

Agriculture Sector 2017-2018

Sl.No	Services	Procedure	Requirements		TAT	Person Name
			Documents	Fees		
1	Land conversion	Receive application from field			As an when propose	DAO/ field office
		Issue form	LC form 1	Nu.100	As an when propose	DAO/ field office
		site verification (geog land committee members)	Copy of new Lagthram		1day	DAO/ field office
		Forward to MoAf	CID copy	NA	Three times a year	Dzongkhag sector
		Site verification team from MoAF	field report	NA	Twice a year	MoAF
	Land Exchange	Receive Geog documents to the Dzongkhag	Application from individuals	NA	As an when	Dzongkhag sector
		Dzongkhag LC visit for site verification	Land conversion Form	NA	As an when	Dzongkhag sector
		Report for further submission to MoAF after DLC endorsement		NA	1 day	Dzongkhag sector
			NA			
2	Plant Protection (Normal pest disease problem)	collect chemical demand from field		NA	1 week	Dzongkhag sector
		compile and submit to NPPC		NA	1 day	Dzongkhag sector
		collect PP chemical from NPPC and distribute		NA	1 week	Dzongkhag sector
		monitor and advice		NA	4 times in month	DAO/field office
		submit report to Dzongkhag/ NPPC		NA	1day	DAO/field office
	Adhoc pest/disease	receive the problem case in the field		NA	As an when required	Dzongkhag sector
		visit the site for investigation		NA	As an when required	Dzongkhag sector
		submit pest surveillance report to NPPC		NA	As an when required	Dzongkhag sector

	problem	recommend the control measures		NA	As an when required	DAO/field office
		chemical procurement and distribution		NA	As an when required	Dzongkhag sector
		monitor and submit report to Dzongkhag/ NPPC		NA	3days from the receive of the field Report	DAO/field office
4	Human wildlife conflict	Receive the case from the field		NA	Any time	field office
		visit site		NA	2 days in month	field office
		submit report to Dzongkhag		NA	1 day	field office
		advice/suggest on electric/solar fencing		NA	42times in month	DAO/field office
		Get application for electric fencing proposal from the individual/group		NA	As an when propose	field office
		conduct joint meeting with the LG members		NA	1 in a month	field office
		conduct field survey and bylaws		NA	2 weeks	field office
		submit proposal to the higher authority		NA	2 day	DAO/field office
		approval and directives		NA	As per the area approved	field office
		M&E and report		NA	once in a quarter	DAO/field office
				NA		
5	Farmers training	consult with field office		NA	As per the AWP	DAO/field office
		Identify location and Geog		NA	1 day	field office
		Get approved from Dzongkhag		NA	2 days	DAO/field office
		conduct training		NA	3 day	DAO/field office
		submit the report		NA	3 day	DAO/field office
		follow up the training		NA	4 times in a year	DAO/field office
				NA		
	Crop Promotion			NA		

6	1. cereal crop	Receive requisition from field		NA	As per calendar	Dzongkhag sector
		select the location with the field office		NA	1 day	Dzongkhag sector
		Supply of improved seeds		NA	2 week	Dzongkhag sector
		submit the beneficiary list		NA	1 week	field office
		Monitoring on agronomy practices		NA	As per the crop stage	DAO/field office
		monitoring on pest and diseases occurrence		NA	twice a month	DAO/field office
		Conduct crop cut to assess yield		NA	All cultivated crop during crop harvest	DAO/field office
		submit the report		NA	2 day	DAO/field office
		Supply of inputs (Fertilizers, weedicides) on cash & carry system from ASSR		NA	As an when required	ASSR
			NA			
7	2. cash crop /Horticulture	Put up requisition from field		NA	As per calendar	Dzongkhag sector
		prioritize for supply in the geog		NA	1 day	Dzongkhag sector
		Orchard layout		NA	1 week	field office
		collection of seeds & seedling		NA	3 day	Dzongkhag sector
		Distribution of seeds & seedlings		NA	1 week	Dzongkhag sector
		submit the beneficiary list			1 week	field office
		Demonstrate on planting methods		NA	1 day	field office
		Training of fruit trees		NA	1 week	DAO/field office
		Assess the survival of the fruit plants		NA	1 week	DAO/field office
		submit the report		NA	2 day	DAO/field office
			NA			

8	3. Mushroom production	Receive farmers list from the Geog		NA	1 week	field office
		Put up spawn requisition		NA	1 day	Dzongkhag sector
		collection of spawn from ARDC/ NMC		NA	1 week day	Dzongkhag sector
		Training cum demo on mushroom cultivation & Mgt		NA	3 days	DAO/field office
		Monitoring		NA	twice a month	field office
		submit the report		NA	1 day	DAO/field office
				NA		
9	4. Vegetable production	Put up requisition from the field		NA	1 day	field office
		collect the seeds		NA	1 day	Dzongkhag sector
		distribution of seeds		NA	1 week	Dzongkhag sector
		submit the beneficiary list		NA	1 day	field office
		Field monitoring		NA	twice a month	DAO/field office
		submission of crop status		NA	once a month	field office
		Awareness on Post harvest & marketing		NA	1 week	DAO/field office
		Assess the yield through crop cut		NA	1 week	field office
		submit the report		NA	1 day	DAO/field office
				NA		
	Medicinal & Aromatic plants promotion	collection of seeds & seedling demand		NA	3 day	field office
		put up Requisition to DAO office/MAP RDC Yusipang		NA	1 day	Dzongkhag sector
		collect & distribute to farmers		NA	1 week	field office
		Monitoring		NA	twice a month	Dzongkhag sector
		Mobilization of groups		NA	once in three month	field office
		Assess yield through crop cut		NA	Every during crop harvest	field office

