

**NATIONAL CENTRE OF ORGANIC FARMING**  
**Kamla Nehru Nagar, Ghaziabad**  
**(HQ of National Project on Organic Farming)**

Information in accordance to the provisions of the Right to Information Act, 2005 under Section 4 (1)(b) is as under :

**Name and address of Organisation** : National Centre of Organic Farming, Hapur Road, Kamla Nehru Nagar, Ghaziabad-201 002.

**Phone** : 0120-2764212, 2764706, 2764901

**Toll Free Number** : 1800-180-3049

**Email** : [nbdc@nic.in](mailto:nbdc@nic.in)

**Website** : <http://ncof.dacnet.nic.in>

**Head of Organisation** : Director

**Regional Centres** : Ghaziabad, Bengaluru, Bhubaneshwar, Nagpur, Imphal, Jabalpur, Panchkula, Patna, Gandhinagar.

**I. OBJECTIVE/PURPOSE OF THE PUBLIC AUTHORITY**

**- Mission/Vision Statement of the Public Authority**

- ❖ Promotion of organic farming in the country through technical capacity building of all the stakeholders including human resource development, transfer of technology, promotion and production of quality organic and biological inputs
- ❖ Awareness creation and publicity through print and electronic media.
- ❖ To act as nodal quality control laboratory for analysis of biofertilizers and organic fertilizers as per the requirement of Fertilizer Control Order (FCO, 1985).
- ❖ Revision of standards and testing protocols keeping in view the advances in research and technology and bringing remaining organic inputs under quality control regime.
- ❖ Organic input resource management, technology development through support to research and market development,
- ❖ To maintain National and Regional culture collection bank of biofertilizer, biocontrol, waste decomposer organisms for supply to production units, development & procurement and efficacy evaluation of biofertilizer strains and mother cultures.
- ❖ Promotion of Organic Farming through low cost certification system known as "Participatory Guarantee System".
- ❖ NPOF scheme provides financial assistance through Capital Investment Subsidy Scheme (CISS) for agro-waste compost production units, bio-fertilizers/bio-pesticides production units, development and implementation of quality control regime, human resource development, etc.

- **Brief history of the public authority**

National Project on Organic Farming (NPOF) is a continuing Central Sector Scheme since 10<sup>th</sup> Five Year Plan. Planning Commission has approved the schemas pilot project for remaining two and half years of 10<sup>th</sup> plan period with effect from 01.10.2004 with an outlay of Rs. 57.04 Crore. The scheme was continued in the 11<sup>th</sup> plan with an outlay of Rs. 101.00 Crore and again during 12<sup>th</sup> five year plan. NPOF was subsumed with NMSA with an outlay of Rs. 57.00 crores w.e.f. 01.04.2014. NMSA is one of the 8 Mission under National Action Plan on Climate change (NAPCC). NMSA caters to five mission deliverable by subsuming- Rainfed Area Development Programme (RADP), National Mission on Micro-Irrigation (NMMI), National Project on Organic Farming (NPOF), National Project on Management of Soil Health & Fertility (NPMSH&F) and Soil and Land use Survey of India (SLUSI) under its domain. The National Project on Organic Farming was formed by subsuming earstwhile National Project on Development and Use of Biofertiliser which was launched during 1986. The scheme is being implemented by National Centre of Organic Farming, Ghaziabad with its 9 Regional Centres at Ghaziabad, Bangalore, Bhubaneswhar, Imphal Nagpur, Jabalpur, Panchkula, Patna and Gandhinagar with the following mandates :-

**Mandates**

1. Promotion of Organic Farming in the country through technical capacity building of all the stakeholders including human resource development, technology development, transfer of technology, promotion and production of quality organic and biological inputs, awareness creation and publicity through print and electronic media.

1.1. Statutory quality control requirements of bio-fertilisers and organic fertilizers under the Fertiliser (Control) Order 1985, including revision of standards and testing protocols, keeping in view the advances in research and technology and bringing remaining organic inputs under quality control regime.

1.2. To encourage production and use of organic and biological sources of nutrients like bio-fertilizers, organic manure, compost for sustained soil health and fertility and improving soil organic carbon and to promote production and use of bio-pesticides, bio-control agents etc as alternative inputs in organic farming.

1.3. To run short term certificate courses on organic system and on-farm resource management.

1.4. To organize regular trainings and refresher courses for State Governments' quality control analysts/inspectors associated with implementation of Fertilizer (Control) Order 1985 (FCO).

1.5. To impart trainers' training on certification systems, organic management, input production and on other related aspects to certification and inspection agencies, extension agencies, farmers, industries and organizations engaged in the production, and promotion of inputs and organic farming.

1.6. Publication of training literature, Quarterly Organic Farming Newsletter, Half yearly Bio-fertilizer Newsletter and validated and documented indigenous practices.

2. Technical support to existing certification systems in terms of standards formulation, designing implementation protocols, evaluation and surveillance. Policy, implementation and surveillance support to alternative farmers' group centric low-cost certification system such as PGS.

3 Awareness creation through seminars/conferences/trade fairs and publicity through print and electronic media.

4 Support to Central and State Governments in evaluation, and monitoring of various schemes on organic agriculture.

- **Duties of the Public Authority**

1. Continuation of NCOF/RCOFs

- (a) Continuation of NCOF/ RCOFs and their strengthening
- (b) Construction of building of NCOF and RCOFs

2. Capital Investment Subsidy for setting up of:

- a. Fruits & Vegetables Waste/agro-waste/ Industrial waste Compost Production Units and
- b. Bio-fertilizer and Bio pesticide production Units

3. Development and implementation of quality control regime and technical support for organic and biological inputs

- a. Quality Control Analysis of Biofertilizer and Organic Fertilizers
- b. Development of quality control regime for other organic inputs
- c. Development, maintenance and supply of authenticated strains of microorganisms

4. Human resource development through following trainings

- a. Certificate Course on organic farming - 30 days duration
- b. Refresher Training course for analysts - 10 days duration
- c. Trainers' trainings - 05 days duration
- d. Training of Field Functionaries / Extension Officers on Organic Farming- - 02 days duration
- e. International trainings/exposures for trainers

5. Publication of Newsletters, Training manuals and literature etc and collection of data related to organic inputs, awareness Creation and Publicity and evaluation.

