

## **STATE TRAINING ACTION PLAN - TAMIL NADU**

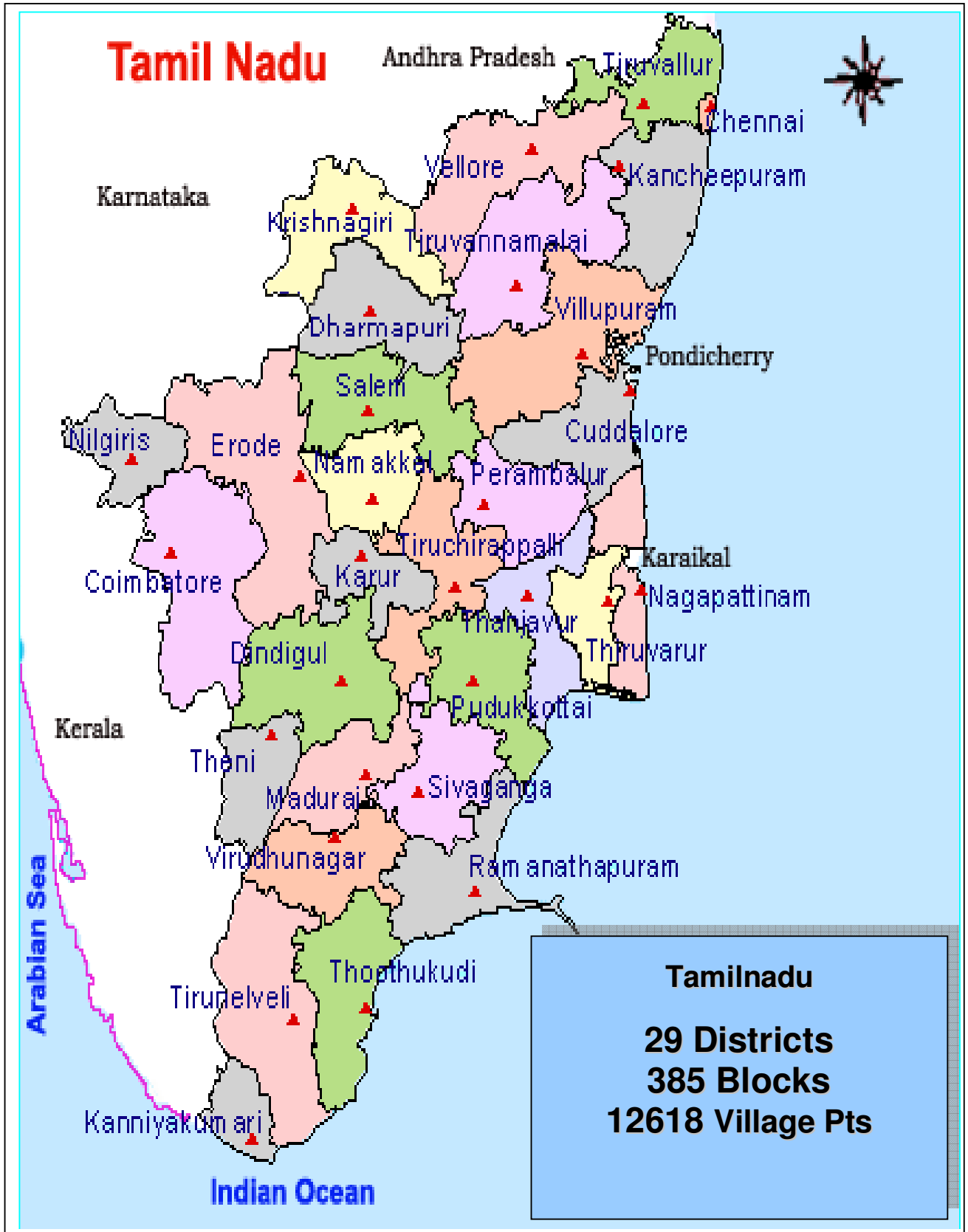
### **Training for the Elected Representatives of PRIs, Officials and others**

#### **Introduction and background**

The Development of rural areas and improvement in the quality of life of the rural people have been the primary concern in economic planning and development process. There is a growing realization that economic development and commendable advances made in diverse fields would in reality be meaningless, if they fail to be translated into better and dignified life for the majority living in rural areas. In order to correct the developmental imbalances and to accord due priority to rural areas, the Department of Rural Development and Panchayat Raj, of Government of Tamil Nadu is implementing a number of centrally and state sponsored programmes aimed at sustainable development of rural areas with a focus on weaker and vulnerable sections. The Rural Development Programmes have been streamlined and strengthened to meet the growing challenges. A number of initiatives have been taken for the creation of social and economic infrastructure in rural areas to bridge the urban rural divide as well as to provide food security and fulfill other basic needs of the rural poor.

#### **Panchayat Raj Institutions**

In the process of democratic decentralization, the 73<sup>rd</sup> Amendment brought to the Indian Constitution is a major landmark, which envisaged the real democratic decentralization through empowering people in the decision making. In this context, the Government of Tamil Nadu is committed to strengthen the grass root level democracy. In accordance with the Constitutional provisions of the 73<sup>rd</sup> and 74<sup>th</sup> Amendments, this Government facilitated the process for the Local Body Elections. The Election to the Rural Local Bodies in Tamil Nadu has been completed during October 2006, and newly elected representatives assumed their office on 25th of October-2006. Around 1.3 lakh people's elected representatives will be representing the entire rural local bodies in the state of Tamil Nadu.



