

File No. T. 11025/28/2009 – NACO
Government of India
Ministry of Health & Family Welfare
(Department of AIDS Control)

6th Floor, Chandralok Building
 36 Janpath, New Delhi - 110001
Dated 3rd May, 2010

Subject: Pattern of Assistance for Conducting Training

Dear Project Directors,

Reference is invited to NACO letter of even no. dated 26th August 2009 prescribing expenditure guidelines for conducting training. These are revised in the manner detailed below. The revised scheme will be applicable for training conducted after date of issue of this letter.

1. SACS must organize training programmes with government institutions to the maximum extent possible. In such cases rates charged by the government institution would be acceptable. Efforts must be made to ensure that all expenditure is settled directly with the government institution, without the necessity of the institution individually billing the trainees, who in turn claim reimbursement.

2. However, in case government institutes are not available for conducting required training courses, SACS may identify other agencies on lowest competitive basis. In such cases also, SACS should contract and pay the institute directly for all expenses rather than adopting the tedious method of billing individual trainees and then reimbursing their expenses. Training organized with non-government agencies can be budgeted subject to expenditure ceilings prescribed below:

Sl. No	Expenditure Type	State Level Training			District Level Training		
		Contract employees of SACS	NGO	Non-Officials	Contract employees of SACS	NGO	Non-Officials
			<i>(Travel Allowance in case of all trainings for non-officials may be regulated as given below)</i>			<i>(Travel Allowance in case of all trainings for non-officials may be regulated as given below)</i>	
1.	Travel Allowance	As per the guidelines issued wide No. T. 11025/28/2009 – NACO dated 26 th August 2009 on TA/DA as amended vide letter of even no dated 29-1-10.	Second AC or AC Chair Car as the case may be in respect of Directors of NGOs. In case of Project Managers, Counselors Third AC or AC Chair Car. In case of ORWs, Peer	Second AC or AC Chair Car as the case may be on production of tickets	As per the guidelines issued wide No. T. 11025/28/2009 – NACO dated 26 th August 2009 on TA/DA as amended vide letter of even no dated 29-1-10.	Second AC or AC Chair Car as the case may be in respect of Directors of NGOs. In case of Project Managers, Counselors Third AC or AC Chair Car. In case of ORWs, Peer Educators	Second AC or AC Chair Car as the case may be on production of tickets

Sl. No	Expenditure Type	State Level Training			District Level Training		
		Contract employees of SACS	NGO	Non-Officials	Contract employees of SACS	NGO	Non-Officials
		In case of employees who are below the range of Rs. 10000, they will be entitled for 3 rd AC if available subject to production of tickets	Educators second class sleeper. All these cases should be paid on production of tickets		In case of employees who are below the range of Rs. 10000, they will be entitled for 3 rd AC if available subject to production of tickets	second class sleeper. All these cases should be paid on production of tickets	
2.	TA for resource person a. In house b. External	If part of the faculty of institution-NIL ,otherwise as per rates above					
3.	Accommodation Charges	a. If residential training is arranged in non government institutions, accommodation charges up to Rs. 1200/- per participant may be allowed while working out the package rates and paid directly to the agency.			a. If residential training is arranged in non government institutions, accommodation charges up to @ Rs. 750/- per participant may be allowed while working out the package rates and paid directly to the agency.		
		b. If no accommodation is arranged, the rate should be regulated as per the entitlement of the officer vide letter No. T. 11025/ 28/2009 – NACO dated 26 th August 2009 on TA/DA depending on the type of city subject to production of actual	b. If no accommodation is arranged Rs. 1500/- in case of metro cities Rs. 1200 in case of state capital and Rs. 750 in case of other cities subject to production of actual bills.		b. If no accommodation is arranged as per the entitlement of the officer vide letter No. T. 11025/ 28/2009 – NACO dated 26 th August 2009 on TA/DA depending on the type of city subject to production of actual bills.	b. If no accommodation is arranged Rs. 750 subject to production of actual bills.	

Sl. No	Expenditure Type	State Level Training			District Level Training		
		Contract employees of SACS	NGO	Non-Officials	Contract employees of SACS	NGO	Non-Officials
		bills.					
4.	DA	a. Where the package includes food expenses NIL in all cases dated 26-8-09.					
		b. Package rates may be worked out with the non government institute at rates not exceeding those specified in the letter dated 26.8.2009.			Package rates may be worked out with the non government institute at rates not exceeding those specified in the letter dated 26-8-09.		
		c. Where the package is exclusive of food expenses reimbursement may be allowed as per the rates specified in letter dates 26 th August 2009 subject to production of bills	Where the training is exclusive of food expenses reimbursement may be allowed as per the rates noted below:- Metro cities-Rs 500 Other state capitals- Rs 300 Other towns –Rs 200 Subject to the production of Bills		Where the training is exclusive of food expenses reimbursement may be allowed as per the rates specified in letter dates 26 th August subject to production of bills	Where the training is exclusive of food expenses reimbursement may be allowed as per the rates noted below:- Metro cities-Rs 400 Other state capitals-Rs 300 Other towns –Rs 200 Subject to the production of Bills	
5.	Honorarium	Outside faculty Rs. 1000/- per day subject to condition that two sessions are handled and each session will be of two hours duration. No honorarium to be paid for in-house faculty (officers of SACS and officials paid from NACO fund in districts, peripheral units and NGOs, faculty from institutions entrusted for the training) as this is part of their duty			Outside faculty Rs. 500/- per day subject to condition that two sessions are handled and each session will be of two hour duration. No honorarium to be paid for in-house faculty (officers of SACS and officials paid from NACO fund in districts, peripheral units and NGOs, faculty from institutions entrusted for the training) as this is part of their duty		
6.	Working Lunch & Tea	This can be included as part of the package at a ceiling @ Rs. 150/- per day. Reimbursement to individuals can be made as per the rates at serial no 4 subject to the production of bills if it is not part of the package.					
7	Stationery and training material	May be budgeted upto a maximum of Rs. 100/- per participant					
8	Hiring of venue and audio visual equipments etc.	May be budgeted upto a maximum of Rs. 2000 per day					

