

विकास आनन्द, भा.प्र.से.
संयुक्त सचिव
VIKAS ANAND, IAS
Joint Secretary



सत्यमेव जयते



पंचायती राज मंत्रालय
भारत सरकार
11वीं मंजिल, जीवन प्रकाश बिल्डिंग,
25, के.जी. मार्ग, नई दिल्ली-110001
MINISTRY OF PANCHAYATI RAJ
GOVERNMENT OF INDIA
11th Floor, Jeevan Prakash Building
25, K.G. Marg, New Delhi-110001

D.O. No.: M-11015/148/2023-CB

June 15, 2023

Dear Madam/Sir,

As you are aware, to strengthen the Good Governance mechanisms, RGSA scheme has provided for '**Handholding Supports for Capacity Building & Training (CB&T) Activities of 3-tier PRIs in collaboration with Academic Institutions (AIs), Universities, Institute of Excellence (IoE)**'. The National Capacity Building Framework (NCBF) – 2022 has also emphasized the need for Handholding Support for CB&T to Panchayats for preparation of thematic GPDP through collaboration and developing strong partnership with AI/IoE.

3. From 2018-19 to 2023-24, in the Annual Action Plans (AAP) of the States under RGSA scheme, MoPR has approved a total of **115568 No. of GPs** across 34 States/UTs for Handholding Support for CB&T Activities (**Annexure – I**). Though several States/UTs have planned activities for Handholding Support for CB&T under their AAP, apparently there is limited collaboration with AI/IoE.

4. Keeping this in view, for purposeful engagement of AIs/IoEs in the capacity building of Panchayats, a '**Standard Operating Procedure (SOP)**' has been prepared (**copy at Annexure – II**) for the same, alongwith a '**Sample Application Format**' (**copy at Annexure – III**) and an '**Indicative Format for the proposed MoU with AI/University/IoE**' (**copy at Annexure – IV**). The draft application format/MoU may be suitably modified as per requirements of States/UTs.

5. I, therefore, would like to request you for use the SOP for purposeful engagement of AIs/Universities/IoEs in effective handholding support for CB&T activities for PRIs under the revamped RGSA scheme.

With Regards.

Yours sincerely,

Encl.: As above

(Vikas Anand)

To: Addl. CS/Pr. Secretary/Secretary, PR&RD Department, All States/UTs.

Copy to: Director of SIRD&PRs, all States/UTs.

Details of Handholding Support Sanctioned
under
the RGSA (2018-19 to 2021-22) and Revamped RGSA (2022-23 and 2023-24)

Sl. No	State/UT	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
1	A & N Islands	0	0	0	0	70	70
2	Andhra Pradesh	0	255	12918	1000	1370	1370
3	Arunachal Pradesh	172	35	0	2215	2108	125
4	Assam	100	53	350	350	700	700
5	Bihar	166	200	0	0	4000	570
6	Chhattisgarh	0	0	6032	0	0	0
7	Dadra and Nagar Haveli	0	0	0	38	38	20
8	Daman and Diu	0	0	38			
9	Goa	0	0	5	5	1	24
10	Gujarat	0		0	779	2850	500
11	Haryana	0	0	0	500	1100	330
12	Himachal Pradesh	0	64	64	64	260	180
13	Jammu & Kashmir	50	109	109	4161	285	285
14	Jharkhand	0	90	134	155	4345	360
15	Karnataka	0	0	0	0	0	465
16	Kerala	0	0	0	0	0	0
17	Ladakh	0	0	0	0	194	193
18	Lakshadweep	0	0	0	0	0	0
19	Madhya Pradesh	0	455	0	100	10000	1150
20	Maharashtra	0	0	0	27884	0	0
21	Manipur	400	1	0	0	161	161
22	Meghalaya	0	1	0	80	80	0
23	Mizoram	10	10	0	0	0	0
24	Nagaland	5	5	50	10	10	10
25	Odisha	0	0	30	314	1000	450
26	Puducherry	0	109	108	20	0	0
27	Punjab	0	0	0	0	13241	345
28	Rajasthan	0	0	0	0	352	495
29	Sikkim	185	4	185	185	185	199
30	Tamil Nadu	0	0	247	0	776	740
31	Telangana	0	0	0	0	0	0
32	Tripura	300	12	12	12	480	480
33	Uttarakhand	0	0	0	0	1000	195
34	Uttar Pradesh	0	0	0	0	300	300
35	West Bengal	0	0	0	0	0	0
	Total	1388	1403	20282	37872	44906	9717
Total Handholding Support Approved since F.Y. 2018-19 to 2023-24						115568	

