

## SI 8.4B: Instructions on payment of food and to & fro charges

### Payment pattern

- The payment pattern is as follows:
  - Till the day of batch freezing:
    - Will be paid in one lot treating batch freezing day as the last day. For example, if training starts on 8<sup>th</sup> and the batch is frozen on 18<sup>th</sup> payment for that period will be in one lot.
  - After batch freezing: The payment is fortnightly and a month is divided as two fortnights: 1<sup>st</sup> fortnight is from 1<sup>st</sup> to 15<sup>th</sup> and the 2<sup>nd</sup> fortnight is from 16<sup>th</sup> to end of the month.
    - 1<sup>st</sup> payment after batch freezing: From the next day after the batch is frozen to the day on which fortnight ends. For example if batch is frozen on 17<sup>th</sup> then period for 1<sup>st</sup> payment would be from 18<sup>th</sup> to the end of the month.
    - Last payment: The last payment should be paid as per the last day of training – which could mean either the day when training closes if there is no OJT or the last day after which students go for OJT. Thus if the last day of training is 13<sup>th</sup> of a month then payment should be initiated immediately and not wait till closure of fortnight.
- Individual's attendance as captured in Chapter 6 will be the basis for payment.
  - A candidate will be allowed full days payment once attendance is marked or recorded. This implies that a candidate will be paid for the number of hours for which training is scheduled on that day even if he/she attends for part of a day.
  - Further, he/she will not be paid any money if attendance is not marked for the day.
- Payment should be completed as per timelines given in the process.
- The payment pattern will be repeated till the training is complete or till the candidate joins OJT.

## Payment during OJT

- The PIA should arrange for boarding and lodging facilities (either with the employer or outside) to all candidates unless candidate opts to arrange for his boarding and lodging by himself/ herself. If the candidates opts out the entitlement should be paid to the candidate. The PIA will be reimbursed a maximum of a candidate's entitlement as per food and to and fro charges.

## Drop out candidates

- Till the batch freezing: Only candidates who were admitted in the batch for training after freezing of the batch will be paid the money. Other drop outs should not be paid.
- After batch freezing: Instructions given in Chapter 6 would be the benchmark for reimbursement of money.
  - If the drop outs are less than or equal to those permitted in Chapter 6, money paid to the candidates would be reimbursed to the PIA.
  - If the drop outs are more than the limits prescribed in Chapter 6, the money to be reimbursed to the PIA would be limited to candidates permitted in Chapter 6. For the rest of the candidates, money paid will not be reimbursed to the PIA. The dropped out candidates would be so chosen to ensure that liability of reimbursement to Government is the lowest.

Explanation: if permissible expenditure on 4 dropped out candidates is 2000, 2500, 2700 and 2900 Rupees and only two candidates are to be reimbursed, then only ₹ 4500 (2000+2500) will be reimbursed and the rest of expenditure of ₹ 5600 will be borne by the PIA.