**Annexure-I**

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

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

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

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| **Sl. No** | **Name of the course** | **Qualification required** | **Duration (weeks)** | **Period** | | **Maximum number of seats** | **Minimum number of seats** |
| From | To |
|  | International Training Programme in Legislative Drafting (LD) | Senior Parliamentary/Govt. Official, must be Law Graduate | 4 weeks | 15 Jan. 2020 | 15 Feb. 2020 | 40 | 25 |

**Annexure-II**

**INDIVIDUAL COURSE DETAILS**

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| A. Name of the Institute | Bureau of Parliamentary Studies and  Training (BPST), Lok Sabha Secretariat |
| B. Name/title of the Course | International Training Programme in Legislative Drafting (LD) |
| C. Proposed Dates and Duration of the Course in weeks / months | From : 15/01/2020 to 15/02/2020  In weeks: 4 / In months: 1 |
| Eligibility Criteria for Participants  Educational Qualification/ Work Experience  Age Limit | Participant should be well-versed in English-written and spoken; of sound health.  Must be a Law Graduate and must be a senior parliamentary/Govt. official  As per ITEC norms |
| E. Aims & Objectives of the Course | The programme provides a series of talks and discussion sessions with experts on various aspects of legislative drafting, practical drafting exercising sessions, attachment with the Legislative Department, Govt. of India, for practical training and 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-III**

**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 Accommodation  A) Campus/Hostel – Single/Double *(please indicate)*  b) Hired Accommodation: Hotel/Guest House – Single/Double *(please indicate)* | Single room  Hotel | | | |
| 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 India  By Air/By Train/By Road  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 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.  Yes  Hired  **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)** | | | |