

Government of the People Republic of Bangladesh
Ministry of Health and Family Welfare
Planning Wing
(Health-Branch 4)

Memo no. MOHFW/SAC (Health-40/IST)/HNPSP/2007/207

Date: 28/10/2007

CIRCULAR

Subject: Accounts operation instruction, disbursement of participation allowances and other expenses for holding In-Service Training /Seminar/ Workshop and running Research Programs under Health, Nutrition & Population Sector program (HNPSP).

The enclosed approved operating expense instruction is forwarded for further action in support of calculation and disbursement of honorarium/ daily allowance and incidental expenses to the participants during running In Service Training /Seminar/ Workshop and Research Programs under Health, Nutrition & Population Sector program (HNPSP 2003-2010).

2. This order will come in to effect immediately and will be applicable while running training/seminar/workshop/research programs arranged by government/non government/ autonomous/private institutions. However, the development partner organizations may follow their own rate and schedule for participants while running In-service Training/ Seminar/ Workshop and Research Programs.

Enclosure: Defined in (16 pages)

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2. Secretary, Finance Division, Finance Ministry (Attention Jt. Secretary Budget-1) Bangladesh Secretariat, Dhaka.
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18. Chief Accounts Officer, Health and Family Welfare, Segunbagicha, Dhaka.
19. All Line Directors, Health Nutrition Population Sector Program, Directorate of Health, / Directorate of Family Welfare, Dhaka.

Copy:

1. Personal Secretary to honorable Advisor, Ministry of Health and Family Welfare, Bangladesh Secretariat, Dhaka.
2. Personal Officer to Additional Secretary, of Health and Family Welfare, Bangladesh Secretariat, Dhaka

Accounts operation instruction on disbursement of participation allowances and other incidental expenses for attending In-service Training /Seminar/ Workshop and running Research Programs under Health, Nutrition & Population Sector program (HNPSP).

| Serial No. | Nature of Training/ Seminar/ Workshop & duration | Nature of Allowances | Residence of participants | Types of Allowances recipients | Class of recipients Officer/ Staff | Amount of allowance based on location of training venue (Daily rate per person in Tk./ based on program attended by each per person per day) | | | | Conditions |
|------------|--|-------------------------------------|---------------------------|--|---|--|---|------------------------------|-------------------------|--|
| | | | | | | Countr ywide | Dhaka, Narayanganj and other Divisional Head Quarters | Other District Head Quarters | Upazila/ Union | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 1. | 1-28 days duration Training/ Seminar/ Workshop | 1.1 Daily allowance* (consolidated) | Local* | Trainee | 1 st Class 2 nd Class 3 rd Class | -- | 600/- 500/- 400/- | 450/- 350/- 300/- | 400/- 300/- 200/- | Trainer/Resource person/ Facilitator / coordinator will bear own cost for food, Tea and local transport (residence/ office to venue both up/down). Cost for food and Tea will be deducted if these are offered by the initiating agency as per rate and number of times offered mentioned in <u>annex-A</u> *** |
| | | | | Trainer/Resource person/ Facilitator *** | 1 st Class 2 nd Class | -- | 1000/- 800/- | 800/- 600/- | 700/- 500/- | |

* Will be entitled one day's full daily allowance coming and for their return throughout the training period. The local trainee/ trainer resource person/ facilitator will not be entitled any daily allowance for the govt. holidays or for other off days during program period. But if the program runs all through the holidays during govt. holidays or other holidays in that case the local participants/ trainer/ resource persons/ facilitators will be entitled due allowances. On the other hand the non local participants/ trainer/ resource persons/ facilitators will be entitled full daily allowances during govt. holidays and other off days (even the training remain suspended).

** For arrangement of training/ seminar/ workshop in Dhaka, Chittagong, Rajshahi and Khulna metropolitan areas, participants serving/ working in the respective metropolitan area will be treated as local, in case of arrangements in the other divisional and district head quarters, the participants serving/ working in the respective Upazila head quarters area and in case of arrangements in the Upazila/ Union areas, participants serving/working in the respective Upazila/ Union areas will be treated as local. Participants other than the metropolitan areas serving/ working in the mentioned places and staying away at a distance more than 8 km from the venue will be entitled to actual travel allowances.

