

**GUIDELINES FOR SUBMISSION OF EXPENDITURE STATEMENT & VOUCHERS/ APRS
IN CONNECTION WITH CONDUCT OF PCPS FOR THE 1ST YEAR DEIEd COURSE**

Vouchers/ APRs for submission:

Sl. No.	Particulars	Details	Voucher
1	Remuneration for Coordinator @ Rs. 1500/- per month for 6 months	To be signed by Coordinator for receipt of Rs. 9,000/- from the Nodal Officer, Manipur as remuneration @ Rs. 1,500/- for 6 months.	I
2	Remuneration for RPs @ Rs. 500/- per day for 27 days	To be signed by each of the 4 RPs for receipt of Rs. 13,500/- from the Nodal Officer, Manipur as remuneration @ Rs. 500/- for 27 days.	II(a) II(b) II(c) II(d)
3	Remuneration for OA @ Rs. 750/- per month for 6 months	To be signed by the OA for receipt of Rs. 4,500/- from the Nodal Officer, Manipur as remuneration @ Rs. 750/- for 6 months.	III
4	Remuneration for MTS @ Rs. 500/- per month for 6 months	To be signed by the MTS for receipt of Rs. 3,000/- from the Nodal Officer, Manipur as remuneration @ Rs. 500/- for 6 months.	IV
5	Remuneration for Supervisors @ Rs. 15 x 3 SBA (based on actual allocation of trainees)	To be signed by each of the Supervisors for receipt of the amount from the Nodal Officer, Manipur as remuneration as per the rate prescribed by NIOS. For 2 Supervisors, 2 Vouchers to be submitted. Total value of the 2 Vouchers should be equal to 15 x 3 x no. of trainees.	V(a) V(b)
6	Evaluation charges of TMA @ Rs. 10/- per assignment for 3 papers (based on actual allocation of trainees)	To be signed by each of the RPs for receipt of the amount from the Nodal Officer, Manipur as remuneration as per the rate prescribed by NIOS. If 2 or more RPs evaluated the TMAs, 2 or more Vouchers to be submitted. Total value of the 2 or more Vouchers should be equal to 10 x 3 x no. of trainees.	VI(a) VI(b) VI(c) etc.
7	Contingency for 258 Centres @ Rs. 100 x trainees (based on actual allocation of trainees)	Vouchers/ APRs/ Cash Memo for miscellaneous expenses like pen, paper, Xerox, tea, purchases etc. to be submitted by Coordinator for the amount utilised (Rs. 100 x no. of trainees).	VII(a) VII(b) VII(c) VII(d) etc.

Statement of Expenditure for conduct of PCP for 1st Year DEEd Course

Sl. No.	Particular	Amount utilised	Voucher
1	Remuneration for Coordinator @ Rs. 1500/- per month for 6 months	Rs. 9,000/-	I
2	Remuneration for RPs @ Rs. 500/- per day for 27 days	Rs. 13,500/-	II(a) II(b) II(c) II(d)
3	Remuneration for OA @ Rs. 750/- per month for 6 months	Rs. 4,500/-	III
4	Remuneration for MTS @ Rs. 500/- per month for 6 months	Rs. 3,000/-	IV
5	Remuneration for Supervisors @ Rs. 15 x 3 SBA (based on actual allocation of trainees)	<i>Actuals</i>	V(a) V(b)
6	Evaluation charges of TMA @ Rs. 10/- per assignment for 3 papers (based on actual allocation of trainees)	<i>Actuals</i>	VI(a) VI(b) VI(c) etc.
7	Contingency: i) ii) iii)	<i>Actuals</i>	VII(a) VII(b) VII(c) etc.
Total Amount in Rupees			

A. Total amount utilised :
 B. Amount received as 1st instalment :
 C. Amount received as 2nd instalment :

D. Balance amount to be released by NIOS **[A - (B + C)]** :

Signature:

Name:

Study Centre:

Imphal,

Centre Code:

the October, 2018.

Seal:

VOUCHER-I

APR

Received a sum of Rs. 9,000/- (Rupees nine thousand) only from the Nodal Officer, Manipur/ Director of Education(S)/ SPD-SSA, Manipur as **remuneration for Study Centre Coordinator** for 6 (six) months @ Rs. 1,500/- per month in connection with the conduct of PCP for 1st Year DElEd Course of NIOS.

Signature:

Name:

Imphal,

Study Centre:

the October, 2018.

Centre Code:

Seal:

VOUCHER-II()

APR

Received a sum of Rs. 13,500/- (Rupees thirteen thousand five hundred) only from the Nodal Officer, Manipur/ Director of Education(S)/ SPD-SSA, Manipur as **remuneration for Resource Person** for conduct of 27 (twenty seven) PCP/WBA @ Rs. 500/- for 1st Year DElEd Course of NIOS.

Signature:

Name:

Imphal,

Study Centre:

the October, 2018.

Centre Code:

VOUCHER-III

APR

Received a sum of Rs. 4,500/- (Rupees four thousand five hundred) only from the Nodal Officer, Manipur/ Director of Education(S)/ SPD-SSA, Manipur as **remuneration for Office Assistant (OA)** for 6 (six) months @ Rs. 750/- in connection with 1st Year DEEd Course of NIOS.

Signature:

Name:

Imphal,

Study Centre:

the October, 2018.

Seal:

VOUCHER-IV

APR

Received a sum of Rs. 3,000/- (Rupees three thousand) only from the Nodal Officer, Manipur/ Director of Education(S)/ SPD-SSA, Manipur as **remuneration for Multi-Tasking Staff (MTS)** for 6 (six) months @ Rs. 500/- in connection with 1st Year DEEd Course of NIOS.

Signature:

Name:

Imphal,

Study Centre:

the October, 2018.

Centre Code:

APR

Received a sum of Rs. /- (Rupees
.....) only from the Nodal Officer, Manipur/
Director of Education(S)/ SPD-SSA, Manipur as **remuneration to
Supervisors** for conduct of number of SBAs @ Rs. 15/- in connection
with 1st Year DEEd Course of NIOS.

Signature:

Name:

Imphal,
the October, 2018.

Study Centre:

Centre Code:

APR

Received a sum of Rs. /- (Rupees
.....) only from the Nodal Officer, Manipur/
Director of Education(S)/ SPD-SSA, Manipur as **evaluation charges** for
..... number of TMAs @ Rs. 10/- to Resource Persons in connection with
1st Year DEEd Course of NIOS.

Signature:

Name:

Imphal,
the October, 2018.

Study Centre:

Centre Code: