

**CITIZEN CHARTER OF DEPARTMENT OF AGRICULTURE, GOVERNMENT OF
MEGHALAYA**

I. Vision Statement: To ensure farmer centric, holistic, sustained and equitable intervention towards attaining food security; conservation, management, protection and sustainable use of natural resources for improved livelihood; generating gainful rural employment opportunities to alleviate poverty and striving towards an overall balanced economic development.

II. Mission Statement: Propagation of modern agricultural production techniques and scientific methods of farming for increasing crop output; making farmers self reliant and to accelerate the economic growth of the State.

III. Functions/Duties and Responsibilities:

- Formulation of Programs and Projects relating to the farming sector
- Implementation of development schemes of the State and Central Government
- Distribution of subsidies for purchase of agriculture machineries and implements
- Supply and sale of Inputs like seeds, fertilisers, pesticides, equipments, etc
- Hiring of agriculture machineries like Tractors, Power Tillers, power pumps
- Capacity building, training and provision of agricultural advisory and market price services
- Provision of credit and insurance services through the banking system for farmers
- Sponsorship for Graduate agriculture studies for stipendiary students
- Organising agriculture fairs, crop melas, crop competition
- Institution of farmers awards and recognition of best plantation

IV. Details of Business Transacted:

- Sale of seedlings, plants, grafts, agriculture inputs(fertiliser/pesticides/seeds), agriculture equipments, implements and machineries (Full cost)
- Subsidy Sale of seedlings, plants, grafts, agriculture inputs(fertiliser/pesticides/seeds), agriculture equipments, implements and machineries.
- Free distribution of seedlings, plants, grafts, agriculture inputs (fertiliser/pesticides/seeds), agriculture implements for demonstration purposes only.
- Construction of horticulture Nurseries, greenhouses, polyhouses, shadehouses
- Construction of mini check dams, water harvesting structures of all kinds
- Provision of Grant-in-Aid and Subsidies to individual farmers, institutions and groups.
- Expert services, Organic Certification and Consultancies
- Organising/sponsoring Farmer's tours inside and outside the State and abroad
- Sponsoring farmers participation in trade fairs, agri expo, exhibitions, crop shows etc.
- Providing marketing services through regulated market and buy back arrangements on specified crops through specific MOU's with Service providers.

V. Details of Clients:

- Small and Marginal Farmers
- Medium and Large Farmers (Progressive)
- Rural Educated Unemployed Youths
- SHG's, NGOS, Farmer Groups, Co-operatives
- Crop Association, Growers Association
- Youth Group
- Input Dealers/Nurseries/Small and Micro enterprises/Individual Entrepreneurs
- Agriculture and Horticulture Service Providers
- Member of the public

VI. List of Services provided by the Department:

i) **Information Services:** Imparting and dissemination of information relating to agriculture practices and technology.

- Information on Schemes of the Department
- Information on Package of Practices of Crops
- Information on Crop Calendar of Agriculture Operations
- Information on recommended crop varieties as per agro climatic zones
- Information on wholesale price of agriculture/horticulture crops in the State(online)
- Information on climate and weather parameters (Temperature/Humidity/Rainfall)
- Information on crop production and productivity statistics in the State

ii) **Advisory Services:** Mainly technical advisory in nature pertaining to Crop production technology.

- Diagnostic and Advisory on Crop pests and diseases(online)
- Advisory on Seeds
- Advisory on best practices
- Advisory on latest crop production technologies and practices

iii) **Financial Services:** Providing subsidy assistance as well as grant in aid in certain areas.

- Grant in Aid
- Subsidy
- Seed Fund
- Crop Insurance and Credit linkage

iv) **Extension & Training services:** Providing short term, medium term training to farmers

- Capacity Building services
- Conducting Farmer Field Schools and Farmer Farm Schools
- Conducting 1/3/5 Days training including specialised training
- Conducting Short term training of 3 months and 5 months duration
- Conducting 1 Year training on Basic Agriculture (BATC)

v) Technical services:

- Soil Testing/Soil Health Card (online) –Both static and mobile
- Seed Testing service(online) (Tetrazolium and Phenol Rapid Tests)
- Irrigation Water testing
- Leaf Analysis of crop for nutrient deficiencies
- GIS and Mapping services
- Sale of agricultural pesticides and implements
- Community canning and packaging of fruits and vegetable products
- Issue of Crop phyto-sanitary certificates for exports
- Crop Demonstration in Farmer’s Field/Supply of Minikits

vi. Licensing services:

