

# **TRAINING MANUAL**

**GOVERNMENT OF HIMACHAL PRADESH  
DEPARTMENT OF AGRICULTURE**

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## **ABBREVIATIONS**

DAHP	Director of Agriculture,Himachal Pradesh
ADA	Additional Director of Agriculture
JDA	Joint Director of Agriculture
PD.ATMA	Project Director, ATMA
DPD.ATMA	Deputy Project Director,ATMA
DDA	Deputy Director of Agriculture
D.S	Director SAMETI
SAC	Senior Analytical Chemist
Pr.FTC	Principal Farmer Training Centre
V.S.	Vegetable Specialist
DDA(P&M)	Deputy Director of Agriculture(Potato & Marketing)
DAO	District Agriculture Officer
STO	Soil Testing Officer
PPO	Plant Protection Officer
SDSCO	Sub Divisional Soil Conservation Officer
SMS	Subject Matter Specialist
ADO	Agriculture Development Officer
AEO	Agriculture Extension Officer
AADO	Assistant Agriculture Development Officer
STO	Soil Testing Officer
JE	Junior Engineer
D	Draftsman
Jr.D	Junior Draftsman
PDS	Potato Development Station
VDS	Vegetable Development Station
SMF	Seed Multiplication Farm
INM	Integrated Nutrient Management
IPM	Integrated Pest Management
MNREGA	Mahatma Gandhi National Rural Employment Guarantee Act
ATMA	Agricultural Technology Management Agency
ISOPOM	Integrated Scheme for Oilseed, Pulses, Oilpalm and Maize
MM	Macro-Management
RKVY	Rashtriya Krishi Vikas Yojna

## CHAPTER-I

### INTRODUCTION AND OBJECTIVES

#### 1.1 Introduction

The need for training of government employees hardly requires any emphasis. It is pertinent to mention here that the competence, skills and attitude of the Govt.employees have a great bearing on the quality of their output. Training is valuable to both employee and employer. Increased knowledge makes the employees more productive in their work place and thus more valuable to the organization. It helps to keep motivated and break up normal routine. Training can help one to get beyond the daily routine and perhaps energize one to do better work. Part of the emerging process of training as found in the relationships formed during training sessions. Training is one of the effective and tested tools for connect with other professionals. It helps in performance enhancement, as well as up gradation of knowledge and skills of the personnel. Organizational motivation and morale, as reflected in the attitudes and administrative culture, are rendered relevant and sharply focused through effective training programmes.

The fast development of agricultural industry in the past decades has opened vast opportunities for skilled manpower on various aspects of agricultural operations. Implementation of suitable human resources development programme for skill improvement in various Agricultural techniques is the need of agricultural industry. Training is an important tool for the transfer of technology. The importance of training is realized more in an avocation like agriculture whose specialized practices like more production in dry land farming, soil conservation, water conservation, protective cultivation, maintaining soil health and management, quality control of seed, fertilizer and pesticides etc can be effectively learnt only through continuous training process. It is important that all employees are updated on their knowledge periodically and are acquainted with the ever changing environment of governance. The Govt.machinery would have to be continuously attend to the changing needs.

#### 1.2 Training Objectives

- ❖ To update and enhance professional knowledge and skills needed for better performance of individuals and department as a whole.
- ❖ To bring about efficiency in delivery of better services to the masses.
- ❖ To bring about the right attitudinal orientation in every trained employees

## CHAPTER-II

### TRAINING POLICY

#### 2.1 Main Features of Training Policy

As per Himachal Pradesh training policy, 2009 of the State Government, every personnel from Class-I to Class-IV is required to undergo training for his skill development at the time of induction and at least once in four or five years or before promotion or before transfer to other wing or specialization. The training policy has following important features.

##### 2.1.1 Training for All

The objective of the policy is to provide training to all Govt. servants at regular intervals during their career. The Department of Agriculture has to educate and provide advisory services to the farming community for the development of Agriculture industry in the State. Training shall be provided to all technical and non technical staff of Agriculture Department in respective of their grade or level in the Department. There is a total sanctioned strength of 3461 numbers of various categories of posts of Department of Agriculture. The strength of technical posts is 973, which include Class-I, Class-II, Class III & Class IV. Level posts and non technical posts are 1175. The detail is given below:-

**Table 2.1 Category wise strength of various Posts in Department of Agriculture**

Sr. No.	Type of Post	Level of Post	Total sanctioned Strength	Gender wise number of employees in position out of the total as on 1.4.2011	
				Male	Female
1.	Technical Post	Class-I	568	384	19
		Class-II	3	2	-
		Class-III	1532	525	43
		Class-IV	-	-	-
	<b>Total</b>		<b>2103</b>	<b>911</b>	<b>62</b>
2.	Non Technical/ Ministerial Posts	Class-I	1	-	-
		Class-II	17	10	1
		Class-III	526	518	39
		Class-IV	814	501	106
	<b>Total</b>		<b>1359</b>	<b>1029</b>	<b>146</b>
	<b>G. total</b>		<b>3461</b>	<b>1940</b>	<b>208</b>

The category wise detail is given at **Annexure-I**.

##### 2.1.2 Training Coverage

- ❖ Training for the lowest level class-IV staff i.e.technical staff comprising of Gestatnor Operator, Jamadar, Daftri, Machine Cleaner, Beldar, Cleaner, Cook, Plough man Rougher posted at various offices, SMF, Block level etc and non technical staff like Peon, Chowkidars in the offices.
- ❖ Training for class-III, posted at the development blocks, Agriculture Extension Centre, SMF, VSF at the grass root level namely AEO, LA etc. Training of class-III ministerial staff posted at the Directorate, District and other field offices of the Department of Agriculture.
- ❖ Training of block level Technical Officers i.e ADO's for better delivery of public services and dissemination of technical knowhow to the farmers of the State.
- ❖ Training of the middle supervisory, technical officers comprising of District Agriculture Officers, Sub Divisional Soil Conservation Officer, Plant Protection Officer, Subject Matter Specialist, Soil Testing Officer and other equivalent posts at the district. The training shall focus on professional excellence, leadership, deep perception of interrelated issues.
- ❖ Training of top management level technical officers like DDA at District level, Directorate level. The training shall focus on strategic planning, lateral thinking, stress management, project management leadership and monitoring.

All the departmental employees shall be trained over a period of five years as per the H.P.State Training Policy, 2009. The detail is given in **Table-2.2** below.

**Table-2.2**

S.N.	Category	Total Strength	Yearwise number of employees to be trained					Remarks
			1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	
1	Dy.Director,DAO,SDSCO,S MS and equivalent posts	143	28	28	28	30	29	The actual strength of staff shall very keeping in view retirement of staff & recruitment of new.
2	ADO and equivalent posts	296	56	60	60	60	60	
3	Agri.Ext.Officers and equivalent posts or LA	696	140	140	140	140	136	
4	Other Technical Staff	90	18	18	18	18	18	
5	Ministerial Staff	266	52	52	52	52	58	
6	Beldars and other skilled employees Chowkidars & Peons	657	132	132	132	132	129	
	<b>Total</b>	<b>2148</b>	<b>426</b>	<b>430</b>	<b>430</b>	<b>432</b>	<b>430</b>	

### 2.1.3 Training Plan

Department shall prepare training plan for providing training to its employees during the year. The detailed features of the training plan are given in **Chapter-VIII**

#### **2.1.4 Training Manager**

Department shall designate a Nodal Officer or training manager to monitor and coordinate the human resource development issues. He will act as “Training Manager” to be responsible for monitoring and implementation of the Training Plan in the Department as per the State training policy, 2009.

#### **2.1.5 Training Methodology**

All available modern methods of training like lecture, group discussions, project work, audio visual materials, printed materials, case studies/action learning, brain storming etc shall be used for training of departmental employees in training institute.

#### **2.1.6 Training Budget**

The State Govt. shall provide adequate funds under State plan schemes for providing training to the employees of State Department of Agriculture. The H.P.State training policy 2009 aims at earmarking approximately 1% of the Salaries head of annual budget for incurring expenditure on training of employees in the Department of Agriculture under SOE Training.

#### **2.1.7 Training Review Committees**

The State level Empowered Committee headed by the Chief Secretary will review Annual Action Plan for training of employees. The training review committee of the Department under the Chairmanship of the Secretary shall meet at least once in every quarter and shall monitor and review the work of training of employees of Agriculture Department.

## **Annexure-I**

## Category-wise Sanctioned Strength in Department of Agriculture.

Sr.No.	Name of the Post Category wise	Sanctioned	Filled in	Vacant
	<b>Class-I</b>			
1.	Director of Agriculture	1	1	-
2.	Additional Director of Agriculture	2	1	1
3.	Superintending Engineer	1	-	1
4.	Joint Director of Agriculture	2	1	1
5.	Deputy Director of Agriculture	11	11	-
6.	Senior Subject Matter Specialist	4	2	2
7.	Divisional Engineer	2	1	1
8.	Senior Analytical Chemist	1	1	-
9.	Director, SAMETI	1	1	-
10.	Principal, F.T.C	1	1	-
11.	Deputy Controller	1	-	1
12.	Agriculture Statistical Officer	1	-	1
13.	Economist	1	-	1
14.	Assistant Auto Mobile Engineer	1	-	1
15.	Vegetable Specialist	1	1	-
16.	District Agriculture Officer	12	10	2
17.	Subject Matter Specialist	71	71	-
18.	Soil Testing Officer	11	11	-
19.	Regional Potato Development Officer	3	-	3
20.	Assistant Development Officer (Veg.)	1	1	-
21.	Analytical Chemist	1	1	-
22.	Plant Protection Officer	1	1	-
23.	Agriculture Information Officer	1	1	-
24.	Assistant Seed Testing Officer	1	1	-
25.	Training Officer Male/Female	8	6	2
26.	Assistant Seed Production Officer	2	2	-
27.	Assistant Agriculture Marketing Officer	1	1	-
28.	Vice Principal	2	1	1
29.	Assistant Project Officer	1	1	-
30.	Assistant Soil Survey Officer	2	2	-
31.	Agriculture Development Officer	397(328)	254	143(74)
32.	Sub Divisional Soil Conservation Officer	20	20	-
33.	Technical Officer (Tea)	1	-	1
34.	Asstt. Soil Cons. Officer(Eng.)	1	1	-
35.	Private Secretary	1	-	1
	<b>Total:-</b>	<b>569</b>	<b>406</b>	<b>163</b>
	<b>Class-II</b>			
1.	Assistant Agriculture Statistical Officer	4	4	-



2.	Administrative Officer	1	-	1
3.	Assistant Agriculture Engineer	1	-	1
4.	Superintendent Grade-I	8	4	4
5.	Section Officer (F&A)	2	1	1
6.	Law Officer	1	1	-
7.	Map Officer	1	1	-
8.	Assistant Director (Tea)	1	1	-
9.	Chief Tea Chemist	1	1	-
	<b>TOTAL</b>	<b>20</b>	<b>13</b>	<b>7</b>

Sl.No.	Name of the Post Category wise	Sanctioned	Filled in	Vacant
	<b>CLASS-III</b>			
1.	Superintendent Grade-II	47	47	-
2.	Senior Assistant	153	141	12
3.	Senior Scale Stenographer	5	2	3
4.	Junior Scale Stenographer	17	1	16
5.	Steno Typist	5	-	5
6.	Legal Assistant	1	1	-
7.	Dark Room Assistant	1	-	1
8.	Technical Assistant	21	16	5
9.	Statistical Assistant	31	-	31
10.	Agriculture Extension Officer	978(698)	530	448(163)
11.	Clerk	235	75	160
12.	Mechanic Grade-I	6	1	5
13.	Junior Engineer	83	41	42
14.	Head Draftsman	4	4	-
15.	Circle Head Draftsman	2	2	-
16.	Draftsman	29	29	-
17.	Junior Draftsman/ Tracer	27	15	12
18.	Surveyor	48	21	27
19.	Truck Driver	43	113	65
20.	Jeep Driver	70		
21.	Bulldozer-Cum-Heavy Tractor Operator	9	-	9
22.	Mechanic-Cum-Tractor Driver	7	-	7
23.	Mechanic Grade-II	45	3	42
24.	Tractor Driver	12	6	6
25.	Drilling Operator	2	-	2
26.	Black Smith	6	3	3
27.	Craft Teacher	1	1	-
28.	Art Executive	1	-	1
29.	Editor	1	-	1
30.	Machine Operator	1	-	1
31.	Photographer	1	-	1
32.	Proff Reader	1	-	1
33.	Compositor	3	-	3
34.	Mechanic Man	5	1	4
35.	Artist	1	-	1

36.	Book Binder	2	-	2
37.	Assistant Machine Operator	1	-	1
38.	Off Set Machine Operator	1	-	1
39.	Welders	6	2	4
40.	Electrician Grade-II	4	3	1
41.	Tractor-Cum-Power Tiller Operator	1	-	1
42.	Section Holder	1	1	-
43.	Assistant Librarian	1	-	1
44.	Technical Assistant (Projection)	1	-	1
45.	Driller	4	-	4
46.	Assistant Driller	2	-	2
47.	Air Compressor/ Generator Operator	1	1	-
48.	Carpenter	3	3	-
49.	Painter	2	-	2
50.	Tyreman	1	-	1
<b>Sl.No</b>	<b>Sanctioned Posts Category Wise</b>	<b>Sanctioned</b>	<b>Filled in</b>	<b>Vacant</b>
51.	Forman (Press)	1	-	1
52.	Forman (Workshop)	3	3	-
53.	Off Set Operator	1	-	1
54.	Biogas Supervisor(AADO)	60	58	2
55.	Patwari	6	-	6
56.	Kanungo	2	-	2
57.	Laboratory Assistant	38	37	1
58.	Mistry	1	-	1
59.	Turner	1	-	1
60.	Plumber	1	1	-
61.	Projector Operator	1	-	1
62.	Personal Assistant	1	1	-
63.	Tea Development Officer	1	1	-
64.	Tea Chemist	3	2	1
65.	Junior Tea Chemist	1	1	-
66.	Tea Inspector	4	2	2
	<b>TOTAL</b>	<b>2058</b>	<b>1121</b>	<b>937</b>
	<b>CLASS-IV:</b>			
1.	Gestatnor Operator	2	2	-
2.	Jamadar	20	13	7
3.	Daftri	2	1	1
4.	Inker	2	-	2
5.	Machine Cleaner	3	1	2
6.	Beldar	469	376	93
7.	Peon	131	105	26
8.	Chowkidar	67	53	14
9.	Cleaner	33	15	18
10.	Helper	36	26	10
11.	Mali	2	-	2
12.	Cook	2	1	1
13.	Sweeper	6	4	2

14.	Plough Man	6	3	3
15.	Chainman	16	-	16
16.	Rougher (Class-IV Post)	15	6	9
17.	Messenger	1	-	1
18.	Khalasi	1	1	-
	<b>TOTAL</b>	<b>814</b>	<b>607</b>	<b>207</b>
	<b>Grand Total</b>	<b>3461</b>	<b>2147</b>	<b>1314</b>

## CHAPTER-III

### FUNCTIONS AND RESPONSIBILITY OF THE DEPARTMENT

#### 3.1 Functions, Objective and responsibility of the Department

Department of Agriculture has to perform the following functions to develop Agriculture industry in the State.

