



Guideline for Procurement of Agri and allied Inputs at ITDA Level

(Mukhyamatri Janajati Jeevika Mission)

State Programme Management Unit (SPMU)

Mukhyamatri Janajati Jeevika Mission (MMJJM)



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I. OVERVIEW:

The State Government has initiated the Mukhya Mantri Janajati Jeevika Mission (MMJM Programme) with the primary objective of promoting tribal development and improving the livelihoods of tribal communities in the State. The scheme is funded under the State Plan and is one of the largest exclusive tribal livelihood promotion initiatives. Over a three-year period from 2023-24 to 2025-26, the scheme aims to provide support to 1.5 lakh tribal households, with a budget allocation of Rs 500 crore in 121 TSP (Tribal Sub-Plan) blocks of the State. Clusters will be formed at the village and gram panchayat level, taking members from one or more villages for farm, off-farm and non-farm livelihood promotion initiatives. Janajati Jeevika Parishad would be constituted in each cluster area to ensure community participation, ownership, and effective management of the livelihood clusters. An active farmer (Bhala Chashi) selected as Janajati Jeevika Sathi would support the Janajati Jeevika Parishad (JJP) and farmers of the cluster in the form of community mobilization, training and handholding for successful implementation of the programme.

As per the MMJJM Programme plan, input support would be provided to the farmers/beneficiaries of the cluster for agriculture/horticulture and allied activities based on the cluster livelihood plan. This guideline would support for better transparency and proper decision making in procurement of quality inputs at ITDA level for livelihood promotion under agriculture and allied activities in MMJJM Programme.

II. OBJECTIVE:

Objectives of this "Input Procurement Guideline" are,

1. To clearly define the procurement process for timely procurement of quality inputs.
2. To enhance transparency in procurement.
3. To define role and responsibilities for input procurement and its distribution at JJP level.

III. IDENTIFICATION OF INPUTS TO BE PROCURED:

After completion of the cluster plan, SMS (Agriculture/Horticulture) will consolidate and finalise cluster wise crop plan in consultation with ITDA and FNGO staff. She/he will prepare indent for required agriculture inputs at least 2 months prior to each agriculture season i.e. Kharif, Rabi & Summer. Similarly, indent of required inputs for other agri –allied activities like goat rearing, BVP, Fish farming etc. will also be prepared 2 months' priors to its time of execution. Programme Manager (MIS & Convergence) and SMS (Agriculture/Horticulture) would be responsible to collect and submit beneficiary list with all related original documents (except photos) at the ITDA level.

Detail data of all beneficiaries in the form of an excel sheet need to be submitted to SPMU after completion and consolidation of the cluster plan.

IV. PROCUREMENT COMMITTEE:

ITDAs will procure quality seeds and other inputs from Government agencies such as Odisha Agro Industries Corporation(OAIC),Odisha State Cooperative Marketing Federation(OSCMF),Odisha State Seed Corporation(OSSC),Agencies empaneled by Departments of Government of Odisha as per the recommendation of ITDA level procurement committee. If required inputs are not available with Govt. agencies, then as an exceptional case, procurement committee may explore private market with prior approval of the ST ,SC Development Department. The PA, ITDA shall constitute a Technical-cum-Procurement committee comprising of the following members;

Sl No	Designations	Members
1	Project Administrator, ITDA	Chairperson
2	Chief District Agriculture Officer	Member
3	Chief District Veterinary Officer	Member
4	District Fishery Officer / Deputy Director of Fisheries	Member
5	Deputy Director of Horticulture	Member
6	Programme Manager (MIS & Convergence)	Member
7	SMS (Agriculture/Horticulture)	Member-Convener
8	KVK Scientists	Member
9	FNGO Functionaries/Block Livelihood Experts	Member
10	Representative lead farmers from different clusters/JJPs (10 nos.)	Member
11	Janajati Jeevika Sathi (3 Nos)	Member
12	Any other invited by Chairperson	Invitee

Considering the nature of procurement, the concerned department officials will participate in the procurement procedure.

