

Tripura Rural Livelihood Mission
(Rural Development Department)
Government of Tripura



Bholananda Palli, Agartala
Tripura West 799 006

Custom Hiring Centre

Guideline for Promotion of Custom Hiring Centre

Under Tripura State Rural Livelihoods Mission (TRLM)



Tripura Rural Livelihoods Mission (TRLM)

RURAL DEVELOPMENT DEPARTMENT

Agartala, Tripura

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1.0 Introduction: Custom Hiring Centre (CHC)

A custom hiring centre is a business activity of village organization, through custom hiring centre village organization provides farm/non-farm/off farm machines to its member as well as non member farmers in the village on rental basis. It is observed that, in area with intensive agriculture production systems, there is one or two persons in village who is providing the farm machinery renting services and profit margins are also high for these entrepreneurs.

1.1 Need of Custom Hiring Centre

Indian agriculture is undergoing a gradual shift from dependence on human power and animal power to mechanical power because increasing cost for upkeep of animal and growing scarcity of human labour. Further, use of mechanical power has a direct bearing on the productivity of crops apart from reducing the drudgery and facilitating timeliness of agricultural operations. Thus there is a strong need for taking farm mechanization. *However, the farm power distribution is quite uneven across the States, wherein the highest use of mechanical power is in the order of 3.5 kw/ha in Punjab and less than 1kw/ha in States like Bihar, Orissa, Jharkhand, North Eastern States etc.* Mechanical power is largely consumed in big land holdings and is still *beyond the reach of small/marginal holdings which constitute around 80% of the total land holdings.* This is due to the fact that the small/marginal farmers, by virtue of their economic condition are unable to own farm machinery on their own or through institutional credit. Therefore in order to bring farm machinery available within the reach of small/marginal holdings, collective ownership or Custom Hiring Centre needs to promote in scale to cater to the 80% of the small and marginal farmers.

1.2 Scope of setting up a custom hiring centre

Labor is no cheaper, around 30-40% investments in agriculture is spent on labor in activities like transplanting, weeding, spraying medicines, harvesting. So now one of the major reasons for withdrawal of bullock drawn ploughing is just the costs of labor and availability of labor in critical time of transplanting. **Power Tillar** is a very good alternative which takes less time and money for ploughing. For weeding, manual weeding requires investments of Rs 1500- Rs 3000 per Kani (0.4 Acre) of land where farmer has to arrange labors and in areas with intensive agriculture finding labor becomes a time consuming activity. Here farmers are more interested in **power-weeder** which is either operated with the use of batteries or diesel. For transplanting Rs 1500 is spent on labor, farmers are more interested in **Paddy transplanter** which is fueled with diesel and consumes lesser time than manual transplantation. For harvesting 1 Kani, Rs 2000/- (0.4 Acre) is spent with engagement of 5-6 labors, In this case farmers are willing to use **Reapers**, the cost comes down to Rs 1000/- per kani and most importantly time taken for this is very less. Huge demand for this machine, but it has got some limitations, cannot be operated in low lying areas where stagnant water remains in the field during harvesting. In case of potato, brinjal, cabbage ear thing up is

a critical activity, which needs to be done in 21 days after transplantation but due to labor crisis it goes up-to 30 days, farmers are willing to try **Ridge maker/furrow ridger** machines in this case. For threshing instead of bullock or tractor, farmers are more interested in **paddy threshers**.

2.0 Objective of Custom Hiring Centre

- ✚ To make available various farm machinery / equipments to small and marginal farmers To offset the adverse economies of scale due to high cost of individual ownership
- ✚ To improve mechanization in villages with low farm power availability
- ✚ To provide hiring services for various agricultural machinery/implements applied for different operations.
- ✚ To expand mechanized activities (Ploughing, leveling, Nursery raising, Sowing, Inter culture operations, harvesting etc) during cropping seasons especially in small and marginal holdings.
- ✚ To provide hiring services for various high value crop specific machines applied for different operations.
- ✚ Introduce technology in terms of different farm practices- Example pH meter for fishery, Moisture meter for Maize, weighing scale for sale of livestock, maintaining cold chain for vaccines.

