

No. 16(1)/2019-PD-III (E-367129)  
Government of India  
Ministry of Consumer Affairs, Food and Public Distribution  
Department of Food and Public Distribution

Krishi Bhawan, New Delhi  
Dated, the 23<sup>rd</sup> August, 2019

To

Secretary/ Food Commissioner  
Food and civil Supplies Department,  
All State Governments/UT Administrations

**Subject: Administrative approval for the Scheme of Training of under the PDS – Training component of umbrella scheme i.e Strengthening of PDS Operations for 2019-20.**

Sir/ Madam,

I am directed to say that under TPDS-Training, a scheme component of the umbrella scheme of "Strengthening of PDS Operations", came into existence during the 12<sup>th</sup> Five Year Plan (2012-17), has been approved for continuation up to 2019-20. A budget provision of **Rs. 50 Lakh** has also been made in BE-2019-20.

2. With greater infusion of technology and structural reforms and process re-engineering undertaken by the States/UTs for efficient implementation of TPDS operations, it has become necessary to keep the States/UTs, districts and sub-district level functionaries and other officials associated with PDS abreast with the changes and latest happenings in the PDS operations across different parts of the country, so that they can be proactive and informed participants in the process of change. Besides, there are several new initiatives in the areas of data analysis, viability of FPSs, portability of ration cards, dash-boarding of data/reports, social audits, oversight and monitoring mechanism under NFSA, etc. which need to be understood clearly and properly practiced as a routine.

3. With an objective to impart training programmes on similar aspects for sub-district level functionaries and other officials of PDS as organized in the year 2018-19 for the DFSOs, Master Trainers and technical officials associated with PDS operations of the States/UTs, the training programme would be conducted in following 03 categories in 2019-20:

- a) By giving financial assistance to States/UTs – to give training to their officials concerned with PDS operations;
- b) By organizing training programmes at IFS Gurugram or any other place – to be organized by DoFPD on the same lines as organized in the year 2018-19.
- c) By organizing seminars/workshops/conferences – to be organized by DoFPD and/or State/UT Government for senior administrative officers involved in planning and policy making of PDS operations.

**Category-A: Financial Assistance to States/UTs to give training to their officials concerned with TPDS**

4. The course content of the training programme shall be drawn up in such a way that it helps in improving the management of Targeted Public Distribution System in various States/Union Territories through State Civil Supplies Corporation. Broadly, the course content should cover the following aspects:

- a. Identification of AAY Households and PHH Persons/families and issuance of ration cards to them and review thereof;
- b. Dissemination of the provisions of NFSA, 2013 and PDS (Control) Order 2015;
- c. FPS automation;
- d. Aadhaar Seeding and Validation including e-KYC;
- e. IM-PDS, de-duplication and national portability;
- f. Central and State Dashboards;
- g. Supply chain automation;
- h. Grievance redressal system;
- i. Vigilance committee and social audit;
- j. Measure to enhance FPS viability;
- k. Data analytics in PDS
- l. Doorstep delivery of foodgrains;
- m. Any other relevant topics which State/UT may consider necessary.

5. Training programmes may be conducted at suitable locations having adequate training and accommodation facilities for about 50-60 participants. Academic institutions wherever possible may also be considered having such facilities readily available.

6. The training programme shall be organized either by the State Government either through the Food & Civil Supplies Department or Corporation. Participants to such programmes may be the field officials of State Food Department, Civil Supplies Corporation, or a judicious mix of participants.

7. States/UTs shall make their own arrangements for conducting the training programmes. Central Government will provide financial assistance up to Rs.75,000/- for 02 days training programme @ Rs. 750/- per person per day. The number of participants in each training programme should ideally be between 50-60. Any expenditure over and above Rs.75,000/- shall be met by the State/UT Government/Administration concerned from own resources. Expenditure on account of TA/DA of the participants shall also be borne by respective State/UT Government.

8. States/UTs having more than two crore beneficiaries covered under NFSA may conduct up to six (06) training programmes, where other states may conduct up to three (03) training Programmes. Thus, States/ UTs eligible for different number of programmes would be as under:-

<b>States/UTs with &gt; 2 crore beneficiaries (up to 6 Training Programmes @ Rs. 75,000 each)</b>	<b>States/UTs with &lt; 2 crore beneficiaries (up to 3 Training Programmes @ Rs. 75,000 each)</b>
Andhra Pradesh, Assam, Bihar, Chhattisgarh, Gujarat, Jharkhand, Karnataka, Madhya Pradesh, Maharashtra, Odisha, Rajasthan, Tamil Nadu, Telangana, Uttar Pradesh, West Bengal	Arunachal Pradesh, Delhi (NCT), Goa, Haryana, Himachal Pradesh, Jammu & Kashmir, Kerala, Manipur, Meghalaya, Mizoram, Nagaland, Punjab, Sikkim, Tripura, Uttarakhand, A&N Islands, Daman & Diu, Lakshadweep, Dadra & Nagar Haveli, Chandigarh and Puducherry.

9. 90% of the total sanctioned financial assistance shall be released to the State/UT as advance by this Department for organizing the training programmes. Whereas, the balance 10% shall be released on receipt of proper Utilization Certificates (UCs) in the prescribed proforma and supporting documents from the State/UT.

10. Utilization Certificates (UCs) in respect of financial assistance sanctioned by this Department shall be sent within 3 months from the completion of the training programme in the prescribed proforma as per GFR (Appendix-I) with a report of the Organization/ Institute conducting the training, the list of participants, feedback received from the participants and a copy of the training material circulated to the participants.

