

# Directives for the implementation and expenditure of 7-day Lead Mason Training for constructing earthquake resistance houses, 2074

## Chapter – 2 Training Conduction

- (3) **Training venue:** This training must be conducted within the 14 affected districts where other organizations have not conducted the training previously.
- (4) **Training curriculum and description:** The curriculum and description of this training must reflect the Rural /Urban Lead Mason training approved by the MoUD, DUDBC.
- (5) **Trainees and their selection:** The minimum number of trainees must be 30 whereas the maximum must be 35. In addition, the selection will be carried out by DLPIU in coordination with NRA and other government line agencies. Priority must be given to women, disadvantaged groups and local individuals.
- (6) **Time table of the training:** The time table will be as per the Earthquake resistant building technology training curriculum for Rural/Urban Masons, 2073.
- (7) **Mandatory attendance:** Selected trainees must be present for all the sessions of the training. Otherwise they will not be provided with the Training Certificate and allowance.
- (8) **List of Lead Masons:** The list of the trainees must be prepared by the DLPIU and sent to CLPIU and NRA. Moreover, the list must be posted on the notice board of the respective office/local body to inform the public.
- (9) **Venue for conducting practical classes:** The practical classes must be conducted inside the premise of respective Municipality/Rural Municipality or DUDBC Office.

## Chapter – 3 Training expenses

- (10) **Providing advance payment:** The CLPIU will use the fund of IDA World Bank's approved programme to provide advance payment to the DLPIU. The amount must be withdrawn via a single account.
- (11) **Management of allowances:** The trainer shall receive NPRs 1700.00 per class (including lesson plan and teaching); the commentator shall receive NPRs 900.00 per day; the Coordinator shall receive NPRs 500.00 per day; the Assistant shall receive NPRs 150.00 per day. The trainees shall receive NPRs 700.00 per day for food and accommodation. For the daily allowance for the Field Technicians, if the staff is a GoN employee then they shall receive as per the Field Visit Expenditure Manual, 2064 for Second class Officers. For others, they shall receive NPRs 500.00 per day whereby the receipt must be submitted to the CLPIU. Applicable tax shall be deducted in advance.
- (12) **Services related to the training:** Each trainee shall be provided with maximum NPRs 50.00 for stationery whereas maximum NPRs 2000.00 can be spent for the stationery per training, maximum NPRs. 1500.00 to prepare training tools, maximum NPRs 100.00 per person for the certificate and for the construction of model building maximum NPRs 50,000.00 can be spent for raw materials like rod,

cement, sand, gravel, boulders, bricks and others. Also, each trainee shall be provided with additional learning items like Plump bob, Measuring tape, steel levelling pipe, levelling rod, jhaveel, threat and others not exceeding NPRs 2000.00 per person. The training hall can also be hired at local market rates. Except for the distribution of allowances, all other expenses must have PAN or VAT bills and the payment shall be made after deducting the TDS.

**(13) Lunch/Snacks expenses during the training:** Maximum NPRs 200.00 person must be spent for the afternoon snacks for trainees, trainers or Assistants during the inauguration, closure or training stage. PAN/VAT bill for the expenses is mandatory. In case where the PAN/VAT cannot be obtained, they payment must be done after deducting 15% tax.

**(14) Clearance of advance payment:** Respective DLPIU must provide original PAN bill/Voucher/receipt and deposit the remaining fund through an Account Payee check to the CLPIU by 04 July 2017.

Unofficial Translation