

**REPORT OF THE
HIGH POWER COMMITTEE ON
MANAGEMENT OF
KRISHI VIGYAN KENDRA (KVK)**

**For suggesting measures to improve relevance,
efficiency and guidelines for implementation**



**भारतीय
ICAR**

**Agricultural Extension Division
Indian Council of Agricultural Research
Krishi Anusandhan Bhavan, Pusa, New Delhi-110 012**



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शरद पवार
SHARAD PAWAR



कृषि एवं खाद्य प्रसंस्करण उद्योग मंत्री
भारत सरकार
Minister of Agriculture &
Food Processing Industries
Government of India

Message

The Indian Council of Agricultural Research (ICAR) has established Krishi Vigyan Kendras (KVK) at grass root level for the cause of farming community in the country. Over the years, with the inception of first KVK during IV Five Year Plan in 1974, the KVKs have grown as a large network in the country with a quantum jump in number reaching to 630 KVKs by the end of XI Five Year Plan.

The ICAR has been making all efforts to strengthen the KVK system to support technological backstopping to the farming community and other stakeholders. Further, ICAR has also constituted need based committees for strengthening of KVKs in each and every Plan period.

I am happy to receive the report of the High Power Committee on Management of Krishi Vigyan Kendra (KVK) under the Chairmanship of Dr. R.S.Paroda, Chairman, Haryana Kisan Ayog and former Secretary, DARE & Director General, ICAR for suggesting measures to improve relevance, efficiency and guidelines for implementation.

I congratulate the Committee for submitting useful and effective recommendations. I suggest these recommendations may be implemented at the earliest by the ICAR for the efficient management of KVK system in the country.

(SHARAD PAWAR)

1 January 2014
New Delhi



डा. एस. अय्यप्पन
Dr. S. AYYAPPAN



सत्यमेव जयते

भारत सरकार
कृषि अनुसंधान और शिक्षा विभाग एवं
भारतीय कृषि अनुसंधान परिषद
कृषि मंत्रालय, कृषि भवन, नई दिल्ली 110 001
GOVERNMENT OF INDIA
DEPARTMENT OF AGRICULTURAL RESEARCH & EDUCATION
AND
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
MINISTRY OF AGRICULTURE, KRISHI BHAVAN,
NEW DELHI 110 001

Foreword

Agricultural innovations and diffusion of new technologies are important factors in developing countries' quests for food and nutritional security. Farming in different resource endowments must be sustainable, economical, and intensive in order to provide dependable, long-term support for rural households. To achieve these capabilities, farmers must have access to sustainable technology in crop, livestock, forestry, and fisheries sectors.

In this regard, the ICAR has established a network of 630 Krishi Vigyan Kendras (KVKs) in the country by XI Plan and these KVKs are functioning with an aim to conduct technology assessment, refinement and demonstration through various activities. In view of the changing scenario of agriculture, the mandated activities of KVKs are being changing from time to time to address the newer challenges in the areas of climate change, secondary and speciality agriculture, conservation agriculture, market led extension and agri-business.

To make KVKs more vibrant and visible, ICAR has constituted a High Power Committee on Management of KVK under the Chairmanship of Dr.R.S.Paroda, Chairman, Haryana Kisan Ayog and former Secretary, DARE & Director General, ICAR for suggesting measures to improve relevance, efficiency and guidelines for implementation. The Committee had reviewed and relooked issues of KVK system with various stakeholders and submitted its recommendations on different terms of reference in this report.

In this regard, I express my sincere thanks to Dr.R.S. Paroda, Chairman of the Committee, all Members of the Committee - Dr.R.B.Singh, Dr.A.G. Sawant, Dr.S.L. Mehta, Shri Rajiv Mehrishi, Shri Chaman Kumar, Dr.B.S. Hansra, Dr.A.K. Mehta and Member-Secretary Dr.S.Prabhu Kumar for their strenuous efforts in bringing out relevant and effective guidelines. I also appreciate the efforts made by Dr.K.D. Kokate, Deputy Director General (Agrl.Extn.) for his continuous support and cooperation in conducting the proceedings of the Committee. The efforts putforth by all Zonal Project Directors and Dr.B.T. Rayudu, Principal Scientist (Agrl. Extn.), ZPD VIII, Bengaluru deserves appreciation.

I hope the recommendations of the Committee will have the relevance in the present context to make the KVK system more efficient and effective.

(S. AYYAPPAN)

Secretary & Director General

1 January 2014
New Delhi



Dr. R.S. PARODA



Trust for Advancement of Agricultural Sciences

Avenue II, Indian Agricultural Research Institute, New Delhi 110 012

Preface

The Indian Council of Agricultural Research has a well established frontline extension system in the form of Krishi Vigyan Kendras for effective dissemination of new technologies for the benefit of farmers in the country. This important movement has travelled almost 40 years of successful journey to build a strong network in almost all districts in the country. A number of organizations are involved in the implementation of Krishi Vigyan Kendras in truly a public-private partnership mode, which is rather unique in the world. It is encouraging that almost 100 Krishi Vigyan Kendras are being run by the Non Government Organizations.

In the past, various committees were constituted by the Indian Council of Agricultural Research to review and suggest measures to improve the functioning of Krishi Vigyan Kendras and make them more effective. The present High Power Committee on Krishi Vigyan Kendra Management was constituted to review various aspects of Krishi Vigyan Kendra functioning and to suggest specific measures, including management guidelines, for improving their efficiency as well as effectiveness. Keeping in view the need for future growth and development of Krishi Vigyan Kendras, the Committee has suggested a future road map with specific guidelines for efficient technical, administrative and financial management of Krishi Vigyan Kendra system in the country.

This report embodies five chapters: (i) Introduction, (ii) Composition of the committee and its terms of reference, (iii) Process and interactions, (iv) Recommendations with regard to mandate and domain of activities, establishment and infrastructure, coordination, implementation and monitoring, convergence and linkages, administrative guidelines, financial management and visibility of Krishi Vigyan Kendra system, and (v) Information on development of Krishi Vigyan Kendra management guidelines. Also a Compact Disc on minutes of the proceedings of all meetings conducted by High Power Committee has been attached with this report.

I express my sincere gratitude to Shri Sharad Pawar, Union Minister for Agriculture & Food Processing Industries for constituting this High Power Committee. I thank all the members of the Committee for their valuable technical inputs, beside my appreciation to Dr. S. Ayyappan, Secretary, Directorate of Agricultural Research and Education & Director General, Indian Council of Agricultural Research, Dr. K.D. Kokate, Deputy Director General (Agricultural Extension), Dr. S. Prabhu Kumar, Member Secretary of the Committee and all the stakeholders whom we met for the their cooperation and advise concerning smooth functioning of Krishi Vigyan Kendras.

I do hope that this report will be useful in further strengthening of Krishi Vigyan Kendra system and making it yet more relevant, effective and efficient in addressing the emerging problems before

our National Agricultural Research System. Further, it is my expectation that this report will receive due consideration of policy makers, development agencies, farmers and all other stakeholders involved in implementing the Krishi Vigyan Kendra system for greater benefit to our farmers in the country.



(R.S.Paroda)

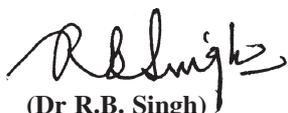
Chairman

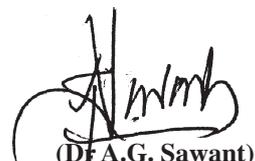
High Power Committee on
Management of Krishi Vigyan Kendra

Submission Certificate

Since the establishment of first Krishi Vigyan Kendra in 1974, the country by now has a total of 630 Krishi Vigyan Kendras, covering almost all Districts of the country. For discharging the role of Krishi Vigyan Kendras more effectively and to meet the stakeholders' expectations, the Indian Council of Agricultural Research, with the approval of the Hon'ble Union Minister for Agriculture, had constituted a High Power Committee vide Office Order No.F.No.5-5/2011-AE-II/173-179, dated 02.05.2011 to review existing system of functioning and suggest guidelines for efficient management of Krishi Vigyan Kendra system in the country.

The Committee had made strenuous efforts in finalizing the report, based on an in-depth analysis, exhaustive and wide consultations with various stakeholders and detailed analysis of existing provisions. We have the pleasure in submitting this Report to the Government of India. It is our considered view that the suggested recommendations, when implemented, will make perceptible qualitative change in the existing Krishi Vigyan Kendra system so as to meet desired expectations of all stakeholders, especially the farming community.


(Dr R.B. Singh)
Member


(Dr A.G. Sawant)
Member


(Dr S.L. Mehta)
Member

(Shri Rajiv Mehrishi)
Member


(Shri Chaman Kumar)
Member


(Dr B.S. Hansra)
Member


(Dr A.K. Mehta)
Member


(Dr S. Prabhu Kumar)
Member Secretary


(Dr R.S. Paroda)
Chairman

Acknowledgement

With immense pleasure, all the members of the Committee express their heartfelt gratitude to Shri Sharad Pawar, Hon'ble Union Minister for Agriculture & Food Processing Industries for constituting this Committee.

The Committee also places on record its sincere gratitude and appreciation to the following officials who contributed towards completion of this task, especially for improving the relevance, efficiency and guidelines for implementation of Krishi Vigyan Kendra system in the country.

- Dr. S. Ayyappan, Secretary, Department of Agricultural Research and Education & Director General, Indian Council of Agricultural Research for sharing his views on various issues and for making useful suggestions concerning functioning of Krishi Vigyan Kendras.
- Shri.T.Nandakumar, Former Secretary, Department of Agriculture and Cooperation, Shri Rudra Gangadharan, Secretary, Department of Animal Husbandry and Fisheries, Government of India, Shri V.Venkatachalam, Special Secretary, Department of Agriculture and Cooperation, Dr.V.V. Sadamatte, Advisor (Agriculture), Planning Commission, Government of India for their valuable suggestions and overwhelming co-operation during the process of interactions.
- Additional Secretary, Department of Agriculture and Cooperation, Government of India; Vice Chancellors of State Agriculture Universities; Chairman, Working Group on Agricultural Research and Education, Planning Commission, Government of India; Secretary, Indian Council of Agricultural Research; Financial Advisor (Department of Agricultural Research and Education), Indian Council of Agricultural Research; Director (Finance), Indian Council of Agricultural Research; Chairpersons of different Quinquennial Review Teams; Assistant Directors General (Agricultural Extension); Directors of Indian Council of Agricultural Research Institutes; Zonal Project Directors; Directors of Extension of State Agriculture Universities; Chairpersons of Non-Governmental Organizations; Officials from Department of Agriculture and Cooperation, Directors of Agriculture and officials from different states; Scientists and officers from the Division of Agricultural Extension, Indian Council of Agricultural Research; Scientists from Zonal Project Directorates; Programme Coordinators of Krishi Vigyan Kendras; Comptrollers of State Agriculture Universities; Assistant Finance Accounts Officers of Zonal Project Directorates; Officials from Corporate Sectors; farmers and other stakeholders with whom the Committee had interacted to get their feedback concerning improvement in the Krishi Vigyan Kendra system.
- Dr. K.D. Kokate, Deputy Director General (Agricultural Extension), Indian Council of Agricultural Research, for his untiring efforts in providing required information and insight as well as his support to organize dialogues with concerned stakeholders.

- Dr. S. Prabhu Kumar, Zonal Project Director and Member Secretary of the Committee and Dr. B.T. Rayudu, Principal Scientist (Agricultural Extension), Zonal Project Directorate, Zone VIII, Bangalore for ensuring various logistics and for drafting this report.

**High Power Committee on
Management of Krishi Vigyan Kendra**

Executive Summary

The Hon'ble Union Minister for Agriculture and President of Indian Council of Agricultural Research Society constituted a High Power Committee under the Chairmanship of Dr.R.S. Paroda, Former Secretary, Department of Agricultural Research and Education, Govt. of India and Director General, Indian Council of Agricultural Research to revisit all relevant issues pertaining to functioning of Krishi Vigyan Kendras and suggest measures to ensure their efficiency and effectiveness in meeting the stakeholders' expectations. The Committee was assigned specific Terms of Reference to review: (i) mandate, (ii) sanction/establishment procedure, (iii) domain of activities (iv) coordination and monitoring system, (v) performance indicators, (vi) required technological backstopping by the Directorates of Extension of State Agriculture Universities/Indian Council of Agricultural Research Institutes, (vii) sense of belongingness, (viii) convergence and linkage mechanisms, (ix) required infrastructural facilities, (x) personnel policies, (xi) administrative procedures, (xii) financial procedures, and (xiii) other relevant matters in order to make the Krishi Vigyan Kendras more effective, vibrant and useful.

The Committee had extensive discussions with various stakeholders during its 23 meetings, mostly held in New Delhi, and ensured wide interactions with all those involved in the Krishi Vigyan Kendra system. The Committee has accordingly made necessary recommendations on each of the Terms of Reference. In addition, the Committee has also developed detailed guidelines for the Management of Krishi Vigyan Kendra system in two parts, i.e. Part-I, which deals with the "Road Map for the Krishi Vigyan Kendra system" that include Prelude, Genesis and Growth, Vision, Mission and Mandate, Design, Structure and Strategy, and Operational Terminology; and Part-II, which relates to Implementation of Krishi Vigyan Kendra System including Administration, Finance, Coordination, Implementation and Monitoring, Convergence and Linkage, Scientific and Technical and Capacity Development.

The salient recommendations of the report are summarized hereunder.

1. All Krishi Vigyan Kendras established up to XI Plan must be converted from Plan to Non-Plan scheme, as per the existing procedure of the Government for required sustainability and effective functioning. Likewise, new Krishi Vigyan Kendras to be opened in subsequent Plans be converted into Non-Plan Scheme, when they complete 5 years of establishment.
2. In view of increasing expectations from Krishi Vigyan Kendra, its Vision be now defined as "Science and technology-led growth leading to enhanced productivity, profitability and sustainability of agriculture", where as the Mission should be "Farmer-centric growth in agriculture and allied sectors through the application of appropriate technologies in specific agro-eco system perspective". Also, the Mandate should be "Technology Assessment and Demonstration for its wider Application and Capacity Development".
3. Additional Krishi Vigyan Kendra in the district be established only based on specific criteria such as: large rural population, bigger geographical area, higher net sown area, relative

- backwardness norms of the district, more Tribal/Scheduled Caste/Scheduled Tribe population, and those in mountainous (above 5000 feet above mean sea level) and difficult/border areas.
4. The position of Programme Coordinator of Krishi Vigyan Kendra should be re-designated as 'Chief Scientist- cum-Head', in the cadre of Principal Scientist/Professor (PB-4, ₹ 37400-67000 with GP ₹ 10000), for effective management, implementation of mandated activities through proper coordination and convergence with line departments, including the district administration.
 5. Further, all Subject Matter Specialists in Indian Council of Agricultural Research/State Agriculture Universities/Non-Governmental Organizations/State Government Krishi Vigyan Kendras should henceforth be redesignated uniformly as Scientist/Assistant Professor (PB-3, ₹ 15600-39100 with GP ₹ 6000) to ensure much needed parity across teaching, research and extension positions.
 6. SMSs who are in technical cadre at present in Krishi Vigyan Kendras under Indian Council of Agricultural Research Institute should be redeployed or redesignated as Scientists and the positions may be adjusted through cadre strength of the concerned Indian Council of Agricultural Research institute/overall Indian Council of Agricultural Research level.
 7. The total staff strength for each Krishi Vigyan Kendra should be increased from 16 to 22, comprising one Chief Scientist, 10 Scientists, one Computer Programmer, one Farm Manager, one Lab Technician, one Technician (T-I- Field/Farm), one Assistant Administrative Officer, one Stenographer Grade III, one Lower Division Clerk-cum- Store Keeper, two Drivers and two Supporting Staff.
 8. Since Krishi Vigyan Kendras are 100% funded by the Indian Council of Agricultural Research, the host organizations be accorded full freedom and assume full responsibility to recruit Krishi Vigyan Kendra staff without any restriction/ban. Krishi Vigyan Kendras should not be sanctioned or annual grants released unless the State Government agrees to recruit all sanctioned staff. Also the staff recruited in Krishi Vigyan Kendra must not be transferred for at least five years. The Memorandum of Understanding should also be clearly modified to this effect.
 9. Pay structure, as sanctioned by Indian Council of Agricultural Research for the Krishi Vigyan Kendra staff, should be adopted by all host organizations without any variation whatsoever. Krishi Vigyan Kendra under Non-Governmental Organizations, which do not have approved promotion policy, must adopt Modified Assured Career Progression Scheme as implemented by the Indian Council of Agricultural Research and amended from time to time. Similarly, the posts that come under the definition of isolated posts in Krishi Vigyan Kendras (other than Indian Council of Agricultural Research and Non-Governmental Organization Krishi Vigyan Kendras) will also follow Modified Assured Career Progression Scheme.
 10. Payment of retirement benefits in the form of Gratuity and Contributory Provident Fund for Krishi Vigyan Kendra staff must be made applicable by all host organizations. At the same time, the benefit of study leave to the staff under Non-Governmental Organization Krishi Vigyan Kendras be also extended as per Central Civil Service Leave Rules of 1972.
 11. The financial powers as recommended by the Committee should be delegated to the Chief Scientist-cum-Head of Krishi Vigyan Kendra, irrespective of host organizations, which should, however, be subject to budget provision.

12. A non-refundable application fee of ₹ 25,000 (Rupees twenty five thousand only) be charged from each applicant organization for the establishment of new Krishi Vigyan Kendra. In case of Non-Governmental Organization applicants, they should have minimum five years working experience in the field of agriculture/rural development/natural resource management/livestock with proven track record in the district. Further, the information regarding newly established Krishi Vigyan Kendra should be given wider publicity in the district.
13. In view of the new activities suggested for Krishi Vigyan Kendras, with enhanced manpower through a cluster approach, the operational contingency/expenses of Krishi Vigyan Kendra should be increased from the present level of 9% to 25% of the Krishi Vigyan Kendra budget.
14. In the event of unsatisfactory progress of work of any Krishi Vigyan Kendra, as assessed by the Indian Council of Agricultural Research from time-to-time, the Indian Council of Agricultural Research shall reserve its right to terminate/close such Krishi Vigyan Kendra under any host organization by giving six months advance notice for the same. In that event, Indian Council of Agricultural Research shall not have any liability whatever, and the immovable as well as movable properties constructed/acquired with the the assistance of Indian Council of Agricultural Research shall remain the property of Indian Council of Agricultural Research.
15. Krishi Vigyan Kendras should concentrate more on data generation, need assessment, prioritization for required technological interventions, on-farm and outreach activities with focus on cluster of villages in a phased manner for 3 years and assessing the impact against defined bench mark.
16. Modalities are recommended for efficient and effective coordination, monitoring and evaluation of Krishi Vigyan Kendras at national, zonal, state and district levels in the areas of technical, administrative, financial and manpower requirement. In addition, internal and external monitoring system has been proposed for 10% of Krishi Vigyan Kendras every year. Incentives be also provided each year to the better performing Krishi Vigyan Kendras as per performance indicators.
17. The Committee also reviewed the joint circular issued by the Department of Agricultural Research and Education and Department of Agriculture and Cooperation, Ministry of Agriculture, Government of India on required linkage between Krishi Vigyan Kendra and Agricultural Technology Management Agency and has recommended some specific suggestions to delineate responsibilities for better coordination and convergence keeping in view the mandate and manpower of both institutions.
18. In the changing scenario of increased workload of Krishi Vigyan Kendras, the Committee recommended the areas of convergence between Krishi Vigyan Kendras and other Government schemes for judicious utilization of resources, manpower, sharing of knowledge and activities in order to serve better the farming community in the district.
19. The provisions of Indian Council of Agricultural Research be supplemented appropriately by the host organizations to ensure proper Krishi Vigyan Kendra infrastructure in such a way that the farm is a miniature of the agro-climatic situation of the district with major crops and enterprises. To inculcate ownership and sense of belongingness, effective involvement and investment in the activities of Krishi Vigyan Kendras should come from the top leadership of host organization. Also there is a need to generate goodwill among the farming community towards the Krishi Vigyan Kendra by promoting interfaces in different blocks and villages of the district.

20. The Revolving Fund should be enhanced from current ₹ 1 lakh to ₹ 5 lakh for each Krishi Vigyan Kendra, so as to serve a single window system and assume specific responsibility and to also function as Agricultural Technology Information Centre.
21. The Krishi Vigyan Kendra staff under Non-Governmental Organizations should be treated on par with the Indian Council of Agricultural Research/State Agriculture Universities staff especially in respect of age limit, experience and other service requirements in order to overcome the existing restrictions in their lateral movement. This would help in strengthening and attracting talent to Non-Governmental Organization Krishi Vigyan Kendras, and provide equal opportunity to those working in Non-Governmental Organization Krishi Vigyan Kendras for career advancement.
22. Krishi Vigyan Kendras run by Indian Council of Agricultural Research and Non-Governmental Organizations should follow General Financial Rules (GFR) - 2005 of Government of India for purchase of consumables and non-consumables. Similarly, Krishi Vigyan Kendras run by State Agriculture Universities and State Departments should follow the purchase policy and procedure as per their respective University/State Government Rules and Regulations. Local Purchase Committee with 2-3 members may be constituted and the powers of urgent purchases of store items to a maximum extent of ₹ 20000 (Rupees twenty thousand only) at a time be delegated to Krishi Vigyan Kendra.
23. As per Rule-212 of General Financial Rules 2005, an Audit Utilization Certificate, both in respect of the main account and Revolving Fund account, for each Krishi Vigyan Kendra has to be submitted by the host organization to the Zonal Project Directorate immediately after closure of the financial year. In this context, Krishi Vigyan Kendras should refer to Finance Ministry's website (www.finmin.nic.in) for further details.
24. In view of the rapid increase in number of Krishi Vigyan Kendras and their activities, strengthening of Agricultural Extension Division at Indian Council of Agricultural Research Head quarters and Zonal Project Directorates becomes a necessity for effective monitoring and evaluation. Accordingly, required additional manpower has been proposed, besides filling up of the vacant posts in Agricultural Extension Division and Zonal Project Directorates expeditiously.
25. Sectoral designation of Krishi Vigyan Kendras, viz. *Pashu Vigyan Kendra*, *Mathsya Vigyan Kendra*, etc should not be allowed as Krishi Vigyan Kendras have to work on an Integrated Farming System mode and farmers as well as other stakeholders have to be provided technology backstopping rather in a holistic manner.
26. Each Krishi Vigyan Kendra should prepare a strategic plan for its activities in the district, by delineating available resources and the expected outputs for each plan period.
27. The name of Krishi Vigyan Kendra should be called in English as Agriculture Science Centre.
28. The rules, regulations and guidelines for implementing Krishi Vigyan Kendras, as recommended by the Committee in the Krishi Vigyan Kendra Management Guidelines should be strictly followed. There should not be any deviation in this regard while implementing the mandate of Krishi Vigyan Kendras, irrespective of the variable rules and regulations of the host organizations.

29. The Committee is of the view that for implementing new guidelines and have additional support for staff, contingency and infrastructure, all Krishi Vigyan Kendras established so far will have to sign a new Memorandum of Understanding as given in the guidelines. Accordingly, for implementing the suggested new management guidelines, all Krishi Vigyan Kendras be asked to submit new Memorandum of Understanding while receiving sanction from Indian Council of Agricultural Research under the XII Plan.
30. The Committee recommends that after acceptance of the report by the competent authority, this document should be published as operational manual for use of Krishi Vigyan Kendra system and should be provided to all the administration and development departments in the district.

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Acronyms

AED	Agricultural Extension Division
AGM	Annual Governingbody Meeting
AIR	All India Radio
AP Cess Fund	Agricultural Produce Cess Fund
ARIS	Agricultural Research Informatuion System
ASRB	Agricultural Scientists Recruitment Board
ATIC	Agricultural Technology Information Centre
ATMA	Agricultural Technology Management Agency
AUC	Audit Utilization Certificate
BE	Budget Estimate
CAG	Comptoller and Auditor General
CAS	Career Advancement Scheme
CAU	Central Agricultural University
CCA	City Compensatory Allowances
CCS	Central Civil Service
CD	Compact Disc
CDAP	Comprehensive District Agricultural Plan
CPF	Contributory Provident Fund
CPWD	Central Public Works Department
CU	Central University
DA	Dearness Allowances
DAC	Department of Agriculture and Cooperation
DAHD & F	Department of Animal Husbandry, Dairying & Fisheries
DARE	Department of Agricultural Research and Education
DD	Demand Draft
DFPR	Department of Financial and Professional Regulation
DPC	Departmental Promotion Committee
DRDA	District Rural Development Agency
DU	Deemed University
EFC	Expenditure Finance Committee
EPF	Employees Provident Fund
FAO	Food & Agriculture Organization
FFS	Farmers Field School
FLD	Frontline Demonstration
FVC	Fully Vouchered Contingent
GAR	Government Accounting Rules
GB	Governing Body
GFR	General Financial Rules
GOI	Government of India
GP	Grade Pay
HPC	High Power Committee
HRA	House Rent Allowances
HRD	Human Resource Development

ICAR	Indian Council of Agricultural Research
ICT	Information Communication Technology
IFS	Integrated Farming System
IMC	Institute Management Committee
ISOPAM	Integrated Scheme of Oilseeds, Pulses, Oilpam and Maize
IT	Information Technology
ITK	Indigenous Technical Knowledge
KMA	Kisan Mobile Advisory
KVK	Krishi Vigyan Kendra
LCD	Liquid Crystal Display
LMC	Local Management Committee
MACPS	Modified Assured Career Progression Scheme
MGNREGA	Mahatma Gandhi National Rural Employment Guaarantee Act
MOF	Ministry of Finance
MoU	Memorandum of Understanding
MSL	Mean Sea Level
NAAS	National Academy of Agricultural Sciences
NABARD	National Bank for Agriculture and Rural Development
NAIP	National Agricultural Innovation Project
NARS	National Agricultural Research System
NASC	National Agricultural Sciences Complex
NFSMS	National Food Security Mission Scheme
NGO	Non-Governmental Organization
NHM	National Horticultural Mission
NIC	National Informatics Centre
NICNET	National Informatics Centre Network
NPA	Non Practicing Allowances
NRM	Natural Resource Management
OBC	Other Backward Classes
OEI	Other Educational Institutions
OFT	On Farm Trial
POL	Petroleum, Oils and Lubricants
PPP	Public Private Partnership
PPT	Power Point Presentation
PRA	Participatory Rural Appraisal
PSU	Public Sector Undertaking
QRT	Quinquennial Review Team
RAC	Research Advisory Council
RE	Revised Estimate
RKVY	Rashtriya Krishi Vikas Yojana
RRA	Rapid Rural Appraisal
SAC	Scientific Advisory Committee
SAU	State Agricultural University
SC	Scheduled Caste
SE	Statement of Expenditure
SFC	Standing Finance Committee
SGSY	Swarnjayanti Gram Swarozgar Yojana
SHG	Self Help Group
SMS	Subject Matter Specialist
SMS Portal	Short Message Service Portal

ST	Scheduled Tribe
TA	Travelling Allowances
TAAS	Trust for Advancement of Agricultural Sciences
TADA-CD	Technology Assessment and Demonstration for its wider Application and to enhance Capacity Development
TAR	Technology Assessment and Refinement
TNA	Training Needs Assessment
ToR	Terms of Reference
TTC	Trainers Training Centre
TV	Television
UC	Utilization Certificate
UNDP	United Nations Development Programme
ZAREC	Zonal Agricultural Research And Extension Committee
ZARS	Zonal Agricultural Research Station
ZCU	Zonal Coordinating Unit
ZPD	Zonal Project Directorate

CHAPTER - 1

Introduction

The Indian Council of Agricultural Research (ICAR) is an apex organization having responsibility to conduct and coordinate research, education, extension education and international cooperation in agriculture with the following mandate.

- 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.
- To act as a clearing house of research and general information relating to agriculture, animal husbandry, home science and allied sciences, and fisheries through its publications and information system; and instituting and promoting transfer of technology programmes
- 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.

In discharge of its functions, ICAR lays considerable emphasis on technology development and its adoption through use of cutting edge technologies leading to enhancing agricultural productivity, keeping sustainability of the agriculture upfront, human resource development and technology assessment and its application. Country is today self sufficient in food grain production largely because of the efforts made by the scientists in ICAR and State Agricultural Universities (SAUs)/ Central Agricultural University (CAU) backed by sound policies of the Government, ably supported by the extension system and our farming community. Ushering in green, white, blue, and yellow revolutions could mainly be due to sound research and extension system in the country. The ICAR has over the years evolved an effective and well-tested frontline extension system, which is exemplary and admired all over the world. It started with establishment of first Krishi Vigyan

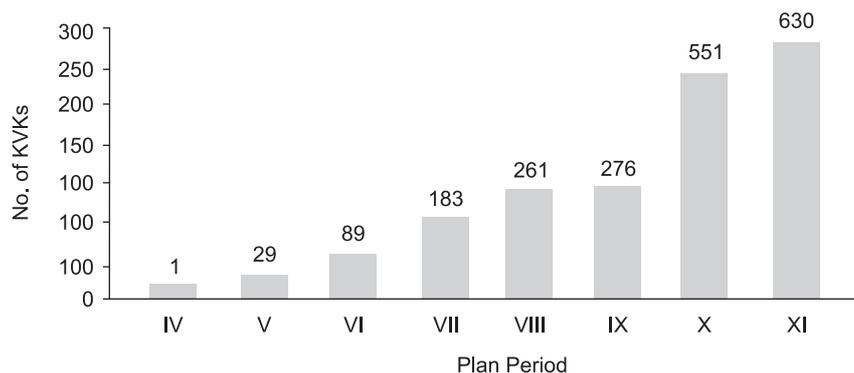


Fig. 1: Cumulative growth of KVKs since inception

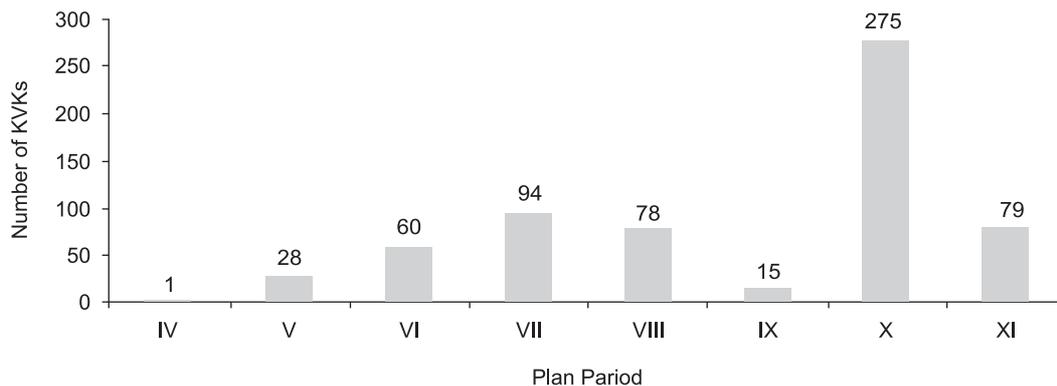


Fig. 2: Growth of KVKs in different Plan periods

Kendra (KVK) in Pondicherry in 1974 based on Dr. Mohan Singh Mehta Committee Report and subsequent increase of KVKs in different parts of the country. The KVKs under ICAR have evolved over the time for meeting the expectations and emerging challenges being faced by the Indian farming community. The cumulative growth of KVKs since IV Five Year Plan and growth in number of KVKs during each Plan period is shown in Fig.1 and 2, respectively.

