



POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)
UNIVERSITY OF PERADENIYA

**APPLICATION FOR ORGANIZING
CONFERENCES, WORKSHOPS, SHORT COURSES, ETC UNDER THE PGIS**

1. Activity

Title of Activity:

Type of Activity (Workshop, Short Course, etc.):

Dates:

Board of Study:.....

2. Coordinator -1	Coordinator - 2 (or Organizing Committee)
(a) Name:	(b) Name:
Address (office):	Address (office):
Phone:	Phone:
E-mail:	E-mail:

3. Participants

Qualifications:

Estimated Number:

Registration Fee:

4. Purpose and Nature of the Activity:

5. Outline of the Activity and Topics covered:

6. Resource Persons:

	<i>Name (Institute)</i>	<i>Qualifica- tion/s</i>	<i>Topic</i>	<i>No. of hours of Lectures (L)/ Practicals (P)/ Field Work (F)</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

7. Estimated Budget

(Please see page 5 for rates of payments/charges)

Please use the Excel sheet of a 'SAMPLE' budget downloadable from the PGIS website: www.pgis.lk (Hardcopy of the 'SAMPLE' budget is provided overleaf for information).

8. Additional Remarks by the Coordinator

I undertake to furnish a statement of accounts with the breakdown of expenses as shown on page 3 and certified by the Senior Assistant Bursar, PGIS and a one-page report, after completion of the activity.

Signature of the Coordinator I:..... Date:.....

Name of the Coordinator:

Signature of the Coordinator II:..... Date:.....

Name of the Coordinator:

Note: All the petty cash advances received from the PGIS should be settled and the statement of accounts and the report should be sent to the Director, PGIS through the Chairman of the relevant Board of Study, within two months after completing the activity.

9. Approval of the Board of Study (If applicable):

The Board of Study in has approved this activity.

Signature of the Chairman of Board of Study (BOS):

Name of the Chairman of BOS: Date:.....

10. Approval of the Director, PGIS

.....
Director, PGIS

Date:.....

11. For PGIS use

Settling the Expenses of Workshops

Duration	Percentage of Payments
If the bills are settled within 3 months (1-3 months) after conducting the Workshop.	100% will be paid
If the bills are settled after 3 months (3-6 months) after conducting the Workshop	- 75% will be paid
If the bills are settled after 6 months (6- 12 months) after conducting the Workshop	50% will be paid.
After 1 year of conducting the Workshop	No payment will be paid and the amount will be transferred to Workshop & event fund of the PGIS.

* Approvals will not be granted to settle the purchases made without adhering to the procurement guidelines.

* The claims submitted after the given deadline will not be approved.

POSTGRADUATE INSTITUTE OF SCIENCE (PGIS), UNIVERSITY OF PERADENIYA
Short-term Training Programmes, Conferences, etc.

RATES OF PAYMENTS (Effective from 1st March 2020)

The following **approximate rates/prices** can be used to prepare the estimated expenditure of the activity.

1. Resource Personnel
 - Lectures*¹ - Rs. 2000/- (minimum)
 - Practical Classes*¹ - Rs. 1000/- (minimum)
 - Travelling*¹ - Rs. 8/- per km (diesel); 12/- per km (petrol)
 - *¹ *Instead, a composite payment as an honorarium covering lectures, discussions and travelling may be made in consultation with Director/PGIS.*
 - Demonstrators - Rs. 400/- to Rs. 800/- per hour depending on the income
2. Stationery

A4 typewriting paper	~ Rs. 200/- per packet of 500	OHP markers	~ Rs. 50/- per marker
A4 photocopying paper	~ Rs. 450/- per packet of 500	Diskettes	~ Rs. 40/-
Pens	~ Rs. 15/- per pen	CDs	~ Rs. 30/-
Transparencies	~ Rs. 825/- per 100		
3. Photocopying - Rs. 2/50 per page (one side) OR - Rs. 3/- per page (both sides)
4. File covers ~ Rs. 5/- per file cover (bristle board) OR ~ Rs. 150/- per hard file cover
 Bags ~ Rs. 750/- to 1000/- per bag; Badges ~ Rs. 15/- per badge
 Certificates ~ Rs. 750/- per 10 certificates
5. Use of computer lab/GIS lab*²
 - (A) Rates per student - Rs. 100/- per hour per computer or student
 - (B) Rates per laboratory - Rs. 4000/- per hour for one laboratory, OR
 - Rs. 20000/- per day (8 hrs) for one laboratory, OR
 - Rs. 30000/- per day (10 - 12 hrs) for one laboratory
 - *² *This must tally with the laboratory hours in the programme and payments made for resource personnel.*
Note: Categories (A) and (B) cannot be combined.
6. Multimedia projectors - Rs. 500/- per hour per projector OR - Rs. 3000/- per day(8 hrs) per projector
7. Transport and fuel (PGIS vehicles) - Rs. 25/- per km (van)/Rs. 50/- per km (bus) + driver's OT (~ Rs. 200/- per hour) and driver's subsistence (~ Rs. 400/- per 12 hours)
8. Banner ~ Rs. 15000/- per fabric-banner
9. Lunch ~ Rs. 300/- per packet and a bottle of water depending on the type of lunch;
~ Rs. 30/- per cup of yoghurt
10. Tea & refreshments ~ Rs. 70/- per serving (with one item of short-eats)
~ Rs. 100/- per serving (with two items of short-eats)
11. Workshop Dinner ~ Rs. 1000/- per serving (buffet)
12. Payments to non-academic staff
 - Technical officers - Rs. 300/- per hour (regarding laboratory work)
 - Lab. Attendants - Rs. 225/- per hour (regarding laboratory work)
 - Works aide ~ Rs. 200/- per hour
13. Coordinator's fee - 10% of the total income of the activity (to be shared by the number of coordinators)
14. PGIS - 10% of the total income (administrative charges)
15. Board of Study - 10% of the total income

Note: Any extra funds left after settling all the payments of the activity, should be kept in a separate Ledger Account to be administered by (a) coordinators or (b) two persons nominated by organizing committee/s, or (c) two persons nominated by the Board of Study, or as the case may be, depending on the contribution made by them in organizing the activity and raising funds.

These remaining funds are to be used (similar to a research grant) only for academic/research related activities administered through the PGIS. These funds can also be used for purchasing equipment, consumables, chemicals, stationery, etc. for research programmes with the approval of the Director, PGIS. Capital assets cannot be purchased from funds of short-term programmes. Coordinators are encouraged to donate some funds out of these savings to the PGIS-Development Fund for developing PGIS Research Laboratories.