

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
ADMINISTRATION DIVISION**

F.No. IG/RSD/F&A/ATR/91-FC/2017/2332A)

Dated: 13th February, 2018

NOTIFICATION

The Board of Management in its 129th Meeting held on 12/10/2017 on the recommendations of the Finance Committee considered and approved the Revised Payment Norms for Content Development, Learning Support, Delivery of Electronic Contents etc. The Revised Payment Norms as approved are enclosed herewith for implementation by respective School of Studies, Divisions, Regional Centres etc. with the issue of this Notification, earlier Notification stand with held.

1. Payment norms for Content Development and related activities are approved as proposed by the rate revision Committee.
2. Payment norms for delivery of Electronic Content are approved without the component of conveyance charges.

The Revised Payment Norms will be effective from the date of issuance of this Notification.

Encl- as above


(Anil Kumar)

Assistant Registrar, GA

Distribution :

1. Directors of Schools
2. Heads of Division/Centres/Units
3. Director, RSD – with request to circulate all the RCs
4. Registrar, SED – with request to circulate all the REC's
5. Finance Officer
6. DD, VCO
7. PS to Registrar (Admn.)
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Changholi
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3 members
12/5
17/5

Revised Payment Norms

Category 1: Payment Norms for Content Development and related activities

- 1) The Committee felt that there should be two rates only, viz., i) PG Programmes and ii) UG Programmes. Separate rates for professional programmes is not tenable at present in view of the fact that the shortage of professionals experienced earlier is not a prominent feature these days. Secondly, payment to unit writers is an honorarium as in the case of sitting fee, not remuneration of the efforts and time put in by the unit writers. The amount IGNOU offers in no case can compensate the efforts and commitment shown by academics. It is just an incentive to meet incidental expenses while writing the units and a nominal incentive to write it.
- 2) For certificate and diploma programmes honorarium for unit writing will be considered at PG or UG rates on the basis of minimum educational qualification for admission. For example, for a diploma or certificate programme, if minimum educational qualification is graduation, then payment should be at PG rates.
- 3) Awareness programmes and non-credit programmes should be treated as UG Programmes and UG rates should be applicable.

SNo.	Head of Payment/Account	CATEGORY	Revised rate (Rs.)
1.	Professional PG Programmes	PG PROGRAMMES Including PG Diploma and Advanced Diploma programmes	Rs. 10000 per unit
2.	General PG Programmes		
3.	Professional UG Programmes	UG PROGRAMMES including Diploma, Certificate programmes where entry qualification is 10+2, Awareness programmes and Non-credit programmes	Rs. 8000 per unit
4.	General UG Programmes		
5.	Awareness Programmes		
6.	Non-credit Programmes		

- 4) The Committee decided to recommend payment of content editing charges on the Credit basis migrating from the Block/Course basis.

CONTENT EDITING		CATEGORY	Revised Rates
1.	Professional Programmes	POSTGRADUATE PROGRAMMES	Rs. 8000 per credit
2.	Non-Professional PG	Including PG Diploma and Advanced Diploma programmes	
3.	Others (UG/Awareness/Non-Credit)	UG PROGRAMMES Including Diploma, Certificate programmes Awareness programmes and Non-credit programmes	Rs. 6000 per credit (For non-credit programmes, per booklet)

- 5) The Committee felt the need to simplify the process and proposed only two rates respectively for PG and UG programmes. The honorarium may be per credit instead of per course of certain credits. Thus if a PG course is of 6 credits, honorarium for content editing would be Rs. 8000x6= Rs.48000/-. Similarly, for example, for a UG course of 6 credits, honorarium for content editing would be Rs. 6000/-x6= Rs. 36000/- Awareness programmes and Non-credit programmes would be counted as UG programmes and payments will be made per course/block. Honorarium for part of a course (say a block) would be proportionate.

S. No.	Head of Payment/Account	Revised rates
1.	Language Editing	20% of Content Editing
2.	Translation	50% of Course Writing per Unit
3.	Vetting/Language Editing of translated materials	25% of Content Editing
4.	Word Processing	Rs. 25 per page for English Rs. 30 per page for Hindi
5.	CRC Preparation/Copy editing	Rs.60/- per page
6.	Revision of units	25% in case of minor content revision; 50% in case of major content revision; 100% in case of fresh writing

- 6) The Committee felt that the Need assessment should be done internally. TA/DA as per University rules may be paid for field visits. Expenses on data collection through questionnaires should be on actual basis.
- 7) There is a need to pay sitting fee to course writers who attend the Course Writers Meeting, as they devote a day out of their busy schedule.

