

### 3. TRAINING

#### 3.13 Integrated training for 30 days to all Extension Officers other than Extension Officer (Panchayats) in 5 RETCs

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Rural Development (E.V) Department

G.O. (Ms) No. 198

Dated : 13.3.1990

Read :

From the Director of Rural Development, Madras Ir.Roc.No. 31656/90/35-A  
Dated 26.2.1990

#### ORDER

The Government are implementing various Rural Development Programmes and Poverty alleviation programmes such Integrated Rural Development programme and Jawahar Velai Vaippu Thittam etc., through the Blocks. It is imperative that the Block Level functionaries are effectively trained for the implementation of these programmes. Further under the Single Service Rules, for appointment to the post of Deputy Block Development Officer, a person should have worked as Extension Officer (Panchayats) , Extension Officer (Social Education and Public Relation) and Extension Officer (Administration) for a period of not less than one year in each post. Orders are being issued separately for conducting one month training exclusively for Extension Officer (Panchayats). In the letter cited, the Director of Rural Development has submitted proposals for an integrated training for period for one month for the remaining Extension Officers mentioned below covering the duties and responsibilities of these Extension Officers.

- |      |                    |   |
|------|--------------------|---|
| i)   | Extension Officers | (Social Education and Public Relation)          |
| ii)  | Extension Officers | (Adi-Dravidar Welfare )                         |
| iii) | Extension Officers | (Social Forestry)                               |
| iv)  | Extension Officers | (Administration)                                |
| v)   | Extension Officers | (Noon Meal Programme)                           |
| vi)  | Extension Officers | (Rural Landless Employment Guarantee Programme) |

2 After careful consideration, the Government approve the course outline and the syllabus for the training of the Extension Officers other than the Extension Officer (Panchayats) sent by the Director of Rural Development with the letter read above. The training will be conducted in the five Rural Extension Training Centres in batches.

3. The Director of Rural Development is requested to issue suitable instructions to the Rural Extension Training Centres for organising this training after completion of the training for the Extension Officer (Panchayats).

4. The Collectors are requested to depute the Extension Officers in batches and render necessary assistance for their effective training. It may be emphasised that Government consider this training as an integral and important pre-requisite for effective discharge of the duties and responsibilities of these posts and therefore attaches great importance to their training programme.

(By order of the Governor)

**S. NARAYAN**  
SECRETARY TO GOVERNMENT

**TRAINING COURSES FOR EXTENSION OFFICERS  
COURSE OUTLINE ABSTRACT**

Sl.No.	Subject	Hours
1.	Constitution of India	
2.	Extension and Community Development	4
3.	Planning with special reference to Rural Development	2
4.	Panchayat Raj Administration	15
5.	Poverty Alleviation Programme	15
6.	Social Forestry	3
7.	Agriculture including Sericulture	3
8.	Animal Husbandry	3
9.	Co-operation and Banking	3
10.	Nutritious Noon Meal Programme	3
11.	Biogas, Chulhas, Non-Conventional Energy , Solar Energy, Tidal Energy, Wind Mill	4
12.	Small Savings Population Education	4
13.	Adi-Dravida and Tribal Welfare	4
14.	Education, Special and Non-formal Education	2
15.	Social Welfare Schemes and Woman and Children Welfare	4
16.	Rural Industries	2
17.	Rural Health and Rural Sanitation	2
18.	Environment, Conservation including pollution control	2
19.	Rural Housing, THADCO and Group Housing	3
20.	Rural Water Supply – Including Maintenance of Hand Pumps and Power Pumps	3
21.	Rural Communication Programme	2
22.	Maintenance of street lights	2
23.	Revenue Accounts including Land & Survey records	2
24.	Organisation behaviour and human relations	2
25.	Job Chart of various Extension Officers	2
26.	Office Administration	8
27.	Service Procedures	10
	State & Panchayat Union Services	

