

No. N-19011/36/2011
Government of India
Ministry of Panchayati Raj

6th Floor, Hotel Samrat,
Chanakya Puri,
New Delhi-21
Dated: 25th April, 2011

From: D.K.Jain,
Joint Secretary

To: Principal Secretaries/ Secretaries,
Panchayati Raj Department of all States/ UTs except Nagaland, Meghalaya,
Mizoram and Delhi.

Subject: Basic Computer Literacy Course for Panchayat Functionaries

Sir,

Inadequate capacity of Panchayat functionaries is one of the constraints faced in the rollout of e-Panchayat applications. It is, therefore, proposed to take up training of PRI functionaries (officials and Elected Representatives) so that they are able to operate computers, work on e-Panchayat Applications and access information therein.

2. In this context, Ministry of Panchayati Raj (MoPR) has approved contents of course viz. "Basic Computer Course" (BCC) and a scheme wherein PRI functionaries would be trained on BCC. The training will be imparted by DOEACC (a society under Department of Information Technology, Govt of India) through its authorized centres.

3. The course is designed for those PRI functionaries who do not have any experience of even basic computer operations. Detailed course contents are at **Annexure-1**. The total duration of the course is 36 hours which can be covered at the convenience of the trainee. However, it is advised that the course is completed at stretch, over 6 days.

4. After the completion of BCC course, the PRI functionaries should be able to:

1. prepare personnel/ business letters;
2. maintain small account using the computers;
3. view information on internet (the web);
4. send e-mails etc.
5. learn on his/ her own, using the CBT material prepared by MoPR, the use of e panchayat applications.

5. The training would be delivered through Accredited or Authorised centres of DOEACC. The list of such centres is at www.panchayat.gov.in. DOEACC will also consider, authorizing/ accrediting more centres on recommendations of respective State Govt. and upon receipt of application in proforma given at Annexure -II State Panchayati Raj departments should therefore, recommend suitable institutes, colleges, NGOs, BPOs etc in rural areas/ block headquarters, that have the requisite infrastructure and faculty to impart the training. This would improve the outreach of the scheme so that training centres are located close to the workplace of functionaries.

6. The mechanism for implementing the scheme is as follows-

- a) States will identify and list trainees for which the following is suggested:
 - i. As the course is meant for those who do not have basic knowledge and firsthand experience of operating computers, functionaries who are conversant with basic operations on computers should not be included.
 - ii. Candidates should be at least 8th standard pass.
 - iii. Due consideration should be given for proper representation of women.
 - iv. Preference should be given to those functionaries who will have access to computer for practice, both during and post training.
- b) Concurrently, states will identify and recommend additional centres to be authorized by DOEACC. Training will commence with the already accredited centres of DOEACC. Additional centres will be added when identified and authorized.
- c) With the help of DOEACC Regional Offices, States will map identified trainees with existing and newly identified Training Institutes
- d) DOEACC will set up a monitoring portal in which all required information will be uploaded.
- e) States will setup appropriate monitoring mechanism at State and District/ block level. They will also designate a nodal officer at State level who will coordinate and liaise with the Central Team. The e-panchayat consultants appointed in the states will be assigned specific role in monitoring.
- f) Each authorized institute will be paid a total of Rs. 830/- per candidate on successful completion of the BCC training by the candidate. (Rs. 600/- as

infrastructure usage charges and Rs. 230/- as manpower costs inclusive of tuition charges).

g) Trainees will be required to undertake an examination to be conducted by DOEACC at designated examination centres. Successful candidates will be granted certificates.

7. To begin with, it is proposed to train about 25,000 functionaries in the next six months. Based on the feedback of the scheme, a decision on covering all eligible functionaries will be taken. The tentative allocation of number of trainees for the current year is at **Annexure-3**.

8. You are requested to:

- a) Select trainees following guidelines given in para 6(a) above and
- b) Recommend institutes to be considered for authorization and also ask such institutes to apply for authorization in proforma given at Annexure-II

Yours sincerely,


(D. K. Jain)