

**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
VARUN MARG, DEFENCE COLONY, NEW DELHI**

No. F. 20(18)SCERT/1588-95

Dated 09/05/08

To

The Director of Edn.
Dte. of Edn.
Old Sectt., Delhi

**Sub: Norms of Expenditure for IN-SERVICE Training Programme during
May & June, 2008.**

Sir,

Kindly find enclosed herewith the financial norms in respect of above mentioned training programme for PGTs (under SCERT Fund) and all other categories of teachers (under SSA Fund).

Matter was discussed with worthy Chairperson, SCERT, who in principle, approve these norms telephonically and has directed to upload these norms on the website of DOE for information to all concerned officials.

Sd/
(B.N. Bajpai)
Director

Copy to:

1. Addl. DE (School)
2. PA to Secretary (Edn.)
3. Secretary/JD, SCERT
4. DCA/AO/Publication Officer, SCERT

Sd/
(B.N. Bajpai)
Director

**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
VARUN MARG, DEFENCE COLONY, NEW DELHI**

No.F.5/SSA Trg./SCERT/2007/

Dated 2.5.2008

A-The norms proposed for approval are as under:

NORMS OF EXPENDITURE FOR IN-SERVICE TRAINING OF TEACHERS

Category : . POST GRADUATE TEACHERS Trg. Under SCERT funds

**12 days for
50
participants
in one group**

No. of Participants : PART-I

S.No.	Particulars	Rate per unit
1	Payment to RPs 2 session/day @ Rs.650x12 sessions (two periods) this includes conveyance @ 150/- which can be paid to a RP only at a center in one day) n one day)	13000/-
2	Conveyance to participants @ Rs. 30/- per day X50 teachers X12 days (CASH PAYMENT TO THE PARTICIPANTS)	18000/-
3	Stationary @ Rs.20/- per participant x50 (To be supplied by SCERT)	1000/-
4	Tea & Refreshment @ Rs. 10/- per day 50 persons+10% x 11days Cash payment to the participants	6050
5	Group 'C' @ Rs.500/- for 12 days per group	500/-
6	Group 'D' employee @Rs. 300/- per group	300/-
7	Contingency including hiring of VCR/Film/Telephone calls by the coordinator and equipments etc.(Subject to submission of claim)	1000/-
8	TLM Stationary for YUVA work which includes , charts, sketch pens, double sided scotch tape, pencil, rubber, sharpner and one register (To be supplied by SCERT)	1250/-
9	Remuneration to academic Coordinator(No remuneration to SCERT /DIET staff) per group	1500/-
10	Remuneration to Administrative Coordinator per group	1000/-
11	Arrangements for Buses for visit to Brahm Kumari ORC at Bhora Kalan Manesar, Supply of Banners, Questionnaire and Certifications will be taken care of by SCERT	

Part-II

One teaching session will comprise of 2 periods
Contingency expenditure will include hiring of equipment and CDs for showing films photocopy, telephone and purchase of any miscellaneous item etc. required for the training programme.
Telephone expenses are restricted to Rs. 500/- per cycle per centre.

Part-III

- (a) Members of the Core Group of INSET and Principals of DIETs who Are Nodal Officer and member of monitoring Team for INSET Programme may be paid as per the norms approved by the EC during the year 2007-8 .
- (b) One day orientation on stress management, personal values, positive thinking etc at OM SHANTI RETREAT CENTRE,(Brahm Kumari Edu.Society),Bhora Kalan,Manesar were paid@ Rs.70/- per head towards expenditure on lunch ,refreshment and resource material etc. for participants and resource faculty.

B- PROPOSED CHANGES IN THE NORMS AND ITS RATIONALE

(i) One full day Orientation/Training at Om Shanti Retreat Centre, Bhora Kalan, Distt. Gurgooan, Haryana for imparting value, behaviour and attitude base training shall be an integral part of the In-service Training of all category of teachers during the year 2008 -09.. Buses will be hired for this programme..

(ii) Four vehicle for may be hired during the INSET Programme for monitoring at HQ

(iii) Hospitality expenses @ Rs.500/- per month for Director, „Secretary „JD, JS and DCA from SCERT Funds

(iv) Remuneration to Co-Coordinator @ Rs.1000/- for two groups (No remuneration to the DIET and SCERT Staff as the programme is funded by the SCERT.

(vii)

Monitoring of Teacher Training.

