

CITIZEN'S CHARTER

(2016-17)



GOVT. OF ASSAM

**DIRECTORATE OF HORTICULTURE & F.P.,
ASSAM, KHANAPARA, GUWAHATI-22**

Citizen's Charter of the Directorate of Horticulture & Food Processing

1. Introduction:

This document represents a systematic effort to focus on the commitment of the Directorate of Horticulture & F.P. towards its citizens/clients in respect of delivery of services and information, choice & consultation, non-discrimination & accessibility, grievance redressal, courtesy and value for time and money. This also includes expectations of the organisation from citizens/clients for fulfilling the commitment of the organisation

The Agriculture Department in the state mainly consists of two Directorates namely, Directorate of Agriculture and Directorate of Horticulture & Food Processing.

Besides these, a number of autonomous bodies like Assam Seeds Corporation Ltd. (ASC), Assam State Seed Certification Agency (ASSCA) & Assam State Agricultural Marketing Board (ASAMB) also are associated as sister organizations of the Department of Agriculture.

2. Agro-climatic zones and districts of Assam

SN	Agro-climatic zone	District
1	North Bank Plains zone	1 Darrang
		2 Sonitpur
		3 Lakhimpur
		4 Dhemaji
		5 Udalguri
2	Upper Brahmaputra valley zone	1 Golaghat
		2 Jorhat
		3 Sivasagar
		4 Dibrugarh
		5 Tinsukia
		6 Majuli
		7 Charaidew
3	Lower Brahmaputra valley zone	1 Kamrup (M)
		2 Kamrup (R)
		3 Nalbari
		4 Barpeta
		5 Baksa
		6 Chirang
		7 Bongaigaon
		8 Goalpara
		9 Kokrajhar
		10 Dhubri
4	Central Brahmaputra Valley zone	1 Nagaon

		2	Morigaon
		3	Hojai
5	Hill zone	1	Karbi Anglong
		2	Dima Hasao
6	Barak Valley zone	1	Cachar
		2	Hailakandi
		3	Karimganj

3. The Directorate

The Directorate is known as “Directorate of Horticulture & Food Processing, Assam” and is located at Agriculture Campus, Khanapara, Guwahati-781022.

Jurisdiction of the Directorate: It operates from Guwahati for the entire state of Assam through the establishment under the Directorate of Agriculture at village, subdivision and District levels.

4. Mandate

The mandate of the Directorate is the development in horticulture sector through transfer of latest improved technologies, make available quality inputs to the farmers, capacity building of the extension personnel and farmers, increasing horticultural production & productivity and overall economic upliftment of the farmers.

5. Vision

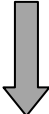

Providing nutritional & financial security to the people

6. Mission:

Increasing crop production and productivity for food security and economic upliftment of the people with a motivational approach for establishing Horticulture as a respectable profession amongst the young and educated generation.

7. Administrative set up of the Directorate: The Directorate is presently run by the officials and staff of Directorate of Agriculture as temporary attachment and at district level, the existing staff of Agriculture executed the programme of Horticulture. However, one Nodal Officer(Horticulture) in each district is designated to look after the programme of horticulture.

The hierarchy of the present Directorate is as follows:

State HQ level 	Director (holding by JDA (Hort) (HQ))
	Joint Director of Agriculture (Hort) = 1 post
	Deputy Director of Agriculture (Hort) = 1 post
	Assistant Director of Agriculture (Hort) = 3 post on attachment
	SDAO= 2 Nos. on attachment
	Sr. Agricultural Development Officer = 4 Nos. on attachment
	ADO = 1 No on attachment
	Agriculture Inspector/ Research Asstt = 3 nos on attachment
	Statistical Assistant = 1 No.
MicroField level 	Deputy Directors of Agriculture (Food Preservation) =1 No.
	Demonstration Officer =17 Nos/ Citrus Development Officer = 1 No
	Assistant Horticulturist = 5Nos/ Jr Scientific Assistant= 2 Nos
	Inspector= 8 Nos.
	Laboratory Assistant= 7 Nos./ Microbiological Assistant= 1 No./ Fruit Technological Assistant= 1 No.
	Supervisor =17 Nos
	Sr. Assistant= 3 Nos.,
	Fieldsman = 11Nos
	Field Assistant= 1 No.
	Grafter= 5 Nos.

8.Total strength of the Directorate:

Cadre	Cadre strength
1. Director of Horticulture & F.P (holding by JDA (Hort))	1
2. Joint Director of Agriculture (Hort)	0
3. Deputy Director of Agriculture (Hort)	3
4. Asst. Director of Agriculture (attached)	3
5. Sub-divisional Agricultural Officer (attached)	2
6. Sr. ADO (attached)	4
7. ADO (attached)	1
8. Demonstration Officer	17
9. Citrus Development Officer	1
10. Assistant Horticulturist	5
11. Jr Scientific Assistant	2
12. Inspector	8
13. Laboratory Assistant	7
14. Microbiological Assistant	1
15. Fruit Technological Assistant	1
16. Supervisor	17
17. Sr. Assistant	3
18. Fieldsman	11
19. Field Assistant	1

(N.B. Since Directorate of Horticulture & F.P is not a full-fledged Directorate, most of the schematic works at field level are executed by the administrative set

up of the Directorate of Agriculture with no separate wing of Horticulture at Zonal/ District / Sub-Divisional /ADO / VLEW level.)

