



Central Adoption Resource Authority

(A Statutory Body of Ministry of Women and Child Development, Government of India)
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File no. CARA/2018-19/Fin Norms-Trg

Date: 22/ July/2019

Office Memorandum

Subject: New Financial Norms for 03 days Residential Training Workshop for Social Workes

As per the **Regulation 37 of the Adoption Regulations 2017**, CARA is mandated to provide support and guidance to State Adoption Resource Agency(SARA), District Child Protection Unit (DCPU), Specialized Adoption Agencies (SAA) and other stakeholders of adoption in related matters, through trainings, workshops, exposures visits, consultations, conferences, seminars and other capacity building programmes.

2. In the series of organising such capacity building initiatives, CARA has taken up a Pilot Project during the Financial Year 2019-20 for three days Residential Training Workshop for Social Workers across the country, for which the Financial Norms for Social Workers' training workshop have been approved by MWCD. Details of the Financial Norms are at **Annexure**.

3. The Financial Norms are applicable for all the 03 Days Residential Training Workshops to be conducted at State/ Regional levels.

(Sanjay Barshilia)

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To be placed on CARA-Website

**FINANCIAL NORMS FOR TRAINING OF SOCIAL WORKERS
(APPROVED BY MWCD)**

The following Financial Norms will be applicable for the Training of Social workers under Pilot Project for the Financial year 2019-20 :-

S. No	Item	Fin Norms for Three Days Residential Training Programme
(i)	Venue Charges for 03 days	Rs.45,000/- (as per actuals in case of Govt. venue)
(ii)	Computers for 01 day for CARINGS session for all participants	Rs. 20,000/-
(iii)	Conference Tea and snacks and water arrangements	Rs 200/- per person per day for tea and snacks.
(iv)	Travelling Allowance to outstation participants	As per actuals but not exceeding III Tier AC train Fare for Social workers @ GP 2800/- (Level 5 of 7 th CPC) (Tentatively Rs.1500/- per head).
(v)	Boarding and Lodging to participants (Social Workers)	Lodging and boarding for Social workers @ 450/- + 500/- (GP 2800/- (Level 5 of 7 th CPC) per day per person on production of actual bills) for maximum four days.
(vi)	Boarding and Lodging to resource person	2250/- + 900/- = 3150/- per person per day for six Resource Person on production of actual bills for four days.
(vii)	Travelling charges for resource person	Air Fare in Economy Class @ Rs 20000/- per head or actuals as per norms for six Resource Persons.
(viii)	Honorarium for Resource Persons	Honorarium for 6 resource person for three days @ Rs.3000 per training session per resource person. Subject to maximum two training sessions per resource person per training. Maximum 36000/- for entire training programme.
(ix)	Kit material (Handbook for social Workers, JJ Act 2015, Note Pad, Pen, Folder and Photocopies of Important Circulars)	Rs 450/- per Kit.
(x)	Administrative and miscellaneous expenses including stationery, banners, Standee, Identity Cards, Photostat charges, projector etc.	Accumulative sum of Rs.60,000/- for three days.