

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. T-24014/2/2024-CB

October 22, 2024

Dear Madam/Sir,

As you are aware, upgradation of skills of officials working in the Panchayati Raj Department and Panchayati Raj Institution (PRIs) across States/UTs with in-depth knowledge in relevant areas is very much essential for effective implementation of schemes and programmes at grassroots level.

2. Accordingly, this Ministry has conceptualized a sub-scheme under Rashtriya Gram Swaraj Abhiyan (RGSA) for funding of Long-Term Domestic Training Programs (upto one year duration only) for the regular Officials of PR Department as well as PRIs.

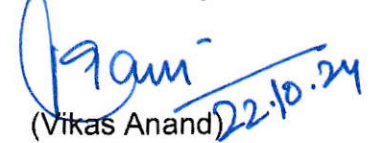
3. The sub-scheme provides for sponsoring of "Long Term Domestic Training" in the Institutes of Excellence (IoE) and other Institutes of National Repute for the officials in the cadre of PR Department/PRIs including officers working in the Directorate of Panchayati Raj. The scheme shall apply to only those States where PRI system is functional. Maximum number of candidates which can be sponsored in a year shall be 5 (five) in an Union Territory and State of Goa, 10 (ten) in NE or Hilly States and 20 (twenty) in other States.

4. The Central Empowered Committee under RGSA in its meeting held on 03.10.2024 has approved the sub-scheme. The sub-scheme document covering details of eligibility criteria, application process, scope, eligible training programs/subject areas, tentative financial implication etc. is placed at **Annexure**.

5.. It is requested to publicize and forward the above sub scheme to all concerned offices and encourage eligible officers at various level of Panchayati Raj Institutions to undertake Long-Term Domestic Training Programs for the purpose of upgrading in-depth knowledge in relevant areas of rural development and Panchayati Raj.

With warm Regards.

Yours sincerely,


(Vikas Anand) 22.10.24

Encl.: As Above

To: Addl. CS/Pr. Secretary/Secretary,
Panchayati Raj Department
(All States/UTs)

Copy to: Director, SIRD&PR and PRI Training Institutes (All States/UTs)



Funding of Long Term Domestic Training Programs for the Officials of PRIs for Academic Year 2025-26



**Ministry of Panchayati Raj
Government of India**

October 2024

1. Objective:-

- 1.1 One of the major objectives of revamped RGSA is to focus on developing the capacity of Elected Representatives and functionaries of PRIs for leadership roles to enable the Panchayats to function effectively as third tier of Government.
- 1.2 While continuous CB&T exercise is being carried out by the States/UTs, it is observed that the functionaries/officials of Panchayati Raj at District and Block level are imparted training mainly on the conceptual aspects, wherein the critical areas such as management, governance, leadership, financial management, rural development schemes, digital literacy, community engagement, social work, public policies have not been included appropriately in these training programs, which are essential for the understanding and implementation of the Rural/ Panchayat Development Projects.
- 1.3 Therefore, Ministry has conceptualized the **Scheme for Funding of Long-Term Domestic Training Programs** (upto one year duration only) for the Officials of PRIs with Institutes of Excellence (IoE) and other Institutes of National Repute for building leadership capabilities of the officials of PRIs. This initiative is designed to align with the objectives of the Rashtriya Gram Swaraj Abhiyan (RGSA) to strengthen grassroots governance, promote effective leadership, and ensure sustainable rural development.

