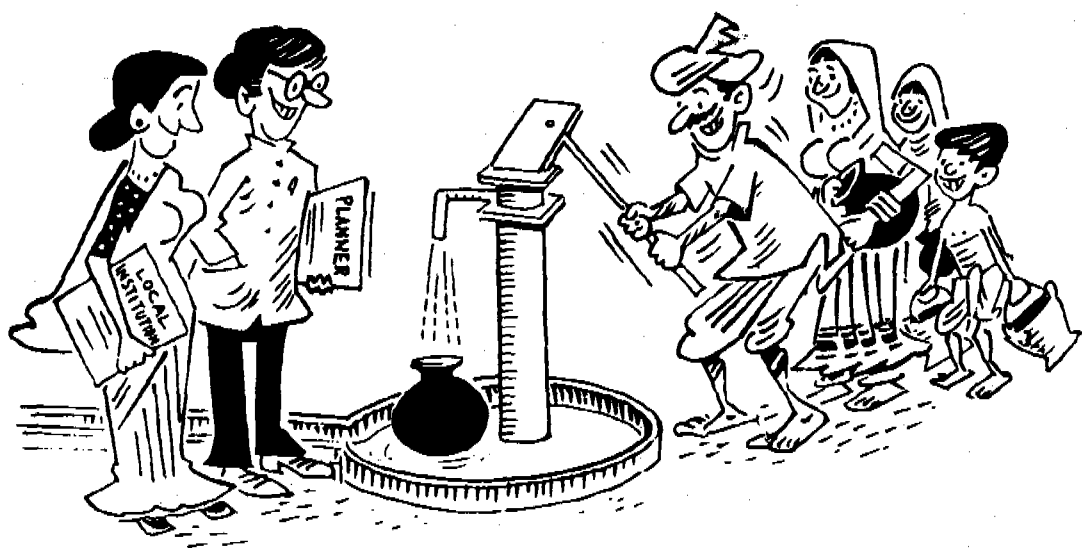
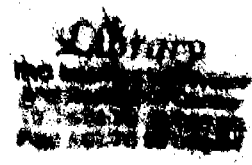


NATIONAL HUMAN RESOURCE DEVELOPMENT PROGRAMME
for
RURAL WATER SUPPLY AND SANITATION SECTOR

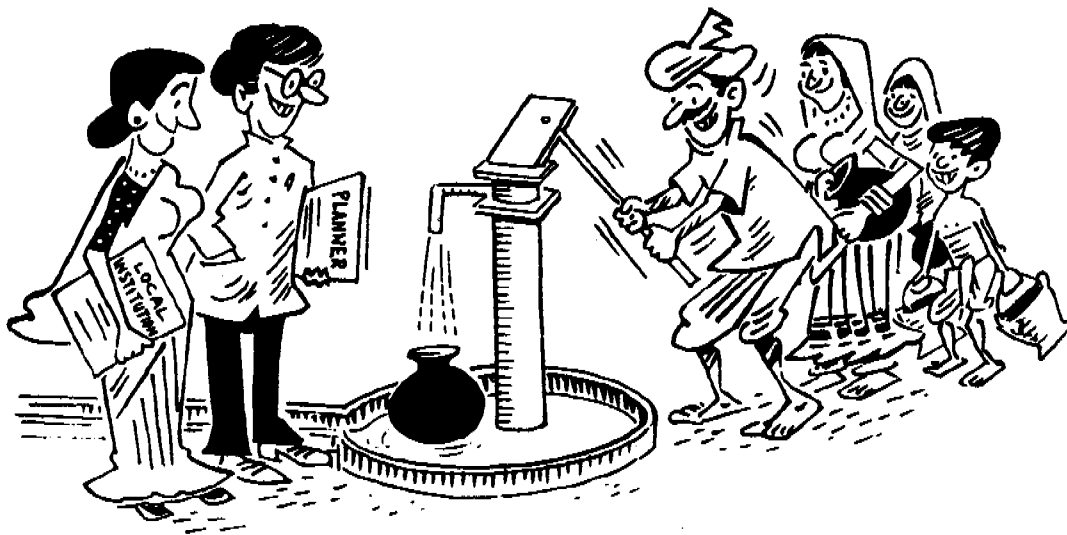


PROJECT PROFILE



RAJIV GANDHI NATIONAL DRINKING WATER MISSION
MINISTRY OF RURAL DEVELOPMENT
GOVERNMENT OF INDIA
December 1994

**NATIONAL HUMAN RESOURCE DEVELOPMENT PROGRAMME
for
RURAL WATER SUPPLY AND SANITATION SECTOR**



PROJECT PROFILE

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**RAJIV GANDHI NATIONAL DRINKING WATER MISSION
MINISTRY OF RURAL DEVELOPMENT
GOVERNMENT OF INDIA
December 1994**

FOREWORD

In spite of commendable achievements in terms of coverage of villages with safe drinking water sources, the water supply systems in many states suffer several problems. Poor operation and maintenance of assets created, sustainability of the sources, poor pace of implementation, inadequate planning for designing and constructing water supply systems taking into account locally available and proven technologies and inability to quickly assimilate new technologies and use them for the benefit of the local community are some of the problems having a bearing on capability of the people "managing the system". It has become very clear by now that "the people managing the system" can no longer be the departmental officers only. The local beneficiaries and their organisations - Panchayats, NGOs etc. will have to be effectively involved.

This means not only awareness creation among both the departmental officers and beneficiaries but also training to impart the necessary skills to help each one to play the roles effectively.

Though efforts were made in the past for training and developing the skills of departmental officers, its effect has been marginal. Realizing this, Rajiv Gandhi National Drinking Water Mission (RGNDWM) has now planned for a massive Human Resource Development effort which would train and harness the human resources available from the top level of the departmental hierarchy to the bottom level and also the local beneficiaries and functionaries. The profile of such a plan is presented in this small document now brought out for wider dissemination. We in the RGNDWM would be very happy to receive comments for improving the quality of this important programme.



