

May paste this in excel (4 sheets in 1 excel) for future utilization and uploading in spreadsheet. Sheet 1: summary

<b>STATE TB TRAINING AND DEMONSTRATION CENTRES ANNUAL PLAN:</b>	
<i>This needs to be filled annually as per the financial year 20XX-XX and submitted. This plan will be reviewed by National TB Institute, Bangalore.</i>	
<i>Training related components of this report may be prepared from the Training Records and Batch information from Training planning tool.</i>	
<b>FY Year</b>	<b>20xx to 20xx (Planning being introduced for financial year)</b>
<b>Profile and activity summary</b>	
<b>Section 1. GENERAL</b>	
<b>Institution Name</b>	Choose the institution name from dropdown
<b>Population served by institution (in lakhs)</b>	<i>Mention the population served by institution in lakhs (last census year)</i>
<b>Total no of NTEP districts served</b>	Kindly include the linked institution districts as well
<b>Linked institutions</b>	Please name other linked STDC/ RTPMC/ SIHFW institutions for which the activities are included and reported together in this submission. If there are no such institutions, this may be mentioned zero

<b>Participant's Cadre</b>	<b>Number of batches</b>	<b>Estimated Cost (in Rs.)</b>
<i>Number of trainings planned for each cadre in the financial year (number for linked RTPMU/C, SIHFW and/or other regional institution will be added here)</i>	Please mention the total number of batches planned for this year	Costing as per NTEP/NHM norms to be mentioned. National Institutes will not review financial performance.
Medical Officers-NTEP(TU)		
STS		
STLS		
Lab tech-Microscopy and NAAT		
Senior DR-TB/ TB-HIV Supervisor		
District Pharmacist/Storekeeper		
District Programme Coordinator		
Data Entry Operators		
District PPM coordinators		
NTEP Counsellors (TB/DR-TB)		
District Accountants		
<b>TOTAL Estimated cost for training activity</b>		

**Section 3. Supervision, Monitoring and Evaluation summary**

Summary of SME activity planned by STDC for initiation and facilitation during financial year along with estimated cost for team. Use format [Annual SME Plan](#) on attached link to mention details of SME activity planned along with estimated cost. The total cost in the summary for SME should support and reflect in current FY PIP. If an activity is not planned in the current year, it should be mentioned zero

Type of SME	Mention the no of visits planned in a year	Mention the total no. of districts planned to be covered	Estimated cost (in Rs.)
Supervisory visits			
EQA			
SIE			
NTEP reviews supported by STDC			
<b>Total cost estimated for SME activity</b>			

## Sheet 2: Detailed SME PLAN

### DETAILED STDC ANNUAL SME PLAN FOR 20xx-20xx

Month	Type of SME activity (Supervisory visits/ EQA/State Internal Evaluation/NT EP review)	Mode of conducting activity	No. of districts planned to be covered	No of team members visiting	Estimated cost for hiring vehicle	Estimated Cost for conducting activity	Name of proposed district/s
<i>Mention the name of month for proposed activity</i>	<i>Choose the type of activity from dropdown</i>	<i>Choose the mode of activity physical/virtual . Supervisory visits should always be physical. Only NTEP review may be done virtually</i>	<i>Mention the number of districts planned to be covered during the activity</i>	<i>Mention the number of team members visiting</i>	<i>Estimate and mention the cost of hired vehicle if needed for 'n' number of days</i>	<i>Estimate and mention the cost for entire activity</i>	<i>Mention the name of proposed district</i>

\*Supervision: Plan to cover all districts in the state at least once in a year. At least two districts in a month should be planned for supervision. The visit should be planned for 3 or more working days.

It is advisable to combine Supportive supervision with EQA visit.

