

CHAPTER - 1

INTRODUCTION

1.1 Please throw light on the back ground of this hand-book (Right to Information Act 2005).

This Information Hand-book of The Office of The District Agriculture Officer, Nongpoh, is being compiled in compliance with the Right to Information Act 2005, which is compulsory for every Public Authority. This hand-book contains information related to policy, schemes, programs and their norms of implementation etc.

1.2 Objective / purpose of this hand-book.

The objective of this hand-book is to make available to the general public in the simplest form, the salient information pertaining to the different aspects of functioning and documents available with the Public Authority in question.

1.3 Who are the intended users of this hand-book?

The general public and interested parties.

1.4 Contact persons in case some body wants to get more information on topics covered in the hand-book as well as other information also.

- i.) Shri. J. S. Lyngdoh, District Agriculture Officer, Nongpoh.(Designated PIO).
- ii.) Shri. B. Marbaniang, Sub-Divisional Agriculture Officer, Nongpoh. (Designated APIO)
- iii.) Shri. A. Syiem Asst. Engineer, Mechanical Wing Directorate of Agriculture, Shillong.

1.5 Procedure and fee structure for getting information not available in the hand-book

As prescribe in the Act.

CHAPTER-2 (MANUAL-1)

PARTICULARS OF ORGANISATION, FUNCTIONING AND DUTIES

2.1 Objective of the public authority.

The Office of the District Agriculture Officer, Nongpoh was set up as a branch of the Directorate of Agriculture, Government of Meghalaya to implement the state and central sponsored programs and schemes relating to development of Agriculture within the Ri-Bhoi District. The public authority is also responsible for the formulation of such schemes and programs, by harnessing the potentialities of both human and natural resources, and, through participation of the farming communities in implementation to achieve its objective.

2.2 Vision statement of the public authority.

The Vision statement of the Public authority is similar with that of the Directorate of Agriculture, i.e. to achieve the holistic goal of attaining Food security, together with Conservation of Natural Resources, Economic Development and contribution of the Farm sector towards the growth of the Economy of the state and the country as a whole.

2.2 (a.) Salient features towards achieving the Vision.

- i). Popularize cultivation of different cereals crop, pulses, oilseeds, other cash crops of economic importance through demonstration, and mini kit programs.
- ii). Introduction of High Yielding Varieties and to bring more areas of cultivation under such seeds where ever possible along with latest developed packages of practices. To encourage the farmers to replace the traditional varieties with high yielding/ high return HYV seeds, at the same time taking steps to ensure, conservation of precious germ plasm of the traditional varieties.
- iii). Production and multiplication of quality seeds disease free certified and true to type seeds of different cereal crops through registered growers.
- iv). Strategic interventions through timely delivery of different inputs to the farmers.
- v). Raising the productivity of crops per unit area through Integrated Nutrient Management of soils, proper agronomic practices along with efficient plant protection measures.
- vi). To educate the farmers about the potential of organically produced crops through the use of organic manure or adoption of organic production practices.
- vii). Ensuring availability of irrigation facilities from minor irrigation projects and diesel pumps, where ever possible. Maximum utilization of irrigation potential created to increase the cropping intensity and crop production.

viii). Increase the level of mechanization in farming activities to enhance efficiency and reduce cost the cost of cultivation. By helping farmers avail farm machineries like power tillers, tractors and pump sets etc.

ix). Encouraging rabi crop cultivation for maximum utilization of land and generating extra income.

x). Using the different medias for education and dissemination of vital information and new technologies to the farmers.

xi). Strengthening and modernizing the extension arm of the department within the district to aid in more effective transmission of new technologies and package of practice for crop production to the farmers.

xii). Implement watershed development program and watershed approach in crop production for sustainable agriculture.

xiii) Extensive and Intensive training to farmers on new technologies, package of practices, and production opportunities.

2.3 Brief history of the public authority and context of its function.

The District Agriculture Office was created in 1992 when Ri-Bhoi District came into existence.

2.4 Duties of the public authority

Overall supervision and execution of development schemes/ programs physical and financial, administrative, control over employees and formulations of projects and programs concerning development of agriculture in the district.

2.5 Main activities/ functions of the public authority.

Implementation, Supervision, of development programs of the Directorate of Agriculture in the district as well as to be available to the farmers for consultation for all matters relating to development of agriculture.

2.6 List of service provided by the public authority.

i.) Advisory: Mainly technical advisory in nature pertaining to agriculture crop production and development.

ii.) Development programs: To Implement agriculture development programs / schemes.

iii.) Information: Dissemination of information relating to agriculture to the farmers and for the farmers.

iv.) Training and Extension: Imparting training and transfer of technology through the extension arm to the farmers.

2.7 Organizational Structure Diagram at various levels.

Provided in enclosed Diagram 2.7

2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

Active Participation

2.9 Arrangement and methods made for seeking public participation / contribution.

Through its extension functionaries, interaction and publicity.

2.11 Address of main office and its branches.

MAIN OFFICE:

1. OFFICE OF THE DISTRICT AGRICULTURE OFFICER
RI- BHOI DISTRICT, SAIDEN, NONGPOH.

BRANCHES:

1. OFFICE OF THE AGRICULTURAL INSPECTOR
BHOIRYMBONG, B.P. O. BHOIRYMBONG.
2. OFFICE OF THE AGRICULTURE INSPECTOR
JIRANG, PATHARKHMAH.
B.P.O. PATHARKHMAH.
3. AGRICULTURE EXTENSION OFFICER
C\o BLOCK DEVELOPMENT OFFICER
UMSNING C&RD BLOCK, UMSNING.
4. AGRICULTURE EXTENSION OFFICER
C\o BLOCK DEVELOPMENT OFFICER
UMLING C& RD BLOCK, UMLING.

2.12

OFFICE HOURS:

SUMMERS:

OPENING – 10.00 AM
CLOSING – 5.00 PM.

WINTERS:

OPENING – 10.00 AM
CLOSING – 4.30 PM

CHAPTER 3 (MANUAL-2)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DESIGNATIONS	DISTRICT AGRICULTURE OFFICER RI- BHOI DISTRICT, NONGPOH.	
POWERS	ADMINISTRATIVE	1. All official matters relating to controlling the duties of subordinate officers and staffs in the district 2. Power to transfer any staffs within the District. 3. Power to take disciplinary action against staffs and Officers.
	FINANCIAL	1. Drawing and Disbursing Officer as per DFP rules 2. 3.
	OTHERS	
DUTIES	1. Over all supervision of the function of the Office & branches. 2. Over all supervision and monitoring of all development programs in the district. 3. Review of the development programs \schemes\activities. 4. Framing of policies and programs in consultation with the Officers. 5. To make frequent tours to all parts of the District to monitor the activities of the department in the district.	

CHAPTER 3 (contd.)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DESIGNATIONS	SUB - DIVISIONAL AGRICULTURE OFFICER (HQR) OFFICE OF THE DISTRICT AGRICULTURE OFFICER

POWERS	ADMINISTRATIVE	1. In charge of the Office and branches in absence of the D.A.O.
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<p>1. Implementation and supervision of Development programs including: a.) Multiple Cropping Schemes. b.) Oil Seed Production Programs. c.) Organic Manure Dev. Programs. d.) etc.</p> <p>2. To supervise the functioning of the Office in the absence of the DAO.</p> <p>3. To provide consultations to farmers.</p> <p>4. To make Field Inspections.</p>	

CHAPTER 3 (contd.)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DESIGNATIONS	ASSISTANT PLANT PROTECTION OFFICER OFFICE OF THE D. A. O. NONGPOH.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil

DUTIES	<p>1. Implementation and supervision of Development programs including :</p> <p>a.) Plant Protection Scheme</p> <p>b.) Farmers' Training Institute.</p> <p>c.) Integrated Cereal Development Program.</p> <p>2. Provide consultation to farmers.</p> <p>3. Field visits and inspections.</p> <p>4. Etc.</p>
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DESIGNATIONS	ASSISTANT AGRONOMIST OFFICE OF THE D. A. O. NONGPOH.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<p>1. Implementation and supervision of Development Programs including :</p> <p>a.) Seed Multiplication Program</p> <p>b.) Bio-Fertilizer Development Program.</p> <p>c.) Natural Calamities.</p> <p>2. To provide consultation to farmers.</p> <p>3. To make field visits and inspections.</p> <p>4. Etc.</p>	

CHAPTER 3 (contd.)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DESIGNATIONS	AGRICULTURE INSPECTOR (HQR) OFFICE OF THE D. A. O. NONGPOH.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil

DUTIES	<ol style="list-style-type: none"> 1. Implementation and supervision of Developmental programs including: <ol style="list-style-type: none"> a.) Fertilizer Distribution Scheme. b.) Agriculture Machineries Subsidy Scheme. c.) Agriculture Information Scheme. d.) Sugarcane Demonstration Scheme. 2. To provide consultation to farmers. 3. To make field visits and inspections. 4. Etc.
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DESIGNATIONS	AGRICULTURE INSPECTOR, BHOIRYMBONG.	
POWERS	ADMINISTRATIVE	In charge of the functioning of the branch office at Bhoirymbong.
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<ol style="list-style-type: none"> 1. To supervise the activities and development programs of the Department in all the areas falling under Bhoirymbong circle. 2. To assist the D. A. O., Nongpoh in the implementation of the Food Grain Development Scheme. 3. To assist the S. D. A. O., Nongpoh in the implementation of the Development programs including : <ol style="list-style-type: none"> a.) Multiple Cropping Scheme b.) Oilseed Development Programs. c.) Accelerated Maize Development Program. 4. To provide consultation to farmers 5. To make field visits and inspection. 	

CHAPTER 3 (contd.)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DESIGNATIONS	AGRICULTURE INSPECTOR, JIRANG.	
POWERS	ADMINISTRATIVE	In charge of the functioning of the branch office at Jirang.
	FINANCIAL	Nil
	OTHERS	Nil

DUTIES	<ol style="list-style-type: none"> 1. To Execute\Supervise the activities and development programs of the Department in all the areas falling under Jirang Circle. 2. To provide consultation to the farmers. 3. To make field visits and inspections. 4. Etc.
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DESIGNATIONS	AGRICULTURE EXTENSION OFFICER, C/o B. D. O. UMSNING.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<ol style="list-style-type: none"> 1. To Execute\ Supervise the activities and development programs of the Department in all areas falling under Umsning circle. 2. To provide consultation to the farmers. 3. To make field visit and inspection. 4. etc. 	

CHAPTER 3 (contd.)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DESIGNATIONS	AGRICULTURE EXTENSION OFFICER, C/o B. D. O. UMLING.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<ol style="list-style-type: none"> 1. To Execute\ Supervise the activities and development programs of the Department in all areas falling under Umling circle. 2. To provide consultation to the farmers. 3. To make field visit and inspections. 4. Etc. 	

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DESIGNATIONS	SUB- INSPECTOR STATISTICS, OFFICE OF THE D. A. O., NONGPOH.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<ol style="list-style-type: none"> 1. To compile statistical reports relating to crop production. 2. To conduct crop cutting experiments. 3. Other correspondence. 4. Etc. 	

CHAPTER 3 (contd.)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DESIGNATIONS	ASSISTANT AGRICULTURE INSPECTOR (HQR), OFFICE OF THE D. A. O., NONGPOH.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<ol style="list-style-type: none"> 1. To assist A.P. P. O. in implementing of schemes. viz. Plant Protection Scheme; Farmers Training Institute; Integrated Cereal Development Program. 2. To compile progress reports. 3. To make field visits. 4. To identify beneficiaries. 5. Etc. 	

DESIGNATIONS	AGRICULTURE DEMONSTRATORS (ALL CIRCLES: 15 NOS.)
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UNDER D. A. O. NONGPOH.		
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<ol style="list-style-type: none"> 1. To assist the Agriculture Inspectors and Agriculture Extension Officers in the execution of various developmental programs and activities of the Department. 2. To make frequent visit in the farmers' field, for giving advise to them 3. To help A.I s and A.E.O.s in conducting field trials and demonstrations. 4. To identify beneficiaries for any development programs. 	

CHAPTER 3 (contd.)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DESIGNATIONS	UPPER DIVISION ASSISTANT CUM ACCOUNTANT O/o THE D.A.O., NONGPOH.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<ol style="list-style-type: none"> 1. File works. 2. Maintenance of accounts, cash book, subsidiary cash book. 3. To prepare administrative budget estimates. 4. To disburse salary of staffs, cheques, bank drafts. 5. To attend Directorate on office matters when necessary. 6. Maintenance of attendance register of staffs. 7. Etc. 	

DESIGNATIONS	LOWER DIVISION ASSISTANT CUM TYPIST O/o THE D. A. O., NONGPOH.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil

	OTHERS	Nil
DUTIES	<ol style="list-style-type: none"> 1. To prepare Pay bills. 2. To maintain records of monthly expenditures. 3. To prepare T.A. bills, GPF withdrawals, Arrears, increments of staffs and others. 4. Etc. 	

CHAPTER 3 (contd.)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DESIGNATIONS	PEON OFFICE OF THE D. A. O., NONGPOH.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<ol style="list-style-type: none"> 1. Responsible to submit the bills to treasury, banks. 2. Encashment of bills/ drafts etc. 3. Delivery of important official letters. 	

DESIGNATIONS	DRIVERS (2-NOS) O/o THE D. A. O. NONGPOH.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	<ol style="list-style-type: none"> 1. To drive the official vehicle No.ML-01 0636 allotted to the D.A.O. Nongpoh. on official tours, travels of the concerned officer, and other necessary office affairs. 2. To always maintain the vehicle in clean and working condition and report to the D.A.O. on any matters relating to the defects that need repairs. 	

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CHAPTER 3 (contd.)

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DESIGNATIONS	CHOWKIDERS: 1.) HQR., NONGPOH. 2.) UMSNING C/o B.D.O. UMSNING C.D. BLOCK 3.) UMLING C/o B.D.O. UMLING C.D.BLOCK.	
POWERS	ADMINISTRATIVE	Nil
	FINANCIAL	Nil
	OTHERS	Nil
DUTIES	1. To look after the office properties in their respective place of posting. 2. To look after the stores of the office in their respective place of posting. 3. To open and close the offices and other official buildings at the opening and closing of office hours respectively.	

CHAPTER 4 (MANUAL – 3)

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS

4.1 Please list of rules, regulations, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

A. Name of documents:

1. Meghalaya Financial Rules.
2. Delegation of Financial Power Rules.
3. Fundamental Rules Subsidiary Rules.
4. Meghalaya Traveling allowance Rules.
5. Meghalaya Civil Service (GPF) Rules.
6. Hand-book of General Circulars.

Type of document: Rule book.

Brief write up on the documents: The above mention rule books deals with the subjects indicative of the title thereof.

From where one can get a copy of rules, regulations, instructions, manuals and records:

The books are available from the sale counter of the Government Printing and Stationery Department.

Fee charge by the department for a copy of the same:

As per price list.

B. Name / title of documents:

1. Insecticide Act.
2. Fertilizer Control Order 1985
3. Seed Act.

Type of documents: Regulations.

Brief write up on the document:

The above mention publications deals with the subject of proper use and sale of insecticides etc.; to ensure that fertilizer conforms to specifications; and, matters pertaining to the purity standard of seeds meant for sale or distribution to the farmer respectively.

From where one can get a copy of the above rules, regulations, instructions, manuals and records:

From the Department of Agriculture, Meghalaya, Shillong.

Fee charge by the Department for a copy of the same:

As applicable.

CHAPTER 5 (MANUAL-4)

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATIVE BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREFOF

FORMULATION OF POLICY

5.1 Whether there is any provision to seek consultation / participation of public or its representatives for formulation of policies? If there is , please provide details of such policy in following format:

Sl. No.	Subject / Topic	Is it mandatory to ensure public participation (Yes\ No)	Arrangement for seeking public participation
1.	001-Direction Plan	No	-
2.	Food Grain Development scheme	No	-
3	Fibre Crop Developing scheme	No	-
4	Organic Manure & Vermi Compose	No	-
5	Multiple Cropping scheme	No	-
6	Oil seed Development scheme	No	-
7	Agril Machineries Subsidy scheme	No	-
8	Farmers Training Institute	No	-
9	Plant Protection scheme	No	-
10	Fertilizer Distribution scheme	No	-
11	Agriculture Information scheme	No	-
12	Sugarcane Development scheme	No	-
13	Integrated Programme for Rice Production	No	-
14	Integrated Pest Management	No.	-

CHAPTER 5 (MANUAL-4)

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATIVE BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREFOF

IMPLEMENTATION OF POLICY

5.2 Whether there is any provision to seek consultation / participation of public or its representatives for implementation of policies? If there is, please provide details of provision in the following format:

Sl. No.	Subject / Topic	Is it mandatory to ensure public participation (Yes\ No)	Arrangement for seeking public participation
1.	001-Direction Plan	No	-
2.	Food Grain Development scheme	No	-
3	Fibre Crop Developing scheme	No	-
4	Organic Manure & Vermi Compose	No	-
5	Multiple Cropping scheme	No	-
6	Oil seed Development scheme	No	-
7	Agril Machineris Subsidy scheme	No	-
8	Farmers Training Institute	No	-
9	Plant Protection scheme	No	-
10	Fertilizer Distribution scheme	No	-
11	Agriculture Information scheme	No	-
12	Sugarcane Development scheme	No	-
13	Integrated Program for Rice Production	No	-
14	Integrated Pest Management	No	-

CHAPTER 6 (MANUAL-5)

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT UNDER ITS CONTROL

SL NO.	Categories of Documents	Name of the Documents and its Introduction in one line	Procedure to obtain the Document	Held by/ Under the control of
A		1.A quittance Roll 2.Land Documents 3. Progress Report 4. Crop Forecast.	Through application -do- -do- -do-	D. A. O. -do- -do- -do-

CHAPTER 7 (MANUAL-6)

A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART

Name and address of the affiliated body: **The District Level Selection Committee for Agriculture Machineries Subsidy Scheme. Ri-Bhoi District, Nongpoh.**

Type of Affiliated body : **Committee**

Brief Introduction of The Affiliated Body : 1. The Committee was constituted by the Government for the scrutiny and selection of beneficiaries under Agriculture Machineries Subsidy Scheme.
2. The committee selected and recommended the Name of the beneficiaries to receive the subsidies for Power tillers; Pump sets etc.

Role of the Affiliated Body : Executive

Structure of the Committee : The Committee comprise of the Deputy Commissioner, Ri-Bhoi District as the Chairman ; the D. A.O Nongpoh as the Member Secretary and Members including of the Agril. Executive Engineer (Mech.), Shillong; the Executive Engineer (Irrig.). Nongpoh.

Head of the body : The Deputy Commissioner Ri-Bhoi District as Chairman is the Head of the Committee.

Address of the Main Office : Office of the Deputy Commissioner, Ri-Bhoi District, Nongpoh. .

Frequency of the meeting : As an when necessary

Can public participate in the meeting : No.

Are minutes of the meeting prepared : Yes.

Are minutes of the meeting available to the public ? If yes please provide information about the procedure to obtain them. : Yes Minutes of the meeting can be obtained by the public if asked for. They can get them from the Public Information Officer (D. A. O., Nongpoh.)

CHAPTER 8 (MANUAL-7)

NAME OF THE PUBLIC AUTHORITY: THE DISTRICT AGRICULTURE OFFICER, RI-BHOI DISTRICT, NONGPOH

Table No. 8 (i)

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE ASSISTANT PUBLIC INFORMATION OFFICERS

Sl. No	Name	Designation	S.T.D Code	Ph. No.		Fax	E Mail	Address
				Office	Home			
1.	Sri. B. Albanians	Sub-Div. Agril. Officer	03638	232716	-	-	-	O/o The Distr. Agril. Officer Ri-Bhoi District, Nongpoh.
2.	Sri. A. Syiem	Asst. Engineer (Mech.)	0364	223009 1	-	-	-	Mechanical Wing, Dept. of Agriculture Lapalang, Shillong.

Table No. 8 (ii)

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Sl. No.	Name	Designation	S.T.D Code	Ph. No.		Fax	E Mail	Address
				Office	Home			
1.	Sri. J.S.Lyngdoh	Distr.Agriculture Officer Ri-Bhoi District, Nongpoh.	03608	232716 0	Nil	Nil	Nil	O/o The Dist. Argo. Officer Saiden, Nongpoh. Ri-Bhoi District 793105

Table No. 8(iii).

DEPARTMENT APPELLATE AUTHORITY

Sl. No.	Name	Designation	S.T.D Code	Ph. No.		Fax	E Mail	Address
				Office	Home			
1.	Sri. H. K. Marak	Director of Agriculture	0364	222246 0	-	222246 0	-	Directorate of Agriculture Fruit Garden, Risa Colony Shillong 79300

CHAPTER 9 (MANUAL-8)

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

9.1 What is the procedure followed to take a decision for various matters (A reference to Secretariat Manual and Rule of Business Manual, and other rules / regulations etc can be made)

The decisions for various business matters are taken by the District Technical Committee\ Team. This committee meets at least once a month.

9.2 What are the documented procedures / laid down procedures / Defined Criteria / Rules to arrived at a particular decision for important matters? What are different levels through which a decision process moves?

As per guidelines and Respective sanction scheme.

9.3 What are the arrangements to communicate the decision to the public?

- i.) Office Notice boards
- ii.) Public Authority – farmers meeting
- iii.) Awareness campaign
- iv.) Various training program
- v.) Media
- vi.) Agriculture Information Wing
- vii.) Extension arm of the office.

9.4 Who are the Officers at various levels whose opinions are sought for the process of decision making ?

The subordinate officers at the District.

9.5 Who is the final authority that wets the decision?

The District Agriculture Officer is the final Authority that wets the decision for any matters at District level.

