

# National Food Security Mission Cell

Directorate of Agriculture and Food Production, Odisha, Bhubaneswar

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Letter No- 40856

Date:- 28.11.2016

To

The Collector & District Magistrate cum Chairman, ATMA.  
Koraput / Malkanagiri / Rayagada/ Gajapati/ Kandhamal/ Kalahandi and Nuapada

Sub.: Guidelines for implementation of "Special Programme for Millets in Tribal Areas of Odisha"

Sir,

With reference to the captioned subject, I am to intimate the approval of the Appraisal Committee headed by Additional Chief Secretary to Govt., Finance Dept. for implementation of " Special Programme for Millets in Tribal Areas of Odisha" in the districts of Koraput, Malkanagiri, Rayagada, Gajapati, Kandhamal, Kalahandi and Nuapada.

The detailed guidelines for this programme are enclosed herewith for successful implementation at your end.

In the said guidelines, the roles and responsibilities of different stakeholders, programme delivery mechanism, fund flow mechanism and monitoring mechanism have been elaborated for your ready reference.

The required funds for the purpose will be released to different stakeholders soon.

Accordingly, you are requested to take immediate steps for implementation of the programme in your districts under intimation to the undersigned.

Yours faithfully,

  
23/11/2016  
Commissioner cum Director

Agriculture and Food Production, Odisha, Bhubaneswar

Memo no- 40857

dated- 28.11.2016

Copy along with the guidelines forwarded to the Project Director, ATMA, Koraput, Malkanagiri, Rayagada, Gajapati, Kandhamal, Kalahandi and Nuapada for information and necessary action with reference to this office Letter no 32922 dated 20-09-2016.

  
23/11/2016  
Commissioner cum Director

Agriculture and Food Production, Odisha, Bhubaneswar

Memo no- 40858

Dated- 25.11.2016

Copy along with the guidelines forwarded to Director, Nabakrushna Choudhury Centre for Development Studies, Plot No. 6, Chandrashekhapur, 751013 for information and necessary action.

  
25/11/2016  
Commissioner cum Director

Agriculture and Food Production, Odisha, Bhubaneswar

Memo no- 40859

Dated- 25.11.2016

Copy submitted to the Addl. Secretary to Govt. in Agriculture & Farmers' Empowerment dept. for favour of information with reference to his Lt. no. 18028 dated 3-11-2016.

  
25/11/2016  
Commissioner cum Director

Agriculture and Food Production, Odisha, Bhubaneswar

## **Guidelines on "Special Program for Millets in Tribal Areas of Odisha"**

### **1- Background:**

Millet based crop systems are highly resilient to climate variability and produce highly nutritious food grains. Millets share in crop area and household consumption is drastically reducing over years. Low productivity with the current methods of cultivation, lack of local processing units and lack of awareness on nutrition benefits are identified as the prime reasons. However, Increasing urban demand, improvements in processing machinery, availability of improved cultivars, better agronomic practices and possibility of accessing support irrigation have increased the potential of realising higher productivity/ profitability in millets thereby improving nutrition security, resilience and economic security of Tribal households. The program impacts malnutrition in the tribal areas and also, makes their farming systems more sustainable.

The program has evolved after state level consultations on the subject "**Comprehensive Revival of Millets in Tribal Areas of Odisha**" to secure nutrition and mitigate drought in Southern Odisha held on 27<sup>th</sup> January 2016 by Planning and Convergence Department, Government of Odisha at NCDS, Bhubaneswar with multiple stakeholders.

This comprehensive project include campaigns for revival of millets in household consumption, improving productivity of millet crop systems, promoting local processing enterprises, and developing markets.

### **Major Objectives of this programme:**

- A.** Increasing household consumption of millets by about 25% to enhance household nutrition security and to create demand for millets with focus on women and children.
- B.** Promoting millet processing enterprises at Gram Panchayats and Block level to ease processing at households and for value added markets
- C.** Improving productivity of millets crop systems and make them profitable.
- D.** Developing millet enterprises and establishing market linkages to rural/urban markets with focus on women entrepreneurs.
- E.** Inclusion of millets in State nutrition programs and public distribution system.

## 2. Programme Implementation:

### A- Programme Period :

This programme is for a period of 5 years from 2016 to 2021. The first three years will be intensive while the last two years are meant for consolidation, expansion and institutionalisation.

