



## INSTITUTE OF MANAGEMENT IN GOVERNMENT

(An Autonomous Body Constituted by the Government of Kerala)

Vikas Bhavan P.O.  
Thiruvananthapuram - 695 033.

### PROCEEDINGS

IMG – Conduct of Training Programmes under STP – Revised Guidelines- issued.

#### PROGRAMME & PLANNING DIVISION

No. 420/2015/IMG

9<sup>th</sup> September 2015

- Read: 1. Proceedings No 550/2013/IMG dated 12.12.2013  
2. Proceedings No. 201/2014/IMG dated 5.06.2014  
3. Proceedings No. 347/14/IMG dated 21.08.2014  
4. Proceedings No. 141/15/IMG dated 27.03.2015  
5. GO (Rt) No.308/2015/P&ARD dated 13.08.2015

### ORDER

As per the Government Order read above, orders were issued revising the cost sheet indicating the maximum expenditure that can be incurred by IMG for each component for the conduct of training programmes coming under STP. In the circumstance, sanction is accorded to revise the guidelines for the conduct of Training Programmes under STP as detailed below:

Particulars for a batch of 30 participants	Rate (Rs)	Remarks
Remuneration to guest faculty	750	Per session (90 minutes)
TA/DA for Guest Faculty	100	Per day per Guest Faculty, if needed
Co-ordination fee for Department Co-ordinator	300	Per day
Stationery	100	Per participant
Photocopy charges	750	Per day
Food & Refreshments	216	Per day per participant
Hiring charges for venue & training equipments	2500	Per day (allowed only for genuine cases. Not eligible for Govt. owned venues)
Miscellaneous	550	Per day
Hostel Rent	250	Per participant per day

**No re-appropriation is permissible from one component to any other.**

*Rate fixed under different heads are the maximum limit to which expenditure can be incurred by IMG. Efforts should be made to reduce the expenditure to the minimum as far as possible.*

Furthermore, it is instructed that -

**I)**

(a) All the training programmes shall be treated as residential irrespective of the fact whether the participants stay in the training centre or not.

(b) The number of participants in a batch shall be 30. If the number of participants is less than 30, corresponding deduction on stationery, food etc. shall be made as applicable.

(c) Registration for the training will be at 9.30 am. The Programme will start at 10 am and each session will be of 1½ hours duration.

(d) On the first day of the training programme, if the first session is to be used for inauguration, familiarization etc. no honorarium is to be paid for that session. Also, if the last session on the last day of training programme is to be used for evaluation, valediction etc. no payment need be made towards honorarium. Co-ordinators should strictly adhere to these instructions.

(e) The rate of remuneration of local guest faculty will be Rs.750/- for a session of 90 minutes. In addition to this, Rs.100/- will be paid towards local conveyance per Guest Faculty per day.

(f) The training co-ordinator should ensure the services of local Guest Faculty from the same district, as far as possible.

(g) Miscellaneous expense include actual expenses on field assignments, auto fares for transport of food if required and bus fare/auto fare in connection with the programme.

(h) One set of stationery (file folder, pen and scribbling pad) shall be given to the Department Co-ordinator also.

(i) Food and refreshment will also be provided to one Department Co-ordinator, one Facilitator and one Guest Faculty in addition to the participants. Accommodation can also be provided to the Department Co-ordinator, if needed.

(j) (1) All applications for prior approval of special sanction for giving exemption in assigning the 50% of sessions to Guest Faculty is to be routed through headquarters for centralized allotments.

(2) As long as all such sessions for which in house expertise is available are conducted by internal faculty members, further application of 50% rule is not insisted.

(k) For off-campus programmes, IMG faculty will also take sessions as far as possible.

(l) No TA will be paid from IMG to the Department Co-ordinator. They may claim the same from their parent departments.

(m) Department Co-ordinator should be locally available and a Gazetted Officer.

(n) Master list of Guest Faculty shall be prepared for Thiruvananthapuram, Ernakulam and Kozhikode separately with locally available experts only. The list will be revised as and when needed.

(o) Certificate of training programme having 5 days and above shall be issued on thick paper. For other training programmes certificate shall be on ordinary paper. Certificate for the training programmes shall be signed only by the Secretary/Regional Director/Faculty/ Facilitator, as the case may be.

(p) Top-most importance may be given to STP programmes and Senior Faculty Members should invariably take classes for STP programmes so as to improve the quality of training. The Faculty on deputation will immediately on joining at IMG, shall spend the first week in getting acquainted with pedagogical skills. IMG's permanent Faculty and staff will provide all support to enable the deputationist Faculty to acquire necessary skills to serve at IMG effectively.