3.0 Important Farm tools for Small and Marginal farmers in Tripura Context

Sl.	Name of equipments
1	Soil testing kit & reagents
2	Power tiller
3	Cycle mounted solar pump
4	Hand compression sprayer
5	Power sprayer
6	Power weeder
7	Duster
8	Foot rest sprayer
9	8 row Drum seeder with 2 drums(25cm spacing)
10	Sugarcane bud chipper
11	Wheel finger weeder
12	Dryland weeder
13	BD potato digger (without beam)
14	BD sugarcane and potato ridger (without beam)
15	Pedal paddy thresher (double gear)
16	Power paddy thresher with 1 Hp Crompton motor and DOL starter
17	Power thresher cum fan type winnower with 1 Hp Crompton motor and DOL starter
18	Manual winnower
19	Multi-crop thresher
20	Groundnut pedal thresher
21	Manual grain cleaner
22	Sunflower power thresher with 1 Hp Crompton motor with DOL starter
23	Power pulse threshers with 2Hp Crompton motor and DOL starter
24	Refrigerator for preservation of vaccine
25	Digital weighing machine (1qntl.)
26	Posthole digger
27	Kerosene / electric operated 1.5 -3Hp water pump
28	Paddy reaper
29	Kono weeder
30	Mandua weeder
31	Parboiled Unit



Figure 1 Dry land weeder

Dry land weeder is manually operated machine; it's helpful in cutting the weeds, also rotating the soil. This machine can be used in vegetables as well as maize and wheat.



Figure 2 Soil Test Kit

Soil test kit is useful in understanding the soil fertility and it also gives the soil pH. This is helpful for farmer in understanding the status of Soil and planning soil health improvement measures.

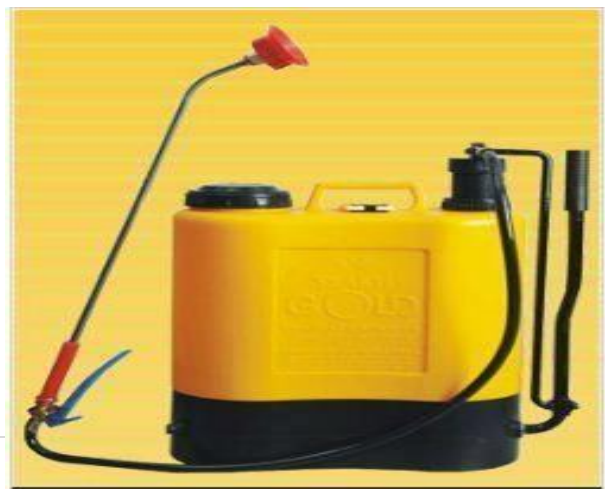


Figure 3 Hand Compression Sprayer

For spraying of botanical extracts, liquid nutrients and micro nutrients



Figure 4 Power Tiller

Useful for land preparation works, can pulverize the soil to a depth of 5-6 inches.



Figure 5 Power Sprayer

Power operated sprayer, need not to pump it for pressure. It operates on battery as well as diesel



Figure 6 Power Weeder

Power weeder is very useful in plantation crops, vegetable crops for removing unwanted plants/ weeds. It rotates the soil, improves soil quality.



Drum seeder is used for line sowing of seeds. It can be effective in direct sowing of paddy and other crops-maize & wheat.

Figure 7 Drum Seeder



It is useful in sprays in tall plants/ trees.

Figure 8 Feet Sprayer



Thresher machines are useful in reducing the drudgery, it is cost effective and saves time for the operations.



Figure 9 Thresher Machine- Multi Crop, Manual and Power operated



Livestock weighing pan can give accurate live weight. Present system of weighing is eye estimation in which often rearer gets less price.

