



राष्ट्रीय बागवानी बोर्ड
National Horticulture Board

NHB/MD/Circular/2008/

राष्ट्रीय बागवानी बोर्ड

कृषि मंत्रालय, भारत सरकार

85, इन्स्टीट्यूशनल एरिया, सेक्टर-18, गुडगांव-122

National Horticulture Board

Ministry of Agriculture, Govt. of India

85, Institutional Area, Sector-18, Gurgaon-122

January 25, 2008

CIRCULAR

SUB: Guidelines for Scheme Monitoring, Supervision & Control

An Expert-Committee had been constituted under the Chairmanship of Addl. Managing Director and consisting of DD (F&A) and DD (Admn.) vide an Internal Note of NHB, bearing No. NHB/MD/SCHEME/07, dtd. 27.12.2007, for suggesting measures for improving Scheme Monitoring, Supervision & Control by Supervisory Officers of National Horticulture Board. The recommendations made by the Expert-Committee have been duly considered and following guidelines are being issued:-

1. **Offices of NHB-** Following shall be the offices of NHB for the purpose of administration, scheme implementation and giving service to the entrepreneurs and farmers
 - a. **State Centres of NHB-** A State Centre is a Field Office of NHB. One State may have more than one such State Centres or more than one States may fall under one State Centre having jurisdiction over all of them. State Centres shall be headed by officer not below the rank of Programme Executive. Area Officers having jurisdiction over a State centre exercise direct supervision and control over functioning of a State Centre,
 - b. **Contact Office of NHB-** Any field office of NHB headed by officer lower than the rank of Programme Executive shall be called as Contact Office and such Contact Office shall function under direct supervision and control of designated State Centre.
 - c. **Head office of NHB**
2. **Area Officers, Heads of State Centres and Contact Offices of NHB-**
 - a. Contact offices of NHB i.e. such field offices headed by officer below the rank of Programme Executive in NHB shall be basically extension of concerned State Centre and its head shall function under supervision & control of the State Centre headed by officer not below the rank of Assistant Director in NHB. Head of such Contact Office shall not exercise powers of Head of office nor shall he be a drawing & disbursing officer unless such powers have been specifically delegated by special order of Managing Director.
 - b. State Centres of NHB which are headed by officer of the rank of Programme Executive shall not exercise powers of Head of office nor

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shall he be a drawing & disbursing officer unless such powers have been specifically delegated by special order of Managing Director. Such delegation of powers shall be made only at such centres where Programme Executive is assisted by Technical Assistant and in such cases cheques signing will be under joint signature of PE and TA.

- c. Officers not below the rank of Deputy Director in NHB shall be designated as Area Officer for one or more of States or part of a State. An Area officer having jurisdiction over a State Centre is responsible for exercising supervision & control over State Centre and Contact Offices under it. He may be normally posted in HO of NHB and reporting directly to Managing Director through AMD. He may be assisted by officers of the rank of Assistant Directors and below.

3. **Functions and responsibilities of State Centres and Supervision & Control by Area Officers-**

a. **Preparation of Horticulture Development Plan-**

State Centre is responsible for preparing Draft Horticulture Development Plan (Plan Period and Annual Plan) for area under its jurisdiction, in consultation with Agriculture / Horticulture Officer and SLBC. Draft Horticulture Development Plans shall be finalized by Lol Committee headed by Area Officer,

b. **Issue of Lol-**

- i. Area Officer or Head of State Centres shall ensure taking of chronological entry of applications received for issue of Lol, depending on whether the project is within purview of State Centre or Head Office. He shall be responsible for its entry in computerized system and to ensure that applications are scrutinized expeditiously to avoid undue delay in their processing.
- ii. Minimum one meeting of Lol Committee shall be held in one month but in case of large inflow of applications more than one meeting may be organized.
- iii. Lol committee headed by Area Officer shall sanction Lol for a project taking into account growth potential of an area, techno-economic viability of the project (level of scrutiny be as per type of project) and general or special guidelines issued by NHB in this regard from time to time,
- iv. Area Officer and Head of State Centre shall ensure that pre-Lol inspections are carried out for the projects as per Guidelines issued by NHB from time to time without undue delay and in a professional manner. Selection of cases for pre-Lol inspection shall be made as per procedure prescribed by NHB by general or special guidelines issued from time to time.
- v. State Centre shall dispatch sanctioned Lol to the concerned by post only and details thereof shall be made available to

concerned on NHB web-site. Area officer shall ensure compliance of these conditions.

