



**OFFICE OF THE DIRECTOR**  
**COMPREHENSIVE SCHEME FOR STUDYING THE COST OF CULTIVATION OF PRINCIPAL CROPS IN INDIA**

(Sponsored by DES, DAC, Ministry of Agriculture & Farmers' Welfare, Govt. of India)  
Assam Agricultural University campus, Jorhat-13, Assam

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Date.....28/12/2017.....

**OFFICE MEMORANDUM**

In the interest of the Cost of Cultivation Scheme and on the basis of critical observations made by the Directorate of Economics & Statistics, Ministry of Agriculture & Farmers Welfare, Govt. of India, the following instructions are issued for strict compliance of the field/office functionaries under the Scheme with immediate effect.

**A. Fieldman :**

1. All the Fieldmen under the Scheme shall reside within 15 kms radius of the sample cluster allotted to them. The present address along with a photograph of the rented/owned house with Dag No./Patta No., PAN card of the owner of the rented house must be sent to the Head Quarter within one week from the date of allocation of the sample cluster. No Fieldman shall be allowed to leave his sample cluster without prior permission from the competent authority.
2. He shall regularly pay visit to the field (selected farmer) to collect and record cost item data in Diary/ Register/ revised updated version of RTs and simultaneously enter the data in online software.
3. Dissemination of data to the higher level (Field Supervisor) must be carried out immediately after completion of a crop operation within a reasonable timeframe as per the Crop Calendar.
4. He shall collect all data pertaining to a particular RT, logically analyse, validate and then make appropriate entries. Marked variation in data may be recorded with an explanatory note underneath.
5. The Fieldman shall visit nearby markets/input shops to know the first-hand information on prevailing rates of inputs like seeds, fertilizer, organic manures, vitamins, minerals etc. and to know the prices of agricultural commodities.
6. They should always try to build a good rapport with the selected/other farmers of the locality in order to collect all information accurately. Discussion with other farmers of the locality should also be carried out to learn about the rates of hiring services of tractor/power tiller/machineries & implements, prevailing wage rates, perquisites, rent paid for leased in and leased out land, value of land, inputs/outputs/monetary benefits given for land leased in land, status of contract farming, rates of land revenue etc. Information about the market agencies, Govt. subsidies, banking support, communication and transport facilities are also equally important, besides identifying the problems of crop cultivation.
7. Fieldmen shall critically examine the cropping pattern followed by the selected farmers and report all farm activities in respective RTs for non-selected crops as well (i.e. Over and above paddy, rape & mustard, jute and potato).

8. All the Fieldman shall have to complete the online data feeding latest by 31<sup>st</sup> December every year for jute and paddy and for mustard and potato the same may be completed latest by 15<sup>th</sup> of February. Completed RTs for jute and paddy shall have to be submitted to the Head Quarter within 1<sup>st</sup> week of January and for mustard and potato within 25<sup>th</sup> of February every calendar year.
9. Every Fieldman shall submit his Field Diary, clearly stating the /monthly progress of data collection to the Head Quarters through the Field Supervisor.
10. Every Fieldman should submit their monthly internet bill and TA bills, if any within the 1<sup>st</sup> week of the subsequent month.
11. Fieldman shall strictly adhere to the Annual Work Calendar & Crop Calendar and complete the jobs as per time line given.
12. Data-entry in online software will be linked with release of salary.
13. The Fieldmen shall maintain proper documentation, both written and visual, against his visit to the farmer's field/household.

**B. Field Supervisors :**

1. Field Supervisors shall ensure that all Fieldman reside within the vicinity (15 km radius) of the sample cluster allotted to him and regularly collect the field data from the selected households.
2. All Field Supervisors are to stay in the Temporary Headquarters allotted to them and shall plan their tour for a maximum of 20 days a month and regularly pay visit to the sample clusters under his jurisdiction for continuous monitoring and supervision.
3. Data collected by the Fieldman should be thoroughly checked, corrected and edited by the Field Supervisor on the spot and only after a thorough verification, it should be entered into the online software by the Fieldman.
4. The Fieldman should be encouraged to update and submit the operation-wise data, duly verified by the Field Supervisor in prescribed RTs on regular/monthly basis.
5. Immediately after receipt of the online data, the Field Supervisor shall check, validate and send the same to the Field Officer.
6. The Field Supervisors must ensure the monthly progress of data collection and data-entry (i.e. both in RTs and online) and submit the Field Diary collected from the Fieldman to the Head Quarters.
7. They have to submit a consolidated monthly progress report for all the Fieldman working under his supervision based on the work performance along with their Tour Programme for the next month.
8. All kinds of technical guidance, physical records, as required by the Fieldman shall be provided by the Field Supervisor on time.
9. Fieldman found absent in duty should immediately be reported to the Head quarters.
10. The Field Supervisor must sign the verified RTs, Field Diaries and Daily Register to be maintained by the Fieldman.
11. He should ensure that the Annual Work Calendar & Crop Calendar have strictly been adhered to, in order to complete the jobs on time.
12. Defective/damaged/repairable electronic devices must be submitted to the office by the Field Supervisors.
13. They must play a pro-active role at the time of selection of new clusters/village/farmers in consonance with the laid down statistical methods and standing rules.

14. During the selection process for a new block period, the survey report from all the Fieldman should be collected, verified and sent to the office latest by 3<sup>rd</sup> week of November. This cut-off date will also be applicable in case of annual survey report as well.
15. After finalisation of the selected farmers of a particular sample cluster, the Field Supervisor must personally visit all the houses of the selected farmers for confirmation of initial data.
16. All the Field Supervisors must submit the online final data (i.e. verified and validated) within 15<sup>th</sup> January for the samples where jute and paddy are grown. In case of samples where *boro* paddy and rape & mustard are found, the online data should be submitted to the Field Officer latest by 25<sup>th</sup> of February every year.
17. The Field Supervisors must be ready for any correction/modification of wrong entry/nil data of a particular RT/or a set of RTs submitted by Fieldman. In such cases, the data set will be returned to the Field Supervisor, who will arrange for rectification of the wrong entries without loss of time, per favour of the concerned Fieldman.
18. All Field Supervisors must submit their TA and internet bills latest by 15<sup>th</sup> of the subsequent month.
19. In all matters, usual official decorum and procedures are to be maintained and all kinds of appeal and application should be addressed to Administrative & Financial Head of the Scheme (Honorary Director) through proper channel.

**C. Computers :**

1. The Computers under the Scheme will be responsible for critically verifying and re-validating the data set received from the Field Supervisors under the guidance of the Assistant Statistician and Field Officer. They will minutely observe each and every entry and report for correction/modification, if any. Handling of the online software will continue to be the domain of the Computers on behalf of the Scheme.
2. Computers shall help in compilation, tabulation and selection of sample clusters, villages and farmers for a block period and in the finalization of annual weight diagram.
3. Their services will be utilized for any other work in the interest of the Cost of Cultivation Scheme.

**D. Assistant Statistician :**

1. The Assistant Statistician will be responsible for all technical matters so far as methodology, data collection, data compilation and validation are concerned
2. He will check RT-wise data for any discrepancies, before it is sent to the Ministry
3. He will co-ordinate with the NIC for all kind of technical snags and operational difficulties in the online software.

**E. Field Officer :**

1. Overall responsibility of data collection, compilation and data entry in RTs and online software will rest with the Field officer.
2. He will pay visit to each of the sample clusters for supervision of the work in progress at regular interval.
3. The Field Officer shall arrange for transmission of final online data as per the time line given by the Ministry.

**F. Honorary Director :**

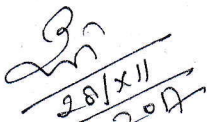
1. The Honorary Director will act as Administrative and Financial Head of the Scheme
2. He will liaise with the parent University and serve for the successful implementation of the Scheme in the State of Assam as per mandates of the Ministry.
3. He shall pay visit to the sample clusters as and when necessary to see the progress of work.

Sd/-  
(A.K.Das)  
Director,  
CCS, AAU, Jorhat

Memo No.: CS/DH-1/2017-18/539-548 dated 28/12/2017

**Copy for information and necessary action to:**

1. Secretary to the Hon'ble Vice-Chancellor, AAU, Jorhat.
2. PA to Director, AERC, Jorhat.
3. Field Officer, CCS, AAU, Jorhat.
4. Assistant Statistician, CCS, AAU, Jorhat.
5. All Field Supervisors, CCS, AAU, Jorhat.
6. All Computers, CCS, AAU, Jorhat.
7. All Fieldmen, CCS, AAU, Jorhat.
8. The Clerk (Accounts), CCS, AAU, Jorhat.
9. Establishment.
10. Office file.

  
28/12/17  
(A.K.Das)  
Director,  
CCS, AAU, Jorhat  
Cost of Cultivation Scheme  
AAU, JORHAT - 13, ASSAM