6. Capacity building for low cost alternative certification-Participatory Guarantee System (PGS)

7. Evaluation and monitoring of organic agriculture schemes/ programmes of Central and State Governments

- **Main activities/functions of the public authority**

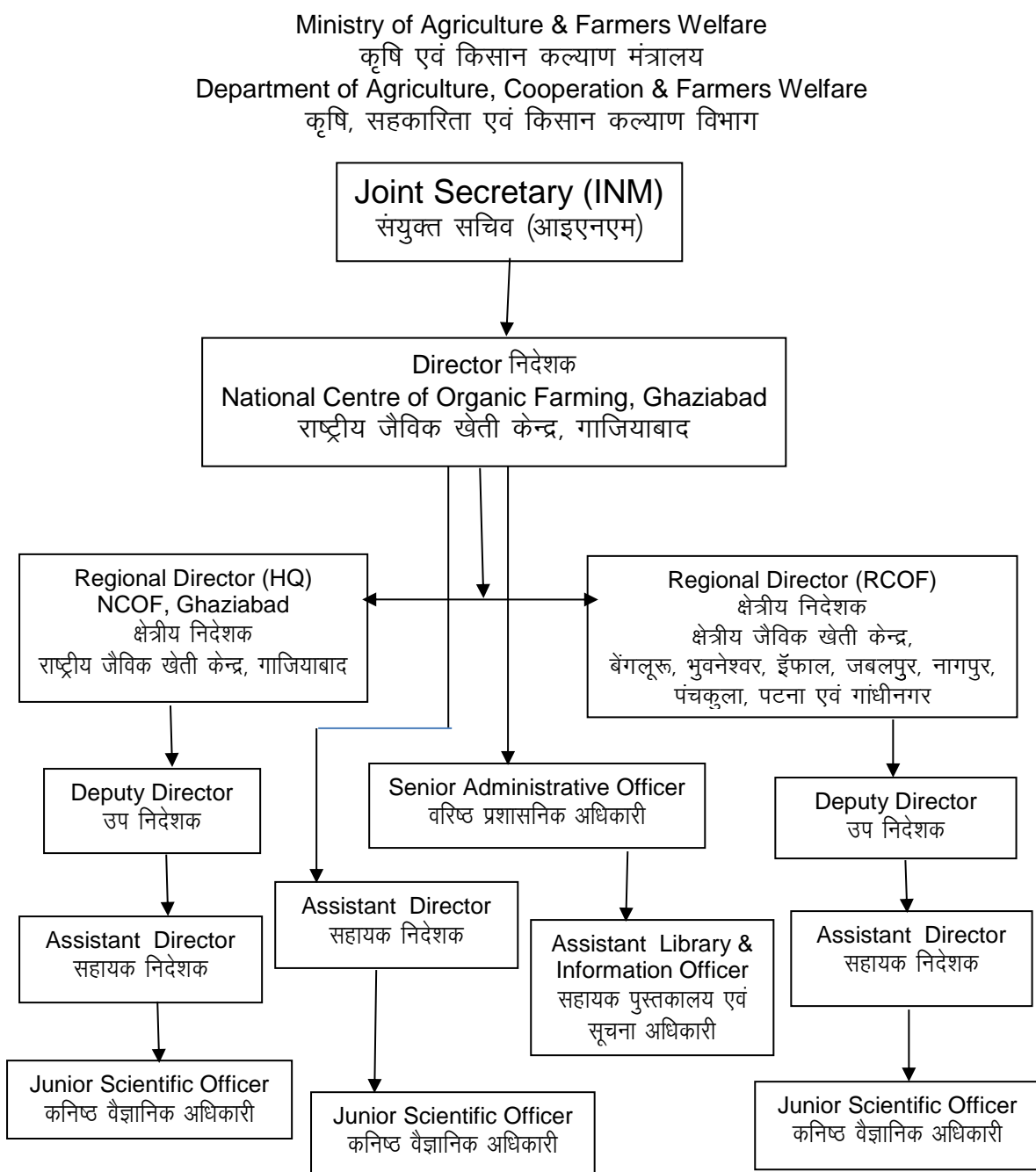
1. Continuation of NCOF/RCOFs
  - (a) Continuation of NCOF/ RCOFs and their strengthening
  - (b) Construction of building of NCOF and RCOFs
2. Capital Investment Subsidy for setting up of:
  - c. Fruits & Vegetables Waste/agro-waste/ Industrial waste Compost Production Units and
  - d. Bio-fertilizer and Bio pesticide production Units
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  - j. International trainings/exposures for trainers
5. Publication of Newsletters, Training manuals and literature etc and collection of data related to organic inputs, awareness Creation and Publicity and evaluation.
6. Capacity building for low cost alternative certification-Participatory Guarantee System (PGS)
7. Evaluation and monitoring of organic agriculture schemes/ programmes of Central and State Governments

- **List of services being provided by the public authority with a brief write-up on them**

<p>Financial assistance is being provided as credit linked back ended subsidy</p> <ol style="list-style-type: none"> <li>a. 33% of TFO or Rs 63 lakh whichever is less for Fruit and Vegetable Market Waste/Agro Waste Compost Unit (FVMW/AWC) and</li> <li>b. 25% of TFO or Rs 40 lakh whichever is less for Biofertiliser/Bio-pesticide Production Unit (BF)</li> </ol>
<ol style="list-style-type: none"> <li>a. Certificate Course on Organic Farming for Rural youth having Degree/Diploma in Agriculture (30 days)</li> <li>b. Training/Refresher course for analysts on quality analysis protocols of Biofertilisers and organic fertilizers (10 days)</li> <li>c. Trainers training on various subjects i.e (i) Fertiliser Control Order (FCO), (ii) Certification system of organic farming (iii) Organic Management, (iv) Production &amp; Quality Control of organic inputs &amp; other related aspects ( 05 days) and</li> <li>d. Training for Field Functionaries/ Extension Officers on organic Farming management &amp; cultivation practices (02 days)</li> </ol>
<ol style="list-style-type: none"> <li>a. Nodal quality analysis laboratory for inputs under FCO</li> <li>b. Development of standards and quality analysis protocols for new inputs</li> <li>c. Maintenance and supply of biofertilizer mother culture strains to industry</li> </ol>

Through systematic soil analysis for assessment of soil health in the country in different regions. To be carried out by NCOF/RCOF/SAUs and ICAR institutions
To develop effective and productive package of practices for different crops
To be carried out by NCOF/RCOF/SAUs and ICAR institutions
a. Quarterly Organic Farming Newsletter b. Half yearly Biofertilizer Newsletter c. Uniform training literature and technology dissemination
Setting up of alternative farmer group centric certification system for organic products with institutional structure
Seminars/ conferences/ workshops/exhibitions and publicity through print and electronic media

- **Organisational structure diagram at various levels namely State, Directorate, Region, District, Block etc.**



- **Expectation of the public authority from the public for enhancing its effectiveness and efficiency**

As per the objectives - to achieve higher standards of organic farming and for roping in more farmers and area in organic farming.

- **Arrangement and methods made for seeking public participation/ contribution**

Whereas need is felt for seeking public participation, contribution, subject specific workshops/meetings are being organized.

- **Mechanism available for monitoring the service delivery and public grievance resolution**

The centre is sensitized to redress grievances in a responsible and effective manner through the following:

- A grievances cell has been set up in the centre as well as its Regional offices in order to ensure speedy redressal of grievances received from public and employees directly or through Department of administrative reforms and Public Grievances.
- Director, National Centre of Organic Farming, Ghaziabad functions as Director (Public Grievances) and Regional Director/Assistant Directors, as the case may be, functions as Grievances officer in their jurisdictions in order to ensure expeditious redressal of grievances.
- On every Tuesday between 10.00 am to 1.00 pm, the public can meet the Director/Regional Director/Assistant Director with regards to their grievances and complaints.

Name, address and contact numbers of grievance redressing officers :

S. No.	Name and Address	Contact Nos	Jurisdiction
1.	Dr. Krishan Chandra Director, National Centre of Organic Farming, Hapur Road, Kamla Nehru Nagar, GHAZIABAD - 201002 (Uttar Pradesh)	Appellate authority for All India activities of NCOF and RCOFs Phone:0120-2764906, 2764212, Fax : 0120-2764901 Email : <a href="mailto:nbdc@nic.in">nbdc@nic.in</a> Web: <a href="http://ncof.dacnet.nic.in">http://ncof.dacnet.nic.in</a>	All India in respect of NCOF and RCOFs
2	Shri T.K. Ghosh, Regional Director - RC (HQ) National Centre of Organic Farming, Hapur Road, Kamla Nehru Nagar, GHAZIABAD - 201002 (Uttar Pradesh)	Phone:0120-2764906, 2764212, Fax : 0120-2764901 Email : <a href="mailto:nbdc@nic.in">nbdc@nic.in</a> Web: <a href="http://ncof.dacnet.nic.in">http://ncof.dacnet.nic.in</a>	Uttar Pradesh (Except Districts Of Azamgarh, Ballia, Basti, Chandauli, Deoria, Faizabad, Ayodhya, Ghazipur &

			Gorakhpur), Delhi, Uttarakhand and Rajasthan
3	Shri P. Ravindranath Deputy Director Regional Centre of Organic Farming, Kannamangala, Cross, Whitefield – Hosekote Road, Kadugodi Post, BENGALURU-560067 (Karnataka)	080-28450503 Email: <a href="mailto:biofkk06@nic.in">biofkk06@nic.in</a> , <a href="mailto:rcofbgl@gmail.com">rcofbgl@gmail.com</a>	Karnataka, Kerala, Tamilnadu, Pondicherry and Lakshdweep
4	Dr. Gagnesh Sharma Regional Director Regional Centre of Organic Farming, GA-114, Niladri Vihar (Near KV-4), PO Sailashree Vihar, BHUBANESHWAR-751007 (Orissa).	Telefax : 0674-2721281 Email: <a href="mailto:biofor04@nic.in">biofor04@nic.in</a>	Orissa and Andman & Nicobar
5	Shri Ravindra Kumar Deputy Director Regional Centre of Organic Farming, Kisan Bhawan, Sector 14, PANCHKULA-134 109 (Haryana).	Telefax : 0172-2564460, Email: <a href="mailto:biofhr05@nic.in">biofhr05@nic.in</a>	Haryana, Himachal Pradesh, Punjab, Jammu & Kashmir
6	Dr. D.S. Yadav Assistant Director Regional Centre of Organic Farming, Langol Road, Lamphelpat, IMPHAL-795 004 (Manipur).	Telefax : 0385-2413239 Email: <a href="mailto:biofmm01@nic.in">biofmm01@nic.in</a>	Assam, Arunachal Pradesh, Meghalaya, Mizoram, Manipur, Nagaland, Tripura and Sikkim
7	Dr. D. Kumar Regional Director Regional Centre of Organic Farming, 67/1, Keshav Smriti, Laxmipur, Shatabdipuram, Behind Muskan Plaza, JABALPUR-482 002 (Madhya Pradesh).	Telefax : 0761-2904320, Email: <a href="mailto:biofmp06@nic.in">biofmp06@nic.in</a>	Madhya Pradesh, Chhattisgarh, Jharkhand
8	Dr. Ajay Singh Rajput Regional Director Regional Centre of Organic Farming, Amravati Road, NH6, Village – Gondkhairy, Post – Wadi, Kalmeshwer, NAGPUR-440 023 (Maharashtra).	Telefax : 07118-297054, Email: <a href="mailto:biofmh10@nic.in">biofmh10@nic.in</a> , <a href="mailto:rcofnagpur@gmail.com">rcofnagpur@gmail.com</a>	Maharashtra, Gujrat, Andhra Pradesh,
9	Dr. Krishna Bihari Assistant Director Regional Centre of Organic Farming, ICAR-Walmi Complex, Phulwari Sharif, Jamipur Road, PATNA-801 505 (Bihar).	Telefax : 0612-2452022, Email : <a href="mailto:rcofpatna@gmail.com">rcofpatna@gmail.com</a>	Bihar, West Bengal and Eastern Uttar Pradesh (Azamgarh, Ballia, Basti, Chandauli, Deoria, Faizabad, Ayodhya, Ghazipur & Gorakhpur Districts)

10	Dr. V.Y. Deoghare, Assistant Director, Regional Centre of Organic Farming, APIC, Podium Level Krishi Bhawan, Sector 10-A, Gandhinagar-382 010	Phone No.: 079-23257465, Email : <a href="mailto:rcofgandhinagar@gmail.com">rcofgandhinagar@gmail.com</a>	Gujrat, Goa, Daman & Diu, Dadra and Nagar Haveli and part of Rajasthan
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**II. Please provide details of the powers and duties of officers and employees of the organization.**

The powers and duties of the Officers and employees working in the National Centre of Organic Farming are as indicated in the order of Work Allocation and Manual of Office Procedure. The following is a list of posts of this organization :

Sl. No.	Name of Post	At HQ NCOF	At each RCOF	Powers and duties*
1	Director	1	-	Overall Technical and Administrative head of NCOF & RCOFs. He holds the powers delegated by the Department of Agriculture and Cooperation for time to time.
2	Regional Director	1	1	Regional Directors are head of their respective RCOFs and holds the administrative and financial powers delegated to them by the Director, NCOF for execution of administrative and technical activities of RCOFs.
3	Senior Administrative Officer	1	-	To look after all administrative, personal and accounts responsibilities at Head quarter and matters related with RCOFs
4	Deputy Director	2		Overall incharge for organization of trainings at HQ and coordination for trainings at RCOFs
5	Assistant Director	2	1	Assistant Directors assist Regional/ Deputy Directors in discharge of their responsibilities. They are responsible for implementation of assigned technical targets with the assistance of JSOs. They also act as incharge of RCOF as and when need or in absence of Regional Director.
6	Junior Scientific Officer	6	3	Junior Scientific Officers are responsible for implementation of all technical work such as analysis of quality control samples and provide assistance to Assistant Director/ Deputy Director/ Regional Director, as case may be.
7	Assistant Library & Information Officer	1	-	Over all responsible to all technical activities, up-keep and maintenance of library.
8	Store Keeper	1	-	Responsible for maintenance of chemical and technical stores.
9	Accountant	2	1	Responsible for all accounts related work and to assist SAO, Regional Director, as the case may be, for financial matters.



10	Stenographer Grade I, and II	4	1	Assisting Director, Regional Director, Senior Administrative officer and Deputy Directors, as the case may be. Taking dictations, transcription etc.
11	Junior Hindi Translator	1	-	All Translation related work, Implementation of policies of Rajbhasha Vibhag.
12	Upper Division Clerk	1	1	Data loading, personal matters, Cash handling and typing etc.
13	Lower Division Clerk	2	1 (at one RCOF only)	Typing, file maintenance, record keeping, receipt and dispatch
14	Technical Assistant	2	1	To assist JSOs in discharging of technical/Laboratory activities
15	Laboratory Assistant	2	2	To assist TA/JSOs in discharging of technical activities.
16	Driver Grade I, II and Ordinary Grade	1	1 (at 05 RCOFs)	Driving and up-keep of vehicle.
17	Field-cum-Lab Attendant	2	2	Responsible for maintenance and up-keep of laboratory, cleaning of glassware, preparation of distilled water.
18	Multi-Tasking Staff	2	2 (1 at 02 RCOFs)	Responsible for office works and to assist respective officer.

- The powers and duties, mentioned against each post, are post specific and may vary with allocation of work order. Duties also include some deviation of work on need basis assignment from time to time to any post.

All the duties and powers are technical and administrative in nature. Besides, maintaining of office files/records, registers like budget, parliament matters, VIP references relating to various aspects of organic farming and biofertilisers.

The Regional Centre of Organic Farming, Ghaziabad, Bengaluru, Bhubaneshwar, Panchkula, Imphal, Jabalpur, Nagpur, Patna and Gandhinagar are the attached offices of National Centre of Organic Farming. The Regional Directors of each centre are the head of offices and are exercising all administrative and financial powers as delegated to them from time to time.

- III. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document :**

Type of Document : choose one of the types given below (Rules, Regulation, Instructions, Manual, Records, Others	Brief write-up on the document	From where one can get a copy of rules, regulation, instructions, manuals and records	Fee charged by the department for a copy of rules, regulations, instructions,
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			<b>manual and records (if any)</b>
Rules and regulations	Government instructions issued from time to time regarding rules and regulations	From open market	NA
Manuals and booklets	Information related with various activities, objectives of the Project. Booklets on publicity of organic farming, trainings and related aspects	From NCOF and RCOFs	One book @ Rs.125/-, remaining titles free of cost
Newsletters	Articles, News on Biofertiliser and Organic Farming	From NCOF and RCOFs	Free of cost.
Books	On various aspects of Organic Farming, Biofertilisers, Agricultural Sciences, Literature etc. and reference books	Own publications from NCOF/ RCOFs and other publications from open market	Own publications free of cost except one book @ Rs.125/- and others as per market price. The books are available for consultation only.
Journals/periodicals	On various aspects of Organic Farming, Biofertilisers, Agricultural Sciences, Literature etc.	Own publications from NCOF/ RCOFs and other publications from open market	Own publications free of cost and others as per market price. Except own publications, the journals are available for consultation only.
Records	Files and registers containing information of correspondence, administrative and financial sanctions, trainings, demonstrations, quality testing reports, stores, legal matters and other activities of the project.	From concerned Centre i.e. NCOF/ RCOFs	As per fee structure under RTI Act, 2005.

**IV. Whether there is any provision to seek consultation/ participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format**

Sl. No.	Subject/ Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation
	This office is not involved with policy framing.		

**V. Whether there is any provision to seek consultation/ participation of public or its representatives for formulation of policies? If there is, please provide details of provisions in following format :**

Sl. No.	Subject/ Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation
	This office is not involved with policy framing or participation of public.		

**VI. Use the format given below to give the information about the official documents. Also mention the place where the documents are available e.g. at Secretariat level, directorate level, others (Please mention the level in place of writing "others")**

Sl. No.	Category of document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under the control of
1	Registers	<p><b>Accounts/Admn</b> : Diary Register, Dispatch Register, Bill Register, Pay Bill Register, Budget Register etc.</p> <p><b>Stores</b> : Dead Stock register, consumable register, stationary register, miscellaneous items register etc.</p> <p><b>Library</b> : Accession, Periodical, Circulation, Newspaper, publicity/ publication register etc.</p> <p>The variety of registers maintained by Sections/ Units i.e. NCOF and RCOFs</p>	As per prescribed Government Rules	Unit/ Section/ Dealing Officer
2	Files	The variety of files maintained by Sections/ Units i.e. NCOF and RCOFs such as Personal Files, Service Books, Store Files, Library files, Accounts file, Administrative files, Court case related files etc.	As per prescribed Government Rules	Unit/ Section/ Dealing Officer
3	Publicity booklets	<p>On various aspects of Organic Farming and Biofertilisers</p> <ol style="list-style-type: none"> <li>Organic Agriculture (Hindi/English)</li> <li>Training manual on Certification and Inspection system in organic farming in India (Hindi/English)</li> <li>Vermi compost</li> </ol>	By request	NCOF/RCOFs

		4. Working Guidelines for Service Providers 5. Biofertilisers and organic fertilizers in Fertiliser (Control) Order, 1985. 6. Annual Reports 7. 1050 Field demonstrations on biofertilisers 8. Capital investment subsidy schemes for promotion of organic inputs in India. 9. Biological and organic inputs in organic farming. 10. Kenchua Khad 11. Wate Decomposer (Hindi & English)		
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**VII. Please provide information on Boards, Councils, Committees and other bodies related to the public authority in the following format :**

- a. Name and address of the affiliated body : None.
- b. Type of affiliated body (board, council, committees, other bodies ) :
- c. Brief introduction of the affiliated body (Establishment year, objective/main activities)
- d. Role of the affiliated body (advisory/managing/executive/others)
- e. Structure and member composition
- f. Head of the body
- g. Address and main office and its branches
- h. Frequency of meetings
- i. Can public participate in the meetings?
- j. Are minutes of the meetings prepared?
- k. Not applicable.

**VIII. Please provide contact information about the public information officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public Authority**

As per Appendix-1 and Appendix-2  
(please see CPIO & Appellate Officer under RTI)

**IX. What is the procedure followed to take a decision for various matters” (A reference to Secretariat Manual and rule of Business Manual, and other rules/regulations etc. can be made :**

As per rules, regulations prescribed by the Government for the purpose and guidelines issued by the Department of Agriculture & Cooperation, Ministry of Agriculture from time to time.

**X. What are the documented procedures/ laid down procedures/defined criteria/ rules to arrive at a particular decision matter? What are different levels through which a decision process moves? :**

As per rules and regulations of Government of India and delegation of powers by the Department of Agriculture & Cooperation, Ministry of Agriculture.

**XI. What are the arrangements to communicate the decision to the public?**

Through website, notice board, publicity literatures and advertisement.

**XII. Who are the offices to various levels whose opinions are sought for the process of decision making?**

Regional Centre Incharge and Technical Officers.

**XIII. Who are the officers at various levels whose opinions are sought for the process of decision making?**

Regional Directors, Deputy Director, Senior Administrative Officer, Assistant Directors, Junior Scientific Officers.

**XIV. Who is the final authority that vets the decision?**

Joint Secretary (INM), Department of Agriculture, Cooperation & Farmers Welfare, Ministry of Agriculture & Farmers Welfare, Government of India.

**XV. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority**

Sl. No.	Subject on which the decision is to be taken	Guidelines/directions, if any	Process of execution
1	Inspection for suitability of production units set up under subsidy scheme	As per the set procedure for the purpose and guidelines of Department of Agriculture & Cooperation	Inspection, Analysis, reporting.
2	Quality status of samples of Biofertilisers and Organic Farming	As per standards	
3	Organisation of trainings	As per guidelines set by the Department of Agriculture & Cooperation	
4	Decision on contents in publications such as training manuals and newsletters.	As per the prevailing practices	Collection of MSS, editing, processing and publishing

**XVI. Directory of officers and employees**

As per Appendix-3  
(Please see Staff Directory under RTI)

**XII. Please provide information about the details of the budget for different activities under different schemes in the given format :**

Sl. No.	Name of Head	Budget Estimate 2018-2019 (Rs.Lakh)
1	Major Head : 2401	
	Salary-270101	819.00
	Wages-270102	100.00
	Over Time Allowance-270103	0.00
	Medical Treatment-270106	40.00
	Domestic Travel Expenses-270111	90.00
	Foreign Travel Expenses-270112	10.00
	Office Expenses-270113	200.00
	Rent, Rate and Taxes-270114	40.00
	Other Admn. Expenses-270120	140.00
	Materials & Supplies-270121	125.00
	Advertising & Publicity-270126	50.00
	Other Charges-270150	10.00
	Grants-in-Aid for creation of Capital Assets-250135	500.00
	Machinery & Equipments-250152	10.00
	M W-250153	300.00
	<b>Total</b>	<b>2434.00</b>

## XVII. The manner of execution of subsidy programmes

Please provide the information as per the following format

### **1. Fruit and Vegetable market waste/agro waste compost units**

- Name of programme/scheme : Fruit and Vegetable market waste/agro waste compost units – Credit Linked Back ended capital Investment subsidy scheme.
- Duration of the programme/scheme : NA
- Objective of the programme : To promote production of compost.
- Physical and financial targets of the programme (for the last year) : NA
- Eligibility of beneficiary : Municipalities, APMCs, Public sector/ Private sector companies, fertilizer companies or any individual entrepreneurs.
- Pre-requisites for the benefit : As per operational guidelines.
- Procedure to avail the benefits of the programme : Through any scheduled Bank
- Criteria for deciding eligibility : As per operational guidelines.
- Detail of the benefits given in the programme : 33% of Total Financial Outlay or (also mention the amount of subsidy Rs.63.00 lakh whichever is less for or other help given) 100 ton per day.
- Procedure for the distribution of the subsidy : Financial assistance will be provided as credit linked back ended subsidy through any commercial/ scheduled bank with NABARD in two installments through any commercial/

scheduled bank with NABARD. On demand from NABARD and submission of detailed state-wise pending claims along with statement of disbursement/ utilization of funds released, sufficient funds shall be placed at the disposal of the NABARD. NABARD shall ensure adequate publicity of the scheme among financing banks and ensure timely disbursement of subsidy. In case of Municipalities, Department of Agriculture and Cooperation can directly release the funds on the recommendation of the concerned State PSMC.

- Where to apply or whom to contact in the office for applying : Any scheduled Bank.
- Application fee (where applicable) : NA
- Other Fees (where applicable) : NA
- Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application) :  
As per operational guidelines.
- List of attachments (certificates/documents) : As per operational guidelines.
- Format of attachments : As per operational guidelines.
- Where to contact in case of process related complaints
- Details of the available fund (At various level like district level, block level etc.) : NA

## **2. Biofertiliser/Bio Pesticide production Units :**

- Name of programme/scheme : Biofertiliser/Bio Pesticide production Units – Credit Linked Back ended capital Investment subsidy scheme.
- Duration of the programme/scheme : NA
- Objective of the programme :  
To promote production of Biofertiliser/Bio-pesticide Production.
- Physical and financial targets of the programme (for the last year) : NA
- Eligibility of beneficiary : Public sector/cooperative/private sector companies, small agencies/NGOs and individual entrepreneurs..
- Pre-requisites for the benefit : As per operational guidelines.
- Procedure to avail the benefits of the programme : Through any scheduled Bank.
- Criteria for deciding eligibility : As per operational guidelines.
- Detail of the benefits given in the programme : 25% of Total Financial Outlay or (also mention the amount of subsidy or other help given) Rs.40.00 lakh whichever is less for setting up of 200 ton per annum capacity production unit.

- Procedure for the distribution of the subsidy :  
Financial assistance will be provided as credit linked back ended subsidy through any commercial/ scheduled bank with NABARD in two installments through any commercial/ scheduled bank with NABARD. On demand from NABARD and submission of detailed state-wise pending claims along with statement of disbursement/ utilization of funds released, sufficient funds shall be placed at the disposal of the NABARD. NABARD shall ensure adequate publicity of the scheme among financing banks and ensure timely disbursement of subsidy. In case of Municipalities, Department of Agriculture and Cooperation can directly release the funds on the recommendation of the concerned State PSMC.
- Where to apply or whom to contact in the office for applying : Any scheduled bank.
- Application fee (where applicable) : NA
- Other Fees (where applicable) : NA
- Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application) :  
  
As per operational guidelines.
- List of attachments (certificates/documents) : As per operational guidelines.
- Format of attachments : As per operational guidelines.
- Where to contact in case of process related complaints
- Details of the available fund (At various level like district level, block level etc.) : NA

**XVIII. Particulars of Recipients of concessions, permits or authorization granted by it please provide the information as per the following format**

