



GGRC/MIS/REVISED PROCEDURE/18-19

April 04, 2018

To,  
State-in-charge of All MIS Suppliers

**Subject:** Revised procedure to achieve greater objectivity and transparency in handling of processing of MIS application in the IT system effective from 1.04.2018.

MIS suppliers are facilitated with IT software for precise processing & tracking of MIS applications, however it is our observation that MIS suppliers are not so serious to use the facility and making frequent mistakes in entering precise and correct information online workflow which results into correction/ changes in design even after "Tri/Four Party Agreement approval stage" and accordingly GGRC has to make changes in software and this resulted into puncturing of software and unfreezing of processed data of MIS case leading to delay in installation of MI system on farmers field.

Over and above this, it is also our experience that most of the MIS suppliers have failed to complete their MIS cases of respective year within stipulated time and that directly affects closing of Financial Statements of that respective year which creates problem to GGRC for issuing grant Utilization Certificate to Government. Moreover, unspent advance amount lying with MIS suppliers and delay in clearing the MIS cases from both sides leads to wastage of time and energy that results in dissatisfaction to beneficiary farmer affecting over all progress of MI scheme.

In View of the above and to achieve greater objectivity and transparency in handling of processing of MIS application in the IT system and to get control over failure rate of processing of unfruitful MIS application, GGRC has introduced several systematic IT related reforms in existing procedure and introduced various time frames for MIS supplier to complete MIS cases within stipulated time in the interest of farmers and smooth implementation of MI scheme which are as follows.

1.0 **Following existing procedures for processing of MIS applications are revised for MIS supplier:**

1.1 **Procedure for generation of online registration number of MIS application.**

**Existing procedure:**

- i. MIS supplier generates registration number of clear (non duplicate case identified by software) MIS application only and GGRC generate registration number of doubtful duplicate MIS case (duplicate case identified by software) found at supplier end.

**Revised procedure:**

- i. As per set norms, on the basis of field survey and by taking care of following listed main check points for all scheme related applications, MIS supplier will generate online registration number for (1) Clear MIS cases (non duplicate case identified by software) (2) Doubtful duplicate MIS case (duplicate case identified by software).

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- a. MIS supplier will Visit GoG website: [http:// anyror.gujarat.gov.in](http://anyror.gujarat.gov.in) and generate revenue documents (viz. 8A, 7 & 12) for respective MIS case and verify with the revenue documents (viz. 8A, 7 & 12) collected from the applicant farmer. MIS supplier will attach endorsed copy of revenue documents generated from above referred website – with Name, designation, seal, signature & date. **(pls. refer GGRC circular no:JMD/GGRC/Revise procedure/2016, dated.05.08.2016)**
- b. MIS supplier will use software tool – “DUPLICATE CASE FINDER” for checking of duplication of MIS application by applying numerical number of old and new survey number. For doubtful duplicate MIS cases MIS supplier will enter remark online stating reason for clearing of duplication and also submit the endorsed physical copy of software generated duplication page with a remark for clearance of duplication. Endorsement should be with Name, designation, seal, signature & date.

## 1.2 Procedure for submission of documents related to water source.

### Existing procedure:

- i. At present MIS supplier collect following listed documents from applicant farmer and submit **any of one** along with MIS case file.
  - a. Form – 16 (Pani Patrak)
  - b. Revenue documents 7 & 12 wherein water source is mentioned
  - c. Self declaration of applicant farmer having water source

### Revised procedure:

- i. Now onward water source related document of **self declaration** is discontinued and MIS supplier will collect following listed documents from applicant farmer and submit along with MIS case file.
  - a. Self attested - Form – 16 (Pani Patrak) **OR**  
Self attested Revenue documents 7 & 12 wherein water source is mentioned
  - b. Photograph of captured image of water source having following details to be mentioned on it.
    - Registration number
    - Village name & Survey number of water source
    - Endorsed by MIS supplier with Name, designation, seal & signature & date.

If information regarding water source found false or fictitious at a later stage, MIS suppliers will be held solely responsible for that.

