

Operational Modalities  
and  
Budget Break-up  
of  
Different Components and Sub Components of  
**“Special Programme for Promotion of Millets  
in Tribal Areas”**  
(Odisha Millets Mission)

DIRECTOR OF AGRICULTURE AND FOOD PRODUCTION,  
ODISHA, BHUBANESWAR

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## COMPONENT 1- RESTORING AND IMPROVING HOUSEHOLD LEVEL CONSUMPTION:

### Objectives:

- To promote millet-based cooked recipes and ready-to-eat foods such as bakery items.
- Undertake awareness building programs on nutritional values of millets to different stakeholders.
- To restore and increase consumption of millets in the households through awareness, counseling and food festival.
- To increase the household consumption of millets by 25%.

### COMPONENT NO 1.1: TWO DAYS RESIDENTIAL TRAINING WITHIN DISTRICT FOR 10 MEMBER WOMEN CAMPAIGN TEAM

(Budget Rs 40,000/-per block @Rs 8000/ per campaign)

A two day residential training shall be conducted for 10 women for 2 days.

- I. Dates and venue shall be finalized by facilitating agencies in consultation with AAO/BAO and will be approved by the DDA cum PD ATMA on quarterly basis.
- II. Women with experience in campaigning, active in community events, interested persons shall be selected for this training.
- III. Women SHG members of Mission Shakti and OLM shall be given preference.
- IV. In this training, women will be trained on
  - a. Different types of millets and their nutritive values.
  - b. Need for consumption of more millets
  - c. Different millet recipe preparation
  - d. Strategies to create more awareness on consumption of millets.
- V. Women campaigns and food festivals shall be linked to the training to ensure greater effectiveness.
- VI. Brochures on different millet recipes, Importance of millets & its nutritional values should be prepared by Programme Secretariat in Odia language for distribution during campaign.
- VII. Residential trainings will be converted to non-residential trainings only when residential facilities are not available. Due certificate shall be given by the FA on the

body of the voucher to the effect that residential accommodation are not available near the place of the training. In case of conversion from residential to non-residential training, then participants shall be increased to 16 instead of 10 so that the total cost of training shall remain same.

Budget Breakup of the Component 1.1 for Residential Training

| SL | Particulars   | Rate | Units | Amount |
|----|---|------|-------|--------|
| 1  | Fooding Expenditure for Two Days ( Tiffin @Rs 20/- Lunch@ 70/- , Tea & Snack @10/-, Dinner@ 50/-1 no) | 250  | 10    | 2500   |
| 2  | Travel (to and Fro)   | 100  | 10    | 1000   |
| 3  | Lodging   | 150  | 10    | 1500   |
| 4  | Conference Hall/Meeting Hall  | 500  | 2     | 1000   |
| 5  | Resource Person fee   | 500  | 2     | 1000   |
| 6  | Stationary( Pen and Pads)& Handouts   | 20   | 10    | 200    |
| 7  | Miscellaneous (Banner, Photos,etc)  | 800  | 1     | 800    |
|    | Total   |      |       | 8000   |

Budget Breakup of the Component 1.1 for Non-Residential Training where there is no lodging facilities @Rs 250 per day per person

| SL | Particulars   | Units      | Rate | Period | Amount |
|----|---|------------|------|--------|--------|
| 1  | Fooding Expenditure (Lunch@ 70, Tea & Snack @10) For Two Days | 16 persons | 80   | 2      | 2560   |
| 2  | Travel (to and Fro) 2 days                                    | 16 persons | LS   | 2      | 2560   |
| 3  | Conference Hall/Meeting Hall                                  | 1          | 500  | 2      | 1000   |
| 4  | Resource Person fee   | 1          | 500  | 2      | 1000   |
| 5  | Stationary ( Pen and Pads)& Handouts                          | 16 set     | 20   | 2      | 320    |
| 6  | Miscellaneous (Banner, Photos, etc)                           |            | 560  |        | 560    |
|    | Total   |            |      |        | 8000   |

## COMPONENT 1.2: CAMPAIGNS IN VILLAGES TO INCREASE AWARENESS ON HOUSEHOLD CONSUMPTION OF MILLETS. EACH CAMPAIGN WILL BE FOR 4 DAYS

(Budget 3.0 Lakh /block@ Rs20000/- per campaign)

After the training of the women campaign team (master trainers) in component 1.1, master trainers will be organizing village level campaigns to generate interest in household level consumption. Four day campaigns (minimum 3 types of campaign such as **School Rally, Street play and Rath**) will be taken up by the campaign team during one financial year.

- I. FA will identify the suitable locations for the organizing the awareness campaigns. Preference in street play will be given to weekly haats/local events/panchayat meetings/ any other suitable congregations of people.
- II. FA will identify the suitable street play group and link them with them women campaign team for the development of the script covering the above activities.
- III. Dates and location of the street play shall be shared with Programme Secretariat/AAO/BAO/DAO/DDA cum PD ATMA before 15 days of the event.
- IV. Street play and household level mobilization : The street play shall cover following themes
  - a. Importance of different millets
  - b. Linkages between tribal / Odia culture and millets
  - a. Nutrition values of different millets and health aspects for human.
  - c. Government support for millets in production, processing and procurement.
  - d. Street play group will make the storyline to convey the above points.

**A- Rally (4days) with school children:** Rally will be taken up with students of ICDS/Schools with due permission from the concerned authorities. Rally will be preferably taken in the winter to avoid effects of hot sun and rain. Rally /campaign will cover on the following aspects:-

- a. Importance of different millets
- b. Linkages between tribal /Odia culture and millets
- c. Nutrition values of different millets and health aspects for human.
- d. Government support for millets.

FA will finalize the dates for the rally in consultation with DSWO/DEO of the district.

- I. FA will identify the suitable schools/ICDS centers/locations for the organizing the nutrition rallies on millets. Preference will be given to do rally during weekly haats/local events/panchayats meetings/suitable congregations place.
- II. FA will undertake a brief knowledge session covering importance of millets to the children and their advantages.
- III. Before the rally, a competition will be conducted for the children on nutritive value of millets in schools.
- IV. Dates and location of the street play shall be shared with Programme Secretariat/AAO/BAO/DAO/DDA cum PD ATMA before 15 days of the event.

**B- Rath/Van for audio campaign for 4 days.**

- I. FA will identify the suitable locations for the organizing the awareness campaigns. Preference in will be given to weekly haats/ local events /panchayat meetings/ any other suitable congregations of people.
- II. DDA cum PD ATMA will centrally select an agency who will engage a van and perform audio campaign on the procurement and other awareness activities.
- III. Content for the audio campaign shall be finalized by the AAO/BAO/FA/Programme Secretariat.
- IV. All printing contents for the campaign shall be available in the Odisha millets mission website which can be downloaded and printed for distribution.
- V. Rath/Van shall cover following themes
  - a. Process of procurement
  - b. FAQ standard of Ragi
  - c. Mandi points
  - d. Surplus for farmer.

**Minimum 3 numbers of geo tagged photographs (beginning, in between and end) will be shared by FA in the Mobile Application.**



**Budget break up for the Campaign – I: Gram Panchayat level School Rally (4days):-**

| S<br>l | Particulars  | Unit        | Unit Cost      | No     | Cost  | Remarks  |
|--------|--|-------------|----------------|--------|-------|--|
| 1.     | Snacks preferably millets                            | 75 students | 30/<br>student | 4 days | 9000  |  |
| 2.     | Food expenses for 10 women members (master trainers) | 10 women    | 50/<br>trainer | 4 days | 2000  |  |
| 3.     | Materials for rally                                  | LS          |                |        | 3000  | Artist payment, Card board, colour paint, brush, leaflets , printed head band and batches etc. |
| 4.     | Banner (2 Nos)                                       | LS          |                |        | 1000  | Banner on production, banner on Nutrition and banner for rally                                 |
| 5.     | Hiring cost from tent house                          | LS          |                |        | 2000  | Sound system   |
| 6.     | Resource person charges                              |             | 200            | 10     | 2000  | Train & explain about the value of millets, Odia quotation writing etc                         |
| 8      | Misc expenses  |             |                |        | 1000  |  |
| 9      | Total  |             |                |        | 20000 |  |

**BUDGET BREAK UP FOR THE CAMPAIGN – II STREET PLAY AND HOUSEHOLD MOBILIZATION (4 DAYS):-**

| Sl | Particulars                    | Rate             | Unit          | No     | Cost | Remarks   |
|----|--------------------------------|------------------|---------------|--------|------|---|
| 1. | Tea and snacks                 | Rs 15/<br>person | 50<br>persons | 4      | 3000 | For 200 people for four days including 10 women   |
| 2. | Payment to Street Play Artists | 2000             | 1             | 4 days | 8000 | Rs 2000/day   |
| 3. | Banner (2no)                   | 500              | 1             | 2 nos  | 1000 | One for campaign and another for Nutritional value on millets and display of OMM with govt. logo and one for nutritive values and recipes |
| 4. | Hiring cost from tent house    | LS               |               | 4 days | 2400 | Sitting mat, sound system, chairs etc   |
| 5  | Prize for millet cooking       |                  |               |        | 2250 | Raw material and cooking cost to be borne by the  |

|   |                                      |  |  |  |       |              |
|---|--------------------------------------|--|--|--|-------|--------------|
|   | competition@1000/-<br>, 750/-, 500/- |  |  |  |       | participants |
| 6 | Misc Expenses                        |  |  |  | 1350  |              |
|   | TOTAL                                |  |  |  | 20000 |              |

| BUDGET BREAK UP FOR THE RATH/ AUDIO CAMPAIGN FOR PROCUREMENT |  |      |      |        |       |  |
|--|--|------|------|--------|-------|--|
| Sl   | Particulars  | Rate | Unit | No     | Cost  | Remarks  |
| 1.   | Hiring of Van with fuel, decoration, fixtures, Audio equipments, flowers, flexes | LS   | 1    | 4 days | 16000 | The van must be decorated well with flexes on millets themes. Rath for campaign will move around the places continuously for 4 days. |
| 2.   | Printing Material for campaign   | 750  |      | 4 days | 3000  |  |
| 3  | Miscellaneous  | LS   |      |        | 1000  |  |
|  | TOTAL  |      |      |        | 20000 |  |

**Minimum 3 geo tagged photographs (beginning, in between and end) will be shared by FA in the Mobile App**

**COMPONENT 1.3: PREPARATION OF CAMPAIGN MATERIAL SUCH AS POSTERS , PAMPHLETS, BANNERS , LEAFLETS , BOOKLETS, SUCCESS STORIES DOCUMENTATION, CASE STUDY DOCUMENTATION ETC.**

(Budget :-Rs 1.25,000/- per block@Rs25000/-per year)

- I. Rs 20,000/- per year per block will be utilized for printing of posters, pamphlets banners , leaflets booklets by PD, ATMA well ahead of the campaign.
- II. Rs 5,000/- per year per block will be utilized for success stories documentation, case study documentation by FA.
- III. The draft campaign material (posters, pamphlets banners, leaflets) shall be prepared by the Programme Secretariat which shall be finalized by the SPMU, Directorate of Agriculture & Food Production, Odisha, Bhubaneswar.
- IV. The materials shall focus on
  - a. Agronomic Practices
  - b. Organic input/pest management process

- c. Nutrition value and health benefits of Millets and its consumption
- d. Recipe preparation and value addition of millets.
- e. Machinery and its operations to process millets
- f. MSP of Millets, Procurement process of Millets
- g. Any other materials deemed suitable for the programme and public.

All printing contents for the campaign shall be available in the Odisha millets mission website which can be downloaded and printed for distribution.

#### COMPONENT 1.4: SMALL VIDEO FILMS - COMMUNITY LEVEL (RECIPES & PRODUCTION PRACTICES) FOR LOCAL COMMUNITY VIDEO COMMUNICATION

(Budget-Rs1.6 Lakh per block @Rs32000/-)

- I. Videographers **already empanelled** by the DDA cum PD ATMA for other schemes may also be assigned for video documentations.
- II. The cost is inclusive of all aspects from development of script to submission of video copy.
- III. Videographers shall also submit the raw footage to PD ATMA and Programme Secretariat.
- IV. Payment shall be made by the DDA cum PD ATMA directly to the empanelled videographers.
- V. Video documentation shall focus on
  - a. Agronomic Practices
  - b. Millet consumption
  - c. Procurement
  - d. Processing
  - e. Value addition of millets and methods of recipes preparation
  - f. Inclusion of millets in ICDS,MDM and PDS
  - g. Any other video deemed suitable for the programme and public.

COMPONENT 1.5: TWO (2) DAY TRAININGS/WORKSHOPS WITH DISTRICT OFFICIALS AND DEPARTMENTS ON INTRODUCING MILLETS INTO ITDA , STATE NUTRITION PROGRAMS (MID-DAY MEAL, ANGANWADI ETC.) FOR MEMBERS OF PRI , ANGANWADI WORKERS , DEPARTMENT OFFICIALS , SHG MEMBERS ETC.

(Budget-Rs1.6 Lakh per block @Rs16000/- per training)

Objective of the training:

- I. To train on importance of millet consumption and its health benefits.
- II. Introduction of millets foods in ITDA, State nutrition programs, mid-day meal, anganwadi, etc and procurement of millets and convergence.
- III. To aware about the project origin and its activities.
- IV. To plan a pathway for establishing linkage with Grass root level stake holders working under Government line departments.
- V. Convergence plan and action with other department.

**A- One day workshop for District level Officials**

Place of the workshop will be at dist head quarter

Following are the proposed invitees

1. Collector & District Magistrate cum Chairman, ATMA
2. PD, DRDA
3. ADM
4. PA, ITDA
5. Soil Conservation officer
6. DDH
7. DRCS
8. DEO
9. DWO
10. Sub- Collectors
11. Secy. DCCB
12. DAOs
13. GM,DIC
14. EE, Electrical

15. DPM, OLM
16. DPM, Mission Shakti
17. DDA – Convener

**Process:**

- This workshop will be organized by program secretariat from funds under “**centralized capacity building**” at district headquarter with district level officers to address the state nutrition program, procurement of millets and convergence successfully.
- DDA will convene the workshop in consultation with the Collector & District Magistrate cum Chairman, ATMA.

**B- 2 days trainings/workshops with block level officials**

Place of training / workshop will be at block head quarter. Following is tentative list of participants-

1. BDO, ABDO & WEO -3 Nos
2. PRI Members - 2 Nos
3. ICDS staff(CDPO &Supervisors) -5 Nos
4. BEO staff & Head Masters – 7 Nos
5. A.A.O/BAO -2 Nos
6. PACS/LAMPCS staff -2 Nos.
7. Women SHGs - 4 Nos
8. BPM of OLM -1 No.
9. BPM Mission Shakti -1No
10. Millet Farmers - 5 Nos

(Other related officers / WSHG/ Farmers may be invited in absence of the participating officers)

**Process:**

- The BAO/AAO of the block will convene the meeting in consultation with the BDO.
- The will invite the officers for the workshop.
- The FA will organize the workshop.
- Training shall focus and discuss on the following aspects :-
  - Objectives and activities of Odisha Millets Mission and inter departmental convergence.
  - Nutritive values of millets and Importance of dietary diversity.
  - Sharing of experiences in serving hot cook meals, MDM,THR, Snacks in different places and Exploring the opportunities for inclusion Millet food in:
    - ITDA Hostels & Programmes
    - ICDS(AWC)

- MDM (School)
- OLM Activities
- Health Department programmes
- Mission Shakti Activities

Residential trainings will be converted to non-residential trainings only when residential facilities are not available. Due certificate shall be given by the FA on the body of the voucher to the effect that residential accommodation are not available near the place of the training. In case of conversion from residential to non-residential training, then participants shall be increased to 32 instead of 20 so that the total cost of training shall remain same.

**Budget break up of 1.5: 2 days trainings/workshops**

| Component 1.5: 2 days trainings/workshops with District Officials and Departments on Introducing millets into ITDA, State nutrition programs for <b>32 members</b> (PRI, MDM Anganwadi workers, Department Officials, SHG members etc.) @ Rs 250 per person. |  |       |        |      |              |
|--|--|-------|--------|------|--------------|
| SL   | Particulars  | Units | Period | Rate | Amount in Rs |
| 1  | Fooding Expenditure (Lunch-2@ 100, 2Tea & Snacks @20) For Two Days | 32    | 2 days | 140  | 8960         |
| 2  | Travel (to and Fro)  | LS    |        |      | 1000         |
| 3  | Conference Hall/Meeting Hall                                       |       | 2      | 1000 | 1000         |
| 4  | Stationary ( Pen , Pad and folder)                                 | 32    |        | 40   | 1280         |
| 5  | Resource person  | 2     | 2      | 500  | 2000         |
| 6  | Hiring of projector etc  |       | 2      |      | 1000         |
| 7  | Miscellaneous (Banners, Photos, Materials)                         |       |        |      | 760          |
|  | Total in Rs.   |       |        |      | 16000        |

## COMPONENT 2- SUPPORT TO ENTERPRISES ON PROCESSING AND VALUE ADDITION OF MILLETS:

Following are the processing and value addition units proposed to be installed at different levels.

**A-Millet Processing Units** to be established at cluster level through by CBO/FPO/SHG through a selection process. Preference will be given to CBO of OMM.

These machineries include thresher cum pearler, cleaner cum grader with de-stoner, grinder / pulveriser etc. of lower capacity of less than 200-300 Kg / Hr.

**B-Millet Processing Units of higher capacity (1000-1200 Kg /Hr)** will be established within the district by CBO/FPO/SHG through a selection process. These machineries include Cleaner cum De-stoners cum Grader, Dehullers, etc.

**C-Value addition units** such as Bakery/Biscuit making unit, laddoo-making unit, flaking units, and such other value added machinery will be established through FPO/CBO/SHG.

All these machines will be supplied by the DDA cum PD, ATMA to the CBO/FPO/SHG selected through a process of selection.( Preference will be given to the CBO of OMM and SHG of Mission Shakti ).

### COMPONENT 2.1 -FINANCIAL SUPPORT TO ENTREPRENEURS ON GRANT BASIS FOR ESTABLISHING PULVERIZING/ GRINDING ENTERPRISES FOR LOCAL CONSUMPTIONS AT CLUSTER OF PANCHAYATS LEVEL.

(Budget -7.5 Lakh during project period).

**A-Millet Processing Units** such as machineries include thresher cum pearler, grinder/ pulveriser and such other devices which will be useful for value addition. The financial support is limited to Rs 7.5 lakhs during the project period/ block. These machineries will be provided to the SHG /FPO/CBO by the DDA cum PD ATMA.

Selection of SHG /FPO/CBO for these Millets Processing Units shall be finalized by a committee consisting of DAO, Scheme Officer, AAO, AAE, Programme Secretariat and FA under the chairmanship of PD,ATMA. All the selected CBO/FPO/SHG shall enter in to an agreement with concerned block AAO/BAO/BEO of the block on behalf of DDA cum PD ATMA.

COMPONENT 2.2-FINANCIAL SUPPORT TO BLOCK LEVEL ENTERPRISES ON PROCESSING AND VALUE ADDITION (DEHULLERS,, CLEANER ,GRADER, DE-STONER THRESHER CUM PEARLER ,BISCUIT MAKING MACHINE, ETC.) ON NEED BASIS. SUPPORT CAN ALSO BE PROVIDED FOR ONE YEAR MAINTENANCE INCLUDING SETTING OF BASIC INFRASTRUCTURE AND POWER SUPPLY AFTER APPROVAL OF BUSINESS PLAN OF ENTREPRENEUR BY DISTRICT ATMA.

(Budget -22.00 Lakh during the project period)

**Millet Processing Units of capacity ((200-300 Kg/Hr)/ (300-1000 Kg/Hr)/ (1000-1200 Kg/Hr)** to be established **within the Programme Block / District** as per market feasibility by CBO /FPO/SHG selected through a process. These machineries include Cleaner cum De-stoners cum Grader, dehullers etc.