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28.	Accounts and Audit	20
	(i) State	
	(ii) Panchayat Union	
	(iii) Panchayat	
29.	Supervising and guiding Village level works	2
30.	Discussion, Evaluation and Examination	5
		<hr/>
		138
	Campus working hours	<hr/>
		138 Hours
		or
	i.e.	23 days
	Block Placement	
	(a) Office Placement	3 days
	Practical training in Village	4 days
		<hr/>
		30 effective days
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**MODEL SYLLABUS FOR THE TWO MONTHS TRAINING COURSE FOR THE MINISTERIAL STAFF**

<b>I. CONSTITUTION OF INDIA</b>	<b>HOURS</b>
1. Salient features of the Indian Constitution	} 3 Hours
2. Fundamental Rights and Duties	
3. Directive principles of State Policy	
4. Citizenship Rights and Privileges	
5. a) Public servants duties and responsibilities	
b) Privileges and safeguards for Public servants	
6. Amendment of the Constitution	
7. The limbs of Government	
8. Emergency provisions	
9. Allocation financial resource between Centre and State etc.,	
<b>II. EXTENSION AND COMMUNITY DEVELOPMENT</b>	<b>10 HOURS</b>
1. Historical perspective of community Development Programme	
2. What is Extension and its objectives	
3. Principles and philosophy of Extension	
4. Extension Methods	
5. Extension Teaching Process and Programme planning	
6. Administrative Co -ordination and Team work in Community Development	
7. Communication and Elements of Communication	
8. Social, Economic cultural factors in Extension	
9. AUDIO VISUAL AIDS	
a) Definition and various types of teaching aids charts, flannel graphs	
b) Preparation and presentation of Audio Visual aids	
c) Operating slide Projector camera and Epidiascope	
d) Operating Film Projector	
e) Recording	
f) Video Cassette Recorder	
<b>III. DEVELOPMENT</b>	<b>5 Hours</b>
1. Features of Indian Economy - The need for Planned Development	
2. Democracy and Planning	
3. Five Year Plans, their aims and objectives and achievements upto VII Five Year Plan.	

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4. Aims and objectives of VIII Five Year Plan
5. Development in the fields of Agriculture Electricity, Industry, Science and Technology in India after independence

#### IV. PANCHAYAT RAJ ADMINISTRATION

45 Hours

1. Historical Perspective of Panchayat Raj and with reference to the History of Panchayat, in the Days of Chera, Chola and Pandya Kings
2. Local Boards Act – 1871 Local Board Act 1920
3. Tamil Nadu Panchayat Act 1950 – Article 40 of the Constitution of India about Community Development Programme
4. Balwant Roy Mehta Committee Report
5. Three tier system of Panchayat Raj 1958  
Panchayat Development Community Act
6. Preamble of the Tamil Nadu Panchayat Act 1958
7. Constitution and Reconstitution of Panchayats –  
Reservation of seats for SC/ST and Women –  
Bifurcation and Amalgamation of Panchayats
8. Constitution of various committees and their functions
9. Election procedure – Electoral Rolls preparation –  
conduct of elections
10. Conduct of various types of meetings procedure to be followed
11. a) Mandatory , Discretionary and Agency Functions of the Panchayat Unions  
b) Functions of Group Executive Officers
12. Vested properties – Regulated poramboke encroachment and evictions
13. No confidence motion and removal of office bearers
14. Dissolution and super -session of Panchayats and Panchayat Unions
15. Establishment – Regulation, appointment, punishment and appeal procedure
16. Receipt and expenditure of panchayats and Panchayat Unions – Mandatory taxes and development taxes
17. Remunerative Enterprises – D &C trades
18. Preparation of Panchayat and Panchayat Union Budget
19. Execution of works and supply of materials –  
Maintenance of registers connected with works programme
20. Village Panchayat Audit – issue of surcharge proceedings – settlement of audit objections in Panchayat and Panchayat Unions
21. Procedure for framing of Bye-laws
22. The scope of the Act that the framers had in mind