Standard Operating Procedure (SOP)

Collaboration with Academic Institutions (AIs), Universities, Institute of Excellence (IoE) including NIRD&PR & SIRD&PRs for Handholding Supports for CB&T Activities of 3-tier PRIs

1. Scope:

This '**Standard Operating Procedure**' (SOP) applies to the PR&RD Deptt. of all States/UTs, Academic Institutions (AIs), Universities, Institutions of Excellence (IoE), Private Training Institutions including NIRD&PR and SIRD&PRs involved in the capacity building & training activities of the 3-tier PRIs across India.

2. Areas of Collaboration:

The areas of collaboration may include:

- I. Development of *thematic modules of LSDGs, e-modules and online courses, training materials* including *short films/documentaries* on *best rural development practices/initiatives* under the thematic approach of LSDGs undertaken by the 3-tier PRIs etc.
- II. *Providing support* for *Gram Panchayat Development Plan (GPDP) Formulations* in selected Blocks/Districts.
- III. Expansion of the pool of *Master Trainers (MTs)/Trainers/Resource Persons, capacity assessment* after training, and *certification*.
- IV. *Orientation and Training* of Gram Panchayat, Block, and District Level Elected Representatives (ERs) with special focus to Women Elected Representatives (WERs) and Functionaries with the Academic Institutions (AIs)/Universities/ Institutions of Excellence (IoE)/Private Training Institutes working in the area of capacity building of PRIs.
- V. *Technical support* on innovation and interventions with focus on 9 Themes of LSDGs.
- VI. Undertaking *Economic Development and Income Enhancement/Innovative Development Projects* at 3-tier Panchayat level on various aspects of Central/State components of the Scheme directly or through Academic Institutions (AIs)/Universities/Institutions of Excellence (IoE)/Private Training Institutes.
- VII. Development of *Demonstrable Rural Technological Parks* on 9 themes of LSDGs in collaboration with Central Ministries/Departments/ State Governments/ IGOs/ Autonomous Organisations and Agencies/Domain Expert etc.
- VIII. Development of *Ranking Framework* for State-level Training Institutes including SIRD&PRs engaged in imparting CB&T activities to Elected Representatives (ERs), Functionaries, and other Stakeholders of 3-tier PRIs to be prepared by Academic Institutions (AIs)/Universities/Institutions of Excellence (IoE)/Private Training Institutes/ Specialised Agency including NIRD&PR in consultation with Capacity Building Commission (CBC).
- IX. Any other areas of CB&T activities like survey/studies etc.

The SIRD&PRs should also rope in with Academic Institutions (AIs)/Universities/Institutions of Excellence (IoE)/Private Training Institutes/ Specialised Agencies actively functioning at the District and Sub-District levels. Many of these Institutions/Agencies/Organisations have adequate training infrastructure, and the most important is their expertise in different areas of rural development that can be effectively used for the capacity building of 3-tier PRIs. Identification of such Institutions/ Agencies/ Organisations having expertise in different sectors would help in organising and conducting the handholding support for CB&T activities on mainstreaming LSDGs in PRIs.

3. Procedure:

The following steps should be followed for collaboration with Academic Institutions (AIs), Universities, Institutions of Excellence (IoE), and Private Training Institution for CB&T of 3-tier PRIs under Revamped RGSA, such as:

a). The *Long-term Plan* will provide broad volume of CB&T activities targets and timelines within which these will be achieved along with details of additional institutional support and resource's leveraging which may be required. The Annual Action Plans will further clearly define the details of coverage with timelines and the additional institutions to be engaged in.

b). *Selection of Academic Institutions (AIs), Universities, Institutions of Excellence (IoE), and Private Training Institutions*, who are already engaged and working in the CB&T area will be based on Expression of Interest or any other suitable but transparent means called by SIRD&PR/State PR&RD Deptt./NIRD&PR, using a well-defined procedure and process. Based on the definite eligibility criterion (include previous experience, expertise, and availability and geographical spread to match the requirements etc.), selection shall be made.

c). The process may cover the areas need to be undertaken and the competencies of such Academic Institutions/Organizations/Agencies will be assessed through submitted documents. The indicative list of the documents may include:

- (i) A prescribed application format,
- (ii) Areas of presence i.e., District/Block/GPs levels,
- (iii) Details of CB&T projects undertaken since consecutive last 3 Financial Years with Govt./Govt. PSUs/Govt. Programmes with documentary support,
- (iv) Financial status/Turn Over of Institution/Organization/Agency last 3 Financial Years,
- (v) Infrastructure available (like Own/Rent, Capacity, Training Rooms/Halls, AC/Non-AC, Computer/Laptop, LCD Screen, Projector, White Board, Chairs & Tables, and Generator etc with photographs.),
- (vi) Available and strength of skilled human resource/manpower with qualification,
- (vii) Registration certificate (for authenticity of the registration certificate in case of amendments, if any, subsequent to the registration)/PAN/GSTIN details,
- (viii) IT Returns for past 3 FY,
- (ix) Declaration regarding non-blacklisting by central/States/PSUs and so on.

d). Based on the application and required documentations provided, a *committee headed by Director, SIRD&PR/ Authorized Officer shall shortlist and finalize the eligible Academic Institutions/Organizations/Agencies* after following suitable procedure decided by them. The evaluation of the proposals can be Training venue, Project experience, Turn Over, Classroom facilities, Dining hall & stay facilities, Available human resources etc by assigning suitable weightage as formulated by them.

e). After finalization, to strengthen the collaborative approach for CB&T Activities further, the signing of an agreement like “Memorandum of Understanding” (“MoU”) with joint initiatives, responsibilities, remuneration provisions, timelines, geographical areas to be covered, expected outcomes, and monitoring mechanisms and system etc., could be highlighted.

f). A sample application format and an indicative format for the proposed MoU with Academic Institution/University/Institution of Excellence/ Private Training Institute/ Specialised Agency/ SIRD&PR are attached in **Annexure – II & III** which can be suitably drafted as per the requirements and norms.

4. Cost Norms:

The Collaboration with Academic Institutions (AIs), Universities, Institute of Excellence (IoE) can be non-financial also.

According to the Framework for Implementation of Centrally Sponsored Scheme (CSS) of Revamped Rashtriya Gram Swaraj Abhiyan (RGSA) (2022-23 to 2025-26), the cost norms which can be applicable for “Other Activities under Capacity Building & Training”, are as follows:

- i. Handholding Support for GPDP Formulation by Academic Institutions (@Rs. 20,000/- per GP).
- ii. Development of Training Modules (Up to Rs. 10 lakhs per State/Once in 2 years).
- iii. Development of Training Material including film and electronic material (Up to 20 lakhs per State/UT, once in 2 years).
- iv. Evaluation of Capacity Building and Training Activities (Up to Rs. 10 lakhs per State/UT, once in 2 years).
- v. Training Need Assessment (TNA) (Up to Rs. 10 lakhs per State/UT, once in 2 years).
- vi. Support for innovation (Innovative activities)/Project based support for income development & income enhancement (Case to case basis, as per norms)

Sample Application Format
(Applying for Handholding Supports for CB&T Activities of 3-tier PRIs)

Part - A: District/Block/GP Applying for: _____.

Organizational Details:

- i. Name of the Organization:
- ii. Registered Address:
- iii. Name of the Contact Person(s) with Tel. No. & Email:
- iv. Details of Registration (Kindly enclose copy of Relevant Registration Certificate(s)).
- v. PAN
- vi. GSTIN

Part - B: Details of Projects with Govt. /Govt. PSUs/Govt. Programmes (Undertaken in consecutive past 3 F.Y.):

Sl. No	Name of the Project	Purpose of the Project	Organisation: Govt/ Govt. PSUs /Govt. Programme	Project value	Completed/ On-going	Deliverables /Target Group
1.						
2.						
3.						
4.						
5.						
6.						

Part - C: Infrastructure Details: (Indicative information to be asked)

1. Whether the organization has its Own Training Infrastructure/Hiring on Rent? (Yes/No)
 - Number of Training Hall/Rooms:
 - Accommodation Capacity of the Training Hall / Room (No. of Participants can accommodate):
 - Separate Toilet Facilities for Male/Female Adjoining to the Hall/Room (Available/Not Available):

• Kitchen/Catering Facilities (Available/Not Available):

2. Any Other Alternative Training Venue (Residential/Non-residential) Available (Yes/No).

If "Yes", please provide details of the venue:

3. Whether Boarding/Lodging Facilities available in the Training Centre? (Available/Not Available, If Yes provide details)

Part - D: *Financial status/Turn Over* of Institution/Organization/Agency last 3 Financial Years

Part - E: *Infrastructure available* (like Own/Rent, Capacity, Training Rooms/Halls, AC/Non-AC, Computer/Laptop, LCD Screen, Projector, White Board, Chairs & Tables, and Generator etc with photographs.).

