



## OFFICE OF THE DIRECTOR

# COMPREHENSIVE SCHEME FOR STUDYING THE COST OF CULTIVATION OF PRINCIPAL CROPS IN INDIA

(Sponsored by DES, DAC & FW, Ministry of Agriculture & Farmers' Welfare, Govt. of India)

Assam Agricultural University campus, Jorhat-13, Assam

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No. CS/OM-1/2017-18/554

Date.....29/12/2017.....

## OFFICE MEMORANDUM

In the interest of the Cost of Cultivation Scheme, Assam Agricultural University, Jorhat, and in order to complete all the activities of the Scheme in a mission mode approach within a stipulated timeframe, the undersigned is pleased to circulate an Annual Work Calendar (AWC) with the following responsibilities along with scheduled time of completion, for strict compliance of all concerned.

### ANNUAL WORK CALENDER

SL.NO.	JOB CHART	PURPOSE/BY WHOM	TIME FRAME
<b>HEAD OFFICE</b>			
1	Submission of MPR to DES	Ministrys' Record	05th of every month
2	Submission of QPR to DES	Ministrys' Record	05th of January, April, July, October
3	Submission of Provisional Utilization Certificate to DES	Finalisation of Annual Accounts (Provisional)	1st week of April
4	Annual Workshop	To Trained up Field Functioneries	1st fortnight of September
5	Submission of Audited Utilization Certificate	Finalisation of Annual Accounts (Final)	30th September
6	Submission of investment documents as applicable under Section 80C to 80U of Income Tax Act, 1961.	All IT asseessee under CCS, Jorhat	1st week of February
<b>ANNUAL WEIGHT DIAGRAM</b>			
7	Notification for Village Level Survey	Office Administration	1st week of November
8	Completion of Village Level Survey by FM and submission of the same to the FS	Fieldman	15th November
9	Submission of Village Level survey report by FS to FO/AS	Field Supervisor	18th November
10	Compilation/Tabulation and Finalization of Weight Diagram by the AS/Computors and FO	Office Administration	30th November
11	Submission of Weight Diagram to the DES	Office Administration	3rd December



<b>FIELDMAN</b>			
12	Initiation of Data Collection by Fieldman (1st round for New Crop Year)	Data Collection	From 8th February onwards
13	Data Entry, Checking, Validation both in RTs and Online	Data delivery to DES which is linked with release of salary for the month	Entire month
14	Month wise submission of 1st round of online data from FM to FS level (corresponding crop year)	Data delivery to DES	20th February
15	Submission of 11th round of online data by FM to FS level for Jute and Paddy (current crop year)	Data delivery to DES	31st December
16	Submission of last round online data by FM to FS level for Mustard and Potato and any other left for the year (current crop year)	Data delivery to DES	15th February
17	Submission of Field Diary and updated contact details of Farmers, if any by FM	Office Record	During the visit of FS
<b>FIELD SUPERVISOR</b>			
18	Month wise online data checking/editing/validation and submission by FS to FO	Data delivery to DES which is linked with release of salary for the month	21st to 25th of every month
19	Checking/validation and submission of 1st round of monthly online data by FS to FO level (corresponding crop year)	Data delivery to DES	25th February
20	Checking/validation and submission of 11th round of online data by FS to FO level for Jute and Paddy (current crop year)	Data delivery to DES	15th January
21	Checking/validation and submission of last round of online data by FS to FO level for Mustard and Potato and if any left outs for the year (current crop year)	Data delivery to DES	20th February
22	Compiled report of FM by FS/Submission of Inspection Report (duplicate)/Confidential Report if any/TTP by FS to FO	Office Record	Within last week of every month
23	Tour to be undertaken by Field Supervisors (duration)	Office Record	Maximum 20 days in a month
<b>FIELD OFFICER</b>			
24	Month wise checking/validation and submission of online data by Asstt. Statistician/Computors	Data delivery to DES	Last date of every month to 1st week of the next month
25	Checking/validation and submission of 1st round of monthly Online Data by AS/Computors and FO (corresponding crop year)	Data delivery to DES	25th February to 07th March

26	Checking/validation and submission of 11th round of online data by AS/Computers' and FO to COC for Jute/Paddy and if any left outs for the year (current crop year)	Data delivery to DES	End of January
27	Checking/validation and submission of last round of online data by AS/Computers' and FO to COC for Mustard/Potato and if any left outs for the year (current crop year)	Data delivery to DES	End of February to 1st week of March
<b>SELECTION OF NEW SAMPLE CLUSTERS</b>			
28	Notification for collection of Secondary Data	Office Administration	1st week of October
29	Collection of District level Secondary Data by FM & FS	FM & FS	2nd week of October
30	Collection of Block/Tehsil/ADO Circle/Panchayat/Village level Secondary Data by FM & FS	FM & FS	31st October
31	Submission of Secondary Data by FS to FO/AS	Field Supervisor	1st week of November
32	Completion of Village Level Survey by FM	Fieldman	15th November
33	Submission of Village Level survey report by FS to FO/AS	Field Supervisor	3rd week of November
34	Processing of Secondary Data/Survey Report/Compilation/Tabulation and Finalisation of Sample Cluster	Office Administration	15th December
35	Finalisation of Selected Villages and Farmers List	Office Administration	31st December
36	Submission of Selected Farmers List/Villages/Tehsils (SC) to DES and Notification for Allocation of Sample Cluster	Office Administration for Allocation of New Sample Cluster to FM & FS	1st February
37	Joining of FM/Confirmation of Selected Farmers of SCs/Submission of confirmed farmers list of SCs/Rented House Address, Sample Map, Landlord details, Mobile no.s of farmers, photographs by FM in New SCs	For Office Record	Within 1st week of February

**N.B.:**

**\*\***- Monthly data collection & data entry in RTs/ Online, and its submission is considered as one round of data. The entire crop year will have 12 rounds starting from February and ending with January. However, final delivery of data to DES is in February.

**\*\***-Abbreviations – **MPR**-Monthly Progress Report, **QPR**- Quarterly Progress Report, **FM**-Fieldman, **FS**-Field Supervisor, **AS**-Assistant Statistician, **FO**- Field Officer, **SC**- Sample Cluster, **DES**- Directorate of Economics & Statistics, **TTP**- Tentative Tour Programme.

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**(A.K.Das)**  
**Director,**  
**CCS, AAU, Jorhat**



Memo No.: CS/OM-1/2017-18/552-559 dated 29/12/2017

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

1. Secretary to the Hon'ble Vice-Chancellor, AAU, Jorhat.
2. PA to Director, AERC, Jorhat, with a request to upload the matter into the official website of AERC.
3. Field Officer, CCS, AAU, Jorhat
4. Assistant Statistician, CCS, AAU, Jorhat.
5. All Field Supervisors/Computors/Fieldmen under CCS, AAU, Jorhat.
6. The Clerk (Accounts), CCS, AAU, Jorhat.
7. Establishment
8. Office Notice Board.

  
(A.K.Das)  
Director,  
CCS, AAU, Jorhat  
Director  
Cost of Cultivation Schem  
AAU, Jorhat-13. Assam