

ABSTRACT

Social Welfare and Nutritious Meal Programme Department – Integrated Child Development Services Scheme – State Training Action Plan (STRAP) for the year 2017-2018 - Regular and Other Training - Job & Refresher Training to Child Development Project Offices, Instructors of Anganwadi Training Centres at State Training Institute and Job & Refresher Training to Supervisors at Middle Level Training Centre and Administrative cost to Middle Level Training Centre for the year 2017-2018 - Sanction of ₹1,03,43,000 - Sanction - Orders - Issued.

Social Welfare and Nutritious Meal Programme (SW-7(2) Department

G.O.(2D) No.23

Dated:01.11.2017 திருவள்ளுவராண்டு 2048 ஹேவிளம்பி, ஐப்பசி 15 Read:-

- 1 Letter received from the Government of India, Ministry of Women and Child Development No.1-22/2003-TR, dated 08.04.2003.
- 2 Letter received from the Government of India, Ministry of Women and Child Development No.8-1/2013-TR, Dated: 07.11.2013.
- 3 G.O. (2D).No.25, Social Welfare and Nutritious Meal Programme (SW-7(2) Department, Dated: 07.10.2016.
- 4 G.O. (2D).No.33, Social Welfare and Nutritious Meal Programme (SW-7(2) Department, Dated: 25.04.2017.
- 5 Letter received from the Government of India, Ministry of Women and Child Development D.O.No.CD-II-14/57/2015-CD-II, Dated 16.11.2015.
- 6 Government of India, Ministry of Women and Child Development Letter No.17-1/2016-TR, Dated 07.02.2017.
- 7 Government of India, Ministry of Women and Child Development Letter No.CD-II-14/2/2017-CD-II, Dated 17.07.2017.
- 8 Letter received from the Director, Integrated Child Development Services Scheme Roc.No.4922/Trg/2017, Dated 01.08.2017 and 17.08.2017.

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ORDER:-

Training is one of the most crucial component in the Integrated Child Development Services Scheme for improving and maintaining the quality of performance of the project personnel at all levels and has been geared up towards improving Knowledge, Skills and Capabilities of all functionaries especially frontline workers so that they are not only better service providers but also mobilizers of community towards desirable behavioural change. The aim of the training is to develop all the functionaries of Integrated Child Development Services Scheme into Agents of Social Change instead of simply reacting to the situation and to bring about behavioural change in the community.

- 2. In the letter first read above, Government of India have formulated a comprehensive training strategy for the functionaries of the Integrated Child Development Services Scheme and have conveyed the "in Principle" approval of the Government of India to conduct various training programmes for Child Development Project Officers, Instructress, Supervisors working under Integrated Child Development Services Scheme in Tamil Nadu to perform their work effectively and efficiently under project UDISHA for the year 2003-2004 and 2004-2005 under Regular Training programmes of State Training Action Plan (STRAP).
- 3. In the letter second read above, Government of India have approved the revised financial norms, budgets for various types of regular training programmes (induction/job/refresher) under Integrated Child Development Services Scheme functionaries.
- 4. In Government Order third read above, Government have sanctioned a sum of ₹45,37,300 for imparting Job Training to Instructress of Anganwadi Training Centres and Job training to Supervisors at Middle Level Training Centre and Administrative cost to Middle level Training Centre for the year 2015-2016.
- 5. In Government Order fourth read above, Government have also sanctioned a sum of ₹43,71,000 as the Administrative Cost and other recurring and non-recurring expenditure towards the strengthening of State Training Institute, Tharamani, Chennai with creating 7 additional posts on contract basis in the sharing pattern of 60:40.
- 6. In the letter sixth read above, Government of India have conveyed revised guidelines for Anganwadi Training Centres under ICDS Training Programme in which it has been emphasized that training to DPOs, CDPOs, Supervisors and Anganwadi Workers should be imparted through online mode which can be done by National Institute of Public Cooperation and Child Development (NIPCCD), State Institutes as well as NGOs/Voluntary Organizations.
- 7. In regard to this, the Director, Integrated Child Development Services Scheme has stated that National Institute of Public Cooperation and Child Development (NIPCCD), New Delhi have a plan to develop Master Training Team (ToTs) on e-learning for our State exclusively, for which the State Training Institute is ready to host it. On completion of this initial Master ToT's Training, both State Training Institute (STI) and Middle Level Training Centre (MLTC) shall be able to take up e-learning, as per the guidelines of National Institute of Public Cooperation and Child Development (NIPCCD), New Delhi as and when issued from time to time.
- 8. In the letter 7th read above, Government of India have conveyed the administrative approval (APIP) inclusive of 60% of Government of India share for ₹482.762 lakh towards imparting training during the year 2017-2018.
- 9. In the letter eighth read above, the Director, Integrated Child Development Services Scheme has proposed to impart the Regular Training Programme as included in the STRAP under Integrated Child Development Services Scheme Training Programme for the year 2017-2018 as approved by the Government of

