

GUIDELINES FOR ORGANIZATION OF TRAINING OF CERTIFICATION AND INSPECTION AGENCIES AND SERVICE PROVIDERS

1. OBJECTIVES

- ✂ To develop a conceptual framework about the principle of organic farming, process of certification, inspection and internal control system on organic farming.
- ✂ To impart skills required for conflict resolutions, if any, during certification and inspection, input management, documentation, market asses.
- ✂ Role and responsibilities of certification/inspection agencies, service providers and other stake holders.
- ✂ Maintenance of record in certification/inspection process, service providers and organic farmers.
- ✂ List of admissible organic inputs.

2. ELIGIBLE AGENCY

National centre of organic farming (NCOF)/reputed agencies.

3. NUMBER OF PROGRAMMES, DURATION AND PARTICIPANTS

During 2004-05, 4 training programmes of 10 days duration each, 20 participants from certification/inspection agencies and service providers or proposed agencies interested for certification/ inspection and service provide.

4. COURSE CONTENT

It will consist of theory lecture, practicals and demonstrations/field visits

- ✓ principles of organic farming, Process and product standards
- ✓ System of certification and inspection
- ✓ Role and responsibilities of certification and inspection agencies & service providers
- ✓ Logo and its use
- ✓ General provision for inspection and certification
- ✓ Documentation of various records
- ✓ Conversion of organic farming procedure and formalities
- ✓ Complaints evaluation and assessment.

5. Fund provision:

Rs. 51,000/- per course as per details given in Annexure-I. However, Director, NCOF may grant an inter - component flexibility within the overall approved financial outlay.

6. Award of certificate

On successful completion of training course, a certificate is to awarded to the participants.

7. Procedure for submission of proposal from training institutions

The eligible agencies may send their proposal alongwith their details of past experience and expertise available in the field to the Director, NCOF. After review, if accepted, the training institution will be asked to conduct courses.

8. Responsibilities of Training institutions

The head of the organization or his nominee shall be the coordinator. He will identify the venue and see that physical facilities are available for holding the course and also ensure participation of required number of trainees. The training is to be conducted as per the prescribed course content and within the prescribed financial outlay. He will also ensure that the necessary training material are provided to the trainees.

9. Mode of payment of fund:

Advance money @ 75% of the prescribed amount can be provided by NCOF on demand to the concerned organization and remaining 25% on completion of training programme and submission of statement of expenditure duly authenticated by the competent authority of the institute as given in Annexure I.

TA/DA to 2 Non-Govt. experts : A provision of Rs.6000/- has been made for TA/DA for 2 non Govt. experts @ Rs.3000/- Travel expenses will be met on the actual basis limited to maximum AC II tier train fare. Those who claim II AC will be required to produce money receipt/necessary certificate in support of their claims. Efforts should be made to avoid costly mode of transport.

Guidelines for organization of training on production and quality control of organic inputs.

1. Objective

1. Basic concept of organic farming and its components.
2. Admissible and non-admissible inputs in organic farming.
3. Production and quality control of organic inputs like Vermi-Compost, phospho compost, NADEP compost, bio-fertilizers, biopesticides, bio-control agents, etc.
4. Quality control of organic inputs, standards and methodology

2. Eligible Agency

NCOF/RCOF/ICAR/SAUs/KVKs/NGOs etc.

3. Number of programmes, duration and participation

During 2004-05, 8 numbers training programmes of 10 days duration each with 20 participants per course. The participants shall be the Officers/technical personnel of State Government/SAU/Manufacturing Units engaged in production and quality control of bio-fertilizers and other organic inputs.

4. Course content

(a) Bio-fertilizers

Types of bio-fertilizers, importance and contribution of bio-fertilizers in Agriculture, description and characteristics of different bio-fertilizers, financial aspects of commercial production, constraints in marketing and commercialization of bio-fertilizers, technology of bio-fertilizers application, status of bio-fertilizer production in India and use of biofertilizers etc.

(b) Organic Manure

Nature and characteristics, green manure, type and role of green manure, preparation of farm yard manures, compost from different organic waste, principles and methods of composting, application techniques, bio-dynamic preparation, liquid manure, standards of compost, testing process & their quality control etc.

