

**National Institute of Open Schooling
(Student Support Services Department)**

F.No.26.03/NIOS/SSS/PA

Dated: 05.09.2013

NOTIFICATION

Subject: Increasing of Staff and full PCP Grant to the Accredited Institutions of NIOS from the Block-I of Admission session 2013-14.

The Finance committee in its 51st meeting held on 15-5-2013 and Executive Board in its 64th meeting held on 4-6-2013 has approved the increase of Staff at Study Centre and enhanced the Personal Contact Programme (PCP) Grant to the Accredited Institutions of NIOS from the Block-I of Admission session 2013-14. From the first block of admission session 2013-14, the PCP grant has been revised from Rs.250/- per candidate to Rs.500/- per candidate.

Grant will be regulated based on the registered learners. Meaning thereby, more registered learner, more grant. This enhancement is only for the learner admitted under Stream – I admission and will be regulated as per the category of the Accredited institutions i.e. 'A', 'B', 'C' for 500, 300, 150 capacity respectively. While enhancing grant, remuneration rates for different functionaries have also been enhanced.

The increase in staff and PCP grant will be governed with the detailed revised guidelines and terms and conditions which are being annexed with this notification. All the Regional Directors will ensure that before releasing the grant to the accredited institutions, all guidelines and conditions are adhered to by the Study centre.

The PCP Grant will be released in two installments to the Study centres. First grant of 50% will be released immediately after the finalization of admission and balance of 50% will be released on submission of detailed account, utilization certificate and fulfilling all the norms and conditions by the study centres. In case any AI has not adhered to the terms and conditions, all future grants will be stopped and NIOS can even start the process of disaccreditation of the Study centre.

All the Regional Directors should brought this to the notice of all the AIs and supply them a copy of these guidelines and proformas.

(Dr. Sanyam Bhardwaj)
Director (SSS)

Copy to:-

1. AD to CM for information of Chairman
2. Secretary
3. All HODs
4. All Regional Directors, Regional Centre, NIOS
5. Accredited Institutes of NIOS
6. SAP for hosting on web

Guidelines for Release of enhanced PCP Grant to the Study Centres

1. The PCP Grant will be released to the Study centers based on the actual admission of learners in each block of admission under stream- I only and will be regulated as per the category of the Accredited Institutions i.e. 'A', 'B', 'C' for 500, 300 and 150 capacity respectively.
2. For entitlement of PCP grant, each study centre has to compulsory conduct the PCP classes in respect of the learners registered at the study centres in each block of Stream-I admission as per the norms laid down by the NIOS.
3. The PCP sessions including practical sessions will be conducted by each study centre within the time frame prescribed by NIOS and as per the time table prepared by each centre which will be supplied by them immediately after the admission data is finalized to their respective Regional Centre and the time table will be uploaded on web site of NIOS also.
4. It will be responsibility of the Study Centre to inform all the learners about the schedule of PCP programme and motivate them for attending the PCP sessions.
5. The Regional Centre will monitor the PCP classes through Academic Facilitator as well as through the Regional Centre and will prepare a consolidated report of the conduct of PCP sessions.
6. The first installment which is 50% of the total grant due to a study centre will be released by each Regional Centre immediately after the close of admission. The funds for the same will be released to the Regional centre by NIOS H.Q well in time.
7. Before releasing the first installment, each RC will ensure that the study centre has supplied them a copy of the time table for conducting the PCP sessions and practical sessions. The same may be uploaded by Regional Centre on the Website of NIOS.
8. It will be the responsibility of each study centre to make sure that Tutor Marked Assignments are submitted by all the learners attached to the study centre as per schedule, these TMA's are got evaluated by the study centers from the qualified subject Tutors and marks are forwarded to the respective Regional centre as per schedule.
9. The Coordinator of the study centre will make payment to the subject tutor at the prescribed rates for the evaluation work.
10. Regional centre will ensure that all the activities relating to PCP and TMA are performed by the Study Centres as per the guidelines issued by NIOS.
11. Each Study centre will maintain complete accounts and also record for the expenditure incurred by them out of the PCP grant released to them and will sent final accounts to their regional centre in prescribed format.
12. The 2nd and final installment of PCP grant will be released by the Regional centres only after ensuring that all the activities of PCP and TMA are performed by the study centre and they have submitted utilization certificate and complete accounts to the Regional Centre.
13. Regional centre may stop the 2nd installment of PCP grant to the study centre in the event of not conducting PCP or sending TMA awards to the Regional Centre.
14. If any study centre failed to submit the Accounts or TMA award or did not conduct the PCP sessions, all future grants will be stopped and action may be initiated for disaccrediting of the concerned study centre.
15. All Regional centre will maintain separate accounts and files for each study centre which will be subject to checking or audit by SSS department or Accounts department.
16. Rs. 500/- per learners is the maximum limit of PCP grant to be released to each study centre. In the event of having lesser number of learners registered at a study centre, grant will be regulated accordingly.
17. In the event of any study centre not able to spend or utilise the money of PCP grant released to them, the balance will have to be refunded by these study centre to respective Regional Centre.

