

Monitoring Plan

Training on Government Account and Financial Procedure

1. Division wise Monitoring Officer List

Sl.No	Division	District	Name of Monitoring Officer
1	Patna	<i>Patna, Buxar, Nalanda, Rohtas, Bhojpur, Kaimur</i>	Ms. Anita Singh, Dy. Director, BIPARD (9430246299)
2	Magadh	<i>Gaya, Nawada, Aurangabad, Arwal, Jahanabad</i>	Mr. O.P.Agrawal, Consultant, BIPARD (9431821666)
3	Saran	<i>Saran, Siwan, Gopalganj</i>	Mr. V.K. Pathak, Dy. Director, BIPARD (9835251331)
4	Bhagalpur	<i>Bhagalpur, Banka</i>	Mr. Chandrashekhar Jha, Dy. Director, BIPARD (9934197270)
5	Tirhut	<i>Muzaffarpur, E Champaran, W champaran, Vaioshali, Sitamarhi, Sheohar</i>	Mr. Prabhat Shankar, Add Secretary, Finance Department (9801762960)
6	Darbanga	<i>Darbhanga, Madhubani, Samastipur</i>	Mr. Amitabh Prashad, Faculty Member, BIPARD (9525614973)
7	Kosi	<i>Saharsa, Madhepura, Supaul</i>	Mr. N.K.Singh, Dy. Director, BIPARD (9430666943)
8	Purnea	<i>Purnea, Araria, Kishanganj, Katihar</i>	Mr. A.K. Thakur, Account Officer, Finance Department
9	Munger	<i>Munger, Jamui, Iakhisarai, Begusarai, Khagaria and Sheikhpura</i>	Mr. Sanjeev Mittal, Account Officer, Finance Department

2. Coverage of Training Programs

- Include all levels of account staff (officers and employees).
- Include all Government Offices in 44 Departments at Head Quarters, District and other Field Units.
- Approximately 10 training programs are proposed for each of the 38 districts.
- Approximately 380 field level training programs will be organized in state.
- About 11000 account personnel will be trained in all

3. Time Line

- Division level orientation on Training Program: 15th December, 2012
- ToT at District- 17th-29th December, 2012
- The district training programs: start from 7th of Jan, 2013 . (schedule annex)

4. Coordination

Divisional Commissioner

- Supervise the training programs
- Constitute and orient the District Team
- Ensure Quality Assurance of Training
- Review and Monitor the operations.
- Facilitate the Documentation

District Magistrate

- Constitute District Steering Committee
- The District Magistrate shall be the Chairperson of Committee
- Appoint head of all offices at district level as members of Committee
- Appoint A Nodal Officer to coordinate the program

Role of District Steering Committee

- Oversee all activities of the program.
- Identify District Master Trainers (done) and identify District Resource Person
- Identify department-wise participants
- Facilitate department-wise group trainings.
- Prepare data base of trainees and personnel
- Ensure attendance of participants
- Facilitate post training program evaluation

Nodal Officer

- Prepare district operations plan
- Conduct ToT for Master Trainers in their district
- Logistics arrangement

- Monitoring field training programs
- Documentation , reporting and communication

5. Human Resource Management

District Master Trainer

- The participants of the ToT conducted by BIPARD at Patna will act as Master Trainer in conducting ToT and Training Programs in their respective district.
- One District Master Trainers shall be responsible for conducting the entire one district training program. One District Master Trainer shall be responsible for more than one training programs in the district. The allocation of trainings to District Master Trainers will be done by the Nodal Officer of District.
- District Master Trainers at district level will divide the subjects among them for facilitating the ToT at their respective district.
- Copy of examination will be evaluated by Master Trainer on rotation

Resource Person

- Each district will organise a ToT and will develop 20 Resource Person for facilitating the district training on government account and financial procedures.

