

about the participation of the ERs in the EV by the concerned Nodal Officer(s) designated by the Department.

The formats for obtaining Attendance and Feedback shall be as at **Annexure B1 & Annexure B2.**

14. To avoid inclusion of any unauthorized person, the Agency shall in consultation with the Nodal Officer(s) ensure that the identity of the ERs is ascertained before the actual departure for Exposure visit outside the UT.

15. The Agency will ensure that the activities during the Exposure visit are undertaken as per the guidelines of the RGSA. The documentation of the whole exposure visit, Photographic, Video, or in any other form, shall be maintained by agency and subsequently shared with the Department alongwith the invoices for facilitating payments.

16. The following shall be the responsibility of the Nodal Officer deputed with the ER of PRIs on Exposure visit:

- Certifying the attendance of the ERs deputed to the visit.
- Sharing the feedback on the conduct of Exposure Visit.
- Keeping the department informed about the whole Exposure visit, more specifically about the issues that may require timely intervention by the department.

By order of the Government of Jammu and Kashmir.

(Khalid Majeed) JKAS  
Director Panchayati Raj, J&K  
(ex-officio Special Secretary to the Government)

No. RDD-Pnch/155/2022 (CC:238510)

Dated: 22.05.2023

Copy to the:

1. Joint Secretary (J&K), Ministry of Home Affairs, GoI, New Delhi.
2. Mr. Vikas Anand (IAS), Joint Secretary, MoPR, GoI, New Delhi for information.
3. Deputy Commissioner(s) [All] for information and requisite action.
4. Director Information, J&K.
5. Director Archives, Archaeology and Museums, J&K.
6. Director Rural Development, Kashmir/Jammu.
7. Special Secretary to Chief Secretary for information of the Chief Secretary.
8. Director Panchayati Raj, J&K for information. He shall ensure that the guidelines are adhered to in letter and spirit.
9. Director Finance, Department of RD&PR.
10. Principal Private Secretary to the Hon'ble Lieutenant Governor, Jammu & Kashmir.

Government of Jammu & Kashmir

Directorate of Rural Development Department

Lal-Mandi Srinagar – Kashmir

No: DRDK/IT-Cell/ 4957-5070

Dated: 3 / 05 / 2023

Copy of the above along with enclosures forwarded to the:

1. Assistant Commissioner Panchayat \_\_\_ (All) for information and necessary action.
2. Block Development Officers \_\_\_ (All) for information and necessary action.
3. P.A to Director, RDD Kashmir for information of Director.

SO(Adm)  
Directorate of Rural Development  
Kashmir



Government of Jammu & Kashmir  
Department of Rural Development & Panchayati Raj  
Civil Secretariat, Jammu/Srinagar

**Subject: Standard Operating Procedure for ensuring smooth and hassle free conduct of the Capacity Building & Training sessions and the Training cum Exposure Visits of the Elected Representatives (ERs) of the Panchayati Raj Institutions of the UT of J&K.**

**Government Order No: 281-RD & PR of 2022  
Dated: 22.05.2023**

Whereas, the Annual Action Plan under Rashtriya Gram Swaraj Abhiyan (RGSA) for the financial year 2023-24, submitted by the UT of J&K, was considered by the Central Empowered Committee in the Ministry of Panchayati Raj, GoI in its meeting held on 17.03.2023, approval whereof was conveyed on 3<sup>rd</sup> April, 2023; and

Whereas, under the Capacity Building & Training component, an amount of Rs.69.94 Crores has been approved to be utilized for conducting the Capacity Building programs of the Elected Representatives (ERs) of all the three tiers of Panchayati Raj Institutions (PRIs) of the UT of J&K, with the focus on Localization of Sustainable Development Goals (LSDGs) and learning by doing such as holding of Mock Gram Sabhas, Plan preparation exercises and adoption of Audio Visual Aids for comprehensive Capacity Building of the stakeholders. Another important feature of the Capacity Building & Training component is the exposure visits of the ERs of the Panchayati Raj Institutions (PRIs), outside the UT; and

Whereas, the target is to generate 6,42,000 Training mandays aimed at enhancing the capabilities of all the ERs of the PRIs of the UT of J&K and to conduct Exposure visits of 10,343 ERs outside the UT, with the objective of ensuring the cross learning and getting first-hand experience of the good work done by other Panchayats etc.; and

Whereas, since both the Capacity Building & Training and Exposure visits are resource intensive and both the activities are to be carried out simultaneously and accomplished atleast three months prior to the expiry of the term of the PRIs at Panchayat/Block level by January, 2024, therefore, it is important to ensure that the same are properly planned and executed in close co-ordination with the M/s.

