

ई-फाइल सं. डब्ल्यूक्यू-11012/5/2015-जल-1

भारत सरकार

पेयजल एवं स्वच्छता मंत्रालय

चौथा तल, पर्यावरण भवन,
सीजीओ कॉम्प्लेक्स, लोदी रोड,
नई दिल्ली-110003

दिनांक: 12 मार्च, 2015

सेवा में,

श्री अरविन्द कुमार

अध्यक्ष

इंडिया वाटर फाउण्डेशन

201, साउथ एक्स, प्लाजा-1

साउथ एक्स, पार्ट-II

नई दिल्ली-110049

विषय: पेयजल एवं स्वच्छता मंत्रालय (एमडीडब्ल्यूएस) का मुख्य संसाधन केंद्र बनाने के लिए इंडिया वाटर फाउण्डेशन (आईडब्ल्यूएफ) को सूचीबद्ध करना।

दिनांक शून्य के आपके पत्र संख्या आईडब्ल्यूएफ/06/2014/एमडीडब्ल्यूएस/001 के संदर्भ में और इस मंत्रालय में दिनांक 25 फरवरी, 2015 के आपके प्रस्तुतीकरण के अनुसरण में आपको सूचना दी जाती है कि इंडिया वाटर फाउण्डेशन (आईडब्ल्यूएफ), नई दिल्ली को हाइड्रो-जियो-मॉर्फोलॉजिकल मानचित्रों के उपयोगों के क्षेत्र में प्रशिक्षण हेतु पेयजल एवं स्वच्छता मंत्रालय के अधीन सूचीबद्ध किया गया है। इस हेतु नियम व शर्तें इस प्रकार हैं:

I. कार्य क्षेत्र

- पीएचईडी इंजीनियरों, पीआरआई प्रतिनिधियों, मास्टर ट्रेनरों और अन्य स्टेकहोल्डरों के ज्ञान, कौशल और प्रवृत्तियों का उन्नयन।
- सौंपी जिम्मेदारियों को प्रभावशाली और सतत् तरीके से निभाने के लिए प्रशिक्षुओं को बौद्धिक और व्यावसायिक तौर पर सक्षम बनाना।

- कर्मियों को नई प्रौद्योगिकियों और अभिनव खोजों से अपडेट करना और व्यक्तियों एवं संगठनों के बेहतर कार्य निष्पादन हेतु जरूरी व्यावसायिक ज्ञान एवं दक्षता को मजबूत करना।
- प्रशिक्षुओं को व्यावसायिक उत्कृष्टता प्राप्त करने में अभिप्रेरित करना और योग्य बनाना।
- उभरते मुद्दों और चुनौतियों के अनुसार व्यवहारगत पुनः स्थापन को बढ़ावा देना, ग्रामीण समुदाय के अधिकारों के बारे में जागरूकता बढ़ाना, ग्रामीण समुदाय के मुद्दों और चिंताओं पर ध्यान केन्द्रित करना और उन्हें पेयजल सुविधाओं की आयोजना, कार्यान्वयन और निगरानी की प्रक्रिया में शामिल करना।
- व्यावसायिक आवश्यकताओं की बेहतर समझ को बढ़ावा देना, साथ ही सामाजिक, आर्थिक, प्रौद्योगिकीय और राजनैतिक वातावरण के प्रति संवेदी बनाना जिसमें कार्यान्वयन किया जाता है।
- केंद्र और राज्य स्तर पर शुरू अन्य संबंधित कार्यक्रमों के साथ तालमेल के बारे में ज्ञान और कौशल को बढ़ावा देना।
- संप्रेषण और क्षमता विकास एकक (सीसीडीयू) की क्षमता को बढ़ावा देना।

II. नियोजन की अवधि

- मुख्य संसाधन केंद्रों को पाँच वर्षों की अवधि के लिए चुना जाएगा। नए संसाधन केंद्रों का जब और जैसे जरूरत पड़ेगी, चुनाव किया जाएगा।
- पेयजल एवं स्वच्छता मंत्रालय के पास अधिकार होगा कि वह केआरसी को तीन माह पूर्व सूचित कर उसकी संस्थान के रूप में स्थिति को खत्म कर सकता है और केआरसी को अपने खाते का निपटान करना होगा/सौंपे गए कार्य पूरे कर विभाग को रिपोर्ट सौंपनी होगी।

III. वित्तीय नियम व शर्त

भारत सरकार शत प्रतिशत अनुदान आधार पर राष्ट्रीय मुख्य संसाधन केंद्र का वित्त पोषण करेगी। यह वित्त पोषण अनुमोदित एएपी पर आधारित होगा। वित्त पोषण निम्नांकित उद्देश्यों के लिए किया जाएगा:

- राज्य और जिला स्तरीय पदाधिकारियों, पीआरआई सदस्यों, मास्टर ट्रेनरों, एनजीओ के सदस्यों, सीबीओ आदि के प्रशिक्षण, अभिमुखीकरण और क्षमता विकास कार्यक्रमों का आयोजन करने के लिए।

- राज्य संप्रेषण और क्षमता विकास इकाइयों तक तकनीकी मार्गदर्शन पहुँचाने के लिए।
- स्वच्छ पेयजल से संबंधित मुद्दों पर कार्यशाला, सेमिनार, सिंपोजियम, गोल मेज विचार-विमर्श काँफ्रेंस का आयोजन करने के लिए।
- केस अध्ययनों के दस्तावेजीकरण, अध्ययन कार्य शुरू करने, अनुसंधान कार्य आदि के लिए।
- संसाधन केंद्र कर्मियों और क्षेत्र दौरों के लिए विशेषज्ञों के टीए/डीए, होनोरेरियम, व्यावसायिक शुल्कों को पूरा करने के लिए।
- अतिरिक्त देय कर, यदि कोई हो, के अलावा कुल बजट के अधिकतम 10% की दर पर मुख्य संसाधन केंद्रों के संस्थागत शुल्क।
- ग्रामीण पेयजल क्षेत्र के लिए मुख्य संसाधन केंद्रों द्वारा शुरू की गई विभिन्न गतिविधियों के वित्त पोषण के लिए लागत शर्तों का विवरण केआरसी दिशा-निर्देशों पर रखा गया है।

इस मंत्रालय को इस पत्र के जारी होने के सात दिनों के भीतर इस हेतु स्वीकृति भेजी जाए।

(संध्या सिंह)

संयुक्त निदेशक (एमएंडई/सांख्यिकी)

संलग्न - दिशा-निर्देश मुख्य संसाधन केंद्र (केआरसी), ग्रामीण पेयजल एवं स्वच्छता।

सूचनार्थ प्रति:

सचिव (डीडब्ल्यूएस) के प्रधान निजी सचिव

संयुक्त सचिव (स्वच्छता)/संयुक्त सचिव (जल) के निजी सचिव

निदेशक (जल)/निदेशक (स्वच्छता)/निदेशक (वित्त)

निदेशक (एनआईसी) एमडीडब्ल्यूएस वेबसाइट पर अपलोड करने के लिए

Support to National Key Resource Centres (KRCs) for training and capacity building in rural drinking water sector

1. Background

In recent years, a number of new issues and challenges have emerged in the rural water supply sector such as sustainability of sources, systems, financial and institutional; water quality issues, capacity of Public Health Engineers to play their role in a changing environment, capacity of PRIs to manage water supply, etc. In order to address such emerging issues and challenges it is necessary that the capacity of different stakeholders is strengthened to enable them to play their role and shoulder their responsibilities effectively. There is need to bridge the knowledge and information gaps to enable stakeholders to dovetail local knowledge and traditional wisdom in ensuring safe drinking water to all on long-term basis. With the increase in investments in the rural drinking water sector and focus shifting from construction to delivery of water services, the role of Public Health Engineers and PRIs are also changing.

In this endeavour there is need to have institutions of high repute and experience engaged in working on these issues, in imparting training and in other activities to build capacities of different stakeholders. With the coming into effect of the new guidelines of National Rural Drinking Water Programme, a necessity has been felt to identify such institutions as Key Resource Centres (KRCs) to carry out such tasks. The National KRCs will be the key institutions engaged across more than one State in capacity building, reorientation of different stakeholders, disseminating knowledge and information, documenting best practices, etc. to achieve the sectoral goal of drinking water security in rural areas.

2. Need

With the recent paradigm shift in the National Rural Drinking Water Programme (NRDWP), there has been a shift in emphasis from coverage of mere habitations to ensuring drinking water security at household level; shift from a supply-driven approach to demand-managed approach. NRDWP aims at empowered, aware and skilled Panchayats and supporting departmental staff capable of planning, implementation, operation, maintenance and management of water supply and water resources at all levels. It envisages building a multi level cadre of motivated, skilled and trained personnel in rural water supply sector. Sector professionals are to be sensitized to the change in role, responsibilities, knowledge, skills and attitudes through a need-based in-service training/exposure utilizing the services of specialists/ experts.

