



**Guideline for all stakeholders  
involved in the distribution of  
environment friendly the  
fertilizer for paddy cultivation**

**Maha Season - 2022/23**

To all officials involved in the implementation of the programme.

**Guideline for all stakeholders involved in the distribution of environment friendly the fertilizer for paddy cultivation in Maha Season of 2022/23**

The cabinet of Ministry at its meeting held on 22.09.2022 considered the Cabinet Memorandum dated 22.08.2022 submitted by the Ministry of Agriculture on the supply of environment friendly fertilizer for paddy cultivation in Maha Season of 2022/23 and determining the price of chemical fertilizer and granted its approval to provide by the government a subsidy of Rs.20,000 each per 1ha to farmers subject to a maximum of two heaters to buy fertilizer from licenced manufactures as recommended by the Cabinet Appoint Standing Procurement Committee.

It is essential to take meaningful steps to ensure the application of organic inputs in agriculture systematically for promoting local agriculture as sustainable and environment friendly undertaking.

This guideline has been formulated to ensure successful implementation of government's fertilizer distribution programme by promoting the use of environment friendly fertilizer (30% out of the total use)

Matters such as state policy on fertilizer, application – distribution and proper application of fertilizer, monitoring, progress reporting, progress review and the evaluation of outcome are included in this guideline.

I would like to remind all stakeholders involved in this national undertaking that it would be your responsibility to implement the programme efficiently and effectively and in a productive manner strictly adhering to provisions in this guideline.

You are kindly informed to study terms and conditions, instructions, restrictions and methodologies and make aware of all subordinate officials on the same to ensure the successful implementation of the government's subsidized fertilizer programme during the coming Maha Season.

Action will not be taken this time to distribute any particular type of environment friendly fertilizer among Agrarian Service Centres by the Government.

It is not possible to specifically identify which type of production will be efficiency responsive to any particular areas. One and the same production may general results in varying degrees with regard to nutrient content or micro biological activation.

In these circumstances, Technical Evaluation Committee has pointed out that fixing a price is unproductive move because efficiency of each type of fertilizer will depend on environmental factors and the type of raw material used.

Accordingly, necessary facilities will be provided for farmers to select suitable type of environment friendly fertilizer for their cultivation.

Arrangements have been made to invite EOI and to collect information on productise list, production capacities, rates and Agrarian Services Centres at which the fertilizer are available. And the amount needs to be used in each production instead of 30% of chemical fertilizer use. Please refer website of the Ministry of Agriculture for finding these information. ([www.agrimin.gov.lk](http://www.agrimin.gov.lk))

Therefore, action should be taken to educate farmers in all aspects on this national undertaking to enable for them to select and obtain suitable productions. Assistance of Government Agents and Divisional Secretaries is highly appreciated to make farmers aware in this regard at district and divisional agriculture committees.

**M.B.R. Pushpakumara**

Secretary

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## **1. Eco Friendly Fertilizer subsidized policy of the government**

- 1.1. Farmers cultivating paddy are entitled to receive eco-friendly fertilizer free of charge subject to a maximum limit of Rs.20,000 per one (01) hectare up to maximum of 2 hectares.
- 1.2. Suitable arrangement should be made by Commissioner General of Agrarian Development to identify paddy farmers urgently who is cultivating more than two (02) hectares. A database of such farmers, which include relevant information, should be prepared and published the same in the website.
- 1.3. Farmers who are applying eco-friendly fertilizer for paddy cultivation should fulfil the following qualifications
  - 1.3.1. Having fulfilled any requirements stipulated from time to time by the government in keeping with the state policy.
  - 1.3.2. Having obtained membership of the farmer organization in the area where paddy cultivating land is located and having received the recommendation of the respective farmer organization to obtain subsidized fertilizer quota.
- 1.4. In instances where it is impossible to utilize fertilizer obtained in the same cultivation season that should be informed in writing to the Divisional Officer of Agrarian Development before the end of the cultivation season. This balanced amount will be deducted from the entitlement of subsidized fertilizer for the next cultivation season. Refraining from informing the same in writing will amount to a fraudulent act against which legal action could be taken by District Monitoring Committee on fertilizer.
- 1.5. Until the application of subsidized fertilizer in the cultivation the institution in charge of the stock at each stage of the supply chain is fully responsible for its safety and protection.
- 1.6. Until such time the subsidized fertilizer are applied in the prescribed cultivation, the same is considered as public property in terms of section 5a to be read with section 12 of the Offences Against Public Property Act No.12 of 1982 as amended by (Amendment) Act No.76 of 1986, fertilizer issued to farmers under government's subsidized fertilizer programme is a public property and environment friendly fertilizer to be distributed on subsidized basis shall be utilized by farmers for the prescribed purpose only. Any instances deviating from it shall be dealt with under provisions of the Offences Against Public Property Act No.12 of 1982. You are further informed to take necessary steps to conduct police investigations to curb any offences committed in the process of distributing subsidized fertilizer and assist any legal action to be followed. This shall be a collective responsibility of the Director, National Fertilizer Secretariat (NFS), District Assistant Directors of NFS and officials of the Department of Agrarian Development.

