

F. No. 13 (1)/2018-ET  
Government of India  
Ministry of Agriculture & Farmers Welfare  
(Department of Agriculture, Cooperation & Farmers Welfare)  
**DIRECTORATE OF EXTENSION**

Krishi Vistar Bhawan,  
Pusa, New Delhi-110 012

Dated: <sup>nd</sup> 22 January, 2018

To

(As per list)

**Sub. : Submission of Proposal(s) for Model Training Courses (MTCs) to be organized by Training Institutes during 2018-19.**

Sir/ Madam,

The Directorate of Extension(DOE), Department of Agriculture, Cooperation & Farmers Welfare, invites proposals from specialized training institutions (ICAR Institutes, State Agri. Universities and National/Central Institutes etc.) interested in organizing the Model Training Courses(MTCs) of 8 days duration in thrust areas of agriculture & allied sectors for the capacity building of middle-level extension functionaries working under agriculture & allied departments, like Agriculture, Horticulture, Animal Husbandry, Dairying, Fisheries, Sericulture etc. of States/UTs.

2. Detailed guidelines, including the revised financial norms, may be downloaded from the website <http://vistar.nic.in/training/guidelines.asp>. Training courses on following thrust areas in agriculture & allied sectors would be given preference:

- ❖ Natural Resource Management (environment & climate change, conservation agriculture, soil & water conservation, soil health management, organic farming, good agriculture practices)
- ❖ Plant Protection (IPM, Eco-friendly management practices)
- ❖ Seed Production/ Processing/ Certification
- ❖ Farm Mechanization & Technology
- ❖ Marketing & Agri-Business Management (contract farming, market-driven production & processing, entrepreneurship development)
- ❖ Extension & ICT (participatory technology development & transfer, market-led extension, ICT based extension, electronic & print-media, mass-media & communication)
- ❖ Horticulture (protected cultivation, post-harvest management & value-addition, supply chain/ cold chain management)
- ❖ Animal Husbandry, Dairy, Poultry & Fishery

3. While submitting the proposals for organizing MTC during 2018-19, the host organizations must adhere to the following conditions:

- (i) No On-Account Advance(OAA) would be released for fresh MTC, before the earlier OAA released is/ are settled.



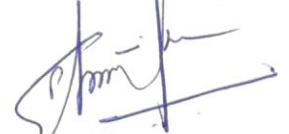
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- (ii) Initially, only 80% of the total budget(Rs. 2,50,640/- of the total Rs. 3,13,300/-) will be released to respective host institute.
- (iii) Host Institute would ensure that request for release for release of On Account Advance is made at least one & half month before actual commencement of the training course.
- (iv) Host Institute to ensure submission of adjustment account within 15 days after completion of MTC alongwith necessary papers so that balance amount, if any, could be reimbursed at the earliest.
- (v) Since, various departments of States/UTs in the country nominate their officials for participation in MTCs, as also the Annual Training Calendar is to be uploaded on website, the scheduled dates shall not be allowed to be deviated until unavoidable exceptional circumstances arises, and that too with the prior approval of this Ministry.
- (vi) To ensure an optimum participation in MTCs the Host Institute must invite the nominations from States/UTs at least one & a half month before commencement of the course under intimation of this Ministry for further follow-up at our end.

4. Proposal(s) for organizing MTC(s) during 2018-19 may kindly be submitted in the enclosed format to Sh. Arun Kumar, Extension Officer(ET), Directorate of Extension, Krishi Vistar Bhawan, IASRI Campus, Pusa, New Delhi ([arun\\_kumar1960@yahoo.co.in](mailto:arun_kumar1960@yahoo.co.in)), **latest by 28<sup>th</sup> February 2018**. The submission of proposal itself will be considered as acceptance of the host institution, on the aforesaid conditions.

**Encl.** :- as above

Your's faithfully,



(Prashant Armorikar)

**Director (Extension Training)**

Tele-fax : 011-25843404

E-mail: [p.armorikar@nic.in](mailto:p.armorikar@nic.in)

**PROFORMA**

**Sub. : Course Title(s) and available Training Infrastructure for Model Training Courses (2017-18).**

**Training Titles:**

S. No.	Training Titles / Areas in order of priority	Tentative dates (April 2017 to March 2018)	Remarks, if any
1.			
2.			
3.			
4.			