India to be conducted in the State Training Institute and Middle Level Training Centre, Chennai as detailed below:-

DETAILS OF THE PROPOSAL FOR THE YEAR 2017-2018:

As per the Annual Programme Implementation Plan (APIP) approval, the following training programmes have been planned to conduct in the STATE TRAINING INSTITUTE and MIDDLE LEVEL TRAINING CENTRE.

OI.		Approved under APIP 2017-2018			Proposed for the year 2017-2018	
SI. No	Name of the Training	No. of batches	Per Batch Cost in ₹	Amount (₹ in lakh)	No. of Batches	Amount Actually required (₹)
	I. STATE TRAINING IN	ISTITUTE				
1	Job Training to Child Development Project Officers (CDPOs) (Budget detail in Annexure–I)	8	6,90,000	55.20	(25 per batch)	38,00,000
2	Refresher Training to Child Development Project Officers (CDPOs) (Budget detail in Annexure–II)	4	2,99,500	11.98	4 (25 per batch)	6,13,000
3	Job Training for Instructress of AWTCs (Budget detail in Annexure–III)	4	99,000	3.96	(20 per batch)	3,56,000
4	Refresher Training for Instructress (Grade-I Supervisors) of AWTCs (Budget detail in Annexure-IV)	5	74,500	3.73	5 (20 per batch)	3,22,500
Ser.	Total	105/1=187 F		74.87		50,91,500
	II. MIDDLE LEVEL TRA	AINING CE	NTRE	14 × 18 × 19	TAR TO SERVICE	
1	Job Training to Supervisors (Budget details in Annexure-V)	8	2,67,750	21.42	(25 per batch)	21,42,000
2	Refresher Training to Supervisors (Budget details in Annexure-V)	5	94,500	4.72	5 (25 per batch)	4,72,500
3	Administrative Cost based on duration of the courses with 300 days Utilisation Criteria as per Government India norms. (Budget detail in Annexure–V)			13.43		11,61,000
	Total		1596.14	39.57		37,75,500

III. OTHER TRAINING Strengthening of existing State Training Institute					
Staff Cost (Fixed cost recurring) ₹ 1,23,000 per month x 12 months	24.00	14,76,000			
Total		14,76,000			
Grand Total (I + II + III) (₹ 50,91,500 + ₹ 37,75,500 + ₹ 14,76,000)		1,03,43,000			

- 10. The Director, Integrated Child Development Services Scheme has also furnished the details of each Training Programmes proposed to be conducted during the year 2017-2018 under Integrated Child Development Services Scheme Training Programme STRAP and justification which is furnished in the Annexure I to VII.
- 11. The Director, Integrated Child Development Services Scheme based on the available funds sanctioned under APIP 2017-2018 prepared the proposal and has been restricted to the actual under TA/DA, and for Boarding and Lodging it has been calculated for number of actual working days and not for the entire duration as per Government of India norms so as to avoid surrender of funds because of decentralized pattern of training we do not require such an amount of funds for TA/DA.
- 12. The Director, Integrated Child Development Services Scheme has therefore requested the Government to accord sanction for a sum of ₹1,03,43,000 for imparting Job & Refresher Training to Child Development Project Offices, Instructors of Anganwadi Training Centres at State Training Institute and Job & Refresher Training to Supervisors at Middle Level Training Centre and Administrative cost to Middle Level Training Centre by the Government of India for the year 2017-2018
 - 13. After careful examination, Government issues the following orders:-
 - i. Government accord sanction for a sum of ₹1,03,43,000 (Rupees one crore three lakh fourty three thousand only) for imparting State Training Action Plan (STRAP) Regular and Other Training i.e. Job & Refresher Training to Child Development Project Offices, Instructors of Anganwadi Training Centres at State Training Institute, Job & Refresher Training to Supervisors at MLTC and Administrative cost to Middle Level Training Centre for the year 2017-2018 as furnished in the Annexures I to VI in the sharing pattern of 60:40 (Government of India share ₹62,05,800, State share ₹41,37,200).
 - ii. The Middle Level Training Centre (Indian Council for Child Welfare) is permitted to incur the expenditure as indicated in the Annexure-V for the funds released and after completion of the activities, they may be directed to submit a detailed Training report along with the Receipt.

