

Bharat Nirman Volunteers

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Strategy for organization of a village based cadre of volunteers to accelerate rural development and achieve the goals of inclusive development

1 Background

Ministry of Rural Development, Government of India is implementing wide ranging programmes for improving the quality of life in rural areas. During 2011-12 it has an outlay of over ₹ 87,800 crores as per details given below :-

Departmentwise Allocation

Department	Allocation
Department Of Rural Development	₹ 74,100
Department Of Drinking Water and Sanitation	₹ 11,000
Department of Land Resources	₹ 2700
Total	₹ 87,800

Schemewise Allocation

Program	Purpose	Purpose
Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA)	₹ 40,000 crores	For providing 100 days of wage employment to each rural household opting for it.
Pradhan Mantri Gram Sadak Yojana (PMGSY)	₹ 20,000 crores	For providing connectivity to eligible unconnected rural habitations through good all weather roads and their systematic upgradation

Indira Awas Yojana	₹ 10,000 crores	For providing assistance to rural BPL households for construction of houses and upgradation of kutcha houses under Indira Awas Yojana. 60% of the total allocation to BPL families of SCs/STs
National Rural Livelihood Mission(NRLM)/Swarna Jayanti Gram Swarozgar Yojana(SGSY)	₹ 2914 crores	For establishing micro enterprises in rural areas. At least 50% of the Swarozgaris will be SCs/STs. 40% women and 3 % disabled. It has been decided to restructure SGSY into National Rural Livelihood Mission.
National Rural Drinking Water Program(NRDWP)	₹ 9,350 crores	For supplementing States efforts to provide safe drinking water to all rural habitations.
Total Sanitation Campaign(TSC)	₹ 1650 crores	For Rural Sanitation.
Integrated Watershed Management Program(IWMP)	₹ 2549 crores	For integrated watershed management program.

In addition, Central and State Governments together annually spend about ₹ 8,00,000 crores on various welfare and development programmes. The success of the programmes critically hinges on awareness and understanding of the rural community about the interventions of the Ministry. Without mass awareness constructive people's engagement in the planning, execution and monitoring of the programmes is difficult.

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i. Development Challenges

Many evaluation studies have pointed out the gaps in implementation of the programmes affecting the delivery of benefits to the intended beneficiaries. Gram Panchayat is the lowest level of the hierarchy of Panchayati Raj Institutions which is expected to plan and implement the welfare and development programmes of the Government. However, the Gram Panchayats are poorly equipped with manpower and equipment in most of the States. The knowledge and understanding of the functionaries of Gram Panchayat is inadequate. The situation at the intermediary level of Block Panchayat is somewhat better. Nevertheless, much needs to be done to enhance their capacity to deliver public services. Under Mahatma Gandhi National Rural Guarantee programme delays have been seen in provision of work to eligible rural households, payment of wages and compensation. Provision of worksite facilities is not of stipulated norms and quality of work done is not in accordance with the required standards. Under Swarnajayanti Swarozgar Yojana (SGSY) now renamed as National Rural Livelihood Mission, effort is being made to provide financial assistance, organizational and infrastructural support to the poor to enable them to cross the poverty line. However, it is found that institutional weaknesses of DRDAs and Blocks remain, participation by banks remains low especially in poverty stricken states, and the poor in general have not been properly mobilized. It is expected that under the new initiative of NRLM the weaknesses in this programme will be plugged. Pradhan Mantri Gramin Sadak Yojana is a major rural infrastructure development programme of the country which aims to provide connectivity to rural habitations by constructing all weather roads. So far this programme has been able to provide connectivity to 73,000 habitations and 4.18 lakh kms of roads have been constructed. There is a need to ensure proper quality in the works by improving people's participation in monitoring of the execution of the road works. The access to safe drinking water and sanitation is critical to well being of the rural population. Ministry spends over ` 10,000 crores for this purpose. The success of this programme requires large scale people's involvement and sensitization for adopting hygienic practices in individual and community living. Disposal of wastes needs to be done safely and villages need to be freed from open defecation. This requires awareness generation and community participation. In order to provide shelter to rural households, Ministry is implementing IAY programme which aims to provide financial support to build individual houses. So far 71 lakh houses have been built. The pace of house construction requires speeding up and the quality of work also needs improvement. Use of energy efficient environment friendly materials need to be encouraged.

ii. Completing the Agrarian Transition

The condition of agriculture is critical to the life of the rural population. There are 12 crore cultivators and 10.7 crore agricultural laborers who derive their livelihood from agriculture. Nearly 86% of the cultivators are small and marginal farmers tilling less than 40% of total arable land in the country and having limited access to key farm inputs like improved seeds, fertilizers, water, pesticides, modern farm implements and credit. Nearly 70% of the arable land do not have access to irrigation during the rabi season. Resultantly, productivity of foodgrains remains as low as 1.3 tonnes per hectare in the country as against 4 tonnes per hectare in China. Food security cannot be attained unless the country is able to produce 240 to 250 million tonnes of foodgrains every year to feed its growing billion plus population. The Government has initiated a number of programmes such as RKVY, NFSM, NHM, and IWMP for watershed management in dryland areas to augment agricultural productivity and attain self reliance. However, on account of the limited reach of the agriculture extension system in the country through KVKs and State Departments of Agriculture, situation in agriculture leaves much to be desired. The observed agricultural growth rates during the 1990s are less than those of 1980s. During the current decade also, the growth rate has fallen further in agriculture. This poses a serious threat to food security, rural livelihoods, self-reliance and price stability in the country

iii. Improving Human Capital

The quality of human resources in the country also require significant development. Nearly 30% of the population still remain illiterate and 46% of children below 3 years suffer from malnutrition. With lack of awareness and access to family planning measures among the rural households the total fertility rate in the poorer states is above 3.0 against the national average of 2.6 and the desired norm of 2.1. Infant mortality rate in the country remains at 45 per 1000 live births and also show wide variation among the States. Government is implementing a host of programmes for improving the status of health and education of the population. The outreach of these programmes also need to be enhanced by proper engagement of the grassroot functionaries like ASHA (for health) and literacy workers in the villages.