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#### V. AGRICULTURE

8 Hours

1. Role of Agriculture in national Economy and productive trends
2. Water management and irrigation sprinkler and drip irrigation
3. Soil- Manure and fertilizers
4. Agriculture Marketing Regulated Market Committee
5. Sericulture
6. Oil Seeds, Groundnut, Coconut, etc.,
7. Vegetable cultivation and kitchen gardening with emphasis of nutrition
8. Fruit cultivation involving DW CRA
9. Massive Agricultural production programme
10. Jeevandhara

#### VI. ANIMAL HUSBANDRY

5 Hours

1. Dairy Development and organization of Milk Producers Co-operatives
2. Care and management of Milch animals (IRDP)
3. Pisciculture

#### VII. COOPERATION AND BANKING

1. Organisation, registration and starting of co-operative Societies
2. a) Co-operative credit Institution Issue of S.T., M.T., & L.T., Loans and Integrated Rural Development Programme Loans  
b) Massive Agriculture production programme - lending by Co-operative Market
3. Various types of Co-operative stores/Societies objective and functions - Public distribution system-Village Programme
4. Role of Nationalised Bank and their contribution to the Rural Development

#### VIII. POVERTY ALLEVIATION PROGRAMME

30 Hours

- A. Integrated Rural Development Programme
  1. Objectives and strategy of Integrated Rural Development Programme poverty line and Target group
  2. Survey and identification
  3. Priorities for certain categories
  4. Task Force Committee
  5. Selection of activities for identified families and eligible activities under the programme
  6. Cluster approach and group activities
  7. Planning and Project formulation
  8. Preparation, processing, transmission and documentation of loan applications

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9. Co-ordination with Banks
  10. Procurement of assets-purchase committee branding and verification of Assets
  11. Insurance of Assets – Different types of Insurance and Group Life Insurance coverage
  12. Funding pattern and financial procedure
  13. Administrative pattern – State Level Committee and District Rural Development Agency – DCC Bankers meetings
  14. Public Participation Beneficiaries advisory committee at Village and Block level
  15. Follow up Monitoring Evaluation and Publicity – Vikas pathrika – Agreement deed
  16. Norms of lending – Unit cost – Repayment Schedule, Administration of subsidy, Loan Pass Books, credit and recovery camps
  17. Service area approach
- TRYSEM** 2 Hours
1. Objectives approach and strategy and list of suggestive trades
  2. Components of the Programme, Eligibility criteria
  3. Stipend, Honorarium organizational support and Backward and forward linkage
- DWCRA**
1. Objective, strategy and coverage
  2. Formation of groups, Income generating Activities and Registration
  3. Role of District Rural Development agency, involvement of Voluntary Agencies, Staffing pattern and funding
  4. Multipurpose Centre and Supportive Services
- JAWAHAR ROZGAR YOJANA** 15 Hours
1. Brief Account of earlier attempts to provide rural employment
  2. Objective, Target group, Safe guard for certain sections
  3. Allocation and earmarking of funds and food grains
  4. Suggestive works including Social Forestry, Indra Awaaz Yojana and Million Wells Scheme
  5. Standard and specification of works , Technical and Administrative sanctions wage and non -wage component and contributions
  6. Planning and Execution of works and Maintenance of Registers
  7. Participation of Voluntary Agencies
- RURAL SANITATION** 5 Hours
1. Central Rural Sanitation Programme
  2. Intensive Sanitation Programme

