

PROFORMA FOR ADMINISTRATIVE-CUM-FINANCIAL SANCTION
(to be submitted at least 15 days before the commencement of the programme)

Details of the Programme

01. Title of the Programme as approved :
by the PAC/Competent Authority.
02. Kind of Activity :
Research/Development/Training/Extension/
Survey Evaluation(Indicate the Broad area of
which the above activity is a part).
 - 02.1 The outcome of the preceding :
activities. If any of the programme in
the form of draft mss./materials
developed.
 - 02.2 The background work carried out by :
the Programme Coordinator, in case
of initial activity of the programme.
 - 02.3 In case of Training Programme, the :
Training schedule, modules to be
used by the Resource Persons and
identification of competencies planned
to be developed in the target group
03. Recommendations of the PAC :
(indicating the date of meeting &
Code No of the programme.)
04. Specific Objectives of the Programme/Activity.

05. Expected Impact (In terms of the :
improvement of educational process.

06. Place where to be organised (with justification for the proposed venue. : Ninad Auditorium, PSSCIVE, Bhopal

07. (a) Duration: No. of days :

(b) Dates : From :
To :

08. Participants: : Local Non-Local Total
(a) Number

(b) Category(Such as Teachers/Teacher Educators/Counsellors/Educational Administrators, etc. : Teachers, Educators and administrators

(c) List of participants to be invited giving name, designation, Institutional Address & area of specialisation. : Enclosed for non-local participants

09. Resource Personnel:

S.No.	Name, Designation and Address	Qualifications	Area of Specialization
-------	-------------------------------	----------------	------------------------

10. NCERT/PSSCIVE Faculty Members Involved:

Name	Designation	Department	Nature of Participation
------	-------------	------------	-------------------------

11. Name and Address of the programme:
Director (if external)

12. Preparations undertaken:(for :
instance the preparation of basic
paper for discussion)

13. Title of the Documents to be :
Distributed. :
No. of Copies :

14. Title of Publication (Resulting :
from the programme/Activity.) :

15. **BUDGET :**

i. Traveling Allowances (Non-Locals)

No. of Persons	Fare(Rs.)	Amount(Rs.)
By Air		
By Rail/Bus		
	Total Rs.	-----

ii. Traveling Allowances (PSSCIVE Faculty)

No. of Persons	Fare(Rs.)	Amount(Rs.)
By Air		
By Rail/Bus		
	Total Rs.	-----

iii. DA (Non Locals) No. of Persons Days Rate(Rs.) Amount(Rs.)

Stay				
			Total Rs.	-----

iv. DA (PSSCIVE Faculty)

No. of Persons	Days	Rate(Rs.)	Amount(Rs.)
Stay			
			Total Rs.

v. Conveyance Locals	No. of Persons	Days	Rate(Rs.)	Amount(Rs.)
-------------------------	----------------	------	-----------	-------------

Total Rs. -----

vi. Honorarium :	No. of Persons	Days	Rate/Day	Amount
a. For Lecture				
b. Participants in development of books Inst Material etc. (Include Hony. Director)				
c. Resource person orientation /Trg. prog. In Hony. Director				

Total Rs. -----

vii. Contingent Expenditure:

Requirement	No.	Days	Rate(Rs)	Amount(Rs)
a. Stationary (pad, pen, folder)				
b. Tea/Coffee				
c. Working Lunch				
d. Field visit				
e. Daily Wager				
f. Raw material				
k. Miscellaneous				

Total : -----

Grand Total :Rs. -----

(Rupees

only)

16. Please indicate availability of :
funds and Head of Accountant from
book of Budgetary Allocation for
the current year.

17. Expected Outcome :

*Signature of the
Programme Coordinator*

*Signature of Head
of the Department/Centre*

*Signature of the
Joint Director*

N.B.: *If the sanctioned programme is not conducted on scheduled dates, information will be sent to Programme Section. The Activity Completion Report to be submitted within 10 days after the programme is over, falling which sanction for subsequent programme will not be issued.*