

TO PROCS

GOVERNMENT OF SIKKIM  
SOCIAL JUSTICE EMPOWERMENT & WELFARE DEPARTMENT  
(WOMEN & CHILD DEVELOPMENT DIVISION)  
GANGTOK

No. HO3/2012 /W&CDDDated the 11 / 3 / 2012

To,

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

**Subject: Budget Plan in respect of Induction Training on Revised MIS in the State of Sikkim- Submission of proposal.- regarding.**

Sir,

Reference letter No. 4-1/2012-ME, MWCD, GoI, dated 19<sup>th</sup> June 2012 and letter No. 4-1/2012-ME, MWCD, GoI dated 28<sup>th</sup> August, 2012 regarding subject cited above I am to inform you the printing of revised MIS formats ( AWC Registers and Reports Forms) has been initiated and is expected that the printing will be completed within **April 2013**.

As per the GoI guidelines dated 28<sup>th</sup> August, 2012 a supplementary training action plan for induction training of ICDS functionaries on revised MIS at three levels has been prepared for a total estimated cost of Rs.14.23 lakh and is enclosed herewith for approval. As advised, we have used the existing norms of Induction Training of AWWs, Supervisors and CDPOs respectively for Level 1, 2 and 3 trainings on revised MIS.

I request you to kindly approve the supplementary STRAP for 2012-13 for an amount of Rs.14.23 lakh only so as to complete the induction training and the roll out of revised MIS in a time bound manner.

Sir as it is already late the Induction Training on revised MIS will be organized during 2013-14 only, right from 2<sup>nd</sup> fortnight of April'13, I would also request you to kindly approve to utilize the fund so approved for STRAP 2012-13 during 2013-14 without seeking approval for revalidation of the approved fund for STRAP 2012-13.

Thanking you,

Yours Faithfully,

K. K. Subba,  
Additional Director ICDS

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**Supplementary STRAP 2012-13 in respect of Induction Training on Revised MIS in ICDS**

Name of State: SIKKIM

A. Summary of requirement of budgets

B.

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	No of batches	Cost estimated by State (in 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	1233 AWWs	49 batches 1. 41 batches of 25 AWW 2. 8 batches of 26 AWW	13 lakh	Ref Table 2
Level 2: Induction Training of Supervisors/select AWTC Instructors	2 phases Ph-1: 4 days Ph-2: 2 days	30 Supervisors	1 batch of 30 participants	.48 lakh	Ref Table 3
Level 3: Induction Training of District Level Master Trainers	2 phases Ph-1: 4 days Ph-2: 2 days	30	1 batch of 30 participants	.46 lakh	Ref Table 4
Level 2 A: Orientation workshop for remaining DPOs /ACDPOs/CDPOs/ MLTC/AWTC Instructors etc	1 day	40	1 batch of 40 participants	.29 lakh	Ref Table 5
		1333	52 batches	14.23	

(Rupees fourteen lakh and twenty three thousand) only.

C. Status of Manpower positions with regards to MIS Training

No of State level Master Trainers (SLMTs): 4

Sl. No.	Functionaries	Sanctioned	In position as on 28.2.2013	No of persons proposed for Induction Training
1	AWWs	1233	1233	1233
2	Supervisors	55	45	45
2	CDPOs	13	13	13
3	DPOs	2	0	0
4	MLTC Instructors	Nil	-	-
4	AWTC Instructors	3	3	3

12.750

.652

.652

.288

14.342

**Table -2**  
**Level 1- Induction Training of AWWs on Revised MIS**

- No. of trainees (AWWs): 1233
- No of batches: 49 batches ( 41 batches of 25 participants and 8 batches of 26 participants).
- 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 ( Zone)

