

YESHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION

YASHADA POLICY CIRCULAR

Policy Circular Number	XXXIInd BoG/2004/P&P/Action/PC/02
Dated	February 12, 2004
Empowered Authority	Board of Governors, YASHADA
Agenda Item Number	BoG:XXXII:06
Agenda Item Description	To establish a Centre for Equity and Social Justice (CESJ) at YASHADA
Minutes Reference	Approved Minutes of the XXIIInd Board of Governors Meeting held on 22 January 2004
Minutes Numbers	XXXII: 65,66 and 67
Circulated for Information to :	1. Office of Hon. Chief Secretary, GoM 2. All collaborating institutions 3. General Administration Department, Government of Maharashtra 4. Members, Executive committee 5. All YASHADA Faculty and Staff
Effective from	January 22, 2004

Background

The Hon. Chief Secretary to the Government of Maharashtra is the ex-officio President of the Board of Governors at Yeshwantrao Chavan Academy of Development Administration (YASHADA). Policy initiatives and annual workplans are reviewed and approved by the Members of the Board during their meetings. The presence and authority of the Hon. Chief Secretary ensures the support and guidance of the Government of Maharashtra.

The proposal to establish a Centre for Equity and Social Justice (CESJ) at YASHADA and guidance required regarding (a) staffing pattern and (b) approval separation of funding was reviewed and approved for establishment under the aegis of YASHADA.

Justification for establishment of CESJ at YASHADA

Capacity Building of Weaker sections of the society for not only poverty eradication but for bridging the gap between haves and have-nots has acquired significance in the era of liberalisation, globalisation and privatisation. To attack social evils and issues like poverty, illiteracy, and inequity prevailing in the society, requires an organised task force, trained manpower and committed machinery with appropriate knowledge, skills and attitudes towards development issues. Various social reformers have contributed to the upliftment of weaker sections of the society in Maharashtra. Establishment of a Centre for Equity and Social Justice at YASHADA will contribute to the cause of upliftment of weaker section of the society and maintain the state's progressive image.

The Director, Department of Social Justice vide his D.O. Letter No. DSW/CESJ/YASHADA/107 dated March 3, 2003 had requested the Director General, YASHADA to establish a Centre for Equity and Social Justice (CESJ) to address these critical concerns and enable capacity building in these crucial sectors of governance.

The Board of Governors of YASHADA had discussed this issue at length in the meeting held on May 17, 2003. The Director, Department of Social Justice and YASHADA presented a detailed proposal on this important issue during the XXXIIInd BoG on January 22, 2004.

The Special Component Plan (of the Government of Maharashtra) for the development of certain weaker sections of society has funds available for capacity building and strengthening the programme implementation process. The aim of establishing a Centre for Equity and Social Justice (CESJ) at YASHADA is to upgrade human capabilities of the stakeholders of SCP to the level of the best in the world. The following objectives are delineated :

1. Identification of Training needs of stakeholders
2. Conduct specialised training programmes, workshop & seminars.
3. Prepare authentic database through by research and documentation
4. Undertake Action Research Projects in the field.
5. Development of HDI reports of the stakeholders.
6. Networking of Social Work Colleges, NGOs and other Institutes working for stakeholders.

Financial Separation

It has been proposed and approved at the XXXIInd BoG on January 22, 2004, that the finances required for the centre would be met from funds from (a) Social Justice Department, (from SCP), Government of Maharashtra, (b) Social Welfare Department, GoI and (c) YASHADA's own funds in proportion of 50%, 25%, 25% respectively.

Thematic and institutional separation within the Academy

The thematic sectors at YASHADA for the (a) ATI component are being delivered by the Centre for Good Governance, (CGG) now renamed as the Administrative Training Institute (ATI), (b) Rural concerns are being addressed by the Centre for Rural Studies (CRS), now renamed as State Institute of Rural Development (SIRD), and (c) Urban concerns are enabled by the Centre for Urban Studies (CUS), now renamed as State Institute of Urban Development (SIUD) at YASHADA.

The Academy has also been able to position various Centres of Excellence to enable convergent themes of development administration that are common to Good Governance, Urban and Rural Development. These Centres include the Centre for Disaster Management (CDM), the Centre for Environment and Development (CED), and the Centre for Information Technology (CIT).

Proposal to establish the CESJ at YASHADA

The CESJ will add to the diversity of thematic concerns being addressed at YASHADA. The proposal to establish the CESJ at YASHADA was under consideration for quite some time in order to facilitate specific intra-organizational separation, receive more support and ensure clearly delineated programmes.

Therefore, the Board of Governors have *vide* XXXII BoG Minutes Numbers 65, 66 and 67 approved the proposal to establish the Centre for Equity and Social Justice.

The following decisions are now activated with effect from January 22, 2004.

1. The Centre for Equity and Social Justice as proposed, *vide* Agenda Item No. BOG: XXXII:06 has been approved for establishment at YASHADA.

YESHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION

2. The staffing pattern for the Centre for Equity and Social Justice as proposed at YASHADA for the permanent Faculty and staff at the Academy has been approved by Minute No. 66 *vide* Agenda Item No. BoG:XXXII:06-(B).
3. The Director General, YASHADA has been empowered to frame the recruitment rules for the Faculty positions at CESJ if special qualifications would be required.
4. The proportional separation of funding sources to support the CESJ in the ratio of (a) 50% = Government of Maharashtra social Justice Department (from SCP), (b) 25% = Social Welfare Department, Gol and (c) 25% = YASHADA funds has been approved by Minute No. 67 *vide* Agenda Item No. BoG:XXXII:06-(C).


(Ratnakar Gaikwad)
Director General

YASHADA POLICY CIRCULAR

Policy Circular No:	PC/2003-04/YMRC/001
Dated:	29 March 2004
Empowered Authority:	Director-General, YASHADA
Subject:	Establishment of the 'YASHADA Media and Resource Centre'
Circulated for Information to:	Members, YASHADA Board of Governors Members, YASHADA Executive Committee Members, YASHADA Recruitment Committee YASHADA Desk, GAD, Govt Of Maharashtra All YASHADA Faculty and Staff
Circulated for necessary compliance to:	YASHADA CAVP and Publications Cell

Background: With YASHADA poised to increase its training and research output six fold over the coming years, it is felt that the current support structures (viz. the Centre for Audio-Visual Production (CAVP) and the Publications Cell) need to be revamped and strengthened, so that they can contribute fully to these training and research processes. They should, ideally, be the creators and initiators of new knowledge resources, and not just the disseminators of an end product, conceived and designed by others.

In addition, there is a need to heighten the YASHADA profile in the mass media, so that larger issues of governance can be brought into the domain of public awareness. YASHADA, as the most credible advocate of the initiatives within State Government, needs to engage in a continuing dialogue with civil society, to make good governance a reality in Maharashtra.

Finally, with the exponential growth in information and the new technologies at its disposal, YASHADA is uniquely placed to develop and disseminate knowledge resources necessary for development and public administration, through training and publication.

In the light of the above, it is therefore resolved to establish a 'YASHADA Media and Resource Centre' (YMRC) by merging the existing Centre for Audio-Visual Production (CAVP), and the Publications Cell, and suitably strengthening them as outlined below.

Objectives: The objectives of the YMRC will be as follows:

1. To develop and disseminate knowledge resources of direct use in development and public administration;
2. To provide the State Government interface with mass media and in engaging civil society
3. To provide and maintain state-of-the art audio-visual facilities for training and research

Activities:

- 1.1 Compilation and publication of the annual YASHADA 'State of Maharashtra's Development' Report
- 1.2 Establishment and maintenance of YASHADA's Digital Library
- 1.3 Publication of Quarterly Journal in Marathi
- 1.4 Publication of Quarterly Journal in English
- 1.5 Publication of fortnightly internal newsletter in English
- 1.6 Commissioning, publication, marketing of books/modules etc
- 1.7 Maintenance and updating of YASHADA website
- 1.8 Production of multimedia training modules
- 1.9 Video documentation of training sessions, best practices, case-studies etc

- 2.1 To organise a monthly press conference on issues of contemporary interest
- 2.2 To coordinate with Doordarshan in the production of programmes on development and governance issues
- 2.3 To network with the public and private mass media, the DGIPR, etc
- 2.4 To build up civil society networks on issues relevant to YASHADA activities

- 3.1 To identify resources to provide YASHADA with state-of-the-art audio-visual facilities
- 3.2 To make the necessary purchases, and streamline inventory in these articles
- 3.3 To build up a DVD and VCD Library for use in training

Implementation:

The 'YASHADA Media and Resource Centre' will be established with effect from 1 April 2004. From that date, both the CAVP and the Publications Cell will

cease to exist as separate entities, and will be merged within the YMRC, with the following organisation structure:

Core staff: will form the full time staff of the YMRC


- 1 Associate Professor and Head, YMRC
- 1 Research Officer (Publications)
- 1 Audio-visual Officer
- 1 Asst Publications Officer
- 2 Audio-visual Assistant
- 1 Publications Assistant

Seconded staff: will continue to function in their present posts, but shall be seconded to YMRC as and when required, for special duties:

- 1 Senior Librarian for YASHADA Digital Library
- 1 Research Officer, R&D Centre, for publication of Marathi Journal and organising Press conferences
- 1 Programmer/Research Officer, CIT for website updating etc
- 1 Research Assistant, SIRD, for field work and support for video documentation

In addition there will be an **Advisory Committee**, drawn from YASHADA faculty and senior officers, based in Pune.

So ordered.


Ratnakar Gaikwad, IAS
Director-General, YASHADA

Enclosures: The necessary orders for filling the above posts

YASHADA POLICY CIRCULAR

Policy Circular No:	PC/2003-04/10A/004
Dated:	June 10, 2004
Empowered Authority:	Director-General, YASHADA
Subject:	Establishment of the 'Self Help Groups & micro finance Cell'
Circulated for Information to:	Members, YASHADA Board of Governors Members, YASHADA Executive Committee Members, YASHADA Recruitment Committee YASHADA Desk, GAD, Govt. Of Maharashtra All YASHADA Faculty and Staff
Circulated for necessary compliance to:	YASHADA SHGMF

Introduction: Yashada has positioned SHG and micro finance as a strategic training and research intervention at the Academy. Micro finance has emerged as an instrument of poverty alleviation, by way of providing credit and other related financial services to the poor. In India, micro finance has been promoted by linking Self Help Groups (SHGs) of the poor with banks either directly or through non-government organizations. (NGOs).

In Maharashtra several experiments in SHGs and micro finance are being executed by various government and non-government agencies. However one of the weak areas in SHGs credit linkage is design improvement, project development and organizing marketing linkages.

Realizing the importance of the SHG and micro finance the Cell was established with the approval of the board of governors on January 22nd 2004, to function as a nodal center. Its mission is strengthening training, extension and support services in SHGs and micro finance to Government and non-government organizations on the lines of RUDA (Rural Non farm Development Agency) in Jaipur, SHG cell would also include RUDA concept.

YASHADA will be recognized as an information-hub on the SHG movement in Maharashtra.

Objectives: The objectives of the Cell affirm the need for the State and National Government to enable training processes on self Help Groups and micro finance. Specifically the Cell's objectives are central to the goals of the Academy. The primary goals of the Cell are: a) To strengthen Yashada's training commitments, and the annual calendar of events, and b) to provide on-the-field information and databases to integrate current research and case studies in future courses and workshops.

Its activities will be:

- ❖ Capacity Building of Government and non Government functionaries in the field of micro credit
- ❖ Preparation and implementation of regionally adapted training programmes and curricula consolidating international knowledge and existing experiences in India.
- ❖ Equipping them with skills for taking up micro enterprises.
- ❖ Research and documentation of case studies, and best practices as well as action research programme.
- ❖ Capacity assessment ratings and on going evaluations.
- ❖ To conduct Training of Trainers (ToT) and develop training modules.
- ❖ To establish a pilot electronic communication network between Mantralay, various departments agencies, Banks, SIRDs, ATIs at YASHADA to facilitate the monitoring and continuing curriculum developments.

ONGOING ACTIVITIES AT YASHADA (2004 – 2005):

1) Prepared an approach paper on SHG and micro finance to reiterate YASHADA's commitment to the development of SHGs and micro finance in the state and country.

2) Conducted Baseline survey of DCCBs as SHG Promotion Institutions (SHGPI):

A training programme was conducted on Self Help Groups and Micro Finance for Cooperatives (5th – 7th May 2004). Data was generated on the position of DCCBs as SHG promoting Institutions in terms of the number, membership, loan disbursement and recovery.

3) Training Programmes:

The Cell has planned a number of training programmes for this calendar year (See box 1).

Sr. no.	Title of the Course	Duration
1	Orientation Programme on SHGs & micro financing	3 days
2	Training of Trainers on Self Help Groups	5 days
3	Workshop for SHGs – Capacity Building of Stakeholders	3 days
4	Empowerment of Women through SHGs	4 days
5	SHGs and micro finance (sponsored by Backward Class Corporation)	2 days
6	Micro finance and micro enterprises Development	4 days
7	Capacity Building in Micro finance and micro enterprises (sponsored by MIDC)	2 days

The Cell would design and organize suitable modules of training programmes for the officials and non – officials involved in the setting up and promotion of SHGs and micro finance, including Government Officers (Cooperative department, Rural Development department, Tribal Development department,

Small Industries Department), Panchayat Raj personnel (Zillah Parishad, Block level officials, Panchayats, Gram Sabha), Cooperative banks and other Cooperatives, Backward Class Commission, Public Sector Units (PSU), Regional Rural Banks, Public and Private Sector Banks and NGOs. The contents and duration of different modules range from 2 – 5 days depending upon the level of personnel to be motivated/ trained etc.

4) RESEARCH AND CONSULTANCY:

The Cell has initiated a number of studies, which can be the basis for policy, planning and implementation.

