

## SI 8.5A: Instructions for payment of salaries to trainers, master trainers and Q team members

- a) The salary to be paid to the trainers, master trainers and Q team members is completely within the purview of the PIA organisation.
- A PIA may pay over and above of the salary specified in the latest terms of employment based on performance parameter decided by competent authority of the PIA. The same may be booked under the project.
  - Similarly competent authority of the PIA may reduce the salary based on performance after following the due procedure as laid out by the organisation in reducing the salary. In addition while reducing the salary a PIA should follow the provisos as given below:
    - In case of reduction of salary of a Q team member the PIA should inform CTSA/SRLM at least 15 days before the reduced salary is paid.
      - All such proposals are deemed to have been approved by CTSA/SRLM.
      - However, a CTSA/SRLM has discretion to investigate the reasons for reduction and suggest suitable remedial measures if required.
    - PIA can reduce the salaries of the trainers. However, if there are grounds to feel that reduction in salary is adversely impacting the training quality CTSA/SRLM has powers to investigate the details and suggest remedial measures if required.
    - All cases of salary reduction should be brought to the notice of the periodic auditor in the monthly audit. It should become part of the monthly audit.
- b) PIA has to keep a copy of latest terms of employment and monthly salary slips or honorarium payment voucher for each trainer, master trainer and Q team member working under the project. Net amount to be paid should be clearly mentioned in the salary slip. In case of outsourcing of training, PIA has to obtain the documents from outsourcing partners. It has to be presented during the financial audits.
- c) Salaries should be paid usually on the last working day of the month. However, it should be paid not later than 7<sup>th</sup> of the following month.
- d) For all the trainers, master trainers and Q team members working exclusively on the project salary should be paid to them from project account.
- e) However, if these staff are shared across more than one project (either DDU-GKY or otherwise) then:
- i. The proportionate cost can be booked to the dedicated project account of DDU-GKY.
  - ii. Proportionate cost can be transferred from designated Project Account to another bank account from which the full cost/ expenditure has been paid. In such a case

NEFT/RTGS receipt has to be kept in the record along with proof of salary payment. It has to be presented during financial audits.

- f) Complaints of non-receipt of salary:
  - i. Any complaint by the trainers, master trainers and Q team members for non-receipt of salaries should be entered into the system immediately (delay of more than 2 days from the day complaint is received will lead to a condition of default) and action taken report submitted as soon as possible but not later than 10 calendar days from the receipt of complaint.
  - ii. All entries made in grievance register on non-receipt of salary will be treated as a complaint.
  - iii. PIA management and financial team should review the complaints as a part of their online monitoring system.
- g) Action will be taken on delay in payment as per SI 8.4A: Common instructions on payment of entitlements.

## **Verification of payment of salaries to trainers, master trainers and Q team members**

- a) All details of payment such as payment due, amount paid and delays in payment will be captured in ASDMS and PFMS as and when they are fully functional.
- b) In the interim PIA should develop a system on their website to share the following information:
  - The actual payment due and the date the amount has to be paid for a candidate
  - The amount paid and the date of payment to the candidate along with proofs.
  - A calculation sheet indicating the individual cases of underpayment and delayed payment along with a summary statement.