

F.No. M-13015/01/2014-Trg  
Government of India  
Ministry of Rural Development  
Department of Rural Development

Krishi Bhawan, New Delhi  
Dated: 07<sup>th</sup> August, 2017

To,

- 1) All State Governments /Director, SIRDs/Principal, ETCs,
- 2) Director General, NIRD&PR, Hyderabad

Subject: - Revised guidelines on strengthening/establishment of State Institute of Rural Development (SIRDs) and Extension Training Centres (ETCs) – reg.  
Reference - Ministry's earlier letters (i) J-12040/2/2010-Trg. dated 23.12.2010  
(ii) M-13015/01/2014-Trg. dated 25.11.2014

Sir/Madam,

The Ministry of Rural Development, Department of Rural Development is providing financial assistance (Recurring/Non-recurring grants) to all SIRDs/ETCs for imparting training to elected representatives of Panchayati Raj Institutions (PRIs) & officials and functionaries related with Rural Development. It has been observed that there is noticeable divergence in claims submitted for recurring grants by various SIRDs. Therefore, there is a need to not only link grant of funds with the training requirements of a State but also ensure steady flow of grants to SIRDs and ETCs for smooth and unhindered conduct of training programmes. Accordingly, the above referred guidelines are revised/modified as below, effective from 01<sup>st</sup> April, 2017.

2. Since, revised guidelines are effective from 1<sup>st</sup> April, 2017, therefore, previous claim of SIRDs/ETCs upto the financial year 2016-17, if any, will be reimbursed on receipt of a complete proposal including all necessary supporting documents required as per the existing guidelines issued by this Ministry's letter of even number dated 25.11.2014.

**RECURRING GRANTS**

**(A) Recurring Grants to SIRDs**

**3. Criteria for release of recurring grants to SIRDs:-**

- i. Recurring grants to a SIRD would include:
  - (a) funding support to maximum of 7(seven) senior permanent core faculty members. However, reimbursement for existing contractual members will be borne by the Ministry for a period of three years only from the date of implementation of the guidelines. All State Governments are requested to fill-up the post on regular basis during this period of three years; and
  - (b) training related other recurring expenditures.
- ii. The Ministry would provide 100% funding support to maximum of seven senior core faculty/contractual members of SIRDs out of which at least one core faculty member should be from Information Technology (IT) field and other may be either from Women & Child Development or Health & Nutrition. The other members of core faculties should be from Rural Engineering/ Rural Development/Information Education Communication/ Popular participation/Village Level Planning Credit/ Agriculture/Extension/Social Education/Animal Husbandry/Public Health/Cooperatives etc.

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iii. The recurring expenditure, other than 7 core faculty members, will be **equally borne by the Centre and State Governments and in the case of 8 North Eastern States & 3 Himalayan States viz. Jammu & Kashmir, Himachal Pradesh & Uttarakhand funding pattern will be 80:20** (Ref: Deptt. of expenditure's letter No.32/PSO/FS/2015 dated 28/10/2015). However, cost norms (item-wise) of recurring expenditure should normally conform to and should normally not exceed the ceiling as detailed in **Annexure-I**.

iv. The recurring grants to SIRDs would be released in two installments. The first installment would normally be released in the month of April/May (50% of their entitlement) on receipt of request (in the prescribed proforma) from those SIRDs who claimed and were found eligible for second installment in the last financial year.

Those SIRDs who could not submit their claim for the 2<sup>nd</sup> installment in the same financial year in which the 1<sup>st</sup> installment was claimed (viz.2016-17), would lose their claim over it, in subsequent years, i.e. the SIRD would not be given balance amount of that year in subsequent years (viz. 2017-18) as it would lapse and no request in this regard will be entertained, under any circumstances). However, 1<sup>st</sup> installment of the next financial year (viz.2017-18) would be released to such SIRDs on the basis of settlement of their accounts for the last financial year (viz.2016-17).

v. All SIRDs to ensure that proposal for seeking 1<sup>st</sup> installment of recurring grants from the financial year 2017-18 onwards, should normally be received by the Ministry latest by 2<sup>nd</sup>/ 3<sup>rd</sup> week of April of every year in the prescribed proforma in **Annexure - II** alongwith Annual Training Calendar including date schedule.

vi. Release of 2<sup>nd</sup> instalment of recurring grant will become due from 1<sup>st</sup> October of every year. Proposal for release of 2<sup>nd</sup> installment, alongwith all necessary supporting documents (separate UC{GFR-12A/12C} & Audit Report{proforma attached} for the recurring grants released by this Ministry & State share) in the prescribed proforma in **Annexure-III** should be submitted to this Ministry between September to November of every financial year to enable the Ministry to process the case for timely release of funds.

vii. Recurring grants would also include expenditures incurred on hiring of audio-visual equipment's, augmentation of library/documentation facilities, providing study material including case studies and technical notes, installation of NICNET/DESNIC system in conference hall/ office building, hostels etc. But all these would be subject to the cost norms mentioned in **Annexure - I**.

#### 4. General guidelines on release of recurring grants to SIRDs:-

- i. All SIRDs are requested to maintain a **separate saving bank accounts in Nationalized Bank** and the same be Registered in PFMS.NIC.IN for smooth flow of releases by the Ministry.
- ii. The State Government would declare, if not declared earlier, the SIRD & PR or the State Institute of Public Administration, as the case may be, as the State Level Apex Training Institute in Rural Development & Panchayati Raj, *inter-alia*, keeping in mind the following: -
  - a) The level and total number of officials requiring training in Rural Development & Panchayati Raj and others per year.
  - b) The types of courses to be run in the sphere of Rural Development/ Panchayati Raj such as foundation courses for fresh entrants/newly inducted/promoted officers and staff inter-level (on promotion from one management level to another), periodical refresher courses for all officials, non-official functionaries of Rural Development & Panchayati Raj.