## **2. Environment friendly fertilizer quota received under subsidized fertilizer programme.**

- 2.1. The institution manufacturing environment friendly fertilizer has recommended the amount of each type of fertilizer to be applied in a paddy cultivating land unit. The information relating such fertilizer recommendations in respect of each type of environmental friendly fertilizer productions and their value are published in the website of the Ministry of Agriculture.
- 2.2. Paddy framers who are entitled for obtaining environment friendly fertilizer on subsidized basis will receive a fertilizer quota, the value of which not exceeding Rs.20,000 per 1 hectare based on the applicable recommendations.

## **3. Obtaining and distribution of subsidized fertilizer**

- 3.1. Environment friendly fertilizer should be issued to farmers by obtaining the same through production agencies subject to utilization and operational cost.
- 3.2. Only the productions, for which farmers' preferences has been expressed, should be selected for issuing at each Agrarian Services Centre. Arrangements shall be made to make farmers aware of this programme and decisions in this regard will be taken by District Agriculture Committee.
- 3.3. Agriculture Research and Production Assistant (ARPA) are responsible for formally informing the Divisional Officer of agrarian Development on the selected productions. (Annexure 01)
- 3.4. Divisional Officer of Agrarian development should issue a purchasing order to the respective supplier with a copy to the National fertilizer Secretariat in respect of the quantity of environment Friendly fertilizer stock due to be purchased in keeping with the requests of farmers and cultivation extent within the Agrarian service Centre area. (Annexure 02)
- 3.5. The production institution within 03 days from the date the request being made shall inform in writing to the Divisional Officer of Agrarian Development with a copy to National Fertilizer secretariat as to whether it can agree or not regarding the supply (Annexure 03). Emailing can be used for this purpose.
- 3.6. Accordingly, the production institution should take action to deliver the agreed quantity of environment friendly fertilizer either at the respective Agrarian Services Centre or fertilizer accepting point of the farmer organization on or before the scheduled date. The receipt should be in triplicate original copy to supplier, second copy to department of Agrarian development and third copy to the Agrarian services Centre. This activity should be done by Agriculture Research and Production Assistant is not available or by Commissioner General of Agrarian development or any other officer authorized by him.
- 3.7. It is compulsory for obtaining certificate of conformity from the National Fertilizer Secretariat to confirm that the quantity in respective groups of fertilizer is confirmed to

due standard, before the delivery of environment friendly fertilizer stock. The invoice in respect of the quantity supplies should be handed over to the Divisional Officer of Agrarian Development by the Supplier.

This invoice includes information relating to fertilizer group number (whereby it would be possible to confirm the approval for sale issued by the National Fertilizer Secretariat applicable to the Fertilizer Group Number) amount, Agrarian Services Area, Cultivation Extent, value, transporting vehicle number, name of the driver and his NIC number ect.

### 3.8.

3.8.1. In instances where fertilizer requirements are met by productions supplied by local eco-friendly fertilizer producers, it would be the responsibility of the manufacture to transport the entire supply upto specific location only after the receipt of the certificate of conformity issued by the National Fertilizer Secretariat with regard to maintaining standard of fertilizer as indicated in section 5 of the Guideline also with the consent of the Department of Agrarian Development and under co-ordination of the Divisional Officer of Agrarian Development. Further Good receipt Note (GRN) in respect of the fertilizer stock distributed among farmers should bear the signatures of both Agriculture Research and Production Assistant and the Divisional Officer of Agrarian Development.

The Ministry of Agriculture with the consent of the General Treasury will allocate necessary operational and administrative cost to District Fertilizer committees, National Fertilizer Secretariat and the Department of Agrarian Development. At the distribution of fertilizer to farmers a receipt should be issued while the price of all types of eco-friendly fertilizer should be displayed.

3.8.2. Disruption of fuel supply adversely affected fertilizer distribution at many Agrarian Services Centres, Accordingly the remaining quantity of solid organic fertilizer at those centres could be distributed by obtaining special approval from the Ministry with the consent of farmers, too. For this purpose standard of those fertilizer shall be tested and submitted for recommendations of the Fertilizer Advisory Committee. As prices of those fertilizers have been decided by Cabinet Appointed Standing Procurement Committee, this shall not be distributed under any circumstances without this special approval. Requests for payment for these fertilizers to be distributed under above approval should be submitted to the Ministry with the recommendation of the Government Agent.

### 3.9. Applying for eco-friendly fertilizer

3.9.1. A written request as per 3.4 above shall be submitted by Agrarian Services centres expecting to obtain and distribute eco-friendly fertilizer at least two weeks before the commencement of the cultivation during the season to the eco-friendly fertilizer manufacturing institution which expressed preference to supply fertilizer to that Agrarian Services Centre area. Accordingly fertilizer will be distributed by the



Department of Agrarian Development and the relevant eco-friendly fertilizer manufacturing institution.

3.9.2. Following the application of eco-friendly fertilizer by farmers,

3.9.2.1. Fertilizer should be issued to farmers upon fertilizer recommendations as per 2.1 above based as the list of farmers) prepared at Grama Niladhari Division level) to be sent by Agriculture Research and Production Assistant to the Agrarian centre.