Contact addresses:-

- Directorate of Horticulture & Food Processing, Assam, Khanapara, Guwahati-781022, Assam, India
(a)Tele-Fax: **0361 2330230/231** (b) email:directorhortiassam@gmail.com
- District Office: - District Agricultural Officers at each district head quarters
- Sub-divisional Agricultural Officers at sub-division level.
- Circle level:-Agricultural Development Officers in all Agricultural Development circles

9. Activities to fulfill the prescribed mandate:

- ✓ Transmitting improved technologies evolved from the Research Institutes to the farmers.
- ✓ Creating awareness among the farmers on different developmental schemes and implementation thereof.
- ✓ Imparting training to the farmers, conducting field demonstrations.
- ✓ Organizing State & district level horticultural exhibitions.
- ✓ Organizing exposure visit of farmers within and outside the State.
- ✓ Production of quality planting material as well as horticultural produce in the departmental farms as well as in the farmers' field.
- ✓ Supply of quality planting material to the farmers through departmental programmes
- ✓ Providing irrigation facilities for improved horticultural cultivation practice.
- ✓ Updating knowledge of horticulture operation for extension personnel through training.
- ✓ Suggesting suitable cropping programme
- ✓ Providing relief to natural calamity affected farmers.
- ✓ Transfer of modern technology and promote farm mechanization, seed replacement, rejuvenation of existing orchards, plant protection, soil and water management etc. through extension mechanism.
- ✓ Ensure quality inputs for better production.
- ✓ Varietal intervention
- ✓ Demonstrations

- ✓ Farmers' capacity building
- ✓ Cooperation with allied departments/ agencies
- ✓ Promotion of Horti-entrepreneurship through marketing cell.
- ✓ Provision of incentive/subsidy to farmers
- ✓ Formulation of plans, programmes & schemes for the horticultural development of the state.
- ✓ Increase crop production in a sustainable manner through transfer of modern technology.

11. Functioning:

The Directorate runs by the financial allocation of various plan and non-plan schemes of State and Central Government along with other Central Government assistance and Grants-in-aids. The detail list of the various farmers' beneficial programmes/ schemes have been elaborated in this charter.

The salary, traveling allowances and other miscellaneous expenditure of the entire staff of the Directorate is mostly met out from the fund provision of different schemes.

12. Allied organisations:

Allied organisations of the Directorate are as follows:

12.1. Assam State Seed Corporation (ASC) Ltd., Agriculture campus, Khanapara, Guwahati-22:

The organisation was established in the year 1967 under the provision of the Company Act, 1956 in order to facilitate seed production and its supply to the farmers as well as the directorate under various schemes. It has 12 Nos. of seed production farms of its own at -

- | | | |
|----------------|-----------------|-------------------|
| i. Dalgaon | ii. Darigaji | iii. Golokganj |
| iv. Dhekiajuli | v. Moran | vi. Bamunigaon |
| vii. Demow | viii. Tingtigia | ix. Cherelipathar |
| x. Mainarkhal | xi. Fallangoni | xii. Senchowa |

ASC Ltd. receives Breeder seeds of different crops through the Directorate of Agriculture for multiplication into Foundation and certified seeds. Apart from producing seeds in its own farms, it also organizes seed production programmes in farmers' field through Registered Seed Growers under its umbrella and buys back the seeds for

distribution. It has about 23 nos. of branches for distribution and sales of quality seeds. In absence of seeds of certain crop varieties, it procures these from outside sources of the state.

12.2. Assam State Agricultural Marketing Board (ASAMB), RK Mission Road, Ulubari, Guwahati-7:

ASAMB was established under the Assam Agricultural Produces Marketing Act, 1972 with an objective to establish regulated markets in order to facilitate smooth sales of growers' produces without facing any difficulties from middlemen. At present its functions could be listed as follows:

- a. Establishment of Regulated markets in the state
- b. Collection of cess from agricultural marketing produces
- c. Welfare activities of the farmers in general
- d. It has been entrusted, of late, to procure paddy from farmers through its different resource centers

12.3. Assam State Seed Certification Agency (ASSCA):

It was established in the year 1985 under the Indian Seed Act, 1966. It has three nos. of Seed Testing Laboratories at (i)Guwahati (with capacity of 10000 sample testing annually), (ii)Jorhat (with capacity of 10000 sample testing annually),and (iii)Silchar (with capacity of 5000 sample testing annually), (with capacity of 5000 sample testing annually). Of late, the Bongaigaon Laboratory has been notified for seed testing with an annual capacity of 5000 samples.

The objectives of this agency are to:

- a. Certify seeds in the fields of Registered Growers
- b. Provide Laboratory testing report of enforcement seeds samples
- c. Produce certified seeds under Seed Village Programme

13. STATE HORTICULTURE POLICY

Assam is traditionally rich in horticulture due to its diverse and unique agro-climatic situation conducive for growing wide range of fruits, vegetables, spices, nut crops, flowers, medicinal and aromatic plants, mushroom etc. Horticultural crops occupy about 17% of the gross cultivated area of Assam i.e 7.03 lakh Ha, but annually produce more than 80 lakh MT of various horticultural produces- contributing significantly towards food and nutritional security of the State. But there are two other factors that makes horticulture in Assam a very important sector and they are its inherent capacity for employment generation and secondly

income generation at farmers level. No other sector can claim to be in a better position in this regard for a state like Assam. In spite of all this the state is not able to flourish in horticulture which is characterized by low productivity due to traditional agricultural practices, inadequate capital formation and low investment, inadequate irrigation facilities, low water use efficiency, uneconomic size of holding etc. It is high time to formulate a State Horticulture Policy which has to be holistic, well-defined and focused towards overall well-being of the farming community. The Government should therefore consider all round development of this sector by formulating schemes which needs to address the following issues:-

- To develop at least one or two modern nursery with elite planting materials in each district with a production target of 2 lakh seedling per district per year.
- Considering agro-climatic feasibility, available infrastructure and market potential, districts are to be categorized for commercialization of specific crops like orange, Pineapple, Banana, Zinger, Vegetable crops etc.
- Commodity Specific Growers Society (CSGS) like FIG, FPO etc. are to be organized at field level as well as state level subsequently.
- Vigorous awareness on modern technologies to be adopted at farmers' level in collaboration with AAU/KVK.
- Special On-Farm Training for scientific post harvest handling will be necessary in each production zone.
- Post harvest facilities like, assembling centre with grading, washing, weighing, packaging, storage facilities etc. are to be created in strategic locations.
- To minimize exploitation of middle man and to facilitate commercialization, one terminal market with feeder market scattered over the State may be set up. Such a market if set up at Guwahati i.e. gateway of NE will pave the way for connecting with emerging SE ASEAN markets in future on PPP mode.
- Market oriented research and development of cost effective technologies for post harvest handling and value addition may be given top most priority by Assam Agricultural University.
- Department of Horticulture & FP should be adequately manned by technical officers up to field level for timely implementation of season bound schemes.
- Horticultural census should be carried out to strengthen database.
- Organic farming should be encouraged on crop and zonal basis.

- Progeny orchards should be revived with creation of adequate infrastructures and they should be developed as model farms for new generation farmers for production of elite planting materials like Budded & Grafted Plants including establishment of Mother blocks / Root stock blocks.
- Floricultural wealth should be commercially explored.
- Field spices should be encouraged in riverine belt in particular.
- Medicinal Plants sector should be given more attention as the state is naturally rich in wide varieties of medicinal herbs.
- Honey bee Mission should be introduced for better productivity of Oil seeds, Pulses and Horticultural crops.
- Mission mode on Onion cultivation should be introduced with Post Harvest Technology including Market Chain system.

13.1. The main objectives of formulating Horticulture Policy are as follows:

- To bring in a shift from the present level of subsistence Horticulture to a commercial horticulture so that people would accept horticulture as a profitable venture;
- To promote sustainable horticultural development ;
- To enhance productivity of important crops at least to match with national average (enhancing seed replacement, availability of quality planting materials, INM, IPM, water management, farm mechanization and technology transfer.
- To encourage crop diversification particularly in uplands and medium land, focusing on horticultural crops including dry-land horticulture ;
- To encourage modern farming system approach;
- To enhance water use efficiency through peoples' participation;
- To facilitate increased long term investment in horticultural sectors (on farm as well as off farm) both by private sector, public sector and private & public partnership (PPP), particularly for post harvest management, marketing, agro processing and value addition, etc;
- To encourage contract as well as compact farming;
- To increase access to credit for small and marginal farmers;
- To facilitate appropriate market linkages for horticultural produces with respect to which the state has competitive advantages;

- To create appropriate institutions / facilities to undertake regulatory, enforcement and quality assurance activities matching to the emergent needs;
- To redefine the roles and responsibilities of the horticultural extension machinery by suitably creating & restructuring the field extension set up of its own;

13.2. Operationalisation of the policy

Rules and Resolutions needs to be framed / passed as appropriate by the Government to operationalise the State Horticulture Policy. Operational Plans to address the problems of the farmers will be prepared at the district level with involvement of all stake holders including PRIs through participatory and bottom-up planning and such District Horticultural Plans (DHPs) will be integrated into a State Horticultural Plan (SHP). The Department of Horticulture & F.P. at the state level will coordinate with other allied departments to evolve appropriate mechanisms and guidelines to implement this Policy. The Policy is intended to help in rejuvenating the horticulture sector of Assam and bringing lasting improvement in the economic condition of the farmers. An integrated implementation of the intentions of the Government would definitely achieve the targeted annual growth rate and ensure food and nutritional security to all the citizens of the State.

Contact Person:

Director of Horticulture &F.P., Assam, Khanapara, Guwahati-22

14. Major activities/schemes under the Directorate:-

14.1 Horticulture Mission for North East & Himalayan States (HMNEH)

Foreseeing the potentiality of the horticulture sector in the state, Govt. of India has initiated a Centrally Sponsored scheme namely Horticulture Mission for North East & Himalayan States (HMNEH) from the year 2001-02 (previously known as Technology Mission for Integrated Development of Horticulture from 2001-02 to 2009-10) with 50 to 100% percent central share based on the components. This Mission has four Mini Missions-

- A. Mini Mission- I:** Research on horticultural crops to be taken up by Assam Agricultural University/ ICAR (NE Region)
- B. Mini Mission- II:** Directorate of Horticulture & F.P., Assam has been implementing Mini Mission –II for increasing area, production and productivity of Horticultural crops and development of supportive infrastructures.

C. Mini Mission-III: Assam State Agriculture Marketing Board (ASAMB) and National Horticulture Board (NHB) have been implementing Mini Mission-III for development of markets and setting up of cold storages in order to address post harvest management issues.

D. Mini Mission-IV: Deals with processing and value addition.

Presently horticultural thrust crops being implemented under the scheme in different districts as per crop suitability and location specificity broadly under fruits, vegetables, flowers including orchids and spices.

14.2 Micro Irrigation component of Per Drop More Crop (PDMC) under Prime Minister Krishi Sinchayee Yojana(PMKSJ):-

Background information:-

The Government of India has been implementing Centrally Sponsored Scheme on Micro Irrigation with the objective to enhance water use efficiency in the agriculture sector by promoting appropriate technological interventions like drip & sprinkler irrigation technologies and encourage the farmers to use water saving and conservation technologies.

The Scheme was launched by the Department of Agriculture & Cooperation, Ministry of Agriculture in January, 2006 as Centrally Sponsored Scheme on Micro Irrigation (CSS). In June, 2010, it was up-scaled to National Mission on Micro Irrigation (NMMI), which continued till the year 2013-14.

From 1st April, 2014, NMMI was subsumed under National Mission on Sustainable Agriculture (NMSA) and implemented as “On Farm Water Management” (OFWM) during the financial year 2014-15.

From 1st April 2015, Micro Irrigation component of OFWM has been subsumed under Pradhan Mantri Krishi Sinchayee Yojana. Now, it is being implemented as Centrally Sponsored Scheme on Micro Irrigation from the financial year 2015-16 as per the same pattern of assistance and cost norms as were prevailing under OFWM, until revised.

The Micro Irrigation scheme has been implemented in Assam w.e.f 2014-15. There is a high demand for irrigation including Micro Irrigation in the farmers’ field and the scheme is slowly gaining popularity in Assam. The scheme provides 60% Govt. assistance in the ratio of 90:10 (Central: State) and the rest 40% has to be contributed from farmers side. The farmers of Assam are mainly poor farmers and falls in the category of Small and Marginal and find it difficult to contribute farmers’ share of 40%. Therefore, State share plays a vital role in the success of the scheme.

STRENGTH OF THE SCHEME:

The Micro Irrigation viz Drip Irrigation and Sprinkler Irrigation is slowly becoming important throughout India as it provides judicious use of available water and fertilizer and

thereby increasing productivity. The following table shows the efficiency of different types of irrigation methods:-

Irrigation Efficiencies	Methods of Irrigation		
	Surface	Sprinkler	Drip
Conveyance efficiency	40-50 (canal) 60-70 (well)	100	100
Application efficiency	60-70	70-80	90
Evaporation of surface water	30-40	30-40	20-25
Overall efficiency	30-35	50-60	80-90

Need of the Hour:

In Assam, main irrigation months are from October to March ie the period from Post Monsoon to Pre Monsoon. In this period crops like Rabi vegetables, Pulses, Oilseed, Early Ahu, flowers etc. are cultivated by farmers of Assam. Further, existing horticultural Orchards also suffer for lack of irrigation water during these months. So, in order to increase cropping intensity by double cropping or triple cropping farmers have to completely depend on Irrigation. Every time, farmers cannot effort conventional Irrigation methods of flow and furrow irrigation by which about 50-60% irrigated water goes wastage consuming lots of fuel/energy .This is a great loss to farmers without their knowledge which affect his overall economy. Micro Irrigation on the other hand minimizes this loss and increase the productivity thereby improves overall economy of farmers though the initial investment is higher. Further, like in many states of India, in Assam also, available water for Irrigation becoming slowly scarce due to climate change resilience. Hence it is high time that more and more farmers availed the Govt. of India's scheme of Micro Irrigation under Pradhan Mantri Krishi Sinchayee Yojna (PMKSY) Per Drop More Crop (PDMC).

14.3 Centrally Sponsored Scheme of National Ayush Mission:-

Assam is known as a treasure house of medicinal plants. But till year 2008-09 it was almost a neglected sector and no any effort was made to explore, preserve and commercialize the indigenous crops scattered over the State. In order to boost up this sector Govt. of India has initiated a special scheme namely centrally sponsored scheme of "National Ayush Mission" previously known as 'National Mission on Medicinal Plants..

Presently main thrust is given for cultivation of commercially important species as per crop suitability and location specificity as well as production of Quality Planting Material in the public and private nurseries.

14.4 Rashtriya Krishi Vikash Yojana:

Concerned over the slow growth in the agriculture and the allied sectors, the National Development Council (NDC), in its meeting held on 29th May-2007 resolved that a special additional Central Assistance Scheme be launched. The NDC resolved that agricultural development strategies must be reoriented to meet the needs of farmers and called upon the central and state Govt. to evolve a strategy to rejuvenate agriculture. The Department of Agriculture in compliance of the above resolution and in consultation with the Planning Commission has launched the scheme 'Rashtriya Krishi Vikash Yojna' (RKVY).

The RKVY aims at achieving 4% growth in the agriculture as well as horticulture sector during the XI plan period, by assuming a holistic development of agriculture and allied sectors. The main features of the scheme are:-

- a. To incentivize the states so as to increase public investment in agriculture and allied sector.
- b. To provide flexibility and autonomy to the states in the process of planning and executing the scheme.
- c. To ensure the local needs/ crops / priorities are better reflected in agriculture plan of the states.
- d. To maximize returns to the farmers in agricultural and allied sector including Horticulture.
- e. To bring about quantifiable changes in the production and productivity of various components of agriculture and allied sector.

14.5 Mission Organic Value Chain Development (MOVCD)

Considering the special observation on the existing fertile soil and favorable climatic conditions in North Eastern Region, the Ministry of Agriculture and Farmers Welfare, Government of India has launched a Central Sector Scheme named as Mission Organic Value Chain Development for North Eastern Region during 12th Plan period. Realizing the potential of organic farming in the region North East, the scheme aims at development of certified organic production in a value chain mode to build up a bridge between growers with consumers and to support the sustainable development of entire value chain starting from inputs, seeds, planting materials, certification, to the creation of facilities for collection, post harvest management, aggregation, processing marketing and brand building initiative with an out lay of Rs. 400 crores for the three years from 2015-16.

The main motive of this scheme is to ensure safe and healthy food to everyone's plate. Growing demands of population, industrialization and globalization has made a

significant need of organic farming in the country. The utmost increasing demands in the sector likely to focus on the North Eastern region for organic agriculture. North Eastern Region being traditionally an organic hub, it has tremendous potential for development of organic farming because of its mostly rain-fed and hilly areas, existing of mighty rivers Brahmaputra and Barak, fertile soil and mountainous terrain etc. with the help of those legacies the region can boost in organic agriculture.

Keeping in view, focusing on the supporting development of entire region the scheme “Mission Organic Value Chain Development for North Eastern Region (MOVCDNER)” is being implemented in Assam with following objectives.

