

Dusmanta Kumar Behera
I.A.S.



D.O. No. Spl-1
Director General
Development & Panchayats
Department, Haryana
Dated 06/05/2025

Subject:- Preparation of Training Action Plan for Elected Representatives (ERs) under RGSA (FY 2025-26) in Consultation with Empanelled Agencies and Training Institutions.

Dear Sir,

As you are aware that the action plan of RGSA (FY 2025-26) stands approved by the Ministry of Panchayati Raj (MoPR), Government of India. It is pertinent to mention that no significant training of the Elected Representatives (ERs) of Panchayati Raj Institutions (PRIs) have been imparted in the last few years, which has hampered the capacity and efficiency of our Elected Representatives (ERs).

Time and again, the Ministry of Panchayati Raj (MoPR), Government of India, has emphasised the need to impart extensive training to Elected Representatives (ERs) and also exposure visits to other states to enhance their understanding of the functioning of the Panchayati Raj Institution bodies w.r.t the implementation of various schemes, roles and responsibilities. Keeping that in view, a detailed action plan has been prepared for the year 2025-26 for the extensive training of Elected Representatives (ERs) at Haryana Institute of Rural Development (HIRD) Nilokheri, Rajiv Gandhi State Institute of Panchayati Raj & Community Development (RGSIPR&CD) Nilokheri, Regional Institute Of Panchayati Raj & Community Development (RIPR&CD) Bhiwani, District Panchayat Resource Centres (DPRCs) & office of Block Development and Panchayat Officers (BDPOs) throughout the state.

Four agencies have been empanelled for imparting trainings to Elected Representatives (ERs). Therefore, you are requested to prepare an action plan in consultation with the agencies & heads of the above training institutions to ensure 100% attendance of the Elected Representatives (ERs) of Panchayati Raj Institutions (PRIs) at the designated day and place.

Best wishes

Dusmanta Kumar Behera
Dusmanta Kumar Behera, IAS

- Encl: 1. Standard SOP for trainings
2. Schedule of trainings

All the Chief Executive Officer, Zila Parishad
In the state of Haryana

CC:-

All the Block Development and Panchayats Officer,
In the State of Haryana.

**Standard Operating Procedure for imparting Refresher Trainings under
Rashtriya Gram Swaraj Abhiyan (RGSA)**

1. CEO, ZP and BPDO shall send invitation cards under their signatures to all Zila Parishad members and Panchayat Samiti members, respectively, to attend the training session on the designated day and place.
2. Trainings venues are as given below:
 1. Training of all Zila Parishad members at Haryana Institute of Rural Development (HIRD), Nilokheri.
 2. Training of all Panchayat Samiti members at Rajiv Gandhi State Institute of Panchayati Raj and Community Development, Nilokheri and Regional Institute of Panchayati Raj and Community Development, Bhiwani.
 3. Training of all Sarpanches at District Panchayat Resource Centres (DPRC) at the District level.
 4. Training of all Panches at the office of BDPO.
3. CEOs and BPDOs will flag off the buses/ vehicles on the date of training to their respective venue and post the photographs on the RGSA training WhatsApp group. They will arrange food packets and water bottles for their trainees.
4. For trainings of Zila Parishad members at HIRD, Nilokheri, one BDPO of the concerned district, to be designated by CEO will accompany the Elected Representatives to the venue.
5. For the training of Panchayat Samiti members at RGSIPR&CD, Nilokheri and RIPR&CD, Bhiwani, one SEPO of the concerned district to be designated by CEO will accompany the Elected Representatives to the venue.
6. For training of Sarpanches at the BDPO office, one Gram Sachiv of the concerned block to be designated by BDPO, will accompany the Elected Representatives to the venue.
7. CEO, ZP shall ensure the attendance of Zila Parishad members at HIRD, Nilokheri, Karnal.
8. BDPO shall ensure attendance of Panchayat Samiti members at RGSIPR&CD, Nilokheri and RIPR&CD, Bhiwani. BDPO shall also ensure the attendance of Sarpanches at DPRC.
9. DPM (RGSA) shall ensure the distribution of training kits in Sarpanches Training at DPRC.
10. Director, HIRD, Nilokheri, Karnal shall ensure reimbursement of Training allowance of Rs. 1500/- per training to Zila Parishad members within a week of conduction of training through SNA child account of RGSA.

11. Principal, RGSIPR&CD, Nilokheri and RIPR&CD, Bhiwani shall ensure reimbursement of Training allowance of Rs. 1500/- per training to Panchayat Samiti members within a week of the conduction of training through the SNA child account of RGSA.
12. CEO, ZP shall ensure reimbursement of Training allowance of Rs. 700/- per day to Sarpanches within a week of conduction of training through SNA child account of RGSA.
13. CEOs and BPDOs shall ensure 100% attendance of participants as per schedule. If attendance falls below 90%, CEO,ZP and BDPO will be held personally responsible and subject to Government action.

Responsibilities of CEO, Zila Parishads:

- Ensure all necessary arrangements at DPRCs are in place well before training starts, including:
 - Class/lecture hall with audio/video and internet
 - Drinking water, tea/snacks, and meals
 - Training kits, separate toilets for men and women
 - Ensure refresher courses are conducted only in DPRCs. No other venue is permitted.
- Deliver the keynote address on the first day of each training session.
- Share VC link of every session with State HQ for monitoring.
- Submit expenditure bills to State HQ. Post-approval, utilize funds through SNA child account via PFMS.
- Collect training kits from HIRD in advance as per district requirement.
- Ensure no spouse or relative of elected representatives attends in their place – strictly prohibited.
- Maintain discipline among elected representatives throughout the training.
- Ensure participants are present for the entire day and complete the full schedule.

Responsibilities of BDPOs:

- Ensure Sarpanches under their block attend the refresher courses as per the schedule.

- Coordinate with the CEO and DPM (RGSA) for smooth facilitation of trainings.
- Support in logistics, mobilization of participants, and local arrangements at DPRCs.
- Deliver the keynote address on the first day of each training session.
- Share VC link of every session with State HQ for monitoring.
- Ensure no spouse or relative of elected representatives attends in their place — strictly prohibited.
- Maintain discipline among elected representatives throughout the training.
- Ensure participants are present for the entire day and complete the full schedule.

Responsibilities of DPM (RGSA):

- Assist the CEO, ZP in smooth conduct of refresher courses at DPRCs.
- Monitor trainings conducted at Block Level by Training Agencies.
- Ensure the following on the Training Management Portal (TMP):
 - Registration of all Sarpanches
 - Attendance record maintenance
 - Upload reports and ensure e-certificates are generated
- Ensure photographs and videos of the trainings are uploaded to the State Portal
- Identify SHGs for food arrangements as per finalized rates and ensure work orders are placed before training begins
- Maintain stock register and signature sheets for distribution of training kits and materials.
- Ensure details of all participants attending the training as per batch shall be uploaded on Training Management Portal (TMP) and e-certificates of all participants to be generated at both District level and Block level trainings. Till e-certificate is not generated, training will not be considered as complete.