The following shall be the Members of the monitoring staff of DOE/DIETs/MCD/NDMC/SCERT

Monitoring Team

11 Dy. Directors (Distt) @ Rs 3000/- per cycle

28 Eos/DEOs, of Dte of Education, @ 2000/- per cycle

DEOs/AEOs of MCD 3000/-- per cycle

Sr. Lecturers of NDMC 3000/-- per cycle

SCERT/DIET NIL

CORE TEAM of SCERT

Core team managing INSET Programme shall be paid as per the fee approved by EC last year for training during the month of May-June 2007

1) Total Number of Teachers to be trained = 6400

2) Budget required @ 1100 per head x 6400 = 70 lakhs Submitted for kind approval of A & B above

DR I S SURI
SECY -cum SSA(Head)

**STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
VARUN MARG, DEFENCE COLONY, NEW DELHI**

No.F.5/SSA Trg./SCERT/2007/

Dated 2.5.2008

A-The norms proposed for approval are as under:

NORMS OF EXPENDITURE FOR IN-SERVICE TRAINING OF TEACHERS

Category TGTs/Asstt.Trs./Nursery Trs. . & Misc.Catego ry of Teachers. etc

12 days for
50
participants
in one group

No.of Participants : PART-I

S.No.	Particulars	Rate per unit
1	Payment to RPs 2 session/day @ Rs.650x20 sessions (two periods) this includes conveyance @ 150/- which can be paid to a RP only at a center in one day) n one day)	13000/-
2	Conveyance to participants @ Rs. 30/- per day X50 teachers X12 days to be paid in cash to the participants	18000/-
3	Tea & Refreshment @ Rs. 10/- per day per 50 persons+10% x 11days To be paid in cash to the participants	6050/-
4	Stationary @ Rs.20/- per participant (To be supplied by SCERT)	1000/-
5	Group' @ Rs.500/- for 12 days per group	500/-
6	Group `D' employee @Rs. 300/- per group	300/-
7	Contingency including hiring of VCR/Film/Telephone calls by the coordinator and equipments etc.(Subject to submission of claim)	1000/-
8	TLM Stationary for YUVA work which includes , charts, sketch pens, double sided scotch tape, pencil, rubber, sharpener and one register (To be supplied by SCERT)	1250/-
9	Remuneration to academic Coordinator per group	1500/-
10	Remuneration to Administrative Coordinator per group	1000/-
Arrangements for Buses for visit to Brahm Kumari ORC at Bhora Kalan Manesar, Supply of Banners, Questionnaire and Certifications will be taken care of by SCERT		

Part-II

One teaching session will comprise of 2 periods. Academic Coordinator will get remuneration of two teaching sessions amounting to Rs.1000/- per group.

Contingency expenditure will include hiring of equipment and CDs for showing films photocopy, telephone and purchase of any miscellaneous item etc. required for the training programme. Telephone expenses are restricted to Rs. 500/- per cycle per centre.

Part-III

- (b) Members of the Core Group of INSET and Principals of DIETs who Are Nodal Officer and member of monitoring Team for INSET Programme may be paid as per the norms approved by the EC during the year 2007-8 .

(b) OPC (Brahm Kumari Edu. Society), Bhora Kalan, Manesar were paid @ Rs.70/- per head towards expenditure on lunch, refreshment and resource material etc. for participants and resource faculty.

B- PROPOSED CHANGES IN THE NORMS AND ITS RATIONALE

The norms were worked out on the basis of Training Fund @ Rs 70/- per per head per day and for 20 days training in 2006-07.

(i) Financial Year 2008-09, MHRD revised the norms of Rs.70/- per head to Rs.100/- per head per day to the participants

(ii) MHRD reduced the number of days of training from 20 days to 10 days to be conducted under SSA by SCERT. For remaining ten days training shall be organized by the DURC and CRCs on the pattern of one day training of teacher in a month. Further, the budget of training by DURC and CRC shall be Rs.50/- per head per day...Thus, under SSA a total amount of Rs.1100/- per head shall be available for 12 days training.

(iii) One full day Orientation/Training at Om Shanti Retreat Centre, Bhora Kalan, Distt. Gurgaon, Haryana for imparting value, behaviour and attitude base training shall be an integral part of the In-service Training of all category of teachers during the year 2008-09.. Buses will be hired for this programme. If required and budget allocation exceeds, the expenditure on hiring of buses shall be met out of SCERT budget.

(iv) Four vehicle for may be hired during the INSET Programme

(v) Hospitality expenses @ Rs.500/- per month for Director, Secretary, JD, JS and DCA out of SSA Funds

(vi) iv) Remuneration to Co-Coordinator @ Rs.1000/- for two groups

(viii)

Monitoring of Teacher Training.

The following shall be the Members of the monitoring staff of DOE/DIETs/MCD/NDMC/SCERT

Monitoring Team

11 Dy. Directors (Distt) @ Rs 3000/- per cycle

28 EOs, of Dte of Education, @ 2000/- per cycle

DEOs/AEOs of MCD 3000/-- per cycle

Sr. Lecturers of NDMC 3000/-- per cycle

SCERT/DIET/SSA Monitoring Team @ Rs.3000/- per cycle

CORE TEAM of SCERT

Core team managing INSET Programme shall be paid as per the fee approved by EC last year for training during the month of May - June 2007 .

Submitted for kind approval of A & B above

1) Total Number of Teachers to be trained = 44600

2) Budget required @1100 per head x44600 = 491 lakhs

Submitted for kind approval of A & B above

DR I S SURI
SECY-cum SSA(Head)

JD