## (II). TA TO GUEST FACULTY

For local guest faculty members Rs.100/- shall be paid per day towards TA. If the Guest Faculty is a Government Employee, he/she can claim eligible TA from his/her parent department. *For others actual travel expenses will be paid subject to a maximum of Rs. 1,000/- (to and fro journey) per head. Train fare will be reimbursable only for journeys beyond 100 km.* For journeys involving distance exceeding 100 km, actual train fare, limited to the above ceiling of Rs. 1000/- will be reimbursed. Taxi fare is not admissible.

## (III). FOOD & REFRESHMENT

Food and refreshment is to be provided as given below

Lunch + Mid Session tea with snacks:	Rs. 121/- per participant per day
Breakfast	: Rs. 40/- per participant per day for those who avail accommodation and on recommendation from Facilitator/Course Director (for early comers)
Dinner	: Rs. 55/- per participant per day for those who avail accommodation

## (IV). PAYMENT OF TRAVELLING ALLOWANCE TO PARTICIPANTS

1. TA/DA shall be paid to the participants at the rate of sleeper class fare for Mail/Express Train or eligible amount whichever is lower irrespective of their grade. For journey by bus, TA shall be paid at the rate of Fast Passenger fare plus incidental expense. Those who are not interested in accepting TA/DA at this rate from IMG, will be given certificate to the effect that No TA/DA has been issued from IMG.

2. Local participants coming from within a radius of 8 kms from the Head Quarters shall not be eligible for TA.

3. T.A. will be paid only for the claim for travel from office to IMG Training Centre & back. (Detailed guidelines attached as **Annexure I**)

4. Such payment will be through Bank transfer from IMG as far as possible.

For sanctioning TA/DA the employees are grouped under four categories as in the case of TA Rules prescribed under KSR Part II. TA component and DA Component are separated and advances eligible for different categories fixed as mentioned here under which will be based on actual number of participants.

(For a batch of 30 Participants)

Category	TA Component (Per Course)	DA Component (Per day)
Class I Officers	Rs. 16000/-	Rs. 1000/-
Class II Officers	Rs. 16000/-	Rs. 1000/-
Class III Officers	Rs. 16000/-	Rs. 1000/-
Class IV Officers	Rs. 16000/-	Rs. 1000/-

(V). Course Co-ordinators shall submit request for advance in the prescribed format (**Annexure II**) to the Finance Divisions of the respective IMG centres, duly recommended by the Facilitator (if the Co-ordinator and Facilitator are in different locations, the Co-ordinator can submit the request directly to the nearest centre with a copy to the Facilitator, who in turn shall send the request **duly recommended** to the centre or send e-mail to the centre) and a copy of the same to the Programme & Planning Division for information and necessary action. Request for advance shall be submitted **at least two weeks before the commencement of the programme**. While recommending the advances, facilitators are expected to verify the requirement of various components claimed for advances and maintain a register regarding the allocation of the advances to keep track of the settlement of the advances. If Facilitators act as Co-ordinators, a separate recommendation is not necessary but strict adherence to the other conditions. Advances will be sanctioned by the Finance Division following the existing procedure based on the recommendation of the Facilitator. Advance will be limited to a minimum and all payments as far as practicable, shall be through bank transfer or cheque from IMG to the agency/service provider.

Facilitator should verify all components while requesting fund by Co-ordinator and satisfy that the claim for advance is in accordance with guidelines. If the Facilitator recommends an undue amount under any component by deviating from the guidelines, he/she should be responsible for the loss if any incurred thereto to the Co-ordinator while settling the account.

(VI). The amount for stationery shall not be granted as advance for training programmes conducted in IMG Head Quarters or in Regional Centres as stationery is provided inhouse. This amount shall be adjusted by IMG towards stationery provided to participants.

(VII). The existing conditions stipulated for settling advances will prevail. Penal interest @ 12% on the amount of advance will be levied from those co-ordinators who fail to settle the final accounts **within 30 days of completion of the course**. Finance Division may issue notice to the concerned immediately on expiry of the period given for settling advances. Facilitators may also watch the progress of advance settlement without waiting for reminders from Finance Divisions. The Course Co-ordinators report shall be submitted to the facilitator who in turn will verify the same and hand over to the Programme & Planning Division.

(VIII). If any deviation is necessary from the standard budget, prior permission and separate budget allocation have to be obtained. For this purpose co-ordinators shall submit the request for budget allocation to the Programme & Planning Division with due recommendation from the Facilitator concerned. If Facilitators act as Co-ordinators, separate recommendation is not necessary. The existing procedure for allocation of budget and sanction of advance will continue in such cases.