**Value addition units** such as Bakery/ Biscuit making unit, laddoo-making unit, decorticator, flaking units and such other value added machineries shall be established within the district by FPO/CBO/SHG through a process of selection.

**Process of Selection of FPO/CBO/SHG for millet processing within the district:-**

A committee will be formed for the selection of the FPO/SHG/CBO for processing machines under chairmanship of Deputy Director of Agriculture (DDA cum PD ATMA). Following will be the members of the committee:-

1. Executive Engineer (Electrical).
2. DSWO, WCD Deptt/Mission Shakti
3. DM, DIC
4. DAO/ADO related to OMM block.
5. Representative of OLM.
6. Representative of ITDA.
7. Assistant Agriculture Engineer/Assistant Executive Engineer (Agril)
8. Scheme Officer of OMM.
9. Representative of FAs of OMM.
10. District Project Coordinator from Programme Secretariat (**member convener**).

The committee will recommend to the Collector & District Magistrate the **most potential FPO/CBO/SHG** who fulfills the eligibility criteria as mentioned in *Annexure 1* for approval.

***Eligibility Criteria for selection of the FPO/CBO /SHG for millet processing and value addition units in the district***



Following are the eligibility criteria for selection of FPO/CBO/SHG for establishing processing or value addition enterprises:

**Criteria:**

- I. The FPO/CBO/SHG members must be from the location where the enterprise will be established.
- II. The FPO/CBO/SHG members must be literate; can read and write odia and have a basic understanding of mathematical calculation.
- III. The FPO/CBO/SHG should not be a defaulter to any bank loan.
- IV. **The FPO/CBO/SHG should arrange infrastructure such as land, building, electricity, water supply, working capital.**
- V. Such other infrastructure required for the processing or value addition enterprise.
- VI. The FPO/CBO/SHG must be willing to agree to the terms laid down and sign in the agreement.

**Preferred criteria**

- I. The FPO/CBO/SHG with license from government institutes, FSSAI certification and food business license will be preferred.
- II. The FPO/CBO/SHG with MSME registration under DIC will be preferred.
- III. The FPO/CBO/ SHG currently operation/managing similar processing units will be preferred.
- IV. A successful FPO/CBO/SHG from any other government scheme such as Odisha Millets Mission/ Mission Shakti/ OLM/ ITDA/ OTELP/ OPELIP /NABARD/ SFAC etc. will be preferred.

**Process**

- I. After selection of FPO/CBO/SHG by the committee and due approval by the Collector cum Chairman ATMA, a tri partite agreement will be signed between the selected FPO/CBO/SHG, FA and AAO/BAO/ DDA cum PD, ATMA (as applicable).
- II. The DDA cum PD, ATMA will place order the empanelled machine suppliers for installation at suitable place desired by the selected FPO/CBO/SHG.
- III. Programme Secretariat will organize training of trainers on the operational modalities of the processing units supported by machine manufacturer.
- IV. Members of Selected CBOs, CRPs, FA Coordinator, local youth/mechanics and AAO/BAOs.

- V. After the training of the FPO/CBO/SHG, handholding support and business plan development on the operationalisation shall be given by the FA and Programme Secretariat.
- VI. A regular monitoring shall be done by FA. Monthly status on processing machine operations shall be reported to DDA cum PD ATMA through AAO/BAO.
- VII. A quarterly monitoring shall be done by Programme Secretariat and AAO/BAO

**COMPONENT 2.3: TWO DAYS RESIDENTIAL TRAINING OF ENTREPRENEURS, FARMERS, CRPS ON MILLET PROCESSING, PACKING, VALUE ADDITION ETC AND LINKAGES WITH BANKS FOR 20 NOS @ RS 400 PER DAY @ RS 8000 PER TRAINING**

- I. A two day residential training shall be conducted by FA for the selected CBO/FPO/SHGs members, machine operators, mechanics, CRPs on millet processing, entrepreneurship and value addition and linkages to banks.
- II. Dates and venue shall be finalized by facilitating agencies in consultation with AAO/BAO & district coordinator and will be approved by the DDA cum PD ATMA on quarterly basis.
- III. Handouts on processing, value addition, packaging & marketing shall be distributed in the training programme.
- IV. Participants shall be trained on following aspects:-
  - a. Different types of millets
  - b. Methods of processing of different millets
  - c. Quality issues in processing of millets
  - d. Different machinery for processing of millets
  - e. Issues and challenges in the setting up the millet processing units.
  - f. Storage and packaging of millets
  - g. Different value added products of the processed millet
  - h. Opportunities in the value addition of millets
  - i. Govt. support for establishment of millet processing plant and value addition
  - j. Business development plan for millet based product
  - k. Practical operation of the millet processing machines. (Depends on the availability)

Residential trainings will be converted to non-residential trainings only when residential facilities are not available. Due certificate shall be given by the FA on the body of the

voucher to the effect that residential accommodation are not available near the place of the training. In case of conversion from residential to non-residential training, then participants shall be increased to 32 instead of 20 so that the total cost of training shall remain same.

Budget break up for residential training:

| Component 2.3.: Two Days Residential Training of entrepreneurs , farmers , CRPs on millet processing, packing , value addition etc. and linkages with Banks 20 Nos @ Rs 400 per day per person |  |       |        |      |              |
|--|--|-------|--------|------|--------------|
| SL   | Particulars  | Units | Period | Rate | Amount in Rs |
| 1  | Fooding Expenditure (Tiffin-1 @20, Lunch-1@ 80, Tea & Snack -1 @10, For Two Days Dinner-1@ 60, for I night | 20    | 2      | 140  | 5600         |
| 2  | Travel (to and Fro)  | 20    | 1      | 50   | 1000         |
| 3  | Lodging /logistic  | LS    | 1      |      | 2000         |
| 4  | Conference Hall/Meeting Hall   |       | 2      | 1000 | 2000         |
| 5  | Resource Person fee  | 2     | 2      | 750  | 3000         |
| 6  | Stationary ( Pen and Pads)   | 20    | 1      | 40   | 800          |
| 7  | Hiring of projector etc  | LS    | 2      |      | 1000         |
| 8  | Miscellaneous (Banners, Photos, Materials)   |       |        |      | 1600         |
|  | Total in Rs.   |       |        |      | 16000        |

| Component 2.3: Two Days Non Residential Training of entrepreneurs , farmers , CRPs on millet processing, packing , value addition etc and linkages with Banks @ 32 Nos @ Rs 250 per day per person. |   |       |        |      |              |
|---|---|-------|--------|------|--------------|
| SL  | Particulars   | Units | Period | Rate | Amount in Rs |
| 1   | Fooding Expenditure (Lunch-@ 80, 2Tea @10& Snacks @20) For Two Days | 32    | 2 days | 110  | 7040         |
| 2   | Travel (to and Fro)   | LS    |        |      | 1600         |
| 3   | Conference Hall/Meeting Hall  |       | 2      | 1000 | 2000         |
| 4   | Stationary ( Pen , Pad and folder)                                  | 32    |        | 30   | 960          |
| 5   | Resource person   | 4     |        | 500  | 2000         |
| 6   | Hiring of projector etc   |       | 2      |      | 1000         |
|   | Miscellaneous (Banners, Photos, Materials)                          |       |        |      | 1400         |
|   | Total in Rs.  |       |        |      | 16000        |

**COMPONENT 2.4: FIVE DAYS EXPOSURE VISIT OUTSIDE STATE ON PROCESSING, VALUE ADDED PRODUCTS AND MARKETS FOR CRPS, NGO STAFF, ENTREPRENEURS, TRADERS AND DEPARTMENT OFFICIALS (BUDGET RS 80,000/-PER VISIT)**

A five day exposure visit outside State on processing, value added products and markets for CRPs, NGO staff, Entrepreneurs, Traders and Department Officials shall be organized by FA.

- I. Programme Secretariat shall share the tentative list of locations for the exposure visit. Any other suitable location can be selected by FA with approval of DDA cum PD ATMA.
- II. Dates of visit shall be proposed by FA in consultation with AAO/BAO and will be approved by the DDA cum PD ATMA on quarterly basis.
- III. Selected CBO members, CRPs and farmers shall be chosen by the FA and AAO.
- IV. The Selected CBO/FPO/SHGs members who had undergone training on millet processing, packing , value addition must be included for exposure visit.
- V. In this exposure visit participants shall be trained on following aspects:-
  - a. Different types of millets
  - b. Different types of processing of different millets
  - c. Quality issues in processing of millets
  - d. Different machinery for processing of millets
  - e. Issues and challenges in the setting up the millet processing units.
  - f. Storage and packaging of millets
  - g. Different value added products of the millet processing
  - h. Opportunities in the value addition of millets
  - i. Training module and IEC material shall be supplied for the same.
  - j. Practical operation of the millet processing machines. (Depends on the availability)

**Budget Break up for 5 day exposure visit for 20 participants:-**

| SL | Particulars     | No of Units  | Period | Rate | Amount in Rs |
|----|-----------------|--------------|--------|------|--------------|
| 1  | Conveyance      | 20<br>Person | 5      | LS   | 29000        |
| 2  | Fooding         | 20           | 5      | 250  | 25000        |
| 3  | Lodging         | 20           | 3      | LS   | 20000        |
| 4  | Resource Person | 1            | 3      | 1000 | 3000         |

|   |                          |  |  |  |               |
|---|--------------------------|--|--|--|---------------|
| 5 | Miscellaneous            |  |  |  | 3000          |
|   | <b>Grand Total in Rs</b> |  |  |  | <b>80,000</b> |

## COMPONENT 3.IMPROVING PRODUCTIVITY:-

### 3.1. ESTABLISHING COMMUNITY MANAGED SEED SYSTEM

#### Objectives of the Community Seed Center:-

- The programme intends to establish a *decentralized* seed system *managed* by the farmers' based organizations that will produce and supply *quality landraces or varieties of millets and other* crops suitable for their locality *well in time to the farmers*. This seed systems will explore possibility of supplying quality seeds to programmes such as OMM, ATMA, PKVY, Odisha Organic Mission, any farmer.
- In the long-run, the purpose of community managed seed system is to cater demand driven seed supply to local farmers with less dependent on government subsidies/traders.

**Community Seed Center (CSC): One seed center and three seasonal sub centers within the block.**

In brief, process involves:-

- I. Selection of suitable seeds from different indigenous landraces/varieties of millets through Participatory Varietal Trial (PVT) within block.
- II. Mass selection of the farmer preferred local landraces.
- III. Development of pool of local seed producers for quality seed production.
- IV. Establishment of community seed center.
- V. Processing, storage, management, distribution and maintenance of the seeds.

Community Seed Centre will be implemented by a CBO of OMM. It will aim to provide quality local seeds catering to 1000 Ha. per block by end of the project. It will run as business enterprise by producing, supplying and selling of quality seeds after completion of the project.

### 3.1.1 PROMOTION OF LOCAL POPULAR VARIETIES THROUGH SELECTION: PROCESS STEPS

- I. FA will explore availability of local landraces/varieties of millets within the block through village meetings/Focused Group Discussions/Seed fairs/Melas.
- II. FA will collect the information on the landraces in passport data format (developed by Programme Secretariat) which will contain farmer's information, place of collection and varietal characters, etc.
- III. After collection of landraces, a participatory varietal trial shall be done along with notified varieties in Randomized Block Designed (RBD) method in selected farmer plot.
- IV. PVT process module shall be shared by the Programme Secretariat.
- V. Through this process, locally suitable landrace/variety will be identified. Such landrace provides us with appropriate plant germplasm.
- VI. Mass selection and pure line selection shall be carried out from the selected landraces.
- VII. Seed production shall be taken up from the farmer preferred local landraces/notified varieties from 2<sup>nd</sup> year onwards.
- VIII. Seed production shall be taken up from the selected landrace from the budget available in the component from 2<sup>nd</sup> year onwards.
- IX. Parental material from purified landraces can be further used for Pure line selection.
- X. State Seed Testing Laboratory (SSTL), Bhubaneswar shall bring best performing landraces into seed chain.

#### Budgetary Breakup of Component 3.1.1 A- PVT 1st year

| Budgetary Breakup of Component 3.1.1A – PVT 1st year & 2ndyear |  |                  |         |             |
|--|--|------------------|---------|-------------|
| S.No   | Particulars  | Qty              | Rate    | Amount (Rs) |
| 1  | Local landrace collection (Min 500gm)  |                  | Lumpsum | 1000        |
| 2  | FYM for Nursery  | 25kg             | 5       | 125         |
| 3  | FYM for main field   | One tractor load | Lumpsum | 2500        |
| 4  | Bamboo pegs  | 50no             | 1       | 50          |
| 5  | Labour for transplanting   | 6                | 280     | 1680        |
| 6  | Application of Liquid organic manure   | 2 lit            | 25      | 50          |
| 7  | Labour for weeding (3times)  | 10               | 280     | 2800        |
| 8  | Field day for variety selection (banner, food and travel expenses, Resource persons) | 25               | 100     | 2500        |

|    |   |   |     |        |
|----|---|---|-----|--------|
| 9  | Labour for rouging, harvesting, threshing & storage | 5 | 215 | 1075   |
| 10 | Rope, thread, wax, label and colored ruling stick   |   |     | 260    |
|    | Total in Rs.  |   |     | 15,000 |

| Budgetary break up of Quality Seed Production of Millet from 2 <sup>nd</sup> year onwards under PVT |  |  |            |             |           |              |
|---|--|--|------------|-------------|-----------|--------------|
| sl. no  | Activity                                       | Details of Activity                                | Unit (no.) | Person days | Rate (Rs) | Amount (Rs)  |
| 1   | Nursery preparation                            | Labour charges with plough for ploughing (3 times) | 1          | 3           | 280       | 840          |
| 2   | Labour charge for FYM application              | FYM Application for basal to 3rd.dose              | 1          | 6           | 280       | 1680         |
| 3   | Main Field Preparation                         | Three Times Ploughing                              | 1          | 3           | 280       | 540          |
| 4   | Transplanting in main field                    | Uprooting ,Transplanting ,                         | 1          | 15          | 280       | 4200         |
| 5   | Intercultural operation                        | Weeding-1 <sup>st</sup>                            | 1          | 3           | 280       | 840          |
|   | In each seven days interval weeding will done. | Weeding-2 <sup>nd</sup>                            | 1          | 3           | 280       | 840          |
|   |  | Weeding -3 <sup>rd</sup>                           | 1          | 3           | 280       | 840          |
|   | Nutrient management                            | Organic Nutrient                                   | 1          | 2           | 280       | 560          |
|   | Pest management                                | Bio pesticide application                          | 1          | 2           | 280       | 560          |
| 6   | Rouging  | Removing of odd types                              | 1          | 3           | 280       | 840          |
| 7   | Stagger Selection                              | Mother panicle selection - 1 <sup>st</sup>         | 1          | 1           | 280       | 280          |
|   |  | Mother panicle selection - 2 <sup>nd</sup>         | 1          | 1           | 280       | 280          |
|   |  | Mother panicle selection- 3 <sup>rd</sup>          | 1          | 1           | 280       | 280          |
| 8   | Harvesting                                     | Step-1   | 1          | 1           | 280       | 280          |
|   |  | step-2   | 1          | 1           | 280       | 280          |
|   |  | Step-3   | 1          | 1           | 280       | 280          |
| 9   | Post harvesting                                | By manual stick threshing                          | 1          | 4           | 280       | 1120         |
|   |  | winnowing & Bagging                                | 1          | 1           | 280       | 280          |
| 10  | Miscellaneous                                  |  |            |             |           | 180          |
|   | <b>Total in Rs.</b>                            |  |            |             |           | <b>15000</b> |



|   |
|---|
| PROCESS STEPS FOR COMPONENT 3.1.2/3.1.2.1/ 3.1.2.2/ 3.1.2.3:- |
|---|

- I. FA will identify a suitable location for establishment of the seed center in consultation with AAO/BAO and Programme Secretariat.
- II. Additional Block Coordinator of FA shall monitor the seed production process and ensure processing is done as per requirement. Additional block Coordinator of FA shall oversee germination test, selection of seed producers.
- III. Each Community Seed Centre (CSC) shall have additional 3 seasonal sub centers so that, quality seeds are available in time to the farmer at their reach.
- IV. Sub centers should be established during the season at the proximity of the farmers and programme clusters.
- V. Sub centers may be anchored by the local SHG/Farmer Groups at the village level. Sub centers shall enter into an agreement with the Community Seed Centre of the Odisha Millets Mission.
- VI. Detailed seed transactions will be recorded in a register.
- VII. CSC and sub-centers shall also maintain bio diversity register with focus on agro biodiversity.
- VIII. Dimensions and Specifications for the CSC and sub-centers is attached at Annexure.
- IX. The main CSC shall be linked to millet processing units for maintenance of physical purity.
- X. The main CSC shall procure the items required for the storage, sale and management of the seed centers.

Following indicative items and other required items shall be purchased:-

- a. Electronic Weighing Machine BIS standard – 1 Qntl Capacity.
- b. Digital Moisture Meter.
- c. Tarpaulins@ 250 GSM. BIS standard
- d. Storage bins – 50kg bins as per requirement.
- e. Stitching machine
- f. Packaging machine for 1kg, 2.5 kg and 5 kg.
- g. Dunnage materials
- h. Geolyte beads for maintaining moisture content of germ plasm

- i. Traditional storage material as per local rates.

The items available under GEM portal / OSAM Board approved rates / empanelled dealers by any dept. will be procured by PD, ATMA. Other articles may be procured by CBO for CSC.

Selection of dealers for purchase of items available in the GEM portal for the equipment shall be done through L1 tender process through a committee.

1. CSC shall finalize following aspects on seasonal basis
  - a. List of crops and landraces/varieties under seed production.
  - b. Procurement of seed material of different Landraces and farmer preferred varieties of millets from PVT and mass selection from local farmers/communities.
  - c. Procurement of seed material of Breeder/Foundation class from OUAT/ICAR.
  - d. Sale of different millet seeds to farmers as per the rate fixed by the CMSS
  - e. Selection of seed producers.
  - f. Prepositioning of seed varieties with quantity as per the requirement of millet farmers.
2. Seasonal seed requirement from farmers shall be collected by the CRP and submitted to CSC. Format annexed.
3. After meeting seed requirement of OMM farmers, balance quantity shall be sold as per the rate fixed by the CSC.
4. Seed production and selection of seed producers' process is annexed.
5. Before actual sale of the landraces/varieties, germination test (Minimum 75 %,) should be conducted at the seed center level and recorded in the stock register.
6. Working capital shall be used for costs incurred in seed production, seed purchase, seed packing and transport costs, electricity charges, maintenance, registers, stationery, plastic covers for packing, seed center meetings etc.
7. Under seed production process of millets, the FA will collect seed samples, conduct germination tests, assess seed quality and label them appropriately. The concerned Village Agriculture Worker will also be part of such assessment. The FA & CSC will be responsible for the following:
  - a. Selection of seed production plot

- b. Raising of seed nursery without contamination.
- c. Ensuring isolation distance
- d. Roughing of off-types (crop specific)
- e. Ensuring separate threshing of the seed lots.
- f. Collection of samples and submission to relevant agency such as SSTL/registered seed testing agency.
- g. Follow up of necessary labelling/certification.

**Following records should be maintained at the CSC :-**

- I. Standard Data Registers:
  - a. Register of seed farmers with an identification number and personal details (Aadhar number, phone number, Bank account details, etc)
  - b. Land information (Khata No, Plot No)
  - c. Bio diversity register.
- II. Data Records: (maintained for every season)
  - a. Seasonal Seed Plan and indent for the CSC
  - b. Seed production register (including certification details if any).
  - c. Seed distribution/Sale register
  - d. Assets register
  - e. Books of accounts/Money Receipt
  - f. Stock register
  - g. Annual Audit of finances.

