**ICSSR**

**TCB**

**Format for Audit Statement of Accounts for Capacity Building Programme**

**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 (6 within the state, 6 outside the state & 6 local)
2. ICSSR Observer
 |  1,34,000/- |  |
|   | 1. Participants (10 within the state, 10 outside the state & 10 local)
 |  65,000/- |  |
| 2. | **Honorarium**1. Outside the state Resource Persons per session (6x2=12x3000= 36000/-)
 | 36,000/-  |  |
| Within the state Resource Persons per session(6x2=12x3000= 36000/-) | 36,000/- |  |
| 1. Local Resource Persons per session (6x2=12x2500= 30,000/-)
 | 30,000/-  |  |
| 1. Course Director
 | 12,000/-  |  |
| 1. Co-Course Director
 | 6,000/- |  |
| 3. | Stay CostsOutside the state Resource PersonsParticipants | 2,00,000/- |  |
| 4. | Food charges (Rs.500 per day, per person) | 2,00,000/- |  |
| 5. | Filed Work |    25,000/- |  |
| 6. | Course Material |    14,000/- |  |
| 7. | Contingency (including paper, stationary, photocopying, advertisement costs etc. |    30,000/- |  |
| 8. | Overhead charges payable to organising institution |    12,000/- |  |
|   | **TOTAL** | **8,00,000/-** |  |

**Signature/Stamped**

**Finance Officer Registrar/Director Chartered Accountant Course Director**