Internal evaluation/IE: Plan to cover all districts in 3 years

## Sheet 3: Detailed Training Plan

### DETAILED STDC ANNUAL TRAINING PLAN FOR 20xx-20xx

SI No	Participant's Cadre	Type of training (Induction /re-training/Update)	Total human resource in State	No of pending trainees for training	Batch size	No of Batches required (E1/F1)	No of batches planned this year	Mode of training	Estimated Cost of training 1 batch	Estimated cost for all batches in 12 months (H1*J1)
	<i>Mention the participant's cadre for which the training is planned</i>	<i>Choose the type of training planned from dropdown</i>	<i>Mention the total number of human resources in State for that specific cadre</i>	<i>Mention the number of trainees pending to be trained from last year's status</i>	<i>Appropriate batch size to be informed here</i>	<i>Number of batches require to train entire human resource for that specific cadre</i>	<i>Out of total number of batches needed, the number of batches that we plan to achieve this year</i>	<i>Choose the mode of training as physical/virtual/blended from dropdown</i>	<i>Estimate the total cost to STDC for conducting training for one batch</i>	<i>Total estimated cost to STDC for conducting planned batches in a year</i>

1. All trainings to be conducted as per guidelines
2. All induction trainings to be conducted physically
3. The preferred mode of training other than induction training is also physical
4. During online training, the trainee should be relieved from all his/her official responsibilities

**Sheet 4: Detailed HR and infrastructure status**

HR & Infrastructure Status (as per NTEP norms for 20xx-20xx)						
Designation/Post (drop down mode)	Sanctioned/ Not sanctioned	Vacant/Filled/ NA	Name of official	In-place since (date)	Training status (Trained/Untrained)	Remarks (additional roles provided)
Director STDC	<i>Whether the staff positions have been sanctioned or not</i>	<i>Whether the staff positions are filled. Not applicable (NA) should be filled in terms of staff position not</i>	Mention the name of official in-charge along with title (Mr./Ms./Dr.)	Mention the date from which the official is in	Mention the induction training status of official based on revised NTEP training system	All additional charges/responsibilities held by any Officer/official shall be mentioned in remarks 2. Any posts filled on deputation shall
Medical Officer-Training						
Medical Officer-SME						
Medical Officer-Other						

Epidemiologist		<i>sanctioned as in previous column. If Official is posted at other site on deputation, the position will be marked as vacant here.</i>		charge in current position		be mentioned in remarks
Training coordinator						
Statistician						
Statistical Assistant						
Data Entry Operator						
Librarian						
Others Specify: add more rows for state specific positions						
<b>IRL STAFF</b>						
EQA Microbiologist						
Culture & DST Lab- Microbiologist						
Sr. Laboratory Technician						
Laboratory Technician						
Data entry operator						
Laboratory Assistant						
Laboratory Attendant						
Biomedical Engineer						
<b>ADMINISTERIAL STAFF</b>						
Administrative Officer						
Accountant						
Secretarial Assistant						
<b>SUPPORTING STAFF</b>						
Store in charge						
UDC/LDC						
Driver						
Sweeper						
Group D/Security guard/helper						

**INFRASTRUCTURE:** Mention the infrastructure status against the list

List	Available/Not Available	Remarks
Chamber of STDC-Director		<i>Includes shared facility with SIHFW/Medical College</i>
Room for section in-charges		
Auditorium (seating 50) with audio-visual support		
Meeting room (seating 40-50)		
Classroom (seating 15-20)		
<b>IRL</b>		
Sputum Smear examination rooms		
Sample receipt room		
Sample opening room with Biosafety Level-II facility		
TB Containment laboratory		
Reagent and media preparation room		
Washing and sterilization room		
Line probe assay rooms		
NAAT room		
Equipment area		
walk in incubator or equipment		
Office area for data compilation and preparing reports		
Solid culture reading space		
Safe Space for placing UPS and battery		
Room for LIMS, DEO & reporting		
Store room		
Walk in cold room		
Staff room		
Washroom - males		
Washroom - females		
<b>Hostel facilities</b>		
<b>TRANSPORTATION for SME</b>		
Four wheeler facility		
Identified outsourcing agency for hiring vehicle		
	<b>Available/Not Available</b>	<b>REMARKS</b>
AV Support in training hall		Includes shared facility with SIHFW/Medical College
High speed internet connectivity (>50 MBPs leased-line or >200 MBPs Broadband)		
Virtual meeting set-up: Television		
Camera		
speaker		
Microphone		
Interactive digital board		

LCD Projector and screen with laptop		
Tablets (at least 40)		
Set of portable AV training equipments (speakers, wireless microphones, laser pointers-minimum 2 sets)		