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# **CO-OPERATIVE TRAINING**

*Notes and Proceedings relating to the Seventh Meeting of  
the Central Committee for Co-operative Training  
held on 11th May 1961.*

**Vol. VII**

*December, 1962.*

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

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Seventh Meeting*

**December 1962**

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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 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 higher, intermediate and junior levels. The Reserve Bank undertook the responsibility of training the higher and intermediate personnel, while the State Government, in conjunction with the Government of India, were responsible for the training of the junior officers. The Central Committee acted as a Committee of the Reserve Bank in respect of the training of officers in higher and intermediate category and as a Committee of the Government of India, for the training of junior officers. It administered the funds provided by the Reserve Bank of India and the Government of India for the conduct of the senior officers' course and courses at the Regional and Block Level Co-operative Officers' Training Centres, examined schemes for the training of junior officers and recommended financial assistance to States in this behalf. The secretarial work relating to the Committee was done in the Agricultural Credit Department of the Reserve Bank of India.

# SEVENTH MEETING OF THE CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING

(11th May 1961, at the Reserve Bank of India Building, Bombay.)

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## AGENDA

### NOTES

- I. Review of progress in the training programmes.
- II. Consideration of the proceedings of the 21st, 22nd, 23rd, 24th and 25th meetings of the Standing Sub-Committee.
- III. Consideration of the proceedings of the Conference of the Chairmen of the Local Committees and Principals of the Regional and Block Level Co-operative Officers' Training Centres.
- IV. Consideration of the report of the Study Team on Co-operative Training.
- V. Consideration of the introduction of a Special Training Course for Co-operative Inspectors in Orissa State.

## NOTE I

### REVIEW OF PROGRESS IN THE TRAINING PROGRAMMES

Significant developments which have taken place since the above meeting are indicated below :

#### MEETINGS OF THE STANDING SUB-COMMITTEE

2. During the period under review, the Standing Sub-Committee of the Central Committee for Co-operative Training met five times as shown below :

<i>Meeting</i>	<i>Venue</i>	<i>Date</i>
21st meeting	Poona	21-11-1959
22nd meeting	Poona	19- 4-1960
23rd meeting	Bombay	28- 7-1960
24th meeting	Bombay	23- 9-1960
25th meeting	Bombay	28-12-1960

The proceedings of these meetings are put up for information of the Central Committee as a separate item on the Agenda (Note II).

#### PRINCIPALS' CONFERENCE

3. During the period under review the Conference of Chairmen of Local Committees and Principals of the Regional and Block Level Co-operative Training Centres was held at Poona on 7, 8 and 9 February 1960. The Proceedings of the Conference are put up for the information of the Central Committee as a separate item on the Agenda (Note III).

#### STUDY TEAM ON CO-OPERATIVE TRAINING

4. The Government of India in their notification No. 2/50/60/CT dated 10 November 1960 set up a Study Team on Co-operative Training. The consideration of the Report of the Study Team is an item on the Agenda (Note IV) of this meeting of the Central Committee.

#### AUDIO VISUAL AIDS

5. It was mentioned at the last meeting of the Central Committee that the Committee might produce suitable films and filmstrips on co-operative themes with Indian background and depicting Indian conditions to be employed as training aids at our Training Centres and elsewhere. It was also reported to the meeting that a proposal for the production of such films and filmstrips was under the active consideration of the Central Committee and the Reserve Bank of India. In May 1958, the Committee of the Central Board of the Reserve Bank of India

approved a grant of Rs. 11 lakhs to the Central Committee for Co-operative Training to undertake a programme of production, distribution and utilisation of audio visual aids in the field of co-operative training. Assistance for this programme was also received under the Colombo Plan from the Canadian Government which kindly agreed to meet the cost of the services of a Technical Expert and arranged for the supply of raw film stock and other equipment required for the project. The Colombo Plan Film Expert, Mr. A. W. Acland, arrived in India in January 1960, and immediately proceeded to the planning and execution of the programme. The Reserve Bank of India on its own part decided to constitute a Co-operative Film Advisory Committee in view of the large financial outlay involved in the programme, the specialised nature of the audio visual productions as also different conditions under which the Expert has to work in this country as against those obtaining in his own. The members of the Film Advisory Committee are as under:

- |    |   |                         |
|----|---|-------------------------|
| 1. | Prof. D. G. Karve<br>Chairman<br>Standing Sub-Committee of the<br>Central Committee for<br>Co-operative Training. | <i>Chairman</i>         |
| 2. | Shri B. Venkatappiah<br>Deputy Governor<br>Reserve Bank of India<br>Central Office<br>Bombay.                     | <i>Member</i>           |
| 3. | Shri Ezra Mir<br>Chief Producer<br>Films Division<br>Government of India<br>Bombay.                               | <i>Member</i>           |
| 4. | Shri N. D. Nangia<br>Chief Accountant<br>Reserve Bank of India<br>Bombay.   | <i>Member</i>           |
| 5. | Mr. A. W. Acland<br>Chief Executive Producer<br>Colombo Plan Expert<br>Bombay.                                    | <i>Member</i>           |
| 6. | Shri J. C. Ryan<br>Chief Officer<br>Agricultural Credit Department<br>Reserve Bank of India<br>Bombay.            | <i>Member-Secretary</i> |

Shri D. N. Maluste was nominated as a member in Shri Nangia's place as the latter had proceeded on leave since 15 April 1961.

6. The functions of the Committee are :

- (i) to formulate programmes of production of audio visual aids for training of co-operative personnel;
- (ii) to consider suitable subjects and their themes for film or filmstrip productions;
- (iii) to consider the award of contracts to producers of films and filmstrips as well as manufacturers of audio visual aids and to lay down the conditions of contract;
- (iv) to approve the appointment of technical personnel and their terms and conditions of appointment; and
- (v) to advise the sponsoring authority and the Colombo Plan Film Expert in regard to formulation and implementation of programmes for preparation of audio visual aids.

7. The first meeting of the said Committee was held on 22 June 1960 and since then, it has met 4 times during the period under review.

8. It has approved a programme to be executed over a period of about two years for the production of 10 films and about 50 filmstrips. Two films, one on Handloom Co-operation titled "The Weavers", and another on Agricultural Credit Co-operation titled "The Answer" have been completed. Work is under progress to make more copies of the original English version and copies in regional language versions. Moreover, the shooting of three more films on Co-operative Marketing, Co-operative Sugar Production and Coir Co-operatives, has been completed and the films are expected to be ready shortly. As regards filmstrips, two have been completed and work on about 25 is at different stages of production.

#### TAKING OVER OF THE CO-OPERATIVE TRAINING COLLEGE, POONA

9. As the Central Committee is aware, the Co-operative Training College, Poona, was administered by the erstwhile Bombay State Co-operative Union through its College Committee of which the Member-Secretary of the Central Committee was a member. The Central Committee maintained a close contact with the College for organising the Senior Officers' Course, the Intermediate Officers' Course, the Special Course on Co-operative

Marketing and other *ad hoc* courses at the College. At the twenty-third meeting of the Standing Sub-Committee, it was decided that the Co-operative Training College, Poona, might be taken over by the Central Committee for Co-operative Training and be financed entirely by the Reserve Bank of India in view of the reorganisation of the former Bombay State and in view of large capital and current expenditure incurred by the Reserve Bank of India for the location and functioning of the College. Accordingly the matter was taken up with the Chairman of the Bombay (Maharashtra) State Co-operative Union and the terms and conditions for the transfer of the College were informally discussed at a meeting held in December 1960 between Prof. D. G. Karve, Chairman of the Standing Sub-Committee of the Central Committee for Co-operative Training, Shri V. L. Mehta, Chairman of the Bombay (Maharashtra) State Co-operative Union and Shri B. Venkatappiah, Deputy Governor of the Reserve Bank. The State Union subsequently communicated its approval to the transfer of the College to the Central Committee for Co-operative Training on terms and conditions approved at the meeting referred to above. The Co-operative Training College, Poona, was accordingly taken over by the Central Committee formally from 1 April 1961. The administrative and financial responsibilities in regard to the College now devolve on the Central Committee.

#### TRAINING OF OFFICERS ABROAD

10. At the last meeting of the Committee, it was agreed that officers of the Reserve Bank of India, the Government of India, the State Governments and the All India Co-operative Union should be sent for training in certain selected countries abroad. Accordingly, Shri V. Sivaraman, Deputy Chief Officer and Dr. S. B. Mahabal, Assistant Chief Officer in the Secretariat of the Central Committee were sent to Canada, U.S.A., U.K. and other continental countries from April to June 1960. The reports submitted by them were considered by the 24th and 25th meetings of the Standing Sub-Committee of the Central Committee for Co-operative Training. Suitable action is being pursued on their recommendations.

Regarding the deputation of other officers from the Government of India, State Governments and the All India Co-operative Union, the Government of India were approached for suitable action on their part. No officers have been so far sent.

#### PLAN DISCUSSIONS WITH STATE GOVERNMENTS

11. Shri V. Sivaraman, Deputy Chief Officer of the Reserve Bank of India, was nominated as a member of the working group on co-operation for the Third Five Year Plan and he attended



the Plan discussions between the Government of India, the State Governments and other concerned bodies. Whenever Shri Sivaraman could not attend the Plan discussions, other officers were deputed on his behalf.

#### PREPARATION OF TEXT-BOOKS

12. It was mentioned at the last meeting of the Central Committee that suitable steps were being taken to use the 'Book Fund' for preparation and publication of text-books for the training centres. Accordingly, the work of writing of text-books on the subjects of Business Management, Co-operative Audit and Co-operative Law was entrusted to different authors. While the manuscript of one of the text-books, *viz.* on Co-operative Law, is ready and is under scrutiny, other text-books are still under preparation.

#### SPECIAL AD HOC TRAINING COURSES

13. From time to time, the Central Committee organises *ad hoc* refresher courses to meet specific needs of different and specialised categories of co-operative officials and instructors in the field of Co-operation. During the period under review, the following *ad hoc* and refresher courses were organised by the Central Committee.

##### (i) *Third and Fourth Refresher Courses in Co-operation*

At the request of the Ministry of Food and Agriculture, Department of Agriculture, Government of India, two refresher courses for instructors in Co-operation working at the extension training centres conducted by the Government of India, were organized by the Central Committee at its Indore Training Centre. The first course was organized from 21 September 1959 to 20 October 1959 and the second from 6 February 1961 to 4 March 1961. The courses consisted of lectures by the staff of the training centre at Indore, experts from the Government of India, the Reserve Bank of India, other training centres and non-official co-operators. Group discussions and visits to co-operative institutions also formed part of the course. These courses were attended by 26 and 24 instructors respectively and were financed by the Government of India.

##### (ii) *Special Course in Business Management*

A special course in Business Management mainly for lecturers at the Junior Co-operative Training Schools was conducted from 21 October 1959 to 11 November 1959 at Bombay. The course was of three weeks' duration and consisted of lectures by experts drawn from private, State and co-operative enterprises, group

discussions, visits to some factories in the city, film shows on Business Management etc. In all, 49 lecturers from Regional, Block Level and Junior Co-operative Training Centres attended the course. The course was financed by the Government of India.

(iii) *Refresher courses for Instructors at the Junior Schools*

For Instructors at the Junior Co-operative Training Schools, two refresher courses were conducted on a regional basis: (i) from 18 January 1960 to 20 February 1960 and (ii) from 1 June 1960 to 6 July 1960 at the Regional Co-operative Training Centre, Indore and Central College, Bangalore respectively. Each course was of five weeks' duration of which the first three weeks were allotted for theoretical training and the last two for practical training. While the first course was attended by 22 candidates, at the second one there were 40 candidates. The subjects covered at each of these courses were Principles of Co-operation, Banking and Rural Economics. The courses were financed by the Reserve Bank of India.

For the benefit of lecturers in Book-keeping, Accountancy and Audit at the Junior Co-operative Training Centres, a third refresher course in the subject, was conducted at the Co-operative Training College, Poona, from 14 November 1960 to 3 December 1960. The course was of 3 weeks' duration and consisted of 2 weeks' theoretical training and one week's practical training. This course was also financed by the Reserve Bank of India.

(iv) *Centre for directing officers of Co-operative Departments*

A Centre for directing officers of the Co-operative Departments of the State Governments was conducted at the Co-operative Training College, Poona, from 2 to 21 January 1961. This was attended by 11 senior officers like Joint and Deputy Registrars of Co-operative Societies drawn from 8 States. The course consisted of lectures and discussions by officials and eminent non-official co-operators, discussions amongst the participants themselves and visits to co-operative institutions. The centre was financed by the Reserve Bank of India.

(v) *Refresher Course for Managers of the Central Co-operative Banks in the Punjab*

The course was conducted from 1 to 17 February 1961 at the Block Level Co-operative Officers' Training Centre, New Patiala, with a view to help managers of the central co-operative banks in conducting their business with greater efficiency, in understanding better the policies and procedures of the Reserve Bank of India for advancing loans, the object and purpose behind the Reserve Bank of India's voluntary inspection and allied matters.

During the course, lectures and seminars were conducted by the officers of the Reserve Bank of India, the Registrar and other officers of the Co-operative Department, Punjab and by the managers of a central and a state co-operative bank. The course was the first of its kind to be organized and was financed by the Reserve Bank of India.

- (vi) *Special Short-term Course for Inspector-Trainees from Co-operative Department, Punjab as suggested by the Registrar of Co-operative Societies, Punjab*

A short reorientation course for inspector-candidates of the Co-operative Department of the Punjab who had put in over 15 years' of service and had already undergone basic training at the Junior Training Schools in the State is presently in session at the Block Level Co-operative Officers' Training Centre, New Patiala from 17 January 1961 with 27 inspectors undergoing training. The course is of 4 months' duration comprising 2½ months' theoretical and 1½ months' practical training. The course is financed by the Government of India.

- (vii) *Special Short-term Course on Industrial Co-operation*

With a view to provide specialised training for intermediate personnel working in the State Industries Departments, Departments dealing with Registration and Development of Industrial Co-operatives and for the staff directly employed by the Industrial Co-operatives, the course was organized at the Block Level Co-operative Officers' Training Centre, Hyderabad, from 12 December 1960 to 11 April 1961. The duration of the course comprises theoretical and practical training of 2 months each. Thirtythree candidates from Madras and seven from Andhra Pradesh have undergone training. The course was financed by the Government of India.

Second session of this course has commenced at the Block Level Co-operative Officers' Training Centre, Bhavnagar, from 2 May 1961.

#### TRAINING FACILITIES TO SENIOR OFFICERS LIKE REGISTRARS

14. The Central Committee continues to arrange study programmes for senior officers like the Registrars and Joint Registrars of Co-operative Societies in the Agricultural Credit Department, banks and co-operative institutions. During the period under review, 4 Registrars and 1 Deputy Registrar received such study facilities.

#### TRAINING FACILITIES TO FOREIGN NOMINEES

15. At the request of the Government of India, the Central Committee continues to admit to its training courses nominees

from foreign countries under the Technical Co-operation Scheme under the Colombo Plan. Other visitors from foreign countries are also offered study facilities. During the period under review, 17 nominees of foreign countries received training in the regular training courses and 15 visitors were offered study facilities of different durations. The Chairman of the Credite Agricole, Egypt, and two executive directors were among the prominent visitors for whom arrangements were made to study the Co-operative Movement in India.

#### PROGRESS AT THE TRAINING CENTRES

##### (i) *Senior Officers' Course*

The course is conducted at the Co-operative Training College, Poona. At the time of the last meeting of the Central Committee for Co-operative Training held in September 1959, the XIV session was in progress. During the period under review, XV and XVI sessions were completed. The XVII session which commenced from 23 January 1961 is in progress with 26 trainees undergoing training. The total number of trainees who have completed training so far in the above course is 543. This course serves all the States (Appendix 1). At the present session, the capacity of the course is not fully utilised.

##### (ii) *Intermediate Officers' Course (H.D.C.)*

The course is conducted at the 5 Regional Co-operative Training Centres at Poona, Madras, Meerut, Ranchi and Indore. The details of the sessions completed, sessions in progress, number of candidates trained and undergoing training may be seen at Appendices 2 to 6 from which it will be observed that there is no under utilisation of training facilities in respect of this course.

##### (iii) *Special Course in Co-operative Marketing*

As the Committee is aware, the Special Course in Co-operative Marketing conducted by the Central Committee is of two types; one of 4 months' duration meant for experienced co-operative personnel, conducted at the Regional Co-operative Training Centres at Meerut and Madras and the Co-operative Training College, Poona and the other of 6 months' duration conducted at Regional Co-operative Training Centres at Ranchi and Indore for candidates with little or no previous experience. The progress made in respect of this course may be seen at Appendices 7 to 11. It will be observed therefrom that the capacity of the training course at these centres is not utilised fully, especially by the co-operative institutions. The matter has been taken up with the concerned State Governments by the Department of Co-operation in the Ministry of Community Development and Co-operation and by the National

Co-operative Warehousing and Development Board at the request of the Central Committee for Co-operative Training. The latter has also addressed the State Governments suitably in the matter.

(iv) *Special Course in Land Mortgage Banking*

The course is conducted at the Regional Co-operative Training Centre, Madras. It serves all the States and has a capacity to train about 40 candidates per session. Response from all the States has been satisfactory for this course (Appendix 12).

(v) *Block Level Co-operative Officers' Training Course*

The course is conducted at the 8 Block Level Co-operative Officers' Training Centres. The progress made in the conduct of this course may be seen at Appendix 13.

It will be observed therefrom that there is underutilisation of training facilities at some of the training centres, particularly at Kalyani. The issue has been taken up with the concerned State Governments.

(vi) *Junior Co-operative Training Course*

At the time of the last meeting, there were 52 schools run under the scheme of the Central Committee for Co-operative Training. During the period under review, 6 more schools have been organized raising the total number of junior schools to 58 as recognized under the Central Committee's Scheme (Appendix 14). The Central Committee for Co-operative Training has been recommending to the Government of India grants-in-aid in respect of these schools (Appendix 15). However, recently the Department of Co-operation in the Ministry of Community Development and Co-operation advised that the Central Committee for Co-operative Training need not, in future, recommend grants-in-aid for the Junior Schools.

(vii) *Finance*

Statements of expenditure in respect of various training courses conducted by the Central Committee for Co-operative Training at the Regional and Block Level Co-operative Officers' Training Centres are given in Appendices 16 to 18.

**NOTE II****CONSIDERATION OF THE PROCEEDINGS OF THE 21ST, 22ND, 23RD, 24TH and 25TH MEETINGS OF THE STANDING SUB-COMMITTEE**

Since the last meeting of the Central Committee for Co-operative Training held on the 12 and 13 September 1959, five meetings of the Standing Sub-Committee of the Central Committee for Co-operative Training were held as indicated below:

<i>Meeting</i>	<i>Venue</i>	<i>Date</i>
21st	Poona	21-11-1959
22nd	Poona	19- 4-1960
23rd	Bombay	28- 7-1960
24th	Bombay	23- 9-1960
25th	Bombay	28-12-1960

The proceedings of the above meetings are placed before the Central Committee for their information.

**NOTE III****CONSIDERATION OF THE PROCEEDINGS OF THE CONFERENCE OF THE CHAIRMEN OF THE LOCAL COMMITTEES AND PRINCIPALS OF THE REGIONAL AND BLOCK LEVEL CO-OPERATIVE TRAINING CENTRES**

The Central Committee for Co-operative Training convenes periodical conferences of the Chairmen of the Local Committees and Principals of the Regional and Block Level Co-operative Training Centres to consider the problems of the Training Centres, to offer an opportunity to all the participants to exchange views on the techniques and contents of the training courses and to recommend measures for improvement. The fourth such conference was held in February 1960 at Poona. Besides the Chairmen of the Local Committees and the Principals of the Training Centres, one lecturer from each Centre was also invited to the Conference. A copy of the proceedings of the Conference is submitted for information (Appendix 19).

Suitable action on the proceedings of the Conference is being taken.

## NOTE IV

### CONSIDERATION OF THE REPORT OF THE STUDY TEAM ON CO-OPERATIVE TRAINING

The Study Team on Co-operative Training was appointed by the Government of India, Ministry of Community Development and Co-operation, (Department of Co-operation), by a notification dated 10 November 1960. The Team has since submitted its report to the Government. The Ministry have requested the Central Committee for Co-operative Training for their comments on the Report. The following note on the Report of the Study Team on Co-operative Training is submitted for information.

The Study Team on Co-operative Training was appointed by the Government of India, Ministry of Community Development and Co-operation by a notification dated 10 November 1960. The members of the Team were :

- |  |               |
|--|---------------|
| 1. Shri S. D. Misra<br>Parliamentary Secretary<br>Ministry of Community<br>Development and Co-operation. | <i>Leader</i> |
| 2. Shri Jagan Nath Prasad Pahadia<br>Member<br>Lok Sabha.  | <i>Member</i> |
| 3. Shri P. S. Rajagopal Naidu<br>Director<br>Madras State Cooperative Bank.                              | <i>Member</i> |
| 4. Shri J. C. Ryan<br>Member-Secretary<br>Central Committee for Co-operative<br>Training.                | <i>Member</i> |
| 5. Prof. K. Subrahmanyam Naidu<br>Professor of Co-operation<br>Andhra University.                        | <i>Member</i> |
| 6. Shri Rajbanshi Sinha<br>Representative of the<br>All India Co-operative Union.                        | <i>Member</i> |



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| 7.  | *Shri A. P. Dewan<br>Joint Development Commissioner<br>Rajasthan.  | <i>Member</i>           |
| 8.  | Shri Devindar Nath<br>Registrar of Co-operative Societies<br>Madhya Pradesh.                                       | <i>Member</i>           |
| 9.  | Shri Sham Narayan<br>Assistant Educational Adviser<br>Ministry of Education<br>Government of India.                | <i>Member</i>           |
| 10. | Shri S. S. Puri<br>Deputy Secretary<br>Ministry of Community<br>Development & Co-operation<br>Government of India. | <i>Member-Secretary</i> |

\* Now Collector, Jaipur.

2. The main terms of reference of the Study Team were :

(i) To examine the adequacy of the existing arrangements for co-operative education and training and to suggest measures for making them commensurate with the requirements of co-operative development in the Third Five Year Plan.

(ii) To suggest such measures as will ensure active association of the non-officials interested in the training programme.

(iii) To recommend the administrative set-up necessary for the effective administration and co-ordination of the training programmes at various levels.

(iv) To assess the financial requirements of the programme recommended.

3. The Study Team held its first meeting at Delhi on 25 November 1960. Shri S. K. Dey, Union Minister for Community Development and Co-operation inaugurated the deliberations. The Team issued a Questionnaire to various institutions and authorities and undertook a rapid tour of various parts of the country and held discussions with a number of persons and authorities connected with co-operative training and education programmes as well as others interested in general education. The Study Team concluded its work in April 1961 and submitted its Report to the Government. Shri J. C. Ryan, Member-Secretary

of the Central Committee for Co-operative Training, who was one of the members of the Team submitted a Minute of Dissent and another member Prof. K. Subrahmanyam Naidu signed the Report subject to a separate note submitted by him.

4. The Report of the Study Team was put up for information of the Central Board of Directors of the Reserve Bank of India at its meeting held on 10 May 1961.

*Existing arrangements for the Training of Co-operative Personnel—  
Institutional as well as Governmental*

5. At present, the training of the staff employed in the Co-operative Departments and in co-operative institutions in various States is looked after by the Central Committee for Co-operative Training constituted jointly by the Reserve Bank and the Government of India. The staff of both Co-operative Institutions and Co-operative Departments are divided for purposes of training into Senior, Intermediate and Junior categories. The training of the junior staff is done in the States by the State Governments either directly or indirectly through co-operative agencies and their cost is shared by the Central Government and the State Governments. The senior staff are trained by the Central Committee at the Training College at Poona, the entire cost thereof being borne by the Reserve Bank. The intermediate staff are trained by the Central Committee at five regional centres at Poona, Madras, Meerut, Indore and Ranchi, the expenses thereof also being borne by the Reserve Bank. The Co-operative Extension Officers of the Community Development Blocks, however, are trained by the Central Committee at eight training centres at Hyderabad, Patiala, Tirupati, Bhavnagar, Kalyani, Kota, Gopalpur-on-Sea and Faizabad, the entire cost of the training being borne by the Government of India. In addition, the Central Committee finances to conduct special courses in land mortgage banking at Madras, and co-operative marketing at Madras, Poona, Meerut, Ranchi and Indore as also special courses such as courses for managers of central financing agencies and refresher courses for the lecturers of all the training centres. Recently, the training of the departmental and institutional staff connected with industrial co-operatives has been taken up at different training centres organized in succession by the Central Committee on behalf of the Ministry of Commerce and Industry which provides the funds therefor.

*Some important Recommendations of the Study Team:*

6. The Study Team has recommended certain major changes in the existing arrangements in the training facilities as indicated below:

(i) The present Central Committee for Co-operative Training which has wide administrative and executive functions in the conduct of 13 Training Centres directly and in the supervision of 62 Junior Training Centres, is to be replaced by a National Board for Co-operative Training. This Board to be appointed by the Government of India alone will merely be a policy making body without any secretariat of its own and will have no administrative or executive functions.

(ii) The 13 Intermediate Training Centres directly conducted by the Central Committee are to be handed over to the State Governments in most cases or to the State Co-operative Unions in a few cases, on an 'agency' basis.

(iii) A Co-operative Institute of Advanced Studies and Research would be set up and administered directly by the Ministry of Community Development and Co-operation on the advice of the proposed National Board. Besides other activities, the training of the Senior personnel will be done by the said Institute.

(iv) One of the basic principles of the existing scheme of training is that the officers of Co-operative Departments and personnel of co-operative institutions should receive training together in identical courses. This was intended to bring about a unity of outlook in the departmental and institutional personnel. The Study Team, however, recommends separate courses for departmental and institutional personnel though, wherever necessary for practical reasons, they would not mind the same agency or Training Centre conducting separate courses.

(v) While under the present arrangements, special courses like Co-operative Marketing, Land Mortgage Banking and Industrial Co-operation are conducted on a regional basis, mainly due to the reason that the demand therefor is comparatively limited, the Study Team recommends that the Intermediate Training Centre conducted by a State Government may now conduct these courses.

7. The recommendations referred to above of the Study Team in respect of the Junior, Intermediate, and the Senior Officers' Courses, the constitution and functions of the Central Committee for Co-operative Training and the role of the Reserve Bank in the programme for co-operative training are summarised below :

#### *Junior Officers' Training Centres*

8. The Junior Co-operative Training Centres are to train junior co-operative personnel of Co-operative Departments,

supervisors of central banks, secretaries of service co-operatives, industrial societies etc. and selected office bearers of village societies. The departmental and institutional staff is, however, to be trained separately at different training centres. There are, at present, 62 Junior Training Centres but according to the Team this is to be increased to 120 to meet the increasing requirements under the Third Plan. Many of the Junior Training Centres are presently managed by the State Governments. The Study Team recommends that progressively, these Centres should be entrusted to State Co-operative Unions and in the meantime, a Local Committee representing non-officials and officials may be constituted to advise the State Governments about the management of each of these Centres.

### *Centres for Intermediate Personnel*

9. The Regional and Block Level Co-operative Officers' Training Centres which presently train the intermediate personnel are 13 in number spread over different States. The Study Team recommends that these may be termed "Co-operative Training Colleges" and they may conduct various types of courses for the intermediate personnel. Thus, each training college may conduct a basic course of 11 months for directly recruited intermediate and senior personnel, a four months' course of training for promoted intermediate personnel and *ad hoc* courses in co-operative marketing and other special subjects. The number of the Training Colleges is to be raised from the existing 13 to 15 and almost every State will have a separate Centre, except the small union territories. The Study Team further thinks that it is desirable in principle that the administration of these intermediate centres should be progressively decentralised so that they may be conducted as far as practicable at the State level. The considerations that have prompted the Committee to make the recommendation are:

- (i) Already under the existing arrangements, most of the States have a Training Centre each.
- (ii) Decentralised administration would take into account, as far as practicable, the local problems and conditions and arrange training accordingly.
- (iii) There is a growing consciousness on the part of several State authorities to have separate Co-operative Colleges at the State level.
- (iv) Under the existing arrangements where the Central Committee conducts all the centres, State authorities are

generally lukewarm or in some cases, even indifferent to the programme of co-operative training conducted at these centres and have not, therefore, agreed to spare suitable officers for teaching posts in these centres.

- (v) Decentralised administration will enable State authorities and co-operative institutions to refer local problems to the co-operative colleges for study and investigation.
- (vi) Decentralised administration would enable sending back the teaching staff of the centres to field assignments and to bring in fresh blood for the teaching posts.
- (vii) Some of the earlier Committees on Co-operation have suggested that responsibility for training intermediate personnel should devolve at the State level.

The Study Team recommends that even under such decentralisation, the Training Centres may continue to be financed by the Government of India or the Reserve Bank of India as the case may be and if for any reason the Reserve Bank are not able to finance, then the Government of India should finance the entire Scheme. But the Team adds that the responsibility for administration may be delegated to the appropriate authority at the State level. The agency to which responsibility for administration can be delegated may in a few cases be State Co-operative Unions where they are strong and well established. In other cases the appropriate agency may be the State Governments in whose territories the Centres are located. However, under the model suggested by the Study Team, the Government of India or the Reserve Bank would exercise a large measure of supervisory control over the decentralised colleges in regard to syllabus, training of instructor, allotments of seats among various States, prescription of mode of assessment, prescription of the qualifications of staff and approval of persons proposed to be appointed to the teaching posts etc.

10. The Study Team then endeavours to meet some of the arguments urged against the delegation to State level authority. Among the important arguments so urged are:

- (i) There will be deterioration in the quality of Training.
- (ii) Inter-State Practical Training arrangements will become difficult.

But the Study Team does not agree that the quality of training may suffer by decentralisation. as the State Governments would

be directly interested in ensuring that competent staff is made available in manning the posts in these Centres and as the National Board for Co-operative Training will continue to prescribe the syllabus, qualifications for instructors, mode of assessment etc. As regards difficulties in practical training, it believes that the Registrars of the concerned States can make suitable arrangements for inter-state touring and moreover, it is of the view that practical training tours are of only limited value and, therefore, such training should largely consist of tackling of practical problems on a laboratory basis within the class room itself.

*Co-operative Institute of Advanced Studies & Research*

11. A Co-operative Institute of Advanced Studies and Research is visualised with the following functions:

- (a) Provision of Orientation Courses for senior departmental and institutional personnel.
- (b) Refresher Courses for teaching personnel of co-operative training institutes.
- (c) Field study and research.

The Government of India may finance the proposed Institute and carry on the administration on the advice of the National Board for Co-operative Training.

*Recommendations regarding the Central Committee for Co-operative Training*

12. The Study Team recognises the need for the continuation of a central body like the Central Committee for Co-operative Training on which both official and non-official co-operators are represented. It, however, considers that the central body should have a more broad based membership and, in particular, should give representation to State Co-operative Unions. It, therefore, suggests that in the place of the Central Committee for Co-operative Training, the Government of India may by a notification constitute a National Board for Co-operative Training under the chairmanship of a prominent non-official co-operator. There would be 25 members of the Board, of which 12 would be representatives of the Central and State Governments and the Reserve Bank and 13 non-official co-operators and educationists.

The main functions of the proposed National Board would be as follows:—

- (i) To review existing programmes and consider proposals of new programmes from time to time.

- (ii) Standardisation of syllabi, qualification of instructors etc.
- (iii) Co-ordination of production of training aids.
- (iv) Formulation of programmes of field studies and research.
- (v) Determination of modes of assessment and other general policy matters.
- (vi) Evaluation of co-operative training institutions and consideration of measures for maintenance of standards.
- (vii) Assessment of the requirements and recommendation of pattern of financial assistance.

The National Board is envisaged as an essentially policy making body without administrative or executive functions. It has, therefore, not to have a separate secretariat and the Ministry of Community Development is to service the Board to the extent necessary.

#### *Financial implications of various recommendations*

13. The Study Team gives an estimate of Rs. 1,247 lakhs for expenditure on the schemes relating to co-operative training and education including schemes pertaining to members and office bearers of co-operative societies, etc. over the period of Third Five Year Plan. On the basis of existing arrangements as projected into the Third Five Year Plan, the expenditure would work out at Rs. 575 lakhs. In other words, the Study Team's proposals involve additional outlay of Rs. 672 lakhs for expansion of existing facilities and provision of new facilities during the period of the Third Five Year Plan.

#### *Role of the Reserve Bank in Co-operative Training*

14. Under the existing arrangements, the Reserve Bank has constituted the Central Committee for Co-operative Training as a Committee of the Reserve Bank for formulating and conducting training programmes for the intermediate and senior co-operative personnel at the Regional Co-operative Training Centres and the Co-operative Training College, Poona, which are financed by the Reserve Bank of India. In fact, the Reserve Bank of India, constituted the Central Committee for Co-operative Training in 1953 earlier than the Government of India which constituted the same Committee by a separate notification to work as a Committee for the Government of India in respect of training of junior co-operative personnel. The Committee was reconstituted

in May 1959 both by the Government of India and the Reserve Bank of India.

15. Under the recommendations of the Study Team, the National Board for Co-operative Training will replace the Central Committee for Co-operative Training and the Board will be constituted by a notification of the Government of India. The Reserve Bank will not be a party to the constitution of the Board. Two representatives of the Reserve Bank, however, are to be nominated to the National Board. As stated earlier, the National Board is to be a policy making body without any administrative and executive functions and is to be serviced by the Ministry of Community Development and Co-operation. Consequently, the Reserve Bank will not be called upon to provide the secretarial and executive services which it was so far providing for the Central Committee in its Agricultural Credit Department.

16. The Reserve Bank is presently bearing an expenditure of about Rs. 15 lakhs per annum on the conduct of the senior officers' course, the Intermediate Officers' course, the special courses on Co-operative Marketing and Land Mortgage Banking which are regularly conducted at the Regional Training Centres, *ad hoc* courses for lecturers at the Training Centres and for special categories of officers of the Co-operative Departments and institutions and on the secretarial work which is done in the Agricultural Credit Department of the Reserve Bank for the Central Committee for Co-operative Training. In addition, the Reserve Bank has sanctioned an expenditure of Rs. 11 lakhs for a programme undertaken with Canadian aid under the Colombo Plan for the production of films and filmstrips as training aids.

17. The Study Team recommends that the Reserve Bank may continue to finance the five Training Centres which it is now doing. For this purpose it may place funds at the disposal of authorities at the State level for administering these Centres on "agency" basis. Should for any reason this be found difficult, the cost of these five centres also may be borne by the Government of India. The Co-operative Institute for Advanced Studies and Research to be financed and managed by the Government of India will conduct courses similar to that of the Senior Officers' Course conducted by the Reserve Bank, now at the Co-operative Training College, Poona. In view of the above recommendation, therefore, the Reserve Bank could be absolved of all financial responsibilities in respect of training courses at the Co-operative Training Centres.

18. At two other points, however, the Study Team urges the Reserve Bank to play a positive role in respect of co-operative



training and research. Firstly, it urges that facilities may be provided at the Bankers Training College conducted by the Reserve Bank for training in banking to senior personnel of the co-operative banks. Secondly, the Study Team recommends that the Rural Economics Division of the Reserve Bank may consider undertaking a larger programme of field studies and research in Co-operation and allied subjects.

*Minute of Dissent by Shri J. C. Ryan*

19. Shri J. C. Ryan, Member-Secretary of the Central Committee and member of the Study Team, has submitted a minute of dissent. He disagrees with the majority of his colleagues on the Study Team on the following major counts:

- (i) That the National Board for Co-operative Training should be set up by a notification of the Government of India and that it should be only a policy-making body without administrative and executive functions.
- (ii) That the intermediate training centres should be handed over to the State Governments in the name of decentralisation and their number increased from 13 to 15.
- (iii) That the Co-operative Institute of Advanced Studies and Research should be directly conducted by the Ministry of Community Development and Co-operation.

20. About the National Board without any administrative or executive functions, Shri Ryan argues that the proposed Board will have neither funds nor staff of its own and will not be in a position to maintain efficiency in the conduct of the Centres as the Central Committee could do with the help of the staff provided in the Agricultural Credit Department of the Reserve Bank. The funds for the Training Colleges will be provided by the Central Government and distributed by them to the 'decentralised' training centres. Shri Ryan feels that it is problematical whether the Central Government will be able to assert themselves and maintain the high standards in the working of the training centres without appearing to move in the direction of centralisation. He, therefore, feels that the existing Central Committee for Co-operative Training may be renamed as the National Board for Co-operative Training and its strength enlarged providing for larger representation to State Co-operative Unions. The National Board should be first appointed as the Committee of the Reserve Bank and thereafter, constituted as the National Board with the same members by a notification of the Government of India. The funds of the Reserve Bank and those of the Government of India

could be administered, as at present, by the Agricultural Credit Department of the Reserve Bank working as the executive of the National Board.

21. Regarding the decentralisation of the Intermediate Training Centres, Shri Ryan observes that decentralisation in the sense of State Co-operative Unions undertaking the job is understandable but at this stage, the centres in most of the cases could be transferred to State Governments only since, in many of the states, the Unions are not strong enough to administer the centres. Once transferred to the State Governments, the retransfer of the same to the Unions will not be easy and possible in the near future. He further argues that 'decentralisation' is not necessary in order to give flexibility to training programmes, to pay attention to the local problems and needs of the States. Decentralisation, however, will definitely result in the deterioration of standards of training as the staff of the training centre will be provided from the same State only and as there will be no incentives in the form of liberal emoluments that could be offered to the teaching staff at the Training Centres under the rules of the State Governments. In regard to practical training also, each training centre managed separately by the State Government or State Co-operative Union, Shri Ryan frankly disagrees with his colleagues that some inter-State training can very well be arranged by mutual consultation between the Registrars of States. Shri Ryan also disagrees with the recommendation of the Study Team that the number of Intermediate Training Centres should be raised from 13 to 15 as past experience has shown that there will not be enough candidates available to support more than the existing training centres over the Third Five Year Plan period. Regarding the management of the proposed Co-operative Institute of Advanced Studies and Research by the Ministry of Community Development and Co-operation, Shri Ryan argues that it cannot be justified in the name of decentralisation, nor will it have advantage of the same active interest which non-official co-operators now evince in the conduct of the training centres. He further feels that there will be no reason to expect that the management by the Ministry will make for greater efficiency than what the position is under the existing arrangement.

22. Shri Ryan finally dwells on the large amount of funds being made available by the Reserve Bank to co-operatives under the Reserve Bank of India Act and hopes that for the well-being of the co-operative movement, the Reserve Bank will be enabled to continue to maintain its interest in the training schemes for the staff of the co-operative departments and co-operative institutions until the time is ripe when the co-operatives can undertake the task themselves.

*Note by Prof. K. Subrahmanyam Naidu*

23. As the National Board for Co-operative Training is proposed to be set up by a notification of the Government of India, the Reserve Bank would cease to play its role in relation to co-operative education and training, for which it has taken considerable initiative and provided necessary secretarial services and finance. The disassociation of the Reserve Bank from the programme of co-operative training and education is neither correct nor desirable, especially because it is providing finance to co-operative institutions on an increasing scale. The proposal to decentralise the arrangements for training would not result in genuine decentralisation as non-official co-operative institutions will not be able to take this responsibility at this stage and it would only result in vesting of powers to run and to control the institutions in the State Governments. The unified arrangements under the aegis of the Central Committee for Co-operative Training provided efficiency as well as flexibility and this will disappear with the dispersal of duties and powers among the National Board for Co-operative Training, Ministry of Community Development & Co-operation and the State Governments. The present arrangements should, therefore, be profitably continued. The Central Committee may be styled as the National Board for Co-operative Training with a broad based membership to give sufficient representation to several interests and it should be a joint Board of the Government of India and that of the Reserve Bank as is now the case with the Central Committee. It should progressively transfer the colleges to non-official co-operative unions as and when they are well-established and have the ability and competence to manage them.

## NOTE V

### CONSIDERATION OF THE INTRODUCTION OF A SPECIAL TRAINING COURSE FOR CO-OPERATIVE INSPECTORS IN ORISSA STATE

The Government of Orissa have requested the Central Committee for Co-operative Training to approve a scheme for setting up a special type of co-operative training institute for imparting both general and co-operative education to newly recruited matriculate inspectors of the Co-operative Department (Appendix 20). The scheme is in pursuance of the discussions which Shri B. Venkatappiah, Deputy Governor, Reserve Bank of India, had with the officers of the Government of Orissa when he visited that state in March 1960. It was then noticed that a large number of posts of inspectors in the Co-operative Department remained vacant because of the scarcity of qualified candidates for the posts. For being eligible to the said post of an inspector a candidate is required to pass the Intermediate Examination. Candidates with this qualification were not available to fill up the vacancies and the lack of adequate qualified personnel was hampering developmental plans in the field of Co-operation in Orissa. It was, therefore, suggested that for the posts of inspectors in the Co-operative Department, the Government might recruit even matriculates and give them a special course of training for about two years. By this long training of both a general and specialised nature, these recruits could be expected to make up for their lack of necessary academic qualifications and may become fit to be inspectors in the Department.

A brief record of discussions in which Shri B. Venkatappiah, participated is given in Appendix 21. The Orissa Government have now forwarded a draft scheme for the Special Training Course for the approval of the Central Committee (Appendix 22). Some of the features of the scheme are detailed below:

#### OBJECTIVE OF THE SCHEME

##### *Government proposal*

The objective of the scheme is to train about 300 candidates to fill up existing and prospective vacancies of inspectors' posts in the Co-operative Department during the Third Five Year Plan period. The candidates to be recruited may be matriculates with at least fifty per cent marks secured at the examination. It is proposed to convert one of the existing Subordinate (Junior) Training Institutes—The Cuttack Training Institute, into a Special

Training School for the purpose. For every session, 100 candidates could be divided into two classes.

### *Comments*

The scheme may be approved as a purely *ad hoc* measure jointly organised by the State Government and the Central Committee for Co-operative Training as suggested in the Deputy Governor's discussions.

### DURATION OF THE COURSE

#### *Government proposal*

The duration of each session of the proposed Course is to be 18 months, out of which 2½ months are to be set apart for practical training, half a month for vacation and the remaining 15 months for theoretical training.

### *Comments*

The duration of 18 months as proposed in the Government scheme would be much less than the duration of two years proposed in the discussions with the Deputy Governor. The proposed vacation of 15 days is not adequate. Similarly, practical training for only 2½ months would not be enough to train the fresh matriculates in the procedures and practices of the Co-operative Department and co-operative institutions. There is also no provision for the pre-training job experience or post-training apprenticeship which is considered advisable by the Central Committee.

It is, therefore, suggested that the duration of the Course for a trainee may be two years as follows:

- First 2 months — pre-job field apprenticeship.
- Next 6 months — theoretical training at the Centre.
- Next 2 months — practical training.
- Next 1 month — Vacation.
- Next 6 months — theoretical training at the Centre.
- Next 2 months — practical training.
- Next 2 months — theoretical training, examination etc.
- Next 2 months — post training apprenticeship.
- Total 23 months.

In the above schedule, the trainees could be under the charge of the Training Institute for 19 months only. The pre-training and post-training apprenticeship may be arranged by the Co-operative Department by placing the candidates to work under the supervision of Senior Inspectors. When one session is over, the next session could be commenced after about 15 days. Pre-training apprenticeship of the next batch of trainees could be so timed that they become available to the Institute after two months' field experience when the second session at the Institute is about to begin. At this rate, it would be possible to complete 3 sessions of the Special Course in about 5 years during the period of Third Five Year Plan and about 300 candidates could be got trained.

#### SYLLABUS

##### *Government proposal*

The subjects included in the curriculum are:

- (i) Co-operation-History & General Principles.
- (ii) Co-operative Law & Procedure and Other Laws.
- (iii) Elements of Economics, Agriculture, Civics and Indian Administration.
- (iv) Banking-General and Co-operative.
- (v) Book-keeping & Accounts.
- (vi) Auditing.
- (vii) Business Management and Secretarial Practices.
- (viii) English.
- (ix) Modern Indian Language.
- (x) General Knowledge.

##### *Comments*

In the Special Training Course, training in Co-operation is to be supplemented by general education. Hence, inclusion of certain general subjects as above in the syllabus would be appropriate. It is, however, suggested that for purposes of co-operative training, the Special Course may adopt the same syllabus as is prescribed under the Central Committee's scheme for the Junior Co-operative Officers' Training Course. The subjects included in the Junior Officers' Course are:

- (i) Co-operation—History and General Principles
- (ii) Co-operative Law & Procedure and Other Laws
- (iii) Elements of Rural Economics and Agriculture
- (iv) Banking—General and Co-operative
- (v) Book-keeping and Accounts
- (vi) Auditing
- (vii) Business Management and Secretarial Practices.

In addition, for purposes of general education, the subjects may be : English, Oriya, Indian Administration, Civics; Elements of Economics, Elements of Sociology and General Knowledge. Details of the syllabus in these subjects will have to be worked out.

#### STIPEND

##### *Government proposal*

The Government of Orissa proposed to give a stipend of Rs. 60 per month to a trainee while at the Training Centre and Rs. 100 per month as T.A. while on practical training tour. Presumably, the trainee will not receive any salary attaching to the post of an Inspector, while under training.

##### *Comments*

The rates proposed above are higher than what are obtaining in Junior Centres at present *viz.*, a stipend of Rs. 40 per head per month, the share of the Central Government being Rs. 20 per head per month and a lump sum T. A. of Rs. 75 for the entire practical training period which is generally 2 months, the share of the Centre being Rs. 37½. The same scales may now be adhered to with variance that since the practical training in the special course is proposed at 4 months, the share of the Central Government may be double of what it is now in the case of T.A. It will be Rs. 75 for the entire course, the balance of both the stipend and T.A. being borne by the State Government.

#### STAFFING PATTERN

##### *Government proposal*

There would be one Principal and 6 Lecturers in the school to teach both the general and technical subjects. It is also proposed that for the general subjects, the Lecturers will be invited from the Government Colleges located at Cuttack and they will

work on part-time basis and deliver the required number of lectures on payment of an honorarium of Rs. 8 per lecture. The Principal and three Lecturers will be provided from the cadre of Co-operative Department. Lecturers will be in the scale of Rs. 200-700, whereas the Principal would be of the rank of a Deputy Registrar in the scale of Rs. 690-860.

### *Comments*

The proposal that the school should have one Principal and three Lecturers provided from the cadre of the Co-operative Department is in order. The expenditure can be shared on the basis of fifty-fifty between the Central and the State Governments. This would be in accordance with the scheme of the Central Committee. The general education part of the scheme, however, falls outside the scheme of the Central Committee and it is suggested that the cost of all lecturers in the subjects of English, Oriya, Indian Administration, Civics, Elements of Economics, Sociology, etc. should be borne entirely by the State Government. The cost of other office staff etc. also may be borne entirely by the State Government.

### NON-RECURRING EXPENDITURE

All the non-recurring expenditure may be met entirely by the State Government.

### Expenses on other Items

The Central Government may share expenditure on the same pattern on such other items as purchase of books for the library, rent for the buildings for the Institute and hostel etc. as is the case under the Central Committee's scheme at present.



PROCEEDINGS OF THE SEVENTH MEETING OF THE  
CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING  
HELD ON 11 MAY 1961

*Present:*

Shri V. L. Mehta (*Chairman*)

Prof. D. G. Karve

Shri B. Venkatappiah

Shri G. D. Goswami, Joint Secretary, Ministry of Community  
Development & Co-operation, Government of India,  
New Delhi

Shri B. P. Patel, Adviser (Agriculture), Planning Commis-  
sion, New Delhi

Shri R. G. Saraiya

Shri V. Balasundaram, Registrar of Co-operative Societies,  
Madras

Shri S. Dutt, Registrar, Co-operative Societies, West Bengal

Shri M. L. Batra, Registrar, Co-operative Societies, Punjab

Shri J. C. Ryan (*Member-Secretary*)

Shri H. V. R. Iengar, Governor, Reserve Bank of India  
attended the meeting for some time.

Shri G. Parameswaran Pillai, Chairman of the Kerala State  
Co-operative Bank, Trivandrum attended the meeting by special  
invitation.

Shri Vaidya, Joint Registrar of Co-operative Societies,  
Maharashtra State attended the meeting as an observer.

Shri Iftikhar Husain, Registrar of Co-operative Societies,  
Uttar Pradesh had expressed his inability to attend the meeting

Shri V. Sivaraman, Dr. S. B. Mahabal, Stri R. R. Pradhan, and  
Shri G. P. Bhawe, of the Agricultural Credit Department also were  
present.

At the commencement of the meeting, Shri V. L. Mehta and  
Prof. Karve referred to the sad demise of Rev. Father F. Basenach,  
S. J., Chairman of the Local Committee of the Regional Co-  
operative Training Centre, Madras and referred to the valuable  
contribution he made to the maintenance of a high standard of  
training at the Madras Centre. The meeting expressed its sorrow

and all members standing in silence for a minute. The Chairman instructed that a suitable condolence letter be sent to the Rector, Loyola College, Madras.

**ITEM I: *Review of progress of the Training Programmes***

In regard to the programme of production of audio visual aids, Shri Saraiya enquired whether language versions were also produced. Shri Balasundaram enquired whether the films produced by the Central Committee could be made available to the State Co-operative Unions. Prof. Karve and Shri Venkatappiah explained that the films were meant primarily for the Training Centres but they could be sold to the Unions for their use on no-profit basis. Language versions were also to be prepared and in respect of one film, it would be produced in about two months' time. Shri Dutt suggested that pending the production of the language versions, copies of the English version of the films already produced might be made available to the Training Centres. Shri B. P. Patel thought that it would be advisable if these films were screened before high officials in the Departments of the Central and State Governments.

In regard to the taking over of the Co-operative Training College, Poona by the Central Committee for Co-operative Training, Shri Saraiya wanted to know the understanding with the Union. Prof. Karve made it clear that it had been agreed that if, at any future date, the question of transfer of the College to any other organisation arose, the Central Committee would transfer it to the Maharashtra State Co-operative Union and the *status quo ante* would be restored.

Regarding the action taken on the Report submitted by Shri V. Sivaraman and Dr. S. B. Mahabal on their foreign tours, Shri Saraiya enquired whether officers from co-operative banks would be trained at the Bankers Training College. Prof. Karve explained that recently the Principal and the Chief Instructor of the Bankers Training College had visited some co-operative banks and the Co-operative Training College, Poona and their recommendations in this behalf were awaited. Shri Batra enquired about deputing of officers of the State Governments and of the All India Co-operative Union on study tour to foreign countries as envisaged in the relevant recommendation of the Central Committee. Shri Ryan explained that the Reserve Bank of India on its part sent its officers and financed their tours. Prof. Karve further explained that as regards the other officers to be sent on study tours abroad, the Secretary to the Government of India was to take further action.

Shri Saraiya enquired about the arrangements for research that were to be made in some Indian Universities on an *ad hoc* basis. Prof. Karve explained that the Government of India had written to the Indian Universities regarding schemes of research in Co-operation. In regard to research to be organised at the proposed Co-operative Institute of Advanced Studies and Research, the matter might have to be taken up at the appropriate time.

**ITEM II:** *Consideration of the proceedings of 21st to 25th Meetings of the Standing Sub-Committee*

In regard to Item No. XI of the proceedings of the 25th meeting of the Standing Sub-Committee, it was suggested that it should be made clear that the proceedings recorded did not mean that the Reserve Bank should not give any preferential consideration to applicants possessing the Diploma in Co-operation of the M. S. University of Baroda in the selection of staff to the Agricultural Credit Department. The proceedings only meant that the Central Committee would not make any request to the Reserve Bank for giving preferential treatment to such Diploma holders.

**ITEM III:** *Consideration of the proceedings of the Conference of the Chairmen of the Local Committees and Principals of the Regional and Block Level Co-operative Officers' Training Centres.*

The proceedings were recorded.

**ITEM IV:** *Consideration of the Report of the Study Team on Co-operative Training.*

Shri V. L. Mehta opened the discussion on the Report of the Study Team on Co-operative Training. He said that it was an important document surveying the different training schemes and contained a number of useful suggestions. He then commented on some of the main recommendations of the Report which concerned the functioning of the Central Committee for Co-operative Training. He explained how the Central Committee was set up jointly by the Government of India and the Reserve Bank of India and then referred to the recommendation of the Study Team that the Central Committee should be replaced by a National Board for Co-operative Training which would be set up by the Government of India alone and would be a purely advisory body. The executive functions of the present Central Committee were partly to be transferred to the State level authorities and partly to the Central Ministry in the name of decentralisation. He, however, felt that where the State level authorities would be the State Governments for conducting the Training Centres, the handing over of the Training Centres to the State Governments would lead

to a greater centralisation and not to decentralisation. Further, he felt that the machinery for administration built up by the Central Committee had functioned smoothly all these years and had received praise from persons here and abroad; but the Report suggested the scrapping up of this machinery which, in his opinion, was not warranted. He was also against another recommendation to the effect that departmental and institutional personnel should be trained separately and be offered different training courses. He wondered whether the Reserve Bank, having so much financial stake in the co-operative movement, could divest itself of the responsibility for co-operative training. Further, he voiced his feeling as one connected with a State Union that under the existing arrangements where the Central Committee was serviced by the Reserve Bank of India, there was flexibility and responsiveness to changes in conditions from time to time and from region to region. He wondered whether the Governmental machinery at the Centre and State levels would be able to respond with the same promptness and flexibility to the varying needs in conducting the training centres when handed over to them.

Prof. Karve remarked that the Report was a report by a Study Team and it should be treated only as a fresh appraisal of the system of co-operative training and education. It was not an award or a decision. He said that the Report contained a number of suggestions derived from the experiences and observations of the Central Committee itself and recorded by it from time to time. The Committee had known what improvements were required but personnel and organisation were the limiting factors in implementing some of them. In regard to the main recommendation for the setting up of a National Board for Co-operative Training as an advisory body, he referred to the fact that non-official co-operators, *e.g.* in composite Bombay, like Shri V. L. Mehta and Shri Saraiya, who were interested in co-operative training, had helped to organise such training, though on a more modest scale, long before the Government of India or the Reserve Bank of India became interested in the establishment of institutions for co-operative training. It was his view that co-operative education should be the responsibility of the Co-operators themselves and it was only on that basis that the Reserve Bank of India and the Government of India constituted the Central Committee with Shri V. L. Mehta as Chairman and with some other co-operators as members. The Reserve Bank was prepared to make funds available for co-operative training only after it was satisfied that the co-operators would take a leading part in organising and conducting the arrangements for co-operative training. He felt, therefore, that the proposal that the National Board should be only an advisory body was something which was not acceptable to him and was against

the principles for which he and other co-operators had stood all these years. He was also against the recommendation that the departmental and institutional personnel should be trained separately in separate courses. While there could be specialisation in separate courses on certain subjects like Marketing, Banking, etc. he did not agree that there could be segregation of the departmental and institutional personnel or that the departmental personnel needed a course of 11 months while the institutional personnel needed only a course of 3 or 4 months. At least, in certain fundamental respects, viz. basic philosophy, principles and practice, there should be common training for both. This view was based on long experience and not expressed light-heartedly. In this connection, he referred to the highly satisfactory experience of the erstwhile Bombay State Co-operative Union which conducted common courses for the departmental and institutional personnel. The Union and the Department had knowledge of one another's needs and the programmes of training were arranged accordingly. The Co-operative Training College of the Union was managed by a Committee with the Chairman of the Union as the Chairman and the Registrar of Co-operative Societies as the Vice-Chairman. In devising and conducting arrangements for co-operative training in a country like India where regional differences were significant, spontaneity of adjustment to varying needs in the arrangements for training was very necessary. Quick and effective response to any change in the system of training would not be possible under Government administration, Central or State. From this point of view, the proposal to transfer the administration of the Training Centres on the lines indicated by the Study Team would definitely be a retrograde step. He made it clear that the Central Committee had no perpetual vested interest in the various training schemes and that he looked forward to the day when the Co-operative Unions at the National and State levels would take over the responsibility themselves.

Shri G. Parameswaran Pillai remarked that though, no doubt, they as co-operators were doing something in regard to Co-operation and co-operative training before the Reserve Bank of India and the Government of India started taking interest in the scheme, it was only the direct and dynamic interest of the Reserve Bank that had lent stability to the co-operative movement and gave co-operative training its due importance. The training arrangements made under the scheme of the Central Committee had worked well and efficiently and there was no reason why any one should have thought of a different set up. In fact, it would be a tragedy if the present arrangements which had worked so well were unnecessarily disturbed. If it was done, there would be a serious set-back to the movement as a whole, since co-operative training was basic to

the very development of the movement. He also remarked that the servicing of the National Board by the Ministry would not—unless considerable additional staff was sanctioned, which seemed quite impracticable if one could go by the experience of the parallel National Co-operative Development and Warehousing Board—be as satisfactory as servicing of the Central Committee by the Agricultural Credit Department of the Reserve Bank of India. He ended by saying that if they could not think of improving the present standards of training arrangements made under the scheme of the Central Committee, they should, at least, not do anything to lower them. Hence, at least during the Third Plan period the *status quo* should be maintained.

Shri Balasundram (Madras) stated that while he appreciated the good work done by the Central Committee and the Reserve Bank in regard to co-operative training, he felt that the time had come when a change was called for. The State Government should now assume full responsibility for co-operative training as Co-operation has now been adopted as a national policy. He supported the recommendation of the Report that the National Board for Co-operative Training should be a predominantly non-official body with only advisory functions. He felt that under the existing arrangements of the Central Committee, there was rather too much of centralisation. The Central Committee met once in a year or so and the Standing Sub-Committee discharged all the executive functions of the Central Committee in the interval. The Local Committees of the Training Centres had no powers and even for small matters, the Principals of the Training Centres and the Local Committees had to approach the Central Committee. He also felt that the Central Committee was not able to get suitable staff on deputation for manning its Training Centres and that the position would improve if the Training Centres were handed over to the State Governments or to the Co-operative Unions. He further clarified that he not only supported the recommendation of the Report that the Training Centre should be handed over to the State Co-operative Union in a State like Madras but also that the Training Centres should be handed over to the State Governments where the Unions were not in a position to undertake the task. Only on one point he differed with the recommendations of the Report *viz.* that separate courses were necessary for the training of departmental and institutional personnel.

Shri S. Dutt (West Bengal) said that his Government had not yet taken any decision on the recommendations of the Study Team and the views expressed by him were personal. In his opinion, the Central Committee was functioning very well and so far as his State was concerned, he was completely satisfied with the schemes and the manner in which the training schemes were

currently operated by the Central Committee. He, however, felt that the powers of the Local Committee should be enlarged and greater representation should be given to non-official co-operators. He felt that as the State Co-operative Union in West Bengal was not presently in a position to undertake this responsibility, the present arrangement of the Centre being conducted by the Central Committee should continue. Speaking on the proposed National Board, he felt that without executive powers, the National Board would be ineffective in having its decisions implemented. He ended by saying that after all, no strong case had been made out by the Team for recommending a complete reconstitution of the existing structure which had proved its utility in a clear manner. Whatever improvements were considered necessary could be brought about in the existing set-up itself.

Shri Vaidya (Maharashtra) speaking for his Registrar said that training should be the responsibility exclusively of the State Co-operative Union. The Union might seek technical and financial assistance from the Reserve Bank of India and the Government of India for discharging its responsibility. There should be no segregation of departmental and institutional personnel for purposes of training. Common training facilities brought about a common outlook on institutional and departmental employees, which was vital for the success of the movement. In regard to other points in the Report, Shri Vaidya said that the publication of journals as recommended by the Report should not be the monopoly of State Co-operative Unions and that the District and Divisional Boards might continue to have their own journals, if necessary, with the approval of the State Co-operative Unions. Another point made by him was that a printing press need not be owned and managed by the Co-operative Union as recommended by the Report. If they did so, they would be undertaking a business activity which was not within the scope of the Union.

Shri M. L. Batra (Punjab) stated that his Government had not yet finalised their views on the recommendations of the Study Team. The trend of thinking, however, was in favour of the recommendation that the administration of Junior and Intermediate Training Institutes should be transferred to non-official co-operative institutions namely, State Co-operative Unions. For the interim period, they might be run by State Governments but through Committees with which the State Co-operative Unions are actively associated. He stated that he was opposed to the recommendations that there should be separate training arrangements for departmental personnel and for employees of Co-operative Institutions. Composite arrangements enable them to understand the problems of each other and to acquire a common outlook. He was also opposed to the National Board being a mere advisory

body. It should be an executive body like National Co-operative Development Board and the Institute at the all-India level should be run by such a Board.

Shri R. G. Saraiya remarked that the Central Committee and the Standing Sub-Committee of the Central Committee could be enlarged and to that extent, the larger body suggested by the Report was acceptable to him. He, however, felt that it would set the clock back if the State Governments were entrusted with the responsibility of administering the Training Centres. Administration of Co-operative Training by the State Government went against his grain as a co-operator. He was against Government assuming the role of Universities. He was also against the recommendation that departmental and institutional personnel should be trained separately and cited the Administrative Staff College as an example where senior personnel from Government departments, private and public enterprises were trained together. He felt that the members of the Central Committee should be as emphatic as possible in voicing their opposition to this recommendation. He also wondered as to what extent the Reserve Bank could absolve itself of the responsibility for co-operative training when it was advancing very large sums of money to the co-operative movement. Finally, he said that he had a vague idea that there could be an autonomous co-operative University to administer the co-operative training schemes, though he was not yet very clear in his mind about the exact form that such a University should take.

Prof. Karve remarked in this connection that the Reserve Bank could well adopt a passive or negative attitude and decide upon the lending of funds according to the merits of each case. It was, however, good that it had adopted a more constructive attitude in the context of national development and that it was prepared not only to lend money but to see that it was properly utilised. If the Reserve Bank was to expand credit on the scale that had been contemplated, it was in its interest to see that trained staff was available for co-operative institutions. While co-operatively advanced States like Madras could take care of their training arrangements, the Reserve Bank would have to be concerned with them primarily in the interests of the lesser developed States. It was from the point of view of these States that there should necessarily be some inter-State arrangements for co-operative training and it was really in their interest that joint efforts by the Government of India, the Reserve Bank of India and the co-operators assumed special significance.

Shri B. P. Patel said that the Planning Commission had not formed its views and in fact, he had come to the meeting to get to know the reactions of the members of the Central Committee.



He said that the Central Committee had accomplished good results. He expressed his personal views mainly on three points. Firstly, he was definitely against any separation of the training courses for the departmental and institutional personnel. This idea of separating the two was repugnant to his feelings as a co-operator. Secondly, he felt that while excellent work had been done by the Central Committee in a short time, a change towards getting the Co-operative Unions to take up the responsibility for training was desirable as was voiced in the Resolution of the Patna Congress (reproduced on p. 172 of the Report). He felt that the Co-operative Unions at the State level should eventually take over the responsibility for the training schemes and efforts should be made to achieve that objective. He did not, however, think that the transitional stage suggested in the Report *viz.* that the State Governments should be entrusted with the administration of the Training Centres would be a proper step. Thirdly, he felt that the All India Co-operative Union, in its federal capacity, should conduct courses for higher training and there need not be any separate institute for the purpose.

Shri H. V. R. Iengar, Governor of the Reserve Bank enquired in how many States the Co-operative Unions were in a position organizationally and otherwise to take over the Training Centres. The view was expressed that at the outset, this would be possible only in five or six States. Shri J. C. Ryan said that mention had been made in the deliberations of the Team that only two unions were in such a position.

Shri Goswami clarified that the Ministry had not yet finalised its views on the Report and that it had circulated the Report for views from the State Governments, the Reserve Bank of India, the Central Committee and others connected with co-operation. It appeared to him that there was general agreement on the objective that the training programmes should be eventually the responsibility of the Co-operative Unions. How this could be brought about progressively was a subject for further consideration. He supported the handing over of the Training Centres to the Co-operative Unions or to the State Governments as recommended in the Report, and the reasons given for the same. He also said that Prof. Laidlaw had recommended the integration of the training arrangements for different categories of personnel under the roof of the same Training Centre. But such integration had not become possible so far, because, while the Central Committee was conducting the Intermediate Training Centres, the State Governments were running the Junior Training Centres. The integration would be possible if the same agency of the State Government or Co-operative Union was made responsible for conducting both the Intermediate and Junior Training Centres.

Regarding the separate arrangements recommended in the Report for departmental and institutional personnel, he felt that it had been recommended not on ideological but on practical grounds. Perhaps officials in the co-operative banks did not require the same type and the duration of training that was given to departmental officials. He felt that the National Board should be an advisory body in regard to not only the training of staff of co-operative departments and institutions but also for member-training. The Central Committee, according to him, functioned as an advisory body as it was the Agricultural Credit Department of the Bank that was servicing the Committee. He also clarified that his Ministry had not yet taken any decision regarding the agency which should conduct the Co-operative Institute for Advanced Studies and Research. Perhaps, the Reserve Bank could do it.

Shri Venkatappiah felt that if the transfer of responsibilities to a non-official co-operative body was the main consideration behind the recommendations of the Report, it was open to the Team to have recommended (a) the immediate transfer of the Training Centres to Co-operative Unions in those States where the Unions were in a position to, and were also willing to, take over this responsibility and (b) as regards other States where the Unions were not yet strong, a phased programme for handing over the Centres to Co-operative Unions as and when they became strong enough organizationally and otherwise. The Report, however, recommended the handing over of the Training Centres to State Governments where the Unions were not strong enough. The Governments would, in most cases, not be able to afford this additional expenditure and so would be subsidised; and in order that the training arrangements might be confined to within the boundaries of the State, all regional arrangements would be cut-out, *e.g.* regionally organised courses on marketing etc. All this was retrograde. He referred to the fact that the Central Committee had been constituted first by the Reserve Bank of India and then the Government of India constituted the same Committee as their Committee as they wanted it to look after the Junior Training Centres. The management of the Block Level Co-operative Officers' Training Centres also was taken up by the Central Committee on a request from the Government of India. If the Study Team now felt that the Government of India should disassociate themselves from the joint body set up by the Government of India and the Reserve Bank of India, they could have suggested some other means of achieving this result. For example, we could have gone back to the older arrangements, thus making it possible for the Reserve Bank to finance some of the centres, those concerned with intermediate and institutional personnel. On the contrary, the Study Team have proposals which would cut out any possibility not only of the personnel but also (so far as he could see) the

resources of the Reserve Bank being available for the organisation and running of any part of the co-operative training schemes. This would follow from the consideration that it would hardly be proper—and no doubt was not even expected—that in effect the Reserve Bank should subsidise State Governments for running training institutions. If that was the basis adopted, only the Central Government would be in the picture at the all India level. Further, he felt that without adequate administrative machinery, the efficient servicing and supervising of the Training Centres would not be possible. As it happened, the Reserve Bank did possess a machinery which could be utilised for the effective conduct and supervision of the training arrangements. If a similar machinery was to be built up under the Central and State Governments, the difficulty in regard to finance and personnel would arise, especially in the less developed States. In regard to such States, and they were in majority, he felt that the handing over of the Training Centres to the State Governments would lead to less efficient arrangements and in that sense to a retrograde stage.

For one thing, the State Governments would find it difficult to provide the same financial facilities for the trainees and the staff which were available under the existing arrangements. Moreover, the arrangements for training in specialised fields like Marketing, Processing Industrial Co-operation etc. could be arranged satisfactorily only on a regional basis. If every State Government was to make separate arrangements for the courses at its Training Centre, it would lead to a very unsatisfactory state of affairs as pointed out in the minute of dissent of Shri J. C. Ryan. Thus, the proposal would be reduced to an absurdity if every State was to organise separately a course in Land Mortgage Banking.

In conclusion, Shri Venkatappiah said that he agreed with the view which had already been expressed to the effect that the proposals of the Study Team which had been put forward in the name of de-officialisation and decentralisation would in actual fact lead to more officialisation and more centralisation.

Shri V. L. Mehta endorsing these remarks said that in the light of his experience with Government Departments, he felt that the running of the Training Centres by the Ministry and the State Governments would involve not decentralisation but greater centralisation. Shri B. P. Patel also considered that the arrangements proposed would lead to greater officialisation.

Shri Saraiya, in the course of further discussion, made the point that the impression prevailed among some of the members of Parliament and in other quarters that the Reserve Bank of India should be concerned only with the provision of funds and need not take upon itself the task of co-operative training. He felt that this

impression should be removed and the Reserve Bank's stake in co-operative training should be published in the concerned quarters.

*ITEM V: Consideration of the introduction of a Special Training Course for Co-operative Inspectors in Orissa State*

The proposal made by the Government of Orissa in their letter No. C-II-T-25/16-7809/D dated 13 February 1961 was discussed at the meeting along with the note on the item put up for the consideration of the meeting. The meeting approved the principle underlying the composite course providing for both general education and co-operative training simultaneously. The note on the item was approved subject to two modifications.

1. The duration of the course may be only 18 months as suggested in the Orissa Government's proposal. The pre-job apprenticeship of two months as well as the post training apprenticeship of two months as suggested in the note could be deleted. Another month could be taken off from theoretical training and the total duration of the course could be reduced from 23 months, as suggested in the note, to 18 months as suggested in the Orissa Government's proposal.

2. On the question of stipend, the Member-Secretary observed that unless a sufficiently attractive stipend of Rs. 60 per month was offered to the trainees, they were not likely to continue in the training course throughout. They would be on the look-out for other better jobs and drop out one by one, particularly when other departments were offering better emoluments. It was, therefore, agreed that the stipend of Rs. 60 per month per trainee during the period of theoretical training and Rs. 100 per month during the period of practical training should be retained as suggested in the Orissa Government's proposal. Shri J. C. Ryan also raised the question whether, since the composite course embodied a part of general education, any subsidy from the Education Ministry of the Centre could be expected. Shri B. P. Patel thought that it might be possible. It was, therefore, decided that the Ministry of Co-operation might bear the full share that would be payable by the Central Government.

Shri Sivaraman explained at this stage that under the Central Committee's scheme, the Central Government's share was restricted to 50% of the stipend paid subject to a maximum of Rs. 20 per trainee per month. Shri Venkatappiah felt that if this stipulation was made applicable in this case, the *ad hoc* scheme might not be workable. Hence, it was agreed that of the total stipend of Rs. 60 per month per trainee during the theoretical training period and of Rs. 100 per month per trainee during the

practical training, the Central Government's share should be 50%, the remaining 50% being borne by the State Government.

It was decided that the Scheme should be examined in the light of the remarks referred to above and suitable recommendations made to the Government of India.

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

*(21st November 1959, at the University Buildings, Poona)*

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AGENDA

NOTES

- I. Review of Progress in the training programmes.
- II. Review of action taken on the proceedings of the 6th meeting of the Central Committee for Co-operative Training.
- III. Subjects proposed for consideration at the next Conference of Chairmen of Local Committees and Principals of Regional and Block Level Co-operative Officers' Training Centres (Not printed).
- IV. Establishment of the Central Institute for training and research in co-operation at Poona.
- V. Refresher Courses for the lecturers at the Junior Co-operative Training Schools.
- VI. Scheme for preparation of text-books by the Central Committee.
- VII. Recommendation made by the Rajasthan State Co-operative Seminar that candidates passing Hindi Examination equivalent to a Degree Examination may be considered eligible for admission to the Intermediate Officers' Course conducted by the Central Committee.
- VIII. Proposal from the College Committee of the Co-operative Training College, Poona in regard to Co-operative Farming.

## NOTE I

### REVIEW OF PROGRESS IN THE TRAINING PROGRAMMES

The present review covers a brief period of 2 months since the last (sixth) meeting of the Central Committee held in September 1959. The progress made during the period under review is briefly indicated below—

#### (i) *Senior Officers' Training Course*

The XIV session which commenced on 1 June 1959 at the Co-operative Training College, Poona is still in progress with 40 trainees and will come to an end on 30 November 1959. Circular letters calling for recommendations for admission to the next session have been issued. The XV session is scheduled to commence on 14 December 1959.

#### (ii) *Intermediate Officers' Training Course*

No new sessions were started. The sessions at Indore and Meerut will come to an end on 14 December 1959 and 19 January 1960 respectively.

Details pertaining to the current sessions at the 5 regional Co-operative Training Centres are given in the following table.

Centre	States served	No. of current session	Date of commencement	Date of conclusion	Number of candidates under training				No. already trained
					Dept.	Inst.	Priv.	Total	
1	2	3	4	5	6	7	8	9	10
Poona ..	Bombay ..	VII	1-7-59	30- 6-60	52	18	2	72	356
Madras ..	Madras, Andhra, Mysore, Kerala.	VI	15-7-59	14- 6-60	17	19	..	36	200
Meerut ..	U.P., Punjab, Jammu and Kashmir, Himachal Pradesh and Delhi ..	IV	20-2-59	19- 1-60	10	19	..	29	80
Ranchi ..	Bihar, Orissa, West Bengal, Assam, Manipur & Tripura ..	VI	1-7-59	31- 5-60	22	3	..	25	187
Indore ..	R a j a s t h a n , Madhya Pradesh	IV	15-1-59	14-12-59	24	10	..	34	110
					125	69	2	196	933

#### (iii) *Special Course in Co-operative Marketing*

The IX session at Poona which commenced on 6 July 1959 came to an end on 5 November 1959. The X session is scheduled

to commence on 23 November 1959. Admissions to this session are in progress.

In respect of courses at Madras and Meerut, circulars calling for recommendations of the Registrars have been issued. Details of the current sessions are given in the following table.

Centre	No. of the session	Date of commencement	Date of conclusion	Candidates under training		Total	No. already trained
				Dept.	Inst.		
<i>Four months course—</i>							
Poona	VII	No Session in progress on 14-9-59	13-1-60	21st November 1959		29	245
Madras	IX	17-8-59	16-12-59	24	5	29	168
Meerut				22	8	30	199
<i>Six months course—</i>							
Ranchi	V	3-8-59	2- 2-60	35	3	38	135
Indore	IV	3-8-59	2- 2-60	25	6	31	67

(iv) *Special course in Land Mortgage Banking*

The VII session at the Regional Co-operative Training Centre, Madras which commenced on 15 June 1959 came to an end on 15 October 1959 and the next session (VIII) commenced on 16 November with 44 trainees on the rolls as shown in the following statement.

State	No. of candidates admitted			Total
	Dept.	Inst.		
1. Andhra Pradesh	6	—	6	6
2. Assam	2	—	2	2
3. Bombay	—	5	5	5
4. Kerala	3	1	4	4
5. Madhya Pradesh	—	1	1	1
6. Madras	5	—	5	5
7. Mysore	7	1	8	8
8. Punjab	—	1	1	1
9. Rajasthan	6	—	6	6
10. Uttar Pradesh	3	—	3	3
11. West Bengal	—	2	2	2
12. Himachal Pradesh	—	1	1	1
	<u>32</u>	<u>12</u>	<u>44</u>	

Response to this course has all along been satisfactory. Till now, 2 sessions are being conducted in a year. One is started during the month of November when trainees of H.D.C. are on study tour and the other in June *i.e.* during the interval between 2 sessions of the H.D.C. Course. In view of the difficulties of accommodation and in view of the Registrars of Madras and Andhra Pradesh agreeing to provide practical training facilities only to 2 batches of 20 trainees each, not more than 40-45 candidates are admitted to each session. Due to the unusually large response for the current session, 8 trainees from Bihar and



Madhya Pradesh had to be refused admission. The Registrars have been advised to depute them to the next session.

(v) *Block Level Co-operative Officers' Training Course*

During the period under review, new sessions commenced at the Block Level Training Centres at Gopalpur-on-Sea, Hyderabad and Tirupati. The centre at Hyderabad is to cater to the needs of Andhra Pradesh, Mysore and Kerala. The first 2 States have not deputed officers to the current session and, therefore, the Central Committee agreed to accommodate at the Centre 66 trainees from Bombay State who were to be trained urgently. Of these, 34 reported and others are expected to report soon. Including 14 officers from Kerala, the total number who reported as on 13 November 1959 was 48.

A statement showing the details of the sessions at all the Block Level Co-operative Officers' Training Centres is given below:

Centre	States served	No. of current session	Date of commencement	Date of conclusion	No. of candidates under training	Candidates already trained
Gopalpur-on-Sea	Bihar and Orissa	V	2-11-59	30- 9-60	N.A.	378
Hyderabad*	..Andhra Pradesh, Mysore, Kerala	V	13-10-59	12- 9-60	48@	195
Kalyani	.. West Bengal, Tripura, Manipur and N.E.F.A.	IV	1- 7-59	31- 5-60	40	160
Bhavnagar	.. Bombay	IV	16- 2-59	15- 1-60	70	171
Dhuri	.. U.P., Punjab, Himachal Pradesh, Jammu and Kashmir, Delhi	IV	1- 5-59	31- 3-60	36	205**
Faizabad	.. U.P.	IV	1- 5-59	31- 3-60	90	341
Kota	.. Rajasthan, M.P.	IV	18- 2-59	17 -1-60	90	247
Tirupati	.. Madras & Andhra	XII	18- 9-59	1- 1-60	52	437

\* As a special case, candidates from Bombay State are also admitted.

\*\* Includes 83 candidates of special short-term course.

@ Admission still in progress.

(vi) *Junior Co-operative Officers' Training Course*

The number of schools for Junior Co-operative Officers increased from 52 to 53. The school organised at Aligarh (in Uttar Pradesh) in July 1959 was recognized by the Central Committee during the period. This school is to train 80 trainees per year. The session is of the duration of 9 months.