- 1) Role of DCCBs in SHG promotion – a comparative study of DCCBs in Maharashtra.
- 2) Enabling women through Self Help Group Movement– a case study of Shivthar
- 3) Opportunities and Constraints in NFS.
- 4) Impact study on Mulegaon Tanda and Yavali, Solapur districts.
- 5) To document success stories on SHGs, DCCBs and NGOs and give them wider publicity for replication by all concerned.
- 6) To build a databank on SHGs and NGOs in Maharashtra and in other states in the country.

LONGTERM PERSPECTIVE PLANNING:

1. Extend the base line surveys to SHGs promoted by DRDA, MAVIM, NGOs etc.
2. Build an electronic data information system for ongoing monitoring and evaluation of SHGs. using the MIS of Maharashtra State Cooperative Bank, the Cooperative Department and Nabard.
3. To be a nodal agency for conducting a number of capacity building programmes of stakeholders in Government and Non Government in partnership with the Cooperative Department, Rural Development Department, NABARD, SIDBI, MAVIM, KVIC, RMK, FWWB etc.
4. The Centre would also conduct programmes for IAS Officers in collaboration with Lal Bahadur Shastri National Academy (LBSNA), Mussorrie, Uttaranchal.
5. Collaborate to hold special strategy workshops for the specific needs of state wise, Jammu & Kashmir and the North – East.
6. To collaborate with the UNDP on the program of SHGs as a primary means of generating sustainable livelihoods.
7. To collaborate with Nabard in designing agency specific training modules, providing training material.
8. To conduct further ToTs for Cooperative and Rural Development Sector and NGOs.

9. To conduct research & on going evaluation of projects of Nabard, MAVIM, Mahanand, NDDB. Ministry of HRD, ICSSR etc.
10. Develop Below Poverty Level (BPL) artisans in partnership with RUDA, Jaipur.
11. Policy advocacy in various consultative committees of RBI, NABARD, SIDBI, MAVIM. MSCB, MRSS, ICMS, DCCBs, UCBs
12. SHG technological and market laboratory. As a component of Yashada master plan it is envisaged that "SHG technological and market laboratory" would be established. This innovative approach would be able to provide a direct link to the open market while having product management inputs from the SHG Cell. The Cell would prepare an action plan for participation collaboration through activities and documentation of marketing programmes with RDD, GoM and CAPART, New Delhi.
13. Mainstreaming SHGs in the development process by involving SHGs in programmes. On organic farming and drought management Promote vermiculture and water harvesting through SHGs in urban and rural areas Vermiculture is a low cost, but high employment and income generating activity, which can be popularized through SHGs.
14. Convergence of SHG programmes rather than a mere quantitative increase of SHGs Yashada would bring a qualitative improvement through convergence of SHGs with other government programmes.
15. To prepare audio/ video material.

Collaboration & networking:

The Centre under the aegis of Yashada collaborates with various departments of Government of Maharashtra like the Cooperative department, Rural Development. Other collaborators are NABARD, SIDBI, RMK, RUDA, MAVIM, KVIC, and FWWB. This collaboration extends to training, development of research projects and action plans.

The Centre has built networking with all DCCBs including Chandrapur and Satara. It also networks with NGOs like Sampada, CASP, BAIF, Chaitanya and others. The Centre has signed a MoU with CASP, Pune Unit to collaborate on programmes on SHG, micro finance and empowerment of women.

CREATING AN INSTITUTIONAL FRAMEWORK

The promotion of SHGs along the desired lines requires an appropriate environment and institutional enabling framework. Much of the explanations for the failure of development of SHGs have been inadequacies of existing environment

In the ideal case, SHGs when organized on a local or regional basis, specializing in a particular activity and Liaisoning with local institutions, through cooperation can develop into clusters enjoying economies of scale. Networking through the creation of special institutions and ad hoc committees would bring the various interest groups together and promote the necessary dialogue.

GOVERNMENT

Government has a vital role to play in two broad spheres:

- 1) Creating a consensual environment for the promotion and working of SHGs
- 2) Setting an appropriate regulatory environment to prevent malfunctioning

RAISING FINANCIAL AND HUMAN RESOURCES:

The centre needs to be strengthened as a National Resource Centre by financial/ technical support from various financial and technical institutions.

So ordered.


Director General

Work allocation in the YASHADA Self Help Groups & micro finance Cell

Core Staff:

No.	Name and Title	Duties
1.	Dr. Medha Dubhashi Associate Professor and Head, SHGMF	<ul style="list-style-type: none"> ❖ Policy formulation and strategy planning to achieve the objectives of SHGMF. ❖ Overall supervision and direction of SHGMF activities. ❖ To conduct at least 5 course weeks of training in the area. ❖ To undertake research on issues relating to SHG. ❖ To advocate policy issues to Government. ❖ To network with NGOs, DCCBs, Cooperatives, Banks, education institutes, etc. To undertake documentation and dissemination of information.
2.	Research Officer	<ul style="list-style-type: none"> ❖ Training management related functions. <ul style="list-style-type: none"> ○ To remain in close contact with relevant executives. ○ To draft training course profiles (TCPs) of assigned courses. ○ To obtain nominations and correspond with the nominations ○ To ensure attendance of the nominees. ○ To prepare course schedule. ○ To prepare reading material. ○ To conduct the training programme. ❖ Research related functions. <ul style="list-style-type: none"> ○ To prepare under the guidance of HoD/DG the project proposals/reports and obtain financial assistance. ○ To plan and carry out research projects. Administrative related functions.
3.	Research Assistant	<ul style="list-style-type: none"> ❖ Training management related functions. <ul style="list-style-type: none"> ○ Preparation of reading material. ○ Preparation of evaluation report. ○ Preparation of Resource Person's Directory (RPD). ❖ Research related functions. <ul style="list-style-type: none"> ○ To assist superiors for conduct of various types of research studies like Case Studies, Field Studies and Evaluation Studies etc. ❖ Administrative related functions.
4	Course Assistant	<ul style="list-style-type: none"> ❖ Training management related functions. <ul style="list-style-type: none"> ○ Obtaining nominations and corresponding with nominees. ○ Preparing course schedule. ○ Corresponding with resource persons ○ Corresponding for Administrative Services ○ Conducting Course ○ Settling Administrative Matters ❖ Administrative related functions.

Advisory Committee of SHGmF.


S.no.	Name	Designation	Address
1)	Shri U C Sarangi, IAS	Commissioner for Cooperation and Registrar	Cooperative Societies, Maharashtra State, Central building, Pune-411001.
2)	Shri Prakash Bakshi	CGM, NABARD	MCID, NABARD, Bandra Kurla Complex, Mumbai- 400051
3)	Mr. N Srinivasan	CGM, NABARD	MCID, NABARD, R.O, Shivajinagar, Pune-411005
4)	Mr. O S Vinod	General Manager, SIDBI	Small Industries Development Bank of India (SIDBI), Suryakiran Hotel Building, First Floor, C-8, Mumbai Pune Road, Chinchwad, Pune - 411 019.
5)	Mrs. T F Thekkekara	Managing Director, (MAVIM)	Mahila Arthik Vikas Mahamandal (MAVIM) Griha Nirman Bhavan (MHADA), Mezzanine Floor, Bandra (E), Mumbai - 400021, India.
6)	Shri. Chinmay Basu, IAS	Chief Executive Officer, KVIC	Khadi and Village Industries Commission (KVIC), 3, Irla Road, Vile Parle (West), Mumbai, PIN-400 056. Maharashtra, India.

8)	Shri S S Hussain, IAS	Principal Secretary	Rural Development Department, Mantralay, Mumbai-400032.
9)	Shri Rohit Brandon, IAS	MD, RUDA	Rural Non Farm Development Agency (RUDA), Yojana Bhavan, Tilak Marg, C-Scheme, Jaipur-5.

No. DG\R&D\SHG\2004
Dated 17th January, 2004

CIRCULAR

Considering the tremendous importance of Self Help Groups (SHG) movement in the State, it is felt necessary to do the capacity building of stakeholders of SHGs such as officials and non officials of Zilla Parishads, officials and non-officials of District Central Cooperative Banks, NGOs, Social Activists, officials of different departments, etc. This being a stupendous task it has been decided to create a **"SHG and Micro Finance Cell"** in YASHADA. Dr. Medha Dubhashi shall be Incharge of the said Cell.


(Ratnakar Gaikwad)
Director General, YASHADA

- All faculty members
- DDG (Admn.)
- DDG (D)
- Registrar
- Accounts Officer

YASHADA POLICY CIRCULAR

Policy Circular No:	PC/2003-04/10A/004
Dated:	June 10, 2004
Empowered Authority:	Director-General, YASHADA
Subject:	Establishment of the 'Institute for Productive and Empowered Ageing'
Circulated for Information to:	Members, YASHADA Board of Governors Members, YASHADA Executive Committee Members, YASHADA Recruitment Committee YASHADA Desk, GAD, Govt. Of Maharashtra All YASHADA Faculty and Staff
Circulated for necessary compliance to:	YASHADA IOA

Background: In recognition of the magnitude of the problem of population ageing, the Govt Of Maharashtra has set up an Institute exclusively for the study of government's Policy requirements in the field of Ageing. According to United Nations Report – World Population Ageing: 1950-2050 the demographic changes of today and tomorrow are extraordinary and profound. Human society will itself be reconstructed, as social and economic forces compel us to find new ways of living, working and caring for one another. The ageing of the population today is without parallel in the history of humanity. Increases in the proportions of older persons (60 or older) are being accompanied by declines in the proportions of the young (under age 15). By 2050, the number of older persons in the world will exceed the number of young for the first time in history of mankind. In the more developed regions this historic reversal in relative proportions of young and old took place by 1998.

Population projections for 1996-2016 made by the Technical Group on Population Projections (1996) indicate that the 100 million mark is expected to be reached in 2013. Projections beyond 2016 made by the United Nations (1996 Revision) has indicated that India will have 198 million persons 60+ in 2030 and 326 million in 2050.

AIMS & OBJECTIVES OF THE INSTITUTE OF AGEING:

The aims and objectives of this institute are

- ❖ To act as the repository of all knowledge on Ageing in India
 - Ageing processes
 - Age-related diseases and nutrition
 - Special problems and needs of the aged in India
- ❖ Based on this knowledge to recommend the state and the central government, policy initiatives and directions
- ❖ Prepare projection and forecasts of the dimensions of population ageing on all such issues that are likely to influence policies and programmes of various ministries and departments. Population ageing ramifications will impact upon a number of related departments of the ministries.

- ❖ Promote activities such as seminars and workshops that will advance the understanding and better appreciation of the dimension of Ageing.
- ❖ Commission research studies on topics of immediate relevance short term and long-term requirements of the government.

ACTIVITIES

Training

Well being of older persons has been mandated in the Constitution of India. Article 41, a Directive Principle of State policy has directed that the state shall, within the limits of its economic capacity & development, make effective provision for securing the right of public assistance in cases of old age. The right to equality has been guaranteed by the constitution as a fundamental right. Governmental & non-governmental institutions are expected to play an active role in carving out areas of operation & action in the direction of a human age integrated society. Therefore training would be one of the major activities of the institute

- (1) Training of Government officials in basic fundamentals of Social Gerontology.
- (2) Training of professionals / people working in & or interested in Gerontology.

Research: The importance of a good database on older persons is essential. Research activities on ageing have to be initiated. For this purpose an inter-disciplinary coordinating body on research will be set up by the institute.

- (1) Action Research
 - (2) Demographic Research
 - (3) Outsourcing research on Geriatrics
 - (4) Interaction with NGOs
 - (5) Policy research
 - (6) Seminars & Conferences
- ❖ Creating training modules for Courses on Social Gerontology
 - ❖ Devise curriculum content
 - ❖ Creating Awareness
 - ❖ Partnerships

Core staff: will form the full-time staff of the IOA

- ✓ Professor
- ✓ Associate Professor
- ✓ Assistant Professor
- ✓ Research Assistant

So ordered.


Director General



DG's Desk\21st February, 2004

ORDER

BoG has recently approved establishment of Institute for Productive and Empowered Old Age (IPEOA). Dr. Medha Dubhashi, Associate Professor will be the Head of the Centre with immediate effect. She is requested to immediately work out modalities in detail to make this Centre operational as early as possible.


(**Ratnakar Gaikwad**)
Director General

All faculty members
Registrar
Accounts Officer

Work allocation in the YASHADA Institute of Productive and Empowered Old Age

Core Staff:

No.	Name and Title	Duties
1.	Dr. Medha Dubhashi Associate Professor and Head, IOA	<ul style="list-style-type: none"> ❖ Policy formulation and strategy planning to achieve the objectives of IOA. ❖ Overall supervision and direction of IOA activities. ❖ To conduct at least 5 course weeks of training in the area. ❖ To undertake research on issues relating to senior citizens. ❖ To advocate policy issues to Government. ❖ To network with NGOs, old age homes, education institutes, etc. ❖ To undertake documentation and dissemination of information.
2.	Research Officer	<ul style="list-style-type: none"> ❖ Training management related functions. <ul style="list-style-type: none"> ○ To remain in close contact with relevant executives. ○ To draft training course profiles (TCPs) of assigned courses. ○ To obtain nominations and correspond with the nominations ○ To ensure attendance of the nominees. ○ To prepare course schedule. ○ To prepare reading material. ○ To conduct the training programme. ❖ Research related functions. <ul style="list-style-type: none"> ○ To prepare under the guidance of HoD/DG the project proposals/reports and obtain financial assistance. ○ To plan and carry out research projects. ❖ Administrative related functions.
3.	Ms. Rasika Chikte Research Assistant	<ul style="list-style-type: none"> ❖ Training management related functions. <ul style="list-style-type: none"> ○ Preparation of reading material. ○ Preparation of evaluation report. ○ Preparation of Resource Person's Directory (RPD). ❖ Research related functions. <ul style="list-style-type: none"> ○ To assist superiors for conduct of various types of research studies like Case Studies, Field Studies and Evaluation Studies etc. ❖ Administrative related functions.
4.	Ms. Sunita Patil Course Assistant	<ul style="list-style-type: none"> ❖ Training management related functions. <ul style="list-style-type: none"> ○ Obtaining nominations and corresponding with nominees. ○ Preparing course schedule. ○ Corresponding with resource persons ○ Corresponding for Administrative Services ○ Conducting Course ○ Settling Administrative Matters ❖ Administrative related functions.

