

## **Personal Contract Programme (PCP) Summary Guidelines**

### **Role of Regional Centers and AIs for conduct of PCP:**

#### **A. Role of Regional Center (RC) of NIOS for Release of PCP Grant:**

- PCP grant in two installments on Pro-rata basis of Rs.500/- per learner depending on the numbers of learners registered in the study center shall be released by the RC to the Study centers (AIs) after receipt of the same from NIOS HQ.
- The **1<sup>st</sup> installment** of grant will be 50% of the total grant due to a Study Center (AI). Before releasing the 1<sup>st</sup> installment, RC will ensure that the study center (AI) has uploaded the PCP schedule and have also submitted the Memorandum of Understanding (MoU) and Coordinator Performa.
- The RC will further ensure that AIs which have completed 5 years have deposited the Accreditation Extension/ Renewal fee.
- The 2<sup>nd</sup> and final installment of PCP grant will be released by the Regional Centers only after ensuring that all the activities of PCP & TMA are performed by the study center.
- The RC will ensure that Study Center have submitted utilization Certificate and completed account in the prescribed format along with the requisite documents to RC.
- Regional Center will maintain separate accounts and files for each study center which will be subject to checking by the SSS Department and by the Audit/Accounts Section of NIOS.
- Regional Center will monitor the PCP classes through Academic Facilitators as well as Through the Staff of RC and will prepare a consolidated report of conduct of PCP sessions
- The Regional Center will verify/ certify the conduct of PCP by the concern AI and send the details of PCP conducted by the AI in **Performa –A** with a clear recommendation and satisfactory certificate for release of final PCP grant to the SSS Department.  
**Performa – A has already made available to all RCs.**

## **B. Role of Study Centers (AIs) for conduct of PCP:**

- Each study center has to conduct PCP classes in respect of learners registered at the Study Center (AI). In the event of having lesser number of learners registered at a study center it will be merged by the concerned RD to the nearest AI for the purpose of conduct of PCP. The PCP grant will be regulated accordingly
- The PCP sessions including practical sessions will be conducted by each study center within the time frame prescribed by the NIOS and as per time table prepared by each Study Center which will be uploaded on NIOS website (**Performa B & C is already available on NIOS website for PCP Schedule, the AI will strictly follow the rules mentioned in performae B & C also**).
- It will be the responsibility of AI to inform all the learners about the schedule of PCP programme and motivate them for attending PCP sessions.
- It will be the responsibility of AI to make sure that TMA are submitted by the all learners to the AI as per schedule and checked by qualified Tutors and marks are entered through online mode as per schedule.
- If any study center (AI) fails to submit the accounts or TMA award or has not conducted the PCP sessions, all future grants will be stopped and action may be initiated for disaccrediting of the concerned AI.
- In the event of any study center not able to spend or utilized the money of PCP grant released to it, the balance will have to refund by the Study center to the concerned RC.

## **C. The norms of remuneration to the personal involved in organizing and conducting Personal Contact Programme (PCP) is already available on website of NIOS.**

**National Institute of Open Schooling  
(SSS Department)**

**Sub: Status of Personal Contact Programme (PCP) Conduct**

**Regional Centre:** .....

**Academic Session:** ..... **Stream:** ..... **Block:** .....

**Level (Sec. / Sr. Sec.):** .....

Sl. No.	AI No. & Name	Name status whether the details given below have been Received & Verified by RC (Yes/No)			Total Number of PCP Conduct	
		PCP Schedule uploaded on NIOS website.	Photograph for conduct of PCP subject and date wise.	Scanned copy of attendance sheet of Learners, Tutor, Coordinator, Asst. Coordinator, Lab Assistant, Cleaner- cum –Attendant, utilization certificate.	Theory	Practical
1.	<b>XYZ</b>	<b>Yes/No</b>	<b>Yes/No</b>	<b>Yes/No</b>		
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**(Signature of Regional Director)**



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<b>PRACTICAL PCP</b>							
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STAMP OF THE AI

