

3. TRAINING

3.10 Revision of Training Schedule to directly recruited Assistant Directors (Trainees) - Guidelines for compulsory training for all officers

Rural Development (E1) Department

G.O. (Ms) No. 159

Dated: 14.10.2004

Read:

- 1) G.O. (2D) No. 89, Rural Development Department, dated 26.3.99
- 2) G.O. (D) No. 26, Rural Development Department, dated 23.1.02
- 3) G.O. (D) No. 113, Rural Development Department, dated 6.3.2003
- 4) From the Commissioner of Rural Development (Training) letter No. 35206/2003/Trg.1, dated 15.7.2003
- 5) From the Director of Rural Development letter No. 61919/2003/Trg.1, dated 27.12.2003
- 6) From the Commissioner of Rural Development (Training) letter No. 35206/2003/Trg.1, dated 14.6.2004

ORDER

At present, the directly recruited Assistant Directors of Rural Development are given 54 weeks training before they are posted. The Commissioner of Rural Development (Training) has submitted proposals for revision of the training programme and also for regular compulsory training for all officers for a period not less than 1-2 weeks every 3 years to the Government for approval.

2. The government have examined the above proposal of the Commissioner of Rural Development (Training) and direct that the directly recruited Assistant Directors shall be given 57 1/2 weeks training as set out in the Annexure-I to this order.

3. The Government place on record the details /stipulations as in the Annexure-II to this order for compliance/guidance in connection with the training programme.

4. The Government approve in principle the guidelines for regular compulsory training for all officers mentioned in Annexure III to this order. The Commissioner of Rural Development (Training) is requested to send specific proposal to the Government for their approval.

5. The Government also direct that the Director of Anna Institute of Management shall be consulted on syllabus in connection with Training Programame.

6. The Government also direct that the Commissioner of Rural Development (Training) shall monitor the training programme. She shall consult the Director of Rural Development wherever necessary.

7. This order issues with the concurrence of Finance Department vide its U.O.No.22809 Rural Development department dated 24.6.2004.

(By order of the Governor)

SANTHA SHEELA NAIR
SECRETARY TO GOVERNMENT

Annexure I
**TRAINING PLAN FOR DIRECTLY RECRUITED ASSISTANT DIRECTORS (TRAINEES)
RURAL DEVELOPMENT**

Sl. No.	Item of training	Duration (in weeks)
I	Institutional Training- Phase I	9½
1	Foundational Course at SIRD	4
2	Training at Anna Institute of Management, Chennai	5 ½
II	NGO attachment	4
III	District Training	32½
1.	Training with Collector, PA (PD), PO (DRDA), PA (NMP), PA (SS),AD (Pt) and AD (Audit)	1
2.	Training in Panchayat Union	10
	i Training with E.O.(P)	2
	ii Training with E.O. (Admin)	½
	iii Training with E.O.(RLEGP)/ Manager (Schemes)	1
	iv Training with E.O.(NMP)	½
	v Training with E.O.(MS)	½
	vi Training with E.O.(SS)	½
	vii Training with all sections of the Panchayat Union	2 days
	viii Training with Deputy B.D.O.	1
	ix Training with ABDO	2
	x Training with BDO	2
3	Training in Engineering	3
	i Training with R.I.	1
	ii Training with Overseer	
	iii Training with Union Engineer	1
	iv Training with A.E.E. (RD)	½
	v Training with E.E.(RD)	½
4	Training in District Rural Development Agency	3½
	i Training with Project Officer	2
	ii Training with A.P.O. (A)	1½
	iii Training with A.P.O. (EAS)	
	iv Training with A.P.O. (R)	
	v Training with A.P.O. (M)	
	vi Training with A.P.O. (DWCRA)	
5	Training with P.O.(M.T.)	
6	Training in Collectorate	6
	i Training with A.D.(Panchayat)	2
	ii Training with A.D.(Audit)	1
	iii Training with Collector	3
7	Training with Banks	2
	i Training with Lead Bank	1
	ii Training with Commercial Bank	1 day
	iii Training with Cooperative Bank	2 days
	iv Training with NABARD	3 days
8	Training with A.D.(L.F Audit)	½
9	Training with State Institute of Rural Development	1
10	Training with Highways & Rural Roads	½
11	Training with State Institute of Rural Development (WRO)	½
12	Training with State Institute of Rural Development (Buildings)	½
13	Training with TNEB	½
14	Training with D.E.(Rural Roads)	½
15	Training with NIC	½
16	Training with Forests	2 days

