

**Government of Andhra Pradesh  
Agriculture Department**



**Information Manual  
RTI ACT 2005, CHAPTER II 4 (1) B**

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## Chapter 2

### **Organization, Function and Duties (Section 4 (1) (b) (i))**

2. 1 particular of the Organization, functions and duties:-

Sl. No.	Name of the Organization	Address	Function & Duties
1	FM section ,O/o Commissioner and director of Agriculture	Beside Rythu Bazar, Old Mirchi Yard, Chuttugunta Guntur.	Farm Mechanization Cell deals with farm Machinery provide to farmers on subsidy basis in various schemes to reduce man power and to increase crop production to farmers through SMAM, Rythu Radham and RKVY schemes.

Sl. No.	Name of the Organization	Address	Function & Duties
1	NC CELL ,O/o Commissioner and director of Agriculture	Beside Rythu Bazar, Old Mirchi Yard, Chuttugunta, Guntur	Natural Calamities Cell deals with Agricultural crop damages due to Natural Calamities i.e Cyclone / Heavy rains/ Unseasonal rains/ Drought / Floods / Hailstorms / Fire/ Landslide /Avalanche / Cloud burst/ Pest attack/ Frost & Cold wave/ Earthquake / Tsunami and Thunder bolt (State Specific Disaster).

Sl. No.	Name of the Organization	Address	Function & Duties
1	FPOs section , O/o Commissioner and director of Agriculture	Beside Rythu Bazar, Old Mirchi Yard, Chuttugunta Guntur.	Farmer Producer Organization Cell deals the Schemes FPOs, RAD, PMKSY, APIIATP, APILIP – II & SWCP.

Sl. No.	Name of the Organization	Address	Functions & Duties
1	Farmers Welfare Section, Department of Agriculture.	O/o C&DA, A.P., Guntur, Old Mirch Yard, Chuttugunta centre	1.YSR Rythu Bharosa - PM Kisan Scheme Implementation 2. Agricultural Credit – Monitoring the credit flow to the farmers

			including Tenants 3. Sunna Vaddi Panta Runalu: Facilitating the upload of eligible claims by the Banks and processing of claims by NIC 4. CCRC- Tenant Farmers : Monitoring the credit flow to Tenant farmers 5. Scale of Finance : Monitoring with SLBC, Banks, APCOB for issue of loans to farmers as per e-crop & Scale of Finance 6. Farmers Suicides: Release of Exgratia to the family of the deceased farmer.
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### PP Section

Sl. No.	Name of the Organization	Address	Function & Duties
1	Plant Protection Section, Department of Agriculture,	O/o C&DA, Old Mirch Yard, Near Chuttugunta centre, AP,Guntur. Pin - 522004	Supervision, Monitoring, enforcement of the provisions if the Insecticide Act 1968, Insecticide rules 1971 and the status Plant Protection in Andhra Pradesh

### Fertilizer

Sl. No.	Name of the Organization	Address	Function & Duties
1	Fertilizer Section, Department of Agriculture,	O/o C&DA, A.P., Guntur, Old Mirch Yard, Chuttugunta centre	<b>Fertilizer Movement</b> : Plan, Supply & Sales DBT Monitoring. <b>Fertilizer Control Order</b> : Licensing, Regulation and Fertilizer Quality check. <b>Fertilizer Claims</b> : Certification of Receipt and submission to GoI in Andhra Pradesh

### NFSM

Sl. No.	Name of the Organization	Address	Function & Duties
1	Department of Agriculture,	O/o C & DA, AP, Guntur, Old Mirch Yard, Chuttugunta Centre	Supervision & Monitoring the status of NFSM (Oil Seeds) & NFSM implementation in Andhra Pradesh

### ST Cell

Organization	Address	Duties
Agriculture	O/o Commissiонер and	Soil Health Card

	Director of Agriculture, Old Mirchi yard, Chuttugunta A.P, Guntur	Scheme/Soil Management Health
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### Planning Section

Sl. No.	Name of the Organization	Address	Function & Duties
1	Crop Planning & e-crop Booking Section, Department of Agriculture	O/o C&DA, A.P., Old Mirchi Yard, Chuttugunta centre, Guntur - 522004	Meetings & workshops Day to Day reports Budget of SC, ST, BC Sub Plan Budgeting e-crop booking Agri. Advisory Boards A.P. State Agriculture Mission Seasonal conditions Cost of Cultivation MSP & Procurement

### Crop Insurance

S. No.	Name of the Organization	Address	Functions & Duties
1.	Crop Insurance Section, Department of Agriculture	O/o. C&DA, A.P, Old Mirchi Yard, Chuttugunta Centre, Guntur	Supervision & Monitoring the implementation of Free Crop Insurance Scheme in A.P.

### CHAPTER -3

#### POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

#### [Section 4(1) (b) (ii)]

S.No	Name of the Staff	Powers and Duties
1	Smt.Swarna Vijaya (Deputy Director of Agriculture)	Supervision towards the implementation of various schemes under subsidy. and any other work entrusted by the Commissioner and Director of Agriculture
2	N.Polappa (Assistant Director of Agriculture)	Assist the Deputy Director of Agriculture and also supervision towards the implementation of various schemes, Maintenance of UCs, LAQs, CMP cases and nodal officer of the DBT portal in Andhra Pradesh.
4	Sri.K. Vijay umar, (Agricultural fficer)	Assist the Assistant Director of Agriculture and any other work entrusted by the Assistant Director of Agriculture &Deputy Director Of Agriculture.
5	Smt.G.Jyotshna (Superintendent)	Supervise and guide the staff in attending the works of FM Section, Bank guarantees and Audit and any other works entrusted by ADA and DDA.
6	Sri. S.Aditya Reddy (Sr.Asst).	Assist to Agricultural officer & Superintendent files related to different schemes and to prepare bills of manufacturers for the supply of different machineries and

		to maintain new case register, Budget, UC's correspondence of CMP, LAQs and Audit, anything related to the above subjects
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NC Cell

S.No	Name of the Staff	Powers and Duties
1	Sri Z.Venkateswara Rao (Deputy Director of Agriculture) JDA, I/c	Supervision of the Input subsidy and also monitoring the preparation of the memorandums when ever natural calamities occurs and any other work entrusted by the Commissioner and Director of Agriculture
2.	Smt.K.P.B.S. Madhavi Latha, DDA (NC Cell)	Assist the Joint Director of Agriculture in obtaining U.C's, correspondence and preparation of reports for LAQ's, LCQ's and CMP cases and the monitoring release of the Input subsidy and also preparation of the memorandums when ever natural calamities (All calamities) occurs and any other work entrusted by the Joint Director of Agriculture
3	Sri M.Gopal (Assistant Director of Agriculture)	Assist the Joint Director of Agriculture in obtaining U.C's, correspondence and preparation of reports for LAQ's, LCQ's and CMP cases and the monitoring release of the Input subsidy and also preparation of the memorandums when ever natural calamities (All calamities) occurs and any other work entrusted by the Joint Director of Agriculture
4	Smt.M.Satyavani (Agricultural Officer-II)	Assist the Assistant Director of Agriculture in Drought contingency, crop diversification UCs, LAQs, CMP cases and the monitoring release of the input subsidy and also preparation of the memorandums when ever natural calamities occurs and any other work entrusted by the Assistant Director of Agriculture
5	Smt.K.Padmavathi (Superintendent)	Supervise and guide the staff in attending the works of NC Cell, UCs, LAQs, CMP cases, final Proposals and Audit and any other works entrusted by DDA and ADA
6	Sri J.Sankar Babu, Senior Assistant	Attached to Agricultural officer files related to Drought Contingency/Crop Diversification concerned budget, Floods/Cyclones/Heavy rains/Hailstorms/gales concerned Budget, UC's correspondence of CMP, LAQs and Audit, anything related to the above subjects, Maintenance of personal register etc., other works entrusted by JDA, DDA and ADA, AO and Superintendent.
7.	P.Anil Kumar, ASO	attending the works of NC Cell, Data validation UC's

S. No	Name of the Staff	Powers and Duties
1	Smt.Swarna Vijaya (Deputy Director of Agriculture)	Supervision towards the implementation of various schemes under subsidy. and any other work entrusted by the Commissioner and Director of Agriculture

2	Sri N.Polappa (Assistant Director of Agriculture)	Assist the Deputy Director of Agriculture and also supervision towards the implementation of various schemes, Maintenance of UCs, LAQs, CMP cases.
3	Sri. VUV Ramana (Assistant Director of Agriculture)	Assist the Deputy Director of Agriculture and also supervision towards the implementation of various schemes, Maintenance of UCs, LAQs, CMP cases.
4	Smt. G.Kajeswaramm (Assistant Director of Agriculture)	Assist the Deputy Director of Agriculture and also supervision towards the implementation of various schemes, Maintenance of UCs, LAQs, CMP cases.
4	Sri.K. Vijay Kumar, (Agricultural Officer)	Assist the Assistant Director of Agriculture and any other work entrusted by the Assistant Director of Agriculture & Deputy Director Of Agriculture.
5	Sri. Parvez Khan (Superintendent)	Supervise and guide the staff in attending the works of FM Section, Bank guarantees and Audit and any other works entrusted by ADA and DDA.
6	Sri. T. Vinod Kumar (Sr.Asst).	Assist to Agricultural officer & Superintendent files related to different schemes and to prepare bills of manufacturers for the supply of different machineries and to maintain new case register, Budget, UC's correspondence of CMP, LAQs and Audit, anything related to the above subjects

#### Extension

S.No	Name of the officer/ employee	Subject allotted
1	Sri.B.S.Srinivasacharyulu , i/c DDA(FW)	Overall supervision of the subjects pertaining to Farmers Welfare section and attending video conferences and Meetings.
2	Sri. D.Lakshmana Babu , ADA(FW)	To give Assistance to DDA(FW) and to supervise the section officers / employees for execution of files pertaining to Rythu Bharosa- PM Kisan Scheme & Farmers Suicides in time.
3	Smt. V.Ramakoteswari, ADA(FW )	To give Assistance to DDA(FW) and to supervise the section officers / employees for execution of files pertaining to Agricultural Credit, CCRC- Tenant Farmers, Scale of Finance in time.
4	Sri D.Praveen, ADA(FW)	To give Assistance to DDA(FW) and to supervise the section officers / employees for execution of files pertaining to Sunna Vaddi Panta Runalu.
5	Smt.E.Sujatha, AO(FW)	<ul style="list-style-type: none"> <li>• Ysr Rythu Bharosa scheme implementation, process, Budget release, Redressal of Grievances.</li> <li>• Reports of YSR Rythu Bharosa in coordination with RTGS Department.</li> <li>• Farmers Welfare Section Budget Files</li> <li>• Farmers Suicides – Maintenance of Records, Release of</li> </ul>