2. SPECIAL AD HOC COURSES

(i) *Refresher course for instructors in Co-operation at N. E. S. Training Centres*

At the request of the Ministry of Food and Agriculture, Government of India, the Standing Sub-Committee at its 18th

meeting held in April 1959 had approved the conduct of Refresher Courses for Lecturers at the Extension Training Institutes and Extension Officers in National Extension Service Blocks. This was to be the third Refresher Course of the type, the two earlier ones having been organised by the Central Committee at the Co-operative Training College, Poona in December 1955—January 1956 and at the Block Level Co-operative Officers' Training Centre, Kota in November 1956—January 1957. Accordingly, the third Refresher Course was conducted during the period under review at the Regional Co-operative Training Centre, Indore. The course was of four weeks' duration from 21 September 1959 to 20 October 1959 and consisted of lectures by staff at the Training Centre at Indore, experts from Government of India, Reserve Bank of India and other Training Centres, group discussions and visits to co-operative institutions in the State. Three weeks were devoted to theoretical training and one week for practical training visits. Twenty six lecturers from different States attended the course. While the expenditure in respect of the course (honorarium to lecturers, travelling expenses of lecturer-trainees, field visits etc.) was met by the Government, the training centre provided all other facilities.

(ii) *Special course in Business Management*

The Central Committee had in May-June 1958 conducted in Bombay a short course in Business Management for the benefit of lecturers at Regional, Block Level and Junior Co-operative Training Centres.

The 18th meeting of the Standing Sub-Committee approved the conducting of another course in Business Management mainly for lecturers at the junior training centres since the junior training centres had no trained staff with them to teach the subject of Business Management included in the curriculum of the Junior Co-operative Officers' Training Course. The course was conducted from 21 October 1959 to 11 November 1959 at Bombay. The course was of three weeks' duration and consisted of lectures by experts drawn from private, state and co-operative enterprises, group discussions, visits to some factories in the city, film shows on Management subjects, etc. A copy of the programme carried out for the course is attached for information. Lecturers from each of the Regional and Block Level Centres and Junior Co-operative Training Schools were called to attend the course. In all 49 lecturers attended the course. The States of Madras, Delhi, Himachal Pradesh and Jammu and Kashmir did not depute any lecturer from the Junior Schools.

The cost in respect of this course was met by the Government of India.

## NOTE II

### REVIEW OF ACTION TAKEN ON THE PROCEEDINGS OF THE SIXTH MEETING OF THE CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING

#### ITEM I: *Establishment of the Central Institute for Training and Research in Co-operation at Poona*

At the sixth meeting of the Central Committee for Co-operative Training held at Poona, Shri S. K. Dey, Minister for Community Development and Co-operation, Government of India, made a plea for the setting up a Central Institute devoted to the training of instructors in Co-operation. The subject was later discussed in Bombay on 21st October 1959 between the Minister, the Governor of the Reserve Bank, Shri V. L. Mehta and Prof. D. G. Karve in an informal meeting. It was agreed that action on the above suggestion might await the completion of the new premises and building of the Co-operative Training College, Poona. In order to consider the proposal again and to give directions on which action may be pursued, a separate note is submitted to the present meeting of the Standing Sub-Committee. (Note IV).

#### ITEM II: *Review of the progress of the training programmes*

The Central Committee while reviewing the training programmes undertaken by it, had drawn attention to the fact of under utilisation of the facilities provided in some of the training centres and stressed the need for their full utilisation in future. Since the Principals and the Chairmen of the Local Committees would be in a better position to explain the reasons for underutilisation of the existing facilities and to suggest measures for improvement, a note on the subject is being placed for their consideration at the ensuing Conference. (Note III—for the Standing Sub-Committee—Note X for the Principals' Conference (Not printed) ).

#### ITEM III: *Expansion of training facilities*

It was generally agreed by the Central Committee that in view of the large developmental plans to be carried out in the country, the need for expansion of training facilities at all levels would be there, but it was at the junior officers' level that the need would be most pronounced. It was, therefore, suggested that the Central Committee should be prepared to expand considerably training facilities for junior personnel. On the basis of the requirements for trained junior co-operative staff during the years 1959-60 and 1960-61 made available to us by the State Governments themselves, it was observed that the existing number of junior co-operative officers' training schools would be sufficient in the

following 12 States to meet the demand for junior co-operative officers during the remaining part of the current Plan period and that no additional arrangements need be made.

- |                     |                   |
|---------------------|-------------------|
| 1. Andhra Pradesh   | 7. Madras         |
| 2. Assam            | 8. Manipur        |
| 3. Bombay           | 9. Mysore         |
| 4. Delhi            | 10. Orissa        |
| 5. Himachal Pradesh | 11. Tripura       |
| 6. Jammu & Kashmir  | 12. Uttar Pradesh |

In the case of 3 States *viz.*, Bihar, Kerala and West Bèngal, it was observed that while the existing junior schools would be sufficient to meet the requirements for trained junior staff for these 2 years, rephasing of their training programmes will have to be made to meet the demand for trained personnel by the end of 1960-61. These States were, therefore, advised to rephase their programmes of training suitably. In the case of the remaining 3 States *viz.*, Madhya Pradesh, the Punjab and Rajasthan, it was observed that the existing facilities would be inadequate and they were, therefore, advised to make additional arrangements to clear up the backlog of untrained personnel before the close of the current Plan period itself.

It was also suggested at the sixth meeting of the Central Committee that the Central Committee should keep in readiness to meet any increase in demand which might take place for higher and intermediate grade personnel. Since the Principals and Chairmen of the Local Committees who are in administrative charge of the training centres would be in a position to suggest additional arrangements to be made in this behalf, a note on the subject is being placed for their consideration at their ensuing Conference. (Note III for the Standing Sub-Committee—Note XI for the Principals' Conference (Not printed) ).

**ITEM IV: *Equating the Block Level Course with the Intermediate Officers' Course***

It was agreed at the sixth meeting of the Central Committee that the Block Level Co-operative Officers' Course should be equated with the Intermediate Officers' Course and the common course for the Intermediate Officers should be introduced at all the 13 centres. It was also agreed that the new course would correspond with the present Intermediate Officers' Course as revised in the light of the decisions taken by the Central Committee separately on "Evaluation of Training Programmes". A note on the subject is being placed for consideration by the Principals and Chairmen of the Local Committees at their ensuing Conference. (Note III for the Standing Sub-Committee—Note VIII for the Principals' Conference (Not printed) ).

ITEM V: *Evaluation of the Training Programmes*

The various tentative conclusions arrived at by the Central Committee regarding the changes that could be introduced in the current training courses in the light of the evaluation of the training programmes undertaken by it, are being placed before the ensuing Conference of the Principals and Chairmen of the Local Committees. (Note III for the Standing Sub-Committee—Note III for the Principals' Conference (Not printed) ).

ITEM VI: *Training of officers of the Central Committee in Foreign Countries*

The Central Committee approved in principle the scheme of training of officers of the Central Committee in Foreign Countries and also authorised the Standing Sub-Committee to prepare detailed schemes and take steps for their implementation. Necessary information about training institutions and courses is being collected from the Government of India and from eminent authorities like Miss Margaret Digby, Prof. A. F. Laidlaw and Mr. Watkins of the International Co-operative Alliance. Some replies indicating the institutions to be visited and estimating the expenditure involved have been received. A few more replies, including information from the Government of India are awaited.

ITEM VII: *Organisation of Co-operative Stores at the Training Centres*

The Central Committee accepted in principle the proposal made by the Government of India in this regard. However, in view of the inherent difficulties in the organization of societies in the training centres, which will have to be taken note of before the proposal is actually implemented, this subject is being referred to the Principals for their considered views at their ensuing Conference. (Note III for the Standing Sub-Committee—Note VI for the Principals' Conference (Not printed) ).

ITEM VIII: *Establishment of International Wing at the Co-operative Training College, Poona*

Since the proposal as it stood was rather vague, the Government of India was requested to contact the Indian Ambassador in Denmark and Sweden to explore further to know as to what the exact proposal was likely to be in its organisational, financial and technical aspects.

ITEM IX: *Establishment of training centre for the trainers at institutes run by the State Governments*

It was agreed by the Central Committee that to begin with, some arrangements for training instructors at the junior centres might be contemplated on a pilot basis at 3 or 4 places. It was

also decided that the matter might be given further consideration at the ensuing Principals' Conference. A separate note on the subject has been included for consideration of the Standing Sub-Committee at its present meeting. (Note IV)

**ITEM X: *Organisation of short courses in Co-operation for M.L.As. & M.Ps.***

The Committee agreed that there was need for short syndicate type courses for M.L.As. and M.Ps. and particularly for members of the various Committees of Parliament and State Legislatures for fuller understanding of the various co-operative developmental plans and their implications. Since the organisational arrangements might have to be made by the State Co-operative Unions, the Government of India was requested to take further steps in the matter. Further reference is made in Note No. 4 (Establishment of a central institute for training and research in co-operation at Poona).

**ITEM XI: *Supervision and Evaluation of the work done by the All India Co-operative Union and the State Co-operative Unions in regard to training of non-official workers***

Since it was decided by the Central Committee that evaluation of the work done in connection with non-official training might be undertaken by a special Committee to be appointed by the Government of India in consultation with the Central Committee, the Government of India was addressed to take suitable steps in this behalf.

**ITEM XII: *Literature for information and text-books required as accessories to the training programmes for various levels***

It was explained at the sixth meeting that the Central Committee has already accepted the responsibility for preparing literature for its training programme. A separate note on this subject has been, however, included for consideration of the Standing Sub-Committee at its present meeting. (Note VI)

**ITEM XIII: *Miscellaneous***

In the course of discussion on the payment of stipend, it was brought to the notice of the Central Committee at its Sixth meeting by some members that in some States, the trainees received only the stipend paid by the Central Committee and that no salaries or maintenance allowances were paid to them by the State Governments or the institutions employing them during the period of their training. Since the stipend being given by the Central Committee is intended to supplement the salary that a trainee might receive from his employer so as to enable him to meet additional expenditure during his period of training, it was

agreed that the Government of India would take up the matter with the State Governments. The Government of India was, therefore, requested to issue a suitable circular letter to the State Governments impressing upon them the necessity of seeing that the trainees deputed by them to the various courses are paid their regular salaries and allowances during the period of training in addition to the stipend paid by the Central Committee.

It was suggested at the sixth meeting of the Central Committee that the dates of commencement of training courses at the various training centres might be fixed as near to a common date as possible in order to facilitate running of refresher courses during vacations. A note on this subject is being placed for consideration at the ensuing Conference of the Principals and Chairmen of the Local Committees.

## NOTE IV

### ESTABLISHMENT OF THE CENTRAL INSTITUTE FOR TRAINING AND RESEARCH IN CO-OPERATION AT POONA

At the sixth meeting of the Central Committee for Co-operative Training held at Poona in September 1959, Shri S. K. Dey, Minister for Community Development and Co-operation made a plea for the setting up of a Central Institute devoted to the training of instructors in Co-operation. He felt that the "Central Institute should be able to create the spirit of crusaders in the Instructors in Co-operation, who would then transmit it to the personnel undergoing training under them. Apart from the initial training of instructors in co-operation, the proposed Central Institute should be useful in organising periodical refresher courses for the benefit of all the instructors so that the latter will become well posted with the latest developments in Co-operative Policies and Programmes. He also felt that the Central Institute could give special training in Administration to key co-operative personnel". Subsequently, the Ministry of Community Development and Co-operation forwarded to the Central Committee a draft scheme on the Central Institute for Study and Research in Co-operation. The subject was further discussed between the Minister, Shri S. K. Dey, the Governor of the Reserve Bank of India, Shri V. L. Mehta and Prof. D. G. Karve at a meeting held in Bombay on 21 October 1959.

At the meeting, discussion centered on the following five points.

1. There could be an Orientation Course for persons at the top level concerned with both policy-making and implementation. Such persons could be M.Ps. and M.L.As., the Registrars of Co-operative Societies, Secretaries to Governments, Development Commissioners and other co-operators.

2. The Central Institute would provide facilities for research connected with specific and current problems in Co-operation. Accent of such research would be on current conditions, the problems arising out of them and the immediate solutions to be sought. The research work could be done mainly by research groups consisting of research workers who can be assigned specific projects and who would conduct research at the centre on particular assignments.

3. The Central Institute might also promote research of a more fundamental character concerned with problems of long-term



nature. It might do this even in collaboration with Universities and other educational bodies.

4. The management of the proposed Institute should vest with the Central Committee.

5. The Reserve Bank should find the necessary funds.

A note prepared on the conclusions of the above meeting is given as Appendix 24.

It was agreed at the meeting that action on Orientation Courses and research mentioned above might await the completion of the new premises and building of the Co-operative Training College, Poona.

The Sub-Committee might now consider the proposal and give directions on which action may be pursued. Research, especially of short-term character mentioned at Item No. 2 above, cannot possibly be organised without the facilities of the new premises. An Orientation Course mentioned at Item No. 1, however, could be organised on a pilot basis even before the completion of the new premises of the Training College at Poona. Perhaps the first Orientation Course may be organised sometime in May or June 1960. The hostel accommodation of the Co-operative Training College, Poona and perhaps some lecture-rooms also would be available as there would be no trainees of the Intermediate Course in the hostels then. If necessary, other premises can be obtained for the duration of the course. Details of the Orientation Course could be worked out in consultation with the Chairman of the Standing Sub-Committee.

## NOTE V

### REFRESHER COURSES FOR THE LECTURERS AT THE JUNIOR CO-OPERATIVE TRAINING SCHOOLS

At the sixth meeting of the Central Committee for Co-operative Training held at Poona in September 1959, discussion took place on the establishment of a 'training centre for the trainers of institutes run by the State Governments.' Shri S. K. Dey, Minister for Community Development and Co-operation, Government of India, explained at the meeting that 'a Central Institute would be ultimately more suitable for organising refresher courses and also for giving initial training courses to the instructors not only in the subject matter of co-operation, but in training methods as in community development work'. It was agreed at the meeting that "to begin with, some arrangements at three or four places for training the instructors at the junior centres might be contemplated on a pilot basis. In the light of experience gained, similar courses could be considered for teachers at Regional and Block Level Training Centres for whom a selective approach would be necessary. It was also decided that the matter might be given further consideration at the ensuing Principals' Conference".

Pending further consideration at the ensuing Principals' Conference, it is suggested that a Refresher Course for the lecturers at the Junior Training Centres might be conducted on a pilot basis in February-March 1960 at the Regional Co-operative Training Centre, Indore. Some of the details of the course are considered below:

#### NATURE OF THE COURSE

During the discussion on the subject at the sixth meeting of the Central Committee, Shri Bhide had suggested "that there might be two types of training courses for instructors. There might be a Refresher Course of short duration for existing instructors and a longer course of three months for lecturers to be appointed hereafter. The longer course of three months might be taken by the prospective lecturers before they are to be on their job at the training centres". It is suggested that, to begin with, only a Refresher Course might be organised for lecturers working at present at the Junior Training Centres.

#### LECTURERS TO BE INVITED

There are 56 Junior Co-operative Training Centres working at present under the scheme of the Central Committee, in all the States taken together. It is suggested that a Refresher Course may be conducted for about half the total number of Junior Training

Schools in the Northern and Western States viz., Uttar Pradesh (9), the Punjab (3), Jammu & Kashmir (1), Delhi (1), Rajasthan (2), Madhya Pradesh (3) and Bombay (10). A similar Refresher Course may be organised later for the remaining 27 schools in the Southern and Eastern States at one of the Regional Co-operative Training Centres in the month of June 1960 or at some convenient time. Only one lecturer from each of the Junior Training Centres may be called to attend the Refresher Course in order to avoid any large dislocation in the working of the Junior Training Centres.

#### VENUE AND TIME OF THE COURSE

To start with, the Refresher Course may be conducted at only one or two Regional Co-operative Training Centres, in the months of February-March or May-June 1960. If necessary, the interval between two sessions could be utilised for holding the Refresher Course. Hostel accommodation that is used by the trainees of some of the current courses will then be free and the trainees of the Refresher Course could be conveniently accommodated at these Centres.

#### DURATION OF THE COURSE

It is suggested that the duration of the Refresher Course may be 5 weeks. Three weeks out of these could be utilised for theoretical training at the Centre and 2 weeks for field trips and visits to co-operative organisations in the nearby States.

#### SUBJECTS TO BE COVERED AT THE REFRESHER COURSE

The curriculum at the Junior Training Course consists of the following subjects :

1. Principles & Practice of Co-operation
2. Banking
3. Co-operative and other laws
4. Book-keeping and Accountancy
5. Auditing
6. Rural Economics
7. Business Management

A course in Business Management was conducted for the lecturers at the Junior Training Centres only recently in Bombay from 21 October to 11 November 1959. The first Refresher Course to be conducted may, therefore, be confined to the subjects of Theory and Practice of Co-operation, Banking and Rural Economics only. Subsequently, Refresher Courses in the remaining subjects could also be contemplated. For the first Refresher Course, the Junior Training Centres may be asked to depute one lecturer each who might be handling one or more of the three subjects mentioned above. The Refresher Course may include

lectures and discussions on the three subjects. A suitable syllabus for the Course will be framed. The teaching staff of the Regional Training Centre at which the course is held would be asked to cover the syllabus of the course. In addition, experts from the Government of India, the Reserve Bank of India, the Co-operative Departments of States and other Training Centres as well as eminent Co-operators might be invited to give talks and discussions on important subjects included in the syllabus.

#### FINANCE FOR THE COURSE

##### (a) *T.A. & D.A. of the lecturer-trainees attending the Course*

The respective State Governments and the Junior Co-operative Training Centres may be asked to bear the cost of T.A. and D.A. of the lecturer-trainees deputed to the course for joining the Course and return. The Government of India may offer to share 50 per cent of this expenditure as the T.A. and D.A. of the lecturers of the Junior Training Centres is a shareable item under the Central Committee's scheme between the Government of India and the State Governments on a fifty-fifty basis.

##### (b) *T.A. and D.A. for invited lecturers*

The experts invited from the Government of India, State Governments, Reserve Bank of India and the Regional and Block Level Training Centres conducted by the Central Committee may be paid T.A. and D.A. by their respective Governments and institutions. T.A. and D.A. of experts from other training institutions or of eminent co-operators invited to deliver lectures may be paid from out of the funds sanctioned for the course. For this purpose, a provision of Rs. 1,000 may be approved.

##### (c) *Honorarium to invited experts*

All experts, whether eminent Co-operators or officers from Governments, Reserve Bank and other institutions, may all be paid an honorarium of Rs. 50 per lecture. The honorarium is suggested in view of the fact that we are already organising many Refresher Courses of different types and in future, the Refresher Courses will be more frequent especially with the organisation of a Central Institute at Poona. The provision of honorarium would be necessary if experts are to be invited frequently. A provision of Rs. 1,500 may be approved for this purpose.

##### (d) *Honorarium to the teaching staff at the training centres*

For the teaching staff at the Training Centre conducting the Refresher Courses, an honorarium of Rs. 100 for each lecturer giving at least four talks at the Course and of Rs. 150 for the Principal may be approved. The lecturers and the Principal at the Training Centre are required to prepare and work specially for the

Refresher Course and hence, the honorarium would be justified. A provision of Rs. 600 may be approved for this purpose.

(e) *T.A. and D.A. for the practical training tour*

The T.A. and D.A. of the lecturer-trainees in connection with practical training tours may be borne by the respective State Governments and training centres. The T.A. and D.A. of the lecturers and guides appointed to lead batches of trainees on practical training tour may be given from the budget of the Course. Provision of Rs. 1,000 for this purpose may be approved.

(f) *Contingencies*

A provision of Rs. 500 may be approved under this item and Rs. 100 out of this provision may be provided as honorarium to the office staff of the Centre. A similar provision was made for the Refresher Course for lecturers in Co-operation at the Extension Training Centres conducted in September-October 1959 at the Indore Centre.

(g) *Consolidated Budget*

The consolidated budget for the Course would, therefore, be

	Rs.
(a) T.A. & D.A. of the lecturer-trainees attending the Course .. .. .	Nil
(b) T.A. and D.A. for invited experts .. .. .	1,000
(c) Honorarium to invited experts .. .. .	1,500
(d) Honorarium to the teaching staff at the training centres .. .. .	600
(e) T.A. & D.A. for the practical training tour .. .. .	1,000
(f) Contingencies .. .. .	500
	4,600
Say	5,000

*Agency to Finance the Course*

It would be convenient to organise Refresher Courses at the Regional Co-operative Training Centres conducted by the Central Committee from the point of staff, accommodation, etc. It is suggested, therefore, that the cost of the Refresher Courses may be borne by the Reserve Bank of India. If approved, the Reserve Bank of India will be approached for an *ad hoc* sanction of Rs. 10,000 for two Refresher Courses that might be organised in the first half of 1960.

## NOTE VI

### SCHEME FOR PREPARATION OF TEXT-BOOKS BY THE CENTRAL COMMITTEE

The question of preparing suitable text-books on Co-operation for use in the various Training Centres was first considered by the Central Committee at its 4th meeting held in January 1957 at Bombay. This issue was further considered at the 5th meeting of the Central Committee held in September 1958 and the Committee felt that it would require a lump sum grant to create a Book Fund from out of which it could incur the necessary expenditure to publish books. All the sale proceeds were to be credited to this fund. In response to a request made to the Government of India, a grant of Rs. 50,000 has since been received by the Central Committee from the Ministry of Community Development and Co-operation for constituting the Book Fund.

2. At the Sixth meeting of the Central Committee for Co-operative Training, it was suggested that the Central Committee might have an over-all picture of the requirements in terms of text-books and other literature for the training courses. It was emphasised that the Central Committee in particular should take on itself the primary responsibility of getting prepared the basic minimum of accepted or approved text-books. On the question of preparation of text-books, the Central Committee also invited suggestions from Principals of the different training centres and Registrars of Co-operative Societies. About 30 replies have been received so far.

3. The main questions now to be considered are :

- I. For whom should the text-books be prepared initially and what should be the nature of the text-books?
- II. Who should be entrusted with the task of writing the text-books?
- III. The manner in which the amount should be utilised.
- IV. On which subject text-books should be prepared?
- V. The manner in which the text-books should be got translated into regional languages.
- VI. Agency for implementation.

Each of the items are discussed in the succeeding paragraphs.

*I. For whom should the text-books be prepared initially and what should be the nature of the next-books?*

Since the decision to equate the courses for intermediate personnel at the Regional Training Centres and Block Level

Co-operative Officers' Training Centres has been taken, text-books may first be prepared for the intermediate category of personnel at the existing 13 training centres. As the medium of instruction at these centres is mostly English, it would be convenient to get the text-books first prepared in English. It is further suggested that the text-books should broadly cover each and every topic in the syllabus on each subject prescribed for the intermediate category of personnel. The text-books of course may include such other topics as are necessary for the full and cogent treatment of the subject. They should, however, be written keeping in view the syllabus and the general needs of the students. They need not aspire to be standard general works on the subject. On this particular point, it may also be stated that the majority of the Registrars and Principals from whom suggestions have been received endorse the view that text-books which should be prepared by the Central Committee should cover the syllabus prescribed.

While the need for suitable text-books for the junior co-operative personnel is fully appreciated, atleast in the initial stages, it may not be possible to get text-books for their course prepared mainly because of the fact that at a number of schools in different States, regional language is the medium of instruction. Perhaps on the basis of the text-books in English prepared for the intermediate personnel, the text-books in the regional languages could be got prepared for the junior co-operative officers' schools, after making necessary adaptations in conformity with the syllabus for the junior personnel.

## *II. Who should be entrusted with the task of writing the text-books?*

While the Central Committee for Co-operative Training will be the publishers of the text-books, authors of the text-books will have to be selected from different spheres. For this purpose, it will be better to select a panel of experts for broad topics in the syllabus, and each of them requested to contribute a chapter on the topic allotted. For example, different topics in the subject 'Principles and Practice of Co-operation' can be allotted among experts on Co-operative Banking, Co-operative Marketing, Industrial Co-operatives and so on. The scope and manner of coverage in each chapter will, however, be decided in advance to bring about a proper balance between the chapters and for giving unity to the book. The authors will, therefore, have to be given full instructions. This method will fully bring out in the text-books the most recent developments in the policies, programmes and trends of thinking with regard to every topic in the syllabus. If a text-book on a subject is written by only one author, it may tend to become a little too general and the objective of bringing out practical aspects of the topic may not be served. However, if a suitable

author is found to be available, the question of requesting him to write the whole text-book on the subject of his specialization may be considered. The selection of a panel of writers on different subjects who can be drawn from different spheres like the Reserve Bank of India, Co-operative Departments, Universities, co-operative institutions, and from amongst non-official co-operators and so on may be done by the Text-Books Sub-Committee proposed in the succeeding paragraphs.

### III. *The manner in which the amount should be utilised*

A lump sum may be paid as honorarium to the experts to whom we entrust the task of writing the text, on the basis of chapters contributed by them. It is suggested that this lump sum honorarium per chapter may be Rs. 300. On an average, each text-book will have about 10 chapters of about 30 pages each.

Since the book fund will be a revolving fund, the text-books prepared out of the fund will have to be suitably priced and sale proceeds credited to the fund. It may be suggested, however, that the text-books need not be priced at a level with a consideration to bring in by way of sale proceeds all the expenditure incurred on the preparation of the books. In the interest of the trainees, text-books may be so priced that it does not become very difficult for any one to purchase them. Consequently, the sale proceeds may, no doubt, fall short of the expenditure involved and the original book fund will diminish progressively. It may have to be got replenished from time to time by the Government of India.

### IV. *Priority of subjects*

The subjects included in the curriculum of the Intermediate Course are:

#### (a) *Compulsory—*

- (i) Theory, History and Practice of Co-operation.
- (ii) Banking.
- (iii) Co-operative Law.
- (iv) Book-keeping and Accountancy (including Audit).
- (v) Agricultural Economics (including Elements of Agriculture).
- (vi) Business Management.

#### (b) *Optional—*

- (i) Land Mortgage Banking.
- (ii) Co-operative Banking (Advanced Co-operative Banking).
- (iii) Co-operative Audit (Advanced Accountancy and Auditing).
- (iv) Agricultural Marketing.
- (v) Industrial Co-operation including Village Industries.



Of the above subjects, it appears from the replies received from the Principals, that paucity of text-books is felt more particularly with regard to the following subjects:

- (i) Theory, History and Practice of Co-operation.
- (ii) Co-operative Audit.
- (iii) Co-operative Law.
- (iv) Business Management.

The ultimate aim should, no doubt, be to prepare text-books on all subjects in regard to which satisfactory text-books are not available in the market. However, on the subjects mentioned above, text-books may have to be got prepared on a special plane of urgency. Experience gained in their preparation could also be utilised suitably in preparation of other text-books.

#### *V. The manner in which the text-books should be got translated into regional languages*

For the use at the Junior Co-operative Training Centres, text-books will have to be prepared in regional languages as the medium of instruction in junior schools is the regional language. The text-books for the Junior Officers' Course may have to be prepared on lines similar to those indicated above for text-books for the Intermediate Officers' Course. It would be convenient if the text-books for the Junior Officers' Course also are prepared in English first and translated into regional languages subsequently. The original English manuscript will be convenient for translation into any regional language. The work of translation may have to be entrusted to a competent person in consultation with the Registrar of Co-operative Societies and the State Co-operative Union. The remuneration for the translator could be fixed according to the nature of the subject and the number of pages to be translated.

#### *VI. Implementation of the scheme*

The Central Committee through its secretariat will be mainly responsible for the implementation of the scheme. However, for getting the text-books prepared on the lines suggested above, expert guidance will be necessary. Right from the selection of the panel of writers to finally approving the texts received, it will be essential to have the help of competent authorities. It may, therefore, be useful to constitute a small committee which can be called the Text-Books Sub-Committee, presided over by the Chairman of the Standing Sub-Committee and with a few members like the Deputy Chief Officer in charge of Training, Agricultural Credit Department, Registrar of Co-operative Societies of one or two States, and one or two Experts from among University Professors and non-official Co-operators. Experts on different topics may be co-opted on the Committee from time to time. An officer of the Central

**Committee Secretariat may work as the Member-Secretary of the Committee.**

It may be mentioned that the Central Committee received requests for assistance from lecturers at the Training Centres for publishing their manuscripts on subjects taught at the courses. These attempts did not, however, come upto the mark. A co-ordinated effort by the Central Committee is, therefore, necessary. Suitable material in the Agricultural Credit Department may perhaps be made available to experts on different subjects entrusted with the work of writing different chapters.

The scheme suggested above may be considered for approval.

## NOTE VII

### RECOMMENDATION MADE BY THE RAJASTHAN STATE CO-OPERATIVE SEMINAR THAT CANDIDATES PASSING HINDI EXAMINATION EQUIVALENT TO A DEGREE EXAMINATION MAY BE CONSIDERED ELIGIBLE FOR ADMISSION TO THE INTERMEDIATE OFFICERS' COURSE CONDUCTED BY THE CENTRAL COMMITTEE

The Registrar of Co-operative Societies, Rajasthan has forwarded to us the recommendations relating to the education of co-operative personnel made at the Rajasthan State Co-operative Seminar held at Jaipur in September 1958. He has, in particular, requested us to give due consideration to the following two recommendations of the Seminar:

- (i) That in the Intermediate Level Co-operative Training Centres for Rajasthan, the medium of instruction should be Hindi, and
- (ii) That persons passing Hindi examination equivalent to a degree examination of the universities (and having adequate knowledge of English) may be admitted to the Intermediate Training Centres for Rajasthan.

In Rajasthan, there is only one training centre *viz.* the Block Level Co-operative Officers' Training Centre, Kota, for the training of intermediate personnel functioning under the scheme of the Central Committee.

As regards recommendation (i) above, it will be recalled that this question was considered at the 16th meeting of this Sub-Committee held in April 1958 and it was agreed that if there was a definite demand, a separate division with not more than 40 to 45 trainees could be organised at the Block Level Co-operative Officers' Training Centre, Kota, with Hindi as medium of instruction. Accordingly, arrangements have been made to organise a separate division at Kota Centre with Hindi as medium of instruction. An additional lecturer competent to teach in Hindi has also been appointed at the centre. This recommendation, therefore, needs no further action on our part.

As regards recommendation (ii) above, it may be stated that the academic qualifications insisted upon in the case of candidates seeking admission to Block Level Officers' Course is a degree of a recognised university. Candidates having passed Intermediate examination and possessing sufficient co-operative experience are

also admitted as a special case. The Rajasthan Co-operative Seminar has now recommended that candidates passing the Hindi examination recognised equivalent to a degree examination of the Universities (and having adequate knowledge of English) may also be admitted to the Kota Centre. The medium of instruction at Kota Centre, as also at all other Block Level Co-operative Officers' Training Centres is English. Since we have agreed to the formation of a separate division with Hindi as medium of instruction at Kota Centre, it is for the consideration of the Committee whether we may agree, on experimental basis, to candidates with equivalent Hindi qualifications and possessing adequate knowledge of English being admitted to the 'Hindi' division at Kota Centre. The Hindi examinations to be considered equivalent to Degree Examinations of the Universities should have been so recognised by the Government of Rajasthan for service under them. The total number of such candidates may be restricted to 45 candidates per session so that they can be accommodated in the newly formed 'Hindi' division.

## NOTE VIII

### PROPOSAL FROM THE COLLEGE COMMITTEE OF THE CO-OPERATIVE TRAINING COLLEGE, POONA IN REGARD TO CO-OPERATIVE FARMING

The College Committee of the Co-operative Training College, Poona considered the above subject at its meeting held on 27 September 1959 and resolved that the matter might be referred to the Central Committee for Co-operative Training for favour of consideration in view of the growing importance of co-operative farming. Accordingly, the Principal of the College who is the Member-Secretary of the College Committee has referred the matter to the Central Committee *vide* his letter No. S-18/T dated 7-10-1959. (Appendix 25)

Two issues raised in the note are put up for consideration of the Standing Sub-Committee.

(i) Conducting a 4 month special course on co-operative farming at the College.

(ii) Adding certain topics about co-operative farming in the syllabi of the Senior and Intermediate Officers' Courses conducted by the Central Committee.

As regards (i), it may be recalled that there was a reference in June 1959 from Shri M. P. Bhargava, Member-Secretary of the Working Group on Co-operative Farming appointed by the Government of India requesting the Central Committee to suggest arrangements for the training of members and the staff concerned with the running of Co-operative Farming Societies and to formulate a phased programme of training in this connection. The Standing Sub-Committee discussed the matter at its 20th meeting held in August 1959; and in pursuance of its decision, a communication was sent to Government of India stating that while the Central Committee was prepared to lend some teachers for instruction in the subject of Co-operation to any training unit set up for training of co-operative personnel, it was not in a position to run any special course for them in the training centres conducted by the Central Committee. The report of the Working Group on Co-operative Farming is still awaited and the size and nature of the programme for co-operative farming is yet to receive final shape. In view of this, it is felt that no action for instituting a separate course on Co-operative Farming is immediately called for. The College Committee of the Co-operative Training College, Poona could be advised accordingly.

Regarding (ii) referred to above, it may be mentioned that the present syllabi of the Senior Officers' and Intermediate Officers' Courses already include certain topics on co-operative farming under the subject "Agricultural Co-operation" in the case of the former course and "Agricultural Economics" in the case of the latter course. It is recalled in this connection that the Central Committee at its last meeting held on 12 and 13 September 1959 decided that the Block Level Co-operative Officers' Course be equated with the Intermediate Officers' Course and that a common course for the Intermediate Officers might be introduced at all the 13 training centres. The common course contemplated by the Committee will perhaps involve a re-examination and some revision of the present syllabus of the Intermediate Officers' Course for adoption at all the 13 training centres including the Co-operative Training College, Poona. It is, therefore, suggested that the issue may be first referred to the Conference of the Principals that is proposed to be held shortly, for consideration. If approved, the College Committee of the Co-operative Training College may be advised that the issue of the revision of the syllabi of the Senior and Intermediate Courses is under consideration of the Central Committee and that it may take some time before a final decision in the matter is taken.

PROCEEDINGS OF THE TWENTYFIRST MEETING OF THE  
STANDING SUB-COMMITTEE OF THE CENTRAL  
COMMITTEE FOR CO-OPERATIVE TRAINING  
HELD AT POONA ON 21ST NOVEMBER 1959

*Present :*

- (1) Prof. D. G. Karve
- (2) Shri M. R. Bhide
- (3) Shri J. C. Ryan

Shri B. Venkatappiah, Deputy Governor, did not attend the meeting as he was away on tour.

*ITEM I: Review of Progress in the training programmes*

The Chairman drew attention to the under utilisation of the training facilities at the Meerut and Ranchi Centres for the Intermediate Course and desired that the matter be taken up with the concerned Registrars. It was also decided to bring to the notice of Registrars another factor which led to such under-utilisation *viz.* failure of some of the candidates recommended by them and accepted by us to join the centre for one reason or another.

In regard to the Co-operative Marketing Course, the Chairman directed that action on the proposal made at the Sixth Meeting of the Central Committee to associate business experts from commercial firms on full-time basis for every session of the course should be immediately pursued.

In regard to the Land Mortgage Banking Course, it was noted that Bombay, Punjab and Madhya Pradesh were not deputing Departmental candidates to the course. The Chairman desired that the Government of India might take up the matter with these States.

In regard to the Block Level Co-operative Officers' Course, Shri Bhide observed that no candidates were sent to the Hyderabad Block Level Training Centre by Andhra Pradesh. He also felt that although Bombay had been allotted seats at the Hyderabad Centre, it had not fully availed of the facilities offered. He felt that these aspects needed to be examined with a view to bring about necessary changes in the location of the training centres, consequent on the decision taken already to equate the Block Level Training Course with the Intermediate Training Course run by the Central Committee.

**ITEM II:** *Review of action taken on the proceedings of the Sixth Meeting of the Central Committee for Co-operative Training*

The Chairman enquired of the progress made in regard to the proposal for training of officers abroad and was informed that necessary information was being collected from foreign sources. He added that the matter should be expedited.

**ITEM III:** *Subjects proposed for consideration at the next Conference of Chairmen of Local Committees and Principals of Regional and Block Level Co-operative Officers' Training Centres*

It was agreed that the next Conference of Chairmen of Local Committees and Principals of Regional and Block Level Co-operative Officers' Training Centres might be held towards the end of January 1960 at Poona.

Discussion then took place on the various notes to be submitted for the next Principals' Conference and the Committee indicated that the notes might be suitably modified to bring them in line with the discussions in the Committee before being placed for consideration at the Principals' Conference.

In view of the fact that many of the proposals to be discussed by the Principals arose from the evaluation of the training schemes done by the officers of the Central Committee, the Chairman desired that the Principals at the training centres might be furnished with a copy each of the "Report on Evaluation" presented to the Sixth Meeting of the Central Committee to enable them to consider the proposals in their proper perspective, before they attended the Conference. The report might be re-edited, if necessary.

**Revision of Courses**

One of the conditions for admission to the Senior Officers' Course approved at the Sixth Meeting of the Central Committee was that after a preparatory training course, the officers to be deputed for the Senior Officers' Course should have at least three years' experience in service as senior officers. In this connection, it was brought to the notice of the Standing Sub-Committee that if this condition was to be enforced with immediate effect, many candidates who were recommended by the States and who were currently being considered for admission to the ensuing session of the Senior Officers' Course would have to be rejected. To get over this difficulty, it was agreed at the meeting that the new conditions should be enforced progressively. In selecting candidates, the procedure to be followed should be to accept those who were



fully qualified even according to the new conditions and to reject those who were definitely not qualified. In marginal cases, however, discretion may be exercised in such a way that transition from the old to the new conditions of admission is effected progressively over the next few sessions, after which admissions could be restricted only to fully qualified candidates. With this end in view, it was suggested that the Registrars of Co-operative Societies might be fully apprised of the new conditions for admission and also informed of the reasons whenever any candidates recommended by them were rejected. This would help them in selecting only properly qualified candidates.

As regards the proposed changes in syllabi, the Chairman felt that the Principals might be fully informed in advance of the Conference to enable them to consider the same properly. Further, the Chairman directed that the special needs of the institutional candidates should be properly attended to in formulating arrangements for theoretical and practical training at all the courses.

#### Practical Training

The Chairman desired that before the trainees were sent out to visit and study co-operative institutions, they should be properly posted with not only the background information about the institutions concerned but some indication might also be given as to what things in particular they might study at those institutions. Further, after the practical training tours, the trainees might be asked to give their observations on the various institutions visited for discussion in the class. They might also indicate how far the purpose of the practical training tours or visits was fulfilled.

The Chairman also took up the question of the absence of adequate response from co-operative institutions which were being visited by trainees for purposes of practical training. In this connection, he stated that in the case of the Senior Officers' Course, Marketing Course and the Land Mortgage Banking Course, the existing arrangements wherein trainees do a part of their practical training in advanced States like Madras and Bombay might continue. In the case of Intermediate Officers' Course, however, the matter would have to be considered further in the light of our recent decision to equate the Block Level Course with the Intermediate training course with a view to examine whether it would be practicable and necessary to send every batch of trainees from all the 13 training centres to States like Bombay and Madras even for a part of their practical training.

As a solution to this difficulty, it was agreed at the meeting that the number of co-operative institutions at which practical

training was to be arranged for the trainees should be increased considerably so as to reduce the burden on a few institutions now used as training ground. It is also to be considered in this connection whether it would be possible to limit visits to apex banks and other apex institutions to a few batches of trainees directly connected with their working only.

### Guides for practical training

As it is becoming increasingly difficult to get suitable guides for accompanying the trainees on their practical training tours, it has been agreed that guides may be appointed on an institutional or regional basis. They might be appointed on monthly basis if their services could be utilised continuously for the period or on *ad hoc* basis if their services were to be utilised for a few days intermittently. When guides were appointed on *ad hoc* basis, remuneration might be paid to them on a *per diem* basis. The rates of remuneration for both types of guides appointed on monthly basis or for *ad hoc* periods may be decided according to the status of the guides. For this purpose, the guides may be divided into Senior and Junior grades on the basis of their qualification, experience, position held etc. Thus, the present system of appointing guides to move with the batches from place to place throughout their practical training tour might be progressively substituted by a system in which guides are appointed on an institutional or regional basis. Under the latter system, the guides will direct the different batches of trainees as they come to visit a particular institution or institutions in a locality. Guides will not move out of the institutions or regions for which they are appointed. Thus, unlike as in the present system, a batch of trainees under the new system would move from institution to institution or from region to region and be guided by different guides appointed for different institutions or regions.

### Assessment of trainee's performance

It has already been decided by the Central Committee to introduce a system of continuous assessment of the performance of trainees throughout the course. In the Sixth Meeting of the Central Committee, the Chairman had suggested that the examination system might be progressively done away with and substituted by a system under which the whole year's work could be divided into several stages and the candidates would be given credits at the end of each stage. The final assessment would be based on the sum total of credits earned by the candidate at different stages. In the Standing Sub-Committee Meeting, the Chairman further elaborated that a candidate who had not done well at any test or stage of assessment might be given subsequently another chance

to earn credit in that test or stage so that he could improve his performance for the course as a whole.

#### Miscellaneous matters

(a) In regard to dates of commencement of the courses at various training centres situated in different parts of the country, it was agreed that factors like dates of commencement of university courses in the areas, marketing seasons, climatic conditions, etc. might be taken into account.

(b) Late joining at the courses might be permitted only upto a week at the latest from the date of commencement.

(c) If a candidate is unable to attend the course for whatever reason for more than 10 per cent of the period of the course, he should not be deemed to have carried out the course satisfactorily. In this connection, it was also agreed that the form of the certificate to be issued to trainees should be standardized by the Central Committee which itself may get the forms printed and supplied to the centres.

In this form, provision may be made to indicate the actual attendance put in as against the minimum required for the successful completion of the course.

(d) In the libraries, reading material especially prescribed by the lecturers may be made available liberally by supplying adequate number of copies of standard books, pamphlets etc. It was also agreed that the Periodicals and Magazines Section of the Libraries in particular should be strengthened.

#### Equation of Block Level and Intermediate Training Courses

The Chairman suggested that several problems will present themselves during the transitional period while equating the Block Level and the Intermediate Training Courses as decided by the Sixth Meeting of the Central Committee. He added that in the forthcoming Principals' conference, small committees should be appointed to consider all problems likely to arise from the proposed equation. As regards the short-term course at Tirupati, this might be considered separately.

#### ITEM IV: *Establishment of a Central Institute for training and research in co-operation at Poona*

The note on the subject was approved.

#### ITEM V: *Refresher Course for lecturers at the Junior Co-operative Training Schools*

The note on the subject was approved subject to the following modifications :

(a) The refresher training should consist of three parts —

- (1) General orientation in co-operative practice, policies, programmes etc.
- (2) Specialised training for particular subjects, and
- (3) Training in teaching methods.

The first and third parts should be common to all the trainees attending the Refresher Course. For the second part, trainees might be divided into groups according to the subjects which they were handling at the Junior Training Centres and specialised training might be arranged on the basis of groups.

(b) There should be no honorarium either to the lecturers or to the Principal of the training centre at which the Refresher Course is organised for their work in connection with the course.

*ITEM VI: Scheme for the preparation of text books by the Central Committee*

The Committee agreed to the general outline of the scheme for preparation of text books presented in the note. The Chairman indicated that the composition of the Text-book Sub-Committee may be decided later. He desired that arrangements for preparation of text-books might be expedited with a view to ensure preparation and publication of at least three books by the end of June 1960.

*ITEM VII: Recommendation made by the Rajasthan State Co-operative Seminar that candidates passing Hindi Examination equivalent to a Degree Examination may be considered eligible for admission to the Intermediate Course conducted by the Central Committee*

The Committee agreed with the recommendations contained in the note on the subject. The Committee, however, felt that for candidates in whose case no satisfactory evidence from Universities or other educational bodies was available regarding their ability to understand and express themselves in English, a suitable test in English may be prescribed by the Training Centre before admitting them to a class with English as medium of instruction.

*ITEM VIII: Proposal from the College Committee of the Co-operative Training College, Poona in regard to Co-operative Farming*

The Committee endorsed the views expressed in the note.

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

*(19th April 1960 at the University Building, Poona)*

**AGENDA**

**NOTES**

- I. Review of Progress in the training programmes.
- II. Review of action taken on the proceedings of the 21st Meeting of the Standing Sub-Committee held at Poona on 21st November 1959.
- III. Relaxation of the condition of minimum qualifications for admission to the Junior Officers' Training Course—Madhya Pradesh, Rajasthan and Manipur.
- IV. Extension of duration of training period at Junior Co-operative Officers' Training Centre at Srinagar in Jammu & Kashmir State.
- V. Implementation of decisions of the Central Committee and of recommendations of the Principals' Conference regarding the re-organisation of training courses
  - A. Revision of Courses
    - (i) Senior Officers' Course,
    - (ii) Intermediate Officers' Course.
  - B. Revision of Syllabus—Intermediate Officers' Course
  - C. Revision of form of certificates.
  - D. Senior Officers' Training.
- VI. Orientation Course for MPs, MLAs, Development Commissioners, Secretaries, etc.
- VII. Use of the premises of the Training Centres for purposes outside the scope of activities of the Central Committee.
- VIII. Institutional Membership of the Bombay Management Association.
- IX. Award of Gold Medals to the trainees.
  - X. Training facilities in scientific methods of storage at Hapur Training Centre—Suggestion from Government of India.
- XI. Commencement of sessions at Block Level Co-operative Officers' Training Centre, Kota, and Regional Co-operative Training Centre, Indore.
- XII. International Co-operative Alliance Seminar at Delhi—November—December 1960.
- XIII. Recruitment of teaching staff for the Co-operative Training Centres run by the Central Committee.

## NOTE I

## REVIEW OF PROGRESS IN THE TRAINING PROGRAMME

The progress made in the various training courses since the 21st meeting of the Standing Sub-Committee held in November 1959, is briefly reviewed below :

(i) *Senior Officers' Training Course*

The 14th session which commenced on 1 July 1959 at the Co-operative Training College, Poona came to a close on 30 November 1959. Out of 40 trainees who joined the session, one trainee from West Bengal discontinued the course and the remaining 39 trainees completed the course. The total number of trainees who have so far completed training in the above course comes to 469.

The 15th session which commenced on 14 December 1959 with 37 trainees from the various States, as mentioned below, will come to a close on 13 June 1960.

State	Number of candidates admitted		Total
	Departmental	Institutional	
Andhra Pradesh .. .. .	2	—	2
Bihar .. .. .	1	—	1
Bombay .. .. .	8	3	11
Himachal Pradesh .. .. .	—	1	1
Kerala .. .. .	1	1	2
Mysore .. .. .	3	—	3
Madras .. .. .	1	—	1
Madhya Pradesh .. .. .	1	1	2
Orissa .. .. .	2	—	2
Punjab .. .. .	—	1	1
Rajasthan .. .. .	3	—	3
Uttar Pradesh .. .. .	—	1	1
West Bengal .. .. .	3	1	4
Delhi .. .. .	—	1	1
Foreign conditions (from Nepal) .. .. .	2	—	2
	<u>27</u>	<u>10</u>	<u>37@</u>

@ One departmental candidate of Bihar has discontinued training from 15-1-60.

(ii) *Intermediate Officers' Training Course*

The IV session at Meerut concluded on 19 January 1960 and the V session commenced on 15 February 1960 with 46 trainees. At the Indore Centre, the IV session concluded on 14 December 1959. As the Refresher Course for the lecturers at the Junior Co-operative Training Centres in the Northern and Western States was conducted at the Indore Centre from 18 January 1960, the Regular Course scheduled to commence on 15 January 1960 was postponed to 1 March 1960. The session commenced with 46 trainees. The session at Ranchi will conclude in May 1960, while those at Poona and Madras will conclude in June 1960.

Details pertaining to the current sessions at the 5 Regional Co-operative Training Centres are given in the following table.

Training Centre	States served	No. of current session	Date of commencement of current session	Date of conclusion	No. of candidates under training				Candidates already trained
					D	I	P	T	
1	2	3	4	5	6	7	8	9	10
Poona	Bombay .. .. .	VII	1-7-59	30-6-60	52	20	..	72*	356
Madras	Madras, Andhra Pradesh, Mysore and Kerala ..	VI	15-7-59	14-6-60	17	18	..	35@	200
Meerut	Uttar Pradesh, Punjab Jammu and Kashmir, Himachal Pradesh and Delhi and Nepal (Colombo Plan) ..	V	15-2-60	14-1-61	41	5	..	46	109
Ranchi	Bihar, Orissa, West Bengal, Assam, Manipur and Tripura..	VI	1-7-59	31-5-60	24	3	..	27**	187
Indore	Madhya Pradesh and Rajasthan .. ..	V	1-3-60	31-1-61	43	3	..	46	144

\*One candidate is treated to have discontinued training from 23-2-1960.

@One institutional candidate from Kerala expired in the middle of the session.

\*\*1 wo trainees, one from Bihar and one from Manipur (both Departmental) discontinued training in the middle of the session.

(iii) *Special Course in Co-operative Marketing*

During the period under review, new sessions have commenced in all the 5 Regional Centres and they are in progress. Details in respect of each of them are given in the following table.

Training Centre	No. of current session	Date of commencement	Date of conclusion	Number of Candidates under training			No. of candidates already trained
				Departmental	Institutional	Total	
4 months' course— Poona Madras Meerut	XI	23-3-60	21-7-60	20	1	21	266
	VIII	20-1-60	19-5-60	27	—	27	197
	X	4-1-60	3-5-60	25	1	26	229
6 months' course— Ranchi Indore	VI	15-2-60	14-8-60	25	5	30	173
	V	1-3-60	31-8-60	20	3	23	95

**(iv) Special Course in Land Mortgage Banking**

The VIII session which commenced on 16 November 1959 at the Regional Co-operative Training Centre, Madras concluded on 15 March 1960 and IX session will commence from 17 June 1960. So far, 235 departmental and 75 institutional candidates completed training in the above course at this Centre which caters to the needs of all the states.

**(v) Block Level Co-operative Officers' Training Course**

During the period under review, new sessions commenced at the Block Level Cooperative Officers' Training Centre, Tirupati, Bhavnagar and Kota. The XIII session at Tirupati commenced on 18 January 1960 with 52 trainees and will come to a close on 2 May 1960. The current sessions at Bhavnagar and Kota Centres commenced on 15 and 18 February 1960 respectively. Details regarding the sessions in progress at all the 8 Block Level Co-operative Officers Training Centres are given in the following table.

Training Centre	States served	No. of current session	Date of Commencement	Date of conclusion	No. of candidates under training	No. of candidates already trained
Gopalpur-on-Sea ..	Bihar and Orissa ..	V	2-11-59	30-9-60	121	378
Hyderabad ..	Andhra Pradesh, Mysore and Kerala (Bombay candidates also as a special case) ..	V	13-10-59	12-9-60	55	195
Kalyani ..	West Bengal, Assam, Tripura, Manipur and N. E. F. A. ..	IV	1-7-59	31-5-60	40	160
Bhavnagar ..	Bombay ..	V	15-2-60	14-1-61	64	241
Dhuri ..	Uttar Pradesh (as a special case from II session) Punjab, Himachal Pradesh, Jammu and Kashmir and Delhi.		Date of commencement of the V course is not yet fixed.			240 (including 83 trained in short-term course).
Faizabad ..	Uttar Pradesh ..		The date of commencement of the V session is not yet fixed.			
Kota ..	Rajasthan & Madhya Pradesh ..	V	18-2-60	17-1-61	92	343
Tirupati ..	Madras and Andhra Pradesh ..	XIII	18-1-60	2-5-60	52	489

**(vi) Junior Co-operative Officers' Course**

The number of schools for junior co-operative officers increased from 52 to 58, six schools having been recognised by the



Central Committee during the period under review. Of the six schools mentioned above, three are in Bombay State viz. at Amravati, Kolhapur and Nadiad, two in Madras State at Salem and Kancheepuram and the one in Mysore State at Bangalore.

The financial statements in respect of grants-in-aid for the year 1959-60 are being received from the various States and our recommendations have been communicated to the Government of India after due scrutiny in respect of most of the schools.

## NOTE II

### REVIEW OF ACTION ON THE PROCEEDINGS OF THE TWENTYFIRST MEETING OF THE STANDING SUB-COMMITTEE HELD AT POONA ON 21 NOVEMBER 1959

#### ITEM I: *Review of progress in the training programmes*

While reviewing the utilization of the training facilities, the Chairman desired that the matter regarding underutilization of the training facilities at the Meerut and Ranchi Centres for the Intermediate Course be taken up with the Registrars concerned. The position was examined at all the Centres and suitable letters were addressed to the Registrars concerned in this behalf. The reasons for the failure on the part of some of the candidates to report for training are solicited from the Registrars. Besides this, the question is being discussed by the Local Committees of different Centres from time to time.

2. Action on the proposal made at the Sixth meeting of the Central Committee to associate business experts from commercial firms on full time basis for every session of the Marketing Course was pursued. Principals of the Regional Co-operative Training Centres were asked to contact some leading commercial firms in their region but it was found that in certain regions, there were no such business houses or in certain other regions, the business houses were not willing to spare suitable employees for this purpose. A few firms in Bombay were contacted directly by the Central Committee but the replies were not favourable. In view of this, the Chairman has recently contacted Shri R. G. Saraiya with a view to find out how this scheme could be worked. Shri Saraiya's views are awaited. The Standing Sub-Committee may kindly give further consideration to this matter.

3. In regard to the Land Mortgage Banking Course, the Chairman desired that the Government of India might take up the question as to why no departmental candidates were being deputed for the Course. While a reply from the Registrar of Co-operative Societies, Bombay is awaited, the Registrar, Co-operative Societies, Madhya Pradesh has stated that the candidates concerned could not be relieved for training on grounds of administrative considerations and that efforts would be made to utilize the facilities more fully in future. The Registrar of Co-operative Societies, Punjab has stated that the facilities cannot be fully utilized till primary land mortgage banks are established.

4. In regard to the Block Level Co-operative Officers' Course. Shri Bhide observed that no candidates were sent to the

Hyderabad Block Level Training Centre by Andhra Pradesh. He also felt that although Bombay had been allotted seats at the Hyderabad Centre, it had not fully availed of the facilities offered. He felt that these aspects need to be examined with a view to bring about necessary changes in the location of the training centres consequent on the decision to equate the Block Level Training Course with that of the Intermediate Training Course run by the Central Committee. As regards deputation of candidates from Andhra Pradesh to the Block Level Centre, Hyderabad, the matter was personally discussed with the Andhra Government authorities by an officer of the Central Committee and an assurance of deputing 40 candidates to the Block Level Centre, Hyderabad from the next session has been received from the said authorities under advice to the Government of India.

5. As regards deputation of candidates by the Bombay Government, they have been requested to look into the matter. Their reply is awaited.

*ITEM II : Review of action taken on the proceedings of the Sixth meeting of the Central Committee for Co-operative Training*

The Chairman enquired of the progress made in regard to the proposal for training of officers abroad and suggested that steps may be taken to collect necessary information from foreign sources. The same was, therefore, collected from the International Co-operative Alliance, London, the Co-operative League of the U.S.A. and the National Co-operative Union, Canada. The Central Committee had written to the Government of India that six officers, in the first instance, will be sent for training abroad, 2 each from the Central Committee and the Government of India, and one each from the Training Centres and the All India Co-operative Union. As per the programme, two officers from the secretariat of the Central Committee have already proceeded abroad to undergo a 9 weeks' training each in U.K., U.S.A., Canada, Sweden, Denmark and Finland. Their tour programme and the institutions to be visited were drawn up in consultation with the foreign agencies mentioned above.

*ITEM III: Conference of Chairmen of Local Committees and Principals of Regional and Block Level Co-operative Training Centres*

It was agreed at the 21st meeting of the Standing Sub-Committee that the next Conference of Chairmen of Local Committees and Principals of Training Centres might be held at Poona and accordingly, the same was convened on the 7, 8 and 9 of February 1960, at Poona.

As indicated by the Sub-Committee, the notes were suitably revised and placed for consideration of the Conference. A copy of the Report on Evaluation presented to the sixth meeting of the Central Committee was also supplied to the Principals as directed. It was on the basis of the evaluation report, the Principals' Conference considered the following items:

- (1) Revision of Training Courses (Senior, Intermediate and Special).
- (2) Equation of Block Level and Intermediate Courses.
- (3) Expansion of Training facilities.
- (4) Training of instructors at the Training Centres.
- (5) Library, reading room, games.
- (6) Audio visual Education.
- (7) Organisation of Co-operative Stores at the Centres.
- (8) Rules for guidance and discipline among the trainees at the Training Centres.
- (9) Scheme for preparation of text-books by the Central Committee.
- (10) Utilisation of training facilities.

The participants of the Conference divided themselves into five groups to consider the above issues and the recommendations of the various groups were accepted with certain modifications. A note on the revision of courses based on the decisions taken at the sixth meeting of the Central Committee, 21st meeting of the Standing Sub-Committee and the Principals' Conference is submitted for further consideration by the Standing Sub-Committee. (For proceedings of the Conference containing the recommendations, please see Appendix 19). The Standing Sub-Committee may kindly ratify the decisions arrived at the Conference to enable the Secretariat of the Central Committee to take further action in the matter.

#### ITEM IV: *Establishment of Central Institute for Training and Research in Co-operation at Poona*

The Sub-Committee considered the proposal for the establishment of a Central Institute for training and research in co-operation at Poona and directed that an orientation course for persons at the top level concerned with both policy making and implementation could be organised on a pilot basis even before the completion of the new premises of the Training College at Poona and that the first orientation course may be organised sometime in May or June

1960. Necessary steps for conducting a course in October 1960 are being taken. This matter is separately placed at this meeting as item No. V(d).

With regard to the establishment of the Central Institute itself, a site has been recently acquired for the Co-operative Training College, Poona and the requirements in respect of lecture-rooms, office accommodation, hostels, residential accommodation for staff etc., have been worked out and the Chairman is taking further steps in the matter.

*ITEM V : Refresher Course for lecturers at the Junior Co-operative Training Schools*

A refresher course for the lecturers of the Junior Training Schools in the Northern and Western Zones was conducted at the Regional Co-operative Training Centre, Indore from 18 January to 20 February 1960 on the pattern recommended by the Committee at its 21st meeting. A copy of the circular issued in this connection is given as Appendix 26 to this note.

Steps are now being taken to organise a similar course for the Junior Co-operative Officers' Training Centres in Southern and Eastern Zones at Bangalore. The Registrar of Mysore and the Assistant Chief Officer, Agricultural Credit Department, Reserve Bank of India, Bangalore office, have been addressed to find a suitable place for holding the course. An officer of the Central Committee will visit the site and finalise the matter. The course is likely to be held in June 1960.

*ITEM VI : Scheme for the preparation of text-books by the Central Committee*

While discussing the scheme for preparation of text-books by the Central Committee, the Chairman indicated that arrangements for preparation of text-books might be expedited with a view to ensure preparation and publication of at least three books by the end of June 1960. Accordingly action has been taken to prepare text-books on the following subjects:

1. Co-operative Audit;
2. Co-operative Law; and
3. Business Management

Synopsis have already been received from some members of the teaching staff who were requested to work on these subjects. These are now being examined and the work for the preparation of these books is taken up.

ITEM VII: *Recommendation made by the Rajasthan State Co-operative Seminar that candidates passing Hindi examination equivalent to Degree examination may be considered eligible for admission to the Intermediate Course conducted by the Central Committee*

While considering the recommendations relating to the education of co-operative personnel made at the Rajasthan State Co-operative Seminar held at Jaipur in September 1959 with regard to the following aspects :

(1) that in the Intermediate Level Co-operative Training Centres for Rajasthan the medium of instruction should be Hindi,

(2) that persons passing Hindi examinations equivalent to degree examination of the universities (and having adequate knowledge of English) may be admitted to the Intermediate Training Centres for Rajasthan, the Committee felt that for candidates in whose case no satisfactory evidence from universities or other educational bodies was available regarding their ability to understand and express themselves in English, a suitable test in English may be prescribed by the Training Centre before admitting them to a class with English as medium of instruction. The decision has been conveyed to the Registrar of Co-operative Societies, Rajasthan, Jaipur *vide* our letter given as Appendix 27.

### NOTE III

#### RELAXATION OF THE CONDITION OF MINIMUM QUALIFICATIONS FOR ADMISSION TO THE JUNIOR OFFICERS' TRAINING COURSE—MADHYA PRADESH, RAJASTHAN AND MANIPUR

The first meeting of the Central Committee for Co-operative Training held in December 1953 decided that candidates for admission to the Junior Officers' Training Course should generally be matriculates or possess equivalent qualifications. The 8th Meeting of the Standing Sub-Committee held in July 1955 recommended that an exception might be made in the case of the non-matriculate candidates with at least 3 years' experience in the Co-operative field.

We have, however, been receiving persistent requests from the Registrars of Co-operative Societies of Madhya Pradesh, Rajasthan and Manipur that even non-matriculates without any previous experience in the co-operative field should be admitted for training in the junior schools.

The question was last considered at the 17th Meeting of the Standing Sub-Committee held in December 1958 and the following decision was taken.

The Committee felt "that while it was not desirable generally to relax the prescribed minimum qualifications required for admission to the Junior Co-operative Training Centres, difficulties faced by particular States might be further gone into. Perhaps, for persons not having the minimum qualifications prescribed, the Chairman pointed out that some *ad hoc* training which would equip them for the task for which they were recruited and would later on serve as a preliminary to the regular training in the Subordinate Training Centres might be thought of by State Governments concerned. Before anything concrete could be recommended, it was felt that the requirements of States like Madhya Pradesh, Rajasthan and Manipur should be investigated further by some officer of the Central Committee and his report might form the basis for positive action by the Standing Sub-Committee."

Accordingly, the States of Madhya Pradesh and Rajasthan were visited by one of our officers in January-February 1959 and August 1959 and the notes prepared by him in respect of each State are given in Appendices 28 and 29. The position in respect of each State is indicated below.

### *Madhya Pradesh*

The main conclusions of the inspecting officer in respect of this State are:

“(i) On the present pay scale and in the present stage of the spread of education in Madhya Pradesh there is a real difficulty experienced in Madhya Pradesh in finding matriculates who will accept village jobs and stick to them on the present scale of remuneration.

(ii) It would not be practicable to suggest a sufficiently high revision of the terms of remuneration and get it agreed to by the Co-operative Department, Central Co-operative Banks and large-sized societies.

(iii) The persons educated up to the middle standards (VIII standard of the High School) may be expected to have the capacity to work satisfactorily as managers of large-sized societies and group secretaries of small societies provided they are properly selected and trained.

It may, therefore, be concluded in the context of the difficulty actually experienced in Madhya Pradesh at present that some relaxation in the minimum qualification for admission to the Junior Co-operative Training Course is called for. At present, the Central Committee considers the following two categories of persons eligible for admission to the Junior Co-operative Training Course.

- (a) Matriculates even without experience;
- (b) Non-matriculates who have at least three years of experience in co-operative work.

It is suggested that under relaxation, the following categories may be considered eligible for admission :—

- (A) Matriculates even without any experience.
- (B) Persons educated upto the Middle Standard Examination *i.e.* VIII Standard, having one year's experience and particularly recommended by the Registrar as being suitable for admission to the Course.
- (C) The Registrar may admit at his discretion up to 20 per cent of the capacity of the class, *i.e.* for 8 seats per session per class candidates who have at least passed Middle Standard, *i.e.* VIII Standard examination but who may not have even the necessary experience of one year as laid down in (B) above. The Registrar may use his discretion only in case of candidates who in his opinion are positively fit for the course.



It is felt that above relaxation would be sufficient to meet the difficulty experienced in Madhya Pradesh for the present. In the light of further experience the matter could be given further consideration."

The Member-Secretary's comments on the report and on the issue of relaxation of the minimum qualification are as follows:

"(i) Madhya Pradesh wants to admit into the Junior Officers' Training Centres the paid staff of village co-operative societies (secretaries or group-secretaries). Group-secretaries have not been successful in States where they have been tried. The account books of most societies are not kept at the society's headquarters as the group-secretaries prefer to keep the accounts books either at their own headquarters or at the headquarters of the central bank. This practice must be discontinued. The enhanced scale of subsidy proposed by the Working Group on Co-operation will enable the replacement of group-secretaries by part-time paid secretaries or clerks in every small society. They may be non-matriculates; but they need not join the Junior Officers' Training Course for their training. The Registrar may be told that Junior Officers' Training Course is not intended for this class of paid staff. Secretaries of village societies should attend courses conducted by the All India Co-operative Union and the State Co-operative Union.

(ii) The secretaries of large-sized societies are expected to undergo training in the Junior Officers' Training Course. If matriculates are not available for the posts of secretaries of large-sized societies it is because their scale of pay is low. The Madhya Pradesh State Co-operative Conference held at Shivpuri in December 1958 recommended a pay scale of Rs. 50-4-90 plus D.A. for them. This is too low. We reckon the pay of a manager of a large-sized society at Rs. 100 per month or Rs. 1,200 per year. It is on this reckoning that a Government subsidy of Rs. 3,000 is provided for every large-sized society for a period of 3 years. A starting pay of Rs. 100 per month will secure matriculates as managers for large-sized societies. The Employment Exchange at Indore, Bhopal and Jabalpur state that matriculates will be available on the Central Government pay scale of Lower-Division Clerk which is Rs. 60-125 plus Rs. 36 as D.A. The Madhya Pradesh Registrar should enhance the scale of pay for managers of large-sized credit societies by obtaining a subsidy from the Government of India and not clamour for reduction of educational standards for managers of large-sized societies. One of the chief arguments for large-sized credit societies is that they will be able to employ qualified and efficient managers. Efficiency will be sacrificed if educational qualifications are lowered.

(iii) Even central co-operative banks in Madhya Pradesh are employing non-matriculantes on their staff. It is no wonder that the standard of accounting in the central co-operative banks there, is low. The staff of a central co-operative bank ought to be more efficient than even the staff of a large-sized credit society. Central banks should not be permitted to entertain non-matriculantes as their staff.

(iv) The Employment Exchanges at Indore, Bhopal and Jabalpur have stated that nobody has approached them for matriculantes to work as managers of large-sized credit societies or group-secretaries. In fact, they were totally ignorant of such employment opportunities in co-operative institutions. There are matriculantes registered on their books waiting for jobs. In these circumstances, we need not patronise non-matriculantes at the expense of unemployed matriculantes by relaxing the educational qualifications prescribed by us for admission to the Junior Officers' Training Course. The present minimum standard of matriculation examination or at least 3 years' service in the co-operative institution may continue to be insisted upon".

#### *Rajasthan*

The inspecting officer's suggestions are :

"(i) There is no issue of relaxation of minimum qualification of matriculation in case of managers of large-sized societies in Rajasthan as the Registrar himself does not desire it.

(ii) In case of the service co-operatives about to be organised, we may not agree as a general rule to throw the doors of our Junior Co-operative Schools open to inexperienced non-matriculantes without discrimination. However, if the Registrar makes a special case for particular societies in the backward districts that matriculantes are not available, and that persons educated at least up to the VIII Standard have, therefore, been recruited, we may allow them, as a special case, to our Junior Co-operative Officers' Course, without insisting on their previous experience.

(iii) Consequent on (ii) above, I suggest that we might recommend to the Rajasthan Government to provide for another Junior Co-operative Officers' Course of 9 months' duration either by starting a new school or by arranging facilities at the two existing schools at Jaipur and Jodhpur.

The duration of the present Junior Officers' Course is of six months in both the schools in Rajasthan. For the 6 months' course, only matriculantes or non-matriculantes with at least three years' experience should be admitted as at present. For persons who are educated only up to VIII Standard, instruction may be given in the

same course with a duration of 9 months. The longer duration and a separate course will enable the teaching staff to give greater attention to the training of the non-matriculates and bring them up to the required standard. The suggestion would also be at least partly in conformity with the observations of the Chairman of the Standing Sub-Committee quoted in para 3 above. The longer duration for non-matriculates may not also be considered irregular since courses of two periods—one of six months and another of nine months intended for different categories of junior officers, are being conducted in Orissa and are approved by us. There is also no insistence on the part of the Central Committee to restrict the Junior Officers' Course to a duration of six months only. Recently, we have allowed the Uttar Pradesh Government to increase the duration from six months to nine months in all its Junior Training Schools. In the case of Madras and Andhra, the duration is already of 11 and 12 months respectively.

(iv) The suggestions made above in (ii) and (iii) may also be made applicable to group-secretaries appointed for small village societies.

(v) The Hindi examinations which the State Government approves as equivalent to Matriculation for service under the Government may also be taken by us for purpose of admission to our Junior Course."

The Member-Secretary's remarks on the case are as follows:

1. Dr. Mahabal's study reveals that Secretaries of large-sized credit societies are men who have taken the School Leaving Certificate. Therefore, the question of reducing the minimum qualification for admission into the Junior Co-operative Training Schools does not arise in their case.

2. The next variety of candidates on whose behalf a reduction in the minimum qualification is suggested is the "group clerks". The study reveals that Rajasthan is having some "group clerks" who write up the accounts of groups of societies. Most of these "group clerks" have not taken the School Leaving Certificate. It is suggested that these may be admitted into our Junior Training Schools. But, administratively, we are advising the States not to appoint "group clerks" because the system of "group clerks" has failed in many States and has resulted in falsification of accounts and misappropriation of funds. Therefore, if the system of "group clerks" is tabooed, there is no need for training of "group clerks" in our Training Schools.

3. The third variety of candidates on whose behalf a reduction of minimum educational qualification prescribed for our

Junior Training Schools, is the paid servants of village credit societies variously called rural credit societies, multi-purpose societies or service co-operative societies. In the vast majority of such societies, there is no paid servant. The Secretary of the society is, under the Raiffeisen principle, expected to provide honorary service although he is sometimes paid a percentage of the profits as honorarium. Such honorary secretaries are now being trained by the All India Co-operative Union which is conducting training classes for office-bearers of societies. Therefore, there is no need for reducing the standard of educational qualification for admitting honorary secretaries into our Junior Co-operative Training Schools.

4. But it is still urged that there are a few cases where village co-operative societies (rural credit societies, multi-purpose societies or service societies) do employ paid-servants called secretaries or accountants or clerks. It is also indicated that under the recent scheme of revitalising village co-operative societies, Government will be giving Rs. 900 as subsidy for a period of 5 years for such paid servants of village societies, although it is admitted that this subsidy by Government will not help to employ full-time paid servants of village societies and that they will have to be part-time paid servants drawn from the ranks of village school masters, village officers etc. If these people are to be trained in our Co-operative Training Schools, they will not be able to get 6 months' leave from their present employers to attend our courses. It may, however, be conceded that a few of these will be available for training in Co-operative Training Schools. It may further be conceded that in few village co-operative societies, there will be a full-time paid servant who will require training in our institutions. In all these cases, the present minimum educational qualification of a School Leaving Certificate will be rigorous. Therefore, for these people some training arrangements will have to be provided.

5. The training course for the paid servants of the village co-operative societies (rural credit societies, multi-purpose societies or service societies) which can only send students who have read up to VIII Standard should be different from the Junior Co-operative Training Schools for the following reasons :—

(i) The Junior Co-operative Training Schools, when they were originally organised, were not intended to train the paid servants of village co-operative societies. They were intended to train clerks, accountants and secretaries of bigger societies, supervisors and inspectors of Co-operative Financing Banks and supervisors and inspectors and auditors of Co-operative Department for whom a School Leaving Certificate is the suitable minimum standard.

(ii) If the minimum educational qualification is lowered for the Junior Training Schools, I am afraid that the Junior Training Schools will be packed with VIII Standard paid servants from village societies and men for whom we intended these schools will gradually cease coming to these schools. I say this because neither the Co-operative Departments nor co-operative institutions are anxious to send their staff for training to these schools and there is a growing tendency to ignore our advice that these men should be trained. The Inspection Reports of Central Co-operative Banks will bear this out amply.

(iii) It is pointed out that we have in a few cases allowed VIII Standard paid employees of co-operative societies to undergo training in our Junior Training Schools. These cases are very few. Moreover, it must be remembered that we have made this exception only in respect of those candidates who have had at least 3 years' experience in co-operative institutions. Even now, there is no harm in retaining this exception, but I feel this exception should not be made the rule and the general educational qualification should not be reduced for the Junior Training Schools.

6. All this does not mean that such paid servants as there are in village co-operative societies should not be given any training if they are below the School Leaving standard. What is needed is a separate training course for them. In fact, the training imparted in the Junior Training School for Accountancy and Auditing is of a standard that VIII Standard candidates will never be able to cope with. What we want is a different course altogether from our Junior Training Course for paid servants in small-sized village co-operative societies. Such a course may be conducted either by the Central Committee or by the All India Co-operative Union. I would prefer it being conducted by the All India Co-operative Union because it will have to be conducted in the villages for groups of societies and not at a central place to which these candidates could muster. As the course of study will be definitely inferior to the course of study in the Junior Training Schools, the course need not last for 6 months. It would suffice if it is conducted for 3 months. It will have to be like the training course conducted by the All India Co-operative Union for office-bearers of village co-operative societies. Actually, that course lasts for a period of 6 weeks because it handles honorary office-bearers. The new course may be made to last for 3 months because it will handle paid servants. The expenses on this course will be pretty high considering the fact that there are 1,65,000 village co-operative societies of which about 25 per cent or 41,250 societies may be expected to have full-time or part-time paid servants in the next few years. If the course is conducted in a central place in rural areas for a group of societies, the expenses could be lowered.

These expenses will have to be borne by the Government of India and the State Governments in suitable proportions.”

The Chairman, Standing Sub-Committee, suggested that the special course recommended by Member-Secretary should be run by the same agency which is running the school. The Government of India should give it the same help.

Shri B. Venkatappiah, while agreeing with the Chairman suggested the following course of action. It is necessary that in those States which have a large number of such secretaries, the courses in question should be organised as early as possible. What will remain then will be a question of a recruitment-cum-pay scales. The word ‘local’ in the suggestion that local persons should be appointed as secretaries of societies should not be taken to mean necessarily the identical village or group of villages but the ‘locality’ generally *e.g.* taluka or perhaps the district. “In any case the criterion is that the man will stay. On this point, I agree that a good secretary (whether or not a matriculate) who stays is one of the most concerned factors for the success of a large-sized society. I think the reports give us enough information to enable us to pursue this point with the State Government concerned (*e.g.* Rajasthan and Madhya Pradesh), with a view to either (i) changing pay scales to the extent necessary for attracting and retaining ‘local matriculates’ or alternatively (ii) changing recruitment rules so as to enable appointment of a Local VIII Standard candidate in preference to a ‘non-local’ matriculate.”

It is, therefore, for consideration of the Standing Sub-Committee whether it would be appropriate to conduct special courses for the non-qualified candidates, in the first instance in Madhya Pradesh and Rajasthan. The course will be of approximately three months’ duration conducted, as far as possible, in the same manner as for the Junior Schools at present. It will be run by the State Government and certain items of expenditure will be shared by the Central Government. The syllabus will be more selective and the practical training programme will be for a shorter period. The courses will be started in this financial year itself after obtaining the approval of the Government of India.

## NOTE IV

### EXTENSION OF DURATION OF TRAINING PERIOD AT THE JUNIOR CO-OPERATIVE OFFICERS' TRAINING CENTRE AT SRINAGAR IN JAMMU & KASHMIR STATE

The Secretary to the Government of Jammu & Kashmir conveyed to the Central Committee in January 1958 that the State Government would like to extend the duration of the training course for Junior Co-operative Officers conducted by the State Government at Srinagar from six months to one year, as the percentage of successful candidates in the examinations held at the school was progressively declining. In order to be able to study the issue, some details about the organisation of the training arrangements at the school like question papers set, percentage of passes in different examinations conducted, qualifications of candidates admitted, etc., were called for from the State authorities and were made available in February 1959. On examination of the same, it was found that a large number of failures was mainly in the subjects of Co-operative Law & Practice and Audit & Accounts. It was further noticed that a significant number of trainees admitted to the training course was not eligible for admission according to the minimum qualifications laid down by the Central Committee in this regard.

2. While the State authorities could be asked to be more particular about the minimum qualifications of candidates admitted to the course with a view to improving the performance of the trainees, it is also felt that extension of the duration of training period in the case of the Srinagar School would be desirable taking into account the peculiar conditions in the State and also the keenness of the State Government to extend the duration of the course. It may be mentioned that though the duration of the Junior Co-operative Officers' Training Course in many States is of six months, the Central Committee has agreed to extend the duration in some cases. In the States of Madras and Andhra Pradesh, the Central Committee has agreed to a course of 12 months for departmental candidates and that of 11 months for institutional and private candidates. At the schools in Uttar Pradesh, the duration of the course is presently nine months and in Orissa the same is the case for departmental candidates. We may, therefore, agree to the extension of the duration of the training period from 6 months to 12 months in the case of the Jammu & Kashmir State.

3. If the duration is thus extended to 12 months, the duration of practical training may be extended from two to three months.

4. It may be stated in this connection that this matter was placed before the 18th Meeting of the Standing Sub-Committee but consideration thereof was postponed to a later meeting to which the Registrar of Co-operative Societies, Jammu & Kashmir could be invited for discussion. Hence, this is again placed before the Standing Sub-Committee for decision.



## NOTE V

### IMPLEMENTATION OF DECISIONS OF THE CENTRAL COMMITTEE AND OF RECOMMENDATIONS OF THE PRINCIPALS' CONFERENCE REGARDING THE REORGANISATION OF TRAINING COURSES A. REVISION OF COURSES

#### (I) SENIOR OFFICERS' COURSE

##### *Objectives and Nature of the Course*

1. The Course is to be regarded as a reorientation or refresher course and not a basic or job training course. It presupposes that the trainees admitted to the Course have already had some basic co-operative training and experience in a senior capacity. The Course should aim at serving two objectives, viz. (i) reorientating the officers from Co-operative Department and co-operative institutions in the recent developments in co-operative policy and programmes, and (ii) reorientating them in the bearing that the plans and policies may have on particular fields of development in which they are specially interested and on particular regions in which they may have to serve. The syllabus, practical training and other training arrangements will have to be designed to serve these two objectives.

