

**Annexure 1**  
**Roles and Responsibilities**

**(i) Ministry of Tribal Affairs as Central Apex Committee** (Clause 2.4 Page 17 and 18 of Cabinet Approved Scheme)

(a) To arrange for budgetary provisions / additional budgetary provisions for funding the implementation of the Scheme which will include

a. administrative cost, operational cost, compensation of loss, if any of the State Nodal Department and other agencies

b. support to strengthen TRIFED;

c. administrative expenses on the proposed commission for fixing of MFP

d. Release of funds for the above purpose to State Nodal Department and other agencies including District Implementation Units.

e. Ensure that funds reach the field level implementing units at the district level along with contribution of the State Government share.

f. Monitoring and evaluation of the scheme

g. Formulation of broad guidelines for effective implementation of the Scheme.

**(ii) Role of TRIFED as Executive Committee** (Clause 2.5 Page 18 and 19 of Cabinet Approved Scheme)

(a) To function as coordinating and technical support unit for the Ministry of Tribal Affairs and State Government Agencies

(b) To sign MoU on behalf of the Ministry of Tribal Affairs with the State Governments to ensure implementation of the Scheme in letter and spirit by the State nodal department and other agencies

(c) To undertake assessment of procurement & infrastructure plans for each state with the State Nodal Department and other agencies and recommend proposals to Central Apex Committee for approval in a time-bound manner

(d) To coordinate with State Nodal Department and other agencies to prepare & implement Advocacy Plan for promotion of Scheme among various States and districts

(e) To organize setting up of MSP procurement units and setting up of Value Addition and Marketing units (Van Dhan) in Haat Bazaar. This will be done in coordination with the State Nodal Department and other agencies

(f) To facilitate training of MFP gatherers, Self Help Groups on proper harvesting, conservation and regeneration of MFP, value addition and marketing (Van Dhan) in coordination with the State Nodal Department and other agencies

(g) To set-up a robust oversight and monitoring system for scrutinising the accounts through the State Nodal Department and other agencies related to the Scheme

(h) To set up an IT enabled Management Information System (MIS) platform for monitoring of the implementation and information flow under the Scheme

(i) To raise additional funds under Corporate Social Responsibility and other sources

(j) To coordinate and facilitate tie up with Financial Institutions / State Government for providing working capital to tribal gatherers/SHGs

(k) To engage a Programme Management Unit (PMU) comprising of professionals in the field of finance, marketing, IT and social sector etc. to oversee and support the following functions operations of the Scheme:

i. MSP operational unit

ii. Market Intelligence & knowledge base Expansion unit (Survey & Research)

iii. Monitoring, Inspection & Accounts Unit

iv. Minimum Support Price Fixation Cell

v. MFP gatherers' Training & Capacity Building Unit (Van Dhan)

vi. R&D Unit

vii. Field Implementation Units (Regional Offices of TRIFED) to coordinate with State Nodal Department and other agencies for implementation of the Scheme including procurement, infrastructure development, training & value addition, marketing facilitation etc.

**(iii) Role of State Government (through the Chief Secretary)** (Clause 2.6 Page 19, 20 and 21 of Cabinet Approved Scheme)

(a) To designate a nodal department and other agencies for implementation of the Scheme. The implementation mechanism will be articulated through the instrumentality of a well-defined MoU. The Nodal department will sign the MoU with TRIFED (Annexure 3)

(b) To constitute state level and district level coordination and monitoring committees headed by Chief Secretary and concerned district collector to ensure effective implementation of the scheme

(c) To develop procurement plan by assessing number of purchase centres required, estimated quantity of each MFP likely to be purchased, arrangement of funds, arrangement of storage & transportation, arrangement of man-power & involvement of agencies/ experts.

(d) To submit detailed action plan of the procurement agencies for undertaking procurement operations of MFP in the States for the next calendar year maximum by the end of December.

(e) To release funds to state nodal department and other agencies in a timely manner.