Statement of Expenditure duly certified by an internal auditor, and Utilization Certificate.

- iii. The Director, Integrated Child Development Services Scheme may be authorized to draw the amount in advance and incur the expenditure as indicated in the Annexure I-VI under Article-99 of Tamilnadu Financial Code Volume-I.
- iv. The Director, Integrated Child Development Services Scheme is directed to adjust the advance drawn under Article-99 of Tamil Nadu Financial code Volume-I at the Treasury / Pay and Accounts Office concerned soon after the Training Programmes are completed so as to avoid any audit objections.
- v. The Pay and Accounts Officer / Treasury concerned are advised to honour the bill as and when presented by the Director cum Mission Director, ICDS Project.
- vi. The Director cum Mission Director may be allowed to utilize the amount in another component of training if there is any surrender in one component of training, within overall financial limit as per Government of India norms.
- vii. The Director, Integrated Child Development Services Scheme is requested to submit necessary Utilization Certificate to Government within time.
- 14. The expenditure sanctioned in para 13 (i) above shall be debited to the following Head of Account:

"2236- Nutrition-02-Distribution of Nutritious Food & Beverages-101-Special Nutrition Programme- Central sector schemes – SC - Integrated Child Development Services Scheme – 72 - Training" (D.P. Code 2236-02-101-SC-7203)

15. This order issues with the concurrence of Finance Department vide its U.O.No. 50586/Fin(SW)/2017, Dated: 20.10.2017.

(BY ORDER OF THE GOVERNOR)

K.MANIVASAN Principal Secretary to Government

To

The Director,

Integrated Child Development Services Scheme,

Tharamani, Chennai-600 113

The Accountant General (A&E), Chennai-600 018 (By name)

The Accountant General (Audit-I/II), Chennai-600 018

The Pay and Accounts Officer (South), Chennai-600 035

The District Programme Officers concerned

(Through the Director, Integrated Child Development Services Scheme, Tharamani, Chennai-600 113)

The Indian Council for Child Welfare, (MLTC)

No.5. Third Main Road, Shenoy Nagar, Chennai The Resident Audit Officer, Secretariat, Chennai-600 009 Copy to:

The Director of Government of India, Ministry of Women and Child Development, Shastri Bhavan, New Delhi-110 001

The Finance (SW/BG-I,II) Department, Chennai-600 009 The Private Secretary to Principal Secretary to Government,

Social Welfare and Nutritious Meal Programme Department, Chennai-600 009

The Resident Audit Officer, (Through Social Welfare and Nutritious Meal Programme (SW2) Department)

Social Welfare and Nutritious Meal Programme (SW-2) Department,

Chennai 600 009

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ABSTRACT

to G.O. (2D) No.23, Social Welfare and Nutritious Meal Programme Department, Dated 01.11.2017

SI. No	Nature of Training	Venue	Name of the training	Amount (₹ in lakh)
1			Job Training for Child Development Project Officers	38.00
2		OTI	Refresher Training for Child Development Project Officers	6.13
3	Regular Training		Job/Orientation Training for Instructress of AWTCs	3.56
4			Refresher Training for Instructress of AWTCs	3.23
5		MLTC* (ICCW)	Job & Refresher Training for Supervisors and Administrative Cost of MLTC	37.75
6	STI	STI	Strengthening of Existing State Training Institute	14.76
			Total	103.43

^{*} Middle Level Training Centre (Indian Council for Child Welfare)

(Rupees one crore three lakh and forty three thousand only)