#### **SOCIAL FORESTRY**

- |      |  |          |
|------|--|----------|
| 1.   | Objective and allocation of funds  | 10 Hours |
|      | <b>GENERAL:</b>  |          |
| 1.   | Duties and responsibilities of Rural Welfare Officers                              | 6 Hours  |
| 2.   | Maintenance of Registers   | 5 Hours  |
| 3.   | Maintenance of Street lights – Radios and T.V.sets                                 | 3 Hours  |
|      | <b>OTHER PROGRAMMES:</b>   | 5 Hours  |
| a.   | TAMILNADU GOVERNMENT NUTRITIO US MEAL PROGRAMME<br>Implementation and its impact   |          |
| b.   | <b>TRIBAL, ADI DRAVIDAR AND BACKWARD CLASSES DEVELOPMENT SCHEME</b>                | 5 Hours  |
| 1.   | Tribal Development Schemes   |          |
| 2.   | Schemes for development of Adi -Dravidar and Backward classes and Funeral Rites    |          |
| 3.   | THADCO Schemes   |          |
| c.   | <b>SMALL SAVINGS</b>   | 2 Hours  |
| 1.   | Resource mobilization  |          |
| 2.   | Various schemes under small savings  |          |
| d.   | <b>POPULATION, EDUCATION AND FAMILY PLANNING</b>                                   | 3 Hours  |
| 1.   | Trends of population growth in India in work setting                               |          |
| 2.   | Various methods and techniques of Family Welfare schemes                           |          |
| i)   | Temporary  |          |
| ii)  | Semi-permanent   |          |
| iii) | Permanent  |          |
| e.   | <b>BIOGAS – NON CONVENTIONAL ENERGY PROGRAMME</b>                                  | 10 Hours |
| 1.   | Importance of Energy with Special reference to Biogas energy in India              |          |
| 2.   | Models in Biogas plants  |          |
| 3.   | Benefits of Biogas   |          |
| 4.   | Importance of Solar energy and wind energy , Solar cookers and heaters, wind mills |          |
| 5.   | Implementation of Chulha Programme   |          |
| f.   | <b>VILLAGE WORKS PROGRAMME</b>   | 5 Hours  |
| 1.   | Rural Water Supply (Maintenance of hand pumps & Power pumps)                       |          |
| 2.   | Erection of hand pumps and their maintenance/care takers                           |          |
| 3.   | Rural Roads and Drainage   |          |
| 4.   | School buildings   |          |



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	<b>WOMEN AND CHILDREN'S WELFARE AND SOCIAL WELFARE PROGRAMME</b>	5 Hours
1.	a. Various schemes of Social Welfare Department for the uplift of Women and Children and Physically Handicapped b. Various schemes of Social Welfare Board c. Various schemes of Women Development Corporation	
	<b>EDUCATION, SOCIAL EDUCATION AND NON - FORMAL EDUCATION</b>	5 Hours
1.	Aims and objectives of Social Education methodology	
2.	Role of Voluntary organizations & associate organization	
3.	Leadership development	
4.	Adult Education Programme, N.R.E.P. and its role in Rural Development	
5.	Youth Clubs & Mahalir Mandrams	
	<u>VILLAGE INDUSTRIES AND I.S.B.</u>	
1.	Role of State Khadi and Village Industries Board in encouraging the various village Industries - Role of Rural Welfare Officer carrying out the message of the Board to the people	7 Hours
	<u>SERVICE PROCEDURE</u>	
	GOVERNMENT SERVICE RULES - 10 Hours AND PANCHAYAT UNION SERVICE RULES - 20 Hours	30 Hours
1.	Conduct Rules	
2.	C.C.A. Rules Minor and Major punishment, Suspension, Procedure for imposing punishments, Appeals	
3.	General conditions of Service	
4.	Pay fixation	
5.	Increments	
6.	Additional Pay and Special Pay	
7.	Tamil Nadu Leave Rules and Leave -Salary Joining time	
8.	Pension Rules	
9.	General Rules for Madras State and Subordinate Service	
10.	A Brief Account of various special rules which cover different services	
11.	Preparation and maintenance of Service Registers	
12.	Vigilance Commission	
13.	Constitutional provisions relating to Public Services	
14.	Panchayat Election, Rules and Procedure	