		<p>Exgratia to the Districts and Reporting.</p> <ul style="list-style-type: none"> <li>• Ground Truth Verification- Coordinating FASAL Project with GOI.</li> <li>• RTI, Assembly (LAQ, LCQ) and Lok Shaba &amp; Rajaya Sabha Question, File putup, Audit Replies.</li> </ul>
6	Sri. S.Madhu Mohan, AO(FW)	<ul style="list-style-type: none"> <li>• Credit files processing and Reporting</li> <li>• Tenant farmers loaning and reporting</li> <li>• Coordinating with Districts on CCRCs and JLGs.</li> <li>• Budget files, Processing, Releases, etc with regard to Sunna Vaddi Panta Runalu Scheme implementation.</li> <li>• RTI, Assembly (LAQ, LCQ) and Lok Shaba &amp; Rajaya Sabha Question, File putup, Audit Replies.</li> </ul>
6	Smt. G.Saritha AO(FW).	<ul style="list-style-type: none"> <li>• PM Kisan scheme implementation, process, Budget release(RFT &amp; FTO generation), Redressal of Grievances.</li> <li>• Reports of PM Kisan in coordination with RTGS Department, NIC and GOI</li> <li>• RTI, Assembly (LAQ, LCQ) and Lok Shaba &amp; Rajaya Sabha Question, File putup, Audit Replies.</li> </ul>
7	Sri. V. Naresh Junior Assistant	<ul style="list-style-type: none"> <li>• Assisting in reporting, e-Filing, Physical filing and maintenance of Records.</li> </ul>

**PP**

S.No	Name of the officer/ employee	Subject allotted		
1	Sri. VDV.Krupadas JDA(Inputs)	Overall supervision of the subjects pertaining to PP section		
2	Sri G.Vekateswara Rao DDA (PP)	supervision of the subjects pertaining to PP section		
3	Sri KME.Prasad ADA (PP)	To give Assistance to DDA(PP) and to supervise the section officers/employee for execution of files in time		
S.No	Name of the officer/ employee	Subjects Allotted	Name of the Districts Allotted	Marketing approvals & Commercial Pest Control Operation Licenses
3	Sri Y. Siva Sankara Reddy (Agricultural Officer)	CMP Cases /Assurances	Guntur, Prakasam, Nellore, Kurnool, Kadapa, Ananthapur, Chittoor	K to Z
		Zonal conference work & National conference,		
		Dist. Officers meeting,		
		Bio-Products		
		Legal/Court cases,		
		Licenses for manufacturing of insecticides,		
Licenses to Pest Control operations,				



		Marketing approvals		
		Monitoring of incoming mails		
		Any emergency work allotted by the ADA, DDA & Addl. D.A		
4	Smt. N.Sarala (Agricultural Officer)	LAQ, Cut Motion, Loksabha & Rajyasabha RTI Act, PAC items, Audit reports	Srikakulam, Vizianagaram, Visakhapatnam, East Godavari, West Godavari, Krishna	A to J
		GOI Correspondence work/ Video Conference work		
		Rodent Control Programme, RKVY, Action Plans, Budget Estimates, SMPMA Scheme & Trainings		
		Preparation of monthly pesticide consumption & weekly pest and disease reports, Pest surveillance report, Pest awareness campaigns		
		Licenses for manufacturing of insecticides		
		Licenses to Pest Control operations		
		Marketing approvals		
		Vigilance and Enforcement cases		
5	Sri S.B.V. Ram Prasad (Sr. Asst)	Zonal conference work & National conference	Guntur, Prakasam, Nellore, Kurnool, Kadapa, Ananthapur, chittoor	A,K to Z
		Dist. Officers meeting		
		Bio-Products		
		Legal/Court cases		
		Vigilance & Enforcement cases		
		Licenses for manufacturing of insecticides		
		Licenses to Pest Control operations		
		Licenses to Marketing approvals		
		Issue of Check lists for Mfd. License/renewals/Marketing permissions/ Pest Control operations.		

		File maintenance		
6	Smt V.Divya Jyothi (Junior Assistant))	CMP Cases /Assurances	Srikakulam, Vizianagaram, Visakhapatnam & East Godavari	G, H, I & J
		Supervise/facilitate Section inward and outward including Dispatch work.		
		Maintenance of new case register		
		LAQ, Cut Motion, Loksabha & Rajyasabha		
		RTI Act, PAC items, Audit reports		
		Licenses to Pest control operations/Marketing approvals to be cross verified by Sr. Asst.		
		Issue/Dispatch of SCNs, IBOs and mailing of Renewed mfd .Licences and Renewed Marketing permissions to JDAs and Firms (KtoZ)		
		Preparation of monthly pesticide consumption & weekly pest and disease reports, Pest surveillance report, Pest awareness campaigns		
		File maintenance		
7	Smt. A. Sree Devi (Junior Assistant)	Monitoring of Personal Registers of Sr. Assts and Jr. Assts, maintenance of Leave cards.	West Godavari & Krishna	B, C, D, E & F
		Transits of the files, Assistance to Section Head		
		Maintenance of Attendance Register and Late Attendance and Late Permission Register, Absentee Statements.		
		Licenses to Pest Control operations/ Marketing		

		approvals(B,C,D,E&F)to be cross verified by Sr. Asst.		
		Maintenance of Cash Book with Indian Bank.		
		Issue/Dispatch of SCNs, IBOs and mailing of Renewed mfd .Licences and Renewed Marketing permissions to JDAs and Firms (Ato J)		
		Licensesfor manufacturing of insecticides		
		Rodent Control Programme, RKVY, Action Plans, Budget Estimates, SMPMA Scheme & Trainings.		
		GOI Correspondence work/ Video Conference work		
		File Maintenance		

### Fertilizer

S. No	Name of the officer/ employee	Subject allotted
1	Sri.V.D.V.Krupadas, JDA(Inputs)	Overall supervision of the subjects pertaining to Fertilizer section and attending weekly video conferences and Meetings
2	Sri. G .Venkateswara Rao, DDA(Fert.)	To give Assistance to JDA(Inputs) and to supervise the section officers / employee for execution of files pertaining to fertilizer movement , FCO & Claims in time.
3	Sri J Srinivasa Rao, ADA(Fert)	To give Assistance to DDA(Fert.) and to supervise the section officers / employee for execution of files pertaining to fertilizer subsidy claims in time.
4	Sri B.V.Suresh Reddy, AO(FCO)	Fertilizer Control Orders, Scrutinizing of Fertilizer manufacturer Marketing licenses, conducting monthly meetings, RTI, Assembly &Parliament (RSQ, LSQ,LAQ & LCQ) File put up, Audit Replies, Preparation and filing of court cases.
5	Smt.G.Bala Nageswaramma, AO (Fert Mov)	Fertilizer Movement maintenance of Fertilizer Statistics (All Manufacturers & All Districts of Andhra Pradesh), Plan, Supply, Sales, Rake report, MRPs, Daily report, Planning & Budget reports Preparation of Zonal, National Conference Notes and conducting monthly meetings (FMS), RTI, Assembly (LAQ, LCQ) and Lok Shaba & Rajaya Shabaha

		Question, File putup, Audit Replies.
6	Smt. V. Urmila AO(Fert. Claims & AO(I/c) FCC.	Fertilizer claims of SSP & City compost, to obtain the Verification reports from the Districts and verify with companies claims , B1&B2 Certificates preparation and uploading through iFMS login to GoI. Conducting monthly meetings (FMS), RTI, Assembly (LAQ, LCQ) and Lok Sabha & Rajya Sabha Question, File put up, Audit Replies. And in Fertilizer Coding Center registration of fertilizer samples as per the FCO1985, assistance in coding, dispatch of fertilizer samples from all 13 districts of the state to FCO labs for analysis, assistance in de-coding of L-Forms and communication of results to all the fertilizer inspectors of the state.
7	Sri. S.K.Abdul Shameer Dy. Statistical Officer (Fertilizer Claims)	Fertilizer claims of SSP B1, B2 Certificate preparation, to obtain the Verification report from the Districts, conducting monthly meetings (FMS), Preparation of Reports of FCO Detention & Seizers, Status of Filing of Court Cases, Consolidation of Daily Fertilizer Reports
8	Smt.K.Vara Laxmi Fert. Superintendent	Overall supervision of the subjects pertaining to fertilizer section. To give Assistance to ADA and DDA (Fert.) and to supervise the employees for execution of files in time
9	Sri P.Kesava Rao (Sr. Asst)	Assistance in FCO, Movement & Claims

### NFSM

S.No	Name of the officer/ employee (Sri/Smt)	Subject allotted
1	V. Sridhar, JDA (RBK-II)	Overall supervision of the subjects pertaining to NFSM (Oil Seeds) & NFSM section
2	N.Ch.Balu Naik (DDA) (NFSM)	To give Assistance to Joint Director of Agriculture (CS) and to supervise the section officers/employee for execution of files in time.
3	K. Sree Devi, (ADA) (NFSM)	To give Assistance to DDA(NFSM) and to supervise the section officers/employee for execution of files in time
4	B. Jhansi Laxmi, (ADA) (NFSM-OS)	To give Assistance to DDA(NFSM - OS) and to supervise the section officers/employee for execution of files in time
5	M. Madhavi (AO) (NFSM)	Monitoring of NFSM programme implementation in the districts, assist in preparation and communication of guidelines, monitoring of the programme, the releases of budget etc
6	Y. Visweswarappa (AO) (NFSM-OS)	Monitoring of NFSM (Oil Seeds) programme implementation in the districts, assist in preparation and communication of guidelines, monitoring of the programme, the releases of budget etc

### ST Cell

S.No	Officer	Duties
1.	Joint Director Of Agriculture (Soil Correlator)	Over all supervision of Soil Health Card Scheme/Soil Health Management/BC Labs
2.	Deputy Director Of Agriculture (Sc)	Assist the Joint Director of Agriculture (SC) in the subject related matter.
3.	Assistant Director Of Agriculture (Sc)	Assist the Deputy Director of Agriculture (SC) in the subject related matter
4.	AGRICULTURE OFFICER	Attend all matters connected to Soil Health Card Scheme, Soil Health Management

### Planning

S. No.	Name of the officer / employee	Subject allotted
1	Sri. Z .Venkateswara Rao, JDA (Planning) (I/c)	<p>Overall supervision of the subjects pertaining to Crop Planning &amp; e-crop Booking section and attending Meetings.</p> <p>He will assist the C&amp;DA in the matters of preparation of notes for the CM's meetings, Minister for Agriculture, Cabinet and other Government level meetings, National Conference for Kharif, Rabi &amp; Summer, Secretaries Conference at GoI and State level.</p> <p>Preparation of Budget Speech of Governor/ Finance Minister/ Agriculture Minister, Attending of CM Assurances, Legislative Assembly Questions (LAQs), Legislative Council Questions (LCQs), Loksabha &amp; Rajyasabha questions.</p> <p>Preparation of Agenda &amp; Minutes for Dist. Officers Meeting, Preparation of Annual Agriculture Action plan, Annual Administration reports, Monthly progress report for His Excellency, Governor of A.P on Agriculture, Preparation of Outcome budget, Socio- Economic Survey Reports.</p> <p>Monitoring of Implementation Committee for sanctioned posts, Organization of Video Conferences and Tele Conferences, Preparation of Annual Plan Budget allocations, Five year plan including S.C plans, T.S plans, Proposals for continuation of Ongoing schemes, Budget releases under plan, preparation of monthly progress reports.</p> <p>Co-ordination with A.P, Secretariat, Preparation of Special Component Plan &amp; Tribal Sub- Plan, Preparation of notes on SCSP and TSP and attending meetings. Establishment of Agriculture Advisory Boards at State, District, Mandal and RBK level, Organization of AP State Agriculture Mission meetings, Seasonal conditions, MSP and Procurement operations.</p> <p>He/She will supervise the M&amp;E (Statistics) work at state headquarters in preparation of weekly seasonal conditions and crop coverage report for both kharif and rabi seasons, Fixation of District-wise/crop-wise Targeted Area, Yield and Production for both Kharif and Rabi seasons, preparation of Crop-wise/District wise expected Area, Yield &amp; Production data for all One to Four Advance estimates, Crop-wise/District-wise Area of crops irrigated by different sources by the end of both Kharif &amp; Rabi seasons, preparation of actual/reconciled Area sown, Yield &amp; Production data by the end of both Kharif &amp; Rabi seasons, District-wise/Crop-wise expected market arrivals, District-wise/crop-wise Cost of Cultivation &amp; Cost of Production data for Kharif &amp; Rabi seasons and Statistical Annual Action Plan.</p>