##### *Qualifications for admission*

2. The Senior Officers to be admitted to the Course would be those who could play a part in the direction and implementation of the policies at the District or higher level in the Co-operative Department and in the co-operative institutions. This would ordinarily mean that the personnel concerned would be at least Gazetted Officers of the Co-operative Department and so far as the institutions go, they would be the Administrative Heads of apex institutions, the officers coming next below them like Chief Accountants, Assistant Secretaries, Managers, etc. and the Administrative Heads like Managers of the central co-operative banks and other institutions working at district level.

As decided by the Central Committee in September 1959, the qualifications for admission to the Senior Officers' Course would be as follows :

(a) Candidates should ordinarily be graduates of recognised Universities.

(b) Candidates should have undergone some basic training course like the Intermediate Officers' Course conducted by the Central Committee.

(c) Candidates should have had at least 3 years' experience as a senior officer after the completion of initial training.

(d) The upper age limit for candidates may be 45 years. The limit, however, may be relaxed in suitable cases upto 50 years at the discretion of the Central Committee.

(e) The above criteria would be applicable both to the Departmental and Institutional personnel.

As decided by the 21st Meeting of the Standing Sub-Committee of the Central Committee held in November 1959, new conditions of eligibility should be enforced progressively over the next 3 to 4 sessions. In the transitional period, discretion may be exercised in marginal cases so as not to cause difficulty on account of a sudden shift of policy.

*Prescribing Senior Officers' Course as a qualification for service in the co-operative field*

3. In connection with the deputation of senior officer-candidates to the Senior Officers' Course, the Member-Secretary feels that in order to get trained as many senior officers from co-operative departments and major co-operative institutions as possible, it would be necessary to get the Senior Officers' Course prescribed as an essential qualification for confirmation or increments in service. The Member-Secretary feels that some minimum conditions of service in this connection may be prescribed on the lines in force in Madras State in respect of senior officers of the co-operative departments and co-operative institutions so that certain minimum standards of efficiency are ensured. Extracts from the relevant rules in force in the Madras State are appended. (Not printed). The Member-Secretary suggests that we should write to the Government of India giving a draft set of rules for adoption by the Co-operative Departments and major co-operative institutions like apex and central banks. The Government of India might be requested to send these rules to every State with a request that in the case of co-operative institutions, they may be adopted after previous consultation with the institutions.

*Duration*

4. The duration of the Course may be 6 months as before. However, the period of theoretical training may be reduced from 4 to 3 months while the period of practical training may be increased from 2 to 3 months.

However, candidates who conform fully to the new conditions of admission laid down above might be allowed to join one month later after the commencement of the Course so that they are

required to undergo only 2 months' theoretical training while the period of practical training remain unchanged at 3 months.

*Separate sessions of the Course for institutional candidates*

5. In this connection, Shri B. Venkatappiah, Deputy Governor, suggested that in the case of institutional candidates whose specific needs would not be the same as those of departmental personnel, some kind of a specialised course of training might be more useful than the present one. There may not be any need for a special class for institutional personnel in every session; but one in a cycle of three sessions, might be conducted to cater to the special needs of institutional trainees if we can get about 40 to 45 trainees. For this purpose, demand from institutional candidates might be watched over the next 2 to 3 sessions. However, when such special courses come to be organised separately for institutional and departmental trainees, care should be taken to see that for a month or two, trainees of both the sessions *i.e.* both departmental and institutional, have opportunities to stay together and attend the college jointly.

Quite apart from the special sessions for institutional candidates that might come to be organised as suggested above over a period of time, the Deputy Governor suggested that on an experimental basis, two separate sessions of the Senior Officers' Course might be held, each of which would be exclusively for (a) non-qualified departmental or other personnel, and (b) personnel particularly interested in Banking and perhaps also in Marketing. Trainees of this Course would mostly be institutional. A separate note is put up for consideration of Standing Sub-Committee as Item 5(E).

If it is decided to hold such experimental sessions as suggested above, they may be held on an *ad hoc* basis in place of the regular sessions. This would involve the postponement of the regular sessions to the extent required.

*Increase in expenditure involved*

6. Increase in the duration of the practical training from 2 to 3 months in a session of 6 months would lead to an increase in the finances required for a session on account of increased provisions that will have to be made for stipend and T.A. to trainees and T.A. and D.A. for staff and guides for the additional month of practical training. The annual expenditure on the Senior Officers' Course will also increase if more than one session of the course are held simultaneously even for parts of their duration as suggested above in para 4. Revised estimates of the finances involved will be made and the Reserve Bank of India will be approached with a request to sanction additional provision to conduct the revised course.

### *Syllabus*

7. The theoretical syllabus for the course as recommended by the Principals' Conference will be adopted with suitable adjustments after taking into account the Standing Sub-Committee's decision on the duration of the course. (syllabus not printed)

### *Practical Training*

8. In regard to practical training, particular attention should be given to the following points :

(a) It is necessary to ensure more fully than at present that before the trainees visit societies and banks for practical training, they should be thoroughly posted with whatever historical and statistical information is available about the institutions to be visited. This would enable the trainees to concentrate on discussions about major issues of policy and practice with the office bearers and Directors and other members of the institutions visited. Such informal discussions would tend to be on a realistic and practical level and consequently, the response displayed by the authorities of the institutions visited could be expected to be satisfactory inasmuch as they would not be troubled with questions of a routine and factual nature. Further, the pressure on the institutions during their working hours would be eased if, to the extent possible, trainees are posted with background information before hand.

(b) There may be certain aspects of the working of institutions which can be learnt only by visiting the institutions when they are actively functioning. Study of such aspects should be carefully planned by giving in advance some indications about the particular features to be taken note of in the institutions to be visited. After the practical training tours, the trainees could be asked to give their observations on such features of interest in the various institutions visited for discussion in the class as a whole.

(c) The strength of the batches for practical training should be as small as possible. Ordinarily, a batch should not consist of more than 5 to 7 trainees.

(d) At present, a limited number of good institutions appear to be overburdened with frequent visits by trainees. Experience has shown that the institutions have begun to feel the pressure. It will, therefore, be desirable to spread visits over a larger number of societies. This means preparation and maintenance of a list of good societies which can be used as training ground.

(e) While the adoption of the suggestions made above is likely to reduce the existing pressure on co-operative institutions, some further steps may also have to be thought of to make the insti-

tutions mere responsive. For instance, they could be paid some honorarium in consideration of their co-operation in the matter of practical training. Some of the frequently visited institutions have actually suggested that some kind of payment might be made to them each time a batch of trainees visits them. For the purpose of above *ex-gratia* payment, the institutions to be visited might be divided into two grades viz. "A" and "B". An "A" grade institution might be paid Rs. 25 per day for arranging adequate facilities of practical training for a batch of nearly 10 trainees. Similarly, the "B" grade institutions might be paid Rs. 15 per batch per day. Whether this will evoke more co-operation from them will have to be watched.

(f) Batches for practical training tours may be so formed that trainees with specialised interests say, Co-operative Banking or Marketing or Industrial Co-operation, are grouped together. The practical training programmes may be drawn in such a way that the particular interest of the groups is given due emphasis.

(g) Wherever possible, discussions with members and office-bearers of the societies visited may be arranged.

(h) Practical training may also be arranged through visits to local or nearby institutions while the trainees are at the training centre.

### *Guides for Practical Training*

9. (a) As it is becoming increasingly difficult to get suitable guides for accompanying the trainees on their practical training tours, it has been agreed that guides might be appointed on an institutional or regional basis. They may be appointed on monthly basis if their services can be utilised continuously for a fixed period or on *ad hoc* basis if their services are to be utilised intermittently, each time for a few days only. Guides should be either gazetted officers retired or in-service if they are from Government Departments or of equivalent rank if they are from co-operative institutions.

(b) The rates of remuneration for guides appointed on monthly basis may be as follows:

Rs. 200 per month as honorarium

Rs. 150 per month for consolidated daily allowance including incidental expenses.

First class fare for railway journeys and actual bus fare for road journeys.

(c) Local or regional guides appointed for *ad hoc* periods might be paid an honorarium of Rs. 10 per day and first class

fares for railway journeys and actual bus fares for road journeys, if undertaken.

### *Techniques of training*

10. Based on the evaluation study, the following changes may be adopted in the technique of training:

(a) Normally, every trainee should work for ten hours a day including work in the College. On this presumption, the class room work of 'guided activity' including lectures, tutorials, seminars etc., should be limited to a total of five hours a day. This should leave the trainees about five hours for their own studies and other work connected with training.

(b) Purely informative topics in the syllabus may be marked out and the lecturers may merely prescribe readings on these topics and leave the trainees to read for themselves. Points arising out of the trainees' readings may be discussed in the class according to a prescribed programme; but no regular lectures need be given on these topics.

(c) Certain topics have to be marked out for lecturing. For instance, the significance of the New Co-operative Policy or the experience gained so far in the working of the Integrated Credit Scheme are subjects which could be lectured upon. Such topics may be covered by the lecturer in the class and may be followed by discussions.

(d) Certain important topics may be marked out for both lectures and group discussions, seminars etc.

(e) Synopsis, references etc. may be cyclostyled and circulated among the trainees and no time in the class should be spent on dictation.

(f) The class room time-table may make adequate provision both for lectures and discussions to be attended by the entire class as well as by trainees divided into groups according to their special interest. In regard to the latter, candidates from Central Co-operative Banks, for example, may form one group and attend lectures and discussions specially arranged for them. The interests of other groups could be served similarly. The Group method is expected to give adequate special attention to the needs of the institutional candidates.

(g) While certain topics of general interest might be dealt with in the class as a whole, other topics of special interest may be discussed and studied in smaller groups according to the trainees' special interests. For instance, the technique of bank inspections or scrutiny of data to judge the financial standards

of intending borrowers are matters of great interest to those connected with the co-operative banking, while the techniques connected with processing or marketing might be of special interest to those associated with the non-credit activity. This would serve in particular the special needs of institutional candidates. It may be added that such group discussions should be problem-based.

(h) The trainees should be prescribed readings for every topic included in the syllabus and they should be expected to come to the class or discussion room well prepared in advance.

(i) Case studies may be made use of as a technique of training.

(j) In the course of lectures, audio visual aids should be used to the extent possible.

#### *Assessment of trainees' performance*

11. Under the present system, a trainee at the Senior Officers' Course is not judged by his performance at any final or end of the course examination. There is an attempt at a continuous assessment of his performance and capabilities throughout the course. The assessment takes into account various items like class room studies, written test, practical training, general intelligence etc. Further elaboration of the same system would be that so far as the class-room work, written test on notes etc. are concerned, the whole course may be divided into 4 stages and credits may be given to the candidate at the end of each stage; the final assessment should be based on the sum totals of credits earned by the candidate at different stages. Further, if a candidate does not do well at any particular stage of assessment, he should be given a subsequent chance to earn credit again in the stage that is already passed so that he could improve his performance for the course as a whole. The assessment of trainees' performance should be made under four headings of equal weightage or importance as under:

(i) Assessment in written test or essays to induce trainees to take interest in systematic work. The written tests may be held in all the subjects.

(ii) Every trainee should be required to participate in at least 4 syndicates or seminars or group discussions and his performance in these should be watched and assessed.

(iii) A trainee's performance in practical training while at the Centre as well as on practical tours should be assessed on the basis of notes taken down by him as well as the part played by him in discussions at the end of practical training.

(iv) Assessment should also be made in regard to general proficiency, capacity, personality and application to work and general conduct.

All the above four headings will have equal weightage. The assessment may be made in grades like "A", "B", "C", and "D". For the purpose of overall assessment, the following procedure may be adopted:

Each Grade may be turned into points as follows:

- A = 4
- B = 3
- C = 2
- D = 1

The total of points may again be transformed into categories of "Excellent", "Good", "Fair", and "Poor" for final assessment as in the following table:

Written tests	Performance in practical training	Performance in Seminars & Discussions	General Proficiency	Total of points	Final assessment
A	A	A	A	16	Excellent
A	A	A	B	15	Good
A	B	C	C	11	Good
C	B	B	C	10	Fair
D	C	C	D	6	Fair

Only the total of 16 points should amount to "Excellent", "Good" should be given for points between 15 and 11, "Fair" for points between 10 and 6 and "Poor" for points below 6.

#### *Certificates and confidential reports*

12. A revised form of Certificates to be issued to trainees on completion of the Course is given along with a separate note placed before the Standing Sub-Committee as item V(C).

#### *Miscellaneous matters*

13. (i) It sometimes happen that some of the trainees admitted to the course report later than the date of commencement of the course on account of various reasons. Late reporting not only affects the late-comers but also the progress of other trainees at the course. Late joining at the course might, therefore, be permitted only up to a week at the latest from the date of commencement. However, this facility of late joining up to a week may not be treated as a matter of course and the Principal may



allow this special facility in his discretion keeping in view the reasons for delay.

(ii) While some absence from class-room work and practical training on the part of the trainee may be justifiable in particular circumstances and allowed by the Principal in bonafied cases, a trainee remaining absent from classes and practical training for over long periods cannot be deemed to have undergone the course satisfactorily. The 21st meeting of the Standing Sub-Committee considered this matter and felt that if a candidate was unable to attend the Course for whatever reason for more than 10 per cent of the period of the Course, he should not be deemed to have undergone the training satisfactorily.

## (II) INTERMEDIATE OFFICERS' COURSE

### *Nature and Objectives of the Course*

1. The Intermediate Officers' Course (H.D.C. Course) can be regarded as a basic course for training intermediate officers of Co-operative Departments and co-operative institutions in the essentials of efficient and successful co-operative activity. It is also to some extent a job training course intended to give the trainees proficiency in the procedural and practical aspects of the work expected of them. The Course would also incidentally provide a proper back-ground of social and economic study and help the trainees acquire proper perspective of the Co-operative Movement and its place in the development of the society.

### *Type of candidates to be admitted*

2. The candidates to be admitted to the course may, therefore, belong to the intermediate category of personnel such as Co-operative Sub-Registrars, Inspectors of co-operative societies, Managers, Assistant Managers or Accountants of central co-operative banks and personnel of district level organisations etc. Freshly recruited senior officers too might be admitted to the Intermediate Officers' Course for their basic training in Co-operation. The candidates should be expected to have necessary educational qualifications which normally should be a university degree. For such a basic course, it may not be necessary to insist on long experience of field work on the part of the trainees. However, it would be desirable for the candidates to have at least 6 months of pre-training job experience so that they have some idea of the field work they would be expected to do after their training and hence, are in a position to draw full benefit out of the Course. To ensure the requisite qualifications and pre-training job experience on the part of the candidates, action should be pursued with the State Governments and co-operative institutions with the help of the Government of India.

### *Duration of the Course*

3. The duration of the Intermediate Course should be 11 months including one month's mid-term vacation. For the period of vacation candidates should not be paid their stipend but travelling allowance from the training centre to their homes and back should be paid.

### *Training Centres at which the Course is to be conducted*

4. The Intermediate Officers' Course should be a common course to be conducted at all the 13 training centres run by the Central Committee. At all these centres, the Intermediate Course should be a common uniform course in respect of duration, syllabus, practical training arrangements, types of candidates to be admitted, subjects to be taught etc. Action may be pursued with the Government of India regarding the consequential changes to be effected in the training arrangements at the existing 8 Block Level Co-operative Officers' Training Centres. Block Level Centres should continue to be financed entirely by the Government of India which should be requested to approve a higher financial outlay involved in conducting the common Intermediate Officers' Course at the present Block Level Training Centres. Estimates should be made of the increased financial requirements and the Government addressed suitably. The Government of India may also be requested to allow admission of both Departmental and Institutional candidates to the Intermediate Officers' Course to be conducted at the 8 Block Level Training Centres financed by them.

Excepting the Poona Centre, the present Regional Co-operative Training Centres at Madras, Ranchi, Meerut and Indore and the 8 Block Level Co-operative Officers' Training Centres at Bhavnagar, Hyderabad, Kota, Patiala, Faizabad, Tirupati, Gopalpur-on Sea and Kalyani should be renamed as 'Co-operative Training Centres'.

### *States to be served by the Centres*

5. Each training centre is primarily expected to serve the training requirements of the State or States named against each in the following table:

<i>Centre</i>	<i>States served</i>
<b>Northern Zone</b>	
Meerut	.. Uttar Pradesh
Faizabad	.. Uttar Pradesh
Patiala (formerly Dhuri)..	Punjab, Himachal Pradesh, Jammu & Kashmir and Delhi

**Central Zone**

Kota	.. Rajasthan
Indore	.. Madhya Pradesh

**Western Zone**

Poona	.. Maharashtra
Bhavnagar	.. Gujerat

**Southern Zone**

Madras	.. Madras, Kerala and Mysore
Tirupati	.. Madras and Andhra Pradesh
Hyderabad	.. Andhra Pradesh

**Eastern Zone**

Ranchi	.. Bihar
Gopalpur-on-Sea	.. Bihar and Orissa
Kalyani	.. West, Bengal, Assam, Manipur, Tripura, etc.

Adjustments in respect of number of candidates to be admitted at the centres if considered necessary, may be made in the first instance within the Zone. Moreover, if necessary, candidates from any State should be admitted to any centre according to requirements of the situation.

**Syllabus**

6. The revised syllabus (not printed) for the Intermediate Officers' Course takes into account the views expressed at the earlier meetings of the Standing Sub-Committee, and at the Conference of Chairmen of Local Committees and Principals of the training centres held in February 1960 and also those intimated subsequently by the training centres.

**Practical training**

7. (a) Out of the period of 10 months of effective working, practical training should be of the duration of  $3\frac{1}{2}$  months and theoretical training at the centre for  $6\frac{1}{2}$  months. Practical training and theoretical training should be interspersed as is already being done. The Broad pattern of the interspersing should be :

- $2\frac{1}{2}$  months of theoretical training at the training centre
- $1\frac{1}{2}$  months of practical training (Part I)
- 1 month of theoretical training at the training centre
- 1 month mid-term vacation
- $1\frac{1}{2}$  months of theoretical training at the training centre
- 2 months of practical training (Part II)
- $1\frac{1}{2}$  months of theoretical training at the training centre.

The above time schedule is given as a broad pattern to be followed and it would be necessary to readjust it to the extent necessary at each centre to meet the local needs, to serve the convenience of the societies to be visited for practical training and the requirements of States served by the centre.

(b) *Outline for practical training programme*—A broad outline of the practical training programme as given at item (8) under A(I) of Note V may be approved. The practical training programme should also take into account the suggestions contained in Annexure 4 & 5 to Appendix 19.

(c) *Institutions to be visited*—The number of institutions at which practical training could be given must be considerably increased so as to reduce the burden of training on a few institutions only.

(d) *Guides for practical training*—As it is becoming increasingly difficult to get suitable guides for accompanying the trainees on their practical training tours, it has been agreed that guides may be appointed on an institutional or regional basis as indicated in the note on the Senior Officers' Course (Note V at A(I)).

(e) Since the Intermediate Officers' Course is a basic course to which even fresh recruits with a short pre-training job experience could be admitted, the training course should provide adequate facilities for procedural training at the training centre itself for the type of day-to-day work that the trainees would be expected to do after their training. Perhaps for this purpose, trainees could be grouped with advantage according to their special interest. The needs of the institutional trainees could also be better attended to in this way.

(f) Visits to primary institutions in the nearby areas may be arranged even while the trainees are at the centre. This would lessen the need for including such visits during the practical training tours.

(g) There are some aspects of the working of any institution which can be studied even without visiting them and certain other aspects which have to be looked into only when the institutions are actually working. If these two aspects are clearly visualized, pressure on the institutions to be studied could be reduced considerably. Further, the background of every institution selected for visits should be furnished to the trainees before hand so that at the time of the visit, they may concentrate on the discussions about major issues of policy and practice with the office bearers of the institution visited.

(h) The duration of practical training in the present course of 11 months is nearly  $4\frac{1}{2}$  months. In view of the Central Committee's decision to reduce the duration of the course by a month on account of the mid-term vacation, a total of  $3\frac{1}{2}$  months of practical training divided into two parts might be considered sufficient, particularly in view of arrangements for procedural training to be made at the centres and of visits to primary societies near the training centres during the period of theoretical training.

(i) Practical training in Block Level Centres is now confined to the States served by them whereas at Regional Centres, the trainees are sent out to States like Bombay, Madras, Mysore and Andhra. Since both the courses are to be equated, this distinction in regard to practical training should be done away with. If all the centres are to send their trainees to the same States, it would result in too great a strain on the institutions located therein. If, on the other hand, it is made a general rule that at all the centres, practical training should be confined to States located in their area of operations, it will result in trainees of some centres having the benefit of visits to more developed institutions while trainees of other centres may have to visit less advanced institutions. Arrangements may, therefore, have to be so made that trainees at all the centres stand to share the benefit equitably. With this end in view the following may be approved:

(1) The first part of the practical training programme should be prepared two months in advance and the second part of the programme should be prepared three months in advance.

(2) The practical training programme should be communicated well in advance to the Registrars, Assistant Registrars concerned and to the Assistant Chief Officers of the Regional Offices of the Agricultural Credit Department of the Reserve Bank of India in the States where the practical training is to be conducted.

#### *Guides for practical training*

8. As recommended above, guides for practical training should be appointed on Regional, Local and Institutional basis. The present system of appointing guides accompanying the batches should be progressively replaced by the new system of local and institutional guides. The lecturers at the training centres should continue to guide the trainees on the practical training tours to the extent possible. They should supervise the practical training of the batches kept under their control.

The remuneration for local and institutional guides should be decided by the Member-Secretary with the approval of the Chairman of the Standing Sub-Committee of the Central Committee.

*Techniques of training*

9. (a) While at the training centres, activity of five hours per day in the class-room should be considered sufficient and a trainee may be left with the remaining time of the day for work by himself.

(b) As the total period available for theoretical and general studies at the centre would have to be slightly reduced in view of the provision of mid-term vacation, it would be necessary to plan systematically the time that could be allotted to different subjects and topics for class-room work. In this connection, it may perhaps be advisable to mark out certain topics as purely informative and be left for study by the trainees themselves. The lecturer would only guide the trainees regarding the reading material. Certain other topics from the syllabus in all the subjects could be marked out for lectures followed by discussions and seminars. Such an arrangement would reduce the total number of lecture periods required for covering the syllabus in a particular subject. In any case, it may be advisable to indicate generally the number of lectures that lecturers might devote to the different topics in the syllabus on the same subjects.

(c) Greater use of group discussion and case work method appears to be called for especially in order to meet the special interests of particular trainees such as the trainees coming from central co-operative banks or marketing societies.

(d) The use of audio visual aids and case studies as a technique of training needs to be further explored.

*Assessment of trainees' performance*

10. (a) In the matter of the present system of examinations, Prof. Karve felt that the trainees tended to suffer from the obsession that, without appearing for a written test, their future would be in a jeopardy. If such obsession were allowed to dominate the minds of the trainees, it would prove definitely inimical to the cause of job training which the Central Committee has in view. He, therefore, suggested that the examination system might be progressively done away with and substituted by a system under which the whole year's work could be divided into several stages and the final assessment based on the entire credits earned by the candidates at different stages and the observations made in that connection by the Instructors.

(b) Further, if a trainee does not fare well at any particular stage of assessment, he should be given a subsequent chance to earn credit again in the stage that is already past so that he could improve his performance for the course as a whole.

(c) To facilitate proper assessment of qualities like organisational ability, aptitude etc. trainees should be divided into several groups and each group should be placed in charge of different members of the teaching staff. This would create more intimate touch between the trainees and the lecturers concerned.

(d) The Principal should maintain an information and progress card for each trainee listing therein all the information about the candidate including the assessment made of him by the lecturer which he would make available by maintaining a regular record for all trainees and the progress made by him from stage to stage. The procedure of assessment of performance should be as follows:

(i) Written tests or essays.—To oblige the trainees take more interest in systematic work, some kind of written test in each of the subjects would be necessary. The weightage to be given to assessment by written test may, however, be only 25 per cent.

(ii) Syndicates & seminars.—Every trainee will be required to participate in at least 4 syndicates or seminars and his performance will be assessed. This will carry 25 per cent marks.

(iii) Practical training.—Practical training at the head quarters as well as in camps outside will be assessed on the basis of notes taken down by the trainees as well as discussions at the end of the tour. Twentyfive per cent of the marks will be allotted to this.

(iv) General proficiency.—The remaining 25 per cent marks will be given at the discretion of the Principal on the basis of general proficiency, capacity and personality of the trainees.

There will be no system of precise marking but assessment would be made by grading the trainees as 'A', 'B', 'C' and 'D' in each of the tests referred to above. A trainee would be graded as 'A' if he is considered "excellent". He will be graded as 'B' if he is considered "good", 'C' if "fair" and 'D' if "poor". For purposes of overall assessment, 'A' will be given 60 marks, 'B' 50 marks, 'C' 40 marks and 'D' below 40 marks. The average of these in respect of every trainee will determine his overall credit. Thus, for instance, if on an average, a trainee gets 60% or more marks he will be placed in 'A'; for 50 to 59%, he will be placed in 'B'; 40 to 49% 'C' and below 40% in 'D'. The connotations of the different symbols would be as under:

A = Excellent

B = Good

C = Fair

D = Poor

One who gets 'D' will not receive any certificate, and the remark 'poor' may be communicated confidentially to the employer.

#### *Certificates*

11. Consequent to the changes in the method of assessment of trainees' performance, a revised certificate form would be necessary. A separate note has been put up for the consideration of the Standing Sub-Committee *vide* Note V (C).

The certificate is to be called as "Higher Diploma in Co-operation" and should be awarded to the trainees at all the 13 training centres who have satisfactorily completed the Intermediate Officers' Course. The performance of the trainees should be classified into four categories *viz.* 'Excellent', 'Good', 'Fair' and 'Poor'. The certificate should, however, only mention three grades *viz.* 'Excellent', 'Good' and 'Fair'. Candidates classified under 'Poor' category should not be awarded any certificate. Report on their performance should, however, be communicated to their employers.

#### *Miscellaneous matters*

12. (a) It was suggested at the sixth meeting of the Central Committee held in September 1959 that the dates of commencement of the Intermediate Course at the various training centres might be fixed as near to a common date as possible in order to facilitate the running of refresher courses during the vacation. The Meeting might consider the ways and means of bringing this about. The climatic, seasonal and other factors may have to be taken into account in deciding the actual date of commencement of a session at any centre. Moreover, there is some advantage in having somewhat staggered dates of commencement of sessions at different centres in that those States which cannot for one reason or the other send their candidates at a fixed time in the year, may be enabled to take advantage of different opening dates at different centres and may be in a position to send their candidates for training at a time more convenient to the States themselves. Another consideration that may be relevant in this connection is that if the sessions commence at one and the same time at all the 13 training centres, the dates of practical training tours for trainees at all the centres will more or less coincide. This would result in a seasonal rush on certain institutions for practical training. On the other hand, if the sessions are staggered, practical training programmes could be spread throughout the year and this could be convenient for the institutions as well as the guides that might be appointed for practical training.

(b) It is found by experience that some of the candidates admitted to a course are able to join the course only at a date later than the date of commencement. It has been represented to



the Central Committee by Co-operative Departments of some States that a list of candidates for admission to the course is drawn up by the Department on the basis of selection by Public Service Commission for recruitment to State Service and the selected candidates are instructed to join the course on the date of commencement. It is, however, subsequently found that some of the selected candidates do not report at the training centre. Consequently, substitutes have to be selected and deputed which takes some time. It has been represented, therefore, that unless some grace days for late admission are provided for, it would not be possible for the States to utilise the full quota of seats allotted to them at the training centres. Of course, this difficulty would be considerably obviated if the State Governments select and appoint the candidates much in advance of the commencement of the session and give them at least six months of pre-training job experience as suggested earlier. The question for consideration is how far late joining by trainees could be allowed from the point of efficacy of training. Perhaps not more than a week from the date of commencement would be appropriate.

(c) Though trainees are advised not to avail of any earned leave while at the centre, some leave on account of sickness or for other reasons is availed of by the trainees. During this leave, though approved by the Principal, the trainees remain absent from class-room or practical training. It is for consideration whether the maximum period of absence that is to be condoned, beyond which a suitable mention in the final report of the candidate or some other action might become necessary. As suggested in the case of the Senior Officers' Course, if a trainee remains absent for more than one tenth of the total period of training, for any reason, he should not be deemed to have carried out the course satisfactorily and fully. An appropriate mention should in that case be made in the certificate given to him at the end of the course.

(d) It is felt that the present limit of 40 trainees in a class could be raised to 50 without adversely affecting the efficiency of the teacher or the taught. The said increase in the number of trainees to be admitted per class is suggested so that the need for expanding training facilities in the next few years can be met more effectively.

## B. REVISION OF SYLLABUS—INTERMEDIATE OFFICERS' COURSE

The findings of the evaluation study undertaken by the Central Committee in 1958-59 were approved by the sixth meeting of the Central Committee held on 12 and 13 September 1959 at Poona.

The Chairman felt that the revision of syllabus is a very important item which should be considered by the Principals before they are given effect to.

The Conference of the Chairmen of the Local Committees and Principals of the Training Centres, held at Poona in February 1960, recommended certain revisions in the syllabus of the Intermediate Officers' Course. With a view to improving the revised syllabus further, we invited suggestions from the Principals and Lecturers of all the Centres again. The suggestions received from the Centres were considered and incorporated wherever found feasible. The same syllabus will be adopted by the Block Level Co-operative Officers' Training Centres after the equation of the Courses. The revised syllabus (not printed) is submitted for the approval of the Standing Sub-Committee.

### C. REVISION OF FORM OF CERTIFICATES

The Conference of Chairmen of Local Committees and Principals of Training Centres held at Poona in February 1960 considered the revision of form of certificates to be awarded to the trainees of various courses. The specimen of the revised form of certificate of each course is submitted for approval of the Standing Sub-Committee. (Appendices 30 to 32). Consequent on the equation of the course, Higher Diploma in Co-operation may be awarded to the trainees at all training centres who have satisfactorily completed the course for Intermediate Officers.

The Conference has also recommended that a confidential report on the performance of trainees should be communicated to their employers. A specimen of the confidential report is also submitted for the approval of the Standing Sub-Committee. (Appendix 33).

*Note:*—The proforma of certificates as were finally printed are given as annexure 1 to each of Appendices 30 to 32.

### D. SENIOR OFFICERS' TRAINING

1. The Deputy Governor, Shri B. Venkatappiah, had occasions during his recent tours to discuss with the authorities in Co-operative Banks and other institutions, the question of training of Senior Officers under our scheme. He gathered an impression therefrom that the senior officers so far trained did not show any distinct improvement in work as a result of the training.

Possibly the deputation of candidates, not suitably qualified, might have been one of the reasons for the trend in the training of Senior Officers. We have recently issued a circular based on the decision of the sixth meeting of the Central Committee held

in September 1959 directing that for admission to the Senior Officers' Course:

- (1) new recruits should first be trained in the course for the H.D.C. at the Regional Centres after being acquainted with the rural and official work for 6 months in the Department,
- (2) the candidates should have had at least 3 years of experience as Senior Officer in full charge after initial training in the cadre or after promotion from lower cadre and
- (3) the upper age limit should be 45 years. We have admitted for the current session of the Senior Officers' Course 43 candidates. Had the above conditions been applied strictly, only 2 or 3 of them could have been admitted. Evidently, the majority of the candidates are not of the expected qualifications and experience.

In the recent conference of the Principals and Chairmen held in February 1960, while the conditions prescribed for admission were felt necessary, there has been a suggestion that each session of the Senior Officers' Course might be divided into 2 parts. In the first part of say 2 months, Senior Officer candidates who do not satisfy the prescribed conditions regarding experience and educational qualifications may be given training in more elementary parts of the subjects and in the second part, the duly qualified candidates can also join when there is to be common advanced training.

There is also another suggestion from Deputy Governor, Shri B. Venkatappiah that instead of disturbing the present arrangements, we should have, on an experimental basis, two separate sessions for the non-qualified Senior Officers, one for Departmental and other persons and another for those particularly interested in Banking and Marketing. We will, of course, have to draw up suitable syllabus and arrange for necessary staff and accommodation etc. The cost thereof will also have to be looked into. It is for the consideration of the Standing Sub-Committee whether two separate courses as suggested may be conducted.

II. It has been the experience so far that a smaller number of officers are being deputed by co-operative institutions for training in the Senior Officers' Course. The ratio of institutional candidates to the departmental candidates during the last three sessions of the course was 1:2. However, it is essential that all Senior Officers whether departmental or institutional should be properly trained to enable them to discharge

their duties more efficiently. It may, therefore, be necessary to lay down a rule for Co-operative Departmental hands as also for the staff of important co-operative institutions prescribing training in our Senior Officers' Course before they are either confirmed, given an increment or promoted. The State Governments may not object to the introduction of such a rule in respect of departmental employees. Objections have, however, been raised in the past to the introduction of such rules in co-operative institutions on the ground of official interference. However, in Madras State, there are separate bye-laws in force governing the qualifications and other conditions of employees of Central Co-operative Banks. The draft rules may be placed before the State Co-operative Bank for approval. Thereafter, they may be introduced as part of the bye-laws of every Central Co-operative Bank. The Government of India may be requested to form the draft rules and circulate them to the State Governments with the suggestion that the rules may be adopted in the case of co-operative institutions.

## NOTE VI

### ORIENTATION COURSE FOR M.Ps., M.L.As., DEVELOPMENT COMMISSIONERS, SECRETARIES ETC.

At the 21st meeting of the Standing Sub-Committee of the Central Committee for Co-operative Training, it was decided to conduct an orientation course for the members of Parliament and the State Legislatures, Registrars of Co-operative Societies, Secretaries to Governments, Development Commissioners and other prominent co-operators etc. etc. who are concerned with both policy making and implementation. The following scheme has now been worked out for the course as emanating from the recommendation of the 21st meeting.

#### *Approximate date and place*

2. The course of the duration of three weeks may be held sometime in October 1960 at the Co-operative Training College, Poona.

#### *Participants*

3. The 21st meeting of the Standing Sub-Committee suggested that the number of participants should be about 30. For the first session, the following composition of participants is suggested:

Members of Parliament	..	5
Members of State Legislatures	..	5
Secretaries to State Governments in Co-operation Departments	..	5
Development Commissioners	..	5
Registrars of Co-operative Societies	..	5
Non-official Co-operators	..	5
		—
		30
		—

As regards the selection of participants of the course, the following is suggested:

(i) The selection of participants from among the Members of Parliament may be made by the Minister for Community Development and Co-operation.

(ii) The selection of five members of the State Legislatures may be made by the Chief Ministers or the Departments of Co-operation of the States concerned.

(iii) As regards the invitation to Development Commissioners, Registrars, Secretaries and non-officials, the Chief Secretaries of Andhra Pradesh, Bombay, Rajasthan, Uttar Pradesh and West Bengal may be requested to intimate their nominees.

The Chairman, Standing Sub-Committee may be requested to issue D.O. letters in this regard to the respective authorities.

#### *Duration of the Course*

4. It was thought at the 21st Sub-Committee Meeting that the course should be of 2 months' duration. It is felt, however, that since this course will be the first of its kind and since we are not aware of the response that we will get from the M.Ps., M.L.As., and senior officers of the Governments, the duration of the course should be only 3 weeks. The later sessions could be of longer duration, if then considered convenient and feasible.

#### *Contents of the Course*

5. The course may consist of 3 parts—

- (a) Syndicate discussions on certain topics;
- (b) Lecture-cum-discussions by guest lecturers; and
- (c) Visits to co-operative organisations.

Out of the 3 weeks of the course, 6 working days may be utilised for visits to co-operative institutions in and around Poona and discussions on the working of the institutions.

The remaining 2 weeks could be devoted to Syndicate discussions and lecture-cum-discussions mentioned in (a) and (b) above. Every day, 2½ hours each could be utilised for Syndicate discussions, and for lecture-cum-discussions by experts.

#### *Topics for discussions*

6. For the Syndicate type discussions, the following topics are suggested :

- (i) Indian Co-operative Movement, its growth, failure and revitalisation.
- (ii) Role of co-operative institutions in planned economic development of rural areas.
- (iii) Implications of State partnership in co-operative development plans, and
- (iv) Leadership in co-operative movement.

The participants of the course may suitably be divided into groups of five to seven, representing different types of experiences

and different regions. These groups after discussing the topics listed above and on appointed days, may meet and discuss jointly their conclusions.

*Topics for lecture-cum-discussions*

7. For lecture-cum-discussions by experts, the following topics are suggested :

- (i) Recommendations of the Rural Credit Survey Committee Report
- (ii) New co-operative policy
- (iii) Co-operative farming—policy and programmes
- (iv) Co-operative legislation
- (v) Co-operative credit and banking
- (vi) Co-operative marketing
- (vii) Co-operative processing
- (viii) Planning and Co-operation
- (ix) Extension work in co-operative movement
- (x) Reserve Bank's role in the sphere of rural credit
- (xi) Primary co-operative units, factors governing their success, viability, economy of operations and business efficiency
- (xii) Working of co-operative sugar factories.
- (xiii) Long-term credit—role of Land Mortgage Banks.
- (xiv) Personnel requirements of co-operative movement and importance of training.

*Expert Lecturers*

8. Daily one lecture-cum-discussions may be arranged on about 12 topics.

The following persons may be invited to deliver lectures on the subjects chosen:

- (1) Shri S. K. Dey, Minister for Community Development and Co-operation
- (2) Shri V. L. Mehta
- (3) Prof. D. G. Karve
- (4) Prof. D. R. Gadgil
- (5) Dr. V. K. R. V. Rao.
- (6) Dr. Ensminger of Ford Foundation
- (7) Shri R. G. Saraiya

- (8) Shri Sriman Narayan
- (9) Shri H. V. R. Iengar
- (10) Shri B. Venkatappiah
- (11) Shri M. V. Rangachari
- (12) Dr. B. K. Madan
- (13) Shri M. R. Bhide
- (14) Shri Tarlok Singh
- (15) Shri J. C. Ryan
- (16) Shri J. J. Anjaria

Suitable topics could be allotted to the experts mentioned above and they could be requested to be available for the participants for about 3 hours.

#### *Finances for the Course*

9. The T.A. and D.A. of the senior Government officers *i.e.* Secretaries, Registrars and Development Commissioners are expected to be borne by their State Governments. Members of Parliament, Members of State Legislatures and non-official co-operators may, however, be paid T.A. and D.A. according to rates applicable to Senior Officers of the Reserve Bank. Similarly, T.A. and D.A. may be payable to guest lecturers also. On this basis, the following budget may have to be approved :

	Rs.
T.A. to M.Ps., M.L.As and non-official co-operators ..	5,000
D.A. to M.Ps., M.L.As and non-official co-operators ..	7,500
T.A. to guest lecturers ..	3,500
D.A. to guest lecturers ..	800
Visits to co-operative institutions (conveyance, incidentals etc.) ..	1,000
Miscellaneous ..	2,000
	19,800
	20,000
or say	20,000

If it is decided to pay T.A. and D.A. to Government officials also according to the rules of the State Governments, the provision of another Rs. 10,000 will have to be made and the total expenditure of the course would be Rs. 30,000.

#### *Agency to Finance the Scheme*

10. The Standing Sub-Committee may recommend as to which agency should finance the orientation course.



## NOTE VII

### USE OF THE PREMISES OF THE TRAINING CENTRES FOR PURPOSES OUTSIDE THE SCOPE OF ACTIVITIES OF THE CENTRAL COMMITTEE

The facilities available at the various Block Level and Regional Co-operative Training Centres in the shape of buildings, teaching staff, library etc. have on a number of occasions been used by other agencies like the Bombay State Co-operative Union, State Government etc. for holding special classes or seminars during those periods when the trainees of our centres are away on practical training tours or during the intervals between the close of one session and the beginning of another. The appended statement will show the details of the same. (Appendix 34)

2. A request was received from the Board of Secondary Education, West Bengal in February 1960 for permission to use the premises and furniture of the Co-operative Training Centre, Kalyani for holding the school final examination for students appearing at the Kalyani Centre, from 30 March 1960 to 6 April 1960. This request was, however, somewhat different from the others referred to in the appended statement, in the sense that during the period for which the premises were required by the authorities of the Secondary School Certificate Examination Board, our regular course would be in full session and acceding to the request of the Board of Secondary Education would have meant dislocation of our course including suspension of the session for a few days which certainly could not be regarded as desirable. We, therefore, advised the Board that we had not been acceding to such requests except when they could be complied with either during the intervals between the end of a session and the beginning of a new one or when the trainees were continuously out on practical training tour.

3. In this connection, the Standing Sub-Committee may kindly take a decision on the policy to be followed in future in dealing with requests of this kind, in respect of both the Regional Centres and Block Level Co-operative Officers' Training Centres. It is suggested that subject to their being no dislocation of any kind in the regular courses that are conducted in the various centres, the use of our premises may be permitted, at the discretion of the Central Committee, by other agencies engaged in Education and Training, on the following terms and conditions :

- (i) The request is for the use of the premises of training centres during the period of the interval between any two

sessions or when all the trainees are out on practical training tour and provided that the Central Committee are not otherwise in need of the premises.

- (ii) The authorities requesting for the permission to use our premises should agree to make good any loss or damage to the property of the centre, caused during the period of their use and
- (iii) Electricity and water charges for the concerned period should be borne by those using the premises.

## NOTE VIII

### INSTITUTIONAL MEMBERSHIP OF THE BOMBAY MANAGEMENT ASSOCIATION

In accordance with the decision of the Central Committee taken at its Fifth meeting, Business Management has been introduced as a compulsory subject at the five Regional Co-operative Training Centres and all the Junior Co-operative Officers' Training Centres in the country. As a result of the decision to equate the courses at the Regional Centres and the Block Level Centres, the subject of Business Management will be introduced as a compulsory subject at the existing eight Block Level Co-operative Officers' Training Centres also. For facilitating teaching of the subject, the Central Committee has so far conducted two courses in Business Management at Bombay, one in 1958 and the other in 1959.

2. In the conduct of the course in October 1959, the Central Committee *inter alia* sought the assistance of the Bombay Management Association with regard to the finalisation of topics on which lectures were to be arranged and invited experts for the purpose of delivering lectures from different firms of standing and organisations. The above Association, an organisation of institutions as well as individuals in the sphere of business management, organised a number of courses for executives in business institutions. Certain extracts of notes prepared by the Association were circulated among the trainees and these served as very useful reading material for the participants of our course.

The Bombay Management Association is also publishing an informative Newsletter which usually contains interesting articles on various aspects of business management. It is, therefore, suggested that it would be in the fitness of things that the Central Committee for Co-operative Training becomes an institutional member of the Bombay Management Association. Apart from assistance of the type referred to above whenever we need their help, membership of the Association will entitle us for the supply of the newsletter and the publications brought out by the Association from time to time.

3. Besides the Entrance Fee of Rs. 100, there is the annual subscription for institutional membership of the Association of Rs. 250 for organizations employing less than 500 employees and Rs. 500 for organizations employing more than 500 employees. The Central Committee for Co-operative Training will come under

the category of an organization employing less than 500 employees and as such the annual subscription would be Rs. 250.

4. It is, therefore, for consideration of the Standing Sub-Committee as to whether the Central Committee for Co-operative Training may become an institutional member of the Bombay Management Association.

## NOTE IX

### AWARD OF GOLD MEDALS TO THE TRAINEES

The Local Committee of the Regional Co-operative Training Centre at Indore at its meeting held in October 1959, considered an offer made by an ex-Lecturer of the training Centre to donate a silver medal to the trainee of the long-term course at the Centre, who stood first in the subject of Book-keeping and Accountancy. The offer was not accepted by the Local Committee. However, the Committee recommended for the approval of the Central Committee a proposal to offer gold medals costing Rs. 50 and Rs. 30 to the trainees who stood first and second respectively in the final examination of the long-term course.

2. The proposal was examined by the Secretariat of the Central Committee. It was, however, thought that the practice of giving gold medals to the trainees was not very desirable and if it was accepted at one Centre, it would have to be adopted at all the Centres including the existing Block Level Co-operative Officers' Training Centres financed by the Government of India. Moreover, the Central Committee has always been in favour of progressively doing away with too much dependence on examinations as such. Awards of prizes, medals, etc. are however usually more associated with the examination system. The suggestion was, therefore, not accepted. The note is placed before the Standing Sub-Committee for information.

**NOTE X****TRAINING FACILITIES IN SCIENTIFIC METHODS OF STORAGE AT HAPUR TRAINING CENTRE—  
SUGGESTION FROM GOVERNMENT OF INDIA**

The Ministry of Community Development and Co-operation have in their letter No. 1-5/59-CT dated 28 January 1960 (Appendix 35) suggested that in view of increase in the marketable surplus of agricultural produce, and consequently increased importance of facilities for storage, the present syllabus for the short-term course in Co-operative Marketing conducted by the Central Committee should be orientated to include the study of storage problems and scientific storage technique and inspection. In this direction, the Ministry has also suggested that the teaching staff at the Regional Co-operative Training Centres may be deputed for training at Hapur Training Centre where the necessary facilities are available.

2. The present syllabus of the Marketing Course includes some kind of general study of the methods and rules of storage, grant of loans and subsidies for construction of godowns and coordination of the warehousing schemes with co-operative marketing. The technical and scientific aspects of storage which form part of the Hapur Course are not taught at our Training Centres.

3. In this connection, it may be observed that the Central Committee and the Standing Sub-Committee have always held the view that the main responsibility of the Central Committee is to impart training in co-operation to personnel at all levels and in all spheres in the co-operative sector and any kind of technical training would have to be arranged for by the Government through some specially organised unit and not by the Central Committee. The question of revision of syllabus of the courses conducted by the Central Committee to include the above technical training or to depute the teaching staff to Hapur for the same does not arise.

4. However, certain preliminary knowledge of the technical aspects of marketing will be useful. In the syllabus of the Intermediate Officers' Course, there are some topics on the Elements of Agriculture which cover certain technical problems in the field of Agriculture and this portion of the syllabus is covered by special lectures by experts on the subject. On the same lines, we may arrange for some special lectures to cover the technical aspects of the Inspection and Storage problems and also include the study of these problems in the practical training programmes of our Marketing Course trainees without professing to have given them any specialized training on the technical side.

## NOTE XI

### COMMENCEMENT OF SESSIONS AT BLOCK LEVEL CO-OPERATIVE OFFICERS' TRAINING CENTRE, KOTA AND REGIONAL CO-OPERATIVE TRAINING CENTRE, INDORE

The Joint Registrar of Co-operative Societies, Madhya Pradesh has requested that the long-term courses at the Regional Co-operative Training Centre, Indore and the Block Level Co-operative Officers' Training Centre, Kota should commence from 15 April every year. It has been explained that the commencement of the courses in February and March dislocates the work of the blocks and also creates some difficulties in full utilisation of funds. The views of the Principals of the Centres in the matter have been ascertained and are summarised below.

#### *Regional Co-operative Training Centre, Indore*

The Principal, has opined that the course at Indore may commence on 16 June every year for the following reasons:

(i) It will be possible for the State Government to plan postings and transfers of staff without dislocation of work as is happening now.

(ii) The candidates may settle their domestic affairs conveniently. At present, they have to leave their homes when examinations of their children are approaching.

(iii) The training period, if commenced from 16 June, would coincide with the sessions of other educational institutions in the area.

(iv) New lecturers posted to the centre will be able to arrange for admission of their children to schools etc.

(v) The first part of the practical training will not coincide with the rainy season if the sessions are started from June-July.

#### *Block Level Co-operative Officers' Training Centre, Kota*

The Principal, Block Level Co-operative Officers' Training Centre, Kota is also of the same opinion. The commencement of the course in February is inconvenient for the following reasons:

(i) Kota is extremely hot from April to June.

(ii) If the trainees are to go on practical training tour in May-June as they have to do if the session commenced in February, the practical training will not be effective as the executive

Staff of Co-operative Department are busy with collection of overdues and cannot pay any attention to the trainees.

(iii) If the session commenced in April, the trainees will have to go on practical training tour in August and September when some areas of the country are inaccessible.

To overcome these difficulties, the Principal suggests that the session may commence in July every year.

As will be seen from the above, the Principals of the Centres are not in favour of commencing the course in April but desire that it should commence in June-July. If the Registrar accepts the same, the courses at these two centres may commence in June-July every year. This, however, can be given effect to from the year 1961-62 as the current sessions at Kota and Indore have already commenced on 18 February 1960 and 1 March 1960 respectively.

It may be stated in this connection that if we decide to give effect to this in 1961, the current sessions at Kota and Indore will end on 17 February 1961 and 28 February 1961 respectively leaving a gap period of four to five months. The problem of engaging the teaching staff during February to June in 1961 will have to be tackled. Perhaps, some of the Refresher Courses or re-orientation courses conducted by us may be held at these centres. In view of the paucity of suitable guides for guiding trainees on practical training tours, it is also possible that the lecturers of these Centres may be asked to work as guides for trainees of other centres like Indore. The marketing course at Indore will begin on or about 15 September 1960 and it will be in session at that time. If the Standing Sub-Committee approves the suggestion, suitable action would be taken with regard to Kota and Indore. In light of the experience gained at these centres in this respect, we would review the position with regard to other centres to introduce uniformity.



**NOTE XII****INTERNATIONAL CO-OPERATIVE ALLIANCE SEMINAR  
AT DELHI—NOVEMBER-DECEMBER 1960**

Mr. Bertil Mathsson of the Swedish Co-operative Union and Wholesale Society met the Member-Secretary in the last week of March 1960 and had discussions with him in connection with a Seminar proposed to be organised by ICA in November-December 1960 on problems of leadership in co-operative movement. The Seminar is to be held at Delhi and the total number of participants would be about 25 to 30 from Ceylon, Burma, India, Phillipines and Singapore. The travel cost is expected to be provided by the ICA and other expenses are to be borne by the delegates themselves or their sponsoring institutions. Mr. Mathsson had already met Shri S. K. Dey, Prof. D. G. Karve and officials of the Government of India.

2. It was suggested to Mr. Mathsson that the Seminar might concentrate on certain aspects of leadership such as the role of the State, the role of co-operative unions and the role of the professional managers of co-operative institutions in providing leadership for the co-operative movement. For this purpose, it was agreed that functions of leadership in co-operative movement should be clearly defined. Mr. Mathsson explained that the Swedish project would be attached to the Centre of the International Alliance at Delhi and form a part of it. The initial capital investment on ICA Centre at Delhi will be financed by Sweden. Further, research projects on specific problems, seminars for top level people, establishing contacts with co-operative movement of Western countries and development of extension programmes may also be financed by the Swedish Government. There will be an Advisory Committee for the International Co-operative Alliance Centre at Delhi. The procedure followed in FAO and ILO seminars was explained to Mr. Mathsson and it was generally agreed that the same procedure might be followed in the seminar proposed to be conducted at Delhi.

For information of the Standing Sub-Committee.

## NOTE XIII

### RECRUITMENT OF TEACHING STAFF FOR THE CO-OPERATIVE TRAINING CENTRES RUN BY THE CENTRAL COMMITTEE

At present, most of the Principals and lecturers of the 13 training centres are retired officers of the Co-operative Department and only a few of them are on deputation from the State Governments. In view of the paucity of the staff, the Reserve Bank of India had to depute one of its officers as Principal of Block Level Co-operative Officers' Training Centre at Dhuri. Deputation of another officer as Principal of Block Level Co-operative Officers' Training Centre, Bhavnagar is also contemplated. Since the posts are not advertised, considerable difficulty is experienced in obtaining suitable persons for these posts which require a certain standard of academic qualifications, co-operative experience and an aptitude for teaching. The Co-operative Departments and institutions usually find it difficult to spare qualified and efficient members of their staff for being sent on deputation with the Central Committee. It is also observed that in many cases, the officers spared by the Departments, in view of their age and background are not quite active or well informed of recent developments in the field of co-operation. To tide over this difficulty, the creation of a pool of adequately qualified men by way of drawing four or five officers from the Co-operative Department of each State was thought of. In December 1959, a circular letter was issued to all State Governments requesting them to suggest a panel of qualified officers for inclusion in the pool. It was indicated in the letter that the officer recommended should (i) be 40-45 years of age, (ii) possess good academic qualifications and field experience and (iii) have an aptitude for teaching. The response from the State Governments to this circular has, however, been disappointing. Replies have been received only from three States namely Kerala, West Bengal and Madras and the officers recommended by these States too do not in any way come up to the standards expected by the Central Committee. The candidates suggested by Madras, for instance, are all in the cadre of Co-operative Sub-Registrars.

3. In the circumstances, it is for the consideration of the Standing Sub-Committee whether the vacancies for the posts of lecturers should be advertised and applications invited from eligible candidates for open recruitment. The advertisements may perhaps be made twice a year. The applicants as well as those recommended by Governments as hitherto may be interviewed and a final list of suitable persons prepared. A small cadre of the level

of the Rural Credit Officers in Agricultural Credit Department may be created and they may be given some initial training in the Agricultural Credit Department. The present grade of Lecturers of our Training Centres is Rs. 250-15-370-20-450. Thereafter, they may be posted as and when vacancies arise. If this method is adopted, we will have a wider field to select members of our teaching staff for immediate appointments and for filling up the vacancies that may arise from time to time.

PROCEEDINGS OF THE TWENTYSECOND MEETING OF  
THE STANDING SUB-COMMITTEE OF THE CENTRAL  
COMMITTEE FOR CO-OPERATIVE TRAINING  
HELD AT POONA ON 19TH APRIL 1960

*Present*

1. Prof. D. G. Karve
2. Shri M. R. Bhide
3. Shri B. Venkatappiah

Shri J. C. Ryan, Member-Secretary, did not attend the meeting as he was on leave. Shri T. S. Rao, who is in current charge of the duties of the Office attended the meeting.

*ITEM I: Review of progress in the training programmes.*

The Chairman said that in regard to the Senior Officers' Course, it might be ensured that all the States depute adequate number of candidates. If the requirements of a particular State are more, they should not be met at the cost of the normal requirements of seats for the other States. With regard to the Intermediate Course at Ranchi, the members of the Committee particularly noted the underutilisation of the capacity of the Centre during the sixth session. The Committee was informed that the Registrars of Bihar and West Bengal were already approached in the matter. In regard to the special course in Co-operative Marketing at the different centres, the Committee noted the small number of institutional candidates that are being deputed. It was decided to address the State Governments in the matter. Deputy Governor (Shri B. Venkatappiah) said that while classifying the departmental candidates on deputation with institutions, they would be separately shown. If they are shown as departmental, proper indication should be given to show that they are on foreign service with the institutions. With regard to the short-term course at Tirupati, it was agreed that the State Governments concerned (*i.e.*, Madras and Andhra) should confirm that they would continue to depute only well qualified persons with long experience for the course. If persons with less experience are deputed, it will be necessary to organise a long-term course. Shri Bhide suggested the need to shift the centre to Mysore or Kerala as Hyderabad would continue to supply the needs of Andhra. It was, however, decided to take up this question at a later, more appropriate stage.

*ITEM II: Review of action taken on the proceedings of the 21st meeting of the Standing Sub-Committee held at Poona on 21 November 1959.*

In regard to the land mortgage banking course, the Chairman said that this was one of the Courses which had been considered

as very useful and was being fully utilised right from the beginning. It was, therefore, agreed at the suggestion of the Deputy Governor, Shri B. Venkatappiah that steps should be taken to see that the organisational and promotional aspects of land mortgage banking work are also included in the training programme so as to see that proper attention is given to the positive expansion of land mortgage banking business. At present, these aspects are not adequately covered.

*ITEM III: Relaxation of the condition of minimum qualification for admission to the Junior Officers' Training Course—Madhya Pradesh, Rajasthan & Manipur.*

The Standing Sub-Committee approved that a special course for the non-qualified candidates may be conducted in the States concerned. With regard to Manipur, the Committee accepted the suggestion to make separate arrangements at the Manipur Institute to train their less qualified personnel. The adapted short course will be of about 3 months' duration and will be run by the State Governments. The expenditure on certain items of the course would be shared by the Government of India as in the case of the Junior Officers' Course. The syllabus of the course will be selective with reference to the job and practical training programme will be for a suitable period. Such a course will have a greater emphasis on job training. It was decided to take up the matter with the Government of India. In the course of discussions of non-availability of suitably qualified personnel in different States, the Deputy Governor, Shri B. Venkatappiah stated that in Orissa, the paucity of suitably qualified staff to hold the posts of junior category in the co-operative department was keenly felt. The minimum qualification prescribed for a post of a Sub-Inspector in co-operative department is intermediate. However, in Orissa only matriculates are available for recruitment in this category. Shri Venkatappiah mentioned that the State Government authorities were faced with the problem of making up for the backlog of 200 people in the co-operative department which form about  $\frac{1}{3}$ rd of the total capacity of the staff of the junior category in Orissa State. The State Government, therefore, wanted to relax the minimum qualification prescribed for the recruitment of the junior co-operative officers and was contemplating the recruitment of matriculates for the posts. The State Government, however, wanted to make up for the deficiency in the general background and education of all such less qualified recruits by way of organising a course which would be of a longer duration of say, 2 years. The course for departmental inspectors at Cuttack is at present of 9 months' duration. In this context, the Chairman made it clear that it was not within the scope of the functions of the Central Committee to provide for supplementary general education to less

qualified people. The Central Committee will undertake the full responsibility for co-operative education as such, and it will be prepared to extend the duration beyond 9 months for the purpose as in Madras and Andhra. If the State Governments desire to train up their matriculates for bringing them up to the level of intermediates, it should be more properly done through Universities in which case the Central Committee would, if necessary, assist by providing teachers in co-operation or other arrangements for general education. It was agreed that this task should be left to the State Governments. In this connection, Shri Venkatappiah pointed out the unsatisfactory state of affairs with regard to the existing staff of many large-sized societies and the need for starting *ad hoc* courses so that the personnel of large-sized societies be trained. It was agreed to take up this matter further with the State Governments.

**ITEM IV:** *Extension of duration of training period at the Junior Co-operative Officers' Training Centre at Srinagar in Jammu & Kashmir State.*

It was agreed that the Jammu and Kashmir Government might be allowed to extend the duration of the course from six months to one year. It was suggested that the details of the structure of the longer course should be finalised in consultation with the State Government.

**ITEM V:** *Implementation of the decision of the Central Committee and recommendations of the Principals' Conference regarding the reorganisation of training courses.*

**A. (I) Revision of course—Senior Officers' Course.**

The suggestions in the note placed before the Standing Sub-Committee meeting were approved, subject to the following:

(i) In regard to the admission of candidates, it should be made clear that in the case of candidates who have already completed some basic training course like the Intermediate Officers' Course and who have also satisfied the other conditions prescribed for admission, the condition with regard to the educational qualifications *viz.* a degree of a recognised University should not be insisted upon. It was also decided that the new condition of eligibility should be enforced progressively.

(ii) In regard to suggestion that the Government of India should be requested to send a draft set of rules for adoption by State Governments and also the major co-operative institutions like co-operative banks, marketing societies etc., it was decided that this matter should appropriately be taken up by the Agricultural Credit Department instead of the Central Committee for Co-operative Training.

(iii) In regard to the suggestion of having a separate session of the course for institutional candidates, it was decided that steps should be taken to organise such a course exclusively for institutional candidates during the period July-December 1961. The Chairman said that the course should be organised even if we get a minimum number of 20 candidates. It was, however, agreed that attempt should be made to get a larger number. It was agreed that the course should be mainly intended for banking and marketing institutions. It was decided to address the State Governments and the institutions concerned in the matter. The Chairman also suggested that the inspection wing of the Agricultural Credit Department may ensure that sufficient number of institutional candidates are deputed for this course. In the meantime, as suggested in the note, the institutional candidates may be suitably grouped for facilitating special training which they may require according to their needs.

#### (II) Intermediate Officers' Course.

The suggestions in the note placed before the Committee were approved. It was specifically noted that consequent on the equation of the courses at the Block Level Co-operative Officers' Training Centres, institutional candidates may have to be admitted at the Block Level Centres. The question of payment of stipend etc. to these candidates by the Government of India has, therefore, to be taken up immediately. It was also noted that the cost of guidance for practical training would increase in the case of Block Level Co-operative Officers' Training Centres with the acceptance of the suggestions in the note. Suitable action in this respect will be taken by the Government of India.

#### B. Revision of syllabus—Intermediate Officers' Course.

Revision of syllabus indicated in the note placed before the Standing Sub-Committee was approved.

#### C. Revision of forms of certificates.

The forms of certificates etc. placed before the Standing Sub-Committee Meeting were approved, subject to the following:

(i) On all the certificates issued for different courses, a heading 'Central Committee for Co-operative Training' should be given.

(ii) Certificates of all courses should be signed by the Member-Secretary of the Central Committee for Co-operative Training and by the principals of the respective training centres.

#### D. & E. Senior Officers' Training.

The notes on the subject were approved. It was, however, decided that the nature of the course is better described as Centre

for Directing Officers of departments. It was suggested that the course should give more emphasis on discussions and should last for about 3 weeks. The first course should begin sometime in January 1961 at Poona.

**ITEM VI:** *Orientation Course for M.Ps., M.L.As, Development Commissioners, Secretaries, etc.*

The note on the subject was approved, subject to the following :

(i) Instead of calling this a 'Orientation Course', it should be called 'Orientation Seminar', or a 'Discussion Centre'.

(ii) It should be conducted for about 10 days.

(iii) Among the invitees for the course should be included top level directing officers like Managing Directors of co-operative organisations.

(iv) Among the expert lecturers should be included some persons with field experience such as the Manager of successful co-operative farms.

(v) It was noted that the Government of India will meet all the expenses of the seminar. It was agreed that the course should be conducted sometime in September-October at Poona.

**ITEM VII:** *Use of the premises of the Training Centres for purposes outside the scope of activities of the Central Committee.*

It was agreed that the use of premises of the Training Centres should be allowed only to recognised co-operative and educational organisations provided they are prepared to bear the maintenance and incidental expenses such as those on electricity and water and are prepared to make up for the damages, if any, caused to the furniture and premises of the Training Centre. Such use should be sparingly made and the normal work of institutions should in no case be disturbed.

**ITEM VIII:** *Institutional membership of the Bombay Management Association.*

It was agreed that the Co-operative Training College, Poona should be advised to be an institutional member of the Bombay Management Association.

**ITEM IX:** *Award of gold medals to the trainees.*

The note placed before the Standing Sub-Committee was approved. It was the general feeling of the Committee that award of individual medals and prizes should be discouraged even in respect of sports.



**ITEM X:** *Training facilities for scientific methods of storage at Hapur—Suggestion from Government of India.*

The note placed before the Standing Sub-Committee was generally approved. It was agreed that certain portions covering the primary and technical aspects of marketing and storage should be included in the syllabus for Marketing Course and these portions should be covered where possible by supplementary lectures by experts on the subject.

**ITEM XI:** *Commencement of sessions at the Block Level Co-operative Officers' Training Centre, Kota and Regional Co-operative Training Centre, Indore.*

It was agreed that steps should be taken to commence sessions at both the Centres in June-July which should normally be the period of commencement of all Intermediate Training Courses.

**ITEM XII:** *International Co-operative Alliance Seminar at Delhi, November—December 1960.*

The note was recorded.

**ITEM XIII:** *Recruitment of teaching staff for the Co-operative Training Centres run by the Central Committee.*

The Chairman indicated that advertisement will be a supplementary source of getting suitably qualified and experienced persons to work as lecturers at the training centres. It was also agreed that as the Central Committee is responsible for making appointments of Principals and other members of the teaching staff at the various training centres, it should maintain a suitable list from which competent staff can be drawn.

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

*(28 July 1960 at the Reserve Bank of India, Bombay)*

**AGENDA**

**NOTES**

- I. Review of Progress in the training programmes.
- II. Review of action taken on the proceedings of the 22nd meeting of the Standing Sub-Committee.
- III. Industrial Co-operatives—Training of Personnel.  
(Printed as note for 24th meeting.)
- IV. Orientation Seminar for M.Ps., M.L.As., Development Commissioners, Secretaries etc.
- V. Purchase of land for the Regional Co-operative Training Centre—Northern Zone.
- VI. Leave Rules for Junior Co-operative Officers' Training Centres.
- VII. Request from Government of West Bengal to grant an outfit allowance to the trainees of the Regional Co-operative Training Institute, Kalimpong.
- VIII. Relaxation of minimum qualification for admission to the Junior Co-operative School in Himachal Pradesh.
- IX. Forms for use in the practical training of the trainees in Marketing Courses: Consideration of the recommendations of the Sub-Committee.
- X. Formulation of Third Five Year Plan—Report of the Working Group on Co-operation. (Not printed)
- XI. Recruitment of teaching staff for the Co-operative Training Centres run by the Central Committee.
- XII. Organizational & Promotional aspects of Land Mortgage Banking—Proposals for inclusion in the syllabus of Senior Officers' Course.

## NOTE I

## REVIEW OF PROGRESS IN THE TRAINING PROGRAMMES

The present review covers a period of three months since the Committee met last. During this period, new sessions for the Intermediate Officers' Course commenced at the Poona, Madras and Ranchi Centres, for Marketing Course at the Meerut and Madras Centres, for Land Mortgage Banking Course at the Madras Centre, for Senior Officers' Course at the Poona Centre and for Block Level Co-operative Officers' Course at the Faizabad, Patiala, Kalyani and Tirupati. Details of courses in session are given below:

(i) *Senior Officers' Training Course*

The XV session which commenced on 14 December 1959 was over on 13 June 1960. The XVI session *i.e.* the current session which commenced on 1 July 1960 with 36 officers from various States as shown below will come to a close on 31 December 1960. The total number of trainees who have so far completed training in the above course comes to 505.

State	Number of candidates admitted		
	Departmental	Institutional	Total
Andhra Pradesh	2	—	2
Assam	—	1	1
Maharashtra	6	—	6
Gujarat	3	—	3
Kerala	1	—	1
Mysore	3	—	3
Himachal Pradesh	1	1	2
Madhya Pradesh	1	3	4
Orissa	2	—	2
Punjab	—	1	1
Rajasthan	3	3	6
Uttar Pradesh	—	1	1
West Bengal	3	1	4
Total	25	11	36*

(ii) *Intermediate Officers' Training Course*

Uptil now, 1,125 officers have been trained at the Intermediate Officers' Course and 239 are undergoing training currently. The progress made in the conduct of this course is evident from the following table.

\*This information is as on 20-7-60. Final joining report is awaited

Centre	States served	No. of current session	Date of commencement	Date of closing	No. of candidates reporting in the current session				No. of candidates already trained
					D	I	P	T	
1	2	3	4	5	6				7
Poona	Maharashtra & Gujarat (i.e. former Bombay)	VIII	1-7-60	30-6-61	50	19	..	69	426
Madras ..	Madras, Andhra Pradesh, Mysore, Kerala	VII	15-7-60	14-6-61	36	12	..	48	234
Mecrut ..	Uttar Pradesh, Jammu and Kashmir, Delhi, Punjab, Himachal Pradesh, Nepal (Colombo Plan)	V	15-2-60	14-1-61	41	5	..	46	109
Ranchi ..	Manipur, Tripura, Assam, West Bengal, Orissa, Bihar	VII	1-7-60	31-5-61	29	1	..	30@	212
Indore ..	Rajasthan and Madhya Pradesh ..	V	1-3-60	31-1-61	43	3	..	46	144

D= Departmental

I= Institutional

P= Private

T= Total

@ This information is as on 20-7-60.

The final joining report is awaited.

(iii) *Special Course in Co-operative Marketing*

Uptil now 1,013 officers have been trained at the Co-operative Marketing Course and 118 are undergoing training currently. The progress made in the conduct of this Course is evident from the following table:

Centre 1	States served 2	No. of current session 3	Date of commencement 4	Date of closing 5	Candidates under training			No of candidates already trained 7
					D	I	T	
4 Months' Course Poona ..	Maharashtra, Gujarat (i.e. former Bombay) Mysore, Mauhya Pradesh, and Rajasthan ..	XI	23-3-60	21-7-60@	20	1	21	266
Madras ..	Andhra Praoesh, Kerala, Madras, Orissa, West Bengal ..	IX	28-5-60	27-9-60	20	1	21	224
Mecrut ..	Assam, Uttar Pradesh, Bihar, Punjab, Tripura, Jammu and Kashmir, Delhi, Manipur and Himachal Pradesh	XI	16-5-60	15-9-60	23	1	24	255
6 Months' Course Ranchi ..	Assam, Bihar, Manipur, Orissa, Tripura, Uttar Pradesh, West Bengal & Jammu and Kashmir ..	VI	15-2-60	13-8-60	24	6	30@@	173
Indore ..	Andhra Pradesh, Maharashtra, Gujarat, Mysore, Madhya Pradesh, Kerala, Punjab, Delhi, Rajasthan, Himachal Pradesh, Madras & Jammu and Kashmir ..	V	1-3-60	31-8-60	20	3	23	95

(iv) *Special Course in Land Mortgage Banking*

The ninth session which commenced on June 17, 1960 with 34 trainees is in session. Of the 34, 28 are departmental and 5 are institutional and one from the Economic Department, Reserve Bank of India. The number of candidates so far trained is 310 (Departmental 235 and Institutional 75). This course caters to the needs of all the States.

@ The twelfth session will commence from 8 August 1960

@@ Institutional candidate from West Bengal discontinued training in the middle.

(v) *Block Level Co-operative Officers' Training Course*

Uptil now 2,566 officers have been trained at the Block Level Co-operative Officers' Training Course and 597 are undergoing training currently. Details pertaining to the course conducted at the various Centres are given in the following table:

Centre	States served	No. of current session	Date of commencement	Date of closing	No. of candidates undergoing training	No. of candidates already trained
1	2	3	4	5	6	7
Faizabad .. Kota ..	Uttar Pradesh, Rajasthan and Madhya Pradesh	V	9- 5-60	31-3-61	89	428
Hyderabad ..	Mysore, Andhra Pradesh, Kerala and Bombay as a special case	V	18- 2-60	17-1-61	92	343
Patiala (i.e. former Dhuri)	Punjab, Jammu & Kashmir, Delhi, Uttar Pradesh and Himachal Pradesh	V	13-10-59	12-9-60	55*	195
Bhavnagar ..	Maharashtra and Gujarat (i. e. former Bombay)	V	9- 5-60	31-3-61	74	241
Kalyani ..	West Bengal, Assam, Manipur, Tripura, N.E.F.A. and N.H.T.A.	V	1- 7-60	31-5-61	32@	199
Gopalpur-on-Sea..	Bihar and Orissa	V	2-11-59	30-9-60	119	378
Tirupati (short-term course of 3½ months)	Madras & Andhra Pradesh	XIV	18- 5-60	1-9-60	50	541

\* Three candidates from Bombay State discontinued training in the middle.  
@This information is as on 20-7-60. The final joining report is awaited.

(vi) *Junior Co-operative Officers' Training Course*

There was no important development to report in this regard. The number of schools functioning remained unchanged at 58.

(vii) *Refresher Course*

The II Refresher Course for the teaching staff of the Junior Schools in the Eastern and Southern Zones i.e. in the States of Assam, Bihar, Manipur, Orissa, West Bengal, Madras, Mysore, Kerala and Andhra Pradesh was conducted at the Central College, Bangalore from 1 June to 22 June 1960. Thereafter, the lecturer-trainees were given practical training for two weeks in Eluru (Andhra Pradesh) Salem and Coimbatore Districts (Madras State) in three batches. Of the 40 candidates attending the course, 28 were from the Junior Officers' Training Schools and 12 from the Extension Training Centres conducted by the Government of India.

(viii) *Training of Officers of the Central Committee in foreign countries*

At the sixth meeting of the Central Committee for Co-operative Training, it was decided to depute two officers from the Reserve Bank for training to certain selected countries. Accordingly, Shri V. Sivaraman, Deputy Chief Officer and Dr. S. B. Mahabal, Assistant Chief Officer, in the Secretariat of the Central Committee were sent to Canada, U.S.A., U.K., and other continental countries in April 1960. They have since returned to India after completing a 9 weeks' study tour and their tour reports are under preparation.

(ix) *Review of work relating to the publication of books*

In pursuance of the decision at the 21st meeting of the Sub-Committee to publish text books on various subjects, work relating to the preparation of three books was undertaken and the stage of work in respect of each of them is as follows:

(a) Co-operative Law

The work of writing the book is entrusted to Shri M. D. Vidwans, lecturer, Co-operative Training College, Poona and Shri S. Rajagopalan, Joint Registrar of Co-operative Societies, Madras. It is learnt that Shri Vidwans has nearly completed his draft for the book. We have urged Shri S. Rajagopalan to expedite the work at his end so that an agreed joint book could be prepared soon.

(b) Co-operative Audit

The work of writing the book is presently entrusted to Shri V. Vedantachari, Principal, Block Level Co-operative Officers' Training Centre, Gopalpur-on-Sea and Shri Singara Raju Pillai, a Lecturer at the same Centre. Earlier, the work was entrusted to Shri Keshav Kini, ex-Principal of the Block Level Co-operative Training Centre, Bhavnagar, but as he was, in the meanwhile, reverted to the service of Madras Government who had deputed him to serve with the Central Committee for some years, he expressed his inability to complete the work. It has now been entrusted to Shri V. Vedantachari and Shri S. R. Pillai. Their synopsis for the book is expected to be ready shortly.

(c) Business Management

Synopsis for this book has been received from Shri A. Venugopala Rao, Principal, Block Level Co-operative Officers' Training Centre, Tirupati, and Shri B. N. Choubey, Lecturer, Regional Co-operative Training Centre, Ranchi. Comments on the synopsis have been obtained from Shri Y. B. Gaitonde, Managing Director, Bombay State Co-operative Marketing Society and Prof. V. S. R. Murthy, Reader in Business Management, University of Bombay. The synopsis and the comments are being examined by the Secretariat.

Since 1 June 1960, a separate section in the Training Division of the Agricultural Credit Department has been created to look after the programme of preparation of text-books.

(x) *Co-operative Film Project*

Mr. A. W. Acland, Film Expert, deputed by the Canadian Government under the Colombo Plan, has been with the Central Committee for the last 6 months. During the initial month, Mr. Acland undertook preliminary tours to acquaint himself with the co-operative movement in the country and to assess the requirements of the Training Centres, Co-operative Departments, and the general public in regard to the audio visual aids for co-operative education and training. Work has commenced on the planning of films and filmstrips and measures are being taken to implement the programme of production. A separate Audio Visual Section has also been formed in the Training Division to look after the work of the Co-operative Film Project.

The Reserve Bank of India, *vide* their memorandum dated 16 May 1960, have constituted a Film Advisory Committee to supervise and approve various measures that would be necessary to implement the scheme for preparing films, filmstrips and other audio visual aids for co-operative education and training. A copy of the Memorandum is given as Appendix 36.

The First Meeting of the Film Advisory Committee was held on 22 June 1960 under the Chairmanship of Prof. D. G. Karve. The meeting, among other things, approved the programmes for the films and filmstrips on 'Coir Co-operatives', 'Handloom Co-operatives' and 'Dairy Co-operatives'. The film on 'Handloom Co-operatives' is expected to be shot before October 1960 and that on 'Coir Co-operatives' in the months of October to December 1960. A copy of the proceedings of the meeting is given as Appendix 37.

The import license for importing equipment and raw stock to be received from the Canadian Government under the Colombo Plan has now been received from the Government of India and action is being taken to import the material. A part of the equipment has already arrived and stock of raw film is expected to be received shortly.



## NOTE II

### REVIEW OF ACTION TAKEN ON THE PROCEEDINGS OF THE TWENTYSECOND MEETING OF THE STANDING SUB-COMMITTEE HELD AT POONA ON 19 APRIL 1960

#### ITEM I—*Review of Progress*

While reviewing the utilization of training facilities, the Chairman desired that in regard to the Senior Officers' Course, it might be ensured that all States depute adequate number of candidates. It may be stated that the facility is generally utilized by all States whose requirements are fully met. As regards small number of institutional candidates deputed for Marketing Course and classification of departmental candidates, the Registrars of Co-operative Societies have been addressed and replies have so far been received from 7 States. The Registrar of Co-operative Societies, Delhi has replied that there are only two co-operative marketing societies newly organised in the area and that their Managers will be deputed for training for the next session of the course. The Punjab State has assured that more candidates will be deputed in future. In Kerala, new marketing societies have been organised only during the Second Plan period and those institutions find it difficult to meet the cost of training as they are not financially so sound. It is hoped that these societies will be in a position to depute their staff for training in due course. Gujarat State has come into existence recently and the new State has requested for details of the training courses conducted by the Central Committee and has also assured that sufficient number of institutional candidates will be deputed for training. In Uttar Pradesh, the Secretary-cum-Manager of the marketing societies is usually a departmental hand who is trained at our training centre. The Registrar has stated that candidates, if any, will be deputed for training after consulting his Regional Offices in the State. In the Madras State, departmental officers are deputed as managerial staff of the marketing societies. The Registrar has issued a circular to all the marketing institutions impressing the need for training. Replies from the remaining Registrars of Co-operative Societies, who are since reminded in the matter, are awaited. With regard to the short-term course at Tirupati, it was agreed that State Governments concerned (*i.e.* Madras and Andhra) should confirm that they would continue to depute only well qualified persons with long experience for the course. If persons with less experience are deputed, it will be necessary to organise a long-term course. The Madras and Andhra State Governments have been asked to let us know if they still have officials who have undergone a basic period of 12 months' training and also

had some years of experience in the Co-operative Department who would be sent to the shorter course at Tirupati for further training. After getting the data, the question of the substitution of the short course by a long course will be considered.