(P.K. Sivanandan)
Joint Secretary & Mission Director

HUMAN RESOURCE DEVELOPMENT PROJECT PROFILE FOR RURAL WATER SUPPLY & SANITATION SECTOR

1.0 PREAMBLE

India, the largest democracy in the world with a population of 843.9 million in 1991, is committed to provide adequate quantities of safe drinking water and proper sanitation facilities to its entire population. The Ministry of Rural Development has contributed substantially towards the national commitment by providing safe drinking water to all but 2968 villages out of a total of 5,86,174 inhabited villages. To overcome the challenges posed due to non-availability of appropriate water sources, innovative and appropriate low cost technologies were implemented by Rajiv Gandhi National Drinking Water Mission including:

- (i) Installation of over 2 million India Mark II and Mark III handpumps (VLOM)
- (ii) Provision of treatment facilities for defluoridation (339), desalination (137), iron removal (5192) and implementation of guineaworm eradication programme (conversion of 6745 step wells into sanitary wells)
- (iii) Water quality surveillance (97 stationary and 18 mobile laboratories)
- (iv) Rainwater harvesting structures and
- (v) Solar photovoltaic pumps (105)

Provision of hardware to meet both the quantitative and qualitative aspects of rural water supply has resulted in creating demands for human resources for operation and maintenance to ensure sustainability of projects. Coupled to this is the need for adequately trained resource personnel for planning, administration, project management, monitoring and evaluation and other aspects relevant to Rural Water Supply (RWS) projects.

In sharp contrast to large coverage of rural population base in water supply area, there has been relatively less coverage (around 3%) in rural sanitation sector primarily because of constraints of financial resources. Well-conceived strategies are essential to educate and motivate the rural beneficiaries with a view to seek community participation in building sanitation facilities with major financial contribution from the beneficiaries. Here, the role of the government is to change from that of "PROVIDER" to "FACILITATOR" and "MOTIVATOR".

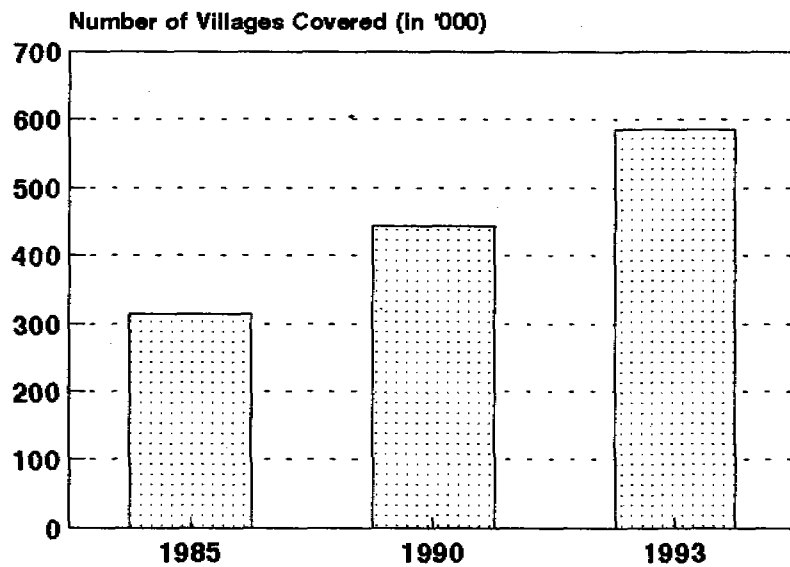
2.0 HUMAN RESOURCE DEVELOPMENT PROJECT

2.1 NEED FOR PROJECT

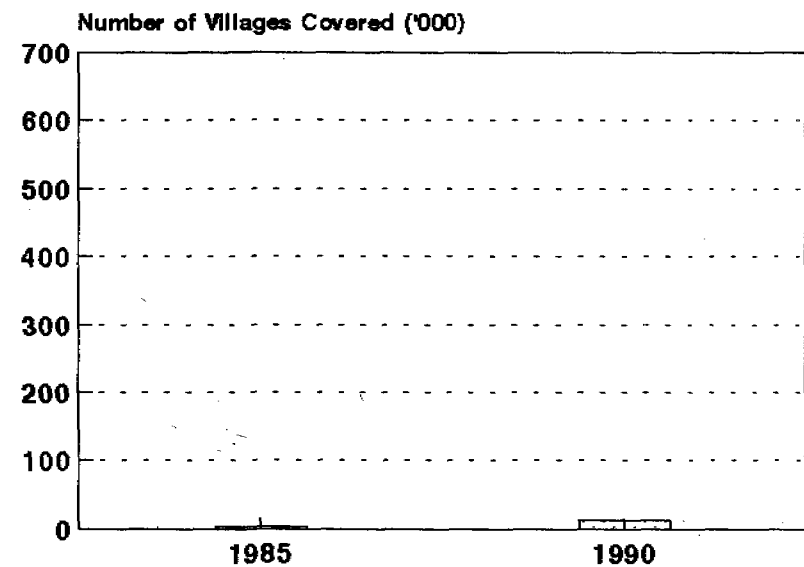
Rural Water Supply and Sanitation (RWS&S) programme involves huge financial investments and creation of very large hardware. Based on economical, logistical and socio-cultural considerations, it is unconceivable to ensure the sustainability of projects and to cover entire rural population without active community participation. To assign a dominant role to the beneficiaries at the grass root level in operation and maintenance of rural water supply hardware and in creation of facilities for rural (and environmental) sanitation, it is absolutely necessary to develop, design and implement a national level Human Resource Development Project for capacity and capability building in the vital sector of RWS&S.

WATER SUPPLY AND SANITATION SERVICE COVERAGE

A. Rural Water Supply



B. Rural Sanitation



2.2 GAPS

To ensure sustainability of RWS&S projects for entire designated design period and to maximize benefits to rural masses from sectoral investments, it is absolutely necessary to motivate, educate and involve the beneficiaries, especially the women. There exists need to provide at least one trained person at the grassroot level to fill the enormous gap between requirement and availability of adequately trained workers through well conceived training programmes incorporating vital topics of community participation, health aspects and holistic approach to water supply and sanitation .

It is felt that in general professionals implementing and associated with RWS&S projects are not adequately trained in various aspects including scientific source finding; water quality surveillance; O & M of water supply systems, both hand pumps and piped water supply systems.

Need exists of providing inservice training and continuing education to update the knowledge and skill base of participating professionals and to create a task force of district level trainers who will assist in training of grass root functionaries/trainees.

The present technical education curricula does not adequately cater to the needs of RWS&S sector and consequently fresh graduate engineers are not sufficiently equipped, motivated and oriented to contribute effectively to this sector.

Need exists of incorporating at least one subject in rural water supply and sanitation at degree level in engineering courses and suitably designed courses also need to be introduced at diploma level.

To provide specialists and experts in larger number with knowledge and training in rural water supply and sanitation in general and treatment technologies in particular, need exists of introducing a dedicated full time postgraduate degree level course in select technological institutions/universities of country. This will assist in providing technological innovations and R&D inputs to RWS&S sector.

In-service faculty of engineering colleges and polytechnics including community polytechnics can play a vital role in successful implementation of HRD Programme. Presently, there is no organised and comprehensive training programme for this segment.

To summarize, the major gaps are:

1. Non availability of trainees, mechanics/ operators/ caretakers/other skilled workers like masons at village level to ensure sustainability of and more productive utilisation of sectoral investments and infrastructure of RWS&S projects.
2. Non-existence of adequate numbers of trainers.
3. Lack of motivation and orientation of engineering graduates and diploma holders as technical education curricula do not incorporate courses in RWS&S.
4. Inadequacy of qualified postgraduate engineers specializing in RWS&S to provide technological innovations and critical R&D inputs to RWS&S Sector.

2.3 PROJECT GOALS

The basic goal of the Human Resource Development Project is to provide multi-level cadre of adequately motivated, skilled and trained personnel in Rural Water Supply and Sanitation sector with a view to ensure,

- (i) Sustainability of Water Supply and Sanitation projects
- (ii) Optimally-productive utilisation of sectoral investments and concomitant enhanced benefits to rural masses

By providing complimentary and vital input of human resources, the HRD project will contribute to the overall growth of rural economy and better quality of life in rural environment.

2.4 PROJECT OBJECTIVES

The project aims at capacity and capability building of beneficiaries to construct, operate and maintain the hardware and infrastructural facilities of rural water supply and sanitation projects. Its objectives also include the mutually complimentary and interactive components of

- (i) creating a cadre of resource persons at district level to train grassroot level functionaries;
- (ii) orienting and sensitizing decision makers, administrators and planners;
- (iii) providing in-service training for professionals for improving performance levels and productivity;
- (iv) introducing qualitative curricular changes in technical education sector for incorporating rural bias
- (v) improving the capabilities of technological sector in RWS&S to provide innovative, cost-affordable and appropriate technologies and
- (vi) building expertise to offer consultancy services in HRD sector to other developing countries.

2.5 EXPECTED OUTPUTS

The following outputs are expected:

- (i) At least one trainee/mechanic/caretaker/motivator/other skilled worker like mason at the grassroot level in each of 5,86,174 villages in the country by 2000.
- (ii) Adequate number of district level resource persons/trainers at least 6 per district (total around 3000) belonging to various departments involved in RWS&S activities by 2000.
- (iii) Training of 12,500 professionals including faculty of engineering colleges, teachers of polytechnics and higher level administrators, planners and engineers.

- (iv) Conduct of international/national workshops and seminars for review and mid-course evaluation and improvements.
- (v) Introduction of postgraduate course dedicated to RWS&S exclusively in collaboration with Dutch government.
- (vi) Strengthening of engineering curricula at degree/diploma levels to cater to the needs of RWS&S sector.

2.6 PROJECT DESIGN

To fulfil the delineated objectives outlined in section 2.4, the project has to be designed keeping in view the hardware and software requirements for successful attainment of expected outputs.

The essential elements or components of the HRD project are:

- (i) Institutional Framework and Linkages
- (ii) Training Modules and Materials based on need assessment of different states and/or regions
- (iii) Target Groups
- (iv) Implementation Strategies and Action Points

2.6.1 INSTITUTIONAL FRAMEWORK AND LINKAGES

In order to successfully implement the National Human Resource Development programme, comprehensive and elaborate institutional framework has to be evolved with appropriate linkages. The National Human Resource Development project is multi-directional, multi-locational and inter-disciplinary requiring interactions with a spectrum of agencies and organisations including State Governments, bilateral and multilateral agencies, Non-Governmental Organisations and above all the beneficiary community.

Institutional arrangements for human resource development can be categorised into two broad categories:

- (i) Administrative and Policy Directives
- (ii) Operational

The human resource policies and associated institutional arrangements were discussed in-depth at the Policy Makers meeting held on 10-11 February, 1993 in which State Secretaries and Engineers-in-Chief/ Chief Engineers incharge of Rural Water Supply and Sanitation sector participated. Based on the relevant recommendations and subsequent interactions, the following institutional arrangements have been envisaged.

I. National Level Arrangements

A. Administrative and policy directives

1. A National Committee may be constituted to function as the Advisory Group of HRD consisting of representatives of the following Ministries/Organisations.

- (i) Ministry of Rural Development
- (ii) Ministry of Human Resource Development (General Education and Technical Education)
- (iii) Ministry of Urban Development
- (iv) Ministry of Health and Family Welfare (Health Education)
- (v) Ministry of Labour/Employment
- (vi) CAPART
- (vii) ICAR
- (viii) CSIR
- (ix) NIC
- (x) Indian Training Network
- (xi) Two representatives of State Governments

The meeting will be chaired by the Secretary, Ministry of Rural Development. The National Coordinator will be the member secretary. JS(TM) will be its Vice Chairman. This Committee should meet atleast twice a year.

B. Operational

For operationalisation of National Human Resource Development Programme, National Coordination Committee and National Coordination Cell (HRD) have been proposed.

(i) National Coordination Committee (NCC)

The NCC will direct and supervise the implementation of the National Human Resource Development Programme. The committee will have following composition:

- (a) Joint Secretary & Mission Director, Rajiv Gandhi National Drinking Water Mission Chairman
- (b) National Consultant (HRD)
- (c) Adviser (TM)/DS (TM)
- (d) Deputy Adviser (Training)

- (e) Representatives of participating and Key Institutions
- (f) Representatives of bilateral and multilateral agencies including World Bank, UNDP, etc.

(ii) National Coordination Cell (HRD)

This cell will implement the National Human Resource Development Programme under the over all guidance of the National Coordination Committee. It may consist of :

- (a) National Consultant (HRD)
- (b) Deputy Secretary (TM)
- (c) Deputy Adviser (Training)
- (d) Technical, secretarial and supporting staff.

(iii) Indian Training Network (ITN)

Prior to launching of National Human Resource Development Programme in 1994, All India Institute of Hygiene and Public Health, Calcutta initiated the training activities in 1990 under the International Training Network for water and waste management which was a component of the UNDP- World Bank Water and Sanitation Programme. The International Training Network was started in 1984 to support training in appropriate low cost water supply and sanitation technologies through 40 affiliated institutions in 30 countries of Asia and Africa with 9 core centres.