### Tamil Nadu – General Information

		<b>As per 2001 census (in Lakhs)</b>	
		<b>Tamil Nadu</b>	<b>India</b>
Population (in lakhs)			
Total		624	10270
Male		314	5313
Female		310	4957
Rural		349	7425
Urban		275	2845
Percentage of Scheduled Castes to total population		19.0	16.2
Percentage of Scheduled Tribes to total population		1.0	8.2
Density of population (Persons per Sq.km)		480	325
Number of females per 1000 males		987	933
Percentage of rural population to total population		56.0	72.3
Literacy Rate (Percentage)	Over all	73.5	65.4
	Male	82.4	75.9
	Female	64.4	54.2
Birth Rate (Per thousand)		18.5	24.8
Death Rate (Per thousand)		7.7	8.9
Infant Mortality rate (per thousand live births)		44	64

### Tamil Nadu – Rural Local Bodies

Sl. No	Category of Reservation	Total No. of seats	seats reserved for women	% women	seats reserved for SCs	% SCs	seats reserved for STs	% STs
<b>I. District Panchayats</b>								
	District Panchayat Chairpersons	29	10	34%	7	24%	0	0%
	District Panchayat Ward Members	656	226	34%	154	23%	8	1%
<b>II. Block Panchayats</b>								
	Panchayat Union Council Chairpersons	385	140	36%	87	23%	4	1%
	Panchayat Union Ward Members	6570	2302	35%	1534	23%	64	1%
<b>III. Village Panchayats</b>								
	Village Panchayat Presidents	12,618	4275	34%	3143	25%	156	1%
	Village Panchayat Ward Members	97458	32638	33%	24630	25%	983	1%

#### **Role of Functionaries**

Apart from the core role of Panchayat Raj Institutions in the planning, implementation and monitoring of development programmes, the functionaries and officials of Rural Development and Panchayat Raj also play a vital role. The Bankers, NGOs, SHGs, SHG federations at the Panchayat level are also playing a crucial role in achieving the goals of several development programmes; they do come under core functionaries category. Another list of non-core functionaries are line departments, Watershed Technical Team(WDT), Project Implementation Agencies(PIA), Watershed Communities like user groups/beneficiaries etc., and their also play a role with PRIs and core functionaries in the implementation of the schemes. The line departments like Agriculture, Agriculture Engineering, Public Works Department, Horticulture, Sericulture, Animal Husbandry, Industries, Health, Education, TWAD,

Cooperatives, etc play complementary role in the implementation of schemes like SGSY, TSC, NREGA, and Swajaldhara.

### **Initiatives of Govt of Tamil Nadu**

The Government of Tamil Nadu in the process of democratic decentralization in the State has taken up the following steps:

- Enactment of the Tamil Nadu Panchayats Act 1994 and subsequent Amendments
- Conduct of Elections to the Rural Local Bodies
- Devolution of Powers, functions and responsibilities to the rural local bodies
- Financial devolution (State Finance Commission recommendations, Central Finance Commission recommendations, Incentive and Equalization grants and other sources)
- Conduct of State level Workshops, Seminars at the State/District levels to have a consensus on various policy decisions.
- Coordinating various agencies including donor agencies for resource mobilization in the context of capacity building of the PRIs and the functionaries in the State of Tamil Nadu.
- Organization of state/regional/ district level training programmes for all the three tiers, with periodical updating by SIRD and the five RIRDs.
- Training Needs Assessment of the PRIs and the Functionaries, through State level and regional level workshops.
- Preparation of Training Modules by a State Level Core Committee and validation of the same through State level Workshops.
- Facilitating social audit by encouraging people to take part in their own development, by participating Gram Sabha Meetings.
- Updating the Panchayat Manual and other guidelines for better implementation of the provisions of the Act.
- Preparedness for the training to the newly elected representatives and functionaries in their day-to-day functions for better delivery system.

## **Devolution**

### ***Functions***

This Government is committed to ensuring that the PRIs become vibrant institutions as local self-governments.

The Government constituted a committee under the chairmanship of Thiru L.C. Jain, Member, State Planning Commission, Tamilnadu in 1996 to give recommendations on the entrustment of powers to the three tiers of Panchayats. The Committee submitted its report to the Government in April, 1997.

Many of the recommendations of the Committee have been crystallized into action for empowering the Panchayats. Apart from the Rural Development Department, various sectoral departments such as Agriculture, Animal Husbandry, Forests, Social Welfare, Revenue, Khadi and Village Industries, Education, Health and Family Welfare, Adi-Dravidar Welfare, Cooperation, Food and Consumer Protection, have issued Government Orders for devolution of functions in their respective spheres to the three tiers of Panchayats.

After the first phase of entrustment of powers, Government constituted a High Level Committee in November, 1997 under the Chairmanship of Thiru.Ko.Si.Mani, the then Hon'ble Minister for Rural Development and Local Administration with experienced persons including sitting MLAs of various political parties as members of the Committee to recommend additional devolution of powers to the Panchayats.

This High Level Committee submitted its report on 11.1.1999 with 1209 recommendations to the Government. The Government accepted 718 recommendations and issued orders for implementation.

This Government have announced on the floor of the Assembly in 2006 that a High Level Committee will be constituted for further devolution of powers, functions and functionaries to PRIs. Following this announcement, this Government have constituted High Level Committee

in Oct 2006, under the Chairmanship of Thiru.M.K.Stalin, Hon'ble Minister for Rural Development and Local Administration.

### ***Finances***

- Village Panchayat President is the Executive Authority of the Village Panchayat
- Village Panchayat can propose Plans/works to Grama Sabha for approval
- Decide on the works to be taken from the untied funds with approval of Grama Sabha
- Village Panchayat can take up the works up to Rs.1,00,000 without outside sanction.
- Operating the accounts jointly with the Vice-President
- Village Panchayat may spend Rs.2000/- at a time and up to Rs.5000/- in a year, without any estimate, but with the approval of the Village Panchayat.
- Village Panchayat may engage a chartered engineer, for execution of works up to Rs.1,00,000/- under General Funds.
- Panchayat Unions can take up works upto Rs.5,00,000/- without outside sanction.
- District Panchayat can take up works upto Rs.5,00,000/- works without outside sanction.
- The Panchayats can obtain loans
- The inter-panchayat lending is also made possible

### ***Functionaries***

- Village Panchayat President is the Executive Authority of the Village Panchayat
- He is assisted by a Village Panchayat Clerk (fulltime basis) in regular scale of pay.
- The present Government has appointed Makkal Nala Paniyalargal (Peoples' Welfare Worker) one per every Village Panchayat to assist the Village Panchayat Presidents. This is in addition to the Panchayat Assistants who are already in position.

- Engage a chartered engineer, for execution of works up to Rs.1,00,000/- under General Funds.

