



ANNUAL ADMINISTRATIVE REPORT

OF

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

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



[Year:-2009-10]



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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 31st 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.

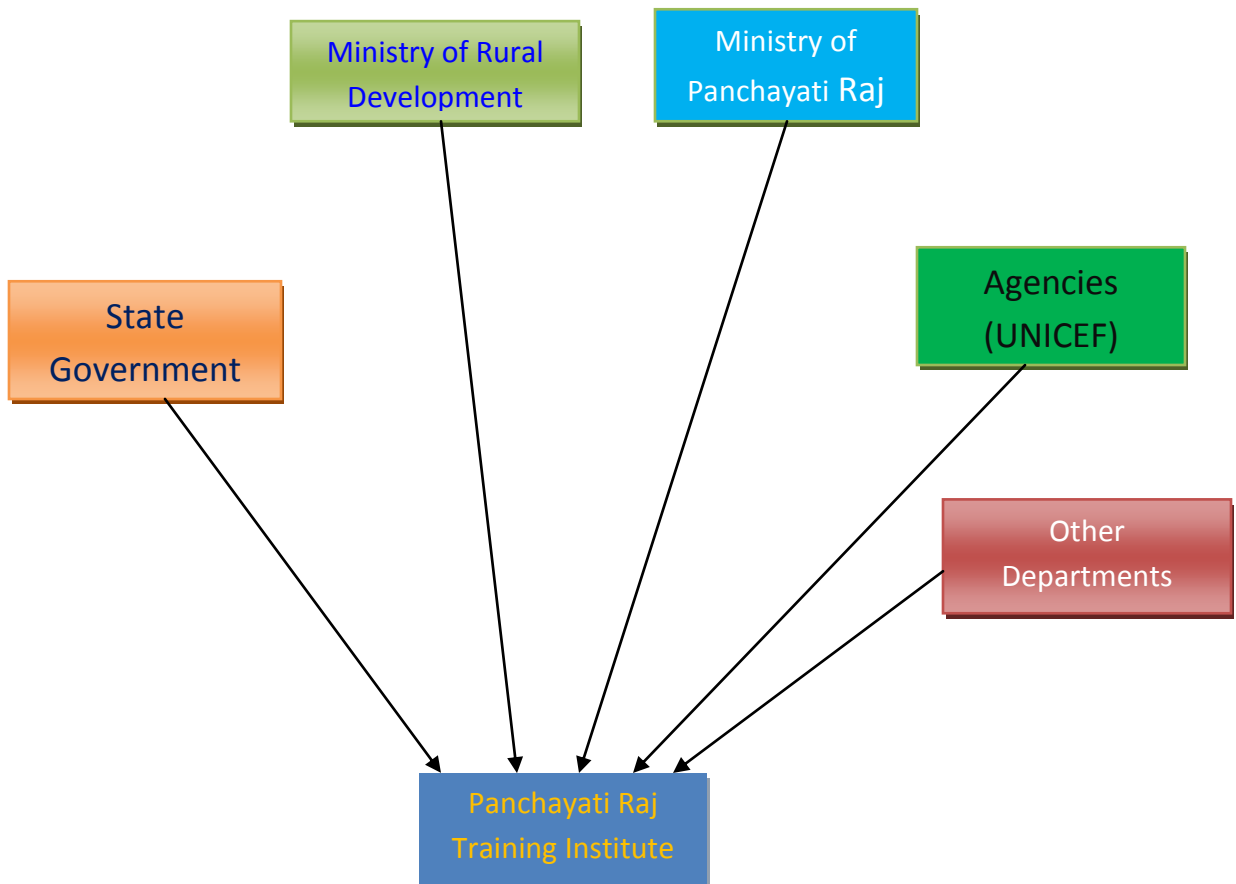
The building in which the Institute is functioning at present, was constructed and built during the period from the year 1994 to 1999. The Institute shifted to this new building in the year December, 1999. Before the year 1999 the Institute was being run in a rented private building in the main market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

The Training Institute is headed by a person holding the post of Principal.