As of now, ICAR has established a total of 630 KVKs in the country under different host organizations viz., SAUs, CAU, ICAR Institutes, Deemed Universities (DUs), State Governments, Public Sector Undertaking (PSU), Non-Government Organizations (NGOs) and Other Educational Institutions (OEI) aiming at assessment, refinement and large scale adoption of technology/products. Accordingly, the KVKs have been recognized as effective institutional links between agricultural research and extension system in the country.

The KVK activities include on-farm testing to identify the location specificity of agricultural technologies under various farming systems, frontline demonstrations to establish the production potential of improved agricultural technologies on the farmers' fields, training of farmers and extension personnel to update their knowledge and skills. Besides, KVK works as a knowledge and resource centre of agricultural technologies for supporting farmers in improving their agricultural production and livelihood.

At present, KVK appears to be the only institutional system at the district level for technological backstopping in agriculture and allied sectors. In order to make the KVK more relevant and effective under the changing scenarios over the years, various committees had been constituted to review the progress of KVKs and suggest much needed improvements in their functioning. The details of such Committees constituted in the past are provided as under:

- 1980 : High level Evaluation Committee under the Chairmanship of Dr. P. Bhattacharya
- 1986 : Joint Food & Agricultural organisation (FAO) – ICAR Mission under the Chairmanship of Dr. M.L. Dewan
- 1988 : ICAR Review Committee under the Chairmanship of Dr. G.V.K. Rao
- 1993 : Nine Quinquennial Review Teams (QRTs) for different Agro-Climatic Regions

- 1995 : Committee regarding financial and administrative management, financial support and pattern of funding etc., under the Chairmanship of Dr. M.V. Rao
- 1995 : Committee under the Chairmanship of Shri S.S. Surjewala
- 1996 : Committee on Human Resource Development (HRD) through KVKs and Trainers Training Centres (TTCs) under the Chairmanship of Dr. S.C. Mudgal.
- 2001 : Committee on streamlining the functioning of KVKs in the country under the Chairmanship of Shri Acharya Ramamurti
- 2005 : Committee for Independent Evaluation and Impact Assessment under the Chairmanship of Shri J.N.L. Srivastava
- 2006 : QRT under the Chairmanship of Shri J.N.L. Srivastava
- 2011 : Eight QRTs for Zonal Project Directorates (ZPDs) in 8 Zones

The relevant suggestions of the above committees at various points of time had helped in strengthening the functioning of KVKs as per emerging needs. Subsequently, keeping in view the emerging challenges before Indian agriculture, such as slow productivity growth rate, diminishing returns, degradation of natural resources, climate change, competitive trade regimes, changing consumer demands, etc, it has become of paramount importance to further strengthen the KVK system.

In addition, the existing guidelines for KVK, which were developed during 1999, no longer address clearly the management and technical issues nor they address precisely the decisions revised from time to time. Besides, Performance Audit of Agricultural Extension activities of ICAR by the Comptroller and Auditor General (CAG) also suggested updating of guidelines for KVK. Hence, for a vibrant KVK system, a pre-requisite is to have detailed and precise guidelines with clarity and precision, which touches upon all important, related issues.

Under this backdrop, Hon'ble Union Minister of Agriculture and Food Processing Industries and the President of ICAR Society decided to constitute a High Power Committee (HPC), under the Chairmanship of Dr.R.S.Paroda, former Secretary, DARE & Director General, ICAR to review all issues pertaining to KVK system and suggest measures for improving their efficiency and relevance so as to meet the current expectations of stakeholders.

Committee and its Terms of Reference

The Committee was constituted by the ICAR vide Office Order F.No.5-5/2011-AE-II/173-179 dated 02 May, 2011 as per details below:

Dr. R.S. Paroda	Chairman	Chairman, Haryana Farmers' Commission & Trust for Advancement of Agricultural Sciences (TAAS) and former Secretary, Department of Agricultural Research and Education (DARE) & Director General, ICAR, New Delhi
Dr. R.B. Singh	Member	President, National Academy of Agricultural Sciences (NASc), New Delhi & former Director, Indian Agricultural Research Institute (IARI)
Dr. A.G. Sawant	Member	Former Member, Agricultural Scientists Recruitment Board (ASRB), New Delhi
Dr. S.L. Mehta	Member	Former Vice Chancellor, Maharana Pratap University of Agriculture & Technology (MPUA & T), Udaipur
Shri. Rajiv Mehrishi	Member	Additional Secretary, DARE & Secretary, ICAR, Krishi Bhawan, New Delhi
Shri. Chaman Kumar	Member	Additional Secretary & Financial Advisor, DARE/ICAR, Krishi Bhawan, New Delhi
Dr. B.S. Hansra	Member	Professor & former Director, School of Agriculture, Indira Gandhi National Open University (IGNOU), New Delhi
Dr. A.K. Mehta	Member	Assistant Director General (Agricultural Extension), Agricultural Extension Division (AED), ICAR, New Delhi
Dr. S. Prabhu Kumar	Member Secretary	Zonal Project Director, Zone-VIII, ICAR, Hebbal, Bengaluru

The Committee was assigned the following Terms of Reference (ToR):

- (i) To revisit the mandate of KVK taking into account the technological applications in the changing agricultural scenario.
- (ii) To suggest procedural guidelines for sanctioning/establishment of KVKs.
- (iii) To suggest domain of activities of KVKs.
- (iv) To suggest effective guidelines for coordination and monitoring.

- (v) To provide an insight into the performance indicators required for the evaluation of the performance of KVKs from time to time.
- (vi) To suggest modalities for technological backstopping to KVKs by Directorates of Extension Education of SAUs/ICAR Institutes.
- (vii) To suggest measures for instilling a sense of belongingness in the organizations to whom KVKs are sanctioned.
- (viii) To suggest areas of convergence/linkages between KVKs and other Government of India schemes e.g. Agricultural Technology Management Agency (ATMA).
- (ix) To suggest appropriate infrastructural facilities to be provided to KVKs for their effective functioning.
- (x) To suggest appropriate personnel policies including salary structure, career advancement and retirement benefits in respect of the staff of the KVKs.
- (xi) To suggest procedures to be followed by KVKs in making procurement of stores, e.g. stationery, equipments, chemicals & fertilizers, furniture, vehicles etc., and for undertaking various items under works.
- (xii) To take stock of the financial procedures in vogue in KVKs and suggest guidelines aiming at transparency in incurring expenditure and effective utilization of funds provided by ICAR.
- (xiii) Any other matter considered relevant for making the KVK system effective, vibrant and visible.

The Process and Interactions

The AED of ICAR had prepared the required background documents for the Committee in consultation with the Member Secretary, Zonal Project Directors and Chairpersons of QRTs constituted for different zones.

The first meeting of the Committee was held to have detailed deliberations with Deputy Director General (Agricultural Extension), Assistant Director General (Agricultural Extension), Zonal Project Directors, Scientists and officers from the AED on 16 August, 2011 in the Board Room of National Agricultural Sciences Complex (NASC), New Delhi.

Based on deliberations and assigned ToR, the Committee decided to proceed further with the following frame work/action plan:

- To examine the recommendations of earlier Review Committees of KVK system and to identify especially those recommendations, which are still relevant but have not been implemented.
- Interaction-cum-discussion meeting with senior official of the Department of Agriculture and Cooperation (DAC), Department of Animal Husbandry, Dairying and Fisheries (DAHD&F), senior officials from Planning Commission and Vice Chancellors to ascertain their views on making KVKs more efficient through required reforms, convergence and coordination.
- Meeting with Chairpersons of different QRTs to discuss their specific suggestions for strengthening KVK system.
- Discussion with different stakeholders on KVKs functioning.
- Meeting with Chairpersons of NGO KVKs to ascertain their concerns and views on improving the efficiency.
- Formulation of sub-committees to examine and propose specific recommendations on specified ToR.

Accordingly, a series of twenty three meetings were held by the HPC/its sub-committees for interaction with different stakeholders, viz. Secretary (DAC), Secretary (DAHD&F), Senior officials from Planning Commission, DAC and DAHD&F, Vice Chancellors of SAUs, Chairpersons of NGOs, Directors of Extension, Senior officials from State Governments, Representatives of Corporate Sector, Farmers, Programme Coordinators of KVKs, Secretary, DARE & Director General, ICAR and other concerned officials including Directors of ICAR Institutes. Information about these meetings is given in *Annexure-I*, whereas the proceedings are provided as soft copy in the Compact Disc (CD) along with the report.

Synthesis of recommendations of previous committees and the major common recommendations of various QRTs are given in *Annexure-II* and *III*, respectively.

Action plans emerging from these proceedings were analyzed, synthesized and prioritized to formulate the final recommendations as per given ToR.

Recommendations

The Committee has given its recommendations in this chapter under the following broad sub-sections with main goal of making KVK system more effective, efficient and vibrant.

- 4.1 Mandate and Domain of activities
- 4.2 Establishment and Infrastructure
- 4.3 Coordination, Implementation and Monitoring
- 4.4 Convergence and Linkage
- 4.5 Administrative Guidelines
- 4.6 Financial Management
- 4.7 Visibility of KVK system

Before presenting the recommendations as per ToR, the Committee felt it necessary to submit to Hon'ble Union Agricultural Minister/Secretary, DARE & Director General, ICAR the following two interim recommendations for immediate consideration in view of the finalization of XII Five Year Plan proposal for KVKs.

(i) Conversion of KVK Scheme from Plan to Non-Plan Scheme

The KVK Scheme is being funded from the Plan Budget since as inception (1974). Hence, the funds required for efficient functioning are often not available to the required extent as major component goes for staff salary. Therefore, it is critical now to project a part of the expenditure under Non-Plan instead of booking the entire expenditure under Plan. Accordingly. It is proposed that the requirement of funds in respect of eight ZPDs and KVKs (Salary, Travelling Allowance (TA), contingencies, HRD etc.) established till the end of X Plan, i.e. those in existence for more than five years be, as a policy decision, allowed to be included under Non-Plan from the beginning of XII Plan period during the XII Plan under Non-Plan budget.

(ii) Additional scientific positions in each KVK based on its increased work load

As of today, each KVK has a total staff strength of sixteen which includes a Programme Coordinator, six Subject Matter Specialists (SMSs), three Programme Assistants and six Supporting Staff. With the passage of time, the work load of KVKs has increased manifold. Keeping in view the emerging challenges and additional programmes to be initiated now, the Committee is convinced that four additional scientific positions in each KVK are fully justified. Therefore, it is proposed that at least ten positions of SMS be provided in each KVK to do proper justice to the work load and also to meet the aspirations of our farming community. It is also observed by the Committee that the Programme Coordinator, who has to monitor and supervise other staff and have regular meetings with Heads of the Line Departments, including. Deputy Commissioner/District Collector/District Magistrate etc., who are invariably Class I Officers, the rank of Programme Coordinator be elevated to that of Professor level. This is fully justified in the best interest of efficient functioning of KVKs.

The copy of letter written in this regard is annexed in *Annexure-IV*.

In addition to the above, Committee examined the current situation relating to the staff position and their designation and has come out with the following suggestions:

(a) Strengthening of manpower at AED

In view of the enhanced activities and large network of KVKs, and additional scheme, provision of additional manpower in AED has become essential for effective monitoring and coordination. After considerable deliberations and review of existing manpower, the Committee recommends the following staffing pattern at head quarters:

Sl. No.	Cadre	No. of posts		Major responsibilities
		Existing	Proposed	
1	Deputy Director General	1	1	Overall supervision, coordination and monitoring of KVK system.
2	Assistant Directors General	2	3	Three Assistant Directors General to act as branch officers for three sub regions consisting of different zonal programmes. Their major responsibilities include; <ul style="list-style-type: none"> – Assist the Deputy Director General in formulating, implementing and monitoring policy guidelines and strategies related to KVK system. – Deal with all matters pertaining to KVKs including linkage with SAUs/CAU, State Governments, NGOs and ICAR Institutes, and – Prepare various technical reports, materials, replies for Regional Committees, EFC/SFC, GB/AGM and Parliament questions/matters. – Any other responsibility assigned by Deputy Director General
3	Principal Scientist	1	1	To assist Deputy Director General including special schemes.
4	Senior Scientists	2	3	To assist three Assistant Directors General .
5	Deputy Secretary	1	1	Assist the Deputy Director General in administrative, financial and policy matters.
6	Senior Finance & Accounts Officer	-	1	Prepare Plan and Annual Budgets, get and release funds, review utilization and guide implementing agencies on all financial matters through ZPDs.
7	Under Secretary	2	2	Assist in all administrative and policy matters related to manpower and infrastructure in KVK system, scrutiny of MoU/Agreement and complete the formalities required for implementing the recommendations of IMC, EFC/SFC, GB/AGM and Parliament.
8	Section Officer	2	3	Assist in administrative and financial matters in the Division, linked to each Assistant Director General .
Total		11	15	

(b) Strengthening of manpower at ZPDs

In view of the additional responsibilities of coordination and monitoring related to technical, administrative and financial matters the Committee recommends the following staffing pattern at zonal level:

Sl. No.	Cadre	No. of posts		Major responsibilities
		Existing	Proposed	
1	Zonal Project Director	1	1	Overall supervision, coordination and monitoring of activities of KVKs in the Zone.
2	Principal Scientist	1	1	Planning, coordinating and monitoring.
3	Senior Scientist	3	4	Capacity development, database management and documentation, research on technological applications
4	Scientist	2	2	Assisting Zonal Project Director and other scientists in technical aspects
5	Computer Programmer	1	1	Assisting in database management
6	Technical Assistant T-3	-	3	Assisting Scientists of ZPD in field activities at KVKs.
7	Assistant Administrative Officer	1	1	Assisting Zonal Project Director in administrative matters
8	Assistant Finance and Accounts Officer	1	1	Assisting Zonal Project Director in financial matters
9	Private Secretary	1	1	
10	Assistant	2	2	
11	Upper Division Clerk	1	1	
12	Driver	1	1	
13	Lower Division Clerk	2	2	
14	Skilled Support Staff	2	2	
Total		19	23	

(c) Strengthening of manpower in KVK

At present, there are six SMSs (recommended to be re-designated as Scientists), each one taking care of one subject matter area. The KVKs have to provide multidisciplinary and broad-based technological interventions to enable farmers to manage their farm in a sustainable and integrated manner, which demands enhanced manpower not only in terms of number but also covering the most important subject matter areas relevant to the district. With ever-growing nature and quantum of workload of each KVK, the existing six SMSs are finding it difficult to cope up with their responsibilities. It is, therefore, recommended that four additional posts of SMSs (Scientists) should be created in each KVK, thus, increasing the number of SMSs to 10.

Keeping in view the administrative and financial aspects as per the proposed guidelines, the Committee recommends that the post of Assistant in KVK may be upgraded to that of Assistant Administrative Officer and one new post of Lower Division Clerk-cum-Store Keeper be created.

In order to support the scientists in data collection, one post of Technician (T-I-Field/Farm) is also recommended.

Thus, the Committee recommends that the total staff strength for each KVK should be 22 as against 16 at present.

(d) Designation of KVK staff

The increased role, activities and objectives necessitate senior-level functionary as Head of KVK. The Committee therefore, recommends that the Head of KVK be designated as 'Chief Scientist-cum-Head' in the cadre of Principal Scientist/Professor (PB-4, ₹ 37400-67000 with GP of ₹ 10000).

Further, all SMSs in ICAR/SAUs/CAUs/NGOs/State Governments PSU/OEI/KVKs should henceforth be redesignated uniformly as Scientist/Assistant Professor (PB-3, ₹ 15600-39100 with GP ₹ 6000) to ensure much needed parity across teaching, research and extension positions.

(e) KVK staff in ICAR institutes

The SMSs who are in the technical cadre at present in the KVKs run by ICAR Institutes should henceforth be redeployed/re-designated as Scientists only and the positions must be adjusted through cadre review at the concerned ICAR institute level or through redeployment of scientific positions at the overall ICAR level.

(f) New MoU

The Committee is of the view that for implementing new guidelines and have additional support for staff, contingency and infrastructure, all KVKs established so far will have to sign a new MoU as given in the guidelines. Accordingly, for implementing the suggested new management guidelines, all KVKs be asked to submit new MoU while receiving sanction from ICAR under the XII Plan.

(g) Management guidelines for KVK system

The Committee also gone into greater details in view of the ToR assigned as well as keeping in view the KVK momentum and recommended that KVK management guidelines should have two parts as given below:

- The first part should provide a road map for the KVK system which should indicate theoretical frame work relating to prelude about the future Indian agriculture, genesis and growth of KVK system in the country, vision, mission and mandate, design, functional structure and strategies and various terminologies so as to understand the KVK system and its role in changing scenario of agriculture.
- The second part should emphasize on the practical framework for the implementation of KVK system. This part should serve as guideline for administration, finance, coordination, implementation and monitoring, convergence and linkage, scientific and technical aspects, and capacity development for effective implementation of KVK system.

4.1 Mandate and domain of activities

4.1.1 Mandate of KVK

Keeping in view the importance of translational research for effective technology dissemination and considering the changing agricultural scenario, the suggested Vision, Mission and Mandate of KVK are now proposed as:

Vision:	Science and technology-led growth leading to enhanced productivity, profitability and sustainability of agriculture.
Mission:	Farmer-centric growth in agriculture and allied sectors through application of appropriate technologies in specific agro-ecosystem perspective.
Mandate:	Technology Assessment and Demonstration for its wider Application and to enhance Capacity Development (TADA-CD).

To implement the mandate effectively through creation of awareness about improved agricultural technologies, the following activities be defined for each KVK.

- (a) On-Farm Testing (OFT) to assess the location specificity of agricultural technologies under various farming systems.
- (b) Out scaling of farm innovations through Frontline Demonstration (FLD) to showcase the specific benefits/worth of technologies on farmers' fields.
- (c) Capacity development of farmers and extension personnel to update their knowledge and skills in modern agricultural technologies and enterprises.
- (d) Work as Knowledge and Resource Centre for improving overall agricultural economy in the operational area.
- (e) Conduct frontline extension programmes and provide farm advisories using Information Communication Technology (ICT) and other media on varied subjects of interest to farmers.
- (f) Data documentation, characterization and strategic planning of farming practices.

KVK, while acting as a single window Agricultural Technology Information Centre (ATIC), should produce quality technology related inputs/products (seeds, planting materials, bio-agents, livestock, fingerlings etc.) and make them available to farmers. Besides, identify and document selected farmer-led innovations and converge with ongoing schemes and programmes within the mandate of KVK.

4.1.2 Domain of activities

(a) Data generation

- Creation of database on the district profile based on the secondary data. The database should have details about blocks/villages, demography including farmers (small, marginal and large), livestock population, weather data, distribution of land, area under major crops, production and productivity trends of crops, livestock, fisheries and allied sectors, home-scale enterprises and socio economic profile. Besides, details of inputs, marketing, processing, extension service providers etc., may also be maintained in the database.
- KVK should work in a cluster approach wherein 4-5 villages covering farm families dominated by small and marginal farmers selected preferably from different agro-ecosystems and continue work in the selected cluster(s) for 3 years with phased out strategy to implement similar activities across the district by moving to new cluster of villages for another 3 year cycle.
- Base-line data of the cluster villages need to be collected through PRA and other participatory methods and it should specifically reflect on problems related to agriculture and allied sectors. The progress thus, made be documented every year and be compared with the base-line data for assessing the impact of KVK interventions.

(b) Need assessment and prioritization

- Address district-specific needs in agriculture, horticulture, fisheries, livestock, poultry and agro-forestry by identifying and prioritizing problems.
- Extent, severity, importance and frequency of the problems in the existing farming conditions should be considered as main criteria for identification and prioritization.
- Identify primary and secondary factors/biotic and abiotic causes of each prioritized problem and plan for appropriate interventions.
- Each Scientist in KVK should address at least one most relevant issue of the area.

(c) Technological interventions

- Prepare work plan for cluster of villages with well-defined output/deliverables. The yearly action plan should aim at tackling each prioritized problem through selecting suitable technologies, on-farm tests, frontline demonstrations, capacity development, frontline extension programmes, supply of technology related inputs etc.
- Identify, document and validate important farmer led innovations.
- Conduct need-based capacity development related activities through specific technology modules and methods/techniques and bring out training manuals in local language.
- Create technology agents through vocational programmes so as to serve as service providers to farmers at the grass-root level.
- Emphasize on activities related to value-chain concept –from producer to consumer.

- Organize skill and entrepreneurship training to rural youth/farm women/progressive farmers for higher production of technological products.

(d) On-farm activities at instructional farm

- Develop quality mother orchard of major fruit crops in the district.
- Establish permanent technology demonstration units, Integrated Farming System (IFS) units and technology cafeteria.
- Produce technological inputs and products like seeds, planting materials, livestock, fingerlings, bio-products etc., using Revolving Fund in order to ensure their availability to farmers and other stakeholders.

(e) Outreach activities

- Plan and execute appropriate off-campus programmes on capacity development.
- Design and implement innovative extension strategies for individual, group and mass awareness about technology related to prioritized problems.
- Use ICT tools and techniques like e-extension, web-based technology content including modules and capsules, e-farmers, v-KVK and KVK-net for reaching the unreached for knowledge empowerment and technology dissemination.
- Aim for specific targeted programmes like soil, water and plant testing and issuance of soil health cards to farmers in cluster villages.
- Encourage participatory approach for production of seeds and planting materials by farmers at the village level.
- Document significant achievements in the form of case studies/success stories as per the merits of the technology. At least one success story/case study per year be brought out and submitted to the ZPD.

(f) Budget estimates

- Prepare annual budget estimates on realistic basis and submit timely to ICAR through host organization.
- Prepare plan budget estimates and submit timely to ICAR through host organization.

4.2 KVK establishment and infrastructure

4.2.1 Sanctioning/establishment of new KVK

(a) Pre-sanction

- Information on new KVK to be established in the district should be given wider publicity by the respective ZPD.
- Land requirement of 20 ha must be ensured first and the proposed location be as far as possible in the centre of the district. It should be easily accessible, contiguous, nearer to amenities such as educational institutions, medical, transport and communication. There should also be an access to electricity and irrigation. Ownership of land should be in the name of the applicant organization and free from all encumbrances, litigation and attachments.
- SAUs/CAU/DU/State Departments/PSU/ICAR Institutes/OEI/NGOs working in the field of agriculture are eligible to submit the proposals for KVK in the rural district.
- Proposal should be accompanied by a non-refundable application fee of ₹ 25000 (Rupees twenty five thousand only) in the form of a demand draft drawn in favour of concerned Zonal Project Director.
- Application submitted by Government Institutions viz. SAUs/CAU/DU/State Departments/PSU/ICAR Institutes/OEI should be accompanied by the following documents:
 - (i) *Executive order from the competent authority for allocation of land wherein the organizational ownership and possession of the proposed land duly supported by site map, 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.*
- In the case of NGO, the organization should have minimum of five years standing and relevant experience of working in the field of agriculture/rural development/natural resource management/livestock with proven track record. Application submitted by NGO should be accompanied by the following documents:
 - (i) *Certificate from the District Revenue Authority showing that the proposed land is owned or held from the Government in the name of the organization and the organization should have clear ownership/marketable title to the land/property concerned.*
 - (ii) *Land records including registered conveyance/sale deed 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 Audit Utilization Certificates (AUCs),*

- (vi) Latest Annual 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 sectors.

(b) Process of sanction

- Applications should be scrutinized by concerned ZPD, as per the criteria for establishment of KVK, for further consideration by the Site Selection Committee.
- A Site Selection Committee constituted by the ICAR must visit and recommend both the site and organization for the establishment of KVK.
- Once considered for sanctioning of KVK, the MoU has to be executed by concerned Government Organization (SAUs/State Departments), whereas in case of NGOs an Indemnity Bond, duly executed by the President/Chairperson, Secretary of the NGO, surety and two witnesses, must be submitted along with Agreement.
- In the case of NGO, the land at the selected site has to be mortgaged in favour of ICAR first before sanctioning of KVK and the cost involved for registration of mortgage deed be shared equally between the concerned NGO and ICAR.

(c) Post sanction

- After fulfillment of all essential formalities and submission of necessary documents, official order conveying sanction of the competent authority regarding establishment of new KVK be issued.
- Along with the sanction order, the staffing pattern, AUC format, initial budget allocation, terms and conditions for grants, a copy of MoU/Agreement, duly executed, be also conveyed.
- The concerned ZPD should give wider publicity to the new KVK sanctioned in the district.

Further the Committee recommends that the sectoral designation of KVKs viz., *Pashu Vigyan Kendra, Mathsyas Vigyan Kendra, etc* should not be allowed as KVKs have to work on an Integrated Farming System mode and farmers as well as other stakeholders have to be provided technology backstopping rather in a holistic manner.

4.2.2 Additional KVKs in the district

In XI Plan, one additional KVK in 50 selected large districts was approved to have effective dissemination of new technologies. The committee recommends that this new initiative should be very selective with full justification and due consideration of the following criteria for the establishment of additional KVK in selected districts.

- (i) Large rural population
- (ii) Bigger geographical area
- (iii) Higher net sown area

- (iv) More tribal/SC/ST population
- (v) Relative backwardness
- (vi) Mountainous (5000 ft above MSL) and difficult/border areas

4.2.3 Closure of KVK

KVK shall be responsible for doing mandated work and thereby significantly contribute towards agricultural production in the district/operational area. In the event of an unsatisfactory progress of work of the KVK as assessed by the ICAR from time to time, the committee recommends the following:

- In the event of unsatisfactory progress of work of any KVK, as assessed by the ICAR from time-to-time, the ICAR shall reserve its right to terminate/close such KVK under any host organization by giving six months advance notice for the same. In that event, ICAR shall not have any liability whatever, and the immovable as well as movable properties constructed/acquired with the the assistance of ICAR shall remain the property of ICAR.
- In the event of the termination/closure of the KVK for whatsoever reasons,
 - the immovable properties acquired/constructed with the assistance of ICAR shall remain the property of the ICAR. The host organization shall be obliged to handover all these immovable properties to ICAR and ICAR shall be at liberty to deal with the property in any manner. However, in case the host organization is unable to hand over such property due to whatsoever reasons, ICAR shall be entitled to such fair and reasonable compensation as per the valuation done by CPWD or any other agency nominated/selected by the ICAR.
 - the host organization is obliged to hand over all the movable property purchased/acquired with the assistance of ICAR, like vehicles/equipments/implements/farm machinery etc. as they are the property of ICAR.

4.2.4 Provision of infrastructural facilities

As ICAR is providing financial support for creation of basic infrastructure facilities for establishing the KVK based on the proposals of the host institutions, the Committee recommends the following:

(a) Immovable infrastructure

- KVK should have the provision for basic infrastructure/assets like: administrative building (750 sq.m), trainees' hostel (305 sq.m), staff quarters (550 sq.m: 8 nos.) and demonstration units (320 sq.m. 6 nos.) 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/implements shed, storage godown and external electrification, to be taken up in phased manner as per requirement/priority need.
- All KVKs to have soil, water and plant testing laboratories.

- Establishment of tissue culture laboratory in those KVKs where there is specific demand for tissue cultured planting material (ex. banana).
- Support for setting up of mini seed processing units/post-harvest and value-addition laboratory in selected KVKs.

(b) Movable infrastructure

- KVK should have provision for minimum furniture and fixtures in the administrative building, trainees' hostel and demonstration units, as per specific norms of the Council.
- KVK should have state-of-the-art communication facilities, library, laboratory equipments, office equipments, farm implements, machineries and tools, and small weather station for carrying out efficiently day-to-day activities.
- KVK should have a provision for minimum required vehicles (one four wheeler and 2 two wheelers) for effective functioning, including field visits to the farmers' fields.

(c) Utilization of infrastructure

- Infrastructural facilities created at KVK should be put to use for the purpose it has been created. Logbook and asset register be maintained for each of the movable and immovable property at the KVK.
- The revenue generated by the KVK should be allowed to be utilized for the development of KVK facilities, and it be properly accounted for.

4.3 Co-ordination, implementation and monitoring

4.3.1 Guidelines for co-ordination and monitoring

National level: The Deputy Director General (Agricultural Extension) is the head functioning at the head quarter for all extension related activities at national level. He has overall responsibility for co-ordination, monitoring and implementation of activities by KVKs in different zones. In order to exercise this role, Deputy Director General (Agricultural Extension) is assisted by Assistant Directors-General, Principal Scientists, Deputy Secretary (Agricultural Extension) and Zonal Project Directorates.

(a) Technical

- Technical activities envisaged in the EFC document with specific annual targets should form the basis for regular monitoring and review.
- The monthly reports submitted by ZPDs need to be reviewed for tracking the progress in mandated activities and to suggest measures for improvement.
- Agricultural Extension Division of ICAR must organize quarterly review meetings with all Zonal Project Directors for effective review and monitoring of KVK activities.
- Conduct annual review with Zonal Project Directors and compile information on progress vis-à-vis targets set so as to use it for the preparation of Annual Report of DARE.
- Organize National Conference of KVKs every year with the main aim of having an interface between KVKs and the policy makers, administrators, technocrats, farm innovators and other stakeholders. The Conference needs to be planned three years in advance by specifying the specific theme, location, national and local organizing committees so as to ensure successful organization each year. The Conference should focus on:
 - *specific theme for each year keeping in view the changing scenario of agriculture and allied sectors,*
 - *theme-specific events to share ideas, knowledge and experiences of KVKs and innovative farmers across the country,*
 - *showcasing the latest technologies through exhibition and live demonstrations for cross-institutional learning,*
 - *recognition of best performing KVKs through national/zonal level awards, in order to motivate other KVKs to perform better,*
 - *identification of farmer led innovation for out scaling and large-scale impact, and*
 - *documentation of the proceedings and identification of implementable action points for improving the efficiency and effectiveness of KVK system.*
- In future, instead of Zonal QRTs only one QRT be constituted to review the progress and assess the relevance of ongoing mandated activities keeping in view the farmers' needs. The review should cover at least 5 representative KVKs from each Zone with the following broad ToR.

- *Assess the performance of KVKs with reference to mandated activities like on- farm testing, frontline demonstrations and capacity development.*
- *Evaluate the innovative extension methodology developed and the procedures adopted by the KVKs to prioritize, monitor and assess the impact.*
- *Assess the existing provisions for manpower and infrastructure in KVKs and ZPDs and suggest measures for organizational and administrative changes for strengthening the efficiency of KVK system.*
- Review inter-divisional coordination and convergence at the ICAR headquarters for effective technological backstopping and implementation of national level thematic programmes by the KVK network.
- Suggest improvements for inter-departmental and inter-ministerial coordination and convergence at the national level.
- Examine the international exchange programmes for the benefit of KVK system.
- Ensure creation and maintenance of a national level database of all KVKs and their activities along with documentation of achievements, best practices, farmer-led innovations and innovative extension approaches for meeting the information needs of policy makers, administrators, scientists and other stakeholders.

(b) Administrative

- Periodical review of manpower and infrastructure related issues and provide required administrative support and guidance including policy issues to ZPDs.
- Periodical review of MoU/Agreement signed with different host organizations as per the changing policies of ICAR.
- Provide needed administrative support for implementing specific recommendations of Institute Management Committees (IMCs), Research Advisory Councils (RACs), National Conference and QRT.
- External third party evaluation of KVK system be undertaken once in each Plan.

(c) Financial

- Planning, implementation and monitoring of Plan and annual budget with required inputs from ZPDs.
- Arrange for timely release of funds (Budget Estimate -BE and Revised Estimate-RE) and monitor their proper utilization through quarterly expenditure statements.
- Half-yearly review of expenditure with the Assistant Finance and Accounts Officers of the ZPDs for preparation of BE and RE.
- Annual meeting of the Comptrollers of SAUs and Senior Finance Officers of ICAR Institutes for reviewing the UC/AUC and to plan for the actual requirement of funds.

Zonal level: The ZPD will have the responsibility for co-ordination, monitoring and implementation of activities by KVKs in the zone. ZPD should prepare blue print for extension related activities at zonal level.

(a) Technical coordination and monitoring

- Initiate, plan, coordinate and execute extension research to support and improve the technology application and dissemination.
- Analyse and prepare state specific database on the agricultural situation with focus on thrust areas and related issues.
- Prepare and monitor a need-based capacity development plan for the staff of each KVK.
- Guide on development of Annual Action Plan by each KVK keeping in view the district-specific needs and thrust areas, national and state policies, and emerging issues in agriculture and allied sectors.
- Use coordination linkage mechanism for technology generation and delivery system involving all stakeholders. (Eg: consortium, convergence, public-private partnership and farmer-led innovation and market-led extension).
- Ensure execution of Annual Action plan through effective technical backstopping and field level monitoring by the Director of Extension of SAUs/CAU as well as Scientists of the ZPD.
- Organize Annual Zonal Workshop for reviewing the progress report of each KVK in the Zone and suggest specific measures for improvement.
- Monitor the timely conduct of Scientific Advisory Committee (SAC) meetings and implementation of their recommendations.
- A Zonal Level Monitoring Committee consisting of Eminent Scientist as Chairman be constituted every three years. The committee will consist of one Scientist from ZPD and one Chief Scientist-cum-Head of awarded KVK, (national/zonal award). The Committee should visit 10% of KVKs in the zone annually during the cropping season to review the progress and give its specific recommendations for improvement.
- Ensure documentation of case studies, success stories and impact assessment of KVK activities.

(b) Administrative and financial

- Monitor timely filling up of all sanctioned positions by the host organizations and ensure that the selected staff work for a minimum period of five years.
- Monitor creation, utilization and maintenance of infrastructure facilities, so provided.
- Periodical verification of land records, asset registers and other records.
- Prepare Plan Budget and accordingly Annual BE and RE at Zonal Level, get approval from the competent authority and release the fund only after obtaining necessary UC/AUC, to respective KVKs through concerned host organization.

- Monitor proper utilization of funds, get periodical expenditure statements, examine the statements for errors, if any and take appropriate corrective measures as well as report to ICAR in the prescribed format.
- Accounts of NGO-KVKs should be permitted to be audited by Chartered Accountants who are empanelled with CAG/State Government concerned.
- Ensure timely release of fund to KVKs by the host organizations.

State level: The responsibility of coordination and monitoring at state level will be with Directors of Extension of Agricultural Universities concerned, whereas Zonal Project Director will provide effective oversight function and advisory role in performing their responsibilities.

- State Action Plan Workshop should be conducted once in a year by the Director of Extension Education, for formulating technical programme of KVKs for effective convergence, implementation and monitoring of the scheme.
- Overseeing of KVKs is the major responsibility of Director of Extension Education of concerned Agricultural Universities in their respective jurisdiction. The specific responsibilities of Directors of Extension Education are defined below:
 - *Technological backstopping and knowledge empowerment of staff at KVKs within the jurisdiction of University concerned, irrespective of the host Institution i.e. ICAR/NGO/SAU others.*
 - *Monitor regular conduct of SAC meetings and implementation of its recommendations by the KVKs*
 - *Conducting periodical visits by self and concerned experts to KVKs to give required guidance and advice.*
 - *Plan and implement need based capacity development programmes for KVK staff, extension personnel and farmers.*
 - *Facilitate preparation of annual action plan, periodically review the progress of KVKs and ensure continuous flow of feedback to research system and reporting to ICAR.*
 - *Ensure establishment of infrastructure, its proper utilization and maintenance at KVKs.*
 - *Monitor instructional farms of the KVKs for the demonstration of latest technologies including farm implements and value addition and production of technological products viz. seeds, planting material, livestock, fingerlings and bio-products.*
 - *Ensure execution of Annual Action Plan through effective technical backstopping and field level monitoring.*
 - *Impact evaluation and assessment study at field level to be conducted on new technologies at state level.*

District level: At district level the grantee/host institution should exercise the overall supervision on effective functioning of KVK. However, the Chief Scientist-cum-Head will be over all in charge of coordination and monitoring. The oversight function and advisory will be provided by the concerned Director of Extension Education.

- The Scientific Advisory Committee (SAC) reviews and provides necessary guidance to the KVK. The KVK should conduct one SAC meeting in a year. ZPDs should prepare calendar of SAC meetings of the Zone every year and circulate to all concerned with a copy to AED of ICAR. The suggested constitution of SAC and procedural guidelines for its effective functioning are presented in **Annexure V**.
- For the purpose of monitoring, KVKs should adhere to the following reporting system:
 - *Annual Action plan in the specified format by February for the forthcoming financial year.*
 - *Monthly progress report on or before 5th of every month online, quarterly progress report in a stipulated time frame and annual report on or before 30th April of every year in the prescribed formats.*
 - *UC by the end of April and AUC by the end of August every year.*
- KVKs have to prepare the following documents and submit its copy to Director of Extension Education and Zonal Project Director by adopting standard procedures and scientific approach
 - *Updated district profile, every year.*
 - *Strategic plan for KVK activities, once in five years.*
 - *Farmer's innovations with scientific rationale, publication(s) on the outcome and impact of technology assessment and demonstration, once in two years.*
 - *Publish quarterly newsletter, research articles, popular articles and extension leaflets/folders, success stories and best practices of farmers.*

4.3.2 Performance indicators for evaluation

The Committee is of the view that the performance of the KVKs to be reviewed periodically through reports and personal visits. Keeping in view of the various activities of KVK, specific performance indicators are needed. The Committee has examined this aspect and suggested the indicators covering technical (75%) and administrative and financial (25%) for rating the performance of each KVK (Table 1). The Committee is of the view that the same to be revisited for further refinement from time-to-time.

Grading of KVKs: Using the performance indicators and scoring techniques, KVKs can be graded as detailed in Table 2.

Table 1: List of performance indicators for each KVK along with assigned score

Sl. No.	Performance indicators	Maximum score
Technical		
1.	Field survey	3
2.	Technology assessment	7
3.	Frontline demonstrations	8
4.	Capacity development of farmers/rural youth/extension personnel	7
5.	Extension activity	5
6.	Feedback and the follow up	3
7.	Production and supply of technological inputs	4
8.	Soil and water testing	2
9.	Instructional farm and other facilities	6
10.	Demonstration units	3
11.	Awards/Recognition (district/state/national)	4
12.	Special programmes	2
13.	Convergence with other stakeholders	4
14.	SAC meeting	3
15.	Capacity development of KVK staff	2
16.	Database management and Use of ICT	4
17.	Documentation (success story/case study etc.), publications and reporting	4
18.	Impact analysis	4
	Sub total	75
Administrative		
19.	Staff in position	4
20.	Utilization of infrastructural facilities	5
21.	Support from host organization	3
	Sub total	12
Financial		
22.	Fund utilization	4
23.	Revolving Fund status revenue generated	5
24.	Financial reporting, timely submission of SE/UC/AUC	4
	Sub total	13
	Grand total	100

Table 2: Grading of KVK using performance indicators

Aggregate score	Grade	Remarks
More than 75	Very good	KVK getting very good grading can be given an incentive through additional contingency support ranging from ₹ 3 lakh to ₹ 5 lakh so as to further strengthen their activities.
From 50 to 75	Good	KVK getting good grading can be encouraged through further guidance to improve their performance.
Less than 50	Average	If a KVK gets average grading consecutively for two years, an Advisory Team be set up by Zonal Project Director to find out the major constraints and suggest appropriate measures for improving the performance.

4.3.3 Modalities for technological backstopping

The concerned host institutions have to ensure technical backstopping through Directors of Extension Education of SAUs, CAU and Directors of ICAR institutes. They may also seek the support of Zonal Project Directors in ensuring proper technological backstopping even if it is required from other institutions/organization.

- Periodical visits of technical experts from the University/ICAR Institute to KVKs irrespective of the host organizations essentially should be organized for providing guidance and advice at different stages of technological interventions.
- Capacity development activities should be organized in identified areas for KVK staff at the Universities, ICAR Institutes and other specialized organizations.
- Facilitating KVKs to get latest technologies from NARS for production of technological inputs as well as carrying out interventions for the benefit of farmers.
- Publication and updating of district-specific technology inventory.
- Ensure the participation of Chief Scientist-cum-Heads of all the KVKs in ZAREC as members.
- Facilitate KVKs in having interface and convergence with different stakeholders in the district.

4.4 Convergence and linkage

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 in harmony and partnership with many organizations for achieving its goals and objectives, which necessitate functional linkage with all development agencies/organizations and other stakeholders, especially the farmers.

4.4.1 Coordination between KVK and ATMA

Realizing the importance of joint functioning of KVK and ATMA, the DAC and DARE have jointly issued a circular on 27.01.2011 to all concerned organizations. As the coordination and convergence is an important issue for strengthening agricultural extension system in the country, the Committee had detailed deliberations with the senior officials of DAC, Planning Commission, some senior Vice Chancellors of SAUs, few state officers and senior experts, besides Director General, Deputy Director General (Agricultural Extension), ICAR and other functionaries. The minutes of the meeting held on 14-15 December, 2011 are provided in the CD attached with this report. There was general consensus that the existing mechanism of coordination between KVK and ATMA must be revisited to ensure better complementarities and improved efficiency. Also, linkage with other programmes funded by the Central Government (RKVY, MGNREGA, NFSMS, NHM, ISOPAM etc) and the State Governments will help in ensuring greater impact on the livelihood of smallholder farmers. Committee was of the view to have more innovative ways devised to have yet better and more effective linkages. In this context, first priority should be to revisit the guidelines on coordination and convergence between KVK and ATMA and to delineate specific responsibilities on either side both for effective output and avoidance of duplication, if any. In this regard, it would be appropriate if the following suggestions of the Committee are taken into consideration.

- In a true partnership mode, the KVK should function as a frontline extension system, whereas, ATMA to act as a field extension agency for large scale technology dissemination/adoption. As suggested in this report that while KVKs would work in a “cluster mode”, the district level ATMA functionaries could take lead in out scaling of successful technologies/innovations through large-scale demonstrations and further verification/validation.
- While KVK would have major responsibilities for technology verification and its upscaling, ATMA could play an important role for large scale dissemination through involvement of mass media (ICT, Radio, TV etc), farmers’ organizations, NGOs and private sector. It could also be the major player for public awareness and large scale supply of technology linked inputs. On the contrary, KVK should assume specific role of ATIC through production of seeds, planting materials, livestock materials, fingerlings value-added products, publications, prototypes of small implements, etc.
- The Project Director, ATMA and his team should plan periodical joint visits to the cluster villages of KVKs for gaining first-hand knowledge on new technologies being demonstrated so that activities could be initiated under ATMA for large-scale disseminations. Apart from cluster villages, the problems or issues noticed by Project Director, ATMA and his staff in other villages could be brought to the notice of KVK staff to ensure necessary follow-up.

- There should be an effective coordination mechanism between Chief Scientist-cum-Head of KVK and Project Director of ATMA through a joint coordination committee, which must meet more frequently. Also the Project Director of ATMA should participate regularly in the SAC meetings of KVKs.
- At the district level, ATMA and KVK should have joint meetings on the pattern of central level pre-kharif and pre-rabi workshops in which all other stakeholders be also invited.
- ATMA functionaries should support and actively participate in “Technology Week” being organized by KVKs that comprises of live demonstrations, exhibitions, ensuring availability of quality seeds/planting materials/livestock materials, and organization of agricultural seminars.
- Necessary funding support for activities such as technology assessment, frontline demonstrations, and capacity development of state extension functionaries (block/district level field officials) and farmers be made available to concerned KVKs by Project Director, ATMA.
- While SAUs/CAU/ICAR Institutes/NGOs hosting KVKs would have major responsibility for effective functioning of KVKs in the State, the concerned departments of agriculture/horticulture/animal husbandry/fisheries assume greater ownership role so as to have multiplying effect of both sides, i.e. research and development departments.

4.4.2 Convergence/linkage among KVKs and other Government schemes

For effective coordination and convergence, there is need to draw a silver line for defined responsibilities so that there is obvious clarity in functions and roles. The Committee is of the view that the convergence has to be in terms of sharing of knowledge, resources and experiences and recommends the following guidelines.

- KVK should identify and initiate action on the priority areas indicated in the Comprehensive District Agriculture Plan (CDAP).
- KVK must harness available ICT programmes of development departments and Ministries (eg. SMS Portal, Common Service Centres, Video-Conferencing facilities of NIC etc.) through effective networking.
- Greater involvement of Animal Husbandry and Fisheries Department would help KVKs in pursuing IFS approach.
- Scientists-extension functionaries-farmers interface should be frequently be organized by KVKs to reaffirm the utility of results under local conditions so as to out scale technologies.
- The field-functionaries of NGOs working in agriculture and allied sector have to be treated as important partners especially for their capacity building efforts for technology transfer.
- To build capacities of rural youth as technology agents, through vocational training programme, it will be essential to link them to bankable projects. Hence, for effective services to farmers on custom hiring basis/out sourcing, linkages with credit extending organizations will be highly essential.

In order to coordinate and monitor effectively the above suggested areas of convergence, the Committee is of the view that ICAR should set up with approval of its President (Minister of

Agriculture) Joint-Coordination Committee at the National level and also ensure establishment of similar Joint-Coordinations at State and District levels as specified in ***Annexure-VI***.

4.5 Administrative guidelines

4.5.1 Personnel policies

Strengthening of KVK with qualified manpower is essential as they are functioning for knowledge sharing and technology application in agriculture and allied sectors. Since KVKs are hosted by different organizations having varied recruitment and promotion policies, the Committee recommended the following:

(a) Manpower

With respect to disciplines, the following pattern is recommended as per the need of the district. Out of 10 Scientists, 8 posts should be in the core disciplines namely,

- (i) Agricultural Extension
- (ii) Agronomy/Soil Science
- (iii) Plant Protection (Entomology/Plant Pathology)
- (iv) Plant Breeding/Seed Technology (To strengthen the participatory seed production and maintenance breeding in the farmers' fields as well as at instructional farm of KVK, the discipline of Plant Breeding/Seed Technology is required at KVK.)
- (v) Animal Science/Fisheries
- (vi) Horticulture
- (vii) Home Science
- (viii) Agriculture Engineering (Post Harvest Technology/Value addition)

The other two posts could be out of other disciplines such as:

- (i) Animal Science/Fisheries/Agroforestry/Plant Pathology
- (ii) Agri-Business Management/Agricultural Economics

(b) Recruitment of staff

- Since KVKs are 100% funded by the ICAR, the host organizations shall get an undertaking from the respective State Governments that there shall be no restriction/ban for recruiting all the sanctioned KVK posts.
- In case of KVKs under SAUs/CAU/ICAR Institutes/State Governments, the recruitment of KVK staff is to be done as per the recruitment/selection procedures followed/existed in their respective host organisations. However, one member of the Recruitment/Selection Committee should be from the respective ZPD.
- In the case of KVKs functioning under the NGO, the NGO should advertise the posts in Employment News and a leading local newspaper, and details are to be posted on websites of host organization and KVK. Invariably, advertisements should appear 6 months in advance of the retirement date so that the new incumbent will be in position on the day the post falls

vacant. Further, applications received are to be screened by a Committee, including one representative drawn from a nearby Agricultural University. The academic qualifications and experience for the posts should not be less than what is prescribed by ICAR. The promotional policy including the pay and eligibility criteria should be as applicable to similar posts in ICAR.

- The Recruitment/Selection Committee for the recruitment of Chief Scientist-cum-Head for KVKs under NGOs shall be constituted by the concerned NGO. The Committee shall comprise of Head of the host organization as Chairperson; Zonal Project Director, Director of nearby ICAR institute, one Expert in the rank of Professor and above from technology backstopping Agricultural University to be nominated by the Vice-Chancellor; and one eminent agricultural expert to be nominated by Deputy Director General (Agricultural Extension) as Members.
- The Recruitment/Selection Committee for the recruitment of Staff other than Chief Scientist-cum-Head for KVKs under NGOs, shall be constituted by the concerned NGO. The Committee shall comprise of, the Head of the Organization as Chairperson; Zonal Project Director or his nominee, Representative of ICAR to be nominated by Director of nearby ICAR institute (should be Group A level officer and at least one level above the level in which the recruitment is to be made), and Two Experts in the relevant field to be nominated by the Vice-Chancellor of nearby Agricultural University (should be Group A level Officer; if not available, then an Officer at least one level above the post in which the recruitment is to be made), as Members.
- No Member (including the Chairperson) should sit in the Selection Committee for the recruitment of KVK staff, if any of his/her relative appears for the interview. In such cases, the senior-most officer of the host organization should act as the Chairperson of the Selection Committee. Same rule will also be applicable for other members of the selection Committees. The Chairperson and all the members should compulsorily require in conducting and recording the proceedings of selection.
- Host organizations shall strictly adopt the pay structure sanctioned by ICAR for KVK staff without any change.
- Contractual services should be provided for assisting Scientists. KVKs should be allowed to hire retired personnel on contract basis against vacant posts for a period of maximum of six months or till the recruitment is made whichever is earlier with minimum in the pay band + Grade Pay of respective vacant post.

(c) Career advancement

- The staff of AU-KVKs will get the promotional benefits as per the Rules of respective Agricultural Universities, subject to the condition that the upper ceiling of such promotional policy including the pay and eligibility criteria will be that applicable to similar posts in ICAR.
- If any NGO running a KVK does not have any duly approved promotion policy, Modified Assured Career Progression Scheme (MACPS) as implemented in ICAR and amended by ICAR and Government of India from time-to-time, could be adopted. In such cases, Zonal Project Director or his nominee has to be one of the Members in the DPC without whom the quorum will not be deemed as complete.

- For posts that come under the definition of isolated posts in KVKs (other than ICAR and NGO-KVKs), will also get MACPS as amended by ICAR/Government from time to time.
- Since posts in KVKs are sanctioned in a particular Pay Band and Grade Pay, the post is required to be upgraded in case it is desired to continue the promoted Scientist in the KVK. In case such a Policy and MACPS referred to above is adopted, vacancies in the event of transfer/retirement/death/resignation of the KVK personnel, carrying whatever personal Grade Pay or Post, acquired through promotion or through MACPS, shall be filled up only in the initial Grade approved under KVK scheme.
- The scorecard in respect of Scientist as provided in KVK Management Guidelines should be followed in implementing CAS/MACPS, whichever is applicable to the host organization. Further, there should be a separate score card for assessing the performance of scientific staff in KVK for career advancement similar to the ASRB.

(d) Allowances and policies

- Payment of retirement benefits in the form of gratuity and Contributory Provident Fund (CPF) should be admissible.
- Leave encashment and medical allowance to KVK staff need to be given as per provisions of the host organization as these are covered under the Head, 'Pay and Allowances'.
- The superannuation age of KVK staff shall be as per the rules of the host organization.
- 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 the 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 of 1972, subject to the condition that while granting study leave the criteria like only one scientist to be considered at a time, minimum of 5 years of service in KVK, and 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 from the scientist.
- The KVK staff under NGOs should be treated on par with the ICAR/SAUs staff especially in respect of age limit, experience and other service requirements in order to overcome the existing restrictions in their lateral movement. This would help in strengthening and attracting talent to NGO KVKs, and provide equal opportunity to those working in NGO KVKs for career advancement.
- Since the main functional duties of the staff of KVKs and staff of ZPDs are at field level, reimbursement of ₹ 500 and ₹ 250 per month for mobile bill may be provided to the Chief Scientist-cum-Head and other Scientists respectively, irrespective of host organizations, and ₹ 500 to the Scientists at ZPDs.
- KVK staff should not be transferred for a period of five years and concurrence of ICAR is to be obtained before making any transfers.

(e) Recognition

- The personnel working in KVKs should get proper recognition. Therefore, performance- linked support and incentives are to be provided to KVKs.
- Staff working in the remote KVKs should be encouraged through special incentives in the form of capacity development.

4.5.2 Procedures for purchase and construction

ICAR provides fund for the implementation of KVK scheme through the ZPDs. Funds are released to the KVKs through the respective host organizations based on the financial rules and procedure laid down by the Government of India (GoI) and ICAR from time to time in General Financial Rules (GFR 2005). The Committee recommends the following guidelines for financial procedures for effective implementation and utilization of KVK budget.

(a) Purchase procedure

- The KVKs run by ICAR and NGOs should follow GFR 2005 of GoI for purchase. KVKs run by Agricultural Universities and State Departments should follow the purchase policy and procedure as per their respective University/State Government rules and regulations.
- KVKs should maintain purchase files/ledgers properly in respect of each significant purchase, which should give full information regarding indents, administrative approval of the competent authority, quotations, comparative statement 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 number, date and amount.
- KVKs should maintain assets register and stock register for assets and consumables/non-consumables, respectively. KVKs should maintain separate logbook in respect of each machinery/equipment, including vehicles. Physical verification of assets and consumables as well as internal audit should be conducted by ICAR or ZPDs from time to time on a random basis. A certificate of verification of stores with its results should be recorded on the list, inventory or account, as the case may be. After the prescribed life period of any non-consumable store or asset gets over, the Committee constituted by the competent authority may in the interest of the KVK declare the store as obsolete. Such stores should be written off after following due procedure for disposal by auction.

(b) Execution of works

- KVK should strictly follow the procedure laid out by the ICAR for execution of works.
- Preparation of detailed design and estimates should precede any sanction for works.
- No work shall be undertaken before issue of administrative approval and expenditure sanction by the competent authority on the basis of estimates framed.

- Open tenders will be called for works costing ₹ 5 lakh and above, and limited tenders will be called for works costing less than ₹ 5 lakh.
- Execution of contract agreement or award of work should be done before commencement of the work.
- Final payment for work shall be made only on the basis of the certificate of the officer-in charge of work after the satisfactory execution of work, in the prescribed format.

(c) Vehicles management

- The vehicles have to be maintained properly. All vehicles/tractors records including logbooks should be maintained properly. The average mileage has to be calculated and a summary statement should be recorded at the end of each month. Competent authority should attest the monthly summary. New vehicle in replacement can be purchased only after obtaining approval from ICAR.
- In the case of replacement of vehicle, the procedure laid down by the ICAR should be followed. The proposal has to be submitted to the ICAR in the prescribed proforma through ZPD after satisfying the conditions stipulated in the DFPRs of 1978, along with vehicle inspection report from competent authority.

4.6 Financial management

4.6.1 Budget release and implementation

- In the case of KVKs under SAUs/CAU/DUs/State Governments, funds are released by the ICAR to the Head of the Finance and Accounts Wing of these organizations, who in turn should transfer the funds to the respective KVK's Account without any delay, under intimation to the ZPD. The fund should be invariably transferred through electronic mode.
- In the first week of September, each KVK should submit 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 to the ZPD. Similarly, the Directors of Extension Education shall furnish the BE/RE to the Zonal Project Director for overseeing the KVK activities.
- The interest earned under short-term deposits should be credited to the KVK's main account. Similarly, the amount realized on auction of condemned vehicles, equipment, furniture and other items including license fee and miscellaneous receipts should 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 Zonal Project Director.
- KVK should submit a monthly statement of expenditure by 3rd of every following month to the ZPD in the prescribed format.
- KVK should follow sub-heads and items of expenditure to be covered under two main heads viz., recurring and non-recurring.
- All host organizations should ensure that no expenditure is incurred in excess of the budgetary allocation on approved items under recurring and non-recurring heads.
- KVK should maintain the important records relating to financial transactions like KVK main account, revolving fund account, main cash book and subsidiary cash book. Every month a bank reconciliation statement should be prepared to reconcile the discrepancies between the balance as per bank statement and cashbook.

4.6.2 Operational contingency

The Committee had reviewed the budget allocation to each KVK and noticed that most of the present budget allocation (around 90%) goes to payment of salaries. But as per the guidelines of the central sector schemes, a minimum of 25% of the budget should be allocated for operational contingency. As KVK is a Plan Scheme as well as in view of the new activities suggested for KVKs, with enhanced manpower through a cluster approach, the Committee recommends that the operational contingency/expenses of KVK should be increased from the present level of 9% to 25% of the KVK budget allocation.

4.6.3 Audit Utilization Certificate

- As per rule 212 of GFR 2005, an AUC both in respect of the main account and revolving fund account for each KVK must be submitted by the host organization to the ZPD immediately after closure of the financial year. KVKs may refer Finance Ministry Website (www.finmin.nic.in) for further details.

- 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 UC. Such Government Organizations may get the propriety audit conducted through statutory auditors separately and furnish the AUC of the Grant-in-Aid as early as possible (GFR-2005).
- The NGOs hosting KVKs should submit the AUC at the beginning of financial year duly audited by the Chartered Accountant empanelled with CAG in respect of Grant-in-Aid released during the preceding year to enable release of funds from the ICAR to KVKs.

4.6.4 Revolving Fund

- Revolving Fund shall be utilized only as per the guidelines of ICAR. A separate Bank Account should be opened by the KVK for Revolving Fund. The running cost for maintenance of instructional farm and demonstration units will be met from this fund.
- The host organization shall ensure that revenue generated from the activities undertaken utilizing Revolving Fund is ploughed back to the fund and it should be utilized for creation of infrastructure as well as for various resource generating activities of the KVK.
- The principal amount given by ICAR has to be repaid @ 20% of the principal amount each year from the commencement of 6th year on which ICAR sanctioned the fund. If a KVK fails to repay the seed money and/or income generated through Revolving Fund, is taken by host organization, ICAR has to adjust this amount against the normal budget released to the KVK.
- KVKs have to play the role of ATIC at district level providing single window service to farmers. In order to have this functionality, the Committee recommends enhancing the Revolving Fund from ₹ 1 lakh to ₹ 5 lakh.

4.6.5 General

- Delegation of financial powers to Chief Scientist-cum-head of KVK should be given subject to budget provision irrespective of host organizations as detailed in **Annexure-VII**.
- Local Purchase Committee with 2-3 members may be constituted for KVK and delegated the powers for urgent purchases of store items to a maximum extent of ₹ 20000 at a time.
- Every officer incurring or authorizing expenditure from public funds should be guided by high standards of financial propriety. Hence, the principles like 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, nor exercise powers of sanctioning expenditure to pass an order, which will be directly or indirectly to 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. This should be strictly followed in all KVKs while incurring expenditure.
- KVKs 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.

4.7 Visibility of KVK system

4.7.1 Sense of belongingness

The Committee felt that the host organizations should have the pride of ownership and possessiveness of KVKs, as they are meant for helping the farming community, which will enhance the popularity and visibility of the host organization in the district. Therefore, the following recommendations are made to inculcate a sense of belongingness towards KVKs among the host organizations;

- Investment and effective involvement should come from the top leadership in host organization for implementation of activities of KVKs.
- 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 representative crops and enterprises.
- Promote interface in different blocks and villages of the district through KVKs to generate goodwill among the farming community at district level. Further, host organization should strengthen the communication strategy by involving innovative and progressive farmers to create public awareness for owning the KVK by different stakeholders in the district.

4.7.2 General points

- Those KVKs, which have excelled in their performance in certain disciplines could be considered as centres of excellence and supported suitably to undertake greater responsibility for human resource development at state, zonal and national level.
- Information regarding various schemes of Central and State Governments related to farmers' benefit/need are to be compiled and published at district level by all KVKs.
- Performance-linked support based on transparent criteria and guidelines need to be provided. For this purpose, 2% of the budget of AED should be set apart at the level of Deputy Director General (Agricultural Extension)). Half of this amount should be made available at Zonal Project Director level, to be given each year, as incentive for better performing KVKs for infrastructure development or programme implementation. The AED should develop the guidelines in this regard.
- Each KVK should disseminate knowledge, information and literature through effective and exhaustive mailing list of farmers, which should be up-dated periodically.
- Each KVK should bring more and more footprints of farmers and stakeholders through frequent visits by them to the KVK.
- The ownership for technology backstopping should not only by the Directors of Extension Education but also by all the scientists of SAUs/ICAR Institutes based on their expertise and provide technological backstopping through translational research for strengthening of latest technologies.

CHAPTER 5

Development of KVK Management Guidelines

The Committee had reviewed the present KVK system through a series of interaction-cum-discussion meetings with all stakeholders. In the previous chapters, the Committee had laid recommendations on various aspects of KVK system for making it effective and efficient.

The Committee thought it appropriate to have a separate document drafted for suggesting KVK Management Guidelines. Accordingly, Agricultural Extension Division under the leadership of Deputy Director General in consultation and input from all the Zonal Project Directors have tried to reorganize the KVK Management Guidelines into two parts using the major recommendations of the High Power Committee as detailed below:

Part - I:	Road Map for KVK System
Chapter-1	Prelude
Chapter-2	Genesis and Growth
Chapter-3	Vision, Mission and Mandate
Chapter-4	Design, Functional Structure and Strategies
Chapter-5	Operational Terminology
Part - II:	Implementation of KVK System
Chapter-6	Administrative Guidelines
Chapter-7	Financial Management
Chapter-8	Coordination, Implementation and Monitoring
Chapter-9	Convergence and Linkages
Chapter-10	Scientific and Technical
Chapter-11	Capacity Development

Appendices I-XXXI

The above draft document on KVK Management Guidelines in detail is enclosed along with this report as ***Annexure-VIII***.

The Committee recommends that after acceptance of the report by the competent authority, this document should be published as operational manual for use of KVK system and should be provided to all the administration and development departments in the district.

There should not be any deviation while implementing the mandate of KVKs, irrespective of the variable rules and regulations of the host organizations.

Since this is a dynamic process, this should be revisited every five years based on the changing scenario.

ANNEXURES

ANNEXURE-I

Schedule of Meetings organized by the High Power Committee

Meeting series	Date	Venue	Participants
1	16 August, 2011	Board Room, NASC, New Delhi	Members of the HPC, Deputy Director General (Agricultural Extension), Assistant Director General (Agricultural Extension), Zonal Project Directors, Scientists and Officers from the AED.
2	19 November, 2011	Board Room, NASC, New Delhi	Members of the HPC, Deputy Director General (Agricultural Extension), Assistant Director General (Agricultural Extension), Zonal Project Directors, Scientists and Officers from AED.
3	14 December, 2011 (F/N) Perception of stakeholders on KVK	Conference Hall, II floor, NASC, New Delhi	Members of the HPC, Deputy Director General (Agricultural Extension), Assistant Director General (Agricultural Extension), Zonal Project Directors, Scientists from ICAR, Vice-Chancellors and Directors of Extension from selected SAUs, Directors of selected ICAR Institutes, Chairpersons of NGOs, Officials from Corporate Sectors and Farmers.
4	14 December, 2011 (A/N) Improving efficiency of KVKs under NGOs	Conference Hall, II floor, NASC, New Delhi	Members of HPC, Deputy Director General (Agricultural Extension), Assistant Director General (Agricultural Extension), Zonal Project Directors, Scientists from ICAR, Chairpersons of selected NGOs.
5	15 December, 2011 (F/N) Meeting of Chairpersons of QRTs for strengthening KVK system	Conference Hall, II floor, NASC, New Delhi	Members of HPC, Deputy Director General (Agricultural Extension), Assistant Director General (Agricultural Extension), Zonal Project Directors, Scientists from ICAR and Chairpersons of QRTs.
6	15 December, 2011 (A/N) Making KVKs more effective through convergence and coordination	Conference Hall, II floor, NASC, New Delhi	Dr. S. Ayyappan, Secretary, DARE & Director General, ICAR, Shri Rudra Gangadharan, Secretary, DAHD&AF, GoI, Shri V.Venkatachalam, Special Secretary DAC, GoI, Dr. V.V. Sadamate, Advisor (Agri) Planning Commission, GoI, Shri.T. Nandakumar, Former

(Contd...)

Meeting series	Date	Venue	Participants
			Secretary, DAC, GoI, Dr.S.A.Patil, Chairman, Working Group on Agricultural Research and Education, Planning Commission, GoI, Members of HPC, Officials from DAC, GoI, Deputy Ditector General (Agricultural Extension) & Assistant Director General (Agricultural Extension), Zonal Project Directors and Officials from ICAR, State Departments of Agriculture, Tamil Nadu & Haryana, and Vice-Chancellor, University of Agricultural Sciences, Dharwad
7	7 January, 2012 Sub-Committee meeting on monitoring and evaluation under the Chairmanship of Dr.A.G.Sawant	KVK Pune	Dr. A.G. Sawant, Member Dr. K.D. Kokate, Deputy Director General (Agricultural Extension) Dr. A.M. Narula, Zonal Project Director-Zone I Dr. N. Sudhakar, Zonal Project Director-Zone V Dr. V.P. Chahal, Principal Scientist Dr. P. Adhiguru, Senior Scientist
8	16 January, 2012	Conference Hall, CAZRI, Jodhpur	Members of HPC, Deputy Director General (Agricultural, Extension), Zonal Project Directors, Scientists and Officers from ZPD-Zone VI, Jodhpur.
9	17 May, 2012	Committee Room –II, NASC, New Delhi	Dr. R.S. Paroda, Chairman Dr. R.B. Singh, Member Dr.A.G. Sawant, Member Shri. Chaman Kumar, Member Dr. K.D. Kokate, Deputy Director General (Agricultural Extension), Dr. S. Prabhu Kumar, Member Secretary Dr. P. Adhiguru, Senior Scientist, Dr. Naresh Girdhar, Senior Scientist Dr. B.T. Rayudu, Senior Scientist Shri Hareesh Nair, Under Secretary
10	26 June, 2012 Sub-Committee meeting on administration, financial procedures, monitoring &	Committee Room-II, NASC, New Delhi	Shri Chaman Kumar, Member of HPC, Deputy Director General (Agricultural Extension) Financial Advisor (DARE), ICAR, Director (Finance) ICAR, Zonal Project Directors of Zone I, IV & VIII

(Contd...)

Meeting series	Date	Venue	Participants
			Director (Agricultural Extension), Chairpersons of KVKs in Manipur and Jharkhand, Directors of Extension, SKRAU, Rajasthan & IGKVV, Chhattisgarh, Director, ICAR Research Complex for NEH Region, Meghalaya, Comptroller, CCSHAU, Hisar, KVK Programme Coordinators of Ahmednagar, Puducherry, Namakkal, Ernakulam, Bilaspur, Principal Scientist (Agricultural Extension), Senior Scientists and Under Secretary from the Agricultural Extension, ICAR, F&AOs of Zones I, II, III, V, VI and VII.
11	27 June, 2012 Sub-Committee meeting on KVK Road-map under the Chairmanship of Dr. R.B. Singh	In the Chamber of President, NAAS, New Delhi	Dr. R.B. Singh, Member of HPC, Deputy Director General (Agricultural Extension), Zonal Project Directors, Principal Scientist and Senior Scientists.
12	8 July, 2012 Sub-Committee meeting on technical programme of KVK system, under the Chairmanship of Dr S.L. Mehta	Jaipur	Dr S.L. Mehta, Member of HPC, Deputy Director General (Agricultural Extension), Director of Extension, SKRAU, Rajasthan, Zonal Project Directors, Zones VIII & VI, Principal Scientist (Agricultural Extension) Zone VIII, Programme Coordinator of KVKs, Chomu, Jaipur, Rajasthan and Assistant, ZPD-VI, Jodhpur
13	23-24 July, 2012 Discussion meeting on draft guidelines on KVK management under the Chairmanship of Dr K.D. Kokate	Conference Hall, AED, New Delhi	Dr K.D. Kokate, Deputy Director General (Agricultural Extension), Zonal Project Directors, Scientists, administrative and financial officials from the ICAR, AED.
14	9-11 January, 2013 Discussion meeting on draft report of HPC' and 'draft guidelines on management of KVK system'	Board Room, NASC, New Delhi	Dr S.L.Mehta, Shri Chaman Kumar, Member of HPC, Dr.K.D.Kokate, Deputy Director General (Agricultural Extension), ICAR, Zonal Project Directors of Zone I and IV, Scientists & Officers from AED, ICAR

(Contd...)

(Concluded Annexure-I)

Meeting Series	Date	Venue	Participants
15	13-14 February, 2013 Discussion meeting on draft report of HPC and draft guidelines on management of KVK system	AED, ICAR, New Delhi	Dr. S.L. Mehta, Member, HPC, Dr. S. Prabhu Kumar, Member Secretary, HPC and Dr. B.T. Rayudu, Principal Scientist (Agricultural Extension), ZPD-Zone VIII
16	04 May, 2013 Finalization of HPC Report	Board Room, NASC, New Delhi	High Power Committee and Deputy Director General (Agricultural Extension)
17	14 May, 2013	ZPD-Zone VIII, Hebbal, Bengaluru	Dr. S.L. Mehta, Member, HPC Dr. S. Prabhu Kumar, Member Secretary, HPC Scientists of ZPD-Zone VIII
18	15-16 May, 2013	UHS, Bagalkot	Dr. S.L. Mehta, Member, HPC Dr. S. Prabhu Kumar, Member Secretary of HPC
19	21 May, 2013 Sub-Committee meeting of HPC	Board Room, NASC, New Delhi	Members of HPC, Deputy Director General, Agricultural Extension) and Member Secretary of HPC
20	13 July, 2013	Board Room, NASC, New Delhi	Dr. R.S. Paroda, Chairman, HPC Dr. S.L. Mehta, Member, HPC Dr. K.D. Kokate, Deputy Director General (Agricultural Extension) Dr. S. Prabhu Kumar, Member Secretary, HPC Dr. B.T Rayudu, Principal Scientist (Agricultural Extension), ZPD VIII, Bengaluru
21	7 November, 2013	Board Room, NASC, New Delhi	Dr. R.S. Paroda, Chairman, HPC Dr. K.D. Kokate, Deputy Director General (Agricultural Extension) Dr. S. Prabhu Kumar, Member Secretary, Dr. B.T Rayudu, Principal Scientist (Agricultural Extension), ZPD VIII, Bengaluru
22	19 November, 2013	Conference Hall, AED, ICAR, New Delhi	Dr. R.S.Paroda, Chairman, HPC Dr. K.D. Kokate, Deputy Director General (Agricultural Extension) Dr. S. Prabhu Kumar, Member Secretary, Dr. B.T Rayudu, Principal Scientist (Agricultural Extension), ZPD VIII, Bengaluru
23	19 December, 2013	Board Room, NASC, New Delhi	Chairman and Members of High Power Committee and Deputy Director General (Agricultural Extension) and Member Secretary of HPC

ANNEXURE-II**Synthesized recommendations of previous review committees****I High level Evaluation Committee under the Chairmanship of Late Dr. P. Bhattacharya (1980)**

The committee reviewed only 19 KVKs and one TTC. At this point many changes have already taken place. Therefore, there is no relevance of the recommendations. Moreover, the recommendations were made based on the visit to selected 5 KVKs.

II Joint FAO – ICAR Mission under the Chairmanship of Dr. M.L. Dewan (1986)

The mission reviewed 13 KVKs and two TTCs.

The recommendations were made and which could be considered for its relevance;

1. The KVKs should organize periodically one or two day ex-trainees sammelan, which should involve line departments, SAUs. These should take into consideration technological aspects, financial constraints, resource availability and input flow.
2. The IFS should be promoted and demonstrated in all KVKs.
3. KVKs should take up seed multiplication and planting material of recommended varieties.
4. Value addition of the fruits and vegetables should be taken up by KVKs for income generation.
5. ICAR Head Quarter and Zonal Coordinating Unit should be strengthened including establishment of a computer centre.

III ICAR review Committee under the Chairman ship of Dr. G.V.K. Rao (1988)

The recommendation was that the system of evaluation of extension scientists for selection, promotion and other awards should change. The published papers and other academic achievements may not be main criteria for assessment.

IV Committee regarding financial and administrative management, financial support and pattern of funding etc, under the Chairmanship of Dr. M.V. Rao (1995)

1. Training Organizer/Chief Training Organizer should be given administrative power equivalent to that of at least Head of the Department of SAU or ICAR Institute.
2. Drawing and Disbursing Officer powers should be delegated to the Training Organizers/Chief Training Organizers. Enough impressed money for carrying out day-to-day activities of the KVK be provided.
3. Training Organizers/Chief Training Organizers should be encouraged to attract funds from other agencies to meet such additional expenditure.
4. The ICAR may constitute a suitable monitoring social auditing mechanism to review critically the performance of each KVK after every five years.

5. Each KVK may be encouraged to submit project proposal to ICAR or other funding agencies for generating funds.
6. The Committee recommends that staffing pattern having a total of 18 persons in each KVK.
7. Each KVK should have an information Centre cum Museum for the benefit of visitors and trainees to gain knowledge and information about KVK and its activities.
8. Each KVK should have modern office equipments such as computer facilities well connected on the ARIS, NICNET etc.
9. The existing KVKs, which are non-performing on account of their location in inaccessible areas, the ICAR should consider either to close or shift such KVKs to locations where they can be more useful and functional.
10. The annual workshops should be regularly organized by Zonal Coordinators.

V Committee under the Chairmanship of Mr. S.S. Surjewala (1995)

1. The extension system in India needs integrated approach for transfer of technologies through single window system.
2. The frontline demonstrations need to be integrated in the KVK system.
3. Special off-campus training capsules need to be developed by ICAR institutes for up gradation of technical know-how of extension functionaries.
4. Priority to the women training for adoption of technology as their involvement in agriculture is essential.
5. Animal based programmes need to be addressed by strengthening animal science disciplines in KVKs.

VI Committee on Human Resource Development through KVKs and TTCs under the Chairmanship of Dr. S.C. Mudgal (1996)

The main common recommendation was that all staff recruited for KVKs must undergo orientation training before they undertake the programmes/activities of KVKs.

VII Committee on streamlining the functioning of the Krishi Vigyan Kendras in the country under the Chairmanship of Acharya Ramamurti (2001)

1. The non-functional KVKs on account of their location in inaccessible areas and the infrastructure not been built may be shifted to a better place.
2. The stipulation of 20 ha of land may be scaled down to 15 ha in hilly and difficult areas.
3. The Council does not provide retirement benefits to NGOs KVK staff. It may be considered to grant permission to such KVKs for re-employment of retired persons in NGO KVKs.
4. For staff posted in remote areas KVKs, the ICAR should consider grant of compensation.
5. Non-performing KVKs should be closed down.

6. Training Organizers should be given administrative power as equivalent to that of Head of Department of SAU or ICAR institute.
7. To keep abreast the staff of KVKs in latest agricultural technology, they should be sent to refresher courses regularly.
8. Each KVK should have a hot line telephone connection for answering the queries from farmers daily.
9. The KVKs should take initiative for seed multiplication, establishing quality mother plants etc.
10. News letter and other publications may be sent to all the Gram Panchayat for the linkages with KVK activities.
11. The KVK need to work as “think tank” for district planning for overall development of each district for Agriculture.

VIII Committee for Independent Evaluation and Impact Assessment under the Chairmanship of Mr. J.N.L. Srivastava (2005)

1. KVKs should continue to remain a part of the ICAR’s research and extension set up.
2. Training programmes of KVKs for youth must be entrepreneurship and skill oriented with practical orientation.
3. All KVKs should establish a demonstration unit on medicinal and aromatic crops in their respective areas.
4. Each KVK should select two or three clusters of villages and focus their activities in these clusters for three years.
5. KVKs should identify innovative farmers and make use of them as resource persons.
6. KVKs should organize study tours and exposure visits.
7. All KVKs should develop a model demonstration of IFS.
8. All KVKs should be equipped to link up to village knowledge Centers in a Hub and Spoke Model for providing information in Agriculture.
9. There must be a provision in the KVK budget for payment of TA and DA to trainees. The current ceiling on meals and refreshments should be raised.
10. Recruitment of staff in KVKs may be excluded from any ban/restriction imposed by the State and the staff posted in KVKs should not be subjected to frequent transfers.
11. The staff of NGO KVKs be given advantage of career advancement on par with their counter parts in SAU/CAU/ICAR KVKs.
12. All the KVKs should be provided with e-linkage facilities for effective use of ICT.

ANNEXURE-III**Main common recommendations of various Quinquennial Review Teams (QRTs)**

I QRTs on KVK (1993): Nine QRTs were constituted for 8 different Agro-Climatic Regions to review the performance of KVKs. Main recommendations are given below:

1. Almost all QRTs found that linkages of KVKs under NGOs with SAUs, ICAR are either missing or weak.
2. Holding of LMC (now SAC) meeting were crucial for development and proper functioning of the KVKs. It was recommended that Director of Extension Education of SAUs/CAU should act as Co-Chairman and hold meeting in the absence of VC as Chairman on scheduled dates.
3. The DG, ICAR may take up the issue of ban on recruitment of staff in SAUs with the States where the ICAR funded scheme posts are vacant due to ban on recruitment.
4. The selection committee constituted for recruitment should invariably have one representative from AED of ICAR preferably the Zonal Project Director as member for all the KVKs irrespective of category of Host Institutions (SAUs, ICAR and NGOs)
5. QRT recommends that in case of SAUs, despite administrative and financial sanctions and release of funds by ICAR in time, the Universities/Comptroller did not release the money to KVKs.
6. The financial power of Training Organizer/Chief Training Organizer in SAUs may be enhanced to avoid undue delay in the implementation of the programmes.
7. Impact of training and surveys should be got evaluated from an independent professional group for future improvements.
8. The Director of Extension Education of SAU should play an important role in the monitoring and supervision of the technical programmes of KVKs in the State irrespective of their sponsorship by SAU/ICAR/NGOs.

II QRT (2006): It was constituted under the Chairmanship of Mr. J.N.L. Srivastava, Former Secretary, DAC to review the performance of KVKs. Main recommendations are given below.

1. All KVKs should be functionally linked with multi-crop/multi-dimensional research institutions for technical back up support.
2. One more ZCU be established for NE Hilly region for effective monitoring and facilitation of KVK activities.
3. The ZCU, which are now functioning under Plan project, may be shifted to Non Plan.
4. The Programme Coordinator should be delegated with the financial power of that of Associated Director of Research of ZARS.

5. ICAR may provide grant to select KVKs to create facilities for post-harvest technology for demonstrating the advantages of minimal processing facilities.
6. All KVKs should be equipped with specialized Disease and Pest Diagnostic Laboratory facilities.
7. Special training programmes may be organized for project preparation and reporting systems.
8. Funds may be provided for purchase and install generator for uninterrupted functioning of KVK.

III QRTs (2011): Eight QRTs were constituted for ZPDs in 8 Zones

All eight QRTs conducted travel workshops and reviewed the progress of KVKs across the country. Based on the field visits; interactions with Programme Coordinators and staff of KVKs, farmers, rural entrepreneurs, officials of line departments, Director(s) of Extension Education/Head of Departments, Vice Chancellors of SAUs and Zonal Project Directors; information collected from KVKs; and discussions among its members, QRTs observed/recommended the following:

- A successful KVK is characterized by capable Programme Coordinator and committed staff with administrative and financial support from the host institution.
- Areas of success included technology assessment and refinement through on-farm trials, popularizing newer technologies/varieties through frontline demonstrations, training, various extension activities, and production of seeds, planting materials and bio-agents.
- In their pursuit of reaching farmers, the KVKs adopted a number of innovative methods like Farmers' Field School, innovative farmers approach, key informant/KVK expert approach, exposure visit and study tours, cluster area approach, participatory seed production, para-vet technicians and farmer friend, KVK volunteers and e-linkage has been also utilized for reaching to the farmers.
- The present status of Transfer of Technology at the state level makes the KVKs to shoulder additional responsibility along with providing technical expertise to a number of Centre/State sponsored programmes like ATMA, MGNREGA, RKVY, SGSY, NHM, NAIP etc. Involvement of KVKs in such large number of programmes is bound to enhance the visibility of the KVKs at zonal and national level, but at the same time affects the mandated activities of KVKs. Involvement of KVKs should be restricted within the framework of mandated activities.
- On the Intellectual Property front, KVKs can play a major role in facilitating identification and registration of farmer's varieties as well as innovative processes developed from time to time in crop and livestock sector.
- The activities like training, demonstration, seed production, nursery raising, para-vet training, poultry farming, off season vegetables, production of organic inputs, cultivation of pulses, bee-keeping, mushroom production, etc. are some of the technologies/initiatives which have impact on the the socio-economic at the village level.
- Each KVK should identify its niche area/flagship programme based on its strength and focus its activities to make wider impact.
- Though the institutional training, especially vocational training should form core of the KVK

training programme, yet at several KVKs institutional long-term trainings need to be conducted. KVKs may look into this by developing appropriate modules.

- Each KVK must assess and refine at least two technologies per year for recommending to the district development departments for large scale adoption.
- The staff strength needs re-examination in view of expanding mandate and nature and extent of new tasks assigned. The new job requires constant change, diversification, and newer skills. The emphasis on science plus (Research for Development) in research system is a new concept.
- The farmers as well as different stakeholders are pursuing for establishing more and more KVKs probably because the farmers look towards KVK as a functional unit through which they are getting several benefits.

ANNEXURE-IV

Chairman's letter on interim recommendations

Trust for Advancement of Agricultural Sciences

Avenue II, Indian Agricultural Research Institute, New Delhi - 110 012
 Phone : 011-65437870; Telefax : 011-25843243
 E-mail : taasiar@gmail.com, info@taas.in; Website : www.taas.in



TAAS: 984
 Date: 12.12.2011

Subject: Interim Recommendations of the High Powered Committee on management of KVKs.

Hon'ble Pawan Sahab,

I am to bring to your kind notice that a High Powered Committee under my Chairmanship was constituted by your good self in the capacity of President, Indian Council of Agricultural Research vide letter no. 5-5/2011-AE-II dated 02.05.2011. The other members of the Committee are: Dr. R.B. Singh, President, NAAS; Dr. A.G. Sawant, Former Member, ASRB; Dr. S.L. Mehta, Former Vice Chancellor, MPUA&T, Udaipur; Shri Rajiv Meherishi, Addl. Secretary, DARE; Shri Chaman Kumar, FA (DARE/ICAR); Dr. B.S. Hansra, Former Director, School of Agriculture, IGNOU; Dr. A.K. Mehta, ADG(AE), ICAR and Dr. Prabhu Kumar, Zonal Project Director, as Member Secretary. The Committee was assigned the task constituted to revisit the mandate of KVKs taking into account the technological applications in the changing scenario; to suggest procedural guidelines for sanctioning/ establishment/ efficient functions of KVKs; to suggest modalities of technological back stopping and to take stock of financial procedures applicable in KVKs. The Committee has already met thrice and the important issues are being discussed. The Committee has come to know that the Planning Commission, through various Working Groups, is currently finalizing the XII Five Year Plan. As it may take some time for our committee to submit full report, the members have felt strongly to submit to you the following two interim policy recommendations for your consideration for inclusion in the XII Plan proposal of ICAR so as to ensure an effective functioning of KVKs:

- The KVK Scheme is being funded from the Plan Budget since its inception (1974). Hence, the funds required for efficient functioning are often not available to the required extent as major component goes for staff salary. Therefore, it is critical now to project a part of the expenditure under Non-Plan instead of booking the entire expenditure under Plan. Accordingly, It is proposed that the requirement of funds in respect of eight Zonal Project Directorates and KVKs (Salary, T.A., Contingencies, HRD etc.) established till the end of X Plan i.e. those in existence for more than five years be, as a policy decision, allowed to be included under Non-Plan from

Trust for Advancement of Agricultural Sciences

Avenue II, Indian Agricultural Research Institute, New Delhi - 110 012
 Phone : 011-65437870; Telefax : 011-25843243
 E-mail : taasiari@gmail.com, info@taas.in; Website : www.taas.in



Progress Through Science

the beginning of XII Plan period during the XII Plan under Non-Plan budget.

- As of today, each KVK has a total staff strength of sixteen which includes a Programme Coordinator, six Subject Matter Specialists (SMS), three Programme Assistants and six supporting staff. With the passage of time, the work load of KVKs has increased manifold. Keeping in view the emerging challenges and additional programmes to be initiated now, the Committee is convinced that four additional scientific positions in each KVK are fully justified. Therefore, it is proposed that at least ten positions of SMS be provided in each KVK to do proper justice to the work load and also to meet the aspirations of our farming community. It is also observed by the Committee that the Programme Coordinator, who has to monitor and supervise other staff and have regular meetings with Heads of the Line Departments, including Deputy Commissioner/ District Collector/ District Magistrate etc., who are invariably Class I Officers, the rank of Programme Coordinator be elevated to that of Professor level. This is fully justified in the best interest of efficient functioning of KVKs.

Chairman

Dr. R.S. Paroda

Vice-Chairman

Dr. P.L. Gautam

Secretary

Dr. N.N. Singh

Treasurer

Dr. P.K. Joshi

Trustees

Dr. S. Ayyappan

Dr. B.R. Barwale

Dr. K.L. Chadha

Dr. H.S. Gupta

Dr. Narendra Gupta

Dr. (Mrs.) Rita Sharma

Dr. Gurbachan Singh

Dr. A.K. Srivastava

Accordingly, you may kindly consider and approve above recommendations and advise suitably the Planning Commission as well as for inclusion of these in the XII Plan proposal.

With best personal regards.

Yours Faithfully,

(R.S. Paroda)

Chairman

High Powered Committee on Management of KVKs.

Shri Sharad Pawar
 Hon'ble Union Minister of Agriculture &
 Food Processing Industries and
 President of ICAR Society
 Krishi Bhawan
 New Delhi

ANNEXURE-V

Constitution of Scientific Advisory Committee and its procedural guidelines**1. Constitution of Scientific Advisory Committee (SAC)**

The SAC is an institutional arrangement to provide necessary technical and management guidance to KVK in developing effective technical programme, annual action plan and review of activities.

KVKs should conduct one SAC meeting in each year and it should be held preferably during the second half of the financial year before the finalization of action plan. SAC meeting is to be chaired by the Vice-Chancellor / Director of ICAR Institute/Head of host Organizations of their respective KVKs. Since in SAUs there are more than one KVK, the SAC could be chaired by Director of Extension Education in the absence of Vice- Chancellors. But SAC recommendations should be got approved from the Vice Chancellor only. Host organizations should prepare a calendar of SAC meetings in consultation with the concerned Zonal Project Director. The recommended composition of SAC is given below.

1.	Head of the Host Institution	Chairperson
2.	Zonal Project Director or his nominee from ZPD	Member
3.	Director of Extension Education of concerned SAU/CAU	Member
4.	Representative of ICAR Institute/ICAR Regional Research Station if located in the district or nearby.	Member
5.	Two experts in the rank of Professor representing crop sciences and animal sciences nominated by the head of host organization*	Member
6.	Project Director ATMA	Member
7.	Representative of NABARD	Member
8.	Two representatives from line departments (District Officer) as per the need and agenda of the meeting.	Member
9.	One progressive farmer (male/female) in the district nominated by head of host organization	Member
10.	One agri-entrepreneur in the district nominated by the head of host organization	Member
11.	Chief Scientist cum Head, KVK	Member Secretary

*In the case of single discipline Universities, experts in disciplines not available in University, shall be nominated from nearest relevant University. In the case of KVKs run by NGOs, the experts in the field of Crop Sciences and Animal Sciences will be nominated by the concerned Head of Host Organization.

Note: Apart from this committee, based on the importance of other line departments in the district officials from those departments could be requested to participate as special invitees.

All the Scientists and Programme Assistants of KVK shall be active participants as invitees.

2. Operational guidelines for SAC

- Chief Scientist-cum-Head of KVK will propose the constitution of the SAC for approval by the head of the host organization. If required, guidance of Zonal Project Director of the concerned Zone will be taken for the constitution of the SAC.
- The nominated members of the committee shall hold office for a period of three years from the date of nomination.
- Chief Scientist-cum-Head of the KVK who is also the Member Secretary of the committee shall convene the meeting with the consent of the Chairperson. For convening the meeting, a minimum of 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 be undertaken during the next 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 Deputy Director General (Agricultural Extension). The head of host organization will need to furnish reasons for not conducting the SAC in a year, to Deputy Director General (Agricultural Extension) through Zonal Project Director for administrative decision on the issue.
- Chief Scientist will ensure implementation of recommendations of SAC within the stipulated time frame and report the action taken, to the Director of Extension Education and Zonal Project Director.
- In addition to English, the agenda notes and proceedings of SAC shall be prepared in local language too for distribution to the SAC Members.

3. Mandatory procedure for conducting SAC meeting

- Conduct SAC meeting according to the agenda items circulated.
- Chief Scientist of KVK will present the following aspects during the SAC meeting.
 - *Action taken report on the recommendations of the previous meeting with qualitative and quantitative data*
 - *Overall achievements of the KVK during the period under review, budget utilization, revolving fund status and organizational development.*
 - *Information on linkages established, exhibitions organized, externally funded project activities, new methodologies developed, income generating activities undertaken, and the status of demonstration units, KVK farm activities, revenue generated with qualitative and quantitative data.*
 - *Status of submission of AUC, Monthly/Quarterly/Annual Reports.*
 - *Number of farmers visited, farm advisory services undertaken, technology and knowledge products dissemination, web site management etc.*

- Each scientist of KVK should individually give details about the problem diagnosis, activities planned in terms of OFT, FLD, training programmes as well as the outcome of the preceding year's activities. Details of farmers and villages where activities were undertaken should also be given.
- Technical programme to address the problems noticed/emerging problems in the cluster villages must be proposed and got approved by the SAC.
- The problem dynamics and training needs should reflect in the programmes planned by KVK team.
- In addition to these mandatory items, other items, which are pertinent to improve the KVK functioning, may also be included

ANNEXURE-VI**Joint-Coordination Committees on Frontline Extension Management****1. National Frontline Extension Coordination Committee****Co-Chairs**

- (i) Secretary, DARE & Director General, ICAR
- (ii) Secretary, DAC, GoI

Co-Conveners

- (i) Assistant Director General (Agricultural Extension)
- (ii) Additional Commissioner (Extension)

Members**ICAR**

- Deputy Director General, Agricultural Extension
- Deputy Director General, Crops
- Deputy Director General, Horticulture
- Deputy Director General, NRM
- Deputy Director General, Agricultural Engineering
- Deputy Director General, Animal Sciences
- Deputy Director General, Fisheries
- Deputy Director General, Education

DAC, DAHD&F and DFPI

- Agriculture Commissioner
- Horticulture Commissioner
- Commissioner, Animal Husbandry
- Joint Secretary, Extension and IT
- Joint Secretary, Plant Protection
- Joint Secretary, Farm Machinery
- Joint Secretary, Marketing and Cooperation
- Joint Secretary, Food Processing Industries

Planning Commission

- Advisor (Agriculture)

Three Heads of host organizations of KVKs

- Vice Chancellor of SAU
- Chairperson of NGO
- Director of ICAR Institute.

Two Secretaries of Agriculture from States**Progressive Farmers**

- Three Awardee Farmers at National Level (One representing each of the major Departments– Agriculture, Horticulture, Animal Husbandry, Fisheries, other enterprises eg. sericulture)
- Three Awardee Women Farmers at National Level (One representing each of the major Departments– Agriculture, Horticulture, Animal Husbandry, Fisheries, other enterprises eg. sericulture)

Responsibilities

Formulate policies and guidelines to strengthen Convergence among the three Departments of Ministry of Agriculture on the matters related to Extension, specifically through ATMA and KVK

Frequency of meetings

- Once in a Year (March-April)

2. State Frontline Extension Coordination Committee

Co-chairs

- (i) Vice-Chancellor of SAU located nearest to State Capital
- (ii) Principal Secretary of Agriculture

Co-Conveners

- (i) Director of Extension Education of the SAU located closer to State Capital
- (ii) Director of Agriculture, Department of Agriculture, State Government

Members

ICAR and SAU

Vice-Chancellors of all other SAUs located in the State
 Zonal Project Director of the Zone concerned
 Directors of ICAR Institutes located in the State
 Directors of Extension of all other SAUs in the State
 Two representatives from KVKs (rotation basis)

State Govt. and Development Departments

Secretary, Agriculture or Commissioner, Agriculture
 Principal Secretary, Horticulture
 Principal Secretary, Animal Husbandry
 Principal Secretary, Marketing
 Directors of all Developmental Departments (agriculture and allied, and related departments)

Media

Head of AIR in the State
 Head of DD in the State
 Two Representatives of popular TV Channels in the State (rotation basis)
 Two Representatives of Print Media (rotation basis)

Progressive Farmers

- Five Awardee Farmers at State Level (One representing each of the major Departments – Agriculture, Horticulture, Animal Husbandry, Fisheries, other enterprises eg. sericulture)
- Five Awardee Women Farmers at State Level (One representing each of the major Departments – Agriculture, Horticulture, Animal Husbandry, Fisheries, other enterprises eg. sericulture)

Responsibilities

Formulate state level policies and guidelines to strengthen convergence among all the developmental departments on the matters related to Extension, particularly through ATMA and KVK

Suggest strategies to execute National and State policies related to extension in agriculture and allied sectors and the decisions taken by National Frontline Extension Coordination Committee

Frequency of Meetings

Once in a Year (Prior to National Level meeting)

3. District Frontline Extension Coordination Committee

Co-chairs:

- (i) Chief Scientist-cum-Head, KVK
- (ii) District Head of Department of Agriculture/Project Director (ATMA)

Co-Conveners:

- (i) Senior most Scientist of KVK
- (ii) Project Director (ATMA)/Deputy Project Director (ATMA)

Members:

ICAR and SAU

Heads of Research Stations (ICAR Institutes and SAUs) or representatives, located in the District

Development Departments

Heads of all Development Departments at the District level

Project Director, DRDA

Heads of Supporting Departments like Irrigation, Electricity at the district level

Media

Head of AIR office in the District

Representative of Doordarshan

Two Representatives of other popular TV Channels in the District (rotation basis)

Two Representatives of Print Media (rotation basis)

Progressive Farmers

- Five Awardee Farmers at District Level (One representing each of the major Departments – Agriculture, Horticulture, Animal Husbandry, Fisheries, other enterprises eg. sericulture)
- Five Awardee Women Farmers at District Level (One representing each of the major Departments–Agriculture, Horticulture, Animal Husbandry, Fisheries, other enterprises eg. sericulture)

Responsibilities:

Work out *modus operandi* and execute the decisions of National and State Frontline Extension Convergence Committees

Provide regular feedback to National and State Frontline Extension Coordination Committees on the status of implementation of the decisions of National and State Frontline Extension Coordination Committees

Frequency of Meetings:

Half yearly (pre-seasonal)

ANNEXURE-VII**Delegation of financial powers to Chief Scientist-cum-Head of KVK**

Sl. No.	Delegation of power	Existing Power	Suggested Power
1.	To sanction purchase of feeds and fodder, seeds, fertilizer, insecticides, medicines and payment of electricity/telephone/fuel bills. (through constitution of Local Purchase Committee with 2-3 members)	Nil	Full powers upto ₹ 20,000 each time
2.	Approval of Tour Programmes of KVK staff within the State and counter-signature of TA/medical reimbursement and transfer TA bills.	Nil	Full powers
3.	To sanction contingent expenditure recurring/non-recurring with specific purpose, other than repair and maintenance.	Nil	Full powers for items of recurring nature upto ₹ 50,000 each time and for non-recurring items upto ₹ 50,000 following financial procedures of Host Organization.
4.	To sanction expenditure (in a financial year) on repairs to motor vehicles/motor cycles, only.	Nil	Sanction power upto ₹ 10,000 at a time, each for both recurring and non-recurring items.
5.	Repairs to graders, tractors, engine pumps, power tillers, agricultural implements and machinery.	Nil	Maximum upto ₹ 10,000 per vehicle in a financial year excluding replacement of tyres, tubes, and batteries
6.	Replacement of tyres, tubes, and batteries under standing instructions and prescribed norms.	Nil	Full powers
7.	To sanction expenditure on liveries, blankets, umbrellas, woolen coats & raincoats, based on book-value of each item.	Nil	Full power in respect of Staff working under him, as per rules
8.	To sanction for sale of farm produce	Nil	Full powers as per the approved procedure and price list of host organization.
9.	To sanction petty constructions and minor repairs.	Nil	Upto ₹ 20,000 in a financial year per item of work
10.	To sanction payment of demurrage charges.	Nil	Upto ₹ 5,000 subject to the condition that demurrage charge does not exceed the value of article, and unavoidable delay.
11.	Sanction to write off dead stock, livestock, disposal of stores & furniture based on the book value of the item	Nil	Upto ₹ 10,000 following required procedure as decided by the Host Organization.