OBJECTIVES OF THE SCHEME:

- A. To develop crop commodity specific organic value chain and address gaps in organic crop production, wild crop harvesting, organic livestock management and processing handling and marketing of organic agricultural products through:
 - i. Developing crop specific organic production clusters with necessary infrastructural, technical and financial support
 - ii. By facilitating partnerships between farmers and organic businesses: Local enterprises and / or Farmer Producer Companies based on back-to-back long-term trade relations with clients in domestic and export markets.
 - iii. By providing enabling environment for project initiatives and development programs with necessary support for organic value chain development and create market access.
- B. To empower producers with program ownership by organizing them into FIGs with the final aim to federate into farmer producer organizations/ companies.
- C. To replace conventional farming/subsistence farming system into local resource based, self sustainable, high value commercial organic enterprise.
- D. Developing commodity specific commercial organic value chain under integrated and concentrated approach with end-to-end facilities for production, processing, storage and marketing.
- E. Development of organic parks/zones with facilities for collection, aggregation, value addition, processing, storage and market-linkages for specific commodities requiring capital intensive technology.

- F. Develop NER products as brands/labels through brand building and facilitating stronger marketing access under the ownership of growers organizations/ companies.
- G. Creating state specific lead agency (Organic Commodity Board or Organic Mission) for coordinating, monitoring, supporting and financing the development and operationalization of entire value chain.

14.6 Coconut Development Board Scheme:

Coconut Development Board (CDB) is a statutory body established under the Ministry of Agriculture, Government of India for the integrated development of coconut cultivation and industry in the country with focus on productivity increase and product diversification.

THRUST AREAS

- Increasing the production of quality planting material.
- Creating future production potential by bringing more area under coconut.
- Improving productivity of existing coconut holdings.
- Integrated management of major pests and diseases.
- Strengthening coconut industry by promoting product diversification and by-product utilization.

The Coconut Development Board in association with the State Government implemented several coconut development programme through Directorate of Horticulture & Food Processing, Assam. A brief description on some of the programmes implemented through the Department are as hereunder.

Production & Distribution of Planting Material

The objective of the programme is to enhance the production and supply of good quality planting materials through following component programmes. **Establishment of 7 Demonstration cum Seed Production (DSP) Farms** in different parts of the country in a total area of 240 ha with the aim to produce quality seednuts. These farms are the demonstration centres for scientific coconut cultivation and processing. **Setting up of coconut nurseries attached to the DSP farms** to produce quality seedlings of desired cultivars/varieties suitable for each locality. Raised

seedlings are distributed to farmers at reasonable price. **Aid to registered/ private/ approved coconut nurseries.** The financial assistance is limited to 25% of the cost of production or Rs.2 lakhs whichever is less. The minimum financial assistance of Rs.50000 is allotted for producing 6250 seedlings annually from 25 cents and maximum financial assistance of Rs.2 lakhs for producing 25000 seedlings from one acre. **Establishment of Regional coconut nursery** for supplementing the nursery programmes of the state government. The maximum financial assistance for setting up of regional coconut nursery in nontraditional areas is 50% of cost of production. **Aid to establish nuclear seed garden** in private sector / registered / cooperative societies/ farmers' associations. Maximum financial assistance is limited to Rs.6 lakhs to establish seed garden phased over a period of 3 years @ Rs.3 lakhs during the 1st year and Rs.1.50 lakhs each in second and third year respectively. The quantum of financial assistance is based on the total area of seed garden (maximum 4 ha) or limited to 25% of the cost of establishment of nuclear seed garden.

Expansion of Area under Coconut

This programme is intended to bring in more area under coconut in the potential belts thereby increasing the production potential in the country. For this, the small and marginal farmers are given incentive assistance for undertaking new planting of coconut and its further maintenance. **The new planting assistance is given at the rate of Rs. 8,000 per hectare**, which is disbursed in two equal annual installments.

The programme is implemented by the Board through the Department of Agriculture/ Horticulture of various States/ UT's as the cases may be. Application forms prescribed by the Board are supplied to various implementing offices of the State Government which in turn are distributed to the eligible farmers. The filled in applications submitted by farmers after proper field verification are forwarded to the office of the Board concerned with proper recommendation of the implementing officers for further processing and sanction of subsidy. The Board after scrutiny of the applications, sanctions eligible subsidy and disburse the sum in the form of individual cheques/ demand drafts to the farmers through the same implementing offices.

Integrated Farming for Productivity Improvement

The objective of the programme is to improve production and productivity of the coconut holdings through an integrated approach and thereby increasing the net income from unit holdings with the following component programmes.

Laying out of demonstration plots

Financial assistance of Rs.35,000 per ha in two annual installments is provided for adoption of integrated management practices in disease affected gardens. The objective of the programme is to encourage the farmers to adopt the technology developed for the management of disease affected coconut gardens. Demonstration plots will also help in motivate farmers in adoption of result oriented production technologies.

Integrated Farming for Productivity Improvement on CLUSTER basis

The objective of the Coconut Clusters is increasing the production and productivity of coconut from unit holdings by proper and timely adoption of package of practices in a farmer participatory mode. This programme will facilitate the adoption of appropriate coconut based farming systems and promote farm level processing for value addition on a community basis. The scheme is being implemented by the Board on cluster basis in a contiguous area of appropriate size of 25-50 ha irrespective of the individual size of the holdings. The selection of the cluster is based on criteria such as demonstration value, easy accessibility, availability of minimum infrastructure facilities for the adoption of average management practices, cohesiveness of the group and most importantly the readiness of the farmers in the cluster to assume responsibility and implement the programme in a farmer participatory mode as per the Board's guidelines.