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 grants under different heads of the projects from the Ministry of Rural Development. The **PRTI** is also receiving non-recurring grants from **MoPR**, New Delhi.

Flow of Funds



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/Technical Assistants/Rozgar Seveks 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 Act1994, 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 /Hariyali/SGSY etc.).
- ☀ Micro-Planning and Integrated District Planning.
- ☀ Women Empowerment/Gender Bias and Gender issues.
- ☀ The 73rd Amendment of the Constitution - its importance and features/Article 243 of the constitution/Schedule 11th 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).

A summary of the activities undertaken by the Panchayati Raj Training Institute, Mashobra during the financial year 2009-2010 is given herein below:

1) Construction of Administrative Block

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 India, as 1st installment and **Rs. 65 (sixty five) lacs** as state share from State Government.

The Honourable Chief Minister of Himachal Pradesh, **Prof. Prem Kumar Dhumal** laid the foundation stone of new administrative complex of Panchayati Raj Training Institute at Mashobra; on 16th September 2009. The construction work of this new administrative complex has been started under the supervision of Himachal Pradesh State Industrial Development Corporation.



Prof. Prem Kumar Dhumal, Honourable Chief Minister, Himachal Pradesh laid foundation stone of new complex of Panchayati Raj Training Institute at Mashobra, on 16th September 2009.

2) **Activities of the state support centre**

The “**State Support Centre**”, which is running under the Panchayat Mahila Evam Yuva Shakti Abhiyan, has performed the following activities in the year 2009-10 (It was established in the month of February, 2009 and is headquartered at Panchayati Raj Training Institute, Mashobra).

- ✿ “**Panchayat Sandesh**” has been launched by the Panchayati Raj and Rural Development Department. It is a quarterly news letter of both departments (**PR&RD**). The main purpose of this news letter is spreading awareness especially amongst the **EWRs & EMRs**.
- ✿ **A toll free helpline Number** has been installed for the convenience of the elected women representatives of Panchayati Raj Institutions and to assist the **EWRs** and making them aware, empower and also to improve their working style.
- ✿ A work shop was organised at Panchayati Raj Training Institute Mashobra on 08th March, 2010; on the occasion of International Woman day for the elected women representatives and officials of various districts of Himachal Pradesh. The honourable minister for Panchayati Raj and Rural Development Department, Shri Jai Ram Thakur was the chief guest on this occasion. Women from the PRIs and women from

RDD Officials and Non official (**beneficiaries**) of the schemes were invited to give them honour and to know their issues.

3) Training Need Assessment

T.N.A was done with collaboration of PRTI faculty/SSC/GTZ/Directorate.

4) Institute's website

For the convenience of citizen's and the dissemination of information relating to its functions, activities , objectives and put all above relevant information on the public domain; the Institute has developed and published a website bearing the address <http://hpprtim.nic.in> through VPN (**Virtual Private Network**) service of National Informatics centre (**NIC**). The modification of contents of this website and republishing of web pages time to time on the server is being done by the Institute itself.

5) Appointments under Himachal Pradesh Training and Capacity Building Society

Himachal Pradesh Panchayati Raj Training & Capacity Building Society has filled the following posts through open interviews of candidates, called through advertisement by public Notice. These filled posts were sanctioned/agreed by the state government. The HPPRTCB was registered.

1. Assistant Cook
2. Waiter
3. Sweeper

Detail of the staff appointed under the Society is attached at **Annexure-II**.

Training Calendar for the year 2009-10

A total no. of 35 training camps were organised in PRTI, for training of officials and elected representatives of PRIs in the year 2009-10. The detail of the training camps can be viewed in the **Annexure-III** to this report.

Annual Report of Financial Information(2009-10)

The detail of annual report of financial information is attached at **Annexure-IV**.

