

1.Approval of Capacity Building training at ULB level by Health MIC MA & UD Department may kindly be seen at Flag-X

Based on approval and the feedback from State Mission Managers and Officials of WBSULM regarding training needs for the SHGs and ALF/CLF members at the ULB level, it is proposed in the review meeting held on 08.07.2016 to form Resource Centres at the district level to cater to the training needs of different stakeholders of the programme. List of ULBs and Resource Centres in accordance with the available man power are provided below as proposed in the meeting is submitted for perusal.

List of Resource Centres			
Sl. No.	Resource Centre	Attached ULB	Nodal Officer
1	Alipurduar	Alipurduar	CMM-Skills (Alipurduar) Joydeep Sengupta
		Haldibari	
		Tufanganj	
2	Coochbehar	Coochbehar	CMM- SDI (Coochbehar) Anamika Debnath
		Mathabhanga	
		Mekhliganj	
		Dinhata	
3	Bankura	Bankura	CMM- SDI(Bankura)
		Bishnupur	
		Sonamukhi	
4	Asansol	Asansol	CMM-SDI (Asansol)
5	Durgapur	Durgapur	CMM-SDI (Durgapur)
6	Bardhaman	Bardhaman	CMM- Skills (Burdwan) Md. Shahenewaz Alam
		Memari	
		Gushkara	
7	Katwa	Katwa	CMM-FI & ME,(Burdwan)
		Kalna	
		Dainhat	
8	Suri	Suri	CMM- Skills(Suri) Rajesh Singha
		Dubrajpur	
		Sainthia	
		Bolpur	
9	Rampurhat	Rampurhat	CMM- SDI (Suri)
		Nalhati	
10	Balurghat	Balurghat	CMM- SDI (English Bazar) Sahin Salaur Jaman
		Buniadpur	
		Ganagrampur	

Continued for 2

Sl. No.	Resource Centre	Attached ULB	Nodal Officer
11	Siliguri	Siliguri	CMM- SDI (Siliguri)
		Darjeeling	
		Kalimpong	
		Kurseong	
		Mirik	
12	Chandernagore	Chandernagore	CMM -MIS(Chandernagore)
		Dankuni	
13	Hooghly-Chinsurah	Hooghly-Chinsurah	CMM (Uttarpara)
		Arambagh	
14	Bhadreshwar	Bhadreshwar	CMM (Uttarpara)
		Baidyabati	
15	Uttarpara	Uttarpara-Kotrung	CMM (Uttarpara)
		Rishra	
		Konnagar	
16	Serampore	Serampore	CMM-Skills (Serampore)
		Tarakeshwar	
17	Howrah	Howrah	CMM- SDI (Howrah) / Uluberia
		Uluberia	
18	Jalpaiguri	Jalpaiguri	CMM- SDI (Jalpaiguri) Bhaskar Sarkar
		Dhupguri	
		Mal	
19	Kolkata	Kolkata	Dy. Manager KMC
20	Englishbazar	Englishbazar	CMM- SDI (Englishbazar) Sahin Salaur Jaman
		Old Malda	
21	Berhampore	Berhampore	CMM -SDI(Berhampore) Snigdha Chowdhury
		Beldanga	
		Domkol	
		Kandi	
22	Jangipur	Jangipur	CMM -SDI(Berhampore) Snigdha Chowdhury
		Jiah-Ganj Azimganj	
		Dhulian	
		Murshidabad	
23	Krishnanagar	Krishnanagar	CMM- SDI (Krishnanagar) Tania Pal
		Taherpur	
		Binnagar	
24	Kalyani	Kalyani	CMM- SDI (Kalyani) Arpita Das
		Goyeshpur	
		Haringhata	
25	Nabadwip	Nabadwip	CMM-Skills (Nabadwip) Sourav Kumar Das
26	Shantipur	Ranaghat	CMM (Santipur)
		Coopers Camp	