3.9.2.2. Agriculture Research and Production Assistants/ Development Officers/ Grama Niladhari/ Mahaweli unit manager should obtain a hard copy of the list of names of farmers applicable to Grama Niladhari divisions.

3.9.2.3. Of that list, spaces have been available on the right side of the relevant column applicable to each farmer to include agro-climatic zone, irrigation method, and cultivation extent, require amount of fertilizer and farmer's signature/ thumb impression.

3.9.2.4. Accuracy of lists which include information of farmers obtaining eco-friendly fertilizer should be confirmed by officials of the field committee by putting their signature.

3.9.2.5. The field committee to be appointed for recommending farmers eligible to obtain eco-friendly subsidized fertilizer should consist of Agriculture Instructor, Agriculture Research and Production Assistant, Development Officer attached to the respective Agrarian Services Centre and Chairman/Secretary of the Farmer Organization.

3.9.2.5.1. In areas where Agriculture Research and Production Assistants are not available, Grama Niladhari or other officer should be appointed by Commissioner General of Agrarian Development for this purpose.

3.9.2.5.2. With regard to Mahaweli Command areas, Mahaweli Unit Manager shall be a member of this field committee instead of Development Officers of the Agrarian Centres referred to under 3.9.2.5 above.

3.9.2.6. Following the inclusion of the correct information of any farmer in the above list at the applying of fertilizer his signature should be obtained.

3.9.2.7. Information furnished by field officers at 3.9.2.5 above should be computerized at the Agrarian centre.

3.9.2.8. A receipt should be issued to the farmer by the respective Agriculture Research and Production Assistant for obtaining fertilizer. Upon handing over that receipt to the Agrarian Service Centre or Agriculture Research and Production Assistant, eligible quota of eco-friendly fertilizer shall be made available to him. When fertilizers are issued to farmers free of charge, a receipt with a serial number shall be issued to them. Signature of the farmer and date shall be entered in Annexure 01 and the Agriculture Research and Production Assistant / Authorized Officer.

- 3.9.2.9. Information indicated under 3.9.2.7 shall be sent to Agrarian Development District Office by Divisional Officer of Agrarian Development at the end of every month for entering in the database. Deputy/Assistant Commissioner of Agrarian Development in charge of the district after examining the progress is responsible for entering the same in the database within 10 days after the end of the month. It will also be the responsibility of Deputy/Assistant District Commissioner of Agrarian Development to identify Agrarian Services Centres not submitting those information as scheduled and take suitable action. If necessary he could suspend the issuing of fertilizer stocks to the respective Agrarian Centres until the information are made available.
- 3.9.2.10. In instances where farmers, whose information are not available in the database, are applying for eco-friendly fertilizer their information could be updated and entered in the database. However before doing so a request should be obtained from them. That request upon the recommendation of the field committee to issue fertilizer (As per Annexure 01), should be certified by Divisional Officer of Agrarian Development.
- 3.9.2.11. The lists of names of newly applying farmer should be entered in the database with the recommendation of Deputy/Assistant District Commissioner of Agrarian Development.
- 3.10. Information of farmers who are entitled to receive eco-friendly fertilizer on subsidized basis should be furnished by Agriculture Research and Production Assistants or Officers appointed to co-ordinate the fertilizer distribution within area where those officers have not been employed.
- 3.11. It is essential to formulate a suitable arrangement by Agriculture Instructors/Agriculture Research and production Assistants that farmers are applying eco-friendly fertilizer in keeping with the fertilizer recommendations and that they are applying due amount in paddy cultivation.
- 3.12. Following the establishment of accuracy of information furnished in the eco-friendly fertilizer applications submitted by farmers, Agriculture Research and production Assistants are not available should prepare a Register which included names of farmers, names of paddy fields and their extents, entitled amount of fertilizer for same (fertilizer of selected producers) and exhibit the same in Grama Niladhari's office, Office of the Agriculture Research and production Assistant, residence or office of the Farmer Organization and Office of the Unit Manager of Mahaweli Command areas.
- 3.13. Divisional Officer of Agrarian Development, Agriculture Instructor and Unit Manager of Mahaweli Command areas should jointly make an arrangement to examine objections raised by the public and information included in those documents and ensures the accuracy of the same.
- 3.14. A register of farmer in Mahaweli Command area who are entitled to receive subsidized eco-friendly fertilizer which include the name, address, National Identity card

and telephone numbers of the farmer, paddy land extent (in hectares), information relating to the location and the amount of fertilizer to be issued shall be prepared by the Unit Manager and certified (with official frank) the same by himself. The same having got certified (with official frank) by Block Manger should be forward to Divisional Officer of Agrarian Development with a copy each to Commissioner General of Agrarian Development and Director of the National Fertilizer Secretariat.

#### **4. Utilization of the plan prepared on the distribution of eco-friendly fertilizer on subsidized basis.**

4.1. The national plan for distribution of eco-friendly fertilizer will be published by the Commissioner General of Agrarian Development with the consent of District Monitoring committee on Eco-friendly Fertilizer and the Director of the national Fertilizer Secretariat. It should be published in the website [www.agriinfo.agrimin.gov.lk](http://www.agriinfo.agrimin.gov.lk)

4.1.1. At the formulation of fertilizer distribution plan, it is necessary to ensure that the total paddy land extend increase due to new cultivation, it is compulsory to obtain prior approval of the Commissioner General of Agrarian Development.