Annexure – A**Responsibilities of staff at Study Centre**

Staff at the Study Centre	Responsibilities Assigned
Coordinator#	Over all In-Charge of the Study Centres
Assistant Coordinator*	Next to Coordinator at the Centre where more than 250 learners are registered
Tutors#	Subject Experts
Office Assistant #	To support Coordinator in ministerial work
Lab Assistant	All lab related activities
Farash cum Attendant	For various assistance to the staff, cleanliness and waterman

*Asstt. Coordinator would be provided above the 250 registered learners.

ANNEXURE -B

REMUNERATION FOR STAFF

Number of Learners	50-100 Learner		150-200 Learner		250-300 Learner		350-400 Learner		450-500 Learner	
Remunerations	Per month	Per Stream	Per month	Per Stream	Per month	Per Stream	Per month	Per Stream	Per month	Per Stream
Coordinator @ Rs. 5/- per registered learner	500	3000	1000	6000	1500	9000	2000	12000	2500	15000
Asstt Coordinator @Rs.3/- per registered learner	300 (-) NO PAYMENT	1800 (-) NO PAYMENT	600 (-) NO PAYMENT	3600 (-) NO PAYMENT	900	5400	1200	7200	1500	9000
Office Assistant @ Rs. 1/- per registered learner	50	300	100	600	150	900	200	1200	250	1500
Lab Assistant @ Rs. 1/- per registered learner	50	300	100	600	150	900	200	1200	250	1500
Farash Cum Attendant @ Rs. 1/- per registered learner	50	300	100	600	150	900	200	1200	250	1500

*Asstt. Coordinator would be provided above the 250 registered learners.

ANNEXURE -C

REMUNERATION FOR TUTORS:-

Item	Revised Remuneration
TMA Evaluation	@ Rs. 10/- Secondary @ Rs. 12/- Sr. Secondary
PCP Tutor	Rs. @ 125/- Secondary Rs. 150/- Sr. Secondary

ANNEXURE -D**CONVEYANCE TO OTHER STAFF :**

Conveyance	Class –X (Per Block)	Class-Y (Per Block)	Class Z & unclassified city (Per Block)
Coordinator	Rs. 5000	Rs. 4000	Rs. 3000
Asstt. Coordinator	Rs. 4000	Rs 3000	Rs. 2000
Office Asstt.	Rs. 3000	Rs. 2000	Rs. 1000
Lab Assistant	Rs. 3000	Rs. 2000	Rs. 1000
Farash Cum Attendant	Rs. 1500	Rs. 1000	Rs. 500

Conveyance per day of attendance	Rs. 150/- city –X Rs. 100/- City-Y Rs. 50/- City-Z Subject to maximum of above limit as well as number of learners registered.
----------------------------------	--