3. Objectives of KRCs

- i.) Upgrade knowledge, skills and attitudes of the PHED engineers, PRI representatives, master trainers and other stakeholders;

- ii.) Equip the trainees intellectually and professionally for carrying out the assigned responsibilities in an effective and sustainable manner;
- iii.) Keep personnel up-to-date on the new technologies and innovations and enhancing professional knowledge and skills needed for better performance of individuals and organizations;
- iv.) Motivate and enable the trainees to achieve professional excellence
- v.) Promote attitudinal reorientation in line with emerging issues and challenges, foster respect for rural community's rights, focus on issues and concerns of the rural community and in involving them in process of planning, implementing and monitoring of drinking water facilities;
- vi.) Promote better understanding of professional requirements as well as sensitization to social, economic, technological and political environment in which the implementation is to be undertaken;
- vii.) Enhance knowledge and skills about convergence with other related programmes launched at the central and state level;
- viii.) Enhance the capacity of Communication and Capacity Development Unit (CCDU)

4. Functions

- i.) Provide induction training, in-service-training, orientation and capacity development on various issues and challenges in terms of leadership, managerial, administrative, technical, socio-economic, attitudinal, financial, contractual and legal issues etc. to the staff and member of State Water and Sanitation Mission (SWSM), Panchayati Raj Institutions (PRIs), Public Health Engineering Department (PHED) and Communication and Capacity Development Unit (CCDU), NGOs, Community Based Organization, master Trainers etc.
- ii.) Build capacity of different stakeholders regarding appropriate and cost effective technologies and implementation mechanisms that promote community participation and source sustainability;
- iii.) Provide knowledge support to the stakeholders on the latest innovations, tools and best practices that promote effective and efficient delivery of services and monitoring;
- iv.) Provide technical guidance to State CCDU's in developing training and communication plans;
- v.) Increasing awareness and understanding of the NRDWP by capacity building of District Water and Sanitation Mission members (DWSM), Village Water Health and Sanitation Committee (VWHSC) members, representatives of Panchayati Raj Institutions (PRIs), Non Government organizations, Self Help Groups, School functionaries, health workers and other stakeholders.
- vi.) Designing training modules and materials based on TNA results and in consultation with States for ensuring effective implementation of the programmes.

- vii.) Updating training content periodically based on feedback obtained from trainees and new development in the sector

5. Selection process

Key Resource Centres will be identified by the Department of Drinking Water Supply based on the track record of national standing experience, previous work and involvement of the concerned institutions/ organizations in rural drinking water sector. While selecting such Centres, proposals may also be sought from the State Governments. The Key Resource Centres will be selected for a period of five years. New Key Resource Centres may be selected as and when the need arises.

The Department and KRC will have the right to terminate the status of an institution as KRC by informing it three months in advance and the KRC will be required to settle the accounts/ complete the assigned work and submit the report to the Department.

6. Annual Action Plan

Each National Key Resource Centre will prepare and submit an Annual Action Plan giving details of proposed activities in furtherance of the objective and functions of KRCs in March of the preceding year, which will be examined and approved by the Department of Drinking Water Supply. On its approval, necessary funds will be released in two installments. After the approval of the training calendar by the Department of Drinking Water Supply, KRCs are required to upload the Training calendar on the website of the Department (www.ddws.gov.in) and the KRC to enable various stakeholders/ officials to plan and apply for their participation/ nomination.

7. Funding

Government of India will fund the national Key Resource Centres on a 100% grant basis. The funding will be based on the approved AAP of each such KRC. Funding will be provided for the following purposes:

- i.) For organizing training, orientation and capacity development programmes of State and district level functionaries, PRI members, master trainers, members of NGOs, CBOs etc.
- ii.) For extending technical guidance to State's Communication and Capacity Development Units (CCDU)
- iii.) For organizing workshops, seminars, symposium, round table discussions, conferences, meetings on issues relating to safe drinking water
- iv.) For documentation of case studies, taking up studies, research work etc.
- v.) For meeting TA/ DA, honorarium, professional fees of the Resource Centre professionals and experts for field visits
- vi.) Institutional charges of the Key Resource Centres at the rate of a maximum of 10% of the total budget, in addition to taxes to be paid, if any

8. Release of funds

- i.) The funds released by the Department of Drinking Water Supply (DDWS) shall be kept in a separate savings bank account of the KRC in a nationalized bank. The interest earned on funds released by this Department may also be reflected in the Utilization Certificate (UC) and Audited Statement of Accounts (ASA)
- ii.) The accounts of the Key Resource Centres shall be audited annually by a registered Chartered Accountant. The annual audited statement of account should be sent to Government of India.
- iii.) Every year, funds will be released to KRCs in two installments of 50% each. First installment will be released after the annual action plan of the KRC has been approved. The second installment of fund will be released based on utilization of 60% of the total available funds with the KRC, which means the opening of balance of the previous year, first installment of funds released and interest accrued thereon and on receipt of reports, fund utilization certificate and Audited statement of Account (ASA).