4.2. District fertilizer Monitoring Committee on Eco-friendly Fertilizer is responsible for formally implementing fertilizer distribution plan within the district.

4.2.1. Paddy farmers deviating from decisions taken at seasonal meetings (kanna meetings) and farmers cultivating paddy in more than two hectares and farmers cultivating other field crops in paddy land in keeping with decision taken at “kanna” meeting should obtain their fertilizer requirement from the open market.

#### **5. Standard Controlling of Eco-friendly Fertilizer**

5.1. According to interpretation of the Regulations of Fertilizer Act No.68 of 1988, “Fertilizer means any substance containing one or more recognized plant nutrients which is used for its plant nutrients and which is designed for use, or claimed to have value, in promoting plant growth but does not include manipulated animal and vegetable manure.”

5.2. Basically three types of eco-friendly fertilizer could be identified. They are solid fertilizer, liquid fertilizer and Bio-fertilizer.

5.2.1. Solid fertilizer means a substance helpful to growth of plants, increase yield or quality, having one or more plant nutrient, containing more plant parts, animal parts or natural minerals which are subject to decomposition through physical and chemical process in promoting richness and healthiness of soil.

5.2.2. Eco-friendly liquid fertilizer means a liquified substance helpful to growth of plants, increase yield or quality, having one or more plant nutrients and subjecting

one or more plant parts or animal parts to digesting process with the utilization of protein hydrolysate technology.

- 5.2.3. Bio-fertilizer define as a group of viable product with living microorganism in solid or specific liquid form which can catalyse (Trigger) the conversion or changing mechanism of natural substances into plant nutrients such as atmospheric Nitrogen fixation, Phosphorous other soil nutrients into the forms of substance to the plants in order to increase the plant or soil (agriculture) productivity.
- 5.3. Standards determined and declared by the Sri lank Standards Institution (SLSI) are made applicable to compost fertilizer and liquid organic fertilizer among various types of eco-friendly fertilizer produced by local manufactures while the minimum Nitrogen percentage of the SLSI has been revised to be 1.5% on the Director General of Agriculture. Standards applied at the Procurement of Yala Season 2022 are applicable to bio-fertilizer. Standard draft offered by the Sri Lanka Standard Institution is used for public views.
  - i. Compost fertilizer – Sri Lanka Standards 1635:2019 (Annexure 4)
  - ii. Liquid Organic Fertilizer - Sri Lanka Standards 1702:2021(Annexure 5)
  - iii. Bio fertilizer – Standard available in Bid Document of Yala season 2022 for eco-friendly fertilizer for paddy cultivation (Annexure 6)
  - iv. Specialised Fertilizer – Standard draft for public views of the SLSI is made applicable suitably ( Annexure 7)
- 5.4. The Department of agrarian development is responsible for ensuring that fertilizers being distributed are confirmed to above standards. Accordingly in should take action to obtain a certificate of conformity from the Director, National Fertilizer Secretariat in respect of each fertilizer group before distribution
- 5.5. Responsibility of the District Monitoring Committee on Eco-friendly Fertilizer for controlling standard of eco-friendly fertilizer in respect of each institution are as follows;
  - 5.5.1. National Fertilizer Secretariat
    - 5.5.1.1. Permission has been given for licenced eco-friendly fertilizer producers under Regulation of Fertilizer Act No.68 of 1988 to produce eco-friendly fertilizer and responsibility of the National Fertilizer Secretariat is to inspect standards of all types of Environment Friendly Fertilizer and issue certificates of conformity to them.
    - 5.5.1.2. Accordingly the department of Agrarian Development should not by any type of Environment friendly fertilizer not bearing such certificate of conformity. Therefore Assistant Directors of the National fertilizer secretariat serving attached to District Secretariat are responsible to deal with all types of fertilizer available in the market not in conformity in terms of sections 15, 16, 21 and 22 of the Regulation of Fertilizer Act No.68 of 1988 considering the same as adulterated fertilizer.

