

Document
On
Structure and functions
of
Regional Training Center

1. Preamble

Cantonment Board Administration handles multifarious functions. Some of these are Education, Health Management, Finance and Accounts, Environmental issues, preservation of heritage-sites, solid-waste management, horticulture, survey and engineering, geographical information systems management, lands records management and hospital management. With the rapid advances in technology, changing legal environment and public becoming more and more aware towards their rights all around skill development in Boards has become absolutely essential. Presently, training of staff of Cantonment Boards is one of the most neglected aspects. With the objective of upgrading skills of Cantonment Board staff on continuous basis, it has been decided that **Regional Training Centers** may be setup in Central and Southern Commands.

Regional Training Centre will perform following functions:

- i. Educate and train Cantonment Board officers and staff in various disciplines relating to Cantonment Administration.
- ii. Develop and run orientation programs for fresh recruits in Cantonment Boards and Defence Estates organizations.
- iii. Organize training modules on specific request from Cantonment Boards and Defence Estates offices.
- iv. Hold courses and programs for the staff of State or other organizations which have interface with Defence Estates.
- v. Develop study and prepare training material on the best practices available in specific Cantonment Boards or Municipalities and disseminate such information to other Cantonment Boards for implementation.
- vi. Direct/recommend to Cantonment Boards short-term advanced courses in India or abroad that would be useful to staff/officers.
- vii. Carry out or sponsor social and demographic surveys in Cantonments in order to fully understand and analyse different social and environmental issues.

2. Structure

Regional Training Centers will be constituted under Section 49 of the Cantonments Act, 2006 as a joint effort among Cantonment Boards in the Command. Every RTC will be run by a Governing Council. The composition of Governing Council will be as follows:

- | | |
|--|----------|
| a) Principal Director,
Defence Estates , Command, | Patron |
| b) Director (Cantonments) | Chairman |
| c) Senior most Chief Executive Officer
in the Command | Member |

d) Chief Executive Officer St. Thomas Mount/Meerut	Member
e) Senior most Defence Estates Officer in the Command	Member
f) Chief Executive Officer Dehu Road/Dehradun	Member Secretary & Course Coordinator

Composition of Governing Council can be changed by the Principal Director after seeking its approval from the Director General. The Governing Council will perform following functions:

- a. Study skill and knowledge development requirements on the part of officers/staff of Cantonment Boards
- b. Draw up year-wise calendar of courses
- c. Broadly, decide upon, the level of faculty for courses. In so far as possible, local faculty may be engaged.
- d. Governing Council or its Chairman can direct Cantonment Boards to depute staff for training courses.
- e. Decide upon fee structure of RTC
- f. Plan for the short-term and long-term infrastructure requirements of RTC
- g. Staffing and funds requirement of RTC
- h. Oversee and monitor that Cantonment Boards within the Command participate actively in developing the skill and knowledge base of their staff.
- i. Recommend to Boards meritorious staff for foreign courses
- j. Maintenance of Regional Training Centre and Hostel facilities will be monitored by the Governing Council regularly.

3. Annual Report

Every year, the Governing Council will make out an Annual Report on the functioning of Regional Training Center. The Annual Report will record the list of courses run, the participants and faculty to the courses, the feedback on the courses, financial position of the RTC, its infrastructure and future plans. The Annual Report will be submitted on 31st December of each calendar year.

4. Infra-Structure

The Regional Training Centre will be equipped with facilities for training of at least 15 participants at one go and accordingly hostel facility for the participants will be created.

The training center should also have an adequate library and media center with internet browsing facility and audio and video training materials.

The Hostel should have at-least 10 rooms on twin sharing basis with dining room and a lounge for recreation facilities. The catering and canteen facility may

be run on out-sourcing basis and a good caterer be hired by the Regional Training Centre during the time when courses are conducted.

5. Manpower requirement and duties

Regional Training Centre will have the following minimum staff:

- i. Manager, Regional Training Centre
- ii. Training Co-ordinator
- iii. Librarian–cum-Data Entry Operator
- iv. Safai Karmachari and
- v. Chowkidhar on outsourcing

Such staff may initially be taken on out-sourcing basis and later on depending upon the necessity posts may be created in the two hosting Boards as per procedure prescribed under the Cantonment Account Code.

The manager RTC should be recruited from MBA with HRD management specialization.

Training Co-ordinator will be a graduate with experience of working in a coaching or Training Institute.

Librarian –cum- Data Entry Operator on outsourcing with requisite qualifications.

Manager, Regional Training Center

- a. The Manger will be responsible for day to day management of the Regional Training Centre.
- b. He will look after the maintenance, cleanliness and upkeep of the Regional Training Centre.
- c. He will report to Member Secretary regarding maintenance and upkeep and will help the Member Secretary in case any minor works have to done for upkeep of the Regional Training Centre.
- d. He will liase with Caterer for providing lunch and snacks for the participants.
- e. He will arrange the To & Fro transport facilities to the participants and the faculty.
- f. He will do all other miscellaneous related work that may be allotted by the Chairman and Member Secretary in this regard.

Training Coordinator

He will work under the Course Coordinator / Director [Training] and he will facilitate various training programmes to be organized by the Regional Training Centre.

Librarian & Data-entry operator

He will maintain the library properly in the Regional Training Center and also maintain the data bank of the Regional Training Center regarding various courses as well as other items.

6. Receipts and Expenditures

The Regional Training Center will charge each and every participant a fixed sum-of-money as laid down by the Governing Council which will be paid by the sponsoring organization. In addition funds can also be requested from Ministry of Defence.

All such money will be received under Head of Account IV (b) 'Regional Training Center' in Form No Cantt 1-B.

