No: AGCO2-26026/10/2023   O/o the Commissioner of Agriculture,
  Dated : 14-08-2023   Andhra Pradesh, Guntur.

MEMO

Sub: e-Crop booking SOP for 2023-24- Orders Issued -Reg.

Ref: 1.Memo No AGCOI-AGRIOOTHM/211/2020 AGRI-II, Agriculture & Cooperation AGR.II Department Dated18.7.2022.
            2.Memo No AGCO1-AGRIOOTHM/211/2020-AGRI-II, Agriculture & Cooperation (AGR-II) Department, Dated.5.8.2022.

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       The attention of all the District Collectors and District Agriculture Officers in the State is invited to the subject cited and detailed circular instructions issued vide references cited for conducting e-Crop booking by Agriculture and Revenue Departments.

       The e-Crop booking is the single source of truth for all the farmer related welfare programmes which include Sunna Vaddi Panta Runalu, YSR free Crop Insurance, Other Schemes of Agriculture and allied departments and also for Procurement of Agricultural produce on MSP by the marketing agencies of the Government. Hence, this exercise needs to be carried out with utmost perfection and diligence.

       In continuation of the references cited, the following Standard Operating Procedure (SOP) is issued for e-Crop booking during Kharif 2023-24.

Encl:
SOP for e-Crop booking 2023-24

Signed by Chevuru Hari Kiran
Date: 14-08-2023 17:25:37
Reason: Approved
Spl.Commissioner of Agriculture

To
All the District Agricultural Officers in the state for necessary action.
All the District Horticultural Officers in the state for necessary action.
All the District HODs of Sericulture in the state for necessary action.
Copy to all the District Collectors in the state for information.
Copy to the Commissioner of Horticulture & Sericulture, AP, Guntur for information.
Copy submitted to the Chief Commissioner of Land Administration & Spl.Chief Secretary to Government, Revenue Department, Mangalagiri, Guntur, A.P for kind information.
Copy submitted to the Chief Commissioner (RBKs) & Spl. Chief Secretary (Agri & Coop), GoAP., Velagapudi for kind information.

Standard Operating Procedure for e-Crop Booking during 2023-24

The e-crop Web/mobile application developed by NIC and implemented during 2022-23 shall be used for crop booking during 2023-24 also and in every district DIO/ADIO NIC shall act as a technical resource person for the software issues of the e-Crop booking application.

1. **Login Credentials:**

   Login IDs are created for all the stakeholders in Agriculture, Horticulture Sericulture & Revenue department. All the users viz, MAO, Tahsildar, ADA, RDO, DSO, DHO, DAO, Joint Collectors and District Collectors have to log in and update their profile details.

2. **Profile updation and Mapping:**

   The profile of all the RBK functionaries (VAA/VHA/VSA/MPEO/AEO) shall be updated by the MAO and later map to the village /ward secretariat which is already mapped to the revenue village during 2022-23 by MAO &Tahsildar.

   Land data preparation, allocation of survey numbers and crop booking shall be enabled only after completion of the above process.

3. **Preparation of land data for crop booking:**
   a. Webland/CCRC/RoFR data shall be made available by Rev.dept and Tribal Welfare Dept (GiriBhoomi) and shall be pulled/consumed in the e-Crop database through API.
   b. MAO to download entire land data of Webland & CCRC for all the revenue villages in his jurisdiction through "Preparation of Land Data".
   c. MAO to allocate revenue village wise land parcels (webland/CCRC & RoFR) to the RBK functionaries.
   d. After allocation by MAO, the RBK functionaries shall complete selection of the survey numbers, updation of the cultivator (to record the actual cultivator) in their web login.
   e. The RBK functionaries shall download the Webland/CCRC/RoFR land data into the tab/mobile using the option "**Download Land Data**" for each Revenue Village mapped to the RBK.

   f. The geo-coordinates for the whole survey numbers received from APSAC are integrated into the e-crop application by NIC. The VAA/VHA/VSA shall download the geo-coordinates for all the survey numbers with geo-referred value as "**Y"** using the option "**Download Geo Coordinates ".**
   g. After downloading the land data and Geo Coordinates, the records will be ready for crop booking.
   h. Auto forward of perennials/ biennials booked last year (2022-23) - Option to forward the earlier booked perennial/biennial records (booking IDs) within the crop period is given in the web login of the RBK functionary. If the cultivator (farmer), crop and extent are the same, it can be forwarded by choosing the option "Forward with full extent". If there is a change in the extent, then it can be forwarded by choosing the

option "Forward with partial extent". If the earlier booked perennial/biennial crop is removed /damaged, reason should be selected accordingly and submit by choosing the option "Not to forward" which shall enable crop booking, for that extent, this year.

