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# **AGRICULTURE STATISSTICS MANUAL FOR THE FIELD STAFF**

**Department of Agriculture  
Government of Tripura**

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## **INTRODUCTORY NOTE**

The main objective of the Agriculture Department is to ensure higher production & productivity of different crops for achieving self-sufficiency and create marketable surplus with a view to attain sustained development of the society. Monitoring of outcome of the activities of the department is, therefore, very important. Here, Agricultural statistics play a very important role. Its main function is to collect, make documentation and report data on all aspects of crop production, productivity, area under cultivation, irrigation related data, weather & crop prospect etc. On analysis of these data, planners can take decision for future correctly.

Hence, it is one of the foremost duty of the staff/officers, working in the field level to the directorate level, to properly collect Agricultural statistics and properly record in respective level and report to the higher authority in prescribed format and time.

For doing so, every field staff/officer of the department should be well acquainted with the methodology of collection of Agricultural statistics, system of documentation of these collected data and finally reporting to the higher authority.

With a view to this, it was decided to prepare this manual for the field staff and officers. It will help them to collect quality data, ensure proper documentation and regular reporting. The manual covers every aspect of primary Agricultural data collection, validation of data, compilation of data and formats to be followed for documentation and reporting.

## 1. Collection of field data

Following data are primarily required to be collected by the V.L.W/A.A directly from the field:-

- i. Estimation of crop wise area season wise.
- ii. Estimation of crop production and productivity of crops.
- iii. Collection of land use statistics.
- iv. Collection of irrigation statistics.
- v. Maintenance of farmers' register.
- vi. Collection of market data.
- vii. Collection of general agricultural statistics.
- viii. Statistics of crop damage due to natural calamity.
- ix. Collection of data on agricultural credit and crop insurance
- x. Rainfall and general weather.

## 2. Methodology for Collection of field data

Data ,from the field ,is primarily collected by the V.L.W/A.A which are refined & validated by the Agriculture Sector officer after properly supervising the field situation and checking the data collected by the V.L.W/A.A. The brief methodology for collecting different data is furnished forthwith.

### 2.1 Estimation of crop wise area brought under cultivation during a season.

Two types of methods are in practice at present for estimation of crop area. These are as followed:- a) Estimation of crop area by Eye estimation, b) Estimation of crop area by Mouja wise plot wise sample survey.

a) Estimation of crop area by Eye estimation

The V.L.W/A.A should estimate crop area under this method as per following guide line:-

- Traverse the entire area of G.P at the time of sowing /transplanting/planting and record area coverage in a diary crop wise location wise for that date.
- Take participatory rural appraisal to know if there are any other area which may probably not traversed and update the recorded data.

- The A.S.O should randomly select locations out of exhaustive list, collected from the V.L.W , and traverse 50% of these location covering all G.Ps before validating the reported data submitted by the V.L.W/A.A. A.S.O should also check & authenticate the daily statistical field diary.
- Similarly, the S.A/SH also should randomly select traverse line covering all G.Ps of each Block under his/her jurisdiction and traverse covering all G.Ps before validating the reported data submitted by the A.S.O.
- DDA /DDH also should traverse 10% of G.Ps in each block covering major crop areas under his jurisdiction before validating the report submitted by the S.A/SH.

b) Estimation of crop area by Mouja wise plot wise sample survey.

- In selected Mouza, Dag Number wise Plot to Plot surveys are to be done by concerned Primary Worker (VLW/Agri. Asstt.) in each season and reporting to the Agri Sector Officer as per schedule
- Land use statistics to be obtained for all the Dag Numbers of selected Mouza & reported in L2 format.

Role of Primary Worker/Enumerator ( i.e. VLW / Agri. Asstt.):

- Fill up L<sub>1</sub> Formats based on the information collected in "S" – Form.
- He/she Should fill up Separate L<sub>1</sub> Formats for each season and submit it to the concerned Agri. Sector Officer within time schedule. That means, for four seasons, he has to submit 4 (four) L<sub>1</sub> Formats duly filled up.
- He/she will fill up L<sub>2</sub> Format to get information of Land Use Statistics of a year of the particular Revenue Mouza. The L<sub>2</sub> Format has to be filled up after completion of survey works of 4 (four) seasons (generally after the summer season) and submit it to the concerned Agri. Sector Officer within time schedule.
- VLW has to visit Tehashil office and record no. of Dag Sheet Wise from the Plot Index Register of Tehashil Office. If total Dag no. is more than 3000 then select the desired

dag no. with in 1500-3000 by following sheet sampling. In case of total Dag no. is with in 3000, and then all the dags should be surveyed.

- Then, he has to collect information about individual Dag No. and area of the Dag (or plot) from the Plot Index Register of Tehashil Office. And sub sequently fills up in Col. 1 & Col 2 of S- Form.
- Now, Dag No. wise ( i. e. plot to plot) survey works has to be conducted in 4 (four ) seasons as per time schedule.
- He will do plot to plot survey within the specified time schedule of each season & will collect field information in "S" – Form.

#### Role of Agri. Sector Officer :

- Agri. Sector officer should supervise, monitor & put necessary guidance and Instruction to the VLW so that survey work is carried out as per time schedule.
- ASO has to check the following issues and take appropriate action so that survey work can be carried out smoothly.
  1. Whether VLW collect Dag no. from tehashil office well ahead.
  2. Whether requisite number S- form is supplied to VLW
  3. Whether VLWs is fully acquainted with the method of data recording in S-Form.
  4. Whether Survey work is started as per time schedule.
- ASO has to cross check at least 50% of dag number.
- ASO Should thoroughly check L1 formats submitted by the VLW/Agri.Asstt. and submit it to the concerned SA within time schedule. That means, for four seasons, he has to submit 4 (four) L<sub>1</sub> Formats duly filled up.

### **Role of Superintendent of Agriculture:**

- Once received the list of selected mouzas , the SA will assign Enumerators and Supervisors.
- SA should make necessary arrangement to provide all the requisite forms etc.
- SA should arrange training programme for Enumerators and Supervisors.
- SA should supervise, monitor & put necessary guidance and instruction to the Agri. Sector Officer ,so that survey work is carried out as per time schedule.
- SA has to prepare the check list to monitor the following issues and take appropriate action so that survey work can be carried out smoothly.
  1. Whether VLW has collected Dag no. from tehashil office well ahead.
  2. Whether requisite numbers of S- form is supplied to VLW.
  3. Whether VLWs is fully acquainted with the method of data recording in S-Form.
  4. Whether Survey work is started as per time schedule.
- SA has to cross check at least 10% of dag number.
- SA should thoroughly checked L1 formats submitted by the VLW/Agri.Asstt. and submit it to the concerned DDA within time schedule. That means, for four seasons, he has to submit 4 (four) L<sub>1</sub> Formats duly filled up.
- SA will also ensure submission of fill up L<sub>2</sub> Format.

### **Role of Deputy Director of Agriculture:**

- Communicate the list of selected Moujas to the SA in time.
- Ensure timely initiation and completion of the survey.
- Check at least 10% Dag numbers & 10 % S-forms of the district in every season.
- Organise training programme.

### **Guideline for filling up the Columns of "S" – Form.**

Col. 1 : Dag number of plots to be written in ascending order.

Col. 2 : Dag number wise area of the field to be collected from the **Plot Index Register**, which will be available with the office of the Teheshilder. After collection of Dag number wise area once from the Teheshilder, the same should be used in next 3 seasons. Area of the land to be written in Cents ( " SATAK " ) .

Col. 3: Information of cropped area to be recorded for Bhadui (Autumn) Season during 1<sup>st</sup> July – 15<sup>th</sup> Oct according to harvesting time for the selected Dag numbers only.

Col. 4 : Information of cropped area to be recorded for Winter Season during 16<sup>th</sup> October to 15<sup>th</sup> January according to harvesting time for the selected Dag numbers only.

Col. 5 : Information of cropped area to be recorded for Rabi Season during 16<sup>th</sup> January– 31<sup>st</sup> March according to harvesting time for the selected Dag numbers only.

Col. 6 : Information of cropped area to be recorded for Summer Season during 1<sup>st</sup> April to 30<sup>th</sup> June according to harvesting time for the selected Dag numbers only.

Col. 7 : Record area under Current fallow.

Col. 8 : Record area under Net Cropped Area .

Col. 9 : Reasons for change in Dag No. (if any).

Col. 10 : Details of Land Use to be filled up during Summer Season.

**Col. 6, 7, 8, & 10 to be filled up during summer season only.**

**Note:**

- If more than one crop occupies a land, area against the each crop is to be written in the column including code number of the crop.
- If a particular Dag No. Having cropped partly and balance area is kept fallow, then code & name of crop along with area to be written. Fallow area also to be written with code.
- While filling up the form, code of the crop in bracket to be written first then name of crop and the area to be written. E.g. (001) HYV Aush Paddy- 45 , (030) Maize-35 so on.
- Page Synopsis of S-Form to be done as soon as survey work is over in each season.

**Time Schedule for Survey Works and reporting :**

As per guideline, survey on crop area estimation has to be done by the concerned VLWs in selected Revenue Mouza in each season and report to be furnished in Form **L<sub>1</sub>**. Time schedule for submission of compiled **L<sub>1</sub>** Forms is given forthwith:



Seasonal Discipline	Survey to be done by VLWs during the period	Compiled report to be furnished to ASO by VLWs	Compiled report of Sector by ASO to SA Offices.	Compiled report by SA to DDA Offices	Compiled report by DDAs to Agri. Directorate
<b>Bhadui</b> (1 <sup>st</sup> July – 15 <sup>th</sup> Oct.)	15 <sup>th</sup> June – 27 <sup>th</sup> June	28 <sup>th</sup> June	3 <sup>rd</sup> July	11 <sup>th</sup> July	15 <sup>th</sup> July
<b>Winter</b> (16 <sup>th</sup> Oct. – 15 <sup>th</sup> Jan.)	22 <sup>nd</sup> Sept. – 15 <sup>th</sup> Oct.	18 <sup>th</sup> Oct.	22 <sup>nd</sup> Oct.	25 <sup>th</sup> Oct.	30 <sup>th</sup> Oct.
<b>Rabi</b> (16 <sup>th</sup> Jan – 30 <sup>th</sup> March)	5 <sup>th</sup> Dec. – 21 <sup>st</sup> Dec.	26 <sup>th</sup> Dec.	31 <sup>st</sup> Dec.	5 <sup>th</sup> Jan.	7 <sup>th</sup> Jan.
<b>Summer</b> (1 <sup>st</sup> April – 30 <sup>th</sup> June)	20 <sup>th</sup> March – 20 <sup>th</sup> April	4 <sup>th</sup> May	10 <sup>th</sup> May	2 <sup>nd</sup> June	5 <sup>th</sup> June

Compiled information on Land Use Statistics is to be furnished in **L<sub>2</sub> Form** after the **Summer season** based on the information collected during 4(four) seasons of an Agri year.

Time schedule for submission of compiled L<sub>2</sub> form is given below:

Compiled report to be furnished by VLWs to ASO	ASO shall furnish compiled report to SA	SAs shall furnish compiled report to DDA.	DDAs shall furnish compiled report to the Director of Agriculture, Tripura.
5 <sup>th</sup> May of each year	10 <sup>th</sup> May of each year	16 <sup>th</sup> May of each year	10 <sup>th</sup> June of each year

Time schedule should be followed strictly as mentioned above for submission of Compiled Report to next superior Authority in prescribed format i.e. in **L<sub>1</sub> Form and L<sub>2</sub> Form**.

**Concept and Terms used :**

Agricultural Year : 1<sup>st</sup> July – 30<sup>th</sup> June of next Year.

Seasons : 4 seasons based on harvesting time

Seasons	Period (Harvesting
Bhadui (autumn)	1 <sup>st</sup> July – 15 <sup>th</sup> October
Winter	16 <sup>th</sup> Oct – 15 <sup>th</sup> Jan
Rabi	16 <sup>th</sup> Jan – 31 <sup>st</sup> March
Summer	1 <sup>st</sup> April – 30 <sup>th</sup> June

**Pre/Post Seasonal Crop:**

During survey it may be observed that crops of previous season due to late transplanting or that of next season due to early sowing is found in the field.

**Orchard:**

Orchard means permanent orchard like Mango orchard / Guava orchard etc. But seasonal crop like cucumber/water melon etc. will not be treated as an orchard.

