



GOVERNMENT OF KERALA

Abstract

Higher Education Department-Additional Skill Acquisition Programme- Summer Skill Skool- DOT- Payment of Second Installment to Partner Institutions-Reg

HIGHER EDUCATION (C) DEPARTMENT

G.O. (Rt.) No: 1776/2015/H.Edn

Dated, Thiruvananthapuram, 13.07.2015

Read:-GO (RT) No. 760/2015/H.Edn dated. Thiruvananthapuram, 14.04.2015

ORDER

As per the GO read above, institutions who are the partners for the DOT scheme of ASAP were given an advance of Rs. 20,000/- as the first instalment of management assistance on the commencement of the skill batch. Following guidelines are issued for sanctioning the Second instalment of management assistance to the Course Director.

Conditions for successful completion of the course.

1. Course has to be completed in the DOT institution successfully for theory, practical and assessment.
2. The details of students and class should be uploaded completely in ASAP MIS.
3. Registration fee and Course Fee collected from students must be remitted to the ASAP Fee Account and the details forwarded

Process for sanctioning the second installment

1. After satisfying above conditions, the Course Director shall intimate the completion of courses in their institutions by sending an email to the respective Senior Programme Manager/ Programme Manager in charge of the District. Along with the mail, Course Director shall forward the Expenditure Statement of the programme, in the attached format, showing the expenses incurred under each head.
2. The Senior Programme Manager/ Programme Manager in charge of the District shall scrutinize the claim and certify the same. It shall be forwarded with recommendations to the respective Sector PM with copy to Sector Head.
3. Sector PMs shall process the request for payment for the second installment to the DOT institutions.

Conditions for payment

1. In normal situations where the batch size is 30 and the course duration is 150 hrs, the second instalment to a maximum amount of Rs20,000/- can be allotted as the difference between the total expenditure as per the expenditure statement and the first instalment paid.
2. In situations where the student count varies from 30, proportionate changes can be admitted in the refreshment cost in arriving the second instalment to be allotted. Here, the clause permitting re appropriation of expenditure across the items as per GO(Rt) No:760/2015/HEdn dated 14-4-2015 has to be considered and if the resultant amount of total expenditure is less than 40,000/- , only the eligible amount has to sanctioned.
3. If all components other than refreshment are fully expended and the expenditure on refreshments is higher than the anticipated due to higher number of students or a longer duration of the course (at a rate of 5 hrs per day), the DOT institution can claim the additional amount forwarding the certified copies of all vouchers to the respective Senior Programme Manager/ Programme Manager in charge of the District. The Senior Programme Manager/ Programme Manager in charge of the District shall scrutinize and certify the same for further processing by the Sector PMs
4. If the total expenditure is less than the first instalment allotted, the Coordinator should remit the balance amount to the SB Account of ASAP No. 67201923728 maintained at the Main Branch of State Bank of Travancore, Thiruvananthapuram and intimate the matter to ASAP with the soft copy of the remittance chalan.

(By order of the Governor)

George Thomas K.

Additional Secretary to Government

To

All Principals of DOT institutions

All Heads of ASAP

All Senior Programme Managers/Programme Managers in charge of District

Programme Managers of in charge of Sector./ DPM Unit

Finance ASAP

Forwarded / By Order

Section Officer

Course Completion/Expenditure Statement

ASAP Summer Skill Skool-DOT

Name of Institution:

Name of Course:

Training Service Provider:

Duration of the skill programme-.....Hours
MIS

Number of students as per ASAP

Statement of Expenditure

Sl No	Item	Unit	Total Amount
		Grand Total	

1.Certified that the DOT Course offered by _____
_____ TSP of _____Hrs
duration conducted at _____

(DOT Institution) has been successfully completed (Theory, Practical and Assessment)
on _____(date).

2.The expenditure shown in the above statement has been actually met with, as per the
govt rules, for the conduct of the skill course under DOT Scheme of Summer Skill Skool
of ASAP as prescribed in the GO (Rt) No 760/2015/H Edn dated 14.04.2015 and all the
vouchers are kept in the institution.

Name and Signature of the Principal
the Course

office seal

Name and Signature of

Recommendation of Senior Programme Managers/Programme Managers in charge of District