10		Facilitate marketing services		NA	As when required	Dao/field
		submit the report to DAO/RDC MAP Yusipang		NA	1 day	Dzongkhag sector
				NA		
11	Farm mechanization	Conduct awareness on farm mechanization		NA	1 week	DAO/field office
		Collect the list of interested farmers /Area & Location		NA	1 week	field office
		Put up the seeds & planting materials requisition		NA	1 day	Dzongkhag sector
		collection of seeds & planting materials		NA	3 day	Dzongkhag sector
		Distribution of Seeds & Planting materials		NA	3 days	Dzongkhag sector
		Conduct Training cum demonstration on nursery raising		NA	2 days	DAO/field office
		Facilitate farm mechanization		NA	As an when required	Dzongkhag sector
		Asset. On record keeping		NA	All time	field office
		submit the report		NA	1 day	field office
		supply of simple tools		NA	on spot purchase from ASSR	DAO/field office
				NA		
	Commercial Vegetable Production with focus on	area(ac)		NA	1 week	Field office
		selection of crops		NA	1 day	Field office
		Put up requisition (seeds & other inputs) for summer & winter season		NA	1 day	Dzongkhag sector
		collection of seeds & inputs from Dzongkhag		NA	1 day	Dzongkhag sector
		Distribute to farmer		NA	1 week	Field office

12	Farmers Group	Monitoring of crops (stage wise)		NA	twice a month	DAO/field office
		supply of PP chemical		NA	As an when required	Dzongkhag sector
		conduct crop cut to assess yield		NA	Every during crop harvest	Field office
		collection of production/sale data		NA	Every during crop harvest	DAO/field office
		submit the report		NA	2 day	DAO/field office
				NA		
				NA		
13	Post Harvest	Supply of post harvest equipment on cost sharing bases (Deep fat fryer, storage materials & electric dryers)		NA	As per proposal received from farmers	Dzongkhag sector
		Hands on training on post harvest equipments		NA	2 days	Dzongkhag sector
				NA		
14	Soil fertility development & land management	site selection		NA	1 week	DAO/Field office
		consultation with LG members		NA	1 day	DAO/Field office
		Put up proposal		NA	1 day	DAO/Field office
		Get approval		NA	1 day	Dzongkhag sector
		collect the materials		NA	3 days	DAO/Field office
		conduct training cum demonstration		NA	one week	DAO/Field office
		submit report		NA	2 day	DAO/Field office
		follow up monitoring		NA	once a month	DAO/Field office
				NA		
		Conduct biannual agriculture sample survey		NA	20 days	field office

15	Information & Statistic	Data Validation and submission to IMS, DoA		NA	1 week	Dzongkhag sector
		Inventory of (farm road, irrigation, RNR structure, Land use, Farm Machinery)		NA	Biannually	DAO/Field
				NA		
	Infrastructure Development			NA		
1. Const. & renovation irrigation channel		Assist communities in identification of irrigation schemes for construction/renovation		NA	1 week	DAO/Field office
		Liaise with the GT in planning, execution and monitoring of irrigation schemes		NA	As an when required	Dzongkhag sector
		Implement and monitor NIP and its Procedural Manual		NA	1 week	Dzongkhag sector
		Promote appropriate irrigation technologies and good water management practices		NA	1 week	Dzongkhag sector
		Collaborate with RNR RDCs in research activities on irrigation and water management		NA	As an when required	Dzongkhag sector
		Coordinate skill development activities for farmers		NA	As an when required	DAO/Field office
		Take lead role in preliminary investigations and multi-disciplinary feasibility studies		NA	As an when required	DAO/Field office

16		Process for environmental clearances	NA	2 weeks	DAO/Field office
		Facilitate the drafting and finalization of WUA	NA	3 days	Field office
		Constitution & By-laws by WUA	NA	3 days	Field office
		Facilitate registration of WUAs	NA	1 day	Dzongkhag sector
		Compile and submit monthly progress reports to the Dzongkhag/ MoAF	NA	1 day	DAO/Field office
		Create and maintain an inventory of irrigation schemes of the geog	NA	1 day	field office
		Monitor and evaluate the irrigation programme	NA	once a week	field office
		Assist in the day-to-day supervision of irrigation construction and renovation works	NA	As an when required	DAO/Field office
		Through the GT, receive and assess the beneficiaries' proposals, screen them following the FR guideline screening criteria and accordingly incorporate them in the Gewog plans.	NA	During GYT for budgeting & for private as and when propose	Dzongkhag sector
		Through EA/GAO, ensure that RUGs are formed for every farm road.	NA	3 days	DOA/Field office

17	2. Const. & renovation Farm roads	Through EAs carry out the socio-economic feasibility study.		NA	2 days	field office
		Through RUG ensure that all farm roads are pliable all seasons.		NA	As an when required	DAO/field office
		Once completed and taken over from the Contractor/ Builder, hand over the farm roads to the RUG through signing of MoU between the GA and the RUG Committee.		NA	3 days	DAO/field office
		Settlement of disputes, especially issues related to land.		NA	As an when required	DAO/field office
		Assist the implementing agency during feasibility studies, survey and design		NA	As an when required	DAO/field office
		Provide additional supervision during farm road construction.		NA	As an when required	DAO/field office
		Inform GA if major maintenance or rehabilitation is required.		NA	1 day	DAO/field office
					NA	
18	Group formation and farmers capacity building	Receive budget approvals		NA		
		Conduct farmers meeting (potential farmer groups)		NA	1 week	DAO/field Office
		Frame by laws		NA	2 days	DAO/field Office
		forward the By laws DAMC,MoAF for Registration		NA	1 day	DAO