



National Food Security Mission Cell

Directorate of Agriculture and Food Production, Odisha, Bhubaneswar

Phone No/ FAX-0674-2534175, Email:ld-nfsmorissa@yahoo.in



Letter No-

39301

Date:-

10.11.2016

To

The District Collector cum Chairman,
District RRA Committee, Malkanagiri

Sub.: Guidelines on " **Special Programme for Promotion of Integrated Farming in Tribal Areas.** "

Sir,

In inviting a reference to the captioned subject the Expenditure Finance Committee (EFC) has approved the new scheme "Special Programme for Promotion of Integrated Farming in Tribal Areas. " in the meeting held on 09-06-2016.

The Govt. in Agriculture and Farmers' Empowerment Dept. has issued a guideline of this Special programme for implementation vide letter no - AP - II. 38/ 16 - 17971 / Ag dated 02-11-2016, which is enclosed herewith.

The Roles and Responsibilities of different stakeholders, programme delivery mechanism, fund flow mechanism, expenditure & approval processes and monitoring mechanisms have been elaborated for your reference.

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

Yours faithfully,

[Signature]
20/11/2016

Commissioner cum Director
Agriculture and Food Production, Odisha,
Bhubaneswar

dated- 10.11.2016

Memo no-

39302

Copy along with the guidelines forwarded to the Project Director, DRDA, Malkanagiri, DDA cum PD ATMA, DDH, CDVO, Dist. Fishery Officer, PD, Watershed, PA, ITDA, Nodal Officer, PMKSY, DDM, NABARD Malkangiri for information and necessary action.

[Signature]
20/11/2016

Commissioner cum Director
Agriculture and Food Production, Odisha,
Bhubaneswar

Dated- 10.11.2016

Memo no-

39303

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


[Signature]
20/11/2016

Commissioner cum Director
Agriculture and Food Production, Odisha

Memo no- 39304

Dated- 10.11.2016

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


09/11/2016
Commissioner cum Director
Agriculture and Food Production, Odisha
Bhubaneswar

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GOVERNMENT OF ODISHA
DEPARTMENT OF AGRICULTURE & FARMERS' EMPOWERMENT

No. AP-II-38/16 17971 /Ag., dated, the 02.11.16
From:

Sri G. Das,
Joint Secretary to Government.

To

The Commissioner-cum-Director, Agriculture & Food
Production, Odisha, Bhubaneswar.

**Sub: Guideline on Special Programme for Promotion of Integrated
farming in Tribal areas'.**

Sir,

In inviting a reference to your letter No.28298 Dated
08.08.2016 on the subject cited above I am directed to send herewith
the approved guideline on 'Special Programme for promotion of
Integrated Farming in Tribal areas' for your kind information and
taking needful action.

Yours faithfully,

Joint Secretary to Government

A. J. Jeyaraj
4.11.16

13722
3.11.16
4-11 Sect. 8

03/11/16

Guidelines on "Special Programme for Promotion of Integrated Farming in Tribal Areas"

1. Background

The project "Special Programme for promotion of Integrated Farming in Tribal Areas" originated from last 4 years work of Revitalising Rainfed Agriculture (RRA) Network in Malkangiri district with the help of District administration on Agriculture, Livestock and Fisheries in a convergent mode. District Administration recommended scaling up of the work in an integrated area approach with focus on establishing support systems. Accordingly, this programme has been prepared for comprehensive development of agriculture, animal husbandry and fishery sectors in the district through technology diffusion, establishment of community level institutions, integrated management of natural resources and use of organic inputs.

2. Objective of the programme:

The proposed program intends to realize the sustainable growth potential of agriculture, livestock and fisheries in Malkangiri district. The approach is to establish support systems, community level institutions, infrastructure and convergence mechanisms, technology diffusion and integrating sustainable natural resources management. The approach is to build local capacities, institutions and integrate S&T inputs. The programme aims at enhancing production, food security and household level income through value addition and market linkage in the targeted 40 GPs of Malkangiri district covering 40,000 acres of land and 20,000 households within a period of 4 years.

The overall technical approach of the project comprises of the following salient features:

- **Addressing major Climate Vulnerabilities and other production risks in Agriculture:**
 - a) Securing the production systems from Climate vulnerabilities: i.e. minimising risks of drought-spells through extensive protective irrigation to all farmers.
 - b) Establishing seed systems managed by communities for contingencies i.e. for repeat sowing, contingency crops and others.
 - c) Establishing pest-and-disease surveillance protocols and local capacities to monitor
 - d) Effective livestock vaccination systems for reducing mortality
- **Protective Irrigation Plans** will be prepared for managing rain, surface and groundwater for the security of humans, agriculture and livestock. This involves engagement of community in understanding local water budgets; and enhancing their capacity to plan for harvesting, managing and usage of local water resources.
- **Landscape specific NRM integrated agriculture interventions:** plans for appropriate crop systems and technical interventions based on land specific typologies will be made to realise productivity potential.
- **Support systems will be established** to provide access to appropriate farm-machinery to enhance labour productivity, supply of sustainable agriculture inputs through local enterprises and other services.
- **S&T Inputs and Application of Information Technology:** Linkages with agriculture research stations and usage of information technology for data generation, sharing of knowledge and documentation will be made.
- **Landscape - Specific Natural Resource Integrated Agriculture Interventions:**

3. Program Implementation at the State & District level:

Roles & Responsibilities of different stakeholders at the State and District level are as follows:

(A) State Level:

i. State Level RRA Committee

- A high power committee will be formed under the chairmanship of Development Commissioner to promote integrated farming in the state. It will look into aspects of policy making related to rainfed agriculture in an integrated approach in addition to governance of the program.
- Principal Secretary, Agriculture & Farmers' Empowerment, Principal Secretary, Women and Child Development, Principal Secretary, Health & Family Welfare, Commissioner cum Secretary, Fisheries & Animal Resources Development, Commissioner cum Secretary, ST & SC Development, Minorities & Backward classes Welfare Department will be the members.
- Commissioner cum Director, Agriculture and Food Production will be the member- convener of the committee.
- Committee will explore possibility of mainstreaming such programs based on the pilot initiative. NCDS, Bhubaneswar will provide necessary policy analysis- backup for the Committee. State Level Committee facilitates allocation of the funds for the program and explores convergence
- Committee will meet once in 6 months to discuss governance and policy related aspects of the Programme.

ii. Department of Agriculture and Farmers Empowerment

- Department of Agriculture and Farmers Empowerment, Govt. of Odisha is the apex body which will look after the administration & funding for the Programme.

iii. Directorate of Agriculture & Food Production, Odisha

- Directorate of Agriculture & Food Production, Odisha will be the **nodal agency** for overseeing the monitoring and implementation of the Programme.
- It will be responsible for overall administrative decisions of the program and convergence of programs within the Department. It will liaison with Principal Secretary, Agriculture & Farmers' Empowerment for policy decisions.
- It will approve the annual action plan of the program.
- Once the milestones and timelines are prepared, Directorate of Agriculture & Food Production, Odisha will monitor & review the progress accordingly on bi monthly basis.
- One Nodal Officer will be nominated by the Commissioner-cum-Director of Agriculture & Food Production, Odisha to act as government representative in the Program Secretariat and will support Program Secretariat for all matters related to administrative, financial approvals and others at the Directorate of Agriculture & Food Production, Odisha.

iv. State Secretariat for Integrated Farming Programme:

- Nabakrushna Choudhury Centre for Development Studies (NCDS), Bhubaneswar will host the State Secretariat of the Programme. The state secretariat will coordinate with various stakeholders to ensure smooth implementation of the program and develop research for the program. It will prepare the base line for the programme. It will support the Director of Agriculture & Food Production, Odisha, Bhubaneswar in smooth implementation of the Programme.
- The State Secretariat consists of Programme Secretariat and Research Secretariat.

- Programme Secretariat will be anchored by Watershed Support Services and Activities Network (WASSAN).
- Research Secretariat will also be anchored by NCDS.