S No.	Head of Payment/Account	Revised rate (Rs.)
1.	Sitting Fee for members of Expert Committee Meeting/Course Writers Meeting	Same as Statutory Body Meetings

GRAPHIC DESIGNING

S.No.	Head of Payment/Account	Revised rate (Rs./Item)	Justification/remarks, if any
1.	Line Sketch	100	
2.	Professional Diagram	250	
3.	Art Work (Professional)	2000	Irrespective of size
4.	Cover Page	2500	
5.	Information Brochure (two fold)	4000	
6.	Marketing Pamphlet (One fold)	3000	

CONTENTS

S.No.	Head of Payment/Account	Revised rate (Rs.)
MEDIA NOTE WRITING		
1.	PG Programmes	50% of the Unit Writing
2.	UG Programmes	25% of Unit Writing for conversion of already printed Unit
RECORDING MOOC VIDEO		
1.	Single Expert Lecture Two or more Experts Discussion	Fresh Topic: Rs. 5000/- for PG Programmes and Rs. 4000/- for UG Programmes
2.	Anchor, if any	Half of the Expert Fee

Category 2: Payment norms for Learners Support activities

S. No.	Head of Payment/Accounts	Enhanced payment norms/Revised payment norms (Rs.)
1	Theory counselling for UG Programmes for 2 hours	770
2	Theory counselling for PG Programmes for 2 hours	1100
3	Practical counseling for all programmes up to UG for a 4 hrs. session, for lesser duration pro-rata applicable	880
4	Practical counseling for all programmes up to PG for a 4 hrs. session, for lesser duration pro-rata applicable	1100
5	Conveyance charges to the academic counselors in accordance with clarification of the cities of operation: <div style="text-align: right;"> A1 } A } B1 } B2 } C } Not classified } </div>	330 220 110
	Conveyance charges to the Coordinators and Asst. Coordinators in accordance with classification of the cities of operation: <div style="text-align: right;"> A1 } A } B1 } B2 } C } Not classified } </div>	1000 800 600
6	Assignment evaluation for UG Programmes (Per assignment)	27.5

7	Assignment evaluation for PG Programmes (Per assignment)	27.5
8	Assignment handling charges (per assignment)	1.65
9	Data entry of assignment grades (per entry)	0.35
10	Computer hiring charges (per hour per PC)	27.5
11	Laboratory hire charges for B.Sc/CPLT/B.Sc N etc (per day)	660
12	Consumables (Computer Laboratory)	As per actual on production of receipts
13	Consumables (Science/Engineering Laboratory)	
14	Machine Room Operator (Computer) (for one complete session)	165
15	Laboratory Assistant (Science Engineering) per session	275
16	Laboratory (Attendant) per session	192.5
17	Induction meeting (per freshly admitted	11
18	Honorarium to Head of the Institute (p.m)	4950
19	Honorarium to the Coordinator (p.m.)	6600
20	Honorarium to the Programme-In-charge (PIC) (p.m.)	4950
21	Honorarium to the Assistant Programme In-charge (APIC) for B.Ed Programme Study Centres (PSC)	5200
	Dropped -Honorarium to Part-time Faculty (PTF) for B.ED P.SCs	
22	Honorarium to the Assistant Coordinator (p.m.)	4620
23	Honorarium to Programme Facilitator (MSCMACS)	3300
24	Honorarium to Assistant (p.m.)	3960
25	Honorarium to Attendant (p.m.)	2640
26	Honorarium to Safaiwala (p.m.)	2200
27	Conveyance/Transportation charges to the study centre functionaries on actual per month per centre subject to max. of	1100
28	Secretarial/Menial Assistance allowance to Programme Centres p.a. (where staff are not provided)	11000
29	Honorarium for sale of prospectus at study centres (Commission per form)	5.5
30	Electricity charges to study centres (p.m.)	1100

*Not revised in the 2012 revision and thus the rates are revised at par with norms for Asst. Coordinators.

