

## **Section.4 proactive disclosure under RTI Act**

### **I The particulars of its Organisation function and duties – Organisation chart**

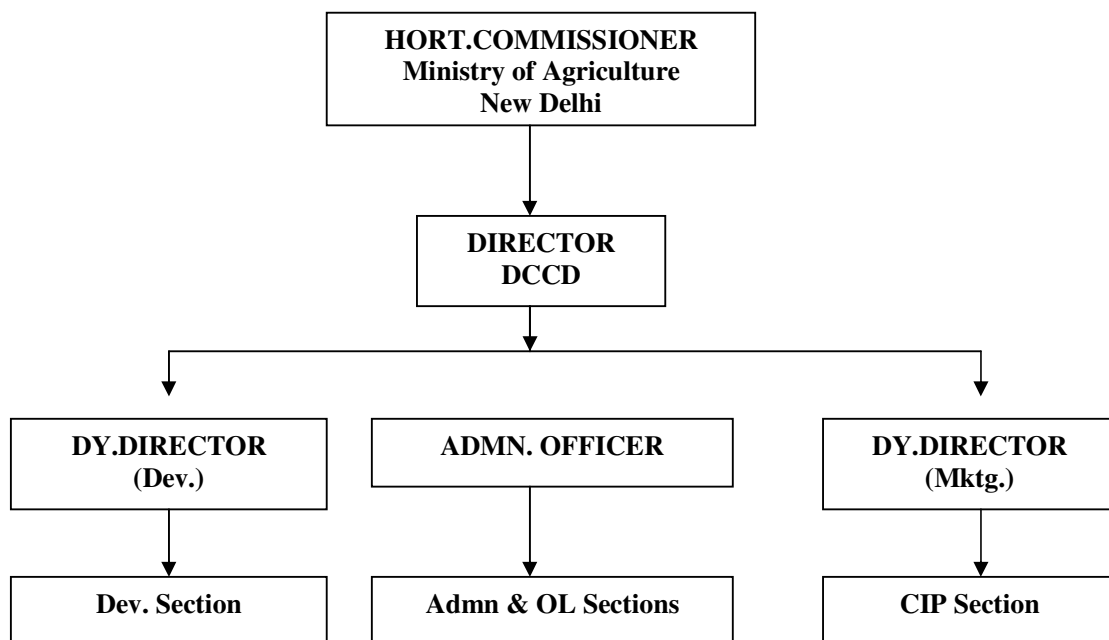
The Directorate of Cashewnut & Cocoa Development functioning at Kera Bhavan, SRV School Road, Cochin, Kerala is a subordinate office of the Department of Agriculture & Co-operation of the Union Ministry of Agriculture, New Delhi. The Directorate is a National Level Agency implementing Cashew and Cocoa Programmes/Schemes under the aegis of National Horticulture Mission(NHM) from the year 2005-06 onwards. During the XII plan with effect from 2014-15, NHM has been included as one of the component of massive Centrally Sponsored Programme sanctioned by Govt. of India i.e Mission for Integrated Development of Horticulture(MIDH) alongwith other programme for promotion of horticulture implemented by various agencies to ensure focused approach to avoid overlapping in implementing the scheme. DCCD is one of the National Level Agency(NLA) responsible for implementing Cashew and Cocoa programmes and schemes under MIDH.

#### **b) Function and duties**

- 1) Formulation, implementation, Co ordination and monitoring of Cashew and Cocoa Development Programmes in India under Mission for Integrated Development of Horticulture (MIDH)
- 2) To maintain close liaison with SHMs, Central and State Institutions of Research and Development.
- 3) To function as a feed back agency between development and research departments/institutes
- 4) To co-ordinate the activities of the promotion of the crops of Cashew and Cocoa between SHMs, Central and State Institutions with the Ministry of Agriculture.
- 5) To function as a repository of information on area, production, processing, marketing, exports and pricing situations of these commodities.
- 6) To function as an advisory organization on administrative, financial and technical aspects involved in the promotion of these crops.
- 7) To provide adequate exposure and dissemination of technologies to the interested quarters on production and processing.

- 8) Taking up intensive publicity measures such as publishing journals, books, pamphlets, organization / participation of Seminars, Workshops and Exhibitions.
- 9) Development of Planting material for cashew and cocoa. National agency approved by the Govt. of India for accreditation of Cashew and Cocoa Nurseries.

