

For official use only

CO-OPERATIVE TRAINING

*Notes and Proceedings relating to the Fourth Meeting
of the Central Committee for Co-operative Training
held on 14th January 1957*

Vol. IV

**CENTRAL COMMITTEE
FOR
CO-OPERATIVE TRAINING
RESERVE BANK OF INDIA
BOMBAY**

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**CENTRAL COMMITTEE FOR
CO-OPERATIVE TRAINING**



*Notes and Proceedings relating to
Fourth Meeting*

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INTRODUCTORY

THE Reserve Bank of India and the Government of India jointly constituted a Central Committee for Co-operative Training in the year 1953 for formulating plans and for organising and directing arrangements in regard to the training of the staff of the Co-operative Departments and co-operative institutions in the country, at all levels, viz. higher, intermediate and junior. The Reserve Bank undertook the responsibility for training the higher and intermediate personnel, while the Government of India is (in conjunction with the State Governments) responsible for training the junior officers. The Central Committee acts as a Committee of the Reserve Bank so far as the training of the former two classes of staff are concerned and as a Committee of the Government of India so far as the junior officers are concerned. It administers the funds allotted to it by the Reserve Bank of India for the conduct of the superior and intermediate training courses, examines schemes for junior officers' training schools and recommends financial assistance to States in this behalf. The secretarial work relating to the Committee is done by the Agricultural Credit Department of the Reserve Bank of India.

FOURTH MEETING OF THE CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING

(14th January 1957 at the Reserve Bank of India Building, Bombay)

AGENDA.

NOTES

- I. Review of progress made at the various Co-operative Training Centres
- II. Consideration of the proceedings of the various Standing Sub-Committee meetings.
- III. Consideration of the proceedings of the Conference of Chairmen of Local Committees and Principals of the Training centres held from the 17th to 19th December 1956 at Bombay.
- IV. Any other matter raised with the permission of the Chairman.

NOTE I

REVIEW OF PROGRESS MADE AT THE VARIOUS TRAINING CENTRES

The period of one year that has elapsed since the last meeting of the Central Committee for Co-operative Training in January 1956 marks an important phase in the activities of the Central Committee for Co-operative Training. During this period, the organisation of the various Training Centres—Regional and Block Level—was completed. The number of Subordinate Training Schools was increased and a beginning was also made in regard to the introduction of some of the specialised courses which the Committee considered would be necessary in the light of the programme for co-operative development included in the Second Five Year Plan. Steps were also initiated during the period to consolidate the activities of the various training centres from the qualitative side so as to ensure that the right type of training was being imparted for the different categories of personnel of the Co-operative Department and the co-operative institutions. In order that there may be a proper understanding of the several programmes of training that are now in operation under the Central Committee for Co-operative Training, a small brochure for training facilities has been compiled and published by the Secretariat of the Committee.

For the training of subordinate staff of the departments as well as of co-operative institutions a number of schools are established in the States. The Central Committee guides the work of these institutions in respect of their curriculum and standard of instruction. The Government of India make a grant towards the expenses of these schools.

This period also witnessed the beginning on an all-India level of a scheme of member-education. The Government of India have sanctioned six pilot units for member-education to be organised by the All-India Co-operative Union. The All-India Co-operative Union has also formulated a larger programme for member-education to cover the whole country during the period of the next five years. This scheme, details of which are given at a later stage, is before the Government of India for financial sanction. Several States, e.g. Bombay, have already adopted systematic courses of training for members, secretaries and office-bearers of societies.

The Standing Sub-Committee of the Central Committee for Co-operative Training has been keeping under constant review the progress in the implementation of the various schemes of training and for this purpose met three times during the period under review.

While inaugurating the first meeting of the Central Committee, the Governor of the Reserve Bank had stated that the Reserve

Bank envisaged, and was prepared for, an eventual expenditure of the order of Rs. 5 lakhs per annum on that part of the scheme, namely, the training of higher and intermediate personnel, for which the Bank had undertaken financial responsibility. With the increase in the activities of the Central Committee, the Reserve Bank has gradually increased its financial responsibility, so that now its commitment in this respect stands at a figure of Rs. 13.8 lakhs per annum as indicated below:

		<i>Expenditure</i>
		(Rs. in lakhs)
1.	All-India Training Classes (Senior Officers' Course at Poona and Intermediate Officers' Course at the Five Regional Co-operative Training Centres)	7.50
2.	Special Course on Co-operative Marketing ..	5.50
3.	Special Course on Land Mortgage Banking ..	0.80
		13.80

The Government of India, on their part, are bearing expenditure on the eight Training Centres for Block Level Co-operative Officers and their annual expenditure in this respect is of the order of Rs. 11 lakhs. In respect of the Subordinate Training Centres, for which as noted above the Government of India grant assistance in respect of certain shareable items, the Central Government's outlay amounts to about Rs. 10 lakhs. The financial allocation in respect of the schemes for member-education has not yet been finalised.

(a) Senior Officers' Training Course

The Central Committee for Co-operative Training, at its first meeting held in December, 1953, decided that the training of senior co-operative officers should be conducted on an all-India basis at one centre, viz., at the Co-operative Training College, Poona, which had already been set up by the Bombay Provincial Co-operative Institute. The Central Committee has expanded and improved arrangements of this course from time to time. At present, training facilities are provided for 40 candidates in each session instead of 20 as in the past. The first reorganised course commenced on 12th June 1954 and so far five courses have been completed. As the Committee is aware, the senior officers' course is intended for persons with considerable experience both in the technical sphere of Co-operation as well as in administration. The training arranged for them is, therefore, somewhat on the lines of a refresher course, reliance being placed more on discussions and

seminars than on classroom lectures. It would be seen therefrom that not all the States have taken advantage of these training facilities in equal measure and that the candidates deputed for training are not well distributed as between the co-operative institutions and departments in all States. Whereas Madras and Andhra have not deputed any departmental officers for this training, Bihar, Coorg, Delhi, Orissa, PEPSU and Travancore-Cochin have not deputed any institutional candidates.

(b) *Training Scheme for Intermediate Co-operative Personnel*

When the Central Committee met last time, it was mentioned that the Regional Training Centres at Poona, Madras and Pusa were already functioning, and that arrangements had been finalised for starting the remaining two Regional Training Centres for the Northern and Central Zones at Meerut and Indore respectively from January 1956. These two training centres commenced functioning from 16th January 1956 and since then have completed one course. As regards the Regional Training Centre at Pusa for the Eastern Zone, it might be mentioned that this training centre has since been shifted to Ranchi where suitable accommodation has been obtained, since it was found that Pusa was inconveniently located. The following table indicates the courses completed so far at the various training centres.

Centres	No. of courses	Date of commencement of each course	Candidates admitted
Poona	I	1st July 1953	42
	II	1st July 1954	48
	III	1st July 1955	44
	IV	2nd July 1956	45
Madras	I	5th July 1954	45
	II	1st July 1955	47
	III	2nd July 1956	42
Ranchi	I	14th November, 1954	35
	II	15th November, 1955	42
	III	1st August, 1956	34
Indore	I	16th January 1956	31
Meerut	I	16th January 1956	31

As a result of the recent reorganisation of States a regrouping of areas for the five Regional Colleges had to be made. The present allocation of States is indicated below.

Centre	Zone	States before Reorganisation	States after Reorganisation
1	2	3	4
1. Co-operative Training College, Poona.	Western	Bombay, Madhya Pradesh, Saurashtra and Kutch.	Bombay.
2. Regional Co-operative Training Centre, Madras	Southern	Madras, Andhra, Mysore, Travancore-Cochin, Hyderabad and Coorg.	Madras, Andhra Pradesh, Mysore and Kerala.
3. Regional Co-operative Training Centre, Ranchi.	Eastern	Assam, Bihar, Orissa, West Bengal, Manipur and Tripura.	Assam, Bihar, Orissa, West Bengal, Manipur and Tripura.
4. Regional Co-operative Training Centre, Meerut.	Northern	Uttar Pradesh, Jammu and Kashmir, Punjab, Delhi, PEPSU and Himachal Pradesh.	Uttar Pradesh, Jammu and Kashmir, Punjab, Delhi and Himachal Pradesh.
5. Regional Co-operative Training Centre, Indore.	Central	Madhya Bharat, Rajasthan, Bhopal, Ajmer and Vindhya Pradesh.	Madhya Pradesh and Rajasthan.

The Local Committees of the various training centres met from time to time and supervised the working of the centres. Within the overall scheme of curriculum, instruction and standards of performance, each committee is left free to administer day-to-day affairs of the institutions.

(c) *Special Courses*

(i) *Co-operative Marketing*

The last meeting considered the arrangements proposed for organising short courses on certain subjects like Co-operative Marketing and Land Mortgage Banking at the Regional Co-operative Training Centres. As indicated at that time, a short course on Co-operative Marketing was started at the Co-operative

Training College, Poona, on 15th February 1956. A second course was organised later at the Regional Co-operative Training Centre Meerut, from 21st May 1956.

While these courses were in progress, the State Ministers' Conference held at Mussoorie decided that, to accelerate the programme of setting up co-operative marketing societies, immediate steps should be taken to recruit and train suitable persons needed to manage and run them. The Conference had also recommended that for this purpose steps should be taken to introduce courses on the lines adopted at Poona and Meerut at the other intermediate centres also. In giving effect to these suggestions the Standing Sub-Committee explained and diversified the scope of the course so as to take account of the difference in experience and general level of training of officers who would be appointed in these institutions. While a four months' course was planned at three centres, viz., Poona, Madras and Meerut, for those who have already had basic training and experience in Co-operative Movement, a longer course of about six months' duration was felt to be necessary for training officers who were more or less fresh recruits. This would be provided in two Regional Training Centres, viz., Indore and Ranchi.

As a first step the special courses on Co-operative Marketing at the Regional Training Centres at Poona and Meerut have been placed on a regular basis. The first session under this reorganised scheme commenced at the Co-operative Training College, Poona, from 10th September 1956 and at the Regional Co-operative Training Centre, Meerut, from 3rd October 1956. Steps are being taken to organise the course at the other centres also.

(ii) *Land Mortgage Banking*

The special course on Land Mortgage Banking, to which a reference was made in the last meeting, was commenced at the Regional Training Centre, Madras, on 1st June 1956. In this course, considerable emphasis has been placed on instructions in regard to valuation of land, land records, survey, etc., and arrangements have been made for instructions in these respects to be imparted through the officials of the Revenue Departments of the States of Madras and Andhra. The course is for a duration of 4½ months, divided as follows.

1 month	Theoretical training
3½ months	Practical training

(of which, training under revenue officials will be for two months).

The question of organising this course on a continuous basis came for review before the Standing Sub-Committee. Owing, however, to certain practical difficulties regarding suitable

accommodation for conducting the class at Madras, which are being attended to, it was decided that for the present every year two such courses could be conducted conveniently, one to commence in June and another in November/December of each year. The first course under the reorganised scheme commenced from 5th November 1956.

(d) *Training of Block Level Co-operative Officers*

When the Central Committee met last time, out of the eight training centres contemplated for the training of Block Level Co-operative officers, only two viz., Gopalpur-on-Sea and Hyderabad, had commenced functioning. Since then, by June 1956, it has been possible to organise the remaining six training centres, viz., at Kotah, Tirupati, Bhavnagar, Dhuri, Faizabad and Kalyani. The experience of the working of the first course for a few of the training centres revealed that the period of 10 months' course, including one month's mid-term vacation, was not adequate to cover the syllabus effectively. The Standing Sub-Committee, therefore, has now revised, in consultation with the Community Project Administration, the period of training and extended it to 11 months, including one month's mid-term vacation.

Owing to the peculiar circumstances in the old States of Madras and Andhra, where all appointees to posts of block level officers have already undergone a course of training, a specially designed course of 3½ months' duration was arranged for the candidates from these two States. In the Punjab also, it was represented that co-operative officers deputed to work in the National Extension Service Blocks were already trained men with long experience and therefore did not require the full period of 11 months' training. Special arrangements for such candidates from Punjab have, therefore, been made at the Dhuri Training Centre, where a suitable short-term course of 4½ months' duration has been organised along with the longer course for other candidates who are fresh appointees.

In the case of Block Level Co-operative Officers' Training Course a qualifying examination at the end of the course was not considered suitable in view of the essentially practical nature of the training to equip the candidates for the type of extension duties which are appropriate to block level officers. The progress made by the trainees is watched and recorded throughout the year. Occasional tests are held. As a rule the performance of the trainees is not assessed and expressed in quantitative terms, but is indicated by three or four well-marked descriptions such as excellent, good, fair and poor. It was recommended that for each candidate a record file should be maintained, in which fortnightly reports from teachers and instructors-in-charge of each subject should be regularly placed. The teachers concerned should be advised to keep in personal touch

with the progress made by each trainee. In regard to practical training, reports of persons who guide the work of each candidate should be carefully collected, and the Principal should, in consultation with the members of the staff concerned, record his appraisal in the form of order of preference. Such a system was intended to avoid a mechanical or mass-scale approach on the part of the staff and a mere 'attendance' or a single course-end ordeal complex on the part of the trainee. The experience so far in the matter of assessment has been satisfactory.

(e) Training of Subordinate Co-operative Personnel

The Central Committee for Co-operative Training at its second meeting held in July 1954 finalised the scheme for the training of subordinate co-operative personnel. However, owing to the short time available to the State Governments to reorganise their existing institutions or to commence new training institutions the grant-in-aid for the financial year 1954-55 could not be utilised. When the Central Committee met for the third time in January 1956, 11 States in respect of 11 schools had availed of the financial assistance available under the scheme. Since then all the States in the Indian Union have availed themselves of the financial assistance offered by the Government of India under the scheme, except West Bengal and Mysore; even in their case the schools are already in existence, although details of financial assistance are yet to be finalised owing to certain technical difficulties.

As on date there are 37 Subordinate Co-operative Training Schools with a capacity to train nearly 5,000 personnel per year. The normal capacity of each of these schools is estimated at 160 candidates in two batches of 80 every six months. However, in some of the small States (prior to reorganisation of States) owing to the absence of larger demand for personnel, separate schools had been organised with a capacity of only 80 a year, i.e., on the basis of 40 per course of six months. Thus while 31 schools fall in the former category, the number of schools that cater to 80 candidates are six. It is estimated that after the commencement of the scheme 3,000 candidates will have been trained in these schools and approximately 3,000 candidates are now undergoing training in the sessions in progress. Thus at the end of the first year of the Plan nearly 6,000 candidates will have been trained. The figure given above does not take into account the number of candidates who are already trained in the schools prior to the commencement of the scheme in States like Madras, Andhra, Bombay, Punjab and Uttar Pradesh. While the capacity of the existing schools is sufficient and if necessary can be expanded to meet increased requirements, it has been found that in several institutions the State Governments have not been able to make full use of the facilities available for training for the reason that recruitment has not kept pace with the

requirements. There is also reluctance on the part of the co-operative institutions to depute candidates on account of the cost, particularly where substitutes have to be employed. It will, therefore, be necessary to keep in constant review the requirements of personnel and the facilities available for training. Proposals in this regard received from the State Governments are given due consideration. In this connection it may be observed that out of the 37 existing schools as many as 25 are new schools organised under the scheme formulated by the Central Committee. The following table indicates the States for whom additional schools have been sanctioned so as to enable them to meet the requirements of personnel for the implementation of the various schemes in the Second Five Year Plan.

State	No. of existing schools	No. of additional schools	Remarks
Madras ..	3	2	Sanction for additional schools received from the Government of India and the schools started already functioning.
Uttar Pradesh	2	4	Do. additional 3 have started functioning
Orissa ..	1	1	Sanction received and school functioning.
Bihar ..	2	1	Do. do.
Madhya Pradesh ..	1	1	Do do.
Bombay ..	3	2	Sanction for starting additional schools not yet received.

By and large the majority of the training schools have adopted six months as the duration of the course in these Subordinate Training Schools. In Uttar Pradesh the course is of nine months' duration. The training schools in the States of Madras and Andhra have been permitted to continue their existing practice, namely, 12 months' course for personnel of the Co-operative Departments and 11 months' course for personnel of the co-operative institutions.

The Secretariat of the Central Committee calls for quarterly progress reports on the working of these schools and these reports are scrutinised. The officers of the Secretariat also visit the subordinate schools occasionally. The Secretariat of the Central Committee is now being suitably strengthened so that more regular visits of inspection may be possible.

(f) *Training of Non-officials of Co-operative Societies*

The Central Committee for Co-operative Training at their third meeting emphasised the importance of the training for non-official personnel of the Co-operative Movement and decided

that while the pilot experiment drawn up by the All-India Co-operative Union in four States was being carried on, separate arrangements should be made for the training of non-officials in the other States and for this purpose schemes might be called for by the Central Committee for being recommended to the Government of India for adoption. In pursuance of this directive, schemes from a few States, namely, Bombay, Punjab, Bihar, Coorg, Himachal Pradesh, Orissa, Kutch, Uttar Pradesh and Tripura, were received and forwarded to the Government of India for their consideration. We are now informed by the Ministry of Agriculture that these schemes will be considered along with certain proposals submitted by the All-India Co-operative Union. In the meantime, the Government of India have sanctioned pilot schemes for the four States of Bihar, Delhi, Saurashtra and Madhya Bharat. According to information available, the units commenced functioning in all the four States.

The All-India Co-operative Union has since framed a scheme for general adoption. Prior to this the Union convened a Seminar on Co-operative Education at Baroda in March 1956, followed by a Conference of representatives of State Co-operative Unions, at which proposals for training non-official co-operators, i.e., members, office-bearers and honorary secretaries of primary societies, submitted by the All-India Union, were considered. The scheme as finally agreed to envisages the creation of a district co-operative union for each district to organise the instructional courses at the primary stage and to generally help the development of the Movement in its area on the lines envisaged under the Second Five Year Plan. During the Plan period, every year 55 district unions will be selected for the purpose of giving financial assistance for the organisation of these instructional courses and carrying out other activities. Where district unions do not exist, and it is not immediately possible to organise such a union, the work will be entrusted to an *ad hoc* committee comprising the representatives of the existing district co-operative organisations, namely, district co-operative bank, district marketing union, etc., and experienced and tried co-operators of the district.

To start with, Community Projects or National Extension Service areas will be chosen to implement the scheme. It is proposed that each union should conduct two classes in a year for the secretaries and office-bearers of primary societies with 20 trainees in each session for a period of five to six weeks. Thereafter, a co-operative camp of about a week for the training of the members of the managing committees would be organised, each union organising about 10 such camps a year giving training in all to about 200 persons. For the members of co-operative societies, these unions would also organise classes of two to three days' duration, each union organising about 30 such classes and educating about 1,000

members. Thus a union will devote 12 weeks a year for the training of secretaries and office-bearers, 10 weeks for the training of managing committee members and 15 weeks for ordinary members. For this purpose, each union would have one Educational Inspector as a full-time employee. The syllabus of the courses will be the same as in the pilot scheme.

The scheme was forwarded to the Central Committee for its comments by the Ministry of Food and Agriculture and the following comments were offered after examining the scheme:

(i) If the award of stipends is left to the States, it is almost certain that most of them will not come forward to work the scheme. It is not clear from the scheme as to whether the scheme is a contributory one, or whether the Government of India are going to bear the whole expense. In any case, if the scheme goes into operation without provision of stipends—which are provided in the pilot schemes already in operation—we may find that the utilisation of educational facilities, provided at so much cost, is very limited. It is worthwhile considering whether an appropriate amount for this expenditure may not be included in the total budget.

(ii) In four States a pilot scheme is being operated through the All-India Co-operative Union. In several States other programmes are also working. In selecting areas for the scheme now under consideration, care should be taken to see that the newer scheme strengthens the efforts which are now being made, and is integrated with the whole plan of co-operative training of non-officials in each State.

(iii) It is presumed that the Food and Agriculture Ministry will continue to follow the procedure that grants to State Unions or to recognised bodies in States will be made directly by the Central Government to the State Governments concerned, which in turn will pass the funds to the appropriate organisation for the purposes indicated.

It is understood that the scheme is still under examination with the Ministry of Finance and will be accorded approval shortly.

(g) *Refresher Course of Teachers in Co-operation at the National Extension Training Centres*

Co-operation is one of the subjects included in the curriculum for study of the Village Level Workers at the National Extension Training Centres and each of these training centres has staff to teach the subject. At the instance of the Government of India in December 1955—January 1956, the Central Committee for Co-operative Training had arranged a refresher course for this staff at the Co-operative Training College, Poona, lasting for a period of

six weeks consisting of four weeks' theoretical training and two weeks' practical training. In the light of the current development in the sphere of co-operative credit and marketing after the publication of the Rural Credit Survey Report, it was felt that another refresher course would be useful and in consultation with the Government of India such a course was organised at the Block Level Co-operative Officers' Training Centre, Kotah, from 24th November 1956, lasting for a period of six weeks. Twenty-six candidates from 13 States attended the course. Apart from the prescribed syllabus, which was covered by the staff of the training centre at Kotah and one lecturer from the Co-operative Training College, Poona, a number of special lectures on different subjects were arranged.

(h) *Preparation of text books*

During the twelfth meeting of the Standing Sub-Committee held in September 1956, the question of the arrangements necessary for the preparation of suitable text books in Hindi and other regional languages came up for discussion and various suggestions were made. This subject has also been discussed in detail at the recent conference of the Chairmen of Local Committees and Principals of the Training Centres. The Central Committee for Co-operative Training in their original scheme had provided that instructions in the Subordinate Training Schools may be in the regional language if necessary. The Standing Sub-Committee while considering the need for taking steps for the preparation of suitable text books wanted to ascertain the present position in the various Subordinate Training Schools. The information so available is given in Appendix I. It will be seen therefrom that almost the majority of the schools prefer instructions to be imparted in the regional language. However, some of them have been handicapped in this regard by the absence of suitable text books. This position underlines the urgency for taking steps to initiate the preparation of basic text books so that they can be translated into the regional languages where necessary.

The possibility of getting suitable text books prepared both in the English language as well as in the regional languages was discussed at the recent Conference of the Chairmen of the Local Committees of Training Centres and the Principals of Training Centres. Investigating the possibilities of utilising the teaching staff of the training centres in the matter of preparation of text books it was found that more data were necessary on the subject and members of the Conference were asked to make specific proposals in this regard. However, there was a general feeling that if suitable text books in the English language were available the staff of the training centres should be able to prepare suitable translations of this in the regional languages.

NOTE II**PROCEEDINGS OF THE STANDING SUB-COMMITTEE MEETINGS**

Since the Central Committee for Co-operative Training met in January 1956, three meetings of the Standing Sub-Committee of the Central Committee were held as follows:—

<i>Meeting</i>	<i>Place</i>	<i>Date</i>
Tenth meeting	Bombay	25-2-56
Eleventh meeting	Bombay	22/23-6-56
Twelfth meeting	Bombay	13-9-56

The proceedings of all the meetings together with the notes and agenda for each meeting which have been circulated already among the members of the Central Committee for Co-operative Training, as and when meetings were held, are placed below for information of the Central Committee. (Please see pages 25 to 151).

NOTE III

CONFERENCE OF THE CHAIRMEN OF LOCAL COMMITTEES OF TRAINING CENTRES AND PRINCIPALS OF TRAINING CENTRES

Throughout the last three years occasional meetings of Registrars, Principals and Chairmen have been held to enable them to confer together and to take stock of methods and organisation. In the light of these discussions modifications have been made from time to time. One such meeting of the Registrars of Co-operative Societies of some States and the Principals of Regional Training Centres (then functioning) was held in August 1955. This Conference recommended, among other things, important changes in the syllabi and also the organisation of special short courses on certain important co-operative activities to meet the requirements of personnel under the Second Five Year Plan.

The desirability of holding a conference of the Chairmen of the various Local Committees for similar purposes was emphasised at the discussion of the working group on co-operative training at the Conference of Marketing and Co-operation held at Hyderabad in November 1955. The question was thereafter considered by the Standing Sub-Committee and it was felt desirable that such a conference could be convened soon after all the training centres were organised. Accordingly, a conference of the Chairmen of the Local Committees of the various training centres and the Principals of training centres was convened at Bombay from 17th to 19th December 1956. A copy of the proceedings is submitted for information. (Appendix 15.)

Arising from the proceedings of this Conference, some important points for consideration are:

(1) *Changes in the syllabi:* In respect of the Intermediate Officers' and the Block Level Co-operative Officers' Training Courses, the Conference suggested some revisions in the syllabus of subjects. These are being adopted. Growing emphasis on the specific aspects of the Second Five Year Plan is being adopted.

Most of the modifications suggested are in the nature of bringing the syllabi in conformity with current requirements.

(2) *Practical training:* The consensus of opinion was that practical training should receive greater attention both from the procedural as well as from the technical and operational standpoints. To make the training effective, the number of candidates in each batch should be kept to the minimum and that each batch should be accompanied by a guide suitably chosen from amongst the lecturers of the training institutions or from among other suitable official and non-official personnel.

As regards the actual tour, it was felt that while a part of it may be of the nature of observation visits, a more important part will be intensive study and participation in the working of some of the typical institutions. Trainees should obtain a reasonably good working knowledge of the kind of institutions they are going to be in charge of, and the practical training given should equip them for this.

(3) At the first meeting of the Central Committee, it was pointed out in regard to the Intermediate Officers' Course that at all stages of the conduct of the examinations, such as setting papers, valuation, etc., the Central Committee should ensure a common pattern with a view to maintaining uniform standards at all the centres. Besides the performance in the examination, due consideration should be given to the practical experience and theoretical knowledge of the trainees as revealed in the reports of the staff of the College. Now that all the training centres had started working, the subject could be fully discussed at the recent Conference. The consensus of opinion was that the importance of the course-end examination should not be stressed to the exclusion of records of year-long progress as observed by staff and during periodical tests. For the final assessment of the candidates, the performance of the candidates in the periodical tests should also be taken into consideration, the weightage between the periodical and the final tests being in the proportion of 30 : 70. Decisions were also taken which tended to ensure a high quality of performance, rather than conform to minimum quantitative standard. In other respects also procedure has been brought on a common standard.

PROCEEDINGS OF THE FOURTH MEETING OF THE
CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING
HELD ON 14TH JANUARY 1957, AT THE RESERVE BANK
OF INDIA, BOMBAY

Present :

1. Shri V. L. Mehta (*Chairman*)
2. Prof. D. G. Karve
3. Shri B. Venkatappiah
4. Shri Tarlok Singh
5. Shri Krishan Chand
6. Shri K. P. A. Menon
7. Shri K. Subrahmanyam Nayudu

Sarvashri Shyam Nandan Sahaya, President, All-India Co-operative Union, R. G. Saraya and A. Palaniappa Mudahar, Registrar of Co-operative Societies, Madras, had intimated their inability to attend the meeting.

Sir Malcolm Darling, I.C.S. (retired), K.C.I.E., Consultant, Planning Commission, Government of India, Prof. A. F. Laidlaw, Expert from Canada under the Colombo Plan and Shri F. N. Rana, Registrar of Co-operative Societies, Bombay State, attended the meeting by special invitation.

Shri V. L. Mehta, Chairman of the Central Committee for Co-operative Training, in welcoming Shri Rama Rau, the Governor of the Reserve Bank of India, and the other distinguished guests, observed that substantial progress had been achieved by the Central Committee in the extension and development of training facilities for co-operative personnel of all ranks during the three years since it was first inaugurated by Shri Rama Rau in December 1953. He paid a tribute to the leadership of Shri Rama Rau under whose guidance the Reserve Bank had taken up an active role in providing agricultural credit through co-operative financing agencies and generally in assisting the development of the Co-operative Movement in the country. It was in 1952 that the Reserve Bank took the first step in the organisation of co-operative training arrangements by instituting All-India Training Classes at the Co-operative Training College, Poona. This was followed up by the establishment of the Central Committee for Co-operative Training in collaboration with the Government of India. During the three years of its working, the Committee had organised a Senior Officers' Training Centre, five Intermediate Officers' Training Centres, eight Block Level Officers' Training Centres and 37 Subordinate Officers' Training Schools. Arrangements had also been made for organising specialised training courses in certain important aspects of Co-operation, such as Marketing and Land Mortgage Banking; and

many more were expected to follow. Through these centres, the Committee had made available to Co-operative Departments and institutions of various States more than 6,000 trained officers in the course of three years. Though initially the Reserve Bank had set aside a sum of Rs. 5 lakhs a year for co-operative training, within two years this provision had been raised to Rs. 14 lakhs on account of the several new programmes which have now been undertaken. Besides these, the Central Government's contribution to the training programmes amounted to Rs. 21 lakhs annually, excluding the funds necessary for member education. All these steps in promoting co-operative training were most essential if the programme of agricultural credit as a part of the general plan for rural development was to succeed. It might be said that but for the active guidance and the personal interest taken by the Governor, both in the formulation as well as in the implementation of these training programmes side by side with programmes of credit expansion, all these results would not have been achieved within such a short time.

The Chairman, however, emphasised that all the States did not appear to be taking full advantage of the facilities available under the various schemes of the Central Committee as they should have done, considering that the activities of the Committee represented a co-ordinated programme wherein the Central and State Governments, the co-operative institutions and the Reserve Bank were all participants. He also pointed out that the training arrangements, particularly for the Subordinate Co-operative personnel and to a greater degree for member-education, suffered for the lack of suitable text books. Though there were a few good books in English, no systematic efforts were being made except in a few isolated cases to have these text books prepared in the regional languages or in Hindi. He suggested that the Reserve Bank should get into touch with the appropriate agencies such as the Central and the State Governments and co-operative bodies such as the All-India Co-operative Union to prepare a vocabulary of simple terms commonly used in co-operative literature in English and prepare equivalents in Hindi which could uniformly be adopted all over the country.

The Chairman also referred to the great importance that should be attached to the programmes relating to member-education and stressed the need for the rapid extension of training facilities in this direction. In some of the States well organised schemes of member-education were in operation. The All-India Co-operative Union had also formulated an extensive programme for the training of members and honorary officials of primary societies. In view of the widely differing conditions and stages of growth of the different States and of experience in programmes which were already in operation in some of the States, some degree of diversification in the schemes of training, he felt, might have to

be admitted. With limited experience in this sphere, a great deal of clarification as to what was necessary was required and in this matter, he was sure that the advice of Sir Malcolm Darling would be very helpful.

Inaugurating the Conference, Shri Rama Rau appreciated the several steps taken by the Central Committee and emphasised that a proper and adequate system of co-operative training and education was absolutely essential if the Movement was to be a success. Agricultural credit was a statutory obligation of the Reserve Bank. Its importance could not be minimised, particularly in a country where 70 per cent of the voters were agriculturists. He emphasised that the problem was not only economic but also political. Even as early as five years ago, when the first big step in the assumption of a greater degree of responsibility for the provision of agricultural credit was taken up by the Bank, there was criticism that the Bank was venturing into a sphere where Central Banks in other parts of the world did not want to enter. This criticism was based on conventions built by the old and highly industrialised economies of countries which first established such banks. The same considerations, however, did not hold good in the underdeveloped and predominantly agricultural conditions of countries like India. In India where the bulk of the population was agricultural and lived on the margin of subsistence, the central banking institution could not remain insensitive to the needs of productive credit for agriculture. We had to demonstrate, said the Governor, that within the framework of a democratic system, an answer could be found to our urgent national needs. He was convinced that the socialistic pattern of society which we were aiming to build up could only be based on the co-operative movement, the stimulus for which would have to come from the lower strata. Any other solution attempted by the State under its own directive could only lead to an authoritarian system. He concluded by saying that he put firm faith in the remark made in the Rural Credit Survey Report that "Co-operation has failed, but Co-operation must succeed." Co-operative training had a very vital contribution to make in ensuring such success.

Sir Malcolm Darling addressing the Committee said that he was particularly struck by the progress made in several directions by the Agricultural Credit Department, particularly in the last few years. He recalled that even at the time of the setting up of the Department in 1935 there were many in the Government official ranks who thought that the Reserve Bank should not directly concern itself with the provision of agricultural credit. However, under the special circumstances obtaining in the country, he had strongly advised in favour of the organisation of an agricultural credit department for the Bank. Looking back over the progress made during the last 20 years, he was convinced that he had given

the right advice. Sir Malcolm concluded by expressing satisfaction at the progress made in co-operative education. In this connection, he recalled the evolution of his thought on the subject of rural development; when he first went to the Punjab, he thought that in Co-operation lay the solution of the Indian rural problem. Later he felt that in health and population control lay the key to rural progress. But by the time he finished his active connection with India, he felt convinced that the greatest need was "education" which alone could make health and co-operation a success. He was, therefore, specially pleased with the progress made in co-operative education under the auspices of the Reserve Bank and the Government of India.

The Committee then took up the various items on the agenda for consideration :

ITEM 1: REVIEW OF PROGRESS MADE AT THE VARIOUS CO-OPERATIVE TRAINING CENTRES

The Chairman of the Standing Sub-Committee briefly reviewed the progress made in regard to the various schemes for the training of co-operative personnel. He observed that the Standing Sub-Committee had attempted as far as possible to take steps in anticipation of the needs of the States; and for this purpose took advantage of the several meetings of State representatives convened from time to time by the Government of India. While reviewing the various schemes periodically, the Standing Sub-Committee was conscious of the fact that the preliminary stage of the organisation of arrangements for the various schemes had been more or less completed and the time had come when more attention should be given to effecting qualitative improvement in the different programmes of training. In this direction certain changes were made from time to time. It was with this purpose also that recently a Conference of the Chairmen of Local Committees of Training Centres and the Principals of Training Centres together with a few Registrars of Co-operative Societies was convened. The various suggestions of this Conference were separately placed before the Committee for consideration.

The Chairman of the Standing Sub-Committee also expressed satisfaction in regard to the co-operation received from State Governments in the various training schemes and in particular in the location of the training centres. The various Local Committees were readily helpful in the day-to-day management of these training centres. It had been the policy to associate the local educational institutions in the working of the training centres and for this purpose an educationist-member had been included in every Local Committee.

Referring to the special course on Co-operative Marketing he stressed the need of giving as thorough a training as possible in the business aspects of marketing to all those who were to take part in the management of co-operative marketing societies. In this connection he referred to the special arrangements made with Messrs. Lever Brothers Ltd. in Bombay for providing practical training facilities in the marketing of groundnuts for some of the trainees deputed by the Central Committee. This experiment had proved successful and similar arrangements were being contemplated with other private business houses to enable the trainees of the special course on co-operative marketing to have a first-hand and intimate knowledge of the methods of marketing.

Regarding the Block Level Co-operative Officers' training arrangements, the Chairman of the Standing Sub-Committee observed that many States were found to depute to the training centres fresh recruits instead of personnel with some previous experience. At the same time, deputation of fresh appointees could not be helped in view of the large requirements of staff during the Plan period. Consequently an extension of the training period was thought necessary and the duration of the course was extended from 10 to 11 months. Reference was also made to the larger number deputed by some States than was strictly justified by the number of Development Blocks in the States under the existing programme. While this in itself was not bad, it occasionally resulted in overcrowding of particular centres. In such circumstances, instead of opening new centres, it would be well to utilise existing centres to their fullest capacity. For example, in the case of Uttar Pradesh, their requirements as officially communicated exceeded the number that could be trained at the Faizabad Training Centre. Arrangements were, therefore, being made to train additional personnel at the Block Level Co-operative Officers' Training Centre, Dhuri, though the practical training for these candidates might, if necessary, be arranged in Uttar Pradesh itself.

In the discussion that ensued, it was suggested that the syllabus for the Block Level Co-operative Officers' training might include teaching of extension methods. It was also suggested that the Secretariat of the Central Committee may collect data regarding the type of candidates deputed to the training centres, viz., existing personnel of the Co-operative Departments and fresh recruits.

In regard to the scheme for member-education, the Chairman of the Standing Sub-Committee pointed out that since the notes on the agenda were completed, the Government of India have sanctioned the scheme of the All-India Co-operative Union to begin the work of member-education in 55 selected districts.

In this connection the Registrar of Co-operative Societies, Andhra Pradesh, enquired about the progress in regard to the schemes of non-official training separately submitted by the State Governments and raised the question as to whether the Government of India were going to assist only that part of non-official training which came under the scheme formulated by the All-India Co-operative Union. Shri Tarlok Singh, Joint Secretary, Planning Commission, stressed the urgency of pushing forward with member-training in the context of the large-sized programme of co-operative development. Shri Krishan Chand, Joint Secretary, Ministry of Agriculture, stated that the Government of India were doing everything necessary to promote member-training on the widest scale.

The Chairman of the Standing Sub-Committee clarified the position by referring to the various steps taken in regard to non-official training. He stated that non-official training was primarily the responsibility of the State Governments and of state co-operative institutes. The programmes made by these and approved by the Central Committee, as conforming to requisite standards of usefulness, efficiency and economy, were being recommended to the Government of India for their contribution. Besides the part played by these schemes in each State, the All-India Co-operative Union had also a function to perform by way of offering general guidance, providing some joint services and of carrying out some pilot work in areas where local arrangements for non-official training had not yet advanced. These schemes of the All-India Co-operative Union had been referred to the Central Committee by the Government of India from time to time. After suitable consideration and consultation with the All-India Co-operative Union where necessary, general approval to the scheme with suggestions was communicated to the Government of India. Recently, the Government of India had adopted a scheme under which every year in 55 blocks, special assistance for appointment of co-operative training officers would be given. It was understood that in making this provision, duplication with the two other schemes would be avoided. Thus the programmes made, and to be made, by State Governments in collaboration with State institutes were basic. They must conform to accepted standards. For these and for the appropriate functions and schemes of the All-India Co-operative Union suitable assistance would be sanctioned by the Government of India.

It was felt that this was a satisfactory arrangement and that any expense which might be needed for a really efficient and large-sized effort at co-operative education on the part of State Governments should be fully supported by appropriate central contributions, if necessary by further adjustments in the State plans which are being currently considered by the Planning Commission.

**ITEM II: CONSIDERATION OF THE PROCEEDINGS OF THE VARIOUS
STANDING SUB-COMMITTEE MEETINGS**

The proceedings of the various meetings of the Standing Sub-Committee were recorded.

**ITEM III : PROCEEDINGS OF THE CONFERENCE OF CHAIRMEN OF THE
LOCAL COMMITTEES AND PRINCIPALS OF THE CENTRES**

The proceedings of the Conference of Chairmen of Local Committees and Principals of the Training Centres were considered and recorded.

**STANDING SUB-COMMITTEE
OF THE CENTRAL COMMITTEE FOR
CO-OPERATIVE TRAINING**

*Notes and Proceedings relating to Tenth to
Twelfth Sub-Committee Meetings*

TENTH MEETING OF THE STANDING SUB-COMMITTEE
OF THE CENTRAL COMMITTEE FOR CO-OPERATIVE
TRAINING

(25th February 1956 at the Reserve Bank of India Building, Bombay)

AGENDA

NOTES

- I. Review of action taken on the proceedings of the ninth meeting of the Standing Sub-Committee held on 22nd November 1955.
- II. Review of action taken on the proceedings of the third meeting of the Central Committee for Co-operative Training, held in January 1956.
- III. Review of progress made at the various co-operative training centres.
- IV. Arrangements for the training of non-official personnel of co-operative societies—Proposals received from the Governments of Bombay and Andhra.
- V. Consideration of certain request made by the Travancore-Cochin Co-operative Institute, Trivandrum.
- VI. Request from the Registrar of Co-operative Societies, Madhya Bharat to convene a Conference of Principals of subordinate co-operative training schools situated in Hindi-speaking areas.
- VII. Revision of salary for the posts of Lecturers at the Regional Co-operative Training Centres and the Block Level Co-operative Officers' Training Centres.
- VIII. Confirmation of appointment of teaching staff made at the various training centres. (Not printed.)
- IX. Approval of the proceedings of the meetings of Local Committees for various training centres. (Not printed.)
- X. Any other matter raised with the permission of the Chairman.
- XI. Date of next meeting.

NOTE I

REVIEW OF ACTION TAKEN ON THE PROCEEDINGS OF THE NINTH MEETING OF THE STANDING SUB- COMMITTEE HELD ON 22ND NOVEMBER 1955

ITEM I: CONSIDERATION OF A SCHEME FOR TRAINING OF NON- OFFICIAL PERSONNEL OF CO-OPERATIVE SOCIETIES—PROPOSAL RECEIVED FROM ALL-INDIA CO-OPERATIVE UNION

The All-India Co-operative Union was asked to submit revised proposals to the Chairman of the Standing Sub-Committee before a recommendation was made to the Government of India for adoption. The revised scheme was received from the All-India Co-operative Union and the Chairman of the Standing Sub-Committee recommended it to the Government of India for adoption and sanctioning necessary grants-in-aid.

ITEM II: RECOMMENDATIONS OF THE CONFERENCE OF REGISTRARS OF CO-OPERATIVE SOCIETIES AND PRINCIPALS OF REGIONAL CO- OPERATIVE TRAINING CENTRES

(i) *Duration of course for subordinate personnel; Madras and Andhra*

The recommendation of the Standing Sub-Committee was communicated to the Government of India and the latter have agreed to grant financial assistance for the full period of training, viz., 12 months for departmental candidates and 11 months for institutional candidates in Madras and Andhra States in modification of the original scheme which placed an upper limit on the period of training, viz., nine months.

(ii) *Tuition fees*

On the basis of the data obtained from the Registrars of Madras and Andhra, to decide the question of permitting the training institutes run by the State co-operative unions to levy tuition fees, the Chairman desired that the Madras institutions be allowed, as suggested by the Registrar, to levy tuition fees.

(iii) *Special course on Land Mortgage Banking*

The commencement of this course is dependent on the facilities for practical training under Revenue Tehsildars and Land Valuation Officers in Madras and Andhra States. The Governments of Madras and Andhra were requested to afford this facility in October 1955 and the two Governments have now agreed to the proposal. Further steps would be taken shortly.

(iv) *Special short-term course on Co-operative Marketing*

The Chairman of the Standing Sub-Committee discussed with the Ministry of Food and Agriculture the question of organising

special short-term course on Co-operative Marketing and it was decided that a pilot course should be arranged at the Co-operative Training College, Poona. The course has commenced on the 15th February 1956. The details of the course have been given in Note III.

From the experience of this course, the final pattern of courses on Co-operative Marketing, which may be organised at various centres, will be decided by the sub-committee appointed by the Standing Sub-Committee at its last meeting.

(v) *Revision of curricula*

All the Regional Co-operative Training Centres have been asked to introduce the revised syllabus.

ITEM III: REVIEW OF PROGRESS MADE BY VARIOUS CO-OPERATIVE TRAINING CENTRES

Progress made since the last meeting has been indicated in the note on the subject.

ITEM IV: PROCEEDINGS OF THE MEETINGS OF THE LOCAL COMMITTEES

Necessary action taken.

ITEM V: TRAVELLING ALLOWANCE TO MEMBERS OF LOCAL COMMITTEES OF THE BLOCK LEVEL CO-OPERATIVE OFFICERS TRAINING CENTRES

The Government of India and the Local Committee members of the Block Level Co-operative Officers Training Centres have been informed of the decision. Suitable provision is also being made in the budgets of the training centres.

ITEM VI: BUDGETS FOR BLOCK LEVEL CO-OPERATIVE OFFICERS' TRAINING CENTRES

Necessary action taken.

ITEM VII: CONSTRUCTION OF PERMANENT BUILDINGS FOR THE BLOCK LEVEL CO-OPERATIVE OFFICERS' TRAINING CENTRE, HYDERABAD

The Development Commissioner was informed of the approval of the Standing Sub-Committee to his proposal for constructing a building from a loan from the Government of Hyderabad and repaying it from the allotment of rent in the model budget over a period of five years.

ITEM VIII: PRACTICAL TRAINING, EXAMINATIONS, ETC. AT THE BLOCK LEVEL OFFICERS' TRAINING CENTRES

Necessary instructions have been issued to the Principals regarding the programme of practical training and payment of daily allowances to the candidates while on study tours (Appendix 2). A draft circular letter as approved by the Chairman of the Standing

Sub-Committee indicating the mode of assessment of the performance of trainees and the type of certificate to be issued to the trainees at the Block Level Co-operative Officers' Training Centres have been issued to the Principals of the training centres and all the Registrars of Co-operative Societies for their comments (Appendix 3). The circular will be finalised after receiving the comments, the last date for which has been fixed as 25th February 1956.

ITEM IX: PROPOSAL FOR TRAINING OF NON-OFFICIALS IN BOMBAY

This has been examined separately in the note on the item.

ITEM XI: TRAVELLING ALLOWANCE TO TEACHING STAFF

The Principals of the Co-operative Training College, Poona, and Regional Training Centre, Ranchi (Pusa), have been informed of the decisions of the Committee on the subject.

ITEM XII: REPRESENTATION FROM THE TEACHING STAFF AT PUSA

The Committee's decision that the training centres were not part of the Reserve Bank and that the pay scales of the Reserve Bank were not applicable to the teaching staff, was conveyed to the staff of the Regional Training Centre at Pusa.