- vi. Area Officer shall, from time to time, look into quality of scrutiny (kind of queries, response time etc) of pending applications and may organize promoters' meet to expedite compliance of query points.

c. Sanction of Subsidy Claims and utilization of Subsidy Amount-

- i. Head of State Centres have been delegated powers to sanction subsidy claims preferred by term loan lending institution / Banks for the project costing not more than Rs. 20 Lakh (by a recent decision the projects of refer / special purpose vans have been taken within exclusive purview of HO). In addition, the Asstt. Directors heading State-Centres have also been designated as the Head of the office who exercise powers of Drawing & Disbursing Officer (DDO) at NHB centres for release of subsidy. An Officer of the rank of Programme Executive may also be delegated such powers by a special order. He should ensure correct calculation of subsidy amount. He shall take steps for furnishing calculation sheet to the respective bank and entrepreneur either in the form of hard copy or through display on web site after the web-based system is ready for this purpose.
- ii. Release of subsidy cheques to respective Bank Branch shall be made only by speed post (not by private courier) and by crossed negotiable instrument on which correct term-loan account number relating to the project must be mentioned.
- iii. After release of subsidy amount in favour of term loan accounts of beneficiaries, the Head of State-Centre shall ensure proper utilization of subsidy amount by periodic inspection of loan account and by getting utilization certificate on closure of loan account etc. As per existing operational guidelines, the subsidy amount is to be adjusted after repayment of term loan against the last installment and Banks/FIs has to submit utilization certificate to NHB before closing the loan account. Head of State Centre and concerned Area Officer shall ensure the compliance of these conditions of release of subsidy and in case of non-compliance take steps for recall the subsidy amount.
- iv. Statement of expenditure on account of subsidy shall be put up by the State Centre In-charge to the Area Officer on his each visit to the centre. The expenditure statement including books of accounts shall be verified and signed by the Area Officer there for verification and correctness of Statement of expenditure.
- v. Area officer shall ensure that subsidy claims are scrutinized expeditiously and shall examine as many cases of sanction of subsidy claims as possible; in case he decides to go by sample checking due to there being large number of cases he shall select

the cases randomly giving due weightage to factors having potential of influencing subjectivity on part of State-Centre, to ensure proper calculation of subsidy. He shall inspect as many term-loan accounts as he deems fit for effective supervision & control to ensure proper utilization of subsidy.

- vi. Area officer shall monitor the proper utilization of fund by State Centre and satisfy himself about genuineness of demand made by State Centre for funds for the purpose of release of subsidy, and recommend the amount to be released by HO from time to time.
 - vii. Area Officer shall at end of every quarter in a financial year, verifies Cash-Book and Bank Scroll and once every year verify Asset Register maintained at State Centre. He shall also carry out asset verification once in a year for assets owned by State-Centre.
 - viii. Area officer shall, as far as possible, during his every visit to State Centre, undertake field verification of projects assisted by NHB to evaluate efficacy of schemes and its implementation and give feed back to the Managing Director.
 - ix. Area Officer has role of link between State Centres and HO and must submit report to Managing Director on all important matters of functioning of State Centres after his visit. He has the role of coordinator too with Banks, State Functionaries dealing with horticulture development, extension and statistics and post harvest management and marketing, SAUs, NRCs / ICAR Institutions situated within his jurisdiction.
 - x. Area Officer shall get Annual Action Plan for Transfer of Technology and Package of Practices to producer farmers and entrepreneurs prepared before commencement of the year.
 - xi. He is also the Public Grievance Redressal Officer in respect of public grievances relating to issue of Lol, sanction of subsidy and its calculation and release and shall deal with such grievances expeditiously by following the Principles of Natural Justice.
- D. Role of Deputy Director (Finance & Accounts) about State Centres-**
- i. Deputy Director (Finance & Accounts) shall exercise overall supervision & control over Finances and Accounts of State centres. He may take assistance of officers reporting to him in these respects.
 - ii. He shall give feed back to Managing Director from time to time on all important matters relating to Accounts & Financial Management at State Centres for enabling him to take immediate and appropriate corrective action.
 - iii. He shall also identify need of training / orientation programme in respect of accounts & financial matters, for Area Officers and In-charges of State Centres / Contact Offices and submit the same to the Managing Director.

