



## ABSTRACT

Tamil Nadu Urban Development Project III - Institutional Development Component  
- Capacity Building of Municipal Staff - Training plan for the remaining period  
of the TNUDP III - Administrative Sanction - Orders - Issued.

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### MUNICIPAL ADMINISTRATION AND WATER SUPPLY (MA2) DEPARTMENT

G.O.(D).No. 547

Dated: 24.12.2009

Read:

1. From the Director of Municipal Administration Lr.No.56064/2009/Trg.I, dated 1.12.2009.
2. Agenda item No. 11 placed before the 7<sup>th</sup> meeting of the SLPSC held on 17/11/2009.

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#### ORDER:

In the letter first read above, the Director of Municipal Administration has stated that the Urban Local Bodies of Tamil Nadu, with nine Municipal Corporations and 148 Municipalities have been developing new approaches to urban development wherein the reforms have been formulated and expedited on the basis of the 74<sup>th</sup> Constitutional Amendment Act 1992. The basis for these reforms has been laid with the assistance of two previous World Bank funded projects, Tamil Nadu Urban Development Project (TNUDP) I and II. The on-going project namely, TNUDP – III has been formulated to sustain and strengthen urban reforms and consolidate the achievements in institutional strengthening and capacity building made in the earlier two projects viz., TNUDP – I and II

#### (I) Objectives of the Proposal:

- a. To strengthen the urban reforms and to consolidate the achievements in institutional strengthening and capacity building.
- b. To ensure continuous up-gradation of skills and knowledge of the elected representatives and officials of the ULBs in respect of the constant changes in the urban sector in the context of reforms.

#### (II) Need for the Proposal:

- a. Based on the approval of the SLPSC for the Capacity Building Programmes for 2005 and 2006, the Government in G.O (D) No. 415 MA&WS (MA-II) Department, dated **13.10.2005** and G.O (D) No. 355 MA&WS (MA-II) Department, dated **04.09.2006** has accorded approval for the training plans for the years 2005-06 and 2006-07 at a total cost of

**Rs.4.12** crore and **Rs.5.44** crore respectively. These orders were issued based on the approval accorded by the SLPSC in its meetings held on 29.08.2005 and 09.08.2006 respectively.

- b. Based on the above sanctions, various training programmes Seminars, Workshops, Exposure visits, etc., have been organized and conducted by the O/o. the DMA for the benefit of the elected representatives, officials and the staff of the ULBs through various training institutions / consultancy firms including TNIUS – Coimbatore, TWAD – Chennai, CMWSSB-Chennai, etc., in which a total of **11880** participants both elected representatives and officials have been benefited.
  
- c. Besides this, the Officials have been nominated to undergo various short term training programmes conducted by the institutions in India like ESCI- Hyderabad, ASCI – Hyderabad, AIM – Chennai, CIDC – New Delhi, YASHADA-Pune etc., in which about **1937** officials have been benefited. A few of the training programmes sanctioned by the Government are on the anvil, which include two exposure visits to other States where best practices in Urban Management and Administration are available.
  
- d. Apart from the above, the key training requirements of the elected representatives and the officials have been identified through a study conducted by a consultant appointed for this purpose and based on the outcome of the study, an Action Plan has been drawn for conducting the Capacity Building Programmes, during the remaining period of TNUDP-III at a total cost of **Rs 16.39 crore**. It is estimated to cover about 12,000 participants consisting of both elected representatives, and the officials and the staff of ULBs.

### **III Details of the Proposals**

A consultant was engaged to study the 'training gap assessment' and based on the study the functional, managerial, attitudinal and behavioral training requirements have been identified both for the elected representatives and the officials of the ULBs and they are categorized as basic, intermediate and advanced level training programmes as follows:-

1. Basic Level Training Programmes at an estimated cost of Rs.4.88 crore
2. Intermediate Level Training Programmes at an estimated cost of Rs.3.96 crore.
3. Advanced Level Training Programmes at an estimated cost of Rs.5.34 crore.
4. Exposure Visits – National Level at an estimated cost of Rs.1.00 crore.
5. Exposure Visits – International Level at an estimate cost of Rs.1.21 crores.

The SLPSC in its 7<sup>th</sup> meeting held on 17.11.2009 has resolved to approve and recommend to the Government the above training plans at an estimated cost of Rs.16.39 crore for according Administrative Sanction for implementation during the remaining period of TNUDP III.

3. The Director of Municipal Administration has requested the Government to accord Administrative Sanction for the implementation of the training programmes as listed in the Annexure at an estimated cost of Rs.16.39 crore during the remaining period of TNUDP III.

4. The Government have carefully examined the recommendation of Seventh State Level Project Sanctioning Committee in its meeting held on 17.11.2009 in Agenda No.11. and hereby accord administrative approval for the implementation of the training programmes at a total estimated cost of Rs.16.39 crore during the remaining period of TNUDP III as listed in the Annexure to this order.