Programme Secretariat (WASSAN)

- Program Secretariat will enter into tripartite MoU with NCDS and Directorate of Agriculture and Food Production, Odisha.
- It will be responsible for developing program processes and design i.e.
 - Program Implementation and development of Process manual and Program guidelines.
 - Program Design and Facilitation between Departments (State Level and District Level)
 - Preparation of Capacity building modules
 - Identifying Community Based Organisations (CBOs) and community resource persons (CRPs) & extending support to FAs in the field.
- It will be responsible for identifying resource organisations/ individuals, liaising with research institutions and formation of expert support groups for supporting FAs.
- It will facilitate bi-monthly review of the program by Commissioner cum Director, Agriculture and Food Production at State Level and District RRA Committee at District Level.
- It will be responsible for developing monitoring & evaluation (M & E) processes and submission of the M & E reports to Directorate of Agriculture and Food Production at the State Level and District RRA Committee at the District Level.
- It will submit feedback and suggestion on actions need to be taken to Commissioner cum Director, Agriculture and Food Production at State Level and District RRA Committee at District Level.
- It will facilitate monthly review of the program by District Executive RRA Committee at District Level to monitor project implementation.
- It will be responsible for developing and maintaining web based Management Information System.
- It will be responsible for process documentation and preparation of case studies, success stories, publications, etc.
- It will verify compliance of financial and physical reports submitted by FAs.
- It will support District RRA Committee in aspects related to review of the FA's work, developing reporting systems etc.
- It will receive Monitoring , Capacity Building and Innovation funds from NCDS

Research Secretariat (NCDS)

- Research Secretariat will undertake baseline survey of the project.
- NCDS will be responsible for research, evaluation, mid-term and end-line assessment.
- It will conduct annual survey and assess the milestones (quantity and quality) of the project.
- It will identify a suitable third party agency for end-line assessment of the program
- It will be responsible for developing policy development related to Rainfed Agriculture in the state (related to markets, production, support systems etc).
- It will be responsible for Impact assessment : at the end of 2nd year and End-line evaluation in 4th Year
- It will report to Commissioner cum Director, Agriculture and Food Production on research and will report to Principal Secretary, Department of Agriculture and Farmers Empowerment on policy development.

B) District Level:

(i) District RRA Committee:

- District RRA Committee will be formed under chairmanship of District Collector and will be responsible for implementation and monitoring at the district level.

Following will be members of District RRA Committee.

- | | |
|---------------------------------|---|
| 1. District Collector | 8. DDA, Horticulture Department |
| 2. PD, DRDA | 9. DDM, NABARD |
| 3. DDA, Agriculture Department | 10. PD, Watershed |
| 4. PD, ATMA | 11. Nodal Officer, PMKSY |
| 5. CDVO, Animal Husbandry Dept. | 12. Representative of Facilitating Agency |
| 6. PA, ITDA | 13. Representative of Programme Secretariat |
| 7. DFO - Fisheries Department | |
- The committee will meet bimonthly to review the progress of the programme.
 - District RRA Committee will ensure budget allocation and releases at district level.
 - **District Executive RRA Committee** will be formed under the chairmanship of PD, DRDA for successful implementation of the programme. It will review the program monthly with the help of the Program Secretariat.
 - Technical sanction will be provided by line departments in District RRA Executive Committee.
 - Financial sanction will be made by District Collector.

(ii) DRDA

- District Rural Development Agency (DRDA) will be the nodal agency for implementation of the Programme at district level.
- It will enter into tripartite MoU with Program Secretariat & Facilitating Agencies (FAs).
- It will enter into tripartite MoU with Community Based Organisations (CBOs) & Facilitating Agencies (FAs).

(iii) Farmers' Resource Centre (FRC):

- In order to assist farmers to access various governmental schemes, a **Farmers' Resource Centre** will be formed in collaboration with District Administration and Department of Agriculture to act as nodal anchor at district headquarters. **FRC already exists in the district.**
- It will act as nodal facilitating institution between farmers, FAs, CBOs and line departments.
- It will coordinate with Departments, CBOs and farmers to understand needs of each production system and helps departments reach out to farmers.
- It will develop proposals working together with farmers, Facilitating Agencies (FAs) and departments.
- It will build capacities of Facilitating Agencies and Community Resource Persons (CRPs).
- It will facilitate convergence and monitors implementation of the proposals through CBOs.
- It will be anchored by Program Secretariat (WASSAN) at District Level.
- It is expected that it will eventually become part of ATMA and will be managed by it.

(iv) Community Resource Persons (CRPs):

- Young farmers with exposure to farming will be trained to provide technical support services to farmers at field level. They will provide hand holding support in farmer to farmer diffusion of technology and innovation. They will be paid for their services on tasks basis.

