



# ANNUAL ADMINISTRATIVE REPORT

OF

## PANCHAYATI RAJ TRAINING INSTITUTE, MASHOBRA (CRAIGNENO) SHIMLA-7

[i.e. the Extension Training Centre under the Ministry of Rural Development]



**[2008-09]**

## **Brief History of the Institute:**

The Panchayati Raj Training Institute, Mashobra was established as a Government Institute, under the Panchayati Raj Department in the year 1978, by the Government of Himachal Pradesh.

The Himachal Pradesh Government by the notification dated 31<sup>st</sup> July, 1978 took over the Institute under its control and also shifted the campus to a place called Mashobra in District Shimla. Before 1978, it was run as an autonomous body at a place called Salogra in district Solan of Himachal Pradesh.

## **Location:**

The Present Office Campus of Himachal Pradesh Panchayati Raj Training Institute Mashobra is located at a place called 'Craigneno', 3 Kilometres from the Mashobra Block Office and 18 Kilometres from the General Main Bus Stand of Shimla City.

The building in which the Institute is functioning at present, was constructed and built during the period from the year 1994 to 1999. The Institute shifted to this new building in the year December, 1999. Before the year 1999 the Institute was being run in a rented private building in the main market of Mashobra.

**At present there are following two Training Institutes of Panchayati Raj in Himachal Pradesh.**

- ❖ Panchayati Raj Training Institute Mashobra, District Shimla.
- ❖ Panchayati Raj Training Institute Baijnath, District Kangra.

Both of these Institutes are directly controlled by the Department of Panchayati Raj, Govt. of Himachal Pradesh.

The Training Institutes are headed by a person holding the post of Principal; one is a promotional post and the other is a direct recruitment post filled through the H.P. Public Service Commission vide H.P. Administrative and Allied services Examination.

## **Extension Training Centre (E.T.C)**

The Panchayati Raj Training Institute, Mashobra is also an Extension Training Centre (E.T.C) under the Ministry of Rural Development New Delhi. Being an E.T.C., it has been receiving an annual recurring grant of Rupees Ten (10) Lacs

and also Non recurring grant under different heads of the projects from the Ministry of Rural Development.

## **Various Sources of funds for the Institute**

1. State Government through the Department of Panchayati Raj.  
**(Salary of Staffs and other funds under various S.O.Es under the budget expenditure and training funds under various heads like training of Panchayat Sahayaks and Elected Representatives)**
2. State Government through the Department of Rural Development.  
**(Salary of L.S.E.O, Watershed Training funds and J.G.S.Y. Training funds)**
3. Ministry of Panchayati Raj, New Delhi.  
**(BRGF, Mahila Shakti Abhiyan, Non-Recurring Proposal for Administrative Block)**
4. Ministry of Rural Development, New Delhi.  
**(Recurring and Non- Recurring Grants under various Heads)**

## **Activities of the Institute:**

The State of Himachal Pradesh is divided into 12 Districts, 77 Rural Development Blocks and 3243 Gram Panchayats at present (in the year 2009).

1. The Panchayati Raj training Institute Mashobra has 9 districts under its jurisdiction (7 Districts in full i.e. all the blocks of these districts & 2 districts in specific i.e. only some blocks of these districts.) There are almost 39 Dev. blocks under the jurisdiction of the Institute. **Detail attached in Annexure-I**
2. a) The Institute gives training to the elected representatives of Panchayati Raj Institutions especially the representatives of the Gram Panchayats and Panchayat Samitis respectively.  
b) The Institute also imparts training to the employees **(i.e officials)** of Panchayati Raj and Rural Development Department like Panchayat Inspectors / Panchayat Sub- Inspectors /Auditors/ Panchayat Sahayaks and Panchayat Secretaries etc.

