

**CONSTITUTION OF A WORKING GROUP ON HINDI  
VERSION OF DTS and DoT PACKAGES**

1.     **NAME**                     WORKING GROUP ON HINDI VERSION OF DTS and DoT PACKAGES
2.     **CHAIRMAN**             Shri R.K.Choubisa, Associate Professor of Public Administration and Master Trainer (DoT) HCM Rajasthan State Institute of Public Administration, JAIPUR-302 017.
3.     **MEMBERS**
  1.     Dr. H.M.Mishra, Professor (HUDCO Chair)  
RCVP Noronha Academy of Administration and Management, P.O.Box No. 506, Arera Colony, Hitkarini Nagar,  
**BHOPAL**
  2.     Shri N.C.Kabadwal, Additional Secretary,  
Uttanchal Board of Education, Ram Nagar,  
**NAINITAL.**
  3.     Dr. Lalit Mohan Joshi, Joint Director,  
Deendayal Upadhyay State Institute of Rural Development, Bakshi ka Talab,  
**LUCKNOW-227202.**
  4.     Mrs. Jayshree Kiyawat  
Registrar  
Madhya Pradesh Commercial Taxes Appeal Board  
59, Jail Road, Arera Hills  
**BHOPAL.**
  5.     Shri B.R.Sharma  
District Project Coordinator  
Diversified Agriculture Support Project  
443, JNV Road, Near PWD Inspection House  
**FARRUKHABAD (U.P.)**

6. Shri Hafiz-Ur-Rahman  
Chief Accounts Officer  
M.P.State Election Commission  
Nirvachan Sadan, Arera Hills  
**BHOPAL**
7. Dr. Kumudini Sharma  
Professor of Behavioural Sciences  
RCVP Noronha Academy of Administration and  
Management, P.O.Box No. 506, Arera Colony,  
Hitkarini Nagar,  
**BHOPAL**
8. Mrs. Rashmi Pandey  
Officer on Special duty  
Uttanchal Academy of Administration  
**NAINITAL.**

4. **TASK**
  - Refining, simplifying and finalizing a Hindi Version of Direct Trainer Skills (DTS) and Design of Training packages prepared by Bhopal and Nainital
  - Submit 30 CDs and 5 Hard Copies of Final Hindi Version of both DTS and DoT packages to the DoPT.
5. **TIME LIMIT** 6 Months (30 July 2005)
6. **BUDGET** Enclosed.

**Annexure “B”****ESTIMATED BUDGET**

<b>Name of the Working Group</b>	Working Group on Hindi Translation of DTS and DoT Packages
<b>Anchoring Institute</b>	HCM Rajasthan State Institute of Public Administration, JLN Marg, JAIPUR-17
<b>Reference:</b>	Minutes of the Annual Master Trainers/Recognised Users Workshop held at HCM RIPA, Jaipur on 24 and 25 January 2005.
<b>Sponsored by:</b>	Department of Personnel and Training Ministry of Personnel, Public Grievances and Pensions, Government of India

<b>S. No.</b>	<b>Head of Account</b>	<b>Amount</b>
1.	Honorarium for Hindi Translation of DTS package to RCVP Noronha Academy of Administration and Management, Bhopal	Rs. 0.15 lakhs
2.	Expenses on 2 Meetings with Members. Travel by II AC and by Train. No Air Journey	Rs. 0.50 lakhs
3.	Data Entry, Editing, Formatting and Finalization Work in Hindi on Computer	Rs. 0.40 lakhs
4.	Preparation of OHP Color Transparencies in Ring Binder 6 Sets each (DTS and DoT) (Cost of Color OHPs, Ink Cartridges, Ring Folders, Master Copies etc)	Rs. 0.60 lakhs
5.	5 Hard Copies and 30 CDs each for DTS and DoT	Rs. 0.20 lakhs
6.	Miscellaneous	Rs. 0.20 lakhs
	Allocation of One DTS [National Course] to U.P. Academy of Administration and Management/SIRD Lucknow and One DoT Course in any other ATI of Hindi Speaking Belt. It is proposed to run both the courses in Hindi as Pilot run by 4 of us and validate the Hindi version of both DTS and DoT courses.	Rs. 0.50 lakhs for DTS and Rs. 0.32 lakhs for DoT to be allotted by the DoPT during 2005-2006
<b>TOTAL:</b>		<b>Rs. 2.05 lakhs</b>
<b><i>Rs. Two Lakhs and Five Thousand only</i></b>		

**DISTRIBUTION OF WORK**

<b>PARTS OF PACKAGE AND TASK</b>	1. DTS Handouts (11) 2. DTS Checklists (4) 3. DTS Feedback Proforma (4) 4. DTS Group Exercises (5) 5. IRQ Form (1) 6. Sheets-A,B,C 7. Three Man in a Boat (1) 8. Bishop Mitre (1) 9. DTS Films (2) 10. Flip Charts 11. Development of OHP (108) 6 sets 12. Preparation of Process Sheet (1) 13. Preparation of 5 Hard Copies 14. Preparation of 50 CDs 15. Conducting Pilot Run in Lucknow
<b>OVERALL SUPERVISION AND COORDINATION</b>	R.K.Choubisa
<b>ANCHOR INSTITUTE</b>	The HCM Rajasthan State Institute of Public Administration
<b>R.K.CHOUBISA</b>	Task No. 1,10,13, 14 and 15
<b>HAFIZ-UR-RAHMAN</b>	Task No. 11 and 15
<b>MRS. JAYSHREE KIYAWAT</b>	Task No. 2 to 8 and 15
<b>MRS. KUMUDINI SHARMA</b>	Task No. 12 and 15
<b>DR. H.M.MISHRA</b>	Task No. 1 and 15

<b>B.R. SHARMA</b>	Liaison with U.P. Academy of Administration and Management/SIRD Lucknow for organising DTS under National Calendar
<b>N.C. KABADWAL</b>	Liaison with U.P. Academy of Administration and Management/SIRD Lucknow for organising DTS under National Calendar
<b>DR. LALIT MOHAN JOSHI</b>	Liaison with U.P. Academy of Administration and Management/SIRD Lucknow for organising DTS under National Calendar
<b>MRS. RASHMI PANDEY</b>	Handing over Hindi Version of DoT Course to the Chairman
<b>U.P. ACADEMY OF ADMINISTRATION AND MANAGEMENT OR SIRD, LUCKNOW</b>	Conducting of a DTS (National Calendar) and nomination from 11 Hindi Speaking States
<b>FACULTY TO RUN PILOT COURSE</b>	1.R.K.Choubisa 2.Dr. H.M.Mishra 3. Dr. Kumudini Sharma 4. Hafiz Ur Rahman 5. Mrs.,Jayshree Kiyawat (Reserve in case of non turning up of MT)
<b>ANY OTHER MATTER</b>	Task No. 9 will be due to be undertaken.

*Note: Details regarding DoT Course will be decided in Meeting with the members*