*** Trainer/ resource persons/ facilitators from the training institute came under contract for providing in-service training or serving under the training organization will not be entitled any daily allowance. However the respective training institute may pay allowance/ honorarium to their trainers/ resource persons/ facilitators following their own rules and regulations.

| Serial No. | Nature of Training/ Seminar/ Workshop and duration | Nature of Allowances | Residence of participants | Types of Allowances recipients | Class of recipients Officer/ Staff | Amount of allowance based on location of training venue (Daily rate per person in Tk./ based on program attended by each person per day) | | | | Conditions |
|----------------------------------|--|-------------------------------------|---------------------------|---|------------------------------------|--|--|------------------------------|----------------|---|
| | | | | | | Country wide | Dhaka, Narayan ganj and other Divisional Head Quarters | Other District Head Quarters | Upazila/ Union | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 1. | 1-28 days duration Training/ Seminar/ Workshop | 1.1 Daily allowance* (consolidated) | Local | Coordinator * | 1 st | -- | 1000/- | 800/- | 700/- | Entitlement will be for the program implementation period. However the duration will be for 7 days. Coordinator will bear own cost for food, Tea and local transport (residence/ office to venue up/down). Cost for food and Tea will be deducted if these are offered by the initiating agency as per rate and number of times offered mentioned in <u>annex-A</u> |
| | | | Non-local | Trainee | 1 st | -- | 1000/- | 800/- | 600/- | |
| | | | | | 2 nd | | | | | |
| 3 rd /4 th | 700/- | 600/- | 400/- | | | | | | | |
| | | | | Trainer/ Resource person/ facilitator * | 1 st | - | 1250/- | 1000/- | 1000/- | Trainer/Resource person/ Facilitator / coordinator will bear own cost for lodging, food, Tea and local conveyance (res/office to venue up/down). Cost for food and Tea will be deducted if these are offered by the initiating agency as per rate and number of times offered mentioned in <u>annex-A</u> |
| | | | | | 2 nd | - | 1000/- | 800/- | 800/- | |

*Trainer/ resource persons/ facilitators from the training institute came under contract for providing in-service training or serving under the training organization will not be entitled any daily allowance. However the respective training institute may pay allowance/ honorarium to their trainers/ resource persons/ facilitators from the contracted and agreed training management cost following their own rules and regulations.

| Serial No. | Nature of Training/ Seminar/ Workshop and duration | Nature of Allowances | Residence of participants | Types of Allowances recipients | Class of recipients Officer/ Staff | Amount of allowance based on location of training venue (Daily rate per person in Tk./ based on program attended by each person per day) | | | | Conditions |
|------------|--|-------------------------------------|---------------------------|--------------------------------|------------------------------------|--|---|------------------------------|----------------|---|
| | | | | | | Country wide | Dhaka, Narayanganj and other Divisional Head Quarters | Other District Head Quarters | Upazila/ Union | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 1. | 1-28 days duration Training/ Seminar/ Workshop | 1.1 Daily allowance* (consolidated) | Non-local | Coordinator * | 1 st | - | 1250/- | 1000/- | 800/- | Entitlement will be based on program duration. It length of the program will be limited to within 7 days. Generally coordinator will be selected from among the local officials. However non-local coordinator may be appointed on special consideration based on the weight of the training/ seminar/ workshop. In this case coordinator will bear own cost for lodging, food, Tea and local transport (residence/ hotel/ airport/ rail station/ launch terminal to training venue both up and down). Cost for food and Tea will be deducted if these are offered by the initiating agency as per rate and number of times offered mentioned in <u>annex-A</u> |

*Trainer/ resource persons/ facilitators from the training institute came under contract for providing in-service training or serving under the training organization will not be entitled any daily allowance. However the respective training institute may pay allowance/ honorarium to their trainers/ resource persons/ facilitators from the contracted and agreed training management cost following their own rules and regulations.

| Serial No. | Nature of Training/ Seminar/ Workshop and duration | Nature of Allowances | Residence of participants | Types of Allowances recipients | Class of recipients Officer/ Staff | Amount of allowance based on location of training venue (Daily rate per person in Tk./ based on program attended by each person per day) | | | | Conditions |
|------------|--|----------------------|---------------------------|---|--|--|---|------------------------------|----------------|--|
| | | | | | | Country wide | Dhaka, Narayanganj and other Divisional Head Quarters | Other District Head Quarters | Upazila/ Union | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 1. | 1-28 days duration Training/ Seminar/ Workshop | 1.2 Travel allowance | Non-local | Trainee/ Trainer/ Resource person/ Coordinator/ facilitator | 1 st 2 nd 3 rd /4 th | Actual fare of Biman/ Rail/ Steamer/ Launch/ Bus based on priority. However where there is no Biman/ Rail/ Steamer/ Launch/ Bus. links in that case the participants will be entitled to travel cost @ taka 10 (ten) per kilo meter. | | | | Entitlement will be based on number of program per person. Transport allowance recipients will not be able to claim govt. travel and/ or (TA or DA) for the same training/ workshop/ seminar. Reservation of microbus/ taxi/ jeep rental will not be acceptable. However, based on priority and individual payable limit of Biman/ Rail/ Steamer fare, participants traveled up and down jointly in microbus/ taxi/ jeep and actual cost incurred in this respect will be accepted. There should be clearly mentioned in the invitation letter addressed to that the travel cost and / or daily allowance for the program will be paid from development/ revenue budget of the government. |

| Serial No. | Nature of Training/ Seminar/ Workshop and duration | Nature of Allowances | Residence of participants | Types of Allowances recipients | Class of recipients Officer/ Staff | Amount of allowance based on location of training venue (Daily rate per person in Tk./ based on program attended by each person per day) | | | | Conditions |
|------------|--|--|---------------------------|--|---|--|---|------------------------------|-----------------|---|
| | | | | | | Country wide | Dhaka, Narayanganj and other Divisional Head Quarters | Other District Head Quarters | Upazila/ Union | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 1. | 1-28 days duration Training/ Seminar/ Workshop | 1.3 Field level travel (as applicable) | Local/ Non-local | Trainee/ Trainer/ Resource person/ Coordinator/ facilitator/ local supporter | 1 st 2 nd 3 rd | Actual fare per person | | | | Such field travel program can be undertaken following prior permission from Line Director In-Service Training or from concern Line Directors. The payment will not be made in cash. The program initiators will arrange travel of all concern by utilizing full capacity of the hired microbus. |
| | | 1.4 Stationery | Local/ Non-local | Trainee/ Trainer/ Resource person/ Coordinator/ facilitator/ | 1 st 2 nd 3 rd | 600/- 600/- 600/- | - | - | - | Based on program each participant will be entitled for one time. Items like bag, pad, pen, easel, paper marker, pencil, rubber etc. can be supplied in full or a part thereof can be supplied to the participants. In no way cash can be paid. |
| | | 1.5 Venue rental | | | | | - | Highest 15,000/- | Highest 5,000/- | Highest 2,000/- |

| Serial No. | Nature of Training/ Seminar/ Workshop and duration | Nature of Allowances | Residence of participants | Types of Allowances recipients | Class of recipients Officer/ Staff | Amount of allowance based on location of training venue (Daily rate per person in Tk./ based on program attended by each person per day) | | | | Conditions |
|------------|--|--|---------------------------|--|-------------------------------------|--|---|------------------------------|----------------|---|
| | | | | | | Country wide | Dhaka, Narayanganj and other Divisional Head Quarters | Other District Head Quarters | Upazila/ Union | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | | 1.6 Staff Support* | Local | Experienced MLSS in secretarial work | 3 rd and 4 th | 200/= 150/= | - | - | - | Applicable during program period |
| | 1-28 days duration Training/ Seminar/ Workshop | 1.7 Reporter allowance (as applicable) | Local | Experienced in reporter work | 1 st | 1000/= (consolidated) | - | - | - | Reporter will bear own cost for lodging food, Tea and local transport (residence/ office/ hotel/Airport/ Rail station/ Launch terminal to venue up/down). Cost for lodging, food and Tea will be deducted if these are offered by the initiating agency as per rate and number of times offered mentioned in <u>annex-A</u> |
| | | | Non-local | As stated above | 1 st | 1500/= (consolidated) | - | - | - | |
| | | 1.8 Report writing / Editing Allowance | Local/ Non-local | Experienced in report writing / Editing work | 1 st | 2000/= to 20,000/= (consolidated) | - | - | - | This allowance/ honorarium are applicable only in case of important seminar/ workshop/ training with the prior permission of Line Director, In-service Training or concern Line Director. Permission of the concern Director General will be required if the payment exceeds the upper limit. Report writing and editing allowance to be paid within limit based on importance of training/ seminar/ workshop and volume of report. Report writer/ editor will bear cost of typing and binding. |