ITEM XIII: REPRESENTATION FROM THE GOVERNMENT OF BIHAR REGARDING THE SALARY OF SHRI SHANKERJEE

The decision of the Committee that the deputation allowance will not be paid to Shri Shankerjee was conveyed to the Government of Bihar.

ITEM XIV: RENT FOR THE PREMISES OF THE TRAINING CENTRE, MADRAS

The Committee's decision sanctioning the increase in rent from Rs. 900 to Rs. 1,000 was conveyed to the South India Co-operative Insurance Society.

ITEM XV: SUPERVISORY CONTROL OVER SUBORDINATE SCHOOL SCHEMES

Action for appointment of adequate staff is being taken separately. Periodical progress reports are being called for from the schools. The first quarterly report will be received as on 31st December 1955.

ITEM XVI: PROBLEMS RELATING TO THE TRAINING OF SUBORDINATE PERSONNEL

Suggestions relating to practical training and examinations for trainees at the schools have been conveyed to the Registrars of Co-operative Societies in the form of a circular letter. (Appendix 4.)

NOTE II

REVIEW OF ACTION TAKEN ON THE PROCEEDINGS OF THE THIRD MEETING OF THE CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING HELD IN JANUARY 1956

ITEM I: REVIEW OF PROGRESS AT THE VARIOUS TRAINING CENTRES

Appropriate action has been taken in respect of the various resolutions and copies of the letters addressed to the Ministry of Food and Agriculture and the various State Governments are appended for information. (Appendices 5, 6, and 7.)

Action remains to be taken in respect of sub-item (v)—Training of Non-official Personnel. It was considered that the circular letter to the Registrars of Co-operative Societies inviting schemes for the training of non-official personnel might be issued after a decision of the Standing Sub-Committee on the various points mentioned in the note is indicated. This would enable the Secretariat to call for schemes on more or less uniform pattern.

ITEM II CONSIDERATION OF THE PROCEEDINGS OF THE VARIOUS STANDING SUB-COMMITTEE MEETINGS

No action necessary.

ITEM III: CONSIDERATION OF THE REVISION OF PAY SCALES OF THE LECTURERS AT THE REGIONAL CO-OPERATIVE TRAINING CENTRES AND BLOCK LEVEL CO-OPERATIVE OFFICERS' TRAINING CENTRES

A separate note has been submitted to the Standing Sub-Committee to confirm the proposed scale of pay for lecturers.

NOTE III

REVIEW OF PROGRESS MADE AT THE VARIOUS CO-OPERATIVE TRAINING CENTRES

(1) *Senior Officers' Training Course*

The seventh session of the Senior Officers' Training Course at the Co-operative Training College, Poona, came to an end on the 31st January 1956. Thirty-six candidates completed the course and have been given certificates; one candidate admitted from Bihar left in the middle of the course due to ill health.

The eighth session of the course has commenced on the 15th February 1956. There was appreciable response from the various States. Forty-five candidates were admitted to the course, but three candidates have been unable to join. The following table shows the number of candidates recommended by various States and admitted to the course. Admissions had to be refused because either the candidates were ineligible or the requests were received very late.

<i>Name of the State</i>	<i>No. of candidates recommended</i>	<i>No. of candidates admitted</i>
Hyderabad	2	2
Jammu and Kashmir	3	2
West Bengal	1	1
Bombay	6	6*
Ajmer	1	1
Madras	6	4†
Bihar	4	4
Orissa	2	2
Madhya Pradesh	6	6
Punjab	4	3
Rajasthan	4	2
Madhya Bharat	1	1
Mysore	2	2
Assam	5	5
Uttar Pradesh	2	2
Manipur	1	1
Travancore-Cochin	1	—
Vindhya Pradesh	2	—
Himachal Pradesh	2	—

* Two candidates have not joined. † One candidate has not joined.

(2) *Regional Co-operative Training Centres for intermediate personnel*

The full complement of five Regional Co-operative Training Centres as envisaged by the Central Committee for Co-operative Training in the integrated scheme has come into existence with the opening of the remaining two centres, one at Meerut in Uttar Pradesh for the Northern Zone and the other at Indore in Madhya Bharat for the Central Zone. Both the centres commenced functioning from the 16th January 1956

The final distribution of various centres and the States served by them are shown below—

<i>Training centre at</i>	<i>Zone and States in the Zone</i>
Poona Western Zone—Bombay, Madhya Pradesh, Saurashtra, and Kutch.
Madras Southern Zone—Madras, Andhra, Mysore, Hyderabad, Travancore-Cochin and Coorg
Ranchi Eastern Zone—Assam, Bihar, Orissa, West Bengal, Manipur and Tripura.
Meerut Northern Zone—Uttar Pradesh, Jammu and Kashmir, Punjab, Delhi, Himachal Pradesh and PEPSU
Indore Central Zone—Madhya Bharat, Rajasthan. Bhopal, Ajmer and Vindhya Pradesh.

In all 225 candidates at a time will be under training in these centres.

The Committee at its last meeting had agreed to shift the Regional Co-operative Training Centre from Pusa to Ranchi. The Centre has accordingly reassembled at Ranchi on 6th February 1956. Two buildings, one of which belongs to the Ranchi Central Co-operative Bank, have been secured on rent for accommodating the training centre and the hostel.

Special Course on Land Mortgage Banking

The Governments of Madras and Andhra which were requested to afford facilities for practical training under Revenue Tehsildars and Land Valuation Officers in their respective States have agreed to provide such facilities to the trainees for the special course on Land Mortgage Banking. Steps would be taken to organise the course shortly.

Special short-term course on Co-operative Marketing

The Chairman of the Standing Sub-Committee, in consultation with the Ministry of Food and Agriculture, Government of

India, decided that a pilot short-term course on Co-operative Marketing should be arranged, to begin with, at the Co-operative Training College, Poona, and on the basis of the experience of this course, the final pattern for courses to be organised at Poona and other Centres could be decided by the sub-committee appointed by the Standing Sub-Committee at its last meeting.

The course at Poona commenced on the 15th February 1956. In all 37 candidates from the intermediate co-operative personnel from various States have been admitted. The table given below shows the number of candidates recommended by various States and the number of candidates admitted by us:—

<i>Name of the State</i>	<i>No. of candidates recommended.</i>	<i>No. of candidates admitted.</i>
Andhra	6	4
Assam	2	2
Bihar	8	4
Bombay	6	5
Coorg	1	1
Delhi	1	1
Himachal Pradesh	3	—
Hyderabad	4	4
Jammu and Kashmir	7	—
Madras	11	7
Mysore	2	—
Orissa	2	2
Saurashtra	2	2
Travancore-Cochin	6	2
Uttar Pradesh	5	3
Vindhya Pradesh	1	—
	67	37

The duration of the course is four months, consisting of two months' theoretical training and two months' practical training.

Since this course pertains to the intermediate sector of training, the Reserve Bank of India has sanctioned the necessary expenditure. It is expected to cost Rs. 50,000.

It may be mentioned here that Messrs. Lever Bros. have been good enough to offer facilities for practical training to six selected candidates in the purchase of groundnut. It is proposed to select

four candidates from among the trainees for the special Co-operative Marketing course, one representative of sale societies and one member of the teaching staff. The training will cover a period of four weeks consisting of one week's training in their office at Bombay and three weeks' training in their mofussil markets at Latur in Hyderabad and Gadag and Bagalkot in Bombay. The candidates will be divided in two batches of three each. The training for the first batch will commence from the 5th March 1956 and for the second from the 19th March 1956.

(3) *Training of Block Level Co-operative Officers of the National Extension Service Blocks*

When the Committee met last in November 1955, the training centres at Gopalpur-on-Sea (for Bihar and Orissa) and Hyderabad (for Hyderabad, Travancore-Cochin, Mysore and Coorg) had commenced functioning. Since then it has been possible to commence three more training centres at Kotah (for Rajasthan, Madhya Pradesh, Madhya Bharat, Ajmer, Vindhya Pradesh and Bhopal), at Tirupati (for Madras and Andhra) and at Bhavnagar (for Bombay, Saurashtra and Kutch).

Kotah Centre

The training centre at Kotah commenced functioning on 21st January 1956. The first meeting of the Local Committee was held on 2nd January 1956 at Jaipur and was attended by Shri M. A. Chidambaram on behalf of the Member-Secretary of the Central Committee. Shri G. L. Khullar, a retired Registrar of Co-operative Societies, Rajasthan, has been appointed as Principal and the Government of Rajasthan have spared the services of Shri R. B. Tyagi, an Assistant Registrar of Co-operative Societies, for appointment as lecturer. Arrangements for the appointment of two more lecturers are being finalised.

The various States in the region were expected to depute in all 108 candidates. However, as on date only 69 candidates from the various States have joined the training centre. It is expected that 20 more candidates will be deputed by the Rajasthan Government before the end of February 1956.

The position is as follows .

	<i>Seats allotted</i>	<i>Number actually joined</i>
Rajasthan	33	13
Madhya Pradesh	46	28
Madhya Bharat	10	10
Vindhya Pradesh	17	17
Ajmer	1	1
Bhopal	1	-

Tirupati Centre

The training centre at Tirupati intended to conduct a special short-term course required for the officers from Madras and Andhra States commenced functioning from 25th January 1956. The training centre was formally inaugurated by Shri B. Venkatappiah, Deputy Governor, Reserve Bank of India, on 29th January 1956. It has not been so far possible to convene a meeting of the Local Committee and the Registrar of Co-operative Societies, Andhra, has been requested to do it at an early date, to approve the arrangements so far made and to sanction the budget for the training centre. All the 40 candidates from the two States have reported for training.

Bhavnagar Centre

The Government of Saurashtra have been good enough to make available certain buildings at Bhavnagar for the use of the training centre and the training centre commenced functioning from 20th February 1956.

The Local Committee for the training centre consists of the following:—

1. Shri J. S. Parikh, Ex-Finance Minister (*Chairman*)
2. The Development Commissioner, Saurashtra
3. The Registrar of Co-operative Societies, Saurashtra
4. The Registrar of Co-operative Societies, Bombay
5. Shri V. P. Varde, Managing Director, Bombay State Co-operative Bank
6. One educationist member—to be filled
7. The Member-Secretary, Central Committee for Co-operative Training
8. The Principal of the Training Centre (*Member-Secretary*)

The Local Committee met on 23rd January 1956 and took certain decisions regarding the commencement of the training centre. The proceedings of the meeting have been submitted separately for the information of the Standing Sub-Committee and approval of certain specific items.

The Government of Madras have spared the services of a Deputy Registrar of Co-operative Societies, Shri K. Kesava Kini,

for appointment as Principal and two officers, Sarvashri B. T. Rana and O. A. Shah, have been spared by the Government of Bombay for appointment as lecturers.

Dhuri Centre

It has not been possible so far to secure the services of a suitable person for appointment as Principal. In view of this, the commencement of the training centre has been delayed. We have requested the Government of Delhi to spare the services of an officer for appointment as Principal. Every effort is being made to commence the training centre at an early date.

Faizabad Centre

Some accommodation at Faizabad suggested by the Government of Uttar Pradesh was inspected by an officer of the Reserve Bank and his reactions were communicated to the State Government for their comments. The Government of Uttar Pradesh have agreed to carry out the necessary repairs and also to put up some additional accommodation necessary for the training centre. The State Government, however, had represented that the Reserve Bank should make available some funds necessary for constructing the additional accommodation required. As the Committee is aware, no funds for capital expenditure of this nature are available and at the last Committee meeting, it was agreed to make payment of the amount provided for rent to the State Government as partial compensation for the expenditure they incur in putting up the constructions. The matter is under correspondence with the State Government and as soon as a reply is received, further steps will be taken in the matter.

Training centre for West Bengal, Assam, Tripura, Manipur and N.E.F.A.

During the interview the Deputy Governor had with the Chief Minister of West Bengal, during his visit to Calcutta recently, the latter promised to purchase and make available certain buildings for the use of the training centre. The Registrar of Co-operative Societies, West Bengal, has been requested to ascertain the suitability of these buildings and on receipt of a reply from him further steps will be taken in the matter.

(4) Training of subordinate co-operative personnel

The following table gives particulars of the schemes received from the State Governments which were recommended by us and

have been sanctioned financial aid for the financial year 1955-56 by the Government of India.

State	Total expenditure	Total shareable expenditure	Recommended	Sanctioned	Date of commencement of school
1	2	3	4	5	6
	(Rs.)	(Rs.)	(Rs.)	(Rs.)	
1. Punjab	71,120	40,160	18,600	18,600	1- 9-1955
2. Orissa	83,969	59,969	29,988	29,985	11- 7-1955
3. Rajasthan	1,22,386	85,140	31,038	31,038	—
4. Madhya Bharat	93,900	68,720	32,920	32,920	1- 7-1955
5. Hyderabad	83,896	68,916	33,060	33,060	4-10-1955
6. Vindhya Pradesh	66,596	62,450	31,225	31,225	1- 9-1955
7. Saurashtra	68,212	27,275	13,600	13,600	1- 7-1955
8. Coorg	16,945	14,145	7,071	7,071	1-10-1955
9. PEPSU	16,924	12,024	6,012	6,012	1-12-1955
10. Madhya Pradesh	1,36,000	27,275	13,637-8	13,637	1-10-1955
11. Travancore-Cochin	51,180	17,190	8,595	8,595	1-11-1955
12. Bihar—					
(a) Old school	63,176	37,964	18,632	18,632	15- 9-1955
(b) New school	26,231	11,578	5,789	5,789	2- 1-1956

Revised estimates for the financial year 1955-56 in regard to the scheme for the reorganisation of the three schools in Bombay have been forwarded to the Government of India and sanction is awaited.

The position in regard to the other States remained practically unchanged. The recommendation of the Standing Sub-Committee approving financial assistance for the full period of training, namely, 12 months in the case of departmental candidates and 11 months in the case of personnel of co-operative institutions in Madras and Andhra, was communicated to the Government of India and their approval for the same has been received. The Governments of Madras and Andhra have been asked to submit revised proposals and they will be forwarded to the Government of India in due course.

(5) *Training of non-official personnel of co-operative societies in the matter of co-operative training and propaganda*

The Standing Sub-Committee, at their ninth meeting, discussed the scheme submitted by the All-India Co-operative Union for the training of non-officials. The scheme was approved in principle and the All-India Co-operative Union was asked to elaborate the proposals and submit a detailed scheme to the Chairman of the

Standing Sub-Committee before a recommendation for adoption was made to the Government of India. Accordingly, a revised scheme (Appendix 8) was received from the All-India Co-operative Union and this was discussed with the Union and the Ministry of Food and Agriculture, Government of India, by the Chairman of the Standing Sub-Committee.

The scheme envisages the setting up of six mobile training units to start with, two in Bihar, two in Saurashtra, one in Madhya Bharat and one in Delhi State. In the second year, one more mobile unit is proposed to be added for working in Madhya Bharat. After watching the results of the working of the scheme for two years and taking into account the necessity for expansion of the facilities in the light of the expansion of general co-operative activity in the areas, three more units, one in each State, may be added. The scheme for training consists of

- 1 Classes of two to three days' duration to give reorientation to members of societies in the principles, policy and practice of Co-operation.
2. Thereafter the unit will hold classes of five to six weeks' duration for the training of secretaries or presidents or any other important member of the personnel.
- 3 The unit would also hold classes for a period not exceeding a week for training of panchayatdars and members of the managing committee of the societies.
- 4 The unit will simultaneously arrange for propoganda relating to Co-operation also.

The teaching staff for each unit will consist of one Senior Inspector-Instructor, one Junior Inspector-Instructor, one peon, one van driver and one cine-operator-cum-propagandist. The trainees for the second category will be given a stipend of Rs. 30 per trainee for each course.

The Chairman of the Standing Sub-Committee examined the proposals submitted by the All-India Co-operative Union and forwarded it for adoption by the Government of India and sanction of necessary grant-in-aid. The Ministry of Food and Agriculture, Government of India, have since received the concurrence from all the four States concerned to carry out the pilot experiment scheme drawn up by the All-India Co-operative Union and the necessary steps are being taken to sanction the expenditure

While considering the proposals received from the Government of Bombay for the training of non-official personnel, the Standing Sub-Committee (9th meeting) desired that the consideration of the item might be postponed, pending discussion of a similar item at the forthcoming Conference on Marketing and Co-operation at Hyderabad. At the Conference held in Hyderabad

in the last week of November 1955, the general principles governing the training of non-official personnel as desired at the Standing Sub-Committee meeting were discussed and were generally approved. The subject of training arrangements for non-official co-operative personnel was also further discussed at the third meeting of the Central Committee for Co-operative Training held on the 18th January 1956 and it was decided as follows:

“While the pilot experiments drawn up by the All-India Co-operative Union in four States were being carried on, it was decided that the remaining States might submit through their Registrars of Co-operative Societies schemes for the training of members, panchayatdars and secretaries and that these schemes should be forwarded by the Standing Sub-Committee with their recommendations to the Government of India for adoption.”

It was also further decided that the education and training of non-officials should be carried out through the state co-operative unions, which, for this purpose should receive such guidance and assistance by way of co-ordinated common services as the All-India Co-operative Union was in a position to render. In particular, the All-India Co-operative Union should assist in setting up State unions where they did not exist and in activising their work at the initial stages. There should be considerable liaison and common consultation among the All-India Co-operative Union, the State Co-operative Unions, the Government of India, the State Governments concerned and the Central Committee for Co-operative Training. In pursuance of this decision the State Governments will be requested to forward their schemes for the training of non-officials to the Central Committee for Co-operative Training after the Standing Sub-Committee gives its decision on certain points raised in the note.

(6) *Miscellaneous*

The Conference on Marketing and Co-operation held at Hyderabad, discussed several items relating to co-operative training and personnel requirements. The conclusions arrived at the Conference is given as annexure to Appendix 9. Dealing with the question of additional staff requirements and their training, the Conference felt that in order to facilitate the setting up of necessary training arrangements early, the State Governments should furnish immediately their exact requirements of personnel in different types of activities at different levels and the number of trainees of each class whom they would be deputing for the first session which would be started soon. In pursuance of this decision, the Secretariat has issued a detailed circular (Appendix 9) to the State Governments calling for information regarding the additional staff requirements during the next five-year period. While replies from a few States have been received, those from other States are awaited.

NOTE IV

ARRANGEMENTS FOR THE TRAINING OF NON-OFFICIAL PERSONNEL OF CO-OPERATIVE SOCIETIES—PROPOSALS RECEIVED FROM THE GOVERNMENTS OF BOMBAY AND ANDHRA

We have received proposals from the Governments of Bombay and Andhra for the training of non-official personnel of co-operative societies with a request to approve the schemes and recommend them to the Government of India for grants-in-aid. The scheme received from the Government of Bombay is given as Appendix 30 in the publication relating to the third meeting of the Central Committee for Co-operative Training and that from the Government of Andhra is appended. (Appendix 10.)

The important points contained in the schemes are discussed below

BOMBAY SCHEME

The important points are as follows (1) The scheme visualises the training of secretaries of rural co-operative societies and members of managing committees and other members in rural areas including the members of Agricultural Produce Market Committees. (2) It is proposed to extend the period of training classes for secretaries from six to eight weeks as against five to six weeks hitherto and to start more classes in more centres; refresher classes for managing committee and other members will also be held (presumed to be of one week and two or three days' duration respectively as at present). (3) There is no mention in the financial estimates of any stipends to be given to the trainees, as provided in the pilot experiment scheme submitted by the All-India Co-operative Union. (4) To begin with, it is proposed to employ 25 more training inspectors and 25 more peons for the expansion of training classes at the district level. (5) The expenditure expected to be incurred during the Second Five-Year Plan period is estimated to be Rs. 6,28,500 made up of as follows:

	Rs.
1. Expansion of training facilities at district level	5,98,500
2. Supply of magazines, etc	30,000
	6,28,500

The Government of Bombay have requested that the Central Committee for Co-operative Training may recommend to the Government of India for sanction of 50 per cent of the total cost of the scheme.

ANDHRA SCHEME

The scheme submitted by the Government of Andhra for the training of non-officials covers the training of panchayatdars of societies only. It is proposed to have three pilot units, one in each district. A senior inspector will be in charge of each pilot unit. Forty candidates are expected to be trained in each session of seven days' duration. Thus, in a year, 36 sessions will be held in each district and taking the three districts together, 4,320 panchayatdars will be trained. It is proposed to give a stipend of Rs. 3 per day per candidate attending the course. The Government of Andhra have requested that the Reserve Bank of India may meet the entire cost of the scheme in view of the present ways and means position of the State Government.

The scheme varies from that of the All-India Co-operative Union in following respects:

1. It provides only for the training of panchayatdars instead of for three distinct categories, namely, secretaries and presidents of societies, panchayatdars and members of societies.

2. The rate of stipend proposed is Rs. 3 per day per candidate as against Rs. 30 per trainee for a period of five to six weeks in respect of secretaries and presidents of societies in the All-India Co-operative Union's scheme.

While considering the proposals from Bombay and Andhra, the views of the Committee are requested on the following points:

1. Whether the scheme should provide for the training of all the three categories, (a) secretaries and presidents, (b) panchayatdars, and (c) members of societies, or training of any one or two categories may be permitted, depending upon the merits of each case.

2. The rate of stipend payable to the trainees that will be shared by the Central Government.

3. The proportion in which the Central Government will share the total expenditure on any arrangements for the training of non-official co-operative personnel.

4. Whether any uniformity in the pattern of training, particularly in respect of the period of the course, should be attempted or variations may be permitted in respect of each State.

5. Whether propaganda also can form a part of the scheme.

NOTE V

CONSIDERATION OF CERTAIN REQUEST MADE BY THE TRAVANCORE-COCHIN CO-OPERATIVE INSTITUTE, TRIVANDRUM

The Travancore-Cochin Co-operative Institute has been representing from time to time that the training facilities provided by the institution should be considered on par with the Regional Co-operative Training Centres organised by the Central Committee for Co-operative Training and should also be eligible for grants-in-aid from the Central Committee for conducting the courses. The latest representation has been made to the Hon. Dr. P. S. Deshmukh, Minister for Agriculture, and the same has been forwarded to us for consideration by the Ministry of Food and Agriculture.

The first of such representations was submitted to the Central Committee for Co-operative Training for consideration at the first meeting held in December 1953.

At the meeting, the Chairman (Shri V. L. Mehta) kindly undertook to acquaint himself with the affairs of the Travancore Co-operative Institute during his visit to Trivandrum.

After his visit the Chairman observed that while it was not possible to organise a course of training for the intermediate grade staff at Trivandrum, the Committee would be glad to consider the possibility of expanding the existing arrangements for the training of subordinate personnel. The Chairman's observation was considered by the Standing Sub-Committee at its first meeting held in April 1954 which resolved :

"In view of the consideration set out in the note on the subject, the Committee decided that so far as the question of organising any intermediate course at Trivandrum was concerned, a reply may be sent to the Institute regretting its inability to accede to the request. As regards financial assistance in respect of the training facilities for the subordinate personnel, a decision would be taken while considering similar proposals from other States."

This decision of the Committee was communicated to the Travancore-Cochin Institute in April 1954. Subsequently the Minister for Agriculture, Government of India, informed the State Minister for Local Self-Government as follows :

"The question of co-operative training in the country was considered by the Central Committee for Co-operative Training from the point of view of overall requirements. Since the schemes are now well advanced, I regret that it will not be possible at this stage to upset the decision already taken by the Central Committee for Co-operative Training."

The Travancore-Cochin Co-operative Institute does not seem to be satisfied with the above decision and has been representing to the Chairman of the Central Committee for Co-operative Training as well as the Government of India to reconsider the decision.

An interesting development has occurred in the meanwhile. The Travancore State Government have not considered fit to entrust the Institute with the conduct of the subordinate training school for the State. Despite several representations made to the State Government and to the Central Government, the State Government have been firm on their decision and have started a separate training institute for subordinate co-operative personnel as a departmental institution.

In the representation now received, it has been suggested that the Co-operative College now run by the Travancore-Cochin Co-operative Institute be recognised as a Regional Centre for the training of intermediate personnel under the scheme envisaged by the Reserve Bank of India. In this connection, it may be pointed out that in the integrated scheme for co-operative training formulated by the Central Committee for Co-operative Training, there will be five Regional Centres and by now all the five training centres at Poona, Madras, Ranchi, Meerut and Indore have started functioning. Together with the eight Block Level Co-operative Officers' Training Centres—which also train personnel of the intermediate category—it is unlikely that immediately the need for a sixth Regional Training Centre will be felt. Further, since one training centre is already functioning at Madras, this centre should be more than sufficient for meeting the requirements of the Southern States. In the circumstances we may reply that the scheme for Regional Training Centres is already complete and when the need for additional centres arises, it will be considered suitably. We may also point out that while there will not be immediately sufficient need for training the intermediate personnel State-wise, if the State Government finds it feasible, the Travancore-Cochin Co-operative Institute may be entrusted with the running of the subordinate co-operative school, which is now being run as a departmental institution.

NOTE VI

REQUEST FROM THE REGISTRAR OF CO-OPERATIVE SOCIETIES, MADHYA BHARAT, TO CONVENE A CONFERENCE OF PRINCIPALS OF THE SUBORDINATE CO-OPERATIVE TRAINING SCHOOLS SITUATED IN HINDI-SPEAKING AREAS

The Registrar of Co-operative Societies, Madhya Bharat, has forwarded to the Central Committee for Co-operative Training the resolution of the Managing Committee of the Subordinate Training School, Agar, requesting that "a Conference of the Principals of the Subordinate Co-operative Training Schools situated in Hindi-speaking areas be held to discuss matters of mutual interest and difficulties experienced in the working of the schools so as to bring about uniformity."

Such a Conference of the Principals of the Training Schools in Hindi-speaking areas may be of some help in deciding matters of mutual interest and difficulties experienced in the working of the schools such as lack of suitable text books, conduct of examinations, etc. It will also provide a forum for exchange of ideas.

The Managing Committee of the Agar School incidentally implies that the Central Committee should take the responsibility for convening this conference. The Standing Sub-Committee may indicate whether a Conference of Principals of Training Schools in the Hindi-speaking areas should be convened. Perhaps we can ask the State Governments who are running these schools to meet the expenditure connected with the Conference such as travelling allowance to the Principals, etc.

The views of the Committee are solicited in this matter.

NOTE VII

REVISION OF SALARY FOR THE POST OF LECTURERS AT THE REGIONAL CO-OPERATIVE TRAINING CENTRES AND THE BLOCK LEVEL CO-OPERATIVE OFFICERS' TRAINING CENTRES

At its first meeting, the Central Committee for Co-operative Training laid down that "at the head of each training centre, there should be a person with considerable co-operative experience as also a good grounding in co-operative theory and ideology. Since most of the trainees will be graduates, and at least to that extent the training will be in the nature of a post-graduate course, the other teaching staff, too (i.e., besides the Principal) should consist of persons with adequate academic attainments and the necessary experience in their own line. It will be important to make the salaries attractive enough to secure really good people." The Committee, however, did not prescribe any pay scales for the posts of Principal or the lecturers.

The pay scale for teaching staff was first considered and approved when a proposal was received from the Local Committee of the Madras Regional Training Centre, suggesting that the Principal should be of the grade of Rs. 500-50-1,000 and that the lecturers should be in the grade of Rs. 200-10-300. When the proceedings of the Madras Local Committee were discussed at the first meeting of the Standing Sub-Committee, Shri H. M. Patel, the then Secretary to the Ministry of Food and Agriculture, felt that the scale of pay for the post of Principal as fixed by the Local Committee was rather low and might not attract men of high attainments. The Standing Sub-Committee, therefore, considered that the grade fixed by the Madras Local Committee was in substance all right but indicated that while this might serve as a model in the case of other centres, local conditions might have to be taken into account in deciding the pay scales.

It may also be mentioned here that in the scheme for training subordinate co-operative personnel approved by the Central Committee at the second meeting, the scale of pay for the lecturers suggested was also Rs. 200-10-300.

It has so far been possible to fill lecturers' posts in Regional Training Centres and Block Level Development Officers' Training Centres within the limits approved by the Standing Sub-Committee, namely, Rs. 200-10-300. But more schools are to be started and candidates with the required attainments are not available. The Local Committees of some training centres have represented that the scale of pay for the lecturers is too low and that if really good men, who have some experience are to be attracted, better pay should be offered to them. One of the suggestions made is that the

scale of pay for lecturers should correspond to scales of pay given to lecturers in University Colleges.

The scales of pay for lecturers in the Universities of Bombay and Rajasthan are as follows :

Bombay

Lecturers in University College	..	Rs. 300-25-600
Lecturers and Assistant Lecturers in affiliated Colleges	Rs. 200-10-300-15-435

Rajasthan

Lecturers in Intermediate Colleges	Rs. 200-10-350
Lecturers in degree or post-graduate colleges	Rs. 200-10-280-15-400
Lecturers in University teaching departments	Rs. 250-20-450 E. B. 25-600

In the case of persons whose services are secured on deputation from Government Departments, they would be given their grade pay plus deputation allowance according to State Government rules; dearness and other cost of living allowances will be according to the scale applicable to the officers holding analogous posts in the State where the training centre is located.

The Chairman of the Standing Sub-Committee mentioned to the Central Committee for Co-operative Training, during its third meeting, that the question of revision of the pay scales of the lecturers was under consideration and that this would be revised to keep in conformity with the corresponding posts in the colleges. Accordingly, the Chairman proposed that the pay scales for the lecturers be revised from Rs. 200-10-300 to Rs. 250-15-370-20-450 and the existing incumbents be placed in their appropriate position in the revised scale. All the members of the Standing Sub-Committee have agreed to the revised proposal. This decision may be confirmed by the Committee.

PROCEEDINGS OF THE TENTH MEETING OF THE STANDING SUB-COMMITTEE OF THE CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING HELD ON 25TH FEBRUARY 1956

Present:

1. Prof. D. G. Karve (*Chairman*)
2. Shri S. T. Raja
3. Shri B. Venkatappiah

ITEM I: REVIEW OF ACTION TAKEN ON THE PROCEEDINGS OF THE NINTH MEETING OF THE STANDING SUB-COMMITTEE, HELD ON 22ND NOVEMBER 1955

The Note on the subject was recorded.

ITEM II: REVIEW OF ACTION TAKEN ON THE PROCEEDINGS OF THE THIRD MEETING OF THE CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING HELD IN JANUARY 1956

The Note on the subject was recorded.

ITEM III: REVIEW OF PROGRESS MADE AT THE VARIOUS CO-OPERATIVE TRAINING CENTRES

Regional Training Centres

The Committee expressed satisfaction in regard to the progress in the setting up of the five Regional Training Centres, as decided at the first meeting of the Central Committee for Co-operative Training. Thus from January 1956, all the five centres have commenced functioning. In this connection, it was observed that now that all the training centres were organised and considerable progress had been made in regard to the organisation of the subordinate training schools also, it would be necessary to plan out the training requirements of each State for the various categories of personnel and adequate arrangements ensured in this regard. This would be possible as soon as the data that have been called for from the States, in pursuance of the decision of the Conference on Marketing and Co-operation held in Hyderabad, was received and studied.

Special Course on Land Mortgage Banking

The Committee decided that necessary steps should be taken to organise a course at the Regional Co-operative Centre, Madras, without delay, now that the State Governments of Andhra and Madras had agreed to provide the necessary facilities for practical training under their revenue officials.

Short Course on Co-operative Marketing

Satisfaction was expressed in regard to the response from the various States to avail of the facilities provided under the pilot course on Co-operative Marketing which commenced at the Co-operative Training College, Poona, from the 15th February 1956. In view of the primary importance of co-operative marketing in the reorganisation of the credit structure the requirements of personnel will be large and, therefore, it will be necessary to organise more short courses. While finalising the programme for training centres in this regard, it was expressed that the requirements of personnel at the various levels should be taken into account. As the growth of the marketing structure will necessarily be from the bottom upwards, these training courses will have to provide for the training of a larger number of secretaries required for the primary marketing societies; at the same time there may be need for others of intermediate and senior category of personnel for the co-operatives themselves and for the Co-operative Department. The courses should be so designed as to meet the requirements of these personnel. For this purpose the State Governments will have to be requested to indicate their requirements of the different kinds of personnel well in advance so that they can be deputed to the appropriate training centres. The emphasis in training may also have to be different, taking into account the functions of individual societies depending on the type of markets—village or district, retail or wholesale—and also in regard to the commodities handled. These requirements will be borne in mind when the courses are being organised and can be adequately met if the requirements of States are known well in advance.

The Committee also decided that while the course at Poona should be continued, steps might be taken to commence a second course at Meerut sometime in May 1956. If necessary, a third course might be commenced either at Ranchi or at Madras, when the needs of States justify the expansion.

Another problem emphasised during the discussions was that in view of the large requirements of personnel, particularly at the lower level, it would not be possible always that experienced staff would be deputed for training. The new entrants to the co-operative field will have therefore to be given a different type of training, perhaps of a longer duration, namely, six months, of which the first two months will be devoted to give them general co-operative background. If the requirements of such personnel are not large, the individual State Governments may have to be requested to arrange for this orientation in their own State before they are deputed for the special course. In this case the syllabus of the course will be supplied by the Central Committee and the training should be organised at the local school for subordinate staff training. If, however, the requirement is sufficiently large, one of the three

centres contemplated will cater to the requirements of this category of personnel by conducting a course for six months as indicated above.

The Committee also expressed satisfaction with regard to the arrangements for the special training to be provided by Messrs. Lever Brothers in marketing methods. While only a few trainees will be able to take advantage of these facilities at present, it should be possible to arrange for such training for all the other candidates by enlisting the co-operation of similar firms dealing with various commodities.

Training of Block Level Co-operative Officers

It was decided that early steps might be taken to organise centres for the Eastern Region. The Ministry of Food and Agriculture expressed its willingness to take up with the State Governments concerned the question of shortfall in deputation of candidates at the various training centres and to see that a full quota was deputed for the current session where the centres had been started only recently and for the future sessions in the older ones.

Training of non-officials

It was reported that the pilot scheme for the training of non-official personnel drawn up by the All-India Co-operative Union, which was recommended by the Chairman of the Standing Sub-Committee to the Ministry of Food and Agriculture for the sanction of expenditure, was still under the consideration of the Ministry of Finance. It was of utmost importance that the work in this regard should commence without delay and therefore it was decided that the Ministry of Food and Agriculture should be requested to see that the necessary sanction was given without delay. It was also decided that the various State Governments might be requested to send schemes for the training of non-officials to be forwarded to the Government of India for their sanction. The basic principles of an acceptable scheme should be communicated to them. (a) Training of members for about three days, (b) of members of Committee for a week, (c) of secretaries, etc., for four to six weeks, (d) training to be organized through training units which may move from place to place, (e) suitable small stipends are permissible, (f) training to be organised through local co-operative institutes or federation or through mixed official and non-official training committees which should develop into an institute.

ITEM IV: ARRANGEMENTS FOR THE TRAINING OF NON-OFFICIAL PERSONNEL OF CO-OPERATIVE SOCIETIES—PROPOSALS RECEIVED FROM THE GOVERNMENTS OF BOMBAY AND ANDHRA

While considering the proposals received from the Governments of Bombay and Andhra, the Committee expressed the view that

the scheme for the training of non-officials should consist of arrangements for the training of all the three categories of non-official personnel, viz., of members for about two to three days, office-bearers for about a week and secretaries of societies for about four to six weeks. This training can be conducted by permanent regional centres or by peripatetic units. As far as possible, the schemes drawn up by the State Governments who have no previous experience of the type should be on a pilot basis, to be extended to the remaining areas in the State in the light of experience. In this connection, it was stated that the pilot scheme of the All-India Co-operative Union might be forwarded to the various State Governments as an illustration of the general pattern of the scheme, with a request to formulate similar schemes for the approval of the Central Committee for Co-operative Training and for being forwarded to the Government of India for necessary sanction of financial assistance. It was expected that the Government of India would bear about 50 per cent of the approved expenditure.

The Committee approved the proposal submitted by the Government of Bombay which was more or less on the lines of the pilot scheme submitted by the All-India Co-operative Union. The Member-Secretary was authorised to forward the scheme to the Government of India with necessary particulars for sanction of grant-in-aid.

The scheme submitted by the Andhra Government was restricted to the training of panchayatdars only. The State Government were to be requested to submit revised proposals on the pattern already approved by the Committee.

ITEM V: CONSIDERATION OF CERTAIN REQUEST MADE BY THE TRAVANCORE-COCHIN CO-OPERATIVE INSTITUTE, TRIVANDRUM

The Committee reiterated its earlier decision on the subject and resolved that there was no need for the present to add to the number of training centres for training of intermediate personnel; if, however, the State Government found it feasible, the Travancore-Cochin Co-operative Institute might be entrusted with the running of the subordinate co-operative school now being run as a departmental institution.

ITEM VI: REQUEST FROM THE REGISTRAR OF CO-OPERATIVE SOCIETIES, MADHYA BHARAT, TO CONVENE A CONFERENCE OF PRINCIPALS OF SUBORDINATE CO-OPERATIVE TRAINING SCHOOLS SITUATED IN HINDI-SPEAKING AREAS

While the Committee appreciated the idea of convening a Conference of the Principals of Subordinate Co-operative Training Schools situated in Hindi-speaking areas, it felt that it was not possible for the Central Committee for Co-operative Training to organise such a Conference at this stage. However, if the Madhya

Bharat Government so desired, it might take the initiative to organise the Conference and count upon such co-operation as might be necessary from the Central Committee for Co-operative Training.

ITEM VII: REVISION OF SALARY FOR THE POSTS OF LECTURERS AT THE REGIONAL CO-OPERATIVE TRAINING CENTRES AND THE BLOCK LEVEL CO-OPERATIVE OFFICERS' TRAINING CENTRES

The Committee approved the revision of pay scales for the lecturers at the Regional Co-operative Training Centres and the Block Level Co-operative Officers' Training Centres from Rs. 200-10-300 to Rs. 250-15-370-20-450. It was further resolved that the existing incumbents might be placed in their appropriate normal position in the revised scale. The revision of salary will take effect from 1st March, 1956.

ITEM VIII: CONFIRMATION OF APPOINTMENT OF TEACHING STAFF MADE AT THE VARIOUS TRAINING CENTRES

The appointment of the teaching staff at the various training centres as given in the appendix to the note was confirmed.

ITEM IX: APPROVAL OF THE PROCEEDINGS OF LOCAL COMMITTEES FOR VARIOUS TRAINING CENTRES

POONA: *Proceedings of the meeting of the Committee of the Co-operative Training College, Poona, held on 22nd June 1955*

The budget estimates for the Co-operative Training College, Poona, for the year 1955-56 were considered. In view of the short-fall in the total number of candidates admitted to the Senior Officers' Course and the Intermediate Course, there will be savings, particularly in stipends and travelling allowances to trainees, amounting to Rs. 3,445. Taking into account these savings the net expenditure to be borne by the Reserve Bank of India will amount to Rs. 2,51,552. The Standing Sub-Committee, therefore, approved the budget amounting to Rs. 2,87,552 of which Rs. 36,000 will be met by the Bombay Provincial Co-operative Institute, for the year 1955-56, as shown below:

Head of Account	Budget for the year 1955-56	
	For Senior Officers' Course	For intermediate Training Course
	Rs.	Rs.
1. Salaries of staff	47,427	33,865
2. Rent and electricity	23,610	10,925
3. Travelling allowance	9,200	2,200
4. Synopses and stationery .. .	2,500	1,000
Carried forward	82,737	47,990

<i>Head of Account</i>	<i>Budget for the year 1955-56</i>	
	<i>For Senior Officers' Course</i>	<i>For intermediate Training Course</i>
	<i>Rs.</i>	<i>Rs.</i>
Brought forward	82,737	47,990
5. Postage and telegrams	500	500
6. Gymkhana	400	300
7. Miscellaneous	600	350
8. Dead stock	1,500	500
9. Subsidies to hostels	1,500	
10. Library and reading room and binding charges	2,500	1,450
11. Repairs and renewals	350	
12. Contingencies	500	
13. Functions	150	150
14. Peon's uniforms		100
15. Tuition fees		
16. Stipend to trainees	46,800	35,640
17. Travelling allowance to trainees	34,125	24,690
18. Advertisements		1,000
19. Scholarships		720
20. Cost of examination		2,500
Total ..	1,71,662	1,15,890

Proceedings of the meeting of the Committee of the Co-operative Training College, Poona, held on 28th October, 1955.

The proceedings were recorded.

MADRAS: Proceedings of the meeting of the Local Committee for the Regional Co-operative Training Centre, Madras

The Committee approved the budget for 1955-56 for the Regional Co-operative Training Centre, Madras. The approved budget is given below:

<i>Item</i>	<i>Budget for 1955-56</i>
	<i>Rs.</i>
1. Stipend to trainees	39,840
2. Travelling allowance	18,235
3. Cost of staff including leave and pension contribution on their behalf	29,700
4. Remuneration to part-time lecturers'	—
5. Honorarium to special lecturers	1,050
Carried forward	88,825

<i>Item</i>	<i>Budget for 1955-56</i>
	Rs.
Brought forward ..	88,825
6. Examination expenses	1,260
7. Library	1,500
8. Periodicals	600
9. Stationery	600
10. Dead stock	900
11. Postage	300
12. Rent	12,000
13. Corporation water charges	600
14. Electric charges	720
15. Miscellaneous expenses	900
16. Revenue deposit with the Government of Madras (refundable)	1,800
17. Telephones	2,000
18. Grant to trainees' association for games	100
19. Expenses in connection with visits of distin- guished persons to the centre and meeting expenses	100
20. Unforeseen expenses	1,000
Total ..	Rs. 1,13,205

PUSA: *Proceedings of the seventh meeting of the Local Committee for Regional Co-operative Training Centre, Pusa (now Ranchi), held on the 24th September 1955*

The proceedings were recorded.

MEERUT: *Proceedings of the meetings of the Local Committee for the Regional Co-operative Training Centre, Meerut, held on the 5th and 22nd December 1955 and 13th January 1956*

The proceedings were recorded.

KOTAH: *Proceedings of the Local Committee meeting of the Training Centre for Block Level Co-operative Officers at Kotah held on 2nd January 1956.*

The Committee approved the budget estimates for the training centre at Kotah for Block Level Co-operative Officers, submitted by the Local Committee of that centre and, authorised the Member-Secretary to approach the Government of India for the excess. The approved budget is given below:

I. Recurring expenditure

1. Cost of staff	<i>Final proposal</i>
	Rs.
(a) Principal—1	6,000
(b) Lecturers—3	8,640

1	<i>Cost of staff—Contd.</i>	<i>Final proposal</i>
	(c) Honorary and part-time lecturers on special subjects	Rs. 2,400
	(d) Clerical and menial staff	6,120
	(e) Dearness allowance, leave salary, pension contribution etc. of (d) above	6,200
	(f) Pay/Honorarium of the additional official or non-official personnel connected with practical training of the candidates	3,150
	(g) Travelling allowance and daily allowance of (c), (f) and the regular staff	3,000
	(h) T. A. for Local Committee members	1,000
2.	<i>Stipends and allowance to candidates</i>	
	<i>N.B.—Calculations are based on the assumption that there will be 100 candidates for each centre.</i>	
	(a) Stipend at Rs. 50 per month per candidate for 10 months (500×100)	50,000
	(b) Travelling allowance to candidates for joining the class for study tour, for returning home on holiday and for joining place of work at Rs. 100 per candidate (100×100)	10,000
	(c) Daily allowance to candidate while on tour at Rs. 3 per day for 12 weeks at Rs. 250 per candidate ($Rs. 250 \times 100$)	25,000
3.	<i>Miscellaneous contingencies including rent, etc.</i>	
	(a) Building rent including that of the hostel, light, water	8,000
	(b) Expenditure for running the office and the centre and other contingencies	4,800
	(c) Books, periodicals, journals, newspapers	1,000
II.	<i>Non-recurring expenditure for each centre will be</i>	
	(a) Furniture for office, lecture rooms, library, principal's room and lecturers' room, etc.	5,640
	(b) Furniture for the hostel room, messes, etc.	10,200
	(c) Library	2,000
	(d) Office equipment like typewriter, Gestetner duplicator, cash chest, timepiece, clock, bell, etc.	4,000
	(e) Contingencies	1,000

The Committee also ratified the following strength of the office establishment and scales of pay for various cadres of office staff.

	Rs.
1. Head clerk-cum-Accountant (1)75-5-120 EB 8-160-10-180
2. Lower Division clerks (2)50-4-90 EB 5-120
3. Class IV staff (9) 25
4. Scavenger (whole-time) for hostel (1) 25
5. Scavenger (part-time) for College (1) 15

BHAVNAGAR: *Proceedings of the first meeting of the Local Committee of the Block Level Co-operative Officers' Training Centre held on 23rd January 1956*

The Committee ratified the following strength of office establishment and scales of pay proposed by the Local Committee:

	Rs.
1. Senior clerk (1)75-3-105-5-120
2. Junior clerk (1)46-3-70
3. Peons (3)22-1/3-25

The Committee also agreed that pending the preparation of budget for the training centre, the Member-Secretary might permit the centre to incur an expenditure of Rs. 23,000 on the purchase of furniture for the college and hostel and the office equipment.