(NAME & SIGNATURE OF COORDINATOR)  
CONTACT NUMBER & EMAIL

**Instructions to be filled-up by AIs in the prescribed performae are as under:**

- i) Name & AI number be mentioned in Sl. No. "A".
- ii) Serial number "B" is specified for Secondary Level.
- iii) Serial number and date of PCP will be filled-up in first Row of Table "C".
- iv) I to VII columns are in second Row, time of PCP will be filled-up by AI as mentioned in Columns I & VII for example.
- v) The name of subject taught by AI will be filled up in-front of column of date and below the Row I to VII.
- vi) Stamp of AI, Name, Signature, Contact number & Email of Coordinator is mandatory.
- vii) After filling-up all necessary information as per performa , AIs are requested to forward scanned copy through email to the concerned Regional Centre with a copy (cc) to [pcp@nios.ac.in](mailto:pcp@nios.ac.in) to SSS Department, NIOS.
- viii) AI will send Photograph for conduct of PCP, scanned copy of attendance of Learners, Tutor, Coordinator, Assistant Coordinator, Lab Assistant & Cleaner -Cum- Attendant on day - to - day basis through email to the concerned Regional Centre with a copy (cc) to [pcp@nios.ac.in](mailto:pcp@nios.ac.in) whenever PCP is held. The Photograph should have the details i.e. **Date & Time** of the conduct of PCP.

**PCP AMOUNT WILL NOT BE RELEASED IN THE EVENT OF NON-FURNISHING OF PCP SCHEDULE-TIME TABLE BEFORE CONDUCT OF PCP & DOCUMENTS AS MENTIONED IN THE INSTRUCTIONS AS INDICATED AT SL. NO. VIII OF THE INSTRUCTIONS.**



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<b>PRACTICAL PCP</b>							
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STAMP OF THE AI

(NAME & SIGNATURE OF COORDINATOR)  
CONTACT NUMBER & EMAIL

**Instructions to be filled-up by AIs in the prescribed performae are as under:**

- ix) Name & AI number be mentioned in Sl. No. "A".
- x) Serial number "B" is specified for Sr. Secondary Level.
- xi) Serial number and date of PCP will be filled-up in first Row of Table "C".
- xii) I to VII columns are in second Row, time of PCP will be filled-up by AI as mentioned in Columns I & VII for example.
- xiii) The name of subject taught by AI will be filled up in-front of column of date and below the Row I to VII.
- xiv) Stamp of AI, Name, Signature, Contact number & Email of Coordinator is mandatory.
- xv) After filling-up all necessary information as per performa , AIs are requested to forward scanned copy through email to the concerned Regional Centre with a copy (cc) to [pcp@nios.ac.in](mailto:pcp@nios.ac.in) to SSS Department, NIOS.
- xvi) AI will send Photograph for conduct of PCP, scanned copy of attendance of Learners, Tutor, Coordinator, Assistant Coordinator, Lab Assistant & Cleaner -Cum- Attendant on day - to - day basis through email to the concerned Regional Centre with a copy (cc) to [pcp@nios.ac.in](mailto:pcp@nios.ac.in) whenever PCP is held. The Photograph should have the details i.e. **Date & Time** of the conduct of PCP.

**PCP AMOUNT WILL NOT BE RELEASED IN THE EVENT OF NON-FURNISHING OF PCP SCHEDULE-TIME TABLE BEFORE CONDUCT OF PCP & DOCUMENTS AS MENTIONED IN THE INSTRUCTIONS AS INDICATED AT SL. NO. VIII OF THE INSTRUCTIONS.**



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान  
NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2008 प्रमाणित/ISO 9001 : 2008 Certified

( 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 22 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 8<sup>th</sup> 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 2<sup>nd</sup> 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.

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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)  
28/12/15

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

*Abhishek Kumar*

*29/12/15*

*29/12/15*

*29/12/15*

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*P.O. r for bus*

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4. Norms and Procedure for Grants to the Study Centres for conducting Personal Contact Programme (PCP)

4.1 Notification for revised Norms for Grants

NIOS vide Notification F.No. 26.03/NIOS/SSS/PA dated 8<sup>th</sup> August, 2013 has issued the following modified norms and guidelines for increasing of staff and PCP grant to the Accredited Institutions (Study Centre) of NIOS from Block-I of the Admission Session 2013-2014. These 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 Centre and cost escalation of various items etc. A copy of the Notification is at Annexure-I