ANNEXURE -VIII

DRAFT DOCUMENT ON
KRISHI VIGYAN KENDRA
(AGRICULTURE SCIENCE CENTRE)

MANAGEMENT GUIDELINES



Agricultural Extension Division
Indian Council of Agricultural Research
Krishi Anusandhan Bhavan-I, Pusa
New Delhi -110 012

PART - I

ROAD MAP FOR KVK SYSTEM

1. Prelude

National Agricultural Research System (NARS) of the country has made several attempts for advancing agricultural growth and sustainable production in agriculture and allied sectors. Such attempts ushered green, white, blue, yellow and gold revolutions in agriculture contributing significantly to enhance the production of foodgrains, oilseeds, milk, fish, meat, fruits and vegetables. However, ever increasing population and changing food habits, climate change, natural resource base degradation and other such factors necessitate new strategies, instruments and innovations to counter these challenges for accelerating agricultural growth and prosperity.

Enhancing production and productivity and making it profitable/remunerative for farmers especially large number of small holders, must assume the highest priority of farm sector. Agricultural sector is witnessing radical changes and challenges nationally and globally, like the demand for agricultural commodities in the wake of increased income and changing choices of the consumers. Globalization has opened up uncommon opportunities for farmers to derive benefits. Agriculture has now become extremely competitive and it is imperative to have paradigm shift in the way agriculture is practiced by resource starved farmers. Practicing agriculture demands to be innovative, nature friendly, relying on farmers' wisdom and make use of modern development of science. India with majority of farmers being small and marginal, the visible gains is expected to come by increasing the productivity and income of this segment of population. Use of science and technology, knowledge empowerment and capacity building can enable farmers to make them competitive and induce inclusive growth. In emerging scenario, it would be very important to bring post-harvest technology and value addition, new market strategy, cool chain and agri-business approach up-front for higher economic gains for farming community.

So far, the achievements in respect of agricultural growth and food production have been spectacular with self-sufficiency in foodgrains. One of the pillars for the success has been the development of sound institutions for technology development supported with institution model for technology dissemination in the country. There is still untapped potential of 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. The farming has to be sustainable and profitable in different resource environment in order to bring in financial and livelihood security for rural households.

To address issues related to technology dissemination in agriculture, the Krishi Vigyan Kendra (KVK), known also as Agriculture Science Centre, a grass root level scheme has been designed and nurtured by Indian Council of Agricultural Research (ICAR) for the past four decades. So far, ICAR has established 630 KVKs across the country under different host organizations like State Agricultural Universities (SAUs), ICAR Institutes, Central Agricultural Universities (CAU)/Deemed Universities (DUs), State Government, Public Sector Undertakings (PSUs) and Non-Governmental Organizations (NGOs).

The KVKs have played a crucial role in empowering the farmers since 1974 when the first KVK was established and proved their worth in addressing the needs of the stakeholders in the following way:

- Showcasing the frontier technologies
- Capacity development of stakeholders
- Front runner in technology application
- Making available technological information and inputs
- Practicing participatory approaches in planning, implementing, executing and evaluation
- Pursuing assessment and refinement of technologies to suit different agro-climatic conditions

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

KVK as an institution having played role in transforming agriculture, will have to play defining role in economic empowerment and accelerating agricultural growth in the years to come. In order to make KVKs more efficient and vibrant, the High Power Committee (HPC) has prepared the KVK Management Guidelines. This will help in strengthening the KVK system leading to address the specific problems and priorities in national and global perspective.

2. Genesis and Growth

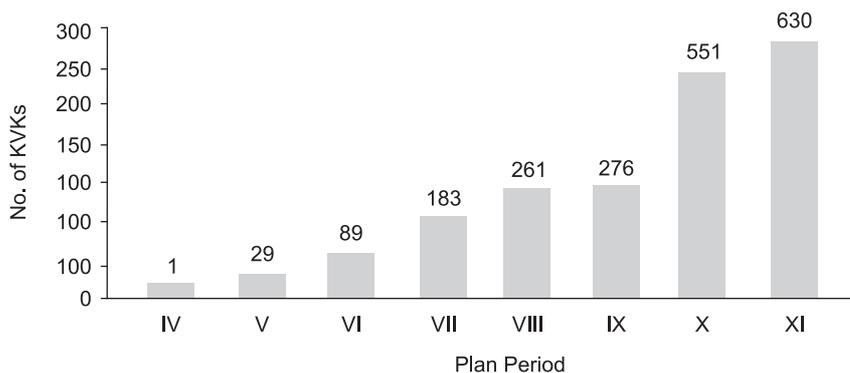
The Education Commission (1964-66) recommended that a vigorous effort be made to establish specialized institutions to provide vocational education in agriculture and allied fields at the pre and post-matriculate levels to cater the training needs of a large number of boys and girls of rural areas. The 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, ICAR and other allied institutions. Finally, the ICAR mooted the idea of establishing KVKs as innovative institutions for imparting vocational training to the practicing farmers, school dropouts and field level extension functionaries. ICAR Standing Committee on Agricultural Education, in its meeting held in August, 1973, observed that since the establishment of KVKs was of national importance which would help in accelerating the agricultural production and 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 (TNAU), 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 KVKs, the Governing Body (GB) of the ICAR approved 12 more KVKs in 1979 and they were established in the same year from Agricultural Produce Cess Fund (AP Cess Fund). Pending the clearance of Sixth Five -Year Plan scheme on KVK by the Planning Commission, the GB of the ICAR again approved 14 KVKs in 1981, which were established during 1982--83 from AP Cess Fund.

A High Level Evaluation Committee on KVK constituted by the ICAR in 1984, after thorough review of the programme, strongly recommended for 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 the total number of functional KVKs 261 by the end of the Eighth Plan. The number of KVKs increased to 290 during Ninth Plan with the establishment of 29 more 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 SAU and CAU, 51 under ICAR Institute, 99 under NGOs, 35 under State Governments, and the remaining 17 under OEIs. (**Appendix-XXXI**)

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

3. 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, crop, resource, livestock and region specific technological solutions. In fact, crop and livestock have co-evolved and co-existed and land is a basic factor for production of both. All land based husbandries could contribute to agriculture, therefore a long-term view will have to be taken to harness the resources viz., soil, plant, nutrient, bio-resources, livestock, etc.

In the present context of increasing public concern for environment, globalization, household food security and eco-regional imbalances, new directions in planning and application of technology by developing more effective linkages among the stakeholders. It would help to meet the future challenges of growing demand for food production with egalitarian consideration as well as to enable the farmers cherish the pride and prestige of owning land and pursuing the profession of agriculture.

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

- The KVK 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 KVK will impart training to only those extension workers who are already employed or to the practicing farmers and fishermen. In other words, the KVK 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 KVK. The syllabus and programme of each KVK 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 KVKs would depend upon adherence to the following three basic principles.

- Accelerating agricultural and allied productions in the operational area of the KVK 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:

3.1 Vision

Science and technology-led growth leading to enhanced productivity, profitability and sustainability of agriculture.

3.2 Mission

Farmer-centric growth in agriculture and allied sectors through application of appropriate technologies in specific agro-ecosystem perspective.

3.3 Mandate

Technology Assessment and Demonstration for its wider Application and to enhance Capacity Development (TADA-CD).

To implement the mandate effectively through creation of awareness about improved agricultural technologies, the following activities be defined for each KVK.

- (i) On-farm testing to assess the location specificity of agricultural technologies under various farming systems.
- (ii) Out scaling of farm innovations through frontline demonstration to showcase the specific benefits/worth of technologies on farmers' fields.
- (iii) Capacity development of farmers and extension personnel to update their knowledge and skills in modern agricultural technologies and enterprises.
- (iv) Work as Knowledge and Resource Centre for improving overall agricultural economy in the operational area.
- (v) Conduct frontline extension programmes and provide farm advisories using ICT and other media on varied subjects of interest to farmers
- (vi) Data documentation, characterization and strategic planning of farming practices

KVK, while acting as a single window Agricultural Technology Information Centre (ATIC), should produce quality technology related inputs/products (seeds, planting materials, bio-agents, livestock, fingerlings etc.) and make them available to farmers. Besides, identify and document selected farmer-led innovations and converge with ongoing schemes and programmes within the mandate of KVK.

4. Design, Structure and Strategy

KVK scheme is in implementation in the country since Forth Five Year Plan. There are many organizations involved in the implementation of KVKs in the country. Based on the experiences gained over the years, certain reinforcements are envisaged in the design and structure of the scheme for its effective implementation across the country.

4.1 Design

KVK is designed to have expertise in three areas (a) technology assessment, refinement and demonstration to evolve location and site specific need based and viable technologies, (b) training and capacity development of farmers, rural youth, extension functionaries, and other stakeholders, and (c) serve as knowledge and resource centre (Fig-1).

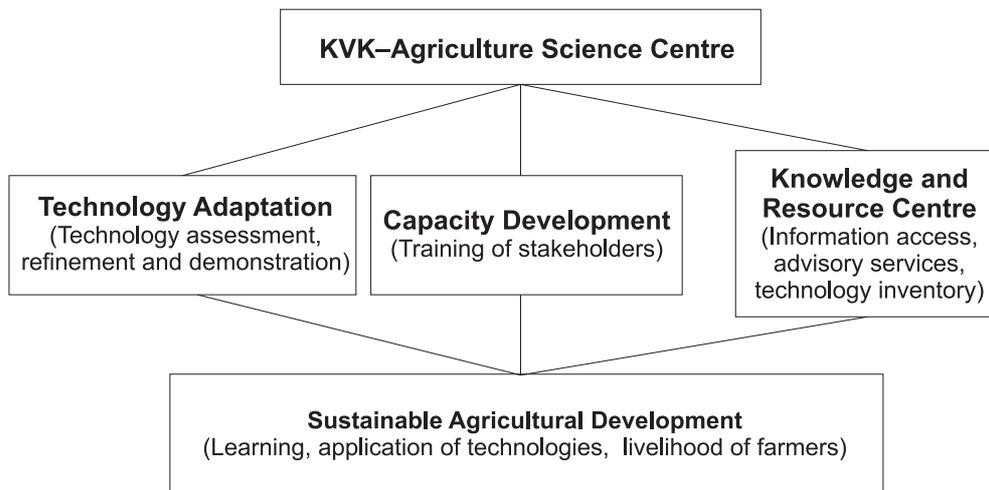


Fig. 1: Design of KVK

4.2 Structure: Technologies developed through NARS need proper assessment and refinement for a particular location, before disseminating on a larger scale through 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 strains, 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 undertake all these activities with the aim and objective of achieving sustainable growth in agriculture and its allied sectors in their respective districts.

KVK is an integral part of NARS, which aims at the development and promotion of location specific technology modules in agriculture and its allied enterprises through Technology Assessment, Refinement and Demonstration. The functional structure of KVK to achieve its mandate is presented in Fig 2.

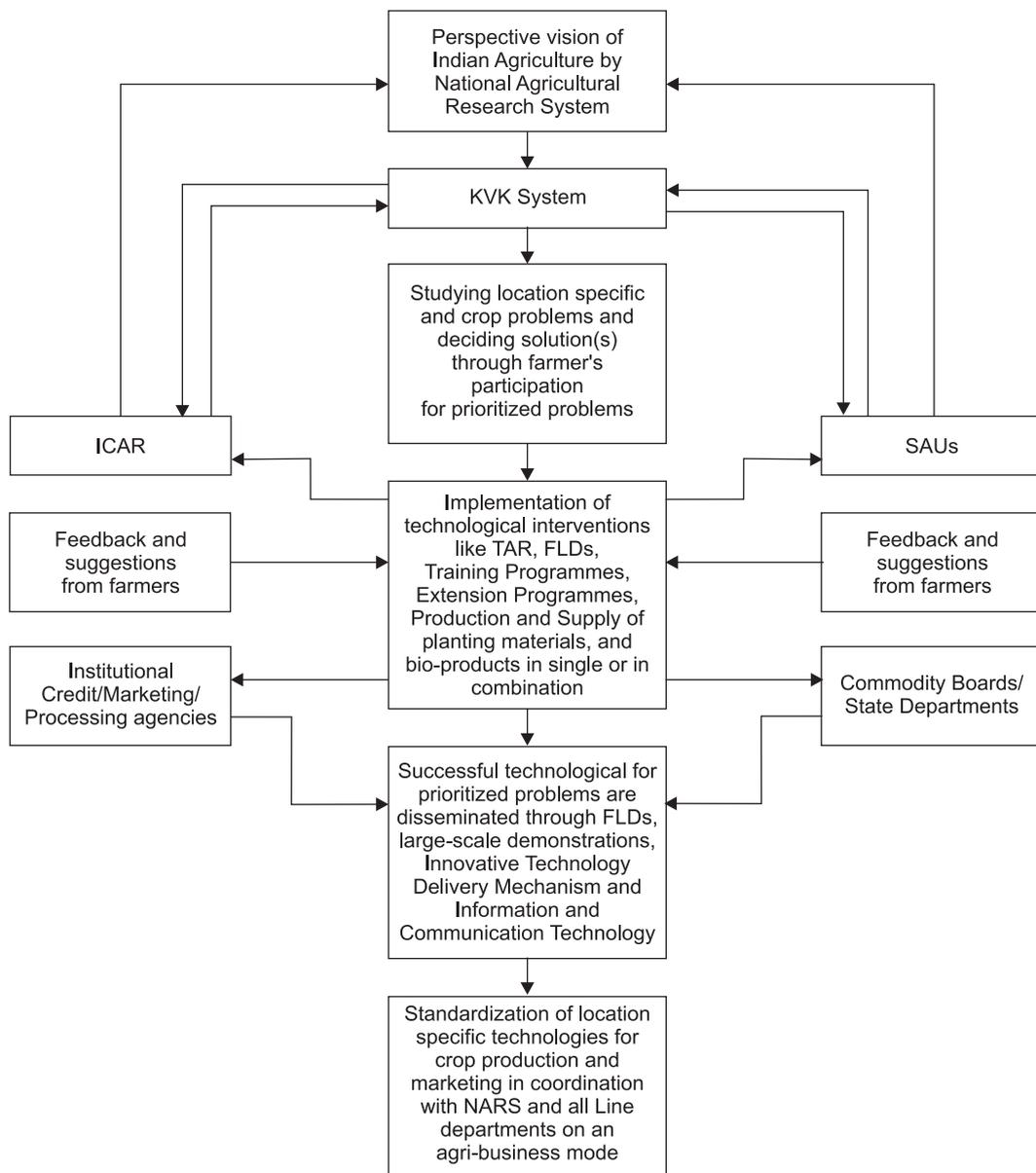


Fig. 2: Functional structure of KVK

4.3 Strategy

The NARS needs to respond to changing trends of agricultural scenario viz., increasing pressure on natural resources, increasing biotic and abiotic stress, demand for diversification and generation of new technologies, input use efficiency (water, nutrients, energy), profitability in farming through post harvest processing, quality human resource development, enhancing operational efficiency of the system, mitigating the climate change impact, improving quality seed availability and factor productivity.

It is proposed to consider productivity, production and income of the farmers in totality for pursuing sustainable agriculture through the following strategy:

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

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

(c) 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.

In order to achieve the above, KVKs would further strengthen the following activities:

- (i) Creation of database:** Statistics of district agriculture and its allied sectors as well as technological options using appropriate tools and techniques of ICT,
- (ii) Action plan on technological interventions:** Based on farmer's problems and priorities in agro-ecosystem perspective,
- (iii) Entrepreneurship development:** The HRD, group approach and secondary agriculture,
- (iv) Delivery of technological inputs:** Production and supply of quality seeds, planting materials and livestock strains, and
- (v) Convergence:** Sharing and judicious use of resources with other schemes/agencies.

5. Operational Terminology

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.

5.1 Accountability: It is 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 defined terms.

5.2 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. It identifies existing inputs or practices that might help to solve major problems of farmers in a defined area and therefore it is essentially a problem-solving research.

5.3 Adoption gap: It is the gap between the level of recommendation and the extent of adoption of recommendations. The gap in adoption of technology is computed in percentage by the following formula:

$$\text{Technology Adoption gap} = \frac{R-A}{R} \times 100$$

Where, R= Total obtainable score and A = Total obtained score.

5.4 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. That means it is composed of the total complex of the crops/animals in an area together with overall environment and as modified by management practices.

5.5 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 organization to perform functions effectively, efficiently and sustainably.

5.6 Case study: It is a detailed report of the success or failure of a project or an intervention highlighting the background, major milestones, turning points and the overall achievements. A successful or unique case can be studied over a larger population to establish the effect/spread of the technology/process implemented. Such cases can be used as study/training materials to draw lessons from the experiences.

5.7 Coordination: It is synergizing the efforts of individuals and groups for accomplishment of set objectives. For smooth running of an enterprise coordination is necessary within the organization, as well as with other/outside organizations.

5.8 Data: Data usually means raw, unevaluated facts, figures, symbols, objects, events etc. A database is a structured collection of records. A computer database relies upon software to organize the storage of data. The software models the database structure into what are known as database models.

5.9 Diagnosis: Implies studying farmers circumstances and farmers practices in order to understand the farming system and its interactions, identify the possible productivity problems, and begin to develop hypotheses on possible solutions on what?, how? and why?.

5.10 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.

5.11 Farmers' Field School (FFS): As the name suggests Farmers Field School is a school for the farmers outside the classrooms and on the farms. It operates with the principles of non-formal education and most of the sessions and contents based on the adult learning principles. It seeks to empower people to solve their field problems actively by fostering participation, interaction, dialogue, joint decision-making, self-confidence and self-determination.

5.12 Farm management: It deals with the business principles and principles of farming with an objective of obtaining the maximum possible return from the farm as a unit under a sound farming programme.

5.13 Farming system: It represents an appropriate combination of farm enterprises viz., cropping systems, livestock, fisheries, forestry, poultry and the same means available to the farmer to raise them for profitability. It interacts adequately with environment without dislocating the ecological and socio-economic balance on one hand and attempts to meet the national goals on the other.

5.14 Field day: It is an activity held at the demonstration site at an appropriate stage to share the performance of the technology demonstrated with the potential users of the technology and other stakeholders.

5.15 Field visit: It is a planned activity, which can take place to an intended field either having successful technology models or uniqueness or having certain kind of adversity, which needs attention. It gives exposure to the participants to the real life situation and also provides an idea about the possible solutions to the problems.

5.16 Frontline demonstration: It 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. These demonstrations conducted under the close supervision of scientists of the NARS are called

frontline demonstrations because the technologies are demonstrated by the scientists themselves before being fed into the main extension system of the State Department of Agriculture. Frontline demonstrations can include demonstrations on methods/practices and secondly the result demonstrations in which technology components will be taken up. The demonstrations are further classified as (a) **Single practice demonstration**—It includes demonstration of a single practice that is compared with the existing farmers practice. For example variety, nutrient management, pest management etc. and (b) **Composite demonstration**—It includes demonstration of combination of improved practices like improved seed, fertilizer, irrigation etc. to show the production potential of the technologies as compared to farmers practices.

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

5.18 Information: Collection of data itself is not information. When data are processed for conveying some meaning, it is called information. 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.

5.19 Innovation: An innovation is an idea, practice or object that is perceived as new by an individual or group of individuals.

5.20 Impact analysis: It is an assessment of end results of a project with reference to the mandate/objectives set in the scheme for getting information about past or on-going activities as a basis for modifying or re-designing future strategies. It is to be done based on the principle of relationship between the means and effects of the scheme. This means and effects linkage can be expressed in terms of an 'If...Then' relationship. If inputs are provided then outputs will be produced, if outputs are produced then outcome (purpose) will be achieved, if purpose is achieved then the impact (goal) should be attained.

It should be noted that the timely availability of **inputs** like goods, funds, services, manpower, technology, infrastructure and resources are necessary and sufficient to achieve the outputs; and the **outputs** should be necessary and sufficient to achieve the **outcome** (purpose), whereas the achievement of the purpose will be necessary but not sufficient to achieve the **impact**, it requires complementary effects of other related schemes and policies of the government.

5.21 Knowledge: Collection of information itself is not knowledge. Knowledge is the retained information concerning facts, concepts and relationship. It is defined as expertise and skills acquired by a person through experience or education; the theoretical or practical understanding of a subject, what is known in a particular field or in total; facts and information or awareness or familiarity gained by experience of a fact or situation.

5.22 Knowledge management: 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.

5.23 On Farm Trials (OFT): It is testing of different technological options in farmer's fields, under farmers' management keeping the farmers' practice as one of the technological options.

5.24 Participatory Rural Appraisal (PRA): It is a way of enabling local (rural and urban) people to analyze their living conditions, to share the outcomes and to plan their activities. It is a handing over the stick to the insider in methods and action. The outsider's role is that of a catalyzer, a facilitator and convenor of processes within a community, which is prepared to alter their situation.

5.25 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.

5.26 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 main intended beneficiaries of a project.

5.27 Success story: A unique experience of the farmer or group of farmers in pursuing a successful practice/process or model may prove to be a successful case for learning for others and can be termed as success story.

5.28 Sustainable development: 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.

5.29 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 is a complex blend of materials, processes and knowledge.

5.30 Technology Assessment and Refinement (TAR): It 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 production system. On Farm Trial (OFT) is a tool to carry out technology assessment and refinement. The OFTs conducted by the KVKs are different from agronomic and other research trials. TAR has three components viz., technology testing, adaptation and integration.

5.31 Technology assessment: 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.

5.32 Technology backstopping: It refers to technology and technological input support by NARS to the KVKs, which can further extend it to the development departments and organizations working in agriculture and allied sectors.

5.33 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.

5.34 Technology week: It is an extension programme, which aims to reorient KVK premises as Farmers Stop for appropriate and effective dissemination of latest technologies.

5.35 Training: It is the acquisition of knowledge, skills and competencies for bringing desirable change in the attitude and behaviour of the individuals to perform specific activity in a given environment.

5.36 Training Needs Assessment (TNA): It is a systematic, objective determination of training needs of individuals through three types of analysis namely organization/community, job and person analysis.

5.37 Training evaluation: It is a process by which the desired behavioural changes - knowledge, skills and attitudes due to training are measured against set of objectives/standards. This can be conducted by training institution, participants (trainees) and participating institution (sponsoring agency).

5.38 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.

PART - II

IMPLEMENTATION OF KVK SYSTEM

6. Administrative Guidelines

The authority of the implementation of the KVK scheme is vested with 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.

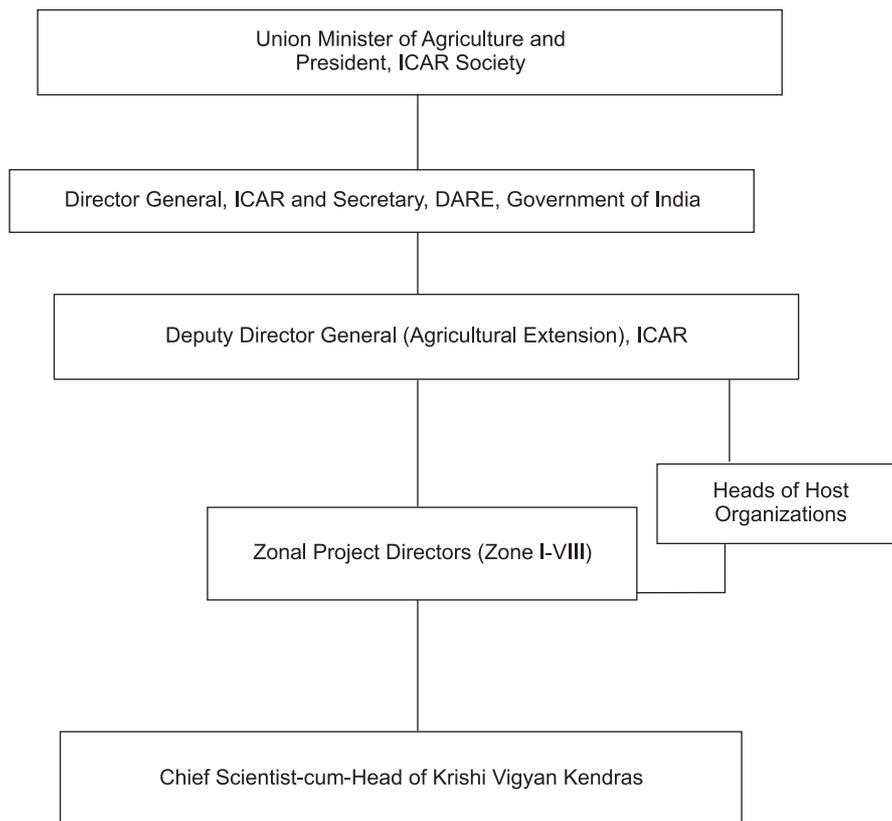


Fig. 4. Organizational structure of KVK system

The administrative guidelines for effective management of KVKs are detailed here under:

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 *Appendix I*.

6.1.1 Land requirement: The land requirement for establishment of a 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 as per as possible in the centre of the district and easily accessible.
- The land should be contiguous and free from encumbrances, litigation and attachments.
- The ownership of land should be in the name of organization.
- The location should have educational, medical and other civic amenities nearby.
- The land should be cultivable and should have easy access to electricity and water for irrigation.

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 objectives of ICAR as enunciated in rules and by-laws of ICAR Society.

Documents 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, 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.

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 related 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 AUC of the organization.
- (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 concerned ZPD. The Director, Public Relations, of the concerned State will be requested to give publicity. The same will also be communicated to the Secretary (Agriculture) of the State, District Collector, concerned Vice-Chancellors of the SAUs/CAU/CU/DU in the concerned State.

Application and scrutiny fee: A non-refundable application fee of ₹ 25,000 (Rupees twenty five thousand only) 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, location, access to electricity and irrigation water as per the land requirement criteria.
- Infrastructure and other facilities available with the respective organizations that 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 ICAR.

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 (*Appendix II & III*). The Agreement is to be signed between ICAR and NGO/DU under 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 Organization should be submitted to ICAR through ZPD.

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 (*Appendix IV*).

6.1.7 Mortgage of land: In 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 is required 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 (*Appendix V*).

6.1.8 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 shall 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. Once the KVK is sanctioned, the concerned ZPD should give wider publicity to the new KVK of the district.

6.1.9 Additional KVK in the district: During XI Plan, one additional KVK each in 50 selected large districts was approved to have effective dissemination of new technologies in the district. The criteria followed for establishment of additional KVK in selected districts are:

- (i) Large rural population
- (ii) Bigger geographical area
- (iii) Higher net sown area
- (iv) More tribal/SC/ST population
- (v) Relative backwardness
- (vi) Mountainous (above 5000 ft MSL) and difficult/border areas

6.1.10 Sense of belongingness of KVK by the host organization: Host organizations should have the pride of ownership and possessiveness of KVKs, as they are meant for helping the farming community, which will enhance the popularity and visibility of the host organization in the district. Therefore, the following recommendations are made to inculcate a sense of belongingness towards KVKs among the host organizations;

- 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 representative crops and enterprises.
- Investment and effective involvement should come from the top leadership in host organization for implementation of activities of KVKs.
- Promote interface in different blocks and villages of the district through KVKs to generate goodwill among the farming community at district level. Further, host organization should strengthen the communication strategy by involving innovative and progressive farmers to create public awareness for owning the KVK by different stakeholders in the district.

6.1.11 Closure of KVK: The ICAR shall provide grant for the KVK through its host organization as per the financial aid approved under the KVK Scheme by the Government of India from time to time. Grant should be utilized by the host organization exclusively for the intended purpose of the KVK Scheme on items for which it is sanctioned by the ICAR. Further, as per the Agreement/MoU, the host organization agrees with ICAR to work together in implementing Vision, Mission and Mandate of KVK.

Thus, KVK shall be responsible for doing mandated work and thereby significantly contribute towards agricultural production in the district/area of operation. In the event of an unsatisfactory progress of work of the KVK as assessed by the ICAR from time to time, ICAR will have the following actions:

- Stop immediately the release of further grants to the KVK for its running/operation/continuing.
- In the event of unsatisfactory progress of work of any KVK, as assessed by the ICAR from time-to-time, the ICAR shall reserve its right to terminate/close such KVK under any host organization by giving six months advance notice for the same. In that event, ICAR shall not have any liability whatever, and the immovable as well as movable properties constructed/acquired with the the assistance of ICAR shall remain the property of ICAR.
- In the event of the termination/closure of the KVK for whatsoever reasons,
 - all immovable properties acquired/constructed with the assistance of ICAR shall remain the property of the ICAR. The host organization shall be obliged to handover all these immovable properties to ICAR and ICAR shall be at liberty to deal with the property in any manner. However, in case the host organization is unable to hand over such property due to whatsoever reasons, ICAR shall be entitled to such fair and reasonable compensation as per the valuation done by CPWD or any other agency nominated/selected by the ICAR.
 - the host organization is obliged to hand over all the movable property purchased/acquired with the assistance of ICAR, like vehicles/equipments/implements/farm machinery etc. as they are the property of ICAR.
 - in this matter, the decision of Secretary, ICAR will be final.

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-cum-Head in the cadre of Principal Scientist/Professor and shall have the following staffing pattern.

Category	No
Chief Scientist-cum-Head	1
Scientist	10
Assistant Administrative Officer	1
Programme Assistant (Farm Manager)	1
Programme Assistant (Computer)	1
Programme Assistant (Lab. Technician)	1
Technician (T-1-Field/Farm)	1
Stenographer Grade III	1
Driver	2
Lower Division Clerk	1
Skilled Support Staff	2
Total	22

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

6.2.3 Recruitment procedure: The following guidelines should be followed.

- Since KVKs are 100% funded by the ICAR, the host organizations shall get an undertaking from the respective State Governments that there shall be no restriction/ban for recruiting all the sanctioned KVK posts. The MoU should also be modified to this effect.
- In the case of KVKs functioning under the Non-Government Organizations, the NGO should advertise the posts in Employment News and a leading local newspaper, and details are to be posted on websites of Host Organization and KVK. Invariably, advertisements should appear 6 months in advance of the retirement date so that the new incumbent will be in position on the day the post falls vacant. Further, applications received are to be screened by a Committee, including one representative drawn from a nearby AU. The academic qualifications and experience for the posts should not be less than what is prescribed by ICAR. The promotional policy including the pay and eligibility criteria should be as applicable to similar posts in ICAR.
- The Recruitment/Selection Committee for the recruitment of Chief Scientist-cum-Head for KVKs under NGO shall be constituted by the concerned NGO. The Committee shall comprise of Head of the Host Organization as Chairperson; Zonal Project Director, Director of nearby ICAR institute, one Expert in the rank of Professor and above from technology backstopping AU to be nominated by the Vice-Chancellor; and one eminent agricultural expert to be nominated by Deputy Director General (Agricultural Extension) as Members.
- The Recruitment/Selection Committee for the recruitment Staff other than Chief Scientist-cum-Head for KVKs under NGOs, shall be constituted by the concerned NGO. The Committee

shall comprise of, the Head of the Organization as Chairperson; Zonal Project Director or his nominee, Representative of ICAR to be nominated by Director of nearby ICAR institute (should be Group A level officer and at least one level above the level in which the recruitment is to be made), and Two Experts in the relevant field to be nominated by the Vice-Chancellor of nearby AU (should be Group A level Officer; if not available, then an Officer at least one level above the post in which the recruitment is to be made), as Members.

- No Member (including the Chairperson) should sit in the Selection Committee for the recruitment of KVK staff, if any of his/her relative appears for the interview. In such cases, the senior-most officer of the host Organization should act as the Chairperson of the Selection Committee. The Chairperson and all the Members should compulsorily require conducting and recording the Proceedings of Selection. Same rule will also be applicable for other Members of the Selection Committee.
- Contractual Services should be provided for assisting Scientists. KVKs should be allowed to hire retired personnel on contract basis against vacant posts for a period of maximum of six months or till the recruitment is made whichever is earlier with minimum in the pay band + Grade Pay of respective vacant post.

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

(a) Pay Structure of Chief Scientist-cum-Head and Scientist

Designation	Pay band	Pay Structure
Chief Scientist-cum-Head	PB-4	Minimum pay ₹ 43000 in the Pay Band of ₹ 37400-67000 with GP ₹ 10000
Scientist	PB-3	₹15600-39100 + GP ₹ 6000

(b) Pay Structure of other staff

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

6.2.5 Promotion/Career advancement: The KVK staff should get proper incentives and recognition.

- The Staff of AU-KVKs will get the promotional benefits as per the Rules of respective AUs, subject to the condition that the upper ceiling of such promotional policy including the Pay and eligibility criteria will be that applicable to similar posts in ICAR.
- If any NGO running a KVK does not have any duly approved promotion policy, Modified Assured Career Progression Scheme (MACPS) as implemented in ICAR and amended by ICAR and Government of India from time to time, could be adopted. In such cases, Zonal Project Director or his nominee has to be one of the Members in the DPC without whom the quorum will not be deemed as complete.
- For posts that come under the definition of isolated posts in KVKs (other than ICAR and NGO-KVKs), will also get MACPS as amended by ICAR/Government from time-to-time.
- Since posts in KVKs are sanctioned in a particular Pay Band and Grade Pay, the post is required to be upgraded in case it is desired to continue the promoted Scientist in the KVK. In case such a Policy and MACPS referred to above is adopted, vacancies in the event of transfer/retirement/death/resignation of the KVK personnel, carrying whatever personal Grade Pay or Post, acquired through promotion or through MACPS, shall be filled up only in the initial Grade approved under KVK scheme.
- The scorecard in respect of Scientist as provided in KVK Management Guidelines should be followed in implementing CAS/MACPS, whichever is applicable to the Host Organization. Further, there should be a separate score card for assessing the performance of Scientific Staff in KVK for career advancement similar to the ASRB.

The scorecard (**Appendix-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: KVK staff should not be transferred for a period of five years and concurrence of ICAR is to be obtained before making any transfers.

6.2.7 Allowances and Service Policies

- Payment of retirement benefits in the form of gratuity and Contributory Provident Fund (CPF) should be admissible.
- Leave encashment and medical allowance to KVK staff need to be given as per provisions of the host organization as these are covered under the Head, 'Pay and Allowances'.
- The superannuation age of KVK staff shall be as per the rules of the host organization.
- 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 the case of staff of KVKs under NGOs, grant of leave, if no leave rules are available in the organization, may be regulated as per Central Civil Services (CCS) (leave) rules of 1972, subject to the condition that while granting study leave the criteria like only one scientist to be considered at a time, minimum of

5 years of service in KVK, and 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 from the scientist.

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

Recognition

- The personnel working in KVKs should get proper recognition. Therefore, performance- linked support and incentives are to be provided to KVKs.
- Staff working in the remote KVKs should be encouraged through special incentives in the form of capacity development.

Disciplines of Scientists: Each KVK will have ten Scientists of different disciplines. Out of 10 Scientists, 8 posts should be in the core disciplines namely,

- (i) Agricultural Extension
- (ii) Agronomy/Soil Science
- (iii) Plant Protection (Entomology/Plant Pathology)
- (iv) Plant Breeding/Seed Technology*
- (v) Animal Science/Fisheries
- (vi) Horticulture
- (vii) Home Science
- (viii) Agriculture Engineering (Post Harvest Technology/Value addition)

The other two posts could be out of other disciplines such as:

- (i) Animal Science/Fisheries/Agroforestry/Plant Pathology
- (ii) Agri-Business Management/Agricultural Economics

**To strengthen the participatory seed production and maintenance breeding in the farmers' fields as well as at instructional farm of KVK, the discipline of Plant Breeding/Seed Technology is required at KVK.*

- Host Organizations shall strictly adopt the pay structure sanctioned by ICAR for KVK staff without any change.

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

6.3 Infrastructure development

The ICAR will provide financial support for creation of basic infrastructure facilities which are detailed below:

6.3.1 Immovable Infrastructure

- Provision for basic infrastructure/assets like: administrative building (750 m²), trainees' hostel (305 m²), staff quarters (550 m² 8 nos.) and demonstration units (320 m² 6 nos.) 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/implements shed, storage godown and external electrification, to be taken up in phased manner as per requirement/priority need.
- Provision for establishment of soil, water and plant testing laboratory in all KVKs, tissue culture laboratory in those KVKs where there is specific demand for tissue cultured planting material (ex. banana) and support for setting up of mini seed processing units/post-harvest and value-addition laboratory in selected KVKs.

(b) Movable Infrastructure

- Provision for minimum furniture and fixtures in the Administrative Building, Trainees' Hostel and Demonstration Units, as per specific norms of the Council.
- Provision for state-of-the-art of communication facilities, library, laboratory equipments, office equipments, farm implements, machineries and tools, and small weather station for carrying out efficiently day-to-day activities.
- KVK should have a provision for minimum required vehicles (one four wheeler and 2 two wheelers) for effective functioning, including field visits to the farmers' fields.

(c) Utilization of Infrastructure

- Infrastructural facilities created at KVK should be put to use for the purpose it has been created. Logbook and asset register be maintained for each of the movable and immovable property at the KVK.
- The revenue generated by the KVK should be allowed to be utilized for the development of KVK facilities, and it be properly accounted for.

The building plan and estimate have to be submitted to Zonal Project Directors who in turn will get it vetted by Director (Works) ICAR before taking up the construction work. 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 go-down, 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.

The equipment, furniture, fixtures and mobility would be provided as per the need and requirement.

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.

7. Financial Management

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 AUs/DUs/State Government, funds are released by the ICAR to the Head of the Finance and Accounts Wing of these organizations who in-turn should transfer the funds to the respective KVK's Account without any delay, under intimation to the Zonal Project Director. The fund should be invariably transferred through electronic mode.

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

7.1 Purchase procedure

- The KVKs run by ICAR and NGOs should follow GFR 2005 of GoI for purchase. KVKs run by AUs and State Departments should follow the purchase policy and procedure as per their respective University/State Government rules and regulations.
- KVKs should maintain purchase files/ledgers properly in respect of each significant purchase, which should give full information regarding indents, administrative approval of the competent authority, quotations, comparative statement 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 number, date and amount. Format for tender enquiry and format of quotation are presented in **Appendix XXII and XXIII**.
- The KVKs should maintain assets register and stock register for assets and consumables/non-consumables, respectively. KVKs should maintain separate logbook in respect of each machinery/equipment, including vehicles.
- Assets created from the grant-in-aid should be reflected in annual accounts of the host organizations.

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 cashbook

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/Chief Scientist-cum-Head 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 is given in **Appendix 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 acquitted 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) (**Appendix XXIX**), properly drawn up and arithmetically correct duly certified with necessary stock entry details etc.,

Maintenance of subsidiary cashbook

A record of all cash transactions is kept in the subsidiary cashbook. All receipts and payments by cash should be entered in the subsidiary cashbook. 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 cashbook.

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

In the first week of September, each KVK should submit 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 to the ZPD. Similarly, the Directors of Extension Education shall furnish the BE/RE to the Zonal Project Director for overseeing the KVK activities.

The interest earned under short-term deposits should be credited to the KVK's main account. Similarly, the amount realized on auction of condemned vehicles, equipment, furniture and other items including license fee and miscellaneous receipts should 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 3rd of every following month to the Zonal Project Director as per the format (*Appendix VIII*). This should be followed strictly as ICAR has to consolidate it to meet the requirement of Ministry of Finance (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 Dearness Allowance (DA), City Compensatory Allowance (CCA), House Rent Allowance (HRA), Travelling Allowance (TA), Non-Practicing Allowance (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 (*Appendix 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 ICAR would not

admit excess expenditure. The negative balance shown under this head will not be considered while scrutinizing the AUC 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 **Appendix 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:

- KVK should strictly follow the procedure laid out by the ICAR for execution of works.
- Preparation of detailed design and estimates should precede any sanction for works.
- No work shall be undertaken before issue of administrative approval and expenditure sanction by the competent authority on the basis of estimates framed.

- Open tenders will be called for works costing ₹ 5 lakh and above, and limited tenders will be called for works costing less than ₹ 5 lakh.
- Execution of contract agreement or award of work should be done before commencement of the work.
- Final payment for work shall be made only on the basis of the certificate of the officer-in charge of work after the satisfactory execution of work, in the prescribed 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-cum-Head/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 vehicles/tractors records including logbooks should be maintained properly. The average mileage has to be calculated and a summary statement should be recorded at the end of each month. Competent authority should attest the monthly summary. New vehicle in replacement can be purchased only after obtaining approval from ICAR.

In the case of replacement of vehicle, the procedure laid down by the ICAR should be followed. The proposal has to be submitted to the ICAR in the prescribed proforma through ZPD after satisfying the conditions stipulated in the DFPRs of 1978, along with vehicle inspection report from competent authority. The proposal has to be submitted to the Council in the prescribed proforma (*Appendix 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.

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

- The life of a tractor shall be taken as 10,000 hours or 10 years, whichever is reached later.
- 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 *Appendix 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 Zonal Project Director 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 *Appendix XIII, XIV and XV*.

7.3 Utilization/Audit 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 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). Such Government Organizations may get the propriety audit conducted through statutory auditors separately and furnish the AUC of the Grant-in-Aid as early as possible (GFR-2005).

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 ICAR to KVKs.

Format for AUC in respect of KVK Main Account, Statement of Expenditure in respect of KVK Main Account, Monthly accounts, main (Bank) Cash Book of KVK etc are presented in **Appendix 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 **Appendix XX**.

The Principal amount given by ICAR has to be repaid @ 20% of the Principal amount each year from the commencement of 6th year on which ICAR sanctioned the fund. If a KVK fails to repay the Seed Money and/or income generated through Revolving Fund, is taken by host organization, ICAR has to adjust this amount against the normal budget released to the KVK.

The Host Organization shall ensure that revenue generated from the activities undertaken utilizing Revolving Fund is ploughed back to the fund and it should be utilized for creation of infrastructure as well as for various resource generating activities of the KVK.

Annual activity wise account in respect of Revolving Fund should be furnished in the format as per **Appendix 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:

- 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, nor exercise powers of sanctioning expenditure to pass an order, which will be directly or indirectly to 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.

The above principles should be strictly followed in all KVKs while incurring expenditure.

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 should 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 gets over, the Committee constituted by the competent authority may in the interest of the KVK declare the store as obsolete. Such stores should be written off after following due procedure for disposal by auction.

7.7 Delegation of power

Local Purchase Committee with 2-3 members may be constituted for urgent purchases of stores for KVK. Delegation of financial powers to the Chief Scientist-cum-Head of KVKs subject to budget provision irrespective of host organizations is as detailed below:

Sl. No.	Items	Delegation of power
1.	To sanction purchase of feeds and fodder, seeds, fertilizer, insecticides, medicines and payment of electricity/telephone/fuel bills through constitution of Local Purchase Committee with 2-3 members.	Full powers upto ₹ 20,000 each time
2.	Approval of Tour Programmes of KVK staff within the State and counter-signature of TA/ medical reimbursement and transfer TA bills.	Full powers
3.	To sanction contingent expenditure recurring/non-recurring with specific purpose, other than repair and maintenance.	Full powers for items of recurring nature upto ₹ 50,000 each time and for non-recurring items upto ₹ 50,000 following financial procedures of Host Organization.
4.	To sanction expenditure (in a financial year) on repairs to motor vehicles/motor cycles, only.	Sanction power upto ₹ 10,000 at a time, each for both recurring and non-recurring items.
5.	Repairs to graders, tractors, engine pumps, power tillers, agricultural implements and machinery.	Maximum upto ₹ 10,000 per vehicle in a financial year excluding replacement of tyres, tubes, and batteries
6.	Replacement of tyres, tubes, and batteries under standing instructions and prescribed norms.	Full powers
7.	To sanction expenditure on liveries, blankets, umbrellas, woolen coats & raincoats, based on book-value of each item.	Full power in respect of Staff working under him, as per rules
8.	To sanction for sale of farm produce	Full powers as per the approved procedure and price list of Host Organization.
9.	To sanction petty constructions and minor repairs.	Upto ₹ 20,000 in a financial year per item of work
10.	To sanction payment of demurrage charges.	Upto ₹ 5,000 subject to the condition that demurrage charge does not exceed the value of article, and unavoidable delay.
11.	Sanction to write off dead stock, livestock, disposal of stores & furniture based on the book value of the item.	Upto ₹ 10,000 following required procedure as decided by the Host Organization.

7.9 Other points

- 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.
- 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 **Appendix XXIX**.

8. Coordination, Implementation and Monitoring

The Deputy Director General (Agricultural Extension) who is the head of the AED is supported by Assistant Directors General, Scientists and Deputy Secretary (Agricultural Extension) at ICAR, New Delhi in overall monitoring and evaluation of KVKs.

8.1 National level: The Deputy Director General (Agricultural Extension) is the head functioning at the head quarter for all extension related activities at national level. He has overall responsibility for co-ordination, monitoring and implementation of activities by KVKs in different zones. In order to exercise this role, Deputy Director General (Agricultural Extension) is assisted by Assistant Directors-General, Principal Scientists, Deputy Secretary (Agricultural Extension) and Zonal Project Directors in 8 zones.

(a) Technical

- Regular monitoring and review of technical activities envisaged in the EFC document with specific annual targets.
- Review monthly reports submitted by ZPDs for tracking the progress in mandated activities and to suggest measures for improvement.
- Organize quarterly review meetings with all Zonal Project Directors for effective review and monitoring of KVK activities.
- Conduct annual review with Zonal Project Directors and compile information on progress vis-à-vis targets set so as to use it for the preparation of Annual Report of DARE.
- Organize National Conference of KVKs every year with the main aim of having an interface between KVKs and the policy makers, administrators, technocrats, farm innovators and other stakeholders. The focus of Conference are as follows:
 - *specific theme for each year keeping in view the changing scenario of agriculture and allied sectors,*
 - *theme-specific events to share ideas, knowledge and experiences of KVKs and innovative farmers across the country,*
 - *showcasing the latest technologies through exhibition and live demonstrations for cross-institutional learning,*
 - *recognition of best performing KVKs through national/zonal level awards, in order to motivate other KVKs to perform better,*
 - *identification of farmer led innovation for out scaling and large-scale impact, and*
 - *documentation of the proceedings and identification of implementable action points for improving the efficiency and effectiveness of KVK system.*

- ICAR constitute Quinquennial Review Teams (QRTs) to review the progress and assess the relevance of ongoing mandated activities keeping in view the farmers' needs. The review will cover at least 5 representative KVKs from each Zone with the following broad Terms of Reference (ToR)
 - *Assess the performance of KVKs with reference to mandated activities like on-farm testing, frontline demonstrations and capacity development.*
 - *Evaluate the innovative extension methodology developed and the procedures adopted by the KVKs to prioritize, monitor and assess the impact.*
 - *Assess the existing provisions for manpower and infrastructure in KVKs and ZPDs and suggest measures for organizational and administrative changes for strengthening the efficiency of KVK system.*
- Review inter-divisional coordination and convergence at the ICAR headquarters for effective technological backstopping and implementation of national level thematic programmes by the KVK network.
- Suggest improvements for inter-departmental and inter-ministerial coordination and convergence at the national level.
- Examine the international exchange programmes for the benefit of KVK System.
- Ensure creation and maintenance of a national level database of all KVKs and their activities along with documentation of achievements, best practices, farmer-led innovations and innovative extension approaches for meeting the information needs of policy makers, administrators, scientists and other stakeholders.

(b) Administrative

- Periodical review of manpower and infrastructure related issues and provide required administrative support and guidance including policy issues to ZPDs.
- Periodical review of MoU/Agreement signed with different host organizations as per the changing policies of ICAR.
- Provide needed administrative support for implementing specific recommendations of Institute Management Committees, Research Advisory Councils, National Conference and QRT.
- Conduct evaluation of KVK System through third party once in each Plan.

(c) Financial

- Planning, implementation and monitoring of Plan and annual budget with required inputs from ZPDs.
- Arrange for timely release of funds (BE and RE) and monitor their proper utilization through quarterly expenditure statements.
- Half-yearly review of expenditure with the Finance & Accounts Officers of the Zonal Project Directors for preparation of BE and RE.

- Annual meeting of the Comptrollers of SAUs and Senior Finance Officers of ICAR Institutes for reviewing the UC/AUC and to plan for the actual requirement of funds.

(e) Annual National and Zonal Krishi Vigyan Kendra Awards: To recognize the outstanding performance by KVK, national and zonal level awards have been constituted. There are eight awards at Zonal Level and one at National level to promote a sense of institutional pride in KVK for developing models of Extension Education and Technology Application. Information related to guidelines and application form is given in *Appendix XXIV* and *XXV*.

(f) Specialized KVKs: In each state, one or two KVKs may be developed as centres of excellence in specialized areas such as horticulture, animal husbandry, fisheries, processing and value-addition, based on the potential for accelerating agricultural growth and income.

(g) Performance-linked based budget: This support is based on transparent criteria and guidelines. For this purpose, 2% of the budget of Agricultural Extension Division will be available with Deputy Director General (DDG). Half of this amount may be made available to ZPD to provide as an incentive for better performing KVKs for infrastructure development or programme implementation in each year by following the guidelines issued by the Agricultural Extension Division, ICAR, New Delhi.

8.2 Zonal Level: The ZPD will have the responsibility for coordination, monitoring and implementation of activities by KVKs in the zone. ZPD prepare blue print for extension related activities at zonal level.

(a) Technical coordination and monitoring

- Initiate, plan, coordinate and execute extension research to support and improve the technology application and dissemination.
- Prepare state-wise database on the profile of agricultural situation with focus on thrust areas and issues to be addressed.
- Prepare and monitor a need-based Capacity Development Plan for the staff of each KVK.
- Guide on development of Annual Action Plan by each KVK keeping in view the district-specific needs and thrust areas, national and state policies, and emerging issues in agriculture and allied sectors.
- Coordination linkage mechanism using for technology generation and delivery system involving all stakeholders. (Eg: consortium, convergence, public-private partnership and farmer-led innovation and market-led extension).
- Ensure execution of Annual Action plan through effective technical backstopping and field level monitoring by the Director of Extension of AUs as well as Scientists of the ZPD.
- Organize Annual Zonal Workshop for reviewing the progress report of each KVK in the Zone and suggest specific measures for improvement.
- Monitor the timely conduct of Scientific Advisory Committee (SAC) meetings and implementation of their recommendations.
- Ensure documentation of case studies, success stories and impact assessment of KVK activities.

(b) Administrative and Financial

- Monitor timely filling up of all sanctioned positions by the host organizations and ensure that the selected staff work for a minimum period of five years.
- Monitor creation, utilization and maintenance of infrastructure facilities, so provided.
- Periodical verification of land records and asset registers.
- Prepare Plan Budget and accordingly Annual BE and RE at zonal level, get approval from the competent authority and release the fund only after obtaining necessary UC/AUC, to respective KVKs through concerned host Organization.
- Monitor proper utilization of funds, get periodical expenditure statements, examine the statements for errors, if any and take appropriate corrective measures as well as report to ICAR in the prescribed format.
- Granting permission for accounts of NGO-KVKs audited by Chartered Accountants who are empanelled with CAG/State Government concerned.
- Ensure timely release of fund to KVKs by the Host organizations.

(e) Zonal Monitoring Committee

- A Zonal Level Monitoring Committee consisting of Eminent Scientist as Chairman to be constituted every three years. The committee will consist of one Scientist from ZPD and one Chief Scientist-cum-Head of awarded KVK, which has received national/zonal award. The Committee should visit 10% KVKs annually during the cropping season to review the progress and give its specific recommendations for improvement.

(f) 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 and the Committee will synthesize the deliberations and bring out recommendations.

Zonal Project Director	Chairperson
Scientist of the Agricultural Extension Division nominated by Deputy Director General (Agricultural Extension)	Member
All Directors of Extension Education of SAUs/CAU 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 ZPD	Member Secretary

(g) Annual Review Meeting of Comptrollers: It is to be conducted by ZPDs every year to monitor the financial matters and budget utilization by the KVKs in the Zone.

(h) Performance Evaluation study of KVKs: The performance of the KVKs to be reviewed periodically through reports and personal visits. Keeping in view of the various activities of KVK, specific performance indicators covering technical (75%) and Administrative and financial (25%)

for performance of each KVK are followed. The list of indicators and their assigned score are given below:

Sl. No.	Performance indicators	Maximum Score
	Technical	
1	Field Survey	3
2	Technology Assessment	7
3	Frontline Demonstrations	8
4	Capacity Development of farmers/rural youth/extension personnel	7
5	Extension Activity	5
6	Feedback and the follow up	3
7	Production and Supply of Technological Inputs	4
8	Soil and Water Testing	2
9	Instructional farm and other facilities	6
10	Demonstration units	3
11	Awards/Recognition (District/State/National)	4
12	Special programmes	2
13	Convergence with other stakeholders	4
14	SAC meeting	3
15	Capacity Development of KVK staff	2
16	Database Management and Use of ICT	4
17	Documentation (Success Story/Case Study etc.), Publications and Reporting	4
18	Impact analysis	4
	Sub Total	75
	Administrative	
19	Staff in Position	4
20	Utilization of Infrastructural Facilities	5
21	Support from Host Organization	3
	Sub Total	12
	Financial	
22	Fund Utilization	4
23	Revolving Fund Status Revenue generated	5
24	Financial Reporting, timely submission of SE/UC/AUC	4
	Sub Total	13
	Grand Total	100

Grading of KVKs: Using the performance indicators and scoring techniques, KVKs can be graded as detailed below.

Aggregate Score	Grade	Remarks
More than 75	Very Good	KVK getting very good grading can be given an incentive through additional contingency support ranging between ₹ 3 lakh to ₹ 5 lakh so as to further strengthen their activities.
From 50 to 75	Good	KVK getting good grading can be encouraged through further guidance to improve their performance.
Less than 50	Average	If a KVK gets average grading consecutively for two years, an Advisory Team be set up by Zonal Project Director to find out the major constraints and suggest appropriate measures for improving the performance.

(i) **Third party evaluation of KVKs:** It is to be taken up by the ZPD for assessing the performance of KVKs in the Zone once in 10 years.

(j) Specific roles of Zonal Project Directorates

- KVKs have to be assigned to different scientists of the ZPDs for monitoring and evaluation. Involve actively in development of deliverable for each of the KVKs.
- Devote more time to visiting KVKs and their field activities besides administration and budgeting.
- Visit all the KVKs in their respective zones in a phased manner to address the issues at KVK level.
- Share success stories of KVKs for cross KVK learning and getting farmers response on those successful technologies for up-scaling.
- Make 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.
- Coordinate different host organizations as well as State Development Departments.
- Create data base, document technological inventory and ITK of zone and conduct impact analysis.
- Monitor infrastructural development, staffing, budgeting and funding.

8.3 State level: The responsibility of coordination and monitoring at State Level will be with Directors of Extension of Agricultural Universities in coordination with ZPD.

(a) State Action Plan Meeting of KVKs: State Action Plan Workshop should be conducted once in a year by the Director of Extension, for formulating technical programme of KVKs for effective convergence, implementation and monitoring of the scheme. 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 ZPD	Member Secretary

(b) Directors of Extension Education of SAUs: Overseeing of KVKs is the major responsibility of Directorates of Extension of concerned Agricultural Universities in their respective jurisdiction. The specific responsibilities of Directorates of Extension are defined below:

- *Technological backstopping and knowledge empowerment of staff at KVKs within the jurisdiction of University concerned, irrespective of the host Institution i.e. ICAR/NGO/SAU/others.*

- *Monitor regular conduct of SAC meetings and implementation of its recommendations by the KVKs*
- *Periodical visits by self and concerned experts to give required guidance and advice.*
- *Plan and implement need based capacity development programmes for KVK staff, extension personnel and farmers.*
- *Facilitate preparation of Annual Action Plan, periodically review the progress of KVKs and ensure continuous flow of feedback and reporting to ICAR.*
- *Ensure establishment of infrastructure, its proper utilization and maintenance at KVKs.*
- *Monitor instructional farms of the KVKs for the demonstration of latest technologies and production of technological products viz. seeds, planting material, livestock, fingerlings and bio-products.*
- *Ensure execution of Annual Action Plan through effective technical backstopping and field level monitoring.*
- *Impact evaluation and assessment study at field level to be conducted on new technologies at State Level.*

(c) Quarterly review of KVKs: It is to be done by Vice-Chancellors of respective SAUs to monitor the technical, administrative, financial and developmental activities of KVKs in University jurisdiction.

(d) Local monitoring committee: For effective monitoring of mandated activities of KVKs, a local monitoring 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-cum-Head from the adjoining State of the zone may be constituted by Director of Extension Education of concerned SAU/CAU.

(e) Modalities for Technological Backstopping: The concerned host institutions have to ensure technical backstopping through Directors of Extension of Agricultural Universities and Directors of ICAR institutes. They may also seek the support of ZPDs in ensuring proper technological backstopping even if it is required from other institutions/organization.

- Periodical visits of technical experts from the University/ICAR Institute to KVKs irrespective of the host organizations essentially should be organized for providing guidance and advice at different stages of technological interventions.
- Capacity development activities should be organized in identified areas for KVK staff at the Universities, ICAR Institutes and other specialized organizations.
- Facilitating KVKs to get latest technologies from NARS for production of technological inputs as well as carrying out interventions for the benefit of farmers.
- Publication and updating of district-specific technology inventory.
- Ensure the participation of Chief Scientist-cum-Head of all the KVKs in ZAREC as members.
- Facilitate KVKs in having interface and convergence with different stakeholders in the district.

8.4 District Level

(a) Host organization: The Head of the grantee/host institution should exercise the overall supervision on effective functioning of KVK.

(b) Head of KVK: Chief Scientist-cum-Head will be over all in charge of coordination and monitoring of mandated activities of KVK. The oversight function and advisory will be provided by the concerned Director of Extension Education and Zonal Project Director. The Head of KVK will have the following responsibilities:

- Appropriate follow up actions with respect to the suggestions made by Zonal Project Director, other ICAR officers and experts from SAUs during their visits.
- Conduct of monthly, quarterly and half yearly meetings at KVK for reviewing of the ongoing activities and future course of action and submit the proceedings to the concerned Director of Extension Education and Zonal Project Director.
- 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

(c) Scientific Advisory Committee (SAC): It is an institutional arrangement to provide necessary technical and management guidance to KVK in developing effective technical programme, annual action plan and review of activities.

KVKs should conduct one SAC meeting in each year and it should be held preferably during the second half of the financial year before the finalization of action plan. SAC meeting is to be chaired by the Vice-Chancellor/Director of ICAR Institute/Head of host Organizations of their respective KVKs. Since in SAUs there are more than one KVK, the SAC could be chaired by DEE in the absence of Vice- Chancellors. But SAC recommendations should be got approved from the Vice Chancellor only. Host organizations should prepare a calendar of SAC meetings in consultation with the concerned Zonal Project Director. The recommended composition of SAC is given below.

1.	Head of the Host Institution	Chairperson
2.	Zonal Project Director or his nominee from ZPD	Member
3.	Director of Extension of concerned AU	Member
4.	Representative of ICAR Institute/ICAR Regional Research Station if located in the district or nearby.	Member
5.	Two experts in the rank of Professor representing crop sciences and animal sciences nominated by the head of host organization*	Member
6.	Project Director ATMA	Member
7.	Representative of NABARD	Member
8.	Two representatives from line departments (District Officer) as per the need and agenda of the meeting.	Member

9.	One progressive farmer (male/female) in the district nominated by head of host organization	Member
10.	One agri-entrepreneur in the district nominated by the head of host organization	Member
11.	Chief Scientist cum Head, KVK	Member Secretary

*In the case of single discipline Universities, experts in disciplines not available in University, shall be nominated from nearest relevant University. In the case of KVKs run by NGOs, the experts in the field of Crop Sciences and Animal Sciences will be nominated by the concerned Head of Host Organization.

