

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF AGRICULTURE
NABANNA, 3RD FLOOR
325, SARAT CHATTERJEE ROAD,
MANDIRTALA, SHIBPUR, HOWRAH-711 102.

No. 1462-Nab./9M(Nab.)-15/14

Howrah, the 6th September, 2017.

MEMORANDUM

Sub : Continuation of the scheme “Credit Linked Subsidy Scheme for Rural Entrepreneurs to set up Custom Hiring Centres (CHC) of Farm Machinery” under the Agriculture Department, West Bengal for 2017-18.

In continuation of this Departments memo no. 1075-Nab/9M (Nab)-15/14 dated 26th September, 2016, the undersigned is directed to inform that the Governor is pleased to extend the validity of the “**Credit Linked Subsidy Scheme for Rural Entrepreneurs to set up Custom Hiring Centres (CHC) of Farm Machinery**” as an on-going scheme under the State Plan schemes of Agriculture Department **up to 31st March, 2018**. The scheme will be implemented with a tentative financial allocation of **Rs. 36 Crore (Rupees thirty six Crore)** only which will be defrayed from the fund for RKVY and SMAM schemes for 2017-18 and will follow RKVY/SMAM guidelines.

Under the scheme, the State Government will provide **front-ended credit linked subsidy of 40% of the project cost (TFO) not exceeding Rs. 25 lakh** to rural entrepreneurs for setting up of Custom Hiring Centres (CHCs) of end-to-end (from land development to residue management) farm machineries, to be hired out to all farmers, with preference to the Small and Marginal farmers of the adjoining areas. **For CHC with project cost of more than Rs. 25 lakh, only back ended subsidy will be released.**

The detailed **Operational Guidelines** of the scheme describing the eligibility norms, area of implementation, procedure of application, sponsoring, sanctioning and disbursement of subsidy, monitoring etc. is appended as **Annexure –I**. All concerned are requested to implement the scheme as per the above mentioned guidelines.

By order of the Governor


Joint Secretary

to the Government of West Bengal

No. 1462/1(65) -Nab./9M(Nab.)-15/14

Howrah, the 6th September, 2017.

Copy forwarded for information and taking necessary action to :-

1. The Principal Accountant General (A&E), W.B., Treasury Buildings, Kolkata-700001.
2. The Accountant General (Audit), Treasury Buildings, Kolkata-700001.
3. The Director of Agriculture & E.O.S., Govt. of West Bengal.
4. The Commissioner, (Budget & Planning Cell) of this Department.
5. The District Magistrate _____ District.
6. The General Manager, United Bank of India & Convenor, SLBC, H.O., Hemanta Basu Sarani, Kolkata – 700001.
7. Chief General Manager, NABARD, Regional Office, Abhilasa, 6 Royd Street, Kolkata – 16.
8. The Pay & Accounts Officer-I, Kolkata Pay and Accounts Office, 81/2/2, Phears Lane, Kolkata-700012.
9. The Pay & Accounts Officer-II, Kolkata Pay and Accounts Office, P1, Hyde Lane, Kolkata-700012.
10. The Joint Director of Agriculture (Accounts), Govt. of West Bengal.
11. The Deputy Director of Agriculture (H.Q.), Govt. of West Bengal.
12. The Deputy Director of Agriculture (Administration), District: _____
13. Sr. P.A. to Additional Chief Secretary, Agriculture Department, Govt. of West Bengal.
14. Treasury Officer, _____ District.
15. Guard file.



Joint Secretary

to the Government of West Bengal.

**CREDIT LINKED SUBSIDY SCHEME FOR RURAL ENTREPRENEURS TO
SET UP CUSTOM HIRING CENTERS OF FARM MACHINERY**

The "CREDIT LINKED SUBSIDY SCHEME FOR RURAL ENTREPRENEURS TO SET UP CUSTOM HIRING CENTERS (CHC) OF FARM MACHINERY" was launched as a new scheme by the Agriculture Department, Govt. of West Bengal, in the financial year 2014-15, for setting up Custom Hiring Centers of Farm Machineries, with an aim to increase farm power availability for the purpose of increasing agricultural productivity. Setting up of CHCs would help in encouraging usage of farm machineries by small and marginal farmers, who would otherwise be deprived of this aid for increasing field productivity because of the prohibitive cost of owning such assets. The details of the scheme are given below. **The financial allocation for the scheme shall be made from the available RKVY, SMAM etc funds.**

Objective of the Scheme:	<ol style="list-style-type: none"> 1. To encourage the usage of farm machinery among small and marginal farmers for increasing farm productivity; 2. To offset high cost of owning farm machinery for small holdings; 3. To increase farm power availability to 2 kwh/hectare by the year 2020 from present level of 1.58 kw/ha. 4. To promote consecration agriculture.
Area of implementation:	Applicable uniformly throughout the State.
Implementing Agencies:	Commercial banks, Regional Rural Banks and Cooperative Banks.
Eligible Entrepreneur/ Beneficiaries:	Individuals, group of individuals. Members of PACS, Joint Liability Groups with bank accounts, SHGs, Cluster/ Federation of SHCs, Proprietorship Firms, Partnership Firms, Co-operative societies, Farmer's Clubs, FPOs, FIGs and Private/Public Ltd Companies, Corporation etc.
Scale up:	Existing CHCs who are working for more than one year will be eligible for scaling up.
Purpose of Loan:	To set up Custom Hiring Centres of end-to-end (from land development to residue management) farm machineries, to be hired out to all farmers, with preference accorded to small and marginal farmers of the adjoining areas, so that the coverage is at least 10 ha/day and 300 ha in the entire cropping season.
Nature of Assistance:	<ol style="list-style-type: none"> 1. Model I: <ol style="list-style-type: none"> a. Minimum TFO would be Rs. 20.00 lakh and the maximum would be Rs. 25.00 lakh b. The maximum subsidy will be limited to 40% of the TFO i.e. Rs 10 lakh c. In such cases <u>front ended</u> subsidy will be provided. 2. Model II: <ol style="list-style-type: none"> a. CHCs with Total Financial Outlay (TFO) with more than Rs. 25 lakh up to Rs. 40 lakh. b. Subsidy will be 40% of TFO limiting to Rs. 16 lakh. c. Subsidy will be <u>back ended</u> following SMAM Guideline 2016-17 para 11.2.2 (f) 3. Model III: <ol style="list-style-type: none"> a. CHCs with Total Financial Outlay (TFO) with more than Rs. 40 lakh up to Rs. 60 lakh. b. Subsidy will be 40% of TFO limiting to Rs. 24 lakh. c. Subsidy will be <u>back ended</u> following SMAM Guideline

2016-17 para 11.2.2 (f)

4. Model IV:

- a. TFO more than Rs. 60 lakh upto Rs. 200 lakh.
- b. Subsidy @ 40% of TFO limited to Rs. 80 lakh.
- c. Subsidy will be back ended.

Total Financial Outlay (TFO) = cost of machinery, including transportation + AMC + cost of open shed + insurance for 1 year + any other operational cost that may be applicable) for the CHC of all scales.

Eligible list of machinery:

All the CHCs shall have customary and optional machines as provided in **Annexure II**. Only new machines are eligible.

**Operational Guidelines:
Nodal Committee:**

The District ATMA Management Committee shall be the Nodal Committee for sponsoring applications and monitoring the scheme. The LDM and District Coordination Committee of bankers (DCC) may be co-opted by a resolution of the ATMA Governing Board for the purpose of implementation of this scheme. The **District Level Sanctioning Committee (DLSC) formed for the purpose of FSSM scheme** will be the final authority for sanction of subsidy under this scheme.

