

**Immediate**  
**By Speed Post**

J-12040/04/2011-Trg.  
Government of India  
Ministry of Rural Development

Krishi Bhavan, New Delhi -110114  
Dated : 17<sup>th</sup> August, 2011

To  
All Heads of SIRDs

Dear Sir/Madam,

During the National Workshops at Sikkim and Srinagar, it was observed that because of certain administrative difficulties, the field level officials are not able to attend the workshops for the entire duration. It has therefore been decided that SIRDs will be provided requisite support to enable the field officials to attend the workshops for the whole duration. For this purpose SIRDs may prepare and submit an estimate for organization of Training of Trainers (ToT) at SIRDs for half to one day both before and after the National Workshop/ Colloquium in the format enclosed. This will enable the participants to have access to necessary reading materials including guidelines and instructions of Government of India on various programmes, prepare the reports and presentations, complete data entry in rural diksha website and also facilitate the formulation of a strategy for implementation of these programmes in the selected districts. The SIRDs may submit these estimates in the enclosed format to the Ministry by 31.08.11 for the forthcoming Colloquium at Thiruvananthapuram in Kerala.

Yours faithfully,

*N. Chandra*

(Niten Chandra)  
Joint Secretary to Government of India  
Tel:23385484  
Fax: 23388012

Encl: as above

## FINANCIAL ESTIMATE

Total No. of Participants - 04 (02 Principals of ETCs and 02 BDOs)

Sl.	Description /Particulars	Basic of Calculation	Total Cost	Remarks
1-	Boarding and Lodging of participants at UIRD for total two days @ ₹ 550/- per participant per day	550.00 x 4 x 2	4400.00	Issues and challenges involved in conducting training and selection of BNVs. Preparation of Job description of BNVs of selected family. The framework focuses on training covering several aspects of programme planning and implementation.
2-	Stay at Delhi	Lump Sump	10000.00	
3-	Expenses upon Stationary @ ₹ 600/- per participants	600.00 x 4	2400.00	
4-	UIRD to Delhi & Delhi to UIRD By Car/Taxi	Lump-Sump @ 10000.00 for one side	20000.00	
5-	Delhi to Kerala & Kerala to Delhi By Air @ 10000.00 per participants Lump Sump	10000.00 x 4 x 2 side	80000.00	
6-	Misc. Expenses	Lump -Sump	10000.00	
<b>Total</b>			<b>126800.00</b>	
<b>Rs. One Lac Twenty Six Thousand Eight Hundred only</b>				

A total estimated financial cost of Rs. 1,26,800.00 (One Lac Twenty Six Thousand Eight Hundred only) is proposed to be incurred upon the above mentioned Training programme.

### PROPOSED TRAVEL PLAN

- 1- Strategy Development Workshop at UIRD, Rudrapur on 13-9-2011 (Half Day Workshop)
- 2- Travel Plan

S.N.	Date	Time of Departure	From	To	Time of Arrival
1-	13-9-11	1500 Hrs (By Car)	Rudrapur	Delhi	2100 Hrs
2-	14-9-11	0800 Hrs (By Air)	Delhi	Thiruvananthapuram	1250 Hrs
3-	15-9-11 to 17-9-11	Participation in SIRD Colloquium on Lab to Land initiative at Thiruvananthapuram			
4--	18-9-11	0840 Hrs (By Air)	Thiruvananthapuram	Delhi	1530 Hrs
5-	18-9-11	1700 Hrs (By Car)	Delhi	UIRD, Rudrapur	2300 Hrs
6-	19-9-11	Action Plan development based on discussion at Colloquium at UIRD Rudrapur			