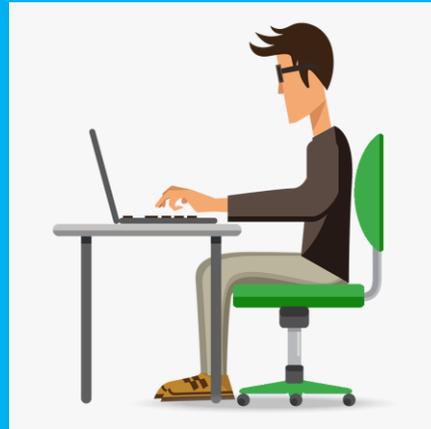


# Standard Operating Manual

Functionary: - Village Agriculture Assistant (VAA)



# BASIC INFORMATION

Secretariat Name:

Secretariat Code:

Population Serviced:




Households Mapped:




Clusters Mapped:




Functionaries Mapped




Volunteers Mapped:




Secretariat Vacancies:




Functionaries & Volunteers

Service Requests Received  
Since Inception (26-01-2020)




Service Requests Closed




Till Date

Grievances Received  
1902/ Spandana Register




Grievances Resolved:




## Registers Maintained at the Secretariat

1	Attendance Register	5	SPANDANA Grievances Register
2	Movement Register	6	Leaves Register
3	Stock Register	7	Tappal Register
4	Visitors Register	8	Meeting Register

## DESIGNATION SPECIFIC INFORMATION

Secretariat Name:

Secretariat Code:

Population Serviced:



Volunteers Attached COP:



Service Requests Received



Service Requests Closed



From:  Till date:

Grievances Raised:



Grievances Resolved:



From:  Till date:

### Registers Maintained by the Functionary

1	Basic Data Register	6	Crop Cultivator Rights Card (CCRC) Farmers Register
2	Fertilizer Sale Register	7	Subsidy Seed Register
3	Fertilizer Stock Register	8	Tenant Farmers Loaning Register
4	Dead Stock Register	9	Custom Hiring Centre (CHC) Register
5	Procurement Register	10	Minikit Register

# COMPULSORY ADMINISTRATIVE PROTOCOL



Bio-metric Attendance:  
Thrice A Day: **10.30 AM** |  
**3.00 PM** | **5.00 PM**



Update Movement  
Register before & after  
Field Visits



Always Wear Uniforms  
at Work



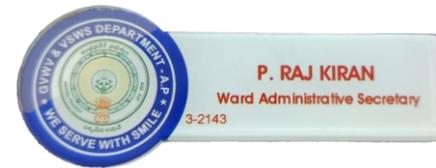
Remain at Secretariat  
for SPANDANA From  
3:00 PM To 5:00 PM



Always display posters  
of Schemes, non  
schemes, list of eligible,  
ineligible beneficiaries



Use HRMS for all Leave  
Applications, on field  
duty regularization by  
approval authority



Always wear your Badge  
at Work



Compulsory participate  
in Gram Sabha meeting  
every 3 months

# FUNCTIONAL ASPECTS

## Key Responsibilities

- **Identify beneficiaries**, assist departmental officials in **implementing Central & State Schemes** related to **Agriculture**.
- Undertake e-Crop Booking of crops.
- Assist in **disbursement of input subsidy, distribution of contingency seeds** etc. during natural calamities.
- Display **Minimum Support Price (MSP)** of various crops at Rythu Bharosa Kendras.
- Facilitate procurement operations at **Rythu Bharosa Kendras (RBK)** through farmer registration & by issuing tokens.
- Motivate and **sensitize farmers** on **crop care** during and after **calamities** (floods/ cyclones/ drought etc.)
- Closely watch functioning of Village Level Groups and help develop their business plans.
- Organize model demonstrations on crop productivity enhancement, cost reduction and quality improvement.
- Mobilize farmers for Gram Sabhas/ Rythu Sadassus/ Kisan Melas etc.
- Conduct **Survey on Soil and Water Conservation** Activities.
- Be vigilant about the Pest & Diseases incidence to guide the farmers in judicious use of agriculture inputs.
- **Monitor demand and availability of Seeds, Fertilizers and pesticides.**

# FUNCTIONAL ASPECTS

## Responsibilities

### **Village Agriculture Assistant (VAA) shall:**

- Reside in the respective Head Quarters of the Village Secretariat.
- Work under the administrative Supervision of the Agriculture Department officials
- Be answerable to Village Secretariat & Agriculture Department.
- Conduct field visits fore noon as per the need of the farmers.
- Work in coordination with the other functionaries of the respective Village Secretariat.
- Attend meetings conducted by village secretariat and Agriculture department officials with relevant information.
- Maintain departmental records promptly and accurately.
- Collect Farmer Socio Economic Survey, Land Use Pattern, Sources of Irrigation, Farm Equipment etc.
- Identify Tenant farmers, Non-loanee farmers etc. in the respective Village Secretariats.
- Assist the departmental officials concerned in value addition & Post harvest management of Agriculture products.
- Involve in distribution of available subsidized inputs to farmers through D – Krishi.
- Prepare integrated village action plan for agriculture and allied sectors.

# FUNCTIONAL ASPECTS

## Responsibilities

- Conduct field visits and interaction with Farmers (Polambadi, Seed Village programme, e-Crop booking etc).
- Attend general duties and other duties of Functional Assistants as and when required.
- Assess Agri Input Demand.
- Sensitize farmers regarding YSR Agri input testing Labs, Receipt of Agri Input orders from kiosk.
- Disseminate latest/improved technologies to the farmers.
- Recommend departmental assistance to eligible farmers in coordination with the other functionaries of the village secretariat.

### **Note: Shall also be responsible for:**

- All the other Functional Aspects as Instructed by the Respective Higher Authorities in any mode of communication.
- All the other functions described with the reference to GO.MS No: 628, Dated: 30-09-2019, Issued by: PR & RD  
[https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/11\\_GO\\_Rt.\\_628-Village\\_Agriculture\\_Asst\\_Jobchart.pdf](https://gramawardsachivalayam.ap.gov.in/GSWS/AdsandGos/assets/go/11_GO_Rt._628-Village_Agriculture_Asst_Jobchart.pdf)
- Also Refer GSWS Employee Corner for Agriculture/Horticulture/Sericulture Assistant Calendar Activity  
[https://gramawardsachivalayam.ap.gov.in/GSWS/downloads/UAT/AGRICULTURE\\_HORTICULTURE\\_SERICULTURE%20ASSISTANT%20%20ENGLISH%20Version.pdf](https://gramawardsachivalayam.ap.gov.in/GSWS/downloads/UAT/AGRICULTURE_HORTICULTURE_SERICULTURE%20ASSISTANT%20%20ENGLISH%20Version.pdf)

# FUNCTIONAL ASPECTS

## Key Services Handled

- Rythu Bharosha Kendram Payment
- D-Krishi Subsidy Seeds Payment
- D-Krishi Subsidy Seeds Payment Challan Print
- D-Krishi Subsidy Seeds Payment Status