



DIRECTORATE OF TECHNICAL EDUCATION, THIRUVANANTHAPURAM

dtekerala@gmail.com

04712561307

PROCEEDINGS

Education- Technical - E-Office training programme - expenditure calculation - orders issued.

PLANNING SECTION

No : L5/48968/23/DTE

Thiruvananthapuram, Dated: 01.03.2024

- Read:-**
1. Submission from System Analyst ,DTE, IT Division dated 28.02.2024
 2. This office proceedings of even number dated 23.02.2024

ORDER

The Directorate of Technical Education, its sub offices and 9 Govt. Engineering Colleges have already started E-office. The remaining institutions under the department viz, 46 Government Polytechnic Colleges, 39 Technical High Schools and 17 Government Commercial Institutes need to implement E-office. As per the reference read as (2) above, a training schedule was prepared for these staff from 26.02.2024 to 13.03.2024.

The System Analyst, IT Division of DTE, as per the reference read as (1) above has submitted proposal for expenditure for the above said training programme and requested to sanction for the same.Hence sanction is hereby accorded for the expenditure in connection with the e office training programme as per the following split up.

Sl No	Particulars	Permitted limit of expenditure (in Rs)	Remarks
1.	Remuneration to Resource person 1	Rs. 2000/- per day	1. Officer holding the post of Senior Superintendent and above 2. TDS should be collected by the institution
2.	Remuneration to Resource person 2	Rs. 1500/- per day	1. Officer holding below the post of Senior Superintendent 2. TDS should be collected by the institution
3.	Honorarium to Centre Co-ordinator (1 no)	Rs. 1000/- per day	TDS should be collected by the institution
4.	Honorarium to Technical Support Staff (1 no)	Rs. 750/- per day	TDS should be collected by the institution
5.	Food/refreshment expense	Rs. 175/- per person	
6.	Expenditure towards stationery (pen and booklet)	Rs. 80/- per person	

The resource persons and participants are eligible for TA as per norms.

The expenditure on this account will be met from the Head of Account **2203-00-003-89 --34 -OI PLAN**

Sd/-

Dr. Rajasree M.S
Director of Technical Education (in-charge)

Copy

- to
1. Head of Institutions (through Department Website)
 2. System Analyst, DTE

Forwarded / By Order

Approval Valid

Digitally Approved By

Dr. Rajasree M.S

Date: 01.03.2024

Reason: Approved

Senior Superintendent