



GOVERNMENT OF KERALA

No: HEDN-C4/215/2016-HEDN
Higher Education (C) Department
Thiruvananthapuram,
Dated: 28/04/2016

CIRCULAR

Sub: Sub:-Higher Education Department - Additional Skill Acquisition Programme- Summer Skill Skool Programme- TA claims of batch assigned Programme Managers- Guidelines-Modification- reg

Ref: Circular No. 2374/C1/15/H.Edn dated 28.04.2015 & 26.11.2015

Vide circulars read above Government issued guidelines for the conduct of Summer Skill Scheme and the procedures for claiming travelling allowances. During the current year it has been decided to conduct the programme at centres outside ASAP SDCs and 89 such batches were assigned to batch assigned Programme Managers attached to DPM unit. These batch assigned programme managers are also eligible for the benefit of TA subject to conditions in the guideline referred above and following the procedure as below.

The batch assigned Programme Managers entrusted with the monitoring skill training outside the SDCs shall keep a tour diary on their visits to various Summer Skill Skool locations and claim travelling allowance at the rates and conditions approved in the circular referred above by submitting TA bills in the prescribed proforma to DPM units concerned. The SPM/PM in charge of the district shall attest the TA bills after ensuring the veracity of the TA bills with supporting documents and claim the amount through their CASH login attaching the scanned copy of duly certified TA bills and other documents for releasing it to respective Programme Managers. The originals of bills shall be retained in the DPM unit itself.

The circulars referred above shall be modified to the above extent

GEORGE THOMAS.K, AS (ASAP) (H.EDN), O/o Additional Secretary Higher Education (ASAP)

To

1. All Heads/SPMs/PMs
2. Finance Officer,ASAP
3. Finance Section

Forwarded / By Order
Section Officer