

ACTION PLAN

FOR THE NEXT 5 (FIVE) YEARS

(VISION)



**State Academy of Training, Takyelpat
Manipur**

VISION (2010-2015)

Aim and Objective of the State Academy of Training is to be the centre of Excellence in service of updating and upgrading skill of the serving government employees in order to achieve good governance in the result. With a new vision, this Academy may be able to cope **1050 courses** in the next five year, and will benefit about **39,000 participants/trainees** in the following subject areas:

Sl. No.	Subject Area(s)	No. of courses in a month	No. of courses in a year @ (10 months per year)	No. of courses in 5 (five) years	No. of participants in 5 (five) years (to be covered)
1.	IT	4	40	200	12000
2.	E-governance (Computer Literacy)	3	30	150	6000
3.	DDO's/HoO's Training	1	10	50	1500
4.	Project Appraisal & Govt. Finance	1	10	50	1500
5.	Refresher Course (Organize Service)	1	10	50	1500
6.	Administration, Law, Justice & Revenue Administration	1	10	50	1500
7.	RTI Act, 2005	1	10	50	1500
8.	Disaster Management	2	20	100	3000
9.	Organizational Behavior	2	20	100	3000
10.	Urban Management Development	-	05	25	750
11.	Rural Management, Decentralization Planning & Development	-	05	25	750
12.	Human Rights	-	05	25	750
13.	CBPR	-	05	25	750
14.	Service Matters (Gazetted/Non-Gazetted)	3	30	150	4500
Total:			210	1050	39000

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I. INTRODUCTION:

ESTABLISHMENT OF STATE ACADEMY OF TRAINING, MANIPUR

- 1.1** The State Academy of Training, Manipur was established in 1985 in pursuance of the recommendations set out in the Chief Secretaries Conference on 7th and 8th May, 1976 under the Chairmanship of the Prime Minister of India to develop Human resources in the administrative and executive personnel at the cutting edge level by imparting training to bring about a fully developed administration as a part of National Policy.

The specific function of the State Academy of Training is to impart training on the following areas/courses:

1. Foundation Course of State Civil Services.
2. Appreciation Course of All India Services.
3. Professional Course of Various State Services.
4. Refresher Course.
5. Computer Course (including Appreciation Courses)
6. Finance and Accounts Courses.
7. Disaster Management
8. Right to Information Act.
9. Misc. (Other relevant courses) etc.

The Academy will co-ordinate and supervise the training programme of the staff of the Secretariat, Head of Departments and District Officers.

- 1.2. Mission:** To create an institutional framework for optimum productivity of public servants in organizations, in a team or as individual in their current, as well as, future roles.

- 1.3. Thrust Areas:** The Academy has chosen the following major areas of training:

- (i) Information Technology & its application in public service delivery
- (ii) E-Governance
- (iii) Financial Management like DDO's/HoO's Training & Project Appraisal and Government Finance
- (iv) Refresher Courses
- (v) Administration, Law, Justice & Revenue Administration,
- (vi) RTI Act,
- (vii) Disaster Management
- (viii) Organizational Behavior
- (ix) Urban Management & Development
- (x) Rural Management, Decentralized Planning and Development

- (xi) Human Rights and
- (xii) Capacity Building for Poverty Reduction
- (xiii) Service Matters (Gazetted/Non-Gazetted)

1.4. Organisational Structure: The Academy is headed by a Director General which is a Cadre post Above Supertime Scale from IAS and Head of Offices and is managed by a Joint Director from MCS of State Cadre, with 54 supporting staff.

1.5. Faculty: This Training Institute has no regular teaching faculty, which creates limitations. Expert/Resource persons are engaged from time to time by paying honorarium at rates fixed by the Government.

1.6. Activities: A major Academy activity is to conduct the foundation training for officials recruited to various state services. It also organizes for the probation officers of Indian Administration Services (allotted to Manipur Cadre). Besides, in – service training programmes, both specific object oriented and target group, are conducted in the Academy for officers/officials working in various government organizations/undertakings of the state. During the year 2008-2009, Academy has generated by imparting 100 courses of training including workshops/examination covering 6303 Officers/Officials/NGOs/Public.

1.7. Computer Centre: The Academy has 40 computers in three labs with the capacity to train 40 participants at a time.

1.8. Library: The Academy has a library having a collection of about 3500 books in the areas of Social Sciences, Public Administration, Management, Computer Science, Rural Development, Accounts etc.

II. THE NEED FOR TRAINING/CAPACITY BUILDING :

Trainings/Capacity building have the following elements in our context.

- Responsiveness to the increasing democratic needs and expectations of the citizens. Predominant in Nation consciousness these days are inclusive development and more on client oriented approach, where citizens are treated with more respect and sensitivity.
- Commitments to democratic values especially participatory approach of development.
- To keep up with adequate awareness of technological, economic and social developments.
- Accountable to citizens with excellent performance in every field, keeping in view the need to maintain cost effective delivery methods and sustainable development.
- To improve Service Delivery System in the relevant sectors to meet the need of the citizens.

While the world is changing rapidly to such an extent that it is becoming crucial for the government employees to constantly upgrade their skill and review as the same lessons have become out dated.

III. TARGET (ACTIVITIES):

1.1 INFORMATION TECHNOLOGY:

In this age of computer & IT, employees without knowledge of computer will become completely out dated and have no place in modern world even in society. The world has been too small without block/obstruction through the advancement of IT.