The forwarded records are shown in Kharif 2023 crop booking with a new booking ID and hence no need to book the same once again.

Further, if any new crop is sown as mixed crop in any of the forwarded land parcels, it can be booked as done earlier using the mixed crop booking option.

i. The scenarios where revenue land data is not available in web land is enabled for crop booking as follows:-

i) **Unsettled and un surveyed Villages:**

The Option is enabled in the Tahsildars logins to enter the details of all the land parcels in the 114 unsurveyed and unsettled villages in their jurisdiction for crop booking 2023-24. The entry of these details in the interface provided shall be done by Tahsildars only on obtaining approval from their Joint Collectors.

ii) **Non-Web land Data entry -** As per the mandate of the Government, all land parcels wherever crop is sown in a Village shall be recorded in the e-Crop application. Hence, there is every need to incorporate those land parcels which are not found in the web land database provided by Rev.dept. RBK functionary shall add the Non-Web land parcels, if any, in his jurisdiction selecting the reason with utmost care and diligence. All such entries shall be finally enabled for supervisory check by Tahsildar after authentications by VAA, VRO & e-KYC by farmer.

4. **Joint Azmoish:**

   a. As per the instructions from the Government Joint Azmoish for digitally recording the farmer-wise crops sown particulars in all the land parcels across the state in the e-crop portal by Agriculture and Revenue Depts shall be carried out for Kharif & Rabi 2023-24. It is mandatory that VAA/VHA/VSA along with VRO must jointly inspect the crop.

   b. The joint Azmoish team shall prepare the day-wise schedule of visits of the Survey numbers to be covered on that particular day and inform the farmers in that village through beating tom-tom or any other publicity means in the village to ensure complete participation of the farmers during the crop booking.

   c. The team should take up the crop booking during the forenoon session when farmers are available in the field i.e., from 7.00 AM to 1.00 PM as per the schedule.

   d. The biometric authentication by VAA/VHA/VSA/VRO and e-KYC of the farmer should be obtained simultaneously during the afternoon session (or) in the evening as it's a continuous process

   e. As part of Joint Azmoish, the details of the Cultivator who is having a valid CCR card as per the AP Crop Cultivator Rights Act 2019 are pre-filled and available in e-Crop. It is essential that all the eligible Cultivators (Tenants) shall be given CCR Cards through the CCRC module before Joint Azomish and their details will only be available in the e-Crop App. If during Azmoish, it is noticed that the cultivator as per AP Crop Cultivator Rights Act, 2019 is missed / not entered, then action should be taken to fill the details in the CCRC module and the details of this module will be reflected in the e-Crop app through auto updation.

5. **Updating of Cultivator details:**
   a. The actual Cultivator details i.e. Pattadar/enjoyer/cultivator(tenant) shall be updated correctly with due diligence in the web login of the field functionaries.
   b. If the Pattadar is the cultivator, no new data capture is allowed. However, if the Aadhaar number is blank in the digitally signed data received from revenue department then an option to add the Aadhaar number will be provided.
   c. If the Enjoyer is the cultivator, only the Aadhaar number and mobile number should be updated.
   d. If the cultivator is other than the Pattadar/enjoyer, the cultivator details shall be captured viz. Name/Father Name; Aadhaar number, mobile number, etc.
      In all the above cases, the extent is editable (not exceeding the total extent) and shall be updated as per ground truthing. In CJFS/Lanka land cases with a large extent, the cultivator details shall be pre-compiled with name, father name, Aadhar number and mobile number and then shall be entered in sequence to avoid any confusion.
   e. Care should be taken to enter the correct Aadhars of pattadar/Enjoyer/Cultivator duly checking their Aadhar cards, since all direct benefit transfers are based on AePS (Aadhar enabled Payment System).
   f. The VAA/VHA/VSA shall not insist the actual cultivators to submit any type of documents to register the crops sown in the e-Crop application in the "cultivator" category.

