

**Issues related to Drop Box**

1. Every GP office shall have two drop boxes, one green coloured and one red coloured for the purpose of collection of green and red forms, respectively, as prescribed by Agriculture & Farmers Empowerment Department.
2. The drop boxes should be made of tin or any other appropriate material.
3. Rupees 500 @ Rs.250/- per drop box will be placed by CCB out of KSA fund.
4. Specification and Procurement Agencies for tin boxes will be decided by DCC.
5. The Panchayat Executive Officer of respective Gram Panchayat will be the custodian of the drop boxes.
6. GP Nodal officer as notified by District Collector shall be responsible for opening of the drop boxes, collection of forms, conduct of local enquiries as required and deposit of same to PACS for data entry. Detailed instructions on process of enquiry & data entry, as issued by Department of Agriculture & Farmers Empowerment may be followed.
7. Panchayat Executive officer & GP Nodal officers to ensure Drop boxes are placed in such a manner that, it is accessible to all applicants.
8. Flex banner related to the process for finalization of beneficiaries may be displayed prominently at the place where these boxes have been kept. Reference creative (poster-14) is being made available on the website.