

# **Guideline of the Scheme “Training and Capacity Building” under the State Plan Scheme, FY- 2022-23 to 2026-27, DoH**

## **1. Background:**

In Odisha, present gross cropped area under horticulture sector is 13.61 lakh hectares, which is about 20% of the net sown area. It can safely be increased to 20 lakh hectares during coming ten years. Out of a total of 41 lakh hectares covered under paddy during Kharif season, Upland paddy constitutes about 9.58 lakh hectares. Some of these upland paddy areas and some medium land under irrigated ayacuts may be suitably diversified for horticulture plantations and vegetables cultivation. Despite of the scopes and opportunities in Horticulture sector, there is a large disparity between the per capita income in farm sector and the non-farms. Therefore, it is essential to deal with those issues which affect the income level of farmers. It is quite distressing that the farmers feel at the lowest rung in the social hierarchy. It will be an important task to bring back the glory and self-respect of the farming community. There is no policy tool that can achieve this directly. A wholesome policy framework for the benefit of the farmers of the state is now brought out with a focus more on the economic wellbeing of the farmers, rather than just on production and growth. Advanced Horticultural Technologies developed at the research stations should be disseminated to the farm, for the overall benefit of the farming community. This noble activity facilitates in bridging the identified technological gaps existing with the farmers. The major function of extension is accomplished through dissemination of farm information, training of farmers and extension functionaries, educating the farmers through field activities such as demonstration, field visit, field days, farm advisory service, exposure visit and capacity building of extension personnel etc. The farming community can avail the services of the extension machinery to get the solutions to their farming problems and to increase their economic status. As a component of training and capacity building, training through exposure visits and organisation of workshops have assumed greater significance in recent times. Training of Horticulture extension professionals and farmers has emerged as an important intervention to improve their competencies, Capacity building and ultimately increase in horticulture crop production and productivity. Keeping these in view, it is proposed to organize Capacity Building Training/exposure visits/ workshops for various extension personnel i. e. like HEWs/HOs/ AHOs/AAE/ AEE/EE ADHs/ DDHs and farmers.

## **2. Scheme/ Programme Objectives:**

- a. To enhance the performance level of various actors involved in Extension setup for better management of Horticultural Technology System.
- b. To improve the techno- managerial skills of the extension professionals.
- c. To improve knowledge, attitude and practice of extension professionals on the management skills like planning, communication, motivation, leadership, time management etc.
- d. To enable the extension functionaries for effective and efficient dissemination of technology to the farming community.
- e. To redefine the role and responsibilities of the Horticulture Extension Machinery by suitably up-scaling the up-to-date technical knowhow of the field extension set up.
- f. To share their experience with farmers regarding technology adoption for increasing crop

Production and productivity.

g. To enhance the sustainable net income of the farmers by providing trainings and exposure Visits on new horticultural technologies directly and through technology dissemination by the extension functionaries.

### **3. Coverage under the scheme/Programme and duration**

It is proposed to train up HEWs/HOs/ AHOs/AAs/ AEs/ EEs/ ADHs/ DDHs and farmers on various aspects of Horticulture. The training and exposure visits would be conducted at premier Training Institutes of Govt. of India and outside India with high credibility so that the extension functionaries and farmers would undergo training of due worth. The grass root field functionaries like AHOs/AAs/HOs/HEWs will be trained at the Four Horticultural Training Institutes of the State or any other National level Institute/ICAR Institute (if decided)/ any other Institute of repute (If decided) located inside the State. The Officers along with the progressive farmers will be sent for exposure visit outside the country. Block/ State level workshop will be organized to create awareness on different schemes and activities of the Department. The programme duration will be for 5 (five) years from 2022-23 to 2026-27.