## The Various topics in the training are generally the following:-

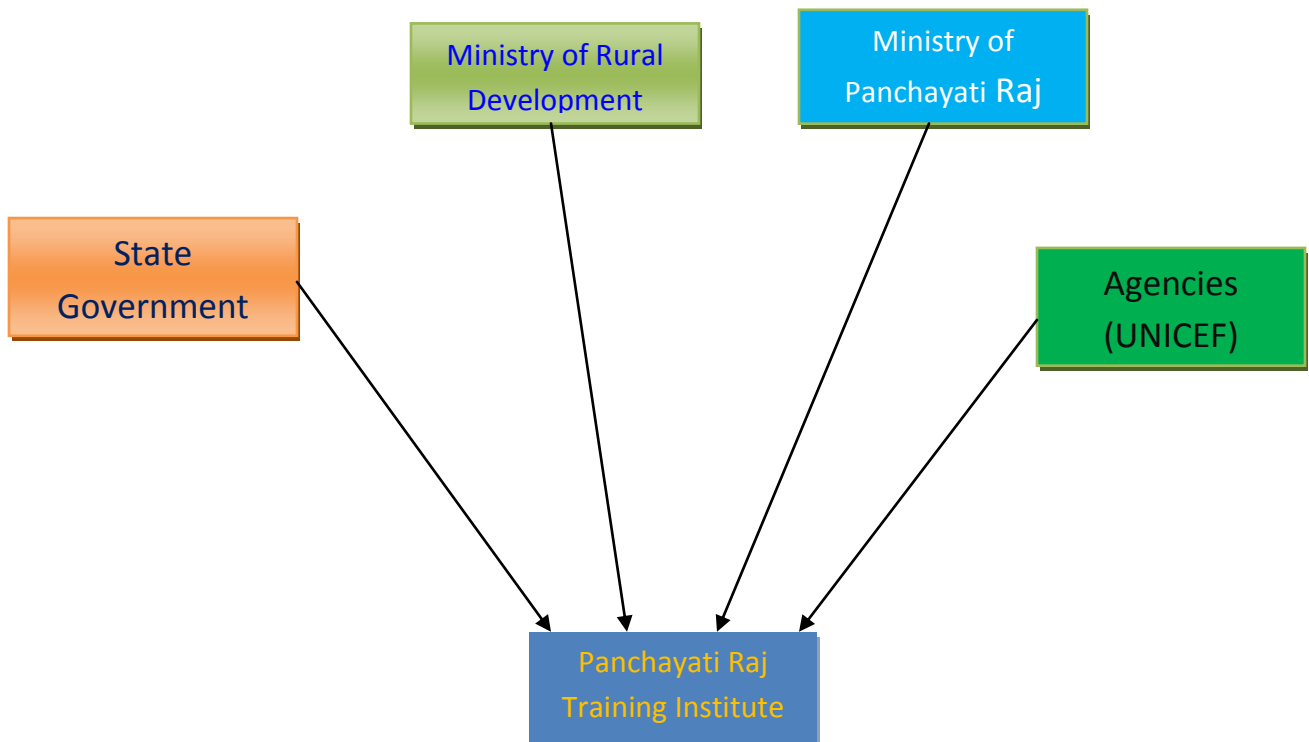
- Panchayati Raj-introduction, history in India and in the state of H.P.
- Panchayati Raj Act 1994, Himachal Pradesh and the earlier Acts of 1952, 1968, 1978 and amendments from time to time.
  
- **Panchayati Raj Rules**
  - General (1997) Rules and Amendments.
  - Election Rules (1994) and Amendments.
  - Financial Rules 2002 and Amendments.
- Panchayati Raj Accounts/maintenance of Panchayati Raj Records and Books, double entry system.
- Various Government Schemes and Rural Development Programmes (Like TSC, NREGA, Watershed etc.).
- Micro-Planning and District Planning Committee.
- Women Empowerment/Gender Bias and Gender issues.
- The 73rd Amendment of the Constitution - its importance and features/Article 243 of the constitution/Schedule 11<sup>th</sup> of Constitution of India etc.
- Panchayati Raj Administration in the State.
- Mahila Mandals/Community Based Organisation (CBO's) like Self Help Groups (SHG) and Yuvak Mandals etc - Their role, importance and working.
- Devolution of Powers of various departments to Panchayati Raj Institutions and also latest Government Notifications.
- Taxation and Panchayati Raj Finances.
- General knowledge.

## Methodology of Training:

The Training is imparted generally through the following methods.

- Lecture method.
- Group Discussion/Brain Storming.
- Case Studies.
- Use of Teaching aids like OHP/LCD/ White marker Board and Black Board etc.
- Role Play.
- Seminar/workshops.
- Audio Visuals (these audio visuals are mainly on personal and general hygiene/Sanitation/women Empowerment/Gram Sabhas, RTI, NREGA and Social Audit etc.).
- Fields Visits (if the norms of expenditure permits-like in watershed Projects).  
Guest faculties (if the norm of expenditure permits).

## Flow of Funds



The Institute get grants from the State Government, Ministry of Rural Development and Panchayati Raj, New Delhi. The Institute has been recognized by the Central Government (Ministry of Rural Development, Govt. of India, New Delhi) under the five year plan and has been getting grants continuously (Recurring and non-Recurring ). The Institute is called E.T.C (Extension Training Centre) by the Ministry of Rural Development at New Delhi for all types of correspondences.