Aims & Objectives:

- To familiarize participants the MS-Word, with advanced feature.
- To familiarize participants with concepts and design issues for preparing presentation : to familiarize participants with the state-of-the-art Hardware and Software tools required for Presentation Graphics and to develop skill preparing presentations with the help of MS Power Point
- To create computer awareness among officers to emphasize the relevance of computer in present environment and to develop skill in data analysis for decision- making with the help of Window-based software
- To familiarize with basic concept of financial management to develop skill of problem solving in financial management using MS Excel.
- To familiarize the participants the concepts and design issues for preparing database. To familiarize participants the concepts of Internet, by sending and receiving email , to surf the Internet, etc
- and to develop skills in designing and implementing data base using MS Access

<i>Duration of the course</i>	<i>1 week</i>
<i>Topic to be covered</i>	<i>Computer Hardware / Software, Internet, OS, MS-Word, MS –PowerPoint , MS-Excel, MS-Access,</i>
<i>Methodology</i>	<i>Lecture-cum-Demonstration sessions, Hands-on-sessions, Class room exercises, Take home exercises and class evaluation.</i>
<i>Participants level</i>	<i>Officers/Official of State Government</i>
<i>Venue</i>	<i>State Academy of Training, Imphal, Manipur</i>

1.2 **E-GOVERNANCE** :

This will facilitate to the public of getting information /data from the Government. This is more relevant for the officials who are evolved in Public Service Delivery System (PSDS) like Revenue Department, Education Department etc.

Aims & Objective :

- To develop knowledge and skill in advanced concepts of MS Office.
- To create computer awareness among officer to emphasize the relevance of computer in present environment and to develop skill in data analysis for decision- making with the help of Window based software.

<i>Duration of the course</i>	<i>1 Week</i>
<i>Topic to be covered</i>	<i>E-Governance Policy Framework, Successful applications in Government</i>
<i>Methodology</i>	<i>Hands on sessions, Demonstration of successful applications, Panel Discussions, Case Studies</i>
<i>Participants level</i>	<i>Officers/Officials of State Government</i>
<i>Venue</i>	<i>State Academy of Training, Imphal, Manipur</i>

2. **FINANCIAL MANAGEMENT:**

2.1 **DDO's/HoO's Training:**

An Office is primarily intended to carry out its main function, whether it is of scientific nature, or of engineering/ education/cultural subject, or collection of Government revenue, etc. The Head of Office in charge of a particular office is responsible to carry out the main function as per the directions of the Government. But his responsibility is not limited to this function alone. The Heads of Offices and the DDOs thus play a vital role in the efficient functioning of the Government.

Aims & Objective :

- Describe the financial duties/ responsibilities of DDO's / HoO's
- To state the important provisions regarding Service Rules
- Financial Rules and Disciplinary Rules
- To appraise the idea of govt. finance including re-approbations, purchase, tender, tender formalities, procedure for expenditure sanction, cash book managements
- To help the participants in improving quality and efficiency in office works.
- To update their knowledge in APARs, DPC & Roaster rules such as RSR, GF&AR, Pension Rules, CCA & Conduct Rules etc

<i>Duration of the course</i>	<i>1 Week</i>
<i>Topic to be covered</i>	<i>Financial Management and control, Procedure to be followed by DDO, Regulation of Allowances, Provident Funds, Group Insurance, Recruitment, Appointment, Regulation of Pay, Others Service Matters, Quitting Service, Pension, Gratuity and Other Benefits.</i>
<i>Methodology</i>	<i>Lectures, Exercises and Case Studies</i>
<i>Participants level</i>	<i>Officers/Officials of State Government</i>
<i>Venue</i>	<i>State Academy of Training, Imphal, Manipur</i>

2.1 Project Appraisal and Government Finance

This is one of the major learning unit covering several useful and important topics related to concept, tool, techniques and application of financial management in government. The training would obviously be conducted by experts from highly reputed Institutions in the country like IIM .The thrust for such programmes would be to stimulate and challenge among the senior officials to improve their perspective and visionary capabilities/skills for latest developments.

Aims & Objective :

- To learn Art of Communication Business Events
- To describe Dimensions of Financial Management
- To understand Accounting Standards and Financial Statements
- To understand Corporate Taxation, Company Law and its related activities
- To learn technique of Funds/Cash Flow Statement
- To understand Outcome Budgeting and new trend in public financial management
- To have basic idea of the project analysis by adopting different methods like NPV, IRR, Cost Benefit Analysis, etc in order to compliance the fruitful of the project to be continued onward.

<i>Duration of the course</i>	<i>2 Weeks</i>
<i>Topic to be covered</i>	<i>Art of communicating business events, Dimensions of financial management, Accounting Standard & Financial Statements, Corporate Taxation, Company law and its related activities, Technique of funds, Cash Flow Statement, Outcome Budgeting, New trends in public financial management, Cost Benefit Analysis. Project Formulation etc.</i>
<i>Methodology</i>	<i>Lecture , Case Study, Exercise on computers</i>
<i>Participants level</i>	<i>Officers/Officials of State Government</i>
<i>Venue</i>	<i>State Academy of Training, Imphal, Manipur</i>

3. REFRESHER COURSES (Organize Services):

This is mainly for orienting the freshly recruited officers into State Government system of functioning and goals for good administration, also Senior officers, for experience sharing from success stories/good practices from different parts of the country/world. This is to be stimulated and a challenge to top senior officers in order to improve their perspective and visionary capabilities/skills in tune with latest developments & trends within the country.

Aims & Objective :

- To promote esprit de corps and camaraderie among the probationers of different services highlighting interdependence of service
- To make them understand the social, economic and administrative environment and
- To make them understand basic concepts and practices of administration & management.

