



CF Item = Barcode Top - Note at Bottom =  
CF\_Item\_One\_BC5-Top-Sign

Page 1  
Date 3/10/2004  
Time 12:39:14 PM  
Login jtran



CF-RAI-USAA-DB01-EV-2004-00181

Full Item Register Number [Auto] **CF-RAI-USAA-DB01-EV-2004-00181**

Ext Ref: Doc Series / Year / Number **EVL/EDB/IND/1992-0321**

Record Title

**India - Training Need Assessment of Municipal Functionaries for Urban Basic Services for the Poor - 2 of 2**

Date Created - on item  
3/10/2004

Date Registered in RAMP-TRIM  
3/10/2004

Date Closed

Primary Contact  
Owner Location  
Home Location  
Current Location

Evaluation Office, UNICEF NY-HQ = 5128  
LIR, Floor 01, Room 01, Aisle 01, Shelf 296, Level 01, Position 3R  
Evaluation Office, UNICEF NY-HQ = 5128

1: In, Out, Internal, Rec or Conv Copy  
Fd2: Sender or Cross Reference  
Fd3: Doc Type of Format

Container Record [Folder]  
Container Box Record (Title)

CF/RAF/USAA/DB01/2002-07800  
India - Training Need Assessment of Municipal Functionaries for Urban

Nu1: Number of pages  
0

Nu2: Doc Year  
0

Nu3: Doc Number  
0

Full GCG File Plan Code

Da1: Date Published

Da2: Date Received

Da3: Date Distributed

Priority

If Doc Series?:

Record Type **A01 EVAL Item**

Electronic Details

No Document

Electric [wasDOS] File Name

Alt Bar code = RAMP-TRIM Record Numb : **CF-RAI-USAA-DB01-EV-2004-00181**

Notes

Print Name of Person Submit Images

Signature of Person Submit

Number of images  
without cover

JOHN TRAN

31 S

**CHAPTER VII**  
**PROPOSED SIX DAY TRAINING PROGRAMME FOR COMMISSIONERS /**  
**EXECUTIVE OFFICERS AND EXECUTIVE/ASSISTANT/ JUNIOR**  
**ENGINEERS.**

1. A six day training programme is suggested for Administrative and technical officers of the Local Bodies. The training programme may be held district-wise. The district and town level officers of other related departments such as PWD . PHED . Medical and Health, Town Planning . Social Welfare. Integrated Child Development Scheme (ICDS), Women Development Programme (WDP) and Technical Education etc., may also be included in this training programme so that the questions relating to linkages at different levels are sorted out and proper rapport is built-up amongst the officers of the Local Bodies and the related departments.

2. The methodology to be adopted in this training programme shall lay special emphasis on inter-sectoral discussions . Before starting discussions . hand-outs may be distributed. These hand-outs may contain detailed information on the scheme / programme / subject which may include principles, activities to be taken up, pattern of financial assistance . implementation methodology etc. Such hand-outs be prepared separately for each programme / scheme included in the Urban Poverty Alleviation package. A free and frank inter-departmental discussion may be allowed and efforts may be made to work out solutions for the likely inter-departmental problems and to established linkage levels for such problems. Efforts should also be made to sort out likely public misgivings for such programme and work out solution for them. During all such discussions resource-person for the specific programme , should effectively participate and guide the participants to reach working solutions for better implementation of the programme .

3. The training programme shall include the following topics. A detailed training programme for all the six days speci-

fyng the topics , objectives and outcome is also appended here further.

- i) Development Philosophy
- ii) Status of Urban Poor
- iii) UBSP programme concepts , objectives and strategies
- iv) UBS components
- v) Nehru Rozgar Yojna ( NRY )
- vi) Integrated Development of Small & Medium Towns (IDSMT)
- vii) Environmental Improvement of Urban Slums (EIUS)
- viii) Low Cost Sanitation ( LCS )
- ix) Night-shelters for pavement dwellers
- x) Rehabilitation of alcoholics and drug addicts
- xi) Neighborhood planning process , completing the family pass-book and locality profiles, preparing mini-plans and town plans.
- xii) Monitoring and evaluation
- xiii) Coordination , cooperation and accountability
- xiv) Public grievances
- xv) National Integration and Communal Harmony

**SIX DAY TRAINING PROGRAMME FOR EXECUTIVE OFFICERS /ENGINEERS / OTHER RELATED  
DISTRICT LEVEL OFFICERS**

*First Day*

TOPIC	OBJECTIVES	OUTCOME
<input type="checkbox"/> Development Philosophy.	> To acquaint them with development philosophy and the programmes aimed at reaching the Urban poor.	> Awareness and appreciation for the need for Human resource development (HRD) & social development, identify the indicators to measure physical quality of life, and social progress.  > Familiarity regarding various govt. programmes.
<input type="checkbox"/> Status of Urban poor.	> To familiarize the participants with the trends of Urbanisation in India and the consequent problems faced by the Urban poor. > To familiarize with Urban literacy rates compared to literacy rates in slums and lack of physical amenities.  > To sensitize them about the strategies and the problems of women and children.	> Better appreciation of the trends of urbanisation and its consequences & profile of Urban poor.  > Better sensitivity and understanding of the vulnerable conditions of women & children and the discriminations suffered by them.
<input type="checkbox"/> UBS Programme , Objectives , Concepts , strategies and Organisational structure.	> To acquaint the participants with the concepts , objectives and strategies of the UBS programme > To familiarize about the organisational structure of UBSP.	> Clarity & appreciations of the UBSP concepts , objectives and strategies to be followed. > Familiarity of the organisational structure of UBSP.