K.MANIVASAN, Principal Secretary to Government

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ANNEXURE - I

to G.O. (2D) No.23, Social Welfare and Nutritious Meal Programme Department, Dated 01.11.2017

BUDGET DETAILS FOR JOB TRAINING FOR CDPOs FOR 2017-2018

Duration of the training No. of Working Days

: 32 days : 26 days

No. of batches

: 8

Batch Size

: 25

S. No.	Item	Per course Amount ₹
1	Boarding & Lodging to trainees (₹ 330 per day) (₹ 300 for boarding & ₹ 30 for lodging)* (₹ 330 x 30 days x 25 Participants)	2,47,500
2	TA/D.A. to trainees (Not exceeding ₹ 5,000 per participant or actuals whichever is less) ₹ 5000 x 25 participants	1,25,000
3	Honorarium to Guest speakers and TA/DA to Guest speakers (₹1,500 per session x 30 session)	45,000
4	Training material (₹ 500 x 25 trainees)	12,500
5	Field visit and local Transport	30,000
6	News paper, Magazines etc.**	15,000
7	Contingencies	13,000
	Total	4,75,000

^{*} As it is a residential training programme, budget has been worked out for 30 days inclusive of holidays falling during the training

** A sum of ₹ 1,500 is allotted to MLTC by Government of India towards the expenditure for purchase of Newspaper and Magazines. As such, funds may be provided to the State Training Institute towards purchase of Newspaper and Magazines etc.

Budget per batch

: ₹4,75,000

For Eight batches

: ₹4,75,000 x 8 = ₹38,00,000 or ₹38.00 lakh

(Rupees thirty eight lakh only)

K.MANIVASAN, Principal Secretary to Government

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ANNEXURE -II

to G.O. (2D) No.23, Social Welfare and Nutritious Meal Programme Department, Dated 01.11.2017

BUDGET DETAILS FOR REFRESHER TRAINING FOR CDPOS FOR 2017-2018

Duration of the training : 7 days
No. of Working Days : 5 days
No. of batches : 4

Batch Size : 25

S.No.	Item	Per course Amount ₹
1	Boarding & Lodging to trainees (₹ 330 per day) (₹ 300 for boarding & ₹ 30 for lodging) (₹ 330 x 5 days x 25 participants)	41,250
2	TA/D.A. to trainees (Not exceeding ₹3,500 or actuals whichever is less per participant) ₹3,500 x 25 participants *	87,500
3	Honorarium to Guest speakers and TA/DA to Guest speakers (₹ 1,500 per session) (₹ 1,500 x 5 sessions)	7,500
4	Training materials (₹ 200 per trainee) (₹ 200 x 25 participants)	5,000
5	Field visit and local Transport	4,500
6	Contingencies	7,500
	Total	1,53,250

*TA/DA has been worked out to actuals

Budget per batch : ₹ 1,53,250

for Four batches :₹ 1,53,250 x 4 = ₹ 6,13,000 or ₹ 6.13 lakh

(Rupees Six lakh and Thirteen Thousand only)

K.MANIVASAN, Principal Secretary to Government

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ANNEXURE - III

to G.O. (2D) No.23, Social Welfare and Nutritious Meal Programme Department, Dated 01.11.2017.

BUDGET DETAILS FOR JOB TRAINING TO INSTRUCTRESS OF AWTCs FOR 2017-2018

Duration of the training : 11days Working Days : 8 days No. of batches : 4 Batch Size : 20

S. No.	Item	Per course Amount ₹
1	Boarding & Lodging to trainees (₹ 250 per day) (₹ 250 x 9 days x 20 participants)*	45,000
2	TA/D.A. to trainees @ ₹1,500 per trainee ₹1,500 x 20 participants	30,000
3	Honorarium to Guest speakers and ₹A/ĐA to Guest speakers (₹ 500 per session) (₹ 500 x 10 sessions)	5,000
4	Training materials (₹ 150 per trainee) (₹ 150 x 20 participants)	3,000
5	Field visit and local Transport	3,000
6	Contingencies	3,000
	Total	89,000

^{*} As it is residential training programme, budget worked out for 9 days inclusive of holidays falling during the training

Budget per batch

: ₹89,000

for 4 batches

: ₹89,000 x 4 = ₹3,56,000 or ₹3.56 lakh

(Rupees three lakh and fifty six thousand only)

