

## ITEC/SCAAP Terms and Conditions

The officers sponsored for the Programme should be well-versed in English, written should be in and spoken to follow the course and should of sound health. They should be in the age group of 25-45 years.

If a candidate has already attended a Course sponsored by Government of India, he/she is not eligible for ITEC Courses.

❖ Participants will be provided with the following allowances and facilities:

- Excursion/economy class air tickets for travel from the capital city of the participant's country to the training Institute in India and back;
- Gratis Indian Visa for the duration of the Course;
- Course fees - borne by Government of India;
- Accommodation provided by Government of India in hostel/hotel, depending on the Institute. Participants are required to pay for services availed by them such as (a) Room service, (b) Laundry, (c) Local and outstation telephone calls, fax, etc.;
- Living Allowance @ Rs. 25,000/- per month and on pro-rata basis for part thereof to meet expenditure on food, out-of-pocket expenses, etc. The allowance is calculated from the date of arrival till the date of departure;
- Disbursement of the Living Allowance will be made by the Institute on a weekly/fortnightly basis (as decided by the Institute); **the participants are supposed to pay for their meal out of this allowance. In case the Institute makes arrangement for the food, a portion of the allowance will be deducted by the Institute in advance** and rest will be paid to the participants. Participants may wish to bring some extra money for shopping and other dietary needs;
- Book Allowance of Rs. 5000/- for purchase of course-related books and purchase vouchers need to be submitted for reimbursement;
- Study Tour(s) as part of the Course Curriculum to familiarize with Indian culture and history and also related to the course (which is mandatory);
- Medical facility is for ailments of immediate and emergency nature occurring in India. No medical reimbursement allowed for ailments of regular/chronic nature. Participants must carry their own medicines for chronic ailments like diabetes, hypertension, etc. and have to bear the expenditure for medicines and consultation of doctors on their own.

## **Guidelines**

- ❖ Participants are required to obtain from the Indian Mission the contact telephone/mobile numbers of the Course Coordinator and the Institute. They must familiarize themselves with the weather conditions and the type of clothes to be carried to India.
- ❖ Participants are required to conduct themselves with discipline and abide by rules, regulations and guidelines as stipulated by both the nominating Government and the Government of India.
- ❖ Participants are required to complete the training Course. Request for change of Course midway would not be entertained.
- ❖ Participants are required to abide by the rules of the university/institution/establishment in which the participant is selected to undergo the training as well as participate in all Course-related activities including submission of periodic assessments/tests conducted by the Institute.
- ❖ Participants are to refrain from engaging in any political activity and/or any form of employment for profit or gain.
- ❖ **Participants are not allowed to bring along their spouses or families for the duration of the Course.** No such request would be entertained by Government of India.
- ❖ Participants are required to return to their countries upon completion of the training Course.
- ❖ Participants who leave the Course midway without prior intimation/permission of the Ministry of External Affairs or remain absent from the Course without sufficient reasons are liable to refund the cost of training and airfare to Government of India.
- ❖ Participants are taken on study tour(s) as part of their Course Curriculum to visit different heritage sites/places of interest in India. No requests for any additional private tourism, etc. will be entertained during the Course.
- ❖ ITEC sponsorship could be cancelled at any time due to unsatisfactory conduct, breach of conditions of the Programme, violation of rules of the institute/university/establishment, failure to make satisfactory progress in the training Course or for other sufficient cause as determined by the Government of India.
- ❖ **Female participants are advised to abstain from joining training Courses if they are in family way prior to their departure for India.**

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