

## **Establishment of KVK**

KVK is a Plan Scheme of ICAR implemented under the administrative control of different host organizations. For the establishment of new KVK, the host organization should apply in the prescribed format taking into consideration the requirements detailed below. Proforma for submitting proposal for the establishment of KVK is furnished in **Appendix I**.

**1.1 Land requirement:** The land requirement for establishment of a KVK is about 20 ha. The proposed land should be provided free of cost and fulfill the following requirements:

- The location of the proposed site should be as far as possible in the centre of the district and easily accessible.
- The land should be contiguous and free from encumbrances, litigation and attachments.
- The ownership of land should be in the name of the organization.
- The location should have educational, medical and other civic amenities nearby.
- The land should be cultivable and should have easy access to electricity and water for irrigation.

**1.2 Suitability of the host organization:** The SAUs/CAU/CU/DU/State Departments/PSU/ICAR Institutes/Other Educational Institutions/NGOs working in the field of agriculture are eligible to submit the proposals for a KVK in a rural district. The NGOs should fulfill the following requirements:

- Minimum five years of experience of working in the districts in the field of agriculture, rural development and/or natural resource management with appropriate governance structure and proven record of financial viability supported by valid documents.
- Willingness of the host organization to share its resources for growth and effective functioning of the KVK.
- Willingness and commitment to run the KVK strictly in terms of objectives of ICAR as enunciated in rules and byelaws of ICAR Society.

Documents to be submitted in support of proposals will be as under:

**A. For SAUs/CAU/CU with Agriculture Faculty/DU (Agriculture)/State Departments/PSU/ICAR Institutes**

- i. Executive Order from the competent authority for allocation of land wherein the organizational ownership and possession of the proposed land duly supported by sketch map, survey numbers and clear title.

- ii. Alternatively, consent from competent authority of the state government for transfer of proposed land, supported by sketch map and survey numbers.

**B. For NGOs**

- i. Certificate from the district revenue authority showing that
  - a. The proposed land is owned or held in the name of the Organization.
  - b. The land should be contiguous and free from all encumbrances, attachments and litigation.
  - c. The organization has clear and marketable title to the land/property.
- ii. Land records including registered conveyance/sale deeds and other related documents (in case the documents are in regional language, a translated copy in English duly attested by a Gazetted Officer/Notary)
- iii. An undertaking from the organization expressing willingness to mortgage the land in favour of ICAR and execute an indemnity bond in case a decision is taken by the competent authority in ICAR to sanction the KVK to the said organization.
- iv. Valid registration certificate of organization.
- v. Three years Audited Utilization Certificate of the organization.
- vi. Latest Annual Progress Report of the organization.
- vii. The proof that the organization has been working in the concerned district for a minimum period of five years in the area of agriculture and allied enterprises.

**1.3 Procedure for application:**

The information regarding establishment of KVK in the approved District should be displayed on the website of concerned ATARI and given wide publicity through other means.

**Application and scrutiny fee:** A non-refundable application fee of Rs.25000 (Rupees twenty five thousand only) in the form of demand draft to be drawn in favour of concerned Director, ATARI is to be accompanied with the application form. The applications will be scrutinized by concerned ATARI as per the criteria of establishment of KVK for further consideration by the Site Selection Committee (SSC).

**1.4 Process of site selection:** The Site Selection Committee shall visit the proposed sites in the districts for establishment of KVK and recommend in favour of a suitable site. While recommending the site out of various proposals of the applicant organizations, the SSC will take into consideration the criteria proposed in 1.1 and 1.2. In addition, the SSC will also consider the following:

- Suitability of the site based on the land, title, location, access to electricity and irrigation water as per the land requirement criteria.

- Infrastructure and other facilities available with the respective organizations that can be put at the disposal of the KVK.
- Viability of the organization and capacity to provide technological backstopping.
- Commitment of the organization to run the KVK according to the principles and guidelines of ICAR.