Loan proposal:

i) Eligible entrepreneurs / beneficiaries noted above shall apply for the purpose of availing assistance under this scheme to the DDA (Admin. of the respective) District in the prescribed form given in Annexure —III.

ii) Application will be received online through – ‘matirkatha.gov.in’.

iii) DDA (Admin.) will additionally receive offline applications in duplicate as per prescribed form and will enter a running serial number in chronological order on both Part-A and Part-B of the application form and shall issue receipt to the applicant as given in Part-B for last few days to pre-empt any gap caused by different reasons beyond direct control of the headquarter.

iv) **Selection Process:** Each application form shall be verified and scrutinized by the DDA (Admin.) to ascertain genuineness and completeness of the applications. He will then cause to convene a meeting of ATMA Management Committee for screening and selection of the eligible applications. The Committee shall indicate its recommendation on each application and send it to the DLSC for sanctioning subsidy and to the respective bank for sanction of loan. For disposal application, priority will be given on regional spread of mechanization, equity etc. by the committee.

v) Wide publicity will be given for receiving application in newspaper specifying cut off dates fixed centrally and tentative date of finalisation of list.

vi) After finalisation and publication of the list noted above, vacancy, if any, is to be reported to head quarters.

vii) The DLSC will consider the cases sponsored by the ATMA Management Committee and approve the project proposals and sanction subsidy on being satisfied about the feasibility of the cases. A sanction letter should be issued to the entrepreneur whose project proposal is approved by the DLSC. However, the subsidy should be released only after sanction of bank

loan to the concerned entrepreneur based on the nature (front ended / back ended subsidy as per SMAM guideline 2016-17).

viii) After getting confirmation of sanction of loan by the respective bank, the DDA (Admin) shall release the subsidy amount in favour of the eligible entrepreneur, directly in the entrepreneur's loan account through A/c Payee Cheque/ Draft/ Bankers' Cheque/RTGS/e-Pradan. After sanction of subsidy, DDA (Admin.) shall upload the list of beneficiaries in the District Magistrate's website giving name and address of the beneficiary, financing bank, equipment to be purchased and amount of subsidy sanctioned. *Appropriate modifications are to be made based on front/ back ended nature of subsidy.*

ix) **The entire process upto disbursement of loan should be completed by 31st March, 2018.** The DDA (Admin) shall make sufficient publicity of the scheme all over the districts.

x) A permanent metal tag/sticker as furnished below should be fixed on each of the machinery:

কৃষি দপ্তর, পশ্চিমবঙ্গ সরকারের
সাহায্যপ্রাপ্ত কৃষি- যন্ত্র ভাড়া কেন্দ্র,

Processing at Bank:

All Loan proposals sponsored by the District ATMA Management Committee shall be duly processed after observing all due diligence and formalities and disposed of by the Branch Managers **within 15 days from receipt of the loan proposals from the sponsoring authorities.**

Margin Money:

Minimum 25% of the TFO. Borrowers are to deposit their contributions with the financing bank before release of fund to the supplier.

Bank Loan Maximum 35% of the TFO.

Rate of Interest:

As per guidelines of respective bank and within. RBI norms of charging interest to agriculture loan accounts.

Processing fee:

No processing fee should be charged.

Security:

Primary -Hypothecation of assets created out of project cost and charge on land possessed by borrower, wherever applicable.

Insurance:

Comprehensive insurance of the assets is to be done **at the borrower's cost** with Bank Clause.

Documents:

1. Proforma Application form, properly filled in.
2. Proof of Citizenship (EPIC/Passport etc.)
3. Proof of financial solvency (self-authenticated photocopy of updated bank pass-book etc.)
4. Title Deed/Lease Certificate/Rent Receipt of land.

Disbursement

i) Disbursement should be done **directly to the dealer/ supplier** as per quotation, accepted by the borrower. Necessary arrangements are to be made by the supplier/ dealer to get the name of financing bank registered as hypothecated/ mortgaged in the Registration Certificate/ Blue Book of the vehicle (wherever applicable).

ii. Respective Bank will issue Delivery Order (D.O.) to the supplier/ dealer advising them to deliver equipments to the borrowers and to submit bill and related documents duly acknowledged by the borrowers to get payment from bank. A copy of the D.O. should be endorsed to the respective DDA (Admin.) for record and monitoring purpose.

iii) Banks, after getting the duly receipted challans/ bills/ documents shall release the total amount (bank loan+ subsidy + margin money) to the dealer/ supplier of the equipment.

iv) For back ended subsidy, bank will pay the loan amount directly to the supplier/dealer.

v) The subsidy under the scheme will be meant for purchase of new equipments only and the amount cannot be adjusted with any outstanding loan of the concerned applicant.

vi) The custom hiring centres having the project cost more than Rs. 25 lakh will be established under the model of credit linked back ended financial assistance.

vii) The bank will lock the financial assistance released to them for a period of 4 years. The beneficiary will repay the complete bank loan within the period of not less than 4 years. The Beneficiary will not be allowed to transfer/ sell/ mortgage the CHC to any one before the completion of 6 years.

Repayment:

The loan taken under this scheme shall have a **mandatory repayment period of not less than four years**. During the repayment period, the **entrepreneur shall not alienate the assets procured under this scheme by way of sale or lease a mortgage or create any other security interest on them whatsoever.**

Monitoring & Grievance Redressal :

Close monitoring of the implementation of the scheme shall be undertaken both at District and State level bankers' forum. At the State level, the issue will be discussed as part of structured agenda in the SLBC meetings. At the District level, the District ATMA Management Committee shall hold regular meetings to monitor the implementation of the scheme. The matter shall

also be discussed as an agenda in the DCC and DLSC for proper monitoring.

A **joint inspection of the CHC** shall be conducted by a Joint Inspection Committee (JIC) comprising of Representatives of the Financing Bank, NABARD and DDA (Admin.) of the district **within three months of sanctioning of the loan** to ascertain proper utilization of the sanctioned amount including subsidy amount and submit a report in the prescribed proforma (Annexure IV) to the District ATMA Management Committee.

Grievances, if any, which may arise during **implementation** of the scheme, shall be resolved by the DDA (Admin) at the District level and by the Director of Agriculture at the State level.

Other issues:

The entrepreneurs must satisfy themselves that the Supplier /dealer/ manufacturer has extended adequate guarantee/ facilities for **after sales services** for a period not less than 12 months from the date of purchase.

An undertaking in the above respect is to be obtained from the supplier/ dealer/ manufacturer by the borrower before/ at the time of purchase and to be submitted to the financing bank.



List of customary machinery for CHC

Model-I (TFO Rs. 20.0 to 25 lakh)

1. Tractor (up to 70 HP)- one no. (min)
2. Power weeder-3 nos. (min)
3. Rotavator - one (min)
4. Cultivator- one (min)
5. Seed cum fertilizer drill/ zero tillage seed cum fertilizer drill/ multi crop planter- one (Min)
6. Multi crop Thresher- one (min)
7. Tractor drawn Power sprayer-one (min)
8. Power reaper- one (min)
9. Trolley- one (min)
10. Power Tiller -one (min)

Model-II (> Rs. 25 lakh to 40 lakh)

1. Tractor (up to 70 hp) - 2 nos (min)
2. Rotavator - 2 nos. (min)
3. Cultivator -1no. (min)
4. Power Tiller- 2 nos. (min)
5. Power Weeder -4 nos. (min)
6. Seed cum fertilizer drill/ zero tillage seed cum fertilizer drill/ multi crop planter- 2 nos. (Min)
7. Multi crop thresher -2 nos. (min)
8. Trolley- 2 nos. (min)
9. Rice Transplanter- one.
10. Power sprayer- 2 nos. (min)

Model-III (>Rs. 40 lakh to 60 lakh)