Sl. No.	Resource Centre	Attached ULB	Nodal Officer
27	Bongaon	Bongaon	CMM- SDI (Bongaon) Arijit Kumar Daw
		Baduria	
28	Basirhat	Basirhat	CMM- SDI (Bongaon) Arijit Kumar Daw
		Taki	
29	Naihati	Naihati	CMM- SDI (Naihati) Moumita Ganguly
		Halisahar	
30	Khardah	Khardah	CMM- SDI (Naihati) Moumita Ganguly
		Panihati	
31	Barasat	Barasat	CMM- SDI (Barasat) Srijita Goswami
		New Barrackpore	
		Madhyamgram	
32	Baranagar	Baranagar	CMM- SDI (Kamarhati)
		Kamarhati	
33	DumDum	DumDum	CMM- SDI (Dum Dum) Amlan Ghosh
		North Dumdum	
		South DumDum	
34	Barrackpore	Barrackpore	APO (Barrackpore)
		North Barrackpore	
		Titagarh	
35	Bhatpara	Bhatpara	CMM (Bhatpara)
36	Kanchrapara	Kanchrapara	CMM-SDI (Kanchrapara)
		Garulia	
37	Habra	Habra / Ashokenagar	CMM-SDI (Habra) Moumita Nath
		Gobordanga	
38	Medinipur	Medinipur	CMM-SDI (Medinipur) Sharmistha Datta
		Chandrakona	
		Khirpai	
		Kharar	
		Ramjibanpur	
39	Kharagpur	Kharagpur	APO Kharagpur
		Jhargram	
		Ghatal	
40	Tamluk	Panskura	CMM (Tamluk) Sourabh Sasmal
41	Haldia	Haldia	CMM-SDI (Haldia) Aranyak Mishra
		Contai	
		Egra	
42	Purulia	Purulia	CMM (Purulia)
		Jhaida	
		Raghunathpur	
43	Maheshtala	Maheshtala	CMM-Skills (Maheshtala) Sucheta Baidya
		Budge Budge	
		Pujali	

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Sl. No.	Resource Centre	Attached ULB	Nodal Officer
44	Rajpur Sonarpur	Rajpur Sonarpur	CMM-SDI (Maheshtala) Anindita Roychowdhury
		Baruipur	
		Joynagar	
		Diamond Harbour	
45	Raiganj	Raiganj	CMM-SDI (Raiganj) Ananda Moitra
		Islampur	
		Dalkhola	
		Kaliaganj	

2. The above 45 resource centre will be utilize for Capacity Building of SHG / ALF / CLF members / Elected representative / Bankers / Resource Organization field level functionaries and other stake holder.

3. Nodal Officer as mentioned in Col-4 will look after all capacity building programme of ULB's as assigned against his / her name in column 3. He will be responsible for imparting training as mentioned above in point 1.

4. No of training will be organized as per fund to be provided from Mission Director, WBSULM.

5. Training will be organized in a batches comprising 50-60 participants based on availability of space. Training will be for one day duration with 5 (five) one hour module. Soft Copy of various training module developed at WBSULM will be provided to all Nodal Officer.

6. Initially 5 batches of training will be organized at each ULB as per following –

- Training of Councillors / Bankers / ALF / RO / SHG representative.
- Capacity Building of Treasures of SHG's for grading exercise excluding those trained from ATI- on Book Keeping.
- Capacity Building of ALF / CLF members excluding those trained from ATI.
- Capacity Building of Dal Netri / Saha Dal Netri of old (SJSRY) SHG – 2 batches.

7. Training will be imparted by CMM / CPO / APO from that or adjacent ULB as fixed by Nodal Officer in consultation with concerned ULB.

8. ALF / RO members trained from ATI can be utilized as per local level decision.

9. ULB may continue Capacity Building of Tresurer / ALF / CLF members / SHG Dal - Netri if fund provided presently for capacity building and provided earlier from Capacity Building Head or SMID Head for capacity building of SHG members are available with ULB in consultation with Nodal Officer.

10. Each ULB will be provided further fund to carry on capacity building after submitting UC for previous fund and claim for further fund.

11. Resource Fee @ Rs. 400 /hr may be given to all Resource Person imparting the training. Any mobility support required to movement of Resource Person may be borne from fund provided.

12. This training will start from August 2016 and 5 batches of training to be completed at each ULB within September 2016.

13. Fortnightly Report on training completion will be submitted to WBSULM by all Nodal Officer.

14. Following expenditure may be made for each participants –

- a. For Folder / Pad – Rs. 100/-
- b. For Printed material – Rs. 100/- participant
- c. Launch / Tea / Tiffin – Rs. 200/-
- d. Mobility reimbursement to non employee participants – actual cost reimbursement as decided locally – Maximum Rs. 50/- / participants
- e. Resource Fee – Rs. 2000 / training
- f. Hiring of Mike etc – Rs. 2000/- training
- g. Contingent Expenditure – Rs. 1000/ training.

15. Chairperson / Vice Chairperson / CIC NULM will try to remain present venue as maximum as possible. Maximum expenditure per training will be Rs. 32,000/-

16. For printed materials soft copy of the material as derived by WBSULM will be given to Nodal Officer for printing & distribution among participants.