ITEM X: ANY OTHER MATTER RAISED WITH THE PERMISSION OF THE CHAIRMAN

Proposal of the Government of Hyderabad to construct permanent buildings for the training centre.

The Committee considered a note on the subject and expressed that it would not be possible to commit for a period of ten years in advance. The Member-Secretary was authorised to inform the Development Commissioner accordingly, stating fully the circumstances of the case.

ELEVENTH MEETING OF THE STANDING SUB-COMMITTEE OF THE CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING

(22nd and 23rd June 1956 at the Reserve Bank of India Building, Bombay)

AGENDA

NOTES

- I. Review of action taken on the proceedings of the last (tenth) meeting of the Standing Sub-Committee.
- II. Review of progress made at the various co-operative training centres.
- III. Introduction of oral examination as part of final examination at the Intermediate Officers' Training Centre.
- IV. Request from the Government of Saurashtra for financial assistance to the Co-operative Training College run by the State.
- V. Consideration of certain proposals submitted by the Government of Madras for conversion of the Central Co-operative Institute, Madras, into a co-operative training college.
- VI. Consideration of the proposal received from the Registrar, Co-operative Societies, Madras, for training the co-operative personnel in different States in the country, as well as in other countries.
- VII. Request that Hindi may be approved as the medium of instructions for the Block Level Co-operative Officers' Training Centre at Faizabad.
- VIII. Scheme for a Post-Graduate Diploma in Co-operation in the University of Baroda.
- IX. Payment of stipend and travelling allowance to private candidates at the Subordinate Co-operative Training School at Mercara in Coorg.
- X. Bringing to the notice of the Committee the proceedings of the Seminar on Co-operative Education convened by the All-India Co-operative Union.
- XI. Consideration of Resolution No. IV adopted by the Executive Committee of the All-India Co-operative Union regarding co-operative training and education.

- XII. Progress made in implementation of the pilot schemes drawn up by the All-India Co-operative Union and the States schemes for training of non-officials.
- XIII. Consideration of proposals received from the Local Committee for the Regional Co-operative Training Centre, Madras.
- XIV. Consideration of arrangements in regard to Special Course on Co-operative Marketing.
- XV. Arrangements for the training of personnel required for the Warehousing Corporations proposed to be set up.
- XVI. Reorganisation of States—Effect on the various training centres for different categories of co-operative personnel.
- XVII. Note from Shri M. P. Bhargava, Co-operation Adviser, Ministry of Food and Agriculture, Government of India, regarding arrangements for the training of managers of large-sized agricultural credit societies.
- XVIII. Proposal for a short course at the Dhuri Training Centre for the Block Level Co-operative Officers from Punjab.
- XIX. Proceedings of Local Committee meetings.
- XX. Consideration of proposals for arrangement for training market secretaries and other supervising staff of regulated markets.
- XXI. Any other matter raised with the permission of the Chairman.

NOTE I

REVIEW OF ACTION TAKEN ON THE PROCEEDINGS OF THE LAST (TENTH) MEETING OF THE STANDING SUB-COMMITTEE

ITEMS I AND II: REVIEW OF ACTION TAKEN ON THE PROCEEDINGS OF THE NINTH STANDING SUB-COMMITTEE MEETING AND THIRD CENTRAL COMMITTEE MEETING

No action required.

ITEM III: REVIEW OF PROGRESS MADE AT THE VARIOUS TRAINING CENTRES

1. *Estimates of training requirements of each State*

In pursuance of the decisions reached at the Conference on Marketing and Co-operation held at Hyderabad, State Governments were requested to send detailed data about their training requirements for various categories of personnel. Replies from a few States are still awaited.

2. *Special course on Land Mortgage Banking*

The course has commenced at the Regional Co-operative Training Centre, Madras, from 1st June 1956.

3. *Special short-term course on Co-operative Marketing*

This has been dealt with as a separate item in the agenda. (Item XIV.)

4. *Training of Block Level Co-operative Officers*

All the eight training centres for Block Level Co-operative Officers have been organised.

As regards the short-fall in the number of candidates at the various centres, the Ministry of Food and Agriculture in the Government of India were requested to take up the issue with the concerned State Governments. The Ministry have pursued the matter with the State Governments.

5. *Training of non-officials*

The Government of India (Ministry of Food and Agriculture) have since sanctioned the scheme.

On the lines of the pilot scheme, the salient features of an acceptable scheme for the training of non-officials were communicated to the various State Governments and they were asked to submit schemes for training of non-officials in their States.

ITEM IV: ARRANGEMENTS FOR THE TRAINING OF NON-OFFICIAL PERSONNEL—PROPOSALS RECEIVED FROM THE GOVERNMENTS OF BOMBAY AND ANDHRA

Appropriate action has been taken

ITEM V: CONSIDERATION OF CERTAIN REQUEST MADE BY THE TRAVANCORE-COCHIN CO-OPERATIVE INSTITUTE, TRIVANDRUM

The decision of the Committee rejecting the request was communicated to the Joint Secretary, Ministry of Food and Agriculture, Government of India, through whom the request was received.

ITEM VI: REQUEST FROM THE REGISTRAR, CO-OPERATIVE SOCIETIES, MADHYA BHARAT, TO CONVENE A CONFERENCE OF PRINCIPALS OF SUBORDINATE CO-OPERATIVE TRAINING SCHOOLS SITUATED IN HINDI-SPEAKING AREAS

The decision of the Committee that it will not be possible for the Central Committee to organise such a conference at this stage was communicated to the Registrar.

ITEM VII: REVISION OF SALARY FOR THE POSTS OF LECTURERS

The revised salary scale has been intimated to all the training centres and the concerned lecturers have been fitted appropriately in the new scale.

ITEM VIII: CONFIRMATION OF APPOINTMENT OF TEACHING STAFF MADE AT THE VARIOUS TRAINING CENTRES

No action is required.

ITEM IX: PROCEEDINGS OF LOCAL COMMITTEE MEETINGS

Budgets of various training centres as approved by the Committee were communicated to the concerned centres.

ITEM X: PROPOSAL OF THE GOVERNMENT OF HYDERABAD TO CONSTRUCT PERMANENT BUILDINGS FOR THE TRAINING CENTRE

The full circumstances of the case and the decision of the Committee were conveyed to the Development Commissioner, Hyderabad.

NOTE II

REVIEW OF PROGRESS MADE AT THE VARIOUS CO-OPERATIVE TRAINING CENTRES

(1) *Senior Officers' Training Course*

The eighth session of the course which commenced on the 15th February 1956 is now in progress. There was no notable development during the period under review.

(2) *Intermediate Officers' Training Course*

All arrangements have now been completed at the five Regional Co-operative Training Centres for intermediate co-operative officers and the centres are functioning smoothly. The stage of the course in each of the five centres is given below.

<i>Centre</i>	<i>No. of present course</i>	<i>Date of commencement of present course</i>	<i>Remarks</i>
Poona	III	1- 7-1955	Present course will end on 30-6-56. Admissions to next course are being made.
Madras	II	1- 7-1955	Course has ended on 31-5-56. Admissions to next course are being made.
Ranchi	II	15-11-1955	
Indore	I	16- 1-1956	
Meerut	I	16- 1-1956	

(3) *Organisation of special courses*

(a) *Special courses on Co-operative Marketing*

The course on Co-operative Marketing which commenced at the Co-operative Training College, Poona, as a pilot experiment, on the 15th February 1956 with 37 students, came to an end on the 14th June 1956. The four months' training was spread over a period of 15 days' practical training at the commencement of the course, followed by two months' theoretical training and again by 1½ months' practical training ending on the 14th June 1956. Proposals for conducting further courses at Poona have been submitted in a separate note.

A meeting of the Local Committee for the Regional Co-operative Training Centre, Meerut, was called on the 24th April 1956 to work out the preliminary arrangements for starting a second

pilot course on marketing at Meerut. Taking into consideration the suitable period for practical training, the Local Committee decided to commence the course on 21st May 1956. The Committee suggested that 50 candidates might be admitted to this course; of these 25 were to be from Uttar Pradesh, 15 from Punjab and the remaining ten from Himachal Pradesh, PEPSU and Jammu and Kashmir. While PEPSU and Jammu and Kashmir have not sent any candidate, the others have sent in all 37 candidates as shown below:

Uttar Pradesh	22
Punjab	13
Himachal Pradesh	2
	<hr/>
	37
	<hr/>

The Reserve Bank of India has sanctioned an expenditure not exceeding Rs. 55,000 for this course.

(b) *Short-Term Course on Land Mortgage Banking*

The short-term course on Land Mortgage Banking commenced at the Regional Co-operative Training Centre, Madras, on 1st June 1956 with 31 candidates from the various States as shown below:

Andhra	5
Madras	6
Saurashtra	4
Travancore-Cochin	2
Manipur	1
Assam	2
Mysore	2
Punjab	2
Bihar	3
Hyderabad	2
Rajasthan	1
Ajmer	1
	<hr/>
	31
	<hr/>

Applications for admission were as large as 63. However, in view of the nature of facilities required for practical training the total admissions had to be restricted. The trainees will be given one month's theoretical training in the centre and 3½ months' practical training comprising training in the central and primary land mortgage banks of Madras and Andhra and training in Land Records and Survey and Land Acquisition works.

The Reserve Bank of India has sanctioned an expenditure of Rs. 35,000 for this course.

(4) *Training of Block Level Co-operative Officers of the National Extension Service Organisation*

Since the last meeting of the Committee held in February 1956, three more training centres at Dhuri (for Punjab, Himachal Pradesh, Delhi, PEPSU, and Jammu and Kashmir), at Faizabad (for Uttar Pradesh) and at Kalyani (for West Bengal, Assam, Manipur, Tripura and NEFA) have commenced functioning. Thus all the eight training centres for the training of Block Level Co-operative Officers to serve the various groups of States have been started. While the first course is still in progress at other Centres, the first short-term reorientation course organised for Madras and Andhra States at the training centre at Tirupati came to a close on the 10th May 1956, and the second course has since commenced from 25th May 1956.

Brief notes on the centres newly started are given below :

Dhuri Centre

The training centre at Dhuri (PEPSU) commenced functioning from 1st May 1956. The centre is located in Laddaki-Kothi which was offered by the Government of PEPSU.

The Local Committee for the Training Centre consists of the following :

- (1) The Development Commissioner, Government of PEPSU, Patiala
- (2) The Registrar of Co-operative Societies, PEPSU, Patiala
- (3) The Registrar of Co-operative Societies, Punjab, Julundur
- (4) Shri A. S. Harika, Chairman, Patiala Central Co-operative Bank Ltd., as non-official member
- (5) Shri B. D. Batta, Deputy Director, Public Instructions, Government of PEPSU, Patiala, as education member
- (6) Member-Secretary, Central Committee for Co-operative Training
- (7) Principal of the Training Centre (*Member-Secretary*)

The first meeting of the Local Committee was held on 20th April 1956 at Patiala and was attended by Shri M. A. Chidambaram on behalf of the Member-Secretary of the Central Committee. The Governments of Punjab and Delhi have agreed to depute Capt. H. S. Lather, Deputy Registrar, Co-operative Societies, Delhi State, for being appointed as the Principal of the Training Centre, and he is expected to join the Centre this month. The Government of PEPSU have deputed Shri Raghbans Dev Bedi, Assistant Registrar of Co-operative Societies, as one of the lecturers at this

Centre. Shri Pitambar Singh, a retired Assistant Registrar of Co-operative Societies, Punjab, has been appointed as another lecturer. Both the lecturers have already joined the Centre.

The various States in the region were expected to depute in all 49 candidates. However, as on 6th June 1956, 11 candidates from PEPSU, one from Jammu and Kashmir and one from Himachal Pradesh have joined the Centre, while three more candidates from Jammu and Kashmir are expected to join the Centre shortly. As regards the candidates from Punjab and Delhi, the State Governments had represented to the Community Projects Administration, and the latter had agreed, that their candidates did not require the full 10 months' training as they were officers with experience and that only a short reorientation course would be necessary for them. We explained to the Ministry of Food and Agriculture the position in regard to the training of co-operative personnel in Punjab and stressed the need for the full 10 months' training for their Block Level Co-operative Officer trainees. However, the Community Projects Administration decided that for their trained staff a special short course, on the lines of one conducted for the officers of the Madras and Andhra States, would be sufficient. It was also further agreed that all the newly recruited staff would be deputed for the regular session, perhaps beginning with the second course. The arrangements for the special course to be conducted immediately are being finalised.

Faizabad Centre

The training centre at Faizabad commenced functioning from 1st June 1956. The Centre is located in the Aerodrome Buildings at Faizabad which were earlier examined by an officer of the Reserve Bank of India and wherein additional construction and necessary repairs were completed by the Government of Uttar Pradesh.

The Local Committee for the Training Centre consists of the following:

- (1) The Development Commissioner, Government of Uttar Pradesh
- (2) The Registrar of Co-operative Societies, Uttar Pradesh
- (3) Dr. K. C. Sarkar, Reader, Department of Commerce, Lucknow University, as educationist member
- (4) Shri Lalta Pd. Dixit, M.A., LL.B., Director, Uttar Pradesh Co-operative Bank Ltd., Lucknow, as non-official member
- (5) Member-Secretary, Central Committee for Co-operative Training
- (6) Principal of the Training Centre (*Member-Secretary*)

The first meeting of the Local Committee was held on 26th April 1956 and was attended by Shri M. A. Chidambaram, on

behalf of the Member-Secretary of the Central Committee. The Government of Uttar Pradesh deputed Shri Satya Prakash, Deputy Registrar, Co-operative Societies, for being appointed as Principal of the Training Centre and he has joined the Centre. Proposals regarding the appointment of four lecturers at the Centre sent by the Government of Uttar Pradesh have been approved and one of them, Dr. Chandra Mohan, has already joined the centre. The other lecturers are expected to join shortly.

The Government of India have been requested to sanction an expenditure of Rs. 2,05,899 during 1956-57 for this training centre.

135 Block Level Officers were expected to be sent for training at the Centre from Uttar Pradesh. From the letter received from the Registrar of Co-operative Societies, Uttar Pradesh, and the Development Commissioner, it would appear that less than 100 are likely to come for training.

We have, however, received recently another letter from the Registrar of Co-operative Societies stating that he was deputing to this training centre also some of the candidates—about 70 in number—who have been recruited for appointment as Inspectors in the Co-operative Department and that on account of this sanction may be given for appointing two additional lecturers. The idea that prompted them to depute the regular Inspector candidates to the Faizabad Centre would appear to be (1) that the State is considering a proposal to do away with the distinction between the officers in the Co-operative Department and the National Extension Service Blocks employed on co-operative work and (2) that it would not be possible to get as many as 70 candidates trained at the Meerut Centre.

It may be stated that any mixing up of the training courses at the Block Level and the other Regional Training Centres would cause serious inconvenience, as the two training courses differ in (a) content, (b) period and (c) financial arrangements. It may be stated that Uttar Pradesh have not fully availed of the Regional Training Centre at Meerut. The centre is at present working with a strength of only 28 institutional candidates and Uttar Pradesh have not sent departmental candidate for training to the Centre.

The Centre has been asked not to proceed with the admission of the Inspector candidates, payment of stipend, etc., until it hears further from the Central Committee.

Kalyani Centre

The training centre commenced functioning from 1st June 1956. The Centre is located temporarily in the High School Building

at Kalyani offered by the Government of West Bengal till the permanent buildings are constructed for the purpose at the same township.

The Local Committee consists of the following:

- (1) The Development Commissioner, West Bengal
- (2) The Registrar of Co-operative Societies, West Bengal, (Government's approval awaited)
- (3) The Registrar of Co-operative Societies, Assam
- (4) Dr. J. C. Das Gupta, Assistant Director, Public Instructions, Government of West Bengal, as educationist member (Government's approval awaited)
- (5) Shri J. C. Gupta, Barrister-at-Law, M.L.A., West Bengal, as non-official member
- (6) Member Secretary, Central Committee for Co-operative training
- (7) Principal of the Training Centre (*Member-Secretary*)

The first meeting of the Local Committee was held on 29th May 1956 and the Member-Secretary attended it. Shri P. N. Majumdar, a retired Assistant Registrar of Co-operative Societies, West Bengal, has been appointed as Principal and Shri Amar Mukerjee, a Project Executive Officer, has been appointed as one of the lecturers. Arrangements for the appointment of one more lecturer are being finalised.

The various States in the region were expected to depute in all 73 candidates. However, as on 7th June 1956, four candidates from Assam, one from Manipur and 10 from West Bengal have joined the training centre. Sixteen candidates from Assam, one from Tripura and 11 from West Bengal are expected to join the Centre shortly.

In this connection it may be mentioned that at one stage the West Bengal Government had stated that since their officers were all experienced and trained personnel they would not require the regular course of training. However, it has been possible to convince the authorities concerned of the utility of the training and they agreed to depute two candidates for the first session. From the second session onwards they will be deputing the full quota.

The Government of India have been requested to sanction an expenditure of Rs. 95,545 during 1956-57 for this training centre on the basis of the model budget. Revised estimate will be submitted after the Local Committee approves the same.

Training of subordinate personnel

Progress reports as at the end of each quarter are being called from the various States and are examined by the Secretariat. Defects, if any, in the working of the schools are brought to the notice of the respective state Governments for rectification.

Training of non-officials

The progress made in regard to the arrangements for the training of non-officials is referred to in item number xii on the agenda.

NOTE III

INTRODUCTION OF ORAL EXAMINATION AS PART OF FINAL EXAMINATION AT THE INTERMEDIATE OFFICERS' TRAINING CENTRE .

The Local Committee for the Regional Co-operative Training Centre, Madras, proposed to hold an oral examination with a view to testing the efficiency and the practical training received by the students. The broad outlines of the proposal are as follows :-

1. The Board may consist of three members.
2. Each trainee may be examined for 10 minutes.
3. The oral examination will be held for a period of three days for about 16 students per day, preferably in the afternoon.
4. A maximum of 100 marks may be allotted for the oral test and a student who secures 40 per cent and above may be considered to have passed the examination.
5. Of the three examiners, one may examine a student at a time and award marks and the others will watch the performance and award marks.
6. For arriving at a final result, the average of the marks allotted by the three examiners may be taken into account.
7. Each examiner may be supplied with a copy of the list of co-operative institutions visited by the students for practical training; special reference may also be made in the oral examination to the special subjects of study of each student.
8. A suitable remuneration may be fixed for the examiners.

The proposal was brought to the notice of the Chairman of the Standing Sub-Committee who indicated that he himself was considering whether such an oral examination at the end of the course would be useful; but any regular arrangements would have to wait till such proposals were finalised for all the centres. In the meanwhile, he had no objection to the Madras Regional Co-operative Training Centre conducting such oral examination within the provision in the budget.

In this connection, it may be mentioned that similar proposals are being thought of at other training centres also. At the meeting of the Local Committee for the Regional Co-operative Training Centre, Indore, Prof. Yarde, the Educationist member, enquired whether any arrangement for an oral examination was contemplated by the Central Committee as part of the scheme for examination.

His idea was that marks for one paper might be allotted for oral examination and performance during practical training.

The views of the Standing Sub-Committee are invited on the proposals to conduct an oral examination as part of the scheme of examination at the end of the course.

NOTE IV

REQUEST FROM THE GOVERNMENT OF SAURASHTRA FOR FINANCIAL ASSISTANCE TO THE CO-OPERATIVE TRAINING COLLEGE RUN BY THE STATE

In the proposals submitted for the Subordinate Co-operative Training Institute at Bhavnagar, the Registrar of Co-operative Societies, Saurashtra, had mentioned that the State intended to start a training college in addition. It was observed by the Secretariat at that time that the need for such an institution was not obvious as facilities for the training of higher and intermediate co-operative personnel for that State were already available at the Co-operative Training College, Poona, under the scheme of the Central Committee for Co-operative Training. In September 1955, the Government of Saurashtra informed us that they had started the college and that the expenditure on that account would be borne exclusively by the State Government for the present. Subsequently in November 1955, a request from the Principal of the Training College, through the Registrar of Co-operative Societies, Saurashtra, was received for according recognition to the course conducted at the college in Saurashtra. At this time the Chairman of the Standing Sub-Committee indicated that the Central Committee awards diplomas only to those candidates trained in institutions under its own auspices and it is for the State Government concerned to recognise for their own purpose any diplomas which were being awarded by the State institutions run with their support. This decision was communicated to the authorities concerned.

Thereafter, the Secretary to the Government, Co-operative Department, addressed a letter to Shri Raja, Joint Secretary to the Ministry of Food and Agriculture, requesting him to use his good offices with the Central Committee to recognise the Co-operative Training College, Bhavnagar, "for the purpose of diploma and accord sanction to this being run under the auspices of the Central Committee for Co-operative Training." The letter also added that "the matching basis of financial assistance from the Reserve Bank of India may be raised to 75 per cent from 50 per cent in view of the slender resources of this State as also in view of the urgency for such an institute in this part of the country." The proposal received from the Government of Saurashtra is submitted for the consideration of the Standing Sub-Committee.

The Co-operative Training College at Bhavnagar is modelled on the lines of the Higher Diploma Course conducted at the Co-operative Training College, Poona. The syllabus is the same. The first course commenced on 16th September 1955 and will come to an end on 15th September 1956—a period of 12 months as in the case of the Co-operative Training College, Poona. There are at

present 14 students, 12 of whom are Assistant District Co-operative Officers and two Sub-Auditors. All of them are graduates.

The college is functioning as part of the M. J. College of Commerce, where separate classes are held. However, arrangement for teaching is common with that of the Subordinate Training Centre, which is also located at Bhavnagar. The Principal and the teaching staff for these two institutions are the same. A Professor in the College of Commerce is honorary Principal of both these co-operative training schools—from the College he gets an Honorarium of Rs. 75 per month. From informal enquiries made, it appears that no remuneration has been fixed for his duties at the Co-operative Subordinate Training School. There are two full-time lecturers, and the services of three part-time lecturers are also engaged. The scale of pay for the lecturers is Rs. 200-10-300 as it used to be in our Regional Training Centres. Both the permanent lecturers have departmental experience. The expenditure for the full-time staff is charged on the budget of the Subordinate Co-operative Training School. This arrangement is not regular since the expenditure on the Subordinate Training School in respect of certain shareable items is subsidised by the Government of India, and the State Government have already been apprised of the same.

The College is intended to train personnel of the intermediate category. Saurashtra falls in the Western Zone under the scheme of the Central Committee for Co-operative Training for the training of intermediate co-operative personnel (the Co-operative Training College, Poona). The other States in the zone are Bombay, Madhya Pradesh and Kutch.

For any college to be run as an economic unit there should be at least 40 to 45 candidates per course. Saurashtra has been deputed candidates to the Poona Co-operative Training College for the past few years as indicated below:—

<i>Course</i>	<i>No. of candidates</i>
I	4
II	5
III	7

Taking into account the requirements of Saurashtra State under the Second Five Year Plan, it is doubtful whether the State would require 40 to 45 candidates belonging to the intermediate category to be trained every year for five years. Their idea seems to be that while the College will train all graduate candidates, the Subordinate Training School will look after matriculates. The Central Committee's organisation of the training arrangement is largely on functional basis and, therefore, it would be difficult to differentiate classes

on basis of educational equipment and give a better equipped candidate a type of training required for a higher personnel. If their own estimate of intermediate co-operative personnel is in the neighbourhood of about 200 in the Second Plan period, the number of subordinate personnel will have to be somewhere in the neighbourhood of 800-1,000. When the State Government submitted the scheme for the Subordinate Training Centre they had envisaged only 40 candidates for six months. Presumably with the expansion which has subsequently been decided upon they may require 80 candidates for six months, which means the Subordinate Training School will be working with optimum capacity. This would itself be a heavy responsibility for the State.

The organisation of the Intermediate Training Centre at Bhavnagar will affect the strength of the Co-operative Training College at Poona. This will be more so if under the reorganisation of the States, Saurashtra becomes part of Gujerat and candidates from Gujerat are diverted to the Co-operative Training College, Bhavnagar, from the Poona institution. Also candidates from the new Madhya Pradesh, when it is reorganised, will go to Indore, thus causing further depletion in the Poona centre. For the Intermediate Course scheduled to begin at Poona from 1st July 1956, the Saurashtra State Government have already informed the Principal that they will not be deputing any candidates.

In the circumstances, it is for consideration whether the proposal of the Saurashtra Government for a separate training college should be acceded to. If, however, at a later stage it is found that to train the personnel required by the various States it is necessary to open more training centres, the case of Saurashtra to have one can be considered. Already the Block Level Co-operative Officers' Training Centre for Bombay, Saurashtra and Kutch is located in that State.

If the emphasis of the Saurashtra State Government is not on financial assistance, but merely recognising the diploma issued by the Training College as equivalent to the diploma issued by the Regional Co-operative Training Centre, the matter is on a different footing. The Central Committee is not functioning like a university under whose stamp the diplomas are being issued. At present the diplomas of the Regional Co-operative Training Centres are issued in the name of Regional Co-operative Training Centre and signed by the Chairman and the Principal of the Training Centre. Even in this case, the Central Committee only acts as organiser of the institutions, and the responsibility for the standard is largely that of the Local Committee. On the same analogy, it would be for the Saurashtra Government to issue diplomas, in cases they deem fit, on their own responsibility.

NOTE V

CONSIDERATION OF CERTAIN PROPOSALS SUBMITTED BY THE GOVERNMENT OF MADRAS FOR CONVERSION OF THE CENTRAL CO-OPERATIVE INSTITUTE, MADRAS, INTO A CO-OPERATIVE TRAINING COLLEGE

The first draft outline of the Second Five-Year Plan for Co-operative Development in Madras State included a scheme for the conversion of the Central Co-operative Institute in the State into a Co-operative Training College. On the basis of the data then available the scheme was examined and the Deputy Governor had occasion, during one of his visits to Madras, to discuss the same with the Secretary to the Government and the Registrar of Co-operative Societies. It was agreed then that the Registrar should write to the Central Committee in greater detail to explain why a separate institute for departmental candidates was considered necessary by Madras. Accordingly the State Government have now forwarded their proposals to have a Co-operative Training College for their State. The detailed proposal is given in Appendix 11. The following comments are offered on the scheme:

The Central Co-operative Institute at Madras which at present trains the subordinate personnel of the Co-operative Department is proposed to be raised to the status of a Co-operative Training College. This College will train all the three categories of personnel—subordinate, intermediate and higher. While the arrangement for the training of subordinate co-operative personnel is generally on the lines approved by the Central Committee for Co-operative Training, it is presumed that separate arrangements will be made for the training of intermediate and higher personnel. A short period of five months is proposed for the intermediate personnel (1½ months of theoretical and 3½ months of practical training). This short period is sought to be justified on the ground that the subordinate personnel would have already undergone basic training and, therefore, they would not require the longer period of training given in our Regional Training Centres. The proposal of the State Government to introduce a training course for the higher personnel in the college is based on the consideration (1) that the All India Training Centre at Poona is far away, (2) that only a limited number of candidates are admitted there and (3) that the type of training is so arranged as to serve the requirements of all the States and, therefore, does not meet the specific requirements of the Madras State. It is expected that about 40 candidates will be trained each year in the intermediate as well as the higher course; the number may be less in the case of higher personnel.

The estimate of candidates for the higher and intermediate courses is placed at 40 each per year. Apart from this, no indication is given in the proposal as to the annual requirements of the State or whether for giving a reorientation course to the existing staff, this number will be put into the training centre each year. Their own estimate of personnel requirements in the Second Five-Year Plan given in the following table, does not warrant separate arrangements for their State alone.

Type of institution	Cadre of personnel	Requirement in the next Five year Plan	Annual break down						No. of existing personnel	No. proposed to be deputed for training in 56-57	Remarks
			1st year	2nd year	3rd year	4th year	5th year	Total			
1	2	3	4	5	6	7	8	9	10	11	12
Departmental personnel	Joint Registrars ..	2	2	2	2	—	—	2*			*Besides the two posts indicated in the statement one post of joint Registrar will also be created for a period of three months for undertaking study tours.
	Deputy Registrars ..	55	27	10	11	3	4	55			
	Co-operative Sub-Registrars ..	124	194	7	9	6	8	124			
	Senior Inspectors ..	478	194	98	64	62	60	478			
	Junior Inspectors ..	30	23	2	5	—	—	30			
Non-officials.	Supervisors ..	223	179	8	10	12	14	223			

It may be pointed out that in the past, no departmental candidates were deputed to the Regional Training Centre for intermediate personnel at Madras or to the Senior Officers' Course at Poona. The Madras Government cannot, therefore, complain that their requirements have not been met by the institutions organised by the Central Committee, for they have not so far attempted to make use of these training facilities.

An important consideration in this connection is the decision that so far as the training of intermediate and higher personnel is concerned, it will be the responsibility of the Reserve Bank and for the training of subordinate personnel, the State Governments should concentrate their resources in affording such facilities with such assistance as are made available from the Government of India. If the proposal of the Madras Government is accepted, it will involve a deviation from the accepted principle of the Central Committee for Co-operative Training. There may also be similar requests from other States for having such independent arrangements. In the past, we had received requests from the Governments of Bihar and Uttar Pradesh for arranging the training of intermediate personnel in the same school as for subordinate personnel in separate classes. The proposal to recognise the Saurashtra Training College as one of the training centres for intermediate personnel is still under consideration.

It may be pointed out, in this connection, that when the proposals were first examined, the Chairman of the Standing Subcommittee had observed:

“(i) A State can always opt out of the Central scheme for any of the three grades of training; higher intermediate or subordinate. If they do so, they should not expect the Central Committee to grant funds to them, nor should the Government of India give grants to such States as the Central monies are to be used for promoting co-operative education where it is making slow progress. States which are well developed and can take care of their co-operative education, which is really a State subject, may continue to do so out of their own resources.

(ii) In any case the funds for higher and intermediate training come from the Reserve Bank and these are to be used not as grants-in-aid but specially to improve conditions where they would not be improved without the Reserve Bank's help. Only arrangements which are directly under the Central Committee should qualify for financial provision from the Reserve Bank.”

There appears to be no need to depart from the above decision. We may inform the State Government that they should conform to the arrangements made by the Central Committee for the training of intermediate and higher personnel. If, however, they desire to make independent arrangements they might do so from out of their own resources.

NOTE VI

CONSIDERATION OF THE PROPOSAL RECEIVED FROM THE REGISTRAR OF CO-OPERATIVE SOCIETIES, MADRAS FOR TRAINING THE CO-OPERATIVE PERSONNEL IN DIFFERENT STATES IN THE COUNTRY AS WELL AS IN OTHER COUNTRIES

The Government of Madras had referred to us a scheme drawn up by the Registrar of Co-operative Societies, Madras, for training officials of his department by visits to different States in the Indian Union and to foreign countries (Appendix 12). The Government of Madras while recommending the scheme had also requested that the Central Committee for Co-operative Training might take up the question with the I.L.O. and the Government of India and seek their concurrence for sharing the expenditure on the scheme.

The scheme envisaged by the Registrar was that in the first three years of the Second Five Year Plan, one Joint Registrar and one Deputy Registrar might be sent for three months' study tour in Japan and other Far Eastern countries every year, and for the remaining two years one Deputy Registrar might be deputed on study tour for three months in foreign countries. So also during the entire Plan period a batch of two Deputy Registrars and two Co-operative Sub-Registrars may have study tours in Co-operation for three months each within the Indian Union. The scheme was estimated to cost Rs. 1.64 lakhs including pay and allowances of the officers concerned and was proposed to be met as follows:

	Rs.
Government of Madras	41,210
I. L. O.	45,210
Reserve Bank of India	77,770

It was pointed out to the Government of Madras that the Central Committee for Co-operative Training had been constituted to organise and direct training arrangements for co-operative personnel within the country and not by deputing them to foreign countries. If, however, any State Government wished to train their personnel in foreign countries, it should be a matter entirely of the deputing State Government and the I.L.O. with the approval of the Government of India.

Subsequently, a reference was made by the Registrar wherein he wanted to know whether the Reserve Bank would be prepared to arrange for the study tour of officers in States in the Indian Union and the extent to which the Reserve Bank would share the cost of training. The Registrar was informed that while it might be possible for the Reserve Bank to arrange the study tours of officers of a State in other States, there was no arrangement for sharing the cost of such tours. The Registrar has reiterated the need for study in

foreign countries and he has suggested that the question should be examined on an all-India basis.

The following points require consideration in this respect :

(i) Whether the time is opportune for formulating a scheme like this. All the State Governments have drawn up their Second Five Year Plans for various developments. The available personnel in the Co-operative Departments, particularly the senior personnel, will be required for the implementation and development of various co-operative activities envisaged under the Plans. It may not be possible for the various State Governments to spare their personnel for such training as envisaged by the Registrar.

(ii) Secondly, it may have to be decided whether the training should be in the country itself or in foreign countries also.

(iii) Thirdly, it will be necessary to decide as to the type of personnel that may be trained. The Registrar of Madras has suggested that the Deputy Registrars and Co-operative Sub-Registrars may be trained in this scheme. It is felt that Co-operative Sub-Registrars who form the intermediate category of personnel need not be considered for the specialised training envisaged in the scheme. Even the Deputy Registrars and Assistant Registrars who are in charge of a district or two need not be considered for this training unless they be very senior people due for promotion as Joint Registrars. The idea is that these personnel are deputed for a refresher course at Poona sometime or other and that training will be sufficient to enable them to carry out their duties. It will be only at the top level like the Registrars and Joint Registrars who are required to take policy decisions and formulate specialised schemes that a training of the type now envisaged by the Registrar will be necessary.

(iv) Fourthly, the question of finance for the scheme has to be considered. Whether the cost of the scheme should be borne by the Government or institution in respect of their officials or any other bodies like the Reserve Bank and the Government of India be also asked to share the cost.

This is on the assumption that the Central Committee agrees to take up the work, as suggested by the Madras Registrar. For arranging and co-ordinating foreign study tours, however, the Government of India will be a more proper authority, as such arrangements have to fit in with the general deputation programmes abroad of Indian nationals under the Technical Co-operation Mission, Colombo Plan, etc. We may, therefore, if approved, reiterate our original stand that the Central Committee can arrange only internal tours (without any financial responsibility) and that foreign study tours should be a matter for the deputing State, the I.L.O. and the Government of India to arrange.

NOTE VII

REQUEST THAT HINDI MAY BE APPROVED AS THE MEDIUM OF INSTRUCTION FOR THE BLOCK LEVEL CO-OPERATIVE OFFICERS' TRAINING CENTRE AT FAIZABAD

The Local Committee for the Block Level Co-operative Officers' Training Centre, Faizabad, at its meeting held at Lucknow on 26th April 1956, recommended, *inter alia*, that Hindi might be accepted as the medium of instruction at the Centre and that the concurrence of the Community Projects Administration might be obtained for this. The Community Projects Administration which was addressed in the matter by the Deputy Development Commissioner, Uttar Pradesh, referred the question to us for direct disposal. As the Community Projects Administration are primarily concerned with the employment of the officers to be trained at the Centre, it was considered necessary to have their views on the subject and accordingly we addressed Shri S. T. Raja, Joint Secretary, Ministry of Food and Agriculture, as under :

“ . . . It is true that the Faizabad centre is intended only for one State and that Hindi is the official language of that State. It may also be that some of the other training classes conducted by the Government in the State are perhaps in Hindi. We have, however, to consider whether for the standard of teaching required at this level and the subjects that have to be handled, Hindi can be accepted, at the present stage, as a suitable medium of instruction. The candidates for this training are mostly graduates; subjects like economics and co-operative theory are of the same standard as that for the degree course. If these subjects are not being taught in Hindi in the B.A. and M.A. classes in the State, there does not seem to be much ground for believing that they can be taught in Hindi at our training centre. Besides, there are no text books or references in Hindi for these and other technical subjects of the standard required. It is for consideration whether in view of these we would be justified in agreeing to accept Hindi as the medium of instruction for the Faizabad centre. . . . ”

We have since received a reply from Shri Raja stating that the Community Projects Administration agree with a *via media*, i.e., “specialised subjects like Economics, Banking, Accounts, Audit, etc., might be taught in English and that wherever Hindi is the medium it should be used.” It is also stated that as suggested by the Community Projects Administration, he has addressed the Development Commissioner, Uttar Pradesh, in this matter and in the meanwhile it might be reasonable to proceed on the assumption that the arrangement agreed to by the Community Projects Administration may have to be worked out.

If Hindi medium is accepted as the instruction at the Faizabad Training Centre, a similar request is also likely to be made for the Kotah Training Centre intended to serve the States of Rajasthan, Madhya Bharat, Madhya Pradesh, Vindhya Pradesh, Bhopal and Ajmer.

The Committee is requested to indicate its view on the matter.

NOTE VIII**SCHEME FOR A POST-GRADUATE DIPLOMA IN CO-OPERATION IN THE UNIVERSITY OF BARODA**

The Faculty of Commerce of the M.S. University of Baroda has proposed a scheme for a post-graduate diploma in Co-operation, which has been submitted to the Ministry of Food and Agriculture, Government of India. The scheme (Appendix 13) provides for a one-year training course in Co-operation open to the graduates in commerce or arts (in economics, sociology or philosophy). The training will consist of theoretical as well as practical training. The scheme is expected to cost Rs. 44,402 including cost of teaching staff towards which the University of Baroda will provide Rs. 10,000 as well as the services of teaching staff of the Faculty.

NOTE IX

PAYMENT OF STIPEND AND TRAVELLING ALLOWANCE TO PRIVATE CANDIDATES AT THE SUBORDINATE CO-OPERATIVE TRAINING SCHOOL AT MERCARA IN COORG

In November 1954, the Registrar of Co-operative Societies, Coorg, submitted to us a scheme for the training of subordinate co-operative personnel in the State. The scheme envisaged the training of 80 subordinate candidates in a year of two sessions of six months' duration each. It was doubtful whether the State could secure 80 candidates in a year; but, on being assured by the State Government that it would be possible to train this number in a year, we approved the scheme on an *ad hoc* basis i.e., for one year in the first instance, subject to renewal year after year, depending on the response to the scheme. Accordingly, on our recommendation, a grant-in-aid of Rs. 7,071 for 1955-56 was sanctioned to the State Government by the Government of India.

The training school commenced functioning at Mercara from the 5th October 1955 and 40 candidates were admitted to the first session. From the progress report on the working of the school for the period ending 31st December 1955, it was observed that no departmental or institutional candidates had joined the session and that all the 40 candidates admitted were private candidates. This appeared to be at variance with the statement made by the Registrar in the scheme that supervisors, managers, clerks, etc., who belonged to the subordinate category, would be admitted to the school. The Registrar was addressed in the matter and it was made clear to him that while the Central Committee would have no objection to admitting private candidates to the school, they would not be eligible for stipend and travelling allowance under the scheme and that expenditure already incurred on this account would not form part of the expenditure shareable by the Government of India. It was also added that if private candidates, on successful completion of training, were not absorbed in the Co-operative Department or co-operative institutions, it would result in a regrettable waste of funds.

The State Government, in their reply, stated that private candidates were admitted to the training school in the first course in order to appoint them after training in the place of some of the existing staff whose general qualifications were inadequate and also in place of those who would be drawn for training in the second course. Though the Registrar had indicated earlier that managers, supervisors and clerks of co-operative institutions would be admitted to the school, it appears that it was not the intention of the State Government that they should all be drawn simultaneously from the institutions and put up for training as some of them,

though untrained, would have to remain in the institutions to keep the work going. The State Government, therefore, requested us that the expenditure already incurred on account of stipend and travelling allowance paid to the candidates of the first course may be shared on 50 : 50 basis. They, however, assured us that the candidates would be absorbed immediately in the various co-operative institutions. In view of this assurance, their request that the expenditure on stipend and travelling allowance already incurred might be shared on 50 : 50 basis was agreed to. However, the State Government have been asked to inform us whether all the candidates referred to above have since been absorbed in the various co-operative institutions.

The second course commenced on 23rd April 1956, the Government of Coorg assuring us that it would consist largely of institutional candidates. Full particulars regarding these candidates have been called for.

In view of the small number of co-operative institutions in the State whose officers would require training in the subordinate school, it may not perhaps be necessary to continue the school which was approved on an *ad hoc* basis, for the third course. The second course, which commenced from the 23rd April 1956, would be over by October 1956 and by that time, Coorg State would have merged with Mysore and Coorg candidates could be deputed for training in the subordinate school at Mysore which has commenced functioning from 1st June 1956 provided the arrangements at Mysore are found to be satisfactory for the purpose. The Coorg Government will be addressed in this behalf in due course.

NOTE X

BRINGING TO THE NOTICE OF THE COMMITTEE THE PROCEEDINGS OF THE SEMINAR ON CO-OPERATIVE EDUCATION CONVENED BY THE ALL-INDIA CO-OPERATIVE UNION

The All-India Co-operative Union, in collaboration with the M. S. University of Baroda, organised in March 1956 a Seminar on Co-operative Education at Baroda. The general conclusion of the seminar was that while the Central Committee for Co-operative Training would be responsible for the training of officials of the Co-operative Departments and institutions, the education of the non-official workers should be the responsibility of the state co-operative unions in each State, the All-India Co-operative Union being concerned with planning, initiation, organisation, advice and co-ordination of efforts. The seminar also discussed the arrangements for the training of paid employees of the Co-operative Movement. The important points which concern the Central Committee for Co-operative Training are listed below:

1. The membership of the Central Committee for Co-operative Training may be expanded to provide greater association of university teaching staff specialised in agricultural economics and Co-operation.

2. In regard to the Senior Officers' Course conducted at Poona, it was felt that the full benefits of the training could be derived only if candidates who have had at least six months' training in the Co-operative Movement were deputed for training.

3. In the syllabus for the senior officers' course, the following additional subjects should also be taught:

- (a) Agricultural economics and rural development;
- (b) Ideology of Co-operation, capitalism and socialism and economics of planning with several references to Co-operation;
- (c) Methodology of membership education.

For this purpose, if necessary, the period of study may be extended beyond the existing period of six months.

4. At the Subordinate Training Centres, it should be the endeavour to secure for principalship such departmental officers only as are at least graduates in economics or commerce or agriculture and have had sufficient experience.

5. In the Subordinate Training Schools, the medium of instruction is the regional language in several cases. Suitable books are

scarce, and in some cases not available at all. The seminar recommended that the Central Committee for Co-operative Training might take up the matter of producing such literature for each regional area with the assistance of the All-India Co-operative Union and the State Co-operative Unions.

6. The All-India Co-operative Union, the State Co-operative institutions and the training centres of the senior and intermediate personnel should also undertake research work in addition to other agencies which are already doing such work.

7. A common refresher course in the nature of a study circle should be conducted for the teaching staff in the senior, intermediate and subordinate training centres.

8. Provision for annual vacation should be made at all the training centres.

Action on the above points was not taken up at an earlier stage in view of the fact that the resolution of the seminar has not yet been forwarded officially to the Central Committee for necessary action.

The important recommendations of the seminar related to the programme for the education of members and office-bearers of the co-operative societies. Since this programme has to be implemented by the state co-operative unions, the All-India Co-operative Union followed up the Seminar on Co-operative Education by convening on 18th and 19th April, at New Delhi, a conference of the representatives of the state co-operative unions in the country. The Central Committee for Co-operative Training had no official information either about the convening of the conference or of the resolutions passed there. It would appear that the conference of the representatives of the state co-operative unions unanimously approved a scheme of co-operative education drawn up by the All-India Co-operative Union and requested it to direct, guide and supervise its implementation through the state co-operative unions. The scheme envisages the creation of a district co-operative union for each district to organise the instructional courses at the primary end and to generally help the development of the Movement in its area on the lines envisaged under the Second Five Year Plan. During the Plan period, every year 50 district unions will be selected for the purpose of giving financial assistance for the organisation of these instructional courses and carrying all the other activities. The idea behind the scheme seems to be to create a permanent agency for carrying on effectively the educational and development activities in each district. It is proposed that each union should conduct two classes a year for the secretaries and office-bearers of primary societies with 20 trainees in each session for a period of five to six weeks. Thereafter, a co-operative camp for training the

members of the managing committees of about a week should be organised, each union organising about 10 such camps a year, giving training in all to 200 persons. For the members of the co-operative societies, these unions would also organise classes up to two to three days' duration, each union organising about 30 such classes, educating about 1,000 members a year. Thus, a union will devote 12 weeks a year for the training of secretaries and office-bearers, 10 weeks for training of managing committee members and 15 weeks for ordinary members. For this purpose, each union would have one educational inspector as a full-time employee.

It is for consideration whether we may formally call for the papers and initiate suitable action thereafter.

