

To Dated : Shimla-171001 the <sup>th</sup> 12. October, 2017

The DPO-cum-Principals,  
All the DIET's in HP.

Subject:- Regarding Transfer of Budget/Funds for Re-curring Expenditure under Vocational Education.

Memo,

This is with reference to the Implementation of Vocational education under NSQF in 873 GSS Schools of the State during the current session. In this regard it has been decided to release first Installment of Budget/Funds to meet out the Re-curring Expenditures for different activities under following heads:-

1. Contingencies funds: –

This fund will be utilized for following purposes:

- i.** Publicity: this includes the printing of the Information Education Communication (IEC) material for the students, community, industry and media etc.
- ii.** Guidance and counseling: during the mobilization/outreach activity printing of admission form, printing of registration form, printing of interest inventory forms etc.
- iii.** Postage: any expenditure related to postage/courier etc. by the staff of the project and the school should be booked.
- iv.** Stationary: office stationary like printing of training materials, staplers, pins, gum any other office stationary related to the project should be booked.
- v.** Electricity Charges: Rs. 700/- per month per lab or maximum upto Rs. 8000 per annum.
- vi.** Internet charges Rs. 1000/- per month per lab or maximum upto Rs. 12000 per annum.
- vii.** Training/Meeting/Feedback/Orientation Programmes (Only Working Lunch & Tea etc), as per norms approved. Proceedings of such meetings be kept in record.
- viii.** TA/DA for Vocational Trainers to attend Vocational Programmes/Activities under NSQF, as per norms. Tour programme should be duly approved by the competent authority i.e Principal of concerned school.
- ix.** Purchase of UPS/Stablizer, office almirah, extension board & electrical/computer accessories etc.

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2. Raw Material, maintenance of Tools & Equipments & purchase of software/E-Learning material:-

This Fund will utilized for following purposes:-

- i. Any raw material as per syllabus of the Sector/Class required to conduct practical's of Vocational Students.
- ii. Spare parts, old articles, screws, acids, thermo coal, scrap books, tape roles, models, charts, sketch pens, pencils, colours, practical's note books, paper & other stationary items etc.

3. Flexible Pool for engaging Resource Persons/Skill Trainers & Guest Faculty etc.

The best qualified industry based quality Resource Persons/Faculties should be arranged to deliver Guest Lectures as per the curriculum of particular sector for each class separately. The Resources Persons should be approved by the concerned school principal & Vocational Training Provider. **The Resource Person cannot deliver more than 2 lectures per day & duration of each lecture should not be less than 1 hour.**

**The officers/officials working in HP NSQF Project and the staff of concerned school will not be allowed to perform as Resource Persons/Guest Faculties.** The honorarium rates for the quality resources persons/guest faculties will be as under:-

- I. Block/Districts level RP – Rs. 500 per lecture
- II. State level RP – Rs. 1000 per lecture
- III. National level RP – Rs. 2500 per day

After the completion of Guest Lecture the "Guest Lecture Report" should be submitted in the prescribed format to concerned DIET and VTP State Coordinator concerned on the same day through email after the completion of the guest lecture.

4. Cost of Providing Hands on Skill Training to Students in Industrial & Commercial Establishment (Industry/Field Visits):-

The Industry/Field Visit should be conducted as per the timeline of calendar of activities issued by the State project Office, RMSA. The guidelines for Field/Industry Visits should followed strictly while conducting these activities as per annexure – A. Field/Industry Visit report should be submitted on the prescribed format to concerned DIET and VTP State Coordinator concerned.

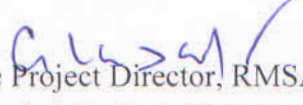
The School wise distribution of funds will be as under:-

S. N.	Head of Account (Recurring Expenditure)	Phase-1	Phase-2	Phase-3	Phase-4	Phase-5
1	Contingencies funds	50,000	50,000	37,500	25,000	12,500
2	Raw Material, maintenance of Tools & Equipments & purchase of software/E-Learning material:-	50,000	50,000	37,500	25,000	12,500
3	Flexible Pool for engaging Resource Persons/Skill Trainers & Guest Faculty etc.	1 Lac	1 Lac	75,000	50,000	25,000
4	Cost of Providing Hands on Skill Training to Students in Industrial & Commercial Establishment (Industry/Field Visits)	1 Lac	1 Lac	75,000	50,000	25,000

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Proper record of expenditure incurred thereon, may be kept as per financial rules of RMSA. The balance amount if any will be utilized as per guidelines issued by the Headquarters. Codal formalities as per HPFR may be completed before effecting any purchase.


It may please be ensured that above guidelines are complied with strictly. Any Lapse, on this account will be viewed seriously.

  
State Project Director, RMSA  
Himachal Pradesh, Shimla-1

Endst. No. Even dated Shimla-171001 the 12<sup>th</sup> October, 2017

Copy for information and further necessary action is forwarded to:-

1. The Principal Secretary (Edu.) to the Government of Himachal Pradesh, Shimla-2.
2. The Director of Higher Education, Himachal Pradesh, Shimla-1.
3. All the Deputy Director Higher Education, Himachal Pradesh.
4. All the District Coordinator DIET's in Himachal Pradesh.
5. All the Principals of 873 GSSS (Vocational) of Himachal Pradesh.

  
State Project Director, RMSA  
Himachal Pradesh, Shimla-1