

F. No. 17/7/2017-PMMVY Part (1)
Government of India
Ministry of Women and Child Development

Shastri Bhawan, New Delhi-1
Dated the 8th November, 2017

To
The Principal Secretary/Secretary,
WCD/Social Welfare/Health Department of States/UTs

Subject: Guidelines for Slot Booking by States/UTs for Training on PMMVY-CAS

Madam/Sir,

The undersigned is directed to state that this Ministry has launched the PMMVY-CAS Software for pan-India implementation of the Pradhan Mantri Matru Vandana Yojana (PMMVY). The Software Development Agency (SDA) for PMMVY-CAS has trained the master trainers of respective States/UTs on the PMMVY-CAS Software through the conduct of Regional Training Workshops as well as National Workshop held on 31.10.2017 in Delhi.


2. Master trainers trained in each of the State/UT are expected to train the CDPOs/MOs implementing PMMVY for use of PMMVY-CAS. In order to facilitate an effective training by Master Trainers on the software, this Ministry has created a separate training environment to be used by Master Trainers for training CDPOs/MOs and other field functionaries.

3. The Standard Operating Procedure (SOP)/Guidlines for Slot Booking by States/UTs for training on PMMVY-CAS is **enclosed** herewith. The objective of this document is to explain the process of booking training slots in the training environment by the State/UT for implementing their training plan for PMMVY.

4. You are kindly requested to book the slots at <http://bit.ly/2yCLfjX> for availing online training for PMMVY-CAS.

Encl.: as above

Yours faithfully,



(V.C. Choudhary)

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Copy to:

1. The Director in-charge of PMMVY in All States/UTs
2. The Nodal Officer, PMMVY, All States/UTs



(V.C. Choudhary)

Under Secretary to the Government of India

Guidelines for Slot Booking for Training on PMMVY-CAS



Government of India

Ministry of Women & Child Development

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1. Introduction

Ministry of Women and Child Development has launched the PMMVY-CAS for pan-India implementation of the Pradhan Mantri Matru Vandana Yojana (PMMVY). The Software Development Agency (SDA) for PMMVY-CAS has trained the master trainers of respective States/UTs on use of the PMMVY-CAS through the Regional Training Workshops.

The master trainers trained in each of the State/UT are expected to train the CDPOs/MOs implementing PMMVY for use of PMMVY-CAS.

In order to facilitate an effective training by Master Trainers on the software, MWCD has created a separate training environment to be used by Master Trainers for training CDPOs/MOs and other field functionaries.

The objective of this document is to explain the process of booking training slots in the training environment by the State/UT for implementing their training plan for PMMVY.

2. Period during which Training Environment will be available

The training environment is available from 9.30 AM to 6 PM up to 30th November, 2017 except Saturday, Sundays and Government Holidays.

3. Checking Availability of Slots for a given date

The Training Environment is having 40 slots available per day for training.

Each slot will be used to train a group of 15 users; who can be divided into 5 groups of 3 users each.

Typically one slot would generally be sufficient to conduct a district level training session that typically has five sanctioning officers (i.e. CDPO/MO Block officers) and about 10 scheme facilitators who will be involved in scheme data entry.

However for larger group size, a request can be made for additional slots up to a maximum of five (5) slots on any given day by any the respective state/UT.

To check for availability of training slots online, use the following link: <http://bit.ly/2yCLfJX>

4. How to request booking of a training slot

The following are the Steps to be taken to book the slot for training environment:

- Step 1. SNO has to apply for slot booking at least five (5) working days in advance and not more than 14 working days in advance from the proposed date of training by sending a mail to **pmmvy.training@gmail.com** with following details in format given below:

Name of State / UT	
Number of People to be trained	
Proposed date of training	
Name, designation, department, phone number and email ID of coordinating officer	

In case of multiple training sessions or batch on a single date, please provide the above details separately for each training.

It should be noted that:

- a. A State/ UT can book maximum 5 slots (which can train up to 75 people) for any particular date.
- b. The States/UTs with approximate 10 projects or less should try to complete the training in one day by booking the appropriate number of slots.

- Step 2. The slots will be allocated on a first-come-first serve basis. The confirmation or regret email for request of booking from State/UT will be sent by MWCD officer within two working days.
- Step 3. SNO needs to re-apply on new available dates in case the slot(s) are not confirmed.
- Step 4. Once the slots are booked, the website address, user-ID/passwords & practice data sets for the slots will be provided to the coordinating officer via email, one day prior to the date of the scheduled training. Arrangement should be made to take print outs of the attached material for distribution during the hands on training sessions. The training data shared will be similar to the training data (user IDs, test cases) used during the regional workshops to train the Master Trainers from different states.
- Step 5. Coordinating officer is required to send the scanned copy of attendance records of each training by e-mail, upon completion of the training.

Note: Due to the limited availability of slots, best efforts would be made to accommodate as many states as possible, in an equitable manner. The decision of the Central nodal officer shall be used in the event there is excessive demand for slot booking.

5. How to cancel or re-schedule reserved slots

- a. For cancellation or re-scheduling of confirmed slots, the coordinating officer is required to send an e-mail, mentioning the details, to pmmvy.training@gmail.com with subject line: ***Cancellation- Name of State, Date of Training***
- b. Cancellation should be intimated at least **5 days in advance**.

To re-schedule a confirmed slot, please cancel the existing slot and follow the steps provided in section 4. This will be treated as a fresh request.