- Grant of License for Fertiliser Dealership
- Grant of License for Wholesale and Retail Seed Dealership
- Grant of License for Pesticides Dealership

vii) Sponsorships/Student services

- Sponsoring of Seats for B.Sc(Agri) and B.Sc(Horticulture) 4 year courses
- Students scholarship and book grants
- Sponsorship for Post Graduate and Phd Courses on deputation

viii) Agriculture Mechanisation Services:

- Hiring of Power tillers
- Hiring of Bulldozers and JCB
- Subsidy sale of Power tillers and Power pumps at 50% subsidy

VII. Details of Grievance Redress and how to access it:

- Grievances can be given in writing to the concerned District Agricultural Officer of the district during office hours or directly to the Director of Agriculture and Director of Horticulture respectively in the Headquarter.
- Online grievances can also be filed in the online grievance portal of the state government at www.mii.nic.in

VIII. Procedure to Access the Service /Schemes/ Forms which have to be submitted:

To access the schemes and services of the department, bonafide farmers can apply in prescribed forms or in plain paper (If the prescribe form is not available) to the following Officers having jurisdiction in the area where the applicant ordinarily resides. Prescribed forms can also be downloaded from www.megagriculture.gov.in:

- i) The Agriculture Development Officer (**ADO**) of a CD Block (all 39 Blocks) for Agriculture schemes
- ii) The Agriculture Development Officer (**ADO**) of Agriculture Circle (all 16 Agri.Circles) for Agriculture schemes
- iii) The Horticulture Development Officer (**HDO**) of a CD Block (all 39 Blocks) for Horticulture Schemes
- iv) The Horticulture Development Officer (**HDO**) of Horticulture Circle (all Horti 6 Circles) for Horticulture Schemes
- v) The Sub-Divisional Agriculture Officer (**SDAO**) of an Agriculture Sub-Division (11 Sub Divisions)
- vi) The District Agriculture Officer (**DAO**) of a District (11 Districts) for Agriculture schemes
- vii) The District Horticulture Officer (**DHO**) of a District (11 Districts) for Horticulture Schemes
- viii) The Project Director (**PD**), Agriculture Technology Management Agency (ATMA) of all the 11 districts

IX. Name and Address of Contact Points to obtain the Service and the Time

- i) District Agricultural Officer of the 11 districts (10.00 AM – 5.00 P.M)- Summer; (10.00 AM – 4.30 P.M)- Winter
- ii) District Horticulture Officer of the 11 districts (-do)
- iii) The Research Officer, District local Research Station & Lab, East Khasi Hills, Shillong; West Jaintia Hills, Jowai and West Garo Hills, Tura. (-do)
- iv) District Training Officer, Upper Shillong, Tura and Jowai (-do)

For further Information on the Schemes/List of Services, the Citizens can also contact

1. Smt. D.Syiemiong, Director of Agriculture

Cleve Colony, Government Fruit Garden

Shillong-793 003, Meghalaya

Tel: (0364)2222460(off) Fax: (0364)2223228

Email: agri-meg@nic.in, Website: www.megagriculture.gov.in

2. Shri. D. J. Ingty, Director of Horticulture

Cleve Colony, Government Fruit Garden

Shillong-793 003, Meghalaya

Tel: (0364)2227464(Off) Fax: (0364)2227464

Email: hort-meg@nic.in , Website: www.megagriculture.gov.in

2. Shri. William Pakyntein, Agriculture Information Officer

Cleve Colony, Government Fruit Garden

Shillong-793 003, Meghalaya

Tel: (0364)2229127(Off) Fax: (0364)2223228

Email: aio-agri-meg@nic.in, Website: www.megagriculture.gov.in

X. Additional Information:

-Farmers can also call Kisan Call Centre by dialing Toll Free number **1800-180-1551** from 6.00 AM to 10.00 PM daily including Sunday.

- Information on Schemes, Input dealers, Forms etc. is also available on Department Agriculture Portal at www.megagriculture.gov.in.

SCHEMES: Directorate of Agriculture

A. STATE PLAN SCHEMES:- The State Plan Schemes being implemented by the Directorate are as follows:

1. 103-Seed Farms (02) Seed farm – Production of Cereals, Pulses, Oilseeds etc

Objective: Focussed and high quality seed production of cereals, pulses and oilseeds etc.

Pattern of Assistance: Supply of quality seeds to farmers for demonstration or for sale at 50% subsidy.

2. 103-Seed Farms (04) Seed Testing Laboratory.

Objective: To ensure genetic purity of seeds, viability and germination of seeds through laboratory tests.

