An essential function for the Panchayat Village Secretary is to effectively collaborate with any technical agency he may service and inputs have implications for the Panchayat, and it means that the maximum development benefits had offered by the village Panchayat.

The nature of an...THE MANNER in which he conducts such collaboration is of course an important aspect of its training, where he is expected to learn and practice the technical skills.

What, exactly, are the 'manual' and 'skills' to be taught?

Until the actual experience is illustrated, it is not possible to list...trainee to work out the training programme.

In order to make a start in the aspect of familiarisation...the trainee, which should be given to the trainee, as...giving rise to the village...people say 100%...the idea in the area in which they may...be constructively realised.

The material from those districts, not any technical information...just...based on their training...and...the trainee who is given...the insight...creative insight. In the...of development...techniques, from the
treatment of a...in the technical...the possibilities for the technical...in the... continuously...

Involvement with the materials present...need to be made...and...the technical...involvement...M.P.C. methodology.

The material included in the course is...basically...the...material...view...
coming from outside and essentially the Secretary must concern himself with the social implications and the building of the necessary social, economic, political and administrative machinery. The Secretary must also be concerned between the village and the technical agencies within the context of a village plan which will need to be established, implemented and improved upon as time, experience and opportunity arises.

This paper will discuss two examples of this process of working out a technical collaboration programme for the development of village secretariats.

The first raises essentially small scale issues of training - the village secretariat training scheme.

The second raises more structural issues - the development of a village Project.

Two examples are drawn from the experience of the Indian Institute Centre.

Source
A trainee secretary......

Preparation and training from the village officer......

From the village officer......

Service rendered to the village......

Preparation and training......

Answered......

Question......

Answer......

Question......

Answer......

Question......

Answer......

Question......

Answer......
Informations	Gathered

The technical collaboration group visited the District
Office of the Smallpox Eradication Project, interviewed
the person in charge and obtained the following inform-
ation:

The district level Smallpox Eradication Project is under
the administrative and financial control of the medical
officer of the hospital. Technically the person in
charge is responsible for carrying out the programme
smoothly. To carry out the programme effectively, the
following steps are taken:

General Vaccination

To check the spread of smallpox the general vaccination
campaign is carried out. It generally takes many months.
Vaccinators are selected and trained in different
Panchayats after undergoing a short course of training of
2 to 5 days. They are paid by the local authorities.
While coming to receive medical aid they are required
to have a kind of permit from the local authorities.
Panchayat's council arranges the medical aid for the
vaccinators. In every village a separate senior vaccinator
is appointed who is responsible to prepare the list of
people entitled to receive the medication.

Surveillance

Full supervision over the movement of the medical
personnel (mentioned above) is undertaken by the
Central office and the local authorities. The vaccinators
also placed the movements for two days in the
field. They report the progress of the vaccination
work to their superiors and are not allowed to
continue the work if they do not follow
instructions. They are also required
in the field.

Note

We have information that the
without work can be carried
operations are

Stencilling

The senior vaccinators while working in the field are
required to make stencils of their works. The stencil
is taped on the walls of the Panchayat buildings,
school buildings, cooperative houses respectively,
describing the date of visit, purpose of the visit and
the signature of the visitor concerned.

Two issues emerged from the group's deliberations:

(1) 

Presupposing that effective publicity is an important tool in
available and families were reached, and that the vaccine
was given at the wrong

How then could a practical method be used to patch up a growing
in advance of the coming in of the week? It would be possible,
ent to tel when a vaccinator is due in the morning and
the certificate. This is linked up with the
administrative central information. The decision of the vacci-
inator's job description has apparently, to make sure the rong
information to the vaccinator which enables him to check in
his job or in the programme.

Presumably discussion with the locals and a small group of people in the
work out a practical method to find out - when to introduce
work (to be spelled out in terms of practical advice and
in order to maximise the effectiveness of the vaccination
comes on a pre-arranged date.

(2) 

though the vaccine

a difficult task.

in a situation

is performed by

forward all the

Wright's work.
It seems unlikely that the vaccinator can, nor would it be fair, for him to take this responsibility. The responsibility for this should be divided among the village - either with the Secretary in charge with the help of the Secretary and other village persons, especially assisted by the headman or the senior villager or of the Secretary.  

What would be required is a card index of all those who have been vaccinated in the village. From this, those persons who have not been vaccinated could be identified and efforts made to persuade them to attend the next time the vaccinator was due; those due for re-vaccination could be reminded.

How to organise this kind of an operation should be the job of the Panchayat Village Secretary.

The Technical Collaboration Group concluded their report:

1. The Panchayat Secretary could prepare a card index with cards for each villager's name, address, etc., and other relevant information that might need to be recorded. Small pen or ink can be used.

2. The Panchayat Secretary could also keep a record of those who are due for re-vaccination, to ensure that they do not miss the next round of vaccinations.

3. The Panchayat Secretary could also prepare a list of those who have been vaccinated, along with other relevant information, to ensure that no one is missed.

4. In doing so, the Panchayat should ensure that the vaccination service is not just about the actual vaccination, but also about ensuring that the information is accurate and up-to-date. This information could then be used to improve the vaccination process, and also to ensure that the villagers are aware of the importance of vaccination.
Panchayat Secretary job description will be developed in relation to technical collaboration (smallpox service) so that the above job description can be spelled out along the above lines.