**Roles of stakeholders in Seed Production:**

**Seed Producer:**

- I. Signing of undertaking for seed production with Community Seed Centre.
- II. Shall Pay the cost for the local landrace/ Breeder/Foundation/ Certified seed.
- III. Take up rouging of up types, clean harvest, drying, processing of the seed under supervision of FA/VAW/AAO/BAO.
- IV. Other farmers may be invited for observing the seed production process.
- V. Seed indent list shall be prepared well in advance of seed production.

- VI. Perspective seed buyers (Farmers) list be prepared well in advance of seed production.

**Facilitating Agency:**

- I. Form, support and strengthen the CSCs and support them in implementing the program.
- II. Organize training/exposure visit to seed farmer/CSC members/Government officials on quality seed production, seed storage, seed centre management, etc.
- III. Coordinate with department and farmers at the block level.
- IV. Coordinate with CSC, Processing units and FPOs for sustainability.
- V. The Additional Block Programme coordinator will be in charge of the main seed centre and will manage the sub –centers.**

**Programme Secretariat:**

- I. Organize ToTs on the
  - a. Seed centre management
  - b. Seed production
  - c. Participatory Varietal Trials
  - d. Mass selection/Pure line selection of best performing land races
  - e. Seed storage and processing
- II. Liaise with the Office of Director OSSOPCA/ ADR Seeds/DDA cum PD ATMA/ Seed Certification Officer, SSTL/ to provide necessary support/data / reports as per the project requirements.
- III. Facilitate sharing of experiences across the CSCs and encourage innovation.
- IV. Linking the CSCs with Processing units and FPOs and facilitating sustainable business development.
- V. Maintenance of Database on block wise seed production information of different landraces/varieties.

**BAO/AAO**

- I. Organize the following review and planning meetings:
  - a. At least one planning meeting before the season,

- b. A review meeting after completion of sowing to take stock of the situation (purity/roughing, pest management, etc), and planning for the season.
  - c. Issue of threshing certificate to the individual seed producer through local AAO/BAO.
  - d. 2 meetings at the time of harvest/ processing (pre and post harvesting).
- II. Undertake necessary field visits for the above purposes.

**DDA cum PD, ATMA. And Joint Director, Millet SPMU, OMM:-**

- I. Provide overall guidance and monitoring of the program at the District and State level and report to the Director, Agriculture & Food Production, Odisha.
- II. Liaise with the Office of Dean, Research, Dean, Extension, ADR Seeds, Director OSSOPCA, KVKs, RRTTSS, Seed Certification Officer SSTL to provide necessary support as per the program requirements.
- III. Undertake monitoring/field visits during various stages of implementation for the project with support of Programme Secretariat (WASSAN).

Budget Break Up for Establishment of Seed Centers for the project period:

| Component No | Component Name   | Unit     | Cost in Rs Lakh | Process of utilization   |
|--------------|--|----------|-----------------|--|
| 3.1.2.0      | Seed Centre at Cluster Level with 3 sub centres@ Rs 3000 per month for main seed centre and @Rs 1000 per month for sub centers and other centre related infrastructure | Clusters | 4.8             | This fund will be spent on followings:-<br>House Rent for 12 months 1centres and 3 seasonal sub centers Rs 48000.<br>Maintenance of storage infrastructure /items/ Electricity /cleaning /Dunnage material :- Rs.38400/. Misc expenditure Rs 9600/ |
| 3.1.2.1      | - Storage Infrastructure (Bins, Gunny Bags Etc.) & Moisture Meter  | Clusters | 5.4             | Bins, Gunny bags, moisture meter, Stitching machine, Packaging machine, Dunnage materials, Geolyte beads etc. shall be purchased from GEM portal   |
| 3.1.2.2      | - Electronic Weighing Machines   | Clusters | 0.8             | Purchased of One centre and 3 sub centers  |
| 3.1.2.3      | - Tarpaulin For Drying   | Clusters | 6.24            | Tarpaulin for drying may also be utilized for cleaning and threshing of ragi by the farmers at nominal   |

|         |                   |          |       |   |
|---------|-------------------|----------|-------|---|
|         |                   |          |       | cost decided at AAO/BAO level.  |
| 3.1.2.4 | - Working Capital | Clusters | 3.6   | Working capital shall be used for costs incurred in seed production, seed purchase, seed packing and transport costs, electricity charges, registers, stationery, plastic covers for packing, seed center meetings etc. |
|         | TOTAL             |          | 20.84 |   |

**3.1.3 BLOCK LEVEL TRAINING AND ORIENTATION OF CBO ON COMMUNITY SEED CENTER MANAGEMENT FOR 2 DAYS RESIDENTIAL TRAINING WITHIN THE DISTRICT FOR 20 FARMERS @ 400 PER DAY, 2 TRAININGS PER YEAR.**

- I. A two day residential training shall be conducted by FA for the members of the CSC on the seed center management as per the process manual guidelines.
- II. Members of the CSC managing seed center and sub centers will be chosen for the training.
- III. Dates and venue shall be finalized by facilitating agencies in consultation with AAO/BAO& district programme coordinator and will be approved by the DDA cum PD ATMA on quarterly basis.
- IV. Participants shall be trained on following aspects:-
  - IV.1. Different types of millets
  - IV.2. Functions of the seed centers
  - IV.3. Roles of CSC, seed producers and other stakeholders.
  - IV.4. Process of collection of indent and seed purchase.
  - IV.5. Process of seed selection and multiplication.
  - IV.6. Protocols for seed storage
  - IV.7. Seed selling
  - IV.8. Maintenance of registers and records etc.
- V. Residential trainings may be converted to non-residential trainings only when proper residential training facilities are not available. Proper justification shall be provided by the FA. In case of conversion from residential to non-residential training, then participants shall be increased to ensure so that cost of training shall remain same.

| 3.1.3 Block level training and orientation of CBO on Community Seed Center Management for 2 days residential training within the district for 20 farmers @ 400 per day, 2 trainings per year. |  |       |        |      |              |
|---|--|-------|--------|------|--------------|
| SL  | Particulars  | Units | Period | Rate | Amount in Rs |
| 1   | Fooding Expenditure (Tiffin-1 @20, Lunch-1@ 80, Tea & Snack -1 @10, For Two Days Dinner-1@ 60, for I night | 20    | 2      | 140  | 5600         |
| 2   | Travel (to and Fro)  | 20    | 1      | 50   | 1000         |
| 3   | Lodging /logistic  | LS    | 1      |      | 2000         |
| 4   | Conference Hall/Meeting Hall   |       | 2      | 1000 | 2000         |
| 5   | Resource Person fee  | 2     | 2      | 500  | 2000         |
| 6   | Stationary ( Pen and Pads)   | 20    | 1      | 40   | 800          |
| 7   | Hiring of projector etc  | LS    | 2      |      | 1000         |
| 8   | Miscellaneous (Banners, Photos, Materials)   |       |        |      | 1600         |
|   | Total in Rs.   |       |        |      | 16000        |

2 day non-residential training for 32 farmers where lodging facilities are not available

| 3.1.3 Block level training and orientation of CBO on Community Seed Center Management for 2 days non residential training within the district for 32 farmers @ 400 per day, 2 trainings per year. |   |       |        |      |              |
|---|---|-------|--------|------|--------------|
| SL  | Particulars   | Units | Period | Rate | Amount in Rs |
| 1   | Fooding Expenditure (Lunch-@ 80, 2Tea @10& Snacks @20) For Two Days | 32    | 2 days | 110  | 7040         |
| 2   | Travel (to and Fro)   | LS    |        |      | 1600         |
| 3   | Conference Hall/Meeting Hall  |       | 2      | 1000 | 2000         |
| 4   | Stationary ( Pen , Pad and folder)                                  | 32    |        | 30   | 960          |
| 5   | Resource person   | 4     |        | 500  | 2000         |
| 6   | Hiring of projector etc   |       | 2      |      | 1000         |
|   | Miscellaneous (Banners, Photos, Materials)                          |       |        |      | 1400         |
|   | Total in Rs.  |       |        |      | 16000        |

**3.1.4 FIVE DAYS EXPOSURE VISIT OUTSIDE STATE ON SEED PRODUCTION TECHNOLOGY AND SAFE SEED STORAGE FOR PROGRESSIVE FARMERS CRPS, NGO STAFF AND ONE DEPARTMENT OFFICIAL @ 800/DAY FOR 20 NOS. 1 EXPOSURE VISIT PER YEAR.**

A five day exposure visit outside State on seed production technology and safe seed storage for progressive farmers CRPs, NGO staff and one department official. This visit shall be organized by FA.

- I. Programme Secretariat shall share the tentative list of locations for the exposure visit. Any other suitable location can be selected by FA with approval of DDA cum PD ATMA.
- II. Dates of visit shall be finalized by facilitating agencies in consultation with AAO/BAO and will be approved by the DDA cum PD ATMA on quarterly basis.
- III. Members of CBO anchoring Seed Center and sub centers, seed producers, CRPs and farmers with experience in seed production shall be chosen by the facilitating agency.
- IV. In this exposure visit, participants shall be trained on following aspects:-
  - a. Different types of millets
  - b. Seed selection and quality seed production of millets.
  - c. Post-harvest processing of seeds.
  - d. Seed storage.

**Budget Break up for 5 day exposure visit for 20 participants:-**

| 3.1.4 Five days exposure visit outside state on seed production technology and safe seed storage for progressive farmers CRPs, NGO staff and one department official @ 800/day for 20 nos. |                          |                    |               |             |                     |
|--|--------------------------|--------------------|---------------|-------------|---------------------|
| <b>SL</b>  | <b>Particulars</b>       | <b>No of Units</b> | <b>Period</b> | <b>Rate</b> | <b>Amount in Rs</b> |
| 1  | Conveyance               | 20 person          | 5             | LS          | 29000               |
| 2  | Fooding                  | 20                 | 5             | 250         | 25000               |
| 3  | Lodging                  | 20                 | 3             | LS          | 20000               |
| 4  | Resource Person          | 1                  | 3             | 1000        | 3000                |
| 5  | Miscellaneous            |                    |               |             | 3000                |
|  | <b>Grand Total in Rs</b> |                    |               |             | <b>80000</b>        |

NB :- Saving in one component may be spent in other component wherever necessary to meet the unforeseen expenditure keeping the per head expenditure @ 4000/ per person.



**3.1.5- TWO DAYS RESIDENTIAL TRAINING FOR SEED FARMERS FOR 20 FARMERS @ RS 400 PER DAY WITHIN THE DISTRICT, 2 TRAININGS PER YEAR.**

- I. A two day residential training for seed farmers shall be conducted by FA as per the operational modalities of the seed production programme.
- II. Potential Seed producers, Members of the CBO managing seed center and sub centers will be chosen for the initiative.
- III. Dates and venue shall be finalized by facilitating agencies in consultation with AAO/BAO& district coordinator and will be approved by the DDA cum PD ATMA
- IV. Participants shall be trained on following aspects:-
  - a. Land preparation
  - b. Seed selection
  - c. Germination test
  - d. Seed treatment
  - e. Seed farm management/Agronomic practices
  - f. Pest management
  - g. Rouging
  - h. Harvesting
  - i. Packaging
  - j. Temporary storage
  - k. Maintenance of registers etc.

Residential trainings may be converted to non-residential trainings only when proper residential training facilities are not available. Proper justification shall be provided by the FA. In case of conversion from residential to non-residential training, then participants shall be increased to ensure so that cost of training shall remain same.

| 3.1.5 Residential Training for seed farmers for 2 days for 20 farmers @ Rs 400 per day within the district. |  |       |        |      |              |
|---|--|-------|--------|------|--------------|
| SL  | Particulars  | Units | Period | Rate | Amount in Rs |
| 1   | Fooding Expenditure (Tiffin-1 @20, Lunch-1@ 80, Tea & Snack -1 @10, For Two Days Dinner-1@ 60, for 1 night | 20    | 2      | 140  | 5600         |
| 2   | Travel (to and Fro)  | 20    | 1      | 50   | 1000         |
| 3   | Lodging /logistic  | LS    | 1      |      | 2000         |

|   |  |    |   |      |       |
|---|--|----|---|------|-------|
| 4 | Conference Hall/Meeting Hall                     |    | 2 | 1000 | 2000  |
| 5 | Resource Person fee                              | 2  | 2 | 500  | 2000  |
| 6 | Stationary ( Pen and Pads)                       | 20 | 1 | 40   | 800   |
| 7 | Hiring of projector etc                          | LS | 2 |      | 1000  |
| 8 | Miscellaneous (Banners, Photos, Study Materials) |    |   |      | 1600  |
|   | Total in Rs.                                     |    |   |      | 16000 |

| 3.1.5 Non Residential Training for seed farmers for 2 days for 32 farmers @ Rs 400 per day within the district |   |       |        |      |              |
|--|---|-------|--------|------|--------------|
| SL   | Particulars   | Units | Period | Rate | Amount in Rs |
| 1  | Fooding Expenditure (Lunch-@ 80, 2Tea @10& Snacks @20) For Two Days | 32    | 2 days | 110  | 7040         |
| 2  | Travel (to and Fro)   | LS    |        |      | 1600         |
| 3  | Conference Hall/Meeting Hall  |       | 2      | 1000 | 2000         |
| 4  | Stationary ( Pen , Pad and folder)                                  | 32    |        | 30   | 960          |
| 5  | Resource person   | 4     |        | 500  | 2000         |
| 6  | Hiring of projector etc   |       | 2      |      | 1000         |
|  | Miscellaneous (Banners, Photos, Materials)                          |       |        |      | 1400         |
|  | Total in Rs.  |       |        |      | 16000        |

## 3.2 IMPROVED AGRONOMIC PRACTICES

### Process steps

- I. Odisha Millets Mission shall provide incentive to farmers for adopting following agronomic practices in millets
  - a) System of Millet Intensification
  - b) Line transplantation in millets
  - c) Line Sowing including intercropping in millets

In addition, seed treatment, manuring, addition of organic matter, maintaining adequate plant population and weeding must also be carried out. The programme secretariat (WASSAN) will make regular field visit and monitor the technology and ensure coverage of SMI,LT,LS, IC in farmers field as per assigned target for each block. The marker and cycle weeder can be utilized hiring of same from CHC.

Any farmer in the block will be eligible for incentive under Odisha Millets Mission. In the tribal sub plan blocks, at least 51% of the farmers will be from ST& SC community. A farmer has to take up improved agronomic practices in a minimum of 0.2 hac and incentive will be permitted maximum up to 2 ha. per farmer. The FA with the support of CBO/VAW/AO will select the feasible cluster in consultation with the farmers and prepare the tentative beneficiary list and submit it to the AAO/BAO.

FA will organize the training programme on agronomic practices for the selected farmers. The farmers with the guidance of CRP/FA/VAW/AO/AAO/BAO and DPC will adopt different agronomic practices for different millet crops. After sowing or transplanting a joint field verification will be taken up by FA with AAO/BAO or his representative to prepare a final beneficiary list. After receipt of beneficiary list with verified certificate of AAO/BAO on coverage of area under different agronomic practices, 50 %of incentive will be released by PD ATMA to the **farmers within 15 days**.

Field verification will be conducted to the extent of 100% by VAW/AO, 50 % by AAO/BAO, 10 % by DAO and 5% by DDA/Scheme officer within two months of transplanting/sowing. The DPC will coordinate the timely field visit and proper documentation in the programme area. The rest 50 % incentive shall be transferred through electronically to the farmer's bank account before 31st October by the PD ATMA after obtaining the field verification report.

|  |
|--|
| 3.2.1- TWO DAYS RESIDENTIAL TRAINING OF TRAINER WITHIN DISTRICT ON SYSTEM OF MILLETS INTENSIFICATION (SMI) FOR 20 FARMERS @ 400 PER FARMERS/DAY, 4 TRAININGS PER YEAR. |
|--|

- I. A two day residential training shall be conducted by FA for the members of the CBO on the improved agronomic practices as per the flip chart shared by the Programme Secretariat.

- II. Members of the nodal CBO, CRPs, village level farmer resource person, FA coordinator will chosen for the training.
- III. Dates and venue shall be finalized by facilitating agencies in consultation with AAO/BAO& district coordinator and will be approved by the DDA cum PD ATMA
- IV. Participants shall be trained on following aspects:-
  - IV.1. Different types of millets
  - IV.2. Seed treatment & Nursery bed preparation
  - IV.3. SMI/LT/LS/Intercropping Package of Practices
  - IV.4. Organic manure preparation
  - IV.5. Weeding & Log rolling
  - IV.6. Data Collection and Maintenance of Registers

Residential trainings may be converted to non-residential trainings only when proper residential training facilities are not available. Proper justification shall be provided by the FA. In case of conversion from residential to non-residential training, then participants shall be increased to ensure so that cost of training shall remain same.

| 3.2.1. two days residential training of trainer within district on System of Millets Intensification (SMI) for 20 farmers @ 400 per farmers/day |  |       |        |      |              |
|---|--|-------|--------|------|--------------|
| SL  | Particulars  | Units | Period | Rate | Amount in Rs |
| 1   | Fooding Expenditure (Tiffin-1 @20, Lunch-1@ 80, Tea & Snack -1 @10, For Two Days Dinner-1@ 60, for I night | 20    | 2      | 140  | 5600         |
| 2   | Travel (to and Fro)  | 20    | 1      | 50   | 1000         |
| 3   | Lodging /logistic  | LS    | 1      |      | 2000         |
| 4   | Conference Hall/Meeting Hall   |       | 2      | 1000 | 2000         |
| 5   | Resource Person fee  | 2     | 2      | 500  | 2000         |
| 6   | Stationary ( Pen and Pads)   | 20    | 1      | 40   | 800          |
| 7   | Hiring of projector etc  | LS    | 2      |      | 1000         |
| 8   | Miscellaneous (Banners, Photos, Study Materials)   |       |        |      | 1600         |
|   | Total in Rs.   |       |        |      | 16000        |

| 3.2.1. two days non-residential training of trainer within district on System of Millets Intensification (SMI) for 32 farmers @ 400 per farmers/day |   |       |        |      |              |
|---|---|-------|--------|------|--------------|
| SL  | Particulars   | Units | Period | Rate | Amount in Rs |
| 1   | Fooding Expenditure (Lunch-@ 80, 2Tea @10& Snacks @20) For Two Days | 32    | 2 days | 110  | 7040         |
| 2   | Travel (to and Fro)   | LS    |        |      | 1600         |
| 3   | Conference Hall/Meeting Hall  |       | 2      | 1000 | 2000         |
| 4   | Stationary ( Pen , Pad and folder)                                  | 32    |        | 30   | 960          |
| 5   | Resource person   | 4     |        | 500  | 2000         |
| 6   | Hiring of projector etc   |       | 2      |      | 1000         |
|   | Miscellaneous (Banners, Photos, Materials)                          |       |        |      | 1400         |
|   | Total in Rs.  |       |        |      | 16000        |

COMPONENT 3.2.2- INCENTIVE FOR IMPROVED PACKAGE OF PRACTICES TO IMPROVE MILLETS PRODUCTIVITY WITH EXTENSION OF INCENTIVE FOR ANOTHER TWO YEARS.

Incentive to the same farmers adopting the agronomic practice in millet crop will be given for **consecutive 3 season/years** in reduced manner as per the approved incentive given in the table below

| Year wise reduced incentive cost structure for System of Millet Intensification |                                  |          |          |          |
|---|----------------------------------|----------|----------|----------|
| S.No  | Unit                             | 1st year | 2nd year | 3rd Year |
| 1   | Support for seed                 | 100      | 100      | 100      |
| 2   | Bed Preparation                  | 400      | 400      | 200      |
| 3   | Organic Manuring                 | 200      | 0        | 0        |
| 4   | Watering                         | 300      | 0        | 0        |
| 5   | Seed Treatment                   | 100      | 100      | 100      |
| 6   | Transplanting                    | 1500     | 1500     | 1000     |
| 7   | Weeding @3 times                 | 1000     | 700      | 0        |
| 8   | Harvesting                       | 500      | 0        | 0        |
| 9   | Jeevanmruth Preparation @3 times | 900      | 200      | 100      |
|   | Total in Rs                      | 5000     | 3000     | 1500     |

| Year wise reduced incentive cost structure for Line Transplanting/Line Sowing/Intercropping |                                  |          |          |          |
|---|----------------------------------|----------|----------|----------|
| S.No  | Unit                             | 1st year | 2nd year | 3rd Year |
| 1   | Support for seed                 | 150      | 150      | 150      |
| 2   | Bed Preparation                  | 250      | 250      | 150      |
| 4   | Watering                         | 0        | 0        | 0        |
| 5   | Seed Treatment                   | 100      | 100      | 100      |
| 6   | Transplanting /Sowing            | 1000     | 500      | 300      |
| 7   | Weeding @3 times                 | 800      | 300      | 100      |
| 9   | Jeevanmruth Application @3 times | 200      | 200      | 200      |
|   | Total in Rs                      | 2500     | 1500     | 1000     |

Incentive to the same farmers adopting the agronomic practice in millet crop during subsequent 2<sup>nd</sup> and 3<sup>rd</sup> year or 2<sup>nd</sup> and 3<sup>rd</sup> consecutive season will be given as per area adopted. If the farmer who had adopted SMI in first year adopts LS/LT during subsequent years/Season will be eligible getting reduced incentive for LS/LT during the corresponding year/season of adoption according to the LS/LT area taken up limited to 2 Ha. but not for SMI. **The block target area for improved agronomic practices will be revised according to the financial limit which will be taken up as spill over during subsequent year along with the target for current year. FA will develop revised target and plan accordingly in consultation with AAO/BAO.**

Incentive shall be transferred through electronically to the farmer's bank account before 31st October by the PD ATMA after obtaining the field verification report.

Farmers should be encouraged for adopting staggered nurseries for SMI process. In the staggered nursery process, nursery beds will be divided into three sections of 20 Sq m each bed having a difference of 7 days. This means that another additional 20 sqm nursery bed needs to be raised. This will ensure that if there is a delay in dry spells, effects can be mitigated.

### 3.3. SUPPORT TO PROTECTIVE IRRIGATION TO PREVENT CROP FAILURE DURING DRY SPELLS (35 LAKH DURING THE PROJECT PERIOD)

#### Process steps

Patches of 4 to 10 Ha shall be selected in villages /GPs requiring protective irrigation for the millet crops. Criteria for selection of land under protective irrigation for the millet crop

- I. It should be a continuous/contiguous patch covering adjacent clusters/villages
- II. Patches nearest to the existing water sources shall be preferred.
- III. Patches where farmers are willing to share additional resources will be preferred.
- IV. Farmers should agree to cultivate millets.
- V. Patches for seed production for millets will be given preference.

Financial Support for Site specific Protective Irrigation Infrastructure will be given on Site specific Protective Irrigation Infrastructure such as farm ponds, Community Lift Irrigation, Pipeline grid with Sprinklers, Solar Pumps, Electric Pumps, PVC pipeline/HDPE Pipes etc. as per need to prevent millets crop failures during dry spells. Infrastructure needs will be assessed based on field report of FA and assessments report by Programme Secretariat / Block AAO/BAO with support from Technical person. In addition water carrying pipes, sprinkler, etc shall be provided to mitigate the risk of dry spells.

The DPRs shall be prepared for different feasible patches with support of the AAE/Asst Ex Engg /Engg of water resource (WR) dept. as per the government scheme norms. Programme Secretariat will coordinate with the other departments in development of the DPR.

Funds will be sanctioned as per the estimate and due approval of the DPR by the District Collector cum Chairman ATMA.

The farm ponds may be excavated by converging with MNERGA. The list of feasible farm ponds to be excavated through MNERGA will be prepared by CBO/FA. The list with recommendation of AAO shall be sent to BDO for action. The Asst. Agril. Engineer shall supervise the area and give suitable specifications of the solar pumps/electric pumps, HDPE pipes/PVC pipes/Sprinklers.

The PD, ATMA will purchase the materials from the empanelled suppliers of Agril Dept. on SLPC approved rate (if any), otherwise due tender process should be followed. The materials so purchased will be installed in the project site or will be handed over to CBO/FPO.

The expenditure in this component shall be tracked and convergence will be explored with other schemes. In case, if funds are unspent in this component in any block, this shall be utilized in the Component 1.2, Component 1.3 and Component 1.4 for awareness in procurement activities through intercomponental change.



### 3.4: FIELD DAY (RS 75,000- FOR 5 YEARS)

#### Process steps

Field day shall be conducted in during the Kharif harvesting season and Rabi harvesting season by the facilitating agency. Crop cutting as per standard procedure **must be carried out in presence of** at least one person from Agril dept (VAW/ AO/ Statistical Asst/ AAO/BAO/DAO/DDA) or Directorate of Economics and Statistic (SFS/SFI) during the field day .**The dry grain weight from the crop cutting area of 5mt\*5mt must be taken and documented with the token signature of the dept. staff attended the Crop cutting.**

Following will be the participants in the field day:-

1. Farmers from the nearby/potential villages for area expansion.
2. DDA/DAO/AAO/BAO/AO/ VAW.
3. FA Representative.
4. Programme Secretariat representative.
5. Statistics representative (Invitees).
6. PRI members (Invitees)

50 members shall participate in the field day. After the CCE, progressive farmer and other participants shall share about their experiences on benefits of improved agronomic practices.

#### Budget Breakup of one Field Day

| Component no 3.4 Field Day |   |           |        |      |        |
|----------------------------|---|-----------|--------|------|--------|
| SL                         | Particulars   | Units     | Period | Rate | Amount |
| 1                          | Fooding Expenditure ( Tea and Snacks@ Rs 20 for 50 farmers) | 50 Farmer | 1      | 20   | 1000   |
| 2                          | Tent house& Banner  |           |        | LS   | 1500   |
| 3                          | Miscellaneous (Photos, Materials)                           |           |        |      | 500    |
|                            | Total   |           |        |      | 3000   |

#### 4. APPROPRIATE FARM MECHANIZATION THROUGH CUSTOM HIRING CENTER (CHC)(BUDGET- RS 13 LAKH FOR THE PROJECT PERIOD)

Custom hiring centre will be hosted by the CBO under OMM at GP level. Each custom hiring centre shall in turn have maximum of seven sub centers at cluster /near the millet cropping area. Selection of sub centers will be based on the need. If more sub centers are not required, then they will be merged to a few with more numbers of need based implements/ machineries. Geographical situation, distance from the clusters, convenience of farmers and availability of storage space shall be criteria for deciding number of sub centers. Following are the criteria for sub centers of CHC.

1. Sub centers may be anchored by the local SHG/Farmer Groups at the village level.
2. Sub centers shall be near to the millet programme clusters.
3. Sub centers shall enter into an agreement with the CBO of Main CHC of the Odisha Millets Mission.

#### **Strategy for custom hiring centers**

1. A GP level survey should be carried out by FA through focused group discussions. This survey should have at least one representative from every programme cluster, hamlet and village.
2. In this focused group discussion, discussion should be conducted on requirement of implements in the CHC. Following may be areas of focus:-
  - a. Implements needed for the millet cultivation.
  - b. Implements which will reduce drudgery and encourage women to take up millet cultivation.
  - c. Implements in demand for millet cultivation those are not available locally.
  - d. Implements for which farmers are willing to pay money on rental basis.
  - e. User fee for such implements that farmers are willing to pay.
  - f. List of people who are willing to become members of CHC.
3. Items to be purchased shall be finalized by the CBO in consultation with FA/ AAO/BAO. This shall be informed to the DDA cum PD ATMA by FA.
4. Rs 1 lakh per CHC has been provisioned which includes the rent of CHC @ Rs 1000/Month and rest Rs 88,000/- will be utilized for the purchase of the following farm implements as per local needs. Following indicative items for exclusive use in millet cultivation shall be purchased:-

1. Weeder/Cycle Weeders
  2. Markers/Plastic Rope/Pegs for line sowing
  3. Pump sets
  4. Sprinklers
  5. HDPE pipes for carrying Water from source to field
  6. Bullock driven implements
  7. Seed drill for line sowing
  8. Mannual Transplant or
  9. Sprayers
  10. Shredder
  11. Sieves of required mesh.
  12. Low cost post-harvest machinery such as Ragi thresher
  13. Drums/containers for seed treatment and preparation of Liquid organic manure.
  14. Sickles/ Small tools
  15. Bio-culture preparation units/Decomposer etc.
  16. Motors (Electric/Diesel)
  17. Local farmer innovations
  18. Wooden leveler
  19. Wooden/Iron Log roller
  20. Any other need based equipment/materials with approval of DDA cum PD, ATMA or The Director, Agriculture & Food Production, Odisha.
5. CBO must submit a status report on inventory/assets before and after Kharif and Rabi season to Programme Secretariat, AAO and DDA cum PD, ATMA, duly signed by President and Secretary of the concerned CBO and FA.
  6. Following records should be maintained at the CHC:-
    1. Register of members of CHC/Sub center farmers with an identification number and personal details (Aadhar No/Voter I card/ Bank A/C No/RoR no/ Phone No etc)
    2. Resolutions for every transaction.
    3. Resolution on the implement requirement and purchase.
    4. Assets register
    5. Books of accounts
    6. Money Receipt
    7. Stock register
    8. Implement log book
    9. Annual Audit of finances.

## 5: BLOCK LEVEL COMMUNITY RESOURCE PERSONS (CRP)

### TWO DAYS RESIDENTIAL TRAINING OF CRPS AND PROGRESSIVE FARMERS @ 10 NOS @ RS 400 PER DAY TRAINING: - (BUDGET 2.0 LAKH)

- I. A two days training shall be conducted by FA for 10 Nos of CRPs and Progressive farmers.
- II. Dates and venue shall be finalized by facilitating agencies in consultation with AAO/BAO and will be approved by the DDA cum PD ATMA on quarterly basis.
- III. In this training, CRPs, progressive farmers from all clusters, village leaders will be given orientation on the Odisha Millets Mission.
- IV. Training will be imparted on:-
  - a. Objectives of Odisha Millets Mission
  - b. Components of Odisha Millets Mission
  - c. Different incentives to farmers, CBOs and Entrepreneurs under Odisha Millets Mission.
  - d. Year wise activities to be undertaken in the Odisha Millets Mission.
  - e. Duties of CRPs and remuneration of the CRPs.
  - f. Millet Procurement
  - g. Challenges and Opportunities in community mobilization and capacity building.
  - h. Integrating Odisha Millets Mission into different cultural and government programmes.
  - i. Data collection through mobile app

#### Budget Breakup of the Component 5.1 for residential training

| 5.1. Two days Residential Training of CRPs and Progressive Farmers @ 10 Nos @ Rs 400 per person per day training. |   |       |        |      |        |
|---|---|-------|--------|------|--------|
| SL  | Particulars   | Units | Period | Rate | Amount |
| 1   | Fooding Expenditure (Tiffin-2 @20, Lunch-2@ 70, Tea & Snack -2 @10, Dinner-1@ 60,) For Two Days | 10    | 1      | 260  | 2600   |
| 2   | Travel (to and Fro)   | 10    | 1      | 100  | 1000   |
| 3   | Lodging   | 10    | 1      | 100  | 1000   |
| 4   | Conference Hall/Meeting Hall  | 1     | 2      | 500  | 1000   |
| 5   | Resource Person fee   | 1     | 1      | 500  | 500    |
| 6   | Stationary ( Pen and Pads)  | 10    | 1      | 40   | 400    |
| 7   | Miscellaneous (Banners, Photos, Materials)  | 1     | 1      | 1500 | 1500   |
|   | Total in Rs   |       |        |      | 8000   |

Budget Breakup of the Component 5.1 for Non-Residential Training Where there is no lodging facilities

| 5.1. Two days Non-Residential Training of CRPs and Progressive Farmers @ 16 Nos @ Rs 250 per person per day training. |   |            |      |        |        |
|---|---|------------|------|--------|--------|
| SL  | Particulars   | Units      | Rate | Period | Amount |
| 1   | Fooding Expenditure (Lunch@ 70, Tea & Snack @10) For Two Days | 16 persons | 80   | 2      | 2560   |
| 2   | Travel (to and Fro) 2 days                                    | 16 persons | LS   | 2      | 2560   |
| 3   | Conference Hall/Meeting Hall                                  | 1          | 500  | 2      | 1000   |
| 4   | Resource Person fee   | 1          | 500  | 2      | 1000   |
| 5   | Stationary ( Pen and Pads)                                    | 16 set     | 20   | 2      | 320    |
| 6   | Miscellaneous (Banners, Photos, Study Materials)              |            | 560  |        | 560    |
|   | Total in Rs.  |            |      |        | 8000   |

**5.2: TWO DAY RESIDENTIAL TRAINING OF NGO STAFF, CRPS AND PROGRESSIVE FARMERS ON MOBILE APPLICATION DOCUMENTATION AND DATA GENERATION @ 10 NOS @ RS 400 PER DAY:-**

- I. A two day training shall be organized by FA for 10 Nos of participants including Block coordinator, Addl. Block coordinator, 4 CRPs and 4 Progressive farmers.
- II. Dates and venue shall be finalized by facilitating agencies in consultation with AAO/BAO
- III. Operation of the mobile application of Odisha Millets Mission.
- IV. Training will be on following aspects/subjects
  - a. Objectives of Odisha Millets Mission
  - b. Components of Odisha Millets Mission
  - c. Need for mobile application
  - d. Installation of mobile application and APK
  - e. Different entry forms of the mobile application
  - f. Data Entry related precautions for the mobile application
  - g. Process of data entry
  - h. Process of data sending
  - i. Do's and Don'ts in the operation of the mobile application.
  - j. Q&A
  - k. Training module and IEC material shall be supplied for the same.

- V. Status of mobile data entry shall be sent to each FA and Scheme officer/DDA cum PD ATMA on fortnightly basis by Programme Secretariat

**Budget Breakup of the Component 5.1 for residential training**

| 5.1. Two days Residential Training of CRPs and Progressive Farmers @ 10 Nos @ Rs 400 per person per day training. |   |       |        |      |        |
|---|---|-------|--------|------|--------|
| SL  | Particulars   | Units | Period | Rate | Amount |
| 1   | Fooding Expenditure (Tiffin-2 nos. @20, Lunch-2nos. @ 70, Tea & Snack -2 @10, Dinner-1@ 60,) For Two Days | 10    | 1      | 260  | 2600   |
| 2   | Travel (to and Fro)   | 10    | 1      | 100  | 1000   |
| 3   | Lodging   | 10    | 1      | 100  | 1000   |
| 4   | Conference Hall/Meeting Hall  | 1     | 2      | 500  | 1000   |
| 5   | Resource Person fee   | 1     | 1      | 500  | 500    |
| 6   | Stationary ( Pen and Pads)  | 10    | 1      | 40   | 400    |
| 7   | Miscellaneous (Banners, Photos, Materials)  | 1     | 1      | 1500 | 1500   |
|   | Total   |       |        |      | 8000   |

**Budget Breakup of the Component 5.2 for Non-Residential Training**

| 5.2. Two days Non-Residential Training of CRPs and Progressive Farmers @ 16 Nos @ Rs 250 per person per day training. |   |            |      |        |        |
|---|---|------------|------|--------|--------|
| SL  | Particulars   | Units      | Rate | Period | Amount |
| 1   | Fooding Expenditure (Lunch@ 70, Tea & Snack @10) For Two Days | 16 persons | 80   | 2      | 2560   |
| 2   | Travel (to and Fro) 2 days                                    | 16 persons | LS   | 2      | 2560   |
| 3   | Conference Hall/Meeting Hall                                  | 1          | 500  | 2      | 1000   |
| 4   | Resource Person fee   | 1          | 500  | 2      | 1000   |
| 5   | Stationary ( Pen and Pads)                                    | 16 set     | 20   | 2      | 320    |
| 6   | Miscellaneous (Banners, Photos, Study Materials)              |            | 560  |        | 560    |
|   | Total   |            |      |        | 8000   |

**5.3: BLOCK LEVEL COMMUNITY RESOURCE PERSON HONORARIUM @ 25 PERSONS DAYS PER MONTH PER CLUSTER. 4 CRPS PER BLOCK @ RS 250 PER DAY (INCLUDING THE TRAVEL):-**

Community resource persons will play a key role in the implementation of the activities through farmers and CBO interface at ground level. The CRPs will be identified by CBO and FA from the farming community where the project is implemented. The CRP should read,

write local language / odia with good communication and motivation skills. The CRP should have his own mobility.

The CRP will also upload the data and images in mobile app. After primary identification, they will be verified by the Programme Secretariat and VAW/AO and finally selected by FA in consultation with AAO/BAO. Program Secretariat will provide smart phone to CBO for exclusive use by CRPs for data collection and upload related to program.

CBO can engage no of CRPS as per approved person days in budget and work requirement in the year.

Following are the main activities of community resource persons

1. Demonstrating good agronomic Practices as recommended by the programme Secretariat and FA.
2. Facilitating the Seed Management System
3. Facilitating the custom hiring center
4. Support to FA on different Awareness Campaigns, training, workshop
5. Support for Millet Recipe Preparations.
6. Participate in Farmer registration process and millet procurement activities.
7. Assisting CBO in Marketing, Entrepreneurship development and processing activities etc.
8. Data upload and documentation through mobile application.

| <b>Activity</b>   | <b>CRP eligibility</b>   | <b>Preference</b>   | <b>Tentative Activities</b>  |
|---|--|---|--|
| Dissemination of Agronomic Practices                      | 1. Should have understanding of farming practices.<br>2. Good communication and mobilization skills<br>3. Must be able to read and write in Odia / local language.<br>4. Should have their own mobility. | 1. Progressive Farmers may be chosen for the initiative.<br><br>2. Part time basis. Can be used during cultivation season.                        | 1. Field Demonstration of agronomic practices for farmers including seed treatment, marking , weeding, organic manure preparation and pest management<br>2. list of farmer need seeds and support, technical knowledge on seed storage and preservation, day to day management of agricultural implements for CHC. |
| Awareness Campaigns and Millet Recipe Preparations        | Good campaigning communication and mobilization skills<br>Must be able to read and write in Odia.  | 1. Women farmer's members may be chosen for this initiative.<br>2. Part time basis. Can be used during campaigns                                  | 1. Awareness campaigns in the Anganwadis and festivals<br>2. Conducting millet recipe festivals/events   |
| Data Collection through mobile application                | Should have basic education.<br>Should be able to use Smartphone.<br>Should be able to read and write in English (Basic) and Odia.   | Young educated persons in the GP may be chosen for the initiative<br>Full time basis. He will also be provided with smart phone for data capture. | 1. Farmer selection and registration<br>2. Data collection of all activities.<br>3. Format filling<br>4. Collection of required documents from farmers for DBT Id/Procurement  |
| Institution building, Marketing and Processing activities | Good marketing communication and mobilization and accounting skills<br>Must be able to read and write in Odia  | Young persons in the GP may be chosen for this initiative.<br><br>This can be combined with any other activity of CRP as it is seasonal only      | 1. Community mobilization& Monthly CBO/FPO meetings and documentation<br>2. Processing of payments from CBO to various stakeholders as per guidelines<br>3. Collection of data of surplus or marketable produce from farmers for marketing, labelling, weight, storage, record maintenance                         |



**The additional eligibility criteria for CRP:**

1. She/he should have basic numerical skills.
2. She/he should have no mobility constraints to provide handholding support to Producers.
3. She/he should be willing to attend trainings/ exposure (within/ outside the state) organized by CBO/FA.
4. She/he should belong to the same village/ GP.
5. She/he should be 18 – 45 years age. This is relaxed in case of farmer to farmer demonstrations.