2. Eligible Institutes for Admissions:

- 2.1 There are globally acclaimed Institutes across the country, which includes IIM, IIT, IRMA etc. The geographic reach of these Institutes covers most regions of the Country; thus, their range can be leveraged for the Capacity Building and Training (CB&T) Programs by the States/UT's officials.
- 2.2 This Scheme for Funding of Long Term Domestic Training Programs, only upto One year Duration, will be applicable for the Admissions in regular programs, in the subject areas mentioned at Para 2.4, in either of the following category of Institutions, appearing in the Rankings of *National Institutional Ranking Framework (NIRF)* of the year preceding the Academic Year for which application is made, shall be eligible for sponsorship:
 - (i) Top50 Institutions/Universities under "Top Overall Category"
 - (ii) Top 25 Institutions under "Top Management Category"
 - (iii) Top 25 Universities/Institutes under "Top Law Category"
 - (iv) Top 25 Universities/Institutes under "Top Agriculture & Allied Sectors Category"
- 2.3 The interested officers will apply directly to the institute/university and undertake admission/selection process as stipulated by the university, in the subject areas, mentioned at point number 2.4.
- 2.4 The pedagogy of the programs/trainings/course (for which the officials of Panchayati Raj will be applying) should include group exercises, case studies, experiential learning, interactive lectures and field trips. The following broad areas of studies shall be eligible for sponsorship:
 - a) **Rural Development /Rural Management** - Rural Society and Institutions, Management of Social Empowerment, Management of Sustainable Agriculture, Concepts, Models and Programs of Rural Development, Rural Markets and Marketing Systems, Environment and Natural Resource Management, Energy Requirement in

Agriculture and its Management, Strategies for Sustainable Rural Development, Industry and Agri-Business etc.

- b) **Social Work and Social Planning-** Sociology for social workers, Human growth and behaviour, Economy and co-operation, Social casework, Introduction to local self-government, Indian Social Problems, Gender Studies, Population Education, social work research, social reform movement in India, tribal life, Management of welfare organisation, Social policies in India etc.
- c) **Localization of the Sustainable Development Goals (SDG)** – Focus on providing broad outlines and tools to achieve SDGs at the grassroots level through Panchayati Raj Institutions, Panchayat Development Index (PDI), Basics of financial management, including budgeting, accounting, financial reporting, Generation of Own Source Revenue (OSR) at grassroots level etc.
- d) **Leadership and Communication** - Focus on the importance of leadership and teamwork in Panchayats for Rural Development, collective decision-making, reconciliation, effective communication and public relations, media relations, community engagement, conflict resolution, etc.
- e) **Digital Transformation & ICT** - The program should be designed to help understanding the potential of ICT for Panchayat governance and to develop the skills they need to use ICT effectively for transparency, accountability and innovations, Audit Online, Contract Management, Public Finance Management System (PFMS), Artificial Intelligence, etc.
- f) **Panchayat Development Planning**– Focus on the process of preparing quality Panchayat development plans, Spatial Planning, identifying community needs, mobilizing resources, effective convergence of Funds, Carbon Neutrality, vertical integration of PDPs, Disaster Management, etc.
- g) **Project Management** –This program aims to equip participants with the critical competencies needed to design, implement, monitor, and evaluate strategic projects, programs, and policies focused on rural development. It will also emphasize comprehensive risk assessment and management, ensuring participants are adept at identifying potential challenges, mitigating risks, and steering projects towards successful and sustainable outcomes in rural settings.

3. Scope:

3.1 This scheme shall apply to:

- a) All regular Panchayat Executive Officer/ Panchayat Development Officers/ Panchayat Secretary or equivalent positions in various States/UTs and recruited specifically for serving in the PRIs.
- b) All Regular Officials/Functionaries at the level of Block Development Officer (BDO)/ Block Panchayati Raj Officer (BPRO)/ Block Panchayat Development Officer or equivalent positions in various States/UTs and above, who are part of cadre of Panchayati Raj Department and recruited specifically for serving in the Directorate of Panchayati Raj or PRIs. This shall include all officers working in the Directorate of Panchayati Raj at various level from Assistant Director/Dy. Director and above.

- c) All regular Engineers, at the level of JE and above, posted at District/Block and GP Level, who are part of cadre of Panchayati Raj Department and recruited specifically for serving in the PRIs.

3.2 By participating in these trainings/courses/programs, officials should be better equipped to implement effective governance strategies, improve financial planning, resource management, utilize digital tools for efficient administration and engage communities in participatory development, thereby contributing to the overall enhancement of rural development.

