

GOVERNMENT OF ODISHA

DEPARTMENT OF AGRICULTURE AND FARMERS' EMPOWERMENT

DIRECTORATE OF AGRICULTURE & FOOD PRODUCTION, ODISHA

Letter No. DAFP-TRG-MISC-0016-2024 45648 Dated 23rd Dec. 2024.

To

The Collectors & District Magistrates (All)

Sub: Modified Standard Operating Procedure for conducting creation of the Farmer Registry database.

Ref: This office letter No. DAFP-TRG-MISC-0016-2024-43941 Dated 10.12.2024.

Madam / Sir,

The Agri Stack initiative, launched by the Government of India (GoI), aims to create a unified Digital Public Infrastructure for Indian farmers, enhancing agricultural productivity, sustainability, and access to government schemes. The Agri Stack initiative shall streamline various services such as financial inclusion, crop insurance, market access, and input supplies through a digital ecosystem.

Farmer Registry is a pivotal initiative under the Agri Stack initiative, aimed to create a comprehensive and unified registry of farmers across the country, with the following components:

- a. **Demographic details:** Farmers' Aadhaar data will be verified through e-KYC to ensure accurate demographic records.
- b. **Land details:** Land ownership details will be fetched from the Bhulekh database (Odisha's Record of Rights system) maintained by the Revenue & Disaster Management Department.
- c. **Crop details:** Crop details for each farmer's landholding will be extracted from the Digital Crop Survey (DCS) database.

1. Objectives

The primary objective of the Farmer Registry is to create a digital database of farmers, capturing vital data related to land holdings, crops, agricultural practices, and financial details. This registry shall enable targeted delivery of benefits, reduce inefficiencies, and improve data accessibility for policymaking. The envisaged outcomes of Farmer Registry are:

- a. Creation of a comprehensive farmer database.
- b. Improved targeting for agricultural schemes and subsidies.
- c. Better access to digital services and market platforms for farmers.
- d. Enhanced monitoring and evaluation of agricultural policies

2. Scope and Coverage of the SOP

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This modified SOP covers the process involved in creation of the Farmer Registry, outlining the key steps involved, approach for roll out, timelines, roles & responsibilities of different stakeholders, training & capacity building measures, review & monitoring of the roll-out implementation.

2. Key Steps for implementation

Implementation of the Agri Stack initiative for creation of the Farmer Registry involves the following key steps:

- a. **Creation of Farm Plot IDs:** Farm Plot Identification Numbers are unique 14-digit codes that consists of a State Identifier (e.g., OD for Odisha), followed by a district identifier, a 7-digit random number and finally a Verhoeff's checksum. The Farm Plot IDs for Odisha has already been created by the State NIC, for all the plots with unique owners in the State's RoR database (i.e., Bhulekh).
- b. **Land bucketing:** This consolidates a farmer's land holdings within a village, by leveraging the above created Farm Plot IDs. The process matches farmer's and their father's names across state RoR data and upon successful matching, the land records are grouped and provided with Bucket IDs. This process of land bucketing has already been completed for the State and Bucket IDs have been generated.
- c. **Farmer Registration:** This process involves registering a farmer in the Farmer Registry Portal for Odisha (<https://odfr.agristack.gov.in/>), developed by the Ministry of Agriculture & Farmers' Welfare, Government of India. The registration of a farmer shall be a claim raised using Aadhaar details of the farmer along with RoR (s) details for the farm plot(s). The Farmer Registry Portal generates a Name Match Score (NMS) for each of the cases while seeding Aadhaar details with the matching Bucket IDs. Based on the NMS generated, and the threshold set by the State, the said claim request is either approved or is forwarded to the concerned Revenue Officials for verification & Approval before creation of Farmer IDs. For all such cases, where the claim request is forwarded for verification, an enrolment ID is generated as acknowledgment and is communicated to the concerned farmer.

A Proof of Concept (PoC) for the registration of farmers has already been conducted in two selected villages of Odisha to test the end-to-end process and to address the technical issues before scale-up & roll-out across the state.

