

**Sub: Guidelines for effective implementation of DAESI programme for the Financial Year (FY) 2025-26-Reg.**

**I. General Guidelines**

1. Please submit the annual action plan with expected number of DAESI batches in respect of CSPS, Self-Finance, and Combined batches for the Financial Year 2025-26 by May 07, 2025. This exercise may be made in consultation with the district and block level officers and NTIs that are implementing DAESI in your State. Kindly refrain from giving arbitrary figures.
2. Please ensure inauguration and commencement of the batches to spread evenly throughout the year, so as to avoid crowding out of examinations, fund releases and preparation of certificates etc. Please ensure that maximum number of batches may be commenced in the first and second quarter of the financial year.
3. Director SAMETII/ SNO of DAESI Programme should physically monitor implementation of the programme by sensitizing the participants not to pay any extra amount other than payment of course fee at the time of admission.
4. The SAMETIs should submit the AUCs for completed DAESI Programmes till FY 2022-23 and remit any unspent balance to MANAGE immediately.

**II. Before Commencement of Programme**

1. Kindly inform the NTIs to submit the new proposals for the FY 2025-26 for approval only after mobilizing the required number of candidates in a batch i.e., 40 candidates, along with their e-mail address and phone numbers. TP Number will be generated only after receiving the list of all the 40 candidates.
2. The NTIs should make necessary arrangements to commence the batches within 15 days of receipt of approval of the programme. Further, the NTIs are advised to avoid commencement of batches at the end of the financial year.
3. For non-commenced batches in respect of FY 2024-25, NTIs must obtain of ratification of MANAGE by duly providing the reasons.
4. The NTIs may be allowed to start new batches for the FY 2025-26 immediately without waiting for the completion of the ongoing batches.

## राष्ट्रीय कृषि विस्तार प्रबंध संस्थान (मैनेज)

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5. A single facilitator is eligible for conducting two batches at a time, as per the extant guidelines of the programme.
6. Directors of SAMETI are requested to collect the monitoring charges of all the self-finance and combined batches that were commenced in the FY 2024-25 and **remit the same to MANAGE preferably in a single installment during the first quarter of 2025** along with TP number to avoid confusion and delay in processing of the certificates. Please note that MANAGE will not accept the monitoring charges from NTIs directly. The amount to be received by MANAGE towards monitoring charges from NTIs for the FY 2024-25 is enclosed (Enclosure-III). Similarly, the monitoring charges for the year 2024-25 may be settled at the earliest.

**III. After Commencement of Programmes**

1. It is observed that most of the NTIs are not updating the data pertaining to DAESI in the MIS portal despite repeated reminders. Personal details along with photographs of the candidates in proper uniform must be updated within one week after commencement of each programme. MIS database of all the batches must be updated regularly by the NTI facilitators in all aspects (details of candidates, sessions, field visits, examinations and financial transactions, etc.)
2. NTI Coordinator/Facilitator must play an important role in facilitating establishment of extension corner by the input dealers at their respective shops. Each facilitator should identify at least five candidates from every batch and should motivate him/her for establishment of extension corners in the designated area.
3. NTIs should expedite in submission of results and provisional UCs to SAMETI and to MANAGE within maximum period of one month after completion of the examinations in order to issuance of certificates to the candidates on time.
4. Please submit only the relevant documents i.e (details of candidates, sessions, field visits, examinations and financial transactions, etc.) generated from the MIS database by duly affixing the signature of the facilitator, NTI Coordinator and SAMETI Director for processing of the results/issuance of the certificates. **Kindly avoid submission of applications of candidates to MANAGE.**

With warm regards,

Yours sincerely,



(M. Srikanth)