C – Organisation chart



**II The powers and duties of officers and employees**

No.	Designation of the official	Powers/duties
1	Director	All statutory administrative and financial powers vested on a Head of Department as declared under Supplementary rules/Delegation of Financial Power rules and other powers as delegated by the Union Ministry of Agriculture from time to time for the successful implementation of Cashew and Cocoa Development programmes
2.	Deputy Director(Dev.)	Assisting Director in the implementation of Cashew and Cocoa schemes within the delegated powers and in accordance with guidelines issued by Government in this

		regard.
3.	Deputy Director(Mktg.)	Assisting Director in the implementation of Cashew and Cocoa schemes within the delegated powers and in accordance with guidelines issued by Government in this regard.
4.	Administrative Officer	Assisting Director in all administrative, accounting and financial matters of the Directorate within the delegated powers as per statutory rules and orders issued by the Government
5.	Senior Technical Asstt.	Handling all technical matters relating to the cashew/cocoa schemes and programmes in accordance with prescribed norms, guidelines and procedures and as per directions, guidance and advice given by the senior officers from time to time.
6.	Statistical Investigator	
7.	Technical Assistant(s)	
8.	Statistical Assistant	
9.	Senior Computer	
10	Jr. Hindi Translator	All matters relating to the implementation of official language policy including Hindi translation and typing.
11	Hindi Typist	
12	Stenographer(s)	Handling all matters relating to admn. Estt, accounts and provides secretarial assistance
13.	UD Clerk(s)	
14.	LD Clerk(s)	
15.	MTS(s)	Providing office support

### **III The procedure followed in the decision making process, including channels of supervision and accountability**

For conducting its day to day business the Directorate is following Functional File System and other standards operating procedures and practices as prescribed in the Manual of Office Procedure of the Govt. of India. Issues requiring decisions are examined on file by concerned wings. The concerned file duly containing details of such examination and opinions recorded thereon during such examinations moves from wings to Admn. Officer/ Deputy Directors and Director where final decisions are taken. Wherever necessary, matters get referred to Ministry of Agriculture for further decisions

The workflow channel of supervision as depicted in the organisational chart.

### **IV The norms set by it for the discharge of its functions.**

The norms set by the Directorate for the discharge of its substantive functions are as under :-

Sl No	Scheme component	Cost norms	Pattern of assistance
1.	<i>Establishment of new plantation of cashew &amp; cocoa (ha) without integration with drip</i>	Rs. 50,000/h a	0.20 lakhs/ha (40% of the cost) for meeting cost of planting material and cost of INM/IPM in three installments of 60:20:20 & shared between central and state govt. on 60:40 basis.
		50,000/ ha	0.20 lakhs/ha (40% of the cost) for meeting cost of planting material and cost of INM/IPM in three installments of 60:20:20 & shared between central and state govt. on 60:40 basis.
		40,000/h a	0.20 lakhs/ha (50% of the cost of inputs as per the previous year norm) in three installments of 60:20:20 & shared between central and state govt. on 60:40 basis

2.	<i>Establishment of new plantation by Replacing senile plantations and replanting with high yielding varieties (ha)</i>	50,000/ha	0.20 lakhs/ha (40% of the cost) for meeting cost of planting material, removal of old trees and cost of INM/IPM in three installments of 60:20:20 basis
		50,000/ha	0.20 lakhs/ha (40% of the cost) for meeting cost of planting material, removal of old trees and cost of INM/IPM in three installments of 60:20:20 basis
		40,000/ha	0.20 lakhs/ha (50% of the cost of inputs as per the previous year norm) in three installments of 60:20:20 basis
3	<i>Rejuvenation of cashew plantations (ha)</i>	30,000/-	0.15 lakhs/ha (50% of the cost) subject to a maximum of Rs. 15,000/- limited to 2ha per beneficiary farmer and no land ceiling for corporation
4	Technology dissemination through Demonstrations/front line demonstrations of cashew and cocoa	25.00 lakhs	75% of cost of the project in farmers fields and 100% of cost in the farms belongs to public sector/SAU etc.

	(Nos) on project basis		
5	Production of planting materials: Upgradation of nursery infrastructure to meet accreditation norms	Upto 10.00 lakhs/ nursery of 4ha.	100% to public sector and 50% of cost to private sector subject to a maximum of 5.00 lakhs per units as project based activity.
6	Production forecast of cashew	0.20 lakh	100% of cost of survey and compilation of data to public sector organizations/SAUs. Sample survey in 5000ha/ districts
7.	Publicity for crop promotion of cashew and cocoa including NE states  1.National Seminar on cashew  2.State level seminar (Nos)  3.District level seminars (Nos)	  5.00 lakh  3.00 lakh per event  0.50 lakh per	  100% assistance subject to a maximum of Rs.5.00 lakh per event of 2 days  100% assistance subject to a maximum of Rs.3.00 lakh per event of 2 days  100% assistance subject to a maximum of Rs.0.50 lakh per

	5.Cashew/cocoa fair/field day	event 0.50-2.00 lakhs per event	event of 1 day 100% assistance subject to a maximum of Rs.0.50-2.00 lakh per event
	6.Exhibitions/advertisement/printing literature <i>etc.</i>	0.30-1.00 lakh per event	100% assistance
	7.Workshop/seminar/exhibition for parliament constituency under Sansad Gram Adarsh Yojana (SGAY)	Rs. 2.00 lakh per event	100% assistance
8.	HRD in cashew and cocoa 1.Trainig of farmers within the state for 3 days  2.Exposure visit of farmers (outside state) for 7 days  3.National Level Training	0.90 lakhs per batch (Rs.600/- per farmer/day)  2.60 lakhs per batch  7.50 lakhs	100% of the cost  Project based activity subject to maximum Rs. 2.60 lakhs. Rs.3.50lakhs for NE States  Directly implemented by DCCD.