**ACCOUNTS PROCEDURE  
Government + Panchayat Union  
10 Hours + 30 Hours**

**40 Hours**

1. Special Pay & Allowance
2. L.T.C.
3. Maintenance of Account in Panchayat Union and Audit
4. Work Account
5. Fundamental rules – Part I, II and III (Chapters IV and only in Part III), Annexure II to Part III, Annexure III to Part IV (Madras Leave Rules)
6. Madras Financial Code Vol.I Whole omitting Chapters VII, VIII, XI AND XIII: Appendices 7 and 15
7. Madras Financial Code Vol.II: Appendices 7 and 15
8. Preparation Budget – Panchayat Union -Preparation of monthly accounts and annual accounts – Maintenance of Subsidiary Registers – Deposits and advances L.F. Audit and Settlement of Objection – Works – Maintenance of Files and Registers – Scrutiny of Bills and M.Books.
9. Madras Treasury Code
10. Revenue of Panchayat and Panchayat Union
11. Madras Pension Code
12. Revenue Account including Survey and Land Records
13. General Provident Fund Rules Practical Sessions will cover the following items:
  - i) Preparation of pay bills of Gazetted Officers as well as Non-Gazetted Officers
  - ii) Preparation of T.A.Bills of Gazetted Officers as well as Non-Gazetted Officers
  - iii) Preparation of contingent bills
  - iv) Maintenance of Permanent advance and contingent registers
  - v) How to recoup the expenditure incurred
  - vi) Loans and Advances to Government Servants
  - vii) Preparation of Pension Papers
  - viii) Leave Accounts under Fundamental Rules and Madras Leave Rules
  - ix) Joining time calculations
  - x) Elements of the Data Processing Code

**WORK ACCOUNTS****20 Hours**

- 1) Measurement Books.

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- A) Roads-Base course Details –Different classification of Soils -Sand filling details -Gravelling detail metal sizes –Metalling Water bound macadam, Black topping etc.,
- B) Bridges and Culverts – Different types – Foundation details classification of soils –Masonry measurements – Concrete Measurement -Adequacy of Cements Calculation –Steel measurements – Adequacy of Stock working out Cement Rates and Steel Rates for record.
- 2) Housing, School buildings and Water Supply works – Elementary knowledge of Buildings and Water Supply Measurement of foundations –Masonry – Concrete Measurement of Pipeline – Well construction Deepening walls – Bore wells – Handpumps-Over head tanks – etc.,
- 3) Minor Irrigation Tanks -Ponds – Ponds Schemes – Execution – Measurement, etc.,
- 3) Works continued:
- 2) BILLS AND ACCOUNTS
  - 1. Recording measurement in M.Books
  - 2. Taking U.S.R., and making recoveries
  - 3. Running Accounts bills, Part Bills, Final Bills, F & F Bills and Recovery in Bills
  - 4. Writing of Cash Books, writing of cheques
  - 5. 7F Accounts , M.S. Accounts, Annual Verification of accounts, T & P. Register, "B" Form progress Report and F.N.P.R'S Engineers etc.,

#### OFFICE PROCEDURE

30 Hours

- I-IA. Action to be taken by the Trainees as Junior Assistant/Assistant from the time of receipt of an appointment, order application for transfer of Department –presentation of joining report – Drafting of joining reports cleanliness and neatness in appearance. Appearance before superiors – General defects in the above items with reported cases
- I-B. Common Defects with reference to cases occurred and how to guard against recurrence
- 2-A Organisation of Departments/Offices-Technical Branch and Administration Branch –Functions of Depts./Offices – Inter-Department-Relations
- B Common Defects with reference to cases occurred and how to guard against recurrence
- 3-A Office procedure -Manuals of Instructions - D.O.M. and other Departmental Manuals on Office procedure e.g. Fisheries Manual –Difference not much – all instructions aim at efficiency and quickness-Functions of different members of staff in the hierarchy – Work of Clerks
- B. Common defects with reference to cases occurred and how to guard against recurrence