- ❖ Implementation of Agriculture development schemes under State plan and Centrally Sponsored sectors, aiming at the integrated development of Agriculture, so as to ensure balanced development of Agriculture industry in all agro climatic regions of the State to achieve improvement in Agriculture production and productivity.
- ❖ Maintenance of S.M.F., P.D.S. for demonstration of modern agriculture practices to the farmers and production of quality seed for distribution to the farmers.
- ❖ Strengthening of training and extension programme for the transfer of technology to the farmers for increasing Agriculture production by organizing training camps/workshops/Seminars/Courses/study tours formulation of groups for production of different entrepreneurs to make the economy of farmer better for their livelihood as well as to technical officers and field functionaries of the Department.
- ❖ Enforcement of various acts relating to Seed, Fertilizer, Pesticides etc.
- ❖ Promotion of integrated Pest Management (IPM) for Agriculture Crop protection through use of technologies like use of bio-chemicals, biological control of insect pests and diseases etc. that may reduce the use of chemicals, harmful for human health and environment.
- ❖ Strengthening of Agriculture Marketing to provide marketing facilities to the farmers at their door step. The infrastructure facilities in term of market yard/collection centre and better road network need to be created and strengthen alongwith providing training about proper marketing of produce to get good price.
- ❖ Contingent plan in order to meet exigencies arise out of unforeseen circumstances, a contingent plan needs to put in place so that programme could be implemented without any hurdle and financial provisions needs to kept for the same. It is also desirable that the field staff is oriented towards farm relating contingent plan and their implementation by giving them training for the same.

In order to achieve the above objectives it is imperative to frame a training manual to provide training to all employees of the department at regular interval to improve and upgrade their skills for delivering better services to the Agriculturist of the State.

## CHAPTER-IV

### ORGANISATIONAL SET UP OF THE DEPARTMENT

In broad terms, the departmental set up is divided into three levels as under:-

- i) The Secretariat
- ii) The Directorate
- iii) The District level and other field offices.

There is a clear and distinct division of functions between the Secretariat, the Directorate and the field offices.

#### 4.1 The Secretariat

Department of Agriculture works under the administrative control of the Secretary (Agriculture) to the Govt. of Himachal Pradesh, who assists and provides support to the Minister in charge of the Department. All the Govt.policies, programmes, plans, rules and instructions are framed, approved and finally issued for implementation by the Secretariat.

#### 4.2 The Directorate

The functions of the Directorate are planning, Technical and Financial Management, Monitoring of progress under various schemes/programmes/projects and providing necessary feedback to the State Govt.about implementation of various policies and programmes of the State Govt. The Directorate is headed by the Director of Agriculture and supported by the technical and non technical staff at the Directorate and field level.

#### 4.3 The District Level and Other Field Offices

Each district has an office of Deputy Director of Agriculture, who is assisted by other technical Officers like District Agriculture Officer, Subject Matter Specialist, Sub Divisional Soil Conservation Officer, Agriculture Development Officer, Junior Engineer, Surveyor, Draftsman , Ministerial staff etc at the District headquarter and block level . Actual execution and implementation of the polices/programmes, schemes is done at this level.

#### 4.4 The organizational chart of the Department of Agriculture

The organization set up of department of agriculture has been given in the form of chart for better overview at **Annexure-II**.

## CHAPTER-V

### DUTIES AND RESPONSIBILITIES OF VARIOUS POSTS IN THE DEPARTMENT OF AGRICULTURE, HIMACHAL PRADESH.

## **1. Director of Agriculture.**

1. Director, Department of Agriculture being the Administrative and Professional head of the Agriculture Department in the State, exercise all the Technical, Administrative & Financial Powers as exercised by the Heads of the Department in Himachal Pradesh Government.
2. He also acts as Chief Technical Advisor to the State Government on all matters relating to the Agriculture Department.
3. He controls all the Agricultural Development affairs in the State and shall issue special instructions/directions considered necessary for Administrative and Professional reasons.
4. Any major Policy matter relating to professional activity shall be undertaken by him in consultation with other Senior Officers of the Department who are specialist in their disciplines.
5. He is also respectable for preparation of the budget and appropriation proposals for the department for consideration and approval of the Government.
6. Submission of all the reports and returns of the Government (Monthly/Quarterly/Annual Progress reports).
7. He exercises all the powers delegated to him by the Government and is directly answerable to the Government being head of Agriculture Department, Government of Himachal Pradesh.
8. Maintain proper Liaison with Ministry of Agriculture Government of Himachal Pradesh.

## **2. Additional Director of Agriculture, Dharamsala**

1. He is responsible for coordination and monitoring of Agriculture Production Programme in his jurisdiction.
2. He is also Controlling Officers of North Zone (Distt. Kangra, Mandi, Hamirpur, Chamba & Una).
3. He will also exercise all the administrative and financial powers attached to his post in the capacity of being controlling officer of North Zone.
4. He shall be required inspect the institutions under his control and after inspecting the institutions will record inspections notes.

### **3. Joint Director of Agriculture (C)**

1. The Joint Director of Agriculture (I) shall assist the Director of Agriculture in the performance of his duties and responsibilities.
2. He will be responsible for getting finalized all the establishment matters.
3. He will be responsible for getting finalized all Court Matters.
4. He will be responsible for getting finalized all the Soil & Water Conservation, Technical, Extension & Training and Project formulation matters.
5. He shall be required to inspect the institutions under his Control and after inspecting the institutions will record inspection notes.
6. Any other job assigned by the Head of Department.

### **4. Joint Director of Agriculture (II)**

1. The Joint Director of Agriculture (II) shall assist the Director of Agriculture in the performance of his duties and responsibilities.
2. He will be Officers Incharges Planning & Monitoring, Bill & Cash, Potato & Marketing and Budget & reconciliation branches.
3. He will be responsible for getting finalized all Audit & PAC Matters.

4. He shall be required to inspect the institutions under his control and after inspecting the institutions will record inspections notes.
5. Any other job assigned by the Head of Department.

**5. Deputy Director of Agriculture/District Agriculture Officers (Kinnaur & Lahaul Spiti).**

1. Preparation of Block wise Agriculture Production Programme.
2. Arranging and stocking of Agriculture inputs at all sale points in the district timely and adequately.
3. Effective control of the extension functionaries of the block level and timely monitoring and evaluation of the different development programme.
4. Point wise reporting of the achievements every month of the ADA/Directorate.
5. Overall responsibility for the high yielding varieties programme.
6. Organization & imparting training alongwith the Agriculture Officers, Agriculture Development Officers, Agriculture Extension Officer at District, Block Headquarters.
7. Organization and imparting training alongwith the Agriculture Officers, Agriculture Development Officers, Agriculture Extension Officer at Distt., Block Headquarters.
8. Reviewing fertilizer and sale stock position from time to time including private sale.
9. Undertaking intensive touring during campaign period so that all the blocks are covered.
10. Holding joint review with the Assistant/Deputy Registrar Cooperative Societies regularly to see the bottlenecks regarding inputs are removed at various levels and keeping the Deputy Commissioner informed about the programme of the campaign.



11. To convene a meeting of the district level irrigation committee every month in order to shot and to remove the bottlenecks and to utilize the available irrigation potential.

#### **6. Deputy Directors of Agriculture (P&M)**

1. All over Incharge of Branch-6 (Potato & Marketing).
2. To assist the Director of Agriculture in respect of all scheme pertaining to Potato, procurement & distribution of certified seed potato, potato development station in the state, production of foundation seed potato and its distribution, procurement of breeder seed potato from C.P.R.I.
3. To assist the Director of Agriculture, in respect of all schemes pertaining to marketing, Marketing of Agriculture produce, MIS & supports price etc, AG Mark, Daily weekly market rates, Import & Export returns, Grading slanders of various crops, Co-ordination and supervision of Marketing activities of H.P. marketing Board.
4. To assist the Director of Agriculture, in respect of all schemes pertaining to plant Protection, Demand & supply of Plant Protection material and equipments, High Level purchase Committee Meeting, Finalization of rate contract & scrutiny of tenders, submission of monthly and quarterly reports of Plant Protection Activities, enforcement of quality control under insecticide act of 1968, I.P.M. Bio Pesticides, State pesticide Testing Laboratory.
5. Any other job assigned by the Head of Department.

#### **7. Agriculture Statistical Officer.**

1. Over all control of Statistical schemes.
2. Estimation of crop yield/production of important crops by random sampling method for crop forecasting by the Director of Land records.
3. Maintenance of Statistical data relating to all the crops.
4. Liaison with the Director of Land Records, Himachal Pradesh & Director of Economics, Ministry of Agriculture, Govt. of India, & National Sample

Survey Organization, Govt. of India in Agriculture Statistics & Agriculture census work.

**8. Vegetable Specialist.**

1. To assist the Director of Agriculture in respect of all vegetable scheme.
2. He will perform the duty of Officer Incharge Planning & Bill & Cash Branch.
3. Any other job assigned by the Head of Department.

**9. Distt. Agriculture Officers.**

1. To assist the Dy. Director of Agriculture concerned District.
2. To arranged timely supply of Fertilizer in different sales in the District with the help of HIMFED.
3. To ensure that no Fertilizer of low quality is distributed.
4. To ensure that timely arranging and socking of Agriculture inputs.
5. Any other job assigned by the Dy. Director of Agriculture, concerned district.

**10. Agriculture Development Officer (Vegetable)**

1. He is to assist the Head of Department in organizing the timely arranging and stacking of Vegetable seed.
2. Any other job assigned by the Head of Department.

**11. Plant Protection Officer**

1. Drawing & Disbursing Officer in respect of Directorate of Agriculture staff.

2. He is responsible for pushing up Plant protection measure in Pradesh.

**12. Assistant Agriculture Marketing Officer.**

1. He is to assist the Dy. Director of Agriculture (P&M) in organizing the markets and grading of the various Agricultural products of the Pradesh.
2. Any other job assigned by the Head of Department.

**13. Agriculture Information Officer.**

1. He is responsible for the field publicity of Agricultural extension and research activities of the department & is to arrange exhibitions within and outside the Pradesh.
2. Any other job assigned by the Head of Department.

**14. Soil Testing Officers.**

1. They will be responsible for carrying out Soil Testing of Farmers field samples and that of govt. farms and will convey the results well before the time of sowing to the respective agencies.
2. They will also lay out minikit and demonstration trials (both varietal and fertilizer trials) from the share of entire district.
3. They will also be responsible for the additional duties assigned to them during special campaign.

**15. Senior analytical Chemist**

1. Overall Incharges of Central Laboratory, in check analysis of soil sample received from all the twelve districts soil testing laboratories.

2. Overall control of all the Soil Testing Laboratories and Mobile Vans.

#### **16. Principal Farmer Training Centre Sundernagar**

1. To formulate training and schedule programme relating to Agriculture activities in consultation with ADA/DDA's & implement them.
2. He will impart to the farmer training courses etc.
3. To organize training camps are field level in consultation with DDA's of adjoining Distt.

#### **17. Assistant Soil Survey Officer**

He is responsible for the Soil Survey works in Himachal Pradesh and also prepared capability maps under the guidance of the Dy. Director of Agriculture.

#### **18. Analytical Chemist**

The Incharge of Soil Testing/Laboratory and rendered Advisory Service to the cultivators.

#### **19. Deputy Controller (F&A)**

In an endeavour to strengthen the mechanism of internal financial control in the department, he will:-

1. He will assist the department in the preparation of Budget Estimates.
2. He will examine all financial sanctions, fixation of pay, step up cases, GPF cases, store stock purchases.
3. Reconciliation of accounts of department with A.G.
4. He will function as member of Purchase committee/Tender committee/Works committee.
5. Any other duty as may be assigned by the Head of department.

## **20. Law Officer**

1. To look after all the legal work of the Department.
2. To prepare petitions/applications/replies to all the Court cases pertaining to the department in the various Courts including the Hon'ble Supreme court of India.
3. To tender legal opinion on the files/matters pertaining to all the sections of the Department.
4. To attend the Court Cases of the Department as and when required.

## **21. Subject Matter Specialist.**

1. Preparation of Agriculture Development officer circle wise Agriculture production programme.
2. Arranging and stocking all the inputs at all the sale points in block, timely and adequately.
3. To report shortage of seeds, Fertilizers etc. if any, immediately to the District level Officers of Deputy Commissioner.
4. Intensive touring during the campaign period. Inspection of field problems such as diseases, insect pest attacks etc.
5. To ensure full utilization of irrigation potential.
6. To ensure quality of inputs by the drawing samples of seeds and fertilizer under the Acts from various government undertaking/ private sale outlets.
7. Organizing field days/Demonstrations under various schemes.
8. Better coordination with Panchayat, Samities at Block Level.
9. Preparation of Block wise data/information regarding agriculture activities.

## **23. Training Officer**

They are responsible for imparting instructions to the trainees in the Director SAMETI Mashobra/FTC, Sundernagar, where village level workers are trained for field duties.

## **24. Agriculture Development Officers.**

1. Preparation of Agriculture Extension Officer circle-wise Agriculture production Programme.
2. Arranging and stocking all the inputs at all the sale points in the block timely and adequately.
3. To coordinate stocking of fertilizer/Plant Protection measures at various sale points in the block with HIMFED/Coop. Societies, HPMC, HP Agro Industries Corporation.
4. To organize farmers training camps at village level.
5. To report shortage of seed, fertilizer etc. if any, immediately, to the SMS of DDA.
6. Intensive touring during the campaign period.
7. To ensure full utilization of irrigation potential.
8. Reporting the achievement every month to the DDA's/DAO's.

#### **26. Assistant Agriculture Development Officer**

1. To prepare and implement crop diversification plan particularly for irrigated areas in block.
2. To implement Biogas Development Programme.
3. To advise farmers about market intelligence, post harvest handling, agro-processing marketing and value addition of agriculture produce.
4. To assist the efficiency of irrigation system, gap in irrigation potential created by various agencies and actually utilized in the block.
5. To assist SMS/ADO in execution of all Agriculture development Schemes, extension and farmers training, conduct of demonstrations/trials.
6. Inputs management, handing of inputs/stores in the absence of AEO's.
7. Any other work assigned by the officers from time to time.