**METHODOLOGY**

Lecture sessions , video films , over-head transparencies showing rate of urbanisation and problems , mobility , mortality rates , handouts , audio-visual aids.

**SIX DAY TRAINING PROGRAMME FOR EXECUTIVE OFFICERS /ENGINEERS / OTHER RELATED  
DISTRICT LEVEL OFFICERS**

*Second Day*

TOPIC	OBJECTIVES	OUTCOME
<p><input type="checkbox"/> UBS Components</p> <ul style="list-style-type: none"> <li>&gt; Immunisation &amp; primary health care.</li> <li>&gt; Child &amp; woman development</li> <li>&gt; Pre-school education.</li> <li>&gt; Adult education.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; To acquaint the participants with the UBSP components and their importance in achieving the objectives of the programme. To identify the participants role in implementation of each activity.</li> <li>&gt; To familiarize about primary health care approach and about mortality , morbidity , immunisation , diarrhea management etc.</li> <li>&gt; To acquaint about income generating activities for women and the need to improve their skills .</li> <li>&gt; To familiarise regarding the pre-school and adult-education facilities of the govt.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Appreciation of the need for communicating with slum dwellers, educating and motivating them to demand the immunisation service.</li> <li>&gt; Strengthened belief that prevention is better than cure and that low cost . house based interventions can help in reducing mortality and morbidity.</li> <li>&gt; Awareness of the disease and ttheir consequences . when and whom to immunise.</li> <li>&gt; Familiarity with the govt. efforts directed towards universal immunisation.</li> <li>&gt; Positive attitude towards women's role in development and need to improve skills and organise the capacities of women to earn .</li> <li>&gt; Awareness and sensitivity towards the needs and problems of street working children.</li> <li>&gt; Understanding of the concepts and need for pre-school education and development of creativity amongst children .</li> </ul>
<p><input type="checkbox"/> Nehru Rozgar Yojna.</p>	<p>&gt; To familiarise the different schemes under Nehru Rozgar Yojna, detailed information about scheme of Urban Micro Enterprise, scheme of Urban wage Employment and scheme of Housing and Shelter upgradation.</p>	<p>&gt; Familiarity with the concepts and principals governing the scheme of Urban Micro Enterprises , scheme of Urban Wage Employment and scheme of Housing and Shelter upgradation.</p>

**METHODOLOGY**

Lecture sessions, Transparencies of PHC, video cassttes on PHC. Education, group discussions on various employment generation activities, charts, slides, Role play , demonstration, case studies, Hand outs. Group discussion about different schemes of Nehru Rozgar Yojna and working out linkages with other departments organisations.

**SIX DAY TRAINING PROGRAMME FOR EXECUTIVE OFFICERS /ENGINEERS / OTHER RELATED DISTRICT LEVEL OFFICERS**

*Third Day*

TOPIC	OBJECTIVES	OUTCOME
<input type="checkbox"/> Integrated development of small and medium towns (IDSMT).	<ul style="list-style-type: none"> <li>&gt; To acquaint them with the principles, concepts and package of activities, for integrated development of the town.</li> <li>&gt; To familiarise with the authorities/ committees for execution/ monitoring the scheme.</li> <li>&gt; To familiarise with the pattern of loan/subsidy provided by the central/ state Governments.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Awareness regarding different elements of the programme for development of the town.</li> </ul>
<input type="checkbox"/> Environmental improvement of urban slums (EIUS)	<ul style="list-style-type: none"> <li>&gt; To acquaint them with the environmental problems existing in the Urban slums.</li> <li>&gt; To familiarise with the pattern of subsidy by state govt. for providing physical amenities.</li> <li>&gt; To understand extent of different physical amenities provided under the scheme .</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Awareness about planned and phased development of slums by providing specified physical amenities in the slums.</li> </ul>

**METHODOLOGY**

Lecture sessions , transparencies on IDSMT , EIUS, charts , Handouts containing principals/concepts/activities, group discussions for problem solving and establishing linkage of different levels.

**SIX DAY TRAINING PROGRAMME FOR EXECUTIVE OFFICERS /ENGINEERS / OTHER RELATED DISTRICT LEVEL OFFICERS**

*-Fourth Day*

TOPIC	OBJECTIVES	OUTCOME
<input type="checkbox"/> Low Cost Sanitation	<ul style="list-style-type: none"> <li>&gt; To understand the principles , philosophy and necessity of low cost sanitation proposals</li> <li>&gt; To acquaint and familiarise with the whole town approach for the Libration of scavengers programme under PCR Act</li> <li>&gt; To familiarise the pattern of subsidy / loan provided by central / state Govt. / HUDCO / Beneficiaries families for different income groups</li> <li>&gt; To understand the need for enacting bye-laws to discourage / dismentle the dry latrines</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Appreciation of the concepts of low cost sanitation (LCS) intervention</li> <li>&gt; Awareness regarding the terms and conditions , requirements and modalities for the low cost sanitation schemes</li> <li>&gt; Positive attitude towards Libration of scavengers programme</li> </ul>
<input type="checkbox"/> Night Shelters for Pavement Dwellers	<ul style="list-style-type: none"> <li>&gt; To familiarise the conditions for migration of villagers for job opportunities and the problems faced by such migrants pavement dwellers</li> <li>&gt; To work out solutions to check such migration and the need for construction of night shelters</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Awareness to check migration of villagers .</li> </ul>
<input type="checkbox"/> Rehabilitation of Alcoholics and Drug Addicts	<ul style="list-style-type: none"> <li>&gt; To familiarise with the Govt. scheme for rehabilitations of drug addicts and alcoholies .</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Appreciation of the Govt. schemes for alcoholies and drug addicts</li> </ul>

