

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

A&C - Introduction of revised Job Chart for Village Agriculture Assistants, 16-point check-list for Mandal Agricultural Officers and 6-Key Performance Indicators for YSR RBKs - Orders - Issued.

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AGRICULTURE & COOPERATION [AGRI.IV] DEPARTMENT

G.O.Ms.No.11

Dated:16.03.2023
Read the following :

1. G.O.Rt.No.628, Agri.& Coop.(Agri.IV) Dept., dt.30.09.2019.
2. From the Special Commissioner of Agriculture, A.P., Guntur, Letter No.AGC02-30029/5/2023, dt.16.02.2023 and 23.02.2023.

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ORDER :

In the letter 2nd read above, the Special Commissioner of Agriculture, A.P., Guntur, have informed that a Job-Chart for the 'Village Agriculture Assistants' working in newly created Village Secretariats is ordered in G.O.Rt.No.628, Agri.& Coop.(Agri.IV) Dept.,dt.30.09.2019 detailing general functions, data collection activities, extension functions etc. However, later the concept of Rythu Barosa Kendras [RBKs] was rolled out and [10778] RBKs were established during May, 2020 across the State. All the VAAs started functioning from their respective RBK and their roles are being changed time to time as per the Departments needs. The Department has developed "YSR App", which is a performance monitoring tool for RBK staff to review their performance monthly by Supervisory Officers. YSR App is mobile application having 3 modules viz.RBK module, MAO module and ADA module. In addition, the GVWV & VSWS Department requested all line Departments to develop online application for performance monitoring of Village/ Ward Secretariat functionaries.

2. In view of the said institutional changes and latest priorities of the Department, the Special Commissioner of Agriculture, A.P., Guntur has proposed a revised Job Chart for Village Agriculture Assistants together with a 16-point checklist for inspection of Rythu Bharosa Kendras by Mandal Agriculture Officers and a 6-Point Key Performance Indicators for the R.B.K. Staff.

3. After due examination of the proposal and assessing the Departmental requirements, Government felt that a revised Job Chart for the Village Agriculture Assistants be introduced in the place of existing Job Chart proposed in the letter 2nd read above.

4. Accordingly, In supersession of the orders issued in the G.O. 1st read above, Government hereby ordered a Revised Job Chart in Annexure- A appended to this order in the place of existing one. In addition, a 16- point check-list is introduced and appended as Annexure-B to this order for conducting inspection of RBKs by the concerned Mandal Agriculture Officers atleast once in a month and upload in the YSR App which will be compiled through the Software developed for this purpose and also 6-Point Key Performance Indicators [KPIs] are introduced in the Annexure-C appended to this order to reflect the performance of R.B.K. Staff.

5. The Special Commissioner of Agriculture, A.P., Guntur, shall take further action accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

GOPALA KRISHNA DWIVEDI
CHIEF COMMISSIONER, RBKs &
PRINCIPAL SECRETARY TO GOVERNMENT

To

The Special Commissioner for Agriculture, A.P., Guntur.

The Commissioner, Sericulture, AP, Guntur.

The Commissioner, Horticulture, AP, Guntur.

Copy to:-

P.S to Chief Commissioner, RBKs & Principal Secretary to Government (Agri.),
Velagapudi.

P.S to Principal Secretary, VWS Department,

A&C [Agri.II] Dept.

Sc/Sf.

//FORWARDED::BY ORDER//



SECTION OFFICER

ANNEXURE- A to G.O.MS.No.11,A&C ,dt.16.03.2023
REVISED JOB CHART OF VILLAGE AGRICULTURE

ASSISTANTS(VAAs)

A. General Functions:

- The Village Agriculture Assistant (VAA) should reside in the respective Head Quarters (HQ) of the Village Secretariat.
- Every Village Agricultural Assistant shall work in Rythu Bharosa Kendram (RBK) under the Administrative Supervision of the Agriculture Department and shall be accountable to Village Secretariat & Agriculture Department.
- Regularly mark the attendance in the respective RBK / Village Secretariat
- Attend the meetings conducted by the Village Secretariat and Agriculture Department Officials with relevant information and maintain Departmental records promptly and accurately .

B. Data collection Activities :

- Maintain RBK wise Farmer database and collect farmer details, land details, soil Health, sources of Irrigation, Cropping area, yield & production, farm equipment and livestock details etc and keep updating them every Season.
- Prepare Integrated Village Action plan for Agriculture and allied sectors.
- Take-up e-Crop booking of all crops in the respective RBK, shall issue Physical and Digital Acknowledgment to e-Kyc completed Farmers after social audit
- Analyze & monitor the demand of inputs - availability of Seeds, Fertilizers and Pesticides.
- Identify the tenant Farmers, Non-Loanee Farmers etc. in the respective RBK and enable issuing CCRC cards at RBK level and facilitate institutional finance to Farmers by forming JLG Groups.
- Collect Success stories and submit to DRCs (District ResourceCentres) and Rythu Bharosa Monthly Magazine.