<i>Duration of the course</i>	<i>1 Week</i>
<i>Topic to be covered</i>	Office Procedure, Service rule, Financial Management, Accounting etc
<i>Methodology</i>	<i>Lecture , Exercise</i>
<i>Participants level</i>	<i>Officers/Officials of State Government</i>
<i>Venue</i>	<i>State Academy of Training, Imphal, Manipur</i>

4. **ADMINISTRATION,LAW, JUSTICE & REVENUE ADMINISTRATION :**

India is a democratic country where the states are given the obligation to promote justice. Further the states are to ensure that opportunity to get justice is not denied to any citizen by reason of economic or other disabilities. Therefore, imparting of the concept of justice and its administration is vital in the public life. Law is a social science for the simple reason that regulates human conduct. Further, it is the primary aim of the society to ensure that education is of paramount importance to ensure a law of peace, brotherhood and communal harmony. Revenue administration is another aspect. The socio-economic changes can be brought about by implementing an effective and modern concept of revenue administration under provision of enacted laws.

Aims & Objective :

- To discuss role of civil servants in constitutional framework.
- To explain classification of civil servants in constitutional framework.
- To develop knowledge and skills in conducting preliminary inquiry.
- To explain procedure under rule 16 and rule 17 of the CCA.
- To describe the role of Head of Department, Administrative Department, Law and Legal Affairs Department, finance department in handling litigation.

<i>Duration of the course</i>	<i>1 Week</i>
<i>Topic to be covered</i>	<i>Administration of Justice, Court Procedure in Civil Cases, Law of Crime, Procedure in Criminal cases, Law of Evidence, etc.</i>
<i>Methodology</i>	<i>Lecture, Discussion, Case Studies ,Practical Sessions, Participants Observation, Content Analysis.</i>
<i>Participants level</i>	<i>Officers/Officials of State Government</i>
<i>Venue</i>	<i>State Academy of Training, Imphal, Manipur</i>

5. RIGHT TO INFORMATION ACT, 2005 :

An Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority.

Aims & Objective :

- To disseminate the important provisions of RTI Act. 2005;
- To enable faculty of different institute to prepare broad framework/action plan for proposed training of PIOs and APIOs;
- To enable the participants to prepare for awareness programmes in this area; and
- To impart the knowledge and skills of preparing manuals as envisaged in the Act.
- All activities of the Public Authority should be through the public participation which in turn will lead Good Governance.

<i>Duration of the course</i>	<i>3 Days</i>
<i>Topic to be covered</i>	Preliminary, Right to information and obligations of public authorities, The CIC, The SIC, Powers and functions of the Information Commissions, appeal, penalties, Miscellaneous.
<i>Methodology</i>	<i>Lecture, Discussion, Seminar, Case Studies,</i>
<i>Participants level</i>	<i>Officers/Officials of State Government/NGO</i>
<i>Venue</i>	<i>State Academy of Training, Imphal, Manipur</i>

6. DISASTER MANAGEMENT :

India has been traditionally vulnerable to natural disasters on account of its unique geo-climatic conditions like floods, droughts, cyclones, earthquakes and landslides have been a recurrent phenomena and were affected every year. At the Global level, there has been considerable concern over natural disasters. Even as substantial scientific and material progress is made, the loss of lives and property due to disasters has not decreased.

Aims & Objective :

- To describe the concepts of disaster management;
- to explain the importance of community participation in relief & rehabilitation activity;
- to expose towards various strategies for tackling disaster; and
- to explain the need of disseminating the knowledge and techniques of disaster management among the youth.

<i>Duration of the course</i>	<i>1 Week</i>
<i>Topic to be covered</i>	Disaster management policy, Legal and Tecno-legal Framework, Disaster prevention and Mitigation, Preparedness
<i>Methodology</i>	<i>Lecture, Exercises, Film and case study.</i>
<i>Participants level</i>	<i>Officers/Officials of State Government/NGO/Public</i>
<i>Venue</i>	<i>State Academy of Training, Imphal, Manipur/ All district HQs</i>

7. ORGANIZATIONAL BEHAVIOR:

An honest effort has to be made by providing Human Resource Development interventions and behavioral issues that stimulates total employee involvement for developing a positive and better work culture.

Aim & Objective:

- To bring about an attitudinal change in officials to make them more responsive and responsible to meet requirements of public service
- To provide signal to the government regarding various policies and programmes through operation research and practical suggestions.
- To understand the meaning of personality and its development
- To be aware of one's own personality
- To understand the background, classic studies and theories of leadership
- To assess one's leadership style
- To understand the fundamental of the communication process
- To understand the theory of negotiation, the process of inter group and inter personal conflict and the strategies for conflict resolution

<i>Duration of the course</i>	<i>3 days</i>
<i>Topics to be covered</i>	<i>Self-Awareness, Team Building , Leadership , Communication, Motivation in Government System, Stress Management, Time Management, Organization change, changes in structure, process and procedures for improved administration.</i>
<i>Methodology</i>	<i>Lecture, Exercises, Games, Film and case study.</i>
<i>Participants level</i>	<i>Officers/Officials of State Government</i>
<i>Venue</i>	<i>State Academy of Training, Imphal, Manipur</i>

8. URBAN MANAGEMENT DEVELOPMENT :

Urban development and planning is concerned not only with the physical improvement of the urban areas but also improvement of the quality of life both from individualistic and community. The immense social and economic costs of urbanization is manifested in chaotic urban growth, slum, blights overcrowding, congestion, insanitation, traffic and housing problem faced by the urban centers of the country. The unplanned urban development has resulted into growing unemployment and underemployment in towns & cities throughout India.

Aim & Objective :

- To develop a broad understanding of emerging challenges of urban sector reforms.
- To explain the need and ways of resource mobilization for Urban Local Bodies
- To explain the need for accounting reforms and the measures required for improving the efficiency of urban services and the relevance of user charges for sustainable service delivery

<i>Duration of the course</i>	<i>3 days</i>
<i>Topic to be covered</i>	<i>Scheme under Ministry of Urban Development,GOI, Manipur Municipalities Act, Community Development of Municipal Area. Gender issue and Municipal Governance, Women as Consumer & Law</i>
<i>Methodology</i>	<i>Lectures ,Discussion, films, Case Study</i>
<i>Participants level</i>	<i>Officers / Officials of State Government / Municipal Council/Elected Councilors</i>
<i>Venue</i>	<i>State Academy of Training, Imphal, Manipur</i>

9. **RURAL MANAGEMENT, DECENTRALIZED PLANNING :**

The goal of rural development essentially is one which involve simultaneous development of multifarious rural economic sectors .The concept of management of rural development is so comprehensive which embraces within its fold the management of not merely personnel and human development but it involves financial and physical resource management, institutional arrangement, formulation and implementation of scheme in Five Year Plans.