**METHODOLOGY**

Lecture sessions , charts , tranparency , hand-outs , group discussions for problem solving and establishing linkages

**SIX DAY TRAINING PROGRAMME FOR EXECUTIVE OFFICERS /ENGINEERS / OTHER RELATED DISTRICT LEVEL OFFICERS**

*Fifth Day*

TOPIC	OBJECTIVES	OUTCOME
<input type="checkbox"/> Neighbour-hood planning process > Completing the family pass books and locality profiles  > Preparing mini plans : towns	> To familiarise the participants with the concepts and procedure for working out community needs by community. > To equip the participants with the skills to complete the family pass book and locality profiles.  > To familiarise with the steps to be taken for preparation of mini-plans and town plans.	> Acquaintance with the steps involved in the neighbour hood planning process. > Clarity about the survey formats , family pass books and locality profiles. > Ability to conduct the survey ,developing important skills such as rapport building , listening , probing and integrating community feelings .  > Proper understanding of pre-project activities and procedure for preparation of mini plans and town plans

**METHODOLOGY**

Lecture sessions, group discussions survey formats , family pass books . Audio visual - participatory planning process transparencies , Handouts (formats).



**SIX DAY TRAINING PROGRAMME FOR EXECUTIVE OFFICERS /ENGINEERS / OTHER RELATED  
DISTRICT LEVEL OFFICERS**

*Sixth Day*

TOPIC	OBJECTIVES	OUTCOME
<input type="checkbox"/> Monitoring and evaluation	<ul style="list-style-type: none"> <li>&gt; To acquaint the participants with mechanism of feed back for monitoring the qualitative and quantitative performance of the programme</li> <li>&gt; To work out the need for mid term modifications and corrections</li> <li>&gt; To familiarise the need for timely submission of monthly progress reports.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Proper understanding about the functioning of UBS committees at town /district / state level.</li> <li>&gt; Awareness of the need and methods for timely submission of progress report.</li> </ul>
<input type="checkbox"/> Coordination/cooperation and Accountability	<ul style="list-style-type: none"> <li>&gt; To develop the accountability for the organisation / community / programme</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Better accountability to the community and the programme.</li> </ul>
<input type="checkbox"/> Public grievances and their expectations	<ul style="list-style-type: none"> <li>&gt; To familiarise about the public grievances , their expectations from the local bodies , need for developing public confidence.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Awareness about public confidence in the programme</li> </ul>
<input type="checkbox"/> National integration and communal harmony	<ul style="list-style-type: none"> <li>&gt; To create awareness for national integration and communal harmony in the town.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Awareness of the need for communal harmony</li> </ul>

**METHODOLOGY**

Lecture sessions . case studies . Role plays. Transparencies . Handouts.

## CHAPTER-V I I I

### PROPOSED TWO DAY ORIENTATION PROGRAMME FOR ELECTED MEMBERS / CHAIRMEN / ADMINISTRATORS1.

1. A two day orientation programme is suggested for the elected Chairmen/Administrators. The orientation programme shall aim to provide complete knowledge and detailed information about all the components of UBSP and Urban Poverty Alleviation packages. The main thrust of this programme shall be to fully understand the financial liabilities of the Local Bodies and the extent of funds provided by central / state govt. directly for the programme and the activities to be funded by the concerned govt. departments. through their own allocation.
2. In this orientation programme detailed information for schemes included in the UBSP programme and the Urban Poverty Alleviation package is supplied in the form of hand-outs and brief discussion amongst the participants is allowed in the presence of a resource person/persons having complete knowledge of such schemes. Such discussions shall help these heads of Local Bodies in taking policy decisions involving municipal funds.
3. Where elected municipal boards are in existence. the chairmen of various sub-committees, play important role in the policy decision mechanism of the municipalities. Such chairmen of the Sub-committees may also be included in this proposed two days orientation programme.
4. The training programme shall include the following topics. A detailed training programme for both days specifying the topics, objectives and outcome. is also appended here further.
  - i) Urbanization and Urban Poor
  - ii) Development Philosophy
  - iii) UBSP components
  - iv) Coordination with C.O. Neighborhood Volunteers and Neighborhood committees
  - v) Mini plans, town plans, family pass books
  - vi) Urban Poverty Alleviation packages