**Cost Table**

Sl. No.	Item of Expenditure	Norms ( existing GoI Guidelines for Induction Training of Supervisors, April 2009)	Calculation	Total estimated cost (Rs. Lakh)
1	Food cost for trainees	@Rs.50/- per trainee per day	1233 x 50 x 8days	4.932 ✓
2	TA to Trainees	@Rs.50/- per trainee per day	1233 x 50 x 8days	4.932 ✓
3	TA/Honorarium to Trainers	@Rs.2500/- per batch ( all phases together)	49 x 2500	1.225 ✓
4	Training Materials to each participants (pen, pencil, folder, writing pad, etc)	@ Rs.75/- per trainee ( one time for all phases)	1233 x Rs.75	.925 ✓
5	Contingency	@Rs.1,500/- per batch ( all phases together)	49 x Rs.1500	.735 ✓
Total (Level - 1)				12.749 ✓

**(Rupees Thirteen lakhs) only.**

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**Table -3**  
**Level 2- Training of Trainers- Induction training of Supervisors (+ Select AWTC Instructors )**

- No. of trainees: 30
- No of batches: 1
- No of phases: 2 [ Ph-1: 4days; Ph-2: 2 days]
- No. of trainers per batch: 3 DLMFs
- Residential :
- Venue: Block Level

**Cost Table**

Sl. No.	Item of Expenditure	Norms ( 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	30 x 200 x 2 phases	0.12 ✓
2	Boarding & Lodging to trainees	@Rs.120/- per trainee per day	30 x 120 x 6 days	0.216 ✓
3	TA to Trainers 3 DLMFs	@Rs.500/- per person per phase	1 x 3 x 500 x 2 phases	0.3 ✓ 103
4	Boarding & Lodging of trainers	@Rs.120/- per day per person	1 x 3 X 120X 6 days	.216 ✓
5	Training Materials to each participants (pen, pencil, folder, writing pad, etc)	@ Rs.100/- per trainee ( one time for 2 phases)	30 x Rs.100	0.3 ✓ 103
6	Contingency	@Rs.2,000/- per batch per phase	1 x 2000 x 2 phases	0.4 ✓ 104
Total (Level - 2)				0.4576
( Rupees forty five thousand, seven hundred and sixty)				

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**Table -4**  
**Level 3- Training of Trainers - Induction Training of District Level Master Facilitators (DLMFs)**

- No. of trainees (DLMFs): 30 (10 CDPOs + 3 Instructors + 17 Supervisors)
- No of batches: 1
- Total no. of days: 6
- No of phases: 4 [ 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	Norms (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	30 x 200 x 2 phases	0.12
2	Boarding & Lodging to trainees	@Rs.120/- per trainee per day	30 x 120 x 6 days	0.216
3	TA to Trainers 3 DLMFs	@Rs.500/- per person per phase	1 x 3 x 500 x 2 phases	0.3
4	Boarding & Lodging of trainers	@Rs.120/- per day per person	1 x 3 X 120 X 6, days	0.216
5	Training Materials to each participants (pen, pencil, folder, writing pad, etc)	@ Rs.100/- per trainee (one time for 2 phases)	A x Rs.100 30	0.3
6	Contingency	@Rs.5,000/- per batch per phase	5 x 2000 x 2 phases	0.4
Total (Level - 3)				0.4576

(Rupees forty five thousand, seven hundred and sixty) only

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**Table -5**  
**Level 2A- 1 Day Orientation Workshop on Revised MIS**

- Total no. of participants: 40
- No of batches: 1
- Duration: 1 day
- No. of trainers per batch: 2 SLMTs
- Non -residential
- Venue: State HQ/Division/District level

**Cost Table**

Sl. No.	Item of Expenditure	Norms (existing GoI Guidelines for Induction Training of Supervisors, April 2009)	Calculation	Total estimated cost (Rs. Lakh)
1	TA to participants	@Rs.200/- per trainee	40 x 200	0.8
2	Lunch to participants	@Rs.120/- per participant	40 x 120	0.48
3	TA to Trainers	@Rs.500/- per person	2 x 500	0.1
4	Training Materials to each participants (pen, pencil, folder, writing pad, copies of spiral bound AWC Registers formats, MPRs/ASRs, Usur's Manual, etc)	@ Rs.250/- per participants	40 x 250	0.10
5	Contingency	@Rs.5000/- per batch		0.5
Total (Level - 2A)				0.288

(Rupees twenty eight thousand and eight hundred) only.