

STANDARD OPERATING PROCEDURE (SOP) FOR MARKET INTERVENTION SCHEME (MIS) 2020.

1. **Online registration of farmers / growers by NAFED and Horticulture Production Department (K) and issuance of delivery coupons:** As per the direction of government the Director Horticulture shall be the nodal agency for issues related to the registration of farmers/ growers so the registration process shall be initiated by the machinery of Horticulture Production department online in consultation with the NAFED from today evening and the delivery coupon shall also be taken by the grower / farmer at the time of registration.
2. **Establishment of counters:**
 - **Quality check/ Grading :** As per the government order no 74-JK(Horti) of 2020. Dated: 23.10.2020. Quality control team has already been constituted and it is in place to mention that quality control book shall be compulsorily signed by all the committee members after making physical check of the produce on the desired format as per previous practices.
 - **Receipt counter by NAFED:** After quality check of the produce the passed fruit receipt shall be given by the NAFED authority duly signed by the concerned representative, on the basis of which payment shall be made by the concerned officer i.e., Area Marketing Officer of this Department on the already devised format.
 - **Dispatch counter by NAFED:** This counter shall be established by the NAFED in consultation with the concerned transport nodal officer and the dispatch challahs shall be signed by both the representative of NAFED and nodal officer transport.
3. **Restricted entry of farmers/ growers with consignments up to two (2) persons only at a time:** It is impressed upon the head of the Collection Centres to pass the necessary directions to all the functionaries to restrict the entry of farmers / growers in order to avoid the social gathering in the premise by taking into consideration the exigencies of COVID-19., and to issue the strict instructions to follow the SOPs of COVID-19., issued by the government of India and JK UT government from time to

time. This shall be regulated with the help of security deployed in the F/V Markets or C/C.

4. **Wearing of masks /social distancing compulsory to be followed:** All the functionaries / visitors / growers of the collection centers shall not be allowed in the premise without wearing masks and social distancing shall also be the binding upon all.
5. **Timing schedule for arrival and departure of consignments:** The timing for arrival of the consignment shall be started from 9.a.m. and no quality check shall be conducted after 4.p.m.,and dispatch of trucks shall be restricted up to 5.p.m. The D.M,/ Dy. Commissioners at local level can also issue the time schedule as per security scenario and other related matters.
6. **Timing schedule for opening and closing of collection centers to be followed:** The collection centers shall remain open from 9 a.m., to 5p.m.,
7. **Weekly payment to growers / farmers through DBT mode to be ensured after proper verification of documents.** It is Impressed upon the Head of the collection Centre i.e., Area Marketing Officer to follow guide lines in letter and spirit particularly while making the payment to the farmers/ growers. The main documents to be verified before making payment are:
 - Registration Certificate duly signed by grower as well as designated officer as per format devised / NAFED registration certificate copy .
 - Photostat copy of Bank pass book with sixteen digit Account number, name of Branch and IFS code.
 - Horticulture Pass Book / Land revenue paper duly authenticated by the revenue magistrate (Tehsildar) along with production certificate duly signed and issued by the concerned Chief Horticulture Officer (CHO).
 - Identity card/ Adhar card/ PAN card etc.
 - Receipt copy in original duly signed by the concerned Officer/ Official.
 - Challan copy in original duly signed by the concerned officer / official and
 - Any other document if required for making payments.

8. Copies of challans and other related documents: The concerned Area Marketing Officer or in charge C/C is personally responsible to collect all copies in triplicate viz Quality control , Receipt copy , challan copy etc., in original ,one copy shall be kept for office use, one copy shall be given to NAFID representative and one copy shall be forwarded to higher authority for further necessary action along with the requisite documents.

9. Dissemination of Information / Report : The in charge Collection Centre is also responsible to dissemination of information to all the quarters up to 4:00 p.m. every day regarding registration , Procurement, Dispatches , Freight , Transport etc.