

Office of the Director of
Higher Secondary Education,
Housing Board Buildings,
Santhi Nagar,
Thiruvananthapuram.

No. Acd/SPC (2)/2793/09 (FDP)

Dated :01/12/2009

Office Order

Sub:- Faculty Development Programme – 2009-10 – HSSTs' training
December 2009 – Instruction to the Principals of the training centres
– reg.

Read:- Proceedings No.Acd/SPC (2)/2793/09 (FDP) dated 28/11/09.

HSSTs 3-day non-residential training in the subjects English, Malayalam, Hindi, Sanskrit, Arabic, Kannada, Commerce, Computer Science/Application, History & Sociology is commencing from 03/12/2009. Details of the subjects and date of training in each venue is published in the official portal.

In this connection the following instructions are issued for the information and compliance of the venue principals.

A.General Instructions

1. The training programme in non-residential and the duration of which is 3 days.
2. The training schedule of each day is from 9.30 a.m to 4.30 p.m. The trainees should not be allowed to leave the class rooms before the end of all the sessions of each day.
3. The trainees comprises of HSSTs/Guest teachers of Government/Aided/Unaided schools, teachers of Technical Higher Secondary Schools and NVTs of VHSS.
4. List of Resource persons deputed to each training centre is available in the official portal.
5. Attendance register shall be kept for the trainees and the Resource persons.

Fund Utilization

Funds will be made available in advance through allotment for disbursement as detailed below.

1. Allowance for the trainees (HSSTs/Guest teachers
Of the Government/Aided HSS, Teachers of Technical
Higher Secondary Schools) : Rs.100/day
2. TA for trainees : Actual bus fare/day
3. Remuneration for Resource Persons : Rs.200/day
4. DA for RPs (As per basic pay) : Rs.120/day (Basic
pay upto 14,900)
Rs.150/day (Basic
pay above 14,900)
5. TA for RPs : As per KSR

Note 1: Those RPs who attend the planning session on the previous day of training programme is eligible for remuneration at the rate noted above

2. RPs belonging to schools within a radius of 8 kms of the training centre shall be paid eligible remuneration only. They are not eligible for TA and DA. (As per KSR)
6. Remuneration for external subject experts. : Rs.500/session
(ie FN or AN)
(Engagement of
externals should
be limited to 2
sessions for a
batch)
7. TA for external subject experts. : As per KSR
8. Remuneration for the Principal of the training centres : Rs.250/day
9. Clerical works : Rs.100/day
10. Peon : Rs.50/day
11. Light refreshment : Not to
exceed Rs.20/day/
person (including

	guest/Unaided teachers etc)
10. Stationary and other contingent expenses	:Rs.1000/batch (batch strength is 40 to 50 teachers)
11. Rent for Audio Visual equipment	:Actual rent of the equipment can be claimed against proper cash bill/voucher
12. Hall arrangements	: Rs.250/- (consolidated)

Teachers of Unaided schools will not be paid remuneration/allowance or TA.

NVTs of VHSS will be paid their allowances/TA by the Directorate of Vocational Higher Secondary Education.

The principals should furnish a utilization certificate to the undersigned along with the attendance details of the participants and SRGs in the proforma provided for the purpose.

Balance fund if any should be remitted to the Head of Account "2202-02-800-71 (Plan) faculty Development Programme" within 15 days from the date of completion of the training programme.

DIRECTOR

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Copy to:

1. Principals concerned
2. FC/SF