Pattern of Assistance: Free seed testing to all farmers

3. 105-Manures and Fertilisers (04) Soil Testing Laboratory.

Objective: For analysing soil samples preceding application of fertiliser in correct dosage in farmer's field and to issue farmers with soil health card.

Pattern of Assistance: Free soil testing to all farmers

4. 107 Plant Protection (04) Bio-Control Laboratory

Objective: Aim to control pests and diseases including weeds and rodents through bio control agents.

5. 108 Commercial Crops (32) Winter Cropping & Development of Cultivable Land

Objective: To ensure and motivate production and productivity of varied crops by exploiting the existence of irrigation projects and rainfed areas from mono cropping to vibrant multiple cropping pattern at farmer's field in clusters.

6. 108 Commercial Crops (33) Rice Development through cluster approach

Objective: To achieve significant increase in production and productivity by adopting improved technology in clusters.

Subsidy is 100% for Demonstration program while sale of rice seeds is 50% subsidy

7. 108 Commercial Crops (34) Accelerated Maize Dev. Programme through cluster approach

Objective: To achieve notable increase in Maize production by adopting crop and location specific production technology through cluster approach. Subsidy is given for supply of quality maize seeds to farmers for demonstration and for sale at 50%

8. 108 Commercial Crops (35) Jute technology mission

Objective: To supply quality seeds to farmers at 50% subsidy and to take up demonstration programmes on jute.

9. 108 Commercial Crops (36) Fertiliser Distribution

Objective: To improve the soil nutrient potentiality in order to obtain higher crop productivity in the State. Transport subsidy for ferrying fertilizers from Guwahati railhead to the district headquarters, is also made available for the farmers to relieve them to a large extent.

Subsidy – Urea –Rs.350/- per MT, DAP-Rs.850/- per MT, MOP Rs.150/- per MT

10. 108 Commercial Crops (37) Organic Manures including vermi compost and compost pit

Objective: To popularise use of organic manures and also to provide subsidy to farmers for purchase of organic manures.

Subsidy is given for establishing vermicompost units at 100% subsidy and supply of bio fertilisers at 50% subsidy

11. 108 Commercial Crops (38) Plant Protection including IPM

Objective: Aim to control pests and diseases through use of chemicals and to popularise use of integrated pest management techniques in farmer's field.

12. 108 Commercial Crops (39) Supply of Power Tillers/Pumps etc

Objective: To provide subsidized sale of power tiller and power pump set to bonafide farmers at Rs.45,000/- and Rs. 10,000/- subsidy respectively.

13. 108 Commercial Crops (40) Land Reclamation

Objective: To reclaim land waste land/land development for cultivation of rice for small and marginal farmers. One time lump sum assistance in the form of grant in aid is provided to the farmer.

14. 108 Commercial Crops (42) Integrated Farming in Micro Watershed

Objective: The scheme is to popularise the concept of integrated farming in watershed areas.

15.108 Commercial Crops (43) State Rice Mission

Objective: Increase rice production and productivity in the state to meet the consumption requirement and to bridge the deficit between demand and availability to consumers.

16.109 Extension and Training (02) Agriculture Information Unit.

Objective: To strengthen agriculture extension programme by disseminating news on the latest scientific and farmer friendly methods of cultivation. Organising crop seminars, crop competition, kisan mela and incentivising farmers through provision of farmer's awards in various categories.

17.109 Extension and Training (03) Farmer's Training Institute (including clusters)

Objective: FTI conducts specialised training in new areas where farmers were hitherto unexposed like news techniques and new technology including exposure and field tours to agriculturally advanced States.

18.109 Extension and Training (06) Basic Agriculture Training Centre. (TREYSEFA- Training for Rural Educated Youth for Self Employment Farm based activities)

Objective: To provide short term vocational training of 5 months duration for educated unemployed youths in agriculture enterprises.

19. 111 Agril. Economics & Statistics (03) Implementation of E Governance.

Objective: To usher a conducive environment for transformation of the departments core services delivery systems and to facilitate better citizen friendly services

20.113 Agricultural Engineering (Mechanical) (02) Agriculture Engineering (Mechanical)

Objective: To provide **hiring** of power tillers and paddy reapers to farmers at 60% subsidy.

Hiring Cost Rate: Tractor-Rs.350/acre, Power Tiller-Rs.500/acre.

21.113 Agricultural Engineering (Mechanical) (12) Popularising of improved agriculture implements etc.

Objective: To accelerate agro production, **improved implements and farm machinery** are given to the farming community at 50% subsidy.

