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F. 110338-01/2014-15 / KVS (HQ) Acad/

7390 - 7423

Dated: 29/05-201

उप आयुक्त
केन्द्रीय विद्यालय संगठन
सभी क्षेत्रीय कार्यालय और
सभी आंचलिक शिक्षा एवं प्रशिक्षण संस्थान।

विषय: The expenditure norms for conduct of One day, Two day, Three day, Five day and Seven day workshops for the session 2014-15 - regarding.

महोदया / महोदय,

I am to refer to subject mentioned above and to enclosed herewith Expenditure norms for conduct of One day, Two days, Three days, Five days and Seven days workshops during the session 2014-15 duly approved by competent authority for further necessary action at your end.

संलग्न: यथोपरि


भवट


(डॉ. शची कान्त)

संयुक्त आयुक्त (प्रशिक्ष)

प्रतिलिपि:

1. PS to Commissioner, KVS (HQ) for information.
2. PS to Additional Commissioner (Acad.), KVS (HQ) for information.
3. Guard File.


संयुक्त आयुक्त (प्रशिक्ष)

1 Day Workshop		Amount (in rupee)
1.	Honorarium	
i)	*Director/Associate Director @Rs.1500	1500
ii)	*Resource Person (1000 x 1)	1000
iii)	Internal speakers (1000x1) from KVS	1000
iv)	Guest Speakers – 2 @Rs.3000/Rs.2500(incl.conveyance)	6000 / 5000#
v)	IT Experts @ Rs.500 x 01	500
2.	Stationery & Teaching materials, Reports/Certificates	10000
3.	DTP & Xerox	3000
4.	Misc. Expenditure	1000
	Total Expenditure	24000 / 23000

II) **2 Day Workshop:**

2 Day Workshop		Amount (in rupee)
1.	Honorarium	
i)	*Director/Associate Director @Rs.1500	1500
ii)	*Resource Person (1000 x 1)	1000
iii)	Internal speakers (1000x2) from KVS	2000
iv)	Guest Speakers – 3 @Rs.3000/Rs.2500(incl.conveyance)	9000 / 7500#
v)	IT Experts @ Rs.500 x 01	500
2.	Stationery & Teaching materials, Reports/Certificates	10000
3.	DTP & Xerox	5000
4.	Misc. Expenditure	1000
	Expenditure for Working Lunch(45 Nos.) 45x2x150 = 13500	13500
	Total Expenditure	43500 / 42000

III) **3 Day Workshop:**

3 Day Workshop		Amount (in rupee)
1.	Honorarium	
i)	*Director/Associate Director @ (Rs.1500* 2)	3000
ii)	*Resource Person (1000 x 2)	2000
iii)	Internal speakers (1000x3) from KVS	3000
iv)	Guest Speakers – 4 @Rs.3000/Rs.2500(incl.conveyance)	12000 / 10000#

2.	Stationery & Teaching materials, Reports/Certificates	10000
3.	DTP & Xerox	5000
4.	Misc. Expenditure	2000
	Expenditure for Working Lunch(45No.s) 45x3x150=20250	20250
	Total Expenditure	58250 / 56250

IV) 4 Day Workshop:

	4 Day Workshop	Amount (in rupees)
1.	Honorarium	
i)	*Director	2000
	*Associate Course Director	1500
ii)	*Resource Person (1000 x 2)	2000
iii)	Internal speakers (1000x3) from KVS	3000
iv)	Guest Speakers – 5 @Rs.3000/Rs.2500(incl.conveyance)	15000 / 12500#
v)	IT Experts @ Rs.1000 x 02	2000
2.	Stationery & Teaching materials, Reports/Certificates	12000
3.	DTP & Xerox	5000
4.	Misc. Expenditure	3000
	Expenditure for Working Lunch(45No.s) 45x4x150=27000	27000
	Total Expenditure	72500 / 70000

V) 5 Day Workshop:

	4 Day Workshop	Amount (in rupees)
1.	Honorarium	
i)	*Director	2000
	*Associate Course Director	1500
ii)	*Resource Person (1000 x 2)	2000
iii)	Internal speakers (1000x4) from KVS	4000
iv)	Guest Speakers – 7 @Rs.3000/Rs.2500(incl.conveyance)	21000 / 17500#
v)	IT Experts @ Rs.1000 x 02	2000
2.	Stationery & Teaching materials, Reports/Certificates	12000
3.	DTP & Xerox	5000
4.	Misc. Expenditure	3000
	Expenditure for Working Lunch(45No.s) 45x5x150=33750	33750
	Total Expenditure	86250 / 82750

VII) 7 Day Workshop:

	4 Day Workshop	Amount (in rupees)
1.	Honorarium	
i)	*Director	2500
	*Associate Course Director	2000
ii)	*Resource Person (1000 x 2)	2000
iii)	Internal speakers (1000x8) from KVS	8000
iv)	Guest Speakers – 8 @ Rs.3000/Rs.2500(incl.conveyance)	24000 / 20000#
v)	IT Experts @ Rs.1000 x 02	2000

3	Stationery & Teaching materials, Reports/Certificates	12000
4	DTP & Xerox	5000
5	Misc. Expenditure	3000
	Expenditure for Working Lunch(45No.s) $45 \times 7 \times 150 = 47250$	47250
	Total Expenditure	117750 / 113750

*No Honorarium will be paid to Director / Associate Director / Resource Person they belong to ZIETs.

KVS HQ letter No. F.110338-01/2014-15/KVSHQAcad/M68 dated 27-2-14 referred for paying honorarium to guests.