| Serial No. | Nature of Training/ Seminar/ Workshop and duration | Nature of Allowances | Residence of participants | Types of Allowances recipients | Class of recipients Officer / Staff | Amount of allowance based on location of training venue (Daily rate per person in Tk./ based on program attended by each per person per day) | | | | Conditions |
|------------|--|---|---------------------------|--------------------------------|-------------------------------------|--|--|---------------------|------------------|--|
| | | | | | | Country wide | Dhaka, Narayanganj and other Divisional town | Other District town | Upazila/ Union | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | 1-28 days duration Training/ Seminar/ Workshop | 1.9 Public address system (as applicable)* | - | - | - | - | 3000/= (highest) | 2500/= (highest) | 2000/= (highest) | The organizers will arrange public address system remaining within the allocation limit. The institutions those possess public address system will spent the allotted fund on battery and other incidental expenses. |
| | | 1.10 Certificate, banner and other important task performing) | - | - | - | - | 4000/= (highest) | 3500/= (highest) | 3000/= (highest) | Organizers will be entitled for one time based on program. Maintaining this highest limit they will carryout jobs on awarding certificate, preparing banner, and spent for other important works. |
| | | 1.11 Preparing documents, photocopy and incidental work for training/ seminar/ workshop | - | - | - | 5000/= (highest) | - | - | - | Organizers will spent within the limit mentioned based on duration of training/ seminar/ workshop and number of participants. To spend beyond this limit will require permission of respective Director General. |
| | | 1.12 cost on Entertainment during opening and closing sessions of training/ workshop/ seminar | | | | | 30/= 50/= | 20/= 40/= | 15/= 30/= | Organizers of training and workshop/ seminar will bear entertainment cost for the chief guest/ special guest and invited guests maximum for to days. |

* For offering In-service Training contracted training institute or training organizations under it will not be entitled for daily allowances. As per contract such expenses are to be met from the fund received for organization expenses.

| Serial No. | Nature of Training/ Seminar/ Workshop and duration | Nature of Allowances | Residence of participants | Types of Allowances recipients | Class of recipients Officer / Staff | Amount of allowance based on location of training venue (Daily rate per person in Tk./ based on program attended by each per person per day) | | | | Conditions |
|------------|--|---|---------------------------|--------------------------------|--|--|--|----------------------------|----------------------------|--|
| | | | | | | Country wide | Dhaka, Narayanganj and other Divisional town | Other District town | Upazila/ Union | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 2. | Training duration above 29 days | 2.1.Monthly allowance a. Residential | Local/ Non-local | Trainee | 1 st 2 nd 3 rd /4 th | - - - | 4000/= 3000/= 2000/= | 3500/= 2500/= 1500/= | 3000/= 2000/= 1000/= | For local transport and pocket expenses the trainees will be entitled to such allowance. The organizing institution will arrange for lodging, food and snacks/tea on monthly basis. To meet such expenses within maximum monthly rate schedule per individual as per annex –B, organizing institution will sign contract/ MOU with concern training institute and disburse fund accordingly to the training institute. |
| | | b. Non-Residential* | Local | Trainee | 1 st 2 nd 3 rd /4 th | - - - | 8000/= 7000/= 6000/= | 7000/= 6000/= 5000/= | 5000/= 4000/= 3000/= | Trainee/ coordinator will bear their own cost for food, Tea and local transport (residence/ office to venue both up/down). They will be entitled to such allowance on monthly basis. |
| | | | | Coordinator | 1st | - | 8000/= | 7000/= | 5000/= | |

*Such long duration training to be arranged by some training institute within their own management or hired under compulsory residential basis. But in urgent requirements non residential training may be arranged upon the approval from concern Director General.