### ***Grama Sabhas made vibrant***

- There shall be a Grama Sabha for every village panchayat
- The Grama Sabha shall meet at least twice a year but six months shall not intervene between any two meetings.
- Every meeting of the Grama Sabha shall be convened by the president of the Village Panchayat.
- If the president fails to convene the meeting of the Grama Sabha, the Inspector shall convene the meeting.
- The mandatory meetings to be held on Jan - 26<sup>th</sup> , May - 1<sup>st</sup> , Aug 15<sup>th</sup> , Oct. 2<sup>nd</sup> every year, apart from their own meetings, as per the need.
- The Grama Sabha shall-
  - approve the village plan;
  - approve the village budget for the year
  - approve the audit report on the village panchayat accounts of the previous year and
  - review the progress of the implementation of all schemes entrusted to the Village Panchayat
- The Government may by notification, entrust to the Gram Sabha such other functions as may be specified
- The village panchayat shall give due consideration to the recommendations and suggestions of the Grama Sabha.
- The Grama Saba shall meet at a public place within the jurisdiction of the Village panchayat in each of the ward by rotation on the date appointed by the President of the Village Panchayat or as the case may be, by the Inspector at 11.00 am on any working day



- No meeting shall be held on any public holiday, unless specifically notified.
- No subject shall be taken up for deliberation at a meeting of the Grama Sabha unless there be present the number of members specified.
- The attendance of the members of the Grama Sabha meeting shall cause to be recorded in a register maintained for the purpose by the Presiding Officer of the Meeting. The Presiding Officer shall arrange to record the proceedings of the meeting by means of photographs

<i>Population</i>	<i>Quorum for the meeting</i>
Up to 500	50
501 to 3,000	100
3001 to 10,000	200
above 10,000	300

Provided that out of the quorum specified, one third shall be women members and the SC / ST members shall be in the same proportion to the quorum as the population of the SC/ST bears to the total population of the Village panchayat

**Sensitization Training Programmes for all the Village Panchayat Presidents in the State commenced with state mobilized funds**

The Government of Tamilnadu is determined to devolve of functions and funds to the rural local bodies as per the States mandate. Tamil Nadu is one among the states, where the entire constitutional provisions in the process of democratic decentralization. The elections to rural local bodies in Tamilnadu were held in October 2006 and the newly elected Village Panchayat Presidents assumed their office on 25th of October 2006. The village Panchayat President is also the executive authority in the Village Panchayat.

It is expected that 80% of elected Panchayat Presidents are likely to be new comers, due to the reservation and rotation policies, they need to be properly oriented on the Panchayat Raj Institutions, their duties, roles and responsibilities and implementation of various schemes. The objective of the orientation training is to equip the participants with adequate knowledge in the areas of Panchayat Raj and Rural Development and make them aware of the provisions of the Constitution, Act, rules, scheme, guidelines, circulars, etc.,

In the circumstances, the Govt. of Tamilnadu has initiated a 2-day orientation training to all the newly elected Panchayat Presidents at various venues in the districts with effect from 15.11.2006. The first day of the training will cover Panchayat Raj and the second day will be devoted to scheme implementation. The number of participants may vary between 80-120 and the venues have been fixed taking a central location of the participating blocks into account. This sensitization programme will be over by the end of Nov.2006, covering all most all the Village Panchayat Presidents.

The district administration has been geared up to conduct these training programmes successfully. Elaborate arrangements have been made for fixing venue at the Block Clusters, provision of course materials, logistics, resource person, documentation and so on. Since 70 to 80 % of the elected representatives are elected for the first time, the aptitude for learning is tremendous and the attendance level is on an average of 90 to 95%.

A TOT for the State level training team was conducted during 8<sup>th</sup> and 9<sup>th</sup> at SIRD and networking of resource persons at all the venues. Apart from the SIRD faculties, all faculties of ETCs eminent Village Panchayat Presidents, Panchayat Union Chairperson, Retired Officers of R.D. Department and other Resource Persons were drafted by SIRD and sessions were handled by them at the 124 venues of 29 districts. The programme started on 15<sup>th</sup> November and conducted in succession, covering all the Village Panchayat Presidents in batches.

## **Need for Training Plan**

The people of the State of Tamil Nadu have been empowered by selecting their representatives; thereby share their power in the decision-making, which brings positive changes in their standard of living. This could be possible, only when the people's elected representatives are properly oriented in all the latest trends like participatory planning, collective decision making and access to various Acts, Rules, Government Orders and other executive guidelines.

Similarly, the core and critical functionaries like officials of Rural Development , starting from the Project Officers of DRDA, Assistant Project Officers, etc., ( the list of functionaries are shown in the formats ) are to be trained. The another group of functionaries like Bankers, NGOs, SHGs, Engineers, Coordinators of TSC, Watershed Project, Sectoral Department officials also need to be trained on various schemes. They shall be oriented on the guidelines, the partners involved in various schemes, funding patterns, implementation, monitoring, etc through intensive series of training programmes including workshops, seminars and exposure visits.

The State Institute of Rural Development, five RIRDs and Nodal Institutions identified will cater to the training needs of the elected representatives and functionaries of the state. The types of programmes like training, workshop, seminars to be required for each category of target groups viz., Critical functionaries and non critical functionaries have been identified, and accordingly, this state action plan for training is designed.

## **Objectives of the State Action Plan**

- To identify total training needs assessment of elected representatives of PRIs, functionaries of PRIs and rural development and line departments
- To formulate a strategy to train the elected representatives of PRIs and the functionaries of Rural Development and line departments

- To devise a plan to equip PRI representatives and core functionaries with adequate knowledge in the areas of Panchayat Raj and Rural Development particularly in the 29 subjects enumerated in the XI Schedule.
- To develop a training package for creating awareness on the Constitutional provisions, Act, Rules, guide lines, circulars relating to Panchayat Raj and Rural Development.
- To prepare a blueprint for projection of time frame to train the PRIs and other functionaries to acquaint to the norms of the new developmental programmes.
- To prepare a plan for deciding the number of PRIs and functionaries to be trained and to anticipate the funds to required for accomplishing or reaching the desired result.
- To consolidate the efforts to be carried out with regard to Capacity Building assignment vested with SIRD, Five RIRDs and other nodal institutions.

