

Minutes for the Mid Term Review Meeting of Agriculture Machinery Centre (AMC)

Conducted from 19-22 January 2016

Day 1 (19<sup>th</sup> January, 2016)

Some general points discussed

- 1) Commendable achievements of AMC for the FY 2014-2015
- 2) Management is trying to support all the staff to avail training and studies
- 3) AMC need to have a stronger documentation or record keeping as we need improvement
- 4) Agriculture minister to join AMC in the meeting on 21<sup>st</sup> January, 2016
- 5) Regional Managers to upload the on-going activities in AMC website.

Some issues discussed:

Sl. #	Issues	Action/Resolutions	Remarks
1	Promotion stagnation because of qualification up-gradation	ADM talked about the issues to the commissioner of RCSC	RCSC commissioner ensured to look after the issues
2	Civil servant award missed out for Mr.Kinzang (Driver)	ADM to follow up and get updates by 1 <sup>st</sup> Feb	ADM shall also inquire about Mr. Kinzang's batch mate or senior mates, whether they have received the award or not.
3	M&E didn't get the updates of the Minutes of Meeting for FY 2014-2015.	M & E to get updates	M & E instructed
4	Re-electrification of AMC	ADM to follow up	All the section heads to submit their proposal to ADM
5	Hands on training for contract operators	AMTC will conduct the training	
6	Present power tiller standards or guidelines	AMTC	
7	Standard training manual	To be presented by AMTC	
8	Develop standards on safety guidelines for farm machineries	IQCC	
9	Leave that is not approved	In-charges to take actions ( <b>kept the point for the general discussion</b> )	ADM to get the status on Mr.Namgay Pelzang's leave
10	Sanitation and hygiene of office toilets	ADM	

11	Produce expenditure and revenue statement	Accounts	
12	AMDC budget balance for training	Account to verify	AMTC to look at the possibilities of providing stipend to the OJT trainees
13	Re-electrification of store in RAMC, Khangma	All staff of Khangma to do the wiring	Nu.150,000 budget allocated for the purpose
14	Black-topping in RAMC Khangma & Bajo	Accounts	Nu.450,000 to be divided among the two regional centers
15	TA bills and other expenditure not submitted on time so, problems arises while closing	RAMCs and all sections to submit TA bills or other expenditure within 10 <sup>th</sup> day of the month	
16	Drivers found missing once the vehicle moves out of office	Adm to follow up	
17	Need of exposure in order to explore new innovation	Management	
18	In country manufactured machines (especially by AMC)	AMDC	The prototype shall be given to the farmers in order to collect the feedback from them
19	Research topics	AMDC	Identification shall be done by sitting in a group of senior technical staff
20	AMC shall opt for staff capacity development for research works or outsource them	Mr.Kinga to discuss	
21	Machines left un-supplied due to shortage of prime movers (engine & motor)	AMSC shall deliver engines and motors to all RAMCs in the first week of February, 2016	
22	Additional data required to be included in the presentation	AMSC	AMSC shall include the quantity in-stock, procured and delivered
23	Tally data and figures	Accounts, AMSC and RAMCs	
24	Revenue statement deposited by RAMCs	Accounts	
25	Region-wise spare parts sale excluding JNPGA for past 1 and half years	AMSC and M&E	

26	Carry out internal auditing in RAMCs	Regional managers	
27	Source out some ways to promote safe and quality machines, to be delivered to the farmers	IQCC	
28	Issue on Yanmar power tiller	IQCC to make technical presentation	
29	Scenario of Yanmar power tiller and MS 88 power tiller	IQCC to look at	
30	Training guidelines	AMTC to upload in the webpage and circulate to the Regional Managers	
31	Tool kit for extension officer	AMTC	Some extension officers complaining about no receipt of the tool kit
32	Training Data for gewog power tiller and issues faced	AMTC to submit to the PD	
33	Training certificate issued by MoLHR	AMTC to issue to the trainer	
35	Advanced Training for Gewog Extension Officers (GEOs) from 205 gewogs	AMTC should complete the training by the end of February	
36	Improper use of machines for hiring	All hiring co-ordinators to find out why some machines are overused and some underused.	
37	Power tillers not repaired for long period	All hiring co-ordinators to find out	
38	Machines' low efficiency	Regional Managers to make analysis	
39	Constraints of low hiring activities	NHC, RMs and Accounts to work on	
40	Sales and procurement report for RAMCs	All regional centers to submit in graph by the end of January,2016	
41	Lost or theft case in any sections or RAMCs	All sections and RAMCs	The report should be immediately informed to the management, and management will look for the replacement