**The selection process for CRP:**

1. The CRP selection process will be done by CBO, FA and AAO/BAO through a selection committee.
2. The committee members will analyze the available information on different person suitable for the selection.
3. If no such suitable person is available from the village/GP then persons from nearby areas of the GP can also be given the assignments.
4. While assigning the responsibility to a CRP the committee has to inform the CRP regarding the terms of engagement that include incentive norms, deliverables, performance appraisal mechanism and duration of assignment.
5. It is pertinent to mention here with that this support will be provided only till the project period. If work is not delivered as assigned, then payment shall be made in proportional basis.
6. For assessment of deliverables of CRP giving support to the farmers, a daily based reporting register will be developed the CBO/FA and shall be used by the CRP.
7. The CRP should be paid @ Rs 250/- per day including travel expenses for his services.
8. Progressive millets farmer practiced improved agronomic practices earlier will also act as resource persons for improved agronomic practices or nay farmers to farmers extension activates shall also be paid @Rs 250 per day. The fund will be utilized from CRP budget.
9. All visiting officers from Department, FA officials and Programme Secretariat officials can access to the CRP register.

### **Mode of payment to CRP:**

1. While assigning the responsibility to a CRP the CBO/FA have to inform the CRP in writing regarding the terms of engagement that include incentive norms, deliverables, performance appraisal mechanism and duration of assignment.
2. The CBO/FA shall refer the work done register of the month and the transactional report generated from the website collected by the CRP through Mobile App and payment shall be made accordingly.
3. The honorarium shall be released on monthly basis as per person days duly approved by both the CBO, certified by FA. AAO/BAO/VAW shall also monitor the work of CRPs time and again.
4. The payment will be done by CBO on monthly basis through bank account transfer after verification of work register.

### **Roles and Responsibility of the CRP:**

1. The CBO/FA shall handover a list of tasks (given in the table no 1 above) with a targeted to be achieved per month. CRP shall make a monthly plan and submit to the CBO/FA. FA will be submitting it to ATMA during monthly review meeting.
2. Wherever necessary more number of CRPs may be engaged as per requirement by the CBO on temporary basis within the available funds under the component.
3. CRP shall regularly collect data by using the Mobile App and maintaining the daily register.
4. CRP shall disseminate technical knowledge to the farmers on Millets Production.
5. CRP shall report to the CBO/FA on a weekly basis. And attend the review meeting of the CBO/FA.
6. Number of CRPs shall be decided jointly by AAO, FA and CBO without exceeding the budget allocation.
7. The DDA cum PD, ATMA will release the budgeted funds under “Block level community resource persons honorarium” to the CBOs immediately after receiving the funds from DA&FP (O).

### **Tasks of CRPs:**

The following are the tasks enlisted in the table. The CRP will be paid against proper completion of each task assigned to him/her. FAs along with Program Secretariat will make monthly action plan of CRPs. (Table No. 1)

| Sl       | Proposed Activity of CRPs  | Mode of verification                               |
|----------|--|--|
| <b>A</b> | <b>Data Collection</b>   |  |
| 1        | Identification and registration of millet farmers in the mobile application                                | Registered Data in Server                          |
| 2        | Registration of CBOs(Nodal CBOs /CHCs/Seed Centre/Entrepreneur etc) on mobile application                  | Registered Data in Server                          |
| 3        | Updating of transactional information on monthly basis of all farmers on all <i>activities</i>             | Regular updating of transactional data             |
| <b>B</b> | <b>Agronomic practices</b>   |  |
| 1        | Seed treatment   | Field verification report of VAW/AAO/BAO/FA/PrgSec |
| 2        | Nursery bed raising for transplantation/ Land Preparation for line sowing                                  | Field verification report of VAW/AAO/BAO/FA/PrgSec |
| 3        | Transplantation/Line Sowing/Inter Cropping   | Field verification report of VAW/AAO/BAO/FA/PrgSec |
| 4        | Marking  | Field verification report of VAW/AAO/BAO/FA/PrgSec |
| 5        | Weeding (Thrice)   | Field verification report of VAW/AAO/BAO/FA/PrgSec |
| 6        | Log rolling / Bund Plantation/Border Plantation  | Field verification report of VAW/AAO/BAO/FA/PrgSec |
| 7        | Crop Cutting   | Field verification report of VAW/AAO/BAO/FA/PrgSec |
| 8        | Quality verification of seed from seed producer  | Field level verification                           |
| <b>C</b> | <b>Protective Irrigation</b>   |  |
| 1        | Site identification  | GPS location of the site                           |
| 2        | Community mobilisation for Water user group (formation and collection of user fee) and preparation of maps | User fee deposit in the bank A/C                   |
| <b>D</b> | <b>Campaigns</b>   |  |
| 1        | Involvement in millet menu preparation   | Training/Campaign Event                            |
| 2        | Involvement in millet awareness campaigns including procurement  | Training/Campaign Event                            |
| <b>E</b> | <b>Community Mobilisation</b>  |  |

| Sl       | Proposed Activity of CRPs  | Mode of verification                                |
|----------|--|---|
| 1        | Facilitation of organisation of Monthly meetings of CHC/ CBO/Seed Centre/FPO   | Resolution  |
| 2        | Farm mechanisation(facilitate procurement of equipment e.g. weeder, marker, thresher, winnower) and record updating      | Final receipt of implements by the Community and FA |
| 3        | Community mobilization for diff. trainings, exposures & meetings   | Training/Campaign Event                             |
| 4        | Mobilization of share capital for FPO formation  | Deposit of share capital                            |
| 5        | Facilitating registration of FPO document preparation etc  | Registration Documents                              |
| <b>F</b> | <b>Millet Processing Entrepreneurs</b>   |   |
| 1        | Facilitation for selection of millet processing entrepreneurs  | Business plan document                              |
| 2        | Site identification for installation and crosscheck with checklist criteria  | GPS location of the site                            |
| <b>G</b> | <b>Aggregation for Procurement</b>   |   |
| 1        | Mobilisation for Clean harvesting, drying, processing at local pre cleaning unit, packaging and Storage and procurement. | Field verification report of VAW/AAO/BAO/FA/PrgSec  |
| 2        | Aggregation and quality assessment for procurement   | Field verification report of VAW/AAO/BAO/FA/PrgSec  |
| 3        | Supporting field level activities for market linkages  | Sale Report through FA/VAW/PrgSec                   |

## COMPONENT 6. PROMOTION OF MILLETS IN URBAN AND SMALL TOWNS (BUDGET-RS 12.5 LAKH)

To popularize and address the nutritional benefits of Millets among the urban people through different millets recipes and value added products promotion of millets is necessary.

### 6.1. TWO DAYS CAMPAIGNS, WORKSHOPS AND FOOD FESTIVALS@ 5 EVENTS PER YEAR @ 10000/ PER CAMPAIGN,(BUDGET-RS 2.5 LAKH FOR THE PROJECT PERIOD)

Under this component, a two day campaign, a workshop, a food festival will be conducted to raise the awareness on millet consumption.

- I. These events shall be conducted within the block.
- II. Dates and venue of these events shall be finalized by FA in consultation with the concerned AAO/BAO and will be approved by the DDA cum PD ATMA on quarterly basis.
- III. These events may be done with community during their local festivals. Voluntary community contribution will be actively encouraged for higher participation.
- IV. Women trained in the campaigning on millet consumption (Campaign Team) shall be involved in this event.
- V. Seed fairs and seed exchange meals may also be conducted under this component.
- VI. Different millet items shall be prepared and served to visitors during the festivals.
- VII. Nutritional benefits of the millets shall also be shared during the festivals.
- VIII. Campaign Team, members of mother committees, anganwadis workers, women experience in cooking different millets recipe can be involved in the preparation of food materials

| <b>6.1. Two days Campaigns, Workshops and food festivals</b> |  |                                 |  |
|--|--|---------------------------------|--|
| <b>Sl</b>  | <b>Particulars</b>   | <b>Amount per campaign (Rs)</b> | <b>Remarks</b>   |
| 1.   | Resource person fees   | 800                             | Rs 400/day for 2 days  |
| 2.   | Banners  | 1000                            | Banner on production, banner on Nutrition and banner for rally |
| 3.   | Hiring cost from tent house  | 2000                            | Sound system, tents, utensils, gas, table, chairs etc          |
| 4.   | Purchase of ingredients for preparation of millets based food items for 300 people | 5000                            | Depends upon the food items to be prepared                     |
| 5.   | Misc. Contingencies  | 1200                            |  |

|  |       |       |  |
|--|-------|-------|--|
|  | TOTAL | 10000 |  |
|--|-------|-------|--|

## COMPONENT NO 6.2: MOBILE OUTLET/FARMER SALES OUTLET @, (RS 4 LAKH FOR THE PROJECT PERIOD) AND

Under the Odisha Millets Mission, there is a provision for opening a Mobile Outlet / Farmer sales outlet. The support shall be given as start-up capital to the FPOs/CBOs/SHG to prepare the millet recipe and sale it to generate income. Preference will be given to the FPOs/CBOs engaged in the OMM activities.

Process steps for establishing the Mobile Outlet

- I. The FPOs/CBOs/SHGs having adequate infrastructure for setting of Mobile outlet/ **Farmer sales outlet** for marketing of millet recipe will apply to PD ATMA through AAO/BAO facilitated by FA through an application format.
- II. **The applicant must have adequate resources such as capital, workforce, vehicle (own or rented), kitchen facilities etc.**
- III. A committee will be formed for the selection of the FPO/SHG/CBO for mobile outlet/**Farmer's sale outlet** under the chairmanship of DDA cum PD ATMA. Following will be the members of the committee:-
  - a. DSWO/CDPO, WCD Dept /Mission Shakti
  - b. DAO/ADO of the concerned Agril. Dist.
  - c. BAO/AAO/BAO of OMM block.
  - d. DPM OLM.
  - e. Representative of ITDA.
  - f. Scheme Officer OMM.
  - g. District Project Coordinator (member convener).
  - h. FA of the block of OMM.
4. Selection of FPO/CBOs/SHG by the committee shall be done based on scoring sheet developed by Programme Secretariat.
5. The committee will recommend the most potential FPO/CBO/SHG based on the eligibility criteria mentioned below for approval of Collector cum Chairman ATMA.

6. Preference shall be given to SHGs/Federations promoted by Mission Shakti/OLM/ITDA/OTELP/OPILIP etc.
7. Selected FPO/CBO/SHG will sign an agreement with PD ATMA, FA and CBO for running the mobile outlet successfully for project period.
8. Programme Secretariat (WASSAN) shall support in the development of business plan through FA.
9. FA will support the FPO/CBO/SHG in the bank and market linkages.
10. DAO/AAO/BAO/Programme Secretariat shall visit the outlet at least once in a quarter and submit a report.
11. FA shall regularly visit on monthly basis and share the progress in their monthly report.

The fund will be transferred to the selected CBO /FPO/SHG in two phases. In the first installment, 50% of the fund will be released to the selected CBO /FPO/SHG. After 100% utilization of the first installment, rest 50% can be transferred as second installment.

The specifications of the outlet shall be finalized by the Committee as per local situations. Programme Secretariat shall share indicative specifications.

#### **Budget break up for the section 6.2 on mobile outlets / farmers sales outlets**

| S. No | Component  | Support in Rs Lakh |
|-------|--|--------------------|
| 1     | Support for Establishment of mobile Outlet/Farmer's Sales unit<br><b>(excluding the vehicle)</b> | 2.00               |
| 2     | Working Capital  | 1.50               |
| 3     | Purchase of utensils & machinery etc.  | 0.50               |
|       | <b>Total in Rs Lakhs</b>   | <b>4.00</b>        |

#### **COMPONENT 6.3: START-UP CAPITAL FOR SETTING UP/MANAGEMENT OF KIOSK FOR MILLETS BASED PRODUCTS**

**Tiffin Centre, Evening Snacks, Sweet Shop etc. to entrepreneur (FPO/CBO/SHG),(Rs 30,000/Unit.) (Budget 6.0 Lakh/project period)**

Under the Odisha Millet Mission, there is a provision for Start-up Capital for setting up/management of Kiosk for millets based products by FPO/CBO/SHG preferably Women SHGs

of Mission Shakti (Millet value added stall for Tiffin Centre, Evening Snacks, Sweet Shop, etc...). Hence, followings are the criteria to be met during selection of FPO/CBO/SHG for setting up of the millet value added stall in the local market.

Application format, Eligibility criteria and selection criteria of FPO / CBOs/SHG for establishing the Kiosk is same as mentioned for Mobile Outlet/Farmer's sale outlet at 6.2.

The Roles and Responsibilities of different stakeholders is also same as mentioned for Mobile Outlet/Farmer's sale outlet at 6.2.

Budget break-up for the start-up fund for setting up millets based Kiosk

The selected SHG/CBO/FPO will be supported with a start-up cost of Rs. 30,000 for setting up/management of Kiosk for millets based products to entrepreneur (Millet value added stall for Tiffin Centre, Evening Snacks, Sweet Shop, etc.) Following is the break-up of the support of Rs 30,000.

| A | Items                           | Unit | Unit type | Total budget / Kiosk in Rupees. |
|---|---------------------------------|------|-----------|---------------------------------|
| 1 | Support for the Kiosk/stall/etc | 1    | Lump sum  | 15,000                          |
| 2 | Working capital                 | 1    | Lump sum  | 15,000                          |
|   | <b>Total in Rs.</b>             |      |           | <b>30,000</b>                   |

## COMPONENT 7- PROMOTION AND STRENGTHENING OF COMMUNITY BASED ORGANISATIONS

### 7.1- PROMOTION OF FARMERS' PRODUCER ORGANIZATIONS"

**(Rs 8 lakhs for the project period) Communicated vide Letter No. 5687 dt 20.2.2019 of Director of Agriculture and Food Production Odisha, Bhubaneswar.**

The Special Programme for Promotion of Millets in Tribal Areas of Odisha (Odisha Millets Mission) envisages forming of Farmers' Producer Organizations in each block. These FPO's are expected to be farmer-led bodies that will ensure improvement of production, productivity, direct linkages for higher value realisation for the millet farmers and take-up some welfare activities directly.

This aims to achieve the following objectives: -



- a. The FPOs will successfully deal with challenges and constraints that confront farmers by leveraging collective strength and bargaining power to access financial and non-financial inputs, services and appropriate technologies, reduce transaction costs, tap high value markets and enter into partnerships with private entities on more equitable terms.
- b. The FPOs will offer forms of aggregation and investments in irrigation, storage, processing etc. leaving land titles with individual producers and will use the strength of collective planning and bargaining for production, procurement and marketing, so that considerable value is added to the members' produce.

These FPO's are expected to be a platform for small and marginal millet farmers to collectively sell processed grains and value-added products of millets. They are also expected to anchor community institutions envisaged in the programme viz. Millet Processing Unit, Community Managed Seed System and Custom-Hiring Centre. Thus, in addition to the revenue from collective sale of millet grains, the FPO shall earn its revenue from:

- I. Supply of products like
  - a. locally produced or sourced seeds of preferred varieties of different millet crops
  - b. bio-manures and bio-pesticides
  - c. processed grains and value-added products
- II. Provision of services like
  - a. primary processing of millet grains: threshing, de-stoning, de-husking and pulverization (Managing Processing Units)
  - b. farm implements on hiring basis: Weeders, markers, power-sprayers, tarpaulin sheets, electronic weighing machines (Managing Custom Hiring Centers)
  - c. Storage of seeds (through Community Seed Centers) and other value-added products
- III. Opening up of millet-based eateries or outlets in small towns (Managing Millet Enterprises)

Further the FPOs may also be benefitted by:

1. Availing work guaranteed under MGNREGA

2. Opening up of bank accounts of farmers and linking those accounts to a Direct Benefit Transfer (DBT)-ID.
3. Availing life insurance, health insurance and crop insurance for farmers from various Govt schemes
4. Availing benefits of agriculture and other department schemes/ programmes

As per the programme guidelines of Odisha Millets Mission, the nodal CBO in every block will take the form of a Farmer's Producer Organization- which is a representative organization of farmers meant to them provide services and help them negotiate with market agencies for better price realization on their produce through organized efforts. Legally, the FPO could be a Cooperative Society (State Cooperatives act or MACS act or Multi-State Cooperative Act), a Producer Company (Section 581 C of Companies Act) or a Private Limited Company. The choice of registration lies with the facilitating agency that is providing hand-holding support to the nodal CBO considering the institutional and financial health of the CBO.

### **Advantages and disadvantages of registering CBOs in different legal forms**

- While cooperatives are easier to register and have lower costs for compliance, government control is higher in cooperatives which is not conducive for the growth of people's leadership and ownership of the institutions.
- Producer companies have higher compliance costs but government has very little control over their functioning.
- The Directors of companies are mandated to get a Director's Identification Number which is nationally tracked and it is not possible for a person to be Director in more than one company.
- Financial institutions like banks tend to trust more in companies owing to the strong compliance required to run a producer company.
- National policies on promotion of FPOs are in favour of Companies including the schemes being operated by NABARD and SFAC.

### **Structure of FPOs**

- FPOs should be 2-tier or 3-tier farmer-led organizations with farmers' representation at every level- neighbourhood, village/GPs and cluster of GPs/Block. The role of Facilitating Agencies should only be of facilitation and assisting for management.
- FPO should be a primary institution of farmers (either an SHG or a Farmer's Interest Group or any other arrangement) that is close and accessible to the farmer, as the 1st tier of the FPO.
- A Cluster of villages or Gram Panchayats could be chosen as the 2nd tier of collectivization while a sub-block or block level formation could become the 3rd Tier of the FPO.
- The purpose of having intermediate and apex level bodies within the FPO is to enable certain collective operations that require volumes or economies of scale.

### Function of FPOs

- The FPO must work to provide services that save the household cash income. This includes getting access to government benefits like a job-card or work under MGNREGA, health, life and crop insurance.
- They will also facilitate access to other schemes on agriculture and rural development departments through farmers' registration for Direct Benefit Transfer (DBT).
- Farmers have the wisdom to govern but they need a team of trained professionals to manage business operations that require specific skills or training. Thus, **Governance of FPOs must be done by farmers and management by professionals, for initial period.** Once farmers develop requisite skills, they shall take over the management of FPO as well. This shall keep the control and decision making of the FPO with farmers while making business operations more cost effective and efficient.
- Higher the participation of farmers in decision-making higher the chances of success. As farmers feel more ownership on the FPO and not as mere recipients of government or NGO aid.
- Because these FPOs shall operate in rainfed areas with small and marginal farmers, the per farmer surplus produce available shall be low and of multiple crops/commodities. Thus, **the FPO shall need to do small-scale service delivery for multiple crops/commodities.**

- Small and marginal farmers cannot afford machinery at individual level. So, **general purpose machines** that could be used around the year for different purposes should be procured by FPOs. This shall provide primary processing and value addition services to farmers in exchange for a nominal user-fee.
- The **FPOs should not get into Business to Consumer (B to C) models** that require high capital, complex operational management, long-term investment in branding, marketing and publicity to grow. They **should instead get into Service Provider and Business to Business (B to B) models** where they provide services to farmers on increasing the value of their produce but do not directly market products to consumers. They shall get into partnerships with institutional buyers or traders for sales of multiple crops on a negotiated price. The power of collectivization shall enhance their bargaining power.
- The focus of FPOs should be on reducing farmer's losses or adding small values to their produce rather than into large businesses. **They should follow a low risk-low reward strategy than a high risk- high reward one.**
- An FPO shall be successful if farmers' interests are central to its functioning. FPOs should not get into deals with individuals or agencies merely for profit. Every business decision must be based on whether or not it involves and benefits farmers.
- In a business organization, decisions need to be taken quickly. The facilitating agency must drive it in times when farmers do not or cannot take leadership. The role of facilitating agency is to build this leadership and provide necessary hand-holding support.
- Cash handling in organizations must be minimum. Use of cheques and bank transfers must be encouraged. All decisions and important processes must be documented.
- Standardizing processing of grains to FAQ grade products is beneficial as it helps in fetching good price even if there is no MSP. Because, this ensures that there is trust in the market that farmers of this particular area or FPO sell good quality products.
- FPO will take proactive role in creating awareness for pre-cleaning of Ragi and other millets through the millet processing units set up with the help of OMM funds.
- Facilitating agencies shouldn't start FPOs as short-term projects but as long-term institutions.