- d. **Claim Verification, Approval, and generation of Farmer IDs:** This process involves verification & validation of the claims by the concerned Revenue officials for cases where there are issues with the NMS or otherwise, but are enrolled and forwarded from the registration system. The enrolled farmer would be required to produce relevant details, including Aadhaar Card, land documents, ownership proof, or any other supporting evidence that would be required by the to validate the claim before approval and subsequent generation of Farmer IDs.

3. Process Workflows

The process workflows and other related details for creation of Farmer Registry are provided below:

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1. Claim Submission & Farmer Enrolment

- a. Any farmer, who has land in his/ her own name with (i) Aadhaar Card, (ii) Aadhaar Linked Phone Number and (iii) Land Record of Rights (RoR) – are eligible to proceed with farmer registry.
- b. There are three modes of enrolment in the Farmer Registry Portal,
 - i. **Camp mode** –
 - **Operators** - Village Agricultural Workers (VAW), Agriculture Overseer, Agriculture Technology Manager (ATM), Block Technology Manager (BTM), Horticulture Extension worker(HEW), Horticulture Overseer, Soil Conservation Extension Worker (SCEW), Soil Conservation Overseer (SCO), Live-stock Inspectors (LI), Veterinary Technician (VT), Junior/ Senior Fisheries Technical Assistant (JFTA/ SFTA), Data Entry Operators under MGNREGS, Gram Rozgar Sevak (GRS), Secretary PACS, MD LAMPS etc. As per the approval from Govt. with respect to the meeting held under the chairmanship of the Hon'ble Deputy Chief Minister, Odisha on 19.12.2024 at 2nd floor conference hall of Lokseba Bhawan.
 - **Verifier 1 (Approver 1)**– Revenue Inspectors (RI)
 - **Verifier 2 (Approver 2)** –Additional Tehsildars/ Tehsildars .
 - ii. **Self-mode**–farmer himself/ herself followed by roles of verifier and approver as above.
 - iii. **CSC mode** – local Common Service Centres/ Jan Seva Kendras followed by roles of verifier and approver as above.
- c. After login into the Farmer Registry Portal, the Aadhaar number of the farmer must be entered and shall be validated through an OTP received in the Aadhaar Linked phone number.
- d. Subsequently, contact phone number of the farmer must be filled in and shall be validated with help of an OTP received in the contact phone number provided. This contact number may be same as the Aadhaar Linked phone number or may be an alternative number.
- e. Upon successful validation, the farmer's details as per Aadhaar documents shall be auto fetched and displayed. In the fetched data, the name in English, name in Odia along with Identifier's name in both the languages must be cross-checked with respect to the Name Match Score (NMS).
- f. In case of discrepancy in the transliteration of the farmer's name in Odia, external translation tool like Google Translate or similar ones may be used to come up with correct transliteration and must be filled in appropriately.
- g. **Residential details:** similarly, the address fetched in Odia, from the Aadhaar data needs to be cross checked and updated, in case of discrepancies.
- h. **Land ownership details:** the option "owner" must be selected from amongst the drop-down options.
- i. **Occupation details:** both the check boxes pertaining to "Agriculture" & "land owning farmer" must be selected.

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- j. **Land Details – Own Land:** under this section, the tab “Fetch Land Details” must be clicked, and the plot number must be selected and submitted. Then, from the drop down, the correct owner & identifier name must be selected before proceeding further.
- k. From the displayed list of plots, all those plots which are owned by the farmer and for which RoR is available in the farmer’s name must be selected and submitted.
- l. Upon submission of the aforementioned details, the screen has to be scrolled to right side to check the ‘Owner Name Match Score’ and the tab “Verify All Land” has to be clicked.
- m. Then, all the three checkboxes at the bottom of the screen must be checked and the “Save” button below must be clicked for saving of claim submission.
- n. Upon saving of the claim, a pop-up tab for e-signing shall be displayed on which OTP/ Biometric may be selected based on availability of required infrastructure. This will re-direct the application into another webpage which shall facilitate e-signing process.
- o. Once the document is e-signed, the “Submit” button must be clicked for final submission of the claim. Upon successful submission, an auto-generated text message shall be received by the farmer containing the farmer enrolment ID.
- p. For all such cases where farmer enrolment ID has been generated, the following shall apply:
 - i. **If NMS score is more than 80%** - such cases shall be auto-approved and Farmer ID shall be generated within 24 hours.
 - ii. **If NMS score is 80% or less** - such cases shall be forwarded for claim verification & validation stage, as detailed in section 3.2 below.

2. Claim Verification & Validation

Those claims for which the NMS 80% or less, shall be automatically forwarded to the State’s Revenue officials in the Farmer Registry Portal, for verification & validation.

1. In case of claims with **NMS score between 50% to 80%**, the concerned Revenue Inspector (*Verifier 1 - cum - Approver 1*) shall be authorised to verify and Approve/ Reject the claims.
2. In case of claims with **NMS score less than 50%**, the concerned Revenue Inspector (*Verifier 1*) must verify the claims and forward it to the concerned Additional Tehsildar / Tehsildar (*Approver 2*) for Approval/ Rejection in the portal.
3. In case of claims with **NMS score less than 10%**, the concerned Additional Tehsildar / Tehsildar (*Verifier 2 - cum - Approver 2*) shall Reject the claim in the portal and further, the farmer may be suggested to initiate steps for correction in the land records.

The step-by-step process for the revenue officials, as per the categorisation above, to verify and validate the claims in the Farmer Registry Portal are as follows:

- a. The Revenue officials shall login into the Farmer Registry Portal using their

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respective credentials.

- b. After login into the Farmer Registry Portal, the Approver has to click on the tab "Verify/ Approve Farmer Details" – that shall fetch the list of enrolments under his/ her jurisdiction.
- c. In the list, the Approver, under the "View Farmer Status" column, has to click on each enrolment case to view the details to proceed further.
- d. The details collected during the enrolment process shall be displayed which must be verified by the concerned official with the available documents. If required, a visit may also be conducted for validation the claim.
- e. Upon completion of desired verification & validation, the concerned Revenue official shall either **Approve or Reject** the claim. For cases of Rejection, the reasons there of shall be duly recorded.

The detailed process flow chart for claim submission, farmer enrolment, claim verification & validation has been provided in **Annexure 1** of this SoP.

3. Cases pertaining to Mutation/ Updation of land records

As farmer registry has been made mandatory for the PM KISAN beneficiaries, and Govt. of India had communicated to cover all the PM Kisan beneficiaries under Farmer registry by 31.03.2025 vide DO No. Z-11018/35/2016-IT Date 06.12.2024 & DO No. Z-11021/15/2023-DA Date 11.12.2024, Moreover, for the existing beneficiaries of PM KISAN shall be focused to complete the Farmer Registry within 2 months. The new beneficiaries under PM KISAN shall complete the Farmer registry before applying in PM KISAN portal. In case of those Farmers, whose land documents need updation/ mutation must be advised to correct/ update the land records in their respective names, before initiating the claim submission process in the farmer registry portal. Separate communication shall be issued for fast-tracking the process of mutation/ updation of land records, including inheritance mutation, partition etc.

4. Implementation Approach& Timelines

Following the PoC in selected villages, it has been decided to scale-up the initiative of creation of Farmer Registry across all 30 districts in Odisha to ensure 100% registration of PM-KISAN, PMFBY and Krushak Odisha verified beneficiaries. The scale-up roll out of the initiative shall follow a phase wise approach and across multiple campaign modes.

The ADMs in each district would be the nodal officer for driving all initiatives under Agri Stack (including Farmer registry), as notified in letter no. DAFP-STAT-STAT-0002-2023-41369 dated 27/11/2024 & RDM-LRB-MISC-0020-2024-42604 dated 04.12.2024.

