

**MEMORANDUM OF UNDERSTANDING (MOU)**  
**TO BE EXECUTED BETWEEN CHAIRMAN, ATMA & VICE-CHANCELLER, BAU/ IN-CHARGE**  
**OF RESEARCH STATIONS/KVK FOR CONDUCTING FARMER PARTICIPATORY**  
**RESEARCH UNDER SUPPORT TO STATE EXTENSION REFORMS**

The MOU is executed on ..... day of .....between BAU, Ranchi represented through Vice-Chancellor / concerned In-charge of the Research Stations and Dy. Commissioner -cum-Chairman, ATMA, Garhwa /Hazaribagh /Chatra/ Saraikela districts.

WHERE AS THE BAU, RANCHI, KVK, Chatra/ ZRS, Darisai, East Singhbhum/ KVK, Garhwa/ KVK, Holy Cross, Hazaribagh will conduct the farmer participatory research under the Project on “ Extension Reforms” as per action plan prepared jointly by ATMA & BAU/KVK/ZRS season wise and as approved in the State level workshop conducted twice a year by SAMETI for finalization of Research Action Plan, of each ATMA.

WHERE AS ATMA has been established as an autonomous organization at district level to serve as a focal point for integrating research and extension activities in general and refinement and dissemination of location specific technologies in particular.

WHEREAS AS the State Agricultural University (SAU) namely Birsa Agricultural University (BAU) through its Research Stations/ Sub-Stations / KVK upholds the mandate of generating, assessing and refining technologies, relevant to different farming situations, in the State of Jharkhand.

WHERE AS the other implementing partners such as MANAGE, Hyderabad and SAMETI, Jharkhand will oversee the operationalization of MOU through Director, SAMETI, Jharkhand.

The terms and conditions of the MOU is appended at Annexure –I under Clause I & II.

**NOW THE DEED WITNESSED AS FOLLOWS**

Chairman,  
ATMA, .....

Vice Chancellor, BAU /  
Authorized Signatory

**Witness :**

## **CLAUSE-I**

- 1.1 The State Agricultural University (SAU) i.e. Birsa Agricultural University (BAU) shall provide technological and methodological support to ATMA for further dissemination to farming community.
- 1.2 In ATMA Project districts, concerned Research Station/ Sub-Stations/ KVK will carry out farmer participatory research trials (on farm and on Station trials wherever necessary) to generate location specific recommendation suitable to various farming situations of the district.
- 1.3 The farmer participatory research trials designed by BAU/KVK/ ZRS will aim at sharpening the focus of public Agriculture Technology System (ATS) with an emphasis on location specific, system based and sustainable technologies.
- 1.4 The technical training needs of different stakeholders like Governing Board Members, Management Committee members, Block Technology Team members, Farmers Advisory Committee members and Farmers Interests Groups of ATMA will be addressed by respective ATMA in consultation with Scientist of Research Stations/ KVK.
- 1.5 For field level technical training programme being conducted periodically by ATMA through BTT, Scientists of Concerned BAU/KVK/ZRS will participate as resource persons as and when necessary.

## **CLAUSE-2**

- 2.1 ATMA will provide required funds to BAU/ZRS/KVK to carry out the activities as specified in Clause-1.
- 2.2 The Comptroller, BAU or his representative at ZRS/KVK will retain the original vouchers of expenditure incurred towards conducting farmer participatory research trials by BAU/KVK/ZRS for audit at their end and submit the Xerox copy of vouchers along with Utilization Certificate & audit Certificate to Project Director ATMA at the end of the Kharif & Rabi season i.e. by end of February and August respectively.

- 2.3 The traveling allowance / support and daily allowance of Scientists of BAU/KVK/ZRS engaged in farmer participatory research & other activities under support to State Extension reforms would be borne by concerned ATMA on submission of bills. The Scientists working with the Project will get Traveling Expenses as per State Govt./ University rule. Their tour diary and T.A. bills would be approved by concerned Drawing Disbursing Officer and forwarded to Project Director, ATMA or In-charge of concerned BAU/KVK/ZRS for payment.
- 2.4 For conducting participatory research trials the concerned Scientists will use their office vehicle using P.O.L from ATMA funds. In case the vehicle is not available for any reason they may use hired vehicle at the approved rate of concerned ATMA. Each ATMA will intimate the approved rate of the vehicle to the KVK/ZRS & University.
- 2.5 Birsa Agricultural University will keep 10% of the fund utilized for the research trials as institutional charge, which includes cost of audit, by Chartered Accountant etc. Concerned Project Director, ATMA will place the required funds with the Comptroller. The Comptroller, BAU will submit a utilization certificate to the effect of institutional charge to the Project Director, ATMA in the following format.

**FORMS OF UTILIZATION CERTIFICATE**

Certified that a sum of Rs. .... (Rupees .....  
 .....) i.e. @10% of the funds spent i.e.  
 Rs. ....(Rupees.....  
 .....) towards conducting farmers  
 participatory research trial under support to State Extension Reforms for the  
 year....., has been utilized as institutional charges by Birsa  
 Agricultural University, BAU, Ranchi.

Comptroller  
 BAU, Ranchi

**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN**

**ATMA**

**&**

**BAU/ZRS/KVK**

**MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN**

**ATMA: .....**

**&**

**NGO: .....**

**MEMORANDUM OF CO-OPERATION BETWEEN ATMA, ..... AND  
THE NGO.....**

Memorandum of Co-operation made this ..... (Date)  
between ATMA, ..... And the NGO..... Whose address  
is as follows:

**Address of ATMA**

**Address of NGO with Reg. No.**

.....  
.....  
.....  
.....  
.....

.....  
.....  
.....  
.....  
.....

Where as the ATMA, ..... has been mandated to implement the  
Support to State Extension Programme on “Extension Reforms” through Ministry of  
Agriculture from July’ 2005 under X<sup>th</sup> Plan Period

Where as ATMA, ..... desires to engage the services of NGOs in the  
context support to State Extension Programme on “ Extension Reforms” on the terms  
and conditions here in after set forth and where as ..... is ready and  
willing to accept this engagement of services with ATMA,..... on the said  
terms and conditions.

**1. THE PROJECT:**

The ..... (NGO) will carry out the  
Project activities as described in the attached terms of reference (Annexure-A)  
which forms an integral part of this agreement.

**2. DURATION**

This agreement will come in to effect on dated:..... and shall expire on ..... Subject to acceptance by ATMA,..... On the basis of monthly monitoring report from .....(NGO).

**3. PAYMENT**

- a. As per the full consideration for the services performed by ..... (NGO) under the terms of this agreement, ATMA, ..... shall pay the subscriber an amount of Rs. 200/- per month per group and Rs. 1500 /- towards administrative cost per NGO per quarter of a year. Funds will be released on quarterly basis subject to submission of monthly progress report.
- b. All Payment will be made by ATMA, ..... and deposited in the bank account of .....(NGO), of which the details are as follows.

Bank Name : .....

A/C Name : .....

A/C Number : .....

Bank Address : .....

.....

.....

.....

**4. GENERAL PROVISION**

- a. The performance of ..... under this agreement shall be quarterly reviewed and monitored by ATMA, .....
- b. ATMA, ..... can undertake field visits and shall be competent to review and assess the performance of the field staff engaged by the concerned NGO for the project work and suggest corrective measures to ..... (NGO) and its staff for furthermore of project objectives.

- c. .... is responsible to ensure that the instruction and guidelines issued by ATMA, ..... From time to time are carried out by the field staff funded under the project.
- d. .... shall carry out all services under this agreement with due diligence and sincerity. Performance of ..... under this agreement shall be quarterly monitored by ATMA,.....
- e. ATMA, ..... Undertakes no responsibility / liabilities in respect of life, health, accident, travel or any other insurance coverage which may be necessary or desirable for the person (s) engaged by ..... for the purpose of this agreement.
- f. The rights and obligations of ..... are limited to the terms & conditions of this agreement. Accordingly, ..... and personnel performing services on its behalf entitlement, except as explicitly provided in this agreement.
- g. .... Shall be solely liable for claims by third parties arising from acts of omission or negligence performed by them in the course of carrying out this agreement and in no case ATMA, ..... Be held liable for such claims by the third parties.
- h. This contract may be terminated by either party before completion of agreement period by giving notice in writing. The period of notice shall be 30 (thirty) days.
- i. Any controversy or claim arising out of or in accordance with this agreement or any breach thereof shall be settled by direct negotiation between ..... And ATMA, ..... . If direct negotiation failed, a team consisting of Director, SAMETI, Coordinator, ATMA will settle dispute and the settlement will be binding on ATMA, ..... and ..... . Both party explicitly agree that legal course of action will not be adopted for settlement of dispute.

**5. RECORDS, INFORMATION AND REPORTING**

- a. ....shall maintain accurate and complete record of work done in respect of the job assigned by ATMA, .....
- b. ATMA, ..... can verify/ cause verification of the accounts of ..... directly for the purpose of this agreement.
- c. .... shall prepare and submit the quarterly progress reports to ATMA, ..... by 10<sup>th</sup> of Next succeeding month. The formats for reporting will be developed and copies given to ..... by ATMA, .....
- d. ....shall provide the Utilization Certificate in Original, on quarterly basis in prescribed format to be supplied by ATMA, ....., failing which next installment will not be released.
- e. .... agrees to maintain the books of accounts and other records for verification for a period of three years from the date of completion of this agreement.

Agreed on behalf of

Agreed on behalf of

**ATMA, .....**

.....

**ANNEXURE-A**

**TERMS OF REFERENCE FOR THE ENGAGEMENT OF NGOs BY ATMA, .....**

The following are the terms of reference for engagement of NGOs by ATMA, ..... Under support to State Extension Programme on “Extension Reforms”.

1. Association of NGO is sought by ATMA,..... towards development of farmers interest groups (FIGs/ WIGs) and farmers organization (FOs) in the district.
2. The NGO will operate with in the block assigned by ATMA,.....
3. NGO will attend BTT-FAC joint meeting at respective FIAC on scheduled date & time on fortnightly basis.
4. NGO will identify the potential 10 SHGs of the concerned block (not involved in ATMA activities) to be dovetailed with ATMA. List of SHGs to be mutually agreed by the NGO and ATMA, ..... and subsequently will be approved by Governing Board of ATMA.
5. NGOs will strengthen the existing FIGs and new groups of farmers or farm women identified by them on record keeping and accounting procedure as per NABARD guidelines.
6. NGO in collaboration with BTT & FAC will conduct need assessment of the groups and reflect the same in respective block action plan.
7. NGO will assist the groups for conflict resolution, rendering information support for development of groups.
8. NGO will develop the micro plan for each group in association with concerned BTT & FAC within 3 months from the date of execution of the agreement.
9. NGO will facilitate identification and documentation of success stories in respective blocks.
10. NGO will facilitate the groups for establishing linkage with various financial and credit institutions.
11. NGO will assist concerned BTT & FAC in evolving block level farmers federation and specific plan of action for such federation must be developed within 6 months & submitted to ATMA,.....
12. NGO will carry out specific managerial capacity building programmes for the groups as reflected in Block Action Plan and funded accordingly through FIAC account only on approval in joint BTT-FAC fortnight meeting.

