

SUBJECT : Re-appropriation of funds for the State Level Training of Trainers Program and District Level Training Program under National Campaign on Homoeopathy for Mother and Child Care

There have been queries from state governments for utilization of funds released for conducting State level/district training of trainers under National Campaign on homoeopathy for mother and child care.

Following guidelines have been conveyed alongwith the action plan for utilization of Rs. 5 lakhs for 5 day training of trainers at State Level :

Break-up of the expenditure on State Level Training programme

▪ Hiring of gadgets for 5 days	-	Rs 10,000/-
▪ TA/DA/Honorarium to Primary trainers	-	Rs. 1,00,000/-
▪ TA to 50 participants	-	Rs. 2,50,000/-
▪ Stationery, printing etc.	-	Rs. 30,000/-
▪ Training material, kit (including training manual)	-	Rs. 50,000/-
▪ refreshment	-	Rs. 60,000/-
Total	-	Rs. 5,00,000/-

However, further details about expenditure to be made under individual heads have been prepared are as follows :

- Honorarium to resource persons are to paid @ Rs. 1000/- (Rupees one thousand only) per session (for 1 ½ hrs. duration) or may be paid proportionately if the duration of session is more/less than 1 ½ hrs.
- Lodging & boarding charges to the resource persons are to be paid @ Rs. 1500/- (rupees one thousand five hundred only) per person per day or as per actual not exceeding Rs. 1500/- (Rupees one thousand five hundred only).
- Lodging & boarding to the participants (Trainees) are to be paid at the rate of Rs. 1000/- (Rupees one thousand only) per day if the host institute is not providing the same. Expenditure on lodging and food may be met from the head of TA and refreshments. If lodging and boarding for the participants is provided by the host institute, then the latter may utilize the amount for meeting expenditure in other heads, where there is over-expenditure.

- d) In view of funds constraints, the resource persons from outside the State should be discouraged. If absolutely necessary then, the resource persons going from Deptt. of AYUSH, CCRH, NIH (Kolkata) should be requested to draw their TA/DA from their parent organization.
- e) Since the training material (module and manuals on MCH) is being supplied free of cost, funds under that head may be utilized in other heads appropriately.
- f) Contingencies amounting to Rs. 10,000/- (Rupees ten thousand only) may be taken from Rs. 30,000/- (Rupees thirty thousand only) earmarked for stationery and printing.
- g) Funds from one head to other head may be re-appropriated with the condition that total expenditure for the state level TOT should not exceed Rs. 500,000/- (Rupees Five Lakhs only)

Break-up of the expenditure on District Level Training programme

Hiring of venue and gadgets, etc. (for 3 days)	- Rs. 15,000/-
TA/DA/Honorarium to trainers	- Rs. 30,000/-
TA/DA to 20 participants	- Rs. 60,000/-
Stationeries, printing, etc.	- Rs. 10,000/-
Training material, kit	- Rs. 20,000/-
Refreshment	- Rs. 15,000/-

Total	- Rs. 1,50,000/-

- h) Honorarium to resource persons are to be paid @ Rs. 1000/- (Rupees one thousand only) per session (for 1 ½ hrs. duration) or may be paid proportionately if the duration of session is more/less than 1 ½ hrs.
- i) Lodging & boarding charges to the resource persons are to be paid @ Rs. 1500/- (rupees one thousand five hundred only) per person per day or as per actual not exceeding Rs. 1500/- (Rupees one thousand five hundred only).
- j) Lodging & boarding to the participants (Trainees) are to be paid at the rate of Rs. 1000/- (Rupees one thousand only) per day if the host institute is not providing the same. If lodging and boarding for the participants is provided by the host institute, then the latter may utilize the amount for meeting expenditure in other heads, where there is over-expenditure.

- k) In view of funds constraints, the resource persons from outside the State should be discouraged.
- l) Since the training material (module and manuals on MCH) is being supplied free of cost, funds under that head may be utilized in other heads appropriately).
- m) Contingent expenditure be made by re-appropriation from other heads.

Funds from one head to other head may be re-appropriated with the condition that total expenditure for the state level TOT should not exceed Rs. 1,50,000/- (Rupees One lakh fifty thousand only).