(v) **Facilitating Agency (FA) for Project Facilitation:**

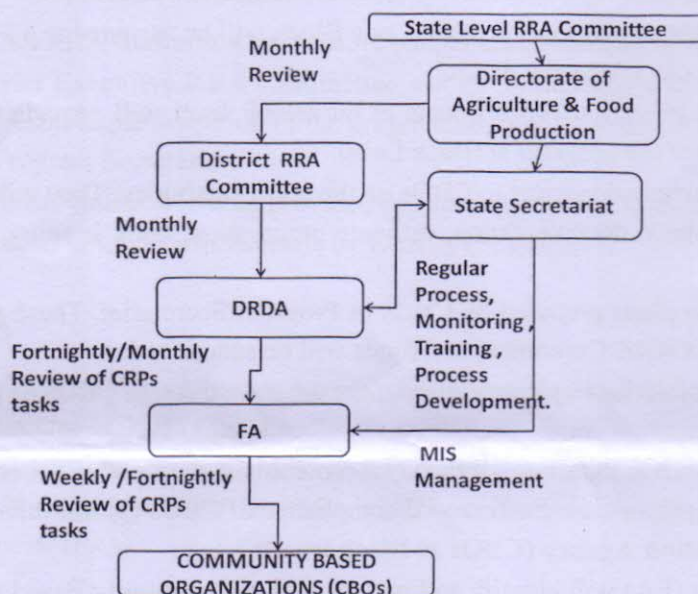
- An NGO active in the Block will be chosen as Facilitating Agencies (FA) through a process of selection taken up by District RRA Committee facilitated by the Secretariat. The selection process involves:
 - Expression of Interest (EOI) of all potential organisations and an application seeking details of their experience and preferred Blocks.
 - Scrutiny of the credentials will be made by the Programme Secretariat and Criteria, score sheets and process will be developed by the Programme Secretariat. Short listed organizations will give their presentation before a panel of experts identified by the Programme Secretariat and District RRA Committee under chairmanship of District Collector.
 - Selection and approval of Final list of NGOs will be made by the District RRA Committee.
- MoU will be signed between DRDA, Program Secretariat and Selected FA.
- Based on the experience and local presence, one Block will be assigned to a FA. No FA can apply for more than 2 Blocks across the district.
- Extension Officers of various departments at the Block level will provide technical support to FAs and will monitor the program at Block Level.
- FAs will provide technical support to CBOs on the all the activities. They will also support CBOs in preparation of plans, documentation, estimate preparation, book keeping and accounting and other activities.
- FAs will submit the plans prepared by CBOs to Program Secretariat. These plans will be further reviewed by District RRA Committee and funds will be sanctioned.
- FAs will be responsible for implementation of the program through CBOs as per set milestones & deadlines.
- FAs will backstop CBOs to ensure all financial protocols and necessary processes are followed at CBOs. FAs will be responsible for financial compliance of CBOs against released program funds

(vi) **Project Implementation Agency (CBOs at Block level):**

- Facilitating Agency (FA) will identify and partner with a Community Based Organisation (CBO) for project implementation.
- Any functional Community Based Organisation (CBO) working with farmers in the Project Area (selected GPs) will be chosen as the Nodal Implementing agency. All the program implementation funds will be received by the CBO. The CBO must have required systems (books of accounts, audit statements, governance and decision making structure).
- After FA's recommendation, a team from Program Secretariat will evaluate the CBO and grades 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.
- The Community Based Organisation can be a Farmer group/ SHG, a Cooperative or any other local community institution and FA has the choice of selecting the CBO to work with.
- The work of the CBOs will be performed by the FPOs after their formation within the first year of the program implementation. If required, a Farmer Producer Organisation (FPO) can also be formed at block level.
- After selection of CBOs, a tripartite agreement will be made between District Administration, FAs and the CBOs.
- Funds will be released after six monthly action plans is submitted by FA and approved by District RRA Committee.
- FAs will regularly monitor the work of CBOs. FAs will support community based organizations (CBOs) in preparation and submission of half yearly plans, relevant reports, estimates, book keeping, accounting, capacity building and other activities.