| Serial No. | Nature of Training/ Seminar/ Workshop and duration | Nature of Allowances | Residence of participants | Types of Allowances recipients | Class of recipients Officer / Staff | Amount of allowance based on location of training venue (Daily rate per person in Tk./ based on program attended by each per person per day) | | | | Conditions |
|------------|--|--|---------------------------|--------------------------------|--|--|--|------------------------------|----------------------------|--|
| | | | | | | Countrywide | Dhaka, Narayanganj and other Divisional town | Other District town | Upazila/ Union | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 2. | Training duration above 29 days | | Non-local | Trainee | 1 st 2 nd 3 rd /4 th | - | 12,000/= 10,000/= 8,000/= | 11,000/= 9000/= 7000/= | 9000/= 7000/= 5000/= | Trainee will bear their own cost for lodging, food, snacks/ tea and local transport (residence/ hotel/ Airport/ Railway station/ launch terminal to venue both up/down). They will be entitled to such allowance on monthly basis. |
| | | 2.2 Class session allowance | Local/ Non-local | Trainer/ Resource person* | 1 st | 1000/= | - | - | - | Will be entitled for every 60-90 minutes class session (including practical). Trainer/ resource person will bear their own cost for lodging, food, snacks/ tea and local transport. |
| | | 2.3 Curriculum development and Class session assisting allowance | Local/ Non-local | Trainer/ Resource person* | 1 st | 2000/= | - | - | - | Trainer/ resource person will be entitled for each curriculum and for single time. He/she will meet cost for the development of curriculum, transparency sheets and incidental expenses. |

*Trainer/ resource persons/ from the training institute came under contract for providing in-service training or serving under the training organization will not be entitled to class session allowance or curriculum development and class session assisting allowance. However the respective training institute may pay allowances/ honorarium to their trainers/ resource persons/ facilitators from the contracted and agreed training management cost following their own rules and regulations.

| Serial No. | Nature of Training/ Seminar/ Workshop and duration | Nature of Allowances | Residence of participants | Types of Allowances recipients | Class of recipients Officer/ Staff | Amount of allowance based on location of training venue (Daily rate per person in Tk./ based on program attended by each person per day) | | | | Conditions |
|------------|--|--|---------------------------|--|--|--|---|------------------------------|----------------|--|
| | | | | | | Country wide | Dhaka, Narayanganj and other Divisional Head Quarters | Other District Head Quarters | Upazila/ Union | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | Training duration above 29 days | 2.4 Travel allowance | Non-local | Trainee/ Trainer/ Resource person * | 1 st 2 nd 3 rd /4 th | Actual fare of Biman/ Rail/ Steamer/ Launch/ Bus based on priority. However where there is no Biman/ Rail/ Steamer/ Launch/ Bus. links in that case the participants will be entitled to travel cost @ taka 10 (ten) per kilo meter. | | | | Entitlement will be based on number of program per person. Transport allowance recipients will not be able to claim govt. travel and/ or (TA or DA) for the same training/ workshop/ seminar. Reservation of microbus/ taxi/ jeep rental will not be acceptable. However, based on priority and individual payable limit of Biman/ Rail/ Steamer fare, participants traveled up and down jointly in microbus/ taxi/ jeep and actual cost incurred in this respect will be accepted. There should be clearly mentioned in the invitation letter addressed to that the travel cost and / or daily allowance for the program will be paid from development/ revenue budget of the government. |
| | | 2.5 Field level travel allowance (as applicable) | Local/ Non-local | Trainee/ Trainer/ Resource person/ Coordinator | 1 st 2 nd 3 rd | Actual fare per person | | | | Such field travel program can be undertaken following prior permission from Line Director In-Service Training or from concern Line Directors. The payment will not be made in cash. The program initiators will arrange travel of all concern by utilizing full capacity of the hired microbus. |

| Serial No. | Nature of Training / Seminar/ Workshop and duration | Nature of Allowances | Residence of participants | Types of Allowances recipients | Class of recipients Officer/ Staff | Amount of allowance based on location of training venue (Daily rate per person in Tk./ based on program attended by each person per day) | | | | Conditions |
|------------|---|---|---------------------------|---|--|--|---|------------------------------|----------------|--|
| | | | | | | Country wide | Dhaka, Narayan ganj and other Division al Head Quarters | Other District Head Quarters | Upazila/ Union | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | Training duration above 29 days | 2.6 Stationery | Local/ Non-local | Trainee/ Trainer/ Resource person coordinator | 1 st 2 nd 3 rd /4 th | 600/= | - | - | - | Based on program each participant will be entitled for one time. Items like bag, pad, pen, easel, paper marker, pencil, rubber etc. can be supplied in full or a part thereof can be supplied to the participants. In no way cash can be paid. |
| | | 2.7 Venue rental | - | - | - | - | - | - | - | Venue rental will not be required because for such long duration training will be arranged by the institute under rental contract arrangement. |
| | | 2.8 Staff support* | Local | Experienced MLSS in secretarial work | 3 rd and 4 th | 4000/= | 3000/= | - | - | - |
| | | 2.9 Preparing different documents & photocopy | | | | 4000/= to 8000/= | - | - | - | Organizers will spent within the limit mentioned based on duration of training and number of participants. To spend beyond this limit will require permission of respective Director General. |
| | | 2.10 Public Address System | | | | 1000/= | - | - | - | For long duration no fund allocation will be required. However fund may be spent for arranging opening and closing ceremonies. |