5. Phase I

This phase of the implementation shall involve the following modes for mobilisation & registration of the farmers in the Farmer Registry Portal.

1. Camp Mode: -

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- a. Districts shall ensure setting up of camps at Gram Panchayat levels (organised at Panchayat Office, GP Sitting locations, and/or govt. dealer locations), with access to the Farmer Registry portal, in a mission mode. The exact location of the camp shall be decided by the Additional District Magistrate (Revenues) / District Nodal Officer (DNOs), in consultation with the Chief District Agricultural Officer of the district.
- b. Each camp would consist of two Village Agriculture Workers from Department of A&FE or/and field functionaries of other Departments **as mentioned in operator section, clause-3.1** and one Revenue Inspector (RIs) from R&DM Department. Each camp may be supervised by an Assistant Agriculture Officer / Block Agriculture Officer (AAO/BAO) from Department of Agriculture & Farmers' Empowerment (DA&FE) or Additional-Tehsildar / Tehsildar from R&DM.
- c. The setting up of camps shall involve the following critical steps the timelines for which has been provided in Section 4.3 of this SoP:
 - i. Selection of camp officials by the districts – which shall include the operators, verifiers & approvers, as mentioned in Section 3.1 (b) above.
 - ii. Planning & scheduling of camps for the entire month. The Venue & timings of the camps shall be notified and added into the district calendar and appropriately displayed for public information.
 - iii. Training & capacity building of the camp officials by the District Level Master Trainers (DLMTs), from DA&FE and R&DM respectively. The DLMTs have already been trained at State level on 11th & 12th December 2024.
 - iv. The DLMTs from DA&FE shall ensure creation of user ID credentials of Block Agriculture Officers (BAOs) and the BAOs shall ensure creation of User IDs of Camp level Operators from DA&FE. Similarly, the DLMTs from R&DM Department shall ensure creation of user ID credentials of Tehsildars/ Additional Tehsildar & Revenue Inspectors from R&DM.
 - v. Setting up of District level helpdesk at the office of the Chief District Agricultural Officer (CDAOs) with 2 or more functionaries, as may be appointed by the CDAO to resolve any farmer queries / grievances in the registration process.
- d. The modus operandi of the GP-level camps is provided pictorially at **Annexure-II**.
- e. A total of 2500 camps, based on the no. of RIs in position, has been planned to be conducted across the state, on any single day with a target of minimum 30 registrations per camp per day. This would need effective mobilisation efforts with respect to motivating farmers for turn out at the camps for registration. Following targets are assigned to each camp per day to achieve timely completion of the farmer registry exercise. Appended at **Annexure-III**
- f. Each camp must target to complete registration of 100% PM-KISAN, PMFBY and KO verified beneficiaries (list of beneficiaries whose Aadhar names & names on RoRs match with a NMS >80) in the village on the same day.
- g. Additional District Magistrates (Revenues) as District nodal officers are responsible for overseeing the planning and operations of camps throughout the district.

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- h. If any camp is not able to meet its daily target or additional farmers are identified as potential beneficiaries, ADM must review & the camp must be re-organised in the particular village to complete registrations of the remaining farmers.
- i. Extensive IEC activities must be conducted in the village to communicate the date & venue of the camps in order to ensure maximum farmer turnout. Farmers may be informed that according to the Government of India's directive, it is necessary for farmers to be registered in the Farmer Registry to receive their next instalment under the PM-KISAN scheme. Additional benefits of farmer registry such as easy insurance under PM Fasal Bima Yojana (PMFBY), streamlined delivery of state schemes, chance to update mutation in land records, quicker sanctioning of crop loans under Kisan Credit Card scheme may also be communicated to the farmers to create palpable incentive for farmers to register in the farmer registry at the earliest.

The district-wise targets must be achieved daily to ensure timely completion of the exercise have been provided in **Annexure IV** to this SoP.