#### **28. Agriculture Extension Officers.**

1. Arranging supply of Agricultural inputs from District Head Quarter.
2. Organize the training camps for farms.
3. Contacting the farmers for supply of Agriculture inputs.
4. Organise field days.
5. Collection of Soil Samples representing Village, Panchayats and submission to District Laboratory and ensure distribution of Soil Health Cards.
6. Coordination with Panchayats (PRI's).

**29. Divisional Engineer, Shimla, Mandi at Bhangrotu, Kanga at Palampur.**

Check the schemes/works executed by the Sub Divisions and accord the Technical/Financial approval of big/large schemes and also monitor the working of Sub Divisions.

**30. Sub Divisional Soil Conservation Officers.**

They are responsible for the planning/execution of Soil Conservation minor irrigation works in their respective jurisdiction under the over all control of Deputy Director of Agriculture.

**31. Junior Engineers**

Designing and execution of Soil Conservation schemes and recording of measurement of works execution of Soil Conservation estimate of const of works and preparation of original map of the land to be benefited the schemes.

### **32. Superintendent Grade-I**

The Superintendent Grade-I is normally Incharge of one section and has generally to perform the following duties and functions.

1. To go through the dak as received by him and take the following steps:-
  - a) Mark the mis-sent receipts to the concerned sections.
  - b) Submit the important communications for perusal of the higher authorities through Branch Officer, at dak stage, in case the said authorities have not seen any such communication.
  - c) Retain receipts of secret/confidential or urgent nature, which he may like to deal himself in which case the said receipts will be got diarized from the diarist by the Supdt. Grade-I for further reference.
  - d) Mark the remaining receipts to concerned dealing hands with dated initials indicating the urgency and also giving directions, if any, disposal and to hand over the same to the diarist of the section for diarizing and handing to the concerned dealing hands and,
  - e) Keep a note in the diary about important receipts for watching proper and timely disposal.

To himself deal on relevant files, secret, confidential urgent or complex receipts retained by him and also to scrutinize case received from the dealing hands and further to dispose off the cases at his own level if so empowered under the.

2. To see that the concerned dealing hands collect and keep updated, statistical data/information relating to the establishment, budget, expenditure, schemes, plans etc. relevant to his section of posting.
3. To seed the concerned dealing hands monitor, analyze and maintain data as to the achievement of targets of various on-going schemes both in terms of budget provision/expenditure and actual progress and also to suggest ways and means for improvement in the ongoing schemes and assist the Branch Officers in preparation of new schemes/programme, new innovations etc.
4. To ensure that returns /statements are submitted in time and the returns/statements to be received in the section are received in time.
5. To see all dealing hands and the diarist maintain all required registers and keep the same up dated. He should also check these registers at regular intervals.
6. To seed that all routine duties including maintenance and updating of various registers are carried out promptly and thoroughly.
7. To keep a careful watch on any holdup in the movement of dak and files between the section and higher officers, ensure timely submission of fixed



- date cases, other important cases and papers required by officers and to keep a watch on progress of action devise from time to time measures necessary for expeditious disposal of work in the section to make arrangement for disposal of work of official of the section on leave, training etc.
8. To prepare papers and compile data for meetings and ensure timely submission.
  9. To be well acquainted with the office procedures and Acts, Rules, Manuals and instructions of a general nature relating of Finance, Personnel and General Administration Department and specifically applicable in the Department/Section where posted seed that all Manuals, Acts, Rules, instructions, Guard files and Precedent Registers of the section are kept upto-date by inserting correction-slip or getting new editions printed;
  10. To maintain liaison between the staff and the Branch Officer or Middle-level officer in various matters, train and guide the staff posted in the section and to point out their shortcomings and deficiencies, if any, for remedial action, keep himself well acquainted with the morale, conduct and discipline of the staff and also to ensure that the staff comply with government instructions issued from time to time.
  11. To allocate every work of the section to the staff posted in the section with the approval of the Branch Officer, Middle-level Officer and to maintain an updated distribution list of work amongst the dealing hands in the section.
  12. To ensure punctuality in attendance in the section and to advice the staff on matters of conduct and discipline. For ensuring availability of staff posted under him on holiday or early or late hours, he should maintain local address with phone Nos., if any, of the entire staff with him.
  13. To see that the section is kept neat and tidy and that the files, papers, etc, are arranged in an orderly manner and he recorded files are sent to the record room, and that ephemeral record is periodically destroyed.
  14. To ensure that the dealing hands maintain their Assistant's Diaries regularly and note the particulars of initial submission of cases and also record final disposal of receipts at appropriate stage of final disposal of the cases. He is also required to see that the interim processing of receipts leading to collection/compilation of date/ information is not marked as final disposal in the Assistant's Diaries. For this purpose he should ensure that the dealing assistant indicate in their notes whether the submission of a case at a particulars stage is interim or final disposal. Weekly checking of the Assistant's Diaries is also one of his important functions.
  15. On transfer from one Department/Section to another, to hand over the charge and prepare list of important complicated matters requiring immediate attention of the successor in accordance with the procedure prescribed in Para 14.9 below, and to see that the officials transferred to or out of the section hand over/take charge in the manner prescribed in Para 10.4 of the Hand Book for Assistants and Para 15.2.4 of Chapter XV of this Manual.
  16. If it comes to the notice of the officer next below the authority who has passed the orders that such authority was not competent to take a decision, it will be his responsibility to bring it to the notice of such authority through the Branch Officer/ Middle-level officer in writing before complying with those orders.

The above duties are of illustrative nature and the Superintendent Grade-I can be assigned any other duty commensurate with his status and exigencies of public service.

## **CHAPTER-VI**

### **TRAINING NEEDS OF THE DEPARTMENT**

#### **6.1 Introduction**

The department of Agriculture, H.P. shall keep the knowledge and skill of the departmental employees updated by organizing refresher training courses for them on regular interval so that they remain well conversant with the latest techniques introduced in the field of Agriculture and deliver their best services to the farmers of the State. It is important to disseminate information about new technologies so that the farmer is able to make use of the latest agricultural developments. There also exists a gap between research findings and the needs of farmers. For the transfer of technology, it is essential to expose the technical staff of the Department to various developments in this field in the university and research stations by organizing training courses at regular intervals, so that the end user is ultimately benefitted. Department of Agriculture has following specialized wings to cater to the various needs of the farmers/agriculturist of the state.

It is therefore, essential to upgrade the technical skills of the staff posted in these wings by providing training once in five years as per the training policy.

### **6.2 Training needs of technical staff**

The department of Agriculture has the mandate to provide technical knowhow on various aspect of the agriculture to the farming community to develop agriculture industry in the State. The technical staff posted in various wings and dealing with various types of schemes shall be trained to cater to the needs of the farmers to undertake agricultural activities on commercial scale in order to increase maximum benefit from the small land holdings. The technical staff working in the field at grass root level should have the knowledge of modalities of various state plan and central sponsored schemes in order to percolate the benefit to the maximum numbers of farmers for the development of agriculture sector in the state. The training needs of the technical staff are given at **Annexure 6-A**

### **6.3 Training needs of non-technical / ministerial staff**

The ministerial staff keeps record of service matters of each employee of the department in the form of service books, hence they require training in day to day office routine works, conduct rules, various service rules, office manuals. Training on computer application, RTI Act,2005, Good Governance, e-governance, office procedures, financial administration and formulation of budget and fiscal responsibilities is also required to be given at regular interval. With the advancement in information technology, the training in computer application is of paramount importance. The detail of training needs for different category of non technical staff is given at **Annexure 6-B**.

### **Annexure 6-A**

#### **Training needs of technical staff:-**

<b>S.N.</b>	<b>Category</b>	<b>Designation of different posts</b>	<b>Strength</b>	<b>Training needs</b>
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1	Senior level officers at the Directorate and District level	1)Joint Director of Agriculture, Deputy Director of Agriculture, Vegetable Specialist, Plant Protection Officer, Sr.Analytical Chemist, District Agriculture Officer, Divisional Engineer, Sub Divisional Soil Conservation Officer, Subject Matter Specialist, Soil Testing Officer.	143	<ul style="list-style-type: none"> <li>➤ Knowledge of improved Agricultural techniques.</li> <li>➤ Integrated pest &amp; disease management.</li> <li>➤ Efficient water management practices.</li> <li>➤ Commercial crops for improving crop productivity and generating employment.</li> <li>➤ Organic farming quality and quantity produce of agriculture.</li> <li>➤ Financial &amp; administrative rules.</li> <li>➤ Computer application internet, e-mail etc.</li> <li>➤ State &amp; central sector schemes.</li> <li>➤ Contingent plan.</li> <li>➤ RTI Acts.</li> </ul>
2	Middle Level Officers	Agriculture Development Officer, Subject Matter Specialist, Sub Divisional Soil Conservation Officer, Junior Engineer	296	<ul style="list-style-type: none"> <li>➤ Package &amp; practices of Agriculture crops.</li> <li>➤ Diversification.</li> <li>➤ Organic Farming Management</li> <li>➤ IPM</li> <li>➤ INM</li> <li>➤ Acts &amp; Rules</li> <li>➤ Protective cultivation</li> <li>➤ Group formation</li> <li>➤ Computer application, internet, e-mail etc.</li> <li>➤ Office procedure &amp; finance administration</li> <li>➤ Disciplinary proceedings</li> <li>➤ Market led extension</li> <li>➤ Soil and Water conservation</li> <li>➤ Programme on change management i.e.contingent plan</li> <li>➤ Workshop on success stories</li> <li>➤ Farming system approaches</li> <li>➤ Watershed development</li> <li>➤ Balance use of fertilizer</li> <li>➤ Training on the preparation of bio formulations</li> <li>➤ Operation &amp; maintenance of</li> <li>➤ Stress management</li> </ul>
3	Technical Officers upto AADO/AEO/Survey	Asstt.Agri.Dev.Officer, Agriculture Extension Officer, Surveyor,	696	<ul style="list-style-type: none"> <li>➤ Contouring</li> <li>➤ Packages &amp; practices of Agri.crop</li> </ul>

	or/L.A/Black Smith/Beldars/Electrician, Carpenter etc.	TA/LA		<ul style="list-style-type: none"> <li>➤ Soil health management</li> <li>➤ Laboratory equipments etc.</li> <li>➤ Procedure adopted in the Lab.</li> <li>➤ Agri.Statistical tools &amp; techniques for analysis of agriculture related data</li> <li>➤ Computer application</li> </ul>
4	Class-IV	Beldar	657	<ul style="list-style-type: none"> <li>➤ Ploughing</li> <li>➤ Sowing</li> <li>➤ Weeding</li> <li>➤ Moisture maintenance</li> <li>➤ Practices adopted in Farm operation.</li> </ul>
	<b>Total:-</b>		<b>1792</b>	

#### Annexure 6-B

#### Training needs of non-technical staff:-

S.N.	Category	Designation of	Strength	Training needs
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		<b>different posts</b>		
1	Senior Level Officers	Administrative Officer, Superintendent Gr-I&II, Dy. Controller (F&A), Private Secretary(PS), Section Officer (SO), Personal Assistant (PA), Senior Assistant	42	➤ Knowledge of office procedure , establishment matters, budget, cash and accounts, stores, CCS(CCA) rules, conduct rules, HPFR, CCS(pension rules, leave rules) and computer application.
2	Middle Level Class-III staff	Sr. Scale Stenographer, Jr. Scale Stenographer, Clerks, Steno typist	156	➤ Knowledge of taking dictation in Hindi and English stenography, typing, computer basics, office procedure, establishment etc.
3	Class-IV staff	Peon & Chowkidars	158	➤ Knowledge of keeping watch and ward of office premises, movement of files, office discipline etc.
	<b>Total:-</b>		<b>356</b>	

## CHAPTER-VII

### DEPARTMENTAL SCHEMES AND PROGRAMMES

#### ASSISTANCE AVAILABLE TO FARMERS UNDER VARIOUS SCHEMES

### **[1] INTEGRATED CEREAL DEVELOPMENT PROGRAMME FOR WHEAT**

1. Assistance for demonstration of improved package of practices @ Rs. 2000/- per acre.
2. Assistance on certified seed of wheat @ 50% limited to Rs. 5/- per kg.
3. Distribution of seed minikit.
4. Assistance on micronutrients @ 50% limited to Rs. 500/- per hectare.
5. Demonstration on Integrated pest management on farmers' field school pattern @ Rs.17000/- per demonstration.

### **[2] INTEGRATED CEREAL DEVELOPMENT PROGRAMME FOR RICE**

1. Assistance for demonstration of improved package of practices @ Rs. 2500/- per acre.
2. Assistance for demonstration on system of rice intensification @ Rs. 3000/- per acre.
3. Assistance on high yielding varieties rice seed @ 50% limited to Rs. 5/- per kg.
4. Distribution of seed minikit.
5. Assistance for plant protection chemicals and bio-pesticides@ 50% limited to Rs.500/- per hectare.
6. Demonstration on Integrated pest management on farmers' field school pattern @ Rs.17000/- per demonstration.

### **[3] INTEGRATED CEREAL DEVELOPMENT PROGRAMME FOR PULSES AND OILSEEDS**

1. Assistance on certified seed of oilseeds / pulses @ 50% limited to Rs. 1200/- per Qt.
2. Assistance for the production of foundation and certified seed of oilseeds / pulses @ Rs. 1000/- per Qt.
3. Assistance for demonstration on integrated nutrient management @ 50% limited to Rs. 1250/- per Ha.
4. Assistance for Demonstration on Integrated pest management @ 50% limited to Rs. 750/- per Ha.

### **[4] SCHEME FOR FARM MECHANISATION**

1. Assistance on small tractors up to 40 HP @ 25% limited to Rs. 45,000/-.
2. Assistance on power tillers below 8 BHP @ 40% limited to Rs. 25,000.
3. Assistance on power tillers of 8 BHP and above @ 25% limited to Rs. 45,000/-.
4. Assistance on manually operated implements / tools @ 25% limited to Rs.2000/-.
5. Assistance on animal driven implements @ 25% limited to Rs. 2500/-.
6. Assistance on power driven implements / equipments @ 25% limited to Rs. 5000/- .
7. Assistance on power operated threshers [all types] @ 25% limited to Rs.12000/-.
8. Assistance on specialised power driven equipments @ 25% limited to Rs. 15000/-.
9. Assistance on manually operated plant protection equipments @ 25% limited to Rs. 800/- .
10. Assistance on power operated plant protection equipments @ 25% limited to Rs. 2000/- .
11. Assistance on tractor drawn equipments such as MB/ Disc plough, harrow, cultivator, seed cum fertiliser drill , set of power tiller driven implements @ 25% limited to Rs. 10,000/- .
12. Assistance on diesel/ electric pump sets up to 7.5 BHP/ 5 KW @ 50% limited to Rs. 10,000/-

### **[5] SCHEME FOR INTEGRATED NUTRIENT AND PEST MANAGEMENT**

1. Distribution of soil health cards among farmers.
2. Assistance on bio-agents / bio-pesticides @ 25% limited to Rs. 500/- per Ha.

