

NORTH EAST REGIONAL INSTITUTE OF EDUCATION
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
UMIAM-793103

F. 1-15/2016-NERIE/PAC-VOL II/ 601

Dated: 2th June, 2017
/6th

Circular

With reference to Council letter F. 25-1/2017-18/Prog./Budget/dt:24th May, 2017, this is for information to all faculty members to kindly see the guidelines issued by PMD, NCERT (copy enclosed) which is related to PAC programmes.

The copies of two proforma relating to PAC approved programmes received from PMD, NCERT are enclosed for necessary action. As per the instruction:

1. The performa for Administration-cum- financial sanction may be submitted at least 15 days before the commencement of the programme.
2. Proforma for activities completion report (ACR -~~FA~~) has to be submitted to PMD NCERT within 15 days of completion of the activity.


06/06/17
Administrative Officer

Copy to:

1. Circulation to all faculty and Heads DE/DEE/DESM/DESSL
2. **Master File**
3. **Office Order file**
4. **PA to Principal**
5. **Accounts Section**
6. **Website**

No.F.25-1/2017-18/Prog./Budget/
Planning and Monitoring Division
Programme Section

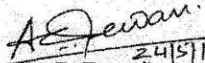
Date: 24th May 2017

As per new system of budgetary allocation of Grant-in-aid (GIA) in place of prevalent 'Plan' and 'Non-Plan' Head, the expenditure would now be shown under 'Revenue Head' from the current financial year 2017-18.

Accordingly, expenditure details category-wise viz., SC/ST/General and Women has to be shown so as to make it available to the MHRD, as and when required.

Keeping this in view **Proforma for Activity Completion Report** has been revised.

The Institutes/ Depts/Div./Cell are requested to kindly arrange to provide requisite information in this revised Proforma for Activity Completion Report (copy attached) within 15 days from the date of completion of the activity in the attached proforma.


(A.D. Tewari)
24/5/17
Prof. & Head

1. Joint Director, CIET, New Delhi
2. Joint Director, PSSCIVE, Bhopal
3. All Heads of NIE Depts./Divs./Cells
4. Principals of RIEs – Ajmer, Bhopal, Bhubaneswar, Mysore & NERIE- Umiam (Shillong)
5. Dean (Academic)
6. Dean (Research)

**PROGRAMME INFORMATION PROFORMA
ACTIVITY COMPLETION REPORT**

Note: Please attach/mail at ppmedncert@gmail.com list of Participants/Resource Persons with complete address/phone no./E-mail ID for uploading in the NCERT website within 15 days of completion of the activity.

Name of the Institute/Department/Division/Cell _____

1.	Title of the Activity Undertaken	
2.	Major Programme of which the activity is a part PAC Code No.	
3.	Programme category (Research/ Development/Training/Extension	
4.	Whether the programme is exclusively for SC/ST/Women group	
5.	Budget provision for the activity along with sanction Number date and amount sanctioned	
6.	Amount Actually Spent	
7.	Venue of the Activity:	
8.	Date/Duration of the activity:	
9.	Target Group	
10.	Objectives of the Activity:	
11.	Brief Report of the Activity:	
12.	Difficulties experienced (if any):	

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9.	Target Group	
10.	Objectives of the Activity:	
11.	Brief Report of the Activity:	
12.	Difficulties experienced (if any):	

फा.सं./F.No

प्रशासनिक सह-वित्तीय मंजूरी हेतु प्रपत्र
(कार्यक्रम प्रारंभ होने से कम से कम 15 दिन पूर्व प्रस्तुत किया जाए)

PERFORMA FOR ADMINISTRATIVE-CUM-FINANCIAL SANCTION
(to be submitted atleast 15 days before the commencement of the programme)

दिनांक/Dated :

	सक्षम प्राधिकारी द्वारा यथा अनुमोदित कार्यक्रम का शीर्षक/Title of the Programme as approved by the Competent Authority	
	कार्यकलाप का प्रकार/Kind of Activity : विकास/प्रशिक्षण/विस्तार/सर्वेक्षण/मूल्यांकन (उपर्युक्त कार्यकलाप किस विस्तृत क्षेत्र का भाग है, उल्लेख करें) Development/Trng/Extn/Survey/Evaluation (Indicate the Board areas of which the above activity is a part)	
1.	कार्यक्रम के पूर्ववर्ती क्रियाकलापों का परिणाम, प्रारूप संदेश/विकसित सामग्री के रूप में, यदि कोई हो/The outcome of the preceding activities, if any, of the programme in the form of draft mss/material developed.	
2.	यदि यह कार्यक्रम का प्रारंभिक कार्यकलाप है तो कार्यक्रम समन्वयक द्वारा किए गए कार्य की पृष्ठभूमि बताएं/The background work carried out by the programme Co-coordinator, in case of initial activity of the programme.	
3.	यदि प्रशिक्षण कार्यक्रम है तो प्रशिक्षण-अनुसूची, ज्ञानसाधन व्यक्तियों द्वारा प्रयोग में लाए जाने वाले माड्यूल और लक्ष्य समूह में विकसित की जाने वाली प्रस्तावित दक्षताओं का अभिनिर्धारण बताएं//In case of training programme the training schedule, modules, to be used by the resource persons and identification of competencies planned to be developed in the target group.	
4.	कार्यक्रम सलाहकार समिति की अनुशंसा (बैठक की दिनांक और कार्यक्रम की कोड सं. बताएं) Recommendations of the PAC (indicating the date of the meeting and code no. of the programme)	
5.	कार्यक्रम/क्रियाकलाप के विशिष्ट उद्देश्य Specific objective of the Programme/Activity	
6.	संभावित प्रभाव (शैक्षिक प्रक्रिया के सुधार के संबंध में)/ Expected Impact (in terms of the improvement of Educational process)	
7.	आयोजन का स्थान (प्रस्तावित स्थान का औचित्य बताएं) Place where to be organized (with justification for the proposed venue).	
	(क) अवधि : दिनों की सं.	