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- c) The types and number of research projects to be undertaken in the field of Rural Development & Panchayati Raj.
- iii. The State government shall set-up a "State Level Advisory Committee" under the Chairmanship of the Principal Secretary /Secretary in-charge of Rural Development /Panchayati Raj for guidance and effective Implementation/Monitoring/Supervision /Evaluation of Rural Development & Panchayati Raj Training Programmes. The State Governments may also consider to nominate Chairperson(s) of Zilla Parishad / Zila Panchayat (preference can be given to a woman) and members from the SC and ST in the Committee. If a SIRD is declared as an Autonomous Body / Registered Society, the affairs of the SIRD will be governed by a "Governing Body / Executive Committee / General Body". The State Level Advisory Committee may also function as the Governing Body. The Governing Body should inter alia have the power to approve the budget proposals of the Institute; create new posts for the Institute within the sanctioned budget, approve the exact number and duration of courses to be run during the calendar year. Necessary guidance, if required, can be taken from NIRD&PR / Ministry of Rural Development.
- iv. The State Governments would take all steps to grant financial and administrative autonomy to the SIRD, being the State Level Apex Training Institution of the State on Rural Development & Panchayati Raj with a view to facilitate appointments, and to incur essential training related expenditure and to ensure freedom otherwise the purpose of the Institute would be defeated.
- v. The SIRDs shall preferably conduct the following training courses each year:
- Courses on Training Skills and Methodology for ETCs*
  - Courses on Planning & Implementation of RD&PR Schemes/ Programmes viz. MGNREGA, PMAY, Rural Livelihoods, Social Audit, Mission Antyodaya etc.*
  - Convergence in Rural Development.*
  - Drinking Water & Sanitation/Swachh Bharat Mission.*
  - Orientation course on RD for non-officials.*
  - Courses on Rural Credit/Financial Management/Audit & Accounts.*
  - Courses on Management Information System (MIS) for RD&PR.*
  - Foundation Course for Block Development Officers*
  - Courses on the Role of Voluntary Organisation in RD&PR*
  - Courses on Management Development Programme*
  - Courses on Technology Support Service for RD&PR*
  - Courses on Multi-Level Planning.*
  - Courses on integrated watershed development in the context of Rural Development & Panchayati Raj Programmes.*
  - Courses on Participial Rural Appraisal and Rapid Rural Appraisal.*
  - Any other course as mandated by Ministry of Rural Development& Panchayati Raj from time-to-time.*
- vi. All SIRDs/ETCs should follow the provisions of GFR-2017.
- vii. All the ETCs in the State shall function under the guidance of the SIRDs which are the State Level Apex Training Institution on Rural Development and Panchayati Raj. Specific orders in this respect would be issued by the State Government, if not issued earlier.
- viii. State Government may create and fill-up post(s) in SIRDs / ETCs under their own rules/regulations. No approval/sanction for creation of any post(s) would be accorded by the Ministry under any circumstances.
- ix. All SIRDs would ensure uploading of training particulars on the Rural Diksha Portal ([www.ruraldiksha.nic.in](http://www.ruraldiksha.nic.in)). Accordingly, all the Institutes should submit an undertaking that " This is to certify that it has not obtained or applied for grants for

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the same purpose or activities from any other Ministry/Department of the Govt. of India or State Govt”.

- x. All the SIRDs/ETCs are advised to adhere to GFR-2017, chapters regarding Procurement of Goods & Services and Grants-in-aid in respect of grants released by the Ministry w.r.t. recurring and non-recurring purpose. Alternatively, the institute should adhere to the financial rule applicable in the concerned state.

**(B) Recurring Grants to ETCs.**

**5. Criteria for release of recurring grants to ETCs:-**

- i. The Ministry would provide financial support to Extension Training Centre (ETC) on lump-sum basis @ Rs. 20.00 lakh (maximum) per ETC per annum for recurring expenditure. However, cost norms (item-wise) of recurring expenditure should normally conform to and should not exceed the ceiling as detailed in **Annexure-IV.**
- ii. The ETC can utilize upto 75% of recurring grants to intensify training related activities with particular emphasis on those which require training for Panchayati Raj functionaries. The remaining funds allocated annually may be utilized to support the ETC.
- iii. The recurring grants to ETCs would be released in two installments. The first installment would normally be released in the month of April/May (50%) on receipt of request from those ETCs who claimed and were found eligible for second installment in the last financial year.

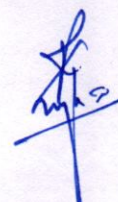
Those ETCs who could not submit their claim for the 2<sup>nd</sup> installment in the same financial year in which the 1<sup>st</sup> installment was claimed (viz.2016-17), would lose their claim over it, in subsequent years, i.e. the ETC would not be given balance amount of that year in subsequent years (viz. 2017-18) as it would lapse and no request in this regard will be entertained under any circumstances). However, 1<sup>st</sup> installment of the next financial year (viz.2017-18) would be released to such ETCs on the basis of settlement of their accounts for the last financial year (viz.2016-17).

- iv. First installment of Rs.10.00 lakh to each ETC would be released normally in the month of April/May of every year on receipt of their request along with proposed training calendar of the same year. Second installment of Rs.10.00 lakh will be released, as and when the request from the ETC is received in the Ministry along with necessary documents such as UC(GFR-12A/12-C), Audit Report of last year and details of training conducted during last year, expenditure statement (item-wise) & details of staff. Hence, proposal for release of 2<sup>nd</sup> installment can be submitted to this Ministry between September to December of every financial year. A copy of Budget grant of ETC, approved by the State Govt. for the same financial year, may be attached with the proposal.
- v. **All State Governments are requested to release remaining funds, apart from financial support provided by Govt.of India, to ETCs for smooth functioning of the Institute.**

**6. General guidelines on release of recurring grants to ETCs: -**

- i. The Extension Training Centres shall design training modules in consultation with SIRD, and thereafter compulsorily conduct courses for:
  - a) Rural artisans
  - b) Rural entrepreneurs

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- c) Gram Sevaks/Gram Sevikas/VLWs
  - d) Courses on Planning & Implementation of RD&PR Schemes/ Programmes viz. MGNREGA, PMAY, Rural Livelihoods, Social Audit, Mission Antodaya etc.
  - e) Drinking Water & Sanitation/Swath Bharat Mission.
  - f) Secretaries of Panchayats and Cooperatives
  - g) Sarpanch and Panch of Gram Panchayats
  - h) Grass-root level functionaries of all other development departments.
  - i) Office bearers of social service organizations dealing in rural development/ Panchayati raj programmes
  - j) Orientation to sustainable Development themes like Watershed Development
  - k) Convergence of important social sartorial themes at the field level
  - l) Any other course as mandated by Ministry of Rural Development/ Panchayati Raj from time-to-time.
- ii The details of posts especially sanctioned for ETC for the last two years may be furnished as given below:

Sl.No.	Year	Name of the Post	No. of Post (s)	Scale of Pay/ Total emoluments	Date of Sanction	Date of filling of the post (s)	If vacant, then from which date lying vacant & present position with regard to requirement.

