

Office of CSK HPKV,
Dy No. 852
Dt. 7/2/2014

**CSK Himachal Pradesh Krishi Vishvavidyalaya, Palampur
"Budget Branch"**

No.QSD.Bud.5-3/07/CSKHPKV/Vol-IV/- 7121
Dated :

05 FEB 2014

From:

The Comptroller

To

The Director,
Directorate of Extension Education,
CSKHPKV, Palampur(HP).

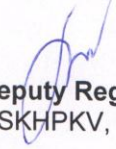
Subject: Proposal on conducting capacity building activities in the consultancy mode.

Sir,

I am directed to refer to your UO No.QSD/Dee/3-23/Tech/-9096 dated 28-11-2013 and letter No.3-23/DEE/Tech/CSKHPKV/-659 dated 17-01-2014 on the subject cited above and to say that the proposal on conducting capacity building activities in the consultancy mode made vide note ibid has been approved by the Hon'ble Vice-Chancellor, CSK HPKV, Palampur. A copy of the proposal as above is enclosed herewith.

Encl: As Above.

Yours faithfully,


Deputy Registrar (Bud)
CSKHPKV, Palampur.

Wahuge Tech
Palampur
DEE
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DIRECTORATE OF EXTENSION EDUCATION
CSK HIMACHAL PRADESH AGRICULTURAL UNIVERSITY
PALAMPUR-176062

PROPOSAL ON CONDUCTING CAPACITY BUILDING ACTIVITIES IN THE CONSULTANCY MODE

It is hereby proposed to establish a **Training Cell** in the Directorate of Extension Education to be headed by the Officer In-Charge (Training) with the following provisions:

- **New account** viz. "Training Head" shall be opened in the Directorate and operated by the Officer In-Charge (Training).
- Trainings will be conducted **at two levels** viz. farmer and officer level.
- **Optimum number** of participants in a batch on a consultancy mode will be **fixed** as thirty for working out the total cost of any activity. The activity will not be carried out if the number of trainees in a batch is less than 14. It is mandatory on the part of client to ensure the presence of participants during the training programme.
- The **cost of each component of the CB activity** /participant/ day shall be approved by the competent authority before the start of each financial year. The total cost of any CB activity of any duration will be worked out the basis of those rates. Proposed rates of CB activities to be implemented with the immediate effect are attached herewith the proposal.
- Training cost will be communicated to the client immediately after the **written agreement/** statement of the Directorate for any CB activity in the consultancy mode. The training cost shall be taken well in advance. The Training Cell shall conduct the training within one month from the day of the receipt of funds.
- The amount once received will not be refunded. All efforts shall be made to utilize the funds as per the approved norms. **The saving, if any,** will continue to be kept in the Training Head and will be utilized for the maintenance and development of the training facilities or any other purpose with the approval of the Vice-Chancellor. If the advance falls short of the expenditure up to 10%, that amount will be met out from savings of the Training Head.
- The **funds** allocated for any component of the CB activity will be **utilized/ diverted** in other component during the training but with the consent of the concerned client / Director of Extension Education.
- After the completion of the training, the Officer In-Charge (Training) will **issue a certificate of utilization** to the client on the basis of which the temporary advance will be got adjusted in audit.
- **To and fro arrangement** for participants will be borne by the client depending upon the budget/ facilities available with them. There will be no dealing on that account with the Directorate.
- The Officer In-Charge (Training) shall appoint any scientist as a training coordinator and select the venue of the training anywhere in the university. For a venue outside the Headquarter, **service charges will be diverted** from the Training Head to the concerned quarter as per the university norms.
- **Evaluation/advisory committee** will be constituted to make trainings more effective and need oriented.
- The Officer In-Charge (Training) shall prepare month wise actual expenditure statement of each training for the post audit of the account. At the end of the year, profit/ saving of that account will be intimated to the Comptroller.
- The Director of Extension Education may remit the training fee/ charges for an individual or a group under genuine circumstances.



Unit cost (Rs.) of various components of a training programme

Item	Farmers		Officers	
	Existing	Proposed	Existing	Proposed
Registration material (Folder/ bag, writing pad & pen per trainee/ program	60	75	-	400
Literature/ Compendium/ Field training materials per trainee/ program	-	300	-	500
Bed tea per trainee/ day	7	7	-	15
Breakfast per trainee/ day	45	45	-	60
Lunch per trainee/ day	100	100	175	175
Dinner per trainee/ day	100	100	175	175
Session tea per day	40	40	40	60
Lodging charges per day	50	50	100	200
Training Hall charges per day	2750	3000	2750	3000
Instructional charges per day	1500	1500	1500	2500
Training evaluation per program	-	3000	-	5000
Misc. charges (stationary, POL, etc.) per program	-	3000	-	5000
Coordination Charges@20 % of the total expenditure per program	-	-	-	-

Unit cost (Rs.) awareness/ exposure visit programmes

Item	Farmers		Officers	
	Existing	Proposed	Existing	Proposed
Museum/ Farm visit charges per visit per day	-	1000	-	2000
Instructional charges per visit per day	-	500	-	1000