1. **Self-Registration Mode:-**

- a. In the self-registration mode, farmers will be able to log-onto the Farmer Registry web portal created for farmer registrations and complete their registrations by following the process indicated on the screen.
- b. Districts must ensure that IEC activities are implemented rigorously & in a time bound manner to ensure that farmers register themselves in the portal, to the extent possible.

1. **CSC Mode:-**

- a. In the CSC mode, farmers will be able to complete registration at their nearest Common Service Centers / Jan Seva Kendras. The detailed process & guiding steps for to CSCs to register farmers in the Farmer Registry Portal shall be communicated separately by the Department.
- b. For CSCs, a pre-determined service fee would be cross subsidised directly to the CSC by DA&FE. Please note that the process does not require any fee to be remitted to Agri Stack for registration.

6. **Phase II**

The second phase of implementation shall be a Saturation Drive to ensure 100% registration of PM-KISAN, PMFBY and Krushak Odisha verified beneficiaries, across the state, through a last mile delivery approach. This phase would involve '**Sahayak Mode**', in which the field staff from DA&FE, Department of Fisheries & Animal Resource Development (DF&ARD), and Department of Panchayati Raj & drinking Water (PR&DW) would be appointed to act as 'Sahayaks'. These 'Sahayaks' would help farmers in registering under the farmer registry, through a dedicated Sahayak mobile app and shall be entitled to a pay-out of Rs. 10 per successful farmer registration & approval to incentivise them to reach out to maximum audience.

7. **Timeline of Activities**

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Following are the timelines for implementation of the Phased wise approach.

- a. **Phase I:** Camp Mode Registration, Self mode & CSC mode (1st Jan 2025 – 31st Mar 2025).
- b. **Phase II:** Saturation drive through Sahayak Modes (from 1st April 2025 onwards).

Before the on-ground roll out starting 1st January 2025, certain pre-cursor activities are required to be carried out with the following timelines:

#	Action Item	Owner	Timeline
1	In-person training of all master trainers in Krushi Bhawan, Bhubaneswar	State Nodal Officer	12 Dec
2	In-person training of all camp officials by master trainers	Master Trainers	18-24 Dec
3	User IDs of all district field officials created	Master Trainers	24 Dec
4	Initiate IEC amongst farmers to inform them about camps	State Nodal Officer	25 Dec
5	Formation of district level helpdesk for field staff	District Nodal Officer	25 Dec
6	District plan for organisation of camps finalised	District Nodal Officer	25 Dec
7	District level trial run to be done in 1 village	District Nodal Officer	25-30 Dec
8	Set up computers, internet, electricity, table, chairs, other items. at the camp venue	District Nodal Officer	30 Dec
9	Initiate farmer registrations at the camp	District Nodal Officer	01 Jan

4. Key Roles & Responsibilities of Stakeholders

The committees and their roles & responsibilities shall remain same for state, district and block level which was formed earlier for the Digital Crop Survey under Agri Stack vide letter no. **DAFP-STAT-STAT-0002-2023-28200 Dated 12.08.2024.**

Following are the broad level roles & responsibilities of key stakeholders for creation of farmer registry across State:

4.1. Roles and responsibilities of District Collectors

- a. Maintain regular communication with SDMs and Tehsildars & visit camps regularly to address issues faced by farmers and Farmer Registry officers.
- b. Ensure availability of manpower & smooth coordination in all camps by including staff from agriculture, horticulture, animal husbandry, Panchayati Raj & other Depts
- c. Ensure the setup and functionality of tech equipment, user logins, etc. for both camp and assisted modes in every Tehsil.

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- d. Run Information, Education, and Communication (IEC) programs at the district level to enhance public understanding of the Farmer Registry
- e. Select and prepare a suitable location for the camps of the Farmer Registry, ensuring proper resource allocation and efficiency.
- f. Organise district level test camp before the state roll-out to familiarise all staff with the process & flag any potential challenges / queries.
- g. The letter No. **DAFP-STAT-STAT-0002-2023-45436 Dated 21.12.2024** may be referred for necessary steps to be taken to enable maximum coverage under the programme.