1. Tractor (up to 70 hp) - 2 nos (min)
2. Rotavator - 2 nos. (min)
3. Cultivator -1no. (min)
4. Power Tiller- 2 nos. (min)
5. Power Weeder -4 nos. (min)
6. Seed cum fertilizer drill/ zero tillage seed cum fertilizer drill/ multi crop planter- 2 nos. (Min)
7. Multi crop thresher -2 nos. (min)
8. Combine harvester - one (min)
9. Straw Baler- 2 nos. (min)
10. Trolley- 2 nos. (min)
11. Rice Transplanter- one.
12. Power sprayer- 2 nos. (min)
13. Precision irrigation equipment OR Post harvest machinery

Model-IV (>60 lakh upto 200 lakh)

1. Tractor (up to 70 hp)- 4 nos. (min)
2. Rotavator - 2 nos. (min)
3. Cultivator -2 nos. (min)
5. Power Weeder -8 nos. (min)
6. Seed cum fertilizer drill/ zero tillage seed cum fertilizer drill/ multi crop planter- 3 nos. (Min)
7. Multi crop thresher -4 nos. (min)
8. Combine harvester - 2 nos (min)
9. Straw Baler- 4 nos. (min)
10. Trolley- 3 nos. (min)



11. Rice Transplanter- one (min)
12. Power sprayer- 3 nos. (min)
13. Precision irrigation equipment.
14. Post harvest machinery

List of optional machinery

1. Laser Land Leveller
2. Reaper cum binder
3. Potato Planter
4. Potato Digger
5. Power thresher
6. Mini Dal Mill.
7. Rice dehusker
8. Mini Oil mill
9. Reversible Plough
10. Raised bed planter
11. Strip Till drill
12. Brush Cutter
13. Chaff cutter.
14. Onion harvester
15. Drum Seeder
16. Winnowing fan
17. Cono weeder
18. Pump set
19. Sprinkler set
20. Drip irrigation
21. Sugarcane crusher



**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF AGRICULTURE**

Application-cum-Brief Project Report for setting up of Custom Hiring Centre under Credit Linked
Subsidy Scheme for Rural Entrepreneurs to set up of CHC of Farm Machinery

Part-A

Space for
Photograph

1. Name of applicant:
2. Category of applicant:
(i.e. whether Individual, Members of PACS, Joint Liability Groups with bank accounts, SHGs, Proprietorship Firms, Partnership Firms, Co-operative societies, Farmer's Clubs, FPOs and Private/Public Ltd Companies and whether SC/ST, woman)
3. Address (Please attach a self-authenticated proof):
4. Proof of Identity:
(Please mention the type and No. of the document like Aadhar card/ EPIC/Passport/KCC etc.)
5. Landline/mobile number:
6. Details of Land holding of the applicant (please mention whether own land/leased/ or rented):
7. Approximate area of land belonging to other farmers that may be covered in a year under custom hiring:
8. Types of crops grown in the area:
9. Types of farm machinery/equipments required in the area:
10. Expected number of farmers who may avail custom hiring services from the proposed centre:
11. List of machineries/equipments with their specifications and their cost along with quotations from dealers:
12. Total Financial Outlay:
13. Borrower's contribution (Margin Money):
14. Loan amount sought:
15. Expected annual income from proposed custom hiring centre:
 - i. Gross annual income:
 - ii. Total expenditure:
 - iii. Net income [(i) – (ii)]:
 - iv. Loan repayment period sought (**minimum Five years**):
16. Whether Annual Maintenance Contract (AMC) with dealers is done:

I hereby declare that the above particulars are true to the best of my knowledge.

(Signature of applicant with date)

Part - B

Sl. No. _____

Receipt

Received an application for setting up of Custom Hiring Centre under Credit Linked Subsidy Scheme for Rural Entrepreneurs to set up of CHC of Farm Machinery from Shri/Smt/Ms _____ of _____ village _____

GP _____ Block _____ on _____ for consideration.

Date:
Place :

Signature of the Receiving Officer
Official Seal

ANNEXURE IV

**CREDIT LINKED SUBSIDY SCHEME FOR RURAL ENTREPRENEURS TO SET UP
CUSTOM HIRING CENTERS OF FARM MACHINERY**

PROFORMA FOR JOINT INSPECTION COMMITTEE REPORT

1. Date of Inspection:
2. Members of Joint Inspection Committee:

Organisation	Name of the Officer	Designation	Address
NABARD			
DDA (Admin.) or his representative			
Financing Bank			

3. i) Name and address of project with telephone No.:
(Including Village/ Block / District)
- ii) Name & Address of the Enterprenuer with, Adhaar No., telephone No. and email ID
(if any):
- a) Whether belongs to FPOs/Farmers' club/Women/SC/ST/Cooperatives:
- b) Individual:
- c) Partnership/Company/Corporation:
4. Name and Address of Financing Bank with telephone No:
5. Details of loan sanctioned and other aspects:
 - i. Date of receipt of loan application to the bank:
 - ii. Date of sanction of loan:
 - iii. Amount of loan sanctioned:
 - iv. Amount of subsidy sanctioned:
 - v. Amount including loan and subsidy disbursed with date:
 - vi. Date of establishment of custom hiring centre:
 - vii. Whether all the machinery / equipments envisaged in the project were installed and whether they were in working condition:
 - viii. Whether custom hiring register (in the prescribed format) was maintained:
 - ix. Number of trained staff deployed in the custom hiring centre:
 - x. Whether approvals / permissions from local authorities are obtained for establishment/running of Custom Hiring Centre including RTO registration wherever applicable are obtained:

6. Details of actual project cost

Items of farm machinery / equipment	As per project report	As sanctioned by the bank
Total Cost of Farm Machinery / Equipments		
Cost of open shed, AMC and insurance expenses		
Total project cost		

7. Borrowers Contribution:

8. Findings of the Joint Inspection Committee:

Signature & date
NABARD

Signature & date
DDA (Admin) or his representative

Signature & date
Financing Bank

**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF AGRICULTURE
NABANNA, 3RD FLOOR
325, SARAT CHATTERJEE ROAD,
MANDIRTALA, SHIBPUR, HOWRAH-711 102.**

No. 1463 -Nab./2S-03/12 (Pt. I)

Howrah, the 6th September, 2017

MEMORANDUM

Sub : Continuation of the “Financial Support Scheme for Farm Mechanization (FSSM)” a State Plan scheme under the Agriculture Department, West Bengal during 2017-18 regarding.

In continuation of this Department’s Memo. No. 1074-Nab./2S-03/12 (Pt.1) dated 26.09.2016, the undersigned is directed to inform that the Governor is pleased to extend the validity of the ‘**Financial Support Scheme for Farm Mechanization (FSSM)**’ as an on-going scheme under the State Plan schemes of Agriculture Department **upto 31st March 2018**. The scheme will be implemented as an umbrella scheme, as it was done in previous years, by pooling in fund pertaining to farm mechanisation component under various Centrally sponsored and State Plan schemes to ensure uniformity in implementation.

Under the scheme, the State Government will provide **front-ended subsidy to the small and marginal farmers of the State for purchase of farm equipments and machinery**. The subsidy amount will be up to **Rs.2,00,000/-** subject to individual limits as per **Annexure- II**.

The detailed **Operational Guidelines** of the scheme describing the eligibility norms, area of implementation, procedure of application, sponsoring, sanctioning and disbursement of subsidy, monitoring etc. is appended as **Annexure – I**. All concerned are requested to implement the scheme as per the above mentioned guidelines.

-By order of the Governor,


Joint Secretary

to the Government of West Bengal

Contd...p/2.