14.7 State Plan Scheme:-

a) Integrated Horticulture Development: Under Horticulture sector 'Integrated Horticulture Development' is a major State Plan scheme which supports different activities like necessary civil works, grants-in-aid to the horticulture growers, procurement of tools and equipments, maintenance etc. We can fill up the gaps left by the central sector and centrally sponsored schemes deriving financial support under this scheme.

b) Community canning and Training on fruit preservation:-

Community Canning and Training on fruit preservation is the oldest scheme prevailing in the state budget since 1978. Since then the scheme is serving the farming community and rural urban households as well by preserving fruits and vegetables in a scientific way. There are 20 nos. of Community Canning and Training Centres at district head quarters which disseminate processing technologies to the women, housewives, entrepreneurs etc. These centres process an average quantity of 40 MT of fruits and vegetables annually and collect average revenue of Rs.3.00 lakh as processing charge.

c) Chief Minister's Floriculture Mission:-

Prevalence of suitable agro-climate has led to natural occurrence of a large number of flowering species in Assam having aesthetic value and horticultural importance. Existence of an ornamental garden is a tradition and characteristic feature of every household in Assam. From time immemorial, the State has been endowed with a rich diversity of flowering annuals and perennials, bulbous ornamentals, amazing creepers, ferns and foliage and awesome orchids. In orchid alone, Assam is credited with the natural occurrence of 191 splendid species having diversified forms and wide colour range.

Contrary to the potential and scope of commercialization, the State floriculture even till today, is largely confined to household garden as a part of hobby horticulture. The number of commercial pockets can be counted on fingers. Although, the State floriculture sector has shown some amount of growth under the impact of government sponsored development projects like HMNEH, the net position of the State in the National Floriculture Map is yet to be visible. Today, Assam registers an area of 1800 ha under total floriculture which is less than 1% of the total area under floriculture in the country and 7.8% of the total area under floriculture in the neighboring West Bengal.

It is further observed that even the neighboring states like West Bengal has a pride position in terms of area and production of flower crops eventually finding its way to the markets in Assam. Today, the incoming flower basket from West Bengal has virtually captured the State's flower market primarily due to low internal production and lack of consistency in supply as per desired volumes. According to unofficial estimates, the annual inflow of flowers to the State's flower market hovers around Rs. 7-8 crores paving out outflow of State's revenue in substantial quantum.

It is now well accepted that in order to sustain agriculture as a profitable venture, due attention must be paid to selection of high value crop options that fetch higher return on investment per unit area. . It has been an established fact that as a potential component of horticultural sector, the floriculture-based enterprises can provide significantly higher net return to farmers compared to other agricultural production options due to their higher market prices resulting from uniqueness, diversified uses and fascination on part of higher income group.

d) Disaster Management Programme:

Natural calamity like flood is a phenomenal problem with occasional drought like situation in the state due to climate change affects. Annual rainfall in the state is 2340.30 mm out of which 2038.10 mm is received during the Kharif season. Flood generally occurs during the peak period of Kharif season and destroys the seedlings. Recurring flood also often destroys the matured crops rendering the farmers helpless at the end of a cropping season. As such, a contingency plan in the name & style of Disaster management is necessary which paves the way for supplying late season seeds varieties and seedlings and compensatory seeds for the next Rabi season.

This scheme is implemented under direct supervision of the civil administration.

15. Other Important services:-

15.1 Horticulture Information Service:-

This is the era of Information Technology. The efficiency of an organisation solely depends on its quick dissemination of information within its functional network. As Horticultural practices are subjected to multitude of variations, persistent research decides its success. The findings should be transformed to its simplicity for adoption of the technology by the farmers. Therefore effective extension plays a vital role of technology dissemination which serves a linkage between lab to land. The SDAO (Information) has been functioning in the Directorate for this purpose.

15.2. Specific jobs:

Though a lot of devices have been developed to serve as the learning media the printing media still is considered to be a potential means of imparting education for skill up gradation of the people. Therefore the information wing is preparing the printing materials that serve as referral for the farmers. It also monitors the electronic media, All India Radio and other print media for effective transfer of Horticultural technology to the farmers the

ultimate clientele of the system. The information wing organizes State Level Exhibition in the State & participates in the India International Trade Fair (I I T F) at New Delhi etc.

Doordarshan is a potential source of knowledge for the viewers of the farming communities. The information wing prepares the list of resource persons and coordinates with the Doordarshan for effective telecasting of programmes as per the need of the farmers. It ensures the involvement of experts from Horticulture directorates, progressive farmers through discussion, crop seminars, answers to the letters of viewers & Prasna Mancha etc. The information wing supports the activities of All India Radio in broadcasting agro-based programmes. It also provides technical support to AIR helping to produce and broadcast various programmes.

Information Wing is publishing various materials like posters, Booklets, Leaflets & Folders on different production technology of major crops for distribution among the farmers in awareness campaigns, meetings and trainings. Production technology manuals

15.3. Service for the Farmers/ Citizens:

- 1) It helps to upgrade the knowledge level of the farmers by the booklets, posters, leaflets & folders etc.
- 2) It monitors the mass media for effective communication of the Horticultural Technology to the farmers.
- 3) It creates awareness among the farmers by organizing state level exhibitions, melas & farmers felicitation programmes, trainings and meetings in State Level to block Levels.
- 4) It organizes farmers exposure visit programme to outside the state to be aware of the modern technology followed in other states.
- 5) At the time of natural calamities, information on contingent measures are immediately released.

15.4. National e-Governance Programme in Agriculture(NeGP)

NeGP is a major initiative of the Govt. of India launched during 2011-12 which aims to make all govt. services accessible to common man in his locality through common service delivery outlets ensuring efficiency, transparency and reliability of such services at affordable cost to realize the basic needs of the common man.

This scheme is at its initial stage of preparation of different PC networking and peripherals and is expected to be serviceable within a year.

16. STRENGTHENING OF INFRASTRUCTURE DEVELOPMENT FOR TRAINING / RESEARCH CENTRE/ LABORATORIES/ COMMUNITY CANNING & TRAINING CENTRES/ NURSERIES etc..