Figure 10 Livestock weighing machine



Figure 11 Water Lifting Device

Effective for Irrigation purpose, portable, can be carried from field to field



Figure 12 Refrigerator for Vaccines

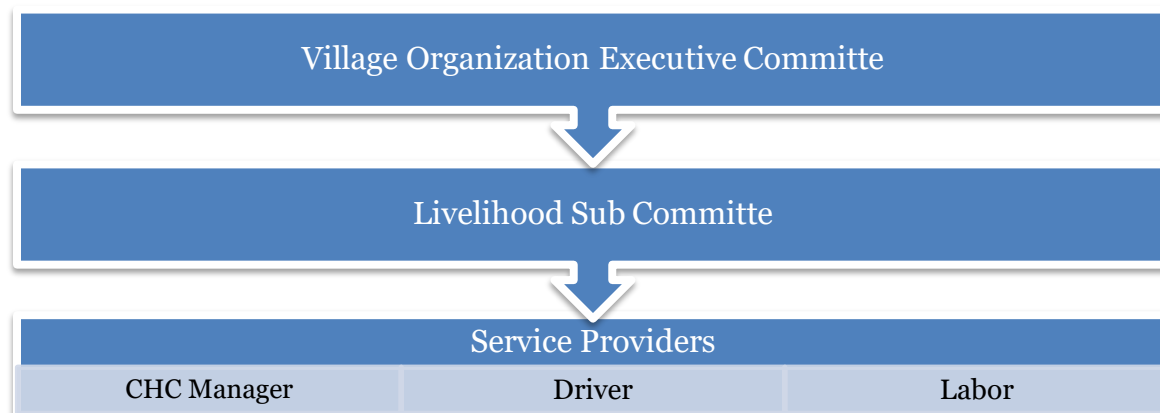
It is used for maintaining cold chain of the vaccines and biological agents.



Figure 13 Reaper

Important for Paddy harvesting, very effective and less time consuming.

4.0 Operational structure



4.1 Roles and responsibilities of the categories:

Village Organization Executive Committee

- ✚ Sourcing fund/schemes from different sources- NRLM, Agriculture, Animal Husbandry, Fishery
- ✚ Allocation of fund for different activities under Custom Hiring Centre
- ✚ Selection of Machines for purchase, procurement as per norms of VO
- ✚ Payments, maintaining bills and vouchers
- ✚ Supervise accounting and book keeping

Livelihood Sub Committee

- ✚ Suggesting lists of machines to be purchased after discussions with all the SHGs
- ✚ Develop cost benefit analysis for shortlisted machines
- ✚ Select CHC manager, Driver for the operations
- ✚ Suggest commission structure for CHC manager and Driver
- ✚ Allocate and monitor works for CHC manager
- ✚ Demand generation from members and non members for renting machines through a standard format on monthly basis
- ✚ Consolidate demand and provide instructions to manager on monthly basis
- ✚ Supervise CHC manager in works related to maintenance of machines, regular servicing, book keeping, receipts of rent
- ✚ Deposit monthly business reports to the VO executive committee
- ✚ Tally cash with books and deposit it to VO executive committee
- ✚ Approve income expenditure statements on monthly basis

Service providers: CHC Manager, Driver and Contract Labors

CHC manager

- ✚ Collection of demand list for each machines from the VO LH sub committee
- ✚ Communicate and finalize dates and time for field operations with the members
- ✚ Arrange driver and labor for field operations
- ✚ Arrange fuel and other operational requirements on regular basis
- ✚ Maintain registers- Demand register, asset register, cash book, bills and vouchers for operation related works
- ✚ Deposit cash to the VO bank account on weekly basis
- ✚ Get approval of cash expenses from VO LH sub committee
- ✚ Provide income expense statement to VO LH subcommittee on monthly basis

Driver

- ✚ Completion of field operation as per instruction from CHC manager
- ✚ Keeping of machines in VO office/ place where it is finalized by VO EC
- ✚ Regular maintenance of machines –Washing, servicing etc

Labor

- ✚ Will be engaged as per need basis

5.0 Source of Fund for Custom Hiring Centre

VO will receive Rs 2.00 Lakh from TRLM as one time grant to use it as a fixed capital for custom hiring centre.

6.0 Process of Availing CIF for CHC

For availing CIF fund for custom hiring centre an application has to be made by VO executive committee to BMMU. A standard format for the same is attached in this document as **annexure-1**.

7.0 Payment norms

Payments of rents will be done on the basis of pay per use; payments will be received by CHC manager after completion of the machine operations either in cash or cheque. Member can pay an advance for the machine or have to clear the payment on the day of operation.

8.0 Selection and Payment to CHC manager-

Selection

- ✚ She should be a member of SHG and has a good track record of financial discipline
- ✚ Preference should be given to Agriculture/ Livestock CSP
- ✚ An aptitude test can be conducted to understand abilities in book keeping, maintaining registers, basic mathematics.

Payment

- ✚ Commission basis, for each type of machine a commission will be calculated by analysis the cost benefit of the machine.
- ✚ Monthly payment will be done, after recording and approval of all the transactions for the month by VO LH sub committee
- ✚ Payments will be made only when 100% collections of rent is ensure and deposited either at VO as Cash or in Bank
- ✚ In case of bank deposit, copy of deposit slip has to be submitted
- ✚ A payment sheet/register has to be developed where total commission earned will be maintained by CHC manager.

9.0 Accounts and Books to be maintained

Cash book will be maintained by the CHC manager, bills and vouchers will be maintained for all the expenses, money receipt will be provided to the rentee upon payment. Apart from cash book a separate register will be maintained for each machine, which will cover the income and expenses of that particular machine. It will help in calculating the commission of CHC manager.

A separate bank account will be maintained by VO for CHC operations.

10.0 Clause for usage of non members

Non members will be able to avail services with a 10-15% hike in service charges. This will be calculated by VO LH subcommittee and will be circulated with all the SHGs. For each machines hiring charges will be mentioned for members as well as non members.

11.0 Maintenance of Assets

Maintenance of assets is the responsibility of the VO livelihood subcommittee, upon purchase of any machine, it is necessary for the livelihood subcommittee to understand

the basics of its maintenance needs. The CHC manager should be trained on machine maintenance. VO subcommittee will regularly inspect for wear and tears in machines.

12.0 Review Mechanism

Review of CHC will be done by VO EC in every six months; an audit will be carried out on performance, machine use as well as financial position. Based on this report as well as feedback from users VO EC will review the functioning of CHC.

VO has to do review on the performance of CHC, how many hours machines have been used, is it at par with the business plan prepared, what are the challenges in the business. Whether machines are kept properly or not, proper cleaning, keeping in a garage to keep it safe, service history of the machines are important aspects to look at. VO also has to check the cash flow, how much cash is available, are they able to pay chc manager from the cash generated from CHC business or they are paying from separate fund, what is the status of overall business-profits or losses.

13.0 Place for keeping Machines

VO EC has to finalize a place for keeping the machines, for selecting the place they have to consider safety and security of machines, should be a covered space /room so that it can be kept safe from rain and sun. VO Livelihood subcommittee will be responsible for safe keeping of machines.

14.0 Rental system of machines:

After VO decides upon purchasing a machine, it has to develop a standard rental system for each machine. For example a power tiller rent is given on Per Kani basis, for one Kani one rent is fixed so whoever wants to take the machine has to pay that rent.

Now VO will finalize the rent of every machine. While fixing the rent of the machines, consider the prevailing rent of the machine, also consider fuel charges, lubrications, wear and tear, driver charge, salary of Custom Hiring Centre Manager. A standard format for computing the same is attached with this document as **annexure-2**. VO will keep the rates fixed for one year and every year in the month of March they will review the rates and may make changes based on costs etc.

Example of Cost benefit analysis in case of Power Tillar

Cost Benefit Analysis for CHC equipments		
Name of Farm Machine	Power Tillar	Remarks
Fixed Cost	172500	
Rental Basis (Unit)	Hour Basis	Varies from Machine to Machine
How many months it will be in Demand (Months)	4	Need Data from VO
How many Units it can operate per day (Hrs)	8	Need data from VO,
Total Operating units per year (Hrs)	896	Month X Hrs X Working Days
Life of this machine (years)	10	Assumption
Life in total operating units	8960	Month X Hrs X Working Days X Years
Number of Units VO planning to Buy	1	Depending on Demand
Diesel requirement per hour 1 Litre	70	Operating cost component and quantity may vary in each types of machines, also village to village
Charge of Driver (As per Present Standard In Village)	60	
Total Operating Costs	130	
Per Hour Rental Charge	250	As per existing standard in village
Gross Income per Hour	120	
Salary of CHC operator (1 Hr time investment)	50	Rs 400 earning per day , assumption
Maintenance Cost (10 % of Gross Income)	12	
Depreciation of Machine per Unit (Hr)	19.3	
Net Income Per Hour	38.7	
Net Income Per Year (Profit)	34718	
Net Income In Life of the Machine (Profit)	347180	

VO will charge 10-15% less for its members as patronage for being a member of the organization.