## 1.3 Procedure For preparing MIS case files in electronic form (e-form) by uploading of MIS case related documents in software.

### Existing procedure:

- i. At present MIS supplier enters specified data related to MIS application registration in software and submits physical document of the same.



### Revised procedure:

- i. For precise registration/process of MIS case, verification of the same at GGRC end and with a view to prepare MIS Case files in electronic format (e-form), MIS supplier will upload following listed documents in software having self attestation of applicant farmer and the same documents should be endorsed by supplier with seal of company, Name, designation, signature & date.

#### A. Registration related document

##### (a) Base documents

- 1) Application Form – 1 (signed by applicant farmer / power holder)
- 2) Power of attorney if applicable
- 3) Consent letter of guardian if applicant is minor- Notarized/issued by Mamlatdar / Talati cum Mantri) if not mentioned in revenue record of 7/12 along with photo id proof of guardian.

##### (b) For regular MIS cases

- 1) Copy of Aadhar card/aadhar enrolment
- 2) Photo ID Proof of an applicant farmer (Aadhar will also considered as photo id proof)
- 4) Affidavit – Notarized – in case name / Signature of Applicant farmer differ
- 5) Copy of form 8 A land revenue document
- 6) Copy of form 7/12 land revenue document.
- 7) Farmer's declaration letter (in prescribed format) regarding availing of benefit earlier in old and new survey no.
- 8) Small and Marginal farmer related document **(as per circular no. JMD-GGRC/MIS/addl.subsidy/14-15, 18<sup>th</sup> march 2015):**

##### I. For single applicant

1. Affidavit on Rs. 20/- Valued Non-Judicial Stamp Paper (Without notarization).

##### II. For joint land holder

1. Affidavit on Rs. 20/- Valued Non-Judicial Stamp Paper (Without notarization)
2. Patrak-1
3. Certificate from the Talati / Any other Revenue Authority mentioning area against each joint land holder
- 9) Consent letter of other Joint land holders on Rs. 20/- Valued Non-Judicial Stamp Paper (Without notarization).
- 10) Death certificate of other joint land holder
- 11) Form 16 or 7/12 with mention of water source (Applicant farmer or owner of water source in case of source of water is shared)
- 12) Water sharing cases
  - I. Water sharing consent letter from owner of the water source.
  - II. Form 16 OR 7/12 wherein water source is mentioned of water source owner.
- 13) Electric Bill / self certificate of farmer for declaring HP of electric motor or Diesel engine respectively – **(optional)**





- 14) Documents related to bank account of applicant farmer (containing Farmer's Name, Bank name, Bank branch, Bank account number, IFSC code).

Attach **any one** document of following listed documents

- I. Current passbook issued by any nationalized bank /schedule bank/co-operative bank /post office (First two page & latest transaction page) **OR**
  - II. Cancelled cheque of applicant farmer **OR**
  - III. Bank statement of applicant farmer account
- 15) Bank loan Sanction Letter - In case of loanee case.

- (c) **SC certificate for SC farmer** (issued by competent authority not less than the cadre of Mamlatdar Officer)

(d) **For ST farmer**

- I. For tribal farmer of notified tribal area
  1. 73 AA OR 73 A mentioned in 7/12 + Certificate issued by Talati **OR**  
Tribal Certificate (issued by competent authority not less than the cadre of Mamlatdar Officer)
- II. For tribal farmer of Pocket area
  1. Project administrator recommendation letter
  2. 73 AA OR 73 A mentioned in 7/12 + certificate issued by Talati **OR**  
Tribal Certificate (issued by competent authority not less than the cadre of Mamlatdar Officer)

(e) **For GUVNL MIS cases**

- 1) GUVNL recommendation letter for GUVNL MIS beneficiary
- 2) Ghoshana Patrak" – for SIS to DIS case (applicable for GUVNL MIS case only)
- 3) Death Certificate if SIS applicant farmer has died –for SIS to DIS case.
- 4) Form No. 6 (Hakk Patrak) – if required

**B. MIS design related document**

- 1) Image of Water source
- 2) Image of GPS based **field design** with Latitudes - longitudes
- 3) Image of MIS design
- 4) Techno Economic Report
- 5) Soil and Water testing Report

**C. Other documents**

- 1) Copy of executed (signed) TPA/FPA
- 2) Copy of successful VR-TR report issued by TPIA
- 3) Declaration letter of applicant farmer on Rs 20/- valued stamp paper - For SIS case - If Trial run done by blood relatives of applicant farmer
- 4) Power of attorney holder of applicant farmer - For DIS/SIS case , If Trial run done by other than applicant farmer
- 5) Copy of signed system acceptance cum subsidy claim form (form-2)



#### 1.4 Procedure for correction / changes / revision of Technical Sanction.

**Existing procedure:**

- i. Software access right has been given to MIS supplier for correction of some specific data before online submission and once MIS supplier received MIS case online back from GGRC at certain stage.
- ii. MIS supplier submit request letter for correction, change in design even after TPA approval stage.

**Revised procedure:**

- i. As owner of processed data in software of MIS case is MIS supplier, now onward, MIS suppliers can do any correction, changes in MIS cases on or before TPA/FPA approval stage.
- ii. GGRC will freeze all processed data after TPA/FPA approval stage and will not allow MIS supplier / applicant farmer for any correction, changes in software after TPA/FPA approval stage.
- iii. And if applicant farmer or MIS supplier requires to make change in design or to correct any processed data then MIS supplier has to re-process MIS application as fresh case. In such case registration number, bio metrics data of applicant will be retained in software and also farmer share amount will be retained)

#### 1.5 Procedure for execution of Tri/Four party Agreement in field.

**Existing procedure:**

- i. Upon issuance of Technical Sanction and after deposition of farmer share amount in GGRC bank account, MIS supplier proceeds for execution of TPA/FPA in presence of GGRC authorized representative & applicant farmer

**Revised procedure:**

Now onward MIS supplier will follow procedure as below:

- i. After issuance of Technical Sanction, MIS Supplier will deposit farmer share amount in GGRC bank account on behalf of applicant farmer.
- ii. MIS supplier will upload scan copy of farmer share deposition slip (endorsed by bank branch) in software and enter farmer share deposition detail in software and thereafter take print of TPA/FPA document draft on non judicial stamp paper valued Rs. 100/- and proceed for execution.

Uploading of TPA and farmer share deposition instrument will be trigger point for fixing priority of MIS application. MIS supplier should ensure exact and full amount of farmer share deposition.

Considering above revised procedure, an updated list of physical documents to be submitted for processing of MIS cases is attached at in **annexure-I**. Our circular issued on 7<sup>th</sup> may 2014, regarding submission of physical documents related to processing of MIS files is now stands superseded.





## **2.0 Implementation of stage wise Time Frame for MIS supplier to complete MIS cases of respective year within stipulated time.**

For timely completion of MIS application at present time frame is given in work order issued to MIS supplier, however considering constraints of field activities to facilitate applicant farmer and MIS supplier the revised time frame will be as follows.

### **Time frame 1 - Registration stage to Tri/Four Party Agreement (TPA/FPA) submission.**

**Main reason for implementation:** To reduce failure rate of TS for conversion into TPA/FPA and submission.

- i. **Part – I:**  
**60 days from Registration number Generation to Technical Sanction**
  - a. MIS supplier will be allowed to get / generate Technical Sanction of DIS/SIS case within 60 days from the date of registration number generated.
  - b. There after all failure cases for TS (TS not issued/generated within time frame) will be auto deleted permanently form the software and GGRC will not be in a position to reopen after 60 days.
  