Advisory Committee of IPEOA.

S.no.	Names	Area of Specialization	Discipline
1)	Mr. Ratnakar Gaikwad, IAS Director General, YASHADA PUNE.	Chairman	Administration
2)	Dr. Medha Dubhashi Associate Professor and HOD, IPEOA.	Member Convener	Social Sciences
3)	Dr. Sheilu Srinivasan Executive Director, Dignity Foundation BMC School Building, Topiwala Lane, Opp. Lamington Road Police Station, Mumbai 400007.	Member	NGO
4)	Dr. Sharadchandra Gokhale President CASP, CASP Bhavan, Survey No.132/2, Plot No.3, Pashan - Baner Link Road, Pashan, Pune - 411021	Member	NGO
5)	Dr. Vinod B. Shah Indulal Complex, Above Rupee Bank, Shastri Road Opp. Lokmanya Nagar Pune - 30	Member	Medical
6)	Dr. Kamala Ganesh 51, Mayur, 19, Bandra Reclamation, Bandra (West), Mumbai-50.	Member	Sociology
7)	Prof. Meenakshi Apte 8B, Ashwini Housing Society, Bombay-Pune Road, Shivajinagar, Pune-411005.	Member	Social Work
8)	Dr. Dilip Pannikar B-7, Greenland, 13-A, Rajan Road, Bandra (West), Mumbai- 400050.	Member	Psychology
9)	Prof. Rajgopal Chakroborty B4197, Andul Road, Havra, West Bengal-711109.	Member	Economist
10)	Prof. Rammurthy Centre for Research on Ageing, S V University, Tirupathy, Andhra Pradesh.	Member	NGO
11)	Anand Kulkarni Jt. Secretary of Parliamentary Affairs, GoI. Honorable Speaker of Lok Sabha, Lok Sabha Secretariat, Parliament House	Member	

	annex, New Delhi-110001.		
12)	Jt. Secretary of Social Justice and Empowerment, GoI Ministry of Social Justice and Empowerment Shastri Bhavan, Dr Rajendra Prasad Road, New Delhi - 110 001 (India)	Ex-Officio Member	
13)	Munshilal Gautam Principal Secretary Social Welfare, GoM Mantralay, Mumbai-32.	Ex-Officio Member	
14)	Dr. Bharat Bhushan Associate Professor and HOD, CED, YASHADA, Pune	Member	Environment/ Ornithology
15)	Prof K S Nair HOD, R&D, YASHADA Pune	Member	Cultural Anthropology
16)	Mr. C K Patil Research Officer, Cooperative Dept., YASHADA, Pune	Member	

YASHADA POLICY CIRCULAR

Policy Circular No :	Admin/Pur/2003-04/002
Dated	30/06/2004
Empowered Authority	Director General, YASHADA
Subject :	Purchase and Expenditure Committee
Circulated for Information to :	All Faculty & Staff, YASHADA
Read :	1. Orders regarding for Formation of Computer Purchase Committee No. CIT/YASHADA dated 7/2/2003 2. Office Order No. 2003-04/PUR-YPC dt. 17/11/2003. 3. PC/2003-04/PUR/001 dt. 24/11/2003 4. Decision at Sr. No. 14 of administration & Accounts etc. Departments, review meeting dated 16/1/2004. 5. YASHADA Policy Circular of even number dated 23/1/2004.

CORRIGENDUM

Constitution of Purchase & Expenditure Committee is indicated at Para 3 of YASHADA Purchase Committee mentioned at 'Read' (5) above.

Now this constitution of Purchase & Expenditure Committee is hereby changed as under.

1. Deputy Director General (Admin), Chairman
2. Head of respective Department/Centre or his/her representative for whom expenditure is to be incurred - Member
3. Financial Advisor - Member
4. Accounts Officer - Member
5. Technical Experts of relevant subject – Invitee member
6. Registrar – Member Secretary

The above change will take effect from 30/06/2004. The other matter of YASHADA Purchase Committee ^{Circular} dt. 23/1/2004 will remain unchanged.



(DIRECTOR GENERAL)
YASHADA

YASHWANTRAO CHAVAN ACADEMY OF
DEVELOPMENT ADMINISTRATION

YASHADA POLICY CIRCULAR

Policy Circular No :	Admn/GF- Travel/2004/YASHADA
Dated :	05/07/2004
Empowered Authority :	Director General, YASHADA
Subject :	Approval of Traveling Expenses for Guest Speakers.
Circulated for Information to :	All Faculty & Staff, YASHADA
Effective from :	05/07/2004

It is hereby directed that whenever Guest Faculty from Out Station is invited as Guest Speaker in YASHADA, proof of journey, for which such guest is entitled for, should not be insisted upon, however concerned Course Director should ascertain the reasonableness of the charges claimed, at the time of reimbursement.


(Ratnakar Gaikwad)
Director General

YASHADA POLICY CIRCULAR

Policy Circular No	LIB/LBSC/2004
Dated	20 th July, 2004
Subject	Setting up of Library Book Selection Committee
Empowering Authority	Director General
Circulated for Information to	All HoDs
Circulated for necessary action to	Senior Librarian Librarian Assistant Librarian

Background :-

Acquisition of library materials is a key process on which effectiveness of the library depends. A responsive collection is undoubtedly the basic input for any good library, which is the dynamic instrument for training, education and research. However, as no library can acquire every document published in the field due to limited resources selection of relevant document becomes very vital. As a result, it becomes necessary to develop techniques to ensure that library should acquire a collection which will meet pressing needs of its users and fulfill their intellectual, informational and recreational needs.

Selection of documents for library is an objective task. It should be done carefully keeping in view principle of appropriateness. It also requires acquaintance with the literature in the field, current trends, knowledge about reader's needs, existing book stock and its weaknesses and available books in print.

Library is a prestigious organ of the Academy. To develop it from all angles by giving justice to every department and section, is the responsibility of all Heads of departments and all faculty members and staff. With this background a Library Book Selection Committee is formed with following objectives :

Objectives :-

- ❖ To select, acquire and add quality documents, books, journals to YASHADA library.
- ❖ To provide equal opportunity to develop collection of documents on all topics related to various departments of the Academy.
- ❖ To develop collection of documents pertaining to the objectives of the institute
- ❖ To minimize personal bias in selection and acquisition of documents

3. To evaluate each title before adding to the library so that quality of collection is maintained.
4. Suggest and select books, journals which are in line with training and research objectives of the department as well as of the Academy.

Guidelines for Book Selection Committee :

1. While selecting books on any topic, priority should be given for books available in Indian editions and paper backs.
2. Library should have classics of every subject, relevant books on topic, subject and general encyclopedias, statistical information sources, monographs, bibliographies, case studies, databases, various acts, rules of Central and State government, maps. Equal importance should be given to print and non print media.
3. For light reading of trainees, library should possess high quality literature in Marathi and English along with inspiring biographies of eminent persons.
4. Purchase of books should not be done haphazardly. It should be done with systematic planning for month and thereby for the year. Purchases should be spread evenly throughout the year.
5. For selection, various tools like Book Reviews, catalogues, pamphlets, acquisition lists of other institutions active in the similar field should be used as reference.
6. Duplication of titles should be avoided. Additional copies should be purchased only if felt necessary.
7. The library should also start a separate wing for CDs / DVDs and Video cassettes on latest issues of interest to the institutions.

The Library Book Selection Committee Should start its function from First Monday of August 2004 i.e. August 2nd 2004

So ordered.



Ratnakar Gaikwad IAS
Director General, YASHADA

YASHADA POLICY CIRCULAR

Policy Circular No.	FA-Guidelines for allocation of expenditure/2004
File No.	P-13/Financial Advisor
Subject	Guidelines for allocation of expenditure for financial transactions in YASHADA.
Effective From	16/08/2004
Circulated for Information to:	All HoDs, Faculty & Staff of YASHADA

Background

The principles for allocation of expenditure in respect of financial transactions in YASHADA have been enunciated in the Policy Circular/2004, so as to ensure proper classification of the expenditure in order to comply with government requirements in regard to the exhibition of the expenditure in such a way that the appropriate utilisation of government grants is ensured.

In order to further supplement to this Policy Circular, the detailed guidelines were assured to be issued, in the above Circular. This is essential for appropriate budgeting, development of MIS to facilitate the appreciation of financial status of a project / department / institute of the academy as a cost centre, so that the receipt and expenditure of such a cost centre is exhibited in entirety (including the share of indirect as also common expenses). This will help the management as well as the project co-ordinators / HoDs / Directors of the institutes under YASHADA to ascertain the financial status of the project / department / institute. For this purpose besides considering Direct Expenses, all indirect expenses which are incurred by YASHADA as common expenses also need to be reasonably apportioned to various projects/departments/institutes under YASHADA. Keeping this in view, the issue of deciding guidelines for allocation of such expenses incurred as common expenses and are indirectly incurred for various activities has been under consideration for finalisation.

Guidelines for the allocation of the various expenses

In order to know the financial status of each project/department/institute in entirety, besides the direct expenditure of a cost centre, proper allocation/apportionment of various indirect and common expenses incurred by YASHADA is necessary as explained above. It is therefore, decided to lay down the guidelines for the basis of allocation/ apportionment of such expenditure for each department/project/institute as indicated in the accompanying statement. In this statement the besides basis of allocation, the department concerned with initiating the process of apportionment is also indicated. This department concerned will be the department, normally which incurred these expenses as common expenses, the department which would give the apportionment statement of the expenses incurred by it as a common expenses amongst various projects /depts. etc. of YASHADA as indicated therein in the accompanying statement.

This expenses allocation shall be done by the concerned departments after the figures of expenses for a quarter are made available by the Accounts Department, within a month of closure of the quarter concerned and shall be indicated to all concerned for incorporation of these expenses in the expenditure of project/deptt./institute. The Financial and Accounts branch will take into account this apportionment, while arriving at the financial status in entirety of the project/department/institute.

These guidelines of allocation / apportionment of expenses are to be given immediate effect. Further additions, clarifications to these guidelines, if any, shall be issued as and when such occasion arises.

S/d
(ASHOK DESHPANDE)
Director General (I/C),
YASHADA

Copy to –
PA to Director General
PA to Deputy Director General (Admin)
All HoDs & Staff of YASHADA

Sr. No.	Account Head	Basis of Allocation	Department Concerned
1	A M C Charges (Computer)	Number of Computer Per Department	Administration
2	A M C Charges (Generator)	Sq. Ft. Area Per Department	Administration
3	A M C Charges (Office Equipment)	Number of Equipment Per Department	Administration
4	A M C Charges (Pest Control)	Sq. Ft. Area Per Department	Administration
5	Advertisement Expenses (Common)	Proportionate to Direct & Specific Expenses	Administration
6	Audio Visual Training & Aids	Proportionate to Other Expenses	YASHADA Media & Resource Centre
7	Bank Charges & Commission	Proportionate to Other Expenses	Finance Department
8	Course Expenses (Common)	Number of Course Week Participants	Course Director
9	Diesel for Genset	Sq. Ft. Area Per Department	Administration
10	Publication Expenses (Brochures, leaflets)	Proportionate to Direct & Specific Expenses	YASHADA Media & Resource Centre
11	Electricity Expenses	Sq. Ft. Area Per Department	Administration
12	Employees Expenses	Number of Employees per Department	Administration & Finance Dept.
13	Hostel Expenses	Number of Course Week Participants	Hostel Manager
14	Housing keeping & Conservancy	Sq. Ft. Area Per Department	Administration
15	Insurance (Vehicle)	KM usage by Deptt/Project	Administration
16	Legal And Professional Fees	Proportionate to Direct & Specific Expenses	Administration & Finance Dept.
17	Library Books & Periodicals	Prorata	Library
18	Membership & Subscription	Proportionate to Direct & Specific Expenses	Library
19	Mess Charges & Hostel Complementary	Departmentwise / Centre Head wise	Hostel Manager
20	Miscellaneous Expenses	Proportionate to Direct & Specific Expenses	Finance Department
21	Newspaper & Periodicals	Proportionate to Direct & Specific Expenses	Library
22	Photo Expenses	Proportionate to Direct & Specific Expenses	YASHADA Media & Resource Centre
23	Postage & Telegram	Proportionate to Direct & Specific Expenses	Administration
24	Printing & Stationary	Proportionate To other Expenses	Administration
25	Repairs & Maintenance (Building)	Sq. Ft. Area Per Department	Estate Manage
26	Repairs & Maintenance (Computer)	Number of Computer per Department	CIT Department
27	Repairs & Maintenance (Furniture)	Sq. Ft. Area Per Department	Administration & Estate Manager
28	Repairs & Maintenance (Garden)	Sq. Ft. Area Per Department	Estate Manager

29	Repairs & Maintenance (Generator)	Sq. Ft. Area Per Department	Estate Manager
30	Repairs & Maintenance (Office Equipment)	Number of Equipment per Department	Administration
31	Repairs & Maintenance (Vehicle)	KM usage	Administration
32	Sumptuary Expenses	Proportionate to Direct & Specific Expenses	Hostel Manager / Administration
33	Security Service Charges	Sq. Ft. Area Per Department	Administration
34	Study Tour Expenses	Course Week Participants	Course Director
35	Telephone & Telex	Number of Employees per Department	Administration
36	Travelling & Conveyance (Guest Speaker)	Number of Guests faculty per Department	Course Director
37	Travelling & Conveyance (L.T.C.)	Employees per Departmentwise	Administration
38	Travelling & Conveyance (Participants) (Seminars/Workshops)	Departmentwise Centre Head wise	Course Director / HoD
39	Travelling & Conveyance (Transport, Oil & Fuel)	KM usage	Administration
40	Travelling & Conveyance (YASHADA Staff)	Number of Employees Per Department	Administration & Finance Department
41	Yoga Club Expenses	Proportionate to Direct & Specific Expenses	Hostel Warden
42	Xeroxing	Departmentwise	Administration
43	Vehicles (KM use basis)	Departmentwise	Administration
44	Stationery (Course Material etc.)	Departmentwise	Administration
45	Hostel Expenses	Departmentwise	Administration
46	Other Expenses relating to DG's Office, Administration, Finance & Accounts	Prorata (expenditurewise)	Administration & Finance Division.