## **4. Implementation of Scheme / Programme**

### **A. Operational Guidelines of “Training & Capacity Building- through Exposure Visit to the training institutes located outside the state**

#### **a. For Group DDHs/ADHs/EEs/AAs/AHOs**

1. The Directorate of Horticulture, Govt. of Odisha, is interested in capacity building of their officers by implementation of the state sector scheme “Training and Capacity Building-through Exposure Visit of Horticulture Extension Personnel (DDHs/ ADHs/EEs/ AAs/AAs/ AHO/) to the training institutes located outside the State. For this purpose, some apex national institutes will be identified where Directorate of Horticulture, Govt. of Odisha would like to send their officers for advanced training in better management, principles and practices in the field of Horticulture as agreed upon by them.
2. The Directorate of Horticulture, Govt. of Odisha will request the training institutes to specifically organize training programmes of 5 days and exposure visit of 3 days for a batch of 30 participants each to cover the key areas.
3. The schedule for the programmes as well as the mode of expenditure for each course of 8 days duration for 30 nos. of participants should be mutually agreed upon and be decided by the faculty of training institutes & Director of Horticulture, Odisha, Department of Agriculture and Farmers' Empowerment, Govt. Of Odisha, Bhubaneswar.
4. The fund for Training & capacity building through exposure visit will be placed to the selected Training Institute from Directorate of Horticulture, Odisha according to the approved cost structure.
5. Each Training-cum-Exposure Visit will be of 8 days duration (5+3) excluding journey days.
6. In each Training Programme, 30 nos. of officers will be nominated and trained which will be comprised of DDHs/ ADHs/EEs/ AAs/AAs/ AHO covering 30 districts.
7. The entire training schedule & allotted slots as agreed upon will be communicated to all concerned officers by the DoH.
8. Under the scheme “Training & Capacity Building- through Exposure Visit of Horticulture Extension Personnel (DDHs/ ADHs/EEs/ AAs/AAs/ AHO) one of the officers as approved by DoH will lead the team and others will assist him.

9. The team leader of the batch of officers will lead the team to the selected training institute and the exposure visit.
10. He should ensure 100% attendance in his batch & any substitution on medical ground only may be done sufficiently ahead of the journey with prior approval of DoH.
11. The TA to the participants will be reimbursed as per latest OTA Rules by their respective District Heads (DDH/ADH) on production of original tickets/ proof towards the mileage.
12. After completion of the training programme the Training Institute will furnish the paid vouchers and list of officers attended in duplicate to the Directorate within fifteen days of date of completion of training for necessary adjustment of the advance amount received by the institute and refund back surplus amount if any to DoH, Bhubaneswar.
13. The team leader will submit a brief technical report with some good photographs on the training course and Exposure Visit for appraisal of the higher authority (both soft & hard Copies) within Seven days of completion of training-which is mandatory.
14. He shall take necessary steps to maintain proper discipline and cordial atmosphere among the participating officers during the journey as well as training and exposure visit period.
15. He shall contact and coordinate the participating officers as and when needed up to completion of the training programme for smooth execution of the scheme.
16. The administrative expenses (@2% of Project Cost) tentatively estimated in the project may be utilized towards computer peripherals, Installation of a Software for preparation of a database on the project implementation. This should be utilized after due approval of DoH.

#### **Cost Structure for 30 Participants**

| <b>SI No</b> | <b>Particulars</b>                                                                                                                        | <b>Amount (Rs)</b> |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1            | Bus/Train fare for 30 nos of Persons from Headquarters to Bhubaneswar-Training Institute outside State & back to Head Quarters            | 3,00,000           |
| 2            | DA as per the OTA Rules for 30 nos of participants                                                                                        | 1,50,000           |
| 3            | Conveyance and accommodation at Visiting State for 3 Days (Exposure Visit)                                                                | 1,87,500           |
| 4            | Miscellaneous expenditure including honorarium to resource persons, pen, bag, documentation, banner, Photographs, ID Cards, Medicines etc | 37,500             |
| 5            | Institutional Charges                                                                                                                     | 6,37,500           |
|              | <b>TOTAL</b>                                                                                                                              | <b>13,12,500</b>   |