17. Each ULB will make a target to train all Treasurer of old (SJSRY) SHG's – on book keeping / all Dal Netri / Saha Dal Netri of SHG / General Members of ALF / CLF and all volunteer of RO acting at grass root (ward) level. After completion of 5 batches of training as discussed in point no. 6 all ULB will continue the same until the target as given above is reached. Additional fund when required will be provided to ULB based on previous UC and total claim.

empind to 6.

18. Based on additional CMM in different ULB in future the Nodal Officer may be changed / replaced.

19. A training of all Nodal Officer will be organized on 26/7/2016 from 11 AM at SUDA Conference Hall.

20. Target for completion of entire Capacity Building is within December 2016.

Proposal from point no 1 to 20 may be approved. If approved action will be taken accordingly.

~~Director~~

~~28/7/16~~

[Signature]
17/7/16

Joint Director (SD), SUDA

[Signature]
22/7/16

As per approval arrange for (i) Holding meeting of all nodal officers

(ii) An order of ULB level capacity building as approved in the note sheet.

(iii) Module for training to be imported at ULB level.

Training of nodal officer may be held on same day of City Mission Manager meeting.

[Signature]
26/7/16

~~Director~~

Some clarification have been sought from different end on some points ~~for~~ in respect of organising training through resource centre. In addition few new managers have joined. Considering both the issue on order is placed for kind approval & signature.

~~Director~~

JD(SD)

N Co
29/11/16

WT
29/11/16

It has been observed that Resource Centre based trainings are not yet completed for many ULBs. Nodal Officers / CHAs / APOs were unable to reach out to many ULBs which were delegated to them. Since the training programmes are absolutely necessary to roll out the mission objectives at various strata of target groups therefore competent personnel like trained LHA / AHT / CDF / CDS (R/S) members / RLVs may act as Resource Persons for training conducted at ULB level Resource Centres. These RPs should be well trained in that manner by Resource Centres before imparting training. Draft letter placed herein for kind perusal and approval.

JD(SD) 29/11/16

JD(SD) (Dain)

draft put up of side way is signed.

N Co
29/11/16

WT
29/11/16

~~Director~~

JD(SD)

It has been observed that as we are approaching towards the end of the financial year 2016-17, quite a number of targets under different components are yet to be achieved.

Since, Resource Centre based training programmes are organised in various ULBs, therefore, most of the CRMV personnel are engaged in ~~the~~ conducting and coordinating the training programmes.

Hence, we may for the time being (till end of March 2017) stall the training programmes conducted through Resource Centres and request the ULBs to lay emphasis on accomplishing the targets of the other components of the mission with special emphasis on SEP targets.

A draft letter in this regard has been placed in the CP side for approval.

[Signature]
21/02/2017.

~~JD (SD/Admin)~~

Draft may be signed, if approved.

~~Director~~

[Signature]
21/2

~~JD (SD)~~

[Signature]
23/2/17

Under Capacity Building and Training component of DAY-NULM, last FY 2016-17 achievement was 17595 and since inception it was 19630 (3 yrs).

I. From August 2016 the CBT programmes were conducted for SHGs, ALF general members, ROs and CICs and Bankers through Resource Centre based training. The process of Resource Centre based training was taken up to conduct training of the stakeholders since during that period most of the first phase 58 ULBs could not complete their recruitment process under DAY-NULM. In addition to this the stakeholders of the second phase 67 ULBs were added to the Mission from April 2016-17.

Therefore, it became difficult for SMMU to keep track of the training programmes which were conducted by the ULBs individually. Under such circumstances, first phase 45 CMMUs which were identified as Resource Centres (RCs) and CMMs and APOs were designated as Nodal Officer for RC based training so as to provide CBT support to their own ULB and few adjacent ULBs which were yet to recruit CMMs and were added in DAY-NULM in 2016-17 financial year. Detailed guidelines in this regard were sent to ULBs vide memo nos:

1. SUDA-102/2016/1156, Dated: 01.08.2016,
2. SUDA-102/2016/1490, Dated: 07.09.2016
3. SUDA-102/2016/2121 (125), Dated: 30.11.2016

II. The last letter was sent on SUDA-102/2016/2791, Dated: 23.02.2016 requesting to hold CBT for the month of March 2016 so as to provide support for conducting grading and following up with banks for SHG-Bank credit linkage. Post March 2017 only few ULBs are conducting CBT programmes in their ULBs.

III. In this context, it is ought to mention that RC based training was supposed to be held for SHGs which were inducted from SJSRY and new SHGs which were not formed under the Resource Organisations. The SHGs formed by ROs were omitted from the target group since ROs have been provided additional fund for conducting CBT programmes for the SHGs formed by the ROs.

