PROPOSAL FOR

‘TRAINING OF PANCHAYATI RAJ INSTITUIONS ON E-GRAMSWARAJ PORTAL’

Submitted to

Ministry of Panchayati Raj (MoPR)
Government of India

Submitted by

National Institute of Rural Development and Panchayati Raj (NIRDPR)
Hyderabad

Submitted on
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Proposal for e-Gram SWARAJ Training

Introduction

The 73rd Constitutional Amendment Act 1992, incorporated as Part IX of the Constitution, which mandated that three tiers of Panchayats are to be constituted, through elections every five years. The Constitution envisages that Panchayats will function as institutions of local government and prepare plans and implement schemes for economic development and social justice. The Ministry of Panchayati Raj and State Governments are taking various steps to fulfil the requirements of constitutional mandates. With the emphasis on the e-Governance operations, Ministry of Panchayati Raj has put in place **e-Gram SWARAJ**, a work-based accounting system for Panchayats, for ensuring internal administrative efficiency and transparency. e-Gram SWARAJ (https://egramswaraj.gov.in/) is a unified tool for effective monitoring and evaluation of works taken up in the Panchayats, which was launched by Hon'ble Prime Minister on National Panchayati Raj Day, 24th April, 2020. The application improves reporting and tracking of Panchayat activities, providing a single interface for capturing Panchayat information.

Further, Ministry has put in place an Electronic-Fund Management System integrating e-Gram SWARAJ & PFMS (eGSPI). eGSPI is already mandated for utilization of Central Finance Commission funds by Panchayats. It has been decided that from 01st April 2021 onwards, all the MoPR schemes would be mandatorily on-boarded on eGSPI and only online transactions/ payments would be permitted across all the 3 tiers of the Panchayats. Therefore, an increased adoption and usage of eGSPI is anticipated, especially from North Eastern States who would be using the system for the first time. From 2021 onwards, it is envisaged the planning process of the Gram Panchayats would be evidence based, leveraging spatial planning. In this reference, Ministry has made available Gram Manchitra application, to supplement the Panchayat planning process. Gram Manchitra brings together the various Spatial / non-spatial datasets along with satellite imagery to visualise the planning requirements by the Panchayats. This would increase the quality of GP plans that are being prepared along with openness and accountability in the functioning of the GPs. Moreover, with the rollout of XV FC, from 2021-22 onwards, online audits of Panchayat accounts (through AuditOnline application) would be expanded to cover 100% of the Panchayats and all the schemes being handled by the Panchayats.

With the Ministry's vision of ensuring Smart Governance in Panchayats, e-Gram SWARAJ would serve as the cornerstone for Computerization of Panchayat operations, leveraging BharatNet for

internet connectivity; Operationalizing 100% Digital payments for all schemes & grants; and Provisioning of Government Services online. In order to intensify the adoption of e-Gram SWARAJ by States, Ministry of Panchayati Raj has issued a detailed advisory to all States to compile the data from Panchayats and update the same in e-Gram SWARAJ portal by 31st March 2021.

Considering the above, it is essential to take up intensive capacity building and training of all Panchayat Functionaries and Elected Representatives, for effective roll out of e-Gram SWARAJ. The MoPR has requested National Institute of Rural Development & Panchayati Raj (NIRDPR) Hyderabad, to prepare an action plan for imparting training to State level Master Trainers and also to provide support to State Institute of Rural Development & Panchayati Raj (SIRDPRs) for conducting training for District & Block level Master Trainers and for the field trainings of the Panchayat Functionaries in a cascade mode. A draft training plan was presented by NIRDPR in the meeting held with MoPR on 27th January 2021, under the chairmanship of Additional Secretary, MoPR (Copy of the meeting proceedings is provided in Annexure 1).

Based on the suggestions received in this meeting and as requested by MoPR, the following **proposal for 'e-Gram SWARAJ Training'** is submitted to MoPR for consideration and approval.

Key Objectives of proposed e-Gram SWARAJ Training

The following are the key objectives of e-Gram SWARAJ trainings.