- Facilitating Agencies need to manage the pressure of deliverables. They must select a good board of directors in absence of which capture of benefits by the elite and cash misappropriation by some people may take place.

### **Steps for registration of Farmers' Producer Companies under the Section 581 C of the Company's Act of India, 1956 (amended in 2003 to bring in producer companies)**

Step 1: Awareness creation and meeting with the villagers and introducing the concept, objectives and potential activities of the FPO in the area

Step 2: Exposure visit to a successful Producer Company to gain experience and confidence

Step 3: Motivating eligible members to become shareholders and raising share capital

Step 4: Drafting of Memorandum and Articles of Association

Step 5: First formal meeting of the shareholders to: i) Approve Memorandum and Articles of association, ii) Selection / election of Directors and Promoters, iii) Authorized Capital and Cost of each share

Step 6: List of Directors and Promoters and application for PAN (Permanent Account Number) card of each Director and Promoter

Step 7: Application for Digital Signature Certificate (DSC) of nominated directors

Step 8: Application for the company's name

Step 9: Submission of AoA and MoA, forms for Registered Office, Director's Appointment to Registrar of Companies (RoC) after Receipt of Company Name from RoC

Step 10: Application for Director's Identification Number (DIN)

Step 11: Power of Attorney in favour of a consultant to authorize him to make necessary changes in MoA and AoA as required by the RoC.

Step 12: Submission of documents to RoC for Incorporation of Producer Company.

Step 13: Obtain Certificate of Commencement

In addition to these, the Registrar of Companies has made the following requirements mandatory:

1. A certificate of being an agriculturist for all directors
2. A live video of director to be uploaded

{Having at least 2 women directors in the Board of Directors is mandatory to receive grants, especially matching equity grants up to 15 lakhs from Small Farmers' Agri-Business Consortium (SFAC)}.

**For further details, please see the Odisha FPO Policy 2018 and guidelines for promotion of FPOs published by Small Farmers' Agri-Business Consortium (SFAC)<sup>1</sup>.**

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<sup>1</sup><http://sfacindia.com/UploadFile/Statistics/Farmer%20Producer%20Organizations%20Scheme.pdf>

**The provision of expenditure under the component 7.1 may be made under the following sub-heads:**

**A. Support to New FPOs**

| <b>Break up of Funds 7.1 "Support to FPOs" (New FPOs)</b> |   |                                  |           |           |                         |   |
|---|---|----------------------------------|-----------|-----------|-------------------------|---|
| <b>Sr. No</b>   | <b>Activities for support</b>   | <b>Amount per FPO (Lakh Rs.)</b> |           |           |                         | <b>Remarks</b>  |
|   |   | <b>Y1</b>                        | <b>Y2</b> | <b>Y3</b> | <b>Total (Lakh Rs.)</b> |   |
| 1   | Mobilizing of Farmers- expenses for awareness creation, organising meetings, etc.   | 0.10                             | 0.00      | 0.00      | 0.10                    | Could be spent on mobility of staff / fooding of farmers          |
| 2   | Registration (New FPOs only)- Getting Digital Signature Certificate, Directors' Identification number, name of company, CA fees, GST registration for marketing products, etc.              | 0.40                             | 0.20      | 0.00      | 0.60                    | only for registration of FPC purposes                             |
| 3   | Revolving fund assistance for investment in provision of products and services- primary processing / value addition / aggregation / organic fertilizers and pesticides / seeds / implements | 0.40                             | 0.00      | 0.00      | 0.40                    | to be used as working capital                                     |
| 4   | Salary expenses of CEO  | 1.80                             | 1.80      | 1.80      | 5.40                    | CEO should be recruited exclusively for FPO work                  |
| 5   | FPO office expense towards stationery , electricity, etc.   | 0.12                             | 0.12      | 0.12      | 0.36                    | This is in addition to admin cost available under budget head 7.2 |
| 6   | One-time support for office essentials(One laptop printer, tables and chairs)   | 0.50                             | 0.00      | 0.00      | 0.50                    |   |
| 7   | Training & Exposure visits for farmers for FPO management   | 0.20                             | 0.05      | 0.00      | 0.25                    |   |
| 8   | Training to FPO Directors- one programme per year   | 0.00                             | 0.00      | 0.00      | 0.00                    | Will be done by Programme Secretariat                             |
| 9   | Training to CEO of FPO- one programme in first two years  | 0.00                             | 0.00      | 0.00      | 0.00                    | Will be done by Programme Secretariat                             |

|              |  |             |             |             |             |  |
|--------------|--|-------------|-------------|-------------|-------------|--|
| 10           | Other expenses - MIS, audit, DPR, etc. | 0.15        | 0.15        | 0.09        | 0.39        |  |
| <b>Total</b> |  | <b>3.67</b> | <b>2.32</b> | <b>2.01</b> | <b>8.00</b> |  |

## B Support to Existing FPOs

| <b>Break up for Funds meant for 7.1 "Support to FPOs" (Old FPOs)</b> |   |                           |             |             |                  |  |
|--|---|---------------------------|-------------|-------------|------------------|--|
| Sr. No   | Activities for support  | Amount per FPO (Lakh Rs.) |             |             |                  | Remarks  |
|  |   | Y1                        | Y2          | Y3          | Total (Lakh Rs.) |  |
| 1  | Mobilizing of Farmers- expenses for meetings, etc.  | 0.10                      | 0.00        | 0.00        | 0.10             | Could be spent on mobility of staff / fooding of farmers   |
| 2  | Registration of GST, , for marketing products, licensing, CA fees etc.  | 0.20                      | 0.20        | 0.00        | 0.40             | only for registration, license purposes  |
| 3  | Revolving fund assistance for investment in provision of products and services- primary processing / value addition / aggregation / organic fertilizers and pesticides / seeds / implements | 0.50                      | 0.00        | 0.00        | 0.50             | to be used as working capital  |
| 4  | Salary expenses of CEO  | 1.80                      | 1.80        | 1.80        | 5.40             | CEO should be preferably from FPO, where ever necessary can be recruited from outside for initial period |
| 5  | FPO office expense towards stationery, electricity, etc.  | 0.10                      | 0.10        | 0.10        | 0.30             | This is in addition to admin cost available under budget head 7.2  |
| 6  | One-time support for office essentials (One laptop/ printer, tables and chairs)   | 0.50                      | 0.00        | 0.00        | 0.50             |  |
| 7  | Training & Exposure visits for farmers for FPO management   | 0.20                      | 0.10        | 0.00        | 0.30             |  |
| 8  | Training to FPO Directors- one programme per year   | 0.00                      | 0.00        | 0.00        | 0.00             | Will be done by Programme Secretariat  |
| 9  | Training to CEO of FPO- one programme in first two years  | 0.00                      | 0.00        | 0.00        | 0.00             | Will be done by Programme Secretariat  |
| 10   | Other expenses - MIS, audit, DPR, etc.  | 0.20                      | 0.20        | 0.10        | 0.50             |  |
| <b>Total</b>   |   | <b>3.60</b>               | <b>2.40</b> | <b>2.00</b> | <b>8.00</b>      |  |



**SUPPORT TO COMMUNITY BASED ORGANIZATIONS FOR CBOS @120000 PER YEAR PER BLOCK FOR CONVEYANCE, MEETINGS, BOOK KEEPING, STATIONERY AND OTHER MISCELLANEOUS EXPENSES ETC.**

- I. The CBO selected through process of selection will receive Rs 1, 20,000 per year.
- II. Rs 2500 per month each shall be given to remuneration to the two signatories (President & Secretary or whatever is the nomenclature of signatories) of the CBO as the honorarium on monthly basis totalling Rs 60,000 per year for implementation of the programme. This will continue till the signing of MoA between DDA cum PD ATMA, FA and FPO.
- III. Remaining Rs 60,000 shall be spent on the purchase of registers, travel, meetings of CBO, stationery, audit and any other expenses incurred by the nodal CBO. CBO can spend the Rs 60,000 as per its need.
- IV. FA shall submit the monthly expenditure incurred by the CBO to ATMA and Programme Secretariat.
- V. After formation of FPOs, CBO will transfer the responsibility of the project implementation. MoA will be signed between DDA cum PD ATMA, FA and FPO.

**COMPONENT 8. PROGRAMME FACILITATION COST FOR THE NGO INCLUDING TRAVELS AND OTHERS.**

- I. FA shall fulfill roles and responsibilities as mentioned in the guidelines of the programme, amendments and as per directions of the Director, Agriculture & Food Production, Odisha.
- II. FA will engage one block coordinator with remuneration of Rs 20,000 per month on full time basis. An Additional blocks coordinator shall also be engaged with a remuneration of Rs 20,000 per month on full time basis from FY 2019-20 onwards till completion of the project.
- III. The District Programme Coordinator will assign job responsibility between the block coordinator and Additional blocks coordinator and inform to the AAO/ DAO/ PD, ATMA and State Coordinator.
- IV. Following are the criteria for selection of Block coordinator and Additional block coordinator
  - a. Diploma with 3 year experience or Graduate in Agriculture & Allied Activities/Social Work/Tribal Development/Rural Development/Public Policy/MBA/Engineering/
  - b. Should be able to read/write in Odia and English.

- c. Should have good proficiency in operating MS Word/MS Excel/MS PPT/Email
- V. FA will engage one accountant with Rs 10000 per month.
  - a. B.Com with minimum 2 years of experience.
  - b. Should be able to read/write in Odia and English.
  - c. Should have good proficiency in operating MS Word/MS Excel/MS PPT/Email
- VI. FA shall share the staff details in the project with DA&FP/PD, ATMA/Programme Secretariat.
- VII. Costs such as travel, internet, stationery, audit, overheads, miscellaneous, etc shall be met from remaining budget.
- VIII. FA will submit Monthly progress report to DDA cum PD, ATMA and Programme Secretariat by 5<sup>th</sup> of the succeeding month without fail.
- IX. The monthly SoE must be uploaded online in the SoE portal before 5<sup>th</sup> of every month without fail.
- X. UC and SoE shall be submitted as per the accounting procedure issued from DA&FP (O).
- XI. FA will also submit the training/event schedule in every quarter.
- XII. The monthly report against the respective events will be submitted by 5<sup>th</sup> of every month to DDA cum PD, ATMA through concerned AAO.

#### COMPONENT 9- PROGRAMME SECRETARIAT: TECHNICAL SUPPORT, PROGRAM FACILITATION AND M&E COSTS INCLUDING TRAVEL AND OTHERS

- I. **Programme Secretariat** (WASSAN) shall fulfill roles and responsibilities as mentioned in the guidelines of the programme and PMU and as per directions of the Director, Agriculture & Food Production, Odisha.
- II. WASSAN shall utilize the funds allocated to it for following heads
  - a. Recruitment of District Project Coordinator, Regional Coordinator, Subject Matter Experts, MIS, Finance, State Coordinator and office staff.
  - b. Engagement of services of the WASSAN staff on need basis.
  - c. Engagement of staff for PMU as per approval of DA&FP, Odisha.
  - d. Temporary hiring of the consultants/resource persons as per the requirement for different activities.

- e. Travel and accommodation costs for meetings, resource persons , internet, purchase of laptops and other equipment for staff, logistics, overheads, stationery, etc.
- f. All the staff details shall be publicly available on the website.

#### **COMPONENT 10- RESEARCH DOCUMENTATION & POLICY DEVELOPMENT COSTS INCLUDING TRAVEL AND OTHERS (ANCHORED BY NCDS):**

1. Budgets allocated to the NCDS shall be spent on the expenditure incurred for baseline, mid-term and end line assessment and other activities mentioned in the guidelines of the programme.
2. Budgets will also spend on the publications, real time policy feedback, taking up any research activities and participation in the any events/workshops/meetings.
3. NCDS shall report to the Director, Agriculture & Food Production, Odisha on quarterly basis on the progress of the activities.

#### **COMPONENT 11-CAPACITY BUILDING COSTS - PROGRAM SECRETARIAT & RESEARCH SECRETARIAT**

- a. Budgets under this head shall be utilized for the training and capacity building of the govt. dept staffs , research staff, programme secretariat staff, ATMA staff, FA staff, CRPs, farmers, entrepreneurs, CBO members, SHG members, professionals and students,
- b. This shall be utilized as per actual based onthe approved annual action plan and requirement.

#### **COMPONENT 12-CENTRALIZED COORDINATION MEETINGS, REVIEW MEETINGS AND LEARNING EVENTS**

- I. Budgets under this head shall be utilized for organising meetings held at state level, district level and at block level for implementation of the programme.
- II. Budgets shall also be utilized for organizing consultations/working group meetings/different committee meetings related to millets/ agriculture at state level, district level and at block level.

- a- This shall also include the internal review meeting at state level, district level and at block level for implementation of the programme.

### COMPONENT 13-BUDGET FOR EXPERIMENTS & INNOVATION WITH PROGRAM SECRETARIAT

- I. Budgets under this head were previously utilized for IT development, Urban internships, participation in the different events, recipe trainings and others.
- II. As separate budgets for internships/events have been sanctioned in the RCE in FY 2018-19, Going forward, budgets under this head will be utilized for
  - a) Purchase of Smartphone
  - b) Participatory innovative agronomic trials
  - c) Participatory variety trial
  - d) Participatory millets machinery / implement development and demonstration.
  - e) Validation of farm innovations
  - f) Visits of the Working groups/OMM team / Programme Secretariat teams to ICAR/ Govt Institutes/ Govt dept/ Private agencies for OMM work.
  - g) Arrangement of millet gift hampers for delegate of the events as per need
  - h) Development of Partnerships with Government Institutes/Agencies with approval of Director, A&FP, Odisha.
  - i) Any other activity with approval of Director, A&FP, Odisha.
  - j) The funds remained un utilized under any component of State secretariat may be utilized for innovations, partnerships, collaboration etc to strengthen the Odisha Millets Mission. This inter-componental transfer may be made after the approval of Director, Agriculture & Food Production.

## COMPONENT 14-ADDITIONAL NEW COMPONENTS

### COMPONENT 14.1: MILLET STORES IN BHUBANESWAR, CUTTACK, ROURKELA AND SAMBALPUR

1. Millet promotional stores shall be promoted by the Programme Secretariat in the cities of Bhubaneswar, Cuttack, Sambalpur, Rourkela and Berhampur.
2. An FPO/CBO/SHG shall be selected by a process of selection.
3. FPO/CBO/SHG shall be provided following support:-
  - a. Supply of processing and packaging machinery
  - b. Working capital
  - c. Purchase of initial stock of millets
  - d. Setting of the store/mobile outlet
4. A committee will be formed for the selection of processing cum value addition units under Chairmanship of The Director, Agriculture & Food Production, Odisha, Bhubaneswar. Following will be members of the committee:-
  1. The Director, NCDS, Bhubaneswar
  2. Director, IMAGE, Bhubaneswar.
  3. The Chief Engineer, Agriculture, D.A.F.P.(O)
  4. Joint Director of Agriculture, Millet, D.A.F.P.(O)
  5. HOD, Processing & Food Engineering, OUAT
  6. FA cum CAO, D.A.F.P.(O)
  7. Agriculturist, A&FE dept.
  8. Representative, Start-up Odisha
  9. Representative, Mission Shakti,
  10. Representative, OLM
  11. State Coordinator/Thematic Expert, Programme Secretariat (WASSAN).

The committee will select the suitable FPO/CBO/SHG based on the eligibility criteria mentioned in Annexure 2.

## PROCESS STEPS FOR SELECTION OF FPO/CBO/SHG FOR ESTABLISHING MILLETS VALUE ADDITION UNITS IN URBAN AREAS.

- I. Programme Secretariat (WASSAN) of Odisha Millets Mission shall invite applications for selection of FPO/CBO/SHG for establishing outlets in the urban areas/state level. The application form has been attached as Annexure 4.
- II. The applicants shall attach the following documents along with the application form during submission.
  - a. Identity Proof
    - i. Self-attested copy of ID proof (Adhaar Card/Voter Id card) of representative of FPO/CBO/SHG;
    - ii. Self-attested copy of Registration certificate.
    - iii. Copy of electric bill /gas connection bill/other government approved address proof
  - b. Bank Account details (recent updated copy of passbook; the front page of the passbook should be clearly reflecting the bank name, branch name, name of the account holder, account number, IFS Code and last page should be reflecting the current bank balance)
  - c. Land details: (Copy of ownership/lease/rent agreement)
  - d. PAN card
  - e. FSSAI certificate (Optional)
  - f. License of technology transfer agreement with Government Institute on food processing. (Optional)
- III. The committee shall give scoring as per the criteria developed by D.A.F.P.(O) from the applicants through document verification. Post document verification, field verification shall be carried out for shortlisted FPO/CBO/SHG by selected members of the committee. Scoring shall also be done for field visit as per the criteria developed by D.A.F.P.(O). FPO/CBO/SHG with highest cumulative score shall be selected. If selected FPO/CBO/SHG withdraws/rejected after selection due to any reason, FPO/CBO/SHG with next highest score shall be considered.
- IV. FPO/CBO/SHG with FSSAI license and License of technology transfer agreement with any Government Institute on food processing will be given preference.

- V. Committee under chairmanship of Director, A&FP, Odisha, Bhubaneswar shall select the FPO/CBO/SHG. An agreement shall be signed between Director, A&FP, Odisha and selected FPO/CBO/SHG before transfer of funds.

#### 14.2 CAPACITY BUILDING OF THE SELECTED THE FPO/CBO/SHG

- I. The training will be conducted in phased manner at the district level and state level by the resource persons from designated millet processing machinery manufacturers.
- II. Selected FPO/CBO/SHGs will be given a training on the following:-
  - a. Operation and management the processing or value addition enterprises
  - b. FAQ/FSSAI norms.
- III. Further a local skilled workforce will be developed in convergence with Government programmes such as skilled Odisha/India, etc on repair and maintenance of the machines.
- IV. The Programme Secretariat will facilitate training of the selected FPO/CBO/SHGs for the skilled workforce.

#### Budget Break Up for Outlet/Mobile Outlet

| S.No. | Details                                    | Total in Rs Lakhs |
|-------|--|-------------------|
| 1     | Support for Processing & Packing Equipment | 4                 |
| 2     | Support for Outlet/Mobile Outlet           | 4                 |
| 3     | Working Capital                            | 2                 |
|       | Total in Rs. Lakhs                         | 10                |

#### COMPONENT 14.3: FOOD FESTIVALS/NATIONAL EVENTS/STATE EVENTS/DISTRICT EVENTS

- I. Programme Secretariat shall participate in the different Food festivals/National Events/State Events/District Events.
- II. Annual event list shall be shared by the Programme Secretariat with the DAFP & NCDS.
- III. The events shall include organising/ participating in melas/ traditional festivals/ college fests/city events/stalls/any other events at National/State/District level.

- IV. Stall set up, banners, printing of communication material, standees, purchase and transport of materials as per requirement shall be as per event fee and actual expenditure.
- V. Preference will be given to undertake the events in partnership with FPO/CBO/SHG/Start Up involved in the Odisha Millets Mission.
- VI. Events shall highlight following features
  - a.Objectives of OMM
  - b. Scale of OMM
  - c.Components of OMM
  - d. Incentives provided by the Government of Odisha
  - e.Procurement of millets
  - f. Nutritional and health benefits of the millets.
  - g.Consumption of millets
  - h. Inclusion of millets in ICDS, MDM and PDS.
- VII. Budgetary Limit for events at different levels is mentioned below. In case if any event cost is higher than mentioned amount, separate approval shall be taken from the Director, Agriculture & Food Production, Odisha, Bhubaneswar.
- VIII. Programme Secretariat shall submit the tentative annual list of events to Joint Director, SPMU and The Director, Agriculture & Food Production, Odisha. Budgetary Break Up of different types

| S.No | Event type                             | Maximum cost in Rs |
|------|--|--------------------|
| 1    | District level event (Within District) | 1,00,000           |
| 2    | State level events (Within State)      | 2,00,000           |
| 3    | National level events (Outside State)  | 5,00,000           |

#### COMPONENT 14.4: STARTUPS/URBAN INTERNSHIPS

Programme Secretariat shall organize millet urban internships and start up events.