9.6 Please provide information separately in the following format for the important matters on which the decision taken by the public authority

SL.NO.	
Subject on which the decision is to be taken	All Developmental Programs \ Schemes

Guidelines / Direction, if any	Guidelines as per sanction scheme.
Process of Execution	Through Subject Matter Specialists – Agril. Inspectors / Agril. Extension Officers – Agril. Demonstrators.
Designation of officers involve in decision making	District Agriculture Officer, Nongpoh Sub-Div. Agriculture Officer (Hqr) Nongpoh Asst. Plant Protection Officer, Nongpoh Asst. Agronomist, Nongpoh Agriculture Inspector (Hqr.) Nongpoh Agril. Inspector Bhoirymbong Agril. Inspector Jirang Agril. Extension Officer, Umling Agril. Extension Officer, Umsning
Contact information of the above mention Officers	C\o District Agriculture Officer, Nongpoh Ph.No. 03638-232716
If not satisfied by the decision , where and how to appeal	The Public Information Officer. (District Agriculture Officer, Nongpoh)

CHAPTER 10 (MANUAL-9)

DIRECTORY OF OFFICERS AND EMPLOYEES

10.1 (Ri-Bhoi District)

Sl. No	Name	Designation	S.T.D . Code	Ph. No.		Fax	E Mail	Address
				Office	Home			
1.	Sri. J. S. Lyngdoh	District Agriculture Officer Ri-Bhoi District, Nongpoh	03638	232716	2560400	-	-	O\o Distr. Agriculture Officer Saiden, Nongpoh.
2.	Sri.B.Marbaniang	Sub-Div. Agril. Officer (Hqr.) Nongpoh	03638	-	-	-	-	-do-
3	Sri .S. Riahtam	Asst. Plant Protection Officer, Nongpoh	03638	-	-	-	-	-do-
4	Sri. W. Pakyntein	Asst. Agronomist , Nongpoh	03638	-	-	-	-	-do-
5	Sri. I. Saiborne	Agril Inspector (Hqr) Nongpoh	03638	-	-	-	-	-do-
6	Sri. B. Shylla	Agril Inspector Bhoirymbong	03638	-	-	-	-	O\o Agril. Inspector Bhoirymbong
7	Sri .R. Dkhar	Agriculture Inspector Jirang	03638	-	-	-	-	O\o Agril. Inspector Jirang
8	Smt. M. Mawroh	Agril. Extension Officer	03638	-	-	-	-	C\o Block Dev. Officer Umsning
9	Smt. M. Dkhar	Agril Extension Officer	03638	-	-	-	-	C\o Block Dev. Officer Umling
10	Sri. P. Nongbri	Sub Inspector Statistics (Hqr)	03638	-	-	-	-	O\o Distr. Agriculture Officer Saiden, Nongpoh.
11	Smt. K. Syiem	UDA cum Accountant	03638	-	-	-	-	O\o Distr. Agriculture Officer Saiden, Nongpoh
12	Shri.H. Sangma	Asst. Agril. Inspector (Hqr.)	03638	-	-	-	-	-do-
13	Sri.M.K. Shohnoh	LDA	03638	-	-	-	-	-do-
14	Sri. T. Mawlong	Agril. Demonstrator	03638	-	-	-	-	O\o Agril. Inspector Bhoirymbong
15	Sri. Md. A. Khan	Agril. Demonstrator	03638	-	-	-	-	Amjong circle
16	Sri. K. Lyngdoh	Agril. Demonstrator	03638	-	-	-	-	O\o Agril. Inspector Jirang, patharkmah
17	Sri. R. Sangma	Agril. Demonstrator	03638	-	-	-	-	O\o Distr. Agriculture

								Officer Saiden, Nongpoh
18	Sri. D. Dkhar	Agril. Demonstrator	03638	-	-	-	-	Mawhati circle
19	Sri. F.F.Ramsiej	Agril. Demonstrator	03638	-	-	-	-	O\o Agril. Inspector Bhoirymbong
20	Sri. G. Lyngdoh	Agril. Demonstrator	03638	-	-	-	-	Umsaw Nongbri circle
21	Sri. S. Ingti	Agril. Demonstrator	03638	-	-	-	-	Byrnihat circle
22	Sri. B. Warjri	Agril. Demonstrator	03638	-	-	-	-	O\o the Agril. Inspector Jirang, Patharkhmah
23	Sri. R.S. Rynjah	Agril. Demonstrator	03638	-	-	-	-	O\o Distr. Agriculture Officer Saiden, Nongpoh
24	Sri.N.Marbaniang	Agril. Demonstrator	03638	-	-	-	-	Khanapara circle
25	Sri. Kongor Kharumnuid	Agril. Demonstrator	03638	-	-	-	-	O\o the Agril. Inspector Bhoirymbong
26	Sri. S. ch. Saha	Agril. Demonstrator	03638	-	-	-	-	O\o Distr. Agriculture Officer Saiden, Nongpoh
27	Sri. S. Nongrum	Agril. Demonstrator	03638	-	-	-	-	C\o B.D.O.Umsning
28	Sri. A.R. Marak	Agril. Demonstrator	03638	-	-	-	-	O\o Distr. Agriculture Officer Saiden, Nongpoh
29	Sri. S. Suting	Driver	03638	-	-	-	-	O\o Distr. Agriculture Officer Saiden, Nongpoh
30	Sri. K.M. Umlong	Driver	03638	-	-	-	-	O\o Distr. Agriculture Officer Saiden, Nongpoh
31	Sri. P. B. Pun	Peon	03638	-	-	-	-	O\o Distr. Agriculture Officer Saiden, Nongpoh
32	Sri. H. Makdoh	Chowkider	03638	-	-	-	-	O\o Distr. Agriculture Officer Saiden, Nongpoh
33	Sri. Seng Makdoh	Chowkider	03638	-	-	-	-	Umling Block
34	Sri.W.Mawkhiew	Chowkider	03638	-	-	-	-	Umsning Block

CHAPTER 11 (MANUAL – 10)

**THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS
AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS
PROVIDED IN REGULATION**

Sl No.	Name	Designation	Monthly Remuneration August 2005 Rs. Per month	Compensation/ Compensatory allowance	The procedure to determine the remuneration as given in the regulation.
1	2	3	4	5	6
1	Sri. Jlan S. Lyngdoh	District Agriculture Officer	21,447.00	Hill allowance Rs. 130.00	As per recommendation by the 3 rd pay commission
2	Sri. Bionel Marbaniang	Sub- Divisional Agril. Officer	20,834.00	-do-	-do-
3	Sri. Sainkumar Richter	Asst. Plant Protection Officer	19,046.00	-do-	-do-
4	Sri. William H. Pakyntein	Assistant Agronomist	19,046.00	-do-	-do-
5	Sri. Banshanlang Shylla	Agriculture Inspector	17,687.00	-do-	-do-
6	Sri. Ian B. Saiborne	Agriculture Inspector	15,226.00	-do-	-do-
7	Smt. Mariana Dkhar	Agriculture Extension Officer	15,226.00	-do-	-do-
8	Sri. Remdor B. Dkhar	Agriculture Inspector	12,782.00	-do-	-do-
9	Smt. Monica Mawroh	Agriculture Extension Officer	12,782.00	-do-	-do-
10	Smt. Kordorlynia Syiem	UDA-cum Accountant	11,051.00	-do-	-do-
11	Sri. Prospectwell Nongbri	Sub-Inspector of Statistic	12,571.00	-do-	-do-
12	Sri. Hillarth A. Sangma	Assistant Agriculture Inspector	9,253.00	-do-	-do-
13	Sri. Martin Kharshohnoh	LDA	6,306.00	-do-	-do-
14	Sri. Tending Mawlong	Agriculture Demonstrator	7,466.00	-do-	-do-
1	2	3	4	5	6
15	Sri. Kosing Lyngdoh	Agriculture Demonstrator	7,466.00	-do-	-do-
16	Sri. Md. Abdus S. Khan	Agriculture Demonstrator	7,466.00	-do-	-do-
17	Sri. Damanbha Dkhar	Agriculture	7,466.00	-do-	-do-

		Demonstrator			
18	Sri. Resubel Sangma	Agriculture Demonstrator	7,188.00	-do-	-do-
19	Sri. First F. Ramsiej	Agriculture Demonstrator	6,341.00	-do-	-do-
20	Sri. Grassful Lyngdoh	Agriculture Demonstrator	8,004.00	-do-	-do-
21	Sri. Silshon Ingti	Agriculture Demonstrator	7,869.00	-do-	-do-
22	Sri. Barnold Roy Warjri	Agriculture Demonstrator	7,466.00	-do-	-do-
23	Sri. Ruton Singh M. Rynjah	Agriculture Demonstrator	7,591.00	-do-	-do-
24	Sri. Narosing Marbaniang	Agriculture Demonstrator	6,929.00	-do-	-do-
25	Sri. Kongor Kharumnuid	Agriculture Demonstrator	7,466.00	-do-	-do-
26	Sri. Shyamal ch. Saha	Agriculture Demonstrator	7,466.00	-do-	-do-
27	Sri. Skhemlang Nongrum	Agriculture Demonstrator	6,811.00	-do-	-do-
28	Sri. Arlithson R. Marak	Agriculture Demonstrator	7,994.00	-do-	-do-
29	Sri. Sunday Suting	Driver	6,054.00	-do-	-do-
30	Sri. Korbarlang M. Umlong	Driver	5,953.00	-do-	-do-
31	Sri. Purna Bahadur Pun	Peon	7,272.00	-do-	-do-
32	Sri. Hopingstone Makdoh	Chowkidar	5,818.00	-do-	-do-
33	Sri. Sengbor Makdoh	Chowkidar	7,037.00	-do-	-do-
34	Sri. Wannyingkong Mawkhiew	Chowkidar	5,861.00	-do-	-do-

Chapter -12(manual 11)
The Budget allocated to each agency(Particulars of all Plans Proposed Expenditure and Report on Disbursement made)
YEAR 2004-05

Table No. 12.(i)

Sl no	Name of the scheme/ Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount sanctioned	Amount released disbursement/ (No of Installment)	Actual Expenditure for the year	Responsible officer for the quality and complete execution of work.
1.	001-Direction Plan 2401-Crop Husbandry - 001-Direction& Administration (02)District Office.6th Schedule (Pt.II) Areas PLAN.	Disbursing of salaries to officers and staff including tour allowance. Office expenses .Maintenance of vehicle Paying of house rent, casual employees etc.	1/4/04	31/3/05	15,38,454/-	14,68,194/-	14,68,194/- (One- Installment)	13,18,935/-	Shri J.S.Lyngdoh District Agriculture Officer, Nongpoh.

Chapter -12 (Manual II)

The Budget allocated to each agency (Particulars of all Plans, Proposed, Expenditure and Report on Disbursement Made)

YEAR 2004-05.

Table No. 12(ii)

Sl no	Name of the scheme/Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount sanctioned	Amount release disbursed (No of installment)	Actual expenditure for the year	Responsible office for the quality and complete execution of work.
1.	Food Grain Dev scheme: 2401-Crop Husbandry 103-Seeds(07) Food grain Development Scheme/seed saturation & cultivators field.	1. To improve the production of cereal crops Paddy & Maize through the introduction of Hybrid seed. 2) To introduce New variety to the farmers field i.e. Hybrids etc. through the demonstration programs. 3) Free distribution of seeds, fertilizer & P.P chemical in the demonstration trail programme. 4) Distribution of improved HYV seeds of paddy maize at 50% subsidy to increase the production of cereal crops.	1.4.04	31.3.05	12,00,000/-	11,75,000/-	11,75,000/- (One Installment)	11,74,930/-	Shri J.S.Lyngdoh District Agriculture Officer.

Chapter -12 (Manual 11)

The Budget allocated to each agency (Particular of all Plans, Proposed, Expenditure and Report on Disbursement Made)

YEAR 2004-05

Table No.12(iii)

Sl no	Name of the scheme/ Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount sanctioned	Amount release disbursed (No of Installment)	Actual Expenditure for the year	Responsible officer for the quality and complete execution of work.
1.	Fibre crop Dev.scheme 2401-Crop Husbandry 108-commercial crop (28)Fibre crop Development (cotton, jute, Mesta).6th schedule (Pt.II) Areas PLAN.	1) To popularize the importance fibre crops. 2) To educate the farmers the improved method of cultivation of fibre crops i.e. cotton seed. 3) Distribution of seeds ginning machine at 50% subsidized rate. Free distribution to the farmers to boost the production of fibre.	1.4.04	31.3.05	50,000/-	65,000/-	65,000/- (One installment)	64,994/-	Shri J.S.Lyngdoh District Agriculture Officer.