- iii All the ETCs in the State shall function under the guidance of the SIRD which is the State Level Apex Training Institution of Rural Development/ Panchayati Raj. Specific orders in this respect would be issued by the State Government, if not issued earlier.
- iv All ETCs would ensure uploading of training particulars on the Rural Diksha Portal ([www.ruraldiksha.nic.in](http://www.ruraldiksha.nic.in)).

#### (C) NON - RECURRING GRANTS

#### 7 **Criteria for providing 100% financial assistance for non-recurring expenditure to SIRDs/ETCs: -**

- i. The Proposals(Fresh) of non-recurring expenditure should be sent to the NIRD&PR in the following categories: -
  - Category-I Administrative Building
  - Category-II Class-room/Seminar hall/Library/Hostel/Staff Quarter.
  - Category-III Renovation of Buildings.
  - Category-IV Teaching aids (Computers, TV, LCD projector, Video Conferencing facilities etc.).
  - Category-V Office equipment (FAX, Photocopier Machine, Scanner, Computer, Printer etc.).
  - Category-VI Vehicle (subject to economy instruction issued by Gol from time to time).
  - Category-VII Furniture & furnishing (hostel/class-room/office/seminar hall/meeting hall/guest house, recreation / indoor games etc.)
- ii. The following particulars need to be furnished along with the proposal: -
  - a) **Master Plan:** All SIRDs/ETCs should prepare a master plan of required infrastructure keeping in mind the anticipated demand for training in the next 25 years . The same should be duly approved by the concerned Secretary.
  - b) **Cost estimates** as approved by the PWD or other Engg. Deptt. of the State Govt. concerned and certified (with seal) by an officer not below the rank of Executive Engineer of the concerned agency.
  - c) **The item-wise detailed** cost of construction/major renovation of building is also to be furnished.

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- d) **Site-map and plans** duly approved by an engineer, not below the rank of Executive Engineer (with seal), the PWD or other Engg. Deptt. of the State Govt. A copy of the land records showing ownership will also be furnished. Timeframe for execution of civil works may be given in plan. Coordinates of the site must be mentioned in the map.
- e) **Comprehensive Plan** for seeking financial assistance for non-recurring expenditure, the SIRD/ETC should submit a complete comprehensive plan along with future expansion, lay out plan/blue print etc.

**8. General Guidelines for release of funds for non-recurring expenditure to SIRDs/ETCs**

- (i) Proposals for routine maintenance and repairs would not be considered.
- (ii) Training performance & Research activities conducted during the last 3 years and proposed for the current year to be sent along with the proposal in a Table as under:

Year	in Campus		off Campus		Total		No. of Research Studies conducted
	No. of training programmes conducted	No. of participants	No. of training programmes conducted	No. of participants	No. of training programmes conducted	No. of participants	

- (iii) Along with the proposal a copy of Utilization Certificate of the Central grants for the non-recurring expenditure released last year/previous years must be furnished in a proforma as prescribed in GFR-12A/12C( as per GFR-2017).
- (iv) Proposal must contain financial information in the following format: -

Years	Amount of Central Grant under Non-Recurring	Amount Utilized	Balance	Reasons for not utilizing the amount

- (v) Details of amount kept in Nationalized Bank in Savings Account/Subsidiary Accounts/Fixed Deposit/Interest accrued therein till date and terms of deposits. Reasons for keeping the amount of Central Grant in Fixed Deposit may also be furnished.
- (vi) The proposal for seeking financial assistance for Non-Recurring expenditure is to be sent separately for SIRD and ETC to the Director General, National Institute of Rural Development & Panchayati Raj, Rajendra Nagar, Hyderabad through the Secretary (Trg), Ministry of Rural Development, Krishi Bhawan, New Delhi.
- (vii) The SIRDs/ETCs of North Eastern States should submit their proposal for non-recurring expenditure through the State Govt. to Director, National Institute of Rural Development & Panchayati Raj, N-E Regional Centre, Guwahati. A copy of the proposal shall also be endorsed to the Under Secretary (Trg), Ministry of Rural Development, Krishi Bhawan, New Delhi.
- (viii) Under the non-recurring grants, the amount will be released to the concerned SIRD/ETC in two installments depending upon the progress of the project. **The 1<sup>st</sup> installment would be released after issue of work agreement between Institute & executing agency on non-judicial stamp paper and time schedule for completion of work. All Institution should furnish work order within one month after receipt of 1<sup>st</sup> Installment of grants.**
- (ix) The 2<sup>nd</sup> installment would be sought after expenditure of at least 75% of 1<sup>st</sup> installment along with photographs, physical and financial progress reports, audit report, UC in format prescribed in GFR-2017, item wise expenditure details etc. Physical progress along with photograph with date & stamp etc. of the project can be uploaded in the Diksha Portal ([www.ruraldiksha.nic.in](http://www.ruraldiksha.nic.in)). For procurement of

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- Goods & services, the institute should adhere to GFR-2017. Alternatively, the institute should adhere to the financial rule applicable in the concerned State.
- (x) The proposal must mention whether the SIRD is an autonomous body or a Departmental Institute and or is a Composite Institute along-with status report of the SIRD/ETC including details of Bank Accounts.
  - (xi) Latest Annual Report of SIRD along with audited accounts as laid on the Table of Legislative Assembly, if any, should be sent with the proposal.
  - (xii) The proposal for non-recurring grants will be scrutinized by the technical team of NIRD&PR. Thereafter, a team of officials comprising of two members, one each from NIRD&PR and MoRD shall visit the proposed site for physical inspection and thereafter NIRD&PR will submit the appraisal report to the Ministry.
  - (xiii) The appraisal report of NIRD&PR will be examined by the Training Division and accordingly Agenda Note will be prepared and placed before the Departmental Screening Committee (DSC) of the Ministry for consideration.

**( D ) Grants for Organisation of Training Courses/Seminars/Workshops (OTC)**

9. Organization of Training Courses is a Central Sector plan scheme has been in operation since 1980-81. The scheme stands merged with the new scheme "Management Support to Rural Development Programmes and Strengthening District Planning Process from 2007-2008.

Under this scheme various training courses, seminars and workshops on issues relevant to the Ministry of Rural development are conducted to train the rural development functionaries in the implementation of rural development schemes in States/UTs. In the context of a new initiatives to involve various categories of functionaries engaged in the implementation of rural development programmes, it has been decided to enlarge the scope of the scheme to cover apart from the rural development functionaries of the Government, elected members of PRIs and other PRI functionaries, bankers, members of Self Help Group/Federations, members of NGOs involved in rural development/PR schemes and programmes and village and Monitoring Committee. Community based volunteers requiring training in the implementation of rural development schemes in States/UTs. The scheme will cover imparting training in all matters relating to rural development and allied subjects involving rural folk. This would facilitate objectives and balanced examination of the proposals and fruitful utilization of limited funds while serving the overall training needs of the country for rural development.

**10. Procedure for seeking financial assistance under the scheme**

The Organization desiring to seek financial assistance under the scheme are required to apply in the prescribed proforma (Annexure V) to the Training Division, Ministry of Rural Development.

**Eligibility**

Only the proposal having a bearing on rural development and allied subjects received from reputed research or academic institution including Universities, Departments, SIRDs, ETCs and the State Government may be considered. Preference will be given to the organizations having reputation and experience of all India nature. In states where the SIRDs, ETCs do not have adequate capabilities to undertake training programmes for all stakeholders, the concerned State Government may associate eligible NGOs with proven track record through a transparent process of empanelment.

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## **Purpose and Scope**

Financial assistance will be given mainly for those training courses, seminars and workshops having bearing on rural development and allied matters with particulars reference to Poverty Alleviation with special thrust on improving the living conditions of small and marginal farmers, agricultural labourers, rural artisans, women and those belonging to SC/ST categories.

## **Extent of Assistance**

The total quantum of assistance for an individual proposal will not exceed Rs. 3.00 lakh for 40 participants for a training course/seminar and workshop will be held for not more than 5 days. The quantum of assistance will be decided by the Ministry. 75% of assistance will be provided after the approval of training programme by the Ministry and remaining 25% will be provided after receipt of necessary papers presented in the training, workshops and seminar, statement showing the details of expenditure and in case of NGOs, the Statement should be certified by Chartered Accountant.


## **Financial assistance will be provided only on the basis of cost norms as per Annexure-VI. Terms and Conditions**

- 1) The funds should not be used for any purpose other than that approved by the Ministry.
- 2) Any unspent balance should be returned immediately along with interest.
- 3) A statement of expenditure duly certified by the Head of the Organization will have to be furnished immediately after the completion of the training programmes/seminars/workshops.
- 4) The Organization should also provide a utilization certificate duly attested/certified by a Chartered Accountant.
- 5) The Organisation shall send to the Ministry two complete sets of papers received/presented during the training programmes/seminars/workshops. In case of training programmes, detailed training programme along with a report thereon should be submitted to the Ministry.

The course materials prepared for the training programmes should be circulated to all participants and those related with policy Formulation.

Encl: As above.

Yours faithfully,

  
(R.K. Singh)

Under Secretary to the Government of India.

Telephone: 23384980

Copy to: The Senior Technical Director, NIC, MoRD w.r.t. Rural Diksha Portal.

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**Model cost norms for trainings programme at SIRDs**

Number of participants	25
No. of training days	05
Total No. of Training Programmes in a year	Approximately 50

Sl.No.	Items	Cost ceiling	Remarks
1	Expenditure on training like payment of honorarium to Resource Persons, provision of Training Kit to trainees including Study material, cost of Brochure, CD,DVD, Photographs, Xerox charges etc.)	Rs.37,500/- per training (Rs. 1500/- per participant) or as per actual.	Details to be intimated at the time of release of second installment
2	Provision of meal for the participants //(Breakfast, Lunch, Dinner, Tea & Snacks{per day per head})	Rs. 300/- per participant per day or as per actual.	Ceiling should not be exceeded in any circumstances. In special case, prior approval of the Ministry can be taken.
3	Travel Expenses including site visit and maintenance of Vehicles, POL, HSD etc.	Rs. 3,50,000/ per year or as per actual.	Details of site visit along with distance and certified copy of Bills may be enclosed with the proposal at the time of release of second installment.

In addition to the above following would also be allowed: -

Sl.No.	Items	Cost ceiling	Remarks
1	Purchase of Books and Journals, Publications etc.	Rs.50, 000/- per year or as per actual	Copy of bills may be enclosed with the proposal at the time of release of second installment.
2	Water supply & electricity	As per actual subject to a maximum of Rs. 1,50,000/- per year.	
3	Office contingency/ Miscellaneous	Rs. 1, 50,000/- per year or as per actual	
4	Salary to Non- Teaching Support Staff	Salary to non-teaching staff subject to maximum consolidated amount of Rs.1,50,000/ per month or as per actual( keeping in view of implementation of 7 <sup>th</sup> pay commission). The remaining expenditure on salary will be borne by the state govt.	Copy of appointment/ continuation order to be attached with the proposal.

Approximately expenditure per SIRD per annum = 62.50 lakh

Approximately expenditure per training programme = 1.25 lakh

Approximately expenditure per Day = 0.25 lakh

**Note:** Per Trainee per day expenditure should not exceed Rs. 1,000/- in any, circumstances (6250000 /50/25/5= 1000). The cost will be shared on 50:50 basis between Centre & State for all SIRDs, however, in case of North Eastern States and three hilly areas in J&K, Himachal Pradesh & Uttarakhand the ratio will be 80:20.