All such funds will be spent on the Regional Training Center exactly as per procedures specified under the Cantonments Act, 2006 and The Cantonment Account Code, 1924. Any recommendation from Governing Council of the RTC on expenditure of money will be processed from this head of account by the Chief Executive Officer or the Board as per rules in the Account Code.

The funds will be utilized for

- i. Payment of Honorarium etc., to the faculty members imparting training to the participants.
- ii. To make payment to the Caterer for lunch and snacks provided during the course.
- iii. To make payment for the hired vehicles during the time course towards transportation of participants and Faculties.
- iv. For regular upkeep and maintenance of the Regional Training Center.
- v. For purchases made to the Library.
- vi. Any other payment which is authorized by the Chairman / Member Secretary.

Annual financial Statement duly audited by a reputed Chartered Accountant will be submitted by Member-secretary to the Principal Director and participating Boards.

7. TRAINING MODULES

Some of the areas in which training may be imparted are indicated at Annexure 'A'.

ANNEXURE – A

**TRAINING TO BE IMPARTED TO VARIOUS DEPARTMENTS OF
CANTONMENT BOARD**

S.No	Training Modules	Target
1	Information Technology Section	Computer Programmer
	(1) Alfresco (DMS)	
	(2) Raksha Bhoomi	
	(3) Web designing using Drupal	
	(4) Using Samadhan, Grievance Redressal Mechanism	
	(5) Using Arc-info for map management and developing Geographical Information System	
	IT, Act, 2000	
	Developing basic hospital management system	
2	Engineering Section	1. Junior Engineers 2. Asst. Engineers 3. Asst. Exe. Engrs
	(1) Preparation of Tender Schedules with Terms and Conditions	
	(2) Preparation of Item Rate Contract and preparation of Estimates	
	(3) Understanding of Arbitration proceedings	
	(4) FSI and related Issues	
	(5) Application of Building Bye laws read with Revised land Policy	
	(6) Appreciation and application of the need for the layout bye laws.	
	(7) Appreciation and application of the need for the land use plan	
	(8) Planning of Original Works	
	(9) Training in CAD / CAM	
	(10) Conducting field surveys	
	(10) Disposal of Trees for Junior Engineers	
3	Record Management	Office Superintendent Record Keeper
	(1) Basic Scanning Skills	
	(2) Updating Records in DMS	
	(3) Scientific preservation of Old Records	
	(4) Indexing, stacking and Retrieval of Old Records	
4	Health & Sanitation	1. Sanitary Inspectors 2. Sanitary Supdt., 3. Health Superintendent
	1. Basic Training in Municipal Solid Waste Management Rules	

	2. Modern Techniques in Solid Waste Management methods	
	3. Vermin Composting	
	4 Prevention of Food Adulteration Act & Rules	
	5. Epidemic, Prevention and Vector Control measures	
	6. Prosecution of nuisance due to insanitary conditions and carrying of trade without trade license.	
	Municipal Solid Waste Management Rules, 2000	
	Biomedical Waste (Management and Handling) Rules, 1998	
5	Hospitals	1. Asst. Medical Officer 2. Resident Medical Officer
	1. General procedure to be followed for procurement of medicines, new initiatives in Hospital Management	
	2. Epidemic response and management in Cantonment areas.	
	3. Refresher Course on Obstetrics & Gynecology	
	4. Innovative practices to increase revenue and reach of the Cantonment Hospitals	
6.	School Management	1. Head Master / Senior Teacher
	1.Introduction of e-learning	
	2. Understanding the Right of Children to Free and Compulsory Education Act and its implementation	
	3. New Teaching methodologies like activity based learning and introduction of Montessori type of learning	
7	Arboriculture & Eco - Parks	1. Horticulturist 2. Health Supdt
	1. Developing new sustainable Eco-Parks	
	2. Bio-Diversity protection, Tree Plantation on vacant government land and protection of trees	
8	Stores	Store Keeper
	1. Preparation of Store Purchase, Tender Documents , Contract Agreements, DGS&D Rate Contract/, Kendriya Bhandar, NCCF purchases and procedure to be followed etc.,	
	2. Market Survey, Methods of Calculating market variation.	
	3. Preparation of Comparative Statement	
	4. General Financial Rule Provisions	

	5. Rules & Regulations issued by DGDE with regard to Store purchases	
9	Accounts	1. Accountant 2. Accounts Clerk
	1. Budget Preparation and Intricacies involved	
	2. General Financial Rules applicable to the Cantonment Board	
	3. Preparation of Roaster	
	4. Audit Objections – Prevention and settling.	
	5. Pension Rules applicable to Cantonment Boards	
	6. Pay Fixation	
	7. Maintenance of Service Books	
	8. Training in the concept of Accrual Accounting in Double Entry book keeping	
	(9) Financial Management	
10	Revenue Supdt and Tax Supdt	1 Tax Superintendent 2 Revenue Supdt., 3. Tax Inspector 4. Revenue Inspector
	1. Property Tax, Assessment, Revision of property tax, Recovery procedures, Service Charges Calculation,	
	2. Understanding the STR	
	3. Implementation of Government Orders on Service Charges including latest judgments of Supreme Court on Service Charges	
	4. Improvement of Cantonment Revenue through introduction of various fees under sec. 67 of Cantonment Act.	
	5. Triennial Revision	
	6. Teh Bazari	
11	Right to Information act	All staff
	Cantonments Act, 2006	
	Cantonment Account Code, 1924	
	Cantonment Fund Servants Rule	
	Memorandum of Settlement	
	Training in Microsoft Office (MS Word, Excel, Power Point)	
	Senior Citizens Act, 2007	