Aim & Objective :

- To describe the concept of public -private -people partnership in development
- To enlist various methods of resource mobilization to achieve developmental goals
- To present an overview of various mechanisms for effective implementation of public private peoples partnerships in development

<i>Duration of the course</i>	<i>3 days</i>
<i>Topic to be covered</i>	<i>Planning & Implementation in RD, PR and Basic Services, Health Care, Role of Elected women, Rural Marketing, Agri Business, Decentralised Planning with focus to District Planning, Involvement of Voluntary Organisation in RD</i>
<i>Methodology</i>	<i>Lectures, Discussion, film, Case Study</i>
<i>Participants level</i>	<i>Elected members/Officers/Officials of State Government/</i>
<i>Venue</i>	<i>State Academy of Training, Imphal, Manipur</i>

10. HUMAN RIGHTS :

“Human Rights” as Universally acceptable, means the minimal rights which every individual, by virtue of his being a member of the human family, must have against the State or other public authorities, irrespective of any other consideration. The term is of recent origin emerging from the post-second World War International Covenants and Charters.

Aim & Objective :

- To familiarize the participants with the concept and various categories of human rights as enshrined in the Constitution and various international covenants and conventions; and
- To apprise the role of various statutory bodies such as NHRC/State HRC, National/State Commissions of Human rights, Child Rights, SC/ST minorities etc. for enforcement of human rights.

<i>Duration of the course</i>	<i>3 days</i>
<i>Topic to be covered</i>	<i>NHRC, IHRC, Manual Scavenging, Bonded Labour, Child Labour, Sexual Harassment of Women at the Work Place, Rights of Persons with Disabilities, HR & HIV/AIDS</i>
<i>Methodology</i>	<i>Lectures, Films, Case Study</i>
<i>Participants level</i>	<i>Officers/Officials of State Government/NGO's /Public</i>
<i>Venue</i>	<i>State Academy of Training, Imphal, Manipur</i>

11. CBPR (CAPACITY BUILDING FOR POVERTY REDUCTION):

Importance of good training or capacity building is universally accepted and is as old as human history. In present day world, its importance has assumed greater urgency, to the extent often success and failure of different initiatives/activities largely depend on it. Modern time is characterized by explosion of knowledge, technology and skills-which are all happening in an ever accelerated pace leading to increased demand for more and more value addition in every sector, where the Government too is not left untouched. Sustenance of its (Government) relevance and value addition can only happens if Government machinery continuously gets attuned to the changing needs/demands, which, in most cases, will be possible only by updating itself with appropriate trainings. It is proven that training is one of the effective and tested tools for performance. The most important step of the training programme was the direct involvement of the Civil Society Organisations who are the bottom line in the process of development schemes of the Govt. to achieve Poverty Reduction and Good Governance.

Aim & Objective :

- To promote and support improvements in Public Administration at all levels improving service delivery leading to poverty reduction through a programmatic approach. The tool kit for fighting poverty excludes provisioning for social safety; stimulating growth, empowerment of the poor to access what is lawfully due, and improvement in security and safety, provide better access to public services etc... This proposed through building capacities for improved public service delivery at institutional, organizational service delivery and poverty reduction is enunciated below.
- a. Failure of public service necessitates the poor to sets on relatively more expensive (and sometimes dubious quality) private service providers thereby reducing the real income of poor households.
- b. Market responds to only those who have purchasing power. Provisioning public services ensures that poor who might be by passed by the market have access to the essential services.
- c. Improving access of the poor to the public services like health increasing their entitlements (i.e. command over goods and services) which would help them to come out of the poverty cycle.
- d. By selecting proper sector like agriculture & allied, poverty reduction could be achieve through capacity building of the functioning of the government and the farmers. This is because India's economy back bond is Agriculture and allied.

<i>Duration of the course</i>	<i>3 days</i>
<i>Topic to be covered</i>	<i>Population, Agriculture & Food Security</i>
<i>Methodology</i>	<i>Lectures, Discussion, Field visit Case Study, report writing</i>
<i>Participants level</i>	<i>Officers/Officials of State Government/ NGO/Public</i>
<i>Venue</i>	<i>Off Campus at all district HQ</i>

12. SERVICE MATTERS (GAZETTED/NON-GAZETTED) :

Aim & Objective :

- To help the participants in improving quality and efficiency in office work.
- To update their knowledge in APARs, DPC & Roster rules and procedures.
- To impart them knowledge of service and financial rules such as RSR, GFAR, Pension etc.

