

## Citizen's Charter in respect of Zonal Agriculture Office, Diu.

| Sr.No | Service rendered   | Procedure  | Time Limit                                    | Contact Person  | To whom to contact if no response is received from the Contact person. |
|-------|--|--|---|---|--|
| 01    | 02   | 03   | 04  | 05  | 06   |
| 01    | <b>Horticulture Development Programme / Scheme</b>   | Needy farmers may apply in prescribed application form along with land records i.e. form 1 and XIV area covering about 2000 Sq.Mts. or more, copy of Ration Card & copy of Election Identity for obtaining assistance under the scheme.                    | "On first come first serve basis"<br>Seasonal | 1. Assistant Agriculture Officer, Gr-II.<br>2.Field Assistant             | Head of Office for Zonal Agriculture Office, Diu.                      |
| (i)   | Increase in production of Horticulture / Spices crops.   |  |   |   |  |
| (ii)  | Supply of quality horticulture planting materials i.e. grafts, seedlings, suckers etc at no loss no profit.  |  |   |   |  |
| (iii) | Supply of inputs to the farmers to the extent of Rs.500/- per plot of 2000Sq.Mts. free of cost for coconut demonstration having minimum of 25 coconut trees. |  |   |   |  |
| (v)   | Supply of inputs like fertilizers, pesticides and suckers free of cost for banana demonstration to the extent of Rs.500/-per plot of 2000 Sq.Mts.            |  |   |   |  |
| (iv)  | Supply of plant hormone free of cost for 2000 Sq.Mts plot of horticulture crops.   |  |   |   |  |
| 02    | <b>Plant Protection Services</b>   | Needy farmers may apply in prescribed application alongwith copy of land record i.e. 1/14, copy of Ration Card & copy of Election Identity card for obtaining assistance under the scheme. They may deposit require amount at the time of supply of items. | "On first come first serve basis"<br>Seasonal | 1. Assistant Agriculture Officer, Gr-II.<br>2.Field Assistant<br>3.U.D.C. | Head of Office for Zonal Agriculture Office, Diu.                      |
| (i)   | To provide plant protection services to the farmers to protect their crops from infection of various pests and diseases                                      |  |   |   |  |
| (ii)  | Supply of need based pesticides to farmers on 25 % subsidized rates.   |  |   |   |  |
| (iii) | Supply of plant protection equipments to the farmers on 50 % subsidized rate like  |  |   |   |  |

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|      | hand sprayers, foot sprayer , dusters etc.   |   |   |   |   |
| 03   | <b>Agriculture Engineering Programme</b><br>To popularize the use of agril. machineries like tractor, spray pumps etc. and implements like mould bold, plough, disc plough disc harrow, cultivator rigger, furrow maker, leveler etc.  | Needy farmers may apply in prescribed application form and may deposit required amount with U.D.C. to carry out the work.   | "On first come first serve basis"<br>Seasonal | 1. Assistant Agriculture Officer, Gr-II.<br>2.Field Assistant             | Head of Office for Zonal Agriculture Office, Diu. |
| (i)  |  |   |   |   |   |
| (ii) | To provide machinery and implements to farmers and other on hire basis at reasonable rates for agriculture and non agriculture operations like tillage operation, plaging, leveling, pudding, thrashing, spraying, transportation etc.   |   |   |   |   |
| 04   | <b>Supply of Agriculture inputs to the S.C. farmers / Families :-</b><br>In-order to increase their per capita income scheduled caste families are supplied agriculture inputs like seeds, fertilizers, pesticides, agriculture implements, and tools, horticulture plants, plants like mango, coconuts chikoo, storage bins etc on 50% subsidy rate.<br><br>In addition to above, Rs. 50/- for digging of compost pits is also given SC families. | Needy farmers may apply in prescribed application form along with proof of form 1 and XIV and caste certificate of SC/ST, copy of Ration Card & copy of Election Identity card and deposit required amount with the U.D.C. at the time of supply of inputs. | "On first come first serve basis"             | 1. Assistant Agriculture Officer, Gr-II.<br>2.Field Assistant<br>3.U.D.C. | Head of Office for Zonal Agriculture Office, Diu. |
| (i)  |  |   |   |   |   |
| (ii) |  |   |   |   |   |
| 05   | <b>Pilot Project on Multiple Cropping Programme/Scheme</b><br>To promote adoption of multiple cropping in place of single cropping system and to find out new crop rotation of food and fodder crops, so also maintaining soil fertility minimum tillage practices. Improvement of soil texture and structure through  | Needy farmers may apply in prescribed application form along with land records i.e. form 1 and XIV area covering about 2000 Sq.Mts. or more, copy of Ration Card & copy of Election Identity for obtaining assistance under the scheme.                     | "On first come first serve basis"<br>Seasonal | 1. Assistant Agriculture Officer, Gr-II.<br>2.Field Assistant             | Head of Office for Zonal Agriculture Office, Diu. |