1) To build the capacities of Master Resource Persons on e-Gram SWARAJ & PFMS (eGSPI).
2) To sensitize and build capacities of key functionaries at District, Block and Gram Panchayat level on adoption of eGSPI.
3) To ensure real-time updation of data in e-GramSWARAJ and other portals of Ministry of Panchayati Raj, for effective Planning, Implementation, Financial Management and Panchayat Service delivery.

Organizing intensive Hands-on Training in Cascade Mode:

Capacity building of the stakeholders at all level, particularly the functionaries at Gram Panchayat level is very crucial for successful roll-out of e-Gram SWARAJ & PFMS. Presuming that 3 persons at Gram Panchayat level, viz., Sarpanch, Panchayat Secretary and the Data Entry Operator will be trained, the total number of target audience comes to about 8 lakh. To cover such a huge number of target group, it is proposed to organize five levels of trainings (National, State, District, Block and GP level) in cascading mode in a phased manner across the States / UTs.

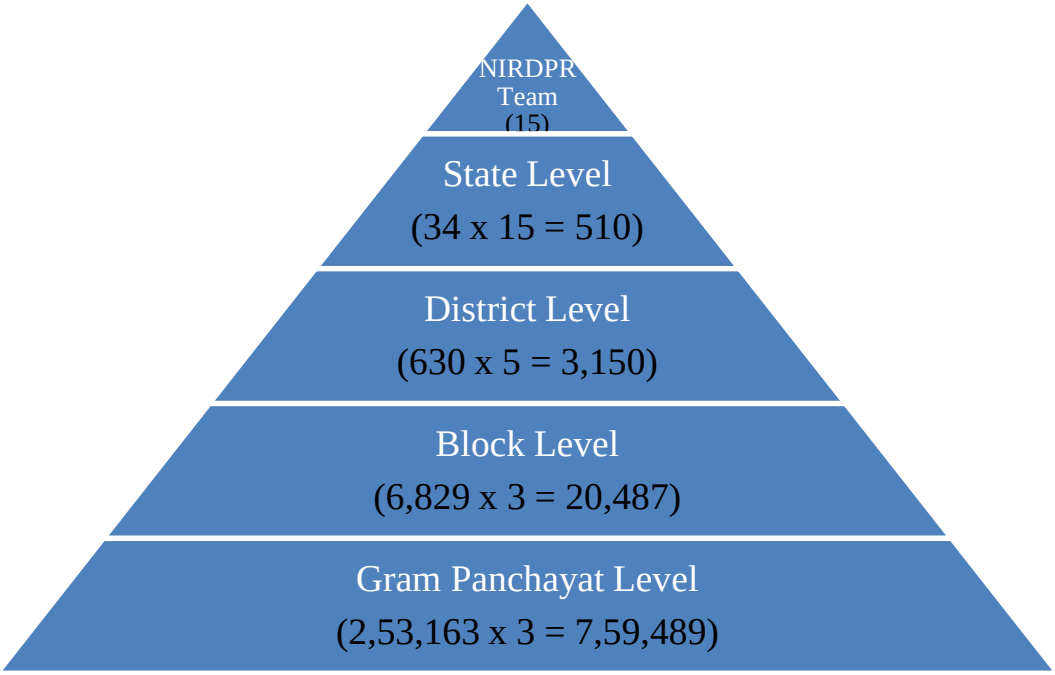
All the e-Gram SWARAJ trainings would be modular, resource oriented, intensive hands-on and comprehensive in the computer labs. The trainings will also include orientation on portals/ programmes of other Ministries concerning the 29 subjects entrusted by the Constitution of India to the Panchayats. In addition to this, for continuous training / learning, the following resources / facilities will also be put in place.

a) Online trainings through virtual classrooms, involving interaction of participants with an instructor via the Web in real time.
b) E-learning (GRAMSWARAJ platform of NIRDPR) allowing participants to complete the Web Based Trainings at his/ her own pace, without live interaction with the instructor.
c) A Knowledge Portal /YouTube Channel comprising of training material in different media
d) Support through emails, discussion forums and social media.