<i>Duration of the course</i>	<i>3 days</i>
<i>Topic to be covered</i>	<i>Seniority& Promotion, Reservation, DPC, Pay and Allowances, Leave Rules, Provident Fund etc</i>
<i>Methodology</i>	<i>Lectures & Discussion, Class Assignments etc.</i>
<i>Participants level</i>	<i>Officers/Officials of State Government</i>
<i>Venue</i>	<i>State Academy of Training, Takyelpat, Manipur.</i>

IV PROJECT PROFILE:

1	Name of the project/work	Strengthening of Training and Capacity Building at State Academy of Training, Imphal, Manipur.
2	Projection Location	State Academy of training,(ATI), Takyelpat. Imphal, Manipur. Pin. 795001
3	District	All districts of the State
4	Background (Status of availability of infrastructure)	State Academy is an Apex Training Institutes, which is about 4 km from the capital city Imphal, on the way to National High 53, Imphal – Silcher Road. Academy has an area of 10 acres. It has the main administration building, training halls, and computer lab. and hostel with canteen facilities.
5	Purpose and justification	<p style="text-align: center;">(A)Development of Infrastructure :</p> <p>1) Computer (IT) : The Academy requires at least 100 computers to run different courses including e-governance training. With the existing available 50 computers, this Academy has been imparting Computer Literacy programme covering 1500 participants as on date. In order to cover at least 50% of the employees of the state government in the next 5 years, we need to run at least 6 courses of 5 days duration per month.</p> <p>With the financial support from Central Government through IT Deptt. of the State Government, installation of the e-governance lab. would be possible during 2010.</p> <p style="text-align: center;">2) Library :</p> <p>Academy has a Library of its own with 3500 books available on different areas of Laws/Social Science/Finance & Accounts/Rural development/Computer etc.</p>

		<p>B) Human Resource development with skill up-gradation</p> <p>The Academy has no regular faculty. However by engaging visiting Faculties on different areas, the Academy has conducted a no. of courses. The visiting faculties are mostly retired Govt. Officers and Academicians/Scientists from Manipur University and Central Agricultural University.</p> <p>TRAINING COMPONENTS (IN BRIEFS)</p> <p>Proposed estimates given in ANNEXURE- V</p> <p>1. Computer</p> <p>1.1 IT & its application in public service delivery.</p> <ul style="list-style-type: none"> - To impart full knowledge of computer literacy to every government departments /Offices of the state. <p>1. 2 E-Governance</p> <ul style="list-style-type: none"> - Maximum use of e- networking and E-Governance technology to the State, especially for smooth functioning of Govt. machineries. <p>2. FINANCIAL MANAGEMENT</p> <p>DDO : Describe the Financial duties and responsibilities of Heads of Office / DDO Project Appraisal and Govt. Finance : To learn major units covering several useful topics related to concept, tool, techniques and application of financial management in Government</p> <p>3. REFRESHER</p> <ul style="list-style-type: none"> - To promote among the probationers, the services, social economic and public administration of the state. <p>4. ADMINISTRATION, LAW, JUSTICE & REVENUE ADMINISTRATION</p> <ul style="list-style-type: none"> - To discuss role of civil servants in constitutional framework.
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		5. RIGHT TO INFORMATION		
		- To aware the importance of RTI, for good governance.		
		6. DISASTER MANAGEMENT		
		- to make aware and alert the importance of disaster in the region, particularly NER.		
		7. ORGANIZATIONAL BEHAVIOR		
		- To make officers/official more responsive to meet requirement, covering stress management, time management, team building, management of change, good leadership, motivation in Govt. System, general Issues, and Values in Administration.		
		8. URBAN MANAGEMENT DEVELOPMENT		
		- To develop a broad understanding of emerging challenges of urban sector reforms		
		9. RURAL MANAGEMENT, DECENTRALIZED PLANNING		
		- To describe the concept of public-private-people partnership in development		
		10. HUMAN RIGHTS		
		- To impart the concept of various categories of Human Rights of Indian constitutional and International conventions.		
		11. CBPR		
		- Human Resource Development by strengthening knowledge & skills of individuals/ groups to enable to performs effectively.		
		- Organizational Development improving /strengthening Institutional Organization development.		
		- Institutional and legal framework development to enable organizations perform more effectively.		
		12. Service Matters:		
		- To help the participants in improving quality and efficiency in office work		
6	Project Component & Estimated cost	Sl.No	Component/Item	Estd.Cost
		A	Developments of Infrastructure	
		1	Computer (IT)	25,00,000

		2	Library	25,00,000	
		3	Man power requirement	84,00,000	
		B	Training Components for the next 5 years		
		1	Computer		
		1.1	IT & its applications in public service delivery	1,20,00,000	
		1.2	E-Governance Lab E-Governance Training	52,50,000 90,00,000	
		2	Financial Management		
		2.1	DDO	30,00,000	
		2.2	Project Appraisal & Gov. Finance	1,50,00,000	
		3	Refresher (Organize Service)	30,00,000	
		4	Administration, Law, Justice & Revenue Administration	30,00,000	
		5	Right to Information	20,00,000	
		6	Disaster Management	60,00,000	
		7	Organizational Behavior	40,00,000	
		8	Urban Management & Development	10,00,000	
		9	Rural Management, Decentralized Planning and Development	10,00,000	
		10	Human Rights	10,00,000	
		11	CBPR	10,00,000	
		12	Service Matters (Gazetted / Non-Gazetted)	60,00,000	
		TOTAL			8,56,50,000
7	Project Duration	5(Five) Years			
8	Financial Phasing	Phasing of implementation & fund requirement as given below:			
		Phase	Year	Physical (%)	Financial (in crore)
		Phase -I	2010-11	100	1,71,30,000

		Phase- II	2011-12	100	1,71,30,000
		Phase-III	2012-13	100	1,71,30,000
		Phase-IV	2013-14	100	1,71,30,000
		Phase-V	2014-15	100	1,71,30,000
9	Physical target & benefits to be generated	Training Components			
		1.1: IT & Its application in public service delivery :			
		To cover at least 12000 employees in the next 5 years with 2400 employees per year on COMPUTER LITERACY @ 4 (four) courses/ per month with 60 participants per course . It is basically for skill up gradation aspect.			
		1.2: E- Governance :			
		Infrastructure of two rooms for E-Governance to be developed with equipments (One Lab +One class room), Three courses per month and about 30 training to be covered in a year @ 40 participants/Week, with a target group of 6000 employees in 5 years basically more relevant Departments like Revenue, FCS, Social Welfare and RD. It is also basically on skill up gradation.			
		2. Financial Management			
		2.1 DDO's/HoO's will be the main targets, 1 course per month with 30 participants and about 1500 participant targets in 5 years.			
		2.2 1 course per month with 30 participants per course and about 1500 participants will be benefitted in Project Appraisal & Govt. Finance in 5 Years.			
		3. Refresher (Organize Services): 1 courses per month with 30 participants per course and about 1500 Participants will benefit in 5 years.			