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
Total No. of Gram Panchayats under jurisdiction			1540

**STATUS OF THE CONTRACTUAL STAFF APPOINTED UNDER
HPPRTCB Society**

Sr.No	Name of the Post	Sanctioned	Filled	Remarks
1.	Assistant Cook	01	01	Appointed from open interviews through advertisement by public Notice.
2.	waiter	01	01	-do-
3.	Sweeper	01	01	-do-
	Total	03	03	

2009-2010

Training Courses Conducted During the Year 2009-10.

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

Number of Training and the Number of Trainees in the Year 2009-10

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.	21-04-2009 to 25-4-2009	Training of Trainers under Total Sanitation Campaign	Various Blocks of Himachal Pradesh	62	59	7
2.	30-04-2009 to 01-05-2009	Two days Training Program on NREGA	Various Blocks of District, Shimla	42	27	4
3.	23-05-2009	One Day Workshop on TNA	PRTI along with GTZ	14	14	3
4.	18-06-2009 to 24-06-2009	Departmental Training (7 days)	All Blocks of District, Sirmour	66	66	9
5.	29-06-2009 to 03-07-2009	Training of Trainers under Total Sanitation Campaign	Various Blocks of Himachal Pradesh	42	42	7
6.	13-07-2009 to 19-07-2009	Departmental Training (7 days)	All Blocks of District, Sirmour	66	61	9
7.	17-08-2009 to 22-08-2009	Basic Computer Training Course (Building the ICT Skills)	All Blocks of District, Sirmour	59	40	8
8.	29-08-2009 to 04-09-2009	Departmental Training (7 days)	Dev. Blocks, Chopal, Jubbal -Kotkhai and Chhohara of district Shimla , Dev. Block, Nirmand of District Kullu and Dev. Block, Pooh of District Kinaur.	70	69	9
9.	07-09-2009 to 11-09-2009	Training of Trainers under Total Sanitation Campaign	All Blocks of District, Kangra	45	42	7
10.	14-09-2009 to 20-09-2009	Departmental Training (7 days)	Dev. Blocks, Chopal, Jubbal -Kotkhai and Chhohara of district Shimla, Dev. Block Una of Una District and Dev. Block, Pooh of District Kinaur.	70	55	9
11.	16-09-2009	Sammelan of elected Representatives/ Foundation stone ceremony	Elected representatives of Various GPs/PSs/ZPs of Himachal Pradesh	500	450	3

12.	26-10-2009 to 31-10-2009	Basic Computer Training Course (Building the ICT Skills)	All Blocks of District, Sirmour	24	24	8
13.	26-10-2009 to 31-10-2009	T.O.T/Special Course on capacity Building of SHGs in SGSY	All Blocks of District Shimla	30	30	8
14.	28-10-2009	Core Committee Meeting on Social Audit	PRTI along with GTZ	15	15	2
15.	04-11-2009 to 06-11-2009	Three days Training Programme on NREGA	Dev. Block Theog, Mashobra & Basantpur of District Shimla & Dev. Block Kandaghat & Solan of district Solan	58	50	5
16.	11-11-2009 to 14-11-2009	B.D.O Workshop at HIPA to review various RD Schemes. (Hostel of PRTI Booked)	BDOs of various Blocks of Himachal Pradesh	32	32	4
17.	16-11-2009 to 21-11-2009	Basic Computer Training Course (Building the ICT Skills)	All Blocks of District, Sirmour	24	23	8
18.	16-11-2009 to 22-11-2009	Departmental Training (7 days)	newly appointed Panchayat Sahayaks from various districts of Himachal Pradesh	43	40	9
19.	23-11-2009	Brainstorming workshop on Developing mechanism for Social Audit	PRTI along with GTZ	27	27	3
20.	25-11-2009 to 27-11-2009	Three days Training Programme on NREGA	Dev. Block Chopal of District Shimla & Dev. Blocks Kunihar, Nalagarh & Dharmpur of district Solan	64	61	5
21.	08-12-2009 to 12-12-2009	Training of Doctors under rural health training scheme by IGMC (5 Days)	Final year Doctors	20	20	7
22.	17-12-2009 to 18-12-2009	Training of Doctors under rural health training scheme by IGMC (2 Days)	Final year Doctors	10	10	4
23.	13-01-2010 to 15-01-2010	Three days Training Programme on NREGA	Dev. Block Karsog of district Mandi & Dev. Block Bilaspur Sadar & Jhandutta of District Bilaspur	61	51	5
24.	15-01-2010	One Day exposure visit of HIPA at PRTI	Elected Representatives	20	20	1
25.	18-01-2010 to 23-01-2010	Basic Computer Training Course (Building the ICT Skills)	All Blocks of District, Sirmour	27	23	8
26.	19-01-2010 to 21-01-2010	Three days Training Programme on MGNREGA	Dev. Block Jhandutta of district Bilaspur dev. Block Sunder Nager & Gopalpur of district Mandi	42	37	5