**1.5 Memorandum of Understanding/Agreement:** While establishing a KVK, ICAR and the Host Institution shall enter into a Memorandum of Understanding (MoU)/Agreement. The Agreement is to be signed between ICAR and NGO/DU under NGO, whereas MoU is to be signed between ICAR and Government Organizations like SAU/CAU/CU/DU/State Department/PSU etc. Three copies of MoU/Agreement duly signed by the Head of the Host Organization should be submitted to ICAR through ATARI. The formats of Agreement / MoU will be made available by the Agricultural Extension Division to the concerned Host Organization once the site is finalized for establishing a new KVK.

**1.6 Indemnity bond:** An Indemnity Bond duly executed by the President/Chairperson, Secretary of the NGO, Surety and two witnesses have to be submitted along with Agreement when such an NGO is being considered for granting of a KVK. The format of indemnity bond will be provided prior to sanctioning of the KVK.

**1.7 Mortgage of land:** In case of NGO, the land of the selected site has to be mortgaged in favour of ICAR for sanctioning of KVK. The type of mortgage will be 'simple mortgage' which is required to be registered. The cost involved in registration of mortgage deed will be equally shared between the concerned NGO and ICAR. The format of mortgage deed will be provided prior to sanctioning of the KVK.

**1.8 Sanctioning of KVK:** After fulfillment of all essential formalities and submission of necessary documents, orders conveying sanction of the competent authority regarding the establishment of KVK shall be issued along with the staffing pattern, AUC format, budgetary allocation, terms and conditions for grants, and a copy of MOU/Agreement.

**1.9: Sense of belongingness for KVK by the host organization:**

Host organizations should have the pride of ownership and possessiveness of KVKs, as they are meant for helping the farming community, which will enhance the popularity and visibility of the host organization in the district. Therefore, the following

recommendations are made to inculcate a sense of belongingness towards KVKs among the host organizations;

- Available financial provisions of ICAR shall be supplemented by the host organizations to develop the KVK infrastructure in such a way that the farm is a miniature of the agro-climatic situation of the district with representation of major crops and enterprises.
- Investment and effective involvement should come from the top leadership in host organization for implementation of activities of KVKs.
- Promotion of interface in different blocks and villages of the district build a communication strategy by involving innovative and progressive farmers and other stakeholders for enhancing awareness towards KVK.

**1.10: Closure of KVK:** The ICAR shall provide grant for the KVK through its host organization as per the financial aid approved under the KVK Scheme by the Government of India from time to time. Grant should be utilized by the host organization exclusively for the intended purpose of the KVK Scheme on items for which it is sanctioned by the ICAR. Further, as per the Agreement/MoU, the host organization agrees with ICAR to work together in implementing Vision, Mission and Mandate of KVK.

Thus, KVK shall be responsible for doing mandated work and thereby significantly contribute towards agricultural production in the district/area of operation. In the event of an unsatisfactory progress of work of the KVK as assessed by the ICAR from time to time, ICAR will have the following actions:

- Stop immediately the release of further grants to the KVK for its running/operation/continuing.
- In the event of unsatisfactory progress of work of any KVK, as assessed by the ICAR from organization by giving six months advance notice for the same. In that event, ICAR shall not have any liability whether, and the immovable as well as movable properties constructed/ acquired with the assistance of ICAR shall remain the property of ICAR.
- In the event of the termination/closure of the KVK for whatsoever reasons,
  - all immovable properties acquired/ constructed with the assistance of ICAR shall remain the property of the ICAR. The host organization shall be obliged to handover all these immovable properties to ICAR and ICAR shall be at liberty to deal with the property in any manner. However, in case the host organization is unable to hand over such property as per the valuation done by CPWD or any other agency nominated/ selected by the ICAR.
  - the host organization is obliged to hand over all the movable property purchased/ acquired with the assistance of ICAR, like vehicles/equipments/implements/farm machinery etc. as they are the property of ICAR.
  - in this matter, the decision of Secretary, ICAR will be final.