### **[6] NATIONAL WATERSHED DEVELOPMENT PROJECT FOR RAINFED AREAS**

1. Community organisation.
2. Training Programme.
3. Watershed development works
4. Livelihood activities

5. Production system and micro enterprises

**[7] SCHEME FOR PROTECTIVE IRRIGATION AND WATER HARVESTING**

1. Assistance for construction RCC tanks of 9 cu m capacity @ 50% limited to Rs. 21,000/-.
2. Assistance for construction RCC tanks of 20 cu m capacity @ 50% limited to Rs. 36,000/-.
3. Soil conservation and protection of cultivated land on community basis @ Rs.50,000/- per hectare.
4. Assistance to small and marginal farmers on 800 metre long pipe of HDPE/ PVC etc of all sizes to carry water from source to field @ 50% limited to Rs. 15000/-.

**[8] SCHEME FOR PROMOTION OF ORGANIC FARMING**

1. Assistance for setting up of vermicompost units @ Rs.3800/- per unit.
2. Creating awareness regarding organic farming through print and electronic media
3. Support for organising on organic fairs/ exhibitions.

**[9] WEED CONTROL IN WHEAT**

1. Assistance on weedicides /herbicide @ 50% limited to Rs. 250/- per Ha.

**[10] SCHEME OF OILSEEDS, PULSES, OIL PALM AND MAIZE (ISOPOM)**

1. Assistance on notified hybrid maize seeds @ 25% limited to Rs. 1200/- per Qt.
2. Assistance on inputs for Block demonstration @ 50% limited to Rs. 4000/- per Ha.
3. Assistance to farmers field school for demonstration on integrated pest management @ Rs. 22680/-.
4. Assistance on Manually operated plant protection equipments @ 50% limited to Rs. 800/- each.
5. Assistance on power operated plant protection equipments @ 50% limited to Rs. 2000/- each.
6. Assistance on weedicides @ 50% limited to Rs. 500/- per Ha.
7. Assistance on pipe to carry water from source to field up to 800 metres of all types i.e. HDPE/ PVC etc of all sizes @ 50% limited to Rs. 15000/-.
8. Organisation of farmer training camps @ Rs. 15000/- per training.

**[11] ASSISTANCE FOR CHEMICAL FERTILIZERS**

1. Cost subsidy on Nitrogenous fertilisers like Urea and Ammonium sulphate @ Rs. 200/- per MT.
2. Cost subsidy on complex fertilisers NPK 12:32:16, 10:26:26, 15:15:15 and DAP @ Rs. 500/- per MT.
3. 100% transport subsidy on all fertilisers up to retail sale points.

**[12] CROP INSURANCE SCHEME.**

1. National Agriculture Insurance Scheme is being implemented from 1999-2000 to compensate the losses to crops due to natural calamities.
2. Crops covered are Wheat, Barley, Paddy, Maize and Kharif potato. Ginger crop of District Sirmour has also been covered on pilot basis from Kharif, 2008.
3. 50% Subsidy on premium to Small and Marginal farmers.
4. Weather based insurance scheme has been introduced from 2009 on pilot basis for tomato crop of District Solan, raised between March to September.
5. Weather based insurance scheme has been introduced from 2010 on pilot basis for potato crop of District Kangra and Una, raised between January to May.

**[13] KISAN CALL CENTRE**

1. Any farmer from any part of the state can get information on agriculture by dialing toll free number 1800-180-1551 or 1551.
2. After the contact is made to the call centre, an agriculture expert attends the farmer. The farmer tells about his problems/ queries relevant to farming and the expert gives his advice to the farmer.
3. This service is available from 6.00 AM to 10.00 PM on all days of week.

**[14] BIOGAS PROGRAMME**

1. Assistance @ Rs. 4000/- per Biogas plant of one cubic metre.
2. Assistance @Rs. 10000/- for plant of more than one cubic metre.

**[15] SUPPORT TO STATE EXTENSION PROGRAMMES FOR EXTENSION REFORMS**

1. Constitution of Farmers' Advisory Committee and Block Technology Team at block level.
2. Establishment of Agricultural Technology Management Agency [ATMA] at District level.



3. Agriculture and allied departments like Horticulture, Animal Husbandry Fisheries and Agriculture and Horticulture Universities are the stakeholders.
4. Preparation of District Action Plans (DAPs) based on Strategic Research and Extension Plan.
5. Assistance for interstate, within state and within district level training of farmers up to 21 days @ Rs. 1000/-, 750/- and 400/-per day, respectively.
6. Assistance for demonstration on agriculture and allied sector @ Rs. 4000/- per acre.
7. Assistance for demonstration on farmer to farmer technology dissemination @ Rs.1500/- per demonstration.
8. Assistance for interstate, within state and within district exposure visit of farmers up to 10 days @ Rs.600/-, 300/- and 250/- per day, respectively.
9. Mobilization of farmers groups of different types including farmers interest groups, women groups, farmers organizations, commodity organizations and farmers co-operatives etc
  - [a] assistance for capacity building, skill development and support services @ Rs.5000/- per group per year.
  - [b] Seed money @ Rs.10,000/- per group.
10. Incentives to best organised group representing different enterprises@ Rs.20000/- per group. Awards to best farmers at block, district and state level @ Rs. 10000/-, 25,000/- and 50,000/-, respectively.
11. Farm information dissemination
  - [a] organization of district level exhibitions, Kisan melas, fruit/ vegetable shows @ Rs.2 lac per district.
  - [b] Information dissemination through printed leaflets etc and local advertisement
  - [c] Development of technology package on electronic form to be shared through IT network @ Rs.20,000/- per package.
12. Agricultural technology refinement, validation and adoption
  - [a] Farmer scientist interactions at district level @ Rs. 20,000/- per interaction.
  - [b] Organization of field days and Kisan goshtis to strengthen research- extension – farmer linkages @ Rs. 15,000/- per programme.

#### **[16] RASHTRIYA KRISHI VIKAS YOJANA**

1. Preparation of agriculture plans for the districts and fixation of priorities for each district.
2. Agriculture and allied departments like Horticulture, Animal Husbandry, Fisheries and Agriculture research and education are the stakeholders.

#### **[a] Promotion and development of cultivated fodder crops in HP**

1. Assistance on 5 kg fodder berseem seed @ 50% limited to Rs. 4500/- per Qt.
2. Assistance on 20 fodder oat seed @ 50% limited to Rs. 1650/- per Qt.
3. Assistance on fodder sorghum seed @ 50% limited to Rs. 1550/- per Qt.
4. Assistance on fodder bajra seed @ 50% limited to Rs. 1562.50/- per Qt.

#### **[b] Promotion of seed treatment**

1. Assistance on seed treatment chemicals for all important crop seeds supplied by the Department @ Rs. 100/- per Qt.
2. Assistance on seed treatment chemicals for all important crop seeds owned by the farmers @ Rs. 100/- per Qt.
3. Demonstration and training on seed treatment twice a year @2500/- per training.
4. Publicity campaign on seed treatment during rabi and kharif for 15 days @50,000/- per campaign.

#### **[c] Promotion of organic farming and soil health management**

1. Assistance for organic certification through cluster approach @ Rs.6000/- per hectare.
2. Assistance for construction of vermicompost units @ Rs.3500/- per unit.
3. Assistance for vermiculture for production of vermicompost @ Rs. 250/- per family.
4. Assistance on certified bio-agents / bio-pesticides @ 50% limited to Rs. 500/- per Ha.

**[d] Women empowerment in agriculture**

1. Assistance for organization and formation of farm women group through awareness programme @ Rs.1000/- per programme.
2. Assistance on one time seed money to the groups @ Rs. 10,000/- per group.
3. Assistance to link worker/ facilitator @ Rs.500/-.
4. Capacity building of women on group management and support services @ Rs. 5000/-
5. Institutional training to link workers @ Rs.1000/-.
6. Assistance on result demonstration @ Rs.1000/- per demonstration.
7. Assistance for exposure visit of groups Rs.50,000/- per visit.
8. Organization of mahila gosthis@ Rs.1,00,000/- per gosthi
9. Exhibition and product promotion @ Rs.20,000/- exhibition .

**[e] Enhancement of productivity and production of corn**

1. Assistance on approved maize hybrid seeds of private sector @ Rs. 1200/- per Qt.

**[17] PT. DEEN DAYAL KISAN BAGWAN SAMRIDHI YOJNA**

**PART-I PRODUCTION OF CASH CROPS THROUGH ADOPTION OF PRECISION FARMING PRACTICES IN POLYHOUSE**

1. **80% assistance for poly house.** Covered area of different models- 6 sq m to 1008 sq m. Maximum assistance – Rs. 2520/- per 6 sq m to Rs.6,36,792/- per 1008 sq m. Maximum area- 1008 sq m + 6 sq m annexe door .
2. **90% assistance for bamboo poly house to BPL farming families and small and marginal farmers.**
3. **80% assistance for micro-irrigation. Sprinkler irrigation-** covered area- 40 sq m to 1000 sq m. Maximum assistance – Rs. 3,296/- per 40 sq m to per Rs.15,600/- per 1000 sq m. **Drip irrigation-** covered area- 40 sq m to 1000 sq m. Maximum assistance – Rs.7,680/- per 40 sq m to per Rs.64,000/- per 1000 sq m.
4. **50% assistance for construction of farm tank.** Maximum assistance- Rs.22,000/- on Poly lined tanks having 50 cubic m capacity, Rs.21,000/- on stone masonry tank of 9 cu m capacity, Rs.42,500/- for RCC tanks of 20 cu m Capacity, Rs.70,000/- for RCC tanks of 50 cu m capacity.
5. **50% assistance for construction of shallow wells, shallow and deep bore wells-** Shallow well with minimum depth 8 m and diameter 2 m, limited to Rs.55,000/-. Shallow bore well with minimum depth 35 m and minimum diameter 125 mm and deep bore well with depth 70 m and minimum diameter 200 mm, limited to Rs.1.0 lac and 2.5 lac respectively.
6. **50% assistance for lifting water** with electric motor of 3 HP and 7.5 HP [or more than 7.5 HP] i.e. low and medium lifts limited to Rs.50,000 and Rs.1,50,000 respectively.
7. **50% assistance for pumping machinery** of 1.0 HP limited to Rs.3133/-.
8. **Facility of insurance of polyhouses to compensate for the losses due to natural calamities-** Premium @Rs.110/- per lac.

**[18] PT. DEEN DAYAL KISAN BAGWAN SAMRIDHI YOJNA**

**PART-2 DIVERSIFICATION OF AGRICULTURE THROUGH MICRO-IRRIGATION AND RELATED INFRASTRUCTURE**

1. **80% assistance for micro-irrigation. Sprinkler system-** covered area-0.5 Ha to 4.0 Ha. Maximum assistance – Rs. 13,900/- per 0.5 ha to Rs.1,27,360/- per 4.0 Ha. **Drip irrigation-** covered area- 0.4 Ha. Maximum assistance –Rs.34,000/- per 0.4 Ha.
2. **50% assistance for construction of farm tank.** Maximum assistance- **Katcha pond-** Rs.8,000/- on 50 cu m capacity, Rs.31,000/- on 300 cu m capacity and Rs.54,000/- on 600 cu m Capacity. **Poly lined pond-** Rs. 13,000/- on 50 cu m capacity, Rs. 27,000/- 150 cu m capacity and Rs. 45,000/- on 300 cu m capacity. **Pond with Poly and brick lining-** Rs. 22,000/- on 50 cu m capacity, Rs. 46,000/- on 150 cu m capacity and Rs. 77,000/- on 300 cu m capacity. **RCC water storage tank-** Rs. 36,000/- on 20 cu m capacity, Rs. 71,000/- on 50 cu m capacity, Rs. 1,01,000/- on 75 cu m capacity, Rs. 1,48,000/- on 125 cu m capacity, Rs. 2,18,000/- on 200 cu m capacity and Rs. 2,45,000/- on 250 cu m capacity.
3. **50% assistance for construction of shallow wells, shallow and deep bore wells-** Shallow well with minimum depth 8 m and diameter 2.45 m, limited to Rs.55,000/-. Shallow bore well with minimum depth 35 m and minimum diameter 125 mm and deep bore well with minimum depth 70 m and minimum diameter 200 mm, limited to Rs.1.0 lac and 4.0 lac, respectively.
4. **50% assistance for lifting water** with electric motor of 3 HP and 7.5 HP and above i.e. low and medium lifts, limited to Rs.62,500/- and Rs.1,70,000/- respectively.
5. **50% assistance for pumping machinery.** Model ‘A’ - Single phase mono block pump of 1 HP to 5 HP for pumping irrigation water, limited to Rs. 3310/- to Rs. 9255/- . Model ‘B’ – Three phase mono block pump set centrifugal of 3 HP to 15 HP for tanks, limited to Rs. 7055/- to Rs. 16905/-. Model ‘C’ –Single phase Open well submersible pump set of 1 HP to 3 HP for shallow wells, limited to Rs. 5455/- to Rs.7485/-. Model ‘D’- Three phase agriculture open well submersible pump set of 2 to 10 HP, limited to Rs. 7235/- to Rs. 16520/-. Model ‘E1’- Bore well pump set with bore size 100 mm dia of 1 HP to 3 HP, limited to Rs. 9875/- to 14275/-. Model ‘E2’- bore well pump set with bore size 150 mm dia of 7.5 HP, limited to Rs. 19,200/-.

#### **[19] NATIONAL PROJECT ON MANAGEMENT OF SOIL HEALTH AND FERTILITY**

1. Setting up of new mobile soil testing labs.
2. Strengthening of fertiliser quality control labs.
3. Strengthening of existing soil testing labs.
4. Farmers’ training on balanced use of fertilisers @ Rs.10,000/- per training.
5. Field demonstration on balanced use of fertilisers @ Rs.10,000/- per demonstration.
6. Assistance for village adoption through frontline demonstration by soil testing labs on balanced use of fertilisers @ Rs.20,000/- per demonstration.
7. Assistance on micronutrients @ 50% limited to Rs. 500/- per hectare.
8. Assistance for promotion of organic manuring @ Rs. 500/- per hectare.
9. Assistance for promotion of soil amendments @25% limited to Rs. 500/- per hectare.