(IX). Course Co-ordinator's Report may contain the following items

1. Attendance Register
2. Final list of participants
3. Final programme schedule
4. Attendance of Guest Faculty
5. Summary report and consolidated evaluation
6. Bio-data form
7. Utilization Certificate alongwith vouchers and statement of account

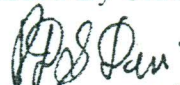
This order will supersede all the previous orders in this regard.

Sd/-  
P.K. Mohanty, IAS  
DIRECTOR GENERAL

To

HoDs with request for circulation to Training Managers  
All Training Managers & Co-ordinators  
All Faculty members  
Regional Director, IMG Regional Centre, Kochi/Kozhikode  
Deputy Director/Accounts Officer  
Administration Division/Finance Division/Programme Division  
Computer Division  
Chairman, Programme Committee/Convener, Programme Committee  
CA to Director General/CA to Secretary

Forwarded/By Order

  
Section Officer

## ANNEXURE I

### GUIDE LINES FOR EFFECTING PAYMENT OF TA

1. TA/DA to the participants at the rate of sleeper class fare for Mail/Express Train or eligible amount whichever is lower irrespective of their grade. For journey by bus, TA shall be paid at the rate of Fast Passenger fare plus incidental expense. Those who are not interested in accepting TA/DA at this rate from IMG, will be given certificate to the effect that No TA/DA has been issued from IMG.
2. Travel should be performed by the shortest of the practicable route.
3. Courses are treated as residential irrespective of the fact whether the participant avails of accommodation or not and accordingly only 1/4<sup>th</sup> DA will be paid during the period of training.
4. Local participants coming from within a radius of 8 km from their head quarters shall not be eligible for TA.
5. Autorickshaw fare limiting the distance of single journey to 8km will be allowed for journey from railway station / bus stop to IMG and back.
6. The Course Co-ordinator/Department Co-ordinators will collect the filled up TA bills and verify them with reference to guidelines and effect payment from the advance received. The vouchers and TA bills will be forwarded to the Finance Division in the Head Office or Regional Centres as the case may be on settling the advance. For programme in IMG, Thiruvananthapuram TA shall be distributed at the time of registration and CA attached to the Faculty have to upload the list with details in electronic bank transfer (ebt) so that transfer can be effected.
7. The participants who absent themselves for any day without any valid reason shall not be eligible for TA.
8. NGO's shall furnish a certificate from HOD/DDO indicating designation, scale of pay and pay of the employee before the TA disbursing officer. Gazetted officers shall furnish a copy of pay slip from AG.

## ANNEXURE II

### PROFORMA FOR CLAIMING ADVANCES FOR STP PROGRAMMES

**Department:**

**Place & Venue :**

1	Training Programme Code		
2	Name of training Programme		
3	Duration	From.....to..... (Training days).....	
4	No.of participants		
5	Number of Guest Faculty		
6	Number of sessions allotted to Guest Faculty		
7	Class of Officers attending the training		
8	Type of training programme	Zonal/ District/ State	
9	Remuneration to Guest Faculty	Rs.750 x No. of Guest Faculty( per session of 90 minutes duration)	
10	TA/DA to Guest Faculty	Rs.100 x No. of Guest Faculty Rs .....(actual TA)	
11	Co-ordination fee	Rs.300 x training days	
12	Stationery	Rs. 100 x No. of participants	
13	Photocopy charges (Course materials shall be distributed to the participants in CD/e-mail etc. However in unavoidable situations photocopy of the materials can also be given. One copy of the material distributed to the participants should be submitted for verification of photocopy charges claimed)	Rs.750 x training days	
14	Food & Refreshments ( @ Rs.121/- for outstation participants who are not availed accommodation & @ Rs. 216/- for those who avail accommodation	Rs. .... x No. of participants x training days	
15	Hiring charges for venue and training equipments	Rs.1250 x training days } Rs.1250 x. training days } 2500/-	
16	Miscellaneous	Rs.550 x. training days	
17	Total (Sl.No.9 to 16)		
18	TA advance for participants Rs. 16000 (Corresponding deductions to be made for less number of participants)	Category Rate	
19	DA advance	Rs. 1000 x training days	
20	Other expenses (applicable in case where revised budget is necessary. Details should be furnished)		
21	Advance Claimed (Round to the nearest 100)	Maximum 75% of Sl.No. 17 + 18 +19	
22	Name, Designation and address of the Co-ordinator with Phone No. & E-mail.id		
23	Account No. of Co-ordinator		

Signature with Date ,  
Name & Designation of Co-ordinator

Signature with Date ,  
Name & Designation of Facilitator