



# ATAL BHUJAL YOJANA HARYANA

## STANDARD OPERATING PROCEDURE

For Community Level Trainings

**PREPARED BY:**  
**TECHNICAL SUPPORT AGENCY**  
**(PEOPLE'S SCIENCE INSTITUTE)**  
**ATAL BHUJAL YOJANA - HARYANA**



**FOR**  
**STATE PROJECT MANAGEMENT UNIT**  
**ATAL BHUJAL YOJANA**  
**IRRIGATION AND WATER RESOURCES DEPARTMENT**  
**GOVT OF HARYANA**

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## ATAL BHUJAL YOJANA

Atal Bhujal Yojana (or, Atal Jal) is a groundwater management scheme launched by honorable Prime Minister Narendra Modi on the 95th birth anniversary of former Prime Minister Atal Bihari Vajpayee on 25 December 2019. The purpose of the scheme is to improve groundwater management in seven states of India, In the selected seven states Haryana is one of them where Atal Bhujal Yojana is being implemented by the I&WR department.

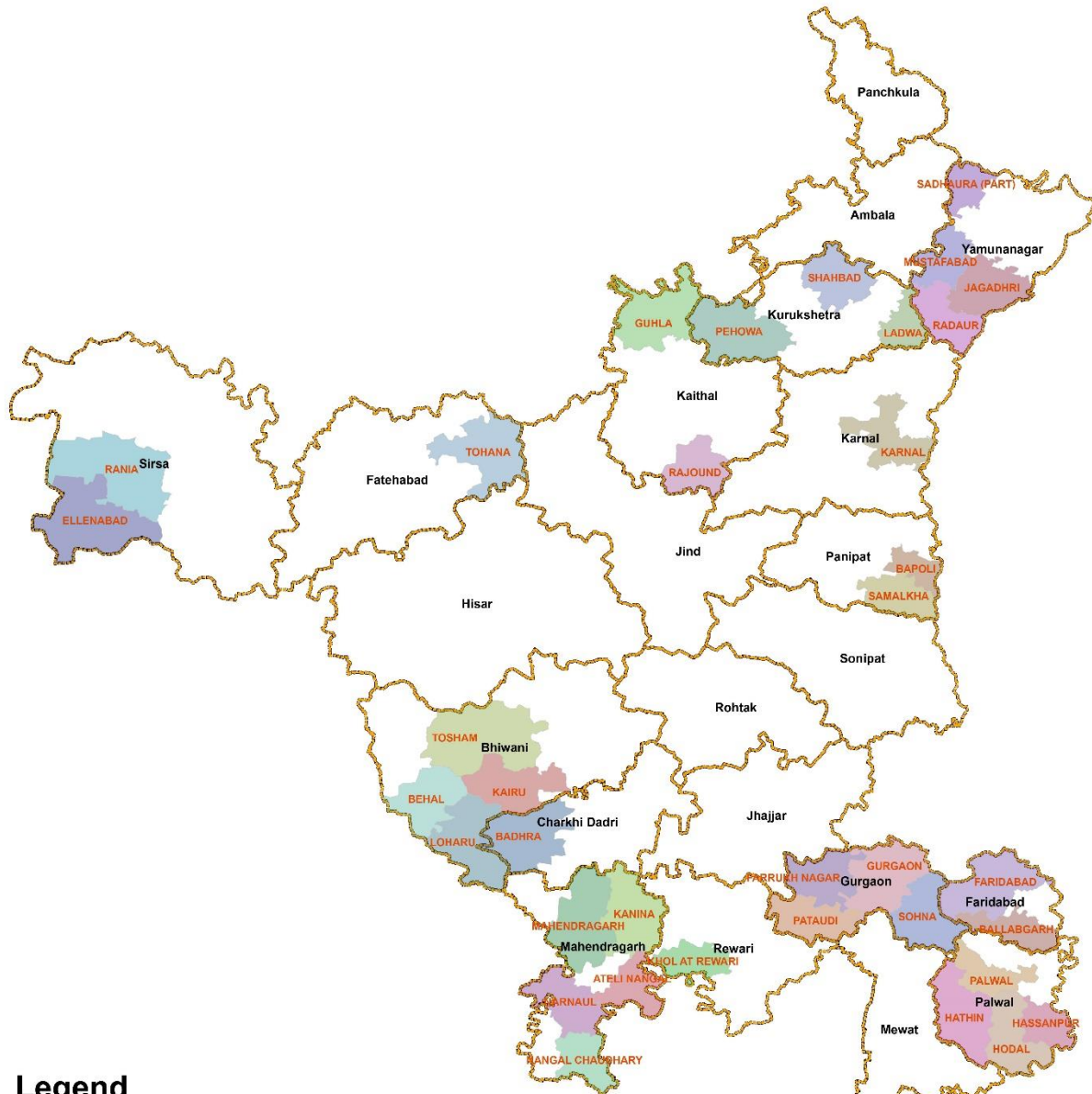
The primary objective of this Scheme is “to improve the management of groundwater resources in the water-stressed areas of the selected States”. Atal Jal is targeted at sustainable groundwater management, mainly through convergence among various ongoing schemes with the active involvement of local communities and stakeholders.

Atal Bhujal Yojana (Atal Jal) aims to demonstrate community-led sustainable groundwater management that can be taken to scale. The scheme has been designed as a pilot with the principal objective of strengthening the institutional framework for Participatory Groundwater Management (PGWM). It also aims to bring about behavioral change at the community level through awareness programs and capacity building to foster sustainable groundwater management. Atal Jal is targeted at sustainable groundwater management, mainly through convergence among various ongoing schemes with the active involvement of local communities and stakeholders.