27.	27-01-2010 to 29-01-2010	Three days Training Programme on MGNREGA	Dev Block Mandi, Rewalsar, Dharampur, Gohar and Seraj of District Mandi	68	62	5
28.	02-02-2010 to 04-02-2010	Three days Training Programme on MGNREGA	Dev. Block Drang and Chauntra of district Mandi and Dev. Block Naduan, Sujampur and Bijhari of District Hamirpur	68	59	5
29.	17-02-2010 to 19-02-2010	Three days Training Programme on MGNREGA	Dev. Block Hamirpur, Bhoranj and Bamsan of District Hamirpur and Dev. Block Amb, Bangana & Una of District Una.	68	61	5
30.	25-02-2010	One day workshop/meeting on Panchayati Raj Audit	DPOs, Principals & DAOs/Instructors/Auditors	59	55	3
31.	03-03-2010 to 50-03-2010	Three days Training Programme on MGNREGA	Dev. Block Kangra, Rait and Nurpur of district Kangra and Dev. Block Gagret of district Una	60	54	5
32.	08-03-2010	One day workshop on the occasion International Woman Day	Officials /elected women of various district of Himachal Pradesh	70	63	3
33.	11-03-2010	Meeting with GTZ representatives related to the PRIs setup in Himachal Pradesh	PRTI along with GTZ	7	7	1
34.	12-03-2010 to 14-03-2010	Two days Training Programme on SGSY MIS	Official of various district of Himachal Pradesh (i.e. A.P.O, L.S.E.O, & Computer operators)	30	26	4
35.	23-03-2010 to 27-03-2010	T.O.T on SGSY	Official / Non-Officials (i.e. L.S.E.O, L.V.D.C & SHG members) of Dev. Block Mashobra, Basantpur & Theog of Distt. Shimla.	55	35	7
			Total	2018	1810	195

- ✓ **Total Training Programme Conducted till Date** = 35
- ✓ **Total No. of Participants Trained** = 1810
- ✓ **Number of Training /hostel occupancy days during the Year** = 195
- ✓ **Training Man Days** = 195X1810= 3,52,950

ANNUAL REPORT OF FINANCIAL INFORMATION (2009-10)

Sr.No	Annual Recurring Grant [Rs. In Lakhs)	Non-Recurring Grant [Rs. In Lakhs)	Remarks
01	10,00,000-00	N.A	
Total	10,00,000-00	N.A	

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, etc.

A) Budget/Expenditure During the Financial Year, 2009-10**Major Head 2515-003-Training**

Sr. No	Sub-head/s	Expenditure
1.	Salary	20,08,440-00
2.	wages	42,340-00
3.	T.E	20,786-00
4.	M.R.	67,921-00
5.	O.E	84,992-00
6.	Social Security (2235)	44,530-00
7.	Stationery (2058)	20,000-00

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

Sr. No	Sub-head/s	Expenditure
1.	Salary	2,54,244-00
2.	T.E	1345-00
3.	M.R.	18992-00

Staff under the State Government

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

**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-
	Total	10	10	