9. Personnel

The Department will not support any additional manpower in KRCs. However, for conducting training courses, workshops, seminar, etc., they will be allowed course fee/ institutional fee, which can be utilized, for payment to the personnel engaged by them.

10. Functioning methodology

The Training Calendar approved in the Annual Action Plan should be placed on the website of the KRC and the DDWS. It should be circulated by the KRC by letter to the State Secretaries, the State Engineers in Chiefs/ Chef Engineers, the Directors of CCDUs and the SIRDs for wider circulation and for sending/ forwarding nominations for training. Nominations should be sought for twice the minimum number of trainees for any training programme so as to take care of drop-outs and to ensure participation of at least the minimum number of trainees.

Interested persons can send an advance copy of the application to attend a training programme to the KRC in hard or soft copy. Nominations should be sent through the controlling authority in the case of officials. On receipt of nominations from States, Key Resource Centers should intimate the participants about the venue of the courses, how to reach the place (with detailed location map), transport facilities, arrangements for their accommodation and detailed schedule of the training programme. The KRC should provide information about the contact person of the KRC for further communication to the participants. To ensure the effective outcome of the training, the KRC should forward a copy of the outline of course contents well in advance to the participants and request them to come prepared for sharing their experience through making presentation and in interactions.

KRC must ensure that the training materials prepared are circulated among the participants are of standardized and high quality.

On the first day of the training the expectations of the trainees and on the last day, feedback forms are to be obtained. More thrust should be given on interactive and participatory approach, experience sharing, peer learning and techniques like brainstorming sessions among the participants than on the lecture methodology. Active participation of participants should be ensured by encouraging them to raise their doubts, make observation and comments. Participants present should develop and submit to the KRC a plan of action of how the leanings from the training would be translated into action by them. KRC should plan the field visits which is relevant to the topic of the training. KRC shall invite eminent and well experienced persons as resource persons and ensure that there is a mixture of internal and external resource persons.

The training programme content should be updated every year/six months based on feedback received from the trainees and new development. A periodical evaluation of the training programme, its strengths, and weaknesses should be undertaken by the outside resource agency/ personnel.

11. Details of cost norms for funding various activities undertaken by Key Resource Centres (KRCs) for rural drinking water sector are placed at annex-I.

i.) Non-residential training programmes

Total expenses per trainee will not exceed Rs. 2,000/- for non-residential training programme including boarding expenses, course fee, resource kit, material and overhead expenses. Minimum 30 participants for non-residential course should be ensured.

The Key Resource Centre will be entitled to get 10% of the total programme cost as institutional fee. This is the maximum ceiling limit and based on the exact cost breakup, cost of each programme will be approved.

ii.) Residential training programmes

All the trainees (resource persons) from the district and the state level will be accommodated in a good quality hostel accommodation or hotel/ guest houses. Total expenses per trainee will not exceed Rs. 3500/- for a residential training programme including boarding and lodging expenses, course fee, resource kit, material and overhead expenses. Minimum 30 participants for residential course should be ensured.

The Key Resource Centre will be entitled to get 10% of the total programme cost as institutional fee. This is the maximum ceiling limit and based on the exact cost breakup, cost of each programme will be approved.

iii.) In-country visits by resource persons for visiting State or districts for extending technical guidance

Key Resource Centers are expected to take up visits to the states and districts for extending technical guidance for development of training and communication plan for effective implementation of the programme and other tasks related to the Action Plan. A maximum of Rs. 50,000/- per visit for providing technical guidance to the State CCDU's and districts and other tasks, will be admissible. For North-Eastern states Rs. 75,000/- would be the limit. The frequency of the visit will not be more than 3 times in a year to a particular state. For this purpose, two professional of the KRC will be entitled to travel AC 2 tier for distances within 800 kms/ Economy airfare for distances > 800 kms and will be reimbursed for hotel accommodation of up to Rs. 1500/- per day, taxi charges up to Rs.150/- per diem for travel within the city of food bills not exceeding Rs.200/- per day. The KRC will be paid institutional fee for extending technical guidance of Rs. 2,500/- per day per resource person.

iv.) Organizing training programmes in the State headquarters

Most of the training programmes shall be organized in the States by the Key Resource Centers, whose resource persons will be required to go to the concerned states. For this purpose, the resource persons will be entitled to Rs. 1000 as professional fees. Resource persons will be entitled to travel by AC 2 tier for distances within 800 kms/ economy airfare for distances > 800 kms and will be reimbursed for hotel accommodation of up to Rs. 1500/- per day, taxi charges up to Rs.150/- per diem for travel within the city and food bills not exceeding Rs.200/- per day. KRCs will also be given institutional charges of Rs. 2500 per day per resource person.

v.) Development of training modules

KRCs undertaking training programmes will develop training modules internally or with assistance from external experts and will be provided a maximum limit of Rs. 50,000/- per module, however the amount in each case will be decided on a case to case basis depending on the quantum of work involved.

vi.) Organizing workshops/seminars/consultations etc.