Participants

- All levels of account staff (officers and employees) in 44 Departments at Head Quarters, District and other Field Units.
- At field level training, department wise participants will be covered.
- Approximately 300 participants proposed for each districts.

6. Logistic

- One hall with enough space and ventilation for conducting training for 30 participants
- Generator
- Seating arrangement for 30 participants
- Mike system
- Fooding
- LCD and laptop/computer
- Note pad and pen and folder
- Training materials: chart(prefer news paper print and rapping paper), philip chart, sketch- pen and white board, black board , chalk and duster etc.
- First Aid

7. Trainings

TOT at District

- District level TOT: 17th-29th December, 2012

- Every district will select 20 participants to be develop as district level Resource Person
- Duration of ToT is 12 days.
- Give priority to ICDS, health, education, commercial tax and agriculture departments in selection of participants for the ToT program.
- Each participants of ToT will become resource person for the district level trainings and each one of them shall develop expertise in 5 subjects in consultation with the District Master Trainer.

District Level Training

- The district training program will start from 7th of Jan, 2013 .
- Duration of each field level training program is 12 days.
- One training program will train 30 participants.
- At field level training, department wise participants will be covered.
- Approximately 10 training programs are proposed for each of the 38 districts.
- About 300 account personnel will be trained in each of the 38 districts

Training Schedule

Annex

Methodologies

- **Prayer and Meditation:** every day in the beginning
- **Recap:** every day of the previous day by the selected participants or Resource person
- **Sessions:** interactive, presentation/PPP, handout, FAQ and recap
- **Power point presentation** has been developed for the training purpose to maintain standard across the state.
- **Group work/ project work:** group exercise- consultation, chart preparation or power point presentation preparation and presentation in larger group and interaction.
- **Individual Assignment:** preparation of note on given assignment , preparation of chart/PPP and presentation in larger group and interaction
- **Motivational Movies** at the end of the day, every day , provided by BIPARD
- **Valediction: examination**
- **Feedback Form :** for session, content , resource person and fooding and logistic
- **Master Trainer to assist Resource Persons:** one Master trainer will be present in each session to assist the Resource Person, thus there will be two person each session for facilitation.

Materials for Trainings

- Registration form for enrollment , attendance sheets for first and second half, every day
- Marker , chart, Philip chart, sketch- pen and white board (prefer news paper print and rapping paper)

- Black board , chalk and duster
- LCD projector, laptop and computer etc.
- Folder, note pad and pen for participants
- Examination : question and answer sheet (from BIPARD)
- Feedback: feedback form (from BIPARD)
- Hand Books printed and supply by BIPARD

General Note

- Divisional Commissioner or District Magistrate will inaugurate the training programs as possible.
- Seating arrangement for the participants shall be of U shape as possible.
- Each day will start with prayer and meditation
- Each day at the end a motivational movies will be shown
- Power point presentation prepared by BIPARD will be used
- Manual printed by BIPARD will be given to each participants

8. Utilisation

After conducting each training, within 4 days, district will provide utilisation certificate to BIPARD.

9. Documentation

- Draft report of each training program completed to be prepared by district and shared within 4 days with BIPARD along with utilisation certificate and
- List of participants and resource person
- Attendance sheet
- Group photos and activities photos
- Material developed by participants
- Dully filled Feedback Form
- Result of examination

10. Budget

Annex

11. Pre Training Preparation

- Constitute the District Level Steering Committee
- Selection of Nodal Officer at district
- Orient the District Level Steering Committee
- Preparation of participants list.
- Identification of additional resource person
- Logistic arrangement at district level
- Selection of support staff @10,000.00/month for each district (9 months)
- Select person to facilitate subject of ethic and values
- Review meeting of preparation

- Organise TOT
- Refresher course for Resource Person (participants of district's ToT)
- Organise Trainings

For any queries please contact Mr. N.K. Singh , Dy. Director BIPARD, on 9430666943 or write to bipardpatna@yahoo.co.in .