

YASHADA POLICY CIRCULAR

Policy Circular No.	PPI-PC/2014-4
Dated	15 April 2014
Empowered Authority	Director General, YASHADA
Subject	Reconstitution of the Sub-Committee of the Board of Governors of YASHADA
Circulated for information to	(a) by email at yashada.org (b) by paper copy to DG, DDGs and HoDs
Issued on	15 April 2014

In order to facilitate any approval on behalf of the Board of Governors if required, the 42nd Meeting of the Board of Governors constituted the Sub-Committee *vide* Resolution No. 42 BoG:3 comprising – (a) Principal Secretary, General Administration Department-GoM, Ex-Officio Chairperson, (b) Principal Secretary, Finance-GoM (or representative), Ex-Officio Member, (c) Principal Secretary, Rural Development-GoM, Ex-Officio Member, and (d) Director General, YASHADA, Ex-Officio Member.

There was detailed discussion during 44th Meeting of the Board of Governors of YASHADA held on 24 March 2014 in regard to the status, composition and processes of the Sub-Committee of the Board of Governors of YASHADA as established and approved by the 42nd meeting of the Board held on 19 October 2012 *vide* **Resolution No. 42 BoG:3**.

Hon. Chief Secretary-GoM observed that the BoG should meet as many times as possible. The Agenda items can always be put up before the President, BoG, who in turn can decide to convene the BoG meeting. The President, BoG can also determine the urgency of matters to convene the BoG Sub-Committee, which would be chaired by Hon. CS. It was emphasized by President, BoG that two mandatory meetings should be convened per annum.

Reconstitution of the Sub-Committee of the Board of Governors of YASHADA.

Resolution No. 44 BoG: 8

It was resolved that the Sub-Committee of the Board of Governors of YASHADA as established by the 42nd BoG on 19 October 2012 *vide* Resolution No. 42 BoG:3 is reconstituted with Chief Secretary, GoM and President, BoG, YASHADA as the Chairperson. The Sub-Committee would comprise the following from amongst the members of the BoG, YASHADA –

Chief Secretary, GoM and President, BoG, YASHADA – Chairperson

Principal Secretary, General Administration Department, GoM

Principal Secretary, Finance, GoM – Member

Principal Secretary, Rural Development, GoM – Member

Director General, YASHADA – Member

Secretary – Board of Governors and Executive Committee, YASHADA – Convenor & Secretary

Sd/-

Director General, YASHADA

YASHADA POLICY CIRCULAR

Policy Circular No.	PPI-PC/2014-5
Dated	4 June 2014
Empowered Authority	Director General, YASHADA
Subject	Revised codification of training programmes at YASHADA
Reference	<ul style="list-style-type: none">o Agenda Item No. EC:79 (LXXIXth):11 and Resolution No. 79EC:12 of the 79th Meeting of the Executive Committee of YASHADA held on 15th March 2014.o Agenda Item No. BoG:XXXXIV (44th): Part 1: 12 and Resolution No. 44 BoG: 22, of the 44th Meeting of the Board of Governors of YASHADA held on 24th March 2014.
Circulated for information to	(c) by email at yashada.org (d) by paper copy to DG, DDGs and HoDs
Issued on	4 June 2014

1. The Board of Governors of YASHADA, from time to time, during its meetings, under the chairmanship of Hon. CS, GoM and President, Board of Governors, have provided and recognized the mandate with reference to conduct of training programmes, workshops, seminars, meetings by the Academy:

a) YASHADA receives financial support for the conduct of all forms of programmes from GAD-GoM, RDD-GoM and various other departments, semi-government institutions and multi-national organisations. Of these, funds received from GAD-GoM and RDD-GoM is in the form of an annual grant.

b) The academy has increased its activity profile in more than exponential terms since 2003-2004. Comparatively, the academy has however not received increased financial support within its annual grant.

c) It was also recognized that the academy should receive its financial support at one time in a single amount from GoM in order to enable effective planning, management and implementation of its Annual Program Calendar.