**ITEM II—Review of action taken**

In regard to the land mortgage banking course at Madras, the Deputy Governor, Shri Venkatappiah suggested that steps should be taken to see that the organizational and promotional aspects of land mortgage banking work were also included in the training programme so as to see that proper attention is given to the positive expansion of land mortgage banking business. The Chairman directed that one of the officers of the Central Committee might visit the Madras Centre and submit a report on this course. The report has since been submitted and is under the consideration of the Secretariat of the Central Committee. This is considered separately as item XII on the agenda in the present meeting of the Standing Sub-Committee.

**ITEM III—Relaxation of the condition of minimum qualification for admission to the Junior Officers' Training Course, Madhya Pradesh, Rajasthan and Manipur**

During the course of discussion, Shri Venkatappiah pointed out the unsatisfactory state of affairs with regard to the existing staff of many large-sized societies and the need for starting *ad hoc* courses so that the personnel of large-sized societies could be trained. It was agreed to take up this matter further with the State Governments. Circular letters to all the Registrars of Co-operative Societies have been issued requesting them to furnish us information regarding details of experience, qualifications, training etc. of the personnel of the large-sized co-operative societies in their States before 30 September 1960. So far, we have received replies from West Bengal, Maharashtra and Tripura stating that the staff of large-sized co-operative societies have already had some co-operative training and no further training is, therefore, necessary for the staff of the large-sized societies in these States. The replies from the other Registrars are awaited.

The Standing Sub-Committee approved that a special course for the non-qualified candidates might be conducted in the States concerned. With regard to Manipur, the Committee accepted the suggestion to make separate arrangements at the Manipur Institute to train their less qualified personnel. The adapted short course with a greater emphasis on job training will be of about 3 months' duration and will be conducted by the State Governments. The expenditure on certain items of the course would be shared by the Government of India as in the case of Junior Officers' Course.

The syllabus of the course will be selective with reference to the job and the practical training programme will be for a suitable period. It was decided to take up the matter with the Government of India who have been addressed in the matter to take suitable steps in this regard.

*ITEM IV—Extension of duration of training period of the Junior Co-operative Officers' Training Centre at Srinagar in Jammu and Kashmir*

It was agreed that the Jammu and Kashmir Government might be allowed to extend the duration of the course from six months to one year. It was suggested that the details of the structure of the longer course should be finalised in consultation with the State Government. The State Government's reply is awaited for finalizing the details of the structure of the longer course.

*ITEM V—Implementation of the decision of the Central Committee and recommendations of the Principals' Conference regarding the reorganization of training courses*

Revision of Senior Officers' Course.

(i) The question of sending draft rules for adoption by State Governments and important co-operative institutions is being taken up by the Agricultural Credit Department.

(ii) As regards conducting a course exclusively for institutional candidates from July to December 1961, a circular letter has been issued to all the Registrars of Co-operative Societies to ascertain as to how many of such personnel will be available for such training. From the replies received so far, it seems the response would be good.

*ITEM V(A)—Revision of Course—Intermediate Officers' Course*

It was specifically noted that consequent on the equation of the courses, institutional candidates might have to be admitted to the Block Level Centres. The Government of India have been informed accordingly.

The approval of the Government of India for the increase in travelling allowance and D.A. etc. consequent upon the equation of the courses has been sought.

*ITEM V(B)—Revision of syllabus—Intermediate Officers' Course*

The Regional Co-operative Training Centres, Ranchi and Madras and the Co-operative Training College, Poona, have been

asked to introduce revised syllabus from the current sessions which have commenced in July 1960. As regards the Regional Co-operative Training Centres at Meerut and Indore, the Principals have been requested to introduce the revised syllabus from the next sessions which will commence in 1961.

**ITEM V(C)—Revision of forms of certificates**

The revised forms of certificates are being introduced and arrangements are made for their printing by the Secretariat of the Central Committee.

**ITEM V(D & E)—Centre for Directing Officers of Departments**

The Development Commissioners of all the States have been informed by a circular letter about our intention to organize such a course and are requested to depute suitable candidates for the course.

**ITEM XI—Orientation Seminar for M.Ps., M.L.As., Development Commissioners etc.**

The scheme is submitted for consideration of the present meeting of the Standing Sub-Committee in the light of the recommendations of the 22nd meeting.

**ITEM VII—Use of Training Centres' premises**

The Training Centres have been instructed suitably in the matter.

**ITEM VIII—Institutional membership of the Bombay Management Association**

The Co-operative Training College, Poona, has been advised to become a member of the Bombay Management Association.

**ITEM IX—Award of gold medals to the trainees**

The Training Centres have been instructed suitably in the matter.

**ITEM X—Training facilities in scientific methods of storage at Hapur Training Centre**

The Government of India have been requested to spare the services of the officers of the institute for delivering lectures at the Centres whenever possible and some of the Centres have already arranged these lectures.

**ITEM XI—Commencement of sessions at the Block Level Co-operative Officers' Training Centre, Kota and Regional Co-operative Training Centre, Indore**

Action is being taken to devise measures for utilizing the gap period at both the centres.

**ITEM XII—*Recruitment of teaching staff for the Co-operative Training Centres run by the Central Committee***

It was agreed that the Central Committee should maintain a suitable list from which competent staff can be drawn. Such a list is being maintained by the Central Committee.

In the light of the Member-Secretary's fresh proposal of deputing Rural Credit Officers of Agricultural Credit Department as lecturers at the Training Centres, a note is submitted for consideration of the Standing Sub-Committee as Item XI.

## NOTE IV

### ORIENTATION SEMINAR FOR M.Ps., M.L.As., DEVELOPMENT COMMISSIONERS, SECRETARIES ETC.

In pursuance of the decision taken at the 21st meeting of the Standing Sub-Committee of the Central Committee for Co-operative Training, a scheme for the orientation seminar for M.Ps., M.L.As., Development Commissioners, Secretaries etc. was submitted for the consideration of the 22nd meeting of the Standing Sub-Committee which suggested some modifications to the scheme. The revised scheme is submitted below:—

#### *Period and place*

The Seminar will last for ten days and will be held sometime in September-October 1960 at the Co-operative Training College, Poona.

The composition of participants suggested is as follows:—

Members of Parliament	..	5
Members of State Legislatures	..	5
Secretaries to State Governments in Co-operation		
Departments	..	5
Development Commissioners	..	5
Registrars of Co-operative Societies	..	5
Managing Directors of Co-operative Organisations		5
		—
		30
		—

#### *Duration of the Seminar*

Since this Seminar will be the first of its kind and as we are not aware of the response we might get from the M.L.As., M.Ps. and senior officers of Government, its duration may be of 10 days. Subsequent Seminar could be of longer duration, if considered feasible.

#### *Contents of the Seminar*

The Seminar will consist of 3 parts:

- (a) Syndicate discussions on certain topics;
- (b) Lecture-cum-discussion by guest lecturers and
- (c) Visits to co-operative institutions.

Out of the 10 days, in 8 working days, the morning sessions could be utilized for syndicate discussions and lecture-cum-discussions. In the afternoon, the participants may visit select

co-operative institutions in and around Poona and hold discussions on the working of the institutions.

Every day, 2 hours could be utilized for Syndicate discussions and 2 hours for lecture-cum-discussions by expert lecturers. The afternoons of the remaining 2 days could be utilized for holding informal discussions in various topics relating to co-operation and for exchanging of ideas.

#### *Topics for discussion*

For the Syndicate type discussions, the following topics are suggested:

- (1) Indian Co-operative Movement, its growth, failure and revitalisation.
- (2) Role of co-operative institutions in planned economic development of rural areas.
- (3) Implications of State partnership in co-operative development plans, and
- (4) Leadership in co-operative movement.

The participants of the Seminar may suitably be divided into groups of five to seven, representing different types of experience and different regions. These groups may discuss the topics listed above for two days and on appointed days, all the groups may meet together and discuss their conclusions.

#### *Topics for lecture-cum-discussions*

For lecture-cum-discussions by experts, the following topics are suggested:

- (1) Recommendations of the Rural Credit Survey Committee
- (2) The latest Co-operative Policy
- (3) Co-operative Farming—Policy and Programme
- (4) Co-operative Legislation
- (5) Co-operative Credit and Banking
- (6) Co-operative Marketing
- (7) Co-operative Processing
- (8) Planning and Co-operation
- (9) Extension work in Co-operative Movement
- (10) Reserve Bank's role in the sphere of Rural Credit
- (11) Primary co-operative units, factors governing their success, viability, economy of operations and business efficiency

- (12) Working of co-operative sugar factories
- (13) Long-term credit; role of Land Mortgage Banks
- (14) Personnel requirements of co-operative movement and importance of training.

#### *Expert Lecturers*

From the above topics, lecture-cum-discussions may be arranged on about 8 days at the rate of one per day.

To give talks and to discuss the above points, the following eminent persons could be invited:

- (1) Shri S. K. Dey, Minister for Community Development and Co-operation
- (2) Shri V. L. Mehta
- (3) Prof. D. G. Karve
- (4) Prof. D. R. Gadgil
- (5) Dr. V. K. R. V. Rao
- (6) Dr. Ensminger of the Ford Foundation
- (7) Shri R. G. Saraiya
- (8) Shri Sriman Narayan
- (9) Shri H. V. R. Iengar
- (10) Shri B. Venkatappiah
- (11) Shri M. R. Bhide
- (12) Shri Tarlok Singh
- (13) Shri J. C. Ryan
- (14) Shri J. J. Anjaria
- (15) Shri C. R. K. Chetty, Secretary, Madras State Co-operative Bank
- (16) Manager, Subhash Co-operative Farming Society, Manjri (District Poona).

Suitable topics could be allotted to the above experts and they could be requested to be available to the participants for about 3 hours.

#### *Finances for the Seminar*

T.A. and D.A. of the senior Government officers, *i.e.*, Secretaries, Registrars and Development Commissioners will be borne by their Governments. Members of Parliament, Members of State Legislatures, Managers and Directors of co-operative organisations and non-official co-operators will be paid T.A. and D.A. according to rates applicable to Senior Officers of the Reserve



Bank. Similarly, T.A. and D.A. will be payable to guest lecturers also. On this basis, the following budget has been worked out:

	Rs.
T.A. to M.Ps, M.L.As. and non-official co-operators	2,500
D.A. to M.Ps., M.L.As. and non-official co-operators	4,000
T.A. to guest lecturers	.. 2,000
D.A. to guest lecturers	.. 400
Visits to co-operative institutions (conveyance, incidentals etc.)	.. 1,000
Miscellaneous	.. 2,000
	<hr/> 11,900
	<hr/> or say Rs. 12,000

If it is decided to pay T.A. and D.A. to Government officials also according to the rules of the respective Governments, provision for another Rs. 8,000 will have to be made and the total expenditure of the Seminar would be Rs. 20,000.

#### *Financial Responsibility*

The Seminar may be financed by the Government of India.

The Standing Sub-Committee may consider the above scheme for approval.

**NOTE V****PURCHASE OF LAND FOR THE REGIONAL CO-OPERATIVE TRAINING CENTRE—NORTHERN ZONE**

It may be recalled that in 1958, there was a proposal to purchase a building named 'Jaipur House' at Agra for the Regional Co-operative Training Centre, Northern Zone. Our Deputy Chief Officer, Shri V. Sivaraman visited the site and inspected the building. On inspection, the Jaipur House was found unsuitable for our purpose and the proposal was, therefore, dropped. However, it was suggested that an alternative site might be searched for the training centre elsewhere. After considerable search for a suitable site, it was found that a large area of land together with buildings on it, belonging to the Balwant Rajput College in Agra itself was offered for sale. As it was too large for purposes of our Training Centre, a proposal made by the Life Insurance Corporation of India to purchase the entire site and to sell to the Reserve Bank of India as much portion as was required by it was accepted and in May 1959, the Committee of the Central Board of Directors of the Reserve Bank of India authorised Deputy Governor Shri Venkatappiah to negotiate for the purchase of the same. The Life Insurance Corporation of India has since dropped the idea of purchasing the said site on account of certain difficulties and so it has become necessary for us to search for some other suitable site.

It may be stated in this connection that the Standing Sub-Committee at its meeting held on 10 April 1958, expressed the opinion that the Centre should be located in the Western part of Uttar Pradesh and at a place where other educational and training institutions and facilities for practical training were available. Efforts will accordingly be made to get a suitable site somewhere in Lucknow, Aligarh or Agra for locating the Training Centre.

## NOTE VI

### LEAVE RULES FOR JUNIOR CO-OPERATIVE OFFICERS' TRAINING CENTRES

In March 1959, the Registrar of Co-operative Societies, Uttar Pradesh had solicited instructions of the Central Committee in regard to rules that may be observed in the matter of granting of leave to the trainees of the Junior Co-operative Officers' Training Centres. As the Central Committee had not laid down any rules in this respect, a circular was addressed to the Registrars of Co-operative Societies with a view to obtaining information on the following points.

- (i) Casual or privilege leave admissible with stipend,
- (ii) Sanctioning authority for each type of leave.
- (iii) Leave admissible without stipend.

Information was received from 12 States and 2 Union Territories. A scrutiny of the data revealed the following position.

In all the States, candidates are allowed casual leave. However, the number of days admissible varies from State to State sometimes from school to school in the same State. Generally, it ranges between six and fifteen days.

As regards privilege leave, there is a marked disparity. In Bombay, Madhya Pradesh, Assam, Kerala, Bihar and Bengal, privilege leave with stipend is not generally allowed. In Andhra Pradesh, it is based on 1/22 of the duty period. At Dharwar in Mysore State and in one school in Rajasthan, candidates are allowed one month's leave. At Tanjore in Madras State, the Tamilnadu Co-operative Union is authorized to grant leave up to 25% of working days.

As regards leave without stipend, there is no restriction excepting that in one of the schools in Bombay, as a rule, a candidate must attend classes for 60% of the total working days. For Supervisors training course at the Coimbatore training institute and for trainees in Punjab, 75% attendance for the entire course is necessary. Andhra Pradesh allows extra-ordinary leave to departmental trainees up to six months at a time without 'allowances'. In Bihar, leave for departmental personnel is governed by Bihar Service Code.

From the foregoing, it would be clear that no uniform practice is followed in the matter of leave. It would, therefore, be advisable to lay down some norm with a view to bring about uniformity in this respect for the schools conducted under the scheme of the Central Committee. These rules may be similar to those recently

framed by the Central Committee for the Regional and the Block Level Co-operative Officers Training Centres, which are detailed below.

(a) No trainee can claim any leave as a matter of right while undergoing training at the centre. The trainees are not expected to avail of even the leave to which they might be eligible under the rules of their service under their sponsoring authority. The Principal will grant them or recommend only such leave as he considers necessary.

(b) No trainee will be granted leave by the Principal for a period exceeding roughly 1/10th of the entire duration of the training course.

(c) A trainee availing himself of leave in excess of the leave indicated in item (b) above will not ordinarily be deemed to have undergone the course satisfactorily or be eligible to appear for the final examination except with the special permission of the authorities.

(d) Absence from the centre without the prior sanction of the Principal will render a trainee liable to disciplinary action.

It is for consideration whether these rules may also be made applicable to the trainees of the Junior Co-operative Officers' Training Centres. If this is approved, the concurrence of the State Governments may have to be obtained. The Committee may, therefore, decide the applicability of these rules so as to effect uniformity in procedure for all the centres conducted in various states under the scheme of the Central Committee.

## NOTE VII

### REQUEST FROM GOVERNMENT OF WEST BENGAL TO GRANT AN OUTFIT ALLOWANCE TO THE TRAINEES OF THE REGIONAL CO-OPERATIVE TRAINING INSTITUTE, KALIMPONG

The Government of West Bengal have requested us to agree to the grant of an outfit allowance @ Rs. 50 to the trainees of the Regional Co-operative Training Institute, Kalimpong, and to recommend to the Government of India reimbursement of 50 per cent of the cost thereof as a special case. The State Government have pointed out that although the Regional Co-operative Training Institute, Kalimpong is the only training centre catering to the needs of the northern districts of West Bengal, yet it has not been able to attract sufficient number of trainees ever since its commencement. One of the reasons for the underutilization of the Institute's training capacity is stated to be the reluctance of the low-paid institutional candidates from northern districts of West Bengal to join the institute at Kalimpong on account of the high cost of living there and their inability to provide themselves with sufficient winter clothing which is absolutely necessary in view of the climatic conditions of the area. The trainees are low-paid employees and the stipends paid to them will not give them any margin for buying warm clothing. An outfit allowance is, therefore, considered to be likely to provide some incentive for the candidates to join the Institute.

2. The Regional Co-operative Training Institute, Kalimpong, which started functioning from 6 November 1958 was the fourth junior school recognised by the Central Committee in West Bengal, the other three being those at Uttarpara, Barsul and Jhargram. The Uttarpara Institute was in existence even prior to the commencement of the Second Five Year Plan and after reorganization on the lines suggested by the Central Committee was effected, it was brought under the scheme of the Committee in 1957. The schools at Barsul and Jhargram were newly organised in 1956-57 and 1957-58 respectively for the training of the managers of the 1000 large-sized societies that were to be set up during the Plan period. In July, 1957, the Government of West Bengal proposed the starting of the fourth school at Kalimpong as the other two new schools were not considered to be in a position to bring out as many trained personnel as were required to meet the demand from large-sized societies. As per the Plan proposals, the school was normally to be set up during the third year of the Plan *viz.* 1958-59 but the Central Committee agreed to the establishment

of the school at Kalimpong earlier and to recommend the grant-in-aid, provided it satisfied the usual requirements. As it happened, the school was set up only in November 1958, with a meagre strength of 16 against the normal capacity of 80 candidates per session.

3. In February 1959, we wrote to the Government of West Bengal drawing their attention to the starting of this school with far too few candidates for a separate institution and indicating that an assurance from them that the Institute would have the required number of 80 candidates per session would be helpful to enable us to consider recommending the grant-in-aid. The Joint Secretary to the Government of West Bengal, Co-operation Department, thereupon discussed the matter with the Member-Secretary in March 1959 and pointed out that owing to the new co-operative policy which stayed further registration of large-sized societies after 1958-59, all the junior schools in West Bengal would have less than 80 trainees per session. The Member-Secretary advised that they should improve the strength of the schools by sending other candidates besides the managers of the large-sized societies such as the additional supervisors and inspectors who were to be appointed on the new scale approved by the Ministry of Commerce and Industry for supervision of handloom weavers' societies, and the untrained hands of co-operatives with transactions or sales exceeding Rs. 50,000 per annum. He indicated further that he would agree to the continuance of all the four schools in West Bengal on the following conditions:

- (i) Each of them should run at least one class with a minimum of 20 students and a maximum of 40 students in each session of six months.
- (ii) In that case, one of the three lecturers promised in our model scheme should not be entertained.
- (iii) If there were more than 40 students, two classes should be run and the school could have its full complement of lecturers.

The State Government agreed to these conditions in terms of their letter No. 1070-Coop/24/C-15/59 dated 23 April 1959.

4. The position in the schools has not, however, shown any improvement since then as the strength has hardly gone beyond

the minimum of 20 candidates per session indicated by the Member-Secretary as can be seen from the following table :

School	Session	No. of candidates
Uttarpara	(a) 1- 5-59 to 31-10-59	32 (including 15 from Tripura)
	(b) 1-11-59 to 30- 4-60	50 (including 15 from Tripura)
Jhargram	(a) 24- 4-59 to 23-10-59	22
	(b) 9-11-59 to 8- 5-60	28
Barsul	(a) 20- 7-59 to 19- 1-60	25
	(b) 1- 2-60 to 31- 7-60	20
Kalimpong	(a) 25- 5-59 to 24-11-59	21
	(b) 10-12-59 to 9- 6-60	10

Thus, there has been underutilization of training facilities in all the schools and the Kalimpong School has not maintained even the minimum strength of 20 candidates in the session which ended on 9-6-1960. In view of the fact that the conditions agreed to by the West Bengal Government for retention of the four schools have not been fulfilled in the case of Kalimpong School and adequate facilities are available in the other three schools, there seems to be no need for continuing the school at Kalimpong. It is, therefore, suggested that we may ask the Government to close it down, divert candidates from the northern districts of the State to the other institutions. If, however, an immediate demand for training candidates on a large scale should arise in future and which cannot be met by the facilities available in the three schools to be retained, we may consider the starting of one additional school or more, if need be, at that time.

## NOTE VIII

### RELAXATION OF MINIMUM QUALIFICATION FOR ADMISSION TO THE JUNIOR CO-OPERATIVE SCHOOL IN HIMACHAL PRADESH

The Registrar of Co-operative Societies, Himachal Pradesh, has requested that the minimum qualifications for admission of candidates to the Junior Schools prescribed by the Central Committee, namely, that the candidates should ordinarily be matriculates, exception being allowed in the case of those non-matriculates who have at least put in three years of service either in the Co-operative Department or in a co-operative institution, may be relaxed in the case of candidates to be admitted to the Co-operative Training School, Mashobra. The fulfilment of either of these qualifications is considered difficult in the case of candidates in Himachal Pradesh as there is a low percentage of literacy in the area and as a greater measure of employment opportunities are available to matriculates outside the co-operative field. Further, owing to the low salaries paid by co-operative institutions and the lack of stability of service in them owing to the weak conditions of the institutions themselves, the co-operative institutions are not in a position to attract candidates even with the minimum qualifications. In order to provide enough trained personnel to meet the needs of the movement, it would, therefore, be necessary to admit candidates who are 'middle pass' and have an experience of over one year of service in a co-operative institution to the courses in the Junior School.

2. As the Committee may be aware, the question of relaxation of minimum qualifications was considered at the last meeting of the Committee held on 19 April 1960 in the light of requests from the three States *viz.* Madhya Pradesh, Rajasthan and Manipur. The Committee approved that in the case of such non-qualified candidates, the State Governments might run special courses of about three months' duration, the expenditure on certain items of the courses being shared by the Government of India as being done in the case of the Junior Officers' courses. The syllabus and period of training, both theoretical as well as practical, will be decided with reference to actual requirements depending on the nature of the jobs and the degree of responsibility enjoined. The courses will generally lay greater emphasis on job-training.

3. The current session at the Himachal Pradesh school was scheduled to commence early in July 1960. It was, therefore, agreed that, as a special case, this session might run with



candidates whose qualifications may fall short of the requisite standards prescribed in this behalf, but that a final decision in respect of the policy to be followed in future would be communicated after the Standing Sub-Committee of the Central Committee considered the issue. It is now suggested that no relaxation of qualification need be allowed in the case of candidates to be admitted to the Junior School, but the State Government might, however, organise special courses, as was suggested in the case of the States like Rajasthan at the last meeting. The Government of India will be requested to share the expenditure on the special courses in Himachal Pradesh also.

## NOTE IX

### FORMS FOR USE IN THE PRACTICAL TRAINING OF THE TRAINEES IN MARKETING COURSES: CONSIDERATION OF THE RECOMMENDATION OF THE SUB-COMMITTEE.

The conference of the Principals of the Regional Co-operative Training Centres held at Bangalore in January 1957 to consider the arrangements for the practical training of the candidates undergoing the special Short-term Course in Co-operative Marketing *inter alia* recommended that a complete set of forms adopted in the marketing and credit societies should be made available to the trainees at each of the centres. Pursuant to this decision, the Secretariat of the Central Committee for Co-operative Training had assembled a set of forms used by marketing societies in Madras State through the good offices of Regional Co-operative Training Centre, Madras. These forms were circulated among all the Registrars, Principals of the Regional Co-operative Training Centres and the Assistant Chief Officers of the regional offices of the Agricultural Credit Department for their comments before finalisation. We have since received useful comments from several of them. We had also addressed some typical marketing societies in various states and obtained forms used by them. It was decided to process these forms and draw up a set to serve as model forms.

As a result, a reference to this was made to the 15th meeting of the Standing Sub-Committee held in February 1958 but actual proposals in regard to the completion of set of forms, were submitted before the 16th meeting of the Standing Sub-Committee held at New Delhi on 10 April 1958. It was suggested that the forms might be standardised by a Sub-Committee constituted for the purpose. This was approved by the Standing Sub-Committee which also added that this could form the nucleus for a Manual on Co-operative Marketing which the State Governments might find useful in connection with their programme for the development of co-operative marketing.

The Sub-Committee was set up with the following members:

1. Shri T. S. Rao, Deputy Chief Officer, Reserve Bank of India, Chairman.
2. Shri G. R. Palkar, Financial Adviser to Co-operative Department, Government of Bombay.
3. Shri Sodhan Singh, Deputy Registrar of Co-operative Societies, Punjab.
4. Shri A. Hirudayaswamy, Joint Registrar of Co-operative Societies, Madras.

5. Chief Officer, Rural Credit Section, State Bank of India.

The Reserve Bank of India deputed one of its officers to visit a few important co-operative marketing societies and to prepare a set of forms suitable for adoption by these societies. The forms already collected by the Secretariat were placed at his disposal. A final set of forms was then prepared and after necessary changes the same was approved by this Sub-Committee.

The approval of the Standing Sub-Committee to the model set of forms (Not printed) now prepared is solicited after which they will be sent to the training centres and to the Registrars for adoption.

## NOTE XI

### RECRUITMENT OF TEACHING STAFF FOR THE CO-OPERATIVE TRAINING CENTRES RUN BY THE CENTRAL COMMITTEE

It may be recalled that a note on the above subject was submitted for consideration before the 22nd meeting of the Standing Sub-Committee held at Poona on 19 April 1960. The Sub-Committee while approving the note observed that recruitment of teaching staff to the Training Centres by advertisement will be a supplementary source of getting suitably qualified and experienced persons to work as lecturers and so, the Central Committee should maintain a suitable list from which competent staff could be drawn. The note on the subject and the relevant proceedings may be seen at pages 126, 127 and 133.

2. Recently, while considering the appointment of a lecturer for one of our Training Centres, the Member-Secretary has expressed the view that since the training imparted is for the staff of Co-operative Departments and institutions, the lecturers selected should have considerable experience in the Co-operative Departments or big co-operative institutions. We have, therefore, been selecting lecturers in the light of their field experience and qualifications. If we rush to advertise for hands on the ground that the State Governments are not recommending names, we are only likely to get inexperienced candidates even if they happen to possess high academic qualifications. There is already a complaint that our training centres do not contain sufficient practical bias and, therefore, we are trying to do our best to remove the impression by strengthening practical training and by manning the teaching staff with experienced hands. The Member-Secretary has, therefore, expressed the view that we should persuade the Registrars and co-operative financing banks during our tours to spare their experienced hands for us and in this respect our personal requests to depute officers may prove effective as in the past. Advertisements may not be responded to by them because they are themselves in need of experienced hands and they will decline to forward their applications to us.

3. We have recently started the practice of recruiting Principals from the officers of the Agricultural Credit Department. This policy may be extended to recruitment of lecturers as well, if our efforts to secure experienced hands from co-operatives and Co-operative Departments do not yield results. In every case, the selection will be subject to the approval of the Chairman of the Standing Sub-Committee.

4. The proposals of the Member-Secretary are submitted for the consideration of the Standing Sub-Committee.

**NOTE XII****ORGANISATIONAL AND PROMOTIONAL ASPECTS OF  
LAND MORTGAGE BANKING—PROPOSALS FOR  
INCLUSION IN THE SYLLABUS OF SENIOR OFFICERS'  
COURSE.**

At the 22nd meeting of the Standing Sub-Committee held on 19 April 1960 at Poona, the Deputy Governor, Shri Venkatappiah wanted that the present curriculum of the Land Mortgage Banking Course at Madras should include organisational and promotional aspects of Land Mortgage Banking work, with a view to ensure that proper attention was paid to the positive expansion of Land Mortgage Banking business. Shri T. S. K. Chari, Assistant Chief Officer from the Central Committee for Co-operative Training, discussed this aspect with the Principal, Regional Co-operative Training Centre, Madras, where 2 sessions of 4 months each are conducted every year to cater to the needs of all states. The following points emerged as a result of the discussion held.

1. In the Theory classes conducted for one month, while the history of Land Mortgage Banking in foreign countries is explained briefly, the history and development of Land Mortgage Banking in different parts of India, and principles and practices are dealt with in detail. Efforts are made to emphasise the importance of various stages of work connected with the processing of loan applications.

2. Special lectures are arranged on Transfer of Property Act, Hindu Law, Mohammadan Law, Indian Succession Act, etc. to acquaint the trainees with the personal laws relating to property.

3. Intensive practical training for one month is arranged in Land Survey under an officer of the Department of Survey and Land Records and in Land Acquisition Work for a fortnight under a Special Deputy Collector for Land Acquisition.

4. During practical training in the primary land mortgage banks, the trainees study in detail the constitution and working of three banks in all aspects and get to know as to how best a primary land mortgage bank is managed. The trainees scrutinise at least 3 loan applications in the course of their visits, inspect the lands offered for mortgage and make independent recommendation for the grant of loans, taking into consideration the soundness of security, title to the property, value of hypothec and repaying capacity of the applicant.

5. In the Central Land Mortgage Bank, trainees make a detailed study of the working of different sections of the Bank. They also study the procedure to be followed in obtaining temporary advances from Government, floatation of debentures and their redemption, creation and maintenance of Debenture Redemption Funds, etc.

6. During the practical training period, the trainees are also taken to the office of the Registrars of Assurances and they are explained as to how they should collect relevant sales statistics (both pre-war and post-war) and apply them for valuing the hypothec.

7. It is felt that in the present curriculum of the course, the promotional and organisational aspects of land mortgage banking work are not adequately covered. However, the Regional Co-operative Training Centre, Madras, has been alive to the importance of providing adequate instruction on such aspects to the trainees. In the syllabus, an attempt is made to trace the origin, history and development of land mortgage bank credit in India and abroad. The place of long-term credit in the development of the country's economy is clearly emphasised. Besides, regular instruction is imparted in regard to the organisation of primary land mortgage bank and also the central land mortgage bank. The trainees are also informed about the factors that contribute to the successful working of land mortgage banks in Madras compared to similar banks in other parts of the country.

8. Emphasis on certain topics—efficient business management, salesmanship, advertising prospects, money market trends etc. will be helpful for a thorough grasp of the organisational and promotional aspects of land mortgage banking movement. In this connection, the Member-Secretary has observed "No doubt instruction of this variety is necessary; but the class of students who attend the land mortgage banking course at Madras are not the variety who can turn such instruction to good account. They are mostly operating staff—staff of central and primary land mortgage banks and staff of the Department connected with these banks. They are not staff of the highest cadres in the Co-operative Departments or institutions. The object D.G. (V) has in mind can be better secured by imparting instruction to Registrars, Joint Registrars, Chief Executives of Central Land Mortgage Bank, perhaps even Assistant Registrars. It involves planning and the capacity to execute the plans. To promote development by evolving schemes for wide-spread sinking of wells, erection of pump sets, laying out of channels and drains and to evolve schemes to implement improvement of agriculture in areas fed by new irrigation projects, superior officers of the variety indicated above will be

successful. They have to plan and the staff trained in operational techniques in our Land Mortgage Banking Course should execute their plans. I, therefore, feel that the proper training centre which can handle the subject is the superior officers' centre (Senior Officers' Centre) at Poona with a supplemental study in Agricultural Credit Department. We may provide for Land Mortgage Banking as a special subject there which may be chosen by the candidates undergoing training there as an optional subject". This is now for consideration of the Standing Sub-Committee.

PROCEEDINGS OF THE TWENTYTHIRD MEETING OF  
THE STANDING SUB-COMMITTEE OF THE CENTRAL  
COMMITTEE FOR CO-OPERATIVE TRAINING HELD ON  
28 JULY 1960 AT THE RESERVE BANK OF INDIA,  
BOMBAY

*Present :*

1. Prof. D. G. Karve
2. Shri M. R. Bhide
3. Shri B. Venkatappiah
4. Shri J. C. Ryan

Shri M. P. Bhargava, Additional Co-operation Commissioner, Government of India, Shri V. Sivaraman, Dr. S. B. Mahabal, Shri T. S. K. Chari and Shri R. R. Pradhan of the Agricultural Credit Department of the Reserve Bank of India were also present.

**ITEM I: *Review of Progress in the Training Programmes***

Attention was drawn to the small number of institutional candidates at the Senior Officers' Course. It was also noted that not all the States responded to the same degree in recommending institutional candidates. It was suggested, therefore, that the position in regard to institutional candidates in the different States who were not trained so far might be reviewed on the basis of the reports of inspection of co-operative banks and other institutions done by officers of the Agricultural Credit Department and other data available with the Central Committee. Wherever necessary, the matter may be pursued further with the Registrars and apex co-operative institutions with a view to finding out the difficulties felt by them in sending up institutional candidates to the desired extent.

It was noted that a session of Senior Officers' Course would be conducted between July and December 1961 exclusively for institutional candidates. It was suggested in this connection that the State Governments might be advised that departmental candidates to the Senior Officers' Course might accordingly be deputed either to the earlier session of the January—June 1961 or to the later one of January—June 1962.

In regard to the Intermediate Officers' Course, the under-utilisation of facilities at the Ranchi Centre was noted. It was decided that the reasons for the same might be gone into. On a point raised by Shri Bhide, regarding employment of trainees admitted to special courses, such as the Marketing one, it was explained that the Central Committee was keeping tract of post-training employment of trained candidates.



With regard to the Block Level Co-operative Training Centres, the Member-Secretary raised the question of admitting institutional candidates to the Centres and the Government of India agreeing to bear the cost of stipend, T.A. etc. in their case also as per earlier decisions of the Central Committee. Shri Bhide explained that the Government of India will shortly address the Central Committee in the matter.

With regard to the progress of the Film Project, Shri Bhide wanted that adequate attention should be paid to agricultural credit and marketing. The Member-Secretary explained that handloom co-operatives which were being financed by the Agricultural Credit Department of the Reserve Bank have been taken up for filming as weather conditions in Madras are currently favourable. Moreover, production of Films and Filmstrips on agricultural credit and marketing have been placed on the priority list and production will start soon.

*ITEM II: Review of action taken on the proceedings of the 22nd meeting of the Standing Sub-Committee*

The note was recorded.

*ITEM III: Industrial Co-operatives—Training of personnel*

Consideration on the matter was postponed.

The Chairman explained that even if the scheme was approved, it would not be possible to associate a representative from the Ministry of Commerce as a member of the Standing Sub-Committee or the Central Committee for Co-operative Training. That Ministry, however, would be invited to send their representative to any meeting in which issues connected with courses for industrial co-operatives were to be considered.

*ITEM IV: Orientation Seminar for MPs., MLAs., Development Commissioners, Secretaries etc.*

It was decided to stay action on the matter pending further communication from the Government of India.

*ITEM V: Purchase of land for the Regional Co-operative Training Centre—Northern Zone*

Shri Bhide expressed his view that the training centre now located in Meerut should continue to be located in the western part of the Uttar Pradesh and that Meerut itself might be considered for purchasing land and constructing building for the location of the training centre. In this connection, he also added that Meerut might soon have a university of its own. The Chairman

agreed that Meerut also could be considered for locating the centre along with other places like Agra in Western Uttar Pradesh.

**ITEM VI:** *Leave Rules for Junior Co-operative Officers' Training Centres*

The note was approved.

**ITEM VII:** *Request from Government of West Bengal to grant an outfit allowance to the trainees of the Regional Co-operative Training Institute, Kalimpong*

The request for outfit allowance was not approved.

It was also suggested that the position in regard to the number of candidates under training in the four Junior Training Centres in West Bengal might be reviewed and the State Government requested to consider closing down one or two centres to avoid underutilisation of training facilities provided.

**ITEM VIII:** *Relaxation of minimum qualification for admission to the Junior Co-operative School in Himachal Pradesh*

The Committee agreed with the recommendations contained in the note on the subject.

**ITEM IX:** *Forms for use in the practical training of trainees in Marketing Course: Consideration of the recommendations of the Sub-Committee*

The Chairman asked whether the forms drawn up were intended to be model forms to be used at the training centres or whether they were actually drawn up on the basis of forms already in use in the various States. It was explained that the forms were prepared on the basis of those actually in use and on the basis of discussions with Registrars though a few changes were involved. It was agreed that the model forms could be recommended to the State Governments for adoption through the Co-operative Development and Warehousing Board of the Government of India.

**ITEM X:** *Formulation of Third Five Year Plan—Report of the Working Group on Co-operation*

The note was recorded.

**ITEM XI:** *Recruitment of teaching staff for the Co-operative Training Centres run by the Central Committee*

It was agreed that though direct recruits without experience of co-operative work could be appointed for teaching such subjects as 'Rural Economics' and 'Book-keeping', the staff appointed for

teaching other subjects should have experience either in the Co-operative Departments or Co-operative Institutions. It was also approved that as a temporary arrangement, staff from the Agricultural Credit Department might also be posted on deputation to work as Principals and lecturers of the training centres.

**ITEM XII:** *Organisational and promotional aspects of land mortgage banking*

Shri Venkatappiah explained some of his impressions gathered in his tour in different States that the land mortgage banks even with trained officers did not show much initiative in canvassing business for the bank or in appreciating the difficulties of the local people and communicating them to their superior officers. He, therefore, thought it desirable to impress upon the trainees the need for initiative in making the Land Mortgage Banks increasingly useful. It was, therefore, approved that within the existing period of training, greater emphasis should be laid on (i) canvassing more business for Land Mortgage Banks, (ii) advertising their usefulness and procedures adopted in sanctioning loans, (iii) conducting seminars in rural parts for this purpose and (iv) taking to the notice of the Registrar of Co-operative Societies and Central Land Mortgage Banks, the difficulties and problems met with in the course of their activities.

**OTHER ITEMS:** *Taking over the Co-operative Training College by the Central Committee*

The Chairman informed the Committee that in view of the reorganisation of the former Bombay State and in view of the large fixed investment and current expenditure incurred by the Reserve Bank for the location and functioning of the College, it was decided that the Central Committee should take over the Co-operative Training College at Poona from the Bombay State Co-operative Union and administer it as one of the training centres conducted by the Committee. The Committee authorised the Chairman of the Standing Sub-Committee and Shri B. Venkatappiah to take suitable action for implementing the decision in consultation with the Bombay State Co-operative Union.

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

*(23 September 1960 at Reserve Bank of India, Bombay)*

AGENDA

NOTES

- I. Review of progress in the training programmes.
- II. Review of action taken on the proceedings of the 23rd meeting of the Standing Sub-Committee held at Bombay on 28 July 1960.
- III. Reports submitted by Shri V. Sivaraman and Dr. S. B. Mahabal on their foreign tours.
- IV. Orientation Courses and Research in Co-operation at the proposed Central Institute for Training and Research in Co-operation at Poona.
- V. Progress of work regarding the preparation of Text-books.
- VI. Note on the procedure regarding the sanction of grant-in-aid and recognition of Junior Co-operative Training Schools by the Government of India.
- VII. Award of prizes and gold medals to trainees for sports and games.
- VIII. Industrial Co-operatives—Training of Personnel.

## NOTE I

## REVIEW OF PROGRESS IN THE TRAINING PROGRAMMES

The present review covers a period of two months since the Committee met last on 28 July 1960. During this period, new sessions of the Marketing Course commenced at the Poona, Ranchi and Indore Centres and of the Block Level Co-operative Officers' Course at the Tirupati Centre. Details of the progress of various courses are given below:

(i) *Senior Officers' Training Course*

The 16th session of the course which commenced on 1 July 1960 is in progress and will come to an end on 31 December 1960. Out of 38 trainees undergoing training, 25 are departmental and 13 are institutional. The total number of trainees who have so far completed training in the Senior Officers' Training Course is 505. This course serves all the States.

State	Number of candidates admitted			Number of candidates reported		
	D	I	T	D	I	T
Andhra Pradesh .. ..	2	—	2	2	—	2
Assam .. ..	1	1	2	—	1	1
Maharashtra .. ..	7	—	7	7	—	7
Gujarat .. ..	4	—	4	3	—	3
Kerala .. ..	—	1	1	—	1	1
Mysore .. ..	3	—	3	3	—	3
Himachal Pradesh .. ..	1	1	2	1	1	2
Madhya Pradesh .. ..	1	3	4	1	3	4
Orissa .. ..	2	—	2	2	—	2
Punjab .. ..	—	2	2	—	1	1
Rajasthan .. ..	3	3	6	3	3	6
Uttar Pradesh .. ..	—	2	2	—	2	2
W. Bengal .. ..	3	1	4	3	1	4
<b>Total .. ..</b>	<b>27</b>	<b>14</b>	<b>41</b>	<b>25</b>	<b>13</b>	<b>38</b>

D—Departmental.

I—Institutional.

T—Total.

(ii) *Intermediate Officers' Training Course*

Uptil now, 1,125 candidates have been trained at the Intermediate Officers' Course and 251 are undergoing training currently. The stage of progress of the Intermediate Officers' Course at the five Regional Co-operative Training Centres is given below:

Name of the Centre	States served	No. of the current session	Date of commencement	Date of closing	No. of candidates admitted in the current session			No. of candidates reported in the current session			No. of candidates already trained
					D	I	T	D	I	T	
Poona ..	Maharashtra and Gujarat (i.e. former Bombay State)	VIII	1-7-60	30-6-61	49	21	70	49	21	70	426
Madras ..	Madras, Andhra Pradesh, Mysore and Kerala	VII	15-7-60	14-6-61	36	12	48	35*	11	46	234
Meerut ..	Uttar Pradesh, Jammu and Kashmir, Delhi, Punjab, Himachal Pradesh, and Nepal (Colombo Plan)	V	15-2-60	14-1-61	41	5	46	41	5	46	109
Ranchi ..	Manipur, Tripura, Assam, West Bengal Orissa, Bihar, and Nepal (Colombo Plan)	VII	1-7-60	31-5-61	41	2	43	41@	2	43	212
Indore ..	Madhya Pradesh and Rajasthan	V	1-3-60	31-1-61	44	3	47	43	3	46	144
	Total				211	43	254	209	42	251	1,125

D—Departmental.

I—Institutional.

T—Total.

\* Includes 4 Colombo Plan Trainees.

@Includes 6 candidates deputed by Nepal under the Colombo Plan.

During the period under review, no new session for the Intermediate Officers' Course commenced at any of these Training Centres.

(iii) *Special Course in Co-operative Marketing*

Uptil now 1,110 officers have been trained at the Co-operative Marketing Course and 74 are undergoing training currently. The progress made in the conduct of this Course is evident from the following table.

Name of the Centre	States served	No. of the current session	Date of commencement	Date of closing	No. of candidates admitted in the current session			No. of candidates reported in the current session			No. of candidates already trained
					D	I	T	D	I	T	
4 Months' Course Poona ..	Maharashtra and Gujarat (i.e. former Bombay)	XII	8-8-60	7-12-60	23	2	25	22	2	24	287
Madras ..	Andhra Pradesh, Kerala, Madras, Orissa, West Bengal, and Pondicherry (Special Case)										
Meerut ..	Assam, Uttar Pradesh, Bihar, Punjab, Tripura, Jammu & Kashmir, Delhi, Manipura and Himachal Pradesh	IX	28-5-60	27- 9-60	29	1	30	20	1	21	224
6 Months' Course Ranchi ..	Assam, Bihar, Manipur, Orissa, Tripura, Uttar Pradesh, West Bengal and Jammu and Kashmir	VII	1-9-60	28-2 -61	30	10	40			29*	202
Indore ..	Andhra Pradesh, Maharashtra, Gujarat, Mysore, Madhya Pradesh, Kerala, Punjab, Delhi, Rajasthan, Himachal Pradesh Madras and Jammu and Kashmir										
		VI	19-9-60	18- 3-61	5	21	26				118**
Total ..					87	34	121	42	3	74	1,110

\* This information is as received on 16-9-1960

The final joining report is awaited.

\*\*This information is as on 16-9-1960.

D=Departmental.

I—Institutional.

T—Total.

(iv) *Special Course in Land Mortgage Banking*

The ninth session which commenced on 17 June 1960 will come to a close on 16 October 1960. The number of candidates undergoing training in the session is 34, of whom 28 are departmental, 5 institutional and one from the Economic Department of the Reserve Bank of India. The total number of candidates so far trained is 310 (Departmental 235 and Institutional 75). This course at Madras serves all the States.

Name of the Centre	States served	No. of the current session	Date of commencement	Date of closing	No. of candidates admitted in the current session	No. of candidates reported in the current session	No. of candidates already trained
Tirupati (Short-term Course of 3½ months)	Madras, Andhra Pradesh	XV	17- 9-60	31-12-60	28	Not available	591
Kalyani	West Bengal, Assam, Manipur, Tripura, N.E.F.A. & N.H.T. A.	V	1- 7-60	31- 5-61	44	36@	199
Gopalpur-on-Sea	Bihar & Orissa	V	2-11-59	24-9-60	122	122+	378
Fairabad	Uttar Pradesh	V	9- 5-60	31-3-61	116	94@@	428
Kota	Madhya Pradesh and Rajasthan	V	18- 2-60	17-1-61	106	95*	343
Hyderabad	Mysore, Kerala Andhra Pradesh, Bombay as a special case	**					247
Bhavnagar	Maharashtra & Gujarat (i.e. former Bombay State)	V	15- 2-60	14-1-61	90	90***	241
Patiala	Punjab Himachal Pradesh, Uttar Pradesh, Delhi and Jammu & Kashmir	V	9- 5-60	31-3-61	81 D + I 72 9	74 D + I 67 7	241
	Total				587	511	2,668

D—Departmental.

I—Institutional.

① One trainee was recalled by Registrar, Co-operative Societies, West Bengal.

+ Five trainees left the course in the middle and one candidate was recalled by Registrar on account of his long absence.

② Five Candidates left the centre and one died in the middle of the course.

\*3 Candidates left the centre in the middle of the course.

\*\* V Session ended on 12-9-1960. Next i.e. the VI Session is scheduled to commence on 13-10-1960.

\*\*\* One candidate left the centre in the middle of the course.



(v) *Block Level Co-operative Officers' Training Course*

Uptil now, 2,668 officers have completed training at the Block Level Co-operative Officers' Training Course and 494 are undergoing training currently. Details pertaining to the course conducted at the eight Centres are given in the following table.

(vi) *Junior Co-operative Officers' Training Course.*

There was no important development to report in this regard. The number of schools functioning remained unchanged at 58.

(vii) *Training of officers of the Central Committee in foreign countries*

The two officers of the Secretariat of the Central Committee, viz., Shri V. Sivaraman, Deputy Chief Officer and Dr. S. B. Mahabal, Assistant Chief Officer who were sent to Canada, United States of America, United Kingdom and other continental countries in April 1960 have submitted their tour reports which are placed before the Standing Sub-Committee as item III on the agenda.

(viii) *Publication of Text-Books*

The work relating to the publication of text-books for the three subjects of Co-operative Law, Co-operative Audit and Business Management is in progress. A detailed note on the subject is separately put up for the consideration of the Standing Sub-Committee.

(ix) *Co-operative Film Project*

The Second Meeting of the Film Advisory Committee was held in Bombay on 29 July 1960. Shri M. R. Bhide, Secretary, Ministry of Community Development and Co-operation, Government of India, was among those who attended the meeting.

As per the programme approved by the Film Advisory Committee, the shooting of the film on Handloom Co-operation was completed in August 1960. Further processing of the film is in progress, and the film and accompanying filmstrips are expected to be ready for release by the end of September 1960. Suitable locations for the film on Agricultural Credit are being explored and some locations in Mysore, Punjab, Uttar Pradesh and Gujarat have already been tentatively decided. The work of script writing for the film and accompanying filmstrips is in progress.

As reported to the last meeting of the Standing Sub-Committee, some consignments of film equipment to be received from Canada for the film project have already arrived along with some stock of raw film.

**NOTE II****REVIEW OF ACTION TAKEN ON THE PROCEEDINGS OF  
THE 23rd MEETING OF THE STANDING SUB-COMMITTEE  
HELD AT BOMBAY ON 28 JULY, 1960****ITEM I: *Review of Progress in the Training Programme***

While reviewing the utilisation of the training facilities, attention was drawn to the small number of institutional candidates at the Senior Officers' Course and to the fact that all the States did not adequately respond in recommending institutional candidates. It was, therefore, suggested that the position in regard to institutional candidates in different States who were not trained so far, might be reviewed from out of the information contained in the inspection reports on co-operative banks and other institutions by the officers of the Agricultural Credit Department and from other data available with the Central Committee. The Regional Offices of the Agricultural Credit Department have accordingly been asked to collect from the inspection reports and furnish details regarding trained and untrained institutional personnel in the senior category to the Central Committee. Further action will be taken on receipt of the above information.

With regard to the Senior Officers' Course to be conducted exclusively for institutional personnel between July and December 1961, as suggested by the Standing Sub-Committee, the Registrars of Co-operative Societies have been advised to depute departmental candidates either to the earlier session of January-June 1961 or to the later one of January-June 1962.

It was decided to enquire into the reasons of underutilisation of the training facilities at Ranchi Centre for the Intermediate Officers' Course. In this connection, it may be stated that the data furnished in the note to the 23rd Meeting of the Standing Sub-Committee was based on information available with the Secretariat of the Central Committee up to 20 July 1960. The final joining report received subsequently from the Principal showed that the total strength of the class including 4 Nepalese candidates, was 40. There was, thus, no underutilisation of facilities during the current session.

Pursuant to the decision of the sixth meeting of the Central Committee for Co-operative Training to equate the Block Level Co-operative Officers' Training Course with the Intermediate course at the Regional Co-operative Training Centres, the Government of India was requested to approve the increased outlay in the expenditure involved in payment of T.A., D.A., etc. consequent on the

inclusion of the longer and more extensive practical training tours in the revised Intermediate Officers' Course at the Block Level Training Centres. The Government of India have replied that the matter was being pursued with the Ministry of Finance.

The revised syllabus of the Intermediate Course has been adopted at the Poona, Madras and Ranchi Centres with effect from the sessions commencing in July this year. The syllabus will be introduced at the Indore and Meerut Centres when next sessions of the Course commence at these Centres in January-February 1961.

**ITEM III: *Industrial Co-operatives—Training of personnel***

Consideration on the matter was postponed. The consensus of opinion of the Sub-Committee, however, was that training in industrial co-operation should also fall in line with other Co-operative Training Courses in the matter of the entire cost being borne by the Central Government. The Member-Secretary who attended the meeting of Standing Committee on Industrial Co-operatives held at Delhi on 8 August 1960 apprised that Committee of the views of the Standing Sub-Committee. The Standing Committee on Industrial Co-operatives agreed with the views and accordingly, decided to modify their earlier proposal of the State Governments sharing 50% of the expenditure on stipend and T.A. of the trainees. The Government of India have since conveyed their decision to all State Governments.

**ITEM V: *Purchase of Land for the Regional Co-operative Training Centre—Northern Zone***

The Manager, Reserve Bank of India, Lucknow, was requested to contact the State Government to find out whether it would be possible for the Government to suggest suitable sites in important cities in the Western part of Uttar Pradesh, viz., Meerut, Agra or Aligarh, that might be available for sale to the Central Committee. The Manager has taken up the matter with the State Government.

**ITEM VI: *Leave Rules for Junior Co-operative Officers' Training Centres***

The Registrars of Co-operative Societies have been advised to recommend the adoption of leave rules for trainees in the junior schools as recommended by the Standing Sub-Committee.

**ITEM VII: *Request from the Government of West Bengal to grant an outfit allowance to the trainees of the Regional Co-operative Training Institute, Kalimpong***

The request for outfit allowance was not approved and the State Government was informed of the decision of the Standing Sub-Committee accordingly.

As decided at the last Meeting of the Standing Sub-Committee, the State Government was requested to consider closing down of one or two of the Junior Training Centres in the State to avoid underutilisation of the training facilities provided. Their reply is awaited.

*ITEM VIII: Relaxation of minimum qualification for admission to the Junior Co-operative School in Himachal Pradesh*

The Committee considered the request from the Registrar of Co-operative Societies, Himachal Pradesh for relaxation of the minimum qualifications prescribed by the Central Committee for Co-operative Training for admission to the Junior Schools and recommended that no relaxation of qualifications need be allowed in the case of candidates to be admitted to the Junior School. The State Government might, however, organise special courses, as was suggested in the case of States like Rajasthan at the last meeting. The Government of India was approached for their approval for sharing the expenditure on such special courses recommended by the Standing Sub-Committee. The former have since replied that the concurrence of the Ministry of Finance has been obtained in this behalf and that the State Governments concerned have been informed accordingly. The proposals for starting such short courses for non-matriculantes are awaited from the State Governments concerned.

*ITEM IX: Forms for use in the practical training of trainees in Marketing Course—Consideration of the recommendations of the Sub-Committee*

It was agreed that the model forms could be recommended to the State Governments for adoption through the Co-operative Development and Warehousing Board of the Government of India. The Board has replied that the model forms would be put up for consideration at its next meeting.

*ITEM XII: Organisational and promotional aspects of land mortgage banking*

Pursuant to the decision of the last Standing Sub-Committee on the subject, the Principal, Regional Co-operative Training Centre, Madras was asked to modify the syllabus for theoretical training and programme of practical training so as to emphasise the organisational and promotional aspects in the Land Mortgage Banking Course. The Principal has replied that full effect would be given to the Committee's directives from the ensuing session and to the extent possible in the current session itself.

**NOTE III**

**REPORTS SUBMITTED BY SHRI V. SIVARAMAN AND  
DR. S. B. MAHABAL ON THEIR FOREIGN TOURS**

The Reports submitted by Shri V. Sivaraman and Dr. S. B. Mahabal on their foreign tours have been printed separately.

## NOTE IV

### ORIENTATION COURSES AND RESEARCH IN CO-OPERATION AT THE PROPOSED CENTRAL INSTITUTE FOR TRAINING AND RESEARCH IN CO-OPERATION AT POONA

At the sixth meeting of the Central Committee for Co-operative Training held at Poona in September 1959, Shri S. K. Dey, Minister for Community Development and Co-operation, requested the setting up of a Central Institute devoted to training of instructors in Co-operation. Later, the Minister had further discussion on the matter with the Governor of the Reserve Bank, Shri V. L. Mehta, Prof. D. G. Karve and others in October 1959. On the basis of the discussion, a note was considered by the 21st meeting of the Standing Sub-Committee of the Central Committee for Co-operative Training in November 1959. Five major points that emerged out of the above discussions and contained in the above referred note are narrated below:

(i) The Central Institute might organise Orientation Courses for persons at the top level concerned with both policy making and implementation.

(ii) The Institute should provide facilities for research connected with the specific and current problems in Co-operation. Emphasis in such research project would be on current conditions, problems arising out of them and immediate solutions to be sought. The work could be done mainly by Research Groups consisting of workers who could be assigned specific projects and who would conduct research at the Centre on particular assignments.

(iii) The Central Institute might promote research of a fundamental character concerned with problems of long-term nature. It might do this even in collaboration with various universities and other educational bodies.

(iv) Management of the Central Institute should vest in the Central Committee for Co-operative Training.

(v) The Reserve Bank of India should find necessary funds.

2. While approving the note, the Standing Sub-Committee also decided that an Orientation Course might be organised on a pilot basis even before the completion of the new premises of the Co-operative Training College at Poona which would presumably be upgraded to the proposed Central Institute for Training and Research in Co-operation. The Committee, however,

felt that research, especially for the short-term character mentioned at Item (ii) above, could not be possibly organised without the facilities of the new premises for the Central Institute.

3. Pending the availability of new premises for the Institute at Poona, action was to be pursued only in organising Orientation Courses. Accordingly, a scheme for the organisation of a pilot Orientation Course was submitted for consideration of the 22nd meeting of the Standing Sub-Committee held in April 1960. The meeting approved the note in general and also made certain suggestions for organising the Course. The 23rd meeting of the Standing Sub-Committee held at Bombay towards the end of July 1960 had before it, again for final approval, a detailed scheme for an Orientation Course on a pilot basis (copy attached). The meeting, however, decided to stay action on the matter pending further communication from the Government of India. The communication is still awaited.

4. No action was taken in the matter of research since the 21st meeting of the Standing Sub-Committee had already approved that action on the matter could not possibly be taken without the facilities of the new building for the Co-operative Training College, *i.e.*, the Central Institute at Poona.

## NOTE V

### PROGRESS OF WORK REGARDING THE PREPARATION OF TEXT-BOOKS

The 21st meeting of the Standing Sub-Committee held at Poona in November 1959 indicated that text-books on at least three subjects included in the curriculum for the Intermediate Officers' Course should be published by the Central Committee before the end of June 1960. The progress in the matter has been rather slow and it appears as though no text-book can be published before the end of December 1960.

2. The Standing Sub-Committee has, however, decided that text-books should be prepared on the following subjects on a priority basis :

- (i) Co-operative Law,
- (ii) Co-operative Audit,
- (iii) Business Management, and
- (iv) Principles of Co-operation.

It may be recalled that the work of preparation of text-books on the first three of the above four subjects has already been taken up.

3. The writing of the text-book on *Co-operative Law* was entrusted to Shri M. D. Vidwans of the Co-operative Training College, Poona and Shri S. Rajagopalan, presently the Joint Registrar of Co-operative Societies, Madras. While Shri Vidwans had already prepared a draft for the entire text-book, Shri Rajagopalan was waiting for the permission of the Madras Government to take up the work. Moreover, he could not make much progress probably owing to pressure of official work. Recently, however, Shri Rajagopalan had agreed to complete his part of the work in the next two months. We had asked both the authors to correspond with each other and to give us a jointly agreed draft for the text-book. A few days back, however, Shri Rajagopalan has informed us that he may not be able to give his draft in the agreed time of two months and has requested us to cancel the assignment given to him. Under the circumstances, it is yet to be decided how the work should be seen through.

4. The preparation of the text-book on *Co-operative Audit* was first entrusted to Shri Keshav Kini, the former Principal of our Bhavnagar Training Centre. Shri Kini prepared a synopsis for the text-book but had to leave the Training Centre and revert to the Madras Government service in the meanwhile. He then expressed his inability to write the text-book. The work has subsequently been entrusted jointly to Shri Vedantachari and



Shri Singara Raju Pillai, Principal and Lecturer respectively of the Gopalpur-on-Sea Training Centre. We have been impressing upon these authors our anxiety to get the book published as early as possible and have asked them to prepare first a synopsis for the book and to send it to us early for our perusal. For one reason or another the authors have not been able to submit the synopsis so far; but have now assured us that they will do so shortly. It could be expected that the synopsis would be available to us by the middle of October. In this connection, Member-Secretary has further decided that the synopsis when available should be scrutinised by Shri Chandrasekharan, Assistant Chief Officer of the Agricultural Credit Department. After scrutiny, the synopsis would be sent back to the authors and they would be requested to prepare the final draft for the text-book. It thus appears that the final draft would be available only by the end of January or so and the text-book could be printed and published by about the end of March 1961.

5. The preparation of the synopsis for the text-book on *Business Management* was entrusted to Shri Chaubey, Lecturer at our Ranchi Training Centre and Shri Venu Gopal Rao, Principal of the Tirupati Centre. Both of them promptly submitted separately their synopses for the text-book. It was then decided that the synopses should be got scrutinised by two experts in Business Management; and accordingly comments were requested from Shri S. V. R. Moorthy, Reader in Business Management in the University of Bombay and Shri Gaitonde, Managing Director of the Bombay State Marketing Federation. To our disappointment, both the experts reported that the synopses prepared by Shri Chaubey and Shri Venu Gopal Rao were not good enough for a text-book to be published. The experts also made certain constructive suggestions for the preparation of the text-book. We have accordingly given further thought to the matter and it has now been decided that the preparation of the text-book on Business Management should be attended to by the Secretariat of the Central Committee itself with the help of Shri Chaubey and Shri Venu Gopal Rao. Dr. S. B. Mahabal, Assistant Chief Officer and Shri Anantram Iyer, Rural Credit Officer are to help in the preparation of the text-book.

6. Shri Anantram Iyer, however, is presently on his own training in the Agricultural Credit Department and has been away on inspection work. His training programme will be over only by the end of October and he will be available for the work on the text-book from November onwards.

7. The present position in regard to the text-book on Business Management, therefore, is that Shri Chaubey has been allotted 3 Chapters and Shri Venu Gopal Rao 4 Chapters of the book for

preliminary drafts on the lines suggested by us, taking into account the suggestions made by the two experts Shri Moorthy and Shri Gaitonde. The book will contain 4 more Chapters on rather technical matters regarding the science of business management. These have been held back for the time being, to be attended to by Shri Iyer when he would be available for taking up the work in November. According to the arrangements made so far, it could be expected that the drafts from Shri Chaubey and Shri Venu Gopal Rao would be available by the end of October and Shri Iyer's draft would be ready by December. Thus, the draft of the whole book could be ready, say, by January 1961. In that case, the book on Business Management could be brought out only by the end of March 1961.

8. The work on the fourth text-book approved by the Standing Sub-Committee *viz.* Principles of Co-operation has not been taken up in hand at all, since the work on the other three books was not going according to schedule and was presenting certain unanticipated delays. The work on this text-book also could be initiated, if approved.

9. It may, however, be seen that the dearth of text-books on this subject is not so pronounced as on other subjects. Quite a few useful books on the subject, in English and in regional languages, are available as could be seen from the list (Appendix 38) of text-books on the subjects which are already available in the market. It is, therefore, suggested that we need not proceed immediately with the preparation of the text-book on Principles of Co-operation. We can make a reference to the Principals and Lecturers of our Training Centres as to the need for such a text-book on the background of the text-books that are already available in the market on the subject. If their replies reveal that there is really a need for such a text-book from us also, the matter could be given further consideration.

#### *Text-books for the Junior Courses*

10. The Standing Sub-Committee decided that the text-books for the Intermediate Course could be got prepared first and on that basis, by adaptation and translation, suitable text-books for the Junior Course could be published in regional languages. This procedure could be followed in regard to three text-books *viz.* Co-operative Law, Co-operative Audit and Business Management, which have been taken up. If it is decided that we are not presently to proceed with the preparation of the text-book on Principles of Co-operation for the Intermediate Course, we may still take some action in the matter of the text-book on this subject for the Junior Schools. Principles of Co-operation is an important subject for the Junior Schools and the availability of a

good and reasonably cheap text-book would be very helpful to the hundreds of poor candidates that attend our Junior Schools.

11. With this end in view, the following action is suggested in the matter of the text-books for the Junior Schools.

(i) In regard to Co-operative Law, Co-operative Audit and Business Management, we may wait till the text-books on these subjects for the Intermediate Course get ready. We can then bring out adapted cheap editions of these text-books for the Junior Schools.

(ii) In the case of Principles of Co-operation, we need not commission any authors to write the text-book in English for us and then get it translated into various regional languages. Our experience of getting a good text prepared quickly and competently has not been happy. We may not, therefore, adopt the practice of entrusting the work of writing of the text-book to any selected authors at all. Fortunately, quite a few authors on their own are trying to bring out text-books on this subject in regional languages. We may announce that we will be prepared to purchase a large number of copies of text-books which are approved by us. We may then resell these copies to our trainees at subsidised price. Such a procedure would give an incentive to authors in regional languages to prepare text-books on the subject, even though they will do it at their own risk. Such a procedure would not of course keep our revolving book fund automatically replenished to the fullest extent. On the other hand, it will decrease to the extent of the subsidy that we would be granting by purchasing the copies of text-books at the market price and reselling them to our Junior School trainees at a lower price. This, however, should not be too big a handicap for implementing the scheme. The Government of India could be requested to replenish the fund as and when necessary.

12. It may also be mentioned that we have received some queries from the State Governments and co-operative unions if we would give them grants for getting text-books prepared. If the procedure suggested earlier is approved, we need not accede to the request. Where, however, the Co-operative Department or a co-operative union publishes a text-book and if it is considered useful by us, we can offer to buy a number of copies from them also, for subsidised resale to the trainees of our Junior Training Centres.

13. There are, however, some difficulties in implementing the suggestions made in paras 11 and 12 above. An alternative course would, therefore, be to await the publication of the three books we have taken up before proceeding further in the matter.

14. The Standing Sub-Committee may like to give decision on points raised above.

## NOTE VI

### NOTE ON THE PROCEDURE REGARDING THE SANCTION OF GRANT-IN-AID AND RECOGNITION OF JUNIOR CO-OPERATIVE TRAINING SCHOOLS BY THE GOVERNMENT OF INDIA

The procedure to be followed in sanctioning grants-in-aid to the junior co-operative officers' training centres was first laid down in the Government of India's letter dated 22 September 1954 (Appendix 39). According to this, to be eligible for Central assistance, each State was required to forward its budget proposals before 20 October of every year to the Central Committee. The proposals were then scrutinised by the Central Committee in regard to the fulfilment of the various conditions laid down under its scheme and after satisfying itself on the correctness of the proposals, the Committee conveyed its recommendations to the Government of India regarding the exact quantum of Central aid. On receipt of these recommendations, the Government of India used to place the necessary funds at the disposal of the State Governments. This procedure was in vogue till the end of the financial year 1957-58.

For the year 1958-59 also, the Central Committee, as usual, forwarded its recommendations in respect of 52 schools which were then functioning in the various States and Union Territories under its scheme. When, in October 1958, the Committee sent its recommendations regarding the two schools at Trivandrum and Kozhikode in Kerala, the Government of India advised us of a change in the procedure to be followed in the matter of Central assistance for Plan schemes. According to this revised procedure which came into force from 1958-59, funds to the extent of 3/4ths of the total amount were to be released automatically to the State Governments as lump-sum ways and means advances by the Ministry of Finance in nine equal monthly instalments beginning with May, and the Ministry of Food and Agriculture (now Ministry of Community Development and Co-operation) would sanction the final payment on receipt of the statements from the State Governments in January every year, showing the actual expenditure for the third quarter and the anticipated expenditure for the last quarter of the financial year. As our recommendations were not based on the provisions under the 'plan scheme' but on the scheme recommended by the Central Committee and approved by the Government of India, *vide* their letter dated 22 September 1954, we requested the Government to let us know as to whether this new scheme related to the mode of payment rather than to

the procedure involved in the sanction itself and consequently, prior scrutiny of all relevant data and based on this recommendations for grants-in-aid should continue to be made by the Central Committee. The Government of India, while confirming our presumption, added that the recommendations should reach them before 25 January every year. This addition, however, meant that the old procedure had to be given up and as our recommendations were to take into account the actual expenditure incurred upto 31 December, we advised the Government of India that it would not be possible for the Central Committee to make recommendations before 25 January, not due to any difficulties at the Central Committee level but as it would be difficult for the State Governments to forward the relevant statements early enough to enable the Central Committee to scrutinise them within the time limit stipulated by the Government of India. However, in order to fall in line with the revised procedure, the proposals for grant-in-aid for the same year were again called for and our recommendations forwarded to the Government of India in March 1959, *i.e.*, before the close of the financial year. The sanction of grant-in-aid by the Government was, however, communicated by them on 13 March, by which time we had sent our recommendations only in respect of 23 schools, while in the case of the remaining 29 schools, our recommendation letters bear a date subsequent to that of the Government of India's sanction order (Appendix 40). Also the final grants by the Government differed from the recommendations of the Central Committee. The Government of India agreed to share more than what was in the scheme on certain items of expenditure, *e.g.*, T.A. to teaching staff, where our maximum is Rs. 500 but larger amounts have been sanctioned.

The role of the Central Committee in the recommendation of grants-in-aid was further discussed in May 1959 with the Government of India which advised us to forward the required statements before 15 February each year as far as the State Governments were concerned, and to continue the original procedure in the case of Union Territories. We had, therefore, issued circular letters in December, 1959 calling for the required information from all the States at the latest by 15 January 1960. However, none of the States submitted the information in time (Appendix 41). This, in turn, resulted in delay in our forwarding the information to the Government of India. The required statements for 1959-60, in some cases, have still not been received from the States of Jammu & Kashmir and Andhra Pradesh in respect of 3 schools. The grants were sanctioned by the Government of India on 15 March 1960 to all the States prior to the receipt of the recommendations of the Central Committee.

The only argument that could be advanced in favour of the revised procedure is that it involves no delay in the release of

grants, as the State Governments receive the funds in instalments starting from May. As regards the delay, if at all there was any, in the sanction of grants in the past, it was not on account of any delay on our part but on the part of State Governments which either furnished incomplete data or furnished the same late. Against the advantage of quick release of funds, the drawbacks of the system as revealed from the actual operation of the scheme in the sanction of grants for 1958-59 and 1959-60 are detailed below.

(i) The revised procedure has led to a departure from the original policy in respect of recognition of schools. Schools started anew by State Governments were recognised previously by the Government of India on the recommendation of the Central Committee regarding their eligibility *vide* the Government of India letter No. F-36-11/54-C(E) dated 22 September 1954. This procedure has, however, not been followed by the Government of India during the last two years. For instance, the Government of India directly approved the starting of one school in the erstwhile Bombay State in 1959. On the other hand, the Bombay State started three new schools instead of one with effect from 1 September 1959. All the three schools were recognised by the Government of India subsequently. When this fact was brought to their notice, they forwarded a copy of the letter from the Government of Bombay in the matter of recognition of the schools. We communicated our recognition of these schools under the scheme thereafter.

(ii) The grants for junior schools do not appear to be based on our recommendations *e.g.*—

(a) We had refused to recommend grant-in-aid for the year 1958-59 to the Tezpur school in Assam for the reason that the School was training non-official candidates. In spite of this, the Government of India sanctioned the grant for this school. We came to know of this sanction on receipt of a letter from the Registrar of Co-operative Societies, Assam.

(b) During 1959-60, recommendations for grants-in-aid for the Srinagar school and 3 schools in Andhra Pradesh could not be forwarded owing to the non-receipt of necessary information from the concerned States, but these States have received the necessary grants. To our reminder to furnish the particulars, the Government of Jammu and Kashmir advised us that they had already received the necessary grants-in-aid, implying thereby that the recommendation of the Central Committee was not necessary. This non-submission of information on the part of the State Government was brought to the notice of the Government of India, but no reply has so far been received.

(c) For both the years, *viz.* 1958-59 and 1959-60, grants to the State Governments have been sanctioned prior to the receipt

of our recommendation by the Government of India and, as such, their sanction has no relation to our recommendation. (Appendices 40 & 41).

(iii) The grants are not in accordance with the scheme of expenditure recommended by the Central Committee and approved by the Government of India. While examining the grants sanctioned for 1958-59 *vis-a-vis* the statements of expenditure referred to, it was observed that the grants had exceeded the limits fixed for certain items of expenditure. For instance, in regard to T.A. to teaching staff, the maximum share of the Government of India has been fixed at Rs. 500, irrespective of the actual expenditure incurred by the Centres. But this has been exceeded in respect of some schools as per Appendix 42. As regards 1959-60, we do not have schoolwise details of the amounts of the grants sanctioned. Inspection of schools conducted by some of the officers of the Agricultural Credit Department in recent years have revealed irregularities in payment of stipends to trainees and salaries to staff. For instance, in the junior schools in U.P. some kind of *ad hoc* course was conducted for a number of village-level workers in 1958 and stipends to these trainees paid from the funds of the Centre. Besides payment of stipend, the conduct of such courses involved the use of the services of the teaching staff for which no permission of the Central Committee was obtained.

From the drawbacks enumerated above, it would appear that the recommendations of the Central Committee for purposes of grants-in-aid to junior co-operative schools have lost much of their significance. The State Governments do not appear to be eager to send us their returns in time since the grants-in-aid are not withheld for want of our recommendations. In the absence of prior scrutiny and prompt receipt of the returns, the role of the Central Committee in implementing the scheme will be adversely affected.

The matter is, therefore, placed before the Standing Sub-Committee for consideration and necessary direction.

## NOTE VII

### AWARD OF PRIZES AND GOLD MEDALS TO TRAINEES FOR SPORTS AND GAMES

It may be recalled that the Standing Sub-Committee at its 22nd meeting held at Poona on 19 April 1960 considered a note on the above subject and decided to discontinue the award of prizes or medals to the trainees at our Training Centres for proficiency in any field of activity including sports. The note on the subject and the relevant proceedings may be seen at pages 121 and 132.

2. In pursuance of this decision a circular was issued to all the Training Centres to stop award of prizes or medals to trainees at our Training Centres for proficiency in any field of activity including sports.

3. In the context of these instructions, the Principal, Regional Co-operative Training Centre, Indore in his letter dated 10 August 1960 represented that to induce trainees to take interest in sports, some kind of incentive had to be regarded as necessary. He wanted our instructions by telegram since he had arranged a programme of games and sports for the approaching 'Independence day'. In view of the short time, the matter was not then considered comprehensively but the Principal was advised, as a temporary measure, to issue certificates to trainees for proficiency in games. It is possible that similar issues may be raised by other Training Centres also. It is, therefore, suggested that the decision taken at the 22nd meeting of the Standing Sub-Committee may be slightly modified to allow awards or token prizes and if this is not considered desirable, at least permit issue of certificates in the matter of sports.



**NOTE VIII****INDUSTRIAL CO-OPERATIVES—TRAINING OF PERSONNEL**

It may be recalled that in August 1955, the Standing Sub-Committee of the Central Committee convened an informal Conference of the Registrars of Madras, Andhra, Bihar, Bombay, Orissa and Hyderabad and the Principals of the three Regional Co-operative Training Centres at Poona, Madras and Pusa (now Ranchi) to revise the syllabi for the various training courses. This Conference recommended, among other things, that special short-term courses should be organised in subjects like Land Mortgage Banking, Co-operative Marketing, Industrial Co-operation including Village Industries, Co-operative Farming and Warehousing. In pursuance of this decision, the Standing Sub-Committee at its meeting held on 22 November 1955 decided that to begin with, such special courses on Land Mortgage Banking and Co-operative Marketing may be organized immediately. The question of organizing a special course on Industrial Co-operation was deferred to a later date.

Subsequently, in 1958, the Secretary to the Small Scale Industries Board, enquired about the training arrangements available for the industrial co-operative personnel. There was also a reference from the Government of Madras regarding the introduction of a special short-term course in Industrial Co-operation at the Regional Co-operative Training Centre, Madras. The Standing Sub-Committee at its 17th meeting held on 26 December 1958 considered the question and approved a scheme to organise, as a Pilot Scheme, a course on Industrial Co-operation at the Madras Centre. It was felt that similar courses could be organised at other centres based on the experience gained at the Madras Centre. However, the Committee desired that the Chairman, Deputy Governor, Shri Venkatappiah, and the Member-Secretary might first scrutinise the proposal further with reference to the staff requirements of the States, number of candidates to be trained, syllabus to be followed, financial implications etc. The Committee also agreed that the Reserve Bank of India might be requested to sanction necessary funds for conducting such courses.

In the meanwhile, the Madras Government continued to pursue the matter and in terms of Government Order M.S. 635 dated 31 March 1959, the Government of Madras approved a proposal for the training of personnel of industrial co-operatives submitted by their Director of Industries. The scheme envisaged conducting of two courses:

(1) A Short-term Course of three months' duration to be conducted at the Regional Co-operative Training Centre, Madras for the intermediate personnel and to be financed by the Reserve Bank of India.

(2) A Long-term Course of six months' duration at a separate Industrial Co-operative Training School at Madras to be set up by the Government of Madras for officers belonging to "Junior Category". The cost was to be shared between the union and the above State Government.

The Ministry of Community Development and Co-operation did not, however, agree to the above proposal of establishing a separate school. It suggested that special courses placing emphasis on industrial co-operatives may be arranged at the existing junior co-operative schools.

The proposal referred to at (1) above was discussed by the Member-Secretary with the Chairman and the matter was taken up with the Secretary to the Government of India, Ministry of Commerce and Industry, New Delhi in January 1960. It was suggested to the Ministry that the Central Committee for Co-operative Training would be prepared to conduct a Short-term Course of 4 months' duration in Industrial Co-operation at one or more of its Training Centres, if the Ministry, which is concerned with the development of industries on co-operative lines, would agree to finance the same.

It was estimated that the total expenditure for 2 courses of 4 months' duration, if conducted in one year, would be about Rs. 1 lakh. It was indicated that the special course contemplated could be run at the Block Level Co-operative Officers' Training Centres which were subject to audit by the Accountant General, Bombay. In this connection, the Member-Secretary attended a meeting of the Standing Committee for Industrial Co-operatives held on 26 February 1960 at which the proposal sent by the Central Committee for Co-operative Training came up for consideration. From the minutes of the meeting of the Standing Committee on Industrial Co-operatives, the following points emerged:

(1) The necessity of running training courses for Industrial Co-operatives was recognised and the scheme was generally approved by the Standing Committee. The courses could be conducted at any of the 8 Block Level Co-operative Officers' Training Centres.

(2) The State Governments should be asked to bear 50% of the expenditure on stipend, T.A. and D.A. of the officers deputed by them, the remaining expenditure to be met by Ministry of Commerce and Industry.

(3) Enquiries might be made from the States regarding the number of officers that they would like to get trained from time to time, so that the number of centres at which such arrangements might be made, could be ascertained.

(4) A study might also be made of the whole question of training of officers of different departments as well as co-operative societies at different levels.

(5) A senior officer of the Ministry of Commerce and Industry should be associated with the Central Committee for Co-operative Training as a member to advise on matters relating to special training for industrial co-operatives.

In pursuance of this decision, the Government of India in the Ministry of Community Development in their letter dated 25 April 1960 wrote to the Madras Government asking them to send to the Central Committee for Co-operative Training concrete proposals for a training course to be conducted by the Central Committee for Co-operative Training for their intermediate personnel. The Ministry of Commerce and Industry (Evaluation Unit), Government of India, in their letter dated 24 May 1960 (Appendix 43) also addressed all the State Governments (other than Madras) requesting them to send proposals for the said short-term course. The same are awaited.