Chapter -12 (Manual II)

The Budget allocated to each agency (Particulars of all Plans, Proposed, Expenditure and Report on Disbursement Made)

YEAR 2004-05.

Table No. 12(iv)

Sl no	Name of the scheme / Head	Activity	Starting date of the activity	Planned end date of the activity	Amount Proposed	Amount sanctioned	Amount release disbursed (No of Installment)	Actual Expenditure for the year	Responsible officer for the quality and complete execution of work.
1.	Organic Manure Vermi Compost: 2401-Crop Husbandry. 105-Manure & Fertilizer (09)Organic Manure(Vermi composting of Compost pit)General Areas/6th schedule (Pt.II) Areas PLAN	1)To educate the farmers the importance of organic manure which help the improvement of soil structure. 2)To popularize the vermi compost manure through the construction of vermi compost pit of which the cost of the same was borne from office 3)to gradually substitute the use of chemical fertilizer which directly affected the soil fertility	1.4.04	31.3.05	1,75,400/-	1,75,400/-	1,75,400/- (One-Installment)	1,75,400/-	Shri B.Marbaniang Sub-Divisional Agriculture officer

Chapter -12 (Manual II)

**The Budget allocated to each agency (Particulars of all Plans, Proposed ,Expenditure and Report on Disbursement Made)
Year 2004-05.**

Table No. 12(v)

Sl no	Name of the scheme/ Head	Activity	Starting date of the activity	Planned end date of the activity	Amount Proposed	Amount sanctioned	Amount release disbursed (No of installment)	Actual Expenditure for the year	Responsible officer for the quality and complete execution of work.
1.	Multiple cropping scheme: 2401-Crop Husbandry.103-Seed (06) Multiple cropping 6th schedule (Pt.II) Areas PLAN	1) Introduction of Hybrid/Improved seed in the command Area i.e. cereal crop follow by vegetable crops 2) Maximization of land by utilizing it twice or thrice in a year. 3)Free distribution of Agril Inputs in the command Area like seed Fertilizer, Pesticide to increase the productivity	1.4.04	31.3.05	9,30,000/-	9,60,000/-	9,60,000/- (One-Installment)	9,59,732/-	Shri B.Marbaniang Sub-Divisional Agricultural Officer.

Chapter -12 (Manual –II)

The budget allocated to each Agency (Particulars of all Plans, Proposed, Expenditure and Report on Disbursement Made)

YEAR 2004-05.

Table No. 12(vi)

Sl. No	Name of the scheme/ Head	Activity	Starting date of the activity	Planned end date of the activity	Amount Proposed	Amount sanctioned	Amount release disbursed (No of installment)	Actual Expenditure for the year	Responsible officer for the quality and complete execution of work
1.	Oilseed Dev scheme: 2401-Crop Husbandry 108-commercial crop (04) Oilseed Development 6th schedule (Pt-II)Areas PLAN	1)To popularize Of Oilseed in the District. 2)To generate additional income to the farmers beside cereal & vegetable crops 3) Distribution of Agril Input at 50% subsidy as demonstration of New variety.	1.4.04	31.3.05	2,00,000/-	2,25,000/-	2,25,000/- (One-Installment)	2,24,016/-	Shri B.Marbaniang Sub-Divisional Agriculture Officer.

Chapter -12 (Manual II)

The Budget allocated to each agency (Particulars of all Plans ,Proposed ,expenditure and report on disbursement Made)
YEAR 2004-05

Table No. 12 (vii).

Sl no	Name of the scheme/ Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount sanctioned	Amount release disbursed (No of Installment)	Actual Expenditure for the year	Responsible officer for the quality and complete execution of work.
1.	Agri Engineering (Mechanical) 2401-Crop Husbandry 113-Agricultural Engineering.(05)Supply of power tiller/power pump sets to Non-Border farmers at Subsidized rate. General Areas & 6th schedule (Pt.II) Areas PLAN	Distribution of Power tiller and Power Pump at subsidy rate to the farmers within Ri-Bhoi District	1.4.04	31.3.05			Implemented by the Mechanical 'Wing' Directorate of Agriculture, Shillong.		

Chapter -12 (Manual II)

The Budget allocated to each agency(Particulars of all Plan. Proposed, Expenditure and Report on Disbursement Made)
YEAR 2004-05.

Table No. 12(viii).

Sl no	Name of the scheme/ Head	Activity	Starting date of the activity	Planned end date of the activity	Amount Proposed	Amount sanctioned	Amount release disbursed (No of Installment)	Actual Expenditure for the year	Responsible officer for the quality and complete execution of work.
1.	Farmer Training Institute: 2401-Crop Husbandry. 109-Extension & Training (03) Farmers Institute. 6th schedule(Pt.II) Areas PLAN	To conduct training in the District at village level. Conducting the demonstration on pulses, cash crops etc. at farmers field. Visit to other research station outside the North East Region.	1.4.04	31.3.05	1,40,000/-	1,20,500/-	1,20,500/- (One-Installment)	1,17,300/-	Shri S.K.Riahtam. Assistant Plant Protection Officer.

Chapter -12(Manual 11)

The Budget allocated to each Agency (particular of all Plans, Proposed, Expenditure and Report on Disbursement Made)

Year 2004-05

Table No. 12(ix)

Sl. no	Name of the Scheme/Head	Activity	Starting date of the activity	Planned end date of the activity	Amount Proposed	Amount sanctioned	Amount release disbursed (No of Installment)	Actual Expenditure for the year	Responsible officer for the quality and complete execution of work
1	Plant Protection scheme: 2401: Crop Husbandry-107- Plant protection (05) Including IPM. General Areas/6th schedule (Pt.II) Areas PLAN	Sale at 50% subsidized rate to the farmer both chemicals and equipments. Conducting trials & demonstration in farmer's fields for testing new pesticide formulations. Taking and sending pesticide samples to National, laboratories for analyses. Free distribution of	1/4/04	31/3/05	3,83,700/-	4,05,000/-	4,05,000 (One-Installment)	4,02,185/-	Shri S.K. Riahtam. Assistant Plant protection Officer

		pesticides in recognized Endemic areas of the District, to control Pests and diseases etc.							
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Chapter-12(Manual II)

The Budget allocated to each agency(Particulars of all Plans, Proposed Expenditure and Report on Disbursement Made)
Year 2004-05

Table No. 12(x).

Sl. No	Name of the Scheme/Head	Activity	Starting Date of the activity	Planned End data of the activity	Amount Proposed	Amount sanctioned	Amount Release Disbursement (No of Installment)	Actual Expenditure for the year	Responsible officer for the quality and complete execution work.
1.	Fertilizer Distribution Scheme-2401 Crop Husbandry-105-Manure & Fertilizer (02)Fertilizer Distribution (Including transport subsidy) Scheme other than bone meal. General areas/sixth schedule	1) To facilitate access of farmers to important inputs like fertilizer through Registered Retailers in order to boost production and productivity. 2) Provide fertilizer subsidy to farmers.	1/4/04	31/3/05	1,24,000/-	96,200/	96,200/- (one-Installment)	92,965/-	Shri I.B.Saiborne Agriculture Inspector Headquarter

(Pt.II) Areas PLAN									
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Chapter -12(Manual 11)

The Budget allocated to each agency (Particulars of all Plans Proposed Expenditure and Report on Disbursement Made)

Year 2004-05

Table No. 12(xi).

Sl no	Name of the scheme/ Head	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount sanctioned.	Amount release disbursed (No of Installment)	Actual Expenditure for the year	Responsible officer for the quality and complete execution of work.
1.	Agriculture Information scheme: 2401: Crop Husbandry-109- Extension & Training (02) Agril. Information units. General Areas/6th schedule (Pt.II) Areas PLAN.	1.Publicity of the programs of the Department through various media and forms viz. exhibitions, pamphlets, banners, photo- graphs, hoardings, Booklets, cinema etc. 2. Purchase of machineries/equipments for the above uses.	1.4.04	31.3.05	85,000./-	85,000/-	85,000./- (2 (two) installments)	84,934./-	Shri I.B.Saiborne Agriculture Inspector(Hqr)

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Chapter -12 (Manual II)

The Budget allocated to each agency (Particulars of all Plans Proposed Expenditure and Report on Disbursement Made)
year 2004-05

Table No. 12(xii)

Sl. No	Name of the scheme/ Head.	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount sanctioned.	Amount release disbursed (No of Installment	Actual Expenditure for the year	Responsible officer for the quality and complete execution work.
1.	Sugarcane Dev Scheme 2401-Crop Husbandry.108-commercial crop (01) sugarcane Dev scheme 6th schedule Areas Plan.	1)To promote sugarcane cultivation program 2) To conduct demonstration in farmers' field and provide to selected beneficiaries inputs like planting materials,	1/4/04	31/3/05	50,000/-	21,800/-	21,800/- One-Installment.	21,792/-	Shri. I.B.Saiborne Agriculture Inspector Headquarter

		fertilizers & Plant protection chemicals.							
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Chapter -12 (Manual II)

The Budget allocated to each agency (Particulars of all Plans Proposed Expenditure and Report on Disbursement Made) year 2004-05

Table No. 12(xiii)

Sl. No	Name of the scheme/ Head.	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount sanctioned.	Amount release disbursed (No of Installment	Actual Expenditure w.e.f. 1/4/05 Up to date	Responsible officer for the quality and complete execution work.
1.	I.P.R.D. Integrated Programme for Rice Development Scheme 5004-05	1) To improve the rice production technology, demonstration of Hybrid rice in farmers' field. 2). To conduct training programmes for farmers in the district. 3). Distribution of improved farm implements, and machineries like power tillers @	1/4/04	31/3/06	2,57,000/-	2,57,000/-	-.	To be completed	Shri. S. K. Riahtam Asst. Plant Protection Officer.

		25 % subsidy to the farmers.							
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Chapter -12 (Manual II)

The Budget allocated to each agency (Particulars of all Plans Proposed Expenditure and Report on Disbursement Made) year 2004-05

Table No. 12(xiv)

Sl. No	Name of the scheme/ Head.	Activity	Starting date of the activity	Planned end date of the activity	Amount proposed	Amount sanctioned.	Amount release disbursed (No of Installment	Actual Expenditure for the year	Responsible officer for the quality and complete execution work.
1.	IPM Integrated Pest Manage Scheme; 204-05.	1). To conduct surveillance of pest and disease attack in paddy. 2). To conduct farmers' field school and demonstration on IPM in paddy. 3). Purchase of IPM kits, equipments, sprayers for sale to farmers @ 25 % subsidy.	1/4/04	-	-	1,34,440.00	-.	To be completed.	Shri S. K. Riahtam, Asst. Plant Protection Officer.