- iv. He may ensure proper sample checking of subsidy claims sanctioned, books of account, asset register etc at State Centres and Term-Loan accounts of beneficiaries maintained by Banks. He may carry out such checking by drawing annual inspection schedule.
 - v. The centre In-charge shall send statement of periodic expenditure to Deputy Director (Finance & Accounts) at interval as prescribed by him which shall normally be on weekly basis, through E-mail. However, monthly statement of expenditure shall be submitted to him in HO in soft and hard copy on account of subsidy released including beneficiary-wise details of release made.
 - vi. The State Centre In-charge shall submit the monthly requirement of funds on account of subsidy to be released, through Area Officer to HO indicating the amount required for sanctioned cases and by way of advance separately. The Area Officer shall examine the same and give his recommendations and accordingly the funds will be released to the centres from time to time. However, in case funds are exhausted at an early date, the requirement may be submitted to HO before month end also.
 - vii. He shall also prepare annual audit plan for State Centres with the help of internal man-power or by engaging audit firms.
4. **Head Office- Scheme implementation, Supervision & Control-** Proposals for sanction of Lol and Subsidy claims in respect of projects costing more than Rs.20 Lakhs and all isolated projects of refer vans / specialized purpose vehicles are decided at Head Office by a Committee System. Following guidelines are being prescribed for Scheme Monitoring and effective Supervision & Control.
- a. **Scheme Monitoring-**
 - i. Area Officer concerned shall get correct information compiled in respect of Lols, pending subsidy claims, pending utilization certificates for advance & final subsidy amounts released and requirement of funds in prescribed formats and submit the same to Managing Director through Deputy Director (Coordination) on every Monday for the previous week.
 - ii. Deputy Director (coordination) shall scrutinize the information for its correctness and submit the same to the Managing Director latest by following day i.e. Tuesday.
 - iii. Deputy Director (finance & accounts) shall submit independent report on scheme-wise expenditure of grants on first working day of the week for the previous week. He shall take steps for release of funds to state Centres on receipt of demand recommended by Area Officer and sanctioned by competent authority.
 - b. **Sanction of Lol and Subsidy Claims-**
 - i. All proposals for issue of Lol and release of subsidy to be decided at HO shall be got scrutinized by Area Officer concerned and cases

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of release of subsidy be presented to Competent Committee through AMD who will record his recommendation on each one of them.

- ii. Operative part of minutes of all meetings of Internal Committee and PAC shall be made available to all State Centres and Contact Offices by e-mail and by putting the same on web site.
 - iii. For maintaining transparency, the subsidy calculation sheet shall be made available to the beneficiary and the concerned banker by hard copy or by display on website against respective case details.
 - iv. Utilization of Subsidy amount released by HO- State Centres and Area Officers shall be responsible for ensuring proper utilization of subsidy amount and in case of violation of the same, for taking steps for recall of subsidy amount. Drawing & Disbursing Officer shall ensure issue of subsidy cheques to the correct term loan account.
- c. **Grievance Redressal-** All grievances in respect of Lol and Subsidy relating to cases within powers of HO shall be first examined and decided by respective Area Officer and decision communicated to the concerned. On persistence of grievance the same may be examined by officer to whom it may be entrusted by Managing Director.
- d. **Role of CVO-** CVO shall enquire into serious cases of procedural & financial irregularities, Misutilisation of subsidy amount, public grievances and may also examine certain percentage of projects from vigilance angles in his capacity of CVO. He shall also organize 5% of projects assisted during a financial year inspected after the end of the financial year and initiate suitable action in case of discrepancies detected, if any.