- FAs will be responsible to ensure that work of CBOs progress as per set milestones
- The Village Agriculture Worker / Horticulture Extension Worker/ Livestock Extension Worker / Community Resource Persons (CRPs) will support the CBOs in the program. Depending on local situations, they can also be made part of signatory in the CBO fund release resolutions.
- Block level officers of departments can also monitor the program and report to District Administration. Responsibility of oversight, support to CBOs and ensuring compliance with financial protocols at the CBO lies with the FA.
- **Amendments or changes can be made in roles & responsibilities of various stakeholders and Implementation protocols by approval of District RRA Committee** with subsequent approval from Directorate of Agriculture & Food Production, Odisha. Program Secretariat will inform Directorate of Agriculture on the changes.

Programme Delivery Mechanism



4. FINANCIAL PROTOCOL

Funds for the programme will be leveraged from two different schemes i.e. RKVY & State Plan

- Programme Funds:** These are funds to be spent for implementation of Programme. Programme fund for first year (2016-17) is sourced from RKVY with a budget outlay of Rs.6.05 crore.
- Non Programme funds:** These are meant for Programme facilitation and are received / spent by the Facilitating Agency/ Secretariat. It includes costs such as capacity building, monitoring & evaluation and administration costs. Non Programme Funds for first year (2016-17) is sourced from new component "Special Programme for promotion of integrated farming" under State Plan with a budget outlay of Rs. 2.4245 crore

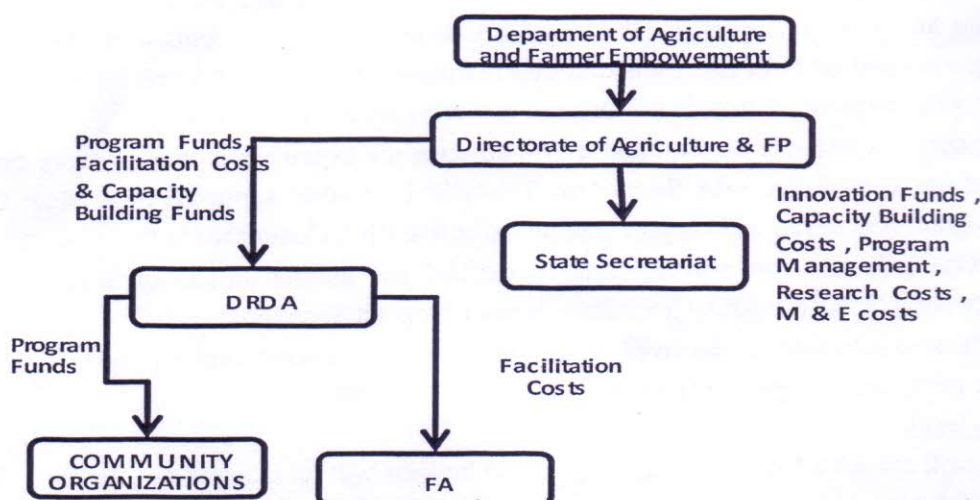
Fund Flow Mechanism:

- Department of Agriculture & Farmer' Empowerment will release the funds to Directorate of Agriculture and Food Production, Odisha (D.A.& F.P.).
- Funds for Research, Monitoring, Capacity Building Funds of State Secretariat, Evaluation and "Budget for Innovation with program secretariat" will be released to NCDS by Directorate of Agriculture and Food Production.
- NCDS in turn will release funds to the Programme Secretariat for monitoring, capacity building of Program Secretariat and "Budget for Innovation with program secretariat" for

program design, program management, capacity building, monitoring of implementation of the program.

- Funds for research will be released to NCDS for the Research
- Program Funds, Facilitation and Capacity Building funds of FAs will be released to DRDA by Directorate of Agriculture and Food Production as per annual plan.
- The basis for fund release will be as per Approved Action Plans. The FA and CBO level plan will be approved by District RRA Committee (based on recommendation of the Program Secretariat). Program Secretariat and Research Secretariat plans will be approved by Directorate of Agriculture and Food Production.
- 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.
- Facilitation costs and Capacity Building Costs will be released to Facilitating Agency as per the plans and recommendation of Program Secretariat on half yearly basis.
- Program funds will be sanctioned to CBOs/FPOs against the recommendation and relevant documentation of the FAs and recommendation of Program Secretariat by District RRA Committee.
- Funds for Entrepreneurs for any capital investment will be released by District RRA Committee as per the recommendations and relevant documentation by FA. Program Secretariat recommendation is also mandatory for the same.
- **All fund transfer will be electronically through NEFT/ RTGS mode.** In case of beneficiary oriented programs the beneficiaries, incentives may be credited to their bank accounts.
- As the programme needs more investments, this can be used as symbolic intervention in 1st year which will be followed by dovetailing of other schematic programmes from 2nd year onwards.
- For the current year besides the establishment/ administrative and research costs, programme costs are being met from RKVY. From next year schematic funds of different departments may be dovetailed.