## **b. For Group HOs/HEWs**

1. The Department of Agriculture and Farmers' Empowerment, Govt. of Odisha, is interested in capacity building of their grass root level officers by implementation of the state sector scheme "Training and Capacity Building- through Exposure Visit of Horticulture Extension Personnel (HO/HEW) to the training institutes located outside the State. For this purpose, some apex national institutes will be identified where Directorate of Horticulture, Govt. of Odisha would like to send their grass root level officers for advanced training in better management, principles and practices in the field of Horticulture as agreed upon by them.
2. The DoH, Govt. of Odisha will request the training institutes to specifically organize training programmes of 5 days and exposure visit of 3 days duration for a batch of 30 participants each to cover the key areas.
3. The schedule for the programmes as well as the mode of expenditure for each course of 8 days duration for 30 nos. of participants should be mutually agreed upon and be decided by the faculty of training institutes & Director of Horticulture, Odisha, Department of Agriculture, Govt. Of Odisha, Bhubaneswar.
4. The fund for Training-cum-exposure visit will be placed to the selected Training Institute from DoH, Odisha according to the approved cost structure.
5. Each Training-cum-Exposure Visit will be of 8 days duration (5+3) excluding journey days.
6. In each Training Programme, 30 nos. of HO/HEW will be nominated and trained covering 30 districts.
7. The entire training schedule & allotted slots as agreed upon will be communicated to all concerned officers by the DoH .
8. Under the scheme "Training & Capacity Building- through Exposure Visit of Horticulture Extension Personnel (HOs/HEWs) one of the grass root level officers as approved by DoH will lead the team and others will assist him.
9. The team leader of the batch of grass root level officers will lead the team to the selected training institute and the exposure visit.
10. He should ensure 100% attendance in his batch & any substitution on medical ground only may be done sufficiently ahead of the journey with prior approval of DoH.
11. The TA to the participants will be reimbursed as per latest OTA Rules by their respective District Heads (DDH/ADH) on production of original tickets/ proof towards the mileage.
12. After completion of the training programme the Training Institute will furnish the paid vouchers and list of Extension Personnels attended in duplicate to the Directorate within fifteen days of date of completion of training for necessary adjustment of the advance amount received by the Institute and refund back surplus amount if any to DoH, Bhubaneswar.
13. The team leader will submit a brief technical report on the training course and Exposure Visit for appraisal of the higher authority (both soft & hard Copies) within seven days of completion of training-which is mandatory.
14. He will take necessary steps to maintain proper discipline and cordial atmosphere among the participating officers during the journey as well as training and exposure visit period.
15. He will contact and coordinate the participating officers as and when needed up to completion of the training programme for smooth execution of the scheme.
16. The administrative expenses (@2% of Project Cost) tentatively estimated in the project may be utilized towards computer peripherals, Installation of a Software for preparation of a database on the project implementation. This should be utilized after due approval by DoH.

## **Cost Structure for 30 Participants**

| SI No | Particulars                                                                                                                               | Amount (Rs)     |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1     | Bus/Train fare for 30 nos of Persons from Headquarter to Bhubaneswar-Training Institute outside State & back to Head Quarters             | 2,25,000        |
| 2     | DA as per the OTA Rules for 30 nos of participants                                                                                        | 1,50,000        |
| 3     | Conveyance and accommodation at Visiting State for 3 Days (Exposure Visit)                                                                | 1,87,500        |
| 4     | Miscellaneous expenditure including honorarium to resource persons, pen, bag, documentation, banner, Photographs, ID Cards, Medicines etc | 37,500          |
| 5     | Institutional Charges                                                                                                                     | 3,37,500        |
|       | <b>TOTAL</b>                                                                                                                              | <b>9,37,500</b> |