K.MANIVASAN. Principal Secretary to Government

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ANNEXURE - IV

to G.O. (2D) No.23, Social Welfare and Nutritious Meal Programme Department, Dated 01.11.2017

BUDGET DETAILS FOR REFRESHER TRAINING TO INSTRUCTRESS OF AWTCs FOR 2017-2018

Duration of the training : 7days
Working Days : 5 days
No. of batches : 5
Batch Size : 20

S. No.	Item	Per course Amount ₹
1	Boarding & Lodging to trainees (₹250 per day) (₹250 x 5 days x 20 participants)	25,000
2	TA/D.A. to trainees @ ₹ 1,500 per trainee ₹ 1,500 x 20 participants	30,000
3	Honorarium to Guest speakers and TA/DA to Guest speakers (₹ 500 per session) (₹ 500 x 5 sessions)	2,500
4	Training materials (₹ 100 per trainee) (₹ 100 x 20 trainees)	2,000
5	Field visit and local Transport	3,000
6	Contingencies	2,000
	Total	64,500

Budget per batch : ₹64,500

for 5 batches : ₹64,500 x 5 = ₹3,22,500 or ₹3.23 lakh

(Rupees Three lakh and twenty three thousand and five hundred only)

K.MANIVASAN, Principal Secretary to Government

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ANNEXURE - V

to G.O. (2D) No.23, Social Welfare and Nutritious Meal Programme Department, Dated 01.11.2017

DETAILED BUDGET FOR THE TRAINING OF I SUPERVISORS BY INDIAN COUNCIL FOR CHILD WELFARE (I),

(FOR THE YEAR 2017-2018)

S. No	Budget Head	Amount ₹
1	TRAINING COST	
	A. Job Training for 200 Supervisors in 8 batches.	
	@ ₹2,67,750 per batch x 8 batches	21,42,000
	B. Refresher Training for 125 Supervisors in 5	4,72,500
	batches.	
	@ ₹94,500 per batch x 5 batches	
	Total	26,14,500
-	ADMINISTRATIVE COST	
	1. SALARY	
	→ Project Co-ordinator (1) @ ₹ 3,000 per month x 12 months	36,000
	→ Instructor (1) @₹15,625 per month x 12 Months x 1 No.	1,87,500
	→ Instructors (2) @ ₹12,250 per month x 12 Months x 2 Nos.	2,94,000
	→ Assistant Accountant (1) @ ₹7,500 p.m. x 12 Months x 1 No.	90,000
	→ Typist (1) @ ₹7,500 per month x 12 Months x 1 No.	90,000
	→ Peon (2) @ ₹5,625 per month x 12 Months x 2 Nos.	1,35,000
	→ Warden (1) @ ₹6,250 per month x 12 Months x 1 No.	75,000
	→ Cook (1) @ ₹5,625 per month x 12 Months x 1 No.	67,500
	→ Sweeper (1) @ ₹2,000 per month x 12 Months x 1 No.	24,000
	Special Pay to one Instructor to act as a Principal of the I @ ₹ 1,000 per month x 12 Months x 1 No.	12,000
	→ Honorarium for :- , a. Craft Teacher (1) - @ ₹ 2,000 per month x 12	
	Months	24,000
	b. Music Teacher (1) -@ ₹2,000 per month x 12 Months	24,000
	c. Visiting Doctor (1)- @ ₹2,000 per month x 12 Months	24,000
	2. Newspaper, Magazines etc @ ₹ 1,500 per month × 12 Months	18,000

3. Electricity, Water, Scavenging etc @ ₹ 5,000 per month x 12 Months	60,000	
Total	11,61,000	
Grand Total (I + II)	37,75,500	

(Rupees Thirty seven lakh seventy five thousand and five hundred only)

K.MANIVASAN, Principal Secretary to Government

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ANNEXURE-VI

to G.O. (2D) No.23, Social Welfare and Nutritious Meal Programme Department, Dated 01.11.2017

STRENGTHENING OF EXISTING STATE TRAINING INSTITUTE

CI	Activity Component	(₹ in lakh)			
SI. No.		Non Recurring	Recurring	Total	
A.	State Training Institute				
1.	Staff Cost (Fixed cost recurring) ₹1,23,000 per month x 12 months	-	14.76	14.76	
	Total		14.76	14.76	