### Atal Bhujal Yojana in Haryana


S. No.	Name of District	Name of Blocks	No. of GPs
1	Yamunanagar	Jagadhari, Mustafabad, Radour, Sadhura	251
2	Karnal	Karnal	41
3	Panipat	Bapoli, Samalkha	55
4	Kaithal	Gulha, Rajaund	82
5	Kurushetra	Ladwa, Pehwa, Shahabad	189
6	Sirsa	Raina, Ellanabad	78
7	Fatehabad	Tohana	49
8	Gurugram	Farukhanagar, Pataudi, Sohana, Gurugram	163
9	Faridabad	Faridabad, Ballabgarh	71
10	Rewari	Khol	40
11	Palwal	Palwal, Hassanpur, Hathin, Hodal	185
12	Bhiwani	Behal, Kairu, Loharu, Tosham	155
13	Charkhi Dadri	Badhra	49
14	Mahendergarh	Nangal choudhary, Narnaul, Kanina, Ateli, Mhendergarh	261
	Total GPs		1669

## DISTRICT AND BLOCK BOUNDARY (ATAL BHUJAL PROJECT)



### Legend

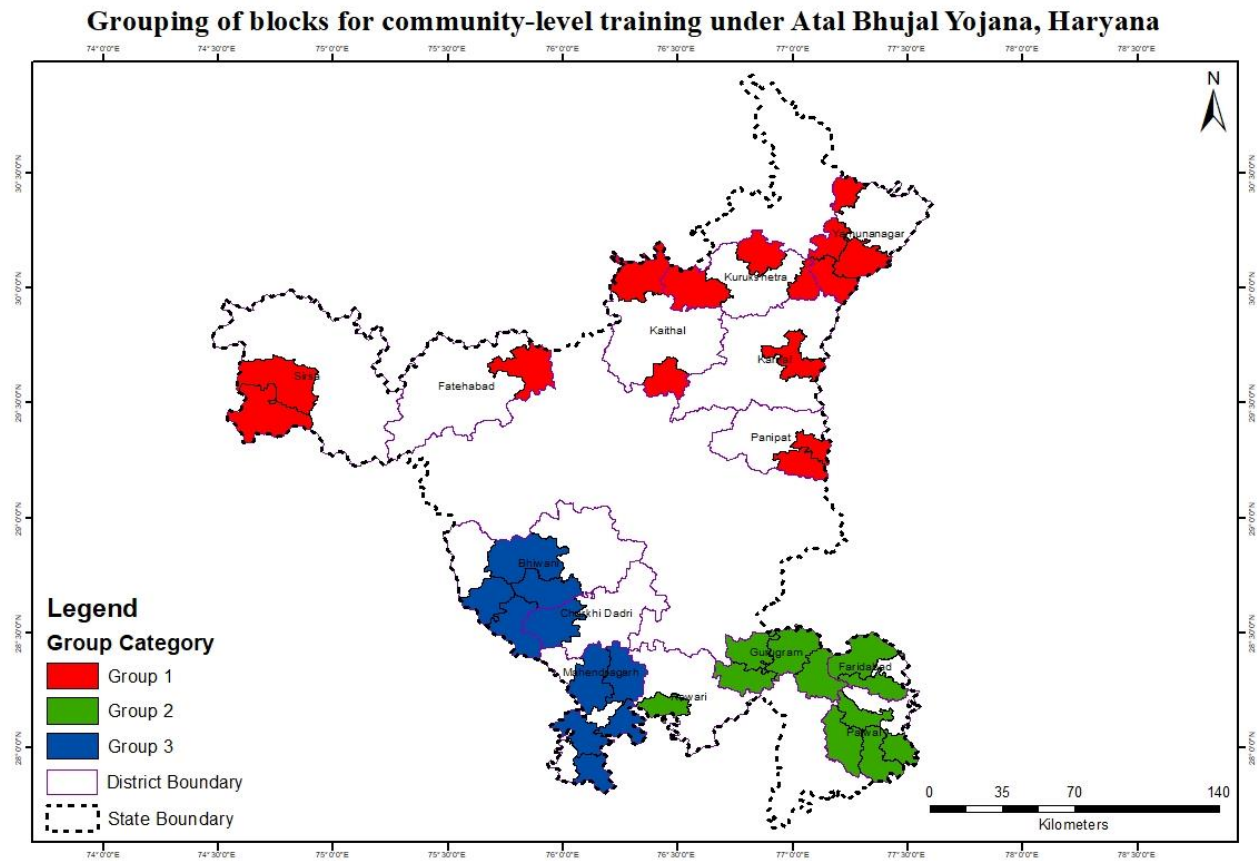
- HR\_Block\_Boundary
- HR\_District\_Boundary

0 5 10 20 30 40  
 Miles

## Need for CB agency

Capacity-building agencies (CB agency) are engaged for capacity building, reorientation of different stakeholders, dissemination of knowledge and information, development of high-quality print and audio-visual content, documentation of best practices, etc. to transform the eco-system of participatory groundwater management under Atal Bhujal Yojana.

A total of three agencies are engaged and allocated one group each.

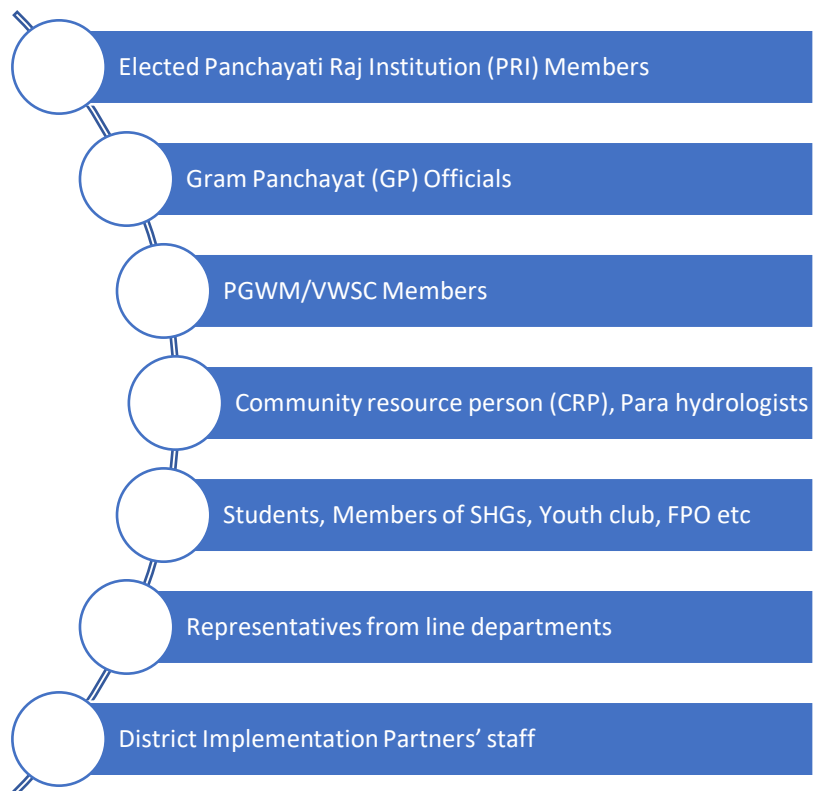


**The key objectives of CB agency are as follows:**

- Rapidly upscale the capacity building processes and methods using the full potential of physical and virtual space;
- design, develop, and implement capacity-building programs to create new generations of 'responsible and responsive leadership in the water sector at community levels.
- facilitate participants to gain insights, enhance their knowledge, further develop soft skills, and awareness about new practices;