iv. Voluntary Action to Streamline Programme Delivery

It may be possible to avoid the problems in agriculture and rural areas if steps are taken

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for streamlining the implementation of existing government programmes by a campaign for awareness generation, capacity building of institutions and greater engagement with the people. This will require closer contact with the people. Considering the limitations of the existing government machinery, closer contact with people may be established through a large village based cadre of volunteers who may be provided suitable training and incentives to actively support the administrative machinery and the Panchayati Raj Institutions in implementation of government programmes. Besides establishing closer contacts with the rural households, the volunteers may assist the government functionaries in shouldering the responsibilities of delivering public services in a variety of ways. This can greatly improve administrative efficiency in a cost effective manner.

2. Objectives of Bharat Nirman Volunteers Cadre

The objectives of the programme may be stated as under :-

- i. To establish close contact with the rural households who are the stakeholders of government programmes;
- ii. To generate awareness about government programmes and the procedures to avail of their benefits among the people;
- iii. To encourage legal literacy to enable people to have proper understanding of their rights and obligations under various government programmes particularly, those relating to rural development, agriculture, watershed development, health and family welfare, education, women and child development, infrastructure (including roads, electrification, irrigation, drinking water, sanitation, broadband connectivity, telephones, banking and post offices) and environmental protection;
- iv. To support the government administrative machinery and the Panchayati Raj Institutions in performance of their duties, particularly in implementation of the Citizen's Charter;
- v. To facilitate social audit of government programmes;
- vi. To expedite redressal of grievances of the people and assist in the functioning of helplines;
- vii. To improve quality of implementation of government programmes by providing feedback on status of programmes to responsible officials;
- viii. To provide opportunity to socially conscious citizens to participate in nation building activities;

- ix. To develop leadership among the people;
- x. To develop a cadre of trained development volunteers with a deep commitment to change and development;
- xi. To create appropriate conditions to maintain peace and tranquility in rural areas.

3. Terms and Conditions

i. Eligibility for Engagement:

Any individual committed to making contribution toward effective implementation of welfare and development programmes of the Governments may apply to the Block or Gram Panchayat for registration as Bharat Nirman Volunteer. He should be above 18 years of age. At least one-third of the Volunteers so engaged should be women. Preference may be given to SC/ST/OBC and minorities in enrollment as Bharat Nirman Volunteers.

ii. Tenure:

Tenure of the Volunteers may be lifelong provided they fulfill the prescribed conditions for proper conduct and discipline.

iii. Engagement:

Upon acceptance of the application for Volunteers by the Block or the Gram Panchayat, the Volunteers shall be engaged for nation building service through effective implementation of government programmes in the Block or the Gram Panchayat where they are registered.

iv. Training:

The Volunteers shall be provided three days training on proper implementation of various government programmes. They shall be familiarized with the fundamental duties as laid down in the Constitution of India under Article 51-A of the Constitution of India. On completion of the training the Volunteers will be provided a badge containing the logo and description of Bharat Nirman Volunteers. Further refresher training will continue to be provided according to need. Training will be imparted to the volunteers by the Block with the help of SIRDs.

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v. Attachment of rural households:

Every Bharat Nirman Volunteer shall be attached with a maximum of 40 households residing in his close neighbourhood. The Volunteers will be responsible for facilitating delivery of public services under various government programmes to the eligible rural households. They will also forward requests for services and grievance applications from the rural households to the Gram Panchayats and the Blocks.

vi. Reporting officers (Counselors):

The Bharat Nirman Volunteers will remain under the charge of a suitable officer working under the BDO to be known as the Counselor. He shall guide the Volunteer in the performance of their functions and maintain close liaison between the Volunteers and the BDO. He will maintain a proper database of the volunteers in the prescribed format provided at Diksha website of rural.nic.in.

vii. Work Diary:

Bharat Nirman Volunteer shall maintain a Work Diary in a prescribed form which will contain programme-wise details of work allotted to them and work performed by them. The Work Diary will be reviewed by the Counselor or the BDO or the Gram Panchayat from time to time. Suitable grades such as A, B, C and D may be awarded to record the quality of work against each item of work done. The Work Diary may be maintained in an electronic format prescribed for this purpose in Diksha website of the Ministry of Rural Development.

viii. Appraisal and Awards:

Basing on the grading of work done by the Volunteers measured in the Work Diary an annual appraisal will be done by calculating a weighted sum of the grades. Each grade may be summed up by attaching values to grades as given below :