- Name of the programme : NONE
- Type (Concession/permits/authorization)
- Objective
- Targets set (for the last year)
- Eligibility
- Criteria for the eligibility
- Pre-requisites
- Procedures to avail the benefits
- Time limit for the concession/permits/authorizations
- Application fee (where applicable)
- Application format (where applicable)
- List of attachments (certificate/documents)
- Format of attachment

**XIX. Please provide the details of the norms/standards set by the Department for execution of various activities/programmes.**



Details of approved components being implemented by National and Regional Centers of Organic Farming, through various State Agricultural University, ICAR and various other Government and Non-Government Agencies (NGOs) are as follows:

Sl. No.	Item of work/ Main services	Prescribed Norms/ Standards
1.	Financial support to input production units for setting up of Fruit and Vegetable market waste compost (FVMWC) units and Biofertilizer/ Biopesticide (BF) units	Financial assistance is being provided as credit linked back ended subsidy a. 33% of TFO or Rs 63 lakh whichever is less for FVMWC and b. 25% of TFO or Rs 40 lakh whichever is less for BF
2.	Human resource development through trainings	a. Certificate Course on Organic Farming for Rural youth having Degree/Diploma in Agriculture (30 days) b. Training/Refresher course for analysts on quality analysis protocols of Biofertilisers and organic fertilizers (10 days) c. Trainers training on various subjects i.e (i) Fertiliser Control Order (FCO), (ii) Certification system of organic farming (iii) Organic Management, (iv) Production & Quality Control of organic inputs & other related aspects ( 05 days) and d. Training for Field Functionaries/ Extension Officers on organic Farming management & cultivation practices (02 days)
3.	Quality control of organic and biological inputs	a. Nodal quality analysis laboratory for inputs under FCO b. Development of standards and quality analysis protocols for new inputs c. Maintenance and supply of biofertilizer mother culture strains to industry
4.	Capacity building for biological soil health assessment	Through systematic soil analysis for assessment of soil health in the country in different regions.  To be carried out by NCOF/RCOF/SAUs and ICAR institutions
5.	Encourage and Support Research, studies and/or surveys etc on organic package of practices, inputs and management protocols	To develop effective and productive package of practices for different crops  To be carried out by NCOF/RCOF/SAUs and ICAR institutions
6.	Publication of Newsletters, Training manuals and literature	a. Quarterly Organic Farming Newsletter b. Half yearly Biofertilizer Newsletter c. Uniform training and technology dissemination literature
7.	Capacity building for low cost alternative certification-PGS	Setting up of alternative farmer group centric certification system for organic products with institutional structure
8.	Awareness creation, market development and Publicity	Seminars/ conferences/ workshops/exhibitions and publicity through print and electronic media

**XXI. Please provide the details of the information related to the various schemes which are available in the electronic format.**

Website : <http://ncof.dacnet.nic.in> and <http://pgsindia-ncof.gov.in>

Email : [nbdc@nic.in](mailto:nbdc@nic.in)

**XXII. Means, methods for facilitation available to the public which are adopted by the department for dissemination or information.**

None

**XXIII. Frequently asked questions and their answers.**

1. What is definition of Organic Farming?

As per the definition of the USDA study team on organic farming "*organic farming is a system which avoids or largely excludes the use of synthetic inputs (such as fertilizers, pesticides, hormones, feed additives etc) and to the maximum extent feasible rely upon crop rotations, crop residues, animal manures, off-farm organic waste, mineral grade rock additives and biological system of nutrient mobilization and plant protection*".

In another definition FAO suggested that "*Organic agriculture is a unique production management system which promotes and enhances agro-ecosystem health, including biodiversity, biological cycles and soil biological activity, and this is accomplished by using on-farm agronomic, biological and mechanical methods in exclusion of all synthetic off-farm inputs*".

In philosophical terms organic farming means "farming in spirits of organic relationship. In this system everything is connected with everything else. Since organic farming means placing farming on integral relationship, we should be well aware about the relationship between the soil, water and plants, between soil-soil microbes and waste products, between the vegetable kingdom and the animal kingdom of which the apex animal is the human being, between agriculture and forestry, between soil, water and atmosphere etc. It is the totality of these relationships that is the bed rock of organic farming.

2. What is meaning of biofertilisers?

Generally defined as preparations containing live or latent cells of efficient strains of N-fixing, P-solubilising or cellulolytic microorganisms used for application to seed or soil e.g. Rhizobium, Azotobacter, Azospirillum, BGA, Azolla, Mycorrhizae.

3. What is biofertiliser?

Biofertilisers are carrier based preparations containing mainly effective strains of some microorganisms like bacteria, fungi and algae alone or in combination in sufficient count, when incorporated with seed are capable of fixing atmospheric nitrogen or solubilising insoluble phosphate in soil and making them available to the crop plants. The material carrying these living organisms is also called as bioinoculants/culture or teeka.

4. Whether biofertiliser can supply all the three major plant nutrients?

No. At present, biofertilisers are made available for nitrogen and phosphorus only. No biofertiliser is so far available for Potassium.

5. Can one-biofertiliser supply two major plant nutrients?

`No'. One biofertiliser can supply/made available mainly one major nutrient.

6. What nutrient is supplied by the algal group?

The algal group supplies only nitrogen.

7. What nutrient is supplied by the fungal group?

The fungal group solubilises insoluble forms of phosphate present in the Soil and make it available to the crop plants.

8. What nutrient is supplied by the bacterial group?

The bacterial organisms present in the biofertiliser either fix atmospheric nitrogen or solubilise insoluble forms of soil phosphate.

1. What is the most important source of N?

It is available in the atmosphere. The atmospheric air contains about 79% nitrogen in gaseous form. One hectare area column of atmospheric air contains approx. 80,000 T of nitrogen. This form of nitrogen (N<sub>2</sub>) from air cannot be utilized by plants as such.

10. What is symbiotic association?

Certain bacteria like Rhizobium live inside the root nodules of leguminous plants. These nodules are bacterial houses. While living inside the root nodules, the bacteria get shelter and food material from the plant and fix atmospheric nitrogen which is used by the plants. The plants and bacteria both are mutually benefited and hence it is called symbiotic association.

11. What is *Rhizobium*?

Nitrogen is available to the leguminous plants mainly through biological nitrogen fixation by the root nodule bacteria called Rhizobium. These bacteria are symbiotic in nature and host specific. Higher yields in legumes can be obtained by exploiting this system.

12. Are the usage of bacterial strains it for all the leguminous crops?

No. Cowpea Rhizobium benefits certain other legumes also whereas other Rhizobium strains have specific hosts. It is necessary to apply only the specific strain, which is recommended for that crop.