Key Resource Centers will be provided support for organizing national, regional and state level workshops, seminars etc. The amount admissible in such cases is given in Annex-I.

vii.) Involvement of external resource persons/ experts

External resource persons/ experts may be invited for special training and capacity building programmes, for development of training and communication plan for CCDU's, for finalization of training modules, conferences, seminar, etc. The list of Regional and State level resource persons/ experts needs to be finalized by the Key Resource Centre and a copy of the same should be provided to the Department of Drinking Water Supply, which will

place it on its website. The cost norms for involvement of resource person/ experts will be as per cost norms for visiting states for providing technical guidance.

viii.) Documentation of case studies, best practices, evaluation studies and other documents

KRCs will be provided Rs. 5,00,000/- as an upper limit per study. Each case will be considered by the Department based on the quantum of work involved. For other documentation, etc. the cost will be decided on a case to case basis by the Department in consultation with KRC at the time of finalization of the Annual Action Plan.

12. Reporting Mechanism

The KRC are required to submit the progress reports on training, capacity building programme, workshops etc. in the format suggested at Annex-II.

13. Review mechanism

The implementation of the Annual Action Plan of the KRC will be reviewed by the Department of Drinking Water Supply.

Annex – I

Cost norms for funding various activities of KRCs for rural drinking water sector

S. No.	Activities	Admissible Amount (Amount in Rs.)
Non- Residential Training Programme		
1	Non- Residential Trainings per trainee per day (Course fee, kit, lunch & refreshments, overheads)	Rs.2,000/-
Residential Training Programme		
1	Residential Trainings per trainee per day (Course fee, kit, boarding and lodging, overheads)	Rs. 3,500/-
In-country visits by Resource persons		
1	In-country visits by Resource persons	AC 2 tier for distances within 800 kms/ Economy airfare for distances > 800 kms + local conveyance will be reimbursed for hotel accommodation of up to Rs. 1500/- per day, taxi charges up to Rs.150/- per diem for travel within the city and food bills not exceeding Rs.200/- per day within the prescribed limits + Institutional charges Rs. 2500 per day per resource person
Training Programmes in the State HQs		
1	To participate in the training programmes in the State HQs	Rs. 1000 Professional fees + AC 2 tier for distances within 800 kms/ Economy airfare for distances > 800 kms + local conveyance + Rs. 1500 daily allowance + Institutional charges Rs. 2500 per day per resource person
Development of Training Modules		
1	Development of Training Modules	Rs. 50,000/- (Maximum limit, however the amount in each case will be decided on a case to case basis depending on the quantum of work involved)
Workshops/ conferences/ seminars/ symposia, etc.		
1	National Workshop 2 days for 100 - 150 participants for 2 days workshop	Rs.5,00,000/-
2	Regional Workshop 2 days 75 -100 participants for 2 days workshop	Rs. 3,00,000/-
3	State level Workshop 2 days 60 – 100 participants for 2 days workshop	Rs. 2,00,000/-
In case of one day workshop or with less number of proposed participants, the expenditure may be reduced on pro-rata basis		

Involvement of external resource persons/ experts		
1	External resource persons/ experts	Rs. 50,000/- per special meeting, training programme including travel costs, boarding & lodging, honorarium etc. Rs. 75,000/- for North Eastern (NE) States 1. Subject to actuals in each case. 2. Details like TA/DA etc. will be paid on submission of information by KRCs about the name and address of the external resource person and experts with Audited Statement of Expenditure
Documentation of case studies, best practices, evaluation studies and other documents		
1	Case studies, best practices, evaluation studies and other documentation	Rs.5,00,000/- (Upper limit per study) Each case will be considered by the Department based on the quantum of work involved



Annex – II

Key Resource Centres – Reporting Format

Name of the training, re-orientation, capacity building programme, workshop, activity, study etc.	Venue	Date	No. of days	Category of participants	No. of persons trained	Subject/ field	Expenditure incurred	Outcomes