Grade A - 10

Grade B - 7

Grade C - 5

Grade D - 3

The top 10% of the Volunteers as per the calculation of the sum of the grades may be given awards at the District and Block levels during the annual functions such as Republic Day or Independence Day or Mahatma Gandhi Jayanti Day. The award may contain a certificate.

ix. MIS:

All information relating to Bharat Nirman Volunteers shall be entered in the MIS given in the Diksha website covering information on enrollment, training, Work Diary, grading and awards. Besides, socio-economic profile of the rural households and the village may also be maintained according to the prescribed forms and data tables.

x. Conduct & Discipline:

Bharat Nirman Volunteers shall exhibit model conduct and be an inspiration for others in the village. They shall endeavour to provide all possible assistance for effective implementation of the welfare and development programmes of the government. The service performed by the Volunteers shall be purely voluntary without any expectation of any pecuniary or non-pecuniary return. Volunteers who show doubtful character and conduct may be disengaged by the Gram Panchayat or the Block. The Gram Panchayat or the Block shall provide opportunity of hearing of the volunteers before the termination of the engagement. The volunteers shall take a proficiency test every year. This may be an online objective test to assess the knowledge of the volunteers about all the schemes operating in rural areas. The annual renewal of engagement of the volunteer will be subject to the passing of the volunteers with a minimum of 70% marks.

4. Role

i. Awareness generation:

Bharat Nirman Volunteers will carry forward the messages of rural development under Mahatma Gandhi NREGA, National Rural Livelihood Mission, Rural Housing, National Social Assistance Programme, Rural Roads, Drinking Water and Sanitation, Watershed Development and Panchayati Raj Programmes to the rural households with whom they shall be attached. They will make sure that the members of the rural households are fully acquainted with their entitlements, roles and responsibilities under various programmes of rural development, agriculture, industries, banking, health, education, etc.

ii. People's participation :

Awareness generation of the rural households should be followed up by their constructive engagement in planning, execution and monitoring of various programmes of rural development. The volunteers should help in organization of Gram Sabha and

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bring out the needs of the rural households, facilitate fulfillment of their needs in a consensual manner. They shall facilitate the gram sabhas to draw up perspective and annual plans under various programmes and provide necessary support for their proper execution. Volunteers should work together to neutralize negative forces which undermine the effectiveness of Gram Sabha and implementation of the programmes.

iii. **Delivery of services:**

Gram Panchayats, BDOs, District Collectors and Line Departments are responsible for delivery of public services to the people under various programmes. However, because of paucity of staff at the village level it is not possible to ensure proper delivery of services to the people. The Volunteers should act as agents for the Gram Panchayats, Line Departments, the BDOs and the District Collectors and ensure proper facilitation in the delivery of services to the rural households attached with them.

iv. **Social Audit :**

This is a statutory requirement under Mahatma Gandhi NREGA. It is an important tool for bringing in transparency and accountability in development administration. The volunteers should take active part in motivating the rural households in organizing social audit with the help of the Gram Panchayats, BDOs and the Line Departments.

v. **Citizen's Charter :**

This is an important administrative tool for informing the citizens about the services which are to be delivered to the citizens along with the standards of delivery. This prevents uncertainty in delivery of services and eliminates harassment of the citizens. The volunteers should help in the preparation of Citizen's Charter and its implementation by the Gram Panchayat, Block and the District Administration by communicating the expectations of the citizens and preparing a delivery standard which is workable.

vi. **Grievance Redressal & Helplines:**

Large number of grievances accumulate in the offices of the BDOs, District Collectors and the Line Departments and responses remain inadequate because of shortage of resources. The volunteers should facilitate settlement of these grievances by coordinating with the Government offices and the rural households, and operationalizing action of helplines at District and Block level.

vii. Rural Reporters :

Wall newspapers and community radio can be used as powerful tools for communication of key messages of government programmes. The volunteers can act as rural reporters and help in the working of the community radio and operationalization of wall newspapers.

viii. Data entry :

The volunteers can also collect information on transactions taking place in the villages under various programmes and submit the same to the Computer Centre at the Gram Panchayat and the Block Office to facilitate data entry in the programme MIS.

ix. Vigilance and Monitoring :

The volunteers will act as eyes and ears of the District Administration and maintain vigilance over the working of the various programmes. They may communicate to the rural development authority instances of misuse of funds, irregularities and corruption that come to their notice. This will contribute to strengthening of vigilance and monitoring of the rural development programmes.

x. Census :

The volunteers will assist in maintenance of proper data base of the rural households, SHGs, and the works being taken up under various programmes including the conduct of BPL Census. The information should be maintained in the prescribed format.

xi. Feedback :

Regular feedback should be sent to the Gram Panchayat and the Block Office regarding the state of affairs under various programmes of rural development and other allied programmes pertaining to Health, Education, Women and Child Development, Environment, Electrification and other rural infrastructural development programmes (including ICT).

xii. Rural Development, Agriculture, Micro, Small and Medium Enterprises :

The volunteers will not confine their actions to rural development programmes only. They will act as agents of rural development in the wider sense including programmes of development of agriculture, livestock, fisheries, micro, small and medium enterprises, etc.