		Coordinating with CACP, GoI and submission of Recommendations on Minimum Support Prices, Assisting the State Government in Market Interventions, coordinating with Line departments like DES (Directorate of Economics and Statistics), AP Markfed, Civil Supplies, Department of Agricultural Marketing, Cotton Corporation of India (CCI), AP Oilfed etc.
2	Smt. G. Surekha, ADA	Assist the Joint Director of Agriculture Planning (I/c) in Preparation of Annual Budget Estimates, Preparation of Outcome budget, Budget releases under plan, Proposals for continuation of Ongoing schemes, Co-ordination with A.P, Secretariat, preparation of monthly progress reports, Preparation of Budget Speech of Finance Minister, Organization of AP State Agriculture Mission meetings, preparation of audit paras, Monitoring of Implementation Committee for sanctioned posts and other duties entrusted by Joint Director of Agriculture Planning (I/c).
3	Sri. M. Prem Sekhar, ADA	Assist the Joint Director of Agriculture Planning (I/c) in preparation of notes for the CM's meetings, Minister for Agriculture, Cabinet and other Government level meetings, National Conference for Kharif, Rabi & Summer, Secretaries Conference at GoI and State level, Preparation of Budget Speech of Governor/ Agriculture Minister, Preparation of Agenda & Minutes for District Officers Meeting, Preparation of Annual Agriculture Action plan, Monthly progress report for His Excellency, Governor of A.P on Agriculture, Organization of Video Conferences and Tele Conferences, Attending of CM Assurances, LAQs, LCQs, Loksabha and Rajyasabha questions, Implementation of NeGP-A scheme and other duties entrusted by Joint Director of Agriculture (Planning) (I/c).
4	Smt. A. Parvathi, ADA	Assist the Joint Director of Agriculture Planning (I/c) in Preparation of Annual Budget for SC/ ST/ SCP, Five year plan including S.C plans, T.S plans, Socio- Economic Survey Reports, updating information of growth indicators, Preparation of Special Component Plan & Tribal Sub-Plan, Preparation of notes on SCP and TSP and attending meetings, Establishment of Agriculture Advisory Boards at State, District, Mandal and RBK level, and other duties entrusted by Joint Director of Agriculture (Planning) (I/c).
5	P.Srihari, AD (Stat)	He will assist the Joint Director of Agriculture Planning (I/c) and supervise the section in consolidation of the M&E reports like weekly seasonal conditions and crop coverage report for both kharif and rabi seasons, Fixation of District-wise/crop-wise Targetted Area, Yield and Production for both Kharif and Rabi seasons, preparation of Crop-wise/District wise expected Area, Yield & Production data for all One to Four Advance estimates, Crop-wise/District-wise Area of crops irrigated by different sources by the end of both Kharif & Rabi seasons, preparation of actual/reconciled Area sown, Yield & Production data by the end of both Kharif & Rabi seasons, District-wise/Crop-wise expected market arrivals, District-wise/crop-wise Cost of Cultivation & Cost of Production data for Kharif & Rabi seasons and Statistical Annual Action Plan, Coordinating with CACP, GOI, Recommending Minimum Support Prices, Assisting the State Government in Market Interventions, furnishing information to RTI queries, Attending to Tele conferences, Video Conferences, Meetings, coordinating with Line departments and all other works entrusted by C&DA from time to time and like DES (Directorate of Economics and

		Statistics), AP Markfed, Civil Supplies, Cotton Corporation of India (CCI), Department of Agricultural Marketing, AP Oilfed etc.
6	Sri. Sk. B. Meeravali, AD (Stat)	Assist the Joint Director of Agriculture Planning (I/c) in Preparation of e-crop Booking through online using mobile app.
6	Sri. S. Ravi Shankar, AO	Assist the Assistant Director of Agriculture (Planning) in preparation of notes for the CM's meetings, Minister for Agriculture, Cabinet and other Government level meetings, National Conference for Kharif, Rabi & Summer, Secretaries Conference at GoI and State level, Preparation of Budget Speech of Governor/ Agriculture Minister, Preparation of Agenda & Minutes for District Officers Meeting, Preparation of Annual Agriculture Action plan, Monthly progress report for His Excellency, Governor of A.P on Agriculture, Organization of Video Conferences and Tele Conferences, Attending of CM Assurances, LAQs, LCQs, Loksabha and Rajyasabha questions, Monitoring of Implementation Committee for sanctioned posts, Implementation of NeGP-A scheme and other duties entrusted by the Assistant Director of Agriculture (Planning).
7	Smt. T Sita, AO	Assist the Assistant Director of Agriculture (Planning) in Preparation of Annual Budget for SC/ ST/ SCP, Socio- Economic Survey Reports, updating information of growth indicators, Preparation of Special Component Plan & Tribal Sub-Plan, Preparation of notes on SCP and TSP and attending meetings, Establishment of Agriculture Advisory Boards at State, District, Mandal and RBK level, and other duties entrusted by ADA (Planning).
8	Sri. R. Rama Rao, AO	Assist the Assistant Director of Agriculture Planning in Preparation of Annual Budget Estimates, Preparation of Outcome budget, Preparation of Budget Speech of Finance Minister, Preparation of Outcome budget, Co-ordination with A.P, Secretariat, Organization of AP State Agriculture Mission meetings, preparation of audit paras, Proposals for continuation of Ongoing schemes, and other duties entrusted by ADA (Planning).
9	Smt. Ch.V.L.Durga, AO	She will assist the Joint Director of Agriculture Planning (I/c), & AD (Stat) in the preparation and consolidation of the M&E reports like weekly seasonal conditions and crop coverage report for both kharif and rabi seasons, Fixation of District-wise/crop-wise Targeted Area, Yield and Production for both Kharif and Rabi seasons, preparation of Crop-wise/District wise expected Area, Yield & Production data for all One to Four Advance estimates, Crop-wise/District-wise Area of crops irrigated by different sources by the end of both Kharif & Rabi seasons, preparation of actual/reconciled Area sown, Yield & Production data by the end of both Kharif & Rabi seasons, District-wise/Crop-wise expected market arrivals, District-wise/crop-wise Cost of Cultivation & Cost of Production data for Kharif & Rabi seasons and Statistical Annual Action Plan, Coordinating with CACP,GOI, Recommending Minimum Support Prices, Assisting the State Government in Market Interventions, furnishing information to RTI queries, Attending to LAQs, LCQs, Tele conferences, Video Conferences, Meetings, coordinating with Line departments and all other works entrusted by C&DA from time to time and like DES(Directorate of Economics and Statistics), APMarkfed, Civil Supplies, Department of Agricultural Marketing, CCI & APOilfed etc.

10	Sri M.S.Lokesh, ASO	He/She will assist the DDA(M&E), ADA(M&E), AD(Stat), AO(M&E)& Dy.SO in the collection of data from the district JDA offices and preparation of the M&E reports like weekly seasonal conditions and crop coverage report for both kharif and rabi seasons, Fixation of District-wise/crop-wise Targeted Area, Yield and Production for both Kharif and Rabi seasons, preparation of Crop-wise/District wise expected Area, Yield & Production data for all One to Four Advance estimates, Crop-wise/District-wise Area of crops irrigated by different sources by the end of both Kharif & Rabi seasons, preparation of actual/reconciled Area sown, Yield & Production data by the end of both Kharif & Rabi seasons, District-wise/Crop-wise expected market arrivals, District-wise/crop-wise Cost of Cultivation & Cost of Production data for Kharif & Rabi seasons and Statistical Annual Action Plan, Coordinating with CACP,GOI, Recommending Minimum Support Prices, Assisting the State Government in Market Interventions, furnishing information to RTI queries, LAQs, LCQs, and all other works entrusted by C&DA from time to time and like DES(Directorate of Economics and Statistics), Markfed, Civil Supplies, Department of Agricultural Marketing etc.
11	Sri. C. Chakrapani Reddy, Superintendent	Over all supervision of the subjects pertaining to Planning section and to give assistance to ADA / JDAs and also and other duties entrusted by the Joint Director of Agriculture (Planning).

### Crop Insurance

Sl.No.	Name of the Officer	Subjects Allotted
1.	Sri.Z.Venkateswara Rao, JDA (i/c)	Overall Supervision of the Subjects pertaining to Crop Insurance Scheme.
2.	Sri.A. Rama Mohana Rao, DD(CI)	To give assistance to the JDA Crop Insurance to supervise the section officer/ employee for execution of files in time.
3.	Sri.D.Venu Gopal, AD(CI)	To give assistance to the JDA Crop Insurance to supervise the section officer/ employee for execution of files in time.
4.	Smt.P.Atchuthavalli, AD(CI)	To give assistance to the DD Crop Insurance and Implementation of RWBCI Scheme, maintaining / monitoring Escrow account
5.	Md Mazahar Moinuddin, AD(CI)	To give assistance to the DD Crop Insurance and Implementation of PMFBY Scheme and maintaining / monitoring weather data, preparation of notes for SLTC, SLCCCI, Notification etc...

Sl.No.	Name of the Officer	Subjects Allotted
1.	Sri.B.Vishnu Vardhan, Dy.S.O-I	Escrow Account claims
2.	Sri.M.Prasad Babu, A.S.O –I	Meetings/ Video Conferences, preparation of Weekly & Monthly reports, Power point



		presentation, Monitoring of CCEs and to assist Asst. Director-III (Crop Ins.).
3.	Smt.P.Nagamani. A.S.O-II	Right to Information Act files, Section Administrative files, Charge of section stocks, Audit files, Budget files (AIC & DES) & Court cases, Section Administrative files and to assist Asst. Director- I (Crop Ins.)
4.	Smt.N.Prakash Kumari, A.S.O-III	Information technology, printing, Leaves, Claims etc., files, Attendance / C.L. Register, Office dead stock / furniture / stationery register, maintenance of stock file and to assist Asst. Director-II (Crop Ins).

#### CHAPTER-4

#### PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

#### [Section 4 (1) (b) (iii)]

Sl. No.	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
1	Preparation of proposals and sanction of subsidy to the farmers.	Farm Mechanization Cell deals with farm Machinery provide to farmers on subsidy basis in various schemes to reduce man power and to increase crop production to farmers through SMAM, Rythu Radham and RKVY schemes.	Final proposal will be submitted to the govt for sanction of budget.	Govt. of Andhra Pradesh.

#### NC Cell

S.No	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
1	Preparation of proposals and Memorandum for sanction of input subsidy to rytos whose crop damages more than 33%	<b>Instructions</b> are issued to the district JDAs for enumeration and distribution of input subsidy to the affected farmers towards the crop damages more than 33% due to natural calamities.	Final proposal will be submitted to the govt for sanction of input subsidy after receipt of final reports from districts Joint Director of Agriculture	Govt. of Andhra Pradesh

**FPO**

S.No	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
1	Preparation of proposals and sanction of subsidy to the farmers.	FPOs Cell deals with to promote FPOs and taken up various water conservation activities to farmers on subsidy basis in various schemes through FPOs, RAD, PMKSY, APIIATP, APILIP – II & SWC schemes.	Final proposal will be submitted to the govt for sanction of budget.	Govt. of Andhra Pradesh.