## TWO DAY ORIENTATION PROGRAMME FOR ELECTED MEMBER/ CHAIRMAN/ADMINISTRATOR

### *First Day*

TOPIC	OBJECTIVES	OUTCOME
<input type="checkbox"/> Urbanisation and Urban poor	<ul style="list-style-type: none"> <li>&gt; To familiarise the participants with the trends of Urbanisation in India and the consequent problems faced by the Urban poor .</li> <li>&gt; To sensitise them about the problems of women and children living in the slums.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Better appreciation of the trends of Urbanisation and its consequences and Understand profile of urban poor</li> <li>&gt; Greater sensitivity and understanding of the vulnerable condition of women and children and the discriminations suffered by them.</li> <li>&gt; Awareness regarding the need for Human Resource Development (HRD) and social development and identifying the indicators for physical quality of life.</li> </ul>
<input type="checkbox"/> Development philosophy	<ul style="list-style-type: none"> <li>&gt; To acquaint them with the development philosophy and the programmes aimed at reaching the urban poor</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Better understanding and familiarity regarding various govt. programmes and financial involvement of the local body.</li> <li>&gt; Positive attitude towards community participations .</li> </ul>
<input type="checkbox"/> UBSP components	<ul style="list-style-type: none"> <li>&gt; To acquaint the participants with the UBSP components and objectives of the programme .</li> <li>&gt; To familiarise the financial liabilities of the local bodies for different activities of UBSP and poverty alleviation programmes.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Clarity and appreciation of the UBSP concepts, objectives and strategies to be followed .</li> <li>&gt; Familiarity of the organisational structure of UBSP .</li> </ul>

### METHODOLOGY

Lecture sessions . Video film. Over-head transparencies showing rate of Urbanisation problem . Morbidity . Mortality etc. Hand outs for each activities of the programme . Group discussions about financial involvement of the local bodies.

## TWO DAY ORIENTATION PROGRAMME FOR ELECTED MEMBER/ CHAIRMAN/ADMINISTRATOR

### Second Day

TOPIC	OBJECTIVES	OUTCOME
<input type="checkbox"/> Coordination with community organisers, neighbourhood & volunteers and neighbourhood committees	> To sensitise them of their role and coordination with other functionaries involved in UBSP.	> Better understanding of their role and coordination amongst different UBSP functionaries.
<input type="checkbox"/> Mini plans, town plans, family pass books.	> To familiarise them regarding family pass books and locality profile.  > To familiarise with the methods of preparation of mini plans and town plans.	> Awareness about the survey formats and methods of preparing the town plans.
<input type="checkbox"/> Urban Poverty Alleviation	> To familiarise with the salient features including principles & pattern of financing of the programme a) Low Cost Sanitation b) Integrated Development of Small and Medium Towns c) Environmental Improvement of Urban Slums d) Nehru Rozgar Yojna e) Nightshelters for pavement dwellers f) Rehabilitation of Alcoholics and Drug Addicts	> Better appreciation of the programmes and financial involvement of the Local Bodies.

#### METHODOLOGY

Lecture sessions, Handouts, Survey formats for family pass book and locality profiles. Group discussion about the methodology for preparation of mini plans and town plans.

**CHAPTER - IX**  
**PROPOSED TWO DAY ORIENTATION PROGRAMME FOR SANITARY**  
**INSPECTORS**

1. A two day orientation programme is suggested for Sanitary Inspectors working in the project towns. These officials shall be trained as a facilitator and not as a functionary. They are made familiar with the whole programme so that they may be called upon to function in case of any necessity and also facilitate the project functionaries in reaching to and communicating the slum dwellers in the first instance and convey messages from the municipal administration to the slum dwellers and vice-versa.

2. The training programme shall include the following topics. A detailed orientation programme for both days specifying the topics, objectives and outcome, is also appended here further.

- i) Urbanization and Urban Poor
- ii) Development Philosophy
- iii) UBSP components
- iv) Organizational structure of UBSP
- v) Duties of project functionaries

## TWO DAY ORIENTATION COURSE FOR HEALTH OFFICER/SANITARY INSPECTORS

### First Day

TOPIC	OBJECTIVES	OUTCOME
<input type="checkbox"/> Urbanisation and Urban poor.	<ul style="list-style-type: none"> <li>&gt; To familiarise the participants with the trends of urbanisation in India and the consequent problems faced by the urban poor.</li> <li>&gt; To sensitise them about the disadvantages and the problems of women and children.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Better appreciation of the trends of urbanisation and its consequences and understanding the profile of urban poor.</li> <li>&gt; Greater sensitivity and understanding of the vulnerable condition of women and children and the discriminations suffered by them.</li> <li>&gt; Awareness regarding need for HRD and social development and identifying the indicators.</li> </ul>
<input type="checkbox"/> Development Philosophy.	<ul style="list-style-type: none"> <li>&gt; To acquaint them with the development philosophy and the programmes aimed at reaching the urban poor.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Familiarity regarding various govt. programmes.</li> <li>&gt; Positive attitude towards community participations.</li> </ul>
<input type="checkbox"/> UBSP components.	<ul style="list-style-type: none"> <li>&gt; To acquaint the participants with the UBSP components and objectives of the programme.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Clarity and appreciation of the UBSP concepts, objectives and strategies to be followed.</li> </ul>

### METHODOLOGY

Lecture sessions . Video film. Over-head transparencies showing rate of urbanisation problems . morbidity, mortality etc. Handouts . Audio visual aids.

## TWO DAY ORIENTATION COURSE FOR HEALTH OFFICER/SANITARY INSPECTORS

### Second Day

TOPIC	OBJECTIVES	OUTCOME
<input type="checkbox"/> Organisational structure of UBSP.	> To familiarise about UBSP objectives and the organisational structure of UBSP.	> Clarity appreciation and awareness of the UBSP objectives and familiarity of the organisational structure.
<input type="checkbox"/> Role and duties of project functionaries.	> To sensitise them about their role and clarity in project implementation .  > To familiarise with the duties of project functionanes.	> Clarity about duties of different project functionaries and their role as facilitator.