**. Sheet Sampling:**

In case of Revenue Mouza (s) where total Dag number is more than 3000 in more than one sheets, then sheet sampling has to be done by the O/O concerned Superintendent of Agriculture following Random Sampling method and sheet(s) are to be selected so that total number of Dag remains in between 1500 and 3000 for undertaking survey works during the whole year in 4 (four) seasons. After selection of sheet(s) survey works to be commenced as per time schedule mentioned above.

## LAND USE CLASSIFICATION

### **Forests :**

This includes all lands classed as forests under any legal enactment dealing with forest or administered as forest, whether State-owned or private, and whether wooded or maintained as potential forests land.

### **Land Put to Non-Agril Use :**

This includes all lands occupied by buildings, roads, bridges, and railways or under water, e.g. rivers, canals and other lands put to uses other than agriculture.

### **Barren and Un-culturable Land :**

This includes all barren and un-culturable lands like mountains, deserts, steep hills, eroded lands, unproductive lands etc. The lands, which were not fit, or possible to be brought under cultivation unless at a high cost involvement are classed as un-culturable land, whether such land is in isolated blocks, or within cultivated holdings.

### **Permanent Pasture and other grazing land :**

All grazing lands, whether they are permanent pastures, village common and grazing lands under this head.

### **Miscellaneous tree crops groves etc. not included in the net area sown :**

All cultivated land which is not included in the net sown area, but is put to some agricultural use. Lands under thatching grasses, bamboo bushes, casurina trees and other groves for fuel etc. which were not included under 'Orchards' are classed under this category.

### **6.Culturable waste land :**

This includes all lands available for cultivation whether not taken up for cultivation in any time or taken up for cultivation once but not cultivated during the reference year and the five years or more in succession for one reason or the other. Such lands might be either fallow or covered with shrubs and jungles, which are not put to any use.

### **Current Fallow :**

All lands which were cropped during the previous year of the reference year, but are kept fallow during the current year. If any seeding was not cropped in the same year it is treated as current fallow.

**Fallow land other than Current Fallow :**

This includes all lands which were taken up for cultivation, but are temporarily out of cultivation for a period of more than one year and not more than five years previous to the reference year for one reason or other.

**9. Net Sown Area or Net Cropped Area:**

This represents the net area sown with all crops (both agricultural and horticultural) and orchards counting the area sown more than one in the same agricultural year **only once**.

**Area sown more than once :**

This refers to the area where different crops are cultivated more than once during same agril year. This can be obtained by deducting net area sown from the total cropped area.

**11. Total Cropped Area or Gross Cropped Area :**

This is the sum total of the areas covered by all individual crop i.e. area sown with crops for more than once during same agril year being counted as separate area for each crop.

**12. Cropping Intensity:**

$$\frac{\text{Gross Cropped Area}}{\text{Net Cropped Area}} \times 100 = \text{Cropping Intensity (\%)}$$

It is expressed in % .

**13. Net irrigated Area:**

Area irrigated during same agricultural year , counting area only once even two or more crops are irrigated in different seasons on the same piece of land.

**14. Gross irrigated Area :**

Total irrigated Area under all crops during the year counting the area irrigated **more than one crops** during the same agricultural year.

## Collection of Area data of perennial crops

Both the method of collecting area data as discussed earlier are in practice presently for-perennial crops also. Beside mouja wise survey, in this case information of area under the following categories of cultivation comprising the total area of perennial crop should be collected through eye estimation & participatory appraisal of growers for computing total area under the crop for making monthly report:-

Name of G.P/ADC Village-

Name of Block-

Name of Sector-

Name of Agri Sub Division-

Name of District-

Sl No	Crop	Category wise area (Ha)						Total Area (Ha)		Nos of Orchards	
		Orchard		Home stead		Inter crop		B	NB	B	NB
		B	NB	B	NB	B	NB				
1	2	3	4	5	6	7	8	9	10	11	12
A	Fruits										
B	Planta-tion crop										
C	Peren-nial Spices										

B= Bearing, NB=Non bearing

- Any plantation of fruits & plantation crops which are planted distinctly outside the home stead area may be treated as orchard.
- Any plantation of fruits ,plantation crops &Perennial spices which are planted distinctly in the inter space of a orchard is treated as intercrop & intercrops other than fruits, plantation & Perennial spices should be reported separately including with that crop area of such crop.
- Above table should be utilized for collecting data of perennial Horticultural crops and will be maintained by the V.L.W in register . Similar register will also be maintained by the A.S.O and S.A also.
- A.S.O should check at least 75 % of the sector covering all G.Ps
- S.A/SH should check at least 15% of the Agri sub division covering all blocks.
- DDA/DDHs should check at least 10% of the district covering all the blocks.
- In case of new plantation revise data up to three years according to survival status and stability of the orchard

### 3.Estimation of Production & Yield

This is done mainly through:-

1. Crop cutting Experiment (CCE),
2. Crop Yield Appraisal Survey

Crops which are selected for CCE

- |                            |                          |
|----------------------------|--------------------------|
| A. Agriculture crops       | B. Horticultural crops   |
| 1. Paddy (aus, aman, boro) | 1. Potato                |
| 2. Wheat                   | 2. Brinjal               |
| 3. Rape & Mustard          | 3. Cabbage & Cauliflower |
|                            | 4. Tomato                |
|                            | 5. Water Melon           |
|                            | 6. Pineapple             |
|                            | 7. Betelvine             |

**Crop Cutting Experiment (CCE):** The yield estimates are obtained through analysis of Crop Cutting experiment conducted under scientifically designed **General Crop Estimation Survey (GCES)**.

The sampling design adopted in the crop cutting surveys is **Multi-stage Stratified Random Sampling**. The Block / Agri. Sub-divisions have been taken as strata, the selected village, within the Block/Agri Sub division as first stage units (fsu), selected village in Block/Agri Sub division as a second stage unit (ssu), selected cultivators in a village as a third stage units and the selected plots are the ultimate stage of sampling .

Crops	Plot Size			Area of the plot in terms of Hectare
	Length	Breadth	Diagonal distance	
Aush Paddy , Aman Paddy , Boro Paddy , Rape / Mustard	10 M	5 M	11.18 M	1/200 <sup>th</sup> of Hectare
Wheat, Potato, Cabbage, cauliflower, Tomato, Brinjal	5 M	5 M	7.07 M	1/400 <sup>th</sup> of an hectare
Water Melon, Pineapple, Betel vine	5 M	5 M	7.07 M	1/400 <sup>th</sup> of an hectare

## Steps to be followed for conducting CCE:

### 1. Selection of GP/ADC village in a block/Agri sub division/District:

DDA/DDH will select name of GP/ADC village randomly from the exhaustive list of GP/ADC village as per guideline & will communicate to the SA/SH with instruction to collect exhaustive list of farmers as per cut off date of CCE calendar. Crop wise number of villages to be selected as per following guide line:

Name of Crop	Kind	No. of Villages/ Block or Agri.Sub	Selected farmers @ 2 nos per village
Aush	HYV (other than SRI)	7/Block	14
	Local	1/Block	2
	SRI	2/Block	4
	Total	10/Block	20
Aman	HYV (other than SRI)	6/Block	12
	HYV (SRI)	2/Block	4
	Hybrid (SRI)	1/Block	2
	Local	1/Block	2
	Total	10/Block	20
Boro	HYV (other than SRI)	4/Block	8
	HYV (SRI)	2/Block	4
	Hybrid (SRI)	2/Block	4
	Local	1Block	2
	Total	10/Block	20
Wheat		10/District	20
Rape & Mustard		8/Agri sub division	16
Potato		10/Block(TPS-5,HYV-4,Local-1)	20
Cabbage, Cauliflower, Tomato, Brinjal, Water Melon		5/ Agri sub division (Hybrid-2,OP-2)	10
Pineapple,		5/Agri sub division	10

In case there is no area coverage under local or any other category that may be replaced by other major category according to proportion of coverage.

**Collection of exhaustive list:** S.A should inform the concerned A.S.O/VLW the name of selected GP with a instruction to submit **exhaustive list** of farmers who have grown the said crop by a specific date.

**Selection of farmers & assigning staff for CCE by S.A:** Famers are selected as per criteria by using random number table from the exhaustive list received from the ASO/ VLW by the S.A and the list of selected farmer is communicated to the V.L.W/A.S.O for taking up CCE as per format below:-.

Block	GP/ ADC Village	Name of Farmer	Area under crop (Ha)	Variety	HYV/ Hybrid/ local/ OP	Tentative date of Harvest	Name of staff assigned to take CCE	Name of Supervising Officer
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**Supervisory Cut:** 10% supervisory CCE to be done by S.A, 30% by Asstt. Director /AO posted at SA office or his representative, 10% supervisory CCE to be done by DDA or his representative and 50% supervisory CCE to be done by ASO.

**Calendar to be followed:-** all the concerned should follow each and every activity adhering to the following time schedule

Name of the Crop	Randomly Selection of Village by SA office	Date of Submission of Exhaustive list by VLW through ASO to SA	Randomly selection of Farmers by SA & communicating to ASO & VLW	Cut off date for receiving CCE results by Directorate
Aush Paddy	15th May	25th May	30th May	30th November
Aman Paddy	10th September	15th September	25th September	30th January
Boro Paddy	30th January	15th February	20th February	10th July
Potato	20th December	25th December	30th December	30th April
Rape / Mustard	10th November	20th November	25th November	30th April
Wheat	31st December	10 h January	15th January	31st May
Cauliflower, Cabbage, Tomato, Brinjal,	10th November	20th November	25th November	30th April
Water Melon	15th January	30th January	15th February	15th June
Pine apple	10th April	20th April	30th April	30th September
Betel vine	10th April	20th April	30th April	31st March



## 6. Undertaking Actual CCE:

- Ensure CCE Kit available as per specification:  
Measuring tape (30M), 4 nos. 1.5 M long bamboo pole, rope 35 M long, Random No table, weighing machine, winnowing either hand or mechanized, thresher, polythene, gunny bag, jute rope
- Reach the farmer's field in time without keeping the farmer on waiting.
- If nos. of plot are more than one select plot using random number table.
- Fill up the form in consultation with the farmer before taking the CCE leaving plot measurement & grain weight space vacant. ( Format is given in Annexure-I)
- Locate direction of the plot.
- Find out starting point in the selected field (South West Corner)
- Select the actual plot for CCE by **randomization using random number table**
- Measure plot size 10 Mx5M / 5 Mx5 M accurately as per guide line.
- Demarcation of the plot after measurement
- Start harvesting
- Threshing
- Winnowing & cleaning.
- Weighing.

## 7. How to use random number table with illustration refer Annexure -II

For selecting G.P

For selecting Cultivator

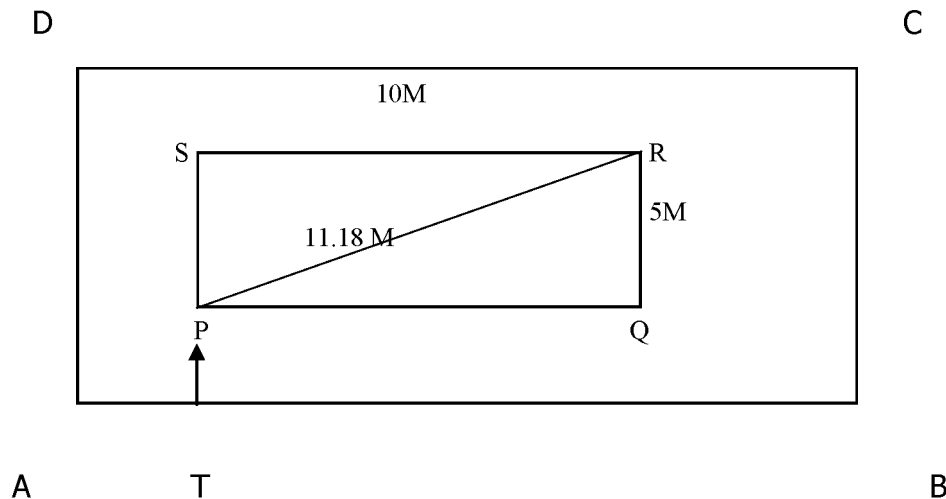
For selecting Plot

## 8. Procedure for locating plot and taking measurement of plot accurately.

**i. In Rectangular plot of Size (10x5) :-** In each selected field one rectangular size (10 m x 5 m), plot is to be located at random. The procedure for locating a random plot is as indicated below for a rectangular plot of size 10 m x 5 m):

Let the four corners of the field in which crop cutting experiment plot is to be located be named as ABCD. Let the point "A" represents the **south-west** corner of the field. For

locating south-west corner of the field, the Official taking the crop-cut should stand at this point facing the field and keeping the cut area to his right.