CHAPTER 13 (MANUAL-12)

MANNER OF EXECUTION OF SUBSIDY PROGRAMS

13.1 Please provide the information as per the following format:

Name of the program / scheme	: Food Grain Dev. Scheme
Duration of the program / scheme	: Annual
Objective of the program produc- techno-	: To increase the food grain production and tivity , by helping farmers to receive new technologies like high quality seeds etc.
Physical and Financial target	: please refer to Table No.12(ii)
Eligibility of Beneficiary	: i.)All genuine farmers having owned or leased Land
Pre requisites for the benefits	: Dedicated, Interested, Capable
Procedure to avail the benefit	: Timely application \ direct contact with Agril. Demonstrators and Extension Officers / Agril. Inspectors.
Criteria for deciding eligibility	: Verification of the eligibility criteria by the Officers and field level extension workers.
Detail of the benefits of the program (also Also mention the amount of subsidy or other demonstra help given) subsidy.	: 1.Free distribution of H Y V \ Improved seeds, fertilizers, plant protection chemicals in tion plots. 2. Sale of HYV / Improved seeds at 50% 3. The amount is as per norms (refer chapter 15)
Procedure for distribution of subsidy	: As per Departmental norms.
Where to apply and whom to contact in the Office for applying Application fees	: District Agriculture Officer \ SDAO, Nongpoh Contact: Respective – A E O's; A Is; A D's. : Nil
Application format	: In plain paper.
List of attachments (certificates\Documents)	: Nil
Where to contact in case of process related complain.	: The Designated PIO \ APIO.
Details of available funds	: Please refer to Table No.12 (ii)
Lists of beneficiaries	: The detail information of beneficiaries is available in the office of the designated PIO.

CHAPTER 13

MANNER OF EXECUTION OF SUBSIDY PROGRAMS

13.1 Please provide the information as per the following format:

Name of the program / scheme	: Agriculture Machinerics Subsidy Scheme
Duration of the program / scheme	: Annual
Objective of the program and	: i.) To increase the population of power tillers Pump sets by providing subsidy to purchase these machines; ii.) To increase mechanization level in farms.
Physical and financial target	: Available with Designated Appellate Authority (Chapter VII table 7.3)
Eligibility of Beneficiary land	: All genuine farmers, having owned or leased
Pre requisites for the benefits the machines institutions.	: Dedicated, Interested, Capable, able to finance Balance amount of the total cost of the from owned sources or from financial
Procedure to avail the benefit with	: Timely application in prescribed format along necessary attachments
Criteria for deciding eligibility	: Verification \ Recommendation by Agril Inspectors \ Agril. Extension Officers
Detail of the benefits of the program (also mention the amount of subsidy or other help given)	: i.) Power Tillers subsidy @ Rs.50, 000/- each ii.) Pump sets subsidy @ Rs. 9500/- each
Procedure for distribution of subsidy	: As per Departmental norms
Where to apply and whom to contact in the Office for applying Nongpoh	: To the Director of Agriculture, Shillong Through the Distr. Agriculture Officer, Contact: respective A.E.O's \ A.I.'s
Application fees	: Nil
Application format	: As per annexure 18 A (enclosed).

(contd. next page

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(contd.)

List of attachments (certificates\Documents) : i.) Bonafide farmers' certificate from village

Authority

ii.) Available Land Documents

iii.) Quotation of desired machines from
Manufacturers or their authorized agent's \

dealers.

Where to contact in case of process related : The Designated PIO \ APIO
Complains

Lists of beneficiaries : The details of beneficiaries are available with
The Designated PIO\APIO.

CHAPTER 13

MANNER OF EXECUTION OF SUBSIDY PROGRAMS

13.1 Please provide the information as per the following format:

Name of the program / scheme : **Fertilizer Distribution Scheme**

Duration of the program / scheme : Annual

Objective of the program	: To increase the food production and productivity, by helping farmers to receive precious & costly inputs like fertilizers at subsidized rate.
Physical and financial target	: Please refer Table No.12(x)
Eligibility of Beneficiary	: All genuine farmers
Pre requisites for the benefits	: Dedicated, Interested, Capable.
Procedure to avail the benefit respective	: Timely application \ direct contact with A.E.O's \ A.I.'s
Criteria for deciding eligibility	: Verification \ Recommendation by Agril. Inspectors \ Agril. Extension Officers
Detail of the benefits of the program(also mention the amount of subsidy or other help given)	: Fertilizers viz: DAP @ Rs.850.00\ per MT UREA @ Rs. 350.00\ per MT. MOP @ Rs. 150.00\ per MT : As per Departmental norms (see chapter 15)
Procedure for distribution of subsidy	: As per departmental norms.
Where to apply and whom to contact in the Office for applying	: To the District Agriculture Officer, Nongpoh. Contact: Respective – A E O's; A Is; A D's.
Application fees	: Nil
Application format	: In plain paper.
List of attachments (certificates\Documents) :	
Where to contact in case of process related Complains	: The Designated PIO\APIO
Details of available funds (Ri-Bhoi District)	: See Table No 12 (x).
Lists of beneficiaries	: The details of beneficiaries are available with The Designated PIO \ APIO.

CHAPTER 13

MANNER OF EXECUTION OF SUBSIDY PROGRAMS

13.1 Please provide the information as per the following format:

Name of the program / scheme	: Fibre Crop Development Scheme
Duration of the program / scheme	: Annual
Objective of the program	: i.)To popularize the importance of fibre crops. ii.) To educate the farmers about the improved methods of cultivation practices iii.) Distribution of seeds and ginning machines
at	subsidized rate.

Physical and financial target	: please refer Table No.12(iii)
Eligibility of Beneficiary	: All genuine farmers
Pre requisites for the benefits	: Dedicated, Interested, Capable.
Procedure to avail the benefit respective	: Timely application \ direct contact with A.E.Os \ A. Is; ADs
Criteria for deciding eligibility	: Verification \ Recommendation by Agril. Inspectors \ Agril. Extension Officers
Detail of the benefits of the program (also mention the amount of subsidy or other help given)	: 1. Sale of Seeds at 50 % subsidy. 2. Free distribution of seeds & other inputs in demonstration plots as per norms (see chapter 15)
Procedure for distribution of subsidy	: As per Departmental norms.
Where to apply and whom to contact in the Office for applying	: To the District Agriculture Officer, Nongpoh Contact: Respective – A E Os; A. I s; A Ds.
Application fees	: Nil
Application format	: In plain paper
List of attachments (certificates\Documents) :	
Where to contact in case of process related Complains	: The Designated PIO\APIO
Details of available fund (Ri-Bhoi District)	: See Table No.12 (iii)
Lists of beneficiaries	: The details of beneficiaries are available with The Designated PIO/APIO.

CHAPTER 13 MANNER OF EXECUTION OF SUBSIDY PROGRAMS

13.1 Please provide the information as per the following format:

Name of the program / scheme	: Organic Manure Development Scheme
Duration of the program / scheme	: Annual
Objective of the program	: i.)To educate the farmers the importance of Organic manure ii.) To popularized Vermi-compose by Constructing of Vermi – compost pits for the farmer. ii.) To gradually substitute chemical fertilizers.
Physical and financial target	: Please refer table No.12 (iv).
Eligibility of Beneficiary	: All genuine farmers
Pre requisites for the benefits	: Dedicated, Interested, Capable.

Procedure to avail the benefit respective	: Timely application \ direct contact with A.E.Os \ A. Is
Criteria for deciding eligibility	: Verification \ Recommendation by Agril. Inspectors \ Agril. Extension Officers
Detail of the benefits of the program (also farmers. mention the amount of subsidy or other help given)	: 1. To construct vermi compost pit to the As per Departmental norms.
Procedure for distribution of subsidy	: As per Departmental norms
Where to apply and whom to contact in the Office for applying	: To the District Agriculture Officer, Nongpoh contact: Respective – A E Os; A Is; A Ds.
Application fees	: Nil
Application format	: In plain paper.
List of attachments (certificates\Documents)	: Bonafide farmers certificate
Where to contact in case of process related Complains	: The Designated PIO\APIO
Details of available fund (Ri-Bhoi District)	: See Table No. 12 (iv)
Lists of beneficiaries the	: The details of beneficiaries are available with Designated PIO\APIO

CHAPTER 13

MANNER OF EXECUTION OF SUBSIDY PROGRAMS

13.1 Please provide the information as per the following format:

Name of the program / scheme	: Multiple Cropping Scheme
Duration of the program / scheme	: Annual
Objective of the program	: i.) Introduction of Hybrid \ Improved seeds in the command areas. ii.) Increase cropping intensity. iii.) Free distribution of inputs.
Physical and financial target	: Please refer Table No.12 (v).
Eligibility of Beneficiary	: All genuine farmers falling under the command areas.
Pre requisites for the benefits	: Dedicated, Interested, Capable.
Procedure to avail the benefit respective	: Timely application \ direct contact with A.E.O's \ A. Is
Criteria for deciding eligibility	: Verification \ Recommendation by Agril.

Inspectors \ Agril. Extension Officers

Detail of the benefits of the program (also mention the amount of subsidy or other help given)	: Free distribution of:- 1). Seeds. 2). Fertilizers 3). Plant protection chemicals in the command areas. As per departmental norms.
Procedure for distribution of subsidy	: As per Departmental norms.
Where to apply and whom to contact in the Office for applying	: To the District Agriculture Officer, Nongpoh contact : Respective – A E Os ; A Is ; A Ds.
Application fees	: Nil
Application format	: In plain paper.
Details of available funds (Ri-Bhoi District)	: See Table No. 12 (v).
List of attachments (certificates\Documents) :	
Where to contact in case of process related Complains	: The Designated PIO\APIO
Details of available funds (Ri-Bhoi District)	: See Table No. 12 (v).
Lists of beneficiaries	: The detail beneficiaries are available with the Designated PIO\APIO.

CHAPTER 13

MANNER OF EXECUTION OF SUBSIDY PROGRAMS

13.1 Please provide the information as per the following format:

Name of the program / scheme	: Oil Seed development Scheme
Duration of the program / scheme	: Annual
Objective of the program	: i.) To popularized oilseed crops ii.) Educate growing of cash crops. iii.) Distribution of inputs @ 50% subsidy rate.
Physical and financial target	: Please refer Table No.12 (vi).
Eligibility of Beneficiary	: All genuine farmers
Pre requisites for the benefits	: Dedicated, Interested, Capable.
Procedure to avail the benefit respective	: Timely application \ direct contact with A.E.Os \ A.Is, A.D.s
Criteria for deciding eligibility	: Verification \ Recommendation by Agril. Inspectors \ Agril. Extension Officers
Detail of the benefits of the program (also mention the amount of subsidy or other help given) HYV/Improved plots,	: 1). Sale of HYV/ Improved oil seeds at 50 % subsidy. 2). Free distribution of different seeds and other inputs in the demonstration

Procedure for distribution of subsidy	as per departmental norms (see chapter 15) : As per Departmental norms.
Where to apply and whom to contact in the Office for applying	: To the District Agriculture Officer, Nongpoh contact: Respective – A E 's ; A Is ; A Ds.
Application fees	: Nil
Application format	: In plain paper.
List of attachments (certificates\Documents) :	
Where to contact in case of process related Complains	: The Designated PIO\APIO
Details of available funds (Ri-Bhoi District)	: See Table 12 (vi).
Lists of beneficiaries with	: The details of the beneficiaries are available with the Designated PIO\ APIO

CHAPTER 13

MANNER OF EXECUTION OF SUBSIDY PROGRAMS

13.1 Please provide the information as per the following format:

Name of the program / scheme	: Farmers Training Institute
Duration of the program / scheme	: Annual
Objective of the program	: i.) To conduct training programs the farmers. ii.) Conduct demonstration at the farmers' field iii.) To take farmers for educational tours to Research stations outside the region.
Physical and financial target	: Please refer Table No 12 (viii).
Eligibility of Beneficiary	: All genuine farmers
Pre requisites for the benefits	: Dedicated, Interested, Capable.
Procedure to avail the benefit respective	: Timely application \ direct contact with A.E.Os \ A.Is
Criteria for deciding eligibility	: Verification \ Recommendation by Agril. Inspectors \ Agril. Extension Officers
Detail of the benefits of the program (also mention the amount of subsidy or other help given) outside	: 1). Training to farmers. 2). Free distribution of seeds & inputs in the demonstration plots. 3). Farmers' study tour to research stations the state, as per departmental norms.
Procedure for distribution of subsidy	: As per Departmental norms.

