

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
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 : Recommended by 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. :
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. :
- (c) List of participants to be invited : -
giving name, designation,
Institutional Address & area of
specialisation.

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

Locals				

			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)					
				Total Rs.	-----

vii. Contingent Expenditure:

Requirement	No.	Days	Rate(Rs)	Amount(Rs)
a. Stationary (pad, pen, folder)				
b. Typing/W.P./Photo copying				
c. Computer outputs				
d. Tea/Coffee				
e. Daily Wages person				
f. Banner				
g. Working Lunch				
h. Miscellaneous				

Grand Total :

(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.*

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