	Programme	per batch	
	4.Training for unemployed women on cashew apple utilization for 1 day	0.125	Project based activity subject to maximum Rs.12,500/- per batch.
10.	Mission management		
	Total		



**V The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharges of its function**

Name/Title of document	<ol style="list-style-type: none"> <li>1) Fundamental Rules(Part I,II,III,IV, V)</li> <li>2) Supplementary Rules</li> <li>3) CCS (CCA) Rules,1965</li> <li>4) CCS (Conduct) Rules,1964</li> <li>5) CCS (Pension )Rules, 1972</li> <li>6) CCS (Revised Pay) Rules,2008</li> <li>7) Receipts and Payment Rules,1983</li> <li>8) General Financial Rules,2005</li> <li>9) Civil Accounts Manual</li> <li>10)Delegation of Financial Power Rules,1978</li> <li>11)Manual of office procedure</li> <li>12)CCS (LTC) Rules,1988</li> <li>13)CCS(Redeployment of surplus staff Rules,02</li> <li>14) CCS(Temporary Service)Rules,1965</li> <li>15) Operational guidelines of Mission for Integrated Development of Horticulture.</li> </ol>
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**VI. A statement of the categories of documents that are held by it or under its control.**

SL. No.	Type of document	Particulars	Periodicity of preservation
1	Annual Action Plan 2006-07 onwards	Yearly project details of cashew and cocoa development	As per RRS
2.	Annual Reports 2006-07 onwards	Yearly report on physical and financial achievements and details of activities	As per RRS
3.	Guidelines on Mission for Integrated development of Horticulture	Broad guidelines issued by M/o Agriculture for MIDH programme	As per RRS

**VII Particulars of any arrangements that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy and implementation thereof.**

Built in mechanism is incorporated into the Five Year Plan and Annual Plans of the Cashew and Cocoa for public participation in decision making and to ensure public contribution in formulating the policy. This is by way of Seminars, Workshops, Field Days, Cashew Days etc wherein, in addition to all stakeholders, ordinary public can also participate and air their views/opinions. Such events are organised in a periodical manner throughout the country in association with various SAU's/development departments and given maximum publicity through print and electronic media.

**VIII A statement of Boards, Councils, Committees and other Bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meeting of those bodies and other are open to the public , or the minutes of such meetings are accessible for public.**

- 1) National Steering Committee on Cashewnut
- 2) National Steering Committee on Cocoa

The above committees are constituted by the Ministry of Agriculture (DOAC), New Delhi relating to the subject matter dealt by this public authority. The meeting of the above committees are attended by its members only. However, the minutes of the meeting of the Committees are accessible to public.

**IX Directory of Officers and employees**

Sl. No.	Names of Officers and employees	Designation
1.	Shri Venkatesh N.Hubballi	Director
2.	Smt.Sobha Mohanan	Admn. Officer
3.	Shri. Ravindra Kumar	Dy. Director (Dev.)
4.	Smt.V.S.Jayalakshmi	Statistical Investigator
5.	Shri Nikhil V.M.	Sr. Technical Assistant
6.	Shri K.B.Somanath	Technical Assistant
7.	Shri K.K.Shine	Technical Assistant
8.	Smt.P.S.Sreekala	Technical Assistant*

9.	Shri. Rohith H. S.	Technical Assistant
10.	Smt.R.I.Resmi	Jr. Hindi Translator
11.	Shri P.A.Parameswaran	Stenographer (Gr.II)
12.	Shri Dense K.Paul	Sr.Computor
13.	Shri Bipin.V	UD Clerk
14.	Shri T.X.Vincent	MTS
15.	Smt.Sreedevi M.V.	MTS
16.	Shri Athul Jain Jose	MTS

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\*on deputation

**X The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.**

The present monthly remuneration is being paid as per the rate recommended by 6<sup>th</sup> Central Pay Commission to the extent accepted and notified by the Govt. of India (Ministry of Finance) vide its Resolution and Notification No.1/1/2008-IC, dated 29.08.2008.

