

Government of West Bengal
Department of Panchayats & Rural Development
Joint Administrative Building, Block HC-7, Sector III
Bidhannagar, Kolkata - 700106

No.573/SS/P&RD/O/Trg/1C-1/12

Dated : 12/08/2015

ORDER

Over the last few years, permanent District Training Centres (DTC) have been set up or are being set up in almost all districts with financial support under the SRD programme, the Capacity Building Component of BRGF, ISGP Project, RGPSA and savings from other schemes in order to augment infrastructure for residential training of Elected Members and Functionaries of Panchayats at the district and sub-district levels. The task of construction of the permanent DTCs has all along been assigned to the respective Zilla Parishads, except in case of Paschim Medinipur where the responsibility was given to the SIPRD, Kalyani and Purulia where the task of construction of the 2nd DTC was given to the DRDC. Training programmes are being held in the DTCs since 2008. The tasks of management and maintenance of the DTCs were assigned to the Society for Training & Research on Panchayats & Rural Development (STARPARD), a registered society under this Department, Hon'ble Minister-In-Charge of this Department being the President of the Society and Chairman of its Governing Body.

Instructions have been issued from time to time by this Department or the STARPARD for effective management and maintenance of the DTCs. But some deviations from the approved policies evidences of slackness are being observed in a few cases. Hence, in order to ensure effective management and appropriate maintenance of the DTCs for fulfilment of the purpose for which they have been or are being set up, to expand the scope of utilizing the institutions and to make the assigned responsibilities in this regard more sacrosanct, the Governor is pleased to order as follows:

1. Each of the District Training Centres already set up or are being set up shall be renamed as District Panchayat Training & Resource Centre (DPTRC). The signboards, letterheads, registers etc. shall be modified accordingly with immediate effect. The signboards shall be modified with the inscription within brackets "A Unit of the Society for Training & Research on Panchayats & Rural Development (STARPARD), an Agency of the Panchayats & Rural Development Department".
2. The DPTRCs shall be developed as Resource Centres where the trainers and facilitators will not only train Elected Representatives and Functionaries of Panchayats, but will also develop awareness of the rural people and disseminate relevant development information to them through various media at the local level. There shall be an Information Centre in each DPTRC with arrangement for free distribution of leaflets on various rural development programmes and sale of publications (for which sale is permissible e.g. the monthly bulletin of the P&RD

Department namely “Panchayati Raj”). There shall be a kiosk, run directly by the personnel of the DPTRC or through a Tathiyamitra Kendra, to support this initiative. There shall be a library in each DPTRC containing books mainly on various aspects of Panchayats & Rural Development. General members of the public also shall be given access to the library for reference. Periodic programmes of interaction with Elected Representatives & Functionaries of Panchayats, academicians, students, researchers, scholars, etc. on various aspects of Panchayats & Rural Development may also be organized at the DPTRC on non-training days.

3. The DPTRCs have been set up not under any Government scheme but pooling resources as mentioned above and, as such, will be managed and maintained under overall guidance and superintendence of STARPARD, subject to overall control of the President of the Society and Chairman of its Governing Body (Minister-In-Charge of this Department), following the Regulations and Manuals of the Society, training policy and circulars issued by this Department from time to time.
4. In order to oversee optimal utilization, proper management and maintenance of the DPTRCs, there shall be a District Level Advisory Committee in each district with the District Magistrate as Chairperson, the Additional Executive Officer of the Zilla Parishad, the Additional District Magistrate looking after Panchayat matters (if other than the AEO), one Karmadhyaksha to be nominated by the Sabhadhipati, the Project Director of the DRDC, the District Nodal Officer for MGNREGS as members and the District Panchayats & Rural Development Officer as its Member-Secretary. This District Level Advisory Committee shall function under guidance of STAROARD, subject to overall control of the President of the Society and Chairman of its Governing Body.
5. The infrastructure of the DPTRC or any part of it and its rooms, halls, assets including furniture, equipment etc. shall be utilized only for training and capacity building and for no other purpose whatsoever. Training of the Elected Representatives and Functionaries of Panchayats shall get the topmost priority in the DPTRCs. Each DPTRC shall attempt to fulfil the target of covering each and every Elected Representative and Functionary of Panchayats, mainly Gram Panchayats, with residential training and mobile training for at least 3 days every year in order to develop their capacity in terms of knowledge, skills and attitude. On non-training days in any DPTRC, various units of this Department, offices under other Departments and other Government organizations dealing with development related training may be allowed to conduct their training programmes in the DPTRCs on payment of fees for accommodation, organizational expenses etc. at rates approved by STARPARD/this Department and on prior intimation about requirement to the DPRDO and with clearance from STARPARD. The revenue to be generated in this way shall be deposited to the STARPARD account of the district and can be utilized for maintenance and management of the DPTRC or training related activities with administrative approval of STARPARD.

6. It shall be kept in mind that each DPTRC is not a property of the State Government or any Panchayat body; it is a property absolutely owned and controlled by STARPARD. As such, the Governor is pleased to order that no furniture or equipment or any other asset of any DPTRC shall be taken out of the premises of the DPTRC under any circumstances for any purpose other than maintenance and mobile training of Elected Representatives and Functionaries of Panchayats. No deviation from this standing order shall be allowed under any circumstances. The District Magistrate, the Additional Executive Officer of the Zilla Parishad or the Additional District Magistrate looking after Panchayat matters and the DPRDO must ensure this. In case of any deviation from this standing order, legal action shall be initiated immediately by the District Magistrate or the Additional District Magistrate or the DPRDO under intimation to this Department.
7. The District Panchayats & Rural Development Officer, who is ex-officio District Training Coordinator in the district, shall remain in charge of the DPTRC(s). As Officer-in-Charge of the DPTRC(s), s/he shall remain responsible for effective management and maintenance of the DPTRC(s) including financial management, maintenance of accounts, maintenance of stock registers, cash book(s), attendance registers, receipt & issue registers and such other registers as may be required for effective management. The DPRDO will be assisted by the Deputy DPRDO, to be functioning as Deputy Officer-in-Charge of the DPTRC(s), to look after day-to-day functioning including maintenance of attendance register for the staff posted in the DPTRC(s). In case of the district where there is an Extension Training Centre, the Vice-Principal of the ETC (not the Deputy DPRDO) shall discharge the functions of Deputy Officer-in-Charge of the DPTRC. The DPRDO and the Deputy DPRDO/Vice-Principal of the ETC shall be assisted by all concerned employees of the ETC and the DPTRC (STARPARD, SRD Cell and RGPSA Cell) as per order of the DPRDO, subject to overall control of this Department/STARPARD.
8. The current system of management and maintenance of the accounts of the DPTRC (accounts being operated jointly by the ADM looking after Panchayat matters and the DPRDO) will continue with the stipulation that the accounts must be managed through Tally software under guidance of the Headquarters office of STARPARD and that a monthly statement on receipt & expenditure for the previous month with major head-wise break up must be sent to the STARPARD Headquarters on or before the 10th of every month. The DPRDO shall be personally responsible for submission of this monthly statement on receipt and expenditure on or before the due date.
9. No employee of any category shall be appointed locally for management and maintenance of the DPTRC. For deployment of security guards wherever necessary, a suitable agency may be engaged, if not already engaged, by the DPRDO with administrative approval of this Department. One or more suitable SHGs may be engaged (may be by rotation) for cleaning, sweeping and house-keeping; running the kitchen and the dining hall including cooking, serving food and drinking water; and

for undertaking similar arrangements for effectively running the DPTRC. Economy shall be exercised in all cases of fund utilization for sustenance of the DPTRCs.

10. While the Zilla Parishad concerned will be assigned to look after need-based civil/electrical maintenance of major nature, for which administrative approval of this Department will be essential, the DPRDO is authorized to incur expenditure for maintenance of routine nature. In some cases, there are unspent balances lying with the Zilla Parishads/DRDC (in case of Purulia). The Zilla Parishads/DRDC shall refund the unspent balances, if any as on date along with interest accrued thereon, to the STARPARD HQ electronically or through an account payee draft within 31.08.2015 invariably. The STARPARD will reallocate funds for maintenance of the DPTRCs as per necessity.

This order is issued in the interest of effective management and maintenance of the DPTRCs, shall take immediate effect and shall remain effective until further.

Sd/-
(Saurabh Kumar Das)
Executive Vice-President, STARPARD &
Principal Secretary to the Government of West Bengal

No.573/1(80)/SS/P&RD/O/Trg/1C-1/12

Dated : 12/08/2015

Copy forwarded for information & necessary action to:-

1. The Sabhadhipati, Zilla Parishad,...../Siliguri Mahakuma Parishad.
2. The Commissioner of Panchayats & Rural Development, West Bengal, Jessop Building, Kolkata – 700001.
3. The Director, State Institute of Panchayats & Rural Development, Kalyani, Nadia.
4. The District Magistrate,
5. The Joint Secretary & Project Manager, ISGP Project.
6. The Deputy Secretary, STARPARD.
7. The Administrative Officer, SRD Cell of WBSRDA.
8. The Additional Executive Officer Zilla Parishad /ADM looking after Panchayats,
9. The Project Director, District Rural Development Cell,
10. The District Panchayats & Rural Development Officer,
11. The District Nodal Officer for MGNREGS,
12. The SRD Cell of WBSRDA.
13. The Cell of this Department.

Sd/-
(Dilip Kumar Pal)
Member-Secretary, STARPARD & OSD &EO
Special Secretary to the Government of West Bengal