No. 1463 -Nab./1(65)

Howrah, the 6th September, 2017

Copy forwarded for information and taking necessary action to:-

- (1) The Principal Accountant General (A&E), W.B., Treasury Buildings, Kolkata – 700001.
- (2) The Accountant General (Audit), Treasury Buildings, Kolkata – 700001.
- (3) The Pay & Accounts Officer-I, Kolkata Pay and Accounts Office, 81/2/2, Phears Lane, Kolkata – 700012.
- (4) The Director of Agriculture & E.O.S., West Bengal.
- (5) The District Magistrate _____ District.
- (6) The Commissioner, Agriculture Department (Budget & Planning Cell), Writers Buildings, Kolkata – 700001.
- (7) Convener, State Level Bankers' Committee, West Bengal.
- (8) Chief General Manager, NABARD, West Bengal Region.
- (9) The Joint Director of Agriculture (Accounts), Govt. of West Bengal.
- (10) The Joint Director of Agriculture (Range)/Dy. Director of Agriculture, (Range).....
- (11) The Deputy Director of Agriculture (H.Q.), Govt. of West Bengal
- (12) The Deputy Director of Agriculture (Administration), _____ District
- (13) Treasury Officer, _____
- (14) Sr. P.A. to Additional Chief Secretary, Agriculture Department.
- (15) Guard file.



Joint Secretary
to the Government of West Bengal

GUIDELINES FOR “FINANCIAL SUPPORT SCHEME FOR FARM MECHANISATION(FSSM)” 2017-18

The Financial Support Scheme for Farm Mechanization (FSSM) has been designed by the Government of West Bengal for extending financial support to the farming community of the State with an aim to increase the level of mechanization in agricultural operations for better productivity and minimizing the cost of cultivation. The scheme was first started in the year 2012-13 with approval of the State Cabinet and thereafter is being renewed every year. The FSSM scheme extends **front-ended subsidy to the small and marginal farmers of the State**. The scheme has become very popular among the farmers because of its ‘farmer friendly’ features. In the last five financial years more than 1,87,481 farmers have been benefitted through assistance for purchase of farm machinery/equipments under the scheme.

Augmenting farm-power is one of the main enabling factors for enhancing agricultural productivity. Farm-power availability in the State has improved from 1.37 Kw/ha in 2010-11 to 1.65 Kw/ha in 2016-17. However, to have an optimal effect on productivity, farm-power availability should go up to the level of 2 kwh/hectare by 2020. Appropriate policy interventions are needed to facilitate this. Thus it is necessary **to continue FSSM as an on-going scheme under State Plan**. As earlier, it will be implemented as an umbrella scheme by pooling in fund pertaining to farm mechanisation component under various Centrally sponsored and State Plan schemes to ensure uniformity in implementation.

The following are the guidelines for implementation of the scheme.

Area of implementation: Applicable uniformly throughout the State.

Implementing Agencies: Commercial Banks, Regional Rural Banks and Cooperative Banks.

Eligible Beneficiaries: Individual farmers, Members of Primary Agriculture Cooperative Societies (PACS), Joint Liability Groups (JLG) belonging to Small and Marginal Farmers’ category who hold valid Kisan Credit Cards (KCC) and **have not availed any benefit under the mechanization schemes (OTA-SFI/ FSSM/CHC) within the last two years.**

Farmers should possess minimum 2.5 acres of irrigated land to opt for tractor and 1.5 acre of irrigated land for power tiller.

Purpose of Loan: To purchase equipments/ machineries like tractor, power tiller, pump sets, power reaper etc as mentioned in the list at **Annexure – II**. There will be no tie up arrangement with any specific company. However, the borrowers have to choose the equipment from the list of approved equipments given in Annexure – II.

Only ISI marked / FMTTI certified machinery will be eligible. In case, such standards are not available, only good quality machinery/implements will be eligible.

Loan proposal: Assistant Director of Agriculture (Block) [Asst. DA (Block)] will send the approved loan proposals in a common format as designed by NABARD for KCC. However, individual Banks may obtain separate applications in their

standard formats from those applicants, considered to be financed by them.

- Processing:** Loan proposals should be duly processed after observing all the due diligence formalities and disposed of within the financial power of the Branch Managers within 15 days from receipt of the loan proposals from the sponsoring authorities. **In case of self-financing cases, the beneficiaries should deposit their own contribution with the financing bank before release of fund to the dealer/supplier.**
- Nature of Loan:** Direct lending to agriculture under Mid Term Farm Loan.
- Margin:** 15% to 25% of the project cost. However, no contribution is to be insisted for loan amount up to Rs.1.00 Lakh. Borrowers are to deposit their contributions with the financing bank before release of fund to the supplier.
- Rate of Interest:** As per individual Bank's guidelines and within RBI norms of charging interest to agriculture loan accounts.
- Processing fee:** No processing fee should be charged.
- Security:** **Primary** – Hypothecation of assets created out of project cost.
Additional – Charge on land possessed by the borrowers, wherever applicable. **No additional security is to be insisted upon for loan amount up to Rs.1.00 Lakh as per RBI norms.**
- Insurance:** Comprehensive insurance of the assets is to be done at the borrower's cost with Bank Clause.
- Documents:** As per individual Bank's norms. The list of indicative documents is given below:
i) Sanction letter duly accepted by the borrower
ii) Quotation/ Proforma Invoice duly accepted by the borrower
iii) SC/ST certificate (wherever applicable) from appropriate authority
iv) Demand Promissory Note
v) Hypothecation of Transport Equipment (in case of tractor & p/tiller)
vi) Hypothecation of moveable Plant & Machinery
vii) Charge on land in Form-I, wherever necessary
viii) Duplicate copy of Blue Book/ Registration Certificate with bank's name registered as hypothecate and duplicate ignition key (in case of tractor).
- Disbursement:** Disbursement of the **full amount (i.e. Front-end Govt. Subsidy + Beneficiary's own contribution + Bank loan)** will be done directly to the Dealer/ Supplier as per quotation accepted by the borrower, after satisfactory delivery of the machinery/equipment. In case of tractor, necessary arrangements are to be made by the supplier/ dealer to get the name of financing bank registered as hypothecate/ mortgagee in the Registration Certificate/ Blue Book of the vehicle.
- Respective Bank will issue delivery order (D.O.) to the supplier/ dealer advising them to deliver equipments to the borrowers and to submit bill and



related documents duly acknowledged by the borrowers to get payment from bank. A copy of the D.O. should be endorsed to the respective ADA (Block) and the DDA (Admn).

Banks, after getting the duly receipted challans/ bills / documents shall release the total amount (i.e. **Front-end Govt. Subsidy + Beneficiary's own contribution + Bank loan**) to the dealer/ supplier of the machinery/equipment.

The subsidy under the scheme will be meant for purchase of new equipments only and the amount cannot be adjusted with any outstanding loan of the concerned farmer.

Repayment:

Maximum within 7 years in case of tractor and within 5 years in case of other loans. Schedule of repayment is to be fixed considering the harvesting time of the crops for which short term production credit has to be extended through KCC in order to ensure economic viability of the scheme.

As the revised KCCs are now issued for maximum 5 years period, so tractor loan should not be shown as investment credit in the revised KCC book. Quantum of other loans may be shown as term loan portion in the KCC book as part of composite limit under revised KCC.

Operational Guidelines:

SMAM being the parent of all mechanization schemes, the guideline of SMAM 2016-17 to be followed subject to points mentioned in this guideline.

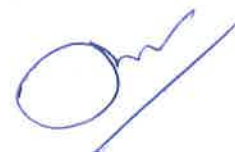
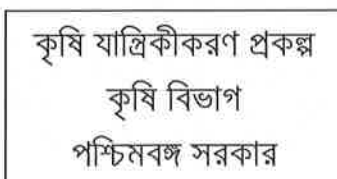
In view of Gol decision relating to registration of manufacturers of agricultural machineries in the Farmers' Portal (www.farmers.gov.in) and compulsion of manufacturers/ importers for furnishing dealers' data, price, product details etc. in the portal, only eligible manufacturers along with their approved dealers are to take part in the subsidy programme to eliminate disparity in price of the machineries from district to district and after sales service etc.