Details on different levels of trainings to be organised:

It is proposed to organise 5 levels of trainings in a cascading mode, involving NIC, NIRDPR and SIRDPRs. Details of trainings to be organised is described below.

S. No.	Type of Training	Training organised for	No. of persons to be trained	Training organised by	Resource Persons	Duration & Venue	Timeline
1.	ToT	NIRDPR Resource Persons	15	NIC, Delhi	NIC Team	4 days; New Delhi / NIRDPR	3rd week of Feb'21
2.	ToT	State Level Master Trainers	510 (34x15)	NIRDPR	NIRDPR Resource Persons	4 days; Regional / NIRDPR Hyd & NERC Guwahati	March'21
3.	ToT	District Level Master Trainers	3,150 (630x5)	SIRDPRs	State Level Master Trainers	4 days; at SIRDPR/ identified institutes at State level	April'21
4.	ToT	Block Level Master Trainers	20,487 (6829x3)	DPMUs / SIRDPRs	District Level Master Trainers	Offline (hands-on) District NIC Office / Colleges	May-June'21
5.	Hands-on Training	GP Secretary + Data Entry Operator+ Sarpanch	7,59,489 (253163x3)	BPMU / SIRDPRs	Block Level Master Trainers	Offline (hands-on); Block Office / College	July-Sep'21



(Total number of persons to be trained in all levels = 7,83,636)

1. **Training of NIRDPR Resource Persons by NIC**
   - Conduct 4 days training of trainers (ToT) hands-on for the faculty / consultants / Project Training Managers of NIRDPR. It is proposed to hire 10 Technical persons exclusively for handling e-GramSWARAJ & spatial planning trainings in all states.
   - Scheduling of Training including, finalization of training venue & dates
   - Preparation of Training Content / Module / User manuals
   - Providing demo credentials for e GramSWARAJ / Audit Online portals
   - Training of NIRDPR Resource Persons (initially 7 members) by the NIC is proposed in third week of February 2021.

2. **Training State level Master Trainers by NIRDPR**
   - Conduct 4 days ToT for the State level Master Trainers
   - Obtain nominations of State/ UT level Master trainers from SIRDPR @ 10-15 per state from the category of SIRDPR faculty / SPMU / State PR department / Sate NIC officials
   - Preparation of Training Content / Module
   - Scheduling of Training including finalization of training venue & dates for the training
   - The trainings for State level Master Trainers will be conducted in March 2021 at NIRDPR Hyderabad and NIRDPR-NERC campus Guwahati in batches. If required, trainings will

be organised regional level (covering 7-8 States/UTs in one region) with the support of SIRDPRs.

- Since the North Eastern States are the first-time users for the e-GramSWARAJ application, NIRDPR will prepare a separate and comprehensive training plan for these States.
- A call centre (9.30 AM to 5.30 PM) will be established at NIRDPR Hyderabad to provide support for technical issues.

3. Training District & Block level Master Trainers by SIRDPRs

- With the help of State level Master Trainers, conduct 4 days training for the District level Master Trainers @ 4-5 per district from the category of DPMU / District level users in ZP / District NIC officials.
- With the help of District level Master Trainers, conduct 4 days training for the Block level Master Trainers @ 2-3 per Block from the category of BPMU / Block level users in BP / District NIC officials.
- With the help of District and Block level Master Trainers, arrange for 2 days of field training for the functionaries of Gram Panchayats (GP Secretary, Data Entry Operator and Sarpanch).
- Obtain nominations for training of District & Block level Master trainers.
- Preparation of State specific Training Content / Module, based on NIRDPR modules.
- Scheduling of Training including, finalization of training venue & dates for the training. Colleges / Education institutions with computer lab facility maybe identified in each district / block for conducting these hands-on trainings.
- Coordinating with SPMU and DPMUs for providing the required technical support in the respective States.