- stimulate cross-learning about latest technologies, innovations, and best management practices in the groundwater sector by organizing field exposure visits for key personnel involved in planning and execution;
- development of high-quality video and audio reading and learning material to not only make text-centric content more readable, digestible, and memorable but also to craft compelling messages, related to the water sector, that speak volumes;
- document case studies, success stories, and best practices in the sector for wider dissemination, and;
- promote accelerated implementation 'on the scale and with speed' by enabling appreciation of professional requirements as well as sensitization to the socio-economic, technological environment.

**Target Group under  
Community level**



## Scale of Community level trainings

Group No	Cluster No.	Name of District	Number of Blocks	Nos. of GPs	Total GPs in Group	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year	Total
Group 1	CL-01	Yamuna Nagar	4	251	745	4470	4470	4470	4470	17,880
	CL-02	Karnal, Panipat, Kaithal	5	178						
	CL-03	Kurukshetra	3	189						
	CL-04	Sirsa, Fatehabad	3	127						
Group 2	CL-05	Gurugram	4	163	459	2754	2754	2754	2754	11,016
	CL-06	Faridabad, Rewari	3	111						
	CL-07	Palwal	4	185						
Group 3	CL-08	Bhiwani, Charkhi Dadri	5	204	465	2790	2790	2790	2790	11,160
	CL-09	Mahendergarh	5	261						
<b>Total</b>			<b>36</b>	<b>1669</b>	<b>1669</b>	<b>10,014</b>	<b>10,014</b>	<b>10,014</b>	<b>10,014</b>	<b>40,056</b>
<b>6 trainings per GP per year</b>										

## Onboarding activities from CB agency

Step	Activity	Duration	Participant	Facilitator
1	Orientation of Atal Jal Program	2 hours	CB agencies Coordinator, TL and team	SPMU and TSA-SPMU
2	Orientation on CB agencies RR, functional grid plan, operating process and targets	4 hours	CB agencies Coordinator, TL and team	SPMU and TSA-SPMU
3	Hand seeking with respective groups stakeholders	2 hours for each group	DPMU Nodal officer, DPMU ex, DIP team and complete team of CB agency	SPMU and TSA-SPMU



## Timeline of activities for CB Agency

For the first year of engagement

S. No.	Activity	Timeline	Remarks
1	Orientation of Atal Jal Program	Within 7 days of LOA	
2	Orientation on CB agencies RR, functional grid plan, operating process and targets	Within 7 days of LOA. A repeat of same once the complete team of the agency will be placed i.e. at end of 2 months from LOA	
3	Deployment of the core team	Within 45 days of LOA	
4	Deployment of admin and logistics wings	Within 45 days of LOA	
5	Deployment of field trainers	Within 60 days of LOA	
6	Orientation on CB agencies RR, functional grid plan, operating process and targets	Within 60 days of LOA	
7	Hand seeking with respective groups stakeholders	Within 60 days of LOA	
8	TNA	Within 75 days of LOA	
9	Annual Action Plan	Within 90 days of LOA	
10	Module development for Training 1	Within 90 days of LOA	
11	Quarterly review by SPMU	At the end of 90 days of LOA	
12	TOT for Training 1	Within 90 days of LOA	
13	Completing Training 1	Between 90 to 135 days of LOA	
14	Module development for Training 2	Within 135 days of LOA	
15	TOT for Training 2	Within 135 days of LOA	
16	Completing Training 2	Between 135 to 180 days of LOA	
17	Module development for Training 3	Within 180 days of LOA	
18	TOT for Training 3	Within 180 days of LOA	
19	Completing Training 3	Between 180 to 225 days of LOA	
20	Half-yearly review by SPMU	At the end of 180 days of LOA	
21	Module development for Training 4	Within 225 days of LOA	
22	TOT for Training 4	Within 225 days of LOA	
23	Completing Training 4	Between 225 to 270 days of LOA	
24	Quarterly review by SPMU	At the end of 90 days of LOA	
25	Module development for Training 5	Within 270 days of LOA	
26	TOT for Training 5	Within 270 days of LOA	
27	Completing Training 5	Between 270 to 315 days of LOA	
28	Module development for Training 6	Within 315 days of LOA	

29	TOT for Training 6	Within 315 days of LOA	
30	Completing Training 6	Between 315 to 365 days of LOA	
31	Annual review by SPMU	At the end of the year	

#### For subsequent years of engagement

S. No.	Activity	Timeline	Remarks
1	TNA	30 days in advance from the starting of the respective year	
2	Annual Action Plan	30 days in advance from the starting of the respective year	
3	Module development for Training 1	Before starting of the respective year	
4	TOT for Training 1	Before starting of the respective year	
5	Completing Training 1	Between 1 to 60 days of the respective year	
6	Module development for Training 2	Within 60 days of the respective year	
7	TOT for Training 2	Within 60 days of the respective year	
8	Completing Training 2	Between 61 to 120 days of the respective year	
9	Quarterly review by SPMU	At the end of 90 days of respective year	
10	Module development for Training 3	Within 120 days of the respective year	
11	TOT for Training 3	Within 120 days of the respective year	
12	Completing Training 3	Between 121 to 180 days of the respective year	
13	Half-yearly review by SPMU	At the end of 180 days of respective year	
14	Module development for Training 4	Within 180 days of the respective year	
15	TOT for Training 4	Within 180 days of the respective year	
16	Completing Training 4	Between 181 to 240 days of the respective year	
17	Module development for Training 5	Within 240 days of the respective year	
18	TOT for Training 5	Within 240 days of the respective year	
19	Completing Training 5	Between 241 to 300 days of the respective year	
20	Quarterly review by SPMU	At the end of 270 days of the respective year	
21	Module development for Training 6	Within 300 days of the respective year	
22	TOT for Training 6	Within 300 days of the respective	

		year	
23	Completing Training 6	Between 301 to 365 days of the respective year	
24	Annual review by SPMU	At the end of the respective year	