Flowchart Fund flow Flowchart



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Expenditure & Approvals

a. At CBO level :

- ii. FA will be accountable for financial compliance of funds released to CBO.
- iii. Community Resource Person/Village Agriculture Worker/Horticulture Extension Worker/Livestock inspector and other departmental field functionaries will provide technical support to CBOs as required during their scheduled visits.
- iv. Expenditure will be based on approved half-yearly program plans and as per the specific quarterly action plans agreed upon by Program Secretariat, FA and CBO.
- v. CBOs will make fund requisition through the committee. Technical support for such estimate preparation as per standard format, relevant documentation etc is provided by FAs as per requirement of District Executive RRA Committee. FAs submit the fund requisition of the CBOs to District RRA Executive Committee.
- vi. Administrative and financial sanction will be provided by District Executive RRA committee. This will be further approved by District Collector.
- vii. Technical approval will be provided by Program Secretariat in consultation with respective departments. District Executive RRA Committee assigns representative from each department to prepare standard estimates.
- viii. Funds are released to CBOs against relevant documentation.
- ix. In case any field level check measurement is required, FA will do the field check and submit the details. All construction activity will be mapped through mobile app. Technical staff from departments and Program Secretariat will also make field visits for verification. District RRA Committee assigns representative from each department for field check.
- x. Program Secretariat will work with FAs and CBOs to monitor the process and submit regular reports to District RRA Committee.
- xi. FA will submit monthly financial expenditure statement to ATMA and Program Secretariat (into the central database). FA will ensure requisite documentation for the expenditure incurred through CBOs.
- xii. FAs will be responsible for submitting Utilization certificates and other financial documentation for program funds spent by CBO to District Executive RRA Committee.
- xiii. Quarterly assessment will be done by the Department Officials and Block Development Officer at the Block level. Block level officials will make at least one monthly visit to the sites and give the report to District RRA Committee. Any irregularities observed will be reported and brought for discussion and redressal at the District level. Program Secretariat provides required support in this process in redressing any issues arising.
- xiv. District Executive RRA Committee will approve the expenditure once in every quarter and certifies compliance with the norms. This will be further approved by District Collector. Program Secretariat will support District Executive RRA Committee in this process.
- xv. FPOs/CBOs accounts will be formally audited and audited utilization certificate will be submitted to District RRA Committee through Program Secretariat.
- xvi. PRI members may be involved during the planning process and may be informed about the program at regular intervals.

b. At FA level:

- i. FA will submit a half yearly action plan and budgets will be released by District Collector as per the approved action plans and recommendation of Program Secretariat.
- ii. It will submit the documentation required for technical and financial sanction of funds for CBOs.

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- iii. It will submit a quarterly plan with budgets (within the half yearly plan) to District RRA Committee with a copy to the Program Secretariat. Review of FA's work will be on the basis of the quarterly plan.
 - iv. It will submit an annual audited statement of expenditure to District RRA Committee and Program Secretariat at the end of financial year.

c. **At Secretariat Level:**

- i. Program Secretariat will submit annual plan at state level for yearly allocation to the Directorate of Agriculture. It will verify financial compliance of documents submitted by the FAs on the program funds. It will explore the possibility of convergence at district level apart from allocated funds for the project. It will submit half-yearly financial report along with progress report on quarterly basis and an annual audited statement. It will be responsible for submitting all the relevant financial documentation against the received funds.
- ii. Fund releases will be made on half yearly basis – based on approved action plans.

4. Web Based Management Information Systems (MIS):

Programme Secretariat will develop Web-Based MIS with login facility with a process of updating data on real-time basis and regular monitoring the Programme. A database will also be maintained containing Financial Transactional Information, Farmer Details, Location Details and Transactional Data

5. Transparency and RTI:

- a. The FA and Programme Secretariat are liable for RTI.
- b. The physical and financial statements will be available in the Programme website

Guidelines for the programme will be further detailed by the Directorate of Agriculture & Food Production, Odisha and shared with the stakeholders.