| Serial No. | Nature of Training / Seminar/ Workshop and duration | Nature of Allowances | Residence of participants | Types of Allowances recipients | Class of recipients Officer/ Staff | Amount of allowance based on location of training venue (Daily rate per person in Tk./ based on program attended by each per person per day) | | | | Conditions |
|------------|---|---|---------------------------|--------------------------------|------------------------------------|--|---|------------------------------|----------------|--|
| | | | | | | Country wide | Dhaka, Narayanganj and other Divisional Head Quarters | Other District Head Quarters | Upazila/ Union | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | Training duration above 29 days | 2.11 Certificate, banner and other important task performing* | - | - | - | - | 4000/= (highest) | - | - | Program initiators will be entitled for single time, based on program. Remaining within the highest allocation limit they will carryout jobs to award certificates, prepare banner, and to spent for other important jobs. |

* For offering In-service Training contracted training institute or training organizations under it will not be entitled such allocation. As per contract such expenses are to be met from the fund received for organization expenses.

03. Expense operating policies to run research programs by National Institute for Population Research and Training (NIPORT) or other organizations.

(a) Fees/ salary and allowance for solely temporary recruited data collectors; Monthly fees/ salary

Supervisor (National Pay Scale grade 10) Monthly fees/salary consolidated 7,895/- taka,

Quality Control Officer/Quality controller (National Pay Scale grade 10) Monthly fees/ salary consolidated 7,895/- taka,

Household Lister/ Lister (National Pay Scale grade 11) Monthly fees/ salary consolidated 6,545/- taka,

Observer (National Pay Scale grade 11) Monthly fees/ salary consolidated 6,545/- taka,

Field Investigator (National Pay Scale grade 11) Monthly fees/ salary consolidated 6,545/- taka.

A.1. Field level Daily Allowance

For officials of National Pay Scale grade 10, Daily Allowance 350/- taka (during data collection at the field level), for individuals National Pay Scale grade 11, Daily Allowance 300/- taka (during data collection at the field level).

A.2. Field level Travel Allowance

Officials of National Pay Scale grade 10 and individuals National Pay Scale grade 11, based on hierarchy will be entitled to actual travel cost during data collection period.

(B) Daily Allowance for training of the people recruited for data collection on purely temporary basis

For officials National Pay Scale grade 10, Daily Allowance 350/- taka (during training period),

For individuals National Pay Scale grade 11, Daily Allowance 300/- taka (during training period).

B.1. Field Practice Allowance:

For officials National Pay Scale grade 10, Daily Allowance 350/- taka (during field practice period),

For individuals National Pay Scale grade 11, Daily Allowance 300/- taka (during field practice period).

B.2. Officials of National Pay Scale grade 10 and individuals National Pay Scale grade 11, based on hierarchy will be entitled to actual travel cost during field practice period.

(C) Trainer's Allowance-

Trainers will be entitled to daily allowance as per participants allowance and incidental expenditure guideline schedule for (In-country) Training/ Seminar/ Meeting/ Workshop/ under Health, Nutrition and Population Sector Program.

(D) Questionnaire Pretest-

For officials National Pay Scale grade 10, Daily Allowance 350/- taka (during participation in pretest period),

For individuals National Pay Scale grade 11, Daily Allowance 300/- taka (during participation in pretest period).

Officials of National Pay Scale grade 10 and individuals National Pay Scale grade 11, based on hierarchy will be entitled to actual travel cost during participation in pretest period.

(E) Focus Group Discussion-

Participant's honorarium per session per person 350/- taka,

Transcription cost per session 1000/- taka

Cost of inviting participants for every session, recorder, audiocassette collection and other cost will not be over 1500/- taka.