## Process for conducting TNA

- Draft preparation of format of survey questioner and assessment methodology by CB agency
- Sharing with SPMU and TSA-SPMU for comments and feedback
- Comments and feedback of SPMU and TSA-SPMU within 5 working days of submission by CB agency
- Revision and finalisation of format by CB agency
- Sharing with SPMU and TSA-SPMU for approval
- Approval by SPMU and TSA-SPMU within 3 working days of submission by CB agency
- Rolling out of the survey by the agency
- Analysis and planning by agency
- Draft TNA report sharing with SPMU and TSA-SPMU for comments and feedback
- Comments and feedback of SPMU and TSA-SPMU within 5 working days of submission by CB agency
- Revision and finalisation of TNA report by CB agency
- Sharing with SPMU and TSA-SPMU for approval
- Approval by SPMU and TSA-SPMU within 4 working days of submission by CB agency

## Process for development of training manual

- Preparation of outline of training manual by CB agency (including content, content type, instruction mode)
- Sharing with SPMU and TSA-SPMU for their comments and feedback
- Comments and feedback by SPMU and TSA-SPMU within 3 working days of submission by CB agency
- Preparation of draft training manual by CB Agency
- Sharing with SPMU and TSA-SPMU for their comments and feedback
- Comments and feedback by SPMU and TSA-SPMU within 5 working days of submission by CB agency
- Revision and finalisation of training manual by CB Agency
- Testing of the training manual with DPMU and DIP team
- Testing of training manual at minimum 2 GPs in presence of DPMU and DIP team
- Improvisation and finalisation by CB Agency
- Sharing with SPMU and TSA-SPMU for approval
- Approval by SPMU and TSA-SPMU within 4 working days of submission by CB agency

## Process for each physical training (non-residential)

### Pre-Training tasks

- The CB agency will register the training on the Atal Jal MIS portal
- Intimation to respective DPMU and DIP through email in 1-month advance and request for participants list in format provided in Annex 2.
- The DIP will provide the participants' list within 5 working days of receiving the communication
- The Agency will finalize the venue in 25 days advance
- Invitation to the chairperson of VWSC committee through official letter and all participants via call, WhatsApp group and through DIP team in 20 days advance
- First reminder to all participants in 7 days advance along with a copy of the outline of course contents and schedule of training to the participants and request them to come prepared for sharing their experience through making presentations and/or in interactions.
- Second Reminder all participants in 1-2 days advance
- In all communications to participants, the DIP and DPMU representatives should be kept in the loop.

### During training

- The CB agency will set up the mandatory logistic arrangements at the training venue. The list of mandatory logistic arrangements for training at the GP level is provided in Annex 5.
- The CB agency will take the attendance of participants in the format provided by SPMU. The attendance template is provided in the annex 1.
- The CB agency will conduct the training as per the approved schedule.
- The CB agency will hand over the resource material to all participants
- All trainings will be attended by the DIP representatives

### Post Training

- The CB agency will share a brief training note and 4 photos with DPMU IEC experts for circulation in social and print media.
- The CB agency will update the MIS details in accordance with the NPMU standard format and process.
- The CB agency will conduct a follow-up training or digital crash course or revision class with all participants and take follow up of training task assigned to all participants
- The CB agency will prepare the training completion report as per the format provided in the Annex 3 and submit it to DIP and DPMU for verification and subsequently share with the SPMU and TSA-SPMU for needful action.

## Process for each online training

### Pre-Training tasks

- The CB agency will register the training on the Atal Jal MIS portal
- Intimation to respective DPMU and DIP through email in 1-month advance and request for participants list in format provided in Annex 2.
- The DIP will provide the participants' list within 5 working days of receiving the communication
- Invitation to the chairperson of VWSC committee through official letter and all participants via call, WhatsApp group and through DIP team in 20 days advance along with the information about the video conferencing platform, login credentials and detailed schedule for attending the training programme.
- First reminder to all participants in 7 days advance along with the information about the video conferencing platform, login credentials and detailed schedule for attending the training programme.
- Second Reminder all participants in 1-2 days advance along with an explicit demo on the usage of the platform.
- In all communications to participants, the DIP and DPMU representatives should be kept in the loop.

### During training

- The CB agency will take the attendance of participants in the format provided by SPMU through QR based tools. The attendance template is provided in the annex 1.
- The CB agency will conduct the training as per the approved schedule.
- The CB agency will share the resource material in digital mode to all participants
- All trainings will be attended by the DIP representatives

### Post Training

- The CB agency will share a brief training note and 4 photos with DPMU IEC experts for circulation in social and print media.
- The CB agency will update the MIS details in accordance with the NPMU standard format and process.
- The CB agency will conduct a follow-up training or digital crash course or revision class with all participants and take follow up of training task assigned to all participants
- The CB agency will prepare the training completion report as per the format provided in the Annex 3 and submit it to DIP and DPMU for verification and subsequently share with the SPMU and TSA-SPMU for needful action.

## Process for each exposure visit

### Pre-Training tasks

- The CB agency will identify the potential site for the field visit
- The CB agency will conduct a recce visit to the potential site along with the DIP and DPMU representative.
- The CB agency will register the visit planned on the Atal Jal MIS portal
- Intimation to respective DPMU and DIP through email in 1-month advance and request for participants list in format provided in Annex 2.
- The DIP will provide the participants' list within 5 working days of receiving the communication
- Invitation to the chairperson of VWSC committee through official letter and all participants via call, WhatsApp group and through DIP team in 20 days advance
- First reminder to all participants in 7 days advance along with a copy of the outline of agenda of field visit and schedule of the visit to the participants and request them to come prepared for sharing their experience through making presentations and/or in interactions. Also, the CB agency will share the movement plan with all participants that includes the mode of travel, meeting point, departure time, returning time, destination details, point person from CB agency and alike. In the case of women participants, the field visit (from departure till returning) will be conducted only between sunrise and sunset hours.
- Second Reminder all participants in 1-2 days advance along with the movement plan with all participants that includes the mode of travel, meeting point, departure time, returning time, destination details, point person from CB agency and alike.
- In all communications to participants, the DIP and DPMU representatives should be kept in the loop.