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Sl. No.	Name of Post	Scale of pay
1.	Director	PB-3 (GP : Rs.7600/-)
2.	Deputy Director(s)	PB-3 (GP : Rs.6600/-)
3.	Admn. Officer	PB-2 (GP : Rs.4600/-)
4.	Statistical Investigator	PB-2 (GP : Rs.4200/-)
5.	Sr.Technical Assistant	PB-2 (GP : Rs.4200/-)
6.	Hindi Translator	PB-2 (GP : Rs.4200/-)
7.	Stenographers(Gr.I)	PB-2 (GP : Rs.4200/-)
8.	Technical Assistants	PB-1 (GP : Rs.2800/-)
9.	Statistical Assistant	PB-1 (GP : Rs.2800/-)
10.	Senior Computor	PB-1 (GP : Rs.2400/-)
11.	UD Clerks	PB-1 (GP : Rs.2400/-)
12.	LD Clerks	PB-1 (GP : Rs.1900/-)
13.	Multi Tasking Staff	PB-1 (GP : Rs.1800/-)

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**XI Budget allocated to each of its agency, indicating the particulars of Plan, proposed expenditure, and report on disbursements made.**

(1) Name of Scheme New plantation development programme on cashew

Sl. No.	Organization	Physical Target (ha)			Financial outlay (Rupees in lakhs)		
		FP	M2	M3	FP	M2	M3
1.	Odisha	2500	3500	3186	180.00	84.00	76.46
2.	Karnataka	2250	600	551	162.00	14.40	13.23
3.	Maharashtra	-	66	-	-	1.58	-
4.	Andrapradesh	2000	-	-	144.00	-	-
	TOTAL	6750	4166	3737	486.00	99.98	89.69

(2) Name of Scheme : New plantation development programme on Cocoa

Sl. No.	Organization	Physical Target (ha)			Financial outlay (Rupees in lakhs)		
		FP	M2	M3	FP	M2	M3
1	Andra Pradesh	3000	-	-	216.00	-	-
2	Karnataka	250	293	178	18.00	7.03	4.27
3	Kerala	1000	634	281	72.00	15.22	6.75
4	Tamilnadu	1000	1700	-	72.00	40.80	-
	<b>TOTAL</b>	<b>5250</b>	<b>2627</b>	<b>459</b>	<b>378.00</b>	<b>63.05</b>	<b>11.02</b>

(3) Name of Scheme : Establishment of new plantations by replacing of senile plantations and replanting with High Yielding Varieties.

Sl.No.	Agency		Target	
			Phy	Fin. (Rs. Lakhs)
1	PCK	FP	-	-
		M2	-	-
		M3	30.3	1.21
2	KCDC	FP	550	66.00
		M2	1000	40.00
		M3	500	20.00
3	GFDC	FP	125	15.00
		M2	100	4.00
		M3	110	4.40
4	TNFPC	FP	775	93.00
		M2	1000	40.00
		M3	910	36.40
5	OSCDC	FP	300.00	36.00
		M2	363.49	14.54
		M3	233.45	9.34
6	AFC	FP	-	-
		M2	-	-
		M3	50	2.00
	<b>TOTAL</b>	<b>FP</b>	<b>1750</b>	<b>210.00</b>
		<b>M2</b>	<b>2463.49</b>	<b>98.54</b>
		<b>M3</b>	<b>1833.75</b>	<b>73.35</b>

(4) Name of Scheme : Rejuvenation of cashew plantation

Sl. No.	State/Agency	Target	
		Phy	Fin. (Rs. Lakhs)
1	Karnataka	175	26.25
	<b>TOTAL</b>	<b>175</b>	<b>26.25</b>

(5) Name of Scheme : **Frontline technology demonstration of Cashew**

(a) **FLTD on Cashew– on project basis- New Projects**

Sl. No.	State	Physical target (No.)	Financial Outlay (Rupees in lakhs)
1	Kerala	125	37.50
2	Karnataka		
3	Tamil Nadu		
4	NE States		
	Total	125	37.50

(6) Name of Scheme **Frontline technology demonstration of cocoa**

(a) **FLTD on Cocoa- new projects**

Sl. No.	State	Physical target	Financial Outlay (Rs. in lakhs)
1.	Andhra Pradesh	25	7.50
2.	Kerala		
3	Tamil Nadu		
4	Karnataka		
5	NE States		
	Total	25	7.50

(7) Name of Scheme: **Production of planting materials**

Sl.No.	Type of nursery	Physical Target	Financial outlay (Rs. In lakhs)
I	<b>Up gradation</b> Cashew & Cocoa	6	30.00
		6	30.00

**(8) Name of Scheme: Production forecast on cashew**

Sl. No.	State	Financial outlay (Rs.)
1.	Kerala	40,000
2.	Karnataka	40,000
3.	Tamil nadu	40,000
4	Maharashtra	80,000
5	Orissa	80,000
6	Andhra Pradesh	40,000
7	Goa	20,000
Grand Total		3,40,000