- 5.5.1.3. Further soon after the finalization of manufacturing of any type of fertilizer by licensed environment friendly fertilizer manufactures, Assistance Directors in terms of section 12(2) of the Regulation of fertilizer Act shall visit them and obtain sample at the manufacturing site itself before the manufacture adhering to methodology of obtaining sample as determined and declared by the Sri Lanka Standards Institution. Those samples should be sealed by using the form issued by the National Fertilizer Secretariat and got the same signed by the manufacturer/authorized person of the manufacturer. Immediately after that the Assistant Director should send the sample duly certified by him with official frank to the National Fertilizer secretariat by security post or by hand. Opportunity may be provided for the manufacturer to inspect the sealed sample obtained in respect of each type of fertilizer when and where necessary.
- 5.5.1.4. The director, National Fertilizer Secretariat should formulate a suitable arrangement to obtain analysis reports of such samples within seven working days. Certificate of conformity together with copies of analysis report shall be issued to the manufacturer within ten working days from the date the samples obtained. When requests have been made by bio-fertilizer manufacturers to establish the standard of their productions, Assistant Director could issue recommendations with the certification that the relevant manufacturer owns acceptable laboratory facilities equipped with suitable laboratory items and qualified human rescues.
- 5.5.1.5. It is necessary to have  $1 \times 10^7$  cells of Nitrogen fixation bacteria in on space of 1mm and co-efficiency should have been established by the University of Rajarata for the purpose of making payment for bio-fertilizer. When cells are in acceptable level only 60% of the total payment could be made. All requests for payments in questions should be forwarded to the Ministry of Agriculture.
- 5.5.1.6. It will be the responsibility of the Assistant District Directors not to allow any room for non-licenced fertilizer productions to be sold in the market. Responsibility of the Director for preventing sale of this nature in terms of the Act is entrusted to Assistant Directors.
- 5.5.1.7. No under any circumstances that the national Fertilizer Secretariat shall issue a certificate of conformity for fertilizer to be used in paddy cultivation not in conformity with the standard referred to in this guideline. Soon after any deviation from that standard in respect of any type of fertilizer is revealed the same should be forward to the Ministry through Fertilizer Advisory Committee for instructions.
- 5.5.2. Department of Agrarian Development
- 5.5.2.1. The Department of Agrarian Development is bound always to provide farmers with environment friendly fertilizer with the highest standard.

5.5.2.2. The Divisional Officers of Agrarian Development at the receipt of Environment Friendly Fertilizer to the Agrarian Services Centre should make ensure that they have certificate of conformity. Agriculture Research and Production Assistants too are well aware of the same at the time of fertilizer distribution

5.5.2.3. Overall duties and functions to be assigned to Agriculture Research and Production Assistants of the Department of Agrarian Development with regard to Environment Friendly Fertilizer use are as follows;

i. Convene seasonal meetings at the commencement of farming activities with the participation of farmer organizations and collect information on cultivation activities of the season.

E.g.:- Number of paddy cultivating farmers and the number of hectares to be cultivated.

ii. Provide true and accurate information so collected to the Agrarian Services Centre.

iii. Provide information on farmers who are producing and using environment friendly fertilizer within the respective Agriculture Research and Production Assistant Division (KUPANISA) to the Agrarian Services Centre.

iv. Transportation of the prescribed types of environment friendly fertilizer production up to the respective Agrarian Services Centres or KUPANISA division is the responsibility of the local manufacturers themselves

1. Agriculture Research and production are responsible for distributing those fertilizers among farmer through farmer organization within the respective KUPANISA division.

2. Accepting and distributing of fertilizer stock brought to the Agriculture Research and Production Assistant Division in the above manner.

v. Maintaining registers and accurate data on the distribution of fertilizer and submission of the same to the respective Agrarian Service Centre.

5.5.3. Department of Agriculture

5.5.3.1. Prefer fertilizer production of all local manufacturers to research centres at Batalagoda, Paranthan and Bombuwala for field testing and obtain recommendations on their productivity and efficiency.

5.5.3.2. Duties and functions assigned to Agriculture Instructors of the Department of Agriculture on the use of environment friendly fertilizer are as follows;

- Dissemination of Agriculture technology, personal management and co-ordination with various divisions, particularly educating farmers, entrepreneurs and other relevant parties on Agri-Technology.

- i. Education and training of farmers, Agriculture Research and production Assistants and other stake holders within the division on fertilizer recommendations for Maha season made available by Director General of Agriculture.
  - ii. Conducting field demonstrations and field days on green agriculture.
  - iii. Bring issues arising during the cultivation season to the notice of Deputy District Director/ Provincial Deputy Director for taking future actions.
  - iv. Making arrangements and guiding farmers to implement in the field instructions periodically issued by Director General of Agriculture/ Provincial Directors of agriculture/ Deputy Directors of Agriculture on green agriculture.
- 5.5.4. District Monitoring Committee on Environment Friendly Fertilizer
- 5.5.4.1. This committee has been established with the objective of producing and procuring environment friendly fertilizer requirement for paddy cultivation within the respective district itself, making arrangement to enhance quality of fertilizer in each district, ensuring timely availability of fertilizer to farmers, monitor and follow up of field officers serving in the district, encouraging fertilizer manufacturers in the district to follow collective approach towards the fulfillment of fertilizer requirement in the district and motivating fertilizer manufacturers to adopt organic certification gradually.
  - 5.5.4.2. District Monitoring Committee on environment friendly fertilizer consists of District Director of Agriculture, Deputy /Assistant Commissioner of Agrarian Development, Deputy Provincial Director of Agriculture, Assistant District Directors of the National Fertilizer Secretariat, Assistant District Director of the Central Environment Authority and District coordinating officer of the Green Agriculture Operating Centre. In addition District Secretary participate in Monitoring Committee meetings with regard to inter provincial level Deputy Director of Agriculture (Inter Provinces) will include in this committee and in Mahaweli Zone Zonal Manager will include.
  - 5.5.4.3. Role of the District Monitoring Committee on environment friendly fertilizer.
    - 5.5.4.3.1. As farmers do not possess sufficient Knowledge to select suitable manufactures among environment friendly fertilizer manufactures expressed their preference to supply fertilizer within the district, selection and recommending of suitable manufacturers to make supplies to the respective Agrarian Services Centers at making those recommendations.
      - Giving consideration to past experience in dealing with the Manufacturer and his productions supplied in previous cultivation seasons.
      - Finding out whether the manufacturer possesses sufficient quantity of fertilizer approved by the National Fertilizer Secretariat.
      - Having internationally recognized certificate with the manufacturer (priority should be given to manufacturers having such a certificate and sufficient quantity of fertilizer.