K.MANIVASAN, Principal Secretary to Government

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ANNEXURE-VII

to G.O. (2D) No.23, Social Welfare and Nutritious Meal Programme Department,
Dated 01.11.2017

JUSTIFICATION FOR REGULAR TRAINING:

i. JOB TRAINING TO CHILD DEVELOPMENT PROJECT OFFICERS

The Job Training to Child Development Project Officers is a regular and routine one in the pattern of Training Programme approved by Government of India in order to achieve the objectives of ICDS. The Job Training is proposed for Newly promoted. The Job Training will enable the Child Development Project Officers to perform their work effectively and efficiently since the new promotes are promoted from Supervisors, Extension Officers Social Welfare and Superintendents.

ii. REFRESHER TRAINING TO CHILD DEVELOPMENT PROJECT OFFICERS

The Refresher Training is regular and routine in the pattern of Training strategy. It would be need based and focused to update their existing knowledge, skill and attitude and shall be necessary for bringing an attitudinal change and behavioural changes among themselves and in the community thus proving themselves as good social change agent.

iii. JOB/ORIENTATION TRAINING TO INSTRUCTRESS OF AWTCs

The Job Training will be given to Mobile Team Instructress, Grade-I Supervisors and District Technical Team as they are the key trainers for the training of grass root level functionaries. Job Training is a regular and routine in the pattern of Training strategy. They will be given orientation on certain basic and specific issues like developing training and communication skills in the area of operation. These trainers in turn will help the field functionaries in the District to perform their responsibilities effectively and efficiently which would promote in getting the desired result in the project.

iv. REFRESHER TRAINING TO INSTRUCTRESS OF AWTCs:

The Refresher Training to Instructress of AWTCs is a periodical Training programme in the pattern of Training strategy. It would be need based and focused to update their existing knowledge, skill and attitude and also in developing training and communication skills in the area of operation

v. JOB TRAINING TO SUPERVISORS AT MLTC:

As per Government of India norms, the Job Training and Refresher Training of Supervisors have been entrusted to Middle Level Training centre (MLTC) which is run by Indian Council for Child Welfare, a leading Non Governmental Organization in Chennai which was approved by Government of India since 1985.

The Principal, Indian Council for Child Welfare will be permitted to commence the training programme based on the duration of the courses with 300 days criteria in a year norms (10 months) to get full Administrative Cost for AWTCs/MLTCs as approved by Government of India.

The Job Training to Supervisors is a regular and routine one in the pattern of Training Programme approved by Government of India in order to achieve the objectives of ICDS. The Job Training is proposed only for newly promoted Supervisors (Grade-II). This Job Training will enable the Supervisors to perform their work effectively and efficiently since the newly promoted Supervisors are mostly having the qualification of S.S.L.C. Standard only and their educational qualification alone is not sufficient to excel in their job role as a supervisor.

vi. REFRESHER TRAINING TO SUPERVISORS AT MLTC:

The Refresher Training is regular and routine in the pattern of Training strategy. It would be need based and focused to update their existing knowledge, skill and attitude and shall be necessary for bringing an attitudinal and behavioural changes among themselves and in the community, thus proving themselves as good social change agent.

OTHER TRAINING

I. STRENGTHENING OF EXISTING STATE TRAINING INSTITUTE:

An amount of ₹148.16 lakh has been approved by Government of India towards Administrative cost of State Training Institute. Based on this, the Government have issued orders vide reference 5th cited for recurring 7 staffs on contractual basis for one year as detailed below:-

SI. No.	Name of the post	Honorarium per month	No. of Post	Total Honorarium per month	Total Honorarium for 12 months
		₹	HE IS	₹	₹
1	Training Faculty	20,000	4	80,000	9,60,000
2	Superintendent	20,000	1 *	20,000	2,40,000
3	Assistant	15,000	.1	15,000	1,80,000
4	Office Assistant	8,000	1	8,000	96,000
	Total		7	1,23,000	14,76,000

Therefore, a provision for further allocation of ₹ 14.76 lakh of recurring cost towards salary item is sanctioned as detailed in Annexure-VI.

K.MANIVASAN, Principal Secretary to Government

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