The whole system of FSSM starting from application to final delivery of the intended machinery may be done through suitable software. An online system may be developed for execution.

Distribution of the machineries should preferably be done in camp mode in presence of BLSC members and should be documented properly for each distribution.

Progress of the scheme should be reported by the district in every month as per prescribed format.

Every product to be supplied under FSSM 2017-18 should bear a metal tag/ sticker with embossing as under, at manufacturer/ dealer's cost :



i) Sponsoring of loan proposals:

A Block Level Screening Committee (BLSC) consisting of the Block Development Officer (BDO) as Chairman, Asst. DA (Block) as Member-convenor and Asst. DA (SMS) (to be nominated by Asst. DA (Admn.) of the concerned Sub-division) as Member will be in overall charge of receiving, verifying, scrutinizing, screening and recommending of loan applications.

The process flow will be as follows:

- a) Applications will be received online through “**matirkatha**” portal of the Department of Agriculture. Publicity will be given in newspaper regarding receiving of application.
- b) An off-line window will be opened in the respective Block Agriculture office of ADA at the fag end to pre-empt any gap caused by online mode of application. Asst. DA (Block) will receive applications in triplicate as per prescribed application form (see **Annexure – III**) and will enter a running serial number in chronological manner on both Part-A and Part-B of the application form and shall issue receipt to the applicant as given in Part-B.
- c) Each application form shall be verified and scrutinized by the Asst. DA (Block) to ascertain genuineness and completeness of the applications. He will then convene a meeting of BLSC for screening and selection of the eligible applications. The BLSC shall indicate its recommendation on each application.
- d) Benefits of the subsidy under this scheme should be extended compulsorily to at least 16% Scheduled Caste and 8% Scheduled Tribe beneficiaries.
- e) The Asst. DA (Block) will then send the recommended applications simultaneously to the Deputy Director of Agriculture (Admin) [DDA (Admn)] for sanction of subsidy and to the respective Banks for sanction of bank loan. **The DDA (Admn) shall make sufficient publicity of the scheme all over the districts.**
- f) Final list approved by DLSC to be published in Matirkatha portal and portal of district administration within one month of closing date of receiving application.

ii) Subsidy administration:

State Government will provide subsidy to the tune of **Rs.2,00,000/- or 50% of cost of machinery whichever is less; however, item-wise limit will be strictly maintained as per Annexure – II** depending upon the type of



equipment purchased. The process flow of subsidy administration will be as follows:

a) The DDA (Admn), after receiving the recommended loan applications from BLSC, shall place the same before the District Level Selection Committee (DLSC) comprising of the District Magistrate as Chairman, DDA (Admn) as Member-convener, Lead District Manager and DDM (NABARD) as Members. DLSC shall be the competent authority to sanction subsidy under the scheme.

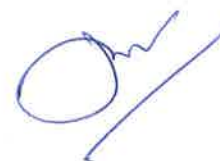
b) DLSC shall approve the list of the eligible beneficiaries. The allotment will be issued by the Agriculture Department in favour of the respective DDOs and fund should be drawn by presenting '**DLSC approved Beneficiary List**' with the bill to the respective Treasuries for issuing Treasury cheques/e-Pradan in favour of loan sanctioning Bank branch. After sanction of subsidy, DDA (Admn) shall upload the list of beneficiaries in the District Magistrate's website and 'Matir Katha' Portal giving name, address, financing bank, equipment to be purchased and amount of subsidy sanctioned, geo- tagging and other necessary details.

c) On getting approval of subsidy, the beneficiaries shall approach the financing bank with a request to disburse the project cost. Meanwhile, the loan applications received by the banks are to be disposed of maintaining the time schedule of 15 days. **As such, in this scheme subsidy is front ended, subject to proper end use of the fund.** To ensure this the ADA (Block) shall issue a '**Distribution Certificate**' in the prescribed format at **Annexure – IV** after distribution of the farm machinery/equipment.

d) **For disposal of application, priority will be given on regional spread of mechanization, equity etc. by the committee; the Gram Panchayats where more machines are distributed through the scheme in last five years, should get less priority. Our target is to distribute machines evenly. This will be primary consideration; even after that, if more applications (w.r.t. quota) are received from same GP, priority should be given to financially/socially weaker sections; "first come first served" principle may be considered in the last.**

A cut-off date will be fixed for receiving of applications after which disposal may be based on first-come-first-served basis, if necessary. Benefits of the subsidy under the scheme are to be extended to at least 16% SC and 8% ST beneficiaries.

e) The entire process from sponsoring of applications to disbursement of subsidy should be completed within the concerned financial year. The respective Bank shall submit a monthly statement of disbursement to the DDA (Admn.) indicating the name of the beneficiary with identification no./account no., amount disbursed and type of farm machinery/equipment purchased.



iii) Monitoring & Grievance Redressal mechanism:

Close monitoring of the implementation of the scheme shall be undertaken both at the District and the State level banking forum. At the State level, the issue will be discussed as part of structured agenda in the SLBC meetings.

At District level, the DLSC shall hold regular meetings to monitor the implementation of the scheme. The matter may also be discussed as an agenda in the DLCC for proper monitoring.

The Asst. DA (Block) and the Asst. DA (Admn.) of the respective Subdivision will regularly monitor the schemes in the Blocks within their jurisdiction. Proper register should be maintained at the district/block level to keep records of physical and financial achievement. Regular inspections shall be carried out to ascertain proper end use of subsidy disbursed. The minimum number of cases to be inspected at various levels will be as follows:

1. Asst. DA (Block) – 10% of all disbursed cases of the Block
2. Asst. DA (Admn) – 2% of all disbursed cases of the Sub-division.

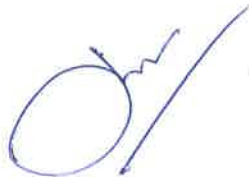
An inspection report in all such cases shall be prepared as per **Annexure – V** and submitted to the DDA (Admn) of the District. The DDA (Admn) shall properly document such inspection reports and may also conduct sample checking for his satisfaction.

Grievances, if any, which may arise during implementation of the scheme, shall be resolved by the DDA (Admn) at the district level and by the Director of Agriculture at State level.

iv) Other issues:

The beneficiary must satisfy himself/herself that the supplier/ dealer/ manufacturer opted, has extended adequate guarantee/ facilities for **after sales services** for a period not less than 6 months from the date of purchase.

An undertaking in the above respect is to be obtained from the supplier/ dealer/ manufacturer by the borrower before/ at the time of purchase and to be submitted to the financing bank.