Note 1 : The term 'Proportionate to Direct & Specific Expenses' shall mean the ratio between the direct & specifically allocable expenses (on such basis as sq. ft., No. etc) of particular project/deptt./institute to total of such expenditure for YASHADA. This ratio shall be the basis for apportioning expenditure not susceptible to specific allocation.

Note 2 : The course week participant concept is as follows.

If the course is of 1-2 days it is of ½ course week. If it is of 3-6 days it is one course week. For each week beyond first week of the course, the coming shall be ½ course week for one week from 2nd week onwards. This course weeks of a course multiplied by No. of participants will give course week participants value.



YASHADA POLICY CIRCULAR

Policy Circular Number:	PC/2004-05/CPHTR/004
Dated:	August 18, 2004
Empowered Authority:	Director General, YASHADA
Subject:	Setting up of the Center for Public Health, Training and Research
Circulated for information to:	YASHADA desk, General Administration Department, Government of Maharashtra, Health Department, Government of Maharashtra, All faculty and staff of YASHADA
Circulated for necessary compliance to:	Director, SIRD
Effective Date:	August 18, 2004

1. Background

YASHADA is the apex Administrative Training Institute (ATI) of the Government of Maharashtra. Over years, more that 50,000 officers have been imparted training by YASHADA in various spheres of development administration. YASHADA has a unique blend of experienced bureaucrats and academicians serving as the faculty members, which helps in synthesizing the field experience and conceptual vision of development administration into an integrated and interdisciplinary approach to training. In addition, YASHADA has now established a well equipped Research and Documentation (R & D) Center, which undertakes applied and policy-oriented research in development administration and helps in continuous upgrading and enriching of YASHADA's training. However, hitherto the public health sector had remained under-represented in YASHADA's training activities. In recent times, this lacuna was noticed and systematic efforts were initiated to fill it up in view of the fact that the public health is one of the most basic concerns of the State.

In the mean while, YASHADA won a major training assignment under the Maharashtra Health System Development Project (MHSDP) and subsequently organized a series of training programmes in Hospital Management for the Deans and Civil Surgeons of the government medical colleges and hospitals. The Center for Disaster Management in YASHADA has also in past organized training programmes on managing epidemic disasters for health officials and hospital management in emergencies. The training programmes were quite successful, which gave YASHADA a confidence of handling the health sector training, and marked the beginning of a new chapter in YASHADA's training initiatives.



Encouraged by the experience of these training programmes, a team of YASHADA faculty made visits to the State Departments of Public Health, Family Welfare, Medical Education, etc., in order to assess their training needs and to work out a strategy of effectively meeting these through YASHADA's training activities. In this background, there was a suggestion from the Additional Chief Secretary, Public Health Department that a 'Center for Public Health Training and Research' should be set up at YASHADA, which will holistically cater to various needs of the health sector both in rural and urban areas. The Center would serve a pivotal role in linking together the public and private health care institutions and interfacing them with the health seekers at large. Further, it was also indicated that annual grant from the Health Department may be made available for supporting the proposed Center at YASHADA.

2. Vision for the Center

The proposed Center envisions an optimal health care system for the State of Maharashtra, which is equally accessible to the urban, rural and tribal populations, which offers effective solutions to an entire range of health problems including incidental, acute, chronic and epidemic forms of ailments, which has a targeted approach to especially vulnerable sections of health seekers such as infants and pregnant women, which builds adequate preventive and promotive health mechanisms within the behavioral and Knowledge & Practice (K & P) systems of the communities, and finally, which harnesses a strong public-private partnership for enhancing the overall quality and effectiveness of health care.

3. Mission and Objectives

The Center would strive to realize this vision through a series of integrated initiatives such as:

- a) A holistic assessment of health sector needs including Training Need Analysis (TNA) for various administrative departments within the sector
- b) Rigorous training of health care providers at various levels ranging from Deans and Civil Surgeons up to the paramedical workers
- c) Networking of health care stakeholders, both public and private, and at various levels, for facilitating a dialogue, sharing of experiences and self-learning
- d) Through such networking, linking together the public and private resources and infrastructure for health care, thereby optimizing the health care delivery
- e) Monitoring and evaluating health care programmes, and facilitating the necessary policy reform for better health care
- f) Documenting various 'good' and 'not so good' health care practices at the local, regional, national and international levels to serve as lessons, and creating a repository of health care knowledge



- g) Creating community health care networks through the use of satellite linked internet for extending latest health care solutions and telemedicine to the rural and tribal areas

4. A Plan of Action

In order to translate the vision and mission into actual practice, the following course of actions is proposed initially after establishment of the center.

a) A Brain-Storming workshop

A workshop involving all the stakeholders in health sector would be organized at YASHADA to chalk out an operational strategy for the proposed Center. The workshop would also lead to formation of an Advisory Committee for Center.

b) Sectoral and Departmental TNA

The Center would then undertake Training Need Analysis for the health sector in general and the health related departments / projects in particular. TNA would reveal the priority areas of training and also the magnitude of training need. This would form the basis for planning an annual training calendar for the health sector.

c) Training Programmes

Although the exact training need and training magnitude for the health sector would emerge from the TNA exercises, it is proposed to hold about 40 training programmes for the health sector in a calendar year. The training programmes will be designed and conducted using the systematic methodology of DOT, DTS, etc., prescribed by the DoPT, GOI.

d) Collaboration with Private Health / Medical Institutions

Establishing linkages with reputed medical institutions with sophisticated infrastructure facilities to conduct training courses on clinical and paramedical aspects that may be needed for enhancing performance of health care professionals and administrators.

e) Research, Consultancy and Facilitation Projects

The TNA generally indicates 'environmental' (systemic) problems besides behavioral and performance problems. The environmental or systemic problems cannot be corrected through training alone and need systemic inputs of various kinds. It is thus proposed that along with training activity, the Center would undertake research, consultancy and facilitation activities to address some of the systemic issues as emerged through the TNA.



5. **Resource Requirements**

a) **Human Resource**

The Center would require a dedicated team of interdisciplinary professionals to handle its mission and mandate. However, initially, the team of the personnel for the center will be made available by redeploying the existing available manpower. The center will be headed by the Director, SIRD, YASHADA.

b) **Infrastructure Resources**

To begin with, YASHADA would accommodate the proposed Center within its available infrastructure.

a) **Financial Resources**

Although the center may need financial resources to meet annual recurring financial requirements of the Center, the same will be met from the existing resources, as the personnel required for the center will be drafted from the available personnel. Meanwhile the proposal has been sent to the Public Health Department for grants for setting up of the Center. Pending the response from the Health Department regarding commitment of the funds the requirements will be met from the internal resources.

The center will function within the umbrella of SIRD and under direct supervision of Director, SIRD. The Advisory Committee of the center will be constituted in due course.

So ordered.

— Sd —
(Ratnakar Gaikwad, IAS)
Director General
YASHADA



YASHADA POLICY CIRCULAR

Policy Circular Number:	PC/2004-05/CWCWTR/004
Dated:	August 18, 2004
Empowered Authority:	Director General, YASHADA
Subject:	Setting up of Center for Women and Child Development, Training and Research
Circulated for information to:	YASHADA desk, General Administration Department, Government of Maharashtra, Women and Child Welfare Department, Government of Maharashtra, All faculty and staff of YASHADA
Circulated for necessary compliance to:	Director, ATI
Effective Date:	August 18, 2004

1. Background

YASHADA is the apex Administrative Training Institute of the Government of Maharashtra. Over years, those 50,000 officers have been imparted training by YASHADA in various sphere of development administration. YASHADA has a unique blend of experienced bureaucrats and academicians servicing as the faculty members, which helps in synthesizing the field experience and conceptual vision of development administration into an integrated and inter disciplinary approach to training. In addition, YASHADA has now established a well equipped Research & Documentation (R &D) Center Which under take applied and policy oriented research in development administration and helps in continuous upgrading and enriching of YASHADA's training.

Various trainings are regularly organized on various issues relating to women's empowerment and employment generation in YASHADA. The Self Help Group Cell has been taking number of initiatives in this regard. However there are several other issues particularly nutrition that requires special focus of issues relating to women and child development. In this background it was suggested that a separate cell for 'Women and Child Development, Training and Research' might be established in order to achieve convergence of various initiatives focused on women and child development.

2. Mission and Objectives

The center would strive through a series of integrated initiatives the following:

- a. A holistic assessment of Women and Child Development sector needs including Training Need Analysis (TNA) for various stakeholders within sector.



- b. Rigorous training to all staff and officers on various issues in women and child development.
- c. Networking of all the stakeholders particularly non-governmental organizations at the various levels for facilitating a dialogue, sharing of experience and best practices and self-learning.
- d. Through such networking linking together the public and private resources and infrastructure for women and child development.
- e. Monitoring and evaluation women and child development programmes and facilitating the necessary policy reform for better outcome of such initiatives.
- f. Documenting best practices and experiences with initiatives of government and non-governmental organizations
- g. Undertaking research in various issued in women and child development and policy advocacy to the government
- h. Convergence of various schemes and programmes of various departments and initiatives from non-governmental organizations for women and child development.

3. A Plan of Action

In order to translate the mission and objectives into actual practice, the following course of actions is proposed initially after establishment of the center.

a) Sectoral and Departmental TNA

The Center would then undertake Training Need Analysis for the Women and Child Development. TNA would reveal the priority areas of training and also the magnitude of training needs. This would form the basis for planning an annual training calendar for the women and child development.

b) Training Programmes

Although the exact training need and training magnitude for the women and child development sector would emerge from the TNA exercises, the center may hold about 40 training programmes in a calendar year. The training programmes will be designed and conducted using the systematic methodology of DoT, DTS, etc., prescribed by the DoPT, GOI

c) Networking of non-governmental organizations

Capacity building of the non-governmental organizations and sharing of their experiences and best practices will be an important activity. The cell will provide the platform to them through organizing problem solving workshops.

d) Research, Consultancy and Facilitation Projects

The TNA generally indicates 'environmental' (systemic) problems besides behavioral and performance problems. The environmental or systemic



problems cannot be corrected through training alone and need systemic inputs of various kinds. It is thus proposed that along with training activity, the Center would undertake research, consultancy and facilitation activities to address some of the systemic issues as emerged through the TNA

4. **Resource Requirements**

a) **Human Resource**

The Center would require a dedicated team of interdisciplinary professionals to handle its mission and mandate. However, initially, the team of the personnel for the center will be made available by redeploying the existing available manpower

b) **Infrastructure Resources**

To begin with, YASHADA would accommodate the proposed Center within its available infrastructure.

c) **Financial Resources**

Although the center may need financial resources to meet annual recurring financial requirements of the Center, the same will be met from the existing resources, as the personnel required for the center will be drafted from the available personnel. Meanwhile the proposal will be sent to the Women and Child Development Department to explore possibility of it making available the financial resource to carry out activities of the center.

The center will function within the umbrella of SIRD and under direct supervision of Director, ATI. The Advisory Committee of the center will be constituted in due course.

So ordered.

(Ratnakar Gaikwad, IAS)
Director General
YASHADA



YASHADA POLICY CIRCULAR

Policy Circular Number:	PC/2004-05/CTDTR/004
Dated:	August 18, 2004
Empowered Authority:	Director General, YASHADA
Subject:	Setting up of the Center for Tribal Development, Training and Research
Circulated for information to:	YASHADA desk, General Administration Department, Government of Maharashtra, Tribal Development Department, Government of Maharashtra, All faculty and staff of YASHADA
Circulated for necessary compliance to:	Director, SIRD
Effective Date:	August 18, 2004

1. Background

YASHADA is the apex Administrative Training Institute of the Government of Maharashtra. Over years, those 50,000 officers have been imparted training by YASHADA in various sphere of development administration. YASHADA has a unique blend of experienced bureaucrats and academicians servicing as the faculty members, which helps in synthesizing the field experience and conceptual vision of development administration into an integrated and inter disciplinary approach to training. In addition, YASHADA has now established a well equipped Research & Documentation (R &D) Center, which undertakes applied and policy oriented research in development administration and helps in continuous upgrading and enriching of YASHADA's training. However, hitherto the Tribal Development sector had remained under-represented in YASHADA's training activities. In recent times, this lacuna was noticed especially in the wake of the malnutrition problems in tribal areas of Melghat.

In this background there was a suggestion that separate cell of 'Center for Tribal Development, training and Research' should be set up at YASHADA which will holistically cater to various needs in the Tribal Development sector. The center will serve a pivotal role in bridging gaps in Tribal Development in terms of capacity building of the personnel involved in tribal development and policy advocacy through research. Further, as the activities of the center expand the possibilities of financial support from the government can be explored.

2. Mission and Objectives

The center would strive to realize this vision through a series of integrated initiatives such as:



- a) A holistic assessment of Tribal Development sector needs including Training Need Analysis (TNA) for various administrative departments within sector
- b) Rigorous training at various levels ranging from staff of Ashram Schools to senior officers of Tribal Development Department.
- c) Monitoring and evaluation of tribal development programmes and facilitating the necessary policy reform for better tribal welfare.
- d) Networking with various non-governmental organizations involved in tribal development and create a platform for sharing their ideas and best practices for better implementation of tribal development programmes.
- e) Documenting best practices and experiences with initiatives of government and non-governmental organizations.
- f) Undertaking research in various issues in tribal development and policy advocacy to the government.
- g) Convergence of various schemes and programmes of various departments and initiatives from non-governmental organizations for welfare of tribals.