3.3 Fundamentally, these trainings/courses/programs should cover various subjects mentioned under the State Component of Capacity Building and Training (CB&T) as per para 8.5.4 of implementation framework of revamped RGSA ranging from local self-governance, Panchayat Finance including Public Finance Management System (PFMS), Own Source Revenue (OSR), eGramSwaraj, Audit online, Devolution of powers to Panchayats, Localisation of Sustainable Development Goals (SDGs) especially on 9 themes, Rural Area Development Plan Formulation and Implementation (RADPFI), Carbon Neutrality, Contract Management.

4. Eligibility Criterion:-

4.1 The Panchayati Raj Functionary/Official must meet following eligibility criterion to apply under this scheme:

- a) Must have served in the PRIs/PR Department for period of 7 years or more.
- b) Must have a clean service record with no ongoing disciplinary actions and criminal cases.
- c) Must have a minimum of '**Very Good**' grading in their Annual Confidential Reports (ACRs) for the last 5 years.
- d) Applicant should be clear from Vigilance angle.
- e) Age limit: Not more than 50 years (as of 1st July of the application year).

5. Application Process:-

5.1 Duration of such program/training/course should be upto one Academic year only(all programs for duration of upto or less than one year). Officer shall bear the cost of additional duration of the program, in case the duration of the program is more than an Academic year.

5.2 The scheme shall apply to only those States where PRI system is functional. Maximum number of candidates which can be sponsored in a year shall be 5 (five) in an Union Territory and State of Goa, 10 (ten) in NE or Hilly States and 20 (twenty) in other States.

5.3 Subject to availability of applicants in various categories reservation as applicable in the State/UT in respect of SC/ST/OBC, shall be made in sponsorship.

5.4 Subject to availability of women applicants in various categories, 50% of total number of sponsorships shall be made to women.

5.5 The officials, meeting the eligibility criterion will be submitting their applications online through Training management Portal (TMP) of MoPR. Format of Application for long term domestic Program under RGSA is annexed at **Appendix-II**.

- 5.6 Applications must be verified and vetted through the controlling officer and should be directly uploaded/forwarded on the TMP in the format at **Appendix-III**.
- 5.7 The Cadre controlling Authority will be the final authority in the selection of the candidates.
- 5.8 Once an officer is selected for the Program, he/she may apply for sponsorship to the State Panchayati Raj Department under this Scheme through her/his controlling authority along with requisite clearances, e.g., vigilance clearance, ACR grading, etc.
- 5.9 The ACR/APAR Grading/Vigilance Clearance in respect of the applicant officers has to be necessarily filled-in, before finalizing the application process. The vigilance clearance has to be filled by the Nodal Officer.

6. Financial Implication:

- 6.1 The expenses covered will include Training/Course/Tuition Fee, Travel and Accommodation charges, which will be covered under the State Component of Capacity Building and Training (CB&T), as per para 8.5.5 of implementation framework of revamped RGSA viz., "In order to equip PRIs to develop as drivers of economic growth and nodes of spatial development, it is necessary to envision CB&T with a fresh 'eco-system' approach wherein all stakeholders come together to facilitate and support PRIs to attain holistic, inclusive and sustainable development. Hence, there is need to equip ERs, who are elected as fresh entrants every five years and all other stakeholders at different levels of PRIs to enable them to realise the aforesaid vision."
- 6.2 **Maximum ceiling of Rs. 10 Lakh per participant** shall apply for sponsorship. Any expenditure beyond this limit shall be borne by the sponsored officer herself/himself.
- 6.3 As the number of candidates which can be sponsored in a year shall be 5 (five) each in Union Territory (Andaman & Nicobar Island, Dadra & Nagar Haveli and Daman & Diu, Jammu & Kashmir and Ladakh) and Goa, 10 (ten) each in NE and Hilly States (Himachal Pradesh and Uttarakhand) and 20 in 17 remaining States where PRI system is functional, thereby totalling up to 465 participants per annum, maximum financial implication under the proposal shall not exceed Rs.46.5 crore in a year.