**C. For Farmers**

1. The Department of Agriculture and Farmers' Empowerment, Govt. of Odisha, is interested in capacity building of farmers by implementation of the state sector scheme "Training and Capacity Building- through Exposure Visit of farmers to the training institutes located outside the State. For this purpose, some apex national institutes will be identified where Directorate of Horticulture, Govt. of Odisha would like to send the farmers for advanced training in better management, principles and practices in the field of Horticulture as agreed upon by them.
2. The Directorate of Horticulture, Govt. of Odisha will request the training institutes to specifically organize training programmes of 5 days duration for a batch of 30 participants each to cover the key areas.
3. The schedule for the programmes as well as the mode of expenditure for each course of 5 days duration for 30 nos. of participants should be mutually agreed upon and be decided by the faculty of training institutes & Director of Horticulture, Odisha, Department of Agriculture, Govt. Of Odisha, Bhubaneswar.
4. Provision will be made for carrying out training and exposure visit of 300 nos. i.e. 30 nos./group of farmers outside the state for 5 days in each year covering 30 districts. The target to each district will be communicated by the Directorate of Horticulture.
5. For selection of farmers under Training & Capacity Building through Exposure Visit to the training institutes located outside the state, the guideline of National Horticulture Mission (NHM) will be followed.

**Criteria for selection of farmers**

- i) The farmers selected for exposure visits outside the State should be a progressive farmer
- ii) Age of the selected farmer should be preferably between 18-55 years.
- iii) Farmers may be selected basing on their involvement in Horticulture programme/scheme.
- vi) The selected farmers should have at least 3 years plantation/cultivation experience.
- v) New farmer may be selected each year. Any repetition of the individual farmer is not permissible.
- vi) Prior to selection the past output delivery track record of the farmers should be thoroughly checked by the field staff in order to prevent the unscrupulous drain out of the scarce public resources.
- vii) The list of farmers should be approved by the District Mission Committee.
- ix) The AHOs are required to give certificate judiciously after proper verification of the candidate and this certificate should contain the remarks of the AHO and sent to the concerned DDH/ADH for approval.

**Cost structure for 30 nos. of farmer for 5 days**

|   |                                                                                                       |                          |
|---|-------------------------------------------------------------------------------------------------------|--------------------------|
| 1 | Transportation (To & Fro), Transportation from AHO/Hort point to journey start point                  | Rs.60000.00              |
| 2 | Daily Allowance to each farmer @ Rs.200/- per day for 5 days                                          | Rs.<br>30000.00          |
| 3 | Transportation in field visit & accommodation in the visiting state to each farmer @ Rs.300/- per day | Rs.45000.00              |
| 4 | Local Conveyance, Training Kits, Arrangements and Misc. including unforeseen expenses                 | Rs.<br>15000.00          |
|   | <b>TOTAL</b>                                                                                          | <b>Rs.<br/>150000.00</b> |

- 6. The funds for the purpose will be placed to the selected Training Institute from Directorate of Horticulture, Odisha according to the NHM cost structure.
- 7. The list of progressive farmers selected by the DDH/ADH will be communicated to the DoH.
- 8. The TA to the farmers will be reimbursed by their respective District Heads (DDH/ADH) on production of original tickets/ proof towards the mileage.
- 9. After completion of the training programme the Training Institute will furnish the paid vouchers and list of officers attended in duplicate to the Directorate within fifteen days of date

of completion of training for necessary adjustment of the advance amount received by him and refund back surplus amount if any to Directorate of Horticulture, Odisha Bhubaneswar.