### **The Expected Outcome**

- The Peoples' elected representatives and functionaries of the Rural Development will be having adequate knowledge in the areas of Panchayati Raj and particularly in the 29 subjects enumerated in the XI Schedule.
- The target participants will have an exposure and awareness to a greater extent to Constitutional provisions, Act, Rules, guide lines, circulars relating to Panchayati Raj.
- The Peoples' elected representatives functionaries of the Rural Development will be able to understand and clarify their doubts in the implementation of the various Developmental programmes of both Central and State Governments.
- All the target participants will be sensitized on gender and other social issues and the steps to be taken for remedies.
- The behavioral skills of the aspects of the Peoples' elected representatives such as Leadership Skills, Team Work, Interpersonal

relations, Co-ordinations with the Govt. / Non -Govt / and the Community in carrying out the duties will be up graded.

## **The Strategy**

### **Regional and State level workshops for validation of modules and materials**

#### **The need**

Training has been an integral part of development activities. Training helps a person to update the knowledge, upgrade skills and modify his/her attitudes to perform better in a given situation. Various types of training programmes are organised by SIRD for its clientele based on the results of the Training Needs Assessment (TNA) exercise and as per the policies of the Government. The elections to the rural local bodies are just over and newly elected representatives have assumed office in October 2006. Since this election process was based on reservation and rotation, many of the representatives are first timers and need to be sensitised on RD and PR related activities. Keeping this as the main focus, regional / state workshops (five regional workshops and one at state level) are proposed with the following objectives.

#### **Objectives**

- To identify the types of training programmes required in the areas of Panchayat Raj and Rural Development.
- To finalise the strategy for imparting training
- To discuss and validate the training modules and the finalise the training materials.
- To design the course brochures
- Draw the list of resource persons / facilitators.

**Duration:** Three days.

3 day workshops at five regions viz: Villupuram, Trichy, Coimbatore, Maddurai and Salem and a consolidation of regional workshops at state level in SIRD, Maraimalainagar.

## Level of participants

- District level officers of the Rural Development
- Assistant Director (Panchayats)
- Assistant Director (Audit),
- Secretary to District Panchayat
- Personal Assistants to the District Collector,
- District Planning Officers,
- Assistant Project Officer, DRDA (i/c of SGSY and TSC,
- Block Development Officers (BP),
- Block Development Officers (V.P),
- Deputy BDOs
- Technical Assistants
- Extension Officers
- Village Administrative Assistants
- Village Panchayat Assistants
- Faculty Members from RIRD, SIRD
- Representatives from resource Institutions.

## Methodology

Experience sharing

Content Presentation , Games

Paper presentations

Group discussions

Presentations and discussions

Preparation of Action Plans

## Training of Trainers (cascading model)

### State Training Team

- |                                  |   |    |
|----------------------------------|---|----|
| • Faculty of SIRD                | : | 10 |
| • Faculty of RIRDs (ETCs)        | : | 25 |
| • Resource Persons of SIRD/RIRDs | : | 25 |

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60

## Trainers (cascading model-Institutional levels)

The following are the trainers identified among the prominent PRI functionaries in the category of Village Panchayat Presidents and PU Chairpersons

Name of the District	Name of the Block	Name of the Panchayat	Name of the person	Designation
Kancheepuram	Acharapakkam	Nedungal	Sumathi Devanathan	Village Panchayat President
	Kattankulathur	Anjur	V.Rajendran	do
	Uthiramerur	Kaliampoondi	V.Mannarkrishnan	do
	Thirukkalukundram	P.V.Kalathur	K.Lalitha	do
	Lathur	Periavelikadu	V.Elumalai	do
	Thiruporur		R.Lakshmi pathi	Panchayat Union Chairman
	Acharapakkam		K.Balasubramaniam	do
Villupuram	Kanai	Kakkanur	A.Sagayamery	Village Panchayat President
	Kolianur	Thennamadevi	M.Jeyachandran	do
	Marakkanam	Jakkampettai	M.Premkumar	do
	Kandamangalam	Vazhuthavur	M.Kaliaperumal	do
	Vikkiravandi	Asoor	J.Jeya	do
	Kandamangalam		K.Ramadoss	Panchayat Union Chairman
	Thirunavalur		G.R.Vasanthavelu	do
Krishnagiri	Krishnagiri	Periyamuthur	R.Visvanathan	Village Panchayat President
	Bargur	Guttur	A.Kuppan	do
	Mathur	Inam Kttupatti	P.Kathiravan	do
	Uthangarai	Chendrapatty	S.Nagarajan	do
	Thally	Belagondapally	B.S.Srinivasan	do
	Uthangarai		K.P.Dhatha Goundar	Panchayat Union Chairman
	Thally		G.Ravi	do
Dindigul	Reddiar Chatram	Karisalapatty	J.Joseph Irudayaraj	Village Panchayat President
	Atthur	Devarappanpatty	P.Balakrishnan	do
	Ottanchatram	Ko. Keeranur	A.M. Nattuthurai	do
	Vedasandhur	Sri Ramapuram	V.Kalimuthu	do
	Sanarpatty	Kambiliampatty	K.C.Santhi	do
	Vedasandhur		R.Kavitha Parthiban	Panchayat Union Chairman
	Natham		R.Jeyaraj	do

