

No. 12/20/2016-SBM I
Government of India
Ministry of Urban Development

OFFICE MEMORANDUM

Sub: Agenda for Capacity Building Workshop for State PMUs on 26th October 2016

In order to ensure that members of the State level Program Management Units (PMUs) are well versed with the Mission guidelines and operational processes, a day-long workshop is being organized by the Ministry at Hall No. 2-3, Vigyan Bhawan, New Delhi at 9:30 am on 26th October 2016.

2. The draft agenda for the workshop, along with list of lead speakers is placed at **Annexure I**. Further, the roles and responsibilities for the workshop are being enlisted as follows:

- Chair – Sh. Saurabh Jain
- Workshop flow coordination – Sh. Rohit Kakkar
- Overall coordination with ITDC for all logistics related support – Ms. Chaitra Devoor and Ms. Ritu Pachauri
- Registrations and distribution of reading material – Sh. M.K Mandal and Sh. N Ganesan

3. All officers and PMU team members are thereby requested to reach the venue by 8:30 am on 26th October 2016. For all further queries, kindly contact the undersigned.


(Saurabh Jain)
Director (SBM)
Tel: 011 – 23062654

To,

1. JS (SBM)
2. PS to JS(SBM)
3. Section
4. CPHEEO
5. NIC (
6. Official Media agency for MoUD (Quantum Communications)
7. PMU
8. DS(RSJ)

Annexure I**Agenda**

Time	Agenda Item	Speakers
9.30 – 9.50 am	Registration	Mithilesh Madal/ N Ganesan
9.50 - 10.15 am	Introduction & Expectations from the Workshop	Saurabh Jain
10.15- 10.45 am	Preparation for Swachh Survekshan 2017	Rohit Kakkar/ Rahul Singh (QCI)
10.45 – 11.15 am	Guidelines & Policies for Waste to Wealth and Sanitation	V.K. Chaurasia
11.15 - 11.30 am	Tea	
11.30 am - 12.15 pm	Information Management & Reporting (MIS)	NIC
12.15 – 1.00 pm	Engagement and Behaviour Change Communication	Rajender Singh
1.00 - 1.30 pm	E-Learning, Capacity Building & Procurement	Rohit Kakkar
1.30 – 2.00	Open House	
2.00 -	Lunch	