#### GOVERNMENT OF ODISHA FOOD SUPPLIES AND CONSUMER WELFARE DEPARTMENT

FOOD SUPPLIES AND CONSUMER WELFARE DEPARTMENT

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No. | 1356 | / Bhubaneswar, dated | 91418 |

FSCW-PL-PRC-0002-2018

From | Shri V.V. Yadav, IAS |
Commissioner-cum-Secretary to Government

To | The Registrar, Co-operative Societies, Odisha.

All Collectors.

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

#### Madam/Sir,

Online Farmer Registration was implemented all across the State during Kharif Season of KMS 2014-15. For the first time, farmers willing to sell their surplus paddy to Government were asked to register themselves mandatorily in their nearest PACS/ LAMPCS (societies, in short). The societies digitized the information submitted by farmers as regards their personal/ land/ bank details and uploaded these data in the website of this Department <a href="https://www.foododisha.in">www.foododisha.in</a> with the help of Farmer Registration software. As a result, before the start of every procurement season (Kharif/ Rabi) each society is 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 also knows how many farmers will sell how much paddy to it. This helps in making advance planning to manage procurement of paddy.

1.2 In the meantime, online Farmer Registration has been implemented in four full complete KMS (2014-15 to 2017-18) which had 4 Kharif seasons and 4 Rabi seasons. 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 PACS

level. It has also brought transparency and reduced corruption by eliminating manipulation.

- 1.3 The online Farmer Registration has undergone several changes over the last four years to ensure greater transparency, efficiency and accountability in paddy procurement operations. We discarded the requirement of Khata wise area in favour of plot wise area i.e. farmers were asked to give plot details. These details were authenticated by integrating Farmer Registration with Bhulekh web services maintained by the Revenue Department. In this process, verification by Revenue Inspectors was dispensed with except in cases where land details are not available in Bhulekh.
- 1.4 Now the next procurement season will be upon us from the upcoming Kharif of KMS 2018-19. Kharif procurement usually begins from 1<sup>st</sup> week of November every year in our State. So, in line with previous practice, farmers, willing to sell paddy during the upcoming Kharif season, will get themselves registered with their nearest society well in advance. This is a mandatory requirement.
- 1.5 Modalities have, therefore, been devised and are laid out (in paragraphs described hereinafter) for online registration of farmers for the Kharif season of KMS 2018-19. Farmer database of previous Kharif season i.e. KMS 2017-18 will form the basis for registration for ensuing Kharif. Registration for ensuing Kharif will be essentially in the nature of renewal for a vast majority of farmers who got registered during previous Kharif.
- 1.6 These farmers can make a request for renewal by exercising a written option of "no change" in respect of previous year's data. Such requests can be disposed of by a few clicks at the society level. Where changes in respect of bank/ land details are requested for, it will involve fresh digitization and uploading of data. Fresh cases of registration will also involve digitization of each piece of information offered by farmers in the prescribed

application form and uploading them in <a href="www.foododisha.in">www.foododisha.in</a> The modalities, therefore, offer almost no difficulty for previously registered farmers and for them registration will be completely hassle-free. As for farmers coming for new registrations they have to be rendered all possible assistance by society officials so that it is a smooth experience for them.

- 2.1 <u>Registration of New Farmers</u>: Following steps are to be taken for new registration.
  - Farmers who did not register in last Kharif season 2017-18 have to fill up a new "Farmer Registration Form" A sample form is at <a href="Maintenance-1">Annexure-1</a>.
  - 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 paddy 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 15.7.2018 to 15.8.2018.
  - 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 forthcoming from a landowner, a sharecropper may approach the Sarpanch of the GP who may also certify as to the fact of sharecropping with required land details. Such certificate shall be taken into account by the Secretary of the society in registering the sharecropper in the online portal to enable him to sell paddy to Government. 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 of the GP, such details shall also be digitized at PACS level. CSO shall download a report of such land details from his login and send these to the District Agricultural Officer(DAO)[or the Assistant Agricultural Officer of the Block] or the Tehsildar [or the Additional Tehsildar concerned] who shall verify the same through his field functionaries. DAO(or AAO) / Tehsildar(or the Additional Tehsildar concerned), after enquiry, shall report his findings to the CSO who shall then validate these land details under his login in the foododisha.in portal and allow for computation of marketable surplus against such plots.