### METHODOLOGY

Lecture sessions . Hand outs . Transparencies . Group discussions to identify their role as facilitator in the

## ANNEXURE - 1

## District And Categorywise List Of Municipalities

S.N.	Distt.	Cat-I	Functioning Cat-II	And Abolished Cat-III	Cat-IV	Abolished
1.	AJMER	Ajmer Bewar Kishangarh	- -	Kekri Fuskar Sarwar Vijaynagar	-	-
2.	ALWAR	Alwar		Kherli Rajgarh Khairthal	Tejara Behrod	Bhiwadi
3.	BARMER	Barmer	Balotra			Siwana Samdari
4.	BANSWARA		Banswara			Kushal- -garh
5.	BIKANER	Bikaner			Deshnokh Nokna	
6.	BHILWARA	Bhilwara		Shanpura	Gangapur Jahajpur Mandal Asind Gulabpura Mandalgarh	
7.	BHARATPUR	Bharatpur		Bayana Deeg Kama Nadbai	Weir Kumer Nagar Bhusawar	
8.	DHOLPUR		Dholpur	Bari	Rajakhera	
9.	BUNDI		Bundi	Lakheri Keshorai- -patan	Nainwa Kapren Indergarh	
10.	CHITTOR GARH		Chittor- -garh Pratap- -garh	Nimbahera	Chotisadri Barisadri Kapasari Begu	
11.	CHURU	Churu	Sujjargarh Sardar- -sahar Ratangarh	Dunagar- -garh Rajgarh	Ratannagar Taranagar Rajaldesar Beedasar Chapar	
12.	DUNGARPUR		Dungarpur		Sagwara	Galiya- -kot



ANNEXURE - 1 (Contd)  
Rawatsar

13. SRIGANGA NAGAR	Sriganga- -nagar Hanuman- -garh	Raisingh- -nagar	Anupgarh Nohar Sangariya Karanpur Bhadra Suratgarh Padampur Sadulsanar Gajsingh- -pur Shrivijay- -nagar Pilibanga Keshri- -singhpur		
14. JAIPUR	Jaipur		Chumu Sambhar Amer Chaksu Kotputli	Phulira Jobner Sanganer Shahpura Kishangarh -Renwal Viratnagar Bagru Manoharpur	Narai- -na Basi
14A. DAUSA			Dausa Bandikui	Lalsot	Baswa
15. JAISALMER		Jaisalmer		Pokaran	
16. JALOR		Jalor	Bhinmai	Sanchor	
17. JHALAWAR		Jhalawar	Bhawani- -mandi Jhalrapatan	Pirawa Aklira	Sunei
18. JHUNJHUNU		Jhunjhunu Bissau Nawalgarh	Chirawa	Baggar Khetri Mandawa Mukundgarh Pilani Surajgarh Udaipur- -wati Vidhyvihar	
19. JODHPUR	Jodhpur		Pipard City Phalodi Belada		

ANNEXURE - 1 (Contd)					
20. KOTA	Kota		Ramganj- -mandi	Sangod Kaithun	
20A. BARAN		Baran		Chabra Anta Mangrol Chipbarod	
21. NAGOUR		Nagaur Ladnu Meartacity	Parbatsar Makrana Deedwana Kuchaman- -city	Nawa Kuchera Mundwa	
22. PALI	Pali		Sojat	Bali Sadri Takatgarh Sumerpur Jaitaran Rani- -khurd	Nimaz Phaina Marwa- -r Jn. Raipur
23. SAWAI- -MADHUPUR	Sawai- -madhupur	Hindaun Karoli Gangapur- -city		Todabhim	
24. SIKAR	Sikar	Fatehpur	Lachmangarh Ramgarh Shrimadhu- -pur	Nimkathana Khandeja Reengus Losai	
25. SIROHI		Sirohi Mount Abu Aburoad		Shivganj Pindawara	
26. TONK	Tonk		Niwai Devli	Malpura Todara- -singh Uniyara	
27. UDAIPUR	Udaipur		Nathdwara	Sulamber Kanod	
27A. RAJSAMAND			Rajsamand Fatehnagar Amet	Devgarh Bhinder	
<hr/>					
	Total	19	28	59	79
<hr/>					
					13

NOTE - Municipalities abolished by govt. but obtained stay orders. are shown in [ ]

**TRAINING NEEDS ASSESSMENT PROGRAMME**  
**Socio Economic Indicators Of Select Project Towns**

Town	Year	All India	Rajasthan	Jaipur	Sanganer	Dausa
1. Population	1981	683329097*	34261862	977165	21941	27212
	1991	843930861#	43880640	1454678	36458	38557
2. Decadal Increase as %	1981	24.66	32.97	58.82	88.87	43.79
	1991	32.50	28.07	48.87	66.24	41.69
3. Area (sq km)	1991	32.87 (Lakh)	3.42 (Lakh)		12.90	09.10
4. Density of Population (persons per sq km)	1991	267	128		2826	4237
5. Sex Ratio (females per 1000 males)	1991	929	913	868	866	847
6. Literacy Rate (%)						
a) Male	1991	63.86	55.07	67.56	64.76	66.14
b) Female	1991	39.42	20.84	54.92	38.64	36.09
c) Persons	1991	52.11	38.81	61.69	52.64	52.30

\* Revised estimated population for 1981 as a consequence of revised estimates for Assam against published figures of 685,184,692.