4.2. Roles and responsibilities of SDM / Tehsildar

- a. Support District Collectors in the implementation by visiting camps, talking to Sarapanch, overseeing execution of IEC, etc.
- b. Set up a Help desk in the Tehsil to support Farmer Registry in assisted mode, providing a central location for assistance / resources.
- c. Monitor progress daily based on progress reports received from ground to de-bottle-neck challenges & ensure timeliness of completion of the exercise.
- d. Ensure timely disbursement of funds to camp staff & Krushak Saathi bringing farmers to the camp site.

4.3. Roles and responsibilities of District Level Master Trainers

- a. The District Level Master Trainers of both DA & FE and R & DM deptt. shall impart training at the sub divisional level to concerned district officials and field functionaries regarding the implementation process of Farmer Registry.
- b. The credentials of the District Level Master Trainer will be created by SPMU. Further, the DLMTs (Rev.) will create the credentials for the Tehsildars (*Verifier 2*), Revenue Inspectors (*Verifier 1*) & *Operators* (base level staff of Agril & allied deptt.). Again, the Tehsildars will map the operators with approvers and assign the villages to each operator in consultation with concerned BAO/AAO. The entire process at district level to be monitored by the DLMTs.
- c. The day to day progress shall be monitored by the District Level Master Trainers in liaison with the CDAOs, District Nodal Officer and the committee members.
- d. The district level help desk to be frequently monitored by the DLMTs and the issues to be resolved in consultation with the SPMU.

4.4. Roles and responsibilities of Block Agriculture Officer and Tehsildars

- a) Day to day progress, setting of camps, and allotments of staff to the camps shall be monitored properly through proper committee approval.
- b) Block level help desk to be monitored frequently to resolve the queries raised by the farmers.

5. Incentives for creation of Farmer Registry

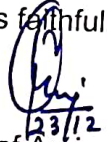
Each VAW at the camp shall be entitled to a sum of Rs. 2/- per successful farmer registration. The VAWs to ensure the farmers while coming to camp must have the

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required documents like Aadhar, phone, Land records etc. Each RI shall be entitled to a sum of Rs. 2/- per successful farmer registration verification. Further the RI should ensure that, the Revenue records, ledgers should be with them at the camp for verification.

Krushak Saathi in a GP shall be entitled to a remuneration of Rs. 6/- per successful farmer registration towards mobilizing the farmers to attend the camp. To claim this incentive, the Krishak Saathi must get the list of farmers (along with Aadhar numbers), who they have brought to the camp site, verified by the camp operator & supervisor. Payment shall be made based on the final number of farmers that are present in the verified list and have been successfully registered. The incentive structure for camp mode is provided at **Annexure-V**.

Yours faithfully,



Director of Agriculture &
Food Production Odisha

Memo No 45649 /Date 23rd Dec 2024.

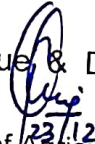
Copy forwarded to the Chief District Agriculture Officer (All) for information and necessary action.



Director of Agriculture &
Food Production Odisha

Memo No 45650 /Date 23rd Dec 2024

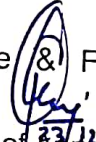
Copy submitted to the Additional Chief Secretary, Department of Revenue & Disaster Management, Odisha for favour of information.



Director of Agriculture &
Food Production Odisha

Memo No 45651 /Date 23rd Dec. 2024.

Copy submitted to the Principal Secretary, Department of Agriculture & Farmers' Empowerment, Odisha for favour of information.



Director of Agriculture &
Food Production Odisha

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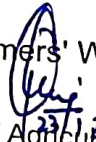
Copy submitted to the Chief Secretary, Odisha for favour of kind information.



Director of Agriculture &
Food Production Odisha

Memo No 45653 /Date 23rd Dec. 2024.

Copy submitted to the Additional Secretary, Department of Agriculture & Farmers' Welfare, New Delhi for favour of information.



Director of Agriculture &
Food Production Odisha

