F- 26-03/2015/NIOS/SSS/12

Dated 28 December, 2015

OFFICE ORDER- 05/2015

It is hereby brought to the notice of all Regional Centres and sub-Regional Centre that the Revised Guide Lines for Personal Contract Programme (PCP) have been notified vide Notification F-26-03/NIOS/SSS/PA dated 8th August, 2013. The norms and guidelines have been formulated after making detailed study of existing staff and their remuneration and the current requirement of staff in various categories of the study centres and cost escalation of various items etc. In terms of clause 4.1-1 of the guidelines, the study centres are required to follow strictly the modified norms and guidelines in the context of organising PCP, Tutor Marked Assignments (TMA), Payment of honorarium to personnel, maintenance of accounts of grants for PCP and submission of accounts and report to the concerned Regional Centre.

The concerned Regional Centre will monitor the PCP classes through Academic Facilitators as well as through the staff of the Regional Centre and will prepare a consolidated Report of the conduct of PCP Session. Similarly, PCP grant in two instalments maximum to the extent of Rs. 500/- per learners depending on the numbers of learners registered in a study centres shall be released by the RC to the study centres (AIs) after receipt of the same from NIOS Head Quarters. The first instalment of grant will be 50% of the total grant due to a study centre (AIs) and the 2nd and final instalment of PCP grant will be released by the Regional Centres only after ensuring that all the activities of PCP & TMA are performed by the study centre (AIs) and they have submitted utilization certificate and completed account in the prescribed format along-with the requisite document to the Regional Centre. All Regional Centres will maintain separate accounts and files for each study centre which will be subject to checking by the SSS Department and by the Audit/Accounts Section of NIOS.

It has been observed that the Revised Guidelines of PCP are neither being followed by the Regional Centres nor by the Study Centres (AIs) which has been viewed seriously at the Headquarters.

The relevant portion of Norms and Procedures for grant to the Study centres (AIs) for conducting Personal Contact Programme (PCP) is enclosed herewith for their ready reference and its adherence strictly.

All the Regional Directors are therefore, requested to follow the Revised Guidelines of PCP Strictly and issue necessary instructions along with a copy of Notification issued vide no.26-03/NIOS/SSS/PA dt.08.08.2013 and required information/formats etc to the respective Study Centres (AIs) for its observance.

It has also be ensured by the Regional Director concerned and Accreditation Branch of the SSS Department that before the disbursement of the amount to the concerned AIs that the Memorandum of Understanding (MoU) between AI and NIOS has been entered into for the accreditation of AI and the formal orders for the appointment of Coordinator has also been issued.

Kindly acknowledge receipt.

(C. DHARUMAN)
Director (SSS)

Distribution

1. All Heads of the Departments, NIOS
2. All Regional Directors of NIOS with the instruction to inform concerned AIs of concerned Region.
3. Assistant Director (CMO), for kind information of Chairman, NIOS
4. Joint Director (Admn.), NIOS
5. SAP, NIOS with the request to upload in NIOS website.
6. Deputy Director (SSS), NIOS
7. Deputy Director (Eval/Acad.), NIOS
8. Assistant Director (Accr./Admn/Coord) SSS, NIOS
9. Assistant Director (A/c), NIOS
10. Guard File