**Extension**

Sl. No	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
<b>I. <u>YSR RYTHU BHAROSA- PM KISAN SCHEME:</u></b>				
1	Providing Financial Assistance to the eligible farmers.	1. Monitoring of Field verification process and uploading of farmer details in the portal. 2. Coordinating RTGS in processing of data and generation of payment files. 3. Release of funds in DBT mode to the approved beneficiaries. 4. Grievance Redressal	AO/ ADA/DDA	Commissioner of Agriculture
<b>II. <u>Sunna Vaddi Panta Runalu:</u></b>				
1	Settlement of interest subsidy claims to the farmers.	1. Monitoring the uploading of Interest subsidy claims by the Bankers in the SVPR Portal. 2. Coordinating with NIC for validation of the data and finalizing the approved list of the farmers. 3. Release of interest subsidy claim amount to the eligible farmers in DBT mode. 4. Grievance Redressal	AO/ ADA/DDA	Commissioner of Agriculture

III	<b><u>Farmers Suicides:</u></b>			
1	Financial Assistance to the families of the deceased farmers	1. Monitoring the submission of the proposals by the Districts for release of Exgratia. 2. Scrutiny of the Documents 3. Release of Exgratia to the Districts. 4. Reporting	AO/ ADA/DDA	Commissioner of Agriculture
IV	<b><u>Agricultural Credit:</u></b>			
1	Facilitating the farmers to obtain the institutional credit	1. Monitoring the credit flow to the farmers. 2. Reporting	AO/ADA/DDA	Commissioner of Agriculture (Policy Decisions)
V	<b><u>CCRC- Tenant Farmers:</u></b>			
1	Facilitating Actual cultivators to obtain the institutional credit	1. Facilitating the Departmental Officers for organizing sensitization camps to the Owner as well as Tenant farmers 2. Monitoring the issue of CCRC cards to the Tenant farmers 3. Coordinating with SLBC and major Banks for providing Bank loans to the Tenants. 4. Monitoring the Districts in organizing CCRC holders into Joint Liability groups. 5. Review of Districts in Financing the Tenant farmers.	AO/ADA/DDA	Commissioner of Agriculture (Policy Decisions)
VI	<b><u>Scale of Finance:</u></b>			
1	Fixation of Scale of finance for different crops and commodities	1. Coordinating with APCOB for review and finalization of scale of finance for different crops and commodities as per the cost of cultivation	AO/ADA/DDA	Commissioner of Agriculture (Policy Decisions)

PP

Sl.no	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
1	Monitoring of pests & Diseases on weekly basis in the State & Creation of awareness campaigns	Weekly reports to be obtained from all the 13 districts JDAs	Reports compiled and same may be forwarded to M&E Section for onward submission to GOI	GOI
2	Monthly consumption of Pesticides	Monthly reports to be obtained from all the 13 districts JDAs to monitor the usage of pesticides in the state.	JDA Inputs	Commissioner of Agriculture
3	Licenses for manufacturing of Insecticides/Pest Control operations	Any person desiring to manufacture or sell, stock or exhibit for sale or distribute any insecticide may make an application to the licensing officer for grant of a license. License to be issued within a period of thirty days from date of commencement.	JDA Inputs	Commissioner of Agriculture
4	Licenses for Pest Control operations	Any person desiring to undertake commercial pest control operations with the use of any insecticide may make an application to the licensing officer for grant of a license. License to be issued within a period of six months from date of commencement.	JDA Inputs	Commissioner of Agriculture
6	Marketing approvals	Any person desiring to market any insecticide in the State may make an application to the licensing officer for grant of market permission to market in A.P.	JDA Inputs	Addl DA

7	Rodent Control Programme	<p>In the coastal districts of Andhra Pradesh, paddy crop cultivation is carried out throughout the year followed by summer pulses and thus the environment is congenial for rodent breeding. Rodents damage the Rice crop right from the nursery stage to harvesting of the crop, however maximum damage is caused during panicle initiation stage. The main objective of implementing Rodent Control Programme in Paddy fields is to reduce the yield losses due to rodents and also to produce quality food grain. During 2020-21, Rodent Control Programme is implementing in 6 Districts i.e East Godavari, West Godavari, Krishna, Guntur, Kurnool and SPSR Nellore districts with an budget allocation of Rs 113.15 lakhs to cover an area of 9.609 lakh ha under RKVY.</p>	Proposal submitted to GOI under RKVY	GOI
8	Bioproducts	<p>Bio-product manufacturing units have mushroomed and selling plenty of products in the market without mentioning the contents/ingredients/ formula /composition of product in the labels claiming that Bioproducts were not covered under Insecticides Act.1968 and Fertilizer (Control) Order 1985. As per the guidelines in the GOMs.No.18, applications will received through Online License Management System from various states in India. And the applications were processed for issue of acknowledgements to the Bioproduct firms.</p>	JDA Inputs	Addl DA

## Fertilizer

Sl. No	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
<b>I. <u>Fertiliser Movement:</u></b>				
1	Fertiliser Plan, Movement, Supply and Consumption	Preparation & Monitoring of Fertiliser Plan, Movement, Supply, Consumption, MRPs & Guidelines on Fertilizer distribution.	JDA / Addl.DA / C&DA	Commissioner of Agriculture
2	Zonal Conference – Kharif & Rabi	Preparation of District wise Fertilizer requirement for each season to DoF, GoI.	Commissioner of Agriculture	GoI
3	Monthly meetings	To review the supply v/s plan with the manufacturers and District officials.	JDA / Addl DA	Commissioner of Agriculture
4	Weekly meetings	Attending video conference with DoF on every Tuesday on supply of Fertilizers to the state	JDA / Addl.DA / C&DA	GoI
5	DBT	Supply & monitoring of ePoS devices and Data analytics.	JDA / Addl.DA / C&DA	GoI
6	Fertilizer Buffer	Buffer Allotment, Maintenance and Budget release to APMarkfed towards cost of maintaining buffers.	JDA / Addl DA	Commissioner of Agriculture
7	Reports	Preparing Daily, Monthly, Seasonally and Yearly Reports	JDA / Addl DA	Commissioner of Agriculture
<b>II. <u>Fertilizer Claims:</u></b>				
1	Submission of Fertilizer subsidy claims to GOI.	The Fertilizer supplying companies (Urea, SSP, NPK fertilizers & City Compost) submit the subsidy claims for the supplies made by them in all Districts to Commissionerate of Agriculture for verification and onward submission to GoI. These claims will be verified online in the iFMS login and	JDA / Addl.DA / C&DA	GoI & Commissioner of Agriculture

		with the reports obtained from the Districts. After that, B1 (Quantity) and B2 (Quality) Certificates will be generated online, reports will be prepared for the signature of the C&DA, and will be uploaded in the iFMS login to GoI, for further processing to release balance subsidy to the companies.		
2	Monthly meetings	To review the Reports submitted by the District officials and the claims submitted by the supplying companies.	JDA / Addl DA	Commissioner of Agriculture
<b>III <u>Fertilizer Control Order section:</u></b>				
1	Licenses	Processing of Manufacturing licences to Micro-nutrient formulations, organic fertilizers and to NPK granulated mixture manufacturing units, and also Marketing licenses for the above and time to time amendments	ADA/DDA/JDA/Addl. DA	Commissioner of Agriculture and Additional Director of Agriculture
2	Fertilizer Targets	Fixation and of district wise, product wise fertilizers targets and communication of 'J' form no.s to districts.	ADA/DDA/JDA/Addl. DA	Commissioner of Agriculture
3	Action on Non-standard fertilizer Caes	Follow up Action on Non-standard fertilizers both legal and administrative action.	ADA/DDA/JDA/Addl. DA	Commissioner of Agriculture
4	Adverse news and public complaints	Attending to adverse news items and preparation of rejoinders on time.	ADA/DDA/JDA/Addl. DA	Commissioner of Agriculture and Additional Director of Agriculture
5	Drafting of squads	Drafting of internal squads-100% verification of licensed fertilizer premises in Kharif and Rabi and consolidation of the reports and follow up action And Drafting of squads	ADA/DDA/JDA/Addl. DA	Commissioner of Agriculture

		as and when complaints are received and attending to complaints and cases pertaining to fertilizers.		
6	Court Cases	Attending court cases, preparation counters, notes on appeals preferred by aggrieved fertilizer license holders (Manufacture and wholesalers) and its disposals.	ADA/DDA/JDA/Addl. DA	Commissioner of Agriculture
7	Communication with different sources	Correspondence with GOI and GoAP. Preparation of AGs replies Attending to LAQs, LCQs and assurances. Budget aspects of FCO labs and FCC. Issue of Instructions to district JDAs on quality control aspects of fertilizers. RTI Applications. Preparation of Zonal Conference reports of Kharif and Rabi. Preparation of notes for National Conference of Kharif and Rabi Deputing ADAs / AOs / Analysts to trainings at CFQC&TI, Faridabad and Chennai. Assisting DDA in Conducting review meetings with ADAs of FQCL labs	ADA/DDA/JDA/Addl. DA	Commissioner of Agriculture

#### NFSM

S.No	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
1	Monitoring NFSM (Oil Seeds) & NFSM implementation	Fort night reports to be obtained from all the 13 districts JDAs	Reports compiled and same may be forwarded to higher Officers	Higher Officers

#### ST Cell

Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
Soil Correlator	Situated in the Directorate and	Reports submitted to	Government in respect



(SHC/SHM)	other State level officers in implementing the functions of Agriculture Department.	higher officials for taking decision	of formulation of Schemes. The decision making for all other offices rests with Commissioner & Director of Agriculture, (AP) Guntur.
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### Planning

S. No.	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
1	Reports	Monthly report to His Excellency, the Governor of Andhra Pradesh	ADA / JDA	Commissioner of Agriculture
		Preparing Daily, Weekly, Monthly, Seasonally and Yearly reports	ADA / JDA	Commissioner of Agriculture
2	Communication with different sources	Correspondence with GoI & GoAP	JDA/C & DA	GoI/ Spl. Chief Secretary to Govt., A & C Dept.
		Preparation of replies to Audit paras	ADA/JDA	Commissioner of Agriculture
		Attending to LAQs & LCQs & CM Assurances	JDA/C & DA	Spl. Chief Secretary to Govt., A & C Dept.
		Field Diagnostic visits with Scientists of ANGRAU & Dr. YSRHU	JDA	Commissioner of Agriculture
		e-Crop booking with NIC	JDA	Commissioner of Agriculture
3.	National Conference & Zonal Conferences	Preparation of reports for National & Zonal Conferences	JDA/C & DA	Spl. Chief Secretary to Govt., A & C Dept.
4	Seasonal condition and Crop coverage	Preparation of District wise / Mandal wise rainfall and crop wise area sown particulars for both Kharif and Rabi seasons to GOI	JDA	Commissioner of Agriculture.
5	CACP Kharif & Rabi	Preparation of District wise / Crop wise cost of cultivation particulars for Kharif and Rabi seasons to CACP, GoI	JDA/ C&DA	CACP, GoI
6	Weekly meetings	Attending video conference with GOI on every Tuesday on seasonal condition and crop coverage to the state.	JDA/ C&DA	GoI
7	Crop wise Area, Yield and production	Preparation of District wise / Mandal wise Area, Yield and production particulars for both Kharif and Rabi seasons to GOI	JDA/ C&DA	GoI
8	Monthly meetings	To review the Seasonal condition and crop coverage with the DES and District officials.	DES/ JDA	Commissioner of Agriculture

9	Crop wise Market arrivals	Preparation of District wise / Crop wise market arrivals for both Kharif and Rabi seasons to GOI and Other departments.	JDA/ C&DA	GoI
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**CHAPTER -5**

**NORMS SET FOR THE DISCHARGE OF FUNCTIONS  
[Section 4 (1) (b) (iv)]**

- Details of **10203 CHC groups** are finalised and the details are sent to DCCBs to verify whether they are any defaulters in the group.
- In principle sanction is accorded for release of subsidy to the details of 151 PACS names located in 175 Assembly Constituencies which were furnished by APCOB.
- Further, APCOB has furnished the details of 43 PACS to NABARD for sanction of loan.
- The following decisions were taken for smooth implementation of CHC programme.
  - a) The list of implements entered by CHC groups in the DBT portal and indicated in the permit will be the final and groups are not allowed to change the implements of the CHC unit.
  - b) The groups are not allowed to change the implements approved in the permit, where as they allowed to change the supplier for purchase of the said implements.
  - c) Groups are advised to remit 10% of total CHC unit outlay and complete loan documentation and obtain loan sanction of loan from the bank for the total outlay of the unit.