List of farm Machinery/Equipment and admissible rate of subsidy

Sl. No.	Name of machinery/ equipment	Subsidy amount with rate
1	Tractor above 20 HP to 40 HP	Rs.1,00,000.00 or 35% of the cost whichever is lower
2	Tractor above 40 HP	Rs. 1,25,000.00 or 35% of the cost whichever is lower
3	Power Tiller 8.1 HP and above	Rs.75,000.00 or 50% whichever is lower
4	Power Tiller up to 8 HP	Rs.50,000.00 or 50% whichever is lower
5	Self propelled power reaper	Rs. 63,000.00 or 50% whichever is lower
6	Self propelled paddy transplanter 4 row and above	Rs. 2,00,000.00 or 40% of the cost of equipments whichever is lower
7	Tractor drawn Zero till seed cum fertilizer drill	Rs. 44,000.00 or 50% of the cost whichever is lower
8	a. Pump set (diesel/petrol/ electric) 1.5 to 3.0 hp	Rs. 6,000.00 or 50% whichever is lower
	b. Pump set (diesel/petrol/ electric) >3.0 to 5.0 hp	Rs. 10,000.00 or 50% whichever is lower
9	Multi crop Thresher/ paddy thresher	Rs. 40,000.00 or 50% whichever is lower
10	Rotavator	Rs. 63,000.00 or 50% whichever is lower
11	Power Sprayer above 16.0 litre	Rs. 10,000.00 or 50% whichever is lower
12	Potato Planter/ Digger	Rs. 63,000.00 or 50% whichever is lower
13	Rice de-husker	Rs. 63,000.00 or 50% whichever is lower
14	Any other implement listed in SMAM 2016-17 guidelines	As per subsidy pattern of SMAM subject to maximum Rs. 2.0 lakh

Sl. No. _____

ANNEXURE - III

**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF AGRICULTURE**

Application Form for Purchase of Agricultural Equipment / Machinery under FSSM

Part-A

Space for
Photograph

1. Name of the Farmer/farmers :
2. Father's / Husband's Name :
3. EPIC No./ AADHAAR Card No. :
4. KCC No. :

5. Bank details:

Bank name	Branch	Account No.	Type of Account	IFSC Code

6. Name of Organization (if applicable, give details):

7. Address: (a) Village :

(b) GP :

(c) Block :

(d) PS :

(e) Subdivision :

(f) P.O.

(g) District:

(h) Phone/ Mobile No.:

8. Category of Farmer : General / S.C. /S.T./ Women

9. Area of Land Holding (in ha): Crops taken up during last year

Irrigated: Crop Area

Rainfed :

10. Details of Agricultural Equipment/ Machinery to be purchased--

a) Name of the item with Brand/Make & model :

b) Name of Manufacturer :

c) Name of Authorized Supplier :

I, (Full Name) declare that all the information given above are true to the best of my knowledge and that I have not availed any benefit under this scheme till now.

Identified by--

Signature of the Farmer with Address

Part - B

Sl. No. _____

Receipt

Received an application for credit linked subsidy for purchase of farm machinery /equipment under the Financial Support Scheme for Farm Mechanization (FSSM) from Shri/Smt. _____ of village _____ GP _____ on _____ for consideration.

Date: _____
Place : _____

Signature of the Receiving Officer
Official Seal

Annexure - IV

**DISTRIBUTION CERTIFICATE FOR MACHINERY /EQUIPMENT/
IMPLEMENTS, DISTRIBUTED UNDER FARM MECHANIZATION SCHEME**

Certified that the following Farm Machinery /Equipments /Implements the details of which is given along side has been supplied to

Sri/Smt.....of Vill.....

G.P.....Block..... as per his/her application

*bearing sl.no under the scheme..... during
of Agriculture Department, West Bengal.*

Name of Product	Make	Model	Sl.No. /Chasis No.	Manufacturer	Remarks

.....
**Signature with Seal of Supplier /
Representative**

.....
**Asstt. Director of Agriculture
..... Block**

Received the above stated Farm Machinery /Equipments/Implements in good condition.

.....
Signature of beneficiary farmer

Annexure - V

**INSPECTION REPORT OF FARM MACHINERY / EQUIPMENT /
IMPLEMENTS SUPPLIED UNDER FARM MECHANIZATION
SCHEME DURING**

1. Name of Scheme : _____
2. Date, Time & Place of Inspection : _____
3. Name and Address of Beneficiary (With Mobile Number) : _____

4. Product Details:

Item Name	Make	Brand/ Model	Product Sl No.	Price	Amount of Subsidy given	Quality Standard (ISI/BIS/others)

5. Delivery Details:

Supplier Name & Address / Phone No.	Application SL.No.	Challan/Bill No	Date of Delivery / Installation	Remarks of Beneficiary if any.

6. Findings of Inspection : i) _____
- ii) _____

Signature with seal
Asst. Director of Agriculture

**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF AGRICULTURE
NABANNA, 3RD FLOOR
325, SARAT CHATTERJEE ROAD,
MANDIRTALA, SHIBPUR, HOWRAH-711 102.**

No. 1464 -Nab./9M-11/2013

Dated, Howrah, the 6th September, 2017

MEMORANDUM

Sub : Continuation of the “One Time Assistance to small and marginal farmers for purchase of Small Farm Implements (OTA-SFI)” a State Plan scheme under the Agriculture Department, West Bengal during 2017-18 regarding.

In continuation of this Department’s Memo. No. 1073-Nab./9M-11/2013 dated 26.09.2016, the undersigned is directed to inform that the Governor is pleased to extend the validity of the **“One Time Assistance to small and marginal farmers for purchase of Small Farm Implements (OTA-SFI)”** as an on-going scheme under the State Plan schemes of Agriculture Department **upto 31st March 2018**. The scheme will be implemented as an umbrella scheme, as it was done in previous years, by pooling in fund pertaining to farm mechanisation component under various Centrally sponsored schemes to ensure uniformity in implementation.

Under the scheme, the State Government will provide **front-ended one time financial assistance (OTA) to the small and marginal farmers of the State for purchase of small farm implements**. The OTA amount will be limited to **Rs. 10,000/- or 50% of cost of machinery whichever is lower further subject to individual limits fixed under SMAM guidelines (2016-17)** for each beneficiary for purchase of small implements under the scheme during the year 2017-18. The amount over and above the OTA amount may be financed through bank loan or own contribution or both.

The detailed **Operational Guidelines** of the scheme describing the eligibility norms, area of implementation, procedure of application, sponsoring, sanctioning and disbursement of OTA, monitoring etc. is appended as **Annexure – I**. All concerned are requested to implement the scheme as per the above mentioned guidelines.

-By order of the Governor,


Joint Secretary

to the Government of West Bengal

(Contd...p/2)

No. 1464 /1(65)-Nab./9M-11/2013

Dated, Howrah, the 6th September, 2017

Copy forwarded for information and taking necessary action to:-

- (1) The Principal Accountant General (A&E), W.B., Treasury Buildings, Kolkata – 700001.
- (2) The Accountant General (Audit), Treasury Buildings, Kolkata – 700001.
- (3) The Pay & Accounts Officer-I, Kolkata Pay and Accounts Office, 81/2/2, Phears Lane, Kolkata – 700012.
- (4) The Director of Agriculture & E.O.S., West Bengal.
- (5) The District Magistrate _____ District.
- (6) The Commissioner, Agriculture Department (Budget & Planning Cell), Writers' Buildings, Kolkata – 700001.
- (7) Convener, State Level Bankers' Committee, West Bengal.
- (8) Chief General Manager, NABARD, West Bengal Region.
- (9) The Joint Director of Agriculture (Accounts), Govt. of West Bengal.
- (10) The Joint Director of Agriculture (Range)/Dy. Director of Agriculture, (Range).....
- (11) The Deputy Director of Agriculture (H.Q.), Govt. of West Bengal.
- (12) The Deputy Director of Agriculture (Administration), _____ District
- (13) Treasury Officer, _____
- (14) Sr. P.A. to Additional Chief Secretary, Agriculture Department, Govt. of West Bengal.
- (15) Guard file.



Joint Secretary
to the Government of West Bengal

Guidelines of the Scheme for “One Time Assistance to small and marginal farmers for purchase of Small Farm Implements” (OTA-SFI) 2017-18

The scheme for “One Time Assistance to small and marginal farmers for purchase of Small Farm Implements” has been designed by the Agriculture Department, Government of West Bengal in the financial year 2012-13, with approval of State Cabinet, for extending financial support to the small and marginal farmers of the State with an aim to aid them in procuring small implements necessary for agricultural operations for betterment of output. The scheme was thereafter renewed every year. The scheme extends front-ended one-time-assistance to the small and marginal farmers of the state. Thus, there is huge demand from the farmers for getting benefit under this scheme because of its ‘farmer friendly’ approach.