The Panchayati Raj Training Institute i.e. the E.T.C. (Extension Training Centre) as it is called by the Ministry of Rural Development has been getting a recurring grant of Rs. 10 Lakhs every year since last 3 years. This grant was earlier Rs 5 lakhs per annum.

**A summary of the activities undertaken by the Panchayati Raj Training Institute Mashobra during the financial year 2008-2009 is given herein below:**

### **Construction of Administrative Block**

It was decided at the level of State Govt. that the present administrative block of PRTI, Mashobra, adjoining the office of SAMETI (State Agriculture Management Extension Training Institute) may be exchanged against the 5 bigha (approx.) land belonging to Agriculture department, which is located behind the PRTI hostel building. A proposal for sanctioning the required amount for the construction of new administrative complex was sent to the central govt. after getting the same prepared from the Himachal Pradesh State Industrial Development Corporation. This proposal was accepted by the Central Govt., and a sum of **Rs. 5.75 Crore** was sanctioned for this purpose. A sum of **1, 90, 14,000/-** was received by the institute from Ministry of Panchayati Raj, Govt. of H.P., as 1<sup>st</sup> installment.

## Panchayat Mahila Evam Yuva Shakti Abhiyan Support Cell

As per the guidelines of the Panchayat Mahila Evam Yuva Shakti Abhiyan, a “**State Support Centre**” was constituted for providing the secretarial assistance to the Female and Young Panchayati Raj elected representatives. The headquarters of this support cell was fixed at the Panchayati Raj Training Institute. For manning the activities of this support cell, four persons were selected for appointment on contract basis for the following posts:

1. Gender coordinator
2. Youth Coordinator
3. Associate
4. Data Entry Operator

Sr.No	Proposed Staff	Sanctioned	Filled
1.	Proposed staff Under Mahila Shakti Abhiyan	<b>(4)</b> 1. Gender coordinator 2. Youth Coordinator 3. Associate 4. Data Entry Operator	<b>(3)</b> 1. Gender coordinator 2. Youth Coordinator 3. Data Entry Operator

Three out of the four selected persons (except Associate), joined their post, in the year 2009-10.

## Registration of Himachal Pradesh Training and Capacity Building Society

With a view to enhance the scope of objectives of PRTI, it was decided by the department to register a society under the H.P. Registration of Societies Act, 2006. The matter was placed before the State Cabinet which accorded approval to the proposal of the department. It also permitted the society to sanction and fill the following kind of new posts for the sake of society's work:

1. Warden for Hostel.
2. Cook for Hostel Mess.

3. Waiter for Hostel Mess.
4. Sweeper.
5. Computer Programmer.

Sr.No	Proposed Staff	Sanctioned	Remarks
1.	Proposed post/s as sanctioned/agreed by the Cabinet;	(5) 1. Warden for Hostel. 2. Cook for Hostel Mess. 3. Waiter for Hostel Mess. 4. Sweeper. 5. Computer Programmer.	To be appointed

The society was got registered under the act, *ibid*, by the registrar of Co-operative societies and a certificate to the effect of registration was issued by the registrar on 15<sup>th</sup> day of January, 2009. Subsequently, the inaugural meeting of the Governing Body of the Society was held under the chairmanship of Dr. Shrikant Baldi, IAS, Secretary **(PR)** to the Govt. of H.P. on 7<sup>th</sup> March, 2009. A sum of **59, 77,800/-** was also received by the society from the state govt. for carrying out the activities of the new-born Society.

### **Furnishing of the PRTI, Guest House and women hostel**

The newly constructed rest house and women hostel of PRTI was furnished with the grant amounting **Rs. 17, 20,000/-** received from the state govt. In addition to this, a sum of **Rs. 20, 86,000/-** was also received from the Ministry of Rural Development, Govt. of India, for the same purpose, which is expected to be spent in the year 2009-10.

### **Construction of the PRTI, Guest House and Women hostel**

A sum of **Rs. 7 Lacs** was received for the construction of women hostel and rest house as additional grant from state govt.

## **Training Calendar for the year 2008-09**

A total no. of 23 training camps were organised in PRTI, for training of officials and elected representatives of PRIs in the year 2008-09. The detail of the training camps can be viewed in the **Annexure-II** to this report.

## **Other Grants**

The detail of grants received by the PRTI is shown as **Annexure-III & Annexure IV** to this report.