11. States/UTs which have not submitted the Utilization Certificates of funds released in the past for Training Scheme would not be eligible to receive financial assistance under this scheme until all pending UCs along with the supporting documents are submitted and/or unspent amount is refunded to this Department.

**Category-B: Training on implementation of National Food Security Act (NFSA), 2013.**

12. In order to successfully implement the NFSA, 2013, training programmes may be organized by the Central Government through Department officials, NIC/UIDAI officials and CPMU consultants and other experts to sensitize and train key officials of the State/UT Governments in Institute of Food Security (IFS), Gurugram or at any other suitable location/institute. The focus of these training programmes would be to provide hand to hand knowledge of the developments undertaken by Gol in the field of PDS. Initiatives and the best practices undertaken by the State/UT Govts. would also be shared with key officials of other State/UT Govts. These training programmes would be organized on the same lines as conducted in 2018-19, and would essentially include following topics:

- a. Reforms in PDS;
- b. Aadhar for PDS Reforms;
- c. Automation of Supply Chain Management;
- d. Automation of FPSs and implementation of Digital Payments;
- e. Aadhaar Seeding and Validation including e-KYC;
- f. Portability and viability of FPSs;
- g. Key dashboards at the National level;
- h. Overview of Software applications for PDS Reforms;
- i. Awareness generations, Grievance redressal and Social audits;
- j. Significance and role of SFC, DGROs and Vigilance Committees;
- k. Discussion on State(s) oriented challenges related to FPS automation and cashless.
- l. Others

13. The duration of these training programmes would be of two (02) days. Number of participants in each training programme would be capped in between 50-60. Training hall, accommodation and food along with basic stationary items for the participants shall be arranged by the identified institution/agency.

14. Department would release funds to the identified institution/agency as per actual based on the invoices submitted by them. Expenditure on account of TA/DA of the participants would, however, be borne by respective State/UT Government.

**Category-C: Seminars/Workshops/Conferences organized by DoFPD and/or States/UTs**

15. Under the scheme, seminar, workshops and conferences would be organized on policy issues relating to the PDS reforms, implementation of NFSA and other new initiatives. These will provide a platform for the senior level administrators involved in the planning and policy making at the Central as well as at the States/UT level to exchange ideas and views along with experts and academicians dealing with the subjects. The objective shall be to widen and deepen the range of inputs available to the senior level administrators in planning and policy making exercise.

16. The duration of these seminars/workshops/conferences would be 1-2 days. Government of India would provide financial assistance to the States/UTs @ 2000/- person per day. Maximum assistance per seminar/workshop/conference shall be up to Rs. 2,00,000/-. Expenditure beyond this limit, if any, and the expenditure on account of TA/DA of the participants would, however, be borne by respective State/UT.

17. In case of State/UT organizing the seminar/workshop/conference, the 90% of financial assistance shall be released in advance by this Department for organizing the event. Whereas, the balance 10% shall be released on receipt of proper Utilization Certificates (UCs) in the prescribed proforma and supporting documents from the State/UT.

18. Utilization Certificates (UCs) in respect of financial assistance sanctioned by this Department shall be sent within 3 months of organizing the event in the prescribed proforma as per GFR (Appendix-I) with documents, namely a record of proceedings of the programme; the list of participants, feedback received from the participants; a copy of the background material/discussion papers circulated to the participant, etc.

19. Based on the categories mentioned as Categories – A, B & C, the above proposed training programmes/ workshop/conference would help to ensure the objective of the scheme component, namely, TPDS-Training and would help to transform the PDS to a next level where it is expected that each trained official associated with PDS would be acquainted with the evolving ICT tools in PDS and would become the proactive and informed participant.

20. In view of the above, State/UT Govts. are requested to send proper proposals for conducting training programme/workshop for the sub-district level officials and others in their respective State/UT. However, before submission of proposals, State/UT Govts. must ensure that they have submitted Utilization Certificate for the previous releases and have no pending dues under TPDS-Training during 11<sup>th</sup> (2007-12) & 12<sup>th</sup> (2012-17) F.Y.P.

Yours faithfully,



(Ramesh Kumar)

Under Secretary to the Govt. of India  
Tel: 23383081

Encl. As Above.

**FORM GFR-19-A**

**Utilization Certificate for financial assistance sanctioned for conducting Training Courses/Seminars/Workshop/Conferences.**

Certified that out of Rs.....(in figures)..... ( Rs. In words) of Grant-in-aid sanctioned by the Government of India during the year..... in favour of ..... under the Ministry/department's letter No.....dated..... for the purpose of conducting..... number of Training Courses/Seminars/Workshop/Conferences for functionaries of various level in the State Food & Civil Supplies Department, state agencies like State Civil Supplies Corporation, Consumer Affairs, the district and block level officers engaged in the public distribution of essential commodities, etc. and Rs..... on account of unspent balance of the previous year, a sum of Rs..... has been utilized for the purpose for which it was sanctioned and the balance of Rs..... remaining unutilized at the end of the year has been surrendered to the Government vide Cheque/demand draft No..... dated.....

Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled. Copies of documents stipulated in these guidelines are enclosed.

Kinds of checks exercised:-

- Encls: 1.  
2.  
3.  
4.

Secretary/ Food Commissioner,  
Department of Food & Civil Supplies,  
Government of.....

Place:

Date: