

## **IMPLEMENTATION GUIDELINES UNDER RKVY 2016-17**

### **NON-NEGOTIABLES FOR IMPLEMENTATION OF RKVY SCHEMES**

- **Identification of beneficiaries should be done in Grama sabha through selection committee as per guidelines given under each scheme.**
- Identification of beneficiaries as per targets allotted to be completed at the earliest.
- Preference may be given to small and marginal farmers.
- Earlier benefitted farmers are not eligible. New farmers and new area have to be covered.
- **It should ensure that as per the directives of planning commission 15.44 % and 9.34 % funds are to be targeted for SC and ST farmers respectively under SCP and STP and 33% of budget allocation should be earmarked for women beneficiaries/ farmers.**
- Approval of District Collector is mandatory for implementing the schemes, issue of Administrative sanctions and release for all the RKVY scheme Components. DDH is the district head who is responsible for District Collector approval.
- Filing of applications in Hortnet is mandatory for all components (Except Hyb., Vegetable Seed and Vegetable minikits) for release of funds..
- Beneficiaries identified under each scheme should attend the particular training programme organized for the purpose at HTI / nominated centers.
- **All the scheme components should be taken up where assured irrigation source is available & preferably integration with Micro-Irrigation, Mulching, New Technologies i.e. raised bed plantations, staking etc. may be promoted.**
- **To ensure transparency, separate account should be maintained in the name of department at District level, for collection of non-subsidy.** The collected non-subsidy should not be utilized for any other purpose.
- All the identified beneficiaries should have a valid bank account. Otherwise they have to open a bank account.
- The bank account number, IFSC code etc have to be verified by the ADH/HO concerned personally before uploading in Hortnet.

## **GUIDELINES FOR SELECTION OF BENEFICIARIES FOR DIFFERENT SCHEMES BEING IMPLEMENTED BY THE DEPARTMENT OF HORTICULTURE**

### **GENERAL: (common to all components and activities)**

- Potential location / Villages are to be identified (species & crop wise).
- Wide publicity to be given in the above identified locations / areas on benefits / facilities being provided by the department through local news papers, electronic media, pamphlets, display on the notice board of Z.P.Ps / M.P.Ps / Village Panchayats.
- Approved schemes, assistance provided and locations identified are to be explained in the meeting of Z.P.Ps / M.P.Ps and other coordination meetings with allied departments.
- The beneficiaries shall apply to the Horticulture officer (HO) of the area concerned or DDHs / ADHs of concerned District in the format prescribed duly affixing the latest photograph along with a copy of passbook or certificate from the village secretary / source of irrigation etc. on or before the date prescribed for any component under all the activities / schemes.
- The applications received so are compiled village / mandal / crop wise.
- The HOs / ADHs / DDHs shall hold the village wise meetings involving progressive farmers, gram sarpanch and village secretary and finalize the list based on the norms prescribed for different schemes implemented in the Districts.
- The selected farmers shall be explained about the integration of all advance technologies for components like Permanent pandals, Mulching, Micro irrigation etc.,
- Due preference shall be given to SF / MF, SCs ,STs and Women as per the norms in selection process.
- While finalizing the list as per the directives of planning commission care should be taken to ensure at least 15.44% of SCs and 9.34% of funds are to be target for ST farmers respectively under SCP / TSP and 33% of the budget allocation should be earmarked for women beneficiaries.
- For additions/deletion to the approved beneficiary list approval of District Collector has to be obtained.

## **SUPPLY OF VEGETABLE PLUGLINGS UNDER RKVY 2016-17**

**Objective:** To supply vegetable pluglings to the farmers by establishing high capacity vegetable plugling (seedling) production unit (for all transplanted crops viz., Tomato, Chilli, Brinjal, Cabbage, Cauliflower etc.) in Centre of Excellence at Jeedimetla, Hyderabad as a “**common facility center**” in the State.

### **Advantages (expected outcome) over traditional nursery:**

- i) The plugtype seedling crop will be uniform and healthy in growth with good canopy
- ii) Early crop with canopy coverage
- iii) 30% higher yield from plugtype seedling crop compared to normal nursery.
- iv) Pest and disease free nursery

**Since it is the new component the detailed implementation procedure shall be prepared and communicated separately.**

## **ASSISTANCE FOR POTATO PLANT MATERIAL (SEED TUBERS)**

### **Objective(s):**

- To increase the area and production of Potato crop in the state.
- To introduce new crop in all the districts of Telangana, which has suitable agro climatic conditions to cultivate Potato crop.

### **Selection of Beneficiaries:**

- Preference should be given to new area and new farmers to encourage more area under Potato cultivation.
- The DDH/ADH shall give wide publicity in the District through all public programmes for effective implementation of the programme by utilizing Electronic / Print media / Pamphlets / Posters etc.
- Potato cultivation shall be promoted in non-traditional areas. In traditional areas, new farmers shall be identified for promoting new technology.
- The farmers shall be encouraged to install drip / sprinkler irrigation for Potato crop with the assistance of TSMIP for increased production.

- Preference shall be given to the farmers interested in raised bed cultivation of potato with mulching.
- The assistance shall be extended to small and marginal farmers having assured Irrigation facilities.
- Preference shall be given to SC/ST category/Women farmers as per the norms, every time new farmers have to be identified.

### **Pattern of Assistance :**

- 25% assistance on the cost of potato seed plant material per acre or Rs. 5000/- per acre whichever is less.

**Maximum Eligibility:** Up to 5 acres per beneficiary.

### **Procedure for Implementation**

- From the identified beneficiaries, Horticulture officer should collect:
  - Application form in prescribed format duly filled in along with photograph of the farmer in the plain field/land where the farmer proposed to take up potato cultivation.
  - True copy of pass book/proof of the ownership of the land. (duly verifying the original pattadar pass book or any other land document).
  - Copy of Aadhar card.
  - Certificate of village secretary
  - Copy of the bank account details showing IFS code.
  - Photograph of the land before plantation.
- HO shall register the beneficiary details in to HORTNET web portal.
- HO concerned shall submit applications along with necessary documents to the ADH.
- DDH shall issue administrative sanction to the list of beneficiaries with the approval of District Collector.
- Plant material (seed tubers) shall be procured only from Govt. agencies / Research Institutes viz., NHRDF, CPRI etc.)
- DDH and ADH shall make advance planning in consultation with the said agencies/institutes and progressive farmers.

- Farmers can get Plant material (seed tubers) from the above agencies by paying full cost and plant them in their field.
- After completion of sowing./ Dibbling/ Planting the farmer should submit the plantation completion report to the HO/ADH along with photograph of potato planted field.
- On receipt plantation completion report from farmer, the Horticulture officer concerned /HCO should inspect the field personally and obtain GPS coordinates of the field for ascertaining the actual extent/area of Potato field.
- HO shall ensure to indicate GPS coordinates in this inspection report.
- The HO shall take the field photographs & obtain the concerned plant material bills from the farmer, certify the same and upload the details in to the HORTNET web portal.
- HO shall submit the HORTNET generated invoice duly enclosing certified bills (obtained from the farmers) along with his/her inspection report in prescribed format to the ADH with due recommendation for release of corresponding subsidy amount.
- After receipt of inspection report of HO concerned along with certified invoices duly enclosing necessary plant material bills, the DDH shall issue financial sanction proceedings with the approval of District Collector.
- ADHs/HOs should invariably maintain the total beneficiary list (category wise) at their respective Head Quarter.
- HO/HCO should ensure to take the photographs of the field along with farmer before and after planting of the crop.
- ADH shall inspect 50% of the scheme area in his/her respective jurisdiction.
- The DDH shall verify 25% of the scheme area in each ADH jurisdiction.
- DDH/ADH should ensure to record the yield data and submit success stories to the Commissioner of Horticulture, TS, Hyd., along with high quality digital photographs

### **Mode of Payment:**

- Subsidy amount shall be released in to the beneficiary account / firm through online money transfer.

### **HORTNET Process flow for the component Potato seed Tubers (plant material) under RKVY 2016-17.**

<b>S. No.</b>	<b>Work / activity</b>	
1	Registration	By the farmer /HO
2	Preliminary scrutiny & Counseling	By the HO
3	Preliminary approval of the application	By the ADH
4	Filing scheme details	By the HO
5	Counseling	By the HO
6	Uploading documents	By the HO
7	Estimate generation	By the HO
8	According Online administrative sanction / Generation of administrative sanction proceedings.	By the ADH after approval by the District Collector
9	Transfer of administrative sanction proceedings copy through online to the beneficiary/Hand over of proc. Copy	By the HO
10	Execution of the work i.e. plantation of potato crop	By the farmer
11	Updating of work stages (i.e uploading of input invoice bills, Field photo etc.)	By the HO
12	According Online Financial sanction / Generation of online Financial sanction proceedings and forwarding of beneficiaries to the to the ED (Commissioner login)	By the ADH with the approval of District Collector.
13	Release subsidy amount to the beneficiary account through online amount transfer	By the ADH with the approval of DDH

**APPLICATION FORM FOR POTATO AREA EXPANSION UNDER RKVY 2016-17**

(To be collected from the Farmer)

**Name of the District:** \_\_\_\_\_

**Application S. No.:** \_\_\_\_\_

Photograph  
of the  
applicant

**ADH Head Quarter:** \_\_\_\_\_

**H. O. Head Quarter:** \_\_\_\_\_

1. Name of the Farmer :
2. Father's/Husband's Name :
3. Category (Gen/SC/ST/Women/Others) :
4. H. No. :
5. Village :
6. Mandal :
7. Contact No & E-Mail Address if any :
8. Patta pass book No./Lease Deed No. :
9. Total Area of Land owned / Lease :
10. Irrigation Sources (Open well/Bore well) :
11. Method of irrigation (Flood, Sprinkler, Drip etc  
Kindly specify ) :
12. Survey No. of the area proposed for field :
13. Type of Soil :
14. Raised and mulching practice (Yes/No) :
15. Bank details with A/c No. :
  - a). Bank :
  - b). Branch :
  - c) A/c.No :
  - d).IFS code :

I here with declare that the above given details by me are correct.

**Date:**

**Signature of the Applicant**  
**(NAME IN CAPITALS)**

### **Certificate of the Horticulture Officer**

- This is to certify that the above details given by the farmer are correct and are satisfactory for sanction of assistance on Potato plant material under RKVY 2016-17.
- The farmer has submitted (enclosed) all the following mentioned documents and plain photograph as prescribed in the implementation guidelines 2016-17.
- The beneficiary is eligible for availing subsidy for an area of \_\_\_\_\_ Ha., under RKVY 2016-17.

Hence it is recommended to consider the beneficiary under the component for an area of \_\_\_\_ Ha. His/her **HORTNET ID is:** \_\_\_\_\_

#### **Enclosures with the application:**

1. Latest passport size Photograph of the farmer : Yes/No
2. True copy of Pass Book/Proof of Ownership of land : Yes/No
3. Certificate of the Village secretary : Yes/No
4. Xerox copy of Adhar card : Yes/No
5. Xerox copy of the Bank Pass Book with IFSC code : Yes/No
6. Photograph of the proposed land for before plantation : Yes/No

**Signature of the Horticulture Officer with Stamp**

**NOTE:** The District Officers shall get the above application form prepared in Telugu for use by the farmers.

### **Certificate of Village Secretary**

This is to certify that, Smt./Sri. \_\_\_\_\_, W/o/S/o \_\_\_\_\_ resident of \_\_\_\_\_ village is the owner of the land of ---- Ha., with Sy. Nos \_\_\_\_\_ & \_\_\_\_\_. The farmer proposed to take potato plantation in the said land in an area of \_\_\_\_\_ Ha of the Sy. No. \_\_\_\_\_.

**Counter Signature of Revenue Inspector  
With Office Seal**

**Signature of Village Secretary  
with Office Seal**



**Acknowledgment**

(For submission of application by the farmer)

Received application from Smt. /Sri / Kum/ \_\_\_\_\_ S/o or W/o \_\_\_\_\_ belonging to the village \_\_\_\_\_ Mandal \_\_\_\_\_ towards cultivation of \_\_\_\_\_ during the year \_\_\_\_.

**Date:** -----

**Signature of H. O/ HEO**

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**INSPECTION REPORT OF THE HORTICULTURE OFFICER**

I have inspected the Potato field of the beneficiary Smt./Sri. \_\_\_\_\_, W/o/S/o \_\_\_\_\_ R/o \_\_\_\_\_ village, Mandal: \_\_\_\_\_ belonging to \_\_\_\_\_ (Gen/SC/ST) community on Dt: \_\_\_\_\_

This is to certify that,

- The above beneficiary has purchased good quality Potato seed tubers of variety \_\_\_\_\_ as mentioned in the Bill. No.----- Dt:----- and planted in his land in ----- Ha. in the Sy. No. \_\_\_\_\_
- The GPS coordinates of the field are: \_\_\_\_\_
- The beneficiary has incurred an amount of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) for purchase \_\_\_\_\_ MTs of Potato seed tubers for planting in \_\_\_\_\_ Ha.
- The beneficiary did not avail any subsidy under the scheme Potato Area Expansion for the past two years.
- Total eligible assistance to the beneficiary for \_\_\_\_\_ Ha. is Rs \_\_\_\_\_/- (Rupees \_\_\_\_\_ only).

Hence it is recommended, to release eligible assistance amount as mentioned above to the beneficiary through online amount transfer

**Signature of the Horticulture officer**

## **SUPPLY OF VEGETABLE MINI-KITS UNDER RKVY 2016-17**

### **Objectives:**

- To ensure the nutritional security for rural poor households.
- To decrease the pressure on major markets during vegetable prices hike.
- To encourage farmers for vegetable cultivation in non-traditional areas.

**Unit cost:** Rs. 100/- per minikit

**Pattern of Assistance:** 90% assistance not exceeding Rs.90/-per Vegetable mini-kit

**Maximum eligibility:** : 2 kits per beneficiary

### **Implementation procedure:**

- DDH/ADH shall allot Mandal wise targets basing on the SC/ST population and SHG groups availability in consultation with concerned departments.
- DDH/ADH/HO shall identify beneficiaries from rural poor households in coordination with PD, DRDA (IKP, SERP) covering all the mandals in the district.
- HO shall submit his/her mandal wise indent to the ADH duly enclosing beneficiary list prescribed format along with concerned non subsidy amount.
- HO shall collect a token amount of Rs.10/- per kit towards Non subsidy form the identified beneficiaries.
- ADH can obtain the indent for from PD, DRDA along with concerned non subsidy mount.
- ADH shall place a consolidated indent to **the Manager, National Seed Corporation**, Secunderabad with the approval of DDH and under intimation O/o Commissioner of Horticulture, TS, Hyd.
- Manager, NSC shall supply the vegetable mini-kits to the ADH concerned who in turn hand over to the PD, DRDA/HO concerned.
- ADH shall maintain a stock register for vegetable minikits received in the office in the prescribed format.
- HO concerned / PD, DRDA shall distribute the mi-kits to the beneficiaries concerned and submit beneficiary acknowledgement in the prescribed format to the ADH.
- Manager, NSC shall submit their invoice to the ADH concerned.

- ADH will scrutinize the invoice received from the Manager, NSC and certify the same and prepare an abstract showing No. of mini-kits supplied, Total cost of supplied mini-kits, Subsidy amount and Non subsidy amount etc.
- The ADH shall remit corresponding Non subsidy portion in to the account of RKVY section, O/o Commissioner of Horticulture, TS, Hyd., A/c No.037810100058545, Andhra Bank, Nampally branch (IFSC Code ANDB0000378) through online money transfer.
- Based on the certified invoices of ADH, the DDH shall submit Financial sanction proceedings (ink signed copy) to the Commissioner of Horticulture, TS, Hyderabad with due approval of the District Collector for release of payment (Subsidy and Non subsidy) to the NSC, Hyderabad.
- Before sending financial sanction proceedings to the COH, TS, Hyd., the DDH should ascertain that the corresponding Non subsidy amount is remitted to the COH, TS, Hyd., account through online money transfer by the ADH concerned and the date of concerned money transfer should indicate in the proceedings.
- **DDH should ensure to submit an Utilization certificate along with financial sanction proceedings to the COH, TS, Hyd.**
- Every financial sanction proceedings shall invariably be accompanied by concerned beneficiary list.

**Format for Beneficiary list and acknowledgement for Vegetable mini-kits RKVY**

**-2016-17**

Name of the District:

Sl. No.	Name of the beneficiary	Father's name	Village	Mandal	Survey no.	No. of mini-kits	Subsidy	Non-subsidy	Signature of beneficiary
	<b>TOTAL</b>								

**CERTIFICATE**

This is to certify that the above mentioned \_\_\_\_\_no. of beneficiaries are covered under distribution of vegetable mini-kits under RKVY 2016-17.

**Signature of the Horticulture Officer**

**Format for Stock register of Vegetable Minikits.**

Sl. No.	Indent No. & Date	D C. No. & Date	No. of Mini-kits received	Distribution of mini-kits		Signature of the HO / PD DRDA against receipt of mini-kits	Signature of the ADH
				Name of HO / PD, DRDA	No. of mini-kits		
1	2	3	4	5	6	7	8

**URBAN VEGETABLE FARMING UNDER RKVY 2016-17**

**Objectives:**

- To create awareness and promote individual household organic vegetable cultivation and consumption.
- To promote the concept of greening of available terraces / tiny vacant places to cater to the ecological and sociological needs of urban population.
- To decrease the thrust on local markets.

**Component wise unit cost**

S. No	Name of the component	Specifications	Unit cost (in Rs)	Total cost (in Rs)	Subsidy (in Rs)
1	2	3	4	5	6
1	Silpaulin Covers	4 covers, 40" Dia and 12" depth, 250GSM	410/-	*1,722	75 %
2	Supply of potting mixture	52 cft ,	45 per Cft	2,340	
3	Seeds	3 packet	50/- per Pkt.	150	
	Curry leaf with poly bag	1 seedlings	50/- per Seedling	50	
4	Neem cake	25 kgs	13/- per Kg	325	
5	Neem oil	½ ltr	130/- per ½ tr	130	
6	Implements – Kurpi, Secateurs, Small sprayer & shower	1 unit	800/- per set	800	
7	Pot tray	1 No	310/-	310	
8	Poly feed	1 kg	150 per kg	150	
9	Cloth bag	1 No.	23/-	23	
	<b>TOTAL:</b>			<b>6,000</b>	<b>4500</b>

Subsidy portion to cover 700 units(beneficiaries)  
at 75% subsidy i.e., 4500/- per unit

**- Rs.31.50 lakhs**

**Procedure:**

- The implementing agency is Government Gardens wing and implementation in Hyderabad and Secunderabad only.
- DDH, Government Gardens shall submit fortnightly progress report to RKVY section along with beneficiary list and success stories with photos.

**ERECTION OF PERMANENT PANDALS UNDER RKVY 2016-17****Objectives:**

- Promotion of creeper vegetables like gourds on pandals.
- Enhancing the productivity of creeper vegetables per unit area.
- Enhancing quality of produce by reduced pest & disease incidence.

**Pattern of Assistance:-**

- 50% assistance on total erection cost of the Permanent pandal, subject to a maximum of Rs. 1,00,000/- per acre for Permanent Pandal.
- The assistance is provided on materials including Stone /CC Pillars, G.I Wire, Labour component etc. (Part of the labour cost shall be borne by the beneficiary).

**Estimated Cost for erection of Permanent Pandal. ( Per Ac.)**

S. No	Particulars	Unit	Qty.	Rate	Amount (in Rs.)
1	Stone/CC Pillars of 10' Height @ 15'x18' Spacing (including support pillars)	Nos.	185	350.00	64750-00
2	Steel wire for framework & internal network. (8 Guage & 10 Guage)	Qtl.	15	7500.00	112500-00
3	Labour Charges (For Digging of Pits, Fixing of pillars, Stretching of wire etc.,)	Nos.	LS	-	40000-00
<b>TOTAL</b>					<b>2,17,250-00</b>
<b>Part of the labour cost is borne by farmer &amp; the unit cost is restricted to Rs.2,00,000/- (Rupees Two lakhs only)</b>					

**Maximum Subsidy eligibility:** 1.00 ha (2.5 acres) per beneficiary with a subsidy limit of Rs.2.50 lakhs.

## Implementation Procedure:

- ❖ The HO should identify the beneficiaries and collect the following:
  - Application form duly filled in the prescribed format along with latest passport size photograph of the applicant.
  - True copy of Pass Book/Proof of Ownership of land duly signed by the Village secretary.
  - Copy of Adhar card.
  - Copy of Bank pass book with IFS code.
  - Photograph of the land prior to the erection of pandal with farmer, concerned HO/HEO.
  - A notarized affidavit (on 100/- Stamp paper) from the farmers stating that he/she shall be responsible for methodology of the erection of the pandal and shall take up cultivation of vegetables on the pandal for a minimum period of 5 years from date of release of subsidy and if the pandal is removed before the completion of 5 year period the amount is liable to be recovered from the beneficiary under R.R. Act.
- ❖ If farmer proposes to take up permanent pandal erection on lease land, concerned HO should satisfy the lease agreement is proper and obtain declaration from lease holder in prescribed format.
- ❖ HO/HEO concerned shall visit the field and obtain GPS coordinates of the proposed field for erection of permanent pandal and record the same in the farmer application.
- ❖ HO concerned shall register the beneficiary details on HORTNET web portal.
- ❖ HO concerned shall submit farmer applications along with all necessary documents to the ADH concerned.
- ❖ DDH shall issue administrative sanction with the approval of District Collector indicating a maximum time frame of 3 months (90 days) for completion of erection permanent pandal.

- ❖ Before issue of administrative sanction, the DDH concerned shall ascertain that, the beneficiary did not cross the maximum limit of 2.5 acres (i.e 1 Ha.) since inception of component erection permanent pandals under RKVY.
- ❖ To avoid duplicate claims on the old pandals, the DDH shall insist for the photographs of the said land before and after erection of pandal.
- ❖ DDH, ADH and HO concerned should take care that, any land mark visible in the vacant land photograph should also be seen in the photograph taken after erection of pandal and in the same direction..
- ❖ The DDH, ADH & HO concerned are held responsible in case of crossing of maximum limit of 2.5 acres (1 Ha.) for that particular beneficiary and also in case of duplicate claims on old erected pandals.
- ❖ After receipt of administrative sanction the farmer shall construct/erect permanent pandal and submit completion certificate to the DDH/ADH/HO concerned along with photographs of newly erected permanent pandal at 3 stages i.e. open/plain land (before erection), at the time of pandal erection and after completion of pandal erection.
- ❖ On receipt of completion report from farmer, the HO and MI Engineer (compulsory) shall inspect the field personally and they shall again record the GPS coordinates for ascertaining the actual area of permanent pandal construction in the field and record the same in the invoice to be submitted to the ADH
- ❖ The HO shall take the field photographs & obtain the concerned bills (material / labour charges etc) from the farmer, certify the same and upload the details in to the HORTNET web portal.
- ❖ HO shall submit the HORNET generated invoice to the ADH duly enclosing certified bills (obtained from the farmers) with due recommendation for release of corresponding subsidy amount.
- ❖ HO shall ensure to record the actual extent of Pandal erection (as per the final GPS coordinates) in the in the invoice.

- ❖ It is mandatory to record all the material (poles/stone pillars, wire thickness etc) that has been used in erection of permanent pandal in an engineering M. Book by the HO and MI Engineer concerned.
- ❖ ADH shall personally inspect all the pandals units (100%) in his/her jurisdiction. If satisfied he/she shall sign the Joint inspection report along with HO concerned.
- ❖ ADH shall update beneficiary wise subsidy amount to be paid in the HORTNET web portal.
- ❖ After receipt of certified invoices along with necessary input bills (material / labour etc) along with Joint inspection report of ADH & HO concerned and after updating beneficiary wise subsidy amount to be paid in the HORTNET web portal by the ADH concerned, the DDH shall issue financial sanction proceedings with the approval of District Collector.
- ❖ Each and every M. Book details should be thoroughly checked by the DDH/ADH before sanction of subsidy to the beneficiary.
- ❖ The DDH shall randomly verify 25% of the pandal units in each ADH jurisdiction and should also ensure strict adherence to the guidelines.
- ❖ DDH/ADH/HO shall invariably ensure to display a board at the unit as shown below.

**GOVERNMENT OF TELANGANA  
DEPARTMENT OF HORTICULTURE**



**Financial Assistance by Department of Horticulture (RKVY)**

Name	:	S/o	:
Village	:	Mandal	:
District	:	Component	: Permanent Pandal
Area in Ha.	:	Unit cost (in Rs.)	:
Year of sanction	:	Assistance (in Rs.)	:
		Farmer share (in Rs.):	



### **Mode of Payment:**

- After receipt of financial sanction proceedings from the DDH and after completion of HORTNET process flow in the districts, necessary funds shall be released to the districts.
- ADH shall release concerned subsidy amount in to the accounts of concerned beneficiaries through online money transfer with the approval of the DDH.

### **HORTNET Process flow for the component Permanent Pandal under RKVY 2016-17.**

<b>S. No.</b>	<b>Work / activity</b>	
1	Registration	By the farmer /HO
2	Preliminary scrutiny & Counseling	By the HO
3	Preliminary approval of the application	By the ADH
4	Filing scheme details	By the HO
5	Counseling	By the HO
6	Uploading documents	By the HO
7	Estimate generation	By the HO
8	According Online administrative sanction / Generation of administrative sanction proceedings.	By the ADH after approval by the District Collector
9	Transfer of administrative sanction proceedings copy through online to the beneficiary/Hand over of proc. Copy	By the HO
10	Execution of the work i.e., construction / erection of permanent Pandal.	By the farmer
11	Updating of work stages (i.e uploading of input invoice bills, Field photo etc.)	By the HO
12	According Online Financial sanction / Generation of online Financial sanction proceedings and forwarding of beneficiaries to the to the ED (Commissioner login)	By the ADH with the approval of District Collector.
13	Release subsidy amount to the beneficiary account through online amount transfer	By the ADH with the approval of DDH

Photograph  
of the  
applicant

**APPLICATION FORM FOR PERMANENT PANDALS UNDER RKVY 2016-17**

**(To be collected from the Farmer/Lease Holder)**

**Name of the District:** \_\_\_\_\_ **Application S. No.:** \_\_\_\_\_  
**ADH Head Quarter:** \_\_\_\_\_ **H. O. Head Quarter:** \_\_\_\_\_

1. Name of the Farmer :
2. Father's/Husband's Name :
3. Category (SC/ST/Women/Others) :
4. H. No. :
5. Village :
6. Mandal :
7. District :
8. Pin Code :
9. Tel No: Land Line :  
Mobile No :
10. Patta pass book No./ Registered/Lease Deed No:
11. Total Area of Land owned (in Ha.) :
12. Irrigation Sources (Openwell/Bore well) :
13. Energy / Pumping source (No.) :
14. Area proposed for erection of pandals (Ha.):
15. Survey No. of the proposed land. :
16. Crops proposed for cultivation :
17. Existing area under Pandal if any (Ha.) :
18. Affidavit as per guidelines :
19. Farmer Bank Account Details:
  - a. Name of the Bank/
  - b. Branch :
  - c. Bank Account No. :
  - d. IFSC Code :

20. Whether subsidy already availed during previous years : **Yes or No.**  
if Yes, Year: Area: \_\_\_\_\_ in Ha.; Sy. No. \_\_\_\_\_ ; Amount of Subsidy availed  
(in Rs.): \_\_\_\_\_ **Balance eligible area Ha./ Subsidy:** \_\_\_\_\_  
:

I here with declare that the above given details by me are correct.

**Date:**

**Signature of the Applicant**  
**(NAME IN CAPITALS)**

**Certificate of the Horticulture Officer**

- This is to certify that the above details given by the farmer are correct and are satisfactory for sanction of Permanent Pandal for cultivation of gourds.
- The farmer has submitted (enclosed) all the following mentioned documents and photographs as prescribed in the implementation guidelines 2016-17.
- The beneficiary is eligible for availing subsidy towards erection of Permanent Pandal for an area of \_\_\_\_\_ Ha., under RKVY 2016-17.

