

GOVERNMENT OF ODISHA  
DEPARTMENT OF AGRICULTURE & FARMERS' EMPOWERMENT

\*\*\*  
No. 9934 / A & FE,  
Ag-Gen (M) 17/ 2019

Dated: 25-06-2020

OFFICE MEMORANDUM

*Subject: Implementation Guidelines of Employee Incentive Framework  
(EIF)-"Dakhyata".*

Reference: This department Notification No. AG-GEN (M) 17/2019 - 9364/A&FE

1. The role of human resources in any organizational setup is pivotal for the performance of the organization. As the complexity of effectively managing human resources in organizational setups increases, it becomes essential for the organizations to focus on embedding a sense of high motivation and commitment among employees to meet their professional and personal goals.
2. In order to improve the efficiency in administration and to make it more citizen-centric, Hon'ble Chief Minister has given the direction of formulating a clear-cut promotion policy for recognition of employees for transformative performance.
3. As a first step towards this direction, Department of Agriculture and Farmers' Empowerment (DAFE) has designed an Employee Incentive Framework (EIF) for recognizing and felicitating exceptional performers in the system.
4. Implementation of the Employee Incentive Framework has been phased out across different years. For the first year of implementation, Group-B and Group-C officials who are deployed in the field will be considered under the framework.
5. It is therefore directed that the following government officials will be covered under the Employee Incentive Framework during Financial Year 2020-21:
  - a. Assistant Horticulture Officer (AHO)
  - b. Assistant Agriculture Officer (AAO)
  - c. Assistant Soil Conservation Officer (ASCO)
  - d. Assistant Agriculture Engineer (AAE)
  - e. Agriculture Overseer (AO)
  - f. Horticulture Overseer (HO)

- g. Soil Conservation Overseer (SO)
- h. Village Agriculture Worker (VAW)
- i. Horticulture Extension Worker (HEW)
- j. Soil Conservation Extension Worker (SCEW)

### **Measurement of Employee Performance**

1. To evaluate the employee performance, a score card enlisting key priority areas of the department has been designed for each cadre of Group-B and Group-C officials.
2. Individual performance score card for each employee will be based on the applicability of schemes and programmes in their Blocks or Gram Panchayats.
3. The list of components of employee performance for Group-B and Group-C officials which will be considered for evaluation during financial year 2020-21 is attached in **Annexure-I**.
4. Achievements of employees across all components of performance will be reflected in online performance report cards. ADAPT DSS Portal ([www.adapt.agriodisha.nic.in](http://www.adapt.agriodisha.nic.in)) will be used for reviewing performance report cards for Group-B officials and Agri Extension App (<http://bit.ly/agriextension>) will be used for reviewing performance report cards for Group-C officials.

### **Roles and Responsibilities**

1. Following are the roles and responsibilities of officers in the district for effective implementation of the Employee Incentive Framework.
  - a. CDAOs/DDH/PD Watershed
    - i. Follow all the instructions and training material about the program shared by the state.
    - ii. Sensitize the block officials about the employee incentive framework during monthly district conference (AAO/AHO/ASCO Conference).
    - iii. Timely allocation scheme targets at block level on ADAPT DSS Portal ([www.adapt.agriodisha.nic.in](http://www.adapt.agriodisha.nic.in))
    - iv. Ensure distributed allocation of schemes to blocks such that the requisite numbers of schemes are applicable for each block as enlisted in performance score card.
    - v. Monitor the performance report card of Block and GP officials on ADAPT DSS Portal ([www.adapt.agriodisha.nic.in](http://www.adapt.agriodisha.nic.in))

b. AAO/AHO/ASCO/AAE

- i. Follow all the instructions and training material about the program shared by the state.
- ii. Sensitize the GP extension officials about the employee incentive framework during biweekly training Programme.
- iii. Timely allocation of scheme targets at GP level on ADAPT DSS Portal ([www.adapt.agriodisha.nic.in](http://www.adapt.agriodisha.nic.in))
- iv. Ensure distributed allocation of schemes to GPs such that the requisite numbers of schemes are applicable for each GP as enlisted in performance score card.
- v. Timely update data of all schemes and programs included in performance evaluation on ADAPT DSS Portal ([www.adapt.agriodisha.nic.in](http://www.adapt.agriodisha.nic.in))
- vi. Track individual performance report card on an ongoing basis on ADAPT DSS Portal ([www.adapt.agriodisha.nic.in](http://www.adapt.agriodisha.nic.in))
- vii. Monitor the performance of GP extension officials during biweekly training meeting.

