



ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES

(Indian Council of Agricultural Research)

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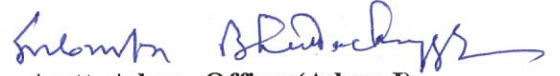
F.No. :2-44/Admn.I(SOP)/2019-20/4400

Dated: 24<sup>th</sup> December, 2019

**ENDORSEMENT**

Enclosed please find herewith a guidelines on **Standard Operating Procedure (SOP)** for maintaining Farm activities with extant rules received vide even No. dated 20.12.2019 from the Chief Administrative Officer, ICAR-CRIJAF for strict compliance at ICAR-CRIJAF Hqrs. and all Sub-Stations across India of this Institute including KVKs.

Encls.: As above.

  
Asstt. Admn. Officer(Admn.I)  
ICAR-CRIJAF.

Copy for information and necessary action to :-

1. All Head of Divisions/Sections, ICAR-CRIJAF.
2. All Incharges, Four Sub-Stations of ICAR-CRIJAF.
3. The Sr. Scientist & Head, KVK, Bud Bud, Burdwan, W.B.
4. The Head, KVK, North 24 Pgs.(Additional), ICAR-CRIJAF.
5. The Incharge, AKMU, ICAR-CRIJAF with a request to upload in the Institute's website.
6. The Incharge, Farm Section, through the Chairman, Farm Management Committee, ICAR-CRIJAF.
7. The F&AO, ICAR-CRIJAF.
8. The A.O., ICAR-CRIJAF.
9. The AAO/DDO, ICAR-CRIJAF.
10. PS to Director, ICAR-CRIJAF.
11. PA to CAO, ICAR-CRIJAF.



F.No. :2-44/Admn.I(SOP)/2019-20/ ८५००

Dated: २०th December, 2019

### GUIDELINES FOR MAINTAINING FARM ACTIVITIES WITH EXTANT RULES

It is brought to the notice of the concerned officials attached to Farm Sections of this Institute and its four sub-stations including KVK that many discrepancies have come into notice of the Physical Verification teams while their verification of stores at different sub-stations/KVK of this Institute. According to their report, the following points may be noted for compliance:

- 1) The stations are not properly maintaining entry of farm produces in Stock Register as well as in Sale Register. It is also found that farm produce is being sold to different farmers through single money receipt, which is not the correct procedure. Separate money receipts should be issued to each and every buyer.
- 2) Research stations do not have any committee for looking after the weighing of farm produce while taking into stock, which should be constituted at the earliest. Upon weighing, the produce needs to be taken into stock and after approval of price by the price fixation committee of the station/headquarters, the product needs to be sold accordingly.
- 3) Research stations are not following the process of showing gate pass while taking out farm produce. It should be ensured that gate pass is prepared for sale of farm produce in triplicate. After sale, one copy to be provided to office of the station, one copy to the buyer who will produce it to security personnel at main gate while taking out the farm produce and one copy will remain with the Farm Incharge.
- 4) It has been noticed that farm produce stocks are not being registered immediately in the stock books while taking over from the farm section and it is done after disposal of the same, which is highly objectionable. It should be ensured that necessary entry is immediately made as soon as it is received from the farm to avoid future discrepancies.
- 5) It is found that no visitors register is maintained at the stations main gate which should be kept at the main gate and complied upon for visitors while entering the campus visiting the station.
- 6) A Sale Register should be used in future while sale of farm produces.
- 7) The Research Stations should follow the extant norms/guidelines as circulated by the ICAR-CRIJAF recently for the job allocation to the technical personnel attached with the farm activities. The has been observed not to have been done by the Sh.R.S., Pratapgarh till now.
- 8) It is found that the Tree Registers are not updated and serial numbers/tagged on trees are not made. Incharges of Stations may constitute a committee which should update the Tree Register and propose for numbering of trees serially.

All these points should ensure compliance to good management practice and avoid future administrative / financial complications.

  
Chief Administrative Officer