**Annexure-I**

**PROFORMA FOR ITEC/SCAAP COURSES – 2019-20**

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| Name of the Institute:Bureau of Parliamentary Studies andTraining (BPST), Lok Sabha SecretariatFull Address (with PIN CODE):Parliament Library Building, Pandit Pant Marg, New Delhi-110001Telephone Numbers: 23035593, 23034001 23034563, 23035047Fax Number: 23015293Email: bpst@sansad.nic.inWebsite: [www.bpst@nic.in](http://www.bpst@nic.in) | Head of the Institute: Name : Smt. Snehlata ShrivastavaDesignation : Secretary-General, Lok SabhaTel. No. : 23017465, 23034255Fax: No. : 23792107Email : sg-loksabha@sansad.nic.in |
| Course Coordinator:Name : Smt. Kalpana Sharma, Designation : Joint SecretaryTel. No. : 23034845, 23035572Fax: No. : 23792612Email : kalpana.s@sansad.nic.inMobile No.: 9810305526 |
| 24 hrs Emergency /After Office/Holidays Contact Nos.Name: : Smt. Alpana Tripathi, Director and Shri Pulin B. Bhutia, DirectorTel. No. : 91-11-23034656, 23035014Mobile No. : 9999695879, 9868171025 |

**Name and details of courses proposed along with duration and dates of the course**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Name of the course** | **Qualification required** | **Duration (weeks)** | **Period** | **Maximum number of seats** | **Minimum number of seats** |
| From | To |
|  | Parliamentary Internship Programme (PIP) | Senior Parliamentary Official | 4 weeks  | 1 August 2019 | 30 August 2019 | 40 | 25 |

**Annexure-II**

**INDIVIDUAL COURSE DETAILS**

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| A. Name of the Institute | Bureau of Parliamentary Studies andTraining (BPST), Lok Sabha Secretariat |
| B. Name/title of the Course | Parliamentary Internship Programme (PIP) |
| C. Proposed Dates and Duration of the Course in weeks / months | From : 01.08.2019 to 30.08.2019 In weeks: 4 / In months: 1 |
| Eligibility Criteria for ParticipantsEducational Qualification/ Work Experience Age Limit  | Participant should be well-versed in English-written and spoken; of sound health; must be senior parliamentary officialAs per ITEC norms |
| E. Aims & Objectives of the Course | The programme provides opportunities for intensive study and practical training/orientation in parliamentary processes and procedures, with particular reference to the practices in the Parliament and State Legislatures in India, attachments to relevant Institutions in Delhi as well as with one of the State Legislative Assembly. |
| F. Details / Content of the Course ***(please attach detailed Course Profile****)* | - |
| G. Mode of Evaluation of Performance of the ITEC Participant | No separate evaluation of individual trainees is undertaken |

**Annexure-II**

**FINANCIAL PROPOSAL**

|  |  |
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| 1. Name of Institute | Bureau of Parliamentary Studies and Training (BPST), Lok Sabha Secretariat |
| 2. Year of Empanelment of Institute under ITEC/SCAAP | 1985 |
| 3. Course Fee *(where it is on ‘per week basis’ please also indicate the total Course Fee per person)* | **At the time of empanelment****Nil** | **Existing Fee with date of last revision****Nil** | **Proposed Fee for 2019-20****Nil** |
| 4. Detailed Justifications for change in Course Fee | Not applicable |
| 5. Charges from Indian / other Trainees for same course or similar course | Nil |
| 6. Type of AccommodationA) Campus/Hostel – Single/Double *(please indicate)*b) Hired Accommodation: Hotel/Guest House – Single/Double *(please indicate)* | Single roomHotel |
| 7. Accommodation charges (per day / month per person) | Rs.3000/- per person, per day, as approved by MEA (TC Division)**BPST proposes Rs.4000/- per person, per day in view of the GST and other taxes which has been hiked by Delhi Govt.**  |
| 8. Details of Study Tour \* | **5 Nights**One of the State Legislatures in IndiaBy Air/By Train/By RoadRs.3000/- per person, per day, as approved by MEA (TC Division)**BPST proposes Rs.4000/- per person, per day in view of the GST and other taxes which has been hiked by Government.** |
| 1. No. of Days
2. Place(s) proposed to be visited
3. Mode of Transport
4. Accommodation charges, if overnight stay is involved

\* **In case of any change in study tour, prior approval of the Ministry may be obtained**. |
| 9. Charges for Study Tour (if proposed) | **Existing Rate and Effective Date** | **Proposed 2019-20** |
| Rs.25,200/-(tariff for travel)  | Rs.30,000/-(tariff for travel) |
| 10. Justifications for change in Study Tour, if proposed *(Please give reasons and detailed break-up of expenditure)*  | Not applicable |
| 11. Airport Pick up & Drop:Transportation Charges from airport to place of training/stay on arrival and departure. Please furnish following details.(a) distance in kms (one way)(b) whether airport pick up and drop was claimed earlier(c) whether vehicle was hired or owned by institute(d) proposed amount with valid reasons/justification for increase.  | Rs. 1386/- from airport to hotel and hotel to airport 15 Km approx.YesHired**Rs. 2500/- (since the DTTDC has informed BPST that taxi fare has enhanced from last year and the parking charges at airport has also been hiked)**  |