Note: Apart from this committee, based on the importance of other line departments in the district officials from those departments could be requested to participate as special invitees.

All the Scientists and Programme Assistants of KVK shall be active participants as invitees.

Operational Guidelines for Scientific Advisory Committee

- Chief Scientist-cum-Head of KVK will propose the constitution of the SAC for approval by the head of the host organization. If required, guidance of Zonal Project Director of the concerned Zone will be taken for the constitution of the SAC.
- The nominated members of the committee shall hold office for a period of three years from the date of nomination.
- Chief Scientist-cum-Head of the KVK who is also the Member Secretary of the committee shall convene the meeting with the consent of the Chairperson. For convening the meeting, a minimum of 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 be undertaken during the next 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 Deputy Director General (Agricultural Extension). The head of host organization will need to furnish reasons for not conducting the SAC in a year, to Deputy Director General (Agricultural Extension) through Zonal Project Director for administrative decision on the issue.
- Chief Scientist-cum-Head will ensure implementation of recommendations of SAC within the stipulated time frame and report the action taken, to the Director of Extension Education and Zonal Project Director.
- In addition to English, the agenda notes and proceedings of SAC shall be prepared in local language too for distribution to the SAC Members.

Mandatory Procedure for Conducting SAC Meeting

- Conduct SAC meeting according to the agenda items circulated.
- Chief Scientist-cum-Head of KVK will present the following aspects during the SAC meeting.
 - *Action taken report on the recommendations of the previous meeting with qualitative and quantitative data*
 - *Overall achievements of the KVK during the period under review, budget utilization, revolving fund status and organizational development.*
 - *Information on linkages established, exhibitions organized, externally funded project activities, new methodologies developed, income generating activities undertaken, and the status of demonstration units, KVK farm activities, revenue generated with qualitative and quantitative data.*
 - *Status of submission of AUC, Monthly/Quarterly/Annual Reports .*
 - *Number of farmers visited, farm advisory services undertaken, technology and knowledge products dissemination, web site management etc.*
- Each scientist of KVK should individually give details about the problem diagnosis, activities planned in terms of OFT, FLD, training programmes as well as the outcome of the preceding year's activities. Details of farmers and villages where activities were undertaken should also be given.
- Technical programme to address the problems noticed/emerging problems in the cluster villages must be proposed and got approved by the SAC.
- The problem dynamics and training needs should reflect in the programmes planned by KVK team.
- In addition to these mandatory items, other items, which are pertinent to improve the KVK functioning, may also be included
- A model format on guidelines for standard operational procedure of SAC meeting is given in **Appendix- XXVI.**

(d) Reporting

For the purpose of monitoring, KVKs should adhere to the following reporting system:

- *Annual Action plan in the specified format on or before 1st February for the forthcoming financial year*
- *Monthly progress report on or before 5th of every month online, quarterly progress report in a stipulated time frame and annual report on or before 30th April of every year in the prescribed formats*
- *UC by the end of April and AUC by the end of August every year*

Schedule for submission of various reports regarding financial management is presented in **Appendix XXVIII.**

(f) Documentation

KVKs have to prepare the following documents and submit to the Zonal Project Directorate by adopting standard procedures and scientific approach

- *Updated district profile, every year.*
- *Strategic plan for KVK activities, once in five years.*
- *Farmer's innovations with scientific rationale, publication(s) on the outcome and impact of technology assessment and demonstration, once in two years.*
- Each KVK should maintain a mailing list of farmers, which must be up-dated every year.
- Information regarding various schemes of Central and State governments related to farmers' benefit/need are to be compiled and published at district level by all KVKs.

(g) Publications

- One publication on the outcome of technology assessment and refinement and demonstration from each KVK in a year
 - Minimum of two research articles in a year
 - Minimum of 6 popular articles in a year
 - Minimum of 5 extension leaflets/folders from in a year
 - Half yearly Newsletter
 - Annual report

8.5 Common sign board

The name of Krishi Vigyan Kendra should be called in English as Agriculture Science Centre.

In order to keep similar identity of KVKs across 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' × 4'.
- Krishi Vigyan Kendra may be written in Hindi' and Agriculture 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 Science Clubs.

- The name **Krishi Vigyan Kendra** should not be prefixed or suffixed with any other name. The format of the board is depicted below:



9. Convergence and Linkage

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 in harmony and partnership with many organizations for achieving its goals and objectives, which necessitate functional linkages with all development agencies/organizations and other stakeholders, especially the farmers.

9.1 Coordination between KVK and ATMA

- In a true partnership mode, the KVK should function as a frontline extension system, whereas, ATMA to act as a field extension agency for large scale technology dissemination/adoption. As suggested in this report that while KVKs would work in a “cluster mode”, the district level ATMA functionaries could take lead in out-scaling of successful technologies/innovations through large-scale demonstrations and further verification/validation.
- While KVK would have major responsibilities for technology verification and its upscaling, ATMA could play an important role for large scale dissemination through involvement of mass media (ICT, Radio, TV etc), farmers’ organizations, NGOs and private sector. It could also be the major player for public awareness and large scale supply of technology linked inputs. On the contrary, KVK should assume specific role of ATIC through production of seeds, planting materials, livestock materials, value added products, publications, prototypes of small implements, etc.
- The Project Director, ATMA and his team should plan periodical joint visits to the cluster villages of KVKs for gaining first-hand knowledge on new technologies being demonstrated so that activities could be initiated under ATMA for large-scale disseminations. Apart from cluster villages, the problems or issues noticed by Project Director, ATMA and his staff in other villages could be brought to the notice of KVK staff to ensure necessary follow-up.
- There should be an effective coordination mechanism between Chief Scientist-cum-Head of KVK and Project Director of ATMA through a joint coordination committee, which must meet more frequently. Also the ATMA should participate regularly in the SAC meetings of KVKs.
- At the district level, ATMA and KVK should have joint meetings on the pattern of Central Level pre-kharif and pre-rabi workshops in which all other stakeholders be also invited.
- ATMA functionaries should support and actively participate in “Technology Week” being organized by KVKs that comprises of live demonstrations, exhibitions, ensuring availability of quality seeds/planting materials/livestock materials, and organization of agricultural seminars.
- Necessary funding support for activities such as technology assessment, frontline demonstrations, and capacity development of State extension functionaries (block/district level field officials) and farmers be made available to concerned KVKs by Project Director, ATMA.

- While State Agricultural Universities/ICAR Institutes/NGOs hosting KVKs would have major responsibility for effective functioning of KVKs in the State, the concerned departments of agriculture/horticulture/animal husbandry/fisheries assume greater ownership role so as to have multiplying effect of both sides i.e research and development departments.

9.2 Convergence/linkages among KVKs and other Government Schemes

For effective coordination and convergence, there is need to draw a silver line for defined responsibilities so that there is obvious clarity in functions and roles. The convergence has to be in terms of sharing of knowledge, resources and experiences and recommends the following guidelines.

- KVK should indentify and initiate action on the priority areas indicated in the Comprehensive District Agriculture Plan (CDAP).
- KVK must harness available ICT programmes of development departments and Ministries (eg. SMS Portal, Common Service Centres, Video-Conferencing facilities of NIC etc.) through effective networking.
- Greater involvement of Animal Husbandry and Fisheries Department would help KVKs in pursuing Integrated Farming Systems approach.
- Scientists-extension functionaries-farmers interface should be frequently be organized by KVKs to reaffirm the utility of results under local conditions so as to out-scale technologies.
- The field-functionaries of NGOs working in agriculture and allied sector have to be treated as important partners especially for their capacity building efforts for technology transfer.
- To build capacities of rural youth as technology agents, through vocational training programme, it will be essential to link them to bankable projects. Hence, for effective services to farmers on custom hiring basis/out-sourcing, linkages with credit extending organizations will be highly essential.

In order to coordinate and monitor effectively the above suggested areas of convergence, the Committee is of the view that ICAR should set up with approval of its President (Minister of Agriculture) Joint-Coordination Committee at the national level and also ensure establishment of similar Joint-Coordination Committees at State and District levels as specified in **Appendix -XXX**.

10. Scientific and Technical

Assessment, refinement and demonstration of technology/products, and capacity building of different stakeholders to facilitate agricultural growth in the district is the mandate of the KVK. To achieve this, KVK carry out on farm testing, frontline demonstrations and training. KVK provides a platform to NARS for showcasing agricultural technologies/products at the grass root level. KVK also functions as resource and knowledge centre and provides technology and the required materials like seeds, planting materials, literature and other technology products to support uptake of technologies.

There is a growing realization that specialized competences in the KVK staff are required to harness the distinct opportunities in the district.

KVK works in clusters of 4-5 villages for testing and demonstration of technologies. However, other activities like training, awareness, etc., are conducted keeping the entire district as the domain of the KVK.

With limited scientific manpower, extension aimed at development is not be possible by the KVK and convergence with line departments may enhance the effectiveness.

10.1 Domain of activities

- Creation of database on the district profile based on the secondary data.
- KVK should work in a cluster villages approach.
- Base-line data of the cluster villages need to be collected through PRA and other participatory methods and it should specifically reflect on problems related to agriculture and allied sectors. The progress thus, made be documented every year and be compared with the base-line data for assessing the impact of KVK interventions.
- Address district-specific needs in Agriculture, Horticulture, Fisheries, Livestock, Poultry, and Agro-forestry, by identifying and prioritizing problems.
- Extent, severity, importance and frequency of the problems in the existing farming conditions should be considered as main criteria for identification and prioritization.
- Identify primary and secondary factors/biotic and abiotic causes of each prioritized problem and plan for appropriate interventions.
- Each Scientist (SMS) in KVK should address at least one most relevant issue of the area.
- Prepare work plan for cluster of villages with well-defined outputs/deliverables. The yearly action plan should aim at tackling each prioritized problem through selecting suitable technologies, on-farm tests, frontline demonstrations, capacity development, frontline extension programmes, supply of technology related inputs etc.

- Identify, document and validate important farmer led innovations.
- Conduct need-based capacity development related activities through specific technology modules and methods/techniques and bring out training manuals in local language.
- Create technology agents through vocational programmes so as to serve as service providers to farmers at the grass-root level.
- Emphasize on activities related to value-chain concept from producer to consumer.
- Organize skill and entrepreneurship training to rural youth/farm women/progressive farmers for higher production of technological products.
- Develop quality mother orchard of major fruit crops in the district.
- Establish permanent Technology Demonstration Units, Integrated Farming System Units and Technology Cafeteria.
- Produce technological inputs and products like seeds/seedlings/livestock/bio-products etc., using Revolving Fund, in order to ensure their availability to farmers and other stakeholders.
- Plan and execute appropriate off-campus programmes on capacity development.
- Design and implement innovative extension strategies for individual, group and mass awareness about technology related to prioritized problems. Use ICT tools and techniques like e-extension, web-based technology content including modules and capsules, e-farmers, v-KVK and KVK-net for reaching the unreached for knowledge empowerment and technology dissemination.
- Aim for specific targeted programmes like soil, water and plant testing and issuance of soil health cards to farmers in cluster villages.
- Encourage participatory approach for production of seeds and planting materials by farmers at the village level.
- Document significant achievements in the form of case studies/success stories as per the merits of the technology. At least one success story/case study per year be brought out and submitted to the ZPD.
- Prepare yearly budget estimate on realistic basis.
- For resource augmentation, converge with other central and state government programmes/schemes related to agriculture and allied sectors.

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 a data base on the district profile viz., blocks/villages, demography including farmers (small, marginal and large), livestock population, weather data, distribution of land, area under major crops, production and productivity trends of crops, livestock, fisheries and allied sectors, home-scale enterprises and socio economic profile. Besides, details of inputs, marketing, processing, extension service providers etc., may also be maintained in the database.

10.1.2 Selection of cluster villages

The KVK should work in cluster villages approach wherein 4-5 villages covering farm families dominated by small and marginal farmers selected preferably from different agro-ecosystems and continue work in the selected cluster(s) for 3 years with phased out strategy to implement similar activities across the district by moving to new cluster of villages for another 3 year cycle

10.1.3 Base-line data of the cluster villages (collection, analysis and documentation)

The information and data related to agriculture and allied activities of the village need to be collected using participatory tools and techniques. When the data is collected through participatory approaches, the factuality and accuracy of data needs to be answered through triangulation. The data needs to be collected every year and it should be compared with the base-line data for assessing the impact of KVK interventions.

- Secondary data about the villages must be collected before entering the village.
- The base-line data should reflect on problems related to agriculture and allied sectors.
- Prioritization of the problems needs to be done through participatory approaches.
- The criteria to be followed for problem identification and prioritization are the extent, severity, importance and frequency of the problem in the existing farming conditions.
- Identifying primary and secondary causes/biotic and abiotic causes of each prioritized problem is necessary to plan for appropriate interventions.
- Share the base-line data with the line departments to facilitate appropriate convergence.

10.1.4 Interventions

- Action plan must aim at tackling each prioritized problem through on farm trials, frontline demonstrations, training, extension programmes and supply of technological inputs etc.,
- Mobilize convergence with other ministries/departmental programmes.

10.1.6 Clientele coverage

- All stakeholders in the cluster villages are treated as clientele. This includes farmers, farm women, rural youth, extension functionaries, formal and informal institutions in the district.
- All stakeholders who avail advisory and diagnostic services at KVK are treated as clientele for KVK activities.

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 to solve the most important and widely spread problems of group of farmers in a defined area in a farming system perspective. OFTs are normally planned, managed and evaluated by farmers themselves with facilitative role of KVK scientists through 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 farmers practice and the recommended practice.

Technology refinement

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

Special features

- The OFT aims to address the problems that are important and faced by a large number of farmers in the area.
- Choice of technological options must be based on various factors prevailing in the farmer's situation to increase the production in selected crops and livestock. Emphasis must be given to test one technology at a time in order to convince farmers on the utility of technological options to solve the problem and to ensure 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.
- All the essential/required observations have to be recorded in each and every trial. The collected data are to be processed, analyzed and documented for drawing recommendations as well as for reference.
- Successful technological options must be up-scaled through frontline demonstrations in successive seasons in the same location as well as in other parts of the district.
- The FLD, 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.

Steps involved in planning and conducting of OFT

- 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, database 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 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 any problem, reasons for the same should be recorded.
- Similarly extent of damage due to abnormal conditions like hailstorm, drought, flood etc. during crop season, should also be recorded very carefully and interpreted appropriately.

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 No. of OFT	No. of trials	Technology Assessed	Parameters of assessment	Data on the parameter	Results on assessment	Feedback from the farmer	Any refinement done	Justification for refinement
1	2	3	4	5	6	7	8	9	10	11	12

(Format Contd.)

Technology Assessed/Refined	*Production per unit	Net Return (Profit) in ₹ /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 OFT 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 scientists 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.

10.1.8 Frontline demonstrations

Frontline demonstration (FLD) is the concept of field demonstration evolved by the ICAR 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 (₹ /ha)		Average Gross Return (₹ /ha)		Average Net Return (Profit) (₹ /ha)		Benefit-Cost Ratio (Gross Return/ Gross Cost)
Demo	Local	Demo	Local	Demo	Local	
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
					Demo	Local		

*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
					Demo	Local		

*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
					Demo	Local		
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 generalization 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 feedback 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, livestock, fish fingerlings, bio-products etc. should be produced in KVK instructional farm with revolving fund and should be provided to the farmers. For large-scale promotion of these quality materials, 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 important plantation crops 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 detail and placed at the website
- URL of KVK website may be linked to all possible stake holders like ICAR, SAUs 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-cum-Head 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 concerned host institution has to ensure technical backstopping to their KVKs through Directors of Extension Education of SAUs/CAU and Directors of ICAR institutes. Zonal Project Directors will facilitate and monitor this process to ensure effective knowledge sharing.

- Periodical visits of technical experts from the University/ICAR Institute to KVKs irrespective of the host organizations essentially should be organized for providing guidance and advice at different stages of technological interventions.
- Capacity development activities should be organized in identified areas for KVK staff at the Universities, ICAR Institutes and other specialized organizations.
- Facilitating KVKs to get latest technologies from NARS for production of technological inputs as well as carrying out interventions for the benefit of farmers.
- Publication and updating of district-specific technology inventory.
- Ensure the participation of Chief Scientist-cum-Head of all the KVKs in ZAREC as members.
- Facilitate KVKs in having interface and convergence with different stakeholders in the district.

10.3 Technology week

1. The KVK need to organize Technology Week on its farm in the month of September/October or whenever the crop stand is optimum during Kharif.
2. Advance micro-planning to organize this event must be done along with beautification of KVK campus and instructional farm.
3. This event may be organized through Public-Public and Public-Private partnership mode and funds for the event may be generated through cooperation of financial agencies.
4. Dates of this event may be communicated well in advance for the benefit of farming community and larger participation. Publicity may be done through print (local cable network, private TV channel and district AIR). Pre-publicity material (posters, folders etc.) may be prepared for distribution among farmers. Propaganda of the event can also be done by publishing series of articles in newspapers and radio talks through AIR. The cooperation of officials of line departments may also be obtained for wider publicity. Due attention must be paid to post-publicity of the event. Banners and flags may be put at the KVK campus for attracting the attention of farmers.
5. Layout of farm for demonstrations needs to be planned well in advance. Good crop stand of the kharif crops must be ensured for showing the worth of the technologies. For this purpose demonstration of crops, new varieties, technologies etc. may be given a thought. Display boards at each demonstration site including effective message and its economics need to be displayed at the instructional farm.
6. The Inauguration (1st day) and concluding (5th day) must be included in the programmes of Technology Week. Seminars need to be organized on thematic areas of local importance during the event and agro-based enterprises need to be focused. Experiences of progressive farmers, honorary training associates may be shared during seminars. LCD projector and screen along with comfortable seating arrangements for the visitors/farmers is necessary.
7. An Agricultural Exhibition may be organized during the event involving Public Sector Organizations, Private Companies and NGOs. Live samples, models may be displayed. Separate stalls for SHGs, banks may be installed. Individual farmers and farmers groups may be encouraged to exhibit their produce.
8. The event needs to include Sales Counters especially for agricultural inputs like seed, bio-fertilizers, bio-pesticides, improved implements, publications etc.
9. Drinking water and other civil amenities arrangements must be ensured. Boarding arrangement of farmers/visitors can be made available on payment basis during the event.
10. Wider participation of farmwomen is needed for the event. The responsibility may be given to the Home Scientists of KVKs.
11. Documentation of the event with respect to number of visitors, visits of VIPs, seminar proceedings, feedback of visiting farmers/extension personnel/other stake holders, news clippings, photographs etc. need to be maintained and copy of the same should be sent to Zonal Project Director.

11. Capacity Development

The KVK scientists working in a complex environment require regular updating of knowledge and skills in terms of advancement on the technological front relevant to the district. Besides managerial skills like communication, coordination, leadership, project management, process documentation and team building are required along with motivational and attitudinal changes for better performance. In this regard the following capacity development activities may be taken up:

- The ZPD should be the main hub of human resource development for KVK staff.
- The ZPD should prepare the schedule of training plan for KVK staff annually based on the training need assessment.
- Subject matter training should be organized to the KVK scientists to operate and maintain the farm and demonstration units established in KVKs.
- The KVK staff to be deputed to best institutions in the country for long duration training courses.
- The Directorate of Extension Education of the SAU should organize human resource development programmes for the KVKs under their jurisdiction for technology backstopping.
- Periodical orientation programme for the newly recruited scientists of KVKs should be organized by the ZPD.
- Scientist/Programme Assistant (Lab Technician) has to be trained in analytical and maintenance aspects of the labs at reputed institutions.
- Periodical training has to be organized for the administrative staff of KVK on administrative and financial aspects.
- Programme Assistant (Computer) has to be empowered with advanced ICT applications for effective database management.
- The trained staff should prepare a plan of work and implement the new learnings acquired during the training programme.
- Emphasis should be given on process documentation by enhancing the skills of the staff in scientific writing, articles, case studies, success stories.
- 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.



APPENDICES

APPENDIX I

Proforma for Submitting Proposal for the Establishment of Krishi Vigyan Kendra (KVK)

1. Name of the Scheme:
2. Name of the District (New/Additional):
3. Location of 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 KVK.
 - (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 KVK 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 2011 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 the KVK.
 - (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 at least for 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

APPENDIX II

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

AGREEMENT

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** project hereinafter called **KVK** whose Vision, Mission and Mandate of KVK are:

Vision: Science and technology-led growth leading to enhanced productivity, profitability and sustainability of agriculture.

Mission: Farmer-centric growth in agriculture and allied sectors through application of appropriate technologies in specific agro-ecosystem perspective.

Mandate: Technology assessment and demonstration for its wider application and to enhance capacity development (TADA-CD).

To implement the mandate effectively through creation of awareness about improved agricultural technologies, the following activities be defined for each KVK.

- (i) On-farm testing to assess the location specificity of agricultural technologies under various farming systems.
- (ii) Out-scaling of farm innovations through frontline demonstration to showcase the specific benefits/worth of technologies on farmers' fields.
- (iii) Capacity development of farmers and extension personnel to update their knowledge and skills in modern agricultural technologies and enterprises.
- (iv) Work as Knowledge and Resource Centre for improving overall agricultural economy in the operational area.
- (v) Conduct frontline extension programmes and provide farm advisories using ICT and other media on varied subjects of interest to farmers
- (vi) Data documentation, characterization and strategic planning of farming practices

KVK, while acting as a single window Agricultural Technology Information Centre (ATIC), should produce quality technology related inputs/products (seeds, planting materials, bio-agents, livestock etc.) and make them available to farmers. Besides, identify and document selected farmer-led innovations and converge with ongoing schemes and programmes within the mandate of KVK.

5. The FIRST PARTY shall provide grant for the KVK project according to the pattern of assistance approved under the KVK project subject to various limitations e.g. budgetary, staff strength etc. 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 requirement 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 project;
 - (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.
6. For scientific and technical cooperation in the effective implementation of the project 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, at present 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 enlarging the programmes of the KVK;

7. The SECOND PARTY, in addition, agrees:
- (i) That the grant given by the FIRST PARTY will be utilised exclusively for the intended purpose of the Project and on items for which it is sanctioned by the FIRST PARTY.
 - (ii) To 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) That the interest earned out of FIRST PARTY's grant will be indicated in the account of KVK, which will be maintained separately, and intimated to the FIRST PARTY at regular intervals along with progress report. The interest earned by the KVK from the bank account, where all ICAR grants are deposited, will be taken into account while making remittance/release. In other words the grants to be released to the KVK will stand reduced to the extent interest earned from the bank account.
 - (iv) That the profit/resource generated from KVK, if any will be ploughed back and utilised for development and execution of the KVK Project and that no portion other than agreed by the FIRST PARTY would be utilized by the SECOND PARTY for any other purpose. In case any amount is diverted for any non-KVK activity, the same shall be deducted by the FIRST PARTY from the grant due to SECOND PARTY subsequently.
 - (v) That 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) That the financial assistance rendered by the FIRST PARTY 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) To associate the FIRST PARTY in the Selection/recruitment Committees appointed for the recruitment of the scientific, technical and other personnel of the KVK.
 - (ix) To strictly follow the pattern and procedure laid down by the FIRST PARTY for the Selection Committees for the recruitment of KVK Personnel.
 - (x) To keep the designations and duties of the staff in accordance with the provisions made in the project.
 - (xi) To mortgage the land/farm of the KVK to the FIRST PARTY before the fund for infrastructure development is released from the Council and the mortgage paper be submitted to the Council for record.
 - (xii) That the pay scale of the KVK staff should be at the pattern approved by the FIRST PARTY for the project and any increase either regular or adhoc in pay or allowance over and above the one approved by the FIRST PARTY shall be borne by the SECOND PARTY from their own resources
 - (xiii) That all staff of KVK shall be borne on the establishment of the SECOND PARTY only. The administrative control over the staff employed under the project, therefore, shall vest in the SECOND PARTY.
 - (xiv) That 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.
 - (xv) That the SECOND PARTY will not transfer any staff of KVK during the first five years of their serve and approval of FIRST PARTY shall be obtained before effecting any transfer at any point of time.

- (xvi) That the SECOND PARTY agrees to implement promotion policy as per FIRST PARTY guideline for scientists and MACPs for other staff.
- (xvii) The qualifications of the staff under this Project should be as laid down by the FIRST PARTY in this regard any deviation will result in discontinuation of the financial support.
- (xviii) To recruit competent personnel/staff as per the sanctioned provisions of the Project.
- (xix) To strictly follow the qualifications, disciplines for recruitment (Appendix VI – KVK Management Guidelines) and score card (Appendix VII – KVK Management Guidelines) as per the guidelines of ICAR for promotion in respect of KVK Personnel.
- (xx) To keep the duties of the staff in accordance with the provisions made in the project and shall not use the staff for non-mandated activities.
- (xxi) Not to transfer any personnel appointed for the KVK Project for any work other than that of KVK without the prior concurrence of the FIRST PARTY.
- (xxii) To treat KVK staff at par for the purpose of privileges, amenities and facilities permissible to other staff of the SECOND PARTY.
- (xxiii) To provide skilled and unskilled labour as and when required for the project work.
- (xxiv) To consult the FIRST PARTY before making any change in the programme of the KVK or the personnel employed therein.
- (xxv) To ensure that any member of staff of the KVK leaving the KVK services leaves behind a report on the work done during the relevant period together with all data collected to enable his/her successor to compile the complete report at the end of the year.
- (xxvi) To keep the FIRST PARTY constantly informed of the progress and the problems of the KVK through the proceedings of the meetings, training courses being offered etc.
- (xxvii) To 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.
- (xxviii) To constitute the Scientific Advisory Committee and conduct its meetings as per the norms issued by the FIRST PARTY from time to time.
- (xxix) To allow the FIRST PARTY to review the KVK by QRT and agree to follow the approved recommendations by the FIRST PARTY.
- (xxx) That the KVK shall submit a monthly, half yearly, annual report and any other periodic report, in the prescribed proforma, as asked for by the FIRST PARTY about 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 KVK or terminate the project funding without assigning any reasons thereof.
- (xxxi) That 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 to be furnished to the Council along with Audit Utilization Certificate AUC.
- (xxxii) That 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.
- (xxxiii) To provide all financial powers to In-charge of KVK as per guidelines/norms provided by the FIRST PARTY for this purpose.

- (xxxiv) To permit the KVK Personnel/staff to attend relevant Workshops, Seminars, Symposia, Conferences, Meetings, etc., organized by the FIRST PARTY.
8. Further, both the parties mutually agree:
- (i) That the Project is essentially a cooperative/partnership venture.
 - (ii) To their commitment to carry out the activities and achieve the objectives as mentioned hereinabove and mutually agreed upon.
 - (iii) That the KVK or the Scientists responsible for doing outstanding work, organizing training programmes and other mandated activities and thereby significantly contributing towards agricultural production in the area shall be given due recognition.
 - (iv) That recruitment procedure, promotion shall be as per guidelines issued by the FIRST PARTY and other service conditions of the KVK personnel will be as per the rules and regulations of the SECOND PARTY subject to the condition that the staff of the KVK would not be entitled to any service benefit in excess of the benefit available to the employees of the FIRST PARTY.
 - (v) That the promotional policy, including the pay and eligibility criteria, will strictly be as per the guidelines issued by the FIRST PARTY.
 - (vi) That the 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. The CAS shall apply only to scientific position while MACPS shall apply to all non-scientific positions. In the event of transfer/retirement/death/resignation of such promoted staff carrying higher pay band and grade pay acquired because of promotion through CAS/MACPS, shall be filled only in the initial grade approved under the KVK project.
 - (vii) That the KVK Personnel shall be encouraged to publish literature related to training programmes and evaluative studies including major achievements.
 - (viii) That the grant-in-aid to the KVKs under NGOs will be released based on the AUC issued by the Accredited Chartered Accountant 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) That apart from the audit of the accounts of the KVK under the NGO by an Accredited Chartered Accountant, audit department of the Govt. of India/audit wing of FIRST PARTY may conduct the audit of the accounts.
 - (x) That 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) That in case of non-receipt of the Audit and Utilization Certificate, the FIRST PARTY may stop the grant of the KVK Project till the receipt of AUC.
 - (xii) That in addition to the normal audit as stated above, the FIRST PARTY may also get special audit conducted at its discretion.
 - (xiii) That 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 project shall be considered.

- (xiv) That in the event of an unsatisfactory progress of work at a Kendra as assessed by the FIRST PARTY, it may stop the release of further grants to such Kendra or terminate the project funding without assigning reasons.
 - (xv) That The FIRST PARTY will not be liable to bear any expenditure on pensionary benefits other than Contributory Provident Fund/Employee Provident Fund and Gratuity.
 - (xvi) That the 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 Project.
 - (xvii) That the FIRST PARTY will have the right to publish the relevant data/materials obtained as a result of work done under the KVK project before they are published elsewhere.
9. The SECOND PARTY has the right to recruit all the sanctioned positions without taking permission or approval of any authorities as per KVK Management Guidelines. Further, KVKs are exempted from any kind of general restrictions on recruitment other than those imposed by the FIRST PARTY.
 10. In the existing and likely Intellectual Property Regime, techniques, technologies, materials etc. developed/perfected having any immediate or likely commercial value would be the joint property of the FIRST PARTY and the SECOND PARTY. However, the Intellectual Property claims/formalities would be filed/made by the SECOND PARTY.
 11. 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.
 12. The parties to this Agreement agree to comply with all applicable laws, rules and administrative instruction laid down by the FIRST PARTY and Government of India, governing activities under this Agreement.
 13. 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.
 14. 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. 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.
 15. The Sanction Order issued by the FIRST PARTY for establishing the KVK for the SECOND PARTY along with Appendix 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.
 16. 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.
 17. 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.

18. The movable property, such as vehicles/equipments/implements/farm machinery etc. purchased at the cost of the FIRST PARTY would be the sole property of the First Party. Immediately in the event of the termination of the Project, the SECOND PARTY shall be obliged to hand over all these movables to the First Party and the First Party shall decide the manner in which these vehicles/equipments/implements/farm machinery etc. can be utilized/transferred or disposed of.
19. In the event of the termination of the project for whatsoever reasons, the immovable properties acquired/constructed with FIRST PARTY's assistance shall remain the property of the FIRST PARTY. Immediately in the event of the termination, the SECOND PARTY shall be obliged to handover all these immovable properties to the FISRT PARTY and the FISRT PARTY shall be at liberty to deal with the property in any manner they decide. However, in case SECOND PARTY is unable to hand over such property due to whatsoever reasons in the event of the termination of the project, the FIRST PARTY shall be entitled to such fair and reasonable compensation for all the immovable property and improvements effected thereon constructed under the Project with FIRST PARTY's assistance as shall be decided by the FISRT PARTY as per the valuation done by CPWD or any other agency nominated/selected by the FIRST PARTY. The decision of Secretary ICAR in this matter will be final.
20. 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.
21. 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.
22. Any matter not covered specifically in this Agreement may be settled by mutual discussion.
23. 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.
24. 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)
 For on behalf of
 (full title of the SECOND PARTY)

ICAR, New Delhi
 (With Office Seal)
 For on behalf of
 Indian Council of Agricultural Research

Witnesses:

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

APPENDIX III

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 i.e. SAU/State Government/Deemed Universities/PSU/Others Government organization) FOR SCIENTIFIC AND TECHNICAL COOPERATION IN THE IMPLEMENTATION OF THE PROJECT OF KRISHI VIGYAN KENDRA (KVK) AT VILLAGE, CITY, DISTRICT IN THE STATE OF

1. This Memorandum of Understanding (MoU) 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)
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** project hereinafter called **KVK** whose Vision, Mission and Mandate of KVK are:

Vision: Science and technology-led growth leading to enhanced productivity, profitability and sustainability of agriculture.