Hence it is recommend consider to the above farmer under the component construction of permanent pandal under RKVY 2016-17.

His/her **HORTNET ID** is: \_\_\_\_\_

**Enclosures with the application:**

7. Latest passport size Photograph of the farmer : Yes/No  
8. True copy of Pass Book/Proof of Ownership of land : Yes/No  
9. Certificate of the Village secretary : Yes/No  
10. Lease deed (if the farmer is lease holder of the land) :  
Yes/No/NA  
11. Declaration of the lease holder (in format prescribed for lease holder only):  
Yes/No/NA  
12. Xerox copy of Adhar card : Yes/No  
13. Xerox copy of the Bank Pass Book with IFSC code : Yes/No  
14. Photograph of the proposed land for erection of Pandal : Yes/No

**Signature of the Horticulture Officer with Stamp**

**NOTE: The District Officers shall get the above application form prepared in Telugu for use by the farmers.**

**Certificate of Village Secretary**

This is to certify that, Smt./Sri. \_\_\_\_\_,  
W/o/S/o \_\_\_\_\_ resident of \_\_\_\_\_ village is the owner of the land of  
---- Ha., with Sy. Nos \_\_\_\_\_ & \_\_\_\_\_, and he/she is proposed to erect  
permanent pandals for cultivation of creeper vegetables.

**Signature of Village Secretary**

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**Acknowledgment**

(For submission of application by the farmer)

Received application from \_\_\_\_\_ S/o or W/o \_\_\_\_\_  
belonging to the village \_\_\_\_\_, Mandal \_\_\_\_\_ towards  
erection of permanent pandal for creeper vegetables.

**Date: -----**

**HEO**

**Signature of H. O/**

**DECLARATION**  
**(for Lease Holders only)**

I, Sri/Smt. \_\_\_\_\_, S/o,W/o. \_\_\_\_\_, Village \_\_\_\_\_, Mandal \_\_\_\_\_, District \_\_\_\_\_ hereby declare that, I have taken an extent of \_\_\_\_\_ Ac \_\_\_\_\_ Gts/ Cents in Sy. No. \_\_\_\_\_ of \_\_\_\_\_ Village, \_\_\_\_\_ Mandal, belonging to Sri/Smt. \_\_\_\_\_ on lease for growing \_\_\_\_\_ crop on permanent pendal for \_\_\_\_\_ years and I shall have no further claim on the said land other than for growing said vegetable for the said period.

**Signature of the Land Owner  
Holder  
(Optional)**

**Name:  
Village:**

**Signature of the Lease  
(Compulsory)**

**Name:  
Village:**

**Signature of Village Secretary  
(Compulsory)**

## JOINT INSPECTION REPORT (PERMANENT PANDALS)

1. Name of the Farmer :
2. Village :
3. Mandal :
4. District :
5. Pin Code :
6. Telephone No: Land Line No :  
Mobile No :
7. Name of the Crop already existing :
8. Area already existing under pandals (in Ha) :
9. Actual area now taken up under pandals in Ha.  
(as per GPS coordinates) :
10. Crops proposed to be cultivated :
11. Source of Irrigation :
12. Affidavit from farmer (Yes/No) :
13. Pass Book/Proof of Ownership of land :
14. Date of visit of the Officer concerned  
to the field. :
15. Remarks of the officer :

The field of the applicant has been inspected. Required documents and MB recording have been verified and the erected Permanent Pandal is satisfactory. Hence it is recommended to release of subsidy amount of Rs. \_\_\_\_\_ /- (Rupees \_\_\_\_\_ only).

**Horticulture Officer**

**Asst Director of Horticulture**

## **SUPPLY OF PLASTIC CRATES UNDER RKVY 2016-17**

**Objective:** To assist the vegetable farmers in minimizing the post harvest losses of vegetables during transportation by providing plastic crates in subsidy basis.

**Pattern of Assistance:** 50% cost of the Plastic crate subject to the maximum of Rs. 120/- per crate.

**Maximum Eligibility:** 40 crates per acre/beneficiary.

### **Implementation Procedure:**

- Preference should be given to new farmers to encourage them under vegetable cultivation.
- The DDH/ADH shall give wide publicity in the District through all public programmes for effective implementation of the programme by utilizing electronic / Print media / Pamphlets / Posters etc.
- The assistance shall be extended to small and marginal farmers. Preference shall be given to SC/ST category/Women farmers as per the norms, every time new farmers have to be identified.
- The funds earmarked for SC & ST farmers shall be utilized in full.
- From the identified beneficiaries, HO should collect.
  - Application form duly filled in prescribed format along with latest passport size photograph.
  - True copy of pass book/proof of ownership of the land.
  - Copy of Aadhar card.
  - Non-subsidy amount in the form of Demand Draft drawn in favour of **ADH** concerned.
- Non-subsidy amount shall be collected from the farmer invariably in the form of Demand drafts only, as per to the price list and subsidy pattern communicated by the O/o COH,TS, Hyd.
- HO shall give acknowledgement to the farmer for the receipt of application along with Non subsidy Demand Draft.
- HO concerned shall register the beneficiary details on HORTNET web portal.
- HO of each head quarter shall furnish his/her seed requirement (indent) to the ADH along with farmer applications, beneficiary list in prescribed format and with corresponding Non subsidy DDs.