Where to apply and whom to contact in the Office for applying : To the District Agriculture Officer, Nongpoh contact: Respective – A E Os ; A Is ; A Ds.

Application fees : Nil

Application format : In plain paper.

Details of available funds (Ri-Bhoi District) : See Table No. 12 (viii).

List of attachments (certificates\Documents) : Bonafide farmers certificate

Where to contact in case of process related Complains : The Designated PIO\APIO

Lists of beneficiaries : The details of beneficiaries are available with the designated PIO\ APIO

CHAPTER 13

MANNER OF EXECUTION OF SUBSIDY PROGRAMS

13.1 Please provide the information as per the following format:

Name of the program / scheme : **Plant Protection Scheme**

Duration of the program / scheme : Annual

Objective of the program : i.) To sell plant protection chemicals to farmers @ 50% rate.
ii.) To conduct trials on performance of new Formulations.
iii.) To collect and send for analyses the brands available in the market.

Physical and financial target : Please refer Table No.12 (ix)

Eligibility of Beneficiary : All genuine farmers

Pre requisites for the benefits : Dedicated, Interested, Capable.

Procedure to avail the benefit respective : Timely application \ direct contact with A.E.O.s \ A.I.s

Criteria for deciding eligibility : Verification \ Recommendation by Agril. Inspectors \ Agril. Extension Officers

Detail of the benefits of the program (also chemicals/equipments mention the amount of subsidy or other help given) : 1) Sale of plant protection at 50 % subsidy.
2). Free distribution of P. P. chemicals in the recognised Endemic areas, as per departmental norms (see chapter 15).

Procedure for distribution of subsidy : As per Departmental norms

Where to apply and whom to contact in the : To the District Agriculture Officer, Nongpoh

Office for applying contact: Respective – A E O’s ; A I ‘s ; A D ‘s.

Application fees : Nil

Application format : In plain paper.

List of attachments (certificates\Documents) :

Where to contact in case of process related : The Designated PIO\APIO
Complains

Details of available funds (Ri-Bhoi District) : See Table No. 12 (ix).

Lists of beneficiaries : The details of beneficiaries are available with
the
Designated PIO \ APIO.

CHAPTER 13

MANNER OF EXECUTION OF SUBSIDY PROGRAMS

13.1 Please provide the information as per the following format:

Name of the program / scheme : **Sugar Cane Demonstration Scheme.**

Duration of the program / scheme : Annual

Objective of the program : i.) To promote growing of sugar cane as a cash
Crop.
ii.) To provide free inputs to the farmers.

Physical and financial target : Please refer Table No.12 (xii).

Eligibility of Beneficiary : All genuine farmers

Pre requisites for the benefits : Dedicated, Interested, Capable.

Procedure to avail the benefit : Timely application \ direct contact with
respective
A.E.Os \ A.I.s

Criteria for deciding eligibility : Verification \ Recommendation by Agril.
Inspectors \ Agril. Extension Officers

Detail of the benefits of the program (also : Free distribution of 1).planting materials,
mention the amount of subsidy or other
2). Other inputs in the demonstration plots,
help given) as per departmental norms.

Procedure for distribution of subsidy. : As per Departmental norms.

Where to apply and whom to contact in the : To the District Agriculture Officer, Nongpoh
Office for applying contact: Respective – A E O’s ; A I ‘s ; A D ‘s.

Application fees : Nil

Application format : In plain paper.

List of attachments (certificates\Documents) :

Where to contact in case of process related : The Designated PIO\APIO
Complains

Details of available funds (Ri-Bhoi District) : See Table No. 12 (xii).

Lists of beneficiaries : The details of beneficiaries are available with
the Designated PIO\APIO.

Where to contact in case of process related : The Designated PIO\APIO
CHAPTER 13

MANNER OF EXECUTION OF SUBSIDY PROGRAMS

13.1 Please provide the information as per the following format:

Name of the program / scheme : **Integrated Programme for Rice production.
(I. P. R.D.)**

Duration of the program / scheme : Annual

Objective of the program : i.) To improve the production technology of
paddy
developed ii.) To conduct demonstration of newly
technologies in paddy.

Physical and financial target : Please refer Table No.12 (xiii).

Eligibility of Beneficiary : All genuine farmers

Pre requisites for the benefits : Dedicated, Interested, Capable.

Procedure to avail the benefit : Timely application \ direct contact with
respective A.E.Os \ A.Is

Criteria for deciding eligibility : Verification \ Recommendation by Agril.
Inspectors \ Agril. Extension Officers

Detail of the benefits of the program (also : Free distribution of 1).planting materials,
mention the amount of subsidy or other 2). Sale of improved tools and equipments &
help given) machineries like power tiller etc.at 25 %
subsidy. (As per depart mental norms.

Procedure for distribution of subsidy. : As per Departmental norms.

Where to apply and whom to contact in the : To the District Agriculture Officer, Nongpoh
Office for applying contact: Respective – A E O's ; A I 's ; A D 's.

Application fees : Nil

Application format : In plain paper./ annexure 18 A

List of attachments (certificates\Documents) :

Complains

Details of available funds (Ri-Bhoi District) : See Table No. 12 (xiii).

Lists of beneficiaries : The details of beneficiaries are available with
the Designated PIO\APIO.

CHAPTER 13

MANNER OF EXECUTION OF SUBSIDY PROGRAMS

13.1 Please provide the information as per the following format:

Name of the program / scheme	: Integrated Pest Management. (I. P. M.)
Duration of the program / scheme	: Annual
Objective of the program IPM.	: i.) To educate the farmers: the importance of ii.) To impart training to farmers on IPM Techniques in paddy. iii.) To conduct surveillance of pest attacks.
Physical and financial target	: Please refer Table No.12 (xiv).
Eligibility of Beneficiary	: All genuine farmers within the identified areas.
Pre requisites for the benefits	: Dedicated, Interested, Capable.
Procedure to avail the benefit respective	: Timely application \ direct contact with A.E.Os \ A.Is
Criteria for deciding eligibility	: Verification \ Recommendation by Agril. Inspectors \ Agril. Extension Officers
Detail of the benefits of the program (also mention the amount of subsidy or other help given)	: 1). Training to beneficiaries on IPM tools and techniques. 2). Sale of IPM kits equipments etc.at 25 % subsidy. (As per depart mental norms).
Procedure for distribution of subsidy.	: As per Departmental norms.
Where to apply and whom to contact in the Office for applying	: To the District Agriculture Officer, Nongpoh contact: Respective – A E O's ; A I 's ; A D 's.
Application fees	: Nil
Application format	: In plain paper.
List of attachments (certificates\Documents) : Complains	
Details of available funds (Ri-Bhoi District)	: See Table No. 12 (xiv).
Lists of beneficiaries the	: The details of beneficiaries are available with Designated PIO\APIO.

CHAPTER 14

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATION GRANTED BY IT

14.1 Please provide the following information as per the following format:

Name of Programme:	Fertilizer Distribution Scheme.
Type (Concession/ Permit/ Authorization)	: Permits for Retailers, Whole sellers.
Objective	: Helping the farmers to get important input like Fertilizers from the nearest centers.
Targets set (for last year)	: please refer
Eligibility	: Any bonafide citizen.
Criteria for the eligibility covered	: i.) Should be financially sound. ii.) Should get NOC from the village authority iii.) Should submit the list of villages to be covered
Pre-requisites	: i.) Should have proper storage facility.
Procedure to avail the benefits treasury	: i.) Duly filled Application along with the Challan of Rs.30/-paid to the govt. to get the Permit. ii.) Submission of bills and submission of stock Book.
Time limit for the concession/ permit/ Authorization.	: Three Years.
Application format	: Available with the Public Authority.
List of attachments (Certificates/ documents):	i.) NOC from village authority ii.) List of villages to be covered. iii.) Treasury challan.
List of beneficiary	: The detail of beneficiaries is available with Designated PIO/APIO
Detail of the benefit given	: i.) Transport subsidy. ii.) Cost subsidy.
Distribution of benefits	: i.) To wholesalers ii.) To Retailers iii) Farmers as per Department norms.

CHAPTER 15 (MANUAL 14)
NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTION

Norms / Ceilings for Distribution of Various Agricultural Inputs & Material under Agriculture Development Schemes 1987

(Issued by the Directorate of Agriculture, Meghalaya: Shillong).

Sl. No.	NAME OF SCHEME	NORMS
1.	<p><u>VEGETABLE SCHEME</u></p> <p>1. <u>Materials and Supplies</u></p> <p>I). Purchase and Supplies of improved vegetable seeds and seedlings distribution of subsidized rate.</p> <p>ii). Purchase of Fencing materials, garden tools polythene pipes hand sprayers etc. to be sold to the vegetable growers at 50% subsidized rate.</p> <p>11. <u>OTHER CHARGES:</u> 11. Demonstration of improved method of vegetable cultivation in the cultivator's field cost of inputs only.</p>	<p>i). Vegetable seeds of all varieties whether in packets of loose in form of seedlings shall not exceed the value of Rs. 50.00 (Rupees Fifty) only to one beneficiary.</p> <p>ii). The distribution of the 50 % subsidized rate of equipments to each beneficiary shall be as follows:</p> <p>a). Fencing materials (barbed wire) 1 (one) roll of maximum weight of 50.00 kgs.</p> <p>b). Sprayer – 1 (one) No. of 16 lts. Capacity.</p> <p>c). Polythene pipe -50 RM (size ½`` to 2 ½ ``)</p> <p>d). Watering can 1 (one) No. (5-10 lts.) Cap.</p> <p>i). The area in which the demonstration is to be conducted in a cultivator's field shall not be more than 0.2 ha. All inputs like fertilizers, Plant Protection chemicals Seeds etc., be issued free to be sufficient for particular vegetable(s) grown in above Area.</p>

CHAPTER 15 (MANUAL – 14) contd.

Sl. No.	NAME OF SCHEME	NORMS
2.	<p><u>GINGER & TURMERIC DEV. SCHEME</u></p> <p><u>II. MATERIALS & SUPPLIES:</u></p> <p>i). Purchase of improved varieties of Ginger and Turmeric Rhizomes for Distribution to cultivators at 50 % subsidized rate.</p> <p>ii). Cost of fungicides etc. for seed treatment.</p> <p><u>III. MACHINERIES & EQUIPMENT:</u></p> <p>i). Purchase of tools and implements.</p> <p><u>IV. OTHER CHARGES:</u></p> <p>i). Demonstration of improved varieties of ginger / turmeric, with, improved practices.</p>	<p>i). A maximum of 100 kgs. each of ginger and turmeric to be issued to each beneficiary.</p> <p>ii). The required quantity of fungicides for treatment of above 100 kgs. of Ginger / Turmeric.</p> <p>i). Tools and implements for departmental use.</p> <p>i). The same norms for demonstration as indicated in the Vegetable Development scheme.</p>
3.	<p><u>POTATO DEVELOPMENT SCHEME</u></p> <p><u>III MATERIALS & SUPPLIES:</u></p> <p>a). Purchase of potato seeds of recommended varieties for sale at 50 % subsidized rate to the grower.</p> <p>b). Hand sprayers for sale at 50 % subsidized rate to the growers.</p> <p>c). Purchase of insecticides / fungicides for sale at 50 % subsidy.</p>	<p>a). Potato seeds of recommended varieties shall be distributed as follows:</p> <p>ii). A maximum of 500 kgs. to each Registered grower. ii). A maximum of 100 kgs, to each Non-Registered grower.</p> <p>b). 1 (one) hand sprayer 10 lts. capacity to each grower.</p> <p>c). Insecticide/ fungicides to each beneficiary be distributed as follows:</p> <p>i). Dust- Maximum 50 kgs. ii). Fungicides & emulsion concentrates- Maximum 5 kgs. or 5 lts.</p>

CHAPTER 15 (MANUAL – 14) contd.