### During training

- The CB agency will set up the mandatory logistic arrangements. The list of mandatory logistic arrangements for field visits at the GP level is provided in Annex 5.
- The CB agency will take the attendance of participants in the format provided by SPMU. The attendance template is provided in the annex 1.
- The CB agency will conduct the field visit as per the approved schedule.
- The CB agency will hand over the resource material to all participants
- All field visits will be attended by the DIP representatives

### Post Training

- The CB agency will share a brief field visit note and 4 photos with DPMU IEC experts for circulation in social and print media.
- The CB agency will update the MIS details in accordance with the NPMU standard format and process.

- The CB agency will conduct a follow-up discussion or digital crash course or revision class with all participants and take follow up of field visit assigned to all participants
- The CB agency will prepare the field visit completion report as per the format provided in the Annex 4 and submit it to DIP and DPMU for verification and subsequently share with the SPMU and TSA-SPMU for needful action.

## Planning and reporting

### Annual Action Plan (AAP)

- The Annual action plan will be prepared 30 days in advance from starting the respective year other than the first year of engagement. In the first year of engagement, the AAP will be prepared within 90 days from the Letter of agreement.
- The CB agency will prepare the Annual action plan in the format provided in Annex 10.
- The CB agency will prepare the AAP
- The CB agency will share the AAP with the respective DPMU for their comments and feedback
- The DPMU will provide the comments on AAP in consultation with all other stakeholders within 5 working days of submission by the CB agency
- Revision and finalisation by CB agency
- The CB agency will share the AAP to DPMU for approval
- Post DPMU's approval, the CB agency will submit the AAP with SPMU and TSA-SPMU for vetting and approval
- The SPMU and TSA-SPMU will revert or approve the AAP within 5 working days of submission by the CB agency

### Monthly Action Plan (MAP)

- The monthly action plan will be prepared 10 days in advance from the start of the respective month.
- The CB agency will prepare the MAP in the format provided in Annex 8.
- The CB agency will prepare the MAP
- The CB agency will submit the MAP with the respective DPMU for their comments and feedback
- The DPMU will provide the comments on AAP in consultation with all other stakeholders within 3 working days of submission by the CB agency
- Revision and finalisation by CB agency
- The CB agency will share the MAP to DPMU for approval
- Post DPMU's approval, the CB agency will submit the MAP with SPMU and TSA-SPMU for information.

## Payment terms and process

Funding will be provided as per the cost norms mentioned below.

Level of training	Payment per training (in INR)
Training at community functionaries	7000 (including all taxes)

### The funding will cover the following:

#### a. Online training programmes

- course fee
- training module with study materials & exercises
- resource person(s),
- collaterals – letters, posters, social media posts, etc.,
- coordination with resource persons and participants,
- video conferencing platform,
- post-completion documents,
- follow-up with participants for success stories,
- responding to queries of alumni, etc.

#### b. Residential programmes (ranging from 2 to 5 days);

- course fee,
- training module and kit,
- boarding and lodging, etc.
- resource person(s),
- coordination with resource persons and participants
- follow-up with participants for success stories,
- responding to queries of alumni, etc.
- post-completion documents

#### c. Non-residential (day based) programmes;

- course fee,
- training module and kit,
- food and refreshments, etc.
- resource person(s),
- coordination with resource persons and participants
- follow-up with participants for success stories,
- responding to queries of alumni, etc.
- post-completion documents

#### d. Honorarium to external resource persons/ experts;

#### e. Study tour component, etc.



#### f. Module development

#### g. Field exposure visits

- Travel arrangements
- food and refreshments, etc.
- boarding and lodging, etc.
- resource person(s)

#### Release of Funds

- The CB agency will raise the invoice quarterly along with the quarterly progress report based on the number of trainings conducted in accordance with the unit cost stated. The quarterly report will be submitted in the format provided in the annex 9.
- The CB agency will share the quarterly progress report to DPMU for vetting and approval.
- The DPMU will revert or approve the quarterly progress report within 7 working days of submission by the CB agency
- Post DPMU's approval, the CB agency will submit the quarterly progress report and invoice with SPMU for vetting and approval
- The SPMU will revert or approve the AAP within 15 working days of submission by the CB agency and forward for needful action for payment release.

## Role and responsibilities of other stakeholders

#### SPMU

- Vetting and approval of Annual action plan
- Vetting and approval of Quarterly Progress Report
- Vetting and approval of all training manual, TNA format and report.
- Preparing all necessary guidelines and templates.
- Facilitation in providing the participants' list
- Sharing all necessary data and information with CB agency.
- Conducting a periodic review of CB agency
- Coherence with other entities in planning and implementation of Annual action plan
- Fund release to CB agency

#### SPMU TSA

- Support in Vetting and approval of Annual action plan
- Support in Vetting and approval of Quarterly Progress Report
- Support in Review of the monthly action plan
- Support in Facilitation in the preparation of all necessary guidelines and templates.
- Support in Providing the technical inputs and value addition in the training manual, TNA format and report and other necessary documents.
- Support in Vetting and approval of all training manual, TNA format and report.
- Support in Sharing all necessary data and information with CB agency.

- Support in Facilitating the periodic review of CB agency
- Support in Facilitation of the coherence with other entities in planning and implementation of Annual action plan
- And any other responsibility that directed by SPMU within the working domain of SPMU – TSA.

## DPMU

- Vetting and approval of Annual action plan.
- Facilitating the preparation of a Monthly action plan in consultation with all other stakeholders.
- Vetting and approval of Monthly action plan and incorporation of CB’s monthly plan into the DPMU overall monthly plan.
- Vetting and approval of quarterly progress reports and invoices.
- Vetting and approval of each training completion report.
- Providing the technical inputs and value addition in the training manual, TNA format and report.
- Sharing all necessary data and information with CB agency.
- Facilitation in providing the participants’ list.
- Facilitation of the intimation to participants through an official letter in accordance with the CB agency plan.
- Conducting a periodic review of the CB agency.
- Periodic review of CB agency on-field training process and arrangement.
- Coherence with other entities in planning and implementation of annual action plan and monthly planning and execution.
- And any other responsibility that directed by SPMU within the working domain of DPMU.