List of Progeny Orchard and Nurseries under the Directorate are as follows:

1. Kamrup (M) district : 1-Byrnihat (Model farm) 2- Sarutari (Medicinal PlantNursery)
2. Kamrup district : 1- Bamunigaon
3. Bongaigaon district : 1-Boitamari
4. Goalpara district : 1-Krishnai
5. Morigaon district : 1-Aujari
6. Barpeta district : 1- Barborijhar
7. Nalbari district : 1- Nikashi, 2-Tamulpur
8. Cachar : 1-Monierkhol
9. Karimganj : 1: Chuutigool
10. Kokrajhar : 1-Kashikotra
11. Nagaon : 1-Kothiatoli, 2-Barama
12. Golaghat : 1-Fallangoni
13. Jorhat : 1-Kundergaon
14. Sivasagar : 1-Karenghar
15. Dirugarh : 1-Pavajan
16. Dhemaji : 1- Jonai
17. Darang : 1-Habigaon
18. Tinsukia : 1- Margherita (Citrus & Pineapple Orchard),

List of Community Canning and Training Centre (CCTC) under the Directorate are as follows:-

1. CCTC, Lakhimpur, Dist. Lakhimpur
2. CCTC, Tezpur, Dist. Sonitpur
3. CCTC, Mangaldoi, Dist. Darang
4. CCTC, Nalbari, Dist. Nalbari
5. CCTC, Barpeta, Dist. Barpeta
6. CCTC, Bongaigaon, Dist. Bongaigaon
7. CCTC, Kokrajhar, Dist. Kokrajhar
8. CCTC, Dhubri, Dist. Dhubri
9. CCTC, Goalpara, Dist. Goalpara
10. CCTC, Ulubari, Dist. Kamrup (M)
11. CCTC, Dispur, Dist. Kamrup(M)
12. CCTC, Nagaon, Dist. Nagaon
13. CCTC, Hojai, Dist. Nagaon
14. CCTC, Golaghat, Dist. Golaghat
15. CCTC, Jorhat, Dist. Jorhat
16. CCTC, Sivsagar, Dist. Sivsagar
17. CCTC, Dibrugarh. Dist. Dibrugarh
18. CCTC, Tinsukia, Dist. Tinsukia
19. CCTC, Silchar, Dist. Cachar
20. CCTC, Karimganj, Dist. Karimganj.

The various Laboratories (Soil/ Fertilizer/Bio-control/Pesticide/ Seed Testing) look after quality control of fertiliser, Bio-pesticide production, pesticides and soil testing aspects. Besides they also take up some development work in the field of agriculture and horticulture to a limited extent.

17 JOB RESPONSIBILITY OF VARIOUS CADRES:-

Since the Field functionaries of Agriculture Department also perform the job of Horticulture Directorate, there are no specific job charts separately for horticultural activities. However, well defined job charts needs to be frame out against various cadres with a full-fledged Horticulture Department at State as well as District Level for its all round development.

CITIZEN'S CHARTER

Branch/Wing/Cell		Programme	General horticultural inputs provided						
State Plan scheme		State Plan financing	Inputs related to various schemes of State Plan						
Services (Information)		Designation of the officer providing services	Location (Place & Room No.)	Telephone No.	Fax/ e-Mail	Availability of prescribed form			Documents to be submitted for the service by the client
						Title of the Form	Whom to contact for the form	Fees (Rs.)	
a		b	c	d	e	f	g	h	i
1	Preparation of plan and programme	D.Adhikary, ADA(Hort) Samiran Bordaloi, RA	Directorate of Horticulture & F.P Khanapara, Guwahati-22	0361-2330231	Fax: 0361-2330231, email: directorhortiassam@gmail.com				
2	Financial matters: Sanction , fund release, etc	Samiran Bordaloi, RA, Anil Sarma, AI	-do-	94350 49193	-do-				
3	Maintenance of cash book, payment of bills, etc.	Kailash Talukdar UDA(Accountant)	-do-	97077 27330	-do-				
4	Advertisement bills & other general correspondence related to Horticulture scheme	Mousam HazarikaAsstt. Director (info) Samiron Bordoloi RA	-do-	94010 01941	-do-				
5	Receipt & issue	Smt. M. Devi, Jr. Asstt & Smt. M. Bora	-do-	0361-2335303	-do-				

Branch/Wing/Cell		Programme	General horticultural inputs provided						
HMNEH cell		HMNEH scheme	providing subsidy: Area expansion of Fruits, Flower Spice etc , Nursery establishment,						
Services (Information)		Designation of the officer providing services	Location (Place & Room No.)	Telephone No.	Fax/ e-Mail	Availability of prescribed form			Documents to be submitted for the service by the client
						Title of the Form	Whom to contact for the form	Fees (Rs.)	
1	All activities related implementation of HMNEH in the state	Sri K. Sarma, SDAO, Sri Nripen Das, Sr. ADO,	Directorate of Horticulture & F.P Khanapara, Guwahati-22	94351 85279	Fax: 0361-2330231, email: directorhortiassam@gmail.com				
2	Capacity Building, Training, Workshops, Exhibitions etc	Mousam Hazarika, ADA (H) (Info), Madan Deuri Bharali, Sr. ADO	-do-	94010 01941 94351 00265	-do-				
3	Maintenance of cash book, payment of bills, etc.	Kailash Talukdar UDA(Accountant)	-do-	97077 27330	-do-				

Branch/Wing/Cell		Programme	General horticultural inputs provided						
Medicinal Plants cell		NMMP/NAM scheme	providing subsidy: Cultivation of Medicinal Plants species etc , Nursery establishment,						
Services (Information)		Designation of the officer providing services	Location (Place & Room No.)	Telephone No.	Fax/ e-Mail	Availability of prescribed form			Documents to be submitted for the service by the client
						Title of the Form	Whom to contact for the form	Fees (Rs.)	
1	All activities related to implementation of NMMP scheme in the state	Sri Tridip kr Deka Sr. ADO,	Directorate of Horticulture & F.P Khanapara, Guwahati-22	94351 49106	Fax: 0361-2330231, email: directorhortiassam@gmail.com				
2	Action Plan, Nursery Registration etc	-do-	-do-	-do-	-do-				
3	Maintenance of cash book, payment of bills, etc.	Kailash Talukdar UDA(Accountant)	-do-	97077 27330	-do-				

