



SAVITRIBAI PHULE NATIONAL INSTITUTE OF WOMEN AND CHILD DEVELOPMENT
5, Siri Institutional Area, Hauz Khas, New Delhi - 110016

**PROFORMA FOR SANCTIONING OF ESTIMATED EXPENDITURE ON
TRAINING COURSES / SEMINARS / WORKSHOPS**

Year _____

1. Programme No. :
2. Name of the Course :
3. Date of the Course :
4. Location of the Course :
5. Collaborating / Cooperation Agency, if any :
6. No. of Participants likely to attend :
7. (a) Government Officials :
(b) Voluntary :
TOTAL :
8. Budget Head for Expenditure :
9. Head of Accounts Estimated Expenditure (Amount in Rs.)
 - i) TA/DA to participants (including conveyance charges to local participants) :
 - ii) TA/DA to Resource persons :
 - iii) TA/DA to course faculty :
 - iv) Honorarium to Resource persons :
 - v) Boarding for _____ :
participants @ Rs. _____.

- vi) Lodging for _____ participants :
@ Rs. _____.
- vii) Rent of Class Room, if any :
- viii) Honorarium for Secretarial Assistance etc. :
- ix) Hiring of audio visual communication equipment :
- x) Cost of Petrol, Oil and other transporation :
- xi) Transporatlon charges :
- xii) Stationery, Postage, Telegram etc. :
- xiii) Kit for the participants :
- xiv) Other contingencies :

Total :

Signature of the Course Director Date :

Recommended for sanction to the extent of ceiling of amount(s) noted against each of the Head of Account indicated above / overleaf.

Deputy Director / Joint Director

Sanction Rs. _____ (Rupees _____)
as per details given above.

DIRECTOR