



Memo No Socy. Aff- 86

Date- 09/07/2018

To
The Director
Academy for Co-operative Management Research & Training (ACMART)
Bidhannagar Poura Bhavan
415A, FD Block, Sector – III
Salt Lake, Kolkata – 700 106

Sub: Proposal of Financial Assistance for On-location Training Programme on “NPA and Credit Risk Management” at “SANCHARI”, Digha, Pruba Medinipur during 19th to 21st July, 2018 and proposed budget for this purpose.

Sir,

I am sending herewith the proposed budget for 3 (three) days training programme (19th July to 21st July, 2018) for 30 (thirty) participant ‘Sanchari’ at Digha. Hope you will approve the budget proposal and guide us for the next course of action.


Sl No.	Items	Amount Proposed (Rs.)	Remarks
1	Lodging 30 Participants	36,000.00	@800/- X 15 X 3
2	Boarding / Food (Breakfast, Lunch, Dinner, Tea-Snacks, Water for 30 participants.	32,400.00	As per your estimate
3	Conference / Lecture Hall with LED / White Board / Marker Pens / Sound System /Photography	1,500.00	
4	Printing of Reading Material (Printing, Xeroxing, Binding)	3,500.00	
5	Stationeries – Pen, Folders, Notebooks, Bag	7,500.00	As per your estimate
6	Miscellaneous (bouquet to inaugural / valediction guests etc.)	2,100.00	As per your estimate
	TOTAL	83,000.00	


General Manager

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Copy forwarded for information to:

1. Deputy Manager (All)


General Manager