(f) Ensure that funds reach the field level implementing units at the district level with 75:25 contribution from the Central & State Government respectively

- (g) To ensure sufficient infrastructure for the operations along with manpower support.
- (h) To ensure that Gram Sabhas are involved in implementation of the proposed Scheme.
- (i) To ensure that the Gram Sabha/ PRIs are consulted by the Forest Department in formulation of their working plan of regeneration, conservation & management of MFP.
- (j) To ensure setting up of adequate no. of procurement centres with necessary manpower and storage facility to meet the needs of MFP gatherers.
- (k) To examine the proposal of state agencies for reimbursement of loss and forward to TRIFED for onward transmission to MoTA giving full justification for the same.
- (l) To constitute State Level Coordination & Monitoring Committee (SLCMC) under the chairmanship of the Chief Secretaries to review the operations and give suitable directions & guidance for effective implementation of the scheme.
- (m) To constitute District Implementation Unit and District Level Coordination & Monitoring Committee (DLCMC) headed by district collector for periodically monitoring the scheme at the local level.
- (n) To appoint Audit agency for audit of statement of account of State Nodal Department and other Agencies for the Scheme including losses, if any. This would be shared in the ratio of 75:25 between the Central and State Government to the extent of 33% of the basic procurement price (Clause 3.1.1 of Annex A of Cabinet Approved Scheme, Page 23)
- (o) To duly budget pro-rata the State's share of funds required for implementation of the Scheme and facilitate timely release to the Agencies and onward transmission to field level implementing units

**(iv) Role of State Nodal Department** (Clause 2.7 Page 21 of Cabinet Approved Scheme)

- (a) To obtain from the District Implementation Units the district-wise proposals and detailed action plans under the Scheme including procurement, infrastructure, training and value addition and marketing (Van Dhan) for each season and commodity
- (b) To collate the district plans and submit it to TRIFED (Executive Committee) for onward transmission to the Ministry of Tribal Affairs (Central Apex Committee), well in advance
- (c) State Nodal Department will ensure timely submission/ approval of the procurement plan submitted by the District Implementing Units
- (d) Nodal Department, in consultation with the District Implementing Units will prepare format for monitoring and audit of the Scheme on yearly basis.
- (e) State designated agencies will maintain a separate account of working capital and utilize the funds only for procurement of operations at the fixed MSP. Interest accrued on the working capital amount & profit (if any) generated will also be accounted for in this account.

- (f) The State Nodal Department will finalise the account related to each district/ commodity on yearly basis and submit the commodity wise statement of account in respect of transaction of procurement & disposal, duly audited by the Accountant General of State, to MoTA
- (g) Liaison with the State Level and District Level Coordination Monitoring Committee (SLCMC & DLCMC) under chairmanship of Chief Secretaries & district collectors for monitoring the Scheme at State and Local level
- (h) The State Nodal Department shall be responsible for timely release of state share (25%) to the District Implementing Unit.
- (i) The State Nodal Department shall submit the consolidated proposal to TRIFED no later than 31st December for operations of next financial year (from April to March)
- (j) The State Nodal Department and designated District Implementing Units shall be fully responsible for maintaining proper records of procurement, efficient utilization of funds, submission of utilization statement to TRIFED, ascertaining profit/ loss in transaction and disposal of the MFP stock within the stipulated time
- (k) To engage a Programme Management Unit (PMU) comprising of professionals in the field of finance, marketing, IT and social sector etc. to oversee and support the operations of the Scheme. The expenditure for the purpose will be charged from the Overhead expenses which is upto 20% of the budgeted procurement outlay (Clause 3, Annex A of Cabinet Approved Scheme, Page 22)

#### **(v) Role of District Implementing Unit**

- (a) The District Implementing Unit will be headed by the District Collector for the respective District of the State. In the implementation of the Scheme, the District Collector will exercise all the financial and administrative powers to the extent granted by the State Government.
- (b) The District Implementing Unit shall be eligible for an incentive at the rate not exceeding 2% of the base procurement value of MFP procured (Clause 4.4.2 of Cabinet Approved Scheme, Page 7)
- (c) To set up an Implementation framework as per Guidelines of MSP for MFP
- (d) To prepare & implement district-wise and Panchayat-wise Advocacy Plan
- (e) To prepare Annual District Plan for Haat Bazaars wise procurement, infrastructure development, training & value addition and marketing (Van Dhan) and submission of the same to Nodal Agency for onward submission to TRIFED
- (f) To maintain a separate account for the Scheme including 75:25 share from the Central and the State Government. The funds will be used for procurement, infrastructure development, training & value addition and marketing (Van Dhan). Interest accrued on the amount & profit (if any) generated will also be accounted for in this account.
- (g) Will be responsible for all sanctions and utilization as per the framework of implementation

