

Government of Himachal Pradesh  
Department of Agriculture

No.Agr.A(4)1/2007-VI Dated Shimla-2

26/11/2011

**NOTIFICATION**

In exercise of the powers vested under Section-3 of the H.P. Public Services Guarantee Act, 2011, the Governor, Himachal Pradesh is pleased to notify following service and its designated officers, 1<sup>st</sup> & 2<sup>nd</sup> Appellate authority and the stipulated time limit for the purpose of the Act ibid:

S.No	Name of service	Accepting authority for application	Designation of Designated officer	Time limit for providing services	Designation of Appellate Authority	
					Ist	IInd
1	Soil Testing (Sample)	ADO/AEO of Soil Testing Lab of the area concerned.	Soil Testing Officer	60 days after receipt of sample in the Office of Designated officer	Deputy Director of Agriculture (concerned District) and District Agriculture Officers for District Kinnaur and Lahaul & Spiti.	State Information Commission, Himachal Pradesh.

By Order

Addl. Chief Secretary(Agr.)to the  
Government of Himachal Pradesh.


No. Agr. A(4)1/2007-VI Dated Shimla-2,

26/11/11

2011

Copy is forwarded to the following for information and necessary action:-

1. Secretary, State Information Commission, H.P., Shimla-2
2. All Deputy Commissioners, H.P.
3. Pr. Secretary(AR)to the Govt. of H.P., Shimla-2
4. Director of Agriculture, Himachal Pradesh, Shimla-5 alongwith "application cum-receipt form" for required distribution and pasting in offices. He is also requested to make it ensure that the staff at cutting edge level is aware of their role for timely delivery of services and time line prescribed.
5. All Addl./Joint/ Deputy Directors of Agriculture/ Distt. Agriculture Officers, H.P.
6. The Controller, Printing & Stationery Department, H.P., Shimla-5 for publication in Govt. Gazette of H.P. .

  
Deputy Secretary(Agr.)to the  
Govt. of Himachal Pradesh.

## कृषकों द्वारा मृदा परीक्षण हेतु आवेदन

किसान का नाम-----पुत्र/पुत्री-----गाँव-----  
डाकघर----- विकास खण्ड-----जिला-----

- 1 मैंने अपने खेत (लोकल नाम) एवं खसरा न०----- से मिट्टी का नमूना ----- तारीख को लिया है तथा मेरा/मेरे खेत समतल/दलानदार/सीदीनुमा है।
- 2 मेरी कृषि योग्य भूमि सिंचित/असिंचित है यदि सिंचित हो तो पानी का स्रोत कूहल/नलकूप/कुआँ है।
- 3 मैंने पिछले सीजन (खरीफ/रबी) में -----फसल बोई थी तथा -----किचंटल गोबर की खाद / वर्मी कम्पोस्ट डाली थी तथा-----किलोग्राम रासायनिक खादों जैसे 12:32:16 / 15:15:15/यूरिया / कैन /सिंगल सुपर फास्फेट (अलग-अलग ब्यौरा दें) का प्रयोग किया था।

आवेदक का नाम एवं हस्ताक्षर

प्रयोगशाला में मिट्टी का नमूना  
प्राप्त करने वाले विभाग के कर्मचारी/  
अधिकारी का पदनाम व हस्ताक्षर

(किसान से प्राप्त मिट्टी का नमूना दिनांक ----- को प्राप्त हुआ तथा इसका इन्द्राज क्रम संख्या ----- पर किया गया है)

### आवश्यक सूचना :-

- 1 यदि मृदा परीक्षण की रिपोर्ट 60 दिन के भीतर प्राप्त न हो उस दशा में किसान जिला के उप कृषि निदेशक के पास अपील कर सकता है।
- 2 यदि एक से अधिक मिट्टी के नमूने परीक्षण हेतु दिये गये हों उस दशा में हर नमूने का अलग नम्बर होगा।
- 3 आवेदन की दो प्रतियाँ मिट्टी के नमूने के साथ देनी होगी तथा एक प्रति नमूने का इन्द्राज करने के बाद किसान को दी जाएगी।

मृदा परीक्षण प्रयोगशाला  
जिला -----

Government of Himachal Pradesh  
Department of Agriculture

No.Agr.A(4)/2007-VI

Dated Shimla-2

2-5-

NOTIFICATION

In pursuance of the Department of Information Technology Notification No. DIT-F(5)/2008-880 dated 21<sup>st</sup> May, 2010, the Governor, Himachal Pradesh is pleased to order that the "Soil Testing" declared public service under Section-3 of the H.P. Public Services Guarantee Act, 2011 vide notification of even number dated 26.11.2011, would be delivered to the citizens through State Portal (<http://eserviceshp.gov.in>) and State Service Delivery Gateway (SSDG). The detailed procedure to be followed for delivering the service would be as per Annexure-A.

By Order


Addl. Chief Secretary(Agr.) to the  
Government of Himachal Pradesh.