**Notes on Farm Mechanization for submission to Spl CS (A&C Dept) DT. 27.01.2021**

Sl.No	District Name	No. of Groups finalised to establish RBK wise CHCs	Saving Bank accounts opened
1	Srikakulam	808	768
2	Vizianagaram	606	588
3	Visakhapatnam	580	561
4	East Godavari	1094	994
5	West Godavari	857	842
6	Krishna	745	725
7	Guntur	844	825
8	Prakasam	869	865
9	Nellore	544	505
10	Kurnool	862	826
11	Kadapa	600	598
12	Chittoor	935	930
13	Ananthapuramu	859	821

	<b>Total :</b>	<b>10203</b>	<b>9848</b>
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### NC Cell

S. No	Crop	A.P. State Govt.(SDRF)norms	GOI (NDRF)norms
1	Paddy, Groundnut, Cotton and Sugarcane	15000	Rs.6800/- for Rainfed crops and Rs.13500/- for irrigated crops
2	Maize	12500	
3	Pulses, Sunflower, Soybean, Wheat	10000	
4	Tobacco	10000	
5	Jowar, Bajra, Ragi, Castor, Sesamum	6800	
6	Mesta, Jute, Safflower, Korra, Sama, variga and Musturd	5000	
7	Sand casting	12200	12200
8	Soil erosion	37500	37500

Functionaries, rules and regulations are followed by the scheme guidelines of FPOs,

### PP

S. No.	Type of License	Issuing Authority	Fees	Period of License	License will be issued within
1	Grant of fresh/new or renewal pesticide manufacturing license	Commissioner & Director of Agriculture	Rs.2000/- per each product. Max. Rs20,000/-	Permanen t	30 days
2	Grant of fresh (or) renewal of pest control operation license	Commissioner & Director of Agriculture	Rs. 1000/-	Five years	30 days
3.	Enrollment of Bio-Products	Additional Director of Agriculture-I	NA	NA	30 days

### Fertilizer

S. No.	Type of License	Issuing Authority	Fees	Period of License	License will be issued within
1	Grant of fresh/new or renewal fertilizers manufacturing license	Commissioner & Director of Agriculture	Rs.5000/-	Three years	45 days
2	Grant of fresh (or) renewal of fertilizer wholesale licenses	Additional Director of Agriculture	Rs. 4500/-per premises	Three years	30 days

### NFSM

S.No	Activity	Description	Decision Making Process	Designation of Final Decision Making Authority
1	Monitoring NFSM (Oil Seeds) & NFSM implementation	Fort night reports to be obtained from all the 13 districts JDAs	Reports compiled and same may be forwarded to higher Officers	Higher Officers

### CHAPTER -6

#### RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, FOR DISCHARGING FUNCTIONS [Section 4 (1) (b) (v)]

SI No	Description
Rules & Regulations	
Manuals	SMAM guide lines 2020-21.
Records	
Publications	

#### **NC Cell**

SI No	Description
Rules & Regulations	
Manuals	Revised drought manual 2016 & amendments
Records	
Publications	

#### **FPO**

SI No	Description
Rules & Regulations	
Manuals	Guidelines of FPOs RAD, PMKSY- OI, APIIATP & AILIP _II.
Records	
Publications	

#### **Extension**

SI No	Description
Rules & Regulations	Government Orders & Guidelines
Manuals	NA
Records	NA
Publications	NA

#### **PP**

SI No	Description
Rules & Regulations	As per Insecticides Act, 1968, Insecticides Rules, 1971 and Insecticides (Price, stock display and submission of reports) order, 1986.
Manuals	Insecticides Act, 1968, Insecticides Rules, 1971 and Insecticides (Price, stock display and submission of reports) order, 1986.
Records	NA
Publications	Gazettes issued by Ministry of Agriculture & FW, New Delhi and A & C Dept, Government of AP.

### Fertilizer

SI No	Description
Rules & Regulations	Fertilizer Control Order, 1985, Essential Commodity Act, 1955, Fertilizer Movement Control Order, 1973
Manuals	NA
Records	NA
Publications	Standing Orders issued by Ministry of Agriculture & FW, New Delhi

### NFSM

S.No	Description
Rules & Regulations	As per Instructions & Guidelines issued by Government of Andhra Pradesh to implement the NFSM (Oil Seeds) & NFSM

### ST Cell

Activity	Description
Guidelines and Instructions	To implement the SHC/SHM schemes as per the guidelines of Central Government and State

### Planning

S. No.	Category	Description
1	Rules & Regulations	Cadre strength of all employees in Dept. of Agriculture
2	Manuals	NA
3	Records	Departmental manual, Functionary manual
4	Publications	N A

## CHAPTER -7

### INFORMATION ABOUT THE OFFICIAL DOCUMENTS HELD BY THE PUBLIC AUTHORITY OR UNDER ITS CONTROL.

#### [Section 4 (1) (b) (v i)]

Sl. No.	Category of Document	Title of the document	Designation and address of the custodian ( held by / under the control of whom)
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NC Cell

Sl. No.	Category of Document	Title of the document	Designation and address of the custodian ( held by /under the control of whom)
Annexure 2. Various types of Correspondences in the Agriculture Department.			
Annexure 3. List of Registers maintained in Agriculture Department			
Not applicable			

PP

Sl. No.	Category of Document	Title of the document	Designation and address of the custodian ( held by / under the control of whom)
	NA	NA	NA

Annexure 2. Various types of Correspondences in the Agriculture Department.  
correspondence through ordinary post/speed post/email/register post

Annexure 3. List of Registers maintained in Agriculture Department: (Notes to be enclosed)

Register of Applications received and disposed of under RTI Act by the Public Information Officer (Maintained by PIO)

### CHAPTER -8

#### **ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THERE OF** [Section 4 (1) (b) (vii)]

- NIL -

### CHAPTER -9

#### **BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS PART OF PUBLIC AUTHORITY**

[Section 4 (1) (b) (viii)]

Name of Board Council, committee etc.,	Composition	Powers & Functions	Whether its meeting open to public minutes of its meeting accessible for public
Not applicable	Not applicable	Not applicable	Not applicable

**Extension**

Name of Board Council, Committee etc	Composition	Powers & Functions	Whether its meeting Open to public, Minutes of its meeting Accessible for Public
Agri. Advisory Board at State, District & Mandal level	GOMS No. 59 Dt. 25.05.2020 of the Agriculture & Cooperation (Agri.I) Dept.	Refer GO	Confined to Members
Revised orders on Agri. Advisory Board at State, District & Mandal level	GOMS No. 70 Dt. 14.07.2020 of the Agriculture & Cooperation (Agri.I) Dept.	Refer GO	Confined to Members
Agri. Advisory Board at RBK level	GOMS No. 78 Dt. 06.10.2020 of the Agriculture & Cooperation (Agri.II) Dept.	Refer GO	Confined to Members

## **Planning**

Name of Board Council, Committee etc	Composition	Powers & Functions	Whether its meeting Open to public, Minutes of its meeting Accessible for Public
Monitoring & Grievance Redressal Committee for PM KISAN	1.Chairman: Special Chief Secretary/Principal Secretary/Secretary, Agriculture & Cooperation Department. 2.Convenor: Commissioner & Director of Agriculture /Spl.Commissioner of Agriculture 3.Members: Secretary/E.O.Secretary, Horticulture Department, Special Chief Secretary / Principal Secretary/Secretary, Revenue Department, CCLA /Representative, Principal Secretary/Secretary, Finance, Commissioner of Horticulture, Representative from RTG, Representative from State Level Bankers Member Committee, Banking Sector	1.Special Chief Secretary/Pr.I.Secretary/Secretary, Agriculture & Cooperation is the overall incharge of all the activities related to PM KISAN. 2.Agriculture and Horticulture Departments are the main stake holders and directly associated in implementation of the scheme. 3.Revenue Department (CCLA) are involved in updation of land based details/data. 4. Finance and Banking Sector/State Level Bankers Committee for issues related to receipts and disbursements under PM KISAN. 5.RTG will take care of data base issues and online transactions	No

**CHAPTER – 10**  
**DIRECTORY OF OFFICERS AND EMPLOYEES**  
**[Section 4 (1) (b) (ix)]**

Name of the office/Administrative unit	Name, Designation & Address of Officer/Employee	Mobile No.	Email
Farm Mechnization .	Deputy Director of Agriculture	8331056022	andhrafm@gmail.com
	Assistant Director of Agriculture	9618700714	
	Agricultural Officer	9346658841	
	Superintendent	8331056120	
	Senior Assistant	8125752547	



Name of the office/Administrative unit	Name, Designation & Address of Officer/Employee	Mobile No.	Email
Natural Calamities, O/o. Commissioner of Agriculture, A.P., Guntur.	Joint Director of Agriculture	8331056015	<a href="mailto:nccellandhra2020@gmail.com">nccellandhra2020@gmail.com</a>
	Deputy Director of Agriculture	8331056022	
	Assistant Director of Agriculture	9618700714	
	Agricultural Officer	9346658841	
	Superintendent	8331056119	
	Senior Assistant	8125752547	
	Asst. Statistical Officer	8331056900	

**FPO**

Name of the office/Administrative unit	Name, Designation & Address of Officer/Employee	Mobile No.	Email
Farm Mechnization .	Deputy Director of Agriculture	8331056022	<a href="mailto:apnrm2014@gmail.com">apnrm2014@gmail.com</a>
	Assistant Director of Agriculture	9618700714	
	Agricultural Officer	9346658841	
	Superintendent	9704201694	
	Senior Assistant	9381501463	

**Extension**

Sl No.	Name of office/ Administrative unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel: Residence Tel : Fax :	Email
1	Farmers Welfare Section Office of the C &DA, A.P., Guntur	Sri.B.S.Srinivasacharyulu , i/c DDA(FW)	8331056043	<a href="mailto:ddaextensionap@gmail.com">ddaextensionap@gmail.com</a>
2		Sri. D.Lakshmana Babu , ADA(FW)	8331056045	
3		Smt. V.Ramakoteswari, ADA(FW )	8331056046	
4		Sri D.Praveen, ADA(FW)	8331056054	
5		Smt.E.Sujatha, AO(FW)	8331056092	
6		Sri. S.Madhu Mohan, AO(FW)	8331056117	
7		Smt. G.Saritha AO(FW).	8331056084	
8		Sri. V. Naresh Junior Assistant	7013268286	

