

STATE INSTITUTE FOR RURAL DEVELOPMENT,  
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*No.2829(82)/ SIRD, Dated, Bhubaneswar the 1st October, 2009.*

From

Sri Saroj Ku. Dash,  
Director I/c.

To

All District Partner NGOs. (except SWARDO(Khurda), ARUNA(Ganjam) and IIRD(Balasore)

Sub : PRI Capacity Building Training Programme of SIRD commencing from 07.10.2009 – regarding.

Ref : SIRD letter No. 2779 (80) dt. 25<sup>th</sup> September, 2009.

Sir,

This is regarding conduct of PRI Training of all targetted clientele of 3-tier PRIs under the Annual Action Plan of National Capacity Building Framework of Panchayati Raj Department commencing from 7<sup>th</sup> October, 2009. Kindly recall the discussion in the familiarization workshop during Sept. 22–24, 2009 held by concerned officials of SIRD regarding conduct of field training. Following action points may kindly be adhered to and attended for effective management of the training programme of your organization.

1. **Participants** – As regards to the nomination of the participants, you have been assigned with the Block and the participants to be invited for these 3-days training programme. The participants for these training programmes are Sarapanch, Naib-Sarapanch, Ward Members of Grampanchayat, PS members of concerned Panchayat, Zilla Parishad Member of the concerned Grampanchayat / Zone including Vice-Chairperson and Vice-President of the concerned Panchayat Samiti and Zilla Parishad respectively.

Your constant touch and follow up action with the District Panchayat Office and Block Office will ensure a good number of participation in the training programmes.

2. Training of aforesaid elected PRI members of the allotted Block is to be covered systematically by inviting target clientele in a vertical manner from 2-3 GPs in the concerned Block limiting the maximum number to 40 (forty) in all training programmes. All the Gram Panchayats in the allotted block are to be covered one by one during the training year i.e. from October, 2009 to September, 2010.

The nomination of the participants would be undertaken by District Panchayat Officer (DPO) of your district. You are requested to remain in constant touch with the DPO and Block level Nodal Officer for ensuring adequate number of participation in the training programmes.

As discussed, the first 2 days of the training programme would concentrate on Role and Rule Clarity. But on the 3<sup>rd</sup> day, the focus should be on management of Rural Development Programmes by PRIs. The Rural Development Programme should cover Schemes like NREGA, IAY, BRGF, GGY etc. The programme is being sent shortly. The Resource Person for the 3<sup>rd</sup> day of the training should be one among the officials i.e. Project Director / Addl. Project Director / Asst. Project Director, DRDA, District Panchayat Officer / Sub-Divisional Panchayat Officer / BDO / ABDO, GPE / PA / SEO.

3. **Reporting** : As regards to the reporting of the programme, the enclosed formats be filled in properly and submitted to the District Panchayat Officer duly attested by the Block level Nodal Officer (BDO / ABDO / Eos). A copy of the report should be sent to SIRD on the next day after completion of the training programme.
4. Utmost care should be taken to ensure adequate logistic facilities like Training Hall, Lodging, Clean Bath & Toilets, Safe Drinking Water for a healthy environment for smooth conduct of the training programmes.

5. You are requested to contact the trainers out of the pool of trainers allotted to your organization by e-mail / post mail / sms / over telephone well in advance so that the concerned trainer to grace your programme as Resource Person with all preparedness. The fifth ranked trainer in the pool allotted to you is the SLT and the remaining five are DLTs. While inviting the trainers as ear-marked to your organization, please ensure that each trainer get the opportunity to act as Resource Person for the 1<sup>st</sup> two days during the training programme alternatively on rotation. After the completion of each training, the list of trainers engaged by you are to be intimated to SIRD positively i.e. in the very next day of training programme.  
In case of non-availability/last minute denial of the assignment by the earmarked trainer should also be intimated to SIRD for needful action and records.
6. With regard to the fund management of the training programme, kindly go through the financial guideline issued by SIRD during the familiarization workshop thoroughly.
7. The financial guideline, formats(Registration Sheet, Monitoring Format, DPNGO Report), Blocks assigned are assigned herewith for your kind information and necessary action.
8. The DPNGO list which is enclosed herewith will enlighten you regarding the block assigned to your organization and calendar of programmes as given below be taken care of for conduct of the programme as scheduled.

Month/Year	1 <sup>st</sup> Batch	2 <sup>nd</sup> Batch	3 <sup>rd</sup> Batch	4 <sup>th</sup> Batch
Oct., 2009	07.10.09– 09.10.09	22.10.09– 24.10.09	28.10.09 – 30.10.09	-
Nov., 2009	09.11.09–11.11.09	17.11.09 – 19.11.09	25.11.09 – 27.11.09	-
Dec., 2009	02.12.09–04.12.09	08.12.09 – 10.12.09	16.12.09 – 18.12.09	28.12.09–30.12.09

Lastly, you are requested to extend your utmost care and efforts for making the training programme a success.

Yours faithfully,  
Director I/c.