Small implements are of utmost necessity to the farmers for their day-to-day farm operations. Use of small implements also helps in enhancing the efficacy of agricultural inputs. In the last five financial years about 1,49,454 farmers have been benefitted through assistance for purchase of small farm implements under the scheme. Thus it is necessary to continue OTA-SFI as an on-going scheme under State Plan. It will be implemented as an umbrella scheme, pooling in fund pertaining to small farm implement component under various Centrally sponsored and State Plan schemes to ensure uniformity in implementation.

The detail guidelines are given below:

Area of implementation: Applicable uniformly throughout the state.

Implementing Agencies: Commercial Banks, Regional Rural Banks and Cooperative Banks.

Eligible Beneficiaries: Individual farmers, Members of Primary Agriculture Cooperative Societies (PACS), Joint Liability Groups (JLG), who hold valid Kisan Credit Cards (KCC) or Bank Accounts and belonging to the category of small and marginal farmers and who have not availed benefit under any of the following subsidy schemes viz. “One Time Assistance for electrification of pump sets”, “Financial Support Scheme for Farm Mechanization (FSSM)” or “One time assistance for purchase of Small Farm Implements” within the last two years.

Purpose of assistance: To purchase small farm implements like cono-weeder, sprayer, manually operated paddy thresher, drum-seeder etc. as per list in **Annexure – II**. There will be no tie up arrangement with any specific company.
Only ISI marked / FMTTI certified machinery will be eligible. In case, such standards are not available, only good quality machinery/implements will be eligible.

Nature of assistance: In the form of “**One Time Assistance (OTA)**” of **Rs. 10,000/-** (Rupees Ten Thousand only) or 50% of cost of equipment



whichever is lower and further limited to SMAM guidelines 2016-17 in the respective Kishan Credit Card (KCC) account or Bank Account of the eligible and sponsored farmers **as a deposit fund** for purchase of small farm implements from the approved list of such implements as given in Annexure – II. A farmer can get more than one machine but the total subsidy amount will be guided by Annexure –II and shall not exceed Rs, 10,000/- or 50% of cost of equipment whichever is lower. The OTA amount under the scheme will be meant for purchase of new equipments only and the amount cannot be adjusted with any outstanding loan of the concerned farmer. The farmers may utilize KCC credit for the balance portion of the cost of implements (over and above the OTA amount) as necessary.

- Loan proposal:** The farmers may either opt for KCC loan or pay the balance cost of the implements as own contribution. In case of loans, the Assistant Director Agriculture (Block) [Asst. DA (Block)] will send the approved loan proposals in a common format as designed by NABARD for KCC.
- Processing:** Applications should be duly processed after observing all the due diligence formalities and disposed of by the concerned Branch Manager within 15 days from receipt of the loan proposals from the sponsoring authorities. In case of self financing, the farmers should deposit their contributions with the financing bank before release of fund to the supplier.
- Rate of Interest:** As per KCC norms as fixed by NABARD/ RBI.
- Processing fee:** No processing fee should be charged.
- Documents:** As per KCC loan norms. The list of indicative documents is given below:
i) Sanction letter duly accepted by the farmer
ii) Quotation/ Proforma Invoice duly accepted by the farmer
iii) Demand Promissory Note (if applicable)
- Disbursement:** Disbursement of the full amount [front ended subsidy + margin money + bank loan (if any)] will be done directly to the dealer/ supplier as per quotation, accepted by the farmer.
- Respective Bank will issue delivery order (D.O.) to the supplier/ dealer advising them to deliver the small implements to the borrowers and to submit bill and related documents duly acknowledged by the borrowers to get payment from bank. A copy of the D.O. should be endorsed to the respective ADA (Block) and DDA (Admn).



Delivery of the equipments should be made in camp mode in presence of BLSC members and should be documented properly for each distribution. **If the same is to be made otherwise, specific prior written approval of the District Magistrate must be obtained.**

Banks, after getting the duly receipted challans/ bills / documents shall release the total amount (Bank loan+ OTA amount + borrower's contribution) to the dealer/ supplier of the equipment.

The OTA amount under the scheme will be meant for purchase of new farm implements only and the amount cannot be adjusted with any outstanding loan of the concerned farmer.

Repayment:

As per norms of KCC loan.

Operational Guidelines:

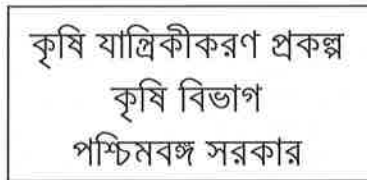
SMAM being the parent of all mechanization schemes, the guideline of SMAM 2016-17 to be followed subject to points mentioned in this guideline.

The whole system of OTA-SFI starting from application to final delivery of the intended machinery may be done through suitable software. An online system may be developed for execution.

Distribution of the machinery should preferably done in camp mode in presence of BLSC members and should be documented properly for each distribution.

Progress of the scheme should be reported by the district in every month as per prescribed format.

Every product to be supplied under OTA-SFI 2017-18 should bear a metal tag/ sticker with embossing as under, at manufacturer/ dealer's cost :



I. Sponsoring of loan proposals:

A Block Level Screening Committee (BLSC) consisting of BDO as Chairman, Asstt. DA (Block) as Member-convener and Asstt. DA (SM) deputed by the Asst. DA (Admn) of the concerned sub-

division as Member will be in overall charge of receiving, verifying, scrutinizing, screening and recommending of applications.

The process flow will be as follows:

- a) Applications will be received online through “**matirkatha**” portal of the Department of Agriculture. Publicity will be given in newspaper regarding receiving of application.
- b) An off-line window will be opened in the respective Block Agriculture office of ADA at the fag end to pre-empt any gap caused by online mode of application. Eligible farmers/farming groups shall apply for the assistance in the prescribed form as per **Annexure – III** (in triplicate) to the Asst. DA (Block). The Asstt DA (Block) will receive the applications (in triplicate) as per prescribed form and will enter a running serial number in chronological manner on both Part-A and Part-B of the application form and shall issue receipt to the applicant as given in Part-B.
- c) Each application form shall be verified and scrutinized by the Asst. DA (Block) to ascertain genuineness and completeness of the applications. He will then convene a meeting of BLSC for screening and selection of the eligible applications. The Committee shall indicate its recommendation on each application.
- d) The Asst. DA (Block) will then send the recommended applications simultaneously to the Deputy Director of Agriculture (Admin) [DDA (Admin)] for sanction of OTA and to the respective banks for sanction of KCC loans.
- e) Final list approved by DLSC to be published in Matirkatha portal and portal of district administration within one month of closing date of receiving application.
- f) **The DDA (Admin) shall make sufficient publicity of the scheme all over the district.**
- g) The entire process of sponsoring and disbursement should be completed within the concerned financial year. The respective Bank shall submit a monthly statement of disbursement to the DDA (Admn.) indicating name of the beneficiaries with identification no./account no., amount disbursed and type of farm implement.

