From

Ms Mansi Nimbhal, IAS
Managing Director

To

The Registrar, Co-operative Societies, Odisha
Collectors (Koraput, Rayagada, Malkangiri, Kalahandi, Sundergarh, Gajapati, Ganjam, Kandhamal, Mayurbhanj, Bargarh, Nabarangpur, Nuapada, Bolangir & Keonjhar)

Sub: Online Farmer Registration for procurement of Ragi (Kharif crop) during the ensuing KMS 2018-19

Madam/Sir,

Online Farmer Registration will be implemented in 14 districts during Kharif Season of KMS 2018-19. For the first time, farmers willing to sell their surplus ragi to Government will be asked to register themselves in advance in their nearest PACS/ LAMPCS (societies, in short). The societies will digitize the information submitted by farmers as regards their personal/ land/ bank details and uploaded these data in the website of Agriculture & Farmer Empowerment Department i.e. www.tdccodisha.org with the help of Farmer Registration software. The software Millet Procurement Automation System (MPAS) will be ready by first fortnight of September.
Before the start of procurement Kharif procurement season (November) each society will be ready, with a list of farmers with their marketable surplus, to commence procurement operations. So is the case with each district. Similar is the case with Government which will know how many farmers will sell how much ragi to it. This will help in making advance planning to manage procurement of ragi.

Online Farmer Registration for paddy has been implemented in the State. Farmer Registration has, therefore, become a well-established mechanism for preparation of an authentic farmer database, and has achieved the objective of efficiency and error free transactions at society level. It has also brought transparency and reduced corruption by eliminating manipulation. The similar process is followed for procurement of ragi also, through MPAS software.

1.1 Registration of Farmers: Following steps are to be taken for registration of Farmers.

- Farmers have to fill up a “Farmer Registration Form" A sample form is at Annexure-1.

- Societies will print the new Registration Forms at their level and keep at least 50 forms with them at any point of time. Secretaries of societies will hand over the blank Registration Forms to farmers who have cultivated ragi in Kharif Season 2018-19 and help them to fill up the Registration Form. Farmers will submit the filled in form along with the copy of RoR, first page of Bank Pass Book and copy of their Voter ID/ BKKY/ KCC and Aadhaar card at the society office between 20.08.2018 to 20.09.2018.

- The District Agriculture Officer/ Junior Agriculture Officer will verify the application/data of farmers. After verification all PACS/LAMPCS
are to digitize the registration forms (containing farmer details and his/her Ragi cultivated plot wise land details)

- *Bhagachasis* or sharecroppers are required to obtain consent letter(s) from the landholder(s), and deposit them along with Registration Form. In the event of such consent letters not forth-coming from a landowner, a sharecropper may approach the Sarpanch who may also certify as to sharecropping by following procedure. A model form of consent letter is annexed at **Annexure-2**.

- Where the claim of a sharecropper with regard to land details is not supported by consent letter of the landowner/certificate issued by the Sarpanch, such details shall also be digitized at PACS level. The Branch Manager, TDCCOL shall download a report of such land details from his login and send these to the District Agricultural Officer(DAO) or the Tehsildar who shall verify the same through his field functionaries. DAO / Tehsildar, after enquiry, shall report his findings to the Branch Manager, TDCCOL who shall then validate these land details under his login in the [www.tdccodisha.org](http://www.tdccodisha.org) portal and allow for computation of marketable surplus against such plots.

1.2 **Processing at Society Level:** Societies have to process applications for registration in the following manner:

- **Checking at Society level**
  Secretary of the society is to check the correctness of the Registration Form with copy of RoR, Bank passbook, Consent letter of landowner/Certificate from Sarpanch (in case of Bhagchasi / Sharecropper) and Aadhaar Number.
• **Digitizing the information in Registration Forms**
  After checking the form with documents, the forms will be digitized at the society office under supervision of society secretary. Forms will be digitized under society login provided for Farmer Registration (FR) Module.

• **Populating the new fields**
  As the Farmer Registration database has been integrated with the 'Bhulekh' database on real time basis, the fields of 'Kisam', 'Recorded Tenant in RoR', and 'Plot area' will be automatically populated in the entry screen once the 'Plot Number' is keyed in. There will be no scope to change the plot area at the data entry stage. Those cultivated plots whose areas come within Bhulekh specified area shall be auto-validated by the system and pass for computation of marketable surplus. In cases where land details are not available in Bhulekh verification by Revenue Inspectors shall be done.