Orientation Programmes at Regional Centres

No.	Head of Expenditure particulars	Enhanced payment norms/Revised payment norms (Rs.)
1	TA/DA to outside Academic Counsellors	<p>TA: Up to 2nd AC Train fare if connected by train or by AC/Non-AC Bus fare, plus local conveyance within the municipal limits of the city where the programmes is organized. However, in case of difficult regions like North-East, A&N Island and Srinagar, the participants to be allowed to travel by air. In case of travel by taxi/own car between places connected by train, the total claim or 2nd AC fare for the corresponding journey, whichever is less, shall be admissible. In case of no rail connectivity, the rate notified for travel by taxi by the state transport department shall apply.</p> <p>DA: For A-1 Cities: RC may spend an amount not exceeding Rs. 3000/- per head per day on providing boarding/lodging.</p> <p>For other cities/locations: Not exceeding Rs. 2000/- per head per day</p>
2	Local Conveyance to Academic counselors attached to local LSCs	<p>For A-1 Cities: Rs. 500/- per day</p> <p>For other Cities/Locations: Rs. 300/- per day</p>
	Working Lunch	Rs. 200/- per person per day
4	Light Refreshment (Tea & Snacks)	Rs. 50/- per person per day
5	Stationery	Rs. 100/- per person
6	Other contingencies (including banner, photography, hall rent (if any), photocopying etc.)	As per requirement of the programme but not exceeding 25% of the total expenditure on the programme.

11) Consumables for B.Sc

It is not possible for the host institutions to segregate consumables for their regular students and IGNOU learners. Hence lump sums are being proposed. The amounts have been presented on the basis of average actual expenditure being incurred at the labs across the country

Discipline(Courses)	Revised Rates
Physics (PHE-3L, 8L & 12L)	Rs. 750/- per student (Two Week Courses)
Life Sciences (LSE-4L, 8L, 11L & 14L)	Rs. 1200/- per student (Two Week Courses)
Chemistry (CHE-3L, 7L & 8L)	Rs. 1200/- per student (One Week Courses)
Chemistry (CHE-11L & 12L)	Rs. 2200/- per student (Two Week Courses)
Environment (ACE-4L)	Rs. 1200/- per student (One Week Courses)

(Signature)

13) COMMUNITY/FIELD SETTING (Social Work and SOEDS)

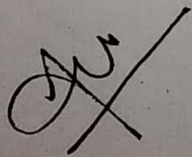
Sl. No.	Prog/Course/Activity	Revised rate (Rs.)	Remarks
1	Practicum for field work (Undergraduate level-BSW)	Rs. 2000/- per student for 8 Credits	Guidance for 25 field visits each year Guided orientation visits to five agencies <ul style="list-style-type: none"> • Five Group Conference • Evaluation of the reports • Identification of field agencies • Rs. 1000/- for one month block • Placement supervision and evaluation • Not more than 10 Students.
2	Practicum for field work (Postgraduate level-MSW)	Rs. 3000/- per student for 8 Credits	Rs.3000/- per student on completion of : <ul style="list-style-type: none"> • Guidance for 45 field visits each year • Guided Orientation visits to five agencies • Evaluation of the reports • Identification of field agencies • Rs. 1000/- per student for block placement and internship supervision including evaluation • Not more than 10 students at a time.
3	Honorarium to Mentors/Guides/Facilitators for MAAE of SOEDS	Rs. 80/- per activity/ student subject to a maximum Rs. 1000/- per session of 4 hours (as applicable to a activity)	Comparable to payment to mentor for B.Ed activity approved in 2012. A maximum of 20 Students to be attached to a mentor. 9 to 11 activities per student for community setting and three activities per student in institution setting.
4	Evaluation of reports of community based activities	Rs. 50/- per report	As per with log books
5	Honorarium to Head of the Centre/Institute for (for practical activity)	Rs. 100/- per activity or Rs. 2000/- per annum whichever is lower	Payment to head of the institution for institution based activity. Similar to norms for lab activities.

* for Certificate/Diploma programme (namely CSWCJS/PGDSWT) of SOSW Rs. 300/- per student has been proposed to keep the admission fee which is commensurate with the expenditure at Minimum, as it has been assumed that this certificate programme will act as a feeder for BSW and MSW.

CATEGORY3: Payment Norms for delivery of electronic contents

14) Proposal for Revision of payment norms for activities pertaining to EMPC& Gyan Vani

EMPC has been extending both instructional and counseling support through the use of broadcast/non-broadcast modes over the years. The current rates of payments to freelance skilled media professionals are very old and



need revision in order to attract the best of talent from the field. The existing rates for various categories have their basis in recommendations by a Committee in 1996. The new rates proposed below are based on the rates currently applied by Govt. media organizations. In some instances, the payments are in the form of a range or slabs which depends on the Grade, Prior Experience, and the work required of the skilled freelance media professional.