**B. Operational Guidelines of “Orientation/ Induction/ Refresher Training & Capacity Building to be conducted at Training Institutes present in the State.**

**a. Training & Capacity Building at Horticulture Training Institutes**

**1. For Horticulture Extension Personnel/ Officer (HEW/HO/ AHO/ AAE)**

There are 4 training institutes existing under the Directorate of Horticulture namely

1. School of Horticulture, Khordha.
2. Horticulture Training Institute, Kalinga, Kandhamal
3. Horticulture Training Institute, Nildunguri, Sambalpur.
4. Centre of Excellence, Deras, Khordha

The infrastructures and the technical staffs of the institutes will be utilized for the said purpose. However, at the time of need experts in relevant fields will be called for conducting trainings. Functionaries of SPMUs engaged under different schemes will be called for imparting trainings on different aspects of programme management.

**District wise Training Institutes**

| <b>SoH,<br/>Khordha</b> | <b>HTI,<br/>Kalinga</b> | <b>HTI,<br/>Nildunguri</b> | <b>CoE, Deras</b> |
|-------------------------|-------------------------|----------------------------|-------------------|
| Cuttack                 | Kandhamal               | Sambalpur                  | Angul             |
| Dhenkanal               | Koraput                 | Bolangir                   | Balasore          |
| Gajapati                | Malkangiri              | Bargarh                    | Bhadrak           |
| Ganjam                  | Nawrangpur              | Boudh                      | Jagatsinghpur     |
| Khurda                  | Raygada                 | Deogarh                    | Jajpur            |
| Nayagarh                |                         | Jharsuguda                 | Kendrapada        |
| Puri                    |                         | Kalahandi                  | Keonjhar          |
|                         |                         | Nuapada                    | Mayurbhanj        |

|  |  |            |  |
|--|--|------------|--|
|  |  | Subarnapur |  |
|  |  | Sundergarh |  |

1. The training duration may vary basing on the nature of training programme i.e Orientation/ Induction/ Refresher Training programme.
2. In each Training Programme meant for Group-‘HO/HEW’ 40 nos. of participants in the category of HO/HEWs (Both regular & Contractual) will be trained.
3. In each Training Programme meant for Group-AHO/AAE 40 nos. of participants in the category of AHOs /AAEs will be trained.
4. The entire training schedule & allotted Range wise slots should be prepared by the training institute & be communicated to the concerned DDHs for facilitation of nomination in time.
5. The concerned DDHs are to send the nominated participants to the training institute as per their schedule received under intimation to the Directorate.
6. Overlapping of the participants in the training programmes against the same course for the second time should be avoided strictly while nominating.
7. Priority should be given to the field extension personnel who have not undergone any refresher’s training previously.
8. Top most emphasis should be given to nominate the recently engaged contractual HEWs to enable them to be tuned with latest technology as well as different flagship Programmes launched by the Department.
9. The detailed course module along with the resource persons and time schedule are to be prepared by the Training Institutes in consultation with OUAT/ Directorate/IMAGE and to be intimated to this Directorate for approval of Directorate of Horticulture.
10. The Course curricular & mode of imparting training should preferably be in Odia so as to enable the trainees to completely grasp the subject matter and make the farmer aware of the technologies in their respective areas.
11. Pre evaluation and post evaluation test of the trainees should be conducted on the very first day and last day of the training respectively by the training institute and an abstract on evaluation should be sent to the Directorate for preparation of project completion report.
12. The hard copies of the courses should be prepared by the host training institute and distributed to the trainees in the form of a book-let during the training programme.
13. The technical field visit is mandatory for all trainees so as to enable them to see advancements in hi-tech Horticulture after which an assignment should be submitted by the trainees on splitting them into Ten separate groups. The said assignment is to be collected & evaluated on the eve of closing hour.
14. The Officers from the Directorate should be provided with time slot for appraising the trainees on Govt. initiatives & latest Horticulture schemes in operation as resource personnel.
15. Funds will be placed to the concerned Training Institutes for the purpose by the Directorate of Horticulture.
16. Batch wise/ Course wise Progress Report and utilization certificate of funds sanctioned should be submitted to the Directorate soon after completion of each training programme.
17. At the end of training Programme of each batch a copy of the reading material, documented soft copy & Photographs should be sent to the Directorate by the training Institute immediately to facilitate preparation of project completion report.
18. Proper steps should be taken by the host training institutes and DDH/ ADH of concerned districts to ensure 100% attendance in each batch of training. Report on attendance of each batch of training should positively be communicated to the Directorate on the very first day of training (i.e. by 3.00 P.M.) through [e-mail-supportdho.od@nic.in](mailto:e-mail-supportdho.od@nic.in)

