

**GUIDELINE FOR DISTRIBUTION OF FARM MACHINERIES,
IMPLEMENTS ETC. UNDER DIFFERENT SCHEMES IMPLEMENTED BY
AGRICULTURE DEPARTMENT, ASSAM**

In partial modification of earlier Guideline of subsidised Agricultural Machinery, Implements, Tools etc. under different schemes vide No. Agri/ Extn/ NFSM/ DBT/ 321/ 2015-16/ 92 dated 15/07/ 2019, a new guideline is prepared for implementation of the scheme of RKVY, BGREI & NFSM. The new guideline will come into force with immediate effect.

Sl.	Guideline
1.	<p>Eligible Beneficiaries</p> <p>i) Small or Marginal Individual Farmer as per PM Kisan Portal ii) Farmers Group iii) Farmer Producer Organisation iv) Beneficiaries under PM-KISHAN scheme</p> <p><i>All the above category farmers having own land with valid documents shall be eligible for Government subsidy under approved schemes. Farmers already received benefit of same item during last 3 years is considered as non-eligible.</i></p>
2.	<p>Submission of application Form:</p> <p>i) Director of Agriculture would circulate the allotment of various machineries and implements etc. to the districts as per approved Action Plan. District Agricultural Office would provide necessary information, Application Form (Annexure-I) to eligible farmers. District Agricultural Officer will make arrangement for wide publicity of the provisions available to farmers under the scheme through print and electronic media etc.</p> <p>ii) Farmers after collection of Application Forms would duly fill up the same and submit to the District Agricultural Officer. Agricultural Development Officer/Agricultural Extension Assistant will assist the farmers, if required for filling up the format.</p> <p>iii) In the application, farmers have to put the brand of machinery as per their choice and as per quoted price on DBT Portal/ Farmers Portal/ recommended by Ministry of Agriculture & Farmers Welfare, Govt. of India. The Brand and Rate extracted from the portal by way of downloading shall be certified by the respective District Agricultural Officer.</p>

- iv) The Brand and Rate selected by the farmers should be accepted by the Manufacturer/dealer concern and should be declared in an acceptance letter (**Annexure I-A**)
- v) The beneficiary shall have the liberty to negotiate with the price of the machinery of a particular brand with the concerned Manufacturer/dealer.

3. Selection of beneficiaries

A District Level Selection Committee (DLSC) with following members will be formed for approval of beneficiaries based on schematic norms.

i)	Deputy Commissioner/ Principal Secretary of Autonomous Councils in 6th Schedule Areas	Chairperson
ii)	Head of KVK in the district	Member
iii)	District Agricultural Officer	Member Secretary
iv)	Executive Engineer (Agri)/ Asstt. Executive Engineer	Member
v)	District Nodal Officer of concerned scheme	Member

The DLSC will be Notified by the Deputy Commissioner/Principal Secretary of the concerned district.

The District Agricultural Officer will arrange to prepare a list of beneficiary farmers and place the same before DLSC, for necessary selection. The DLSC will select the list of beneficiaries for distribution of agricultural machinery at Govt. Subsidy along with a waiting list, if necessary.

4. Issue of Sanction Order:

- i) The District Agricultural Officer, on receipt of approved list from DLSC would upload in the *portal* and issue a Sanction Order (**Annexure-II**) to the selected beneficiary to deposit his/ her share by way of Bank Draft/ RTGS/NEFT or other modes of Electronic Transfer in favour of the Manufacturer/dealer within **15 days** of issue of such Sanction Order. In case where the beneficiary has paid his/ her Share by way of RTGS/ NEFT or other modes of Electronic Transfer to Authorised Manufacturer/dealer, he/ she has to deposit a money receipt in original duly signed and certified by the concerned Manufacturer/dealer.
- ii) The District Agricultural Office would execute an undertaking in the form of an Affidavit (**Annexure-III**) in a N.J. Stamp Paper of Rs. 10.00 with the selected beneficiary on receipt of farmers share.

5.	Bank Loan:
	i) In case of Bank Loan, the DAO on receipt of application form, would compile a list of farmers approved, showing details of Brand, Model, price etc. and prepare a proposal on group or individual basis and submit the same to the Bank.
	ii) Proposal to be forwarded to the bank shall include copy of Application, Approved List, and Minutes of Selection Committee, Quotation of machinery proposed to be procured under the scheme from Authorised Manufacturer/ dealer and as per rate of the DBT Portal for the purpose.
	iii) The Bank concerned would consider the proposal as laid down procedure of KCC and issue Sanction Order of loan for procurement of machinery etc. and intimate the DAO.
6.	Issue of Delivery Order:
	On receipt of farmers share, the District Agricultural Officer will arrange for preparation of farmers details in Annexure IV (portal generated). After that the District Agricultural Officer shall issue delivery order in Annexure -V (portal generated) to the approved manufacturers to deliver the required machinery/ implements to the concerned beneficiaries within 15 days time.
7.	Delivery of farm machinery:
	i) Before delivery of the machinery/ implement, the DAO shall request the concerned Executive Engineer (Agri)/ Asstt. Executive Engineer (Agri) for physical verification of the machinery/ implement. The report of physical verification will be furnished to the District Agricultural Officer (portal generated)
	ii) The Manufacturer/ dealer shall deliver the machinery/ implement to the selected beneficiaries through the District Agricultural Officer in presence of the local Agricultural Development Officer. On receipt of machineries, the beneficiary shall sign the Delivery Challan with date.
	iii) The District Agricultural Office shall maintain Stock Book and enter all the machinery details separately. The Manufacturer/ dealer concern will submit the aforesaid Invoice/ Bill, Challan etc for release of subsidy online.
	iv) The District Agricultural Officer will arrange for Geo-tagging of the machineries in the farmers filed/ farmers house for future reference.
	v) The DAO will issue completion certificate (Annexure-VI) and submit subsidy claim statement (Annexure-VII) online for release subsidy

8.	Release of subsidy: On claiming of release of subsidy from the DAO, the Director of Agriculture will release the subsidy to the Manufacturer/dealer
9.	Monitoring & MIS: Monitoring of the schemes would be done periodically by the Directorate/Joint Director of Agriculture(Zonal) etc. from time to time. DAOs will upload the name of farmers in MIS after issuing delivery of the item.
10.	Grievances Reddresal Any grievances in selection of beneficiary etc. would be resolved by the District Agricultural Officer in consultation with DLSC.

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