### B- Specific Targets of the Program:

#### **The program expects to improve millet based crop systems in 400 hectares**

( 1000 acres ) in a Block directly in contiguous Gram Panchayats. Spread in 30 blocks in 7 districts, it works intensely 12,000 Hectares (30,000 acres) and will impact an equal extent of area indirectly.

It expects to increase production to about 1.20 lakh quintals to increase millet consumption in 1.20 lakh households. It will promote around 400 millet based enterprises within the Blocks, mainly run by young Tribals with good trainings.

In this process, the program establishes functional seed systems managed by farmers in at a cluster of Gram Panchayats (about 150 seed centers) to support millets based crop systems, promote improved agronomic practices in 12,000 Hectares.

Through reviving millets on farms and in household consumption, the program envisages to make a significant impact on improving household nutrition (target about 1.2 lakh households). With introduction of millets in ICDS and MDM programs, it envisages an impact through the children – on the families. Marketing mechanisms will be established in all the 30 program blocks to procure, process and supply millets to the consumer outlets (local shops, state nutrition programs and district level outlets); promoting enterprises in the process. The Blocks selected for the program becomes Millet-Hubs that play a crucial role in millet revival.

Besides taking up intensive productivity enhancement measures ( using organic inputs, agronomic innovations and supportive irrigation ).....

### C- Programme Areas :

The program is designed with Block as a program unit.

The program will be taken up in predominantly Tribal Blocks with a history of consumption of millets. The districts mentioned in Table 1 are based on basis of Tribal Population as per census 2011.

Though based on consultations with civil society organizations, tentative blocks have been selected. **Final selection will be made based on discussions at the district level.**

**List of districts and blocks :**

**Table 1: Program Districts and Blocks**

S.No	District	Tentative No of Blocks
1	Kalahandi	4
2	Koraput	7
3	Kandhamal	4
4	Malkangiri	4
5	Rayagada	4
6	Gajapati	4
7	Nuapada	3
	<b>Total</b>	<b>30</b>

Tentative Shortlisted Districts			
S.No	District	Other Cereals (Maize + Millets) ( In thousand Hectares )	ST Population %
1	Koraput	103.88	49.62
2	Rayagada	41.35	55.76
3	Kalahandi	26.49	28.65
4	Kandhamal	20.11	51.96
5	Malkangiri	17.88	57.43
6	Nuapada	14.54	34.71
7	Gajapati	28.93	50.78

**List of blocks**

S.No	District	Nos of Blocks	Blocks
1	Malkangiri	4	Korkonda
			K Gumma
			Mathili
			Khairput
2	Koraput	7	Lamptaput
			Nandapur
			Dasmantapur
			Boipariguda

			Borigumma
			Semiliguda
			Kundra
3	Kandhamal	4	Phiringia
			Daringbadi
			Raikia
			Kotagarh
4	Rayagada	4	Gunpur
			Chandrapur
			Gudari
			Rayagada
5	Gajapati	4	Gumma
			Mohana
			Rayagada
			Udayagiri
6	Nuapada	3	Boden
			Komana
			Sinapalli
7	Kalahandi	4	Lanjigarh
			Thuamula Rampur
			Bhawanipatna
			Narla

**Mechanism for identification of Households:** Project will be implemented in the Tribal areas and in contiguous habitations intensely. Predominance of Tribal population, previous history of millets in consumption and farming will be the criteria for choosing the contiguous patches. On the consumption side the program will work with all the households in general to encourage millet consumption. The processing enterprises will have a priority for Women tribal entrepreneurs.

**Mode of Delivery:** Farmers' Organisations will be promoted with support of a local Facilitating Agency with capacities to facilitate the program. All the program implementation and services will be provided through the Farmers' Organisation. A Program Secretariat will be hosted at NCDS in a consortium mode with WASSAN for design, support, M&E and policy research.

**PRI members of Gram Panchayat level may also be involved in the program.**

**Project Assets:** Project assets will be with the community organizations and individuals.

**Secured against Natural Disasters:** As project is agriculture related project, there is always threat of natural disasters. Project also aims to insure the farmers with crop insurance to mitigate these risks.

Support irrigation is planned as a risk-mitigating measure.

**Program Budget:**

- Total cost of project is **65.54 crores for 5 years.**
- First year (2016-17)- **Rs.12.41 crore**
- Entire Project will be sourced through State Plan funds.

**Year Wise Breakup of the program costs**

S.No	Details	Funds Released to	Budget Details for 5 years		Budget Details for 1 year	
			Total Budget	% Wise Break Up	Total Budget	% Wise Break Up
1	Administration Costs	Released by ATMA to Facilitating Agencies at District Level	6.63	10.12	0.96	7.74
2	Capacity Building Costs	Released by ATMA to Facilitating Agencies at District Level and Released by Directorate of Agriculture to State Secretariat (NCDS) at State Level	7.49	11.42	1.41	11.36
3	Program Costs	Released by ATMA to CBO at Block Level	45.90	70.03	9.26	74.66
4	Research , Monitoring and Evaluation Costs	Released by Directorate of Agriculture to State Secretariat (NCDS) at State Level	5.52	8.43	0.77	6.24
	<b>Total Costs</b>		<b>65.54</b>	<b>100.00</b>	<b>12.41</b>	<b>100.00</b>

**No funds will be transferred to PRI bodies**

## Component Wise Expenditure

S.No.	Details	5 Years Cost	1 <sup>st</sup> Year Costs
1	Restoring and improving household level consumption	7.85	1.57
2	Setting up Processing Enterprises for local processing	14.30	1.46
3	Improving productivity	100.79	20.45
4	Appropriate farm mechanisation through custom hiring centres	8.00	2.00
5	Support for Cluster level community resource persons	17.80	3.06
6	Promotion of millets in urban and small towns	12.50	3.50
7	Promotion and Strengthening of Community Based Organisations	11.00	1.20
8	Program Facilitation costs for the NGO including travel & others	22.11	3.20
9	Program Secretariat: technical support, program Facilitation and M&E Costs including travel and others ( Anchored by Wassan at NCDS )	13.39	1.84
10	Research, Documentation & Policy development Costs including travel and others (Anchored by NCDS)	5.02	0.74
11	Capacity Building Costs	3.20	0.64
12	Centralised coordination meetings and learning events	1.00	0.20
13	Budget for experiments & innovation with program secretariat	1.50	1.50
	<b>Total Project Cost per Block in Lakhs</b>	<b>218.46</b>	<b>41.36</b>
	<b>Total Project Cost for 30 Blocks in 7 Districts in Crores</b>	<b>65.54</b>	<b>12.41</b>

Detailed Break up of Costs and Components are attached as Annexures at the end.

**Annexure 1: Detailed Break up of Program components of the budgets.**

**Annexure 2, Annexure 3 and Annexure 4 : Detailed Break of Costs of Facilitation Agencies , Program Secretariat and Research Secretariat respectively.**

### Outsourcing of Services:

A State Secretariat will be established at Nabakrushna Choudhury Center for Development Studies, Bhubaneswar. NCDS will partner with WASSAN on program management of the project. NCDS will be research secretariat for the project. NCDS will be responsible for evaluation and policy research.

WASSAN will anchor program secretariat for the project. WASSAN will be responsible for Program Management, Capacity Building, Program Implementation, design and process support to ATMA and facilitating agencies & Monitoring of implementation of the program.

Selected organisations within the District/ Block fulfilling the criteria of capacity, experience and history of working with farmers' organisations will be selected as



Facilitating Agencies ( FA ) to form/ strengthen and support Community Based Organisations / Farmers' organizations to implement the program.

### **Roles and Responsibilities of different stakeholders at the State and District level:**

#### **A. State Level Facilitation and Management :**

#### **B. District Level Facilitation and Management**

#### **A. State Level Facilitation and Management of the Program:-**

**i-Mission on Millets:** A high level committee will be formed at state level Chaired by the Development Commissioner with Principal Secretary of Agriculture & Farmers' Empowerment, Principal Secretary, Women and Child Development, Commissioner cum Secretary, Panchayat Raj Department, Commissioner cum Secretary ST and SC Development, Minorities & Backward Classes Welfare Department as members.

**The Commissioner cum Director, Agriculture and Food Production will be the member convener of the committee.**

The committee will meet once in 6 months to discuss governance and policy related aspects of the programme such as **introduction of millets into PDS**, reworking on the state nutrition programmes to include millets, tax and market incentives for millet based industries.

#### **ii-Department of Agriculture & Farmers' Empowerment, Govt. of Odisha.**

It is the apex body which will look after the administration & funding for the programme.

**iii-Directorate of Agriculture & Food Production, Odisha** is the nodal agency for monitoring and implementation of the programme.

It will review bi-monthly to monitor the progress of the work. It will make overall administrative decisions of the programme and report to Principal Secretary of Agriculture & Farmers' Empowerment,, Govt. of Odisha for policy decision.

It will approve the annual report of the programme.

### **State Secretariat for Millets Programme :**

Nabakrushna Choudhury Centre for Development Studies (NCDS), Bhubaneswar will host the State Secretariats of the programme. NCDS will coordinate with various stakeholders to ensure smooth implementation of the programme and to develop research programme.

### **NCDS, Bhubaneswar will enter into tripartite agreement with WASSAN and Directorate of Agriculture & Food Production, Odisha.**

This State Secretariat will support the Director of Agriculture & Food Production, Odisha, Bhubaneswar in smooth implementation of the programme.

The State Secretariat consists of Program Secretariat and Research Secretariat.

### **NCDS will anchor Research Secretariat.**

### **WASSAN will anchor Program Secretariat.**

### **Research Secretariat:**

- NCDS will anchor Research Secretariat for the program.
- It will undertake Baseline Survey, and assessment of the Blocks and will undertake annual survey, report on issues of importance to the program with a focus on assessing the milestones (quantity and quality).
- NCDS will identify a suitable third party agency for End-Line assessment of the program.
- NCDS will provide research related inputs to Millets Policy Development in the state (related to millet markets, production, inclusion in state nutrition programs, PDS etc).
- It will undertake impact assessment : at the end of 2<sup>nd</sup> year and 4<sup>th</sup> year (and facilitate a third party End-line evaluation in 5<sup>th</sup> Year)
- NCDS will report to Commissioner cum Director, Agriculture and Food Production on progress in research works and report to Principal Secretary, Department of Agriculture and Farmers Empowerment on policy aspects in the program.
- Research Secretariat will be responsible for developing baseline and indicators, midterm evaluation, end line assessment, impact assessment and policy development.

- They may seek the support from other institutions and OUAT for technological advancement.

**Programme secretariat:**

- Program Secretariat will be responsible for developing program processes and design including
  - Program implementation , Process manual and policy guidelines
  - Capacity building modules and identifying Community Based institutions and resource persons & extending support to Facilitating Agencies ( FAs) in the field.
- It will identify resource organisations/ individuals, liaison with research institutions and formation of expert support groups for supporting FAs.
- It will prepare standard estimates with Department of Agriculture for the project.
- Program Secretariat will prepare relevant reporting formats and documentation formats for reporting and documentation.
- It will support PD, ATMA in verification of technical and financial documents submitted by FAs.
- Program Secretariat will support PD ATMA in facilitating convergence with District Administration.
- It will develop and manage "Management Information System" for the project.
- It will regularly monitor the program implementation and develop Monitoring & Evaluation reports and submit it to Directorate of Agriculture and Food Production, Odisha.
- Program Secretariat will recommend to ATMA and Directorate of Agriculture and Food Production, Odisha on actions to be taken based on the progress of the project.
- It will facilitate convergence across departments at the state level with support of Commissioner cum Director of Agriculture and Food Production, Odisha.
- Program Secretariat will document experiences in form of publications, brochures, success stories etc for dissemination of the information.

- Program Secretariat will regularly monitor the progress of work through field visits and review meetings with Facilitating Agencies ( FAs).
- It will support FAs in developing the required formats for fund processing.
- Program Secretariat will verify technical and financial documentation submitted by FAs to ATMA Governing Board for technical and financial compliance respectively.
- It will submit the same to PD ATMA for fund processing.
- Program Secretariat will develop separate branding strategy for promotion of millets.

## **B- District Level**

### **1. District Level ATMA Governing Board:**

- **District ATMA Governing Board under the Chairmanship of District Collector** will be responsible for implementation and monitoring of the programme at district level. It will review the program bi-monthly with help of Project Director, ATMA .
- District wise Milestones, Action plans and timelines of the project will be developed by program secretariat in consultation with District ATMA Governing Board and will be submitted to Directorate of Agriculture and Food Production, Odisha for approval.
- District ATMA Governing Board will facilitate convergence to meet any additional requirements for success of the program at the district level.
- District ATMA Governing Board may make justifiable amendments to technical and financial protocols of the program based on the local situations. These changes have to be submitted to Directorate of Agriculture and Food Production, Odisha through program secretariat for approval of the same.

### **2. Project Director, ATMA :**

- District level **ATMA will be the program administrative unit** and PD, ATMA will act as nodal person for success of the program at district level.
- **PD, ATMA will enter into a tripartite MoU with Facilitating Agencies (FA) and Community Based Organisations (CBOs) .**
- ATMA will receive funds from the State and releases the same to FA and CBO as per the approved Half-Yearly Action Plans.

- It will review the program on monthly basis with support of Program Secretariat at District Level to ensure progress of the work as per deadlines and milestones.
- PD, ATMA will facilitate bi-monthly review of the program by the District Collector.
- PD, ATMA will ensure compliance of financial and physical reports with support from program secretariat.
- The Program Secretariat will support ATMA in aspects related to review of the FA's work, verifying financial compliance and developing reporting systems.

### 3. Facilitating Agency (FA) for Project Facilitation

- An NGO/FPO active in the Block will be chosen as **FA through a process of selection taken up ATMA and the Program Secretariat.**
- The selection process involves:
  - Expression of Interest (EOI) of all potential organisations and an application seeking details of their experience and preferred Blocks.
  - Scrutiny of the credentials will be done by the Program Secretariat.
  - Shortlisted organisations will give a presentation before a panel of experts identified by the Program Secretariat and District ATMA Governing Board under chairmanship of District Collector. (Criteria, score sheets and process will be developed by the Program Secretariat)
  - Based on the scores, final list of NGOs will be approved by the District ATMA Governing Board.
- **MoU will be signed between PD, ATMA, Selected FA and Program Secretariat after proper scrutiny of FAs.**
- Based on the experience and local presence, each Block will be assigned to a FA **but not more than 3 Blocks across the State and not more than 2 blocks in a district.**
- FAs will support CBOs in preparation and submission of half yearly plans, estimates, book keeping, technical support, capacity building etc. FAs will regularly monitor the work of Community Based Organizations (CBO).

- FAs will be responsible to ensure that work of community based organizations progress as per set milestones and deadlines.
- FAs will ensure that all relevant technical and financial documentation is in place for processing the funds to community based organizations by PD ATMA.
- FAs will conduct weekly/fortnightly review meetings with community based organizations.
- FAs will be responsible for submission of all the reports and documents related to CBO (Estimate, Utilization Certificates, etc) to PD ATMA and State Secretariat.

**4. Asst Agriculture Officer (AAO) :** The concerned AAO of the Block will extend support to FA in technical matters, help in convergence, participate in block level review and report the progress to PD, ATMA for success of this program.

**5. Project Implementation Agency :**

**(Community Based Organisation and Farmers' Producer Organisation):**

- The Facilitating Agency (FA) will identify and partner with a Community Based Organisation for project implementation.
- Any functional Community Based Organisation (CBO) working with farmers in the Project Area (selected GPs) will be chosen as the implementing agency.
- **The CBO can be a federation of Farmer Groups, Common Interest Groups, Self Help Group, Farmer Producer Organisations, or a Cooperative or any other local community institutions.**
- During program implementation, *the expectation is that, Group(s) working with a "focus on millets" will be formed into a FPO or in case, the existing FPO will be strengthened; this is the responsibility of the FA. **Once the FPO evolves, it becomes the Program Implementing Agency.***
- After FA's recommendation, a team from Program Secretariat will evaluate the CBOs and grade them (A, B or C). Grade C ones will not be accepted for program partnership. Grade B will be accepted with a probation period of 2 months to set the systems right and a re-assessment will be made. Grade A can get into program partnership straight.

- Among "**Grade A**" CBOs, priority will be given to CBOs with women farmers.
- **All the program implementation funds will be received by the CBO.** Thus, the CBO must have required systems (books of accounts, audit statements, governance and decision making structure). Any requisition for funds by CBOs will have resolutions, technical estimates and other relevant documentation as decided by ATMA.
- **A tripartite agreement will be made between PD, ATMA, FAs and the CBOs.** Tripartite agreement will be made after selection and grading of CBO is complete.<sup>1</sup>
- For implementing every activity, community based organizations will ensure that project proposal is properly documented in the register.
- Community based organizations will be supported by FAs in developing required technical and financial documentation.
- Responsibility of oversight, support to CBOs and ensuring financial compliance at the CBO level lies with FA.
- **PRI members at GP level may be involved in planning processes and informed about the progress made at regular intervals.**
- Community based organizations will be implementing the program with support of Facilitating Agencies, Village Agriculture Worker ( VAW ) and Assistant Agriculture Officer of the respective area of the block for implementation of the project.

**6. Village Agriculture Worker (VAW ):**

The Village Agriculture Worker (VAW ) in the GP will work with the CBO or Groups on implementation of the program in project area. The Village Agriculture Worker will report the progress of the program to the concerned AAO.

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### Summary of Roles & Responsibilities

SNo	Level	Agency	Role
1	Sub-Block level	Community Based Organisation	Implementing the program
		Village Agriculture Worker (VAW)	Supports and Reports the progress to Block AAO
2	Block Level	Facilitating Agencies(FAs) NGOs will be selected as FA.	Facilitating and supporting the Farmers' organisation in implementation
		Assistant Agriculture Officer (AAO )	Supports FA in convergence and monitoring the program
3	District Level	Program Secretariat (WASSAN)	Program Administration, funding and convergence
		ATMA	Nodal Agency
		Collector and District Magistrate	Convergence, enabling mechanisms and governance
4	State Level	Program Secretariat anchored by WASSAN & Research Secretariat by NCDS	Design and Process Management of the Program, Convergence, support to FAs, capacity building, communication and policy development
		Directorate of Agriculture and Food Production	Program Administration, funding, physical and financial review.
		Mission on Millets Committee	Governance and policy development



### Programme Delivery Mechanism :

#### Program Delivery Mechanism

Bi monthly  
Review

District ATMA  
Governing Board

Monthly  
Review

PD ATMA

Fortnightly/Monthly  
Review of CRPs tasks

FA

Weekly /Fortnightly  
Review of CRPs tasks

#### Mission on Millets Committee

Directorate of  
Agriculture

State Secretariat

Regular  
Process,  
Monitoring,  
Training,  
Process  
Development.

MIS  
Management

COMMUNITY BASED  
ORGANIZATIONS (CBO)

### 3. Financial Protocol:

**A) Programme Funds:** These are funds to be spent for implementation of the programme.

**B) Facilitation Funds :** These are meant for Programme facilitation and are received / spent by the facilitating agency/ Secretariat

#### Fund Flow Mechanism:

- Department of Agriculture & Farmers' Empowerment will release the funds to the Directorate of Agriculture and Food Production, Odisha.
- Directorate of Agriculture and Food Production, Odisha will release the funds for the purpose of research, monitoring, capacity building , innovation and evaluation to the State Secretariat ( NCDS).
- State Secretariat ( NCDS) will release the funds for monitoring, capacity building and innovation to the Programme Secretariat ( WASSAN).
- WASSAN will be responsible for project management and will report directly to the Commissioner cum Director of Agriculture and Food Production, Odisha.

- Director of Agriculture and Food Production, Odisha will also release the funds to the respective district level ATMAs for overall implementation of the programme, i.e funds for facilitation & capacity building to FAs and funds for programme implementation to the CBOs.
  - Funds for Facilitation & Capacity Building will be released to Facilitating Agencies by district level ATMA as per the recommendation of Programme Secretariat.
  - Programme Funds will be released to CBOs as per the recommendation of the FA and Programme Secretariat.
- **The basis for fund release at any level as per half yearly approved action plans.**
- **Funds will be released to the respective agencies against approved action plans and only after 70 % of the expenditure on the earlier releases is made.**
- **All funds will be transferred through NEFT/RTGS / PFMS mode.**
- **As the programme needs more investments, this can be used as symbolic intervention in 1<sup>st</sup> year which will be followed by dovetailing of other schematic programmes from 2<sup>nd</sup> year onwards.**