It is pertinent to mention in this regard that in a recent review meeting held on 29.05.2017 internally with Additional Director, SUDA, the undersigned and other SMMs where SMM-SMID shared that the fund allotted to ROs for CBT of SHGs is insufficient to conduct full fledged training to newly formed groups. Another significant reason in addition to the above is the possibility of varying content and methodology of training at different ULBs for old and new SHGs by both RCs and ROs.

Therefore, keeping in view all the above following are the suggestions placed herein for your kind perusal and guidance :

1. Earlier in RC based training the CMMU staff were delegated with the responsibility of conducting the training directly to the stakeholders therefore they were unable to provide ample time for SHG Bank credit linkage and other quintessential aspects of their Key Responsibility Areas (KRAs).

Therefore, it is proposed to provide the training through Community Resource Persons (CRPs) from the SHGs/ALFs/CLFs/ROs identified by ROs and ULBs (Only ULB where RO is yet to be provided) together. These CRPs will provide training to SHGs/ALF general members/new ROs/ or any other stakeholder related to the mission under close guidance of CMMU Managers and other Staff (APO/CO etc.)

2. A Training of Trainers may be conducted for these CRPs at the SMMU for uniform message dissemination, understanding of training ^{tools} and methodology.



NOTE SHEET



Additionally this will enable the mission to form a trainer's resource pool for future CBT programmes as well.

3. It appears from the data collected from ULBs that CBT is on hold in majority of the ULBs and therefore, a decision in this regard may be taken at the earliest.

4. A policy decision may be taken up for conducting CBT programmes through RCs which the ROs were supposed to take up for the newly formed groups and if agreed on principle then the same may be communicated to the ROs and ULBs.

If the proposals from points (1) to (4) are agreed then the same may be communicated to the ULBs and ROs. Supporting documents in reference to the above discussions are provided in the CP side marked as 'X', 'Y' and 'Z'.

[Signature]
19/6/2017

Addl. Director
[Signature]

note above and over.

o As communicated earlier Resource Centre Based Capacity Building and Training of different stakeholders may continue.

o In this regard a group of trainers/Resource persons may be formed for each ULBs as done in to some extent ~~and~~ and training programme for such Resource persons may be arranged covering all ULBs.

o Training of ~~of~~ SACs formed newly may be taken up and refresher training for those who have completed one such.

o Training of newly engaged personnel may be taken up immediately in ILGUS to complete by July 2017

o ROs may be involved in the basic work of formation ~~and etc~~ of SHGs first.

Submitted for approval

[Signature]
19/06/17

[Signature]
21/6/17

Director

Addl. Director

SMM - HRCB

Draft letters placed for approval and signature to communicate the same to ULBs.

[Signature]
23/06/17

[Signature]
27/6/17

[Signature]
29/06/17

SMM - HRCB

Draft letter with respect to the revised order on Resource Centre based capacity building and Training programmes at ULB level (ward based) is placed for your kind perusal and signature.

[Signature]
30/06/17

~~Addl. Director
SUDA.~~

Draft be placed in continuation of previous order no. SUDA-102/2016/1490 dated: 07/09/2016 and dated 01/08/2016 mentioning changes as proposed in this order unless a confusion may arise.

~~Smm. HLED~~

[Signature]
30/06/17

Changes as suggested revised and placed for approval.

[Signature]
03/07/2016

~~Addl. Director
SUDA.~~

In ref. to resource centre based capacity building and training programme, in continuation of previous orders to resume the programme draft order is placed.

may be approved and signed.

~~Director
Addl. Director.~~

[Signature]
03/07/17
37/7/17

~~Smm. HSCD~~

We had requested ULBs to send names of potential trainers to act as Master Trainers of all CB and Training programmes to be conducted through Resource Centre at the ULB / ward level.

[Signature]
04/07/17

As on date ^{more than} 60 ULBs have sent the names.

from prepage

A necessary decision may now be kindly taken whether to conduct the training programmes through ATI since the programmes are residential in nature and requires ^{minimum} 5 days to complete. If agreed then the training modules may be prepared / finalized and the same may be sent to ATI before the ~~commence~~ finalization of training dates and commencement of EBT. Draft proposal marked 'X' in CP side. Necessary direction may kindly be provided to the undersigned so that rest of the procedures are taken up at the earliest.

Addl. Director
SUDA

Based on the names of potential ~~trainers~~ trainers as received from the ULBs, it may be divided into batches of 35 participants for each batch. We had requested to the ULBs to send minimum 5 names of potential trainers and in some cases we have received more than 5 names since those ULBs are having larger number of wards.