3 A Plan of Action

In order to translate the mission and objectives into actual practice, the following course of actions is proposed initially after establishment of the center.

- a) The cell will undertake the Training Needs Assessment of the Tribal Development Department. The TNA would reveal the priority areas of training and also training and non-training interventions required. Based on this TNA, annual training calendar of trainings will be planned.
- b) Training Programmes: Although the exact training need and training magnitude for the tribal development sector would emerge from the TNA exercises, the center will hold about 40 training programmes for the tribal development sector in a calendar year. The training programmes will be designed and conducted using the systematic methodology of DoT, DTS, etc., prescribed by the DoPT, GOI.
- c) Research and facilitation projects: The TNA generally indicates 'environmental' (systemic) problems besides behavioral and performance problems. The environmental or systemic problems cannot be corrected through training alone and need systemic inputs of various kinds. It is thus required that along with training activity, the Center would undertake research, consultancy and facilitation activities to address some of the systemic issues as emerged through the TNA.
- d) Networking of non-governmental organizations: Capacity building of the non-governmental organizations and sharing of their experiences and best practices will be an important activity. The cell will provide the platform to them through organizing problem solving workshops.



4. **Resource Requirements**

a) **Human Resource**

The Center would require a dedicated team of interdisciplinary professionals to handle its mission and mandate. However, initially, the team of the personnel for the center will be made available by redeploying the existing available manpower

b) **Infrastructure Resources**

To begin with, YASHADA would accommodate the proposed Center within its available infrastructure.

c) **Financial Resources**

Although the center may need financial resources to meet annual recurring financial requirements of the Center, the same will be met from the existing resources, as the personnel required for the center will be drafted from the available personnel. Meanwhile the proposal will be sent to the Tribal Development Department to explore possibility of it making available the financial resource to carry out activities of the center.

The center will function within the umbrella of SIRD and under direct supervision of Director, SIRD. The Advisory Committee of the center will be constituted in due course.

So ordered.

— S d —
(Ratnakar Gaikwad, IAS)
Director General
YASHADA

YASHADA POLICY CIRCULAR

Policy Circular No:	MIS / 2004.
Dated:	18 th August 2004.
Empowered Authority:	Director General.
Subject:	Comprehensive Management Information System.
Circulated for Information to:	All HODs Registrar Accounts Officer. Other Section heads.
Circulated for necessary action to:	All reporting Officers Head CIT. Assct. Prof. (R&DC).

Background –

YASHADA as an Autonomous State Academy, Carrying out Training Programmes for various higher and middle level administrators with government, NGO's and corporate bodies. Further in addition to training, it also undertakes various activities related to Research, Projects and Evaluation on various development programmes implemented or under implementation. To know the progress and status of these complex activities, it is important to have pin pointed information about the status of activities undertaken. What are the bottlenecks and how to get them corrected immediately and achieve the expected goals in the prescribed time limit.

1.2 To get the timely picture as above, it has been decided to immediately launch a Comprehensive Management Information System covering all important activities carried out by the YASHADA.

2. Objectives: -

- ❖ It will show the achievement Index by end of each month.
- ❖ It will indicate the lacuna, bottlenecks being faced in carrying out each of the activity as well as collective performance.
- ❖ It will help the management to give the required directives, guidelines; wherever required.
- ❖ It will help the activity dealing persons to get the programme, activity modified for proper execution.
- ❖ It help the management to propose, substitute, the new programmes to the existing.
- ❖ It will indicate level and standard of achievement visa vis proportionate monthly targets.

Methodology -

3.1 According to the importance of the activity, weight will be assigned to it; which will further be divided in each of the month, according to the proposed volume.

3.2 At present considering the past experience and activities currently undertaken, it has been decided that the weightage of main important activities will be as below –

Sr. No.	Functional Item	Proposed weight assignment
1	Training Programme	55
2	Research	20
3	Projects	05
4	Dissemination of information and YMRC	10
5	Administration and Accounts	10
	Total	100

3.3 Total weight assignment is 100 hence, within this weightage a months achievement and relative weight will show the performance indicator in that month. If this indicator is 100 or more than 100 due to addition of some new activities it will indicate that performance of all activities is according to proposed structure. If it indicates that achievement in any one or total activity is less than 100. Then it will draw the attention of management to analyse it and give the suggestions for improvement. Hence to achieve the given targets, every part and parcel of the organization have to be alert in carrying out the activities.

4 Responsibilities of Reporting Persons

4.1 Necessary proforma / Tables for reporting the activities / achievements have been designed. Set of which is enclosed. Every concern person will please first to report his / her volume of the yearly activity, divided in each of the month and then to regularly report the weekly / monthly achievements either on paper or through the Local Area Network (LAN). Necessary care needs to be taken by every person to report it correctly and timely.

4.2 In some Cases, there may not be a monthly fixed target, for such items either a presumptive target may be given with specific note or only annual target may be shown..

4.3 Success of effective MIS depends on correctly and timely reporting, hence weekly report wherever applicable needs to be supplied immediately on the next day of weekend and monthly report by 5th of succeeding month. To start with the first such report for July 2004 may be supplied immediately, followed by report for August 2004, to be supplied by 5th of September 2004 and regular activity for the future.

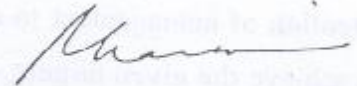
4.4 All reports are to be received in Centre for Information Technology (CIT) from where consolidated picture of performance will be generated and submitted to the Director General for perusal and further instructions.

5. Personnel Envolment

Shri. Anand Pardhi, HOD (CIT), Shri. S.W. Deshmukh, Assot. Prof. (R&DC) and Shri. Shekar Teke, Asst. Progr. (CIT) will be jointly carrying out the regular functioning of the Comprehensive Management Information System through the receipt of

achievement reports from all concerned. Consolidated Performance will be submitted to the Director General positively by 10th of every month.

So ordered.



Ratnakar Gaikewad I.A.S.
Director General, YASHADA.

YASHADA MIS SYSTEM DEVELOPMENT

Year 2004-2005

T = Target
A = Achievement

Sr. No.	Functional Item	April		May		----- March		Performance during the year 2003-04, 2002-03, 2001-02
		T	A	T	A	T	A	

I. Course cell

1. Number of course directors
2. Number of courses
 - a) YP
 - b) SP
3. Number of course weeks
 - a) YP
 - b) SP
4. Number of workshop / seminar
 - a) National
 - b) State
5. Number of Participants
6. Sessions
 - a) In house faculty
 - b) Guest faculty
7. Study tour / field visits (No.)
8. No. of Course evaluation grade
 - a) Above 3.5
 - b) 3.0 to below 3.5
 - c) Below 3.0.
9. Amount (Rs.) through S.P.
 - a) Received
 - b) Expenditure
10. Average – per course
 - a) Income
 - b) Expenditure
11. Outside T.O.T to faculty Members (No.)

II. Research

1. YASHADA Initiative
 - a) Carried forward.
 - b) New

2. Sponsored

- a) Carried forward
- b) New

III. Projects

1. YASHADA Initiative
 - a. Carried forward
 - b. New

2. Sponsored

- a. Carried forward
- b. New

3. Funds Received (Rs.)

- a. Committed
- b. Received

IV. Dissemination of Information and YMRC

1. News Letters (No.)
2. Journals published (No.)
3. Books (Nos.)
4. Monographs (No.)
5. Training modules (No.)
6. T.V. Programmes (No.)
7. Radio programmers (No.)
8. Films / slide shows (No.)
9. Subscription (No.)
 - a. Ashwatha
 - b. Yashmanthan

V. Centre for information technology

1. Activities
 - a. Software application development (No.)
 - b. Consultancies (No.)
 - c. I.T. Projects (No.)

1. I.T. Infrastructure
Internet uptime (%)
 - Total PC
 - Working PC
 - Dead PC
 - Functional complaints
 - a. Received
 - b. Attended

VI Administration and Accounts

I. Administration

A) Meetings

1. Board Meetings
2. Action points (No.)
3. Executive Committee meetings
4. Action points (No.)
5. Finance Committee meetings
6. Action points (No.)
7. Buildings committee meetings
8. Action points (No.)
9. Local committee meetings
10. Action points (No.)
11. Faculty meetings
12. Action points (No.)
13. Think tank meetings
14. Action points (No.)
15. Purchase committee meetings
16. Action points (No.)
17. Department / section review meetings
18. Action points (No.)

B) Establishment

A. Administration

1. Filling of vacant posts (No.)
2. Personal files (No.)
3. Confidentials reports (No.)
4. Annual increments (No.)
5. Seniority lists (No.)
6. Renewal of Contracts. (No.)

C) Hostel

1. No. of available bed day.

D) Vehicles

1. Number of vehicles days
 - b. Yashada
 - c. Hired
2. No. of vehicles
 - a) On road
 - b) Off road
 - c) Hired.

B. Accounts

1. Settlement of Advance
 - a) No.
 - b) Amount (Rs.)

2. Recovery of sponsored Courses. (Rs.)

- a) Amount committed.
- b) Amount recovered.

2. Funds position. (Rs.)

A. Plan

- 1. GAD
- 2. Central
- 3. RDD
- 4. Others (specify)

Total Plan Funds (Rs.)

B. Non Plan

- 1.
- 2.

Total Non Plan Funds (Rs.)

C. Other

- 1.
- 2.

Total Other Funds (Rs.)

Total Funds (Rs.)

3. Expenditure Incurred (Rs.)

A. Recurring

- a) Salary
- b) Traveling allowance
- c) Medical reimbursement
- d) Training courses
- e) Vehicle maintenance
- f) Stationery
- g) Other expenses
- h) Other (specify)

Total Recurring Expenditure (Rs.)

B. Non Recurring

- a) Building construction
- b) Minor works
- c) Furniture and fixtures
- d) Purchase of New vehicles
- e) Computers
- f) Office equipments
- g) Others (specify)

Total Non Recurring Expenditure (Rs.)

C. Other Expenditure (Rs.)

- 1. Courses
- 2. Projects
- 3. Others (specify)

Total Other Expenditure (Rs.)

Total Expenditure (A+B+C) (Rs.)

D. Audit

Completed for the year

VII Library

1. Books (No.)
2. Members (No.)
3. Issuance (No.)

Note: - 1. In case of some items, target may not be given / fixed. In such cases only achievements may be reported.

2. Functional itemwise weightage will be decided according to volume of work during the month and in a year.

Sl. No.	Item	Target	Actual
1	Books (No.)		
2	Members (No.)		
3	Issuance (No.)		
4			
5			
6			
7			
8			
9			
10			
11			
12			

YASHADA – Comprehensive Management Information System.

Table Number, Reporting Period and concerned Officers.

Sr. no.	Table No.	Reporting Item	Periodicity	Reporting Persons
1	2	3	4	5
1.	COR – I	Training Courses, Workshops and Seminars.	Weekly	Course Cell
2.	RDC – II	Research / Projects.	Monthly	D.D.G. and Chairman (RDC)
3.	YMRC – III	Dissemination of Information and YMRC.	Monthly	DDG (DEV) Head (YMRC)
4.	CIT – IV	Centre for Information Technology.	Monthly	HOD (CIT)
5.	M – V	Meeting (ALL)	Monthly	HOD (ALL) Registrar Accounts Officer / Hostel / Estate Manager.
6.	Adm. – VI	Administration	Monthly	Registrar.
7.	Account - VII	Advances and Recoveries	Monthly	Accounts Officers.
8.	Account - VIII	Income & Expenditure	Monthly	Accounts Officers.
8.	Ve – IX	Vehicles	Monthly	Registrar.
9.	H – X	Hostel	Monthly	Hostel Manager.
10.	Lib – XI	Library	Monthly	Sr. Librarian.

YASHADA – MIS – DATA REPORTING PROFORMAE

Reporting Item – Courses / Workshop / Seminars.

Table No. COR - 1

Report for weekend _____

Month _____

Sr. no	Course/Workshop /Seminar/Title	Date	Course Information.						Course Evalu. Grade	Amount (Rs.)		Remarks
			YP/SP/ N/S.	Participants (No.)		Sessions faculty (No.)		No. of study tours/ie -ld visits.		Recie.	Expr.	
				Nomina -ted	Attende -d	In house	Guest					
1	2	3	4	5	6	7	8	9	10	11	12	13

Signature (Trg. Manager)
Course Cell

Note – 1) Col. 4 = YP = Yashada Programme SP = Sponsered Programme
N = National S = State level.

2) Activities carried out during the months are only to be reported.

YASHADA – MIS – DATA REPORTING PROFORMAE

Reporting Item - Research / Projects.

Table No. RDC - II

Report for month end _____

Sr. no	Name of the person	Designation	Research /Project Title.	Date of starting work.	Present status of work (brief)	Whether it is YI/SP	If (S.P) Sponsored – Funds.		Remarks (if any)
							Committed	Received	
1	2	3	4	5	6	7	8	9	10

(Signature)
Associate Professor (R&D)

Note – 1) Col. 7 = YI = YASHADA initiated, S.P. = Sponsored.

2) Research & projects, work position to be reported cumulatively by end of each month.

YASHADA – MIS – DATA REPORTING PROFORMAE
Reporting Item – Dissemination of Information and YMRC

Table No. YMRC – III

Report for the month ending _____ (No.)

Sr.no	Activity	Target	Achievement	Remarks
1	2	3	4	5
1.	News letters.			
2.	Journals Published.			
3.	Books.			
4.	T.V. Programmes.			
5.	Radio Programmes.			
6.	Films / Slide shows.			
7.	Subscription.			
	a) Ashwatha			
	b) Yashmanthan			

Signature & Designation
of reporting person.

Note – 1) Cumulative target / Achievements are to be reported at end of each month.
 2) For some activities, target may not be there in such cases only achievements are to be reported.

YASHADA - MIS - DATA REPORTING PROFORMAE

Reporting Item - Centre for Information Technology

Table No. CIT - IV

Report for month end _____

Sr.no	Activity	Target	Achievement	Remarks
1	2	3	4	5

1. Software application development (Specify Titles)
2. Consultations (Specify Titles)
3. IT projects (Specify Titles)

Infrastructure

4. Internet uptime (%)
5. Working P.C. (No.)
6. Dead P.C. (No.)
7. Functional Complaints -
 - a) Received (No.)
 - b) Attended (No.)

Signature

Asso. Prof. (CIT)

Note - 1) Cumulative target / Achievements are to be reported at end of each month.

2) For some activities, target may not be there in such cases only achievements are to be reported.

YASHADA - MIS - DATA REPORTING PROFORMAE

Reporting Item - Meetings

Table No. - M-V

1) Nature of Meeting _____ 2) Date of Meeting _____

Sr. no	Action points of the Meeting (In brief).	Point Compliance (In brief).	Remarks.
1	2	3	4

(Name & Signature of the Person.)

Member secretary of Meeting.

- Note :-
- 1) Position of Meeting held. Action points and points complied to be reported cumulatively by end of every month.
 - 2) Registrar to give information about meetings regarding BOG/EX.C./LCM/Think Tank/Faculty/Etc.
 - 3) All HOD to give information about meetings regarding their Department/Section Meetings held by Hon. D.G.
 - 4) Accounts Officer to give information about meetings regarding Finance Committee Meeting/Purchase Committee Meetings.
 - 5) Estate Manager to give information about meetings regarding Building Committee.

YASHADA - MIS - DATA REPORTING PROFORMAE

Reporting Item - Administration.

Table no. - Adm. VI

Report for month end _____

Sr. no.	Functional Category	Positions (No.)		Personal files/Services books		Confidential Reports		Increments		Seniority list	Renewal of Contracts		Remarks
		Sanctioned	In position	No	Updated	No	Updated	Due No.	Sanctioned (No.)		No	Action taken	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

(Registrar)

Note - 1) Information to be reported by end of every month.

2) Cumulative information to be reported in each item for each of the month.

YASHADA – MIS – DATA REPORTING PROFORMAE

Reporting Item - Accounts

A) Advances / Recoveries

Table No. Acct VII

Report for the month end _____

Sr. no	Name of the person	Designation	Nature of Advance	Amount of Advance (Rs.)	Date of Sanction	Due date of recovery	Amount recovered (Rs.)			Recoveries other than individual		Remarks	
							Upto end of month	Yet to be recovered	Amt. Pending for more than one month.	Item	Amount (Rs.) Committed		Received
1	2	3	4	5	6	7	8	9	10	11	12	13	14

(Accounts Officer)

- Note – 1) Information to be reported by end of each month.
 2) Cumulative information to be reported under each item.
 3) Col. No. 4 to 9 are related to Individual advances / recoveries,
 and Col. No. 10 to 12 are related to sponsored course / other (to be specified) recoveries.

YASHADA - MIS - DATA REPORTING PROFORMAE

Reporting Item - Income / Expenditure

Table No. Acct VIII

Report for the month ending: _____ (Rs' Lakh.)

Sr. no.	Item	Target	Achievements	Remarks
1	2	3	4	5

A Funds.

1)PLAN

1.1

GAD

1.2

Central

1.3

RDD

1.4

Other (Specify)

a)

b)

1.5

Total

2.1

2)Non Plan

2.2

Total

2.3

3)Other

3.1

Sponsored

3.2

Other (Specify)

a)

b)

Total

Total income(1+2+3).

B. Expenditure (Rs.)

4. Recurring expenditure

- 4.1 Salary.
- 4.2 Travelling allowances.
- 4.3 Medical reimbursement.
- 4.4 Training Courses.
- 4.5 Vehicles.
- 4.6 Stationery.
- 4.7 Other expenditure (Specify)
- 4.8 Total

5. Non-recurring expenditure

- 5.1 Building Construction.
- 5.2 Minor works.
- 5.3 Furniture and fixtures.
- 5.4 Purchase of New Vehicles.
- 5.5 Computers.
- 5.6 Office equipments.
- 5.7 Other (Specify)
- 5.8 Total

6. Other expenses

- 6.1 Courses.
- 6.2 Projects.
- 6.3 Others (Specify)
- 6.4 Total

Total Expenditure (4+5+6)

7. Audit

Completed for the year.

(Signature)
Accounts Officer.

Note – 1) Cumulative progress to be reported in each of the month.

2) In some items target may not be fixed, in such case only achievements to be reported.

YASHADA - MIS - DATA REPORTING PROFORMAE

Reporting Item - Vehicles

Table No. Adm. - Ve- IX

Report for the month ending: _____

Sr. no.	Item	Target	Achievements	Remarks
1	2	3	4	5

1. No. of vehicle days.

- a) Yashada.
- b) Hired.

2. No. of vehicles

- a) On Road.
- b) Off Road.
- c) Hired (on road)

Signature
Registrar.

Note - 1) Cumulative progress to be reported in each of the month.

2) In some items target may not be fixed, in such case only achievements to be reported.

YASHADA – MIS – DATA REPORTING PROFORMAE

X Hostel

Table No. H - X

Report for the month ending. _____

Sr. no.	Item	Available (Target)	Actually occupied (Achievement)	Remarks
1	2	3	4	5

1. No. of available bed days.

Signature
Hostel Manager.

Note – 1) Cumulative progress to be reported in each of the month.

2) In some items target may not be fixed, in such case only achievements to be reported.

YASHADA - MIS - DATA REPORTING PROFORMAE

Reporting Item - Library

Table no. Lib - XI

Report for the month ending. _____

Sr. no.	Item	Target	Achievements	Remarks
1	2	3	4	5

1. Books (No.)
2. Members (No.)
3. Issuance (No.)

Signature
Sr. Librarian

Note - 1) Cumulative progress to be reported in each of the month.

2) In some items target may not be fixed, in such case only achievements to be reported.

**YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION
POLICY AND PLAN IMPLEMENTATION CELL**

YASHADA POLICY CIRCULAR

Policy Circular No.	PPI-2004/XXXIIIrd BoG/A-12/PC
Dated	September 8, 2004
Empowered Authority	Director General, YASHADA
Subject	To consider the revised recruitment rules of the Academy
Reference	All approved minutes of the Board of Governors meeting held on 27.08.2004 Agenda Item No.BoG.XXXIII:12 Minute Nos. 79 to 84
Circulated for Information to :	All YASHADA Faculty & Staff
Effective from	August 27, 2004

The Hon. Chief Secretary to the Government of Maharashtra in his position as ex-officio President of the Board of Governors at the Yashwantrao Chavan Academy of Development Administration (YASHADA) is crucially responsible for ensuring review of activities and enabling approval by the Board and thereby ensuring the support and guidance of the Government of Maharashtra.

The XXXIIIrd Meeting of the Board of Governors has provided the mandate to the Academy once again through unanimity in the decisions undertaken. The Board continues to enable growth through systemic and institutional stabilisation within the Academy.

Introduction

The earlier recruitment rules of the Academy were approved by the XVIIIth meeting of the Board of Governors held on 9 December 1993. The revised recruitment rules of the Academy were presented for approval of the Board of Governors.

The previous functional departments of the Academy included the Rural Systems and Administration (RuSA), Public Systems and Administration (PuSA), the Centers for Disaster Management, Environment and Development and Audio-Visual Production among others. The utilities included the 101-bed capacity hostel prior to the construction of the 29-bed capacity jubilee hostel totaling 129-bed capacity including VIP and VVIP rooms and the 3-programme stream classrooms and mess dining facilities.

Subsequent to the 44th EC held on 17 November 2003 and the 32nd BoG held on 22 January 2004, the Academy's functional departments now include the State Institute of Rural Development (SIRD), the Administrative Training Institute (ATI), the State Institute of Urban Development (SIUD), the Institute for Productive and Empowered Old Age (IPEOA) and the various Centers such as for Environment and Development (CED), Disaster Management (CDM), Information Technology (CIT), Research and Documentation (RDC), Media and Resource (YMRC), and

Equity and Social Justice (CESJ). Various Cells established since 2003-2004 include the SHG and Micro Finance Cell, the Right to Information Cell, the Special Cell for Cooperation and SHG RUDA Cell. Newly emerging Cells and Centers include the Watershed Development Center (Proposed), Center for Innovation and Dissemination and Good Governance, the Centers for Public Health Training and Research, Tribal Development Training and Research and Women and Child Development Training and Research.

Along with the diversity of academic development since the four main streams of training activities during 1986 to 2003, the YASHADA MASTER PLAN has begun to document and present the need to understand the potential for growth, physical and academic for YASHADA in the coming 5 /10 /15 years. The first phase of the Master Plan during 2003-2006 ensures that most infrastructure projects are identified, new perspectives developed and core academic and research faculty positioned.

The Master Plan has very clearly identified and designated site-specific building projects for the next three years and outlined the general use of each building project. The clarity that is provided by the Campus Master Plan is now part of the Academy's annual training, research and capital planning processes and allows for regular review. Of the sixty-one vacant posts in the regular YASHADA establishment, various departments and centers along with posts sanctioned under assistance of the Government of India since 22 January 2004, fifty posts have been filled through deputation /contract and /or regular appointment in the Class I to Class IV cadres as on August 1, 2004. From sanctioned personnel strength of 101 and 82 filled-up posts in September 2003, the Academy has now grown to 143 posts, with 132 filled-up posts and 11 vacant ones.

Revision of the Recruitment Rules

It was therefore felt necessary to considerably strengthen existing administrative processes, create transparent recruitment and promotion procedures, provide clear promotion channels, demarcate the ratio of "Direct recruitment" : "Promotion" : "Deputation" intakes and provide for limited-period contractual appointments wherever appropriate individuals are not immediately available.

The Academy also needs to plan towards the personnel requirements for the construction projects envisaged under the aegis of the SIRD Master Plan and the Campus Master Plan. Specialised personnel would be required for infrastructure management and could be recruited against project funds to be received from supporting agencies. The Director General, YASHADA is already empowered to appoint personnel against positions as and when required on contract basis or on the basis of the existing recruitment rules.

It was therefore felt essential at this crucial period of the Academy's growth to effectively position specific recruitment rules for the numerous positions that are currently existent in YASHADA. These revised recruitment rules will help the Academy provide clearly transparent recruitment procedures, promotion channels, re-organisation of inter- and intra-level posts wherever required within various cadres such as Academic or Administrative Wings.

The revised recruitment rules have separated the categories of officers and staff into four groups, such as:

- (A) – Officers whose minimum of the pay scale is Rs. 8,000/- and above.
- (B) – Officers whose minimum of the pay scale is Rs. 6,500/- and above.

- (C) - Employees whose minimum of the pay scale is Rs. 3,050/- and above but not included in the Group 'A' or 'B'.
- (D) - Employees who are not included in the group 'A', 'B' or 'C'.

The revised recruitment rules (proposed) have clearly outlined the "Manner of Recruitment" against Age, Reservation, Seniority List, Selection Criteria for direct recruitment, deputation and promotion and has also established the tenure of probation. The rules have also provided for the constitution of the Selection Committee and the process of recruitment of personnel required for projects on short-term basis or on deputation as and when required for a project.

Approvals by the XXXIIIrd Board of Governors

The Board of Governors recognised that earlier recruitment rules of the Academy as approved by the XVIIIth meeting of the Board of Governors held on 9 December 1993 were in need of a comprehensive review considering the growth of the Academy and the revised recruitment rules of the Academy as presented were examined.

It was also recognised that the need to plan towards the personnel requirements for the construction projects envisaged under the aegis of the SIRD Master Plan and the Campus Master Plan would be met with the Revised Recruitment Rules. The rules would permit employment of specialised personnel required for future infrastructure management to be recruited against project funds when received from supporting agencies.

The Board recommended that the "seniority list" should be determined with effect of 1st January on the first week of January and published accordingly. It is now determined by the Academy that it would be published on an annual basis.

The Board further suggested that knowledge of Marathi Language should be essential for Group B, C and D categories of officers and staff, while the requirement would not be compulsory for Group A, i.e., Officers whose minimum of the pay scale is Rs. 8,000/= and above.

The various Minutes approved in this regard at the XXXIIIrd BoG are:

Minute No. 79 Agenda Item No. BoG: XXXIII: 12

It was noted that the need to plan towards personnel requirements for the growth of infrastructure envisaged under the Master Plan for employment of specialised and experienced personnel against project funds as and when received from supporting agencies would be supported by the Revised Recruitment Rules.

Minute No. 80 Agenda Item No. BoG: XXXIII: 12

It was noted that the revised recruitment rules would help the Academy provide clearly transparent recruitment procedures, promotion channels, re-organisation of inter- and intra-level posts wherever required within various cadres such as Academic or Administrative Wings.

Minute No. 81

Agenda Item No. BoG: XXXIII: 12

The "seniority list" should be determined with effect of 1st January on the first week of January and published on an annual basis.

Minute No. 82

Agenda Item No. BoG: XXXIII: 12

An amendment at Point No. 11 of the Revised Recruitment Rules would now read as follows:

"11. SELECTION COMMITTEE

There shall be a Selection Committee as would be constituted by the Director General from time to time to recommend the candidate/s suitable for recruitment /promotion. The decision of the Director General in this regard shall be final."

Minute No. 83

Agenda Item No. BoG: XXXIII: 12

An essential requirement of knowledge of Marathi Language should be included for Group B, C and D categories of officers and staff, while the requirement would not be compulsory for Group A, i.e., Officers whose minimum of the pay scale is Rs. 8,000/= and above.