Cuddalore Cuddalore	Keerapalayam	Keerapalayam	K.P.Pannerselvam	Village Panchayat President
	Anna gramam	Kanisapakkam	S.Arivazhagan	do
	Cuddalore	Kondur	G.Mayavan	do
	Vridachalam	Sathiyavadi	S.Velmurugan	do
	Parangipettai	Kothattai	V.Chandran	do
	Cuddalore		P.Thamaraikannan	Panchayat Union Chairman
	Kurinjipadi		J.Arivazhagan	Panchayat Union Chairman
	Komaratchi		Senthilkumar	do
Thiruvanna malai	Thandampattu	Narayanakuppam	K.Kandasamy	Village Panchayat President
	Peranamallur	Anaipothi	V.J.Gajapathi	do
	Vandavasi	Ammaiapattu	S.Jeyasakthi	do
	West Arni	Vinnamangalam	V.Ravi	do
	Thiruvannamalai	Keelkarippur	P.Anbalagan	do
	Thiruvannamalai		K.Kannan	Panchayat Union Chairman
	Vembakkam		J.Selvarajan	do
Sivagangai	Ilaiyankudi	Salaigramam	A.Muthukannu	Village Panchayat President
	Manamadurai	Arasa kulam	M.Muniandi	do
	Thirupuvanam	Kazhugarkottai	Ayoob khan	do
	Thirupatthur	Pillaiarpatti	K.R.Vellaichamy	do
	Sakkottai	Periakottai	G.Selvam	do
	Thirupatthur		Karu. Chidambaram	Panchayat Union Chairman
	Sivagangai		M.Muthuramalingam	do
Namakkal	Erumaipatti	Reddipatti	P.Balasubramaniam	Village Panchayat President
	Senthamangalam	Uthirakidikaval	A.Venkateswaran	do
	Kabilarmalai	T.Koundampalayam	P.Kuzhanthaivelu	do
	Pallipalayam	Kuppandampalaya m	G.Chinnusamy	do
	Paramathi	Nallur	P.Madialagan	do
	Senthamangalam		A.Ashok kumar	Panchayat Union Chairman
	R.Karikalan		Namakkal	do
Tirunelveli	Palayankottai	Ponnakudi	A.Sankaranarayanan	Village Panchayat President
	Valliyur	Levanchipuram	Ponniyin selvan	do
	Kadaiyam	Keel ambur	K.Sivagamisundari	do
	Keelappavur	Kulasekarapatti	S.N. Ilango	do
	Keelappavur	Kalloorani	R.Tamilarasi	do
	Keelappavur		S.K.P. Kamaraj	Panchayat Union Chairman
	Alankulam		S.Ammasi	do



Nagapattinam Nagapattinam	Vedaranyam	Thennadar	Anbuvelan	Village Panchayat President
	Nagapattinam	Kurichi	K.Latha	do
	Kollidam	Vadarangam	R.Chinnadurai	do
	Mayiladuthurai	Kadalankudi	T.Malathi	do
	Keel Velur	Thevoor	K.Kannan	do
	Keelaiyur		P.Vairavan	Panchayat Union Chairman
	Thalai Gnanayiru		R.Kalidasan	do
Karur	Karur	Vettamangalam	C.Rajeswari	Village Panchayat President
	Thanthoni	Appipalayam	M.Eswari	do
	K.Paramathi	K.Paramathi	D.R.Periyathambi	do
	K.Paramathi	Chinnadharapuram	K.Ramalingam	do
	Kulithalai	Inungur	P.Kumar	do
	Kadavur		N.Selvaraj	Panchayat Union Chairman
	Thogaimalai		R.Chandrasekaran	do
Trichy	Manapparai	Pannappatti	N.Govindarajan	Village Panchayat President
	Marungapuri	Maniyankuruchi	R.Thenmozhi	do
	Manikandam	Ammappettai	Alagappan	do
	Tiruverumbur	Krishnasamudram	K.G.S.Marimuthu	do
	Thuraiyur	Varadarajapuram	M.Kannan	do
	Manachanallur		V.S.P.Elangovan	Panchayat Union Chairman
	Lalgudi		Dr. Parkavan Pachaimuthu	do
Pudukkottai	Arimalam	K.Rayavaram	S.Rani Sathappan	Village Panchayat President
	Thiruvarankulam	Melathur	S.Saravanan	do
	Karambakkudi	Puduvuduthy	U.Sulaiman	do
	Pudukkottai	Varappur	S.Ramasamy	do
	Ponnamaravathy	Koodalur	A.Sebasdian	do
	Avudaiyarkoil		R.Sundararajan	Panchayat Union Chairman
	Thiruvarankulam		K.P.K. Thangavelu	do
Vellore	Jolarpet	Pachal	G.Asokan	Village Panchayat President
	Kaniyambadi	Edayansathu	Mr. Rani Mani	do
	K.V.Kuppam	Pasumathur	R.Nalina	do
	Kandili	Gummidigampatti	G.Loganathan	do
	Thimiri	Aroor	B.E.Masilamani	do
	Vellore		Anitha Shanmugam	Panchayat Union Chairman
	Alangayam		Devaraj	do

Theni Theni	Periyakulam	Lakshmiapuram	P. Gnanamani	Village Panchayat President
	Mayiladumparai	Nariyuthu	S.Maharajan	do
	Theni	Dharmapuri	Angathevar	do
	Chinnamanur	Kanniservaipatti	Saradadevi	do
	Uthamapalayam	Mela sinthalaicheri	R.S.Durairaj	do
	Theni		P.Suruliraj	Panchayat Union Chairman
	Bodi Naickanoor		K. Selvam	do
Perambalur	Alathur	Karai	C. Sundararajan	Village Panchayat President
	Veppur	Aduthurai	P. Patchamuthu	do
	Veppanthattai	Periyammalayam	K. Ramesh	do
	Ariyalur	Valajanagaram	D.Elaiyarajan	do
	Thirumanur	Thirumanur	D.Dhanapal	do
	Perambalur		M.Rajaram	Panchayat Union Chairman
	Thirumanur		B.Latha	do
The Nilgiris	Udhagai	Thummanatty	Rukmani	Village Panchayat President
	Coonoor	Hubathalai	Mathivazhagan	do
	Coonoor	Burliar	Premkumar	do
	Kothagiri	Kodanadu	P. Balasubramaniam	do
	Gudalur	Cherangodu	P. Tamilmani	do
	Uthagai		Rajammal	Panchayat Union Chairman
	Kothagiri		H.N.Deepa	do
Thanjavur	Kumbakonam	Pazhavathan kattalai	N.Chandrasekaran	Village Panchayat President
	Ammapettai	Arunthavapuram	U. Samiappa	do
	Papanasam	Ullikadai	S.T.Jeyakumar	do
	Madukkur	Siralmekudi	R.Balaiyan	do
	Pattukottai	Anaikadu	T.Alankaramery	do
	Thanjavur		Nanjil k. Varadarajan	Panchayat Union Chairman
	Thiruvudai marudur		S.Ramalingam	do
Thiruvallur	Thiruvallur	Kakkalur	T. Purushothaman	Village Panchayat President
	Magaral	Ellapuram	E. Govindaraj	do
	Puzhal	Grand line	N. Jegadeesan	do
	Cholavaram	Azhinjivakkam	M.Baskaran	do
	Poonamallee	Kuthambakkam	K. Ilangovan	do
	Puzhal		V. Fernandes	Panchayat Union Chairman
	Villivakkam		A.M.Duraivelu	do