## 2.2 Renewal of farmers already registered in Kharif 2017-18:

Farmers who got registered during last Kharif Season of KMS 2017-18 need only to renew their registration through the society. Following steps are to be followed for the renewal process:-

It would be the responsibility of societies to make available to farmers the relevant Renewal Forms. Farmers visiting the society office in connection with Kharif loan can also be handed over the said Forms. A sample of the Renewal Form is enclosed at <u>Annexure-</u>3.

- The society secretary will download the Renewal Form for the farmer concerned from the 'Renewal Form for Kharif 2018-19 Farmers' tab available under society login. Alternatively, the society secretary can download Renewal Forms for all farmers having farmer ID in last Kharif season.
- The Renewal Form will have three parts. <u>Part-1</u> of the Renewal Form deals with the farmer's personal details. If the farmer wants to

change the Bank Account details, then he has to provide photo copy of the first page of bank PassBook along with this Form. Similarly, for changes in respect of any Identity details (BKKY / KCC / EPIC) and incorporation of Aadhaar Number, photocopies of relevant documents need to be submitted along with the form.

- <u>Part-2</u> of the Renewal Form has the details of the land (irrigated / non-irrigated) cultivated in the last Kharif Season 2017-18. It has Khata/plot number and area apart from other details. No action is to be taken in this part either by the farmer or by the society.
- Part-3 of the Renewal form contains a declaration. If a farmer has taken up cultivation of plots shown in part-2, he has to sign a declaration to that effect in Part-3 which would mean that the said lands need to be automatically updated with a single click by the society secretary.
- Part-4: If there are any changes in cultivation during this Kharif, a farmer has to provide details of changes in land particulars shown in Part-2.
- 2.3 <u>Processing at Society Level</u>: Societies have to process applications for registration/renewal in the following manner:
  - Checking at Society level
     Secretary of the society is to check the correctness of the Registration Form or Renewal Form with copy of RoR, Bank passbook, Consent letter of landowner/ Certificate from Sarpanch (in case of Bhagchasi / Sharecropper) and Aadhaar Number.
  - <u>Digitizing the information in New Registration Forms</u>
     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.

For new Registration Form, a separate entry screen has been provided in society login.

### Digitizing the Renewal Forms

The Renewal Forms shall be digitized using farmer code number. The renewal entry screen will show the existing details of a farmer as per information provided in Kharif season of KMS 2017-18 i.e. last Kharif.

Regarding land area, societies need to fill in Part 4 on the basis of the data furnished in Renewal Forms. As the land details are linked to Bhulekh database, while entering the land details, plot number has to be entered after selecting Tehsil and Village. The online system will fetch relevant details from the Bhulekh database in respect of Kisam, RT, total plot area in acre. Other fields i.e. area under cultivation and source of irrigation (in case of irrigated land) are to be entered by the society.

#### 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.

## 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 Renewal Forms/ new forms and their distribution: From 15.7.2018 to 15.8.2018
- > Filling up of Renewal/ New Registration Form and submission thereof along with documents: From 15.7.2018 to 15.9.2018
- > Digitization of New and Renewal Forms: From 20.7.2018 to 20.9.2018
- 2.4 <u>Verification by Revenue/ Bank Authorities</u>: 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 CSOs under their login from 1.8.2018 to 25.9.2018.

- Reports in respect of land details furnished by sharecroppers without enclosing prescribed documents shall be similarly generated under CSO 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

CSOs 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.

CSOs shall also hand over reports on land particulars furnished by sharecroppers to District Agricultural Officers(DAOs)[or AAOs of Blocks concerned] or Tehsildars [or Addl. Tehsildars concerned], 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(or AAO)/ Tehsildar (or Addl. 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(or Addl. Tehsildars concerned)/ Bankers/DAOs(or AAOs concerned) shall transmit back the verified reports to CSOs 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 CSOs are able to update farmer data on a continuous basis.