The training of about 3150 District level Master Trainers and about 20,487 Block level Master Trainers will be completed by all SIRDPRs during April to June 2021. The field level trainings for the Gram Panchayat functionaries will commence from July 2021 and will be completed by September 2021 before start of People's Plan Campaign 2021. Depending upon the number of master trainers to be created and the number of GP functionaries to be trained in a particular State, the respective SIRDPR is required to prepare the training schedule for all level trainings and communicate to NIRDPR and MoPR by the end of March 2021 for information and for any required support.

Training Modules & Content Coverage

The NIRDPR would develop training material / modules including e-modules and share with SIRDPRs for customisation specific to state needs. List of modules to be prepared is indicated below and the detailed content to be covered in each module is provided in Annexure 3.

1. Planning Module
2. Spatial Planning & Gram Manchitra
3. Progress reporting & monitoring module including geotagging of assets
4. Accounting Module & Online payments through eGSPI
5. Online Audit of Panchayat accounts
6. RGAS-MIS & other major scheme / programmes related portals maintained by other Ministries covering 29 subjects

The following centres at NIRDPR will be involved in preparing the training modules and in organising the trainings.

1. Centre for Panchayati Raj, Decentralised Planning & Social Service Delivery (CPRDPSSD)
2. Centre for Geo-informatics Applications in Rural Development (C-GARD)
3. Centre for Information Communication Technology (CICT)

Requirement of additional manpower and budget:

The MoPR in the 2nd meeting of Central Empowered Committee (CEC) of RGSA held on 19th May 2020 has approved the TISPRI Phase II project for Rs 19.75 crores, to be implemented by NIRDPR during the years 2020-22. One of the key component of this project is to conduct regional ToT programs for 500 MRPs on e-GramSWARAJ. In this sanctioned project provision is available to engage only one Project Training Managers (PTM). In the recent meeting on intensifying training for e-GramSWARAJ, held on 27th January 2021, the Additional Secretary (MoPR) has directed the NIRDPR to augment its capacity with 10-15 appropriate domain trained manpower/ technical persons and each one should supervise training status of 2-3 states, continuously. Accordingly, NIRDPR proposes to engage 10 more Project Training Managers (Technical) under TISPRI Phase II. Each would be allocated 2-3 States/UT for regular monitoring of training programs as well as implementation of e-GramSWARAJ. Action will be initiated by NIRDPR to put in place required PTM (Technical) before April 2021. Till the additional PTMs are engaged , NIRDPR will allocate States among the available staff members, so as to have a dedicated resource to resolve the issues / queries. Wherever necessary NIRDPR will depute technical teams for one week to ensure proper training- particularly in the states which are lagging behind.

Proposed additional budget for 2021-22 under RGSA-TISPRI Phase II

S. No	Particulars	Amount (Rs in Lakhs)
1	HR cost – Engaging 10 Training Managers (Technical) @ Rs. 40,000/- per month for one year	48.00
2	Travel cost for one year	17.00
3	Preparation training materials (6 modules) and online resources (videos) @ Rs 2.50 lakhs/ module (DAVP rate)	15.00
4	Cost of computers / laptops / peripherals for Project Training Managers & for the call centre facility at NIRDPR	35.00
	Institutional charges @ 10%	11.50
	Total	**126.50**

A revised TISPRI Phase II budget for the year 2021-22 will be submitted separately for CEC approval. The expenditure towards conducting training of State level Master Trainers in March 2021 at NIRDPR would however be met from the available TISPRI funds.

Monitoring the progress of trainings

The following strategy would be adopted by NIRDPR for monitoring the training programs.

1. The NIC Delhi will develop a dashboard based monitoring system by customising the existing Training Management Portal (TMP) to track the training progress across the country.
2. All SIRDPRs will update progress of trainings in the TMP by obtaining information from SPMU / DPMU / BPMU.
3. The feedback of participants will also be collected through TMP at the end of each program
4. TMP would serve as Centralized Dashboard to monitor the progress in real-time by NIRDPR and MoPR.

Expected Outcomes of the e-GramSWARAJ Trainings

The following are the expected outcomes of e-GramSWARAJ trainings.