NOTE XI

CONSIDERATION OF RESOLUTION No. IV ADOPTED BY THE EXECUTIVE COMMITTEE OF THE ALL-INDIA CO-OPERATIVE UNION REGARDING CO-OPERATIVE TRAINING AND EDUCATION

The Ministry of Food and Agriculture, Government of India, have forwarded to us the following resolution passed by the Executive Committee of the All-India Co-operative Union on co-operative education and training at its meeting held on 22nd December 1955 for the comments of the Central Committee for Co-operative Training.

Resolution No. IV

IV. 1 (a) The meeting while appreciating the interest taken by the Reserve Bank of India in the organisation of Co-operative Training for higher and intermediate personnel, requests it to associate more closely non-official representatives of the State Co-operative Institutes or Unions and the All-India Co-operative Union with the administration and the preparation of the programmes for Co-operative Education and Training so that they may ultimately be taken over by non-official co-operative organisations wherever possible.

(b) The meeting is emphatically of the opinion that organisation and administration of training courses for subordinate co-operative personnel should be left entirely to State co-operative institutes or unions wherever they exist and are strong enough to undertake the work. The Union is of the opinion that any attempt to deprive the State institutes of their proper role in the organisation, administration and framing of these programmes would, besides infringing upon the right of the Movement to train its personnel, tend to enhance the dependence of the Movement, on State initiative and enterprise. Therefore, the meeting requests the State Governments and Government of India to assist the State institutes or unions financially or otherwise, in the organisation of such training courses and other educational activities.

The following comments are offered on the points raised in the resolution

Resolution No. 1 (a)

The Reserve Bank of India has, in all the stages of formulation and implementation of training schemes for co-operative personnel at all levels, particularly those for higher and intermediate co-operative personnel, associated with it the representatives

of non-official co-operators. In the Central Committee for Co-operative Training, the Chairman of the All-India Co-operative Union is a member and the Union's representative is specially invited to attend the meetings of the Standing Sub-Committee whenever there is a specific item on the agenda requiring consultation with the Union. The composition of the Central Committee itself is broad-based in so far as the Chairman and three other members were chosen for their close association with the Co-operative Movement.

In the administration of training centres too, non-official co-operators have been associated. The Co-operative Training College, Poona, where the Senior Officers' Training Course and the Intermediate Training Course for the Western Zone are conducted, is managed by the Bombay Provincial Co-operative Institute, whose College Committee functions as the Local Committee for the training centre. This is an example of close association of non-official organisations with the schemes conducted by the Reserve Bank of India. Similarly, the administration of the various Regional Training Centres for the intermediate personnel is entrusted to Local Committees constituted for the purpose. These Committees have also on their membership one or more representatives of non-official co-operators, such as the Chairman or Secretary of the State Co-operative Bank or State Co-operative Union, in addition to officials.

The institutions for the training of the higher grade and intermediate personnel are organised on a regional basis for groups of States and financed entirely by the Reserve Bank of India. Their work is supervised by the Central and Local Committees, on which non-official co-operators are represented. This is the most practical and efficient arrangement possible under the circumstances, and the question of handing over this to a non-official organisation does not arise at this stage.

Resolution No. 1 (b)

As regards the organisation and administration of training courses for subordinate co-operative personnel by the State co-operative unions or institutes, it is left to the State Government concerned to consider whether they should run their training centres departmentally or entrust them to the State co-operative unions or institutes. In a few States like Bombay, the Provincial Co-operative Institute runs all the subordinate co-operative schools. In Madras, mofussil institutes for institutional candidates belonging to the subordinate category are managed by independent registered co-operative societies under the general control and guidance of the State Co-operative Union. In States where the unions are non-existent or inactive, local Advisory Committees are formed so that,

though the schools are run by the Department, non-official co-operators may be associated with the organisation and administration of these schools. Until the unions are strong enough to undertake the task, the initiative in organising and managing these institutions may have to be taken by the State Governments concerned. Necessary grants-in-aid are being given by the State Governments for such programmes as have their approval and to the extent considered desirable by them.

It is suggested that a reply on the above lines may be forwarded to the Ministry of Food and Agriculture.

NOTE XII

PROGRESS IN IMPLEMENTATION OF PILOT SCHEMES DRAWN UP BY THE ALL-INDIA CO-OPERATIVE UNION AND THE STATES SCHEMES FOR TRAINING OF NON-OFFICIALS

(i) *Progress in Pilot Schemes*

The Standing Committee on Co-operative Training and Education approved the pilot scheme drawn up by the All-India Co-operative Union for the training of non-officials which envisaged the setting up of six mobile training units (to start with two in Bihar, two in Saurashtra, one in Madhya Bharat and one in Delhi State). The scheme was recommended to the Government of India for sanctioning the necessary grants-in-aid. These have been sanctioned and funds for 1955-56 have been placed by the Government of India at the disposal of the concerned authorities as indicated below :

All-India Co-operative Union ..	Rs. 1,607-8-0
Bihar State Government.. ..	Rs. 685-0-0
Madhya Bharat State Government	Rs. 342-8-0
Saurashtra State Government ..	Rs. 685-0-0

While conveying the above sanction, the Government of India informed the All-India Co-operative Union and the respective State Governments that they should ensure that the funds were spent on the objectives outlined in the scheme and that the pay and allowances of the staff proposed to be appointed for the execution of the scheme should not exceed the pay and allowances of similar staff of the State Governments concerned.

Since four separate agencies, viz., the All-India Co-operative Union, the Government of India, State Governments and the Central Committee have been associated with these schemes at one time or another, it is necessary to decide upon the agency that should supervise the expenditure of funds made available for the scheme.

It would appear that the procedure for the formulation of the scheme and its implementation has been more or less analogous to the training scheme for subordinate co-operative personnel. The broad principles of the training scheme for subordinate co-operative personnel were formulated by the Central Committee and the State Governments were called upon to submit schemes on these lines. The schemes submitted by the various State Governments for the training of subordinate personnel are examined by the Secretariat of the Central Committee and recommended to the Government of India for sanction of the necessary grants-in-aid.

Funds are directly placed at the disposal of the State Governments concerned. But the Central Committee for Co-operative Training retains the overall supervisory control over the schools.

This position has been clarified by the Government of India in their letter No. F. 18-11/Coop. dated 26th September 1955 addressed to State Governments which runs as follows :

“While the Registrar of Co-operative Societies of the State where the school is located will be primarily responsible for the proper maintenance of the accounts in the school, officers deputed by the Committee will inspect the training arrangements, the standards of teaching, etc., and wherever necessary may also call for or look into the accounts.”

The Central Committee has, however, not been able to carry out the inspection of these schools as yet. This will be undertaken as soon as the Secretariat is suitably strengthened. In the meanwhile, quarterly reports in the prescribed form are being received and scrutinised and any deviations from the scheme are brought to the notice of the State Governments concerned for rectification.

The pilot schemes for training non-official personnel are to be administered and directed by the All-India Co-operative Union (in respect of the scheme in Delhi) and the State Governments of Bihar, Madhya Bharat and Saurashtra (in respect of schemes in their own States). The Central Committee has not been informed whether the schemes have commenced operation and what progress has been made with them so far. We have addressed the concerned State Governments, the All-India Co-operative Union and the Government of India in the matter. It may be pointed out that at the Seminar on Co-operative Education at Baroda convened by the All India Co-operative Union it was resolved that the Central Committee for Co-operative Training on the one hand and the All-India Co-operative Union on the other would have to continue to play an important role in the matter of planning, initiation, organisation, advice and co-ordination of effort in the training and education of official and non-official personnel of the Co-operative Movement. It was also the intention of the Central Committee that the All India Co-operative Union should primarily be responsible for the arrangements in regard to the training of non-officials. The terms of reference to the Central Committee have been specific only in regard to the training of the personnel employed or to be employed in the Co-operative Departments and institutions in respect of which the Committee is responsible for “formulating plans and organising and directing arrangements.” The Committee in this regard is expected (i) to lay down conditions under which grants-in-aid should be disbursed, (ii) to call for such reports, information or reviews, as may be necessary, from the State Governments

regarding the details of the working and the expenditure on the schemes for which aids are administered under these terms of reference. The Committee's responsibility in regard to the arrangements for the training of non-officials would appear to be covered only by the words "to generally advise the Government of India in regard to the steps to be taken to promote co-operative training and education in the country."

From the above it will be clear that in regard to the arrangements for the training of non-officials the responsibility of the Central Committee is not so specific as in the case of the training for subordinate co-operative personnel. Further, the task of supervision of the arrangements for the training of non-officials is very wide in so far as they are not institutionalised. It would, therefore, be desirable that the responsibility for supervision in regard to the arrangements for training of non-officials is left to the All-India Co-operative Union and the States subject to two considerations, namely, (i) that the Central Committee or the State as the case may be should be consulted and its approval obtained before any scheme is put into operation and (ii) it should be kept informed of the progress made in the working of the scheme from time to time.

(ii) *Schemes received from State Governments for training non-official personnel*

At the tenth meeting of the Standing Sub-Committee, it was decided that schemes for the training of non-officials on the lines of that submitted by the All-India Co-operative Union may be called for from the various State Governments for the Committee's approval and transmission to the Government of India for necessary grants-in-aid. A circular letter was addressed to the various State Governments in March 1956 in pursuance of this. So far, we have received schemes from Punjab, Orissa, Bihar, Himachal Pradesh and Tripura and these are under examination. The scheme received from the Government of Bombay has been recommended to the Government of India for sanctioning a grant-in-aid of Rs. 44,750 being 50 per cent of the expenditure proposed to be incurred during 1956-57 by the Government of Bombay. The scheme submitted by the Government of Andhra was referred back to the State Government for clarification and their reply is still awaited.

NOTE XIII

CONSIDERATION OF PROPOSALS RECEIVED FROM THE LOCAL COMMITTEE FOR THE REGIONAL CO-OPERATIVE TRAINING CENTRE, MADRAS

(i) *Unsuccessful trainees to appear again for examination*

The Local Committee for the Regional Co-operative Training Centre, Madras, has referred to us for decision a letter from the Registrar of Co-operative Societies, Travancore-Cochin, enquiring whether trainees who fail in the examination at the end of the course should not be allowed to appear again for the examination next year. The Local Committee felt that the question was of general interest to all the Regional Training Centres and a directive on this should be issued by the Central Committee for Co-operative Training. A similar reference has been received from the Local Committee for the Regional Co-operative Training Centre, Ranchi.

The points in favour of allowing the trainees to re-appear for the examination are: (i) in all teaching institutions, candidates are given more than one chance for completing the examinations; (ii) even for departmental and such other examinations candidates are given a fixed number of chances, and (iii) if candidates cannot appear again for the examinations they will concentrate more on theoretical study so as to secure a pass in the examinations and devote less attention to practical training.

As against the above, it has been stated that (i) if candidates are allowed to reappear for examinations, they are likely to be indifferent to their studies while at the centre, (ii) there will be no difference between those who pass the examination in the first chance and those who pass after more than one attempt, (iii) for promoting healthy competition among trainees, it is desirable to restrict the number of chances to one.

It may be observed that on the question of successful completion of the course, the Central Committee at its first meeting had observed:

“Besides the performance at examinations, due consideration should be given to the practical experience and theoretical knowledge of trainees as revealed in the reports of the staff of the College.”

Thus, it would appear that while the Committee recognised the importance of examinations, it has made provision for assessment of performance of the candidates otherwise also.

The latter method has been followed in the Block Level Co-operative Officers' Training Centres. No final examination is prescribed there; but the performance of each candidate will be ranked

on the basis of periodical assessments. If a candidate's performance according to this is not found satisfactory he will have to undergo the course once again at his own cost. Repeating the course is practicable in the case of the Block Level Co-operative Officers' Training Centres, as the candidates are fresh recruits. In the case of Regional Co-operative Training Centres, where candidates are employees of Co-operative Departments and institutions, repetition of this course will not be practicable since these employees will not be permitted by employers to remain away from the institution to undergo the whole course a second time. The decision of the Committee is solicited as to whether a candidate who has failed in the examination at the end of the course may be allowed at least to appear again for the examination.

(ii) *Admission of women candidates to the training centres*

Another issue, also raised by the Registrar of Co-operative Societies, Travancore-Cochin, which the Madras Local Committee has referred to us for decision, relates to the admission of women candidates for training. There are some women inspectors in the Co-operative Department in Travancore-Cochin and the Registrar of Co-operative Societies, therefore, feels, that they should be trained at the Regional Co-operative Training Centre. A similar request from the Registrar of Co-operative Societies, Punjab, was considered by the Local Committee of the Meerut Centre. They, however, decided that the Centre may not admit women candidates for the present course. Consequently it would appear that the Punjab State has arranged for a special course for these women candidates within the State itself.

Two points to be considered in regard to admission of women candidates are (i) hostel accommodation and (ii) arrangements for practical training tour. At present, our training centres do not provide for separate hostel facilities for women. Nor would it be possible to provide separate hostel accommodation as the number of women candidates will be very small. The difficulties will be all the greater when the trainees go on practical training tour.

Actually there is one lady candidate at the Block Level Co-operative Officers' Training Centre at Hyderabad. She has made her own arrangements for boarding and lodging and has, on that account, asked higher stipend than Rs. 50 paid to other trainees enjoying the hostel facilities.

The Committee may express its views in the matter.

NOTE XIV

CONSIDERATION OF ARRANGEMENTS IN REGARD TO SPECIAL COURSE ON CO-OPERATIVE MARKETING

The Committee had desired at its last meeting that in view of the importance of co-operative marketing in the reorganisation of the credit structure, account might be taken of the requirements of personnel at various levels of the co-operative marketing structure in the Second Five Year Plan period in different States so as to finalise the programme for specialised training in co-operative marketing. It was also felt that emphasis in training might have to be different, taking into account the function of individual societies depending on the type of markets and the commodities handled. Further, it was thought that it would not be possible always to depute only persons experienced in Co-operation for training in the specialised course. Training arrangements for such fresh recruits would, therefore, have to consist of a longer course, say six months, of which two months would be for basic training in Co-operation and four months' training in co-operative marketing. In the alternative State Governments would have to make their own arrangements for training the fresh recruits in their subordinate training schools.

The State Governments were addressed in March 1956 on the above lines to indicate their requirements. While data have been received from some of the States, a few have yet to reply. Even in respect of those who have already replied, details are lacking and they have been requested to supply these. The available information is given in the appended statement. The data would indicate that there is need for organising more courses as early as possible. It would be, therefore, necessary to review the arrangements made already for training in co-operative marketing.

As the Committee is aware, the pilot course on co-operative marketing commenced at Poona on the 15th February 1956 and the second course, more or less on an experimental basis for the Northern Zone commenced at Meerut on the 21st May 1956. While the course at Poona ended on the 14th June 1956, the course at Meerut is in session.

One important difficulty faced in conducting these courses, particularly at Meerut, was the non-availability of teaching staff. It was proposed that there should be two special lecturers for this course. For one post, the services of a retired Deputy Registrar from the Co-operative Department, Bombay, who had experience in the line, were secured. But for the other post, it has been found difficult to secure the services of an experienced man, mainly because every State has its own development plans to be pushed through and consequently their experienced hands cannot be spared.

As regards syllabus for the course suitable amendments to the theoretical part of the syllabus were suggested by the Government of India (Ministry of Food and Agriculture) and they have been incorporated.

It is suggested that we may decide to conduct three courses of four months each beginning from 1st September at Poona. Similarly we may arrange for three more courses in succession at Meerut after the conclusion of the present course by the middle of October 1956.

Statement showing the personnel requirements of the various States for co-operative marketing during the Second Five Year Plan period at different levels and according to the type of training and commodities

S. No	Name of the State	Departmental			Institutional			Period of training required				Type of commodities	
		Higher	Intermediate	Subordinate	Apex	Central	Primary	Departmental		Institutional			
								Four months	Six months	Four months	Six months		
1	2	3	4	5	6	7	8	9	10	11	12	13	
1	Ajmer *	—	—	—	—	—	5	—	—	—	—	—	Paddy, cotton, hemp, jute sanner, oilseeds Cereals, spices, sugarcane, cotton and tobacco Spices, paddy, fruits and vegetables Cereals, spices, paddy, fruits and vegetables, hemp, jute sanner Cereals, cotton, gur and sugar, etc Cereals, spices, fruits and vegetables and cotton Spices, fruits and vegetables, rubber, tapioca, arccanut, cashew nut Cereals, fruits and vegetables, cotton, hemp, jute sanner. Cereals
2	Andhra *	1	11	100	—	—	60	112	—	—	—	—	
3	Assam	—	—	—	3	—	—	—	—	9	—	54	
4	Bihar	—	—	—	—	—	300	—	—	—	—	300	
5	Bhopal †	—	—	—	—	—	—	—	—	—	—	—	
6	Bombay *	7	28	—	—	—	450	—	—	—	—	—	
7	Coorg	—	—	—	4	—	20	—	—	—	—	—	
8	Delhi *	—	—	—	—	—	—	—	—	—	—	—	
9	Himachal Pradesh	1	5	26	—	123	110	—	—	—	—	—	
10	Hyderabad	—	—	—	—	—	—	—	—	—	—	—	
11	Jammu and Kashmir †	—	—	—	—	—	—	—	—	—	—	—	
12	Kutch †	—	—	—	—	—	—	—	—	—	—	—	
13	Madhya Bharat †	—	—	—	—	—	—	—	—	—	—	—	
14	Madhya Pradesh †	—	—	—	—	—	—	—	—	—	—	—	
15	Madras †	—	—	—	—	—	—	—	—	—	—	—	
16	Manipur	—	2	—	1	—	7	—	2	—	—	8	
17	Mysore †	—	—	—	—	—	—	—	—	—	—	—	
18	Orissa †	—	—	—	—	—	—	—	—	—	—	—	
19	PEPSU *	—	—	—	3	—	63	—	—	—	—	—	
20	Punjab	—	—	—	—	—	70	—	—	70	—	—	
21	Rajasthan †	—	—	—	—	—	—	—	—	—	—	—	
22	Saurashtra	—	—	—	1	—	63	—	—	64	—	—	
23	Travancore-Cochin	—	—	—	1	—	20	—	—	—	—	21	
24	Tripura *	1	—	—	—	—	6	—	—	—	—	—	
25	Uttar Pradesh	—	150	—	—	10	150	150	—	160	—	—	
26	Vindhya Pradesh	—	—	—	—	9	108	—	—	117	—	—	
27	West Bengal *	—	16	—	—	—	100	—	—	—	—	—	

*Details of requirements called for

†Retained to submit information

NOTE XV

ARRANGEMENTS FOR THE TRAINING OF PERSONNEL REQUIRED FOR THE WAREHOUSING CORPORATIONS PROPOSED TO BE SET UP

We have received a reference from the Registrar of Co-operative Societies, Assam, enquiring whether the Central Committee for Co-operative Training will be making arrangements for training the employees of the State Warehousing Corporations and, if so, the details of training may be sent to him to enable him to select the candidates for training.

The Conference on Marketing and Co-operation held at Hyderabad in November 1955 passed the following resolution:—

“That on the basis of the total requirements of about 100 warehousemen, 250 warehousemen-cum-technical assistants and graders, 350 accountants-cum-cashiers, 25 storage assistants, 25 analysers and graders and 25 technical assistants-cum-analysers for the whole Plan period, arrangements for training of about 75 to 80 warehousemen and 75 to 80 accountants-cum-cashiers during each year should be made. In view of the lack of experience regarding the form and content of the training necessary for this type of personnel, a pilot centre, preferably at Meerut, should be started so that the assistance of the technical staff of the Central Marketing Department available at Delhi would be utilised for teaching in subjects like grading, storage, etc. More centres may be organised after gaining further experience at Meerut.”

As the warehousing scheme is an integral part of the programmes for the development of co-operative marketing and the provision of agricultural finance, the Central Committee and the Government of India are interested in organising suitable arrangements for making available trained personnel for operating the scheme. The Chairman of the Standing Sub-Committee had pointed out that the pilot centre would in any case have to be organised by the Central Committee in collaboration with the Food and Agriculture Ministry and that further steps should be taken in the matter when the Warehousing Corporations were set up.

The Central Legislation in regard to the setting up of Warehousing Corporations has been passed at the last session of Parliament and it is likely that the Corporations will be set up in the immediate future. It is, therefore, felt that the time is opportune to consider the ways and means of training the personnel required for work under these Warehousing Corporations.

According to the estimates submitted by the Ministry of Food and Agriculture to the Conference on Marketing and Co-operation

at Jaipur in February 1956, the total requirements of staff of various types are as follows:

Warehousemen	100
Accountants-cum-cashiers	350
Technical assistants.. .. .	25
Graders	25
Warehousemen-cum-technical assistants and graders	250
Technical assistants-cum-graders	75

Even among the personnel listed above, the different categories would require different types of training. A Technical Committee has been formed in the Ministry, which no doubt will draw up a detailed scheme for the purpose in consultation with the Central Committee.

As regards the arrangements for the pilot course in Meerut, while proximity to Delhi would be of real advantage the accommodation now available for the Regional Training Centre is not satisfactory. It is only with difficulty that the special course on co-operative marketing was squeezed in at this Centre. Proposal for continuing the same course at Meerut has been submitted for consideration separately to the Standing Sub-Committee. Therefore it will not be possible to tag on another course dealing with warehousing at this Centre, unless alternative accommodation is available.

The Committee has also to take a decision as to the source from which funds would be available for this training course.

It is for consideration whether we should await the formulation of the scheme before we address the State Governments requesting them to state their requirements in the first session of the course which we would be arranging.

The personnel for the teaching staff will also have to be considered.

A broad indication may also be given regarding the probable date on which the pilot course should be scheduled to commence.

NOTE XVI

REORGANISATION OF STATES—EFFECT ON THE VARIOUS TRAINING CENTRES FOR DIFFERENT CATEGORIES OF CO-OPERATIVE PERSONNEL

The proposed reorganisation of the States is expected to take effect from October 1956. The following note indicates the possible effect on the training arrangements at the various training centres for different levels of co-operative personnel.

1. *Senior Officers' Training Course*

The training of the senior officers of the Co-operative Departments and institutions has been arranged at the Co-operative Training College, Poona. Since this is an all-India scheme, the reorganisation of States will not affect the present arrangements for training of this category of co-operative personnel. The management of the College now vests in the Bombay Provincial Co-operative Institute. The future set-up of the Institute is likely to change and if and when that occurs the question will have to be examined.

2. *Intermediate Officers' Training Course*

As envisaged in the integrated scheme of training of co-operative personnel, five Regional Co-operative Training Centres serve the various groups of States in regard to the training of their intermediate staff. The States served by each centre are shown below:—

	<i>Centre</i>	<i>Zone</i>	<i>States</i>
1.	Co-operative Training College, Poona.	Western	Bombay, Madhya Pradesh, Saurashtra and Kutch.
2.	Regional Co-operative Training Centre, Madras.	Southern	Madras, Andhra, Mysore, Travancore-Cochin, Hyderabad and Coorg.
3.	Regional Co-operative Training Centre, Ranchi.	Eastern	Assam, Bihar, Orissa, West Bengal, Manipur and Tripura.
4.	Regional Co-operative Training Centre, Meerut.	Northern	Uttar Pradesh, Jammu and Kashmir, Punjab, Delhi, PEPSU and Himachal Pradesh.
5.	Regional Co-operative Training Centre, Indore.	Central	Madhya Bharat, Rajasthan, Bhopal, Ajmer and Vindhya Pradesh.

After reorganisation, the Madras Centre may continue to serve Madras, enlarged Andhra, Travancore-Cochin, Coorg and Mysore

(including the present Karnatak region in Bombay and Hyderabad). As against the addition of Karnatak region parts of Hyderabad, which will merge with Bombay, will not be there.

The Poona Centre will cater to Maharashtra including Vidarbha and Marathwada, Gujerat and Bombay.

The Ranchi and Meerut centres will continue to serve the States that are already in their respective zones.

The Indore Centre will serve, besides the areas that are now under its zone, a part of present Madhya Pradesh that will merge with Madhya Bharat, etc., to form the new Madhya Pradesh.

All the training centres will be fairly well balanced and no change will be required.

3. *Block Level Co-operative Officers' Training Course*

The eight centres for Block Level Co-operative Officers are serving different States as shown below:

<i>Training centres at</i>	<i>States served</i>
1. Gopalpur-on-Sea ..	Orissa and Bihar.
2. Hyderabad	Hyderabad, Mysore, Travancore-Cochin and Coorg.
3. Tirupati	Madras and Andhra.
4. Kotah	Ajmer, Madhya Bharat, Rajasthan, Bhopal, Vindhya Pradesh and Madhya Pradesh.
5. Bhavnagar	Bombay, Saurashtra and Kutch.
6. Dhuri	Punjab, PEPSU, Himachal Pradesh, Delhi and Jammu and Kashmir.
7. Faizabad	Uttar Pradesh.
8. Kalyani	West Bengal, Assam, Manipur, Tripura and N.E.F.A.

It may be observed that there will be very minor changes in the regrouping of States served by the training centres at Gopalpur-on-Sea, Kotah, Bhavnagar, Faizabad and Kalyani.

More serious problems may arise in respect of only the centres at Tirupati and Hyderabad. In the first place these centres will be situated in the same State, Andhra. The question of shifting either of these centres will not be possible. In the case of Hyderabad, the State Government have obtained our consent to build new buildings for the training centre and these are expected to be ready by July 1956. At Tirupati the course is of a special nature, being of

3½ months' duration. It is not known if only the present Andhra and Madras will be sending their candidates to this course. If that will be the case the Centre may continue as it is. Hyderabad portion of Andhra could continue to send its candidates to Hyderabad Centre.

With the merger of Hyderabad with Andhra it will have candidates for whom the 3½ months' course at Tirupati Centre will not suffice and candidates of this category will have to go to Hyderabad Centre. Similarly in the case of Malabar which will merge with Travancore-Cochin they will have also to be admitted to the Centre at Tirupati. The candidates of Travancore-Cochin—other than the present staff of Malabar—may continue to go to Hyderabad.

4. *Training of subordinate co-operative personnel*

Here the problem will be of adjusting financial commitments. Thus where the Government of India have sanctioned grants-in-aid for two or three training schools in a State, in aggregate, and the schools will fall in different States as under the reorganisation, necessary allocation for each school will have to be worked out. This will be the case particularly in Bombay where grants-in-aid have been sanctioned in respect of three schools and one of them is located in Surat and another in Dharwar.

NOTE XVII

NOTE FROM SHRI M. P. BHARGAVA, CO-OPERATION ADVISER, MINISTRY OF FOOD AND AGRICULTURE, GOVERNMENT OF INDIA, REGARDING ARRANGEMENTS FOR THE TRAINING OF MANAGERS OF LARGE-SIZED AGRICULTURAL CREDIT SOCIETIES

A note prepared by Shri M. P. Bhargava, Co-operation Adviser to the Ministry of Food and Agriculture, on the need for organising a short-term refresher course on an *ad-hoc* basis for meeting the immediate needs of a large number of trained managers for the large-sized credit societies that will be organised in 1956-57, has been forwarded to the Committee for consideration (Appendix 13A). It points out that about 1,050 such societies are likely to be organised during 1956-57 against the target of 10,400 programmed for the whole plan period. These societies will need trained managers, and additional training facilities will, therefore, have to be immediately provided for meeting this demand. The present arrangements, according to the note, will make available such trained men only after the prescribed course of six months' training is completed, that is, at the earliest by December 1956 or January 1957. The note, therefore, suggests that some experienced men already working in the subordinate cadre in the departments and co-operative banks may be deputed as managers of these larger-sized societies in the first instance and that a short refresher course of two to four weeks may be arranged for these persons to equip them for the purpose.

In this connection, the following points are noteworthy :

(1) The note presumes that the subordinate training classes are yet to be organised in the States. Actually there are training institutions already in 18 States. In some of them, one batch has already been trained and the course is in progress. Some States had courses of their own even before the Central Committee's scheme of training was drawn up.

(2) It is estimated that by July 1956 about 2,200 trained candidates will become available, by January 1957, 4,000 and by June 1957, 5,700 candidates, so that by the end of 1956-57 the total requirements of large-sized credit societies as estimated in Shri Bhargava's note will be fully met even allowing for the staff required for other institutions and departments.

(3) The only States which are likely to fall short of requirements are West Bengal, Assam, Tripura and Jammu and Kashmir where training arrangements for subordinate personnel on the approved basis are yet to be organised. In these States, persons with experience (and some prior training if available) will have to be drawn from the existing subordinate ranks. Since the number

of large-sized societies to be organised there is very small, this may not be difficult to arrange. These States are slow in starting their subordinate training schools on the approved model. But they are moving their respective Governments for these schools. It is desirable that these schools should be established expeditiously.

NOTE XVIII

PROPOSAL FOR A SHORT COURSE AT THE DHURI TRAINING CENTRE FOR THE BLOCK LEVEL CO-OPERATIVE OFFICERS FROM PUNJAB

In December 1955 the Planning and Development Commissioner, Punjab Government, wrote to us stating that "the Inspectors of Co-operative Societies working in areas falling within the Project/Block function as Extension Officers in co-operation in those areas generally. These Inspectors are duly trained in the theory and practice of Co-operation and have passed the Co-operative Department examination by the higher standard. They do not require any further training of the kind contemplated." This question was examined by the Secretariat and it was felt that it would be necessary that all the new recruits for the development blocks of the N.E.S. would have to be trained in the Block Level Co-operative Officers' Training Centre if they had not been previously trained in the Regional Training Centre. Even as regards the personnel already trained it was doubted whether this training was equivalent to the training proposed to be given by the Central Committee to the Block Level Co-operative Officers and that except in the case of very senior hands, it would be necessary to have all the trained personnel even retrained suitably. On this, the Community Project Administration took their own decision and intimated to us in February 1956 that they agreed that the Block Level Co-operative Officers of Punjab need not undergo the full course of intensive training for ten months. They might be given a refresher course of 3½ to 4 months' duration on lines similar to that provided for officers from Andhra and Madras. This letter was discussed by the Chairman with the Joint Secretary of the Ministry of Food and Agriculture when he was at Bombay to attend the tenth meeting of the Standing Sub-Committee. It was agreed then that a suitable refresher course might be designed in due course for the trained personnel. However, it was considered that in view of the demand, it would not be possible to depute all the personnel necessary from the trained officers available and at the most the Government of Punjab would be able to do so only for the first year. Thereafter, they would have to be trained for the full duration of the course as in other States.

The Joint Secretary of the Ministry of Food and Agriculture got in touch with the Community Project Administration and the Planning and Development Commissioner of the Punjab Government and it would appear now that the Government of Punjab agreed to depute candidates only for a short refresher course beginning from July 1956.

In this connection, decision on the following points will have to be taken by the Standing Sub-Committee.

The Dhuri Training Centre commenced functioning from May 1956. So far 13 students are attending it, from PEPSU (11), Himachal Pradesh (1), and Jammu and Kashmir (1); more are expected to join from Jammu and Kashmir. This course is for a period of ten months. The quota for Punjab according to the original estimate was 28. They have not deputed any candidate for this regular session which is now in progress. If the Punjab candidates are to be admitted to a special short-term course, it will mean an additional course at the training centre.

Accommodation for 28 candidates in a separate class may not be much of a problem. There is sufficient space and arrangements for furniture for 45 candidates have already been made. Other points would, however, need consideration.

(1) *Teaching staff*: So far we have appointed two lecturers, and the Principal, Capt. Lather, is expected to join shortly (he has already been relieved by the Delhi State Government). This staff is necessary for teaching the subjects under the regular course. The conduct of a separate short-term course would require the services of at least one additional lecturer. Thus a third lecturer will have to be appointed.

(2) *Funds*: The Government of India's sanction on this Centre is for a regular course of ten months. If the short course is to be organised adjustments in the allocation of funds would be needed for which the Government of India's approval will have to be obtained.

(3) *Duration of the course*: The short course at Tirupati for the officers of Madras and Andhra is for a period of 3½ months, of which 1½ months will be for theoretical training and two months for practical training. The syllabus for that centre may be adopted with suitable modifications for this centre also.

(4) In the previous correspondence, it had been indicated that the special course would relate to only the first batch of trainees whom they would be deputing out of the trained personnel. We may get a definite assurance from the Punjab Government that beginning from the next course, they will be deputing the full quota of candidates to the regular long-term course at the training centre. If this assurance is not there, the strength of the Dhuri Training Centre will be only about 17 and the question whether it will be worthwhile to run a training centre with this strength will have to be considered.

NOTE XIX**PROCEEDINGS OF LOCAL COMMITTEE MEETINGS**

Proceedings of the meetings of the Local Committees for the following training centres were received and dealt with by the Secretariat suitably.

<i>Name of the centre</i>	<i>Date of meeting of the Local Committee</i>
Poona	27- 1-56
Madras	23-11-55
Do.	29- 5-56
Ranchi*	4- 1-56
Do.	11- 2-56
Indore*	17-12-55
Do.	29-12-55
Meerut*	24- 4-56
Gopalpur-on-Sea*	3-11-55
Do.	11- 2-56
Dhuri	20- 4-56
Faizabad*	26- 4-56
Tirupati*	4- 3-56

*The budgets of these training centres were scrutinised and approved.

NOTE XX

CONSIDERATION OF PROPOSALS FOR ARRANGEMENT FOR TRAINING MARKET SECRETARIES AND OTHER SUPERVISORY STAFF OF REGULATED MARKETS

Establishment of regulated markets in agricultural produce as a means of ensuring a fair price to the grower will be a factor of great importance in furthering the progress of co-operative marketing in the country. Problems connected with regulated markets have, therefore, received considerable attention both at the Hyderabad and the Jaipur Conferences on Marketing and Co-operation. At the Jaipur Conference held in February 1956, the following resolution was passed:

“ In view of the desirability of employing only trained men as Secretaries, Superintendents or other supervisory staff of the Market Committees, Central and State Governments should make arrangements to organise Regional Training Centres for training such personnel. Regions as defined for purpose of co-operative training by the Central Committee for Co-operative Training may be adopted for the present for this purpose also. As far as possible, advantage may be taken of the training centres organised by the Central Committee for Co-operative Training, wherein a separate wing with specialised staff can be opened for training Market Secretaries and other supervisory staff.”

According to this resolution the Central and State Governments together with the Central Committee for Co-operative Training should work in close collaboration to organise the necessary arrangements for the training of the Market Secretaries and the supervisory staff of the regulated markets.

The Central Committee has already organised short courses on Co-operative Marketing at the Poona and Meerut centres and proposals are under consideration for continuing these courses at least at these two centres. Separate proposals have also been submitted for commencing the pilot courses for the staff of the Warehousing Corporations. A third course will be the training of the personnel required for operating and supervising the regulated markets. It is necessary to see that these three types of courses are properly co-ordinated and so located that the maximum economy in the teaching staff and other arrangements and the efficient use of existing facilities are ensured. It is understood that a Technical Committee is functioning in the Ministry of Food and Agriculture for preparing the scheme for warehousing and that the Committee is also considering the personnel aspect and its training. The Joint Secretary of the Ministry, the Agricultural Marketing Adviser and the Co-operation Adviser are on this Committee. It would be well

if the Central Committee for Co-operative Training is also associated with this, at least so far as the training part is concerned. The Committee might prepare a co-ordinated scheme indicating (1) the curricula, period of study, syllabus, etc., for the three courses, (2) location of the courses, (3) teaching staff, equipments, etc., needed, and (4) financial needs and responsibility.

PROCEEDINGS OF THE ELEVENTH MEETING OF THE
STANDING SUB-COMMITTEE OF THE CENTRAL COM-
MITTEE FOR CO-OPERATIVE TRAINING HELD ON 22ND
AND 23RD JUNE 1956 AT THE RESERVE BANK OF INDIA,
BOMBAY

Present:

1. Prof. D. G. Karve (*Chairman*)
2. Shri S. T. Raja
3. Shri B. Venkatappiah
4. Shri J. C. Ryan (*Member-Secretary*)

ITEM I: REVIEW OF ACTION TAKEN ON THE PROCEEDINGS OF THE LAST
(TENTH) MEETING OF THE STANDING SUB-COMMITTEE

The Note on the subject was recorded.

ITEM II REVIEW OF PROGRESS MADE AT THE VARIOUS CO-OPERATIVE
TRAINING CENTRES

The Note on the subject was recorded.

In respect of the Block Level Officers' training, adjustment of facilities to requirements is secured by the fact that each State Government selects its staff according to needs and sends them for training. In respect of the training of intermediate personnel at Regional Centres, however, no State-wise allocation of seats has yet been made. An estimate of the yearly requirements of personnel and arrangements for their training in different branches of work, e.g., credit, marketing, etc., for each State should form an integral part of planning. The implications of the scheme of training quantitatively, financially, etc., should be worked out and should be incorporated into a regular five-year plan.

Regarding the deputation of Inspector candidates of the Uttar Pradesh Co-operative Department for training to the Block Level Co-operative Officers' Training Centre at Faizabad, the Committee noted that the training centre for Block Level Co-operative Officers had been started to meet certain specific requirements. The curricula for training had been drawn up to meet the requirements of National Extension Service Blocks and the Community Project areas. Similarly, the course of practical training which also differed from that of the Regional Training Centre, had been prepared with a view to equip these trainees for the immediate responsibilities which they were expected to discharge. The source of finance was also different. However, the problem raised by the Uttar Pradesh Co-operative Department required further investigation and a solution would have to be suggested to them to meet their requirements. It was decided that an officer of the Agricultural Credit Department might be deputed immediately

to Uttar Pradesh to discuss the problems connected with this so that it could be discussed further with the concerned persons of the Uttar Pradesh Government when they meet at Mussoorie for the State Ministers' Conference in the first week of July. If the requirements of the Uttar Pradesh Government could not be met by the normal course arranged at the Regional Training Centre, Meerut, an extra class would have to be arranged for them. However, in any case, appropriate facilities for training should be made available for meeting all the requirements of the Second Five Year Plan.

ITEM III: INTRODUCTION OF ORAL EXAMINATION AS PART OF THE FINAL EXAMINATION AT THE INTERMEDIATE OFFICERS' TRAINING CENTRE

The Committee considered the question of conducting oral examination as part of the scheme for final examination at the various Regional Training Centres. It was tentatively decided that the general scheme for such an examination should be as follows:—Whether the candidate has passed or failed should be determined only on the basis of the marks obtained by him in the written papers. But a *viva-voce* examination should be conducted in such subjects as Co-operation, auditing, banking and the optional subject chosen by the candidate for specialisation. The additional marks obtained in the *viva voce* will go to raise his total number of marks and help the candidate to obtain a higher ranking or class than what he would have obtained on the aggregate of the written papers alone. It was suggested that a circular letter conveying this tentative decision should be sent to the various centres for their comments.

ITEM IV: REQUEST FROM THE GOVERNMENT OF SAURASHTRA FOR FINANCIAL ASSISTANCE TO THE CO-OPERATIVE TRAINING COLLEGE RUN BY THE STATE

In view of the impending reorganisation of States, it was decided that the consideration of the proposal be postponed.

ITEM V: CONSIDERATION OF CERTAIN PROPOSALS SUBMITTED BY THE GOVERNMENT OF MADRAS FOR THE CONVERSION OF THE CENTRAL CO-OPERATIVE INSTITUTE, MADRAS, INTO A CO-OPERATIVE TRAINING COLLEGE

The Committee felt that the proposals received from Madras as well as from Saurashtra and other States would have to be examined with a view to understanding why these States had not been able to make use of the facilities for Senior and Intermediate Training Courses provided under the scheme drawn by the Central Committee. This question should be fully examined in the light of the personnel requirements of the States concerned. It was also suggested that it should be examined whether in Madras it would

be sufficient if a short course was arranged at the Regional Training Centre for the experienced members of the intermediate category who had previously undergone training in the Subordinate Training Courses. In any case, the newly recruited personnel of the intermediate rank in Madras would be appropriately trained at the Regional Training Centre. The Committee held that there was no case at this stage for duplicating the arrangement for the training of the senior grade officers obtaining at Poona.

ITEM VI: CONSIDERATION OF THE PROPOSAL RECEIVED FROM THE REGISTRAR, CO-OPERATIVE SOCIETIES, MADRAS, FOR TRAINING THE CO-OPERATIVE PERSONNEL IN DIFFERENT STATES IN THE COUNTRY AS WELL AS IN OTHER COUNTRIES

The Committee considered that any proposal for training outside the country should be for a special programme in a specified country. As the State Governments were forwarding such proposals to the Government of India for arranging such courses under the various schemes such as those under the International Labour Organisation, Technical Co-operation, etc., there was no need to provide additional facilities through the Central Committee.

In the case of study tours within the country, for officers who were deputed for training for the various courses, the Committee felt that a detailed programme for visits to co-operative institutions in various States was already being followed in the Senior and Intermediate courses. In the case of personnel not covered by this programme, study tours would relate to a specific purpose and it could be better arranged by each State in consultation with the States where such visits were proposed. The question of financing these by the Reserve Bank did not arise.

ITEM VII: REQUEST THAT HINDI MAY BE APPROVED AS THE MEDIUM OF INSTRUCTION FOR THE BLOCK LEVEL CO-OPERATIVE OFFICERS' TRAINING CENTRE AT FAIZABAD

The Committee agreed with the suggestions of Shri S. T. Raja and Shri Kishen Chand of the Community Projects Administration, that if the text books were in English, instructions in those subjects would have to be in English. If, however, suitable text books were available in Hindi, instructions might be in Hindi itself, in which case the examinations might also be held in the same medium. However, before any final decision could be arrived at, the availability of suitable text books in Hindi on various subjects should be ascertained.

ITEM VIII: SCHEME FOR A POST-GRADUATE DIPLOMA IN CO-OPERATION IN THE UNIVERSITY OF BARODA

The Committee welcomed the proposals of the Baroda University to institute a Post-Graduate Diploma Course in Co-operation. In view of the increasing importance of Co-operation

as a method of business organisation, the Committee felt that the universities should give greater attention to this subject. The Committee also considered that as part of the general scheme for promoting education and research, such proposals as that from the Baroda University should receive encouragement from the State Governments and the Government of India. The Ministry of Food and Agriculture were requested to take up this subject with the appropriate Ministries at the Centre and with the University Grants Commission.

ITEM IX: PAYMENT OF STIPENDS AND TRAVELLING ALLOWANCE TO PRIVATE CANDIDATES AT THE SUBORDINATE CO-OPERATIVE TRAINING SCHOOL AT MERCARA IN COORG

While approving the action taken by the Member-Secretary in the matter of payment of stipends and travelling allowances to the trainees of the first session of the Subordinate Co-operative Training School, the Committee decided that under the training scheme stipends would be shared by the Central Government only in respect of institutional and departmental candidates deputed for training. Stipends paid to private candidates would not be a shareable item. Any stipends paid to private candidates during the second course would have to be borne by the State Government.

The Subordinate Training School for Coorg State was sanctioned in the first instance on an *ad hoc* basis for one year. The question of continuing this school after October 1956, when the present session ends, will have to be considered along with the requirements of the reorganised Mysore State. This will have to be examined in consultation with the Mysore Government before any decision is arrived at regarding the continuance of the Coorg School.

ITEM X: BRINGING TO THE NOTICE OF THE COMMITTEE THE PROCEEDINGS OF THE SEMINAR ON CO-OPERATIVE EDUCATION CONVENED BY THE ALL-INDIA CO-OPERATIVE UNION

The Committee reviewed the resolutions passed at the Baroda Seminar on Co-operative Education and Training and appreciated the steps taken by the All-India Co-operative Union in regard to training of non-officials of the Co-operative Movement. On the more specific points which concerned the Central Committee for Co-operative Training, the Committee noted as follows:

(i) The association of university teaching staff is necessary particularly with the working of Local Committees which are entrusted with the management of the various training centres. The Central Committee is more in the nature of a co-ordinating body, laying down broad policies in regard to co-operative education and training on behalf of the Government of India and the Reserve Bank. In the various Local Committees, a university professor,

preferably one interested in the Co-operative Movement is associated and his advice is found to be particularly valuable in running the training centre and in drawing up of the detailed curricula for the various subjects. This practice will continue to be followed and will be extended as necessary.

(ii) As regards admissions to the Senior Officers' Course, the practice at present is generally to take only those who have sufficient knowledge and experience of the Co-operative Movement in their official capacity. The course is in the nature of a reorientation course and the syllabus is devised to suit this purpose.

(iii) The qualifications for the post of Principal of the Subordinate Training Centre is a matter to be carefully considered by State Governments when making appointments. Subject to availability, the best possible combination of academic as well as practical qualifications would naturally be ensured.

(iv) As regards the availability of suitable text books in the regional languages at the various Subordinate Co-operative Training Centres, more data may be gathered from the various States, together with a set of text books used at these schools. It should also be ascertained whether any efforts are being made in each State for improving the situation in regard to the availability of suitable text books. In the light of information so obtained suitable further action may be taken.

(v) It has always been the intention of the Committee that the training centres for the senior and intermediate personnel should in due course develop into research centres, and suitable steps will be taken in this direction at the appropriate time.