Sl. #	Issues	Action	Remarks
		Regional	
	Only 10 dzongkhag progresses collected by NHC Incomplete data in the progress of Hiring	Regional Managers to submit the progress on gewog power tiller hiring	
	No deadline for the submission of report	All sections and RAMCs to submit the report on every 10 <sup>th</sup> day of the month	
	No standard format for compiling report	<b>Will discuss on 4<sup>th</sup> day of MTR meeting 15-16</b>	
	No submission by the in-charges	Act as per the BCSR	
	HRD needed	Management need to do the HRD analysis	

Day 2 (20th January, 2016)

Sl. #	Issues	Resolution/Action	Remarks
1	Computers replacement and new purchase.	<p>All requirements will be solved.</p> <p>12 adaptor cables for connection of projector to be purchased and provided.</p> <p>Battery and charger to be purchased.</p> <p>Submit requisition to lobzang and will purchase based on the requirement.</p> <p>4 printers to be purchased. Samtenling, Khangma, Bondey and ADM</p> <p>1 projector to be purchased for Samtenling.</p> <p>Anything to be repaired at RAMC, try to repair by respective RCs. If it cannot be repaired, surrender to ADM for repair with official letter.</p> <p>RAMCs are requested to use old Ups for voltage regulator. If it is not sufficient, install voltage regulator.</p> <p>Anything to be replaced due to carelessness, it will be verified and replaced based on the facts analyzed.</p>	<p>Listed all the requirement as following</p> <p>AMDC-2 desktop</p> <p>RAMC, Samtenling-2 (1 laptop and 1 desktop)</p> <p>RAMC, Paro-2 (1 laptop and 1 desktop)</p> <p>IQCC-1 desktop</p> <p>RAMC Khangma-2 (1 laptop and 1 desktop)</p> <p>AMTC-1-new desktop and 4 old desktop to be surrendered to ADM</p> <p>AMSC-Mr.Tenzin's desktop to be handed over to Mr.Karma Wangchuk, and old desktop to be surrendered</p> <p>Accounts-1 (1 laptop)</p> <p>ADM-0</p> <p>RAMC, Bajo-0</p> <p>Photocopying machine and scanner for AMSC (Scanner to</p>

		Photocopy machine will be procured.	be taken from PD)
2	Transit camp improvement needed	Bajo- will be provided Nu. 50000. Improve facility such as bed, toilet and kitchen. Training Centre-requirement will be carried out as and when required. Common furniture such as folding chairs and tables	Finance and ADM to explore  ADM
3	TADA, mileage, potter pony	"O- Level" employees are not eligible for mileage. Management will further discuss with higher authority and study case by case.	
4	Electrification of main store building	Not considered	AMSC
5	Repair and maintenance for ceiling of AMSC office	AMSC to do within one week. M&E to monitor. If not done, accountability to be fixed	AMSC
6	White washing of AMSC office and main store	Complete within Feburay 2016	
7	Furniture for Ms. Tshering Lhamo	Discuss with accounts and purchase	
8	Portable furniture for RAMCs	Minimum to be explored	
9	In-charges and staff's interaction	M & E to follow up	Every sections including RAMCs to conduct meeting with the staffs (once a week)
10	Furniture, shelf, file rack and other office equipments to be checked	M&E to check and find out the underutilized furniture, and re-allocate based on the needs	
11	Resignation of Security Guard, RAMC Samtenling	Clear his advance dues and process	
12	Surrendering of unusable office furniture and papers	Clear out everything and surrender on regulr basis.	
13	Rates for repairing work to be revisited	RAMC to work out the repairing rate and items to be included and submit to management.	
14	Rice mill set in Chimipang project	Ask Dophu to submit in writing to AMC to take further action from AMC	
15	HRD requirement	Sections must support each other to	