• **Conflicting Claims**
  There may be cases where the same plot area is claimed to be cultivated by multiple farmers. The online system will veto the claims if the combined cultivated area of all the applicant farmers in respect of the same plot exceeds the total area of the plot as shown in RoR. Such incongruities are to be addressed at the society level upon checking the genuineness of the conflicting claims.
• **User Manual**

A user manual will be provided to the societies for data entry work. Societies must carefully go through the user manual before starting the digitization process.

• **Timelines for various activities at society level**
 ➢ Download and print out of forms and their distribution: From 20.08.2018 to 20.09.2018
 ➢ Filling up of Registration Form and submission thereof along with documents: From 10.09.2018 to 10.10.2018
 ➢ Digitization of Forms: From 10.09.2018 to 10.10.2018

1.3 **Verification by Revenue/ Bank Authorities**: Verification by revenue authorities in respect of plots which are not available in Bhulekh and validation of Bank account numbers by Banks have to be done by following the procedure given below:

• **Printing of verification reports**

Land Verification Reports (Revenue Circle/ Mauza wise) and Bank Account Verification Report (Bank/ Branch wise), wherever necessary, will be generated and printed by the Branch Managers, TDCCOL under their login from 10.09.2018 to 31.10.2018.

• Reports in respect of land details furnished by sharecroppers without enclosing prescribed documents shall be similarly generated under Branch Managers, TDCCOL login.

• **Verification limited to mismatches in land details and new Bank accounts**
Verification of land details by Revenue field functionaries is required under the following circumstances:

- Plot details provided by the farmer are not available in Bhulekh database.
- The total area of claimed cultivation is more than the actual plot area available in Bhulekh.
- Similarly, verification of Bank Account numbers is to be done in case they are new/changed.

**Period of Verification**

Branch Managers, TDCCOL are requested to hand over Verification Reports for lands to Tehsildars concerned and for account details to the Nodal Bank Officers so as to complete the verification within one week of receipt of each batch of verification reports.

Branch Managers, TDCCOL shall also hand over reports on land particulars furnished by sharecroppers to the District Agricultural Officers (DAOs) or the Tehsildars, as deemed convenient, with the orders of the Collector.

**Verification Procedure**

The verification procedure by both Revenue Inspectors (RIs) from their records and by Bank Managers from their ledgers would remain the same as was being done earlier. However, meanwhile, all the Tehsildars and Nodal Bank Officers may be sensitized about the urgency of this important item of work.

The DAO/ Tehsildar shall cause such land details to be verified by VAW/ RI to find out whether such lands have been cultivated by the sharecroppers during the current Kharif season.
• Transmission of Verified Reports
  Tehsildars/ Bankers/DAOs shall transmit back the verified reports to
  Branch Managers, TDCCOL within one week of receipt of each batch of
  verification reports. They should not wait to submit verified reports in
  one final batch but should keep transmitting them in phases at regular
  intervals so that Branch Manager, TDCCOL are able to update farmer
  data ona continuous basis.

1.4 Updation by Branch Managers, TDCCOL on the basis of verified
  reports:

  Branch Managers, TDCCOL will have the responsibility of updating
  the changes made in the process of verification by RIs and Bankers
  within the period from 10.09.2018 to 31.10.2018.

  Similarly, Branch Managers, TDCCOL shall validate the land details under
  his login in terms of reports of the DAOs.

  The updation will facilitate generation of society wise master
  farmers list along with their marketable surplus. The output of online
  Farmer Registration module shall serve as the input for Millet
  Procurement Automation System (M-PAS). Ragi procurement operations
  in the entire State will be automated with help of M-PAS software
  application. Hence, timely completion of Farmer Registration is critically
  important for upcoming Kharif.

1.5 Corrections in Master Farmer Data:

  Only the Branch Managers, TDCCOL is authorized to effect corrections
  in master farmer list. Requests for corrections in respect of personal/ land/
  bank data of farmers shall be made at society level with supporting documents.
  The society secretary shall, after due verification, consolidate such requests
and send them to ARCS who shall send his recommendations to the Branch Managers, TDCCOL. The Branch Managers, TDCCOL shall effect the necessary corrections in the master data on the basis of such recommendations. List of such changes effected by Branch Managers, TDCCOL under his login shall be entered date-wise in a register to be called ‘CHANGE REQUEST’ Register.