(vi) As regards a common refresher course for the teaching staff of the various training centres, arrangements should be made as soon as possible for the meeting of teachers of the same subject at the various training centres so that they can have an exchange of views and discuss common problems.

(vii) As regards annual vacation, the training centres organised by the Central Committee for Co-operative Training are on a non-vacation basis and the teaching staff have other duties during the vacation period, such as conduct of special courses and preparation for the next session, etc.

ITEM XI: CONSIDERATION OF RESOLUTION NO. IV ADOPTED BY THE EXECUTIVE COMMITTEE OF THE ALL-INDIA CO-OPERATIVE UNION REGARDING CO-OPERATIVE TRAINING AND EDUCATION

It was decided that a suitable reply on the lines indicated in the note submitted to the Standing Sub-Committee may be sent to the Ministry of Food and Agriculture.

ITEM XII: PROGRESS IN IMPLEMENTATION OF THE PILOT SCHEMES DRAWN UP BY THE ALL-INDIA CO-OPERATIVE UNION AND THE STATES SCHEMES FOR TRAINING OF NON-OFFICIALS

The Note on the subject was recorded.

ITEM XIII: CONSIDERATION OF PROPOSALS RECEIVED FROM THE LOCAL COMMITTEE FOR THE REGIONAL CO-OPERATIVE TRAINING CENTRE, MADRAS

(i) *Unsuccessful trainees to appear again in the examination:* The Committee felt that the practice at present followed at the Co-operative Training College at Poona might be ascertained and the case re-submitted for its consideration at the next meeting.

(ii) *Admission of women candidates:* The Committee did not have any objection to the admission of women candidates to the various training centres provided the Local Committee was satisfied that suitable arrangements could be made for them.

ITEM XIV: CONSIDERATION OF ARRANGEMENTS IN REGARD TO SPECIAL COURSE ON CO-OPERATIVE MARKETING

The report submitted by the Principal of the Co-operative Training College, Poona, regarding the pilot course on Co-operative Marketing conducted at Poona was recorded. It was decided that it is necessary to continue the courses both at Poona and Meerut and details of a full scheme for training in marketing should be incorporated into a final scheme after the Mussoorie Conference to be held in the last week of June 1956.

ITEM XV: ARRANGEMENTS FOR THE TRAINING OF PERSONNEL REQUIRED FOR THE WAREHOUSING CORPORATIONS PROPOSED TO BE SET UP

The Committee felt that the first course for the personnel of the Warehousing Corporations could be organised only after the Warehousing Corporations were set up. In the meanwhile, Shri Raja was requested to keep the Committee informed of the immediate requirements of the Corporations, the duration of the training, the type of personnel to be recruited, the type of training to be imparted, etc.

ITEM XVI: REORGANISATION OF STATES—EFFECT ON THE VARIOUS TRAINING CENTRES FOR DIFFERENT CATEGORIES OF CO-OPERATIVE PERSONNEL

The Note on the subject was recorded.

ITEM XVII: NOTE FROM SHRI M. P. BHARGAVA, CO-OPERATION ADVISER, MINISTRY OF FOOD AND AGRICULTURE, GOVERNMENT OF INDIA REGARDING ARRANGEMENTS FOR THE TRAINING OF MANAGERS OF LARGE-SIZED AGRICULTURAL CREDIT SOCIETIES

It was suggested that the question of adequacy of the existing arrangements to meet the demand for the personnel of the

large-sized societies should be kept in view when examining the adequacy and suitability of training arrangements in the various States as suggested when considering Note V regarding the proposals received from the Madras Government for upgrading the Central Co-operative Training Institute into a Co-operative Training College.

ITEM XVIII: PROPOSAL FOR A SHORT COURSE AT THE DHURI TRAINING CENTRE FOR THE BLOCK LEVEL CO-OPERATIVE OFFICERS FROM PUNJAB

The Committee agreed to the proposal that for the experienced departmental officers of the National Extension Service and Community Projects Administration in the Punjab State, a special short course on the lines of the one now in vogue at the Tirupati Training Centre for the officers of the Madras and Andhra States, might be organised immediately, if necessary from 1st July 1956. In this regard, the Committee approved the action already taken and it was decided that the Government of India might be approached for additional funds, if necessary, for conducting the short courses required for the officers of the Punjab State. The Committee also approved the appointment of an additional lecturer over and above the two existing lecturers at the Dhuri Centre for the purpose of this short course.

ITEM XIX: PROCEEDINGS OF LOCAL COMMITTEE MEETINGS

The Note was recorded.

ITEM XX: CONSIDERATION OF PROPOSALS FOR ARRANGEMENTS FOR TRAINING SECRETARIES AND OTHER SUPERVISING STAFF OF REGULATED MARKETS

The Committee felt that the question required further consideration and that the Ministry of Food and Agriculture might be requested to examine it and communicate their views to the Central Committee for Co-operative Training. It was further felt that training for secretaries of regulated markets did not fall within the purview of the Central Committee for Co-operative Training, since the personnel concerned had very little to do with Co-operation.

ITEM XXI: ANY OTHER ITEM DISCUSSED WITH THE PERMISSION OF THE CHAIRMAN

A letter addressed to Shri S. T. Raja by the Principal of the Regional Co-operative Training Centre, Meerut, regarding the unsatisfactory condition of the present premises at Meerut was discussed. It was decided that the availability of alternative accommodation in Uttar Pradesh itself might be explored in consultation with the Registrar of Co-operative Societies, Uttar Pradesh. As regards the suggestion of certain buildings at Dehra Dun, Shri Raja was requested to obtain further particulars of the same.

TWELFTH MEETING OF THE STANDING SUB-COMMITTEE OF THE CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING

(13th September 1956 at the Reserve Bank of India Building, Bombay)

AGENDA

- I. Review of action taken on the proceedings of the last (Eleventh) Meeting of the Standing Sub-Committee.
- II. Review of the progress made at the various co-operative training centres.
- III. Conference of the Chairmen of Local Committees and Principals of Co-operative Training Centres.
- IV. Arrangements for the training of personnel required for the Warehousing Corporations.
- V. Proposal to organise a second refresher course for the Instructors at Extension Training Centres.
- VI. Request from Uttar Pradesh to organise a second centre in the State for training the Block Level Co-operative Officers of the State.
- VII. Payment of honorarium for lectures on Co-operative Marketing given by the Government of India Officers.
- VIII. Consideration of the form of certificates for the special course on Co-operative Marketing.
- IX. Bringing to the notice of the Committee the recommendations of the Mussoorie Conference.
- X. Consideration of a proposal that cost of cooks, etc., at the Block Level Co-operative Officers' Training Centres be met by the Central Committee.
- XI. Any other matter raised with the permission of the Chairman.

NOTE I**REVIEW OF ACTION TAKEN ON THE PROCEEDINGS OF THE LAST (ELEVENTH) MEETING OF THE STANDING SUB-COMMITTEE****ITEM I: REVIEW OF ACTION TAKEN ON THE PROCEEDINGS OF THE TENTH MEETING**

No action required.

ITEM II: REVIEW OF PROGRESS MADE AT THE VARIOUS CO-OPERATIVE TRAINING CENTRES

In pursuance of the decision arrived at the last Standing Sub-Committee Meeting in regard to the deputation of Inspector candidates by the Uttar Pradesh Government to the Faizabad Block Level Training Centre, Shri M. S. Menon visited Lucknow and had discussions with the Additional Development Commissioner, Government of Uttar Pradesh. It was affirmed by the Additional Development Commissioner that all the Inspector candidates proposed to be deputed by the State Government will be posted as Block Level Co-operative Officers. The matter has been taken up with the Ministry of Food and Agriculture, Government of India, New Delhi, to ascertain whether the estimates of the number proposed to be trained correspond with the actual requirements in accordance with the phased programme of organisation of National Extension Service and Community Projects Development Blocks for the country under the Second Five Year Plan.

ITEM III: INTRODUCTION OF ORAL EXAMINATION AS PART OF THE FINAL EXAMINATION AT THE INTERMEDIATE OFFICERS' TRAINING CENTRE

A circular letter was issued to the Regional Training Centres conveying the decisions of the Standing Sub-Committee and their comments were called for. The Local Committee at the Madras Centre has recommended that marks scored in the oral examination may be taken into account for a pass. Replies from other training centres are awaited and a consolidated note will be submitted in due course.

ITEM IV: REQUEST FROM SAURASHTRA GOVERNMENT FOR FINANCIAL ASSISTANCE TO THE CO-OPERATIVE TRAINING COLLEGE RUN BY THE STATE

As desired by the Committee, the Joint Secretary to the Government of India, Ministry of Food and Agriculture, New Delhi, was informed that in view of the impending reorganisation of the States a consideration of the issue might be postponed.

ITEM V: CONSIDERATION OF CERTAIN PROPOSALS SUBMITTED BY THE GOVERNMENT OF MADRAS FOR THE CONVERSION OF THE CENTRAL CO-OPERATIVE INSTITUTE, MADRAS, INTO A CO-OPERATIVE TRAINING COLLEGE

The Joint Secretary to the Government of India, Ministry of Food and Agriculture, and the Member-Secretary, during their recent visit to Madras had discussions with the Secretary to Government and Registrar of Co-operative Societies. On the lines of the decisions that may be arrived at as a result of these discussions a communication will be addressed to the State Government.

ITEM VI: CONSIDERATION OF THE PROPOSAL RECEIVED FROM THE REGISTRAR, CO-OPERATIVE SOCIETIES, MADRAS, FOR TRAINING THE CO-OPERATIVE PERSONNEL IN DIFFERENT STATES IN THE COUNTRY AS WELL AS IN OTHER COUNTRIES

The Registrar of Co-operative Societies, Madras, was informed of the decision taken by the Standing Sub-Committee.

ITEM VII: REQUEST THAT HINDI MAY BE APPROVED AS THE MEDIUM OF INSTRUCTION FOR THE BLOCK LEVEL CO-OPERATIVE OFFICERS' TRAINING CENTRE AT FAIZABAD

The views of the Committee that if the text books were in English, instruction in these would have to be in English, but if, however, suitable text books were available in Hindi, the instruction, as well as examination, might be in Hindi was communicated to the Principal of the Faizabad Block Level Training Centre. It was also added that there would be no objection to the classes being addressed in Hindi if it was felt on occasions that the trainees would understand the portions better if explained in Hindi.

The Committee had desired to know whether suitable text books on various subjects were available in Hindi. Shri M. S. Menon discussed this point with the Principal of the Training Centre. The Principal informed that the boys were making use of books in English for purpose of study, but the lectures were delivered in Hindi which the trainees were able to follow better. The trainees seemed to have the option to answer the examination either in Hindi or in English. The Registrar of Co-operative Societies, Uttar Pradesh, and the Assistant Development Commissioner would prefer the continuance of teaching in Hindi. A formal communication is awaited from the Principal.

ITEM VIII: SCHEME FOR A POST-GRADUATE DIPLOMA IN CO-OPERATION IN THE UNIVERSITY OF BARODA

The decision of the Committee has been communicated to the Joint Secretary to the Government of India, Ministry of Food and Agriculture, New Delhi.

ITEM IX. PAYMENT OF STIPENDS AND TRAVELLING ALLOWANCE TO PRIVATE CANDIDATES AT THE SUBORDINATE CO-OPERATIVE TRAINING SCHOOL AT MERCARA IN COORG

The decision of the Committee that stipends to private candidates will not be a shareable item was communicated to the Chief Secretary to the Government of Coorg. The Chief Secretary to the Coorg Government has replied that a central pool of trained candidates will be necessary for deputation to different societies and that the trainees will be absorbed by the existing societies and the new societies programmed to be set up during the current and the next year. In view of the assurance given that all the trainees will be absorbed after the completion of their training, there may be no objection to the granting of stipends to these candidates. However, it may be made clear to the Coorg Government that the number of trainees admitted to the institute should be against estimated yearly requirements and that it is not the idea of the Committee to create a central pool from which trained personnel is to be drawn as and when required at some eventual date.

ITEM X: BRINGING TO THE NOTICE OF THE COMMITTEE THE PROCEEDINGS OF THE SEMINAR ON CO-OPERATIVE EDUCATION CONVENED BY THE ALL-INDIA CO-OPERATIVE UNION

A circular letter was issued to the Registrars of Co-operative Societies of the various States requesting them to let us know the medium of instructions in the subordinate schools in the States. They were also requested to send a set of text books used at these schools if instructions were imparted in the regional languages and to state whether any efforts were being made in their States for improving the situation in regard to the availability of suitable text books. While a few States have replied to our circulars, the majority of them are yet to reply.

ITEM XI: CONSIDERATION OF RESOLUTION NO. IV ADOPTED BY THE EXECUTIVE COMMITTEE OF THE ALL-INDIA CO-OPERATIVE UNION REGARDING CO-OPERATIVE TRAINING AND EDUCATION

A suitable reply was sent to the Government of India.

ITEM XII. PROGRESS IN THE IMPLEMENTATION OF PILOT SCHEMES DRAWN BY THE ALL-INDIA CO-OPERATIVE UNION AND THE STATES SCHEMES FOR TRAINING OF NON-OFFICIALS

No further action required.

ITEM XIII: CONSIDERATION OF PROPOSALS RECEIVED FROM THE LOCAL COMMITTEE OF REGIONAL CO-OPERATIVE TRAINING CENTRE, MADRAS

1. *Unsuccessful trainees to appear again in the examination:* After examining the procedure at present followed in the Co-opera-

tive Training College, Poona, a note will be submitted for consideration at the next meeting.

2. *Admission of women candidates:* The decision of the Committee was communicated to the Madras Regional Co-operative Training Centre.

ITEM XIV: CONSIDERATION OF ARRANGEMENTS IN REGARD TO SPECIAL COURSES ON CO-OPERATIVE MARKETING

A detailed scheme for training in Co-operative Marketing has been prepared, in accordance with which it is proposed to organise training in Co-operative Marketing at all the five Regional Centres. Details of the scheme will be found in Note II.

ITEM XV: ARRANGEMENTS FOR THE TRAINING OF PERSONNEL REQUIRED FOR WAREHOUSING CORPORATIONS

This has been examined separately in Note II.

ITEM XVI: REORGANISATION OF STATES—EFFECT ON THE VARIOUS TRAINING CENTRES FOR DIFFERENT CATEGORIES OF CO-OPERATIVE PERSONNEL

No action.

ITEM XVII: NOTE FROM SHRI M. P. BHARGAVA, CO-OPERATION ADVISER, MINISTRY OF FOOD AND AGRICULTURE, GOVERNMENT OF INDIA, REGARDING ARRANGEMENTS FOR THE TRAINING OF MANAGERS OF LARGE-SIZED AGRICULTURAL CREDIT SOCIETIES

No action.

ITEM XVIII: PROPOSAL FOR SHORT COURSES AT DHURI TRAINING CENTRE FOR THE BLOCK LEVEL CO-OPERATIVE OFFICERS FROM PUNJAB

Details of the course have been discussed in Note II.

ITEM XIX: PROCEEDINGS OF THE LOCAL COMMITTEE MEETING

No action required.

ITEM XX: CONSIDERATION OF PROPOSALS FOR ARRANGEMENTS FOR TRAINING SECRETARIES AND OTHER SUPERVISORY STAFF OF REGULATED MARKETS

As desired by the Committee, the Ministry of Food and Agriculture were requested to examine the proposals and communicate its views to the Central Committee. In this connection, the Ministry had referred to us for our comments their file containing proposals for the arrangement of training classes for the secretaries of regulated markets, syllabus for the course, etc.

As regards the arrangements, it was pointed out that while there might be some advantage in holding the classes for co-operative marketing officers and secretaries of regulated markets together at the same Regional Centre, the contents of the two courses, both for theoretical study as well as practical training, the purposes they were intended to serve and the financial responsibility for conducting them differed considerably.

Regarding syllabus, it was observed that to give the trainees a proper co-operative bias, Co-operation should be given a bigger place than what was allotted in the syllabus.

ITEM XXI: ACCOMMODATION FOR THE REGIONAL CO-OPERATIVE TRAINING CENTRE, MEERUT

This item has been examined separately in Note II.

NOTE II**REVIEW OF PROGRESS MADE AT THE VARIOUS CO-OPERATIVE TRAINING CENTRES****(1) Senior Officers' Training Course**

The eighth session of the Senior Officers' Training Course at the Co-operative Training College, Poona, which commenced on 15th February 1956, came to a close on 15th August 1956. Forty-two candidates completed the course and have been given certificates.

The ninth session of the course has commenced on the 3rd September 1956. Forty candidates have been admitted to the course from the various States. Total applications for admission numbered 53; however, 13 candidates had to be refused admission because either the candidates were ineligible or the requests were received too late for being considered.

<i>States</i>	<i>Number of candidates recommended</i>	<i>Number admitted</i>
1. Bombay	3	3
2. Madras	2	2
3. Mysore	1	1
4. Hyderabad	2	2
5. Travancore-Cochin	2	2
6. Madhya Pradesh	6	6
7. Punjab*	5	2
8. Himachal Pradesh	3	1
9. Rajasthan	5	3
10. Vindhya Pradesh	3	2
11. Jammu and Kashmir	2	2
12. Orissa†	2	1
13. Bihar	6	6
14. Assam‡	5	4
15. West Bengal	2	2
16. Uttar Pradesh	4	1
	53	40

* Originally three candidates were admitted but subsequently admission of one candidate was cancelled due to his having left the long-term course to which he was admitted on an earlier occasion. A candidate from Uttar Pradesh was admitted in his place.

† One candidate could not join and a candidate from Assam was admitted in his place.

‡ One candidate could not join and a candidate from Rajasthan was admitted.

(2) *Intermediate Officers' Course*(a) *Poona*

The current session (fourth in the series) of the course at the Co-operative Training College, Poona, commenced on 2nd July 1956. Forty-five candidates have been admitted under the quota allotted to the Central Committee as shown below :

Bombay	38
Madhya Pradesh	5
Kutch .. .	1
Sikkim	1
	<hr/>
	45
	<hr/>

The Government of Saurashtra (the remaining State in this zone) intimated to the Principal that they did not propose to depute any candidate presumably in view of the fact that they have started one Co-operative Training College at Bhavnagar on the model of the Co-operative Training College, Poona.

(b) *Madras*

The current session of the course at the Regional Co-operative Training Centre, Madras, has also commenced on the 2nd July 1956. This is the third session at Madras for which 44 candidates have been admitted as indicated below :

Madras	8*
Andhra	11*
Travancore-Cochin	12
Mysore	2
Hyderabad	4
Coorg	6
Pondicherry	1
	<hr/>
	44
	<hr/>

It may be pointed out here that this year six departmental candidates—five Co-operative Sub-Registrars and one Deputy Registrar from Andhra have been deputed for training for the first time since the commencement of the Centre. Madras have however, not sent any departmental candidate so far.

*Admission of one candidate each from Madras and Andhra was cancelled as they failed to join even after a month from the date of commencement of the course

(c) *Ranchi*

As pointed out in the earlier reviews, the Local Committee for the Regional Co-operative Training Centre, Ranchi, decided to commence the third course on 1st August 1956 with a view to adjust, in due course, the commencement of the courses from 1st July, as at Poona and Madras. The second course, which is now in progress, will be over on 30th September 1956. The Committee has made some *ad hoc* arrangements for the accommodation of the trainees of the third course till September 1956, in the hostel attached to the State Subordinate Co-operative Training Centre at Ranchi, with the kind co-operation of the Registrar of Co-operative Societies, Bihar.

The response from some of the States of the region, particularly West Bengal, Assam and Orissa, still continues to be poor. Admission for the three courses has been as indicated below :

	I	II	III
Bihar	16	20	18-1
West Bengal	1	2	1
Orissa	-	8	5
Assam	4	4	4
Manipur	-	3	2
Tripura	-	5	5
Other States*	19	-	-
	<hr/> 40 <hr/>	<hr/> 42 <hr/>	<hr/> 35-1 <hr/>

(d) *Meerut and Indore*

In the other two Regional Co-operative Training Centres, viz., Meerut and Indore, the first course is in progress and will be completed on 15th December 1956.

(e) *Miscellaneous*

In view of the long-term importance of the various co-operative training centres and in pursuance of its policy to have permanent accommodation for some of the training centres, the Reserve Bank has purchased the present premises occupied by the Regional Co-operative Training Centre, Madras, from the South India Co-operative Insurance Society at a price of Rs. 3 lakhs. It is proposed to put up additional structures to provide increased accommodation for the requirements of the Intermediate Officers' Course as well as for other specialised courses such as land mortgage banking, co-operative marketing, etc., which the Centre will be undertaking.

*These States are now in the Northern and Central Zones.

At the last meeting, the Standing Sub-Committee decided that the availability of alternate accommodation in Uttar Pradesh itself for the Regional Co-operative Training Centre, Meerut, should be explored and the Joint Secretary to the Ministry of Food and Agriculture was requested to pursue the matter. Accordingly suggestion has been received that suitable accommodation is available at Agra in Uttar Pradesh. Further enquiries are proceeding in the matter and necessary steps will be taken in due course.

(3) Organisation of Special Courses

(a) Co-operative Marketing

In the last review, it was pointed out that the *ad hoc* course on Co-operative Marketing at the Co-operative Training College, Poona, came to an end on the 14th June 1956, and that the *ad hoc* course at the Regional Co-operative Training Centre, Meerut, was in progress. The course at the latter centre will come to a close on the 20th September 1956.

The Standing Sub-Committee at the last meeting decided that it was necessary to continue the courses both at Poona and Meerut and that details of a full scheme for training in co-operative marketing should be incorporated in the final scheme after the Second State Ministers' Conference at Mussoorie had discussed the subject in the last week of June 1956.

Co-operative Marketing figured prominently in the discussions of this Conference. The Conference resolved that urgent steps should be taken to set up primary co-operative marketing societies even in advance of the large-sized credit societies. It was further resolved that the programme of setting up 1,908 co-operative marketing societies formulated under the Second Five-Year Plan should be accelerated and completed in the following manner.

1956-57	343
1957-58	540
1958-59	600
1959-60	425

It was also indicated that immediate steps should be taken to recruit suitable persons for running these institutions and to get them trained. While considering existing facilities for imparting training for the personnel of the marketing societies, the Conference observed that the continuance of the two courses, one at Poona and one at Meerut, over the next few years would be necessary. As soon as the State Governments were in a position to specify their requirements, steps should be taken to introduce courses on co-operative

marketing at more centres of intermediate training. The following further observations of the Conference are also noteworthy:

“In designing the course of instruction, the specific requirements of each society, in respect of the commodities that it deals in and of the particular functions that it will discharge, should be taken into account. Particular care should be taken to ensure that the trainees receive practical training and experience not only in the co-operative aspects of their business but in all other essential features of the trade as well. For this purpose, suitable contacts should be established with firms which are doing business of similar character.”

In pursuance of the decision taken at the tenth meeting of the Standing Sub-Committee, particulars were called for from individual States regarding the personnel requirements in the sphere of co-operative marketing during the next plan period.

From an analysis of the data furnished, the overall requirements of personnel would appear to be of the following order:

				<i>Higher</i>	<i>Intermedi- ate</i>	<i>Subordi- nate</i>
Departmental	14	214	135
				<i>Apex</i>	<i>Central</i>	<i>Primary</i>
Institutional	26	143	1,934

From the above data it will be seen that the requirements during the next five-year period are quite large. As the growth of the marketing structure will necessarily be from the bottom upwards, the most important category of personnel whose number is sufficiently large, is the staff required by primary marketing societies. The managers or secretaries of these societies would belong to the intermediate category of personnel.

In view, therefore, of the large number of persons that have to be trained, it will be necessary that the short course on Co-operative Marketing should be arranged at all the five Regional Co-operative Training Centres. Accordingly, it is proposed to arrange courses of four months' duration for candidates who are already in service under Government or co-operative institutions and have sufficient background in regard to Co-operation, at the Regional Co-operative Training Centres at Poona, Meerut and Madras, and courses of six months' duration at the other two Regional Co-operative Training Centres, viz., Ranchi and Indore, for new recruits. Out of the six months' training in the latter two centres, the first two months will be devoted to the teaching of the general principles of Co-operation and the remaining four months to co-operative marketing.

The first course under the regular scheme commenced at the Co-operative Training College, Poona, from 10th September 1956. The course at the Regional Co-operative Training Centre, Meerut, is scheduled to commence from 3rd October, 1956. Arrangements at the other training centres will be finalised as soon as suitable accommodation is available for this purpose.

(b) *Land Mortgage Banking*

As the Committee is aware, the *ad hoc* course on Land Mortgage Banking at the Regional Co-operative Training Centre, Madras, commenced on 1st June 1956 and will come to a close on 14th October 1956. In view of the immediate requirements, it is proposed that at least two courses on Land Mortgage Banking should be conducted at the Regional Co-operative Training Centre, Madras, every year. It is proposed to commence the next course in November 1956.

Finance

In view of the proposals to conduct special courses on Co-operative Marketing and Land Mortgage Banking, the Reserve Bank was requested to sanction additional funds to the Central Committee for Co-operative Training. The Reserve Bank has agreed for an eventual expenditure by it of the order of Rs. 13.80 lakhs per annum on the various training courses as indicated below :

Expenditure

(Rs. in Lakhs)

1. All-India Training Class (Senior Officers' Course at Poona and Intermediate Officers' Course at the five Regional Co-operative Training Centres)	7.50
2. Special Course on Co-operative Marketing..	5.50
3. Special Course on Land Mortgage Banking..	0.80

13.80

(4) *Block Level Co-operative Officers*

In the last review, it was reported that all the eight centres for the Block Level Co-operative Officers commenced functioning.

The first course at the Gopalpur-on-Sea and Hyderabad Training Centres was completed on 14th August and 16th August 1956 respectively. The final results of the assessment of the performance of the candidates have not yet been finalised by the Principals of the training centres. The next session at these training centres will commence in November 1956.

The second session of the course at the Block Level Co-operative Officers' Training Centre, Tirupati, was completed on 8th September 1956 and the next session will commence on 24th September 1956.

As decided by the Standing Sub-Committee at the last meeting, a special course of 4½ months' duration has been organised at the Block Level Co-operative Officers' Training Centre, Dhuri, for the experienced personnel of the Punjab State from 1st July 1956. Fifteen trainees have been deputed by the Punjab Government to undergo this training.

(5) *Subordinate co-operative personnel*

In view of the large requirements of personnel to implement the various schemes in the Second Five-Year Plan, several States have approached the Central Committee to sanction additional schools as shown below to meet the requirements.

<i>State</i>	<i>Number of existing schools</i>	<i>Number of additional schools</i>
Madras	3	2
Bombay	3	2
Uttar Pradesh	2	4
Orissa	1	1
Madhya Bharat	1	1
Madhya Pradesh	1	1
Bihar	2	1

While two new schools for Madras—at Kozhikode and Madurai—have been approved, proposals for grant-in-aid for additional schools in other States, except Madhya Pradesh, are awaiting sanction from the Government of India. The proposals for an additional school in Madhya Pradesh and Bihar are under examination.

Proposal for a subordinate training school has also been received from Assam and is under examination. In Mysore, a training school has been organised on the lines approved by the Central Committee, but the State Government have not yet applied for grant-in-aid from the Government of India. Thus all the major States in the Indian Union, excepting West Bengal and Jammu and Kashmir, have training centres under the scheme of the Central Committee for Co-operative Training.

(6) *Training of non-officials of co-operative societies*

Schemes for the training of non-officials of co-operative societies received from the following States were examined in the

Secretariat of the Central Committee and forwarded to the Government of India for further action.

- | | |
|---------------------|------------|
| 1. Punjab | 5. Kutch |
| 2. Himachal Pradesh | 6. Tripura |
| 3. Orissa | 7. Coorg |
| 4. Bihar | |

The scheme submitted by the Registrar of Co-operative Societies, Mysore, was also examined and found to be on the lines of the pilot scheme. It has not, however, been forwarded to the Government of India as the State Government's approval of the scheme has not been received.

The scheme submitted by the Government of Uttar Pradesh is under examination.

It may also be mentioned here that the Government of India have not yet communicated sanction for the Bombay scheme which was recommended by us in May 1956 while the Government of Andhra whose scheme was referred back to them have not yet forwarded a fresh scheme.

2. After the Seminar on Co-operative Education at Baroda, the All-India Co-operative Union convened a conference of State Co-operative Unions to discuss further action in regard to the training of members. The Conference approved a scheme for extensive training of members and the same was submitted by the Union to the Ministry of Food and Agriculture for sanction. The final scheme as modified by the Ministry was forwarded to the Central Committee for its comments by the Joint Secretary to the Ministry of Food and Agriculture (Appendix 14).

3. The scheme envisages the creation of a District Co-operative Union for each district to organise the instructional courses at the primary end and to generally help the development of the Movement in its area on the lines envisaged under the Second Five Year Plan. During the Plan period every year 55 district unions will be selected for the purpose of giving financial assistance for the organisation of these instructional courses and carrying out other activities. Where district unions do not exist and it is not immediately feasible to organise such a union, the work will be entrusted to an *ad hoc* committee comprising the representatives of the existing district co-operative organisations, namely, district co-operative bank, district marketing union, etc., and experienced and tried co-operators of the districts.

To immediately start with, in the first year, Community Projects or National Extension Service areas will be chosen to implement the scheme. It is proposed that each union should conduct

two classes in a year for the secretaries and office-bearers of primary societies with 20 trainees in each session for a period of five to six weeks. Thereafter a co-operative camp for training the members of the managing committees of about a week would be organised, each union organising about 10 such camps a year giving training in all to 200 persons. For the members of co-operative societies, these unions would also organise classes upto two to three days' duration, each union organising about 30 such classes and educating about 1,000 members. Thus a union will devote 12 weeks a year for the training of secretaries and office-bearers, 10 weeks for the training of managing committee members and 15 weeks for ordinary members. For this purpose, each union would have one educational inspector as a full-time employee. The syllabus will be the same as in the "pilot" scheme.

4. The following comments have been forwarded to the Government of India after examining the scheme sent by them.

(i) If the award of stipends is left to the States, it is almost certain that most of these will excuse themselves. It is not clear from the scheme as to whether the scheme is a contributory one, or whether the Government of India are going to bear the whole expense. In any case, if the scheme goes into operation without provision of stipends—which are provided in the pilot schemes already in operation—we may find that the utilization of educational facilities, provided at so much cost, is very limited. It is worthwhile considering whether an appropriate amount for this expenditure may not be included in the total budget.

(ii) In five States a "pilot" scheme is being operated through the All-India Co-operative Union. In several States other programmes are also working. In selecting areas for the scheme now under consideration, care should be taken to see that the newer scheme strengthens the efforts which are now being made, and is integrated with the whole plan of co-operative training of non-officials in each State.

(iii) It is presumed that the Food and Agriculture Ministry will continue to follow the procedure that grants to State Governments or to recognised bodies in States will be made through State Governments, and not by the All-India Co-operative Union to State Governments or bodies in States. Finance Ministry at the Centre, and especially all State Governments are very particular about the procedure. Hence this matter was carefully discussed at some previous meetings, and the procedure of direct grant by the Government of India to a State Government for indicated purposes was approved.

NOTE III

CONFERENCE OF THE CHAIRMEN OF THE LOCAL COMMITTEES OF THE VARIOUS TRAINING CENTRES AND THE PRINCIPALS OF THE TRAINING CENTRES

Since the initiation of the training programme, the need to keep the arrangements for the several courses at the various centres under constant review has been felt so that they could be effectively geared to requirements and improvements made in the light of experience. It was with this view that a conference of Registrars and Principals of Training Centres was convened in August 1955. This Conference made valuable suggestions, among which were the modification of the syllabi for the various courses and the organisation of short courses for certain selected co-operative activities such as marketing, land mortgage banking, warehousing, etc. These suggestions have since been given effect to.

2. The desirability of holding a conference of the Chairmen of the various Local Committees for similar purposes was emphasised at the discussion of the working group on co-operative training at the Conference on Marketing and Co-operation held at Hyderabad in November 1955. The question was thereupon informally discussed at the tenth meeting of the Standing Sub-Committee in March 1956, but since all the eight Block Level Co-operative Officers' Training Centres had not by then commenced functioning, it was decided that the question might be postponed to a later date. On several occasions when the Member-Secretary and other officers visited the States to attend meetings of the Local Committees or for other discussions, it was felt that a conference of the kind would be very useful for putting the programmes of the various centres on a more effective and uniform basis. The Local Committee of the Regional Co-operative Training Centre, Madras, at its meeting held on 28th August 1956, has also proposed that such a conference will be useful.

3. All the five Regional Co-operative Training Centres and eight Block Level Co-operative Officers' Training Centres have now started functioning. Some centres have already had more than one course and would, therefore, be in a position to indicate the improvements needed to make the training more efficient. The Local Committees of the various Training Centres are in immediate charge of the day-to-day management of the training centres, and as such, the suggestions of their Chairmen in the light of their experience will be valuable for introducing further improvements in the organisation and conduct of the training courses and in the method and content of study, both theoretical and practical. Further, the Registrars of the States would now be in a better position to state whether the training given corresponds with requirements both in regard

to turnover as well as quality and whether it thus fulfils adequately the major objective with which the whole programme has been started. In addition, some specialised short-term courses like marketing and land mortgage banking have been started, and more are likely to be started to meet the diverse requirements of planned development in new directions. Some careful thinking will have to go into the planning of these and a preliminary discussion of the kind contemplated will be of considerable help for the purpose. It is, therefore, considered that the time is appropriate to convene a meeting of the Chairmen and the Principals of the various Local Committees and Training Centres respectively for a review of the existing arrangements for the training of the various categories of personnel. It will also be useful to invite a few Registrars of Co-operative Societies to the meeting, since they are the persons who will have to take direct interest and give definite lead to the training centres in regard to the arrangements for training.

4. It is suggested that the conference as proposed above may be convened sometime in the second or third week of December 1956. The conference may last for four days, the first two days being allotted for general discussions on various problems and the last two days for a detailed scrutiny of such items as the syllabi for the various courses, etc. If this arrangement is approved, it will not be necessary to detain the Chairmen of the various Local Committees for all the four days since the details can be worked out by the Principals and Registrars if they are also invited.

NOTE IV

ARRANGEMENTS FOR THE TRAINING OF PERSONNEL REQUIRED FOR THE WAREHOUSING CORPORATION PROPOSED TO BE SET UP

At the last meeting of the Standing Sub-Committee the arrangements for the training of personnel required for the Warehousing Corporations proposed to be set up were considered and it was felt that these arrangements could be finalised only in consultation with the Warehousing Corporation after it had been formed. However, in the meanwhile, the Ministry of Food and Agriculture were requested to keep the Committee informed of the immediate likely requirements of the Corporation, the duration of the training, the type of personnel to be recruited, the type of training to be imparted, etc. on a tentative basis.

The following information has accordingly been supplied by the Ministry for the consideration of the Central Committee.

A. NUMBER OF PERSONS REQUIRED

Year	Ware- housemen I category	Ware- housemen II category	Account- ant-cum- Cashier	Storage and Grading Assistant	Technical Assistant- cum- Analyst	Total
1	2	3	4	5	6	7
1956-57 ..	22	20	42	22	42	148
1957-58 ..	17	40	57	17	57	188
1958-59 .	18	60	78	18	78	252
1959-60 .	20	65	85	20	85	275
1960-61 .	23	65	88	23	88	287
Total .	100	250	350	100	350	1,150

B. DURATION OF TRAINING

1. For warehousemen of first and second categories 6 months
2. For accountant-cum-cashiers 6 „
3. For storage and grading assistant and technical assistant-cum-analyst 6 „

C. EDUCATIONAL QUALIFICATIONS

1. *Warehousemen of categories I and II*

Graduates in Economics, Agriculture, Commerce or Zoology with at least five years' experience of storage of agricultural commodities.

2. *Accountants*

Should have a degree in Commerce or diploma in Accountancy with experience in accounts and handling cash.

3. *Storage and Grading Assistant and Technical Assistant-cum-Analyst*

Intermediate in Agriculture or Science or two years' experience in storage of agricultural commodities.

D. CURRICULUM

A detailed syllabus will have to be drawn up in consultation with Agricultural Marketing Adviser, the Director of Storage and the Co-operation Adviser. However, it is stated that the warehousemen of the warehouses I and II will have to be trained in administration of the warehouses and will have to be familiar with warehousing legislation, price trends in respect of various commodities and market intelligence in general. He should also be fully equipped with the knowledge of classification and grading of agricultural products. A general course in Rural Economics, Finance and Banking and Developments in Co-operative Movement may also have to be laid down for him.

The training of Accountant-cum-Cashier will consist of accounting procedure, cash work and maintenance of account books of the warehouse.

The Storage and Grading Assistant and Technical Assistant-cum-Analyst will have to be given specialised training regarding grades and specifications of agricultural products and scientific methods of fumigation and storage of foodstuffs in godowns. This part of the training is very important as it will be on the basis of the analysis made by the Storage and Grading Assistant or the Technical Assistant that the warehouse receipt will be issued.

It may be stated that the training required for the warehousing personnel has very little in common with that given at the Regional Co-operative Training Centres and has to be arranged for separately. In view of the highly technical nature of the training course, it might perhaps be advisable to request the Ministry to get a proper syllabus prepared by the Agricultural Marketing Adviser in the first instance. Thereafter, the location of the training centres, the detailed curricula and content of training, the financial allocation needed and the responsibility for providing the same and other connected matters will have to be finalised.

NOTE V**PROPOSAL TO ORGANISE A SECOND REFRESHER COURSE FOR THE INSTRUCTORS AT EXTENSION TRAINING CENTRES**

A short course of six weeks' duration for the Instructors in Co-operation at the Extension Training Centres was held at the Co-operative Training College, Poona, from the 6th December 1954 to 20th January, 1955. Twenty-four Instructors from different States attended the course. Since then significant developments have taken place in the sphere of Co-operation, particularly after the publication of the Report of the Committee of Direction of the All-India Rural Credit Survey. The Director of Extension Training in the Ministry of Food and Agriculture, Government of India, who was consulted in the matter, has agreed that another such refresher course of six weeks' duration for the instructors at the Extension Training Centres has now become necessary and may be arranged preferably in November-December of this year.

2 The regular courses are now in progress at all the Regional Training Centres. Besides these, in some of the centres, additional courses on Marketing, Land Mortgage Banking, etc., are also being conducted. It will not, therefore, be possible to arrange the proposed refresher course at any of these Intermediate Training Centres. In view of this, and also because the financial responsibility for these arrangements will be that of the Government of India, it is suggested that the refresher course may be held in one of the training centres for Block Level Co-operative Officers. For this purpose, the Kotah Training Centre is considered suitable. The current course at the Kotah Centre will be over by the middle of November and the refresher course, if started immediately, could be completed before the 1st of January 1957 when the next session is scheduled to commence

3. For the first course conducted in 1954-55, the total expenditure amounted to Rs. 2,701-8-0 as against a budget estimate of Rs. 6,000. This was reckoned in accordance with the decision of the Standing Sub-Committee that the additional expenditure on the refresher course, other than what was being currently incurred by the Reserve Bank of India such as the pay of the regular teaching staff, hostel rent, etc., would alone be borne by the Government of India. The expenditure for the new course proposed on this basis

is likely to amount to Rs. 10,000, consisting of travelling allowance and daily allowance to lecturers and travelling allowance to trainees for study tour. A higher expenditure is estimated for this course as compared with the last one because of the special arrangements for lectures that will have to be made at Kotah and the cost of the practical study tour for which the trainees will have to be taken to Bombay. If the scheme is approved, the Ministry of Food and Agriculture will be requested to sanction an estimated expenditure amounting to Rs. 10,000 for this training.

NOTE VI

OPENING OF A SECOND CENTRE FOR TRAINING OF BLOCK LEVEL CO-OPERATIVE OFFICERS IN UTTAR PRADESH

The proposal of the Uttar Pradesh Government to depute Inspector candidates to the Block Level Co-operative Officers' Training Centre, Faizabad, was considered at the last meeting of the Standing Sub-Committee and it was decided that an officer of the Agricultural Credit Department might visit Lucknow to discuss the matter with the authorities. Shri Menon visited Lucknow in June 1956 and it was explained by Shri S. Dixit, Additional Development Commissioner, that "the misunderstanding was due to the fact that the trainees in Faizabad were recruited in two different batches and different manner." He assured that all the candidates deputed by the Government will be absorbed as Block Level Co-operative Officers and he promised to communicate this in a letter to the Central Committee for Co-operative Training. Accordingly the admissions made so far have been approved.

2. So far, 148 candidates have been admitted for training as against the original estimate of only 135 candidates made by the Community Projects Administration. The Development Commissioner has now further represented that their requirements in respect of Block Level Co-operative Officers during the Second Five Year Plan period would be much more than what has been originally estimated, namely, about 830 during the next four years of the Plan period. However, the arrangements so far made at Faizabad are only for 135 candidates and this may at the most be expanded to take 150 candidates as against a minimum requirement of 200 candidates per year. It has, therefore, been suggested that an additional centre may be allotted to Uttar Pradesh. It is felt that *prima facie* there is no need of a second centre and the increased requirements of the State can be met by increasing the number of seats at the Faizabad Centre, if necessary from 135 to 150 and by accommodating the remaining candidates, say 25 at the Dhuri Centre for which the total strength of the candidates is only 45. These points were informally discussed with Shri Krishan Chand during his visit to Bombay in August 1956 and he desired that a relevant reference might be made to the Ministry for examining the position. Accordingly, the Ministry of Food and Agriculture have been addressed and a reply is awaited.

3. This question of an additional training centre was subsequently raised at the meeting of the Local Committee for the Centre held on the 27th August 1956 (Proceedings awaited). The Registrar, Co-operative Societies, and the Assistant Development Commissioner were of the opinion that another school should be

set up to meet the increased requirements in Uttar Pradesh itself and that it will not be convenient to depute candidates to Dhuri, even though that was a Hindi-speaking area.

4. In this connection, it may be stated that the requirements of 830 officers during the next four years of the Second Plan period, as indicated by Shri Dixit, appears to be an overestimate. In Uttar Pradesh, at present there are 165 blocks and 95 more are expected to be opened in the current year. 639 blocks are to be opened during the next four years of the Second Five Year Plan period. As against this they have already got 80 trained officers serving in the various blocks while 148 are under training at the Faizabad Centre. Thus the requirements during the next four years may be worked out as under :

	<i>Number of officers</i>
Shortage at the end of the current financial year (260-80—148)	'32
Requirements during the next four years ..	639
Provision for casualties at 5 per cent	33
	<hr/>
	704 or 700

There is provision for the training of 135 candidates every year at the Faizabad Centre and this will give them 540 officers as against their requirements of 700 officers. The gap can be met by training 40 officers more during each of the four years of the Plan period. This can conveniently be done as suggested in para 2.

In view of the above facts, it is for consideration whether an additional training centre for Block Level Co-operative Officers should be started in Uttar Pradesh.

NOTE VII

PAYMENT OF HONORARIUM FOR LECTURES ON CO-OPERATIVE MARKETING GIVEN BY THE GOVERNMENT OF INDIA OFFICERS

We have received a request from the Agricultural Marketing Officer to the Government of India, suggesting that an honorarium of Rs. 25 per lecture may be paid to the officers of the Marketing Directorate who delivered lectures to the trainees of the Regional Co-operative Training Centre, Meerut. It would appear that Shri S. T. Raja had mentioned to the Agricultural Marketing Adviser that the Central Committee would be agreeable to giving such honorarium for these special lectures.

2. For the special course on Co-operative Marketing at the Regional Co-operative Training Centre eight officers of the Directorate delivered in all 22 lectures on various subjects.

3. The circumstances under which these lectures were arranged were as follows: While formulating the scheme for training in Co-operative Marketing—also in respect of all other training schemes—the understanding was that there should be close collaboration between the Reserve Bank of India and the Ministry of Food and Agriculture. This was particularly emphasised in regard to the special course on Co-operative Marketing since the officers of the Marketing Directorate of the Ministry have considerable experience in this field. It was, therefore, contemplated that all the training centres where marketing courses were to be arranged may draw on the staff of the Marketing Directorate for lectures on special aspects of marketing. Apart from this general understanding, the Meerut Training Centre had a special problem of its own when it was decided to commence the marketing course there. The arrangements for teaching at the Centre were not complete; only one Professor was available, and at the Local Committee Meeting Shri Raja stated that he would depute officers of the Marketing Directorate for delivering lectures to fill up the gap and cover the syllabus which otherwise would have been handled by the normal staff of the Centre. It was in accordance with this arrangement that the officers were asked to deliver the lectures.

4. It may be stated that usually, when the officers of the Government or the Reserve Bank of India deliver any special lectures, no honorarium is paid and they get their normal travelling and daily allowance from their parent departments. In view, however, of the special circumstances under which these lectures were arranged at the Meerut Training Centre, it is for consideration whether the present request for honorarium should be treated as a special case and acceded to.