Thoothukudi	Thoothukudi	Melathattaparai	Sundar Rajan	Village Panchayat President
	Srivaikundam	Sriparangusanallur	J. Juliet Susila	do
	Alwarthirunagari	Angamanglam	John	do
	Pudur	Mettilpatti	Jeyarani	do
	Vilathikulam	Periyasampuram	Arulanantham	do
	Kayathar		Manickaraja	Panchayat Union Chairman
	Sattankulam		Gnanapushpam	do
Erode	Erode	Thindal	S.kumarasamy	Village Panchayat President
	Medakurichi	Kanagapuram	A.Mahudeswaran	do
	Chennimalai	Vadamugam Vellore	Muruganandam	do
	Uthukuli	Anaipalayam	P.Sarada	do
	Bhavanisagar	Pungar	Kakki.Rajendran	do
	Dharapuram		K.Bhanumathi	Panchayat Union Chairman
	Vellakovil		Sivakami Muthukumar	do
Dharmapuri	Dharmapuri	Konanginaickanahalli	M.P.Murugesan	Village Panchayat President
	Palacode	Panchapalli	Pattano Raman	do
	Morappur	Ramiyanahalli	V.Ragunathan	do
	Harur	Keeraipatti	keerai	do
	Harur	Kolagampatti	B.Chinnathambi	do
	Nallampalli		M.Subramanian	Panchayat Union Chairman
	Pennagaram		G.Thennarasu	do
Salem	Veerapandi	Arikoundampatti	M.Chithan	Village Panchayat President
	Veerapandi	Mooduthurai	A.Sivasubramanian	do
	Edapadi	Chettimankurichi	E.Chithan	do
	Sangagiri	Chinna Koundanur	P.Thangamuthu	do
	Athur	Malliakarai	M.Periasamy	do
	Mecheri		S.Raja	Panchayat Union Chairman
	Thalaivasal		N.K.Selvaraj	do
Coimbatore	Palladam	Ganapathypalayam	N.Somasundaram	Village Panchayat President
	Karamadai	Marudhur	R.Rengarajan	do
	Thondamuthur	Vellimalaipattinam	R.Suganya	do
	Sulur	Neelambur	N. Shanmugha sundaram	do
	Karamadai	Odanthurai	R.Shanmugam	do
	Pongalur		N.C.Krishnaveni	Panchayat Union Chairman
	Pollachi (South)		R.Krishnakumar	do

Kanniyakumari	Kadukkarai	kadukkarai	S.Maharajan	Village Panchayat President
		Leepuram	A.Gnanaprakasam	do
		Erachakulam	Era. Ganesan	do
		Kulasekarapuram	O.P.Kumaresapillai	do
		Peachiparai	S.Rajan	do
	Kurunthankode		M.Anandh	Panchayat Union Chairman
	Munchirai		V.Jeyaraj	do
Madurai	Usilampatti	Pothampatti	M.Natarajan	Village Panchayat President
	Kottampatti	Kottampatti	Raveendran	do
	Thiruparankundram	Nagamalaipudukottai	Jeyakumar	do
	West Madurai	Kannanendhal	Jeevanandham	do
	T.Kallupatti	A.Thottiapatti	A.Nagalakshmi	do
	Thiruparankundram		S.Muniyandi	Panchayat Union Chairman
	Sedapatti		M.Murugan	do
Thiruvarur	Kudavasal	Kandiramanickam	K.Kalimuthu	Village Panchayat President
	Nannilam	Anaikuppam	K.Ponniyin selvi	do
	Koradacheri	Arasavankadu	G.Varadarajan	do
	Mannarkudi	Keela Thiruppalakudi	M.Madivanan	do
	Thiruvarur	Mankudi	P.S.Madilamani	do
	Kudavasal		Vimala Banu	Panchayat Union Chairman
	Thiruvarur		M.Ravichandran	do
Ramnad		Michael pattinam	Jesu mary	Village Panchayat President
		Saveriar pattinam	Arokkiammal	do
		Thamaraikulam	Sivalingam.S.	do
		Venthoni	Sankara pandian	do
		Sikkal	R.Periasamy	do
	Thiruppulani		A.Ameer	Panchayat Union Chairman
	Paramakudi		U.Thisaveeran	do
Virudhunagar	Vembakottai	Subramaniapuram	S.Sreenivasan	Village Panchayat President
	Rajapalayam	Chokkanathan puthur	R.Sivakaminathan	do
	Aruppukottai	Panthalkudi	R.Sundaramoorthy	do
	Sattur	Chatrapatty	S.Ponnuchamy	do
	Sivakasi	Narayanapuram	R.Devaraj	do
	Vembakottai		K.Ravichandran	Panchayat Union Chairman

## **Training input proposed**

Based on the functional and operational aspects of PRIs and the ongoing schemes, the identified areas of training are listed below. Necessary modification and improvement will be made wherever necessary

### ***Knowledge Aspects***

- 73<sup>rd</sup> Amendment
- Tamil Nadu Panchayats Act 1994
- Acts, rules, Government Orders, guidelines
- Role of PRIs in social issues
- Powers, functions and responsibilities of Rural Local Bodies
- Resource Mobilization / Financial Management
- Developmental Schemes / Engineering aspects
- Environment
- Identification and maintenance of Community Assets
- Social problems / issues

### ***Skill Up gradation Aspects***

- Conduct of Meetings
- Participatory Planning
- Budgeting / Accounting
- Bookkeeping
- Leadership skills
- Social mobilization
- Communication and inter personal relations
- Disaster Management

### ***Attitude Aspects***

- Collective decision making
- People centered approach
- Positive attitude towards participatory development
- Transparency in Administration
- Social Auditing
- Gender sensitization
- Cordial relations with sectoral departments