4.1.1 The Study Centre are required to follow strictly the modified norms and guidelines in the context of organizing PCP, tutor Marked Assignments (TMA), payment of honorarium to personnel, maintenance of accounts of grants for PCP, and submission of accounts and report to NIOS

4.2 Revised Guidelines for PCP

1. The PCP Grant will be released to the Study Centers based on the actual admission of learners in each block of admission under stream- I only and will be regulated as per the category of the Accredited Institutions i.e., 'A', 'B', 'C' for 500, 300 and 150 capacity respectively.
- ✓ 2. For entitlement of PCP grant, each study centre has to compulsory conduct the PCP classes in respect of the learners registered at the study centres in each block of Stream-I admission as per the norms laid down by the NIOS.
- ✓ 3. The PCP sessions including practical sessions will be conducted by each study centre within the time frame prescribed by NIOS and as per the time table prepared by each centre which will be supplied by them (immediately after the admission data is finalized) to its respective Regional Centre and the time table will be uploaded on web site of NIOS also.
4. It will be responsibility of the Study Centre to inform all the learners about the schedule of PCP programme and motivate them for attending the PCP sessions.
- ✓ 5. The 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 sessions.
- ✓ 6. The first installment which is 50% of the total grant due to a study centre will be released by each Regional Centre immediately after the close of admission. The funds for the same will be released to the Regional Centre by NIOS H.Q well in time.

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7. ✓ Before releasing the first installment, each RC will ensure that the study centre has supplied them a copy of the time table for conducting the PCP sessions and practical sessions. The same may be uploaded by Regional Centre on the Website of NIOS.
8. It will be the responsibility of each study centre to make sure that Tutor Marked Assignments are submitted by all the learners attached to the study centre as per schedule, these TMA's are got evaluated by the study centers from the qualified subject Tutors and marks are forwarded to the respective Regional Centre as per schedule.
9. ✓ The Coordinator of the study centre will make payment to the subject tutor at the prescribed rates for the evaluation work.
10. ✓ Regional centre will ensure that all the activities relating to PCP and TMA are performed by the Study Centres as per the guidelines issued by NIOS.
11. ✓ Each Study centre will maintain complete accounts and also record for the expenditure incurred by them out of the PCP grant released to them and will send final accounts to its regional centre in prescribed format.
12. ✓ The 2<sup>nd</sup> and final installment of PCP grant will be released by the Regional centres only after ensuring that all the activities of PCP and TMA are performed by the study centre and they have submitted utilization certificate and complete accounts to the Regional Centre.
13. ✓ The Regional Centre may stop the 2<sup>nd</sup> installment of PCP grant to the study centre in the event of not conducting PCP or not sending TMA awards to the Regional Centre.
14. If any Study Centre fails to submit the Accounts or TMA award or has not conducted the PCP sessions, all future grants will be stopped and action may be initiated for disaccrediting of the concerned study centre.
15. ✓ All Regional Centres will maintain separate accounts and files for each study centre which will be subject to checking or audit by the Department of Student Support Services or by the Account Section of the NIOS.
16. Rs. 500/- per learners is the maximum limit of PCP grant to be released to each study centre. In the event of having lesser number of learners registered at a study centre, grant will be regulated accordingly.
17. In the event of any Study Centre not able to spend or utilise the money of PCP grant released to it, the balance will have to be refunded by the Study Centre to the concerned Regional Centre.



### 4.3 Norms of Remuneration to the Personal involved in organizing and conducting Personal Contact Programme (PCP)

#### 4.3.1. Norms of Remuneration

The norms of remuneration for various categories of personnel involved in organizing and conducting the Personal Contact Programme at the Study Centres are mentored in three Annexure (A,B,C).

**Annexure-A:** Remuneration for staff at the study centre involved in Personal Contact Programme (PCP)

**Annexure-B:** Remuneration for Tutors engaged by the Study centre for Personal Contact Programme (PCP)

**Annexure-C:** Conveyance to other staff involved in Personal Contact Programme (PCP)

#### 4.3.2 Proforma for Bills

Following Proformae are prescribed for preparation and submission of Bills for various items of expenditure to be prepared by the Study Centre in the context of organizing and conducting the Personal Contact Programme (PCP).