NOTE VIII

CONSIDERATION OF THE FORM OF CERTIFICATE FOR THE SPECIAL COURSE ON CO-OPERATIVE MARKETING

The Principal of the Co-operative Training College, Poona, has forwarded to us for approval the form of certificate approved by the College Committee of the Co-operative Training College, Poona, as finalised by it at its meeting held on 25th June 1956 (Annexure). The form has been drawn up on the model prescribed for the Block Level Co-operative Officers' Training. This is more in the form of a certificate and not as a diploma. This may be approved.

In this connection, it is for consideration whether an examination should be held at the end of the special course on Co-operative Marketing. While a rigid 'pass or failure' examination may not be necessary in respect of these short specialised courses, there is the consideration that an examination would make the students more alert in the classroom and anxious to learn. It is, therefore, suggested that a test may be held for generally assessing the work of the candidate and getting it classified into the categories appearing on the certificate. The assessment, in addition, will be based on the interest the candidate has shown in the practical training as evidenced by the notes he has made of his study of institutions and the results of any oral test that might have been made at the conclusion of the training. The Standing Sub-Committee may indicate whether instructions on the above lines may be issued to the training centres.

ANNEXURE

CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING

SPECIAL SHORT-TERM COURSE IN CO-OPERATIVE MARKETING

Centre: Co-operative Training
College, Poona.

	Month	Year
Course No.....		
From.....		
To.....		

Shri..... has regularly attended this Course which he has/has not carried out satisfactorily.

His record of progress has been Excellent/Good/Fair/Poor.

Participation in Practical Training

He has/has not successfully undergone the practical training prescribed for the Course.

Special mention (if any).....
.....

*Principal and
Member-Secretary,
Co-operative Training
College Committee*

*Chairman,
Bombay Provincial
Co-operative Institute
and College Committee*

*Member-Secretary,
Central Committee*

NOTE IX**BRINGING TO THE NOTICE OF THE COMMITTEE THE RECOMMENDATIONS OF THE STATE MINISTERS' CONFERENCE AT MUSSOORIE**

The Second Conference of State Ministers on Co-operation held at Mussoorie from 1st to 3rd July 1956 has made important recommendations on co-operative education and training which are reproduced below. These were examined by the secretariat and the comments as shown in the Annexure have been sent to the Government of India.

To ensure that the Co-operative Movement is actively supported by the people as well as by all sections of the Governmental organisation it is necessary to take the following steps:—

- (i) The highest authorities of Government, both in the States as well as in the Union, should on appropriate occasions declare the wholehearted support of their Governments to the co-operative programmes undertaken in pursuance of the various schemes in the Second Five Year Plan.
- (ii) The great importance of co-operative activity at all levels should be recognised by inclusion of co-operative workers in all bodies connected with planning and development from the national down to the village level.
- (iii) The annual celebration of Co-operative Week should be considered a programme for the Government of India, the State Governments and for all official and non-official co-operators.
- (iv) Suitable information about co-operative programmes and developments should be made available to the Press in a manner which will attract public attention.
- (v) A comprehensive programme of educating villagers in the principles and responsibilities of co-operative organisation should be undertaken as a part of the general effort for their education in planning and development.
- (vi) The education and training of non-official members, office-bearers and honorary staff of co-operative institutions should continue to be undertaken under the guidance and with the assistance of the All-India Co-operative Union by State Co-operative Unions at State level through the agency of unions or union branches set up at the district level.

- (vii) In the training of non-official personnel, it is essential to emphasise the moral and social importance of the co-operative method as well as the necessity for an efficient discharge of the responsibilities that devolve on co-operative institutions.
- (viii) With a view to initiate the younger generation into the great significance of the co-operative pattern of society, suitable lessons should be included in their normal school literature. They should also be encouraged to have co-operative institutions in their schools and they should be brought into touch with local co-operative activities, such as the working of important co-operative institutions and the sessions of co-operative conferences, seminars, etc.
- (ix) For co-operative work among women, besides the normal efforts at popularising co-operation for all, special contacts should be built with social welfare and women's organisations working in the field of development.
- (x) In view of the importance of non-official education generally and of the creation of a climate favourable to the success of the Plan, it is desirable that financial assistance on an adequate scale should be forthcoming from the Union as well as the State Governments.
- (xi) Suitable literature, especially literature which will be appropriate and useful in village areas should be produced and should be made available in all the villages by organising a library service to be operated through co-operative institutions in each district and sub-district.

2. (a) *Large-sized societies:* The staffing of the large-sized primary societies at the beginning should be done from among personnel who have already been trained and who possess co-operative experience. In the meanwhile, the number of trainees at present being trained in the subordinate training institutions, the number of which is being immediately augmented by 10, is generally sufficient to meet the estimated requirements connected with replacements caused on account of opening of large-sized societies as also of new appointments in connection with programmes of expansion.

(b) *Primary marketing societies:* The number of primary marketing societies which it is intended to open is not precisely known. It is, however, clear that the continuance of the two courses, one in Poona and one in Meerut, over the next few years will be fully necessary. As soon as the State Governments are in a position to specify their requirements steps should be taken to increase the number of courses in co-operative marketing at other centres of intermediate training.

In designing the course of instruction, the specific requirements of each society, in respect of the commodities that it deals in and of the particular functions that it will discharge, should be taken into account.

Particular care should be taken to ensure that the trainees receive practical training and experience not only in the co-operative aspects of their business but in all other essential features of the trade as well. For this purpose, suitable contacts should be established with firms which are doing business of similar character.

(c) *Supervisory staff*: The provision at present made in the five regional centres meets the present requirements of co-operative institutions and such of their expansion programmes as would need additional staff during the current year. It is, however, estimated that with the increased rate of expansion, about 50 per cent more than can be turned out by the existing courses at the five regional centres will be needed. To ensure that this supply is available in time, the number of courses at present given in at least some of these centres will have to be doubled.

(d) *Administrative, supervisory and audit staff*: In most States, this staff is trained along with staff needed for co-operative institutions and the programmes for its training are included in the general training programmes.

(e) *Training of Collectors, B.D.Os and S.D.Os*: As the co-operative method is intended to play a vital role in the working out of the various plans, it is desirable that in the schemes of training of all officials, some account of the co-operative method as well as of the co-operative programmes should be included. The role that the Collectors, the B.D.Os and the S.D.Os play in working out of development programmes in rural areas is so vital that for these officers a brief course, say, of about a fortnight should be considered essential before they embark on their respective responsibilities.

3. Steps necessary for starting training courses for warehousing and agricultural producers' co-operative societies:—

- (a) The training for warehousing personnel will ultimately have to be organised in co-ordination with the all-India and State Warehousing Corporations when they are set up. If, at the initial stage, training of a nuclear personnel is considered necessary, a course providing for the specific requirements of that personnel should be prepared and should be started in close co-operation with the expert staff available with the Government of India.
- (b) For personnel required for the operations of co-operative farming societies, suitable courses will have to be designed

in the light of the pattern of such societies, which it is intended to adopt in each State. After further particulars about the number and pattern of such societies proposed to be started in the current and the next year are known, an appropriate course will have to be framed and it will have to be located in as many of the regional centres as necessary. In the working of these courses, a close co-operation should be maintained. In fact, the considerations that determine the peculiarities of cultivation in each area may influence problems of management and supervision.

4. What action should be taken so that both the reorganised and newly set up co-operative institutions are fully manned by trained personnel.

- (a) The co-operative institutions and other institutions such as the Reserve Bank connected with the working of co-operatives should as a normal part of their inspection and supervision insist on institutions equipping themselves at the earliest possible time with a suitably trained staff. In fact the considerations that determine the relative classification of societies should include their having an adequate number of trained personnel.
- (b) While the training of the entire staff of the existing institutions will take some time, the feasibility of instituting a State-wise cadre of co-operative staff possessing adequate qualifications, having reasonable conditions of service and operating over the entire State should be immediately explored. In some States a beginning has already been made to organise a similar cadre through a committee representative both of the Department and of co-operative institutions. The agency to administer the cadre may, however, vary from State to State.

5. *Selection of candidates*:—In the selection of candidates for co-operative institutions working in rural areas as well as for departmental work involved in close contact with villagers, care should be taken to take only such people as on the results of a suitable test are found to possess the requisite physical, psychological and social qualities necessary for success in a job, which essentially has a rural background and a rural purpose.

6. *Personnel*:—In view of the crucial stage of expansion through which plans of co-operative development are passing at present, it would be desirable to reiterate as follows, the substance of resolutions on the subject of personnel passed at the first session of this Conference and at the Conference on Marketing and Co-operation held in Hyderabad in November 1955.

(1) To encourage qualified and suitable men to join the department, the terms and conditions of service in the Co-operative Department should be on par with those of employees of other major departments.

(2) In making the postings of departmental staff, the following considerations should be kept in view:

- (i) In view of the crucial significance of the programme of co-operative development, the superior personnel should be kept in their posts for at least three years and preferably for five years. To ensure that it may be necessary in some cases to compensate the incumbents for any pecuniary loss that they might be put to by missing their normal turns of promotion.
- (ii) After they are appointed, such among them as have no previous co-operative experience, should have a special orientation course.

*ANNEXURE***COMMENTS ON THE RECOMMENDATIONS OF THE MUSSOORIE CONFERENCE RELATING TO CO-OPERATIVE EDUCATION AND TRAINING SENT TO THE MINISTRY OF FOOD AND AGRICULTURE, GOVERNMENT OF INDIA****1. Para 2(a): Large-sized societies**

The question of providing adequately trained and qualified personnel for large-sized credit societies was considered by the Standing Sub-Committee of the Central Committee for Co-operative Training at its eleventh meeting held on 23rd June 1956. The Committee felt that with all States organising subordinate training schools, it should be possible to satisfy the personnel requirements. It was further decided that the question of the adequacy of the existing training arrangements to meet the demand for the personnel of large-sized credit societies should be kept in view when examining the adequacy and suitability of the training arrangements in the various States.

2. Para 2(b): Primary marketing societies

The Conference has recommended that steps should be taken to increase the number of courses on co-operative marketing at the Regional Training Centres other than Poona and Meerut, as soon as the State Governments are in a position to specify their requirements in this regard. It may be stated that organisation of courses on co-operative marketing at all the five Regional Training Centres is already under consideration of the Central Committee for Co-operative Training and further action taken in that regard will be communicated to the Government of India in due course.

The Conference also recommended that care should be taken to ensure that the trainees received practical training not only in the co-operative aspects of their business but in all other features of the trade as well. It has been suggested that contacts should be established with firms doing similar business for the purpose. It may be mentioned in this connection that arrangements were made for practical training with Messrs. Lever Brothers of five of the trainees who attended the first course on Co-operative Marketing at the Co-operative Training College, Poona. In future also, necessary steps will be taken in this regard to contact business firms and trade organisations doing business of similar character so as to provide necessary facilities to the trainees at the Regional Training Centres.

3. Para 2(c): Supervisory staff

The Conference has recommended that in order to cope with the need for additional staff arising out of the expansion programme,

of co-operative institutions, the number of courses presently conducted in some of the training centres would have to be doubled. In this regard the experience of the Central Committee for Co-operative Training has been that while the need for increased staff is emphasised generally, the States seem to be reluctant to depute sufficient number of candidates. Thus, both for the Madras and Poona Training Centres, where the new classes started from 1st July 1956, hardly one or two extra applications were received. Again, for the third course which commenced at Ranchi Training Centre from 1st August 1956, there are only about 32 candidates as against the provision for 40-45 candidates. It may be stated that the Central Committee for Co-operative Training would always be willing to consider additional courses if there is a demand for them.

4. *Para 2(e): Training of Collectors, B.D.Os and S.D.Os*

The Conference recommended that in view of the important role the Collectors, the B.D.Os and the S.D.Os play in working out the development programmes in rural areas, a brief course of training of about a fortnight would be necessary for them before they took up their responsibilities. We have to state that we are in agreement with the above recommendation.

5. *Item 3(a): Training courses for warehousing personnel*

The Conference has recommended that a course for the training of warehousing personnel should be started in close co-operation with the expert staff available with the Government of India. We have to state that this matter is already under consideration. Further action taken in this regard will be communicated to the Government of India in due course.

6. *Item 3(b): Personnel of farming societies*

The Conference has recommended that taking into consideration the number of co-operative farming societies to be organised in each State and the pattern to be adopted in that regard, an appropriate course has to be framed and the training of their personnel started in as many centres as necessary. We feel that any regular plan in this regard may await the report of the Mission which has gone to study the agricultural producers' co-operatives in China.

7. *Item 4(a)*

The Conference recommended that the Reserve Bank should, as a normal part of their inspection, insist on the co-operative institutions equipping themselves with suitably trained staff. It may be stated in this connection that particular attention is already being given by the officers of the Reserve Bank in the course of inspection

of the co-operative institutions that the staff employed by them are suitably qualified and trained. The suggestion made by the Inspecting Officers in this regard is communicated along with other observations on the working of the co-operative institutions inspected, to the Registrars of Co-operative Societies, for necessary action.

8. *Item 4(b)*

The Conference recommended "the feasibility of instituting a State-wise cadre of co-operative staff . . . operating over the entire State should be immediately explored." We feel that once such a cadre is organised, arrangements for the training of co-operative personnel will be considerably facilitated. The Government of India might perhaps take up the matter with the State Governments, since they would be providing subsidies on a large scale for the staff of the co-operative institutions under the Second Five Year Plan for Co-operative Development.

NOTE X

CONSIDERATION OF A PROPOSAL THAT COST OF COOKS, ETC., AT THE BLOCK LEVEL CO-OPERATIVE OFFICERS' TRAINING CENTRE BE MET FROM THE FUNDS OF THE CENTRE

In the scheme for training Block Level Co-operative Officers, the trainees are allowed rent-free lodgings. They have, however, to make their own arrangements for boarding and it has been found convenient by the trainees to run a mess at the centre itself. The required furniture for the mess as well as utensils are generally purchased from the funds of the training centre itself, though the day-to-day expenses are met by the trainees. The charges of the cooks and other servants are also met by the trainees since there is no provision in the budget for the same.

2. The Local Committee for the Block Level Co-operative Officers' Training Centre at Hyderabad had suggested, at its meeting held on the 13th February 1956, that two chief cooks, one for the vegetarian mess and the other for the non-vegetarian mess, should form part of the establishment of the training centre. The other servants of the hostel will be recruited on a temporary basis as and when required, their salaries being met entirely by the boarder trainees.

3. This proposal was made since it was found very inconvenient to recruit reliable cooks on an *ad-hoc* basis every three months, as the trainees would be away for practical training and mid-term vacation and they could not be expected to bear the expenditure for this period also from the stipends received from the training centre.

4. Originally the proposal submitted by the Principal was that the salary of the cooks during the off-period when the trainees were away might be met by the training centre since it was not feasible to dispense with their services during that short period and again take them back after the trainees returned to the Centre. On this the Secretariat pointed out that if this request was acceded to the next step would be the question of retaining the cooks as full-time staff of the establishment of the Centre, whose salary would be borne by the centre. It was suggested that this might be referred to the Local Committee.

5. The Standing Sub-Committee may kindly indicate their views on the proposal of the Local Committee that chief cooks may be borne on the establishment of the training centre.

PROCEEDINGS OF THE TWELFTH MEETING OF THE
STANDING SUB-COMMITTEE OF THE CENTRAL COM-
MITTEE FOR CO-OPERATIVE TRAINING HELD ON 13TH
SEPTEMBER 1956 AT THE RESERVE BANK OF INDIA,
BOMBAY

Present:

1. Prof. D. G. Karve (*Chairman*)
2. Shri Krishan Chand
3. Shri B. Venkatappiah
4. Shri J. C. Ryan (*Member-Secretary*)

ITEM I: REVIEW OF ACTION TAKEN ON THE PROCEEDINGS OF THE
LAST (ELEVENTH) MEETING OF THE STANDING SUB-COMMITTEE

The Note on the subject was recorded.

During the discussion on the question of the medium of instruction at the Block Level Co-operative Officers' Training Centre, Faizabad, the Committee felt that the suitability of Hindi or other regional languages for the purpose depended on the availability of text books and other literature on the subject in those languages. As a first step in this direction, therefore, it was suggested that arrangements might be made to ensure that text books of the requisite standard in Hindi as well as in other regional languages were available and that the Central Committee might take suitable action in this matter. It was decided that this item might be kept on the agenda for the proposed conference of Chairmen of Local Committees and Principals of Training Centres for further discussion.

While reviewing the arrangements for the training of Block Level Co-operative Officers, the Committee felt that the duration of the course required revision in view of the experience at the several centres. At present the duration of the course is for a period of 10 months, including one month's mid-term vacation, thus reducing the actual period of training to nine months. The Committee decided that the overall duration of the course might be extended to 11 months including one month's mid-term vacation. It was also decided that stipends should be paid only during the period of training and not during the vacation. Trainees will be eligible for travelling allowance to go to their homes and come back, as at present. In between two courses, there will be a gap of only one month, as against two, as at present. The Committee also decided that this arrangement might be brought into force from the next course at each of the training centres.

ITEM II : REVIEW OF THE PROGRESS MADE AT THE VARIOUS CO-OPERATIVE TRAINING CENTRES

The Note on the subject was recorded.

The Committee recommended that having regard to the urgent need of additional accommodation at the Madras Regional Training Centre for the conduct of a number of special training courses which have been proposed, suitable structures might be put up in the premises of the Centre as early as possible.

ITEM III : CONFERENCE OF THE CHAIRMEN OF LOCAL COMMITTEES AND PRINCIPALS OF CO-OPERATIVE TRAINING CENTRES

The Committee agreed to the suggestion that a Conference of the Chairmen of the Local Committees of the various Training Centres and the Principals of the Training Centres might be convened in the second or third week of December, 1956.

ITEM IV : ARRANGEMENTS FOR THE TRAINING OF PERSONNEL REQUIRED FOR THE WAREHOUSING CORPORATIONS

While the final arrangements in regard to the training of the personnel of the Warehousing Corporations should await the setting up of the Warehousing Board, it was decided that the Central Committee for Co-operative Training, in consultation with the Ministry of Food and Agriculture, might take further steps such as the preparation of the suitable syllabus, etc. It was proposed to strengthen the staff of the Central Committee by obtaining the services of an experienced Marketing Officer and a senior Registrar who would be able to prepare a suitable scheme and later assist in its execution.

ITEM V : PROPOSAL TO ORGANISE A SECOND REFRESHER COURSE FOR THE INSTRUCTORS AT EXTENSION TRAINING CENTRES

The Committee sanctioned the proposal to conduct a refresher course for Instructors in Co-operation at the Extension Training Centres and authorised the Member-Secretary to take further steps in this regard.

ITEM VI : REQUEST FROM UTTAR PRADESH TO ORGANISE A SECOND CENTRE IN THE STATE FOR TRAINING THE BLOCK LEVEL CO-OPERATIVE OFFICERS OF THE STATE

The Committee felt that in order to meet the immediate requirements of Uttar Pradesh, the strength of the Training Centre at Faizabad might be increased to about 150. If, however, they required facilities for more candidates, the extra personnel might be deputed to the training centre at Dhuri.

ITEM VII: PAYMENT OF HONORARIUM FOR LECTURES ON CO-OPERATIVE MARKETING GIVEN BY THE GOVERNMENT OF INDIA OFFICERS

The Committee agreed, as a special case, to sanction the honorarium for the officers of the Marketing Directorate who delivered lectures at the Regional Co-operative Training Centre, Meerut, for the first short course on Co-operative Marketing. The Committee, however, made it clear that this was sanctioned as a special case because these lectures formed part of the normal instructions, and were delivered by the officers of the Government of India in the absence of qualified lecturers who could not be appointed in time. Lectures delivered by guests for broadening the experience and knowledge of trainees, apart from the normal instructional lectures, are, however, to continue to be purely on a courtesy basis.

ITEM VIII: CONSIDERATION OF THE FORM OF CERTIFICATES FOR THE SPECIAL COURSE ON CO-OPERATIVE MARKETING

The Committee approved the form of certificate for the short course on Co-operative Marketing. The Committee also agreed that a test might be held for generally assessing the work of the candidates and for classifying them into categories indicated in the certificate. In making the assessment the interest shown by the candidate in practical training will be taken into account.

ITEM IX: BRINGING TO THE NOTICE OF THE COMMITTEE THE RECOMMENDATIONS OF THE MUSSOORIE CONFERENCE

The Note on the subject was recorded

ITEM X: CONSIDERATION OF A PROPOSAL THAT COST OF COOKS, ETC., AT THE TRAINING CENTRES BE MET BY CENTRAL COMMITTEE—HYDERABAD PROPOSAL

The Committee regretted its inability to agree with the proposal of the Local Committee of the Block Level Training Centre, Hyderabad, that two chief cooks might be borne on the establishment of the training centre.

APPENDICES

APPENDIX 1

(Reference Note I relating to Fourth Meeting of Central Committee)

MEDIUM OF INSTRUCTION IN TRAINING SCHOOLS FOR SUBORDINATE CO-OPERATIVE PERSONNEL

State	Medium of instruction	Whether text books available in regional language	Any effort made for preparing text books	Whether instruction is imparted in any other language	Any other remark
1	2	3	4	5	6
1. Andhra	English	No	No		Option given to non-official trainees to answer in regional language or English.
2. Assam	English	Good collection in the Institute Library is available for officers. Suitable books are not available for office-bearers' course.	Yes. Measures are taken to prepare a book on co-operation in Assamese.	Assamese	
3. Bihar	English and Hindi	No	No	...	
4. Bombay	Maharashtra Regional Co-operative School, (Marathi) Karnatak Regional Co-operative School, (Kannada), Gujarat Co-op. School, (Gujarati).	Not sufficient	Yes	Kannada, Gujarati	

5	Coorg	English	No	No	Kannada also	Option given to answer in English or Kannada
6	Himachal Pradesh	Hindi	No	Intend to compile notes in book form due to the new Himachal Pradesh Co-operative Societies Act.		
7	Madhya Pradesh	Hindi	No	From October 1956 Marathi only in Nagpur Institute and proposes to make available cyclostyled notes in Marathi	..
8	Madhya Bharat	Hindi	Yes	Yes	.	Hindi, Marathi and English books are used.
9	Manipur	Manipuri	No	Yes	.	The lecturers give notes to the students in Manipuri.
10.	Mysore	English	No text books available in Kannada. In English also not sufficient.	No	No
11	PEPSU	English	No	No	.	Allowed to answer in vernacular. Lecturers prepare their notes from different books and dictate to the trainees.
12	Punjab	Punjabi and Hindi	No	Yes

- APPENDIX 1—contd.

(Reference Note I relating to Fourth Meeting of Central Committee)

MEDIUM OF INSTRUCTION IN TRAINING SCHOOLS FOR SUBORDINATE CO-OPERATIVE PERSONNEL

State	Medium of instruction	Whether text books available in regional language	Any effort made for preparing text books	Whether instruction is imparted in any other language	Any other remark
1	2	3	4	5	6
13. Saurashtra ..	Gujarati	No	Yes. Lecturers translate from Standard English books.	No
14. Uttar Pradesh ..	Hindi	No	Proposed to invite officers of the Co-operative Department and non-official co-operators to write suitable text books.	Lecturers use available books in Hindi and make up deficiency by using books, reports, circulars and other literature in English.

APPENDIX 2

(Reference Note I relating to Tenth Standing Sub-Committee Meeting)

CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING
 AGRICULTURAL CREDIT DEPARTMENT
 RESERVE BANK OF INDIA
 BOMBAY-1

Telegrams :
 " RESERVBANK "
 Bombay

Post Box No. 1037

Ref. No. ACD. 7288/TS. 4(a)-55

29th December, 1955

The Principal.

Dear Sir,

The Standing Sub-Committee at its meeting held on 22nd November 1955 considered the arrangements for practical training provided in the scheme for the training of Block Level Co-operative Officers. Taking into account the nature of duties which the officers would be immediately called upon to perform, it was felt that they required only intensive knowledge of the various activities in the extension areas and that this could be achieved by concentrating their training within the State where the training centre was located. There is no need to take the trainees to other States.

2. As regards the timing of the practical training, it would have to be based on the seasonal and other factors in each State. You may accordingly draw up a programme for the practical training for the approval of your Local Committee.

3. The Committee also considered the question of payment of daily allowances to the candidates for their expenditure on study tour. The idea underlying this payment was that when the candidates went for practical training to the villages, where lodging and boarding arrangements would have to be met by the training centre, daily allowances would not be paid; the training centre would itself incur the necessary expenditure by setting it off against the daily allowances to the trainees. You may accordingly make the necessary arrangements for the trainees while they are on practical training.

4. The Committee also felt that there should be class tests at periodical intervals on the results of which the trainees should be given a certificate at the end of the course. Detailed instructions will be issued to the training centres in due course in regard to this.

Yours faithfully,
 M. A. CHIDAMBARAM,
 for Member-Secretary.

APPENDIX 3

(Reference Note I relating to Tenth Standing Sub-Committee Meeting)

CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING
AGRICULTURAL CREDIT DEPARTMENT

RESERVE BANK OF INDIA

BOMBAY No. 1

Telegrams :

“ RESERVBANK ”
Bombay

Post Box No. 1037

Ref. No. ACD. 1063/TS. 21-56

9th February 1956

Dear Sir,

Award of certificates for Block Level Co-operative Officer-Trainees

Now that the majority of centres for the training of Block Level Co-operative Officers for the National Extension Service Organisation are well on the way, it is necessary to state the basis on which progress and performance of trainees are to be certified at the end of each course. It is on the strength of this certification that the future postings of trainees are going to depend.

In view of the nature of the training as also the nature of the duties which are appropriate to the officers, a continuous one-session examination at the end of the course is to be ruled out. The interest taken and progress made in each subject have to be watched and recorded, for the most part, during the course itself. It is, therefore, recommended that for each candidate a record file should be maintained in which fortnightly reports from teachers and instructors in charge of each subject should be regularly placed. The teachers concerned should be advised to keep, as far as possible, in personal touch with the progress being made by each trainee. They should be free to have occasional written tests on specific portions, which could be given during normal hours. All tests need not be synchronised, nor are elaborate previous preparations in order. The tests should be in the nature of an accompaniment of the normal work of training. The appraisal of the performance of trainees need not always be in quantitative terms, but may be indicated by three or four well-marked orders, e.g., Excellent, Good, Fair, Poor.

In regard to practical training, reports of persons who guide the work of each candidate should be carefully collected and the Principal should, in consultation with the member of the staff concerned, record his appraisal, in the form of order of performance.

During the closing month of the course, a somewhat comprehensive test should be arranged providing for award of marks. But even this test need not be all held on one day, nor need all tests be during one week. The tests should be conveniently spread out so as not to block the normal work of the institution. The trainees will thus be free from the "Examination Load and Fever." According to this system, it may happen that after a test further work continues to be done, but the appraisal of this will go into the normal qualitative record, and no deliberate neglect or slackening on the part of trainees need be apprehended.

At the end of the whole course, the Principal in consultation with his colleagues should review the total progress and performance of each candidate. During the period of training, the principle of bringing adverse or tame reports (Poor and Fair) to the notice of trainees should be regularly followed. Taking as a whole, the record of the overall performance of each trainee, including fortnightly reports, reports on practicals, year end tests marks, and personal reports by staff, the Principal should classify the trainee as belonging to one of the four classes—Excellent, Good, Fair and Poor. Of these the first two should be certified as having satisfactorily carried out the course. The latter two should be reported as having failed to carry out the course satisfactorily.

In both cases, from the record of each candidate, the Principal should note in his report specially noteworthy points, as, for instance, special aptitude for or interest and performance in particular subjects. As a first step, the performance in the last test should be traced back to earlier records of progress, so that the trainee is neither judged by that test alone, nor is his performance at that test ignored. What is intended to be avoided is a mechanical or mass-scale approach on the part of the staff, and a mere 'attendance' or a single 'course-end ordeal' complex on the part of the trainee.

While Principals, in consultation with staff, should be free to exercise their discretion in carrying out this scheme of records and tests, the underlying principles should be scrupulously followed. A pro-forma of certification is attached. Principals should in consultation with colleagues as well as with such members of the Local Committee as are readily available send in their suggestions regarding this pattern of certification so as to reach me by the 25th of this month, after which a suitable circular can be framed.

Yours faithfully,
 M. A. CHIDAMBARAM,
 for *Member-Secretary*.

CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING
BLOCK LEVEL CO-OPERATIVE OFFICERS TRAINING COURSE

Centre:..... *Month Year*

Course No.....From.....
To.....

Shri.....has
regularly attended this course which he has/has not carried out

satisfactorily. His record of progress has been Excellent.
Good. He has
Fair.
Poor

shown special aptitude for Theory and Practice of Co-operation.
interest in Co-operative Banking
progress in Co-operative Audit
Rural Economics.
Participation in Practical Training.

Special mention (if any).....

.....

Principal.

Member-Secretary.

APPENDIX 4

(Reference Note I relating to Tenth Standing Sub-Committee Meeting)

CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING
 AGRICULTURAL CREDIT DEPARTMENT
 RESERVE BANK OF INDIA
 BOMBAY 1

Telegrams:

“ RESERVBANK ”
 Bombay

Post Box No. 1037

Ref. No. ACD. 7289/TS.4(a)-55.

December 30, 1955

The Registrar,
 Co-operative Societies.

Dear Sir,

The Standing Sub-Committee at its meeting held on 22nd November 1955, while reviewing the progress made in regard to the organisation (where no schools existed) and the reorganisation of existing schools for subordinate co-operative personnel, considered that the following might be brought to the notice of the Registrars of Co-operative Societies for general guidance. These proposals were discussed also at the Conference of Registrars of Co-operative Societies held in Hyderabad (in November 1955) in the working party on co-operative training and there was general agreement with the proposals.

Practical Training

The training scheme drawn up by the Central Committee for Co-operative Training for subordinate co-operative personnel provides for a six months' course comprising theoretical training for four months and practical training for two months. The actual arrangement of the course in the various States may be broadly classified in two categories. In one category, the course begins with theoretical training, after the completion of which there is practical training, and thereafter, the trainees go back to their institutions, without returning to the Centre. In the other, there is theoretical training for the first three months, practical training in the fourth and fifth months, and thereafter, the trainees return to the training centre for one month's theoretical training. The latter procedure appears to be more useful for the reason that

it gives an opportunity to the trainees to review the lessons learned in the study tour, when they again assemble at the training centre and also to get clarification from the teaching staff of any doubts that they may have.

Again, it may be useful to split the practical training in two parts: (i) study tours to a number of important institutions in the State for, say, a month and (ii) intensive study at two or three important institutions for the remaining period.

Examination

2. The Training Scheme for subordinate co-operative personnel also stated: "As an all-India programme of training has been evolved, it would be desirable to have some uniformity among the States in regard to the standard of teaching, the method of conducting examination, valuation of papers, award of certificates, etc." In pursuance of this decision, for the present, the following suggestions are made:

1. An examination may be conducted at the end of the course.
2. The papers may be valued by internal as well as external examiners. The officers of the Co-operative Department and important co-operative institutions in the State may be requested to work as honorary external examiners.
3. A merit certificate styled as "Diploma in Co-operation" may be awarded to the candidates.

Yours faithfully,
M. A. CHIDAMBARAM,
for *Member-Secretary*.

APPENDIX 5

(Reference Note II relating to Tenth Standing Sub-Committee Meeting)

CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING
 AGRICULTURAL CREDIT DEPARTMENT
 RESERVE BANK OF INDIA
 BOMBAY No. 1

Post Box No. 1037

Ref. No. ACD 1512/TS.4-56

23rd February 1956

The Registrar,
 Co-operative Societies.

Dear Sir,

Resolutions of the Central Committee for Co-operative Training

The third meeting of the Central Committee for Co-operative Training held in January 1956 reviewed the progress made so far in organising the various Training Centres and tried to assess the adequacy of the existing arrangements in the context of the various programmes now being formulated under the Second Five Year Plan. In this context, the question was discussed whether the staff promoted from the subordinate to the intermediate category and again from the intermediate to the senior category require further appropriate training. The general opinion was that though these personnel would have obtained some basic training while working in the lower category, a reorientation for their duties at the higher level would be necessary, particularly as this would give them an opportunity to keep pace with the latest trends in the policy and working of co-operatives.

2. Under the existing arrangements only the personnel already employed either in the Co-operative Departments or co-operative institutions would be normally eligible for admission at the various training centres organised under the auspices of the Central Committee. However, if the need for the large requirements of personnel envisaged under the Second Five Year Plan is to be adequately met, this policy will have to be somewhat modified. In this context, the Committee considered whether it would be desirable to admit outsiders—those who are not yet in the employment of Co-operative Departments or institutions, but would like to choose Co-operation as their career. It was felt that until the existing personnel of the Co-operative Departments and institutions

were fully trained it would not be possible generally to throw open these courses to outsiders. However, in order to meet the growing demand for personnel under the Second Five Year Plan, it was decided that such candidates who were selected by co-operative institutions or Co-operative Departments for appointment after satisfactory completion of prescribed training should be treated as if they were employees of co-operative institutions for the purpose of training.

3. It was felt that the time is perhaps not ripe for all the States to include co-operative training as an essential qualification for recruitment to all posts, departmental as well as institutional. With the organisation of several training centres for the superior, intermediate and subordinate personnel, it is now possible to provide an increased number of trained personnel. The Committee, therefore, felt that for the present every State should prescribe, in addition to basic academic qualifications, the completion of a recognised course of co-operative training as a desirable qualification for service in the Co-operative Department or a co-operative institution. As the number of trained persons for a given post becomes more adequate, co-operative education should be prescribed as an essential qualification.

Yours faithfully,

M. A. CHIDAMBARAM,
for Member-Secretary.

APPENDIX 6

(Reference Note II relating to Tenth Standing Sub-Committee .
Meeting)

CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING
AGRICULTURAL CREDIT DEPARTMENT
RESERVE BANK OF INDIA
BOMBAY No. 1

Post Box No. 1037

Ref. No. ACD. 1514/TS. 4-56

February 23, 1956

The Joint Secretary,
Ministry of Food and Agriculture,
Government of India,
New Delhi.

Dear Sir,

Resolutions of the Central Committee for Co-operative Training

Please refer to our letters Nos. ACD.6000/TS.21(4)-55 dated 3rd November 1955, ACD.7229/TS.21(1)-55 dated 28th December 1955 and ACD.7295/TS.21(8)-55 dated 30th December 1955, wherein we had discussed the requests from the State Governments of Mysore, West Bengal and Punjab about the need for the full training of 10 months for the Block Level Co-operative Officers.

2. At the third meeting of the Central Committee for Co-operative Training, held in January 1956, it was pointed out, while reviewing the progress made in regard to the arrangements for the training of Block Level Co-operative Officers, that three States expressed the view that there was no need to depute their candidates for training to these courses on the ground that only experienced and trained personnel were being deputed to work as Block Level Co-operative Officers. The Committee felt that even in these cases a reorientation course, perhaps of a shorter duration, was necessary.

3. However, the above arrangement may be necessary mostly in respect of the first batch of candidates sent as Block Level Co-operative Officers. But the number of personnel required for the Extension areas would be large and it would not be possible to meet this demand always from experienced personnel of the Co-operative Department, if account is taken of the increasing requirements of the Departments in the other fields of co-operative activity. In subsequent years, therefore, candidates posted to block level duties may be fresh recruits and will require normal training.

4. We shall be glad if the Ministry of Food and Agriculture would bring the above facts to the notice of the States concerned and ensure that the trainees, particularly those who have no experience, are deputed for training at the Block Level Co-operative Officers' Training Centres. In the case of personnel who have already undergone some sort of training and have some experience to their credit (particularly in respect of those who are already on block level duties), some special type of training will have to be devised, somewhat on the lines of the arrangements now approved for the Madras and Andhra personnel. The exact duration of the courses and the programme of training will have to be considered, in respect of each State, taking into account the past background.

5. It was observed that some of the States while deputing candidates for training to the Block Level Training Centres had not made up their mind as to the way in which the trainees on completion of their training will be absorbed in the National Extension Service Organisation. In view of the large number of officers required for the National Extension Service areas, the trainees deputed for training would be, for the most part, new recruits. It was, therefore, suggested at the Committee meeting that the Ministry of Food and Agriculture should ensure that as a rule only such candidates as are assured of appointment on satisfactory completion of training, are sent to these Centres.

6. While the Committee considered arrangements for the training of non-official personnel, it was observed that for an appropriate appreciation of the role of co-operatives, it was desirable that training in Co-operation should be imparted to officers in the Administrative and State services as well. In this connection, the Committee appreciated the decision of the Government of Bombay to give a brief course of training to the new I.A.S. Officers of the State at the Co-operative Training College, Poona, but felt that the training to be of any real use must extend over at least a fortnight. We shall be glad if the Ministry of Food and Agriculture will take appropriate action on this resolution.

Yours faithfully,

M. A. CHIDAMBARAM,
for Member-Secretary.

APPENDIX 7

(Reference Note II relating to Tenth Standing Sub-Committee Meeting)

CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING
AGRICULTURAL CREDIT DEPARTMENT
RESERVE BANK OF INDIA
BOMBAY No. 1.

Post Box No. 1037

Ref. No.ACD.1515/TS.4-56.

February 23, 1956

The Registrar,
Co-operative Societies,
Madras/Andhra.

Dear Sir,

Resolutions of the Central Committee for Co-operative Training

The Central Committee for Co-operative Training at the third meeting, while reviewing the progress made in regard to the arrangements for the training of intermediate personnel at the various training centres, observed as follows:

“ The Committee . . . felt that increasing use should be made of these facilities by the Co-operative Departments and co-operative institutions. It was noticed that the Registrars of Co-operative Societies of Andhra and Madras have not yet found it possible to depute any departmental candidates for training at the Regional Training Centre at Madras. It was suggested that it would be desirable for their officers of the category of Co-operative Sub-Registrars, particularly those directly recruited, to be suitably trained at these centres. This may be facilitated by altering the existing rules of probation, so as to include the period at the training centre as part of the probation period.”

It will be appreciated if necessary steps are taken to depute your departmental officers for training in the Regional Co-operative Training Centre so that full use is made of the facilities provided by the Central Committee for Co-operative Training at Madras

Yours faithfully,
M. A. CHIDAMBARAM,
for Member-Secretary.

APPENDIX 8

(Reference Note III relating to Tenth Standing Sub-Committee Meeting)

TRAINING OF THE NON-OFFICIAL PERSONNEL OF THE CO-OPERATIVE MOVEMENT

REVISED PILOT SCHEME

As suggested by the Standing Sub-Committee of the Central Committee for Co-operative Training, the Scheme envisages:

1. Orientation of the present and prospective members in the principles, practice and policy of Co-operation.
2. A short course of training for elected members so as to bring home to them the nature and extent of their duties and responsibilities and
3. The training of elected office-bearers, such as presidents and secretaries and managers of primary societies in the requirements of their particular posts.

The syllabus and the working of the Scheme generally conform to the details outlined in the Integrated Scheme submitted earlier by the All-India Co-operative Union. There would be a propaganda party attached to each mobile training unit equipped with aids for imparting audio-visual education, in order to increase the effectiveness of the Scheme. The finance required for the execution of the Scheme will have to be made available by the Government of India.

It is proposed to set up six mobile training units to start with—two in Bihar, two in Saurashtra, one in Madhya Bharat and one in Delhi State. In the second year, one more mobile unit is proposed to be added for working in Madhya Bharat. After watching the results of the working of the Scheme for two years and taking into account the necessity for expansion of the facilities in the light of expansion of general co-operative activity in the areas, three more units—one in each State—might be added.

Co-operation of officials and non-officials of the States selected has been assured to the All-India Co-operative Union in working of the Scheme. Bihar has a well-developed Co-operative Federation. Madhya Bharat also has a satisfactorily working Co-operative Union. In Saurashtra although the Co-operative Union has been started only recently, the co-operators—officials and non-officials—are very enthusiastic and the Union is of the opinion that the Scheme can be largely implemented through the State Union. So far as Delhi is concerned, the All-India Co-operative Union itself will have to administer the Scheme.

The All-India Co-operative Union will be the overall co-ordinating and advisory agency of the entire Scheme. The Co-operative Education Sub-Committee of the Union with such co-opted members as might be necessary, would be adopted as the Training Committee and the overall administration and supervision of the execution of the Scheme would be its responsibility. The responsibility for the detailed administration of the Scheme and supervision of its day-to-day working in the States will rest with the State Co-operative Union concerned in the States of Saurashtra, Bihar and Madhya Bharat. However, it would be desirable if the State Union constitutes a small Training Committee for administering the Scheme. The close association of the All-India Co-operative Union and of the Registrar of Co-operative Societies, in the implementation of the Project can be ensured if the Honorary General Secretary and such members of the Executive Committee of the All-India Co-operative Union as are resident in the State and the State Registrar of Co-operative Societies are *ex-officio* members of the Training Committee. This Committee would act as liaison between the All-India Co-operative Union on the one hand and the State Union on the other, on all matters concerning the administration of the Project.

But so far as Delhi State is concerned, the All-India Co-operative Union itself will have to administer the Project. But in order to ensure enthusiasm and active collaboration of local co-operatives, an *ad hoc* Committee is proposed to be constituted by the All-India Co-operative Union comprising one representative of each of the provincial societies in the State, the State Registrar of Co-operative Societies, the Honorary General Secretary of the All-India Co-operative Union and other members of the Executive Committee of the All-India Co-operative Union resident in the State. The Committee would have powers to co-opt such other influential local co-operators as it might deem necessary for working the Project effectively.

The All-India Co-operative Union would get the required text books written in English or Hindi in accordance with the syllabus prescribed for three different courses. The Union would, besides, undertake the preparation of pamphlets like "Why you should join a Co-operative?"; "The Benefits of Co-operative Membership"; "You and Your Co-operative"; "What help do you need and how to get it from your Society"; "How do the Co-operatives Function," etc. The translation and publication of such pamphlets as also text books in regional languages would have to be undertaken by the State co-operative unions. These pamphlets are meant mainly for free distribution among literate villagers. So far as the Delhi State is concerned the text books, etc., requirements also have to be fulfilled by the All-India Co-operative Union. The Union proposes to appoint a well qualified competent person assisted by

necessary staff to ensure proper discharge of all the functions envisaged above.

As already stated, the units would function largely on the lines suggested in the Scheme submitted by the All-India Co-operative Union. However, the functions and the methods of working are briefly outlined hereunder.

Each mobile unit would consist of the necessary teaching staff and an advance propaganda party. The propaganda party would be equipped with a motor van and 16 mm. cine projector. Immediately the unit moves into an area the propaganda party would begin to make necessary propaganda and thus create an interest both among the general public, to the major section of which the activities of co-operatives are sought to be extended and among the members of the co-operatives in the area. The party would impart audio-visual education on how to improve production and how co-operatives can help in the process, the need to plan for improvement and how the co-operatives would help them in the task, etc., among other things.

It would also arrange with the help of local talent staging of short skits written in easy style aimed at bringing home to the villagers the benefits of co-operative action. The dialogues or skits required will have to be prepared locally either by the unit itself or by the State Co-operative Union concerned. Some sort of prize distribution to the children of the members by organising a Members' Children's Day may be undertaken with advantage. Such activities would, however, be limited to the availability of funds.

In its propaganda work, it would be advantageous if the unit gets the active assistance of local Gram Sevaks and extension workers. Such a collaboration between the two sets of workers would lend a technical colour also to the co-operative propaganda on latest agricultural methods, etc. The propaganda activities are expected to create an enthusiasm and interest among the members and the public generally in the activities of the unit. The propaganda would be accompanied by the organisation of the required number of classes each lasting two to three days to give an orientation to the members of the societies in the principles, policy and practice of Co-operation. The syllabus for these classes is contained in Annexure 3. The teaching staff would then hold a training class of five to six weeks' duration. The State Co-operative Institute which would be in charge of the implementation of the Scheme would direct each co-operative in the area to send at least its Secretary or President and another important member of its personnel. The syllabus for this training is indicated in Annexure 1. Care should be taken to see that all trainees for a class would be drawn from the same type of co-operative institutions in order that there would be

no necessity for breaking up the class into small groups to impart the instruction required separately to the personnel of the different types of societies. Each class would consist of not more than 50 trainees. Each trainee should be provided with a stipend of Rs. 30 per month. If this amount is considered insufficient the State Government concerned or the co-operatives themselves may supplement the amount with suitable contribution.

The unit after holding one class would hold the required number of classes for imparting training to the Panchayatdars and members of the managing committees of the societies. The duration of such classes would not ordinarily exceed a week. The syllabus for these classes is indicated in Annexure 2. Since the classes are to be held almost at the door step of the members, no stipend is provided.

When all the three categories of personnel in the area are trained the unit would then move on to another centre according to a prearranged programme.

It should be the joint responsibility of the Co-operative Department, Financing or Federal Institutions to see that all the personnel attend the classes conducted by the unit.

