

No. Ft./JICA/Training/Vol.I/1879-1909
Himachal Pradesh Forest Department

Dated Shimla, the 29-07-22

From: Addl. Pr.CCF & CPD (JICA-PIHPFEM&L)
Potters' Hill, Summer Hill, Shimla-5

To: FCCU Officer-cum-CCF/CF, Bilaspur,
Shimla, Mandi, Kullu, Rampur, GHNP
Shamshi, Shimla (WL), Dharamshala,
Hamirpur

DMU Officer-cum-DFO, Ani, Kinnaur,
Rampur, Chopal, Rohru, Shimla,
Theog, Banjar, Kullu, Lahaul, Parbati,
Jogindernagar, Mandi, Nachan, Suket,
Bilaspur, Kullu (WL), Spiti (WL),
Dehra, Dharamshala, Palampur, Nurpur

Subject: Approved Cost Norm and Rates (Revised)

Memo:

Enclosed please find herewith the Approved Cost Norms and Rates to be adopted in PIHPFEM&L for Workshop/Training and Exposure Visit etc. at par with IDP Norms (Copy enclosed), for your kind information and further necessary action please.

Encls: As above.

Project Director (JICA-PIHPFEM&L)
Potters Hill, Summer Hill, Shimla-5

Endst. No. Ft./JICA/Training/Vol.I/1910-1914

Dated, Shimla the 29-07-22

Copy is forwarded for information and further necessary action to:-

1. Additional Project Director (JICA-PIHPFEM&L), Rampur.
2. Project Director (JICA-PIHPFEM&L), Kullu.
3. Project Director (Admin. & Fin.), Shimla.
4. Programme Manager (Audit & Fin.).

Project Director (JICA-PIHPFEM&L)
Potters Hill, Summer Hill, Shimla-5

1. **Approved Norms for Workshops, Trainings, Exposures visits and meetings for**
(a) The Senior Project staff and equivalent officers of the line departments

S.N	Activity	Unit	Norms	
			Within State	Outside State
1	Training material	per person/ per event	Up to Rs. 1500/-	Up to Rs. 1500/-
2	Boarding (breakfast, lunch, dinner)	per person/ per day	Up to Rs.2000/- plus taxes	Up to Rs.2500/- plus taxes
3	Special Lunch/Dinner (one such lunch/dinner per event)	per person/ per event	Up to Rs.2000/- plus taxes	Up to Rs.2500/- plus taxes
4	Refreshments	per person/ per day	Up to Rs. 500/-	Up to Rs. 550/-
5	Lodging, if Govt. accommodation is not available	per person/ per day	Up to Rs. 2250/- plus taxes at District HQ only.	Up to Rs. 3500/- plus taxes (for Non-Metropolitan cities) and up to Rs. 5000/- plus taxes (in Metropolitan cities).
6	Venue charges	per event	As per actual	As per actual
7	Travel cost	per person/ per event	As per entitlement	As per entitlement

(b) The Frontline staff & equivalent officers of the line departments, communities and representatives of PRI.

S.N	Activity	Unit	Norms	
			Within State	Outside State
1	Training material	per person/ per event	Up to Rs. 750/-	Up to Rs. 750/-
2	Boarding (breakfast, lunch, dinner)	per person/ per day	Up to Rs. 1050/- plus taxes	Up to Rs. 1450/- plus taxes
3	Refreshments	per person/ per day	Up to Rs. 400/-	Up to Rs. 450/-
4	Lodging, if Govt. accommodation is not available	per person/ per day	Up to Rs. 1500/- plus taxes	Up to Rs. 2250/- plus taxes (in Non-Metropolitan cities) and up to Rs. 2750/- plus taxes (in Metropolitan cities).

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5	Venue charges	per event	As per actual	As per actual
6	Travel cost	per person/ per event	At prevalent HRTC bus fare or as per entitlement	For Staff-As per entitlement For Communities-AC 3tier fare for places connected by rail. For others not exceeding state transport rates.

Front Line staff includes Range Officers/Deputy Rangers (Assistant Project Officers- APOs), Forest Extension Officers (FEOs), Agriculture Extension Officers (AEOs)/ Veterinary Extension Officers (VEOs), Social Extension Officers (SEOs) and contractual staff of equivalent level engaged by the Project. The staffs appointed on contract basis is required to undertake tour(s) for official work; they will be entitled for TA/DA at same rate as is admissible – to their regular counterparts at the minimum of the pay scale of post against which they have been appointed on contract basis.

If such events are got organized through Universities/Govt. Organizations/NGOs, the payment will be made to them as per their norms.

2. Proposed Norms for Field based Trainings/Meetings at Ward and Gram Sabha level within a cluster) for Communities and representatives of PRIs.

S.N	Activity	Unit	Norms
1	Training material	per person/ per event	Up to Rs. 250/-
2	Refreshments (Lunch, tea)	per person/ per day	Up to Rs400/-i/c. Lunch Up to Rs 175/- without lunch
3	Venue charges/institutional charges	per event	Rs. 2600/- at Ward level event Rs. 4100/- at Gram Sabha level event
4	Travel cost	per person/ per event	At prevalent HRTC bus fare


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3. For Governing Council/Executive Committee and World Bank Mission (Meetings /Workshops) and other compatible National /International dignitaries

S No	Activity	Norms
1	Venue Charges	As per actual
2	Special Lunch/Dinner	Up to Rs 3500/- per person + Taxes
3	High Tea including refreshment	Rs 1200/-per person per day +Taxes
4	Traveling expenses	As per actual subject to Air fare (Economy) or AC 1st Class or equivalent Class.
5	Boarding & Lodging	Up to Rs. 7500/- per day


4. Proposed Norms for Honorarium

Activity	Norms
Local /Block/District Level Expert	
Honorarium	1. For Gram Panchayat (Model GPs) Up to Rs. 1200/- per session. 2. Front line staff of the Deptt/Local/Block Level officers as technical resource person Up to Rs. 1500/- per session.
Traveling expenses	As per actual but not more than prevalent HRTC bus fare.
Boarding & Lodging	Up to Rs. 3500/- per day
State Level Expert	
Honorarium	Up to Rs. 3500/- per session
Traveling expenses	As per actual subject to AC 1st Class or equivalent Class
Boarding & Lodging	Up to Rs. 4500/- per day
National Level Expert	
Honorarium	Up to Rs. 7000/- per session
Traveling expenses	As per actual subject to Air fare (Economy) or AC 1st Class or equivalent Class.
Boarding & Lodging	Up to Rs. 7500/- per day
International Expert	
Honorarium	Up to Rs. 10000/- per session
Travelling expenses	As per actual subject to Air fare (Economy) or AC 1st Class or equivalent Class.
Boarding & Lodging	Up to Rs. 12,000/- per day

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The charges for the stay in Government accommodation for the Trainers/ Resource persons/ Institutional experts/ NGOs and Contractual project staff who will be engaged by the Project for conducting Trainings/Workshops/Exposure visits and other Project related activities will be charged at par with the rates applicable for officers/ officers/officials on Govt. duty.

The above rates will also be applicable to the Resource persons/Institutions/NGOs engaged by the Project for conducting exposure visits within and outside the State (Within Country).


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