## 2.5 Updation by CSOs on the basis of verified reports:

CSOs will have the responsibility of updating the changes made in the process of verification by RIs and Bankers within the period from 20.8.2018 to 30.9.2018.

Similarly, CSO shall validate the land details under his login in terms of reports of the DAOs(or AAOs concerned).

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 Paddy Procurement Automation System (P-PAS). Paddy procurement operations in the entire State is automated with help of P-PAS software application. Hence, timely completion of Farmer Registration is critically important for upcoming Kharif.

## 2.6 <u>Corrections in Master Farmer Data</u>:

Only the CSO-cum-DM 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 CSO. The CSO shall effect the necessary corrections in the master data on the basis of such recommendations. List of such changes effected by CSO under his login

shall be entered date-wise in a register to be called 'CHANGE REQUEST' Register.

2.7 Training and Supervision:

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

- <u>Master Trainers' Training</u>: Master Trainers from 30 districts will be imparted training on 13.7.2018 at Bhubaneswar on modalities laid out herein.
- Training of society secretaries and others: The training of Society Secretaries/DEOs/MIs/ISs/ Co-operative Inspectors and related officials will be completed by 23.7.2018 in the districts with the help of Master Trainers. CSO 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/ CSO/ ACSO/ Inspector of Supplies/ CEOs 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.
- 2.8 <u>Time Schedule</u>: The time schedule of different components of the registration process is enclosed at <u>Annexure 4</u> for completing each and every activity as per timelines prescribed.
- 3. <u>Registration of Small and Marginal Farmers</u>: Government has desired that procurement fold should expand by including more number of small and marginal farmers. These categories of farmers are unable to access the mandis in view of the provision of deduction of three quintals of paddy per head towards personal consumption needs for the farmer's family which leave

them with little or no surplus. This Department would communicate the waiving out of this provision with orders of Government at appropriate point of time. Hence, adequate IEC activity may be undertaken to drive home the scope for small and marginal farmers to register themselves in the portal of FS&CW Department and access *mandis* to sell their surplus paddy during the ensuing Kharif season.

Pentt / PS to Principal Secretary to Govt.

Yours faithfully,

Commissioner-cum Secretary to Government

Yours faithfully,

Commissioner-cum Secretary to Government

Yours faithfully,

Commissioner-cum Secretary to Government

Yours faithfully,

Copy forwarded to P.S to Minister, FS&CW for kind information of the Hon'ble Minister, FS&CW.

Joint Secretary to Govt.

Memo No. 1356 Dated 1718.

Copy forwarded to PS to Principal Secretary to Govt., Agriculture & FE Pentt / PS to Principal Secretary to Govt. Revenue and Disaster Management

Copy forwarded to PS to Principal Secretary to Govt., Agriculture & FE Deptt./ PS to Principal Secretary to Govt., Revenue and Disaster Management Department/ PS to Commissioner-cum-Secretary to Govt., Co-operation Department for kind information of the Principal Secretaries/ Commissioner-cum-Secretary with a request to kindly issue suitable instructions to field functionaries to render necessary assistance for smooth completion of online Farmer Registration.

Joint Secretary to Govt.

Memo No. 13570 Dated 97718.

Copy forwarded to all Revenue Divisional Commissioners for kind information and necessary action.

Joint Secretary to Govt.

| Memo No. $357$ Dated $97718$ . Copy forwarded to the Director, Agriculture and Food Production for  |
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| information and necessary action.   |
| Joint Secretary to Govt.  Memo No. 13572 Dated 9778.  Copy forwarded to GM, FCI, Bhubaneswar/ MD, OSCSC Ltd., Bhubaneswar/ MD, OSCB, Bhubaneswar/ MD, MARKFED, Bhubaneswar/ MD, |
| TDCC, Bhubaneswar for information and necessary action.   |
| Joint Secretary to Govt.  |
| Memo No. $18579$ Dated $91718$ . Copy forwarded to all CSOs for information and necessary action.   |
| Joint Secretary to Govt.  |
| Memo No. 13574 Dated 91718.  Copy forwarded to Project Manager, CPMU, FS&CW for information and   |
| necessary action.   |

## Annexure-1

| A. ଚାଷାଗର ବିବରଣୀ                 |                              |                       |               |        | ଓଡ଼ିଶା<br>ଯୋଗାଣ ଓ<br><mark>ଚାଷୀ ରେ</mark> ଡି | ଖାଉଟି    | କଲ୍ୟାଣ ବିଡ         | พิเ                   |   |                 |                |          |          |           |  |                       |
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|       | r Office use<br>plication No. |                                       | ଏହା ମୂଜ ଫର୍ମରେ ଥିବା ନମ୍<br>ସମାନ ହେବା ଆବଶ୍ୟକ | ର ସହ                             | ଗା - ମୂଁ ଏତହାରା ଘୋଷଣା କରୁଅଛି କି, ଭ<br>ଯଦି ମୁଁ ଭୂଲ ତଥ୍ୟ ଦେଇଥାଏ, ତାହେ  | ପରୋକ୍ତ ବିବରଣୀ ମୋ ଜ୍ଞାତ<br>ଇେ ଆଇନ ଅନୁସାରେ ବଣିହ | ସାରରେ ସ<br>ଓହବି I | ।ତ୍ୟ ଅଟେ <b>।</b>  |                | 3            |                        |
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# (ନମୁନା ଫର୍ମ)

# ଭାଗ ଚାଷୀଙ୍କ ହାରା ଧାନ ବିକ୍ରି ପାଇଁ ସମ୍ମତି ପତ୍ର

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|             | ୀୟ ସମ୍ପାଦକ,       |                       |                 |   |                   |            |
|             |                   | ସମିତି*                |                 | 1                                       |                   |            |
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| ମହାଶୟ/ ମହାଶ | ମୟା,              |                       |                 |   |                   |            |
| ନିମ୍ନ ବ     | ର୍ଷ୍ଣିତ ଚାଷ ଜମିର  | ମୁଁ ଖାତା ମାଲିକ        | ଅଟେ । ବିଭିନ୍ନ କ | ନାରଣରୁ ଚଳିତ                             | ଖରିଫ/ ରବି* ରହୁ    | 2018-19 ରେ |
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| ପଦରାଞ୍ଚଳ    |                   |                       |                 |   | ଙ୍କ ହାର           |            |
| ତହସିଲ       | ମୌଜା              | ଖାତା ନମ୍ବର            | ପ୍ଲଟ ନମ୍ବର      | କିସମ                                    | ରକବା              | ଭାଗ ଚାଷରେ  |
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| ଏହି ସ       | ଜ୍ନତି କେବଳ ଧାନ    | ବିକ୍ରି ପାଇଁ ଉଦିଷ୍ଟ    | ଅଟେ ଏବଂ ଅନ୍ୟ    | କୌଣସି ଉଦ୍ଦେ                             | ଶ୍ୟରେ ବ୍ୟବହାରଯେ   |            |
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# Annexure-3