5. Financial Control at HO - Advances to Staff :-

- a) Deputy Director (Finance & Accounts) shall ensure proper book keeping in relation to books of account and release of fund to State Centres and various payments at HO.
- b) Consolidated details of advances taken by staff which is outstanding for more than 30 days is to be put up by the Accounts Division of Head Office to the Managing Director in the first week of every month. This will include advances outstanding at HO and State Centres.
- c) Proposals for sanction of advances to staff should be supported by break up of probable expenditure and details of outstanding advances. In case of HO these details should be verified by accounts Division.

6. Issues related to General Administration-

- a. Deputy Director (administration) shall be responsible for ensuring compliance with Good Practices of general administration such as



maintenance of asset register for movable and immovable property, annual physical verification of assets, maintaining proper stock books for consumable item and exercising proper control on consumption of consumables.

- b. As separate registers of Consumable/non-consumable items is to be maintained at HO as well as at centres level clearly mentioning the date of purchase, Bill No. unit cost, quantity to be procured with details of items (Make, batch No. etc.) as per Govt. procedure and verification is to be made for accounts purpose, the same needs to be got done by him as per a predetermined and circulated time-frame. A consolidated report shall be submitted by the DD (Admn) to Accounts Division for indication in the annual accounts. He shall report about all the obsolete and unserviceable item/assets and underutilized assets for taking proper decision about their use or disposal at the end of every financial year.

7. **O & M- AMD is hereby designated as O & M officer-**

- d) O& M officer shall be responsible for ensuring proper management of references, their disposal and file maintenance, maintenance of record room and disposal of documents as per classification by Heads of Divisions and State Centres. He shall ensure that concerned Division / area officer follows protocol for O & M and record keeping. He shall be responsible to ensure proper recording of file movement. For this he shall be assisted by Deputy Director (administration).
- e) O & M Officer shall ensure that concerned Heads of Divisions and State Centres get the compliance of standard practices of handing over/taking over of charge by the concerned officers / employees and preparation of charge list especially in cases the employees involved are in custody of office record, assets and cash. In case of any item is found to be missing steps shall be taken by him for fixing responsibility.

8. **Personnel Management-** Deputy Director (Personnel) shall be primarily responsible for personnel management, maintenance of service records and disposal of establishment related matters and employees grievances. He shall ensure safe custody and proper maintenance of Service Book and Annual confidential Records of the employee of NHB. He shall also be responsible for monitoring of disciplinary cases.

9. **Rotation of Staff-** Following will be the general policy regarding rotation of job for various ranks in NHB-

- a. **Division In-charge-** Subject matter of Division in-charge shall be liable for change after a period not exceeding three years in one

stretch except for the cases it is not possible for reason of single post

- b. Area Officer- Jurisdiction of Area Officer shall be liable for change after a normal period of five years in one stretch.
- c. Head of State Centre and Contact Offices- Jurisdiction of Head of State Centre and Contact Office shall be liable for change after a period normally not exceeding five years at a time,
- d. Other Office staff- Office Staff of the rank of Section Officer, Assistants, Steno typists, Clerks, Cashier and Store Keeper etc shall be put to rotation of assignment after a period not exceeding three years on the same assignment. Technical support staff (Assistant Directors, Programme Executives, Technical Assistants, Computer & Statistics related staff, Gardeners) in Head Office and similar support staff in State Centres reporting to the Head of the Centre may be rotated at suitable interval keeping in view their expertise and utility of their services.

10. Annual Office & Table Inspections-

Officers responsible for annual office inspection / table inspection shall be as follows-

- i. Cashier- Deputy Director (finance & accounts)
- ii. Store-keeper- Deputy Director (administration)
- iii. Office Superintendent- Heads of concerned Division
- iv. Contact Office- Head of State Centre
- v. State Centre- Area Officer
- vi. Office of Deputy Director- AMD

Bijay Kumar
25/10/08

(Bijay Kumar)
Managing Director

Copy to:-

1. AMD
2. All Area Officer
3. Dy. Director (P)
4. Dy. Director (Admn)
5. Dy. Director (F&A)
6. All Centre Incharge/Assistant Director
7. All Concerned staff