

No. M 13015 / 01 /2012 – Trg.  
Government of India  
Ministry of Rural Development

Krishi Bhawan, New Delhi - 110001  
Dated 13<sup>th</sup> March, 2012

To

All Heads of SIRDs & ETCs

Subject: National Colloquium on Lab-to-Land Initiative for Capacity Building.

Dear Sir / Madam,

National Colloquium on Lab to Land Initiative will be held between 19<sup>th</sup> to 21<sup>st</sup> April 2012 at Lucknow, Uttar Pradesh. The Colloquium will be chaired by Honourable Minister of Rural Development and Drinking Water & Sanitation, Government of India. The Colloquium will be attended by State Secretaries of Rural Development, heads and faculty of NIRD / SIRDs /ETCs, select District Collectors / CEOs / BDOs / BNVs.

The Agenda for discussion is attached. You are cordially invited to attend the Colloquium.

You are requested to please frame the power point presentation according to the format prescribed and submit the hard and soft copies to the Ministry along with a separate note highlighting the achievements of BNVs including photographs in Word Document during the Colloquium. Please confirm participation at the earliest to Shri A.K. Aggarwal, Section Officer(Training), MoRD, New Delhi (Telefax No.011-23384888, Mob-08826277920, email-arunanjula@gmail.com).

With regards,

Yours faithfully,



(S.V.N. Pillai)

Deputy Secretary to the Government of India  
Tele. No-011-23071326  
Mob. No. 9868223784

**National Colloquium at Lucknow on 19<sup>th</sup>-21<sup>st</sup> April 2012**  
**Format for Submission of Information on Status of Activities and Tasks under Lab to Land Initiative**

Sl. No.	Activities	Tasks	Status	Start Date	End Date	Remarks
1.	Engagement of Resource Persons / Master Trainers for mobilization of Gram Sabhas / BNVs at State / District / Block levels.	1.1 Prepare Terms of Reference including work experience, skills and personal qualities, deliverables, timelines, payment conditions, scope of work, persons to report to, tenure of engagement, etc.				
		1.2 Issue Advertisement				
		1.3. Set up Selection Committee				
		1.4 Receive applications				
		1.5 Screen eligible applications				
		1.6 Issue call letters for interview				
		1.7 Hold interview				
		1.8 Prepare Merit list				
		1.9 Issue engagement letters				
		1.10 Sign contract				
		1.11 Train the persons clarifying roles and responsibilities, conditions of service, programme objectives, history and background, expected outputs and outcomes				
		1.12 Deploy the persons at suitable work centres.				
		1.13 Review and develop performance				
2	Engagement of suitable persons for PMU at SIRDs / ETCs	Same as 1.1 to 1.13				
3	Preparation, printing and	3.1 Hold meeting / workshops of all				

