

PUNJAB

Directorate of Women & Child Development, Punjab, Chandigarh.

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To

Shri Rajesh Sharma
Under Secretary (Training)
ICDS Training Unit
Ministry of Women and Child Development
Govt. of India
1st Floor, Janpath Hotel,
Janpath, New Delhi-110001

No. A-8(ICDS)/13/
Dated, Chandigarh

Sub : Induction Training Plan for Roll-out of Revised MIS in the State of Punjab- Submission of proposal - Regarding

It is submitted that after receipt of the State-specific print-ready MIS formats from the Govt of India, the process of printing of the same (AWC registers and Reports) has been initiated, as per the GoI Guidelines and specifications and is expected to be completed nearly within four months.

As part of the roll-out process and as per the GoI guidelines dated 28 Aug 2012, a State-wide training action plan for induction training of ICDS functionaries on revised MIS at three levels along with 1-day orientation workshops has been prepared for a total estimated cost of Rs. 285 lakh and is enclosed herewith for your approval. As advised, we have used the existing norms of Induction Training of AWWs, Supervisors and CDPOs respectively for Level 1, 2 and 3 training on revised MIS

You are requested to kindly approve the Induction Training Action Plan for Revised MIS, as per of the overall State Training Action Plan 2013-14 (which is being submitted separately) and release the budget at the earliest, so as to complete the induction training and roll-out of revised MIS in a time bound manner.

Encl: As above.

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Director,
Women & Child Development,
Punjab, Chandigarh.

Endst. No. A-8(ICDS)/13/ 18286

Dated, Chandigarh 1-7-2013

A copy of the above is forwarded to Dr. Saroj K. Adhikari, Asstt. Director (MIS), Ministry of WCD, Govt of India, 1st Floor, Janpath Hotel, Janpath, New Delhi 110001

Induction Training Plan on Revised MIS in ICDS
(as part of State Training Action Plan 2013-14)

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Name of the State: Punjab

A. Summary of requirement of budgets

Table 1: Summary of budgetary requirement for Induction Training at three levels and orientation workshops on revised MIS

Level of Training	No. of phases & days	No. of persons to be trained/ oriented	No. of batches	Cost estimated by State (Rs. Lakh)	Remarks
Level 1: Induction Training of AWWs	4 phases Ph-1: 1 day (No cost for Ph-1) Ph-2: 4 days Ph-3: 2 days Ph-4: 2 days Total: 8 days	26402	1056 (batch size: 25...)	273.27	Ref. Table 2
Level 2: Induction Training of Supervisors/select AWTC Instructors	2 phases Ph-1: 4 days Ph-2: 2 days	632	25 (batch size: 25)	9.50	Ref. Table 3
Level 3: Induction Training of District Level Master Trainers	2 phase Ph-1: 4 days Ph-2: 2 days	20	1 (batch size: 20 ...)	0.55 0.35	Ref. Table 4
Level 2A: Orientation workshops for remaining DPOs/ ACDPOs/CDPOs/ MLTC/AWTC Instructors etc)	1 day	155 100	6 2	1.35 0.69	Ref. Table 5
TOTAL		27209	1083	284.62	

Rs. 283.81 Lakh

3. Status of Manpower positions with regards to MIS training

No. of State level Master Trainers (SLMTs): (max 6-8) list to be attached)

Sl.No.	Functionaries	Sanctioned	In-position as on 31.03.2013	No. of persons proposed for induction training
1	AWWs	26656	26402	26402
2	Supervisors	1019	628	628
2	CDPOs/ACDPOs	155	131	131
3	DPOs	22	20	20
4	MLTC Instructors	1	1	1
4	AWTC Instructors	3	3	3

Table-2
Level 1 - Induction training of AWWs on revised MIS

- No. of trainees (AWWs): **26402**
- No. of batches: **1056** [Batch size: 25]
- Total no. of days: **8**
- No. of phases: 4 [Ph-1, 1 day, no cost; Ph-2: 4 days; Ph-3: 2 days; Ph-4: 2 days]
- No. of trainers per batch: 2 Supervisors
- Non-residential
- Venue: Sector

Cost table

Sl. No.	Item of expenditure	Suggested Norms <i>(based on the existing GoI Guidelines for Induction Training of AWWs, April 2009)</i>	Calculation	Total estimated cost (Rs. Lakh)
1	Food cost for trainees	@ Rs. 50/- per trainee per day	26402 X 50 X 8 days	105.61
2	TA to Trainees	@ Rs 50/- per trainee per day	26402 X 50 X 8 days	105.61
3	TA/Honorarium to Trainers	@ Rs. 2500 per batch (all phases together)	1056 X 2500	26.40
4	Training Materials to each participant (pen, pencil, folder, writing pad, etc)	@ Rs. 75/- per trainee (one time for all phases)	26402 X 75	19.81
5	Contingency	@ Rs. 1,500/- per batch (all 3 phases together)	1056 X 1500	15.84
Total (Level -1)				273.27