(h) To ensure setting up of adequate no. of procurement centres in Haat Bazaars and Van Dhan Vikas Kendras in coordination Zila and Gram Panchayat as per provision of PESA. Will be responsible for implementation of the Haat Bazaar Sanchika (Annexure 4) as per provisions of PESA

(i) To ensure setting-up of procurement shed, display of MSP, availability of weighing machines, gunny bags, adequate cash with the procurement SHGs, stock keeping and accounting, cash accounting and flow, transportation, storage and liquidation of procured amount at haat bazat level, district level or through collation at the state level

(j) To facilitate setting-up of Van Dhan Vikas Kendras including selection of SHGs, training, primary, secondary and tertiary level value addition and marketing of produce as per provision of the Van Dhan Vikas Karyakram guidelines (Annexure 5)

(k) Documentation of risk factors and implementation of risk mitigation strategies/plans

(l) To finalise the account related to each commodity on yearly basis and submit the commodity wise statement of account in respect of transaction of procurement & disposal to Nodal Agency for onward submission to TRIFED & MoTA

(m) To facilitate audit of the Scheme operations as arranged by the State Nodal Department through the Accountant General of State

(n) To submit completion and outcome reports to TRIFED through the State Nodal Department

(o) To address district specific requirements the District Implementing Unit will have flexibility to alter the parameters within the overall spirit of the Scheme. Any such change shall be informed to the State Nodal Department and TRIFED with justification. TRIFED will communicate this to the Central Apex Committee.

(p) To engage a Programme Management Unit (PMU) comprising of professionals in the field of accounting, marketing, IT and social sector etc. to oversee and support the operations of the Scheme. The expenditure for the purpose will be charged from the Overhead expenses which is upto 20% of the budgeted procurement outlay (Clause 3, Annex A of Cabinet Approved Scheme, Page 22)

#### **(vi) Role of Panchayati Raj Institutions**

(a) Funds pertaining to the Scheme including contribution from both Centre and State Government will be parked in the Zila Panchayat by the State and will be operated by the District Implementation Unit

(b) The Advocacy Plan for the District shall be implemented in coordination and support of the Panchayati Raj Institutions and other elected representatives of the District.

(c) In line with the Haat Bazaar Sanchika, each Gram Sabha shall enforce the following:

i. Promote less cash transactions

ii. Planning IEC for advocacy and enforcement of Minimum Support Price

- iii. Registration of Primary Procurement Agencies such as Cooperative Societies/ LAMPS/ Mahila Samities/VDCs/JFMCs/ self-help groups (SHGs) formed in the State including those formed under the National Rural Livelihood Mission constituting etc. with provision for advance & commission payments as per MoU at the rate not exceeding 7.5% of the value of MFP procured through them
- iv. Allotment of space to Primary Procurement Agencies for procurement at Haat Bazaar
- v. Create and strengthen of fair weighing practices and instruments through electronic weighing machines
- vi. Provision of hired dry and cold storage (short & long term) to increase shelf-life and holding capacity
- vii. Create and strengthen logistics network for transportation of procured items to designated godowns/ markets
- viii. Establish linkages for value addition activities
- ix. Transaction Audit and agency based Third Party / Gram Sabha Monitoring
- x. IT enabled communication, information and monitoring network; link the haat bazaar with the National network
- xi. Time-bound dispute resolution mechanism at Gram Panchayat / Gram Sabha

(d) The Panchayati Raj Institutions shall act as per provisions of PESA Act, 1996 and FRA Act, 2006 for implementation of the various activities under the Scheme.