**Information on available infrastructure:**

S. No.	Particulars	Available	Accommodation capacity
1.	Hostel facilities	Yes / No	
2.	Class Room	Yes / No	
3.	Specialists / Faculties / Resources Persons	Yes / No	
4.	Facilities for skill teaching / Practical / Hands-on Experience	Yes / No	
5.	Any other information in support of your request for Model Training Courses		

**Signature of Head of Institute**



**Guidelines**  
**for**  
**EXTENSION SUPPORT TO CENTRAL INSTITUTES/DOE**  
**Central Sector Component**  
**of**  
**Sub-Mission on Agricultural Extension (SMAE)**  
**of**  
**National Mission on Agriculture Extension and**  
**Technology (NMAET)**

## **6. ORGANIZATION OF MODEL TRAINING COURSES (MTCs)**

Short term training courses of eight days duration in the specialized areas for capacity building of extension functionaries of the state agriculture & allied departments in thrust areas are being organized by DOE through reputed National/ Central Institutes, ICAR Institutes and State Agricultural Universities .

Pattern of Expenditure and cost norms for organization for Model Training Courses (w.e.f. 1<sup>st</sup> April, 2014) are given at **Annexure IV**.

The prescribed format for submission of accounts may be seen at **Annexure-V**.

DOE is responsible for proper monitoring and administration of MTCs. The same would be ensured through review meetings/ workshops / interfaces and periodic monitoring of training courses.

**Revised Cost Norms for Model Training Course (MTC) (w.e.f. 1.4.2014)****No. of Participants : 20****No. of Days : 8**

<b>S. No.</b>	<b>Item-wise Particulars</b>	<b>Cost Norms (Rs.)</b>
1.	Honorarium/ Remuneration to Course Director	<b>2,000/-</b>
2.	Honorarium to Resource Persons (5 sessions/ day; and minimum 35 sessions in seven days)	<b>34,300/-</b> (Rs. 800/- & Rs. 1,250/- per session of one & half hr. for Level-I & L-II Guest Speakers respectively)
3.	POL including hiring of vehicle for field trips in case of non-availability of institute vehicle	<b>10,000/-</b> (Rs. 500/- per participant with a total of Rs. 10, 000/- for 20 participants)
4.	Stationery and Supply of supportive print & electronic literature, books, misc. contingencies, cost of detailed report etc.	<b>15,000/-</b> (Rs. 750/-per participant @ Rs. 250/- per participant for Stationary & Rs. 500/- per participant for Supply of supportive literature, books, CDs, Micro SD Card)
5.	Boarding & lodging	<b>1,20,000/-</b> (Rs. 750/- per participant per day)
6.	Travelling expenditure to only the officers of agriculture & line departments of States/UTs	<b>1,00,000/-</b> T.A. will be reimbursed on actual basis
7.	Resource person's TA:  Only for Local Travel	<b>7,000/-</b> (Local conveyance charges - Rs. 1,000/- @ Rs. 500/-per speaker per day for on an average to 2 Guest Speakers per day for 7 days, i.e. Rs. 1,000 x 7 days =Rs. 7,000/-). However, this amount will be paid as per actual approved rates of Transport Deptt. of the State.

8.	Resource person's TA : Outstation Travel	<b>20,000/-</b> (Rs. 20,000/- @ Rs. 5,000/- per expert upto four experts)
9.	Miscellaneous expenditure (payments for banner, certificate writing, photographs etc.	<b>5,000/- per course</b>
	<b>TOTAL</b>	<b>3,13,300/-</b>

**NOTE:-**

1. Expenditure on item 1, 2, 3, 7, 8 & 9 may be limited to provision given above.
2. Expenditure on item No. 4, 5 & 6 will be on actual basis and will vary with the number of participants. The amount indicated against these items (4, 5 & 6) is token in nature and indicated for the purpose of calculation.
3. Travel expenses will be reimbursed on actual basis and as per the entitlement of the officials. The participants/ trainees will be required to produce money receipt/voucher/ original ticket/necessary certificate in support of their claim.
4. Unit costs of all items are upper ceilings and releases will be subject to actual. Economy in expenditure should be exercised and GFRs should be adhered to.
5. Cost Norms for Honorarium to various categories of Resource Persons / Guest Speakers in Model Training courses will be as specified in the following table:

<b>Category</b>	<b>Level of Expert (within Institute/ State)</b>	<b>Amount (Rs.)</b>
<b>Level - I (60% approx.)</b>	Assistant / Associate Professor, Scientist (Junior and Senior Scale), Private Consultant (Junior level)	800/-
<b>Level - II (40% approx.)</b>	Professor / Directors, Private Consultants (Senior level), Principal Scientist and above	1,250/-