1. Knowledge and skills of Panchayat functionaries will be updated on e-GramSWARJ portal, including online transactions/ payments.
2. Promote better understanding among the Sarpanch and the Panchayat Secretaries about the effective use of eGSPI for planning, processing payments, monitoring and reporting.
3. The Panchayats would be able to transform the planning process in terms of quality and utilize scheme funds more effectively.

4. Panchayat functionaries get oriented to track the fund movement at each successive stage starting with the initial release till the money actually reaches the ultimate beneficiaries.
5. Panchayats will become e-enabled which will improve transparency & Accountability.

Project Coordinators:

1. Dr C. Kathiresan, Associate Professor & Head, Centre for Panchayati Raj, Decentralised Planning & Social Service Delivery (CPRDP&SSD)
2. Dr P. Kesava Rao, Associate Professor & Head, Centre for Geo-informatics Applications in Rural Development (C-GARD)
3. Mr K. Rajeshwar, Assistant Professor, Centre for Information and Communication Technology (CICT)

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Annexure-1

Proceedings of the meeting held with NIRDPR on e-Gram SWARAJ training on 27th January 2021 under the Chairmanship of Sh. C.S. Kumar, Additional Secretary PR

A meeting to deliberate on the capacity building & training of Panchayats on the various e-Governance Initiatives was held on 27th January, 2021, under the chairmanship of Sh. C.S. Kumar, Additional Secretary, Ministry of Panchayati Raj (MoPR).

2. At the outset, Joint Secretary, Governance, MoPR set the agenda of the meeting and brief that from 01st April, 2021 onwards, all Panchayats would mandatorily have to come onto e-Gram SWARAJ-PFMS Interface (eGSPI) from transacting for all MoPR schemes. Further, District Panchayats. This would require onboarding of 2.5 Lakh Panchayats incl. District & Block Panchayats on eGSPI. Further, Online audits of Panchayat accounts (through AuditOnline application) would cover 100% of the Panchayats from 2021-22 onwards. Therefore, with the emphasis of Ministry on the e-Governance initiatives incl. Gram Manchitra to propagate transparency, a concerted effort on training and upskilling the Panchayats in using the e-Panchayat applications is the need of the hour.

3. NIRDPR made a brief presentation on the proposed action plan and the timelines for the training activity. The details of the ensuing discussion are as follows:

S. No.	Item Discussion	Action by
1	The chair desired that NIRDPR may ensure that the training is modular, resource oriented, hands on and comprehensive. Therefore, it is essential that NIRDPR augment its capacity with appropriate domain trained manpower. It should have 10-15 hired technical persons. Each one should supervise training status of 2-3 states. Also NIRDPR should strengthen and augment computer /GIS training labs. This should be done within next 2 months. Until such hiring is done, NIRDPR should allocate States among the available Staff members, so that a dedicated resource is assigned to each State to resolve their issues/ queries.	NIRDPR
2	• The chair opined that a dashboard-based monitoring system is to be developed by NIRDPR to track the training progress across the country. • Joint Secretary, Governance briefed that Training Management Portal (TMP) is already available and NIRDPR is an active user, using the application. Additional Secretary, MoPR desired that a meeting to review the TMP and to customise it per the State	CB Division/ NIC