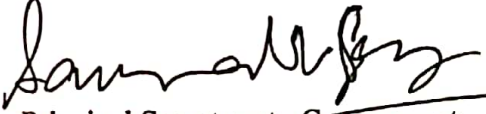
c. ADAPT Officer

- i. Training all the AAOs/AHOs/ASCOs/AAEs and AOs/VAWs/HOs /HEWs /SCOs /SCEWs on DSS and Agri-Extension App.
- ii. Resolving all the queries related to DSS and Agri-Extension App raised by Block officer and extension workers
- iii. Liaison with ADAPT team to actively resolve any issues in the tech platforms.

d. AO/VAW/HO/HEW/SCO/SCEW

- i. Follow all the instructions and training material shared about the program on Agri Extension App (<http://bit.ly/agriextension>)
- ii. Timely update data of all schemes and programs included in performance evaluation through Agri Extension App (<http://bit.ly/agriextension>)
- iii. Monitor your performance on an ongoing basis through the "Performance Section" of Agri Extension App.
- iv. Proactively communicate queries/doubts faced by block officials.

2. A detailed awareness cum sensitization training program for Group-B and Group-C officials will be conducted virtually over the next 2 months to familiarize the officials about the Employee Incentive Framework.
3. Orientation over OSWAN Video Conferencing for ADAPT Officers and block representatives will be conducted by the ADAPT team on the following four dates - 29<sup>th</sup> June, 30<sup>th</sup> June, 3<sup>rd</sup> July and 6<sup>th</sup> July each for a set specific districts. All ADAPT Officers and Block officials to be mandatorily present for the training session. Details attached as **Annexure -II**.
4. All the training materials will be shared with Group-B and Group-C officials on WhatsApp, ADAPT portal ([www.adapt.agriodisha.nic.in](http://www.adapt.agriodisha.nic.in)) and Agri Extension App.
5. All the issues/challenges faced by District officials during implementation of employee incentive framework in their district will be discussed during monthly Video Conference with Districts.
6. Additionally, all the issues being faced by Block and GP officials will also be discussed during fortnightly BTT meeting and biweekly training meeting of GP officials.

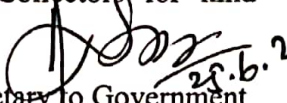
  
Principal Secretary to Government

Memo No. 9935

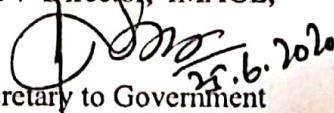
Dated 25-06-2020

/ Copy along with copy of the enclosure forwarded to all Collectors for kind information and necessary action.

Memo No. 9936

  
Joint Secretary to Government  
Dated 25-06-2020

/ Copy along with copy of the enclosure forwarded to the Director, Agriculture & Food Production, Odisha, Bhubaneswar / Director, Horticulture, Odisha, Bhubaneswar / Director, Soil Conservation & Watershed Development, Odisha, Bhubaneswar / Director, IMAGE, Siripur, Bhubaneswar for kind information and necessary action.

  
Joint Secretary to Government  
25.6.2020

Memo No. 9937

Dated 25-06-2020

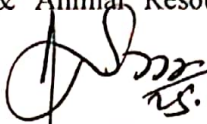
Copy along with copy of the enclosure forwarded to PS to the Principal Secretary, Department of Agriculture & Farmers' Empowerment for kind information of Principal Secretary.

  
25.6.2020  
Joint Secretary to Government

Memo No. 9938

Dated 25-06-2020

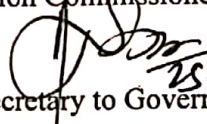
Copy along with copy of the enclosure forwarded to the PS to Hon'ble Minister, Department of Agriculture & Farmers' Empowerment, Fisheries & Animal Resources Development for kind information of Hon'ble Minister.

  
25.6.2020  
Joint Secretary to Government

Memo No. 9939

Dated 25-06-2020

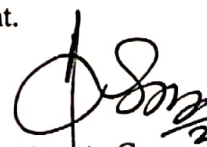
Copy along with copy of the enclosure forwarded to the PS to the Agriculture Production Commissioner for kind information of Agriculture Production Commissioner.

  
25.6.2020  
Joint Secretary to Government

Memo No. 9940

Dated 25-06-2020

Copy along with copy of the enclosure forwarded to the Director (Technical), NIC, Sachivalaya Marg, Bhubaneswar with a request to upload the Office Memorandum in the official website of Department of Agriculture & Farmers' Empowerment.

  
25.6.2020  
Joint Secretary to Government

## Tentative list of Schemes

## Annexure-I

Sl. no:	Name of the Scheme	Department
1	National Food Security Mission	Agriculture
2	Bringing Green Revolution to Eastern India (BGREI)	Agriculture
3	Improved Package of Practices (State Plan)	Agriculture
4	Jalanidhi and Saura Jalanidhi	Agriculture
5	Farm Mechanisation	Agriculture
6	Soil Health Card	Agriculture
7	Millet Mission	Agriculture
8	Paramparagat Krishi Vikas Yojana	Agriculture
9	Incentivisation of Non-Paddy Crops (Cotton)	Agriculture
10	Technology Mission on Cash Crops (Cotton, Sugarcane)	Agriculture
11	Targeting Rice Fallow Area (TRFA)	Agriculture
12	Supply of Vegetable Mini Kits for Kitchen Garden @ 130/- per kit	Horticulture
13	Incentives for Hybrid Vegetable seeds @ 750/- for 0.1 Ha	Horticulture
14	Supply of mixed fruit plants for backyard plantation @maximum 10 farmers	Horticulture
15	Supply of Mango grafts @ 5 nos each for backyard plantation	Horticulture
16	Special Assistance for High Value Vegetables (Creeper Crop) through single line trellies in 40 tribal blocks under APC Programme @ 12675/- for 0.1 Ha	Horticulture
17	Support to Betel vine cultivation @ 40,000 per unit of 0.04 Ha	Horticulture
18	Flower Cultivation @ 6000 per unit of 0.10 Ha	Horticulture
19	Mushroom Cultivation support to 5000 WSHGs/FIGs and 10,000 Individuals for 150 beds @10,000/-	Horticulture
20	Supply of Plastic Crates (90% subsidy) to WSHG/FIG members @ 4 nos. each	Horticulture
21	Plantations under MGNREGA	Horticulture
22	Plantations under MIDH	Horticulture
23	MGNREGA	Soil Conservation
24	PMKSY – Watershed Development, Other interventions	Soil Conservation
25	Sub-Mission on Agro-Forestry	Soil Conservation
26	Rainfed Area Development	Soil Conservation
27	Rashtriya Krishi Vikas Yojana (RKVY)	Soil Conservation
28	Odisha Mineral Bearing Areas Development Corporation (OMBADC)	Soil Conservation
29	District Mineral Foundation (DMF)	Soil Conservation
30	FAO Global Environmental Facility (GEF)	Soil Conservation

### List of Action Items for 5T Implementation

Sl.no	Name of 5T Action Item	Directorate
1	Construction of Farm Ponds	Soil Conservation
2	A robust and reliable farmer database by streamlining the KALIA databases through field verification	Agriculture
3	Monitoring availability of GP officials in GP offices and issue resolution	Agriculture, Horticulture, Soil Conservation

### List of State Priority Areas shortlisted for Implementation

Sl.no	Name of State Priority Area	Directorate
1	Mukhya Mantri Krushi Jantrapati Samman Yojana (MMAKJS)	Agriculture
2*	Crop Cutting Experiments*(CCE)	Agriculture
3	MNREGS Plantation and its survivability	Horticulture
4	Mukhyamantri Krushi Udyog Yojana (MKUY)	Agriculture, Horticulture
5	Block Technology Team Meetings (BTT)	Agriculture, Horticulture

### List of Risk Management Areas shortlisted for Implementation

Sl.no	Name	Directorate
1	Pradhan Mantri Fasal Bhima Yojana (PMFBY)	Agriculture
2	Pest Surveillance	Agriculture, Horticulture

### ANNEXURE-II

#### Day Wise Schedule of Video Conference with ADAPT Officers and Block Officials

Districts	Nos of Blocks	Date	Timing
Angul, Balangir, Baleshwar, Bargarh, Bhadrak, Puri, Boudh, Nuapada	72 Nos.	29 <sup>th</sup> June	3:30 PM - 05:30 PM
Cuttack, Dhenkanal, Gajapati, Ganjam, Khendujhar, Sambalpur, Malkangiri	80 Nos.	30 <sup>th</sup> June	3:30 PM - 05:30 PM
Deogarh, Jagatsinghpur, Jharsuguda, Jajapur, Kalahandi, Rayagada, Mayurbhanj	76 Nos.	3 <sup>rd</sup> July	11:00 AM - 01:00 PM
Nayagarh, Kandhamal, Kendrapada, Khorda, Koraput, Sonepur, Nabarangpur, Sundergarh	76 Nos.	6 <sup>th</sup> July	11:00 AM - 01:00 PM