# Includes population of J & K as per projections prepared by the standing committee of experts.

## ANNEXURE - 2 (CONTD)

**TRAINING NEEDS ASSESSMENT PROGRAMME**  
**Socio Economic Indicators Of Select Project Towns**

Town	Year	Chaksu	Chomu	Bhilwara	Mandal	Asind	Gulabpura
1. Population	1981	14213	28822	122625	13386	9468	11586
	1991	19729	38443	183791	16842	11078	19248
2. Decadal Increase as %	1981	36.52	42.82				
	1991	38.81	33.38	49.88	26.19	17.00	66.13
3. Area (1000 sq km)	1991	13.25	22.53	69.93	17.15	12.00	
4. Density of Population (persons per sq km)	1991	1488	1706	2628	982	923	
5. Sex Ratio (females per 1000 males)	1991	895	894	874	993	962	842
6. Literacy Rate %	1991						
a) Male		53.42	62.36	65.36	51.36	59.75	66.87
b) Female		21.01	26.64	42.20	23.20	30.24	37.92
c) Persons		38.11	45.50	54.56	37.32	45.28	53.64

## ANNEXURE - 2 (CONTD)

**TRAINING NEEDS ASSESSMENT PROGRAMME**  
**Socio Economic Indicators Of Select Project Towns**

Town	Year	Shahpura	Gangapur	Dholpur	Bari	Bagru
1. Population	1981	19329	11433	44375	27399	11077
	1991	23639	15256	68328	37533	15495
2. Decadal Increase as %	1981					
	1991	24.24	33.43	54.04	36.99	39.88
3. Area (1000 sq km)	1991	56.52	02.31	32.30	22.27	
4. Density of Population (persons per sq km)	1991	418	6604	2115	1685	
5. Sex Ratio (females per 1000 males)	1991		950	845	842	899
6. Literacy Rate %						
a) Male	1991		68.62	56.66	51.42	4.856
b) Female	1991		35.31	34.60	29.87	17.99
c) Persons	1991		52.38	46.55	47.57	34.76

## ANNEXURE - 3

Cadre Strength Of 1990 Of R.M.S. Officers

S.N. : Post	Cadre : Strength	S.N. : Post	Cadre : Strength
Administrative Officers		Technical Officers	
1. Commissioner	25	1. Executive Engineer	8
2. Executive officer II	27	2. Assistant Engineer	38
3. Secretary M.C.	9	3. Junior Engineer (Civil)	57
4. Executive officer III	61	4. Junior Engineer (Mach)	03
5. Executive officer IV	91	5. Junior Engineer (Elec.)	1
		6. Health officer	6
		7. Accounts officer	
		8. Fire officer	1
		9. Revenue officer I	19
		10. Revenue officer II	53

## ANNEXURE- 4

STATEMENT SHOWING NUMBER OF SANCTIONED POSTS AND  
THOSE INTERVIEWED DURING SURVEY

TOWN	COMM.		E.O.		E.E.		A.EN.		J.EN.		H.O.		S.I.	
	A	B	A	B	A	B	A	B	A	B	A	B	A	B
1. JAIPUR	>1	1	-	-	>1	1	-	-	>1	1	>1	1	>1	1
2. SANGANER	-	-	1	D	-	-	-	-	1	1	-	-	1	1
3. CHOMU	-	-	1	1	-	-	-	-	1	1	-	-	1	T
4. CHAKSU	-	-	1	1	-	-	-	-	1	T	-	-	1	1
5. BAGRU	-	-	1	1	-	-	-	-	-	-	-	-	1	T
6. ALWAR	1	1	-	-	-	-	1	1	1	D	1	1	1	D
7. DAUSA	-	-	1	T	-	-	-	-	1	1	-	-	1	1
8. BHARATPUR	1	T	-	1	-	-	-	-	1	1	1	1	1	D
9. DHOLPUR	-	-	1	D	-	-	-	-	1	1	-	-	2	2
10. BARI	-	-	1	1	-	-	-	-	1	D	-	-	1	D
11. NEWAI	-	-	1	1	-	-	-	-	1	1	-	-	1	1
12. TONK	1	T	-	1	-	-	-	-	1	1	-	-	1	1
13. AJMER	1	1	-	-	1	T	1	D	>1	D	-	-	1	D
14. BHILWARA	1	1	-	-	1	1	1	T	1	1	1	D	1	1
15. GANGAPUR	-	-	1	1	-	-	-	-	-	-	-	-	1	T
16. MANDAL	1	1	1	L	-	-	-	-	-	-	-	-	1	D
17. ASIND	-	-	1	L	-	-	-	-	-	-	-	-	1	D
18. GULABPURA	-	-	1	1	-	-	-	-	-	-	-	-	1	D
19. SHAHPURA	-	-	1	D	-	-	-	-	1	T	-	-	1	D
20. CHITTORGARH	-	-	1	1	-	-	1	1	1	D	-	-	1	D
21. REENGUS	-	-	1	1	-	-	-	-	1	1	-	-	1	1
22. SIKAR	1	L	-	-	-	-	1	D	1	1	1	1	1	D
23. LACHMANGARH	-	-	1	L	-	-	-	-	-	-	-	-	-	-
24. FATEHPUR	-	-	1	1	-	-	-	-	1	T	-	-	1	1
TOTAL	>7	4+L	17	12+	>3	2	5	2	>18	11	>5	4	24	11+
		+2T		3L+		+T		+T		+3T		+D		10D
				3D+				+2D		+4D				+
				T										3T

