

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

6th & 9th Floor, Chandralok Building
 36 Janpath, New Delhi - 110001
Dated 26th August, 2009

Subject: Pattern of Assistance for Conducting Training

Dear Project Directors,

In order to standardize training norms across the programmes, the cost for various trainings have been reviewed and it has been decided that the pattern of assistance for conducting various types of training conducted at state level under NACO would be regulated as follows with immediate effect. This supersedes all other orders/ instruction issued in this regard.

A. State Level Training

Sl. No.	Expenditure type	Entitlement		
		Govt. Officials	NGO	Non-Officials
1.	Travelling Allowance	As per the entitlement under state rules reimbursement will be on 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.	Daily Allowance incidental charges	As per the entitlement under State Government rules	Rs. 100/- for incidental charges if accommodation is provided	Rs. 100/- for incidental charges if accommodation is provided
3.	Accommodation Charges	a. If residential training is arranged accommodation charges @ Rs. 500/- or the charges by the institute whichever is lower may be paid directly to the institutions.	a. If residential training is arranged accommodation charges @ Rs. 500/- or the charges by the institute whichever is lower may be paid directly to the institutions.	a. If residential training is arranged accommodation charges @ Rs. 500/- or the charges by the institute whichever is lower may be paid directly to the institutions.
		b. If no accommodation is arranged Rs. 500/- or the entitlement of	b. If no accommodation is arranged Rs. 500/- .	b. If no accommodation is arranged Rs. 500/-.

		the officer whichever is low may be paid to the officer.		
4.	Honorarium	Out side faculty Rs. 1000/- 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 as this is part of their duty		
5.	Working Lunch & Tea	Rs. 200/- per day if this is not made part of the package with the training institutions.		
6.	Stationery and training material	Upto a maximum of Rs. 100/- per participants		
7.	Hiring of venue and audio visual equipments etc.	Upto a maximum of Rs. 2000 per day		

B. District Level


Sl. No.	Expenditure type	Entitlement		
		Govt. Officials	NGO	Non-Officials
1.	Travelling Allowance	As per the entitlement under state rules reimbursement will be on 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.	Daily Allowance incidental charges	As per the entitlement under State Government rules	Rs. 100/- for incidental charges if and accommodation is provided	Rs. 100/- for incidental charges if and accommodation is provided
3.	Accommodation Charges	a. If residential training is arranged accommodation charges @ Rs. 300/- or the charges by the institute whichever is lower may be paid directly to the institutions.	a. If residential training is arranged accommodation charges @ Rs. 300/- or the charges by the institute whichever is lower may be paid directly to the institutions.	a. If residential training is arranged accommodation charges @ Rs. 300/- or the charges by the institute whichever is lower may be paid directly to the institutions.
		b. If no accommodation is arranged Rs. 300/-	b. If no accommodation is arranged Rs. 300/-.	b. If no accommodation is arranged Rs. 300/-

		or the entitlement of the officer whichever is low may be paid to the officer.		
4.	Honorarium	Out side 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 as this is part of their duty		
5.	Working Lunch & Tea	Rs. 150/- per day if this is not made part of the package with the training institutions.		
6.	Stationery and training material	Upto a maximum of Rs. 100/- per participants		
7.	Hiring of venue and audio visual equipments etc.	Upto a maximum of Rs. 1500 per day if training is made outside the office premises and not part of the package against bills		

Notes

- There should be a minimum of 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
- Working lunch may be arranged for the participants, faculty, and only one or two nodal persons from SACS conducting the training

This is issued 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. Team Leaders of TSUs