## **Staff at Panchayati Raj Training Institute Mashobra**

The detail of staff appointed in the Institute is attached at **Annexure-V & VI**

## List of Districts under Jurisdiction of Panchayati Raj Training Institute Mashobra

Sr.No.	Name of District	No. of Blocks	No. of Panchayats
1.	Lahul and Spiti	1(Spiti) Kaza	13
2.	Kinnaur	3 (All)	65
3.	Shimla	10 (All)	363
4.	Solan	5 (All)	221
5.	Sirmour	6 (All)	228
6.	Una	5 (All)	235
7.	Bilaspur	3 (All)	151
8.	Mandi	1 (Karsog)	60
9.	Kullu	5 (All)	204
<b>Total No. of Gram Panchayats under jurisdiction</b>			<b>1540</b>

## Annexure-II

# 2008-2009

### Training Courses Conducted During the Year 2008-09.

**Name of the Institute: -Panchayati Raj Training Institute, Mashobra (Craigneno), Shimla-171007.**

Number of Training and the Number of Trainees in the Year 2008-09						
Sr. No.	Period of Training	Types of Training	Name of Block	No. of Participants Attended		Hostel /office occupancy during Training (i.e. Total Training days)
				Proposed	Attended	
1.	26-05-2008 to 07-06-2008	Departmental Training <b>(13 days)</b>	Mixed Blocks of various Districts	50	48	15
2.	24-06-2008 to 30-06-2008	Departmental Training <b>(7 days)</b>	Dev. Block Basantpur & Dev. Block Theog	46	45	9
3.	07-07-2008 to 13-07-2008	-do-	Dev. Block Kunihar & Dev. Block Dharampur	50	49	9
4.	22-07-2008 to 28-07-2008	-do-	Dev. Block Bilaspur Sadar & Dev. Block Kaza	53	51	9
5.	02-08-2008 to 08-08-2008	-do-	Dev. Nichar, District Kinnour, Dev. Block Rampur and Dev. Block Nankhari, District Shimla.	45	44	9
6.	19-09-2008	One day workshop on Panchayat Mahila Shakti Abhiyan	Dev. Block Mashobra, Theog and Basantpur of district Shimla	40	15	3
7.	22-08-2008 to 28-08-08	Departmental Training <b>(7 days)</b>	Dev. Block Karsog, District Mandi and Dev. Block Kalpa District Kinnour	51	50	9
8.	02-09-2008 to 08-09-2008	-do-	Dev. Block Negger and Dev. Block Banjar District Kullu	50	48	9
9.	22-9-2008 to 27-09-2008	Basic Computer Training (Building the ICT Skills) <b>(One week i.e. 6 days)</b>	Dev. Block Sangrah and Dev. Block Nahan District Sirmour	50	50	8
10.	03-10-2008 to 09-10-2008	Departmental Training <b>(7 days)</b>	Dev. Block Kullu and Dev. Block Anni District Kullu.	65	57	9
11.	16-10-2008	One day workshop on Panchayat Mahila Shakti Abhiyan	Dev. Block Mashobra, Theog and Basantpur of district Shimla	40	21	3
12.	20-10-2008 to 25-10-2008	Basic Computer Training (Building the ICT Skills) <b>(One week i.e. 6 days)</b>	Dev. Block Paonta Sahib, District Sirmour	45	45	8

13.	05-11-2008	One day workshop on Panchayat Mahila Shakti Abhiyan	Dev. Block Mashobra, Theog and Basantpur of district Shimla	40	31	3
14.	25-11-2008 to 30-11-2008	Basic Computer Training (Building the ICT Skills) <b>(One week i.e. 6 days)</b>	Dev. Block Rajgarh, Pachhad and Shillai of District Sirmour	33	23	8
15.	1-12-2008 to 3-12-2008	Three days state level workshop under PMSEYA	Women elected representatives of various districts of Himachal Pradesh	96	90	5
16.	08-12-2009	One day workshop on Panchayat Mahila Shakti Abhiyan	Dev. Block Mashobra, Theog and Basantpur of district Shimla	40	28	3
17.	22-12-2008 to 27-12-2008	Basic Computer Training (Building the ICT Skills) <b>(One week i.e. 6 days)</b>	Dev. Block Rajgarh, Pachhad and Shillai of District Sirmour	31	31	8
18.	19-01-2009 to 24-01-2009	-do-	All Blocks of District Sirmour	38	24	8
19.	29-01-2009 to 04-02-2009	Departmental Training <b>(7 days)</b>	Dev. Block Gagret ,District Una, Dev. Block Ghumarwin ,Dev. Block Jhanduta District Bilaspur and Dev. Block Solan District Solan	53	51	9
20.	02-02-2009	One Day Workshop on TNA	PRTI along with GTZ	16	16	9
21.	10-02-2009 to 11-02-2009	Water monitoring quality and surveillance <b>(Two Days)</b>	Officials of IPH Department/ Elected Representatives of PRIs of district Shimla	40	25	4
22.	12-02-2009 to 13-02-2009	-do-	-do-	40	39	4
23.	16-02-2009 to 22-02-2009	Departmental Training <b>(7 days)</b>	Dev. Block Gagret ,District Una, Dev. Block Ghumarwin ,Dev. Block Jhanduta District Bilaspur and Dev. Block Solan District Solan	45	45	9
24.	18-02-2009	One Day Workshop on TNA	PRTI along with GTZ	27	27	3
25.	16-03-2009 to 22-03-2009	Departmental Training <b>(7 days)</b>	Dev. Block Amb, Bangana and Una, District Una and Dev. Block Narkanda, District Shimla.	60	61	9
26.	24 -03-2009 to 25-03-2009	Training on NREGA MIS Software	Various Blocks of Shimla District	62	62	4
<b>Grand Total</b>				<b>1206</b>	<b>1076</b>	<b>186</b>

