

FORMAT TO BE SUBMITTED ALONG WITH FUND RELEASE PROPOSALS FOR INSTITUTIONAL TRAINING OR WORKSHOPS FOR DEPARTMENTAL OFFICIALS

1	Department/ Agency		District***		F/ year	
2	Name of DDO's Office			Training/Workshop		
3	PCU Sanction Order		Date		PCU Sanction ID	

Sanctioned Items	Sanctioned Amt (Rs.)					Actual Expenditure (Rs.)				
	Course Fee	Resource Persons Fee	Travel	Other	Total	Course Fee	Resource Persons Fee	Travel **	Other	Total
4.1.1										
4.1.2										
4.1.3										
4.1.4										
4.1.5										
4.1.6										
4.1.7										

**** Note: For drawl of TA/ DA for the officials, also attach FRF Appedix-2 to furnish details.**

Name of the course of training/ Workshop (with Key Subject)	Date : Training/ Workshop		Location of Training Or Workshop	Venue of Training Or Work Shop	Number of Attendees
	From	To			

Name of Attendee Officials	Present Designation	Place of Posting		
		District ***	Sub Division	Department*
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Use Additional Sheets, if required

** In case officials are drawn from Multiple Department*

**** In case of Officials deputed for training/ workshops from Multiple Districts*

Signature -Accounts Officer		DDO's Signature		Counter Signature of HOD	
Date		Date		Date	
Seal		Seal		Seal	