### **CHAPTER-VIII**

#### **TRAINING PLAN**

## **8.1 Introduction**

The training plan shall consist of providing training to each and every employee once in five years and training to newly recruited staff as well. The training plan shall be formulated every year to achieve the above objectives. There is a total sanctioned strength of 3461 numbers of various categories of the employees in the Department of Agriculture. It shows that plan is to be prepared to provide training to 400-500 numbers of employees in each year. The number of employees to be trained may be more depending upon number of trainings to be given in more than one discipline to a group of employee in order to cover all training needs. More emphasis shall be given on training of women employees.

## **8.2 Approval of Training Plan**

The training plans shall be got approved from the Administrative Department so that the training is provided well in time according to the plan. The technical staff has to serve in more than one technical section or wings during service period depending upon transfer from one section to other. Hence training in more than one discipline is required to be given to keep the Officers up to date in all disciplines of the Department in order to disseminate best technical knowhow to the Agriculturist according to their needs.

## **8.3 Orientation cum Induction training plan**

Department of Agriculture shall provide orientation cum induction training to all the newly recruited technical Officers like ADOs, AEOs and ministerial staff as and when the recruitment of such staff takes place. Department shall include this training in its annual training plan and shall keep provision of adequate funds for this purpose.

## **8.4 Training Plan for the Technical Officers**

### **8.4.1 Training of Senior Level Officers**

The senior level officers at the Directorate and district level shall be given at least of six numbers of refresher trainings to cover 110-120 numbers of Officers on various technical matters like Soil & Water Conservation, Protective cultivation, NWDPR, IPM & INM, organic farming. The detail is given at **Annexure- 8-A**

### **8.4.2 Training of Middle Level Officers**

The middle level officers at the Directorate, district, block level, dealing with various subjects like NWDPR, INM, IPM, Organic farming, seed certification, Extension of Marketing strength, Dry land farming, Bio-Control of insect pest & diseases. Directorate shall be provided at least 5 numbers of training by covering 150-200 numbers of Officers under the training plan in a year. The detail is given at **Annexure- 8-B**

#### 8.4.3 Training of AEO Level Officers/AADO

The AEO level officers posted at different offices like Agriculture sale centre, Block level, Panchayat level shall be provided 8 numbers of training by covering 250-300 Nos.of officers in a year under the plan. The detail is given at **Annexure- 8-C**

#### 8.5 Training plan for non technical/ministerial staff

The non technical staff or ministerial staff of different level in various offices shall be given 4 numbers of training to 120 Nos.of employees in a year. The detail is given at **Annexure- 8-D**

#### 8.6 Training Plan for Class-IV staff

The class-IV technical staff consisting of Beldars & Skill Mechanics/Driver etc.and non technical staff consisting of Peon, Chowkidar shall be provided one or two refresher training each by covering at least 150 Nos.employees under the plan in a year. The Department shall provide training to the Class-IV employees at FTC, Sundernagar. The detail is given at **Annexure- 8-E**

#### 8.7 Training cum exposure visits outside the State

The technical officers shall be taken on exposure visit to other States in order to expose them to various development activities in Agriculture Sector in different parts of the country. The possible states and areas having achieved good progress in Agriculture and allied sector .

#### 8.8 Number of Trainings to be attended at different levels

Make the chart of sponsored trained by different institute.

#### Cost Estimate of Annual Training Plan

The cost estimate of annual training plan for the Departmental employees shall be prepared after getting the cost estimate from the concerned training institutes on the following perform

Category of Employee to be trained	Title Training programme	No.of employees to be trained	Duration of training	Name of training institute	Expenditure Day/Trainee	Total Expenditure (Rs.)

**Annexure- 8-A**

#### Training of Senior Level Officers

Category of Employee to be trained	Title of Training programme	Approximate Nos to be trained in a	Duration of Training	Name of Training Institute
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		<b>year</b>		
DDA/SMS/DAO/SDSCO & equivalent Officer	Advanced course in Agriculture knowledge Management	30	3 days	CSK,HPKV,Palam pur/UHF,Nauni
-do-	Workshop on stress management	20	2 day	HIPA
-do-	RTI Act,2005	20	2 days	HIPA
-do-	Writeshop for success stories	20	3 days	SAMETI
-do-	Market Led Extension	25	3 days	SAMETI
-do-	Public Private Partnership for Agri.Dev.	25	3 days	CSK,HPKV,Palam pur/UHF,Nauni
-do-	Farming system approach	30	3 days	SAMETI
-do-	Office procedure & financial administration	30	5 days	HIPA
-do-	Promotion of sustainable Agriculture	25	3 days	CSK,HPKV,Palam pur/UHF,Nauni
-do-	General Green House Management	25	4 days	CSK,HPKV,Palam pur/UHF,Nauni

#### Annexure- 8-B

##### Training of Middle Level Officers

<b>Category of Employee to be trained</b>	<b>Title of Training programme</b>	<b>Approximate Nos to be trained in a</b>	<b>Duration of Training</b>	<b>Name of Training Institute</b>
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		year		
ADO/JE/AEO/AA DO & equivalent Officer	Operationalization of ATMA & SREP	30	3 days	SAMETI/KVK
-do-	Market Led Extension	30	3 days	SAMETI/Uni.
-do-	Organic Farming Management	30	3 days	KVK/Uni.
-do-	Balance use of Fertilizer	30	2 days	KVK/Uni.
-do-	Sustainable Agriculture Development	30	3 days	SAMETI/Uni.
-do-	Integrated pest Management & Biocontrol	30	4 days	KVK
-do-	INM	30	3 days	-do-
-do-	Soil & Water conservation	30	4 days	CSK,HPKV,Palampur/ UHF,Nauni
-do-	Workshop on integrated weed Management in vegetable crops.	30	3 days	KVK
-do-	Integrated watershed Management	30	4 days	CSK,HPKV,Palampur/ UHF,Nauni
-do-	Drought Management strategies	30	3 days	KVK/ZRS
-do-	Safe & Judicious use of pesticides	30	3 days	University
-do-	Quality control of Seed and Seed Act	10	5 days	SAMETI
-do-	Fertilizer Quality Control orientation training	30	3 days	SAMETI
-do-	E.Governance	30	3 days	HIPA/SAMETI
-do-	Application of remote sensing & Geographical Information system in Agri.Development	30	4 days	CSK,HPKV,Palampur/ UHF,Nauni
-do-	General Green House Management	30	4 days	CSK,HPKV,Palampur/ UHF,Nauni
-do-	Principle and Practices Management of cereal/veg. crop	30	3 days	KVK
-do-	Effective Implementation of Insecticides Act and Insecticide Rules, 1971	10	3 days	SAMETI

#### Annexure- 8-C

#### Training of Agriculture Extension Level Officers

Category of Employee to be trained	Title of Training programme	Approximate Nos to be trained in a year	Duration of Training	Name of Training Institute
AEO/AADO & equivalent Officer	Latest Techniques in crop production	30	3 days	FTC,Sundernagar
-do-	Latest Techniques in Veg.cultivation	30	3 days	FTC,Sundernagar
-do-	Organic Farming Management practices	30	3 days	FTC,Sundernagar
-do-	Weed control in vegetable crop	30	3 days	FTC,Sundernagar
-do-	Integrated nutrient management & balance use of fertilizer	30	3 days	FTC,Sundernagar
-do-	IPM, Biocontrol & pest management in veg.crops	30	3 days	FTC,Sundernagar
-do-	Safe & judicious use of pesticides	30	3 days	FTC,Sundernagar
-do-	Soil & Water Management	30	3 days	FTC,Sundernagar
-do-	Soil sampling soil testing & soil health card	30	3 days	FTC,Sundernagar

Annexure- 8-D



**Training of Non Technical /Ministerial Staff**

<b>Category of Employee to be trained</b>	<b>Title of Training programme</b>	<b>Approximate Nos to be trained in a year</b>	<b>Duration of Training</b>	<b>Name of Training Institute</b>
Supdt.Gr.I&II, Sr.Asstt.Clerk/Steno- typist	Office procedure & financial adm.	30	5 days	HIPA
TA/SA & equivalent staff	Basic computer, Power point, Statistical Analysis of Data	30	5 days	SAMETI
-do-	Conduct Rules Disciplinary proceeding	30	5 days	HIPA

**Annexure- 8-E**

### Training of Class-IV employee

Category of Employee to be trained	Title of Training programme	Approximate Nos to be trained in a year	Duration of Training	Name of Training Institute
Beldar	Refresher Training Course	30	3 days	FTC,Sundernagar
Peon/Chowkidar	-do-	30	3 days	FTC,Sundernagar

## CHAPTER-IX

### TRAINING MODULES

#### 9.1 Training module for newly recruited AEO's & ADO's:-

The newly recruited technical officers like Agriculture Extension Officers and Agriculture Development Officers of the state department of Agriculture shall be given induction cum orientation training as per the requirements of the H.P.State Training Policy, 2009. The induction training programme shall be 30 days duration. The training shall be completed in following three phases:-

- Training on various schemes and programmes of the department, Office procedures, financial administration, conduct rules, service rules, MNREGA, RTI Act, and Good Governance etc.
- Training on various technical subjects like cultivation practices for Kharif & Rabi crops, INM & IPM etc.
- Training on day to day office works relating to dealing of PUC, diary, dispatch & filing.

The above three phase orientation cum induction training module for the newly recruited AEOs and ADOs is given at **Annexure 9A and 9-B** respectively.

## 9.2 Training of trainers

Department shall designate technical officers at the Directorate and District level as trainers who will get training in relevant subjects at University of Horticulture and Forestry, Nauni/Palampur and other training institute situated within and outside the State. These officers shall further provide training to the newly recruited officers at the State, District and field level as detailed below in the **table 9.2**

**Table 9.2**

S.N.	Place of Posting	Designation of the trainers	Subject of the training	Trainees
1.	Directorate Level	Addl. Director of Agriculture	Various schemes being operated in the Department	Newly recruited AEOs , ADOs & farmers
		Joint Director of Agriculture	-do-	-do-
		Subject Matter Specialist	Implementation of Seed, fertilizer & insecticides acts.	-do-
		Dy. Director Agriculture (P&M)	Agriculture produce marketing & regulation act, 2005	-do-
		Sub Divisional Soil Conservation Officer	Polyhouse stream-I & Polyhouse Stream-II Watershed	-do-
2.	District Level	Distt. Agri. Officer,	Implementation of	-do-

		Subject Matter Specialist, Agri.Development Officer.	State & Central Sector Projects & Schemes. Management of PDS, SMF all schemes being implemented by Agri.Deptt.	
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### 9.3 Training module for training of technical Staff

Keeping in view the training needs, the technical officers of various levels shall be given training on various Agriculture subjects at four training institutes within State as per detail given in **Table 9.3** below. The class-IV technical staff shall be trained at the Farmer Training Centre, Sundernagar.

**Table 9.3 Detail of training module for technical staff**

S. N.	Category	Training institute	Level of officers	Title of Training module	Detail of training module	Duration of Training
1	Technical Officers	University of Horticulture & Forestry, Nauni/HPKV, Palampur/KVK	Senior level officers(DDA/SDS CO/DAO/SMS/ADO	Agricultural Knowledge Management	9-C	4 days
			Sub Divisional Soil Cons.Officer	Promotion of sustainable Agri.	9-D	4 days
				Public Private Partnership for Agri.Dev.	9-E	3 days
				Integrated Watershed Management	9-R	4 days
				Application of Remote Sensing & Geographical information system in Agricultural Development	9-G	4 days
				General Green House Management	9-H	4 days
				Integrated Pest	9-I	4 days

				Management & Biocontrol		
				Organic Farming System	9-J	3 days
2	Class-IV & LA	FTC,Sundernagar	AEO/AADO Lab.Attendent & Class-IV	Latest Techniques in Crop Production	-	3 days
				Latest Techniques in Vegetable cultivation	-	-do-
				Organic Farming Management	9-J	-do-
				Weed Control in Vegetable crop	-	-do-
				INM & Balance use of Fertilizer	9-K	-do-
				IPM,Biocontrol & Pest Management in vegetable crop	9-L	-do-
				Safe & Judicious use of pesticides	-	-do-
				Soil & Water Management	9-M	-do-
				Soil sampling, Soil Testing & Soil Health Card	9-N	-do-
				Off-season vegetable cultivation & Diversification	9-O	3 days
3		Himachal Institute of Public Administration (HIPA),Fairlawn Shimla-12	Senior Level Officers DDA,DAO,SDSDC O & SMS	Workshop on stress management	-	2 days
				R.T.I.	-	2 days
			Non-Technical Staff	Office procedure & financial	9-S	5 days

				administration		
				Conduct Rules & disciplinary proceeding	-	5 days
4		State Agriculture Management Extension Training Institute(SAMETI), Mas hobra, Shimla-12	Middle Level Officers SMS,DAO,SDSCO	Write shop for success stories	9-F	3 days
				Operationalization of ATMA & SREP	9-Q	4 days
				Market Led Extension	9-P	4 days
				Quality Control & Seed Act	9-T	5 days
				Fertilizer quality control orientation training	9-U	3 days
				Effective Implementation of Insecticide Act & Rules	9-V	3 days
				Computer application	-	5 days
				Induction course for newly ADO	9-A	7 days
				Induction course for newly AEO	9-B	7 days

#### 9.4 Training module for training of non technical staff

Keeping in view the training needs, the non-technical officers of various levels shall be provided training in office procedure & financial administration, Basic computer, MS Word/MS Excel/Power Point, conduct rules, Disciplinary Proceedings, e-governance and information technology at regular intervals in order to hone their skills in computer application as well as various day to day service matters. The detail is given in table below. The non technical Class-IV staff like Peon & Chowkidars shall also be provided training on their day to day activities regarding care of the departmental properties at the District level training centers of HIPA and other institutes in order to avoid undue hardships to them in travelling to distant institutes in the State.

**Table 9.2 Detail of training module for non-technical staff**

S.N .	Category of staff	Training Institute	Level of Staff	Name of training module	Duration
1.	Non-Technical/ Ministerial Staff	Himachal Institute of Public Administration (HIPA),Fairlawn,Shimla-12	Supdt.Gr.I & II/Sr.Asstt./Clerks/ Steno-Typist	Office procedure and financial administration	5 days
				Basic computer, MS word/MS Excel/E.mail , etc.	5 days
				Conduct rules	3 days
		SAMETI	TA/SA & equivalent officers	Statistical analysis of data	3 days

#### 9.5 Training modules of sponsored training programme for technical & ministerial staff organized by HIPA.

The Technical and ministerial staff is also sponsored by the department for training in various subject like Financial administration, service rules etc.organized by HIPA from time to time for the employees of various department of State Govt. About 3-4 numbers of employees of the Agriculture Department shall be sponsored for each training programme. The detail of various training modules is given below.