22. 195 Assistance to farming co-operatives (02) Corpus fund on crop insurance (RKBY)

Objective: To provide insurance and financial aid to farmers for failure of notified crops following unforeseeable calamity, and acquaint farmers with latest technology to help stabilise farm income in critical years.

23. 800 Other Expenditure (13) Special Development Programme for areas border Assam

Objective: To uplift small and marginal farmers residing in areas bordering Assam with suitable crop enterprises

B. CENTRALLY SPONSORED SCHEMES: - There are 3 number of CS schemes. These are as follows:

1. Mini Mission on Jute Technology – Mission II
2. Scheme under AICRIP, Upper Shillong
3. Support to State Extension Programme for extension reforms (ATMA)

C. CENTRAL SECTOR SCHEME: - There are 3 number of CSS schemes with 100% central share. The Schemes are:

1. Strengthening computer applications in States/UT (AGRISNET)
2. National Project on Management of Soil Health and Fertility
3. Seed Village Programme.
4. Agricultural Census.

D. MACRO MANAGEMENT OF AGRICULTURE :- (Centrally Sponsored Schemes - CSS) (100% Central Assistance)

1. National Watershed Development Project for Rainfed Area (NWDPA)
2. Field Demonstration of Rice (Sali Paddy and Boro Paddy)
3. Demonstration of System of Rice Intensification (SRI)
4. Crop Development Program- Integrated Cereal Development, Program for Maize/Integrated Pest Management (IPM)Integrated Nutrient Management(INM)
5. Land Development and Water Conservation measures
6. Primary marketing and extension activities
7. Maize intercropped with Soyabean

SCHEMES: Directorate of Horticulture

A. STATE PLAN SCHEMES – A list of the important schemes are given below:

1. 105-Manures and Fertilisers (10) Fertiliser Distribution.

Objective: To improve the soil nutrient potentiality in order to obtain higher crop productivity in the State. Transport subsidy for ferrying fertilizers from Guwahati railhead to the district headquarters, is also made available for the farmers to relieve them to a large extent.

Subsidy – Urea –Rs.350/- per MT, DAP-Rs.850/- per MT, MOP Rs.150/- per MT

2. 105-Manures and Fertilisers (11) Organic Manures

Objective: To affirm that Vermiculture, Vermicompost and composting of organic matters are viable alternative manures to chemical fertiliser and to motivate farmers in this line. Field trials of available recycled organic manures are given priority.

3. 107 Plant Protection (06) Plant Protection including IPM.

Objective: Aim to control pests and diseases including weeds and rodents of horticultural crops by distribution of pesticides and equipments at 50% subsidy.

4. 108 Commercial Crops (21) Plantation Development (Areca nut, Cashewnut, Coconut).

Objective: To boost up the area and production of plantation crops like Areca nut, Cashewnut, Coconut in the State. Subsidy is given at 50% for purchase of planting materials and polypipes and 50% subsidy/assistance for construction of Areca nut soakage tanks.

5. 108 Commercial Crops (22) Spices Development- Ginger, Turmeric, Black Pepper, Large Cardamom, Coriander, Cinnamon and Chillies.

Objective: To assist Spice growers by distribution of quality planting materials.

6. 108 Commercial Crops (23) Tuber Crops Development- Potato, Tapioca, Colocasia.

Objective: To boost up production of potato by providing quality HYV seeds, chemicals and equipments at 50% subsidy. The scheme also aims to popularise and encourage cultivation of tapioca, colocasia, sweet potato etc.

7. 108 Commercial Crops (24) Mushroom Development – Regional Centre for training and production of mushroom.

Objective: Training to farmers in the method of mushroom cultivation, production and supply of quality spawn at 50% subsidy and compost shed at 50% subsidy and Financial Assistance to Mushroom Growers @ 22000/-unit.

8. 108 Commercial Crops (27) Indigenous Crops Development.

Objective: To identify and document indigenous plants and the areas where potential species of commercially viable varieties are abundant; domesticating and raising them in selected cultivator's land or in Government run farms for research and multiplication programmes.

9. 108 Commercial Crops (41) Tea Development Scheme.

Objective: The Scheme aims at continuing tea plantation in the tea development centre and to raise seedlings in the nurseries for subsequent release to the farmers. Seedlings are given on sale at Re. 1.00 per tea seedling and one time financial assistance at Rs. 10,000/- per hectare. Further PP Chemicals, equipments, brush cutters, harvesters etc on sale at 50% subsidy.

10. 108 Commercial Crops (21) Plantation Development (Pineapple).

Objective: The scheme aim to promote intensive cultivation of pineapple in cluster villages to boost pineapple production. The scheme provides 100% assistance for cultivation of pineapple.