In view of the above, the following proposals are placed herein for your kind perusal:

- i) Conducting State level training for Master Trainers ~~at ULBs~~ for minimum 5 days where they will be imparted training both on the subject matter and also the methodologies of training as first phase training
- ii) Conducting the aforesaid training at ATI as ATI is supposed to train SHUs/ULFs/CLFs/ROs and other stakeholders under NULM as per an earlier order ~~at/for~~ SUDA-31/2015/798, dt. 21/7/15
- iii) Draft module has been prepared and discussed with relevant officials of SARUV, WBSVLM and placed in the CP side marked as 'X'.

- iv) A draft letter requesting ATI to arrange the training programmes and share the dates of the probable training for 5 days has been placed for perusal and signature
- v) Once we have completed the training program for all the potential master trainers from all 125 ULBs, we may initiate refresher training (Phase II) for the same group later on based on their ^{hands on} experiences from the field and feedback for modification (if any)
- vi) As mentioned earlier, initially we had requested to send names of 5 potential trainers. But it appears that there are multiple wards in ULBs with bigger population size and also many boroughs in the municipal corporation areas. Therefore, we may also request, later on, to send more names of potential trainers who may be trained at the state level for better reach and larger impactful capacity building

submitted.

31/8/2017
may be approved.

Director

Additional
Director

01/09/17
4/9/17



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9 Batches of training have been completed in ATI where Master Trainers from SHGs/ALFs/CLFs/ROs from 58 ULBs were trained for 5 days on different topics and components of NULM.

Now, some of the ULBs have started Resource Centre (RC) based Capacity Building & Training for the SHGs/ALFs and CLFs at the ward level based on the training plan format as provided by the undersigned.

It has become pertinent to collect data on the training programmes thus conducted at the ULB level to keep parity with the targets of FY 2017-18 and FY 2018-19. In this regard, two formats have been developed for RC based CB&T: flagged as 'X'.

1. Training Evaluation format to be filled by trainees and submitted to ULB officials
2. Training Report format to be filled by staff of NULM and submitted to SUDA monthly

If the above formats are approved then the same may be sent to the ULBs.

Placed herein for perusal and kind approval.

~~Addl. Mission Dir.
IS (S. Das)~~

~~[Signature]~~
09/04/2018

May be approved

~~[Signature]~~
9/4/18

~~Director
SUDA~~

~~S.M.M (ARCIB)~~

~~[Signature]~~
9/4/18

A letter has been received from ATI placed in the CP side marked as 'X'.

The same may kindly be perused and necessary directions and approval may kindly be ~~press~~ provided. The training (tentative) period is provided ~~as under~~ as under: (subject to availability with ATI).

~~Addl. Mission Director
IS (S. Das)~~

Month	Duration	No. of ULBs
1. April	16 th - 20 th	9-10 (approx.)
2. April	23 th - 27 th	9-10 "
3. May	14 th - 18 th	9-10 "
4. May	21 st - 25 th	9-10 "

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Month	Duration	No. of VLBS
5. May-June	28 th - 1 st June	9-10 (approx.)
6. June	4 th - 8 th June	9-10 "
7. June	18 th - 22 nd June	7-8 "
8. June	25 th - 29 th June	6-7 "

This is a proposed plan and these dates may be communicated to ATI for booking the Master Trainer Programme slots.

If approved, the same may be communicated to ATI.

Placed herein for approval.

[Signature]
12/04/18.

Add. Mission Director
JS (SD)

May be considered for approval

[Signature]
12/04/18

~~Director
SUDA~~

[Signature]
SMM(HR(B))

[Signature]
12/4/18

Sub : Resource Centre Based BOT & BOA Training Programmes for SHGs under SM&ID component at ULB level

From the last two years , Master Trainer based Training started in the municipalities in 2 (two) categories and it will be continued all throughout the year to cover capacity building and training targets set out for (A) 3 (three) days Basic Orientation Training (BOT) & (B) 2(two) days Books of Accounts Training (BOA) at CMMU level as we know training of the SHGs impacts of SPARK ranking . To improve the SPARK ranking we have to complete all pending training and as well as new SHGs training .

So based on the situation WBSULM may communicate a directive on forth coming ULB wise SHGs training . The following instruction may be communicate to the ULBs .

