

**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION, A.P.,
MANGALAGIRI, GUNTUR DISTRICT
PRESENT: Dr. POLA BHASKAR, I.A.S.,**

Procs.No: CCE/OSD-1/Skill Hubs/AC-04/2023

Date:20.10.2023

Sub: Collegiate Education - Skill Hubs in Government Degree Colleges across the state -
Guidelines for distribution of funds received - Orders - Issued - Regarding.

Ref: Proceedings issued by APSSDC dated 12/12/2022

In 61 Government Degree Colleges across the state Skill Hubs were established and the short term training in various skill courses have been going on. As per the guidelines of PMKVY 4.0, 30% of total funds has been released as first installment to the Skill Hubs running in GDCs across the state towards the expenditure incurred regarding the Trainer's Honorarium, Honorarium of other Human Resources involved in implementation of project, consumables needed for the training programme and other expenses like electricity, water, maintenance, stationery etc.

In view of the above, the Principals of GDCS having Skill Hub are hereby instructed to distribute the released funds received in following three categories:

- I. For Institutional Development purpose & Maintenance: 30-40%
- II. For the Honorarium of the Staff involved in Skill Hubs: 50-60%

The Principals of GDCs having Skill Hub are instructed to strictly bind to the following guidelines for utilizing the released funds in the above mentioned categories:

I. For the Honorarium of the staff involved in the Skill Hub (20%) :

The amount in this category shall be utilized as honourarium to the staff involved in Skill Hub as follows:

- a. For Freelance Trainers, Rs.25,000/- per moth subject to a maximum of Rs.75,000/- per course on pro-rata basis.
- b. For ITI and Polytechnic Trainers, Rs.20,000/- per moth subject to a maximum of Rs.60,000/- per course on pro-rata basis.
- c. For APSSDC Trainers, Rs.15,000/- per moth subject to a maximum of Rs.45,000/- per course on pro-rata basis.
- d. For the institutional/other outsourcing staff involved:
- e. For the admin staff (Pincipal, I/c of skill hub, accounts, supporting staff) involved in the programme

II. For maintenance purposes (10-20%):

The amount in this category shall strictly be utilized as per Government norms, on repairs/maintenance of lab equipment, consumables, stationery, internet bill, power bill, water bill etc., related with the Skill Hub within the period of run of training course in it.

In this connection, the Principals of GDCs having Skill Hub are here by instructed to open a separate account in any nationalized bank for receiving and utilizing the funds of Skill Hub Courses and maintain a separate cash book for tracking all the financial transactions related to Skill Hub. The principals are further instructed that the accounts of the Skill Hub should be audited annually as per Government norms and disciplinary actions will be initiated if there are any deviations found in complying these guidelines

Sd/- Dr. POLA BHASKAR, I.A.S.
Commissioner of Collegiate Education

Copy to
The Principals of GDCs having Skill Hub.

//ATTESTED//


Officer on Special Duty

Tentative Expenditure for the Skill hub:

(Eg: if 20 students trained @ 6000/- per batch (3 months) Total Rs.1,20,000-00)

Expenditure for recurring and Non recurring per a batch		
Trainers Honararium		
1	Honorarium to the trainer @ Rs.20,000/batch (max of 03 months)	60,000-00
2	Supporting Trainers (@ 500/hr) max Rs.5000	5000-00
HR-Admin and supporting Staff		
3	Honorarium to principal (Rs. 3500/PM/Batch)	3500-00
4	Honorarium to In charge Skill hub (Rs 3500/pm/batch)	3500-00
5	Honorarium to Admin Staff (Rs.2000/pm/batch)	2000-00
6	Honorarium to supporting staff (sweepers /waterman etc)/month/batch	2000-00
Maintenance		
7	Maintenance charges (Cartridges, Printers, laptops, software)	30000-00
8.	Field trips/ workshops to students	14000-00
	Total	1,20,000-00


Officer on Special Duty