**(9) Name of Scheme : Publicity for crop Promotion**

**(a) State level seminar on cashew**

Sl. No.	State	No. of seminar	Outlay (Rs. In Lakhs)
1.	Jharkhand	1	3.00
2.	Chattisgarh	1	3.00
3.	Kerala	1	3.00
4.	Tamil Nadu	1	3.00
5.	Gujarat	1	3.00
6.	North Eastern states	1	3.00
	Total	6	18.00

**(b) District level seminar on cashew**

Sl. No.	State	No. of seminar	Outlay (Rs. In Lakhs)
1.	Jharkhand	1	3.00
2.	Chattisgarh	1	3.00
3.	Kerala	1	3.00
4.	Tamil Nadu	1	3.00
5.	Gujarat	1	3.00
6.	North Eastern states	1	3.00
	<b>Total</b>	<b>6</b>	<b>18.00</b>

**(c) District level seminar on Cocoa**

State	No. of seminar	Outlay (Rs. Lakhs)
Kerala	4	2.00
Karnataka	6	3.00
Tamil Nadu	6	3.00
Andhra Pradesh	6	3.00
<b>Total</b>	<b>22</b>	<b>11.00</b>

**11. Name of Scheme: Human Resource Development**

**(a) Training programme on cashew**

State	No. of batches	Amount (Rs. In lakhs)
Kerala	10	9.00
Karnataka	15	13.50
Tamil Nadu	10	9.00
Andhra Pradesh	10	9.00
Chhattisgarh	2	1.80
Maharashtra	10	9.00
Orissa	10	9.00
N.E States	10	9.00
<b>Total</b>	<b>77</b>	<b>69.30</b>



**(b) Training programme on Cocoa**

State	No. of batches	Amount (Rs. In lakhs)
Kerala	2	1.80
Karnataka	4	3.60
Tamil Nadu	4	3.60
Andhra Pradesh	4	3.60
N.E. States	4	3.60
Total	18	16.20

**(c) Exposure visits**

State	Nos.	Amount (Rs.)
Karnataka	3	7,80,000
Orissa	2	5,20,000
Andhra Pradesh	1	2,60,000
Tamil Nadu	1	2,60,000
Jharkand	2	5,20,000
Chhattisgarh	2	5,20,000
Gujarat	2	5,20,000
N.E States	4	14,00,000
Total	17	47,80,000

**(d) Training Programme on Cashew Apple utilization**

State	No. of Training	Amount (Rs.)
Kerala	10	1,25,000
Karnataka	14	1,75,000
Maharashtra	10	1,25,000
Tamilnadu	10	1,25,000
Andhra Pradesh	4	50,000
Orissa	8	1,00,000
Chhattisgarh	4	50,000
Total	61	7,50,000

## **XII The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programmes**

### **1. New plantation development for cashew and cocoa**

The objective of the programme is to develop new plantations with clones of high yielding varieties of cashew and hybrid seedlings in the case of Cocoa in the farmer's field in cluster basis. The programme is implemented with the association of SHMs/State Development Departments. The farmers who are interested to develop cashew and cocoa new plantations should apply in prescribed application form along with land documents, Id proof and bank details through implementing agencies.

Financial assistance @ Rs.20, 000 per ha limited to a maximum of 4 ha per beneficiary is extended under the scheme for taking of new planting of Cashew and Cocoa. The pattern of assistance will be in three installments of 60:20:20 subject to the survival rate of 75% in second year and 90% in third year. In this case 60% share of Govt. of India (Rs. 12,000/-) and 40% State share (Rs.8,000/-) are proposed to be provided to the individual beneficiary. The overseeing Institute will be provided with contingency charges of 5% of the total cost. The financial assistance to the individual beneficiaries will be restricted as per the norms of MIDH ie 200 plants per ha for Cashew and 500 plants per ha in coconut gardens and arecanut gardens for Cocoa. The quality planting material will be procured either from the Research Institutes/ state departments or from the nurseries accredited by the DCCD. The planting material cost will be paid directly by DCCD to the concerned nursery after the receipt of necessary bills. The financial assistance after deducting the cost of planting material will be paid in the form of e-transfer/NEFT (DBT) after field verification and due recommendations of the expert committee constituted by the DCCD for implementation of the programmes. The financial assistance in the form of kind other than planting material will not be entertained.

## **2. Establishment new plantations by replacement of senile plantations and replanting with high yielding varieties**

The objective of the scheme is to increase the production and productivity of the senile plantations owned by the forest departments and corporation in various states. The scheme envisages removal of senile plantations and replanting with High Yielding Varieties recommended to the location. The Directorate is directly implemented the scheme in identified clusters of senile cashew plantation in the land owned by Forest Department, State Farms and Corporations of various states.