1. To meet the targets of SMID & SEP, it is absolutely necessary to conduct training programmes for the aforementioned stakeholders at regular intervals.
2. A Master Trainers (MT) resource pool from the SHGs/ALFs/CLFs and ROs is already in place to implement the training at the CMMU level. This resource pool has been trained at SMMU level . These MT will conduct training at the CMMU level for SHGs . MT will conduct training with CMMs, APOs and COs as co-trainers for the training programmes.
3. ULBs will submit fortnightly reports on capacity building to State Mission Manager-SM&ID through the City Project Officer (CPO) after appropriately scrutinizing the reports. Report template attached (Annexure -I) .
4. Modules and schedule of training for different target groups to facilitate the training is attached (Annexure -II) .
5. The total number of participants for each batch should not exceed 40 (forty) .
6. All trainings pending as on 31st march 2019 has to be completed within September 2019. Rest of the batches will follow from October 2019
7. Following expenditure details under SM&ID component of Stakeholders (In Rupees) may be incurred for each batch of training:

Sl No	Item of Expenditure	Budget	Remark
1	Folder, reading materials and stationery (pen, pencil, eraser, sharpener etc.)	Rs. 100	(One time) per trainee
2	Lunch & Tea and Snacks	Rs. 210	For 3 days BOT Training
3	Lunch & Tea and Snacks	Rs. 140	For 2 days BOA Training
4	Mobility Support	Rs. 50	(One time) per trainee
5	Contingency Support	Rs. 2000	including venue charges, miking and etc
6	Resource Fee and Conveyance	Rs. 250 per session per Resource Person	I. Maximum two (2) session by one (1) Resource Person for each batch II. Officials and staff associated with DAY-NULM will not receive Resource Fee
	Maximum Ceiling of expenditure for 3 days BOT training	Rs.20,000/-	Per batch
	Maximum Ceiling of expenditure for 2 days BOA training	Rs.15,000	Per batch

8. Training duration will be 3 days for BOT training (2 office Bearers and 1 General Member) of training for SHGs.

9. Training duration will be 2 days (BOT training (Treasurer and Member) of training for SHGs.
10. Training programmes will be organized as per available funds at ULB under SM&ID and additional funds may be allotted if required based on requisition received from ULBs.
11. This issue is supersession of all earlier instruction issued in this regard .

The directives will be communicate with Schedule and Content (Flagged) placed .

1. Three days Module for BOT Training :-

৩ দিনের সম্পদ কেন্দ্রের ওয়ার্ড ভিত্তিক প্রশিক্ষণ কর্মসূচী
3 Days General Orientation Training

Sl. No.	Topic	Time	Resource Person
প্রথম দিন			
1	দরিদ্রতা কি, তার ফল ও দারিদ্র্য দূরীকরণের নানান দিক	11:00 am – 12:00 am	
2	❖ সামাজিক ঐক্যবদ্ধকরণ ও প্রাতিষ্ঠানিক উন্নয়ন ও তার বিভিন্ন দিক	12:00 pm – 1:00 pm	
3	❖ সামাজিক ঐক্যবদ্ধকরণ ও প্রাতিষ্ঠানিক স্বশক্তিকরণের পরিপ্রেক্ষিতে স্বনির্ভর দল ও তাদের স্থানীয় সংঘ ও নগর মহাসংঘ সম্পর্কে ধারণা ❖ স্থানীয় সংঘের (ALF) ও নগর মহাসংঘের (CLF) প্রয়োজনীয়তা, গঠন ও কাজের ক্ষেত্র ও গুরুত্ব	1:00 pm – 2:00 pm	
Lunch (2:00 pm 2:30 pm)			
4	❖ সামাজিক ঐক্যবদ্ধকরণ ও প্রাতিষ্ঠানিক উন্নয়নের প্রেক্ষিতে স্বনির্ভর গোষ্ঠী ও গোষ্ঠীর কাজ পরিচালনা: - সভার নিয়ম নীতি - দল নেত্রীর ও সহ দল নেত্রীর ভূমিকা - কোষাধ্যক্ষার ভূমিকা - সাধারণ সদস্যদের ভূমিকা - ইত্যাদি	2:30 pm -4:00 pm	
Tea Break (4:00 pm – 4:10 pm)			
5	রিসোর্স অর্গানাইজেশানের (আর.ও.) কাজগুলি কী ও আর. ও. (RO) –র তার ভূমিকা নগর জীবিকা কেন্দ্র কি ও কি ভাবে জীবিকা সহায়তার কাজে লাগতে পারে	4:10 pm – 4.40 pm 4: 40- 5:00 pm	
দ্বিতীয় দিন			
6	আর্থিক অন্তর্ভুক্তিকরণ কী - আবর্তক তহবিলের সহায়তা কি ও কি ভাবে এই সহায়তা কে কাজে লাগানো যেতে পারে স্বনিযুক্তি কার্যক্রম কি ও কি ভাবে এই কার্যক্রমটি নগর এলাকার পিছিয়ে পড়া ও প্রান্তিক মানুষদের অর্থনৈতিক ভাবে এগিয়ে আসতে সাহায্য করবে: ▪ ব্যক্তিগত উদ্যোগ ▪ দলগত উদ্যোগ ▪ স্বনির্ভর দলের ব্যাঙ্ক ঋণ/উদ্যোগ	11 am – 12:00 pm	
7	- স্বনির্ভর দলের খাতাপত্র	12:00 am – 1:30 pm	
Lunch (1:30 pm 2:15 pm)			
8	- স্বনির্ভর দলের খাতাপত্র ও গ্রেডিং	1:30 pm –3:30 pm	