The above scheme was placed before the Standing Sub-Committee at its 23rd meeting held on 28 July 1960. Consideration on the matter was, however, postponed pending certain clarification awaited from the Government of India. The Chairman, however, pointed out that even if the scheme was approved, it would not be possible to associate a representative from the Ministry of Commerce as a member of the Standing Sub-Committee or Central Committee for Co-operative Training. That Ministry would be invited to send their representative to any meeting at which issues connected with courses for industrial co-operatives were to be considered.

Subsequently, the Member-Secretary attended the second meeting of the Standing Committee on Industrial Co-operatives held at New Delhi on 8 August 1960. He explained at the meeting the consensus of opinion of the Standing Sub-Committee that instead of requiring the State Governments to share the expenses on stipend, travelling allowances of the trainees, it would be more appropriate if the Government of India in the Ministry of Commerce and Industry, agrees to bear fully the expenses on stipend and travelling allowance of the trainees. In effect, the Government of India should agree to bear the entire cost of the training scheme. The Standing Committee on Industrial Co-operatives agreed to the modification suggested.

The Member-Secretary of the Central Committee for Co-operative Training also reported to the Standing Committee on Industrial Co-operatives that their representative would be associated with the Standing Sub-Committee of the Central Committee for Co-operative Training as and when the issues relating to Industrial Co-operation were discussed. The Chairman of the Standing Committee on Industrial Co-operatives mentioned that the Director of Industrial Co-operatives would represent the Ministry of Commerce & Industry on the Central Committee for Co-operative Training.

Subsequently, the Government of India in the Ministry of Commerce & Industry have ratified the modification suggested regarding the expenses on stipend and travelling allowance of trainees and have now agreed to meet fully (Appendix 44) the expenses on heads enumerated in annexure to Appendix 43. The Government of India have also requested the State Governments to send them proposals regarding the deputation of officers for training in Industrial Co-operation. The Madras Government have already intimated that they proposed to depute 40 officers.

The Standing Sub-Committee may, therefore, consider the proposal for conducting a Special Short-term Course on Industrial Co-operation. If approved, the Course will be conducted at one or more Block Level Co-operative Officers' Training Centres if sufficient number of candidates of the Intermediate category are deputed by the State Governments. Budgets for the course on the basis of 40 trainees per session will be prepared for each Centre and Government of India's approval obtained. The syllabus for the course will be according to the programme appended (Appendix 45). The financial arrangements will be according to the scheme approved by the Government of India already referred to in the annexure to Appendix 43.

It is suggested that subject to the availability of accommodation, a pilot course may be organised at the Block Level Co-operative Officers' Training Centre, Himayatsagar immediately. It will be extended to other centres in the light of the experience gained. In the meantime, arrangements have to be made for finance, appointment of staff, provision of class-rooms and hostel accommodation and other facilities at the Centre. The Standing Sub-Committee may kindly approve the proposal.

PROCEEDINGS OF THE TWENTY FOURTH MEETING  
OF THE STANDING SUB-COMMITTEE OF THE CENTRAL  
COMMITTEE FOR CO-OPERATIVE TRAINING HELD AT  
BOMBAY ON 23 SEPTEMBER 1960 AT 3.00 P.M.

*Present*

1. Prof. D. G. Karve, *Chairman*
2. Shri B. Venkatappiah
3. Shri M. R. Bhide
4. Shri J. C. Ryan, *Member-Secretary*

Shri V. Sivaraman, Deputy Chief Officer, Dr. S. B. Mahabal, Shri T. S. K. Chari, and Shri R. R. Pradhan, Assistant Chief Officers of the Agricultural Credit Department of the Reserve Bank of India were also present.

ITEM I : *Review of progress in the training programmes*

The Note on the item was recorded.

ITEM II : *Review of action taken on the proceedings of the 23rd meeting of the Standing Sub-Committee*

In respect of the purchase of land for the Regional Co-operative Training Centre now located at Meerut, it was mentioned in the Note put up that steps were being taken for finding some suitable sites at Meerut, Agra or Aligarh. It was agreed that Kanpur also might be considered as a possible location and action might be taken to contact the Manager of the Reserve Bank, Kanpur in this respect.

ITEM III: *Reports submitted by Shri Sivaraman and Dr. S. B. Mahabal on their foreign tours*

Consideration of the reports submitted by Shri V. Sivaraman and Dr. S. B. Mahabal was postponed.

ITEM IV : *Orientation Courses and Research in Co-operation at the proposed Central Institute for Training and Research in Co-operation at Poona*

The Note on the item was informally considered. Further communication on the subject is awaited from the Government of India.

**ITEM V: *Progress of work regarding the preparation of Text-books***

The Note on the subject was recorded. The Committee was informed that Shri S. Rajagopalan has withdrawn from participation in the preparation of the work on the subject of Co-operative Law. It was agreed that the work might proceed on the basis of the draft already prepared by Shri M. D. Vidwans in respect of this book.

**ITEM VI: *Note on the procedure regarding the sanction of grant-in-aid & recognition of Junior Co-operative Training Schools by the Government of India***

After some discussions, it was agreed that the Central Committee might take an opportunity at the time of plan discussions to say if new schools proposed in the annual plans of the States would be necessary. The Government of India would later send to the Central Committee copies of the plans approved for the States in respect of co-operative training and the Central Committee would write to the State Governments calling for details of the new institutes proposed. The Government of India also will advise State Governments to send proposals for the starting of new junior co-operative schools to the Central Committee for its approval.

**ITEM VII: *Award of prizes and gold medals to trainees for sports and games***

It was approved that proficiency certificate might be awarded in respect of sports and other competitions.

**ITEM VIII: *Industrial Co-operatives—Training of personnel***

The Note on the item was approved. It was agreed that subject to the availability of accommodation, a Course on Industrial Co-operation may be organised at the Block Level Co-operative Officers' Training Centre, Hyderabad.

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

(28 December 1960 at the Reserve Bank of India, Bombay)

**AGENDA**

**NOTES:**

- I. Review of progress in the training programmes.
- II. Review of action taken on the proceedings of the 24th Meeting of the Standing Sub-Committee.
- III. Reference from Government of India regarding Orientation Courses and Research Programmes at the proposed Central Institute at Poona.
- IV. References from the Government of India regarding appointment of Principals and Lecturers at the training centres.
- V. Equation of the Block Level and Intermediate Officers' Courses.
- VI. Report submitted by Shri V. Sivaraman and Dr. S. B. Mahabal on their foreign tours.
- VII. Short *Ad hoc* Course for trainees from Punjab as suggested by the Registrar of Co-operative Societies, Punjab.
- VIII. Refresher Course for Managers of Co-operative Banks, Punjab.
- IX. Orientation Course for Development Commissioners, Registrars etc. excluding non-officials.
- X. Organization of a Refresher Course in Co-operation for Instructors in Extension Training Centres.
- XI. Recognition of Post graduate Diploma in Co-operation—M.S. University of Baroda.
- XII. Continuation of the short-term Course at Tirupati Centre.

## NOTE I

## REVIEW OF PROGRESS IN THE TRAINING PROGRAMMES

The present review covers a period of 3 months since the Committee met last on 23 September 1960. During this period, new sessions of the Marketing Course commenced at the Madras and Meerut Centres and of the Block Level Co-operative Officers' Course at the Hyderabad and Gopalpur-on-Sea Centres. The new session of Land Mortgage Banking Course also commenced at Madras Centre.

Details of the progress of the various courses of co-operative training are given below:

(i) *Senior Officers' Training Course*

As reported at the 24th meeting, the XVI session of the course which commenced on 1 July 1960 is in progress and will come to an end on 31 December 1960. Out of 38 trainees undergoing training, 25 are departmental and 13 are institutional. The total number of trainees who have so far completed training in the course is 505. This course serves all the States.

State (1)	Number of candidates admitted			Number of candidates reported		
	D (2)	I (3)	T (4)	D (5)	I (6)	T (7)
Andhra Pradesh..	2	—	2	2	—	2
Assam .. ..	1	1	2	—	1	1
Maharashtra .. ..	7	—	7	7	—	7
Gujarat .. ..	4	—	4	3	—	3
Kerala .. ..	—	1	1	—	1	1
Mysore .. ..	3	—	3	3	—	3
Himachal Pradesh .. ..	1	1	2	1	1	2
Madhya Pradesh .. ..	1	3	4	1	3	4
Orissa .. ..	2	—	2	2	—	2
Punjab .. ..	—	2	2	—	1	1
Rajasthan .. ..	3	3	6	3	3	6
Uttar Pradesh .. ..	—	2	2	—	2	2
West Bengal .. ..	3	1	4	3	1	4
Total .. ..	27	14	41	25	13	38

D=Departmental

I=Institutional

T=Total



(ii) *Intermediate Officers' Training Course*

So far 1,124 candidates have been trained at the Intermediate Officers' Training Course and 245 are undergoing training currently. The stage of progress of the Intermediate Officers' Course at the five Regional Co-operative Training Centres is given below:

Name of the Centre	States served	No. of the current session	Date of commencement	Date of closing	No. of candidates admitted in the current session			No. of candidates reported in the current session			No. of candidates already trained
					D	I	T	D	I	T	
1	2	3	4	5	6	7	8	9	10	11	12
Poona	Maharashtra and Gujarat (i.e. former Bombay State) ..	VIII	1-7-60	30-6-61	49	21	70	49	21	70	425
Madras	Madras, Andhra Pradesh, Mysore and Kerala.	VII	15-7-60	14-6-61	36	12	48	35*	11	46**	234
Meerut	Uttar Pradesh, Jammu and Kashmir, Delhi, Punjab, Himachal Pradesh and Nepal (C o l o m b o Plan) ..	V	15-2-60	14-1-61	41	5	46	41	5	46@	109
Ranchi	Manipur, Tripura, Assam, West Bengal, Orissa, Bihar, & Nepal (C o l o m b o Plan) ..	VII	1-7-60	31-5-61	41	2	43	41†	2	43	212
Indore	Madhya Pradesh and Rajasthan.	V	1-3-60	31-1-61	44	3	47	43	3	46	144
	Total ..				211	43	254	209	42	251	1124

D = Departmental.

I = Institutional.

T = Total.

\* Includes 4 Colombo Plan Trainees.

\*\* Includes two candidates (one departmental and one institutional) since removed from the rolls as they were absent for more than 10% of the total duration of the course.

@ One departmental candidate was recalled by the R. C. S. Punjab.

£ Includes 6 candidates deputed by Nepal under the Colombo Plan.

† Three departmental candidates from Bihar have since discontinued the course.

(iii) *Special Course in Co-operative Marketing*

So far 1,131 officers have been trained at the Co-operative Marketing Course and 123 are undergoing training currently. The progress made in the conduct of this Course is shown in the following table.

Name of the Centre	States served	No. of the current session	Date of commencement	Date of closing	No. of candidates admitted in the current session			No. of candidates reported in the current session			No. of candidates already trained
					D	I	T	D	I	T	
1	2	3	4	5	6	7	8	9	10	11	12
<b>4 Months' Course—</b>											
Poona	Maharashtra and Gujarat (i.e. former Bombay) Mysore, Madhya Pradesh and Rajasthan ..	XII	8-8-60	7-12-60	23	2	25	22	2	24	287
		XIII	Session will commence on 26-12-1960								
Madras	Andhra Pradesh, Kerala, Madras, Orissa, West Bengal and Pondicherry (special case)...	X	10-10-60	26-2-61	33	—	33	26	1*	27	245
Meerut	Assam, Uttar Pradesh, Bihar, Punjab, Tripura, Jammu and Kashmir, Delhi, Manipur and Himachal Pradesh ..	XII	3-10-60	2-2-61	30	3	33	22	3	25	279
<b>6 Months' Course—</b>											
Ranchi	Assam, Bihar, Manipur, Orissa, Tripura, Uttar Pradesh, West Bengal and Jammu and Kashmir ..	VII	1-9-60	28-2-61	30	10	40	24	4	28	202
Indore	Andhra Pradesh, Maharashtra, Gujarat, Mysore, Madhya Pradesh, Kerala, Punjab, Delhi, Rajasthan, Himachal Pradesh, Madras and Jammu and Kashmir ..	VI	19-9-60	18-3-61	5	21	26	8	12	20@	118
Total ..					121	36	157	102	22	124	1131

D = Departmental.

I = Institutional.

T = Total.

\* One departmental candidate was subsequently substituted by institutional candidate.

@ One institutional candidate from Madhya Pradesh left the centre in the middle of the Course.

Details of utilization of training facilities from the inception of the courses at the five Regional Centres are given in Appendix 46.

(a) Response to our circular inviting recommendations is not satisfactory from the States served by Meerut, Poona and Indore Training Centres.

(b) It is noticed that all the candidates admitted do not report for training at Madras, Meerut, Indore and Ranchi Training Centres.

The following steps have been taken to avoid underutilization.

(a) A circular was issued to the Registrars indicating that particulars of a few more candidates may be furnished to keep them on the waiting list. The Registrars were requested to depute candidates from the waiting list when any of the candidates from the regular list were unable to report for training.

(b) There is a regular follow-up after receiving the admission reports from the Principals and enquiries are made as to why candidates admitted for training failed to report. It is made clear in the circular issued that Registrars should recommend only such candidates as would be available for training.

(c) Generally, late joining is permitted up to 3 days. However, discretion is given to the Principal to admit candidates in the next few days if the late arrival is due to genuine reasons.

(iv) *Special Course in Land Mortgage Banking*

The tenth session of the Course has commenced on 15 November 1960. The total number of candidates undergoing training is 38 of which 35 are departmental and 3 institutional. The total number of candidates so far trained is 343 (Departmental 263 and Institutional 80). This course at Madras caters to the needs of all the States.

(v) *Block Level Co-operative Officers' Training Course*

So far 2,783 officers have completed training at the 8 Block Level Training Centres and 600 are undergoing training currently. Details pertaining to the course conducted at the various Centres are given in the following table.

Name of the Centre	States served	No. of the current session	Date of commencement	Date of closing	No. of candidates admitted in the current session	No. of candidates reported in the current session	No. of candidates already trained
1	2	3	4	5	6	7	8
Tirupati .. (Short-term Course of 3½ months)	Madras, Andhra Pradesh ..	XV	17- 9-60	31-12-60	28	20	591
Kalyani ..	West Bengal, Assam, Manipur, Tripura, N.E.F.A. & N.H.T.A.	V	1- 7-60	31- 5-61	44	36@	199
Gopalpur-on-Sea	Bihar and Orissa ..	VI	1-11-60	30- 9-61	151	137	493
Faizabad ..	Uttar Pradesh ..	V	9- 5-60	31- 3-61	116	94@@	428
Kota ..	Madhya Pradesh and Rajasthan ..	V	18- 2-60	17- 1-61	106	95*	343
Hyderabad ..	Mysore, Kerala, Andhra Pradesh, Bombay (as a special case) ..	VI	13-10-60	12- 9-61	78	68	247
Bhavnagar ..	Maharashtra & Gujarat (i.e. former Bombay State) ..	V	15- 2-60	14- 1-61	90	90**	241
Patiala ..	Punjab, Himachal Pradesh, Uttar Pradesh, Delhi and Jammu and Kashmir..	V	9- 5-60	31 3-61	81 D + I 72 9	74* D + I 67 7	241
					694	614	2,783

D = Departmental.

I = Institutional.

@ One trainee was recalled by Registrar, Co-operative Societies, West Bengal.

@@ 5 candidates left the centre and one died in the middle of the course.

\* 3 candidates left the centre in the middle of the course.

\*\* One candidate left the centre in the middle of the course.

#### (vi) Commencement of sessions at Indore and Kota Centres

While the current session at the Indore Centre will conclude on 31 January 1961, at Kota Centre, the same will end on 17 January 1961. At the 22nd meeting of the Standing Sub-Committee held at Poona in April 1960, it was decided that steps should be taken to commence fresh sessions at these Centres in June-July every year which is normally the period of commencement of the session at all intermediate training centres. It was thought that the gap could be covered by conducting some refresher or reorientation courses at these centres if possible, or deputing the staff of these centres as guides for practical training tours of trainees at other centres.

It was also suggested at the sixth meeting of the Central Committee for Co-operative Training that the dates of commencing the training courses at various training Centres might be fixed

as near to or on a common date in order to facilitate running of refresher courses during vacations.

There will be some difficulties if the above suggestions are given effect to at all the Centre immediately. If fresh sessions were to commence in June-July of the year at all the Regional and Block Level Training Centres, there will be a gap between the current sessions and the next sessions to be commenced at Meerut, Gopalpur-on-Sea, Faizabad, Patiala, Bhavnagar and Hyderabad Centres. It would be difficult to fill in the gaps by organising refresher courses at all the centres at the same time. To utilize the services of the teaching staff as guides also will not be possible if the change is to be effected simultaneously at all the Centres. Moreover, it will involve some additional expenditure towards their T.A. and D.A. etc. and in the case of Block Level Co-operative Officers' Training Centres, Government of India will have to be approached. It would be equally difficult to arrange effective practical training tours when the trainees at all the Centres start on practical training tours at almost one and the same time which will be the case if fresh sessions commence at all the Centres simultaneously. Moreover, the whole scheme of co-operative training is presently being reviewed by the Study Team on Co-operative Training appointed by the Government of India. In view of these considerations, the Chairman of the Standing Sub-Committee approved that we may postpone action on refixing the more or less uniform dates of commencement of fresh sessions at the Training Centres.

(vii) *Special Short-term Course on Industrial Co-operation*

At the 24th meeting of the Standing Sub-Committee held in September 1960, it was decided to conduct a special short-term course on Industrial Co-operation. The course is intended to provide specialised training for Intermediate personnel working in the Industries Departments of State Governments dealing with registration and development of industrial co-operatives and for the staff directly employed by the industrial co-operatives. The duration of the course is four months including two months' practical training. The first session of this type commenced at the Block Level Co-operative Officers' Training Centre, Hyderabad on 12 December 1960. The course was formally inaugurated by the Honourable Minister for Co-operation, Andhra Pradesh, on 15 December 1960 with 35 candidates from Madras and 8 from Andhra Pradesh. The present course will come to an end on 11 April 1961.

(viii) *Junior Co-operative Officers' Training Course*

There was no important development to report in this regard. The number of schools functioning under the scheme of Central Committee is 59.

**(ix) Study Team on Co-operative Training**

The Government of India in their Notification No. 2/50/60/CT dated 10 November 1960 have set up a Study Team on Co-operative Training (Appendix 47). The Government of India felt that the programme and targets for co-operative development in the Third Five Year Plan have to be supported by suitable programme of training and education. "It is therefore essential to make a quick and comprehensive study of the entire system of co-operative training and education in the Third Five Year Plan". The study of the team "will include member education programme, schools for junior co-operative personnel, training centres for block level co-operative extension officers, regional co-operative training centres for intermediate personnel, Co-operative Training College at Poona for senior officers and teaching of co-operation in village schools, high schools, colleges, universities and other institutions".

Earlier, a reference was received from the Government of India requesting us to place the matter before the Central Committee for Co-operative Training and nominate a representative of the Central Committee on the Study Team. On consultations between Shri V. L. Mehta, Prof. Karve, Shri M. R. Bhide and Shri B. Venkatappiah, Shri J. C. Ryan, Member-Secretary of the Central Committee for Co-operative Training was nominated as the representative of the Committee on the Study Team.

The Study Team was in Bombay on 13 and 14 December 1960 and interviewed Shri V. L. Mehta, Chairman of the Central Committee for Co-operative Training, Prof. D. G. Karve, Chairman of the Standing Sub-Committee of the Central Committee for Co-operative Training, Shri B. Venkatappiah, Deputy Governor of the Reserve Bank and Shri J. C. Ryan, Member-Secretary of the Central Committee for Co-operative Training.

**(x) Plan Discussions with State Governments**

As suggested at the 24th meeting of the Standing Sub-Committee held in September 1960, the officers of the Central Committee attended the Plan discussions between the representatives of the Government of India, State Governments and other concerned bodies regarding the Third Five Year Plan and the plan for the last year of the Second Five Year Plan. The officers brought to the notice of the Working Group considering the plans, the viewpoints of the Central Committee in regard to the proposals of the State Governments for starting additional Co-operative Training Centres at junior and intermediate levels. The Government of India have advised the State Governments to forward for the approval to the Central Committee for Co-operative Training any proposals for starting new training centres in the States.

(xi) *Centre for Directing Officers of Co-operative Departments*

As approved at the 22nd meeting of the Standing Sub-Committee held in April 1960, steps have been taken to organize a Centre for directing officers of the Co-operative Departments. The Centre is being organized at the Co-operative Training College, Poona, from 2 January to 21 January 1961. The pattern of the Course is generally on the lines approved by the Standing Sub-Committee. About 20 Joint Registrars, Deputy Registrars, Assistant Development Commissioners and others from various States are expected to attend the Centre. The Centre will be directly conducted by the Officers of the Central Committee with the help of the Principal of the Co-operative Training College, Poona.

(xii) *Refresher Course for lecturers of the Junior Co-operative Officers' Training Centres*

The 21st meeting of the Standing Sub-Committee held in November 1959 had approved conducting of refresher courses for lecturers of the Junior Co-operative Officers' Training Centres. In pursuance of this, two refresher courses, one for the Junior Training Schools in the Northern and Western Zones and the other for the Eastern and Southern Zones were conducted during the first half of 1960 at Indore and Bangalore. The subjects covered at each of these courses were Principles of Co-operation, Banking and Rural Economics. A separate short course on Business Management was also conducted at Bombay in November 1959. The refresher course on Book-Keeping, Accountancy and Audit was conducted in November 1960 at the Co-operative Training College, Poona. The Course was of 3 weeks' duration and was organised for lecturers in Book-Keeping, Accountancy and Audit working at all the Junior Training Centres.

Lecturer-trainees numbering 37 drawn from various States attended the course. Theoretical training was imparted at the college from 14 November to 26 November 1960 during which were organized 14 lectures, 8 discussions with eminent persons who had specialised in the subject and 10 group discussions amongst the trainees themselves. The course also included practical training for one week from 27 November to 3 December 1960. For the purpose of practical training, the trainees were divided into 4 groups of 9 to 10 each and taken to selected co-operative institutions in the districts of Poona, Kolhapur and Sangli in Maharashtra State. Experienced auditors from the Co-operative Department, Maharashtra State were made available by the Registrar of Co-operative Societies, Maharashtra State for guiding the trainees in their practical training visits to co-operative institutions.

(xiii) *Publication of Text-Books*

The work on the preparation of text-books on Co-operative Audit, Co-operative Law and Business Management is in progress. The authors selected have been requested to expedite the work.

(xiv) *Co-operative Film Project*

The Third Meeting of the Film Advisory Committee was held in Bombay on 28 September 1960. Shri P. V. R. Rao, Secretary to Government of India, Ministry of Community Development & Co-operation attended the meeting by special invitation. The Committee reviewed the progress made and took some decisions regarding regional language versions, number of copies of the film 'The Weavers' to be prepared and programme of production for the next few films and filmstrips.

The first film to be produced under the Co-operative Film Project was "The Weavers", a film on Handloom Co-operatives. The film was shown to a select gathering including the Governor of the Reserve Bank of India and the Trade Commissioner of the Government of Canada in Bombay on 28 September 1960. The film was later also exhibited at the International Co-operative Alliance Seminar held at Delhi in November 1960 and at the seminars on Handloom Co-operation held at Hyderabad and Bangalore in October-November 1960. The second film under the Project that would be ready shortly is on 'Agricultural Credit'. It is a four reeler film unlike the usual two reels on other subjects and can be regarded as one of the important films to be produced under the Project. The film, the shooting of which is almost over, is expected to be ready in January 1961. Work on two other films on 'Dairy Co-operation' and 'Sugar Co-operatives' is in progress. Work is also in progress on a number of filmstrips on different subjects. Filmstrips are being produced particularly with an eye on the requirements of the trainees at the Co-operative Training Centres.



## NOTE II

### REVIEW OF ACTION TAKEN ON THE PROCEEDINGS OF THE 24TH MEETING OF THE STANDING SUB-COMMITTEE

**ITEM I:** *Review of progress of the training programme*

No action was called for.

**ITEM II:** *Review of action taken on the proceedings*

As suggested at the Standing Sub-Committee, the Manager of the Reserve Bank of India, Kanpur has been requested to suggest some suitable site at Kanpur that could be considered along with other sites at Meerut, Agra or Aligarh for purchase by the Reserve Bank of India for the Regional Training Centre presently located at Meerut. We have recently received a proposal in the same connection from the Principal of the Regional Co-operative Training Centre at Meerut and the same is under scrutiny.

**ITEM III:** *Reports submitted by Shri V. Sivaraman and Dr. S. B. Mahabal on their foreign tours*

A further note has been submitted for the consideration at the present meeting of the Standing Sub-Committee.

**ITEM IV:** *Orientation Courses and Research in Co-operation at the proposed Central Institute for Training and Research in Co-operation at Poona*

A further note has been submitted for consideration at the present meeting of the Standing Sub-Committee.

**ITEM V:** *Progress of work regarding the preparation of Text-Books*

No action was called for.

**ITEM VI:** *Note on the procedure regarding the sanction of grant-in-aid and recognition of Junior Co-operative Training Schools by the Government of India*

The Government of India had been requested to advise the State Government to send proposals for the starting of new Junior Co-operative Schools to the Central Committee for its approval and accordingly proposals are being received. The Deputy Chief Officer, Shri V. Sivaraman, as a member of the Working Group

on Co-operation for Plan discussions constituted by the Government of India and other officers of the Central Committee attended the Plan discussions held at Delhi with the representatives of the State Governments.

*ITEM VII: Award of prizes and gold medals to trainees for sports and games*

The revised decision of the Standing Sub-Committee that proficiency certificates might be awarded to trainees in respect of sports and other competitions has been conveyed to the Principals of all Training Centres. They have also been advised that prizes and medals were not to be awarded.

*ITEM VIII: Industrial Co-operatives—Training of Personnel*

Arrangements for conducting the special short-term course of 4 months' duration on Industrial Co-operation have been finalised and the course has commenced at the Block Level Co-operative Officers' Training Centre, Hyderabad, on 12 December 1960. It was formally inaugurated on 15 December by the Minister for Co-operation, Government of Andhra Pradesh. Thirty-five candidates from Madras State and 8 from Andhra Pradesh have been admitted to the above course.

**NOTE III****REFERENCE FROM GOVERNMENT OF INDIA  
REGARDING ORIENTATION COURSES AND RESEARCH  
PROGRAMMES AT THE PROPOSED CENTRAL  
INSTITUTE AT POONA**

Recently, we received a letter from the Government of India (Appendix 48) regarding the organisation of orientation courses and research programmes to be conducted at the proposed Central Institute for Study and Research in Co-operation. The Government of India have indicated that the Minister for Community Development & Co-operation is of the opinion that it is not necessary to wait for the completion of the building of the Co-operative Training College, Poona and that the activities can be taken up in hired buildings either at Poona or elsewhere, pending the completion of the new buildings at Poona when the whole programme could be located at one place. In case the Central Committee for Co-operative Training is unable to accept the suggestion, they desire to know whether the Ministry can start the work.

In this connection, it may be mentioned that at the sixth meeting of the Central Committee for Co-operative Training held at Poona in September 1959, Shri S. K. Dey, Minister for Community Development and Co-operation made a plea for the setting up of a Central Institute devoted to the training of instructors in Co-operation. Subsequently, the Ministry of Community Development and Co-operation forwarded to the Central Committee a draft scheme. The subject was further discussed among Shri S. K. Dey, the Governor of the Reserve Bank of India, Shri V. L. Mehta and Prof. D. G. Karve at an informal meeting held in Bombay on 21 October 1959. It was agreed that action on the Orientation Courses and Research Programmes might await the completion of the new premises and building of the Co-operative Training College, Poona.

The matter was further considered at the 21st meeting of the Standing Sub-Committee held at Poona on 21 November 1959 which was informed of the decision taken.

The Central Committee have now received the letter under reference from the Government of India. The Standing Sub-Committee may kindly consider the letter and indicate further action to be taken.

## NOTE IV

### REFERENCES FROM THE GOVERNMENT OF INDIA REGARDING APPOINTMENT OF PRINCIPALS AND LECTURERS AT THE TRAINING CENTRES

A letter has been received from the Government of India, Ministry of Community Development and Co-operation in regard to the selection of Principals and Lecturers at the Block Level Centres (Appendix 49). It is mentioned in the letter that a few Principals and a number of instructors of the Block Level Co-operative Training Centres are retired officers of the Co-operative Departments. The Government of India are of the opinion that the retired officers may find it difficult to imbibe the new concepts and adjust themselves to the requirements of the programme of co-operative development in the wider context of Community Development and Panchayat Raj. As such, the retired officers may not be able to create the necessary atmosphere at the training centres and the trainees may not have the benefit of proper training facilities. In view of these considerations, the Government of India feel that employment of retired officers either as Principals or instructors for important subjects will not be desirable. However, they have indicated that there may not be any objection if one retired officer is appointed at a Centre as instructor for teaching the historical background and growth of various procedures and other technical details. The Government of India are also of the opinion that the Principal of a training centre should be a comparatively young man who has worked as Deputy or Assistant Registrar for a reasonable period in the Co-operative Department.

2. The Government of India have, therefore, requested that the Central Committee for Co-operative Training may take action to replace the retired personnel at a very early date. In case any difficulties are experienced by the Central Committee in obtaining the services of suitable officers on deputation from the State Governments, the Government of India have indicated that the matter may be brought to their notice so that they would take up the matter with the State Governments and try to get suitable personnel. In fact, the Government of India have already followed this with a D.O. letter addressed to the Secretaries of all States (Appendix 50) requesting that the best available officers from the Co-operative Departments should be spared for teaching jobs at the centres of the Central Committee for Co-operative Training.

Pending consideration of the issue by the Standing Sub-Committee, an interim reply has been sent to the Government of India clarifying the present position (Appendix 51).

3. We have also received another letter from the Government of India regarding the deputation of officers of the Agricultural Credit Department, Reserve Bank of India, as Principals and Lecturers to the training centres (Appendix 52).

Inviting a reference to the discussion on the note on the agenda (item XI) put up for consideration at the 23rd Meeting of the Standing Sub-Committee, they have indicated that Shri Bhide expressed the view at the meeting that the appointment of officers of the Agricultural Credit Department either as Principals or Lecturers would not be desirable.

4. A few facts having a bearing on the issues raised by the Government of India are given below. The staff presently appointed at the training centres may be broadly classified under three categories viz. (i) officers in active service of State Governments and taken on deputation, (ii) young persons recruited directly by the Central Committee for Co-operative Training and (iii) officers retired from Government service (including those who were first taken on deputation, but who subsequently retired from Government service while in the service of Central Committee and were continued).

At present, there are 11 Principals and 44 Lecturers at the 12 training centres (excluding the staff at the Co-operative Training College, Poona). The post of Principal at the Block Level Training Centre, Faizabad is at present vacant. Of the above staff, 6 Principals and 16 lecturers are on deputation, 4 lecturers are selected by direct recruitment and 5 Principals and 24 lecturers are retired persons employed by the Central Committee. A list of retired persons who are in the employment of the Central Committee is enclosed (Appendix 53). The overall distribution of teaching staff at the Regional and Block Level Co-operative Training Centres is as under :—

Training Centres			Principals		Lecturers		
			On deputation	Retired	On deputation	Direct recruit	Retired
Regional Co-operative Training Centres	..	..	1	3	6	1	14
Block Level Co-operative Training Centres	..	..	5	2	10	3	10
Total	..	..	6	5	16	4	24

5. In regard to the teaching staff at the Co-operative Training College, Poona, it may be stated that there are 4 full-time professors, equal number of full-time lecturers and one part-time professor besides the Principal as detailed below :—

	On deputation	Direct recruit	Retired
Professors .. .. .	—	2	2
Part-time professor .. .. .	—	—	1
Lecturers .. .. .	2	2	—
	<u>2</u>	<u>4</u>	<u>3</u>

Besides the above staff, there are 6 part-time lecturers. The Principal is a retired Registrar of the former Coorg State. The teaching staff at the Co-operative Training College, Poona, is appointed by the Bombay State Co-operative Union with the concurrence of the College Committee.

6. The appointments of teaching staff at the Regional and Block Level Centres are made by the Member-Secretary with the approval of the Chairman of the Standing Sub-Committee of the Central Committee for Co-operative Training and extensions are granted by the Member-Secretary from time to time on the basis of recommendations of the Local Committees in this regard.

7. The staff taken on deputation are selected after the Central Committee is satisfied that they have high academic attainments and practical experience in the Department. In certain cases, their confidential reports obtained from their parent departments are also looked into.

8. Directly recruited staff have been generally selected after advertisement by each training centre. From the list of candidates applying in response to advertisement, selection is made by the Local Committee according to the requirements of the centre. This method of direct recruitment is resorted to only for selecting lecturers to teach subjects like Banking, Book-keeping and Accountancy, etc., where the absence of experience of co-operative work does not adversely affect the efficiency of teaching. The selection made by the Local Committee is subject to the approval of the Central Committee for Co-operative Training.

9. For teaching certain subjects prescribed for study, it is considered necessary that the lecturers should have adequate practical experience. Therefore, for teaching Co-operative Audit,

Land Mortgage Banking, Co-operative Law, Co-operative Marketing, etc., experienced departmental officers are generally preferred. Whenever efforts to secure teaching staff on deputation have failed, retired persons with sufficient academic background and experience in the Co-operative Departments are appointed. However, it is not the policy of the Central Committee for Co-operative Training to employ retired persons by preference. Whenever appointments are made, each case is judged on its own merits in the light of the requirements of the training centres and the availability of suitable personnel. Care is also taken to see that the teaching staff is thoroughly oriented to imbibe the new concepts and adjust themselves to the requirements of the programmes of co-operative development.

10. The importance of teaching staff fully qualified and experienced in different aspects of co-operative activity can hardly be overemphasised. Since difficulties were experienced in procuring the services of competent persons, the Member-Secretary of the Central Committee addressed a letter to the Secretaries in charge of Co-operation of all the State Governments in December 1959 and requested them that four or five officers may be recommended to create a pool of eligible officers of the Co-operative Departments to work as lecturers at training centres. It was indicated in the letter that the officer recommended should (i) be 40-45 years of age (ii) possess good academic qualifications and field experience and (iii) have an aptitude for teaching.

11. This procedure, however, evoked little response from the State Governments till the matter was last considered by the Standing Sub-Committee in April 1960. Replies were received only from three States—Kerala, West Bengal and Madras and the officers recommended by these States did not satisfy the conditions stipulated in the above referred circular letter. Officers recommended by Madras, for instance, were all in the cadre of Co-operative Sub-Registrars. The Standing Sub-Committee at its 22nd meeting held at Poona on 19 April 1960 considered a note put up regarding recruitment of teaching staff for the training centres. The Chairman indicated that advertisement would be a supplementary source of getting suitably qualified and experienced persons to work as lecturers at the centres. It was also agreed that as the Central Committee was responsible for making appointments of Principals and other members of the teaching staff at various training centres, it should maintain a suitable list from which competent staff could be drawn. Though recommendations have subsequently been received from Andhra Pradesh, Maharashtra, Punjab and Mysore, some of the officers recommended are on the verge of superannuation. Names of eligible officers have been included in the pool register. Applications received directly

from persons seeking employment as Principals and lecturers have also been taken into account. While the States of Kerala, West Bengal, Madras, Rajasthan, Madhya Pradesh and Orissa did not have any experienced officers to spare, recommendations from Assam, Bihar and Uttar Pradesh are still awaited.

12. The appointment of staff at the training centres was further considered at the 23rd meeting of the Standing Sub-Committee held on 28 July 1960 at Bombay to which a reference is made in the letter from the Government of India referred to above (Appendix 52). "It was agreed", at the meeting, "that though direct recruits without experience of co-operative work could be appointed for teaching such subjects as Rural Economics and Book-keeping, the staff appointed for teaching other subjects should have experience either in the Co-operative Departments or co-operative institutions. It was also approved that as a temporary arrangement, staff from the Agricultural Credit Department might also be posted on deputation to work as principals and lecturers of the training centres".

13. In view of the references received from the Government of India referred to earlier, the issues that arise for the consideration of the Standing Sub-Committee are as follows :

(i) *Appointment of lecturers*

Whether the present policy of recruiting as lecturers even retired persons, not by preference but on merits in each case and in the context of non-availability of suitable staff on deputation from the State Governments, should be continued.

The Government of India desire that teaching staff at Block Level Training Centres should preferably be on deputation *i.e.* from active service, though they have no objection to having one retired person at a Training Centre for explaining the historical background and growth of various procedures and other technical details.

As stated above, even the retired officials appointed as lecturers and principals get their orientation in the new policies of co-operative development during their tours with the trainees, in the Refresher Courses, in Conferences like the Principals' Conference and through the literature that is supplied to the training centres.

It may also be mentioned that the experience has been that the State Governments have not responded in fully recommending suitable officers to serve on deputation with the Central Committee. Besides, it is felt that a team of some young departmental officers on deputation, a few retired officers and some directly recruited



young men should be preferred as it would be representing different viewpoints, to a group wholly consisting of Departmental Officers serving at a training centre on deputation. As the statement appended (Appendix 53) reveals, there are on the staff of our training centres, 24 lecturers who are retired officers. It is neither possible nor desirable to dispense with the services of retired officers altogether unless the State Governments depute in time suitable officers on deputation whenever they are required. In the context of the circular letter issued by the Government of India to State Governments, the latter might be expected to be more willing to make their officers available on deputation. However, no categorical decision not to appoint retired persons could be taken as a matter of policy. What can be agreed to, however, is that in the matter of appointment of lecturers at the Training Centres, at the most duly qualified and experienced persons on deputation and direct recruits could be given preference over the retired ones. The policy of appointing retired officers may have to continue in specific cases if no suitable personnel are available otherwise.

(ii) *Appointment of Principals*

Another issue for consideration is the appointment of retired officials as Principals of the training centres. The Government of India in their letter referred to earlier would like only young persons appointed as Principals of the training centres. It may be stated in this connection that it would be in the interest of the training centre to have as Principal, a person who is adequately qualified and has the experience of co-operative work. He should also be able to command some respect from the trainees who may themselves be experienced officials and also respect from his lecturers working under him. From these points of view, a senior officer, even retired recently, can be considered suitable for Principalship at least for three or four years. Even now, our policy in general is not to continue the retired persons as Principals beyond the age of 60. Though there could be no objection to an outstanding young officer being appointed as Principal if he fulfils the considerations listed above, it is felt that there need not be any ban, as a matter of policy, on the appointment of retired officials as Principals at the training centres even though they are suitable in all other respects. No change, therefore, appears necessary in our present policy in the matter of appointment of Principals.

(iii) *Appointment of Agricultural Credit Department Officers as Principals*

Thirdly, the Government of India have raised the issue for the appointment of officers from the Agricultural Credit Department of

the Reserve Bank of India as Principals or lecturers. The 23rd meeting of the Standing Sub-Committee agreed to the appointment of such officers only as a temporary arrangement. It may also be mentioned that the officers from the Agricultural Credit Department deputed to work as Principals at the training centres have all been officers not only with experience of work in the Agricultural Credit Department but also with a close personal knowledge of the working of co-operative institutions. They are being spared by the Bank in the interests of the training centres though with inconvenience to themselves and to the Bank. And all those on deputation with the Central Committee have been acquitting themselves very well. In the light of these considerations, the Standing Sub-Committee may give their decision in the matter.

## NOTE V

### EQUATION OF THE BLOCK LEVEL AND INTERMEDIATE OFFICERS' COURSES

At the 6th meeting of the Central Committee for Co-operative Training held on 12 September 1959, it was decided to equate the courses conducted at the 8 Block Level Co-operative Training Centres and the 5 Regional Co-operative Training Centres and to introduce a common course for the Intermediate Officers at all the 13 Training Centres. Among other things, this involved an increase of expenditure to the extent of about two and half lakhs of rupees per year for the eight Block Level Centres taken together. The Government of India were requested to approve (i) the equation of the Block Level Co-operative Officers' Training Course conducted at the Block Level Co-operative Officers' Training Centres with the Intermediate Officers' Course conducted at the Regional Training Centres and the increased financial outlay, (ii) the admission of institutional candidates to the Block Level Co-operative Training Centres and the payment of stipend, T.A. and D.A. etc. to these institutional candidates by the Government of India along with Departmental candidates and (iii) the change in the name of the Training Centres from 'Block Level Co-operative Training Centre' to 'Co-operative Training Centre'.

2. The Government of India have since conveyed their approval to the above scheme *vide* their letter No. 2-45/60 C.T. dated 3 October 1960 (Appendix 54). However, as regards the admission of both departmental and institutional candidates to the Intermediate Officers' Course to be conducted at the 8 Block Level Co-operative Officers' Training Centres, a condition has been stipulated that no institutional trainees would be nominated to the Block Level Training Centre financed by the Government of India, as long as seats are available in the 5 Regional Training Centres, which are financed by the Reserve Bank of India. It may be stated in this connection that on the recommendation of the conference of Chairmen of Local Committees and Principals of Training Centres held on 7, 8, 9 February 1960 at Poona, the Standing Sub-Committee at its 22nd meeting held on 19 April 1960 decided that the States to be served by all the 13 training centres would be regrouped as follows:

<i>Centre</i>	<i>States to be served</i>
<b>Northern Zone</b>	
Meerut	.. Uttar Pradesh
Faizabad	.. Uttar Pradesh
Patiala (formerly Dhuri).	.. Punjab, Himachal Pradesh, Jammu & Kashmir and Delhi
<b>Central Zone</b>	
Kotah	.. Rajasthan
Indore	.. Madhya Pradesh
<b>Western Zone</b>	
Poona	.. Maharashtra
Bhavnagar	.. Gujarat
<b>Southern Zone</b>	
Madras	.. Madras, Kerala, Mysore
Tirupati	.. Madras, Andhra Pradesh
Hyderabad	.. Andhra Pradesh
<b>Eastern Zone</b>	
Ranchi	.. Bihar
Gopalpur-on-Sea	.. Orissa
Kalyani	.. West Bengal, Assam, Manipur, Tripura etc.

Each Centre would primarily serve the needs of the State/States indicated against it. Adjustments of number of candidates to be admitted at the Centres, if required to be made, would be made, in the first instance, within the Zone but if necessary, candidates from any other State could be admitted to any Centre according to the requirements of the situation.

3. Admission of institutional candidates according to the condition laid down by the Government of India will be difficult in practice due to the grouping or regrouping of States served by the Training Centres as mentioned above. For instance in the Eastern Zone, there are three training centres viz. Ranchi, Gopalpur and Kalyani. The imposition of the condition would mean that besides the departmental candidates from Bihar which is primarily served by the Centre, all the institutional trainees deputed from the States of Bihar, Orissa, West Bengal, Assam, Manipur and Tripura will have to be admitted to the Regional Co-operative Training Centre, Ranchi whose capacity is of 40-45 per session. In case the capacity of the Ranchi Centre is exhausted, the institutional trainees have to seek admission in a Regional Centre in a different Zone, which will cause considerable

hardship to them, in that they will have to go far away from their home States. The position will be analogous with regard to the other Zones also. Moreover, to keep institutional candidates recommended for a Block Level Training Centre waiting till it is ascertained that there are no seats available for them at all; the Regional Training Centres will create difficulties for the candidates and States concerned. Such a procedure will also lead to a possible underutilization of a Block Level Training Centre on account of lack of timely admissions of institutional candidates. It is suggested, therefore, that the Government of India be requested to waive the condition stipulated.

4. The equation of the courses at the present Block Level Training Centres would be effected on the receipt of further advice from the Government of India on the points raised above.

5. The Government of India have in para 4 of their circular dated 3 October 1960 stated that for 1960-61, the additional expenditure involved consequent to the equation of courses may be met from within the sanctioned budget granted for the scheme for the training of Block Level Co-operative Officers. Actually, it will not be possible to effect equation during this financial year. From 1961-62 onwards, fresh budgets on the new basis will be prepared and sent to Government for approval.

**NOTE VI****REPORTS SUBMITTED BY SHRI V. SIRAMAMAN AND  
DR. S. B. MAHABAL ON THEIR FOREIGN TOURS**

In pursuance of the decision of the Central Committee for Co-operative Training at its sixth meeting held in September 1959, two officers of the Agricultural Credit Department of the Reserve Bank working for the Central Committee—Shri V. Sivaraman, Deputy Chief Officer and Dr. S. B. Mahabal, Assistant Chief Officer—were deputed to study the facilities of co-operative education and training available in certain countries in Europe, America and Canada. The officers left India on 1 April 1960 and returned in June the same year. The reports submitted by them were circulated at the 24th meeting of the Standing Sub-Committee of the Central Committee for Co-operative Training held in September 1960, the consideration of which was, however, postponed.

2. It may be mentioned in this connection that a Seminar on the reports was held on 15 December 1960 at which Prof. D. G. Karve, the Chairman of the Standing Sub-Committee, Shri B. Venkatappiah, Deputy Governor and a few invitees were present. A note on points emerging from the Seminar is given as Appendix 55.

3. The reports are submitted for consideration of the Standing Sub-Committee which may kindly indicate further action to be taken.

## NOTE VII

### SHORT AD-HOC COURSE FOR TRAINEES FROM PUNJAB AS SUGGESTED BY THE REGISTRAR OF CO-OPERATIVE SOCIETIES, PUNJAB

In August 1960, we received a request from the Registrar of Co-operative Societies, Punjab, for conducting a short reorientation course for the inspector candidates of his department who had put in over 15 years of service and had risen from lower ranks. All these promoted Inspectors are either matriculates or undergraduates and have already undergone basic training in the Junior Schools of the State. It was, therefore, felt by the Registrar that in view of their experience and background, it would not be necessary to put them through the regular course for intermediate grade officers and that a short reorientation course would suffice.

2. In his original proposals, the Registrar had desired to conduct the course at the Junior Co-operative Training Institute, Jullundur. The scheme as suggested by him needed several modifications in the matter of duration of the course, its venue and such other details. With a view to fit in our scheme of short-term courses, Shri V. Sivaraman, Deputy Chief Officer had a personal discussion with the Registrar who agreed to the revisions suggested by us. The revision related to routine details only. The scheme as revised is described below:—

#### *Duration of the Course*

As against a ten-weeks' course proposed by the Registrar, we had suggested a four months' comprehensive course suited to meet the requirements of the promoted inspectors. Our suggestion was made after due consideration of the syllabus prescribed for the course. The Punjab Registrar has expressed his agreement to our suggestion.

#### *Content*

The prescribed syllabus conforms broadly to the standard syllabus for Intermediate grade officers and includes the following subjects:

- (i) Theory and History of Co-operation
- (ii) Co-operative Law
- (iii) Agricultural Economics
- (iv) Book-keeping and Accountancy.

The fact that the would-be-trainees are having years of service to their credit has been borne in mind while preparing the syllabus.

The theoretical training is proposed to be conducted for 2½ months, the remaining 1½ month being devoted to their practical training.

### *Practical training*

The candidates proposed to be trained in these short-term courses are departmental hands, promoted from lower ranks and having considerable experience. Practical training programme in their case will be so designed that they will have an opportunity of studying some typical co-operative institutions functioning in their State and if possible, in one other co-operatively developed State as well.

### *Venue*

In the original scheme, the Registrar had suggested that the proposed course could be conducted in the Jullundur Junior Co-operative Officers' School. We alternatively suggested that the standard and scope of the proposed course is such that it could be conducted better at the Block Level Co-operative Officers' Training Centre, Patiala which trains intermediate grade officers and which is directly managed by the Central Committee. The Registrar has agreed to this suggestion.

### *Staff*

The course will be so timed that these trainees will receive theoretical training when their counterparts of the regular course would be away on practical training. It would also be possible to avail the assistance of the teaching staff of the Centre, without overburdening them and without resorting to part-time lecturers. The Registrar has, however, agreed to spare the services of one or more officers as part-time lecturers, if needed. The officers so deputed for special lectures might be paid an honorarium of Rs. 100 p.m.

### *Financial implications*

It is proposed to meet the expenditure on this scheme from the probable savings available from the funds sanctioned by the Government of India for Block Level Centres. The Ministry has already agreed to our proposal to meet the expenditure on the first course from the sanctioned grant of Block Level Centres for the year 1960-61. The trainees will, therefore, be given the concessions such as stipend, T.A., D.A., etc. at the same rates as admissible to Block Level trainees.

### *Examination*

The Registrar also desires that at the end of the course, an examination should be conducted in addition to the periodical tests. It is their intention that confirmation of these trainees should be determined on the basis of the end-of-the-course examination



as prescribed under the Government rules. It is, therefore, for consideration whether the Committee should agree to the principle of the assessment made at the training centres being used as a yardstick for the purpose of departmental promotion or confirmation. It is felt that our tests and examinations should not be regarded as the basis for fixing seniority or any other departmental considerations. According to the Registrar, the Punjab rules do not allow fixing of seniority on any other basis and so he has agreed to take up the matter with the Punjab Government to get the rules amended. Till this is done, our results will form the basis of their confirmation.

The first special session of the short-term course may start in the middle of January 1961, if the Standing Sub-Committee approves of the scheme.

## NOTE VIII

### REFRESHER COURSE FOR MANAGERS OF CO-OPERATIVE BANKS, PUNJAB

During the visit of one of our Assistant Chief Officers to the Block Level Co-operative Officers' Training Centre, Patiala, a member of the Local Committee suggested that a short refresher course for Managers of Central Co-operative Banks in the Punjab should be conducted at the Patiala Block Level Centre in January-February 1961 when the trainees would be away on practical training tour. He has also addressed a letter to us detailing his ideas on the course which are given below:

(i) Central co-operative banks in the Punjab are periodically inspected by the officers of the Reserve Bank of India. It is, however, observed that the irregularities, by and large, are procedural and not due to inherent defects in the set-up of the banks or their management. Most of such irregularities could be avoided if the Managers of co-operative banks are made conversant with the procedure followed by well established joint stock banks and with the circulars of the Reserve Bank on various subjects.

(ii) Similarly, it has been observed that in a number of cases, there is a considerable delay in the sanction of credit limits to be obtained from the Reserve Bank of India. The delay is largely due to the fact that applications consist of various defects or omissions. This is perhaps due to the ignorance on the part of bank managers in regard to various particulars asked for by the Reserve Bank of India. Much of this delay can be avoided if the bank managers know the significance of various particulars asked for and fill in application for a credit limit correctly. This can be possible if a Refresher Course is held for the benefit of these managers.

(iii) It should not be difficult to arrange for this course at the Block Level Co-operative Officers' Training Centre, Patiala, particularly when its Principal is one of our experienced officers. The Refresher Course can be arranged in January-February 1961 when the trainees are away on practical training tour and the Centre's premises are available for conducting the classes as well as for providing residential accommodation. Besides the lectures by the Principal, it would be possible to invite officers from the Agricultural Credit Department of the Reserve Bank and other institutions to give talks to the trainees.

(iv) In case the proposal has our approval, the matter can be taken up with the Registrar, Co-operative Societies, Punjab,

with a request to issue necessary advice to co-operative banks in the State to depute their managers for the Refresher Course at Patiala. It is felt that the management of banks would welcome the proposal and extend their co-operation for its successful implementation.

(v) It is felt that the proposals merit consideration. They will be of practical help to the staff deputed for training in enabling them to discharge their day to day duties more efficiently. However, the course need not be confined to procedural matters only; lectures and discussions on Managerial Problems and on topics of interest to the working of the institution as a whole may also be arranged. The following suggestions are made in this connection.

(a) The course of the duration of two weeks may be held at Patiala in January-February 1961 when the trainees of the Centre will be away on practical training.

(b) The Centre may be able to provide free lodging and other facilities excepting boarding. Boarding can also be arranged by the Principal at the Centre's canteen at the expense of the participants.

(vi) Some of the topics for lecture-cum-discussions by guest lecturers are given below :

- (a) Fixation of credit limits by the Reserve Bank—short-term, medium-term and issue of debentures.
- (b) Inspection of co-operative banks—Departmental and by the Reserve Bank of India.
- (c) Maintenance of purpose-wise and demand collection balance registers.
- (d) Study of important circulars issued by the Operations and Inspections Division of the Agricultural Credit Department.
- (e) General defects noticed in the working of co-operative banks in the Punjab.
- (f) Structure and role of the central financing agencies in the Punjab *vis-a-vis* planned development of the Movement in the State.
- (g) Loan policy of the State Co-operative Bank, the central co-operative banks and primary societies in the Punjab.
- (h) Commercial banking—the nature and scope of their activities.
- (i) Audit of central co-operative banks and supervision of societies by the latter.
- (j) Management problems of central banks.

(vii) Apart from the Principal of the Block Level Training Centre, Patiala, the following guest lecturers may be invited to deliver lectures to the participants of the course.

The Registrar of Co-operative Societies, Punjab.

Chief Auditor, Co-operative Societies, Punjab.

A senior Officer of the Co-operative Department connected with Planning.

Manager, Punjab State Co-operative Bank.

A senior officer of the Department of Banking Operations, Reserve Bank of India, New Delhi.

Managing Director or Deputy Managing Director, State Bank of Patiala.

Two officers from the Operations and Inspections Division of the Agricultural Credit Department.

Few outstanding co-operators with experience in co-operative banking.

(viii) The participants will be provided with residential accommodation free of charge at the Centre. T.A. and D.A. of the participating Managers will be borne by the deputing banks. With regard to non-official guest lecturers, Rs. 2,000 may be provided for towards T.A., D.A., and honorarium at the rate of Rs. 50 per lecture. It is suggested that the Reserve Bank of India may be approached to provide finance for the Course.

The scheme is submitted to the Standing Sub-Committee for their approval.

## NOTE IX

### ORIENTATION COURSE FOR DEVELOPMENT COMMISSIONERS, REGISTRARS ETC. EXCLUDING NON-OFFICIALS

It may be recalled that the 22nd meeting of the Standing Sub-Committee held in April 1960 considered a proposal for conducting a pilot orientation course for Members of the Parliament, Members of the Legislative Assemblies, Development Commissioners etc. at Poona. The meeting generally approved the scheme and offered some suggestions for implementing the course. A detailed scheme for conducting the course was again submitted to the 23rd meeting of the Standing Sub-Committee for final approval. It was, however, decided to stay action on the matter pending further communication from the Government of India.

2. The matter was discussed informally during the 24th meeting of the Standing Sub-Committee held in September 1960. In this connection, Shri S. S. Puri, Deputy Secretary, Ministry of Community Development and Co-operation, Government of India, New Delhi, had discussions with Shri V. Sivaraman, Deputy Chief Officer and during the course of discussion, Shri Puri suggested that leaving out for the time being non-official leaders, we might think of arranging an orientation course for only the Government officers like Development Commissioners and Registrars. He also suggested that such a course might be held in a place like Delhi where accommodation befitting the status of the participants could be arranged.

3. Subsequently, we received a further communication from the Government of India in the Ministry of Community Development and Co-operation (Appendix 56) intimating the Central Committee that the matter has been carefully considered in the Ministry and that from the point of view of lodging and messing facilities and availability of guest lecturers, Poona may not be a suitable venue for the proposed orientation course. They have further indicated that the Ministry was exploring the possibility of holding the orientation course at the Central Institute of Study and Research in Community Development presently located at Mussoorie, in April or May 1961.

The note on the subject as already submitted at the 23rd meeting of the Standing Sub-Committee as item IV of the Agenda may be considered and further steps to be taken in the matter indicated.

## NOTE X

### ORGANIZATION OF A REFRESHER COURSE IN CO-OPERATION FOR INSTRUCTORS IN EXTENSION TRAINING CENTRES

The Central Committee has so far organized three short refresher courses in Co-operation for instructors at various Extension Training Centres. Particulars of such courses conducted in the past are as under :

Duration of the Course	Date	Place	No. of candidates who attended
6 weeks	6 December 1954 to 20 January 1955	Co-operative Training College, Poona.	24
6 weeks	24 November 1956 to 5 January 1957	Block Level Co-operative Officers' Training Centre, Kota.	26
1 month	21 September 1959 to 20 October 1959	Regional Co-operative Training Centre, Indore.	26

2. The Deputy Secretary to the Government of India (Ministry of Community Development and Co-operation) has, on behalf of the Directorate of Extension Training, Ministry of Food and Agriculture, Government of India, recently requested the Central Committee to arrange for another short-term refresher course of one month's duration in 'Co-operation' for the instructors in Co-operation at the Extension Training Centres conducted by the Ministry of Food and Agriculture. The course is to be arranged preferably sometime in February 1961 at any of our training centres located in Uttar Pradesh, Punjab, Rajasthan, or Madhya Pradesh. It is also desired that we may prepare a syllabus which may, apart from the other subjects usually included for such Refresher Courses, include specifically the subject of relationship of Panchayats and Co-operatives at village and higher levels. The course is meant for approximately 30 instructors who will be drawn from various Extension Training Centres and deputed by the Ministry of Agriculture. Travelling and daily allowances to the trainees from their places of duty to the centre for joining and leaving the centre at the end of the course are proposed to be met by the Governments of the States from which the trainees come.

1. The Ministry of Food and Agriculture have agreed to bear the cost of the course to the extent of Rs. 1,500 as detailed below:

1. Honorarium to lecturers	Rs. 600
2. Honorarium to office staff	Rs. 100
3. Field visits	Rs. 400
4. Stationery	Rs. 200
5. Miscellaneous contingencies	Rs. 200

Total	Rs. 1,500
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4. Incidentally, it may be stated that an amount of Rs. 500 was provided as 'Honorarium to lecturers' in the budget estimate for the third Refresher Course held at Indore in September-October 1959. But this amount remained unutilised as no non-official expert to whom such honorarium could be payable was invited to deliver lecture to the trainees and since the Standing Sub-Committee had decided not to allow any honorarium to the teaching staff of the Training Centre. Since, in the present budget estimate an amount of Rs. 600 has again been provided for 'Honorarium to lecturers', it is submitted for consideration whether a part of it may be paid as honorarium to the participating teaching staff of the Centre, where the course will be conducted, especially on account of the fact that they may have to make special preparations for the Refresher Course.

5. In the absence of any provision in the estimate for the T.A. and D.A. to experts invited, we might arrange only a few lectures by local experts, if available, on the subject of 'Co-operation'. Besides, experts from the Government of India, the State Governments, the Reserve Bank, the State Bank of India and our Co-operative Training Centres could be invited. In their case, it is presumed that T.A. and D.A. would be borne by the concerned Government or the organization. The non-official lecturers invited may be paid T.A., D.A. as well as some honorarium. Lecturers invited from other Training Centres may also be paid the honorarium at the same rate, if it is approved in the case of lecturers of the centre selected for the course. No honorarium need be paid to experts invited from the Government of India, the State Governments, the Reserve Bank of India and the State Bank of India.

6. If the Central Committee agrees to conduct the course as requested by the Government of India, the course could conveniently be conducted at the Regional Co-operative Training Centre, Indore, during the month of February 1961. The current session of the Intermediate Officers' Course at the Centre

come to a close on 31 January 1961. Apart from the hostel accommodation which will be available during the month of February, the centre at Indore will also be convenient in view of the fact that it is centrally situated and that the Principal and staff have previous experience in the conduct of this type of course. Alternately, the course could be conducted at the Block Level Co-operative Officers' Training Centre, Kota. The current session of the Block Level Officers' Course at the Centre will end on 17 January 1961. If the Refresher Course is agreed to be conducted at the Kota Centre in February 1961, this could be possible; but in that case the new session of the Block Level Officers' Course scheduled to commence after a month on 18 February 1961 will have to be postponed for a short period.

7. If the proposal for the organization of the refresher course is approved by the Standing Sub-Committee, appropriate steps will be taken.



## NOTE XI

### RECOGNITION OF POST-GRADUATE DIPLOMA IN CO-OPERATION—M. S. UNIVERSITY OF BARODA

The Registrar of the M. S. University of Baroda has issued a circular letter to the State Governments, the Government of India, Registrars of Co-operative Societies and co-operative institutions in Gujarat and Maharashtra, intimating that a post-graduate Diploma in Co-operation has been instituted by the University from the academic year 1960-61. A copy of the said circular (Appendix 57) is also addressed to the Chairman of the Central Committee for Co-operative Training. The University would like the Central Committee for Co-operative Training to recognize the Diploma and consider the diploma-holders eligible for direct recruitment. The Central Committee have not recognised any such course so far.

2. The curriculum of the Baroda University for the course does not include Banking, Book-keeping & Accountancy and Co-operative Audit as subjects as in the case of our H. D. C. course. However, it has additional subjects, *viz.*, Economics of Planning and Local Administration with special emphasis on the study of institutions, and a dissertation on any one aspect of co-operative activity. The period of observation and participation training is higher at six months. The duration of the course at 12½ months is also longer than that of the H. D. C. course. Examination is taken three months after the completion of the course. A candidate is allowed to appear for the examination only if he/she has submitted the dissertation by the third week of August and the same is adopted by the Principal. The standard for passing is 50% marks in each paper. The teaching and on-the-job training facilities as indicated in the prospectus are generally satisfactory.

3. The circular ends with a general request that "It would be appreciated if a formal recognition is given by you to this course and holders of Diploma are considered as eligible for direct recruitment in Government Co-operative Department in the cadre of District Co-operative Officer or equivalent thereof as well as by co-operative institutions in our State". This is a matter for the State Government to consider. So far as the Central Committee is concerned, it would not be possible to consider this course as a substitute for the training given to intermediate or senior personnel in the centres run by it. At best, it may agree, other things being equal, to give due consideration to applicants having this Diploma for selection to the staff of its

Training Centres and also to request the Reserve Bank of India to do likewise in selecting the staff for the Agricultural Credit Department.

4. It may be added that the Reserve Bank of India is taking into consideration, among other things, the success in the courses organised by the Central Committee at its Training Centres as an additional qualification while recruiting staff for the Agricultural Credit Department.

5. No formal recognition from the Central Committee appears to be called for.

## NOTE XII

### CONTINUATION OF THE SHORT-TERM COURSE AT THE TIRUPATI CENTRE

Of the eight Block Level Co-operative Officers' Training Centres, at seven namely Hyderabad, Bhavnagar, Kota, Patiala, Faizabad, Kalyani and Gopalpur-on-Sea, the Course extends to a period of 11 months and is designed to train candidates including even freshly recruited ones, in the General Principles of Co-operation, in the administrative skill required for working in the Co-operative Department and also in the promotional aspects of co-operative activity in the Community Development Blocks. At the 8th Block Level Training Centre at Tirupati, however, the Course is of a shorter duration of 3½ months only. The Centre is intended to serve the needs of Madras and Andhra Pradesh. The Registrars of these States had represented to the Central Committee at the time of starting the Course at Tirupati Centre that the candidates they would be deputing for extension work in the Community Development Blocks would all be experienced personnel who had already gone through a full basic training of 12 months arranged by the State Governments and hence they would not need the training for a full course of 11 months again. Consequently, the Block Level Co-operative Officers' Course at Tirupati Centre was formulated for a duration of 3½ months only with syllabus designed mainly to familiarise the already trained and experienced officers with the developmental and promotional aspects of co-operative work in the Development Blocks.

2. The Tirupati Centre has so far completed 14 sessions and the 15th one is in progress. The present capacity for training at the Centre is 60 candidates per session. It has been agreed that of these 60 candidates, Madras State would depute 25 and Andhra Pradesh 35.

3. For the earlier sessions of the Course, the Andhra and Madras Governments were sending adequate number of candidates, all duly qualified and with previous training and experience. Recently, however, it was noticed that all the candidates deputed by them did not fulfil the conditions of previous training and experience. For the 14th session of the Course, which concluded in September 1960, it was found that out of 50 candidates admitted to the Course, 8 had no basic training at all and 22 had training varying from 3 months to 9 months. These inadequately qualified candidates came from both the States.

4. The question was, therefore, raised as to whether the Short-term Course at the Tirupati Centre should be continued.

It was felt that if Madras and Andhra States had no more basically trained and experienced candidates to be deputed for the Course, there would be little justification in continuing it. Consequently, these Registrars were requested to clarify the position regarding their requirements for the Short-term Course. To this, the Registrar of Andhra Pradesh had replied that he had to depute to the Course at Tirupati some officers presently working as extension officers in the Blocks but these officers had a basic training of less than 12 months, because during the years 1945 to 1951 when they were recruited, some recruits to the Co-operative Department were given only a short basic training of 3 to 6 months as a matter of expediency in meeting the paucity of trained personnel keenly felt in those years. Moreover, he had certain personnel who began as Clerks but subsequently passed the departmental test and by seniority of service rose to higher grades of Senior Inspectors of Co-operative Societies and further that though these persons lacked formal training they were still considered fit to undergo only the Short-term Course at Tirupati on the strength of their experience and service. The Registrar of Madras did not send any reply to the Central Committee's letter in spite of repeated reminders. An officer of the Central Committee was, therefore, deputed to study the question by personal discussions with the concerned Registrars. His findings were as summarised below :

#### **Andhra Pradesh**

5. The position in respect of Andhra Pradesh had changed recently after the Registrar's earlier clarification given to the Central Committee. The Registrar stated that all the posts of Extension Officers (Co-operation) in the Development Blocks which were formerly of the status of Senior Inspectors had recently been up-graded to the posts of Co-operative Sub-Registrars and there would now be a considerable number of Co-operative Sub-Registrars who had not undergone the Block Level Training Course at Tirupati, but who would be working in the Development Blocks as Extension Officers. These Co-operative Sub-Registrars were not formerly being trained at the Tirupati Centre as they were not posted to work as Extension Officers. The Registrar explained that now that the Extension Officers would all be Co-operative Sub-Registrars, he would get his Co-operative Sub-Registrars trained at the Tirupati Centre. He expected that there would be at least about 200 such Sub-Registrars to be trained in the next two years and, therefore, he would be in a position to depute 35 officers per session of the Short-term Course at Tirupati in the next two years. This would mean that he would depute his officers to the full extent of the quota of 35 seats allotted to Andhra Pradesh per session. The Registrar also

explained that in the current *i.e.* 15th session of the Course, he could not depute any candidate from his State as the proposal for up-grading the post of Extension Officers was under issue of orders from the State Governments and therefore, he could not make any selection. He, however, assured that for every session in the next two years, he would be deputing 35 duly trained and experienced candidates. The position, the Registrar said, could be reviewed after the next five sessions or so.

#### Madras State

6. The officer was not able to meet the Registrar of Co-operative Societies at Madras as the latter was away on tour. However, he discussed the issue with the concerned Joint Registrar and the Deputy Registrar at the Registrar's office in Madras. The clarification given by them was as follows :

The present number of Development Blocks in the Madras State was 212 and by the end of 1962-63, the number would go up to 374 when it would cover the entire State. At 185 of the existing 212 Blocks, there were already Extension Officers who had undergone basic training of 12 months at Madras as well as the Extension Training of 3½ months at Tirupati. Such Extension Officers numbering 20 with full basic training were under training at the Tirupati Centre in the current session. Taking into account these 205 trained or under training, 169 such Officers yet remained to be trained. There would also be some requirements for replacing the existing officers who will not be available due to retirement or otherwise. Till the end of 1962-63, therefore, the total number required to be trained at the Short-term Course at Tirupati would be about 200 officers and the Joint Registrar felt that the Madras State would definitely be in a position to depute 25 Extension Officers for Training at Tirupati per session for the next two years. He also assured that all these will have had the basic training of 12 months and also considerable experience of co-operative work. It was also noticed that for the last two years, the Extension Officers in the Development Blocks in the Madras State have all been Co-operative Sub-Registrars and that his State has been deputing Co-operative Sub-Registrars to the Short-term Course at the Tirupati Centre since its 7th session which commenced in September 1957.

If these clarifications are accepted, there is clear case for continuing the Short-term Course at the Block Level Co-operative Officers' Training Centre at Tirupati. It is suggested, therefore, that the Course may be continued and the position may be reviewed again after a year or so. Even during this period, the position would be watched and it could be ensured that only duly trained and experienced candidates are deputed to the Course.

PROCEEDINGS OF THE TWENTYFIFTH MEETING OF  
THE STANDING SUB-COMMITTEE OF THE CENTRAL  
COMMITTEE FOR CO-OPERATIVE TRAINING HELD AT  
THE RESERVE BANK OF INDIA, BOMBAY ON  
28th DECEMBER 1960

*Present :*

- |    |                      |    |    |    |                          |
|----|----------------------|----|----|----|--------------------------|
| 1. | Prof D. G. Karve     | .. | .. | .. | <i>Chairman</i>          |
| 2. | Shri B. Venkatappiah | .. | .. |    |                          |
| 3. | Shri G. D. Goswami   | .. | .. |    |                          |
| 4. | Shri J. C. Ryan      | .. | .. |    | <i>Member-Secretary.</i> |

Dr. S. B. Mahabal, Shri T. S. K. Chari and Shri R. R. Pradhan, Assistant Chief Officers of the Agricultural Credit Department were also present.

*ITEM I: Review of Progress in the training programmes*

It was noticed that the number of institutional candidates undergoing training at the current sessions of the Intermediate Officers' Course at Meerut, Ranchi and Indore Centres as well as at the current sessions of the Marketing Course at Poona, Madras, Meerut and Ranchi Centres was low even in comparison with the number of departmental candidates which itself was not always up to the permissible limit. It was felt that the matter should be taken up with the State Governments in order to know the reasons for the low number of institutional candidates being deputed for training to the Courses. It was also felt that the matter should be brought to the notice of the National Co-operative Development and Warehousing Board who might be able to persuade, particularly marketing and processing co-operatives to depute their employees for training. Shri G. D. Goswami also said that his Ministry would take up the matter with the State Governments.

It was also noticed that the number of candidates of the current sessions at the Block Level Co-operative Officers' Training Course at the Kalyani and Tirupati Centres was low in relation to training capacity of the Centres. While some explanation for the low figure at the Tirupati Centre was available, it was felt that the low number of candidates at the Kalyani Centre should be further enquired into.

It was also suggested that in the notes on the Review of Progress put up to meetings of the Standing Sub-Committee, the optimum training capacity of each Centre should be indicated in the relevant tables and attention should be drawn in the notes to

the cases of underutilization of the training capacities at the various Centres with reasons for the same, if any.

During the discussion on the procedure followed by the Government of India in regard to giving grants-in-aid to the State Governments in respect of the Junior Training Centres, Shri Venkatappiah suggested that whenever there was any deviation, proposed or actual in the procedure followed such as might affect the proper implementation of the Central Committee's Schemes, the same should be brought in good time to the notice of the Standing Sub-Committee.

*ITEM II: Review of action taken on the proceedings of the 24th meeting of the Standing Sub-Committee*

The note was recorded.

*ITEM III: Reference from Government of India regarding Orientation Courses and Research Programmes at the proposed Central Institute at Poona*

It was decided that pending the report of the Study Team on Co-operative Training appointed by the Government of India, no action regarding the Research or Orientation Courses be taken by the Central Committee apart from what could be done on lines already approved.

*ITEM IV: References from the Government of India regarding appointment of Principals and Lecturers at the Training Centres*

The Chairman referred to the new procedure followed by the Central Committee in regard to appointments of Principals and Lecturers at the Training Centres. The Chairman pointed out that appointments were now being made by him on behalf of the Standing Sub-Committee and this too, only after his interviewing the proposed candidates and being satisfied about their competence. Shri Goswami explained his Ministry's point of view that other things being equal, a man in active service should be preferred to one who is superannuated. He also said that the Government of India would have no objection to there being one retired officer as lecturer at a Block Level Co-operative Officers' Training Centre. Shri Goswami thus desired that there should be not more than 8 retired officers at the 8 Block Level Training Centres taken together. The Chairman, Prof. Karve explained that the appointment of Lecturers would have to be done after taking into consideration the merits of the persons concerned and also the availability of good officers from State Governments who could be had on deputation.

Shri B. Venkatappiah felt that though, as a general rule, persons in active service would be preferable to superannuated

persons other things being equal, one has to take into account the practical difficulties faced in getting really competent persons for undertaking the responsibility. In this connection, he felt that at each meeting of the Standing Sub-Committee, which might be held once in two or three months, a note should be put up giving an idea of the vacancies that might arise in the next few months and also the available candidates to fill in the posts. Since decisions would then be taken by the Standing Sub-Committee, the Government of India's representative also would be participating in it. Where urgent action was called for and the decision could not be delayed till the next meeting of the Standing Sub-Committee, the Chairman should act on behalf of the Standing Sub-Committee. Secondly, Shri Venkatappiah felt that the position regarding the powers of the Local Committee should be clarified. Local Committees need not be asked to make recommendations regarding the appointment of Principals and Lecturers at the Training Centres.

The Standing Sub-Committee agreed with the suggestions made by Shri Venkatappiah in regard to appointment of Principals and Lecturers and the powers and functions of the Local Committees. The Standing Sub-Committee then agreed to the arrangements already made in certain cases extending the period of the existing Principals and Lecturers until the Standing Sub-Committee approved the appointments of their substitutes. The Standing Sub-Committee also considered the names already recommended by the State Governments and the Government of India for possible appointment as Principal at the Faizabad Centre, where the post was currently vacant. But the Standing Sub-Committee did not agree with any of the recommendations. It was, therefore, decided that the Chairman should take appropriate action to fill up the vacancies now existing for the posts of Principals at Faizabad and Gopalpur-on-Sea Training Centres as the matter was urgent.

Regarding the appointment of Agricultural Credit Department officers as Principals of the 'Block Level Co-operative Officers' Training Centres, it was agreed that such appointments, if made at all, should be purely *ad hoc* and temporary.

It was also agreed that the officers taken on deputation from State Governments to work as Lecturers and Principals at the Training Centres should be such as the State Governments could spare for a period of at least two years and preferably three to four years. Shri Goswami particularly stressed this point. This was necessary to avoid wasteful turnover in the teaching staff at the Training Centres.



**ITEM V: *Equation of the Block Level and Intermediate Officers' Courses***

The note was approved. Shri Goswami said that the Government of India would indicate their approval to the suggestions made in the note and in anticipation of their communication, action might be started to equate the Block Level and Intermediate Officers' Training Courses.

**ITEM VI: *Reports submitted by Shri V. Sivaraman and Dr. S. B. Mahabal on their foreign tours***

The Chairman said that if there were any proposals for immediate action on the reports submitted by Shri V. Sivaraman and Dr. S. B. Mahabal, they should be put up to him for consideration.

In the course of discussion, it was suggested by Shri Venkatappiah that the possible assistance that the Bankers' Training College could give in the training of officers from Central Co-operative Banks should be gone into. Possibly, the Principal and Shri Khambata of the Bankers' Training College might be requested to visit the Maharashtra State Co-operative Bank, some central and urban co-operative banks in Poona and elsewhere and the Co-operative Training College, Poona so that they could give their suggestions about the nature of the Course that might be appropriate for officers from co-operative banks from the point of view of their requirements.

The Chairman suggested that as an experimental measure, two or three officers from central co-operative banks might be admitted to the regular course conducted at the Bankers' Training College with a view to find out how far they could absorb the training and what type of special course would be necessary to suit the requirements of the officers from co-operative banks.

The Chairman also referred to research on co-operative subjects organised in German Universities out of finances provided by co-operative institutions or Government and felt that the Central Committee might consider promoting one or two Research Projects on co-operative subjects in the universities. The projects might be financed out of funds that might specially be made available for the purpose by the Reserve Bank of India or the Government of India.

**ITEM VII: *Short Ad hoc Course for trainees from the Punjab as suggested by the Registrar of Co-operative Societies, Punjab***

The Note was approved.

**ITEM VIII: *Refresher Course for Managers of Co-operative Banks, Punjab***

The Note was approved. Shri Goswami made a suggestion that this should be tried at all centres as a regular feature. The Chairman explained that with a view to conduct such courses, initiative in organising this as a pilot course was taken.

**ITEM IX: *Orientation Course for Development Commissioners, Registrars etc. excluding non-officials***

Shri Goswami intimated that further action on the Orientation Course would be taken by the Government of India and that the Central Committee need not pursue action in the matter.

**ITEM X: *Organisation of a Refresher Course in Co-operation for Instructors in Extension Training Centres***

The Note was approved. The Chairman felt that Indore would be a suitable Centre for organisation of the Course. It was approved that no honorarium would be payable to the Lecturers of the Training Centres for their work in connection with the Course. It was further approved that the provision of Rs. 600 made by the Government of India for honorarium to the Lecturers should be available not only for honorarium but also for payment of T.A. and D.A. to outside lecturers. The approval of the Government of India might be sought for the change.

**ITEM XI: *Recognition of Post graduate Diploma in Co-operation—M. S. University of Baroda***

The Note was approved. However, the Committee felt that the Reserve Bank should not be requested by the Central Committee to give any preferential consideration to applicants possessing the Diploma in the selection of the staff for the Agricultural Credit Department of the Bank.

**ITEM XII: *Continuation of the short-term Course at Tirupati Centre***

The Note was approved. The Chairman, however, felt that it should be made clear to the Andhra Pradesh and Madras States that unless they deputed their officers in full quotas to the next sessions, the Short-term Course at the Tirupati Centre might have to be discontinued.