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**Proforma for seeking 1<sup>st</sup> installment of recurring grants to SIRDs for the financial year.....****(A) Details of Recurring Grants**

1. Name of SIRD:- .....
2. Financial Year .....
3. Name of Director .....
- Address .....
- a) Tele No. ....
- b) Fax No. (If any) .....
- c) E-mail address (If any) .....
4. Proposed total Recurring Grants for the year in Rs.: ..... (lakhs)
5. Proposed total training programme
  - (i) From funds released by MoRD including state share: .....
  - (ii) From all other resources: .....
6. Proposed total number of trainees in programmes
  - (i) Run from MoRD + State share funds: .....
  - (ii) Run from funds from various sources: .....
7. Date of submission an amount of demand of 2<sup>nd</sup> installment in the last financial year .....
  - (i) Date of submission of demand .....
  - (ii) Amount proposed for release .....
8. Break-up of proposed recurring grants for the year ..... is given below: -

S.No	Name of Items	Actual Expenditure incurred last year(e.g.2016-17)	Proposed expenditure to be incurred for the year 2017-18
1	Expenditure on training like payment of honorarium to Resource Persons, provision of Training Kit to trainees including Study material, cost of Brochure, CD,DVD, Photographs, Xerox charges etc.)		
2	Provision of meal for the participants / (Breakfast, Lunch, Dinner, Tea & Snacks(per day per head))		
3	Travel Expenses including site visit and maintenance of Vehicles, POL, HSD etc..		
4	Purchase of Books and Journals, Publications etc.		
5	Water supply & electricity		
6	Office contingency/ Miscellaneous		
7	Salary to Non- Teaching Support Staff		

S.No.	Name of core faculty members	Post held	Scale of Pay/ actual emoluments	Permanent /contract	Remarks, if any
a)					
b)					
c)					
d)					
e)					
f)					
g)					

- Note:-** (i) Supporting documents such as appointment orders/ continuation orders must be enclosed.  
 (ii) Recurring grants required as advance (1<sup>st</sup> inst.) of Rs. .... lakh(i.e. 50% of total proposed amount) for imparting training programmes during the financial year .....( e.g.2017-18).

**(B) Training Calendar including date schedule:**

Attached at Page No..... to .....


**Undertaking**

Certified that I have satisfied myself about the claim for the above proposed amount and the same will be utilized for the purpose of imparting training programmes only.

**Name & Signature**  
**(Director, SIRD with seal)**

Place:  
 Dated:

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## PROFORMA FOR RELEASE OF SECOND INSTALMENT OF RECURRING GRANTS TO SIRDS

1. Financial Year : .....
2. Name of Director : .....
- Address : .....
- a) Tele No. : .....
- b) Fax No. (If any) : .....
- c) E-mail address (If any) : .....
3. Total Entitlement of Recurring grant for the year: (i) 7 core faculty Rs..... (in lakh)  
(ii) Training Activities Rs..... (in lakh)  
(iii) Total Rs..... (in lakh)
4. Details of release of 1<sup>st</sup> installment  
(i) Amount claimed as 1<sup>st</sup> installment  
(ii) Amount released as 1<sup>st</sup> installment  
(iii) Date of release.....
5. Total No. of Participants to be trained in the current financial year as projected in training calendar ..... ( year)
6. Total No. of participants trained during the current financial year till..... of month
7. Financial details of demand:

(Amount Rs. in lakh)

Sl. No.	Release	Previous financial year ..... (e.g. 2016-17)			Year before previous financial year.....(e.g. 2015-16)		
		Training Activities	Core Faculties	Total	Training Activities	Core faculties	Total
1	Carryover funds from the previous year						
2	Central Release						
3	State Release						
4	Funds received from NIRD & PR						
5	Miscellaneous Receipt, if any						
6	Total availability						
7	Expenditure (Actual expenditure)						
8	Percentage of expenditure (5/4x100).						
	Total						

## 8. Training Details:

S.No.	Quarter	Proposed	Conducted
1	First quarter		
2	Second quarter		
3	Third quarter		
4	Fourth quarter		
	Total		

9. Utilization Certificate for the year .....(e.g.2016-17) is enclosed in the prescribed proforma (GFR- 12A/12-C{GFR-2017}) duly signed by the Head of the Institution.
10. Audit report of the last year . ..... (e.g.2016-17) with the relevant certificates duly certified by the Auditor is enclosed.

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11. It is certified that:

- (i) No major irregularities such as embezzlement, diversion of funds etc., have been noticed in the audit report for the last year.
- (ii) Necessary action has already been initiated to rectify the defects pointed out in the Audit Report for the last year and compliance would be sent/has been sent to the Ministry shortly;
- (iii) All the funds have been kept in the Saving Bank Account.
- (iv) Expenditure on training head has not booked from other head of a/c.

12. Balance of Recurring grants with the SIRD as on .....(e.g.31.03.2017)

Rs..... (Training Activities)

Rs. .... (7 core faculties)

**Name & Signature**  
**(Director, SIRD with seal)**

**Date:.....**

12/29





**Utilization Certificate(See Rule-239)**  
**(Form of Utilization Certificate - GFR, 12-C{As per GFR-2017})**

**Financial year..... (e.g. 2016-17)**

Name of the SIRD/ETC:.....

(For Government Bodies only)

Address : .....

**Section-A: Financial Progress**

Sl.No.	Letter No. and date	Amount	Certified that out of Rs. .... lakhs (Rupees ..... only) of grants sanctioned/released during the year.....was received by SIRD/ETC on.....as per details given in the margin and Rs.....lakh on account of unspent balance of previous year, a sum of Rs. .... has been utilized for the purpose of .... for which it was sanctioned and that the balance of Rs..... remaining unutilized at the end of the year has been surrendered to Govt,(vide No.....dated.....)/ will be adjusted towards the grants payable during the next year.....
1.	O.B. (as on 01.04.2016)		
2.			
3.			
	Interest		
	Misc. receipt		
	Total		

i. Total expenditure incurred (as per AR of year..... (e.g. 2016-17)

ii. Closing balance of the current year.....

1. Certified that I have satisfied myself that the conditions on which the Grants-in-aid was sanctioned have been duly fulfilled /are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised:

- 1.
- 2.
- 3.

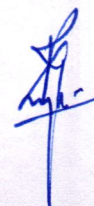
**Section- B: Physical Progress**

Year	Training/Research (Quarterly)										Participants (Quarterly)									
	Proposed					Conducted					Proposed					Attended				
	1st	2nd	3rd	4th	Total	1st	2nd	3rd	4th	Total	1st	2nd	3rd	4th	Total	1st	2nd	3rd	4th	Total

Signature of Accounts Officer/In-charge of Accounts

Counter Signature .....  
 (Full name with official seal)  
 (Head of the Institute)  
 Date:.....