C. Extension Functions :

- Collect Soil Samples and distribute Soil Health Cards and motivate the Farmers to apply manures and Fertilizers based on the Soil Health Card Report.
- Document and address the Grievances of Farmers within time
- Encourage formation of Custom Hiring Centers (CHCs) Groups and Promotion of Mechanization in Agriculture.
- Conduct CC (Crop cutting) experiments at Village level.
- Facilitate District Resource Centre in Conducting Plant Diagnostic Visits and conduct regular meetings and training programs with Farmers to discuss the present Crop and weather conditions.
- Promote and guide Farmers on Good Agriculture Practices (GAP) and Encourage farmers to adopt Organic farming practices through conduct of Polambadi, organize method demonstrations for dissemination of low cost technologies to reduce cost of cultivation and enhance Farmers income.
- Ensure the effective functioning of Farmer Interest Groups and FPOs and conduct Village Agri Advisory Board meeting 1st Friday of every month
- Display Minimum Support Prices (MSP) of various Crops, FAQ norms and information on Market Intelligence as well as Posters issued by the Government from time to time.

D. Supply of Quality Inputs :

- Indent, receive and supply pretested quality inputs through RBK.
- Distribution of subsidized Seeds and Fertilizers to Farmers through electronic applications as decided by the Government.
- Motivate the farmers to utilize the services of testing of Agri Inputs which are available at "YSR Agri Testing Labs".
- Be vigilant and alert with regard to flow of Spurious Agriculture inputs in their Jurisdiction and the same should be intimated to the concerned MAO immediately.

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E. Alerts & Enumeration Related Functions :

- Closely monitor the Weather, weather forecast to guide the farmers to take up appropriate field operations.
- Be vigilant about the Pest & Diseases incidence to guide the farmers in judicious use of Agricultural inputs.
- Assess the crop damage due to Natural Calamities in a time bound manner and report to the MAO and implement the Natural Calamity Assistance Program duly assisting the Departmental Officials in delivery of Services such as disbursement of input Subsidy, distribution of Contingency Seed and other interventions as decided by the Government.

F. Functions related to Government Programmes :

- Selection of eligible beneficiaries under Central & State Schemes and displays the Beneficiaries list at RBK and Conduct Social Audit.
- Conduct Grama Sabha after completion of e- Crop and duly displaying the draft lists in RBK to ensure transparency.
- Receive grievances, if any from the farmers and take steps for redressal of grievances after due enquiry with in SLA as decided by the Government.
- Facilitate Procurement Operations at RBK through Farmer Registration and scheduling of farmers based on harvest dates.

G. General Instructions:

- Perform any duty as may be assigned by the competent authorities of the Government from time to time.
- The above duties applies to all functionaries manning RBKs which include not only VAA but also VHA, VSA and MPEOs.
- Besides above, VAAs can be assigned duties which deemed appropriate by the Government.

ANNEXURE-B to G.O.MS.No.11,A&C ,dt.16.03.2023
16 Points checklist for Inspection of RBKs by MAO.

S No	Questions	Response	Remarks
1	Whether VAA regularly attending RBK as per Attendance App?	Yes / No	
2	Whether the VAA is following a Uniform/Dress code?	Yes / No	
3	Whether RBK is neatly maintained or not?	Yes / No	
4	Whether basic registers are being maintained by VAA?	Yes / No	
5	Whether the infrastructure (TV, Computer, White Board, Library) is organized well & being utilized?	Yes / No	
6	Whether the Digital Kiosk is being utilized for the delivery of services to farmers?	Yes / No	
7	Whether e-crop booking is being done for all the crops sown	Yes / No	
8	Whether the beneficiary lists of various programs are displayed at RBK for Social Audit including ICC Toll Free number?	Yes / No	
9	Whether Dr.YSR Polambadi is being conducted as per schedule given?	Yes / No	
10	Whether any trainings other than Polambadi have been conducted to farmers or not?	Yes / No	
11	Whether any gaps are identified in the knowledge levels of VAA? What are the Knowledge gaps?	Yes / No	
12	Whether CC experiments were conducted as per schedule given by DES?	Yes / No	
13	Whether RBK level Agri Advisory Board meeting is conducted on every 1 st Friday	Yes / No	
14	Whether Sale of Seeds, Fertilizers and Pesticides is being done?	Yes / No	
15	Whether fertilizer stock in IFMS tallied with physical stock or not	Yes / No	
16	Whether dues pertaining to Input sales are remitted or not	Yes / No	

ANNEXURE- C to G.O.MS.No.11,A&C ,dt.16.03.2023

6 Key Performance Indicators for RBK Staff

1. Functioning of Kiosks – The Kiosk in functional mode during working hours of RBK and transactions through kiosk.
2. Supply of Fertilizer – Sale of Fertilizers at RBK
3. E-Crop Booking – Completion of e-Crop booking for all the crops sown
4. Polambadi – Conduct of Polambadi as per the schedule
5. Farm Mechanization – Formation of CHCs and usage of machinery.
6. AAB meetings – Conduct of AAB meeting on every 1st Friday.

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