## NOTATIONS :

COMM.	=	COMMISSIONER	A	=	SANCTIONED NUMBER
E.O.	=	EXECUTIVE OFFICER	B	=	NUMBER INTERVIEWED
E.E.	=	EXECUTIVE ENGINEER	T	=	TRANSFERRED
A.E.	=	ASSISTANT ENGINEER	L	=	ON LEAVE
J.E.	=	JUNIOR ENGINEER	D	=	OUT ON DUTY
H.O.	=	HEALTH OFFICER			
S.I.	=	SANITARY INSPECTOR			

## ANNEXURE - 5

## FINANCIAL HEALTH OF SURVEY TOWNS

TOWN	YEAR	INCOME			EXPENDITURE		
		AMOUNT ( '000) Rs.	FROM TAXES %	INCR- -EASE %	AMOUNT ( '000) Rs.	DEV. EXP %	PAY & ALLO. %
JAIPUR	89-90	158743	74.25	(-)03.36	153944	2.59	89.21
	90-91	213482	74.98	35.72	207990	3.53	80.00
SANGANER	89-90	3540	66.58	18.12	3558	8.09	78.27
	90-91	4261	73.83	20.36	3970	9.24	81.33
BAGRU	89-90	722	57.75	10.73	763	0.20	76.02
	90-91	925	62.00	-28.12	880	5.57	81.00
CHOMU	89-90	3295	77.23	21.90	3503	5.28	88.40
	90-91	3696	81.16	12.17	3550	4.03	87.31
CHAKSU	89-90	3502	49.98	05.10	2955	6.12	57.86
	90-91	3234	64.31	(-)07.62	3407	17.34	60.81
BHARATPUR	89-90	16528	79.94	(-)04.82	15510	17.94	77.53
	90-91	17488	85.30	05.80	15872	12.43	84.77
DHOLPUR	89-90	8092	80.27	39.37	7547	23.30	59.81
	90-91	15363	38.63	89.85	9806	07.47	52.77
BARI	89-90	2776	58.35	64.75	2462	03.45	70.55
	90-91	2643	79.45	(-)05.03	2899	04.45	77.44
DAUSA	89-90	4025	68.80	(-)07.23	3974	10.16	75.49
	90-91	5233	62.65	30.01	4777	07.76	69.92
ALWAR	89-90	24886	80.99	39.90	21776	13.08	80.35
	90-91	24486	66.39	(-)01.61	25277	14.74	76.77
NEWAI	89-90	3510	74.27	08.40	3494	10.38	76.33
	90-91	5467	59.25	55.75	5271	30.91	66.40
TONK	89-90	11995	36.28	77.67	11882	44.57	44.41
	90-91	8434	61.65	(-)29.68	7583	30.30	65.93
AJMER	89-90	44922	81.69	08.15	46731	10.24	83.82
	90-91						
BHILWARA	89-90	37346	65.47	29.90	34772	30.09	56.86
	90-91	44680	68.09	16.41	40756	28.73	51.75



## ANNEXURE - 5 (CONTD.)

TOWN	YEAR	INCOME			EXPENDITURE		
		AMOUNT ( '000 ) Rs.	FROM TAXES %	INCR- -EASE %	AMOUNT ( '000 ) Rs.	DEV. EXP %	PAY & ALLO. %
GANGAPUR	89-90	1426	55.75	(-)01.25	1443	00.42	75.88
	90-91	1431	66.25	0.35	1367	07.75	82.44
MANDAL	89-90	1447	41.53	13.90	1296	20.06	74.46
	90-91						
ASIND	89-90	1058	55.45	31.42	1078	0.93	50.00
	90-91	980	90.10	(-)07.37	1010	04.55	81.29
SHAHPURA	89-90	3420	37.95	27.94	2916	02.67	62.00
	90-91	5260	40.95	53.80	4895	04.70	46.58
CHITTORGARH:	89-90	19182	53.31	05.41	18875	26.21	46.67
	90-91	20358	58.58	06.13	22594	24.48	46.35
REENGUS	89-90	2162	82.56	05.92	2335	35.33	45.39
	90-91	3017	73.33	39.55	2711	17.26	51.64
SIKAR	89-90	14427	67.73	07.36	13008	11.34	76.10
	90-91	12789	78.12	(-)11.35	12823	04.06	86.61
LACHMANGARH:	89-90	1673	16.75	16.61	1769	00.22	80.72
	90-91	2497	84.00	04.34	2238	17.29	80.42
FATEHPUR	89-90	3663	58.39	29.52	3755	05.43	67.45
	90-91	4533	64.41	23.75	4066	06.91	80.66

## DEMOGRAPHY OF RAJASTHAN V/S ALL INDIA

	YEAR	ALL INDIA			RAJASTHAN		
		RURAL	URBAN	TOTAL	RURAL	URBAN	TOTAL
POPULATION ( '000 )	1981	523840	159489	683329	27037	7224	34261
	1991	626871	217059	843930	33788	10092	43880
DECADAL INCREASE %	1981	19.31	37.61	24.66	27.40	59.01	32.97
	1991	19.66	44.56	23.50	24.96	39.70	28.07
% OF TOTAL POPULATION	1981	76.66	23.34	100.00	78.92	21.08	100.0
	1991	74.28	25.72	100.00	77.00	23.00	100.0
ANNUAL RATE OF INCREASE %	1981	(-)0.34	0.41		(-)0.34	0.34	
	1991	(-)0.24	0.24		(-)0.19	0.19	
SEX RATIO	1981			934			919
	1991			929			913
LITERACY RATE MALE	1981			56.37			44.76
	1991			63.86			55.07
FEMALE	1981			29.75			13.99
	1991			39.42			20.84

