

NO-EDN-U-DDHE/RMSA /TRG 2016-17^{3999/}.....dated.11-8-16
Office of the Dy. Director of Higher Education
Una Distt Una(HP)174303

To

Principal cum Cluster Head
GSSS.....
Una Distt Una (HP)

Sub : Regarding Norms for 5 days cluster level teachers training under RMSA.

Sir,

As per directions received from SPD (RMSA) Shimla. five days cluster level teacher training will be organized in your school .Detail guidelines for which are as follows

1. Five days training for each category of teacher will be conducted in your school/cluster in every month upto January 2017.ie one day (every Tuesday) in a month for every teacher of your school and cluster.

category	Day (Every month)	Time
T.G.T. (med) for science	1 st Tuesday	9am -3pm
T.G.T. (non medical)for maths	2 nd Tuesday	9am -3pm
T.G.T. (Arts) for eng &social science	3 rd Tuesday (in Aug, it is 4 th Tuesday)	9am -3pm
LT/OT for Hindi & Skt	4 th Tuesday (in Aug it is 5 th Tuesday)	9am -3pm

If Tuesday is holiday then next day will be the day of training .After completion of each batch(ie on every Wednesday) you have to send report to DIET through email unadiet@gmail.com in the following format :-

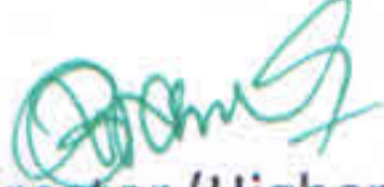
Date and time of training	Category	Total no of teachers in the cluster of this category	No of teachers participated in the training.	As per module Content & activities/ any other issue ,which you discussed	Name & designation of Resource Persons.	Response of participants during training ,	Reaction of cluster head .

2. Plz ensure the presence of every teacher of each category from all GHS & GSSS (not from middle schools) in your Cluster in this training. If any teacher did not attend this training, please send their names with above said report. During this training programme State, Distt and block monitoring teams will visit the cluster school.
3. The cluster head will be responsible for the smooth conduct of the Training according to guidelines forwarded by state project Director Shimla.
4. Maintain an attendance register for attendance of participants in the training.
5. From every cluster, two Lect/TGT/LT/OT oriented by DIET. These personals will help cluster head for smooth functioning of training.

Financial Norms:


6. An amount of 20000/- will be released in the RMSA account of your School which will be utilized for following purposes under norms
7. Rs 20 per person per day fixed for tea and snacks arrangements during training.
8. You can expend up to Rs 20/- for pen and pad once in 5 days training for each category teacher.

9. Training time will be 9am to 3pm, in which five hours are working hours consisting three lect/sessions of 90 min. and 30 min will be used for planning of next month training.
10. Rs 200/- per 90 min lect will be paid to each Resource person for the max three lect /session per day. One RP can take max two lect/session per day .
11. Teachers who attend this training beyond 8km can be given TA/DA under state norms.
12. After completion of this five days training, you have to submit utilization certificate. Performa for which will be supplied later .


Depty Director (Higher) Education
Una Distt Una (HP)

Copy to :-

1. State project Director(SSA/RMSA) for information please.
2. DPO (RMSA) diet una at dehlán with the direction to coordinate these trainings under RMSA and depute DIET teams for monitoring .
3. ALL Principal/Headmaster GSSS/GHS with the directions to depute their teachers according to schedule and follow the instructions of cluster head.
4. BRCCCs with the direction to monitor these trainings in your block and report to DIET.


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