(c) Bio-gas slurry

Importance of Bio-gas slurry & manorial value, enrichment of slurry, application technology etc.

(d) Vermi compost

Role of earthworms in nutrient management & sustainable agriculture, earthworm as biodegrades of waste biomass, solid waste utilization of compost production using earthworm, vermin-culture bio-technology, application methods of Vermi-compost. biopesticides and types of bio-pesticides.

(e) Bio-control agents & Bio-pesticides

Types of bio control agents and its uses, is Quality Control. Different types of bio-pesticides and their quality control.

5. Fund provision:

Rs. 51,000/- per course as per details given in Annexure-I. However, Director NCOF may grant an inter-component flexibility within the overall approved financial outlay.

6. Award of certificate

On successful completion of training course, a certificate is awarded to the participants.

7. Procedure for submission of proposal from training institutions

The eligible agencies may send their proposal along with their details of past experience and expertise available in the field to the Director, NCOF. After review, if accepted, the training institution will be asked to conduct courses.

8. Responsibilities of Training institutions

The head of the organization or his nominee shall be the coordinator. He will identify the venue and see that physical facilities are available for holding the course and also ensure participation of required number of trainees. The training is to be conducted as per the prescribed course content and under the prescribed financial outlay. He will also ensure that the training material to be provided to the trainees.

9. Mode of payment of fund:

Advance money @ 75% of the prescribed amount can be provided by NCOF on demand to the concerned organization and remaining 25% on completion of training programme and submission of statement of expenditure duly authenticated by the competent authority of the institute as given in Annexure I.

TA/DA to 2 Non-Govt. experts: A provision of Rs.6000/- has been made for TA/DA for 2 non Govt. experts @ Rs.3000/- Travel expenses will be met on the actual basis limited to maximum AC II tier train fare. Those who claim II AC will be required to produce money receipt/necessary certificate in support of their claims. Efforts should be made to avoid costly mode of transport.

GUIDELINES FOR THE ORGANIZATION OF TRAINING ON FIELD FUNCTIONARIES/EXTENSION OFFICERS ON ORGANIC FARMING.

1. Objective

- ◆ To create awareness about concept and principles of organic farming.
- ◆ To impart knowledge about different components of organic farming including organic sources of nutrients and weeds/pest management practices.
- ◆ To provide knowledge about the admissible and non-admissible list of nutrients/plant protection measures.

2. Eligible Agency

NCOF/RCOF/ICAR/SAUs/KVKs/NGOs/Private organizations.

3. Number of programmes, duration & participants

During 2004-05, 4 training programmes of 5 days duration each will be organized for 20 participants per course from the Extension/Development Officers of State Government/SAUs/KVKs/Private Agencies and field functionaries engaged in the promotion of organic farming.

4. Course content

Different sources of organic nutrients, Basic principles of organic farming, information about local resources for plant nutrients and weed/pest management, certification system, record maintenance, gradings, packing, handling of organic produce and storage of organic produce, role of live stock and its maintenance, different types of bio-control agents, biopesticides, disease and pest management in organic farming. Types of bio-fertilizers & their importance in agriculture, bio-fertilizers application technology, precaution during storage and uses etc.

Nutrient management in organic farming, importance of green manure, FYM, compost, bio-gas slurry, vermi compost etc. and promotional strategies on organic farming,

Fund provision: Rs.39, 000/- per course as per details given in Annexure-I. However, Director NCOF may grant an inter-component flexibility within the overall approved financial outlay.

Award of certificate

On successful completion of training course, a certificate shall be awarded to the participants.

5. Procedure for submission of proposal from training institutions

The eligible agencies may send their proposal along with their details of past experience and expertise available in the field to the Director, NCOF. After review, if accepted, the training institution will be asked to conduct courses.

6. Responsibilities of Training institutions

The head of the organization or his nominee shall be the coordinator. He will identify the venue and see that physical facilities are available for holding the course and also ensure participation of required number of trainees. The training is to be conducted as per the prescribed course content and within the prescribed financial outlay. He will also ensure that the necessary training material to be provided to the trainees in local language.

7. Mode of payment of fund:

Advance money @ 75% of the prescribed amount can be provided by NCOF on demand to the concerned organization and remaining 25% on completion of training programme and submission of statement of expenditure duly authenticated by the competent authority of the institute as given in Annexure I.

TA/DA to 3 Non-Govt. experts : A provision of Rs.9000/- has been made for TA/DA for 3 non Govt. experts @ Rs.3000/- Travel expenses will be met on the actual basis limited to maximum AC II tier train fare. Those who claim II AC will be required to produce money receipt/necessary certificate in support of their claims. Efforts should be made to avoid costly mode of transport.

GUIDELINES FOR THE ORGANIZATION OF TRAINING OF FARMERS ON ORGANIC FARMS

1. Objective

Seeing believes. Training for farmers will be organized on organic farming to equip them with necessary knowledge and information in organic farming practices with emphasis on practical demonstrations.

2. Eligible Agency

State Govt./SAUs/KVKs/NGOs, who has an established organic farm.

3. Number of programmes, duration and participants

During 2004-05, a total of 24 training programmes of each will be organized. The participants are group of farmers of the area who have decided to convert their land to organic farming. The number of participants is @ 20 farmers per course. The duration of programme shall be for one day but at two occasions coinciding with the crop growth cycle.

4. Course content

The course content will be broad based to equip the farmers on all practical aspects of organic farming.

5. Fund provision: Rs. 13,000/- per course as per details in Annexure-I. However, Director NCOF may grant an inter - component flexibility within the overall approved financial outlay.

6. Award of certificate

On successful completion of training course, a certificate is awarded to the participants.

7. Procedure for submission of proposal from training institutions

The eligible agencies may send their proposal along with their details of past experience and expertise available in the field to the Director, NCOF. After review, if accepted, the training institution will be asked to conduct courses as decided by NCOF.

8. Responsibilities of Training institutions

The head of the organization or his nominee shall be the coordinator. He will identify the venue and see that physical facilities are available for holding the course and also ensure participation of required number of trainees. The training is to be conducted as per the prescribed course content and under the prescribed financial outlay. He will also ensure that the necessary training material to be provided to the trainees.

9. Mode of payment of fund:

Advance money @ 75% of the prescribed amount can be provided by NCOF on demand to the concerned organization and remaining 25% on completion of training programme and submission of statement of expenditure duly authenticated by the competent authority of the institute as given in Annexure I.

GUIDELINE FOR FIELD DEMONSTRATION ON ORGANIC INPUTS AND FARMERS FAIR

I. TECHNICAL

1. **Background:** The merit of a demonstration lies in seeing is believing and doing is learning. The field demonstration trial on the farmers' field is the most effective way of demonstrating the correct use and effect of organic input. The impact is greater and long lasting when farmers see the beneficial result for themselves on their lands. As the organic farming is the new area, there needs adequate demonstration with organic inputs with early and improved technology for creating awareness.
2. **Aim and Objective:** Demonstration plots are laid out should ideally have the source of availability of organic input nearby. These demonstration trials need to be conducted at the plots of small and marginal farmers and also opinion leaders. Hence, emphasis should be given in selection of right type of field and farmer both and it should be preferably on road side to have proper dissemination effect.
3. **Eligible Agencies:** Field demonstration trials on utilisation of organic inputs will be organised by ICAR, KVKs, SAUs, NGOs, Field Service Providers, NCOF, RCOF, etc. on the farmers' field.
4. **Preparation of the Plot:** Field demonstration should be conducted at farmer's field. The entire demonstration area, including borders, should be treated uniformly. Cultural practices such as ploughing,

disking, harvesting etc over the entire demonstration should be done before planting using practices common to the region.

5. **Plot design:** (i) The demonstration plot should be of one acre (4000 sq.m) each on the use organic sources of nutrient. The tentative design of the plot may be kept as under :

Treatment

- A. Control with existing practices being adopted by the farmers and
- B. Improved technology, package of practices and use of organic inputs in an efficient manner

(ii) Organic inputs include:

1. Biofertiliser
2. Vermi-compost
3. NADEP compost
4. Enriched phospho compost
5. Press mud
6. Non-edible oilcake
7. Any other locally available organic nutrient sources.

(iii) Crops for the demonstration may include: important and potential crops grown in the area.

6. Data to be observed:

- a) Germination %
 - b) Total biomass per unit
 - c) Yield (kg/ha)
 - d) Yield increase (%) over control
 - e) Cost: Benefit ratio
 - f) Any other specific observation
7. Farmers' Fair: One day farmers fair (during best period of growth) should be organised for 50 organic farmers at each demonstration plot to disseminate organic technology. Efforts should be made to supply technical materials in regional languages so that farmers may understand easily.

II. FINANCIAL

- i. Financial Support: The provision of Rs.10000/- per demonstration as per details given at Annexure-I. However, Director NCOF may grant an inter-component flexibility within the overall approved financial outlay.
- ii. The details of the demonstration and programme for farmer's fairs should be intimated to the Director, National Centre for Organic Farming (NCOF) well in advance so that effective monitoring can be made by the monitoring group as constituted by the Director, NCOF from time to time.
- iii. The organizer should send the name of coordinating officer along with designation to the Director, NCOF, Ghaziabad so that the draft (75% amount as advance against demand) can be sent to the coordinating Officer in time against the pre-receipted bill (Annexure-II).
- iv. The organizer should ensure participation of 50 organic farmers from adjacent villages.
- v. The host institute should ensure that no previous on account advance is pending with them. Adjustment of Account Advance must be submitted immediately after the completion of demonstration/farmers fair so that NCOF could release further fund timely.
- vi. If there is any variation of plot size (less than 1 acre), the expenditure will be reduced proportionately. Strict economy in expenditure should be maintained.
- vii. The ceiling of expenditure under each subhead should not exceed under any circumstances.
- viii. The organizer should submit the statement of expenditure along with certificate (Annexure-I) immediately after completion of the demonstration/ farmers' fair.
- ix. There may be inter - component flexibility within the overall approved financial outlay.

- x. **Monitoring:** The organization will submit progress report on a half yearly basis to Director, NCOF, Ghaziabad in Annexure-III.

GUIDELINE FOR FIELD DEMONSTRATIONS ON UTILIZATION OF ENRICHED BIOGAS SLURRY AND FARMERS FAIR

I. Technical

1. **Background:** The biogas prepared from cattle dung serves the dual purpose of meeting fuel as well as manure requirement from the same quantity of cattle dung available with the farmers. The left over digested biogas slurry being very important source of organic manure having 3-4% nutrients may be used in agriculture and also for preparing vermicompost. This is presently not being used efficiently.
 2. **Objective:** To create awareness about the effect of enriched biogas slurry on the productivity of crops and a potential organic source of nutrients.
 3. **Eligible agencies:** Field demonstration trials on utilization of enriched biogas slurry will be organized by ICAR, KVKs, SAUs, NGOs, KVIC, NCOF, RCOF etc. on the farmers' field who are having biogas plants.
 4. **Farmers' Fair:** One day farmer's fair (during best period of growth) should be organised for 50 organic farmers at each demonstration plot to disseminate organic technology. Efforts should be made to supply technical materials in regional languages so that farmers may understand easily.
 5. **Financial Support:** The provision of Rs.16000/- per demonstration as per details given at Annexure-I. However, Director NCOF may grant an inter component flexibility within the overall approved financial outlay.
- ◆ The details of the demonstration and programme for farmer's fairs should be intimated to the Director, National Centre for Organic Farming (NCOF) well in advance so that effective monitoring can be made by the monitoring group as constituted by the Director, NCOF from time to time.
 - ◆ The organizer should send the name of coordinating officer along with designation to the Director, NCOF, Ghaziabad so that the draft (75% amount as advance against demand) can be sent to the coordinating Officer in time against the pre-receipted bill (Annexure-II).
 - ◆ The organizer should ensure participation of 50 organic farmers from adjacent villages.
 - ◆ The host institute should ensure that no previous on account advance is pending with them. Adjustment of Account Advance must be submitted immediately after the completion of demonstration/farmers fair so that NCOF could release further fund timely.
 - ◆ If there is any variation of plot size (less than 1 acre), the expenditure will be reduced proportionately. Strict economy in expenditure should be maintained.
 - ◆ The ceiling of expenditure under each subhead should not exceed under any circumstances.
 - ◆ The organizer should submit the statement of expenditure along with certificate (Annexure-I) immediately after completion of the demonstration/ farmers' fair.
 - ◆ There may be inter - component flexibility within the overall approved financial outlay.
 - ◆ **Monitoring:** The organizations will submit progress report on a half yearly basis to Director, NCOF, and Ghaziabad in Annexure-III.

Guideline for setting up of Model Organic Farm

Background

The green revolution has increased agriculture production substantially but also led to several new challenges like decline in productivity, degradation of soil and water resources, diminishing biodiversity, increase in environmental pollution. Under such situation, organic farming has assumed paramount importance for improving productivity of crop and fertility of soil.

The Department of Agriculture and Cooperation, Ministry of Agriculture, Govt. of India has decided to set up 120 model organic farms on 2 ha land where the organic farming methods will be actually demonstrated to the farmers.

Objective

The primary objective is to physically demonstrate the actual practice of organic farming in on the field including production of all the required inputs within the farm and least depending on external inputs. The model organic farms will act as a model live demonstration center for dissemination of organic farming system to the organic growers.

Prerequisites for setting up the Model Organic Farm

A Govt. farm having adequate area and infrastructure with sparable land for buffer zone

- ◆ A suitable land with no objectionable heavy metals, no pollutants contamination, area of 2 ha land for organic farming
- ◆ For successful organic farming, some livestock must be maintained for generating manure
- ◆ Enough green manure like glyrisidia either on the bund, vacant land must be maintained or in situ incorporation of sunhemp, dhaincha etc. needed.
- ◆ Small “On farm” compost unit(Vermicompost/NADEP compost etc.) and gobar gas plant should be established in the farm.
- ◆ Bio-fertilizers like Blue green algae, Azolla could be produced on farm.
- ◆ Farm pond, Fish pond wherever possible would be an added advantage. Rain water harvesting technique should be incorporated at the time of conversion to organic.
- ◆ Crop planning both for domestic use and for export purpose should be integrated with inter cropping, mixed cropping & relay cropping.
- ◆ Provision of using biopesticide, biocontrol agent should be ensured.
- ◆ Preparation of land & planting should be as per the organic norm. Buffer zone should be kept as & when necessary.

Eligible agencies

The Central Govt./State Govt./State Agricultural Universities/Krishi Vigyan Kendras having adequate agricultural farm and who can spare two ha land.

Guidelines of Service Provider

1. Background:

- 1.1 The service provider shall play significant role in group certification system by providing their service to small and marginal farmers by involving themselves in Internal Control System (ICS).
- 1.2 An Internal Control System (ICS) is a documented quality assurance system that allows the external certification body to delegate the annual inspection of individual group members to an identified body within the certified operator. The ICS guards the integrity of the organic quality of the products particularly in small holder projects. It is a system in which all persons dealing with the products (growers, buyers, and storekeepers) are identified, registered, instructed on the requirements of organic certification and contracted to ensure compliance. The activities of these persons are monitored by regular visits and documentary control. The responsibility for the implementation of the ICS lies with the operator of service provider who is implementing the project.

2. Scope:

- 2.1 In principle, only small and marginal farmers can be members of the group covered by certification. A small holder group needs to fulfill certain criteria (e.g. regarding homogeneity of farmers, size/economic power of producers) in order to permit certification based on an ICS system.
- 2.2 The objective of a group certification is to reduce the cost of certification without compromising the quality. A substantial part of the Inspection work is carried out by the group. The external Inspection body verifies and evaluates the effectiveness of the internal control system and certifies the group as a whole.
- 2.3 The facility of service provider will be extended to those groups where the farm units are mainly managed by small and marginal farmers. There should be homogeneity of members in terms of geographical location, production system, size of holding and consumer marketing system. All farmers that shall be benefited by service provider need to be formally registered as organic farmers. For each farmer the total area under his/her management (including non organic fields) the organic crops with are and his/her basic farming methods need to be recorded in registration form. An overview map must be provided showing where each organic farm is located.
- 2.4 All organic farmers shall be provided with organic farm identification card. A commitment declaration (contract) must be signed between each farmer and the service provider in a language understood by the farmer. The contract must contain commitments to fulfill the internal organic standard. The consequences of violation of the contract must be fully defined (sanction policy). It must also grant permission for inspectors to inspect farms and farm records.
- 2.5 At the moment, small holder groups are finding it difficult to set up ICS as there is no competent organization to help the small holder groups to establish the ICS. For this purpose, 300 field service providers are proposed to be appointed under the scheme of "National Project on Organic Farming" as launched by DAC. The service provider will also act as a technology messenger and may also assist them in market development of finished organic produce. A service provider may serve about 1500 farmers in cluster of villages depending upon their concentration. Grants-in-aid of Rs.3.0 lakhs per service provider/year shall be provided by the government for serving 1500 farmers @ Rs.200 per farmer.

3. Eligible Agencies:

The service providers may be State govt. Agencies/ ICAR/ SAUs /KVKs/ NGOs/ Pvt. Agencies etc.

4. Qualification & experience:

The service provider should fulfill the following requirements :

- i. He/She must be familiar with the principle of organic agriculture.
- ii. He/She must be familiar with internal Control System and efficient in documentation.

- iii. Must have a minimum of one agriculture graduate trained in Organic Agriculture/Inspection and certification.
- iv. He/She may be proficient in local language.
- v. He/she must be knowledgeable in local resource management/Inputs/ITK's.
- vi. He/She must be knowledgeable in marketing of organic products and must not have conflicts of interest.

5. Role & responsibility of service provider :

5.1 The service provider has 4 important roles:

- i) Motivating farmers to form organic farmers groups/clusters
- (ii) To act as team leader of Internal Control System and liaison with certification agencies
- (iii) To maintain records of organic farms
- (iv) to act as a technology messenger and to advise farmers on package of practices, technology package, imparting training on preparation of on farm organic inputs and educating farmers on do and don't in organic farming.

5.2 Further, as a team leader of ICS, he is responsible for the following tasks in the project:

- i) Drawing of village map
- ii) Registration of the growers
- iii) Realizing the inspection of each farm at least once a year. The units must be documented in the farm inspection form.
- iv) Providing assistance in packaging and storing of the produce
- v) Regular visits to the markets during the harvest season in order to ensure that the procedure as mentioned in the ICS are followed.
- vi) Providing training to the farmers of the group.

5.3 The ICS ensures that all relevant documentation for each certified farmer is available for inspection. The following documents must be available for each farmer with the assistance of service provider:-

- ◆ Formal commitment of growers to fulfill the internal standard (written contract)
- ◆ Farmer basic questionnaire including last use of prohibited inputs
- ◆ Field records (cultivation measure, cultivation problems, pest and disease incidence and control, use of inputs, harvested quantities, post harvest procedure)
- ◆ Map for the area and for single farms
- ◆ Annual farm inspection check list
- ◆ Notes on training or advice given to farmers by field officers
- ◆ Farmers list with code and name of farmer, total area, area under organic crop or number of plants, date of registration as organic farmer, date of the last use of prohibited inputs, date of internal inspection, name of internal inspector, result of internal inspection)
- ◆ List of sanctioned farmer with reason and duration of sanction
- ◆ Area used for each crop in conversion
- ◆ Conventional area
- ◆ Crop forecast for next year
- ◆ List of input used in quality
- ◆ Documented purchase system with sample of all documents (i.e., delivery notes, reception note, etc.)
- ◆ Product entrance and exit receipts from warehouse
- ◆ Reports on processing activities (output ratio)
- ◆ List of realized sales.

6. Appointment of service providers

Based on the recommendations of State govt., the service providers fulfilling the requisite conditions, shall be approved by Ministry of Agriculture.

7. Release of funds

50 percent of the financial support as first installment will be released to the organization directly along with the issue of sanction order against indemnity bond. Balance 50% will be released only after conduct of an inspection and performance assessment by the monitoring committee consisting of officials from DAC/NCOF/RCOFs and on receipt of utilization certificate of the 1st installment. (In Annexure I & II).

Whom to contact

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