**Cost Structure (for 5 Days)**

| SI No | Item                                                                                       | Rate (Rs) | Nos | Amount (Rs) |
|-------|--------------------------------------------------------------------------------------------|-----------|-----|-------------|
| 1     | Training Materials                                                                         |           |     |             |
|       | a. Training Bag                                                                            | 350       | 40  | 14000       |
|       | b. Writing Pad                                                                             | 50        | 40  | 2000        |
|       | c. Writing Pen                                                                             | 50        | 40  | 2000        |
|       | d. ID Card                                                                                 | 20        | 40  | 800         |
|       | e. Pencil,eraser &sharpner                                                                 | 20        | 40  | 800         |
| 2     | Reading Material (Hard copy/soft Copy)                                                     | 130       | 40  | 5200        |
| 3     | Certificate, Group Photo & Photo folder                                                    | 180       | 40  | 7200        |
| 4     | Honorarium to Resource Persons(Towards delivering lecture, interaction and Group acticies) | 1000      | 10  | 10000       |
| 5     | Honorarium to Resource Persons during field visits                                         | 500       | 1   | 500         |
| 6     | Lodging @Rs 50/- & Boarding @ Rs 350/-per Day -5 Days(Total Rs 400/-)                      | 2000      | 40  | 80000       |

|    |                                                                                           |                    |    |               |
|----|-------------------------------------------------------------------------------------------|--------------------|----|---------------|
| 7  | Travelling Expenses to the Participant(To & Fro journey reimbursement as admissible)      | 800                | 40 | 32000         |
| 8  | Payment to the Course Co-ordinator                                                        | 1500               | LS | 1500          |
| 9  | Hiring of IT/Audio Visual operator (including 1 day preparatory) 6 days @ Rs 250/ per Day | 1500               | LS | 1500          |
| 10 | Hiring of AC Vehicle/POL for Field Visit etc                                              | 8500               | LS | 8500          |
| 11 | Misc Contingencies LS                                                                     | 5000               | LS | 5000          |
|    | a. Maintenance of AV aids                                                                 |                    |    |               |
|    | b. Maintenance of Hostel and Training Hall                                                |                    |    |               |
|    | c. Maintenance of Elect. & PHD                                                            |                    |    |               |
|    | d. Charges of Telephone/internet and electric bills                                       |                    |    |               |
|    | e. Other need based consumable items                                                      |                    |    |               |
| 12 | Other Expenses                                                                            | 1000               | LS | 1000          |
|    |                                                                                           | <b>Grand Total</b> |    | <b>172000</b> |

**NB:** Intercomponental changes towards cost of components may be adjusted as per requirement of the training within the cost of package approved for a single training.

**b. Training & Capacity Building at ICAR Institutes/National level Institute/any other Institute of repute (if decided) located inside the State**