**Proforma-I:** Consolidated Bill for Personal Contact Programme (To Be Filled In by Coordinator of the Study Centre)

**Proforma-II:** Remuneration Bill for Tutors engaged in conducting the Personal Contact Programme (PCP)

**Proforma-III:** Remuneration Bill of Coordinator of The Study Centre in the context of Personal Contact Programme (PCP)

**Proforma-IV:** Remuneration Bill for Part-Time Staff deputed at AI NO. \_\_\_\_\_ in the context of the Personal Contact Programme (PCP)

**Proforma-V:** Bill for Contingent Charges in the context of the Personal Contact Programme (PCP)

### 5. Continuous Evaluation of Learners through Personal Contact Programme (PCP)

5.1 NIOS realized the need to prepare a policy of PCP, TMA & Practicals which may be effective in continuous evaluation of learners. It has been decided that activities may be incorporated in PCP to make it attractive for learners and also for their continuous evaluation. Also, there should be innovative methods of organizing PCP using Model Video Lessons, Mukta Vidya Vani, Teleconference, Books consultation in library etc. PCP time should also be utilized for one to one evaluation of TMA, conduct of practicals and practical examinations. Learners should be given advantage in term of marks which may be counted for certification.

#### 5.2 Criteria for Award of Marks for PCP and TMA

5.2.1 The marks for PCP and TMA will henceforth be reflected in marksheet clearly. Out of 100 marks in a subject of paper, 5 marks are to be allotted in the following manner:

No. of PCP Attended	Activity Performed	Marks Awarded	Cumulative Total
1-5	Remedial Classes	1	1
6-10	Model Video Lesson	1	2
11-15	Mukta Vidya Vani	1	3
16	Teleconference	1	4
16-20	Books Consultations	1	5
21-30	TMA-3 Each TMA 10 Marks	Out of 10 as per performance	33%
31-35	Conduct of Practical/ Performance	5 (x)/ 5 (xii)	Actual
36	Practical Examination	10 (x)/ 10 (xii)	Actual

### 5.2.2 Existing Passing Criteria

Class	Subject	Theory	Practical	Total	Pass%
X	Without Practical	100	-	100	33
	With Practical	85	15	100	33
XII	Without Practical	100	-	100	33
	With Practical	85	20	100	33

### 5.2.3 Proposed Revised Passing Criteria

Class	Subject	Theory				Practical		Total	Pass%
		Exam	TMA 33%	Activities	Pass %	Performance	Practical Exam.		
X (85=15) Percent	Without Practical	85	10	5	-	-	-	100	33
	With Practical	70	10	5=85	-	5	10=15	100	33
XII (85=25) Percent	Without Practical	85	10	5	-	-	-	100	33
	With Practical	65	10	5=85	33/ 26.4	5	15-20	100	33/6.6

**National Institute of Open Schooling**  
**(Student Support Services Department)**

F.No.26.03/NIOS/SSS/PA

Dated: 08.08.2013

**NOTIFICATION**

**Subject:** Increasing of Staff and full PCP Grant to the Accredited Institutions of NIOS from the Block-I of Admission session 2013-14

The Finance committee in its 51<sup>st</sup> meeting held on 15-5-2013 and Executive Board in its 64<sup>th</sup> meeting held on 4-6-2013 has approved the increase of Staff at Study Centre and enhanced the Personal Contact Programme (PCP) Grant to the Accredited Institutions of NIOS from the Block-I of Admission session 2013-14 mean time base for the examination to be held in April, 2014 from Rs.250/- per Learner to Rs.500/- per Learner. Grant will be regulated based on the registered learners. Meaning thereby, more the registered learners, more will be the grant. This enhancement is only for the learner admitted under Stream-I admission and will be regulated as per the category of the Accredited Institutions i.e., 'A', 'B', 'C' for 500, 300 and 150 capacity respectively. While enhancing grant, remuneration rates for different functionaries have also been enhanced.

The increase in staff and PCP grant will be governed with the detailed revised guidelines and terms and conditions which are being annexed with this notification. All the Regional Directors will ensure that before releasing the grant to the Accredited institutions, all guidelines and conditions are adhered to by the Study Centres.