The pattern of assistance will be as per NHM guidelines i.e. 40% of the cost subject to Rs.20000/- per ha. in three installments of 60:20:20 subject to the survival rate of 75% in second year and 90% in third year. The funds will be released in two installments in each year by the Directorate of Cashewnut & Cocoa Development. 1<sup>st</sup> installment will be effected after the receipt of proposal for fresh planting, detailed progress report on maintenance and pre-planting work of fresh replanting by concerned corporations / Forest Dept. and final installment will be released after the inspection of committee constituted by DCCD and receipt of progress report from the concerned corporations / Forest Dept.

## **3. Rejuvenation/replacement of senile cashew plantation & canopy management**

The objective of the programme is to improve the productivity of existing cashew plantations by adopting horticulture and agro technique practices such as mild pruning of branches including de-topping, removal of unproductive shoots/branches, soil and water conservation techniques, application of recommended doses of organic and inorganic manures, mulching, life saving irrigation, intercropping and pesticide application *etc.* The scheme is implemented in farmers field with maximum area of 2ha each through research institutes and land owned by corporations.

A financial assistance of Rs.15,000/- limited to 2ha per beneficiary farmer and no land ceiling for corporations/SAU's will be released as one instalment after the completion of rejuvenation process and inspection by committee constituted by DCCD. The programme will be implemented through state development departments/SAU's/corporations.

#### **4. Technology dissemination – Front Line Technology Demonstration**

The main objective of Front-Line Demonstrations is to demonstrate newly released crop production and protection technologies and its management practices in the farmers' field under different agro-climatic regions and farming situations. The programme is implemented through ICAR institutes/SAU's/KVK *etc.*

The scheme is implemented on project basis. The detailed project report indicating name of research institute involved, nature of technology propose to demonstrate, its location, break up of cost *etc.* should be submitted by the implementing agency. Each demonstration should not exceed 1ha and rate of financial assistance will be @75% and 100% respectively in the farmers field and Govt. farms towards the cost of the project for conducting the demonstrations. The maximum assistance will not exceed Rs.25.00 lakhs per project. The financial assistance will be released based on the schedule of activities envisaged in the project.

The demonstration should be concluded with a detailed report written in simple and easily understandable language. The report should have supporting data and photographs of demonstration to convince the readers. Such report becomes the important learning materials for the farming community.

#### **Criteria for selection of technologies, farmers and site for demonstrations**

1. Select only proven technologies which have higher potentialities in terms of yield, disease resistance, quality, and can fit in the existing farming systems and situations of the area/farmers.
2. Avoid isolated farm. The demonstration units may be established in cluster basis such a way that the size of each unit will not exceed 1 ha.
3. Demonstration site should be easily accessible for the farmers and extension workers. As far as possible, cluster of demonstration site should have a good number of farmers of all categories of land holding and status.
4. A group of farmers land holdings in the selected demonstration block and who are willing to cooperate in the conduct of demonstration should be selected by holding a meeting in the village where the purpose of demonstration should be clearly stated and suggestion sought from the farmers.

## **5. Production of planting materials**

### **Upgrading Nursery infrastructure to meet accreditation norms**

The objective of this programme is production and distribution of good quality planting material to meet the requirement of high yielding varieties for new planting and replanting of cashew/cocoa in the country. Registered/approved private and specified cashew/coca nursery owners can apply for availing assistance under this scheme. It is proposed to extend financial assistance for upgradation of existing cashew/cocoa nurseries to meet the accreditation requirements. For upgradation of nursery infrastructure to meet the accreditation norms 100% financial assistance to public sector limited to Rs. 10.00 lakh per nursery and 50% in private sector limited to Rs. 5.00 lakhs per nursery will be extended under the scheme. The infrastructure facility include establishment of hot bed sterilization of media, working shed, hardening chamber/net house, mist chamber, establishment of mother blocks, irrigation and fertigation facility *etc.*

### **Procedure for sanction of project and release of subsidy**

Application for availing assistance of the scheme shall be submitted in the prescribed form through the Nationalized Bank with following documents.

1. The project proposal along with sketch of area marked for the nursery
2. Copy of possession certificate of land
3. Loan sanction letter from the bank

On receipt of the application, officers of DCCD/SAU/CRS/State Agri/Hort. Departments shall inspect the site and on the basis of report, DCCD shall issue administrative approval for upgradation of nurseries. Eligible subsidy will be released to the loan account of the beneficiary as back ended capital subsidy in one installment based on completion of the project and report of the Joint Inspection Team. The subsidy released to the loan account of the beneficiary will be withdrawn, if the project is not being implemented as per guidelines or schedule of implementation. The project should have distinct identity with clear sign board.