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18
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VI
VII
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Annexure-II**1. The Foundational Course at SIRD**

- (1) This course shall cover subjects viz.
 - (1) understanding poverty in rural areas
 - (2) current trends in rural development
 - (3) Panchayat Administration
 - (4) Development Administration
 - (5) Schemes
 - (6) Works and inspections, etc.
- (2) The actual subjects and plan for the 4 weeks is a matter of detail which shall be worked out by a Committee/Group consisting of the following:-
 - (1) Director of Rural Development
 - (2) Director of Rural Development Training
 - (3) 2 persons from State Institute of Rural Development
 - (4) 1 person from joint Director cadre identified by Director of Rural Development
 - (5) 1 person from joint Director cadre identified by Director of Rural Development Training.
- (3) The State Institute of Rural Development shall give assignments to the Assistant Director trainees, for them to do during their district training. These assignments shall include 'visit and study of panchayats that have success stories to tell, that are mediocre and can improve, and that are having poor performance including malpractices ' The same committee /group shall also work out the assignments to be given. Subsequently, this shall be left to State Institute of Rural Development to make changes with changes in Rural Development Schemes, approach, etc.

2. Training at Anna Institute of Management

The training in Anna Institute of Management shall cover revenue related matters of relevance to rural development in the additional ½ week. Some of these are an overview of revenue department organisation structure, role of revenue department in district; link between revenue and rural development, revenue records with panchayats, etc.

Syllabus for training in Anna Institute of Management shall be worked out between Civil Services Training institute, Anna institute of Management and State Institute of Rural Development. This shall be done by the Committee/ Group including a senior faculty from Civil Services Training Institute and from Anna institute of Management also. The Director, Anna Institute of Management shall always be consulted before a decision is taken on syllabus .

3. NGO Attachment

NGO attachment shall include actual working as an NGO functionary in the rural areas, while also understanding the role of NGO in Rural Development, etc. 2 weeks attachment with an NGO whose main focus is women's empowerment, and 2 weeks attachment with an NGO working on overall village development with special focus on water security/watershed. This again shall be with guidance and assignment from State Institute of Rural Development. The NGO's shall be identified by the Committee/Group. State Institute of Rural Development to tie up with the NGO's of this State or other States.

4. District Training

- (1) The Training with the Collector and other development officers shall be for only 1 week in the first instance, which is basically to report to the Collector, meet the

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Personal Assistant (Panchayat Development), Project Officer, District Rural Development Agency, Personal Assistant(NMP), etc. and familiarise oneself with the organisational set up and general working in Collectorate, District Rural Development Agency respective offices and to receive the Panchayat Union attachment orders.

- (2) The training with Extension Officer(Pts) shall include visits to and study of Panchayats that have success stories, that are mediocre and that which are in bad shape. These visits shall be for at least 2-3 days per panchayat. During this period the trainee shall be attached to a Panchayat President to understand the work of a Panchayat President. This shall correlate with the assignment from State Institute of Rural Development. The trainee is also to be with the Extension Officer(P) through the rest of the time to understand the work of Extension Officer(P).
- (3) The training with lead bank shall also include field visit with the banker for loan appraisal, recovery, etc., work that the banker has on the Rural Development schemes routed through bank, as well as other schemes of bank related to rural development (eg. NABARD's Schemes).

5. Institution Training Phase II

The mid-training course at State Institute of Rural Development is to do the following:

- (i) Review the district training learning
- (ii) Assignments presentation and
- (iii) Inputs from various departments on what they do and their relationship/role specifically in relation to Rural Development Department through classroom sessions through faculty/guest lecturers from departments concerned.