



# राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2015 प्रमाणित/ISO 9001 : 2015 Certified

(स्कूल शिक्षा और साक्षरता विभाग, शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)  
(An autonomous Institution under Deptt. of SE&L, Ministry of Education (MoE), Govt. of India)

F.No. 21-2/2022/NIOS/SSS/ADM

Dated: 28<sup>th</sup> March, 2025

## Notification -76/2025

In pursuance to the recommendations of the committee constituted in connection with revision of the modalities to simplify PCP payment process to the study centres, the Annexure 'A', Annexure 'B' Proforma-B-I, Proforma-B-II & Proforma-B-III prepared by the committee is enclosed with this notification for ready reference.

The grant will be released in two installments to the Study Centres (AIs). First grant of 50% will be released to the respective AI after successful uploading/publishing of the Personal Contact Programme (PCP) schedule by the AI through the SDNIS portal for the current academic session and balance of 50% will be released on uploading of detailed accounts, requisite records and Utilization Certificate on the SDNIS portal through AI Dashboard by the Study Centres as per the terms and conditions.

NIOS has given an option to the Study Centre who have not settled the previous PCP advance (Academic Session 2021-2022 to 2022-2023 Stream-1 (Block- I & II) can also use these Annexures and Proformas and submit the same to the concerned regional centre **within a week** for further necessary action through offline mode. From Academic Session 2024-25 Stream-1 (Block-II) it is mandatory for All the Study Centres to submit /upload the same through online only on the SDNIS portal through Study Centre (AIs) Dashboard.

In case, any AI is not adhered to the PCP terms and conditions all future grants will be stopped and NIOS can even start the process of disaccreditation of the Study Centres (AIs).

All the Regional Director should brought this to the notice of all the Study Centre (AIs) and supply them a copy of these guidelines and proformas for further necessary action at their end.

  
(S Vijaya Kumar)  
Director (Student Support Services)

### Distribution:

1. All HODs of NIOS
2. All Regional Directors, of NIOS with the request to upload this Notification on the Regional Centre website.
3. SA/P with the request to upload this Notification on NIOS website and system will develop that the PCP payment should be based on the records and documentation uploaded online by the AIs.
4. Raj Bhasha vibhag for translation.
5. PA to CPO for kind information of the Chairperson, NIOS please.
6. Guard File



## **National Institute of Open Schooling**

### **Criteria for Block Grant to Study Centres**

Pro- rata Payment : @ Rs. 500/- per learner enrolled during the session (to be spent by AIs as per following guiding principles)

- Remuneration for staff at the study centre involved in personal contact programme (PCP) based on number of learners admitted in a Study Centre.

Staff	Remuneration ( including conveyance)
Coordinator(Per block)	Rs. 40/- Per learner
Asstt Coordinator(Per block)	Rs. 26/- Per learner
Office Assistant(Per block)	Rs. 12/- Per learner
Lab Assistant(Per block)	Rs. 12/- Per learner
Farash Cum Attendant (Per block)	Rs. 9/- Per learner

**No. of personal contact programme (PCP) sessions:** 30 sessions in a subject without practical and 35 session in a subject with practical.

- Remuneration for Tutors engaged by the Study Centre for Personal Contact Programme (PCP) and Evaluation of Tutor Marked Assignments (TMA)

Item	Remuneration	Remuneration per learner
TMA Evaluation  (Average TMA submission per learner = Six Subject)	Secondary: Rs. 10/- per TMA Sr. Secondary: Rs. 12/- per TMA  (Secondary Rs. 10/- x 6 (subject) = Rs. 60/- Senior Secondary Rs. 12/-x 6 (Subject) = 72/- Average per learner both courses= 60+72/2= Rs. 66/-)	Rs. 66/-
PCP Tutors  (No. of PCP Sessions = 30 sessions in a subject without practical and 35 session in a subject with practical. Total average sessions per learner = 155)	Secondary: Rs. 125/- per session Sr. Secondary: Rs. 150/- per session  <ul style="list-style-type: none"> <li>• Average per session = <math>125 + 150/2 = \text{Rs. } 137.50/-</math> (Round of Rs. 138)</li> <li>• Total average sessions per learner = 155</li> <li>• Total average 5 Section (on a average 100 learner in one section )</li> <li>• Total average 500 learner in a block (Average Remuneration PCP Tutors both course (per learner ) = <math>138(\text{Remuneration} \times 155(\text{Sessions}) \times 5 (\text{Section}) / 500</math> (learners) = Rs. 213.90/- (Round of Rs. 214)</li> </ul>	Rs. 214/-
Conveyance per attendance (Per day)	Rs. 80/- per day	Rs. 80/- Total Rs. 294/-