## **6. Production forecast for Cashew**

The main objective of the programme is to make a realistic assessment of area, production and productivity of cashew is being carried out every season based on the parameters like surface area of canopy, No. of nuts / sq. meter of canopy area in collaboration with the cashew research stations of SAU's and ICAR and maintain up to date data.

The financial assistance will be released to research organizations and the contingent expenditure involved in conducting the survey includes allowances for enumerators, their training allowance, movement expenditure, honorarium for scientist and contingency for miscellaneous expenses including printing of proforma.

## **7. Publicity for Crop Promotion of Cashew & Cocoa through Technology Dissemination**

The programme is intended to take up intensive publicity measures for promotion of cashew and Cocoa by dissemination of latest productive technologies to the farming community and other target groups coming under the fold of cultivation, processing, marketing and export by organizing District level seminar, state level seminar, fairs on cashew and cocoa in various state and also national and international seminar/conference. The programmes will be organized by the DCCD through the Research Institutes, SAU, KVK, state development departments, Registered Societies, Farmers Association, NGO *etc.* except national and international seminar which DCCD will organize in association with the hosting state development department.

### **a. National Seminar on cashew**

A National Seminar is proposed with an objective to evolve strategies to augment domestic production of cashew by adopting feasible and viable technologies and by extending the crop to non traditional areas of the country where potential is available for the prospects of this crop. A two days seminar is envisaged with the association state departments/SAU's. Around 300 participants

from scientists, development departments, farmers, industry etc. will be involved . An amount of Rs. 5.00 lakhs will be provided for the conduct of the seminar.

**b. State level seminar on cashew and cocoa**

The state level seminar is intended to organize in selected States to evolve feasible development strategies for the States in the development of the crop and make policy decisions with the active participation of scientists, departmental officials, farmers and other stake holders such as industry, trade etc.

The seminar is for 2 days and will be organized in association with the Research institute, SAU's, Development agencies. The participants of the seminar will be 300. Financial assistance of Rs. 3.00 lakh will be provided to organize the seminar as per the details given below.

<b>Particulars</b>	<b>Outlay (Rupees)</b>
Development of seminar materials (key note & presidential address, agenda notes etc.	10,000
Printing of literatures, invitation cards, badges, folders, banners pen, pad etc.	20,000
Hall arrangements (2 days)	30,000
Refreshments for 300 participants (2 days)	1,80,000
Honorarium to resource personnel	10,000
POL & other miscellaneous	50,000
<b>Total</b>	<b>3,00,000</b>

**c. District level seminar on Cashew & Cocoa:**

The programme is envisaged to give intensive publicity measures for promotion of cashew and cocoa by dissemination of latest production technologies to the farming community and other target groups coming under the fold of cultivation, processing, marketing and export by organizing district level seminar in various states.

The event is for one day involving 150 participants consists of farmers, extension workers, officials, manufactures and other agencies involved with development of the crop. The programme will be organized by the DCCD through the Research Institutes, SAU's. KVK, registered societies, NGO's etc. In order to organize one day seminar for 150 farmers, an amount of Rs. 50,000/- will be

provided for the conduct of one district level seminar for meeting the following expenses.

Particulars	Amount (Rs.)
Organizing cost including rent for hall arrangement , audio visuals, electricity, transports etc.	20,000
Publicity materials, pen & pads, Photography refreshments & working lunch to the participants, honorarium etc.	30,000
Total	50,000

#### **d. Cashew/Cocoa Fair/Field day**

The objective of the event is to expose to the public the importance, scope and development of the crops by organizing mela/field day in different States along with an exhibition arranged for the purpose and depicting various aspects of the crops by putting stalls from different organizations, research, development, inputs producing industries and export consultation on specific issues with participation of 300-1000 nos. participants per field day/fair. Financial assistance @ Rs. 50,000- Rs. 1,80,000 per fair/field day will be provided for conducting the event.

### **8. HRD in cashew and cocoa**

The objective and focus of this programme is to bridge the gap of knowledge and skill of both officers and extension workers engaged in implementation cashew and cocoa development programmes under NHM and farmers/entrepreneurs or un-employed women on cashew and cocoa farming and processing. The programme provides appropriate training to the farmers in various aspects of cashew and cocoa farming consisting of nursery management, management of diseases, canopy management, improved production technologies, post harvest management and processing, drying and storage, preparation of primary and value added products.

#### **a. Farmers training within the state**

The assistance will be provided to government departments as well as research institutes and NGO's depending upon the capabilities of the



departments/institutes/organizations by submitting suitable proposal. The programme will be organized for a period of 3 days involving 50 participants per batch. The farmers, unemployed youth, self help groups entrepreneurs are the beneficiaries of the programme. Successful and progressive farmers field may also be used for training the technologies.

A financial assistance of Rs. 90,000/- will be provided per batch of 50 farmers @ Rs. 400 per day per farmer for 3 days training in addition to the transport cost of Rs. 600 per farmer considering shortest route by rail( II class)/bus.

#### **b. Exposure visit**

The objective of the visit is to expose tribal and other farmers from non traditional cashew growing districts of the States to the traditional growing districts of other States for familiarizing production and management practices being followed in the other states. A batch consisting of 50 farmers will be trained under the scheme and duration of the training will be 7 days.

The assistance will be provided to the agencies involved in the training programme both in the government sector as well as private and NGO's as per the NHM norms, for which a project based proposal are to be submitted.

For exposure visits which involves training-cum field visit , a financial assistance of 2,60,000 will be provided @ Rs. 600 per day per farmer for 7 days for 50 beneficiaries towards boarding & lodging and training kit, including traveling allowance of Rs. 1000 per farmer. The organizing agency can avail bus facility per batch of 50 Nos. for which above provision of Rs. 1000 per farmer has been provided.

#### **c. Training on cashew apple utilization**

The objective of the programme is to improve the income levels of farming community by giving training to the unemployed women on the preparation of value added products from cashew apple and popularize the usage of cashew apple. The beneficiaries selected under the scheme will be trained in the respective research institute/NGO's where adequate

infrastructure facilities for small scale processing units for cashew apple has been provided by this Directorate in earlier year.

The cost involvement for the conduct of the training will be provided to the research institutions/ NGO's. A provision of Rs. 12,500 per training will be provided as contingency to the institute for organizing training, food and refreshments, honorarium to resource personnel's and mobility charges of the trainees @ Rs. 500 per head for 25 people per batch .

**d. National level training programme:**

The objective of the programme is to give training to the field level implementing officials of various development departments in implementing the developmental schemes of cashew and cocoa envisaged under MIDH in the farmers field and extend required farming techniques to the cultivators. The duration of the training will be 3 days. The participants will be from all cashew/cocoa growing states with special emphasis to North East region to aware and promote the cultivation in larger scale. An amount of Rs. 15.00 lakhs is provided for the same.

**XIII Particulars of recipients of concessions, permits or authorization granted by it.**

No concession, permits or authorization have been granted. However, certain public and private Cashew & Cocoa Nurseries have been accredited by the Directorate for producing quality planting materials. Particulars of all such Nurseries are available in this Website.

**XIV Details of information available to or held by it, reduced in electronic form.**

The complete details of programmes such as objectives, pattern of assistance and procedure for disbursement of subsidy etc is available in the website :<http://dccd.gov.in>

**XV The particulars of facilities available to the citizens for obtaining information including working hours of a library or reading room, if maintained for public use.**

The Directorate houses a good library containing technical books, journals and articles which can be made use of the public on any working day. As a part of dissemination of information on cashew and cocoa, the Directorate provides booklets / pamphlets / publications/ journals on various technical aspect to the public free of cost and also on fixed price basis.

**XVI The names, designation and other particulars of the Public Information Officer and appellate authority.**

Shri Venkatesh N.Hubballi  
Director & First Appellate authority  
Directorate of Cashewnut & Cocoa Development,  
M/o Agriculture & Farmers Welfare, D/o Agri., Co-opn. & Farmer Welfare,  
8<sup>th</sup> & 9<sup>th</sup> Floor, Kera Bhavan,  
SRV School Road, Cochin – 682 011  
Kerala  
PH : 0484- 2377151, FAX : 0484-2377239  
E Mail – [dccd@nic.in](mailto:dccd@nic.in) (O)  
Grams – cashew  
Website – <http://dccd.gov.in>

Smt.Sobha Mohanan  
Admn.Officer & Central Public Information Officer  
Directorate of Cashewnut & Cocoa Development,  
M/o Agriculture & Farmers Welfare, D/o Agri., Co-opn. & Farmer Welfare,  
8<sup>th</sup> & 9<sup>th</sup> Floor, Kera Bhavan,  
SRV School Road, Cochin – 682 011  
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PH : 0484- 2377151, FAX : 0484-2377239  
E Mail – [dccd@nic.in](mailto:dccd@nic.in) (O)  
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**THIRD PARTY AUDIT OF SECTION .4 DISCLOSURE**

*Sunil Jacob Jose*

Advocate & Notary Public ( Govt. of India)

2/2/16

The Administrative Officer,  
DCCD,  
Ministry of Agriculture & Farmers Welfare,  
Kera Bhavan,  
Kochi-682 011.

Sir,

Please refer to your letter dated 18/1/16 forwarding Section 4 disclosure in respect of the Directorate, for third party audit.

I have gone through the same in detail and of the opinion that the items included in the package is adequate and that all reasonably available and necessary information's have been proactively disclosed as mandated by the Act.

The disclosure is in compliance with the provision of Sec.4 of the RTI Act 2005.

Yours Sincerely,

  
SUNIL JACOB JOSE  
Advocate