**PP**

Sl No.	Name of office/ Administrative unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel: Residence Tel : Fax :	Email
1	Plant Protection section Office of the C &DA, A.P.,Guntur	Sri. VDV.Krupadas, JDA (Inputs)	8331056009	plantprotectionap@gm ail.com
2		Sri.G.Venkateswara rao, DDA (PP)	8331056021	
3		Sri KME. Prasad, ADA (PP)	8331056029	
4		Sri. Y. Siva Sankara Reddy (Agricultural Officer)	8331056074	
5		Smt.N.Sarala (Agricultural Officer)	8331056096	
6		Sri S.B.V. Ram Prasad (Sr. Asst)	7396898338	
7		Smt. A. Sree Devi (Junior Assistant)	7981521806	
8		Smt V.Divya Jyothi (Junior Assistant)	9573839306	

**Fertilizer**

Sl No.	Name of office/ Administrative unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel: Residence Tel : Fax :	Email
1	Fertilizer section Office of the C &DA, A.P., Guntur	Sri.V.D.V.Krupadas, JDA(Inputs)	8331056009	apfert.agriculture@gmai l.com
2		Sri. G .Venkateswara Rao, DDA(Fert.)	8331056021	
3		Sri J Srinivasa Rao, ADA(Fert)	8331056051	
4		Smt.G.Bala Nageswaramma, AO (Fert Mov)	8331056091	
5		Smt. V. Urmila AO (Fert. Claims)	8331056078	
6		Sri B.V.Suresh Reddy, AO(FCO)	8331056086	
7		Sri. S.K.Abdul Shameer ( Dy. Statistical Officer )		
8		Smt.K.Vara Laxmi (Fert. Superintendent)		
9		Sri P.Kesava Rao (Sr. Asst)		

**NFSM**

Name of office/ Administrative unit	Name, Designation & Address of Officer/ Employee (Sri/Smt)	Mobile No.	Email
Crop Schemes section O/o C & DA, AP, Guntur	V. Sridhar JDA (RBK-II)	8331056010	<a href="mailto:nfsm.ap.cda@gmail.com">nfsm.ap.cda@gmail.com</a> & <a href="mailto:nmoop.ap.cda@gmail.com">nmoop.ap.cda@gmail.com</a>
	N.Ch. Balu Naik DDA (NFSM)	8331056014	
	K. Sree Devi (ADA) (NFSM)	8331056048	
	B. Jhansi Laxmi (ADA) (NFSM-OS)	8331056042	
	M. Madhavi (AO) (NFSM)	8331056083	
	Y. Visweswarappa (AO) (NFSM-OS)	8331056085	

**ST Cell**

Sl No.	Name of office/ Administrative unit	Name, Designation & Address of Officer/ Employee	Mobile number	Email
1	O/o JDA (SC)	Smt P.Padmaja, Joint Director of Agriculture	8331056011	<a href="mailto:Jda.soilcorrelatorap@rediffmail.com">Jda.soilcorrelatorap@rediffmail.com</a>
2		Sri. B.Aswin Kumar, Deputy Director of Agriculture		
4		Smt. N.Padmalatha, Assistant Director of Agriculture	8331056132	
5		Smt. G.Kalpana, Agricultural Officer	8331057011	
6		Smt.Jayasri, Agricultural Officer	8331056097	

**Planning**

S. No.	Name of office/ Administrative unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel: Residence Tel : Fax :	Email
1	Crop Planning & e-crop Booking section Office of the C & DA, A.P., Guntur	Sri. Z .Venkateswara Rao, JDA (i/c)	8331056015	<a href="mailto:applanning02@gmail.com">applanning02@gmail.com</a>  <a href="mailto:agriplanning01@gmail.com">agriplanning01@gmail.com</a>
2		Smt. G. Surekha, ADA	8331056036	
3		Sri. M. PremSekhar, ADA	8331056090	
4		Smt. A. Parvathi, ADA	8331056047	
5		Sri P.Srihari, AD (Stat)	8331056038	
6		Sri. Sk. B. Meeravali, AD (Stat)	8331056041	
7		Sri. S. Ravi Shankar, AO	8331056094	
8		Smt. T Sita, AO	8331056100	
9		Sri. R. Rama Rao, AO	8331056099	
10		Smt. Ch.V.L.Durga, AO	8331056080	
11		Sri. C. Chakrapani Reddy, Superintendent	9848091297	

12		Sri M.S.Lokesh, ASO	9014411107	
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### Crop Insurance

Sl. No.	Name of the Office/ Administrative Unit	Name, Designation & Address of Officer/ Employee	Telephone & Address of Officer/Employee	Email ID
1.	Crop Insurance Section, O/o.C&DA, AP, Guntur	Sri.Z.Venkateswara Rao, JDA (i/c)	8331056015	Cropinsurance.a p@gmail.com
2.		Sri.A. Rama Mohana Rao, DD(CI)	8331056024	
3.		Sri. D.Venu Gopal, AD(CI)	8331056037	
4.		Sri.Md Mazahar Moinuddin, AD (CI)	8331056039	
5.		Sri.P.Atchuthavalli, AD(CI)	8331056040	
6.		Sri.B.Vishnu Vardhan, Dy.S.O-I	9885604739	
7.		Sri.M.Prasad Babu, A.S.O –I	9848875565	
8.		Smt.P.Nagamani. A.S.O-II	9441258018	
9.		Smt.N.Prakash Kumari, A.S.O-III	9154023313	

### A1 Section

S. No.	Name & Designation and Address	Telephone & Fax Office Tel:	Email
1	Smt.N.Padmavathi, JDA Admn, O/o. C&DA, AP, Guntur	8331056008	a1sectioncommissionerate@gmail.com
2	Sri. P.Srinivas, Supdt. O/o.C&DA, AP, Guntur	8331056115	
3	Sri. G. Aswartha narayana, Sr.Asst. O/o. C&DA, AP, Guntur	9966922865	
4	Smt. V. Manikumari, Senior Assistant, O/o.C&DA, AP, Guntur	8977446251	
5	Smt.T.Bhavani, Junior Assistant, O/o. C&DA, AP, Guntur	7702061460	

### A3 Section

S. No.	Name & Designation and Address	Telephone & Fax Office Tel:	Email
1	G.Sudhakar RajuDDA(Admn) O/o.C&DA, AP, Guntur	8331056019	a3sectionandhra@gmail.com
2	Sri. A. Srinivasa Rao,AO -II, O/o.C&DA, AP, Guntur	8331056071	
3	Kum T.Umamaheswari Superintendent, O/o.C&DA, AP, Guntur		
4	Smt B.Punyavathi Senior Assistant, O/o.C&DA, AP, Guntur		
5	Sri R. Anjaiiah Senior Assistant, O/o. C&DA, AP, Guntur		

6	Sri B.Sattiraju, Junior Assistant O/o. C&DA, AP, Guntur		
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**CHAPTER -11**

MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES,  
INCLUDING SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS  
[Section 4(1) (b) (x)]

S.NO.	DESIGNATION	PAY SCALES
1.	Deputy Director of Agriculture	49870-100770
2.	Assistant Director of Agriculture	40270-93780
3.	Agricultural Officer	35120-87130
4.	Superintendent	28940-78910
5.	Senior .Assistant	22462-66330

**NCCell**

S.NO.	DESIGNATION	PAY SCALES
1.	Joint Director of Agriculture	56870-105810
2.	Deputy Director of Agriculture	49870-100770
3.	Assistant Director of Agriculture	40270-93780
4.	Agricultural Officer	35120-87130
5.	Superintendent	28940-78910
6.	Senior.Assistant	22460-66330
7.	Assistant Statistical Officer	24440-71510

**FPO**

S.NO.	DESIGNATION	PAY SCALES
1.	Deputy Director of Agriculture	49870-100770
2.	Assistant Director of Agriculture	40270-93780
3.	Agricultural Officer	35120-87130
4.	Superintendent	28940-78910
5.	Senior .Assistant	22462-66330

**Extension**

S.NO.	DESIGNATION	PAY SCALES
1	Sri.B.S.Srinivasacharyulu , i/c DDA(FW)	49870-100770
2	Sri. D.Lakshmana Babu , ADA(FW)	42490-96110
3	Smt. V.Ramakoteswari, ADA(FW )	40270-93780
4	Sri. D.Praveen, ADA(FW)	42490-96110
5	Smt. E.Sujatha, AO(FW)	37100-91450
6	Sri. S.Madhu Mohan, AO(FW)	40270-93780
7	Smt. G.Saritha AO(FW).	37100-91450
8	Sri. V. Naresh	16400-49870

**PP**

S.NO.	DESIGNATION	PAY SCALES
1	Sri. VDV.Krupadas, JDA (Inputs)	
2	Sri.G.Venkateswara rao, DDA (PP)	
3	Sri KME. Prasad, ADA (PP)	<b>40270-93780</b>
4	Sri.Y.SivaSankara Reddy (Agricultural Officer)	<b>37100-94150</b>
5	Smt.N.Sarala (Agricultural Officer)	<b>37100-94150</b>
6	Sri S.B.V. Ram Prasad (Sr. Asst)	<b>22460-66330</b>
7	Smt. A. Sree Devi (Junior Assistant)	<b>28940-78910</b>
8	Smt V.Divya Jyothi (Junior Assistant)	<b>16400-49870</b>

**Fertilizer**

S.NO.	DESIGNATION	PAY SCALES
1	Sri.V.D.V.Krupadas, JDA(Inputs)	56870-105810
2	Sri. G .Venkateswara Rao, DDA(Fert.)	49870-100770
3	Sri J Srinivasa Rao, ADA(Fert)	40270-93780
4	Smt.G.Bala Nageswaramma, AO (Fert Mov)	35120-87130
5	Smt. V. Urmila AO (Fert. Claims	35120-87130
6	Sri B.V.Suresh Reddy, AO(FCO)	35120-87130
7	Sri. S.K.Abdul Shameer ( Dy. Statistical Officer )	28940-78910
8	Smt.K.Vara Laxmi (Fert. Superintendent)	28940-78910
9	Sri P.Kesava Rao (Sr. Asst)	22460-66330

**NFSM**

S.No	Designation (Sri/Smt)	Pay Scales
1	V. Sridhar JDA (RBK-II)	56870-105810
2	N.Ch. Balu Naik, DDA (NFSM)	49870-100770
3	K. Sree Devi (ADA) (NFSM)	42490-96110
4	B. Jhansi Laxmi (ADA) (NFSM-OS)	42490-96110
5	M. Madhavi (AO) (NFSM)	37100-91450
6	Y. Visweswarappa (AO) (NFSM-OS)	37100-91450

**ST Cell**

SNo.	Designation of Officer/ Employee	Pay Scale
1	Joint Director of Agriculture	56870-105810
2	Deputy Director of Agriculture	46060-98440
4	Assistant Director of Agriculture	42490-96110
5	Agricultural Officer	37100-91450

## Planning

S.NO.	DESIGNATION	PAY SCALES
1	Sri. Z .Venkateswara Rao, JDA (i/c)	49870-100770
2	Smt. G. Surekha, ADA	40270-93780
3	Sri. M. Prem Sekhar, ADA	40270-93780
4	Smt. A. Parvathi, ADA	40270-93780
5	Sri Srihari, AD (Stat)	40270-93780
6	Sri. Sk. B. N. Meeravali, AD (Stat)	40270-93780
7	Sri. S. Ravi Shankar, AO	35120-91450
8	Smt. T Sita, AO	35120-91450
9	Sri. R. Rama Rao, AO	35120-91450
10	Smt. Ch.V.L.Durga, AO	35120-91450
11	Sri. C. Chakrapani Reddy, Superintendent	28940-78910
12	Sri M.S. Lokesh, ASO	24440-71510

## Chapter 12 Budget Allocated to Each Agency including Plans etc. [Section 4 (1) (b) xi]

12.1 Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

Pertaining to FM section : Custom Hiring Centeres.