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xiii. Banking Correspondents :

Volunteers may also act as Banking Correspondents of the local Bank operating in the area. This will be subject to conditions imposed by the bank. They may also assist the banks in recovery of loans from willful defaulters and facilitate credit access to the families.

xiv. Self Help Groups :

The Volunteer should act as a catalyst for mobilization of rural households into the Self Help Group movement. They should facilitate the transfer of knowledge and skills to the members of the Self Help Groups so that they can raise bank loans, take up production and trading operations and repay bank loans in a time bound manner.

xv. Health, Sanitation and Nirmal Gram

Government services relating to combating diseases (HIV, TB, Malaria, diarrhea, etc.) can be effectively reached to the rural households by the volunteers. The incidence of diseases may be reported to the doctors and para health workers like ASHA and ANMs to facilitate supply of drugs. Wherever necessary affected persons may also be hospitalized by the volunteers. Volunteers may also facilitate institutional delivery of children to avoid risk to the child or the mother. They may identify malnourished children and pregnant mothers in the attached households and ensure supply of vitamin fortified diet to them through Anganwadi centers. Everyone should be provided access to safe drinking water through the rural drinking water supply programme. Volunteers should motivate the families to avoid open defecation and construct their private latrines so that the Gram Panchayat may be declared as Nirmal Gram.

xvi. Literacy and Education

Illiterate members of the households may be identified and provided support through the literacy programmes to supply them learning materials. School drop outs may be identified to bring them back to schools. Volunteers should endeavour to ensure that all members of the household are made literate and the schoolgoing children go to school and no child is subjected to child labour. The volunteers may also work with the District Legal Services Authority to spread legal literacy among the people by organizing camps and organizing public meetings.

xvii. Food Security

In order to ensure food security the volunteers may identify eligible households who may not have ration cards and report such cases to the Block or the GP. Volunteers should also report cases of non-delivery, short delivery or untimely delivery of rations by the suppliers of essential commodities. They shall utilize the resources under RKVY, NFSM, NHM, IWMP, MGNREGA, NRLM, etc. to maximize production of foodgrains, fruits and vegetables, spices, sugarcane, cotton, milk, meat, eggs and fish.

xviii. Housesites and Housing

Volunteers should identify families without housesites and report the cases to the GP or Block or Taluks or tahasils. They should also facilitate provision of houses to the houseless and the poor under the rural housing programme of IAY and facilitate easy flow of funds to the beneficiaries from the block or GP.

xix. Natural Resources Management & Eco-restoration :

Volunteers may be assigned work for proper management of natural resources by the District Administration including the Block and the Gram Panchayat. For example the volunteers may identify barren and uncultivable lands where afforestation can be taken up. Similarly fallow and culturable wastelands may be developed under Mahatma Gandhi NREGA or watershed development programmes to bring them under cultivation. In irrigated areas Pani Panchayats may be set up and water distribution may be rationalized with the help of irrigation authorities.

xx. Any other work

Volunteers may take up any other work that may be in public interest and which may promote safety, security, and welfare of the rural population.

5. Expected Outcomes

With the establishment of the cadre of village based volunteers following outcomes are expected :-

- i. Better access to public services and improvement in outreach of government programmes especially for the women, dalits and tribals
- ii. Improvement in human development indicators such as income, literacy, gender empowerment and life expectancy and reduction in infant and maternal mortality, child

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- malnutrition
- iii. Accelerated poverty reduction by mobilization of the poor households comprising small and marginal farmers and labourers, and better access to government grants, institutional finance and farm extension support services
- iv. Infrastructure development and market integration - rural roads, telephony, irrigation, watersheds, housing, drinking water and sanitation, electrification, new and renewable energy sources, broadband connectivity, Bharat Nirman Rajiv Gandhi Seva Kendras
- v. Vibrant people's institutions like gram sabhas, village health and sanitation committees, vigilance and monitoring committees, Joint Forest Management Committees, Social Audit Committees, etc.
- vi. Better management of natural resources through proper implementation of watershed, forestry, land development, drought proofing, flood protection and anti-water-logging measures under Mahatma Gandhi NREGA, Integrated Watershed Management, and other programmes.
- vii. Environmental protection by biomass conservation and afforestation through people's participation
- viii. Greater transparency and accountability in implementation of government programmes by dissemination of information and speedier delivery of public services
- ix. Enhancing benefits for landless labourers, herdsmen, forest-dwellers, artisans, farmers, weavers and fishermen through improved access to infrastructure, institutional services, physical capital and financial resources
- x. Leadership development in rural community
- xi. Support to local administration and PRIs
- xii. Better quality of programme implementation
- xiii. Proper social audit of government schemes
- xiv. Effective redressal of grievances
- xv. Facilitation in resolution of conflict

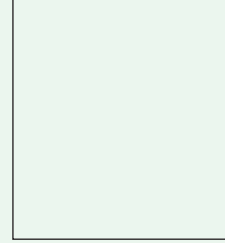
6. Source of Funds

Block and Gram Panchayats have funds available for training, administrative expenses and IEC under various programmes. These funds may be used for the training, development and deployment of the volunteers.

Forms

**Form - 1
Form for Volunteer**

Volunteer Identity No.



