

IMMEDIATE
BY SPEED POST

No.A-33011/41/2015-Trg.
Ministry of Science & Technology
Department of Science & Technology
(Training Cell)

Technology Bhavan, New Delhi
Dated, the 20th September, 2016

To

Heads of the Training Institutes
(As per enclosed Annexure-A)

Subject: Training Programmes to be held during the year 2016-17 under the "DISHA Scheme for Training of Women Scientists working in Government Sector" – reg.

Sir,

I am directed to convey the approval of the competent authority for conducting the following training programmes in your institution during the year 2016-17 under the Plan Scheme "DISHA Scheme for Training of Women Scientists working in Government Sector".

S. No	Name of the training programme	Name of the Training Institute	Duration
1.	General Management Programme for Women	ASCI, Hyderabad	(Two-weeks) 02-13 January, 2017
2.	Advanced Techno-Management Programme	ASCI, Hyderabad	(Five-weeks) 07 Nov – 09 Dec, 2016
3.	Science for Progress in India	NIAS, Bangalore	(One-week) 13-17 March, 2017
4.	Managing Change in Govt. Organisations	IMTR, Goa	(One-week) 23-27 January, 2017
5.	Communication and Presentation Skills	IMTR, Goa	(One-week) 12-16 Dec, 2016
6.	Entrepreneurship Development & Management	EDII, Ahmedabad	(One Week) 06-10 Feb., 2017
7.	The Science of Living	Academy of Human Excellence, Baroda	(One-week) 14-18 Nov, 2016
8.	Science & Technology for Rural Societies	IIPA, New Delhi	(One-week) 19-23 Dec, 2016
9.	Biodiversity Conservation	Wildlife Institute of India, Dehradun	(One-week) 07-11 Nov, 2016

10.	Integrated Scientific Project Management	Centre for Organisation Development, Hyderabad	(One-week) 17-21 Oct., 2016
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Note:- (i) The programme may be re-scheduled with the approval of DST. However, the programme has to be conducted within the current financial year.

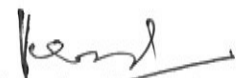
2. You are requested to ensure strict compliance of the enclosed broad financial norms worked out by the DST (**Annexure-X**) particularly regarding restrictions / maximum limits on the number of external / guest faculty, payment of honorarium and reimbursement of travel expenses to external / guest faculties, boarding & lodging charges to participants and all other components as mentioned in the financial norms. Copies of relevant documents showing internally approved rates for each of the above components may kindly be furnished along with the claims.

3. You are requested to ensure that request for sanction of advance in respect of any training programme must be submitted at least one month before the commencement of the programme. You are also requested that while forwarding utilization certificate / statement of expenditure, it should be ensured that estimated expenditure / actual expenditure made under the following components is indicated separately.

- (a) Boarding and lodging charges for participants (indicating charges per participant per day as per the internally approved rate)
- (b) Training material / Training kit
- (c) Transportation facilities for picking and dropping of participants from airports / railway stations etc.
- (d) Transportation facilities for local / institutional visits / study tours of participants (by deluxe buses)
- (e) Honorarium for External / Guest faculties indicating number of External/guest faculty engaged, No. of sessions allotted to external/guest faculties, rate of honorarium paid to external/guest faculty
- (f) Transport, TA/DA for External / Guest faculties indicating No. of outstation guest faculty engaged, rate of TA/DA paid to outstation guest faculty
- (g) Expenditure on publicity of the programme
- (h) Other Miscellaneous expenditure not covered under the items mentioned above (subject to production of relevant documents)
- (i) Institutional Charges

4. You are also requested to strictly follow the enclosed guidelines (**Annexure-Y**) for organizing Training Programmes sponsored by DST particularly regarding periodicity of training, age limits of participants, minimum /maximum No. of participants, restrictions on participation from a particular institution/organization, restrictions on local participation etc. It should be ensured that the final claim for a particular programme is invariably submitted with all the documents as mentioned at para (10) of the guidelines.
5. The training programme module / session plan & time-table has to be prepared in consultation of experts and it shall be got validated by DST. Efforts should be made to improve / update the course module based on the feedbacks received from last training programme.
6. You are requested to ensure that the programmes allotted to your institute be organized as per schedule. You are also requested to initiate all necessary action well in advance so that the programme may be held successfully with full participation and in a well-structured manner.
7. **You are also requested to ensure that each training programme contains some modules on developing soft skills and generic and domain specific competencies at the cutting edge level to make the scientists more citizen centric.**
8. It is also requested to furnish the name of the DST Programme Incharge and Course Coordinator for each programme in your Institution. Programme Incharge and Course Coordinator be advised to remain in constant touch with DST.
9. Further, Ministry of Finance has been issuing, from time to time, guidelines on "Austerity Measures" to be observed by all the Ministries/ Departments, with a view to contain expenditure and augment resources for priority areas. These economy measures include avoiding ostentatious and unnecessary expenditure and to effect utmost economy in operating expenses. Towards this objective, the partner Training Institutes are requested to be as frugal as possible. It should also be ensured that the cost of the training programme(s) does not exceed the approved budget estimate/cost ceiling fixed by the DST.

Yours faithfully,



(Virender Prasad)
Director (Training)

Encl: As above

Copy to Course Coordinators of the concerned training institutes (As per Annexure-B).