Mission: Farmer-centric growth in agriculture and allied sectors through application of appropriate technologies in specific agro-ecosystem perspective.

Mandate: Technology assessment and demonstration for its wider application and to enhance capacity development (TADA-CD).

To implement the mandate effectively through creation of awareness about improved agricultural technologies, the following activities be defined for each KVK.

- (i) On-farm testing to assess the location specificity of agricultural technologies under various farming systems.
- (ii) Out scaling of farm innovations through frontline demonstration to showcase the specific benefits/worth of technologies on farmers' fields.
- (iii) Capacity development of farmers and extension personnel to update their knowledge and skills in modern agricultural technologies and enterprises.
- (iv) Work as Knowledge and Resource Centre for improving overall agricultural economy in the operational area.
- (v) Conduct frontline extension programmes and provide farm advisories using ICT and other media on varied subjects of interest to farmers
- (vi) Data documentation, characterization and strategic planning of farming practices

KVK, while acting as a single window Agricultural Technology Information Centre (ATIC), should produce quality technology related inputs/products (seeds, planting materials, bio-agents, livestock etc.) and make them available to farmers. Besides, identify and document selected farmer-led innovations and converge with ongoing schemes and programmes within the mandate of KVK.

5. The FIRST PARTY shall provide grant for the KVK project according to the pattern of assistance approved under the KVK project subject to various limitations e.g. budgetary, staff strength etc. 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 requirement for taking up various activities of the KVK as per mandate as stated in the para 4 of this MoU;
 - (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 project;
 - (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 FIRST PARTY; 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.
6. For scientific and technical cooperation in the effective implementation of the project 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, at present 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 enlarging the programmes of the KVK;

7. The SECOND PARTY, in addition, agrees:

- (i) That the grant given by the FIRST PARTY will be utilised exclusively for the intended purpose of the Project and on items for which it is sanctioned by the FIRST PARTY.
- (ii) To 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) That the interest earned out of FIRST PARTY's grant will be indicated in the account of KVK, which will be maintained separately, and intimated to the FIRST PARTY at regular intervals along with progress report. The interest earned by the KVK from the bank account, where all FIRST PARTY grants are deposited, will be taken into account while making remittance/release. In other words the grants to be released to the KVK will stand reduced to the extent interest earned from the bank account.
- (iv) That the profit/resource generated from KVK, if any will be ploughed back and utilised for development and execution of the KVK Project and that no portion other than agreed by the FIRST PARTY would be utilized by the SECOND PARTY for any other purpose. In case any amount is diverted for any non-KVK activity, the same shall be deducted by the FIRST PARTY from the grant due to SECOND PARTY subsequently.
- (v) That 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) That the financial assistance rendered by the FIRST PARTY 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) To associate the FIRST PARTY in the Selection/recruitment Committees appointed for the recruitment of the scientific, technical and other personnel of the KVK.
- (ix) To strictly follow the pattern and procedure laid down by the FIRST PARTY for the Selection Committees for the recruitment of KVK Personnel.
- (x) To keep the designations and duties of the staff in accordance with the provisions made in the project.
- (xi) To render Executive Order by the competent authority allotting specific land/farm for KVK purpose to the FIRST PARTY before the fund for infrastructure development is released from the Council.
- (xii) That the pay scale of the KVK staff should be at the pattern approved by the FIRST PARTY for the project and any increase either regular or adhoc in pay or allowance over and above the one approved by the FIRST PARTY shall be borne by the SECOND PARTY from their own resources
- (xiii) That all staff of KVK shall be borne on the establishment of the SECOND PARTY only. The administrative control over the staff employed under the project, therefore, shall vest in the SECOND PARTY.
- (xiv) That 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.
- (xv) That the SECOND PARTY will not transfer any staff of KVK during the first five years of their serve and approval of FIRST PARTY shall be obtained before effecting any transfer at any point of time.

- (xvi) That the SECOND PARTY agrees to implement promotion policy as per ICAR guideline for scientists and MACP for other staff.
- (xvii) The qualifications of the staff under this Project should be as laid down by the FIRST PARTY in this regard any deviation would result in discontinuation of the financial support.
- (xviii) To recruit competent personnel/staff as per the sanctioned provisions of the Project.
- (xix) To strictly follow the qualifications, disciplines for recruitment (Appendix VI – KVK Management Guidelines) and score card (Appendix VII – KVK Management Guidelines) as per the guidelines of FIRST PARTY for promotion in respect of KVK Personnel.
- (xx) To keep the duties of the staff in accordance with the provisions made in the project and shall not use the staff for non-mandated activities.
- (xxi) Not to transfer any personnel appointed for the KVK Project for any work other than that of KVK without the prior concurrence of the FIRST PARTY.
- (xxii) To treat KVK staff at par for the purpose of privileges, amenities and facilities permissible to other staff of the SECOND PARTY.
- (xxiii) To provide skilled and unskilled labour as and when required for the project work.
- (xxiv) To consult the FIRST PARTY before making any change in the programme of the KVK or the personnel employed therein.
- (xxv) To ensure that any member of staff of the KVK leaving the KVK services leaves behind a report on the work done during the relevant period together with all data collected to enable his/her successor to compile the complete report at the end of the year.
- (xxvi) To keep the FIRST PARTY constantly informed of the progress and the problems of the KVK through the proceedings of the meetings, training courses being offered etc.
- (xxvii) To allow the In-charge, KVK to directly correspond with the FIRST PARTY in matters pertaining to the KVK including policy and financial matters.
- (xxviii) To constitute the Scientific Advisory Committee and conduct its meetings as per the norms issued by the FIRST PARTY from time to time.
- (xxix) To allow the FIRST PARTY to review the KVK by Quinquennial Review Team (QRT) and agree to follow the approved recommendations by the FIRST PARTY.
- (xxx) That the KVK shall submit a monthly, half yearly, annual report and any other periodic report, in the prescribed proforma, as asked for by the FIRST PARTY about 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 KVK or terminate the project funding without assigning any reasons thereof.
- (xxxii) That 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 to be furnished to the Council along with AUC.
- (xxxiii) That 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 FIRST PARTY officers for inspection and to the Auditors for check and endorsement.
- (xxxiiii) To provide all financial powers to In-charge of KVK as per guidelines/norms provided by the FIRST PARTY for this purpose.

(xxxiv) To permit the KVK Personnel/staff to attend relevant Workshops, Seminars, Symposia, Conferences, Meetings, etc., organized by the FIRST PARTY.

8. Further, both the parties mutually agree:

- (i) That the Project is essentially a cooperative/partnership venture.
- (ii) To their commitment to carry out the activities and achieve the objectives as mentioned hereinabove and mutually agreed upon.
- (iii) That the KVK or the Scientists responsible for doing outstanding work, organizing training programmes and other mandated activities and thereby significantly contributing towards agricultural production in the area shall be given due recognition.
- (iv) That recruitment procedure, promotion shall be as per guidelines issued by the FIRST PARTY and other service conditions of the KVK personnel will be as per the rules and regulations of the SECOND PARTY subject to the condition that the staff of the KVK would not be entitled to any service benefit in excess of the benefit available to the employees of the FIRST PARTY.
- (v) That the promotional policy, including the pay and eligibility criteria, will strictly be as per the guidelines issued by the FIRST PARTY.
- (vi) That the 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. The CAS shall apply only to scientific position while MACPS shall apply to all non-scientific positions. In the event of transfer/retirement/death/resignation of such promoted staff carrying higher pay band and grade pay acquired because of promotion through CAS/MACPS, shall be filled only in the initial grade approved under the KVK project.
- (vii) That the KVK Personnel shall be encouraged to publish literature related to training programmes and evaluative studies including major achievements.
- (viii) That based on Utilisation Certificate signed by the Head of the Organisation & Head of Finance Wing, in case of KVKs under SAU/Govt.Organisation/Deemed University/Central Agricultural University/Central University etc., funds to the extent of 50% of the budgetary allocation will be released. Release of grants-in-aid in excess of fifty per cent of the total amount sanctioned for a financial year shall be done only after the annual audited statement relating to grants-in-aid released in the preceding year are submitted by the statutory auditors. Any unspent balance should be refunded to the SECOND PARTY as per the rules laid down by the FIRST PARTY in this regard.
- (ix) That apart from the audit of the accounts of the KVK under the NGO by an Accredited Chartered Accountant, audit department of the Govt. of India/audit wing of FIRST PARTY may conduct the audit of the accounts.
- (x) That 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) That in case of non-receipt of the Audit and Utilization Certificate, the FIRST PARTY may stop the grant of the KVK Project till the receipt of AUC.
- (xii) That in addition to the normal audit as stated above, the FIRST PARTY may also get special audit conducted at its discretion.

- (xiii) That 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 project shall be considered.
 - (xiv) That in the event of an unsatisfactory progress of work at a Kendra as assessed by the FIRST PARTY, it may stop the release of further grants to such Kendra or terminate the project funding without assigning reasons.
 - (xv) That The FIRST PARTY will not be liable to bear any expenditure on pensionary benefits other than Contributory Provident Fund/Employee Provident Fund and Gratuity.
 - (xvi) That the 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 Project.
 - (xvii) That the FIRST PARTY will have the right to publish the relevant data/materials obtained as a result of work done under the KVK project before they are published elsewhere.
9. The SECOND PARTY has the right to recruit all the sanctioned positions without taking permission or approval of any authorities as per KVK Management Guidelines. Further, KVKs are exempted from any kind of general restrictions on recruitment other than those imposed by the FIRST PARTY.
 10. In the existing and likely Intellectual Property Regime, techniques, technologies, materials etc. developed/perfected having any immediate or likely commercial value would be the joint property of the FIRST PARTY and the SECOND PARTY. However, the Intellectual Property claims/formalities would be filed/made by the SECOND PARTY.
 11. The SECOND PARTY shall not subcontract any of its obligations under this MoU or enter into any other arrangement that would involve additional parties in the provision of the Services or performance of this MoU without the written sanction from the FIRST PARTY.
 12. The parties to this MoU agree to comply with all applicable laws, rules and administrative instruction laid down by the FIRST PARTY and Government of India, governing activities under this MoU.
 13. In carrying out the terms of this MoU there shall be no discrimination against any citizens of India because of religion, race, caste, sex, descent, place of birth, residence.
 14. The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this MoU must not be construed so as to create such status. The rights, duties and obligations contained in this MoU operate only between the parties to this MoU. The provisions of this MoU are intended only to assist the parties in determining and performing their obligations under this MoU. The parties to this MoU intend and expressly agree that only parties signatory to this MoU will have any legal or equitable right derived or accrued under this MoU.
 15. The Sanction Order issued by the FIRST PARTY for establishing the KVK for the SECOND PARTY along with Appendix thereof, Mortgage Deed, Schedule of land, and Indemnity Bond shall be read as integral part of the MoU and together consist an integrated MoU between the parties and supersedes all previous MoUs, understandings and negotiations on that subject matter.
 16. Either party to this MoU may terminate the MoU after giving 90 (ninety) days written notice to the other Party of their intention to do so.
 17. Further the FIRST PARTY reserves its right to terminate this MoU, 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 MoU by the SECOND PARTY or in the event of SECOND PARTY becoming Insolvent.
18. The movable property, such as vehicles/equipments/implements/farm machinery etc. purchased at the cost of the FIRST PARTY would be the sole property of the First Party. Immediately in the event of the termination of the Project, the SECOND PARTY shall be obliged to hand over all these movables to the First Party and the First Party shall decide the manner in which these vehicles/equipments/implements/farm machinery etc. can be utilized/transferred or disposed of.
 19. In the event of the termination of the project for whatsoever reasons, the immovable properties acquired/constructed with FIRST PARTY's assistance shall remain the property of the FIRST PARTY. Immediately in the event of the termination, the SECOND PARTY shall be obliged to handover all these immovable properties to the FIRST PARTY and the FIRST PARTY shall be at liberty to deal with the property in any manner they decide. However, in case SECOND PARTY is unable to hand over such property due to whatsoever reasons in the event of the termination of the project, the FIRST PARTY shall be entitled to such fair and reasonable compensation for all the immovable property and improvements effected thereon constructed under the Project with FIRST PARTY's assistance as shall be decided by the FIRST PARTY as per the valuation done by CPWD or any other agency nominated/selected by the FIRST PARTY. The decision of Secretary ICAR in this matter will be final.
 20. Should any portion of this MoU be determined to be illegal or unenforceable, the remainder of the MoU will continue in full force and effect.
 21. Either party may request changes in this MoU. Any changes, modifications, revisions, or amendments to this MoU, will be incorporated by written instrument, executed and signed by all parties to this MoU, and will be effective.
 22. Any matter not covered specifically in this MoU may be settled by mutual discussion.
 23. 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 MoU, 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.
 24. This MoU 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 MoU in three Originals each in English.

ICAR, New Delhi
 (full Designation with Office Seal)
 For on behalf of
 (full title of the SECOND PARTY)

(With Office Seal)
 For on behalf of
 Indian Council of Agricultural Research

Witnesses:

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

APPENDIX IV

INDEMNITY BOND

(On non-judicial Stamp Paper of ₹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 (KVK) 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 ICAR, Krishi Bhavan, New Delhi.

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 ICAR (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/ICAR, 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 KVK. We President, Secretary and (Surety) undertake on demand by the ICAR/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 201

Surety

President

Secretary

- 1. Witness
- 2. Witness

APPENDIX V

FORM OF MORTGAGE DEED

This indenture made this day of two 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 between and 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 ₹ 80 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 m²), staff quarters (not exceeding a plinth area of 400 m²), Demonstration Unit (not exceeding a plinth area of 160 m²) 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 ICAR's assistance shall remain the property of the Council. The ICAR 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 of for 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 :

APPENDIX VI**Essential qualifications as prescribed by ICAR for the recruitment of staff under KVK****I. Chief Scientist-cum-Head – (Minimum pay ₹43000 in the Pay Band of ₹37400-67000 with RGP ₹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 ₹ 15600-39100 with Grade Pay of ₹ 5400/₹ 6000/₹ 7000/₹ 8000 and 2 years as a Senior Scientist or in an equivalent position in the Pay Band - 4 of ₹ 37400-67000 with Grade Pay of ₹ 8700/₹ 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 ₹15600-39100 with RGP ₹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 posts should be in the core disciplines namely,

- (i) Agricultural Extension
- (ii) Agronomy/Soil Science
- (iii) Plant Protection (Entomology/Plant Pathology)
- (iv) Plant Breeding/Seed Technology*
- (v) Animal Science/Fisheries
- (vi) Horticulture

- (vii) Home Science
 (viii) *Agricultural Engineering (Post Harvest Technology/Value addition)*

The other two posts could be out of other disciplines such as:

- (i) Animal Science/Fisheries/Agroforestry/Plant Pathology
 (ii) Agri-Business Management/Agricultural Economics

*To strengthen the participatory seed production and maintenance breeding in the farmers' fields as well as at instructional farm of KVK, the discipline of Plant Breeding/Seed Technology is required at KVK.

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

3. Programme Assistants

S. No.	Programme Assistant	Pay scale	Age limit for DR	Education & other qualifications required for direct recruitment
1.	Lab Technician	Pay Band-2, ₹ 9300-34800 + Grade Pay of ₹ 4200/-	30	Bachelor's degree in Agriculture or other branch of science relevant to Agriculture or equivalent qualification from a recognized university.
2.	Computer Assistant	Pay Band-2, ₹ 9300-34800 + Grade Pay of ₹ 4200/-	30	Bachelor's degree in Computer Science/Computer Application or equivalent qualification.
3.	Farm Manager	Pay Band-2, ₹ 9300-34800 + Grade Pay of ₹ 4200/-	30	Bachelor's degree in Agriculture or other branch of science relevant to Agriculture or equivalent qualification from a recognised university.

4. Administrative staff

S. No.	Programme Assistant	Pay scale	Age limit for DR	Education & other qualifications required for direct recruitment
1.	Assistant Administrative Officer	Pay Band-2, ₹ 9300-34800 + Grade Pay of ₹ 4600/-	21-30	<p><i>Essential:</i> Graduation in any discipline recognized University with working Knowledge of Computer.</p> <p><i>Desirable:</i></p> <ol style="list-style-type: none"> Experience of administrative work in Central or State Government Deptt./ Autonomous Bodies/PSU in the Grade Pay of ₹ 4200/- or equivalent MBA

S. No.	Programme Assistant	Pay scale	Age limit for DR	Education & other qualifications required for direct recruitment
2.	Stenographer Grade III	Pay Band-I, ₹ 5200-20200 + Grade Pay of ₹ 2400/-	18-27	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 65 minutes on computer.
3.	Lower Division Clerk	Pay Band-I, ₹ 5200-20200 + Grade Pay of ₹ 1900/-.	18-27	(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)
4.	Driver	Pay Band-I, ₹ 5200-20200 + Grade Pay of ₹ 2000/-.	18-27	Essential: 1. Matriculation pass qualification from a recognized Board; 2. 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: 1. One year trade certificate in the relevant field from ITI; or 2. Experience of driving in a recognized Institution; or 3. Experience of motor mechanic work
5.	Supporting staff: <i>Essential qualification-</i> Eighth class pass.			

APPENDIX 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 ₹ 15600-39100 and AGP of ₹ 7000)	Scientist/ Assistant Professor (Pay band of ₹ 15600-39100 and AGP of ₹ 8000)	Senior Scientist/ Associate Professor (Pay band of ₹ 37400-67000 and AGP of ₹ 9000)	Chief Scientist/ Professor (Pay band of ₹ 37400-67000 and AGP of ₹ 10000)
1.	Service requirements	Asst. Professor (Pay band of ₹ 15600 -39100 and AGP of ₹ 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 ₹ 15600-39100 and AGP of ₹ 7000) completing Five years	Asst.Professor (Pay band of ₹ 15600-39100 and AGP of ₹ 8000) completing Three years	Assoc. Professor (Pay band of ₹ 37400-67000 and AGP of ₹ 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 ₹ 15600-39100 with AGP of ₹ 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)

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 mark
(d) Funds mobilized for infrastructure development on KVK mandated activities	
Up to ₹ 1 lakh	1.0 mark
Up to ₹ 10 lakh	2.0 marks
Above ₹ 10 lakh	3.0 marks

Area of work	Score
(e) Establishing and managing institutional facilities like soil testing laboratory, bio-control 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 marks 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) Upto 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)	
Area of activity	Score
(a) Books/book chapters authored/edited	1.0 marks each (Max.2 marks)
(b) For each full length research article published in refereed journal	1.0 mark each (Max.2 marks)
(c) Technical bulletins of more than 6 pages published	0.5 mark each (Max.1 mark)
(d) Preparation of training manual on specific technology module	1.0 mark each (Max.1 mark)
(e) 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)
(f) Member in editorial board for publishing newsletter, proceedings and other publications.	0.25 mark each (Max.1 mark)

IV Awards/peer recognition (Maximum Marks: 5)

Distinctions Received	Score
(a) National/Zonal level Award	3.0 marks for each
(b) State Award	2.0 marks 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)

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 ₹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

APPENDIX VIII

Krishi Vigyan Kendra,
Classified Abstract of Expenditure for the Month of 201

Head of Accounts	Expenditure (in ₹)	
	For the Month	Progressive
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. Traveling 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) Frontline Demonstration		
(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)		

APPENDIX IX**Krishi Vigyan Kendra, _____**
Traveling Allowance Audit Register

Name :

Designation :

Date of payment	Bill No.	Period visit	Place of	Purpose	Amount of Bill (₹)	Initial of Chief Scientist	Remarks
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APPENDIX X

Krishi Vigyan Kendra, _____
Statement showing the details of expenditure incurred under the head 'Works'
during 201__ - __

Sl.No.	Item of work	Amount (₹)
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Assistant Administrative Officer

Chief Scientist-cum-Head

APPENDIX 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-cum-Head

APPENDIX XII

Vehicle Inspection Report
Name of Krishi Vigyan Kendra

1. Date of Inspection	:	
2. Particulars of vehicle	:	
Vehicle Regn. No.	:	Make & type :
Engine No.	:	Chassis 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/Need repair/Replacement/ Satisfactory/Good
Differential		Humming/Regular/Knock/Knowing while turning/ Need OH
5. Steering & suspension		Ratting/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 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 upholstery/Repair/Satisfactory/ Good
11. Electrical system		Starter motor and dynamo: Need OH/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 ₹ 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

APPENDIX XIII**Krishi Vigyan Kendra,**
Statement showing the details of Assets acquired during 201.... -

Sl.No.	Name of asset acquired	Qty.	Amount (₹)
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Assistant Administrative Officer

Chief Scientist-cum-Head

APPENDIX XV

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.....	Acquired Assets during the year —- (out of maingrants)	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-cum-Head

APPENDIX 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. 201_ - _)	Remittances by ICAR/ZPD during the year	ICAR's share of receipts realized from the scheme during the year	Total (Col. 1+2+3)	Actual expenditure for the year	ICAR's share of sanctioned grant for the year	ICAR's share of expenditure actually incurred and audited during the year	Closing balance at the end of the year i.e. 31.3.201_ (Col. 4 - 7)
1	2	3	4	5	6	7	8

Certified that:

- The grant has been utilized for the purpose for which it was made by the ICAR.
- 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 (ICAR'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)

APPENDIX XVII

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-cum-Head

Chairman/Comptroller

APPENDIX XVIII

Krishi Vigyan Kendra,
Monthly accounts for the month of 201

Opening balances (₹) as on	:
Cash on hand (₹)	:
Cash at bank (₹)	:
Add: Remittances received from ZPD 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-cum-Head

APPENDIX 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 ₹ 3 lakh is provided to each KVK established after XI Plan Period 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-cum-Head 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-cum-Head may constitute staff welfare committee.
- The Chief Scientist-cum-Head 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-cum-Head 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.

APPENDIX XXI**Schedule Showing Transactions Under Revolving Funds
During 201 - 201**

Name of the KVK.....

Sl. No.	Name of the Activity	Opening Balance as on 01.04.201_ (₹)	Receipts 201_ - 201_ (₹)	Payment 201 -201_ (₹)	Closing Balance as on 31.03.201_ (₹)
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 Total

Assistant Administrative Officer

Chief Scientist-cum-Head

APPENDIX XXII

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. You are 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. :

APPENDIX XXIII

Format of Quotation

SL No.	Description of Goods	Specifications	Qty.	Unit	Quoted Unit rate in ₹	Total amount (₹)	
						in figures	in words
<hr/>							
<hr/>							

Gross Total Cost: ₹.

We agree to supply the above goods in accordance with the technical specification for a total contract price of ₹. (Amount in figures:) (Rupees 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

APPENDIX XXIV

Krishi Vigyan Kendra Awards (National/Zonal): Rules

1. Name of the Award
Krishi Vigyan Kendra (KVK) Award (National/Zonal)
2. Sponsor
Indian Council of Agricultural Research, New Delhi
3. Objectives of the Award
 - To recognize outstanding performance by KVKs at zonal and 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 lakh) shall be put in fixed deposit and the earnings shall be utilized for the following:
 - Welfare activity of the staff of the concerned KVK
 - To support training of any staff of the concerned KVK
 - To develop common infrastructure for staff/amenities at KVK
 - Zonal: Eight awards; one each for every zone. The award will consist of ₹ 1 lakh + ₹ 2 lakh for infrastructural development + ₹ 1 lakh for sharing among staff + ₹ 1 lakh for training in Indian Institute for Chief Scientist-cum-Heads.
 - Award Sharing Criteria
 - Chief Scientist-cum-Head, Subject Matter Specialist and Programme Assistant
The Chief Scientist-cum-Head of the Best KVK at National level will also be provided award money of ₹ 20,000 provided he was the Chief Scientist-cum-Head during the five years period under consideration for KVK. Otherwise previous Chief Scientist-cum-Head 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 Chief Scientist-cum-Head 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 in 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 Director General, 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) Output and outcome 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 AED of the ICAR.

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

1. Name of the Award
Zonal/National Krishi Vigyan Kendra (KVK) Award
2. Year
3. Name of the KVK with full postal and telecommunication
4. Address
5. Name of the parent institution with full postal address
6. Telecommunication address of parent institution
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 Chief Scientist-cum-Head of the KVK that the performance is true.

Name :

Signature :

22. Certificate and forwarding note by the Head of the Host Organization.

Name :

Signature :

APPENDIX – XXVI

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
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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*
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*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 year

S. No.	Names 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 (₹ in lakh)

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 (₹ 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, Chief Scientist-cum-Head 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 the Agenda/Proceedings

APPENDIX XXVII**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	3 rd July
	July – September	3 rd October
	October – December	3 rd January
	January – March	3 rd April
3.	Audit Utilization Certificates in strictly in the prescribed proforma	30 th April of every year

APPENDIX XXVIII**Krishi Vigyan Kendra,**

File No.

Date

SANCTION ORDER

Sanction of the Chairman is hereby conveyed for an amount of ₹. (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 201....-.... under

Chief Scientist-cum-Head

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)
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Objection Book

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

Sl.No.	Date of drawls of Adv.	Name of Officer	Amount of Advance (₹)	Particulars of adjustment Bill No	Date	Amount adjusted (₹)	Remarks
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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	Wt (g/kg)	Remarks Mode of sending	Value of stamp
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Consumable Register

Name of the articles:

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

APPENDIX XXIX

Krishi Vigyan Kendra,

GAR 29

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

Fully Vouched 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 ₹ 500/- are attached to this bill; credit bills (above ₹ 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 ₹ 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 unavoids 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 ₹ (Rupees only)

Assistant Administrative Officer

Chief Scientist-cum-Head/Chairman

(For Use in Audit & Accounts Section)

Pay ₹ (Rupees only)

Assistant/Chief Scientist-cum-Head/Chairman

Paid vide Cheque No. dated for ₹

Assistant Administrative Officer

Chief Scientist-cum-Head/Chairman

APPENDIX XXX**Joint Coordination Committees on Frontline Extension Management****1. National Frontline Extension Coordination Committee****Co-Chairs:**

- (i) Secretary, DARE & Director General, ICAR
- (ii) Secretary, DAC

Co-Conveners:

- (i) Assistant Director General (Agricultural Extension)
- (ii) Additional Commissioner (Extension)

Members:**ICAR**

Deputy Director General, Agricultural Extension
 Deputy Director General, Crops
 Deputy Director General, Horticulture
 Deputy Director General, NRM
 Deputy Director General, Agricultural Engineering
 Deputy Director General, Animal Sciences
 Deputy Director General, Fisheries
 Deputy Director General, Education

DAC

Agriculture Commissioner
 Horticulture Commissioner
 Commissioner, Animal Husbandry
 Joint Secretary, Extension and IT
 Joint Secretary, Plant Protection
 Joint Secretary, Farm Machinery
 Joint Secretary, Marketing and Cooperation

Planning Commission

Advisor (Agriculture)

Progressive Farmers

- Five Awardee Farmers at National Level (One representing each of the major Departments – Agriculture, Horticulture, Animal Husbandry, Fisheries, other enterprises, eg. Sericulture)
- Five Awardee Women Farmers at National Level (One representing each of the major Departments – Agriculture, Horticulture, Animal Husbandry, Fisheries, other enterprises, eg. Sericulture)

Responsibilities

Formulate policies and guidelines to strengthen Convergence among the three Departments of Ministry of Agriculture on the matters related to Extension, specifically through ATMA and KVK

Frequency of Meetings:

Once in a Year (March-April)

2. State Frontline Extension Coordination Committee

Co-chairs

- (i) Vice-Chancellor of SAU located nearest to State Capital
- (ii) Principal Secretary of Agriculture

Co-Conveners

- (i) Director of Extension of the SAU located closer to State Capital
- (ii) Director of Agriculture, Department of Agriculture, State Government

Members

ICAR and SAU

- Vice-Chancellors of all other SAUs located in the State
- Zonal Project Director of the Zone concerned
- Directors of ICAR Institutes located in the State
- Directors of Extension of all other SAUs in the State
- Two representatives from KVKs (rotation basis)

State Govt. and Development Departments

- Secretary, Agriculture or Commissioner, Agriculture
- Principal Secretary, Horticulture
- Principal Secretary, Animal Husbandry
- Principal Secretary, Marketing
- Directors of all Developmental Departments (Agriculture and Allied, and Related Departments)

Media

- Head of AIR in the State
- Head of DD in the State
- Two Representatives of popular TV Channels in the State (rotation basis)
- Two Representatives of Print Media (rotation basis)

Progressive Farmers

- Five Awardee Farmers at State Level (One representing each of the major Departments – Agriculture, Horticulture, Animal Husbandry, Fisheries, other enterprises, eg. Sericulture)
- Five Awardee Women Farmers at State Level (One representing each of the major Departments– Agriculture, Horticulture, Animal Husbandry, Fisheries, other enterprises, eg. Sericulture)

Responsibilities:

Formulate state level policies and guidelines to strengthen convergence among all the developmental departments on the matters related to extension, particularly through ATMA and KVK

Suggest strategies to execute National and State policies related to extension in agriculture and allied sectors and the decisions taken by National Frontline Extension Coordination Committee.

Frequency of Meetings:

- Once in a Year (Prior to National Level meeting)

3. District Frontline Extension Coordination Committee

Co-chairs

- (i) Chief Scientist-cum-Head, KVK
- (ii) District Head of Department of Agriculture/Project Director (ATMA)

Co-Conveners:

- (i) Senior most Scientist of KVK
- (ii) Project Director (ATMA)/Dy.Project Director (ATMA)

Members:

ICAR and SAU

Heads of Research Stations (ICAR Institutes and SAUs) or representatives, located in the District

Development Departments

Heads of all Development Departments at the District level

Project Director, DRDA

Heads of Supporting Departments like Irrigation, Electricity at the district level

Media

Head of AIR office in the District

Representative of Doordarshan

Two Representatives of other popular TV Channels in the District (rotation basis)

Two Representatives of Print Media (rotation basis)

Progressive Farmers

- Five Awardee Farmers at District Level (One representing each of the major Departments – Agriculture, Horticulture, Animal Husbandry, Fisheries, other enterprises, eg. Sericulture)
- Five Awardee Women Farmers at District Level (One representing each of the major Departments–Agriculture, Horticulture, Animal Husbandry, Fisheries, other enterprises, eg. Sericulture)

Responsibilities

Work out *modus operandi* and execute the decisions of National and State Frontline Extension Convergence Committees

Provide regular feedback to National and State Frontline Extension Coordination Committees on the status of implementation of the decisions of National and State Frontline Extension Coordination Committees

Frequency of Meetings

Half yearly (pre-seasonal)

APPENDIX 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	4	2	0	0	81
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

Sl.No.	States/ UTS	SAU/ CAU	ICAR	NGO	PSU	State Govt.	CU/DU/ OEI	Total
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.	Puducherry	0	0	0	0	3	0	3
6.	Tamil Nadu	17	0	11	0	0	2	30
	Total	48	7	19	0	5	2	81
	Grand Total	428	51	99	3	35	14	630