Sr.No.	Title of Training	Duration	Participants
1.	Right to Information Act, 2005	25-4-2011 to 26-4-2011	One POI or SMS each from DDA Nahan & Bilaspur
2.	Audit & Budget	26-4-2011 to 30-4-2011	One SMS each from DDA Kullu & Chamba

#### Annexure-9-A

#### Induction Cum Orientation Training module for the Newly recruited AEOs

1.Training Session at (SAMETI),Mashobra

Duration = 7 days.

<b>Topic</b>	<b>Remarks/Faculty</b>
Registration and inaugural session	
Departmental organizational structure	Faculty from Agriculture Department
Roles and responsibilities of AEOs	
State Plan schemes for development of Agriculture in H.P.	
Central sponsored schemes	
Poly house Stream-I	
Poly house Stream-II	
Rashtriya Krishi Vikas Yojna(RKVY)	
Women specific schemes and role of women in agriculture development.	
PRIs and their functions	
Principle and Measures for Productivity improvement in agriculture crops.Contingent plan	Faculty from Agriculture Department
MNREGA/SGSY scheme of self employment	Faculty from Rural Development Department
Weather Based Crop Insurance scheme & poly house insurance	Faculty from Agriculture Department
Role of Bio control agents in Integrated Pest Management	Faculty from Agriculture Department
Marketing and Regulation of Agriculture produce	Senior Marketing Officer, H.P.Marketing Board, Khalini, Shimla, H.P.
Conduct Rules	Faculty from HIPA
Diversification towards vegetable crop	Faculty from Agriculture Department
Organic Farming	-do-
Office procedure and record maintenance	Faculty from HIPA/Deptt.
Departmental Acts ,seeds,fertilizer & Insecticides	Faculty from Agriculture Deptt.
RTI-Right to Information Act-2005	Faculty from HIPA
Good Governance	-do-
Maintenance of records pertaining to Sale centre, farms PDS , SMF etc.	Faculty from Agriculture Deptt.

## II. Training Session at University of Horticulture & Forestry Nauni & HPKVV, Palampur & KVK Stations

Duration = 14 days.

<b>Topic</b>	<b>Remarks/Faculty</b>
Organic farming	Faculty from University & KVK
Bio-fertilizers efficient use and application	Faculty from University
INM	Faculty from University
IPM	Faculty from University
Advanced training course in Agriculture	Faculty from University
Operationalization of ATMA & SREPS	SAMETI
Market led Extension	SAMETI/University
Balance use of Fertilizers	University/FTC
Sustainable Agriculture Development	University/FTC



Integrated Management of Pest & Diseases	University
Soil and Water conservation Management	FTC
Work shop on Integrated Weed Management in vegetable crops.	University
Integrated watershed Development	University
Drought Management Strategies	FTC
Safe & Judicious use of Pesticides	FTC
E.Governance- SAMETI	SAMETI
Preparation of strategic plan under extension reforms	Faculty from KVK/RHRS,Mashobra/SAMETI

### III.Training session at the respective Distt. Headquarter

Duration = 9 days

Topic to be covered	Remarks/Faculty
Nine days practice session regarding diary, dispatch of official letters, dealing of PUC, drafting of letters, maintenance of register of store stock article, Soil health card, various office procedure and subsidy rules and completion of various formalities by the Agriculturist for availing assistance under various central and state sponsored schemes in operation in the Department.	District level officers shall impart training to the newly recruited staff.

### Annexure-9-B

#### Induction Cum Orientation Training module for the Newly recruited ADOs

##### 1.Training Session at (SAMETI),Mashobra

Duration = 7 days.

<b>Topic</b>	<b>Remarks/Faculty</b>
Registration and inaugural session	
Departmental organizational structure	Faculty from Agriculture Department
Roles and responsibilities of ADOs	
State Plan schemes for development of Agriculture in H.P.	
Central sponsored schemes, ISOPOM, Macro-Management, RKVY, NSMF etc.	
Poly house Stream-I	
Poly house Stream-II	
Women specific schemes and role of women in agriculture development.	
PRIs and their functions	Faculty from Rural Development Department
Principle and Measures for Productivity improvement in agriculture crops. Contingent plan	Faculty from Agriculture Department
MNREGA/SGSY scheme of self employment	Faculty from Rural Development Department
Weather Based Crop Insurance scheme & poly house insurance	Faculty from Agriculture Department
Role of Bio control agents in Integrated Pest Management	Faculty from KVK/ZRS
Inforcement of seed, fertilizer & Insecticide Act	Faculty from SAMETI
Conduct Rule	Faculty from HIPA
Contingent Plan	Faculty from Agriculture Deptt.
Diversification in cash crop of vegetable	Faculty from KVK/University
Office procedure and record maintenance	Faculty from HIPA.
Organic Farming	-do-
RTI-Right to Information Act-2005	Faculty from HIPA/SAMETI
Departmental Acts ,seeds,fertilizer & Insecticides	Faculty from Agriculture Deptt.
Subsidy procedure and record maintenance	Faculty from Agriculture Deptt/SAMETI
Communication skill	Faculty from Agri.Deptt/HIPA
Good Governance	-do- /HIPA
Post harvest handling of Agri.produce	Faculty from Agri.Deptt.

## II. Training Session at University of Horticulture & Forestry, Nauni & KVK

Duration = 7 days.

<b>Topic</b>	<b>Remarks/Faculty</b>
Organic farming, Biodynamic farming	Faculty from University/KVK
Practical Demonstration of Biodynamic farming	-do-

Bio-fertilizers-Efficient use of application	-do-
Soil & Water conservation	-do-
Operationalization of ATMA&SREPs	KVK
Balance use of fertilizer	Faculty from University
Sustainable Agriculture Development	-do-
Market Led Extension	-do-
Integrated watershed development	-do-
Drought Management strategies	-do-
Weed control in vegetable crop	-do-
Bio-pesticides & their future prospects	-do-
Safe & judicious use of pesticides	-do-
Protected cultivation	-do-
Time schedule of Irrigation in poly house for different crop	-do-
Diversification in Agriculture crop.	-do-
Commercial cultivation of cash crop	-do-
Maintenance of soil moisture of soil health	-do-

**III. Training Session at the respective Distt. Headquarter days.**

**Duration = 7**

<b>Topic to be covered</b>	<b>Remarks/Faculty</b>
Seven days practice session regarding diary, dispatch of official letters, dealing of PUC, drafting of letters, maintenance of register of store stock article, Soil health card, various office procedure and subsidy rules and completion of various formalities by the Agriculturist for availing assistance under various central and state sponsored schemes in operation in the Department.	District level officers shall impart training to the newly recruited staff.

**Annexure-9-C**

**Module of Refresher Training Course on Advanced Course in Agricultural Knowledge Management for Senior Level Officer i.e. DDA/DAO/SDSCO/SMS/PD/DPD**

Title of Course	:	<b>Advanced Course in Agricultural Knowledge Management</b>
Course Duration	:	4 days.
Period of the Year	:	June,2011
No.of Training/Course	:	25 Nos.

**Course Content**

- Sharing of Case-studies by Faculty and other invited experts and sharing the technological options and their impact in different geographies
- Sharing of Case-studies/Experiences of the NATP states in establishing ICT connectivity: infrastructure and capacity building at ATMA and FIACs levels
- Organizing field visit to a successful ICT case in the vicinity, so as to explain the need and utility of ICT connectivity for success of extension reforms
- Orientation on content issues, content design and development using software tools and techniques
- Lecture-cum-Lab sessions on Search Engines and Agricultural databases
- Use of Remote Sensing, GIS and Expert Systems in Agriculture
- Marketing Information Systems to support Agricultural Marketing Extension Systems
- Web-enabled applications- eSagu initiatives in Andhra Pradesh
- Use of Kisan Call Centers and Mass Media support to Agricultural Extension
- Sharing the lessons learnt from other national experiences of “Information Kiosks/shops”, in terms of “Business Model and Services Offered”
- Creating gender sensitivity to a board range of gender issues at personal, institutional and community levels
- Equipping the functionaries with Participatory Management and ICT Tools for understanding the Gender concerns and fine tune the programmes to address those concerns
- Role of Public Private Partnership to promote ICT enabled Information Systems for farmers-Case studies will be discussed
- Attitude and Change Management towards ICT implementation to promote, and support ICT relation Projects

**Module of Refresher Training Course on Promotion of Sustainable Agriculture for Senior Level Officer  
i.e. DDA/DAO/SDSCO/SMS.**

Title of Course	:	Promotion of Sustainable Agriculture
Course Duration	:	4 days.
Period of the Year	:	July,2011
No.of Training/Course	:	25 Nos.

**Course Content**

- Orientation on sustainable agriculture
- Better management practices of soil resources
- Consumptive use of water resources
- Alternate pest and weed management
- Climate changes and environment concerns
- Organic farming for ecological sustainability
- Farming system approach for sustainable agriculture
- Indigenous Technical Knowledge (ITK)
- Geographical information system and precision farming for sustainability
- International food trade and quality standards
- Experiences in technology transfer on sustainable agriculture

**Module of Refresher Training Course on Public Private Partnership for Agricultural Development for Senior Level Officer i.e. DDA/DAO/SDSCO/SMS/PD/DPD**

Title of Course	:	Public Private Partnership for Agricultural Development
Course Duration	:	3 days.
Period of the Year	:	July,2011
No.of Training/Course	:	25 Nos.

**Course Content**

- Concept and Existing Models
- Processes involved in PPP
- Nature of partners and areas of partnerships
- Challenges- Social, Economic, Legal and Policy related
- Success Stories of Public Private Partnership
- Consolidating State specific PPP Projects

**Module of Refresher Training Course on Write-Shop for Success Stories for Senior Level Officer i.e. DDA/DAO/SDSCO/SMS.**

Title of Course	:	Write-shop for Success Stories
Course Duration	:	3 days.
Period of the Year	:	August,2011
No.of Training/Course	:	25 Nos.

**Course Content**

- To appraise participants of the value of documentation and its usability in programmes and projects
- To orient to the process of documentation, steps involved and enhance documentation skills
- Documentation tools and techniques
- Documentation process- identifying and conceptualizing a story from a project success, writing process, presentation

**Module of Refresher Training Course on Application of Remote Sensing and Geographical Information System in Agricultural Development for Senior Level Officer i.e. DDA/DAO/SDSCO/SMS/PD/DPD**

Title of Course	:	<b>Application of Remote Sensing and Geographical Information System in Agricultural Development</b>
Course Duration	:	4 days.
Period of the Year	:	October,2011
No.of Training/Course	:	25 Nos.

**Course Content**

- Introduction to various aspects of Satellite, Remote Sensing and GIS
- Digital image processing and digital analysis of satellite data
- Fundamentals of GIS, Geo-positioning Systems and spatial data analysis
- Usage of Remote Sensing and GIS in Agricultural development such as crop planning, crop growth, productivity monitoring, simulation and monitoring of drought, water availability, soil erosion etc.
- Introduction to applications of remote sensing and GIS in weather forecasting, agro-advisory service, soil health and degradation assessment
- Exposure of GIS software, Open Source Software, demonstration and hands on practice



**Module of Refresher Training Course on General Green House Management for Senior Level Officer  
i.e. DDA/DAO/SMS/ADO/SDSCO**

Title of Course	:	General Green House Management
Course Duration	:	4 days.
Period of the Year	:	November,2011
No.of Training/Course	:	25 Nos.

**Course Content**

- Area specific different models and Construction & maintenance of Polyhouses
- Nutritional Requirement & Fertilizer management techniques in polyhouses for growing different vegetables crops.
- Protected cultivation of important vegetable crops Tomato/Capsicum visit to the vegetable experimental farm
- Nursery production of different Vegetables crops
- Planning of cropping pattern in polyhouses to get vegetable all year around
- Integrated disease management of vegetable crops in polyhouses
- Visit to experimental and demonstration farm of KVK Kandaghat
- Visit to the progressive farmers fields
- Commercial cultivation of important flower crops under protected conditions
- Agronomical practices in polyhouses cultivation
- Operation and maintenance of micro-irrigation system in polyhouses
- Field demonstration on vermiculture/vermicomposting and its use in polyhouses for different crops
- Integrated pest management of harmful insect-pests of vegetable crops
- Interactive session on problems faced by field staff(participants) of the department pertaining to polyhouses
- Schemes of government of Himachal Pradesh on polyhouses
- Use of polyhouses/solar energy in Post-harvest handling of Agriculture produce and visit to the University Museum and Sale Centre
- Interaction of the Directorate of Extension Education with the participants and distribution of certificates

**Module of Refresher Training Course on Integrated Pest Management & Biocontrol for Senior Level Officer i.e. DDA/DAO/SMS/ADO**

Title of Course	:	Integrated Pest Management & Biocontrol
Course Duration	:	4 days.
Period of the Year	:	November,2011
No.of Training/Course	:	25 Nos.

**Course Content**

- Introduction to Integrated Pest and disease Management general concept biological and cultural pest and disease management strategies
- Major fungal diseases of Agriculture crop and vegetable and their integrated management
- Major viral diseases of Agriculture crop and vegetable and their integrated management
- Major pests of vegetable crops and vegetable and their integrated management
- Major pests and diseases of ornamental crops and lawn grass the their integrated management
- Familiarization with pests and diseases of vegetable crop
- Plant protection chemicals and equipments and their use in IPDM
- Bio-control agents of Plant Pathogens, their mass multiplication and application
- IPDM of pests and diseases of vegetable crops
- Solarization for management of soil borne pathogens

**Module of Refresher Training Course on Organic Farming for Senior Level Officer i.e. DDA/DAO/SMS/ADO**

Title of Course	:	Organic Farming
Course Duration	:	3 days.
Period of the Year	:	December,2011
No.of Training/Course	:	30 Nos.

**Course Content**

- Organic Farming-Concepts, scope
- Organic Farming-Need, benefits and basic principles
- Major Production Technologies for shifting to Organic farming
- Organic Manures: FYM, Green Manure, Compost, Vermicompost, Vermiwash etc
- Biofertiliser Application (Rhizobium Azotobactor PSA)
- Biodynamic Farming, Homa-farming and Agni Hotra
- Soil Fertility Management in Organic Farming
- Earthworms and Establishment of Vermi Hatchery
- Vermiwash preparation and its use
- Biofertilizers- Efficient use and Application

### **Module of Refresher Training Course on Balanced Fertilizer Use & INM for AADOs/AEOs**

Title of Course	:	Balanced Fertilizer Use & INM
Course Duration	:	3 days.
Period of the Year	:	August,2011
No.of Training/Course	:	30 Nos.

