

সৰ্বশিক্ষা অভিযান, অসম
সকলোৰে পঢ়োঁ সকলোৰে আগবাঢ়োঁ

OFFICE OF THE MISSION DIRECTOR

AXOM SARBA SIKSHA ABHIYAN MISSION

KAHILIPARA, GUWAHATI-781 019, ASSAM

No.SSA/Accts/Gen-Corres/721/2014 / 9160

Dated the 15th Feb'2017

From : Aruna Rajoria, IAS
Mission Director
SSA, Assam

To, **1) The Deputy Commissioner**
Barpeta, Chirang, Dibrugarh, Hailakandi, Kamrup(M), Karbi-Anlong, Lakhimpur and Morigaon (Gunotsav Districts),
Baksa, Kamrup, Nalbari, Bongaigaon, Kokrajhar, Sivasagar, Tinsukia, Cachar, Karimganj, Nagaon, Dhemaji & Sonitpur (Near by Gunotsav Districts)

2) The District Mission Co-ordinator
Barpeta, Chirang, Dibrugarh, Hailakandi, Kamrup(M), Karbi-Anlong, Lakhimpur and Morigaon (Gunotsav Districts)
Baksa, Kamrup, Nalbari, Bongaigaon, Kokrajhar, Sivasagar, Tinsukia, Cachar, Karimganj, Nagaon, Dhemaji & Sonitpur (Near by Gunotsav Districts), SSA, Assam

Sub : Regarding TA Guideline for External Evaluator of Gunotsav Programme

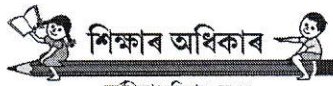
Sir/Madam,

In inviting a reference to the subject cited above, I am to state that Gunotsav Programme is a quality improvement programme of Govt. of Assam, under which External Evaluators from different department of Govt. of Assam are deputed to the schools for conducting external evaluation of students. SSA, Assam will be the agency for payment of cost of journey (TA/DA) to the External Evaluators. For smooth implementation of the Gunotsav Programme following guidelines regarding payment of TA/DA etc. to the External Evaluators are issued :-

1. The Travelling Allowance and Daily Allowance for External Evaluators deputed for Gunotsav Programme will be paid as per SR/FR norms (ROP) of Govt. of Assam.
2. The existing norms of eligibility such as class of travel, daily allowance entitlement etc. shall be applicable based on rank/designation of External Evaluators.
3. The External Evaluators have to submit their advance travelling allowance claim/ tour diary in **Govt. prescribed format (75% of the probable cost for 3 days of visit to schools and journey days)** duly passed by the **Controlling officer of the respective departments** in their respective district where they are presently posted. The claim has to be submitted in office of District Mission Co-ordinator, SSA of such district.

In case of officers (External Evaluator) posted in Secretariat Guwahati, their advance TA claim shall be forwarded to Mission Director.

4. The external Evaluators shall have to mention their individual Bank Account No., Name of Bank, Branch and IFS Code in the prescribed TA bill form for ensuring remittance of fund to their individual Bank Accounts.
5. The concerned District Mission Co-ordinator (including nearby Gunotsav district) may entrust FAO and other Accounts Staff of SSA for preparation of list of External Evaluators mentioning their advance TA claim, (Based on 75% of the TA claim passed by the controlling officer of the respective department) and submit the total requirement of fund for TA advance (75%) to SMO latest by 28.02.2017. **[The format for statement of TA claim is enclosed herewith].**



শিক্ষাৰ অধিকাৰ
সৰ্বশিক্ষা অভিযান, অসম
সকলোৰে পঢ়োঁ সকলোৰে আগবাঢ়োঁ

OFFICE OF THE MISSION DIRECTOR

AXOM SARBA SIKSHA ABHIYAN MISSION

KAHILIPARA, GUWAHATI-781 019, ASSAM

The State Mission Office will provide fund for TA advance to the concerned District Mission Co-ordinator based on the requirement submitted by district and the District Mission Co-ordinator will accordingly release fund to the individual Bank Account of the External Evaluators. The whole process ... right from the collecting of advance TA claim format from External Evaluators to the disbursement of TA advance to the individual Account of External Evaluators will be monitored by Finance & Accounts Officer and DPO (TT &P) of the concerned district.

6. The advance TA amount must be remitted to the individual Bank Account of the External Evaluators by 07.03.2017.
7. If any External Evaluator fails to perform journey, the amount shall be returned back through DD or Cross Cheque to the respective District Mission Co-ordinator, SSA/ Mission Director, Axom Sarba Siksha Abhiyan Mission where the original claim for advance TA have been made. The Finance & Accounts Officer of the concerned district will monitor/liaison such issues and report compliance to SMO.
8. After Gunotsav, the External Evaluators shall have to submit actual TA Bill dully countersigned by respective controlling officers along with vouchers within 01.04.2017 for claiming difference of amount. The District Mission Co-ordinator will communicate the above guidelines to the concerned Department for ensuring timely submission/ disbursement of TA bill to the concerned External Evaluators.

Yours faithfully

Encl. As stated

[Aruna Rajoria, IAS]
Mission Director

Axom Sarba Siksha Abhiyan Mission

Dated the 15th Feb'2017

Memo No.SSA/Acctts/Gen-Corres/721/2014 /

Copy to.

1. The Commissioner & Secretary to the Govt. of Assam, Education (Elementary) Department, Dispur, Guwahati – 06 for kind information.
2. All External Evaluator of Gunotsav Programme, Assam for information.
3. All DPO's of SSA, Assam for information.
4. All Finance & Accounts Officer's of above districts for information and necessary action.

Mission Director
Axom Sarba Siksha Abhiyan Mission

Statement of Advance TA Claim for External Evaluators for Gunotsav Programme 2016-17

Sl No.	Name of the External Evaluator	Designation	Department	Name of the Working District where from travelled	Name of the Gunotsav District	Name of the Allotted School	Distance Covered (Approx0)	Name of the Bank [Full Name]	Bank Account No.	Name of the Branch	75% of the Amount of Advance TA Claim (as passed by the controlling officer of the respective Department)	
											IFS Code [11 Digit]	
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
.												
.												
.												
.												
.												
.												
.												
.												
Total :												



District Mission Co-ordinator
SSA