# **APPENDICES**



## APPENDIX 2

(Reference : Note I relating to seventh Central Committee Meeting)

## CO-OPERATIVE TRAINING COLLEGE, POONA

## INTERMEDIATE OFFICERS' COURSE

Training capacity: 70

Name of the State deputed the candidates	I to VII Sessions (completed)			VIII Session (in progress)			No. of candidates	
	D	I	P	D	I	P	Already completed training	Under raining
Bombay .. ..	189	84	65	—	—	—	338	—
Gujarat .. ..	—	—	—	15	5	—	—	20
Maharashtra .. ..	—	—	—	34	16	—	—	50
Andhra Pradesh .. ..	1	2	—	—	—	—	3	—
Assam .. ..	2	—	—	—	—	—	2	—
Himachal Pradesh .. ..	2	—	—	—	—	—	2	—
Kerala .. ..	10	—	—	—	—	—	10	—
Madras .. ..	—	1	—	—	—	—	1	—
Bihar .. ..	1	—	—	—	—	—	1	—
Madhya Pradesh .. ..	33	6	—	—	—	—	39	—
Manipur .. ..	1	—	—	—	—	—	1	—
Orissa .. ..	1	—	—	—	—	—	1	—
Punjab .. ..	—	2	—	—	—	—	2	—
Rajasthan .. ..	5	—	—	—	—	—	5	—
Tripura .. ..	2	—	—	—	—	—	2	—
Nepal .. ..	1	—	—	—	—	—	1	—
Sikkim .. ..	1	—	—	—	—	—	1	—
Mysore .. ..	3	—	—	—	—	—	3	—
<b>Total .. ..</b>	<b>252</b>	<b>95</b>	<b>65</b>	<b>49</b>	<b>21</b>	<b>—</b>	<b>412</b>	<b>70</b>

D— Departmental      I— Institutional      P— Private

VIII Session from 1st July 1960 to 30th June 1961.

Note :— (1) The centre serves the needs of Maharashtra and Gujarat States. Prior to the commencement of the course at other centres, candidates from other States were also admitted.

(2) I to VI sessions were completed before the date of the last meeting of the Central Committee i. e. 12th September 1959 and VII Session was in progress.

APPENDIX 3

(Reference : Note I relating to seventh Central Committee Meeting)  
REGIONAL CO-OPERATIVE TRAINING CENTRE, MADRAS

INTERMEDIATE OFFICERS' COURSE

Training capacity: 45

Name of the State deputing the candidates	I to VI sessions (completed)			VII session (in progress)			No. of candidates	
	D	I	P	D	I	P	Already completed training	Under-going training
Andhra Pradesh ... ..	10	41	—	15	3	—	51	18
Kerala ... ..	59	18	—	10	2	—	77	12
Madras ... ..	—	40	—	2	4	—	40	6
Mysore ... ..	20	5	—	3	—	—	25	3
Assam ... ..	2	1	—	—	—	—	3	—
Bihar ... ..	3	—	—	—	—	—	3	—
Bhopal ... ..	2	—	—	—	—	—	2	—
Coorg ... ..	8	—	—	—	—	—	8	—
Hyderabad ... ..	8	—	—	—	—	—	8	—
Madhya Pradesh ... ..	1	1	—	—	—	—	2	—
Madhya Bharat ... ..	3	2	—	—	—	—	5	—
Orissa ... ..	3	—	—	—	—	—	3	—
Saurashtra ... ..	1	3	—	—	—	—	4	—
Tripura ... ..	2	—	—	—	—	—	2	—
Vindhya Pradesh ... ..	1	—	—	—	—	4*	1	4*
<b>Total ...</b>	<b>123</b>	<b>111</b>	<b>—</b>	<b>30</b>	<b>9</b>	<b>4</b>	<b>234</b>	<b>43</b>

D = Departmental

Seventh Session from 15-7-1960 to 14-6-1961.

I = Institutional

P = Private

Note : —1. I to V sessions were completed before the date of last Central Committee Meeting i.e. 12th September 1959 and the VI session was in progress at the time of meeting.

2. The Centre serves the needs of Madras, Andhra Pradesh, Mysore, Kerala and Andaman & Nicobar Islands as a special case.

\* 4 Ceylonesse trainees under Colombo Plan.

## APPENDIX 4

(Reference: Note I relating to seventh Central Committee Meeting)

REGIONAL CO-OPERATIVE TRAINING CENTRE, MEERUT  
INTERMEDIATE OFFICERS' COURSE

Training capacity : 45

Name of the State deputing the candidates	I to IV sessions (completed)			V session (completed)		VI session (in progress)		Number of candidates	
	D	I	P	D	I	D	I	Already completed training	Undergoing training
Uttar Pradesh	1	44	4	2	5	—	17	56	17
Punjab ..	4	16	—	27	—	15	3	47	18
Jammu and Kashmir ..	9	—	—	—	—	—	—	9	—
Himachal Pradesh ..	15	—	—	—	—	4	—	15	4
Delhi ..	12	3	—	7	—	—	1	22	1
Nepal ..	1	—	—	4	—	—	—	5	—
	42	63	4	40	5	19	21	154	40

D=Departmental

I=Institutional

P=Private

Sixth Session from 14th February 1961 to 13th January 1962.

Note :—1. I to III sessions were completed before the date of last meeting i.e. 12th September 1959 and IV session which was in progress came to an end on 19th January 1960. V session which commenced on 15-2-1960 ended on 14-1-1961.

2. The Centre serves the needs of Jammu & Kashmir, Uttar Pradesh, Delhi, Punjab, Himachal Pradesh and Nepal (Colombo Plan).

## APPENDIX 5

(Reference : Note I relating to seventh Central Committee Meeting)  
**REGIONAL CO-OPERATIVE TRAINING CENTRE, RANCHI**  
**INTERMEDIATE OFFICERS' COURSE**

Training capacity : 45

Name of the State deputing the candidates	I to V sessions (completed)		VI session (completed)		VII session (in progress)		No. of candidates	
	D	I	D	I	D	I	Already completed training	Undergoing training
Assam ... ..	16	3	1	1	1	1	21	2
Bihar ... ..	78	—	6	—	12	—	84	12
Manipur ... ..	8	3	7	1	2	—	19	2
Tripura ... ..	13	1	4	1	1	—	19	1
Orissa ... ..	24	1	4	—	6	—	29	6
West Bengal ... ..	18	3	—	—	8	1	21	9
East Punjab ... ..	—	1	—	—	—	—	1	—
Bhopal ... ..	4	—	—	—	—	—	4	—
Himachal Pradesh ... ..	1	—	—	—	—	—	1	—
Pepsu ... ..	1	1	—	—	—	—	2	—
Saurashtra ... ..	4	—	—	—	—	—	4	—
Uttar Pradesh ... ..	1	5	—	—	—	—	6	—
Nepal (Under Colombo Plan) ... ..	1	—	—	—	6	—	1	6
<b>Total</b> ... ..	<b>169</b>	<b>18</b>	<b>22</b>	<b>3</b>	<b>36</b>	<b>2</b>	<b>212</b>	<b>38</b>

D—Departmental.

I—Institutional.

Seventh Session from 1 July 1960 to 31 May 1961.

Note 1:— I to V sessions were completed before the date of last meeting of the Central Committee i.e. 12 and 13 September 1959, and VI session was in progress at the time of the meeting.

2:— The Centre serves the needs of Assam, Bihar, Orissa, Manipur, Tripura and West Bengal.



APPENDIX 6

(Reference: Note I relating to seventh Central Committee Meeting)

REGIONAL CO-OPERATIVE TRAINING CENTRE, INDORE

INTERMEDIATE OFFICERS' COURSE

Training capacity : 45

Name of the State deputing the candidates	I to IV Sessions (completed)			V Session (completed)		VI Session (in progress)		No. of candidates	
	D	P	I	D	I	D	I	Already com- pleted training	Under- going training
Madhya Pradesh ... ..	71	1	32	24	3	23	—	131	23
Rajasthan ... ..	33	—	2	19	—	24	—	54	24
Ajmer ... ..	1	—	—	—	—	—	—	1	—
Vindhya Pradesh ... ..	3	—	1	—	—	—	—	4	—
Total ... ..	108	1	35	43	3	47	—	190	47

D=Departmental

I=Institutional

P=Private.

Sixth Session from 3-4-1961 to 2-3-1962.

Note 1:— I to III sessions were completed before the last meeting of the Central Committee held on 12th and 13th September 1959, and the IV session, which was in progress came to an end on 14th December 1959. The V session commenced on 1-3-60 and concluded on 31-1-1961.

2:— The Centre serves the needs of Madhya Pradesh and Rajasthan.

APPENDIX 7

(Reference: Note I relating to seventh Central Committee Meeting)  
 REGIONAL CO-OPERATIVE TRAINING CENTRE, MEERUT  
 SPECIAL SHORT-TERM COURSE IN CO-OPERATIVE MARKETING

Training capacity : 40

Name of the State deputing the candidates	I to VIII Sessions (completed)		IX Session (completed)		X Session (completed)		XI Session (completed)		XII Session (completed)		XIII Session (in progress)		No. of candidates	
	D	I	D	I	D	I	D	I	D	I	D	I	Already trained	Under training
Assam ... ..	26	—	2	—	2	—	2	—	—	—	1	—	32	1
Bihar ... ..	45	—	14	—	2	—	15	—	14	3	8	—	106	8
Himachal Pradesh ... ..	6	—	—	—	—	—	—	—	1	—	1	—	7	1
Jammu & Kashmir ... ..	1	—	—	—	—	—	—	—	—	—	—	—	1	—
Manipur ... ..	2	1	—	—	—	—	—	—	—	—	—	—	3	—
Punjab ... ..	20	15	2	2	2	—	—	1	2	—	1	3	44	4
Tripura ... ..	—	—	—	—	—	—	1	—	—	—	—	—	1	—
Uttar Pradesh ... ..	70	—	10	—	7	—	5	—	5	—	7	—	97	7
Orissa ... ..	9	—	—	—	—	—	—	—	—	—	—	—	9	—
Rajasthan ... ..	2	—	—	—	—	—	—	—	—	—	—	—	2	—
West Bengal ... ..	2	—	—	—	—	—	—	—	—	—	—	—	2	—
Total ... ..	183	16	28	2	26	—	23	1	22	3	18	3	304	21

D=Departmental

I=Institutional

Note 1: States served by the Centre are Assam, Bihar, Delhi, Himachal Pradesh, Jammu & Kashmir, Manipur, Punjab, Tripura and Uttar Pradesh.

Note 2: I to VIII Sessions from 20th May 1956 to 29th July 1959 were completed before the last meeting of the Central Committee i.e. 12 September 1959.

Session	Date of commencement	Date of completion
IX	17- 8-1959	16-12-1959
X	4- 1-1960	3- 5-1960
XI	16- 5-1960	15- 9-1960
XII	3-10-1960	2- 2-1961
XIII	15- 2-1961	

## APPENDIX 8

(Reference: Note I relating to seventh Central Committee Meeting)

### REGIONAL CO-OPERATIVE TRAINING CENTRE, MADRAS

#### SPECIAL SHORT-TERM COURSE IN CO-OPERATIVE MARKETING

Training capacity : 30

Name of the State deputing the candidates	I to VI Sessions (completed)		VII session (completed)		VIII session (completed)		IX session (completed)		X session (completed)		XI session (in progress)		No. of candidates	
	D	I	D	I	D	I	D	I	D	I	D	I	Already trained	Under- going training
Andhra Pradesh ...	77	5	10	3	4	—	5	—	10	1	6	—	115	6
Kerala ...	3	2	—	2	1	—	2	1	2	—	3	—	13	3
Madras ...	55	—	5	—	9	—	4	—	8	—	8	—	81	8
Orissa ...	14	—	4	—	—	—	3	—	2	—	2	—	23	2
Uttar Pradesh ...	—	—	—	—	8	—	—	—	—	—	—	—	8	—
West Bengal ...	11	—	5	—	5	—	5	—	3	—	3	—	29	3
Pondicherry ...	—	—	—	—	—	—	1	—	—	—	—	—	1	—
<b>Total ...</b>	<b>160</b>	<b>7</b>	<b>24</b>	<b>5</b>	<b>27</b>	<b>—</b>	<b>20</b>	<b>1</b>	<b>25</b>	<b>1</b>	<b>22</b>	<b>—</b>	<b>270</b>	<b>22</b>

D = Departmental

I = Institutional

Note 1 : I to VI sessions were completed before the date of last meeting of the Central Committee i.e. 12 September 1959.

Note 2 : Session

Date of commencement

Date of completion

VII

14- 9-1959

13-1-1960

VIII

20- 1-1960

19-5-1960

IX

28- 5-1960

27-9-1960

X

10-10-1960

9-2-1961

Note 3 : States served by the Centre are Andhra Pradesh, Kerala, Madras, Orissa, West Bengal, and Pondicherry.

## APPENDIX 9

(Reference: Note I relating to seventh Central Committee Meeting)

### CO-OPERATIVE TRAINING COLLEGE, POONA

#### SPECIAL SHORT-TERM COURSE IN CO-OPERATIVE MARKETING

Training capacity : 40

Name of the State deputing the candidates	I to VIII sessions (completed)		IX session (completed)		X session (completed)		XI session (completed)		XII session (completed)		XIII session (completed)		No. of candidates	
	D	I	D	I	D	I	D	I	D	I	D	I	Already trained	Under- going train- ing*
Bombay ... ..	30	17	2	—	4	1	4	—	5	—	6	—	69	—
Madhya Pradesh ... ..	14	2	5	2	5	—	4	—	4	—	5	—	41	—
Mysore ... ..	17	6	4	—	5	—	8	—	5	1	8	—	54	—
Rajasthan ... ..	3	1	8	—	8	—	4	—	4	1	5	2	36	—
Andhra Pradesh ... ..	29	1	—	—	—	—	—	—	—	—	—	—	30	—
Assam ... ..	2	—	—	—	—	—	—	—	—	—	—	—	2	—
Bihar ... ..	38	—	16	—	—	—	—	—	—	—	—	—	54	—
Delhi ... ..	1	—	—	—	—	—	—	—	—	—	—	—	1	—
Madras ... ..	19	2	—	—	—	—	—	—	—	—	—	—	21	—
Orissa ... ..	2	1	—	—	—	—	—	—	—	—	—	—	3	—
Kerala ... ..	11	1	—	—	—	—	—	—	—	—	—	—	12	—
Uttar Pradesh ... ..	9	—	—	—	—	—	—	—	—	—	—	—	9	—
Malaya (foreign trainees) ... ..	1	—	1	—	—	—	—	—	—	—	—	—	2	—
Gujarat ... ..	—	—	—	—	—	—	—	—	3	—	2	—	5	—
Reserve Bank of India ... ..	—	—	—	—	—	—	1	—	1	—	1	—	3	—
<b>Total</b> ... ..	<b>176</b>	<b>31</b>	<b>36</b>	<b>2</b>	<b>22</b>	<b>1</b>	<b>21</b>	<b>—</b>	<b>22</b>	<b>2</b>	<b>27</b>	<b>2</b>	<b>342</b>	<b>—</b>

D = Departmental.

I = Institutional.

\* The XIV session of the course is scheduled to commence on 8 May 1961.

Note 1: States served by the Centre are Maharashtra, Gujarat, Madhya Pradesh, Mysore and Rajasthan.

Note 2: I to VIII sessions from 20 May 1956 to 22 June 1959 were completed before the date of last meeting of the Central Committee i.e. 12 September 1959.

Session

IX

X

XI

XII

XIII

Date of commencement

23-11-1959

23- 3-1960

8- 8-1960

26-12-1960

Date of completion

5-11-1959

22- 3-1960

22- 7-1960

7-12-1960

25- 4-1961

## APPENDIX 10

(Reference: Note I relating to seventh Central Committee Meeting)  
**REGIONAL CO-OPERATIVE TRAINING CENTRE, RANCHI**  
**SPECIAL SHORT-TERM COURSE IN CO-OPERATIVE MARKETING**

Training capacity : 40

Name of the State deputing the candidates	I to IV Sessions (completed)		V Session (completed)		VI Session (completed)		VII Session (completed)		VIII Session (in progress)		No. of candidates	
	D	I	D	I	D	I	D	I	D	I	Already trained	Under training
	2	3	4	5	6	7	8	9	10	11	12	13
1												
Assam ... ..	10	—	2	—	1	—	—	—	—	—	13	—
Bihar ... ..	17	—	13	—	15	—	14	—	13	—	59	13
Jammu and Kashmir	—	—	—	—	—	—	—	—	—	—	—	—
Manipur ... ..	3	—	2	—	—	—	—	—	—	—	5	—
Orissa ... ..	8	1	—	—	—	—	1	—	3	—	10	3
Tripura ... ..	6	—	2	—	2	—	—	1	—	—	11	—
Uttar Pradesh ... ..	44	—	13	—	4	—	6	—	9	—	67	9
West Bengal ... ..	18	13	4	2	3	4	3	3	—	5	50	5
Himachal Pradesh ... ..	5	—	—	—	—	—	—	—	—	—	5	—
Kerala ... ..	—	2	—	—	—	—	—	—	—	—	2	—
Mysore ... ..	—	2	—	—	—	—	—	—	—	—	2	—
Punjab ... ..	3	—	—	—	—	—	—	—	—	—	3	—
Rajasthan ... ..	3	—	—	—	—	—	—	—	—	—	3	—
Total ...	117	18	36	2	25	4	24	4	25	5	230	30

D = Departmental.

I = Institutional.

Note 1 : States served by the Centre are Assam, Bihar, Jammu and Kashmir, Manipur, Orissa, Tripura, Uttar Pradesh and West Bengal. Prior to the commencement of the course at the other Centres, candidates from other States were also admitted.

Note 2 : I to IV Sessions from 15 May 1957 to 14 July 1957 were completed before the last meeting of the Central Committee for Co-operative Training i.e. 12 September 1959.

Session

Date of commencement

Date of completion

V

3- 8-1959

2- 2-1960

VI

15- 2-1960

13- 8-1960

VII

1- 9-1960

28- 2-1961

VIII

15- 3-1961

14- 9-1961

## APPENDIX 11

(Reference: Note I relating to seventh Central Committee Meeting)  
**REGIONAL CO-OPERATIVE TRAINING CENTRE, INDORE**  
 SPECIAL SHORT-TERM COURSE IN CO-OPERATIVE MARKETING

Training capacity : 45

Name of the State deputing the candidates	I to III Sessions (completed)		IV Session (completed)		V Session (completed)		VI Session (completed)		VII Session (in progress)		No. of candidates	
	D	I	D	I	D	I	D	I	D	I	Al-ready train-ed	Under train-ing
Andhra Pradesh ... ..	—	—	—	—	—	1	—	—	—	—	1	—
Bombay ... ..	3	5	—	—	—	—	—	—	4	—	8	4
Delhi ... ..	—	—	—	—	—	—	—	—	—	—	—	—
Himachal Pradesh ... ..	—	—	—	—	—	—	—	—	—	—	—	—
Jammu and Kashmir ... ..	—	—	—	—	—	—	—	—	1	—	—	1
Kerala ... ..	—	13	—	1	1	1	—	1	—	1	17	1
Madhya Pradesh ... ..	—	22	5	4	5	—	5	3	4	4	44	8
Madras ... ..	—	—	—	—	—	—	—	—	—	—	—	—
Mysore ... ..	4	2	—	—	—	—	—	—	—	1	6	1
Punjab ... ..	—	9	—	1	—	1	—	5	1	1	16	2
Rajasthan ... ..	9	—	10	—	5	—	3*	2	—	3	29	3
Uttar Pradesh (as a special case) ... ..	—	—	7	—	9	—	—	—	—	—	16	—
Gujarat ... ..	—	—	—	—	—	—	—	—	2	—	—	2
Manipur (as a special case) ... ..	—	—	—	—	—	—	—	—	1	—	—	1
West Bengal ( -do- ) ... ..	—	—	—	—	—	—	—	—	—	2	—	2
Maharashtra ... ..	—	—	—	—	—	—	—	—	—	—	—	—
<b>Total ... ..</b>	<b>16</b>	<b>51</b>	<b>22</b>	<b>6</b>	<b>20</b>	<b>3</b>	<b>8</b>	<b>11</b>	<b>13</b>	<b>12</b>	<b>137</b>	<b>25</b>

D=Departmental.

I=Institutional.

\* These candidates were fresh recruits.

Note 1 : I to III Sessions from 15th November 1957 to 4 July 1959 were completed before the last meeting of the Central Committee i.e. 12 September 1959.

Session

Date of commencement

Date of completion

IV

3- 8-1959

2- 2-1960

V

1- 3-1960

31- 8-1960

VI

19- 9-1960

18- 3-1961

VII

3- 4-1961

Note 2 : States served are Andhra Pradesh, Maharashtra, Gujarat, Delhi, Himachal Pradesh, Jammu and Kashmir, Kerala, Madras, Madhya Pradesh, Mysore, Punjab, Rajasthan and Pondicherry.

**APPENDIX 12**  
*(Reference: Note I relating to seventh Central Committee Meeting)*  
**REGIONAL CO-OPERATIVE TRAINING CENTRE, MADRAS**  
**LAND MORTGAGE BANKING COURSE**

Training capacity : 40

Name of the State deputing the candidates	I to VI Sessions (completed)		VII Session (completed)		VIII Session (completed)		IX Session (completed)		X Session (completed)		No. of candidates already completed training
	D	I	D	I	D	I	D	I	D	I	
1. Andhra Pradesh ... ..	31	2	6	—	6	—	4	—	1	—	50
2. Assam ... ..	12	—	2	—	2	—	1	—	1	—	18
3. Bihar ... ..	26	—	5	—	—	—	8	—	4	—	43
4. Bombay ... ..	3	25	—	3	—	5	—	—	—	—	36
5. Himachal Pradesh ... ..	2	1	—	—	—	1	—	—	—	—	4
6. Kerala ... ..	5	13	—	1	3	1	2	—	2	—	27
7. Madhya Pradesh ... ..	6	4	1	—	—	—	—	—	—	2	13
8. Madras ... ..	26	14	4	2	4	—	5	—	4	—	59
9. Manipur ... ..	3	—	—	—	—	—	—	—	—	—	3
10. Mysore ... ..	12	1	4	—	8	—	5	1	4	—	35
11. Orissa ... ..	10	—	2	—	—	—	—	—	2	—	14
12. Punjab ... ..	7	—	—	—	—	1	—	—	—	—	8
13. Rajasthan ... ..	6	—	4	—	5	—	—	—	8	—	23
14. Tripura ... ..	1	—	2	—	—	—	—	—	—	—	3
15. Uttar Pradesh ... ..	6	—	3	—	3	—	—	—	4	—	16
16. West Bengal ... ..	12	—	3	—	1	—	2	—	2	—	20
17. Pondicherry ... ..	—	—	—	—	—	—	1	—	—	—	1
18. Maharashtra ... ..	—	—	—	—	—	—	—	—	2	1	3
19. Gujarat ... ..	—	—	—	—	—	—	—	4	—	—	4
20. Economic Dept., Reserve Bank of India, Bombay...	—	—	—	—	—	—	1	—	—	—	1
Total ... ..	168	60	36	6	32	8	29	5	34	3	381

D= Departmental.

I= Institutional.

Notes : (1) I to VI sessions were completed before the last meeting of the Central Committee i.e. 12 September 1959.

(2)	Session	Date of commencement	Date of completion
	VII	15- 6-1959	14-10-1959
	VIII	16-11-1959	15- 3-1960
	IX	17- 6-1960	15-10-1960
	X	15-11-1960	14- 3-1961

(3) The XI Session is scheduled to commence on 17- 6-1961

**APPENDIX 13**

*(Reference: Note I relating to seventh Central Committee Meeting)*

**STATEMENT SHOWING THE PROGRESS OF TRAINING IN THE BLOCK LEVEL CO-OPERATIVE OFFICERS' TRAINING CENTRES**

Place where the centre is located	Capacity	States served	No. of session	Date of commencement	Date of conclusion	No. of candidates trained	No. of candidates under training	Remarks
1	2	3	4	5	6	7	8	9
1. Gopalpur-on-Sea .. ..	122	Bihar and Orissa .. ..	I II III IV V VI(c)	15-10-55 1-11-56 1-11-57 1-11-58 2-11-59 1-11-60	14- 8-56 30- 9-57 30- 9-58 30- 9-59 24- 9-60 30- 9-61	79 97 97 104 114 491	136	
2. Kalyani .. ..	73	West Bengal, Assam, Manipur, Tripura and N.E.F.A. .. ..	I II III IV V(c)	1- 6-56 1- 7-57 1- 7-58 1- 7-59 1- 7-60	31- 3-57 31- 5-58 31- 5-59 31- 5-60 31- 5-61	41 67 52 39 199	35	
3. Faizabad .. ..	150	Uttar Pradesh .. ..	I II III IV V	1- 5-56 1- 5-57 1- 5-58 1- 5-59 1- 5-60	28- 2-57 31- 3-58 31- 3-59 31- 3-60 31- 3-61	142 121 78 87 85 513		
4. Patiala (Dhuri) Upto 4th Session .. ..	45 100	Punjab, Jammu & Kashmir, Himachal Pradesh and Delhi Administration .. ..	I II III IV V	1- 5-56 1- 5-57 1- 5-58 1- 5-59 1- 5-60	28- 2-57 31- 3-58 31- 3-59 31- 3-60 31- 3-61	14 67 41 36 71 229		As a special case, candidates from Uttar Pradesh are admitted to Dhuri from II session U.P. candidates trained so far are 1957-58-42, 1958-59-21 and 30 candidates are undergoing training in 1959-60 session.
Special Short-term Course ..	27	Punjab .. ..	I C/f	17 -1-61	16- 5-61	1432	27 198	



N. Patilala (Dhurt) (Short-term Course)	28	Punjab .. .. .	B/f I II III IV V	1- 7-56	14-11-56	15	1432	198	
				13-11-56	31- 3-57	23			
				16- 9-57	31- 3-58	17			
				1- 2-58	15- 6-58	12			
				1-11-58	15- 3-59	16			
							83		
5. Tirupati .. .. .	40	Madras and Andhra Pradesh ..	I II III IV V	25- 1-56	9- 5-56	39	610	44	
				25- 5-56	8- 9-56	37			
				24- 9-56	7- 1-57	26			
				23- 1-57	7- 5-57	34			
				23- 5-57	6- 9-57	35			
	60			VI VII VIII IX X	22- 9-57	5- 1-58			35
					21- 1-58	5- 5-58			39
					21- 5-58	4- 9-58			54
					20- 9-58	3- 1-59			55
					19- 1-59	3- 5-59			40
	80	Bombay .. .. .	XVI(c)	I II III IV V	20- 2-56	19-12-56			49
					15- 2-57	14- 1-58			88
					15- 2-58	14- 1-59			34
					16- 2-59	14- 1-60			70
					15- 2-60	14- 1-61			89
	100								330
7. Kota .. .. .	108 110 111 108 108	Rajasthan and Madhya Pradesh ..	VI(c) I II III IV V	1- 2-61	31-12-61				
				21- 1-56	20-11-56	86			
				4- 2-57	31- 1-58	86			
				3- 3-58	2- 2-59	75			
				18- 2-59	17- 1-60	96			
				18- 2-60	17- 1-61	92			
						435	61		
8. Hyderabad .. .. .	81	Mysore, Andhra Pradesh and Kerala	VI(c) I II III IV V	18- 2-61	17- 1-62				
				17-10-55	16- 9-56	53			
				18-10-56	17- 9-57	36			
				28-10-57	27- 9-58	64			
				13-10-58	12- 9-59	42			
				13-10-59	12- 9-60	52			
						247	77		
			VI(c)	13-10-60	12- 9-61			68	
							3137	448	

APPENDIX 14

(Reference: Note I relating to seventh Central Committee Meeting)

STATEMENT SHOWING THE LOCATION OF THE JUNIOR CO-OPERATIVE OFFICERS' TRAINING SCHOOLS, No. OF COURSES COMPLETED, CAPACITY OF THE SCHOOLS, No. OF CANDIDATES TRAINED AND UNDER TRAINING

Name of State	Location of the School	Date of commencement of the first session under the scheme of the Central Committee	No. of courses completed	Capacity of the school per year	No. of candidates who completed the training successfully	No. of candidates who have completed the training but whose results have not yet been made available to us	No. of candidates under training
1	2	3	4	5	6	7	8
Andhra Pradesh	(1) Anantapur ..	1- 7-55	5	160	398	—	182
	(2) Hyderabad I (Central Co-operative Institute) ..	9- 7-56	6	160	311	N.A.	197 (as on 31-12-60)
	(3) Hyderabad II (Co-operative Trg. College) ..	4-10-55	7	160	87	—	121
Assam	(4) Rajahmundry ..	1- 7-55	5	160	635	—	176
	(5) Joysagar ..	1- 3-56	8	160	(D) 110 (C) 184	(D) 22 (C) 33	N.A.
Bihar	(6) Deoghar ..	22-10-56	8	160	286	105	39
	(7) Pusa ..	1- 4-56	9	160	362	83	38
	(8) Ranchi ..	19- 9-55	10	160	437	44	41
Delhi Administration	(9) Delhi ..	8-10-58	3	80	129	—	Secy. Sub-Insp- 32+11
Gujarat	(10) Bhavnagar ..	16- 7-55	10	160	352	60	—
	(11) Nadiad ..	1- 7-59	3	160	160	—	93
	(12) Patan ..	1- 1-57	8	160	318	84	—
Himachal Pradesh	(13) Surat ..	1- 9-55	11	160	582	87	—
	(14) Simla ..	15- 4-54	4 (or 5)	80	134	27	—
Jammu & Kashmir	(15) Srinagar ..	6- 2-56	9	100	76	45	N.A.
Kerala	(16) Kozhikode ..	21-10-55	9	160	501	—	80
	(17) Trichur ..	1-11-58	11	100	364	—	57
Madhya Pradesh	(18) Trivandrum ..	1-11-55	10	80	245	—	38
	(19) Agar ..	1- 7-55	10	160	605	—	71
	(20) Jabalpur ..	5- 6-56	9	160	475	67	44
	(21) Nowgong ..	1- 9-55	10	160	552	—	38
	(22) Bilaspur ..	2- 1-61	—	160	—	—	49



APPENDIX 15

(Reference: Note I relating to seventh Central Committee Meeting)

STATEMENT SHOWING THE LOCATION OF THE JUNIOR CO-OPERATIVE OFFICERS' TRAINING SCHOOLS, AND THE GRANTS IN-AID SANCTIONED TO THE SCHOOLS AS ON 31-3-1961

Name of State (1)	Location of the School (2)	GRANT—IN—AID SANCTIONED BY THE GOVERNMENT OF INDIA				Grant—In—aid recommended by the Central Committee for C.C. 1959-60 ** (7)
		1955-56 (3)	1956-57 (4)	1957-58 (5)	1958-59 (6)	
Andhra Pradesh	(1) Anantapur ..	—	8,348	12,769	13,065£	Not recommended 1,27,308
	(2) Hyderabad I (Central Co-op. Institute) ..	—	55,293	30,264	68,503£	
	(3) Hyderabad II (Co-operative Training College) ..	33,060	32,890	13,383	28,334£	
Assam	(4) Rajahmundry ..	—	14,224	20,059	33,135£	Not recommended —do— 19,504 (D&C)
	(5) Joysagar ..	—	32,400	27,600	26,605£	
Bihar	(6) Deoghar ..	—	13,456	33,141	23,897	21,125 23,828 22,817
	(7) Pusa ..	5,789	35,694	33,141	25,560	
	(8) Ranchi ..	18,632	36,600	34,930	24,009	
Delhi Admn.	(9) Delhi ..	—	—	22,620 +	19,400£	33,960
	Gujarat	(10) Bhavnagar ..	13,600	18,175	19,581	16,236
(11) Nadiad ..		—	—	—	—	
(12) Patan ..		—	6,300	26,900	21,618	
(13) Surat ..		56,142*	96,800*	24,375	27,071	
Himachal Pradesh	(14) Simla ..	9,729	—	12,560 +	18,009£	11,254
	(15) Srinagar ..	—	13,965	22,170	21,230£	
Jammu & Kashmir	(16) Kozhikode ..	2,079	29,842	20,000	17,783	17,783
	(17) Trichur ..	—	—	—	4,150	
Kerala	(18) Trivandrum ..	8,595	8,650	18,300	15,164	4,150 15,164 22,650
	(19) Agar ..	32,920	33,560	30,280	27,864	
	(20) Jabalpur ..	—	27,880	26,860	26,216	
Madhya Pradesh	(21) Nowgong ..	15,100	37,770	25,485	22,736	27,158 19,927
	(22) Coimbatore ..	2,459	28,884	23,076	40,171	
Madras	(23) Madras ..	8,482	50,430	68,516	40,638	48,240 57,723
	(24) Madurai ..	—	14,092	24,453	42,056	

	(25) Tanjore ..	1,809	28,964	23,990	47,826	56,955
	(26) Kancheepuram ..	—	—	—	—	16,918
	(27) Salem ..	—	—	—	—	16,982
Maharashtra	(28) Aurangabad ..	—	—	—	29,424	26,272
	(29) Amravati ..	—	—	—	—	18,629
	(30) Jalgaon ..	—	6,300	31,200	29,502	ER. 31,203/IR. 31,743
	(31) Kolhapur ..	—	—	—	—	ER. 23,965/IR. 24,415
	(32) Nagpur ..	13,637	31,500	33,766	24,753	ER. 26,285/IR. 27,045
	(33) Poona ..	56,142*	96,800	31,875	33,650	ER. 29,802/IR. 30,882
Manipur	(34) Imphal ..	—	16,650	33,200+	28,630+	33,945
Mysore	(35) Dharwar ..	56,142*	96,800*	28,290	24,163	28,531
	(36) Mercara ..	7,071	15,860	16,625	15,997	26,008
	(37) Mysore ..	—	22,870	29,124	29,316	27,141
	(38) Bangalore ..	—	—	—	—	14,214
Orissa	(39) Cuttack ..	29,985	28,325	21,357	18,593	23,150
	(40) Gopalpur-on-Sea No. I ..	—	9,274	21,040	18,473	18,678
	(41) —do— No. II ..	—	22,275	21,623	14,195	18,271
Punjab	(42) Jullundur ..	18,600	21,200	29,350	15,105	33,117
	(43) Patiala ..	6,012	17,000	15,090	14,921	29,545
Rajasthan	(44) Jaipur ..	31,038	10,025	24,761	23,578	15,386
	(45) Jodhpur ..	—	—	—	10,021	15,162
Uttar Pradesh	(46) Bilari ..	—	54,000+ +	23,065	17,486	17,805
	(47) Hastinapur ..	—	48,100&	28,855	20,423	19,524
	(48) Jhangirbad ..	—	—	33,420	29,153£	23,247
	(49) Kurwar I ..	—	—	—	10,381	30,074
	(50) Lucknow ..	—	54,000+ +	23,865	17,094	20,986
	(51) Pepeganj ..	—	48,100&	30,325	14,590	20,764
	(52) Varanasi I ..	—	48,100&	30,435	21,107	20,072
	(53) Varanasi II ..	—	48,100&	29,595	20,423	19,036
	(54) Alighrah ..	—	—	—	—	14,986
West Bengal	(55) Kurwar II (not recognised)	—	—	—	—	—
	(56) Barsul ..	—	13,403	34,993	31,354£	12,478
	(57) Jhargram ..	—	—	29,025	29,543£	12,871
	(58) Kalimpong ..	—	—	—	5,092£	11,885
	(59) Uttarpara ..	—	5,366	46,521 %	45,848 %	18,566
	Total ..	3,14,739	9,46,365	12,41,853	12,44,091	14,01,787

\* Combined sanction for three schools at Poona, Surat and Dharwar.

+ Includes the contribution of the G.O.I. towards the share of State Governments.

+ + Combined sanction for two schools viz. Bilari and Lucknow.

& Combined sanction for four schools viz. Pepeganj, Hastinapur, Varanasi I and II.

% Includes the contribution of G.O.I. towards the share of the Tripura Administration.

£ Figures are of grants-in-aid recommended as the grants-in-aid figures sanctioned by the Government of India not furnished to us.

\*\* Figures of grants-in-aid sanctioned by the Government of India in respect of each school not available.

ER—Excluding Rent.

IR—Including Rent.

## APPENDIX 16

(Reference: Note I relating to seventh Central Committee Meeting)

### STATEMENT OF EXPENDITURE IN RESPECT OF REGIONAL CO-OPERATIVE TRAINING CENTRES

(Figures in Rupees).  
(Year = July to June).

Centre	1952-53	1953-54	1954-55	1955-56	1956-57	1957-58	1958-59	1959-60	1960-61@ Budget	1960-61 Expenditure upto 31-3-1961
Poona .. .. .										
Senior and Intermediate Officers' Courses* .. .. .	50,272	92,118	2,45,678	2,42,358	2,73,995	2,81,004	2,96,018	2,82,692	3,18,185	1,91,525
Intermediate Officers' Courses .. .. .			99,779	1,02,711	78,966	82,156	81,690	83,962	1,09,383	62,742
Madras .. .. .	—	—	—	20,933	84,986	74,312	92,846	92,780	1,14,313	82,190
Meerut .. .. .	—	—	—	43,348	61,376	86,095	94,580	90,863	1,12,945	61,071
Indore .. .. .	—	—	—	87,426	1,13,304	1,06,892	1,05,935	87,684	1,20,000	68,451
Ranchi .. .. .										
Total .. .. .	50,272	92,118	3,90,336	4,96,776	6,12,627	6,30,459	6,71,069	6,37,981	7,74,826	4,65,979

@ Budget sanctioned for 1960-61.

\* Includes Rs. 36,000 being the contribution of the Bombay State Co-operative Union,

**APPENDIX 17**

*(Reference: Note I relating to seventh Central Committee Meeting)*

**STATEMENT OF EXPENDITURE IN RESPECT OF THE SPECIAL COURSES AT THE REGIONAL  
CO-OPERATIVE TRAINING CENTRES**

(Figures in Rupees).  
(Year—July to June).

Centre	1955-56	1956-57	1957-58	1958-59	1959-60	1960-61* Budget	1960-61 Expenditure upto 31-3-1961
<b>Short-term Course on Co-operative Marketing</b>							
Poona .. .. .	31,929	56,916	37,632	51,390	56,756	1,05,802	36,072
Madras .. .. .	—	3,260	73,928	64,979	75,915	1,01,110	48,875
Ranchi .. .. .	—	8,786	78,338	73,404	71,537	94,608	45,380
Indore .. .. .	—	—	32,398	51,203	53,280	1,04,550	28,550
Meerut .. .. .	1,404	76,217	47,877	53,604	66,875	1,05,772	39,197
<b>Short-term Course on Land Mortgage Banking, Madras .. .. .</b>	<b>4,653</b>	<b>49,974</b>	<b>51,651</b>	<b>58,106</b>	<b>58,518</b>	<b>70,652</b>	<b>47,340</b>
<b>Total ..</b>	<b>37,986</b>	<b>1,95,153</b>	<b>3,21,824</b>	<b>3,52,686</b>	<b>3,82,881</b>	<b>5,82,494</b>	<b>2,45,414</b>

\* Budget sanctioned for the year 1960-61.

## APPENDIX 18

(Reference: Note I relating to seventh Central Committee Meeting)

STATEMENT OF EXPENDITURE IN RESPECT OF BLOCK  
LEVEL CO-OPERATIVE OFFICERS' TRAINING CENTRES(Figures in rupees).  
(Year=April to March).

Centre	1955-56	1956-57	1957-58	1958-59	1959-60	1960-61*
Bhavnagar ..	22,210	96,818	1,24,936	77,265	1,16,303	1,48,722
Gopalpur-on-Sea ..	58,808	1,14,812	1,44,030	1,32,178	1,48,296	1,38,681
Hyderabad ..	53,786	70,650	83,941	1,08,883	1,02,094	1,09,937
Kota .. ..	24,231	1,19,594	1,21,692	1,23,890	1,43,381	1,38,560
Tirupati .. ..	23,812	80,366	84,033	1,00,578	1,05,320	93,130
New Patiala ..	—	—	—	—	88,553	1,26,528
Dhuri .. ..	—	68,652	1,40,169	1,11,484	—	—
Faizabad .. ..	—	1,68,435	1,53,276	1,30,011	1,34,430	1,28,733
Kalyani .. ..	—	77,522	1,00,413	1,19,493	96,609	85,785
Total ..	1,82,847	7,96,849	9,52,490	9,03,782	9,34,986	9,70,076

\* Figures subject to revision.



## APPENDIX 19

(Reference: Note III relating to seventh Central Committee Meeting)

PROCEEDINGS OF THE CONFERENCE OF CHAIRMEN  
OF LOCAL COMMITTEES AND PRINCIPALS OF THE  
TRAINING CENTRES HELD AT POONA ON 7, 8 AND  
9 FEBRUARY 1960

The above Conference was held at Poona on 7, 8 and 9 February 1960. On the opening day, it was held at the University Buildings while on the subsequent two days, the venue was the Co-operative Training College. The Conference was presided over by Prof. D. G. Karve, Chairman of the Standing Sub-Committee of the Central Committee for Co-operative Training.

*Preliminary Gathering*

2. On 7 February 1960, the Conference commenced with certain preliminary remarks by the Chairman. He referred to the importance of holding such conferences periodically, particularly for taking stock of the progress made in the training of personnel, for checking the effectiveness of the training courses and for enabling the participants to discuss and contribute towards the improvement of the training arrangements in general. He then referred to some of the important decisions already taken by the Central Committee for Co-operative Training in the light of the findings of the evaluation study undertaken by the Central Committee in 1958-59. In particular, he referred to the decisions taken by the Committee to equate the Intermediate Officers' Course with that of the Block Level Co-operative Officers in view of the fact that the country would, in the near future, be fully covered with extension blocks. The distinction between the regular co-operative personnel and the block co-operative officers would cease to be significant and a common course for all intermediate personnel would be necessary. The Chairman also referred to the question of progressively replacing examinations as a method of assessing a candidate's performance by the more rational method of a continuous appraisal thereof and introducing a system of credits at regular intervals. He particularly emphasised the need to produce fully equipped personnel. He also referred to improving the arrangements for practical training and of appointments of guides, associating senior officials of business houses with the Training Centres for giving instruction to the trainees in the techniques of business management and marketing of goods. The Chairman said that the Central Committee would welcome observations from the participants of the Conference on the decisions already taken, in addition to suggestions on particular

items on the Agenda, specifically referred to the Conference for consideration. The Chairman then invited Shri Dip Narayan Sinha, Chairman of the Local Committee of the Regional Co-operative Training Centre, Ranchi, to give the benefit of his observations to the Conference.

3. Shri Sinha, in his speech, urged four points for the consideration of the Conference. Firstly, he felt that the practical training for the trainees of the Co-operative Training Centres must be made intensive and more realistic. In this connection, he suggested that suitable co-operative societies should be organised in the vicinity of each Training Centre and trainees might work in these societies. Secondly, he felt that in view of the long term requirements of co-operative training arrangements in future, the Training Centres should be put on a permanent basis. Thirdly, he felt that fresh recruits and experienced officials should not be put together in the same class for training. He suggested that there might be a regular initial training course for fresh recruits and refresher courses for officers who had previous training and experience. Fourthly, he said that the stipend paid to fresh recruits was inadequate especially as they did not receive any regular salary from the Government besides the above stipend.

4. Shri J. C. Ryan, Member-Secretary of the Central Committee, clarified some of the points raised by Shri Dip Narayan Sinha. While agreeing with Shri Sinha's proposal that practical training to the trainees could be made more real if the trainees were given an opportunity to work in co-operative societies organised near the Training Centres, he felt that such co-operative societies should have their own staff to do their normal work and the trainees from the Training Centres could only assist such staff in their work. In this connection, the Member-Secretary also felt that practical training could be more effectively arranged if the Principals and lecturers of the Training Centres developed personal contacts with co-operative societies and officials of the Co-operative Department and persuaded them to permit the trainees to be associated with the staff of co-operative societies and with the regular staff of the Department in the actual conduct of their business to make the participation training more meaningful. Regarding the suggestion that the Training Centres should be put on a permanent basis, he said that the intention of the Central Committee for Co-operative Training was to have the Centres function on a long-term basis. Regarding the inadequacy of the stipend payable to the freshly recruited trainees, the Member-Secretary pointed out that under the scheme of the Central Committee, the training courses were intended for in-service personnel and a trainee who was being deputed by the State Government was expected to be given appointment prior to his

being deputed for the training so that, while at the Training Centre, he would receive both the salary from the Government as well as the stipend from the Training Centre. If the trainees from some of the States were being paid only the stipend and not their salaries, the fault lay in the implementation of the scheme by the State Governments and not in the scheme itself.

5. In the course of further discussion, Shri Devindra Nath, Registrar of Co-operative Societies, Madhya Pradesh, and Chairman of the Local Committee, Indore pointed out that according to a recent decision of the Central Committee, a freshly recruited Assistant Registrar was required to be sent first for training at the Intermediate Officers' Course to which were also admitted officials of a lower cadre such as Inspectors of co-operative societies. Shri Nath felt that as the calibre and educational qualifications of the directly recruited Assistant Registrars were ordinarily higher than those of the Inspectors, it would be more appropriate if they were trained separately and not clubbed together with the intermediate personnel like the Inspectors of co-operative societies. In his opinion, the directly recruited Assistant Registrars should first be given training in the Department and only after acquiring experience of 2 to 3 years in a senior post that they should be considered eligible for admission to the Senior Officers' Course. The Chairman observed that the point made by Shri Devindra Nath had already been considered by the Central Committee. He said that so far as the basic training was concerned, the Central Committee felt that it should be the same for untrained senior as well as intermediate personnel and that no distinction need be made between the two in regard to the basic training. He, however, added that if a Registrar had a large enough number of directly recruited Assistant Registrars with some 2 to 3 years of field experience and in whose case regular basic training is not considered necessary, the Central Committee might consider organising a special course for such officers. But this in practice would not be easy and normally, all basic training for officers would have to remain common.

6. In the afternoon session on the 7th February 1960, Shri B. Venkatappiah placed before the Conference certain suggestions regarding the Senior Officers' Course for consideration. He felt that perhaps it might be necessary to devise a course which would, while imparting a common training for all in certain subjects, at the same time cater to the specific needs of institutional candidates who may have special interest in subjects like Banking or Marketing. He also felt that it would be useful to provide opportunities for very senior personnel in the Co-operative Departments of the States, like the Joint Registrars, Deputy

Registrars in charge of planning etc. to come together and have a 'syndicate' type of course for one or two months. The Chairman desired that a circular might be sent to States enquiring as to how many officers of the very senior category would be available for such a course, if conducted.

7. In the general discussion on the programme of producing films and other audio visual aids, Mr. A. W. Acland, the Colombo Plan Expert with the Central Committee, explained that films would be relatively costly in production while filmstrips would be a cheaper and more convenient medium of instruction. Shri J. C. Ryan pointed out that in producing films it would be necessary to be clear about the type of audience to be served, the trainees or the general public. He felt that a film intended for trainees might not be of much use in educating the general public. Prof. Karve felt that ordinarily, filmstrips would be more useful for the trainees and films for the general public. He further suggested that no categorical decision could be taken about the nature of films and filmstrips to be produced. For each particular film or filmstrip, the decision would have to be taken keeping in view the audience for which it is intended and to prepare it accordingly. Contributing to the discussion, Shri B. Venkatappiah observed that the Central Committee should benefit from Mr. Acland's stay in India to the maximum possible extent and in achieving this objective, the funds already approved for the purpose need not be considered as an unalterable limit. He also drew attention to the correspondence that had taken place between the Central Committee and the Government of India in this connection and felt that the scheme of production of audio visual aids should aim at three objectives on priority basis, viz. (i) to produce audio visual aids for use in training at the Training Centres, (ii) to be helpful in Member-Education by producing films and other aids in different regional languages, and (iii) to be able to make a wider appeal to potential members.

#### *Group Discussions*

8. On 8 February 1960, the Conference divided itself into five Groups with allotted topics as shown below.

*Group I:* To consider reorganisation of the Senior Officers' Course (Annexure II).

*Group II:* To consider revision of syllabus in the Intermediate Officers' Course and also to consider some of the problems arising from the Equation of the Intermediate Officers' Course with that of the Block Level Co-operative Officers' (Annexure III).

*Group III:* To consider practical training arrangements, assessment of candidates' performance and certificates to be awarded in the Intermediate Officers' Course (Annexure IV).

*Group IV:* To consider organisation of co-operative stores and rules for the guidance of trainees at the Training Centres (Annexure VI).

*Group V:* To consider the production of Audio Visual Aids (Annexure VII).

Each Group deliberated on the issue allotted and submitted detailed report for the consideration of the Conference on the next day.

### *General Session*

9. The Conference reassembled in full session on 9 February at 9.30 A.M. The reports of the Groups which studied various problems referred to them on the previous day were taken up for consideration.

### *Senior Officers' Course*

*(Subject discussed by Group I)*

10. Initiating the discussion on the report, Shri B. Venkatappiah observed that the revision of the Course might keep four objectives in view:

(i) Fixing the optimum duration of the Course keeping in view that this was to be of 4 months as recommended by the Group.

(ii) Ensuring adequate and effective arrangements for practical training of all categories of trainees admitted to the course.

(iii) Ensuring exchange of views between candidates from Government Departments and from institutions.

(iv) Providing for specialised training needed by institutional candidates like managers of banks, managers of marketing societies etc.

11. Shri Venkatappiah made certain suggestions to serve the four objectives mentioned above. He thought that the duration of the Senior Officers' Course need not necessarily be limited to four months but, if need be, might be extended to 5 months to include, say, two months of theoretical training at the Centre and three months of practical training in institutions. This suggestion was based on the need for a comparatively longer period of practical training in place of the one of 1½ months as envisaged in the four months' Course. If it was felt that for theoretical training a minimum period of 2 months was necessary, the solution lay not in curtailing the period of practical training but in increasing the same by a month. Secondly, with a view to serving the

objectives (iii) and (iv) mentioned above, he suggested that in a cycle of three sessions, two sessions may cater to the needs of departmental trainees and one to those of institutional trainees separately. He found that on the basis of experience available so far, the proportion of the institutional to departmental trainees was roughly 1:2 and, therefore, about 45 candidates could be expected to be available from institutions for one session in a cycle of three. To the two other sessions, only departmental candidates might be admitted and there too, one of the sessions might admit only departmental candidates who were to specialise in general administration and the other might admit those who were to specialise in the work relating to co-operative marketing and other allied activities. This arrangement, he thought, would make for homogeneity of the class and would enable the Training Centre to draw up programmes of theoretical and practical training best suited to the particular needs of the candidates admitted to the session. Such a selective course, he agreed, would be feasible only in the case of senior officers who had already received the full basic training. At the same time he felt that the objectives of ensuring common training and exchange of views between departmental and institutional candidates was an important one and it could be served if the next session of the Course admitting a different category of trainees was commenced during the currency of the existing session itself so that the two sessions were simultaneously in progress for a month or so. It was to be realised, of course, that this would also mean additional accommodation for class-rooms and hostels as both the sessions would be in progress simultaneously and also strengthening of the teaching staff for the Course.

12. In the course of further discussion, the following points emerged:

(i) that the duration of the session might as usual be 6 months for Senior Officers' Course. Candidates who have had previous training in the Intermediate Course conducted by the Central Committee or in other equivalent courses conducted by the State Governments, as well as 3 years' experience in the senior capacity might be asked to join one month later. The period of practical training, however, would be of three months instead of that of two as at present,

(ii) that the next three or four senior officers' sessions will reveal if there are 40 to 45 candidates with 3 years' experience forthcoming to modify the course indicated above into one of 5 months' duration and

(iii) that the syllabus for the Senior Course as recommended by the Group is intended for a four months' course for experienced

officers and for a six months' course for others might be further modified to suit the distinction between senior officers indicated in item (i) above *i.e.* the syllabus should deal with preliminary matters during the first month and with more complicated matters for the succeeding months.

13. The procedure for assessment of the trainees' performance as given in the report of the Group was approved, subject to the following changes :

(i) that in judging the general proficiency referred to in the report of the Group, the Principal's judgement should be as objective as possible and he should take into account the views of the teaching staff;

(ii) the conduct and general behaviour of the trainees may also be included as one of the criteria for judging general proficiency;

(iii) the grade 'Excellent' should be given to a candidate securing 75—80% of marks on an average, grade 'Good' to a candidate getting 55—74% of the total marks and grade 'Fair' to a candidate getting 40—54% of the total marks.

14. In the matter of syllabus for the Senior Course recommended by the Group, it was approved that (a) in the co-operative problems mentioned in the syllabus, the word 'versus' appearing in the problems listed should be replaced by 'and', (b) in the syllabus for the 4 months' course, under Agricultural Co-operation, Para I 'co-operative village management: land reforms and co-operative farming' should be substituted by 'land reforms; village management;' and (c) Democratic decentralisation and Gramdan may also be included in the syllabus.

15. The Report of Group II on the syllabus for Intermediate Course was then taken up for consideration. The syllabus as recommended by the Group was approved, subject to the following: (a) in the list of institutions to be studied under part 4 in subject No. 1, 'credit unions' might be added, and (b) Detailed working of Co-operative Societies and of the Co-operative Department might be retained as an optional subject at the Co-operative Training College, Poona.

16. The Report of Group III on the practical training programmes, assessment of trainees' performance and certificates to be awarded to them was then taken into consideration. The Report was approved subject to the following modifications :—

(i) the time schedule of interspersing of theoretical and practical training might be decided on the basis of the needs of the Centre and the convenience of the societies to be visited for practical training;

(ii) copies of the practical training programmes drawn up by the Centres might be endorsed also to Assistant Chief Officers of Regional Offices of the Agricultural Credit Department of the Reserve Bank in the States where the practical training was to be conducted;

(iii) the remuneration recommended for local and other guides might be further considered;

(iv) in regard to assessment of trainees' performance, the Principal should maintain an information-and-progress card for each trainee, listing therein all information about the candidate including the assessment made of him by the Lecturer and the progress made by him from stage to stage;

(v) the procedure of assessment of performance could be similar to the one approved for the Senior Officers' Course.

17. The Report of Group IV which considered organisation of co-operative stores was then taken up for consideration. It was agreed in principle that each Training Centre should have a co-operative store which might, if possible, be registered under the Co-operative Societies Act of the State. To begin with, a co-operative store might be organised at the Co-operative Training College, Poona and the progress of the store at this Centre along with those conducted at Himayatsagar, Indore and Dhuri centres might be watched before organising similar stores at all the other Training Centres. In this connection, the Chairman made it clear that it was not expected that the co-operative store at every Centre would be financially successful as this would depend on the number of trainees at a Centre and on other special circumstances obtaining at the centre. What was, however, important was that the co-operative stores were to be organised for their educational value in respect of procedural requirements, especially to the newly recruited trainees and this would always be rated high whether co-operative stores were making a profit or a loss. It should, however, be the endeavour of all stores to make a financial success of their operations as otherwise it would be somewhat misleading to hold up before the trainees a model with its poor performance.

18. The Report of Group V on audio visual aids was then taken into consideration. The report was approved.

19. The decisions taken at the Conference on the various items on the Agenda submitted for its consideration are given below seriatim :

#### *I. Review of progress in the training programmes*

The Agenda Note on the item was recorded.



II. *Review of action taken on the recommendations of the previous Conference*

The Agenda Note on the item was recorded.

III. *Revision of the training courses*

As per decisions taken on reports of Groups I, II and III referred to above (Annexures II, III & IV).

IV. *Equation of Block Level with Intermediate Courses*

The Report of Group II (Annexure III) which considered the item separately was approved. The only modification suggested was that all the Training Centres might be named simply "Co-operative Training Centres".

V. *Expansion of training facilities*

The Agenda Note on the item was recorded.

VI. *Training of instructors at the Training Centres*

The Agenda Note on the item was recorded.

VII. *Library, Reading Rooms and Games*

The Agenda Note on the item was recorded.

VIII. *Audio Visual Education*

As decided with reference to Report of Group V (Annexure VII).

IX. *Organisation of Co-operative Stores at the Training Centres*

As approved on the Report of Group IV (Annexure VI).

X. *Rules for the guidance of and discipline among the trainees at the Training Centres*

Approved as reported by Group IV (Annexure VI). The Chairman further stated that an undertaking should be obtained from every candidate at the time of joining the Course that he would abide by the rules.

XI. *Scheme for preparation of text-books by the Central Committee*

The Agenda Note on the item was recorded.

XII. *Utilisation of training facilities*

The Agenda Note on the item was recorded.

## ANNEXURE I TO APPENDIX 19

CONFERENCE OF THE CHAIRMEN OF LOCAL  
COMMITTEES AND PRINCIPALS OF THE TRAINING  
CENTRES HELD IN FEBRUARY 1960 AT POONA

*Participants**Central Committee for Co-operative Training and Government of India*

1. Prof. D. G. Karve, Chairman, Standing Sub-Committee of the Central Committee for Co-operative Training.
2. Shri B. Venkatappiah, Deputy Governor, Reserve Bank of India.
3. Shri J. C. Ryan, Member-Secretary.
4. Shri M. P. Bhargava.
5. Kum. R. Mazumdar.
6. Shri A. W. Acland, Colombo Plan Expert.
7. Shri V. Sivaraman, Deputy Chief Officer.
8. Shri P. N. T. Chary, Assistant Chief Officer.
9. Dr. S. B. Mahabal, Assistant Chief Officer.
10. Shri G. P. Bhave, Rural Credit Officer.
11. Shri C. C. J. D'Souza, Rural Credit Officer.

*Chairmen & Members of Local Committees*

12. Shri Dip Narain Sinha, Chairman, Local Committee, Ranchi.
13. Shri Devindar Nath, Chairman, Local Committee, Indore.
14. Shri M. L. Batra, Member, Local Committee, Dhuri (Now Patiala).
15. Shri A. C. Bandyopadhyaya, Member, Local Committee, Gopalpur-on-Sea.
16. Shri Anna Rao, Member, Local Committee, Tirupati.
17. Shri Niranjana Singh, Member, Local Committee, Kota.

*Principals and Lecturers of Training Centres*

18. Shri P. M. Chengappa, Principal, Poona.
19. Shri V. Krishnan, Lecturer, Poona.
20. Shri G. S. Joshi, Lecturer, Poona.
21. Shri R. V. Nadkarni, Lecturer, Poona.
22. Shri A. T. Alfred, Lecturer, Poona.
23. Shri Govindan Nair, Principal, Madras.
24. Shri Kameswara Rao, Lecturer, Madras.
25. Shri Fateh Singh, Principal, Meerut.
26. Shri P. L. Tandon, Lecturer, Meerut.
27. Shri C. I. Verghese, Principal, Ranchi.
28. Shri M. V. N. Pillai, Lecturer, Ranchi.
29. Shri M. D. Singru, Principal, Indore.
30. Shri D. A. Pundlik, Lecturer, Indore.
31. Shri S. K. Roy, Lecturer, Kalyani.
32. Shri V. P. Malhotra, Principal, Dhuri (Now Patiala).
33. Shri Keshar Chand, Lecturer, Dhuri (Now Patiala)
34. Shri Satya Prakash, Principal, Faizabad.
35. Shri V. K. Nattoo, Lecturer, Faizabad.
36. Shri P. V. Subrahmanyam, Principal, Hyderabad.
37. Shri Vishwanath Rao, Lecturer, Hyderabad.
38. Shri V. Vedantachari, Principal, Gopalpur-on-Sea.
39. Shri A. S. R. Pillai, Lecturer, Gopalpur
40. Shri Venugopal Rao, Principal, Tirupati.
41. Shri K. Bashyam, Lecturer, Tirupati.
42. Shri R. N. Kaul, Principal, Kota.
43. Shri S. C. Mehta, Lecturer, Kota.
44. Shri K. Keshava Kini, Principal, Bhavnagar.
45. Shri G. K. Chitnis, Lecturer, Bhavnagar.

*ANNEXURE II TO APPENDIX 19*

CONFERENCE OF CHAIRMEN OF LOCAL COMMITTEES  
AND PRINCIPALS OF TRAINING CENTRES HELD IN  
FEBRUARY 1960.

**(Report of Group I)***Reorganization of Senior Officers' Training Course*

The following were present:

1. Shri P. M. Chengappa
2. Shri M. D. Singru
3. Shri G. S. Joshi
4. Shri M. L. Batra
5. Shri Niranjana Singh
6. Shri V. Sivaraman, Convener.

*Objectives and nature of the course*

The Group agreed with the views expressed in the note.

*Terms and conditions for admission of candidates*

The Group was generally in agreement with the conditions stipulated in the Note viz. that directly recruited senior personnel should first undergo the basic training at one of the Regional Co-operative Training Centres and after putting in three years of service in the senior cadre, they should again undergo the Senior Officers' Training Course at Poona. The Group was of the opinion that so far as the basic training was concerned, there was no need for differentiating between Senior Officers and Officers of the Intermediate category. The Group also discussed the question as to the type of officials who should be regarded as "Senior". So far as the Co-operative Departments were concerned, the gazetted officers would automatically be regarded as seniors but in case of institutions, some clarification was considered necessary. The Group felt that from the institutional angle, the administrative heads of apex institutions, officers coming next below them e.g. Chief Accountant, Assistant Secretary, Manager etc. as also the administrative heads of central institutions at the intermediate level, should be regarded as Senior Officers eligible for admission to the Senior Course provided they had put in a service of at least three years in the senior cadre. Generally, they should be at least graduates of any recognized university. The Central Committee would, however, be competent to relax these conditions on the merits of specific cases.

*Duration*

The Group, while generally agreeing with the recommendations, made the following observations:

- (1) A Senior Officer who, on fresh recruitment, had been put through a course of training at an Intermediate Training Centre would be eligible to join the 4 months' course.
- (2) In the case of both institutional and departmental personnel who had occupied the senior post for three years but who had not had any basic training before, 6 months' training should be insisted upon, consisting of two months' preparatory training, as envisaged in the Note, followed by 4 months of regular training.

*Syllabus*

As already observed, provision for 6 months' and 4 months' courses will have to be made for some years to follow. The present syllabus of 6 months for the Senior Officers has been recast into two parts (not printed), one part containing the portion to be covered by self-study under the guidance of the College staff and the other part to be covered by class-room lectures and discussions.

After completion of the 2 months' preliminary course, the 4 months' course which will follow would be common. A syllabus roughly comprising of about 175 periods of work, each period of 45 minutes' duration, is proposed to be covered during the preparatory period of 2 months.

Out of the 4 months, the trainees will be on study tour for a period of 6 weeks in two instalments at different periods and the class-room training in the aggregate will be for a period of  $2\frac{1}{2}$  months. The syllabus of the proposed training course of 4 months is so divided that it will consist of about 160 periods of lectures and discussions. In addition, separate periods will be allotted for syndicate methods of discussion and essays and group discussions. These periods will be approximately 50. As hithertofore, the trainees accompanied by the teaching staff will be visiting and studying intensively the working of different types of co-operative institutions and of the offices of the Co-operative Department in Poona according to the optional subjects selected by them for a period of about 3 weeks. During this period, the trainees will work for 3 periods a day in the class-room and the rest of the time will be devoted by them to the practical programme as referred to above. On other days, they will be working at the rate of 5 periods a day.

In addition to the general training, the trainees are required to adopt, as special subjects, one of the following viz. "Administration", "Agricultural Marketing", "Industrial Co-operation" and "Banking". Trainees having identical interests will be grouped together as far as possible provided that in addition to the 5 periods of regular training, one or two periods a week are devoted for attending to the special needs of the trainees which they will indicate soon after their arrival at Poona.

The emphasis on specialised needs will, thus, be given when the officers are under practical training at Poona as referred to above. In addition, when they are on tour in other States, 3 days are earmarked for each of the different groups under specialized subjects for intensive training in the optional subject selected by them. The Group felt that it may not be possible under the existing circumstances to do anything more by way of giving additional attention for individual specialized training.

Agricultural Marketing, Co-operative Farming, Mechanisation of Farming, Problems of Business Organisation, etc. are some of the subjects earmarked for discussions, for seminars or syndicates. Similarly, topics like Price Stabilization & Co-operatives and State Trading & Co-operatives could also be included for syndicate discussion. In "Industrial Co-operation", a few topics like 'Need for Technical Improvement and Increased Employment,' 'Basis for Fixation of Wages' etc. could be included. Under "Banking", pure and mixed banking of co-operative and commercial banks, pattern of organisation and unit banking and branch banking etc. may also be included. The above list is merely indicative and not exhaustive.

### *Practical Training*

Senior Guides on a regional basis may be appointed to guide trainees within their zones. In the case of big institutions like apex co-operative banks, institutional guides may also be appointed. The Lecturers of the College may, however, visit different batches of trainees at work to see that practical training is being conducted properly. As regards continuity of employment for guides, it may be observed that there will be trainees of 3 sessions moving out for practical training every year, which means that any regional guide or institutional guide appointed will have work only for about 10 weeks in a year. This is on the presumption that the future Senior Officers' Course will be of 4 months' duration. The Group felt that their remuneration may be on an *ad hoc* basis instead of being *per diem*. On the question of remuneration to be paid to the institutions to be visited, the Committee felt that it was a matter of negotiation between the Central Committee and the institutions.

The selection of institutions to be used as practical training ground for practical training has certainly to be made on a broader basis than hitherto. It is suggested that the Central Committee may get into contact with the Registrars of Co-operative Societies and prepare a list of institutions at all levels which may be used as practical training units for the Senior Officers.

### *Techniques of training*

The suggestions made in the note have been generally approved.

### *Assessment of trainees' performance*

Assessment of trainees should be made as under :

#### (i) *Written tests or essays*

To induce the trainees to take greater interest in systematic study, the Group felt that some kind of written test in each of the subjects would be necessary. The importance to be given to assessment by written test may, however, be only 25 per cent.

#### (ii) *Syndicates & Seminars*

Every trainee will be required to participate in at least 4 syndicates or seminars and his performance will be assessed. This will carry 25 per cent marks.

#### (iii) *Practical Training*

Practical training at the head quarters as well as in camps will be assessed on the basis of notes prepared by the trainees as well as discussions at the end of the course. Twenty five per cent of the marks will be allotted to this.

#### (iv) *General proficiency*

The remaining 25 per cent of marks will be given at the discretion of the Principal on the basis of general proficiency, capacity and personality of the trainee.

There will be no system of numerical marking but assessment would be denoted by grading the trainees as 'A', 'B', 'C' and 'D' in each of the tests referred to above. A trainee would be graded as 'A' if he is considered as "Excellent", 'B' if considered as "Good", 'C' if "Fair" and 'D' if "Poor". For purposes of overall assessment, 'A' will be given 60 marks or above, 'B', 50 to 59 marks, 'C' 40 to 49 marks and 'D' below 40 marks. The average of these in respect of every trainee will determine his

overall credit. The connotations of the different symbols would be as under:

- A = Excellent
- B = Good
- C = Fair
- D = Poor

These need not, however, be marked on the certificates to be awarded to the trainees, but may be communicated confidentially to the employers. One who gets 'D' will not receive any certificate.

*Miscellaneous matters*

The Group was generally in agreement with the proposed restrictions to be placed on joining time and also the total permissible period of absence from the Centre.



**ANNEXURE III TO APPENDIX 19**

**CONFERENCE OF THE CHAIRMEN OF LOCAL  
COMMITTEES AND PRINCIPALS OF TRAINING CENTRES  
HELD IN FEBRUARY 1960**

**(Report of Group II)**

(i) *Consideration of the revision of syllabus of the Intermediate Officers' Course.* (not printed)

(ii) *Consideration of problems arising from equation of the Intermediate Officers' Course & the Block Level Co-operative Officers' Course.*

The following were present:

- (1) Shri V. Govindan Nair
- (2) „ C. I. Varghese
- (3) „ K. Keshava Kini
- (4) „ V. Krishnan
- (5) „ S. C. Mehta
- (6) „ Kameshwar Rao
- (7) „ Vedantachari
- (8) „ V. P. Malhotra
- (9) „ D. A. Pundalik
- (10) „ M. V. N. Pillai
- (11) „ M. P. Bhargava
- (12) „ A. C. Bandyopadhyay
- (13) Kum. R. Mazumdar
- (14) Dr. S. B. Mahabal, Convener

*Syllabus*

The common syllabus approved for the Intermediate Course should be applicable at the Block Level Training Centres also. The staff position at all the Centres along with the number of trainees and divisions in each session, number of optional subjects provided for at the Centre etc. may have to be examined with a view to bring about uniformity at all the Centres.

*Practical Training*

The practical training arrangement in respect of duration, methods of explaining the institutional working, provision of guides and their remuneration and coverage of States for practical training, etc. as approved for the Intermediate Course should be made applicable to the Course at Block Level Training Centres also.

*Types of Trainees to be admitted*

Under existing arrangements, only departmental candidates are admitted to the Block Level Course. But with equation of courses, however, institutional candidates of intermediate category besides departmental ones should be eligible for admission to the course at Block Level Training Centres.

<i>Centre</i>	<i>States to be served</i>
<b>Northern Zone</b>	
Meerut	.. Uttar Pradesh
Faizabad	.. Uttar Pradesh
Dhuri (now Patiala)	.. Punjab, Himachal Pradesh, Jammu & Kashmir and Delhi
<b>Central Zone</b>	
Kota	.. Rajasthan
Indore	.. Madhya Pradesh
<b>Western Zone</b>	
Poona	.. Maharashtra
Bhavnagar	.. Gujarat
<b>Southern Zone</b>	
Madras	.. Madras, Kerala and Mysore
Tirupati	.. Madras and Andhra Pradesh
Hyderabad	.. Andhra Pradesh
<b>Eastern Zone</b>	
Ranchi	.. Bihar
Gopalpur-on-Sea	.. Bihar and Orissa
Kalyani	.. West Bengal, Assam, Manipur, Tripura, etc.

Each Centre may primarily serve the needs of the State/States indicated against it in respect of the Intermediate Course.

Adjustments of number of candidates to be admitted at the Centres, if required to be made, should be done in the first instance within the Zone.

*Name of Training Centres*

All Training Centres may be named as Regional Co-operative Training Centres.

## ANNEXURE IV TO APPENDIX 19

CONFERENCE OF THE CHAIRMEN OF LOCAL  
COMMITTEES AND PRINCIPALS OF THE TRAINING  
CENTRES HELD IN FEBRUARY 1960

## (Report of Group III)

*Consideration of practical training programmes, assessment of candidates' performance and certificates to be awarded.*

The following were present:

- (1) Shri Fateh Singh
- (2) .. P. V. Subrahmanyam
- (3) .. Venugopala Rao
- (4) .. A. T. Alfred
- (5) .. V. K. Natoo
- (6) .. P. L. Tandon
- (7) .. G. K. Chitnis
- (8) .. S. K. Roy
- (9) .. M. P. Bhargava
- (10) .. Niranjan Singh
- (11) .. G. P. Bhave, Convener

*Practical Training*

*Duration:* In view of the pre-training job experience prescribed by the Central Committee, the Group felt that the duration of the practical training should be  $3\frac{1}{2}$  months in the total duration of effective training of 10 months. This would mean a reduction in the period of practical training by one month in the case of Regional Centres and an addition of 15 days' practical training in the case of Block Level Centres. As such, after equating the courses, the total duration of 10 months will be divided into  $3\frac{1}{2}$  months of practical training and  $6\frac{1}{2}$  months of theoretical training.

*Interspersing of practical training with theoretical training*

The Group agreed upon the following pattern of programme:

- $2\frac{1}{2}$  months of theoretical training at the training centre,
- $1\frac{1}{2}$  months of practical training (Part I),
- 1 month of theoretical training at the centre,
- 1 month mid-term vacation,

- 1½ months of theoretical training at the centre,
- 2 months of practical training (Part II),
- 1½ months of theoretical training at the centre.

It was agreed that the trainees should be sent for practical training in the neighbouring or a co-operatively advanced State for a period of about 1 month and the rest of the practical training should be in the home State.

The tentative model for practical training programme as detailed in the Annexure V was approved with the modification that the total period of common programme for all batches should be 20 working days and the programme for special subjects should be covered in 15 working days. This would provide for 35 working days in Part I of practical training programme of 1½ months. Part II of practical training programme as circulated was generally approved. It was, however, suggested that the working days for the programme should be 49 instead of 52, allowing a reasonable margin for holidays and journey.

The suggestions in the note circulated, namely use of dummy forms, old records of liquidated societies and visits to nearby societies and banks for observing procedures etc. were accepted.

With regard to the preparation of practical training programme, the Group felt that the first part of the practical training programme could be prepared only two months in advance since the number of trainees etc. would not be known earlier. With regard to the second part of the programme, however, the Group recommended that the same could be done three months in advance.

It was agreed that the practical training programme should be communicated to the Registrars as well as Assistant Registrars concerned well in advance.

The importance of information docketts for individual institutions and case studies (both case histories and studies on specific problems) in the practical training programme was fully appreciated and recommended for adoption.

All the suggestions with regard to the size of batches, grouping according to special interests, increase in the number of co-operative institutions for visits etc. as mentioned in the note on agenda of the conference were fully accepted.

### *Guides*

As suggested in the note on the subject, appointment of local, institutional and regional guides was recommended. However, it

was felt that till the new scheme was fully implemented, the present system might continue to the extent necessary. The following specific recommendations were made with regard to guides:

- (i) The lecturers at the centre should continue to guide the trainees on the practical training tours to the extent possible.
- (ii) The institutional guides should be appointed only for important co-operative institutions.

The remuneration for local, institutional and regional guides should be on the following basis:

- (i) Honorarium @ Rs. 10 *per diem* and
- (ii) Actual bus fare or I class railway fare for the journeys undertaken, if any.

It was decided that no other conveyance or incidental expenses need be paid to such guides.

It was recommended that the guides to be appointed at the Block Level Training Centres should be of the same status as of those appointed for the Regional Centres and should be paid remuneration and T.A. at the same rates. However, if the guides of the status prescribed are not available and lower grade officers are to be appointed, the remuneration to them should be paid at the rates presently applicable at the Block Level Training Centres, viz:

- (i) Honorarium of Rs. 200 per month,
- (ii) T.A. and D.A. at the rates equivalent to officers drawing Rs. 200 in the State in which the centre is located. However, the rate of T.A. and D.A. payable to the guides should not be lower than T.A. and stipend payable to the trainees accompanying them.

#### *Assessment of Trainees' performance and award of Certificates*

It was agreed that the system of examinations should be progressively done away with and substituted by a system under which the whole year's assessment could be divided into several stages. It was suggested that to facilitate proper assessment of qualities like organizational ability, aptitude, etc., the trainees should be divided into different groups. Each group should be placed in charge of a member of the teaching staff. This would facilitate more intimate touch between the trainees and the lecturers. It was agreed that the proficiency in specific subjects should be assessed by the lecturers concerned. It was also recommended that the Principals should personally assess the

trainees with regard to general performance, discipline, performance in practical training, aptitude, etc. in consultation with the teaching staff.

As regards the award of certificates, it was suggested that consequent on the equation of courses, Higher Diploma in Co-operation should be awarded to trainees at all 13 Training Centres who have satisfactorily completed the course for the Intermediate Officers. The performance of the trainees should be classified into 4 gradations viz. Excellent, Good, Fair and Poor, It was, however, suggested that the certificate should mention only first three gradations and the candidates classified under the category 'Poor' should not be awarded any certificate. Report on their performance should, however, be communicated to their employers.

## ANNEXURE V TO APPENDIX 19

CONFERENCE OF THE CHAIRMEN OF LOCAL  
COMMITTEES & PRINCIPALS OF THE TRAINING  
CENTRES HELD IN FEBRUARY 1960

**A tentative Model for Practical Training Programme for the  
Regular Intermediate Course**

PART 1 OF 2 MONTHS IN HOME STATE

## (A) Common to all batches

<i>Type of Society</i>	<i>Number of days of training</i>
Multipurpose Co-operative Society ..	1
or	
Large-sized Co-operative Society ..	1
Local Co-operative Supervising Union ..	3
District Co-operative Central Bank ..	2
Co-operative Urban Bank ..	1
Primary Land Mortgage Bank ..	1
Primary Co-operative Stores ..	1
Whole Sale Co-operative Stores ..	1
or	
District Co-operative Marketing Federation ..	1
Weavers Co-operative Society ..	1
Milk Supply Co-operative Society ..	1
Milk Supply Union ..	3
Other non-credit and industrial societies ..	4
Marketing Society and one or two Co-operative Credit Societies and a processing society affiliated to it ..	2
Deputy Registrar's—Assistant Registrar's Office ..	7
Community Development work ..	29
Total ..	Working days

## (B) Intensive Training based on special subject

Special Subject : CO-OPERATIVE BANKING

<i>Type of Society</i>	<i>Number of days of training</i>
Credit Society, preferably a Large-Sized Co-operative Society ..	4
Urban Bank ..	4
Primary and Central Land Mortgage Bank ..	6
District Co-operative Central Bank ..	7
Apex Bank of the State ..	29
Total ..	Working days

**Special Subject : CO-OPERATIVE AUDIT INCLUDING  
DEPARTMENTAL SET-UP**

<i>Type of Society</i>	<i>Number of days of training</i>
Audit of Credit Society ..	3
Audit of Urban Bank ..	3
Central Bank ..	4
Stores ..	2
Weavers Co-operative Society ..	3
Co-operative House Building Society ..	3
Primary Land Mortgage Bank ..	2
Central Land Mortgage Bank ..	2
Deputy Registrar's Office ..	5
<b>Total ..</b>	<b>27 Working days</b>

**Special Subject : LAND MORTGAGE BANKING**

<i>Type of Society</i>	<i>Number of days of training</i>
Primary Land Mortgage Bank Loan Application ..	4
Land Inspection ..	3
Accounts ..	3
Board Meeting ..	2
Visit to Sub-Registrar's Office ..	2
Revaluation work ..	3
Periodical Inspection by Co-operative Sub-Registrar and Deputy Registrar ..	3
Rectification of defects ..	2
Miscellaneous items of work ..	3
<b>Total ..</b>	<b>25 Working days</b>

**Special Subject : CO-OPERATIVE MARKETING**

<i>Type of Society</i>	<i>Number of days of training</i>
Marketing societies (2) and affiliates ..	15
Regulated Market ..	3
Co-operative Producing Units ..	3
Important Exchanges ..	2
Study of Methods of Private Trade and Industry ..	4
<b>Total ..</b>	<b>27 Working days</b>



Special Subject: INDUSTRIAL CO-OPERATION INCLUDING  
VILLAGE, COTTAGE AND SMALL SCALE INDUSTRIES

<i>Type of Society</i>	<i>Number of days of training</i>
Visits to Industrial Co-operative Centres e.g. Textile, Tanning, Ceramic, Leather, Farm-yard, Poultry, Bee-keeping, Wood Manufactures, Paper, Gur..	12
Visits to Offices of Handloom Board, All India Khadi and Village Industries Board, Handicrafts Board—Silk Board	.. 5
Visits to Training Centres and Research Centres of the above	.. 5
Exchange, Regulated Market etc.	.. 3
Total	.. <u>25</u> Working days

Part II of PRACTICAL TRAINING

<i>Type of Society</i>	<i>Number of days of training</i>
(A) In a neighbouring State or more advanced State	
Credit Society	.. 2
Apex Bank	.. 3
Central Bank	.. 2
Marketing society with an affiliate	.. 7
Special types of societies distinctive of the State e.g. Sugar Factory and farming societies of Bombay	7
Societies according to optional subjects	.. 14
Total	.. <u>35</u> Working days
(B) In the home State	
Audit of primary societies	.. 7
Training in Commercial Banks	.. 10
Total	.. <u>17</u> Working days

## ANNEXURE VI TO APPENDIX 19

CONFERENCE OF THE CHAIRMEN OF LOCAL  
COMMITTEES & PRINCIPALS OF THE TRAINING  
CENTRES HELD IN FEBRUARY 1960

## (Report of Group IV)

(i) *Co-operative stores*(ii) *Rules for guidance*

The following were present :

Shri Satya Prakash

Shri R. N. Kaul

Shri Viswanatha Rao

Shri K. Bashyam Iyengar

Shri Kesar Chand

Shri A. S. R. Pillai

During the course of the discussions, Shri P. M. Chengappa and Shri M. P. Bhargava also participated for some time.

*Co-operative stores*

The Committee agreed with the proposal to organise at each of the training centres a co-operative society which will not only be convenient to the trainees in meeting their requirements but also provide them an insight into the actual working, account-keeping and management of co-operative institutions. There is no doubt that there may be some genuine difficulty in centres located within or quite close to the city. In such cases, some sort of pressure or compulsion may be necessary to induce all the trainees to enroll themselves as members of the society and to patronise the same. The co-operative mess run under the auspices of the co-operative society at such centres should be joined by all the resident trainees so that the time wasted in going out for meals may be saved.

The scheme to organize a co-operative society at each centre was discussed in detail and the Committee agreed with the proposal subject to the following observations :

*Membership* : The membership may also be open to the staff and trainees of other training institutions which may be functioning in the same locality.

The Training Centre may itself be enrolled as a member of the society.

*Management* : In sub-para 3 under 'management', the following may be deleted: "the hostel superintendent may be ex-officio treasurer of the society".

*Liability* : The liability may be limited to the share capital subscribed.

*Model bye-laws* : The Committee agrees with the model bye-laws subject to the following observations :

*Bye-law No. 7 : Membership* : As already observed above the membership of the society should be open to the staff and trainees of the training centre, the training centre itself and the staff and trainees of other institutions working in the vicinity.

*Bye-law No. 8 : Transfer of membership* : Transfer of shares will not be possible and it seems desirable to provide for refund of shares in cash at the time a member leaves the centre.

*Bye-law No. 12(3)* : may be deleted.

*Bye-law No. 17(i)* : The Board should remain in office for a period of a month or for a term.

*Bye-law No. 20(iii)* : Add the word "or refund" after the word 'transfer'.

*Bye-law No. 21: Meeting of the Board*: Delete the last eight lines on page 13.

*Bye-law No. 24* : May read as "Receipts shall be issued by an officer authorised by the Board for all monies paid to the society".

*Bye-law No. 25(i) : Work Committees* : The term of the committees shall be co-terminous with that of the Board as in bye-law 17(i). Delete the four lines beginning with "The mess and the canteen work committee..... session of the training".

*Bye-law No. 27* : for 11(2) substitute 9(2).

*Bye-law No. 28 : Disposal of profits* : Instead of 25 per cent to reserve fund, provide 5 per cent.

#### *Rules for guidance*

The instructions appeared suitable to the Committee subject to the following observations.

1(c) '*Admission* : Add 'already in service' after the word 'A candidate'

#### *Travelling allowance for joining the centre*

In para (a), add 'that a candidate joining the centre may also be allowed during the journey period both at the time of joining and leaving the centre to draw daily allowance'.

*Security deposit* : A new clause may be added that : 'A security deposit of Rs. 10 may be collected from each trainee when he joins the centre to ensure on his part proper use of the property of the training centre'.

*ANNEXURE VII TO APPENDIX 19*

CONFERENCE OF THE CHAIRMEN OF LOCAL  
COMMITTEES AND PRINCIPALS OF THE TRAINING  
CENTRES HELD IN FEBRUARY 1960

**(Report of Group V)**

*Audio Visual Aids*

The following were present:

Shri A. W. Acland  
Shri Niranjan Singh  
Shri R. V. Nadkarni  
Shri Vishwanatha Rao  
Shri C. C. J. D'Souza  
Shri J. C. Ryan, Convener

Shri Ryan requested Mr. Acland to give a brief description of various audio visual aids that could be brought into play in the scheme of training.

Mr. Acland stated that live action films, animated films, filmstrips, filmograph and viewgraphs were the aids we could introduce in our co-operative film project. While films could be employed to convey a theme full of human appeal and action, the filmstrip would be a good medium where statistical or diagrammatic material were to be presented. It was considered that films should generally aim to educate members and trainees although in the case of the latter, the training value might be limited. On the other hand, filmstrips would be mainly intended for trainees as they were illustrated lectures. He stated that where a number of language versions were necessary, filmstrips would be ideal media being both effective and economical whereas films would be comparatively expensive and would not conveniently lend themselves for being dubbed in more than one language. He also suggested that one or two script writers may be immediately employed on contract basis to carry out research and to prepare themselves for writing of suitable scripts. It was necessary to engage them as script writing is a highly specialized job and requires considerable experience together with a very high specialization in treatment of subjects for the said purposes.

Shri Ryan suggested that Principals of various training centres may be requested to suggest themes for films and filmstrips which could be processed in the Audio Visual Section of the Central Committee.

## APPENDIX 20

(Reference: Note V relating to seventh Central Committee Meeting)

GOVERNMENT OF ORISSA  
DEVELOPMENT (CO-OP.) DEPARTMENT.

No. C-II-T-25/60.7809/D                      Bhubaneswar, the 13th Feb. 1961

From

Shri S. M. Patnaik, I.A.S.  
Joint Secretary to Government.

To

The Member-Secretary,  
Central Committee for Co-operative Training,  
Reserve Bank of India, Bombay-1.

Sir,

Sub: *Reorganization of Government Co-operative Training Institute at Cuttack—Introduction of a special Training Course for recruitment of Co-operative Inspectors with Matriculation as basic qualification.*

I am directed to invite a reference to the letter No. 2-70-60-Cts., dated 8th November, 1960 from Government of India, Ministry of Community Development and Co-operation (Department of Co-operation) on the subject noted above and to forward herewith a draft scheme for conversion of one of the two State Subordinate Co-operative Training Institutes into a special type institute for training of Matriculate Inspectors. There has been a large number of vacancies in the cadre of Inspectors of the Co-operation Department and inspite of all possible steps taken, it has not been possible to fill up the vacancies with qualified persons. At present more than 100 posts of Inspectors are lying vacant. This question was discussed with the Deputy Governor, Reserve Bank of India when he last visited this State in the month of March, 1960 and it was considered desirable to set up a special type training institute for imparting general and co-operative education to newly recruited Matriculate Inspectors. A copy of the summary record of discussions held in a meeting attended by Deputy Governor, Reserve Bank of India, Development Minister, Orissa and other officials of the State Government on 22-3-1960 is enclosed. The scheme for setting up a special type co-operative training institute and the revised syllabus has been prepared in accordance with the suggestions of Deputy Governor in the above

meeting. The requirements of trained personnel during the Third Plan period has been carefully assessed and in the draft scheme provision has been made for increasing the existing training facilities to the extent required.

As it is proposed to set up the special type of Co-operative Training Institute from the beginning of next financial year, it is requested that the approval of Central Committee to the Scheme may kindly be given at a very early date. It is further requested that the Central Committee may recommend to Government of India to share 50% of the total recurring and non-recurring expenditure under the scheme.

Yours faithfully

Sd./-

*Joint Secretary to Government..*

Copy with copy of enclosures forwarded to the Under Secretary to Government of India, Ministry of Community Development and Co-operation (Department of Co-operation), New Delhi with a request to obtain sanction of Government of India to bear 50% of the total recurring and non-recurring expenditure under the scheme and communicate the same to this State Government at an early date.

Sd./-

*Joint Secretary to Government..*

Copy with copy of enclosures forwarded to Registrar of Co-operative Societies, Orissa, for information.

Sd./-

*Joint Secretary to Government..*

## APPENDIX 1

(Reference: Note V relating to seventh Central Committee Meeting)

SUMMARY RECORD OF DISCUSSION WITH  
SHRI B. VENKATAPPIAH, DEPUTY GOVERNOR,  
RESERVE BANK OF INDIA, AT BHUBANESWAR,  
ON MARCH 22, 1960

*Recruitment and Training*

In Orissa, one of the most noticeable points was that, while much good work was being done by way of reorganization, there was great dearth of trained personnel for important jobs both in the Department and in societies, banks, etc. Among some of the key posts for which trained people were not available in adequate number may be mentioned secretaries of composite grain gola societies, auditors, supervisors of central co-operative banks and Inspectors of the Department. Most of the composite grain gola societies were carrying on with the part-time services of secretaries of village panchayats. This would have had to be remedied; and a beginning with full-time trained secretaries might be made with such grain golas as had already achieved a fairly high turnover. The posts of auditors would also have to be filled as early as possible. As it was, audit was heavily in arrears. But the most serious gap between the posts and personnel was perhaps to be found in the cadres of inspectors and supervisors. It was said that as many as 90 posts of supervisors and 200 posts of Inspectors were vacant because qualified candidates could not be recruited. It was also said that there was keen competition from Government Departments for candidates who had passed the intermediate examination, so that the situation could not be easily remedied for the Co-operative Department alone. If each Department started offering higher salaries, there would only be competition between the Departments without any improvement in the position as a whole. At the same time, there would be no point in proceeding with schemes of co-operative reorganization if nearly 300 posts of supervisors and Inspectors were vacant.

Accordingly, a suggestion was made that a phased *ad hoc* scheme of recruitment-cum-special training might be tried over a period of three years for the specific purpose of filling the existing gaps. This would apply to all classes of co-operative personnel for whom the passing of the Intermediate examination was a necessary qualification. Since it was difficult to get those who had passed the intermediate, the proposal was to recruit them at the matriculation stage and give them a certain amount of general

education in addition to technical training over a period of two years or so and at the end of it absorb them in the vacant posts. Provision could be made for the recruitment of 75 or 100 candidates every year in this manner, in which case there would be some prospect of filling the gap in 3 or 4 years. The merit of the scheme would be that it might be able to draw in candidates who had passed the matriculation examination but who would not ordinarily go on to the College for lack of means. If such persons, especially those getting 50% or more marks in the matriculation examination, were recruited and put through the two-year course, they might be expected to be as good as the intermediate passed candidates and there would be a net addition to the number of candidates of the intermediate standard available in the ordinary course. The attraction for them would of course be that they would get adequate stipends during two years of the *ad hoc* course and an assured job thereafter. Such stipends would be an important feature of the scheme.

The question was how to organize this course and whether and to what extent the Central Committee for Co-operative Training could assist in this matter. It might be possible to interest the Committee in the scheme and also obtain the normal scale of financial assistance from the Government or the Reserve Bank as the case may be, if the following features were incorporated:

- (i) The scheme should be a purely *ad hoc* one jointly organised by the State Government and the Central Committee.
- (ii) The candidates should be recruited against existing posts and should be absorbed in those posts at the end of the course provided they pass the requisite examination.
- (iii) The stipends should be large enough to attract suitable candidates and also to enable them to maintain themselves at hostels etc. during the period of the course.
- (iv) While the course itself would be a composite one, in that general education on the one side, and technical (Co-operative) education and training on the other, would run simultaneously, the responsibility for organizing and financing the General Course would be that of the State Government, while all normal help would be forthcoming from the Central Committee in regard to the co-operative side.

It would be desirable for the State Government to examine these suggestions at a very early date and forward a draft scheme to the Central Committee for their consideration.



*Audit and Administration*

As already mentioned, there were serious gaps in audit and it would be necessary, at an early date, to strengthen the cadre of auditors and recruit personnel to fill the vacant posts. It was understood that the post of Chief Auditor which had been lying vacant for some time would be filled shortly by a retired officer of the Government of Bombay. It was agreed that if any general issues concerning audit happened to arise, they could, if so desired, be referred to the Reserve Bank for advice. Meanwhile, a number of points with which audit was concerned, were being conveyed to the Department through the inspection reports of the officers of the Agricultural Credit Department of the Reserve Bank.

It was agreed that Shri Bandyopadhyay, who had recently joined as Registrar, should be given an early opportunity of studying various aspects of co-operative organization, finance, etc. by tours to one or two states as also by a visit of some duration to the Agricultural Credit Department in Bombay. The Reserve Bank would be glad, on request, to draw up a suitable programme for such a study tour. If desired, the programme could be completed in two or three instalments, so that the Registrar might not have to be absent from the State too long. It could also be completed at one stretch if this suited the State Government better.

## APPENDIX 22

(Reference: Note V relating to seventh Central Committee Meeting)

A DRAFT SCHEME FOR RECRUITMENT-CUM-SPECIAL  
TRAINING

*Introduction:*

The minimum qualification for direct recruitment of inspectors has been fixed by the Government as Intermediate. In the meanwhile, due to non-availability of qualified candidates, the other departments have lowered the educational standard of their employees. Even in Secretariat, where graduates were being appointed as lower division assistants, the qualification has been reduced to Intermediate. Adequate number of Intermediates are not available in the State for appointment as Inspectors in the Co-operative Department. Approximately, about 100 posts of Inspectors are lying vacant since one year. This question was discussed during the visit of Shri Venkatappiah, Deputy Governor, Reserve Bank of India. On the basis of this discussion, the present Scheme for setting up a special Co-operative Training Institute has been formulated. This is a composite training scheme to impart general and co-operative education.

*Objectives :*

The object of the scheme is to fill up the existing vacancies by recruitment of co-operative Inspectors with matriculation as their educational qualification. It is apprehended that fresh matriculates with 9 months' training in the subordinate co-operative training school may not have the requisite calibre to discharge the responsibilities entrusted to them as Inspectors of co-operative societies. So, it is proposed to design a special course of training for them. The duration of one session will be one and half years, and 100 candidates are to be admitted in one batch. The training scheme is designed in such a fashion as to provide both general and technical education to the Inspectors who are to get Rs. 60 per month as stipend during the training period and assured absorption in the Department as Inspectors after successful completion of the course. The total number of untrained Inspectors including candidates to be recruited against the existing vacancies will be 209 by the end of 2nd Plan period, even after feeding the existing training schools to the full capacity. Provision has been made for the additional posts of 200 Inspectors in the 3rd Plan. All these Inspectors numbering 409 have to be trained. So it is proposed to convert one of the existing subordinate training institutes viz. "Cuttack Training Institute" into a special training school for the training of the matriculate Inspectors to be

recruited. At present, there are two subordinate training schools functioning in the State. One of the training schools will be exclusively kept for the training of Co-operative Inspectors with Intermediate as their qualification whereas the other training school will be designed to train matriculate Inspectors. The capacity of each of the two training institutes which is meant for the Intermediate Inspectors is at present 40 per session. It is proposed to raise the capacity of one of the existing Institutes *i.e.* "Gopalpur State Training Institute" to 50, so that during the 3rd Plan, this training school will be able to train 300 Inspectors in six sessions @ 50 trainees per session. So there will remain 109 Inspectors to be trained in the other training institute. Again, there will be vacancies due to retirement, promotion, resignation etc., to the extent of 5% per annum which works out to about 200. Therefore, provision will have to be made to train up 300 persons in the special type institute at Cuttack. It is proposed that this special type institute will have 3 sessions and the duration of each session will be  $1\frac{1}{2}$  years. So, three sessions will cover  $4\frac{1}{2}$  years. Just after the closing of one session, there will be a gap of one month for preparatory arrangements for opening another session. So the entire training period will cover about five years.

The duration of one session is proposed to be 18 months, out of which  $2\frac{1}{2}$  months will be for practical training, half a month for vacation and the remaining 15 months will be utilised on theoretical training. In every session, 100 candidates will be admitted and they will be divided into 2 sections. It will not be difficult to control a batch of students numbering 50 only in each class. The training period may be broadly divided into 2 halves *i.e.* first half and the second half. The first half of the duration should be one year of which 10 months should be allowed exclusively for theoretical study since the beginning of the session. After completion of the theoretical training, the trainees will have to move for practical training for a period of six weeks at a stretch, after which they will be allowed a vacation of 15 days.

The second half will start soon after the vacation and cover the remaining period of six months out of which first 4 months are meant for theoretical training, one month for practical training and the remaining one month for conducting examination etc.

During the period of theoretical training, the trainees will get a stipend of Rs. 60 per month. At the time of practical training, they have to halt outside the headquarters so they may get about Rs. 100 per head, per month as T.A. This item has been taken into account in the statement of cost.

### *Syllabus*

On the basis of the suggestions of the Deputy Governor, Reserve Bank of India, and in the light of the syllabus framed

for the existing subordinate co-operative training institutes, a syllabus has been framed.

### *Staff Pattern*

There would be one Principal and six lecturers in the training school and they will teach subjects relating to the professional course and general subjects like Literature, Economics and General Knowledge etc. For the general subjects, the lecturers are proposed to be invited from the Government Colleges located at Cuttack who will work on part-time basis and deliver the required number of lectures on payment of an honorarium of Rs. 8 per lecture. The Principal and 3 other lecturers will be provided from the cadre of Co-operative Department. The lecturers will be in the scale of Rs. 200-700 whereas the Principal would be of the rank of a Deputy Registrar, Co-operative Societies in the scale of Rs. 690-860. The Principal will be responsible for the overall management of the training school and may take up teaching of a few subjects.

Regarding other staff, provision has been made for one Head-Clerk, one Upper Division Clerk, 3 lower division clerks and 7 peons.

Regarding other items under contingencies such as library service, postage, hot weather charges, livery, furnitures etc. necessary provision has also been made in the statement of cost (Annexure)

Fifty percent of the actual expenditure under the entire scheme has to be recovered as grant from the Government of India on the recommendation of the Central Committee for Co-operative Training.

## ANNEXURE TO APPENDIX 22

STATEMENT OF COST FOR THE PROPOSED TRAINING  
INSTITUTE FOR ONE YEAR.I. *Pay of Officers & Staff*

	Rs.
One Principal ..	7,590
Three lecturers ..	6,600
One Head 'Clerk ..	1,344
One U. D. Clerk ..	1,020
One L. D. Clerk ..	840
One Typist ..	840
One Despatcher ..	840
Seven Peons ..	2,520
	<u>21,594</u>

II. *Allowances*

Dearness Allowance ..	4,323
Additional Dearness Allowance ..	1,296
	<u>5,619</u>

III. *Contingencies*

T.A. to 100 trainees @ Rs. 100 per month for 2½ months for practical training ..	25,000
T.A. for staff ..	3,000
Rent for Hostel Building @ Rs. 700 per month (700 x 12) ..	8,400
Rent for Institute Building @ Rs. 500 per month (500 x 12) ..	6,000
Library ..	2,000
	<u>44,400</u>
C/F	44,400

	B/F	44,400
Service Postage stamps	..	1,000
Hot weather charges	..	600
Furniture for training institute & hostel	..	10,000
Typewriter	..	900
Two clocks	..	300
Funds for extension lecturers	..	1,648
Honorarium for 3 part-time lecturers	..	5,000
		<u>63,848</u>
IV. Stipend to 100 trainees @ Rs. 60 per month (60 x 12 x 100)	..	72,000
	Rs.	
I	21,594	
II	5,619	
III	63,848	
IV	72,000	

Total : 1,63,061 per year approximately

Total Cost for five years Rs. 8 lakhs approximately.

## APPENDIX 23

(Reference: Note 1 relating to twentyfirst Standing Sub-Committee Meeting)

BUSINESS MANAGEMENT COURSE  
21st October 1959 to 11th November 1959

## PROGRAMME

Date	Forenoon	Afternoon
<i>October</i>		
21	Introduction to the Course (Dr. S. B. Mahabal)	INAUGURATION—4 P.M. Shri R. G. Saraiya.
22	Group Discussions 11.00 A.M.	Dr. S. K. Jain Elements of Management 3.00 P.M.
23	Shri J. C. Ryan Business aspects of Co- operatives 11.00 A.M.	Mrs. M. C. Niles Office Organisation 3.00 P.M.
24	Shri V. S. R. Moorthy Case Discussion 11.00 A.M.	Group Discussions 3.00 P.M.
25	SUNDAY	
26	Shri P. L. Tandon Aids to Management 11.00 A.M.	Mr. H. Karstein Marketing Management 3.00 P.M.
27	Mr. F. Murdoch Merchandising and Sales Promotion 11.00 A.M.	Group Discussions
28	Prof. D. G. Karve Characteristics of Co- operative Business 11.30 A.M.	Shri R. A. Taraporewalla Procurement & Buying 3.00 P.M.
29	Shri T. M. Jacob Standardisation 11.00 A.M.	Plant Visits
30	Group Discussions	Film show at the auditorium of British Information Services
31	HOLIDAY	
<i>November</i>		
1	SUNDAY	
2	Dr. S. K. Jain Work Simplification 11.00 A.M.	Film Show Shri K. T. Chandy U. S. I. S. Management Control 3.30 P.M. 5.30 P.M.

- |    |   |  |
|----|---|--|
| 3  | Shri Peerbhoy<br>Advertising<br>11.00 A.M.  | Group Discussions<br>3.00 P.M.   |
| 4  | Shri V. Sivaraman<br>Pitfalls in Co-operative<br>Banking<br>11.00 A.M.                                    | Shri S. T. Raja<br>Problems of Management and<br>Co-operatives<br>3.00 P.M.                  |
| 5  | Shri G. M. Laud<br>Management of an apex<br>bank<br>11.00 A.M.  | Shri A. S. Deshpande<br>Transport Management<br>3.00 P.M.                                    |
| 6  | Dr. S. Parukh<br>Basis of dealing with people<br>10.30 A.M.   | Shri V. S. R. Moorthy<br>Case Discussion<br>3.00 P.M.  |
| 7  | Group Discussions<br>10.30 A.M.   | LUNCH 1.25 P.M.<br>Shri Prabhu Mehta<br>Marketing Problems of Small<br>Business<br>3.15 P.M. |
| 8  | SUNDAY  |  |
| 9  | Shri V. P. Varde<br>Organisation Finance and<br>Management of Co-operative<br>Sugar Factory<br>11.30 A.M. | Plant Visits Shri K. P. R. Menon<br>2.00 P.M. Community<br>Relations<br>5.30 P.M.            |
| 10 | Group Discussions<br>11.00 A.M.   | Shri I. Chatterjee<br>Factory Organisation and<br>Management<br>3.00 P.M.                    |
| 11 | Shri V. M. Jakhade<br>Co-operative Farming<br>10.30 A.M.  | Summing up   |



## APPENDIX 24

(Reference: Note IV relating to twentyfirst Standing Sub-Committee Meeting)

### DEVELOPMENT OF CO-OPERATIVE TRAINING COLLEGE, POONA

The following points emerged during the discussions the Minister, Shri S. K. Dey had with the Governor of the Reserve Bank of India, Prof. Karve and others at Poona on Orientation Course

#### *Orientation Course :*

There could be an Orientation Course for persons at the top level concerned with both policy-making and implementation. Such persons could be M.Ps. and M.L.A.s., Registrars of Co-operative Societies, Secretaries, Development Commissioners and Co-operators. The Orientation Course would be concerned with the essentials of policies and programmes that arise out of the current problems. The duration of such a type of Orientation Course, the content, the personnel to conduct it, are matters which would have to be considered further. However, Prof. Karve thought that an Orientation Course could not possibly be of more than 2 months' duration. At any time, there may be up to about 30 participants attending a Course and successive Courses could be conducted according to the requirements and convenience of the participants. By the very nature of the Course as well as because of the status and experience of the participants, the course would not be a structured Course but one adapted specifically to the requirements of the participants. Each course may have to be planned separately. The teaching personnel would not be necessarily from the regular staff of the Training Centre. In fact, the staff for a particular course might have to be obtained from outside such as Government Departments, co-operative institutions and other national or foreign agencies interested in the co-operative development of the country. The Co-operative Training Centre at Poona would be the organisational agency for such courses. The Centre should provide from its regular establishments, accommodation for class-rooms and hostels, the library and other educational aids. The facilities provided for the participants of this course would be of the same level as those provided to the trainees of the International Wing of the Centre.

#### *Research*

The Training Centre would provide facilities for research connected with specific and current problems in Co-operation.

The accent of research would be on current conditions, the problems arising out of them and the immediate solutions to be sought. The research work could be done mostly by Research Groups consisting of research workers who could be assigned a specific project and who would conduct research at the centre on that particular assignment. For different research projects, research groups might be different. Prof. Karve referred to the practice followed at the Institute of Public Administration at Delhi in this connection. From the Centre, some personnel employed on a regular basis may also have to be provided. These points, however, need further consideration. It is expected that about 20 persons might have to be provided research facilities at the Centre at any given time. Ordinarily, a research project might last for 3 to 4 months. The facilities to be made available to the research groups would also have to be of the same level as those that would be made available for the participants of the International Wing. The Training Centre, besides providing accommodation and other facilities, might also have to provide adequate facilities in respect of library and study on research projects. While planning the library block in the new building of the Centre, the need of the research workers may have to be kept in view.

*Promotion of research of fundamental and long-term character*

The Training Centre might also have to promote research of long-term and fundamental character, not concerned so much with immediate problems as with problems of long-term nature. One of the ways of promoting this type of research would be through collaboration with Universities and other educational bodies. The Training Centre might give suitable aid to them and even to individuals, if necessary, in the promotion of the long-term and fundamental type of research.

Prof. Karve also said that action may have to be pursued along these lines. However, it might await till the new premises of the College got ready so that facilities could be provided on a satisfactory scale. He also said that action could be pursued on the above lines for a short period of a year or two and the schemes could be revised in the light of experience gained.

## APPENDIX 25

(Reference : Note VIII relating to twentyfirst Standing Sub-Committee Meeting)

## CO-OPERATIVE TRAINING COLLEGE, POONA

No.S-18/I

5, B. J. Road,  
Post Box No. 32,  
POONA 1.  
Dated 7-10-1959

The Member-Secretary,  
Central Committee for  
Co-operative Training,  
Agrl. Credit Department,  
Reserve Bank of India,  
Post Box No. 1037, Fort,  
BOMBAY-1.

Dear Sir,

Sub: *Consideration of a proposal to organise a separate course on Co-operative Farming and also to make suitable additions to the syllabi of Senior and Intermediate Courses regarding Co-operative Farming.*

A note on the above subject was placed before the meeting of the College Committee held on 27th September 1959, a copy of which is enclosed hereto. (Annexure).

The subject was discussed and it was resolved to refer the matter to the Member-Secretary, Central Committee for Co-operative Training, for consideration in view of the growing importance attached to the subject of Co-operative Farming.

I am also enclosing hereto copies of the correspondence on the subject of Co-operative Farming Classes.

Yours faithfully,

Sd./-  
(P. M. Chengappa)  
Principal.

*ANNEXURE TO APPENDIX 25*

**ITEM XV:** *To consider a proposal to organize a separate course on Co-operative Farming and also to make suitable additions in the syllabi of Senior and Intermediate Courses regarding Co-operative Farming*

In view of the increasing importance attached to Co-operative Farming in recent years, it may be desirable to start a short course on Co-operative Farming of 4 months' duration, particularly for Farm Managers, of whom the majority may be graduates in Agriculture or holders of Diplomas of various Agricultural Schools with a fair degree of knowledge of English. The syllabus (not printed) has been drawn up on the presumption that the course is meant mostly for the personnel trained in the art and science of agriculture and who need to have some knowledge of the co-operative aspect of the problem. When this question was discussed with the Chairman recently, he desired that the same may be put up for the consideration of the College Committee.

Suggestions have also been made for inclusion of certain topics on Co-operative Farming in the syllabus of the Senior Officers' Training Course, as shown in the enclosed sheet. (not printed).

As regards the syllabus of the Intermediate Grade Officers' Training Course, it is proposed to issue a detailed letter to the two Professors of the Poona Agricultural College who are handling the subjects of Elements of Agriculture and Agricultural Economics at this College, to deal with the topics on Co-operative Farming in greater detail. Hence no specific suggestion is made regarding inclusion of additional topics in the syllabus of the Intermediate Course.

The Committee is requested to give their decision in the matter.

## APPENDIX 26

(Reference : Note II relating to twentysecond 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. TRG. 8373/TS.194-59

5 December 1959

The Registrar,  
 Co-operative Societies,  
 (8 States)

Dear Sir,

*Refresher Course*

The need for and importance of conducting refresher training courses for the lecturers of the Junior Co-operative Training Centres in the subject matter of syllabi as well as in the training methods has always been appreciated by the Central Committee for Co-operative Training. A refresher course was accordingly conducted by the Central Committee at Kota in February 1958. Similarly, short courses in Business Management were conducted at Bombay in May-June 1958 and October-November 1959. The sixth meeting of the Central Committee held in Poona in September 1959 at which the Minister for Community Development and Co-operation, Government of India was present, has further stressed the need for refresher courses in all subjects of the curriculum and the teaching methods for the lecturers of the Junior Co-operative Training Centres. It is accordingly decided to organise a refresher course in three subjects of Theory, History and Practice of Co-operation, Banking and Rural Economics. Similar courses for other subjects are proposed to be organised later.

2. *Period, Venue and dates*

The refresher course will be of duration of five weeks. It will be conducted at the Regional Co-operative Training Centre, Fort, Indore, Madhya Pradesh from 18 January 1960 to 20 February 1960.

### 3. *Nature of the course*

The total duration of five weeks would consist of 3 weeks of training at the centre and 2 weeks of practical training and visits to co-operative institutions in Madhya Pradesh and Bombay.

The theoretical part of the course will consist mainly of three parts (1) General orientation in co-operative practice, policies and programmes etc., (2) Specialized training for particular subjects and (3) Training in teaching methods. The first and third parts will be common to all the trainees attending the refresher course whereas for the second part, the trainees might be divided into groups according to the subjects which they handle at the Junior Co-operative Officers' Training Centres. For this purpose, a somewhat specialized training might be arranged for each of the groups.

### 4. *Who should attend the course*

The refresher course at Indore is proposed for the Junior Co-operative Training Centres in the Northern and Western Regions viz. in the States of Bombay, Delhi, Jammu & Kashmir, Madhya Pradesh, Punjab, Rajasthan, Uttar Pradesh and Himachal Pradesh.

One lecturer from each of the Junior (Subordinate) Co-operative Officers' Training Centres working under the scheme of the Central Committee is invited to attend the course. The lecturer should be handling at his training centre one or more subjects of (1) Theory, History and Practice of Co-operation, (2) Banking and (3) Rural Economics. Only one lecturer from each centre may attend.

### 5. *T.A. & D.A. of the deputed lecturers*

It may please be noted that D.A. for the trainees' stay at Indore and T.A. and D.A. for journey to and from Indore as well as for journeys undertaken in connection with the practical training tours will have to be borne by the Governments or the training centres deputing them. The Central Committee will not bear any expenditure on this account. The Committee is, however, agreeable to recommend to Government of India that this expenditure may be shared equally between the Government of India and State Government just as expenditure on other shareable items at the Junior Training Centres.

### 6. *Hostel accommodation*

Free hostel accommodation will be provided at the Regional Co-operative Training Centre, Indore for the duration of the course.

7. We are sure that you will no doubt appreciate the value of the refresher course. You are, therefore, to nominate and depute one Principal or lecturer from each of the Junior Co-operative Training Schools in your State. The name of the Principal or lecturer to be deputed for the course may be communicated to us along with the particulars as in the proforma given below before 31st December 1959. The candidate may be asked to join the course only on confirmation of his admission to the course from us.

Yours faithfully,

Sd/-  
for *Member-Secretary*.

No. ACD.TRG. 8374/TS. 194-59 of date.

1. Copy forwarded for information to the Principal, (8 States)
- 8396 2. Chief Executive Officer, Bombay State Co-operative Union, 9, Bakehouse Lane, Bombay-1.
- 8397 3. Chief Audit Officer, Co-operative Societies & Panchayats, Lucknow (Uttar Pradesh)

for *Member-Secretary*.

### PROFORMA

Name of the Training Centre	Name of the Principal or Lecturer	Age	Experience in different Capacities	Educational qualifications	Subjects taught at the training centre by the Principal or Lecturer

## APPENDIX 27

(Reference : Note II relating to twentysecond Standing  
Sub-Committee Meeting)

CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING  
AGRICULTURAL CREDIT DEPARTMENT  
RESERVE BANK OF INDIA  
BOMBAY 1

Ref.No.ACD.TRG.243/TS.74-60

12 January 1960

The Registrar,  
Co-operative Societies,  
Rajasthan,  
Jaipur.

Dear Sir,

*Admission of candidates passing Hindi Examination  
equivalent to degree examination to the Intermediate Course  
conducted at Kota, Rajasthan*

Please refer to the correspondence resting with your letter No. 35606/CDR/TRG(41)-59 dated 5 August 1959 on the subject noted above. As you are aware, the academic qualification insisted upon in the case of candidates seeking admission to the Block Level Co-operative Officers' Course, is a degree of a recognised university. Persons having passed the Intermediate Examination and possessing sufficient co-operative experience are also admitted as a special case. The medium of instruction at all the Block Level Co-operative Officers' Training Centres including the one at Kota (Rajasthan) is English.

2. In this context, attention is invited to your letter No. 4603/F69.TRG/CDR/Sem/58 dated 20 December 1958 forwarding the recommendations of the Rajasthan State Co-operative Seminar, and requesting us to give due consideration mainly to the following two:

(i) That in the Intermediate Level Co-operative Training Centres for Rajasthan, the medium of instruction should be Hindi, and

(ii) that persons passing Hindi examination equivalent to degree examination of the universities (and having adequate knowledge of English) may be admitted to the Intermediate Training Centres for Rajasthan.



3. As regards recommendation (i) above, it may be stated that there is only one training centre, viz., the Block Level Co-operative Officers' Training Centre, Kota in Rajasthan for the training of intermediate personnel functioning under the scheme of the Central Committee and arrangements have been made to organize a separate division at the Kota Centre with Hindi as medium of instruction in addition to the existing class with English as medium of instruction. An additional lecturer competent to teach in Hindi has also recently been appointed at the Centre.

4. With reference to (ii) above, we have to advise that the Standing Sub-Committee of the Central Committee for Co-operative Training has agreed to consider persons with adequate knowledge of English, passing Hindi Examination recognised as equivalent to Degree examinations by the Government of Rajasthan for service under them, eligible for admission, on experimental basis, to the Hindi Division of the Intermediate Officers' course conducted at the Block Level Co-operative Officers' Training Centre, Kota. The Committee, however, felt that for candidates in whose case no satisfactory evidence from universities or other educational bodies was available regarding their ability to understand and express in English, a suitable test in English might be prescribed by the Training Centre before admitting them to the Centre.

Yours faithfully,  
Sd./-  
for *Member-Secretary*.

## APPENDIX 28

(Reference : Note III relating to twentysecond Standing Sub-Committee Meeting)

RELAXATION OF MINIMUM QUALIFICATIONS  
REQUIRED FOR ADMISSION TO THE JUNIOR OFFICERS'  
TRAINING COURSE IN MADHYA PRADESH

(Report submitted by the Officer of the Central Committee for Co-operative Training)

The first meeting of the Central Committee for Co-operative Training held in December 1953 decided that candidates for admission to the Junior Co-operative Officers' Training Course should generally be matriculates or have equivalent qualifications. However, on representation received from the erstwhile Governments of Madhya Bharat and Saurashtra, the question of relaxing the minimum qualifications for admission to the Junior Officers' Training Course was considered by the Standing Sub-Committee at its meeting held in July 1955 and it was decided that while ordinarily, only matriculates could be admitted to the schools, an exemption might be made in the case of those non-matriculates who have at least put in three years of service either in the Co-operative Department or in a co-operative institution. This relaxation does not, however, appear to have met the demand of the States of Madhya Pradesh, Rajasthan and Manipur and they have been representing for further relaxation of the minimum qualification. When the Deputy Governor, Shri Venkatappiah visited Madhya Pradesh in November 1958, it was again represented to him that the condition of minimum qualification prescribed for admission of candidates to the Junior Co-operative Officers' Training Course was causing much difficulty in Madhya Pradesh and that there should be further relaxation in the conditions prescribed as minimum qualifications. The matter was again discussed by the 17th meeting of the Standing Sub-Committee held in December 1958 and the Committee felt "that while it was not desirable generally to relax the prescribed minimum qualifications required for admission to the Junior Co-operative Training Centres, difficulties faced by particular States might be further gone into. Perhaps, for persons not having the minimum qualifications prescribed, the Chairman pointed out that some *ad hoc* training which would equip them for the task for which they are recruited and would later on serve as a preliminary to the regular training in the Subordinate Training Centres might be thought of by State Governments concerned. Before anything concrete could be recommended, it was felt that the requirements of States like

Madhya Pradesh, Rajasthan and Manipur should be investigated further by some officer of the Central Committee and his report might form the basis for positive action by the Standing Sub-Committee”.

Accordingly, the question of relaxation of the minimum qualification in Madhya Pradesh was studied by me during my tour in that State from 27 January to 6 February 1959.

## 2. *Plea of Co-operators and Officers of the Co-operative Department in Madhya Pradesh*

On the basis of their actual experience, the officers of the Co-operative Department in Madhya Pradesh from Joint Registrar to Assistant Registrars whom I contacted in Madhya Pradesh, were strongly of the view that in the present conditions in Madhya Pradesh, it is difficult to get matriculates to work on a stable basis for village societies on the pay scale offered to them presently or even on that of a lower division clerk in the Madhya Pradesh Government service. Their view all along was that occasionally it would be possible to recruit matriculates, no doubt, for the village society jobs; but that the matriculates will not stick to the jobs since there will always be opportunities for jobs in urban areas to which they can aspire. It was stated that matriculates are usually accustomed to the conveniences of the city life and, therefore, dislike to stay in villages and brave the inconveniences and rigour of the village life. In their opinion, people from villages who are educated up to Middle Standard i.e. VIII Standard or so, would be suitable recruits for working as managers of large-sized societies or group secretaries of small societies since there would be no prospects for employment for these people in urban areas and consequently, they would be prepared to stick to the village jobs.

It may also be mentioned that this view is shared by the non-official co-operators too. The recent conference of co-operators held in December 1958 at Shivpuri in Madhya Pradesh passed a resolution recommending that the candidates who are non-matriculates may be considered eligible for admission to our Junior Co-operative Training Schools provided the candidates have at least one year's experience to their credit. It will be recalled that for such candidates, the present minimum qualification of experience laid down by the Central Committee is three years. The Shivpuri Conference wants this stipulation of experience to be relaxed to one year.

## 3. *Conclusions of the data collected at Indore, Bhopal and Jabalpur.*

The data collected at Indore, Bhopal and Jabalpur regarding availability, appointment, scale, qualifications etc. of managers of

large-sized societies and group secretaries of small-sized village co-operative societies are detailed in Annexure to Appendix 28. The conclusions that appear to emerge from the data are the following:

(a) About 50 per cent of the managers of the existing large-sized societies in Madhya Pradesh as a whole, are matriculates. There are, however, regional variations; for example, in the Bhopal District, out of 26 managers of large-sized societies, as many as, 24 are matriculates, while in the Jabalpur District, out of 21 managers of large-sized societies, only 7 are matriculates.

(b) Whatever matriculates become available to work as managers of large-sized societies, they do not show a tendency to stick to the jobs. They seek opportunities of employment in urban areas and as soon as possible, get away from the village jobs. Consequently, there is a high turnover in the case of these managers.

(c) The secretarial work of small-sized societies is done by group secretaries or society inspectors or supervisors employed by the central co-operative banks on their staff. A high percentage of these employees of the banks are non-matriculates. Of the 29 group-secretaries of the Indore Central Co-operative Bank, only 4 are Matriculates and of the 11 group-secretaries of the Jabalpur Central Co-operative Bank, only 3 are matriculates. However, of the 12 Supervisors of the Bhopal Central Co-operative Bank, all are matriculates.

(d) It appears that persons trained between VIII Standard and Matriculation but who have not passed the matriculation examination are available to work as managers of large-sized societies or secretaries for small-sized societies. They also have a tendency to stick to the jobs since no brighter prospects are available to them in urban areas. Moreover, such people appear to be available on the pay scales that are offered by the central co-operative banks.

(e) There are many non-matriculates already working as managers of large-sized societies and as group secretaries of small-sized societies and they are considered capable to do their jobs especially after training. It is, however, appreciated that matriculates, if available, would be preferable to non-matriculates for the jobs.

#### 4. *Whether higher remuneration will be the solution of the problem*

Before proceeding further on the basis of the conclusions of the data given in the preceding paras, it would be desirable to consider two issues regarding higher scales of pay etc. for the

potential employees and a possible preliminary course for non-matric employees.

It is theoretically possible to say that matriculates would be available to work in villages provided the remuneration is made sufficiently attractive to them. It appears from the enquiries made with the local people as well as with the Employment Exchanges that the pay scale that would attract matriculates to stay in villages would at least have to be equal to the Central Government pay scale for a lower division clerk which is Rs. 60 to Rs. 125 plus Rs. 36 as dearness allowance. It, however, does not appear to be a matter of practical feasibility that either the Co-operative Department or the Central Co-operative Banks or the large-sized societies would be in a position to agree to such a basic pay. Even the Madhya Pradesh State Co-operative Conference held at Shivpuri in December 1958 has recommended only a pay scale of Rs. 50-4-90 plus D.A. for managers of large-sized societies.

5. *Whether a preliminary course would be desirable for the candidates who are not qualified for the Junior Co-operative Training Course*

When the question of relaxation of minimum qualifications for admission to the Junior Co-operative Training Course was being considered by the Standing Sub-Committee in December 1958, the Chairman had pointed out that some *ad hoc* training which would equip the lesser qualified candidates for the task for which they were recruited and which would later on serve as a preliminary to the regular training in the Subordinate Training Centres might be thought of by the State Governments concerned.

During my discussion with officers of the Co-operative Department in Madhya Pradesh, it appeared that such an alternative of a preliminary course would come up against the following difficulties.

- (a) The co-operative societies and the central co-operative banks would find it difficult to depute their candidates for training at two courses within a period of 3 to 4 years, once at the preliminary course, and again at the regular Junior Officers' Training Course.
- (b) The State Government may not probably be prepared to conduct such a preliminary training course unless the same assistance of the Central Government sharing 50 per cent of the expenditure on salary, stipend etc. is forthcoming. If such assistance is agreed to, it will in effect mean two types of Junior Training Courses under the Central Committee's scheme.

- (c) If the preliminary course is only to be an elementary course, it would not equip the candidates with sufficient training to do their work satisfactorily before they are trained further in the regular course for the Junior Co-operative Officers.

It is felt that the above difficulties are of material significance and that the solution of the problem may have to be found by way of relaxing the minimum qualification laid down by us.

#### 6. *Suggestions for relaxation*

The foregoing considerations bring out the following factors that are relevant in coming to some conclusions in the matter of relaxing the minimum qualifications for admission to our Junior Co-operative Training Course.

(i) On the present pay scale and in the present stage of the spread of education in Madhya Pradesh, there is a real difficulty experienced in that state in finding matriculates who will accept village jobs and stick to them on the present scale of remuneration.

(ii) It would not be practicable to suggest a sufficiently high revision of the terms of remuneration and get it agreed to by the Co-operative Department, Central Co-operative Banks and Large-sized Societies.

(iii) The persons educated upto the Middle Standard (VIII standard) may be expected to have the capacity to work satisfactorily as managers of large-sized societies and group secretaries of small societies provided they are properly selected and trained.

7. It may, therefore, be concluded in the context of the difficulty actually experienced in Madhya Pradesh at present that some relaxation in the minimum qualification for admission to the Junior Co-operative Training Course is called for. At present, the Central Committee considers the following two categories of persons eligible for admission to the Junior Co-operative Training Course.

- (a) Matriculates even without experience.
- (b) Non-matriculates who have at least three years of experience in co-operative work.

It is suggested that under relaxation, the following categories may be considered eligible for admission.

- (a) Matriculates even without any experience.
- (b) Persons educated up to the Middle Standard Examination *i.e.* VIII Standard having one years' experience and

particularly recommended by the Registrar as being suitable for admission to the Course.

- (c) The Registrar may admit, at his discretion, up to 20 per cent of the capacity of the class *i.e.* for 8 seats per session per class, candidates who have at least passed Middle Standard *i.e.* VIII Standard examination but who may not have even necessary experience of one year as laid down in (b) above. The Registrar may use this discretion only in case of candidates who, in his opinion, are positively fit for the course.

8. It is felt that above relaxation would be sufficient to meet the difficulty experienced in Madhya Pradesh for the present. In the light of further experience, the matter could be given further consideration.

## ANNEXURE TO APPENDIX 28

DATA COLLECTED REGARDING AVAILABILITY,  
APPOINTMENT, SCALE, QUALIFICATIONS OF  
MANAGERS OF LARGE-SIZED SOCIETIES,  
GROUP SECRETARIES OF VILLAGE  
CO-OPERATIVE SOCIETIES  
IN MADHYA PRADESH

I made an enquiry about these in three districts of Indore, Bhopal and Jabalpur in Madhya Pradesh and the information as became available to me at these places is summarised below :

I. *At Indore :*

In the two districts of Indore and Nimar, there are no secretaries appointed by the Village Co-operative Societies individually. The work of keeping the records of the societies, writing of accounts etc. is done by the group secretaries, who are employees of the Central Co-operative Bank, Indore (the Indore Premier Co-operative Bank). The Bank at present employs 20 group secretaries and 14 supervisors to supervise the working of group secretaries. Each group secretary is required roughly to attend to the work of about 20 village primary credit societies on an average. The records of these societies are mostly maintained at the head office of the Bank at Indore or at its three branch offices in Nimar district to which also its jurisdiction extends.

One Supervisor is appointed by the Bank to supervise the functioning of 45 such societies. In all, there are about 700 societies affiliated to the Central Co-operative Bank at Indore and of these, about 684 are agricultural societies.

The Bank's pay scale for the group secretaries is Rs. 40-4-80-EB-5-100 and that for supervisors Rs. 60-4-100-EB-5-125.

The minimum educational qualification for the group secretaries appointed by the Bank is the Middle Standard (*i.e.* VIII Standard Pass). For newly recruited supervisors, the minimum qualification is matriculation. Of the 29 group secretaries at present in the employ of the Bank, only four are matriculates. The Manager of the Bank was of the view that matriculates will not ordinarily be available to work as group secretaries on the pay scale offered by the bank, though it is as good as that of a lower division clerk of the Madhya Pradesh Government. The manager also felt that candidates who were only educated up to middle standard were working quite satisfactorily as group secretaries of the Bank.



I visited one large-sized society and one small-sized society near Indore. The manager of the large-sized society was a non-matriculate and it was learnt from the manager of the Central Co-operative Bank as well as from the office-bearers of the society that the non-matriculate manager was doing satisfactory work. From his replies to my queries, it appeared that he well understood the working of the society.

I also met Shri Bhagvat Sabu, the Chairman of the District Local Board, Indore, who happens to be a co-operator too. His personal view was that matriculates will not stay at the village jobs. He said he was experiencing much difficulty in getting matriculates as village teachers.

## II. *At Bhopal :*

In Bhopal District also, there are no independent secretaries appointed by the village co-operative societies to work for them. The work of writing up of accounts of the societies and keeping of the records is done by supervisors appointed by the Central Co-operative Bank at Bhopal. Only in a few cases, elected office-bearers of the societies themselves write accounts under the guidance of the supervisor of the bank. The bank at present employs 14 supervisors for this purpose which comes to roughly 15 working societies on an average per supervisor. The record of the societies is kept at the society's office in the village and in the custody of the Chairman of the society. The supervisor of the Bank is expected to visit each society at least once a month. The disbursement to the members of a society is made through two office-bearers of the society who draw the money from the office of the Bank at Bhopal and distribute the same to the members of the society in the presence of the Bank's supervisor or the Co-operative Extension Officer of the Department.

The scale of pay of the Bank's supervisor is Rs. 50-4-90-EB-5-100 plus Rs. 38 as dearness allowance per month plus fixed T.A. of Rs. 40 per month.

The minimum qualification prescribed for the post of a supervisor is matriculation and training at the Agar or Nowgong Junior Co-operative Training School. There are at present 12 supervisors in the employ of the Bank and of these, 2 are Intermediates and the rest matriculates.

## III. *Information about the large-sized societies under the jurisdiction of the Assistant Registrar at Bhopal*

There are at present 35 large-sized societies in the Bhopal district. Eight of these were organised during 1956-57, 20 during 1957-58 and 7 during 1958-59. The societies organised in

1958-59 have not yet started functioning and there are no managers appointed for them. Of the remaining 28 societies, 26 have managers of which 24 are matriculates and 2 non-matriculates. In all, 6 managers are trained.

The pay of the managers appointed for the large-sized societies is Rs. 45 plus Rs. 24 as dearness allowance per month.

The Assistant Registrar at Bhopal was of the view that most of the matriculates who are appointed as managers for the large-sized societies have no intention to stick on to their work on any long-term basis. They are eager to secure Government service, which though not more remunerative financially, is still attractive because of the security and prestige it offers. It was pointed out by him that the managers appointed earlier for the 8 large-sized societies organised in 1956-57 have all left and new managers have been appointed in their places. Of the 20 societies organised in 1957-58, 10 are having their second set of managers. The Assistant Registrar was of the view that there are still good employment opportunities for matriculates in Madhya Pradesh and consequently, matriculates appointed as managers of large-sized societies in villages are inclined to seek better prospects in urban areas and in Government service.

I visited a large-sized society near Bhopal. The manager was a non-matriculate but trained at the Agar School. It appeared from the way the society's books were maintained and from the report of the Chairman of the society that he was doing his work satisfactorily.

#### IV. *At Jabalpur:*

In the Jabalpur District also, there are no independent secretaries appointed by the village co-operative societies. The work of writing up of the accounts of the societies and keeping the records of the societies is done by the society inspectors appointed by the Central Co-operative Bank at Jabalpur. At present, the Bank employs 11 society inspectors for about 244 societies affiliated to it. This comes to about 25 societies per society inspector. The society inspectors are expected to visit each of the societies only twice a year and that too between November and June. The record of a society is kept at the office of the society at the village. The members of the society receive loan money at the Bank's Head Office and have to make their repayments direct to the Bank individually. Only occasionally loans are distributed to the members through the Chairman of a society.

The pay scale of the society-inspectors appointed by the Bank is Rs. 40-2½-80 plus Rs. 30 as dearness allowance, plus house

rent allowance. A trained society inspector gets an additional increment of Rs. 5.

The minimum educational qualification for the society-inspector appointed by the bank is atleast a non-matric. Of the 11 society-inspectors at present in the employ of the Bank, 3 are matriculates and 8 are matric-failed.

Moreover, there are 13 large-sized societies affiliated to the Bank, all of which have their own managers. Of these, 9 are trained managers. Of the 13 managers, 3 are matriculates, 8 are matric-failed and 2 have passed only VIII Standard examination. The pay scale of the managers of large-sized societies is Rs. 40-4-80 plus Rs. 24. as dearness allowance per month which comes to a minimum of Rs. 64 per month.

The President of the Jabalpur Central Co-operative Bank, Shri Beohar Rajendra Singh, was of the view that non-matriculates from villages should be preferred to matriculates from cities and that non-matriculates would work quite satisfactorily as managers of large-sized societies or as society-inspectors of the Bank.

Shri D. P. Bhargava, Joint Secretary of the Bank, however, felt that in view of the responsible nature of the work of the large-sized societies, matriculation should be the minimum educational qualification. However, he felt that matriculates would be available only if the pay scale is sufficiently improved.

#### V. *Information regarding large-sized societies*

The Assistant Registrar at Jabalpur provided information about the large-sized societies in the Jabalpur district. In all, there are 26 large-sized societies in the Jabalpur District, 10 organised in 1956-57, 11 in 1957-58 and 5 in 1958-59. There are no managers appointed yet for the 5 societies organised in 1958-59. All the 21 societies organised in 1956-57 have a manager each. Of these 21 managers, 7 are matriculates and the rest non-matriculates. Their pay scale is Rs. 40-4-80-5-100. The earlier ones having left, 3 of the 10 societies organised in 1956-57 are having their new managers appointed in 1958.

#### VI. *Information collected at the Joint Registrar's Office, Indore.*

There were 418 large-sized societies organised up to the end of March 1958 and about 195 are expected to be organised during 1958-59. Thus, in all, by the end of March 1959, there will be about 600 large-sized societies working in Madhya Pradesh. The pay scale of the managers of large-sized societies as approved by the Registrar is Rs. 40-4-80-5-100 plus Rs. 33 as dearness allowance. Matriculate candidates get 2 additional increments. It was not possible to get the information as to how many of the Managers of the 480 large-sized societies organised by the end of March 1958

were matriculates. But it was stated that between 50 to 60 per cent of them may be matriculates.

Enquiries were also made at the Office about government functionaries at the village level in order to get a comparative view of the situation. It was gathered that village level workers are ordinarily required to be matriculates though some non-matriculates also have been appointed. The scale for matriculate village level workers in Madhya Pradesh is Rs. 60-3-125 plus Rs. 38 as dearness allowance per month. For non-matriculates, the scale is Rs. 60-3-90 plus Rs. 38 as dearness allowance.

For panchayat work, Secretaries appointed are called Village Assistants. In Mahakoshal Region, their pay scale is 50-2-/2-70 without any dearness allowance. In Vindhya Pradesh Region of Madhya Pradesh, the pay scale is Rs. 30-1-40 plus Rs. 36 as dearness allowance. The minimum educational qualification for Panchayat Secretaries is Middle Standard *i.e.* VIII Standard passed. In Madhya Bharat and Bhopal Regions of the Madhya Pradesh State, there are no regular cadres yet for panchayat work.

Teachers in village primary schools appear to be of all types of qualifications from Intermediates and Matriculates to candidates who have not even passed the Middle Standard Examination. The pay scale for the teachers in village are :

- (a) Up to the Middle Standard passed candidate:  
Rs. 40 to 70 plus D.A.
- (b) For Middle Standard trained candidates; or Matriculate untrained candidates :  
Rs. 45-5-100.
- (c) For Matriculate or Intermediate trained candidates :  
Rs. 50-5-125.

#### VII. *Information collected at the Employment Exchanges at Indore, Bhopal and Jabalpur*

The officers in charge of employment exchanges at Indore, Bhopal and Jabalpur were contacted with a view to find out the conditions of availability of matriculates to work as Managers and Secretaries of Village Co-operative Societies. At all the three exchanges, it was learnt, that so far no approach had been made at all to the employment exchanges for recruitment of matriculates to work as Managers of the Co-operative Societies or group Secretaries of the Central Co-operative Banks. In fact, the officers in charge of Employment Exchanges appeared to be totally ignorant about the employment opportunities available with the

Central Co-operative Banks and co-operative societies. All the three officers stated that there was no evidence with them to show that matriculates were offered jobs in villages and that they refused. They were not, therefore, in a position to say whether matriculates would be available or not to work in villages. If we make a reference to them through their Directorate at Jabalpur, they will be willing to send out circulars to matriculates registered with them and find out their reaction. This, however, does not appear to be necessary as answers given by the prospective employees will not reveal whether they would stick on to the jobs, if offered.

The officers in charge of all the three Employment Exchanges at Indore, Bhopal and Jabalpur expressed the personal view that on the pay scale of a lower division clerk of the Madhya Pradesh Government *i.e.* Rs. 40 to 80 plus dearness allowance, matriculates in all probability will not be willing to accept and stay at their jobs in villages. To compensate them for the inconveniences they would be facing in the village life, they would need higher emoluments such as better pay scale and housing facilities. The pay scale, it was stated, that would attract matriculate candidates to village jobs should be the one of the Central Government for a lower division clerk which is Rs. 60 to 125 plus Rs. 36 as dearness allowance which means a minimum of Rs. 96 per month, to start with.

It may also be mentioned that the Employment Exchanges at Indore and Bhopal reported that there were about 300 matriculates registered with them for employment. The number of matriculates registered at the Employment Exchange at Jabalpur was stated to be about 1,000.

It was also reported at all the three Employment Exchanges contacted that the jobs secured through them by matriculates over the previous year were mostly urban jobs.

## APPENDIX 29

(Reference: Note III relating to twentysecond Meeting of the Standing Sub-Committee)

REPORT ON THE STUDY OF RELAXATION OF  
CONDITIONS OF MINIMUM QUALIFICATIONS  
FOR ADMISSION TO JUNIOR CO-OPERATIVE  
TRAINING SCHOOLS IN RAJASTHAN

I undertook a tour of Rajasthan for the above study between 2 and 9 August, 1959 and visited Jaipur, Bharatpur and Kota for the purpose as suggested by the Registrar of Co-operative Societies, Rajasthan. During the tour, I contacted, among others, the senior officers of the Co-operative Department, Managers of the Central Co-operative Banks at Jaipur, Bharatpur and Kota, Managing Director of the Rajasthan State Co-operative Bank, Jaipur, the Principal of the Junior Co-operative Training School at Jaipur and officers in charge of Employment Exchanges at Jaipur, Bharatpur and Kota. In the same connection, I also visited a few large and small-sized societies around Jaipur.

*Background of the Report*

2. It may be recalled that the issue of relaxation of minimum qualifications for admission to Junior Co-operative Training School is under consideration of the Central Committee for some time past. The Registrars of Madhya Pradesh, Rajasthan and Manipur represented to the Committee that they experienced difficulty in getting matriculates to work as secretaries of primary credit societies and that whatever matriculates could be recruited at all, usually nurse an aspiration to secure a better job, especially in urban areas, and leave the job with the village society. The issue was discussed by the seventeenth meeting of the Standing Sub-Committee held in December 1958 and the Committee felt that "it was not desirable generally to relax the prescribed minimum qualification required for admission to the Junior Co-operative Training Schools and the difficulties faced by particular States might be further gone into".

Accordingly, the question of relaxation of minimum qualification in Madhya Pradesh was studied by me in January 1959. The Report was discussed in the eighteenth meeting of the Standing Sub-Committee held in June 1959. It was then decided that the consideration might be postponed to a subsequent meeting of the Standing Sub-Committee, and the Registrars of Madhya Pradesh and Rajasthan might be invited to the meeting for discussion on the subject.

*Case as made out by the Registrar of Co-operative Societies, Rajasthan*

3. Meanwhile, I studied the question in Rajasthan as instructed. I met the Registrar of Co-operative Societies, Rajasthan and the Deputy Registrar of Co-operative Societies at Jaipur on 4th August 1959. The points made by them were :

(i) There are 169 large-sized societies organized in the State and the Registrar has appointed for all of them only matriculates as managers. All these matriculates have been trained in the Junior Co-operative Officers' Course under the scheme of the Central Committee. The Registrar, therefore, does not desire any relaxation of the minimum condition of matriculation in case of the managers. The Registrar reported that no further large-sized societies were to be organized, and as for replacement of managers for the existing societies, he would not find much difficulty in recruiting only matriculates and getting them suitably trained. So far as Rajasthan goes, therefore, the question of relaxation of minimum qualification does not arise at all in the case of large-sized societies. The Registrar, however, desired that the Hindi Examination which is recognised by the State Government as equivalent to matriculation should also be accepted for satisfying the condition of minimum qualification.

(ii) The Registrar further stated that they had a plan to organise 1,758 service co-operatives in 1959-60. The membership of such societies was expected to be at least 75 per society. These service societies would require trained secretaries for the efficient discharge of the multifarious functions expected of service co-operatives. No doubt, the Registrar would prefer to appoint only matriculates from villages in which the societies were to be organised to work as secretaries of these societies. He, however, felt that in some cases matriculates might not be available from the particular areas of societies and he would not like to appoint matriculates by importing them from other areas, mainly for the reason that such imported persons would not stick to the jobs and what was more important that they would not have the intimate knowledge and personal ties in the villages in which they were to serve. He, therefore, thought that for new recruits to be appointed to work as secretaries of these service co-operatives, he might have to relax a little, the condition of minimum educational qualification and to recruit local people who might have studied upto matriculation and at least have passed the VIII Standard Examination.

(iii) For the existing small-sized societies as different from the service co-operatives, the question of relaxation is not very urgent since in most of the districts of Rajasthan, small-sized

societies have no independent or even group secretaries working for them. The secretarial work is done mostly by Assistant Inspectors of the Co-operative Department. There is a system of group secretaries in a few districts of Rajasthan viz. in Bharatpur, Kota, Alwar and Ajmer. But even in some of these districts, the system of group secretaries is about to be abolished. In any case the Registrar did not press for any relaxation in case of group secretaries. He felt that for such of the group secretaries who are not matriculates, the training in the Junior Schools could be given after they obtain experience of three years as laid down in the conditions prescribed by the Central Committee.

#### 4. *Issues to be considered*

(i) The main issue to be considered is whether, in case the Registrar recruits persons who have passed at least VIII Standard in high school as secretaries of the service co-operatives to be organised, we agree to admit them to our Junior Co-operative Training Course without insisting on any previous experience of co-operative work on their part.

(ii) Though at present no secretaries or group secretaries are appointed for the existing small-sized societies, secretaries may be appointed for these societies also in course of time. The issue, therefore, is whether the decision that is arrived at for the service co-operatives to be newly formed might also hold good for the secretaries of the small societies.

#### *Reasons adduced in favour of relaxation*

5. As stated above, the Registrar and Deputy Registrar wanted the relaxation in case of secretaries of the service co-operatives on the ground that matriculates from the villages to be served by the societies or their nearby villages would not be available in certain places, especially in the western districts of Rajasthan (Jaisalmer, Zalawar, Chittorgarh, Bikaner, Udaipur, Jodhpur, Barmer, Durgapur and Baswada) which are comparatively backward in education. They also felt that for the proper functioning of the service co-operatives, people from the localities to be served by the societies would have to be preferred to any outsiders, since working of such a society would require intimate knowledge of conditions and persons in the localities on the part of the secretary.

The Deputy Registrar of Ajmer Division was of the opinion that what was important from the point of societies was not so much the educational qualifications of the secretary but his intimate knowledge of the locality and persons. The secretaries to be appointed, therefore, should be local persons. If the matriculates are available, they should be preferred; if not, local persons who



might have passed at least VII Standard Examination should be preferred to matriculates from cities. He also felt that matriculates from other rural areas would not be willing to migrate from their villages for working as secretaries of societies in other localities.

The Manager and the Chief Accountant of the Rajasthan State Co-operative Bank, Jaipur, were of the view that secretaries for the societies should satisfy three conditions—firstly they should be local people, secondly they should be above 25 years of age as youngsters of 17 and 18 are not likely to command any attention from the villagers; and thirdly that they should have passed at least VIII Standard Examination. They also reported that matriculates were not available in the western districts of Rajasthan. In fact, they said that for the Chittorgarh branch of the Rajasthan State Co-operative Bank, they had been unable to get any local matriculates, even though the pay scale of the Bank was as good as that under Government Service.

The Manager and the Chief Accountant of the Bank reported that the question of educational qualifications of the secretaries of the village societies was discussed at the Conference of Central Co-operative Banks held at Jaipur in 1957. The consensus of the opinion of the Conference, though not recorded in the proceedings, was that local persons, matriculate or otherwise, should be preferred to work as secretaries of primary societies.

The Assistant Registrar at Jaipur also felt that if we insist on matriculates to work as secretaries of societies they are usually of about 18 to 20 years at the time of recruitment. As youngsters, he said, they did not enjoy the confidence and respect of the members of society. In his opinion local people of about 30 years of age would be preferable.

The points made by different officers in favour of relaxation amount to the following:

For primary small-sized credit societies and new service co-operatives to be organized, secretaries or group secretaries will have to be appointed. Matriculation, however, cannot be insisted upon as the minimum qualification for the new recruits for the following reasons :

- (a) matriculates are not available in some of the western districts of Rajasthan to work as secretaries of societies.
- (b) matriculates from far off rural areas and urban areas are not to be recruited to work in village co-operative societies since there are specific material advantages to be gained in appointing local people to such jobs.

- (c) matriculates, even when available, will not have the willingness to stick to the jobs on a permanent basis. They will always aspire for better prospects in Government service and in service in urban areas where better living conditions are available.
- (d) persons who have studied upto VIII standard are capable of discharging the duties of the secretaries.

*Views against relaxation*

6. The Rajasthan Co-operative Manual prescribes matriculation as minimum condition for service in the central co-operative banks. Though this cannot be an argument for insisting on matriculation as minimum qualification for secretaries of the primary co-operative societies, the Co-operative Manual indicates at least a possible line of demarcation in respect of qualifications for service in co-operatives.

The Principal of the Junior Co-operative Training School, Jaipur was of the opinion that non-matriculates if admitted to the course would not be in a position to benefit fully from the present course, as the present course was heavy for non-matriculates. On the other hand, however, he reported that non-matriculates after some experience, say of more than three years, may be benefited from the course. He reported that the performance of such non-matriculates was at least as good as raw matriculates in the 15th session of the School. There were 10 non-matriculates out of a total of 79 candidates admitted to the session. All these non-matriculates had previous experience of more than three years. Only two of these 10 failed in the examination, the total number of candidates failing being 13 out of 79 admitted. The Principal was, therefore, of the view that if candidates who have passed only VIII standard and are non-matriculates are to be admitted, either they should have enough experience of co-operative work before being deputed for the present Junior Officers' Course or the course may have to be watered down for them.

The Manager of the Jaipur Central Co-operative Bank was of the view that in the present conditions of standards of education, matriculation should be insisted upon as the minimum qualification for the secretaries, and therefore, for admission to the course. The Manager had worked as Assistant Registrar at Kota and had experience of the system of group secretaries working in the district. He reported that he had no difficulty in recruiting matriculates as group secretaries in the district.

The Assistant Registrar at Bharatpur also, where the system of group secretaries is in vogue, reported that there was no

difficulty in getting matriculates to work as group secretaries though the scale of pay was as low as Rs. 45 to Rs. 55 with dearness allowance of Rs. 15 only. At the same time, however, he elucidated further that matriculates become available on this scale only because they look upon the job of the group secretaries as a stepping stone for being absorbed as Assistant Inspectors in the Co-operative Department. The Deputy Registrar and the Assistant Registrar at Kota were of the view that matriculation should be insisted upon as minimum qualification for recruitment as secretaries for the societies, in view of the low educational standard of even the matriculates. They, however, thought that in certain areas, matriculates would not be available to work as secretaries of village societies. In their view, therefore, while the general rule should be to recruit only matriculates, exceptions might be made for particular localities whenever necessary and non-matriculates might even be appointed as secretaries and admitted to the Junior Officers' Course without insisting on their previous experience.

The Manager of the Kota Central Co-operative Bank was of the view that matriculation should be insisted upon as minimum qualification for fresh recruits. He, however, felt that if persons with experience are available, they should be preferred even to matriculates though they might have been educated only up to the VIII Standard. In his view, experience of work was more important than educational qualifications.

Officers of the Employment Exchanges at Jaipur, Bharatpur and Kota were of the view that any number of matriculates even from villages would be available to work as secretaries provided their pay scale was equal to the pay scale of a clerk in the Government service viz, Rs. 60 to 130 plus 35 rupees dearness allowance. The Officer of the Employment Exchange at Jaipur reported that there were more than 5,000 matriculates registered with him from the four districts served by his Exchange and that he had at least 500 matriculates registered from village areas. He felt that if the pay scale is on par with the Government pay scale, there will be no difficulty in getting matriculates to work in villages at least in the Eastern Districts of Rajasthan. The Officers of the Employment Exchanges at Kota and Bharatpur also were of the same view. To sum up, the points made against the relaxation of minimum qualifications amount to :

(a) Matriculates are available to work as secretaries of primary village societies except in some western districts of Rajasthan.

(b) The standard of education even of the matriculates is very poor and it would be much worse in case of non-matriculates.

### *Conclusions and suggestions*

As may be seen from the above, the views expressed by equally responsible and knowledgeable persons are mutually contradictory. Taking all view points into account, I am inclined to agree with the contention of the Registrar that in certain western districts of Rajasthan, a real difficulty may be experienced on account of the backwardness of the areas in getting matriculates to work for village societies. The information given by the Manager of the Rajasthan State Co-operative Bank about his own experience in not getting matriculates in a town such as Chittorgarh is revealing. The information summarised in para 2 of the Appendix indicates that a fairly large percentage of matriculates appointed as managers of large-sized societies show a tendency to leave the village job. I am, therefore, inclined to agree with the view that a local man having intimate knowledge of local conditions and people though not matriculate should be given preference to an outsider whose only qualification for the job may be a pass in the matriculation. Moreover, there is no certainty that a matriculate will always make a good secretary. In fact, I was shown a large-sized society at Sanganer near Jaipur where the Manager was a matriculate and trained in our Junior Officers' Training Course, but the record and accounts of the society were in a bad state. From the personal talk with the Manager, I learnt that he was not interested in this work and was also intending to resign this job. Incidentally, I may mention that I saw a small-sized society near Choursa near Jaipur where the Group Secretary was a non-matriculate but the accounts and the record of the society were very neatly and properly maintained. These stray instances, of course, would not give sufficient ground for making generalisations but only point out that in particular cases, matriculates may turn out less useful and non-matriculantes may show better results. I also agree with the view of the Principal of the Junior Co-operative Training Centre, Jaipur that our present Junior Officers' Course of a duration of six months would be rather heavy for inexperienced non-matriculantes.

My suggestions, therefore, are :

(i) There is no issue of relaxation of minimum qualification of matriculation in case of managers of large-sized societies in Rajasthan as the Registrar himself does not desire it.

(ii) In case of the service co-operatives about to be organized, we may not agree as a general rule to throw the doors of our Junior Co-operative Schools open to inexperienced non-matriculantes without discrimination. However, if the Registrar makes a special case for particular societies in the backward districts that matriculates are not available and that persons

educated at least up to the VIII Standard have, therefore, been recruited, we may allow them, as a special case, to our Junior Co-operative Officers' Course, without insisting on their previous experience.

(iii) Consequent on (ii) above, I suggest that we might recommend to the Rajasthan Government to provide for another Junior Officers' Course of 9 months' duration either by starting a new school or by arranging facilities at the two existing schools at Jaipur and Jodhpur.

The duration of the present Junior Officers' Course is six months in the schools in Rajasthan. For the 6 months' course, only matriculates or non-matriculates with at least three years' experience should be admitted as at present. For persons who are educated only up to VIII Standard, instruction may be given in the same course with a duration of 9 months. The longer duration and a separate course will enable the teaching staff to give greater attention to the training of the non-matriculates and bring them up to the required standard. The suggestion would also be at least partly in conformity with the observations of the Chairman of the Standing Sub-Committee quoted in para 3 above. The longer duration for non-matriculates may not also be considered irregular since courses of two periods, one of six months and another of nine months, intended for different categories of junior officers are being conducted in Orissa and are approved by us. There is also no insistence on the part of the Central Committee to restrict the Junior Officers' Course to a duration of six months only. Recently, we have allowed the Uttar Pradesh Government to increase the duration from six months to nine months in all its Junior Training Schools. In the case of Madras and Andhra, the duration is already of 11 and 12 months.

(iv) The suggestions made above in (ii) and (iii) may also be made applicable to group secretaries appointed for small village societies.

(v) The Hindi examinations which the State Government approves as equivalent to Matriculation for service under the Government may also be so taken by us for purpose of admission to our Junior Course.

*APPENDIX 30*

*(Reference : Note V (C) relating to twentysecond Meeting of the Standing Sub-Committee)*

**CO-OPERATIVE TRAINING COLLEGE, POONA  
(FOR SENIOR OFFICERS' COURSE)**

This is to certify that Shri.....  
has completed the theoretical and practical training in the Senior Officers' Training Course intended for the higher grade personnel of the co-operative movement sponsored by the Reserve Bank of India at the Co-operative Training College, held from.....

His record of Progress has been.....

His optional subject was.....

**Member-Secretary,  
Central Committee for  
Co-operative Training**

**Principal,  
Co-operative Training  
College, Poona**

Dated.....

*ANNEXURE 1 TO APPENDIX 30*

**CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING  
CO-OPERATIVE TRAINING COLLEGE  
POONA**

This is to certify that Shri.....  
has completed the theoretical and practical training in the Senior  
Officers' Training Course intended for the higher grade personnel  
of the co-operative movement sponsored by the Reserve Bank of  
India at the Co-operative Training College, held from.....

His record of Progress has been.....

His optional subject was.....

Principal,  
Co-operative Training College,  
Poona.

Member Secretary,  
Central Committee for  
Co-operative Training.

Dated.....

APPENDIX 31

(Reference : Note V (C) relating to twentysecond Meeting of the Standing Sub-Committee)

The Regional Co-operative Training Centre.....  
Shri .....  
is hereby awarded

THE HIGHER DIPLOMA IN CO-OPERATION

In consideration of the satisfactory completion of the course of study prescribed in the Regional Co-operative Training Centre, .....on the.....day of the month of.....in the year One Thousand Nine Hundred and.....

His record of Progress has been.....

His Optional Subject was.....

With the seal of the Regional Co-operative Training Centre and the signatures hereto affixed.

Principal & Secretary,  
Local Committee,  
Regional Co-operative  
Training Centre,

Chairman  
Local Committee,  
Regional Co-operative  
Training Centre,

Dated.....



*ANNEXURE 1 TO APPENDIX 31*

**CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING**  
**CO-OPERATIVE TRAINING CENTRE,.....**  
**Shri.....**

is hereby awarded

**THE HIGHER DIPLOMA IN CO-OPERATION**

in consideration of the satisfactory completion of the Intermediate  
Officers' course conducted from.....  
to.....at the Co-operative Training  
Centre,.....

His record of progress was.....

His optional subject was.....

With the seal of the Co-operative Training Centre and the  
signatures hereto affixed.

Principal,  
Co-operative Training  
Centre,.....

Member-Secretary,  
Central Committee for  
Co-operative Training  
C/o Reserve Bank of India  
Bombay.

Dated.....

APPENDIX 32

(Reference : Note V (C) relating to twentysecond Meeting of the Standing Sub-Committee)

**CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING  
SPECIAL SHORT-TERM COURSE IN.....**

Centre.....

Month                      Year

Course No. ....

From .....

To .....

Shri.....

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

His record of progress has been.....

Participation in Practical Training.

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

Special mention (if any).....

.....

.....

Principal

.....

Member-Secretary

Central Committee.

Dated

ANNEXURE 1 TO APPENDIX 32

CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING  
CO-OPERATIVE TRAINING CENTRE,.....  
SPECIAL SHORT-TERM COURSE IN

Co-operative Marketing  
Land Mortgage Banking

Course No. ....  
From .....  
To .....

Shri.....  
regularly attended the Course which he carried/did not carry out  
satisfactorily.

His record of progress was.....

His participation in practical training was.....

Special mention (if any) .....

.....  
.....

Principal,  
Cooperative Training  
Centre,.....

Member-Secretary,  
Central Committee for  
Cooperative training  
C/o Reserve Bank of India  
Bombay.

Dated.....

(N. B. Grades for Progress and Practical Training: Excellent/  
Good/Fair/Poor).

## APPENDIX 33

(Reference : Note V (C) relating to twentysecond Meeting of the Standing Sub-Committee)

CO-OPERATIVE TRAINING COLLEGE, POONA  
REGIONAL CO-OPERATIVE TRAINING CENTRE  
CONFIDENTIAL REPORT

Course		Period	
Particulars		Assessment	Grade
Name in full		Written Test or Essays	
State		Syndicate & Seminars	
Name of the Employer		Practical training	
Designation		General Proficiency	
Academic and other qualifications		Attendance during period of training	

General Remarks

Date

Principal

## APPENDIX 34

(Reference : Note VII relating to twentysecond Meeting of the Standing Sub-Committee)

<i>Name of Centre</i>	<i>Duration of course</i>	<i>Purpose</i>
(1) Poona	(i) 17-9-1957 to 21-10-1957	For training Co-operative Inspectors, held at the request of the Bombay State Co-operative Union.
	(ii) 2½ months	Special short-term course for newly recruited A.D.C.O.'s arranged by the Co-operative Department, Bombay State.
	(iii) 15-5-1958 to 20-6-1958	Special short term course for extension officers (Industries) and Industrial supervisors of the Cottage Industries and Industrial Co-operative Department, Bombay State.
(2) Kalyani	2 days	Seminar of M.L.As and M.Ps of Block areas of West Bengal.
(3) Bhavnagar	4 days	Small Savings <i>Shibir</i>
(4) Hyderabad	2 months	Training of staff of the administration of panchayats.
(5) Kota	5 days	Seminar of Project Medical Officers.
(6) Dhuri	3 weeks	Training Course for in-service B.D.Os and social workers.
(7) Indore	11 days (30-12-56 to 9-1-57)	For Congress Session.

## APPENDIX 35

(Reference :Note X relating to twentysecond Meeting of the  
Standing Sub-Committee)

No. 1-5/59-CT

Ministry of Community Development & Co-operation,  
(Department of Co-operation)

“KRISHI BHAVAN”

New Delhi, the 25/28th Jan. 1960

From

Kumari R. Mazumdar, I.A.S.,  
Under Secretary to the Government of India

To

The Member-Secretary,  
Central Committee for Co-operative Training,  
Agricultural Credit Department,  
Reserve Bank of India,  
Bombay-1.

Sub: Training facilities in scientific methods of storage at Hapur.

Sir,

I am directed to state that in view of the increasing importance of storage and increase in the marketable surplus of agricultural produce, it is desired that necessary steps should be taken to reorient the present syllabus for the short-term course in Co-operative Marketing conducted by the Central Committee for Co-operative Training so as to have also a coverage of storage problems and scientific storage techniques and inspection. The existing teaching staff at the Training Centres may have to be trained in this respect by deputing them either to the Hapur Training Centre, where such training facilities are available, or to other places. The usefulness of appointing additional trained staff may also be considered, if it is not possible to train the existing staff. I am to request you to offer your comments on the above suggestion.

The syllabus of the long and short term courses conducted at the Hapur Training Centre are enclosed (Annexure).

Yours faithfully,

Sd./-

(R. Mazumdar)

*Under Secretary to the Government of India.*

*ANNEXURE TO APPENDIX 35***SYLLABUS FOR LONG TERM COURSES IN STORAGE  
AND INSPECTION TO BE HELD AT HAPUR***Inspection*

1. Inspection of grain.
2. Conditions under which various grades and their varieties are purchased.
3. Specifications, their necessary implication and limitations.
4. Methods of sampling and analysis of foodgrains.
5. Major constituents of foodgrains and their significance from the point of end-use.
6. Methods of analysing important constituents, like protein, gluten and moisture.
7. Assessment of price with reference to quality. Rebates—their significance and calculations with reference to analysis report.

*Storage*

8. The problems encountered in storage of foodgrains in India. Methods of storage in vogue in India and in other countries.
9. Modern methods of storage suitable for Indian conditions.
10. Factors that cause deterioration of the foodgrains in storage.
11. Dunnage and its significance.
12. Godown hygiene.
13. Pests of stored foodgrains.
14. Chemical and biological changes that take place in the storage of foodgrains.
15. Pesticides, their handling and implications of the use of pesticides.

*Storage structures*

16. Storage structures—different types of storage structures and their significance.

17. Technique of making storage structures moisture and rodent proof.
18. Planning for storage accommodation and comparative cost of different storage structures.

#### *Damaged grains*

19. Causes of damage to grains, categorization, utilisation and disposal of damaged grains.
20. Transport and marketing—marketing practices in India.
21. Transport and care necessary during transport.

#### *Milling*

22. Problems relating to milling and parboiling of rice.
23. Roller flour mills and information on milling of wheat.

#### *Godown administration and maintenance*

24. Information on weights, measures and standardisation.
25. Maintenance of godown accounts.
26. General administration and regulations etc., applicable to grain stockists.

All the practical operations involved in the above training will be demonstrated and more stress will be laid on practical aspects. At the end of the training, each candidate will be examined and if he is declared successful, he will be issued a certificate.

### SYLLABUS FOR SHORT TERM COURSES (10 DAYS)

#### *Inspection*

1. Specifications and their significance—methods of sampling and analysis of foodgrains.
2. Definitions of various items of refraction.
3. Fixation of price in relation to quality.

#### *Storage*

4. Indigenous methods of storage and modern techniques to improve these.
5. Dunnage and its significance
6. Factors that cause damage to foodgrains in storage.
7. Godown hygiene and categorization of stocks.
8. Pests of foodgrains in storage and pesticidal measures that may be adopted to control these.

More emphasis will be laid in this course on practical demonstrations and each candidate will be required to carry out all the operations by himself.

Oral tests will be arranged at the end of the training period.



## APPENDIX 36

(Reference : Note I relating to the twentythird Meeting of the Standing Sub-Committee)

### APPOINTMENT OF A CO-OPERATIVE FILM ADVISORY COMMITTEE

In May 1958, the Committee of the Central Board of the Reserve Bank of India approved a grant of Rs. 11 lakhs to the Central Committee for Co-operative Training to undertake a programme of production, distribution and utilisation of audio visual aids in the field of co-operative training. Assistance for this programme is also being received under the Colombo Plan from the Canadian Government who will meet the cost of services of a technical expert and arrange for the supply of raw film stock and other equipment required for the project. The Colombo Plan Film Expert is now in this country and the Central Committee for Co-operative Training is anxious to implement the proposed programme immediately. Considering the large financial outlay involved in this programme, the specialised nature of the audio visual productions as also the vastly different conditions under which the Expert has to work in this country as against those obtaining in his own, the Reserve Bank of India has decided to constitute with immediate effect a Co-operative Film Advisory Committee with the following personnel.

- |   |                 |
|---|-----------------|
| (1) Prof. D. G. Karve,<br>Chairman,<br>Standing Sub-Committee of the<br>Central Committee for<br>Co-operative Training; | <i>Chairman</i> |
| (2) Shri B. Venkatappiah,<br>Deputy Governor,<br>Reserve Bank of India;   | <i>Member</i>   |
| (3) Shri Ezra Mir,<br>Chief Producer,<br>Films Division,<br>Government of India;  | —do—            |
| (4) Shri N. D. Nangia,<br>Chief Accountant,<br>Reserve Bank of India;   | —do—            |
| (5) Mr. A. W. Acland,<br>Colombo Plan Film Expert;  | —do—            |

(6) Shri J. C. Ryan, *Member-Secretary*  
Chief Officer,  
Agricultural Credit Department,  
Reserve Bank of India,  
Bombay.

2. The functions of the Committee will be :

- (i) to formulate programmes of production of audio visual aids for training of co-operative personnel;
- (ii) to consider suitable subjects and their themes for film or filmstrip productions;
- (iii) to consider the award of contracts to producers of films and filmstrips as well as manufacturers of audio visual aids and to lay down the conditions of contract;
- (iv) to approve the appointment of technical personnel and their terms and conditions of appointment; and
- (v) to advise the sponsoring authority and the Colombo Plan Film Expert in regard to formulation and implementation of programmes for preparation of audio visual aids.

M. V. Rangachari  
*Deputy Governor*

Reserve Bank of India  
Central Office  
Bombay.  
16 May 1960

## APPENDIX 37

(Reference : Note I relating to the twentythird Meeting of the Standing Sub-Committee)

PROCEEDINGS OF THE FIRST MEETING OF THE  
CO-OPERATIVE FILM ADVISORY COMMITTEE  
HELD AT BOMBAY ON 22 JUNE 1960

Present :

Prof. D. G. Karve, *Chairman*  
Mr. A. W. Acland  
Shri Ezra Mir  
Shri N. D. Nangia  
Shri J. C. Ryan, *Member-Secretary*

Shri B. Venkatappiah did not attend the meeting as he was on leave.

Shri V. Sivaraman, Dr. S. B. Mahabal and Shri T. S. K. Chari of the Training Division of the Agricultural Credit Department, Reserve Bank of India, were also present.

- (1) *The scheme for the preparation of films and filmstrips as aids to co-operative training*

The note on the subject was recorded.

- (2) *Review of progress of the Co-operative Film Project*

The note was recorded.

In the course of further information, Mr. Acland stated that the draft script on the film had been approved by the Member-Secretary in consultation with him.

- (3) *Approval of draft agreement for production of film on Coir Co-operatives*

The Member-Secretary explained that the draft agreement for production of the film to be executed by the Sponsor and the Art Films of Asia (Private) Ltd., has received the approval of the Legal Division of the Reserve Bank. The Legal Division had earlier raised some doubts regarding the validity of the Member-Secretary of the Central Committee signing the document of contract and it was therefore agreed, on the advice of the Legal Division, that the Chief Officer of the Agricultural Credit Department could execute the document on behalf of the Reserve Bank.

Shri N. D. Nangia sought clarification as to how the Reserve Bank would stand committed thereby and the Member-Secretary

explained that the Reserve Bank had already placed grant-in-aid at the disposal of the Central Committee for the film production project and Deputy Governor's sanction was being obtained each time for producing films or filmstrips and as such, no further commitments would arise out of this agreement. The Member-Secretary also made it clear that each contract for producing a film or filmstrip would be signed by him only after the approval of the Deputy Governor.

The draft agreement was thereafter approved.

(4) *Programme for preparation of Audio Visual Aids*

The subjects for films and filmstrips were generally approved.

As regards language versions, it was felt that English and Hindi may be considered as the primary versions for all films; that beyond this no uniform basis need be adopted and that depending on the importance of particular types of co-operative endeavour in various States, it may be determined whether a film on any given subject should be dubbed in the language of any State. Thus, in regard to the film on Coir Co-operatives, it was felt that as this type of co-operatives were prominent in Kerala and West Bengal, the film may be dubbed also in Malayalam and Bengali.

Discussion on the item was adjourned to the next meeting when it was expected that Shri B. Venkatappiah, Deputy Governor would be present.

(5) *Next Films to be taken up for scripting and production*

Mr. Acland stated that his plan was to proceed with the production of the film on Handloom Co-operatives in Madras in July 1960 itself as the weather was favourable for shooting and that he would like to commence scripting of the film on Dairy Co-operatives at Anand early in July with the scripting of the film on Sugar Co-operatives to follow thereafter.

Prof. Karve remarked that by far the most important film on the programme was the one on Agricultural Credit Co-operatives and that this film should be given high priority.

Mr. Acland agreed that this would be done.

It was also agreed that the scripting and production of the film on Handloom Co-operatives may be done in July 1960 by the Art Films of Asia (Private) Ltd; the scripting of the film on Dairy Co-operatives to be done by Shri Jag Mohan and the production by Hunnar Publicity; the scripting and production of the film on Sugar Co-operatives to be entrusted to Shri Hari Das Gupta; the scripting and production of the film on Agricultural

Credit Co-operatives to be entrusted to Art Films of Asia (Private) Ltd.

In addition, it was decided that the production of a filmstrip on the subject of 'Role of the Reserve Bank in the sphere of Agricultural Credit' may be given to Hunnar Publicity.

*Miscellaneous :*

Mr. Acland explained that in the peculiar circumstances of film production, he had to have certain powers to authorise expenditure while on location. The Committee agreed that he could operate on a limit of Rs. 1,000 to meet such contingencies.

## APPENDIX 38

(Reference: Note V relating to the twentyfourth Meeting of the Standing Sub-Committee)

LIST OF TEXT-BOOKS AVAILABLE IN THE MARKET ON HISTORY, THEORY AND PRACTICE OF CO-OPERATION

Name of the book	Author	Year of publication
(1)	(2)	(3)
<b>English</b>		
1. Theory & Practice of Co-operation in India and Abroad Vol. I & II	K. R. Kulkarni	1955
2. Theory, History & Practice of Co-operation	R. D. Bedi	1958
3. History, Theory & Practice of Co-operation	S. Sadasivam	N.A.*
4. Abridged edition of Co-operative Movement in India by Hough	E. M. Hough (adapted by K. Madhav Das)	1960
<b>Hindi</b>		
1. Co-operative Movement, its origin, objects and organisation	I.L.O.	1956
2. Principles of Co-operation and Co-operative Movement in India	N. L. Bhatnagar & K. P. Mathur	1957
3. Guide to Co-operation	K. P. Sinha	1952
4. Principles of Co-operation	Ram Dulari Gupta	—
5. —do—	K. P. Bhatnagar	1957
6. Co-operation	N. V. Parchure	1959
7. —do—	Shanti Prakash	—
8. History of Co-operative Movement in India	V. S. Sharma	1954
<b>Assamese</b>		
Co-operation	Shri Uma Kanta Goswami	1941

**Marathi**

Introduction to Co-operative Practice	M. V. Madane	1955
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**Kannada**

An Introduction to Co-operative Practice	I.L.O. Geneva	1954
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**Oriya**

Co-operative Movement	I. L. Sahu	1936
-----------------------	------------	------

**Gujarati**

- |   |                                 |      |
|---|---------------------------------|------|
| 1. Guide to Co-operation Parts I & II       | H. R. Desai                     | 1955 |
| 2. An Introduction to Co-operative Practice | I.L.O.                          | 1954 |
| 3. Guide to Co-operation                    | J. M. Vasavada                  | 1955 |
| 4. The Manual of Co-operation               | C. P. Patel                     | 1953 |
| 5. The Manual of Co-operative Practice      | Danajaya Shah                   | 1954 |
| 6. Co-operative policy and Mass Uplift      | Kamdar K. H.<br>(E. D. Library) | 1938 |

**Telugu**

- |                            |                   |      |
|----------------------------|-------------------|------|
| 1. Sahakara Koumudi        | T. N. Ramakrishna |      |
| 2. Sahakara Deepika        | —do—              |      |
| 3. Reader in Co-operation  | M. V. Apparao     |      |
| 4. History of Co-operation | K. V. Rao         | 1956 |

**Malayalam**

Co-operation, Theory and Practice	T. K. Kunhayappan	1959
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[Note : Titles of the books in regional languages are English translations of the regional language titles of the books]

\*N.A. = Not available.

## APPENDIX 39

(Reference : Note VI relating to the twentyfourth Meeting of the Standing Sub-Committee)

No. F. 36-11/54-C(E)

GOVERNMENT OF INDIA  
MINISTRY OF FOOD & AGRICULTURE

New Delhi, the 21st/22nd Sept. 1954

From

Shri M. R. Bhide, I.C.S.,  
Joint Secretary to the Government of India.

To

The Secretary,  
Central Co-operative Training Committee,  
Agricultural Credit Department,  
Reserve Bank of India,  
Bombay-1.

Sub: Arrangements for the training of co-operative subordinate personnel employed in Departments and Institutions in the various States.

Sir,

I am directed to convey the approval of the Government of India to the scheme for the training of subordinate personnel of Co-operative Departments and Institutions as recommended by the Central Committee for Co-operative Training at its meeting held on 5th July 1954 and to state that a sum of Rs. 3.5 lakhs has been sanctioned as grant for distribution to the various State Governments during the current financial year towards meeting part of their expenditure on the scheme under conditions laid down by the Central Committee. The general principles which have been approved by the Central Committee and which are acceptable to the Government of India are as under—

(i) Normally, each State should have a school which should train two classes of 40 students each simultaneously in a year of two sessions, each session lasting for a period of six months. In this manner, each school will train normally 160 candidates per year. While some States *viz.* Madras, Andhra, Bombay and Uttar Pradesh may require more than one school, States like Kutch, Ajmer, Saurashtra, Bhopal, Tripura, Manipur, Coorg and Himachal Pradesh may not have enough candidates to justify the running of an independent school each and may, therefore, have



to be grouped with other States for getting their personnel trained. In States like Vindhya Pradesh, the number of candidates to be trained each year may be smaller than the usual strength of 160 but is not expected to be less than 80.

(ii) The States will normally have to meet the expenditure on the institution, but certain items like the salaries and allowances of staff, stipends and travelling allowances needed for the educational tours of the trainees and library will be shareable items, the Central Government agreeing to meet 50% of the expenditure on these items. In the case of co-operatively under-developed States, a somewhat higher proportion may have to be borne by the Central Government for some time.

(iii) Central Government assistance should not lead to any reduction in expenditure or commitments already made by State Governments in respect of co-operative training and education. And if, as a result of the Central Government subsidy for subordinate training, there results any reduction in the total expenditure of the States on the training of the co-operative personnel in these categories, the Central Government subsidy will be correspondingly reduced.

(iv) The grants-in-aid will be subject to the Central Committee being satisfied about uniform standards to be maintained by the institutions in regard to the subjects taught, syllabus prescribed, periods of study and examinations to be conducted.

(v) As recommended by the Central Co-operative Training Committee, the teaching unit for a school conducting two classes simultaneously will consist of one Principal and three full-time Lecturers. The scale of pay of the Principal would be that of the Assistant Registrar in the States and that of the Lecturers Rs. 200-10-300 which corresponds generally to the scale of the cadre just below that of the Assistant Registrar. Variations in these scales, wherever considered necessary, may be made by the States only with the approval of the Central Committee. The trainees may be given a stipend of Rs. 40 p.m. during the period of their training and a travelling allowance during the period of their practical training which will not exceed Rs. 60 per candidate per course. An expenditure of about Rs. 2,000 on purchase of books for a library may also be incurred by each school. The Government of India will be prepared to meet 50% of expenditure on the items mentioned above.

2. It is suggested that full details of the scheme as agreed to by the Central Co-operative Training Committee may be communicated to all the State Governments and their schemes invited before a date not later than 20th October, so that it would be possible to draw at least a substantial part of the grant before

the close of the financial year. The schemes as they are received from the State Governments may be endorsed to this Ministry with the recommendations of the Member-Secretary regarding their eligibility and the amount of grant that may be given for the purpose. Immediately on the receipt of this information, the Government of India would place the amount indicated at the disposal of the State Government.

3. A copy of your letter to the State Government asking for schemes may also be endorsed to this Ministry.

Yours faithfully,

Sd./-

(M. R. Bhide)

APPENDIX 40

(Reference : Note VI relating to the twentyfourth Meeting of the Standing Sub-Committee)  
 TRAINING OF JUNIOR CO-OPERATIVE PERSONNEL—FINANCIAL ASSISTANCE  
 FOR THE YEAR 1958-59—SHARE OF THE GOVERNMENT OF INDIA

	Date of receipt of particulars from the State Government	Date of our recommendation to the Govt. of India	Grant-in-aid recommended	Date of sanction of grant-in-aid	Grant-in-aid sanctioned	Total grant sanctioned under Training & Education Schemes
1	2	3	4	5	6	7
West Bengal			Rs.		Rs.	
Barsul ..	13- 2-1959	20- 3-1959	27,325.52	13 -3-1959	N.A.	} 59,000
Uttarpara ..	—do—	16- 3-1959	31,971.50@	—do—	N.A.	
Jhargram ..	—do—	24- 3-1959	23,294.23	—do—	N.A.	
Kalimpong ..						
Andhra Pradesh						
Hyderabad College ..	6-2-1959	11- 2-1959	28,333.70@	13- 3-1959	N.A.	} 68,000
" Institute ..	—do—	19- 3-1959	68,503.13@	—do—	N.A.	
Rajahmundry ..	—do—	18- 3-1959	15,605.80	—do—	N.A.	
Anantapur ..	—do—	16- 3-1959	10,748.89	—do—	N.A.	
Orissa:						
Cuttack ..	3- 2-1959	24- 3-1959	21,491.97	13- 3-1959	18,593.00*	
Gopalpur-on-Sea I ..	3- 2-1959	20- 3-1959	27,763.64@	13- 3-1959	18,473.00*	
—do— II ..	—do—	26- 3-1959	21,975.06@	—do—	14,195.00*	
Mysore:						
Mercara ..	12- 2-1959	9- 3-1959	20,488.90	13- 3-1959	15,996.79*	
Mysore ..	—do—	3- 3-1959	27,731.00	—do—	29,315.85*	
Dharwar ..	—do—	4- 3-1959	25,083.74	—do—	24,162.55*	
Bombay						
Poona ..	12- 2-1959	17- 3-1959	31,287.50@	13- 3-1959	33,650.00*	
Aurangabad ..	—do—	9- 3-1959	24,639.38	—do—	29,424.00*	
Patan ..	—do—	9- 3-1959	22,254.79	—do—	21,618.00*	
Surat ..	—do—	17- 3-1959	27,540.96	—do—	27,071.00*	
Jalgaon ..	—do—	9- 3-1959	28,264.88	—do—	29,502.00*	
Bhavnagar ..	—do—	17- 3-1959	16,484.64	—do—	16,236.00*	
Nagpur ..	—do—	10- 3-1959	25,632.50	—do—	24,753.00*	

APPENDIX 40—Contd.

(Reference : Note VI relating to the twentyfourth Meeting of the Standing Sub-Committee)  
**TRAINING OF JUNIOR CO-OPERATIVE PERSONNEL—FINANCIAL ASSISTANCE  
 FOR THE YEAR 1958-59—SHARE OF THE GOVERNMENT OF INDIA**

	Date of receipt of particulars from the State Government	Date of our recommendation to the Govt. of India	Grant-in-aid recommended	Date of sanction of grant-in-aid	Grant-in-aid sanctioned	Total grant sanctioned under Training & Education Schemes
1	2	3	4	5	6	7
<b>Punjab:</b>						
Patiala	2- 1-1959	4- 2-1959	14,335.00	13- 3-1959	15,105.00*	
Jullundur	—do—	26- 2-1959	15,134.72	—do—	14,921.00*	
<b>Jammu &amp; Kashmir:</b>						
Srinagar	21- 2-1959	28- 3-1959	21,230.46@	—do—	57,000.00 (includes education schemes also)	
<b>Uttar Pradesh:</b>						
Peppaganj	14- 2-1959	16- 3-1959	15,000.92	—do—	14,590.00	
Varanasi No. I	—do—	16- 3-1959	22,267.86	—do—	21,107.00	
—do— No. II	—do—	16- 3-1959	23,417.72	—do—	20,682.00	
Hastinapur	—do—	14- 3-1959	21,471.21	—do—	20,423.00	
Kurwar	—do—	28- 3-1959	9,201.56	—do—	10,381.00	
Lucknow	—do—	16- 3-1959	16,820.67	—do—	17,094.00	
Bilari	—do—	16- 3-1959	18,549.78	—do—	17,486.00	
Jhangirabad	11- 2-1959	28- 3-1959	26,205.50	—do—	N.A.	
<b>Bihar:</b>						
Ranchi	13- 2-1959	13- 3-1959	23,925.76	—do—	24,008.69	
Deoghah	—do—	16- 3-1959	23,363.04	—do—	23,897.30	
Pusa	—do—	19- 3-1959	25,040.69	—do—	25,539.52	

<b>Kerala:</b>						
Trivandrum	..	5- 2-1959	5- 3-1959	15,588.84	13- 3-1959	15,163.67*
Trichur	..	—do—	4- 3-1959	5,839.00	—do—	4,149.70*
Kozhikode	..	—do—	5- 3-1959	18,856.00@	—do—	17,783.40*
<b>Madhya Pradesh:</b>						
Jabalpur	..	20-1-1959	9- 3-1959	28,209.26	—do—	26,215.71*
Agar	..	—do—	4- 3-1959	28,888.42	—do—	27,863.62*
Nowgong	..	—do—	6- 3-1959	22,735.83@	—do—	25,588.09*
<b>Tripura</b>	..		No School			
<b>Manipur:</b>						
Imphal	..	27-12-1958	15- 1-1959	28,630.05	2- 2-1959	28,630.00
<b>Delhi:</b>						
Delhi	..	2- 1-1959	19- 1-1959	9,700.34 (Provision towards T.A. & stipend was made at our end)	18- 3-1959	7,828.00
<b>Himachal Pradesh:</b>						
Mashobra	..	8-12-1958	3- 3-1959	8,308.66	14- 3-1959	18,000.00
<b>Assam:</b>						
Tezpur	..	28-11-1958	Nil	Nil	Nil	Absorbed on 1- 4-1959
Joysagar	..	6- 3-1959	26- 3-1959	26,604.68	13- 3-1959	68,000.00
<b>Madras:</b>						
Madras	..	18- 2-1959	9- 3-1959	41,363.96	13- 3-1959	40,638.00*
Tanjore	..	—do—	16- 3-1959	48,111.22	—do—	47,826.14*
Coimbatore	..	18- 2-1958	16- 3-1959	44,473.44	—do—	40,171.15*
Madurai	..	—do—	12- 3-1959	43,312.67	—do—	42,056.20*
<b>Rajasthan:</b>						
Jaipur	..	14 -2-1959	3- 3-1959	28,256.00@	—do—	23,578.10*
<b>Jodhpur</b>	..	—do—	3- 3-1959	10,836.00	—do—	10,021.18*

\*School-wise details were received separately on account of our request at the time of the sixth meeting of Central Committee held in September 1959.

@Final figures not supplied.

APPENDIX 41

(Reference : Note VI relating to twentyfourth Meeting of the Standing Sub-Committee)  
**TRAINING OF JUNIOR CO-OPERATIVE PERSONNEL—FINANCIAL ASSISTANCE FOR  
 THE YEAR 1959-60—SHARE OF THE GOVERNMENT OF INDIA**

	Date of receipt of particulars from the State Government	Amount of grant-in-aid asked for	Date of our recommendation to the Government of India	Grant-in-aid recommended	Date of sanction of grant-in-aid	Grant-in-aid sanctioned (includes grant for Non-training Schemes)
1	2	3	4	5	6	7
		Rs.		Rs.		Rs.
<b>Andhra Pradesh:</b>						
• Anantapur ...	14- 4-60	1,29,190.59	24 -5-60	1,27,307.99	15- 3-60	
• Hyderabad College ...	—do—					
• Hyderabad Instt. ...	—do—					
• Rajahmundry ...	—do—					
<b>Assam:</b>						
Joysagar ...	1- 3-60	19,503.61	3- 6-60	19,503.61 (First recommendation as on 1-4-60 was for Rs. 10,480.84)	15- 3-60	1,26,000
<b>Bihar:</b>						
Deoghar ...	27- 1-60	22,999.62	30- 3-60	21,125.11 } 23,828.06 } 22,816.91 }	15- 3-60	1,72,000
Pusa ...	29- 1-60	24,876.88	10- 3-60			
Ranchi ...	18- 1-60	24,042.44	23- 3-60			
<b>**Bombay:</b>						
Bhavnagar ...	22- 3-60	25,601.90	18- 4-60	25,181.90 (25,601.90) } 31,202.81 (31,742.81) } 26,295.00 (27,045.00) } 24,297.47 (24,297.47) } 29,802.02 (30,882.02) } 28,756.61 (29,557.61) } 26,271.70 (26,271.70) } 18,628.79 (18,628.79) } 23,965.09 (24,415.08) } 20,447.79 (20,747.79) }	—do—	4,64,000
Jalgaon ...	—do—	31,742.81	—do—			
Nagpur ...	—do—	27,045.00	—do—			
Patan ...	—do—	24,797.47	—do—			
Poona ...	—do—	31,429.53	—do—			
Surat ...	—do—	29,557.61	—do—			
Aurangabad ...	—do—	26,771.70	—do—			
Amaravati ...	—do—	18,628.79	—do—			
Kolhapur ...	—do—	24,415.08	—do—			
Nadiad ...	—do—	20,747.79	—do—			

<b>Uttar Pradesh:</b>								
Bilari	..	5- 3-60	19,980.84	10- 3-60	17,804.92	}	15- 3-60	3,26,000.00
Hastinapur	..	20- 2-60	19,523.61	—do—	19,523.61			
Lucknow	..	—do—	22,705.83	30- 3-60	20,988.01			
Pepeganj	..	—do—	22,325.96	11- 3-60	20,763.71			
Varanasi I	..	—do—	23,262.88	22- 4-60	20,072.88			
Varanasi II	..	—do—	15,189.27	11- 4-60	19,036.20			
Jehangirabad	..	—do—	25,055.91	23- 3-60	23,246.77			
Kurwar	..	—do—	30,073.75	10- 3-60	30,073.75			
Aligharh	..	—do—	15,528.15	23- 3-60	14,986.47			
<b>West Bengal:</b>		11-2-60	13,932.19	22- 3-60	12,477.83	}	15- 3-60	73,000.00
Barsul	..	—do—	12,871.22	17- 3-60	12,871.22			
Jhargram	..	—do—	36,287.08	1- 4-60	18,566.28			
Uttarpara	..	—do—	12,584.55	11- 3-60	11,884.55			
Kalimpong	..							
<b>Madhya Pradesh:</b>		7- 3-60	25,980.52	6- 4-60	22,649.80	}	15- 3-60	1,91,000.00
Agar	..	—do—	27,996.52	22- 3-60	27,158.21			
Jabalpur	..	—do—	21,537.90	23- 3-60	19,926.57			
Nowgong	..							
<b>Madras State:</b>		11- 3-60	51,970.32	18- 4-60	48,240.31	}	15- 3-60	98,000.00
Coimbatore	..	—do—	58,905.44	8- 4-60	57,723.24			
Madras	..	—do—	66,159.55	29- 4-60	63,707.66			
Madurai	..	—do—	57,655.35	18- 4-60	56,955.33			
Tanjore	..	—do—	16,918.09	12- 4-60	16,918.07			
Kancheepuram	..	—do—	16,982.23	—do—	16,982.23			
Salem	..							
<b>Manipur:</b>		22- 6-59	33,805.00	22- 7-59	33,945.00		10- 8-59	33,945.00
Imphal	..							
<b>Mysore State:</b>		7- 3-60	30,036.74	6- 4-60	28,530.72	}	15- 3-60	1,29,000.00
Dharwar	..	—do—	28,419.57	18- 4-60	26,008.83			
Mercara	..	—do—	29,455.58	16- 4-60	27,140.84			
Mysore	..	—do—	14,213.75	12- 4-60	14,213.75			
Bangalore	..							
<b>Orissa:</b>		1- 4-60	23,227.65	18- 4-60	23,150.10	}	15- 3-60	56,000.00
Cuttack	..	—do—	20,540.28	28- 4-60	18,678.04			
Gopalpur-on-Sea I	..	—do—	19,914.55	23- 4-60	18,271.22			
Gopalpur-on-Sea II	..							

**APPENDIX 41 (Contd.)**

*(Reference : Note VI relating to twentyfourth Meeting of the Standing Sub-Committee)*

**TRAINING OF JUNIOR CO-OPERATIVE PERSONNEL—FINANCIAL ASSISTANCE FOR  
THE YEAR 1959-60—SHARE OF THE GOVERNMENT OF INDIA**

	Date of receipt of particulars from the State Government	Amount of grant-in-aid asked for	Date of our recommendation to the Government of India	Grant-in-aid recommended	Date of sanction of grant-in-aid	Grant-in-aid sanctioned (Includes grant for Non-training Schemes)
1	2	3	4	5	6	7
Delhi:						
Delhi ..	14- 9-59	37,108.00	29- 9-59	33,960.35	29-10-59	33,960.00
Himachal Pradesh:						
Mashobra (Simla) ..	10- 8-59	20,215.00	18- 1-60	11,253.50	25- 2-60	22,500.00
Jammu & Kashmir:						
Srinagar						N.A.
Kerala:						
Trivandrum ..	16- 2-60	21,211.60	23- 3-60	20,541.60	} 15- 3-60	50,000.00
Kozhikode ..	—do—	17,610.50	25- 3-60	17,576.60		
Trichur ..	—do—	12,572.69	26- 3-60	12,476.10		
Punjab:						
Jullundur ..	4- 2-60	33,685.95	22- 3-60	33,117.48	} 15- 3-60	1,95,000.00
Patiala No. II ..	—do—	36,669.26	—do—	29,545.21		
Rajasthan:						
Jaipur ..	12- 2-60	18,391.44	30- 3-60	15,386.44	} 15- 3-60	1,95,000.00
Jodhpur ..	—do—	15,284.27	24- 3-60	15,161.77		

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\* The State Government is advised to re-submit grant-in-aid proposals.

\*\* Grant-in-aid is recommended on two different basis. Bracketed figures are inclusive of rent to be shared by the Government of India, non-bracketed do not include rent.

N.A. The Government of Jammu & Kashmir have not yet supplied the particulars.



## APPENDIX 42

(Reference : Note VI relating to the twentyfourth Meeting of the Standing Sub-Committee)

(FINANCIAL YEAR 1958-59)

State and School	Items on which the Government of India have agreed to share more than what they should	Actually shared	Maximum share of the Government of India	Remarks
		Rs.	Rs.	
<i>Madhya Pradesh—</i>				
Jabalpur ..	T.A. to teaching staff	1,047.83	500.00	This is because the Government of India, as per the revised procedure for release of grant-in-aid, have agreed to share 50% of the actual expenditure in respect of all shareable items, as against the maximum share of Rs. 500.00 per year in respect of T.A. to teaching staff for a school conducting two parallel classes in one session and two sessions in one year and having a teaching unit of 1 Principal and 3 Lecturers.
Agar ..		960.40	500.00	
<i>Mysore—</i>				
Dharwar ..	-do-	772.72	500.00	
Mysore ..	-do-	2,019.56	500.00	
<i>Bihar—</i>				
Pusa ..	-do-	1,098.15	500.00	
Deoghar ..	-do-	1,360.40	500.00	
Ranchi ..	-do-	735.43	500.00	
<i>Kerala—</i>				
Trivandrum ..	-do-	1,212.77	500.00	

## APPENDIX 43

(Reference: Note VIII relating to the twentyfourth Meeting of the Standing Sub-Committee)

No. 5(8)/60-E.U.

GOVERNMENT OF INDIA  
 MINISTRY OF COMMERCE AND INDUSTRY  
 (Evaluation Unit)

New Delhi, 24 May, 1960  
 3 Jyaistha, 1882

From

Dr. P. C. Alexander, I.A.S.,  
 Deputy Secretary to the Govt. of India.

To

All State Governments other than Madras.  
 Sub: Industrial Co-operatives—Training Course for  
 Officers and Subordinate Officers

Sir,

When considering the recommendations on Co-operative Training made by the Working Group on Industrial Co-operatives, Government, under Ministry of Commerce & Industry Resolution No. 5(9)/58-E.U. dated 7th November, 1959, held that "the network of Co-operative Training Institutions already built up all over the country by the Central Committee for Co-operative Training under a scheme jointly sponsored by the Government of India and the Reserve Bank should be considered sufficient for the present and the existing institutions may be expanded wherever necessary. Government would, however, like to see that the number of Co-operative Training Institutions in the country are increased and that all institutions, wherever necessary, have facilities for training in Industrial Co-operation for the different cadres of officers, staff and organizers and workers for the industrial co-operatives".

2. The Central Committee for Co-operative Training is directly conducting 13 Regional and Block Level Co-operative Officers' Training Centres for the intermediate category of personnel working in (a) Co-operative Departments, such as Inspectors and Auditors and (b) Co-operative Institutions, such as Managers, Accountants etc. A scheme (Annexure) has, therefore, been prepared for making arrangements by the Committee for the training of Intermediate personnel employed (1) in the State Industries Departments; (2) Departments dealing with registration and development of industrial co-operatives; and (3) directly

employed by the industrial co-operatives themselves. This will be organised as a separate special course in industrial co-operation on lines similar to Co-operative Marketing and Land Mortgage Banking.

3. The course will be of 4 months' duration including 2 months' of practical training at one or more of the Block Level Co-operative Officers' Training Centres located at Bhavnagar, Kota, Dhuri, Gopalpur-on-Sea, Hyderabad, Tirupati, Kalyani and Faizabad. Admission will be allowed to 40 trainees per course. A rough estimate of expenditure for the course is enclosed. The State Governments are expected to bear 50% of the expenditure on stipend (item 5) and travelling allowance (item 6) of the candidates deputed by them, the remaining expenditure over the scheme being met by the Ministry of Commerce & Industry.

4. The first course may be conducted during the first-half of the current financial year, followed by one or more courses according to demand.

5. Could you kindly let me know if you would like to depute your officers to such courses under the above scheme, and if so, the number of officers that you might like to train from period to period?

Yours faithfully,  
Sd/-  
(P. C. Alexander)

Copy forwarded to :—

- (1) Shri J. C. Ryan, Chief Officer, Agricultural Credit Department, Reserve Bank of India, Bombay.
- (2) Shri L. N. Renu, Director, Office of the Development Commissioner, Small Scale Industries, Shahjahan Road, New Delhi.

Sd/-  
(M. K. Dixit)

25-5-60

*for Deputy Secretary to the Govt. of India.*

## ANNEXURE TO APPENDIX 43

**Sub: SCHEME FOR RUNNING TRAINING COURSE FOR OFFICERS OF INTERMEDIATE CATEGORY IN INDUSTRIAL CO-OPERATIVES.**

(i) *Object*: The course will be organized for providing specialized training to intermediate category officers working in (a) State Industries Departments; (b) Departments dealing with registration and development of industrial co-operatives; and (c) directly employed by the industrial co-operatives. Officers of the rank of (1) Inspectors and Auditors in Co-operative Departments and (2) Managers and Accountants of co-operative institutions will be admitted to this course.

(ii) *Duration*: The duration of the course will be 4 months including 2 months of practical training.

(iii) *Training Centres*: It will be run at one or more of the Block Level Co-operative Officers' Training Centres located at Bhavnagar, Dhuri, Faizabad, Gopalpur-on-Sea, Hyderabad, Kalyani, Kota and Tirupati.

(iv) *Number of Trainees*: Admission will be allowed to 40 trainees per course.

(v) *Agency*: The Central Committee for Co-operative Training will conduct the course.

(vi) *Staff*: The following additional Staff will be appointed at the Training Centres:—

- (1) two lecturers
- (2) one typist
- (3) one clerk
- (4) one peon
- (5) six guides

(vii) *Stipend*: Stipend will be paid at the rate of Rs. 50/- per trainee per month during the lecture course at the centre. While on practical training tour, the amount of stipend paid will be Rs. 120/- per trainee per month. 50% of the amount of stipend will be paid by the Central Government and the remaining 50% by the State Government that sponsors the candidate.

(viii) *Travelling Allowance*: Travelling allowance will be paid to trainees for joining and leaving the centre and on practical study tours. 50% of this allowance will be paid by the Central Government and the remaining 50% by the State Government concerned.

(ix) *Hostel*: Hostel accommodation will be provided to the trainees free of rent.

(x) *Estimate of Expenditure*:

	Rs.
(1) Salary and allowances of 2 lecturers, one clerk, one typist and one peon etc. for 4 months ..	6,000
(2) Remuneration for 6 guides for 2 months at Rs. 200.00 per month ..	2,400
(3) T.A. & D.A. to lecturers for practical training tours at Rs. 350.00 for each lecturer per month ..	1,400
(4) T.A. & D.A. to 6 guides at Rs. 350.00 per month per guide ..	4,200
(5) Stipend at the rate of Rs. 50.00 per trainee per month while at the centre and Rs. 120/- per trainee per month while on practical training tour for 40 trainees for 4 months ..	13,600
(6) Travelling allowance to trainees for joining and leaving the centre and on practical study tours at Rs. 250.00 per trainee ..	10,000
(7) Rent for hostel for 40 trainees for 4 months ..	3,200
(8) Water & electricity charges, sweepers and servants for hostel ..	1,200
(9) Miscellaneous ..	1,000
(10) Library, games etc. ..	2,000
Total Rs. ..	45,000

*Estimates for 2 Courses in one year*

(1) Estimate for 2 courses as above (45,000 x 2) ..	90,000
(2) Salaries, rent etc. for the intervening periods. ..	10,000
	1,00,000

The State Government concerned will meet 50% expenditure over stipend and travelling allowance of the trainees. The Central Government will meet the remaining expenditure.

## APPENDIX 44

(Reference : Note VIII relating to the twentyfourth Meeting of the Standing Sub-Committee)

No. 5/(8)/60-E.U.

Government of India

Ministry of Commerce & Industry

(Small Industries Co-ordination & Evaluation Unit)

New Delhi, 3 September 1960

12 Bhadra 1882

From

Dr. P. C. Alexander, I.A.S.  
Deputy Secretary to the Government of India.

To

All States/Administrations.

Sub: Industrial Co-operatives—Training Course for officers and subordinate staff.

Sir,

I am directed to refer to para 3 of this Ministry's letter of even number dated the 23rd/24th May, 1960 on the above mentioned subject. It has since been decided that the entire expenditure on stipend and travelling allowance of the candidates to be deputed by the State Governments/Administrations will be met by the Government of India. It is, therefore, requested that the offer contained in this Ministry's above-mentioned letter may be reconsidered in view of this modification and your proposals regarding deputation of officers of your State to the training course to be conducted by the Central Committee on Co-operative Training may be furnished to this Ministry immediately.

Yours faithfully

Sd/-

(P. C. Alexander)

*Deputy Secretary to the Government of India.*

Copy forwarded to the Member-Secretary, Central Committee for Co-operative Training, Agricultural Credit Department, Reserve Bank of India, Bombay.

Sd/-

(K. P. Parameshwaran)  
*Assistant Director (C.I.)*

## APPENDIX 45

(Reference : Note VIII relating to the twentyfourth Meeting of the Standing Sub-Committee)

SYLLABUS FOR THE SPECIAL SHORT-TERM COURSE  
IN INDUSTRIAL CO-OPERATIVES

A. Theoretical Training

*Paper I*

*Co-operative Law (and other laws)*

(Approximately 40 lecture-cum-discussion classes)

- (1) The Madras Co-operative Societies Act and Rules (Each Zone may select a local Act)
- (2) Relevant portions of the Indian Contract Act (First 75 sections), Sale of Goods Act and the Transfer of Property Act.
- (3) Information about weights and measures and control regulations.

*Paper II*

*Co-operative Principles and Practice*

(Approximately 20 lecture-cum-discussion classes)

- (1) What is Co-operation—Principles of Co-operation—Difference between the working of a co-operative society and other forms of organisation such as joint stock companies, partnership firm, etc.

Co-operation as a measure of rural reconstruction in respect of agriculture and industries—concessions allowed to co-operative societies—Co-operation and State aid.

- (2) Objects, organization and working of co-operative societies—how to organize a society—conditions necessary for registration of a society—application for registration.

General body—framing of bye-laws and their amendment—Managing Committee—office bearers—supervision and inspection.

- (3) Classification of societies—credit—non-credit—agricultural—non-agricultural.

Working of various types of societies—(i) Agricultural credit societies, (ii) Non-agricultural credit societies, (iii) Multipurpose societies, (iv) Framing and Land Colonization societies,

(v) Marketing societies, (vi) Milk Supply societies, (vii) Consumers' societies, (viii) Housing societies, (ix) Weavers' co-operative societies, (x) Societies for Handicraftsmen and artisans, (xi) Other Industrial Co-operatives, (Village, small-scale and large), (xii) Labour contract societies, (xiii) Other miscellaneous types.

(4) Central bodies and Federation—(i) District Central Banks (ii) Madras State Co-operative Bank (iii) State Co-operative Marketing Society (iv) Provincial Co-operative Union, (v) State Handloom Weavers' Co-operative Society.

### *Paper III*

#### *Co-operative Accounts and Secretarial Practice*

(Approximately 60 lecture-cum-discussion classes)

(1) Principles of single and double entry book keeping—maintenance of accounts of co-operative societies—various types of account books to be maintained—principal and subsidiary books—their relative importance—journals—cashbooks—ledgers—stock registers, etc. Posting from subsidiary books to the ledger.

Cash and trade discounts—trading account—trial balance—profit and loss account—manufacturing and cash account—gross and net profit—Depreciation—different methods—Audit and its scope.

Preparation of monthly and annual statements of accounts—balance sheet.

(2) Secretarial Practice—Rights and duties of secretary—Managing Committee and ordinary members—other office bearers—admission, resignation, dismissal of members—general procedure at meetings—taking down minutes—preparation of reports and other statements—maintenance of muster roll, records and registers—members register— shares register—loans register—files of invoices and vouchers, general business correspondence, etc.

### *Paper IV*

#### *Industrial Co-operation*

(Approximately 60 lecture-cum-discussion classes)

(1) Main features of our rural economy—causes of decay of village industries.

Large scale, small scale and village industries (including cottage industries)—their definition and meaning—possibilities of developing cottage and small scale industries—their handicaps in



the past and present—their place in national economy, subsidiary occupation—decentralization.

(2) Importance of industrial co-operation—need for organization for artisans and workmen—why co-operation most suited to them—need for balanced, decentralized economy and provision of increased and fuller employment opportunities—other advantages.

(3) Industrial co-operatives in other countries—Christian Societies and the Co-operative Workshops—Industrial Co-operatives in China—Industrial Co-operatives in Japan.

(4) Objects, constitution and working of different types of Producers Co-operative Societies—(i) Workshop society, (ii) Society for artisans working at home, (iii) Labour contract society, (iv) Producer-cum-consumer society, (v) Agricultural producer-cum-industrial producer society, (vi) Agricultural multi-purpose society carrying on industrial activities, (vii) Transport society, etc.

(5) Structure of industrial co-operation—Model bye-laws—primary producers society—District industrial co-operative association—State industrial co-operative association—State financial corporation, etc.

(6) Organization—factors to be considered—choice of industries to be organised co-operatively—factors influencing the choice—survival value—organisation of production whether in houses or in factories—purchase of raw materials—quantity—quality—budgeting—finance—difficulties of raising short-term medium-term and long-term finance—sources—how the Government, the Reserve Bank of India, the State Financial Corporation and the central co-operative banks can help—promotion of thrift—production techniques—use of latest processes—implements and machines—quality control—designs—internal technical supervision—standardisation—wage and price fixing of finished products.

Role of State Bank in financing industrial co-operatives—Guarantee Scheme.

Marketing the products through the state and district industrial co-operative associations and consumers stores—Relations between primaries and Central organisation and terms of sale—sale depots—export—advertisement—exhibitors—show and fares.

(7) Important Cottage Industries—textile—leather—tanning—fibre—food products, coir etc.

(8) Industrial Policy of the Government of India and the State Government—objects and constitution of the various Boards (i) All India Khadi and Village Industries Board (ii) All India Handloom Board, (iii) All India Handicrafts Board, (iv) Central Silk Board, (v) Central Coir Board, (vi) Small Scale Industries Board, (vii) Small Industries Service Institute, (viii) National Small Industries Corporation—Latest.

Experimentation and Research and programme of various institutions—Technical advice and instruction—Peripatetic and stationary schools—grant of stipends, scholarship, etc.

(9) Financial assistance by the State—Schemes for the grant of loans and subsidies to hereditary craftsmen and others engaged in various cottage industries and to industrial societies—subsidies to staff and management—Government subscription to share capital of industrial co-operatives.

(10) Industrial and Labour Laws, important and relevant portions of Indian Factories Act—Payment of Wages Act, Workmen's Compensation Act and Maternity Benefit Act.

### *Paper V*

#### *Business Administration and Cost Accountancy*

(Approximately 50 lecture-cum-discussion classes)

(A) What is management—history of management thought—management as an art—as a science—scientific management—its place in the modern industrial age—outlook in India.

Nature and functions of management—principles of management—laying down the objectives—planning—organisation and staffing—direction—co-ordination and control—motivation—problems in organisation—some basic concepts—authority and responsibility—unity of command—'line' and 'staff' authority and relationships—delegation—span of control—centralisation and decentralisation—communication—organisation chart and manuals.

Functional aspects of management—production—marketing—financing—personnel.

*Production Management*—Plant lay-out materials control—scheduling—production control—quality control.

*Marketing and Distribution*—relation between production and distribution—nature of goods to be marketed—Consumers' durable, industrial—Channels of distribution—wholesalers—stockists—commission agents—brokers—manufacturers own retail outlets—co-operatives and Government—Sales policy—

forecasting of demand—sales budget—terms and conditions of sale—quality—price—delivery—terms of payment—inventory control—Sales management—salesmanship—selection—compensation—sales force control—sales promotion—advertisement—selection of media—branding and packing—definition of market—different kinds of market—purchase of equipment and raw materials—product to be purchased or to be produced—co-ordinating procurement with sales—selecting vendors—transportation—chief modes—selection of the mode of transportation—warehousing—sources of market information—new techniques and new production—market research.

*Financial Management*—assessment of capital requirements—fixed and working capital—different types of capital structure—sources of capital—distribution of earnings.

*Personnel Management*—recruitment—selection—training—appraisal and merit rating—promotion—development of managerial leadership—wage fixation—motivation—welfare measures.

*Internal control*—Board of Directors—Committees—Control over policies—organisation—personnel—wages and salaries—capital expenditure—line of products—Research and Development—external relations—foreign operations—demands on executive's time—control over-all performance—control methods: Higher control and budgetary control.

(B) The mode of application of basic principles of organisation and management to business situations—managerial practices in respect of small-scale industries—case study method.

(C) *State Controls of Business and Industry*

A study of law to acquaint the students with a few fundamental legal doctrines which control business and industry.

The course of study relates to Contracts—Sale of Goods—Agency—Negotiable Instruments—and legal form of Association—Important provisions of the Madras Shops and Establishment Act of 1947—General Sales Tax Act 1939—Factories Act 1948—Workmen's Compensation Act—Industrial Disputes Act 1947—Payment of Wages Act 1936—Trade Unions Act—Employees Provident Fund Act 1952—Employees State Insurance Act 1948—The Registration and Licensing of Industrial undertaking Rules 1952—Collective bargaining—arbitration and Conciliation Councils—Tribunals.

*Insurance and Control of Business Risks*

The coverage available—the Insurance a business unit needs—type of company to use—some specific insurance plans.

**(D) Elementary Cost Accountancy**

cost—office-on-cost—Purchase organization—Stores organization  
 cost-office-on-cost—Purchase organization—Stores organization  
 and control—methods of remunerating labour—accounting of  
 idle time—allocation and distribution, if indirect (fixed and  
 variable) expenses—Cost records—wastage, spoilage, scrap and  
 swarf and by-products—reconciliation of cost records with  
 financial books.

**B. Practical Training**

The eight weeks of practical training will be intensive by restricting the number of societies visited. It may be distributed as follows:—

(i) Six weeks practical training in industrial co-operatives in not more than two States.

(ii) Two weeks practical training in institutions connected with industrial co-operation viz. District Co-operative Central Bank, the State Bank of India, Small Industries Service Institutes etc.

The object of practical training is to make the trainees fully conversant with the factors that contribute to Policy decisions, procedures, rules and bylaws in their actual operations.

If necessary, practical training and theoretical training can be interspersed to make it effective and useful.

## APPENDIX 46

(Reference : Note 1 relating to the twentyfifth Meeting of the Standing Sub-Committee)

UTILISATION OF TRAINING FACILITIES OF THE SPECIAL SHORT-TERM COURSE ON CO-OPERATIVE MARKETING AT THE FIVE REGIONAL CENTRES

Name of the Centre	No. of the Session	No. of Candidates recommended for training	No. of candidates admitted	No. of candidates reported for training	Capacity of the Centre
Madras	I	29	29	25	} 30
	II	40	33	32	
	III	34	33	30	
	IV	41	34	28	
	V	32	32	28	
	VI	28	27	26	
	VII	46	34	29	
	VIII	32	32	28	
	IX	41	30	21	
	X	41	33	27	
Poona	I	68	37	37	} 45
	II	46	36	34	
	III	44	42	37	
	IV	27	27	20	
	V	14	12	10	
	VI	20	20	16	
	VII	24	24	22	
	VIII	42	38	32	
	IX	47	41	38	
	X	28	26	23	
	XI	26	26	21	
	XII	25	25	24	
Meerut	I	40	40	40	} 40
	II	72	42	40	
	III	77	30	29	
	IV	50	32	22	
	V	20	19	12	
	VI	18	18	16	
	VII	39	26	17	
	VIII	55	35	25	
	IX	36	36	30	
	X	40	34	26	
	XI	43	38	24	
	XII	38	33	25	
Ranchi	I	102	53	36	} 40
	II	59	45	39	
	III	56	45	34	
	IV	43	42	34	
	V	55	45	38	
	VI	56	40	30	
	VII	48	40	28	
Indore	I	30	28	20	} 45
	II	44	33	20	
	III	67	45	29	
	IV	60	41	31	
	V	35	30	23	
	VI	33	26	20	

## APPENDIX 47

*(Reference : Note 1 relating to the twentyfifth Meeting of the Standing Sub-Committee)*

GOVERNMENT OF INDIA  
MINISTRY OF COMMUNITY DEVELOPMENT AND  
CO-OPERATION

(Department of Co-operation)

New Delhi, 10th November 1960

19th Kartika, 1882.

**NOTIFICATION**

No. 2/50/60/CT. In order to ensure that Co-operation develops as a sound movement of the people, the imperative need for optimum strengthening of the co-operative training and education programme is widely recognised. During recent discussions in Parliament and outside, considerable stress has been laid on proper arrangements for training of co-operative personnel and others connected with the co-operative movement.

2. The system of Panchayati Raj which is now spreading fast in all the States, is expected to establish an integral link between the Lok Sabha and the Gram Sabha. The Panchayats and their higher tiers are promising to grow into local Government institutions. For their effective growth and sustenance, they will depend largely on a similar decentralisation of the economy of the country in agriculture, industry, trade and commerce. In this context, it is essential for the co-operatives to function as parallel institutions in close co-ordination with the institutions of panchayati raj from the village upwards. In order to ensure such co-ordination, the programme of training in the field of Co-operation and that of panchayati raj has to be properly co-ordinated.

3. Some time ago, the Government of India had appointed an Expert Committee on Co-operative Credit and a Working Group on Co-operative Farming. Their reports have been of considerable assistance in arriving at a clear direction in which the work should proceed in the Third Plan in respect of credit and farming. Steps are also being taken by the National Co-operative Development and Warehousing Board to set up special teams to study the pattern of organisation and other problems connected with co-operative processing and consumer co-operatives. These reports taken together, will provide an effective starting point for the Third Five Year Plan. But the programme and

targets, thus being determined, have to be supported by suitable programme of training and education. It is, therefore, essential to make a quick and comprehensive study of the entire system of co-operative training and education in the Third Five Year Plan. Accordingly, the Government of India have decided to set up a Study Team to help the formulation of a programme for this purpose based on available experience. Their study will include member education programme, schools for junior co-operative personnel, training centres for block level co-operative extension officers, regional co-operative training centres for intermediate personnel, Co-operative Training College at Poona for senior officers and teaching of Co-operation in village schools, high schools, colleges, universities and other institutions.

4. The Study Team will consist of the following :—

- |    |  |        |
|----|--|--------|
| 1. | Shri S. D. Misra,<br>Parliamentary Secretary,<br>Ministry of Community Development<br>& Co-operation.            | Leader |
| 2. | Shri Jagan Nath Prasad Pahadia,<br>Member, Lok Sabha.  | Member |
| 3. | Shri P. S. Rajagopal Naidu   | „      |
| 4. | Shri J. C. Ryan,<br>Member-Secretary,<br>Central Committee for Co-operative<br>Training.                         | „      |
| 5. | Prof. K. Subrahmanyam Naidu,<br>Professor in Co-operation,<br>Andhra University.                                 | „      |
| 6. | A representative of the All India<br>Co-operative Union,<br>New Delhi.   | „      |
| 7. | Shri A. P. Dewan,<br>Joint Development Commissioner,<br>Rajasthan, Jaipur.                                       | „      |
| 8. | Shri Devindar Nath,<br>Registrar of Co-operative Societies,<br>Madhya Pradesh.                                   | „      |
| 9. | Shri Sham Narain,<br>Assistant Educational Adviser,<br>Ministry of Education,<br>Government of India, New Delhi. | „      |

10. Shri S. S. Puri, Member-Secretary  
 Deputy Secretary,  
 Ministry of Community Development  
 & Co-operation,  
 (Department of Co-operation)  
 Government of India.

5. The terms of reference of the Study Team are :—

- (i) To examine the adequacy of existing arrangements for co-operative education and training and to suggest measures necessary for making them commensurate with the requirements of co-operative development in the Third Five Year Plan.
- (ii) To suggest such measures as will ensure active association of non-officials interested in the co-operative movement with the formulation and execution of policies and programme relating to co-operative training and education and adequate response to the programme of non-official training.
- (iii) To recommend administrative set-up necessary for the effective administration and co-ordination of the training programmes at various levels.
- (iv) To suggest the programme of field study and research that can be conducted at the training centres, universities and other institutions on various problems relating to co-operative movement.
- (v) To suggest suitable changes in the syllabi in the institutional training programme of co-operative personnel so that the participants may have adequate knowledge not only of the latest approach to co-operation as a movement but also its role in community development and panchayati raj as the newly emerging system of local Government in India.
- (vi) To examine the availability of training aids including text books and other literature and suggest a programme for the production of training aids including publications to meet the requirements.
- (vii) To examine the existing facilities for teaching of Co-operation in the village schools, high schools, colleges, and universities and other institutions and to suggest measures for enlarging these facilities.
- (viii) To assess the financial requirements of the programme recommended.



6. While conducting a study of various training institutions. the Team may examine broadly:—

- (a) The quality of teaching staff;
- (b) The teaching methods and techniques;
- (c) The system of organisation of training centres and the extent of effective participation of the trainees;
- (d) The arrangements for practical study and field trips;
- (e) The methods of examination and assessment of progress.

7. The headquarters of the Team shall be at New Delhi. The Team may undertake tours as and when necessary and may record evidence of representatives of co-operative institutions and others who have expert knowledge of the subject.

Sd/-

(M. R. Bhide)

*Secretary to the Government of India*

## APPENDIX 48

(Reference : Note III relating to the twentyfifth Meeting of the Standing Sub-Committee)

D.O. No. 2-93/59-CT

GOVERNMENT OF INDIA  
MINISTRY OF COMMUNITY DEVELOPMENT AND  
CO-OPERATION

(Department of Co-operation)

New Delhi, 6 September 1960  
15 Bhadra 1882-S.

M. R. Bhide, I.C.S.,  
Secretary.

My dear Prof. Karve,

You would recollect the discussions Minister, Community Development and Co-operation, had on 21st October 1959 with the Governor of the Reserve Bank, Shri V. L. Mehta and yourself regarding the organisation of the Central Institute for study and research in co-operation. This matter was subsequently discussed at a meeting of the Standing Sub-Committee of the Central Committee for Co-operative Training on 21st November 1959 at which it was agreed that the orientation courses and the research programme mentioned may wait till the completion of new buildings at Poona. Minister, who has given a great deal of thought to the matter, feels that it is not necessary to wait for completion of the buildings and the activities can be taken up in hired buildings either at Poona or elsewhere. Later, when the construction work is completed, the whole programme can be located at one place. I shall be most grateful for your views on the above proposals. In case Central Committee for Co-operative Training is unable to accept the suggestion, could this Ministry start the work?

I would like to discuss this matter with you at Bombay on the 9th and 10th instant when I will be there in connection with the Land Mortgage Bank conference.

Yours sincerely,  
Sd./-  
(M. R. Bhide)

Prof. D. G. Karve,  
C/o. The Reserve Bank of India,  
Bombay.

## APPENDIX 49

(Reference : Note IV relating to the twentyfifth Meeting of the Standing Sub-Committee)

No. 2/53/60-CT

GOVERNMENT OF INDIA  
MINISTRY OF COMMUNITY DEVELOPMENT AND  
CO-OPERATION

(Department of Co-operation)

Krishi Bhavan,  
New Delhi.  
27th September 1960  
5th Asvina 1882.

From

M. P. Bhargava,  
Addl. Co-operation Commissioner

To

Member-Secretary,  
Central Committee on Co-operative Training,  
Reserve Bank of India,  
Central Office, Bombay.

Sub.: Employment of retired personnel at block level extension training centres.

Dear Sir,

It has been noticed that a few principals and a number of instructors of the block level training centres are retired officers of co-operative department. The programme of co-operative development has to be viewed in the wider context of community development and panchayatiraj. It is felt that the retired officers may find it difficult to imbibe the new concepts and adjust themselves to the present requirements. As such they may not be able to create the necessary atmosphere at the training centre and the trainees may not have the benefit of proper training facilities. In view of these considerations, employment of retired officers either as principals, vice-principals or instructors on important subjects would not be desirable. However, there would be no objection to the appointment of one retired officer as instructor for explaining the historical background and growth of various procedures and other technical details.

The principal of a training centre should be a comparatively young man who has worked as Deputy or Assistant Registrar for a reasonable period in the co-operative department. I am to request that the Central Committee for Co-operative Training may kindly take action to replace the retired personnel at a very early date.

In case difficulties are experienced by the Central Committee for Co-operative Training in obtaining on deputation the services of suitable officers from the State Governments, the matter may be brought to the notice of Government of India which would take up the matter with the State Governments and try to get suitable personnel made available.

I shall be obliged to know the action taken on this subject.

Yours faithfully,

Sd/-

(M. P. Bhargava)

## APPENDIX 50

*(Reference: Note IV relating to the twentyfifth Meeting of the Standing Sub-Committee)*

M. P. Bhargava,  
Addl. Co-operation Commissioner.

D.O. No. 2-53/60/CT

GOVERNMENT OF INDIA  
MINISTRY OF COMMUNITY DEVELOPMENT AND  
CO-OPERATION

(Department of Co-operation)

New Delhi, 3rd October 1960  
11th Asvina 1882-S.

My dear.....

As you are aware, the Central Committee for Co-operative Training is responsible for running the block level training centres. This Committee has experienced considerable difficulty in securing on deputation the services of officers and other staff from State Governments for appointment as principals, instructors, etc. The Committee has therefore to employ retired officers in these posts. It is felt that appointment of retired officers to these posts may not be desirable especially when co-operation has to be viewed in the wider concept of community development and Panchayati Raj and retired officers may find it difficult to imbibe the new concepts and adjust themselves to the new requirements.

The importance of selecting proper teaching staff cannot be over stressed. The efficiency and approach of the field officers would be influenced very considerably by the training that they receive at the training centres. It is, therefore, essential that the best available men should be spared for teaching jobs. I am, therefore, to request that the State Government may kindly agree to release suitable young officers who have given a good account of themselves.

Yours sincerely,

Sd./-

(M. P. Bhargava)

To

Shri.....  
Secretary, Department of Co-operation,  
Government of  
Copy to :

Registrar of Co-operative Societies,  
All States.  
Member-Secretary, Central Committee for Co-operative  
Training, Agricultural Credit Department, Reserve Bank  
of India, BOMBAY-1.

## APPENDIX 51

(Reference : Note IV relating to the twentyfifth Meeting of the Standing Sub-Committee)

CENTRAL COMMITTEE FOR CO-OPERATIVE TRAINING  
 AGRICULTURAL CREDIT DEPARTMENT  
 RESERVE BANK OF INDIA  
 BOMBAY-1

TELEGRAMS :  
 "RESERVBANK"  
 BOMBAY.

Ref. No. D.O. ACD. TRG. 2432/TS. 6-60-61.

8th October 1960  
 16 Asvina 1882 (Saka)

Dear Shri Puri,

Kindly refer to Shri Bhargava's letter No. 2/53/60-CT dated 27 September 1960. Prof. D. G. Karve, Chairman of the Standing Sub-Committee was able to see the letter before he left for Germany on the 6th instant. The Deputy Governor (Shri B. Venkatappiah) also saw the same. It has been decided that the points raised in Shri Bhargava's letter should be considered at the next meeting of the Standing Sub-Committee and the position in regard to recruitment of staff reviewed. The Standing Sub-Committee might meet after Prof. Karve returns to India by the end of this month.

2. Even at this stage, however, we would like to state that it is not the policy of the Central Committee for Co-operative Training to employ retired or departmental personnel by preference. Whenever an appointment is to be made, each case is judged on its own merits in the light of requirements of the Training Centre and the availability of suitable personnel. We would also like to mention that from whatever source the lecturers are drawn, care is taken to see that all personnel is fully oriented for full participation in training according to the accepted co-operative policies of the development plans.

3. We will advise you further in the matter after the Standing Sub-Committee has considered the points raised in your letter.

Yours sincerely,  
 Sd./-  
 (V. Sivaraman)

Shri S. S. Puri,  
Deputy Secretary,  
Ministry of Community Development  
and Co-operation,  
(Department of Co-operation),  
Government of India,  
NEW DELHI

D.O. No. ACD. TRG. 2433/TS. 6-60-61 of date.

Copy forwarded to Shri M. P. Bhargava, Additional Co-operation Commissioner, Ministry of Community Development and Co-operation, Department of Co-operation, Government of India, Krishi Bhavan, New Delhi. The reply has been addressed to Shri Puri pursuant to the latter's D.O. No. DS/(T&S)/60 dated 6-10-1960 to the undersigned.

Sd./- V. Sivaraman  
for *Member-Secretary*.



## APPENDIX 52

(Reference : Note IV relating to the twentyfifth Meeting of the Standing Sub-Committee)

M. P. Bhargava,  
Addl. Co-op. Commissioner.

D.O. No. 2-53/60/CT

GOVERNMENT OF INDIA  
MINISTRY OF COMMUNITY DEVELOPMENT AND  
CO-OPERATION

(Department of Co-operation)

New Delhi, October 10, 1960  
Asvina 18, 1882.

Dear Prof. Karve,

At the 23rd meeting of the Standing Sub-Committee of the Central Committee for Co-operative Training held at Bombay on 28th July 1960, the note on the agenda item No. XI contained a suggestion that the practice of recruiting principals from the officers of the Agricultural Credit Department may be extended to recruitment of lecturers as well, if efforts to have experienced hands from co-operative department do not yield results.

2. During the course of the meeting, as far as I can recollect, Shri Bhide expressed the view that the appointment of officers of the Agricultural Credit Department either as principals or lecturers would not be desirable. During the discussion that followed, it was mentioned that deputation from Agricultural Credit Department became necessary because the State Governments were unwilling to spare good officers. Shri Bhide mentioned that in case the Central Committee for Co-operative Training experienced difficulty in securing the officers from the State Governments, this Ministry would be prepared to write to them. In pursuance of this, I have written a d.o. to Secretaries of all State Governments urging them to lend officers for assignments relating to training and education to which the highest importance should be attached. A copy of the d.o. is enclosed.

3. You would recall that we have separately requested the Central Committee for Co-operative Training to consider the desirability of having as principals young men who have considerable field experience. Principals and lecturers of Block Level Training Centres would be effective if they are well acquainted with the new approach to co-operative development

in the wider context of Panchayati Raj and the community development movement.

4. Shri Bhide wanted to discuss this subject with you during the course of his two visits to Bombay at the end of September, but he could not do so because of a number of other very pressing engagements. I therefore request that this matter may be considered for appropriate action.

Yours sincerely,  
Sd/-  
(M. P. Bhargava)

Prof. D. G. Karve,  
Central Committee for Co-operative Training,  
Reserve Bank of India,  
Central Office,  
Bombay.

## APPENDIX 53

(Reference : Note IV relating to the twentyfifth Meeting of the Standing Sub-Committee)

RETIRED EMPLOYEES EMPLOYED AS PRINCIPALS/  
LECTURERS AT THE TRAINING CENTRES

Name	Designation	Centre	Present term of appointment expires on	Remarks
1	2	3	4	5
<b>A. Regional Training Centres :—</b>				
1. Shri V. Govindan Nair .. ..	Principal	Madras	19- 2-1961	
2. Shri N. Gajendra Mudaliar .. ..	Lecturer	-do-	9- 6-1961	
3. Shri T. L. Sreenivasa Iyyengar .. ..	-do-	-do-	30- 6-1961	
4. Shri C. Kameswara Rao .. ..	-do-	-do-	22- 6-1961	
5. Shri G. B. Venkataraman Iyer .. ..	-do-	-do-	15- 3-1961	
6. Shri P. Radhakanthan .. ..	-do-	-do-	18- 6-1961	
7. Shri K. L. Narasimham .. ..	-do-	-do-	16- 6-1961	
8. Shri M. D. Singru .. ..	Principal	Indore	1- 2-1961	
9. Shri D. A. Pundlik .. ..	Lecturer	-do-	31- 1-1961	
10. Shri P. Savarinathan .. ..	-do-	-do-	31- 3-1961	
11. Shri G. K. Yarday .. ..	-do-	-do-	17-10-1961	
12. Shri Brij Bullabh Sharma .. ..	-do-	-do-	23- 8-1961	
13. Shri C. I. Varghese .. ..	Principal	Ranchi	31- 5-1961	
14. Shri M. V. N. Pillai .. ..	Lecturer	-do-	14-11-1961	
15. Shri C. D. Radhakrishnan .. ..	-do-	-do-	7-10-1961	
16. Shri Mehr Singh .. ..	Lecturer	Meerut	6- 7-1961	
17. Shri D. Rajgopala Iyer .. ..	-do-	-do-	30- 9-1961	
<b>B. Block Level Training Centres :—</b>				
1. Shri A. Venugopala Rao .. ..	Principal	Tirupathi	9-10-1960	Not yet extended, provisionally asked to continue till further orders.
2. Shri G. Amirda Raj .. ..	Lecturer	-do-	17- 5-1961	
3. Shri G. K. Chitnis .. ..	-do-	Bhavnagar	3-11-1960	
4. Shri Kesar Chand .. ..	-do-	Patiala	2- 8-1961	-do-
5. Shri Bhagat Singh .. ..	-do-	-do-	2- 4-1961	
6. Shri P. V. Subrahmanyam .. ..	Principal	Hyderabad	13- 9-1961	
7. Shri M. Sudarsana Rao .. ..	Lecturer	-do-	30- 9-1961	
8. Shri A. S. Raju Pillai .. ..	-do-	Gopalpur-on-Sea	30-11-1961	
9. Shri A. N. Bose .. ..	-do-	-do-	30- 9-1961	
10. Shri B. M. Araujo .. ..	-do-	-do-	31- 7-1961	
11. Shri V. K. Nattoo .. ..	-do-	Faizabad	30- 4-1961	
12. Shri J. P. Misra .. ..	-do-	-do-	5- 8-1961	

## APPENDIX 54

(Reference : Note V relating to the twentyfifth Meeting of the Standing Sub-Committee)

No. 2-45/60-C.T.

GOVERNMENT OF INDIA  
MINISTRY OF COMMUNITY DEVELOPMENT AND  
CO-OPERATION

(Department of Co-operation)

Krishi Bhavan,

New Delhi, 3rd October, 1960  
11th Asvina, 1882.

From

M. P. Bhargava  
Additional Co-operation Commissioner.

To

The Member-Secretary  
Central Committee for Co-operative Training  
Agricultural Credit Department  
Reserve Bank of India, BOMBAY-1.

Subject: Equation of Block Level and Intermediate Officers' Training Courses.

Sir,

I am directed to refer to your letter No. ACD.TRG. 299/TS. 3-60, dated the 19th July, 1960, on the subject cited above and to say that this Department agree to the equation of the Block Level Training Centres with the Intermediate Officers' Training Centres.

2. The admission of both Departmental and Institutional candidates to the Intermediate Officers' Course to be conducted at the 8 Block Level Training Centres is approved. This is subject to the condition that no institutional trainee would be nominated to the Block Level Training Centre, as long as seats are available in the five Regional Training Centres, which are financed by the Reserve Bank of India.

3. We also agree that excepting the Poona Centre, the present Regional Co-operative Training Centres at Madras, Ranchi, Meerut and Indore and the Block Level Co-operative Officers' Training Centres at Bhavnagar, Hyderabad, Kota, Patiala, Faizabad, Tirupati, Gopalpur-on-Sea and Kalyani should be renamed as "Co-operative Training Centre".

4. The additional expenditure involved consequent to the equation of the courses may be met from within the sanctioned budget grant for the scheme for the training of Block Level Co-operative Officers, during the year 1960-61.

Yours faithfully  
Sd/- M. P. Bhargava  
*Additional Co-operation Commissioner.*

Copy to:

- (1) Ministry of Finance (C.D. & C. Branch).
- (2) All Secretaries—in charge of Co-operation, State Governments.
- (3) All Registrars of Co-op. Societies of States.
- (4) All Officers of the Ministry.

Sd/- M. P. Bhargava  
*Additional Co-operation Commissioner.*

## APPENDIX 55

(Reference : Note IV relating to the twentyfifth Meeting of the Standing Sub-Committee)

POINTS FROM THE SEMINAR ON FOREIGN TOUR  
REPORTS OF SHRI V. SIVARAMAN AND  
DR. S. B. MAHABAL HELD ON 15-12-1960

The Seminar was held in the chamber of the Deputy Governor, Shri B. Venkatappiah, on 15-12-1960. Besides D.C.Os and A.C.Os of Agricultural Credit Department, the following attended the Seminar.

- (1) Prof. D. G. Karve
- (2) Shri B. Venkatappiah
- (3) Shri J. C. Ryan
- (4) Shri Humayun Yar Khan (State Bank of India)
- (5) Shri T. K. Ramasubramanyam } Bankers' Training
- (6) Shri R. S. Khambata } College
- (7) Shri V. M. Jakhade } Department of Rural Economics,
- (8) Shri S. G. Madiman } Reserve Bank of India.
- (9) Mr. A. W. Acland.

The points that emerged at the discussion were :—

(i) Consideration should be given to the issue of co-ordination between the Central Committee and the Bankers' Training College in regard to the training of the officers from co-operative banks in the subject of Banking. In this connection, it would be necessary to consider whether the system of intensive syndicate type of training employed at the Bankers' Training College could be adopted for the training of officers from co-operative banks in view of the limitations of finance and qualified personnel for guiding the trainees and when the number of officers to be trained is large. It was also necessary to consider whether a special course combining Co-operative and Commercial Banking could be evolved.

(ii) It was for further consideration if the Bankers' Training College could be availed of for organising *ad hoc* Courses like

the one on Business Management of Banks for personnel of co-operative banks.

(iii) One of the important uses of Audio Visual Aids in Co-operative Training would be in the direction of curtailing the need for tours on the part of trainees for practical training. The working of co-operative societies could perhaps be vividly illustrated to the trainees at the Training Centres themselves through the medium of Audio Visual Aids like film rolls and filmstrips. Conditions for exhibiting these would, however, have to be reasonably satisfactory.

(iv) A suggestion was made that the functional aspects should be further stressed in the Co-operative Training Courses. After some basic general training, the trainees could possibly be given intensive training in their respective fields of Banking, Marketing etc. by organising suitable practical training programmes or by attaching the trainees as apprentices to appropriate institutions for some time. In this regard, proper institutions will have to be selected and due inducement provided so that these institutions take interest in the training of candidates attached to them. The whole training programme could be controlled and supervised by the Principal of the Training Centre.

(v) There was definitely a great need for short courses, conferences and seminars designed to serve some limited and specified objectives and to serve the needs of particular types of personnel. For example, there could be a course of shorter duration for Managers of Co-operative Banks in the subject of policies and procedure of the Reserve Bank in providing finance to co-operative institutions. Similar courses could also be arranged for explaining the procedure of financing of various types of co-operative societies. A conference could be held of concerned senior officers on developmental aspect of co-operative planning.

(vi) Co-ordination of generalised comprehensive training and specialised intensive training will always have to be effected in any training course for in-service candidates. While the need for specialisation is recognised, there is some risk in carrying too far the policy of division of candidates into groups on the basis of special interests, e.g. Government employees vis-a-vis institutional, bank employees vis-a-vis non-banking institutional staff and so on.

## APPENDIX 56

(Reference : Note IX relating to the twentyfifth Meeting of the Standing Sub-Committee)

No. 1-38(60)/CT

GOVERNMENT OF INDIA  
 MINISTRY OF COMMUNITY DEVELOPMENT AND  
 CO-OPERATION  
 (Department of Co-operation)

KRISHI BHAVAN  
 NEW DELHI

Dated the 26th November 1960

From

Shri S. S. Puri,  
 Deputy Secretary to the Govt. of India.

To

The Member-Secretary,  
 Central Committee on Co-operative Training,  
 Reserve Bank of India,  
 Bombay-1.

Subject : Orientation course in co-operation for  
 M.Ps., M.L.As., Development Commissioners,  
 Registrars etc.

Sir,

I am directed to refer to the proceedings of the 24th meeting of the Standing Sub-Committee of the Central Committee held at Bombay on 21st September 1960 on the above subject and to say that this matter has been carefully considered in this Ministry and it is felt that from the point of view of lodging and messing facilities and availability of guest-lecturers, Poona may not be a suitable venue for the proposed orientation course. Hence, this Ministry is exploring the possibility of holding an orientation course in the Central Institute of Study & Research in Community Development at present located in Mussoorie. Tentatively, it is intended that the orientation course may be conducted in April or May, 1961.

It is requested that this may be brought to the notice of the Members of the Central Committee for information.

Yours faithfully,

Sd/-

(S. S. Puri)

*Dy. Secretary to the Government of India.*



## APPENDIX 57

(Reference : Note XI relating to the twentyfifth Meeting of the Standing Sub-Committee)

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA  
No. ADE (H) 3365

11th October, 1960.

Subject : Post-graduate Diploma in Co-operation—  
M.S. University of Baroda—Recognition of.

Sir,

With a view to relieving the shortage of technically trained personnel for the smooth and efficient working of the Co-operative Movement, you may probably be aware that this University has taken a lead by starting an Under-graduate Diploma Course in Co-operation and by introducing Co-operation as an optional subject at B. Com. level, in the Faculty of Commerce. From the current academic year, a Post-graduate Diploma Course in Co-operation has been instituted, with the assistance from the University Grants Commission.

Admission to this Post-graduate Course is open to students who have passed B.Com. or B.A. with Politics, Economics, Sociology or Statistics as a major or minor subject. The course provides for specialised training in theory and practice of Co-operation, including six months' active attachment to Community Development Block or a Co-operative Institution for practical training and study of any one aspect or problem of co-operative activity leading to a dissertation on it.

The details of syllabi in different subjects, the system of examination etc., are given in the prospectus of the Faculty of Commerce, a copy of which is enclosed.

We do hope you will appreciate the importance of the new course. The experience of this University in this connection has been that the facilities provided by us are not fully availed of by the students because of the absence of suitable job-opportunities on completion of the diploma course. We hope that these students who undergo this post-graduate Diploma Course in Co-operation should have reasonable chances of employment suited to their training and qualifications. These opportunities should be possible not only in the Government Department in Co-operation but also in other Co-operative Institutions, where, other things being equal, some of the posts may be reserved for direct recruitment for these diploma holders. A recognition of this nature, by Government departments as well as by Co-operative Institutions, will induce

a larger number of students (and probably better type of students) to the course.

It would be appreciated, if a formal recognition is given by you to this course and holders of Diploma are considered as eligible for direct recruitment in Government Co-operative Department in the cadre of District Co-operative Officer or equivalent thereof as well as by Co-operative Institutions in our State.

Looking forward to your co-operation.

Yours faithfully,  
Sd.  
Registrar

Encl : 1 Copy of the prospectus

To :—

The Chairman, Central Committee for Co-operative Training, Agricultural Credit Department, Reserve Bank of India, Bombay.