

F. No. 18015/15/2004-IDSP
National Centre for Disease Control
Integrated Disease Surveillance Programme

22, Shamnath Marg,
Delhi-110054
Dated: 24th August, 2015

To,
All Training Institutes under IDSP.

Sub: Revised budget for Training of Trainer (TOT) under IDSP.

Sir,

I am directed to inform that IFD, MHFW vide CD No. C-1044 dated 19-8-2015 have concurred the Budget for Training of Trainer (TOT) under IDSP has been revised from Rs. 3,02,220/- to Rs. 7,18,850/- for a batch of 20 participants as detailed below:-

S. No.	Budget Head	Proposed Norm for TOT (06 Days) (amount in Rs.)	Amount (Rs.)
1	Travel Cost of Trainees	As per the entitlements	1,50,000/- (on actual basis)
2	Honorarium (DA) to Trainee	Rs. 700/- per participant per day	84,000/-
3	Honorarium to guest faculty at Regional/ State/National level	Rs. 1500 per person (for 3) per day *	27,000/-
4	Honorarium to In-house faculty per day	Rs. 1000 per person (for 3) per day*	18,000/-
5	Working Lunch (incl. Tea/snacks for 6 days)	Rs. 350 x (20 participants + 5 faculties/Assistants)x6days)	52,500/-
6 (a)	Accommodation for participants	(Rs. 2000/participant/day x 20 persons x 6 days, subject to actual) This is the max. limit & subject to production of receipt(s)	2,40,000/-
6 (b)	Accommodation for guest facility	(2000/participant/day x 3 external resource persons x 6 days, subject to actual) This is the maximum limit and subject to production of receipt(s)	36,000/-
7	Institutional charges, if applicable	@ 10% of total training expenses	65,350/-
8	Incidental @ Rs. 250/- per participant / day	Rs. 250 x 20 participants x 6 days)	36,000/-
9	Venue Hiring, if Applicable**	10,000/-	10,000/-
	Total Cost/Bath of 20 participants		7,18,850/-

Contd.....

Note:

* Subject to two lecturers/Guest faculty/day

**Subject to keeping it minimum

- TA would be paid to trainees on actual basis as per their entitlement in State Governments.
- In-house Faculty – Faculty members of training institutions and attached clinical training site/District hospitals will be considered as In-house faculty.
- Guest Faculty: All other trainers/resource persons not falling under the above mentioned criteria will be considered as Guest Faculty.

Yours faithfully,



(Prakash Doval)

Administrative Officer
for Director

To,

- 1) National Institute of Health and Family Welfare, Munirka, New Delhi
- 2) National Institute of Epidemiology (NIE), PB No. 2577, Mayor V R Ramanathan Road, Chetpet, Chennai-600031
- 3) Christian Medical College (CMC), Vellore - 632002 (Tamil Nadu)
- 4) All India Institute of Health & Public Hygiene (AIH& PH), 110 chittaranjan Avenue, Kolkatta -700073
- 5) Head of Department - Microbiology, B.J. Medical College (BJMC), Pune
- 6) Government Medical College (GMC), Nagpur-440003
- 7) Post Graduate of Medical Education & Research (PGI), Chandigarh.
- 8) Banaras Hindu University (BHU), Varanasi
- 9) Mahatama Gandhi Institute of Medical Sciences, Wardha (Maharashtra)
- 10) Chhatrapati Shahuji Maharaj Medical University (CSMMU), Lucknow (UP)
- 11) National Centre for Disease Control (NCDC), 22 Sham Nath Marg, Delhi – 110054