Steps-

Step 1- Once VO has finalized the rents for machines; they will circulate the same with all the self help groups and its members along with an individual demand form, attached as **annexure-3**

Step-2 Individual farmer will fill the demand form and submit it to VO EC representatives from the SHG

Step-3 VO EC members will submit the demand forms for the month to the VO livelihood sub committee

Step-4 VO LH subcommittee will provide the forms to CHC manager and a demand register will be filled up along with contact details so that s/he can develop a schedule for operations.

Step- 5 CHC manager will contact members and finalize date and time of operation

Step-6 CHC manger will prioritize SHG members if there is any conflict with respect to time and date for operations

Step-7 CHC manager will arrange the required oils, other necessary things, labor for the works and instruct driver to carry out operations

Step-8 Payments of rent will be received during the operations, a money receipt will be given to the rentee along with his/her signature, and a duplicate copy of the same will be kept for accounts purpose.

Step-9 Driver and labor payments will be made on daily/ on service basis which will be negotiated by VO Livelihood Committee, bills will be raised for the same.

Step 10- CHC manager will maintain a cash book; entries will be done on daily basis

Step-11 during peak seasons, VO livelihood committee will verify and approve income and expenses on weekly basis.

15.0 Activity Schedule for CHC promotion

Activity Schedule for CHC Promotion-TRLM			
Sl No	Activity	Time line	Remarks
1	CHC guideline development, Develop and testing of books and formats	Week -1	
2	Concept sharing with Village Organization	Week-2	Audio Visual aids for Showing video clips of different machines, Apart from VO EC, Progressive farmer, PRI level department representative should be present
3	Finalization on list of machines to be purchased	Week-3	Prioritize the machines based on demand
4	Fund requisition from CLF	Week-4	Application form along with a format with List of machines to be purchased and Tentative cost need to be submitted to CLF
5	Approval from CLF	Week-4	
6	VO CHC Account opening		
7	Selection of CHC Manager by VO, finalization of place for machine keeping	Week-4	
8	Procurement process by CLF	Week-4	
9	Finalize cost benefit analysis and business plan for VO	Week-5	
10	Training on overall CHC management	Week-5	
11	Procurement by VO	Week-6	
12	Monthly Review at VO EC meeting	Monthly	
13	Performance and Accounts Audit	6 month	
14	Training to CHC Manager, VO LH Sub Committee on accounts and book keeping	Week-5	
15	SHG level meeting for concept sharing, process of machine renting,	Week 6	

	sharing demand form		
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16.0 Annexue-1

Application to CLF for release of CIF

To

Date:

The President/Secretary ofCLF

Block.....District.....

Respected Madam,

Subject: Request for CIF release of Rs.....(.....) as a onetime grant for starting CHC in
.....VO,.....village/VC

Respected Madam,

This is to inform you that,VO.....Village/Vc has decided to start one custom hiring centre in the village, this custom hiring centre is expected to cater the needs offarmers for availing need of machines in important farming activities.

We are hereby requesting you to kindly release CIF of Rs.....(.....) as one time grant for machine purchase .

Bank Account Number

IFSC code

Thankfully,

.....Village Organization

.....Village/Village Council

Name of President & Signature

Name of Secretary & Signature

Name of Treasurer & Signature

Attachments-

Guideline for Promotion of Custom Hiring Centre under TRLM

- Copy of Bank Pass Book
- Resolution copy of Meeting minutes from VO for starting CHC
- Selected machine list along with tentative costs