- ADHs shall place the indents to the concerned firms (duly specifying the Model name, No. of crates, Total cost, Subsidy, Non subsidy, delivery point, Name of the concerned HO along with mobile No. etc.) with the approval of DDH under copy to the O/o COH, TS, Hyd., (Every indent should reflect the Note approval date of DDH).
- DDH/ADH shall insist the companies to supply the plastic crates with proper embossing i.e “**Department of Horticulture, Telangana, RKVY-2016-17**”. Non-embossed plastic crates should not be accepted.
- Company shall supply plastic crates to the HO concerned as per the directions given by the ADH in the indent.
- HO concerned shall receive the plastic crates stock from the concerned firms (as per the indent placed by the ADH) and sign the Delivery challan (DC).
- HO shall make stock entry of the received plastic crates (as per the indent placed by the ADH) in prescribed format and distribute the same to the farmers concerned immediately.
- HO concerned shall submit concerned DCs to the ADH time to time with due certification.
- ADH/HO shall ensure to take the photographs at the time of distribution to each and every beneficiary.
- HO shall upload the beneficiary wise details of plastic crates and distribution photos in to the HORTNET web portal.
- ADH shall update beneficiary wise subsidy amount to be paid to the firm in the HORTNET web portal.
- ADH/DDH should check Plastic crates stock register and Distribution register of the HOs time to time and counter sign the same.
- DDH/ADH should ensure to distribute the plastic crates in presence of any local public representatives viz., MP/MLA/ZP Chairman/MPP or in the presence of District Collector / Senior officer from O/o COH, TS, Hyd.
- Beneficiary list/register (category wise Gen/SC/ST (in prescribed format) should invariably be maintained at both head quarters (i.e. O/o ADH and at HO head quarter).



- DDH should closely monitor the Plastic crates supply programme in the district in order not to give any scope for mis-use.
- List of firms empanelled for supply of plastic crates shall be communicated to the districts separately.

**Mode of Payment to the Plastic Crates supplying firms/companies:**

- Supply firm / company shall raise invoice as per the indent placed by the ADH and as per DCs signed by the HO concerned and submit to the ADH concerned.
- ADH will thoroughly scrutinize the invoices received from the firm time to time and certify the same based on the DCs signed by the HOs concerned and prepare an abstract showing No. of crates supplied, Total cost of supplied crates, Subsidy amount and Non subsidy amount etc.
- Mean while ADH shall release concerned non subsidy amount to the firm through online money transfer with the approval of DDH.
- Based on the certified invoices of ADH, the DDH shall submit Financial sanction proceedings / release proposals (ink signed copy) duly indicating (No. of crates supplied, Total cost, Subsidy, Non subsidy amount and date of payment of non subsidy amount to the firm) to the Commissioner of Horticulture, TS, Hyderabad with due approval of the District Collector requesting to release necessary funds i.e subsidy amount to the district.
- After receipt of financial sanction proceedings from the DDH and after completion of HORTNET process flow in the districts, necessary funds shall be released to the districts.
- ADH shall release concerned subsidy amount in to the accounts of concerned firms through online money transfer with the approval of the DDH.

**HORTNET Process flow for the component Plastic crates under RKVY 2016-17.**

<b>S. No.</b>	<b>Work / activity</b>	
1	Registration	By the farmer /HO
2	Preliminary scrutiny & Counseling	By the HO
3	Preliminary approval of the application	By the ADH
4	Filing scheme details	By the HO
5	Counseling	By the HO
6	Uploading documents	By the HO
7	Estimate generation	By the HO
8	According Online administrative sanction / Generation of administrative sanction proceedings.	By the ADH after approval by the DDH
9	Transfer of administrative sanction proceedings copy through online to the beneficiary/Hand over of proc. Copy	By the HO
10	Updating of work stages (i.e uploading of plastic crates details and Field photo etc.)	By the HO
11	According Online Financial sanction / Generation of online Financial sanction proceedings and forwarding of beneficiaries to the to the ED (Commissioner login)	By the ADH with the approval of District Collector.
12	Release subsidy amount in to the account of the Firm concerned through online amount transfer	By the ADH with the approval of DDH

Photograph  
of the  
applicant

**APPLICATION FORM FOR SUPPLY OF PLASTIC CRATES UNDER RKVY 2016-17**  
**(To be collected from the beneficiary)**

**Name of the District:** \_\_\_\_\_ **ADH Head Quarter:** \_\_\_\_\_

**H. O. Head Quarter:** \_\_\_\_\_ **Application S. No.:** \_\_\_\_\_

1. Name of the Farmer :
2. Father's/Husband's Name :
3. Category (SC/ST/Women/Others) :
4. H. No. :
5. Village :
6. Mandal :
7. Contact No. :
8. Patta pass book No./Lease Deed No. :
9. Total Area of Land owned :
10. Irrigation Sources (Openwell/Borewell) :
11. Names of the vegetables cultivated in the field :
12. Survey No. of vegetable cultivation :
13. Area (in Ha.) under vegetable cultivation. :
14. No. of the Plastic crates required :
15. Selected Model along with name of the Firm :
16. Approved rate of the model per crate (Rs.) :
17. Total cost of the Plastic crates :
18. Subsidy amount (Rs) :
19. Non-subsidy amount (Rs) :
20. Demand Draft details (No, date and amount) :
21. Farmer Bank Account Details:
  - a. Name of the Bank/ :
  - b. Branch :
  - c. Bank Account No. :
  - d. IFSC Code :

I here with declare that the above given details by me are correct.

**Date:**

**Signature of the Applicant**

### **Certificate of the Horticulture Officer**

- This is to certify that the above details given by the farmer are correct and are satisfactory for supply of plastic crates.
- The farmer has submitted (enclosed) all the following mentioned documents and photograph as prescribed in the implementation guidelines 2016-17.
- The beneficiary is eligible for availing subsidy towards plastic crates under RKVY 2016-17.

Hence it is recommend consider to the above farmer under the component construction of supply of plastic crates under RKVY 2016-17.

His/her **HORTNET ID is:**\_\_\_\_\_

#### **Enclosures with the application:**

- |   |          |
|---|----------|
| 15. Latest passport size Photograph of the farmer     | : Yes/No |
| 16. True copy of Pass Book/Proof of Ownership of land | : Yes/No |
| 17. Xerox copy of Adhar card                          | : Yes/No |
| 18. Xerox copy of the Bank Pass Book with IFSC code   | : Yes/No |

**Date:**  
**Stamp**

**Signature of the Horticulture Officer with**

**NOTE: The District Officers shall get the above application form prepared in Telugu for use by the farmers.**

### Acknowledgment

(For submission of application by the farmer)

Received application from \_\_\_\_\_ S/o or W/o \_\_\_\_\_  
 belonging to the village \_\_\_\_\_, Mandal \_\_\_\_\_ towards  
 supply of \_\_\_\_ No. of Plastic crates under RKVY 2016-17

Date: -----

Signature of H. O/ H. E. O

### Acknowledgment

(For receipt of plastic crates from the H. O.)

Received \_\_\_\_\_ No. of Plastic crates, model \_\_\_\_\_ belonging to -----  
 ----- company from the Horticulture officer on date: \_\_\_\_\_ in good condition.

Date: -----

Signature of the farmer

### Format for beneficiaries list to be submitted to the ADH along with Indent

S. NO.	Name of the Beneficiary	Father / Husband name	Category	Village	Mandal	Contact No.	Total land holding in Ha,	No. of crates required	Model name along with name of the firm	Total cost (Rs.)	Subsidy (Rs.)	Non-Subsidy Received (Rs.)	D. D. No. & date	Amount
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

**Format for Stock register of Plastic Crates.**

Sl. No.	Indent No./ Date of Indent	D C. No. & Date	Company	No. of crates received	Signature of the HO
1	2	3	4	5	6

**Format for Distribution register of Plastic Crates.**

Sl. No.	Indent No./ Date of Indent	D C. No. & Date	Name of the beneficiary	Village	Mandal	Contact No.	No. of crates issued	Signature of Beneficiary	Signature of the HO
1	2	3	4	5	6	7	8	9	10

**MARKETING LINKAGES-ESTABLISHMENT OF FUNCTIONAL INFRASTRUCTURE FOR COLLECTION, SORTING/GRADING, PACKING UNITS ETC. (COLLECTION CENTRES):**

**Guidelines shall be communicated separately**

## **HRD Trainings to farmers under RKVY 2016-17**

**AIM:** Imparting trainings to farmers to make them aware of new technologies by providing training and also by organizing visits to the vegetable gardens already taken up successfully.

**Trainings of farmers within the state:** Farmers shall be given training on advance technologies within the State at District Level / Horticulture Training Institute at Hyderabad with 100% subsidy @ of Rs.1000/- per farmer for (2)days training.

### **OBJECTIVES:**

- Providing appropriate training to the farmers for adoption of latest and emerging trends and technology at field level / class rooms.
- To familiarize the farmers about the production & Post harvest practices being followed by progressive farmers.

### **NON-NEGOTIABLES FOR CONDUCTING TRAINING PROGRAMMES TO THE FARMERS UNDER RKVY**

1. The districts have to identify the training needs of the horticulture farmers in the district keeping in view, the horticulture profile, productivity pattern, incidence of pest, post harvest practices and other such relevant issues.
2. Based on the training needs, the ADH in consultation with field functionaries should prepare district specific training calendar.
3. The calendar should contain mandal-wise crop-wise training schedule. Training programmes conducted without preparing the training calendar will not be eligible for drawing assistance from RKVY funds.
4. The farmers / beneficiaries identified under RKVY especially, identified for Permanent pandals, Plug type seedlings, Potato seed subsidy programme etc., should invariably be covered under HRD programme.
5. The ADH shall identify resource persons including retired personnel of Horticulture Dept., KVK's, DAATTC, Horticulture/Agriculture University, progressive farmers etc., and empanel them and their services can be used by paying honorarium.
6. Providing written literature in Telugu on the training subject to the trainees is a must. If training is conducted without giving the written literature, it will not be considered as training for getting assistance.

7. Feedback of the farmers on the usefulness of the training shall be obtained in specially designed feedback forms or in a register along with the signatures of the participants.
8. Documentation like photograph shall be taken for each training program.
9. The DDH should visit maximum number of training programmes as far as possible as this will give an opportunity to interact with farmers and get feedback on horticultural issues.
10. Attendance register of the farmers should be maintained by each officer.
11. Training programme should be of two days duration and it can be held at cluster level or Horticulture Training Institute, Hyderabad.
12. It should be ensured that, the trainings conducted in a month should invariably cover **18% SC farmers, 10% ST farmers** and **33% women** beneficiaries.
13. The Training programme should be held within the state. A field visit of the farmers should be organised to the neighbouring districts to educate the farmers on latest technologies adopted.
14. The expenditure should not exceed Rs.25,000/- per training for a batch of 25 farmers. (component wise indicative cost is given below)
15. Wide publicity of the programme to be given in local newspaper and programme to be documented in coordination with divisional / mandal PRO and photographs of local news paper/ video clippings to be sent to RKVY at the end of the month along with progress report.

**Component Wise Assistance For 2 Days Training Programmes Within The State**

<b>S. No</b>	<b>Component</b>	<b>Assistance @ Rs.25,000/-per training a batch of 25 farmers</b>
1	Study material ( Reading and writing material , CDs)	2000/-
2	Honorarium to faculty members / resource persons.	3000/-
3	Expenditure on food	5000/-
4	Travelling expenses	6000/-
5	Miscellaneous, contingent exp.	9000/-
	<b>Total</b>	<b>25,000/-</b>

Sd/- L. Venkatram Reddy  
**Commissioner of Horticulture (FAC)**