1.6 **Training and Supervision**:

Society officials and supervisory officers shall be trained in the modalities of registration process within timelines prescribed.

- **Master Trainers’ Training**: Master Trainers from 14 districts will be imparted training on first fortnight of September 2018 at Bhubaneswar on modalities laid out herein.

- **Training of society secretaries and others**: The training of Society Secretaries/DEOs/MIIs/ISs/ Co-operative Inspectors and related officials will be completed by first fortnight of September 2018 in the districts with the help of Master Trainers. Branch Managers, TDCCOL shall be the nodal officer for training and he shall be assisted by ARCS/ DRCS / DCCB in this regard, as done in previous years.

- **Monitoring of Registration process**: DRCS/ ARCS/ DCCB Secretary/ DCCB Nodal Officers/ Branch Managers, TDCCOL shall be assigned with for the task of supervising the registration work in their respective jurisdiction.

- Collectors shall take a review of supervising officers periodically to monitor the progress made in respect of farmer registration work.
1.7 **Time Schedule:** The time schedule of different components of the registration process is enclosed at **Annexure – 3** for completing each and every activity as per timelines prescribed.

Yours faithfully,

[Signature]

Managing Director

Memo No.1806/TDCCOL, Dated 20/08/2018.
Copy forwarded to District Agriculture Officer (DAO) Koraput, Rayagada, Malkangiri, Kalahandi, Sundergarh, Gajapati, Ganjam, Kandhamal, Mayurbhanj, Bargarh, Nabarangapur, Nuapada, Bolangir & Keonjhar for information & necessary action.

[Signature]

Managing Director

Memo No.1807/TDCCOL, Dated 20/08/2018
Copy forwarded to Branch Manager, TDCCOL Sunabeda, Rayagada, Malkangiri, Bhawanipatna, Sundergarh, Rudayagiri, Balliguda, Udala, Bargarh, Umerkote, Nuapada, Bolangir & Keonjhar for information & necessary action.

[Signature]

Managing Director

Memo No.1808/TDCCOL, Dated 20/08/2018
Copy forwarded to the Director, Department Of Agriculture And Farmers' Empowerment, Govt. of Odisha for kind information.

[Signature]

Managing Director

Memo No.1809/TDCCOL, Dated 20/08/2018
Copy Programme Secretariat, WASSAN for information.

[Signature]

Managing Director
Annexure-2

(ମୂଲ ବର୍ଣ)
ପ୍ରତିବର୍ତ୍ତୀନ ମାରାଟର ବର୍ଣାକ୍ଷୀତି ପାଇଁ ମାନ୍ଦିର ମାନ୍ଦିର

ତେଳା,

ପାରାପାର୍ଗ ବର୍ଣ୍ଧନ,

ମହାକାଲୀ ପୂର୍ବକ ବର୍ଣାକ୍ଷୀତି* ___________

ଉଟ୍ଟର ଯାତ୍ରିକୀ ପ୍ରବର୍ତ୍ତନ ବର୍ଣାକ୍ଷୀତି* ___________

ଜିତ୍ବ: ପ୍ରସାର ମାରାକୁ ବର୍ଣାକ୍ଷିତ ମାନ୍ଦିର ମାନ୍ଦିର

କର୍ତ୍ତା/କର୍ତ୍ତର,

ପ୍ରତିବର୍ତ୍ତୀନ ମାରାଟର ପୂର୍ବକ ମାନ୍ଦିର ମାନ୍ଦିର। ମାତ୍ର ବର୍ଣାକ୍ଷିତ ପାଇଁ ବର୍ଣାକ୍ଷିତ/ ବର୍ଣ ବର୍ଣ ପାଇଁ 2018-19 ରେ ଉତ୍ତର ପ୍ରାକ୍ଷାର ବର୍ଣାକ୍ଷିତ ପାଇଁ ବର୍ଣାକ୍ଷିତ। ବର୍ଣାକ୍ଷିତ/ ବର୍ଣାକ୍ଷିତ ବର୍ଣାକ୍ଷିତ ବର୍ଣାକ୍ଷିତ ବର୍ଣାକ୍ଷିତ ବର୍ଣାକ୍ଷିତ ବର୍ଣାକ୍ଷିତ ବର୍ଣାକ୍ଷିତ ବର୍ଣାକ୍ଷିତ ବର୍ଣାକ୍ଷିତ ବର୍ଣାକ୍ଷିତ ବର୍ଣାକ୍ଷିତ

