

Date: 7th June 2016

Office Memorandum

NCERT has been constantly supporting the States/Institutions/ other stake holders in their endeavour of curriculum reforms, development of materials, and capacity building of teachers. For many such programmes, it was decided in the PAC meeting held on 4-5 March 2013 that the funding may be obtained from the State agencies/Institutions. Accordingly the norms for 21-day training programme were finalized with the approval of the then Director, NCERT and the same is given below:

A. Proposed expenditure on training programmes to be organized at NCERT (NIE, RIEs, CIET, PSSCIVE) for CTSA, Railways, States, other institutions etc.

S.N.	Item of Expenditure	Estimated Expenditure
1.	Boarding and Lodging of the participants	Actual cost
2.	Honorarium to Resource Persons	Rs.2200/- per head /per day
3.	Secretarial/Accounts Assistance	To be calculated at the time of programme
4.	Cost on Material to be used by RPs and Contingency (Stationary, Typing, Xerox, drinking water etc.)	Actual cost
5.	Daily Wager (MTS)	As per Govt. of NCT of Delhi wages rates
6.	Hiring of bus/taxi for local educational trip	Actual cost
7.	Institutional Charges	10% of the total budget
8.	Amount to be deposited to Council's account by NCERT faculty	30% of the total Honorarium drawn during the programme

Expenditure to be incurred on per participant for a 21-day programme comes to approximately Rs. 15,000/- (Rupees fifteen thousand only) to be paid to the NCERT by the sponsoring State govt./Institution. The number of participants may be decided by the sponsoring State govt./Institution at the time of programme.

Note: Expenditure on the travelling charges of the participants (from state to NCERT and back) to be borne by the sponsoring state govt./institutions.

B. Proposed expenditure on Training/Workshop/Extension programmes to be organized by the host state (at their venue)/ Institution

S.N.	Items of Expenditure	Estimated Expenditure
1.	TA/DA to Resource Persons	Actual Cost
2.	Cost on material to be used by Resource Persons during training programme (if any)	Actual Cost
3.	Honorarium to Resource Persons	@ 2200/-per head/per day
4.	Amount to be deposited to Council's account by NCERT faculty	30% of the total Hon. drawn during the programme

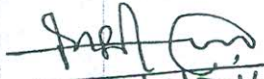
C. Proposed expenditure on programmes to be conducted for outside countries such as Sri Lanka, Bhutan etc.

NCERT has also organised training programmes in the recent past for the teachers/teacher – educators of Sri Lanka and Bhutan. So it was further decided to frame norms of expenditure for the participants of these countries. The proposed norms are given below:

S.N.	State of Expenditure	Estimated Expenditure
1.	Boarding and Lodging of the participants	Actual cost
2.	Cost on material to be used by Resource Persons during training programme (if any)	Actual cost
3.	Daily Wage Earner (MTS)	As per Govt. of NCT of Delhi wages rates on per day basis
4.	Hiring of Bus for educational tour	Actual costs
5.	Institutional charges	Not to be claimed by NCERT
6.	Honorarium to NCERT faculty	- do -
7.	Secretarial/Accounts Assistance	- do -
8.	Honorarium to External Resource Persons	Rs.2200/- per head/per day

You are requested to kindly prepare the budget of the programmes accordingly.

This issues with the approval of the Director.


7/6/2016
(M. Siraj Anwar)
Prof. & Head, PMD

Joint Directors, CIET & PSSCIVE, Bhopal
Principals of RIEs at Ajmer, Bhopal, Bhubaneswar, Mysore, NE-RIE, Umiam
(Shillong)
Heads of NIE Departments/Divisions/Cells

Copy for information please to:

1. PS to Director, NCERT
2. PS to Joint Director, NCERT
3. PA to Secretary, NCERT
4. Dean (Academic), NCERT
5. Dean (Research), NCERT
6. Chief Accounts Officer, NCERT

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