



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING

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(स्कूल शिक्षा और साक्षरता विभाग, मा.सं.वि.मं., भारत सरकार के अंतर्गत एक स्वायत्त संस्था)
(An Autonomous Institution Under Deptt. of School Education and Literacy, M.H.R.D., Govt. of India)

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.