Sl. No.	NAME OF SCHEME	NORMS
4.	<p><u>OIL SEED DEVELOPMENT SCHEME</u></p> <p><u>1. MATERIALS AND SUPPLIES:</u></p>	

5.	<p>a). Distribution of improved varieties of seed of Mustard / Sesamum, Soya bean etc. at 50 % subsidized rate.</p> <p><u>OTHER CHARGES:</u></p> <p>a). Demonstration on cultivation of improved / HYV of Mustard, with package of practices.</p> <p>b). Demonstration of cultivation of new Oilseeds such as Sunflower, Soya bean etc.</p> <p><u>SPICE DEV. SCHEME</u></p> <p>i). Purchase and distribution of rooted cutting of improved Varieties of Black Pepper, etc. at 50 % subsidized rate.</p> <p>ii). Demonstration on cultivation of improved / HYV of Spice crops.</p>	<p>a). A maximum of 20 kgs. each of Mustard, Sesamum and, Soya bean of any other recommended Varieties of Oilseeds be issued to each beneficiary.</p> <p>a). The same norms be followed as indicated in Vegetable Demonstration Scheme.</p> <p>b). As in (a) above.</p> <p>i). To each beneficiary a maximum of 100 nos. of Black pepper rooted cuttings or any other spice crop may be sold at 50 % subsidized rate.</p> <p>ii). The same norms as mention in the demonstration under Vegetable Demonstration Scheme.</p>
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CHAPTER 15 (MANUAL – 14) contd.

Sl. No.	NAME OF SCHEME	NORMS
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6.	<p><u>MUSHROOM DEVELOPMENT SCHEME</u></p> <p>IV. <u>MATERIALS & SUPPLIES:</u></p> <p>a). Supplies of spawn, compost etc.</p>	<p>a). The supply of free spawn, compost etc to each beneficiary will be as follows:</p> <p>i). Spawn – 250 bottles max. (Pleurotus spp.)</p> <p>ii). Spawn – 32 bottles max. (Agrious spp.)</p> <p>iii). Ready made compost – 50 tray (3'x 2' x ½')</p> <p>iv). Ready made straw cubes- -25 cubes for demonstration only (3'x 2' x ½')</p>
7.	<p><u>DEMONSTRATION IN CULTIVATORS' FIELD:</u></p> <p>I. <u>MATERIALS AND SUPPLIES:</u></p> <p>Cost of seeds, pesticides, Fertilizer etc. for demonstration in the cultivators' field. All inputs to be supplied for Cereals and Pulses only.</p>	<p>i).The area in which the demonstration is to be conducted in the cultivators' field shall be restricted to 0.2 ha. per cultivator. All inputs like seeds, fertilizes & pesticides be supplied free, sufficient for particular crop demonstrated will be only for cereals and pulses. The demonstration as far as practicable may be carried in compact area for better impact etc.</p>

CHAPTER 15 (MANUAL – 14) contd.

Sl. No.	NAME OF SCHEME	NORMS
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8.	<p><u>HORTICULTURE DEVELOPMENT SCHEME</u></p> <p><u>ANNEXURE II:</u></p> <p>1. Citrus rejuvenation on new plant of 0.2 ha. each with necessary fertilizer, micro-nutrients and plant protection chemicals. The cost of inputs should be at the rate of Rs. 800.00</p> <p>2. Mass spraying with micro- nutrient and plant protection chemicals on declining citrus orchards, at Rs. 1000./- per hectare.</p> <p><u>ANNEXURE IV:</u></p> <p><u>MATERIALS & SUPPLIES:</u></p> <p>i). Purchase of seedlings / grafts and budded plants for distribution to farmers at 50 % subsidized rate.</p> <p>ii). Demonstration in setting up of model orchards, including cost of planting materials, plant protection chemicals & fertilizers.</p>	<p>1. Self explanatory, the new area with required quantities of fertilizer, micro-nutrients, and pesticides will relate each beneficiary.</p> <p>2. The cost of the micro- nutrients and plant protection chemicals per hectare per beneficiary should not exceed Rs. 1000/-</p> <p>i). To one beneficiary a maximum number of 200 seedlings including grafts, and, budded plants be issued.</p>
9.	<p><u>DEMONSTRATION OF LIMING.</u></p> <p>The area to be taken for demonstration should not exceed 0.2 ha. for which 4 (four) quintals of lime at the recommended application rate of 2 tonnes per hectare, be issued to each beneficiary.</p>	

CHAPTER 15 (MANUAL – 14) contd.

Sl. No.	NAME OF SCHEME	NORMS
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10.	<p><u>SEED SATURATIN SCHEME</u> <u>I. MATERIALS & SUPPLIES:</u> i). Purchase of recommended HYV, Improved seeds of Paddy, Wheat, Maize, Millets, Pulses etc. for distribution to cultivators in normal or flooded/ draught affected areas at 50 % subsidized rate.</p>	<p>i). The distribution of HYV / Improved seeds at 50 % subsidy to each beneficiary shall be made as follows:</p> <p>a). Paddy - 50 kgs. Max. b). Maize - 20 kgs. Max. c). Millet - 10 kgs. Max. d). Pulses - 10 kgs. Max. e). Peas - 50 kgs. Max. f). Other HYV/ Improved varieties e.g. potato, ginger etc. 100 kgs. Max.</p>
11.	<p><u>LOCAL GREEN MANURING AND COMPOST</u> <u>IV. OTHER CHARGES:</u> i). Making of pucca compost pit in Rural areas (50 % of the construction).</p>	<p>Only 1 (one) compost pit size 4m x 2m x 1.5m be allowed to each beneficiary.</p>
12.	<p><u>FERTILIZER DISTRIBUTION SCHEME</u> Only 3 (three) fertilizers are subsidized in this scheme. These are :- 1) UREA. 2) DAP. 3) MOP. The rate of subsidy for each is as follows: 1) UREA - Rs. 350/- per tonne 2) DAP - Rs. 850/- per tonne 3) MOP - Rs. 150/- per tonne</p>	<p>The quantity of each of the fertilizers that can be issued to each beneficiary is limited to a maximum of 100 (one hundred) kgs.</p>
13.	<p><u>BONE MEAL & ROCK PHOSPHATE SUBSIDY SCHEME:</u> 1. Distribution of subsidized Bone meal 2. Purchase and distribution of Rock phosphate at 50 % subsidy.</p>	<p>1. A maximum of 100 kgs. of Bone meal per beneficiary. 2. 100 kgs. Rock phosphate per beneficiary.</p>

CHAPTER 15 (MANUAL – 14) contd.

Sl. No.	NAME OF SCHEME	NORMS
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14.	<p><u>PLANT PROTECTION SCHEME:</u></p> <p><u>I. MACHINERIES & EQUIPMENTS:</u></p> <p>i). Purchase of sprayers, Dusters, other plant protection Equipments for sale to cultivators at 50 % subsidized rate.</p> <p><u>II MATERIALS & SUPPLIES:</u></p> <p>i). Purchase of insecticides, herbicides, fungicides and other plant protection chemical for sale at 50 % subsidy to cultivators.</p> <p>ii). Purchase of Plant Protection Chemicals for use in recognized Endemic/ Epidemic areas.</p>	<p>i). One of each type of plant protection Equipments to each beneficiary.</p> <p>i). Plant protection Chemicals be distributed to each beneficiary as follows:-</p> <p>a). Dust - 50 kgs. Max. b). Fungicides- 5 kgs. Max. c). Emulsifiable Concentrates – 5 lts. Max. d). Rodenticides etc-5 kgs. Max. e) Weedicides – 5 kgs. Max.</p> <p>ii). Plant protection Chemicals be issued for control of specific pests recognized by the Government of India as follows:</p> <p>a). Free prophylactic spraying/ dusting in Endemic areas.</p> <p>b). In Non – Endemic areas free sprays / dusts be given only after declaration by the Task Force that the pest attack has taken an epidemic form</p> <p>iii). Any new pesticides be used to suffice an area of not more than 0.2 ha. per beneficiary.</p>
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CHAPTER 15 (MANUAL – 14) contd.

Sl. No.	NAME OF SCHEME	NORMS
15.	<p><u>DEVELOPMENT OF ARECANUT & BETEL LEAF</u></p> <p><u>I. MATERIALS & SUPPLIES:</u></p> <p>i). Purchase of seedlings / cuttings for</p>	<p>i). To each beneficiary, seedlings of</p>

	<p>distribution at 50 % subsidized rate to the cultivators.</p> <p>ii). Purchase and distribution of polythene pipe for irrigation of betel leaf at 50 % subsidy.</p> <p>iii). Demonstration of control of bud-rot disease of Areca nut</p> <p>II. <u>OTHER CHARGES:</u></p> <p>i). Subsidy for construction of soakage tank</p>	<p>Areca nut and cuttings of Betel leaf be distributed as follows:</p> <p>a). Areca nut seedlings-300 nos. max b). Betel leaf – 100 max. cuttings.</p> <p>ii). Polythene pipe -50 RM per beneficiary. (size ½ `` to 2 ½ ``)</p> <p>iii). Recommended plant protection chemicals sufficient to cover 0.2 ha. be provided free to each Areca nut grower.</p> <p>i). 1 (one) number of Tank (8m x 8m x 3m) per beneficiary.</p>
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CHAPTER 15 (MANUAL – 14) contd.

Sl. No.	NAME OF SCHEME	NORMS
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<p>16.</p>	<p><u>COTTON DEVELOPMENT SCHEME</u></p> <p><u>I. MATERIAL & SUPPLIES:</u></p> <p>i). Purchase and sale of cotton seeds at 50 % subsidy to the growers.</p> <p>ii). Purchase and sale of Hand – Operated cotton ginning machine at 50 % subsidized rate.</p> <p><u>II. OTHER CHARGES:</u></p> <p>i). Demonstration on Improved method of cotton cultivation, including supply of inputs.</p> <p>ii) Purchase and distribution of plant protection chemicals for control of Boll-worms and other pests at 50 % subsidized rate.</p>	<p>i). 10 kgs. Maximum - cotton seed per grower.</p> <p>ii). Per beneficiary – 1 (one) No machine.</p> <p>i). The size of the demonstration area shall not exceed 0.2 ha. per beneficiary.</p> <p>ii). All necessary inputs like fertilizers, seeds, plant protection chemicals and plant hormones be provide free for coverage of above demonstration area of each beneficiary.</p> <p>i). The same norms as indicated in the plant protection scheme.</p>
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CHAPTER 17

PARITICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

1. OFFICE LIBRARY
2. THROUGH DIFFERENT MEDIA
3. EXHIBITION
4. NOTICE BOARD
5. INSPECTION OF RECORDS IN THE OFFICE
6. PRINTED MANUAL

CHAPTER 18 (MANUAL – 17)

OTHER USEFUL INFORMATION

18.1 Frequently asked questions and their Answers by Public

18.2 Related to seeking Information

Application form (a copy of filled application : provided in attached annexure Forms for reference)

Fee : As applicable

How to write a precise information request : Provided in attached annexure
Few Tips

Right of the citizen in case of denial of information and procedure to appeal: as prescribed in the RTI Act. 2005.