		<p>4. Administration, Law, Justice & Revenue Administration : 1 course per month with 30 participants per course and 1500 participants will be benefitted in 5 years.</p> <p>5. Right to Information : 1 courses per month with 30 participants per course and about 1500 participants will be benefitted in 5 Years.</p> <p>6. Disaster : 2 course per month with 30 participants per course and 3000 participants will be benefitted in 5 years.</p> <p>7. Organizational Behavior : 2 courses per month with 30 participants per course and 3000 participants will be benefitted in 5 years.</p> <p>8. Urban Management & Development : 5 courses per year with 30 participants per course and about 750 participants will be benefitted in 5 years.</p> <p>9. Rural Management Decentralized Planning and Development: 5 courses per year with 30 participants per course and 750 participants will be benefitted in 5 years.</p> <p>10. Human Rights: 5 courses per month with 30 participants per course and 750 Participants will be benefitted in 5 year.</p> <p>11. CBPR: 5 courses per month with 30 participants per course and 750 participants will be benefitted in 5 years.</p> <p>12. Service Matters: 3 courses per month with 30 participants per course and 4500 participants will be benefitted in 5 years.</p>
10	Project date of Completion	31/03/2015
11	Implementing Agency	State Academy of Training, (ATI) Imphal, Manipur
12	Availability of land	10 acres

ANNEXURE -I

Proposed Estimated Cost for Computer (IT) up- gradation :

Sl.No.	Particular	Quantity	Total Amount (Rs. in lakhs)
1	Desk top computer with UPS	30	12,00,000
2	Lap Top	2	1,00,000
3	Table & Chair	30 each	2,00,000
4	Projector with screen	2 each	1,50,000
5	Software		1,50,000
5	Electrical & Net working		1,00,000
6	Generator 25 KV	1	6,00,000
		TOTAL	25,00,000

INSTALLATION OF E-GOVERNANCE LAB.
AT STATE ACADEMY OF TRAINING (ATI), TAKYELPAT,
IMPHAL MANIPUR

(I) PARTICULARS	Quantity	Total Rate (Rs. in Lakhs)
SITE PREPARATION (LAN/Electrical /Civil Works)	2 Rooms	2.00
ACCESS POINTS	3	0.30
(II) HARDWARE		
1. Server PC	1	1.50
2. Desk Top/Clients	30	12.00
3. On line UPS 1KV/2 Off line 5KV	3	1.00
4. Net Working (BROAD BAND- High speed above 4GB LAN connection)	-	0.30
5. Projector, Two screens (With full accessory)	2	1.50
6. Head Phone	30	0.40
7. Web CAM along with voice recorder	1	
8. Video Conference Hardware	1	1.00
9. Plasma screen with full accessory	2	3.00
10. Printer (Laser)	2	0.80
11. Colour Laser Printer	1	0.30
12. DMP (Heavy Duty)	1	0.60
13. Scanner(Heavy Duty)	1	0.50
14. Digital Signature (Stake Builder)	5	1.00
15. Conference Microphone with amplifier + Collar Microphone	1	1.00
16. Laptop	3	2.00

(III) SOFTWARE		
17. Linux OS, VISTA/WINDOW XP	-	2.00
18. E-Governance Software	-	1.00
19. GIST/ileap/Adopbe acrobat/SQL/Flash media	-	5.00
(IV) PERIPHERALS		
20. LASER MFD	2	0.50
21. Scanner Light	2	0.20
22. Digital Camera	3	0.50
23. External Hard Disk (3 varieties)	3	0.30
24. Pen Drive	20	0.30
25. Bio-Metric Device, 2-3 types(Alternative)	-	0.50
26. Smart Card Reader/ Hand held device	2	0.50
27. Switch	4	0.40
(V) FURNITURE		
28. Table along with Chair(Cabin type)	35	3.50
29. Almirah and Rack	3	0.50
30. Trolley (Table type)	2	0.10
(VI) ELECTRICAL		
31. Generator- 20 KV	1	6.00
32. AC for 2(two) computer rooms (1.5/2.0 ton)	6	2.00
T O T A L		52.50

(Rupees Fifty two lakhs fifty thousand) only

**N.B. The above estimate was prepared in consultant with SIO, NIC, Manipur ,
and Director, Science and Technology , Manipur.**

ANNEXURE – III

Proposal for strengthening of library:

STATE ACADEMY OF TRAINING, TAKYELPAT, MANIPUR

Item No. 1: Purchase of Books

Sl. No.	Name of Books	Amount(Rs.)
1.	Agriculture/Horticulture & Soil Conservation	20,000
2.	Biography	15,000
3.	Environmental Studies	1,00,000
4.	Finance/Accounting/Economics	1,00,000
5.	Financial Management/ Planning/Development	1,00,000
6.	History/Culture /North East India Studies	1,00,000
7.	Human Resource:	
	(i) Human Resource Development	1,00,000
	(ii) Human Resource Management	
	(iii) Human Resource Development & Planning	
	(iv) Behaviors Skill & Organization	
	(v) Training & Development	
8.	I.T. (computer Science)	50,000
9.	Law	1,00,000
10.	Project Management	1,00,000
11.	Civil Society /Social Movement /Globalization	2,00,000
12.	Rural Development/ Urban Development	50,000
13.	Women Studies	50,000
14.	Public Administration	1,00,000
15.	Environment And Disaster Management	30,000
16.	Relevant Books of Central Secretariat Manual of Office Procedure	50,000
17.	Anthropology/Social Science/Sociology/Social Works	1,00,000
	Total:	13,65,000

