

F.No. Z-11018/15/2013-IT
Government of India
Ministry of Agriculture
Department of Agriculture & Cooperation

Krishi Bhawan, New Delhi
Dated Sept. 02, 2013

**Subject: NeGP-Agriculture: Basic Computer Training for State
Government officials**

Kindly refer to the various emails and letters written on the above subject. National e-Governance Plan Agriculture (NeGP-A) involves two days of basic computer training in installation, configuration and use of the items supplied under the project. As installation and ATP process is nearing completion in most of the states, Basic Computer training for users is planned to commence with effect from first week of September, 2013.

Norms for the release for funds: As per the Norms of the project, an amount of Rs. 800 per person has been earmarked for the two days basic training course. This amount is to be utilised for administrative expenses towards this training including TA/DA of the trainees. The welcome kit may be provided to the trainees which includes in addition to the Plastic folder, Notebook & Pen, a 8GB pen drive containing complete courseware. Any shortfalls on this account will have to be met by the states from within their own resources. States can utilise funds on this account from the balance of amounts already released as part of NeGP-A implementation. In such cases, a letter for approval may be sent to DAC, indicating physical and financial progress & the details of funds now proposed to be utilised. In case the released funds have already been exhausted or are insufficient then demand for fresh/additional release may also be forwarded to DAC.

Conduct of Training : M/S HP Sales India Pvt. Ltd., the implementing agency (IA) for NeGP-A will arrange the trainer as well as course materials for the trainees. No payments are to be made to them by any state on this account. HP shall design a suitable training feedback form to obtain training feedback and get sign-off on completion of training for each batch. These documents will be signed by the Head of Training Centre where training is being conducted.

Training Infra Check List. In order to ensure smooth conduct of training, designated Training Centres are requested to ensure readiness of training infrastructure as attached at **Annexure -I.**

Training Calendar. All Training Centres needs to be equipped for imparting hands on training to a batch of 20 trainees. States are requested to form and schedule batches as per Training Calendar format attached as **Annexure -II.** It may be ensured that there is a gap of preferably not more than one day (except in case of Sundays and closed holidays) between two successive batches.

It is requested that training calendars may be forwarded to DAC by September 04, 2013 so that M/S HP could be asked to organise their instructors and logistics accordingly.



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To

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