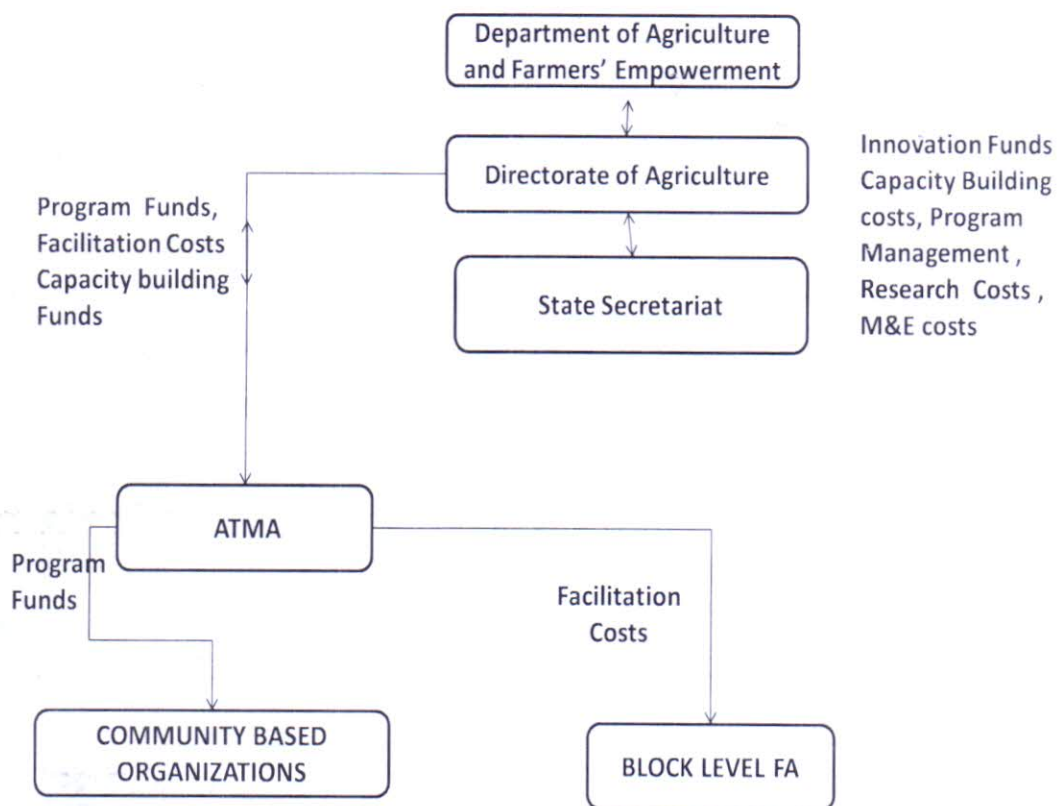
**Expenditure and Approvals:**

- i. Programme Secretariat will verify financial compliances of FAs, whereas FA will be accountable for financial compliance of CBOs.
- ii. The FA and CBO level plan approvals will be made by PD, ATMA ( as per the recommendation of the Programme secretariat).
- iii. The Secretariat level plans will be approved by the Commissioner cum Director of Agriculture and Food Production, Odisha.
- iv. The CBO will request for fund requisition through District level ATMA Governing Board. Any estimate preparation as per standard format, relevant documentation etc. will be provided by FAs with the support of Programme Secretariat.
- v. FAs will submit the fund request for community organizations. Funds will be sectioned to community organizations against the required documentations.
- vi. In case any field level check measurement is required, the Village Agriculture Worker (VAW) at village level / Assistant Agriculture

Officer (AAO) at the Block level will do the same. If the AAO needs additional support, ATMA Governing Board may depute staff from other departments for verification with approval from District Collector.

- vii. FAs will submit the monthly financial expenditure statement to ATMA and Program Secretariat (into the central database). FA will ensure requisite documentation for the expenditure incurred through CBOs.
- viii. Quarterly assessment will be done by the Assistant Agriculture Officer (AAO) at the Block level. The AAO will visit the program area at least once in a quarter and gives a report to District Agriculture Officer (DAO).
- ix. Programme Secretariat will provide required support in this process in redressing any issues arising during implementation. It will also make field visits and report the same to the District level ATMA Governing Board. **Any irregularities observed will be reported and brought for discussion and redressal at the District level.**
- x. PD, ATMA will approve the expenditure once in every quarter and certify compliances with the norms. Programme Secretariat will support PD, ATMA in this process.
- xi. FA will be responsible to ensure that utilization certificate is generated and submitted by CBOs to PD, ATMA in due time. Programme Secretariat will verify the financial compliances pertaining to utilization certificates submitted by FAs.
- xii. Further installments of program funds will released only after the utilization certificates of previous installments are submitted as per agreed timeline.
- xiii. CBOs accounts will be formally audited and audited utilization certificates will be submitted to ATMA.

## Flowchart for intended fund flow mechanism



### 1. Web Based Management Information Systems (MIS) :

Program Secretariat will develop Web-Based MIS with login facility with a process of updating data on real-time basis and regularly monitoring the program. A data base will also be maintained containing Financial Transactional Information, Farmer details, Location details and Transactional data. One page monthly update on millets shall be circulated among the stakeholders. **Transparency and RTI:**

- The FA and Program Secretariat are liable for RTI.
- The physical and financial statements will be available in the program website.