Item. No. 2: Purchase of Library Materials/Stationery

Sl. No.	Particulars/Items	Amount(Rs.)
1.	Accession Register (Leather Cover) 10(ten)	5,000
2.	Loose Leaf Accession Register – (Leather Cover) 5(five)	2,000
3.	Catalogue Register –(leather Cover) 10 (ten)	3,000
4.	Book Issue Register—(Leather Cover)10 (ten)	3,000
5.	Card Sorter record No. 458 (of Plastic) 4 (four)	2,000
	Total:	15,000

Item No. 3 : Purchase of Library Equipments/ Furniture

Sl. No.	Particulars/Items	Amount(Rs.)
1	Card Catalogue Cabinets – 2 (two)	30,000
2	Periodical Display – Cum- Storage Racks-(Deluxe Quality) 4 (four)	60,000
3	News Paper Reading Racks - 1 (one)	10,000
4	Book Trolley – 2(two)	5,000
5	Magazine racks – 2 (two)	20,000
6	Reading Table - 20 (twenty)	3,00,000
7	Reading Chair-(Moulded Chair)_ - 40 (forty)	3,00,000
8	Binding Equipments;- (i) Electric Glue Pots (ii) Electric Paper Cutters (iii) Board Cutters (iv) Book Sewing Machine (v) Perforators & Electric punch & drill Machines	45,000
9	Book Shelves (Steel Glass pans)-35(thirty five)	3,50,000
	Total:	11,20,000

**Item No: 1 + Item No: 2 + Item No: 3 = Grand Total: Rs 25,00,000/-
(Rupees twenty five lakhs) only**

ANNEXURE -IV

Proposed Estimates for Pay and Salary :

Sl.No.	Disciples of Faculty	Requirement	Honorarium/ Faculty /month (Rs.)	Honorarium Faculty/Year (Rs.)	Honorarium Faculty in 5 years (Rs.)
				(3)X(4)	
1	2	3	4	5	6
1	Computer	7	10,000	8,40,000	42,00,000
2	Finance & Accounts	6	10,000	7,20,000	36,00,000
3	Law	1	10,000	1,20,000	6,00,000
			TOTAL	16,80,000	84,00,000

ANNEXURE –V

Proposed Estimates of Training for the next 5 (five) years

(1.1) Title of the Course: Information Technology & Its applications in public service delivery

Total No. of Courses: 4 Per Month (10 months in a year)

Sl.No.	Duration	Participants	Expenditure (Rs)
1	1 Week	60	60,000 x 4 = 2,40,000
Total for the year 2010-2011			2,40,000X 10 = 24,00,000
Total for the year 2011-2012			24,00,000
Total for the year 2012-2013			24,00,000
Total for the year 2013-2014			24,00,000
Total for the year 2014-2015			24,00,000
Grand Total:			1,20,00,000

Total amount (Rupees One Core Twenty Lakhs) only

(1.2) Title of the Course: E-governance

Total No. of Courses: 3 Per Month (10 months in a year)

Sl.No.	Duration	Participants	Expenditure(Rs)
1	1 Week	40	60,000 x 3 = 1,80,000
Total for the year 2010-2011			1,80,000X 10 = 18,00,000
Total for the year 2011-2012			18,00,000
Total for the year 2012-2013			18,00,000
Total for the year 2013-2014			18,00,000
Total for the year 2014-2015			18,00,000
Grand Total:			90,00,000

Total amount (Rupees Ninety Lakhs) only

2. Financial Management

- (2.1) **Title of the Course:** DDO
Total No. of Courses: 1 Per Month (10 Months in a year)

Sl.No.	Duration	Participants	Expenditure (Rs)
1	1 Week	30	60,000
Total for the year 2010-2011			60,000 X 10= 6,00,000
Total for the year 2011-2012			6,00,000
Total for the year 2012-2013			6,00,000
Total for the year 2013-2014			6,00,000
Total for the year 2014-2015			6,00,000
Grand Total:			30,00,000

Total amount (Rupees Thirty Lakhs) only

- (2.2) **Title of the Course:** Project Appraisal and Government Finance

Total No. of Courses: 1 Per Month (10 months in a year)

Sl.No.	Duration	Participants	Expenditure(Rs)
1	2 weeks	40	3,00,000 ***
Total for the year 2010-2011			3,00,000X10=30,00,000
Total for the year 2011-2012			30,00,000
Total for the year 2012-2013			30,00,000
Total for the year 2013-2014			30,00,000
Total for the year 2014-2015			30,00,000
Grand Total for 5 Year:			1,50,00,000

Total amount (Rupees one Core & fifty lakhs) only

***** Faculty support from IIM**

3. **Title of the Course:** Refresher (Organize Service)
Total No. of Courses: 1Per Month (10 months in a year)

Sl.No.	Duration	Participants	Expenditure(Rs)
1	1 Week	30	60,000 x1 = 60,000
Total for the year 2010-2011			60,000X10=6,00,000
Total for the year 2011-2012			6,00,000
Total for the year 2012-2013			6,00,000
Total for the year 2013-2014			6,00,000
Total for the year 2014-2015			6,00,000
Grand Total:			30,00,000

Total amount (Rupees Thirty Lakhs) only

4. **Title of the Course:** Administration, Law, Justice & Revenue Administration
Total No. of Courses: 1 Per Month (10 months in a year)

Sl.No.	Duration	Participants	Expenditure (Rs)
1	1 Week	30	60,000
Total for the year 2010-2011			60,000 X 10 = 6,00,000
Total for the year 2011-2012			6,00,000
Total for the year 2012-2013			6,00,000
Total for the year 2013-2014			6,00,000
Total for the year 2014-2015			6,00,000
Grand Total:			30,00,000