- To cope with Right to Information Act

## **Reference materials**

### ***Matters relating to Village Panchayats***

- Funds and Functions of Village Panchayats
- Village Panchayat Administration
- Conduct of village panchayat meetings
- Village panchayats works
- Village Panchayats Assets
- Role of Committees in Village Panchayats administration
- Grama Sabha – Grass Root level democracy
- Accounts and Records maintenance
- Central and State Schemes
- Water and sanitation
- Right to Information Act

### ***Matters relating to Panchayat Unions***

- Duties and responsibilities of Block Panchayats
- Panchayat Union Administration
- Administration of funds, accounts and audit of Panchayat Unions
- Rural Works – Panchayat Unions
- Central and State Government Schemes
- Right to Information Act

### ***Matters relating to District Panchayats***

- Duties and responsibilities of District Panchayats
- Role of District Planning Committees
- Role of Standing Committees

### ***Common materials for all the three tiers***

- Right to Information, Computer Applications, Child Labour
- Empowerment of women, Rural Sanitation, Protected Drinking water
- Technical know how for better implementation, Planning
- Environment, Education, Waste Land Development
- Maintenance of Basic Amenities, Leadership and Leaders

- Rural Development Schemes, Rural Technologies

***List of draft Training Modules and Materials ready***

Village Panchayat Presidents & Vice presidents

Ward Members of the three tiers

Vice Presidents/Chairpersons of the three tiers

Sectoral Officers

Role of NGOs in Rural Development

Gender in development

Course for Rural Development engineers

Peoples' participation and social audit

Managerial Skills for Rural Development functionaries

Right to Information Act

Training for All Level Officers /Generic ( Schemes)

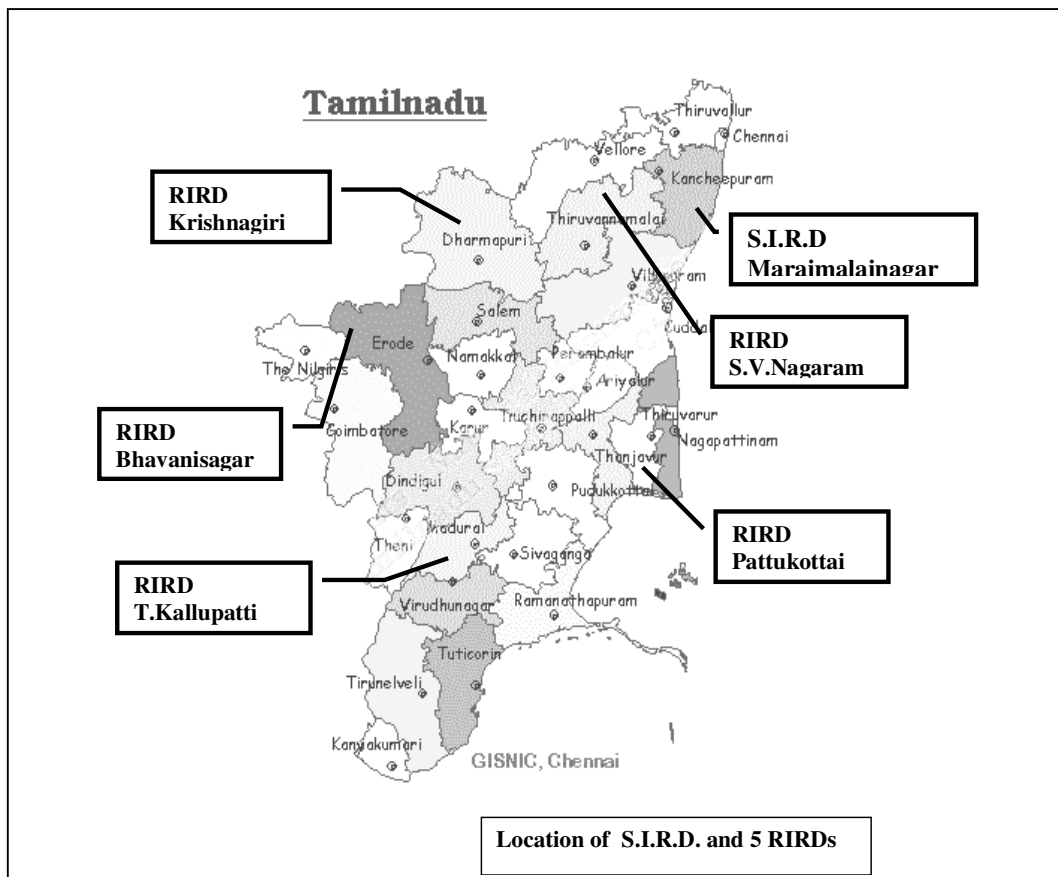
Disaster management

**Workshop methodology**

- Brain storming, Ice-breaking, Lecture with presentation
- Experience sharing, Interactive discussions
- Games, Film shows, Role plays, Group exercise, Group Discussions , Energizers ,
- Exposure visit to best practices
- Report presentation

## RURAL DEVELOPMENT TRAINING NET WORK

The training needs of the people's elected representatives and the functionaries of the Rural Development and other line departments with reference to the Panchayat Raj and Rural Development are taken care by the



SIRD at the State level and by the five RIRDs (Bhavani Sagar, Pattukottai, S.V.Nagaram, Krishnagiri, T.Kallupatti), at the regional levels and District and block level institutions (to be identified). While SIRD takes care of the Officers from the cadre of Block Development Officers/PUC Chairpersons and above, the RIRDs impart training to the down line functionaries in the respective service area Districts and the District and Block level Institutions will impart training to the gross root and village level functionaries.