17. Annexure-2

Cost Benefit Analysis for CHC equipments		
Name of Farm Machine		Remarks
Machine Cost (X)		
Rental Basis (Unit)		Varies from Machine to Machine
Total Operating Units per Day (A)		Need Data from VO
Number of total operating days in a Month (B)		
Total operating units per Month ©= (A) X (B)		Need data from VO
How many months the machine is used in a year (D)		
Total Operating units per year (E) = (D) x ©		Month X Hrs X Working Days
Life of this machine in years (F)		Assumption
Life in total operating units (G)= (E) x (F)		Month X Hrs X Working Days X Years
Number of Units VO planning to Buy		Depending on Demand
Operating cost per Unit		Operating cost component and quantity may vary in each types of machines, also village to village
Operating cost (a)		
Operating Cost (b)		
Operating cost ©		
Total Operating Costs (H)=(a+b+c)		
Per Hour Rental Charge (I)		As per existing standard in village
Gross Income per Hour (J)= (I)-(H)		
Salary of CHC operator (time investment) (K)		Rs 400 earning per day , assumption
Maintenance Cost (10 % of Gross Income) (L)= 10% x (J)		
Depreciation of Machine per Unit (M) = (X)/ (G)		
Net Income Per Unit (N)= (J)- (K)-(L)-(M)		
Net Income Per Year (O) = (E) X (N)		
Net Income In Life of the Machine (P)= (G)x (N)		

8.0 Accounts and Books to be maintained

Cash book will be maintained by the CHC manager, bills and vouchers will be maintained for all the expenses, money receipt will be provided to the rentee upon payment. Apart from cash book a separate register will be maintained for each machine, which will cover the income and expenses of that particular machine. It will help in calculating the commission of CHC manager.

A separate bank account will be maintained by VO for CHC operations.

9.0 Clause for usage of non members

Non members will be able to avail services with a 10-15% hike in service charges. This will be calculated by VO LH subcommittee and after approval from VO EC it will be circulated with all the SHGs. For each machines hiring charges will be mentioned for members as well as non members. In case non-members are among the list of Vulnerable HHs, the rent charges may apply similar to SHG members

10.0 Maintenance of Assets

Maintenance of assets is the responsibility of the VO livelihood subcommittee, upon purchase of any machine, it is necessary for the livelihood subcommittee to understand the basics of its maintenance needs. The CHC manager should be trained on machine maintenance. VO subcommittee will regularly inspect for wear and tears in machines.

11.0 Review Mechanism

Review of CHC will be done by VO EC in every six months; an audit will be carried out on performance, machine use as well as financial position. Based on this report as well as feedback from users VO EC will review the functioning of CHC.

VO has to do review on the performance of CHC, how many hours machines have been used, is it at par with the business plan prepared, what are the challenges in the business. Whether machines are kept properly or not, proper cleaning, keeping in a garage to keep it safe, service history of the machines are important aspects to look at. VO also has to check the cash flow, how much cash is available, are they able to pay chc manager from the cash generated from CHC business or they are paying from separate fund, what is the status of overall business-profits or losses.

CHC manager should also be reviewed and his performance parameters may include no of families using the CHC, he should maintain machine wise log of no of users and no of times machine is used in a season. Review should be done quarterly as the season will go after 6 months

12.0 Place for keeping Machines

VO EC has to finalize a place for keeping the machines, for selecting the place they have to consider safety and security of machines, should be a covered space /room so that it can be kept safe from rain and sun. VO Livelihood subcommittee will be responsible for safe keeping of machines.

13.0 Rental system of machines:

After VO decides upon purchasing a machine, it has to develop a standard rental system for each machine. For example a power tiller rent is given on Per Kani basis, for one Kani one rent is fixed so whoever wants to take the machine has to pay that rent.

Now VO will finalize the rent of every machine. While fixing the rent of the machines, consider the prevailing rent of the machine, also consider fuel charges, lubrications, wear and tear, driver charge, salary of Custom Hiring Centre Manager. A standard format for computing the same is attached with this document as **annexure-2**. VO will keep the rates fixed for one year and every year in the month of March they will review the rates and may make changes based on costs etc.

Example of Cost benefit analysis in case of Power Tiller

Cost Benefit Analysis for CHC equipments		
Name of Farm Machine	Power Tiller	Remarks
Fixed Cost (in ₹)	172500	
Rental Basis (Unit)	Hour Basis	Varies from Machine to Machine
How many months it will be in Demand (Months)	4	Need Data from VO
How many Units it can operate per day (Hrs)	8	Need data from VO,
Total Operating units per year (Hrs)	896	Month X Hrs X Working Days
Life of this machine (years)	10	Assumption
Life in total operating units (Hrs)	8960	Month X Hrs X Working Days X Years
Number of Units VO planning to Buy	1	Depending on Demand
Diesel requirement per hour 1 Litre	70	Operating cost component and quantity may vary in each types of machines, also village to village
Charge of Driver (As per Present Standard In Village)(in ₹)	60	
Total Operating Costs(in ₹)	130	