With the conceptualisation of massive programme of grass root level training, several Key Institutions (KIs) were identified and entrusted with the work of training of trainers primarily. Presently, the Indian Training Network (ITN) has in its fold the following seven participating and Key Institutions :

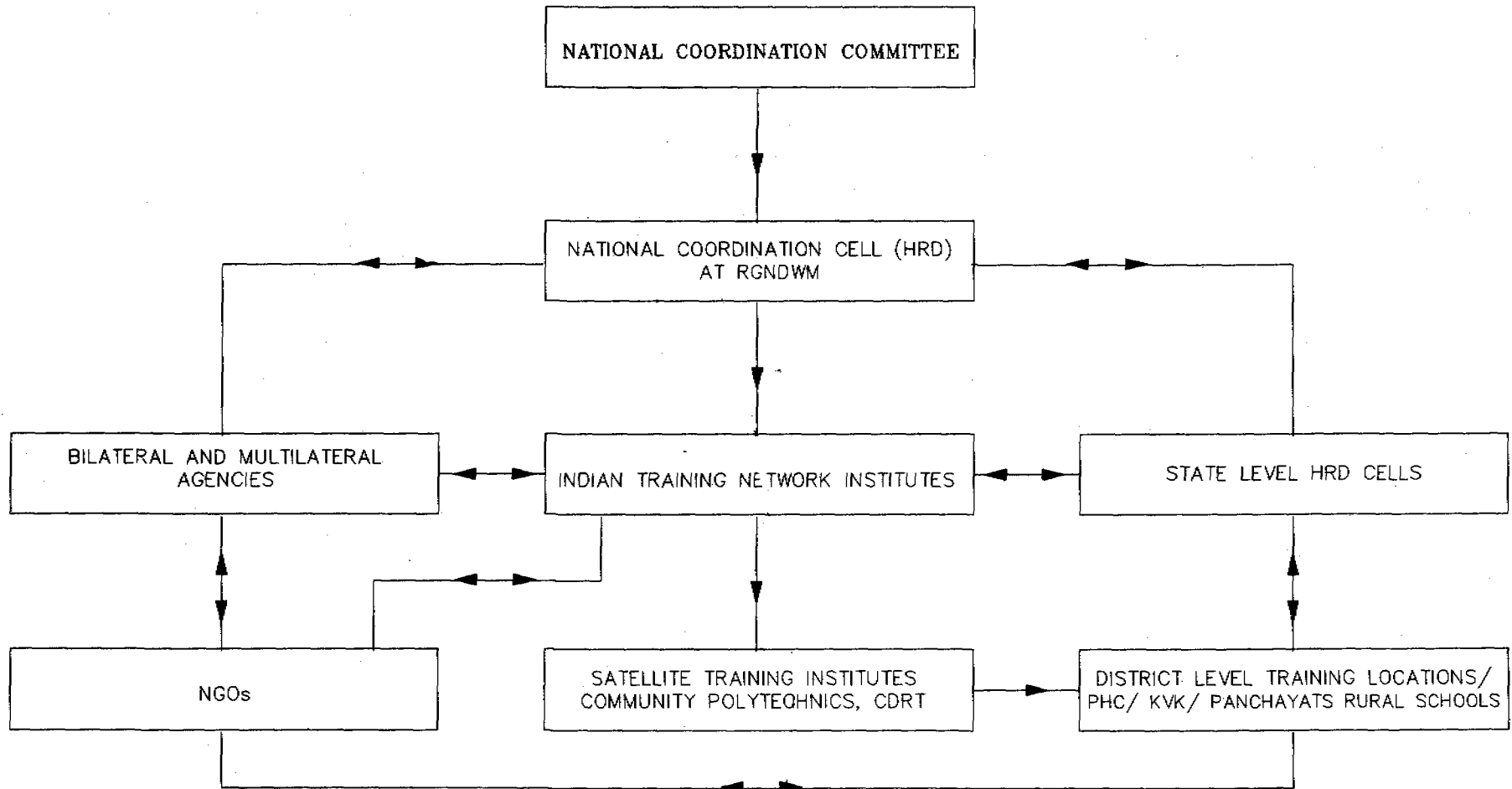
1. All India Institute of Hygiene and Public Health (AIH&PH), Calcutta
2. Gujarat Jal Sewa Training Institute (GJTI), Gandhi Nagar
3. S.J. College of Engineering (SJCE), Mysore
4. M.N.R. Engineering College (MNREC), Allahabad
5. Institute of Engineering and Rural Technology (IERT), Allahabad
6. Environmental Sanitation Institute (ESI), Ahmedabad
7. Gandhigram Rural Institute (GRI), Gandhigram

Additional Key Institutions and satellite training institutes may be selected as needed.

II Arrangements required at the State Level

1. A HRD cell will be located at the State headquarters of the Department/Agency in charge of RWS preferably with a Superintending engineer acting as State Coordinator, in the case of bigger states, and an Executive Engineer acting as state coordinator in the case of smaller states. State Governments may provide necessary secretarial support to this cell. This cell will be incharge of coordinating the entire HRD activities

INSTITUTIONAL FRAMEWORK AND LINKAGES FOR TRAINING



in the rural water supply and sanitation sector in the State. It will be responsible for giving feed back to Government of India on the programmes and the functioning of various arrangements proposed in the State.

2. The following committees will be constituted in the states:-

- a) An Apex Committee at the level of Government
- b) An Executive Committee at the level of Heads of Department
- c) A District Committee at the level of district level officers.

a) APEX COMMITTEE

Composition:

Secretary incharge of rural water supply - Convener
Secretary incharge of Rural Sanitation (if separate)
Secretary (Rural Development),
Secretary(Panchayati Raj),
Secretary(Health and Family Welfare),
Secretary incharge of SC/ST, Women and Child Development,
Secretary(Education),
Secretary (Technical Education),
Secretary(Employment),
Secretary incharge of personnel/Training,
Secretary(Finance),
Representatives of Ministry of Rural Development, Government of India.

The State Governments may make appropriate arrangements to assign the chairmanship of this Committee.