7. Cooling-off condition:

- 7.1 An official can attend only one such long-term program under the scheme of RGSA. However, after attending the long-term domestic training program under RGSA, she/he can be considered again for a long-term program under any other scheme after a cooling-off period of **five years**.
- 7.2 All cooling-off period shall be counted from the end of the financial year in which course/program is completed.

8. Debarment:

- 8.1 If an officer who, after getting approval from the Cadre Controlling Authority, fails to attend the course or withdraws her/his request at any stage after getting nominated for a course,

he/she will be debarred as per provisions. The debarment will be for **five years** for not attending the programme.

8.2 Officers who drop out due to official exigencies at the insistence of their state government/organisation shall not be put in the reserve list on their withdrawal from program.

8.3 In case an officer withdraws any time after the commencement of the course for which he/she is sponsored or fails to complete the long term training Program in which he/she is sponsored, the expenses incurred by the State Government/UT Administration, if any, may be recovered from the officer.

9. Undertaking /Self Declaration:

9.1 An officer has to give an Undertaking that in case of any false information furnished by him/her in the application form, the full expenditure incurred on their training would be recovered from them with penal interest and action under Service Rules/other relevant rules will be initiated against them.

9.2 Format of Undertaking/Self Declaration is annexed at **Appendix-I**.

10. Execution of Bond by the Candidate being sponsored:-

10.1 Before joining the programme, the candidate being sponsored is required to execute a Bond to the extent that “in the event of his/her failing to resume duty or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the Course/Programme or failing to complete the training programme, or quitting the service at any time within a period of **FIVE (5) YEARS** after his/her return to duty, the officer shall forthwith pay to the Government or as may be directed by the Government, on demand all charges and expenses that shall or may have been incurred by the Government for the training i.e. all monies paid to him/her or expended on his/her account during course/program such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by MoPR, with interest thereon”.

10.2 Model Draft of the Bond to be executed is annexed at **Appendix-IV**, which can be used by the States/UTs after suitable adaptations, as per their requirement.

11. Post Training Assessment and Feedback:-

11.1 Officials must submit a case study of the training/ course/program along with their program result and certificate to their Reporting Officers and MoPR, immediately after having completed the program.

11.2 Officials must submit a theme paper on the application/practise aspect, of their learnings during the training/course/program within one month of the completion of the course, to their Reporting Officers and MoPR.

11.3 Upon return, officials are expected to apply the knowledge and skills acquired during training to improve the functioning of their respective Panchayati Raj Institutions.

11.4 Additionally, Training Feedback will be submitted through the TMP which will provide an overall rating of the Training program by evaluating the Training Contents, Lecture delivery skill of Trainer, Training Venue, etc.

12. General Provisions:

12.1 Any false information or non-compliance with the terms will result in the recovery of the expenses incurred with penal interest and disciplinary action as per relevant rules.

UNDERTAKING/SELF-DECLARATION FORM

I _____ Son/Daughter of Shri _____
Age _____ years resident of _____ do hereby
affirm and declare that the information given above and the in the enclosed documents is true
and correct to the best of my knowledge and belief and nothing material has been concealed
therein. I am well aware that concealment of facts and giving false information is punishable
offence and in case I am guilty of giving false information or concealment of facts herein, I
will be liable to be punished or fined as per the relevant provisions of Cadre/Service Rules. I
also undertake that the benefits availed by me by furnishing such false information or
concealment of the facts shall be liable to be summarily withdrawn.

