

### Initial Preparatory Steps:-

#### M& T user

1. Master data for Implement Category , Power Source and Implement **(As and when required)**
2. Financial Year wise implement wise entry of Subsidy pattern for component-3 of SMAM **(Every Financial year)**
3. Allocation of Physical and Financial Target to States against their Demand for Component-3 of SMAM **(Every Financial Year)**
4. Creation of State level Admin user for each State **(One time)**

#### State Govt. Officers User

1. Allocation of Roles/Activities and Sub-Roles to various levels (State, District, Block) **(One time)**
2. Creation of State and below level users, assignment of locations and roles
3. Setting of Time lines and Limits for various State Specific conditions **(One time)**
4. Making Aadhaar and PAN mandatory for State **(One time)**
5. Entry for State specific schemes and components **(One time)**
6. Entry of subsidy pattern for State specific scheme (If pattern is different from SMAM guidelines) **(Every Financial Year)**
7. Selection of State specific Implements from Central pool of Implements **(One time)**
8. Addition of State TOPUP subsidy if any for Component-3 of SMAM **(Every Financial year)**
9. Submission of physical and financial demand of State for Implements of component-3 of SMAM scheme to M&T Division **(As and when required)**
10. Target Distribution for all the schemes (SMAM, RKVY,NFSM, NMOP, State Specific Scheme) to districts or to Blocks (Varies from State to State) **(As and when required)**
11. Creation of package of the essential Implements for Custom Hiring Center (CHC) **(One time)**
12. Target Distribution to Districts for establishment of CHC under various Schemes. **(As and when required)**

13. Approval of manufactures and their products for subsidy purpose
14. Approval of dealers and their products for subsidy purpose

#### Manufacturers

1. Register himself on agrimachinery.nic.in portal **(One time)**
2. Link the existing product with Implement subsidy category **(One time)**
3. Add Product Details (make, model, variant etc.) , State wise MRP and Testing report
4. Add Bank detail **(One time)**
5. Add State wise local address **(One time)**
6. Add company owned Service centers
7. Map products with service centers
8. Registration of the new dealers (Dealer User Id and Password will be assigned by the system) **(One time)**
9. Inheritance of the dealers already registered by other Manufacturer **(One time)**
10. Mapping (allocation) of products to dealers
11. Upload product wise certificate for dealer and its date of validity
12. Allocate product wise area of operation to respective dealer

#### Dealer

1. Login the agrimachinery.nic.in portal with user id and password provided by the Manufacturer who has registered the dealer
2. Add District wise sale price of products allocated by Manufacturers
3. Add Bank Details

## **Standard Operating Procedure (SOP)**

### **A- Financial Assistance for Procurement of Agriculture Machinery and Equipment**

#### **Farmer**

1. Register him/herself on agrimachinery.nic.in portal. User Id and password will be assigned through system. **(One time)**
2. After that farmer will login into the portal agrimachinery.nic.in. , upload the relevant documents and other details
3. Apply for purchasing of implement (The implements for which scheme wise target has been assigned once in the particular financial year by State authority, will be visible in the drop down list)
4. Farmer will get acknowledgement through SMS, application number and PIN number on successful submission of application ( Farmer may print the application)
5. List of the approved dealers will be available to farmer for selection
6. Farmer can select one of the dealer within specified no. of days otherwise his / her application will get canceled automatically.
7. Dealer once selected cannot be changed.
8. Farmer can withdraw the application before selection of dealer.
9. Farmer will share the PIN of application to dealer for next activities.
10. Farmer may negotiate with dealer on price of implement (The subsidy will be calculated on final negotiated price). Farmer will be able to see the least negotiable price ( as on date ) at the time of bill entry by dealer.

#### **Dealer**

1. Dealer will get the list of all farmers who have applied for subsidy implement
2. Dealer will get the intimation that farmer has selected him. Dealer can open his application only when farmer will share the PIN
3. Dealer can submit bill details, purchased implement details, negotiated price (on which subsidy will be calculated) and dealer will receive cash/NEFT/Cheque / from farmer. This receipt is to be uploaded. Dealer will upload joint photographs (farmer, implement and dealer)
4. After this activity the application will move to concerned Manufacturer for product verification purpose.

#### **Manufacture**

1. Manufacturer will verify the bill and implement details (Make/Model/chassis No.)
2. After this the application will move for physical verification by Govt. Officer

#### **Post Sale Physical Verification Officer**

1. Will verify each and every document submitted at time of farmer registration and at the time of application submission.
2. On the basis of payment made by farmer to dealer the officer will decide whether subsidy will go to farmer account or dealer account.

3. Will also upload the joint photographs (farmer, implement and officer)
4. On submission of verification report the application will move for subsidy approval Officer

#### **Subsidy Approval Authority**

1. Approval or Rejection of Subsidy on the basis of physical verification report
2. Generation of payment file and printing of Report
3. This report will be submitted to paying authority who will transfer subsidy through RTGS/NEFT/other electronic mode etc.

#### **B- Establishment of Farm Machinery Banks for Custom Hiring**

##### **Farmer/Entrepreneur/Society/NGO/FPO**

1. Online registration of Entrepreneur/Society/NGO/FPO using GSTN/PAN. After registration User id and Password will be assigned for login into portal agrimachinery.nic.in .
2. Farmer/Entrepreneur/Society/NGO/FPO may apply for establishment of CHC (Custom Hiring Centre) project. A unique project Id will be generated. The project approval will be done by Govt. Officer
3. After approval of CHC project, Farmer/Entrepreneur/Society/NGO/FPO will print the permit issued by Govt. Officer.
4. Farmer/Entrepreneur/Society/NGO/FPO has to purchase the implements form approved manufacturers and dealers. The list will be available on portal.
5. Farmer/Entrepreneur/Society/NGO/FPO will upload the bill and details (make, model, sr. no. , engine no, chassis number etc.) of purchased implements.
6. In case of back ended subsidy the Farmer/Entrepreneur/Society/NGO/FPO will upload the bank loan documents and bank loan account details.
7. The physical verification of all the documents and implements purchased for CHC will be done by Govt. officer. After successful verification the subsidy will be approved by the Govt. officer and payment file will be generated.

Note:-

##### **Authority for approval of project proposal and issue of Permit Letter**

The govt. officer will approve the project proposal and issue the permit letter.

##### **Post Sale Physical Verification Officer**

The physical verification of all the documents and implements purchased for CHC will be done by Govt. officer.

##### **Subsidy Approval Authority**

1. Approval or Rejection of Subsidy on the basis of physical verification report
2. Generation of payment file and printing of Report
3. This report will be submitted to paying authority who will transfer subsidy through RTGS/NEFT/other electronic mode etc.