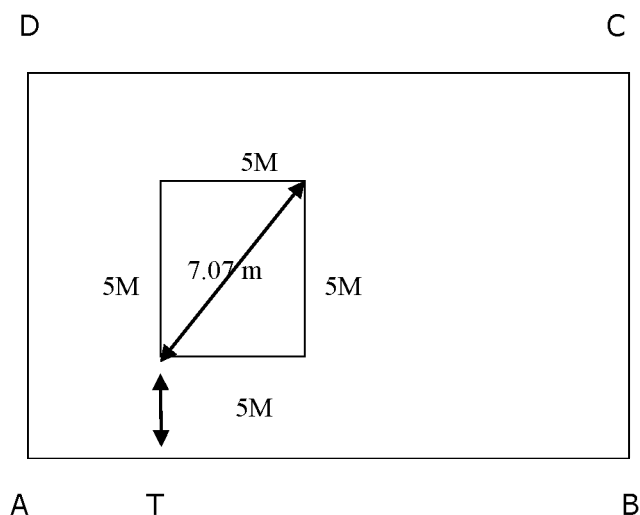
- The point A, the South -West corner of the field ABCD will be the starting point. For convenience, fix a bamboo pole at the starting point.
- From the starting point measure the length and breadth of the field by footsteps.
- Deduct 14 footsteps from length and 7 footsteps from breadth.
- Suppose the length and breadth of the fields as shown in Fig. above is 40 footsteps & 28 footsteps respectively. Then the length and breadth after deducting 14 footsteps & 7 footsteps will be 26 & 21 respectively.
- Now select a pair of random numbers one for length and the other for the breadth from the random number table. In the above example, the random number for both length and breadth should be of two digits. Suppose Pair of random numbers for the fields for length is 11 & for breadth is 10.
- To get the experimental plot, now start walk 11steps from the starting point "A" along the length of the field. Call this point as "T". Having arrived at this point "T", enter into the field along a direction at right angle to the length of the field to a distance of 10 footsteps corresponding to the random number selected for the breadth. **Call this point as "P"**.
- This point "P" will be the **south-west** corner of the desired plot "PQRS" to be harvested. Place peg at " P".
- From "P" proceed in a direction parallel to AB. With the help of tape measure a distance PQ which is exactly up to 10 meters.
- Place another peg at Q. Keep the zero point of the tape at "Q", open a total length of 16.18 meters of the tape and keep the point of the tape showing the length 16.18 meters at "P". Now keeping the two points viz. 0 and 16.18 meters on Q & P respectively, stretch the tape

and fix the point "R" such that "PR" is of length 11.18 meters and QR is equal to 5 meters. It will be seen that the angle PQR is a right angle.

- Place peg at point "R" which is the third corner of the plot to be located.
- For obtaining the fourth point keep the two points in the tape marked 0 and 16.18 meters respectively at P & Q respectively and similar process to be adopted as stated in above paragraph to get the fourth point "S".
- Place the fourth peg at "S". The pegs PQRS indicate the four corners of the plot to be harvested.
- It should be noted that the plot PQRS should be laid out in such a way that the point P is the south -west corner of the plot to be harvested and will be the point nearest to the South – West corner of the whole field.

### ii. Square plot of Size (5x5)

- In each selected field one Square size (5 m x 5 m), plot is to be located at random. The procedure for locating a random plot is as indicated below for a Square plot of size 5 m x 5 m):
- Let the four corners of the field in which crop cutting experiment plot is to be located be named as ABCD. Let the point "A" represents the **south-west** corner of the field. For locating south-west corner of the field, the Official taking the crop-cut should stand at this point facing the field and keeping the cut area to his right.



- The point A, the South -West corner of the field ABCD will be the starting point. For convenience, fix a bamboo pole at the starting point.
- From the starting point measure the length and breadth of the field by footsteps.
- Deduct 7 footsteps from both length and breadth.

- Suppose the length and breadth of the fields as shown in Fig. above is 40 footsteps & 28 footsteps respectively. Then the length and breadth after deducting 7 footsteps, then length & breadth will be 33 & 21.
- Now select a pair of random numbers one for length and the other for the breadth from the random number table. In the above example, the random number for both length and breadth should be of two digits. Suppose Pair of random numbers for the fields for length is 14 & for breadth is 12.
- To get the experimental plot, now start walk 14 steps from the starting point "A" along the length of the field. Call this point as "T". Having arrived at this point "T", enter into the field along a direction at right angle to the length of the field to a distance of 10 footsteps corresponding to the random number selected for the breadth. **Call this point as "P"**.
- This point "P" will be the **south-west** corner of the desired plot "PQRS" to be harvested. Place peg at " P".
- From "P" proceed in a direction parallel to AB. With the help of tape measure a distance PQ which is exactly up to 5 meters.
- Place another peg at Q. Keep the zero point of the tape at "Q", open a total length of 12.07 meters of the tape and keep the point of the tape showing Now keeping the two points viz. 0 and 12.07 meters on Q & P respectively, stretch the tape and fix the point "R" such that "PR" is of length 7.07 meters and QR is equal to 5 meters. It will be seen that the angle PQR is a right angle.
- Place peg at point " R" which is the third corner of the plot to be located.
- For obtaining the fourth point keep the two points in the tape marked 0 and 12.07 meters respectively at P & Q respectively and similar process to be adopted as stated in above paragraph to get the fourth point "S".
- Place the fourth peg at "S". The pegs PQRS indicate the four corners of the plot to be harvested.
- It should be noted that the plot PQRS should be laid out in such a way that the point P is the south -west corner of the plot to be harvested and will be the point nearest to the South – West corner of the whole field.
- 

### **9. Harvesting and other operations:**

#### **Paddy:**

Harvest the crop, which is only within the string stretched four sides of the plot. If a bunch of plants lies on the boundary of the plot include it if more than half of it is inside the plot, otherwise reject it. It is advisable not to allow the surrounding crop of the field to be harvested until the crop within the plot is harvested and removed to the

threshing ground. Collect all the harvested produce without leaving any ear-heads in the plot. Take care to see that there is no loss of the produce at the various stages, viz. harvesting, separating, carrying from the field to the threshing ground, threshing winnowing, cleaning and weighing. Care should be taken to see that every grain is separated from the ear-heads and also obtained free from dust. Weigh the clean produce carefully, weighing of produce should be done up to 5 grams. This result of weight is called green weight of the CCE. This green weight should be recorded in note book as well as in prescribed CCE Reporting Format. Collect the information from the cultivators and to be recorded in the prescribed format and submit the same in variably on the same day.

[Note: Prepare 5 (five) copies of Filled in CCE Format and submit copy of the same, invariably on the same day to 1) The Director of Agriculture 2) Deputy Director of Agriculture 3) Supdt. of Agriculture 4) Agri. Sector Officer and 5) Retain One copy with him / her as office copy].

#### **Potato:**

Harvest all the potato falling inside the cut area demarcated by the string on the same day and take the weight of the produce. The weight of the produce should be recorded in notebook & Prescribed CCE Format.

#### **Rape & Mustard:**

Harvest the plants, which are within the boundary of the Plot. If more than half portion of any plant is inside the plot include it in the plot for harvest. It is advisable not to allow the surrounding crop of the field to be harvested until the crops within the plot is harvested and removed to the threshing ground. Collect all the harvested produce without leaving any plants in the field, and spread it on a piece of gunny or bamboo mattress for a few hours and than the produce should be bagged in a cloth bag or gunny bag for a period of seven days. The concerned cultivator may be requested to expose the bag in the sun every day in unopened condition until the produce is threshed. After seven days the produce should be threshed. Take care to see that there is no loss of the produce at the various stages, viz. harvesting, separating, carrying from the field, threshing, winnowing, cleaning and weighing. Particular care should be taken to see that every plant is fully threshed and free from dust. Weigh the clean produce carefully and record the result obtained on the day of threshing in Note Book & Prescribed CCE Format.

**Wheat:**

Harvest the crop, which is only within boundary of the plot. If a bunch of plants lie on the boundary include it, if more than half of it is inside the plot. Otherwise reject it. It is advisable not to allow the surrounding crop of the field to be harvested until the crop within the plot is harvested and removed to the threshing ground. Complete the harvesting and other operations on the same day but, where the produce is moist and it is difficult to separate the grain from ear-heads, it should be allowed to dry up for a day or two under the care of the staff conducting the survey. Results should be recorded in notebook.

**Tomato, Brinjal, Cauliflower, Cabbage, Water Melon ,Betel vine & Pineapple:-**

Selection and measurement of the CCE plot is same as wheat. But harvesting is to be done in multiplucking . The staff assigned for the CCE should make a schedule of plucking and give a copy of the same to the farmer and contact the farmer at least two days earlier for confirmation of plucking date &time and accordingly attend the plucking and record in the form. The assigned staff should not miss any of the date of plucking.

**Dry Weight (Paddy)**

A quantity of 1 kg (exact weight) of Paddy just after harvesting of experiment plot is to be collected by the Investigator/Technical staff entrusted with the work & to be kept in a clean cloth/ gunny bag with proper care and to be dried for at least 7 (days) keeping the bag indoor & then dry weight of the produce to be taken. Dry weight, to be communicated to the Directorate office later on with in 3 weeks of the date of green weight recorded, as per following format.

Name of the District	Name of the Agri.sub	Name of the Block	Name of the Circle/ Villages where CCE conducted	Name of the Cultivator	Date of CCE	Dry weight of the 1 kg sample
1	2	3	4	5	6	7

The details of CCE should be recorded in ASO and SA?SH office in a register.

### FORMAT FOR REPORTING CROP CUTTING EXPERIMENT RESULTS

Sl No.	Particulars	
1	Name of the District	
2	Name of Agri. Sub-division	
3	Name of the Block	
4	Name of Agri. Sector	
5	Name of the VLW Circle/ Village	
6	Name of the Gram Panchayet	
7	Name of the Cultivator where actual CCE conducted	
8	Operational size of the holding of Farmer	
9	Name of the crop	
10 (a)	System of Cultivation	Conventional/ SRI
10(b)	Type of the Variety of crop	Local/HYV/HYBRID
11	Name of Variety	
12	Sources of Seed	Departmental source/ Private Source/ Own Source
13	Seed used per Kani (0.16 ha)	
14	Whether Manure/ FYM used in the plot	Yes/ No
15	If yes, quantity of manure/FYM used (in per Kani)	
16	Whether Chemical Fertilizer used in the plot	Yes/ No
17	If yes, quantity of Chemical fertilizer used( in per Kani )	
18	Time of sowing or Transplanting	(Early / Normal/ Late).
19	Date of harvesting	
20	Total area under crop (kani) in respect of cultivator for which CCE's is under taken	
21	Length of the field (in footsteps )	
22	Breadth of the field (in footsteps )	
23	Pair of random number selected	
24	Green Weight of the Produce obtained in CCE's in Kgs. Up to 5 gm	
25	Moisture Percentage in the produce obtained in CCE's	
26	Date of taking Dry Weight of the Produce ob-	

Sl No.	Particulars	
27	Dry Weight of the Produce obtained in CCE's ( in Kgs. Upto 5 gm)	
28	Normal Average yield in ( Kgs or Qtls. / Kani) where CCE's undertaken ( as per farmer experience)	
29	Production obtained through CCE's in respect of Normal average yield is	Normal/Good/Bad
30	Remarks about Production observed	
31	Whether the selected field was irrigated or un-irrigated	
32	If irrigated the source of irrigation	
33	Land type where CCE is undertaken	Upland/ Medium Land/ Low Land
34	Weather condition during Crop season	Normal / Drought/flood
35	Extent of damage by pests or any disease	

Signature of Official with seal  
taking the crop cut

Signature or thumb impression  
of the cultivator

Counter Signature of the  
A.S.O with Seal

Remarks by Superintendent of Agriculture:

### **Report of Supervisory officer**

Name of Supervisory Officer:

REPORT:-

Signature



### **Use of Random number table with illustration**

#### **For selection of GP.**

- No. of villages is 24. Having sl.no. 1 to 24
- 24 is 2 digit figure, hence use two digit random number table.
- Now refer two digit random number and select any number as wish. This is **starting number**
- If random number is with in 1 to 24 , then accept it & move any direction for subsequent selection
- In case any number more than 24, then reject that no.
- This process is continuing till required number of selection is done.