Total amount (Rupees Thirty Lakhs) only

5. **Title of the Course:** **Right to Information**
Total No. of Courses: **1 Per Month (10 months in a year)**

Sl.No.	Duration	Participants	Expenditure(Rs)
1	3 Day	30	40,000 x 1 = 40,000
Total for the year 2010-2011			40,000X10=4,00,000
Total for the year 2011-2012			4,00,000
Total for the year 2012-2013			4,00,000
Total for the year 2013-2014			4,00,000
Total for the year 2014-2015			4,00,000
Grand Total:			20,00,000

Total amount (Rupees Twenty Lakhs) only

6. **Title of the Course:** **Disaster Management**
Total No. of Courses: **2 Per Month (10 months in a year)**

Sl.No.	Duration	Participants	Expenditure (Rs)
1	1 Week	30	60,000 x 2 = 1,20,000
Total for the year 2010-2011			1,20,000X10=12,00,000
Total for the year 2011-2012			12,00,000
Total for the year 2012-2013			12,00,000
Total for the year 2013-2014			12,00,000
Total for the year 2014-2015			12,00,000
Grand Total:			60,00,000

Total amount (Rupees sixty Lakhs) only

7. **Title of the Course:** **Organizational Behavior**
Total No. of Courses: **2 Per Month (for 10 Months)**

Sl.No.	Duration	Participants	Expenditure (Rs)
1	3 days	30	40,000 x 2 = 80,000
Total for the year 2010-2011			80,000X10= 8,00,000
Total for the year 2011-2012			8,00,000
Total for the year 2012-2013			8,00,000
Total for the year 2013-2014			8,00,000
Total for the year 2014-2015			8,00,000
Grand Total:			40,00,000

Total amount (Rupees Forty Lakhs) only

8. **Title of the Course:** **Urban Management & Development**
Total No. of Courses: **5 Courses in a year**

Sl.No.	Duration	Participants	Expenditure (Rs)
1	3 days	30	40,000
Total for the year 2010-2011			40,000 X 5 = 2,00,000
Total for the year 2011-2012			2,00,000
Total for the year 2012-2013			2,00,000
Total for the year 2013-2014			2,00,000
Total for the year 2014-2015			2,00,000
Grand Total:			10,00,000

Total amount (Rupees Ten Lakhs) only

9. **Title of the Course:** **Rural Management, Decentralized Planning and Development**
Total No. of Courses: **5 Courses in a year**

Sl.No.	Duration	Participants	Expenditure (Rs)
1	3 Days	30	40,000
Total for the year 2010-2011			40,000 X 5 = 2,00,000
Total for the year 2011-2012			2,00,000
Total for the year 2012-2013			2,00,000
Total for the year 2013-2014			2,00,000
Total for the year 2014-2015			2,00,000
Grand Total:			10,00,000

Total amount (Rupees Ten Lakhs) only

10. **Title of the Course:** Human Rights
Total No. of Courses: 5 Courses in a year

Sl.No.	Duration	Participants	Expenditure (Rs)
1	3 Days	30	40,000
Total for the year 2010-2011			40,000 X 5 = 2,00,000
Total for the year 2011-2012			2,00,000
Total for the year 2012-2013			2,00,000
Total for the year 2013-2014			2,00,000
Total for the year 2014-2015			2,00,000
Grand Total:			10,00,000

Total amount (Rupees Ten Lakhs) only

11. **Title of the course:** CBPR
Total No. of Courses: 5 Courses in a year

Sl.No.	Duration	Participants	Expenditure (Rs)
1	3 Days	30	40,000
Total for the year 2010-2011			40,000 X 5 = 2,00,000
Total for the year 2011-2012			2,00,000
Total for the year 2012-2013			2,00,000
Total for the year 2013-2014			2,00,000
Total for the year 2014-2015			2,00,000
Grand Total:			10,00,000

Total amount (Rupees Ten Lakhs) only

12. Title of the course: Service Matter (Gazetted/ Non Gazetted)

Total No. of Courses: 3 Per Month (for 10 Months)

Sl.No.	Duration	Participants	Expenditure (Rs)
1	3 Days	30	40,000 x 3 = 1,20,000
Total for the year 2010-2011			1,20,000 X 10 = 12,00,000
Total for the year 2011-2012			12,00,000
Total for the year 2012-2013			12,00,000
Total for the year 2013-2014			12,00,000
Total for the year 2014-2015			12,00,000
Grand Total:			60,00,000

Total amount (Rupees Sixty Lakhs) only

SHORT TERM COURSES FOR THE NEXT 5 (FIVE) YEARS

Area Code	Subject Area	No. of Courses in a month	No. of Courses in a year @ (10 Months per year)	Total No. of Courses in 5 years
1.	Computer:			
1.1	IT & Its applications in public service delivery (Computer Literacy)	4	40	40 x 5 = 200
1.2	e- governance	3	30	30 x 5 = 150
2.	Finance & Accounts (Service Matters):			
2.1	DDO's/HoO's Training	1	10	10 x 5 = 50
2.2	Project Appraisal & Government Finance	1	10	10 x 5 = 50
3.	Refresher Courses (Basically Organize Services)	1	10	10 x 5 = 50
4	Administration, Law, Justice & Revenue Administration	1	10	10 x 5 = 50
5	Right to Information	1	10	10 x 5 = 50
6	Disaster Management	2	20	20 x 5 = 100
7	Organizational Behavior	2	20	20 x 5 = 100
8.	Urban Management & Development	-	5	5 x 5 = 25
9.	Rural Management, Decentralized Planning and Development	-	5	5 x 5 = 25
10.	Human Rights	-	5	5 x 5 = 25
11.	CBPR	-	5	5 x 5 = 25
12.	Service Matters (Gazetted/Non Gazetted)	3	30	30 x 5 = 150
	Total:		210	1050