Functions:

1. Identification of departments/agencies which are to participate in the HRD in the rural water supply and sanitation sector and approval of all categories of staff/non officials requiring training in the sector and also broadly approving the areas of training.
2. Laying down policy and implementation procedures for selection and deputation for training and deployment after training.
3. Identification of existing training infrastructure available and planning its optimal use.
4. Arranging of funds allocation and funds flow.
5. Approval of calendar of training to be prepared by the State Executive Committee.
6. Review the progress of HRD programme implementation.
7. Provide necessary feed back to and interact with Ministry of Rural Development, Government of India through the Convener.

ADMINISTRATIVE STRUCTURE FOR POLICY DECISIONS, IMPLEMENTATION, MONITORING AND APPRAISALS

COMMITTEE	CHAIRPERSON	PRIMARY FUNCTIONS
<p style="text-align: center; margin: 0;">APEX COMMITTEE</p> <p style="text-align: center; margin: 0;">Secretaries to State Government</p>	<p style="text-align: center; margin: 0;">Secretary nominated by State Government</p>	<ol style="list-style-type: none"> 1. Identification of participating department/ agency for training, levels of training personnel and broad training areas for the state. 2. Policy Directives and implementation procedures for selection, deputation and deployment of trainees 3. Allocation and flow of funds 4. Approval of State level training calender 5. Progress review 6. Feedback to MRD, GOI
<p style="text-align: center; margin: 0;">STATE EXECUTIVE COMMITTEE</p> <p style="text-align: center; margin: 0;">on HRD for RWSS</p>	<p style="text-align: center; margin: 0;">Secretary Incharge of RWS&S</p>	<ol style="list-style-type: none"> 1. Identification of categories and number of trainees and type of training for each category 2. Preparation of training calender for district or higher level trainees and their selection 3. Planning and utilization of funds 4. HRD Programme Monitoring 5. Laying down procedures for optimal utilization of trained personnel 6. Feedback to APEX Committee
<p style="text-align: center; margin: 0;">DISTRICT LEVEL COMMITTEE</p>	<p style="text-align: center; margin: 0;">District Collector</p>	<ol style="list-style-type: none"> 1. Preparation of list of grass root trainees and district level trainers 2. training calender for grass root level trainees 3. Monitoring and evaluation of training programmes 4. Feed back to SEC

This Committee may meet atleast twice a year.

b) State Executive Committee on HRD for RWS&S

Composition

Secretary incharge of Rural Water Supply - Chairperson,

Heads of Department of

PHE/ Chief of Agency, Incharge of RWS,

Health,

HRD,

Technical Education,

Education, Employment,

ITIs,

Rural Development,

Panchayati Raj,

Welfare of Women, children and SC/ST

Key institutions/network centre looking after the state,

UNICEF

Other external support agencies involved in RWS&S programmes of the state, representatives of the eminent NGOs active in the field of RWS&S (to be selected by the Chair person). This Committee may meet at least 4 times a year. The State Coordinator for HRD will be the convener of this Committee.

Functions

1. Identification of categories of staff/non officials to be trained, and the areas of training
2. Identification of trainees and trainers of and above the district level.
3. Identification of training institutions of and above the district level.
4. Preparation of calendar of training for the personnel mentioned in 2 above.
5. Approval of list of trainees/training institutions and calendar of training prepared by the district HRD Committee.
6. Planning and utilization of training funds.
7. Regular monitoring of the progress of implementation of the HRD Programames.
8. Preparation of procedures to ensure optimal utilization of trained personnel.
9. Providing necessary feed back to Apex Committee for policy decisions.

b) District level Committee

District Collector (Chief Executive Officer of Zilla Parisad) - Chair Person,

All District Level Officers representing Departments which are Members of the State Executive Committee, NGO's in the District active in Rural Water Supply and Sanitation.

This Committee may meet once in a quarter and the senior most Engineer, Incharge of Rural Water Supply and Sanitation in the district will be its convenor.

Functions

1. Preparation of list of grass-root, district level trainers/trainees from concerned departments and non-government organizations.
2. Identification of institutions/locations for conducting/imparting training.
3. Preparation of calendar of training for the category mentioned at 1 above.
4. Monitoring and evaluation of training programmes at the district level.
5. Providing necessary feed back to the State Executive Committee.

Role of State Government

1. The State Government should evolve rational and easy procedure for release of personnel at various levels including training outside the state and outside the country. It is suggested that a advance list of persons to be sent for training may be prepared and approved by the government in the case of training outside the state or country and by appropriate level for other categories; Once this list is approved, it should be deemed as Government sanction for the training ensuring automatic relief of personnel. This arrangement will ensure advance planning by the Department for making necessary arrangements during the absence of personnel deputed for training.
2. There should be clear delegation of powers for nominations to training as well as incurring necessary expenditure.
3. If a centre for training of PHE personnel is not available at present it is not necessary to create a new centre. The State Government could use existing facilities like SIRD and strengthen them using the training programmes in RWSS.
4. The State Govt. as a policy should establish likages with HRD programmes of various departments like TRYSEM, Total literacy, etc.
5. State Government should provide adequate incentives to trainers. In the case of non-official trainees a subsistence allowance could be provided.

Role of Government of India

In addition to creation of National Coordination Cell (HRD) cell in the Ministry of Rural Development, Govt. of India may consider the following points also.

1. To identify new institutions in areas like the northeast where the existing training infrastructure is inadequate.
2. To upgrade and strengthen all the training network units on the concept of 'minimum needs'.

3. To take action to conduct one workshop per annum to exchange experiences regarding various training programmes.
4. To collect and disseminate all materials relevant for training to the various state governments. This should also include case studies of importance.

2.6.2 TRAINING MATERIALS AND MODULES

The basic philosophy in developing the training materials and modules should be to ensure sustainability of and optimal utilisation of investments in RWS&S projects. The following gaps and needs were identified during implementation of RWS&S projects.

- * Poor operation and maintenance
- * Lack of preventive maintenance
- * Failures in management in solving day to day problems
- * Overall lack of application and motivation
- * Inadequate understanding and appreciation of low cost and appropriate technologies being implemented in RWS&S sector
- * Lack of community participation to operate and maintain rural water supply systems and for construction of sanitary toilets and other sanitation facilities.

To fill up the gaps and to cater to the felt needs an exercise was undertaken by RGNDWM to delineate the appropriate areas of training. Three basic categories of course materials are required:

1. Grass root level training modules in
 - (a) O&M of hand pumps and piped water supply systems
 - (b) Construction and maintenance of sanitary toilets and other sanitation facilities
 - (c) Health Education
 - (d) Community participation, communication and motivation
 - (e) Water quality surveillance

2. District level training modules

The training modules for district level trainers will be wider in scope and contain theoretical considerations also. Each training module will have chapters and material on health education and community participation in addition to the main subject matter. RGNDWM has identified 14 course modules for district level training and drafts of these have been submitted by key institutions. It is proposed to standardise these course modules for nation wide usage.

3. Course modules for professionals, faculty/staff of engineering colleges and polytechnics

Besides training modules on low cost water supply and sanitation technologies, other important areas like Project and Financial Management, Water Resource Management, Management Information Systems, Computer Applications in RWS&S, etc. will form the subject matter for development of course modules under this category.

2.6.3 TARGET GROUPS

Three categories of target groups have been selected.

1. Grass root level beneficiaries or functionaries

These may include local artisan/ mechanic/ Panchayat functionary or member of village level WATSAN/ health committee or field level staff of PHEDs or NGOs with special emphasis on women.

At least one worker in each of 5,86,174 villages is planned to be trained by 2000.

2. District Level Trainers

A select mix of officers from the departments of PHE, Health, Social Welfare and education institutions will serve as trainers. A total number of about 3000 trainers, six from each of 500 districts, are to be trained.

3. Professional Staff

Faculty of engineering colleges, community and other polytechnics and senior and middle level engineers, administrators and planners will be trained through specialist refresher courses and orientation programmes. The target is to train about 12,500 professionals.

Projected Requirements of target trainees are indicated along with envisaged basic areas of training/ exposure.

2.6.4 IMPLEMENTING STRATEGIES FOR TRAINING

This involves,

1. Establishing a network of Key institutions followed by identification of satellite training organisations.
2. Phasing of training programme
3. Formation of committees and their operationalisation for project administration
4. Operationalisation of National Coordination Cell (HRD) at RGNDWM
5. Establishment of state level HRD cells and conduct of grass root level training programmes.
6. Conduct of Professional Level training programmes
7. Monitoring & Evaluation and Improvements based on feed back.

2.6.5 ACTION POINTS

SHORT-TERM

1. Conduct of Training Courses
 - (a) Approval of norms of expenditure and release of funds to key institutions for conducting district level training programmes.

PROJECTED REQUIREMENTS OF TARGET TRAINEES

NATIONAL TARGETS

CATEGORY	BASIS/CRITERION	NUMBERS	BASIC AREAS
1. GRASSROOT TRAINEES	1 IN A VILLAGE	5,86,000	O&M
2. DISTRICT TRAINEES	6 IN A DISTRICT	3000	O&M HE, CP
3. PROFESSIONAL LEVEL			
a. DECISION MAKERS (APEX GROUP)	10 AT CENTRAL LEVEL 4 IN A STATE/UT	134	PPP.
b. ADMINISTRATORS	6 IN A STATE/UT	186	PPFM
c. IMPLEMENTORS	10 IN A DISTRICT	5000	PIME & MIS
d. IN SERVICE SPECIALISTS			
(i) SOURCE LOCATION	20 IN A REGION (4) IN A DISCIPLINE (8)	640	LCWSST IEC CSM
(ii) WATER QUALITY SURVEILLANCE			
(iii) WATER TREATMENT			
(iv) WATER DISTRIBUTION			
(v) SANITATION			
(vi) HEALTH EDUCATION			
(vii) COMMUNICATION SUPPORT			
(viii) COMMUNITY MOBILISATION			

PROJECTED REQUIREMENTS OF TARGET TRAINEES

NATIONAL TARGETS

CATEGORY	BASIS/CRITERION	NUMBERS	BASIC AREAS
e. INSTRUCTORS IN UG & PG LEVEL ENGINEERING INSTITUTES	2 IN AN INSTITUTE (250)	500	LCWSST
f. INSTRUCTORS IN COMMUNITY POLYTECHNICS (200), CDRTs (28) AND WOMEN POLYTECHNICS (100)	3 IN A CP, CDRT & 4 IN A WOMEN POLYTECHNIC	1040	O&M HE & CP
g. INSTRUCTORS IN POLYTECHNICS (1000)	1 IN A POLYTECHNIC	1000	-DO-
g. INSTRUCTORS IN I.T.I.	L.S.	1000	O&M
I. NGO AND PANCHAYAT RAJ FUNCTIONARIES	L.S.	3000	O&M, HE&CSM

