

F.N . 23011140/2014-PT
Government of India
Ministry of Home Affairs
(Police -I Division)
Police Training Section

North Block, New Delhi
Dated: 07.08.2014

OFFICE MEMORANDUM

- Sub: (1) Rate of Course Fee for Middle/ Junior Level Officers for a batch of 20 participants
(2) Rate for short duration Workshops for 20-25 participants
(3) Enhancement of daily boarding & lodging rates to Rs. 750/- from existing Rs. 500/-.

The undersigned is directed to refer to the subject cited above and to convey the approval of this Ministry regarding rate of course fee for Middle/Junior level officers for a batch of 20 participants , rates for short duration workshops for 20-25 participants and enhancement of daily boarding & lodging rate toRs. 750/- from the existing rate ofRs. 500/- as under:-

- A. Rate of Course Fee for Training Courses for Middle/Junior Level Officers for a batch of 20 participants:-

Table-1

(Amount in Rs.)

S. No	Items	03-days	05-days (01 week)	10-days (02 weeks)	13 Weeks
1.	Inauguration & valediction , bouquets and decoration	"			
2.	Honorarium to guest faculty (8 serving, 8 non-servicing & 1 eminent personality per week				
3.	Transport for guest faculty and study tours				
4.	Educative material , CDs, Books, Writing pads , I-card with Strap & small jacket				
5.	Group photo & Certificate Folder				
6.	Memento for trainees & Guest Faculty				
7.	Morning/Evening tea & snacks				
8.	Backdrop+ Banner+ Flag +Hoarding, etc.				
9.	Videography of important events/lectures				
10.	Contingencies				
11.	Investigation Kits	N/A	N/A	N/A	
12.	Essay prize (including evaluation)	N/A	N/A	N/A	
	Total Package	67,500	82,000	1,22,000	5,60,000
Course Fee for additional participants, over and above the batch of 20 participants					
13.	Rate per additional participant for the entire course duration	1,500	1,500	2,500	12,000

Note: The package rate prescribed above is subject to actual expenditure. If the actual expenditure is less than the package rate, only actual expenditure may be allowed.

B. Rates for short duration Workshops for 20-25 participants:

Table-2

Sl. No.	Level	Duration	Rate for 20-25 participants
1	State Level	2-days	75,000
		3-days	1,12,500
2	District Level/ Sub-District Level	2-days	50,000
		3-days	75,000

Note-1: The above rates are inclusive of boarding and lodging charges of participants of the workshop.

Note-2: BPR&D should undertake these workshops only when a minimum number of 20 participants are available. The package rate prescribed above is subject to the actual expenditure. If the actual expenditure is less than the package rate, only the actual expenditure may be allowed.

C. Enhancement of daily boarding & lodging rate to Rs. 750/- from the existing rate of Rs. 500/- for Training Courses as detailed in Para-A (Table-1):

(i) The boarding and lodging charges may be enhanced to Rs. 750/- from the existing rate Rs. 500/- per participant per day subject to the condition that this cap may be restricted to the actual cost in case the same is less than the cap.

(ii) One day extra boarding and lodging charges may be allowed to the participants attending the training courses of various durations. This will take care of arrival of participants on the previous evening of the beginning of the training and departure on the next forenoon after the closure of the training course.

(iii) The boarding and lodging charges are only applicable to training courses of various durations as depicted in Para-A (Table-1). In the case of short duration workshops, as projected in Para-B (Table-2), the boarding and lodging cost is already included in the package rate.



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