Table-3

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) **Level 2: Training of Trainers - Induction training of Supervisors (+ Select AWTC Instructors)**

- No. of trainees : $628 + 4 = 632$ (3 AWTC + 1 MLTC)
- No. of batches: **25** [Batch size: 25]
- Total no. of days: **6**
- No. of phases: 2 [Ph-1: 4 days; Ph-2: 2 days]
- No. of trainers per batch: **3 DLMFs**
- Residential
- Venue: Block level

Cost table

Sl. No.	Item of expenditure	Suggested Norms (based on the existing GoI Guidelines for Induction Training of Supervisors, April 2009)	Calculation	Total estimated cost (Rs. Lakh)
1	TA to Trainees*	@ Rs 200/- per trainee per phase	632 X 200 X 2 phases	2.53
2	Boarding & Lodging to trainees (**)	@ Rs. 120/- per trainee per day	632 X 120 X 6 days	4.55
3	TA to Trainers (3) (*)	@ Rs 500/- per person per phase	25 X 3 X 500 X 2 phases	0.75
4	Boarding & lodging of Trainers (**)	@ Rs. 120/- per day per person	25 X 3 X 120 X 6 days	0.54
5	Training Materials to each participant (pen, pencil, folder, writing pad, User's manual etc)	@ Rs. 100/- per trainee (one time for 2 phases)	632 X 100	0.63
6	Contingency	@ Rs. 2,000/- per batch (2 phases together)	25 X 2000	0.50
Total (Level-2)				9.50

* As per entitlement or subject to actual whichever is less

** As per official entitlement

Table-4

Level 3: Training of Trainers – Induction Training of District level Master Facilitators (DLMFs)

- Total no. of trainees (DLMFs) : 20 ✓
- No. of batches: 1 [Batch size: 25 or 30 (max)] *Batch size - 20*
- Total no. of days: 6
- No. of phases: 2 [Ph-1: 4 days; Ph-2: 2 days]
- No. of trainers per batch: 3 SLMTs
- Residential
- Venue: Division/District level

Cost table

Sl. No.	Item of expenditure	Suggested Norms (based on the existing GoI Guidelines for Induction Training of CDPOs, April 2009)	Calculation	Total estimated cost (Rs. Lakh)
1	TA to Trainees*	@ Rs 200/- per trainee per phase	20 X 200 X 2 phases	0.08 ✓
2	Boarding & Lodging of trainees (**)	@ Rs. 150/- per trainee per day	20 X 120 X 6 days	0.15 ✓
3	TA to Trainers (3) (*)	@ Rs 500/- per person per phase	1 X 3 X 500 X 2 phases	0.03 ✓
4	Boarding & lodging of Trainers (**)	@ Rs. 150/- per day per person	1 X 3 X 120 X 6 days	0.22 ✓ 0.02
5	Training Materials to each participant (pen, pencil, folder, writing pad, Training Manual, spiral bound formats etc)	@ Rs. 100/- per trainee (one time for 2 phases)	20 X 100	0.02 ✓
6	Contingency	@ Rs. 5,000/- per batch (2 phases together)	1 X 5000	0.05 ✓
Total (Level-3)				0.55 ✓

* As per entitlement or subject to actual whichever is less

** As per official entitlement

Rs. 0.35 lakh

Table-5

Level 2A: 1-day Orientation Workshop on revised MIS

- Total no. of participants: **155** ¹⁰⁰
- No. of batches: **6** ² Batch size: **50**
- Duration: 1 day
- No. of trainers per batch: **2 SLMTs**
- Non-Residential
- Venue: State HQs/Division/District level

Cost table

Sl. No.	Item of expenditure	Suggested Norms	Calculation	Total estimated cost (Rs. Lakh)
1	TA to participants (*)	@ Rs 200/- per trainee	¹⁰⁰ 155 X 200	0.31 .20
2	Lunch to participants	@ Rs. 120/-	¹⁰⁰ 155 X 120	0.19 .12
3	TA to Trainers (2) (*)	@ Rs 500/- per person	² 6 X 2 X 500	0.06 .02
4	Training Materials to each participant (pen, pencil, folder, writing pad, copies of spiral bound AWC Register formats, MPRs/ASRs, User's Manual, etc)	@ Rs. 250/- per participant	¹⁰⁰ 155 X 250	0.29 .25
5	Contingency	@ Rs. 5,000/- per batch	² 6 X 5000	0.30 .10
Total (Level-2A)				1.35

* As per entitlement or subject to actual whichever is less

Rs 0.69 lakh