Passport Size Photo

Please fill up in BLOCK letters

1. Full Name(Shri/Smt./Km.).....
2. Name of Father/Husband.....
3. Date of Birth.....
4. Nationality.....
5. Educational Qualification.....
6. Residential Address.....
.....
- Land Mark
- Village.....Block.....District.....
- Pin Code.....State.....
7. Phone No. Mobile No.
8. STD Code
9. E-mail address, if any
10. Identification details:-
11. Number of Household to be covered: -
SC.....ST.....OBC.....Minority

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12. Name of programme for which Training Required (Tick mark as appropriate)

- (1) MGNREGA
- (2) NRDWP
- (3) IAY
- (4) PMGSY
- (5) SGSY-NRLM
- (6) IWMP
- (7) TSC
- (8) NSAP
- (9) NHM
- (10) NFSM
- (11) RKVY
- (12) ISOPOM
- (13) NRHM
- (14) Sarva Shiksha Abhiyan
- (15) UIDAI
- (16) RTE Act
- (17) ICDS
- (18) Environment and climate change (Green India Mission)
- (19) Rural Insurance Scheme
- (20) Sakshar Bharat

13. Training Provided - Date Subject Place

Signature of Volunteer
(Name.....)

Form - 2

Work Diary for Volunteers

1. Name of SIRD :
2. Name of Districts and State :
3. Name of Block :
4. Name of Volunteer :
5. Volunteer ID :
6. Address of Volunteer :
7. Work assigned to Volunteer :

Date	Details of work assigned		Date on which work completed	Observation of the Head of the Household	Grading to be given by BDOs/ GP/ Excellent/V.Good/ Good/Poor	Remarks of Volunteer
	Program	Work Particulars				

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Form - 3

Rural Household Survey Form (For Households attached with Volunteers)

General Identity

Job Card No. Village Gram Panchayat

Block District BPL Code (if BPL)

Ration Card Serial No. Account No (Bank/Post office)

Caste Category (SC/ST/OBC/General) Religion

Details of Members

Sl. No.	Name	Sex (M/F)	Age	Occupation	Education Level	Annual Income (₹)

Household Assets (as on date of survey):

i. Immovable Property :

Sl. No.	Property Category	Area in Acres	Apporx. value in ₹	Whether Owned, Leased, or government land
1	Homestead land			
2	Cultivable Unirrigated land			
3	Cultivable Irrigated land			
4	Orchard land			
5	Kutcha House			
6	Semi-pucca House			
7	Pucca House			

ii. Livestock :

Sl. No.	Livestock	Number	Apporx. value in ₹	Whether Traditional or Hybrid
1	Bullock			
2	Dairy Animals			
3	Goat			
4	Sheep			
5	Poultry Birds			
6	Camel			
7	Others (please specify)			

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iii. Vehicle/Tools & Implements owned :

Sl. No.	Vehicle	Number	Apporx. value in ₹	Date of Purchase
1	Bullock Cart			
2	Bicycle			
3	Scooter			
4	Motorcycle			
5	Car			
6	Tractor			
7	Other vehicles (please specify)			
8	Pumpset			
9	Thresher			
10	Harvester			
11	Other Equipment (please specify)			

iv. Telephones : Cell phones, fixed line, number of each

v. Electricity connection : If yes, load quantity in kva and average annual electricity bill

vi. Employment and Income :

Sl. No.	Category of Employment	No of Members	No of Days per Year	Annual Income (₹)
1	Cultivation			
2	Agriculture Labour			
3	Casual Labour			
4	Migrant labour			
5	Artisan			
6	Government Service			
7	Business			
8	Mahatma Gandhi NREGA			
9	Other public works			
10	Others			

vii. Financial Investments (as on date of survey)

- i. Bank Deposit (₹)
- ii. Post Office Deposit (₹)
- iii. Insurance (₹)
- iv. Mutual Funds, shares, etc. (₹)
- v. Others (₹)

viii. Indebtedness (as on date of survey):

- i. Credit from Bank (in ₹)
- ii. Credit from Moneylender (in ₹)

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iii. Credit from friends and relatives (in ₹)

iv. Credit from other sources (in ₹)

Date of Survey

Date of Verification

Name of Volunteer

Name of Verifier

Designation

Form - 4

Form for Matching of Demand and Provision of Work under MGNREGA through PRA based micro-level planning

Form Serial No. _____

Preferred Work		Land development, dugwells, plantation, horticulture, roads, tanks, BNRGSK, canals, etc.												
Convergence with		SGSY, PMGSY, RKVY, NHM, NAP, Minorities Development, MPLAD, MLALAD, etc.												
No of days requested for work/no of days provided work														
Job Card No.	Worker	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
Authentication							Verification							
Volunteer's Name							Name of verifying Authority							
Village														
Gram Panchayat							Countersignature by Verifying Authority							
Block														
District							Date							
Signature							Signature of Head of Household							
Date							Date							

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Tables

Table : 1
Land Use Improvement Plan

Land Use Category (unit in ha)	Previous Year	Target	Achievement	% Increase
Net Area Sown				
Gross Cropped Area				
Net Irrigated Area				
Gross Irrigated Area				
Area sown more than once (NSA-GCA)				
Area Irrigated more than once (GIA-NIA)				
Area under vermicompost, green manure, etc.				
Area under Forest				

**Table : 2
Expansion of Irrigation**

Source	Kharif Area ha	Rabi Area ha	Total Area ha	% Increase in Total Area	Expenditure (₹ Lakhs)
Canals					
Dugwells					
Tubewells					
Tanks					
Other Sources					
Total					

**Table : 3
Seed Production in Seed Farms (in quintals)**

Crop	Breeder Seed	Foundation Seed	Certified/Quality Seed	No of Farmers benefited
Paddy				
Wheat				
Maize				
Other Cereals				
Pulses				
Oilseeds				
Fibre crops				
Fodder Crops				
Other crops				
Total				