11.109 Extension and Training (07) Horticulture Information Scheme.

Objective: To give strong support to agriculture extension programmes by communicating agriculture information on scientific methods of cultivation etc. to extension staff and farmers through various media.

12.109 Extension and Training (11) Capacity Building of Departmental Personnel.

Objective: The scheme aims to equip departmental officers and staffs with the latest technical know-how and skills including upgrading knowledge in the field of horticulture.

13.119 Horticulture and Vegetable Crops (12) Establishment of Directorate of Horticulture (TFC)

Objective: To meet the infrastructural costs associated with up scaling horticultural development in the State.

14. 119 Horticulture and Vegetable Crops (15) Vegetable Development Scheme.

Objective: To promote vegetable production in the State by providing high yielding/hybrid seeds of different crops; provision of garden tools at 50% subsidy. 100% assistance is provided to growers under protected cultivation and trellis for squash cultivation.

15.119 Horticulture and Vegetable Crops (16) Grant-in-aid to Agri & Horti Society

Objective: Promotion of horticulture and specially floriculture by organising flower shows, exhibitions etc. through the Agri-Horti Societies in Shillong and Tura.

16.119 Horticulture and Vegetable Crops (17) Development & Maintenance of Orchard cum Horti Nurseries.

Objectives: For production and multiplication of good, high yeilding, diseased free planting materials in Govt. Farms/nurseries for distribution to farmers.

17.119 Horticulture and Vegetable Crops (19) Fruit Development (Temperate/Citrus Fruits).

Objective: To promote fruit production in the State by providing improved planting materials, budded plants of different fruit trees; provision of plant and grafts, garden tools, implements at 50% subsidy. Subsidy/ assistance @ 75% is provided to Kiwi growers for making of steel trellis.

18.119 Horticulture and Vegetable Crops (24) Floriculture Development Scheme.

Objective: To motivate the farmers to take up floriculture as a commercial venture through distribution of planting materials and other inputs at 50% subsidy. Low cost poly house is provided at 100% subsidy.

19.119 Horticulture and Vegetable Crops (28) Development of Strawberry Cultivation.

Objective: To provide farmers with quality and improved varieties of strawberry planting materials so as to encourage area expansion under this crop such that commercialisation horticulture under this crop is achieved. Sale of strawberry runners at 50% subsidy is provided to the Spokes.

20. 119 Horticulture and Vegetable Crops (33) Integrated Basin Development
Objective: To make available to the farmers good quality planting materials including other inputs with full package of practices, free of cost (100% subsidy)

21. 119 Horticulture and Vegetable Crops (34) Vegetable Garden Development scheme.
Objectives: 100% assistance to household having available kitchen garden of more than 100 Sq. Metres area for cultivation of organic vegetables.

22. 119 Horticulture and Vegetable Crops (35) Maintenance of Horticulture hubs
Objective: To meet the various operational and running costs of maintaining the various horticulture hubs set up in the State.

23. 2435 Other Agril. Programme (01) Marketing and Quality Control (101) Marketing Facilities
Objective: Collection and reporting of reliable and accurate data on market intelligence and market sentiments for important agricultural commodities in the State, to be utilised for formulation and implementation of agriculture price policies. Sale of storage bins, metallic bins etc at 50% subsidy.

24. 2435 Other Agril. Programme (02) Fruit Processing Centre.
Objective: For utilisation of surplus fruit and vegetables and conversion of the same to marketable processed products like jam, jelly, squashes, thereby creating a market for fruit growers.

25. 800 Other Expenditure (10) Post harvest marketing
Objective: Creating of post harvest marketing infrastructure in the State including rural market hubs/farmer's market.

26. 111. Agril Economics & Statistics (05) Implementation of e- Governance
Objective: Implementing automation, translation and transformation of processes and services of the directorate in order to ensure delivery of improved services to citizen.

SPECIAL CENTRAL ASSISTANT (SCA)

100% assistance is provided under the following programmes:

- i) Intensive Pineapple Expansion Programme.
- ii) Extension Integrated Multi Layered Cropping.
- iii) Production cum Production Centre for Spices.
- iv) Establishment and Enhancement of Potato Production.
- v) Promotion and Development of Multi Layered Organic Farming.
- vi) Promotion and Development of Organic Certification.

NORTH EASTERN COUNCIL SCHEMES

100% assistance is provided under the following schemes:

- i) Horticulture Development at Nokrek Region East Garo Hills
- ii) Lemon Cultivation for enhancing better livelihood and nutritional security in Meghalaya.