For other categories of Freelance Skilled Media Personnel not included in the proposal (Musicians, Production Controller, etc.) it is suggested that prevailing applicable rates of Doordarshan and All India Radio be considered.

Sl. No.	Categories of Freelancer Skilled Media Personnel/Expenditure Head	Revised Rates	Remarks
1	Editor (Video)	Rs. 2500/-	Per shift with upper limit ceiling of 15 shifts/month
2	Editor (Audio)	Rs. 2000/-	Per shift with upper limit ceiling of 15 shifts/month
3	Production Assistance (Video)	Rs. 1500/- per day	
	Graphic Artist (Computer Graphics)	Simple graphic Rs. 2000/- to Rs. 3000/- complex animation with machine Rs. 4000/-	Per shift. The categories of work/rate will be decided by Director (EMPC)
4	Camera Persons	Rs. 1500/- per day Rs. 2500/- per day (for outdoor shooting)	Upper limit ceiling of 15 days/month
5	Transcreation / Adaptation	50% of the fee payable to the writer (Royalty)	
6	Narrators/Presenters/Voice-over/Anchor	Video Rs. 3000/- Audio Rs. 2000/- per programme	Per programme with 10 assignments as upper ceiling in a month
7	Script Writers (Screen Play/production script) Documentary/Drama/Illustrated /Mixed Format including Discussions/Lectures based (for curriculum & Gyan Vani prog.)	Video Rs. 5000/- per programme Audio Rs. 3000/- per programme	Per programme Illustrated talk/discussion (Rs. 1000/- (Audio), Rs. 2000/- (Video) Magazine/documentary/ feature Rs. 2500/- (Audio), Rs. 4000/- (Video) Drama/Play of a minimum duration of 15mins and up to 30 mins. (Rs. 4000/- (A), Rs. 6000/- (V))
8	Researcher (Audio/Video)	Rs. 2000-2500-3000	Per programme Rs. 3000/- for research for location based programme
9	Participation: Sub. Expert/Subject Experts/Academic/Profession/ General for Curriculum Based IGNOU Prog.	*International Expert Rs. 5000/- *Academic/Sub.Expt/ Professional Rs.2000/- * Non-Academic/Non Professional (General) Rs. 2000/-	Per programme *Gift of equivalent value for Foreign Experts Per programme * Gift of equivalent value for Foreign Experts
10	Supporting General Participations A/V Crowd Scene	Rs. 500/- per shift (A/V)	-

11	Broadcast Assistant/Compiler/media Asst or equivalent	Rs. 1250/- Video Rs. 1000/- Audio	Per shift with upper limit ceiling of 10 shifts in a month
12	Music Composer with Synthesizer/other instruments	Rs. 5000/- per programme	-
13	Make-up Artist	Rs. 1000/- without material and Rs. 1500 with material Rs. 2000/- with material for drama up to 6 characters	Per shift
14	Outdoor Shooting	TA/DA as per Govt. prevailing norms	

15) GYAN VANI CHANNEL

Sl. No.	Category	Revised Rates	Remarks
1	Participation Talks/Discussion/Interview/Short Stories and Poetry Recitation on full GV network National and GV Delhi for a duration more than five minutes Other Regional & Local GV Stations	Rs. 1000-1500/-	For remuneration of above Rs. 1000/- with approval of Director EMPC
2	General Programmes Announcers on assignment basis for transmission National GV Delhi (full shift) Other Regional & local GV Stations	Rs. 1000/- Fixed	Including Announcement, content script & Presentation. including Announcement, content script & Presentation.
3	Live Interactive Programme (IRC) 1. Expert - National level & GV Delhi - Other local GV Stations 2. Anchor - National level & GV Delhi - Other local GV Stations 3. Live dispatch from OB spot Prog. (Reporting & Records)	Rs. 1000-1500/- Rs. 1500/- Fixed Rs. 1000/-	For expert fee of above Rs. 1000/- with approval of Director EMPC (Including Anchoring Script)
4	Researcher Assistant for IRC Related work	Rs. 750/- per shift	To be paid by RC concerned

***Note:** For special topical/research based programme of GV, network, the services of Script writer, Researcher, Audio Editor etc. may be utilized on purely casual assignment basis as per the relevant existing rate applicable of IGNOU's curriculum based, audio programs with prior approval of Director, EMPC.

