No. J-11017/20/2017-RE-VII (354516)
Mahatma Gandhi NREGA Division
Department of Rural Development
Ministry of Rural Development

Krishi Bhavan, New Delhi
Date: 4.12.2017

To
Principle Secretary/ Secretary/Commissioner (MGNREGA)
Department of Rural Development/Panchayati Raj
All States/ UTs.

Subject: Regarding DTRT and BTRT training programme under Saksham

Sir/Madam,

This is with reference to the above mentioned subject and as per even number letter dated 19.06.2017, DTRT and BTRT trainings were required to be completed by 30th November 2017 by all the states and UTs. All the scheduled STRT trainings, facilitated by the Ministry, along with two mop up rounds already have been completed. It has been observed that the pace of the DTRT and BTRT training programme is not satisfactory and even after crossing the deadline, still trainings in majority of states are not yet completed. In this context, following action points need immediate attention:

- DTRT and BTRT training programmes should be completed at the earliest, using the trained STRT and DTRT members as resource persons
- Status of the DTRT and BTRT training programmes along with the details of the participants, need to be uploaded on NREGAsoft in real time. The “Saksham Module” has already been deployed and enabled on NREGAsoft. The Module is available at State DDA and DPC login. The module facilitates updating the information regarding batches, participants and mapping of participants with batches. The user manual for uploading DTRT & BTRT data is enclosed.
- The reports of the completed DTRT and BTRT training programmes should be shared with the Ministry as per the attached template.

In case of any query, please communicate to the undersigned at raghuendra rp@gov.in with copy to skulsh@gmail.com and ibairwa@gmail.com.

Yours faithfully,

[Signature]

RP Singh
Director (MGNREGA)
011- 2338 4399
# Report Template for State-wise DTRT and BTRT Training Programmes

State Name:

Number of STRT members Trained:
Number of DTRT Members Trained:
Number of BTRT Members Trained:

Number of Districts in the State:
Number of Districts NOT having technical team members trained under Saksham
If there are districts with no trained members at District level, what is the plan for incorporating the Saksham components at GP Level MGNREGS planning?

Number of Blocks in the State:
Number of Blocks NOT having technical team members trained under Saksham
If there are districts with no trained members at District level, what is the plan for incorporating the Saksham components at GP Level MGNREGS planning?

## Details regarding the Training Programmes:

**District Technical Resource Team (please fill the Batch-wise information)**

<table>
<thead>
<tr>
<th>S No of Batch</th>
<th>Batch Location</th>
<th>Start Date</th>
<th>End Date</th>
<th>Number of participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>2</td>
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<td></td>
</tr>
</tbody>
</table>

**Block Technical Resource Team (please fill the Batch-wise information)**

<table>
<thead>
<tr>
<th>S No of Batch</th>
<th>Batch Location</th>
<th>Start Date</th>
<th>End Date</th>
<th>Number of participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
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<tr>
<td>3</td>
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</tr>
</tbody>
</table>

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Signature: [Signature]

Date: [21/12/17]
User Manual for SAKSHAM Training

1. Home Page
   Click States for state dba login or district/Block Admin for DPC login.

2. State Index Page will appear select respective state.
3. Select Data Entry.

3. At State DBA, enter credentials.
4. After login into state dba, states index will appear. In state dba index Saksham Capacity Builder new Tab is available.

5. In tab Saksham Capacity Builder, select first link - Generate Batch.
6. After link clicked, below screen will appear to generate batch.

7. Select the type of batch user wants to create, enter the venue and address, batch name, batch start and end date.
   a. If user selects DTRT, then select district also. If user select BTRT then select district and block.
   b. Venue and address –
      i. mandatory
      ii. not allowed to enter the special characters.
   c. Batch Name-
      i. Mandatory
      ii. Name length should be at least 4 characters
      iii. Alphanumeric is allowed, hyphen (-), space is allowed.
   d. Batch start and end date -
      i. Mandatory
      ii. valid format
      iii. Start date should be smaller and difference between these dates should be minimum 5 days.
      iv. Batch date should be greater than 10 July 2017.

After filling all information click submit button to generate batch.
8. After submission.

9. To Register the participant, click Register Participant (second link)-
10. After click, page will lead select type of participant user want to register.

11. If user selects DTRT then select district, if user selects BTRT then select district and block. Then grid will appear, enter the details of the participant.
12. Enter all the details with below validations:

<table>
<thead>
<tr>
<th>Column</th>
<th>Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>mandatory, length greater than 3 characters</td>
</tr>
<tr>
<td>Designation</td>
<td>mandatory, characters and space only</td>
</tr>
<tr>
<td>Mobile</td>
<td>mandatory, length 10, number should be start with 6, 7, 8 or 9 number</td>
</tr>
<tr>
<td>Email Id</td>
<td>mandatory, valid email</td>
</tr>
<tr>
<td>Gender</td>
<td>mandatory</td>
</tr>
<tr>
<td>Qualification</td>
<td>mandatory</td>
</tr>
<tr>
<td>Specialisation</td>
<td>mandatory, characters and space allowed</td>
</tr>
<tr>
<td>Expertise</td>
<td>mandatory, characters only and space</td>
</tr>
<tr>
<td>NRM expertise or not</td>
<td>If user checks then an NRM expertise, if user does not select then not NRM expertise</td>
</tr>
</tbody>
</table>

![Participant Registration of DTET/RTET](image_url)

Note: Please add rows if you need to register more than one teacher and return new rows before submitting.
13. Click submit button to register the participant in MIS.

14. At state dba index, click batch and participant mapping link, to map the batch and participant.
15. Mapping page will load, below screen will appear.

![Participant Batch Mapping](image)

Select Batch: Demo

16. Select batch you want map with participants.

![Participant Batch Mapping](image)

<table>
<thead>
<tr>
<th>Batch Name</th>
<th>Training Start Date</th>
<th>Training End Date</th>
<th>Max. Batch Size</th>
<th>No. of Participants mapped with selected batch</th>
<th>No. of Participants which can be mapped in the batch</th>
</tr>
</thead>
<tbody>
<tr>
<td>test batch</td>
<td>22/07/2017</td>
<td>27/07/2017</td>
<td>40</td>
<td>0</td>
<td>40</td>
</tr>
</tbody>
</table>

- Batch
- DIRT
- BIRT

[Signature]

[Date]
17. Select participant type (DTRT/BTRT) you want map with batch.

18. After selection of type, list of participant will appear. Check to map.
19. After select, click submit button. Message will appear and a grid will appear which are mapped with that batch.