## ANNEXURE - 7.

## DATA RELATING PROJECT TOWNS &amp; NON-PROJECT TOWNS INCLUDED IN SURVEY.

S.N.	CATEGORY	TOTAL NO. OF TOWNS		NO. OF SURVEY TOWNS			
		PROJECT	NON PROJECT	PROJECT	%	NON PROJECT	%
1.	CLASS I	2	17	2	100.00	5	29.41
2.	CLASS II	2	26	2	100.00	2	07.69
3.	CLASS III	6	53	4	66.67	2	03.76
4.	CLASS IV	13	80	6	46.15	1	01.25

ANNEXURE - 8.

The following sets of questionnaires have been used for interview for different class of officers.

---

CATEGORY OF OFFICERS / OFFICIALS	PART OF THE QUESTIONNAIRES TO BE USED
Elected Chairman / Administrator	Part V
Commissioner / Executive Officer / Assistant Engineer / Jr. Engineer	Part I + Part II
Health Officer / Sanitary Inspector	Part I + Part III
District Coordinator/Project Officer	Part I + Part IV

---

TRAINING NEEDS ASSESSMENT PROGRAMME

QUESTIONNAIRE PART - 1

PERSONAL BIODATA

1. Name
2. Designation
3. Length of service
  - a) in the local bodies
  - b) On the present post
4. Educational qualifications

SN	Examination passed	Year
1	High school	
2	Degree	
3		
5. Professional qualifications

SN	Examination passed	Year
1		
2		
6. First appointment made after
  - a) Selection by RPSC
  - b) Selection by public advertisement
  - c) Adhoc appointment
7. Training received before & after first appointment

SN	Details of Training	Duration	Year
1			
2			
3			
8. Attended orientation training /Workshop on UBS

SN	Particulars	Duration	Year
1			
2			
9. Any other qualifications

TRAINING NEEDS ASSESSMENT PROGRAMME

QUESTIONNAIRE PART - II

RESPONSE FOR DEVELOPMENT WORKS

1. Nature of present duty Supervisory/Executive

2. Average daily working hours  
devoted for a) Office work  
b) Field work

3 Area of work which consume major portion of the working hours

4. Areas of work which require his attention very often

5. Areas of work where he is not able to devote the required  
a) time  
b) attention

6. Development works executed directly under his control

SN	Period	Post held	Nature of works
----	--------	-----------	-----------------

1

2

3

7. Details of major development works ( more than 1 lakh ) executed directly under his control

SN	Period	Post held	Nature of works
----	--------	-----------	-----------------

1

2

3

8. Details of difficulties faced during execution of works and action taken to solve the same

9. Instances which required personal involvement in solving the problems

TRAINING NEEDS ASSESSMENT PROGRAMME

QUESTIONNAIRE PART - III

RESPONSE FOR HEALTH RELATED PROGRAMME

1. Nature of present duty Supervisory / Executive
2. Average daily working hours devoted for
  - a) Office work
  - b) Field work
3. Areas of works which consume major portion of his working hours
4. Areas of works which require his attention very often
5. Details of health related programmes supervised directly and indirectly

<u>SN</u>	<u>Programme component</u>	<u>Post held</u>	<u>Period</u>
-----------	----------------------------	------------------	---------------

1. Immunization work
  2. Vaccination
  - 3.
  - 4.
6. Difficulties experienced in supervising the health programmes and action taken to solve the same

TRAINING NEEDS ASSESSMENT PROGRAMME

QUESTIONNAIRE PART - IV

TRAINING RECEIVED BY PROJECT STAFF

1. Nature of present duty
2. Nature of present appointment                      Whole time/Part time
3. Average daily working hours  
devoted for     a) Office work  
                      b) Field work
4. Details of training received  

<u>SN</u>	<u>Training received</u>	<u>Post held</u>	<u>Period</u>
1.			
2.			
3.			
5. Do you consider that the training imparted was complete and proper to discharge the duties satisfactorily. If not what are your suggestions.
6. Areas not covered in the training - and knowledge of which is necessary for discharge of duties in project area



TRAINING NEEDS ASSESSMENT PROGRAMME

QUESTIONNAIRE PART - V

RESPONSE OF ELECTED MEMBERS/ADMINISTRATORS/HEADS OF DEPTT.

1. Name

2. Designation

3. Exercised control over UBS  
functionaries during

<u>SN</u>	<u>Period</u>	<u>Post held</u>
-----------	---------------	------------------

1.

2.

4. Whom do you consider, the most  
important project functionary

a) At community level

b) At town level

c) At district level

5. Whether the following project  
functionaries received training

a) At community level

i) RCV/BVM/NGO

ii) CO

b) At town level

i) PO/APO

ii) AGM

c) At district level

i) Distt. coordinator

6. Do you consider that the  
training imparted was  
sufficient. If not, what are  
your suggestions

7. Considering the educational  
background, aptitude and  
organizational capacity of the  
municipal employs, do you  
consider necessity of any  
special training for such  
employees before deputation in  
the project towns.