(F) Computer Data Entry-

Data Entry Operator (National Pay Scale grade 11) Monthly Salary consolidated 6,545/- taka,

Data entry and validation per 80 column, fixed rate 24/- taka.

(G) Data Editing-

Translator (National Pay Scale grade 10) Monthly Salary consolidated 7,895/- taka,

Editor/ Edit Coder (National Pay Scale grade 11) Monthly Salary consolidated 6,545/- taka,

(H) Data Analysis-

Per individual (Class 1 or equivalent level officer) will be entitled honorarium 1000/- taka per day, but for a single report individual will not use time more than 40 days.

(I) Honorarium for the Members of Technical Review Committee-

The members of the Technical Review Committee will be entitled to honorarium 1000/- taka for participation in each meeting.

(J) Report Editing-

Per individual (Class 1 or equivalent level officer) will be entitled honorarium 1000/- taka per day, but for a single report individual will not use time more than 40 days.

(K) Payable allowances and incidental expenses for Bibliography –

- (1). Bibliography / report collection/ report collector (National Pay Scale grade 10) Monthly Salary consolidated 7,895/- taka,
- (2). Summary writing- Each summary writing fee 250/- taka
- (3). Review and editing- Editor (National Pay Scale grade 9) Monthly Salary consolidated 10,200/- taka or per person (Class 1 or equivalent level officer) will be entitled 1000/- taka honorarium per day, but for a single report individual will not use time more than 40 days.
- (4). Secretarial services/- For Secretarial services everyday per person class 3rd 250/- and class 4th 200/-taka

(L) Questionnaire/ report printing -

Questionnaire/ Report photocopy/ printing work to be completed following govt. rules and processes through necessary tender. However permission from concern Director General to be obtained, if the questionnaire printing cost exceeds taka 50,000/- while Report printing cost exceeds 1,00,000/- taka.

(M) Allowances and incidental expenses for holding Research Seminar/ Workshop/ Training courses on Research Method

For holding research seminar/ training course on research methodology, under the Health, Nutrition and Population Sector Program, and to disburse for participant's allowances and other expenditure, concern operating expenses instruction is to be followed. This will cover towards payment of participants/ coordinator/ trainer / resource persons/ facilitator/ repertoire/ local support hand and their daily allowance, support staff, report witting/ editing fees, public address system, certificate, banner and performing other emergency tasks and preparing different documents/ photocopy cost ion and In-service training/ seminar/ workshop participants allowances and other incidental expenses under HNPSP

Deduction schedule at daily highest rate from disbursement of allowances to local/ non-local participants/ trainer resource persons/ coordinator/ facilitator/ repertoire attending program for 1-28 days Training/ Seminar/ Workshop; while the initiating organization provides accommodation and facilities on other heads.

| Areas of Fund Allocation | Types of Allowances recipients | Class of recipients Officer/ Staff | Amount of deduction from allowance based on location of training venue (Daily rate per person in taka. | | | Conditions |
|--------------------------|---|--|--|------------------------------|----------------------|---|
| | | | Dhaka, Narayanganj and other Divisional Head Quarters | Other District Head Quarters | Upazila/ Union | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Lodging (per night) | Non-local Trainee/ Trainer/ Resource person coordinator/ facilitator/ repertoire | 1 st 2 nd 3 rd /4 th | 200/= 160/= 120/= | 160/= 120/= 80/= | 80/= 60/= 40/= | If the training/ seminar/ workshop initiating organization ought to provide accommodation for the trainer/ resource person/ coordinator/ facilitator/ repertoire, in that case they will arrange accommodation based on the highest rate limit and due adjustment with the hierarchy of position of the participants. The organizations those have accommodation facilities and their rate falls short than the mentioned rate in that case deduction is be made based on given highest rate by the organization instead of highest rate allowed to participants. |
| Tea (each time) | Local/ Non-local Trainee/ Trainer/ Resource person coordinator/ facilitator/ repertoire | 1 st 2 nd 3 rd /4 th | 60/= | 40/= | 30/= | If the training/ seminar/ workshop initiating organization ought to provide food/ snaks for the trainer/ resource person/ coordinator/ facilitator/ repertoire, in that case they will arrange food/ snaks based on the highest rate limit of the participants for food/ snaks. The organizations those have own cafeteria /canteen facilities and if their rate falls short than the mentioned rate in that case deduction is be made based on given highest rate by the organization instead of highest rate allowed to participants. |
| Food (each time) | Local/ Non-local Trainee/ Trainer/ Resource person coordinator/ facilitator/ repertoire | 1 st 2 nd 3 rd /4 th | 120/= | 100/= | 60/= | |