**(BY ORDER OF THE GOVERNOR)**

**NIRANJAN MARDI,  
SECRETARY TO GOVERNMENT.**

To

The Director of Municipal Administration, Chennai – 5.

The Managing Director and Chief Executive Officer,  
Tamil Nadu Urban Financial Services Limited, Chennai.

The Director of Town and Country Planning, Chennai – 2.

The National Informatic Centre, Chennai – 113.

The Institute of Remote Sensing, Anna University,  
Chennai – 24.

The State Planning Commission, Chennai – 5.

The Pay and Accounts Officer, Chennai – 5.

The Accountant General, Chennai – 18.

The Accountant General, Chennai -9.

The Finance (Municipal Administration and Water Supply Department) Department,  
Chennai – 9.

The Municipal Administration and Water Supply Department (OP.II) Department,  
Chennai – 9.

**/ Forwarded by Order/**

**SECTION OFFICER**

**ANNEXURE**

**DMA - TNUDP III - IDC - CAPACITY BUILDING OF MUNICIPAL STAFF - TRAINING PROPOSAL**

**A. BASIC LEVEL TRAINING PROGRAMMES**

<b>S.No</b>	<b>Name of the Training Programme</b>	<b>No. of persons to be trained</b>	<b>No. of batches</b>	<b>Duration(in days)</b>	<b>Estimated Training Cost (Rs in Lakhs)</b>	<b>Training Related Expenses (Rs in Lakhs)</b>	<b>Agency</b>	<b>Method of Selection</b>	<b>Target Groups</b>
1	Disaster Management and Environment Management	200	8	3	12	7.8	Agency to be identified	QCBS	Staff of ULBs
2	Human Resource Development for the Staff of ULBs	1000	40	5	100	57	Agency to be identified	QCBS	Assistant / Junior Assistants, JE / AE
3	MS - Project	500	20	5	50	28.5	Agency to be identified	QCBS	Assistant Programmes / Engineering staff
4	Municipal Acts and Service Rules for Staff of Elected Representatives	300	12	2	12	9	TNIUS, Coimbatore	Single Source	Councillors of ULBs
5	Project Appraisal and Implementation	300	12	2	12	9	Agency to be identified	QCBS	Officials of ULBs
6	Public Relations and citizen grievance handling	500	20	1	10	10.5	Agency to be identified	QCBS	Junior Assistant, Assistant,
7	Rain Water Harvesting	200	8	1	4	4.2	Agency to be identified	QCBS	AE / JE / AEE / EE

<b>S.No</b>	<b>Name of the Training Programme</b>	<b>No. of persons to be trained</b>	<b>No. of batches</b>	<b>Duration(in days)</b>	<b>Estimated Training Cost (Rs in Lakhs)</b>	<b>Training Related Expenses (Rs in Lakhs)</b>	<b>Agency</b>	<b>Method of Selection</b>	<b>Target Groups</b>
8	Schemes Implementation Aspects, Basic services to the poor	300	12	2	12	9	Agency to be identified	QCBS	Officials of ULBs
9	Solid Waste Management & Segregation Techniques	600	24	2	24	18	Agency to be identified	QCBS	AE / JE / SI / SS
10	Organisational Excellence through Self - motivation	1000	40	3	60	39	Agency to be identified	QCBS	D- Category staff of ULBs
		<b>4900</b>	<b>196</b>		<b>296</b>	<b>192</b>			
					<b>488</b>				

S.No	Name of the Training Programme	No. of persons to be trained	No. of batches	Duration(in days)	Estimated Training Cost (Rs in Lakhs)	Training Related Expenses (Rs in Lakhs)	Agency	Method of Selection	Target Groups
<b>B. INTERMEDIATE LEVEL TRAINING PROGRAMMES</b>									
11	Accrual Based Accounting System	200	8	3	12	7.8	Agency to be identified	QCBS	Accountant, Manager, CAO, AO, Aps
12	Assessment of Tax and Methods of Tax Collection	300	12	2	12	9	Agency to be identified	QCBS	RO, ARO, RI / Managers of ULBs
13	Corporation / Municipal Acts and Service Rules	150	6	2	6	4.5	Agency to be identified	QCBS	Second Level Officers
14	Disaster Management & Environment Management	100	4	3	6	3.9	Agency to be identified	QCBS	EE / AEE
15	Human Resource Development for Officials of ULBs	500	20	3	30	19.5	Agency to be identified	QCBS	Officials of DMA / RDMA / ULBs
16	Human Resource Development for the Elected Representatives of ULBs	500	20	3	30	19.5	Agency to be identified	QCBS	Elected Representatives of ULBs.
17	Municipal Acts and Service Rules for Staff of ULBs	500	20	5	50	28.5	TNIUS, Coimbatore	Single Source	Superintendents, Municipal Staff of DMA / RDMA / ULBs
18	Oracle	120	8	12	48	14.4	Agency to be identified	QCBS	IT Personnel and Engineering Staff
19	Public Relations and citizen grievance handling	200	8	1	4	4.2	Agency to be identified	QCBS	Officials of DMA / RDMA / ULBs