1. For Horticulture Extension Personnel/ Officers (HEW/HO/ AHO/ AAE)

2. For Farmers of the State

1. In special case, any ICAR Institute/National level Institute (If interested)/ any other Institute of repute (If decided) may be taken into consideration where Directorate of Horticulture, DA & FE, Govt. of Odisha would send their Extension Personnel/ Officers for advanced training in better management, principles and practices in the field of Horticulture as agreed upon by them.
2. The duration, module, batch size and cost structure of training programmes for each group should be mutually agreed upon and be decided by the faculty of training institutes & Director of Horticulture, Odisha, Department of Agriculture and Farmers' Empowerment, Govt. Of Odisha, Bhubaneswar.
3. The fund for Training & capacity building will be placed to the selected Training Institute from Directorate of Horticulture, Odisha according to the approved cost structure out of the funds.
4. The entire training schedule & allotted slots as agreed upon will be communicated to all concerned officers by the DoH.
5. The TA/DA to the officers/ Extension Personnel will be reimbursed as per latest OTA Rules by their respective District Heads (DDH/ADH) on production of original tickets/ proof towards the mileage/TA Bill.
6. The TA/DA to the farmers will be reimbursed by their respective District Heads (DDH/ADH) on production of original tickets/ proof towards the mileage.
7. After completion of the training programme the Training Institute will furnish the paid vouchers and list of officers/ Extension Personnel/ Farmers attended in duplicate to the Directorate within fifteen days of date of completion of training for necessary adjustment of the advance amount received by the institute and refund back surplus amount if any to DoH, Bhubaneswar.

**C. Operational Guidelines of "Training & Capacity Building through Exposure Visit of Officers (DDH/ADH/EE/AEE/AE/AHO) along with progressive Farmers outside the country"**

1. Each year Two frontline Officials along with Two nos. of progressive farmer (age 18-55 years) involved in a particular schematic intervention will be sent for exposure visit outside the Country.
2. The DDH/ADH (Independent) will submit the name of the Officer and progressive farmer along with detailed bio-data and documentation of the involved project with approval the Chairman, DMC-cum-Collector-cum-DM of concerned districts to DoH atleast two months before scheduled programme intimated to them for obtaining necessary approval and clearance at Govt. level.
3. Any Officer may be allowed to visit outside the country only once in his service carrier. Likewise any progressive farmer should be allowed to avail the opportunity only once.
4. Officers having less than one year service to his retirement should not be allowed for the

above said purpose.

4. As the funds required depends on the country to be visited, lump sum amount of Rs.2.50 Lakh per person for 07 (5+2 )days programme will be taken for budget calculation.

5. The funds for the purpose will be placed to the Officers of DoH from Directorate of Horticulture, Odisha according to the approved cost structure.

6. After completion of the training programme the Officer will furnish the UC and list of officers and farmers attended in duplicate to the Directorate within fifteen days of date of completion of training for necessary adjustment of the advance amount received by them and refund back surplus amount if any to DoH, Bhubaneswar.

**D. Operational Guidelines of “Training & Capacity Building of farmers through organisation of Block/ District/ State level Workshop**

1. **Horticulture is one of the driving factors for crop diversification programme. So, in order to accommodate more numbers of farmers in the programme provision will be made to organize Block/ State level Workshops.**

2. Each year 942 nos. of block level, and 01 no. of State level need based workshop will be organized.

3. The funds provision for organisation of block and state level workshop will be Rs.0.50 Lakh, Rs. 2.00 Lakh respectively.

4. The funds for the purpose will be placed to the DDH/ADH for organization of Block/ State level workshops from Directorate of Horticulture, Odisha according to the approved cost structure.

5. There should be wide publicity on organisation of workshop so as to have a great gathering of target groups (farmers). All Officials under Directorate of Horticulture will facilitate.

6. Priority should be given for inviting Delegates from all India level to replicate the best practices of Horticulture in our State.

7. The DDH/ADH will disburse the DA/TA to the participants on production of original tickets/ proof towards the mileage.

8. After completion of the workshop the DDH/ADH will furnish the paid vouchers and list of farmers attended in duplicate to the Directorate within fifteen days of date of completion of training for necessary adjustment of the advance amount received by him and refund back surplus amount if any to DoH, Bhubaneswar.