- ii. **Part – II:**  
**30 days from TS issuance to online/offline submission of Tri/Four Party Agreement (TPA/FPA) along with farmer share deposition instrument in GGRC**
  - a. MIS supplier has to submit TPA/FPA document along with farmer share deposition instrument in GGRC within 30 days from the date of TS issued/generated.
  - b. All failure Technical Sanction for TPA/FPA execution (except TPA/FPA signed in field and online sent by authorized GGRC representative) will be auto deleted permanently form the software and GGRC will not be in a position to re-open after 30 days.
  - c. TPA/FPA signed in field and online sent by authorized GGRC representative but not submitted in GGRC physically will be diverted in separate box in software after completion of 30 days of time frame.
    - i) After diversion into separate box, MIS supplier will be allowed one time to reopen such cases and for that MIS supplier has to submit request letter along with copy of TPA/FPA document and farmer share deposition instrument within 7 days from the date of diversion.
    - ii) From the date of re-opening of MIS case, MIS supplier will submit original TPA/FPA document along with farmer share deposition instrument in GGRC within 7 days.



## 2.1 Time Frame 2 - To rectify mistake if any for TPA/FPA approval

### **Main Reason for introducing Time Frame:**

1. After approval stage of TPA/FPA, applicant farmer becomes eligible to get subsidy.
2. To complete MIS cases of respective year within stipulated time and to submit physical achievement report (ha.) and Govt. grant utilization report of respective year to GoG/Gol.

### **Stage: TPA/FPA Submission to TPA/FPA Approval – 30 days**

- a. MIS supplier has to rectify mistake within 30 days from the date of clarification sought by GGRC.
- b. After completion of time frame of 30 days, pending cases for TPA/FPA document verification and farmer share reconciliation will be diverted in separate box in software.
- c. For reopening of diverted MIS case for TPA/FPA approval, MIS supplier will submit request letter only **one time** within 15 days from date of diversion into separate box in software.

## 2.2 Time Frame 3 - Completion of Trial run

**Main Reason for introducing time frame:** To restrict fake inspection call (for incomplete installation) and to complete MIS case of respective year within stipulated time.

### **Stage: TPA/FPA approval to Trial Run completion**

- a. MIS supplier has to complete Trial run for **DIS cases within 4 months** and for **SIS cases within 3 months** with maximum 2 attempts.
- b. After completion of Time Frame from the date of TPA/FPA approval, all pending cases for trial run will be diverted into separate box in software.
- c. After diversion of MIS cases in separate box, MIS supplier will be allowed for **one time** to re-open MIS case for Trial Run Completion, and for that MIS supplier will submit request letter along with farmer consent letter.
- d. Thereafter all failure cases of Trial Run will be treated as cancelled and concerned supplier will follow the cancellation procedure.

## 2.3 Time Frame 4 - Returning of advance amount back to GGRC

**Main Reason for introducing time frame:** To restrict unutilized advance amount (of public fund) lying with supplier.





**Stage: Advance payment released to Trial run completion – 45 days**

MIS supplier will return advance amount back to GGRC for pending MIS cases wherein Trial Run is not completed within the time frame of 45 days from the date of advance payment released by GGRC. MIS supplier will return advance amount within 7 days after completion of stipulated time frame. For returning of advance amount an additional 1 % interest per month will be levied for delayed period. Advance payment amount will be recovered from ongoing payment if not returned by supplier by cheque/NEFT/RTGS.

**2.4 Time Frame 5 - Submission of Final Payment claim after completion of trial run**

**Main Reason for introducing time frame:** GGRC has to submit grant utilization certificate of respective year to Government within stipulated time period.

**Stage: Trial run Completed to Final Payment Claim Submission - 15 working days**

- a. MIS supplier has to submit Final Payment Claim within the time frame of 15 working days.
- b. After completion of time frame of 15 working days, pending case for submission of Final Payment claim (except under rectification case) will be diverted in separate box in software.
- c. After diversion of MIS cases in separate box, MIS supplier will be allowed to reopen the same based on written request.

Above modified/revised procedure and stage wise time frames for processing of MIS application will come into force with effect from 01.04.2018. All MIS supplier are hereby instructed to adhere the above changes and revised procedure to achieve objectivity and transparency in handling of processing of MIS application in the IT system.

Thanking you,  
Gujarat Green Revolution Company Limited

  
P P Donga  
Chief (AD, AI&MIS)

CC:

- (1) All CEO of MIS suppliers:
- (2) GGRC all unit heads.