## DIP

- Providing all necessary field facilitation to CB agency in implementing the Annual Action Plan and overall in-field coordination.
- Liaising between CB agency and participants.
- Facilitating the preparation of a Monthly action plan in consultation with all other stakeholders.
- Vetting and approval of each training completion report.
- Providing the technical inputs and value addition in the training manual, TNA format and report.
- Sharing all necessary data and information with CB agency.
- Providing the participants’ list.
- Facilitation of the intimation to participants through an official letter in accordance with the CB agency plan.
- A representative of the DIP team will attend each of the training events as an official observer.
- And any other responsibility directed by SPMU within the working domain of DIP.

## Any other agency or stakeholders of Atal Bhujal Yojana Haryana

- Providing the technical inputs and value addition in the training manual, TNA format and report.
- Sharing all necessary data and information with CB agency.
- All necessary field facilitation to CB agency in implementing the Annual Action Plan and in overall in-field coordination.
- And any other responsibility directed by SPMU within the working domain of agency or stakeholders of Atal Bhujal Yojana Haryana.



## Other terms and conditions

- Out of the total of 6 trainings events every year, 4 events will be 1-day physical trainings, 1 event will be 2 days physical training and 1 event will be an exposure visit. The same will be reviewed and planned in each year's annual Action Plan and can vary on mutual agreement of CB agency, SPMU and TSA-SPMU. The unit cost for each event will remain the same as prescribed irrespective of its nature.
- The CB agency will share the profile of all professionals engaged as part of this project that includes the core staff, master trainers, external professionals, admin team, field trainers and alike. The SPMU holds the right to conduct a competency evaluation of CB agency team members and also, may direct to change the team member in case of non-competency.
- Nomination of participants
  - There is no ceiling on the limit of participants for an online programme. Depending on the subject of the online training and the complexity of the content, batch sizes may be finalized so as to ensure appropriate training, learning, assessment and feedback. In case, the CB agency is opting for online training, the number of trainings will be double of the total number of trainings. The online trainings should be conducted on the principle of Low dose High-frequency method.
  - Range (Min. – Max.) for the number of participants for offline training programme are (15-40). If the number of participants is more than the capacity of one training room, the CB agency may carry out the training in batches as per their convenience.
  - Nominations should be sought for twice the number of trainees proposed for any training programme so as to offset drop-outs and to ensure participation of at least the minimum number of trainees. Nominations should be processed through the respective controlling authorities in the case of officials.
- Logistics Arrangements
  - In case of online training, on receipt of the list of nominations, the CB agency should intimate the participants about the video conferencing platform, login credentials and detailed schedule for attending the training programme. A demo on the usage of the platform should be explicitly shared with the participants at least 2 days before commencing the programme.
  - In case of a classroom-based training programme, the CB agency should intimate the participants about the venue of the courses, how to reach the place (with a detailed location map), transport facilities, and a detailed schedule of the programme. The CB

agency should provide information about the contact person of the CB agency for further communication to the participants.

- To ensure the effective outcome of the training, the CB agency should forward a copy of the outline of course contents well in advance to the participants and request them to come prepared for sharing their experience through interactions.
- The CB agency will be responsible to prepare training modules, content development, audio-visual tools for training, development of participative learning exercises and games, simple, easy-to-understand and practical reading materials, session layout design, and other related materials. The resource material should be prepared in the local language and should be efficiently contextualized as per the needs of any specific GP, block or district.
- Textbook copying of reading material is highly discouraged. Pre and post-tests may be considered to measure learning. The material thus prepared will be circulated amongst the participants at the beginning of the program.
- All the resource material/information/data/web portal and alike, that will be collected/created/compiled/analysed during the engagement period will be the collective property of IWRD and CB agency. The CB agency will hand over the same to IWRD as and when desired. The CB agency will also hand over all the credentials and ownership of digital platforms (website/MIS/social media handles/email accounts and alike) to IWRD as and when desired.
- The modules may be so designed and developed that they are a combination of – classroom instruction; practice opportunities such as role-playing exercises, focus groups, case studies, on-field exercises/demonstration or small group assignments; on-the-job skills-based training; delivery of paper-based hand-outs for individual reading and study; the completion of e-learning modules on a computer; among others.
- More thrust should be given on interactive and participatory approach, experience sharing, peer learning and techniques like brainstorming sessions among the participants than the conventional lecture methodology.
- Active participation of participants should be ensured by encouraging them to raise their doubts, make observations and comments.
- At the end of each training event, the CB will take the feedback of all participants in the format provided in Annex 6 (English version) or in Annex 7 (Hindi version).
- The training program content should be updated every year/ six months based on feedback received from the trainees and new development. A periodical evaluation of the training program, its strengths, and weaknesses should be undertaken.
- The CB agency must ensure that the training materials prepared are standardized and of high quality. The CB agency will invite eminent and nationally reputed professionals as resource persons and ensure that there is a judicious blend of internal and external resource persons.
- SPMU will not provide funds for deploying additional manpower in the CB agency. SPMU will make payment only to the extent of the sanctioned amount as per CB agency financial norms.
- The CB agency is also expected to develop print, audio, and visual content that is engaging, memorable, and crafted for compelling strong messages for water sensitivity and other similar topics.
- The SPMU holds the right to revise the guidelines of SOP as and when desired.

## Annex 1: Attendance Sheet for training at GP level



		<b>Atal Bhujal Yojana - Haryana</b>	<i>CB Agency logo</i>
<b>Attendance Sheet for training at GP level</b>			
Name of CB Agency			
Name of District		Name of Block	
Name of Gram Panchayat		Name of Village	
Date and time		Venue	
Mode of training	Non residential	Online	Exposure visit

S. No.	Name of Participant	Gender • Female(F) • Male (M) • Other (O)	Caste • General • OBC • SC • ST	Age	Occupation	Are you a member of any committee? (Yes/No)	If yes, name of the committee	Phone Number	Signature

Signature of lead trainer  
Name and designation  
Date and time

Signature of DIP representative  
Name and designation  
Date and time

## Annex 2: List of Participants for training at GP level



		<b>Atal Bhujal Yojana - Haryana</b>		<i>CB Agency logo</i>
<b>List of Participants for training at GP level</b>				
Name of CB Agency				
Name of District		Name of Block		
Name of Gram Panchayat		Name of Village		
Date and time		Venue		
Mode of training	Non residential	Online	Exposure visit	

