

Circular

Sub: - Annual Plan 2009-10 – Scheme on Human Resource Development – “Training Support to Field Functionaries of Department and Panchayat – Working Instructions – reg.

Ref: - 1. GOP (Rt) No. 965/2207/AD dt. 8.6.07.
2. Order No. TP (2) 15065/09 dt. 15.4.09.

As per the reference cited, Administrative Sanction has been accorded for the implementation of the scheme, “Human Resource Development – Training Support to field functionaries of Department and Panchayat” for a total amount of Rs. 20 lakhs. The expenditure will be met from the budget provision available under the h/a: 2415-01-277-98 (P). The total amount of Rs. 20.00 lakhs is classified as Rs. 8.0 lakhs under OC and Rs. 12.0 lakhs under TE.

1. To impart training to Agricultural Assistants/Agricultural Officers/Assistant Directors of Agriculture on latest information related to agricultural sector.
2. To equip the officers to identify and tackle location specific problems and to plan and execute viable programmes by giving management training in areas like financial management, project management and knowledge management.
3. To upgrade technical and managerial competency of the technical officers of the department by deputing officers to short terms and long-term courses including postgraduate courses in institutions of the country like EEI, IRMA, MANAGE, IARS and other institutions.
4. To depute senior officers to attend workshops, seminars and conferences at National level.

Training Programmes through training centers

Rs. 8.0 Lakhs is set apart for conducting training through departmental training centers. The amount is distributed as follows

Sl. No.	Training Centre	Amount (Rs. In lakhs)
1	RATTC, Kazhakuttom	1.25
2	RATTC, Kozha	1.25
3	RATTC, Vyttila	1.25
4	RATTC, Malampuzha	1.25
5	RATTC, Thaliparamba	1.25
6	FTC, Feroke	0.50
7	FTC, Pandalam	0.25
7	RTTC, Vellayani	0.75
8	RBDTC, Vellayani	0.25
	Total	8.00

The Officers in charge of the above training centers will conduct training programmes based on an approved training calendar.

Principal Agricultural Officers of the district shall depute required number of Officers for each of the training programme based on the slots to them by the training centre. The Officer in charge of the training centre shall intimate the requirement of trainees for each training to the Principal Agricultural Officers well in advance

Guidelines for conducting training programmes and selecting/deputing officers

1. Training programmes may be intimated well in advance to the Principal Agricultural Officers.
2. Competent resource persons who are having experience and expertise in the respective subjects may be invited to handle classes.
3. Detailed course content to be developed and intimated to the experts and to this office.
4. Officers who have not attended similar training programmes may be preferred.
5. Chance must be give to all officers to attend training programmes.
6. Monthly Progress Reports regarding conduct of training programmes including number of programmes conducted, number of participants attended, details of absentees, amount expended etc. may be forwarded to this office by the 5th of the succeeding month.

Sd/-
Director of Agriculture (1/e)

To

The Officers in charge of Training Centres with copy of approved training schedule
PA to DA
CA to all Additional Director of Agriculture
All Joint Directors of Agriculture
Officers in charge of Department Training centers
Deputy Director of Agriculture (T) of Districts
Principal Information Officer, Farm Information Bureau
Planning Section (HQ) for allotment of funds
Stock File
