



OPELIP

ODISHA PVTG EMPOWERMENT & LIVELIHOODS
IMPROVEMENT PROGRAMME
ST & SC Development Department
Govt. of Odisha



Programme Management Unit

TDCCOL Building, 2nd Floor, Bhoi Nagar,
Bhubaneswar-751022, Tel: (91) 674 – 2542709
Tele-fax: 2541772, Email: support@opelip.org

Letter No. 1385 / Date: 26/04/22 / (File No 338/2021)

From

**Mr. P Arthanari, IFS
Programme Director, OPELIP**

To

Special Officer/ FNGO Chief Executives

Sub:

Guidelines for Agril. Case records and procurements

Ref:

Lr. No 2756 Dated: 31.05.2021

Sir,

With reference to the subject cited above, the details of case records and guidelines of agril procurement is placed below for reference.

1. JAO, AO & VAW should prepare indent for VDC wise crop to be taken as well as Crop clusters & HH Crop Development before 2 months of each season like Kharif, Rabi & Summer.
2. FNGO AO on behalf of VDC should open the case records for different crops/clusters/HH crop to be taken in the VDC.
3. Minimum documents required for **Case records for release of funds to the VDC**
 - a) Resolution of VDC
 - b) Details of Farmers list (mention Household head Name) with area to be cultivated in the VDC
 - c) Land records (If no Patta then VDC should mention it in resolution)
 - d) The information of Adhar No with Photo copy and Mobile No.
 - e) The Bank accounts details of Farmers for incentive transfer.
4. Goods Seeds and other inputs should be procured by each VDCs from Govt. agencies as per the recommendation of MPA level procurement committee.

The SO MPA shall constitute a Technical cum procurement committee comprising the local block level officers of line departments (Asst. Agriculture Officer, Assistant Director of Horticulture, Veterinary Asst. Surgeon (VAS), KVK scientists if any, JAO of MPA, AO, FNGO and the team leader of NGO and 5 farmers from each category of crops.

The committee will decide which varieties of the inputs to be procured and list out good agencies crop wise for procurement. That will be intimated to the VDA/SHG/ Producer group.

The CPC (Community Procurement Committee) at VDC level will select the agency from the approved list given by MPA level technical cum procurement committee. The JAO of MPA and AO, FNGO will be responsible for **quality and quantity of all such input procurement** and distribution to be done by VDA / SHG / PG.

5. **Special Officer and Team Leader jointly on behalf of VDCs** will place indents to the Govt. agencies to supply seeds/fertilizers/other inputs. A copy of same indents should be sent to PMU immediately.
6. All the VAWs, AO & JAO should incorporate data in the OPELIP GIS App as per VDC divisions already done. It should be completed within one month of each season.
7. Beneficiary list with all related original documents except photos Case records should be submitted to MPA before season begins.
8. Excel sheet with all farmers details should be submitted to PMU before season starts.
9. The JAO, AO & VAWs should collect all the photo of input distributions village wise and collect photo of seeding/planting. The photo should be incorporated in the Case records. After getting the photo and with signatures of AO and cross verified by JAO. **The payments to be released by VDC to vendor within 15 days of procurement. Similarly, farmers incentives to be given in the bank accounts of farmers within 15 days of completion of specified activities for which he/she will be paid incentives. (Like Fencing/Line sowing/transplanting etc.)**
10. **Final Case records should contain**
 - a) Resolution of VDC
 - b) Details of Farmers list (mention Household head Name) with area to be cultivated in the VDC
 - c) The Bank accounts details of Farmers for incentive transfer
 - d) Land records (If no Patta then VDC should mention it in resolution)
 - e) The information of Adhar No with Photo copy and Mobile No.
 - f) Sheet from OPELIP GIS App
 - g) **Photos:**
 - i. Input distribution photo
 - ii. During
 - iii. Harvesting/crop cutting
11. All the case records at each time to be submitted with letter by FNGO to MPAs. Any missing of documents should be communicated to FNGO on writing by MPAs within 5 days of receipt of letter. **The final original case records should be deposited by FNGO to MPA for audit purposes.** A copy of case records should be kept at FNGO and VDC level.

You are therefore requested, to follow the above guidelines strictly and implement the agril allied activities within stipulated time.

Yours faithfully,

Phurby
26/4/22
Programme Director

Memo No:

1386

Date:

26/04/22

Copy to the JAO, AO and VAWs for information and necessary action.

Phurby
Programme Director