13/29





**FORM OF UTILIZATION CERTIFICATE(See Rule-238{1})**  
**Form of Utilization Certificate - GFR, 12-A{As per GFR-2017}}**  
**(FOR AUTONOMOUS BODIES)**

UTILIZATION CERTIFICATE FOR THE YEAR ..... in respect of  
recurring/non-recurring  
GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme.....
2. Whether recurring or non-recurring grant.....
3. Grants position at the beginning of the Financial year
  - (i) Cash in Hand/Bank
  - (ii) Unadjusted advances
  - (iii) Total

4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years [figure as at Sl. No. 3(iii)]	Interest Earned thereon	Interest deposited back to the Government	Grants received during the year			Total Available funds (1+2-3+4)	Expenditure incurred	Closing Balances (5-6)
1	2	3	4			5	6	7
			Sanction No. (i)	Date (ii)	Amount (iii)			

Component wise utilization of grants:

Grant-in-aid - General	Grant-in-aid - Salaries	Grant-in-aid – Creation of capital assets	Total

Details of grants position at the end of the year

- (i) Cash in Hand/Bank
- (ii) Unadjusted Advances
- (iii) Total

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly filled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation
- (iii) To the best of our knowledge and belief, no transaction have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.

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- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grant-in-aid.
- (vii) It has been ensured that the physical and financial performance under .....  
(name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure – I duly enclosed.
- (viii) The utilization of the fund resulted in outcomes given at Annexure –II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure – II ( to be formulated by the Ministry/Department concerned as per their requirements/specifications.)

Date:

Place:

Signature

Name .....  
(Accounts Officer/In-charge of Accounts)

Counter Signature

Name.....  
Head of the Organization/Institute  
(with Official Seal)

15/29





**CHECK LIST FOR RELEASE OF 2nd INSTALMENT(SIRD)UNDER TRAINING PROGRAMME:-**

- |   |        |
|---|--------|
| 1. Whether the SIRD has utilized 75% of the total available resources.  | Yes/No |
| 2. Whether the Utilization Certificate has been furnished for the previous year.  | Yes/No |
| 3. Whether the Audit Report for the previous year has been furnished.   | Yes/No |
| 4. Whether the required certificate alongwith the Audit Report have been received from the Auditors and attached with the Audit Report. | Yes/No |
| 5. Whether No-Embezzlement, No Diversion Certificate have been furnished to the Ministry.   | Yes/No |
| 6. Whether the Certificate for keeping the funds in a separate Savings Bank Account has been submitted.                                 | Yes/No |
| 7. Whether the State-matching share has been released during previous years.(Please furnish copy).                                      | Yes/No |
| 8. Have the SIRD/ETC registered themselves in the PFMS portal   | Yes/No |

Signature.....  
(Full name with official seal)  
(Director)  
Date:.....

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**Training Programme**  
**YEAR .....(e.g. 2016-17)**

**Name of the SIRD.....**

SNo.	Items		Observations of the Chartered Accountant
1	Opening Balance & Closing Balance of the Receipts and Payments account tallies with that of Cash Books.	:	
2	Opening Balance adopted tallies with closing Balance of the last year	:	
3	Funds have been Used for the purpose for which they were received	:	
4	There is no case of any diversion of funds have been noticed.	:	
5	There does not exist any minus balance at any stage during the year	:	
6	No funds of the scheme are placed in Fixed Deposit	:	
7	Scheme funds are not being kept in current account	:	
8	Cash book is written on accrual account basis	:	
9	Interest earned has been added to the Scheme fund	:	
10	State share for the year has been received during the year	:	
11	Bank Reconciliation is being done regularly	:	

(Signature of Director)  
Name in full .....

Telephone No. ....

(Signature of Chartered Accountant seal)  
Name in full.....  
Membership No.....  
Telephone No.....

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## AUDIT REPORT

(Audit Report for Grants received under Training Programme)

Containing following points:-

1. Auditor's observations (if any observation, reply countersigned by chartered Account)
2. Balance Sheet
3. Receipt & Payment Statement
4. Income & Expenditure Statement

N.B. All the documents should be in original & countersigned by Director with official stamp.

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Audit Report for the year .....(e.g. 2016-17)

Name of the SIRD: .....

Auditor's Observations

1.

2.

3.

4.

5.

6.

7.

(Signature of Director with seal)

Name in full .....

Name of the SIRD .....

Telephone No. ....

No.....

(Signature of Chartered Accountant with seal)

Name in full.....

Membership No.....

Telephone

19/29





**Compliance to the remarks of the Auditor in the Audit report for the year  
.....(e.g.2016-17)**

**Action Taken Report**

Sl.No.	Remarks of the Auditor in the Audit Report for the year..... (e.g. 2016-17)	Action Taken/Compliance
1		
2		
3		
4		
5		

Signature of the Director  
Name in full.....  
Telephone No.....

20/29





**Balance sheet as on 31<sup>st</sup> March, .....(e.g. 2017)**

**Name of the SIRD:**

<b>CAPITAL FUND AND LIABILITIES</b>		<b>Current Year</b>	<b>Last Year</b>
1. Accumulated Fund			
<b>Opening Balance</b>			
<b>Add/Deduct</b> Balance Transferred			
From Income & Expenditure Accounts + / - .....			
<b>Closing Balance</b>			
2. Current Liabilities			
(i) Payment on account of temporary transfer of funds from other schemes			
(ii) Outstanding Expenses/Payables			
(iii) Any other liability, please specify			
<b>Total</b>			
<b>ASSETS</b>			
1. Fixed Assets			
(i) Vehicles			
(ii) Furniture & Fixtures			
(iii) Office Equipment			
(iv) Computers & Peripherals			
(v) Others			
2. Current Assets & advances			
(i) Stock			
(ii) Recoverable			
(iii) Closing Balance			
a) Cash in Hand			
b) Cash at Bank			
c) Account Receivables and Advances recoverable			
- (i) Implementing Agencies			
(ii) Other Agencies			
(iii) Staff			
(iv) Suppliers			
<b>Total</b>			

\*Closing balance of the last year should be tallied with opening balance of the Receipt & Payments statement and Utilisation Certificate of the current year

Certified that assets amounting to Rs. .... were created during the year as per schedule attached.

(Signature of Director)  
Name in full .....

Telephone No. ....

(Signature of Chartered Accountant seal)  
Name in full.....  
Membership No.....  
Telephone No.....

