**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. | Travel1. 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. | Honorarium1. 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 Costs1. 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**