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Table : 4

Agricultural Crop Production and Irrigation (Planned and Actual)

Corp	Area in ha		Yield in kg/ha		Production in tones		% of area under irrigation	
	Current Year	% Increase	Current Year	% Increase	Current Year	% Increase	Current Year	% Increase
Paddy								
Wheat								
Maize								
Other Cereals								
Pulses								
Oilseeds								
Sugarcane								
Cotton								
Fruits								
Vegetables								
Spices & Condiments								
Other Crops								
Total								

Table : 5

Horticulture & Medicinal Crop Development (Planned & Actual)

Horticulture Corp	No of saplings/grafts	Area to be planted (Ha)	No of Farmers Benefited	Expenditure (₹ Lakhs)
Mango				
Lemon				
Litchi				
Orange				
Sweet lime				
Apple				
Custard Apple				
Ber				
Black Berry				
Aonla				
Medicinal Plants				
Others				
Total				

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Table : 6
Fisheries Production

Item	Unit	Previous Year	Target	Actual
Spawn	No			
Fry	No			
Fingerling	No			
Fish	Kg			
Fresh water Prawn	Kg			
Brakish Water Prawn	Kg			
Water Area Developed:				
New	Ha			
Renovation Water Area	Ha			
Stocked Fish Farmers	Ha			
Benefited	No			

**Table : 7
Livestock Production**

Item	Unit	Previous Year	Target	Actual
Poultry Birds	No			
Eggs	No			
Dairy Animals	No			
Milk	Lt.			
Goat / Sheep New Poultry	No.			
Hatchery	No.			
No of Rural Households benefited	No.			

**Table : 8
Building Materials**

Sl. No.	Type of Building Materials	Production Planned (No)	Production Achieved (No)	% Achievement
1	Bricks			
2	Other Materials			

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Table : 9

Micro, Small and Medium Enterprises

Sl. No.	Commodity Group	Number	Investment (₹ in Lakhs)	Employment (No)	Turnover (₹ in Lakhs)	Credit (₹ in Lakhs)
1						
2						
3						

Table : 10

No. of Rural Households benefited

Category of Household Occupation	SC	ST	OBC	Other	Women	Minorities
Cultivators						
Agricultural Labourers						
Rural Artisans						
Government Service						
Business						
Any Other (Please specify)						
Total						

Table 11
Budget for the Year _____

(Amount in Rs lakhs)

Sl. No.	Name of the Scheme / Programme \$	Activity	Budget Estimates	Revised Estimates	Actuals

\$ Please mention the names of Schemes or Government Programmes with which convergence is planned such as NABARD (RIDF), Minority Development, SGSY, BRGF, RKVY, MPLAD, MLALAD, PMGSY,

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Table 12

Rankwise Household Socio-Economic Status (based on Household survey)

Sl. No.	Household Group	Number of Households					Literacy %	Occupational Group * % of AL, MF, SF, Artisan, Service, Other
		Total	SC	ST	OBC	General		
1	First (Bottom) quintile (20%)							
2	Second Quintile							
3	Third Quintile							
4	Fourth Quintile							
5	Fifth (Top) Quintile							
	Total							

* AL – Agricultural Labourers

MF- Marginal Farmers

SF – Small Farmers

No.J-11012/2/2010-Trg
Government of India
Ministry of Rural Development

Krishi Bhavan, New Delhi.
Dated the 12th January, 2011.

To

1. State Secretaries of Rural Development - (as per list)
2. Director General/Director/ of all SIRDs - (as per list)
3. Principal of all ETCs - (as per list)

Subject: Revised guidelines of the Scheme of Organization of Training Courses/ Seminars/ Workshops(OTC) seeking financial assistance under the scheme.

Sir,

I am directed to forward a copy of the revised guidelines of the Scheme of Organization of Training Courses/Seminars/Workshops(OTC) seeking financial assistance under this scheme for information and compliance.

This issues with the approval of the competent authority.

Encl: as above.



(N.C. Bhanwal)

Deputy Secretary to the Government of India.
Telefax: 011-23070308.

Copy also to:

1. Director General, National Institute of Rural Development, Rajendranagar, Hyderabad-500 030.
2. Joint Secretary, Ministry of Panchayati Raj, Sardar Patel Bhavan, New Delhi.
3. Joint Secretary, Department of Land Resources, NBO Building, Nirman Bhavan, New Delhi.
4. Joint Secretary, Department of Drinking Water Supply, CGO Complex, New Delhi.
5. CEA
6. JS(RC)
7. JS(SGSY)
8. JS(RH)
9. JS(MGNREGA)
10. JS(Trg.)
11. PS to MRD
12. PS to MOS(SA)
13. PS to MOS(PJ)
14. PS to MOS(AS)
15. PS to AS&FA
16. Consultant (Finance)

Organisation of Training Courses/Seminars/Workshops (OTC)

Guidelines for seeking Financial Assistance under OTC Scheme

INTRODUCTION

Organisation of Training Courses is a Central Sector Plan Scheme and has been in operation since 1980-81. The scheme stands merged with the new Scheme "Management Support to Rural Development Programmes and Strengthening District Planning Process" from 2007-2008.

Under this scheme various training courses, seminars and workshops on issues relevant to the Ministry of Rural Development are conducted to train the rural development functionaries in the implementation of rural development schemes in States/UTs. In the context of new initiatives to involve various categories of functionaries engaged in the implementation of rural development programmes, it has been decided to enlarge the scope of the scheme to cover, apart from the rural development functionaries of the Government, elected members of PRIs and other PRI functionaries, bankers, members of Self Help Groups/Federations, members of NGOs involved in rural development/PR schemes and programmes and Village and Monitoring Committee, Community based volunteers requiring training in the implementation of rural development schemes in States/UTs. The Scheme will cover imparting training in all matters relating to rural development and allied subjects involving rural folk.

The following guidelines for the scheme would facilitate objective and balanced examination of the proposals and fruitful utilization of limited funds while serving the overall training needs of the country for rural development.

Procedure for seeking financial assistance under the scheme

The Organisations desiring to seek financial assistance under the scheme are required to apply in the prescribed proforma (Annexure I) to the Training Division, Ministry of Rural Development.

Eligibility

Only the proposals having a bearing on rural development and allied subjects received from reputed research or academic institutions including Universities, Departments, SIRDs, ETCs, and the State governments may be considered. Preference will be given to the organizations having reputation and experience of all India nature. In States where the

SIRDs/ETCs do not have adequate capabilities to undertake training programmes for all stakeholders, they may associate eligible NGOs with proven track record through a process of empanelment with prior approval of the Ministry of Rural Development.

Purpose and Scope

Financial assistance will be given mainly for those training courses, seminars and workshops having bearing on rural development and allied matters with particular reference to Poverty Alleviation with special thrust on improving the living conditions of small and marginal farmers, agricultural labourers, rural artisans, women and those belonging to SC/ST categories.

Extent of Assistance

The total quantum of assistance for an individual proposal will not exceed ₹ 3.00 lakh for 40 participants for a training course/seminar and workshop will be held for not more than 5 days. The quantum of assistance will be decided by the Ministry. 75% of assistance will be provided after the approval of training programme by the Ministry and remaining 25% will be provided after receipt of necessary papers presented in the training, workshop and seminar, statement showing the detail of expenditure and in case of NGOs, the statement should be certified by Chartered Accountant.

Financial assistance will be provided only on the basis of cost norms approved by the Ministry (copy enclosed).

Terms and Conditions

1. The funds should not be used for any purpose other than that approved by the Ministry.
2. Any unspent balance should be returned immediately.
3. A statement of expenditure duly certified by the Head of the Organization will have to be furnished immediately after the completion of the training programmes/seminars/workshops.
4. The Organisation should also provide a utilization certificate duly attested/certified by a Chartered Accountant.
5. The Organisation shall send to the Ministry two complete sets of papers received/presented during the training programmes/seminars/workshops. In case of training programmes, detailed training programme along with a report thereon should be submitted to the Ministry.

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6. The course material prepared for the training programmes should be circulated to all participants and those related with Policy Formulation.

Documents required

To facilitate objective examination of the proposals, the organizations will furnish the following documents/information to the Ministry:-

- (i) A self-contained proposal
- (ii) Copies of Annual Reports/Audited Accounts for last 3 years
- (iii) Details of Professionals/Faculty Members/Guest Speakers
- (iv) Details of training programmes/workshops/seminars organized in last two years
- (v) Registration Certificate issued by competent authority under any particular Act.
- (vi) Copy of Memorandum of Association
- (vii) Other information related to the Organization.

PROFORMA FOR SUBMITTING PROPOSAL FOR SEEKING FINANCIAL ASSISTANCE UNDER ORGANISATION OF TRAINING COURSES/WORKSHOPS/SEMINARS(OTC) SCHEME.

ABOUT THE APPLICANT/INSTITUTION

1.	Name and full address of the Applicant/Institution	
2.	Status/level of applicant	
3.	Registration No., year and details of Registration(Registered under Society's Registration Act. 1860(21 of 1860) of any other relevant Act Specify) or Whether it is a non-profit organisation. (Copies of the Memorandum of Association of the Institution, certificate of Registration and other documents relating to Constitution should attached)	
4.	Details of Management of the Organisation	
5.	Objects and activities of the Organisation	
6.	Copies of Annual report for the last 3 years	
7.	Brief financial position of the Organisation, its audit position and balance sheets for the last 3 years	
8.	Details of Training courses conducted seminars organised in the past.	

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DETAILS OF THE TRAINING PROGRAMME TO BE ASSISTED

1.	Title of the Programme	
2.	Purpose of the Programme	
3.	Proposed activities and objectives sought to be achieved	
4.	Time schedule and venue of the programme	
5.	The applicant's capability to achieve the above mentioned objectives in the light of past experience	
6.	Details of the participants(their level and number)	
7.	Details of the professionals, Faculty, Members and Guest Speaker participating in the programme.	

ESTIMATED EXPENDITURE TO BE INCURRED FOR THE PROPOSED PROGRAMME.

1. Amount required for the proposed Programme :
2. Item-wise details of the expenditure :
3. Amount likely to be incurred by the Applicant:
Source of funding of balance amount:
Other official financial assistance
Non-official financial resources
Loan received from Financial/Ban/Sympathisers/Volunteers
4. Alternative arrangement, if any.

Signature of the Applicant

APPROVED REVISED NORMS FOR TRAINING FOR PRIS & RD FUNCTIONARIES.

Fixed Cost

At the State level, the lodging charges will be ₹ 1000/- per day per head (trainee). In case the SIRD organizes the course through an autonomous organization or premises are hired outside the SIRD, these rates are agreed to subject to the condition that service level standards should not be lower than the services provided by the concerned SIRD. In other cases, the existing rates would continue.

The training hall charges at State level should be actual plus 10% per day subject to a maximum of ₹ 4,000/- per day.

The rates proposed for food, photograph, course material and other miscellaneous like postage, fax, etc. is at Annexure-I.

Variable Cost

Under variable cost, honorarium at State and district levels should be ₹ 700/- per session and ₹ 500/- per session at block and village level.

Honorarium for Eminent Guest Speakers at State & District level exceeding ₹ 2,500/- may be allowed with the prior approval of the Ministry of Rural Development/Ministry of Panchayati Raj.

Travelling allowance for the local Eminent Guest Speakers would be as per the rules of SIRD subject to a maximum of ₹ 1000/-. For outstation Eminent Guest Speakers, normal TA rules would be applicable. However, only one Guest Speaker may be allowed per training programme.

The additional charges proposed like institutional charges and for North East, Hilly and difficult areas are not agreed, as the rates already approved are considered adequate at all places.

A sitting fee/daily allowance ₹ 100/- per day per head may be considered by the State Government for training programmes for non-official functionaries of PRIs, SHGs, NGOs, CBOs, etc. (Karnataka Model). This is recommended as most of these participants lose daily income to attend the programme.

The revised rates as agreed to by the Committee are at Annexure-I.

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Annexure I

Cost norms for Training of Elected representatives of PRIs and RD officials & functionaries Minimum No. of participants per programme: 30

S.No.	Item	State Level	District Level	Block Level	Village Level	Justification
Training Duration		3 days	4 days	5 days	3 days	
Fixed Cost						
1	Lodging Charges(per day/per head)	1000	800	30	0	Due to rise in the lodging charges
2	Food Charges: Breakfast, Lunch, Dinner, Tea and snacks (Per day/ per head)	250	200	150	100	Due to rise in the food charges
3	Group Photo @ ₹ 50 each	50	50	50	50	-
4	Training Hall Charges including PAS, AV with computer facilities					Due to increase in the maintenance, electricity, AV and computer rental charges
4.1	Training Hall charges at State level @ ₹ 4000/ -* per day	4000				
4.2	District level @ ₹ 3000/ - per day		3000			
4.3	Block level @ ₹ 2100/ - per day			2100		
4.4	Village level @ ₹ 1500/- per day				1500	
5	Indicative Costs: Course Material, Training Kit (including pen, pad and bag), cost of Brochure, training material and Xerox charges					There is an increase in the stationary & photocopy charges
5.1	State level, per head for 3 days	390				

5.2	District Level, per head for 4 days		390			
5.3	Block Level, per head for 5 days			390		
5.4	Village Level, per head for 3 days				290	
6	Miscellaneous (per head per day) Postage, fax, telephones, banner, etc.,	50	50	50	50	
Variable Cost						
7	Resource Persons Honorarium for Guest Speakers					
7.1	Honorarium @ ₹ 700 per session at State level x 2 sessions per day	700 per session				
7.2	Honorarium per session at District level @ ₹ 700 x 2 sessions per day		700 per session			
7.3	Honorarium per session at Block @ ₹ 500 x 2 sessions per day			500 per session		
7.4	Honorarium per session at village level @ ₹ 500 x 2 sessions per day				500 per session	

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8	Honorarium per session @ ₹ 2500 for Eminent Guest Speakers at State and District Levels (2 sessions per programme)	2500 per session	2500 per session	-	-	Additional Cost for Eminent Guest Speakers
9	TA for Guest Speakers** = Maximum up to 100km					Due to increase in transport cost
9.1	Fare up to @ ₹ 1000 per resource person at State Level	1000				
9.2	Fare up to @ ₹ 800 per resource person at District Level		800			
9.3	Fare up to @ ₹ 800 per resource person at Block Level			800		
9.4	Fare up to @ ₹ 500 per resource person at Village Level				500	
10	Transport Cost for local visits per day per person. For receiving and dropping of participants, local resource persons and local visits	150	100	100	100	Due to rise in the transport charges
11	Study Tour Charges per day per head - Travel cost and study tour expenses (in addition to the boarding and lodging expenses mentioned at Sl.No.1 and 2)	150	100	100	100	Due to abnormal rise in the transport charges

- * Actual Training Hall Charges (plus 10%) at State level will be considered
- ** Traveling Allowance for the Guest Speakers would be as per the rules of the SIRI subject to maximum of ₹ 1000. For Guest Speakers from the out side the station, normal TA rules would be applicable. However, only one guest speaker will be allowed for a training programme.

Note:

- 1) There will be 6 sessions per day, of which, 2 sessions will be handled by the resource persons.
- 2) Sitting fee/daily allowance @ ₹ 100 per day per head may be considered by the State Government for the training programmes for functionaries of PRIs, SHGs, NGOs, CBOs etc., (Karnataka Model). This is recommended as most of these participants lose daily income to attend the programme.
- 3) Training Halls must have proper facilities.
- 4) Each course must have a minimum number of thirty participants.