

## Module No- 16

Three days Training Programme on “e-enablement of Gram Panchayat” for the Elected Representative of RD (Panchayat) Department.

Day	Sessions	Topic/Subject	Duration
Day 1	01	<ul style="list-style-type: none"><li>Over view of Computer and introduction of Hardware &amp; Software.</li></ul>	60 Minutes
	02	<ul style="list-style-type: none"><li>Microsoft Office</li><li>Basic Internet (Opening Mail ID, Web Browser etc)</li></ul>	120 Minutes
	03	<ul style="list-style-type: none"><li>Hands on Practical at Computer Lab</li></ul>	120 Minutes
Day 2	04	<ul style="list-style-type: none"><li>Relationship between Gram Panchayat Development Plan (GPDP) and Plan Plus Application.</li></ul>	60 Minutes
	05	<ul style="list-style-type: none"><li>Tracking physical progress of Asset using Action Soft and M-action Soft.</li></ul>	60Minutes
	06	<ul style="list-style-type: none"><li>Tracking financial progress of Asset using PRIA Soft and PFMS</li></ul>	60 Minutes
	07	<ul style="list-style-type: none"><li>Hands on Practical at Computer Lab</li></ul>	120 Minutes
Day 3	08	<ul style="list-style-type: none"><li>Discussing life cases on Digital Panchayat / Paperless Panchayat / Cashless Panchayat etc.</li></ul>	90 Minutes
	09	<ul style="list-style-type: none"><li>Do's and Don'ts of e-enable application for Elected Representative.</li></ul>	90 Minutes
	10	<ul style="list-style-type: none"><li>Evaluation, Feedback, distribution of Certificate &amp; Group Photo and valediction of Training Programme.</li></ul>	30 Minutes