Plan of KVKs in the Zone is as follows:

Zonal Project Director	Chairperson
Directors of Extension of SAUs in concerned state	Member
One Directors of ICAR Institutes/ representative having KVKs in the Zone	Member
Director of Agriculture or representative from concerned state	Member
Two farmer representative	Member
One Scientist from the Zonal Project Directorate	Member Secretary

9.3.3 State Level Interface: State level interface is to be organized jointly by the Zonal Project Directorate and Directorate of Extension of SAUs in each state for effective convergence and monitoring of activities. All the stakeholders should be invited for this interface.

9.3.4 Specific roles of Directors of Extension of SAUs

The Directors of Extension of SAUs/CAU should have the responsibility of technological backstopping and overseeing the KVKs established under the area of jurisdiction of the University, irrespective of the host institution i.e. ICAR/NGO/SAU/others. In this regard, the Directors of Extension of SAU/CAU should perform the following activities.

- Technological backstopping for KVKs run by NGOs.
- Periodical visits for guidance and advice along with experts from the University.
- Preparation of need assessed training plan for KVK staff, extension personnel and farmers.
- Facilitate the preparation of action plan and review of progress.
- There should be a technology cell at Directorate of Extension for onward transmission of technology backstopping as well as feedback from KVKs.
- DE has to visit each KVK at least twice in a year in his area of jurisdiction.
- Conducting workshops/meetings of KVKs
- Ensuring submission of periodical reports from KVKs to Council
- Need based contingent planning

For effective monitoring of mandated activities of KVKs, a local committee at university level consisting of Nodal Officer/Associate Director of Extension Education from the SAUs, Zonal Project Director/ his or her representative and a Chief Scientist from the adjoining state of the zone may be constituted by DE of concerned SAU.

9.4 District Level

9.4.1 Host organization: The Grantee has to provide overall supervision and implementation of the mandated activities of KVK.

9.4.2 Head of KVK: The Chief Scientist is the principal executive officer of the respective KVK.

- Appropriate follow up actions with respect to the suggestions made by ZPD, other ICAR officers and experts from SAUs during their visits.
- Conduct of monthly, quarterly and half yearly meetings at KVK for review of the ongoing activities and future course of action and submit the proceedings to the concerned Director of Extension and ZPD.
- Conducting ex-trainees meeting for getting feedback
- Creation of farmer technocrats/technology agents/technology communicators/resource farmer/para-technician through KVK mandatory activities to promote farmer led extension
- Impact assessment of selected technological interventions pursued through OFTs and FLDs
- Documentation of assessed and refined technologies through OFTs

9.4.3. Scientific Advisory Committee (SAC): The KVK has provision of Scientific Advisory Committee (SAC) to provide necessary technical and management guidance in developing need based and problem oriented technical programmes, development of action plan and review of activities and guidance/suggestions to improve the functioning.

KVKs should have to conduct one SAC meeting in a year and it should be conducted during the second half of the financial year before the finalization of the action plan. SACs are to be chaired by Vice-chancellor/Director of ICAR Institute/Head of host organizations of their respective KVKs. ZPDs should prepare calendar of SAC meetings of the Zone every year and circulate to all concerned with a copy to Agricultural Extension Division of ICAR.

Composition of Scientific Advisory Committee (SAC)

1.	Head of the Host Institution	Chairperson
2.	Zonal Project Director or one of the scientist from ZPD	Member
3.	Director of Extension of concerned SAU/CAU	Member
4.	Representative of ICAR Institute/ICAR Regional Research Station if located in the district or nearby.	Member
5.	One expert (Professor rank) in the field of crop sciences nominated by the Head of Host Organization*	Member
6.	One expert (Professor rank) in the field of Horticultural sciences nominated by the Head of Host Organization*	Member
7.	One expert (Professor rank) in the field of animal/fisheries sciences nominated by the Head of Host Organization*	Member
8.	Project Director ATMA	Member
9.	Representative of NABARD	Member
10.	District officer of the line department – Agriculture	Member
11.	District officer of the line department – Horticulture	Member
12.	District officer of the line department – Agrl. Engineering	Member
13.	District officer of the line department – Animal Husbandry	Member
14.	District officer of the line department – Fisheries	Member
15.	One Progressive farmer in the district nominated by the Head of Host Organization	Member
16.	One Progressive woman farmer in the district nominated by the Head of Host Organization	Member
17.	One agri-entrepreneur in the district nominated by the Head of Host Organization	Member
18.	One Chairperson of Women Self Help Group in the district nominated by the Head of Host Organization	Member
19.	Chief Scientist, KVK	Member Secretary

* In case of single discipline Universities, experts in disciplines not available in University, shall be nominated from nearest relevant University.

* In case of KVKs run by NGOs, the experts in the field of crop sciences, horticultural sciences and animal & fisheries sciences will be nominated

All Subject Matter Specialists and Programme Assistants of KVK shall be active participants as special invitee.

Operational Guidelines for Scientific Advisory Committee

- The Chief Scientist of the KVK will propose the constitution of the SAC committee for approval by Head of the Host Institution. If required guidance of Zonal Project Director of the concerned Zone will be taken for the constitution of the SAC Committee.
- The nominated members of the committee shall hold office for a period of three years from the date of nomination.
- The Member Secretary of the committee shall convene the meeting with the consent of the Chairperson. For convening the meeting, 10 days advance notice should be given to the members with agenda notes for discussion.

- The SAC shall review the activities of KVK every year and suggest the relevant and implementable action points to undertake in commencing year.
- The proceedings of the meeting need to be sent to the concerned Zonal Project Director and other members by the Member Secretary within 15 days of the meeting.
- In case the SAC meeting is not conducted during the stipulated period and proceedings sent, the budget for the second half shall not be released, until it is approved by DDG (AE) based on the explanation submitted by the concerned KVK through ZPD.
- The Head of the Host Organization need to furnish the reason for not conducting the SAC in year to DDG (AE) through ZPD for administrative decision on the issue.
- The Chief Scientist will ensure implementation of recommendations of SAC within the stipulated time frame and report about the action taken to the DEE and ZPD.
- In addition to English, the agenda notes and proceedings of SAC may be prepared in local language for distribution to the SAC Members.

Mandatory procedure for conducting SAC meeting

- Conduct SAC meeting according to the agenda items circulated well in advance at least 10 days before the schedule of meeting data by Chief Scientist of KVK.
- Action taken report on the recommendations of the previous meeting to be presented with qualitative and quantitative data by Chief Scientist of KVK.
- Presentation of overall achievements of the KVK, budget, revolving fund, organizational development etc. by Chief Scientist of KVK.
- Presentation in detail about the problem diagnosis, activities planned in terms of OFT, FLD, Training programmes etc. as well as the details of the outcome of the preceding year activities by Chief Scientist and each SMS of KVK.
- Presentation of the details of the contact farmers, villages where activities are undertaken by the KVK during the year by the Chief Scientist and SMSs concerned.
- Presentation on the linkages established, exhibitions organized, externally funded projects activities, new methodologies developed, income generating activities undertaken, status of demonstration units etc with qualitative and quantitative data by the Chief Scientist and SMSs concerned.
- Presentation of details about the punctuality in timely action in the submission of AUC, monthly/quarterly/annual reports with the dates only by the Chief Scientist and default if any need to be explained.
- The problem dynamics, training needs need to be correlated with the programmes planned by the Chief Scientist and SMSs while presenting their work done and future plan of activities.
- Presentation on KVK farm activities, income, no. of farmers visited, web site management and farm advisory services undertaken, technology and

knowledge products dissemination etc., by the Chief Scientist/concerned staff of KVK.

- In addition to these mandatory items, other items, which are pertinent to improve the KVK functioning, may be included.
- A model format on guidelines for standard operational procedure of SAC meeting is given in **Annexure- XXVII**.

9.5 Reporting

The following reports should be submitted to the ZPD with a copy to Director of Extension and to the respective head of the host organization:

- Monthly progress report in the specified format on or before 5th of every month on online.
- Annual reports in a prescribed format for a given financial year on or before 30th April of every year.
- Seasonal reports on externally funded project of ICAR may be submitted in the form of preliminary information soon after the selection of farmers and final report after the harvest of the crops in the prescribed format.
- Material for ICAR News letter may be submitted quarterly on 10th of June-September-December-March from each KVK.
- KVKs need to be equipped with sufficient database to answer parliament questions by reply fax or email on the same day.
- Action plan in the specified format need to be submitted on or before 1st February for the forthcoming financial year
- Schedule for submission of various reports regarding financial management is presented in **Annexure XXVIII**.

9.6 Documentation

KVKs need to have the following documentations of all its activities both in hard and soft copy for online reporting:

- Document on district profile.
- Data documentation should be supported by action photos/video clippings.
- Farmer's innovation, ITKs identified in the district on yearly basis and report to the ZPD for national level documentation.
- Significant achievements of technologies to be printed in the form of books/bulletins/electronic mode.
- Documentation on success stories/case studies.

9.7 Publications

- One publication on the out come of technology assessment and refinement and demonstration from each KVK
- Minimum of two research article for a given year for each KVK

- Minimum of 6 popular articles for each KVK for a given year
- Minimum of 5 extension leaflets/folders from each KVK for a given year.
- Newsletter has to be brought out half yearly (two publications) from each KVK.
- Annual report has to be brought out/published to highlight the achievement of each KVK.

9.8 Common Sign Board

In order to keep similarity and commonness amongst a large number of KVKs in the country, a common "Sign board" should be prepared by all KVKs and displayed at suitable locations. Number of such 'Sign boards' shall depend on the location of KVK and suitable places where such boards could be fixed and therefore need of such boards may be ascertained by the Institution / Organization themselves. The specifications of the "Sign Board" will be as follows:

- The size of the board should be 8' X 4'.
- Krishi Vigyan Kendra may be written in Hindi 'Agricultural Science Centre' in English, ICAR in English and name of the 'Centre Institute' in Hindi. Regional language may be inserted, wherever necessary.
- Similar signboard a bit smaller in size has to be displayed in the farmers' fields where OFTs and FLDs conducted.
- Same type of board has also to be displayed at demonstration units and fields in the KVK instructional farms.
- Such boards are also to be kept in the adopted villages, SHGs, Farm Sciences Clubs.



Fig. 2. Common Sign Board

Scientific and Technical

KVKs are mandated for assessment, refinement and demonstration of technology /products, and capacity building of different stakeholders to facilitate agricultural growth in the district. To achieve these mandates, KVKs are carrying out different activities like on farm testing for identifying location specific technologies, frontline demonstrations to show the production potential of technologies, organizing training for up grading knowledge and skills of the farmers, farmwomen, rural youth, extension functionaries and other stakeholders. KVKs provide a platform to National Agricultural Research System for showcasing agricultural technologies/products at the grass root level. The innovations and farming systems approach may play key role to address ever-increasing challenges due to climate change, globalization, and complex, diverse and risk prone realities of small and marginal farmers. KVKs have to function also as resource and knowledge centre and provide technology capsules, seeds, planting materials, literature and other technology products to different stakeholders.

There is growing realization to develop specialized competences in the KVKs based on the distinct opportunities in the district s.

KVKs work in a cluster of 4-5 villages for testing and demonstration of technologies. However, for other activities like training, awareness, etc., entire district is the domain of the KVK.

With limited manpower, large-scale extension may not be possible by the KVKs and convergence with line departments may enhance the effectiveness.

10.1 Domain of Activities

- KVK should work in cluster villages approach wherein 4-5 villages covering at least 1500 farm families dominated by small and marginal farmers/tribal are selected in different agro-ecosystems of the district and work in these selected clusters for 4 years with phased out strategy to implement the activities across the district by moving to new cluster of 4-5 villages.
- KVK should collect secondary data as well as primary data through PRA tools and techniques.
- KVK should identify and prioritize the problems based on the extent, severity, importance and frequency of the problems prevailing in the existing farming conditions.
- Each SMS in KVK should address at least one major problem in his/her respective discipline through the combination of OFT, FLD, training and extension activities in the district.

- KVK should choose suitable and relevant technological options for assessment and refinement based on the various factors prevailing in the farmer's situation to increase the income and production in selected crops and livestock enterprises. Due care is also to be given for location specific technologies which are representative of farmer conditions and have potential for higher income.
- KVK should select newly released varieties/proven technologies only for frontline demonstrations to show their production potential in the farmers' fields under different agro-eco situations. Further, KVKs should select globally tested technologies and innovations as technological interventions for providing solutions to the problems faced by the farmers.
- KVK should provide only critical inputs and training while conducting frontline demonstrations.
- KVK should conduct training need assessment, formulate specific technology modules, follow appropriate training methods/techniques, conduct knowledge test before and after training and collect feedback on usefulness of training.
- KVK should design and implement appropriate extension strategies for individual, group and mass awareness about technologies that can solve their identified problems.
- There should be niche/star programmes/flagship programmes for each KVK.
- KVKs should address district specific needs agriculture, horticulture, fisheries, livestock, poultry, agro-forestry etc..
- In each state, one or two KVKs may be identified in specialized areas like horticulture, poultry, fisheries etc, based on the potential for accelerating agricultural growth.
- KVKs focus should be on farming system approach.
- Identify, document, validate and promote selected farm innovations.
- Prepare a set of deliverables for five year period against which assessment could be made.
- Value chain concept- producers to consumers- plough to plate should be promoted.
- Frontier areas are to be identified for capacity building of extension personnel as well as stakeholders at district level.
- Information and details regarding various schemes of the central and state governments related to farmers benefit/need to be compiled and published at district level by the KVKs.
- Use ICT programmes for knowledge empowerment and technology dissemination across the district.
- KVKs should have aim for specific targeted programmes like soil, water and plant testing, issue of soil health card to farmers in cluster villages, production of planting materials etc.,

- KVK should produce technological products like seeds/seedlings/ livestock/ bio products etc., under revolving fund scheme in the instructional farm and provide them to the farmers.
- KVK should implement participatory seed production in the farmers' fields to augment the availability of quality seed in the district.
- KVK should give skill training to rural youth/farm women/progressive farmers for large-scale production of technological products.
- KVK should function as ATICs to provide technology capsules, seeds, planting materials, literature through print and electronic media to the farmers.

The detailed operational guidelines are provided below for effective planning, implementation and monitoring of these activities:

10.1.1 District profile

Each KVK should maintain factual data base on district profile viz., blocks/villages, demography including farmers (small, marginal and large), livestock population, weather data, distribution of land, area under major crops, crop productivity trends, livestock productivity trends, fisheries data, home scale enterprises, socio economic profile, SWOT analysis, etc.

10.1.2 Selection of cluster villages

KVK should work in cluster villages approach wherein 4-5 villages covering at least 1500 farm families dominated by small and marginal farmers/tribal are selected in different agro-ecosystems of the district and work in these selected clusters for 4 years with phased out strategy to implement the activities across the district by moving to new cluster of 4-5 villages.

10.1.3 Base line data of the clusters (collection, analysis and documentation)

- Collection of primary data
- Collection of secondary data
- Data analysis and identification of problems related to agriculture and allied sectors

10.1.4 Problem identification and prioritization

- The criteria to be followed for problem identification and prioritization are the extent, severity, importance and frequency of the problems prevailing in the existing farming conditions
- Prioritization of the problems as per need.
- Identifying primary and secondary causes / biotic and abiotic causes of each prioritized problem Documentation of processes
- Sharing the documented data with the other line departments to facilitate appropriate convergence.

10.1.5 Interventions

- Preparation of action plan/technical programme to tackle each prioritized problem
- Appropriate interventions such as on farm trials, frontline demonstrations, training, extension programmes and supply of technological inputs etc., to address each problem
- Mobilize convergence with other ministries/departmental programmes.

10.1.6 Clientele coverage

- All stakeholders in the cluster villages are treated as clientele
- All target trainees like farmers, farm women, rural youth, extension functionaries, formal and informal institutions in the district are treated as clientele
- Other stakeholders who avail advisory and diagnostic services at KVK are also treated as clientele

10.1.7 Technology Assessment and Refinement

Crops, animals and their environments are highly complex systems with a multitude of variables that change from location to location in any district of India. Due to this complexity, practices optimized for a research station might not be so successful when transferred to farmer field. Though the new location anywhere in KVK district may appear similar to that of research station, there may be an undefined key limitation or combination of minor but different limitations that constrain potential production. This necessitates for assessment and refinement of technology.

On-farm trial (OFT) is the tool for technology assessment and refinement. This activity is mainly focused to test developed technologies which might help solve the most important and widely spread problems of group of farmers in a defined area within their farming system perspective with their active participation and management.

Technology assessment

- Identified problems and related available technological options may be discussed at different platforms i.e. district, SAU and zonal level before its testing.
- Technology assessment is conceptualized as finding out a more profitable and sustainable option than the existing one in a given environment. To find out such an option, one or two new technological options or practices are tested against the best existing option.

Technology refinement

- If assessed technologies are not performing satisfactorily or partially performing to solve the problem, then the technology refinement can be taken up with necessary modification to suit the local conditions of the farmers in respect of socio economic and bio physical conditions.

Special features

- OFT aims to address the problems that are important and faced by a large number of farmers in the area. The problems faced by the farmers may be diagnosed based on the data and information generated through different methods and interactions with the farmers and field level extension functionaries, field surveys, field visits etc.
- Emphasis is to be given to choose suitable and relevant technological options based on the various factors prevailing in the farmer's situation to increase the production in selected crops and livestock. While formulating OFT trials, farmers' practices are used as control or one of the options as an alternative to recommended practice to convince the farmers about the effectiveness of the new technological options. Emphasis is given to test one technology at a time in order to ensure more effective adoption of the technology by the farming community.
- Due importance is to be given to conduct the trials with farmers' perspective, participation, management in farmers' fields in order to examine the viability and feasibility of the technologies for better diffusion and wider adoption among the farming community.
- Desired observations are to be recorded with respect to each trial. The collected data are to be processed, analyzed and documented for drawing recommendations as well as for reference.
- Follow-up activities like training, mass media utilization etc., are to be used to disseminate the best technologies. Further, feedback information on each technology tested through these trials is to be recorded for further modification or refinement, if any.

Modus operandi

- Source of technology
- Site characterization (District, block, village, ecosystem analysis of village)
- Problem statement (problem analysis like characteristics, contributing factors etc, management strategies like farmer practice, proven technology options etc., technology interventions etc.)
- Planning and experimentation (technical programme like year, season, title, objectives, location, replications, plot size, technological options, arrangement of seeds/planting materials/technology observations to be recorded, methodology etc.)
- Results and discussion (performance of technology, data base and analysis, reports and documentation etc)
- Follow up action (group meetings, training, field days, publications, radio talks, TV talks etc)

- Feedback (farmers perception about the technological attributes like problem solving, understandability, practicability, cost effectiveness, profitability, sustainability, compatibility, accessibility, satisfaction etc)
- Conclusion (salient recommendations)

Points to be observed while recording data

- Data in respect of all field trials laid out including failed trials should be reported. Data are to be collected in collaboration with the participating farmers.
- If the yield of any particular plot or a group of plots was affected due to the grazing by stray cattle or due to serious pests or diseases attack etc., this kind of information should also be recorded and interpreted.
- For items like extent of damage due to occurrence of abnormal condition like hailstorm, drought, flood etc. during crop season, should be recorded very carefully. It will help in interpretation of the data.

Data sheet: Data sheet would vary based on the topic and discipline of study. However, the finding of the trials should reflect on the following indicators so that compatibility of the assessed/refined technologies to the farming situations can be ascertained and acceptable to the participating farmers:

- Stability in production/productivity
- Use of internal resources, rather than purchased inputs
- Economic viability
- Replicability of the refined technologies in similar farming situation
- Use of appropriate statistical tools to measure the finding

Feedback: Farmers' reaction on the performance of technologies may be recorded on (i) socio-cultural compatibility, (ii) compatibility with existing farming systems, (iii) divisibility of technology, (iv) simplicity/complexity, (v) compatibility with internal resources of the households, (vi) easy availability of related inputs/materials, (vii) element of risk involved and (viii) viability. These observations will help in assessing the acceptability of the technologies by the farming community.

Reporting format of OFT

Crop/enterprise	Farming situation	Problem definition	Title of T	No. of trials	Technology Assessed	Parameters of assessment	Data on the parameter	Results of assessment	Feedback from the farmer	Any refinement done	Justification for refinement
1	2	3	4	5	6	7	8	9	10	11	12

Technology Assessed / Refined	*Production per unit	Net Return (Profit) in Rs. / unit	BC Ratio
13	14	15	16
Technology option 1 (Farmer's practice)			

Technology option 2			
Technology option 3			

***Field crops – kg/ha, * for horticultural crops -= kg/t/ha, * milk and meat – litres or kg/animal, * for mushroom and vermi compost kg/unit area.**

**** details of the technology assessed**

Details of each On Farm Trial to be furnished in the following format separately along with raw data as per the separate proforma provided

- Title of Technology assessed / Refined
- Problem Definition
- Details of technologies selected for assessment/refinement
- Source of technology
- Production system and thematic area
- Performance of the Technology with performance indicators
- Final recommendation for micro level situation
- Constraints identified and feedback for research
- Process of farmers participation and their reaction

Points to be considered in conducting OFTs

- OFTs are being replicated under different farming situations in various micro locations of the district with suitable numbers of treatments.
- Results are being obtained on different parameters both quantitative and qualitative jointly by SMS and farmers.
- Suitable options based on qualitative and quantitative results under the farmers' perspective with their own perceptions would be suggested from the available alternatives.
- Sustainability under farmers' socio-economic, agro-ecological and infrastructural situations are the major criteria for the final recommendations regarding suitability of technology tested.
- The results and the variations from the research station recommendations are to be communicated back to the research system after further refinement in technology on the specific parameters.
- Technologies, which failed in assessment stage itself or after refinement, too have to be communicated back to research system as not suitable for the district. This will prevent duplication of assessment efforts and prevent loss to farmer community in the district.

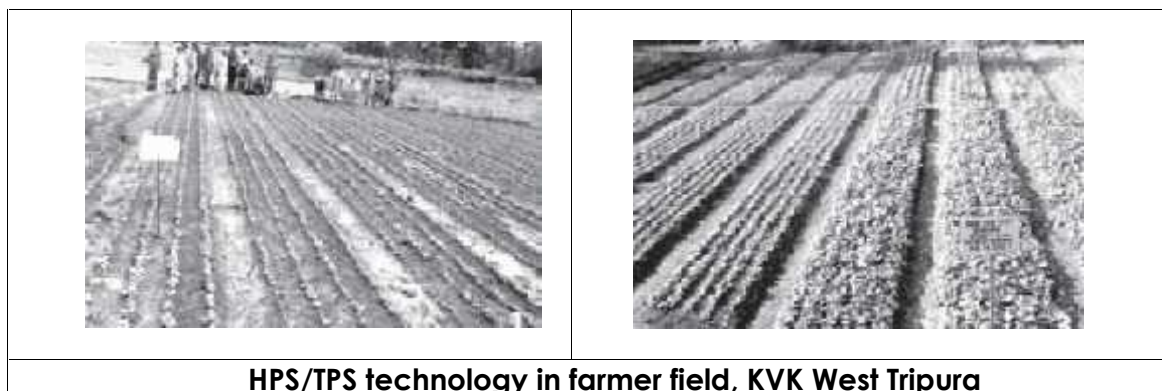
Examples of meaningful OFTs

Assessing feasibility of TPS/HPS technology in Potato cultivation (Var: HPS II/67) (OFT aimed at assessment)

Under the Mid Tropical Plain Zone, horticulture and particularly potato cultivation adds significantly to farmer incomes. The KVK identified that the potato farmers are plagued with problems of low yield from traditional varieties, high disease infestation, high transport costs and production of less uniform and unattractive tubers. True Potato Seed/Hybrid Potato Seed (TPS) is a technology that was found as having a potential in solving the above mentioned problems. Also farmers of the district never used the technology.

The KVK identified potato variety HPS II/67 for TPS production. This variety and TPS technology both were new in the district. The KVK conducted OFT in 30 farmer

fields through out different micro locations of the district. The farmer practice was kept as control. Two treatments i.e. one of raised bed and another one of flat bed were followed. Similarly in production of potato using TPS/HPS, the KVK used two treatments viz. that of transplantation and seedling tuber.



The technology tested led to successful outcome with respect to:

1. Cost effectiveness
2. Low seed rate (100gm/ha v/s 2 MT tuber/ha)
3. Negligible transport cost due to low seed rate
4. Disease free seeds
5. Resistance to late blight diseases
6. Higher yield
7. No requirement for cold storage facility

The assessment of the TPS technology by KVK helped in identifying a solution to the above mentioned burning problems, which potato farmers of the district were facing till date. The trials have already evinced interest in farmers of the district and the technology is now successfully demonstrated in FLDs. The KVK could successfully find solution to the critical problems in potato cultivation there by contributing to:

1. Increased income
2. Drudgery reduction
3. Labour savings
4. Space savings and
5. Ensured supply of quality seeds

Through this innovative OFT, the KVK could find solution to an age old problem, which involves, cost, disease problems and drudgery. Proper identification of field level problem and appropriate technological solution has resulted in this success.

Assessing effect of Group Formation on Social Capital and Rural Livelihoods.

For sustainable rural livelihoods, a high level of social capital is a must in rural areas. It implies the idea that social bonds and norms are important for sustainable livelihoods. In most villages farm families often resort to individual efforts, which pay only average dividends. Social scientists have proven beyond doubt that group formation and positive management of group dynamics thereon results in significant build up of social capital thus contributing to increase

in economic capital. The success of Self Help Groups and Farmer Interest Groups in improving rural incomes all over the world has proven this fact.

The SMS (AE) observed that in various micro locations of the KVK district, farm incomes are abysmally low coupled with poor avenues for farm women and rural youth. Village surveys revealed that spirit of group activity is lacking among the rural population. This also resulted in poor response for various developmental initiatives by KVKs and other agencies. Building social capital by way of group formation was recognized as the solution for this social problem. Accordingly, the SMS (AE) conceived an OFT titled 'Assessing effect of group formation on social capital and farm incomes'.

The OFT was conducted in 5 different locations of the district with the following four treatments:

Treatment 1: Self Help Group (SHG) with 20 farmers focusing on group farming.

Treatment 2: Self Help Group (SHG) with 20 farm women focusing on savings and income generation.

Treatment 3: Farmer Interest Groups (FIG) with 15 farmers, which are product focused.

Treatment 4: Farmer Interest Groups (FIG) with 15 farm women, which are enterprise focused.

In every location, the above four treatments were followed. In total, the OFT covered 200 SHG members and 150 FIG members.

The SMS after initial period of establishment of SHGs and FIGs started making his observations of the OFT. The parameters recorded in the first phase were:

1. Build up of group spirit
2. Spread of 'self help' message
3. Dynamics of groups formed
4. Build up of social capital
5. Increase in saving habit and
6. Initiation of group farming

The SMS could clearly notice a significant improvement in all the above parameters. The data was collected for every three months through village surveys and compared with previous ones to reach at conclusions. The formation of SHGs and FIGs also helped the KVK in finding collaboration from farmers for all their programmes. The other SMS of the KVK also got benefited by these groups.

Several hidden benefits were also noticed such as:

1. Outflow of extra income to family savings
2. Better health and education for children from extra savings
3. Group feeling among villagers
4. Increase in cooperative efforts
5. Spirit of entrepreneurship
6. Reduction in farming costs due to group farming
7. Build up of farm assets from extra income
8. Development of better marketing models for rural products through FIGs
9. Culture of hard work among rural youth and
10. Better status of women in villages due to income from SHG and FIG activities.

The success of above mentioned OFT has compelled the SMS to continue the groups for demonstration purpose for farmers of other villages. So the groups will now become part of a 'FLD on impact of group formation on social capital and farm incomes'.

10.1.8 Frontline Demonstrations

Frontline demonstration (FLD) is the concept of field demonstration evolved by the Indian Council of Agricultural Research with the inception of the Technology Mission on Oilseeds during mid eighties to show the performance of new varieties including recommended production technologies on farmers' fields under real farm situations for increasing productivity and returns.

Objectives

- To demonstrate production potential of newly released varieties and proven technologies of agriculture and allied sectors from NARS in the farmers' fields under different agro-eco situations.
- To generate data on factors contributing towards productivity and production enhancement under various farming situations.
- To utilize these demonstrations for training of farmers and extension personnel and generating feedback.

Features of FLD

- Proven technologies/newly released varieties are selected for demonstration
- The target group of FLDs is both farmers and extension personnel
- Organized in a cluster approach involving participating farmers
- Conducted under the supervision of the Scientists/specialists
- The organizing centre provides mainly critical inputs and training

Process of conducting demonstration

- Identified problems need to be discussed in SAC/ Zonal Workshops for selecting suitable technologies for demonstration.
- Source of identified technology for demonstration should be ascertained
- Location of demonstration (District, block, village) to be spelt out
- Planning and layout (situation analysis, constraint analysis, target farmers, characteristics of technology, timely availability of critical inputs)
- Implementation (year, season, arrangement of critical inputs, group meetings, training on technical know-how and do-how, field visits during critical stage of operations, field days and mass media coverage)
- Results (Data analysis and performance of technology)
- Feedback (Perception of farmers and extension personnel on performance of technology)
- Documentation and reporting

Checklist for FLD

- Cluster approach in selecting area/village.
- Easily approachable sites for demonstrations.
- Receptive, willing and cooperative farmers.
- Pre-demonstration training of farmers .
- Ensuring participation of extension personnel
- Identification of proven technologies.
- Critical inputs may be provided by implementing centre.
- Proper layout is essential with farmers' practice as control.
- Regular visits during critical stages.
- Field day and Publicity
- Feedback and relevant data.

Reporting format of FLD

a. Crop enterprises

Sl.No.	Crop	Technology Demonstrated	Variety	No. of Farmers	Area (ha.)	Demo. Yield Qtl/ha			Yield of local Check Qtl./ha	Increase in yield (%)	Data on parameter in relation to technology demonstrated	
						H	L	A			Demo	Local
1	2	3	4	5	6	7	8	9	10	11	12	13

H : High, L: Low and A : Average

NB: Good action photographs with title

Continuation of previous table

Average Cost of cultivation (Rs./ha)		Average Gross Return (Rs./ha)		Average Net Return (Profit) (Rs./ha)		Benefit-Cost Ratio (Gross Return / Gross Cost)
Demonstration	Local Check	Demonstration	Local Check	Demonstration	Local Check	
14	15	16	17	18	19	20

b. Farm Implements

Name of the implement	Crop	No. of farmers	Area (ha)	Performance parameters / indicators	* Data on parameter in relation to technology demonstrated		% change	Remarks
					Demon.	Local check		

*** Field efficiency, labour saving etc.**

c. Livestock Enterprises

Enterprise	Breed	No. of farmers	No. of animals, poultry birds etc.	Performance parameters / indicators	* Data on parameter in relation to technology demonstrated		% change	Remarks
					Demon.	Local check		

*** Milk production, meat production, egg production, reduction in disease incidence etc.**

d. Other Enterprises

Enterprise	Variety/ breed/Species/others	No. of farmers	No. of Units	Performance parameters / indicators	Data on parameter in relation to technology demonstrated		% change	Remarks
					Demon.	Local check		
Mushroom								
Apiary								
Sericulture								
Vermi compost								

10.1.9 Training

Agriculture is dynamic and hence, it is essential that its practitioners are updated in respect to new technologies, knowledge and skills that may enable them to practice agriculture more professionally. . Farmers and extension personnel are the important clientele of training programmes organized by KVKs.

Farming community: The aim is to provide an opportunity to the farmers/rural youth/farm women to acquire necessary technical know-how and technical do-how about new technologies. Training encompasses on all aspects in end-to-end approach.

Extension personnel: Provide an opportunity to extension personnel to expose and acquire knowledge, skills and competency on latest technological developments in their subject matter as well as extension techniques and also build their attitude for enabling them to perform better in field assignments. The field functionaries of non-government organizations working in agriculture and allied sector need to be treated as extension personnel for training purpose.

Vocational training: It involves long-term training to progressive farmers, farmwomen and rural youth in knowledge and skills, which enables them to start small-scale enterprise for self-employment or generating an additional income apart from their farm income.

Training need assessment

For making training effective, the training programme must be tailored so as to meet the needs and requirements of the personnel engaged or likely to be engaged in the immediate future on a particular job or vocation. There may be numerous techniques for determining training needs, some important are listed here:

- Observation
- Group discussion
- Interviews
- Job or activity analysis
- Questionnaire survey
- Personal records
- Production records

Training Methods/techniques

Trainers may use different methods in a combination depending on the desired outcome of the training session. It is impossible to specify the value of any particular training method without giving reference to the objective of the training. In formulating a training design, trainer should consider which type of method fits the different training objectives keeping in view the main objective to impart necessary and adequate entrepreneurial and technology skills . Some of them are as follows:

Knowledge: The basic requirement for acquiring or altering knowledge (concepts, ideas, facts etc) is that information be presented clearly to the learner. Appropriate technique for communicating information includes interactive lectures, group discussion, symposia, panel discussion, success stories, case studies, audio and video play, field visits etc .

Skills: Change in the actual ability to do something usually requires practice with feedback about the success or failure of the practice. Hands on experience reinforced by video or audio tape recording and playback, intermittent process analysis, use of group actions, coaching, interactive demonstrations, etc are helpful for improving skill of trainees.

Attitude: For attitude change, appropriate small, informal, open ended discussion groups may be effective in training sessions To the degrees that these discussion groups are important or valuable to the participants, attitude changes are more likely to be lasting. Other training methods that are helpful for bringing about attitude change include interview situation in which one participant listens carefully to another's descriptions of their attitudes and problems, and role-playing. Role-playing can be especially helpful in attitude change because the learner actually experience the new attitudes, feels little threat, and is supported by other members of the training group.

Experiential Learning Cycle

Trainees acquire new learning more effectively by doing or acting than sitting as passive listeners. It has four steps, which are as follows:

Step 1: Experience: Experiential learning cycle starts with some kind of experience in the form of a lecture, method demonstration, role playing, etc. which has been planned by the trainers.

Step 2: Processing: Doing something alone will not produce lasting changes in the trainees. Therefore, involving all the trainees for sharing their individual experiences and their reactions to the experience will reflect on what happened, what they liked or not liked about the experience and what was easy or difficult. The trainer guides the processing of information.

Step 3 : Generalization: General conclusions are drawn from the experience. Here, trainer moves the discussion away from the immediate experience relating to the experiences of everyday life. Trainees seek to identify key generalizations that could be derived from the experience provided.

Step 4 : Application: General learning has to find application on the farmers' fields. Trainer helps the farmers think about what they are going to do after the session is over. They answer the questions, "now what?" and "How can I use what I learned?" This stage focuses on specific actions back on the farm; it helps the farmers plan for the application for new skills or practices.

Effectiveness of training

Training effectiveness depends not only on what happens during training, but also on what happens before the actual training and what happens after the training has formally ended. Evaluation should, therefore, be done of both the pre-training and post-training work.

Pre-training: This is being conducted before the commencement of the training programme to modify the course content according to the felt needs and expectations of the target trainees. A part from this, the brief information about the trainees is collected to know their socio-economic profile. It is to ensure that the redesigned course schedule fits to the aspirations of the participant trainees as well as their prevailing socio-economic conditions.

Pre training test: The effectiveness of training programmes with respect to the perception, knowledge and skill level of the trainees may be done through pre and post evaluation. Pre evaluation guides the trainers to modify their training programmes as per needs of the clientele.

Course evaluation: This is conducted after the training programme to obtain the feed-back from the trainees about the training programme, training facilities, trainer, training equipment, subject matter as well as the shortcomings, scope and suggestions for improvement. The trainees may keep their identity secret while filling the course evaluation forms. Accordingly, doubts/comments of the trainees are to be cleared during the feedback session. Based on the feedback data, the training programmes are to be modified from time to time to fit in to the needs of the trainees.

Feedback: The ex-trainees of KVK may be randomly selected to know how far the learned technologies/skills are utilized in their back-home situations. This exercise may enable to identify the successful utilization of technologies/enterprises as well as their proper documentation.

10.1.10 Extension Programmes

Designing and implementation of appropriate extension strategies are essential for individual, group and mass awareness about technologies and practices that can address identified problems. Some of the methods are as follows:

Individual contact

- Individual need analysis
- Interface visits
- Farm Advisory

Group contacts

- Community need analysis
- Farmer group discussion/meetings
- Method/interactive demonstrations
- Field days
- Agricultural seminars
- Workshops
- Celebration of important events
- Visits and advisory **Mass contact**
- Farmers' Fairs and Exhibitions
- Media utilization (*both print and electronic*)
- Extension literature
- Technology week
- Campaign

10.1.11 Technological Products

KVK should give priority for production of newer seeds/seedlings/ livestock strains/ bio products etc, which are important and suitable for the district.

- Ensuring quality of technological products produced at site
- Quality seeds/planting material should be produced in KVK instructional farm with revolving fund and should be provided to the farmers For large scale promotion of quality seed /planting material, skill training may be given to rural youth/farm women /progressive farmers.
- To augment the availability of quality seed in the district, KVK may implement demonstrations on seed production in the farmers' fields
- KVK may promote seed production of popular crops/varieties of the district through Public Private Partnership mode (PPP)
- KVKs may develop mother orchards particularly for plantation crops important for the district.
- Linkage should be established among KVKs for exchange of technological products

10.1.12 Soil, Water and Plant Analysis

- Soil, water and plant analysis is mandatory for KVKs to support field interventions and demonstrations. The results of the analysis should be interpreted with recommendations
- KVK should display the analytical facilities and charges for the information of the farmers.
- Based on analysis soil fertility map of the district as well as KVK farm has to be prepared in a phased manner

10.1.13 KVK as Resource and Knowledge Centre

- Every KVK has to come up with dynamic website as per the ICAR norms available at ICAR website and create and upload a pool of information related to agriculture and allied sectors Technological modules based on the experiences of the KVK may be prepared in details and placed at the website
- URL of KVK website may be linked to all possible stake holders like ICAR, SAU and others
- Latest technological updates /KVK events/alerts etc. should be sent to farmers and other stakeholders through KVK mobile advisory (KMA)
- Video highlighting achievements of KVK over the years on successful technological interventions may be brought out and short video clippings may be prepared and posted on KVK website.
- The map of the instructional farm should be displayed with the details at the entrance of the farm.

- The instructional farm should have demonstration units and technology cafeteria showcasing technologies, practices and units suitable for the district as models for learning.
- KVKs may develop Technology Park comprising crop based and other enterprises.
- The major objective of establishing demonstration units should be to demonstrate the potential of the new technologies and be cost effective.
- Development of digital content in prescribed format by KVKs having E-Connectivity.
- Uploading of e-databank on addresses, PPT, video, photo gallery by KVKs
- Database on district profile covering general agricultural and developmental indicators may be prepared and updated periodically
- Selected village profile may be prepared from secondary database
- Farmers database including their agricultural practices, resources and nature of linkages with KVK may be prepared
- Database on suitable/ relevant technologies for a district may be prepared on technical details like name of the research institute, year of release, recommended area etc.
- Separate database on regular technical activities like OFT, FLD, training, extension activities, sponsored agencies, seeds and planting materials may be maintained
- Scientist will record the feedback on mandated activities and submit to the Chief Scientist and successful results will be given to line departments in the district for large-scale adoption.
- In case of constraints/problems , it will be reported to the researchers.
- Refinement done for the technology tested
- KVK feedback should be recorded in the annual progress report
- KVK should conduct impact studies on the successful activities on regular basis.
- Socio-economic impact of the technology in the district to be documented.
- Significant studies should be documented in the form of case studies/success stories as per the merits of the technology. At least one success story / case study per year should be submitted to the ZPD.

10.2 Technological Backstopping

The Directors of Extension of SAUs/CAU will have the responsibility of technological backstopping of the KVKs established under the area of jurisdiction of the University, irrespective of the host institution i.e. ICAR/NGO/SAU/others. In this regard, the following activities will be performed by the Directors of Extension of SAU/CAU.

- Creation and maintenance of district wise database for technological interventions
- Organizing HRD activities in identified areas for KVK staff at the University Headquarters.
- Conducting workshops/meetings of KVKs
- Providing technological inputs
- Periodical visits for guidance and advice
- Facilitate the preparation of action plan and review of progress
- Need based contingent planning

Apart from SAUs the technological backstopping will be provided by the ICAR institutes in terms of technological products, services and information.

Capacity Building

Krishi Vigyan Kendra having its one of the activity to perform as knowledge and resource centre, it is essential to empower the scientists working in KVKs in terms of advancement on the technological front relevant to the district. Apart from this it is also essential to have capacity building of KVK staff for skill enhancement at every level as they have to conduct the mandated activities like technology assessment, refinement, demonstration and training on the crops, horticulture, animal husbandry, post harvest management, value addition, fisheries and enterprises relevant to the district. In order to implement the capacity building programme to the staff of KVKs the following guidelines have to be followed.

- Zonal Project Directorate should be the main hub of human resource development for KVK staff.
- Zonal Project Director should prepare the schedule of training need requirement for KVK staff annually keeping in view of important crops, animal or other enterprises of the district.
- Subject matter training should be organized to the KVK scientists to operate and maintain the demonstration units established in KVKs.
- KVK staff to be deputed to best institutions in the country for long duration ranging from 4-8 weeks depending on the need assessment done by ZPD.
- The Directorate of Extension of the SAU should organize human resource development programmes for the KVKs under their jurisdiction for technology backstopping on the technologies of the university.
- Periodical orientation programme for the newly recruited scientists of KVKs should be organized by the ZPD.
- As advisory is provided to farmers based on soil, water analysis and plant diagnostic facilities it is essential that Programme Assistant (Lab Technician) have to be trained in analytical and maintenance aspects of these labs at reputed institutions.
- Periodical training has to be organized for the Assistant Administrative Officer and clerical staff of KVK by the ZPD on administrative and financial aspects.
- Programme Assistant (Computer) has to be empowered with advanced ITC applications for effective database management.

- The trained staff should not be transferred from KVK for a minimum period of five years.
- KVK staff needs to be trained as to how to document systematically and write good articles in scientific way. Hence emphasis should be given on process documentation.
- Inter and intra zonal interface of KVKs to be organized periodically.
- Staff of KVKs should participate in various seminars, workshops, and conferences etc., organized by NARS.
- Chief Scientist and Scientists of KVKs irrespective of host organizations have to attend at least one summer/winter course organized by SAUs/ICAR Institutes
- Financial support for training should come from ZPDs.
- Evaluation should be made for training of every staff member once in five years.

**PROFORMA FOR SUBMITTING PROPOSAL FOR THE
ESTABLISHMENT OF KRISHI VIGYAN KENDRA**

1. Name of the Scheme:
2. Name of the District (New/Additional):
3. Location Host Institute:
 - (a) Name and complete postal Address of the Host Institute.
 - (b) Name and complete postal address of the Officer-in –Charge who will deal with this scheme at the Institution/University levels.
 - (c) Name and Address of the actual location of proposed Krishi Vigyan Kendra.
 - (d) Phone No. and Telegraphic Address of the Officer-in –Charge referred to at above.
4. Specific Objectives of the Scheme:
 - (i) Long term objectives:
 - (ii) Short-term objectives:
5. Background Information:
 - (a) A brief Historical Perspective and activities of the Host Institution.
 - (b) Facilities available with the institutions to support the training programs of the KVK.
 - i. Physical facilities available-Land/Farms, Buildings (Office, Classrooms etc.), Farmers Hostel etc.
 - ii. Academic Facilities – Laboratories, Library, Workshop, Poultry and Dairy units, Piggery, Fishponds etc.
 - iii. Other specific facilities such as Vehicles, Farm equipments, Audio visual aids and equipments etc. available, if any.
 - iv. Scientific and Technical Staff available in the host institution who may support the training programs of the Krishi Vigyan Kendra Scheme (Specify them in terms of (a) Full-time support (b) Part-time support and (c) on Ad-hoc basis.
 - (c) Other Agriculture and Allied Institution available in the district. (Indicate also approximate distance from the proposed KVK location).
 - (d) Population data:

Give classified population data of the district in terms of (as per 2001 Census)

 - i. Rural and Urban population
 - ii. Farming/Non-Farming population
 - iii. Total population of the district
 - iv. Large farmers/Smaller farmers/Marginal farmers/Hilly farmers
 - v. Literacy rate for the district as a whole, for rural and urban population, for males and females etc.
 - vi. Population of Scheduled caste, Scheduled tribes in the district and their percentage to total population.
 - (e) Main occupations of the people in the district:

Give more details about the type of farming, major crops and related facilities available like canals, electricity, tanks, etc.
 - (f) Give a map of the district, indicating the location of the proposed KVK and distance from district headquarters in kms.
 - (g) Experience of the host institution in relation to farmers' training.

(Give full details of existing training unit/centre, if any).

6. Details of the proposed KVK - Technical Programme

- (a) Need for a Krishi Vigyan Kendra.
- (b) Main Agricultural problems of the district.
- (c) Specific training needs of the farmers.
- (d) Identify specific training courses in the field of agriculture including livestock production based on the felt needs of the farmers for at least the first year.
- (e) Indicate the plan of work for the training courses referred to at (d) above.
- (f) Facilities, which can be made available by the host institution exclusively for the proposed KVK – land, buildings, equipment, vehicles, staff etc.

7. Facilities: (Give details of facilities required for the scheme):

- (a).
 - i) Land available for the establishment of KVK in ha.
 - ii) Ownership of land. (Documentary evidence to be attached)
- (b) Facilities, which can be shared by the proposed KVK with the host institution (free of charge).
 - i. List of equipment and apparatus
 - ii. Number of livestock
 - iii. Farms/dairy unit/poultry unit/piggery etc.
 - iv. Main building, classroom, hostel etc.
 - v. Laboratory and Office facilities etc.
- (c) Specific facilities required for the proposed KVK in terms of:
 - (i) Staff
 - (ii) Equipments (please attach a list of equipments with approximate cost)
 - 1. Audio-Visual Equipment
 - 2. Agriculture Equipment
 - 3. Dairy Equipment
 - 4. Home Science & Nutrition
 - (iii) Modest buildings
 - (iv) Vehicle etc.

8. Duration of the Scheme:

9. Staff Requirements:

10. Financial Outlay of the Scheme:

11. Abstract

Certify that: -

The scale of pay and allowance etc. proposed in the scheme are those admissible to persons of corresponding status employed under the (Name of the host organization)

Signature of Head of Institution

Annexure II
(On non-judicial Stamp Paper of Rs.50/-)

AGREEMENT BETWEEN
THE INDIAN COUNCIL OF AGRICULTURAL RESEARCH
AND THE *(Name of the NGO)*
FOR SCIENTIFIC AND TECHNICAL COOPERATION IN THE IMPLEMENTATION
OF THE PROJECT OF KRISHI VIGYAN KENDRA
AT _____, DISTRICT _____ IN THE STATE OF _____.

1. This agreement is made between the Indian Council of Agricultural Research, a Society registered under "Society Registration Act", 1860, hereinafter called "the FIRST PARTY" and the _____ established under _____ at _____ situated in the State of _____ hereinafter called the SECOND PARTY.

2. Whereas the FIRST PARTY have the following mandate:
 - (i) To plan, undertake, aid, promote and co-ordinate education, research and its application in agriculture, agro-forestry, animal husbandry, fisheries, home science and allied sciences;
 - (ii) To act as a clearing house of research and general information relating to agriculture, animal husbandry, home science, allied sciences and fisheries through its publications and information system and by instituting and promoting transfer of technology programmes;
 - (iii) To provide, undertake and promote consultancy services in the fields of education, research, training and dissemination of information in agriculture, agro-forestry, animal husbandry, fisheries, home science and allied sciences;
 - (iv) To look into the problems relating to broader areas of rural development concerning agriculture, including post-harvest technology by developing cooperative programmes with other organizations such as the Indian Council of Social Science Research, Council of Scientific and Industrial Research, Bhabha Atomic Research Centre and the Universities;
 - (v) To do other things considered necessary to attain the objectives of the Society.

3. And whereas the SECOND PARTY has the following mandate / objectives:
 - (i)
 - (ii)
 - (iii)
 - (iv)

4. The FIRST PARTY in pursuance of the mandate stated in the Para 2 of this Agreement and the SECOND PARTY agrees to work together in implementing the **Krishi Vigyan Kendra** Scheme hereinafter called KVK whose mandate is **application of technology/products through assessment, refinement and demonstration for adoption.**

5. To implement the mandate of application of technology/products through assessment, refinement and demonstration for adoption effectively the following activities are envisaged for each KVK:-
 - (i) On-farm testing to identify the location specificity of agricultural technologies under various farming systems.
 - (ii) Frontline demonstrations to establish production potentials of technologies on the farmers' fields.
 - (iii) Training of farmers and extension personnel to update their knowledge and skills in modern agricultural technologies.
 - (iv) To work as resource and knowledge centre of agricultural technologies for supporting initiatives of public, private and voluntary sector for improving the agricultural economy of the district.
 - (v) To provide farm advisories to farmers on marketing of agricultural produce.
 - (vi) Identify, document and validate selected farm innovations and select suitable ICT for reaching the unreached.

Besides the above activities, the KVKs will produce and make available technological products like seed, planting material, bio agents, young ones of livestock etc to the farmers and also organizes extension activities to create awareness about improved agricultural technologies.

Further, KVKs should implement sponsored schemes/programmes, which are within the mandates of KVK.

6. The FIRST PARTY shall provide grant for the KVK Scheme according to the pattern of assistance approved under the KVK Scheme subject to personnel and budgetary limitation imposed by the Government of India from time to time. The items of assistance may inter-alia include the following:-
 - (i) Salary assistance in respect of a specific number of staff in different approved disciplines and grades based on the local needs and requirements for taking up various activities of the KVK as per mandate as stated in the para 4 of this Agreement;
 - (ii) The cost of approved recurring and non-recurring items based on the pattern of assistance applicable to KVKs as decided by the FIRST PARTY from time to time ;
 - (iii) Travelling allowances as per the sanctioned financial provision of the Scheme;
 - (iv) Revolving fund which will be strictly operated according to the rules and guidelines of revolving fund scheme of the Council;
 - (v) For participation in and organisation of workshop, seminars, symposia and meetings approved by the ICAR; and
 - (vi) Timely release of funds to the SECOND PARTY as per prescribed schedule subject to the satisfactory progress report(s) of the project work.

7. For scientific and technical cooperation in the effective implementation of the scheme and for obtaining assistance as stated hereinabove, the SECOND PARTY shall make available the following:
- (i) _____ (area of land) of good quality land free from encumbrances, litigation and attachments at the site duly selected by the FIRST PARTY, located at..... exclusively for conducting the mandated activities of the KVK;
 - (ii) The Staff, infrastructure, equipments and livestock, if any, presently available with the SECOND PARTY and specifically identified by the FIRST PARTY for transfer to KVK as agreed from time to time.
 - (iii) Monetary and material support in addition to the provision made by the FIRST PARTY with a view to enlarge the programmes of the KVK;
8. The SECOND PARTY, in addition, agrees to:
- (i) That the grant given by the FIRST PARTY will be utilised exclusively for the intended purpose of the Scheme and on items for which it is sanctioned by the FIRST PARTY.
 - (ii) Open a separate Bank account in the name of KVK where entire grants-in-aid received from the FIRST PARTY would be deposited and amount will be withdrawn for the expenditure to be made only for the activities/programmes of the KVK including salary of the staff of KVK.
 - (iii) The interest earned out of FIRST PARTY's grant will be indicated in KVKs account, which will be maintained separately, and intimated to the FIRST PARTY at regular intervals along with progress report. The interest earned will be counted while remitting/releasing. Grants will be released less by the income-earned by the KVK.
 - (iv) The profit/resource generated from KVK, if any will be ploughed back and utilised for development and execution of schemes and that no portion other than agreed by the first party would be utilized by the second party for any other purpose. In case amount has been diverted, the same shall be deducted by the first party from the grant due to second party subsequently.
 - (v) The SECOND PARTY will submit the demand for funds to the FIRST PARTY in the prescribed proforma within the time prescribed by the FIRST PARTY for this purpose.
 - (vi) The financial assistance rendered by the Council will always be acknowledged in any published account of the work for which the grant is given.
 - (vii) To reflect the sanctioned budget in its annual Institutional budget book.
 - (viii) The pay scale of the KVK staff should be at the pattern approved by the FIRST PARTY for the Scheme and any increase either regular or adhoc in pay or allowance over and above of that approved by the FIRST PARTY shall be borne by the SECOND PARTY from their own resources
 - (ix) All staff of KVK shall be borne on the establishment of the SECOND PARTY only. The administrative control over the staff employed under the scheme, therefore, shall vest in the SECOND PARTY.

- (x) The placement of staff working in the project after the termination of the project shall be the sole responsibility of the SECOND PARTY without having any liability on the FIRST PARTY.
- (xi) The SECOND PARTY will not transfer any staff of KVK for a period of five years and approval of Council shall be obtained before affecting any transfers.
- (xii) The SECOND PARTY agrees to implement promotion policy as per ICAR guideline for scientists and MACP for other staff.
- (xiii) The qualifications of the staff under this Scheme should be as laid by the FIRST PARTY in this regard any deviation will be liable for the discontinuous of the support.
- (xiv) To recruit competent Personnel as per the sanctioned provisions of the Scheme.
- (xv) To provide skilled and unskilled labour as and when required for the project work.
- (xvi) To strictly follow the pattern and procedure laid down by the FIRST PARTY for the Selection Committees for the recruitment of KVK Personnel.
- (xvii) To strictly follow the qualifications, disciplines for recruitment (Annexure VI) and score card (Annexure VII) as per the guidelines of ICAR for promotion in respect of KVK Personnel.
- (xviii) Keep the duties of the staff in accordance with the provisions made in the scheme and shall not use the staff for non-mandated activities.
- (xix) Not to transfer any personnel appointed for the KVK Scheme for any work other than that of KVK without the prior concurrence of the FIRST PARTY.
- (xx) Treat KVK staff at par for the purpose of privileges, amenities and facilities permissible to other staff of the SECOND PARTY.
- (xxi) Consult the FIRST PARTY before making any change in the programme of the KVK or the personnel employed therein.
- (xxii) Ensure that if any staff of the KVK a report on the work done during the relevant period together with all data collected to enable his successor to compile the complete report at the end of the year.
- (xxiii) Keep the FIRST PARTY constantly informed about the progress and the problems of the KVK through the proceedings of the meetings, training courses being offered etc.
- (xxiv) Allow the In-charge, Krishi Vigyan Kendra to directly correspond with the FIRST PARTY in matters pertaining to the KVK including policy and financial matters.
- (xxv) Constitute the Scientific Advisory Committee and conduct its meetings as per the norms issued by the FIRST PARTY from time to time.
- (xxvi) Allow the FIRST PARTY to review the KVK by Quinquennial Review Team (QRT) and agree to follow the approved recommendations by the FIRST PARTY.
- (xxvii) The KVK shall submit a monthly, half yearly, annual report and any other periodic report, in the prescribed proforma, requested by the FIRST PARTY of the work of the KVK and also the working plan for the next year to the FIRST PARTY. In the event of an unsatisfactory progress of work of the KVK as assessed by the FIRST PARTY, the FIRST PARTY may stop the release of further

grants to the Kendra or terminate the project funding without assigning any reasons thereof.