**ESTIMATED EXPENDITURE FOR THE PROJECT FOR THE
FIRST YEAR**

NON-RECURRING:	Rs.	Rs.
Cost of 6 motor vans $6 \times 25,000$	1,50,000	
Cost of 12 filmstrips 6 copies each—		
Each strip 6 copies Rs. 3,400—12 strips		
$12 \times 3,400$	40,800	
Cost of 6 electrically operated projectors		
$6 \times 8,000$	48,000	
	<hr/>	2,38,800
RECURRING FOR ONE UNIT:		
Establishment:		
Senior Inspector-Instructor Rs. 100 plus		
50 D.A. plus 60 P.T.A.— 210×12 ..	2,520	
Junior Inspector-Instructor Rs. 75 plus		
50 D.A. plus 60 P.T.A.— 185×12 ..	2,220	
Peon Rs. 25 plus D.A. 35 plus 30		
P.T.A.— 90×12	1,080	
Van Driver Rs. 40 plus D.A. 35 plus		
30 P.T.A.— 105×12	1,260	
Cine Operator-cum-Propagandist Rs. 75		
plus D.A. 50 plus P.T.A. 60		
185×12	2,220	
Stationery, Postage and Contingencies		
Rs. 50×12	600	
Miscellaneous expenses at Rs. 50 per		
class		
for 4 classes 50×4	200	
Rent .. 50×12	600	
Stipends to trainees Rs. 30 per trainee		
50 per class $\times 4$ classes	6,000	
Magazine to be published by each unit		
estimated at Rs. 150 p.m. for		
12 months	1,800	
Publication of text books and Pamphlets.	2,000	
Maintenance of motor van		
250×12	3,000	
Expenditure for one Unit	<hr/>	23,500
Expenditure on 6 units $6 \times 23,500$..		1,41,000
Carried forward ..		<hr/>
		3,79,800

	Rs.	Rs.
Brought forward ..		3,79,800
EXPENDITURE TO BE INCURRED BY ALL-INDIA CO-OPERATIVE UNION:		
One Education Officer Rs. 500 to 1,000 per year	10,000	
One Senior Assistant Rs. 200 plus Rs. 50 250 × 12	3,000	
One Junior Assistant Rs. 120 plus 30 150 × 12	1,800	
One Typist clerk 60 plus 50 110 × 12	1,320	
Two peons Rs. 25 plus 35 60 × 12 × 2	1,440	
Travelling expenses	2,000	
Preparation and publication of Text Books		
2 Books 100 pages each		
1 Book 80 pages each		
1 Book 50 pages each		
<u>330</u>	2,500	
Preparation and publication of 12 pamph- lets and 12 stories of the film 24 × 200.	4,800	
Postage, stationery and contingencies ..	1,300	
		<u>28,160</u>
Total Expenditure for the first year ..		<u><u>4,07,960</u></u>

ANNEXURE 1

SYLLABUS FOR THE TRAINING COURSE FOR SECRETARIES AND OTHER PERSONNEL IN CHARGE OF SOCIETIES

PAPER NO. I

Law and Principles of Co-operation

1. General idea about the Principles of Co-operation.
2. Origin and growth of the Co-operative Movement in India. Co-operative Legislations—1904 and 1912 in general and the State Legislation in force in the area in particular.
3. Different types of rural societies. Meaning and implications of limited and unlimited liabilities. Their advantages and disadvantages. Safeguards provided against the danger of unlimited liability.
4. Brief knowledge of the functions and working of the following types of co-operative societies.

Agricultural, Thrift and Credit, Multipurpose, Marketing Industrial, Farming, lift irrigation, Purchase and Sale Unions, Housing, Labour Contract and Health.

5. Study of the functions and working of the co-operative financing agencies and other banking institutions, viz., Apex Banks, Central Banks, Industrial Banks, Land Mortgage Banks, and the Urban Co-operative Banks, study of the Scheme of Rural Finance—General idea, agencies in charge of this work and their role in the Co-operative Movement.
6. Propaganda, Education and Training.
Brief knowledge of the function and working of All-India Co-operative Union, Provincial Unions, Regional Unions and District Unions, Institutes or Boards, if any.
7. Audit, Inspection and Supervision.

Difference between these words. General idea about the scheme in force in the State attending to all these functions.

8. Co-operative Movement and its relations with the State. Concessions, privileges and exemptions enjoyed by the Co-operative Movement.

Place of Co-operation in the Five Year Plan.

General idea about the functions and working of the Co-operative Department of the State.

9. General idea about the Plan for development of Co-operation in India as recommended by the Co-operative Planning Committee (Saraiya Committee).

PAPER NO. II

Practice of Co-operation, General Management and Accounts of Co-operative Societies

1. Rights, duties and obligations of the secretary, other office-bearers and other managing committee members.
2. Admission, resignation, dismissal and withdrawal of members. Their rights, liabilities and obligations.
3. Meeting—importance of meetings—general managing committee and other sub-committee meetings—Notice, Agenda, taking down of proceedings, action taken on resolutions.
4. Loans—Nature, object, types, method—Preparation of credit statements. Security, security bonds, recovery of loans, arbitration.
5. Loans in kind—methods of valuation, sale of goods and recovery of loans.
6. Raising of funds—share capital, deposits, loans, cash credits, etc., and books required for them. Different kinds of deposits and books for them.

How to borrow from the Central financing agency. Types of credit facilities, repayment of loans, security, etc.

7. General instructions regarding opening of bank accounts—what are cheques, drafts, hundies, etc. Precautions, necessary for them. Effects of crossing of cheques and the general idea of the work done in a bank.
8. Correspondence work and maintenance of books and other records. Disposal and destruction of records of societies.
9. Principles of accounts keeping. How to write accounts, preparation of receipts and payment of statements, trial balance, profit and loss accounts and balance sheet.
10. Profits—what are they in the Co-operative Movement. Distribution of profits in different societies. Creation of reserve and other funds. Their use, utility and investment. Advantages of such funds.
11. Explanation of term “Audit”—scope of co-operative audit, rights and duties of the auditor. Procedure of audit, submission of notes. Rectification of audit defects and submission of report.

N.B.—Teaching in accounts should be copiously explained by illustrations and by giving sufficient practice for writing the account books and preparation of necessary statement, at the end of year—viz., receipt and payments statement, balance-sheet and profit and loss accounts.

*ANNEXURE 2***GENERAL OUTLINE OF THE SYLLABUS FOR THE TRAINING COURSE FOR PANCHAYATDARS AND MEMBERS OF THE MANAGING COMMITTEE**

Various points in the syllabus for the secretaries should generally be explained but the following points should be emphasised.

1. Principles of Co-operation.
2. Importance of meetings, powers and functions of the meetings. Importance of the resolutions passed therein. Action to be taken thereon.
3. Loans and how to sanction them. Principles of replacing capacity, land ownership.
4. General ideas about the statement of account and balance-sheets.
5. General idea about the working of the society.
6. Rights, duties, obligations and responsibilities of the managing committee members. Their duties regarding verification of cash balance and particularly with regard to the money received as deposits or repayment of loans by members and return of deposits and repayment of loan.
7. Verification of bank pass books and cheque books.
8. Necessity of the managing committee members taking interest in all the affairs of the society and consequences of their disinterest.

ANNEXURE 3

AN OUTLINE OF THE SYLLABUS FOR THE TRAINING
COURSE FOR MEMBERS OF THE CO-OPERATIVE
SOCIETIES

1. Principles and practice of Co-operation.

Why one should join a co-operative society. What is the scope of the Co-operative Movement.

(This should be explained by means of homely illustrations taken from the everyday life of the members themselves and should be presented in the homely language, which must be lucid, fluent and interesting.)

2. General ideas about the bye-laws of certain types of societies from which the members are drawn, how people can join and withdraw from the societies. What is a share, who can purchase a share? What are the liabilities, etc.
3. What are the rights of a member-shareholder. What are his obligations and responsibilities. His duties and rights at the general meeting. Why all members of the society should attend the general meetings and take part in proceedings. How the election of office-bearers takes place. Who should be elected in the Managing Committee. Why members of co-operative societies should be above party politics.
4. What types of loans are given by societies. How to get them. What is credit. What are the rights of the members in this respect. What are their responsibilities. What would be the result of misuse of or non-payment of loans borrowed. How their action affects the financial position of the societies and prevents others from taking advantage of the society. What is the difference between the methods of finance by a money-lender and a co-operative society. Why the society should be preferred to money-lender. Why they should not encourage benami loans.
5. Who are the office-bearers, secretary and others. What are their relations with one another. Why should the managing committee repose in them full confidence in the management and at the same time see that the society is not mismanaged by the office-bearers. What are their rights in such cases.
6. Why the members of the society should be honest and loyal to the society. Why they should not try to influence the staff and members of the managing committee and get the advantage or favour in their dealings with the society.

7. Why they should desist from the false criticism against the management of the society from the hearsay or rumours. How those affect the credit and prestige of the society and how they would ultimately lose the benefits either of the society or of the good, honest and experienced persons to manage the society.
8. Why they should not blindly sign any document or paper but should insist on the contents being read out and gaps, if any, filled up before the signature is demanded.

APPENDIX 9

(Reference Note III relating to Tenth Standing Sub-Committee Meeting)

CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING
 AGRICULTURAL CREDIT DEPARTMENT
 RESERVE BANK OF INDIA
 BOMBAY

Telegrams,
 "RESERVBANK"

Post Box No. 1037.

Ref. No : ACD. 7315/TS. 35-55.

30th December, 1955.

The Registrar,
 Co-operative Societies,

Dear Sir,

Action on the conclusions of the Conference on Marketing and Co-operation held at Hyderabad in November 1955

As you are aware, the Government of India convened in November 1955 a Conference on Marketing and Co-operation at Hyderabad to consider some of the outstanding issues. The conclusions arrived at the Conference on training and personnel requirements for the Co-operative Department, co-operative institutions and National Extension Service are given in the annexure to this letter. It will be seen from para 3 of the conclusions that for want of adequate data, the Conference could not make any definite assessment of the additional staff requirements under the various categories in the several aspects of the Co-operative Movement and arrange for their training. It was, therefore, resolved that "in order to facilitate the setting up of necessary training arrangements early, the State Governments should furnish immediately their exact requirements of personnel in the different types of activity at different levels and the number of trainees of each class whom they would be deputing for the first session which would be started soon." The Government of India have indicated that the progress of the action taken on the conclusions arrived at the Conference should be forwarded to them before 31st January 1956. To enable the Central Committee for Co-operative Training to consider the various conclusions arrived at in regard to the additional staff requirements and their training, it will be appreciated if data in the form enclosed is supplied to us before 15th January 1956. Your co-operation in this respect will be appreciated.

Yours faithfully,
 M. A. CHIDAMBARAM,
 for Member-Secretary.

**STATEMENT SHOWING THE ADDITIONAL PERSONNEL REQUIREMENTS FOR THE VARIOUS
CO-OPERATIVE INSTITUTIONS AND DEPARTMENTS DURING THE NEXT
FIVE-YEAR PLAN PERIOD**

Type of institution	Cadre of personnel	Requirements in the next Five-Year Plan period	Annual Breakdown							Number of existing personnel	Number proposed to be deputed for training in 1956-57	Remarks
			1st year	2nd year	3rd year	4th year	5th year	Total				
1	2	3	4	5	6	7	8	9	10	11	12	
Apex Co-operative Bank	(i) Manager/Executive Officers/Chief Accountant (ii) Branch Managers/Agents (iii) Inspectors (iv) Clerks											
Central Co-operative Banks	(i) Manager/Secretary/Executive Officer (ii) Accountant/Branch Manager (iii) Inspectors (iv) Supervisors (v) Clerks											
Large-sized societies Marketing societies Apex or District Federations	Manager/Secretary (i) Manager/Secretary (ii) Accountant/Sales Organiser (iii) Clerks/Godown Keepers											

*ANNEXURE***CONCLUSIONS OF THE CONFERENCE ON MARKETING AND CO-OPERATION HELD AT JUBILEE HALL AT HYDERABAD, FROM 27TH TO 29TH NOVEMBER 1955****ITEM NOS. 6 AND 7: TRAINING AND PERSONNEL REQUIREMENTS AND NATIONAL EXTENSION SERVICE****I. *General considerations***

That in making arrangements for the training of personnel three considerations should be kept in view: (i) the programme of training should be so devised in content and phasing as to fit into, and keep step with, the programme of development envisaged in the Community Project and National Extension Service Blocks; (ii) when organising the training centres, the general policy should be to distribute them, as far as practicable on a regional basis subject to availability of accommodation, staff and other conveniences; and (iii) existing institutions are put to the maximum possible use consistent with efficiency before new institutions are started.

II. *Financial assistance*

That in regard to fresh items of expenditure where States are expected to contribute, as a rule the States' share should not exceed one-third. (Action Government of India and State Governments.)

III. *Additional staff requirements and their training*

That in order to facilitate the setting up of necessary training arrangements early, the State Governments should furnish immediately their exact requirements of personnel in different types of activity at different levels and the number of trainees of each class whom they would be deputing for the first session, which would be started soon. (Action State Governments.)

(1) *Training of Block Level Staff*

That the training imparted to block level officers should include sufficient orientation in co-operative marketing, processing and warehousing and the existing curricula should be amplified, if necessary for the purpose. (Action Government of India and *Central Committee for Co-operative Training*.)

(2) *Larger-sized co-operative societies*

That on the basis of an estimated requirement of about 14,000 paid managers and staff for the larger-sized primary agricultural credit societies for the next five-year period, some of whom may already have been trained, provision should be made for the training of about 1,500 to 2,000 managers per year. This training

should be arranged in the subordinate training institutions in each State and the facilities for this purpose should be expanded wherever necessary to meet these increased requirements. (Action *Central Committee for Co-operative Training* and State Governments.)

(3) *Central banks*

That for the staff of the central co-operative banks belonging to the intermediate category, the present arrangements at the five Regional Training Centres are considered adequate. If, however, additional arrangements are needed, this may be considered after the assessment of actual requirements are made and communicated by the States. (Action State Governments and *Central Committee*.)

(4) *Supervisory staff*

That arrangements for the training of the supervisory staff, estimated at about 500 for the first year on the basis of a total requirement of about 3,750 for the whole of the Plan period, should be made in the subordinate training schools in each State. The States should examine the adequacy of the existing arrangements in this respect, and special courses at these centres may be organised wherever necessary. (Action State Governments and *Central Committee*.)

(5) That in view of the progress made in land mortgage banking in the Madras and Andhra States, special training arrangements for the training of land mortgage bank personnel such as land valuation officers, managers, etc., should initially be started at Madras Regional Training Centre, training classes at other centres being organised if necessary at a later stage (Action *Central Committee*.)

(6) *Marketing Societies*

That arrangements should be provided for the training of about 300 to 400 marketing personnel in each year calculated on the basis of 1,700 primary marketing societies to be organised during the next five years and that each one of them will require the services of a manager, accountant and a godown keeper. The training should be given at the nearest training centres according to the category of personnel. Where inter-State arrangements are needed, regional and block level training centres should be utilised. Training of subordinate personnel, however, should be arranged within each State. These arrangements are exclusive of marketing training facilities required for staff other than for co-operatives. (Action Government of India and *Central Committee*.)

(7) *Warehousing*

That on the basis of a total requirement of about 100 warehousemen, 250 warehousemen-cum-technical assistants and graders, 350 accountants-cum-cashiers, 25 storage assistants, 25 analysts

and graders and 75 technical assistants-cum-analysers for the whole Plan period, arrangements for training about 75 to 80 warehousemen and 75 to 80 accountants-cum-cashiers during each year should be made. In view of the lack of experience regarding the form and content of the training necessary for this type of personnel, a pilot centre preferably at Meerut, should be started so that the assistance of the technical staff of the Central Marketing Department available at Delhi would be utilised for teaching subjects like grading, storage, etc. More centres may be organised after gaining further experience at Meerut. (Action Government of India, State Governments and *Central Committee*.)

(8) *Processing societies*

That the training for the managerial, technical and other staff of processing societies should be confined to imparting knowledge of the special characteristics of co-operative management and technique as distinguished from the general type of training required to manage and run factories and plants. (Action Government of India, State Governments and *Central Committee*.)

(9) *Departmental staff*

(a) That the requirements of trained personnel in the intermediate category of the departmental staff can be met by the five regional centres, if necessary by making some additional arrangements for particular sessions and subjects. Similarly, requirements of departmental subordinate personnel can be met by the establishment and expansion of subordinate training schools in each State. (Action *Central Committee* and State Governments.)

(b) In making the postings of departmental staff the following considerations should be kept in view:

- (i) In view of the crucial significance of the programme of co-operative development, the superior personnel should be kept in their posts for at least three years and preferably for five years. To ensure this it may be necessary in some cases to compensate the incumbents for any pecuniary loss that they might be put to by missing their normal turns of promotion.
- (ii) After they are appointed such among them as have no previous co-operative experience, should have a special orientation course.
- (iii) For the success of the various schemes in the Second Five Year Plan it is important to have senior and experienced officers in the State Departments. (Action—State Governments.)

(10) *Training of non-official co-operative workers and the general public*

(a) Steps should be taken to ensure that the subject of Co-operation comprising co-operative principles and practice should find a definite place in the general scheme of education in universities and schools.

(b) The training of the non-official co-operative workers should be provided for in the following three stages:

- (i) Training of the present and prospective members of co-operatives by means of conferences, seminars, visiting instructors, etc.
- (ii) Training of members of elected committees by short sessions arranged at suitable centres.
- (iii) Training of elected office-bearers, stipendiary and honorary, in longer courses organised at centres having training schools and colleges.

(c) The State Government and the State co-operative unions under the guidance of the All-India Co-operative Union would be primarily responsible for the training of the non-official co-operators. (Action Government of India, State Governments, *Central Committee* and All-India Co-operative Union.)

(11) *The Training of the Staff of Regulated Markets*

That in view of the desirability of employing only trained men as secretaries, superintendents or other supervisory staff of the Market Committees, arrangements should be made by the Central and State Governments to organise Regional Training Centres for the purpose. These centres should also provide facilities for the training of Graders. (Action Government of India and State Governments.)

AGENDA ITEM 8—MARKET NEWS SERVICE

That the Market News Service is an important activity for the dissemination of marketing information to the farmers in order to enable them to market their produce at the best available prices and that the entire country should be covered within three years instead of five years as now contemplated. (Action Government of India and State Governments.)

APPENDIX 10

(Reference Note IV relating to Tenth Standing Sub-Committee Meeting)

GOVERNMENT OF ANDHRA

DEPARTMENT OF INDUSTRIES, CO-OPERATION AND LABOUR

Letter No. 4158 AI/56-2

From

Sri S. G. Apparow Nayudu, M.A.,
Deputy Secretary to Government.

To

The Chief Officer,
Agricultural Credit Department,
Reserve Bank of India,
Bombay-1.

Dated, KURNOOL, the 24th January, 1956.

Sir

Sub: *Co-operative Training and Education — Education of Panchayatdars of Co-operative Societies*

I am directed to state that, with a view to educate the members and office-bearers of Co-operative societies in the principles and practices of Co-operation in order to increase their business efficiency in the respective spheres of activity, the Registrar of Co-operative Societies, Andhra, has submitted a scheme for the training of Panchayatdars of co-operative societies during the Second Plan period. Before introduction of this scheme all over the State at a time, it is proposed to introduce it on a pilot basis in three districts, viz., Kurnool, West Godavari and Visakhapatnam of this State. Under the scheme, it is proposed to conduct three sessions of 10 days duration in a month (seven days for the classes and three days for moving from one centre to another) and to train about 40 Panchayatdars in one session i.e., 4,320 Panchayatdars in all will be trained in 108 sessions to be conducted in the three districts. One Senior Inspector of Co-operative Societies will conduct the classes in each district. Besides this, important local non-officials will be invited to give talks to the Panchayatdars. Wherever possible, audio-visual education also will be imparted by exhibiting films on the several departmental activities. The total cost of the pilot scheme for one year is estimated at Rs. 1,01,664. The details are appended.

2. I am to request that in view of the present ways and means difficult position of this State, the Reserve Bank of India may be moved to meet the entire cost of the scheme.

An early reply is requested as the pilot scheme is to be introduced in the State at an early date.

Yours faithfully,

K. RAMANA REDDY

for Deputy Secretary to Government.

APPENDIX

Cost of the Pilot Scheme

	Rs.
Cost of 3 Senior Inspectors for 1 year at Rs. 199 per mensem.	7,164
Stipends to candidates at Rs. 3 per day:	
(candidates in one centre.	
36 sessions for one district and	
108 sessions for 3 districts.	
$7 \times 3 \times 40 \times 36 \times 3$	90,720
Contingent expenditure at Rs. 35 per centre, for 108 centres	3,780
Total	1,01,664
	<i>or 1 lakh</i>

APPENDIX 11

(Reference Note V relating to Eleventh Standing Sub-Committee Meeting)

DEPARTMENT OF INDUSTRIES, LABOUR AND
CO-OPERATION

Letter No. 965 BII/56-3

From

Sri S. Chidambaram, I.A.S.,
Deputy Secretary to Government,
Madras-9.

To

The Under Secretary,
Central Committee for Co-operative Training,
Reserve Bank of India,
Bombay (with encl.)

Fort St. George dated the 28th May 1956.

Sir,

Sub: *Co-operative Education and Training—Conversion of Central Co-operative Institute, Madras, into Co-operative Training College.*

I am directed to state that in pursuance of the recommendation of the All-India Rural Credit Survey Committee that the present method of Co-operative Training and Education should be reorientated to meet the increasing demand for trained co-operative personnel at all levels, the Registrar of Co-operative Societies has drawn up for implementation during the period of the Second Five Year Plan a scheme for converting the Central Co-operative Institute, Madras, which at present imparts training only to subordinate personnel of the Co-operative Department (i.e., Senior Inspectors and Junior Inspectors) into a Co-operative Training College intended to train personnel of all categories (Intermediate and Higher also). An extract from the Registrar's letter Rc. No. 197205/55 N., dated 1-1-1956, explaining the need for and the utility of the proposed Training College together with a statement of the total cost of the scheme is enclosed.

2. It may be seen from the statement that the scheme is estimated to cost Rs. 14,44,375 and that the cost has to be shared in the following manner:—

			Rs.
1.	Share of the State Government	5,71,285
2.	Share of the Central Government	4,11,735
3.	Share of the Reserve Bank of India	4,61,355
	Total	<u>14,44,375</u>

Further, during the period of training of the candidates (80) supernumerary posts have to be created as their posts in the Department cannot be kept vacant. The cost on account of the creation of 80 supernumerary posts (40 Deputy Registrars and 40 Co-operative Sub-Registrars) for five months each works out to about Rs. 1,62,926-1-0. This expenditure has also to be met on the above basis.

I am to enquire whether the Central Committee is prepared to recommend the scheme to the Government of India for sharing the cost on the above basis. An early reply is requested.

Yours faithfully,

(Sd.)

for Deputy Secretary to Government.

Extract from the Registrar's Letter No. Rc. 197205/55 N dated 1st January 1956 to the Secretary to Government, Industries, Labour and Co-operation Department, Madras:—

The proposed College will train about 200 candidates annually. The candidates will include Junior and Senior Inspectors, Co-operative Sub-Registrars, Deputy Registrars and non-official co-operative staff belonging to the intermediate and higher categories. The nature of training that will be imparted by the college to the different categories of staff is indicated below.

(a) *Training of subordinate personnel of the Co-operative Department*

The Junior and Senior Inspectors of co-operative societies will be given the same theoretical training for nine months as is now being imparted by the Central Co-operative Institute. The practical training of the Inspectors for a period of three months which is now given by the Deputy Registrars in the districts will be entrusted to the training college. Under the existing arrangements for the practical training of the Junior and Senior Inspectors directly recruited, they are posted to the districts where the Deputy Registrars arrange for practical training in all branches of co-operative work for three months. Experience has shown that the Deputy Registrars seldom find the necessary time to devote personal attention to the practical training of the Inspectors. To make the practical training effective and to take the trainees to important co-operative institutions of each type scattered all over the State for practical study, it will be better if the practical training of the Inspectors is entrusted to the proposed training college. The college will entrust the Inspectors to its lecturing staff in convenient batches for practical training and the training will include visits to important co-operative institutions of each type, in the different districts for a study of their working and methods.

(b) *Training of intermediate and higher co-operative personnel of the Co-operative Department and co-operative institutions*

As regards the intermediate and higher co-operative personnel, it is not proposed to give them any long-term course of training. Persons working in the intermediate and higher posts in the Co-operative Department and institutions have either had co-operative training in the Central Co-operative Institute or in the mofussil training institutes or passed the Central Co-operative Institute examinations or possess high academic qualifications and generally they would have had already some basic training in Co-operation and allied subjects in addition to their experiences and practical work and it is not therefore proposed to adopt for them the long-term course of training given in the Regional Training Centre for the intermediate personnel conducted by the Reserve Bank of India. The Senior Officers' Training Course for the higher co-operative personnel is conducted at Poona by the Reserve Bank of India on an all-India basis and the conduct of the training course has been entrusted to the Poona Co-operative Training College which is run by the Bombay Provincial Co-operative Institute. Apart from the fact that the Poona Centre is situated far away from Madras and that it provides training to a limited number of candidates, the training that is being imparted at the centre has been designed with reference to all-India requirements, and not with reference to the needs of any particular State. On the other hand, the training proposed to be given in the Training College at Madras for the higher co-operative personnel will be so designed as to meet the exact needs of the Co-operative Department and institutions in this State in the light of experience hitherto gained in their working, and will be such as to equip the personnel in the discharge of their higher responsibilities in the fields of Co-operative activity in which this State has specialised and proposed to embark upon. The period of training proposed to be given in the college for both the intermediate and higher personnel will be five months. During the five months, there will be theoretical training for $1\frac{1}{2}$ months and practical training for $3\frac{1}{2}$ months. The theoretical training will be an orientation course. Besides the recent trends in co-operative theory and thought, future lines of development of co-operatives will be taught. The practical training will include visits to important institutions and centres within and outside the State for intensive study of their working. Special short-term courses of training on important subjects like land mortgage banking, co-operative marketing, co-operative banking, co-operative trading, co-operative auditing, industrial co-operation etc., will also be organised for both intermediate and higher personnel. It is not proposed to hold examinations but the trainees will be expected to contribute to the discussions by placing the results of their study at the seminars which

will be a regular feature of the training. The college will train about 40 candidates each in the intermediate and the higher personnel every year. The number may even be less in the case of the latter.

(c) *Management of the College*

The affairs of the college will be administered by a Committee consisting of (1) Registrar of Co-operative Societies, Madras, who will also be the Chairman of the Committee, (2) the President or Secretary of the Madras State Co-operative Union, (3) one Educationist, (4) a representative of the Central Committee for Co-operative Training and (5) the Principal of the College who will also be the Secretary of the Committee. The Committee will appoint the teaching staff of the college and prescribe the syllabus for the different courses of training undertaken by it.

(d) *Staff*

The staff of the proposed training college will consist of one Principal in the grade of a Joint Registrar, four Professors in the grade of Deputy Registrars, four Assistant Professors in the grade of Co-operative Sub-Registrars, one Manager for the office in the Grade of a Co-operative Sub-Registrar, one accountant and one head clerk in the grade of Senior Inspector, five clerks including one typist and 12 peons. It may be necessary to employ experts in particular subjects as part-time Professors.

(e) *Cost*

The total cost of the scheme comes to Rs. 14.44 lakhs for five years. According to the scheme of co-operative training formulated by the Central Committee for Co-operative Training, Reserve Bank of India, Bombay, the responsibility for the training of the intermediate and higher co-operative personnel is that of the Reserve Bank of India, Bombay. As the State Government will be undertaking the training of the intermediate and higher co-operative personnel when the proposed co-operative training college is started subject to the general control of the Central Committee for Co-operative Training, the entire extra cost involved in implementing the scheme will have to be met by the Reserve Bank of India. The details of the cost of the scheme and the share of the State Government, Central Government and the Reserve Bank of India are indicated in the statement enclosed. It will be seen that while the share of the State Government in the cost of the entire scheme will be Rs. 5.71 lakhs, the share of the Central Government will be Rs. 4.12 lakhs and that of the Reserve Bank of India will be Rs. 4.64 lakhs.

**COST ON ACCOUNT OF THE PROPOSALS OF CONVERTING THE CENTRAL
CO-OPERATIVE INSTITUTE, MADRAS, INTO A CO-OPERATIVE TRAINING COLLEGE**

	Existing level of expenditure	Estimated total expenditure for college		Extra cost		State Government		Share of the Central Government		Reserve Bank of India		Remarks
		Recurring	Non-recurring	Recurring	Non-recurring	Recurring	Non-recurring	Recurring	Non-recurring	Recurring	Non-recurring	
1	2	3	4	5	6	7	8	9	10	11	12	13
	Rs.	Rs.	Rs.	Rs	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
1. Cost of teaching staff.	11,300	74,300	..	63,000	..	24,770	..	24,765	..	24,765	..	The teaching staff is required to handle classes for higher, intermediate and subordinate personnel. The cost of the teaching staff for higher and intermediate personnel is to be met by the Reserve Bank of India while that of the subordinate personnel will be met by the State and the Central Governments. As no separate teaching staff has been proposed in respect of a particular category it is suggested that the cost is shared by the State, Reserve Bank of India and Central Government. The existing level of expenditure of the State Government will not be reduced on account of sharing of expenditure by the Reserve Bank of India and the Central Government.
2. Travelling allowance to teaching staff	..	3,150	..	3,150	..	1,050	..	1,050	..	1,050	..	

3	Rent for College and Hostel	3,500	22,000	18,500	.	11,000	..	.	11,000												These are not shareable items between the State and the Centre in the case of training of subordinate personnel. But the College will train higher and intermediate personnel in addition to the subordinate personnel. It is therefore suggested that the Reserve Bank of India should share the cost as it is responsible for training the higher and intermediate personnel.	
4	Office contingencies	4,200	5,000	800		2,500		.	2,500													
5	Library		5,000	25,000	5,000	25,000	1,670	8,335	1,665	8,335	1,665	8,330										In the case of the Malabar Institute a grant towards 50 per cent. of the cost of library has been sanctioned from Central funds. As the library will be useful to all categories of personnel it is suggested that the cost be met by the State, Centre and Reserve Bank of India.
6	Furniture		.	30,000		30,000	..	30,000											This may be met by the State Government as it is non-shareable item.
7	Grant for research.	..	10,000	.	10,000	..			10,000	.	.	.										This is suggested to be met from the Central funds earmarked for Co-operative experiments and research under the Second Five Year Plan.
8	Stipends and travelling allowance to subordinate trainees (120 Junior Inspectors and 40 Senior Inspectors)	41,000	1,08,800		6,700		65,600	.	43,200	.	.											Stipends to Junior Inspectors and Senior Inspectors directly recruited are shareable between Central and State Governments. The Central Government will be meeting the cost at Rs 20 per candidate.

**COST ON ACCOUNT OF THE PROPOSALS OF CONVERTING THE CENTRAL
CO-OPERATIVE INSTITUTE, MADRAS, INTO A CO-OPERATIVE TRAINING COLLEGE—Contd.**

1	Existing level of expenditure	Estimated total expenditure for college		Extra cost		State Government		Share of the Central Government		Reserve Bank of India		Remarks
		Recurring	Non-recurring	Recurring	Non-recurring	Recurring	Non-recurring	Recurring	Non-recurring	Recurring	Non-recurring	
2	3	4	5	6	7	8	9	10	11	12	13	
	Rs	Rs.	Rs.	Rs.	Rs	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
9. Intermediate Personnel												
(i) Travelling allowance to 20 Co-operative Sub-Registrar trainees for practical training for 3 months outside Madras.		9,000	.	9,000	9,000			The pay and allowances of the Co-operative Sub-Registrar trainees and non-official trainees will be met by the State Government and the co-operative institutions concerned respectively. As regards the travelling allowance the Reserve Bank of India which is in charge of the training of the intermediate personnel will have to meet the cost and also the stipend to non-official trainees.
(ii) Stipends to 20 non-official trainees for 3 months at Rs 30 per month		5,000	..	5,000	5,000	..		
(iii) Travelling allowance to 20 non-official trainees.		6,000	..	6,000	6,000			

10	<i>Higher Personnel</i>											
	(i) Travelling allowance to 15 Deputy Registrar trainees at Rs 200 per month for 3 months outside Madras	9,000	.	9,000						9,000		
	(ii) Stipend to 25 non-official trainees at Rs 75 per month for 5 months.	9,375	.	9,375						9,375	.	
	(iii) Travelling allowance at Rs 150 per month for 3 months outside Madras for non-official trainees	11,250		11,250						11,250	.	
	Total	60,000	2,77,875	55,000	2,17,875	55,000	1,06,590	38,335	80,680	8,335	90,605	8,330

The pay and allowances of the Deputy Registrar trainees and non-official trainees will have to be met by the State Governments and the co-operative institutions concerned respectively. As regards their travelling allowance and stipend to non-official trainees the cost will have to be met by the Reserve Bank of India which is in charge of the training of the higher co-operative personnel.

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Note.—The expenditure on account of the pay and allowance of the Co-operative Sub-Registrar and Deputy Registrar trainees during the period of their training in the College will be borne by the State Government and hence it has not been included in the cost.

TOTAL COST FOR FIVE YEARS

	State Government		Central Government		Reserve Bank of India		Total
	Recurring	Non-recurring	Recurring	Non-recurring	Recurring	Non-recurring	
	Rs	Rs	Rs	Rs	Rs	Rs.	
1st Year	1,06,590	38,335	80,680	8,335	90,605	8,330	3,32,875
2nd Year	1,06,590		80,680		90,605		2,77,875
3rd Year	1,06,590		80,680		90,605		2,77,875
4th Year	1,06,590		80,680		90,605		2,77,875
5th Year	1,06,590		80,680		90,605		2,77,875
Total	5,32,950	38,335	4,03,400	8,335	4,53,025	8,330	14,44,375

APPENDIX 12

(Reference Note VI relating to Eleventh Standing Sub-Committee Meeting)

STUDY TOURS OF OFFICERS OF THE DEPARTMENT—SCHEME PREPARED BY THE REGISTRAR OF CO-OPERATIVE SOCIETIES, MADRAS

The application of the Co-operative methods to all schemes of National Development recognised by the Central and the State Governments has necessitated closer study of the co-operative movement not only in the other States of the Indian Union but in foreign countries as well. The study of co-operation in various countries by non-official co-operators and also by officials of the department has been recognised by the International Labour Organisation. Under the expanded programme of Technical Assistance by the International Labour Organisation and under the Colombo Plan, trainees have been coming to India from foreign countries during the past few years for studying Co-operation and other allied subjects, such as cottage industries, marketing facilities for agricultural produce, housing schemes, etc. Under the expanded programme of technical assistance by the International Labour Organisation, 50 per cent of the travel costs and other expenses of the trainees in the host countries are met by the International Labour Organisation and the remaining 50 per cent of the travel costs as well as the usual pay and allowances of the trainees are met by the beneficiary Government. Under the Colombo Plan, the cost of training of foreigners in India is met by the Government of India. Just as foreigners come to this State for studying Co-operation it is considered necessary that the officers of the Department of this State will be very greatly benefited if they go on short study tours to foreign countries, viz., Japan and other Far Eastern countries, where Co-operation in one form or another has developed pretty well. The knowledge which these officers acquire by study of Co-operation in foreign countries will facilitate the expansion of the Movement in similar directions in this State. The benefits of such short courses of foreign studies in Co-operation may be given to the higher officers of this Department, viz., Joint Registrars and Deputy Registrars. The Deputy Registrars, and the Co-operative Sub-Registrars may have study tours within the Indian Union, especially Bombay, Uttar Pradesh, Madhya Pradesh, etc., where they would be able to study the working of certain special co-operative schemes such as milk supply schemes, industrial co-operatives, etc., in Bombay, farming societies in Uttar Pradesh, etc. They can also visit the Agricultural Credit Department of the Reserve Bank of India and study the scheme for rural development. It is, therefore, proposed that for the first three years of the Second Five Year Plan, one Joint Registrar and one Deputy Registrar may have three months' study-tour in Japan and other Far Eastern countries every year, and

for the remaining two years one Deputy Registrar may be deputed for study tours in foreign countries. So also during the entire Plan period of five years a batch of two Deputy Registrars and two Co-operative Sub-Registrars may have studies in Co-operation for three months each within the Indian Union.

As it is difficult at this stage to work out a correct estimate of the expenditure involved, for want of particulars regarding travel costs to Japan and other Far Eastern countries and back, the daily allowance which will have to be given to the trainees at such places, etc., no detailed estimates have been worked out. The items of expenditure that will have to be provided for implementing the scheme are, however, indicated in the following statement with a rough estimate of the cost involved.

One Joint Registrar and One Deputy Registrar (for three months every year) for three years.

Cost involved:

	Rs.
Average pay of the Joint Registrar per mensem Rs. 893-5-4 for three months	2,680
Travel costs by train from Madras to Calcutta and by air to Tokyo and back, viz., Bangkok and Hongkong	4,000
Travel cost in foreign countries	2,500
Daily allowance at Rs. 40 per day for 90 days	3,600
For purchase of books, etc.	500
For purchase of outfit	500
Contingencies	220
Total ..	14,000
Average pay of one Deputy Registrar per mensem, Rs. 449-5-4 for three months	1,348
Dearness and other allowances Rs. 120×3 ..	360
Travel costs by train from Madras to Calcutta and by air to Tokyo and back, viz. Bangkok and Hongkong	4,000
Travel costs in foreign countries	2,500
Daily allowance at Rs. 40 per day for 90 days ..	3,600
For purchase of books	500
For purchase of outfit	500
Contingencies, etc.	192
Total ..	13,000

Two Deputy Registrars:		Rs.
Average pay per mensem Rs. 449-5-4 for three months		1,348
Dearness and other allowances at Rs. 120×3 ..		360
Travel costs within India (Bombay, United Province, Madhya Pradesh, etc.)		1,000
Daily allowance at Rs. 10 for 90 days		900
Contingencies, etc.		92
	Total ..	3,700
Two Deputy Registrars per year		7,400
Two Co-operative Sub-Registrars for study in other States of the Indian Union.		
Average pay per mensem Rs. 180-8-11 for three months	Rs. a. p.	
	541 10 9	
Dearness allowance and other allowances 65×3..	195 0 0	
Travel costs in India	500 0 0	
Daily allowance Rs. 7-8 for 90 days	675 0 0	
Contingencies etc.	88 5 3	
	Total ...	2,000 0 0
For two Co-operative Sub-Registrars		4,000 0 0
I	Year for I Joint Registrar and one Deputy Registrar for foreign tour and 2 Deputy Registrars and 2 Co-operative Sub-Registrars for Inter-State tour	R. . 38,400
II	Do. do. do. ..	38,400
III	Do. do. do. ..	38,400
IV	Year—One Deputy Registrar for foreign tour and two Deputy Registrars and two Co-operative Sub-Registrars for Inter-State tour	24,400
V	Do. do. do. ..	24,400
	Total ..	1,64,000

APPENDIX 13

(Reference Note VIII relating to Eleventh Standing Sub-Committee Meeting)

FACULTY OF COMMERCE OF M.S. UNIVERSITY OF BARODA

SCHEME FOR A POST-GRADUATE DIPLOMA IN CO-OPERATION

1. *Introduction*

Co-operation as a form of business organisation and of economic activity in general will play an increasingly important role in the planned economic development of this country in the years to come. It has, however, to be realised that the principles and philosophy of Co-operation as a method and aim of social organisation has not so far received the attention which it deserves from scientists specialised in social sciences. We are putting great faith in Co-operation without clearly realising how it will shape the contours of social organisation. An intensive study of the subject in all its theoretical and practical bearings is thus urgently called for. Further, it is clear that the pursuit of Co-operation must assume the form of a movement which gradually spreads over important sectors of the economy. Agriculture and small-scale industries are the two sectors which offer the most promising field of the application of the principles of Co-operation to start with. The essence of this Movement consists in the fact that it is a people's movement. Therefore it must have, as a Movement, a powerful leadership disciplined in the theory and practice of social change and dynamics and imbued with a clear vision of the future. It is easy to see, however, that the Movement will make little headway unless at the same time it draws inspiration from the broad masses. The machinery of the Government will undoubtedly be an important link in the development of the Movement. But the public has also to be seized with the possibilities and philosophy of Co-operation.

2. *Training course and admission*

It is, therefore, proposed to institute a centre of the requisite training in Co-operation in the Faculty of Commerce in the M.S. University. The centre is expected to work mainly at the post-graduate level and will be open for admission to arts graduates trained in Economics, or Sociology or Philosophy and to graduates in Commerce, provided they possess good record of academic achievements.

3. *Period of training and syllabus*

Training will be spread over a period of one year and will consist of two parts, viz., first concerned with instruction in theore-

tical subjects and second devoted to work in a practical field of activity. The first part will consist of the following subjects:—

1. Economics of agriculture and small industries with special reference to Indian conditions.
 2. Co-operation—principles and practice of organising co-operatives with particular reference to planning.
 3. Comparative study of the ideologies of socialism and Co-operation.
 4. Theories of economic growth with special reference to the problems of planning.
 5. Political and economic administration with special reference to public co-operation and initiative.
4. *The second part will consist of*
6. Special study of one of the fields of co-operative economic activity leading to dissertation on it.
 7. Active attachment to one of the fields of national planning activity like the big co-operative institutions, Community Projects, multi-purpose projects, national extension service, etc., leading to a report on it.

The third part will consist of

8. A *viva voce* test.
5. *Terms*

Theoretical training will extend over a period of two terms, viz., (1) 30th June to 30th September, and (2) 15th December to 15th March. Practical training in subject 6 will have to be arranged in the mid-year break from 1st October to 15th December and that in subject 7 from 15th June. Examination will be held every year in October.

6. *The standard of passing*

A candidate will have to secure at least 50 per cent marks in each of the papers to be eligible for the Diploma. Twenty per cent marks will be reserved for the five tutorial papers to be written during the course of training period on topics related to the first five subjects of study.

7. *Character of training*

Training will consist of lectures, seminars and group discussions. The main emphasis will, however, always be on seminars and discussions. In addition, eminent persons working in the practical field will be invited to give lectures.

8. *Teaching and other staff*

The teaching staff will consist of (1) Professor of Co-operation and comparative ideologies, (2) one Reader in Economics, agriculture and small industries, (3) One Reader in Public Administration, (4) two guides for examining written work and organising discussions, and (5) one librarian (clerk). The office can be managed by one typist clerk and one peon.

Financial requirements:

		<i>Salary</i>	<i>D.A.</i>	<i>H.R.</i>	<i>Total</i>
		Rs.	Rs.	Rs.	Rs.
Professor's pay	(1)	10,200	1,200	..	11,400
Reader's Pay ..	(2)	13,800	2,040	..	15,840
Guide's Pay ..	(2)	6,600	1,680	..	8,280
Librarian (clerk)	..	1,116	540	64	1,720
Clerk (typist)	1,116	540	64	1,720
Peon	390	420	60	870
Library Grant	2,000
Travelling expenses	2,000
Contingency	200
Stationery	300
				Total .. Rs.	<u>44,330</u>

9. *University grant*

The University will undertake to provide all equipment including classrooms, furniture, office apparatus, etc., roughly of the value of Rs. 10,000 as well as the services of the teachers of the faculty.

10. *Syllabus*

(I) *Economics of agriculture and small industries*

(A) General description of Indian agricultural conditions including (1) Tenures, (2) Credit—long and short, (3) Marketing, (4) Organisational and operational efficiency, planning and agriculture, Community project, National Extension Service, multi purpose projects, Co-operation in credit, marketing, processing and farming operations and other subsidiary agricultural industries.

(B) Small-scale industries organisation, marketing, operating efficiency, finance, planning and small-scale industries. Enlarging the organisational and operational unit through producers' co-operatives—experience in other countries, Japan, Czechoslovakia, Russia, China in the field of small industries technical training, small *versus* large-scale industries.

(II) Co-operation with special reference to planning, comparison between co-operative and other forms of business organisations. Problems of business managements of different types of co-operative producers', consumers', marketing, principles of co-operative system of wage payments, profit-sharing, labour management, principles of accounting and audit, problems of intra-co-operative integration and integrations of public, private and co-operative sectors relations with the Co-operative Department, in conduct, supervision, control and audit, study of co-operative laws.

(III) Comparative study of ideologies—socialism, Co-operation and capitalism.

Capitalism, individualism, private property competition, social harmony and conflict, evils of capitalism, unemployment, inequalities, poverty periodic crises, monopolism, stagnation, fascism.

Socialism, collective organisation, planning socialism *versus* individualism and liberty, advantages of socialism, defects of totalitarian control, patterns of thought and behaviour, Co-operation as a method of avoiding totalitarianism and evils of private enterprise.

(IV) *Theories of economic growth with special reference to the problems of planning*

Classical and non-classical theories of growth, socialist theory of growth, investible surplus, factors determining its magnitude in developed and under-developed countries, determination of investment—investment and income, principles of cumulation, multiplier and acceleration, long-term factors planning and the investible surplus, determination of priorities, determination of relative growth of agriculture and industry and/or producers' and consumers' goods, determination of commodity balances, problems of reserves, real resources budget, labour incentives, technical progress, problems of international economic relations, price and production, stabilisation, planning of incomes and expenditure, operation of the co-operation principles.