## **Strategy related issues to be considered**

- SIRD be made state level nodal agency for Rural Development and Panchayati Raj Training
- The earmarked % of training funds under various schemes be released to SIRD directly.
- Allocation of funds to RIRD / ETC to be based on training plan formulated and approved by GOI.
- Core faculty to be given appropriate time scale of salary on regular basis attracting talented faculty members. UGC Scales of pay be appropriate. GOI may please revise the scheme and issue new guidelines.
- All NGOs/other institutions co-opted for training RD/PRI's functionaries to be made responsible and reporting to SIRD.
- For each program the roles of functionaries will vary and accordingly the duration of training and content to vary.
- Certain clientele (members) e.g. PRI leaders would need a comprehensive / holistic program.
- Certain official would need induction / foundation programs and refresher as well.
- Costing can be worked out only when duration of the program i.e. total number of training days by category of officers is worked out.
- A state level workshop need to be organized to determine category-wise basic program, duration, contents, refresher etc.,

## **Training Infrastructure**

### **SIRD-Tamil Nadu**

SIRD, Tamil Nadu is an autonomous body under the Rural Development and Panchayat Raj Department, Government of Tamil Nadu. It is a registered society under the Societies Registration Act, 1975. It has the history since 1961, when it was started as "Orientation Study Center" in Bhavanisagar. SIRD started functioning in its own campus at Maraimalai Nagar near Chennai, since 1991. The Institute is headed by an officer in the cadre of Additional Director from the department of Rural Development and Panchayat Raj.

## **Objectives**

1. To undertake and assist in the organisation of training and study courses, conferences, workshops, seminars and lectures.
2. To undertake aid, promote and coordinate research through its own or other agencies including universities and training centres established by or with the aid of the Government of India or the State Government.
3. To establish schools for
  - a) study and orientation,
  - b) training and instructions,
  - c) research, evaluation and such others as may be necessary to achieve the objectives of the society.
4. To analyze and propose solutions of specific problems encountered in the planning and implementation of various programmes of Rural Development and Panchayat Raj and similar programmes.
5. To prepare, print and publish papers, periodicals and books in furtherance of the objectives of the society.
6. To establish and maintain libraries and information services.
7. To collaborate with other institutions, associations and societies in India or abroad, interested in similar objectives.
8. To assist the Government of Tamil Nadu in the policy formulation and the choice of options.

## **The Executive Committee**

Chairperson	Secretary to Government, Rural Development & Panchayat Raj Department
Vice Chairperson	Director Rural Development & Panchayat Raj Department
Members	<ul style="list-style-type: none"><li>• Secretary to Government, Finance department</li><li>• Secretary to Government, Planning, Development and Special Initiatives department</li><li>• Director of Rural Development &amp; Pt. Raj (Training)</li></ul>

- Executive Director, Tamil Nadu Corporation for Development of Women
- Joint Secretary (Rural Development & Pt. Raj Department)

Member / Secretary                      Director, SIRD.

### **Faculty**

This Institute has faculties in Area Planning, Panchayat Raj, Behavioral sciences, Agriculture, Watershed management & soil conservation, Financial Management, Co-operation, Extension education, and Computer application.

### **Facilities**

SIRD has a spacious and self-contained administrative complex of 22,000 sq. ft. There are 2 conference halls with capacity of 60 each, a mini conference room to accommodate 30 participants and a lecture room with a seating capacity of 30. Latest audio-visual equipments are available to make the training more effective and interesting.

This Institute possesses requisite training infrastructure like building, library, hostel, audio-visual aids and the like. As a state level apex training institute, it has a duty of updating knowledge, upgrading skills and changing attitudes of the personnel of rural development and sectoral departments to perform better in the areas of planning, implementation, monitoring and evaluation etc.,

### **Training**

Training, Research and Consultancy are the main activities of SIRD. As an apex training institution of the Rural Development and Panchayat Raj department, SIRD caters to the training needs of middle and senior level officers of Rural Development and Panchayat Raj department, as well as other sectoral departments. The enactment of 73<sup>rd</sup> Constitutional Amendment, 1992 and Tamil Nadu Panchayats Act 1994 opened up new vistas of training for the elected representatives of the Panchayat Raj Institutions, which are being undertaken by the institute. As part of mandatory training programmes

suggested by the Government of India, courses are also conducted for the functionaries of N.G.Os on their role in Rural Development.

The clientele of SIRD includes policy makers, planners, elected representatives, bankers, sectoral departments and senior level representatives of NGOs. A sizable number of functionaries from the sectoral departments, and community-based organizations are participating in the programmes of this institute. Annually, S.I.R.D conducts over 100 programmes, which include short-term training courses, workshops and seminars.

### **R.I.R.Ds ( Regional Institutes of Rural Development)**

The ETCs are known as Regional Institutes of Rural Development (RIRD) in Tamilnadu. These institutes are located in Bhavanisagar, Krishnagiri, Pattukottai, T.Kallupatti and S.V.Nagaram. RIRDs are the channel partners of SIRD in conducting specialized courses on PRI, TNREGS etc, apart from their mandatory programmes.

The RIRD is headed by an officer in the rank of Joint Director, on deputation from the Rural Development and Panchayat Raj department. Each RIRD has adequate training infrastructure for conduct of training programmes. The faculty members are in the areas of Panchayat Raj, Behavioural Sciences, Accounts, Cooperation etc. ,

### **Net working with other institutions**

Among the several objectives of SIRD, the following are the important objectives, which emphasize the need for link and collaboration with such institutions having similar objectives.

- To undertake and assist in the organisation of training and study courses, conferences, seminars and lectures.
- To undertake, aid, promote and coordinate research through its own or other agencies including universities and training centres established by or with the aid of the Government of India or the State Government.

## **Channel partners for PRI training**

In addition to SIRD and RIRDs, the Institutions which have good expertise in terms of Trainers and adequate infrastructure will be identified for imparting training programmes. Such of the Institutions are:

- Ganghigram Rural University, Gandhigram
- Dr.M.S.Swaminathan Research Foundation, Chennai
- Dhan Foundation, Madurai
- Myrada, Dharmapuri
- ASSESFA, Chennai
- Avinasilingam Deemed University
- National Agro Foundation
- Scope, Trichy
- Coodu Trust, Dindugal
- Gramalaya
- CASA, Chennai
- SHARE, Vellore
- SEVAI Trust
- Gandhigram Trust
- Kumarappara Institute, T. Kallupatti
- Sri Ramakrishna Mission, P.N. Palayam, Coimbatore

**Note:** Some more Institutions are to be identified in consultation with the District Collectors of respective Districts for taking up the CB Assignment of PRIs and functionaries (including critical and non critical).

## **Formats ... contd..**