- (xxviii) The contingencies purchased if any out of the grants given by the FIRST PARTY will be deemed to have been utilised appropriately for the purpose for which these have been sanctioned and a certificate to this effect is furnished to the Council along with Audited Utilization Certificate(AUC).
- (xxix) The stores of capital nature acquired for KVK out of the grants given by the FIRST PARTY shall be maintained in good condition with proper record. The vehicles, farm machineries and equipments will be maintained in the stock registers of the SECOND PARTY which should be presented to the ICAR officers for inspection and to the Auditors for check and endorsement.
- (xxx) To provide all financial powers to In-charge of KVK as per guidelines/norms provided by the FIRST PARTY for this purpose.
- (xxxi) To permit the KVK Personnel to attend relevant Workshops, Seminars, Symposia, Conferences, Meetings, etc., organized by the FIRST PARTY.
- (xxxii) Conduct the meeting of the Scientific Advisory Committee as per the norms issued by the FIRST PARTY from time to time.

9. Further, both the parties mutually agree that:

- (i) The Project is essentially a cooperative/partnership venture.
- (ii) Affirm their commitment to carry out the activities and achieve the objectives as mentioned herein above mutually agreed upon.
- (iii) The KVK or the Scientists responsible for doing outstanding work in organizing training programmes and other mandated activities and thereby significantly contributing towards agricultural production in the area shall be given due recognition.
- (iv) Recruitment procedure, promotion shall be as guidelines issued by the ICAR and other service conditions of the KVK personnel will be as per the rules and regulations of the SECOND PARTY subject to condition that such rules including academic qualifications, experience etc. would not be better than what is prescribed for the employees of the FIRST PARTY.
- (v) The promotional policy, including the pay and eligibility criteria, will strictly be as per the guidelines issued by the ICAR.
- (vi) Posts in KVKs are sanctioned in a particular pay scale or pay band and grade pay. However the SECOND PARTY can promote the staff following the CAS/MACPS guidelines. But in such cases, vacancies in the event of transfer/retirement/death/resignation of such promoted staff carrying whatever personal grade pay or post, acquired through promotion through CAS/MACPS, shall be filled only in the initial grade approved under KVK scheme.
- (vii) The KVK Personnel shall be encouraged to publish literature related to training programmes and evaluative studies including major achievements.
- (viii) Accredited Chartered Accountant will audit the expenditure incurred from the grant. Such auditors will furnish to the FIRST PARTY duly prescribed Audit Utilization Certificate within the prescribed period. Any unspent balance

- should be refunded to the SECOND PARTY as per the rules laid down by the FIRST PARTY in this regard.
- (ix) The FIRST PARTY may release amount sanctioned for the subsequent financial year only after the Audit Utilization Certificate on provisional basis in respect of grants of the preceding financial year is submitted. Release of grants-in-aid in excess of 75% of the total amount sanctioned for the subsequent financial year shall be done only after the Utilization Certificate and the Annual Audited Statement relating to grants-in-aid released in the preceding year are submitted to the satisfaction of the FIRST PARTY.
 - (x) The FIRST PARTY also will look into the Reports submitted by the Auditors and inspection reports received from Indian Audit and Accounts Department, if any and the performance reports, if any, received for the year should also be looked into while sanctioning further grants.
 - (xi) In case of non-receipt of the Audit and Utilization Certificate, the FIRST PARTY may stop the grant of the KVK Scheme till the Audit and Utilization Certificate due are received.
 - (xii) In addition to the normal audit as stated above, ICAR may also get special audit conducted at its discretion.
 - (xiii) Further, the FIRST PARTY may appoint suitable committees from time to time to assess the progress of the KVK. On their recommendations further grants and continuance of the scheme shall be considered.
 - (xiv) In the event of an unsatisfactory progress of work at a Kendra as assessed by the Council, the Council may stop the release of further grants to such Kendra or terminate the project funding without assigning reasons.
 - (xv) The FIRST PARTY will not be liable to bear any expenditure on pension contribution and/ or leave salary contribution or any other retirement benefits incurred or committed by the grantee in lieu of the CPF/GPF etc.
 - (xvi) Assessment of the performance of staff of KVK shall be done by the SECOND PARTY in consultation with the FIRST PARTY as per norms and procedure approved for implementation of KVK Scheme.
 - (xvii) The FIRST PARTY will have the right to publish the relevant data/materials obtained as a result of work done under the KVK scheme before they are published elsewhere.
10. The SECOND PARTY has the right to recruit all the sanctioned positions without taking permission or approval of any authorities. Further, KVKs are exempted from any kind of general restrictions on recruitment other than those imposed by the FIRST PARTY.
11. In the existing and likely Intellectual Property Regime, techniques, technologies, materials etc. developed/perfected of any immediate or likely commercial value would be the joint property of the Council and the SECOND PARTY. However, the Intellectual Property claims/formalities would be filed/made by the SECOND PARTY.
12. The SECOND PARTY shall not subcontract any of its obligations under this agreement or enter into any other arrangement that would involve additional

- parties in the provision of the Services or performance of this agreement without the written sanction from the FIRST PARTY.
13. The parties to this Agreement agree to comply with all applicable laws, rules and administrative instruction laid by the FIRST PARTY and Government of India, governing activities under this Agreement.
 14. In carrying out the terms of this Agreement there shall be no discrimination against any citizens of India because of religion, race, caste, sex, descent, place of birth, residence.
 15. The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement must not be construed so as to create such status. The rights, duties and obligations contained in this Agreement operate only between the parties to this Agreement, and inure solely to the benefit of the parties of this Agreement. The provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement. The parties to this Agreement intend and expressly agree that only parties signatory to this Agreement will have any legal or equitable right derived or accrued under this Agreement.
 16. The Sanction Order issued by the FIRST PARTY for establishing the KVK for the SECOND PARTY along with Annexure thereof, Mortgage Deed, Schedule of land, and Indemnity Bond shall be read as integral part of the Agreement and together consist an integrated Agreement between the parties and supersedes all previous agreements, understandings and negotiations on that subject matter.
 17. Either party to this Agreement may terminate the Agreement after giving 90 (ninety) days written notice to the other Party of their intention to do so.
 18. Further the FIRST PARTY reserves its right to terminate this Agreement, without giving any notice for the same and without any liability whatsoever, in the event of contravening or for non-complying with any of the conditions of Agreement by the SECOND PARTY or in the event of SECOND PARTY becoming Insolvent.
 19. The movable property, such as vehicle/ equipment/implement farm machinery etc. purchased at the cost of the Council would be the sole property of the project. However, depending on its utility in the Host Institution and commensurate with the value, vision and promotional goal of the Council for further research, the same may be allowed by the Council on request to be retained by the SECOND PARTY even after the termination of the project.
 20. In the event of the termination of the scheme for whatsoever reasons, the immovable properties acquired/constructed with Council's assistance shall remain the property of the Council. Immediately in the event of the termination, the KVK shall be obliged to handover all these immovable

properties to the Council and the Council shall be at liberty to deal with the property in any manner they decide. However, in case Grantee is unable to hand over such property due to whatsoever reasons in the event of the termination of the scheme for whatsoever reasons, the Council shall be entitled to such fair and reasonable compensation for all the immovable property and improvements effected thereon constructed under the Scheme with Council's assistance as shall be decided by the Council as per the valuation done by CPWD or any other agency nominated/selected by the ICAR. The decision of Secretary ICAR in this matter will be final.

21. Should any portion of this Agreement be determined to be illegal or unenforceable, the remainder of the Agreement will continue in full force and effect.
22. Either party may request changes in this Agreement. Any changes, modifications, revisions, or amendments to this Agreement, will be incorporated by written instrument, executed and signed by all parties to this Agreement, and will be effective.
23. Any matter not covered specifically in this Agreement may be settled by mutual discussion.
24. Any dispute between the parties shall always be resolved by mutual consultation without any resort to arbitration or other form of legal remedy including resort to court of law. On points where disagreement persists and differences arise out of this Agreement, the matter may be referred to the Secretary of the FIRST PARTY for hearing and whose decision shall be final and binding on the parties.
25. This Agreement will commence upon the date last signed and executed by the duly authorized Representative.

In Witness thereof, the undersigned being duly authorised by their respective Organisations have signed this Agreement in three Originals each in English.

(full Designation with Office Seal)

**ICAR, New Delhi
(With Office Seal)**

**For on behalf of
(full title of the SECOND PARTY)**

**For on behalf of Indian Council of
Agricultural Research**

Witness:

Name and Address	Signature	Name and Address	Signature
1		1	
2		2	

MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING BETWEEN THE INDIAN COUNCIL OF AGRICULTURAL RESEARCH, KRISHI ANUSANDHAN BHAVAN, NEW DELHI-110012 AND THE

_____ (NAME OF THE GRANTEE) FOR SCIENTIFIC AND TECHNICAL COOPERATION IN THE IMPLEMENTATION OF THE PROJECT OF KRISHI VIGYAN KENDRA AT VILLAGE _____, CITY _____, DISTRICT _____ IN THE STATE OF _____.

1. This agreement made this _____ day of _____ Month, Two Thousand _____ between the ICAR, a Society registered under "Society Registration Act", 1860, hereinafter called "Council", as the FIRST PARTY and the

_____ (Grantee i.e. SAU/State Government/Deemed Universities/PSU/Others Government organization) established under _____ at _____ situated in the State of _____ hereinafter called the "Grantee" (SECOND PARTY).

2. Whereas the FIRST PARTY have the following mandate:

- I. To plan, undertake, aid, promote and co-ordinate education, research and its application in agriculture, agro-forestry, animal husbandry, fisheries, home science and allied sciences;
- II. To act as a clearing house of research and general information relating to agriculture, animal husbandry, home science, allied sciences and fisheries through its publications and information system and by instituting and promoting transfer of technology programmes;
- III. To provide, undertake and promote consultancy services in the fields of education, research, training and dissemination of information in agriculture, agro-forestry, animal husbandry, fisheries, home science and allied sciences;
- IV. To look into the problems relating to broader areas of rural development concerning agriculture, including post-harvest technology by developing cooperative programmes with other organizations such as the Indian Council of Social Science Research, Council of Scientific and Industrial Research, Bhabha Atomic Research Centre and the Universities;
- V. To do other things considered necessary to attain the objectives of the Society.

3. And whereas the SECOND PARTY has the following mandate / objectives:

- I.;
- II.;
- III.;
- IV.;

4. The FIRST PARTY in pursuance of the mandate stated in the Para 2 of this Agreement and the SECOND PARTY agrees to work together in implementing the **Krishi Vigyan Kendra** Scheme hereinafter called KVK whose mandate is **application of technology/products through assessment, refinement and demonstration for adoption.**
5. To implement the mandate of application of technology/products through assessment, refinement and demonstration for adoption effectively the following activities are envisaged for each KVK:-
 - I. On-farm testing to identify the location specificity of agricultural technologies under various farming systems.
 - ii. Frontline demonstrations to establish production potentials of technologies on the farmers' fields.
 - iii. Training of farmers and extension personnel to update their knowledge and skills in modern agricultural technologies.
 - iv. To work as resource and knowledge centre of agricultural technologies for supporting initiatives of public, private and voluntary sector for improving the agricultural economy of the district.
 - v. To provide farm advisories to farmers on marketing of agricultural produce.
 - vi. Identify, document and validate selected farm innovations and select suitable ICT for reaching the unreached.

Besides the above activities, the KVKs will produce and make available technological products like seed, planting material, bio agents, young ones of livestock etc to the farmers and also organizes extension activities to create awareness about improved agricultural technologies.

Further, KVKs should implement sponsored schemes/programmes, which are within the mandates of KVK.

6. The FIRST PARTY shall provide grant for the KVK Scheme according to the pattern of assistance approved under the KVK Scheme subject to personnel and budgetary limitation imposed by the Government of India from time to time. The items of assistance may inter-alia include the following:-
 - I. Salary assistance in respect of a specific number of staff in different approved disciplines and grades based on the local needs and requirements for taking up various activities of the KVK as per mandate as stated in the para 4 of this Agreement;
 - II. The cost of approved recurring and non-recurring items based on the pattern of assistance applicable to KVKs as decided by the FIRST PARTY from time to time ;
 - III. Travelling allowances as per the sanctioned financial provision of the Scheme;
 - IV. Revolving fund which will be strictly operated according to the rules and guidelines of revolving fund scheme of the Council;

- V. For participation in and organisation of workshop, seminars, symposia and meetings approved by the ICAR; and
 - VI. Timely release of funds to the SECOND PARTY as per prescribed schedule subject to the satisfactory progress report(s) of the project work.
7. For scientific and technical cooperation in the effective implementation of the scheme and for obtaining assistance as stated hereinabove, the SECOND PARTY shall make available the following:
- I. _____ (area of land) of good quality land free from encumbrances, litigation and attachments at the site duly selected by the FIRST PARTY, located at..... exclusively for conducting the mandated activities of the KVK;
 - II. The Staff, infrastructure, equipments and livestock, if any, presently available with the SECOND PARTY and specifically identified by the FIRST PARTY for transfer to KVK as agreed from time to time.
 - III. Monetary and material support in addition to the provision made by the FIRST PARTY with a view to enlarge the programmes of the KVK;
8. The SECOND PARTY, in addition, agrees to:
- I. That the grant given by the FIRST PARTY will be utilised exclusively for the intended purpose of the Scheme and on items for which it is sanctioned by the FIRST PARTY.
 - II. Open a separate Bank account in the name of KVK where entire grants-in-aid received from the FIRST PARTY would be deposited and amount will be withdrawn for the expenditure to be made only for the activities/programmes of the KVK including salary of the staff of KVK.
 - III. The interest earned out of FIRST PARTY's grant will be indicated in KVKs account, which will be maintained separately, and intimated to the FIRST PARTY at regular intervals along with progress report. The interest earned will be counted while remitting/releasing. Grants will be released less by the income-earned by the KVK.
 - IV. The profit/resource generated from KVK, if any will be ploughed back and utilised for development and execution of schemes and that no portion other than agreed by the first party would be utilized by the second party for any other purpose. In case amount has been diverted, the same shall be deducted by the first party from the grant due to second party subsequently.
 - V. The SECOND PARTY will submit the demand for funds to the FIRST PARTY in the prescribed proforma within the time prescribed by the FIRST PARTY for this purpose.
 - VI. The financial assistance rendered by the Council will always be acknowledged in any published account of the work for which the grant is given.
 - VII. To reflect the sanctioned budget in its annual Institutional budget book.
 - VIII. The pay scale of the KVK staff should be at the pattern approved by the FIRST PARTY for the Scheme and any increase either regular or adhoc in pay or

allowance over and above of that approved by the FIRST PARTY shall be borne by the SECOND PARTY from their own resources

- IX. All staff of KVK shall be borne on the establishment of the SECOND PARTY only. The administrative control over the staff employed under the scheme, therefore, shall vest in the SECOND PARTY.
- X. The placement of staff working in the project after the termination of the project shall be the sole responsibility of the SECOND PARTY without having any liability on the FIRST PARTY.
- XI. The SECOND PARTY will not transfer any staff of KVK for a period of five years and approval of Council shall be obtained before affecting any transfers.
- XII. The SECOND PARTY agrees to implement promotion policy as per ICAR guideline for scientists and MACP for other staff.
- XIII. The qualifications of the staff under this Scheme should be as laid by the FIRST PARTY in this regard any deviation will be liable for the discontinuous of the support.
- XIV. To recruit competent Personnel as per the sanctioned provisions of the Scheme.
- XV. To provide skilled and unskilled labour as and when required for the project work.
- XVI. To strictly follow the pattern and procedure laid down by the FIRST PARTY for the Selection Committees for the recruitment of KVK Personnel.
- XVII. To strictly follow the qualifications, disciplines for recruitment (Annexure VI) and score card (Annexure VII) as per the guidelines of ICAR for promotion in respect of KVK Personnel.
- XVIII. Keep the duties of the staff in accordance with the provisions made in the scheme and shall not use the staff for non-mandated activities.
- XIX. Not to transfer any personnel appointed for the KVK Scheme for any work other than that of KVK without the prior concurrence of the FIRST PARTY.
- XX. Treat KVK staff at par for the purpose of privileges, amenities and facilities permissible to other staff of the SECOND PARTY.
- XXI. Consult the FIRST PARTY before making any change in the programme of the KVK or the personnel employed therein.
- XXII. Ensure that if any staff of the KVK a report on the work done during the relevant period together with all data collected to enable his successor to compile the complete report at the end of the year.
- XXIII. Keep the FIRST PARTY constantly informed about the progress and the problems of the KVK through the proceedings of the meetings, training courses being offered etc.
- XXIV. Allow the In-charge, Krishi Vigyan Kendra to directly correspond with the FIRST PARTY in matters pertaining to the KVK including policy and financial matters.
- XXV. Constitute the Scientific Advisory Committee and conduct its meetings as per the norms issued by the FIRST PARTY from time to time.