6. **Crop Booking:**
   a. **Georeferencing** is being introduced from this Kharif 2023 in e-crop booking, wherein the crop photo capturing can be done only after reaching the boundaries of the desired whole survey number. If the field location geo coordinates match with the coordinates of the whole survey number, the mobile camera shall be opened for crop photo capturing.
   b. Once the land data is downloaded into the mobile app, crop booking can be done in offline and online modes. As internet may not be available in some remote areas, the crop booking can be carried out in offline mode. Internet is required to download the land data, to download geo coordinates, to get the directions and to upload data to the server.
   c. Based on feedback from the districts, to ease the e-crop booking process and to save time, an option to prefill the crop details before taking the photo (after duly enquiring with farmers) is enabled. The data is saved and kept available in the "edit crop booking records". After reaching the desired field, ground truthing should be done with prefilled details before capturing the crop photo in the field with geo coordinates and completing e-crop booking

   d. The following details shall be updated during the e-crop booking by RBK functionaries.
      o   Farm Land details (Non-Agriculture or No crop or Crop sown)
      o   Farming Type -Natural/Organic/Conventional

- o cropping System-Mono/Inter/Mixed(Separate option for mixed cropping)
- o Extent in acres
- o Main Crop or Sub Crop for inter and mixed crops
- o Crop Group
- o Crop Name
- o Variety Name
- o Seed Production
- o Date of sowing/planting (Age and No of trees /plants are captured for Perennials)
- o Irrigation source
- o Method of Irrigation
- o Crop Photo

e. "Intercrop" booking is allowed for agriculture field crops. The main crop and sub-crop ratios are to be captured and mentioned accurately. For example, if groundnut (main crop -A) and redgram (Inter crop-B) are grown in a 7:1 ratio in 2 Acres then, as per the formula area coverage would be 1.75 acres of groundnut and 0.25 acres of redgram [Ratio of Main crop (A) /Sum of Ratio of the Main & Sub Crop(A+B) **X** Area of the plot]

f. "Mixed crop booking" option is given separately and allowed only for perennial and biennial horticulture/ sericulture crops' which shall be the main crop, and other perennials/ biennials/ annuals as a sub-crop. The Area in the mixed crop scenario for a sub crop sown increases to the extent of sown area of sub crop within the total extent under cultivation. For example-if in a 5 acre coconut orchard, 2 acres of cocoa is sown as a sub crop, then total extent that shall be recorded in crop booking will be coconut – 5 acres and cocoa -2 acres. Therefore, a 5 acre plot will be shown as 7 acre sown area in "mixed crop" scenario. Hence the scenarios of "mixed crop" in the fields should be recorded with due care so that the field scenario is properly reflected in the crop booking and it should be ensured that there is no over booking of extent. 100% "mixed crop" records shall be sent for super checking.

g. "**Seed production**" option to record the details of farmers who have sown the crops for seed production purposes as "**Yes"** and if for regular /commercial purposes then to record as "**No".** If Yes, to select Govt / Pvt agencies and next to select the name of the seed production companies given in the drop-down list. This aspect of recording of seed production should be carefully entered duly identifying the seed-producing farmers since this data will help estimate the quantity of seed produced under various crops, which will be helpful for planning and positioning of seeds for the coming seasons. Such cultivator's data will not be shared for MSP procurement activity to the respective nodal agencies if it is recorded as seed production plot.

h. "Farming type" being followed by the farmer is to be recorded appropriately after proper field verification by RBK functionaries and due enquiry with adjoining farmers. The data recorded is being shared with agencies like RySS, who are using the data for various purposes like marketing, branding of produce, etc and hence has

to be thoroughly verified before making entry. Records pertaining to other than 'conventional farming', shall be sent for super check.

i. Other fields viz. date of sowing, and method of irrigation also to be selected carefully and correctly as the data is essential for crop insurance calculation for the notified crops.

j. **Option to Unlock/Lock**: The option to unlock the earlier crop booked records damaged due to natural calamities/pests/diseases, ploughed off and re-sown is enabled for unlocking the extent for rebooking (Proposal by field functionary, approval by MAO/HO) and likewise an option for locking in case of conversion of earlier crop booked records to Non-agri purposes/ aquaculture is also enabled

k. Crop photos are to be taken after reaching the designated survey number with geo coordinates for extents above 0.25 acres only and it is not mandatory, if the area sown is **less than 0.25 acres.**

l. Please ensure that at the time of taking the photo, the crop growth is adequate and can be easily identified and not to take photos when the crop is just planted or sown.

m. Under any circumstances, the day's work should not be kept pending without uploading to the server.

(* Note/Advice: The mobile device /app may be damaged due to various reasons. It is suggested to upload the crop booking data as and when the booking is completed on a daily basis .This would ease the functioning of the field functionary and avoid data loss)

7. VAA / VRO Authentication:

- The authentication by VAA, VRO & Farmer shall be a continuous process with in the timelines of e-crop booking. After uploading the data, the field functionary shall authenticate duly verifying the details uploaded.

- After VAA authentication, the data shall be available in the VRO login for verification and authentication. If the VRO rejects any record with valid reasons, such records shall appear in VAA/VHA/VSA login for correction and updating.

