



Good Practices in AC&ABC

National Institute of Agricultural Extension Management (MANAGE)

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Good Practices in Agri Clinics and Agribusiness Centre Scheme

A. Request to enroll as a New NTI by Institutions/ Organizations

Process

Step 1: Application submission (Hard copy) by Institutions/ Organizations & scrutiny of applications.

Step 2: Field verification by committee members.

Step 3: Presentation at MANAGE

Eligible institutions can get the application format from Annexure-II available at following link.

<https://www.agriclinics.net/ACABCGuidelines2018.pdf>

After selection in the three-stage verification process, the institution/ organizations will be selected as Nodal Training Institute for implementation of AC&ABC scheme by MANAGE

B. Submission of MoU and Bank Guarantee by NTI

Documents to be submitted

1. Submission of MoU:

- (i) Covering letter with relevant subject.
- (ii) MoU on ₹100/- stamp papers (two copies).
- (iii) Contact details of Nodal Officer.
- (iv) Updated Address of Training Centre.
- (v) Bank Account Details.
- (vi) PFMS detail of the organization.
- (vii) Organization's unique ID registered in NITI Aayog NGO Darpan Portal (exception for Govt. NTIs)

2. Submission of Bank Guarantee:

- (i) Covering letter with relevant subject.
- (ii) Bank Guarantee of ₹2.5 lakhs (exception for Govt. NTIs) issued by the nationalized banks for 5 years under AC&ABC scheme

The Institute should Submit MoU and BG after the selection of the Nodal Institute to MANAGE.

C. Online application forms should be filled up by the candidates

Process

Eligible candidates can apply online.

- Application link - <https://acabcmis.gov.in/ApplicantReg.aspx>

Candidates should have at least one year gap from the eligible qualification to enroll under AC&ABC scheme.

After successful submission of the application form, the NTI to whom first preference is given will call the candidate for an interview. The shortlisted candidates can take up the training at respective NTI.

D. Biometric set up by NTI

Process

Before screening the candidates, NTI should install the biometric device as per the suggestions of MANAGE (MANAGE will suggest compatible models for existing system).

NTI should ensure uninterrupted connectivity of the biometric device with the MANAGE server during the training program. If any network issue arises, NTI should inform to MANAGE on a priority basis.

E. Request for screening by NTI.

Documents to be submitted

1. Request letter from NTI
2. List of the candidates along with their eligible qualification details for training program (soft copy).

Note:

- NTIs must ensure that, minimum 60 the candidates have to registered online (<https://acabcmis.gov.in/>) for training before appearing for screening.
- NTIs have to collect a registration fee of ₹ 500 from each candidate who appeared for screening and deposit the total amount to MANAGE.
- For Screening (selection) of candidates, the presence of at least three officials (KVK, NABARD, Bank, State Agriculture / allied departments, and Agri Business Company in

the area (if any) are necessary to make the minimum quorum of the interview committee besides the Nodal officer and Consultant-MANAGE

- Request for Screening Committee Meeting along with the list of candidates and registration ID should be submitted
- Pre-screening sheet should be submitted to MANAGE one day before Screening Committee Meeting (SCM).
- On the 1st day of Training Program, Nodal Officer has to verify all Documents of selected candidates & check eligibility.
- The NTI has to ensure that bank account of selected candidates has to linked with PAN Number and Adhar Card.

F. NOC (No Objection Certificate):

- If the candidate is selected in the screening but registered to other NTI, then obtain NOC from that Particular NTI.
- That candidate application should be rejected by NTI from their MIS Portal login page.

G. Request for new Training Program by NTI

Documents to be submitted

1. Request letter should be submitted by NTI stating the duration of the training program.
2. Final Screening committee report with the signature of all committee members should be submitted, signature of MANAGE representative will be done after receiving original SCM report and scorecard of the candidates.
3. The final list of the candidates, along with AC&ABC MIS registration, IDs, and Aadhaar Numbers should be sent to MANAGE.
4. If waitlisted candidates are there then, details of all waitlisted candidates screened earlier to be submitted at each Training Program approval (Soft copy).

Training Program approval letter will be sent by MANAGE

H. Updating in AC&ABC MIS Portal by NTI

1. NTI should ensure all candidates are registered in <https://acabcmis.gov.in/> also ensure all candidates should select the same NTI.
2. NTI should approve all candidates (those who are selected) from their MIS portal and same list send to MANAGE in soft copy.
3. After that, from MANAGE side, Same list has been approved.
4. Once approved by MANAGE, NTI should create the batch and upload the inauguration report and group photo to MIS Portal.

I. TP number (1st day of the Training program)

Documents to be submitted (Soft copies)

1. Inauguration report and photos with Nodal Officers signature should be submitted.
2. Number of candidates along with start & end date of the batch should be mentioned (Soft copy should be submitted)
3. List of selected candidates with online unique MIS ID numbers should be submitted after approval in MIS Portal.
4. Biometric code, name of candidate and gender in excel sheet should be sent to MANAGE through email.

Training Program number will be allotted

J. First instalment payment (Within 10 days of Training program)

Documents to be submitted (All Hard copies)

1. Cover letter
2. Original Inauguration report and group photos with Nodal Officer signature
3. Screening Committee Reports (recent and previous SCM report, if waitlisted candidates are selected) on NTIs letterhead with all committee members' signatures. (Highlight the new batch candidates)
4. Training schedule with names of Resource Persons
 5. List of the selected candidates for the training program. (Mentioned screening date for all selected candidates)
6. Application fee deposited by candidates (DD/ RTGS details)
7. Individual application of candidates:
 - a. MIS application
 - b. Aadhar Card
 - c. Eligibility certificates
 - d. Bank details (Hard copy)

Note: (All documents should be Original, signed by Nodal Officer and Hard copies should be submitted.

ID list will be allotted. MANAGE will verify the details with respective NTI. Release of 1st installment (60%) will be done.

K. Issuing Certificates (30th day of the training program)

Document to be submitted

1. Final list proforma (After the correction of names in the ID list)
2. Digital passport size photographs - Digital photos (not selfie) should be captured by a single photographer preferably with a white background covering 2/3 of the face, and submit in a single folder
3. Candidates' Digital Photographs must be clear and uniform (Height 2" & Width 1.7") or (Height 5.08 cm & width 4.318 cm)

4. Biometric attendance details of 30 days (soft copy)

Note:

The certificate will not be issued to the candidates having absences more than 3 days during the 45 days training. The candidate should attend the missed classes in the next training at the same NTI along with the record of biometric attendance. Providing the same biometric, certificates will be issued to these candidates.

The certificates will not be issued to the candidate who was absent for more than 10 days due to any reason.

After verification Certificates will be prepared and dispatched by MANAGE.

L. Leaving Candidates :

- If any candidate is absent for more than 10 days, the NTI should select the leaving candidate option and filled the details of that candidate on MIS Portal before clicking the second installment option of that Training Program on MIS Portal.

M. The Second instalment (Within 15 days after the completion of the training program)

Documents to be submitted

1. Cover letter.
 2. Original Utilization Certificates **Annexure C & D**
(<https://www.agriclinics.net/GCDocuments/67.pdf>)
 - For N&E States : <https://www.agriclinics.net/GCDocuments/68.pdf>
 3. Lodging & Boarding certificates.
 4. Comprehensive Attendance report.
 5. Complete Biometric attendance Report.
 6. Leave details.
 7. Original medical certificate and Leave letters of candidates recommended by Nodal officer. (Original copy should be submitted)
 8. Valedictory report and photos.
 9. Acknowledgment of certificate received. (Original)
 10. Final feedback summary.
 11. Jan Samarth unique ID of all candidates (Excel file).
- (All documents should be Original, signed by Nodal Officer and Hard copies should be submitted)**

MANAGE will release of 2nd instalment of 40%

N. Uploading of DPRs on Jan Samarth Portal

1. Link of Jan Samarth Portal login for Nodal Agency and Applicant:
<https://www.jansamarth.in/login>
2. Link of Jan Samarth registration of new Applicant: <https://www.jansamarth.in/register>

3. Documents required in JAN SAMARATH – Adhar number, Pan Number , Voter ID , Bank statements.
4. Date of Birth in Adhar & PAN must be same.
5. Candidate must register themselves in Udhog adhar.
6. For user-friendly access to JanSamarth Portal database the NTIs are advised to use the following credentials:
 - i. User ID: acabc-manage@manage.gov.in
 - ii. Password: admin@123
7. NTI should upload DPR and other documents on Jan Samarth portal & get the inprincipal approval pf loan letter.
8. NTI should ensure to submit DPR & other supporting documents to bank and get acknowledgement receipt of same. Acknowledgement slip for submission of documents to bank : (<https://www.agriclinics.net/GCDocuments/104.pdf>)

O. First Handholding release (After the completion of the training program)

Documents to be submitted

1. Cover letter
2. Proforma-A list (<https://www.agriclinics.net/GCDocuments/74.pdf>)
3. DPR softcopies (to be upload in MIS portal and send to MANAGE) (Hard copies should be submitted to the bank by the candidate.)
4. NTI can take Handholding advance after completion of training program or can submit utilization certificate for reimbursement of handholding amount.
5. The NTI will get handholding advance within a period of 10 months after completion of training program.
6. Unique ID of candidate generated in Jan Samarth portal after inprinciple approval of loan.
7. Acknowledgement slip for submission of documents to bank : (<https://www.agriclinics.net/GCDocuments/104.pdf>)

P. Submission of Handholding UC (within one year from the Valedictory date of the training program)

Documents to be submitted

1. Cover letter
2. Hand Holding UC for adjustment
3. Final Performa – B (<https://www.agriclinics.net/GCDocuments/75.pdf>)
4. NTIs need to submit Loan sanctioned details of candidates along with a copy of the bank loan sanctioned letter to MANAGE within a month of loan sanction. (Hard copies shouldbe submitted)

Handholding payment adjustment will be done by MANAGE after verification of the details

Q. Second Hand holding release

Documents to be submitted

1. Cover letter
1. Annexure – I (<https://www.agriclinics.net/GCDocuments/71.pdf>)
2. Annexure-II (<https://www.agriclinics.net/GCDocuments/72.pdf>)
3. Annexure – III (<https://www.agriclinics.net/GCDocuments/73.pdf>)

The receipt of payment (original Copies should be submitted)

R. Success Stories submission by NTI:

Documents to be submitted

1. Cover letter.
2. List of the candidates.
3. Success stories of candidates with photos and proof of Agri venture establishment should be submitted in the format given by MANAGE (Annexure VIII of AC&ABC guideline 2018 PAGE-33).
4. Success stories should be uploaded to MIS by the NTI after being verified by the consultant.

Note

NTIs should regularly submit the success stories to MANAGE after completion of training. The new training approvals will be given based on the success rate of each NTI (number of Agri-ventures established by trained candidates)

S. Incentives to NTI

NTIs with a cumulative and respective batch success rate of more than 50% are eligible to get additional incentives of ₹ 2000/-per candidate for every candidate established after 50% success rate, reported in respective batch.

Documents to be submitted by NTI:

1. Cover letter
2. List of the candidates
3. Application form of candidates with photos, proof of establishment, Aadhaar and Aadhaar seeded Bank account details.

T. Incentives to Candidate

Every candidate who establishes his/her venture and submits proof to that effect is eligible to receive an incentive of ₹1000/- only. This incentive amount may be electronically transferred to the candidate on verification by NTI.

U. Awarding Best NTI

1. The three best NTIs will be awarded every year.
2. Once awarded an NTI may not be considered for the award for the next three years
3. The award consists of citation and cash award as follows
 - i. First prize - ₹ 3 lakhs

- II. Second prize - ₹ 2 lakhs
- III. Third prize - ₹ 1 lakhs

Eligibility criteria for Best NTI:

- (i) Should be an Active NTI for the last 3 years (must have completed at least 3 courses in each of the last 3 years)
- (ii) Should have trained at least 250 candidates during last 3 years
- (iii) Should have a minimum 50% overall success rate in the last 3 years. This success rate will be reviewed regularly by MOA, GOI.
- (vi) Should be able to demonstrate qualitative success in terms of business excellence and extension services provided by documenting 25 highly successful cases of ventures established during the last 3 years.

V. Awarding the best Agripreneurs

Awards shall carry the following cash prize besides a citation for best Agripreneurs:

- I. First Prize - ₹ 40,000/-
- II. Second Prize - ₹ 25,000/-
- III. Third Prize - ₹ 15,000/-

For more details related to awarding best NTIs/Agripreneurs:

Refer <https://www.agriclinics.net/ACABCGuidelines2018.pdf>

W.Regular Activities during 45 DAYS of Training Program:

- NTI should send all the documents of activity at the same time.
- NTIs should maintain a common signboard.
- NTIs should check the bio-metric device connected to the MANAGE server.
- NTIs should maintain a well-equipped Training Hall having the capacity to accommodate 35 candidates.
- NTIs should provide decent boarding and lodging facilities with separate amenities for the women.
- NTIs need to appoint subject matter specialist for each training sessions.
- NTIs should create a Facebook page (e.g.: AC&ABC - NTI Name Location) and give access to MANAGE.
- NTIs should create a WhatsApp group for each TP by adding respective state Consultant, MANAGE.
- NTIs should update the activities on the Facebook page on daily basis.
- Nodal Officers should ensure to conduct Weekly skype interaction of training candidates with Consultant, MANAGE during each TP
- Submission of Weekly Biometric attendance every Monday. (Last Monday-Sunday).