Urban Internships: In order to engage the youth of Odisha and built awareness of millets in the youngsters, urban internships shall be conducted. Young people from reputed institutes within



and outside the State shall be involved in the internship. Following will be process of organizing urban internships:-

- I. Urban internships aims to engage youths for promotion of millets.
- II. Maximum of 20 youth shall be selected for the internship in a given year.
- III. Under Urban internship, Following expenditures will be allowed
  - a. Purchase of the millet items as per prevailing market price. Preference for purchase of materials shall be given to FPOs of Odisha Millets Mission.
  - b. Interns shall be paid an honorarium of Rs 400 per day for meeting their fooding, travel and other expenses. Honorarium will only be provided to students from the State of Odisha only.
  - c. Printing of communication material, t-shirts, standees, etc.

#### STARTUPS:-

Startup Odisha is a flagship initiative of Government of Odisha with a mission to promote startups through strategic partnership, conducive ecosystem, investment and policy intervention. Given the mandates of Odisha Millet Mission and Start up Odisha, following collaboration is proposed:-

- I. Joint Organizing grant challenges, hackathons, ideation events activities etc at state and regional level.
- II. Individuals, Entrepreneurs, private agencies, Community based organizations, college students will be invited/encouraged/motivated to participate in the events. The events will focus on development of innovative ideas on production technologies, value addition, product development, processing and marketing enterprises etc related to millets.
- III. Events shall be finalized in consultation with Startup Odisha.

#### COMPONENT 14.5: PILOTING NEW MILLET RECIPES IN AWCS/MDMS/ST SC HOSTELS

- I. Programme Secretariat shall undertake pilots on inclusion of millets in AWCs/ MDM/ ST SC Hostels.
- II. A state level consultation on inclusion of millets in ICDS/MDM shall be conducted by Programme Secretariat. Participants from NCDS, OUAT – Community Science, UNICEF,

CFTRI, Right to Food, ST & SC dept. WCD, S&ME & Agri. Deptt and others will be invited to the workshop.

- III. Locations for the pilots shall be finalized by Programme Secretariat in consultation with the Director, Social Welfare & ICDS, State Nodal Officer, Mid-Day Meal. The list shall be communicated to the concerned Collector & District Magistrate.
- IV. Pilots will be taken up in for ICDS beneficiaries of AWC centers or MDM schools or ST SC Hostels.
- V. Preference shall be given to the blocks where production and consumption is higher, millet pre cleaning/ processing units are operational.
- VI. Preference shall be given to DMF or OMBADC blocks as more funds can be mobilized based on necessity.
- VII. Recipes shall be finalized through following process :-
  - a. A meeting will be conducted with Anganwadis workers, Helpers, Mother Committee members, MDM Workers, etc.
  - b. Based on the discussion, tentative recipes shall be finalized.
  - c. A food festival will be conducted with Anganwadi workers, Helpers, Mother Committee members, MDM Workers, etc.
  - d. Based on the response of the children, Anganwadi workers, Helpers, Mother Committee members, MDM Workers, etc menu will be finalized.
  - e. Issues of taste, acceptance, nutrition content, storage, logistics, and recipe preparation shall be considered during the finalization of the recipes.
- VIII. Millet recipes shall be served twice a week.
- IX. FA of OMM and any other local NGO interested in the pilot will be involved in data collection and community mobilization.
- X. Pilot will run for at least a period of 3 months.
- XI. Technical partnership shall be explored with state level and national level institutes.
- XII. Millet shall be purchased at local prevailing market prices. Purchase shall be preferably done through FPOs of OMM.
- XIII. Expenditure under this head shall be made on the following :-
  - a. Purchase of raw material.
  - b. Printing of data collection formats, brochures, pamphlets, etc
  - c. Organizing food festivals.

- d. Conducting different meetings at various levels.
- e. Consultancy costs for hiring services of any agency.

#### COMPONENT 14.6 STATE LEVEL PUBLICATIONS/PRINTING - DOCUMENTATION MATERIALS

- I. Programme Secretariat will develop the draft documentation materials and will be finalized by D.A.&F.P. (O).
- II. After the finalization of these documents, material shall be printed by Programme Secretariat.
- III. The annual report with captioned photographs and success stories will be prepared by Programme Secretariat for submission to DA&FP(O).

#### COMPONENT 14.7-ANNUAL IT SYSTEM MAINTENANCE

- I. IT maintenance shall be performed by the Programme Secretariat.

#### COMPONENT 14.8- ROAD SHOWS/ MELAS / HOARDINGS/ MEDIA EVENTS

- I. Programme Secretariat shall organize following activities as per actual.
  - a. Road shows
  - b. Melas
  - c. Hoardings
  - d. Media Events
- II. Focus will be given on hoardings and media engagement.
- III. Costs as per the I&PR Department rates and norms shall be applicable.



LOGO OF THE FA

## FORMATS

FORMATS FOR TRAINING FOR COMPONENT 1.1/ 1.2/ 1.5/ 2.3/ 2.5/ 3.1.3/ 3.1.4/ 3.1.5/ 3.2.1/ 5.1/ 5.2/11 & 12

### REGISTRATION SHEET

**Name of the Organization:**

**Name of the Training/workshop/Awareness/exposure visit:**

**Venue/Place:**

| Name | Fathers/husband<br>name | Age | Sex | Address | Mob/E-mail | Signature/Thumb<br>impression |
|------|-------------------------|-----|-----|---------|------------|-------------------------------|
|      |                         |     |     |         |            |                               |
|      |                         |     |     |         |            |                               |

**N.B: The thumb impression should be certified by representative from Agriculture department /Programme Secretariat/Nodal CBO member**

This is to certify that the above participants are participated in the above training/workshop organized by \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_ to our best of my Knowledge.

Signature

Name & Date:

VAW/AAO/Prg Sec/CBO

Signature

Name & Date:

FA Representative

Signature

Name & Date

CRP



LOGO OF THE FA

### TRAVEL REIMBURSEMENT FORMAT FOR INDIVIDUAL

Name of the participants:

Purpose of the travel:

Name of the organizer:

Venue:

Date:

| Sl | Date | Time |     | Place |    | Travel fare (Rs)     | Local Conveyance (Rs) | Fooding (Rs) | Accomm odation (Rs) | Total | Remarks |
|----|------|------|-----|-------|----|----------------------|-----------------------|--------------|---------------------|-------|---------|
|    |      | Dep  | Ari | From  | To | Air/Train/Bus / Taxi |                       |              |                     |       |         |
|    |      |      |     |       |    |                      |                       |              |                     |       |         |

**Total expenditure in word:**

**All bills, tickets etc to be attached:**

**Please fill remarks column in details**

Signature of the Participant

Authorized

Date:

Date:



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### **TRAVEL REIMBURSEMENT FORMAT FOR GROUP**

Purpose:

Name of the organizer:

Venue:

Date:

| SL | Name and address | From | To | Travel expenses (Rs.) | Food expenses (Rs.) | Total amount Paid (Rs.) | Receivers Signature or Thumb impression |
|----|------------------|------|----|-----------------------|---------------------|-------------------------|---|
|    |                  |      |    |                       |                     |                         |   |
|    |                  |      |    |                       |                     |                         |   |
|    |                  |      |    |                       |                     |                         |   |
|    |                  |      |    |                       |                     |                         |   |

**N.B: The thumb impression should be certified by representative from WASSAN or Agriculture department or FA**

**This is to certify that the above participants are participated in the above training/workshop organized by \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_ to our best of my Knowledge.**

**Signature**

**Signature**

**Signature**

**Name & Date:**

**Name & Date:**

**Name & Date**

**VAW/AAO/Prg Sec/CBO**

**FA Representative**

**CRP**



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### **RESOURCE PERSON FEE**

Training Name:

Venue:

Date:

**This is to certify that I..... S/o..... working as ..... was resource person for above mentioned training on said date and have received Rs ..... only for providing the resource person services to best of my Knowledge.**

**Signature**

**Resource Person**

**Designation**

**Signature**

**FA Representative**

**Designation**

**Signature**

**CRP**

**Designation**



LOGO OF THE FA

### **FOODING SELF DECLARATION**

Training Name:

Venue:

Date:

**This is to certify that Rs ..... per person was incurred on fooding for the above mentioned training. .... no of participants signed in the registration sheet were given the fooding . Total fooding expenditure incurred is Rs ..... with the norms was incurred to best of my knowledge.**

**Signature**

**AAO/VAW/WASSAN/Participant**

**Designation**

**Mobile No:**

**Signature**

**FA Representative**

**Designation**

**Mobile No:**

**Signature**

**CRP**

**Designation**

**Mobile No:**



## FORMATS FOR COMPONENT NO 2.1 & 2.2

### APPLICATION FORM FOR SELECTION OF FPO/CBO/SHG FOR PROCESSING

#### MACHINES

1. Date of Application: \_\_\_\_/\_\_\_\_/20\_\_

2. Type of Machinery (Please tick) : Thresher/Pulverisor/Destoner cum  
Grader/Dehuller/Biscuit making unit/Ladoo making

If other, Please mention:.....

3. Personal information

i. Name of the FPO/CBO/SHG:

ii. Name of the President:

iii. Gender- M/F , Caste :- ST/SC/OBC/GEN

iv. Address Details:

|         |  |           |  |
|---------|--|-----------|--|
| Village |  | Panchayat |  |
| Block   |  | Pin       |  |

v. Social identity of group applicant:

|  |  |
|--|--|
| a. More the 80% tribal members in the group      |  |
| b. Between 50% to 80% tribal member in the group |  |
| c. Less than 50% tribal member in the group      |  |

|         |  |            |  |
|---------|--|------------|--|
| PAN No: |  | Aadhar No: |  |
|---------|--|------------|--|

vi. Date of Birth:

vii. Contact           number:

#### 2. Educational Details (Key member from the group)

| Education   | Institution Name | Institution address | Year of passing |
|-------------|------------------|---------------------|-----------------|
| High School |                  |                     |                 |
| College     |                  |                     |                 |
| Other       |                  |                     |                 |

### 3. Business Experience of the Group

| SL No | Nature of Business (mention what type of business you were into) | No of Years | Monthly turnover (in Rs) |
|-------|--|-------------|--------------------------|
|       |  |             |                          |
|       |  |             |                          |

### 4. Other information

- How much amount can you invest in the business as operating expenditure per month? Rs \_\_\_\_\_
- Please mention the land available for establishing enterprise (In Ac)? \_\_\_\_\_
- What is the population of the area? \_\_\_\_\_
- Details of electricity connection: 3 phase/single phase/ no connection.
- Details of road accessibility:

|  |  |
|--|--|
| a. Tar road and big vehicle can commute    |  |
| b. Tar road but big vehicle cannot commute |  |
| c. Mud road only small vehicle can commute |  |

- How far is the block head quarter from your place? \_\_\_\_\_
- Have you taken any bank loan? If yes, Please provide the information in the below table.

| Name of Bank | Loan Amount | Year taken | Amount overdue (if any) | Status (Paid/Continuing/not paid) |
|--------------|-------------|------------|-------------------------|-----------------------------------|
|              |             |            |                         |                                   |

### 5. If any, details of Existing Unit

- Detail information for Processing Units/Value addition unit

| Place: |                    | Reg No if any :       |   | Area of Business:                |                         |  |
|--------|--------------------|-----------------------|---|----------------------------------|-------------------------|--|
| Sl No  | Nature of Business | Year of establishment | Status of the Unit (Currently operation/Closed) | Current average monthly turnover | Capacity of the machine |  |
|        |                    |                       |   |                                  |                         |  |
|        |                    |                       |   |                                  |                         |  |



I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it and penalised according to the court of law.

Signature of the candidate:

Date:

Place:

**SCORING SHEET FOR SELECTION OF FPO/CBO /SHG FOR 2.1.(FOR OFFICIAL USE ONLY):**

| S.No | Areas for Rating   | Criteria   | Scores | Full Marks |
|------|--|--|--------|------------|
| 1    | Social identity for individual   | Tribal candidate   | 10     | 10         |
|      |  | Non-tribal (SC/OBC) candidate  | 5      |            |
|      |  | General candidate  | 0      |            |
| 1.1  | Social identity for FPO/CBO /SHG   | More the 80% tribal members in the group   | 10     | 10         |
|      |  | Between 50% to 80% tribal member in the group  | 5      |            |
|      |  | Less than 50% tribal member in the group   | 2      |            |
| 2    | Distance of the proposed location from the OMM cluster.                  | Between 0 km to 3 km   | 10     | 10         |
|      |  | between 3 km to 5 km   | 5      |            |
|      |  | Above 5 km   | 0      |            |
| 3    | Bank Loan details  | Loan taken and repaid/continuing repayment   | 10     | 10         |
|      |  | Not taken any loan   | 5      |            |
|      |  | Loan taken but payment overdue   | 0      |            |
| 4    | Average Bank transactions during last 2 years                            | Has more than Rs 50,000 as the average bank balance  | 10     | 10         |
|      |  | Has between Rs 5 000 to Rs 50, 000 as the average bank balance.                            | 5      |            |
|      |  | Has less than Rs 5000 as the average bank balance  | 0      |            |
| 5    | Investment Details   | Can invest 100% operating cost for running of the project                                  | 10     | 10         |
|      |  | Can invest between 50% of operating cost for running of the project                        | 5      |            |
|      |  | Can invest up to 30% of operating cost for running of the project                          | 2      |            |
| 6    | Details of experience on operation processing units/any other such units | Currently operation an Integrated processing unit (Pulverisor and grader)                  | 20     | 20         |
|      |  | Currently operating only pulverisor  | 10     |            |
|      |  | Currently operating other business unit (paper plate business, small grocery shop, etc...) | 5      |            |
| 7    | Business turnover per month (in case he/she/ FPO/CBO /SHG has business ) | More than Rs 25000/month   | 20     | 20         |
|      |  | Between Rs 10000 to 25000/month  | 10     |            |
|      |  | Less than Rs 10000/month   | 5      |            |
|      | <b>Total Marks</b>   |  |        | <b>100</b> |

**SCORING SHEET FOR SELECTION OF FPO/CBO /SHG FOR 2.2. (FOR OFFICIAL USE ONLY):**

| S.No | Areas for Rating   | Criteria   | Scores | Full Marks |
|------|--|--|--------|------------|
| 1    | Social identity for individual   | Tribal candidate   | 10     | 10         |
|      |  | Non-tribal (SC/OBC) candidate  | 5      |            |
|      |  | General candidate  | 0      |            |
| 2    | Social identity for FPO/CBO /SHG   | More the 80% tribal members in the group   | 10     | 10         |
|      |  | Between 50% to 80% tribal member in the group  | 5      |            |
|      |  | Less than 50% tribal member in the group   | 2      |            |
| 3    | 3 Phase power connection and building                                    | 3 Phase power connection & Building  | 10     | 10         |
|      |  | 3 Phase power or Building only   | 5      |            |
|      |  | No   | 0      |            |
| 4    | Bank Loan details  | Loan taken and repaid/continuing repayment   | 10     | 10         |
|      |  | Not taken any loan   | 5      |            |
|      |  | Loan taken but payment overdue   | 0      |            |
| 5    | Average Bank transactions during last 2 years                            | Has more than Rs 1,00,000 as the average bank balance                                      | 10     | 10         |
|      |  | Has between Rs 50,000 to Rs 100,000 as the average bank balance.                           | 5      |            |
|      |  | Has less than Rs 50000 as the average bank balance   | 0      |            |
| 6    | Investment Details   | Can invest 100% operating cost for running of the project                                  | 10     | 10         |
|      |  | Can invest between 50% of operating cost for running of the project                        | 5      |            |
|      |  | Can invest up to 30% of operating cost for running of the project                          | 2      |            |
| 7    | Details of experience on operation processing units/any other such units | Currently operation an Integrated processing unit (Destoner+Grader+Dehuler)                | 20     | 20         |
|      |  | Currently operating only pulveriser  | 10     |            |
|      |  | Currently operating other business unit (paper plate business, small grocery shop, etc...) | 5      |            |
| 8    | Business turnover per month (in case he/she/ FPO/CBO /SHG has business ) | More than Rs 50000/month   | 20     | 20         |
|      |  | Between Rs 20000 to 50000/month  | 10     |            |
|      |  | Less than Rs 20000/month   | 5      |            |
|      | <b>Total Marks</b>   |  |        | <b>100</b> |

### REPORTING FORMAT FOR FPO/CBO /SHG :-

**Name of the FPO/CBO/SHG/ :**

**Name of the enterprise:**

**Location:**

**Total Customers visited:**

**Date:**

| Sl No | Name of product processed | Quantity processed | Total turnover (Rs) |
|-------|---------------------------|--------------------|---------------------|
|       |                           |                    |                     |
|       |                           |                    |                     |
|       |                           |                    |                     |
|       |                           |                    |                     |

### FORMATS FOR COMPONENT NO 3

**Component 3.1 Data collection formats for farmers by CRP or any educated youth:**

GROUP (Aged women, Aged Men, Mixed aged, Youth girl, Youth boys, Mixed youth)

Name of the Group Members:

| Replication No & Plot No | The variety name told by the group | Name of the variety (original) | Colour tagged | Description of the Characters |
|--------------------------|------------------------------------|--------------------------------|---------------|-------------------------------|
|                          |                                    |                                |               |                               |