(V) *Political and Economic Administration*

Structure of the government, choice, recruitment and training of personnel in relation to planning, technical cadre, dangers of bureaucratic red-tapism and stereotyped formalism, origin of directives, methods of public control, of the executive machinery, in day-to-day administration, methods of active participation of the lower staff and the public at all levels in the management of work, public initiative, methods of meeting felt public needs and including their co-operation.

APPENDIX 13A

(Reference Note XVII relating to Eleventh Standing Sub-Committee Meeting)

PROGRAMME FOR 1956-57—LARGE-SIZED SOCIETIES—NOTE SUBMITTED BY SHRI M. P. BHARGAVA, CO-OPERATION ADVISER, GOVERNMENT OF INDIA

The Second Five Year Plan has set a target of starting 10,400 large-sized societies by 1960-61. A few pilot projects have been started in some States in 1955-56. It is now necessary to consider the broad outlines of the programme that would be initiated during the current year. The exact figures in this regard can be worked out only in consultation with the State Governments. It is, however, likely that the total number of large-sized societies during 1956-57 will not exceed 1,050, i.e., 10 per cent of the total as a number of preliminaries have to be completed. A tentative breakdown of 1,050 societies State by State has been attempted in the statement enclosed. Even if the financial sanctions are issued and all other formalities are completed, the success of these societies will depend upon the attitude and ability of the whole-time managers who have to be employed by these societies. State Governments have, therefore, to cite the requisite number of candidates. The Central Committee has, on the other hand, to review the existing arrangements for training, formulate a proper syllabus so that the work may be started forthwith if additional training facilities are required.

2. It is assumed that the training facilities for these managers will be arranged in the Subordinate Training Schools which are administered by the State Governments. The number of such existing schools is also shown in the statement enclosed. The training of the candidates should take about six months. Their selection, etc., might also require another two months. Therefore, if only fresh men are to be appointed the first batch may be available not earlier than December 1956 or January 1957. To avoid such a long delay in the programme it is for consideration whether some of the men for these posts should not be selected from the existing cadres of subordinate staff maintained by the Department and the Co-operative banks. This includes supervisors, group officers, society auditors, etc. A refresher course of two to four weeks can be arranged for these people. It would be necessary, however, to make the selection from the existing staff very carefully. Those who have excellent record alone should be recruited. A suitable deputation allowance (not exceeding 20 per cent) may be allowed as an incentive if necessary.

*Number of Societies, Schools, etc. to be set up in
1956-57*

				<i>No. of societies to be organised</i>	<i>No. of schools as per available information</i>	<i>Addition- al schools required</i>	
				1	2	3	4
1.	Andhra	40	3	Nil	
2.	Assam	30	—	2*	
3.	Bihar	50	2	—	
4.	Bombay	150	3	1	
5.	Madhya Pradesh	60	1	—	
6.	Madras	40	4	—	
7.	Orissa	50	1	1	
8.	Punjab	50	—	1	
9.	Uttar Pradesh	150	5	—	
10.	West Bengal	100	1	1	
11.	Hyderabad	34	1	1	
12.	Madhya Bharat	40	1	1	
13.	Mysore	40	—	1	
14.	PEPSU	20	1	—	
15.	Rajasthan	50	—	2†	
16.	Saurashtra	27	1	—	
17.	Travancore-Cochin	25	1	—	
18.	Ajmer	3	—	—	
19.	Bhopal	10	—	—	
20.	Coorg	2	1	—	
21.	Delhi	4	—	—	
22.	Himachal Pradesh	10	1	—	
23.	Kutch	5	—	—	
24.	Manipur	3	—	—	
25.	Pondicherry	2	—	—	
26.	Tripura	5	—	—	
27.	Vindhya Pradesh	20	1	—	
28.	Jammu and Kashmir	30	—	1	
Total ..				1,050	28	12	

*Assam will cater to the needs of Tripura and Manipur.

†Rajasthan will cater to the needs of Bhopal also.

APPENDIX 14

(Reference Note II relating to Twelfth Standing Sub-Committee Meeting)

SCHEME FOR ORGANISATION OF CO-OPERATIVE EDUCATION OF NON-OFFICIAL PERSONNEL OF THE MOVEMENT

1. *Introductory*: The Second Five Year Plan considers the development of "the co-operative sector as one of the important aims of National Policy." The development of the Movement as a distinct sector of our national economy can be achieved only if co-operative activity is both intensified and expanded. It is in recognition of this need and for the purpose of strengthening and expanding the Co-operative Movement that the Government have accepted and are implementing the recommendations of the All-India Rural Credit Survey Committee. The successful implementation of the Integrated Co-operative Development programme, on the basis of which pilot schemes have already been drawn up for implementation in several States, requires a larger measure of understanding, on the part of the non-official personnel of the Movement, of not merely the essential features of the scheme but also of the application of borrowed funds and supplies, their repayment in accordance with the methods outlined and above all of the duties and responsibilities enjoined upon them as members and office-bearers of co-operatives. Such an understanding among the various categories of the non-official personnel can be brought about only by widespread dissemination of education about the principles and practice of Co-operation. The All-India Co-operative Union as the representative national organisation in charge of organisation of co-operative education of the non-official personnel of the Movement, has formulated the following scheme for the organisation of co-operative education in the country, during the Second Five Year Plan period.

2. *Objectives of the scheme*: The principal objectives of the scheme are to educate—

- (a) The honorary office-bearers of the primary societies such as Presidents, Honorary Secretaries, etc., in the principles, practice and policy of co-operatives, the law governing them, the business and accounting procedures adopted by them, etc., so that they may provide the necessary drive and leadership for transforming their societies into popular and effective units;
- (b) the members of the managing committees in their duties, obligations and role in ordering the affairs of their societies firstly as co-operators and secondly as elected representatives of a large number of members, and

- (c) the members and potential members of societies on the ideology behind the Integrated Co-operative Development Scheme, the economic benefits that flow from the operation of the scheme and on Co-operation in general.

3. *Mode of implementation* : The scheme envisages not merely the conduct of a few *ad hoc* lectures or courses of instruction, but also organisation of follow up activities for sustaining the interest of members in the work of their societies. Therefore, it becomes necessary that the scheme has to be worked in a more decentralised manner than the schemes for the training of employees of Co-operative Departments and institutions. For this reason, the All-India Co-operative Union will naturally implement it through the State co-operative unions. The All-India Co-operative Union will be the overall co-ordinating, guiding and directing agency of the scheme and the State unions will be responsible for its implementation in their areas, detailed administration and supervision of the day-to-day working. Taking into consideration the vast coverage of the scheme and the intensive work required to be done at the primary end, the State unions will have to execute it through more compact unions at the local level, preferably a union for each district. The operative unit at the primary end will, therefore, be the District Co-operative Union with its necessary complement of staff and equipment for the purpose. It may be stated that this would be in line with the integrated programme of co-operative training and education of co-operative staff including officers that is now being put into effect. According to this, the arrangement for training at the highest level is centralised in one institution, that for the intermediate category are decentralised in five regional centres, and that for the subordinate personnel are more decentralised with at least one institution in each State. The education of the members and office-bearers of societies is naturally proposed to be completely decentralised at the base—each small region comprising a district being responsible for the intensive working of the scheme.

4. *Organisation of district co-operative unions*: In accordance with this, the State unions should immediately organise in each district of their respective States a District Co-operative Union, representative of all the societies in the area if it does not already exist. If, for any reason, immediate organisation of District Union in any district is not found to be feasible the State Union concerned should appoint an *ad hoc* committee for each such district comprising the representatives of the existing district co-operative organisations, viz., District Co-operative Bank, District Marketing Union, etc., and experienced and tried co-operators of the district. These *ad hoc* committees would serve as the nuclei for the District Co-operative Unions to be formed eventually. The objective is to have a strong and efficient District Co-operative Union in each

district, before the close of the Second Five Year Plan period, catering effectively to the educational and developmental needs of the Movement in the district.

5. *Selection of District Unions*: Although the ultimate aim is to have a District Co-operative Union in every district, for the purpose of implementing this scheme only about 55 districts will be selected in the first year (1956-57) besides the districts in which the pilot training units have been started. *The unions that are proposed to be selected are of those areas in which Community Projects or N.E.S. Blocks were started in 1952.* This has been suggested because the areas under Community Projects have already had some experience and a general background of working in a team spirit. The activities in regard to the implementation of the pilot scheme for training the non-official personnel of the Co-operative Movement will be continued in the districts where the pilot scheme is being implemented in accordance with the scheme already sanctioned by the Government during last year. The only change will be that District Co-operative Unions will be formed in these districts also to take over the day-to-day administration of the scheme ultimately.

6. *Functions of District Unions*: Each district co-operative union selected for implementing the scheme will undertake the following educational activities under the immediate guidance and close supervision of the State Co-operative Union to which it is affiliated:—

(i) *Regular Instructional Courses*: Each union will organise in a year:—

- (a) Two courses, each of five to six weeks' duration for imparting education to the honorary office-bearers of primary societies. Each class would consist of at least 20 trainees.
- (b) Ten co-operative camps, each of about one week's duration, for educating in all about 200 members of managing committees of societies.
- (c) Thirty orientation courses, each of three days' duration, and educate in all about 1,000 members of societies existing and potential.

The syllabi for these courses will be the same as is approved under the pilot scheme with such modifications as might be found necessary.

(ii) *Organisation of conferences, seminars, group discussions, study tours, summer camps, talks by visiting co-operators, etc.*: The principal objective of these activities is to sustain the newly created interest of the members of the societies and the general public in

the Movement. These are, in fact, follow up activities or a kind of refresher courses which require to be undertaken for the purpose of mobilising public enthusiasm for strengthening and expanding the activities of the societies.

7. *Expansion and targets* : The scheme is proposed to be progressively expanded so as to cover the entire country by the end of the Second Five Year Plan period. The persons to be educated and trained under the scheme during the Plan period are estimated as under :—

	<i>By the end of the first year</i>	<i>By the end of the Plan Period</i>
1. Office-bearers	2,000	30,000
2. Members of managing committees	10,000	1,50,000
3. Members of the societies and potential members	50,000	7,50,000

8. *Link up with other schemes* : It is necessary to link up the co-operative education programme, for the purpose of enhancing its usefulness and effectiveness, with the programmes of integrated co-operative development which are being implemented under the Second Five Year Plan and also with the programmes of Community Development in operation under Community Projects and National Extension Service Schemes. For securing such a link up between the present programme of co-operative education and the other programmes of community development and co-operative development in operation, the districts proposed to be selected are those in which Community Projects or National Extension Service Blocks were started in 1952. By selecting these districts it is hoped, the co-operative education programme on account of the development work already done under other programmes, is more likely to evoke the interest of the people and also make them both receptive and responsive. Besides, it would sustain the community feeling that is already fostered among the rural people and set in motion a planned movement towards the organisation of the community on a co-operative basis for a richer and fuller life as envisaged in the Second Five Year Plan.

9. *Audio visual aids* : In order to supplement the activities of District Co-operative Unions with audio-visual education, it will be necessary for the All-India Co-operative Union to acquire in the first year about *fifteen units* of mobile cinema equipment and place them at the disposal of the different State Unions. (In the Second Year fifteen more units would be required.) It will be more useful to have these mobile units on the central level in the beginning so that they may be transferred to other areas if and when the need arises. When, however, we possess sufficient mobile units to be able

to allocate the minimum number of units required by every State, then they may be placed finally at the disposal of the State Unions. The All-India Co-operative Union plans to arrange for producing and/or acquiring four to six educational films in the first year, have them dubbed in different regional languages for distribution among the State Unions.

10. *Preparation of co-operative literature*: In addition to the above the All-India Co-operative Union has to arrange for the production of educational materials such as booklets, ballads, short skits, flannelgraphs, etc., for educating the primary members and the general public. The translation of such literature into different regional languages will necessarily have to be undertaken by the different State Co-operative Unions. Provision has also been made for giving financial assistance to State Co-operative Unions for the publication of such literature in their respective regional languages. Most of the literature thus produced is meant for use in the instructional courses organised by the District Unions and for distribution among members and the public.

11. *Assistance to State Unions*: For ensuring effective supervision and efficient guidance in executing the scheme each State Co-operative Union should be given, to start with, the assistance of a Co-operative Development Officer of the rank of an Assistant Registrar on a monthly salary of at least Rs. 300. Since most of the State unions are at present financially weak it is proposed to subsidise the pay of such officers fully. In the case of such State unions as already have officers of the rank of Assistant Registrars as their executives, it is proposed that each such union should be given an Educational Officer, who would devote his attention exclusively to the educational activities. His monthly salary may be at least Rs. 200. The Co-operative Development Officers and the Educational Officers should be recruited by a Selection Board consisting of the Chairman of the State Co-operative Union, the Registrar of Co-operative Societies or his nominee and a nominee of the All-India Co-operative Union. They should work with the respective State unions as members of their staff and assist their development and promote their efficient functioning in all possible ways, although they have a special responsibility in regard to ensuring the efficient functioning of the educational schemes. They shall, however, be subject to the ultimate control of the All-India Co-operative Union. In this connection it has to be mentioned that the financial assistance for this purpose will have to be increased to be commensurate with the increase in the volume of supervision, etc., and the enhanced duties of the State unions in the succeeding years of the scheme.

The State Unions should find funds locally for undertaking the developmental activities enjoined upon them.

12. *Assistance to District Unions* : So far as the District unions are concerned, the only financial assistance that is proposed to be given is in the shape of the cost of one Educational Instructor to each union selected. These instructors would work under the District unions and organise instructional courses mentioned earlier. Funds for carrying on the other activities envisaged including payment of stipends to trainees will have to be found by the unions either from the respective State Governments or from the co-operatives themselves. The funds that are required to be mobilised by each District union for payment of stipends alone are estimated at Rs. 3,000 per annum.

13. *Recruitment of Instructors* : The scale of pay of these Instructors would be Rs. 150-10-200 plus such allowances as are admissible in the different States for similar posts and a fixed travelling allowance of Rs. 60 p.m. Recruitment of suitable candidates will have to be made by a Selection Board consisting of the President of the State Co-operative Union or his nominee, the Registrar of Co-operative Societies of the State or his nominee and a representative of the All-India Co-operative Union. The Board should make every effort to recruit suitable candidates who are already in service in the Co-operative Department of the State concerned. In the case of such candidates the basic salary payable shall in no case exceed, inclusive of deputation allowance, pension and leave contribution, etc., the maximum of Rs. 200 p.m. In the case of other recruits the starting salary may be between Rs. 150 and Rs. 200 p.m.

14. *Training of Instructors* : The Union proposes to arrange for the training of all these Instructors in the latest and effective methods and technique of co-operative education. Arrangements for organising an orientation course of six to eight weeks will be made by the All-India Co-operative Union either in collaboration with the Planning, Research and Action Institute at Lucknow or with the Agricultural Institute, Naini, which are said to have done some pioneering work in this field. If this is not possible the All-India Co-operative Union would organise such a course at some other convenient centre.

15. *Budget* : Budget to implement the scheme in the first year is attached herewith. The Ministry of Food and Agriculture, Government of India, are requested to sanction grant-in-aid to the All-India Co-operative Union amounting Rs. 10,06,700 for the year 1956-57.

BUDGET ESTIMATES FOR THE FIRST YEAR FOR IMPLEMENTING THE SCHEME FOR ORGANISATION OF CO-OPERATIVE EDUCATION OF NON-OFFICIAL PERSONNEL OF THE MOVEMENT

I. Estimated expenditure to be incurred in the different States:—

	Rs.	Rs.
i. Pay of 55 Instructors to be appointed in District Unions at Rs. 150-200 p.m. plus D.A. of Rs. 50 p.m. and T.A. of Rs. 60 p.m.	2,04,600	
ii. Pay of Co-operative Development Officers to work with the 16 State Co-operative Unions at Rs. 300 p.m...	57,600	
iii. Grant to State Co-operative Unions for translating and publishing co-operative literature in regional languages at Rs. 3,000 per union . .	48,000	
iv. Pay of 15 Mobile Cinema Van drivers at Rs. 75-100 p.m.	18,000	
v. Pay of 15 cine operator-cum-propagandists at Rs. 100 to 120 p.m. . .	21,600	
vi. Pay of 15 van attendants at Rs. 80 p.m.	14,400	
vii. Running expenses including repairs and renewals of vans and equipments at Rs. 2,500 per unit	37,500	
	<hr/>	4,01,700

N.B.—It is understood that vans and cinema equipments are proposed to be acquired by the Government of India under some foreign aid programme and made available to the All-India Co-operative Union.

Estimated expenditure on production of films:—

i. Production of four 16mm. Educational films at Rs. 50,000 each . .	2,00,000	
ii. Production of two films on working co-operatives at Rs. 20,000 each . .	40,000	
iii. Translation into 10 regional languages at Rs. 4,000 per each $10 \times 4,000 \times 6$. .	2,40,000	
	<hr/>	4,80,000
C.F. . .		<hr/> 8,81,700

	Rs.	Rs.
B.F. . .		8,81,700
II. Estimated expenditure to be incurred by the All-India Co-operative Union during 1956-57 for implementing the scheme:—		
i. Publication of co-operative literature:—		
a. Standard books on subjects like (i) Law and Principles of Co-operation, (ii) Business procedure and account keeping in co-operative societies. 2 of 200 pages each at Rs. 20 per page	8,000	
b. Pamphlets giving (i) Stories of successful co-operatives in India, etc., and on (ii) co-operative societies in China, Russia, Denmark and other foreign countries. 8 of 60 pages each at Rs. 20 per page. 20 × 480	10,000	
c. Text books for Educational courses. Four books 100+100+80+60=340 pages at Rs. 20 per page	7,000	
d. Posters, flannelgraphs, etc.	5,000	
ii. Additional staff:—	30,000	
1 Deputy Director, Rs. 500-1,000 per month	8,400	
4 Educational Officers, Rs. 350 to 500 p.m.	24,000	
T.A. of the Deputy Director and Educational Officers at Rs. 1,500 p.m.	18,000	
2 Assistants (one artist and one script writer) Rs. 200 to 400 p.m.	7,200	
2 clerks Rs. 100-200 p.m.	3,600	
2 typists Rs. 100-200 p.m.	3,600	
2 peons Rs. 75-125 p.m.	2,400	
Books for library	5,000	
Contingencies	2,800	
	75,000	
iii. Arrangements for organising training facilities to about 55 Instructors in latest techniques and methods of education	20,000	
Total . .	Rs. 10,06,700	

APPENDIX 15

(Reference Note III relating to the Fourth Meeting of the
Central Committee)

PROCEEDINGS OF THE MEETING OF THE CHAIRMEN
OF THE LOCAL COMMITTEES AND THE PRINCIPALS OF
THE TRAINING CENTRES HELD ON 17TH, 18TH AND 19TH
DECEMBER 1956 AT THE RESERVE BANK OF INDIA,
BOMBAY.

Present :

1. Prof. D. G. Karve, Chairman, Standing Sub-Committee of the Central Committee for Co-operative Training, Reserve Bank of India, Bombay.
2. Shri B. Venkatappiah, Deputy Governor, Reserve Bank of India, Bombay.
3. Shri J. C. Ryan, Member-Secretary, Central Committee for Co-operative Training, Agricultural Credit Department, Reserve Bank of India, Bombay.
4. Rev. Father Basenach, S.J., Chairman, Regional Co-operative Training Centre, Madras.
5. Shri N. P. Chatterjee, I.A.S., Registrar of Co-operative Societies, Uttar Pradesh, and Chairman, Regional Co-operative Training Centre, Meerut.
6. Shri A. Palaniappa Mudaliar, Registrar of Co-operative Societies, Madras.
7. Shri K. N. Mathur, Ministry of Agriculture, New Delhi. (On 18th and 19th December only).
8. Dr. S. C. Roy, Agricultural Extension Commissioner, Government of India, New Delhi. (On 17th and 18th December only.)
9. Prof. A. F. Laidlaw, Colombo Plan Consultant, C/o Agricultural Credit Department, Reserve Bank of India, Bombay.
10. Shri V. Isvaran, I.C.S., Development Commissioner, Government of Bombay, Sachivalaya, Bombay-1. (On 17th December only.)
11. Shri B. J. Patel, Secretary, All-India Co-operative Union, New Delhi. (On 17th and 18th December only.)
12. Shri P. M. Chengappa, Principal, Co-operative Training College, Poona.

13. Shri V. Govindan Nair, Principal, Regional Co-operative Training Centre, Madras.
14. Shri N. Sen Gupta, Principal, Regional Co-operative Training Centre, Ranchi.
15. Shri Fateh Singh, Principal, Regional Co-operative Training Centre, Meerut.
16. Shri A. Anegundi, Principal, Regional Co-operative Training Centre, Indore.
17. Shri V. Vedantachari, Principal, Block Level Co-operative Officers' Training Centre, Gopalpur-on-sea.
18. Shri C. Vijayan Nair, Principal, Block Level Co-operative Officers' Training Centre, Hyderabad.
19. Shri A. Venugopala Rao, Principal, Block Level Co-operative Officers' Training Centre, Tirupati.
20. Shri G. L. Khullar, Principal, Block Level Co-operative Officers' Training Centre, Kotah.
21. Shri K. Keshava Kini, Principal, Block Level Co-operative Officers' Training Centre, Bhavnagar.
22. Capt. H. S. Lather, Principal, Block Level Co-operative Officers' Training Centre, Dhuri.
23. Shri Satya Prakash, Principal, Block Level Co-operative Officers' Training Centre, Faizabad.
24. Shri P. N. Majumdar, Principal, Block Level Co-operative Officers' Training Centre, Kalyani.
25. Shri M. S. Menon, Deputy Chief Officer, Reserve Bank of India, Bombay.
26. Shri M. A. Chidambaram, Assistant Chief Officer, Reserve Bank of India, Bombay.
27. Dr. S. B. Mahabal, Assistant Chief Officer, Reserve Bank of India, Bombay.

Shri V. L. Mehta, Chairman of the Central Committee for Co-operative Training, attended the meeting for some time on the first day.

Shri B. Rama Rau, Governor, Reserve Bank of India, inaugurated the Conference, in the course of which he said:

“ It was exactly three years ago, in December 1953, that I had the privilege of inaugurating the first meeting of the Central Committee for Co-operative Training. I said then that the Central

Committee was unlike other Committees; it was not an *ad hoc* Committee to produce a report, but a Standing Committee to produce results. I am happy to see that the results achieved within this short period of three years have been such as should give us every satisfaction and encouragement.

“ Quite a lot has happened during this period of three years. A plan has been formulated for co-operative development which when worked out will result in a fundamental change in the whole set-up of the co-operative organisation and in the role of co-operatives in the economic life of the people. The Second Five Year Plan envisages a total investment of about 100 crores of rupees by the Government of India and the Reserve Bank in schemes of co-operative reorganisation and development. It had also been estimated that the amount of co-operative finance available to the agriculturists by the end of the Second Five Year Plan would be of the order of Rs. 225 crores. Both the State as well as Central plan in the co-operative field will now have to be considerably augmented in the light of the revised targets of agricultural production and the consequent changes that will have to be effected in the content and the tempo of the co-operative development programmes.

“ It is in the light of these requirements that we have to consider our programme of co-operative training and education. The programme of organising five Regional Training Centres for the intermediate grade personnel, in addition to the All-India Co-operative Training College at Poona for the training of the senior officers, that we envisaged three years back is now in full working order. Thirty-five training schools for the subordinate co-operative personnel are now functioning in the different States under the Central Committee’s training scheme. Besides these, the special requirements of the Community Projects and National Extension Service areas have necessitated the organisation of eight separate training centres for the Block Level Co-operative Officers intended to work in these areas.

“ Several of these centres have already completed more than one session. In order to meet the increasing demand for technical personnel for various specialised forms of co-operative activity, new courses have had to be started at some of the centres providing facilities for intensive training in important types of co-operative activities like co-operative marketing and land mortgage banking. More such courses are under consideration.

“ All these have vastly increased the responsibilities of the Reserve Bank and the Government of India. From an annual expenditure of Rs. 5 lakhs originally envisaged by the Reserve Bank of India, the annual allotment for the conduct of that part of the training arrangements for which the Reserve Bank has

assumed financial responsibility now stands at Rs. 14 lakhs. On their part, the Government of India are bearing expenditure exceeding Rs. 18 lakhs per annum on the conduct of the Block Level Co-operative Officers' Training Centres and the Subordinate Training Schools. I am taking into account here only the arrangements in connection with the training of employee personnel. Besides these there is the huge programme for the training of the non-officials, that is to say, the members of co-operative societies, the Panchayatdars and the honorary secretaries of primary societies. We are not going into this at present.

“ To a certain extent all this programme has been formulated and launched under pressure of urgent necessity. Also a good deal of what is now being done covers entirely new ground. As far as possible we have taken pains to see that the programmes that we have put into operation will be able to meet the requirements of the co-operative institutions and departments both qualitatively and quantitatively. It is, however, likely that adjustments will have to be made in the content as well as the pace of the operation of these schemes to meet new developments and shifts in emphasis in the content and scope of the overall national plan. It is also likely that under pressure of time we may have made arrangements which would need revision and adjustments in the light of further experience. For this purpose it is very necessary that the working of these several arrangements should be kept in constant review and that opportunity should be given for those who are engaged in the day-to-day administration of these institutions to come together and compare notes for purpose of assessing achievements as well as to ensure orderly progress. The present meeting is convened for this purpose. The annual requirements of personnel for the various activities connected with co-operative development have been placed at about 22,000 to 25,000 in this Plan period. I understand that the various training courses now in operation will enable us to keep pace with these requirements. It is now for you to consider whether and to what extent further improvements are needed in the several training arrangements which will increase the efficiency of the training given.

“ The Chairman of the Local Committees, to whom the administration of these centres has been entrusted and the Principals who are in day-to-day charge have a responsibility to see not merely that the institutions comply with the programmes of training prescribed, but that the changes needed in the light of their experience are brought to the notice of the Central Committee. It is also gratifying to note that co-operators in the country and the State Governments fully appreciate the various facilities provided and are keen to take advantage of them. Though the initiative was taken by the Reserve Bank and the

Government of India in 1953, this is after all a common effort in which the Governments, both the Central and the State, the co-operative institutions, the public in general and the Bank are all vitally interested."

Prof. D. G. Karve, Chairman of the Standing Sub-Committee of the Central Committee for Co-operative Training, presided over the Conference.

The Conference met in plenary session in the forenoon of 17th, 18th and 19th December 1956. After the plenary session of the first day, the Conference divided itself into two committees, one for consideration of problems indicated in the agenda relating to the Regional Co-operative Training Centres and the other for the Block Level Co-operative Officers' Training Centres. The reports of these two Committees were submitted to the plenary session of the Conference on 19th December 1956 for consideration (Annexures 1 and 2.)

The Chairman at the outset indicated briefly the progress so far made and the programme before the Conference. The efforts of the Committee were directed till now towards making available as rapidly as possible facilities for training of some kind or other where none or very little had existed before. Though the Committee had covered within a short time quite a good deal of ground there was no room for complacency. The stage had now been reached when a qualitative rather than a quantitative analysis of the type of training provided had become necessary. The question before the Conference was, therefore, one of appraising the past performance with a view to finding improvements necessary to provide the right type of training to the personnel so as to make them fit to execute the tasks that would devolve on them during the Second Five Year Plan. The various steps in this direction would include consideration of the question of selection of the right type of personnel, such as those with a rural bias, an examination of the syllabus for the various courses of study, phasing of theoretical and practical training programmes in order that each might effectively supplement the other, shaping of the programmes of practical training so as to lay more emphasis on participation in the working of co-operative institutions rather than merely on visits of observation, adequacy of training institutions in relation to the number and quality of personnel required by the various States, location of training centres, having regard to the purposes each type of training is intended to serve, methods of teaching employed and so forth.

In the discussions that ensued the following points were emphasised:

The Conference felt that having regard to the quantitative and qualitative requirements of trained personnel in keeping with the

programmes of development, it was important that the State Governments and co-operative institutions should have a phased recruitment programme. For the implementation of the various development schemes, a large staff would be required and in the absence of a definite policy, the time lag between recruitment of personnel and their availability for employment on completion of training would be such as would dislocate the programme. The period so provided should include not only the duration of their stay at the training centres, but also sufficient time for necessary association with the type of duties which they would be called upon to carry out on their own after their training. The course at the training centre could only prepare the candidates for the jobs they would be asked to perform, and much would depend on the know-how they acquire while actually placed on the jobs. This would be particularly so in the case of the short specialised courses which were more of an *ad hoc* character and could hardly be a full substitute for the training that would be acquired in the actual performance of the duties attached to the jobs.

Suitability of training

The Conference generally approved the type of the theoretical training prescribed for the various courses. The success of the plans for co-operative development in the Second Five Year Plan period would depend largely upon the persons employed to execute them. They had, therefore, to be given as good a training as possible to enable them to discharge their jobs properly. At the same time, due to the urgency of the development plans, it would be necessary to put the trainees in charge of responsible jobs like that of a secretary of a large-sized primary society or a marketing society almost immediately after the completion of their training. It was, therefore, necessary that the training given should be as near to full capacity as possible for enabling the men to take up their duties immediately after their training was over.

In view of this, the Conference took particular notice of the modifications necessary in regard to practical training. It was felt that the training should be based on the requirements of the trainees so as to enable them to perform their future duties satisfactorily. For example, the secretaries of the reorganised primary societies should be made conversant with the steps to be taken towards organisation of these societies, raising of share capital, enrolment of members, framing of resolutions required by the panchayats, preparation of loan applications and following it up at the financing institutions, disbursement and collection of loans, taking measures for foreclosures, etc. The co-operative inspectors, on the other hand, should have a fairly good knowledge of inspection work, audit, sale procedures, registration of societies, arbitration, etc. The Block Level Co-operative Officers should be conversant with the

developmental side of the Movement, such as organisation of societies, increase in membership, increase in the volume of business, etc. The trainees of the marketing course should know how sales are to be effected, how goods are to be stocked and released, how temporary accommodation is to be granted to producers who bring their goods for sale, what procedures are to be adopted by the credit society and the marketing society to which it is affiliated for ensuring proper linking of credit with marketing, etc.

From this angle, the emphasis on practical training in the whole curricula of studies had to be increased and made more specific. A distinction might be made in regard to procedural and practical training. The trainees have to study not merely the business aspect of the institution in which they are intended to be employed, but also have to be thorough with the procedures and formalities involved in a co-operative undertaking of the sort. Training in procedures and maintenance of forms and records can to some extent be given at the training centre itself, although proficiency in this, as in most other things, would come from actual practice. As regards practical training, it should consist of both visits of observation and of participation, with emphasis on the latter.

Programme of practical training

To facilitate the type of practical training indicated earlier, the Conference considered that the programme of practical training should be drawn up suitably. To make the training effective the number of candidates in each batch should be kept to the minimum. Each batch should be accompanied by a guide suitably chosen from amongst the lecturers of the training institutions, and when necessary the Registrars of the States concerned should make available the services of their local staff or at least persuade retired officials or suitable non-officials to conduct the trainees during their practical training tour. For, it was the experience of the Principals that lack of proper instructors stood in the way of training being arranged in suitably small batches.

As regards the actual programme of training, it was felt that while a part of it might be of the nature of observation visits, more attention should be paid to intensive study and participation in the working of some of the typical institutions. It was preferable that a smaller number of selected institutions were chosen for longer visits, than a larger number of assorted institutions being chosen for what develops into a mere tour of observation.

Liaison between Regional and Block Level Training Centres on one hand and Subordinate and Non-official Training Schemes on the other

The programme of co-operative education had naturally to be of a varied type, suitable to the different categories of personnel who required to be trained, but the entire programme had to be

looked upon as an integrated one, each part being complementary to the other. For this purpose liaison between the different organisations taking care of each part of the programme would be very necessary. With the five Regional, eight Block Level and over 35 Subordinate Schools now functioning, there was a wide dispersal of institutional arrangements for training. Besides this, there was the huge programme of member-education. Maximum co-ordination should be maintained between these various types of institutions and all possible use should be made of the facilities provided by one organisation for the benefit of others.

It was also suggested that the training centres, concerned as they were with subjects of importance to the working life of the people, should not be mere cloistered seats of learning, but should develop intimate and living contacts with the economic activities of the people around them and help them to shape their activities in accordance with co-operative principles. Such a liaison would be mutually helpful; while it would be a lesson in experiment to the trainees, it would be a means of enriching the economic life of the people around and ensuring the spread of Co-operation.

The Conference on the third day considered the proceedings of the two committees for Regional and Block Level Co-operative Training Centres (Annexures 1 and 2). The recommendations were adopted.

ANNEXURE 1

PROCEEDINGS OF THE COMMITTEE ON THE WORKING OF THE REGIONAL CO-OPERATIVE TRAINING CENTRES

Present:

1. Fr. Basenach, S. J.
2. Shri V. Govindan Nair
3. Shri P. M. Chengappa
4. Shri N. C. Sen Gupta
5. Shri Fateh Singh
6. Shri A. Anegundi
7. Shri M. S. Menon

The meeting was also attended by Prof. D. G. Karve, Shri N. P. Chatterjee, Shri A. Palaniappa Mudaliar, Shri J. C. Ryan and Shri Mathur for some time.

ITEM NO. 1 (*Item 7 of the Agenda for the Conference*)

ORGANISATION OF TRAINING ARRANGEMENTS AND METHODS OF TEACHING

(i) *Hours of work and time-table:* The Committee felt that there was no need for enforcing a uniform time-table of work in all the centres, since the working hours in each were dependent on local conditions, season, etc.

It was, however, decided that each working period should be for a minimum duration of 45 minutes and each working day should consist of six periods. There would thus be $4\frac{1}{2}$ effective working hours per day. An interval of five minutes between two periods should be provided. Saturdays also should be full working days except the last Saturday of the month.

In distributing the working hours between the different subjects, more periods may have to be allotted to certain subjects than to others.

The following tentative distribution of periods was suggested:

- | | | |
|---|---|---------|
| 1. Theory, History and Practice of Co-operation | 7 | periods |
| 2. Co-operative Law and other Laws . | 6 | „ |
| 3. Special subjects | 6 | „ |
| 4. Banking | 5 | „ |
| 5. Book-keeping | 5 | „ |
| 6. Rural Economics | 4 | „ |

The remaining three periods (preferably on Saturday afternoon) could be devoted for such work as tutorial work, seminars, debating societies, library, etc.

(ii) *Distribution of work among teaching staff:* Assuming that in a week 51 periods would be necessary for handling five compulsory subjects and four special subjects, a rough distribution of the work load among the Principal and the staff would be:

Principal	9 periods
3 Lecturers	About 14 periods for lecturer.

(iii) *Method of teaching:* It was recommended that on all important subjects synopsis should be prepared in advance and distributed to the trainees.

(iv) *Tutorial work:* It was considered necessary that provision should be made for tutorial work. For this purpose it was suggested that part of the Saturday afternoon should be devoted.

(v) *Medium of instruction:* It was decided that English should continue to be the medium of instruction.

(vi) *Preparation of text books:* On certain subjects like Co-operative Theory, History and Practice, Rural Economics, Co-operative Banking, etc., lack of suitable text books was a serious handicap in teaching. It was suggested that the Central Committee might take suitable steps to get such books prepared and the possibility of utilising the services of the Departmental Officers and other co-operative experts and University teachers might be explored for this purpose.

(vii) *Use of library:* At present a reasonably well stocked library is still to be built up at most of the centres. With more books and periodicals it would be possible to organise regular library work and induce the students to make more systematic use of the library. The number of copies of books which are in constant demand and are more or less used as text books should be increased. The library should be kept open for some time, say for about two hours, after the classes are closed, so that those who want to read journals, periodicals, and books after class hours may do so. Library books issue register in which pages are opened for each candidate should be kept so that it will be possible to check whether the candidates are making use of the library. The lecturers should also ask the trainees to make special study of the books recommended for reference and later check up the work done during the library hour allotted on Saturdays.

ITEM NO. II (*Item 8 of the Agenda for the Conference*)

SYLLABUS FOR THE VARIOUS COURSES

Theoretical

The Committee suggested the following modifications in the syllabus:

(i) *Theory, History and Practice of Co-operation*: In the first para where different economic concepts are mentioned 'Syndicalism' may be omitted and 'Socialism' substituted in its place. Under the different types of co-operative institutions may be added 'Multipurpose Societies' and 'Processing Societies.'

(ii) *Co-operative Law*: Where model by-laws of institution functioning in the State are available, they may be studied; otherwise, the model by-laws prepared in any other State where the institution is reasonably well developed may be studied.

Practical

It was suggested that the programme of practical training should be interspersed with theoretical training in the following order:

- 4 months theoretical
- 2 months practical
- 1 month theoretical
- 2½ months practical
- 1½ months theoretical

The first two months of practical training should be devoted for visits to cover all typical institutions within the State in which the centre is located. These will include also visits to commercial banks. Of the next stretch of 2½ months, two months may be utilised for visiting important societies in States other than the State where the centre is located. These visits should not extend to more than two States and may, where facilities are available, be restricted to one State well advanced in co-operative development. All the candidates need not visit the same State, but may be divided into convenient batches and sent to different States, or the States to be visited may be chosen in rotation so that candidates from one centre will not be visiting the same State for two years in succession. The last half month should be utilised for active participation in the working of an institution selected according to the optional subject chosen by the candidate. For this purpose the candidates will have to be organised in groups of not more than four and attached to the institutions concerned for a period of about two weeks. A detailed programme of study concerning all aspects of the working of the institution will have to be drawn up in advance by the centre.

The Manager or Secretary of the Society or the Supervisor or Departmental Inspector, if available, may be persuaded to give necessary instructions to the candidates, supervise their work and testify to the satisfactory completion of their study.

ITEM NO. III—(*Item 9 of the Agenda for the Conference*)

ASSESSMENT OF THE TRAINEES' WORK

(i) and (ii) The Committee was of the view that three periodical tests and one final examination should be conducted for each course. For the final assessment of the candidate, the performance of the candidate in the periodical tests should also be taken into consideration. It was suggested that the weightage attached to the periodical and final tests may be in the proportion of 30 : 70. The papers may be valued and graded into three classes, I class, II class and Pass class. For securing a pass, a minimum of 40 per cent in each subject will have to be scored. Those securing aggregate marks between 50 per cent and below 60 per cent will be classified as II class, and those scoring 60 per cent and above will be declared as I class. Revaluation of papers will not be allowed under any circumstances.

(iii) The performance of the candidates during the practical training will also have to be taken into account in assessing their work and in declaring pass or failure. In the Committee's view this was necessary because of the importance attached to practical training and the opportunity given by the *viva-voce* test to assess the actual study made by the candidate during the 4½ months of his training.

(iv) For purpose of oral test a board of examiners should be formed, consisting of not less than three persons including the Principal of the centre and an officer not less than the rank next to the Registrar. If necessary, a panel of examiners may be formed for this purpose.

For the setting and valuation of papers on Co-operative Theory and Practice, Co-operative Law, Co-operative Audit, Co-operative Banking, and other papers on Co-operation, it would be desirable to select senior and experienced officers of the Co-operative Department, besides the Principals of the training centres.

It was also suggested that for oral test each examiner might be given a remuneration at the rate of Rs. 1-8-0 per candidate, with a minimum of Rs. 75. This will be over and above the T. A. that will have to be paid if the examiner comes from outside the headquarters. It may not be advisable to examine more than 15 candidates per day.

Regarding the failed candidates the Committee suggested that the following rules may be observed:

(1) They may be allowed to reappear after the first final examination for not more than two consecutive examinations. The candidates will have to appear for all the failed subjects each time.

(2) They should take the re-examination at the centre at which they underwent training.

(3) No examination will be held for the failed candidates separately.

(4) They should appear at their own costs for the final examination held annually.

(5) No fees will be charged from these candidates for the examinations.

(6) The Higher Diploma in Co-operation will be awarded to the candidates after they pass in the re-examination.

(7) Permission in writing to reappear for the examination should be obtained from the Principal within four months of the final announcement of the results.

Students who have failed in the examination held before November 1956 should be allowed two chances in the examinations to be held in 1957 and 1958.

ANNEXURE 2

PROCEEDINGS OF THE COMMITTEE ON THE WORKING
OF THE BLOCK LEVEL CO-OPERATIVE OFFICERS'
TRAINING CENTRES.

Present

1. Capt. H. S. Lather
2. Shri K. Keshav Kini
3. Shri V. Vedantachari
4. Shri G. L. Khullar
5. Shri P. N. Majumdar
6. Shri C. Vijayan Nair
7. Shri Satya Prakesh
8. Shri A. Venugopala Rao
9. Dr. S. B. Mahabal
10. Shri M. A. Chidambaram

Prof. D. G. Karve, Shri J. C. Ryan, Shri N. P. Chatterji
Shri A. Palaniappa Mudaliar, Prof. A. F. Laidlaw and Dr. S. C.
Roy attended the meeting for some time.

ITEM NO. 1—(*Item 7 of the Agenda for the Conference*)

ORGANISATION OF TRAINING ARRANGEMENTS AND
METHODS OF TEACHING

(i) *Hours of work and time-table*: It was agreed that the daily time-table may be six periods of 50 minutes' duration each on six days in a week. Out of this in each week six periods may be devoted for seminar, library, tutorial work and the remaining 30 for classroom lecturing.

The Committee was of the opinion that all the subjects may not require the same allotment of periods per week, e.g., subjects like Theory, History and Practice of Co-operation may require a higher allotment of periods compared to other subjects, the basis being roughly as follows:

(1) Theory, History and Practice of Co-operation	8	lectures
(2) Co-operative Law	6	..
(3) Accountancy and Auditing	8	..
(4) Banking	4	..
(5) Rural Economics	4	..

(ii) *Distribution of work among teaching staff*: It was agreed that the work-load in a training centre which runs two parallel classes may be about 18 periods in the case of lecturers and 12,

periods for the Principals. Where there is only one class the maximum load per lecturer may be about 12 periods per week.

(iii) *Methods of teaching*: The general opinion was that synopsis indicating brief outline of the subjects should be circulated to the trainees in advance as far as possible. Group-discussions should be encouraged.

(iv) *Provision of tutorial work*: The Committee felt that tutorial work is mainly required in regard to Accountancy, where the candidates admitted have no previous experience in the subject, and necessary arrangements should be made in this regard.

(v) and (vi) *Medium of instructions and preparation of suitable text books*: In the absence of suitable text books in the regional language it was considered a little premature to change the medium of instruction from English to Hindi. Therefore, for the present it was considered that the existing arrangements might continue.

However, in the light of the current developments some steps in the direction of introducing the regional languages as medium will have to be pursued and for this purpose efforts will have to be made to get suitable text books prepared on the various subjects. Members of the Committee were asked to make specific proposals in regard to the preparation of text books, both in the English language as well as in the regional language.

(vii) *Use of library*: While discussing the possibility of augmenting the supply of books in the library a suggestion was made that each of the training centres should be supplied with adequate number of certain text books including the Madras Co-operative Societies Manual. The question also came up regarding the need for keeping in the library standard literature such as Calvert's Principles and Law of Co-operation, Nicholson's Report, MacLagan Committee Report, etc., which have become now unavailable. In these cases the question of reprinting the same will have to be taken up with the appropriate authorities.

ITEM NO. II (*Item 8 of the Agenda for the Conference*)

SYLLABUS

- (a) *Theoretical Training*: The following suggestions were made :
- (i) Economic Planning with reference to the Second Five Year Plan may be included in Theory, History and Practice of Co-operation.
 - (ii) Reference may be made to the relevant portions of the Rural Credit Survey Report in the various subjects.
- (b) *Practical training*: It was felt that the present instructions regarding practical training and the present practice of dividing

the total period of three months into two parts, namely, the first part largely for observation and the second part for participation, should be followed. The objective should be that when the trainees are appointed after training they should be in a position to carry out effectively the developmental work in the National Extension Service Blocks such as organisation, increase in membership, increase in business, etc.

ITEM NO. III—(*Item 9 of the Agenda for the Conference*)

ASSESSMENT OF TRAINEES' WORK IN THE VARIOUS TRAINING CENTRES

The Committee while considering the method of assessment of trainees' work felt that the performance may be assessed monthly instead of fortnightly and decided that there may be at least four tests in each subject for the theoretical course and two reports in respect of the two parts of practical training.

ITEM NO. IV—(*Item 10 of the Agenda for the Conference*)

EXTRA-CURRICULAR ACTIVITIES

It was felt that the trainees may be encouraged to organise debates, seminars for which periods in each week are provided.

As regards the special lectures, it was left to each training centre to prepare and get approved by the Local Committee a programme of lectures to be delivered on particular parts of the syllabus and also on important topics pertaining to the course of study. The honorarium for these lectures may be decided by the Local Committee taking into consideration the local conditions.