- Possessing DOA recommended productions.
- Being a production of a state institution
- That should be a successfully tested production through field testing directed by the Department of Agriculture.
- As regards bio fertilizer referred to under 5.5.1.4. and 5.5.1.5 certification on laboratory facilities and viability of efficiency.

In consideration of above factors District Monitoring Committee on environment friendly fertilizer chaired by District Secretary should assist farmers to select suitable productions.

5.5.4.3.2. Efficiency of the supply could be enhancing by giving priority to licensed productions within the district. Meanwhile attention should be paid to prevent fraudulent practices of licensed Manufacturers posing as middlemen trying to buy productions from non-licensed Manufacturer and supply the same to farmers as their owned productions. Therefore, it is advisable for the District Monitoring Committee to visit those manufacturing plants and gain understanding on production capacity of each Manufacturer. In order to ensure standard of fertilizer distributed obtaining and testing samples from time to time through Assistant Directors of the national Fertilizer Secretariat is necessary. If any serious deference is observed between the new analysis reports and the previous reports issued in respect of each type of fertilizer necessary action should be taken at the stage of making payment.

This practice will be helpful to ensure quality, fair price and enhancing production capacities of environment friendly fertilizer production also allowing room for highly competitiveness of the industry with ultimate benefits being received by farmers.

5.5.4.3.3. Taking action to motivate fertilizer suppliers, Department of Agriculture officials and officials of the Agrarian Services Centres on the proper use of organic fertilizer in cultivations.

5.5.4.3.4. Organizing programmes for assisting manufacturers to obtain SLS and GMS certificates for their productions and farmers to follow Good Agriculture Practices (GAP).

5.5.4.3.5. In addition going further step it is possible to channel organic fertilizer productions towards certifications. Therefore identifying and organizing organic fertilizer used cultivation is very important. Through joint action being taken by Export Development Board and the Accreditation Board of Sri Lanka will pave the way for making arrangements to introduce organic production to export market.



5.5.4.3.6. When paddy is cultivated using organic fertilizer, special testing has to be carried out on organic substance and phosphorous content in soil. Therefore it is necessary to organize soil nutrient testing programme at tract (yaya) level with the assistance of the Department of Agriculture. Accordingly instructions have to be issued to farmer an organic fertilizer use

5.5.4.3.7. Progress Review and Follow up activities. It is necessary to find out whether the available is sufficient for Maha Season 2022/23 to carry out cultivations in the district. If any shortage is observed action should be taken to meet the requirement in shortage. In addition frequent supervision on the distribution of fertilizer has to be carried out. Any issue relating to the distribution of fertilizer shall be referred to the Ministry which would take action to solve them through co-ordination with the relevant instructions.

5.6. It will be the responsibility of all stake-holders to perform their duties and function by paying the highest attention to the Paragraph 1.6 of this Guideline.

## **6. Environment Friendly Fertilizer Storing and registration of those stores.**

6.1. It would be the legal requirement to register commercial level organic Fertilizer stores at the National Fertilizer Secretariat.

6.2. Therefore all institutions responsible for distributing environment friendly fertilizer should take action to forward information a non-registered fertilizer stores to the National Fertilizer Secretariat and get the same registered as early as possible by submitting the following information.

6.2.1. Name of Institution

6.2.2. Name of the store and location

6.2.3. Store Capacity (MT/Litre)

6.2.4. The nearest town and accessibility to it from the town

## **7. Selling of fertilizer in excess of subsidized Limit, collecting money, maintaining reports and payment to suppliers.**

7.1. If any farmer applies environment fertilizer in excess of the subsidized limit (Ref.1.1 of this Guideline), he has to personally purchase the requirement on payment.

## **8. Making Payments to environment Friendly Fertilizer Manufactures.**

8.1. Payment to manufacturing Institutions for the supply of environment friendly fertilizer to farmer for paddy cultivation in Maha Season of 2022/23 is the responsibility of District

Secretariat as per sections 2.2 and 7.1 of this Guideline. Request for payment should be made as per schedule 08 by Deputy / Assistant Commissioner of Agrarian Development in each district to the Ministry of Agriculture.

Accordingly recommendation of the Deputy / Assistant Commissioner of Agrarian Development and approval of the District Secretary should be obtained as per schedule 9 for making payment. Such payments made should be submitted to the Commissioner General of Agrarian Development as per schedule 10 for certification.