PROJECTED REQUIREMENTS OF TARGET TRAINEES

O&M – OPERATION AND MAINTENANCE

HE – HEALTH EDUCATION

CP – COMMUNITY PARTICIPATION

PPP – POLICIES, PROGRAMMES AND PLANNING

**PPFM – PROJECT PREPARATION AND FINANCIAL
MANAGEMENT**

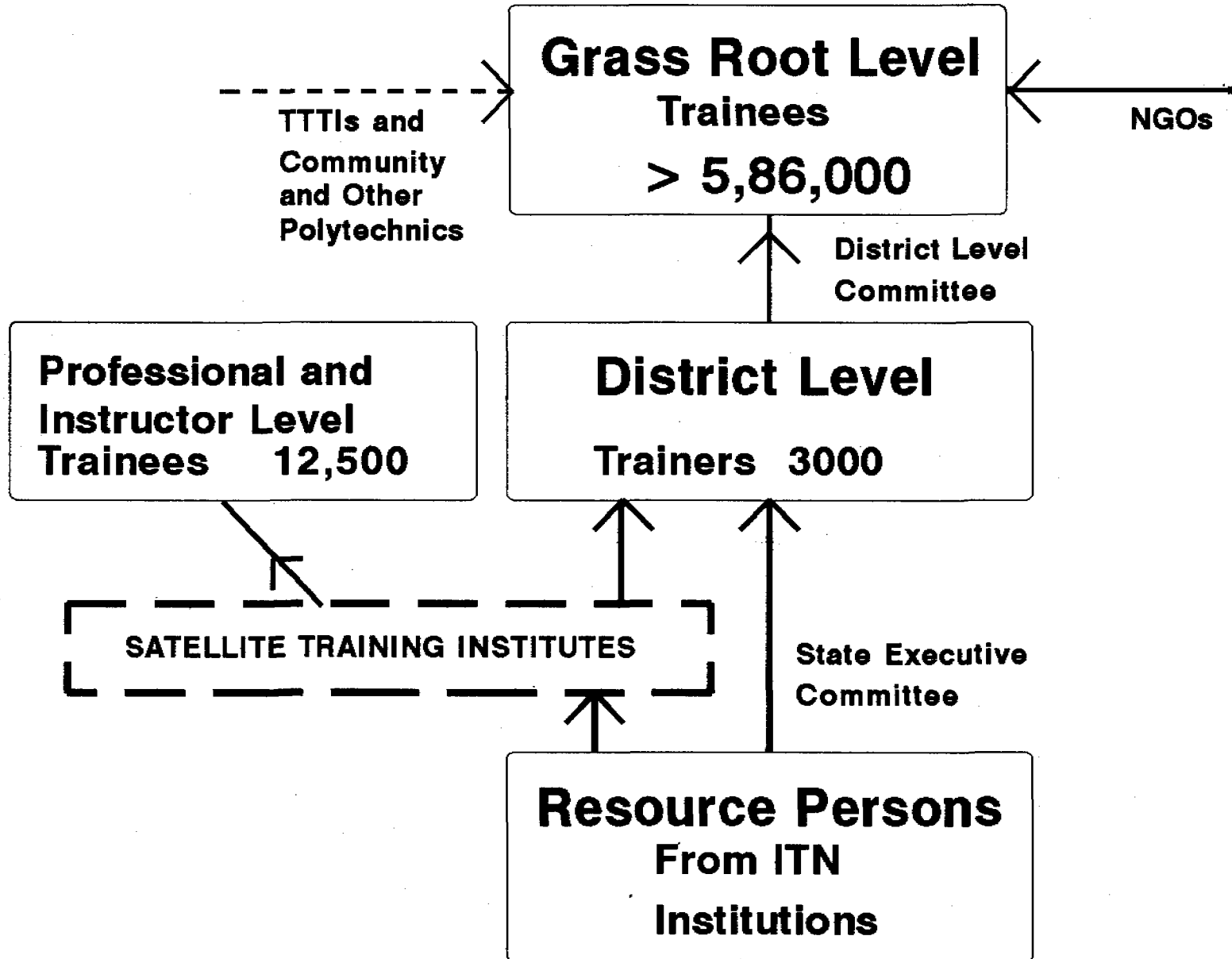
**PIME – PROJECT IMPLEMENTATION, MONITORING AND
EVALUATION**

LCWSST – LOW COST WATER SUPPLY & SANITATION TECHNOLOGIES

IEC – INFORMATION, EDUCATION AND COMMUNICATION

CSM – COMMUNITY SUPPORT MOBILISATION

Pathways for Training Strategy Operationalisation



- (b) Formation of Apex Committee, State Executive Committees and District Level Committees and their operationalisation.
- (c) Operationalisation of National Coordination Cell (HRD) at RGNDWM and State Level HRD Cells
- (d) Signing of MOU between MRD and Key Institutions.

MEDIUM TERM

- 2. Preparation of standardised course materials for district level trainers, grass root level trainees and professional staff.
- 3. Identification of new short-term specialist training programmes to suit changing HRD training needs in consultation with experts within the country and abroad.
- 4. Strengthening of key institutions by providing infrastructural support enabling conduct of more training courses.
 - (a) Provide funds for establishment of rural water supply and sanitation centre with residential and official accommodation alongwith equipment.
- 5. Organisation of national workshop/seminar.

LONG TERM

- 6. Introduction of Post graduate course in RWS&S specialisation.
 - (a) Conduct of national level meet to be attended by academicians, HRD officials, UGC representatives and MRD officials and consultant to evolve consensus for PG course introduction
 - (b) Evolve course orientation, content and syllabi in joint collaboration with Dutch and Indian Universities.
- 7. Offering consultancy services to developing nations in evolving and strengthening their HRD Programmes related to RWS&S sector.
- 8. Preparation and Publication of two Manuals on,
 - (i) Rural Water Supply
 - (ii) Rural Sanitation

2.6.6 CRITERIA FOR ALLOCATION OF CENTRAL ASSISTANCE AND ITS UTILISATION

- (i) State/U.T. Level HRD Cells

Each state or union territory may establish a State/U.T. level HRD cell for implementation of National Human Resource Development Programme (NHRDP). The major functions of these HRD cells will be :

MAJOR FUNCTIONS OF STATE LEVEL HRD CELL

- * Assessment of training needs (Areas of training) and quantification of requirements of district level trainers in each training area
- * Establishment of Data Bank for District Level Trainers and Grass root Level Trainees
- * Selection, deputation and deployment of trainers/ trainees
- * Conduct of Grass root level training
- * Interaction with ITN institutions, MRD and other state agencies

The Government of India has evolved following suggestive staffing pattern and norms for equipment for establishment of state/U.T. level HRD cell. The staff to be recruited for HRD cell should have a proper mix of experts and professionals with multi disciplinary backgrounds including low cost water supply and sanitation technologies, social sciences to cover aspects of community participation and management and health education. In addition to field engineers, social scientists, academicians and representatives of NGOs should be associated with HRD cells to ensure multi-disciplinary approach necessary for programme implementation.

SUGGESTED STAFFING PATTERN FOR STATE HRD CELL

Designation	Number of designated staff for state having districts		
	≤ 20	21-40	≥ 41
1. Executive Director	1 SE/ Addl CE	1 Addl CE	1 CE
2. Director/ Deputy Director	1 EE	1 SE	1SE
i. Nomination, Deployment of Trainers		1 EE	2 EEs
ii. Grass Root Level Trainees			
iii. Training Materials, Office			
3. Managers	2 AEs	4 AEs	6 AEs
4. Field Officers	4 JEs	8 JEs	12 JEs
5. Steno-cum-PA	2	3	4
6. Data Entry Operators	1	2	2
7. Attendants	2	3	4

SUGGESTED NORMS FOR EQUIPMENT FOR STATE HRD CELL

ITEM	No. of State having districts		
	≤ 20	21-40	≥ 41
1. Computer with Printer	1 + 1 terminal	1 + 2 terminals	1 + 3 terminals
2. Photo Copier	1	1	2
3. Air-conditioners	1	2	2
4. Slide and Over-head Projectors	1 + D*	2 + D*	2 + D*
5. Binder and Laminator	1	1	1
6. TV with VCR	1 + D*	2 + D*	2 + D*
7. Vehicles	1 Jeep + 1 Minibus	2 Jeeps + 1 Minibus	3 Jeeps+ 1 Minibus
8. Electric Typewriters & Cyclostyling Machine	1 + 1	2 + 1	3 + 1

D* : Number of districts in State

Central assistance may be provided upto 100% for equipment in accordance with suggested norms and upto 50% for salaries and permissible allowances for approved staff of HRD cell with matching contribution from state government.