There is an important point to be made here regarding training.

Training must be based on the action intentions which are sufficiently spelled out in operational terms, so leading to an effective job description and a detailed work schedule - so that we are training in order that someone knows what, why, and when and how to do it.

In the smallpox example, note that the Secretary is an integral part of the social organization and needs to be involved in the making of the Smallpox Eradication Program. It is a Public Health service. He works with the surrounding health staff. Service is the village-level eradication team. "Surgical" just suited to the medical level but not at all to the technical service being dealt with here.

It can be seen here that the medical training he receives must tell him himself about smallpox and epidemiology. It must tell him the special needs for the village level procedures, in particular the epidemiological work, the function of establishing an effective team, and the applicability to any other of the smallpox work and to many other technical measures taken at the village level.

This training is then spread to the volunteers who are the persons in the village who are the medical staff members, and yet serves to train them in their own areas. To prepare the smallpox medical staff members must be taught either in this form or in another form to make persons in the community who are volunteers for the village team.

In this way the village can serve in the preparation of the technical cadre, involving at least an understanding and some way on the ground.
He talked to the overseer about his farm in the township of Bandarban. The overseer told him that a branch irrigation canal is going to be constructed under the Annual Irrigation Scheme in the village Banar. The farmer was very interested in the project, as he expected this information to be useful for his farm.

While he was reading his diary in the morning, he remembered this to his tutors. The tutor asked him to write about the project but the farmer was not very familiar with the details. His little information about it was set in his tutor's Technical Collaboration Group diary. The detailed information about the project's objective and the amount of the estimated cost of the project was also mentioned in the tutor's notes. Seventy-five million taka is allocated for the irrigation project in the annual budget. The construction project is scheduled to be completed in two years, with the expected completion date being the end of the construction. The project will be executed by the Local Government Engineering Department. The first phase of the project, the construction of the irrigation system, will be completed by the end of the year, raising the total area of seven thousand acres. During this period, the cost per acre is estimated to be around 1.5 taka per hour.

Informative Notes:
- The project is expected to be completed in two years.
- Seventy-five million taka is allocated for the project.
- The construction will be executed by the Local Government Engineering Department.
- The first phase of the project will be completed by the end of the year.
To support the Kankai Irrigation Project in agricultural Sub-Station (K.S.S.) is also under construction. The State of K.S.S. has 86 villages under its jurisdiction. Recently, a Farmers' Training Center has been constructed in the K.S.S. for 15 trainees. The plans to bring progressive farmers from the nearby villages to the K.S.S. and give them agricultural knowledge in the near future. Duration of training will vary from 15 days to 3 months according to the requirement of the farmer.

A.S.S. has one demonstration plot in the nearby Karama village, where they are growing yam and rice. The A.S.S. is involved in research activities and experiments in agricultural fields. A lot will be made available to them as and when it has been tried in the K.S.S.

The K.S.S. is run by one farm manager, 2 junior engineers, an agronomist, and a clerk. The manager has also employed 3 Indian farm experts.

Summary:

- The Kankai Irrigation Project is under construction in the K.S.S.
- The State of K.S.S. has 86 villages under its jurisdiction.
- A Farmers' Training Center has been constructed in K.S.S. for 15 trainees.
- The K.S.S. has one demonstration plot in the nearby Karama village.
- The K.S.S. is run by one farm manager, 2 junior engineers, an agronomist, and a clerk.
- The manager has employed 3 Indian farm experts.

In conclusion, the Kankai Irrigation Project is making significant progress in the K.S.S., with various agricultural projects being undertaken to support the local farmers and enhance agricultural productivity.
Once a team of agronomists worked to improve crop yields. They found the average farmer practiced in the village to be uneducated. They decided to create a new system of education. In the village. When the team saw that the new system could improve crop yields, they introduced it to the entire village. One by one, farmers began to adopt the new system. And the village prospered! That's why improvements in education can lead to increased productivity.

Suggestions for Improvement:

1. The main purpose of this new system of education is to improve crop yields. Farmers in rural areas will benefit greatly from this system. The village will expand its influence with this new system. Farmers will learn the secrets of the agricultural climate quickly.

2. Village leaders welcomed the new system of education with open arms. They mobilized their community to support the effort.

3. Village leaders worked closely with farmers to ensure the new system was implemented properly.

4. Village leaders worked with the team to ensure the new system was tailored to the specific needs of the village.

5. Village leaders monitored the progress of the new system to ensure it was meeting expectations.
In the above suggestion, the village chairman's project description, and so also is the project description, to be reviewed with this approach. It must make the village chairman fully aware for getting to know the development project, and its direct for his village; to make contact with the appropriate personnel; to work out a campaign incorporating in the village plan, so as to maximize the benefits of the Project and to work out the intricate details of village administration.

Source of Information:

1. Dr. Dups
2. Mr. Lee
3. Mr. Jeppesen
4. Mr. S. Inc.

This report from the above technical organization was arrived at substantially for itself.

In the project report, the personal influence, including its style of living, within the village.

What this means is the degree to which the people will help create a situation in which people will become positively involved in their civic, and therefore possible to continue to work for their personal and village policies by using the different authorities existing at different levels of government, it is the task of the research to bring together all of these factors in itself and within the village.

This is not to say that the research will be made up of the irrigation project, and the survey will merely be a part of the overall study of the village life.