RATES FOR VARIOUS ITEMS:-**Calculation example sheet**

Other items	Charges				
	For 100	For 200	For 300	For 400	For 500
Stationary @ Rs.5/- per learner	Rs.500/-	Rs.1000/-	Rs.1500/-	Rs.2000/-	Rs.2500/-
Electricity @ Rs.5/- per learner	Rs.500/-	Rs.1000/-	Rs.1500/-	Rs.2000/-	Rs.2500/-
Phone & Internet	Rs.250/-	Rs.500/-	Rs.1500/-	Rs.1500/-	Rs.1500/-
Counseling Charges@Rs15/-	Rs.1500/-	Rs.3000/-	Rs.4500/-	Rs.6000/-	Rs.7500/-
Advocacy	Rs.1000/-	Rs.1000/-	Rs.1500/-	Rs.1500/-	Rs.1500/-
Data punching @Rs. 0.50 per learner	Rs.50/-	Rs.100/-	Rs.150/-	Rs.200/-	Rs.250/-
Smart Board @ Rs.5/- per learner	Rs.500/-	Rs.1000/-	Rs.1500/-	Rs.2000/-	Rs.2500/-
Practicals consumables @ Rs.5/- per learner	Rs.500/-	Rs.1000/-	Rs.1500/-	Rs.2000/-	Rs.2500/-

BIFURCATION OF REMUNERATION

Number of Learners	50-100		150-200		250-300		350-400		450-500	
Remunerations	Per month	Per Stream	Per month	Per Stream	Per month	Per Stream	Per month	Per Stream	Per month	Per Stream
Coordinator @ Rs. 5/-	500	3000	1000	6000	1500	9000	2000	12000	2500	15000
Asstt Coordinator @Rs.3/-	300 (-) NO PAYMENT	1800 (-) NO PAYMENT	600 (-) NO PAYMENT	3600 (-) NO PAYMENT	900	5400	1200	7200	1500	9000
Office Assistant @ Rs. 1/2- per registered learner	50	300	100	600	150	900	400	2400	500	3000
Lab Assistant @ Rs. 1/2- per registered learner	50	300	100	600	150	900	400	2400	500	3000
Farash Cum Attendant @ Rs. 1/2- per registered learner	50	300	100	600	150	900	200	1200	250	1500

Approximate Expenditure for Study Centres:

Head	100 Learners	200 Learners	300 Learners	400 Learners	500 Learners
Honorarium	4650	9300	18850	25800	32250
Conveyance	8500	8500	11500	11500	11500
Stationery	500	1000	1500	2000	2500
Electricity	500	1000	1500	2000	2500
Phone and internet	250	500	1500	1500	1500
Smart Board wherever facility is made available to NIOS learners	500	1000	1500	2000	2500
Practicals consumables	500	1000	1500	2000	2500
Advocacy	1000	1000	1500	1500	1500
Data punching	50	100	150	200	250
Conv. No of PCPx100*x section (For Tutor)	155x100x1 =15500	31000	46500	62000	77500
Counseling Sessions	1500	3000	4500	6000	7500
Total	58140	106780	164570	215260	265450

Proforma –I
National Institute of Open Schooling
A-24-25, Institutional Area, Sector-62, NOIDA-201309

**CONSOLIDATED BILL FOR
PERSONAL CONTACT PROGRAMME (TO BE FILLED IN BY COORDINATOR)**

AI No.

1. Name (in CAPITAL LETTERS) & Address of the Coordinator.

.....

.....

2. Designation of Coordinator.

3. Permanent address of Coordinator

.....

.....

4. No. of students registered for PCP Classes

	Particular	Per Registered learner for PCP	Amount	(To be filled by NIOS Office)
(A)	Remuneration of Coordinator	@ Rs. 5/-		Total Bill =
(B)	Remuneration of Asstt Coordinator Assistant Coordinator will be approved only in case of number of registered learners is more than (In case registered learners are more than 250)	@Rs.3/-		Less : Advance Paid _____
				Less : Deductions (if any) _____
				Net amount payable _____
(C)	Remuneration of Office Assistant	@ Rs. 1/-		
(D)	Remuneration of Lab Assistant	@ Rs. 1/-		
(E)	Remuneration of Farash Cum Attendant	@ Rs. 1/-		
(F)	Remuneration of TMA Evaluation (Rs.10/-per assignment)(Sec) RS 12/- per assignment for (Sr.Sec)	(As per Annexure C)		
(G)	PCP Lecturer	(As per Annexure C)		
(H)	Bill of conveyance charges of PCP Lecturer	(As per Annexure)		
(I)	Bill of conveyance charges of Coordinator	(As per Annexure D)		
(J)	Bill of conveyance charges	(As per Annexure D)		