#### **Course Content**

- Importance of balanced fertilizer use in present scenario of agriculture
- Plant Nutrient Requirements
- Soil Testing & its importance
- Types of fertilizers and their role
- Green manuring in INM
- Importance of vermicomposting and preparation of vermicompost pits and vermicompost
- Balanced use of fertilizers in vegetables
- Role of sulphur in oilseeds and Phosphorus in pulses
- Balanced use of fertilizers in horticultural crops
- Role of organic manures in INM
- Nutrient Deficiency disorders in various crops & their management
- Quality control and FCO
- Bio-fertilizers and their role in INM

## **Module of Refresher Training Course on IPM, Bio-Control & Pest Management in Vegetable & Cereal Crops for AADOs/AEOs**

Title of Course	:	<b>IPM, Bio-Control &amp; Pest Management in Vegetable &amp; Cereal Crops</b>
Course Duration	:	3 days.
Period of the Year	:	August,2011
No.of Training/Course	:	30 Nos.

### **Course Content**

- Basic Concept of Integrated Pest Management and role of IPM in Agriculture
- Principles and Practices of IPM
- Soil Health and soil management practices in IPM
- Biological control and Role of bio-agents in IPM
- Bio-pesticides & application methods for pest management
- Use of Pheromones and Hormones in Pest Management
- Important weeds of cereals, pulses and vegetables and their management through IPM
- Identification & Integrated Management practices for diseases of cereals, pulses and vegetable crops
- Identification & Integrated Management practices for important insect pests of cereals, pulses and vegetable crops
- Rodent Control & Obnoxious weed management through group approach
- IPM Techniques in organic farming
- Pesticide formulations, properties, toxicity, residues and safe handling of pesticides
- Departmental efforts in promotion of IPM
- Interactive to document the ITKs being used in IPM

### **Module of Refresher Training Course on Soil & Water Management/Conservation for AADOs/AEOs**

Title of Course	:	Soil & Water Management/Conservation
Course Duration	:	3 days.
Period of the Year	:	September,2011
No.of Training/Course	:	30 Nos.

#### **Course Content**

- Traditional water conveyance in H.P.
- Proper Management of water harvesting structure, form ponds, precision farming, sprinkler and drip irrigation & role thereof
- Participatory approach in Soil & Water Conservation
- Hydrams and low cost storage tanks
- Soil erosion causes & types
- Measure to check soil & water erosion
- Temp & permanent soil conservation structures
- Proper storage & use of Rain water Harvesting
- Water resource development
- Group Dynamic & conflict Management
- Gender Sensitization
- Land leveling & bench tracing
- Agro Forestry and fodder cultivation

**Module of Refresher Training Course on Soil Sampling, Soil Testing and Preparation of soil health cards for AADOs/AEOs**

Title of Course	:	Soil Sampling, Soil Testing and Preparation of soil health cards
Course Duration	:	3 days.
Period of the Year	:	November,2011
No.of Training/Course	:	30 Nos.

**Course Content**

- Importance & Needs of soil testing in present day Agriculture
- Importance of soil testing, drawing of soil samples, maintaining soil health, Method of soil sampling, preparation of soil health card
- Plant nutrient requirements, nutrient deficiency symptoms in different soil/crops
- Importance of Bio-fertilizer, Green Manure in maintaining soil health
- Importance of balanced use of fertilizer
- Role of Micro Nutrients in maintaining soil health
- Types of fertilizers, their role in maintaining soil health
- Role of organic manure in maintaining soil health & its importance
- Preparation of Vermi Compost, benefits/uses
- Interpretation of soil Test results
- Visit to soil testing Lab for analysis of Macro/Micro Nutrients & preparation of soil health card

### **Module of Refresher Training Course on Off-season Vegetable cultivation & Diversification for AADOs/AEOs**

Title of Course	:	Off-season Vegetable cultivation & Diversification
Course Duration	:	3 days.
Period of the Year	:	October,2011
No.of Training/Course	:	30 Nos.

#### **Course Content**

- New Dimension in off-season vegetable growing & seed production
- Scientific growing of healthy vegetable seedling
- Advance Tech.to be adopted in Tomato cultivation
- Advance Tech.to be adopted in cucumber cultivation
- Advance Tech.in bell pepper/chillies production
- New Dimension in cultivation of cauliflower & cabbage
- New dimension in cultivation of Peas & Beans
- Advance Tech.in growing/production off season vegetables
- Integrated Disease Management
- Integrated Insect Pest Management in vegetable crops
- Protected cultivation of vegetable crops
- New Dimension in storage & Marketing of vegetable
- Strategy for storage of vegetable produce



**Module of Refresher Training Course on Market-Led Extension for Senior Level Officer i.e. DDA/DAO/SDSCO/SMS.**

Title of Course	:	Market –Led Extension
Course Duration	:	4 days.
Period of the Year	:	August,2011
No.of Training/Course	:	25 Nos.

**Course Content**

- Market-led extension-challenges & opportunities
- Reforms in Agricultural Marketing
- Production planning based on market needs
- Market Intelligence
- Emerging formats/channels of marketing, Food Retail chains, e-choupal, contract farming, future marketing
- Promotion of Producers groups (CIGs/FOs)
- Quality driven agri-business and brand promotion of agricultural products
- ICT enabled dissemination of agricultural marketing information
- PPP linkages in agricultural marketing
- Processing and value addition
- WTO & its implication on agriculture
- Market-led extension strategies

**Module of Refresher Training Course on Operationalization of ATMA and SREP for Senior Level Officer  
i.e. DDA/DAO/SDSCO/SMS/PD/DPD**

Title of Course	:	Operationalization of ATMA and SREP
Course Duration	:	4 days.
Period of the Year	:	September,2011
No.of Training/Course	:	25 Nos.

**Course Content**

- Orientation about ATMA
- Roles and responsibilities of all the stake holders
- Key functions of Governing Board, AMC, FIAC, FAC and their operational Modalities
- Formation and role of Commodity Interest Groups(CIG's)and Farmer Interest Groups (FIG's) in the success of ATMAs
- Preparation of Block Action Plan/District Action Plan and State Extension Work Plan based on the strategies, thrust areas and activities developed in SREPs
- Public Private Partnership, Research Extension Farmers and Market linkages
- Pro-active involvement of NGO's
- Sharing of Success Stories of ATMA

**Module of Refresher Training Course on Integrated Watershed Management for Senior Level Officer  
i.e. DDA/DAO/SDSCO/SMS/PD/DPD**

Title of Course	:	Integrated Watershed Management
Course Duration	:	4 days.
Period of the Year	:	October,2011
No.of Training/Course	:	30 Nos.

**Course Content**

- Participatory Watershed management with special reference to Common guidelines
- Watershed concept, components and delineation
- Forming and Managing of SHGs, UGs and WC/Was
- Participatory Planning of Watersheds
- Implementation aspects
- Monitoring and Evaluation
- Development of Agriculture in Watersheds
- Participatory Management for Efficient Water use in watersheds
- Capacity building of functionaries

**Module of Refresher Training Course on Office Procedures and Record Maintenance for Senior Level Officer i.e. DDA/DAO/SMS/ADO**

Title of Course	:	Office Procedures and Record Maintenance
Course Duration	:	5 days.
Period of the Year	:	December,2011
No.of Training/Course	:	25 Nos.

**Course Content**

- Office procedures, record keeping and maintenance of Daily Diary
- Store and stock articles & their maintenance
- Sale proceedings, subsidy bills and cash receipts etc
- Govt money and financial Rules and preparation of Annual Accounts
- Extension activities and its record keeping
- Conduct Rules, Do,s & don'ts for Govt servant

### **Module of Refresher Training Course on Quality Control of Seed and Seed Act for SMS/ADO**

Title of Course	:	Quality Control of Seed and Seed Act
Course Duration	:	5 days.
Period of the Year	:	December,2011
No.of Training/Course	:	20 Nos.

#### **Course Content**

- Seed Act 1966 Definition-Central Seed Committee
- New Seed Act
- Quality seed and its characters
- CSTL-Power to Notify Kinds/Variety
- Appointment and Power of Seed Inspectors
- Procedures to be taken by Seed Inspectors for inspecting and drawing samples
- Seed Rules 1968
- Seed Control Order 1983- (Application grant, renewal and Refusal of License)
- Maintenance of Records (issuing stop sale order/detaining the seeds from sales/seizing of records and materials issuing show cause notice and preparation of charge sheet)

### **Module of Refresher Training Course on Fertilizer Quality Control Orientation Training for SMS/ADO**

Title of Course	:	Fertilizer Quality Control Orientation Training
Course Duration	:	3 days.
Period of the Year	:	June,2011
No.of Training/Course	:	20 Nos.

#### **Course Content**

- Salient features of essential commodity Act, fertilizer Quality Control order and fertilizer movement Control Order
- Regulation on fertilizer manufacture,trade and distribution
- Disposal of non standard fertilizer
- Licensing and requirements
- Roles and responsibilities of registering authority, fertilizer inspectors and appellate authority
- Fertilizer sampling and dispatching
- Launching of cases in the court and action on non standard samples packing,handling and storage requirements of fertilizers

### **Module of Refresher Training Course on Effective Implementation of Insecticides Act & Insecticide Rules, 1971 for SMS/ADO**

Title of Course	:	Effective Implementation of Insecticides Act & Insecticide Rules, 1971
Course Duration	:	3 days.
Period of the Year	:	February,2011
No.of Training/Course	:	20 Nos.

#### **Course Content**

- Introduction regarding Insecticide Act,1968 and Rules,1971
- Scientific and techno legal aspects of implementation
- Insurance of license for manufacture, sale of pesticides
- Important provisions of Insecticide Act and Rules regarding sampling and testing or analyses and role of Insecticides Inspector and Insecticide Analysts
- Roles of Registration, Licensing and Appellate authorities
- Routine and referee analysis methods of Pesticides
- Retesting of Pesticide in CIL
- Role of State Pesticides testing Laboratories (SPTL),Regional Pesticides Testing Laboratories (RPTL) and central Insecticides Laboratory (CIL)
- Checking of sale depots and procedure thereof
- Sampling and dispatch of samples
- Filing of cases and sealing of sale
- Report preparation

#### **CHAPTER-X**

#### **TRAINING INSTITUTES**

### **10.1 Training institute for training within states**

The following training institute are available within state for training of technical and non technical staff as per detail given below:-

#### **8.1.1 Training of non technical or ministerial staff**

1) Himachal Institute of Public Administration (HIPA)

#### **8.1.2 Training of technical staff**

1) Dr.Y.S.Parmar, University of Horticulture and Forestry(UHF)Nauni,Solan

2) CSK,HPKV, Palampur

3) State Agriculture Management Extension Training Institute(SAMETI),Mashobra

4) Farmer Training Centre, Sundernagar

5) Himachal Institute of Public Administration (HIPA)

### **10.2 Training institute for training of technical officers outside the state**

There are number of training institutes situated outside the state, where Model Training courses & workshops relating to agriculture development & extension are conducted for at least 2-3 numbers of extension officers of each state departments of agriculture at regular interval every year. Most of these training courses & workshops are sponsored by the Ministry of Agriculture, Govt.of India, New Delhi. The training courses organized at these training institutes are relevant to the technical staff of the department of agriculture. The detail of such training institute is at **Annexure 10-A**.

### **10.3 The level of officers to be deputed on training outside the state.**

The middle and senior level technical officer of the department shall be nominated for training outside the state as per the training requirement of the most of the training organizing institute situated outside the state.

### **10.4 Approval for attending training outside the state**

The HOD shall be competent to approve tour programme for deputing staff to undertake journey outside the state as per directions contained in the Finance department letter No.Fin©A(2)-1/2004, dated 18<sup>th</sup> November,2010 subject to the conditions that boarding/lodging, to and fro travelling expenses are borne by the institute. The detail of such training institute is at **Annexure 10-A**. However, deputing officers for training in following training institute, which are not covered under this delegation shall be referred to the Administrative Department for approval.

- i) Those training institute, where boarding,lodging is free but the to and fro travelling expenses are to be borne by the Department and the training is relevant to the departmental officers. The detail of the such training institute is at **Annexure-10-B**

**Annexure-10-A**

### **DETAIL OF TRAINING/COURSES RELATING TO THE GOVT. OF INDIA DURING THE YEAR 2011-12**



Sr. No.	Training/Course TitleSssssss	Participants	No. of seats allotted	Duration	Name of Institute
	<b>During the month of June, 2011</b>				
1.	Crop Specific AESA-Vegetables	SMS/ADO	2	1-6-11 to 30-6-11	NIPHM Hyderabad
2.	Training Course for Fert. Inspector	Fertilizer. Inspector	2	6-6-11 to 17-6-11	CFQC&T Faridabad
	<b>During the month of July, 2011</b>				
1.	Training Course for Fert. Analysts	Fertilizer Analysts	2	4-7-11 to 29-7-11	CFQC&T Faridabad
2.	FFS Methodology	SMS/ADO	2	8-7-11 to 15-7-11	NIPHM Hyderabad
3.	Computer Application in Agriculture and allied fields	SMS/ADO	2	12-7-11 to 16-7-11	EEl Nilokheri
4.	Extension Methodology for livestock Production	SMS/ADO	2	18-7-11 to 23-7-11	EEl Nilokheri
5.	Participatory Planning in Watershed Management	SMS/ADO	2	26-7-11 to 29-7-11	EEl Nilokheri
	<b>During the month of August,2011</b>				
1.	Market Led Extension	SMS/ADO	2	2-8-11 to 5-8-11	EEl Nilokheri
2.	Pest Surveillance	SMS/ADO	2	2-8-11 to 9-8-11	NIPHM Hyderabad
3.	Training Course for Registering/Notified Authorities.	DAO	2	8-8-11 to 12-8-11	CFQC&T Faridabad
4.	Mass Media for transfer of technology	SMS/ADO	2	8-8-11 to 11-8-11	EEl Nilokheri
5.	IWM-Major Field Crops	SMS/ADO	2	18-8-11 to 25-8-11	NIPHM Hyderabad
6.	Public Private Partnership in Extension	SMS/ADO	2	24-8-11 to 27-8-11	EEl Nilokheri
	<b>During the month of September,2011</b>				
1.	Motivational Techniques in Propagating Organic Farming	SMS/ADO	2	6-9-11 to 9-9-11	EEl Nilokheri
2.	AESA-Middle level Officers	SMS/ADO	2	12-9-11 to 16-9-11	NIPHM Hyderabad