9	দল পরিচালনা ও নেতৃত্ব দেওয়া সংযোগ বৃদ্ধির দক্ষতা (কমিউনিকেশন স্কিল ডেভেলপমেন্ট)	NOTE SHEET 3:30 pm – 5:00 pm	SUDA
তৃতীয় দিন			
10	কারিগরী শিক্ষার মাধ্যমে কিভাবে মজুরি ভিত্তিক কর্মসংস্থান ও স্বনিযুক্তির সুযোগ পাওয়া যেতে পারে	11:00 pm – 12:00 pm	
11	যৌথ প্রক্রিয়ার (গ্রুপ ডাইনামিক্স) মাধ্যমে কি ভাবে নানান ধরনের দলগত কাজ করা যায়	12:00 pm -1:30 pm	
Lunch (1:30 pm 2:15 pm)			
	যৌথ প্রক্রিয়ার (গ্রুপ ডাইনামিক্স) মাধ্যমে কি ভাবে নানান ধরনের দলগত কাজ করা যায় (Contd.)	2:15 pm – 4:00 pm	
12	প্রাতিষ্ঠানিক স্বশক্তিকরণের মাধ্যমে নারীর ক্ষমতায়ন	4:00 pm – 5:00 pm	

1. 2 days Module for BOA training :-

2 দিনের সম্পদ কেন্দ্রের প্রশিক্ষণ কর্মসূচী

কোষাধ্যক্ষদের (স্বনির্ভর দলের খাতাপত্র যিনি রাখেন) জন্য 2 দিনের প্রশিক্ষণ কর্মসূচি

Sl. No.	বিষয়	সময়	সঞ্চালনা (From Master Trainers)
প্রথম দিন			
1	❖ সামাজিক ঐক্যবদ্ধকরণ ও প্রাতিষ্ঠানিক উন্নয়নের প্রেক্ষিতে স্বনির্ভর গোষ্ঠী ও গোষ্ঠির কাজ পরিচালনা: - কোষাধ্যক্ষের ভূমিকা - ইত্যাদি	11 am - 11:30 pm	
2	❖ আর্থিক অন্তর্ভুক্তিকরণ কী ❖ আবর্তক তহবিলের সহায়তা কি ও কি ভাবে এই সহায়তা কে কাজে লাগানো যেতে পারে	11:30 pm - 12:00 pm	
3	❖ স্বনিযুক্তি কার্যক্রম কি ও কি ভাবে এই কার্যক্রমটি নগর এলাকার পিছিয়ে পড়া ও প্রান্তিক মানুষদের অর্থনৈতিক ভাবে এগিয়ে আসতে সাহায্য করবে: ▪ ব্যক্তিগত উদ্যোগ ▪ দলগত উদ্যোগ ▪ স্বনির্ভর দলের ব্যাক ঋণ /উদ্যোগ	12:00 pm - 1:00 pm	
	❖ স্বনির্ভর দলের খাতাপত্র	1:00pm - 1:45pm	
Lunch (1:45 pm – 2:30 pm)			
4	❖ স্বনির্ভর দলের খাতাপত্র	2:30 pm - 5:00 pm	
দ্বিতীয় দিন			
5	❖ স্বনির্ভর দলের খাতাপত্র	11:00 pm - 1:30 pm	
Lunch (1:30 pm – 2:15 pm)			
6	❖ গ্রেডিং	2:15 pm - 5:00 pm	

To continue the BOT & BOA training programme , training plan should be collect for the first quarter . this information may be collect through google form . The format for the information as below :-

Annexure - II - Training Calender for Ist Quater (May-June 2019)
Three days In-House BOT - Training Calender of Two (2) Office Bearers (Secretary & President) and One (1) General Member Under Municipality .

Training Period

Sl.NO	ULB Name	Month	Batch Number	From (Date)	To (Date)	Name of the SHGs to be Trained	Resource persons
1							
2							

Annexure - II - Training Calender for Ist Quater (May-June 2019)
 Three days In-House BOA - Training Calender of Tresurer and One (1) General Member Under Municipality .