Endst. No. As above Dated Shimla-2,

Copy to the following for information and necessary action:

1. All Administrative Secretaries to the Govt. of H.P.
2. Pr. Secretary to the Chief Minister, H.P., Shimla-2
3. Secretary, State Information Commission, H.P., Shimla-2
4. All Heads of Departments in H.P.
5. All Deputy Commissioners, H.P.
6. Director of Agriculture, Himachal Pradesh, Shimla-5.
7. All Addl./Joint/ Deputy Directors of Agriculture, H.P.
8. The Controller, Printing & Stationery Department, H.P., Shimla-5 for publication in Govt. Gazette of H.P.

2-5-2012

  
Under Secretary(Agr.) to the  
Govt. of Himachal Pradesh.



Ann-A

## Department of Agriculture

### Application for Soil Testing

[Acts and Rules](#)

[Department Website](#)

Published on: <dd-mm-yyyy>

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#### Service Description:

Himachal Pradesh is predominantly an agricultural state where agriculture provides direct employment to about 71% of the total population. The agriculture sector contributes nearly 30% of the total state domestic product. The Department of Agriculture is dedicated to serve the farming community by implementing various Development programs and disseminating the relevant technology to increase productivity, production and profitability of field crops. The natural endowments like soil, land, water etc are being harnessed in such a way that cherished goals of ecological sustainability, economic upliftment of farming community are achieved. About 18-20% area is irrigated and rest is rain fed.

Department has 11 Soil Testing Labs(Static) besides 4 Mobile Soil Testing Labs to provide free soil testing facilities to the farmers. About 100000 No's sample are analyzed annually. To obtain a soil health card the applicant submits a soil sample to the Soil Testing Office. The sample is forwarded to Soil Testing Lab. Lab conducts various tests and provides the soil health card.

#### Competent Soil Testing Officer to issue the pass:

The Soil Testing Officer shall be the competent authorities to provide application.

Application/Declaration: The applicant, who wants to apply for Soil Testing, shall apply to the Reporting Officer using the prescribed forms available on the e-Services Portal for the Application for soil testing..



Verification of application/ declaration: The applicant shall submit the application form duly filled-in and verified. He shall state true facts in the application.

### How to apply:

- Open the e-Services Portal on the following URL <https://eserviceshp.gov.in>
- Login to the Portal with registered user id. Register yourself in case of first time usage.
- Select Agriculture Welfare Department.
- List of all services under the department will be displayed.
- Select Application for Soil Testing and click on the Action link, which will navigate to Action Page.
- The Action Page contains the links to different methods for accessing & submitting the Application: (a) Submit Online, (b) Print Form, (c) Download Form and (d) Upload form
  - **Submit Online:** The application can be submitted in an online mode by choosing this option. User should fill necessary information on the application form and submit for processing. Details on what to fill in each field are provided to assist the user in filling the application. This can be accessed from the Help link displayed on the Menu bar.
  - **Print Form:** A printable version (PDF) of the Application form can be downloaded using this option. This serves as the template of the form which can be printed and submitted manually if required at the department. The downloaded PDF file can be opened with Adobe Acrobat Reader.
  - **Download Form:** An offline version of the Application form can be downloaded using this link. The downloaded form can be filled with the help of an Offline client, without a need for Internet connection. The offline form is secured and can be used only with the Offline client provided on eServices portal. Offline client can be downloaded from the portal from [Downloads](#) section.
  - **Upload Form:** The offline version of the application form downloaded and filled through the offline client can be uploaded & submitted for processing using this option. Once uploaded, the attachments required for the service will need to be uploaded. The portal will accept only a valid file that was filled using the Offline Client.
- The Status of submitted application can be tracked using the [My Services](#) link on the Portal.

*Note: You are advised to submit forms online for faster processing of the application.*

**Eligibility criterion:**

Not Required

**Supporting documents:**

Not Required

**Application Fee:**

No fee is charged to avail the service.

**Notifications:****Service delivery process:****Steps involved:**

**Step 1.** The applicant shall submit the application in prescribed format, along with necessary supporting documents/details using one of the available methods (if any).

**Step 2.** The application will be routed to the respective SMS (block).

**Step 3.** The Competent SMS, who receives the application for Soil Testing shall validate the application form.

- If the applicant's details are insufficient, the application will be rejected citing the reason. A notification on status change to 'Rejected' will be sent to the applicant.
- If satisfied with initial verification, updates the status to "Accepted". Notification on status change should be sent to applicant along with the date of visit of department for Soil Sample Submission.

**Step 4.** The SMS sends the AEO of the concerned circle to the farmer's field. AEO takes the sample and submits it to the SMS. SMS further submits the soil sample to Soil Testing Lab/Soil Testing Officer.

**Step 5.** Soil Testing Officer receives the soil sample and forwards it to Soil Testing Lab Officer and updates the status on the portal.

**Step 6.** Soil Testing Lab Officer conducts various tests on the soil sample.

**Step 7.** Soil Testing Lab Officer prepares a soil report/soil health card and forwards it to Soil testing officer.

**Step 8.** Soil testing officer signs the report, uploads scanned copy, provide comments. On process completion updates the Application status as 'Completed'.

**Step 9.** The applicant will be notified about the completion status along with the Product ID of the Online Certificate, which can be downloaded from e-Product module of the Portal.