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3.	IWM-Kharif Crops	SMS/ADO	2	19-9-11 to 23-9-11	NIPHM Hyderabad
	<b>During the month of October, 2011</b>				
1.	W.T.O. in the Context of Agriculture	SMS/ADO	2	29-11-11to2-12-11	EEl Nilokheri
	<b>During the month of November,2011</b>				
1.	IWM- Commercial Crops	SMS/ADO	2	16-11-11to23-11-11	NIPHM Hyderabad
	<b>During the month of December,2011</b>				
1.	Entrepreneurship Development in Agriculture and allied fields	SMS/ADO	2	6-12-11 to 9-12-11	EEl Nilokheri
2.	Analysis of Microbial Bio-pesticides	SMS/ADO	2	14-12-11to23-12-11	NIPHM Hyderabad
	<b>During the month of January, 2012</b>				
1.	Training Course for Fert. Inspector	Fert. Inspector	2	9-1-12 to 20-1-12	CFQC&T Faridabad
2.	Motivational Techniques for effective performance of Extension	SMS/ADO	2	17-1-12 to 20-1-12	EEl Nilokheri
	<b>During the month of February,2012</b>				
1.	National Training on Integrated RPM	SMS/ADO	2	2-2-12 to 8-2-12	NIPHM Hyderabad
2..	Public Private Partnership in Extension	SMS/ADO	2	6-2-12 to 9-2-12	EEl Nilokheri
	<b>During the month of March, 2012</b>				
1.	IWM-Rabi Crops	SMS/ADO	2	5-3-12 to 9-3-12	NIPHM Hyderabad

## Annexure-10-B

Training Programme of SAMETI for the year 2011-12					
Sr.no	Title of course	Category of Participants	Number of participants	Days	Remarks
1.	Training programme on Basic computer course 4-8 April 2011	BTT Members	20	5	SSEPER SAMETI
2.	Goal Setting and Motivational skills 19-21 April 2011	Marketing board official	30	4	HPSAMB Sponsored
3.	Training course on Krishak Mitra for Shimla/Kinnaur Distt. 25-27 April 2011	Krishak Mitra	40	3	ATMA Sponsored I
4.	Training course on Krishak Mitra for Solan Distt. 28-30- April 2011	Krishak Mitra	40	3	ATMA Sponsored
5.	INM and Organic Farming 2 -4 May 2011	Progressive Farmers /Link workers	30	3	SSEPER SAMETI
6.	Computer Course 9-13 May 2011	Marketing board official	35	5	HPSAMB Sponsored
7.	Entrepreneurship Development Programme 18-21 May 2011	Women Farmers	20	4	SSEPER SAMETI
8.	HRD & Extension Skills 23-27 May 2011	BTT Members	30	5	SSEPER SAMETI
9.	Training Programme on Polyhouse Cultivation (In collaboration with UHF Nauri) 28-30 May 2011	Agriculture officers	32	3	DAHP,Sponsored
10.	Krishak Mitra Training 30 May 1 June 2011	Krishak Mitra	41	3	ATMA Sponsored
11.	IPM & Bio Control 2-4 June 2011	BTT Members	30	4	SSEPER SAMETI
12.	Training course on Krishak Mitra 6-8 June 2011	Krishak Mitra	30	3	DDA,Kinnaur Sponsored

13.	Basic Computer Course 6-10 June 2011	Women officers /Officials	20	5	SSEPER SAMETI
14.	Link Worker Training for Distt. Shimla 16-18 June 2011	Link workers	25	2	DDA, Shimla Sponsored
15.	ATMA Modified Scheme Distt. Lahual & Spiti at Keyloun 17-18 June 2011	BTT Members	25	2	PD, ATMA Sponsored
16.	ATMA Modified Scheme Distt. Kinnaur at R/Peo 20-21 June 2011	BTT Members	25	2	PD, ATMA Sponsored
17.	Training course on Krishak Mitra 20-22 June 2011	Krishak Mitra	36+6=42	3	ATMA, Shimla Solan
18.	Extension for live Stock Production 23-25 June 2011	Vety. Officers	35	3	SSEPER SAMETI
19.	Training course on Krishak Mitra 27- 29 June 2011	Krishak Mitra	35+6=41	3	ATMA, Shimla, solan
20.	Motivational Skills 30 June- 2 July 2011	Extension Officers	30	3	In collaboration EEI Nilokheri
21.	Basic Computer Course 4-8 July 2011	BTT Members	35	5	SSEPER SAMETI
22.	Group Mobilization & Team building 11-13 July 2011	BTT Members & Group leaders	30	3	SSEPER SAMETI
23.	ICT in Agriculture 14-16 July 2011	BTT Members	25	3	SSEPER SAMETI
24.	PGDAEM ,Contact Classes 18-22 July 2011	PGDAEM Candidates	---	5	MANAGE Sponsored
25.	Office Procedure & Record Keeping 25- 27 July 2011	AEO's	30	3	DAHP, Sponsored
26.	Course on ITK's 28-30 July 2011	Extension Officers	30	3	SSEPER SAMETI

27.	Basic Computer Course 2-6 August 2011	BTT Members	22	5	SSEPER SAMETI
28.	INM & Organic Farming 8-11 August 2011	BTT Members/ Progressive Farmers	30	4	SSEPER SAMETI
29.	Market led Extension 18-20 August 2011	AEO/ADO's	30	3	SSEPER SAMETI
30.	PGDAEM, Exam.  To be finalized by MANAGE or  Office procedures and Service conduct Rules 23-27 August 2011	---	----	5	MANAGE Hyderabad / DAHP Sponsored
31.	Advance Computer Course 5-7 September 2011	Ministerial Staff	22	3	DAHP Sponsored
32.	ITK's 7-9 September 2011	Farmers	35	3	SSEPER SAMETI
33.	Advance Computer Course 12-16 September 2011	BTT Members	22	4	SSEPER SAMETI
34.	Group Mobilization & Com. Skills 19-21 September 2011	BTT Members	30	3	SSEPER SAMETI
35.	Training course for Krishak Mitra/BTM Shimla /Solan & Kinnaur district 22-24 September 2011	Krishak Mitra/BTM	40	3	SSEPER SAMETI
36.	Office Procedures 26-28 September 2011	Deptt. Officers/Official	30	3	SSEPER SAMETI
37.	Success Stories Documentation 29 Sep- 1 <sup>st</sup> Oct. 2011	Agr. Dev. Officers	30	3	SSEPER SAMETI
38.	Market led Extension 5-7 October 2011	AEO/HEO /ADO's	30	3	SSEPER SAMETI
39.	Extension Skills 12- 15 October 2011	Hort. Officers	30	4	SSEPER SAMETI

40.	Basic Computer Course 18-22 Oct. 2011	Deptt. Officers / Officials	20	5	SSEPER SAMETI
41.	Advance Computer Course for Women Officers 2-5 November 2011	Deptt. Officers /Official	20	4	SSEPER SAMETI
42.	ICT in Agriculture 14-16 November 2011	BTT Members	30	3	SSEPER SAMETI
43.	Workshop on Marketing Dairy & other products 17-19 November 2011	Deptt. Officers	30	3	SSEPER SAMETI
44.	IPM & Bio control Hort. 21-23- November 2011	AEO/HEO's	25	3	SSEPER SAMETI
45.	Advance Computer Course 24- 26 November 2011	Ministerial Staff	22	3	DAHP Sponsored
46.	Extension & HRD Skills 28 Nov. to 1 <sup>st</sup> Dec. 2011	Agri. Officers	30	4	SSEPER SAMETI
47.	Workshop on ATMA Scheme 7-9 Dec.2011	BTT Members	30	3	SSEPER Sponsored
48.	Entrepreneurship Development Programme 12-16 Dec.2011	Women officers/Farmers	25	5	SSEPER SAMETI
49.	PGDAEM ,Contact Classes 19-23 Dec.2011	PGDAEM Candidates	---	5	Sponsored by MANAGE Hyderabad
50.	Basic Computer Course 26-30 Dec.2011	BTT Members	18	5	SSEPER SAMETI
51.	Two number Training programmes on Polyhouse cultivation in collaboration with UHF Nauni  Dates to be fixed by UHF Nauni	Agriculture Officers	32 Each	3	DAHP Sponsored
<b>Total courses 52---</b>					

## CHAPTER-XI

### TRAINING OF FARMERS

#### 11.1 Introduction

Training and extension is an important programme for the transfer of technology to the farmers for increasing agriculture production. This programme is also very important for human resource development to meet the skilled manpower need of the agriculture. The scheme aims at organizing training camps/workshops/seminars/courses/study tours etc.for the farmers.

#### 11.2 Main objective of the scheme

- To organize special short term and long term training courses for the rural educated youths, so as to enable them to find self employment or part time employment in the agriculture.
- To organize training camps for farmers at State, District, Block & Village level for creating awareness amongst the farmers about the various schemes and programmes of the state Govt.and to acquaint them with the latest development in agriculture.
- To organize seminars for interaction between the farmers, technical personnel and Scientists for solving the problems of agriculture.
- To organize study tours for the farmers to agriculturally developed areas/projects/research stations etc.to create awareness amongst them about the latest development in agriculture.
- The shortage of skilled manpower on various aspects of agriculture operations is being increasingly experienced. Taking these aspects into consideration, the farmers shall be provided training on various aspects of agriculture and various training programme shall be organized as:-
  - Long duration training in agriculture in the Agriculture training centre/Research Stations.
  - Short duration training/seminars ranging from 1-20 days in important aspects of agriculture
  - Conducting of study tours for the farmers within & outside the State.

#### 11.3 Venue, Duration and number of camps

The venue of the long duration training camps, district level training camps and village level training camps shall be preferably at the respective places. The number of camps to be organized shall depend on a availability of budget. However, the proposed number of various farmers training camps to be organized in a year is given at **Annexure 11-A**.

#### 11.4 Training of women farmers

Women play important role in society, especially in development of agriculture sector in the country. Women as farmers contribute immensely for the family by carrying out various operations in the farms . It is therefore, important to train and sensitize the women farmers in various farmer training camps about 6500 women participate in the training. Department shall make all efforts to trained at least 30% of women farmers in various farmer training camps out of total farmers to be trained. Women farmers group shall also be trained within district, State and outside the state by utilizing funds available under the transfer of technology component of Agriculture Deptt.will identify couples to motivate,

sensitize and train them in modern farm management, post harvest management, value addition to the cash crops as per their need and requirement, wherever possible. The complete family unit shall be associated and imparted training with a motive to forming a composite, dedicated group in order to raise their income levels. The detail of performa is given at **Annexure 11-A**.

#### **11.5 Trainers for farmer training**

Agriculture development officers at the Block level shall act as trainers for training of farmers in village level farmers training camps. The District Agriculture Officer or Subject Matter Specialist may also attend these training camps wherever possible. The District Agriculture Officer or Subject Matter Specialists will be trainers for farmers at district level training camps.

#### **11.6 Feed back from the farmers and the trainers**

The feedback on the issues to be raised by the individual farmer in various farmer training camps shall be submitted by the concerned officers on the prescribed performa to the Directorate of Agriculture through proper channels. The detail of such performa is given in **Annexure 11-B**. The farmers shall also submit their feedback on training organized for them on prescribed performa to the officers attending and organizing training camp.



**Annexure-11-A**

**Detail of Proposed Farmer Trainings to be organized in a year**

Sr.N.	Scheme	Location	Duration (Days)	No.of Trg.tobe org.in a year	No.of farmers per Trg.			Training Components	
					Men	Women	Total		
1.	Extension Reforms	Distt/Block/Village Level(deptt.&KVKS)	2	237	6500	3000	9500	On an average 40 participants per training will be involved in State/Distt/Block/Village level trainings and at National Level 20 participants will be involved. Need based trainings will be imparted in the areas of Diversification, IPM,Org.Farming, INM, Water Management, Crop production technologies, Market Mgt, Green House Technology, Post Harvest Technology & allied sectors.	
		State Level (SAMETI,SAUs)	5	21	550	300	850		
		National Level Instituion	7	10	140	60	200		
2.	RKVY Women empowerment in Agriculture	SAU's/KVK's/FTC/ Distt.Headquarters etc.	2	Once in a year/need based	-	1030	1030	<ul style="list-style-type: none"> <li>Importance of group formation</li> <li>Crop Diversification</li> <li>Post Harvest Management/processing of Fruits &amp; Vegetables</li> </ul>	
	Promotion of 100% Seed Treatment	Cluster of Villages	1	Twice in a year (380 No's)	13300	5700	19000	<ul style="list-style-type: none"> <li>Objectives of seed treatment</li> <li>Benefits/outcome of seed treatment</li> <li>Seed treatment chemicals</li> <li>Method of seed treatment etc.</li> </ul>	
3.	ISOPOM	Block/Village Level	2	100	3500	1500	5000	<ul style="list-style-type: none"> <li>Packages of practices of Maize production technology.</li> </ul>	
4.	Macro Management	Block/Village Level	14	80	1900	500	2400	IPM Kit @ Rs.150/-for 30 farmers and 5 AEO's/NGO's/Lead farmers etc.(35x150)	Rs.5250/-
								Working tea/refreshment for 38 participants (5 AEO,30 farmers, 3 trainers) @ Rs.10/-per participants per day for 14 days (38x10x14)	Rs.5320/-
								Contingent expenditure, POL etc.	Rs.2000/-

								Distribution of IPM literature to participants @ Rs.30/-per head (35x30)	Rs.1050/-
								Cost of pheromones, seed treatment, emergent spraying etc.on crossing of ETL in pests/diseases and any other relevant material, equipment including planting of at least 100 neem trees	Rs. 1800/-
								Organising IPM field day: Working tea/refreshment and other contingencies	Rs. 1580/-
5.	Seed Village Scheme	Block/Village level	3	454	16000	6700	22700	For 50 participants one lunch & Tea, biscuits twice a day for 3 days @ Rs.50/-per day per participants (50x3x50)	Rs.7500/-
								Stationary/publicity material @ Rs. 10/-per participant (500x3)	Rs.1500/-
								Lump sum management charges for implementing agency	Rs. 4500/-
								Honorarium to resource persons @ Rs.300/-per day for 3 days	Rs. 900/-
								Other contingency charges	Rs.600/-

**Annexure 11-B**

**Format for submission of training note on the issues raised by the farmers in training camps**

1. Level of farmer Training camp (e.g. Vill. or Distt) :-
2. Venue of training camp :-
3. Date of organization of Training camp :-
4. Number of participant in the camp :-
5. Number of issues raised by the farmers :-
6. Detail of issues raised by the farmers :-

7. Number of issues referred for redress at various levels:-

Name of office/institute	Number of issues
i) Agriculture Development Officers Level	
ii) Deputy Director of Agriculture Level	
iii) Directorate Level	
iv) University of Agriculture and its research stations	

8. Brief summary of training camp

Name and Address of the  
Officer organizing training camp