

STATE INSTITUTE FOR RURAL DEVELOPMENT,

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No. 215 /SIRD, Dated, Bhubaneswar the 29th January, 2010.

From

S K Lohani, IAS,
Director, Special Projects-cum-Director, SIRD.

To

All District Partner NGOs
(except RDC, SETU and WORD)

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

Dear All,

Greetings from SIRD.

At the outset I extend my gratitude for the successful completion of the first phase of the Field level training programme under NCBF Annual Action plan. This is regarding conduct of PRI Training of all targeted clientele of 3-tier PRIs under the Annual Action Plan of National Capacity Building Framework of Panchayati Raj Department commencing from January 2010 onwards. Though all DPNGOs are well aware about the modalities of the training programme regarding assignment of the block, No. of participants, distribution of the training kits, fund management, logistics arrangement, engagement of the trainers and subsequently reporting of the training programmes.

Still few action points need to be taken into consideration after the discussions that were carried out in the Review of Performance workshop during Jan 13-15, 2010, held by the 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 programmes of your organization.

1. You all are well aware that you would be assigned with a Block and the participants has to be invited for the 3-days training programme. The no. of participants for each training programme should not be more than 45 members except for few cases wherein one or two members more would cover the whole GP. 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.

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Moreover 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. 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.

2. 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. Day-wise attendance sheet need to be signed by the trainers engaged for the programme.
3. Utmost care should be taken to ensure adequate logistic facilities like Training Hall, Lodging, Clean Bath & Toilets and Safe Drinking Water for a healthy environment for smooth conduct of the training programmes.
4. 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 1st 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 in writing for needful action and records.
5. With regard to the fund management of the training programme, kindly submit the Utilization Certificate and the Statement of Expenditure in the format that would be shared by SIRD accompanied by vouchers to the District Panchayat Officers.
6. **Further one time TA (fixed) settlement i.e., Rs 50 per participant per programme should be settled at your level through duly signed voucher payment. This payment is to be met out of training fund and be paid on the 3rd of the training programme .** Accordingly the paid vouchers may be submitted to DPOs for reimbursement of the same. No deferred payment to participant on this account will be entertained and failure to so will be viewed seriously.

It is further pertinent to mention that the unit cost per participant per day is being enhanced from Rs 325 to Rs350 for the programmes commencing from 2nd phase of field level training programmes.

7. It is also important to mention that the Resource Persons' engaged for first 2 days of training programme out of SIRD empanelled trainers honorarium is being enhanced from Rs. 750/- to Rs. 1000/- per day. Accordingly, the fund is being placed with the DPOs. The detailed budget unit wise is enclosed herewith for your reference and needful action.

8. Further, DPNGOs are being requested to visit SIRD on 5th February, 2010 from 11.00 A.M. onwards to pick up Resource materials for second rounds of training programmes commencing from 9th February, 2010. The calendar of programme as given below is for your kind reference and accordingly the training programmes be held without fail in coordination with all concerned as discussed during the Review Meeting held at SIRD during January 13-15, 2010.

| Sl. | Duration |
|-----|------------------------|
| 1. | February 09 - 11, 2010 |
| 2. | February 17 - 19, 2010 |
| 3. | February 23 - 25, 2010 |
| 4. | March 04 - 06, 2010 |
| 5. | March 23 - 25, 2010 |

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

Yours faithfully,

Sd/
Director

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Copy to District Panchayat Officers of all districts for information and needful action. They are advised to go ahead with the organization of training programmes with effect from 9th February, 2010. Further, DPOs are requested to take up needful coordination with Project Director, District Rural Development Agency / Block Development Officers for deployment of Trainers / Resource Persons from Govt. officials for the third day of the training programme and also for adequate participation of the trainees in the programme.

Sd/
Director