(ii) Project Cells in ITN institutes

The key institutions are provided central assistance for recruiting project cell staff including one programme officer, one assistance programme officer and one office assistant.

(iii) Conduct of training programmes

Central assistance may be provided upto 100% to meet expenditure on training programmes relevant to National Human Resource Development Programme in accordance with cost norms approved by Government of India.

NORMS FOR EXPENDITURE FOR RGNDWM TRAINING COURSES

ITEM	NORM
1. Boarding and lodging	(i) Rs.150 per day per participant for 6 days residential course for engineers and other professionals. (ii) Rs.75 per day per participant for shorter duration awareness camps for grass-root level workers.
2. TA only for participants for course at 1(i)	As per actuals and eligibility but limited to II/I/IIAc. No air travel is permitted.
3. TA and DA for guest faculty	As above.
4. Course material	Rs.150 per participant.
5. Field trips	Rs.8 per KM subject to a maximum of Rs. 3000/-
6. Honorarium to course Coordinator	Rs.500/-
7. Honorarium to faculty	(i) Rs.150 per 75 minute lecture. (ii) Rs.50 per hour per person for laboratory work
8. Overheads/Institutional charges	5% of the total budget.

Note : Travelling expenses for participants of grass root level training courses are not to be provided as these courses are planned to be organised at village/ block level.

(iv) Training Courses supported by Bilateral and Multilateral Agencies

The Government of India in association with Bilateral and Multilateral agencies has been sponsoring candidates for training abroad and in India. The current training programmes include:

1. Management for Sustainability	IRC/MDF, The Netherlands
2. Post graduate diploma	IHE, The Netherlands
3. M.Sc. in Sanitary Engineering	---- do ----
4. Ground Water Development Course	ODA, U.K.

2.6.8 ANNUAL ACTION PLAN AND TRAINING CALENDER

(i) Key Institutions

The key institutions will prepare action plans for training of district level trainers and other sector professionals in consultation with National Coordination Cell (HRD) in February each

year and submit it to the Government of India.

The training calendar should incorporate names of courses to be offered with expected number of participants required from each of the catchment state. The names of key institutions and states/UTs served by them together number of slots provisionally allocated to each state and U.T. are listed hereafter.

(ii) **States/UTs**

The state/UT governments will prepare action plans and training activity calendars for training of grassroot level trainees in February each year and submit the same to the Government of India.

2.6.9 Monitoring and Evaluation

(i) **States/UTs**

The state governments will submit monthly progress reports to Rajiv Gandhi National Drinking Water Mission, Ministry of Rural Development, Government of India for physical and financial achievements. Each state shall appoint a nodal officer for implementation and overall supervision of the programme. There will be two meetings each year of nodal officers to review the progress of programme.

District and state level monitoring and evaluation will be done by District Level Committee, State Executive Committee and Apex Committee.

(ii) **Key Institutes**

The coordinating officer of the project cell shall submit quarterly reports for physical and financial progress of the HRD activities.

There will be two meetings each year of the coordinators for review of the progress. The proforma for monthly progress report is placed at Annexure I.

LIST OF KEY INSTITUTIONS AND THEIR CATCHMENT STATES/ UTs

KEY INSTITUTIONS	STATES & UTs SERVED
1. All India Institute of Hygiene & Public Health, 110, Chitranjan Avenue, Calcutta - 700093.	West Bengal, Bihar, Assam, Sikkim, Arunachal Pradesh, Meghalaya, Manipur, Nagaland, Mizoram, Tripura & Andaman Nicobar islands
2. Motilal Nehru Regional Engineering College, Teliarganj Allahabad-211004.	U.P., H.P, Haryana, Punjab, Jammu & Kashmir, Delhi & Chandigarh.
3. Institute of Engg. & Rural Technology 26, Chatham Lines, Near Prayag Station Allahabad-211002.	---- do ----
4. Gujarat Jalseva Training Institute Sector No.15, 'G' Road, Gandhinagar-382015.	Gujarat, Rajasthan, MP, Maharashtra, Daman & Diu, Dadar & Nagar Haveli.
5. Environmental Sanitation Institute, Gandhi Ashram, Ahmedabad-380027.	----do----
6. S.J. College of Engineering Mysore - 570 006.	Andhara Pradesh, Tamilnadu Karnataka, Kerala, Goa, Pondicherry, Lakshdweep.
7. Gandhigram Rural Instt. Gandhigram, Dindigul Anna distt. Tamilnadu-624309.	----do----

TENTATIVE NUMBER OF SLOTS FOR DLTs

State/UT	Number of slots for training of district level trainees.
1. Andhra Pradesh	6
2. Arunachal Pradesh	1
3. Assam	2
4. Bihar	4
5. Goa	1
6. Gujarat	4
7. Haryana	3
8. Himachal Pradesh	2
9. Jammu & Kashmir	2
10. Karnataka	5
11. Kerala	3
12. Madhya Pradesh	5
13. Maharashtra	5
14. Manipur	1
15. Meghalaya	1
16. Mizoram	1
17. Uttar Pradesh	7
18. West Bengal	4
19. Andaman & Nicobar	1
20. Dadra & Nagar Haveli	1
21. Lakshdweep	1
22. Pondicherry	1
23. Nagaland	1
24. Delhi	1
25. Orissa	4
26. Punjab	3
27. Rajasthan	4
28. Sikkim	1
29. Tamilnadu	5
30. Tripura	1
31. Daman & Diu	1

Annexure I

Details of Training courses conducted

Sl.	Name of course No. and type	Venue and Date of course	Duration	Participants		Expenditure incurred (in Rs.)	Remarks
				Level	No.		

Level : Professional EE/AE/JE/Mechanics, Chemists

No. : Total and Organisation/State from where participated in remarks column

Expenditure: : Itemwise expenditure incurred for each course should be furnished separately

Duration and date : 6 days (1.1.1995 to 6.1.1995)

Remarks : The no. of participants from State/institute may be indicated