Minute No. 84

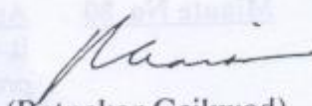
Agenda Item No. BoG: XXXIII: 12

The Revised Recruitment Rules as at Enclosure II was approved by the Board of Governors subject to the amendments suggested in Minutes Nos. XXXIII: 81, 82 and 83.

The Revised Recruitment Rules stand approved with effect from 27 August 2004 and fully replaces the earlier Recruitment Rules and any other amendments as may have been affected from time to time.

The Revised Recruitment Rules are now provided in a complete Handbook of Recruitment Rules hereby titled and recognised as "THE YASHADA RECRUITMENT (REVISED) RULES 2004".

So ordered,


(Ratnakar Gaikwad)
Director General

**YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION
POLICY AND PLAN IMPLEMENTATION CELL**

YASHADA POLICY CIRCULAR

Policy Circular No.	PPI-2004/XXXIIIrd BoG/SA-21(6)/PC
Dated	September 8, 2004
Empowered Authority	Director General, YASHADA
Subject	To re-designate the SECRETARY of the Academy
Reference	Approved minutes of the Board of Governors meeting held on 27.08.2004 Supplementary Agenda Item No.BoG:XXXIII:21(6) Minute No. 104
Circulated for Information to :	All HoDs, YASHADA Financial Advisor, Registrar, Accounts Officer, Estate Manager
Effective from	August 27, 2004

The Hon. Chief Secretary to the Government of Maharashtra in his position as ex-officio President of the Board of Governors at the Yashwantrao Chavan Academy of Development Administration (YASHADA) is crucially responsible for ensuring review of activities and enabling approval by the Board and thereby ensuring the support and guidance of the Government of Maharashtra.

The XXXIIIrd Meeting of the Board of Governors has provided the mandate to the Academy once again through unanimity in the decisions undertaken. The Board continues to enable growth through systemic and institutional stabilisation within the Academy.

Introduction

The Memorandum of Association of the Academy includes the following clauses in regard to the appointment of the SECRETARY of the Academy:

“49. An Officer of the Institute shall be appointed as the Secretary of the Institute by the Board of Governors. He shall function as the ex-officio Secretary of the Board of Governors, the Executive Committee, and such other Committees and sub-Committees as may be constituted by the Board of Governors and the Executive Committee respectively.

50. The Secretary shall be responsible for --

- (a) The issue of notices of meetings of the Board, the Executive Committee and the committees of the Board and sub-committees of the Executive Committee.
- (b) Maintenance of the records of the meetings and their circulation to members.
- (c) Maintenance of the register of the Roll of Members of the Society and
- (d) Performance of such other duties as may be assigned by the Director of the Institute from time to time.”

The Board of Governors in their first meeting held on 8 June 1986 *vide* Agenda Item No. 8 decided that the Administrative Officer should be appointed as Secretary of the Institute and the Ex-Officio Secretary of the Board.

Further, the Board of Governors in their XVIIIth Meeting held on 9 December 1993 *vide* Agenda Item No. 11 approved the redesignation of the post of Administrative Officer, YASHADA as Registrar.

Strengthening the Policy and Plan Implementation processes of the Academy

As evident in the growth of various activities of the Academy, the diverse multi-institutional internal separation of the functional Institutes, departments, centres and cells, the implementation of the COMPREHENSIVE YASHADA MASTER PLAN, the appointment of the Financial Advisor and the overall growth of administrative responsibilities, it was proposed to the XXXIIIrd Board of Governors of the Academy to designate the Head, Policy and Plan Implementation Cell, YASHADA, as the SECRETARY of the Institute.

The Board were informed that subsequent to the 32nd BoG held on 22 January 2004, a Policy and Plan Implementation Cell (PPI Cell) had been established with effect from 22 January 2004 *vide* Policy Circular No. XXXIIInd BoG /2004 /P&P /Action /PC /28 dated 1 March 2004. A senior faculty-officer of the Academy is now positioned as Head, Policy and Plan Implementation Cell. The Policy Circular was also presented in the Agenda Notes (Annexure 21 (6) – (1) at Pages 186 to 190) of the 33rd BoG for perusal by the Members of the Board.

Justification

The growth of activities at the Academy has resulted in corresponding growth and diversification of various knowledge management concerns. A senior member of the Faculty would be ideally suited to prepare and present appropriate notes and policy interventions that may be required from the various policy making bodies of the Academy, such as, the Board of Governors, the Executive Committee and other Committees as may be constituted from time to time in the Institute.

It is essential to enable the change in designation in view of the complex nature of preparation of policy and plan documents for the various institutes, departments, centres and cells of the Academy and to effectively present before the BoG, EC and other committees with appropriate documentation that would be required to enable the implementation of the Academy's goals during the coming 5 /10 /15 years.

It was noted by the XXXIIIrd Board that the Head, Policy and Plan Implementation Cell has been responsible for the organisation of the Agenda Notes, Meetings and Minutes of the 32nd BoG, 45th and 46th EC and 15th, 16th and 17th Local Committee meetings since 22 January 2004, along with the preparation of the Agenda Notes for the 33rd BoG. Copies of the Agenda Notes and Minutes of the 32nd BoG, 45th and 46th EC and 15th, 16th and 17th Local Committee meetings were tabled for perusal.

The Members of the Board of Governors were also of the opinion that designation of the Head, Policy and Plan Implementation Cell as SECRETARY of the Institute would ensure continuity from within the senior officers / core faculty of the Academy.

Approval by the XXXIIIrd Board of Governors of YASHADA

vide Minute No. 104 to Supplementary Agenda Item No. BoG: XXXIII: 21(6)

The Board of Governors approved the proposal for the designation of the Head, Policy and Plan Implementation Cell, as the SECRETARY of the Academy *vide* Clause 49 of the Memorandum of Association of the Institute that specifies that the SECRETARY of the Academy shall function as the ex-officio Secretary of the Board of Governors, the Executive Committee, and such other Committees and sub-Committees as may be constituted by the Board of Governors and the Executive Committee respectively.

The Mandate from the XXXIIIrd Board of Governors

The XXXIIInd and XXXIIIrd meetings of the Board of Governors held on January 22, 2004 and August 27, 2004 respectively enable tremendous exponential growth of the Academy. The approved minutes of the two meetings reflect the unanimous approval by all the Members present and indicate the need for immediate follow-up and specific strategies to operationalize all the major activities, projects and programmes for the Academy.

It was recognised after the XXXIIInd BoG, that it is therefore essential that the various processes are coordinated at the highest level within the Academy by enabling all Faculty, Administration, Establishment and Employees to function independently within their own time schedules and work norms and ensure that all points of action are completed at the earliest. The recognition enabled the Office of the Director General, YASHADA, to be directly supported by a Policy and Plan Secretariat /Department /Cell to ensure that timely follow-up is ensured.

Establishment of YASHADA Policy and Plan Implementation Cell

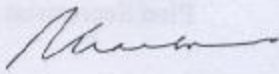
The Policy and Plan Secretariat /Department /Cell functions directly under the supervision of the Director General and submits requirements for coordination within the Academy, follow-up points of action, monitors and reports on activities undertaken on the basis of the approved minutes and ensures that a monthly meeting is convened to consider any requests for support if required from all concerned.

The Policy and Plan Implementation activities currently functions at the Cell-level under the aegis of the Office of the Director General. Dr. Bharat Bhushan, HoD, Centre for Environment and Development is the HoD of the Policy and Plan Implementation Cell. The Registrar, YASHADA assists the Policy and Plan Implementation Cell on behalf of the Administration.

Various decisions activated with effect from January 22, 2004 continue to be in place *vide* Policy Circular No. XXXIIInd BoG /2004 /P&P /Action /PC /28 dated 1 March 2004. The following decisions are in addition to the decisions in the Policy Circular as stated.

1. The Head, Policy and Plan Implementation Cell, YASHADA is now designated as the SECRETARY of the Academy *vide* Clause 49 of the Memorandum of Association of the Institute.
2. Dr. Bharat Bhushan, Associate Professor, Environmental Planning, and HoD, Centre for Environment and Development, and HoD, Policy and Plan Implementation Cell, will be the SECRETARY of the Academy *vide* Minute No. 104 of the XXXIIIrd Meeting of the Board of Governors of the Academy.
3. Dr. Bharat Bhushan, in the capacity of the SECRETARY of the Academy will function as the ex-officio Secretary of the Board of Governors, the Executive Committee and such other Committees and sub-Committees as may be constituted by the Board of Governors and the Executive Committee respectively.
4. Registrar, YASHADA would continue to be responsible for ensuring office personnel support, appointment of new personnel to the PPI Cell, providing equipment support and ensuring coordination between all departments, centres and cells at the Academy.
5. The Policy and Plan Implementation Cell will be recognised as the Office of the SECRETARY of the Academy.
6. The SECRETARY of the Academy is fully authorised to plan the programme and expenditure requirements of the meetings of the Board of Governors, the Executive Committee and such other Committees and sub-Committees as may be constituted by the Board of Governors and the Executive Committee respectively.
7. Staffing pattern, as approved for the Policy and Plan Implementation Cell, *vide* Policy Circular No. XXXIIInd BoG /2004 /P&P /Action /PC /28 dated 1 March 2004 as submitted to the XXXIIIrd BoG is also effective for the Office of the Secretary.

The above decisions are being brought to the notice of all concerned.


(Ratnakar Gaikwad)
Director General

YASHADA Policy Circular

Policy Circular No.	CIT/Circular/Policy Circular/Procurement of IT Equipment and Software
Dated -	9 th September 2004
Empowered Authority	Director General YASHADA
Subject	Procurement and Installation of IT Equipment and Software
Circulated for information to	All Faculty and Staff YASHADA

Background – As you are aware that Centre for Information Technology is in the process of revamping and upgrading the IT setup at YASHADA. This includes planning new network, installation of mail server, Internet access to all, intranet server etc. The first step is replacement and addition of hardware. In doing this a careful analysis is carried out in procuring, replacing with alternate and / or new hardware to ensure appropriate distribution and optimized use of hardware and software. This is also done in discussions with DG and DDG(Admin).

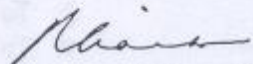
It has recently been observed that some faculties have procured hardware and software directly through their funds without the knowledge of CIT and the management.

Some faculties have been shifting PCs, printers and other IT equipments on their own without the knowledge of CIT. This is affecting the network setup and is difficult to manage the IT inventory. It also affects CIT services being provided to all staff members. Some faculties have been shifting PCs, printers and other IT equipments on their own without the knowledge of CIT. This is affecting the network setup and is difficult to manage the IT inventory. It also affects CIT services being provided to all staff members.

It has also been observed that some staff members have loaded pirated software on PCs, which is not-at-all permitted. Many software companies have various methods of detecting piracy and this would bring YASHADA a bad name if detected.

I have directed Head, CIT to check both the above issues and submit me a report.

Guidelines – It is therefore be noted that with the issue of this policy circular, no hardware, software procurement and installation should be done by any staff member of YASHADA without the knowledge of management and CIT.


(Ratnakar Gaikwad)
Director General

To,

All Faculty Members
All Staff Members

YASHADA POLICY CIRCULAR

Policy circular No.	WDMC/SIRD/2004/POL.Circular # 1
Subject:	Establishment of the " Watershed Development & Management Centre."
Empowered Authority	Director General, YASHADA
Effective from	10 th September 2004
Circulated for Information of	All HoDs, Faculty & Staff of YASHADA

BACKGROUND

Of late, policy makers and administrators are increasingly feeling the need for holistic approach to rural development. Often, one of problems being encountered to achieve desired goal in rural development is the affordable and equitable availability of water. In this direction the Govt. of Maharashtra is implementing watershed development programme through out the state involving all concerned departments, NGO, and PRI. Functionaries. In view of the gravity of situation the approach and implementation has changed to a great extent. All stakeholders are being involved and efforts are made to seek an active participation of all, in order to get desired success.

In this scenario, there should be a comprehensive policy planning to conserve different sources of water. More over, it also needs to have a proper coordination between user groups and monitoring mechanism vis-à-vis the Govt. regulation. **YASHADA being the State apex institute may play a leading role to identify capacity building need and any other changes / suggestion relating to policy advocacy.** YASHADA may also take up a lead role to find out and device a mechanism how to develop a strong linkage between EGS - fund and effective implementation of watershed programme: Experiences gained in the past suggest that watershed development is a key to address problems like unemployment, poverty alleviation and other programme related to rural development.

OBJECTIVES:

The research centre objectives would be as follows;

- To undertake capacity building of all stakeholders.
- To develop an effective network of various NGOs and Gos' involved in watershed development activities.
- To ensure employment guarantee scheme as major resource of funds in building watershed development activities.
- To explore the conventional wisdom of rural people in watershed development
- To act as an agency for concurrent monitoring and evaluation of watershed activities in the state of Maharashtra.
- To conduct action research and evaluation studies in selected watersheds and suggest ways of effective implementation of project.

EARLIER DEVELOPMENT IN WATERSHED DEVELOPMENT AT YASHADA.

- YASHADA is conducting training programme as per regular schedule on watershed development.

- In the past YASHADA had successfully organized workshops and conducted at least 60 training programmes on watershed development.
- YASHADA had trained the master trainers of the mother NGOs in the field of watershed development and also taken up action research project to study an impact on watershed development programme.

SCOPE OF WATERSHED DEVELOPMENT CENTRE:

The Centre shall take up a *holistic* approach to cover all the various sectors of watershed development: i.e. PRIs, Forestry and Social forestry, NGOs, Mother NGOs, GSDA, Minor Irrigation and Water Supply, Water Conservation and Agriculture etc. These will be the broad areas of activity.

