

Office of the Director of
Higher Secondary Education
Housing Board Buildings
Santhi Nagar
Thiruvananthapuram
Dated : 09/09/2010

No.Acd.SPC(2)/9311/FDP/10

CIRCULAR

Sub :- Faculty Development Programme-2010-11 – HSSTs' Training September 2010- Instructions to the Principals of the Training centers and guidelines for utilization of funds - reg.

Ref :- Proceedings No. Acd/SPC(2)/9311/FDP/2010 dated 09/09/2010.

HSSTs' 3 - days field level training in the subjects Commerce, Malayalam, Hindi, Sanskrit and Arabic is being held at selected centers across the state from 13/09/2010 to 15/09/2010 and 16/09/2010 to 18/09/2010 with the previous day of the training as planning day for the SRGs. Sufficient Funds have been placed from the Head of Account 2202-02-800-71 (Plan) at the disposal of the Principals of the training center through allotments for the smooth conduct of the training programme.

The Principals shall utilize the Funds as per the instructions given below :-

A.General Instructions

1. The training programme is non-residential and the duration of which is 3 days
2. The training schedule of each day is from 9.30 am to 4.30 p.m. The trainees should not be allowed to leave the class rooms before the end of all the sessions of each day
3. The trainees comprised of HSSTs/Guest teachers of Government/Aided/Unaided schools, teachers of Technical Higher Secondary Schools and NVTs of VHSS.
4. List of Resource Persons deputed to each training center is available in the official portal.
5. Attendance register shall be kept for the trainees and Resource Persons

2.Fund Utilization.

1. Allowance for the trainees (HSSTs/Guest Teachers of the Government/Adided HSS, Teachers of Technical HSS) : Rs.100/day
2. T.A for trainees : Actual bus fare/day
3. Allowance for Resource persons : Rs.200/day
4. DA for RPs (as per basic pay) : Rs.120/day(Basic pay upto 14,900)
Rs.150/day (Basic Pay above 14,900)
5. TA for RPs : As per KSR

- Note :-**
1. Those RPs who attend the planning session on the previous day of training Programme are eligible for allowance at the rate noted above.
 2. RPs belonging to schools within a radius of 8 kms of the training center shall be paid eligible allowance only. They are not eligible for TA and DA (as per KSR)
 6. Remuneration for external subject experts : Rs.500/session(ie FN/AN)
 7. TA for external subjects : As per KSR
 8. Allowance for the Principal of the training centers : Rs.250/day
 9. Clerical works : Rs.100/day
 10. Peon : Rs.50/day
 11. Light refreshment : Not to exceed Rs.20/day/person (including Guest/unaided teachers etc)
 12. Stationery and other contingent expenses : Rs.1000/batch (batch strength is 40 teachers)
 13. Rent for Audio Visual equipment : Actual rent of the equipment can be claimed against proper cash bill/voucher
 14. Hall arrangements : Rs.250/- (consolidated)

Teachers of unaided schools will not be paid allowance or TA. NVTS of VHSS will be paid their allowances/TA by the Directorate of Vocational Higher Secondary Education.

The Principals should furnish a utilization certificate to the undersigned along with the attendance details of the participants and SRGs in the proforma provided for the purpose.

Balance fund, if any, should be remitted to the Head of Account "2202-02-800-71 (Plan) Faculty Development Programme" within 15 days from the date of completion of the training programme.

Teachers should attend the training programme in the District of the head quarters. Center change to other district will not be permitted under any circumstance.

Sd/-
DIRECTOR