

## Annexure TR-5

## Reporting Proforma for Training Programmes

1. Title of Training Programme:
2. National/International:
3. Duration:
4. Number of Trainees:
5. Whether certificates have been provided to the successful candidates: Yes/No
6. Whether feedback has been taken from the candidates and plan to make use of it for improving the training programmes in future (enclose a brief note on the suggestions for improvement):
7. Total programme fee accrued:
8. Expenditure:

| Operational Head  | Expenditure |        |
|---|-------------|--------|
|   | Provision   | Actual |
| <b>Travel cost</b>  |             |        |
| a. Travel for trainees and resource persons   |             |        |
| b. DA/per diem for trainees and resource persons  |             |        |
| c. Travel costs for educational tours, study visits, etc., where applicable.                            |             |        |
| <b>Boarding and lodging</b>   |             |        |
| a. For trainees   |             |        |
| b. For outstation resource persons  |             |        |
| <b>Training material (including resource material, stationery, etc.) to be provided to the trainees</b> |             |        |
| <b>Consumables/chemicals/glasswares/raw materials/components</b>  |             |        |
| <b>Resource person fee/Honorarium</b>   |             |        |
| a. Resource persons   |             |        |
| b. Programme Director and Programme Coordinator (s)   |             |        |
| c. Other Staff  |             |        |
| <b>External payment envisaged (cost of outsourcing for transport and other services)</b>                |             |        |
| <b>Contingencies</b>  |             |        |
| <b>Institutional Charges (Cost of physical inputs/ services/utilities provided by the Institute)</b>    |             |        |
| <b>Service tax/any other tax</b>  |             |        |
| <b>TOTAL</b>  |             |        |

9. Amount accumulated as institutional income (as per Chapter 1 para 1.3.17):

Other savings:

Total: \_\_\_\_\_

Amount accredited to Institute (70%): \_\_\_\_\_

Amount accredited to ICAR Hqrs (30%): \_\_\_\_\_

Programme Director/Programme Coordinator  
(Signature)

Countersigned  
PME cell I/c