**12.2 Provide information on the budget allocated under different programmes/ projects etc. in the given format.**

**Details of subsidy releases during 2020 are as follows.**

S.No	Name of the Scheme	Total Amount released in Crores	No of Districts Benefited
1.	SMAM	199.83	All districts in AP.,
2.	KKK.III	19.68	All districts in AP.,

## NC CELL

**12.2 Provide information on the budget allocated for different activities under different programmes/ projects etc. in the given format.**

**Details of input subsidy releases during 2020 due to different natural calamities are as follows.**

S. No	Name of the Calamity	Total Amount released in Crores	No of Districts Benefited
3.	Unseasonal Rains May 2020	3.70	SPSR Nellore, YSR Kadapa.
4.	Heavy Rains June-July 2020	1239.39	East Godavari, West Godavari, Krishna, SPSR Nellore, Ananthapuramu & Kurnool.
5.	Floods/heavy Rains Aug-Sep 2020	10072.29	Visakhapatnam, East Godavari, West Godavari, Krishna, Guntur, Prakasam, SPSR Nellore, YSR Kadapa, Ananthapuramu & Kurnool.
6.	Floods/Heavy Rains October 2020	10898.53	Srikakulam, Vizianagaram, Visakhapatnam, East Godavari, West Godavari, Krishna, Guntur, Prakasam, YSR Kadapa, Ananthapuramu, Kurnool)
7.	Nivar Cyclone November, 2020	60166.16	Vizianagaram, Visakhapatnam, East Godavari, West Godavari, Krishna, Guntur, Prakasam, SPSR Nellore, YSR Kadapa, Ananthapuramu, Kurnool and Chittoor)

### FPO

Details of Budget releases during 2019-2020 are as follows.

S. No	Name of the Scheme	Total Amount released in Crores	No of Districts Benefited
1.	FPOs	0.00	All districts in AP.,
2.	RAD	23.33	Srikakulam, Vizianagaram, Visakhapatnam, East Godavari, Prakasam, Nellore, Chittoor, Ananthapur, Kadapa & Kurnool.
3	PMKSY	54.00	All districts in AP
4	APIIATP		All districts in AP except Guntur
5	APILIP -II		All districts in AP.,

### NFSM

12.1 Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

Agency	Plan/Programme/ Scheme/Project/ Activity/Purpose for which budget is allocated	Allocation (for 2018-19) (Rs. in Lakhs)	Expenditure incurred	Report on disbursements made or where such details are available (website, reports, notice board etc.)
Department of	NFSM (Oil Seeds)	1666.67	To be incurred	NA



Agriculture	NFSM	7680.00	To be incurred	NA
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### ST Cell

Plan/ Programme/ Scheme	Allocated Amount (Rs.in Lakhs)	expenditure	Report on disbursement made or Where such details are available
2	3	4	6
CENTRAL SECTOR SCHEMES:			Disbursement made and details are available at respective District Joint Directors of Agriculture
Soil Health card Scheme			
Soil Health Management		Expenditure to be made	

### Crop Insurance

Sl.No.	Name & Designation	PAY SCALES
1.	Sri.Z.Venkateswara Rao, JDA (i/c)	52590-103290
2.	Sri.A. Rama Mohana Rao, DD(CI)	46060-98440
3.	Sri.D.Venu Gopal, AD(CI)	40270-93780
4.	Sri.Md Mazahar Moinuddin	37100-91450
5.	Sri.P.Atchuthavalli, AD(CI)	37100-91450
6.	Sri.B.Vishnu Vardhan, Dy.S.O-I	28940-78910
7.	Sri.M.Prasad Babu, A.S.O –I	25140-73270
8.	Smt.P.Nagamani. A.S.O-II	24440-71510
9.	Smt.N.Prakash Kumari, A.S.O-III	24440-71510

### Chapter 13 Manner of Execution of Subsidy Programmes

**[Section 4 (1) (b) xii]**

13.1 Describe the activities / programmes schemes being implemented by the public authority for which subsidy is provided.

Pertaining to FM section: Central share: 60%,  
State share: 40%

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

13.3 Describe the manner of execution of the subsidy programmes.

10203 CHCs are established in all 13 districts. Subsidy manner as followed by SMAM guidelines i.e 40% Subsidy portion

50% Bank loan  
10% paid by the farmers.

**NC Cell**

13.1 Describe the activities / programmes schemes being implemented by the public authority for which subsidy is provided.

Pertaining to NC CELL Nil

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

13.3 Describe the manner of execution of the subsidy programmes.

**No subsidy programmes are under taken by NC CELL ,only provide immediate relief/ input subsidy to the affected farmers whose crops are damaged more than 33% loss due to any Natural calamity.**

**FPO**

13.1 Describe the activities / programmes schemes being implemented by the public authority for which subsidy is provided.

Pertaining to FPOs section: Central share: 60%,  
State share: 40%

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

13.3 Describe the manner of execution of the subsidy programmes.

**Extension**

13.1 Describe the activities / programmes schemes being implemented by the public authority for which subsidy is provided.

- Sunna Vaddi Panta Runalu – Total 4% interest subsidy to the farmers who have taken crop loans upto one lakh and repaid within the stipulated time.

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

Name of Programme/ activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
Sunna Vaddi Panta Runalu	100%	Crop Loans upto one lakh and repaid within one year	Proposals by Banks and sanction by Commissioner of Agriculture, C&DA, AP, Guntur

13.3 Describe the manner of execution of the subsidy programmes.

Name of Programme/ activity	Application Procedure	Sanction Procedure	Disbursement procedure
Sunna Vaddi Panta Runalu	Online claims uploaded by Nationalized Banks, RRBs and Co-operative Societies	Based on proposals received, sanctioned by the Commissioner of Agriculture	Interest subsidy claim amount directly released to the farmers on DBT mode

## PP Section

13.1 Describe the activities / programmes schemes being implemented by the public authority for which subsidy is provided.

**Rodent control programme:** During 2020-21, Rodent Control Programme is implementing in 6 Districts i.e East Godavari, West Godavari, Krishna, Guntur, Kurnool and SPSR Nellore districts with a budget allocation of Rs 113.05 lakhs to cover an area of 9.609 lakh ha under RKVY. The main objective of implementing Rodent Control Programme in Paddy fields is to reduce the yield losses due to rodents and also to produce quality food grain.

Under this programme the Rodenticide chemical i.e Bromadiolone (0.25% CB) is being distributed to the Schedule Caste, Schedule Tribe and general farmers on 100% subsidy @ 8 to 10 gm/ha depending on the severity of rodent infestation and the whole village area is proposed to be covered. The farmers have to use their own bait material (broken rice & vegetable oil) for mixing with the rodenticide chemical i.e Bromadiolone chemical(0.25%CB) and placing in the rodent burrows. In this Programme Bromadiolone(0.25%CB) chemical is distributed to the farmers on free of cost and the whole village area is covered.

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

Name of Programme/ activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
Rodent control Programme	100% subsidy	Paddy growing farmers	Proposals from concerned JDAs.

13.3 Describe the manner of execution of the subsidy programmes.

Name of Programme/ activity	Application Procedure	Sanction Procedure	Disbursement procedure
Rodent control Programme	As per the Proposals received from concerned JDAs	Based on proposals received, sanction proceedings by the Commissioner of Agriculture	Bromadiolone(0.25%CB) chemical is distributed to the farmers on free of cost.

### **Fertilizer**

13.1 Describe the activities / programmes schemes being implemented by the public authority for which subsidy is provided.

Budgetary support to AP Markfed Since 2015 for maintaining Fertilizer Buffers under the scheme “Storage, Interest and Other related cost of Fertilizer Buffers”

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

Name of Programme/ activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
Storage, Interest and Other related cost of Fertilizer Buffers	100%	Costs incurred by AP Markfed for maintaining buffers	Proposals from AP Markfed. Sanctioned by C&DA

13.3 Describe the manner of execution of the subsidy programmes.

Name of Programme/ activity	Application Procedure	Sanction Procedure	Disbursement procedure
Storage, Interest and Other related cost of Fertilizer Buffers	Proposals from AP Markfed.	Based on proposals received, sanctioned by the Commissioner of Agriculture	Sanction may be given on bill submitted by the AP Markfed

13.1 Describe the activities / programmes schemes being implemented by the public authority for which subsidy is provided.

## NFSM

### **Scheme: 1. NATIONAL FOOD SECURITY MISSION (NFSM):**

#### **Introduction:**

National Food Security Mission is a centrally sponsored Scheme launched in October 2007 having three components (a. Rice, b. Wheat and c. Pulses) based on recommendation of National Development Council. The scheme was continued in the 12<sup>th</sup> Five year Plan with five components (a. Rice, b. Wheat, c. Pulses, d. Coarse cereals and e. Commercial crops – Cotton/Mesta/Sugarcane).

From 2018 onwards National Mission on Oilseeds & Oilpalm was brought under National Food Security Mission scheme and NFSM Coarse cereals is divided into two parts namely, NFSM – Coarse cereals (Maize & Barley only) & NFSM – Nutri Cereals.

Now under National Food Security Mission (NFSM) Scheme following Components are implemented in Andhra Pradesh State,

- a. NFSM – Rice,
- b. NFSM – Pulses,
- c. NFSM – Coarse Cereals (Maize only)
- d. NFSM – Nutri-cereals (Other Millets except Maize)
- e. NFSM – Commercial Crops (Cotton, Mesta & Sugarcane)
- f. NFSM – Oilseeds

#### **Objectives of the scheme:**

1. Increasing production of rice, wheat, pulses, coarse cereals, Nutri-cereals, Cotton, Mesta, Sugarcane and Oilseeds through area expansion and productivity enhancement in a sustainable manner in the identified districts of the country;
2. Restoring soil fertility and productivity at the individual farm level; and
3. Enhancing farm level economy (i.e. farm profits) to restore confidence amongst the farmers.