Positive Moves (India) Consulting Private Ltd. which has been hired as the agency for conduct of 'Capacity Building & Training, including Training cum Exposure visits and related IEC activities', to achieve the desired outcome.

Accordingly, the instructions given hereinbelow are hereby notified as the Standard Operating Procedure for being followed in letter and spirit by all concerned to facilitate the timely, smooth and hassle free conduct of the Capacity Building & Training sessions and the Training cum Exposure Visits:

#### **A. Capacity Building & Training**

1. The repository/list of all the ERs of the PRIs/Officials of the RD&PR/Field functionaries of the Line Departments/Members of the SHGs and Other stake holders (name, designation, qualification and contact-wise etc.), who are planned to be trained at the State/District/Block levels, as per Approved Plan of Capacity Building & Training under RGSA for the FY 2023-24 (copy enclosed), shall be maintained by M/s. Positive Moves (India) Consulting Private Limited.
2. Selection of the Trainers, to be deployed for the purpose of conduct of trainings, shall be done by M/s. Positive Moves (India) Consulting Private Limited., with the approval of the Department of RD&PR. Atleast two trainers shall be deployed per training session.
3. The Training Calendar, month-wise, giving all the details shall be prepared by M/s. Positive Moves (India) Consulting Private Limited and implemented after seeking approval of the Department of RD&PR.
4. Based on the Training Calendar so prepared/approved, the month/day and District/Block-wise targets shall be shared by the operational team of the Positive Moves (India) Consulting Private Limited with the respective Assistant Commissioner (s) Panchayat, who are the Nodal Officers for the purpose, by Monday of the last week of the preceding month for further discussion and planning by them at the District and Block levels, accordingly.
5. The Deputy Commissioners shall be the overall monitoring and reviewing authority for the trainings. The training calendars, locations and other arrangements shall be got approved from them on monthly basis by the concerned Assistant Commissioner Panchayat.
6. The draft of the orders, to be issued on the basis of this shared/agreed Calendar, shall also be shared by the agency, well in advance, so that the

- formal orders are issued by them well before the end of the month for smooth and hassle free implementation during the succeeding month.
7. The shared plan alongwith the draft will clearly indicate the number of ERs of the PRIs/Officials of the RD&PR/Field functionaries of the Line Departments/Members of the SHGs and Other stake holders apart from the venue of the training and the Master Trainers besides the Training schedule (as per the standard format adopted by the SIRDs).
  8. Once the orders are issued by the concerned Assistant Commissioner(s) Panchayat, it shall be ensured by the operational team of the agency that all the nominees are informed about the same and for this purpose, all the available means of dissemination of the information shall be utilized, which may include among other things erection of the banners, standees, billboards etc., expenditure whereof shall be incurred by the agency, as part of the agreement, which shall be reimbursed as per the applicable rate structure.
  9. The operational team of the Agency will be responsible for visiting all the training locations and making all the requisite preparations viz cleanliness of the Training Hall(s), Uninterrupted Power Supply, Proper seating arrangements, Facility for running of AVs, proper sound system, heating/cooling arrangements and erection of Projectors as also the availability of stationery etc. Making all necessary logistic arrangements for the smooth conduct of training, including providing of Tea/Coffee, Refreshments and Lunch as per the length of the session, shall be the responsibility of the Agency.
  10. The Agency shall ensure that the manpower, as per the requirement projected by the concerned ACP(s), is in place and that atleast two representatives of the Agency are available at the training venues for addressing any issue that may arise during the conduct of trainings.
  11. The operation team of the Agency shall be responsible for taking the attendance of all the trainees on the attendance sheet as per format forming **Annexure-A1** and feedback from the participants about the quality of the training on the feedback form as per the format forming **Annexure-A2** to this SOP.
  12. No Field Functionary shall be allowed to mark his attendance beyond 11:30 A.M, and in case of any difficulty, the concerned BDO/ACP shall be intimated for resolving the issue.