- 8.2. At the time of making payments to the environment friendly fertilizer manufacturers the following documents should be checked.
- i. Suppliers copy relating to purchase Order
  - ii. Invoice issued to Divisional Office of Agrarian Development by the Supplier with reference to Purchase Order
  - iii. Copy (applicable to Divisional Office of Agrarian Development and original copy applicable to supplier) of the Good Receipts Note issued by the respective Agrarian Services Center upon sale Invoice to the effect that fertilizer have been accepted.
  - iv. Letter of conformity issued by the National Fertilizer Secretariat for the applied type of fertilizer
  - v. Certification on degree of efficiency

## **9. Duties and responsibility of Local Fertilizer Manufacturers in the distribution of environment friendly subsidized fertilizer.**

- 9.1. Local environment friendly fertilizer manufacturers are bound to supply fertilizer to farmers with required quality laid down in specifications.
- 9.2. Manufacturer is responsible for distributing environment friendly fertilizer based on farmers' fields as has been proposed by the Manufacturer. Selected manufacturers/ Suppliers are also responsible for issuing proper instructions to farmers during cultivation period. The National Fertilizer Secretariat is not responsible for issue relating to the quality of fertilizer. However the National Fertilizer Secretariat could take action under provisions of the Regulation of Fertilizer Act No: 68 of 1988 in respect of the low standard / mixed fertilizer.
- 9.3. The manufacturer at the supply of fertilizer should strictly adhere to terms and conditions to be laid down in the Purchase Order from time to time, Code of Ethics on quality and Good Delivery Time tables.
- 9.4. The Manufacturer should commence supply within 10 days of issuing Purchase Order and take action / under co-ordination of Divisional Officer of Agrarian Development to deliver fertilizer at the specific centered location in keeping with Good Delivery Form (Schedule 01)
- 9.5. If any damage is caused to packing it should be rejected.

## 9.6. Investigations and Inquiry.

9.6.1. Director National Fertilizer Secretariat should make arrangement to subject each and every type of fertilizer to quality/ standard testing to be carried out by an officer authorized by the National Fertilizer Secretariat and to establish quality standard through a testing in a Government laboratory. Bearing expenditure for those testing shall be the responsibility of the Manufacturer.

9.7. Manufacturer should assist to carry out research in the field as required by the Director General of Agriculture.

9.8. All manufacturers should bear the cost and related expenditure for analyzation of one sample randomly selected from each types of fertilizer by the Director National Fertilizer Secretariat at ISO 17025 accredited laboratories to confirm recommended by Sri Lanka Accredited Board

9.9. If any sample /..... is not in conformity with the specifications of the National Fertilizer Secretariat against it under provisions of the Regulation of Fertilizer Act No. 68 of 1988. In addition the Government Agent has been empowered to suspend payments to that type of fertilizer has been supplied.

## **10. Ensuring the proper use of environment friendly fertilizer.**

10.1. Agriculture Research and production Assistants are responsible for ensuring that farmers are applying environment friendly fertilizer for prescribed crop cultivation in due standard, due amount and at proper time which should be closely monitored by Agriculture Instructors and Divisional Officers of Agrarian Development and, in Mahaweli Command areas by Unit Managers.

10.2. Assistant District Directors of the National Fertilizer Secretariat on every possible occasion in their field visit should monitor fertilizer use by farmers. Such information shall be included in progress reports on fertilizer use sent to Head Office.

## **11. Monitoring**

11.1. Successfulness of any programme depends on proper monitoring, progress reporting, and progress review and outcome evaluation. Although how many instructions are issued with implementing methodologies and strategies for organic fertilizer subsidized programmed involving many stake-holder instructions and a large number of beneficiaries, in the absence of proper monitoring and evaluation the anticipated outcome could not be achieved.

11.2. Therefore the District Monitoring Committee on Environment friendly fertilizer should evolve a comprehensive mechanism to closely monitor all aspects of the programme including assessment of environment friendly fertilizer requirement, procurement distribution and application of fertilizer in cultivation. Accordingly, it is

essential correctly identify instructions / officials representing each administrative level and assigning supervision responsibility accordingly.

- 11.3. Deputy / Assistant Commissioner of Agrarian Development in charge of the respective districts are directly responsible for procurement of environment friendly fertilizer, supervision of their distribution at Agrarian Services Centres level and directing the programme towards achieving desired outcome. Similarly Assistant Directors of the National Fertilizer Secretariat assigned for each district too have direct responsibility to implement this fertilizer programme efficiency and effectively within the district.
- 11.4. It would be appreciative if the Divisional Secretaries will direct and supervise all activities relating to the distribution of environment friendly subsidized programme within their divisions by following instructions included in this Guideline. Assessment of environment friendly fertilizer requirement and progress of their distribution should be closely monitored at the Divisional Agriculture Committee.
- 11.5. It is better for the District Fertilizer Coordinating committee to direct the distribution of environment friendly fertilizer in respect of each district without causing problems.