**Indicative Estimate for One day block level workshop**

| Sl. No. | Item of Work                                                                           | Unit | Unit Cost (In Rs.) | Total (In Rs.) |
|---------|----------------------------------------------------------------------------------------|------|--------------------|----------------|
| 1.      | Training arrangement (Training Hall hire charges/ Audio Visual Aid/ Office Stationary) | LS   |                    | 6,500          |
| 2.      | Refreshment of Trainees (Tea/ Snacks/ Working lunch)                                   | 100  | 200                | 20,000         |

|              |                                                                 |     |     |               |
|--------------|-----------------------------------------------------------------|-----|-----|---------------|
| 3.           | Training Material (Book or Printing material/ Pen/ Pad/ Folder) | 100 | 150 | 15,000        |
| 4.           | Honorarium to Resource Person                                   | 5   | 500 | 2,500         |
| 5.           | Travelling allowances to trainees                               | 100 | 50  | 5,000         |
| 6.           | Misc. contingency                                               | LS  |     | 1,000         |
| <b>Total</b> |                                                                 |     |     | <b>50,000</b> |

(Rupees Fifty

Thousand only)

**NB:** Intercomponental changes towards cost of components may be adjusted as per requirement of the workshop within the cost of package approved for a single workshop.

## 5. Source of Funding for the Scheme/Project and Fund Flow Mechanism-

- The source of fund will be from State Plan Budget.
- The funds for Training & Capacity building through exposure visit of Extension personnel group DDHs/ADHs/AHOs (Outside the state), Exposure Visit of extension personnel Group HOs/HEWs (outside the state), Exposure visit of farmers outside the State will be placed to the Training Institute from Directorate of Horticulture, Odisha for conducting Training & Exposure Visits. Funds for TA of Extension Personnel/ Officer will be placed to the District Heads (DDH/ ADH).
- The funds for exposure visit of Officer along with progressive farmer outside the country, will be placed to the Officers of DoH from Directorate of Horticulture, Odisha.
- The funds for Orientation/ Induction/ Refresher Training of HEWs/HOs/ AHOs/ AAEs for 5 days (At 04 Training Institutes of the State), will be placed to the Institutes from Directorate of Horticulture, Odisha. In special case, funds may be placed to ICAR Institutes/National level Institutes (If interested)/ any other Institute of repute (If decided) located inside the State for conducting training and exposure visit of Extension personnel/ Officers/Farmers.
- The funds for organisation of block/ state level need based workshop will be placed to the DDH/ADH from Directorate of Horticulture, Odisha according to the approved cost structure.

### Financial Abstract

| SI No | Financial Year | Tentative Requirement of funds under the Scheme (in Rs) |
|-------|----------------|---------------------------------------------------------|
| 1     | 2022-23        | 10000000                                                |

|   |              |                  |
|---|--------------|------------------|
| 2 | 2023-24      | 147750000        |
| 3 | 2024-25      | 100000000        |
| 4 | 2025-26      | 100000000        |
| 5 | 2026-27      | 100000000        |
|   | <b>TOTAL</b> | <b>457750000</b> |

**(Forty-Five Crore Seventy-Seven Lakhs Fifty Thousand only)**

## **6. Intended Scheme/Outcome:**

The trained extension personnel from outside the state training Institute will render technical training to the grass root extension functionaries on different latest technical aspects relating to Horticulture. The grass root field functionaries so trained will create a substantial base at the farming community for yield optimization and enhancement of net farm income. The trained farmers will create a pool of knowledge at the farm level for the overall development of the farming community.

## **9. Database Creation, Monitoring, Evaluation & Assessment mechanism**

- a. The list of total no. of trainees who have successfully completed training in each category will be the Training Institutes in both soft and hard copies for creation of database at State level.
- b. Monitoring will be done by Directorate of Horticulture, Odisha.
- c. Audit of the Scheme will be done according to the norms of Finance Department.
- d. **Concurrent evaluation at the end of the 1<sup>st</sup> year and 3<sup>rd</sup> year of implementation will be carried out for early identification of bottlenecks, if any. At the end of the project cycle i.e. five year period final evaluation will be carried out.**

