

Government of India
Department of Rural Development
(Mahatma Gandhi NREGA Division)

Krishi Bhawan, New Delhi

Dated: 15th January, 2018

To
The Pr. Secretary/ Secretary/ Commissioner
(In charge of MGNREGA)
All State Governments/ UTs

Subject: Training Need Assessment (TNA) for MGNREGA functionaries workshop-reg.

Madam/Sir,

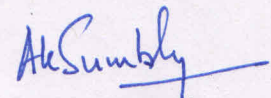
You are aware that the Ministry has been making all efforts to improve the Governance of the MGNREGS through initiatives such as appropriate planning through INRM approach, innovations in work planning, diversification of assets, timely payment of wages, e-FMS and Ne-FMS, Geo-tagging of assets, Social Audit, Skilling of workers, Job-cards, implementation of 7 registers, work file, Citizen information boards etc. In order to strengthen the processes and sustain all these initiatives, developing the capacity and capability of the functionaries is highly essential. Further this need to be backed by proper supporting institutions, standardized processes and mechanism, that act as a catalyst in bringing good governance in the Programme.

2. In order to assess the existing capacity of the field functionaries especially the GP, Block and District Level functionaries, the Ministry has planned for a Training Need Assessment Workshop on **8th February, 2018 at New Delhi**. It is requested that the Secretary/ Commissioner may attend the workshop with following category of officials:

- a. State Nodal Person for Capacity Building Initiative
- b. One District Programme Coordinator
- c. One Programme Officer
- d. One AE/ JE/ Technical Asst.
- e. One Gram Rozgar Sahayak

3. A sample questionnaire is attached, which may be filled in and brought during the workshop. The Online Link for filling the questionnaire will be shared shortly. The name of officials attending the workshop may kindly be sent to the undersigned at ak.sumbly@nic.in along with a copy to Sh. Gajanan Rauta, Prog. Officer (gajanandsag@gmail.com) latest by **25th January, 2018**.

Yours faithfully,



(A. K. Sumbly)

Deputy Secretary, MGNREGA

Tel: 011-23070129

Encl; as above

Questionnaire:

Training Need Assessment of MGNREGS Functionaries

Understanding the MGNREGS and activities under it is critical to the Programme Implementation. In order to strengthen the Programmes Planning, Implementation and Monitoring, we would like to better understand your training needs on various aspects of the Scheme. Please take a few minutes to complete this on-line training needs survey. Your responses will help us planning for the training programmes, designing the training materials and ensuring quality of training.

1. Basic Information:

Name _____ **Designation:** _____
e-Mail id: _____ **Mobile No:** _____

2. Please Indicate your Job Level:

| | Name of State | Name of District | Name of Block | Name of GP |
|---|---------------|------------------|---------------|------------|
| <input type="checkbox"/> State | | | | |
| <input type="checkbox"/> District | | | | |
| <input type="checkbox"/> Block | | | | |
| <input type="checkbox"/> Gram Panchayat | | | | |
| <input type="checkbox"/> Line Department (Specify) | | | | |

3. Please Indicate the nature of your Job:

- Mostly Administrative *(Task undertaken by DPCs, Dist Panchayats, POs, GRS etc.)*
- Mostly Technical *(Tasks undertaken by JE/AE/BFTs, Subject Experts etc.)*
- Mostly Financial *(Tasks undertaken by Accounts/ Finance wing, Officer for financial inclusion)*
- Mostly IT based *(Tasks undertaken by Date Entry Operators, MIS officials, MSE, GAS etc.)*

4. How do you rate yourself in terms of your knowledge to handle MGNREGS implementation?

| | | | | | | |
|-----------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----------|
| | 1 | 2 | 3 | 4 | 5 | |
| Very Poor | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Very Good |

