

(100 Rupees stamp paper with seal and signature of Nodal officer in each page of MOU)

Memorandum of Understanding / Agreement

Between

National Institute of Agricultural Extension Management [MANAGE] and
Nodal Training Institute [Name of NTI along with Centre Location] under Agri-Clinics
and Agri-Business Centers [AC&ABC] Scheme

1. This Memorandum of Understanding (hereinafter referred to as the "**MOU**") is entered into on this.....day of (the "Effective Date") between National Institute of Agricultural Extension Management (MANAGE) herein referred to as "MANAGE" having its office at Rajendranagar, Hyderabad –500030 which expression shall include authorized representative of **first part**.

and

The Nodal Training Institute viz. (Name of NTI).....having its Office at

.....State.....
..... (Hereinafter referred to as NTI) represented by its authorized representative of the **second part**.

2. This MoU pertains to the implementation of "Agri-Clinics and Agri-Business Centres (AC&ABC) Scheme" of the Government of India.

3. The NTI agrees to implement training and handholding components under the AC&ABC Scheme in collaboration with MANAGE. Both the parties agree to be legally bound by the terms set forth in this MoU.

4. Coordination and Contact Points

- a) MANAGE for coordination on broad policy issues and matters related to centralized operations.
- b) Nodal Training Institute for all operational matters, which includes Training, Handholding and Refresher Training Programme component as per the AC&ABC guidelines, existing as well as revised from time to time.

5. Responsibilities of the Nodal Training Institute [Name of NTI]

The Nodal Training Institute shall;

- a) Appoint a Nodal Officer as the authorized signatory and the single point of contact for all official communications with MANAGE.
- b) Organize training and handholding activities under the Agri-Clinics and Agri-Business Centers Scheme as per the AC&ABC guidelines.
- c) The NTI shall conduct the agreed number of training programmes for each Financial Year and must achieve a minimum 35% success rate to become eligible for allotment of subsequent training programs. Each completed batch will be given

- a one-year handholding period to submit venture establishment reports, based on which the success rate will be calculated. All the venture establishment reports verified by MANAGE should be compulsorily on boarded in Krishi Mapper.
- d) All the data related to DPR submission, Loan Sanction, Loan Disbursement, Subsidy sanction and disbursement etc., shall be updated on AC&ABC MIS portal.
 - e) Newly enrolled NTIs will be allotted two training programs initially. The success rate criteria will be considered while allotting subsequent training batches.
 - f) Agree and ascertain for itself, the budget provisions for implementing the training and handholding components of the said scheme, and shall fund all cost overruns if any.
 - g) Not make any financial commitment on behalf of MANAGE, nor shall take loans or create any other financial liability binding to MANAGE under this agreement.
 - h) Have all employees relating to this said scheme on its payroll, or shall invite outside Guest Speakers / faculty on its own, and MANAGE shall have no legal, financial or any other responsibility towards them.
 - i) Follow the course curriculum provided by MANAGE, as may be amended from time to time.
 - j) Conduct no such parallel activity, which may be prejudicial to the interests of the said Scheme, or MANAGE.
 - k) Maintain Facial recognition Bio Metric Attendance Records of the trainees regularly and share them with MANAGE and adhere to the Training Programme monitoring guidelines stipulated by Department of Agriculture & Farmers Welfare (DA&FW) and MANAGE from time to time.
 - l) Follow all the norms of AC&ABC Scheme and adopt total transparency in implementation of the scheme.
 - m) Maintain proper records of documents of candidates trained batch wise along with all supporting documents.
 - n) Maintain the proper records of advance received from MANAGE and expenditure incurred on training along with supporting documents.
 - o) Maintain proper books of accounts such as Cash Book, Advance register, Ledger, Voucher with supporting bills and Monthly BRS.
 - p) All the records shall be kept open for audit purpose for the period of five years on completion of the Training Programme.
 - q) NTIs need to maintain proper records of DPRs of candidates, DPR submission to Bank details, Loan Sanctioned/Pending records and NABARD Subsidy released/Pending records.
 - r) For all the training programs, NTIs need to submit the Utilization Certificates and other record after completion of Training Program as per AC&ABC guidelines without any delay.
 - s) Provide the following minimum infrastructural facilities:
 - i. Well-equipped Training Hall with capacity of 35 candidates with hostel for decent boarding and lodging facilities with separate amenities for women.

- ii. Ensure safe and secure environment for women trainees in transportation, boarding, lodging and during off campus visits.
- iii. Computers with necessary Internet, software and Webcam.
- iv. Installation of CCTV Cameras. NTIs to keep CCTV recordings for one year in their systems after the completion of the training program. Access should be provided to MANAGE & DA&FW for monitoring purpose.
- v. Computers, Printers, LCD Projector, Television and photocopier.
- vi. A computer room is mandatory. At least 09 computers are available for the use of candidates. (1:4 Ratio)
- vii. Rooms for conduct of counseling/ handholding activities.
- viii. Necessary furniture such as Chairs, Tables, Almira's etc.
- ix. Facial Biometric Device of particular model recommended by MANAGE to record daily attendance.
- t) Transport facilities for organizing study visits to the field etc.
- u) The NTI has to collect application fees Rs. 500/- per candidate from all the candidates who appeared for screening and credit the fee to MANAGE. Not realize any fee from the trainees in any form whatsoever except the Application fee of Rs.500/- and maintain the record register for same.
- v) Incur expenditure on all activities as per the financial guidelines of AC&ABC & MANAGE.
- w) Provide free of cost handholding facilities, counseling and guidance to the trainees for one year after the training.
- x) Register candidates for organizing training programmes and Refresher Training Programmes.
- y) Shall Submit Bank Guarantee for Rs. 2.50 lakhs valid for a period of 5 years (not applicable for Government owned and Government undertaken organizations) only from nationalized bank.
- z) Will undertake any other responsibility, which MANAGE, may stipulate in the interest of the scheme.
- aa) A copy of the Check List of documents needs to be submitted by individual Nodal Training Institute (NTI) for implementation of training programmes under AC&ABC Scheme to MANAGE is annexed herewith as "Appendix - A" and to be read as part and parcel of this Agreement.

6. Responsibilities of MANAGE: The MANAGE shall:

- a) Develop and provide broad course outline to the Nodal Training Institutes.
- b) Provide list of trainees allotted to each Training Centre or be entitled to ask training Institute to generate applications.
- c) Provide additional norms and guidelines wherever necessary;
- d) Provide grant to the Nodal Training Institutes on per trainee basis at the rates fixed under Scheme guidelines.
- e) Responsible for the operational aspects of the training component of the said

Scheme.

- f) Provide timely clarifications regarding Policy, Academic Inputs and any other necessary information to the Nodal Training Institute
- g) Shall ensure through proper co-ordination and consultation that all the Nodal Training Institutes providing quality training under the said Scheme;
- h) Shall ensure that the amounts released under the said Scheme to MANAGE by Govt. of India, shall be disbursed to the Nodal Training Institutes timely, based on norms and eligibility, and keep a track of the number of trainees attending the programmes at each Nodal Training Institute.

7. Force Majeure

In the event of non-fulfillment of the contract terms and conditions due to any reason of force majeure namely fires, wars, riots, strikes, natural calamities, etc., neither the Nodal Training Institute nor MANAGE shall be held responsible for any loss or consequential loss.

8. Indemnity

The Nodal Training Institute hereby agrees jointly and severally to indemnify MANAGE, their representatives, administrators and properties from and against all action, demands, proceedings, prosecutions, attachments, and the like arising out of its liabilities and all charges, taxes, etc.

9. Liabilities

MANAGE shall not, however, be liable for:

- a) Any payments of claims by employees of the Nodal Training Institute
- b) Discharging any financial commitments made by Nodal Training Institute.
- c) Any suit on account of demands for infringement of copyright and other laws by the Nodal Training Institute, which have no nexus with the object of the MoU being entered into.
- d) The Nodal Training Institute shall ensure that all its software is legal. MANAGE shall not be responsible in any way for any liabilities arising out of use of pirated software.

10. Breach of Agreement

- a) MANAGE shall have the right to terminate the agreement with the Nodal Training Institute, in case the Nodal Training Institute either fail to provide the services successfully as mentioned in the agreement, or violates any of the clause mentioned in the MoU, or exploits the trainees or misuses the partnership with MANAGE in any way.
- b) MANAGE May stop the training programs to NTIs, those are not implementing the scheme as per guidelines and MoU.
- c) MANAGE may cancel the agreement with the Nodal Training Institutes if they

breach the agreement under AC&ABC in any manner.

- d) MANAGE has every right to invoke the Bank guarantee of Rs. 2.50 lakhs provided by the Nodal Training Institute in case of Breach of Agreement.

11. Penalty

MANAGE shall withhold the release of further funds to NTIs which do not adhere to the above guidelines, besides levying a penalty of 1% on the total eligible payable amount and recovering the excess amount from the Bank Guarantee.

12. Amendment to the Agreement

The obligation of the Nodal Training Institute and MANAGE have been outlined in this agreement. However, during the operation of the agreement, circumstances may arise which call for alteration or modifications of this Agreement. These modifications/alterations will be mutually discussed and agreed upon in writing and will be implemented with the approval of DA&FW.

13. Period of Validity

This agreement shall be valid for three years from the date of signing the agreement or such period either of the parties opts to disassociate or withdraw from the agreement. Either party can terminate the agreement with a notice of 3 months.

14. Arbitration

Any dispute arising with regard to any aspect of this Agreement shall be settled through mutual consultations and agreements by the parties to the Agreement. However, any legal disputes are subject to Hyderabad jurisdiction only.

For the Nodal Training Institute

For MANAGE

..... (Seal
and Signature of Nodal Officer) (Director General, MANAGE)

Appendix-A

Check List of documents need to be submitted by individual Nodal Training Institute (NTI) for implementation of training programmes under AC&ABC Scheme to MANAGE

1. Submission of MoU:

- a. Covering letter with relevant subject.
- b. MoU on 100 rupees stamp papers (2 copies).
- c. Contact details of Nodal Officer with his/her curriculum vitae.
- d. Detailed Address of Training Centre.
- e. Bank Account Details.
- f. PFMS detail of the organization.
- g. Organization's unique ID registered in NITI Aayog NGO Darpan Portal (exception for Govt. NTIs)

2. Submission of Bank Guarantee:

- a. Covering letter with relevant subject.
- b. Bank Guarantee of Rs.2.50 lakhs (exception for Govt. NTIs) issued by the nationalized banks for the period of 5 years under AC&ABC scheme.
- c. Onboarding of NTI in the Krishi Mapper Application.

3. Installation of Facial Biometric Device in NTI:

- a. The NTI has to collect the Facial Recognition Bio-metric device from MANAGE on payment basis and ensure that it should be connected to MANAGE central server.
- b. NTIs should send the list of facial recognition biometric machine registered candidates name, biometric number and gender to MANAGE on the first day of programme inauguration for mapping to central server.

4. Request for Screening Committee Meeting:

- a. NTI should ensure online registration of candidates in <https://acabcmis.gov.in/ApplicantReg.aspx> portal before screening.
- b. For Screening (selection) of candidates, presence of at least three officials (as per Guidelines S. No: 4.2.5) is necessary to make the minimum quorum of the interview committee besides Nodal officer.
- c. Request for Screening Committee Meeting along with list of pre- screened candidates (at least 15 days before of scheduled screening date)
- d. Training schedule as per AC&ABC guidelines with names of Resource Persons, qualifications and experience. Ensure that, One resource person may handle only two classes in a day but not in a continuous manner, except sessions on soft skills and DPR preparation. (to be submitted along with screening request letter)
- e. Submission of pre-screening score card to MANAGE one day before Screening Committee Meeting (SCM).

- f. Signature of MANAGE representative will be done after receiving original SCM report and score card of the candidates with all committee members names and signatures.
- g. Candidates should have at least one-year gap from the highest qualification of self to enroll under AC&ABC.
- h. NTI has to collect application fee: Single Demand draft (DD)/RTGS/NEFT of total candidates applied for AC&ABC training @ Rs.500/candidate.

5. Request for Training Program Approval:

- a. Request letter from Nodal Officer for approval of Training program along with Screening Committee Report with the signature of all committee members. (Send request letter at least 15 days before of scheduled training program date).
- b. Final training program schedule with start date & end date as per AC&ABC guidelines with resource person name and qualifications and experience.
- c. All Screened candidates list with their MIS registration number and all candidates must be registered with the same NTI.
- d. Letter from Nodal officer for any special consideration of candidates.
- e. Details of all waitlisted candidates screened earlier to be submitted at each Training Program approval.
- f. List of 35 candidate's names along with AC&ABC MIS registration IDs and Aadhaar Number should be sent to MANAGE.

6. AC&ABC MIS Usage:

- a. All applications shall be received only through ACABC MIS portal.
- b. NTIs need to approve the candidates in AC&ABC MIS portal and should ensure the same candidates to be approved by MANAGE.
- c. After approval of candidates by MANAGE, NTIs are requested to create a batch and allot batch number in MIS portal.
- d. After batch creation, NTI should upload the applicant's documents (Passport Photograph, High School Certificate, Final Qualification Certificate, Aadhaar Card) in the MIS portal.

7. Training program inauguration: (To be submitted on 1st day of the Training program)

- a. NTIs can start the training program only after receiving the Training Program approval from MANAGE.
- b. NTIs should request for Training Program (TP) Number allotment at least 10 days before the day of Inauguration of training. Inaugural reports and group photos shall be submitted on the day of inauguration of training itself.
- c. Excel file with Biometric code, candidate name and gender in Excel sheet format shall be submitted.

8. Regular Activities during 45 DAYS of Training Program:

- a. NTIs should maintain common signboard prescribed by MANAGE.
- b. NTIs should maintain well-equipped Training Hall having capacity to accommodate 35 candidates.
- c. NTIs should provide decent boarding and lodging facilities with separate amenities for the women.
- d. NTIs need to appoint subject matter specialist for each training session.
- e. NTIs should create a Facebook Page (Eg. AC&ABC – NTI Name & Location) and give access to MANAGE. The NTIs should update the activities on Facebook page on daily basis.
- f. NTIs should create WhatsApp group for each TP by adding respective state Consultant, MANAGE and has to update training update on daily basis with photographs.
- g. The MANAGE consultants will collect the quarterly feedback (on 15th 30th and 45th days of training) from candidate through google form.
- h. NTIs should update the activities on Facebook page on daily basis.
- i. Nodal Officers should ensure to conduct Weekly skype interaction of training candidates with Consultant, MANAGE during each TP.
- j. Submission of Weekly Biometric attendance on every Monday between 9:00 am to 5:30 pm. (for the Last Monday-Sunday).
- k. Prior approval of any changes in proposed training schedule must be taken from MANAGE.

9. Submission of documents pertaining to First Installment Payment:

- a. Covering letter with relevant subject.
- b. Original inauguration report and photos/group photos with Nodal Officer signature.
- c. List of candidates in the batch with online unique MIS ID numbers.
- d. Screening Committee Reports (recent and previous SCM report, if waitlisted candidates are selected) on NTIs letterhead with all committee members signatures.
- e. Hard copies of individual candidate MIS application form (attach candidate photo on the top) with photostat copies of education qualifications, Aadhar card and bank passbook.
- f. Submit Application Fee details collected from the candidates for Training Program.
- g. Training schedule as per AC&ABC guidelines with names of resource persons, qualifications and experience.
- h. The respective state consultant will submit the Weekly skype monitoring report/Surprise visit report and certify the training program is conducted as per AC&ABC Guidelines.
- i. Letter from Nodal Officer confirming that all candidates accounts are linked with Aadhaar card.

10. Certificates (30th day of training program):

- a. Final list of candidates
- b. Digital passport-size photographs of candidates (height 2" & width 1.7") or (height 5.08 cm & width 4.318 cm).
- c. Biometric details of 30 days

11. Submission of documents pertaining to Second Installment Payment:

- a. Covering letter with relevant subject.
- b. Utilization Certificates (UC) duly attested by CA with Signature, stamp, Membership. No. & UDIN along with Nodal Officer signature and stamp with date.
- c. Utilization Certificates format (UC) for north-east states (<https://www.agriclinics.net/GCDocuments/68.pdf>) and other states (<https://www.agriclinics.net/GCDocuments/67.pdf>)
- d. Lodging and boarding certificate.
- e. Monthly Attendance report.
- f. Complete 45 days Facial recognition biometric machine attendance.
- g. Leave details of the trainees.
- h. Original medical certificates.
- i. Valedictory report with Photos/Group Photo (Color).
- j. Acknowledgment of certificate received.
- k. Final feedback summary.
- l. Honorarium for staff and officers of training institute should be transferred to their account electronically and proof of the same should be produced for claiming the amount.
- m. Unauthorized absentee may be marked as 'A' for which both Lodging and boarding charges will not be paid to NTI.
- n. Certificate will not be issued to the candidates having absence more than 5 days during the 45 days training. However, the candidate should attend the missed classes in the next training batch at the same NTI. Certificates will be issued to these candidates after completing the absent days training.
- o. The certificate will not be issued in case the candidates remain absent for more than 10 days due to any reason.
- p. The respective state consultant will submit the Weekly skype monitoring report/Surprise visit report and certify the training program is conducted as per AC&ABC Guidelines.

12. Handholding Expenses: As per the revised cost norms the hand holding expenses are divided into three phases as below:

A. Submission of DPR and Loan Sanction:

- a. Covering letter with relevant subject.
- b. Proforma "A" (<https://www.agriclinics.net/GCDocuments/170.pdf>) along with Jan Samarth (JS) -Id.
- c. Bank acknowledgement receipt OR Postal receipt & delivery reports as proof of submission of DPR to banks.

- d. Jan Samarth Excel File along with Candidate Name and JS unique ID. The candidate name and JS Unique ID can be copied from Jan Samarth only.
- e. Submission of soft copies of DPRs to MANAGE mentioning Training Program Number in the subject.
- f. Submission of Loan Sanction Order

B. Loan Disbursal:

NTIs need to submit Proforma-B (Loan & Subsidy details) along with Bank loan sanction letter and upload loan sanction details information in the MIS portal (Applicable to candidates whose bank loan sanctioned).

C. Venture Establishment and Subsidy Release:

- a. Covering letter with relevant subject
- b. Submit venture-established report (VER) in revised format (Annexure- VIII) (<https://www.agriclinics.net/GCDocuments/169.pdf>) with supporting documents and photos as per revised format (Annexure-I) (<https://www.agriclinics.net/GCDocuments/168.pdf>).
- c. NTIs may ensure that each and every agri-entrepreneur displays the banner at the agri-venture.
- d. All the ventures will be verified by MANAGE and communicated to NTIs. The NTIs has to upload only verified ventures in MIS portal along with supporting documents & geo-tagged photos. The same ventures to be onboarded in Krishi Mapper.
- e. The NTIs will onboard only verified ventures on the AC&ABC MIS Portal and Krishi Mapper application.
- f. NTI's has to submit payment receipt in prescribed format (<https://www.agriclinics.net/GCDocuments/167.pdf>) signed by the Nodal Officer to MANAGE for accounting purpose.
- g. NTIs need to submit the NABARD report with regard to release of subsidy and upload subsidy sanction details information in the MIS portal.

D. Handholding Expenses in the case of non-loanee agriventures (trained candidates who established ventures by self-finance): The fund of Rs. 3000/- (Rs.1500/- each for DPR preparation and venture establishment) can be released in a single instalment on submission of proof of venture establishment by the NTIs, by submitting the documentary proof for DPR submission and venture establishment as detailed under A& C.
