

Selection Process of Agencies

1. Agency/Agencies will be selected at the district level through EoI Process.
2. Advertisement of Expression of Interest for selection of agency/agencies for undertaking different key activities is to be published/ notified by the concerned CDAO.
3. A time period of 15 days shall be given to the agency/agencies for submission of a letter of intent.
4. The agency may be a Non-Governmental Organization (NGO)/Community-Based Organisations like SHGs/ Pani Panchayats/ FIGs/ CIGs/ FPOs/Agro Service Centres.
5. It should submit a letter of intent mentioning that he/she is willing to be involved in the assignment along with a resolution to CDAO.
6. Preference should be given to the agency having its own tractor with seed drill or it will facilitate providing tractor with seed drill for mechanized DSR.
7. For this purpose, the agency will provide documents regarding having tractor with seed drill in their name or it will submit an agreement paper with farmer having tractor with seed drill or with any agency for providing tractor with seed drill.
8. Preference shall be given to local agencies i.e., agencies of the same district.
9. In the case of NGO, it must be registered under any appropriate authority and having certificate of Incorporation / Registration and a self-attested copy of PAN card.
10. It should not be blacklisted by any Government Agencies.
11. Should have a valid GSTIN Number.
12. Should have an active bank account.
13. The District Level Committee under the Chairmanship of CDAO will scrutinize the agencies applied for the assignment and will finalize one or more agency/agencies for the purpose.
14. Once applications are received at district level, Scrutiny of documents, Field Verification, and Shortlisting of agency/agencies will be done by District Level Committee:
15. The District Level Committee shall be convened within 7 days of receipt of the proposal. The District Level Committee will examine the proposals and approve suitable agency/agencies as per requirements in the district.
16. In case, more than one agency is being selected, the committee will allot the target area as well as the jurisdiction (Blocks/ GPs/ Villages) of the agencies for programme implementation, and accordingly, MOU will be signed between the CDAO & the agencies.

Roles and Responsibilities of the Service Providers

1. Aware farmers about the benefits of Direct Seeded Rice (DSR).
2. It will provide a coordinator for each cluster who will be responsible for the implementation of the programme in that cluster. The name of the coordinator should be provided to the CDAO for smooth implementation of the programme.
3. Motivate and mobilize farmers to adopt DSR in their field and collect Applications in the prescribed format from the willing farmers,
4. Select patches suitable for DSR taking various factors like land suitability, availability of irrigation source, availability of implementation for DSR, etc..
5. Submit geo coordinates of continuous/ contiguous patch along with beneficiary list to concerned BAO.
6. Ensure the participation of farmers/ department officials during the selection of patches and farmers' lists for DSR demonstration.

7. Submit the patch and beneficiary list to the concerned BAO well ahead of the farming season.
8. Conduct training on the different technical aspects of DSR involving KVK/RRTTS scientists/Departmental officials, etc.
9. Facilitate in provisioning of Tractor driven seed drill /Multi seed driller at farmers' doorstep for successful adoption of the technology.
10. It will facilitate the Ploughing of the field by tractor and sowing of the paddy seeds through Seed Drills machines in the field of the beneficiary.
11. Ensure regular monitoring of the DSR patch during implementation. Any difficulties faced by the beneficiary during the implementation of DSR shall be either resolved by the Service Provider or shall be brought to the notice of the Block level officials of the Agriculture Department.
12. Motivate and ensure the beneficiaries for timely application of the critical inputs i.e. Seed treating Chemicals, fertilizers, pesticides including Integrated weed Management, etc.
13. Facilitate department for Crop cutting Experiment of DSR plot.
14. It will produce the claim bill duly filled in all respect to the AAE for the release of incentives for DSR to the farmers. The claim bill shall contain the farmer's details, land details, bank account details, a declaration by each individual farmers regarding the completion of the work, etc.. All the documents before submission to the AAE shall be duly verified/certified by the local AO/VAW.
15. It will make all-out effort to document the DSR demonstration with good-quality photographs, videos and success stories.
16. Necessary steps for publicity of the programme.