## **12. Submission of Information and Progress reporting**

- 12.1. It is essential and compulsory for submission of information and progress reporting on time to ensure proper handling of environment friendly fertilizer distribution programme on subsidized basis. Any individual or Institution is legally bound in terms of section 12(1) of the Regulation of Fertilizer Act No. 68 of 1988 to submit information or to report progress on the distribution, storing and issuing of environment friendly fertilizer.
- 12.2. Within one week from the date of completion of issuing subsidized environment friendly for the season, Agriculture Research and Production Assistants and the relevant officials in area where ARPAs are not available should prepare a register which include information such as names of farmers and extent of cultivation and exhibit the same in his office, Grama Niladhari Office , FO chairman's residence and the office of the Mahaweli Unit Manager in Mahaweli Command areas for information of the public.
- 12.3. There should be an arrangement to forward any objection from the public against this list of names and environment friendly fertilizer issued a subsidized basis to the Commissioner of Agrarian Development requesting a formal investigation with a copy to respective the Divisional Secretary and the District Secretary.
- 12.4. A methodology should be formulated at Agrarian Service Centre level to report all grievances received from farmers. For, which it is necessary to maintain a grievances entering note book/ grievances putting box at a clearly visible place. A suitable action shall be taken in respect of all grievances received by Divisional Officer of Agrarian

Development who is required to submit a monthly report with regard to grievances and remedial actions taken on the same to Deputy/ Asst. Commissioner of Agrarian Development to the Commissioner General of Agrarian Development with a copy to the Ministry of Agriculture.

- 12.5. Fertilizer obtaining progress and fertilizer issuing progress shall be reported every Monday before 09.00 a.m. to district Office by Divisional Office of Agrarian Development. Deputy/ Asst. District Commissioner of Agrarian development should submit weekly report of fertilizer distribution through schedule 11 to the Commissioner General of Agrarian Development with a copy to National Fertilizer Secretariat.
- 12.6. All Institutions involved in the fertilizer distribution from rural level to National level should submit a monthly progress report with regard to performance of their responsibility to the supervising officer before 05th of following month.
- 12.7. All Divisional level officer involved in the subsidized environment friendly fertilizer distribution programme should submit the following reports on fertilizer distribution to the Divisional Agriculture Committee.
- 12.8. It is compulsory for each institution to submit the following reports as scheduled within the prescribed period of time.
  - 12.8.1. Divisional Officer of agrarian Development should submit the report on fertilizer distribution of the season within 14 working days from the date of issuing of fertilizer on subscribed basis to the Deputy / Asst. District Commissioner General Agrarian Development with a copy to Deputy/ Asst. District Commissioner of Agrarian Development and to the National Fertilizer Secretariat (Schedule 12)
    - Deputy/Asst. District Commissioner of Agrarian Development, at the first monthly meeting itself held after the ending of the cultivation season, should closely analyses and ensures accuracy of information included in these report and submit a report with his observations to the Commissioner General of Agrarian Development with a copy to the Director, National Fertilizer Secretariat.
    - Assistant District Directors of the National Fertilizer Secretariat too participate at the above meeting and assist by Assistant District Commissioners in the task of progress review of environment friendly fertilizer distribution. They should prepare an analysis report on Agrarian Services Centre basis displaying progress on fertilizer distribution within a month of ending the cultivation season to the Commissioner General of Agrarian Development with a copy to Director, National Fertilizer Secretariat.
    - Assistant District Directors should prepare a monthly summary report on fertilizer distribution in the district (Schedule 13) and submit the same before 10 of the following month to the Commissioner General of Agriculture with a copy to Director, National Fertilizer Secretariat.

### **13. Progress Review**

- 13.1. Matters relating to assessment of environment friendly fertilizer requirement, their procurement, distribution and application in the cultivation shall be discussed at the following meetings and committee
- i. Monthly meeting of Farmer Organizations
  - ii. Agrarian Services Committee meeting
  - iii. Weekly meeting of Agrarian Research and Production Assistants
  - iv. Monthly meeting of Divisional Officers of Agrarian Development
  - v. Monthly meeting of Agrarian Instructors
  - vi. Monthly meeting of Research/Extension officials for other field crops
  - vii. Monthly meeting of Divisional and subjected related Managers of State Fertilizer Companies
  - viii. Divisional Agriculture Committee meeting
  - ix. District Agriculture Committee
  - x. Meetings of Deputy/Assi. Commissioners of Agrarian Development
  - xi. Meeting held with Provincial Directors of Agriculture by Director General of Agriculture
  - xii. Outcome evaluation meeting of the Cultivation Season
  - xiii. Progress review meeting of the Department of Irrigation
  - xiv. Project Committee meeting of the Mahaweli Scheme
  - xv. District Monitoring Committee on Environment Friendly Fertilizer

### **14. Outcome Evaluation**

- 14.1. A paddy field of one farmer selected from one tract (yaya) of each Agrarian Centre area cultivating paddy using environment friendly fertilizer shall be made use as a field testing unit. Director General of Agriculture will introduce a suitable methodology to obtain name, address, contact number, NIC number, name of paddy field of this farmer including other information such as variety of paddy cultivated, type of fertilizer used, soil condition before the establishment of cultivation and nature of growth of the cultivation during the cultivation season.
- 14.2. It will be good enough to take action by District Monitoring Committee on an evaluation within one month after ending of every cultivation season regarding impact on yield productivity, living condition of farmers and the national economy caused by environment friendly fertilizer application and submit its observations.
- 14.3. Deputy/Asst. District Commissioners of Agrarian Development should submit an evaluation report on procurement and distribution of subsidized fertilizer in consideration of all Agrarian Services Centres in the district to the Commissioner

General of Agrarian Development with a copy to District Secretary, Director General of Agriculture and Director of the National Fertilizer Secretariat