13. What is *Acetobacter*?

*Acetobacter* is symbiotic bacteria capable of fixing atmospheric nitrogen by living within the sugar plant. The organism is found in all parts of plant body. The *Acetobacter* is suitable for sugarcane cultivation.

14. What is an Associative Symbiotic Bacteria?

This bacterial group live partly within the root and partly outside. There is a fair degree of symbiosis between the host and the bacteria. Hence, they are called as Associative Symbiotic bacteria. *Azospirillum* is an important bacterium in this group, recommended for millets, grass, wheat, maize, sorghum, rice etc.

15. What is a non-symbiotic bacterium?

Certain bacteria live independent of root system of plant capable of fixing nitrogen or solubilising soil phosphate without any symbiotic association and hence they are called non-symbiotic bacteria or free-living symbionts.

16. What is *Azotobacter*?

It is non-symbiotic nitrogen fixing bacteria, aerobic in nature, recommended for non-leguminous crops like paddy, millets, cotton, tomato, cabbage and other monocotyledonous crops. *Azotobacter* also produces (VAH) growth promoting Substances like IAA, Gibberellic acid, Cytokinin, Vitamins and certain chelating agent and polysaccharides as reducing and binding agents. *Azotobacter* performs well, if the soil organic matter content is high.

17. What is *Azolla*?

*Azolla* is an aquatic floating fern, found in temperate climate suitable for paddy cultivation. The fern appears as a green mat over water, which becomes reddish due to excess anthocyanin pigmentation. The BGA cyanobacteria (*Anabaena azollae*) present as symbiont with this fern in the lower cavities actually fixes atmospheric nitrogen. The rate of nitrogen fixed is around 25 kg/ha.

18. What is the dose of *Azolla* required for one-acre paddy crop?

*Azolla* application can be done in two ways: One as green manure, where *Azolla* is grown alone (two to three weeks) in flooded fields, water drained and *Azolla* fern is incorporated (10 Mt material) in the field before planting paddy. Second method 4-5 Q of fresh *Azolla* is applied in standing water one week after planting of paddy. When a thick mat of *Azolla* is formed, water is drained and *Azolla* is incorporated into the soil.

19. What is blue green alga?

The blue green algae are also called as cyanobacteria or PPO. This Chlorophyll containing algal organism fixes atmospheric nitrogen. Application of BGA (10 kg/ha) is recommended for flooded paddy as it can survive and multiply easily in standing water.

20. How the phosphate solubiliser is functioning in the soil?

The phosphate solubiliser produces organic acids like tartaric, fumaric, malic, succinic and acetic acid etc. which solubilise insoluble forms of phosphate present in the soil to available form.

21. Whether the phosphate solubilisers are crop specific?

No. They can be applied to and recommended for all crops.

22. What is VAM?

The VAM is Vesicular Arbuscular Mycorrhizae, called fungi - which possess special structures known as vesicles and arbuscules - later helps in the transfer of nutrients from soil to root system. These are intercellular, obligate endosymbionts - which have not yet obtained in pure culture. They often help increased uptake of nutrients and water. These fungi (VAM) are found very suitable for groundnut, soybeans, millets, coffee, citrus, pepper, cloves nutmeg etc.

23. Does VAM act as phosphate solubiliser?

Yes. Mycorrhizae help in mobilize insoluble soil phosphates. They further help increasing nutrient uptake (phosphorus as well as zinc). This product is not commercially exploited.

24. Why biofertilisers are environmental friendly?

The biofertilisers are not at all harmful to soil, predators, animals and human beings. Moreover they are pollution free and renewable. Hence they are called environmental friendly.

25. What are the advantages of biofertiliser?

Fixes atmospheric nitrogen or solubilises insoluble phosphates in the soil. provides ever increasing biological nitrogen to the plants. enhances germination and plant growth due to release of vitamins, auxins and hormones, increased yield by 10-20%. Controls and suppresses soil borne diseases to some extent (Antagonise). helps in survival of beneficial micro-organisms in the soil (Proliferate)

26. What is organic farming?

Cultivating the land for raising field crop using biological sources of plant nutrients without involving any chemical either as fertilizer or Insecticides to avoid its possible ill effects on soil, ground water, crop and ecology.

27. Whether the organic manures and biofertilisers are essential in modern agriculture along with chemical fertilisers? If so, why?

Very sensibly, the Government of India adopted the policy of encouraging the use of local manorial resources & bio-inoculants in modern agriculture along with the balanced & efficient use of chemical fertilisers to a limited extent. It is essential for increased soil fertility & productivity and ecological sustain ability.

#### 28. What is decomposing biofertilisers?

Decomposing biofertilisers are the microbial preparations used to enhance (fast) decomposition of the organic materials both cellulolytic as well as lignolytic and to reduce the bulk size of the finished material.

#### 29. What are the benefits of Organic Farming?

- Improve seed germination, seedling emergence, growth of plants, flowering, fruiting and ripening of grains and fruits.
- Improves photosynthetic potential.
- Increase tolerance in plants against pest attack.
- Improves physico-chemical and biological properties of soil.
- Help in control of soil borne pathogens.
- Interdependent biological activity of different EM organisms creates a congenial environment for growth and spread of soil's flora and fauna. They also promote the growth and colonization of VAM, which further help in plant growth promotion.
- Help in quick degradation of organic matter. With the use of EM the requirement of compost can be reduced or dispensed with. Just recycling of crop residue with EM can give similar results as with good compost. This saves lot of labour and space required for compost preparation.
- Improves soil biota and makes the soil soft and porous

#### 30. What is Organic Manure?

Plant nutrient carriers derived principally from substances of plant origin but sometimes also containing solid and liquid animal wastes. Partially humified and mineralized under the action of soil micro-flora, the organic manures acts primarily on the physical and biological components of fertility. Example : compost, farmyard manure, seed cakes, animal meals etc.

#### 31. Does Organic Products Increase the Risk of Food Poisoning or Bacterial Infection?

Food poisoning is caused by the presence of pathogenic bacteria in food items. Prominent among such pathogenic bacteria are *Salmonella*, *Campylobacter*, *Taenia soleum*, *Citrobacter freundii* and *Escherichia coli* strain 0157. All these bacteria are prevalent in animal guts and in their excreta. As organic cultivation relies on higher use of manures it is assumed that they pose higher risk of contamination. After thorough evaluation and studies no such evidences have been found. Interestingly manures are recommended for all systems and conventional agriculture also promotes increased use of manures. Majority of the studies conclude that there is no risk of any food poisoning or bacterial

infection through organic products. They are as safe as any other products produced by any other system.