The PCP Grant will be released in two installments to the Study Centres. First grant of 50% will be released immediately after the finalization of admission and balance of 50% will be released on submission of detailed account, utilization certificate, requisite records and fulfilling all the norms and conditions by the Study Centres. In case, any AI has not adhered to the terms and conditions, all future grants will be stopped and NIOS can even start the process of disaccreditation of the Study Centre.

All the Regional Directors should brought this to the notice of all the AIs and supply them a copy of these guidelines and proformas.

(Dr. Sanyam Bhardwaj)  
Director(SSS)

Copy to:-

1. AD to CM for information of Chairman
2. Secretary
3. All HODs
4. All Regional Directors, Regional Centre, NIOS
5. Accredited Institutes of NIOS
6. SAP for hosting on webli

## National Institute of Open Schooling

### Remuneration for staff at the study centre involved in personal contact programme (PCP)

Number of Learners Remuneration	50-100 Learners		150-200 Learners		250-300 Learners		350-400 Learners		450-500 Learners	
	Per month	Per Stream	Per month	Per Stream	Per month	Per Stream	Per month	Per Stream	Per month	Per Stream
Coordinator @ Rs. 5/- per registered learner	500	3000	1000	6000	1500	9000	2000	12000	2500	15000
Asstt Coordinator @ Rs. 3/- per registered learner	300 (-) NO PAYMENT	1800 (-) NO PAYMENT	600 (-) NO PAYMENT	3600 (-) NO PAYMENT	900	5400	1200	7200	1500	9000
Office Assistant @ Rs. 1/2 per registered learner	100	600	200	1200	300	1300	400	2400	500	3000
Lab Assistant @ Rs. 1/2 per registered learner	100	600	200	1200	300	1300	400	2400	500	3000
Farash Cum Attendant @ Rs. 1/2 per registered learner	100	600	200	1200	300	1300	400	2400	500	3000

## National Institute of Open Schooling

Remuneration for Tutors engaged by the Study Centre for Personal Contact Programme (PCP)

Item	Remuneration
TMA Evaluation	@ Rs. 10/- Secondary @ Rs. 12/- Sr. Secondary
PCP Lecturer	Rs. @ 125/- Secondary Rs. 150/- Sr. Secondary
Conveyance per attendance (Per day)	Rs. 150/- city -X Rs. 100/- City- Y Rs. 50/- City -Z

## National Institute of Open Schooling

### Maximum Conveyance to Other Staff Involved in Personal Contact Programme (PCP)

Conveyance	City -X (Per Block)	City -Y (Per Block)	City -Z (Per Block)
Coordinator	Rs. 5000	Rs. 4000	Rs. 3000
Asstt. Coordinator	Rs. 4000	Rs 3000	Rs. 2000
Office Asstt.	Rs. 3000	Rs. 2000	Rs. 1000
Lab Assistant	Rs. 3000	Rs. 2000	Rs. 1000
Farash Cum Attendant	Rs. 1500	Rs. 1000	Rs. 500

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2

Proforma - 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)

AI No. ....

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

2. Designation of Coordinator. ....

3. Permanent address of Coordinator  
.....

4. No. of students registered for PCP Classes .....

	Particular	Per Student for PCP	Amount	(To be filled by NIOS Office)
(A)	Remuneration of Coordinator	@ Rs. 5/-		Total Bill = Less : Advance Paid _____ Less : Deductions (if any) _____ Net amount payable _____
(B)	Remuneration of Asstt Coordinator	@ Rs. 3/-		
(C)	Remuneration of Office Assistant	@ Rs. 1/ 2		
(D)	Remuneration of Lab Assistant	@ Rs. 1/ 2		
(E)	Remuneration of Farash Cum Attendant	@ Rs. 1/ 2		
(F)	Remuneration of TMA Evaluation	(As per Annexure B)		
(G)	PCP Lecturer	(As per Annexure B)		
(H)	Bill of conveyance charges of PCP Lecturer	(As per Annexure B)		
(I)	Bill of conveyance charges of Coordinator	(As per Annexure C)		
(J)	Bill of conveyance charges Asstt. Coordinator	(As per Annexure C)		
(K)	Bill of conveyance charges Office Asstt.	(As per Annexure C)		
(L)	Bill of conveyance charges of Lab Assistant	(As per Annexure C)		
(M)	Bill of conveyance charges Farash Cum Attendant	(As per Annexure C)		
2	Contingency Charges			