II. OTA administration:

State Government will provide OTA to the tune of **Rs. 10,000/-** or 50% of the cost of equipments whichever is lower further subject



to maximum allowable subsidy per machinery **given in Annexure – II**. The amount shall be credited to the loan sanctioning bank branch of the eligible and sponsored farmers. The process flow of OTA administration will be as follows:

a) The DDA (Admin), after receiving the recommended applications from BLSC, shall place the same before the District Level Sanctioning Committee (DLSC) comprising of the District Magistrate as Chairman, DDA (Admin) as Member Convener, Lead District Manager and DDM (NABARD) as Members. DLSC shall be the competent authority to sanction OTA under the scheme subject to the limit of **financial allocation for the district**.

b) DLSC shall approve the list of the eligible beneficiaries. The allotment will be issued by the Agriculture Department in favour of the respective DDOs and fund should be drawn by presenting '**DLSC approved Beneficiary List**' with the bill to the respective Treasuries for issuing Treasury cheques/**e-Pradan** in favour of loan sanctioning Bank branch. After sanction of OTA, DDA (Admn) shall upload the list of beneficiaries in the District Magistrate's website and 'Matir Katha' Portal giving name, address, financing bank, small implements to be purchased and amount of OTA sanctioned and other necessary details.

c) On getting OTA amount, the beneficiaries shall approach the financing bank with a request to disburse the project cost. Meanwhile, the loan applications received by the banks are to be disposed of maintaining the time schedule of 15 days. **As such, in this scheme OTA is front ended, subject to proper end use of the fund.** To ensure this the ADA (Block) shall issue a '**Distribution Certificate**' in the prescribed format at **Annexure IV** after distribution of the small farm implement.

d) **For disposal of application, priority will be given on regional spread of mechanization, equity etc. by the committee; the Gram Panchayats where more machines are distributed through the scheme in last five years, should get less priority. Our target is to distribute machines evenly. This will be primary consideration; even after that, if more applications (w.r.t. quota) are received from same GP, priority should be given to financially/socially weaker sections; "first come first served" principle may be considered in the last.**

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Close monitoring of the implementation of the scheme shall be undertaken both at District and State level banking forum. At the State level, the issue will be discussed as part of structured agenda in the SLBC meetings.

At District level, the DLSC shall hold regular meetings to monitor the implementation of the scheme. The matter may also be discussed as an agenda in the DLCC for proper monitoring.

The Asst. DA (Block) and the Asst. DA (Admn.) of the respective Subdivision will regularly monitor the schemes in the Blocks within his jurisdiction. Proper register should be maintained at the district/block level to keep records of physical and financial achievement. Sample inspection shall be carried out to ascertain proper end use of subsidy disbursed. The minimum number of cases to be inspected at various levels will be as follows:

1. ADA (Block) – 10% of all disbursed cases of the Block
2. ADA (Admn) – 2% of all disbursed cases of the Sub-division.

An inspection report in all such cases shall be prepared as per **Annexure – V** and submitted to the DDA (Admn) of the district. The DDA (Admn) shall properly document such inspection reports and may also conduct sample checking for his satisfaction.

Grievances, if any, which may arise during implementation of the scheme, shall be resolved by the DDA (Admn) at the district level and by the Director of Agriculture at the State level.

IV. Other issues:

The beneficiaries must satisfy themselves that the supplier/ dealer/ manufacturer has extended adequate guarantee/ facilities for **after sales services (wherever necessary)** for a period not less than 6 months from the date of purchase.

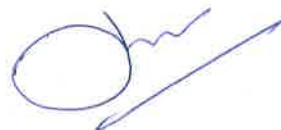
An undertaking in the above respect is to be obtained from the supplier/ dealer/ manufacturer by the borrower before/ at the time of purchase and to be submitted to the bank.



List of implements and maximum allowable subsidy :

Sl. No.	Name of the Implement	Maximum subsidy in Rs.
1	Manual Sprayer (ISI marked)	Rs.1500.00
2	Manual thresher(ISI marked)	Rs.3500.00
3.	Manual Chaff Cutter (Good quality)**	Rs. 3000.00
4	Drum Seeder (Good quality)**	Rs.2000.00
5	Cono weeder/ weeder (Good quality)**	Rs.1500.00
6.	PVC/ HDPE delivery pipe (up to 100 m) (ISI marked)	Rs. 20.00 per metre
7.	Small implements set (Spade/ Khurpi/ Nirani/ Rake etc.) (Good quality) **	Max. purchase Rs. 700.00
8.	Manual seed drill (Good quality)**	Rs. 1500.00
9.	Seed Treating drum (Good quality)**	Rs. 1500.00
10.	SRI Marker (Good quality)**	Rs. 1500.00
11.	Seed bin/ seed gola (Good quality)**	Rs.3000.00

** To ensure distribution optimum quality of products, only products having ISI mark (in case of sprayer/ thresher/ PVC or HDPE delivery pipe) will be allowed under subsidy scheme. For other products FMTTI test certificate would be insisted upon [Clause 11.1.3 (c) of SMAM guideline Page. No. 12].



Sl. No. _____

Annexure - III

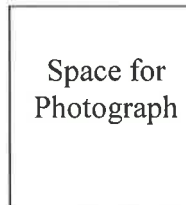
**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF AGRICULTURE**

Application Form for One Time Assistance (OTA) for Purchase of Small Farm Implements

Part-A

1. Name of the Farmer/farmers :
2. Father's / Husband's Name :
3. KCC No./ Bank Account No. :
4. EPIC No./ AADHAAR Card No. :
5. Name of Organization (if applicable, give details):
6. Address: (a) Village :
(b) GP : (c) Block : (d) PS :
(e) Subdivision : (f) P.O. (g) District:
(h) Phone/ Mobile No.
7. Category of Farmer : General / S.C. /S.T.
8. Area of Land Holding (in ha): Crops taken up during last year

	<u>Crop</u>	<u>Area</u>
Irrigated:		
Rainfed :		
9. Details of small farm implements to be purchased ---
 - a) Name of the item with Brand/Make & model :
 - b) Name of Manufacturer :
 - c) Name of Authorized Supplier :
10. Name of financing institution (in case of loan) :



I, (Full Name) declare that all the information given above are true to the best of my knowledge and that I have not availed any benefit under this scheme or OTA-EAP or FSSM till now.

Identified by--

Signature of the Farmer with Address

Part - B

Sl. No. _____

Receipt

Received an application for One Time Assistance (OTA) for purchase of Small Farm Implements from

Shri/Smt _____ of village _____

_____ GP _____ on _____ for consideration.

Date:

Place :

**Signature of the Receiving Officer
Official Seal**

Annexure - IV

**DISTRIBUTION CERTIFICATE FOR MACHINERY /EQUIPMENT/
IMPLEMENTS, DISTRIBUTED UNDER FARM MECHANIZATION SCHEME**

Certified that the following Farm Machinery /Equipments /Implements the details of which is given along side has been supplied to

Sri/Smt.....of Vill.....

G.P.....Block..... as per his/her application

*bearing sl.no under the scheme..... during
of Agriculture Department, West Bengal.*

Name of Product	Make	Model	Sl.No. /Chasis No.	Manufacturer	Remarks

.....
**Signature with Seal of Supplier /
Representative**

.....
**Asstt. Director of Agriculture
..... Block**

Received the above stated Farm Machinery /Equipments/Implements in good condition.

.....
Signature of beneficiary farmer

Annexure - V

**INSPECTION REPORT OF FARM MACHINERY / EQUIPMENT /
IMPLEMENTS SUPPLIED UNDER FARM MECHANIZATION
SCHEME DURING**

1. Name of Scheme : _____
2. Date, Time & Place of Inspection : _____
3. Name and Address of Beneficiary (With Mobile Number) : _____

4. Product Details:

Item Name	Make	Brand/ Model	Product Sl No.	Price	Amount of Subsidy given	Quality Standard (ISI/BIS/others)

5. Delivery Details:

Supplier Name & Address / Phone No.	Application SL.No.	Challan/Bill No	Date of Delivery / Installation	Remarks of Beneficiary if any.

6. Findings of Inspection : i) _____
- ii) _____

Signature with seal
Asst. Director of Agriculture

