

## CHAPTER 18 (MANUAL – 17)

### OTHER USEFUL INFORMATION

#### 18.1 Frequently asked questions and their Answers by Public

#### 18.2 Related to seeking Information

Application form (a copy of filled application : provided in attached annexure Forms for reference)

Fee : As applicable

How to write a precise information request : Provided in attached annexure  
Few Tips

Right of the citizen in case of denial of information and procedure to appeal: as prescribed in the RTI Act. 2005.

#### 18.3 With relation to training imparted to public by Public Authority

Name of training program with brief description : Farmer Training Institute

Time period for Training Program / Scheme : i.) One day duration  
: ii.) Two day duration  
: iii.) Five day duration

Objective of training : i.) To conduct training programs the  
farmers.

field

ii.) Conduct demonstration at the farmers'

iii.) To take farmers for educational tours to  
Research stations outside the region.

Physical and financial target (Last year) : Please refer chapter 12

Prerequisite for training (if any) : none

Financial and other form of help (if any) : 1). Daily allowance as per norms.

Description of help (Mention the amount of : 2).Free HYV/ Improved seeds & other  
inputs

Financial help, if any) : as per departmental norms.

Procedure of giving helps : As per Department norms

Contact information for applying : The District Agriculture Officer, Nongpoh\  
The Sub-Div.Agril.Officer, Nongpoh.

Application Fee : Nil

Other Fees : Nil

Application Form (In case the application is : Application in plain paper, mentioning the  
Made on plain paper, please mention the details desired training required, with full address,  
and which the applicant has to provide) occupation and educational qualification.

List or enclosures\ documents : Nil

Format of enclosures / documents : None

Procedure of application : Application are to be submitted to the

Public

Authority during office hours (no time

limit is

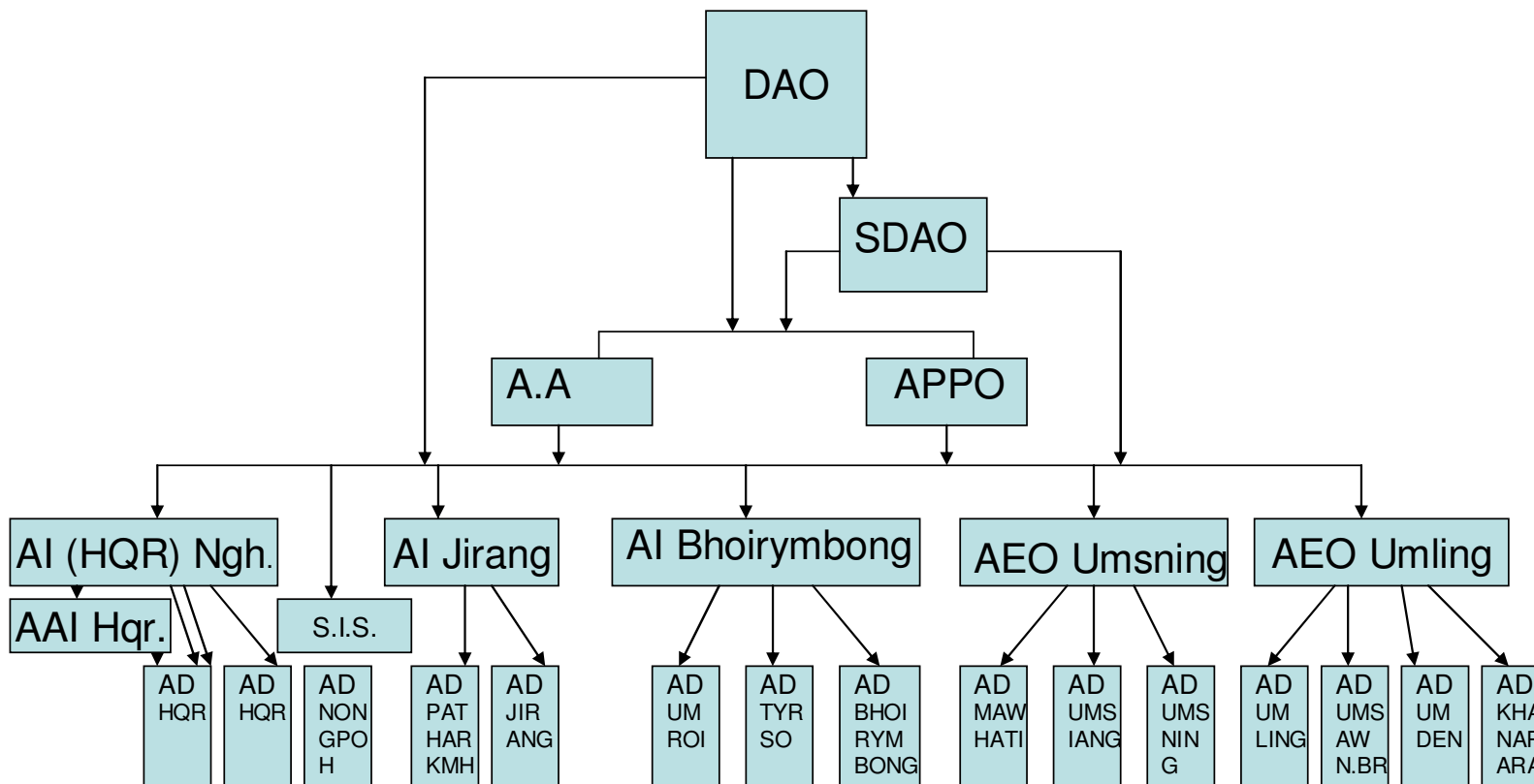
set)

Selection procedure : On first come first serve basis

Time table of training programme (in case availa-: To be informed as when required.  
ble)

Process to inform the trainee about the training: schedule	Through the Extension arm of the Department, letters and various media.
Arrangement by the Public Authority for creating public awareness about the training Programmes.	Through contact with the Extension functionary and different media.
List of Beneficiary of the training programme : Various levels like district level, block level Etc.	The details of the list of beneficiaries are available with the Designated PIO.

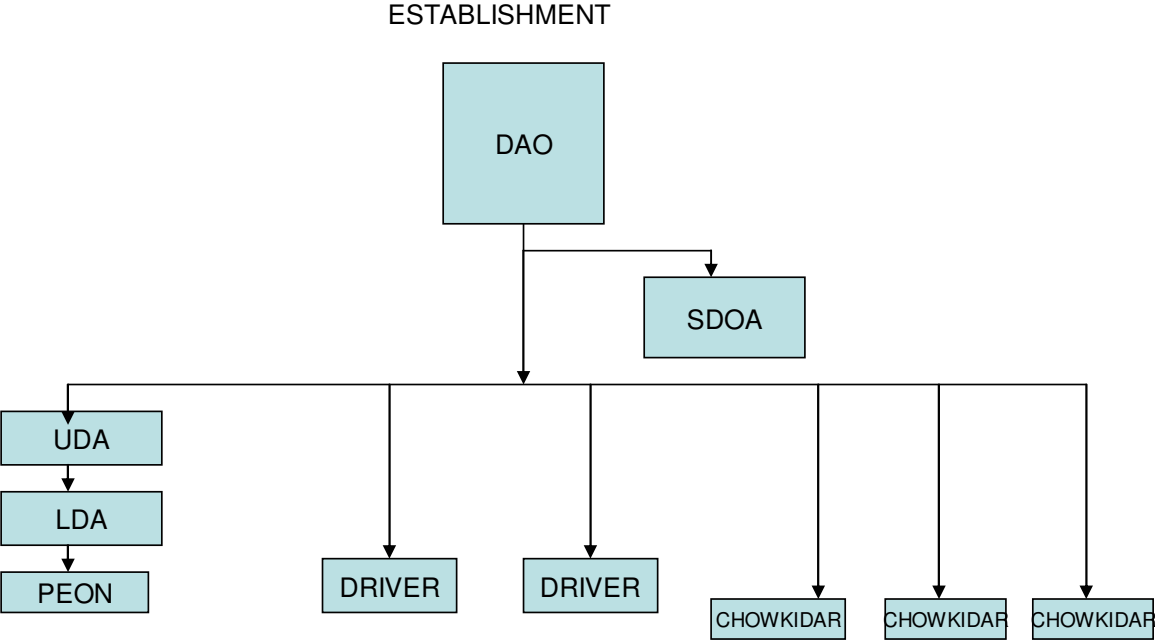
DIAGRAM 2.7  
 Organisational Diagram of the District Agriculture Office  
 Ri-Bhoi District, Nongpoh.



TECHNICAL STAFFS

ABBN: DAO= District Agriculture Officer; SDAO=Sub Divisional Agriculture officer; APPO= Ast Plant Protection Officer  
 AA= Ast. Agronomist ; AI=Agriculture Inspector ; AEO= Agriculture Extension Officer ; AD=Agriculture Demonstrator.  
 AAI=Asst Agriculture Inspector; SIS = Sub Inspector Statistics.

# Organizational Diagram of the District Agriculture Office Ri-Bhoi District Nongpoh



**ANNEXURE 18 A**

**(FORMAT OF APPLICATION FOR AGRICULTURE MACHINERIES SUBSIDY)**

To

The Director of Agriculture  
Meghalaya, Shillong.

(Through the District Agriculture Officer Nongpoh)

**APPLICATION FOR PURCHASE OF POWER TILLER\ PUMPSET UNDER  
AGRICULTURE MACHINERIES SUBSIDY SCHEME (NON-BORDER AREAS)**

1. Name of the applicant :
2. Father's Mother's name:
3. Full Address:
4. Whether farmer is the main occupation:
5. Area in hectares under different crops  
to be sown .
- 6.a.) Paddy –
- b.) Maize –
- c.) Wheat –
- d.) Potato –
- e.) Mustard –
- f.) Others -
  
7. Whether land is a leased or private land:
  
8. Location of the land :
  
9. Type of make of the power tiller/pump set:
  
10. Details of accessories intended to buy:
  
11. Name of the Firm \ Dealer to supply the  
Pump set.
12. Total cost of the Power tiller\Pump set with accessories :  
Including M. F. S. T.
  
13. Govt subsidy @ 50 %
  
14. Loan promotion from the bank :
15. Name of the Bank or financial institution  
Willing to provide the Loan. :
  
16. Whether the balance amount can be met  
From the farmer own source :

Date \_\_\_\_\_  
The \_\_\_\_\_

Signature of the Applicant

Recommendation of the MLA/MDC/BDO/SDAO/DAO/ concerned that the applicant is a bonafide farmer.

FORMAT OF APPLICATION OF AGRICULTURE SUBSIDY SCHEME  
(Application may be in plain paper for any Agriculture subsidy scheme other than  
Agriculture Machineries subsidy).

To

The

District Agriculture Officer  
Ri-Bhoi District, Nongpoh.

Subject: 1). Application for sprayer subsidy/  
2). Application for pesticides subsidy/  
3). Application for (cereals/pulses/oilseeds/fibre crop/etc) seeds subsidy/  
4).Etc

Sir,

With reference to the above subject, I humbly request you to kindly issue me

- 1) One number sprayer at subsidized rate
- 2) Pesticides -5lts at subsidized rate
- 3) HYV/ Hybrid paddy-50 kgs. at subsidized rate
- 4) Etc.

for my use/spraying /planting in my field / farm /orchard at Nongpoh village. I would like to also declare that the above items supplied by your office shall be justly utilized only for crop production purpose. I would be very grateful for your kind consideration.

Yours sincerely

Sri. B----- Syngkli  
S /o A-----Maring  
Saiden village  
P.O Nongpoh 793105  
Ri-Bhoi District,  
Nongpoh.