**PROFORMA FOR SUBMITTING PROPOSAL FOR THE  
ESTABLISHMENT OF KRISHI VIGYAN KENDRA**

1. Name of the Scheme:
2. Name of the District (New/Additional):
3. Location Host Institute:
  - (a) Name and complete postal Address of the Host Institute.
  - (b) Name and complete postal address of the Officer-in –Charge who will deal with this scheme at the Institution/University levels.
  - (c) Name and Address of the actual location of proposed Krishi Vigyan Kendra.
  - (d) Phone No. and Telegraphic Address of the Officer-in –Charge referred to at above.
4. Specific Objectives of the Scheme:
  - (i) Long term objectives:
  - (ii) Short-term objectives:
5. Background Information:
  - (a) A brief Historical Perspective and activities of the Host Institution.
  - (b) Facilities available with the institutions to support the training programs of the KVK.
    - i. Physical facilities available-Land/Farms, Buildings (Office, Classrooms etc.), Farmers Hostel etc.*
    - ii. Academic Facilities – Laboratories, Library, Workshop, Poultry and Dairy units, Piggery, Fishponds etc.*
    - iii. Other specific facilities such as Vehicles, Farm equipments, Audio visual aids and equipments etc. available, if any.*
    - iv. Scientific and Technical Staff available in the host institution who may support the training programs of the Krishi Vigyan Kendra Scheme (Specify them in terms of (a) Full-time support (b) Part-time support and (c) on Ad-hoc basis.*
  - (c) Other Agriculture and Allied Institution available in the district. (*Indicate also approximate distance from the proposed KVK location*).
  - (d) Population data:

*Give classified population data of the district in terms of (as per 2011 Census)*

    - i. Rural and Urban population*
    - ii. Farming/Non-Farming population*
    - iii. Total population of the district*
    - iv. Large farmers/Smaller farmers/Marginal farmers/Hilly farmers*
    - v. Literacy rate for the district as a whole, for rural and urban population, for males and females etc.*
    - vi. Population of Scheduled caste, Scheduled tribes in the district and their percentage to total population.*
  - (e) Main occupations of the people in the district:

*Give more details about the type of farming, major crops and related facilities available like canals, electricity, tanks, etc.*
  - (f) Give a map of the district, indicating the location of the proposed KVK and distance from district headquarters in kms.
  - (g) Experience of the host institution in relation to farmers’ training.

*(Give full details of existing training unit/centre, if any).*

6. Details of the proposed KVK - Technical Programme

- (a) Need for a Krishi Vigyan Kendra.
- (b) Main Agricultural problems of the district.
- (c) Specific training needs of the farmers.
- (d) Identify specific training courses in the field of agriculture including livestock production based on the felt needs of the farmers for at least the first year.
- (e) Indicate the plan of work for the training courses referred to at (d) above.
- (f) Facilities, which can be made available by the host institution exclusively for the proposed KVK – land, buildings, equipment, vehicles, staff etc.

7. Facilities: *(Give details of facilities required for the scheme):*

- (a). i) Land available for the establishment of KVK in ha.  
ii) Ownership of land. (Documentary evidence to be attached)
- (b) Facilities, which can be shared by the proposed KVK with the host institution (free of charge).
  - i. List of equipment and apparatus*
  - ii. Number of livestock*
  - iii. Farms/dairy unit/poultry unit/piggery etc.*
  - iv. Main building, classroom, hostel etc.*
  - v. Laboratory and Office facilities etc.*
- (c) Specific facilities required for the proposed KVK in terms of:
  - (i) Staff*
  - (ii) Equipments (please attach a list of equipments with approximate cost)*
    - 1. Audio-Visual Equipment*
    - 2. Agriculture Equipment*
    - 3. Dairy Equipment*
    - 4. Home Science & Nutrition*
  - (iii) Modest buildings*
  - (iv) Vehicle etc.*

8. Duration of the Scheme:

9. Staff Requirements:

10. Financial Outlay of the Scheme:

11. Abstract

Certify that the scale of pay and allowance etc. proposed in the scheme are those admissible to persons of corresponding status employed under the *(Name of the host organization)*

Signature of Head of Institution