21/29





**Audit report for the year .....(e.g. 2016-17)**

**Income & Expenditure Statement**

Name of the SIRD.....

Income and Expenditure Account for the period 1<sup>st</sup> April, .....(e.g. 2016) to 31<sup>st</sup> March,  
.....(e.g. 2017)

Expenditure	Amount		Income	Amount	
1. Scheme works Expenditure			2. Grants in Aid/Subsidy received from (a) Central Govt. (b) State Govt. (c) Other Agencies		
2. Any other Expenditure			2. Interest received during the year from the Bank Accounts Received during the year		
3. Expenses on Administration			3. Miscellaneous Receipt		
4. Miscellaneous Expenses			4. Excess Expenditure carried over to Balance Sheet.		
5. Excess of Income over Expenditure carried over to the Balance sheet.					

(Signature of Director with seal)

Name in full .....

Name of the SIRD .....

Telephone No. ....

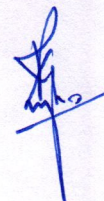
(Signature of Chartered Accountant/Local Funds Audit/GAC with seal)

Name in full.....

Membership No.....

Telephone No.....

22/29





# Audit report for the year .....(e.g. 2016-17)

## Receipt & Payment Statement

Receipt & Payment Statement for the period 1<sup>st</sup> April, ... (e.g. 2016) to 31<sup>st</sup> March....(e.g. 2017)  
Name of the SIRD.....

Receipt	Amount	Payment	Amount
1. Opening Balance		Advances given to:	
Total		Total	
2. Receipt of Grants/Subsidy		(i) Training & Research Programmes	
(i) Central Government		(ii) Purchase of Books and Journals, Publications etc.	
(ii) State Government		(iii) Cost of running mess /hostels	
(iii) Other Agencies		(iv) Travel Expenses including site visit & maintenance of Vehicle including POL, HSD	
		(v) Water supply & electricity	
		(vi) Office contingency/ Miscellaneous	
3. Receipt by transfer of Grants from other scheme/State Govt./any other scheme		Miscellaneous	
4. Interest received from Banks		Grant in Aid transferred to any other agency.	
5. Refund of Advance/Loan/Grant		Closing balance	
		Total	
6. Refund of Subsidies from the Bank during the year.			
7. Miscellaneous			

(Signature of Director with seal)  
Name in full .....

Telephone No. ....

(Signature of C A/ with seal)  
Name in full.....

Membership No.....

Telephone No.....

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**BANK DETAILS IN PRESCRIBED FORMAT**

Sl. No.	Name & address of the payee	Name of the Bank with full address	Bank Account Number	Branch Code	MICR Code	IFSC Code

Signature.....  
(Full name with designation)  
Director with official seal  
Date: .....

24/29





**BANK STATEMENT DETAILS**

Name of Bank: .....

Name of Branch: .....

SB Account No.....

IFSC No.....

Balance( As on 1<sup>st</sup> April.....2017).....

Date: .....

Signature.....  
(Full name with designation)  
Manager's official seal

25/29





**Documents attached with the proposal for release of 2<sup>nd</sup> installment recurring ETCs**

S.No.	Documents	At page No.
1	Request for release of 2 <sup>nd</sup> installment	
2	Utilization Certificate for the last year (in original i.e.ink signed)in GFR-2017	
	i. Audit Report for the last year (in original) ii. Auditors observation iii. Receipt & payment statement iv. Income & expenditure statement v. Balance Sheet vi. Action Taken Report on the points of the observation of Auditor, if any	
3	Copy of Appointment orders/continuation order issued by the state Govt./Competent Authority of ETC.....(Name of ETC).	
4	Copy of State matching share of recurring grants during last year ETC.	
5	Copy of Budget grants of ETC approved by the State govt. for the current year	
6	Copy of Training Calendar for conducting Training Programme during current year	
7	Bank details in the prescribed format	

Signature  
(Full name with official seal)  
Principal, ETC

Date:

26/29



**Model cost norms for trainings programme at ETCs**

<b>Number of participants</b>	<b>30</b>
<b>No. of training days</b>	<b>03</b>
<b>Total No. of Training Programmes in a year</b>	<b>Approximately 35</b>

Sl.No.	Items	Cost ceiling	Remarks
1	Training & Research Programmes(honorarium to Resource Person, Training Kit, Study materials, cost of Brochure,CD,DVD,Photographs, Xerox charges etc.)	Rs.5,75,000/- @ Rs.16,430/ per training programme or as per actual.	Details of training & research programme can be intimated at the time of release of second installment.
2	Provision of meal for the participants /( Breakfast, Lunch, Dinner, Tea & Snacks{per day per head})	Rs. 250/- per participants per day or as per actual.	Ceiling should not be exceeded in any circumstances. In special case, prior approval of the Ministry can be taken.

In addition to the above following would also be allowed: -

Sl.No.	Items	Cost ceiling	Remarks
1	Salary to staff	Maximum of Rs. 3,60,000/ per year	
2	Traveling expenses and maintenance of Vehicle including POL, HSD.	Rs.1,25,000/- per year or as per actual	Certified copy of Bills may be enclosed with the proposal at the time of release of second installment.
3	Water supply & electricity	Lump-sum Rs.75,000/ per year.	
4	Purchase of Books and Journals, Publications etc.	Rs.25,000/- per year or as per actual	Copy of bills may be enclosed with the proposal at the time of release of second installment.
5	Office contingency/ Miscellaneous	Rs. 50,000/- per year or as per actual	

Approximately expenditure per ETC = 19.98 lakh

Approximately expenditure per Prog. = 57,086/

Approximately expenditure per Day = 19,029/

**Note:** Per Trainee per day expenditure should not be exceeded Rs. 635/ - in any circumstances (20,00,000/35/30/3=635).

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**PROFORMA FOR SUBMITTING PROPOSAL FOR SEEKING FINANCIAL ASSISTANCE UNDER  
ORGANISATION OF TRAINING COURSES/WORKSHOPS/SEMINARS (OTC) SCHEME.**

**ABOUT THE APPLICANT/INSTITUTION**

1	Name and full address of the Applicant/Institution.	
2	Status /Level of applicant.	
3	Registration No. year and details of Registration (Registered under Society's Registration Act. 1860 (21 of 1860) of any other relevant Act Specify) or Whether it is a non-profit organization. (Copies of the Memorandum of Association of the Institution, certificate of Registration and other documents relating to Constitution should attach).	
4	Details of Management of the Organization.	
5	Objectives and activities of the Organization.	
6	Copies of Annual report for the last 3 years.	
7	Brief Financial position of the Organization, its audit position and balance sheets for the last 3 years.	
8	Details of Training courses conducted seminars organized in the past.	