8. e-KYC(Know Your Crop) of the Cultivator:

After authentication by both VAA and VRO, the records will be visible for e -KYC (Know your crop). RBK functionaries have to obtain the e-KYC of the cultivator with Aadhaar-based biometric or authentication through SMS. During e-KYC, the cultivator must verify whether all his/her land parcels are booked for the crop(s) sown and validate all his or her details updated i.e. cultivator's name, extent, crop and variety, date of sowing and source of irrigation. He/she must give their consent via biometric authentication or OTP.

9) Supervisory Check:

a. The supervisory checks will be done at different levels by the Supervisory Officers to ensure the accuracy of the crop details and extent booked. The department will randomly allocate records for verification. For crop booking done in Govt lands, "exceptional category" lands and "non-web land" parcels, the verification by supervisory officers shall be 100%.

b. The verification shall be a continuous process and to be taken up simultaneously during crop booking before the social audit in every village as per the norms given below:

Revenue Department:
- Tahsildar – 10% of all records and 100% of all exceptional land record cases.
- RDO - 5% of all records and 10% of all exceptional land record cases.
- Joint Collectors - 2% of land records
- District Collectors – 1% of land records

Agriculture Department:
- Mandal Agricultural Officer/Horticulture Officer/Mandal level Sericulture Officer - 10% of all records and 100% mixed crop cases
- Assistant Directors of Agriculture,Horticulture, Sericulture -5% of all records and 10% of mixed crop cases.
- District Agriculture Officer/District Horticulture Officer /District HOD of Sericulture Dept- 3% of all records and 5% mixed crop cases.

c. The supervisory Officers shall update their remarks after field verification. If any discrepancy is noticed, they shall reject the record by giving valid remarks. The field functionaries shall update/correct such records, which shall be approved and validated by MAO and Tahsildar through the Web application.

10) Social Audit:

After completion of crop booking as per timelines, the draft list of the cultivators shall be displayed in the RBK, to receive any grievance from the farmers.

11) Conduct of Grama sabha:

a. The RBK functionaries shall read out the provisional list of e-crop bookings in Gramasabha and MAO to record the RBK-wise meeting minutes, photographs, press clippings and preserve them digitally at the Mandal level.

b. Based on the grievances received, the RBK functionaries shall update/correct such records which shall be approved and validated by MAO and Tahsildar through the Web application.

12) Publication of final lists:

After correction/ updation of remarks of the supervisory officers, the redressal of the grievances received in the social audit by field functionaries and after validation by MAO &Tahsildar, the final list will be generated & published.

13) Digital (SMS) & Physical acknowledgement to the cultivator:

a. Digital and Physical acknowledgement shall be issued after the social audit and publication of the final list.

b. Digital acknowledgement (SMS) shall be sent centrally to all the e-KYC-done farmer's mobile numbers registered during e-KYC. The SMS shall contain details of Name of the cultivator, Revenue Village, Survey/Sub Div. Khata No, Booking ID, Crop and extent.

c. Physical Acknowledgement-The RBK functionary will obtain the details of the cultivator and crop details using the Aadhar number. RBK functionary shall verify the correctness of the name entered and the name displayed as per e-KYC and mark "matched" or "not matched", if marked as "matched", then physical acknowledgement shall be generated in RBK by the field functionary.

d. Two copies of physical acknowledgements are to be printed and to be signed by the

farmer and the RBK functionary. One copy has to be given to the farmer and retain the second copy for office use in RBK.

e. The Physical acknowledgement generated with a QR code with time and date stamp shall contain details of District, Mandal, RBK, Name as per Aadhar, Father name, season, mobile number, revenue village, Booking ID, khata no, Survey/Sub Div. No, Date of sowing/planting, Extent, Cultivator type, Crop & variety, Irrigation source, e KYC date and * mark for the crops notified under crop insurance.

Time Lines for Crop booking in Kharif – 2023 & Rabi-2023-24

S.No	Task	Kharif-2023	Rabi-2023-24
1	Completion of e-Crop booking including e-KYC	15th September 2023	25th February 2024
2	Display draft list for Social audit in RBK's & conduct of Gramasabhas	19th to 24th September 2023	1st to 5th March 2024
3	Social audit Grievance redressal	25th to 28th September 2023	6th to 10th March - 2024
4	Display of final lists at RBKs	30th September 2023	15th March 2024

Signed by Chevuru Hari
Kiran
Date: 14-08-2023 17:29:06
Reason: Approved

Spl. Commissioner of Agriculture
Andhra Pradesh: Guntur