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|    | balance use of fertilizer, the multiple cropping sequence trial are conducted on farms/ farmer's field by supplying free inputs to the extent of Rs. 100/- and Rs. 200/- per plot per season.  |   |   |   |   |
| 06 | <p><b>Extension and Farmers Training Programme :-</b></p> <p>(i) To educate farmers by providing technical know-how in crop production technology, Farmer camps are also organized.</p> <p>(ii) Farmers study tours at different places of agriculture importance outside the U.T. are also being organized.</p> <p>(iii) Assistance in the form of stipend Rs. 75/- per day per farmers.</p> <p>(iv) T.A/D.A to farmers for attending camps @ Rs. 75/- per day to each farmer.</p> <p>(v) Supply of class materials</p> | Interested farmers may enroll their names for availing training as & when fixed by the department. The organization of training camp are being popularized well in advance at distinct panchayats for wide publicity. | "As and when decided to organize camp/ tours. | 1. Assistant Agriculture Officer, Gr-II.<br>2.Field Assistant | Assistant Agriculture Officer, Gr-II. First then subsequently Head of Office for Agriculture Department, Diu. |
| 07 | <p><b>Modernization of existing farms programme</b></p> <p>(i) Based on extension method of communication i.e. "Learning by Seeing" farmers are shown different type of demonstration trail/ operations with special reference to crop production technologies to increase their production</p> <p>(ii) Progeny orchards are established for making grafting/seedling to supply to farmers on "no loss no profit " basis.</p> <p>(iii) Adoptability trails on newly released varieties /new crops</p>                    | Farmers may contact in the office for visiting demonstration trials taken up at Govt. Agriculture Farm, Malala during the office hours.   | -----   | 1. Assistant Agriculture Officer, Gr-II.<br>2.Field Assistant | Head of Office for Zonal Agriculture Office, Diu.   |

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|    | under local agro-climatic condition are shown to farmers.  |   |                                   |   |   |
| 08 | <p><b>Soil and Water Conservation</b></p> <p>To protect agriculture fields from soil erosion due to wind /back water of sea and rains and washing away of fertile soil as well as manure from agriculture field where rainwater dose not stay for longer period and crop yield get reduced, the assistance to the farmers for land terracing, leveling, bounding, a forestation etc are made available.</p> <p>(a) Assistance to SC/ST farmers - 100 % maximum ceiling of Rs. 5000/- per hector per SC/ST farmers.</p> <p>(b) Assistance to small and marginal farmers other SC/ST i.e.50% with maximum ceiling of Rs. 5000/- per hectare per small /marginal farmer.</p> <p>(c) Assistance to all other categories of farmers i.e. 25% with maximum ceiling of Rs. 5000/- per hectare per farmer.</p> | Needy farmers may apply in writing along with land records i.e. form 1 /14 alongwith copy of Ration Card, Election Identity Card, Copy of Site Plan & Caste certificate for obtaining assistance. | "On first come first serve basis" | 1. Assistant Agriculture Officer, Gr-II.<br>2.Field Assistant | Head of Office for Zonal Agriculture Office, Diu. |

Place: Diu.

Dated: /04/2012.

( K. K. DUBEY )  
HEAD OF OFFICE FOR  
ZONAL AGRICULTURE OFFICE,  
DIU.

## Staff Strength in respect of Zonal Agriculture Office, Diu.

| Sr. No. | Name of the employee | Designation of Officer/ Officials        | Remarks                |
|---------|----------------------|--|------------------------|
| 01.     | Shri H. M. Bamania,  | Assistant Agriculture Officer, ZAO, Diu. | ----                   |
| 02.     | Shri H.N.K. Muzawar  | U.D.C.                                   | ----                   |
| 03.     | Shri H. R. Jadav,    | Field Assistant,                         | ----                   |
| 04.     | -----                | Agriculture Assistant                    | Vacant Since Nov, 2008 |
| 05.     | -----                | Driver                                   | Vacant Since May, 2004 |

Place: Diu.

Dated: /04/2012.

( K. K. DUBEY )  
Head of Office for  
Zonal Agriculture Office,  
Diu.