**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 & 6 outside the state) 2. ICSSR Observer | 1,34,000/- |  |
|  | 1. Participants (10 within & 10 outside the state) | 65,000/- |  |
| 2. | Honorarium   1. Outside the state Resource Persons per session (6x2=12x3000= 36000/-)   Within the state Resource Persons per session(6x2=12x3000= 36000/-)   1. Local Resource Persons per session (6x2=12x2500= 30,000/-) | 36,000/-  36,000/-  30,000/- |  |
| 1. Course Director 2. Co-Course Director | 12,000/-    6,000/- |  |
| 3. | Stay Costs  Outside the state Resource Persons   1. Participants | 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**

**Finance officer Registrar Chartered Accountant Course Director**