CENTRES REQUIREMENTS

A) Human Resources

The centre shall have a team of competent professionals having well acquaintance with implementation of watershed development programme. To start with, the centre will be functioning forthwith by redeploying the existing available personnel of the Academy. The centre will be having the following staffing pattern

Sr. No.	Designation	Number of Posts
1.	Professor and head	One
2.	Assistant Professor	Two
3.	Stenographer	One
4.	Research Assistant	Two
5.	Course Assistant	Two
6.	General Attendant	One

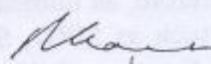
B) Infrastructure Resources

To begin with, YASHADA would accommodate the proposed Centre within its available Infrastructure.

FINANCIAL FORECASTING – BUDGETARY PROVISION

- **Finance:** Resource generation for the proposed Centre will be resolved by various means as has been mentioned below:
 - Initially, the watershed development centre would be constituted by pooling existing staff from Academy and can start working & prepare a comprehensive proposal.
 - YASHADA has already submitted 'Mother NGOs proposal' to Govt. of Maharashtra and Secretary, Water Conservation, GoM to finance the **Watershed Centre:**
 - Donor agencies like NIRD, MoRD indicated willingness to finance Action Research Projects / Evaluation studies in the field of watershed development
 - The Secretary (Watershed Conservation GOM) expressed an interest to extend financial assistance for the establishment of a Centre.

All the above sources will be contacted for raising financial resources for the centre.


 (Ratnakar Gaikwad)
 Director General,

To,
 All HoDs & Faculty, YASHADA

**YASHWANTRAO CHAVAN ACADEMY OF DEVELOPMENT ADMINISTRATION
POLICY AND PLAN IMPLEMENTATION CELL.**

YASHADA POLICY CIRCULAR

Policy Circular No.	PPI-2004/XXXIIIrd BoG/A-11/PC
Dated	September 14, 2004
Empowered Authority	Director General, YASHADA
Subject	Revised staffing pattern of the Academy as on 21 August 2004.
Reference	All approved minutes of the Board of Governors meeting held on 27.08.2004 Agenda Item No.BoG:XXXIII:11 Minute No. 78
Circulated for Information to :	All HoDs, YASHADA Financial Advisor, Registrar, Accounts Officer and Estate Manager
Effective from	August 27, 2004

The Hon. Chief Secretary to the Government of Maharashtra in his position as ex-officio President of the Board of Governors at the Yashwantrao Chavan Academy of Development Administration (YASHADA) is crucially responsible for ensuring review of activities and enabling approval by the Board and thereby ensuring the support and guidance of the Government of Maharashtra.

The XXXIIIrd Meeting of the Board of Governors has provided the mandate to the Academy once again through unanimity in the decisions undertaken. The Board continues to enable growth through systemic and insitutional stabilisation within the Academy.

Introduction

The Revised Staffing Pattern of the Academy was provided at Annexure 11 (1) (Pages 98 to 103) of the Agenda Notes presented for perusal by the XXXIIIrd Meeting of the Board of Governors of YASHADA.

Various posts have been created from time to time in various cadres in Faculty and Administrative Wings of the Academy. As a result, as of now, the Academy now has 143 posts (88 Faculty and 55 Administrative) in different cadres as indicated in the Annexure. These posts have been reallocated to various branches /institutes /centres /cells within the Academy from time to time. Of the sixty-one vacant posts in the regular YASHADA establishment, various departments and centers along with posts sanctioned under assistance of the Government of India since 22 January 2004, fifty posts have been filled through deputation /contract and /or regular appointment in the Class I to Class IV cadres as on August 1, 2004.

There was therefore, an immediate need to place on record the personnel distribution amongst all the institutes such as SIRD, SIUD and ATI, the various departments, such as Administration, Accounts and Estate, and the various Centres and Cells of the Academy. The current staffing pattern has been revised from previous personnel distribution as per the earlier functional separation and was presented to the Board of Governors.

Approvals by the XXXIIIrd Board of Governors

The Board of Governors reviewed and approved the revised Staffing Pattern of the Academy with effect from August 1, 2004 *vide* Minute as below.

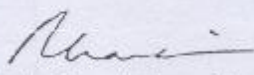
Minute No. 78 Agenda Item No. BoG: XXXIII: 11

The revised staffing pattern of the Academy as provided at Annexure 11 (1) at Pages 98 to 103 of the Agenda Notes for the XXXIIIrd BoG was noted and approved.

The Revised Staffing Pattern of the Academy stand approved with effect from 1 August 2004 and fully replaces the earlier Staffing Pattern and any other amendments as may have been affected from time to time.

The Revised Staffing Pattern is now provided in the accompanying pages to this Policy Circular.

So ordered,


(Ratnakar Gaiwad)
Director General

Annexure II (I)

Revised Staffing Pattern

OFFICE OF THE DIRECTOR GENERAL

Sr. No	Designation	No of posts
1	Steno	1
2	General Attendant	1

DEPUTY DIRECTOR GENERAL (ADMINISTRATION)

Office of Deputy Director General (Administration)

Sr. No	Designation	No of posts
1	Professor	1

Registrar Office

Sr. No	Designation	No of posts
1	Registrar	1
2	Assistant Registrar	1
3	Assistant	1
4	Senior Clerk	4
5	Steno	1
6	Telephone Operator	2
7	Clerk	1
8	Roneo Operator	2
9	General Attendant	2
10	Drivers	7

Estate Department

Sr. No	Designation	No of posts
1	Estate Manager	1
2	Junior Engg. (Electrical)	1
3	Clerk	1
4	Wireman	1
5	Plumber	1

Hostel

Sr. No	Designation	No of posts
1	Hostel Manager	1
2	Clerk	1

Center for Disaster Management (CDM)

Sr. No	Designation	No of posts
1	Professor	1
2	Associate Professor	1
3	Research Officer Class I	1
4	Course Assistant	1
5	Steno	1

Center for Environment and Development (CED)

Sr. No	Designation	No of posts
1	Associate Professor	1
2	Assistant Professor	1
3	Research Assistant	2
4	Steno	1
5	Course Assistant	1

Policy and Plan Implementation Cell (PIC)

Sr. No	Designation	No of posts
1	Steno (LG)	1
2	General Attendant	1

Center for Information Technology (CIT)

Sr. No	Designation	No of posts
1	Associate Professor	1
2	Programmer and Research Officer (Computer)	2
3	Course Associate (Computer)	2
4	General Attendant	1

Library

Sr. No	Designation	No of posts
1	Senior Librarian	1
2	Librarian	1
3	Assistant Librarian	1
4	Naik	1

Deputy Director General and Director State Institute of Urban Development

Sr. No	Designation	No of posts
1	Professor	1
2	Associate Professor	1
3	Assistant Professor	1
4	Research and Documentation Officer	1
5	Research Assistant	1
6	Course Associate	2
7	General Attendant	1

Deputy Director General and Director Administrative Training Institute

Core Training Cell (CTC)

Sr. No	Designation	No of posts
1	Professor	1
2	Associate Professor	1
3	Assistant Professor	1
4	Research and Documentation Officer	1
5	Research Assistant	1
6	Course Associate	1
7	Course Assistant	2
8	Steno (HG)	1
9	General Attendant	1

Center for Equity and Social Justice (CESJ)

Sr. No	Designation	No of posts
1	Associate Professor	1
2	Assistant Professor	1
3	Research Officer	2
4	Research Assistant	1

Institute of Productive and Empowered Old Age (IPEOA)

Sr. No	Designation	No of posts
1	Associate Professor	1
2	Research Officer	1
3	Course Assistant	1

Disability Cell (DC)

Sr. No	Designation	No of posts
1	Assistant Professor	1

Center for Innovation and Dissemination and Good Governance (CIDGG)

Sr. No	Designation	No of posts
1	Assistant Professor	2
2	Research Officer	1
3	Research Assistant	1

Special Cooperation Cell (SCC)

Sr. No	Designation	No of posts
1	Assistant Professor	1
2	Research Officer	1
3	Course Assistant	2

Self Help Group and Micro- finance Cell (SHGMFC)

Sr. No	Designation	No of posts
1	Associate Professor	1
2	Assistant Professor	1
3	Course Assistant	1

Finance and Accounts

Sr. No	Designation	No of posts
1	Professor and Financial Advisor	1
2	Accounts Officer	1
3	Head Accountant	1
4	Assistant	1
5	Senior Clerk	1
6	Clerk cum typist	1

Deputy Director General and Director, State Institute of Rural Development

CORE TRAINING CENTER (CTC)

Sr. No	Designation	No of posts
1	Professor	1
2	Associate Professor	2
3	Course Associate	2
4	Course Assistant	1
5	Steno	1
6	General Attendant	1

Gramsevak Training Center and Panchayat Raj Training Center Cell

Sr. No	Designation	No of posts
1	Research Assistant	2

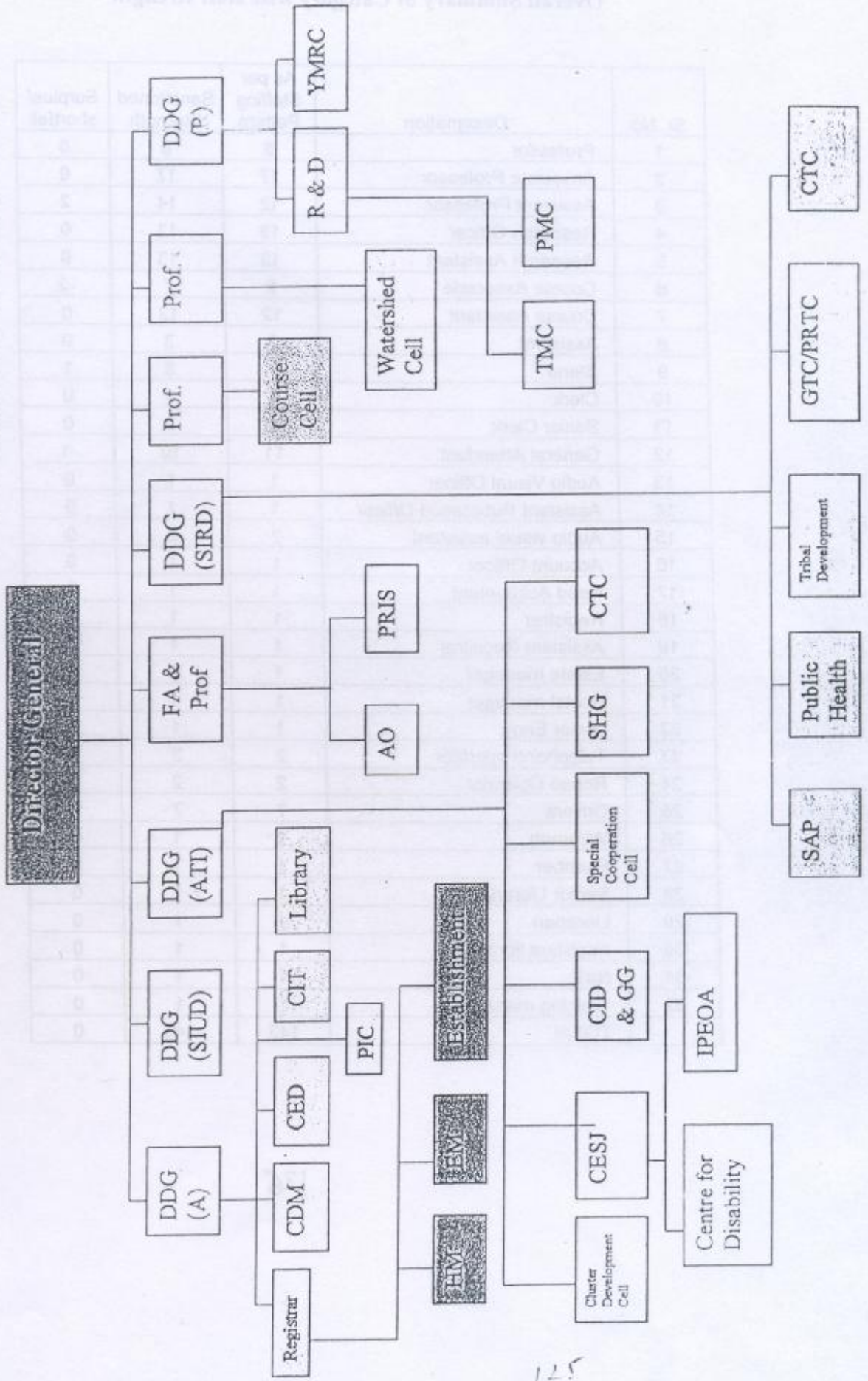
State Action Plan (SAP)

Sr. No	Designation	No of posts
1	Associate Professor	1
2	Research Assistant	2
3	Course Associate	1
4	Course Assistant	2
5	General Attendant	1

Center for Public Health, Training and Research

Sr. No	Designation	No of posts
1	Associate Professor	1

YASHADA ORGANOGRAM



Overall Summary of Category wise staff strength

Sr. No	Designation	As per Staffing Pattern	Sanctioned Strength	Surplus/ shortfall
1	Professor	8	8	0
2	Associate Professor	17	17	0
3	Assistant Professor	12	14	2
4	Research Officer	13	13	0
5	Research Assistant	13	13	0
6	Course Associate	9	7	-2
7	Course Assistant	12	12	0
8	Assistant	3	3	0
9	Steno	7	8	1
10	Clerk	4	4	0
11	Senior Clerk	5	5	0
12	General Attendant	11	10	-1
13	Audio Visual Officer	1	1	0
14	Assistant Publication Officer	1	1	0
15	Audio visual assistant	2	2	0
16	Account Officer	1	1	0
17	Head Accountant	1	1	0
18	Registrar	1	1	0
19	Assistant Registrar	1	1	0
20	Estate manager	1	1	0
21	Hostel manager	1	1	0
22	Junior Engg	1	1	0
23	Telephone operator	2	2	0
24	Roneo Operator	2	2	0
25	Drivers	7	7	0
26	Wireman	1	1	0
27	Plumber	1	1	0
28	Senior Librarian	1	1	0
29	Librarian	1	1	0
30	Assistant librarian	1	1	0
31	Naik	1	1	0
32	Training manager	1	1	0
	TOTAL	143	143	0