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Step- 5 CHC manager will contact members and finalize date and time of operation

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2	Concept sharing with Village Organization	Week-2	Audio Visual aids for Showing video clips of different machines, Apart from VO EC, Progressive farmer
3	Finalization on list of machines to be purchased	Week-3	Prioritize the machines based on demand
3	a. Submission of list to concerned department for convergence	Week-3	Copy to PRI and Department
4	Fund requisition from CLF	Week-4	Application form along with a format with List of machines to be purchased and Tentative cost need to be submitted to CLF
5	Approval from CLF	Week-4	

Activity Schedule for CHC Promotion-TRLM			
Sl No	Activity	Time line	Remarks
6	Selection of CHC Manager by VO, finalization of place for machine keeping	Week-4	
7	Procurement process by CLF	Week-4	
8	Finalize cost benefit analysis and business plan for VO	Week-5	
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Bank Account Number

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Thankfully,

.....Village Organization

.....Gram Panchayat / Village Council

Name of President & Signature

Name of Secretary & Signature

Name of Treasurer & Signature

Attachments-

- Copy of Bank Pass Book
- Resolution copy of Meeting minutes from VO for starting CHC
- Selected machine list along with tentative costs

Annexure-2

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Operating cost per Unit		Operating cost component and quantity may vary in each types of machines, also village to village
Operating cost (a)		
Operating Cost (b)		
Operating cost ©		
Total Operating Costs (H)=(a+b+c)		
Per Hour Rental Charge (I)		As per existing standard in village
Gross Income per Hour (J)= (I)-(H)		
Salary of CHC operator (time investment) (K)		Rs 400 earning per day , assumption
Maintenance Cost (10 % of Gross Income) (L)= 10% x (J)		
Depreciation of Machine per Unit (M) = (X)/ (G)		
Net Income Per Unit (N)= (J)- (K)-(L)-(M)		
Net Income Per Year (O) = (E) X (N)		
Net Income In Life of the Machine (P)= (G)x (N)		

প্রতি,

তারিখ.....।

সভাপতি,

.....মহিলা ক্লাস্টার বহুমুখি সমবায় সমিতি লিমিটেড

গ্রাম.....

রক.....

বিষয়: গ্রামীণ সংগঠনের কৃষি যন্ত্র, উপকরন ও অনান্য সামগ্রী ভাড়া দেওয়ার কেন্দ্রের জন্য সি. আই. এফ এর আবেদন

মহাশয়া,

আমরাগ্রামীণ সংগঠনের সমস্ত সদস্যরা গ্রামীণ সংগঠনে একটি কৃষি যন্ত্র, উপকরন ও অনান্য সামগ্রী ভাড়া দেওয়ার কেন্দ্র খুলতে আগ্রহী। উক্ত কেন্দ্র থেকে কমপক্ষেপরিবার উপকৃত হবে।

অতএব, মহাশয়ার কাছে আমরা উপরিউক্ত কেন্দ্রের জন্যটাকা (.....) সি. আই. এফ থেকে এককালীন অনুদান দেওয়ার জন্য অনুরোধ জানাচ্ছি। যাহা বিভিন্ন কৃষি যন্ত্র, উপকরন ও অনান্য সামগ্রী কেনার জন্য ব্যবহার হবে। নিম্নে আমাদের ব্যাঙ্ক একাউন্ট নাম্বার উল্লেখ করা হল।।

ব্যাঙ্ক এর নাম

ব্যাঙ্ক একাউন্ট নাম

ব্যাঙ্ক একাউন্ট নাম্বা.....

IFSC code

ধন্যবাদান্তে,

সভাপতি

.....গ্রামীণ সংগঠন

সংযুক্তি

1. ব্যাঙ্ক পাশ বই এর জেরক্স
2. গ্রামীণ সংগঠনের মিটিং প্রতিবেদন
3. কৃষি যন্ত্র, উপকরন ও অনান্য সামগ্রীর তালিকা ও সম্ভাব্য মূল্য

কৃষি যন্ত্র, উপকরন ও অনান্য সামগ্রী ভাড়া নেওয়ার আবেদন

১৫১

প্রতি,

তারিখ.....।

সভাপতি,

.....গ্রামীণ সংগঠন

গ্রাম.....

ব্লক.....

বিষয়:ভাড়া নেওয়ার আবেদন

মহাশয়া,

আমি/আমরামহিলা দলের সদস্য/ সদস্যরাভাড়া

নেওয়ার জন্য আবেদন করছি। উক্ত উপকরণটি আমি একা / আমাদের দলেরজন সদস্য দ্বারা

ব্যবহার হবে।

উপকরণের নাম	সংখ্যা	কত জন ব্যবহার করবে	ভাড়া নেওয়ার সময়	
			থেকে	পর্যন্ত

আমরা গ্রামীণ সংগঠনের দ্বারা নির্ধারিত ফী প্রদান সময়মত করব ও উপকরণ সঠিক ভাবে ব্যবহার করব ও রক্ষণাবেক্ষণ করব।

ধন্যবাদান্তে,

সদস্যর/দের স্বাক্ষর

১.....

২.....

৩.....

গ্রামীণ সংগঠনের ব্যবহারের জন্য

অনুমোদন পত্র

প্রতি,

তারিখ.....।

.....

ঠিকানা :

আপনাদেরতারিখের আবেদন, গ্রামীণ সংগঠনের সভায় আলোচনা হয়েছে এবং অনুমোদিত হয়েছে/ হয়নি

উপকরণের নাম	সংখ্যা	ভাড়া দেওয়ার সময়		ফী
		থেকে	পর্যন্ত	

গ্রামীণ সংগঠনের প্রতিনিধি

[illegible]

কাস্টম হায়ারিং সেন্টার

কৃষি যন্ত্র, উপকরণ ও অন্যান্য সামগ্রী ভাড়া দেওয়ার কেন্দ্র

ক্যাশ বই

গ্রামীন সংগঠনের নাম : _____

গ্রাম : _____

পঞ্চায়েত/এডিসি : _____

কাস্টার : _____

ব্লক : _____

ত্রিপুরা গ্রামীন জীবিকা মিশন

কাস্টম হায়ারিং সেন্টার

কৃষি যন্ত্র, উপকরণ ও অন্যান্য সামগ্রী ভাড়া দেওয়ার কেন্দ্র

আয় ও ব্যয় রেজিস্টার

গ্রামীণ সংগঠনের নাম : _____

গ্রাম : _____

পঞ্চায়েত/এডিসি : _____

ক্লাস্টার : _____

ব্লক : _____

ত্রিপুরা গ্রামীণ জীবিকা মিশন

আয়ের বিবরণ

মাসের নাম

[illegible]

ব্যয়ের বিবরণ

মাসের নাম

[illegible]

কাস্টম হায়ারিং সেন্টার

কৃষি যন্ত্র, উপকরণ ও অন্যান্য সামগ্রী ভাড়া দেওয়ার কেন্দ্র

সম্পদ ও স্টক রেজিস্টার

গ্রামীন সংগঠনের নাম : _____

গ্রাম : _____

পঞ্চায়েত/এডিসি : _____

ক্লাস্টার : _____

ব্লক : _____

ত্রিপুরা গ্রামীন জীবিকা মিশন

সম্পদের তালিকা

[illegible]

সম্পদের নাম

[illegible]

কাস্টম হায়ারিং সেন্টার

কৃষি যন্ত্র, উপকরণ ও অন্যান্য সামগ্রী
আবেদন/বিতরণ/ফেরত রেজিস্টার

গ্রামীন সংগঠনের নাম : _____

গ্রাম : _____

পঞ্চায়েত/এডিসি : _____

কাস্টার : _____

ব্লক : _____

ত্রিপুরা গ্রামীণ জীবিকা মিশন

[illegible]

পাওয়ার টিলার ও পাম্প অপারেটর এর টাইম লগ বুক

গ্রামীন সংগঠনের নাম : _____

গ্রাম : _____

পঞ্চায়েত/এডিসি : _____

ক্লাস্টার : _____

ব্লক : _____

ত্রিপুরা গ্রামীন জীবিকা মিশন

[illegible]

মেশিন/যন্ত্রাদির নাম.....।

[illegible]

[illegible]