**Name of the data collector:**

**Agronomic data:**

| Name of the farmer: |  | variety: |   |   |   |   | Village: |    |   |   |   | G.P: |     |     |   |   |   |   |     |
|---------------------|--|----------|---|---|---|---|----------|----|---|---|---|------|-----|-----|---|---|---|---|-----|
| Sl.                 | Agronomic data   | I        |   |   |   |   |          | II |   |   |   |      |     | III |   |   |   |   |     |
| No.                 |  | 1        | 2 | 3 | 4 | 5 | AVG      | 1  | 2 | 3 | 4 | 5    | AVG | 1   | 2 | 3 | 4 | 5 | AVG |
| 1                   | Plant height (cm)( to be taken from base to the top of the ear)            |          |   |   |   |   |          |    |   |   |   |      |     |     |   |   |   |   |     |
| 2                   | No. of tillers/hill (n)  |          |   |   |   |   |          |    |   |   |   |      |     |     |   |   |   |   |     |
| 3                   | No. of effective tillers/hill (n)  |          |   |   |   |   |          |    |   |   |   |      |     |     |   |   |   |   |     |
| 4                   | No. of branches /plant (n) on  |          |   |   |   |   |          |    |   |   |   |      |     |     |   |   |   |   |     |
| 5                   | No. of fingers/hill (n)  |          |   |   |   |   |          |    |   |   |   |      |     |     |   |   |   |   |     |
| 6                   | Finger Length (cm)   |          |   |   |   |   |          |    |   |   |   |      |     |     |   |   |   |   |     |
| 7                   | Finger width (cm) (measure across centre of longest finger at dough stage) |          |   |   |   |   |          |    |   |   |   |      |     |     |   |   |   |   |     |
| 8                   | No. of grains/ ear (main ear)  |          |   |   |   |   |          |    |   |   |   |      |     |     |   |   |   |   |     |
| 9                   | No. of chaffs/ ear (main ear)  |          |   |   |   |   |          |    |   |   |   |      |     |     |   |   |   |   |     |
| 10                  | Wt. of grains/ ear (g)   |          |   |   |   |   |          |    |   |   |   |      |     |     |   |   |   |   |     |

|  | Crop cutting (1 x 1) sq.m/acre | SAMPLES |    |     |            |          |
|--|--------------------------------|---------|----|-----|------------|----------|
|  |                                | I       | II | III | Total (kg) | Avg (kg) |
|  | <b>At the time of harvest</b>  |         |    |     |            |          |
|  | Fresh ear head weight (kg)     |         |    |     |            |          |
|  | Fresh straw weight (kg)        |         |    |     |            |          |
|  | <b>After 5 days sun drying</b> |         |    |     |            |          |
|  | Dry ear head weight (kg)       |         |    |     |            |          |
|  | Dry Straw weight (kg)          |         |    |     |            |          |
|  | <b>After clean threshing</b>   |         |    |     |            |          |
|  | Dry grain weight (kg)          |         |    |     |            |          |
|  | 1000 grain weight (gm)         |         |    |     |            |          |

| QUALITATIVE DATA COLLECTION AT MATURITY |   |  |
|---|---|--|
|   | <b>Characters</b>   |  |
| A                                       | <b>Days to flowering</b> (from sowing to stage when ears have emerged from 50% of main tillers) |  |
| B                                       | <b>Ear shape (at dough stage)</b>   |  |
|   | Droopy (fingers lax and drooping)   |  |
|   | Open (fingers straight)   |  |
|   | Semi-compact (tops of fingers curved)   |  |
|   | Compact (fingers incurved)  |  |
|   | Fist- liked (fingers very incurved)   |  |
| C                                       | <b>Ear size (at dough stage) More than 50% plant population in the 25 sq m plot</b>             |  |
|   | Small   |  |
|   | Intermediate  |  |
|   | Large   |  |
| D                                       | <b>Finger branching (at dough stage) if any</b>   |  |
|   | Absent  |  |
|   | Present   |  |
| E                                       | <b>Spikelet or ear shattering (at maturity)</b>   |  |
|   | Absent  |  |
|   | Present   |  |
| F                                       | <b>Grain colour (post harvest)</b>  |  |
|   | White   |  |
|   | Light brown   |  |
|   | Copper-brown  |  |
|   | Purple-brown  |  |
|   | Black   |  |

|                 |  |
|-----------------|--|
| Other (specify) |  |
|-----------------|--|

| Seed Centre Equipment information at different centres |             |                |                |                |
|--|-------------|----------------|----------------|----------------|
|  | Seed Centre | Sub Centre – 1 | Sub centre – 2 | Sub centre – 3 |
|  | Nos         | Nos            | Nos            | Nos            |
| Storage Bins   |             |                |                |                |
| Gunny Bags   |             |                |                |                |
| Moisture Meter   |             |                |                |                |
| Tarpaulins   |             |                |                |                |
| Electronic weighing machines                           |             |                |                |                |
| Any other equipment                                    |             |                |                |                |

### Seed at various seed centers

| S.No | Block Name | Actual Seed Required |      | Contingency seed reqd |      | Seed locally available |      | Seed needs to be arranged |      | Deadline for arranging seeds |  |
|------|------------|----------------------|------|-----------------------|------|------------------------|------|---------------------------|------|------------------------------|--|
|      |            | Crop                 | Qntl | Crop                  | Qntl | Crop                   | Qntl | Crop                      | Qntl |                              |  |
|      |            | Ragi                 |      |                       |      |                        |      |                           |      |                              |  |
|      |            | Suan                 |      |                       |      |                        |      |                           |      |                              |  |
|      |            | Kodo                 |      |                       |      |                        |      |                           |      |                              |  |
|      |            | Kangu                |      |                       |      |                        |      |                           |      |                              |  |
|      |            | Jowar                |      |                       |      |                        |      |                           |      |                              |  |
|      |            | Bajra                |      |                       |      |                        |      |                           |      |                              |  |
|      |            | Arhar                |      |                       |      |                        |      |                           |      |                              |  |
|      |            | Kulthi               |      |                       |      |                        |      |                           |      |                              |  |

### FORMATS FOR COMPONENT NO 4 CUSTOM HIRING CENTRE

| S.No | CHC Name | Member Name | Designation | Aadhar/ID No | Bank A/C No | Branch | IFSC | Bank | Years of Existence | Funds in CHC |
|------|----------|-------------|-------------|--------------|-------------|--------|------|------|--------------------|--------------|
|      |          |             |             |              |             |        |      |      |                    |              |

| Custom Hiring Centre Implement Details |          |          |                 |     |                                     |                   |   |                            |
|--|----------|----------|-----------------|-----|-------------------------------------|-------------------|---|----------------------------|
|  | District |          |                 |     | Block                               |                   |   |                            |
|  | FA Name  |          |                 |     | CBO                                 |                   |   |                            |
| S.No                                   | CHC Name | Activity | Implements List | Nos | Expected Implement Unit Cost In Rs. | Total Cost In Rs. | Rental Fee ( Per Hr/ Per Day/ Per Week) | Rental Cost per unit in Rs |
|  |          |          |                 |     |                                     |                   |   |                            |



### FORMAT FOR COMPONENT 5: BLOCK LEVEL COMMUNITY RESOURCE PERSONS

| Format for Daily work done report of the Community Resource Persons |      |             |              |               |           |
|---|------|-------------|--------------|---------------|-----------|
| S.No  | Date | Field Visit |              | Activity Done | Signature |
|   |      | GP Name     | Village Name |               |           |
|   |      |             |              |               |           |

### FORMATS FOR COMPONENT 6: APPLICATION FORM FOR MOBILE OUTLET./FARMER'S SALE OUTLET/KIOSK

| S.N | Details of FPO / CBO / SHG)   | Sub component                                 | Information |
|-----|---|---|-------------|
| 1   | Name  |   |             |
|     | Address   |   |             |
|     | Contact No & Mail ID  |   |             |
| 2   | If registered   | Registration number & date                    |             |
|     | Place of registration<br>( FPO / CBO / SHG)   | village                                       |             |
|     |   | Panchayat                                     |             |
|     |   | Block   |             |
| 3   | Age details   | Avg Age of Executive Committee of FPO/CBO/SHG |             |
| 4   | Educational details (qualification of Executive Committee members of FPO / CBO / SHG) | President                                     |             |
|     |   | Secretary                                     |             |
|     |   | Treasurer                                     |             |
| 5   | Capital fund available  | Total Available in Rs Lakhs                   |             |
| 6   | Loan from any bank  | Amount of loan in Rs Lakhs                    |             |
|     |   | a-Regular in repayment of loan in Rs Lakhs    |             |
|     |   | b. Paid/Defaulted                             |             |
| 7   | Details on business knowledge and experience on business activity                     | Yrs of experience in business activity        |             |
|     |   | Experience in street food market/outlet/Kiosk |             |
|     |   | Work experience with Govt Dept.               |             |
|     |   | Annual turnover is Rs Lakhs                   |             |
| 8   | Availability of Vehicle   | Have own vehicle/shop                         |             |
| 9   | Availability of infrastructure for recipe preparation and sale                        | Full set of utensils                          |             |

Date

Place.

Signature of the applicant

## SCORING SHEET FOR THE SHG / FPO / CBO SELECTION FOR MOBILE OUTLET

| S.N | Details of FPO / CBO / SHG)  |   |       |            |              |
|-----|--|---|-------|------------|--------------|
| A   | Name   |   |       |            |              |
|     | Address  |   |       |            |              |
|     | Contact No & Mail ID   |   |       |            |              |
|     | Scoring Criteria   | Scoring sub Criteria                              | Score | Full marks | Mark Secured |
| 1   | Registration details   | Registered/MoA with OMM                           | 10    | 10         |              |
|     |  | Registered Others                                 | 5     |            |              |
|     |  | Non registered                                    | 0     |            |              |
| 2   | Age details  | Between 25 to 40                                  | 10    | 10         |              |
|     |  | Between 40 to 50                                  | 5     |            |              |
|     |  | Above 50  | 2     |            |              |
| 3   | Educational qualification of Executive Committee members of FPO / CBO / SHG) | Graduate  | 10    | 10         |              |
|     |  | Matric-5  | 5     |            |              |
|     |  | Under Matric                                      | 0     |            |              |
| 4   | Capital fund available for investment in mobile outlet/Farmers sale outlet   | >100000   | 10    | 10         |              |
|     |  | 50000 – 100000                                    | 5     |            |              |
|     |  | < 50000   | 2     |            |              |
| 5   | Loan Repayment   | a-Regular repayment                               | 10    | 10         |              |
|     |  | b-Defaulter                                       | 0     |            |              |
| 6   | Details on business knowledge and experience on business activity            | Year of experience in business activity > 5years  | 10    | 10         |              |
|     |  | Below 5 yrs                                       | 5     |            |              |
|     |  | No experience                                     | 0     |            |              |
| 7   | Outlet   | Experience in running outlet/kiosk/tiffin centers | 10    | 10         |              |
|     |  | No experience                                     | 0     |            |              |
| 8   | Experience with Govt   | Yes   | 10    | 10         |              |
|     |  | No  | 0     |            |              |
| 9   | Availability of Vehicle  | Own vehicle                                       | 15    | 15         |              |
|     |  | Lease vehicle                                     | 5     |            |              |
| 10  | Availability of Utensils   | Full set of utensils                              | 10    | 10         |              |
|     |  | Part set of utensils                              | 5     |            |              |
|     | Total  |   |       | 100        |              |

## SCORING SHEET FOR THE SHG / FPO / CBO SELECTION FOR KIOSK

| S.N | Details of FPO / CBO / SHG   |  |       |            |              |
|-----|--|--|-------|------------|--------------|
| A   | Name   |  |       |            |              |
|     | Address  |  |       |            |              |
|     | Contact No &   |  |       |            |              |
|     | Email ID   |  |       |            |              |
|     | Scoring Criteria   | Scoring sub Criteria                     | Score | Full marks | Mark Secured |
| 1   | Registration details   | Registered/MoA with OMM                  | 10    | 10         |              |
|     |  | Registered Others                        | 5     |            |              |
|     |  | Non registered                           | 0     |            |              |
| 2   | Age details  | Between 25 to 40                         | 10    | 10         |              |
|     |  | Between 40 to 50                         | 5     |            |              |
|     |  | Above 50                                 | 2     |            |              |
| 3   | Educational details<br>(qualification of Executive Committee members of FPO / CBO / SHG) | Graduate                                 | 10    | 10         |              |
|     |  | Matric-5                                 | 5     |            |              |
|     |  | Under Matric                             | 0     |            |              |
| 4   | Capital fund available for investment in mobile outlet/Farmers sale outlet               | >10000                                   | 10    | 10         |              |
|     |  | 5000- 10000                              | 5     |            |              |
|     |  | < 5000                                   | 2     |            |              |
| 5   | Loan   | Regular repayment                        | 10    | 10         |              |
|     |  | Defaulter                                | 0     |            |              |
| 6   | Details on business knowledge and experience on business activity                        | Year of experience in business > 5yrs    | 10    | 10         |              |
|     |  | Below 5 yrs                              | 5     |            |              |
|     |  | No experience                            | 0     |            |              |
| 7   | Knowledge about the street food market/sale outlet                                       | Experience in outlet/kiosk/tiffin center | 10    | 10         |              |
|     |  | No experience                            | 0     |            |              |
| 8   | Experience of working with Govt  | Yes                                      | 10    | 10         |              |
|     |  | No                                       | 0     |            |              |
| 9   | Availability of Existing Kiosk   | Own Kiosk                                | 10    | 10         |              |
|     |  | Kiosk on lease                           | 0     |            |              |
| 10  | Availability of Utensils   | Full set of utensil                      | 10    | 10         |              |
|     |  | Part set of utensils                     | 5     |            |              |
|     | Total  |  |       | 100        |              |

## REPORTING FORMAT FOR THE CBO / FPO / SHG ON MOBILE OUTLET/FARMER'S SALE OUTLET/KIOSK

| Reporting format for the Mobile outlet/Farmer's sale outlet/Kiosk |                      |               |                     |
|---|----------------------|---------------|---------------------|
| Name of the CBO/FPO/SHG:  |                      |               |                     |
| Name of the Mobile outlet:  |                      |               |                     |
| Location:   |                      |               |                     |
| Total Customers visited:  |                      | Date:         |                     |
| Sl No   | Name of product sold | Quantity sold | Total turnover (Rs) |
|   |                      |               |                     |

## MONITORING FORMAT FOR THE FACILITATING AGENCY (FA) FOR MOBILE OUTLET/FARMER'S SALE OUTLET/KIOSK

| Monitoring Format for the Facilitating Agency (FA) |                           |          |      |                      |               |                     |                        |
|--|---------------------------|----------|------|----------------------|---------------|---------------------|------------------------|
| FA Name:   |                           |          |      |                      |               |                     |                        |
| Block:   |                           |          |      |                      |               |                     |                        |
| SL No  | Name of the mobile outlet | Location | Date | Name of product sold | Quantity sold | Total turnover (Rs) | Total Customer visited |
|  |                           |          |      |                      |               |                     |                        |

## AGREEMENT FORM – TRIPARTITE AGREEMENT – SEPARATE AGREEMENT FOR MOBILE OUTLET/ FARMER SALES OUTLET/ KIOSK

This agreement is made on (Date) day of (Name of the Month ) 20\_\_year, between (PD ATMA, on behalf of OMM, District\_\_\_\_ ), (Address), called the **“First party”** on one part and Sri./Smt. xxxx, designation, on behalf of **Name of CBO/FPO/SHG/** Address, hereinafter called the **“Second Party”** on the other part.

WHEREAS, the First party on behalf of the OMM has shall provide the machinery, working capital and financial support for setting up unit as a grant (*The name of the equipment, model no. to be specified*) to the second party under **“Special Programme for**

**Promotion of Millets in Tribal areas of Odisha” for mobile outlet/farmer sales outlet/kiosk** and the second party agrees to manage the machinery as per terms and conditions of agreement herewith;

**The terms and conditions are:**

1. This equipment for the processing units shall only be given to the Second party under the **“Special Programme for Promotion of Millets in Tribal areas of Odisha”** after an agreement is signed between the first Party and the second party for a minimum period of three year to facilitate processing of millets of the beneficiaries to bring to FAQ standard/Value addition.
2. In case of any loss/damages of the equipment, it shall be the responsibility of the **Second Party** to make operational at their own cost.
3. The maintenance cost should be borne by the Second Party, however, services shall be provided by the suppliers of the equipment as and when required within the warranty period as per the agreement with manufacturer.
4. The second party will engage skilled man power for smooth operation and maintenance of the equipment and shall ensure industrial safety at the work place.
5. In case Second Party, under unavoidable circumstances has to withdraw/stop the enterprise, then the first party has the right to recover all the given equipment as per the norms of the government.
6. The Second party will also ensure the following:-
  - i. Submit MIS Data along with monthly progress report with regards physical and financial business transactions.
  - ii. Maintaining hygiene during the preparation and sale of the products
  - iii. Ensuring 60% of the products to be millet based in the outlet.
  - iv. Arranging good quality raw materials for millet recipe
  - v. Keeping data on daily transactions and report to the concerned FA on a monthly basis
  - vi. Misuse of the fund will have legal repercussions.
7. The DDA cum PD ATMA reserves all the right to make necessary modifications and additions to the terms and conditions with due notice.

Name:

Date:



Signature:



Place:



The agreement will be valid up to \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Details of the equipment below:

| BRAND & MODEL | SERIAL NO | CAPACITY | ACCESSORIES |
|---------------|-----------|----------|-------------|
|               |           |          |             |

In witness whereof the parties hereto and hereby put their hands the day, month and year first above written.

Full signature of the First Party

Full Signature of the Second Party

With official seal.

With official seal

Witnesses

Witnesses

1. Name\_\_\_\_\_

1. Name\_\_\_\_\_

Address\_\_\_\_\_

## FORMATS FOR COMPONENT 7: FARMER PRODUCER ORGANISATIONS

### C. Timeline for 2018-19 for formation of New FPOs

| Timeline for FPO formation and promotion of FPOs where nodal CBO is not an FPO<br>(Action Plan for 19-20) |   |  |                    |
|---|---|--|--------------------|
| Sr. No  | Task  | Responsibility   | To be completed by |
| 1   | Conducting Training on formation of FPOs  | Programme Secretariat  |                    |
| 2   | Identification of farmers and geographical spread of the FPO                                | FA   |                    |
| 3   | Identification of potential FPO leaders from and outside existing CBO                       | FA with existing CBO   |                    |
| 4   | Making an April to March activities calendar for 2019-20 for the proposed FPOs in the block | FA in consultation with existing CBO and potential FPO leaders |                    |

|    |   |   |  |
|----|---|---|--|
| 5  | Awareness creation and Village Meetings for pitching the idea and consultations for forming an FPO                        | FA with potential FPO leaders               |  |
| 6  | Exposure Visit to successful FPC/FPO to experience functioning of a successful FPO  | WASSAN/FA with potential FPO leaders        |  |
| 7  | Critical Group (CG) Formation- This process will be carried out to identify and select Directors and Promoters of the FPO | FA and potential FPO leaders                |  |
| 8  | Revise Business Plan  | FA with Directors and Promoters of FPO      |  |
| 9  | Collection of membership fee from members   | FA with Directors and Promoters of FPO      |  |
| 10 | Collection of Share Capital from members  | FA with Directors and Promoters of FPO      |  |
| 11 | Hiring of consultant and initiation of FPO registration process   | WASSAN/FA with Directors & Promoters of FPO |  |

#### D. Timeline for 2018-19 for support to existing FPOs

| Timeline for FPO promotion where nodal CBO is an FPO (Action Plan for 2019-20) |  |  |                    |
|--|--|--|--------------------|
| Sr. No   | Task   | Responsibility                                 | To be completed by |
| 1  | Conducting Training on formation of FPOs                                     | Programme Secretariat                          |                    |
| 2  | Making a April 2019 to March-2020 calendar for 2019-20 for FPOs in the block | FA in consultation with FPO Board of Directors |                    |
| 3  | Refining the Business Plan and submission to Programme Secretariat           | FA in consultation with FPO Board of Directors |                    |

### E. Format for Calendar of Activities of FPOs to be followed by FAs and CBOs

| Sr. No | Commodity /<br>Category of Work            | No of<br>farmers | Volume<br>(Kg or<br>Qtls) | Activities to be done by FPO (please mention specific and measurable activities)<br>(Include all activities from pre-production to marketing) |     |     |     |     |     |     |     |     |     |     |     |
|--------|--|------------------|---------------------------|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|        |  |                  |                           | Apr   | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
| 1      | Ragi                                       |                  |                           |   |     |     |     |     |     |     |     |     |     |     |     |
| 2      | Foxtail Millet                             |                  |                           |   |     |     |     |     |     |     |     |     |     |     |     |
| 3      | Little Millet                              |                  |                           |   |     |     |     |     |     |     |     |     |     |     |     |
| 4      | Paddy                                      |                  |                           |   |     |     |     |     |     |     |     |     |     |     |     |
| 5      | Maize                                      |                  |                           |   |     |     |     |     |     |     |     |     |     |     |     |
| 6      | Arhar                                      |                  |                           |   |     |     |     |     |     |     |     |     |     |     |     |
| 7      | Vegetables                                 |                  |                           |   |     |     |     |     |     |     |     |     |     |     |     |
| 8      | Any other<br>commodity                     |                  |                           |   |     |     |     |     |     |     |     |     |     |     |     |
| 9      | Farmer's DBT ID<br>Generation              |                  |                           |   |     |     |     |     |     |     |     |     |     |     |     |
| 10     | Opening farmers'<br>bank account           |                  |                           |   |     |     |     |     |     |     |     |     |     |     |     |
| 11     | Getting Health<br>Insurance for<br>farmers |                  |                           |   |     |     |     |     |     |     |     |     |     |     |     |
| 12     | Any other services                         |                  |                           |   |     |     |     |     |     |     |     |     |     |     |     |