### 32. Does Organic Products More Nutritious?

To assess the claims of organic farming proponents that organically grown products are more nutritious, although very little studies have been done in India but lot of studies have been taken up in Britain, Europe and USA. Most of such studies when taken into account individually do not indicate any significant variations in quality, but some studies seem to show conclusive evidence one way or the other. But interestingly when the nutritional comparisons are piled up together and we ask the right questions, a different picture emerges which suggests that organically grown crops are more rich in some essential vitamins and minerals and has lower toxic components such as nitrates and heavy metals. Majority of the studies indicate significantly higher levels of vitamin-C, essential minerals such as iron, magnesium, phosphates and calcium. More than 90% of organic products have been found to be having low to very levels of free nitrates in saps. In conclusion it can be safely stated that there are enough indications to prove that organically grown products are superior in nutrients. Although, there may be dispute that how much superior and whether this quantity will have some significant impact on overall health scenario or not, but trends indicate their superiority over conventional products.

### 33. Impact of organic fertilizers on soil and environment?

- Improve seed germination, seedling emergence, growth of plants, flowering, fruiting and ripening of grains and fruits.
- Improves photosynthetic potential.
- Increase tolerance in plants against pest attack.
- Improves physico-chemical and biological properties of soil.
- Help in control of soil borne pathogens.
- Interdependent biological activity of different EM organisms creates a congenial environment for growth and spread of soil's flora and fauna. They also promote the growth and colonization of VAM, which further help in plant growth promotion.
- Help in quick degradation of organic matter. With the use of EM the requirement of compost can be reduced or dispensed with. Just recycling of crop residue with EM can give similar results as with good compost. This saves lot of labour and space required for compost preparation.
- Improves soil biota and makes the soil soft and porous

### 34. What is certification?

It is a certification process for producers of organic food and other organic agricultural products. In general, any business directly involved in food production can be certified, including seed suppliers, farmers, food processors, retailers and restaurants. Requirements vary from country to country, and generally involve a set of production standards for growing, storage, processing, packaging and shipping that include:

- Avoidance of synthetic chemical inputs (e.g. fertilizer, pesticides, antibiotics, food additives, etc) and genetically modified organisms;
- Use of farmland that has been free from chemicals for a number of years (often, three or more);
- Keeping detailed written production and sales records (audit trail);
- Maintaining strict physical separation of organic products from non-certified products;
- Undergoing periodic on-site inspections.

### 35. What are the processes of certification?

In order to certify a [farm](#), the farmer is typically required to engage in a number of new activities, in addition to normal farming operations:

- **Study** the organic standards, which cover in specific detail what is and is not allowed for every aspect of farming, including storage, [transport](#) and sale.
- **Compliance** - farm facilities and production methods must comply with the standards, which may involve modifying facilities, sourcing and changing suppliers, etc.
- **Documentation** - extensive paperwork is required, detailed farm history and current set-up, and usually including results of soil and water tests.
- **Planning** - a written annual production plan must be submitted, detailing everything from seed to sale: seed sources, field and crop locations, fertilization and pest control activities, harvest methods, storage locations, etc.
- **Inspection** - annual on-farm inspections are required, with a physical tour, examination of records, and an oral interview.
- **Fee** – A fee is to be paid by the grower to the certification body for annual surveillance and for facilitating a mark which is acceptable in the market as symbol of quality.
- **Record-keeping** - written, day-to-day farming and marketing records, covering all activities, must be available for inspection at any time.

In addition, short-notice or surprise inspections can be made, and specific tests (e.g. soil, water, plant tissue analysis) may be requested.

For first-time farm certification, the soil must meet basic requirements of being free from use of prohibited substances (synthetic chemicals, etc) for a number of years. A conventional farm must adhere to organic standards for this period, often, three years. This is known as being in *transition*. Transitional crops are not considered fully organic. A farm already growing without chemicals may be certified without this delay.

Certification for operations other than farms is similar. The focus is on ingredients and other inputs, and processing and handling conditions. A transport company would be required to detail the use and maintenance of its vehicles, storage facilities, containers, and so forth. A restaurant would have its premises inspected and its suppliers verified as certified organic.

### 36. What is identification of organic product?



Being able to put the word "organic" on a food product is a valuable marketing advantage in today's consumer market. Certification is intended to protect consumers from misuse of the term, and make buying organics easy. However, the organic labelling made possible by certification itself usually requires explanation. In many countries organic legislation defines three levels of organics. Products made entirely with certified organic ingredients and methods can be labelled "100% organic". Products with 95% organic ingredients can use the word "organic". Both may also display organic seal. A third category, containing a minimum of 70% organic ingredients, can be labelled "made with organic ingredients". In addition, products may also display the logo of the certification body that approved them. Products made with less than 70% organic ingredients can not advertise this information to consumers and can only mention this fact in the product's ingredient statement.

37. Is there any criteria for adopting organic farming?

To start with organic farming, following parameters need to be addressed in first stage :

- Enrichment of soil
- Management of temperature
- Conservation of rain water
- Maximum harvesting of sun energy
- Self reliance in inputs
- Maintenance of natural cycles and life forms
- Integration of animals
- Maximum reliance on renewable energy sources, such as solar power and animal power

38. From where a farmer can seek complete information on organic farming?

As per Appendix-4.  
(please see 'Contact Us')

#### **XXIV. Related to seeking information.**

Annual Reports, Newsletters and Booklets are being made available to the citizens. Books, journals and other related documents are available in the Central Library of the centre for use by the citizens on prior permission. Information regarding organization can also be obtained from the website at <http://ncof.dacnet.nic.in> and <http://pgsindia-ncof.gov.in>.

All requests for seeking information are to be addressed to the Director or Regional Director, as the case may be, of the concerned Centre.

The information sought under Right to Information Act, 2005 is to be addressed to the Central Public Information Officer (CPIO) of the concerned Centre with prescribed fee, preferably in form of Demand Draft in favour of "Pay and Accounts Officer (Sectt.2), Department of Agriculture and Cooperation" payable at New Delhi.

#### **XXV. With relation to training imparted to public by Public Authority.**

- Name of training programme with brief description : NONE
- Time period for training programme/scheme
- Objective of training
- Physical and financial targets (last year)
- Eligibility for training
- Pre requisite for training (if any)
- Description of help (Mention the amount of Financial help, if any)
- Procedure of giving help
- Contact information for applying
- Application fee (wherever applicable)
- Other fees (wherever applicable)
- Application form (in case the application is made on plain paper please mention the details which the applicant has to provide)
- List of enclosures/documents
- Procedure of application
- Process followed in the Public Authority after the receipt of application
- Normal time taken for issuance of certificate
- Validity period of certificate (If applicable)
- Process of renewal (if any)
- Selection procedure
- Time table of training programme (In case available)
- Process to inform the trainee about the training schedule
- Arrangement made by the public authority for creating public awareness about the training programme.
- List of beneficiary of the training programme at various levels like district level, block level etc.