**ICSSR**

**TCB**

**Format for Audit Statement of Accounts for Research Methodology Course**

**Course Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of the Institution\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Programme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **S. No.** | **Expenditure Head** | **Allocation (In Rs.)** | **Expenditure (in Rs.)** |
| 1. | Travel   1. Outside the state Resource Persons (5 within & 5 outside the state) 2. ICSSR Observer (s) 3. Participants (10 within & 10 outside the state) | 1,15,000/-  20,000/- |  |
| 2. | Honorarium   1. Outside the state Resource Persons per session (5x2=10x3000= 30000/-)   Within the state Resource Persons per session(5x2=10x3000= 30000/-)   1. Local Resource Persons per session (5x2= 10x2500= 25,000/-) | 30,000/-  30,000/-  25,000/- |  |
| 1. Course Director 2. Co-Course Director | 10,000/-  5,000/- |  |
| 3. | Stay Costs   1. Outstation Resource Persons 2. Participants | 1,00,000/- |  |
| 4. | Food charges (Rs.500 per day, per person) | 1,50,000/- |  |
| 5. | Course material | 15,000/- |  |
| 6. | Field work | 20,000/- |  |
| 7. | Contingency (including paper, stationary, photocopying, advertisement costs etc. | 20,000/- |  |
| 8. | Overhead charges payable to organising institution | 10,000/- |  |
|  | **TOTAL** | **5,50,000/-** |  |

**Signature**

**Finance officer Registrar Chartered Accountant Course Director**