- XXVI. Allow the FIRST PARTY to review the KVK by Quinquennial Review Team (QRT) and agree to follow the approved recommendations by the FIRST PARTY.
- XXVII. The KVK shall submit a monthly, half yearly, annual report and any other periodic report, in the prescribed proforma, requested by the FIRST PARTY of the work of the KVK and also the working plan for the next year to the FIRST PARTY. In the event of an unsatisfactory progress of work of the KVK as assessed by the FIRST PARTY, the FIRST PARTY may stop the release of further grants to the Kendra or terminate the project funding without assigning any reasons thereof.
- XXVIII. The contingencies purchased if any out of the grants given by the FIRST PARTY will be deemed to have been utilised appropriately for the purpose for which these have been sanctioned and a certificate to this effect is furnished to the Council along with Audited Utilization Certificate(AUC).
- XXIX. The stores of capital nature acquired for KVK out of the grants given by the FIRST PARTY shall be maintained in good condition with proper record. The vehicles, farm machineries and equipments will be maintained in the stock registers of the SECOND PARTY which should be presented to the ICAR officers for inspection and to the Auditors for check and endorsement.
- XXX. To provide all financial powers to In-charge of KVK as per guidelines/norms provided by the FIRST PARTY for this purpose.
- XXXI. To permit the KVK Personnel to attend relevant Workshops, Seminars, Symposia, Conferences, Meetings, etc., organized by the FIRST PARTY.
- XXXII. Conduct the meeting of the Scientific Advisory Committee as per the norms issued by the FIRST PARTY from time to time.
9. Further, both the parties mutually agree that:
- (i) The Project is essentially a cooperative/partnership venture.
 - (ii) Affirm their commitment to carry out the activities and achieve the objectives as mentioned herein above mutually agreed upon.
 - (iii) The KVK or the Scientists responsible for doing outstanding work in organizing training programmes and other mandated activities and thereby significantly contributing towards agricultural production in the area shall be given due recognition.
 - (iv) Recruitment procedure, promotion shall be as guidelines issued by the ICAR and other service conditions of the KVK personnel will be as per the rules and regulations of the SECOND PARTY subject to condition that such rules including academic qualifications, experience etc. would not be better than what is prescribed for the employees of the FIRST PARTY.
 - (v) The promotional policy, including the pay and eligibility criteria, will strictly be as per the guidelines issued by the ICAR.
 - (vi) Posts in KVKs are sanctioned in a particular pay scale or pay band and grade pay. However the SECOND PARTY can promote the staff following the CAS/MACPS guidelines. But in such cases, vacancies in the event of transfer/retirement/death/resignation of such promoted staff carrying whatever personal grade pay or post, acquired through promotion through

- CAS/MACPS, shall be filled only in the initial grade approved under KVK scheme.
- (vii) The KVK Personnel shall be encouraged to publish literature related to training programmes and evaluative studies including major achievements.
 - (viii) The expenditure incurred from the grant will be audited by the Comptroller and Accountant General of India or field offices of Indian Audit and Accounts Department or Accountant General of the State concerned or the Examiner of the Local Fund Accounts or Statutory Auditors of the SECOND PARTY Such auditors will furnish to the FIRST PARTY duly prescribed Audit Utilization Certificate within the prescribed period. Any unspent balance should be refunded to the SECOND PARTY as per the rules laid down by the FIRST PARTY in this regard.
 - (ix) The FIRST PARTY may release amount sanctioned for the subsequent financial year only after the Audit Utilization Certificate on provisional basis in respect of grants of the preceding financial year is submitted. Release of grants-in-aid in excess of 75% of the total amount sanctioned for the subsequent financial year shall be done only after the Utilization Certificate and the Annual Audited Statement relating to grants-in-aid released in the preceding year are submitted to the satisfaction of the FIRST PARTY.
 - (x) The FIRST PARTY also will look into the Reports submitted by the Auditors and inspection reports received from Indian Audit and Accounts Department, if any and the performance reports, if any, received for the year should also be looked into while sanctioning further grants.
 - (xi) In case of non-receipt of the Audit and Utilization Certificate, the FIRST PARTY may stop the grant of the KVK Scheme till the Audit and Utilization Certificate due are received.
 - (xii) In addition to the normal audit as stated above, ICAR may also get special audit conducted at its discretion.
 - (xiii) Further, the FIRST PARTY may appoint suitable committees from time to time to assess the progress of the KVK. On their recommendations further grants and continuance of the scheme shall be considered.
 - (xiv) In the event of an unsatisfactory progress of work at a Kendra as assessed by the Council, the Council may stop the release of further grants to such Kendra or terminate the project funding without assigning reasons.
 - (xv) The FIRST PARTY will not be liable to bear any expenditure on pension contribution and/ or leave salary contribution or any other retirement benefits incurred or committed by the grantee in lieu of the CPF/GPF etc.
 - (xvi) Assessment of the performance of staff of KVK shall be done by the SECOND PARTY in consultation with the FIRST PARTY as per norms and procedure approved for implementation of KVK Scheme.
 - (xvii) The FIRST PARTY will have the right to publish the relevant data/materials obtained as a result of work done under the KVK scheme before they are published elsewhere.

10. The SECOND PARTY has the right to recruit all the sanctioned positions without taking permission or approval of any authorities. Further, KVKs are exempted from any kind of general restrictions on recruitment other than those imposed by the FIRST PARTY.
11. In the existing and likely Intellectual Property Regime, techniques, technologies, materials etc. developed/perfected of any immediate or likely commercial value would be the joint property of the Council and the SECOND PARTY. However, the Intellectual Property claims/formalities would be filed/made by the SECOND PARTY.
12. The SECOND PARTY shall not subcontract any of its obligations under this agreement or enter into any other arrangement that would involve additional parties in the provision of the Services or performance of this agreement without the written sanction from the FIRST PARTY.
13. The parties to this Agreement agree to comply with all applicable laws, rules and administrative instruction laid by the FIRST PARTY and Government of India, governing activities under this Agreement.
14. In carrying out the terms of this Agreement there shall be no discrimination against any citizens of India because of religion, race, caste, sex, descent, place of birth, residence.
15. The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Agreement must not be construed so as to create such status. The rights, duties and obligations contained in this Agreement operate only between the parties to this Agreement, and inure solely to the benefit of the parties of this Agreement. The provisions of this Agreement are intended only to assist the parties in determining and performing their obligations under this Agreement. The parties to this Agreement intend and expressly agree that only parties signatory to this Agreement will have any legal or equitable right derived or accrued under this Agreement.
16. The Sanction Order issued by the FIRST PARTY for establishing the KVK for the SECOND PARTY along with Annexure thereof, Mortgage Deed, Schedule of land, and Indemnity Bond shall be read as integral part of the Agreement and together consist an integrated Agreement between the parties and supersedes all previous agreements, understandings and negotiations on that subject matter.
17. Either party to this Agreement may terminate the Agreement after giving 90 (ninety) days written notice to the other Party of their intention to do so.
18. Further the FIRST PARTY reserves its right to terminate this Agreement, without giving any notice for the same and without any liability whatsoever, in the event of contravening or for non-complying with any of the conditions of Agreement by the SECOND PARTY or in the event of SECOND PARTY becoming Insolvent.

19. The movable property, such as vehicle/ equipment/implement farm machinery etc. purchased at the cost of the Council would be the sole property of the project. However, depending on its utility in the Host Institution and commensurate with the value, vision and promotional goal of the Council for further research, the same may be allowed by the Council on request to be retained by the SECOND PARTY even after the termination of the project.
20. In the event of the termination of the scheme for whatsoever reasons, the immovable properties acquired/constructed with Council's assistance shall remain the property of the Council. Immediately in the event of the termination, the KVK shall be obliged to handover all these immovable properties to the Council and the Council shall be at liberty to deal with the property in any manner they decide. However, in case Grantee is unable to hand over such property due to whatsoever reasons in the event of the termination of the scheme for whatsoever reasons, the Council shall be entitled to such fair and reasonable compensation for all the immovable property and improvements effected thereon constructed under the Scheme with Council's assistance as shall be decided by the Council as per the valuation done by CPWD or any other agency nominated/selected by the ICAR. The decision of Secretary ICAR in this matter will be final.
21. Should any portion of this Agreement be determined to be illegal or unenforceable, the remainder of the Agreement will continue in full force and effect.
22. Either party may request changes in this Agreement. Any changes, modifications, revisions, or amendments to this Agreement, will be incorporated by written instrument, executed and signed by all parties to this Agreement, and will be effective
23. Any matter not covered specifically in this Agreement may be settled by mutual discussion.
24. Any dispute between the parties shall always be resolved by mutual consultation without any resort to arbitration or other form of legal remedy including resort to court of law. On points where disagreement persists and differences arise out of this Agreement, the matter may be referred to the Secretary of the FIRST PARTY for hearing and whose decision shall be final and binding on the parties.
25. This Agreement will commence upon the date last signed and executed by the duly authorized Representative.

In Witness thereof, the undersigned being duly authorized by their respective Organisations have signed this Agreement in three Originals each in English.

(full Designation with Office Seal)

**ICAR, New Delhi
(With Office Seal)**

For on behalf of
(full title of the SECOND PARTY)

For on behalf of Indian Council of
Agricultural Research

Witness:

	Name and Address	Signature		Name and Address	Signature
1			1		
2			2		

Annexure IV

INDEMNITY BOND

(On non-judicial Stamp Paper of Rs.100/-)

Whereas

(i) _____ S/o _____ resident of _____ President of (Name of NGO/Society/Company) having registered office at _____.

(ii) _____ Secretary of (Name of NGO/Society/Company) having registered office at _____ have applied for sanction of Krishi Vigyan Kendra (K.V.K.) to the Indian Council of Agricultural Research (ICAR), Krishi Bhavan, New Delhi-1 at _____.

In consideration of the sanction of Krishi Vigyan Kendra (KVK) by the I.C.A.R., Krishi Bhavan, New Delhi-I.

We _____ President, _____ Secretary, and _____ S/o _____ resident of _____ (Surety) for ourselves, our respective heirs, executors and administrators do hereby jointly and severally covenant with the I.C.A.R. (Council) its successors and assigns that we and our heirs, executors and administrators respectively shall at all times fully comply with the terms and conditions of contract and from time to time save, defend and keep harmless and indemnified the council/I.C.A.R., its successors and assigns and administrators and their and each of their estates, effects and grants/funds from and against all actions, causes, suits, proceedings, accounts, claims and demands whatsoever on account of the said K.V.K. We _____ President, _____ Secretary and _____ (Surety) undertake on demand by the I.C.A.R./ Council to return and re-deliver such grants/funds and other movable & immovable properties and assets raised from such funds on termination of the project or otherwise and give complete audited expenditure statement as laid down in the contract.

This _____ day of _____ 200

Surety

President

Secretary

Witness (i)

Witness (ii)

FORM OF MORTGAGE DEED

This indenture made this.....day oftwo thousand..... between

.....
(hereinafter called "THE MORTGAGOR" which expression shall unless excluded by or repugnant to the subject or context, include his/her heirs, executors, administrators and assigns) of the ONE PART and THE SECRETARY, ICAR (hereinafter called "THE MORTGAGEE" which expression shall, unless excluded by or repugnant to the subject or context include his successors in office and assigns) of the OTHER PART.

WHEREAS the Mortgagor is the absolute and sole beneficial owner and is seized and possessed of or otherwise well and sufficiently entitled to the land and/or house, hereditaments and premises hereinafter described in the Schedule hereunder written and for greater clearness delineated on the plan annexed hereto and thereon shown with the boundaries thereof coloured.....and expressed to be hereby conveyed, transferred and assured (hereinafter referred to as "the said mortgaged property").

WHEREAS the MORTGAGOR applied to the MORTGAGEE for establishment of a KVK in _____ and to provide funds for running the said KVK on the said land, as per terms & conditions laid down by MORTGAGEE.

WHEREAS the Mortgagee agreed to establish the said KVK on terms and conditions as set forth in the Agreement entered into betweenand.....
.on.....and to provide funds from time to time towards salary of staff, recurring and non-recurring contingencies, construction of office buildings, hostels, demonstration farm, staff quarters etc.

WHEREAS the financial support of an amount of Rs. 80.00 lakh (approx.) is to be given to the mortgagor by the mortgagee over a period of time inter alia for construction of Admn. Building (not exceeding a plinth area of 550 sq.mt.), Farmers Hostel (not exceeding a plinth area of 305 sq.mt.), staff quarters (not exceeding a plinth area of 400 sq.mt.), Demonstration Unit (not exceeding a plinth area of 160 sq.mt.) and fencing and farm development including threshing floor and farm godown. As the amount indicated above is only approximate, the liability of the Mortgagor will be to the extent of the amount actually released by the Mortgagee for the above items of work and not restricted to the amount mentioned hereinabove.

AND WHEREAS one of the conditions for providing aforesaid funds is that the Mortgagor should secure that funds and utilize it as per the terms & conditions of the Agreement.

NOW THIS INDENTURE WITNESSETH as follows:-

1. The MORTGAGER shall act in accordance with the terms and conditions as set forth in the Agreement.
2. That the Mortgagor shall maintain the buildings and other constructions made with the financial support from MORTGAGEE/ICAR in proper condition and pay local rates, taxes and all other outgoings in respect of the Mortgaged property regularly until the completion of the project.
3. That the Mortgagor shall not during the continuance of these presents charge, encumber, alienate or otherwise dispose of the mortgaged property.
4. If the MORTGAGOR acts in violation of the Agreement the KVK project shall be terminated without assigning any reasons to the MORTGAGOR and ICAR shall not be responsible for any Inconvenience suffered by the Mortgagor/host organization including any staff member in the said KVK.
5. In the event of the termination of the project by ICAR the vehicles, farm machineries and equipments and other articles purchased under the scheme and the buildings and other structures acquired/constructed with Council's assistance shall remain the property of the Council. The Council shall alone decide the manner in which these equipments/machineries /vehicles/ other articles/buildings/structures can be utilized/transferred/disposed of. The Mortgagor shall not claim any right/title over the articles mentioned hereinabove.
6. In the event of the termination of the project because of the violation of the Terms and Conditions of Agreement by the Mortgagor or for any other reason, the Mortgagee shall be entitled to enforce this security of the Mortgage at any time and recover the amount paid to the KVK/Mortgagor with interest and costs of recovery by sale of the Mortgaged property or in such other manner as may be permissible under the Law.
7. If the Mortgager utilizes/applies the fund for a purpose other than for which it was sanctioned or becomes insolvent, it shall be lawful for the MORTGAGEE without intervention of the court to sell the said mortgaged property or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or rescind and contract for sale and to resell without being responsible for any loss which may be occasioned thereby and to do and execute all such acts and assurances for effectuating any such sale as the mortgagee shall think fit AND IT IS HEREBY declared that the receipts of the mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers there from AND IT IS HEREBY declared that the MORTGAGEE shall hold the moneys to

arise from any such sale in pursuance of the aforesaid power upon TRUST in the first place there out to pay all the expenses incurred on such sale and then to pay moneys in or towards the satisfaction of the moneys for the time being owing on the security of these presents and the balance if any to be paid to the MORTGAGOR.

8. In the event of violation of any of the terms & conditions mentioned hereinabove or mentioned in the agreement, then the Mortgagee shall have the first right over the other creditors on the property in question.
9. The Mortgagor assures the Mortgagee that the Mortgaged property has not been alienated, mortgaged or any agreement to sell has not been entered or done by the Mortgagor at the time of entering into this deed.

SCHEDULE OF LAND

(To be filled in by Mortgagor)

IN WITNESS WHEREOF THE MORTGAGOR has hereunto set his hand and Dr./Shri. In the Ministry/Office of for and on behalf of the Secretary, ICAR Society hereunto set his hand.

Signed by the said (Mortgagor).....

In the presence of

First witness:

Address:

Occupation:

Second Witness:

Address :

Occupation :

Signed by Dr. /Shri.....in the Ministry offor and on behalf and by order and direction of the Secretary, ICAR Society.

In the presence of:

First Witness :

Address :

Occupation :

Second Witness:

Address :

Occupation :

Essential qualifications as prescribed by ICAR for the recruitment of staff under KVK

I. Chief Scientist – (Minimum pay Rs.43000 in the Pay Band of Rs.37400-67000 with RGP Rs.10000)

Essential:-

- (i) Doctoral degree in the relevant subject including relevant basic sciences.
- (ii) 10 years' experience in the relevant subject out of which at least 8 years should be as Scientist / Lecturer / Extension Specialist or in an equivalent position in the pay band-3 of Rs 15600-39100 with Grade Pay of Rs.5400 / Rs. 6000/ Rs 7000 / Rs 8000 and 2 years as a Senior Scientist or in an equivalent position in the Pay Band - 4 of Rs. 37400-67000 with Grade Pay of Rs 8700 / Rs 9000.
- (iii) The candidate should have made contribution to research / teaching / extension education as evidenced by published work/ innovations and impact.

Age limit:

The maximum age limit is 52 years as on closing date of advertisement.

2. Scientist - Pay Band of Rs.15600-39100 with RGP Rs.6000)

Educational qualifications:-

Candidate must possess a Master's degree or equivalent in the concerned discipline.

Age limit

- Attained the age of 21 years but not have attained the age of 32 years as on the date of advertisement.
- In service candidates of ICAR less than 45 years in age as on the date of advertisement.
- In service candidates of the other organizations less than 35 years of age as on the date of advertisement.
- The upper age limit prescribed above will also be relaxable upto a maximum of five years if a candidate belongs to Scheduled Caste (SC) or Scheduled Tribe (ST), upto a maximum of 3 years in the case of candidates belonging to Other Backward Classes (OBC), for Physically Challenged candidates, the upper age limit will be relaxable upto a maximum of 10 years. Candidates belonging to SC, ST and OBC who are also covered under the Physically Challenged category will be eligible for grant of cumulative age relaxation under both the categories. The candidates claiming these benefits should submit certificate.