13. The Assistant Commissioner(s) Panchayats shall take all possible steps, including arranging of transportation, wherever required, for the ERs who may otherwise find it difficult to participate in the training sessions on their own, and utilize the funds placed at their disposal under Programme Management component, with a view to ensuring full attendance as per the daily target and for that purpose, they may extrapolate the daily targets, based on the previous days of attendance. In case of low attendance, the concerned BDO(s) may allow participation by the substitutes, under intimation to the concerned ACP, who are the overall In-charge of the CB&T in their concerned districts and for monitoring the conduct of training.
14. The Master Trainer, in the event of him being an officer/official of the department, shall sign this attendance sheet in token of its correctness, clearly mentioning his Name, Designation, Contact details. In case the Master Trainer is not from the department, the attendance sheet(s) shall be numbered serially and each page shall be signed by either the Panchayat Inspector or Panchayat Secretary/Panchayat Accounts Assistant, and counter signed, page-wise, by the ACP concerned in respect of District level trainings and by the BDO concerned in respect of Block level trainings. The signatures by any other persons shall not be entertained. The participation in the Block level trainings shall be restricted to the ERs/Functionaries etc. of that Block only and number of the participants shall ordinarily not be more than 50, which can be increased only in case the venue is such that it can accommodate more than 50, comfortably. In no case shall the number go beyond 70 per session at Block level.
15. The concerned Block Development Officers shall be the Nodal Officers for supervision/monitoring of the training at the Block level. If in case, more than one training sessions are scheduled on the same date in a Block or in view of any other exigency, the Panchayat Inspectors may be designated as the Nodal Officer, with the approval of the concerned ACP.
16. The ACP(s) shall review the conduct of the trainings and the progress achieved thereof on regular basis and share his findings alongwith deficiencies, if any noticed, with the Administrative Department on monthly basis, preferably by or before 1<sup>st</sup> Monday of every succeeding month, through e-mail at [jnkpanchayat@gmail.com](mailto:jnkpanchayat@gmail.com).

17. The Agency shall be responsible for submission of periodic reports, preferably on fortnightly basis, on the implementation of the scheme.
18. Immediately upon conclusion of the training, the number of ERs etc. trained shall be uploaded by the Positive Moves Team on RGSA-MIS & Training Management Portal (TMP), which will be the basis for making payments in favour of the Agency.

#### **B. Training cum Exposure Visits.**

1. The agency will prepare a calendar about the Training cum Exposure visits of the ERs of PRIs at all the three tiers, which shall *inter-alia* contain the details about the proposed number of Exposure Visits (EVs) planned during the month and the number of ERs from each District, who are proposed to be taken to the identified States/UTs.
2. Apart from the States of Punjab, Himachal Pradesh and Uttrakhand, already identified for the purpose of carrying out Exposure visits, the Agency shall explore the possibility of taking the ERs on Exposure visits to other States/UTs, like Rajasthan, Gujrat, UP etc., including Hyderabad (NIRD&PR), and Pune (YASHADA) or to the other Institutes of Excellence and shall submit proposals in this regard by the end of May, 2023, positively, for further consideration of the Administrative Secretary, RD&PR. Carrying out this exercise is necessary to ensure conduct of EVs to multiple locations, which shall in turn help in achieving the target of conducting EVs of 10,343 ERs outside the UT.
3. Based on the Calendar so prepared/approved, the details/targets shall be shared by the operational team of the Positive Moves (India) Consulting Private Limited with the respective Assistant Commissioner(s) Panchayat, by Monday of the last week of the preceding month for further discussion and finalization/planning by them.
4. The shared plan will clearly indicate the number of ERs of the PRIs, District-wise. The batch selection shall be done in such a way that it is mix of the ERs from different Districts. Possibility of organizing two batches; one each from Kashmir and others from Jammu Province, comprising ERs from different Districts, for EV to a particular State during the same period may be explored, for ensuring that ER from both the regions undergo EVs simultaneously, which has been found to be helpful in exchange of ideas/best practices.

5. On the basis of the list of nominees received from Districts, the Agency will consolidate the same, Name/District/Block/GP-wise giving also other details like Designation, Contact No., Qualification etc., and submit it well in advance to the Administrative Department for issuance of formal deputation orders.
6. Once the orders are issued, it shall be ensured by the operational team of the agency, in co-ordination with the ACPs concerned, that all the nominees are informed about the same and for this purpose, all the available means of dissemination of the information shall be utilized.
7. Proper arrangement for flagging off of the batches shall be made by the Agency, which shall be done in presence of the ACPs or any representative authorized by him, who shall be not below the rank of a Block Development Officer.
8. The Deputy Commissioners shall be the overall monitoring and reviewing authority for the Exposure visits.
9. In case of receipt of any information regarding last minute change of idea by the ER or his absence on the date of travel, due to any unforeseen circumstance, the ACP concerned shall ensure providing of replacement from the Reserve list that shall be prepared, in advance. Subsequently, the information to this effect shall be shared with the Administrative Department for confirmation of the action taken.
10. The Nodal Officers/officials shall be designated by the Administrative Department for each EV and the Nodal Officers shall on their return from the visit compulsorily submit the feedback report to the Administrative Department, *inter-alia* containing his/her suggestions for improvements, if any.
11. The plan of the visit and the itinerary shall be prepared by the Agency well in advance and shared with the Nodal Officer(s) for further circulation among the nominees.
12. A proper mechanism shall be put in place by the Agency for pick and drop of the ERs from their respective locations to avoid any inconvenience to them.
13. The Agency will ensure that sufficient quantity of printed attendance/feedback forms and the itinerary is available right from the first day of the travel. The other instructions mentioned at A above regarding mode and manner of taking attendance/feedback shall be the same, with such modifications as may be felt necessary, like certification

about the participation of the ERs in the EV by the concerned Nodal Officer(s) designated by the Department.