- ✓ **Total Training Programme Conducted** = 26
- ✓ **Total No. of Participants Trained** = 1076
- ✓ **Number of Training/hostel occupied days during the Year** = 186
- ✓ **Training Man Days** = 186X 1076= 2,00,136

## Annexure-III

### ANNUAL REPORT OF FINANCIAL INFORMATION (2008-09)

Sr.No	Annual Recurring Grant [Rs. In Lakhs]	Non-Recurring Grant [Rs. In Lakhs]	Remarks
01	10.00	21 lakhs for furnishing of Rest house/women hostel	
<b>Total</b>	<b>10.00</b>	<b>21</b>	

#### Overall Remarks:-

Besides the above recurring and Non –recurring grants being received from the Ministry of Rural development New Delhi, the Institute also receives annual budget from the State Government under various sub Heads of expenditure like salary, wages , social security, travelling expenses , medical reimbursement, maintenance of office building etc.

**A) Budget/Expenditure During the Financial Year, 2008-09****Major Head 2515-003-Training**

<b>Sr. No</b>	<b>Sub-head/s</b>	<b>Expenditure</b>
1.	Salary	19,26,073=00
2.	wages	66,244=00
3.	T.E	19,928=00
4.	M.R.	65,772=00
5.	O.E	1,00,000=00
6.	T.T.A	2220=00
7.	Social Security (2235)	28,907=00
8.	Stationery (2058)	20,000=00

**B) Major Head 2515-102-01-Community Development**

<b>Sr. No</b>	<b>Sub-head/s</b>	<b>Expenditure</b>
1.	Salary	2,07,087=00
2.	T.E	1596=00
3.	M.R.	13,931=00

**C) Panchayat Mahila Evam Yuva Shakti Abhiyan**

Budget Sanctioned **Rs. 11, 61,475=00**

**D) (BRGF ICT SKILLS)**

**Capacity Building Components under BRGF Scheme**

Budget Sanctioned **Rs. 12, 38,000=00**

**Annexure-V****Staff under the State Government**

<b>Sr. No</b>	<b>Name of the Post</b>	<b>Number Sanctioned Posts</b>	<b>Posts Filled</b>
<b>1.</b>	Principal	1	1
<b>2.</b>	Instructors	3	3
<b>3.</b>	L.S.E.O. (as Instructor)	1	1
<b>4.</b>	Clerk	2	1
<b>5.</b>	Peons	2	1
<b>6.</b>	Chowkidar	2	2
<b>7.</b>	Cook	1	1
<b>8.</b>	Helper (Part Time)	1	1
<b>9.</b>	Sweeper(Part Time)	1	1
	<b>Total</b>	<b>14</b>	<b>12</b>

**STATUS OF THE CONTRACTUAL STAFF APPOINTED UNDER  
RECURRING GRANT RECEIVED FROM MINISTRY OF RURAL  
DEVELOPMENT (GOVT. OF INDIA).**

Sr.No	Name of the Post	Sanctioned	Filled	Remarks
01	Computer Programmer	01	01	Appointed from DOEACC and Salary being given from Recurring Grant.
02	Driver	02	02	Appointed from open interviews through advertisement by public Notice.
03	Chowkidar	02	02	-do-
04	Cook	01	01	-do-
05	waiter	01	01	-do-
06	Sweeper	01	01	-do-
07	Helper with Cook	01	01	-do-
08	Part -Time Sweeper	01	01	-do-
	<b>Total</b>	<b>10</b>	<b>10</b>	

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