DISCIPLINES OF SCIENTISTS

Each KVK will have ten Scientists of different disciplines. Out of 10 Scientists, 8 should be in the core disciplines which is mandatory as mentioned below:

1. Agricultural Extension
2. Agronomy
3. Plant Protection (Entomology/Plant Pathology)
4. Animal Science/Fisheries
5. Horticulture
6. Soil Science
7. Home Science
8. Agricultural Engineering (Soil and Water Conservation, Post Harvest Technology and Value Addition)

The other two may be appointed as per the need of the district within the disciplines detailed below.

1. Animal Science/Fisheries (in case the discipline is not selected in the core category)
2. Agri-Business Management/Agri.Economics
3. Agro-forestry
4. Agro-meteorology
5. Post Harvest Technology and Value Addition

The optional disciplines are to be selected in consultation with the Zonal Project Director.

3. Programme Assistants

(i) Lab Technician	Pay Scale	Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4200/-
	Age limit for DR	30
	Educational & other qualifications required for direct recruitment	Bachelor's degree in Agriculture or other branch of science relevant to Agriculture or equivalent qualification from a recognized university.
(ii) Computer Assistant	Pay Scale	Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4200/-
	Age limit for DR	30
	Educational & other qualifications required for direct recruitment	Bachelor's degree in Computer Science/Computer Application or equivalent qualification.
(iii) Farm Manger	Pay Scale	Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4200/-
	Age limit for DR	30
	Educational & other qualifications required for direct recruitment	Bachelor's degree in Agriculture or other branch of science relevant to Agriculture or equivalent qualification from a recognised university.

4. Administrative staff

Assistant Administrative Officer	Pay Scale	Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4600/-
	Age limit for DR	21-30
	Educational & other qualifications required for direct recruitment	Essential Graduation in any discipline recognized University with working Knowledge of Computer Desirable 1) Experience of administrative work in Central or State Government Deptt../Autonomous Bodies/PSU in the Grade Pay of Rs. 4200/- or equivalent 2) MBA
Assistant	Pay Scale	Pay Band-2, Rs. 9300-34800 +Grade Pay of Rs. 4200/-
	Age limit for DR	21-30
	Educational qualification	– Master in Business Management/post graduate diploma in Business Management/M.A./M.Com – Two years of experience of working as Junior Accountant or Senior Clerk dealing with financial and accounts matters
Stenographer Grade III	Pay Scale	Pay Band-I, Rs. 5200-20200 +Grade Pay of Rs. 2400/-
	Age limit for DR	18-27 years
	Educational & other qualifications required for direct recruitment	12 th Class pass or equivalent from a recognized Board or University. Professional efficiency The candidates will be given one dictation test in English or in Hindi at 80 w.p.m. for 10 minutes. The candidates who opt to take the test in English will be required to transcribe the matter in 50 minutes on computer and the candidates who opt to take the test in Hindi will be required to transcribe the matter 65minutes on computer.
Lower Division Clerk	Pay Scale	Pay Band-I, Rs. 5200-20200 +Grade Pay of Rs.1900/-.
	Age limit for DR	18-27 years
	Educational & other qualifications required for direct recruitment	(i) 12 th Class or equivalent qualification from a recognized Board or University (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m: correspond to 10500 KDPH on an average of 5 key depressions for each word)
	Pay Scale	Pay Band-I, Rs. 5200-20200 +Grade Pay of Rs.2000/-.
Driver	Age limit for DR	18-27 years
	Educational & other qualifications required for direct recruitment	Essential: (i) Matriculation pass qualification from a recognized Board; (ii) Possession of a valid and appropriate driving license from prescribed Govt. authority (the candidate will have to pass the practical skill test to be taken by an appropriate Committee) Desirable qualification: (i) One year trade certificate in the relevant field from ITI; or (ii) Experience of driving in a recognized Institution; or (iii) Experience of motor mechanic work

5. Supporting staff

Essential qualification- Eighth class pass.

Annexure VII

**SCORECARD FOR CAREER ADVANCEMENT IN RESPECT OF SCIENTISTS WORKING IN
KRISHI VIGYAN KENDRA**

(A) Minimum requirements for promotions of KVK Scientists under Career Advancement Scheme

Sl.No.	Particulars	For promotion to			
		Scientist/ Assistant Professor (Pay band of Rs.15600-39100 and AGP of Rs.7000)	Scientist/ Assistant Professor (Pay band of Rs.15600- 39100 and AGP of Rs.8000)	Senior Scientist/ Associate Professor (Pay band of Rs.37400- 67000 and AGP of Rs.9000)	Chief Scientist/ Professor (Pay band of Rs.37400- 67000 and AGP of Rs.10000)
1	Service requirements	Asst. Professor (Pay band of Rs.15600 -39100 and AGP of Rs.6000) completing Four years with Ph.D. or Five years with M.Phil. or Six years without M.Phil. or Ph.D.	Asst.Professor (Pay band of Rs.15600- 39100 and AGP of Rs.7000) completing Five years	Asst.Professor (Pay band of Rs.15600-39100 and AGP of Rs.8000) completing Three years	Assoc. Professor (Pay band of Rs.37400- 67000 and AGP of Rs.9000) completing Three years
2	Summer/ Winter/refresher courses during assessment period	One of 2-3 weeks duration	One of 2-3 Weeks duration	One of minimum one week duration	-
3	Publications in refereed journals	-	-	At least three publications in the entire service	A minimum of Five publications after being placed in Pay Band of Rs.15600- 39100 with AGP of Rs.8000
4	Committee for valuation	Selection Committee			
5	Minimum score during the assessment period	60	65	70	75

(B) Scoring method

(i) Work done score	:	80 Marks
(ii) Interview score	:	20 Marks
Total	:	100 Marks

(C) Item wise score card

Sl.No.	Attributes	Score
I	Specific achievements	45
II	Publications/documentation	10
III	Awards/peer recognition	05
IV	Coordination and convergence activities	05
V	Annual Assessment Reports	15
	Grand Total (I to VII)	80
	Interview	20
	Total	100

(I) Specific Achievements in Capacity Building, Adaptive Research and Extension under Assessment Period (Maximum Marks : 45)

Sl.No.	Area of work	Score
1	Capacity building (HRD)	
(a)	As Resource Person in the Training Programme /Refresher Course/ Winter/ Summer Schools/ NSS/ RAWE/ Agricultural Seminars.	0.10 mark for each programme
(b)	Radio and TV talks	0.25 mark per each topic with a ceiling of 1.0 mark
(c)	Content development for web site/KIMAS	1.0 mark per each topic with a ceiling of 2 marks
2	Adaptive Research	
(a)	Technology assessment/refinement (Field Days and feedback on technology)	2.0 marks for each technology 1.0 mark for organizing one field day 0.25 mark for feedback on each technology
(b)	Certified / TL Seeds produced per ton / planting material produced per 1000	0.25 mark
(c)	Innovations introduced	As PI –1.0 mark As Co-PI – 0.5 marks
(d)	Funds mobilized for infrastructure development on KVK mandated activities	
	Up to 1.0 lakh	1.0 mark
	Up to 10.0 lakh	2.0 mark
	Above 10.0 lakh	3.0 mark
(e)	Establishing and managing institutional facilities like soil testing laboratory, biocontrol agents production lab., Post Harvest and value addition units, and other demonstration units.	1 mark
(f)	Development of video/radio programmes on Agril.Technologies	2.0 mark for each
3	Extension	
(a)	Frontline Demonstrations (No. of Demonstration, Field Days and feedback on technology)	1.0 marks for each technology 1.0 mark for every 10 demonstration and 1.0 mark for organizing one field day 0.25 mark for feedback on each technology

(c)	Training programmes organized	
	(i) Up to one week duration	As Coordinator of training programme -0.25 mark each training programme
	(ii) For more than one week duration	As Coordinator-1.0 mark each training programme
(d)	Extension activities like Exhibitions, Farmers Seminars/ Workshops, Exposure visits, Ex-trainees Sammelan, Self Help Group Conveners meetings, and technology week celebration.	0.5 mark each

(II) Publications/documentation (Maximum marks : 10)

Sl.No.	Area of activity	Score	
(b)	Books/book chapters authored/edited	1.0 marks each	(Max. 2 marks)
(c)	For each full length research article published in refereed journal	1.0 mark each	(Max. 2 marks)
(d)	Technical bulletins more than 6 pages published	0.5 mark each	(Max. 1 marks)
(f)	Preparation of training manual on specific technology module	1.0 mark each	(Max. 1 marks)
(g)	For each research note/ Extension note in ICAR Reporter/ICAR Newsletter, popular article/ leaflet/ proceedings of the workshop	0.25 mark each	(Max. 3 marks)
(h)	Member in editorial board for publishing newsletter, proceedings and other publications.	0.25 mark each	(Max. 1 marks)

(IV) Awards/peer recognition (Maximum Marks : 5)

Sl.No.	Distinctions Received	Score
(a)	National/Zonal level Award	3.0 marks for each
(b)	State Award	2.0 mark for each
(c)	University Award	1.0 mark for each
(d)	Professional Society Award	0.5 mark for each
(e)	Best paper presentation award	0.5 mark for each
(f)	Best poster presentation award	0.5 mark for each

(V) Coordination and convergence activities (Maximum Marks : 5)

Sl.No.	Area of activity	Score
(a)	Production and supply of technological products in crops/livestock/fisheries/bio products/ value added products (quantity to be specified)	1.0 mark for each product
(b)	Farmer-scientist-extension interface programmes	0.5 mark for each
(c)	Maintenance of laboratories/ vehicles/farmers hostel	0.5 mark for each
(d)	Establishment of home scale/small scale production/ processing units among Farmers/SHGs/Rural youth	1.0 mark for each
(e)	Innovative extension methodologies established for large scale adoption of technologies	1.0 mark for each
(f)	Convergence with state/centre sector schemes/projects (External aided projects)	1.0 mark for each
(g)	Activities performed as Member Secretary of SAC and other committees	1.0 mark each
(h)	Member/ Co-Chairman in different committees	0.25 mark each
(i)	Group activity	

	(i) National award of KVK	2 marks to PC and each SMS
	(ii) Zonal award of KVK	2 marks to PC and each SMS
	(iii) Spread of technology for economic empowerment (100 acres for year)	1 mark to PC and each SMS
	(iv) Recognition to farmers of district at national level	1 mark to PC and each SMS
	(v) Recognition to farmers of district at state level	0.5 mark to PC and each SMS
	(vi) Extraordinary contribution for entrepreneurship development(5 cases for year)	1 mark to PC and each SMS
	(vii) Revolving fund of Rs.10 lakh and above per year	1 mark to PC and each SMS
	(viii) Special effects for technological economic empowerment of small and marginal farmers, tribal and resource poor farmers	1 mark to PC and each SMS
	(ix) Role played in national calamities	1 mark to PC and each SMS
	(x) Innovations identified, documented and spread of technology economic empowerment	1 mark to PC and each SMS

(VII) Annual Assessment Reports (maximum Marks : 15)

Grade	Score
Outstanding (A)	4 marks per each year
Very good (B)	3 marks per each year
Good (C)	2 marks per each year
Average (D)/Satisfactory	1 mark per each year

Annexure VIII

Krishi Vigyan Kendra, _____

Classified Abstract of Expenditure for the Month of _____ 200__

Sl.No.	Head of Accounts	Expenditure	
		For the Month _____ (Rs.)	Progressive (Rs.)
A. Recurring items			
1. Pay and allowances			
i)	Pay of officers/establishment		
ii)	Dearness Pay		
iii)	Dearness allowance		
iv)	House rent allowance		
v)	City compensatory allowance		
vi)	Transport allowance		
vii)	Other allowances		
	Total (1)		
2	Travelling allowance		
3	Contingencies		
A	Office contingencies		
a)	Stationery, telephone, stamps and other expenditure on office running		
b)	POL, repair of vehicles, tractor & equipments including hiring of vehicle		
B)	Technical Programmes		
i)	Meals for trainees		
ii)	Teaching material for training and demonstrations		
iii)	Training of extension functionaries		
iv)	Publication of extension literature for farmers and extension functionaries		
v)	Honorarium for trainers		
vi)	On farm testing (problem oriented)		
vii)	Demonstration on major crops other than oilseeds and pulses		
viii)	Library (purchase of newspaper, journals, etc.)		
ix)	Maintenance of farm and building		
	Total (3)		
	Total (A)		
B. Non Recurring items			
1	Works		
2	Furniture and equipment		
3	Vehicles		
4	Library		
5	Others		
	Total (B)		
Grand Total (A + B)			

Assistant Administrative Officer

Chief Scientist

Krishi Vigyan Kendra, _____

Traveling Allowance Audit Register

Name : _____

Designation : _____

Date of payment	Bill No.	Period	Place of visit	Purpose	Amount of Bill	Initial of Chief Scientist	Remarks

Annexure X

Krishi Vigyan Kendra, _____

**Statement showing the details of expenditure incurred under the head `Works`
during 200__ - __**

Sl.No.	Item of work	Amount (Rs.)

Assistant Administrative Officer

Chief Scientist

Annexure XI

PROFORMA FOR SENDING PROPOSALS FOR CONDEMNATION OF VEHICLES

1	Type of vehicle	
2	Horse power of the vehicle	
3	Registration No.	
4	Date of purchase	
5	Prescribed life for condemnation vide Schedule VII of GOI Delegation of Financial Powers Rules	
6	Actual life on the date of making proposal for condemnation	
7	No. of kilometers prescribed for condemnation vide Schedule VII of GOI Delegation of Financial Powers Rules	
8	No. of Kilometers actually covered	
9	Name of authority prescribed for certifying condemnation vide Schedule VII of GOI Delegation of Financial Powers Rules	
10	Name of the authority whose certificate is attached. This should be ensured as condemnation proposal will not be considered without this certificate	
11	In case the vehicle does not qualify for condemnation for want of completion of its life or coverage of kilometers what are the justifications for declaring it as condemned in relaxation of the said conditions? Detailed justification for this should be given and it should be certified as follows: It is certified that the vehicle is not required to be condemned due to negligence or neglect, but because of reasons beyond control of the Driver/Mechanic/ In-charge of the vehicle	
12	Any other information	

Head of Host Institute

Chief Scientist

VEHICLE INSPECTION REPORT

Name of Krishi Vigyan Kendra

1. Date of Inspection :
2. Particulars of vehicle :

Vehicle Regn. No.	:	Make & type	:
Engine No.	:	Chaises No.	:
Year of Manufacturing	:	Horse power	:
Total km covered	:		
3. Mechanical and electrical condition :

Engine	Require major overhaul
Compression	Compression pressure cylinder
	Poor/Satisfactory/Good
Engine pick up	Poor/Satisfactory/Good
Top oil	Required/not required
Major oil	Required/not required
4. Transmission system :

Clutch	Slip/Spin/Pulsation/Noisy/Need OH/Satisfactory/Good
Gear Box	Humming/Noisy/Gear slip-out/Need OH/Satisfactory/Good
Prop Shaft	Vibration/Metallic/Rustle/S
	Need repair/replacement/satisfactory/Good
Differential	Humming/Regular/Knock/Knowing while turning/Need OH
5. Steering & suspension : Rattling/Stiff and hard steering
6. Brake system : Spongy/less effective/pulling
Sidewise/Need OH/Satisfactory/Good
7. Cooling system : Rusting/Damaged/Choked/Need repair/replacement
Radiator : Satisfactory/Good
8. Chassis & body : Rattling/Rust/eaten/partially needs repair/complete body and
Floor need renovation/satisfactory/Good
9. Painting : Only touch-up/need repainting/satisfactory/good
10. Upholstery : Need minor repair/full upholster/repair/satisfactory/good
11. Electrical system : Starter motor and dynamo: Need OH/S/Satisfactory/Good
12. Electrical & wiring : Due for rewiring /Satisfactory/Good

The vehicle is of _____ model and has already covered a mileage of _____ kms so far and an amount of Rs. _____ has already been spent on the vehicle.

In view of the heavy expenditure to be incurred on the vehicle, the vehicle is found to be beyond economical repairs. Hence recommended for condemnation.

Motor Vehicle Inspector
RTO/STA at
Govt. of

Annexure XIII

Krishi Vigyan Kendra, _____

Statement showing the details of Assets acquired during 200__ - __

Sl.No.	Name of asset acquired	Qty.	Amount (Rs.)

Assistant Administrative Officer

Chief Scientist

Annexure XIV

Krishi Vigyan Kendra, _____

Register of Assets

Sl. No.	Full description of the asset purchased/acquired	Date of purchase/acquisition	Amount of purchase value/book value	Mode of acquisition Whether by purchase/ transfer/gift or donation	Date and mode of disposal	Reasons for disposal	Amount	Sanction No. and date vide which the amount of the asset written off	Remarks
							Sale value	Amount written off	
1	2	3	4	5	6	7	8	9	10

STATEMENT SHOWING PERMANENT ASSETS ACQUIRED

NAME OF THE KVK _____

Assets acquired during the year _____

Sl. No.	Head of Account	Opening Balance as on 01.04.____	Assets Acquired during the year ____ - ____ (out of main grants)	Assets disposed off/written off during the year ____ - ____	Closing Balance as on 31.03.____	Reference of the Council's letter for the assets acquired during the year
1	Land					
2	Building & Other Original Works					
3	Tools Plant & Equipment					
4	Furniture, Fixture & Fittings					
5	Typewriters,					
6	Computers					
7	Vehicle					
8	Farm Equipment					
9	Library Books & Journals					
10	Others					
	TOTAL					

Assistant Administrative Officer

Chief Scientist

Annexure XVI

Krishi Vigyan Kendra, _____

Audit Utilization Certificate in respect of KVK Main Account for the period

Opening balance for the year (Brought over from the previous year i.e. 200__ - __)	Remittances by ICAR/ZC Unit during the year	Council's share of receipts realized from the scheme during the year	Total (Col. 1+2+3)	Actual expenditure for the year	Council's share of sanctioned grant for the year	Council's share of expenditure actually incurred and audited during the year	Closing balance at the end of the year i.e. 31.3.200__ (Col. 4 – 7)
1	2	3	4	5	6	7	8

Certified that:

1. The grant has been utilized for the purpose for which it was made by the Council.
2. The excess expenditure incurred over and above the sanctioned ceilings of one or more sanctioned Heads of expenditure has been met by reappropriation of savings under the remaining heads (Council's sanction for excess expenditure is enclosed).

Certified that the accounts of the scheme/project as summarized above have been audited.