S. No.	Name of Participant	Gender	Caste	Age	Occupation	Are you a member of any committee? (Yes/No)	If yes, name of the committee	Phone Number
		<ul style="list-style-type: none"> <li>• Female(F)</li> <li>• Male (M)</li> <li>• Other (O)</li> </ul>	<ul style="list-style-type: none"> <li>• General</li> <li>• OBC</li> <li>• SC</li> <li>• ST</li> </ul>					

Signature of DIP representative  
Name and designation  
Date and time

Signature of DPMU representative  
Name and designation  
Date and time

### Annex 3: Training (non-residential) Completion Report

		<b>Atal Bhujal Yojana - Haryana</b>	<i>CB Agency logo</i>
<b>Training (non-residential) Completion Report</b>			
Name of CB Agency			
Name of District		Name of Block	
Name of Gram Panchayat		Name of Village	

S. No.	Item	Details	Description
	Topic of Training		
	Starting – date and time		
	Ending – date and time		
	Venue		
	Number of Female Participants		
	Number of Male Participants		
	Number of other Participants		
	Total Participants		
	Lead trainer name		
	Supporting trainers name		
	Type of resource material used (PPT, workbook, hand notes, booklets, videos, case studies, others)		Provide link of all resource material
	Whether hard copy of training material distributed (Yes/ No)		
	Whether all resource material circulated (Yes/ No)		
	Whether feedback session conducted (Yes/ No)		
	Whether AV is shown on the common screen (Yes/ No)		

	Whether post-training follow up made (Yes/ No)		
	Whether a WhatsApp group created for the participants (Yes/No)		Please share the link of WhatsApp group
	Attach 4 Geotagged photos of the training		
	Attach attendance sheet of the training		
	Attach filled feedback form of 50% participants		
	Give a summary of training (100 words)		

Signature of lead trainer

Signature of DIP representative

Signature of DPMU representative

Name and designation

Name and designation

Name and designation



Date and time

Date and time

Date and time



## Annex 4: Exposure visit Completion Report

		<b>Atal Bhujal Yojana - Haryana</b>	<i>CB Agency logo</i>
<b>Exposure visit Completion Report</b>			
Name of CB Agency			
Name of District		Name of Block	
Name of Gram Panchayat		Name of Village	

S. No.	Item	Details	Description
	Agenda of exposure visit		
	Starting – date and time		
	Ending – date and time		
	Destination for exposure visit		
	Number of Female Participants		
	Number of Male Participants		
	Number of other Participants		
	Total Participants		
	Lead facilitator name		
	Supporting facilitator name		
	Type of resource material used (PPT, workbook, hand notes, booklets, videos, case studies, others)		Provide link of all resource material
	Whether hard copy of training material distributed (Yes/ No)		
	Whether all resource material circulated (Yes/ No)		
	Whether feedback session conducted (Yes/ No)		

	Whether AV is shown on the common screen (Yes/ No)		
	Whether post-training follow up made (Yes/ No)		
	Whether a WhatsApp group created for the participants (Yes/No)		Please share the link of WhatsApp group
	Attach 4 Geotagged photos of the training		
	Attach attendance sheet of the training		
	Attach filled feedback form of 50% participants		
	Give a summary of training (250 words)		

Signature of lead trainer

Signature of DIP representative

Signature of DPMU representative

Name and designation

Name and designation



Name and designation

Date and time

Date and time

Date and time



## Annex 5: Mandatory logistics checklist for training at GP level

	<h1>Atal Bhujal Yojana - Haryana</h1>	
<h3>Mandatory logistics checklist for training at GP level</h3>		

Non-residential training		
S. No.	Item	Description
1	Poster of Training	
2	Meeting hall and Sitting arrangement	A meeting hall with necessary amenities such as light, fan, and Chair - tables in case of classroom lecture/training or carpet in case of group activity in an open space
3	Refreshments	Tea/coffee/lemonade with snakes
4	Drinking water facility	
5	Toilet facility	
6	Projector and display arrangements	
7	Black/Green/Whiteboard	
8	Audio-visual system	
9	Training kit	A folder containing the Note pad, pen, pencil, hard copy of all resource manuals, workbooks and others alike
10	Supporting equipment/ demonstration tools	As demanded by the subject of particular training

Exposure visit		
S. No.	Item	Description
1	Poster of exposure visit	
2	Transportation arrangement	Taxi, Cab, Bus or any other suitable mode of travel.
3	Refreshments and Food	Tea/coffee/lemonade with snakes as well as Food as per the timings of the day
4	Drinking water facility	
5	Training kit	A folder containing the Note pad, pen, pencil, hard copy of all resource manuals, workbooks and other alike
6	Supporting equipment/ demonstration tools	As demanded by the subject of particular training

## Annex 6: Feedback form for participants

		<b>Atal Bhujal Yojana - Haryana</b>	<i>CB Agency logo</i>
<b>Feedback form for participants</b>			
Name of CB Agency			
Name of District		Name of Block	
Name of Gram Panchayat		Name of Village	
Participant's name		Participant's Gender	
Participant's Caste		Participant's Phone number	
Topic of Training			
Date and time		Venue	
Mode of training	Non-residential	Online	Exposure visit

S. No.	Question	Excellent	Good	Satisfactory	Fair	Bad
		(Kindly tick one option)				
1	Had you found the training relevant?					
2	How was the quality of content used?					
3	Was the trainer well versed in the subject of training?					
4	Was the trainer enthusiastic about the subject of training?					
5	How was the quality of instruction?					
6	Were participants encouraged for the discussion and practice?					
7	Were participants' questions and doubts answered?					
8	How was the quality of the classroom?					
9	Had you found the training useful?					

S. No.	Question	Yes/No (Kindly tick one option)
1	Are participants provided with a hard copy of all resource material?	
2	Is refreshment/food provided during the training?	
3	Had videos shown during the training?	
4	Had participants provided with hand on tools during training?	
5	Is participant informed about the meeting a week prior?	

6	Were participants briefed about the agenda of the training in the beginning?	
7	Was training conducted as per the prior notified schedule?	
8	Were participants charged any sort of fee during training?	
9	Was the local language used as a mode of instruction by the trainer?	
10	Do you want more such trainings?	