|                           | ଙ୍କ ବିବରଶୀ)               |  |                                | ଖ                   | ଖାଦ୍ୟ ଯୋଗ          | ଡିଶା ସରକାର<br>ଣ ଓ ଖାଉଟି କଳ୍ୟାଣ ବିଭାବ<br>-19 ଚାଷୀ ନବୀକରଣ |  |  |                          |   |                                       |                              |
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| ,                         | göei                      |  | DHODI                          | 337/182             | 1267               | dant men ann a ree                                      | un හා අ ඉ: ඉයල හු : මහර්                                     | du<br>execus ex                          | 806 EUG#                 | 1990  | 0.31                                  | 0.31                         |
| 2                         | gibei                     |  | Official                       | 337/182             | 144                | goog en se acre di sera                                 | ଜନ ଓଡ଼ନ କ: ବୁରନ ର: ମିହର୍ଣ                                    | gn                                       | BU GAGE                  | coodin  | 0.07                                  | 0.07                         |
| 3                         | ହୁଟିତା<br>ଜୁନିତା          |  | DHICK                          | 337/182<br>337/182  | 1498/2560<br>150   |   | ଜଣ ପଞ୍ଚଣ ବ: ବୃଷ୍ଟର ପ: ମିଶର୍ଣ<br>ଜଣ ପଞ୍ଚଣ ବ: ବୃଷ୍ଟର ପ: ଦିଗର୍ଣ | - qp                                     | ne 0004<br>ne 0004       | 6900  | 0.21                                  | 0.21                         |
| •                         | 960i                      |  | Official                       | 337/102             | 102                |   | on and or good or fold                                       | 190                                      | 80 6000                  | 600-0   | 0.12                                  | 0.12                         |
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| ୍ୟତହାରା ଘୋଟ               | ାଣା କରୁଅଞ୍ଚି କି, ଉପରେ     | ାକ୍ର ବିବରଣୀ ମୋ ଦ୍ଧା  | ଟସାଇରେ ସତ୍ୟ ଅଟେ                | Part-II (SR         | alacted old ex     | nagai ana avaansa ga                                    | dud mid oan as alkea   | ord weeds I                              |                          |   | ଟିପ ତିହ ବା ବ                          |                              |
|                           | ଥା କରି ଖରିଫ ତାଏ           |  | ର ବିବରଣୀ ରଚ<br>ଗ୍ରାମ / ମୌହା    | ାନୁ l<br>ପାତା ନମ୍ବର | 08.0               | ାର୍ଦ୍ରିକ (ଖାତାଦାର)ଙ୍କ ନାମ                               | ତମି ମାଲିକଙ୍କ ସହ ଠାଷାଙ୍କ                                      | ପୁଟ ଜମ୍ବର                                | ବର୍ଣ ଶଣିଶା               | ଣ (ଏକଉରେ)   | Gas                                   | ା ଜଳସେଜନ                     |
| 9.<br>a*anı               | ତହସିତ (                   | ରରେନ୍ୟୁ ସର୍ଜନ  | giot / soller                  | वाण कर्जुव          | WOIVE              | ina falosotala usi                                      | ସଖର୍କ (ଉ. ପୁଅ, ନାତି,<br>ଭାରତାଷୀ ଉତ୍ୟାବି)                     | de mile                                  | ପତା ଅନୁଯାଇୀ              | ତାଶ ହୋଇ   |                                       | ରସ<br>(କେନାଇ/ଲିଟ<br>ବୋରହ୍ଲେଲ |
|                           | y*                        |  |                                |                     |                    |   |  |  |                          |   |                                       |                              |
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# Annexure-4

# Time Schedule

| SI No | Activity   | Renewal of<br>existing<br>farmers/ New<br>registration | Responsibility   |
|-------|--|--|--|
| 1     | <ul> <li>✓ Downloading and printing out of renewal forms.</li> <li>✓ Distribution of registration/ renewal forms</li> </ul>      | 15.7.2018<br>to<br>15.8.2018                           | Secretary, PACS/<br>MD, LAMPCS   |
| 2     | Filling and submission of<br>Registration/ Renewal forms<br>at Society   | 15.7.2018<br>to<br>15.9.2018                           | New as well as<br>previously<br>registered<br>farmers                              |
| 3     | Digitization of new and renewal forms  | 20.7.2017<br>to<br>20.9.2018                           | PACS/ LAMPCS<br>officials  |
| 4     | Generation of Verification<br>Reports  | 1.8.2018<br>to<br>25.9.2018                            | CSO's Office   |
| 5     | Dispatch for verification of  ✓ Land details to  Tehsildar(or Addl.  Tehsildar) /DAO(or AAO)  ✓ Bank details through  Nodal Bank | 1.8.2018<br>to<br>25.9.2018                            | CSO's Office   |
| 6     | Verification of land/ bank details and transmitting back the report to CSO office  | 7.8.2018<br>to<br>30.9.2018                            | Tehsildar(or Addl.<br>Tehsildar)/<br>DAO(or AAO)/<br>Bank/ Nodal Bank<br>officials |
| 7     | Updating of verified reports   | 20.8.2018<br>to<br>14.10.2018                          | CSO's Office   |
| 8     | Generation of Farmer List  | By 15.10.2018  | Secretary, PACS/<br>LAMPCS   |

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