	within the sections	provide staff as and when necessary. HRD requirements for AMTC and IQCC will be handled by management, case by case	
16	Improper utilization of resources	Regional centers to utilize all the resources properly	
17	Grinding stone issues	IQCC to look after and suggest the storage for it and recommend the Management	
18	Insufficient spare parts in the Regional center (Khangma)	RAMC khangma to segregate the list of spare parts and submit	
19	Catalogue for 34Hp Kubota tractor	AMSC to follow up	Ask RAMC, Bhur
20	Information about the officiating Programme Director	ADM to inform all the sections and Regional Managers	
21	Mr. Oishi given a presentation on Farm Mechanization in Bhutan and Sri Lanka	No comments	
22	Sandip Raj Gurung, made presentation on Farm Mechanization Training Centre	No comments	
23	General Government Hiring in Bhutan	Mr.Leki	Revise and modify presentation with proper information
24	Questionnaire on Hiring Services based on the private hiring system	Mr.Kinzang	PD instructed to come up with few presentations on private hiring system in Bhutan
25	Sonam Pelden, Research sector of AMC	What are the research being done, how and what are the challenges to be mentioned.	
26	Ugyen Dorji given presentation on Indonesia program	All team members must submit their report the next day after their return to Country.	
27	All the staff going to Indonesia and Sri lanka shall perform their own role individually	If failed, management will deal with it very seriously	

Day 3 (21st January, 2016)

### **Technical Presentation**

<b>Sl. No.</b>	<b>Topic</b>	<b>Actions/Resolutions</b>	<b>Remarks</b>
1	Inception and problems of Yanmer Power tiller (Sangay Lhendup & Jigme)	Need to collect technical data and analysis accordingly Update the databases on problem associated with each PT Need to get the field data and present on MS PT Need to document for all Geog PT by RAMC	IQCC to collect the data from other section IQCC IQCC Regional to submit to IQCC
2	Performance test for Vijay Reaper (Sangay Choden & Chimi Dema)	Two bracket need to be modified Comparative study with other reapers	To pass through IQCC IQCC
3	Comprehensive cost of cultivation of Paddy (Kinga Norbu)	Need to analysis the Paro and Punakha data Labour input on Irrigation need to be included	
4	Crop technology (Ugyen Dorji )	Document the traditional method of crops technology	RAMC and share with AMDC
5	Slope maneuverability test (Lhakpa Dorji)	Topic need to be specific Review of literature needed Need to continue the study	Researchers
6	The study of Sustainability of Hiring Service of PT (GCBS)	Overhead cost need to included Need more data	GCBS student
7	Study on Sprinkler Design (Dema Tshering)	Way for forward should be clear More technical & traditional data is required Need to look for low cost and more water saving sprinklers	
8	Cam mechanism for pounding of corn & Rice (Jom Norbu)	Spring specification should be specification Need to get data for rice pounding Need to specify the confidence level Market survey	
9	Modification and rectification of plough (Zangmo)	<ul style="list-style-type: none"> <li>○ Need to looked in to mass production, production cost and process</li> <li>○ Parts interchangeability</li> </ul>	
10	Potato Digger	Discussion needed	

	mechanism (Chencho Tshering)		
11	Cheese compaction machine (kharka)	Time and abbreviation Background study Mechanism	
12	Hedge cutter (Kinley T)	Background Concept More study on terrain areas	
13	Cardamom dryer (Sonam Peldon)	Need to look in to market on colour	