The formats for obtaining Attendance and Feedback shall be as at **Annexure B1 & Annexure B2.**

14. To avoid inclusion of any unauthorized person, the Agency shall in consultation with the Nodal Officer(s) ensure that the identity of the ERs is ascertained before the actual departure for Exposure visit outside the UT.

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- Certifying the attendance of the ERs deputed to the visit.
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7. Special Secretary to Chief Secretary for information of the Chief Secretary.
8. Director Panchayati Raj, J&K for information. He shall ensure that the guidelines are adhered to in letter and spirit.
9. Director Finance, Department of RD&PR.
10. Principal Private Secretary to the Hon'ble Lieutenant Governor, Jammu & Kashmir.



11. Assistant Commissioner Panchayat (All), UT of J&K for information and compliance.
12. Private Secretary to Commissioner/Secretary to the Government, Department of RD& PR.
13. Deputy Secretary (F) to the Government, Department of RD&PR.
14. In- charge Website.
15. Stock file.

Copy also to Mr. Gautam Anand, Managing Partner, M/s. Positive Moves (India) Consulting Pvt. Ltd.

**Annexure A1 to Government Order no. 281-RD&PR of 2023 dated 22.05.2023**  
**Attendance sheet for capacity building and training to PRIs/FLFs/PS/SHGs/others**

**Capacity Building and Training Attendance Sheet, J&K**

S.No.	Name of the Participant	Mobile No.	Designation	Gender (M/F)	Mail Id	Caste Cat		District	Block	Panchayat	Signature
						SC/ST/Gen					
1											
2											
3											
4											
5											

Signature of the Attendance certifying Officer/ Official

Name:

Designation:

Mobile No.:

Counter Signature of the

Assistant Commissioner Panchayat

.....

Name:

Designation:

Mobile No:

**Annexure A2 to Government Order No. 281-RD&PR of 2023 dated 22.05.2023**  
**Feedback form for Capacity Building and Training to PRIs/FL/PS/SHGs/others**

<b>Training Title:</b>	<b>Date:</b>
<b>Trainer Name:</b>	<b>Venue:</b>

	Yes/No
The training was relevant to my needs	
The length of the training was sufficient	
The training material was up-to-date and well-organized	
Enough time was provided for questions, discussion, and clearing doubts	
The Trainer was having good Knowledge of the training topics	
Training equipment (Projector, Computers, Mic, etc.) was working	
Quality of the food was good?	
Video on the topic of the training was run	

**Any Feedback:** \_\_\_\_\_

**Trainee's Name**.....  
**Mobile no.**.....  
**Signature**.....

**Date**.....

**Annexure B1 to Government Order No. 281-RD&PR of 2023 dated 22.05.2023**

Attendance Sheet for Exposure visit of ERs of PRIs

Sl. no	Name of the Participant	Mobile No.	Designation	Gender (M/F)	Mail Id	Caste Cat		District	Block	Panchayat	Signature	Date
						SC/ST/Gen						
1												
2												
3												
4												

1. Batch No. .... Jammu/Kashmir Province

2. Exposure Tour to..... in furtherance of the Govt Order No. .... dated.....

Signature of the Attendance certifying Officer/ Official

Name:

Designation:

Mobile No.:

Counter Signature of the

Assistant Commissioner Panchayat

Name:

Designation:

Mobile No.:

**Government Order No. 281-RD&PR of 2023 dated 22.05.2023**  
**Feedback Form for Exposure Visits of ERs of PRIs**

**Place of Visit:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Batch No.** \_\_\_\_\_

	Yes/No
The Exposure visit was relevant to my needs	
Enough time was provided for questions, discussion, and clearing the different doubts	
Quality of bus service was good?	
Quality of accommodation provided was good?	
Quality of the food was good?	
No. of Panchayats visited? The best practice for which the Panchayat was chosen be indicated	

**Any Feedback:** \_\_\_\_\_

**Trainee's Name**.....  
**Trainee's Signature**.....  
**Mobile No**.....

**Date**.....