#### **For selection of Cultivator**

- No.of Cultivator growing boro paddy in selected village for HYV is 120 (say), having Sl. No. 1 to 120.
- 120 is three digit figure, hence use three digit random number table.
- Now refer three digit random number and select any number as wish. This is **starting number**.
- If random number is with in 1 to 120 , then accept it & move any direction for subsequent selection
- In case any number more than 120, then reject that no.
- This process is continuing till required number of selection is done.

#### **For selection of field , farmers having multiple number of field**

- Suppose, a farmer selected for conducting CCE having 5 nos. of field .
- Use 5 nos. of paper chit with hidden Sl. No.
- Mix chit properly
- Pickup one chit.
- Select the field as per sl. No. in the chit.

#### **For selection of Ultimate Plot.**

- Reach to the South west corner of the selected field.
- Take measurement of the length & breadth by footstep
- Record the Length & breadth in a note book. Suppose, length is 50 foot step & breadth is 40 footsteps.
- Now deduct 14 from length & 7 from breadth. So, length is 36 foot step & breadth is 33 foot step.
- Now refer two digit random number tables, as both length & breadth are 2 digit figures.
- Select one random number for length & one for breadth. Say selected random number for length 22 & breadth 16 .In case selected random number is beyond the length (36) & breadth (33) , move to the subsequent number.

	<b>4-Digit Random Number Table</b>									
	Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10
Row 1	3835	4337	7732	2419	3074	9497	6546	2641	4249	1488
Row 2	1841	9300	4931	5108	1336	2977	7067	4730	4388	9214
Row 3	6226	5534	6595	8618	3093	2337	5994	8650	6025	2902
Row 4	5805	1540	2251	4671	1017	3168	5520	2574	7186	7936
Row 5	1118	5059	5654	9474	6060	6728	3652	6570	4191	7664
Row 6	3345	4663	1514	1837	7570	1555	6828	8623	5547	3171
Row 7	2481	2844	2736	7806	9275	1596	6761	7385	7944	7277
Row 8	8485	3420	4925	3411	2524	3139	7636	2707	8067	8392
Row 9	5128	1087	7988	2011	4934	4742	2096	2238	2428	4764
Row 10	3846	7746	7616	8179	7778	5004	9010	9401	4722	2323
Row 11	9367	4715	5425	9036	6706	1834	9517	5599	8637	2343
Row 12	2336	2452	2138	6301	2743	9390	6907	7614	9502	4138
Row 13	8280	8873	2847	3152	3929	9759	1220	7036	1323	6910
Row 14	3965	9450	8038	3912	6144	7868	7738	4914	7289	8583
Row 15	4006	9655	2555	3036	1685	8236	2655	6121	2128	8760
Row 16	8185	3758	6742	1192	2691	8241	5053	7970	8891	1526
Row 17	4282	7038	8525	5382	1011	8137	2245	8887	2814	1889
Row 18	2278	9234	8936	2924	4659	4462	1366	8808	2471	5125
Row 19	1932	9575	2639	2529	2825	8584	9363	3684	1260	7876
Row 20	5492	6341	9696	3284	3889	5657	3393	9512	8667	8798
Row 21	1970	8878	3741	5263	4156	8187	7701	3561	4620	6850
Row 22	5387	3779	4846	7649	6613	2067	6069	9406	7453	2259
Row 23	9645	7962	8691	7924	8220	7995	4138	5605	6139	5289
Row 24	5288	4553	6827	3235	6078	7865	7339	6200	3684	2030
Row 25	3151	2813	8266	3653	8361	7464	2095	4358	2282	4689
Row 26	8749	1149	7831	2316	3758	2050	4702	7230	5888	3719
Row 27	9754	6820	8446	7959	6997	3845	9880	1861	4997	8775
Row 28	8088	1116	1529	1730	5062	5889	3067	3561	7966	7796
Row 29	2120	8344	4504	3511	2892	4663	1646	2454	6267	7575
Row 30	7328	2333	4535	7890	2440	6290	1387	1368	1413	4712
Row 31	8895	3873	9323	7069	6283	5379	2389	6365	6810	4560
Row 32	7523	2891	7814	8640	5414	3814	3503	6563	8629	9071
Row 33	6123	6427	8905	4044	8774	1357	4177	1949	8761	8426
Row 34	8247	4655	4179	9566	3791	7250	7979	3863	7912	5530
Row 35	7425	7929	3651	3605	1728	9005	1867	2255	4666	2713
Row 36	3327	6852	8498	6669	6026	6229	3373	5904	5674	5703
Row 37	4524	9035	1150	7254	7821	7699	6296	1412	4256	1518
Row 38	7066	8927	4096	5487	8032	4242	7132	6704	8092	5765
Row 39	4881	2863	6667	3818	6798	3712	7912	2556	3057	1425
Row 40	9711	1353	5557	2900	4471	8066	3238	5035	5613	7780
Row 41	3334	5305	6594	6306	5466	5126	9906	1557	4119	4561
Row 42	3175	6329	4310	2824	5749	9544	8450	3791	4448	3916
Row 43	8587	3452	4447	2625	5225	7800	1187	6352	7410	7730
Row 44	8134	6956	8473	4783	3553	2499	3411	8516	8965	7841
Row 45	8696	4186	9198	2865	9575	9658	8195	1414	3712	6145
Row 46	4616	6820	4497	3075	4909	2634	8289	5659	8838	6178
Row 47	7332	6356	9385	8787	1587	7387	5446	2162	3568	7823
Row 48	4473	4285	6586	6403	5325	2552	6603	4650	3310	5832
Row 49	4325	7141	1889	5453	7708	6243	2986	8432	2677	4510
Row 50	1075	2723	1865	3889	9601	4210	8452	3569	3622	4368

#### 4.Crop Yield Appraisal Survey

Estimation of crop yield of those important crops, for which yield estimation is not done through Crop Cutting Experiment (CCE) are considered for Crop Yield Appraisal Survey (CYAS). Appraisal will be taken if the area under the crop is more than 50 ha in a Agri Sub-division . Yield Appraisal Survey (YAS) is a objective method of yield estimation procedure in which yield of crops is obtained by collecting information from cultivators just after harvesting of the crops.

#### Sampling Design:

The sampling design adopted in the **YIELD APPRAISAL SURVEY** is **Multi Stage Stratified Random Sampling**. The Block/Agrisubdivision have been taken as strata, the selected V.L.W. circles, within the Block/ASD as first stage units (fsu), selected cultivators in a VLW Circle as a second stage units & ultimate stage of sampling.

**Method of Data Collection:** Interview to the Cultivators with structured Questionnaires supplied by the department. (Interview Method)

**Sample Size:** 10 nos. of cultivator in each block /Agrisubdivision

Crop wise numbers of village are selected as below:-

Name of Crop	Kind/Variety	No. of Villages/ Block or Agri.Sub Divi- sion	Selected farm- ers @ 2nos per village
Lentil, Pea, Rabi Moong, Sesamum, Kharif Groundnut , Rabi Groundnut, Black gram, Arhar		5	10
Kharif Maize, Rabi Maize	Composite/ HYV	2	4
	Hybrid	1	2
	Hybrid	2	4
	Local		
Ash gourd, Bottle Gourd, Cowpea (Barbati), Ridge gourd, Green Chilies	Hybrid	3	6
	OP	2	4
Pointed Gourd, Spine gourd, Colocasia, Ginger,		5	10
Mango, Banana, Lemon, Orange, Ar-ecanut, Cashew nut		5	10

## Steps of Crop Yield Appraisal Survey

### 1. Selection of village

5 nos villages (GP/ADC Village) should be selected preferably from each block if there is coverage under crop in every village of the Block and if not then villages should be selected from entire Agri sub division. Selection should be made using random number table. Selection of villages should be done by the DDA/DDHs just after completion of sowing of crops. The list of selected villages should be communicated to the SA/SH with instruction to collect exhaustive list of farmers as per cut off date .

### 2. Selection of farmers

SA/SH should collect exhaustive list of farmers through V.LW and ASO from the each selected village. Select 2 nos farmers from each village by using random number table and assign the V.L.W and ASO for taking Crop Yield Appraisal Survey as per format below:

#### **Format for assigning staff for taking Crop Yield Appraisal**

Name of the Crop:-

Year:-

Season

District:-

Agri-subdivision:-

Sl No	Block	GP/ADC Village	Name of Farmer	Area under crop (Ha)	Variety	HYV/ Hybrid/ local/ OP	Tentative date of Harvest	Name of staff assigned to take Crop Yield Ap-	Name of Supervising Officer

### 3. How to take Yield Appraisal.

Crop Yield Appraisal Survey is based on the following criteria:

- At least visit once at the time of ripening stage for the crop which is harvested at a time before taking CYAS.
- At least visit once during plucking for multi-plucking harvested crops before taking CYAS.
- Take crop appraisal by interviewing the farmer and record information in the prescribed format.
- Make four copies of format and take signature of farmer, V.L.W, Supervising Officer and the SA/SH
- Record the CYAS in ASO office and SA/SH office in register

**Format for Yield Appraisal Survey for different Agri. Crops**

<b>Part A</b>		
	<b><i>Particular</i></b>	
A 1	Name of the Block	:
	Name of the Agrisub	:
	Name of the District	:
A 2	<b>Crop details</b>	
i	Name of the crop	:
ii	Area under that Crop in the Block	:
a	Local	:
b	HYV	:
c	Hybrid	:
d	Others ( Pls Specify)	:
iii	Quantity of seed distributed by the Department in the block	:
iv	Major variety Grown	:
A 3	<b>Crop Status during the year</b>	:
I	Overall Crop Stand during the Year (Poor/Normal/ Good/Excellent)	:
II	Weather situation prevail during the growing season of the crop	:
II I	Occurrences of Flood/ Drought/ Prolonged Dry spell/Heavy rain during crop growing season	:
IV	Pest & Disease Occurrences (pls. Specify the Extent of Damage)	:
V	Significant weather Condition experienced by the crop which is directly or indirectly influenced the performance of crop	:
VI	Any Specific Biotic or Abiotic factors which influenced the crops	:
VI I	Any other Specific input factor which influenced the production of that crop significantly	:
Signature of the O/C of Statistics Section, O/O , SA		

## PART B

B 1	<i>Particular</i>	:
i	<i>Name of the GP/VC</i>	:
i i	Name of the Block	:
i i i	Name of the Agrisub	:
i v	Name of the District	:
v	Name of the Farmer	:
v i	Farmers size of holding	:
v i i	Area cultivated during that particular season	:
v i i i	Date of the Survey work	:
i x	Crop Season	:
B 2	<b>Crop details in respect of specific cultivator</b>	:
i	Name of the crop	:
i i	Area under that Crop	:
a	Local	:
b	HYV	:
c	Hybrid	:
d	Others ( Pls Specify)	:
i i i	Sources of Seed	:
i v	Name of the variety Grown	:
v	Land Type	:
v i	Previous crops Sown	:
v i	Sowing Time	:



## **5.Crop Forecast:**

Crop Forecast is a most probable assessment of area coverage and production of a crop while it is standing in the field.

**Normally 3 (Three) forecasting is given in a season:**

### **First Forecast:**

Objective of the first forecast is to know in advance about the idea of area sown/transplanted and weather condition at sowing/transplanting time of a crop in a particular season. This forecast confirms **only to area coverage** and does not make any mention about the **production**. Normally, 1<sup>st</sup> forecast is given **1 (one) to 1<sup>1/2</sup> (one and half)** months after sowing/ transplanting of the crop.

### **2<sup>nd</sup> Forecast:**

This is normally given 1 (one) to 1<sup>1/2</sup> (one and half) months **after the first forecast**. This reports **entire area coverage** including late sown area and crop condition. Besides, the 2<sup>nd</sup> forecast also provides an advance-anticipated production of the crop based on impression of the crop condition.

### **3rd and Final forecast:**

This forecast is based on complete inspection of all the fields. Area coverage figures to be reported based on complete inspection. Productions figures are generally related to total out-turn i.e. production to be harvested or expected to be harvested. This assumed production figures would have to closer proximity to the accurate production figures so received from Crop Cutting Experiments/Crop yield Appraisals..

### **Terms /Concept used in Crop Forecast:**

**Total Out-turn (Production):** Total Out-turn of the crop is to be obtained with the help of following formula:

Total out-turn (i.e. production) = Normal Yield x Condition factor of the crop under

Report x Area of the crop under report.

**Normal Yield:** Average of last 3 years Yield.

**Condition factor:** The condition factor of a crop gives the condition of the crop in a particular season under report in comparison to normal crop yield. It is usually expressed



in terms of percentages (%) or "Annas". Generally, normal out-turn per hectare vary between 12 annas to 16 annas (i.e. 75% to 100%) & even more.

<b>TIME SCHEDULE FOR FORECAST REPORT</b>					
Name of Crops	Number of Estimates	Forecast Report To be furnished by			
		VLW to ASO	ASO to SA	SA to DDA	DDA to DA
Rice-Aus	Ist forecast ( Area)	10th July	15th July	25th July	10th August
	2nd Forecast	10th August	15th August	25th August	10th September
	Final Forecast Area & Production	2nd September	10th September	25th September	30th September
Rice-Aman	Ist forecast	2nd September	10th September	15th September	30th September
	2nd Forecast	5th November	10th November	15th November	28th November
	Final Forecast	5th January	10th January	15th January	28th January
Jhum paddy	Ist forecast	10th July	15th July	25th July	10th August
	2nd Forecast	2nd September	10th September	15th September	30th September
	Final Forecast	10th October	15th October	20th October	10th November
Boro paddy	Ist forecast	15th February	20th February	1st March	10th March
	Final Forecast	5th June	15th June	25th June	10th July
Wheat	Ist forecast	25th November	30th November	10th December	30th December
	2nd Forecast	18th February	20th February	25th February	5th March
	Final Forecast	30th March	10th April	20th April	10th May
Kharif Pulses	Ist forecast	10th June	20th June	30th June	30th July
	Final Forecast	15th September	20th September	30th September	25th October
Rabi Pulses	Ist forecast	15th December	20th December	25th December	5th January
	Final Forecast	15th October	20th April	25th April	5th May
Sesamum	Ist forecast	5th June	20th June	30th June	20th July
	2nd Forecast	10th September	15th September	20th September	30th September
	3rd Forecast	20th October	30th October	10th Nov	30th November
	Final Forecast	15th February	28th February	10th March	30th March
Rape/Mustard	Ist forecast	15th Nov	20th Nov	25th Nov	5th December
	2nd Forecast	20th January	25th January	5th February	20th February
	Final Forecast	5th April	10th April	15th April	30th April
Cotton	Ist forecast	5th January	25th June	5th July	20th July
	2nd Forecast	25th July,	2nd August	10th August	25th Sept
	3rd Forecast	15th October	28th October	5th November	25th November
	4th Forecast	15th December	25th December	5th January	15th January
	Final Forecast	1st March	10th March	20th March	10th April

TIME SCHEDULE FOR FORECAST REPORT					
Name of Crops	Number of Estimates	Forecast Report To be furnished by			
		VLW to ASO	ASO to SA	SA to DDA	DDA to DA
Jute	Ist forecast	Ist June	7th June	15th June	5th July
	Final Forecast	1st September	7th September	15th September	25th September
Supply Review (Last year crops)		15th January	20th January	30th January	12th February
Final Review (last year Crops)		10th July	15th July	25th July	10th August
Mesta	Ist forecast	7th June	15th June	25th June	15th July
	2nd Forecast	25th August	2nd September	10th September	25th September
	Final Forecast	15th January	20th January	30th January	12th February
Final Review (last year Crops)	Ist Forecast	Ist July	15th July	25th July	10th August
Sugarcane	Ist forecast	Ist May	7th May	15th May	25th May
	2nd Forecast	Ist September	7th September	15th September	25th September
	Final Forecast	7th April	15th April	20th April	30th April
Potato	Ist forecast	10th December	15th December	25th December	10th January
	Final Forecast	Ist May	7th May	15th May	25th May
Chilies	Final Forecast	15th March	20th March	25th March	10th April
Ginger	Final Forecast	10th January	15th January	25th January	10th February
Turmeric	Final Forecast	10th January	15th January	25th January	10th February
Banana	Final Forecast	15th July	25th July	1st August	30th August
Sweet Potato	Final Forecast	25th April	5th May	15th May	5th June
Papaya	Final Forecast	25th April	5th May	15th May	5th June
Tapioca	Final Forecast	25th April	5th May	15th May	5th June
Maize	Final Forecast	20th August	30th August	15th September	30th September
Ground nut (Kharif)	Ist forecast	10th June	20th June	1st July	30th July
	2nd Forecast	5th September	15th September	25th September	15th October
	Final Forecast	Ist December	15th December	25th December	15th January
Groundnut (Rabi)	Ist Forecast	25th February	5th March	15th March	5th April
	Final Forecast	15th April	20th April	30th April	15th May
Arhar(Tur)	Ist Forecast	Ist May	10th May	20th May	10th June
	2nd Forecast	Ist December	10th December	20th December	5th January
	Final Forecast	15th April	20th April	25th April	5th May
Onion	Final Forecast	15th November	20th November	25th November	30th December

## **6. Farm Harvest Price & Agriculture Labour Wages:**

The Farm harvest price of any commodity is defined as the **wholesale price** at which the commodity is disposed of by the producer to the trader at the Farm/ Village site during specified harvest period. The VLW concerned should follow the procedure as narrated below strictly for collection of Farm Harvest Price.

The Investigators / Asstt. Investigators/ Officials entrusted with Statistics Section of DDA Office / SA Office should follow the procedure for reporting of Farm Harvest Price.

**Time schedule** for collecting harvest prices given in Annexure .

The prices for the commodities are to be collected **weekly** from the **farm gates/ Markets of the selected villages.**

List of the **selected village markets/centers** has been indicated in Annexure .

**Format** for reporting of **Weekly Farm Harvest Price** has been given in Annexure .

In each selected village, the harvest price at which the commodities are sold by the producer has to be collected during the specified period and to be reported on a specified day in each week in the standard form .

If the commodity is not sold at the village site in a particular date, the prevailing price at the nearest market of the selected village minus the cost of transport from the village to the said market has to be quoted for that particular period.

The variety of the commodity for which the prices are collected from the selected villages should be indicated in the report clearly.

The reasons for variation in price, if any, as compared to the previous week's price should also specifically be mentioned in the "remarks" column against each commodity.

### **Procedure for reporting Agricultural labour wages**

Return should be submitted in the prescribed format for the purpose.

The returns should be submitted regularly **every fortnight**. Daily wages data should be collected on every 15<sup>th</sup> and the last day of the month and be submitted to this office within after expiry of the fortnight to which the report relates.

Agriculture labour wages for an Agri. Sub – Division should be collected in 2(two) centers as per list enclosed and then only the average data of those 2 (two) centers should be quoted in the form.

Data should be carefully collected and statements should be thoroughly examined and checked before submission to this Office.

The returns should be sent to the Director of Agriculture, Khrishi Bhawan, Agartala through concerned DDAs.

In Sl. II and SL. IV of format (eg.' Field labourers 'and "Other Agricultural Labourers") only the rate should be quoted to show rates given to persons hired without implements.

Daily wages paid in kind must be taken into consideration properly and the cash equivalent thereof at local rates at the material time should be quoted in column 5 and be added up to wages paid actually in cash to arrive at total wages.

Wages of Agriculture Labourers in State farmers not to be taken for this purpose.

Data related to wages of Labourers employed on a more or less permanent basis or on a long period contract basis should be incorporated in this report.

Daily Wages rate actually prevailing in the centre at the material time should be reported .

While furnishing the report the following definition should be adhere to :

Field labourers include Ploughmen, sowers, transplanters, weeders reapers harvesters etc for whom separate wage rate are to be furnished in the appropriate columns.

Herdsmen include persons whom man work is collected livestock's from different owners, houses for feeding them in the grazing field during the day and then to return to the owner's places.

Other Agri labourers include person named as coolee employed for watering the field, load carriers, well diggers, labourers cleaning silts from water wage, embankment etc.

Skilled labourers include rural carpenters, blacksmith and cobblers by profession (whole time). Data on these skilled labourers are to be collected for a prima fascia comparison of the wages of non- agricultural and agricultural Labourers and also to study the occupation of such labourers in the rural community.

Only one copy of the filled up form should be submitted and a Office copy of that return should be preserved carefully for future reference.

**List of the selected village markets / Centers from where Farm Harvest Prices to be collected**

Sl. No.	Name of Agri. Subdivision	Name of Village Markets/Centers
1	Kadamtala	1.Gobindapur 2. Tarakpur
2	Panisagar	1. Deocherra 2. Panisagar
3	Kanchanpur	1.Laljuri 2. Damcherra
4	Kumarghat	1.Kwalikura 2. Dhanbilas
5	Chawmanu	1. Manikpur 2. Chawmanu
6	Gandacherra	1. Ratannagar 2. Gandacherra
7	Salema	1. Bhuraicharri 2. Choto Sharma
8	Khowai	1.Chebri 2. Champahaor
9	Tulashikhar	1. Rajnagar 2. Champahaor
10	Teliamura	1.Krishnapur 2. Moharcharra
11	Jirania	1. Khayerpur 2. Khumlung
12	Mandai	1. Mandai 2. Burakha
13	Mohanpur	1. Barkathal 2. Hezamara
14	Bishalgarh	1. Brajapur 2. Ghaniamara
15	Dukli	1. Kalikapur 2. Nagicherra
16	Melaghar	1. Kamrangatali 2. Nalchar
17	Matabari	1. Tulamura 2. Mirza
18	Rajnagar	1.Sonaichari 2. Kalabaria
19	Bagafa	1. Laogang Bazar 2. Birchandra Manu
20	Satchand	1. ChotoKhil Bazar 2. Manubazar
21	Rupaichari	1. Sonaicharri 2. Manu Bankul
22	Amarpur	1. Rangkhang 2. Bampur

**List of the selected villages/ centers from where Agriculture labour wages to be collected.**

Sl. No	Name Agri Sub- Division	Name of villages/ Centers
1.	Kadamtala	1.Govindapur, 2. Tarakpur
2.	Panisagar	1.Deocherra, 2. Panisagar,
3.	Kanchanpur	1.Lal juri, 2. Damcherra
4.	Kumarghat	1.Kwalikura,2. Danbilas
5.	Chawmanu	1.Manikpur,2. Chawmanu
6.	Gandacherra	1.Ratannagar, 2. Gandhacherra
7.	Salema	1.Dhuraicharri, 2.Chotosurma
8.	Khowai	1.Cebri, 2. Champhour
9.	Tulaishikar	1.Rajnagar,2.Champhour
10.	Teliamura	1.Krishnapur,2. Moharcharra
11.	Jirania	1.Khayerpur, 2. Khumulung
12.	Mandwi	1.Mandwi, 2. Boraka
13.	Mohanpur	1.Barakhatal, 2.Hezamara
14.	Bishalghar	1.Brajapur, 2.guniamura
15.	Dukli	1.Kalikapur,2.Nagicherra
16.	Melaghar	1.Kamrangatali,2. Nalchar
17.	Matabari	1.Tulamura, 2.Mirza
18.	Rajnagar	1.Sonicherri, 2.Kalabaria
19.	Bagafa	1.Lawgang, 2.Birchandramunu
20.	Satchand	1.Chotakhil Bazar, 2. Manu
21.	Rupaicherri	1.Sonaicheri, 2. Manubankul
22.	Amarpur	1.Rangkhong, 2.Bampur.

## Harvesting Period &amp; Period for collection of Harvest Price.

Name of Crop	District	Harvest Period	Period for collection of Harvest Price.
Autumn (Aus) Paddy	West	June-July	July-Aug
	South	June-July	July-Aug
	North	Aug-Sept	Sept-Oct
	Dhalai	Aug-Sept	Sept-Oct
Winter (Aman) Paddy	West	Nov-Dec	Dec-Jan
	South	Nov-Dec	Dec-Jan
	North	Dec-Jan	Jan-Feb
	Dhalai	Dec-Jan	Jan-Feb
Summer (Boro) Paddy	West	April-May	May-Jun
	South	April-May	May-Jun
	North	May-Jun	Jun-July
	Dhalai	May-Jun	Jun-July
Maize	West	Aug-Sept	Aug- Sept
	South	Aug-Sep	Aug-Sept
	North	Aug-Sep	Aug-Sept
	Dhalai	Aug-Sep	Aug-Sept
Jute	West	Aug-Sept	Sept Dec
	South	Aug-Sept	Sept- Dec
	North	Aug-Sept	Sept-Dec
	Dhalai	Aug-Sept	Sept- Dec
Mesta	West	Aug-Sept	Nov-Jan
	South	Aug-Sept	Nov- Jan
	North	Aug-Sept	Nov- Jan
	Dhalai	Aug-Sept	Nov-Jan
Arhar	West	Dec-Jan	Jan-Feb
	South	Dec-Jan	Jan-Feb
	North	Dec-Jan	Jan-Feb
	Dhalai	Dec-Jan	Jan-Feb
Black gram (Mashkalai)	West	Dec-Jan	Jan-Feb
	South	Dec-Jan	Jan-Feb
	North	Dec-Jan	Jan-Feb
	Dhalai	Dec-Jan	Jan-Feb
Moong (Kharif)	West	Aug-Sept	Sept- Oct
	South	Aug-Sept	Sept- Oct
	North	Aug-Sept	Sept-Oct
	Dhalai	Aug-Sept	Sept-Oct
Moong (Rabi)	West	Mar-April	April- May
	South	Mar-April	April- May
	North	Mar-April	April- May
	Dhalai	Mar-April	April- May
Cowpea	West	Feb-March	April-May
	South	Feb-March	April- May
	North	Feb-March	April- May
	Dhalai	Feb-March	April- May

Name of Crop	District	Harvest Period	Period for collection of Harvest Price.
Lentil	West	March-April	March- April
	South	March-April	March- April
	North	March-April	March- April
	Dhalai	March-April	March- April
Pea	West	March-April	March- April
	South	March-April	March- April
	North	March-April	March-April
	Dhalai	March-April	March-April
Gram	West	March-April	March- April
	South	March-April	March- April
	North	March-April	March-April
	Dhalai	March-April	March- April
Cotton (Ginned)	West	Oct-Dec	Dec-Feb
	South	Oct-Dec	Dec-Feb
	North	Oct-Dec	Dec-Feb
	Dhalai	Oct-Dec	Dec-Feb
Cotton (Ginned)	West	Oct-Dec	Dec-Feb
	South	Oct-Dec	Dec-Feb
	North	Oct-Dec	Dec-Feb
	Dhalai	Oct-Dec	Dec-Feb
Rape & Mustard	West	Jan-Feb	March- April
	South	Jan-Feb	March- April
	North	Jan-Feb	March-April
	Dhalai	Jan-Feb	March-April
Sesamum	West	Aug-Sept	Oct- Nov
	South	Aug-Sept	Oct- Nov
	North	Aug-Sept	Oct- Nov
	Dhalai	Aug-Sept	Oct- Nov
Sugarcane (Gur)	West	Nov-March	Dec - March
	South	Nov-March	Dec - March
	North	Nov-March	Dec - March
	Dhalai	Nov-March	Dec - March
Potato	West	Dec-March	Jan- April
	South	Dec-March	Jan- April
	North	Dec-March	Jan- April
	Dhalai	Dec-March	Jan- April
Wheat	West	Feb-March	March-April
	South	Feb-March	March-April
	North	Feb-March	March-April
	Dhalai	Feb-March	March-April
Rabi Groundnut	West	March-April	March-April
	South	March-April	March-April
	North	March-April	March-April
	Dhalai	March-April	March-April
Rabi Groundnut	West	Aug-Sept	Sept-Oct
	South	Aug-Sept	Sept-Oct
	North	Aug-Sept	Sept-Oct
	Dhalai	Aug-Sept	Sept-Oct



**Format for submission of Weekly Harvest Prices Return for the Week Ending on**

SL · N O.	District:-	Agri Sub Division:-	Block:-	Village:-	Harvest Price in Rupees and Paisa per Quintal in the corresponding week last year		Re- marks
					Rs.	P.	
Commodity		Date by which the harvesting of the crop commenced and whether that date was early, normal or late		Harvest Price in Rupees and Paisa per Quintal in the processing week			
					Rs.	P.	
1	Jute Fiber						
2	Jute Stick						
3	Autumn Paddy (Aus ) (Unhusked)						
4	Autumn Rice (Aus) (Cleaned)						
5	Autumn (Aus) paddy seed						
6	Winter Paddy (Aman ) (Unhusked)						
7	Winter Rice (Aman) (Cleaned)						
8	Winter Paddy (Aman) seed						
9	Summer Paddy (Boro) (Unhusked)						

SL. No.	Commodity	Date by which the harvesting of the crop commenced and whether that date was early, normal or late		Harvest Price in Rupees and Paisa per Quintal (write 'N.T' in case of		Harvest Price in Rupees and Paisa per Quintal in the processing week		Harvest Price in Rupees and Paisa per Quintal in the corresponding week last year		Re-mark s
		Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	
10	Summer Rice (Boro) (Cleaned)									
11	Paddy Straw									
12	Wheat									
13	Gram									
14	Lentil(Mosur Dal )									
15	Moong									
16	Pea(Mator Dal)									
17	Arhar									
18	Cotton (Ginned)									
19	Cotton (Unginned)									
20	Black gram (MashKalai)									
21	Potato (Local)									
22	Potato (HYV)									
23	Potato (TPS)									
24	Gur (Jaggery) of Sugarcane									
25	Mustard									
26	Tobacco leaf									
27	Mesta									

Format for Reporting the current rate of Agricultural Wages during the fortnight ending on.....Year.....

District.....Agri Sub Division.....Block.....Reporting Village

( One working day of 8 hours)

Nature of Laboures	Type of Labourers	Cash Wages in`/day	Wages in kind		Total Wages in `(Co13+5)/day	Remarks
			De-scription	Cash equivalent in `/day		
1	2	3	4	5	6	7
A)Skilled Labourers						
1.Carpentary	Man					
2. Black smith	Man					
3.Cobbler	Man					
B)Field Labourers						
1.Ploughman	Man					
2.Sower & Transplanter	Man					
	Women					
	Children					
3.Weeders	Man					
	Women					
	Children					
4.Reapers &harvester	Man					
	Women					
	Children					
C.Herdsman	Man					
	Women					
	Children					
D.Others Agricultural labourers (Specify in remarks column)	Man					
	Women					
	Children					

Signature of S.A

Signature of A.S.O

Signature of V.L.W/A.A

## 7.Weekly weather watch and crop prospect

This is a very important report to be made on the basis of primary impression of the field operation of the crops ,weather, Inputs availability, natural calamity or any other information relevant to inform. The report should reach as per schedule given below:-

ASO to SA/SH	SA to DDA/DDH	DDA to DA/DH &SC
Saturday	Following Monday	Following Tuesday

Weekly Weather Watch and Crop Prospect Report										
Area coverage under different kharif crops during 2015-16 (Area in Ha)										
State		Tripura								
Season		YEAR:		SEASON:-		Report for the week ending			Date:_____	
Sl No	Crop	Normal Area	Targeted Area	Area Covered till date		Final of last year	Crop Condition	Sowing / Transplanting Status	Harvesting Status	Remarks
				This year	Last year					

NB:- Normal area is average of last 5 years

Input Supply Position :-		Normal (N), Short Supply (S)								
v)	Power									
vi)	Diesel									
vii)	Irrigation water from different sources									
viii)	Fertilizer					If short Supply name				
v)	Pesticide / Herbicide :-					If short Supply name				
vi)	Seed:-					If short Supply name				
vii)	Disease / Pest incidence :- Yes (Y) / No (N)									
a)	If yes, specify name									
b)	Per cent damage of total area									
viii)	Rainfall during week (Excess / Normal / Scanty / No Rain)									
ix)	Damage due to calamity (Flood / Drought / Cyclone)									
x)	Report any significant information									

## 8. Monthly Statistical Reports

A) To be submitted by VLW to the SA/SH through the ASO (GP/ADC village wise).

1. Crop Area

a) Agricultural crops

b) Horticultural crops

2. Irrigation status

a) Source wise

b) Crop Wise

3. KCC

4. Area coverage of Paddy under SRI

5. Area coverage under Hybrid Paddy

6. Area coverage under RoFR

7. Area Coverage under Seasonal Fallow

8. National Agriculture Insurance Scheme (NAIS)

9. Natural Calamity ( should be submitted NIL report even if there is no occurrence )

10. Monthly crop prospect (Governor's report)

All the above reports should be submitted by the ASO except SI No –10 by the last working or any date as fixed by the S.A/SH. The formats are given in the Annexure.

B) SA/SH after receiving the monthly reports from the ASO will compile block wise showing ADC/Non-ADC wise achievement against the targets and submit to the DDAs/DDHs by 4th day of every month or as instructed by the DDA/DDH. If there is any crop out side the target that also should be reported if area coverage is more than one Hectare.

C) DDA should submit all the above reports block wise and ADC/Non - ADC wise to the Director of Agriculture. DDH should submit details crop wise area coverage report to the DH&SC.

SH & DDH are related to the report No 1,6 & 7 only

Area under horticulture crops to be reported by the DDAs in broad category like Fruits, Vegetables, nuts, spices & flowers tallying with that of DDH. DDHs should submit the details horticulture crop wise report to the DH&SC.

If there is abnormal shift in the pattern of area coverage the reason should be furnished mentioning reason for increase or decrease.

## Annexure-1

MONTHLY CROP AREA COVERAGE REPORT(ADC &NON ADC WISE) ON KHARIF/RABI CROPS UNDER .....GP/ASO/Agri sub division/ DISTRICT FOR THE MONTH OF .....DURING THE YEAR -----												
CROP	.....GP/Block						Total of ASO/Agri sub division/District					
	TARGET (HA)			ACHIEVEMENT (HA)			TARGET (HA)			ACHIEVEMENT (HA)		
	ADC	NON ADC	TOTAL	ADC	NON ADC	TOTAL	ADC	NON ADC	TOTAL	ADC	NON ADC	TOTAL
<b>Aus Paddy</b>												
Local												
HYV												
Hybrid												
Total Aus												
<b>Aman Paddy</b>												
Local												
HYV												
Hybrid												
Total Aman												
<b>Boro Paddy</b>												
Local												
HYV												
Hybrid												
Total Boro												
<b>Jhum Paddy</b>												
Total Paddy												
Wheat												
<b>Kharif Maize</b>												
HYV/Composite												
Hybrid												
Local												
Total K. Maize												
<b>Rabi Maize</b>												
HYV/Composite												
Hybrid												
Local												
Total R Maize												
<b>Kharif Pulses</b>												
Arhar												
Moong												
Black gram												
Cowpea												
Others												
Total K Pulses												

## Annexure-I (contd.)

MONTHLY CROP AREA COVERAGE REPORT(ADC &NON ADC WISE) ON KHARIF/RABI CROPS UNDER .....GP/ASO/AGRI SUB DIV/ DISTRICT FOR THE MONTH OF .....DURING THE YEAR -----												
CROP	.....GP/Block						Total of ASO/Agri sub division/District					
	TARGET (HA)			ACHIEVEMENT (HA)			TARGET (HA)			ACHIEVEMENT (HA)		
	ADC	NON ADC	TOTAL	ADC	NON ADC	TOTAL	ADC	NON ADC	TOTAL	ADC	NON ADC	TOTAL
<b>Rabi Pulses</b>												
Lentil												
Moong												
Black gram												
pea												
French bean												
Gram												
Other												
Total of R Pulses												
Total of Food grain crop												
<b>Kharif Oil Seeds</b>												
Sesamum												
Groundnut												
Total K Oil Seeds												
<b>Rabi Oil Seeds</b>												
Rape & Mustard												
Rabi G.Nut												
Flex												
Total R Oil Seeds												
<b>Sugarcane</b>												
Cotton												
Jute												
Mesta												
Soybean												
Kaon/foxtail millet												
Potato												
Kharif Vegetables												
Rabi Vegetables												
Fruits												
Nuts												
Spices												
Flowers												
Betelvine												
If any other , pl specify												

## Annexure-I (contd.)

SI No	Name of Crop	—G.P/Block			Total of Block/ASD/District		
		Area covered			Production		
A	Summer Vegetables	ADC	Non ADC	Total	ADC	Non	Total
1	Bhindi						
2	Brinjal						
3	Spine Gourd						
4	Pointed Gourd						
5	Ridge Gourd						
6	Bitter Gourd						
7	Bottle Gourd						
8	Sweet Gourd						
9	Ash Gourd						
10	Snake Gourd						
11	Colocasia						
12	E.F. Yam						
13	Jal Kachu						
14	Cucumber						
15	Amaranths						
16	Barbati						
17	Radish						
18	Cowpea						
19	Summer Cabbage						
20	Summer Cauliflower						
21	Summer Tomato						
22	Chilly (Green)						
23	Leafy Veg.						
24	Water Melon						
25	Others						
<b>Total of 'A'</b>							
<b>B</b>	<b>Winter Vegetables</b>						
1	Cabbage						
2	Cauliflower						
3	Brinjal						
4	Radish						
5	Tomato						
6	Garden pea						
7	Cucumber						
8	Knolkhol						
9	French Bin						
10	Carrot						
11	Capsicum						
12	Broccoli						
13	Chilly						
14	Bottle Gourd						
15	Beet						
16	Others						
<b>Total of 'B'</b>							
<b>Total of A &amp; B</b>							



## Annexure-I (contd.)

SI No	Name of Crop	—G.P/Block			Total of Block/ASD/District		
		Area covered			Production		
C	Fruits	ADC	Non ADC	Total	ADC	Non ADC	Total
1	Mango						
2	Pineapple						
3	Orange						
4	Jackfruits						
5	Banana						
6	Litchi						
7	Lime/lemon						
8	Papaya						
9	Sapota						
10	Musambi						
11	Guava						
12	Ber						
13	Minor Fruits						
<b>Total of 'C'</b>							
D	Nuts						
1	Coconut						
2	Arecanut						
3	Cashewnut						
<b>Total of 'D'</b>							
E	Spices						
1	Ginger						
2	Turmeric						
3	chilly						
4	Black pepper						
5	Onion						
6	Betel vine						
<b>Total of 'E'</b>							
F	Potato						
<b>Grand Total (A+B+C+D+E+F)</b>							

## Annexure-II

Source wise Irrigation status under.....Sector/Agri sub division/District for the Month of----- — under ADC & NON-ADC		NAME OF IRRIGATION SOURCES																
		Total	Others (AIBP/ Canals etc. )	Irrigation Tank/ Ponds etc.	Sprinkler /dripIrrigation	Masonry well	Community Tank	Pick up weir	Irrigation well	W.H.S	Seasonal Bundh	Pump set	Over flow	Shallow Tube well	Diversion	D.T.W	Lift Irrigation	
ITEMS	UNIT	ADC/ NON-ADC	NON-ADC	ADC	Total	NON-ADC	ADC	Total	NON-ADC	ADC	Total	NON-ADC	ADC	Total	NON-ADC	ADC	Total	
			Functioning	Non- Functioning	Total	Command Area	Potential Created	Potential Utilised										
NAME OF Block /GP/ Sector																		

## Annexure-III

<b>Block wise and Crop wise Irrigation status under...Tripura District for the year 2015-16 (uptp...2015) under ADC &amp; NON-ADC</b>											
Format for Crop wise Irrigation Statistics											
<b>(Kharif Season)</b>											Area in Ha.
SI NO	Name of GP/ Sector/	NON-ADC & ADC	Aush	Aman	Total	Pulses	Oil-seed	Suger-cane	Vegetable	Oth-ers	Total Irri-gated
		ADC									
		NON-ADC									
		Total									

Format for Crop wise Irrigation Statistics

<b>( Rabi Season)</b>										Area in Ha.
SI NO	Name of GP/ Sector/	NON-ADC & ADC	Boro Rice	Pulses	Oil-seed	Water Melon	Potato	Vegeta-ble	others	Total Irri-gate
		ADC								
		NON-ADC								
		Total								

**Monthly Progress Report of MI Schemes under———G.P/Block/Agri-Sub-Div/District for the month of——— year———**

Name of the Scheme	Block	GP/ADC Village	Com-mand area	Poten-tial cre-ated	Poten-tial util-ized during the month	Cumula-tive total of poten-tial util-ized	Nos pumps under the scheme	Nos of pump func-tioning	Re-marks

## Annexure-IV

Bank Branch wise Kisan Credit Card (KCC) Position during the Month of ..... 20 ) Under.....Sector/Agri sub division/District.									
Name of GP/ Sector/ Block	Name of Bank	Name of Bank Branch	NON-ADC/ADC	Nos of Target for Spon-soring	Nos of Applica-tion Spon-sored	Nos of KCC Cases Sanc-tioned	Amount Sanc-tioned (Rs.in Lac.)	Amount Dis-bursed (Rs.in Lac.)	Re-marks
			Non-ADC						
			ADC						
			Total						
			Non-ADC						
			ADC						
			Total						
			Non-ADC						
			ADC						
			Total						
			Non-ADC						
			ADC						
			Total						

## Synopsis

Name of Sector/ Block	Name of Bank	Non-ADC/ADC	Target	Nos of Appli-cation Spon-sored	Nos of Cases Sanc-tioned	Amount Sanctioned (Rs.in Lac.)	Amount Dis-bursed (Rs.in Lac.)
		Non-ADC					
		ADC					
		Total					
		Non-ADC					
		ADC					
		Total					
		Non-ADC					
		ADC					
		Total					

**Annexure-V**

<b>Monthly Progress Report of Area Coverage under SRI</b>															
Name of GP/Sector/Agri. Sub-Division/District:-															
<b>Month:-</b>							<b>Year:-</b>								
SL No	Name of GP/ Agri Sector/ Agri Sub Division/ Block	ADC  Non - ADC	Name of Crop (Aus/ Aman/ Boro)	Total target of the Dept. under SRI (Ha)			Achievement of Dept. Target under SRI			Area achieved without assistance of Govt. (Ha)			Total area achieved under SRI (Ha)		
				HYV	Hy-brid	Total	HY V	Hy-brid	Total	HY V	Hy-brid	Total	HYV	Hy-brid	Total

**Annexure-VI**

**Monthly Progress Report of National Crop Insurance Scheme(NAIS) for the Month of-----during the Year-----under-----GP/ Sector/Agri-subdivision/District**

SI No	Name of GP/ Sector/ Block	Name of Bank	Branch	Name of Crop	Target (Nos of farmers)			Achievement (Nos of farmers)			Area Covered (in Ha)		Sum assured (Rs.)		Premium paid (Rs.)	
					Loanee	Loanee	Non-Loanee	Loanee	Loanee	Non-Loanee	Loanee	Loanee	Non-Loanee	Loanee	Loanee	Non-Loanee

**ANNEXURE-VII**

Monthly Report (ADC &NON ADC WISE) on Kharif/RabiCrops under <b>Seasonal fallow &amp; RoFR</b> under-----GP/Agri Sector/Agri-subdivision/District for the month of .....during the year-----																		
Name of CROPS	.....GP/Block						.....GP/Block						Total of ASO/Agri. Sub-division/District					
	TARGET (HA)			ACHIEVEMENT (HA)			TARGET (HA)			ACHIEVEMENT (HA)			TARGET (HA)			ACHIEVEMENT (HA)		
	ADC	NON ADC	TOTAL	ADC	NON ADC	TO-TAL	ADC	NON ADC	TOTAL	ADC	NON ADC	TO-TAL	ADC	NON ADC	TOTAL	ADC	NON ADC	TOTAL

PROSPECTS FOR CROPS FOR THE MONTH OF \_\_\_\_\_ **Annexure-VIII**  
(Governor's report)

**Agri sub division:-**

**Name of District:-**

i. The station-wise actual rainfall for the month was \_\_\_\_\_ **mm** against the normal of \_\_\_\_\_ **mm**. Station-wise rainfall data for the month is noted below: **(Rainfall in mm)**

Stations	Month _____		Year _____	
	Normal for the month	Actual for the month	% of departure from Normal	Remarks
<b>Total</b>				

ii. General Weather Condition:-

iii. Effect of weather on standing crop:-

iv. Incidences of Pest & Diseases:-

v. Important Agricultural on going field operations:

Dy. Director of Agriculture

Suptd. of Agriculture

## 9. Statistical Registers

Statistical registers are to be maintained in different offices of Agriculture Department mandatorily . The details of office wise Statistical registers to be maintained is furnished below.

### A) V.L.W & A.S.O

1. Register for area, production & Yield data of crops
2. Register for land use statistics
3. Register for Irrigation statistics
4. Register for KCC & Crop Insurance
5. Register for Crop cutting Experiment & Crop yield appraisal survey.
6. Farmers' Register (to be maintained only by V.L.W)
7. Register for General Agricultural statistics
8. Plantation register

### B) Superintendent of Agriculture

1. Register for area, production & Yield data of crops
2. Register for land use statistics
3. Register for Irrigation statistics
4. Register for KCC & Crop Insurance
5. Register for Crop cutting Experiment & Crop yield appraisal survey.
6. Register for General Agricultural statistics
7. Rainfall register

### C) Superintendent of Horticulture & soil Conservation & Dy. Director of Horticulture

1. Register for area, production & Yield data of crops
2. Register for Crop cutting Experiment & Crop yield appraisal survey.
3. General Statistical register

### D) Dy. Director of Agriculture

1. Register for area, production & Yield data of crops
2. Register for Crop cutting Experiment & Crop yield appraisal survey.
3. Register for land use statistics
4. Rain fall register
5. Irrigation register

## GENERAL STATISTICS REGISTER

### INDEX

NAME OF DISTRICT/AGRI SUB DIVISION/ BLOCK/GP/ADC VILLAGE:-

SL NO	PARTICULARS	PAGE NO
1	LIST OF GP ,ADC VILLAGES,VLW,CIRCLE,VLW STORE & ASO	
2	TOTAL POPULATION SHOWING MALE, FEMALE, ST, SC, OBC, MINORITY, OTHERS	
3	MONTHLY AVE. LABOUR WAGES & FARM HARVEST PRICES	
4	TOTAL FARMERS SHOWING CATEGORY WISE BREAKUP FOR SMALL & MARGINAL, MEDIUM, BIG FARMERS, MALE, FEMALE, ST, SC, OBC, MINORITY, OTHERS	
5	INFORMATION ON AGRI LABOURER & TYNANT FARMERS	
6	INFORMATION ON MARKETS	
7	INFORMATION ON FARM POWER	
8	INFORMATION ON CONSUMPTION OF FERTILIZER, PPC	
9	DISTRIBUTION OF IMPROVED SEEDS & SEEDLINGS	
10	DETAILS OF PRIVATE DEALERS OF FERTILIZER, PPC, SEEDS & LICENSED NURSERIES	
11	NAME OF BANK BRANCHES	

Relevant formats are given forthwith.