	Asstt. Coordinator			
(K)	Bill of conveyance charges Office Asstt.	(As per Annexure D)		
(L)	Bill of conveyance charges of Lab Assistant	(As per Annexure F)		
(M)	Bill of conveyance charges Farash Cum Attendant	(As per Annexure F)		
2	Contingency Charges			

(Signature of Coordinator Supdt.)

Total =
Less Advance =

Seal _____

Proforma - II

National Institute of Open Schooling

A-24-25, Institutional Area, Sector-62, NOIDA-201309

REMUNERATION BILL FOR THE TUTORS

Name of the Examination : Secondary/Sr. Secondary/
No. & Name of the Study Centre : _____

Lecture Attended (Per session) : _____
Remuneration for working as PCP Lecturer
Conveyance for _____ days(s) : Rs. _____
(City Category Rs. 150/- for-X, Rs. 100/- for-Y & Rs.50/- for-Z City)

Signature of Tutor:

Signature of the Coordinator
Name (in block letters) _____
Postal Address _____

(Please fill in the details printed overleaf)

Dated :

(for Office use)

SL.NO.	DATE OF LECTURE	Class	SUBJECT & PAPER	REMARKS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				

27.			
28.			
29.			
30			

Total No. of Days *

(Signature of the Coordinator.)

ANNEXURE -J

Proforma - III

National Institute of Open Schooling

A-24-25, Institutional Area, Sector-62, Noida-201309

REMUNERATION BILL OF COORDINATOR

Name of the Course : Secondary/Sr. Secondary/
No. & Name of the Study Centre : _____

Total number of Lerner Registered with AI : Secondary _____
Sr. Secondary _____
Remuneration for working as Coordinator (@ Rs. 5/- per registered learner _____
Bill of conveyance charges Asstt. Coordinator
for _____ days(s) : Rs. _____

Signature of the Coordinator

Name (in block letters) _____

Postal Address

(Please fill in the details printed overleaf)

Dated :

(for Office use)

NO.	DATE OF PCP	Class	SUBJECT & PAPER	REMARKS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				

Total No. of Days *

(Signature of the Coordinator.)

ANNEXURE -K

Proforma - IV

National Institute of Open Schooling

A-24-25, Institutional Area, Sector-62, NOIDA

REMUNERATION BILL FOR PART-TIME STAFF DEPUTED AT AI NO., -----

(To be filled up by Coordinator.)

S. No.	Designation	Name	Total Student registered	Rate	Conveyance Bill (As per X, Y, Z City)	Total Month	Total Remuneration	Signature
	Asstt. Coordinator			@Rs.3/- per student				
	Office Asstt.			@ Rs. 1/- per student				
	Lab Assistant			@ Rs. 1/- per student				
	Farash Cum Attendant			@ Rs. 1/- per student				

Total amount paid _____

Signature of the Coordinator

Name : _____

AI No. _____

Office Seal

ANNEXURE-L

(

Proforma - V

National Institute of Open Schooling
A-24-25, Institutional Area, Sector-62, NOIDA

BILL FOR CONTINGENT CHARGES

Study. Centre No.Name of the Study Centre.....

No. of candidates Registered

Name of the PCP Secondary/Sr. Secondary

Contingent charges @ x = Rs. _____
(No. of students allotted)

Total Rs. _____

Certified that the amount claimed above was actually spent for the purpose given against each and that the articles purchased have been consumed wholly/partly in connection with the conduct of the examination and the balance (if any) is shown herewith.

Signature of the AI
(Office Seal)