

**RAJIV GANDHI NATIONAL INSTITUTE OF YOUTH DEVELOPMENT**

राजीव गांधी राष्ट्रीय युवा विकास संस्थान



Institution of National Importance by the Act of Parliament No.35/12

संसदीय अधिनियम की सं. 35/12 के तहत राष्ट्रीय महत्व का संस्थान

Ministry of Youth Affairs and Sports, Government of India

युवा कार्यक्रम और खेल मंत्रालय, भारत सरकार

Sriperumbudur – 602 105.

श्रीपेरुम्बुदूर - 602 105

**Format for Submission of Budget for Training Programmes**

Form for Submission of Budget Proposals relating to Training Programmes, Workshops etc.,

1	Name of the Department, Phone and Email of the Program Coordinator and Head of the Department.	
2	a. Name of the Programme	
3	Level of the Programme	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> (tick whichever is applicable)*
4	Venue and duration of the programme	
5	Name of the a) Programme Coordinator b) Head of the in-charge	
6	No. of Participants	
7	<b>Payment details</b> (i) List of the Participants/Resource Person in whose name cheque or bank transfer is to be made towards T.A/ Honarorium respectively with the Name of Bank, Branch, A/C No, IFSC Code etc.	
8	<b>The proposal is submitted under :</b>	1. General Programmes <input type="checkbox"/> 2. SC Programs <input type="checkbox"/> 3. ST Programs <input type="checkbox"/> 4. North Eastern Region <input type="checkbox"/>

9	<b>Budget Proposal</b>	<b>Programme Level:</b>
9.1	<b>Lodging charges:</b> Rs. --- per person per day x --- persons x --- days	Rs.
9.2	<b>Food charges:</b> Rs.---- per person per day x--- persons X ---days	Rs.
9.3	<b>Group Photo:</b> Rs.----x---per person	Rs.
9.4	<b>Training Hall Charges (Hall Rent &amp; LCD etc.) (If necessary)</b> Rs. ----- per day x --- days	Rs.
9.5	<b>Study Material</b> Rs.---- per person x ----	Rs.
9.6	<b>Miscellaneous</b> Banner and certificates	Rs.
9.7	<b>Honorarium for Resource Persons</b> Rs. ---- person per day x --- persons	Rs.
9.8	<b>TA for Resource Persons</b> Rs.---- per person per day x--- persons	Rs.
9.9	<b>T.A for Participants</b> Rs. ----per person x --- persons as per actuals (if approved)	Rs.
10.0	<b>Field Visit</b>	Rs.
	<b>Total (Sl No. 9.1 to 10.0)</b>	<b>Rs.</b>
	<b>Amount of 1<sup>st</sup> Installment required (if the programme is organized outside)</b> (i.e. 50% of Sl.No.10)	<b>Rs.</b>

Name and Signature of

the Head of the Institution

Training Coordinator

Place:

Date:

**Forwarded by the Head of the Department**

Certified that

1. The budget proposal submitted by the Department has been scrutinized with reference to the rates prescribed for \_\_\_\_\_level programme and found to be correct.

2. The Department takes the responsibility for organizing the program in due time and submit the reports and accounts detail in time.

• <b>A- International Participants</b>
• <b>B- Professor &amp; Associate Professor level</b>
• <b>C- Teachers , Assistant Professor</b>
• <b>D - Student Level</b>