<table>
<thead>
<tr>
<th>ନାମରେ</th>
<th>ସମ୍ପ,</th>
<th>ବର୍ଣ动漫</th>
<th>ବର୍ଣ ରୂପେ</th>
<th>ପରାପାର୍ଗ</th>
<th>କର୍ତ୍ତା</th>
<th>କର୍ତ୍ତର</th>
<th>ପାଞ୍ଜାବ</th>
<th>ପାଞ୍ଜାବ</th>
</tr>
</thead>
</table>

ପାରାପାର୍ଗ ବର୍ଣାକ୍ଷିତ ପାଇଁ ମାନ୍ଦିର ମାନ୍ଦିର ପାଇଁ ବର୍ଣାକ୍ଷିତ ପାଇଁ 2018-19 ରେ ଉତ୍ତର ପ୍ରାକ୍ଷାର ବର୍ଣାକ୍ଷିତ ପାଇଁ ବର୍ଣାକ୍ଷିତ। ବର୍ଣାକ୍ଷିତ/ ବର୍ଣାକ୍ଷିତ ବର୍ଣାକ୍ଷିତ ବର୍ଣାକ୍ଷିତ ବର୍ଣାକ୍ଷିତ ବର୍ଣାକ୍ଷିତ ବର୍ଣାକ୍ଷିତ ବର୍ଣାକ୍ଷିତ ବର୍ଣାକ୍ଷିତ ବର୍ଣାକ୍ଷିତ

କର୍ତ୍ତା/କର୍ତ୍ତର

(ପାଲକ)

<table>
<thead>
<tr>
<th>ନାମରେ</th>
<th>ସମ୍ପ,</th>
<th>ସମ୍ପ,</th>
<th>ସମ୍ପ,</th>
<th>ସମ୍ପ,</th>
<th>ସମ୍ପ,</th>
<th>ସମ୍ପ,</th>
</tr>
</thead>
</table>

*ମାଧ୍ୟମକ ପ୍ରବର୍ତ୍ତନ, ବର୍ଣାକ୍ଷିତ ବର୍ଣାକ୍ଷିତ।
## Time Schedule

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Activity</th>
<th>New registration</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Distribution of registration forms</td>
<td>20.08.2018 to 20.09.2018</td>
<td>Secretary, PACS/MD, LAMPCS</td>
</tr>
<tr>
<td>2</td>
<td>Filling and submission of Registration forms at Society</td>
<td>10.09.2018 to 10.10.2018</td>
<td>Farmers</td>
</tr>
<tr>
<td>3</td>
<td>Digitization of forms</td>
<td>10.09.2018 to 10.10.2018</td>
<td>PACS/ LAMPCS officials</td>
</tr>
<tr>
<td>4</td>
<td>Generation of Verification Reports</td>
<td>10.10.2018 to 31.10.2018</td>
<td>Branch Managers, TDCCOL</td>
</tr>
<tr>
<td>5</td>
<td>Dispatch for verification of ✓ Land details to Tehsildar /DAO ✓ Bank details through Nodal Bank</td>
<td>10.09.2018 to 31.10.2018</td>
<td>Branch Managers, TDCCOL</td>
</tr>
<tr>
<td>6</td>
<td>Verification of land/ bank details and transmitting back the report to TDCCOL Branch office</td>
<td>10.09.2018 to 31.10.2018</td>
<td>Tehsildar/DAO/ Bank/ Nodal Bank officials</td>
</tr>
<tr>
<td>7</td>
<td>Updating of verified reports</td>
<td>10.09.2018 to 31.10.2018</td>
<td>Branch Managers, TDCCOL</td>
</tr>
<tr>
<td>8</td>
<td>Generation of Farmer List</td>
<td>By 05.11.2018</td>
<td>Secretary, PACS/ LAMPCS</td>
</tr>
</tbody>
</table>