S. No.	Item Discussion	Action by
	specific requirements may be scheduled on 04th February, 2021 at 03.00 PM. CB division would lead this effort. • NIC to demonstrate the TMP on the said date.	
3	NIRDPR requested NIC to provide demo credentials for e-Gram SWARAJ demo application by 29th January, 2021	NIC
4	• Additional Secretary highlighted that the focus of the training needs to be on hands on and practice oriented. Therefore, it was desirable that a comprehensive pool of resource trainers is available across all the tiers of Panchayats viz. 10-15 Master trainers at the State level; 4-5 Master trainers per district. • Also SIRDPR should be accordingly strengthened in technical manpower and computer /GIS training labs. • Also wherever necessary NIRDPR should be sending technical teams for one week or so to ensure proper training- particularly in the states which are lagging behind. • It was also opined that NIRDPR may align the training and capacity building efforts with People's Plan Campaign, 2021 (PPC, 2021) and may be completed by September, 2021. • Further, as North Eastern States would-be first-time users for the e-Gram SWARAJ application, NIRDPR may prepare a separate and comprehensive training plan for these States. • Joint Secretary, Governance underlined that as spatial planning & Gram Manchitra would be a new area for the Panchayats. Spatial based planning & usage of Gram Manchitra would be mandated under PPC, 2021. Therefore, NIRDPR may prepare a thorough training module for it. • Additional Secretary also briefed that Secretary has desired that the trainings may also include orientation on portals/ programmes of other Ministries concerning the 29 subjects entrusted by the Constitution of India to the Panchayats. Therefore, NIRDPR may accordingly devise a suitable training module. • Accordingly, NIRDPR was requested to submit the revised training plan with fund requirement by 31st January, 2021. For this financial year the same could be met from TISPRIS. • CB division to accordingly finalize on above issues.	NIRDPR

S. No.	Item Discussion	Action by
5	• Additional Secretary, MoPR desired that the CB division may schedule a VC with the States to review the progress with setting up of Programme Management Units at State, District & Block Levels. NIRDPR was also requested to participate in the VC.	CB Division

The meeting ended with the vote of thanks to the chair.

List of Attendees

#	Name	Designation
1.	Dr. Chander Shekhar Kumar	Additional Secretary, MoPR (in Chair)
2.	Sh. Alok Prem Nagar	Joint Secretary, MoPR
3.	Ms. Rekha Yadav	Joint Secretary, MoPR
4.	Sh. S.S. Prasad	Director, MoPR
5.	Sh. Avinash Chander	Under Secretary, MoPR
6.	Sh. Kathiresan	NIRDPR
7.	Sh. Taquiddin	NIRDPR
8.	Sh. Keshu Rao	NIRDPR
9.	Sh. Vishnu Chandra	DDG, NIC
10.	Sh. Uday Kumar	DDG, NIC
11.	Smt. P Laxmi	Sr. Technical Director, NIC
12.	Sh. Mayank Kharbanda	Consultant, MoPR
13.	Sh. Subodh Gurjar	Consultant, MoPR
14.	Sh. Mohit Gupta	Consultant, MoPR
15.	Sh. Shlokarth Trivedi	Consultant, MoPR
16.	Ms. Karnika Kaushik	Consultant, MoPR

Annexure-2

Proposed Training Modules and Content to be covered

1. **Planning Module**

a) State admin functionalities viz. changing/ updating resource envelope
b) Basic Profile of the Panchayat
c) Defining activities and Mission Antyodaya gaps
d) Detailing of asset creation
e) Fund allocation & plan preparation/ approval

2. Gram Manchitra & Spatial Planning

a) Introduction to the concepts of Geo-informatics (GIS, Remote Sensing and GPS Systems) and Spatial Planning
b) Develop working skills on analyzing the GIS data layers for planning using Gram Manchitra portal
c) Develop working skills to prepare the Gram Panchayat Spatial Development Plan

3. Progress reporting including Geo-tagging

a) Approving the Plan- Admin/ Technical approvals
b) Progress reporting
c) Usage of mobile GPS for asset mapping (Geo-tagging)

4. Accounting Module & Online payments through eGSPI

a) Orientation on Model Accounting System prescribed by CAG
b) Scheme creation and Panchayat mapping in PFMS
c) Panchayat porting to e-Gram SWARAJ
d) Panchayat on-boarding process and DSC registration
e) Account books closure
f) Vendor registration
g) Bank/branch and account mapping
h) Voucher creation and payments
i) Reports

5. Online Audit of Panchayat accounts

a) Configuration of audit process flow incl. fact sheets, report templates
b) Registration of Auditors/ Auditees
c) Preparation of Audit Plan
d) Audit Exercise including recording observation, follow-up paras etc.

6. RGAS-MIS & other major scheme / programmes related portals maintained by other Ministries

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