

No.Acd.SPC(2)/3931/FDP/2011

CIRCULAR

Sub : HSSTs Field Level Training cum cluster meeting 2011-2012 - Instruction to the Principals of the Training centers – guide lines for fund utilization - reg.

Three day field level Training of HSSTs/NVTs is scheduled to be conducted in selected schools of all the districts from 03/01/2012. Requisite funds are placed at the disposal of the Principal of Training Venues by way of allotment. The Principals of Training venues are requested to adhere to the following instructions regarding conduct of training and disbursement of funds for the smooth completion of the programme.

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 pm with tea breaks at 11.30am & 3.30pm and lunch break from 1 pm to 1.30pm. The trainees should not be allowed to leave the class rooms before the end of all the sessions of each day.
- 3) The trainees include 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 will be published in the official portal. SRGs who are not enlisted but report for duty at a venue can be engaged with the concurrence of Joint Director (Academic).**
- 5) Attendance register shall be kept for the trainees and the Resource Persons
- 6) Duty Certificate shall be issued to all the Trainees and RPs by the Principal of the Venue.
- 7) **Teachers from other districts should not be allowed to participate in the training programme (They should attend the training in the venues in the districts of their Head Quarters)**

2. Fund Utilization.

Funds shall be utilized strictly as per the direction given under :-

I General Expenditure

- 1) Allowance for the trainees (HSSTs/Guest Teachers of the Government/Aided HSS Teachers of Technical HSS) : Rs. 100 per day
- 2) TA for trainees : Actual bus fare per day
- 3) Allowance for Resource persons : Rs. 200 per day
- 4) DA for RPs (as per basic pay) : Rs. 200 per day (Basic pay upto 25,280/-)
Rs. 250 per day (Basic Pay above 25,280/-)
- 5) TA for RPs : As per KSR

Note :- i) RPs are eligible for drawing allowance and DA

for attending the planning session on the previous day of training.

ii) RPs are eligible for drawing DA as per KSR in addition to allowance.

iii) RPs of schools within the radius of 8kms of the training center are not eligible for drawing DA.

- 6) Remuneration for external subject experts : Rs. 500 per session
(ie FN/AN)
- 7) TA for external subject experts : 2nd AC or 1st class as the

- case may be.
- 8) Light refreshment : Not to exceed Rs. 20 per Day per person (including Guest/unaided teachers etc)
- 9) Stationery and other contingent expenses : Rs. 1500 per batch (batch strength is 50 teachers)
- 10) Rent for Audio Visual equipment : Actual rent of the equipment can be claimed at prevailing rate of the locality against proper cash bill/voucher

Note :- The training programme is ICT enabled and hence audio-visual equipment should be used for the successful conduct the training programme. If the training center lacks sufficient audio-visual equipment, the same can be availed on rent.

II Organisational Expenditure

- 1) Allowance for the Principal of the training centers : Rs. 250 per day of training
- 2) Clerical works : Rs. 100 per day of training
- 3) Peon : Rs. 50 per day of training.
- 4) Hall arrangements : Rs. 250/- for a three day programme (consolidated)

Note 1):- Teachers of unaided schools are not eligible for allowance and TA.

- 2) Teachers of VHSS will be paid their allowances/TA by the Directorate of Vocational Higher Secondary Education.
- 3) However, Resources Persons of the Vocational Higher Secondary School will be paid at the training centers.
- 4) External Subject experts can be engaged for handling a minimum of 4 sessions for a batch (ie. FN/AN) in those training centers where more than two departmental SRGs are deputed for a subject. In all other centers (ie. where only one SRG is deputed from the DHSE) a maximum of 5 sessions can be allotted for the external subject experts.
- 5) Balance fund, if any should be intimated to the Directorate on the last day of each training programme. This is to enable the Directorate to transfer surplus funds to those centers where shortage is reported.
- 6) Details regarding shortage of funds, if any, should be intimated to the Directorate before the closure of the training programme.
- 7) Balance fund should be remitted to the Treasury [Head of Account 2202-02-800-71(Plan)] only after getting instruction from the Directorate.**
- 8) The Principals should furnish a utilization certificate and statement of expenditure to the undersigned along with the attendance details of the participants and SRGs in the proforma provided for the purpose.

Sd/-
DIRECTOR