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	(a) Duration : Number of days (ख) दिनांक : से तक (अंतिम) (b) Tentative Dates			
8.	प्रतिभागी/Participants : (क) संख्या (गैर स्थानीय + एनसीईआरटी मुख्यालय का संकाय) हवाई मार्ग द्वारा (a) Number: (Non-Local + NCERT Hqrs Faculty) by air (ख) श्रेणी (जैसे शिक्षक, शिक्षक/प्रशिक्षक, परामर्शदाता/शैक्षिक, प्रशासनिक इत्यादि) (b) Category (such as Teachers/Teacher Educators/ Counsellors, Educational Administrative etc. (ग) आमंत्रित किए जाने वाले प्रतिभागियों के नाम की सूची, पदनाम, पते तथा विशेषज्ञता का क्षेत्र (c) List of participants to be invited giving name, Designations & Address and area of specialization.			
9.	ज्ञानसाधन व्यक्ति/Resource Person			
क्रम सं./ S.No	नाम/Name	पदनाम व पता/ Designation & Address	अर्हता/ Qualification	विशेषज्ञता का क्षेत्र/ Area of Specification
	संलग्न सूची के अनुसार			
10.	कार्यक्रम में सम्मिलित एनसीईआरटी के संकाय सदस्य/NCERT faculty members involved : प्रो. सरोज यादव, अध्यक्ष, सामाजिक विज्ञान शिक्षा विभाग/Prof. Saroj Yadav, Head, DESS.			
11.	कार्यक्रम निदेशक का नाम व पता (यदि बाह्य हो)/ Name and address of Programme Director (if external)			
12.	की ज्ञा रही तैयारियों (उदाहरणार्थ चर्चा हेतु तैयार किए गए आधार-पत्र/Preparation undertaken : (For instance			

	(Preparation of basic paper for discussion)	
13.	वितरित किए जाने वाले दस्तावेजों का शीर्षक/ Title of the Documents to be distributed : प्रतियों की संख्या/No of copies	
14.	प्रकाशन का शीर्षक (कार्यक्रम/क्रियाकलाप के परिणामस्वरूप)/Title of Publication : (Resulting from the Programme/Activity)	
15.	व्यय (जो किया जाना है)/Expenditure (To be incurred) (i) यात्रा भत्ता/आकस्मिक व्यय (गैर स्थानीय)/ TA/incidental (Non - local)	
	(ii) भोजन तथा आवास/गैर -स्थानीय प्रतिभागियों/ ज्ञानसाधन व्यक्तियों को प्रतिदिन प्रतिव्यक्ति हेतु रु..... की दर से दैनिक भत्ता/ Lodging and Boarding/DA to Non-local Participants RPs @ Rs. Per day per head.	
	(iii) ज्ञानसाधन व्यक्तियों को प्रतिदिन रु. 1600/- की दर से मानदेय/ Honorarium to Resource Persons @ Rs 1600/- Per day for days.	
	(iv) मानद निदेशक को मानदेय प्रतिदिन रु. की दर से/Honorarium to Director @ of Rs.....Per day	
	(v) स्थानीय प्रतिभागियों हेतु वास्तविक वाहन खर्च रु.800/- की दर से (प्रतिदिन प्रति विशेषज्ञ हेतु अधिकतम 800/- रु)/Actual Conveyance charges for Local participants @ Rs 800/- (maximum Rs 800/- per day per expert)	
	(vi) आकस्मिक खर्च/Contingencies : (a) चाय/कॉफी/स्नेक्स/ Tea/Coffee/ Snacks	
	(b) भोजनावकाश के दौरान अल्पाहार हेतु प्रतिव्यक्ति प्रतिदिन के लिए रु 115 की दर से/ Refreshment during Lunch hours For persons @ Rs. 115 per head perday for days.	
	(c) विविध/अप्रत्याशित व्यय/ Miscellaneous/Unforeseen expenditure :	
	Total/कुल	
16	कृपया चालू वर्ष के लिए निधि की उपलब्धता और बजट	

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	नियतन पुस्तिका से लेखा शीर्ष का उल्लेख करें। Please indicate the availability of funds and Head of account from book of Budgetary allocation for the current year.	
17	संभावित परिणाम/Expected outcomes	

उपरोक्त कार्यकलाप "अन्य" श्रेणी (सामान्य) के अन्तर्गत आते हैं चार नामों की पहचान बाद में की जाएगी।
The above activities fall under "others" category (General) Four names to be identified later.

कार्यक्रम समन्वयक के हस्ताक्षर/
Signature of the Programme Coordinator

विभागाध्यक्ष के हस्ताक्षर/
Signature of the Head of the Department

कार्यक्रम अनुभाग/Programme Section