Signature of the Auditors
(with Regn. No. and seal)

Krishi Vigyan Kendra _____

Expenditure Statement in respect of KVK Main Account for the year _____

Sl. No.	Particulars	Allocation for the year	Expenditure incurred	Closing balance
A) Recurring				
1	Pay & Allowances			
2	TA			
3	Contingencies			
	a)			
	b)			
	c)			
	Total (A)			
B) Non-Recurring				
1	Works			
	a) Admn. Building			
	b) Farmers hostel			
	c) Staff quarters			
	d) Demo units			
	e)			
	f)			
2	Furniture and equipment			
	a) Xerox machine			
	b) Fax machine			
	c) Generator			
	d)			
3	Vehicles			
4	Library			
5	Others			
	Total (B)			
	Grand Total (A+B)			

Assistant Administrative Officer

Chief Scientist

Chairman/Comptroller

Annexure XVIII

Krishi Vigyan Kendra, _____

Monthly accounts for the month of _____ 200__

Opening balances as on _____	:
Cash on hand	:
Cash at bank	:
Add: Remittances received from ZC Unit during the month	:
Add: Receipts realized during the month	:
Total	:
Less: Expenditure incurred during the month	:
Closing balances as on _____	:
Cash on hand	:
Cash at bank	:

Assistant Administrative Officer

Chief Scientist

Annexure XIX

Main (Bank) Cash Book of KVK, _____ for the month of _____ 200_____

RECEIPTS							PAYMENTS						
Date	Item No. Or Sl.No.	Receipt Voucher No./ Cheque or DD No.	From whom received particulars of receipts	Amount		Initial of the Chairman/ CS	Date	Voucher No. and date	Cheque No. and Date	To whom paid and particulars of payments	Amount		Initial of the Chairman/ CS
				Cash	Bank						Cash	Bank	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Annexure XX

GUIDELINES FOR OPERATION OF REVOLVING FUND

The provision of revolving fund shall be made for each new KVK to ensure the production and availability of some of the technology inputs, which are very much crucial in enhancing the overall productivity of the major production systems of the district. When demands of such critical technology inputs get generated resource crunch is realized as the greatest constraint in fulfilling the requirements and sometimes the working contingencies of KVK are diverted to such production-oriented activities and as a result the mandated activities of a KVK suffer. Therefore, an amount of Rs. 3.00 lakh is provided to each KVK as revolving fund/seed money to overcome the perpetual funds problem for production of quality seeds, planting materials, livestock species, fingerlings, bio-pesticides, bio-agents, vermi-compost, bio-fertilizers and other such technology inputs for availability to farmers in operational area of a KVK.

The following guidelines are to be followed for utilization of the revolving fund:

- A separate bank account would be opened by the KVK for keeping revolving fund besides a separate account book in the KVK would be maintained indicating annual income and expenses incurred from the fund. The account should be annually verified and audited.
- The revolving fund seed money is to be utilized for production of technology inputs, which are normally not available to the farmers through the open market.
- The accounts of the fund indicating profits and statement of expenditure would be presented in SAC meetings every year.
- The revolving fund money is refundable to the Council after five years without interest at the rate of 20% of the seed money every year starting from the sixth year.
- Any loss during the operation of the revolving fund would be borne by the host organization of the KVK except the loss due to natural calamities.
- The Chief Scientist of the KVK should be given complete freedom and direction to use the funds for the purpose for which it is provided.
- Profits earned by the KVK would be utilized for creating new infrastructure and maintenance or renovation of the production units.

- 10 per cent of the annual profits must be spent on creation of facilities for the common welfare of staff, staff amenities, recreation and sports etc.,. The Chief Scientist may constitute staff welfare committee.
- The Chief Scientist of the KVKs will ensure that the profits earned are ploughed back to the revolving fund account every year and 25 per cent of the funds should be actually utilized every year to improve the infrastructure or for enhancing the capabilities of the KVK to produce the technology inputs in a better way in the years to come.
- The Chief Scientist of the KVK shall have the powers for utilization of revolving fund money for meeting the expenses on infrastructure improvement not supported under regular KVK budget.
- The host organization cannot utilize the revolving fund money and the profits generated for any other purpose except for the cause of the KVK.

Annexure XXI

**SCHEDULE SHOWING TRANSACTIONS UNDER
REVOLVING FUNDS DURING 200-200**

NAME OF THE KVK _____

Sl. No.	Name of the Activity	Opening Balance As on 01.04.200	Receipts 20 -20	Payment 20 -20	Closing Balance As on 31.03.200
	TOTAL				

Assistant Administrative Officer

Chief Scientist

FORMAT FOR TENDER ENQUIRY

To

Dear Sir,

Sub: INVITATION FOR QUOTATIONS FOR SUPPLY OF

1. You are invited to submit your most competitive quotation for the following goods:

Brief Description

Specification*

Quantity

Delivery period of the Goods

Place of Installation

Delivery requirement if any

*Whether ISI mark

- Similar capacity (say horse power)
- Computer configuration
- UPS capacity etc

2. Bid Price;

(a) The contract shall be for the full quantity as describe above. Correction if any shall be made by crossing out, initialing with date and rewriting.

(b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the contract shall be included in the total price.

(c) The rate quoted by the bidder shall be fixed for the duration of the contract.

3. Validity of Quotation. : Sufficient time may be kept so as to finalize the purchase but not less than 15 days.

4. Opening of Quotations: Quotation will be opened in the presence of bidders or their representatives who choose to attend on the date and time and at the place specified in the letter of invitation.

5. Evaluation of the Quotation: The quotation will be considered only when it is

(I) Properly signed

(II) Terms and conditions are acceptable to the supplier.

6. This office reserve the right to accept or reject any quotation and cancel the bidding process and reject all quotations at any time prior to award the contract.

7. The bidder whose bid is accepted will be notified of the award of the contract by this office.

8. Normal commercial warranty/guarantee shall be applicable to the supplied goods.

9. Yours requested to provide your offer latest by ----- hours on -----(date)

We look forward to receive your quotations and thank you for your interest.

Name -----

Address -----

Tel. No. ----

Annexure XXIII

FORMAT OF QUOTATION

SL No.	Description Goods	Specifications	Qty.	Unit	Quoted Unit rate in Rs.	Total amount (Rs)	
						In figures	In words

Gross Total Cost: Rs. -----

We agree to supply the above goods in accordance with the technical specification for a total contract price of Rs. ---- (Amount in figures:) (Rs.----- amount in words) within the period specify the quotations.

We also confirm that the normal commercial warrantee/ guarantee of -- months shall applicable to the offered goods.

Signature of supplier
With date and seal.

Krishi Vigyan Kendra Awards (National / Zonal): Rules

1. Name of the Award
Krishi Vigyan Kendra Award (National / Zonal)
2. Sponsor
Indian Council of Agricultural Research, New Delhi
3. Objectives of the Award
 - To recognize outstanding performance by Krishi Vigyan Kendras at zonal & national level.
 - To provide incentives for outstanding KVK performance.
 - To promote a sense of institutional pride in KVK for developing models of Extension Education and Technology application.
4. Nature of Award
The cash amount (₹3.0 lakh) shall be put in fixed deposit and the earnings shall be utilized for the following:
 - i. Welfare activity of the staff of the concerned KVK
 - ii. To support training of any staff of the concerned KVK
 - iii. To develop common infrastructure for staff/amenities at KVK

Zonal: Eight awards; one each for every zone. The award will consist of ₹1.0 lakh + ₹2.0 lakh for infrastructural development + ₹1.0 lakh for sharing among staff + ₹1.0 lakh for training in Indian Institute for Programme Coordinators.

Award Sharing Criteria

Programme Coordinator , Subject Matter Specialist & Programme Assistant

The Programme Coordinator of the Best KVK at National level will also be provided award money of Rs.20,000/- provided he was the Programme Coordinator during the five years period under consideration for KVK. Otherwise previous Programme Coordinator who has spent a minimum period of two years will be considered and award money shared in the proportion of the time (taken in whole number) spent. The award also carries one-month foreign training/ study tour for the Programme Coordinator who has spent five years period under consideration in the KVK chosen for the award. The entire funding shall be provided by ICAR. The remaining 80,000/- would be equally divided among subject Matter Specialists and Programme Assistant and other staff of the KVK.
5. Frequency
Once a year
6. Eligibility
National: All KVKs in the country who have been selected for zonal level awards for the current and two preceding years are eligible.
Zonal KVK: A KVK existing for at least five years and A KVK winning the award will be eligible to apply again after the lapse of 10 years for zonal awards.

Administration of the award

National: There will be a Judging Committee consisting of 3-5 members, including the chairperson, and appointed by the DG, ICAR. The Committee will evaluate the nominations among zonal KVK awardees and make recommendations to the Council. Zonal KVKs would be selected in a zone by the judging committee first.

7. Evaluation Criteria

The KVK will be judged on the basis of work done during the five years preceding the year of the award according to the following criteria:

- i. The organizational and functional development.
- ii. Out put and out come of each mandated activity.
- iii. The nature and quality of interaction with different stake holders
- iv. The nature and quality of interaction with the relevant line departments of the State Government in the implementation of its programmes of activities.
- v. The socio-economic impact of the various programmes of activities of the KVK
- vi. long term trainings (one month and long duration) organized indicating number of farmers(Gender/SC/ST/OBC etc) benefitted.
- vii. Publications
- viii. Productivity and profitability enhancement of FLD farmers(with documentary evidence)
- ix. Livelihood security of the farmers
- x. Creation of job opportunities.
- xi. Skill development of farmers.
- xii. Entrepreneurship development
- xiii. Success Stories documented
- xiv. Revolving fund generated
- xv. External funding raised.
- xvi. Innovations introduced in programme execution.

8. Procedure

Applications for the award will be invited during September/October of the year of the award. Application made in the prescribed form, obtainable from the Award Cell, will be accepted up to the end of October/November of the year of the award. The Judging Committee will screen the applications, identify outstanding entries, and make recommendations to the Council along with the draft citations. If no outstanding entries have been received, no award will be awarded.

9. Presentation

The presentation of award will be made during the Annual National Conference on KVKs – which will be organized by the Extension Division of the ICAR.

Krishi Vigyan Kendra Award (National / Zonal): Application Form

1. Name of the Award
Zonal /National Krishi Vigyan Kendra Award
2. Year
3. Name of the KVK with full postal and telecommunication
4. Address
5. Name of the parent institution with full postal and
6. Telecommunication address
7. Date of establishment of KVK
8. The socio-economic and technological profile of agriculture in the area of responsibility of the KVK(Not more than two pages)
9. List output and outcome against each of the mandated activities.
10. External funding received(details)
11. Additional infrastructure developed
12. Publications(including bulletins etc.) during last 5 years(List and supply one copy)
13. Innovations introduced in extension education programme
14. Success stories documented
15. The socio-economic impact of the various programmes of activities of the KVK on:
 - Profitability and productivity enhancement of demonstrating farmers.
 - Diversification of agriculture
 - Livelihood security of the farmers
 - Creation of job opportunities
 - Skill development of farmers
 - Entrepreneurship development
 - Horizontal spread of Technologies (submit documentary, evidence)
16. Linkages with stake holders and how has the KVK made it effective
17. Revolving fund generated(year wise)
18. Capacity utilization and economic performance of the various training units
19. Vocational training organized and impact thereof.
20. A concise statement (about 150 words) highlighting the most significant contributions made by the KVK.
21. Certificate by the Programme Coordinator of the KVK that the performance is true.

Name

Signature

22. Certificate and forwarding note by the head of the Host Institution.

Name

Signature with seal

Annexure XXVI**Guidelines on Performance indicators for assessing KVKs**

Performance indicators are tools, which help to assess the performance of KVKs mainly with respect to their mandated activities. Each mandated activity will be given certain weightage and the Performance Assessment Team will give scores. The committee will carry out the task every year. The details of Performance Indicators and the Scoring Index are given below:

Sl.No.	ACTIVITY	Weightage (A)
Technical		
1	Field Survey	0.02
2	Technology Assessment and Refinement	0.05
3	Frontline Demonstrations	0.05
4	Training Programmes	0.04
5	Extension Activity	0.03
6	Clientele coverage	0.03
7	Feedback and the follow up	0.03
8	Production and Supply of Technological Inputs	0.03
9	Soil and Water Testing	0.02
10	Impact analysis	0.03
11	Horizontal spread of the technologies	0.02
12	Vertical spread of the technologies	0.02
13	Growth in area under HYV/ hybrids/ strains/breed in crops and enterprises	0.02
14	Documentation of Innovative Technology Delivery Mechanisms	0.02
15	Instructional farm	0.04
16	Demo units	0.03
17	Publications	0.03
18	Reporting	0.03
19	Use of ICT	0.03
20	Awards/Recognition	0.03
21	Sponsored Projects	0.03
22	Convergence with other stakeholders	0.03
23	SAC meeting	0.02
24	Human Resource Development	0.03
25	Database Management	0.02
	Sub total	0.73
Administrative		
26	Staff in Position	0.02
27	Internal Evaluation	0.01
28	Utilization of Infrastructural Facilities	0.03
29	Utilization of Vehicles / tractor	0.02
30	Support from Host Organization	0.02
	Sub total	0.10

Sl.No.	ACTIVITY	Weightage (A)
Financial		
31	Fund Utilization	0.04
32	Revolving Fund Status	0.03
33	Revenue generated	0.03
34	Financial Reporting	0.02
35	Submission of AUC/SE	0.02
36	Status of Fund release to PC	0.02
37	Internal Audit	0.01
	Sub total	0.17
	Total	1.00
Aggregate Score or Overall Performance Index of KVK (0-1)		

*Illustrated with hypothetical example

Aggregate Score

$APIS_t$ = Aggregate Performance Indicator Score in year "t" is the sum of the score over indicators and attributes/products

$$= \sum_{l=0}^1 A_{it} \sum_{k=0}^1 P_{ikt}$$

A_{it} refers to weight of indicator /activity l in year "t"

P_{ikt} refers to score of product/attribute k designating A_i in year "t"

The index can be between 0 to 1

Rating of KVKs

Using the performance indicators and scoring techniques KVKs can be rated based on Aggregate Score.

Aggregate Score	Grading	Remarks
0.00-0.19	Poor	If a KVK gets Poor grading consecutively for two years, warning signal can be issued for its closure. A fact finding team can be established by the Division of Agricultural Extension level to suggest measures for revitalizing the KVK
0.20-0.39	Medium	If a KVK gets Medium grading consecutively for two years, a Guiding Team may be established at ZPD level for improving the KVK activities. Major constraints which are hindering the progress of KVK may be found out and removed
0.40-0.59	Good	KVK getting Good grading consecutively for two years, can be provided with additional contingency of 10% for further strengthening their activities
0.60-0.79	Very Good	KVK getting Good grading consecutively for two years can be provided with additional contingency of 15% for further strengthening their activities. Eligible for applying ICAR Best KVK award for Zonal Level and National Level.
0.80-1.00	Out Standing	KVK getting Good grading consecutively for two years can be provided with additional contingency of 20% during the third year for further strengthening their activities. Eligible for applying ICAR Best KVK award for Zonal Level and National Level.

Scoring Index

Sl. No	Particulars	Score Rating of different parameters (0-1)	Remarks
1	Survey		
	PRA/ Impact Survey	0.40	Minimum 1 PRA/ Impact /BM/ Need Analysis
	Diagnostic	0.40	Minimum 6 diagnostic surveys
	Any other	0.20	Jointly with line dept/SAU/ Others
	No survey	0	
2	Technology Assessment and Refinement		
	No. of OFTs	0.20	Min 5 in different discipline
	Problem identification	0.20	Need based/ theme
	Selection of treatment	0.10	Base on scientific need
	Scientist input	0.10	Obtain scientists input
	Layout & Design of experiment	0.05	Statistical methods
	Farmer participation	0.05	Farmers input/observations
	Observations	0.05	Scientific data set
	Analysis	0.05	Statistical analysis
	Reporting	0.05	Scientific interpretation/graphic
	Feedback	0.05	Conclusions/ feedback
	Impact	0.1	
3	Frontline Demonstrations		
	Oilseeds	0.1	Minimum 5 ha area
	Pulses	0.1	Minimum 5 ha
	Cotton/other crops	0.1	Minimum 5 ha
	Variety	0.05	Minimum 5 ha
	Crop management	0.1	Minimum 5 ha
	INM	0.05	Minimum 5 ha
	IPM	0.05	Minimum 5 ha
	Soil-water management	0.05	Minimum 5 ha
	Farm implements	0.05	Minimum 5 ha
	Animal/Fishery	0.05	Minimum 5 units
	Women empowerment	0.05	Minimum 5 units
	Processing /value addition	0.05	Minimum 5 units
	Marketing issues	0.05	Minimum 5 units
	Organic farming	0.05	Minimum 5 ha
	Any other	0.1	Minimum 5 units
4	Training Programmes		
	Subject coverage	0.2	All subjects Minimum 12 each SMS
	On-campus	0.1	50% of total
	Off- Campus	0.1	50% of total
	Skill/Practical	0.1	Minimum 25 trainings
	Vocational	0.2	Minimum 5 trainings one week duration
	Sponsored	0.1	Minimum 5 in mandate areas
	Duration	0.1	Min 2 days 60% trainings
	Methodology	0.1	Innovative methods