**It is further undertake that the documents submitted by me for ownership proof, if
found bogus and fake, I will be liable to be punished with as per the relevant
Service/Cadre Rules & Regulations.**

Signature: _____
Full name in Capital Letters: _____
Designation: _____
Place: _____

Application Form Personal Data (To be filled by the Applicant Officer)		
1.	Recent Photo of the Applicant Officer	
2.	First Name	
3.	Middle Name	
4.	Surname	
5.	Gender	
6.	Date of Birth	
7.	Date Of Joining Service	
8.	Category(General/OBC/SC/ST)	
9.	Officer Level	
10.	Pay Band + Grade Pay	
11.	Whether the officer is recruited to serve in the cadre under Department of Panchayati Raj	
12.	Current Designation	
13.	Contact details	
14.	E-mail ID	
15.	Office Telephone	
16.	Mobile No.	
17.	Complete Postal Address(Office)	
18.	Complete Postal Address(Residence)	

19.	Debarment from Training Details (if any) i. Debarred Status. ii. Debarred From Date iii. Debarred To Date	
20.	Name of the Training/Course/Program Applying For under the Domestic Funding Scheme	
21.	Duration of the Training/Course/Program	
22.	Address/Email/Contact Details of the Institution/University	

23. DETAILS OF PREVIOUS TRAINING/COURSE/PROGRAMS Sponsored by Centre/State Government (Disclaimer: In case of a false information / incomplete or suppression of information, the officer will be liable for disciplinary proceedings apart from the debarment from foreign training for the rest of his / her career.)				
S. No	Type of Training (Domestic, Foreign, Study Leave, Partial/Full Funding of Govt)	(i) Training Name (ii) Institute (iii) State	Duration and Date	Training Under Centre or State Government Funding/Scheme/Scholarship?

Name of the Applicant _____

Designation _____

Date _____

Forwarding of Application

(To be filled up by the Cadre Controlling Authority (CCA))

1.	Whether the officer can be spared for training at any time of the year	
2.	ACR grading for the past 5 years (Please provide ACR grading of the officers) Only Latest 5 ACRs are Required.	
3.	Whether any standing adverse entries in the ACRs	
4.	Cadre Clearance from the sponsoring department	
6.	Is the Officer's Date of Birth valid (If NO, then correct data as per CCA)	
7.	Is the Officer's Date Of Joining Service valid (If NO, then correct data as per CCA)	
8.	Training Discrepancy Remark	
9.	Is the Officer's Pay scale valid (If NO, then correct data)	
10.	Pay Band + Grade Pay	
11.	Pay scale Discrepancy Remark	
12.	Is the Officer's Vigilance angle Clearance valid	
13.	Approval by Competent Authority	
14.	Designation & Complete Postal Address Of Controlling Authority	
<p>Declaration It is certified that the information provided in Annexure I by the officer and the information provided in Annexure II above are correct as per record.</p>		

Signature:
Name:
Designation:
Department/State:

MODEL DRAFT OF THE BOND TO BE EXECUTED BY A GOVERNMENT SERVANT WHEN DEPUTED BY GOVERNMENT FOR LONG TERM DOMESTIC TRAINING.

KNOW ALL MEN BY THESE PRESENTS THAT I, _____ resident of _____, at present employed as _____ in the _____ do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called the 'Government') on demand all charges and expenses that shall or may have been incurred by the Government for my long term domestic training at _____ in _____ together with interest thereon from the date of demand at Government rates for the time being in force on Government loans AND TOGETHER with all costs between attorney and client.

WHEREAS I, _____, am being deputed for long term training by the Government of **<Name of the State>**.

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such condition as hereunder written:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT (in the event of my failing to resume duty, or resignation or retiring from service or otherwise quitting service) without returning to duty after expiry or termination of the period of long term domestic training (or failing to complete the course of study) or at any time within a period of **Five years** after my return to duty, I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above written obligations shall be void and of no effect otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India.

The Government of <Name of the State> has agreed to bear the stamp duty payable on this bond.

Signed and dated this ____ day of the year two thousand and _____ .

Signed and delivered by

In the presence of

	Name and address	Signature
Witness 1		
Witness 2		

ACCEPTED

On behalf of the Government of **<Name of the State>**
By the Cadre Controlling Authority
(Authorized Signatory)