National Level Training

Sl. No.	Expenditure Type	Contractual Employees of SACS	NGO Representatives	Non Officials
1.	Travel Allowance	As per the guidelines issued wide No. T. 11025/28/2009 – NACO dated 26 th August 2009 on TA/DA as amended vide letter of even no dated 29-1-10. In case of employees who are below the range of Rs. 10000, they will be entitled for 3rd AC subject to production of tickets	Second AC or AC Chair Car as the case may be in respect of Project Managers, Counselors and Directors and second class sleeper for ORWs, Peer Educators on production of tickets	Second AC or AC Chair Car as the case may be on production of tickets
2.	TA for resource person a. In house b. External	If part of the faculty of institution-NIL ,otherwise as per rates above		
3	Accommodation	a. If residential training is arranged accommodation charges up to a maximum of Rs. 2000/- per participant may be allowed while working out package rate and paid directly to the agency.		
		b. If no accommodation is arranged, the rate should be regulated as per the entitlement of the officer vide letter No. T. 11025/28/2009 – NACO dated 26 th August 2009 on TA/DA depending on the type of city subject to production of actual bills.	b. If no accommodation is arranged Rs. 1500- in case of metro cities Rs. 1200 in case of state capital and Rs. 750 in case of other cities subject to production of actual bills.	
4	DA	Package rates may be worked out with the non government institute at rates not exceeding those specified in the letter dated 26-8-09. Where the package is exclusive of food expenses the rates as per the letter dates 26 th August subject to production of bills	Package rates may be worked out with the non government institute at rates not exceeding those specified in the letter dated 26-8-09. Where the package is exclusive of food expenses the rates as noted below:- Metro cities-Rs 500 Other state capitals-Rs 300 Other towns –Rs 200 Subject to the production of Bills	
5.	Honorarium	Outside faculty Rs. 1500/- per day subject to condition that two sessions are handled and each session will be of two hour duration. No honorarium to be paid for in-house faculty (officers of SACS and officials paid from NACO fund in districts, peripheral units and NGOs, faculty from institutions entrusted for the training) as this is part of their duty		

Sl. No.	Expenditure Type	Contractual Employees of SACS	NGO Representatives	Non Officials
6.	Working Lunch	Rs. 150/- per day as part of the package with the training institutions.		
7.	Stationery and training material	Upto a maximum of Rs. 200/- per participants		
8.	Hiring of venue and audio visual equipments etc.	Upto a maximum of Rs. 2500 per day		

Notes:

- In case of Govt. employees
 - a. Central Government

The rates approved by Ministry of Finance F.No. 19030/3/2008-E.IV dated 23rd September 2008 may be applied. Details are available in <http://finmin.nic.in/6cpc/index.html>.
 - a. State Government

The rates approved for the respective states may be applied. However, in case of officers and staff on deputation to SACS, if the Executive Committee has taken a decision to permit deputationists to have the option to draw the entitlements of the borrowing institutions this could be regulated as per the decision.
- In case of training organized centrally where participants of more than one SACS are involved the expenses may be paid directly to the institutions by the SACS of the state where the institute is located. However, TA may be met by the concerned SACS.
- Trainings conducted by STRCs also should follow the above guidelines.
- There should be a minimum of 25-30 participants for each training
- Wherever MoU had been made with institutions for conduct of trainings, institutional overheads as agreed upon may be given in addition to the above rates. Wherever overheads are charged by the non government institutions it may be ensured that this is a negotiated rate and should be brought to the minimum.
- Working lunch may be arranged for the participants, faculty, and only one or two nodal persons from SACS conducting the training.
- Where the training is outsourced to government institutions and other training institutes an advance (maximum of 75%) may be paid to institute and immediately on completion of training statement of expenditure along with vouchers may be obtained and adjusted.
- Where exposure visits, field visits and visit to existing service centers are part of the curriculum, expenses for transportation of participants and faculty from the training institute to the area of visit may be calculated separately by arranging suitable vehicle/s at the government approved rates.

- In case of trainings where sufficient copies of modules or learning materials are not provided by NACO/SACS provision for sufficient amount for replicating the material could be added to the budget.
- The advance amount to the institution should be transferred to the institutional account through the method of E-transfer.

Criteria for Deciding the Type of Training

1. National Level Trainings

Training conducted or arranged by NACO with participants from more than one state and arranged in national level training institutions on subjects of specialized nature.


2. State Level Training

Training conducted by SACS or STRC with participants from more than one district (or state, if trainees from more than one state are being trained in the same programme) which is primarily for middle level officers and staff in a routine manner.

3. District Level Training

Training conducted by SACS or STRC for the participants of particular district for a group like induction training, refresher training etc. The venue should be at the district level whether it be state capital or not.

This issues with the concurrence of Secretary & DG, NACO.


(Benoy Choudhury)

Under Secretary to the Govt. of India

Copy To:

1. Senior PS to Secretary & DG for information please
2. PS to JS for information of JS
3. All Divisional Heads of NACO for information
4. Team Leaders of TSUs