#### **Component wise interventions under NFSM:**

S.No.	Components	Interventions covered
1	Rice	<ul style="list-style-type: none"> <li>• Demonstrations ( Cluster demonstrations &amp; Cropping System based demonstrations);</li> <li>• Distribution of Certified Seeds;</li> <li>• Integrated Nutrient Management;</li> <li>• Integrated Pest Management;</li> <li>• Farm Machinery &amp; Irrigation Tools;</li> <li>• Trainings to farmers;</li> <li>• Local Initiatives (Any initiatives not covered above).</li> </ul>
2	Pulses	<ul style="list-style-type: none"> <li>• Demonstrations ( Cluster demonstrations &amp; Cropping System based demonstrations);</li> </ul>

		<ul style="list-style-type: none"> <li>• Distribution of Certified Seeds;</li> <li>• Production of Seeds;</li> <li>• Integrated Nutrient Management;</li> <li>• Integrated Pest Management;</li> <li>• Farm Machinery &amp; Irrigation Tools;</li> <li>• Trainings to farmers;</li> <li>• Local Initiatives (Any initiatives not covered above).</li> </ul>
3	Coarse Cereals (Maize only)	<ul style="list-style-type: none"> <li>• Demonstrations ( Cluster demonstrations &amp; Cropping System based demonstrations);</li> <li>• Distribution of Certified Seeds;</li> </ul>
4	Nutri-cereals (Millets other than maize)	<ul style="list-style-type: none"> <li>• Demonstrations ( Cluster demonstrations &amp; Cropping System based demonstrations);</li> <li>• Distribution of Certified Seeds;</li> <li>• Production of Seeds;</li> <li>• Farm Machinery &amp; Irrigation Tools;</li> <li>• Trainings to farmers;</li> <li>• Local Initiatives (Any initiatives not covered above).</li> </ul>
5	Cotton	<ul style="list-style-type: none"> <li>• Demonstrations ( Front Line demonstrations)</li> <li>• Trainings to farmers;</li> <li>• Local Initiatives (Any initiatives not covered above).</li> </ul>
6	Mesta	<ul style="list-style-type: none"> <li>• Demonstrations ( Front Line demonstrations)</li> <li>• Trainings to farmers;</li> <li>• Local Initiatives (Any initiatives not covered above).</li> </ul>
7	Sugarcane	<ul style="list-style-type: none"> <li>• Demonstrations ( Front Line demonstrations)</li> <li>• Local Initiatives (Any initiatives not covered above).</li> </ul>

### **National Food Security Mission on Oil seeds**

NMOOP the Central Sector Scheme implemented by the Oilseeds division has been merged with NFSM & interventions of NMOOP are taken sub-components of NFSM comprises of 3-sub-divisions i.e. MM-I as NFSM-Oilseeds, MM-II as NFSM-Oil palm & MM-III as NFSM-TBOs.

**Objective:** To increase Oil seed production and productivity. This scheme is implemented by dept of Agriculture.

#### **Components of the scheme**

##### **a)Seed component**

Purchase of breeder seed, Production of foundation seed, Production of certified seed

Supply of certified seed

**b)Transfer of Technology**

On Field Demonstrations of Oil seed crops, Farmer field Schools, Trainings to Officers & Farmers

**c) Production Inputs**

Supply of Bio agents, Supply of PP chemicals& weedicides

**d)Farm machinery &Irrigation tools**

Supply of Manual and power operated sprayers, Supply of bullock and tractor driven implements, Water carrying pipes

**e)Mini Mission expenses**

3.0% allocation is allowed under MM I for Contingency and Evaluation

**f) Flexi funds**

Flexi funds i.e., up to 10% from allocation budget in the Annual Action Plan to meet unforeseen expenditure which is not covered in the action plan.

It is proposed to take up Diesel Engines under this flexi funds.

Funding pattern: 60: 40 (Central: State), Area of Operation: 13 districts in the State

**ST Cell**

**SOIL HEALTH CARD SCHEME IN AP UNDER NMSA:**

Soil Sampling and Soil testing programme is organized in a systematic manner to evaluate the fertility status and to identify the problems (Alkalinity/Salinity) if any to improve fertility based on application of fertilizers based Soil Health Card recommendations.

Objectives of the scheme:

- ❖ To evaluate the fertility status
- ❖ To identify and reclaim the problematic soils
- ❖ To promote soil test based fertilizer usage.
- ❖ To adopt balanced and integrated use of fertilizers and thereby reducing cost of cultivation.
- ❖ To improve soil health.

Soil Testing Infrastructure:

S.No	Type of Soil testing Lab	Nos	Facility
1	Regional Soil Testing Lab	1	Macro & Micro Nutrient & Water analysis. External check samples analysis of all the labs in the state.
2	District level Soil Testing Labs	16	Macro & Micro Nutrient & Water analysis
3	Mobile Soil Testing Labs	13	Macro & Micro Nutrient & Water analysis

4	Soil Testing Labs at Agriculture Marketing Committee level	30	Macro & Micro Nutrient
	Total	60	

Soil Health Card Scheme under National Mission for Sustainable Agriculture (NMSA):

- ❖ The main objective is to issue soil health cards to all the farmers covering all the land holdings.
- ❖ To adopt balanced and integrated use of fertilizers
- ❖ to identify the problems (Alkalinity/Salinity) if any in soils to improve fertility based on application of fertilizers based Soil Health Card recommendation.

Village level interactive meetings will be arranged on Soil health card and fertilizer recommendations based on soil test results and SHCs will be communicated to farmers with the main aim to promote balanced and Integrated Nutrient Management (INM).

#### **Chapter 14**

#### **Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority**

#### **[Section 4 (1) (b0xiii)]**

14.1 Provide the names and addresses of recipients of benefits under each programme/ scheme separately in the following format.

The beneficiary list available in DBT portal .

Information is available in this website <https://agrimachinery.nic.in>

#### **NC Cell**

14.1 Provide the names and addresses of recipients of benefits under each programme/ scheme separately in the following format.

After release of funds from the Government, the input subsidy amounts are directly credited to the affected farmer's Aadhar linked bank accounts by concerned District authorities through online.(Beneficiary list available at District authorities)

#### **FPO**

14.1 Provide the names and addresses of recipients of benefits under each programme/ scheme separately in the following format.

The beneficiary list available in DBT portal .

Information is available in this website <https://agrimachinery.nic.in>



**Chapter 15**  
**Information Available in Electronic Form**  
**[Section 4 (1) x (IV)]**

15. 1 Please provide the details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)

Information is available in this website: <http://www.apagrisnet.gov.in> & <https://agrimachinery.nic.in>

**NC Cell**

15. 1 Please provide the details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Website Internet etc.)

Information is available in this website: <http://www.apagrisnet.gov.in> & RBKS.

**FPO**

15. 1 Please provide the details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)

Information is available in this website: <http://www.apagrisnet.gov.in> & <https://agrimachinery.nic.in>.

**Extension**

15. 1 Please provide the details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)

Electronic format	Description (site address / location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
Hard copy/ soft copy	apagrisnet.gov.in	CCRC Cards	Revenue Department (CCLA)
Hard/soft copy	ysrhythubharosa.ap.gov.in	1.Guidelines of the scheme 2. Beneficiary payment status	Government of Andhra Pradesh, RTGS Department
	Pmkisan.gov.in	1.Guidelines of the scheme 2. Beneficiary payment status	GOI, NIC

**PP**

Electronic format	Description (site address / location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)

APAGRISNET	www.apagrisnet.gov.in	Misbranded samples	DDAs at four regional coding centers.
GOs/SOs/GSRs	agricoop.gov.in	Insecticides Act,1968	Government of India
	agricoop.gov.in	Insecticide Rules,1971	Government of India

### Fertilizer

Electronic format	Description (site address / location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
Hard copy/ soft copy	APAGRISNET	Fertilizer Licenses	Concerned Ministerial staff
Hard/soft copy	Fert.nic.in	Fertilizer Control Order, 1985	Government of India
		Essential commodity Act, 1955	Government of India
		Fertilizer movement Control Orders, 1973	Government of India

### NFSM

Electronic format	Description (site address / location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
Soft copy	APAGRISNET	Guidelines of NFSM (OS) & NFSM	Joint Director of Agriculture (CS)

### ST Cell

Electronic Format	Website	Subject	Available address
Soft copy	Soilhealth.dac.gov.in	SHC	Nic.gov.in by Govt. of India

### Planning

Electronic format	Description (site address / location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
Soft copy (e-Crop app)	APAGRISNET (https://apagrisnet.gov.in/)	e-Crop	Joint Director of Agriculture (Plg.) (I/c) (Sri. Z.Venkateswara Rao)

## CHAPTER-16

### NAMES, DESIGNATION & OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

Appellate Authority- Sri.H.Arun Kumar, Commissioner of Agriculture, A.P., Guntur.  
Public Information – Smt.RVV. Swarna Viajaya, Deputy Director of Agriculture, (FM&FPOs)  
O/o C&DA, A.P. Guntur

#### NC Cell

Appellate Authority- Sri.H.Arun Kumar Garu, Commissioner of Agriculture, A.P., Guntur.  
Public Information – Smt.N.Padmavathi Garu, Joint Director of Agriculture, (Admn) Officer  
O/o C&DA, A.P. Guntur

#### FPO

Appellate Authority- Sri.H.Arun Kumar, Commissioner of Agriculture, A.P., Guntur.  
Public Information – Smt.RVV. Swarna Viajaya, Deputy Director of Agriculture, (FM&FPOs)  
O/o C&DA, A.P. Guntur

#### Extension

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	NA	NA
News Paper reports	NA	NA
Public Announcements	apagrisnet.gov.in	CCRC Card details
Information Counter	Grievance Redressal Cell / State level Grievance Monitoring cell	Redressal of YSR Rythu Bharosa & PM Kisan grievances
Publications	Rythu Bharosa Magazine	Information on scheme implementation, schedule of releases
Officer Library	NA	NA
Websites	1.yrhythubharosa.ap.gov.in 2.pmkisan.gov.in	1.Details of Scheme Guidelines 2.Checking of Beneficiary Payment status
Other Facilities ( Name)	NA	NA

#### PP

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	NA	NA
News Paper reports	NA	NA
Public Announcements	APAGRISNET	Misbranded pesticides for 2019-20
Information Counter	NA	NA
Publications	NA	NA
Officer Library	NA	NA
Websites	APAGRISNET	Agriculture Related information
Other Facilities ( Name)	NA	NA

## Fertilizer

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	NA	NA
News Paper reports	NA	NA
Public Announcements	APAGRISNET	Checklist and fee particulars for licenses
Information Counter	NA	NA
Publications	NA	NA
Officer Library	NA	NA
Websites	Fert.nic.in	Acts, Guidelines
Other Facilities ( Name)	NA	NA

## NFSM

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	NA	NA
News Paper reports	NA	NA
Public Announcements	APAGRISNET	Guidelines of NFSM Programme
Information Counter	NA	NA
Publications	Padipantalu	Media Production Section O/o C & DA, AP, Guntur
Officer Library	NA	NA
Websites	APAGRISNET	Guidelines of NFSM Programme
Other Facilities ( Name)	NA	NA

## Planning

Facility	Description (Location of Facility/Name etc.)	Details of Information made available
Notice Board	NA	NA
News Paper reports	NA	NA
Public Announcements	NA	NA
Information Counter	NA	NA
Publications	<ol style="list-style-type: none"> <li>1. Agriculture budget speech (English &amp; Telugu)</li> <li>2. Budget Estimates (Agriculture &amp; allied sectors)</li> <li>3. Outcome budget (English &amp; Telugu)</li> </ol>	<ol style="list-style-type: none"> <li>1. Budget proposals of particular financial year under various schemes of Agriculture &amp; allied sectors.</li> <li>2. Budget allocations made under State Budget for Agriculture &amp; allied sectors.</li> <li>3. Targets fixed for State Budget allotted during particular financial year</li> </ol>
Officer Library	NA	NA
Websites	<a href="https://apagrisnet.gov.in/">https://apagrisnet.gov.in/</a>	Weekly Report & Seasonal conditions
Other Facilities ( Name)	NA	NA

**CHAPTER-17**

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THERE AFTER  
UPDATE THESE PUBLICATIONS EVERY YEAR

**- Not Applicable-**

**Deputy Director of Agriculture (FM)**