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20	Solid Waste Management and Segregation Techniques	500	20	2	20	15	Agency to be identified	QCBS	Commissioner, Engineers, SO , MHO
21	Urban Planning	200	8	3	12	7.8	Agency to be identified	QCBS	TPI / AE / JE /AEE / EE
22	Training Programme on Trenchless Technology	200	10	2	10	6	IITT. New Delhi	Single Source	AE / JE
23	Training Programme on cost benefit analysis of mitigation projects	100	5	2	5	3	NIDM, New Delh	Single Source	AE / JE
24	Training Programme for Municipal Engineers in PWD Training Center	100	5	2	5	3	PWD Staff Training Centre, Chennai	Single Source	AE / JE
<b>Sub Total</b>		<b>3670</b>	<b>154</b>		<b>250</b>	<b>146.1</b>			
					<b>396.1</b>				

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<b>C. ADVANCED LEVEL TRAINING PROGRAMMES</b>									
25	Accrual Based Accounting System	200	8	3	12	7.8	Agency to be identified	QCBS	Commissioner, Engineers of ULBs
26	Water supply, UGD, equipments usage	300	3	12	18	36	Agency to be identified	QCBS	AEE and above
27	Disaster Management	200	8	2	8	6	Agency to be identified	QCBS	Engineers / RDMA's
28	Latest Trends in Systems and Technology	100	4	2	4	3	Agency to be identified	QCBS	IT Personnel
29	Linux	120	8	6	24	7.94	Agency to be identified	QCBS	IT Personnel and Engineers
30	Methods of Revenue Improvement	300	12	2	12	9	Agency to be identified	QCBS	Commissioner, Engineers of ULBs
31	Municipal Acts and Service Rules for officials	500	20	3	30	19.5	TNIUS, Coimbatore	Single Source	Officials of DMA / RDMA / ULBs
32	Project Implementation, Project Financing, Project Management	300	12	2	12	9	Agency to be identified	QCBS	Commissioner, Engineers of ULBs
33	Training Programme in Sewage Treatment Plans - New Technologies	100	5	2	5	3	Agency to be identified	Single Source	Engineers of ULBs
34	Training programme on Building Software - e-tab	100	5	2	5	3	Agency to be identified	Single Source	Engineers of ULBs

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35	Deputation of officials to various Training Institutions for participation in Short courses, workshop and seminars	1000	—	—	100	50	—	—	Officials of ULBs
36	Participation of Officials in Certificate Programmes (Post Graduate Diploma in Urban Financing Accounting and Management at TNIUS , PGDUM at YASHADA - Pune, etc..)	100	—	—	100	50	—	—	Officials of ULBs
<b>Sub - Total</b>		<b>3320</b>	<b>85</b>		<b>330</b>	<b>204.24</b>			
					<b>534.24</b>				

S.No	Name of the Training Programme	No. of persons to be trained	No. of batches	Duration(in days)	Estimated Training Cost (Rs in Lakhs)	Training Related Expenses (Rs in Lakhs)	Agency	Method of Selection	Target Groups
<b>D. EXPOSURE VISITS / STUDY TOURS - NATIONAL</b>									
37	Punjab-Ludiana, Amritsar, Chandigarh, Delhi (Civic Amenities)	100	4	6	10	40			Officials and Elected Representatives of ULBs
38	Indore / Bhopal, etc.. (Excellence in Road Development)	100	4	6	10	40			Officials and Elected Representatives of ULBs
	<b>Sub Total</b>	<b>200</b>	<b>8</b>		<b>20</b>	<b>80</b>			
					<b>100</b>				
<b>E. EXPOSURE VISITS / STUDY TOURS - INTERNATIONAL</b>									
39	Visits to Singapore, Malaysia and Dubai - Exposure of best practices on Urban Governance and Maintanences	40	2		21	100			Commissioners of ULBs / RDMA's / Officials of ULBs, O/o DMA and Secretariate
	<b>Sub Total</b>	<b>40</b>	<b>2</b>		21	<b>100</b>			
					<b>121</b>				
	<b>TOTAL</b>	<b>12130</b>			<b>917</b>	<b>722.34</b>			
		<b>GRAND TOTAL (Rs in Crore)</b>			<b>16.39</b>		Rupees sixteen crore and thirty nine lakh only		

\*The Training cost is estimated on the basis of No.of Batches of Training \*No.of days \* 50000

\*The Training Related Expenses is estimated as follows

**Accomodation** (No. of Participants\* No of days of training\*900 ) + **Travel** (No.of participants \* 1200)