Sl. No	Particulars	Score Rating of different parameters (0-1)	Remarks
5	Extension Activity		
	Farmers day	0.1	Minimum. one Kisan Mela
	Field days	0.1	Minimum five field days crop/theme
	Exhibition	0.1	Minimum 5 exhibitions
	Film/video shows	0.1	Minimum 10 film shows
	Radio talk	0.1	Minimum 6 radio talks
	TV program	0.1	Minimum 3 TV programs
	News Paper coverage	0.1	Minimum 10 news reports/articles
	Any other/ Group discussion	0.1	Joint activity with line dept.
	Exposure visits	0.1	Minimum one exposure visit
	Innovative extension methodology	0.1	
6	Clientele coverage		
	Practicing farmers	0.4	Attained as per target
	Rural youths	0.2	Attained as per target
	Women	0.2	Attained as per target
	Extension workers	0.2	Attained as per target
7	Feedback and the follow up		
	To Scientists	0.2	Researchable issues
	To Policy makers	0.2	Policy briefs on technology
	To Clientele	0.2	Advice to farmers/clients
	To Line dept.	0.2	Recommendations to line dept
	To ICAR	0.2	Suggestions to ICAR
	None	0	
8	Production and Supply of Technological Inputs		
	Seed produced (KVK)	0.2	Min 1 ton at KVK farm /
	Seed produced on farmers field	0.1	Min 5 ton on farmers field
	Seed supplied	0.2	
	Quality of Seed	0.1	Certified/truthful/label/packed
	Saplings produced	0.2	Min 10,000 Grafts/seedlings at KVK
	Saplings supplied	0.2	Min 10,000 Saplings sold by KVK
	Bio-Products Produced	0.05	
	Livestock/fisheries strains produced	0.05	
	Bio-Products Supplied	0.05	
	Livestock/fisheries strains Supplied	0.05	
	None	0	
9	Soil and Water Testing		
	Lab functioning	0.2	Lab is fully functioning
	Number of soil samples	0.4	Min of 1000 samples analyzed
	STBF recommend	0.2	Min 1000 STBF recommended
	Soil health cards	0.2	Min 1000 SHC issued

Sl. No	Particulars	Score Rating of different parameters (0-1)	Remarks
10	Impact analysis		
	Large scale impact	0.3	
	FLD impact	0.2	Analysis of FLD impact
	Impact of Extension activity	0.2	Analysis of impact of Extension Activities
	Training impact	0.2	Analysis of training impact
	Any other	0.1	Impact of any other activity
11	Horizontal spread of technologies		
	Extent of spread of technologies in crops	0.3	Minimum of two technologies
	Extent of spread of technologies spread of technology in enterprises	0.3	Minimum of two technologies
	Extent of spread of technologies technology in NRM	0.3	Minimum of two technologies
	Extent of spread of technologies in Processing and Value Addition	0.3	Minimum of two technologies
12	Vertical spread of technologies		
	Growth in production and productivity of crops in the last five years	0.2	Minimum for two crops
	Growth in production and productivity of livestock and its allied enterprise in the last five years	0.2	Minimum of two livestock/its allied enterprise
	Growth in net income for other enterprises in the last five years	0.2	Minimum of two other enterprises
13	Growth in area under HYV/hybrids/strains/breed in crops and enterprises		
	Growth in area under HYV/hybrids of crops	0.2	Minimum for two crops
	Growth in area under high yielding breed / strains of livestock/its allied enterprises	0.2	Minimum of two livestock/its allied enterprise
14	Documentation of Innovative Technology Delivery Mechanisms		
	Video CDs/ Digital content	0.5	Minimum two CDs produced
	Success stories / Case Studies	0.4	Minimum 4 success stories documentation
	Photo albums	0.1	Photo album of activity
	None	0	
15	Instruction Farm		
	Total area cultivation	0.2	Total land under cultivation
	Crop planning/Technology demo	0.2	Crop planning reflecting dist.
	Maintenance	0.2	Layout, cleanliness, crops
	Land/water management	0.1	Management of L/W resources
	Record keeping	0.1	Data register on crop input/out

	Irrigation method	0.1	Micro-irrigation
	Crop/Tech cafeteria	0.1	
16	Demo Units		
	Number of demo unit	0.2	Minimum two units established
	Operation/maintain	0.2	Functional/well maintained
	Number of visitors	0.2	Minimum 1000 farmers visited
	Impact	0.2	Replication Minimum two units
	Economics	0.2	Economic value added (20%)
17	Publications		
	Journal Articles	0.2	Minimum two articles in journal
	Conference papers	0.2	Minimum four conference papers
	Popular articles	0.2	
	Technical Bulletins	0.2	
	Books-Author/edited	0.2	Min one book/two book chapter
18	Reporting		
	Timely submission	0.2	Submission before deadline
	As per format	0.2	Format of ZCU/ICAR
	Quality of report	0.4	Presentation/data set/graphics
	Photos/documents	0.2	Use of good photographs
19	Use of ICT		
	Website of KVK	0.2	Functioning website
	Contents of WS	0.2	Value added contents
	Email/Internet	0.2	Extent of use for reporting
	ICT use for farmers	0.2	Minimum 2 tech. Impact
	Website visits	0.2	Minimum 500 visitors/year
	Kisan Mobile Advisory	0.2	Minimum of 200 SMS to each farmer per year
20	Awards/ recognitions		
	National Award	0.3	Best KVK ICAR, Central agency
	State Award	0.2	State Government award/recognition
	Recognition (International / National)	0.2	International/national recognition
	Member imp committee	0.2	Member State/central committee
	Any other	0.1	Any other not covered above
21	Sponsored Projects		
	ICAR/DAC	0.2	ICAR Institute / Department of Agriculture & Cooperation
	Central Government Department	0.2	Min/Dept of central govt.
	State govt. dept	0.1	Dept. of Agriculture / Horticulture / Fisheries / Sericulture /Agricultural Engineering /others
	ATMA	0.1	ATMA projects
	SAUs	0.1	Projects by SAUs in KVK
	Approved International agency	0.1	Project of approved International Organization
	Approved National agency	0.1	project from Indian org
	Any other	0.1	Any other not covered above
22	Linkages		
	SAU	0.2	SAU's for Minimum of 6 subject matter input

	Line Departments	0.4	Training, feedback, HRD
	Banks	0.2	Participation in SAC, credit for KVK farmer
	Other NGOs, Private/public org	0.2	Minimum of 2 other linkages
23	SAC Meeting		
	Two meetings	0.3	Timely conduct of SAC
	Participation in SAC	0.2	80% members present
	Agenda/material	0.2	Circulation of agenda notes
	Proceedings	0.2	Proceedings within one week
	ATR on previous SAC	0.1	Action taken on all points
24	HRD		
	HRD for staff	0.4	Minimum one programme for staff under various categories
	Impact of HRD	0.4	One HRD gain/faculty
	HRD undertaken	0.2	One HRD for other Organization/farmers
25	Database Management		
	Database creation including district profile	0.2	
	Database updating	0.2	
Administrative			
26	Staff in Position		
	Staff strength	0.4	Full staff strength/ turnover
	Tech/sup staff ratio	0.2	10:06
	Staff welfare	0.2	PF/Insurance/Healthcare etc
	Residency	0.2	Staff residing quarters/nearby
27	Internal Evaluation		
	In-house review (Tech)	0.4	Minimum 2 IHR meetings
	Team work-Inter-disciplinary	0.3	Minimum 6 programs
	In-house reporting	0.2	Review by VC/DE/Director/Chairman
	Self evaluation of staff	0.1	Performance of staff
28	Utilization of Infrastructural Facilities		
	Occupancy of SQ	0.3	Fully occupies Quarters
	Occupancy of FH	0.3	100 days occupancy/year
	Administrative space utility	0.2	Full for KVK activity
	Utility of demo units	0.2	Min 100 demos/year
29	Utilization of Vehicles / tractor		
	Log book maintain	0.3	Up to date logbook entries
	Maintenance of vehicles	0.3	No breakdown
	Utilization for KVK	0.4	Use only for KVK work
30	Support from Host Organization		
	Autonomy of work	0.5	No interference in d/d work
	Administrative /Financial powers to PC	0.3	decision making by PC
	Financial support	0.2	Fin support in exigency period
Financial			
31	Fund utilization		
	Full utilization	0.5	95% budget utilization
	Head wise utilization	0.3	Use exact as per sanction
	Use of N/R funds	0.2	Full use in financial year

32	Revolving Fund Status		
	Growth	0.5	Min 20% growth/year
	Utility	0.5	use as per guideline
33	Revenue generated		
	Rev. Fund	0.3	20% profit
	Institutional Charges	0.2	20% revenue added
	Sale of produce	0.2	1.5 t/ha (sale value)
	Sale seed/saplings/bio-products/livestock/fisheries strains	0.2	10q/10000 saplings
	Services/input supply	0.1	Bio-fertilizers, bio-pesticides c6c
34	Financial Reporting		
	Timeliness	0.5	Submission before deadline
	Accuracy	0.5	As per format of ICAR/ZCU
35	AUC/SOE		
	Timely submission	0.5	Submission within one month
	Accuracy	0.5	As per format/accurately
36	Status of Fund release to PC		
	Fund flow host-PC	0.5	Within 3 weeks after receipt
	Fund release mechanism	0.5	Mechanism for prompt action
37	Internal Audit		
	Internal auditing	0.5	Once in a year
	Internal check mechanism	0.5	Purchase procedure in place

GUIDELINES FOR STANDARD OPERATIONAL PROCEDURE OF SAC MEETING

Agenda item No. 01:

Chairman's Opening Remarks about KVK followed by confirmation of the proceedings of last SAC.

Agenda Item No. 02:

Action Taken Report on the previous SAC meeting

S. No	Recommendation	Action Taken (to be quantified)	Specific constraints in taking action

Agenda Item No.03:

Overall progress report and action plan for forthcoming season

- a) Agricultural scenario of the district
- b) Major farming systems/enterprises
- c) Details of problems and thrust areas

S. No	Names of the Operational Village	Crop/Enterprise	Major problems identified	Thrust areas identified to tackle the problems	Nature of interventions implemented *

*Please mention TAR/FLD/Training/Extension Activities/or their combination

- d) Major outcome of Technology Assessment and Refinement (in bullet form only)
- e) Major outcome of Frontline Demonstrations (in bullet form only)
- f) Details of Training Programmes conducted

Category	Major thematic areas covered	No. of courses	Duration	No. of participants	
				Men	Women
Farmers and farm women					
Rural youth					
Extension personnel					
Sponsored programmes *					
Vocational programmes					

- g) Extension Programmes conducted
- h) Production and supply of technology products
- i) Convergence and linkages (Specify the activities & outcomes)
- j) Soil Water and Plant Analysis
- k) Human Resources Development

l) Action Plan in brief for the next season(s)

S. No	Name of the Operational Village	Crop/Enterprise	Major problems identified	Thrust areas identified to tackle the problems	Nature of interventions proposed to be implemented *

*Please mention TAR/FLD/Training/Extension Activities/or their combination

m) Revolving Fund Status

Year	Opening balance as on 1 st April of previous year	Income during the year	Expenditure during the year	Net balance in hand as on 1 st April of current year

n) Utilization of KVK funds during the Previous Year / Current Year (Rs. in lakh)

Agenda Item No.04:

Achievements

(To be given in bullet form only for each intervention under Technology Assessment and Refinement and Frontline Demonstrations undertaken by each Subject Matter Specialist in the following format and presented by them)

- i) Problem identified
- ii) Technology Intervention Undertaken
- iii) Mode of Implementation
- iv) Outcome
- v) Action for up-scaling / recommendation of the outcome
- vi) Any other special activities worth mentioning (Success Stories / Case Studies)

Agenda Item No.05:

Discussion on deliverables decided in previous SAC meeting and achievements against each one of them.

Agenda Item No.06:

Interactions and discussions

Agenda Item No.07:

Finalization of action points delineating actual deliverables in terms of output and impact for the next one year.

Agenda Item No.08:

Any other agenda with the permission from the Chairman

Note: Additionally, Programme Coordinator need to collect information from members regarding suggestions for improvement of technical programme and its implementation by KVK. The collected information may be compiled and included in

SCHEDULE FOR SUBMISSION OF REPORTS

Sl.No.	Name of Report	Due date
1	Monthly accounts strictly in the prescribed proforma	3 rd of succeeding month
2	Quarterly expenditure statements for the following quarters in the prescribed proforma along with staff strength: April – June July- September October – December January – March	3 rd July 3 rd October 3 rd January 3 rd April
3	Audit Utilization Certificates in strictly in the prescribed proforma	30th April of every year

Annexure XXIX

Krishi Vigyan Kendra, _____

File No. _____

Date _____

SANCTION ORDER

Sanction of the Chairman is hereby conveyed for an amount of Rs. _____ (Rupees _____ only) towards _____ from M/s _____ vide Invoice No. _____ dated _____.

A crossed cheque may please be arranged to be drawn in favour of _____.

The expenditure on this account may please be met out of the sanctioned budget of the KVK for the year 200__-0__ under _____.

Chief Scientist

Distribution

1. The Assistant
2. Sanction Order file
3. Guard file

Acquaintances Roll Register.

Sl. No	Name & Designation	Nature of claim	Net amount	Dated signature (with revenue stamp where required)

Objection Book

Objection Book in the following format should be opened to watch the advances & its adjustment.

Sl.No.	Date of draws of Adv.	Name of Officer	Amount of Advance	Particulars of adjustment			Remark
				Bill No	Date	Amount adjusted	

DESPATCH REGISTER

This is an important register. It should be maintained very carefully. Serial number of letter issued should be written very carefully. This register should have following column.

SL No	File Number	To Whom Address	Subject	Enclosure if any	Remarks		
					Wt	Mode of sending	Value of stamp

CONSUMABLE REGISTER

Name of the articles: -----

Opening Balance		Receipt			Issues		Closing balance		Initials
Qty	Cost	Source of supply	Qty	Cost	To whom issued	Qty	Qty	Cost	

Annexure XXX

Krishi Vigyan Kendra, _____

GAR 29

[See Rules 113, 114, 115 (2) & 126 (2)]

FULLY VOUCHERED CONTINGENT BILL

Bill No.

Date:

Scheme:

Sanction Order No.

Head. CONT./NRC

S.No.	Description of charges	Amount (Rs.)
Total		

1. I certify that the expenditure included in this bill could not, with due regard to the interest of the public service be avoided. I certify that to the best of my knowledge and belief, the payment entered in this bill except to items noted below, have been duly made to the parties entitled to receive Rs.500/- are attached to this bill; credit bills (above Rs.500/-) relating to the said exceptions which exceed the balance of the payment advance are attached and relevant stamped receipts will be forwarded as soon as the amounts are paid on receipt of the amount drawn on this bill. I have, as far as possible, obtained vouchers for sums less than Rs.500/-, which are listed in GFR 28, and responsible that they have been so defaced or mutilated that they cannot be used again. All work bills are annexed.

I also certify that the amounts of accounts of pay & allowances of Group 'D' Govt. servants drawn 1 month/2 months/3 months previous to this date with the exception of those detailed below of which the total amounts has been refunded by deduction from this bill have been disbursed to the Govt. servants concerned and their receipts taken.

2. Certified that all the articles detailed in the vouchers attached to the bill and in those retained in my office have been accounted for in the stock register.

3. Certified that the purchases billed for have been received in good order, that their quantities are correct and their quality good and according to specifications, that the rates paid are not in excess of the accepted and the market rates and that suitable notes of payment have been recorded against the indents and invoices concerned to prevent double payments.

4. Certified that:

a) The expenditure on conveyance hire included in this bill was actually incurred, was unavowed and is within the scheduled scale of charges for the conveyance used, and

b) The Govt. servant concerned is not entitled to draw Traveling Allowance under the ordinary rules for the journey and is not granted and

compensatory leave and does not and will not otherwise receive any special remuneration for the performance of the duty, which necessitated the journey.

5. Certified that the monetary or quantitative limits prescribed by the Govt. in respect of items of contingencies included in the bill have not been exceeded.

Appropriation for current year _____
Expenditure including this bill _____
Amount of work bills annexed _____
Balance available _____
Passed for Rs _____ (Rupees _____
_____ only)

Assistant Administrative Officer

Chief Scientist /Chairman

(For Use in Audit & Accounts Section)

Pay Rs. _____ (Rupees _____
_____ only)

Assistant Programme Coordinator /Chairman

Paid vide Cheque No. _____ dated _____ for Rs. _____

Assistant Administrative Officer

Chief Scientist /Chairman

Annexure XXXI

Host Organization-wise distribution of KVKs in different States/UTs

Sl.No.	States/ UTS	SAU/ CAU	ICAR	NGO	PSU	State Govt.	CU/ DU/ OEI	Total
ZONE I								
1	Delhi	0	0	0	1	0	0	1
2	Haryana	14	2	2	0	0	0	18
3	Himachal Pradesh	12	0	0	0	0	0	12
4	Jammu & Kashmir	16	0	0	0	0	0	16
5	Punjab	20	0	0	0	0	0	20
Total		62	2	2	1	0	0	67
ZONE II								
1	Andaman & Nicobar Islands	0	3	0	0	0	0	3
2	Bihar	31	1	5	1	0	0	38
3	Jharkhand	16	1	5	0	0	0	22
4	West Bengal	11	1	3	1	0	1	17
Total		58	6	13	2	0	0	80
ZONE III								
1	Arunachal Pradesh	1	2	0	0	10	0	13
2	Assam	20	2	0	0	0	0	22
3	Manipur	1	5	2	0	1	0	9
4	Meghalaya	0	2	0	0	3	0	5
5	Mizoram	1	0	0	0	7	0	8
6	Nagaland	0	4	0	0	4	1	9
7	Sikkim	0	1	0	0	3	0	4
8	Tripura	0	1	1	0	2	0	4
Total		23	17	3	0	30	1	74
ZONE IV								
1	Uttar Pradesh	49	5	10	0	0	4	68
2	Uttarakhand	11	2	0	0	0	0	13
Total		60	7	10	0	0	4	81
ZONE V								
1	Andhra Pradesh	23	3	8	0	0	0	34
2	Maharashtra	16	1	26	0	0	1	44
Total		39	4	34	0	0	1	78
ZONE VI								
1	Gujarat	16	2	7	0	0	3	28
2	Rajasthan	33	3	4	0	0	2	42
Total		49	5	11	0	0	5	70
ZONE VII								
1	Chhattisgarh	20	0	0	0	0	0	20
2	Madhya Pradesh	39	1	7	0	0	0	47
3	Odisha	31	2	0	0	0	0	33
Total		90	3	7	0	0	0	100
ZONE VIII								
1	Goa	0	1	0	0	1	0	2
2	Karnataka	23	2	5	0	0	0	30
3	Kerala	7	4	3	0	0	0	14
4	Lakshadweep	0	0	0	0	1	0	1
5	Pondicherry	0	0	0	0	3	0	3
6	Tamil Nadu	17	0	11	0	0	2	30
Total		47	7	19	0	5	2	80
Grand Total		428	51	99	3	35	14	630