

By Fax/ e-mail

Dr. Saurabh Garg, IAS,
Principal Secretary to Govt.
Department of Agriculture &
Farmers' Empowerment,
3rd Floor, Krushi Bhawan,
Gopabandhu Marg, Keshari
Nagar
Bhubaneswar-751001



Tel. No.0674 -2391325(0)
Fax No.0674 -2393948
E-mail- agrsec.or@nic.in
No. 453 / A & FE
AP-I-247/18
Date: 05-01-2019
Bhubaneswar

To

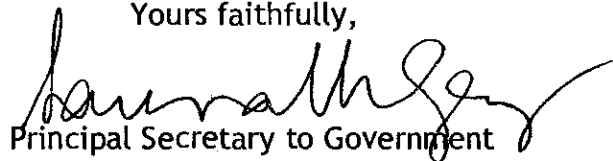
All Collectors

Sub: Forwarding of Standard Operating Procedure (SOP) for Red Form & Green Form under KALIA Programme.

Madam/Sir,

With reference to subject cited above, for effective implementation of KALIA Scheme, a Standard Operating Procedure (SOP) for Red Form & Green Form in detail are enclosed for ready reference and needful action to issue necessary instruction to all stakeholders involved in the programme.

Yours faithfully,


Principal Secretary to Government

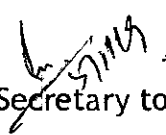
Memo No.

454

IA&FE

Dated 05-01-2019

Copy forwarded to the Director of Agriculture & Food Production, Odisha for information with a request to intimate all concerned.


Additional Secretary to Government

Annexure-1

Exclusion through Red Forms & Suo Moto Process: Step By Step Process

1. Red boxes kept at Gram Panchayat level will be opened on daily basis by the GP Nodal Officer (GPNO). He will take out all the forms and give them a unique continuous serial number.
2. After giving the serial number, details (number etc.) of the forms received shall be entered into a register to be maintained for the purpose at the GP level.
3. GPNO along with Secretary, PACS shall check correctness and completeness of the entries in the Red Form. They may conduct enquiries as required and refer to required documents as available at GP Office, PACS office, with Village Agriculture Worker (VAW).
4. On basis of such enquiries, Red Forms which are found to be complete and correct, will form basis of generation of Exclusion List (EL).
5. This Exclusion List (EL) shall be generated through the *KALIA* Web Portal through a user interface that will be provided in www.kalia.co.in. Each PACS will be a unique user in this case and data entry shall be taken up by DEO & Addl. DEO of PACS in the portal itself.
6. Through the user interface, each PACS will be able to access their GP wise draft beneficiary list. In the draft beneficiary list against the entries which are to be excluded on the basis of GPNO enquiry/decision, a cross (x) mark has to be entered in the portal.
7. On basis of above, GP wise ELs can be generated and printed at PACS. The same shall be validated & signed by GPNO for correctness of data entry against the Red forms. If printed ELs are found to be correct then same can be approved on the portal by the GPNO.
8. On basis of above, GP wise exclusion list can be generated in the format given below. This shall be printed and signed jointly by GPNO and Secretary PACS. This copy shall be kept for purpose of record in office of PACS.

GP: _____ Block: _____ District: _____						
Sr. No	Name of the Applicant	Father Name	Name of village	Application or Objection or suo moto	report of GPNO	Reason for exclusion
(1)	(2)	(3)	(4)	(5)	(6)	(7)

9. All the records including the above list, RED forms etc. shall be kept and maintained in PACS office.

10. **SUO MOTO DELETION:** It is important to mention here that Draft Beneficiary List (DBL) as displayed for objections and suggestions in GP office shall be thoroughly examined and checked by GPNO, VAW and Panchayat Executive Officer. If they find any wrong inclusion in the Draft Beneficiary List (DBL), the same shall be excluded by GPNO after recording of reasons. For this purpose focus should be on – cases where there is inclusion of more than 1 person from a single family, completely wrong farmer details, death cases, duplicate cases etc. For the suo moto deletion cases, the process as indicated in point number 4, 5 and 6 supra, shall be followed, mutatis mutandis. This will ensure that GP wise Exclusion Lists generated as per point number 7, supra, is inclusive of cases of suo moto deletion. Where necessary, green forms may be advised to the farmers be filled up to correct the farmer details/ bank accounts, after the suo moto deletion in red form has been done.

Inclusion through Green Forms: Step by Step Process

1. Green boxes kept at Gram Panchayat level will be opened on daily basis by the GP Nodal Officer (GPNO). He will take out all the forms and give them a unique continuous serial number.
2. After giving the serial number, details (number etc.) of the forms received shall be entered into a register to be maintained for the purpose at the GP level.
3. GPNO along with Secretary, PACS shall check correctness and completeness of the entries in the Green Form.
4. GPNO along with Secretary, PACS may conduct enquiries as required and refer to required documents as available at GP Office, PACS office, with Village Agriculture Worker (VAW).
5. On basis of such enquiries Green Forms, which are found to be complete and correct, will form basis of generation of Draft Green List (DGL).
6. This DGL shall be generated through the *KALIA* Web Portal through a user interface that will be provided in www.kalia.co.in. Each PACS will be a unique user in this case and data entry shall be taken up by DEO & Addl. DEO of PACS in the portal itself.
7. Through the user interface, each PACS will be able to access the format in which data entry is to be taken up. The data in the same shall be entered on the basis of the verified Green Forms received under *KALIA* Scheme.
8. On basis of above, GP wise DGLs can be generated and printed at PACS. The same shall be validated & signed by GPNO for correctness of data entry against the Green

forms. If printed DGLs are found to be correct then same can be approved on the portal by the GPNO.

9. On basis of above, GP wise DGLs can be generated in the format given below. This shall be printed and signed jointly by GPNO and Secretary PACS. This copy shall be kept for purpose of record in office of PACS.

GP: _____ Block: _____ District: _____											
Sr. No	Name of Village	Applicant	spouse name	Mobile No.	Adhar No.	Bank account details				No. eligible for inclusion as per Report of GPNO	Remarks
						Bank Name	Branch	IFSC code			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

10. All the records including the above list, Green forms etc. shall be kept and maintained in PACS office.