

**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:

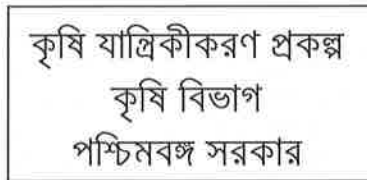
SMAM being the parent of all mechanization schemes, the guideline of SMAM 2016-17 to be followed subject to points mentioned in this guideline.

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 (Admin) 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.**

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.

III. Monitoring & Grievance Redressal mechanism:

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.

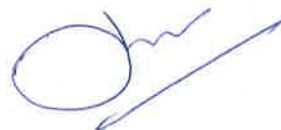
An undertaking in the above respect is to be obtained from the supplier/ dealer/ manufacturer by the borrower before/ at the time of purchase and to be submitted to the bank.



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].



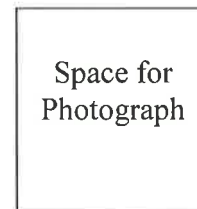
Sl. No. _____

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