18.3 With relation to training imparted to public by Public Authority

Name of training program with brief description : Farmer Training Institute

Time period for Training Program / Scheme : i.) One day duration
: ii.) Two day duration
: iii.) Five day duration

Objective of training : i.) To conduct training programs the
farmers.

field

ii.) Conduct demonstration at the farmers'

iii.) To take farmers for educational tours to
Research stations outside the region.

Physical and financial target (Last year) : Please refer chapter 12

Prerequisite for training (if any) : none

Financial and other form of help (if any) : 1). Daily allowance as per norms.

Description of help (Mention the amount of : 2).Free HYV/ Improved seeds & other
inputs

Financial help, if any) : as per departmental norms.

Procedure of giving helps : As per Department norms

Contact information for applying : The District Agriculture Officer, Nongpoh\
The Sub-Div.Agril.Officer, Nongpoh.

Application Fee : Nil

Other Fees : Nil

Application Form (In case the application is : Application in plain paper, mentioning the
Made on plain paper, please mention the details desired training required, with full address,
and which the applicant has to provide) occupation and educational qualification.

List or enclosures\ documents : Nil

Format of enclosures / documents : None

Procedure of application : Application are to be submitted to the
Public

limit is

Authority during office hours (no time

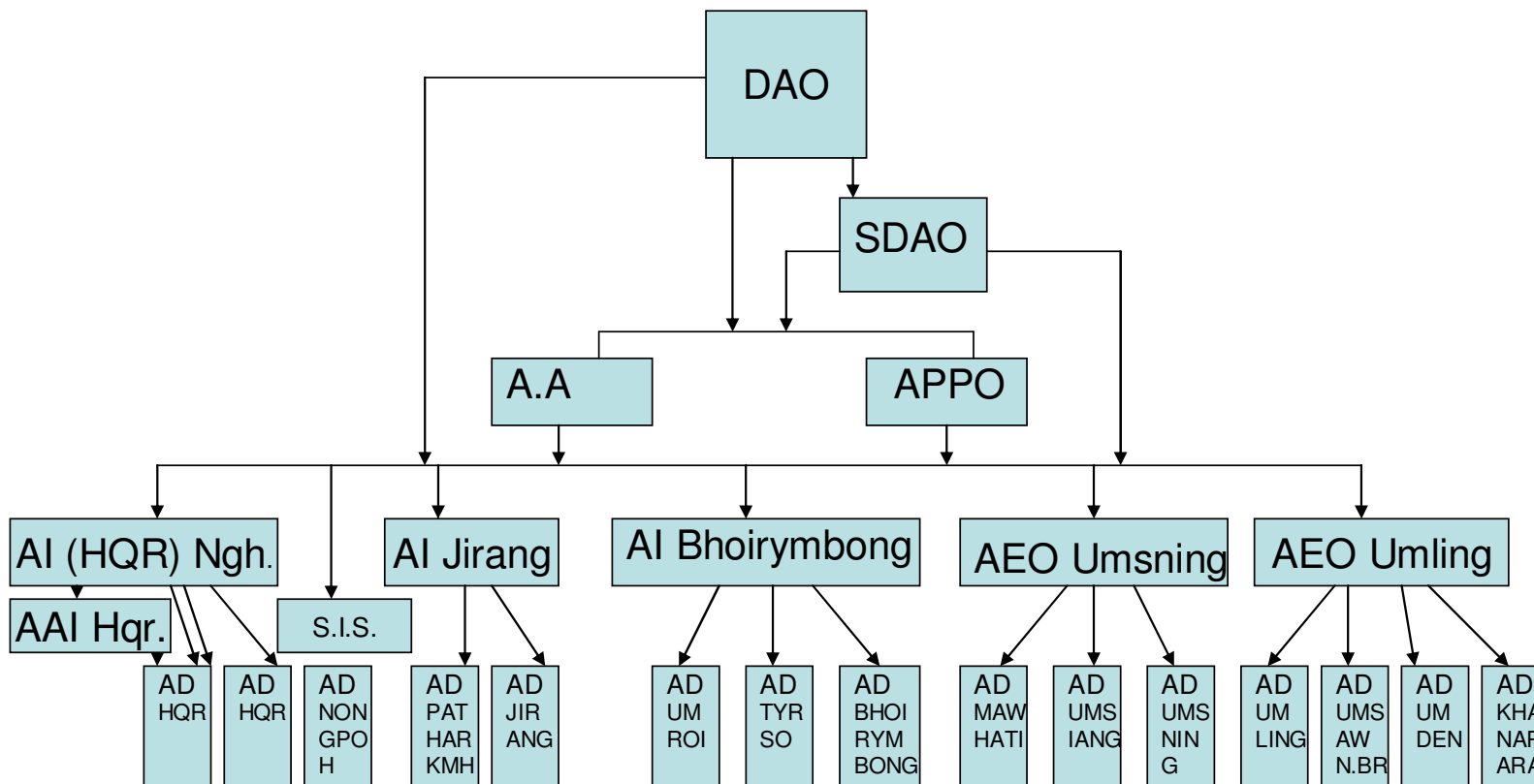
set)

Selection procedure : On first come first serve basis

Time table of training programme (in case availa-: To be informed as when required.
ble)

Process to inform the trainee about the training: schedule	Through the Extension arm of the Department, letters and various media.
Arrangement by the Public Authority for creating public awareness about the training Programmes.	Through contact with the Extension functionary and different media.
List of Beneficiary of the training programme : Various levels like district level, block level Etc.	The details of the list of beneficiaries are available with the Designated PIO.

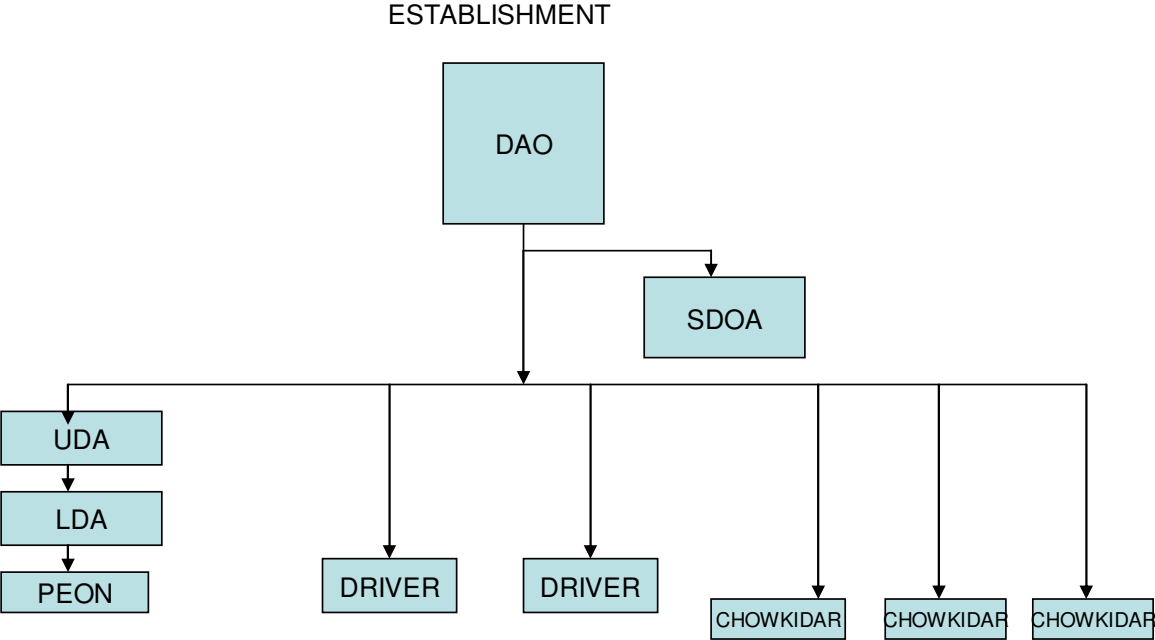
DIAGRAM 2.7
 Organisational Diagram of the District Agriculture Office
 Ri-Bhoi District, Nongpoh.



TECHNICAL STAFFS

ABBN: DAO= District Agriculture Officer; SDAO=Sub Divisional Agriculture officer; APPO= Ast Plant Protection Officer
 AA= Ast. Agronomist ; AI=Agriculture Inspector ; AEO= Agriculture Extension Officer ; AD=Agriculture Demonstrator.
 AAI=Asst Agriculture Inspector; SIS = Sub Inspector Statistics.

Organizational Diagram of the District Agriculture Office Ri-Bhoi District Nongpoh



ANNEXURE 18 A

(FORMAT OF APPLICATION FOR AGRICULTURE MACHINERIES SUBSIDY)

To

The Director of Agriculture
Meghalaya, Shillong.

(Through the District Agriculture Officer Nongpoh)

**APPLICATION FOR PURCHASE OF POWER TILLER\ PUMPSET UNDER
AGRICULTURE MACHINERIES SUBSIDY SCHEME (NON-BORDER AREAS)**

1. Name of the applicant :
2. Father's Mother's name:
3. Full Address:
4. Whether farmer is the main occupation:
5. Area in hectares under different crops
to be sown .
- 6.a.) Paddy –
- b.) Maize –
- c.) Wheat –
- d.) Potato –
- e.) Mustard –
- f.) Others -

7. Whether land is a leased or private land:

8. Location of the land :

9. Type of make of the power tiller/pump set:

10. Details of accessories intended to buy:

11. Name of the Firm \ Dealer to supply the
Pump set.
12. Total cost of the Power tiller\Pump set with accessories :
Including M. F. S. T.

13. Govt subsidy @ 50 %

14. Loan promotion from the bank :
15. Name of the Bank or financial institution
Willing to provide the Loan. :

16. Whether the balance amount can be met
From the farmer own source :

Date _____
The _____

Signature of the Applicant

Recommendation of the MLA/MDC/BDO/SDAO/DAO/ concerned that the applicant is a bonafide farmer.

FORMAT OF APPLICATION OF AGRICULTURE SUBSIDY SCHEME
(Application may be in plain paper for any Agriculture subsidy scheme other than
Agriculture Machineries subsidy).

To

The

District Agriculture Officer
Ri-Bhoi District, Nongpoh.

Subject: 1). Application for sprayer subsidy/
2). Application for pesticides subsidy/
3). Application for (cereals/pulses/oilseeds/fibre crop/etc) seeds subsidy/
4).Etc

Sir,

With reference to the above subject, I humbly request you to kindly issue me

- 1) One number sprayer at subsidized rate
- 2) Pesticides -5lts at subsidized rate
- 3) HYV/ Hybrid paddy-50 kgs. at subsidized rate
- 4) Etc.

for my use/spraying /planting in my field / farm /orchard at Nongpoh village. I would like to also declare that the above items supplied by your office shall be justly utilized only for crop production purpose. I would be very grateful for your kind consideration.

Yours sincerely

Sri. B----- Syngkli
S /o A-----Maring
Saiden village
P.O Nongpoh 793105
Ri-Bhoi District,
Nongpoh.