5. What areas listed below would you like to have additional training programs

a) Key Features of the Act and Guidelines

- Guidelines
- Annual Master Circular

b) Planning

- LB Preparation involvement of functionaries
- GIS and Remote Sensing
- Participatory planning tools
- IEC Activities
- Convergence

| | |
|--|---|
| <input type="checkbox"/> INRM and Technical design of assets | <input type="checkbox"/> Others (Specify) |
| <input type="checkbox"/> Work Estimates and Schedule of rates. | |

c) Implementation:

| | |
|--|--|
| <input type="checkbox"/> Permissible Works and their execution | <input type="checkbox"/> Payment Process: Wage and Material payment, Delay Compensation, Un employment allowance |
| <input type="checkbox"/> Work allocation and Measurements | <input type="checkbox"/> DBT: e-FMS, Ne-FMS, ABPS |
| <input type="checkbox"/> Procurement of Goods and Services | <input type="checkbox"/> JC Verification, maintenance and Updation |
| <input type="checkbox"/> Inventory management | <input type="checkbox"/> Others (Specify) |

d) Transparency and Accountability:

| | |
|--|--|
| <input type="checkbox"/> CIB | <input type="checkbox"/> Geo-tagging of Assets |
| <input type="checkbox"/> 7 registers | <input type="checkbox"/> Others (Specify) |
| <input type="checkbox"/> Work File/ Case records | |

e) Other Activities

| | |
|--|---|
| <input type="checkbox"/> Accounts and Finance | <input type="checkbox"/> MIS and reporting arrangements |
| <input type="checkbox"/> Audit | <input type="checkbox"/> Leadership Skills |
| <input type="checkbox"/> Monitoring tools, Checklist | <input type="checkbox"/> Others (Specify) |

6. Which method of training do you feel would be most effective?

| | | | |
|-------------------------|--------------------------|--------------------------|--------------------------|
| Class Room and Hands on | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Audio-Visual | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Online | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

7. Which of the following training sessions would you recommend to your "Subordinates" (if any) to help them better deliver their task under MGNREGS?

a) Key Features of the Act and Guidelines

| | |
|-------------------------------------|---|
| <input type="checkbox"/> Guidelines | <input type="checkbox"/> Annual Master Circular |
|-------------------------------------|---|

b) Planning

| | |
|--|---|
| <input type="checkbox"/> LB Preparation involvement of functionaries | <input type="checkbox"/> GIS and Remote Sensing |
| <input type="checkbox"/> Participatory planning tools | <input type="checkbox"/> IEC Activities |
| <input type="checkbox"/> INRM and Technical design of assets | <input type="checkbox"/> Convergence |
| <input type="checkbox"/> Work Estimates and Schedule of rates. | <input type="checkbox"/> Others (Specify) |

c) Implementation:

- | | |
|--|--|
| <input type="checkbox"/> Permissible Works and their execution | <input type="checkbox"/> Payment Process: Wage and Material payment, Delay Compensation, Un employment allowance |
| <input type="checkbox"/> Work allocation and Measurements | <input type="checkbox"/> DBT: e-FMS, Ne-FMS, ABPS |
| <input type="checkbox"/> Procurement of Goods and Services | <input type="checkbox"/> JC Verification, maintenance and Updation |
| <input type="checkbox"/> Inventory management | <input type="checkbox"/> Others (Specify) |

d) Transparency and Accountability:

- | | |
|--|--|
| <input type="checkbox"/> CIB | <input type="checkbox"/> Geo-tagging of Assets |
| <input type="checkbox"/> 7 registers | <input type="checkbox"/> Others (Specify) |
| <input type="checkbox"/> Work File/ Case records | |

e) Other Activities

- | | |
|--|---|
| <input type="checkbox"/> Accounts and Finance | <input type="checkbox"/> MIS and reporting arrangements |
| <input type="checkbox"/> Audit | <input type="checkbox"/> Leadership Skills |
| <input type="checkbox"/> Monitoring tools, Checklist | <input type="checkbox"/> Others (Specify) |

Thank you for your valuable input. We will shortly get back to you on the e-mail and Mobile number you have shared with us. If you have any further comments, feel free to write here.