General statistics format-1

NAME OF DISTRICT	NAME OF AGRI SUB DIVISION	NAME OF BLOCK	NAME OF AGRI SECTOR	NAME OF VLW STORE	NAME OF CIR-CLE	NAME OF ADC VILLAGE	NAME OF GP	SL NO
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General statistics format-2

NAME OF GP/ADC VILLAGE	CATEGORY WISE POPULATION(Nos)																	
	ST			SC			OBC			MINORITY			OTHS			TOTAL		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T

General Statistics format-3

NAME OF GP/ADC VILLAGE	CATEGORY WISE FARMER(Nos)																											GRAND TOTAL
	ST			SC			OBC			MINORITY			OTHS			TOTAL												
	S&M	MED	BIG	S&M	MED	BIG	S&M	MED	BIG	S&M	MED	BIG	S&M	MED	BIG	S&M	MED	BIG										

NAME OF GP/ADC VILLAGE	CATEGORY WISE AGRI LABOURERS (Nos) Year-																		GRAND TOTAL
	ST			SC			OBC			MINORITY			OTHS			TOTAL			
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	

General statistics format-4

NAME OF GP/ADC VILLAGE	CATEGORY WISE TYNANT FARMERS(Nos) Year-																		GRAND TOTAL
	ST			SC			OBC			MINORITY			OTHS			TOTAL			
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	

General statistics format-6

GP/ADC VILLAGE	MONTH/ Year	AVERAGE LABOUR WAGES( )		TOTAL AVERAGE( )
		MALE	FEMALE	

General statistics format-7

CROP	FARM HAR- VEST PRICE( )	WHOLE SALE PRICE( )	RETAIL PRICE ( )	HARVESTING SEASON (DATES )
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General statistics format-8

AVAILABILITY OF POWER
TYPE OF INTERNAL ROAD
TYPE OF TOILET
TYPE OF DRINKING WATER- FACILITY
NOS. OF STALL AVAIL ABLE
NOS OF SHED AVAILABLE
QUANTITY OF YEARLY ARRIVAL(Q)
NAME OF MAJOR AGRI / HORTI/OTHER PRODUCE
MARKET DAYS
MANAGED BY
LOCATION
YEAR OF ESTABLISHMENT
NAME OF MARKET
SI No

SI No	Name of farm machinery	Procured through Agri department subsidy	Procured through other department subsidy	Procured without subsidy	Total
1	Power tiller				
2	Pumpset				
3	Paddy weeder				
4					

## Formats of Plantation Register

Sl No	Name of Crop	Page No
*SYNOPSIS		

\*Synopsis will be in the last pages of the register

### Format for detailed information on area expansion

Name of crop: -Mango/Banana/Pineapple/Litchi/Orange/Jackfruit/Lime/Lemon/sweet Orange/Guava/Ber/Coconut/Areca nut/Cashew nut/Black pepper/  
Betelvine\_\_\_\_\_

Year of first fruiting
If yes, furnish details
Whether maintenance done (Y/N)
Plants survived (Nos)
Name of the Scheme
Assistance in Rupees
Total no of plants
Area available for further expansion( Ha)
Area of plantation/Orchard (Ha)
Category
Address
Name of the farmer with mobile No
SI No

Format for Synopsis

Nos of farmers involved	Total
	OTH
	SC
	ST
Cumulative area (Ha)	
area expansion during the year (Ha)	
Area up to previous year (Ha)	
Name of Crop	
SI No	

### Register for Area, Production and Yield of crops

A) Agri & Horti field crops

Year:- G.P/ADC Village:-

Sl No	Name of crop	Area under crop (Ha)	Production (MT)	Yield per Ha
1	2	3	4	5

B) Horti perennial crops

Year:- G.P/ADC Village:-

Sl No	Crop	Category wise area (Ha)						Total Area (Ha)		Nos of Orchards		Production	Yield/Ha
		Orchard		Home stead		Inter crop		B	NB	B	NB		
		B	NB	B	NB	B	NB						
1	2	3	4	5	6	7	8	9	10	11	12	13	14
A	Fruits												
B	Planta- tion crop												
C	Peren- nial Spices												

B=Bearing; NB=Non-Bearing

### Formats for KCC register

Year:- G.P/ADC Village:-

Sl No	Name of farmer	KCC A.C Number	Bank with branch	Date of issue	Amount disbursed for first time	Pre- sent status	Date of renewal

**Register for crop Insurance**

Name of G.P:-

Year:-

SI No	Name of farmer	Name of Bank	Branch	Name of Crop	Area Covered (in Ha)		Sum assured (Rs.)		Premium paid (Rs.)	
					Loanee	Non-Loanee	Loanee	Non-Loanee	Loanee	Non-Loanee

**Register for Irrigation statistics**

A) Irrigation utilization information

Name of G.P/ADC Village:-

Year:-

SI No	Name of the M.I (WR) Scheme / other source	Name of farmer	Area under Irrigation	Irrigation Utilized				
				Name of kharif Crops	Area	Name of Rabi crops	Area	Total area irrigated

B) General information of irrigation schemes

SI No	Name of Scheme *	Loca-tion	Owner	Year of establish-ment	Nos of pump if any	Diesel or electric oper-ated	Com-mand area(Ha)	Actual area under irriga-tion(Ha)	Farm-ers in-volved

\* Name of scheme will cover water resource department schemes, all private /other departments schemes like pump set, irrigation well & pond, Shallow tube well, Mini deep tube well, over flow, seasonal bund, WHS, Drip & sprinkler

**Format for Land Use Register**

Name of G.P/ADC Village———— Name of corresponding Mouja————

Sl No	Category of Land	Year———	Year———
1	Geographical Area		
2	Area under Forest		
3	Land not available for Agri use		
a	Land put to non agri use		
b	Barren uncultivable land		
	Total		
4	Permanent pasture & other grazing land		
5	Land under Misc.trees & groves not including in net Area sown		
6	Culturable Waste land		
7	Fallow Land		
a	Other than current fallow		
b	Current fallow		
	Total		
8	Net area sown		
9	Area under Single crop		
10	Area under Double crop		
11	Area under Tipple crop		
12	Gross cropped area		
13	Cropping Intensity(%)		
14	Area under Horticulture including field crop, Orchard and plantation crop		
15	Area under other plantation		
a	Rubber		
b	Tea		
c	Mulberry		
	Total		



## Format for Farmers' Register

### Index

Sl No	Name of ward	Name of farmer	Page Number

Name of the farmer:-		Father's Name:-		
SL No	Particulars	Year:—	Year:-	
1	Land details (in Kani)			
a)	Home stead			
b)	Area under cultivation			
	i) Upland			
	ii) Medium land			
	iii) Low land			
	iv) Tilla			
	v) Lunga			
	Total			
c)	New Area acquired			
	i) Upland			
	ii) Medium land			
	iii) Low land			
	iv) Tilla			
	v) Lunga			
	Total			
d)	Owned land			
e)	Rent in/lease in land			
f)	Rent out/leased out land			
g)	Land sold			
3)	Land under irrigation			
4)	Cropping intensity			

SL No	Particulars	Year:—	Year:-	Year:-
4	Field Crops grown			
b)	Bhadui			
	Name of crop & Area>> Kani			
c)	Rabi			
	Name of crop & Area>> Kani			
d)	Winter			
	Name of crop & Area>> Kani			
e)	Summer			
	Name of crop & Area>> Kani			
5	Orchard/Plantation Kani			
	Name of crop & Area>>			
6)	Home stead plantation			
	Name of crop & Nos of plant			
7)	Intercrop			
	Name of crop & Area>>			
8)	Land under non agri use			
9)	Farm machineries			
i	Power tiller(Nos)			
ii	Pumpset(Nos)			
iii	Weeder(Nos)			
iv	Other ,specify name(Nos)			
10)	Family Members (Male/Female)			
11)	Family Members (Male literate)			
	Family Members (Female literate)			
12)	Assistance from Agri/Horti schemes			
	Physical			
	Financial			
	Name of scheme			
13)	Record of soil test			

## 10.ASSESSMENT OF CROP LOSS DUE TO NATURAL DISASTERS

Crop loss occurs in the state mainly due to natural disasters in the form of flood, excess or erratic rain fall, drought or prolonged dry spell, hail storm & pest attack etc. Crop loss due to earthquake yet not experienced by the state.

So, it is the duty of the State Agriculture Department to assess the loss of crops after occurrence of such incidence of natural disasters. The assessment should be proper and carried out in scientific manner.

A guide line for estimation of crop loss due to natural disaster is described below.

First hand reporting:- A report of the incidence at once is to be made by the field agencies of the Agriculture department just on the day of incidence informing intensity and probability of crop loss as per format below:-

### FORMAT-I

Name of Block:-

Name of District:

SI No	Name of the calamity	Date & time occurrence	Intensity & measurement if any	Name of affected areas	Name & area under standing crops	Name of likely affected crops	Total area anticipated to be damaged	Farmers likely to be affected
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Preliminary Assessment Report:- This is done immediately after the occurrence of the calamity/disaster by the staff of the Agriculture Department by traversing the affected areas and discussing with the farmers of the affected area. The preliminary assessment should reach state HQ within two days of the occurrence starting from Agri Sector Officer ( Gram Panchayat) to Superintendent of Agriculture (Block) to Dy. Director of Agriculture (District) in compiled form. The report is to be made as per format below:-

### FORMAT-II

Preliminary Assessment Report of Crop damage due to----- w,e,f-----to-----

Gram Panchayat:-

Name of Block:-

Name of district:-

SI No	Name of Crop	Total area under crop stand	Area affected (in Ha)	Crop Area damaged	% of damage against area affected	Anticipated loss of production (in MT)	Loss of Value as per existing market price (in Rs Lakh)	Nos of families affected	Rainfall Data as recorded by AWS/ ARG / Manual RG
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**Final Assessment of Crop Loss:-** The final assessment should reflect actual crop loss in a particular area resulted due to natural disaster only. Following methods should be followed:-

- V.L.W should be the assessor.
- Agriculture Sector Officer should supervise the assessment process (minimum 50% should be checked by him/her).
- Superintendent of Agriculture should verify the overall assessment randomly.
- Dy. Director of Agriculture & Dy. Director of Horticulture should guide the entire process and facilitate to submit the report to state HQ (statistical Section of Directorate of Agriculture) within 10 days from the date of cessation of the occurrence.
- The affected area should be visited by the V.L.W individual plot wise and record in the format III.
- The report should be submitted to the A.S.O within 7(seven) days from the date of cessation of the occurrence.
- A.S.O should compile the report and submit to the S.A within 8(eight) days from the date of cessation of the occurrence.
- S.A should compile the report and submit to the DDA within 9(Nine) days from the date of cessation of the occurrence.
- DDA should compile the report and submit to state HQ within 10(ten) days from the date of cessation of the occurrence.

FORMAT-III  
(For use of V.L.W)

Name of Gram Panchayat:-

Name of Block:-

Name of District:-

Kind of Disaster (Flood/excess rain fall/hail storm/drought/dry spell/pest&diseases):-

Date & duration of Occurrence:-

Whether any deposition of silt more than 3" on an average, if so area (in Ha)
Value of loss (in Rs)
Production loss(in MT)
% of crop damage
Crop area damaged/loss(Ha)
Crop Stand (Ha)
Irrigated/ un-irrigated
Name of Crop
Adhar No
Name & Address of the farmer
Plot No
Khatian No
Sl. No

- The final assessment along with suggested assistance shall be placed by the Dept. of Agriculture to the Revenue Department( SDRF authority)
- Report for siltation should be submitted to the Gram Panchayat for taking action from their end.
- Agri Sector Officer shall compile the report received from the V.L.W as per Format IV

#### FORMAT-IV

Name of Agri Sector:-

Name of Block:-

Name of District:-

Kind of Disaster (Flood/excess rain fall/hail storm/drought/dry spell):-

Date & duration of Occurrence:-

SI No	Name of Crop	Total area under the crop (in Ha)	Area Affected (in Ha)	Crop loss in area (Ha)		Area under more than 33% crop loss		Anticipated loss of production (MT)	Value of loss	Nos of family involved	
				fully	Partly	Total	Irrigated			Total	Involved with crop loss >33%

The S.A shall compile the report received from the A.S.O as per Format V

Similarly DDA shall compile reports received from the S.As in same format and submit to the Agriculture Directorate. Reports relating to Horticulture also should be collected in same manner and ultimately reach the statistical section of the Agri Directorate.

All the reports should be recorded in a calamity register in V.L.W office ,A.S.O office, S.A Office & DDA Office

Input subsidy assistanc:-If crop damage is 33% & above, there is provision for assistance under SDRF

## Format No-5

Name of Agri Sub Division:-

Name of District:-

Kind of Disaster (Flood/excess rain fall/hail storm/drought/dry spell):-

Date &amp; duration of Occurrence:-

SI No	Name of Block	Name of Crop	Total area under the crop (in Ha)	Area Affected (in Ha)	Crop loss in area(Ha)			Area under more than 33% crop loss(Ha)	Anticipated loss of production (MT)	Value of loss (Rs)	Nos of fam- ily involved	
					Partly	fully	Total				Total	>33% crop loss

## 11. Annual Reports.

Some statistical reports are made annually every year by the field offices of the agriculture department. These are as follows:-

### 1. Land use statistics

The same format illustrated for the register for Land use statistics should be followed while making the report annually furnishing the 2(two) preceding years report in two columns.

### 2. Final area production and yield report of crops

This report should be made panchayat /ADC village wise and should be recorded in the respective register in the V.L.W, A.S.O, S.A and DDA offices