Deduction schedule at daily highest rate from disbursement of allowances to local/ non-local participants/ trainer resource persons/ coordinator/ facilitator/ repertoire attending program for above 29 days Training/ Seminar/ Workshop; while the initiating organization provides accommodation and facilities on other heads.

| Types of Trainee | Class of recipients Officer/ Staff | Amount of deduction from allowance based on location of training venue (Daily rate per person in taka. | | | Conditions |
|---|--|--|------------------------------|----------------|---|
| | | Dhaka, Narayanganj and other Divisional Head Quarters | Other District Head Quarters | Upazila/ Union | |
| 2 | 3 | 4 | 5 | 6 | 7 |
| Local/ Non-local Residential Trainee | 1 st 2 nd 3 rd /4 th | 8000/= | 7000/= | 6000/= | If the training/ seminar/ workshop initiating organization ought to provide accommodation, food, snacks/ tea to the local and non-local trainee, in that case they will arrange accommodation, food, snacks/ tea based on the given highest monthly rate limit and due adjustment with the hierarchy of position of the participants. The organizations those have own accommodation facilities and their rate falls short than the mentioned rate in that case deduction is to be made based on given lowest rate by the organization instead of highest rate allowed to participants. On the other hand if the rate of the organization is higher than the given monthly rate, in that case deduction is to be made based on given monthly rate instead of monthly organizational rate. |
| | | 7000/= | 6000/= | 5000/= | |
| | | 6000/= | 5000/= | 4000/= | |

Rates of TA, DSA and Honorarium
For HNPSP Training/Workshop/Seminar (1-28 Days Duration)
(Daily in Taka)

| | Class/ Categories | Divisional A | | District B | | Thana Level C |
|---|---|---|--------|---------------|--------|---------------------|
| | | HNPSP | UNICEF | HNPSP | UNICEF | |
| Coordinator (Non-Local) | 1 st Class | 1,250 | | 1,000 | | 800 |
| Coordinator (Local) | | 1,000 | | 800 | | 700 |
| Trainees (DSA) Non-Local | 1 st Class | 1,000 | | 800 | | 600 |
| | 2 nd Class | 800 | | 700 | | 500 |
| | 3 rd / 4 th Class | 700 | | 600 | | 400 |
| Trainees/ Resource Persons/ Facilitators (Non- Local) | 1 st Class | 1,250 | | 1,000 | | 1,000 |
| | 2 nd Class | 1,000 | | 800 | | 800 |
| Participants DSA (Local) | 1 st Class | 600 | | 400 | | 400 |
| | 2 nd Class | 500 | | 350 | | 300 |
| | 3 rd / 4 th Class | 400 | | 300 | | 200 |
| Trainees/ Resource Persons/ Facilitators (Local) | 1 st Class | 1,000 | | 800 | | 700 |
| | 2 nd Class | 800 | | 600 | | 500 |
| Stationeries (Local/ Non- Local) | All Categories | 600 | | | | |
| Venue (Daily Rent) | | 15,000 | | 5,000 | | 2,000 |
| Support Staff | Secretarial 3 rd Class | 200 | | | | |
| | MLSS 4 th Class | 150 | | | | |
| Repertoire | Local | 1,000 | | | | |
| | Non-Local | 1,500 | | | | |
| Report Writing | | 2,000-20,000 | | | | |
| Public Address | | 3,000 | | 2,500 | | 2,000 |
| Certificate, Banner, etc. | | 4,000 | | 3,500 | | 3,000 |
| Photocopy, Miscellaneous | | 5,000 | | | | |
| Travel Allowance (Non- Local) Trainees/ Trainer/ Resource Persons/ Coordinator/ Facilitator | 1 st Class 2 nd Class 3 rd / 4 th Class | Actual to be reimbursed. As per table of authority, staff can travel by Air/ Rail/ Steamer/ Launch. In places where there is no transport services of those mentioned available, staff will get transport cost @ Tk. 10/- per kilometer | | | | |