The committee will finalise the said Govt. agencies for procurement of different inputs and take decision on seed type, variety and price of inputs to be procured. The SMS (Agriculture/Horticulture) and Block Level Expert (with support of the JJS) will be responsible for timely delivering adequate quality and quantity of all such inputs as procured and monitor its distribution to be done to farmers at JJP level as well as ensuring proper utilisation in cluster activities.

PA-ITDA with support of Programme Manager (MIS & Convergence) and SMS (Agriculture/Horticulture) will place indents to Govt. agencies for supplying seeds, bio fertilisers and other inputs as required.

IV. TRAINING AND HANDHOLDING:

Required orientation of the farmers/beneficiaries would be done by SMS (Agriculture/Horticulture) and SMS (SM & IB) before input distribution. The Block Level Expert

from FNGO and SMS (Agri-Horti / SM & IB) will do regular visit to farmers and provide necessary hand holding support. The SMS (Agriculture/Horticulture) will provide necessary technical support to farmers during their field visit.

V. REVIEW AND MONITORING:

During the programme period, different officials will crosscheck the information at beneficiary level like;

- a. 5% of beneficiaries by the PA, ITDA
- b. 25% of beneficiaries by the PM
- c. 50% of beneficiaries by SMSs and
- d. 100% by FNGOs i.e. Block level expert and JJS

Report of such field visit and cross checking would be submitted to SPMU for documentation and reference.

VI. CASE RECORD PREPARATION:

Case record at JJP level: Case records of input support for promotion of Agriculture/Horticulture and allied activities need to be opened at cluster and ITDA level. The case record should include beneficiary wise all the information related to planning and need identification of inputs, input procurement and its distribution. Following documents are required for preparation of the case record at JJP level;

- a. Photocopy of Resolution of JJP regarding planning and input requirement.
- b. Details of farmers list with area to be cultivated in the Cluster (based on cluster plan)
- c. Land records
- d. Photo copy of Adhar Card and Mobile Number
- e. Farmer/beneficiary wise signed copy of input distribution list.
- f. Photos (input distribution at cluster level)

SMS (Agri-Horti / SM & IB) will ensure maintenance of case records at JJP level through the Block Level Expert and Janajati Jeevika Sathi (JJS).

Input Procurement File at ITDA level:

- a. Original Resolution of Janajati Jeevika Parishad (JJP)
- b. Details of Farmers List with area to be cultivated in the Cluster and details of input (type, quantity etc.) support (printout of the relevant portion from the MIS data/excel sheet).
- c. All documents related to Procurement
- d. Minutes of procurement committee meeting.
- e. Stock Register
- f. Photos of input handing over/distribution at cluster level
- f. All bills and vouchers
- g. Photocopy of Farmer/beneficiary wise signed copy of input distribution registrar
- h. Any other relevant document as required for audit purpose and documentation.

The SMS (Agri-Horti) with support of the PM (MIS & Convergence) will take the responsibility to maintain the input procurement file at ITDA level.

VII. DIFFERENT REGISTERS TO BE MAINTAINED AT JJP LEVEL:

The JJP should maintain different books and records at the cluster level for maintaining transparency and better functioning of the programme. Different types of Books and Records need to be maintained are;

- a. Membership Register
- b. Meeting Register
- c. Attendance Register
- d. Cluster Plan / farmer & beneficiary wise Livelihood Plan Register
- e. Input Register
- f. Asset (Created / Repaired) Register
- g. Visitors Register

Programme Manager (MIS & Convergence), SMS (Agriculture/Horticulture) would be responsible to document farmer/beneficiary wise details of input distribution and incorporate the same in the MIS, within fifteen days from the date of distribution.


**Commissioner-Cum-Secy. to Govt.
ST & SC Development Deptt.**