



INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
AGRICULTURAL EXTENSION DIVISION  
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**December 29, 2015**

11.01.2016

To

All Directors  
ATARI (Zone I to VIII)

**Subject: Criteria for selection and establishment of KVK and proforma for submitting proposal for the establishment of KVK by different organizations –reg.**

Sir,

The KVK Scheme of ICAR is implemented through different host organizations. The criteria for establishing KVKs have been revisited, based on the past experiences and in the light of recommendations of different committees. Accordingly, with the approval of Competent Authority, the proforma for submitting proposals for establishment of KVKs have been modified incorporating a check-list to make it comprehensive and uniform.

The proforma for submitting proposal for the establishment of Krishi Vigyan Kendra, along with check list and criteria for selection and establishment of KVK is enclosed for information and necessary action.

Yours sincerely,

(S. K. Sinha)

**Under Secretary (Agri. Extn.)**

**Encl. As above**

## Criteria for Selection and Establishment of KVK

KVK is a Plan Scheme of ICAR implemented through different host organizations. For the establishment of new KVK, the organizations fulfilling the following requirements detailed below should apply in the prescribed format (**Annexure I**).

**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 in the District should be easily accessible.
- The land should be contiguous and free from encumbrances, litigation and attachments.
- The ownership of land should be in the name of 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.

**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 the rural District.

In the case of NGO, it should have

- Minimum five years of experience of working in the field of agriculture, rural development and/or natural resource management with appropriate governance structure and financial records 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**

The application submitted by the NGO should be accompanied with the following documents:

- i. Certificate from the District revenue authority showing that

- a. The proposed land is owned in the name of the Organization.
- b. The land should be 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 sectors.
- viii. An undertaking that the Organization has not been blacklisted by any of the Government Authority and Public Financial Institutions.

### **3. Procedure for application:**

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

**3.1. 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).

**4. Process of site selection:** The site for the establishment of KVK will be recommended by the SSC constituted by the ICAR. While recommending the site, out of various proposals of the applicant organizations, the SSC will take into consideration the criteria [REDACTED] in 1 and 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.
- Submission of the report by the SSC in the prescribed format provided by the Agricultural Extension Division.

**5 Approval of the Competent Authority:** The recommendations of the SSC shall be placed before the Competent Authority i.e. President, ICAR Society for approval for sanctioning the KVK at the concerned District.

**6. Memorandum of Understanding/Agreement:** Consequent upon approval to establish a KVK, a Memorandum of Understanding (MoU)/Agreement between the ICAR and the Host Institution shall be entered into. 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 the concerned ATARI. The formats of Agreement/MoU will be made available by the Agricultural Extension Division, ICAR to the concerned Host Organization.

**7. 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 to the host organization by the Agricultural Extension Division of ICAR.

**8. 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 to the host organization by the Agricultural Extension Division of ICAR.

**9. Sanctioning of KVK:** After fulfillment of all the formalities and submission of necessary documents only, 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 signed MOU/Agreement.

**10. Additional KVK in the District:** The criteria followed for establishment of additional KVK in selected Districts are:

- i. *Rural population*
- ii. *Geographical area*
- iii. *Net sown area*

**11. Sense of belongingness for KVK by the host organization:**

Host organizations should have the pride of ownership and possessiveness of KVKs for which certain measures are given below.

- 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 all the representative crops and enterprises.

- Investment and effective involvement should come from the top leadership in host organization for implementation of activities of KVKs.
- Promote interface in different blocks and villages of the District and host organization should also build a communication strategy by involving innovative and progressive farmers and other stakeholders for enhancing awareness towards KVK.

**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. , Fax No. , e-mail ID, Mobile No. and Telegraphic Address of the Officer-in –Charge referred to at above.
4. Specific purpose for seeking sanction of KVK:
5. Background Information:
  - (a) A brief historical perspective including objectives and activities of the Host Institution.
  - (b) Facilities available with the institutions
    - 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*
  - (c) Other agriculture and allied institutions 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 recent Census)*

    - i. *Rural and Urban population*
    - ii. *Farming/Non-Farming population*
    - iii. *Total population of the District*
    - iv. *Large/Small/Marginal/Hilly farmers*
    - v. *Literacy rate*
    - 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).*

(h) Give details of work experience of the Host organization in the District

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)

12. Any other information in support of the proposal.

## Checklist to be submitted along with the application

### Application and scrutiny fee:

Yes/No

(A non-refundable application fee of Rs.25000)

If yes details of Bank, Demand Draft number and date to be furnished

### Details of Land:

Land requirement: (about 20 ha.)

Yes/No

Distance from:

Main Road

kms

Village

kms

Taluk Headquarters

kms

District Head Quarters

kms

Name of the ownership –

Contiguous

Yes/No

Free from encumbrances, litigation and attachments.

Yes/No

Water for irrigation

Yes/No

Nature of land

Cultivable/Barren

### Civic Amenities:

Educational facility:

Yes/No

Medical facility:

Yes/No

Electricity facility:

Yes/No

### About the host organization:

Minimum five years of experience in the field of agriculture

Yes/No

Governance structure

Yes/No

Willingness to share resources for KVK

Yes/No

### Details of documents submitted

#### In case of SAUs/CAU/CU /DU (Agriculture)/State Departments/PSU/ICAR Institutes

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

OR

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

Yes/No



**In case of NGOs**

Certificate from the District revenue authority showing that

<i>Land is owned is in the name of the Organization</i>	Yes/No
<i>Clear and marketable title to the land/property</i>	Yes/No
Land records (registered conveyance/sale deeds)	Yes/No
Undertaking to mortgage the land in favour of ICAR	Yes/No
Undertaking to execute an indemnity bond	Yes/No
Valid registration certificate of organization	Yes/No
Three years Audited Utilization Certificate of the organization	Yes/No
Latest Annual Progress Report of the organization	Yes/No
Proof for working in the concerned District for a period of five years	Yes/No
Undertaking for not been blacklisted by any Authority	Yes/No

Signature of Head of Institution