Please share your learning:

Any complaints from the participant's side:

Any suggestion from the participant's side:

Any compliment from the participant's side:



Signature of Participant

Name of Participant

Date and Time

Place

## Annex 7: प्रतिभागियों के लिए प्रतिक्रिया प्रपत्र

		<b>अटल भूजल योजना - हरियाणा</b>	CB Agency logo
<b>प्रतिभागियों के लिए प्रतिक्रिया प्रपत्र</b>			
CB एजेंसी का नाम			
जिले का नाम		ब्लॉक का नाम	
ग्राम पंचायत का नाम		गांव का नाम	
प्रतिभागी का नाम		प्रतिभागी का लिंग	
प्रतिभागी की जाति		प्रतिभागी का फ़ोन नंबर	
प्रशिक्षण का विषय			
दिनांक और समय		स्थान	
प्रशिक्षण का तरीका	गैर आवासीय	ऑनलाइन	अध्ययन यात्रा

S. No.	प्रश्न	अति उत्कृष्ट	अच्छा	संतोषजनक	निष्पक्ष	खराब
		(कृपया एक विकल्प पर टिक करें)				
	क्या आपको प्रशिक्षण प्रासंगिक लगा है?					
	उपयोग की गई सामग्री की गुणवत्ता कैसी थी?					
	क्या ट्रेनर प्रशिक्षण के विषय में अच्छी तरह से वाकिफ़ था?					
	क्या ट्रेनर प्रशिक्षण के दौरान उत्साहित था?					
	शिक्षण की गुणवत्ता कैसी थी?					
	क्या प्रतिभागियों को चर्चा और अभ्यास के लिए प्रोत्साहित किया गया था?					
	क्या प्रतिभागियों के सवालों और संदेहों का जवाब दिया गया था?					
	कक्षा की गुणवत्ता कैसी थी?					
	क्या आपको प्रशिक्षण उपयोगी लगा है?					

S. No.	प्रश्न	हाँ/ नहीं (कृपया एक विकल्प पर टिक करें)
	क्या प्रतिभागियों को सभी संसाधन सामग्री की हार्ड कॉपी प्रदान की गई थी?	
	क्या प्रशिक्षण के दौरान जलपान / भोजन प्रदान किया गया था?	
	क्या प्रशिक्षण के दौरान वीडियो दिखाए गए थे?	
	क्या प्रतिभागियों को उपकरणों इस्तेमाल करने का प्रशिक्षण प्रदान किया था?	
	क्या प्रतिभागी को एक सप्ताह पहले प्रशिक्षण के बारे में सूचित किया गया था?	
	क्या प्रतिभागियों को शुरुआत में प्रशिक्षण के एजेंडे के बारे में बताया गया था?	

	क्या पहले बताये गए कार्यक्रम के अनुसार प्रशिक्षण आयोजित किया गया था?	
	क्या प्रतिभागियों को प्रशिक्षण के दौरान किसी भी प्रकार का शुल्क लिया गया था?	
	क्या स्थानीय भाषा का उपयोग ट्रेनर द्वारा निर्देश के तरीके के रूप में किया गया था?	
	क्या आप इस तरह के और प्रशिक्षण चाहते हैं?	

इस प्रशिक्षण से अपने क्या सीखा?



प्रतिभागी की ओर से कोई भी शिकायत:

प्रतिभागी की ओर से कोई सुझाव:

प्रतिभागी की तरफ से कोई भी प्रशंसा:

प्रतिभागी के हस्ताक्षर  
प्रतिभागी का नाम  
दिनांक और समय  
स्थान

## Annex 8: Monthly Action Plan

		<b>Atal Bhujal Yojana - Haryana</b>	<i>CB Agency logo</i>
<b>Monthly Action Plan</b>			
Name of CB Agency			
Name of District		Name of Block	
Year		Month	



Date	Agenda of Training 1	Agenda of Training 2	Agenda of Training 3	Agenda of Training 4
DD/MM/YY	Name of GP	Name of GP	Name of GP	Name of GP
DD/MM/YY	Name of GP	Name of GP	Name of GP	Name of GP
DD/MM/YY	Name of GP	Name of GP	Name of GP	Name of GP
DD/MM/YY	Name of GP	Name of GP	Name of GP	Name of GP
DD/MM/YY	Name of GP	Name of GP	Name of GP	Name of GP
DD/MM/YY	Name of GP	Name of GP	Name of GP	Name of GP

Signature of CB agency representative  
Name and designation  
Date and time

Signature of DPMU representative  
Name and designation  
Date and time



## Annex 9: Quarterly Progress Report

		<b>Atal Bhujal Yojana - Haryana</b>	<i>CB Agency logo</i>
<b>Quarterly Progress Report</b>			
Name of CB Agency			
Name of District		Name of Block	
Year		Quarter	MM/YY to MM/YY

Date	Agenda of Training 1	Agenda of Training 2	Agenda of Training 3	Agenda of Training 4
DD/MM/YY	Name of GP*	Name of GP*	Name of GP*	Name of GP*
DD/MM/YY	Name of GP*	Name of GP*	Name of GP*	Name of GP*
DD/MM/YY	Name of GP*	Name of GP*	Name of GP*	Name of GP*
Sub Total	Total	Total	Total	Total
Grand Total	Total of all training conducted in the respective quarter			
* - Hyperlink the training Completion Report with each of the stated training.				

Key challenges faced during the respective quarter:

Major learnings during the respective quarter:

Signature of CB agency representative  
Name and designation  
Date and time



Signature of DIP representative  
Name and designation  
Date and time

Signature of DPMU representative  
Name and designation  
Date and time

Signature of SPMU TSA representative  
Name and designation  
Date and time

Signature of SPMU representative  
Name and designation  
Date and time

## Annex 10: Annual Action Plan

		<b>Atal Bhujal Yojana - Haryana</b>	<i>CB Agency logo</i>
<b>Annual Action Plan</b>			
Name of CB Agency			
Name of Group		Year	

Activity	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Name of Activity	Tick the relevant Quarter			
Name of Activity	Tick the relevant Quarter			
Name of Activity	Tick the relevant Quarter			
Name of Activity	Tick the relevant Quarter			
Name of Activity	Tick the relevant Quarter			

State the strategy to implement the stated plan:	
Key challenges faced during the previous year:	
Key learnings from the previous year:	
How the CB agency is planning to incorporate the previous year's learnings:	

Signature of CB agency representative  
Name and designation  
Date and time

Signature of SPMU TSA representative  
Name and designation  
Date and time

Signature of SPMU representative  
Name and designation  
Date and time