2. The codification of training programmes by various departments of Government of Maharashtra is approved during the following meetings of Executive Committee and Board of Governors of YASHADA:

- o Agenda Item No. EC:79 (LXXIXth):11 and Resolution No. 79EC:12 of the 79th Meeting of the Executive Committee of YASHADA held on 15th March 2014.
- o Agenda Item No. BoG:XXXXIV (44th): Part 1: 12 and Resolution No. 44 BoG: 22, of the 44th Meeting of the Board of Governors of YASHADA held on 24th March 2014.

Further to the codification, the following structure is maintained.

- (A) पायाभूत प्रशिक्षण कार्यक्रम (४५ दिवस कालावधी)
Foundation (45 days duration) training programmes
- (B) उद्बोधन प्रशिक्षण कार्यक्रम (१५ दिवस कालावधी)
Induction (15 days duration) training programmes

- (C) उजळणी प्रशिक्षण कार्यक्रम (५ दिवस कालावधी)
Refresher (5 days duration) training programmes
- (D) उजळणी व जागृती प्रशिक्षण कार्यक्रम (३ दिवस ते १ आठवडा कालावधी)
Orientation and Awareness (3 days to 1 week duration) training programmes
- (E) दृष्टीकोन बदल, नवीन संकल्पना, कौशल्य विकास आणि/ किंवा वित्तीय बाबींनिगडीत प्रशिक्षण कार्यक्रम (३ ते ४ दिवस कालावधी)
Attitudinal change, new concepts, skill-building and/or finance-related (3-4 days duration) training programmes

3. The Academy usually receives some requests/ indents/ intimations prior to the finalisation of the Annual Programme Calendar. Subsequently, requests/ indents/ intimation are received additionally during the period of implementation of the Annual Programme Calendar.

4. All other training programmes, workshops and seminars are funded, entirely or partly, through various government and mutli-lateral organizations. Fully or partly-supported, and missionrelated capacity-building programmes (such as BRGF, SAP or CBPR) along with participant – support enabled (such as RTI, Cooperation, Jalswaraj, or TSC) programmes help the Academy conduct more than 3,600 training programme days.

5. With reference to the requirements of the State Training Policy (STP) and the Common Foundation Programme (CFP), and (a) as recommended by the 79th Meeting of the YASHADA Executive Committee held on 15th March 2014, *vide* Agenda Item No. EC:79 (LXXIXth):11 and Resolution No. 79EC:12 and (b) approved by the 44th Meeting of the YASHADA Board of Governors held on 24 March 2014, *vide* Agenda Item No. BoG:XXXXIV (44th): Part 1: 12 and Resolution No. 44 BoG: 22, the classification of training programmes at YASHADA is as follows-

Pre-approved codification:

- DAC = Development Administration Campus (विकास प्रशासन आवार)
- MDC = Management Development Centre (व्यवस्थापन विकास केंद्र)
- EXC = Ex-Campus (out-of-campus) (यशदाबाहेरील)
- DEP = Distance Education Programmes (दूर शिक्षण कार्यक्रम)
- SEP = Satellite-based Education Programmes (उपग्रह-आधारीत शिक्षण कार्यक्रम)
- PRJ = Project-related Programmes (out-of-campus) प्रकल्प संबंधित कार्यक्रम (यशदाबाहेरील)

Newly proposed additional codification:

- STP-GP = STP Grant Programme Slots (राज्य प्रशिक्षण धोरण संबंधित अनुदान कार्यक्रम)
- STP-YP = STP YASHADA Programme Slots (राज्य प्रशिक्षण धोरण संबंधित यशदा कार्यक्रम)
- CPTP = Combined Probationary Training Programme (एकत्रित परिविक्षाधीन प्रशिक्षण कार्यक्रम)