- 4-A Office attendance -Personal cleanliness -cleanliness of tables and almirahs of individual clerks - Relationship with clerks - Last Grade servants Behaviour with superiors in Office -Avoidance of groupisms-Maintaining decency and decorum in Office premises -chewing and chatting inside office during office hours
- B Common defects with reference to cases occurred and how to guard against recurrence Organisation of an office in different sections - Section heads -Second level offices - Relationship against them
- 6-A Tapals and registration of currents -Duties of tapal clerks and subjects clerks -what papers are to be registered-Selection of title heads and subjects title heads authorized-How are papers not registered to be treated and disposed of -course of a paper from receipt to disposal-Accounting of tapals-Distribution Registers-Maintenance tapal distribution under Ellin Tonkin system
- B Common Defects with reference to cases occurred and how to guard against recurrence
- 7-A Confidential papers - How to Register and deal with them
- B. Common Defects with reference to cases occurred and how to guard against recurrence
- 8-A The importance of the personal Register - Maintenances of Personal Registers - Reminder diary
- B. Common Defects with reference to cases occurred and how to guard against recurrence
- 9-A Referencing-Arrangement of files - Noting and drafting points to be observed regarding the style in notes and drafts & practical exercises - when should a paper be referred for further information. Avoidance of unnecessary references to subordinates.
- B. Common Defects with reference to cases occurred and how to guard against recurrence
- 10-A Checks on delays and arrears -Importance of issue of Periodical reminders -Different kinds of reminder ordinary reminder-Exchange = reminder -Special Reminders-D.O. reminders-writing up arrears lists
- B. Common Defects with reference to cases occurred and how to guard against recurrence
- 11-A Various kinds of disposals -L.Dis., K.Dis., D.Dis, R.Dis., N.Dis., F.Dis., etc. , various kinds of drafts memorandum, proceedings letters etc.,
- B. Common Defects with reference to cases occurred and how to guard against recurrence
- 12-A Periodicals-Maintenance of periodicals registers - and their Check-Incoming and Outgoing periodicals - consolidated Periodical Register
- B. Common Defects with reference to cases occurred and how to guard against recurrence

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- 13-A Forms and Stationery -How to make indents for them and what registers are to be maintained for accounting for the forms and stationery property
- B. Common Defects with reference to cases occurred and how to guard against recurrence
- 14-A Records-when is a paper sent to record. How to get papers from the records, How long can a paper taken from the record be detained by the clerk - What steps are necessary to see that records taken over three months back are accounted for destruction of records-when are papers to be destroyed-Method of destruction -Precautions to be taken for the preservation of records against fire and insects -Fire extinguishers and how to use them. Fire drill
- B. Common Defects with reference to cases occurred and how to guard against recurrence
- 15-A Fair copying and Despatch - Maintenance of Fair Copy Register, Despatch Registers, Local Tapal, Delivery Book, Stamp Account Register , when are enclosures to be sent by registered post and parcel post - Postal tariff rates.
- B. Common Defects with reference to cases occurred and how to guard against recurrence
- 16-A Casual Leave Account - Maintenance of a register and its periodical check -when is casual leave to be granted Arrangements are to be made for the work of employees who are on casual leave
- B. Common Defects with reference to cases occurred and how to guard against recurrence
- 17-A Maintenance of various registers like -attendance register, call book, Copy Application Register Register of important references and D.O.reminders received from Head office
- B. Common Defects with reference to cases occurred and how to guard against recurrence
- 18-A Library
- B. Common Defects with reference to cases occurred and how to guard against recurrence
- 19-A How and when to guard Telephone in the office
- B. Common Defects with reference to cases occurred and how to guard against recurrence
- 20-A Office buildings and their conservancy-Watching of bulbs, fans and other fittings and furniture - Maintenance of furniture registers and their periodical check-when must furniture be condemned officers authorized to write off losses
- B. Common Defects with reference to cases occurred and how to guard against recurrence
- 21-A Miscellaneous - Steps on Petitions -Different rates of stamp duty levied on petition-How to punch the stamps on receipt - on sending them to record - what to do with insufficiently stamped papers

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B.	Common Defects with reference to cases occurred and how to guard against recurrence	
	Public Health	3 Hours
	Public Relations	10 Hours
1.	Elements of Group Dynamics	2 Hours
2.	Human relation in Public administration	3 Hours
3.	Man Management	3 Hours
4.	Material Management	2 Hours
	SELF EVALUATION	3 Hours
	Maintenance of Basic records – preparation of Action Plan - Calendar of operations, Targets and achievements ( for 3 years) Planning for the current year innovative implementation	
	Revenue accounts including Survey and Land Records Examination	3 Hours
	Examination	9 Hours
	Total	360 Hours