Branch/Wing/Cell		Programme	General horticultural inputs provided						
R.K.V.Y cell		R.K.V.Y scheme	providing subsidy & grants to various components of the scheme						
Services (Information)		Designation of the officer providing services	Location (Place & Room No.)	Telephone No.	Fax/ e-Mail	Availability of prescribed form			Documents to be submitted for the service by the client
						Title of the Form	Whom to contact for the form	Fees (Rs.)	
1	All activities related to implementation of R.K.V.Y. scheme in the state	Sri G. K. Hazarika, (DDA), Sri D. Adhikary, ADA (Hort) and Sri Bhaskar Kalita, ADO	Directorate of Horticulture & F.P Khanapara, Guwahati-22	99540 76970, 97064 25081	Fax: 0361-2330231, email: directorhortiassam@gmail.com				
2	Maintenance of cash book, payment of bills, etc.	Kailash Talukdar UDA(Accountant)	-do-	97077 27330	-do-				

Branch/Wing/Cell		Programme	General horticultural inputs provided						
Organic Cell		MOVCD	providing subsidy & grants to various components of the scheme						
Services (Information)		Designation of the officer providing services	Location (Place & Room No.)	Telephone No.	Fax/ e-Mail	Availability of prescribed form			Documents to be submitted for the service by the client
						Title of the Form	Whom to contact for the form	Fees (Rs.)	
1	All activities related to implementation of MOVCD scheme in the state	Dr. P. K. Mahanta, (DDA), Sri K. Sarma, SDAO (Hort) and	Directorate of Horticulture & F.P Khanapara, Guwahati-22		Fax: 0361-2330231, email: directorhortiassam@gmail.com				
2	Maintenance of cash book, payment of bills, etc.	Sri S. Bordoloi, RA	-do-		-do-				

Branch/Wing/Cell		Programme	General horticultural inputs provided						
General Administration			providing information and reports						
Services (Information)		Designation of the officer providing services	Location (Place & Room No.)	Telephone No.	Fax/ e-Mail	Availability of prescribed form			Documents to be submitted for the service by the client
						Title of the Form	Whom to contact for the form	Fees (Rs.)	
1	All RTI related issues	P. K. Hazarika, JDA(H), and all schematic officers & Sri S. Bordoloi, RA	Directorate of Horticulture & F.P Khanapara, Guwahati-22	94353 31624	Fax: 0361-2330231, email: directorhortiassam@gmail.com				
2	Rajya Sabha/ Lok Sabha/ Assembly Questions	-do-	-do-	-do-	-do-				
3	Disaster Managements	Sri I. Talukdar SDAO (H)	-do-		-do-				
4	Publicity & information	Mousam Hazarika ADA (H) (Info),	-do-	94010 01941	-do-				

Complaint Redressal

LIST OF GRIEVANCES FOR PUBLIC GRIEVANCE REDRESSAL SYSTEM								
DIRECTORATE OF HORTICULTURE & F.P, KHANAPARA, GUWAHATI-22								
	1-Reviewing Authority (u/s 4 of the Act)	:The Addl. Chief Secretary & APC , Agriculture Department, Govt. of Assam.						
	2-Appellate authority (u/s 4 of the Act)	:The Secretary to the Govt. of Assam, Agriculture department						
	3-Area of the state to which the following services shall apply	:The whole state of Assam						
SN	Redressal of grievances on matter related to:-	Stipulated time limit fixed for disposal of the matter u/s 6(1) of the Act [Maximum Days]	Designated Public Servant (DPS) u/s 3 © of the Act					
			State Head Quarter			District Head Quarter		
			Designated Public Servant (DPS) u/s 6(1) of the Act	Assisting officer (if any) u/s 6(2) of the Act	Assisting officer / officials (if any) u/s 6(2) of the Act	Designated Public Servant (DPS) u/s 6(1) of the Act	Assisting officer (if any) u/s 6(2) of the Act	Assisting officer officials (if any) u/s 6(2) of the Act
a	b	c	d	e	f	g	h	i
1	Horticulture Machineries, land development, Soil & Water conservation, infrastructure development, rejection /action taken on the same, not getting desired response, etc.	25	EE(Agri), HQ	AEE , HQ	JE, HQ	EE(Agri)	AEE(Agri)	JE
2	Plan & Non-Plan finances & Departmental schemes	20	Director, Hort. & F.P	JDA(H.)	DDA(H)/AssttDA(H)/Sr ADO/ADO	DAO	SDAO(H)	Senior Assistant
3	Activities under Establishment section	20	Director, Hort. & F.P	JDA(H)	UDA (Accountant)	DAO	SDAO	Senior Assistant
4	Seeds/ Horticultural planting materials	10	Director, Hort. & F.P	JDA(H)	DDA(H)/AssttDA(H)/Sr ADO/ADO	DAO	SDAO(H)	Senior Assistant

5	All matters related to HMNEH	30	JDA(H)	DDA(H)/ SDAO(H)	Sr.ADO	DAO	SDAO(H)	Senior Asstt.
6	All matters related to NMMP	30	JDA(H)	DDA(H)/	ADO & Nodal Officer	DAO	SDAO(H)	Senior Asstt
7	All matters related to RKVY	30	JDA(H)	SDAO(H)/ Asstt DA(H)	ADO & Nodal officer	DAO	SDAO(H)	Senior Asstt
8	All matters related to Plan scheme	30	Director, Hort. & F.P	JDA(H)	AI/ RA	DAO	SDAO(H)	Senior Asstt
9	RTI	30	JDA (H)	All schematic officers	UDA (Acctt.)	DAO	SDAO	Senior Assistant

Sd/-
Director of Horticulture & F.P.
Assam, Khanapara, Guwahati