Training Period

Sl.NO	ULB Name	Month	Batch Number	From (Date)	To (Date)	Name of the SHGs to be Trained	Resource persons
1							
2							

Proposal submitted with two different draft letter for you kind approval and signature .

S.P.D.M.
 Soma Parui Das 8.5.19
 SMM_SM&ID

(Handwritten signature/initials)

NOTE pre-pages may kindly be perused. Already ~~Google~~ Google / LinkedIn has developed, so the ULB may be communicated the issue for taking necessary action if approved.

(Handwritten signature)

(Handwritten signature/initials)

Notes NSP-17-20 may kindly be seen.

The issue of 3 days training on Basic Orientation Training (BOT) and 2 days training on Books of Accounts (BOA) was reviewed at last round of review meeting on the 23.04.2019 & 25.04.2019. There was some lack of clarity among the CMMU teams. It is felt that a detailed circular needs to be reiterated to all ULBs. The details are noted at nsp 17-19.

We also need to obtain a training calendar for the period May-June, 2019 separately for BOT & BOA. Two separate draft letters placed on the cp side may kindly be signed if approved.

Director, SUDA

Chandran
AMD
13/05/19

~~AMD~~

Def 15/5/19

A Director
Chandran
16/05/19

We have received the micro plan of BOT & BOA for the month of May & June from ULB through google form. Now we may write to ULBs to update the reports in MIS portal by the week training completed and to submit the micro plan for the July-September, 2019 within 29th of June 2019 through google form .

The Submission Report of quarter -I with Quarter -II targets is annexed here with .

Proposal submitted for your kind approval and signature

S. P. Das. 19.6.19
Soma Parui Das
SMM_SM&ID

~~AMD~~

Notes above may kindly be seen.

We may seek the micro plan for BOT & BOA training for the 2nd quarter of FY 2019-20 in the Google sheet/ form from all ULBs. In this context a draft letter placed on the cp side may kindly approved & signed.

Director, SUDA

~~AD (NCLM)~~

This type of correspondence can be done by SMMs only after obtaining approval in file.

Chandhan
AMD 20.06.19

ledf 21/6

Please procun

Chandhan
24.06.19

Soma SMM

He signed

Chandhan
25/06/19

It has been observed during the review meeting on 25th & 27th of June, 2019 that SHG capacity building training entered in MIS portal is not consistent in ULB portal.

Following parameters in the training entry have not done properly.

- 1) Training Name.
- 2) Training Done by.

At present followings are the trainings ~~are~~ being conducted across the state by master trainers. The entry for these training should be done as follows.

<u>Training</u>	<u>Training Name in MIS portal</u>	<u>Training done by in MIS portal</u>
1. 3 Days BOT - WB Capacity Building Training	WB Capacity Building training of SHG by MT.	By ULB
2. 2 Days BOA Training:	WB Capacity Building training of Treas by M.T.	By ULB

If approved, correct parameters of trainings may be communicated to ULBs along with the process by which the incorrect entries may be rectified.

One draft letter is placed at CP side for your kind perusal & signature thereon.

Amit Chandra
SMU-MIS & MB
28/06/19

A direction was issued on 26.6.19 to submit training Plan for Q-II (July-September) of BOT & BOA through google form. But as on date-8th of July 16 ULBs did not submit the same.

So we may issue letter to seek an explanation from the ULB.

Proposal submitted with draft letter for your kind approval and signature.

S.P. Jn.
8.7.19

Handwritten signature
Chandana
25/07/19

~~AMD~~

Sono, SMU

Letter sent

S.P. Jn.
8.7.19

Master Trainers training was organised at ILGOS in 4 batches. 152 MTs were trained as MT from different ULBs. We may issue an direction to the ULBs to release Actual TA from NULM Interest Fund of the ULBs to the participated as MT at

We have received the micro plan of BOT & BOA for the month of July to sept 2019 from ULB through google form. Now we may write to ULBs to update the reports in MIS portal by the week training completed and to submit the micro plan for the Oct-Dec , 2019 within 29th of sept 2019 through google form .

Proposal submitted with draft letter and excel sheet for your kind approval and signature

S.P. Das . 13.9.19
Soma Parui Das
SMM_SM&ID

Pranab
Chandhan
13/09/19

~~AMD~~

Some SMM

सूडा

NOTE SHEET

SUDA

ILGW.

Proposal submitted for your kind approval and signature.

S.P. Desai. 27.09.19

~~AMD~~

~~Signature~~
Signature
27.09.19

~~S. P. Desai~~