Total = \_\_\_\_\_  
Less Advance = \_\_\_\_\_

(Signature of Coordinator Supdt.)  
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)

Name of the Examination : Secondary/Sr. Secondary/

No. & Name of the Stud Centre : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lecture Attended (Per session) :  
Remuneration for working as PCP Lecturer  
Conveyance for \_\_\_\_\_ days(s) : Rs. \_\_\_\_\_

(City Category Rs. 150/- for-X, Rs. 100/- for-Y & Rs. 100/- for-Z City)

Signature of Tutor:

Signature of the Coordinator  
Name (in block letters) \_\_\_\_\_

Postal Address  
\_\_\_\_\_  
\_\_\_\_\_

(Please fill in the details printed overleaf)

Dated :

(for Office use)



SL.NO.	DATE OF LECTURE	Class	SUBJECT & PAPER	REMARKS
1.	.....	.....	.....	.....
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Total No. of Days \*

(Signature of the Coordinator.)

# National Institute of Open Schooling(NIOS)

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

## Remuneration Bill of Coordinator of The Study Centre in The Context of Personal Contact Programme (PCP)

Name of the Course : Secondary/Sr. Secondary/\_\_\_\_\_

No. & Name of the Examination Centre : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total number of Learners Registered with AI : Secondary \_\_\_\_\_

Sr. Secondary \_\_\_\_\_

Remuneration for working as Coordinator (@ Rs. 5/- per registered learner \_\_\_\_\_

Bill of conveyance charges Asstt. Coordinator

for \_\_\_\_\_ days(s) : Rs. \_\_\_\_\_

Signature of the Coordinator

Name (in block letters) \_\_\_\_\_

Postal Address

(Please fill in the details printed overleaf)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated :

(For Office use)

276

SL.NO.	DATE OF PCP	Class	SUBJECT & PAPER	REMARKS
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....
5.	.....	.....	.....	.....
6.	.....	.....	.....	.....
7.	.....	.....	.....	.....
8.	.....	.....	.....	.....
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12.	.....	.....	.....	.....
13.	.....	.....	.....	.....
14.	.....	.....	.....	.....
15.	.....	.....	.....	.....
16.	.....	.....	.....	.....
17.	.....	.....	.....	.....
18.	.....	.....	.....	.....
19.	.....	.....	.....	.....
20.	.....	.....	.....	.....
21.	.....	.....	.....	.....
22.	.....	.....	.....	.....
23.	.....	.....	.....	.....
24.	.....	.....	.....	.....
25.	.....	.....	.....	.....
26.	.....	.....	.....	.....
27.	.....	.....	.....	.....
28.	.....	.....	.....	.....
29.	.....	.....	.....	.....
30.	.....	.....	.....	.....

Total No. of Days \*

21

(Signature of the Coordinator.)

27

Proforma - IV

# National Institute of Open Schooling (NIOS)

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

Remuneration Bill for Part-Time Staff Deputed at AI NO., \_\_\_\_\_  
In the context of the Personal Contact Programme (PCP)

(To be filled up by Coordinator.)

S. No.	Designation	Name	Total Students registered	Rate	Conveyance Bill (As per X, Y, Z City)	Total Months	Total Remuneration	Signature
	Asstt. Coordinator			@Rs.3/- per student				
	Office Asstt.			@ Rs. 1/2 per student				
	Lab Assistant			@ Rs. 1/2 per student				
	Farash Cum Attendant			@ Rs. 1/2 per student				

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

Signature of the Coordinator

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

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

Office Seal

224  
Proforma - V

# National Institute of Open Schooling (NIOS)

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

## Bill for Contingent Charges in the context of the Personal Contact Programme (PCP)

Study Centre No. .... Name of the Study Centre.....

No. of candidates Registered .....

Name of the PCP Secondary/Sr. Secondary .....

Contingent charges @ ..... x = Rs. \_\_\_\_\_

(No. of students allotted)

Total Rs. \_\_\_\_\_

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 AI  
(Office Seal)