**DETAILS OF THE TRAINING PROGRAMME TO BE ASSISTED**

1	Title of the Programme	
2	Propose of the Programme	
3	Proposed activities and objectives sought to be achieved.	
4	Time schedule and venue of the programme	
5	The applicant's capability to achieve the above mentioned objectives in the light of past experience.	
6	Details of the participants (their level and number)	
7	Details of the Professionals, faculty, Member and Guest Speaker participating in the programme.	

**ESTIMATED EXPENDITURE TO BE INCURRED FOR THE PROPOSED PROGRAMME.**

- i. Amount required for the proposed Programme:
- ii. Item-wise details of the expenditure:
- iii. Amount likely to be incurred by the Applicant:
- iv. Source of funding of balance amount:
- v. Other official financial assistance:
- vi. Non-official financial resources:
- vii. Loan received from financial/Bank/Sympathizers/Volunteers alternative arrangement, if any.

**Document required**

- i. A self-contained proposal.
- ii. Copies of Annual Reports/Audited Accounts for last 3 years.
- iii. Details of Professionals/Faculty Members/Guest Speakers.
- iv. Details of training programmes/workshops/seminars organized in last two years.
- v. Registration Certificated issued by competent authority under any particular Act,
- vi. Copy of Memorandum of Association.
- vii. Other information related to the Organization.

**Signature of the Applicant**

28/29





**APPROVED NORMS FOR TRAINING FOR PRIs & RD FUNCTIONAIRES****Fixed Cost**

- At the State level, the lodging charges will be Rs. 1000/- per day per head (trainee). In case the SIRD organizes the course through an autonomous organization or premises are hired outside the SIRD, these rates are agreed to subject to the condition that service level standards should not be lower than the services provided by the concerned SIRD. In other cases, the existing rates would continue.
- The training hall charges at State level should be actual plus 10% per day subject to a maximum of Rs. 4,000/- per day.
- The rates proposed for food, photograph, course material and other miscellaneous like postage, fax, etc. is given below.

**Variable Cost**

- Under variable cost, honorarium at State and district levels should be Rs.700/- per session and Rs500/- per session at block and village level.
- Honorarium for Eminent Guest Speakers at State & District level exceeding Rs.2,500/- may be allowed with the prior approval of the Ministry of Rural Development/Ministry of Panchayati Raj.
- Travelling allowance for the local Eminent Guest Speakers would be as per the rules of SIRD subject to a maximum of Rs.1000/-. For outstation Eminent Guest Speakers, normal TA rules would be applicable. However, only one Guest Speaker may be allowed per training programme.
- The additional charges proposed like institutional charges and for North East, Hilly and difficult areas are not agreed, as the rates already approved are considerable adequate at all places.
- A sitting fee/daily allowance Rs.100/- per day per head may be considered by the State Government for training programmes for non-official functionaries of PRIs, SHGs, NGOs, CBOs, etc. (Karnataka Model). This is recommended as most of these participants lose daily income to attend the programme.

**The rates are given below:-**

Cost norms for Training of Elected representatives of PRIs and RD officials & functionaries Minimum number of participants per programme : 30

S. No.	Item	State level	District Level	Block Level	Village Level
<b>Training Duration</b>		3 days	4 days	5 days	3 days
1	Lodging Charges/ (per day/per head)	@₹ 1000/-	@₹ 800/-	@₹ 300/-	0
2	Food charges Breakfast, Lunch, Dinner, Tea and snacks / (per day/per head)	@₹ 250/-	@₹ 200/-	@₹ 150/-	@₹ 100/-
3	Group Photo (per session)	@₹ 50/-	@₹ 50/-	@₹ 50/-	@₹ 50/-
4	Training Hall Charges including PAS, AV with computer facilities per day	@₹ 4000/-	@₹ 3000/-	@₹ 2100/-	@₹ 1500/-
5	Indicative Costs: Course Material, Training Kit(including pen, pad and bag), cost of Brochure, training material and Xerox charges	@₹ 390/-	@₹ 390/-	@₹ 390/-	@₹ 290/-
6	Miscellaneous (per head per day) Postage, fax, telephones, banner, etc.	@₹ 50/-	@₹ 50/-	@₹ 50/-	@₹ 50/-
7	Resource Persons Honorarium for Guest Speakers (Two sessions per day)	@₹ 700/- per session	@₹ 700/- per session	@₹ 500/- per session	@₹ 500/- per session
8	Honorarium Eminent Guest Speakers at State and District levels ( 2 sessions per programme)	@₹ 2500/- per session	@₹ 2 500/- per session		
9	TA for Guest Speakers ** Maximum up to 100 km				
9.1	Fare per resource person	@₹ 1000/-	@₹ 800/-	@₹ 800/-	@₹ 500/-
10	Transport Cost for local visits per day per person. (For receiving and dropping of participants, local resource persons and local visits)	@₹ 150/-	@₹ 100/-	@₹ 100/-	@₹ 100/-
11	Study Tour Charges per day per head -Travel cost and study tour expenses (In addition to the boarding and lodging expenses mentioned at Sl. No. 1 and 2)	@₹ 150/-	@₹ 100/-	@₹ 100/-	@₹ 100/-

\*Actual Training Hall Charges (plus 10%) at the State level will be considered

\*\* Actual Allowance for the Guest Speakers would be as per the rules of the SIRD subject to maximum of Rs.1000. For Guest Speakers from the outside the station, normal TA rules would be applicable. However, only one guest speaker will be allowed for a training programme.

Note: (i) There will be 6 sessions per day, of which, 4 sessions will be handled by the resource persons.

(ii)Sitting fee/daily allowance @ Rs.100 per day may be considered by the State Government for the training programmes for functionaries of PRIs, SHGs, NGOs, CBOs etc., (Karnataka Model). This is recommended as most of these participants lose daily income to attend the programme.

(iii) Training Halls must have proper facilities.

(iv) Each course must have a minimum number of thirty (30) participants.

\*\*\*\*\*

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