- **Remuneration for Contingency expenses**

Items & their rates	For 500 Learners	Remuneration per learner
Stationary @ Rs.5/- per learner	Rs.2500/-	Rs.42/-
Electricity @ Rs.5/- per learner	Rs.2500/-	
Phone & Internet	Rs.1500/- fixed	
Counseling Charges@Rs15 Learners	Rs.7500/-	
Advocacy	Rs.1500/- fixed	
Data punching @Rs. 0.50 per learner	Rs.250/-	
Smart Board @ Rs.5/- per learner (If made available)	Rs.2500/-	
Practicals consumables @ Rs.5/- per learner	Rs.2500/-	



## Annexure 'B'

Proforma-B-I

**National Institute of Open Schooling (NIOS)**  
A-24-25, Institutional Area, Sector-62, NOIDA-201309  
**Consolidated Bill for Personal Contact Programme**  
**(To Be Filled In By Coordinator of the Study Centre)**

Session: \_\_\_\_\_ Block: \_\_\_\_\_ Course: Secondary/Sr. Secondary

AI No. ....

1. Name (in capital letters) & Address of the Coordinator. ....

2. Designation of Coordinator. ....

3. Permanent address of Coordinator  
.....

4. No. of learners .....

	Particular	Per Learner	Amount	To be filled by NIOS Office)
(A)	Remuneration of Coordinator	@ Rs. 40/-		Total Bill =
(B)	Remuneration of Asstt. Coordinator	@Rs.26/-		Less : Advance Paid _____
(C)	Remuneration of Office Assistant	@ Rs. 12		Less : Deductions (if any) _____
(D)	Remuneration of Lab Assistant	@ Rs. 12		
(E)	Remuneration of Farash Cum Attendant	@ Rs. 9		Net amount
(F)	Remuneration of PCP Lecturer (PCP session Rs. 214 + Conveyance Rs. 80)	@ Rs. 294		payable _____
(G)	Remuneration of TMA Evaluation	@ Rs. 66		
(H)	Contingency Charges*	@ Rs-42		
	TOTAL			

1. Certified that the Remuneration was paid to all (AtoH) as per NIOS Norms.

2. \*Certified that the amount claimed above was actually spent for the purpose given against each and that the articles purchased have been consumed wholly/partly in connection with the conduct of the examination and the balance (if any) is shown herewith.

(Signature of the Coordinator)

Name: \_\_\_\_\_

AI No. \_\_\_\_\_

Office Seal



**National Institute of Open Schooling (NIOS)**

A-24-25, Institutional Area, Sector-62, NOIDA-201309

**Remuneration Bill for the Tutors engaged in conducting the Personal Contact Programme (PCP)**

AI Name: \_\_\_\_\_ AI Number: \_\_\_\_\_ Session: \_\_\_\_\_ Block: \_\_\_\_\_

Course: Secondary /Sr. Secondary. No. of learners \_\_\_\_\_ x Remuneration for the Tutors Rs.

294/- Per learner = Total Rs. \_\_\_\_\_.

S. No.	Total No. of Session	Class	Subject	Name Of The Tutor With Qualification	Total Remuneration To be Paid	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						

Total amount paid \_\_\_\_\_

Signature of the Coordinator

Name: \_\_\_\_\_

AI No. \_\_\_\_\_

Office Seal



**National Institute of Open Schooling (NIOS)**

A-24-25, Institutional Area, Sector-62, NOIDA-201309

**TMA Remuneration Bill**

AI Name: \_\_\_\_\_

AI Number: \_\_\_\_\_

Session: \_\_\_\_\_ Block: \_\_\_\_\_

Course: Secondary/Sr. Secondary

No. of learners \_\_\_\_\_ x **Remuneration for TMA Evaluation ( on the average of 5 to 6 subject) Rs. 66/- Per learner= Total Rs. \_\_\_\_\_.**

S. No	Name of the Evaluator with qualification	Name of TMA Subject Evaluated	Total Remuneration to be paid	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

Total amount paid \_\_\_\_\_

Signature of the Coordinator

Name: \_\_\_\_\_

AI No. \_\_\_\_\_

Office Seal