NOTE: Kindly attach photographs with subjective detail of the training hall, rooms for accommodation, toilets, kitchen etc.).

Part-F: *Details of available faculty strength/human resource with qualification.*

Certified that the above furnished information is correct to the best of our knowledge.

Authorized Signatory:

Name:

Designation:

Place:

Date:

Sample Format of MoU

MEMORANDUM OF UNDERSTANDING

Between

<Name of the First Party>

and

<Name of the Second Party>

This MoU is made on this day <dd/mm/yyyy> at <Name of the Venue, Place, where signing ceremony will be conducted>.

BETWEEN

<Name of the First Party>, herein after referred to as <'Abbreviation'> having its address at <Full Address> represented by <Name of the Head>, <Designation>, <Abbreviation of the Organisation> as the First Party.

AND

<Name of the Second Party> hereby referred to as <'Abbreviation'> having registered office at <Full Address> represented by <Name of the Head>, <Designation>, <Abbreviation of the Institute/Organisation> as the Second Party.

<Abbreviation of First Party> and <Abbreviation of Second Party> shall individually be referred to as a 'Party' and collectively as 'Parties'.

About <Abbreviation of First Party> and <Abbreviation of Second Party>:

I. About <Abbreviation of First Party>: <A Brief description>.

II. About <Abbreviation of Second Party>: <A Brief description>.

1. Objective:

The aim of this MoU is primarily to <Brief of the Intended Objective>.

2. Areas of Collaboration between <Abbreviation of First Party and Second Party>

< Activities to be taken from "Areas of Collaboration" of SoP>

a.

3. Implementation:

i). The Parties shall hold periodical consultations as deemed necessary for implementing this MoU.

ii). The nodal officer from <Abbreviation of First Party> shall be <Name >, <Designation>, and signatory from <First Party> shall be <Name >, <Designation>.

iii). The nodal officer from <Abbreviation of Second Party> shall be <Name r> and signatory from <Second party> shall be <Name of the Head>, <Designation>.

4. Financial Arrangements:

<Brief description of Financial Agreements. If on 'non-financial' basis, it is to be mentioned>.

5. Entry into Force, Duration, and Termination:

i). This MoU shall enter into force on the date of its signing.

ii). This MoU shall remain into force for a period of <No. of Years> years.

iii). Either Party may terminate this MoU at any time by giving written notification at least three months prior to the intended date of termination.

iv). The Termination of this MoU by either party shall not affect the validity and duration of any on-going programmes or activities made prior to the termination of this MoU until the completion of such programmes or activities.

6. Intellectual Property Rights:

By entering into this Agreement, the Parties undertake:

a). To respect each other's intellectual property.

b). All the information, data, report etc. collected by <_____> will be the joint property of <Abbreviation of First Party and Second Party>.

c). Ensure the confidentiality of such intellectual property of the other within their respective organizations.

7. Settlement of Differences:

Any differences arising out of the interpretation, application and implementation of this MoU shall be settled amicably through consultations and negotiations. In case of difference, the decision of <Head of the First Party's Designation>, <Abbreviation of First Party> will be final.

8. General Terms of Reference

<Brief description of other terms and references >

<It may also contain reporting and documentation including monitoring framework>.

9. ARBITRATION: The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this "MoU" are their interpretations. If the parties are unable

to reach a settlement, the issues will be arbitrated by a suitable committee <___to be decided>.

10. Governing Law and Jurisdiction: All and any dispute arising out of or in connection with this contact, including any question regarding its existence, validity, or termination, shall be construed in accordance with the laws of India.

11. Modifications: This “MoU” may only be amended by mutual agreement of both the parties hereto. All such changes shall be in writing and signed by the duly authorized representative of the parties.

12. Force Majeure:<Suitable Para may be included>

FOR AND ON BEHALF OF <2nd Party>

FOR AND ON BEHALF OF <1st Party>

<(Name of the Head, Designation)>
<Name of the Org/Inst>

<(Name of the Head, Designation)>
<Name of the Org./Agency>

WITNESSES:

- 1.
- 2.

- 1.
- 2.