Sd/-
Director General, YASHADA

YASHADA POLICY CIRCULAR

Policy Circular No.	PPI-PC/2014-6
Dated	3 June 2014
Empowered Authority	Director General, YASHADA
Subject	Establishment of “YASHADA Consultancy Services Centre”
Circulated for information to	(e) by email at yashada.org (f) by paper copy to DG, DDGs and HoDs
Issued on	3 June 2014

Abstract from the Memorandum of Association and Rules of YASHADA

Functions of the Society:

04. In order to achieve the above objectives, the institute may engage itself in such types of programmes and activities, and in such subjects, and for the benefit of such subjects, and for the benefit of such persons, areas, and sectors of activity as are exemplified hereunder –

a) (iii) Consultancy and Extension Services

05. The Society may:

(ii) Assist public and private organisations to improve their administration and management' through CONSULTANCY and by extension services, organising conferences, seminars, workshops, exhibitions, meetings, discussions etc.

There is opportunity for YASHADA to be recognized as a credible agency for providing consultancy services in the field of development administration.

The Academy could carry out independent consultancy services to aid development administration in Maharashtra and within India with multilateral financing institutions such as the World Bank, ADB, IFAD, WHO, UNESCO and /or UNICEF among others.

The scope for YASHADA Consultancy Services Centre could include providing expertise in different developmental sectors, project consultancy, evaluation, impact assessment works and other similar activities.

YASHADA can create pool of experts with subject experts, senior faculty, academics, serving and retired officers from various Services of the Government with rich expertise in their respective fields.

Mandate-

It is to be noted that ‘Consultancy Services’ are within the mandate of the Academy as specified in the Memorandum of Association and are mentioned as one of the activities to be established.

Action proposed-

- Step One = The YASHADA Consultancy Services Centre would be established as one of the Centres within YASHADA.
- Step Two = in conjunction with Step One, the Academy would develop a database on the expertise of subject experts, senior faculty, academics, serving and retired officers from All India Services and various State Services. This activity would be initiated within the Centre.
- Step Three = after Step One and Two, the Academy would go ahead and work out the necessary documents, brochures and website.
- Step Three (b) = Initial costs would be provided from YASHADA funds on returnable basis.
- Step Four = Establish a Secretariat for the YASHADA Consultancy Services Centre. The personnel at the Secretariat would be employed on full-time basis, to search and study available consultancy assignments. The potential projects would need to be matched with the database of available expertise.
- Step Four (b) = an initial team would be developed for each assignment to develop the proposals, make presentations and to win over the consultancies.

The proposed Committee for the YASHADA Consultancy Services Centre was approved as listed in Page 14 of the Agenda Notes for the 44th BoG. The request to permit the initial spending by YASHADA as per the recommendations of the Committee as proposed was also approved.

Resolution No. 44 BoG: 16

The 44th BoG approved the proposal to establish the YASHADA Consultancy Services Centre at the Academy and permitted the initial spending by YASHADA as per the recommendations of the Committee from time to time. The Committee for the YASHADA Consultancy Services Centre would comprise the following members –

- **Dr. S. K. Goel, IAS, Additional Chief Secretary and Member, BoG – Chairperson**
- **Dr. Sanjay Chahande, IAS, Director General, YASHADA**
- **Two members of Faculty of IIT, Powai including Director, SITARA, IIT, Powai or members /representatives from similar institutions**
- **Dr. Rajas Parchure, Director, Gokhale Institute of Politics and Economics and Member, BoG**
- **Dr. Bharat Bhushan, Professor & Dean, YASHADA – Convenor**

The Committee would finalise the scope, mandate, structure and modalities, and requirement of initial corpus of the YASHADA Consultancy Services Centre.

Sd/-
Director General, YASHADA

YASHADA POLICY CIRCULAR

Policy Circular No.	PPI-PC/2014-7
Dated	13 June 2014
Empowered Authority	Director General, YASHADA
Subject	Revised rates of Honorarium to Guest Faculty
Circulated for information to	(g) by email at yashada.org (h) by paper copy to DG, DDGs and HoDs
Issued on	13 June 2014

YASHADA is the administrative training institute of the Government of Maharashtra. The State Government has established the Academy as an autonomous society. As the apex training institute in Maharashtra, the composite structure of the academy also includes various State-level Institute and subject-specific thematic Centres of excellence. The various types of training programmes are conducted by the Academy. The YASHADA Faculty as well as resource personnel vis-à-vis subject experts from various organizations / institutes/ agencies, etc. outside YASHADA are invited to deliver lectures during the training programmes at YASHADA.

To assist and increase the standard of training and attract more specialized and talented resource persons at YASHADA, it would be necessary to revise the rates of honorarium to the Guest Faculty.

Committee under the chairmanship of DDG-STPEA has recommended the revised rates of honorarium and the same is hereby approved.

No	Session duration	Present Honorarium rate Rs.	Revised rates as approved Rs.	Remarks
A	For YASHADA level in-house programme external faculty			
	01 hour	--	750	• Individual faculty session (not in panel) • For attracting good talent. • Faculty may provide reading material or PowerPoint presentation copies.
	1.30 hour	750	1000	
	2 hours	--	1500	
	2 hours	--	1000	• (Part of Panel) For panel discussion Rs. 1,000/- per person
B	YASHADA Outreach training programme External Faculty			
	1.30 hours	500	750	• Special Guest lecture with prior permission from Hon. DG
			1000	
C	Special Guest Lecture			
	• Honorarium to Special Guest lecture by eminent personalities up to Rs. 3,000/- with prior permission from Deputy Director General, YASHADA • Above Rs. 3,000/- with prior permission from Director General, YASHADA			
	Important and Mandatory: Not more than 2 classes be taken by external faculty in a day, including panel sessions.			

Sd/-
Director General, YASHADA

धोरण परिपत्रक

Policy Circular No.	PPI-PC/2014- 8
Dated	16 June 2014
Empowered Authority	Director General, YASHADA
Subject	डॉ. आंबेडकर स्पर्धा परीक्षा मार्गदर्शन केंद्राच्या उमेदवारांना विद्यावेतन देण्याची सुधारित पद्धती अंमलात आणणेबाबत
Circulated for information to	by email at yashada.org by paper copy to DG, DDGs and HoDs
Issued on	7 July 2014

अखिल भारतीय सेवांमध्ये महाराष्ट्रातील, विशेषतः मागासवर्गीय, उमेदवारांचे प्रमाण वाढावे यासाठी सन 2006 मध्ये यशदात डॉ. आंबेडकर स्पर्धा परीक्षा केंद्राची स्थापना करण्यात आली. प्रारंभी या केंद्रात दरवर्षी एकूण 50 उमेदवारांना प्रवेश दिला जात असे. त्यात वेळोवेळी वाढ होऊन आता ही संख्या 70 झाली आहे.

या उमेदवारांना इतर सोयी-सुविधांसोबतच दरमहा विद्यावेतन देण्याची तरतूद आहे. त्यासाठी उमेदवाराची केंद्रातील उपस्थिती हा आधार असून त्यानुसार विद्यावेतनाचे प्रदान करण्यात येते. प्रदानाची विद्यमान प्रक्रिया वेळखाऊ व क्लिष्ट असल्यामुळे कामाची द्विरूक्ती होऊन त्यामुळे उमेदवारांना विद्यावेतन मिळण्यास विलंब होत असल्याचे निदर्शनास आले आहे. त्यामुळे या प्रक्रियेत सुधारणा करण्यात येत असून पुढीलप्रमाणे नवी प्रक्रिया घालून देण्यात येत आहे:

- केंद्रात प्रवेश घेतलेल्या प्रत्येक उमेदवाराच्या बोट्यांचे ठसे घेऊन त्यांची Biometric उपस्थिती नोंदविण्याची पद्धती सुरु ठेवण्यात यावी.
- दर महिन्याच्या अखेरीस प्रत्येक उमेदवाराच्या दैनिक उपस्थितीचा गोषवारा प्रशासन विभागाने तयार करून लेखा विभागास पाठवावा.
- लेखा विभागाने उक्त उपस्थिती गोषवाऱ्याच्या आधारे उमेदवारांच्या विद्यावेतनाचे गणन पुढील तक्त्यात दर्शविल्यानुसार करावे:

अ.क्र.	उमेदवाराची कॅलेंडर महिन्यातील उपस्थिती	देय विद्यावेतन
1	25 किंवा जास्त दिवस	संपूर्ण रक्कम
2	16 ते 24 दिवस	मासिक विद्यावेतनाच्या 50% रक्कम
3	15 दिवसांपेक्षा कमी	निरंक

- लेखा शाखेने उपरोक्त सूत्रानुसार प्रत्येक उमेदवारास देय असणारी विद्यावेतनाची रक्कम आहरीत करून ती उमेदवारांच्या IDBI बँकेच्या खात्यात जमा करावी.

सही/-

महासंचालक, यशदा

यशदा धोरण परिपत्रक

धोरण परिपत्रक क्रमांक	PPI – PC / 2014 – 9
दिनांक.	दि. ७ ऑगस्ट, २०१४
धोरण निर्गमित करणारे प्राधिकारी	महासंचालक, यशदा
विषय	प्रशिक्षण गुणवत्ता सनियंत्रण कक्ष (Training Quality Monitoring Cell) – Sanction Sheet मान्यतेची पध्दत
सर्व अधिकारी कर्मचारी, यशदा	१. ई- मेल द्वारे सर्व अधिकारी / कर्मचारी. २. विभाग प्रमुख यांना पेपर कॉपी.
धोरण निर्गमित करण्याचा दिनांक.	दि. ७ ऑगस्ट, २०१४

पार्श्वभूमी

यशदा तर्फे आयोजित करण्यात येणाऱ्या प्रशिक्षण कार्यक्रमाची संख्या सातत्याने वाढत आहे. हे कार्यक्रम अधिक गुणवत्ता पुर्ण होण्यासाठी यशदामधील प्रत्येक विभाग हा आपल्या स्तरावर प्रयत्न करीत आहेत. यशदा स्तरावर याचे सनियंत्रण होण्यासाठी प्रशासकीय प्रशिक्षण संस्थेतर्गत “प्रशिक्षण गुणवत्ता सनियंत्रण कक्षाची” स्थापना परिपत्रक क्र.ATI-२/TQMC/२०१४, दि. २६/०६/२०१४ अन्वये करण्यात आलेली आहे. यशदामधील तसेच मुख्यालय बाहेरील अशा दोन्ही प्रकारच्या सर्व प्रशिक्षण कार्यक्रमांची गुणवत्ता सनियंत्रणाची जबाबदारी या कक्षाची आहे. संबंधित सत्र संचालक यांना मदत करण्यासाठी TQMC कक्ष हा कार्यरत राहणार आहे. यासाठी TQMC कक्ष, सत्र संचालक, विभाग प्रमुख आणि वित्तीय सल्लागार यांची जबाबदारी ही संबंधित परिपत्रकान्वये निश्चित करण्यात आलेली आहे.

धोरण

प्रत्येक प्रशिक्षण कार्यक्रमासाठी Sanction Sheet द्वारे मान्यता घेतली जाते. या मध्ये TQMC द्वारे प्रशिक्षणाचा आराखडा (Design of Training) यास मान्यता मिळालेली आहे, असे नमुद करणे यापुढे अनिवार्य आहे. जर TQMC ची मान्यता नसेल तर Sanction Sheet ला मान्यता देण्यात येवु नये.

०२. सदरचा निर्णय हा दिनांक १ सप्टेंबर, २०१४ पासून सुरू होणा-या यशदा आणि यशदा बाहेरील सर्व प्रशिक्षण कार्यक्रमांसाठी लागू होईल.

सही/-

महासंचालक
यशदा